

STATE BOARD OF COMMUNITY COLLEGES**Mr. Thomas Looney, Chair****November 17, 2023****North Carolina Community College System****Dr. W. Dallas Herring State Board Room**

Caswell Building, 200 West Jones Street

Raleigh, North Carolina 27603

Thursday, November 16, 2023**COMMITTEE MEETINGS**

TRANSFORMATIVE DISCUSSION 11:00 a.m. – 11:45 a.m. Dr. W. Dallas Herring State Board Room
Investing in Talent and Innovation

Presenters:

Dr. Phillip Price, Vice President of Business and Finance and Chief Financial Officer, NCCCS

Dr. Dale McInnis, President, Richmond Community College

Dr. Rusty Hunt, President, Lenoir Community College

LUNCH 11:50 p.m. – 12:20 p.m. Dr. W. Dallas Herring State Board Room

COMMITTEE MEETINGS

State Board Policy and

Governance Committee

12:25 p.m. – 1:05 p.m. Dr. W. Dallas Herring State Board Room

Personnel Committee

1:10 p.m. – 1:40 p.m. Dr. W. Dallas Herring State Board Room

Finance Committee

1:45 p.m. – 2:40 p.m. Dr. W. Dallas Herring State Board Room

Programs and Student Success

Committee

2:45 p.m. – 3:40 p.m. Dr. W. Dallas Herring State Board Room

Audit and Accountability

Committee

3:45 p.m. – 4:10 p.m. Dr. W. Dallas Herring State Board Room

Strategic Planning Committee

4:15 p.m. – 5:00 p.m. Dr. W. Dallas Herring State Board Room

Friday, November 17, 2023**BOARD MEETING**

9:00 a.m. Dr. W. Dallas Herring State Board Room

- Call to Order
- Pledge of Allegiance
- Moment of Reflection
- Administration of the Oath of Office
- Roll Call
- Ethics Awareness and Identification of Conflicts or Potential Conflicts of Interest
- Approval of Minutes – October 20, 2023
- Approval of Agenda
- Approval of Consent Agenda (*Consent Agenda items are listed on the Consent Agenda and are designated by [CA] on the Full Agenda*)

REPORTS

- NC Association of Community College Presidents, President David Heatherly, Vice-President
- NC Association of Community College Trustees, Ms. Julie Woodson, President
- NC Comprehensive Community College Student Government Association (N4CSGA), Mr. Anthony Pile, President
- NC Community College Foundation, Mr. Donny Hicks, Foundation Board Chair

LEGISLATIVE, Mr. Bill McBrayer, Chair

Legislative Update

STATE BOARD POLICY GOVERNANCE COMMITTEE, Hon. Chaz Beasley, Chair

For Action:

Review of the Bylaws of the State Board of Community Colleges (Attachment SBPG 01)

Review of the State Board of Community Colleges Policy and Governance Committee Charter (SBPG 02)

Metrics for the Performance Evaluation for President Cox (Attachment SBPG 03)

For Consent Approval:

Recommendation for Initial Proprietary School Licensure (Attachment SBPG 04)

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair

For Action

Personnel Charter Review (Attachment PER 01)

For Information

System Office Vacancy Report – November 2023 (Attachment PER 02)

College Presidential Status Report – November 2023 (Attachment PER 03)

FINANCE COMMITTEE, Ms. Lisa Estep, Chair

For Action

Finance Committee Charter (Attachment FC 01)

State Board Reserve (Attachment FC 02)

IT Service Management Allocation for ERP Modernization Pilot Colleges (Attachment FC 03)

Allocation for Faculty Recruitment and Retention (Attachment FC 04)

Allocation for Nursing Faculty Salary Adjustment (Attachment FC 05)

Allocation for High-Cost Workforce Start-Up Fund Program (Attachment FC 06)

For Consent Approval

Allocation for Finish Line Grants (Attachment FC 07)

Allocation of State Capital Improvement Infrastructure Funds (SCIF) (Attachment FC 08)

Construction and Property – November 2023 (Attachment FC 09)

For Information

Estimated Receipts – October 2023 (Attachment FC 10)

Summary of 2022-23 State Funded Financial Aid Programs for Community College Students
(Attachment FC 11)

PROGRAMS AND STUDENT SUCCESS COMMITTEE, Ms. Sarah West, Chair

For Future Action

New Curriculum Prefix - Tiered Funding Formula Recommendations (Attachment PROG 01)*

For Future Action

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

For Consent Agenda

Combined Course Library – Workforce Continuing Education and College & Career Readiness
(Attachment PROG 03)

Courses of Instruction to Captive/Co-Opted Groups (Attachment PROG 04)

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

For Information

RISE Up Training and Credentialing Program Report (Attachment PROG 06)

High-Cost Workforce Legislative Report (Attachment PROG 07)

Summary of 2022-23 NC Child Care Grant Program for Community College Students
(Attachment PROG 08)

Curriculum Standard Revisions as Approved by the System President (Attachment PROG 09)

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

Food and Nutrition Services (*Discussion Only*)

ACCOUNTABILITY AND AUDIT COMMITTEE, Mr. Mark Merritt, Chair

For Action

Accountability and Audit Committee Charter (Attachment AUD 01)

For Information

Internal Review – 2024 PCard Transactions (Attachment AUD 02)

Final Audit Report – Apprenticeship NC Grant Compliance Audit (Attachment AUD 03)

IT Audit Update*

*** The Accountability and Audit Committee may vote to move into closed session during the meeting on November 16, 2023, regarding this item.**

STRATEGIC PLANNING COMMITTEE, Ms. Ann Whitford, Chair

For Action

Strategic Planning Committee Charter (Attachment PLAN 01)

For Information

Transformative Discussions in 2024 (Attachment PLAN 02)

NCCCS PRESIDENT'S REPORT

NEW BUSINESS

EXPIRING TERMS AND VACANCIES

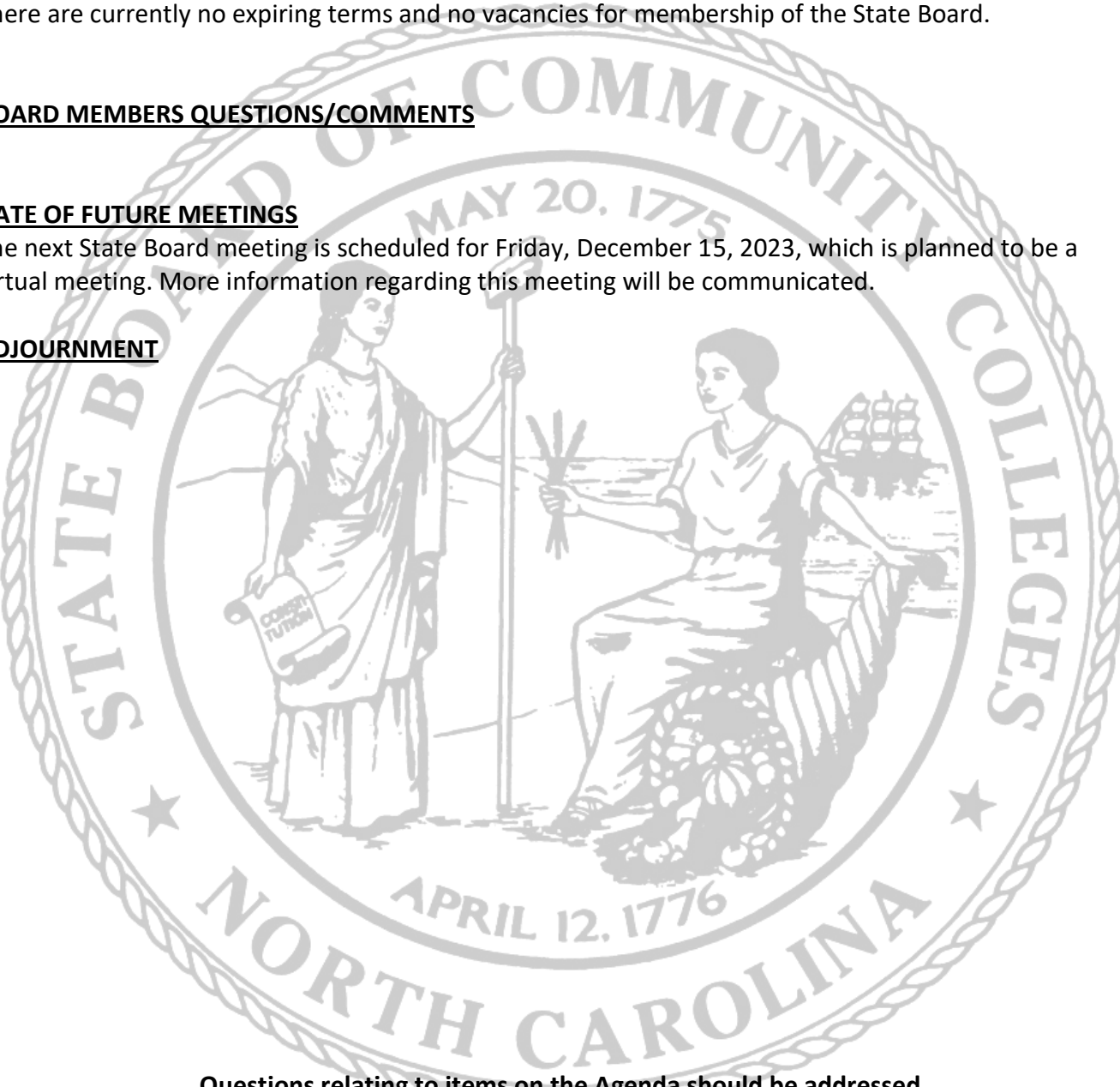
There are currently no expiring terms and no vacancies for membership of the State Board.

BOARD MEMBERS QUESTIONS/COMMENTS

DATE OF FUTURE MEETINGS

The next State Board meeting is scheduled for Friday, December 15, 2023, which is planned to be a virtual meeting. More information regarding this meeting will be communicated.

ADJOURNMENT

The seal of the North Carolina State Board of Community Colleges is a large, circular emblem. It features two female figures in classical attire. The figure on the left stands and holds a scroll that reads "CONSTITUTION". The figure on the right is seated and holds a bundle of arrows. The outer ring of the seal contains the text "STATE BOARD OF COMMUNITY COLLEGES" at the top and "NORTH CAROLINA" at the bottom, separated by two stars. Inside the ring, the dates "MAY 20, 1775" and "APRIL 12, 1776" are inscribed.

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

STATE BOARD POLICY GOVERNANCE COMMITTEE, Hon. Chaz Beasley, Chair

Recommendation for Initial Proprietary School Licensure (Attachment SBPG 05)

FINANCE COMMITTEE, Ms. Lisa Estep, Chair

Allocation for Finish Line Grants (Attachment FC 07)

Allocation of State Capital Improvement Infrastructure Funds (SCIF) (Attachment FC 08)

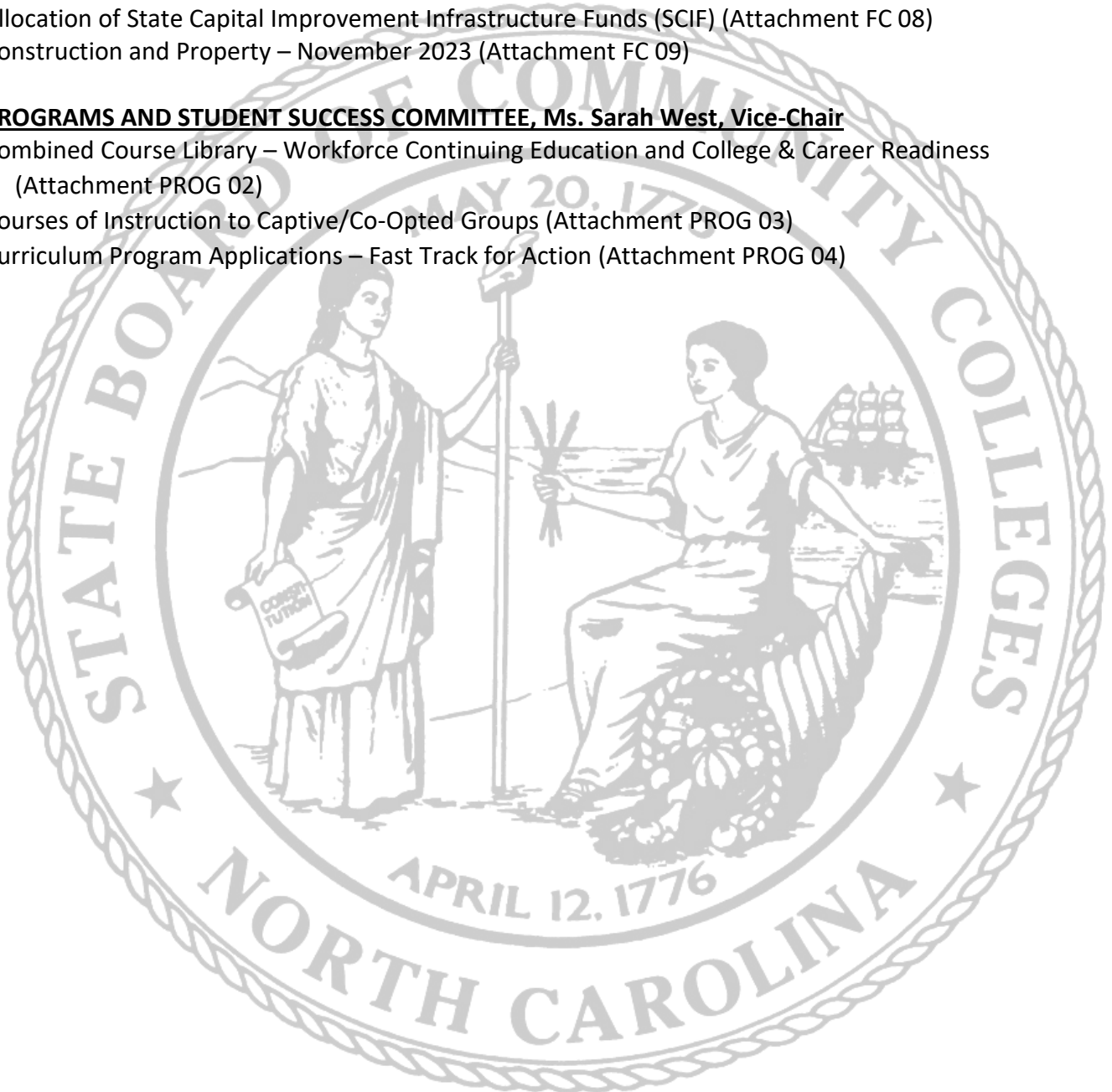
Construction and Property – November 2023 (Attachment FC 09)

PROGRAMS AND STUDENT SUCCESS COMMITTEE, Ms. Sarah West, Vice-Chair

Combined Course Library – Workforce Continuing Education and College & Career Readiness
(Attachment PROG 02)

Courses of Instruction to Captive/Co-Opted Groups (Attachment PROG 03)

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





NC COMMUNITY COLLEGES

CREATING SUCCESS

State Board of Community Colleges

Caswell Building, 200 West Jones Street

Raleigh, North Carolina

October 20, 2023

9:00 a.m.

CALL TO ORDER

Following proper public notification, Chairman Thomas Looney called the State Board of Community Colleges (SBCC) Meeting to order at 9:01 a.m. in Dr. W. Dallas Herring State Board Room of the Caswell Building. Chairman Looney welcomed the Board.

PLEDGE OF ALLEGIANCE AND MOMENT OF REFLECTION

Dr. Grant Campbell, Vice-Chair of the NC Community College State Board lead the Board in the pledge of allegiance.

Dr. Amanda Lee, President of Bladen Community College presented the moment of reflection, sharing an analogy about a pot of boiling water had how it can represent life's challenges and changes based on the things that are introduced. Dr. Lee stressed the importance of the decisions that are made by the Board during the meetings. The decisions have far reaching impact, affecting employee at the System Office as well as at every Community College in the state, every student, and their families. Dr. Lee commended the Board for their dedication and preparation. Dr. Lee left them with a blessing that the Board continues to have the wisdom to know the path forward and the courage to follow it.

ROLL CALL

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

The Hon. Chaz Beasley
Dr. Grant Campbell
Dr. Shirley Carraway
Ms. Lisa Estep
Treasurer Dale Folwell*
Mr. Tom Looney

Mr. Bill McBrayer
Mr. Mark Merritt*
Mr. Anthony Pile
The Hon. David Price*
The Hon. Ray Russell
Mr. Burr Sullivan*

Mr. Sam Searcy*
Mr. Ray Trapp
The Hon. Terry Van Duyn
Ms. Sarah West
Ms. Ann Whitford

* Attended via Zoom

Absent: Mr. Hari Nath, Ms. Julie Ryan, Mr. Jonathan Harris (Lt. Gov. designee)

ETHICS AWARENESS AND IDENTIFICATION OF CONFLICTS OF INTEREST

Ms. Artis reminded members of the Board of the ethics requirements and requested members to identify any conflicts or potential conflicts of interest.

APPROVAL OF THE MINUTES

Mr. Looney asked for a motion to approve the minutes from September 15, 2023. Treasurer Folwell motioned to approve, Mr. McBrayer seconded the motion, and the motion was unanimously approved by voice vote.

APPROVAL OF THE AGENDA, AND CONSENT AGENDA

Chairman Looney polled the committee chairs as to any changes to the agenda. The following additional changes were requested to the agenda.

- Personnel – Mr. McBrayer stated there were no changes.
- Strategic Planning – Ms. Whitford state there were no changes.
- Accountability and Audit – Mr. Merritt there are no changes. There is one closed session item.
- Programs and Student Success – Ms. West stated the committee would like to move Attachment PROG 02 from Future Action to Action.
- State Board Policy and Governance – Mr. Russell stated the committee would like to move Attachment SBPG 01 from Future Action to Action.
- Finance – Ms. Estep stated there were no changes.

Chairman Looney asked for a motion to approve the amended October 20, 2023, Agenda. Treasurer Folwell made a motion to approve, seconded by Mr. Beasley, and the motion was unanimously approved by voice vote.

Treasurer Folwell asked to adjourn today's meeting in honor of Dr. Linda Combs, the State Controller who passed away earlier this week.

Chairman Looney asked for a motion to approve the October 20, 2023, Consent Agenda. Dr. Campbell made a motion to approve, seconded by Mr. McBrayer, and the motion was unanimously approved by voice vote.

Items approved on the Consent Agenda were as follows:

FINANCE COMMITTEE, Ms. Lisa Estep, Chair

For Consent Approval

Contract Amendment for Migration and Support of College Information System (CIS)
(Attachment FC 07)

Allocation for Pamlico Prison Education Project (Attachment FC 08)

Allocation for Food and Nutrition Services Employment and Training Program (Attachment FC 09)

Improving Career and Technical Education with Perkins Carry Over Funds FY 2023-24
(Attachment FC 10)

Construction and Property – October 2023 (Attachment FC 11)

REPORTS:

Dr. Laura Leatherwood, President of the North Carolina Association of Community College Presidents (NCACCP)

President Leatherwood greeted the Board and presented the following:

- Acknowledged the Board, the System Office team, and President Cox and stated it had been a pleasure to be at Wayne CC for the past three days and seeing the commitment to our colleges.
- Dr. Leatherwood recognized colleagues joining her today. Mr. David Heatherly from Coastal Carolina CC, Dr. Rusty Hunt, Lenior CC, Dr. David Loope, Beaufort CC, Dr. Vern Lindquist from Johnston CC, Dr. Jack Bagwell from College of The Albemarle, and Dr. Mandy Lee from Bladen CC.
- Dr. Leatherwood thanked the General Assembly on behalf of our 58 Community College Presidents for the funding allotted to our colleges and for the raises for our employees.
- Dr. Leatherwood stated that now it is our responsibility to operationalize the bills that will impact our schools.
 - The Accreditation Bill will have significant impact on our colleges, but we are not certain of the implications on colleges.
 - Changes to the governance and authority of the Board of Trustees was noted.
 - There will be impact in the other educational sectors that will impact us such as the Parents' Bill of Rights in the K-12 sector, affecting recording of minors in classrooms, CCP students, educational records, and more.
 - The 22-hour graduation requirement for K-12 students and its potential impact CCP enrollment was
 - Funding for scholarships and workforce development through SEAA.
 - Upcoming performance measures review, technology contracts, and possible changes in multicampus funding.
 - The prohibition of compelling certain forms of State and Community College employee speech was noted.
 - Changes to the State Board of Nursing are discussed, that we can get enrollment, along with enhancing the transfer process.
- Dr. Leatherwood expressed the most significant work that has been done she spoke to the Board previously is in the Funding Formula workgroup under the leadership of Dr. Dale McInnis and Dr. Rusty Hunt in collaboration with the System Office team. She commended the entire team's effort. Dr. Leatherwood sees this work as a potential game-changer for community colleges.

Chairman Looney thanked Dr. Leatherwood and mentioned that he was at the meeting at the President's meeting and the enthusiasm for the project was evident and he is excited what will come from the collaboration.

Ms. Lisa Estep thanked Dr. Leatherwood and the other President's that travel to come to the State Board meetings. She appreciates the dedication, sacrifice and time that it takes to attend and participate.

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

Ms. Woodson greeted the board and discussed the following:

- The Executive Board met virtually this week and appreciated Dr. Cox and Mr. Alex Fagg meeting to go over the Community College related pieces of the budget. One Provision requires colleges to share information about their trustees with the Legislative Library and we appreciate Mr. Fagg being the point person and gathering information in one location to streamline the process.
- Last week about 100 Trustees and Presidents gathered in Las Vegas at the National Association of Community College Trustees meeting. Alan Langley Vice Chair of the Board at Cleveland Community College was elected as the Southern Region Representative for the National Association of Community College Trustees. Tina Royal a Trustee at Davidson Davie Community College was reelected to the DEI Committee and elected to serve as Chairman-Elect of that committee.
- Two weeks ago, the Trustee Association was able to launch a Virtual Trustee Training option for North Carolina Trustees that were not able to attend the last seminar in Wilmington because of the weather. Our Executive Board knows that training is very important and it's State mandate that Trustees receive training within six months of their appointment. Thank you to Dr. Gold created and recorded a session on Community College governance in and NC as well as many frequently asked questions from our trustees. Ms. Woodson also thanked Dr. Amanda Lee, Dr. Dale McInnis, and Dr. Mark Sorrells for their help with presenting a session focused on Community College collaborations.
- Ms. Woodson visited the ApprenticeshipNC tent at the State Fair and was able to watch the masonry contest on Monday morning. It was a great experience.

Chairman Looney stated that Ms. Woodson did a great job on the government affairs meeting in Washington last year and it is scheduled the beginning of February. Chairman Looney wanted to make sure that the Board was aware of that event next year.

Mr. Anthony Pile, President of the North Carolina Comprehensive Community College Student Government Association (N4CSGA)

Ms. Pile introduced himself, greeted, and thanked the Board for the opportunity to speak at the meeting and letting the student voice be heard:

- N4CSGA Board has several vacant positions. We do have applications for these positions that have been submitted and will be conducting interviews either at or directly after conference.
- The Fall Conference will be held at the Rocky Mount Convention Center, November 3 – 5th. The Speakers and menus have been locked and we are looking for additional booths for our Cultural Enrichment Expo. We are looking for finding sponsors for future conferences as well as expanding our conference to include other groups besides just N4CSGA.
- The N4CSGA Board is continuing its efforts to create an Alumni Association. The Board has heard that Chair Looney wants this to be a priority. Discussion is taking place on whether this will be part of N4CSGA or a separate entity. We are reaching out to former N4CSGA Executive Board Members for their interest.

- The N4CSGA board has officially achieved one of its first objectives of the two for the year. The Board voted at the last meeting to try and create a Mental Health Awareness Week that is observed by the great 58 in unison. We are trying to create a mental health non-instructional day that will fall within that week. I will hope to have more information on this endeavor moving forward.

Chairman Looney thanked Mr. Pile for his report. Chair Looney mentioned how he has seen the impact of the Student Government Association over the past 2 years on the State Board and serving at Wake Tech. Chair Looney has spoken with Mr. Jonathan Harris and Mr. Ray Trapp to help the student government association grow to a new level. Chair Looney thanked Mr. Pile for his leadership and his support.

COMMITTEE REPORTS

Legislative Committee, Mr. Bill McBrayer, Chair

Mr. McBrayer thanked Dr. Lee for the opening comments and Dr. Leatherwood comments on the budget. The System Office continues to work through the legislation that's become law to support Colleges with guidance and additional information as needed. The General Assembly is working on a technical correction bill as well as working on the redistricting of our state which we are all aware of. Our charge to you as College Presidents is to reach out to your delegation and thank them for their support and ask them on to the campuses to see what we are doing, so they can have a true understanding of the programs on our campuses. Thank you to Mr. Fagg and Ms. Rhodes for everything they have done.

Dr. Grant Campbell recently met with Erica Gallion, the Director of the Youth Legislative Assembly. She had now incorporated Community College students into that opportunity as well as other area high school students. The highlight of the meeting was to give thanks to our legislators as well as meet two interns from Johnston Community College. I wanted to thank Erica and Legislators for having interns from the Community College System and the students that are willing to do that.

Marketing and Communication, Mr. Nathan Hardin

Mr. Hardin stated that the team is two weeks away from the launch of our new website on Friday, November 3rd. Thank you for the IT and procurement areas for all their hard work. We are on budget and schedule for this new site.

There will be a stronger focus on prospective students, businesses, and partners on the website. These are major areas to expand our visibility and our engagement.

We will have new program and College finders on the site. So potential students will be able to see what programs and colleges are closest to them and available to them. It is more visually dynamic and clean looking site. We will be bringing other sites into the site that are tough to find or that people don't know they are part of the Community College System and part of our offerings.

This is the first step in the process for us and make sure that this is an effective resource for us.

Ms. Jarvis asked for Board members to look at the website and make sure that if you have any issues getting to the materials to reach out to her or Mr. Hardin.

Chair Looney thanked Mr. Hardin for his hard work and the effort that he made to involve the colleges in this process.

PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair

On behalf of the Personnel Committee, Mr. McBrayer made a motion to approve an increase for the salary increase for Dr. Phillip Price. Four percent (4%) increase to his current salary. Motioned carried.

On behalf of the Personnel Committee, Mr. McBrayer made a motion to approve the hiring of Associate Vice President for Strategy and Rural Innovation of Dr. Zach Barricklow. It is a grant funded position, starting salary of \$145,000. Motioned carried.

On behalf of the Personnel Committee, Mr. McBrayer made a motion to approve an approval to create of a grant funded position for a year for a Director of Grants, salary from \$99,000 - \$105,000. Ms. Whitford stated that these two positions will help support Dr. Crane and the Strategic Plan. Motioned carried.

Mr. McBrayer reviewed the Vacancy Report noting that the percentage is down to 8%.

Mr. McBrayer stated that in November or December there will be a couple of colleges that will be bring names before the Board for review.

STRATEGIC PLANNING COMMITTEE, Ms. Ann Whitford, Chair

For Future Action

Strategic Planning Committee Charter Review (Attachment PLAN 01)

Ms. Whitford stated that the committee is reviewing the Committee charter and will bring any changes after review to the Board.

For Information

Apprenticeships in NC (Attachment PLAN 02)

Ms. Whitford stated that Mr. John Loyack, Vice President of Economic Development gave a presentation on Apprenticeships to the Planning committee. Ms. Whitford shared some of the highlights as well as her experience at the ApprenticeshipNC event at the State Fairgrounds. Ms. Estep also commented on her experience at the ApprenticeshipNC event and her appreciation of the program.

ACCOUNTABILITY AND AUDIT COMMITTEE, Mr. Mark Merritt, Chair

Closed Session - Mr. Merritt made a motion to go into closed session and Mr. Ray Trapp seconded the motion.

PROGRAMS AND STUDENT SUCCESS COMMITTEE, Ms. Sarah West, Chair

For Future Action

Approval of Programs and Student Success Committee Charter (Attachment PROG 01)

Ms. West stated that they will continue to review the Charter and bring it before the Board next month for approval or for proposed changes.

For Action

Curriculum Program Special Applications (Attachment PROG 02)

Ms. West discussed the wish for approval to offer Basic Law Enforcement Training as an associates degree diploma or certificate program that special application process. This is opening an accelerated program.

On behalf of the Programs and Student Success Committee, Ms. West recommended and moved for approval of PROG 02 as presented, approved via voice vote.

Review of Public Comments for Proposed Amendment to 1B SBCCC 100.1 – Definitions (Attachment PROG 03)

Ms. West discussed the review of Public Comments for the amendment for the proposed High Flex method of course delivery that was brought before the board last month. There were no public comments.

On behalf of the Programs and Student Success Committee, Ms. West recommended and moved for approval of PROG 03 as presented, approved via voice vote.

For Information

Curriculum Program Applications as Approved by the System President (Attachment PROG 04)

Curriculum Standard Revision as Approved by the System President (Attachment PROG 05)

Curriculum Program Terminations as Approved by the System President (Attachment PROG 06)

Ms. West asked for any questions pertaining to the For Information items. No questions or discussions were held regarding those items.

STATE BOARD POLICY GOVERNANCE COMMITTEE, Hon. Raymond Russell, Chair

For Action

Proposed Amendment to 2A SBCCC 300.2 – Application for License Renewal (Attachment SBPG 01)

Review of Public Comments for Proposed Amendment to 2A SBCCC 300.6 – NC Proprietary School Fee Schedule (Attachment SBPG 05)

Dr. Russell stated that SBPG 01 has been moved to For Action and pertains to Proprietary Schools renewal applications and moving the date up 15 days on the application.

Dr. Russell stated that SBPG 05 is a similar change in the fee schedule for Proprietary Schools. This went out for public comments and there were no comments.

On behalf of the State Board and Policy Governance Committee, Dr. Russell recommended and moved for approval of SBPG 01 and SPBG 05 as presented, approved via voice vote.

FOR FUTURE ACTION

Review of the Bylaws of the State Board of Community Colleges (Attachment SBPG 02)

Dr. Russell stated that there will be changes in removal of the Legislative Committee and the bylaws will be revised to show this. After review there will be the review next month. Please review and if there is a matter of concern, please let Ms. Artis know.

Chair Looney mentioned that there is has been a bit of reorganization to create stronger engagement. Chair Looney proposed that Dr. David Price will be the contact for Federal Government, Senate would be Ms. Lisa Estep, House would be Dr. Grant Campbell and for the Governor's Office would be Mr. Mark Merrit. Chair Looney wants to make sure that everyone has a voice and a higher level of engagement. Mr. Alex Fagg will continue to give updates.

Review of the State Board of Community Colleges Policy and Governance Committee Charter (Attachment SBPG 03)

Dr. Russell stated that there is review of the Charter and this will be reviewed and submitted for approval next month. It should have been included in the email from Ms. Artis.

Metrics for the Performance Evaluation for President Cox (Attachment SBPG 04)

Dr. Russell stated that goals were approved a couple of months ago and this is the last part of the package for evaluation for Dr. Cox. Dr. Russell encouraged the members to review the package and give any feedback.

FINANCE COMMITTEE, Ms. Lisa Estep, Chair

For Future Action

Review of the Finance Committee Charter (Attachment FC 01)

Ms. Estep stated this will be review this item and bring before the board next month.

For Action

Digital Navigator Project (Attachment FC 02)

Ms. Estep stated that FC 02 is a project to promote digital inclusion with a focus on 20 colleges in Tier 1 and Tier 2. This was a competitive bid process through DIT.

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

Allocation to Support Rural College Broadband Access (Attachment FC 03)

Ms. Estep stated that this is an allocation to support Rural Broadband access. This is an appropriation from the General Assembly, and we appreciate their support on this initiative. We are adding two more colleges that will receive this allocation.

Ms. Whitford asked how far this puts us on the spectrum with this project? Ms. Estep asked Mr. Fleming for his input. He stated that a statement of need was created for the colleges that needed to be included in the project to complete it. This should take us through a phase 3 but we will continue to need to update our rural broadband.

On behalf of the Finance Committee, Ms. Estep recommended and moved for approval of FC 03 and as presented, approved via voice vote.

Contract Amendment Short-Term Workforce Development Deployment Support (Attachment FC 04)

Ms. Estep stated that this contract is to support the Destiny Software. This are fully funded phases.

On behalf of the Finance Committee, Ms. Estep recommended and moved for approval of FC 04 and as presented, approved via voice vote.

State Board Reserve (Attachment FC 05)

Ms. Estep stated that this request will go to Wayne Community College for an initiative, it is a partnership between several colleges.

On behalf of the Finance Committee, Ms. Estep recommended and moved for approval of FC 05 and as presented, approved via voice vote.

State Aid Allocation and Budget Policies FY 2023 – 24 (Attachment FC 06)

Ms. Estep stated this is a outline of our formula budget as well as categorical allocations and the outline of our salaries. Dr. Phillip Price added that this is allowed up allocate for several programs and colleges.

Dr. Cox thanked Dr. Price and his team for the hard work they have been contributing to the committee and all their hard work.

On behalf of the Finance Committee, Ms. Estep recommended and moved for approval of FC 06 and as presented, approved via voice vote.

For Consent Approval

Contract Amendment for Migration and Support of College Information System (CIS)
(Attachment FC 07)

Allocation for Pamlico Prison Education Project (Attachment FC 08)

Allocation for Food and Nutrition Services Employment and Training Program (Attachment FC 09)

Improving Career and Technical Education with Perkins Carry Over Funds FY 2023-24
(Attachment FC 10)
Construction and Property – October 2023 (Attachment FC 11)

Ms. Estep gave a short review of the consent approval items, No questions or discussions were held regarding those times.

For Information

Estimated Receipts – September 2023 (Attachment FC 12)
Construction Bootcamps (Attachment FC 13)
Specialized Public Safety Waiver List (Attachment FC 14)

Ms. Estep did not review the For Information items, but information was included in the packet. No questions or discussions were held regarding those items.

Treasurer Folwell mentioned that the new accounting system has moved from NCAS to NCFS. He also discussed the UNC and ECU systems that will not be supporting the State Health Plan or Retiree Plan.

NCCCS PRESIDENT'S REPORT

President Cox greeted the Board and discussed the following:

- Gave accolades to Dr. Dale McInnis and Dr. Rusty Hunt for their work around the funding model discussions. The model will continue to be revised and will be shared with the Presidents and Trustees Associations in November.
- Very excited to be bringing on Dr. Zach Barricklow and to promote the sustainability plan for our rural community colleges, not just for the rural colleges but our overall strategic plan.
- Hope you enjoyed the preview of the new website for the System. Dr. Cox appreciates all the hard work that has gone into making this happen.
- Dr. Patrick Crane and his team are putting the finishing touches on a reporting tool for our strategic plan and tactics, including the President's goals. Dr. Cox plans to use that tool to leverage to report some of our goals.
- Our Team has had the first of our four sessions with the Hunt Institute Transition Team on September 28th. It was a very productive day with initial brainstorming on our System Mission, Vision, and Values. The next session is November 8th.
- Ended with a success story about Latonya Tan, a student at Roanoke Chowan Community College.
- Recognized two new employees at the System Office. Delaney Davis Associate Legal Counsel, and Veronica Watson, Assistant HR Director.

NEW BUSINESS

EXPIRING TERMS AND VACANCIES

There are currently two terms expiring and one vacancy for membership of the State Board. The Board is waiting on appointments from the House and Senate. Mr. Sullivan and Mr. Irwin remain on the Board until those appointments are made.

BOARD COMMENTS AND QUESTIONS

Chair Looney made a few comments about the committee assignments. Objectives to improve the efficiency and engagement of the board, align board members skills and experience, beef up membership on our core committees, modernize our recognition programs and processes.

Sarah West has agreed to be the liaison for the NC Community College Foundation. Ms. West thanked Chair Looney for the opportunity.

Chair Looney also said that we want to support our Student Government and thanked Mr. Pile for his effort and enthusiasm.

Chair Looney will be speaking at the Community College System All Hands Meeting. Chair Looney shared that our Awards Banquet will be held at The Umstead Hotel in Cary. Additionally, the Community College System is a finalist for the NC Tech event coming up.

Mr. McBrayer stated that he likes the idea of having legislators and community officials at the Awards banquet to hear the inspiring stories of the award winners.

Dr. Carraway shared her experience at the Power of 15 at Roanoke Chowan Community College on their signing day with having students committing to take 15 hours of college classes while they are high school and how powerful it was to see the effect on the students.

Mr. Pile thanked the Board for their enthusiasm and support in the students in the system.

Chair Looney shared the new Committee heads:

- Audit & Accountability - Mark Merritt, Chair, Hari Nath, Vice Chair
- Personnel – Bill McBrayer, Chair, Sam Searcy, Vice Chair
- Finance – Lisa Estep, Chair, Shirley Carraway, Vice Chair
- Programs and Student Success – Sarah West, Chair, Shirley Carroway, Vice Chair
- State Board Policy and Governance – Chaz Beasley, Chair, Lisa Estep Vice Chair
- Strategic Planning – Ann Whitford, Chair, Grant Campbell, Vice Chair
- Recognition Steering Committee – Tom Looney, Shirley Carraway, Grant Campbell, Sam Searcy, Katie Loois, and Donnie Hicks.
- Liaisons to Student Government – Jonathan Harris, Ray Trapp
- Liaison to Community College Trustees – Bill McBrayer
- Liaison to Community College Presidents – Tom Looney

DATE OF NEXT MEETING

The next State Board meeting is scheduled for Thursday, November 16, 2023, and Friday, November 17, 2023, in the Dr. W. Dallas Herring State Board Room located in the Caswell Building in Raleigh, NC.

ADJOURNMENT

The Board adjourned in memory of Dr. Linda Combs at 11: a.m.

RESPECTFULLY SUBMITTED BY:

Jennifer Holloway, Secretary

APPROVED BY:

Dr. Jeff Cox, System President

Mr. Thomas Looney, Chair

DRAFT

STATE BOARD OF COMMUNITY COLLEGES
SBCC Code Report



PROGRAMS AND STUDENT SUCCESS COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
Proposed Amendment to 1B SBCCC 100.1 – Definitions	Initiation of Rulemaking Process	August 18, 2023	COMPLETED
	Publication on NCCCS Website	August 22, 2023	COMPLETED
	Written Comment Period Ends	September 21, 2023	COMPLETED
	Review Comments with SBCC Committee	October 19, 2023	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	October 20, 2023	COMPLETED
	Prospective Effective Date of Rule	November 1, 2023	COMPLETED

STATE BOARD POLICY AND GOVERNANCE COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
Proposed Amendment to 2A SBCCC 300.6 – North Carolina Proprietary School Fee Schedule	Initiation of Rulemaking Process	August 18, 2023	COMPLETED
	Publication on NCCCS Website	August 22, 2023	COMPLETED
	Written Comment Period Ends	September 21, 2023	COMPLETED
	Review Comments with SBCC Committee	October 19, 2023	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	October 20, 2023	COMPLETED
	Prospective Effective Date of Rule	November 1, 2023	COMPLETED

STATE BOARD POLICY AND GOVERNANCE COMMITTEE

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
Proposed Amendment to 2A SBCCC 300.2 – Application for License Renewal	Initiation of Rulemaking Process	October 20, 2023	COMPLETED
	Publication on NCCCS Website	October 24, 2023	COMPLETED
	Written Comment Period Ends	November 23, 2023	PENDING
	Review Comments with SBCC Committee	January 18, 2024	
	2 nd Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	January 19, 2024	
	Prospective Effective Date of Rule	February 1, 2024	

AGENDA
State Board of Community Colleges
STATE BOARD POLICY AND GOVERNANCE COMMITTEE
Caswell Building, Dr. W. Dallas Herring State Board Room
Thursday, November 16, 2023 – 12:25 p.m. – 1:05 p.m.
Hon. Chaz Beasley, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – October 19, 2023

For Action:

- Review of the Bylaws of the State Board of Community Colleges (Attachment SBPG 01)
- Review of the State Board of Community Colleges Policy and Governance Committee Charter (SBPG 02)
- Metrics for the Performance Evaluation for President Cox (Attachment SBPG 03)

For Consent Approval:

- Recommendation for Initial Proprietary School Licensure (Attachment SBPG 04) [CA]

New Business

Adjourn

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

MINUTES
State Board of Community Colleges
SBCC BOARD POLICY AND GOVERNANCE COMMITTEE MEETING
Thursday, October 19, 2023
Dr. Ray Russell, Chair

SBCC BOARD POLICY AND GOVERNANCE COMMITTEE MEMBERS PRESENT

Hon. Ray Russell, Chair	Mr. Mark Merritt*	Ms. Sarah West
Ms. Lisa Estep, Vice Chair	Mr. Anthony Pile	Mrs. Ann Whitford
Dr. Shirley Carraway	Hon. David Price*	

*Attended via Zoom

Absent Members: Mr. Hari Nath, Ms. Julie Ryan

OTHER BOARD MEMBERS PRESENT

Hon. Chaz Beasley	Mr. Burr Sullivan*	Hon. Terry Van Duyn
Mr. Tom Looney		

*Attended via Zoom

OTHERS IN ATTENDANCE

Atty. Tawanda Foster Artis	Dr. Kimberly Gold	Dr. Amanda Lee, NCACCP
Dr. Jeff Cox, NCCCS	Dr. David Heatherly, NCACCP	Dr. Brian Merritt
Dr. Patrick Crane	Ms. Jennifer Holloway	Dr. Phillip Price
Mr. Alex Fagg	Dr. Rusty Hunt, Lenoir CC	Ms. Halima Sharif
Mr. Patrick Fleming	Ms. Sondra Jarvis	Mr. James Willamor
Ms. Dorrine Fokes	Dr. James "JW" Kelley	Mr. Bob Witchger
Dr. Andrew Gardner	Dr. Laura Leatherwood, NCACCP	

*Attended via Zoom

CALL TO ORDER

Dr. Russell called the SBCC Policy and Governance Committee meeting to order at 3:49 p.m.

ROLL CALL

Attorney Artis called the roll of the SBCC Policy and Governance Committee members.

ETHICS STATEMENT

Attorney Artis read the Ethics Awareness and Conflict of Interest Statement. No conflicts were noted.

APPROVAL OF AGENDA AND MINUTES

Dr. Russell requested a motion to approve the agenda. Ms. West proposed the motion, seconded by Dr. Carraway, and approved by voice vote. Dr. Russell requested a motion to approve the minutes from the September 14, 2023 meeting. Mrs. Whitford submitted the motion, seconded by Ms. Estep, and approved by voice vote.

MINUTES
State Board of Community Colleges
SBCC BOARD POLICY AND GOVERNANCE COMMITTEE MEETING
Thursday, October 19, 2023
Dr. Ray Russell, Chair

FOR FUTURE ACTION

Proposed Amendment to 2A SBCCC 300.2 – Application for License Renewal (Attachment SBPG 01)

Dr. Russell explained that Attachment SBPG 01 was amended to reflect a change in the deadline for applications for Proprietary Schools' license renewal. The deadline for applications was changed from March 15th to March 1st. There was no discussion on this item, so Dr. Russell requested a motion to move SBPG 01 from *For Future Action* to *For Action*. Ms. Estep made the motion, seconded by Ms. West, and approved by voice vote. Upon approval, Dr. Russell disclosed that the *For Action* item would go out for public comments and come back to the Committee for final approval. Ms. Estep motioned to approve SBPG 01, seconded by Dr. Carraway, and approved by voice vote.

Review of the Bylaws of the State Board of Community Colleges (Attachment SBPG 02)

Dr. Russell discussed the review of SBPG 02 to address changes in the State Board Bylaws. One of these changes included the reorganization of the committee structure. Dr. Russell disclosed that one specific change was the removal of the Legislative Affairs Committee. Chair Looney added that his thought on restructuring and focus was to have liaisons for each of the government organizations. He proposed that Congressman Price work with Congress, Dr. Campbell work with the House of Representatives, Ms. Estep work with Senate, and Mr. Merritt work with the Governor. Chair Looney added that it was his responsibility to have a voice with these organizations for the community college system. He clarified that having the liaisons with the organizations would build a stronger engagement and relationship with them and he hoped this to be an effective process. Dr. Russell stated proposed changes to the Bylaws would be reviewed and voted on at the next meeting.

Review of the State Board of Community Colleges Policy and Governance Committee Charter (Attachment SBPG 03)

Dr. Russell discussed SBPG 03 and stated that each committee was to review its respective charter on an annual basis. He mentioned that there were items that may need to be integrated into the Policy and Governance Committee charter such as the goals and performance measures of the System Office President. Ms. West added that work done by the Subcommittee on Board Engagement would also need to be included in the Governance Committee charter. The updates to the Policy and Governance Committee charter were scheduled for review and discussions at the November 2023 meeting.

Metrics for the Performance Evaluation for President Cox (Attachment SBPG 04)

Dr. Russell recapped that the goals for the System Office Present and the metrics for measuring the goals were previously approved. He added that the final pieces to the process were to assemble the process for evaluation and the assignment of the bonus. With the assistance of the Subcommittee on Board Engagement, a draft document was generated that provided perspectives on what the Committee wanted to accomplish. It also provided a timeline of when various tasks must be completed. This process would culminate at the end of the fiscal year in May, June, and July with a Board survey from every Board member and a self-evaluation from Dr. Cox. Dr. Russell pointed out

MINUTES
State Board of Community Colleges
SBCC BOARD POLICY AND GOVERNANCE COMMITTEE MEETING
Thursday, October19, 2023
Dr. Ray Russell, Chair

that the goals set for the System Office President comprised about 80% of the evaluation and the other 20% consisted of the “hard to measure” items. He added that the assignment of the bonus items was pending with the Board Chair. The expectation was to have this process completed by the November meeting.

FOR ACTION

Review of Public Comments for Proposed Amendment to 2A SBCCC 300.6 – NC Proprietary School Fee Schedule (Attachment SBPG 05)

During the August meeting, the Committee approved the proposed amendment to State Board Code 2A SBCCC 300.6 in which the license renewal application deadline was moved from March 15th to March 1st. Since no public comments were received during the public comments period, Dr. Russell requested a motion to approve the amendment. Mrs. Whitford made the motion, seconded by Dr. Carraway, and approved by voice vote.

NEW BUSINESS

No new business.

ADJOURNMENT

Dr. Russell declared the meeting adjourned at 4:22 p.m.

Respectfully submitted,
Halima Sharif
Recording Secretary

North Carolina State Board of Community Colleges Bylaws

Article I. Bylaws Governing the State Board of Community Colleges.

The following bylaws (these “Bylaws”) shall govern the conduct and procedures of the North Carolina State Board of Community Colleges, ~~hereinafter, referred to as-~~ (the “State Board.”). The State Board shall conduct its business in a committee of the whole, through such committees as it may establish pursuant to these ~~bylaws~~ Bylaws, or under such other forms as it, by majority vote, may elect.

Article II. Officers.

At the first meeting after July 1, 1981, and every two years thereafter, the State Board shall elect from its membership for no more than two consecutive terms of two years or until their respective successors have been appointed and qualified, a Chair, a Vice Chair, and such other officers as it may deem necessary ~~(, consistent with G.S. §115D-2.2).~~

The Chair of the State Board shall appoint a nominating committee of no less than three and no more than five members of the State Board ~~at a~~ (each, a “Member”) no later than the meeting ~~prior to~~ immediately preceding the July meeting at which officers are to be elected. The nominating committee shall present the name of at least one qualified individual for ~~each office~~ Chair and Vice Chair. Each nominee must ~~submit to the nominating committee a letter, in writing, accept or reject the nomination and, if~~ accepting the nomination ~~and indicating a commitment of the time necessary, commit~~ to perform the duties of that office. Nominations ~~will may~~ be accepted from the floor, but each such nominee must ~~indicate a commitment of time to serve in~~ commit to perform the duties of that office.

In the event a vacancy in any office created pursuant to this Article occurs prior to the end of a term, the State Board shall elect ~~one of its members~~ a Member to fill ~~the~~ such office for the unexpired portion of the term. ~~The President of the N. C. System of Community Colleges shall be Secretary of the State Board.~~ of such office, consistent with G.S. §115D-2.2.

The ~~President of the N. C. System of Community Colleges~~ chief administrative officer of the North Carolina Community College System Office (the “System Office”) shall be the President (the “System President”). The System President ~~shall be~~ Secretary of the State Board (the “Secretary”). The Secretary may appoint an Assistant Secretary of the State Board (the “Assistant Secretary”), who shall be ~~a member~~ an employee of the ~~staff of the Community College~~ System Office. Copies of all minutes, papers, and documents of the State Board may be certified by the Assistant Secretary with the same force and effect as though such certification were made by the Secretary ~~of the State Board.~~

Article III. Regular Meetings.

Regular meetings of the State Board shall be held at least ~~ten~~ eight (8) times a year on dates to be determined by the State Board ~~(, consistent with G.S. §115D-2.2(i)).~~ Each regular meeting shall be held at a time and place designated by the Chair. Notice concerning the time and place shall be given to each ~~member of the State Board~~ Member by the Secretary at least

seven ~~(7)~~ days in advance of the meeting date. Either by action of the State Board or upon ~~fifteen~~eight (8) days' written notice by the Chair, the date specified herein for a regular meeting may be changed to another date within the designated month. Any matter of business relating to the ~~community college system~~North Carolina Community College System (the "System") may be considered at any regular meeting of the State Board. In addition to ~~face-to-face~~in-person meetings, subject to the Chair's discretion, State Board regular meetings may be held via telephone, videoconferencing, or any other electronic means.

Article IV. Special Meetings.

Special meetings of the State Board may be called by the Chair at the Chair's discretion and shall be called by the Secretary upon the written request of no fewer than a majority of the ~~members of the State Board~~Members. A special meeting called by the Secretary shall be held within twenty (20) days of receipt by the Secretary of ~~an individual~~a written request from a majority of the ~~members~~Members for such special meeting. A notice specifying the time and place of a special meeting of the State Board shall be given by the Secretary to each ~~member of the State Board~~Member at least ~~forty-eight hours~~two (2) business days in advance of the meeting date. Any matter of business relating to the ~~community college system~~System may be considered at a special meeting.

Article V. Emergency Meetings

Emergency meetings may only be called to address generally unexpected circumstances that require immediate consideration by the State Board. Emergency meetings of the State Board may be called by the Chair at the Chair's discretion. A notice specifying the time and place of an emergency meeting of the State Board shall be given by the Secretary to each ~~member of the State Board~~Member as soon as practicable in advance of the meeting date. The Chair, in collaboration with the Secretary, shall prepare the agenda for the meeting, but only business connected with the emergency or emergencies may be considered at an emergency meeting.

Article VI. Agenda.

The Chair, in collaboration with the Secretary and in consultation with the committee chairs, shall prepare the agenda for a regular or special meeting of the State Board. A copy of the agenda for each regular meeting of the State Board, including notice of all expiring terms on or vacancies in membership of the State Board and its committees, and insofar as is practicable, copies of all reports and other materials to be presented to the regular meeting as a part of the agenda, shall be sent by the Secretary to each ~~member~~Member at least seven days in advance of the regular meeting. If practicable, a copy of the agenda for each special meeting of the State Board, with reports and other materials to be presented, shall be sent to each ~~member~~Member at least ~~forty-eight hours~~two (2) business days in advance of the special meeting. When matters are to be considered by a committee between the time the agenda is sent and the time of any regular or special meeting of the State Board, and these matters are expected to be presented to the State Board for action at the~~such~~ meeting, all ~~members of the State Board~~Members shall be sent such materials as a committee may prescribe by standing rule or as the ~~chair of a~~ committee may

designate, in order to inform the State Board, insofar as may be feasible, of the nature of the action that might be asked of it.

Any person requesting an item to be placed on the State Board agenda for a regular or special meeting shall submit a written request with all supporting documents to the Secretary and the Chair. In consultation with the Secretary, the Chair shall make the determination about what items are placed on the State Board agenda. ~~The Chair of each State Board~~Each committee ~~chair~~ shall confer with the committee staff to determine the placement of items on the agenda. If so decided by the Committee Chair in consultation with committee staff, items coming to the State Board for the first time may be placed on the agenda "For Action²." At the request of any member of the committee or State Board, any item listed "For Action" may be removed and given consideration as a "For Future Action" item upon the approval of the committee or Board. Unless the State Board votes to suspend its rules, any agenda item related to amending the North Carolina State Board of Community Colleges Code (~~SBCC Code~~) coming before the State Board for the first time shall be placed on the agenda "For Future Action." Any item that has been on the State Board agenda "For Future Action" may be placed on the agenda "For Action" at any subsequent meeting.

~~In order to~~To promote efficient meetings, the State Board may act upon more than one item by a single vote through the use of a consent agenda. Consent agenda items shall have been approved by a committee, recommended by that committee to be placed on a consent agenda, and be matters of a ministerial, non-controversial or routine nature. Any ~~member of the Board~~Member has the right to comment on any consent agenda item. At the request of any ~~member of the Board~~Member, any item on the consent agenda shall be removed and given individual consideration for action as a regular agenda item. The request to remove the item from the consent agenda shall be non-debatable and will be honored without discussion. Removal of an item from the consent agenda returns it to the appropriate committee's report for full State Board discussion.

Any committee or member of the State Board may request consideration by the State Board of any items not on the agenda of a regular or special meeting. However, such an item shall not be so considered without the approval of two-thirds of the ~~members of the State Board~~Members present at such meeting.

Article VII. Quorum - Attendance.

A quorum for the conducting of business by the State Board shall consist of a majority of ~~the members of the State Board~~ (Members, consistent with G.S. §~~1115D~~115D-2.2(i). ~~Subject to the Chair's discretion and prior authorization or the Vice Chair's discretion and prior authorization in the Chair's absence, if a Board member~~If a Member cannot attend a ~~board~~State Board meeting in person for a justifiable reason, the ~~Board member~~Member may attend via telephone, videoconferencing, or other electronic means.

The Secretary shall maintain an attendance record for ~~State Board meetings on each member~~Member. A State Board meeting includes the meeting of the full board. Members are

encouraged and expected to attend all State Board meetings, unless excused according to ~~the State Board~~these Bylaws.

A. Consecutive absences

The State Board may declare vacant the office of ~~an appointed or elected member from the State Board~~a Member who, without justifiable excuse, ~~as determined by the Chair or Vice Chair in the Chair's absence~~, has not attended three (3) consecutive scheduled meetings. Examples of justifiable excuses include, but are not limited to, military service, illness, or injury of the member or an immediate family member. The Chair shall notify the appropriate appointing or electing authority of any such vacancy, ~~(, consistent with~~ G.S. §115D-2.2(k).

To be eligible to be considered for an excused absence, a ~~member~~Member must inform the Secretary of the ~~State Board of the~~ reason for ~~his or her~~such Member's absence prior to the day of the meeting if the absence is foreseeable. If the absence is not foreseeable, the ~~member~~Member must inform the Secretary ~~of the State Board~~ of the reason as soon as reasonably possible after the meeting missed by the ~~member~~Member. In either circumstance, the Secretary ~~of the State Board will complete the excused absence form and submit it to the Chair for approval prior to or at the next regularly scheduled~~will note the reason in the minutes for such meeting ~~of the State Board~~.

If any ~~Board member~~Member is absent from two consecutive scheduled meetings without justifiable excuse, the Chair (or the Vice Chair in the Chair's absence), shall ~~meet with~~notify the ~~Board member~~Member at issue, by email, telephone, videoconference, or in-person, prior to the next scheduled meeting ~~to notify the Board member~~ of the potential for removal and to encourage attendance at scheduled meetings.

B. Non-consecutive absences

~~If a member should miss four scheduled meetings during a fiscal year without justifiable excuse, the State Board may notify the respective appointing or electing authority so that an appropriate action can be taken. If any Board member is absent from three scheduled meetings during a fiscal year without justifiable excuse, the Chair or the Vice Chair in the Chair's absence, shall meet with the Board member at issue prior to the next scheduled meeting to notify the Board member of the potential for removal and to encourage attendance at scheduled meetings.~~

If any Member is absent from three (3) non-consecutive scheduled meetings during a fiscal year without justifiable excuse, the Chair (or the Vice Chair in the Chair's absence), shall notify the Member at issue, by email, telephone, videoconference, or in-person, prior to the next scheduled meeting of the potential for removal should three consecutive absences occur and to encourage attendance at scheduled meetings. If any Member should miss four (4) non-consecutive scheduled meetings during a fiscal year without justifiable excuse, the State Board may notify the respective appointing or electing authority of such Member.

Article VIII. Presiding Officer.

The Chair shall preside at all regular and special meetings of the State Board. In the absence of the Chair, the Vice Chair shall preside. In the absence of both the Chair and Vice Chair, a presiding officer for such meeting shall be elected by and from the ~~membership of the State Board~~Members present at such meeting.

Article IX. Power to Vote.

All ~~members of the State Board~~Members in attendance at a meeting, except the Student Government Association representative consistent with G.S. §115D-2.2(b)(6), may vote on all matters coming before the State Board for consideration, but no ~~member~~Member may vote by proxy. No vote concerning any matter under consideration by the State Board, ~~or by a committee of the State Board~~ may be cast by postal mail. ~~[G.S. §115D-2.2(b)(6)]~~ Only ~~board~~State Board members in attendance at a meeting via telephone, videoconferencing, or any other electronic means are permitted to vote using electronic means that are authorized by the Chair.

Article X. Rules of Order.

Except as modified by specific rules and regulations enacted by the State Board, Robert's Rules of Order (latest edition) shall constitute the rules of parliamentary procedure applicable to all meetings of the State Board and its several committees.

Article XI. ~~Reference~~Referral to Committees.

All matters presented to the State Board, except matters of routine business, which come within the sphere of interest or activity of any standing committee of the State Board, shall be submitted by the State Board to the appropriate standing committee for investigation and report. All matters, ~~of other than routine business~~, which do not come within the sphere of interest or activity of any standing committee of the State Board may be submitted by the State Board to a special committee for investigation and report in advance of action thereon by the State Board. The State Board may proceed to consider any matter without referring it to a standing or special committee, if by a two-thirds vote of the ~~members~~Members present, immediate consideration by the State Board is ordered. The reports and recommendations of standing and special committees shall be submitted to the State Board in writing consistent with ~~the instructions of the State Board~~these Bylaws.

Article XII. Minutes.

The Secretary shall (a) keep minutes of all meetings of the State Board, ~~shall~~(b) file, index, and preserve all minutes, papers and documents pertaining to the business and proceedings of the State Board; ~~shall be, and (c) be the~~ custodian of the State ~~Board of Community Colleges' Seal~~Board's seal and of all records and instruments of the State Board and ~~Community Colleges~~the System ~~Office~~.

The Secretary shall be responsible for transcribing the minutes of each meeting within a reasonable time and for sending a copy to each ~~member~~Member.

For closed sessions in which the presence of the Secretary or Assistant Secretary would not be appropriate due to the nature of the subject matter being discussed, the Chair may designate a ~~member of the State Board~~Member to keep the minutes for that closed session.

Article XIII. Standing Committees: Membership and Jurisdiction.

The standing committees of the State Board shall be: the Accountability and Audit Committee, the Finance Committee, the ~~Legislative Affairs Committee, the~~ Personnel Committee, the Policy and Governance Committee, the Programs and Student Success Committee, and the Strategic Planning Committee. The Chair of the State Board shall appoint the membership of each standing committee, designate the chair and vice-chair, and determine the size of each standing committee. The duties of each standing committee and shall be set forth in its committee charter as approved by the ~~entire~~State Board. The Chair of the State Board shall be a member of each standing committee. In addition, the Chair shall appoint a non-voting representative of the North Carolina Association of Community College Presidents and a non-voting representative of the North Carolina Association of Community College Trustees to each standing committee upon the recommendation of the presiding officer of each association.

Standing committees are not required to meet in connection with the regular State Board meeting but shall meet a sufficient number of times to conduct their business in a timely manner and shall meet at the call of either the committee chair or the State Board Chair. The meetings shall be held at a time convenient to the membership.

Chairs of standing committees are responsible to work with the State Board Chair, Secretary, staff liaison for the committee and their committee members to schedule committee meetings, prepare committee agendas, ensure the provision of information to committee members in a timely and informative manner and to report the activities of their committees to the entire State Board.

In addition to face-to face meetings, subject to the committee ~~Chair's~~ chair's discretion, meetings of standing committees may be held via telephone, videoconferencing, or any other electronic means.

Each committee should review its charter on an annual basis to ensure that the charter appropriately reflects the scope of oversight on the committee in light of changes and developments in the System Office or ~~Community-College~~the System.

Article XIV. Establishment of Special Committees.

Special committees may be established, and their duties may be prescribed by the Chair of the State Board. The Chair of the State Board shall advise the entire State Board of those duties, the role to be played by the special committee appointed and the duration of the committee if its role is time limited. Chairs of special committees shall have the same responsibilities as ~~Chairs~~chairs of standing committees as set forth in Article XIII.

Article XV. Closed Sessions.

All meetings of the State Board shall be open to the public unless, consistent with the requirements of State Law, a meeting is closed to the public by majority vote of a quorum of the membership of the State Board.

Article XVI. Ethics and Conflicts of Interest

It is critical that members of the State Board make all decisions in the best interests of the ~~Community College~~ System and not be influenced by any potential financial gain or personal benefit in making decisions. State Board members are subject to the State Ethics Act and should endeavor to avoid even the appearance of a conflict of interest and ~~not appear to be~~ any appearance of being influenced by their personal financial interests or prospect of personal benefit in making decisions. State Board members are expected to timely disclose any conflict of interest and to recuse themselves from any decision that may affect them personally.

Article XVII. State Board Members Access to Information

In connection with its oversight and policy-making role, the State Board shall have full access to all books, records, facilities and personnel of the System as necessary to fulfill its statutory and fiduciary duties. In exercising this access, ~~Board members~~ Members are expected to use good faith judgment so as not to interfere with the operations of the System Office or intercede in matters that fall within the prerogatives of management.

When information is obtained by ~~a Board member, the Board member~~ any Member, such Member shall maintain the confidentiality of that information as required by statute, regulation, or other State Board-adopted policy. ~~Board members~~ Members are expected to know the confidentiality protections that apply to the information that may come to them in their role as ~~Board members~~ Members. Any ~~Board member~~ Member who knowingly releases confidential information protected by statute, regulation or State Board-adopted policy shall be subject to reprimand or censure, up to and including being asked to resign from the State Board.

Article XVIII. Amendments and Suspensions of Bylaw Provisions.

Any provision of these ~~bylaws~~ Bylaws (except those required or governed by statutory provision) may be amended by a vote of two-thirds of the ~~membership of the State Board~~ Members; provided, that no amendment may be adopted unless its substance first has been introduced at a preceding regular or special meeting of the State Board.

Any provision of these ~~bylaws~~ Bylaws (except those required or governed by state law, whether constitutional law, statutory provision, law, case law, or otherwise) may be suspended at any regular or special meeting of the State Board for that meeting by affirmative vote of two-thirds of the ~~membership of the State Board~~ Members.

In case of any conflict between these Bylaws and state law (whether constitutional law, statutory law, case law, or otherwise), state law shall control. If any part of these Bylaws is

declared unconstitutional or invalid by the courts, it shall not affect the validity of these Bylaws as a whole or any part other than the part so declared to be unconstitutional or invalid.

History Note:

Effective: 01/01/1981

*Amended: 10/21/2022, 08/16/2019; 05/17/2019; 05/17/2013; 03/16/2007; 08/19/2005;
8/17/2001.*

CMB Comments 11/4/2023

STATE BOARD OF COMMUNITY COLLEGES Policy and Governance Committee Charter

I. Background

The North Carolina State Board of Community Colleges (the “State Board”) derives its authority from Chapter 115D of the North Carolina General Statutes ~~and~~ (the “General Statutes”), the State Board of Community Colleges Code (the “Code” or “SBCCC”), and the Bylaws of the State Board (the “Bylaws”). The actions, policies, and rules of the State Board are codified ~~and enforced~~ in the Code.

The State Board Policy and Governance Committee (the “Policy and Governance Committee”) was established on August 15, 2019. Prior to that, the business of ~~this committee~~ the Policy and Governance Committee was overseen by the Policy Committee.

II. Purpose

The purpose of the Policy and Governance Committee is to recommend policies for the State Board to adopt on behalf of the North Carolina Community College System (~~NCCCS~~ the “System”) that comply with ~~N.C.~~ the General Statutes, to regulate certain issues related to community colleges, and to recommend improvements in the governance and operations of the State Board.

III. Organization

The Policy and Governance Committee shall be a standing committee of the State Board. Per Article II of the Bylaws ~~of the State Board~~, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the ~~committee may be rotated~~ Policy and Governance Committee may be modified at the discretion of the Chair of the State Board.

IV. Meetings

Per G.S. ~~115-D-2.2~~ 115D-2.2(i) ~~The, the~~ State Board ~~of Community Colleges~~ shall meet at stated times established by the State Board, but not less frequently than ~~10~~ eight (8) times a year. The Policy and Governance Committee shall meet on the same schedule as the other standing committees, or as needed, but no less than four (4) times a year, as determined by the Chair of the State Board.

V. Responsibilities

The responsibilities of the Policy and Governance Committee shall include:

- To ~~review~~ consider and recommend ~~SBCC Code changes~~ System and State Board policy modifications and manage State Board governance matters, including proposed modifications to the Bylaws;
- To review and assess regulatory and administrative changes that impact the State Board.
-

CMB Comments 11/4/2023

- To ~~review, recommend, and evaluate the need for System-wide policy~~ provide oversight for modifications to the State Board Code;
- To ~~review the~~ provide oversight for the State Board of Proprietary Schools ("Proprietary School Board") and consider proprietary school actions ~~and provide recommendations~~;
- To oversee the elements of the strategic plan and the annual operating plan that are within
the purview of the Policy and Governance Committee;
- To support the Chair of the State Board, in collaboration with the Chair of the Personnel
Committee, in the oversight and implementation of annual performance measurement and
review processes of the System President;
- To develop onboarding processes for new members of the State Board and ongoing
educational opportunities for existing members of the State Board, to assist members of the
State Board in effective fulfillment of their duties;
- To oversee the development and execution of any State Board self-assessments, including
capturing and reporting any findings and recommendations to the State Board; and
- To ensure that appropriate information to make well-informed decisions is received at the State Board and each of its committees;

The Policy and Governance Committee may modify or supplement these responsibilities as needed.

VI. Duties

The duties of the Policy and Governance Committee shall include:

- To review and recommend SBCC Code changes;
- To review, recommend, and evaluate the need for System-wide policy modifications.
- To review the Proprietary School Board actions and provide recommendations;
- To report to the State Board on an ~~on-going~~ ongoing basis on governance issues and other
pertinent matters;
- To periodically review and recommend modifications to the Bylaws of the State Board;
- To annually review and assess the adequacy of the Policy and Governance Committee Charter
in accordance with the Bylaws;
- To consider and report on measures that make the State Board operate more efficiently and effectively; and

CMB Comments 11/4/2023

- To study, review, and report on regulatory changes by government and accreditation bodies that impact the ~~Community College~~ System and make recommendations to the State Board on actions to be taken.

The Policy and Governance Committee may modify or supplement these ~~responsibilities~~ duties as needed.

~~The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.~~

~~The Committee should annually review and assess the adequacy of the Policy and Governance Committee Charter in accordance with the Bylaws.~~



11/05/23

FY2023/2024 Performance Bonus - \$40,000/ Accelerator \$10,000

President Jeff Cox

Tied to Year One Performance Measures (Foundational Year)

1. **Lead Strategic Plan Initiatives to Advance the NC Community College System (40%)**
 - a. **System modernization**-Develop a modernized funding model for the legislative short session, and ensure resources are allocated to complete work on schedule as defined by the **NCACCP**. (attached)
 - b. **Deliver a plan to secure broad business and legislative support** for the proposed modernized model, and present final plan to **State Board** by 01/18/24.
2. **System Office Structure, Leadership Development, Culture, and Engagement (40%)**
 - a. **Perform an HR assessment** to include the HR organization structure, culture, talent acquisition and hiring practices by 01/31/24. (40%)
 - i. Identify specific actions and proposed implementation schedule.
 - ii. Present findings and actions to **Personnel Committee** by 03/21/24.
 - b. **Set performance “growth” targets** for five key program areas and assign accordingly (10%)
 - i. Gain agreement from **State Policy & Governance, Finance, & Programs Committees** on (1 & 3 year) objectives by 2/15/24.
 - ii. Harmonize and document plan with key stakeholders/partners.
 - c. **Establish internal grant writing capacity** and secure top talent by 02/01/24. (10%)
 - i. Grant strategy review with **Finance Committee** NCCCS by 06/15/24.
 - d. **Customer Satisfaction / System Effectiveness (40%)**
 - i. Perform a “Customer Experience” assessment with 10+ colleges by 03/01/24.
 1. Present findings and develop action plans with the **NCACCP** by 03/31/24.
 - a. Considerations
 - i. Establish performance targets.
 1. Turnaround time/service level agreements
 2. Implemented by 07/01/24.
 - ii. Identify work elimination/process improvements.
 - iii. Develop plan to measure results annually.
 - b. Review with State Board by 04/19/24.
3. **Facilitate Marketing, Branding and Communications (20%)**
 - a. Launch new NCCCS website – Drive 3X visits June 2023 to 2024. (50%)

- b. Develop detailed roadmap with outcomes to leverage the \$1m+ investment. (50%)
 - i. Present to **State Board** by 04/17/23.

4. Achieve 100% of performance objectives (1-3) receive \$10,000 accelerator.

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, 2024 to offer the programs listed.

***HAND AND HAND HEALTH TRAINING CENTER**

2915 Raeford Road, Suite 101

Fayetteville, NC 28304

Program	Clock Hours
Nurse Aide I	120

***Recommendation is contingent upon program approval by the North Carolina Department of Health and Human Services.**

MEDICAL CAREERS READINESS OF NORTH CAROLINA

232B Dabney Drive

Henderson, NC 27536

Program	Clock Hours
Medical Assistant - Hybrid	300
Pharmacy Tech	210
Phlebotomy	88

QUEEN CITY HEALTH CARE ACADEMY

3125 Eastway Drive, Suite 210

Charlotte, NC 28205

Program	Clock Hours
Nurse Aide I	140

***ROYAL DENTAL ASSISTANT ACADEMY**

2020 Remount Road, Suite D-101

Gastonia, NC 28054

Program	Clock Hours
Dental Assisting	108

***Recommendation is contingent upon program approval by the North Carolina State Board of Dental Examiners.**

TRIAD MEDICAL ACADEMY

2 C Oakbranch Drive
Greensboro, NC 27407

Program	Clock Hours
Medication Aide	24

AGENDA
State Board of Community Colleges
PERSONNEL COMMITTEE
Caswell Building, Dr. W. Dallas Herring State Board Room
Thursday, November 16, 2023 – 1:10 p.m. – 1:40 p.m.
Mr. Bill McBrayer, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – October 19, 2023 and November 2, 2023

For Action

- Personnel Committee Charter (Attachment PER 01)

For Information

- System Office Vacancy Report – November 2023 (Attachment PER 02)
- College Presidential Status Report – November 2023 (Attachment PER 03)

New Business

Adjourn

MINUTES
State Board of Community Colleges
PERSONNEL COMMITTEE
Thursday, October 19, 2023

PERSONNEL COMMITTEE MEMBERS

Chair Mr. Bill McBrayer	Ms. Lisa Estep	The Hon. Ray Russell
Vice Chair Mark Merritt*	Mr. Tom Looney	Mr. Ray Trapp

OTHER STATE BOARD MEMBERS PRESENT

Mr. Grant Campbell	Mr. Anthony Pile	Ms. Ann Whitford
Mr. Jonathan Harris	Ms. Sarah West	

OTHERS IN ATTENDANCE

President Jeff Cox	Ms. Sondra Jarvis	Ms. Magnolia Lugo
Dr. Kimberly Gold	Ms. Tawanda Foster Artis	Ms. Veronica Watson

Attended in Via Zoom*

CALL TO ORDER

Chair McBrayer called the Personnel Committee Meeting to order at 12:49 p.m. in the Gregory Pool Conference Room in the Caswell Building, Raleigh, NC.

ROLL CALL

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

ETHICS STATEMENT

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

APPROVAL OF THE AGENDA AND MINUTES

Chair McBrayer requested an amendment to the agenda to add four (4) For Action items for closed session consideration. Mr. McBrayer asked for a motion to approve the October 19, 2023, meeting agenda with the amendments. Mr. Trapp made the motion, seconded by Ms. Estep. Unanimously approved.

Chair McBrayer requested a motion to approve minutes for the September 14, 2023, meeting. Ms. Lisa Estep made the motion, seconded by Dr. Russell. Unanimously approved.

Chair McBrayer made a motion to go into closed session at 12:54 p.m. pursuant to NC General Statute 143-318.11 A1 to prevent the disclosure of information that is confidential, privileged, in pursuit of NC General Statute 115-D-27 and 126-22. Dr. Carraway made a motion, seconded by Mr. Ray Trapp.

MINUTES
State Board of Community Colleges
PERSONNEL COMMITTEE
Thursday, October 19, 2023

OPEN SESSION

The Committee went into open session at 1:27 pm.

For Action

Director of Grants- new position, \$90k-\$105k salary. Chair McBrayer asked for a motion to approve. Mr. Ray Russell moved, and Mr. Ray Trapp seconded. Approved unanimously.

For Future Action

Chairman McBrayer asked the members to review the Personnel Committee Charter and give any feedback. The committee will be asked to approve any changes at the November meeting.

For Information

Chairman McBrayer was happy to share that according to the October vacancy report the System Office is down to a 8% vacancy rate.

Mr. Looney, Chairman stated he welcomes ideas regarding the Apprenticeship position and we are looking to get the right candidate.

ADJOURNMENT

The Chair asked if there was any new business.

The Committee adjourned at 1:31 p.m.

Recording Secretary, Veronica Watson

MINUTES
State Board of Community Colleges
PERSONNEL COMMITTEE
Thursday, November 2, 2023

PERSONNEL COMMITTEE MEMBERS

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

OTHERS IN ATTENDANCE

President Jeff Cox	Ms. Sondra Jarvis	Ms. Veronica Watson
Dr. Kimberly Gold	Ms. Tawanda Foster Artis	

CALL TO ORDER

Chair McBrayer called the Personnel Committee Meeting to order at 2:01 p.m. via Zoom

ROLL CALL

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

ETHICS STATEMENT

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

APPROVAL OF THE AGENDA AND MINUTES

Chair McBrayer requested an amendment to the agenda to add one (1) For Action items for closed session consideration. Mr. McBrayer asked for a motion to approve the November 2, 2023, meeting agenda with the amendment. Mr. Trapp made the motion, seconded by Dr. Russell. Unanimously approved via roll call vote.

Chair McBrayer made a motion to go into closed session pursuant to NC General Statute 143-318.11 A1 to prevent the disclosure of information that is confidential, privileged, in pursuit of NC General Statute 115-D-27 and 126-22. Dr. Carraway made a motion, seconded by Mr. Ray Trapp. Unanimously approved via roll call vote.

OPEN SESSION

The Committee came back into open session. Unanimously approved via roll call vote.

New Business

Chairman McBrayer shared that the committee approved three finalists for the roll of president at Davidson Davie Community Colleges. Presidential Candidates Davidson Davie Community College are Dr. Chad Breeden, Dr. Travis Reeves, and Ms. Jenny Varner.

MINUTES
State Board of Community Colleges
PERSONNEL COMMITTEE
Thursday, November 2, 2023

ADJOURNMENT

The Chair asked if there was any new business.

The Committee adjourned at 2:14 p.m.

Recording Secretary, Veronica Watson

STATE BOARD OF COMMUNITY COLLEGES
Personnel Committee Charter

I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the SBCC committees is defined by the Bylaws of the State Board.

The Personnel Committee has been part of the State Board since the creation of the Community College System within the State Board of Education in 1963.

II. Purpose

The purpose of the Personnel Committee is to provide oversight of human resource matters within the North Carolina Community College System (NCCCS) that comply with N.C. General Statutes G.S. 115D-3 and G.S. 115D-5.

III. Organization

The Personnel Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated biennially at the discretion of the Chair of the State Board.

IV. Meetings

Per G.S. 115D 2.2(i) The State Board shall meet at stated times established by the State Board, but not less frequently than ~~10~~ eight (8) times a year. The Personnel Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board.

V. Responsibilities

The responsibilities of the Personnel Committee shall be:

- To ensure the State Board has adopted college personnel policies, regulations, and standards it deems necessary to uphold the duties outlined in G.S. 115D-5.
- To ensure candidates recommended to serve as the chief administrative officer (i.e. president) of a community college are well-qualified to represent and serve the college and our System.
- To ensure the State Board has adopted personnel policies, regulations, and standards needed for the operation of the System Office.
- To ensure the System Office is staffed with persons of high competence and strong professional experience consistent with G.S. 115D-3.

VI. Duties

The specific duties of the Personnel Committee shall include:

- To recommend State Board action on proposed changes to the Code related to personnel matters;
- To recommend State Board action on requests from college boards of trustees regarding the election of the college chief administrative officer (president);
- To recommend State Board action on any recommended changes to the System Office Exempt from State Human Resources Act (non-SHRA) Personnel Policy.
- To recommend State Board action on the appointment and compensation for System Office non-SHRA positions consistent with the non-SHRA Personnel Policy.
- On an annual and timely basis, to review and provide feedback on the performance of the President and the progress made toward annual goals agreed upon by the President and the Board.
- To ensure that employees are provided meaningful opportunities for professional development, career growth and recognition.
- To monitor staff vacancies and retention rates to ensure that adequate resources are in place to perform the work of the System Office and that a productive and supportive work environment is maintained.
- To ensure that all employees have up to date job descriptions and are receiving timely annual reviews and feedback on their performance to promote their productivity, performance, and job satisfaction.
- On a periodic basis, to assess the organizational structure and available resources to ensure that it aligns with and is supportive of the overall goals and work of the Community College System.

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Personnel Committee Charter in accordance with the Bylaws.

STATE BOARD OF COMMUNITY COLLEGES
System Office Vacancy - November 2023

Attachment PER 02

DIVISION	POSITION	POSITION DESCRIPTION	DATE VACANT	VACANCY REASON	STATUS	BUDGET AMOUNT	NUMBER OF DAYS VACANT	FTE COUNT
ECONOMIC	60013013	Director ApprenticeshipNC	8/1/2023	Retirement	Recruitment process	100,635.00	97	1.000
ECONOMIC	60013024	Admin Assc II ApprenticeshipNC	2/13/2023	Separation	Recruitment process	40,000.00	266	1.000
ECONOMIC	60013034	ApprenticeshipNC Consultant	5/20/2023	Separation	Recruitment process	62,530.00	170	1.000
ECONOMIC	65032454	Workforce Development Traning Spec I	1/11/2023	Internal Transfer	Recruitment process	58,348.00	299	1.000
EXECUTIVE	65029781	Vice President for Strategic Initiatives	10/1/2022	Internal Transfer	Grant funds end 2023	166,557.00	401	1.000
EXECUTIVE	60088138	Social Research Specialist I	7/8/2023	Separation	Vacant	76,424.00	121	1.000
FINANCE	60088117	Adm Svcs and Health/Safety Coordinator	5/1/2023	Retirement	Vacant	53,061.00	189	1.000
FINANCE	60095042	Accounting Technician II	7/1/2023	Separation	Vacant	46,575.00	128	1.000
FINANCE	60088100	Procurement Technician	10/9/2023	Separation	Vacant	43,470.00	28	1.000
FINANCE	60088110	Business Officer II	10/12/2021	Promotion	ON HOLD	72,278.00	755	1.000
PROGRAMS	65018282	Coordinator of Special Projects	7/1/2023	Separation	ON HOLD	81,335.00	128	1.000
PROGRAMS	65009703	Asst Director of Adult Education	6/21/2023	Promotion	Vacant	101,430.00	138	1.000
PROGRAMS	60088048	Research and Information Mgr	10/4/2022	Separation	ON HOLD	47,870.00	398	1.000
TECHNOLOGY	60088016	Applications Systems Analyst I	5/13/2023	Separation	12/23/2140	84,000.00	177	1.000
TECHNOLOGY	60088060	Business Intelligence Analyst	5/13/2023	Retirement	Recruitment process	84,000.00	177	1.000
TECHNOLOGY	60088032	AVP and Chief Data Officer (CDO)	9/3/2022	Separation	ON HOLD	127,305.00	429	1.000
TECHNOLOGY	60088028	Network Engineer	8/26/2023	Separation	Recruitment process	74,880.00	72	1.000
TECHNOLOGY	60088014	AVP, IT Service Management & Strategy	10/1/2023	Internal Transfer	Vacant	153,868.00	36	1.000
Total						1,474,566.00		18.000

COMMUNITY COLLEGES SYSTEM OFFICE WORK METRICS	
Metric	November 5, 2023
BUDGETED POSITION	233
HEADCOUNT	215
VACANCIES	18
VACANCY RATE	7.77%
SEPARATIONS	1

STATE BOARD OF COMMUNITY COLLEGES
College President Status Report

Attachment PER 03

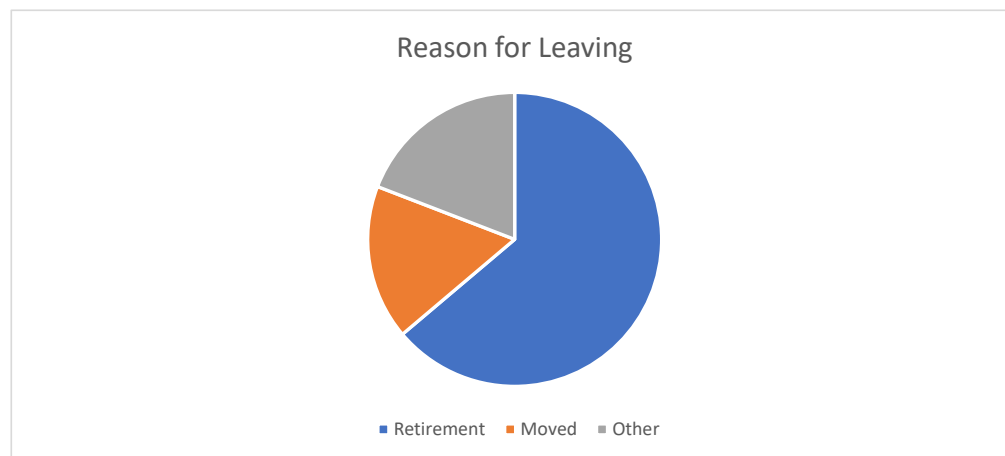
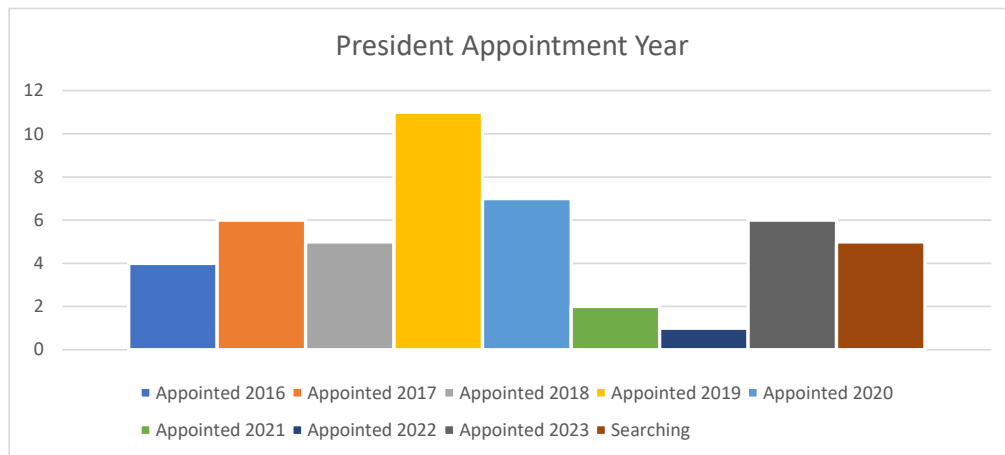
College	President	Appt. Date
Alamance Community College	Dr. J. Larry Keen (Interim)	7/1/2023
Asheville Buncombe Technical Community College	Dr. John Gossett *	7/1/2020
Beaufort County Community College	Dr. David Loope	6/1/2017
Bladen Community College	Dr. Amanda Lee *	2/1/2019
Blue Ridge Community College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

**Previously served as president at another NCCCS college*

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

Attachment PER 03

Appointed 2016	4		
Appointed 2017	6		
Appointed 2018	5		
Appointed 2019	11		
Appointed 2020	7		
Appointed 2021	2		
Appointed 2022	1		
Appointed 2023	6	Retirement	30
Searching	5	Moved	8
		Other	9
<u>Total:</u>	<u>47</u>	<u>Total:</u>	<u>47</u>



AGENDA
State Board of Community Colleges
FINANCE COMMITTEE
Caswell Building, Dr. W Dallas Herring State Board Room
Thursday, November 16, 2023 – 1:45 p.m. – 2:40 p.m.
Ms. Lisa Estep, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – October 19, 2023

For Action

- Finance Committee Charter (Attachment FC 01)
- State Board Reserve (Attachment FC 02)
- IT Service Management Allocation for ERP Modernization Pilot Colleges (Attachment FC 03)
- Allocation for Faculty Recruitment and Retention (Attachment FC 04)
- Allocation for Nursing Faculty Salary Adjustment (Attachment FC 05)
- Allocation for High-Cost Workforce Start-Up Fund Program (Attachment FC 06)

For Consent Approval

- Allocation for Finish Line Grants (Attachment FC 07)
- Allocation of State Capital Improvement Infrastructure Funds (SCIF) (Attachment FC 08)
- Construction and Property – November 2023 (Attachment FC 09)

For Information

- Estimated Receipts – October 2023 (Attachment FC 10)
- Summary of 2022-23 State Funded Financial Aid Programs for Community College Students (Attachment FC 11)

New Business

Adjourn

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, October 19, 2023 – 4:15 p.m. – 5:00 p.m.
Ms. Lisa Estep, Chair

Finance Committee Members Present

Ms. Lisa Estep, Chair Ms. Sarah West The Honorable Chaz Beasley
Dr. Shirley Carraway

Attended via phone or Zoom technology*

Members absent: Treasurer Dale Folwell, The Honorable Sam Searcy

Other SBCC Members:

The Honorable Ray Russell
The Honorable Terry Van Duyn
Mr. Tom Looney
Mr. Mark Merritt*
Ms. Ann Whitford

OTHERS IN ATTENDANCE:

Dr. Jeff Cox	Ms. Petrina Herring	Dr. Brian Merritt
(President)	Ms. Dorrine Fokes	Dr. Amanda Lee
Dr. Phillip Price	Dr. Bob Witchger	(Bladen CC)
Dr. Kimberly Gold	Mr. Nathan Hardin	Dr. Laura Leatherwood
Dr. James “JW” Kelley	Mr. Deante Tyler	(Blue Ridge CC)
Dr. Patrick Crane	Mr. Jason Forlines	Mr. David Heatherly
Mr. Patrick Fleming	Dr. Andrew Gardner	(Coastal Carolina CC)
Mr. Alex Fagg	Ms. Sandra M. Thompson	Dr. Rusty Hunt
Ms. Lillie Rhodes	Ms. Tawanda Foster Artis	(Lenoir CC)
Ms. Sondra Jarvis	Ms. Anne Bacon*	

CALL TO ORDER

Ms. Estep called the meeting to order at 4:27 p.m.

ROLL CALL

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

ETHICS STATEMENT

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

APPROVAL OF THE AGENDA

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

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, October 19, 2023 – 4:15 p.m. – 5:00 p.m.
Ms. Lisa Estep, Chair

APPROVAL OF THE MINUTES

Ms. Estep asked for a motion to approve the minutes of the September 14, 2023, Finance Committee meeting. Ms. West moved, Dr. Carraway seconded the motion, and the motion was unanimously approved via voice vote.

For Future Action

Review of the Finance Committee Charter (Attachment FC 01)

Ms. Estep explained this is a periodic review of FC 01 and the committee completed an extensive review of this charter last year.

Ms. Estep requested for the Committee to review this item and bring back any changes over the course of next month.

Ms. Estep and the Committee discussed the item.

For Action

Digital Navigator Project (Attachment FC 02)

Ms. Estep stated this is a request for \$1.3 million dollars in total for part one of a two phase request.

Ms. Estep explained this is \$450,000 allocation for Cohort 1. Ms. Estep stated these funds go through the NC Department of Information Technology's (NCDIT). They initially contacted five organizations to receive these funds, and all will have different purposes, goals, and there is a possibility of federal grant funds in the future.

Ms. Thompson and the Committee discussed the item.

Ms. West motioned for approval; Mr. Beasley second the motion. The Committee approved Digital Navigator Project (Attachment FC 02) via voice vote.

Allocation to Support Rural College Broadband Access (Attachment FC 03)

Ms. Estep explained to the Committee this is the third allocation. Ms. Estep stated it is a request for \$14.2 million dollars to support this initiative. Two new colleges have been added to the list of rural colleges, Mitchell CC and Pitt CC.

Ms. Estep explained our System Office in conjunction with MCNC and the NC State Friday Institute developed surveys that went to the colleges, and they worked through what the needs were at the colleges. Ms. Estep stated these survey results are being used to determine what items goes first and how far we can work down the list.

Mr. Fleming and Committee discussed the item.

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, October 19, 2023 – 4:15 p.m. – 5:00 p.m.
Ms. Lisa Estep, Chair

Dr. Carraway motioned for approval; Mr. Beasley second the motion. The Committee approved Allocation to Support Rural College Broadband Access (Attachment FC 03) via voice vote.

Contract Amendment Short-Term Workforce Development Deployment Support (Attachment FC 04)
Ms. Estep stated this is a request for \$750,000 for the period of November 1, 2023 – March 31, 2025.

Ms. Estep explained this contract is for technical support and the manpower to deploy the Destiney software.

Mr. Fleming and the Committee discussed the item.

Ms. West motioned for approval; Mr. Beasley and Dr. Carraway second the motion. The Committee approved Contract Amendment Short-Term Workforce Development Deployment Support (Attachment FC 04) via voice vote.

State Board Reserve (Attachment FC 05)

Ms. Estep explained this is a request for \$10,000 in State Board Reserve Funds to support Wayne Community College in the “Train the East” initiative which will allow for an expansion and further development of workforce training opportunities, with specific emphasis on their Hispanic population.

Ms. Estep stated for everyone who was at Wayne Community College last month you heard Dr. Patty Pfeiffer speak to this initiative and the partnership that they have with James Sprunt CC, Sampson CC, and Lenior Community CC.

Ms. Estep reviewed the G.S. 115 D-5 (j) provides that “[t]he State Board of Community Colleges shall use its Board Reserve Fund for feasibility studies, pilot projects, start-up of new programs, and innovative ideas.”

Ms. Estep and the Committee discussed the item.

Mr. Beasley motioned for approval; Dr. Carraway second the motion. The Committee approved State Board Reserve (Attachment FC 05) via voice vote.

State Aid Allocation and Budget Policies FY 2023 – 24 (Attachment FC 06)

Dr. Price explained to the Committee that we added to our formula funding for enrollment growth, across the board salary increases and associated benefit cost, added funding for the basic skills funding allotment, and the childcare allotment.

Dr. Price reviewed FC 06 with the Committee.

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, October 19, 2023 – 4:15 p.m. – 5:00 p.m.
Ms. Lisa Estep, Chair

Ms. West motioned for approval; Dr. Carraway second the motion. The Committee approved State Aid Allocation and Budget Policies FY 2023 – 24 (Attachment FC 06) via voice vote.

For Consent Approval

Contract Amendment for Migration and Support of College Information System (CIS)
(Attachment FC 07)

Ms. Estep explained this contract runs from January 1 – December 31, 2024. The amount is not to exceed \$1.5 million. Ms. Estep stated this is used for Managed Services Contract with Ferrilli. This is an ongoing contract, and an extension of this contract.

Mr. Fleming discussed the item with the Committee.

Mr. Beasley motioned for approval; Ms. West second the motion. The Committee approved Contract Amendment for Migration and Support of College Information System (CIS) (Attachment FC 07) via voice vote

Allocation for Pamlico Prison Education Project (Attachment FC 08)

Ms. Estep explained this project has received appropriations since 2017 and a total \$650,000 are appropriated. Ms. Estep stated we are being asked to approve the allocation of \$412,340 to Pamlico Community College.

Ms. Estep explained this is used for salaries, the small amount is for certifications, supplies, and the other amount of \$237,000 is to the NC Department of Public Safety for tuition.

Dr. Carraway motioned for approval; Mr. Beasley second the motion. The Committee approved Allocation for Pamlico Prison Education Project (Attachment FC 08) via voice vote.

Allocation for Food and Nutrition Services Employment and Training Program (Attachment FC 09)

Ms. Estep explained these are SNAP funds for \$690,000 of 100% funds and \$1.3 million of 50% federal matching funds for thirteen community colleges.

Ms. Estep stated these are reimbursable funds and the State Office receives reimbursement from the State Department of Health and Human Services - Division of Child and Family Well Being (NCDHHS – DCFW) then the agency makes the allocation to the colleges. The 50% reimbursable funds the county must agree to participate, and the county and the college must match the funds for these fifty percent reimbursable funds. The participant reimbursement 50/50 funds those can pay for student expenses.

Dr. Andrew Gardner and the Committee discussed the item.

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, October 19, 2023 – 4:15 p.m. – 5:00 p.m.
Ms. Lisa Estep, Chair

Ms. West motioned for approval; Mr. Beasley second the motion. The Committee approved Allocation for Food and Nutrition Services Employment and Training Program (Attachment FC 09) via voice vote.

Improving Career and Technical Education with Perkins Carry Over Funds (Attachment FC 10)

Ms. Estep stated this is \$1.8 million dollars in Perkins V carry over funds from the 2022-23 academic year to the 2023-24 academic year to be given to fifty-seven community colleges.

Dr. Witcher and the Committee discussed the item.

Ms. West motioned for approval; Mr. Beasley second the motion. The Committee approved Improving Career and Technical Education with Perkins Carry Over Funds (Attachment FC 04) via voice vote.

Construction and Property – October 2023 (Attachment FC 11)

Ms. Fokes reviewed the construction and property items.

Dr. Carraway motioned for approval; Mr. Beasley second the motion. The Committee approved Construction and Property – October 2023 (Attachment FC 03) via voice vote.

For Information

Estimated Receipts – September 2023 (Attachment FC 12)

Dr. Price reviewed the item.

Construction Bootcamps (Attachment FC 13)

Dr. Price reviewed the item.

Specialized Public Safety Waiver List (Attachment FC 14)

Ms. Estep reviewed the item.

New Business

ADJOURNMENT

Ms. Estep adjourned the meeting at 4:57 p.m. via voice vote.

Respectfully Submitted,
Petrina L. Herring,
Recording Secretary

STATE BOARD OF COMMUNITY COLLEGES
Review of Finance Committee Charter

I. Background

The State Board of Community Colleges derives its authority from North Carolina General Statutes Chapter 115D and the State Board of Community Colleges Code (SBCCC). The Finance Committee has been part of the State Board of Community Colleges since the creation of the Community College System within the State Board of Education in 1963.

II. Purpose

The purpose of the Finance Committee is to oversee fiscal policies and the distribution of State and federal funds that support the administration and operation of institutions within the North Carolina Community College System.

III. Organization

The Finance Committee shall be a standing committee of the State Board of Community Colleges. The Chair of the State Board shall appoint the membership, designate the chair and vice-chair, prescribe the duties, and determine the size of the committee.

IV. Meetings

Regular meetings of the State Board shall be held at least ~~ten~~ eight times a year on dates determined by the State Board. The Finance Committee shall meet on the same schedule as the other standing committees, as determined by the State Board.

V. Responsibilities

The responsibilities of the Finance Committee shall be:

- To ensure that the System Office and the Community Colleges have in place processes and procedures that assess the following areas:
 - Budgeting – general administration, instructional services, and support services;
 - Collection of established tuition and fees within the policies established by the General Assembly;
 - Fiscal Policy and Management;
 - Capital Improvements and management of the State capital funds
- To understand the allocation process utilized by the System Office to distribute funding to the Community Colleges.
- To ensure that appropriate fiscal information to make well-informed decisions is received; and
- To report to the full State Board on fiscal matters an on-going basis.

VI. Duties

The specific duties of the Finance Committee shall include:

- Budgeting
 - Per G.S. 115D-31, the State Board of Community Colleges is responsible for providing funds to support current operating expenses for general administration, instructional services, and support services. The State Board is also responsible for providing funds for equipment for administrative and instructional purposes and library books;
 - Approve the System's expansion budget request and supports its adoption by the General Assembly;
 - Approve budget allocations to colleges, either via formula basis, competitive Request for Proposal (RFP), or other rationale, except as delegated by 1H SBCCC 200.1(b);
- Tuition and Fees
 - Establish curriculum tuition and continuing education registration fee rates;
 - Establish policies regarding student tuition and fees;
 - Monitor receipt collections;
 - Adopt financial aid award schedules and policies;
- Fiscal Policy and Management
 - Adopt budget and fiscal policies consistent with legislation;
 - Approve System Office contracts in excess of the amounts delegated 1A SBCCC 200.6;
 - Per G.S. 115D-58.14, the State Board may increase or decrease a college's purchasing delegation, in consultation with the Department of Administration. The maximum delegation amount is \$100,000.
- Capital Improvements
 - Approve sites and capital improvement projects under G.S. 115D-5, except as delegated by 1H SBCCC 400.4;
 - Approve the sale, exchange, or lease of property under G.S. 115D-15;
 - Approve the acquisition of property under G.S. 115D-20
 - Approve special construction delegation to colleges under G.S. 115D-9.

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee should periodically review and assess the adequacy of the Finance Committee Charter.

STATE BOARD OF COMMUNITY COLLEGES
State Board Reserve Allocation
FY 2023-24

Request: The State Board of Community Colleges is requested to approve \$24,000 in State Board Reserve Funds to support James Sprunt Community College (\$10,000), Lenoir (\$10,000) and Sampson Community College (\$4,000) in the “Train the East” initiative. This will allow for an expansion and further development of workforce training opportunities, with a specific emphasis on their Hispanic population.

Strategic Plan References: Goal 4: Economic and Workforce Development
Provide education, training, and credentials to develop the most competitive and agile workforce in the nation.
Strategy: 4.1.1

Background:

The State Board of Community Colleges approved a State Board Allocation of \$10,000 to Wayne Community College at the October 2023 State Board meeting. That award represents 40% of the funding necessary for Wayne to reach their matching goal of \$25,000. As discussed at the October 19, 2023 Finance Committee meeting, the Committee expressed openness to supporting the other three colleges in the “Train the East” initiative if they requested matching funds as well. James Sprunt Community College is seeking to raise \$25,000 for their match and Sampson is seeking to raise \$10,000 in matching funds. These awards from the State Board Reserve would enable them to reach 40% of their fundraising goal. Lenoir has raised their first year match of \$25,000, but would use funds to support their efforts broadly, including their efforts to raise a match for the second year of the grant.

The “Train the East” initiative is part of a wider state collaboration, My Future NC, which aims to close the educational attainment gap and provide academic credentials for North Carolinians. In partnership with James Sprunt Community College, Sampson Community College, and Lenoir Community College, each college will recruit, train, and support students from Latino communities in rural eastern North Carolina, to build a skilled and credentialed workforce for Duplin, Jones, Greene, Lenoir, Sampson, and Wayne Counties.

The Anonymous Trust funds and the State Board Reserve funds will be used to expand and enhance offerings to prepare students for the workforce and increase outreach capacity by hiring full-time recruiters and supporting students with scholarships to help with tuition, books, and other fees.

Fund Source and Availability: FY 2023-24 funding is available from the State Board Reserve from July 1, 2023 through June 30, 2024. The State Board Reserve is a recurring funding source with \$250,000 annually. G.S. 115 D-5(j) provides that “[t]he State Board of Community Colleges

shall use its Board Reserve Fund for feasibility studies, pilot projects, start-up of new programs, and innovative ideas.”

Contact:

Patrick Crane

Vice President of Strategic Initiatives

STATE BOARD OF COMMUNITY COLLEGES
Service Management Allocation for ERP Modernization Pilot Colleges
December 1, 2023 – May 31, 2026

Request: The State Board of Community Colleges is requested to approve funding to provide service management software for five ERP modernization pilot colleges in an amount not to exceed \$1,532,500. The funding period is from December 1, 2023 to May 31, 2026.

Strategic Plan Reference: Goal 5: System Funding and Effectiveness

Increase state aid funding allocations, streamline the allocation formula, and implement practices to improve system effectiveness.

Strategies: 5.3.1 and 5.4.2

Background: The North Carolina Community College System Office has been utilizing service management software as a tool to monitor, control, and manage activities making those activities efficient and effective. These activities include incidents that occur daily, requests for new services, enhancements to existing services, and other requests that keep the business operational. The System Office makes the infrastructure backbone of this service available to all colleges who opt in and pay for their licenses.

Rationale: While this solution has been used by the System Office since 2019 within our delegation, paying for the five ERP Modernization pilot colleges to use this service exceeds the delegation and requires SBCC approval.

Method of Procurement: In accordance with the procurement practices of the State of North Carolina, approval is being sought for procuring items and/or services provided through existing P&C/DIT/agency-specific Statewide Term Contracts. Approval of the contract by the State Board is not contingent upon approval by the State Department of Information Technology Contracts and Strategic Sourcing.

Funds by System Office and 5 Pilot Colleges

Community College	2023-24 Fiscal Year	2024-25 Fiscal Year	2025-26 Fiscal Year	Total Allocation
System Office	\$133,000	\$228,000	\$209,000	\$570,000
Caldwell CC & Tech. Institute	\$44,917	\$77,000	\$70,583	\$192,500
Fayetteville Technical CC	\$44,917	\$77,000	\$70,583	\$192,500
Forsyth Technical CC	\$44,917	\$77,000	\$70,583	\$192,500
Rowan-Cabarrus CC	\$44,917	\$77,000	\$70,583	\$192,500
Surry CC	\$44,917	\$77,000	\$70,583	\$192,500
Total Allocation	\$357,585	\$613,000	\$561,915	\$1,532,500

Contract Amount and Time Period: The contract period is December 1, 2023, through May 31, 2026, for an amount not to exceed \$1,532,500.

Fund Source and Availability: Funding is available from the IT project budget code 26802, which holds a cash balance used for replacing, modernizing, or upgrading the existing CIS.

Contact:

Patrick Fleming

Senior Vice President & Chief Information Officer

STATE BOARD OF COMMUNITY COLLEGES
Allocation for Faculty Recruitment and Retention
FY 2023-24 and FY 2024-25

Request: The State Board of Community Colleges (SBCC) is asked to approve the allocation of faculty recruitment and retention funds appropriated in the 2023 Appropriations Act (Session Law 2023-134), and the recurring amounts from the 2021 Appropriations Act (Session Law 2021-180.)

Background: The 2023 Appropriations Act (Session Law 2023-134) appropriates additional funding to the faculty recruitment and retention funds that were originally made available by Session Law 2021-180. These additional funds are again available to high demand fields that are defined as Tier 1A and Tier 1B courses. Funds can be used for bonuses as well as salary increases, for hard-to-recruit (for example, vacant position remains unfilled after multiple postings) or hard-to-retain (for example, high turnover rate of this position or competing job offer) full-time and/or part-time faculty with a majority teaching load in Tier 1A and/or 1B courses (both curriculum and continuing education). These funds must also cover the cost of associated fringe benefits (social security and retirement) for salary increases or bonuses awarded with these funds.

Rationale: Since these funds are to be used for faculty teaching in Tier 1A and/or 1B, the methodology for allocating the funds is to use the 2023-24 Tier 1A and 1B budget FTE (BFTE) and allocate the funds proportional to this BFTE. A template for tracking and verifying the legislative intended use of these funds will be distributed to colleges to record faculty receiving a recruitment and/or retention salary increase or bonus and a justification for the increase or bonus. Colleges shall submit the template to the System Office prior to implementation of any faculty recruitment or retention salary increase or bonus.

Funding Amount and Time Period: The total allocation is \$31,705,683 for each of the fiscal years 2023-24 and FY2024-25. This includes \$19,385,683 from the 2023 Appropriations Act and \$12,320,000 from the 2021 Appropriations Act. An allocation amount of \$31,705,683 is available July 1, 2023 – June 30, 2024 and again July 1, 2024 – June 30, 2025.

	Tier 1A & 1B BFTE	2023-24	2024-25
Alamance CC	1,330.3	\$ 526,633	\$ 526,633
Asheville-Buncombe TCC	2,373.9	939,800	939,800
Beaufort County CC	637.2	252,243	252,243
Bladen CC	522.7	206,937	206,937
Blue Ridge CC	959.3	379,768	379,768
Brunswick CC	639.9	253,337	253,337
Caldwell CC and TI	1,889.4	747,999	747,999
Cape Fear CC	3,653.4	1,446,343	1,446,343
Carteret CC	663.2	262,572	262,572
Catawba Valley CC	1,586.5	628,081	628,081
Central Carolina CC	1,791.5	709,250	709,250
Central Piedmont CC	6,345.9	2,512,266	2,512,266
Cleveland CC	1,349.1	534,090	534,090

Attachment FC 04

	Tier 1A & 1B BFTE	2023-24	2024-25
Coastal Carolina CC	1,356.8	537,131	537,131
College of The Albemarle	860.9	340,825	340,825
Craven CC	1,290.7	510,976	510,976
Davidson-Davie CC	1,526.3	604,230	604,230
Durham TCC	1,900.7	752,447	752,447
Edgecombe CC	637.9	252,536	252,536
Fayetteville TCC	4,164.2	1,648,575	1,648,575
Forsyth TCC	3,455.6	1,368,044	1,368,044
Gaston College	1,733.1	686,103	686,103
Guilford TCC	3,599.7	1,425,075	1,425,075
Halifax CC	407.4	161,272	161,272
Haywood CC	348.8	138,103	138,103
Isothermal CC	696.7	275,808	275,808
James Sprunt CC	507.9	201,082	201,082
Johnston CC	1,681.4	665,647	665,647
Lenoir CC	1,007.2	398,748	398,748
Martin CC	293.4	116,153	116,153
Mayland CC	289.6	114,668	114,668
McDowell TCC	396.0	156,758	156,758
Mitchell CC	837.6	331,580	331,580
Montgomery CC	508.6	201,339	201,339
Nash CC	1,005.2	397,950	397,950
Pamlico CC	116.4	46,092	46,092
Piedmont CC	514.2	203,550	203,550
Pitt CC	2,831.2	1,120,842	1,120,842
Randolph CC	736.2	291,470	291,470
Richmond CC	1,023.0	404,992	404,992
Roanoke Chowan CC	174.2	68,958	68,958
Robeson CC	1,090.1	431,555	431,555
Rockingham CC	598.5	236,920	236,920
Rowan-Cabarrus CC	1,961.4	776,512	776,512
Sampson CC	736.1	291,407	291,407
Sandhills CC	1,365.2	540,456	540,456
South Piedmont CC	1,093.3	432,836	432,836
Southeastern CC	544.3	215,470	215,470
Southwestern CC	904.0	357,883	357,883
Stanly CC	742.3	293,886	293,886
Surry CC	1,042.6	412,733	412,733
Tri-County CC	373.6	147,921	147,921
Vance-Granville CC	898.0	355,498	355,498
Wake TCC	7,634.9	3,022,577	3,022,577
Wayne CC	1,209.6	478,862	478,862
Western Piedmont CC	559.9	221,675	221,675
Wilkes CC	1,107.6	438,491	438,491
Wilson CC	582.8	230,728	230,728
	80,087.5	\$ 31,705,683	\$ 31,705,683

Fund Source and Availability: Funding is available from General Fund appropriation in the 2023 Appropriations Act (Session Law 2023-134).

Contacts:

Stephanie Fisher
Associate Vice President, College Finance & Operations

Phillip Price, Ed.D., CPA
Vice President and Chief Financial Officer

STATE BOARD OF COMMUNITY COLLEGES
Allocation for Nursing Faculty Salary Adjustment
FY 2023-24 and FY 2024-25

Request: The State Board of Community Colleges (SBCC) is asked to approve the allocation of nursing faculty salary adjustment funds appropriated in the 2023 Appropriations Act (Session Law 2023-134).

Background: The 2023 Appropriations Act (Session Law 2023-134) appropriates funding for additional salary adjustments to nursing faculty in addition to the across-the-board salary increase. These funds are to be used to increase nursing faculty starting pay by an additional 10% and other nursing faculty may receive salary increases up to an additional 15%.

Rationale: Since these funds are to be used for nursing faculty, the allocation will be based on percentage of FTE in courses typically taught by nursing faculty members. These course prefixes include NUR and NAS. These courses are typically associated with the Associate Degree Nursing, Practical Nursing, and Nursing Assistant programs.

Funding Amount and Time Period: The total allocation is \$7,131,565 for each of the fiscal years 2023-24 and FY2024-25.

College	NUR & NAS FTE	% of FTE Total	FY2023-24	FY2024-25
Alamance CC	157.42	1.40%	\$ 99,680	\$ 99,680
Asheville-Buncombe TCC	311.49	2.77%	197,240	197,240
Beaufort County CC	126.81	1.13%	80,295	80,295
Bladen CC	160.73	1.43%	101,777	101,777
Blue Ridge CC	151.97	1.35%	96,228	96,228
Brunswick CC	141.53	1.26%	89,619	89,619
Caldwell CC and TI	273.51	2.43%	173,188	173,188
Cape Fear CC	335.36	2.98%	212,353	212,353
Carteret CC	104.70	0.93%	66,299	66,299
Catawba Valley CC	204.40	1.81%	129,430	129,430
Central Carolina CC	212.10	1.88%	134,305	134,305
Central Piedmont CC	352.53	3.13%	223,226	223,226
Cleveland CC	141.23	1.25%	89,431	89,431
Coastal Carolina CC	157.17	1.40%	99,524	99,524
College of The Albemarle	155.31	1.38%	98,345	98,345
Craven CC	204.05	1.81%	129,208	129,208
Davidson-Davie CC	253.47	2.25%	160,501	160,501

Durham TCC	233.23	2.07%	147,683	147,683
Edgecombe CC	164.77	1.46%	104,336	104,336
Fayetteville TCC	575.67	5.11%	364,517	364,517
Forsyth TCC	510.55	4.53%	323,283	323,283
Gaston College	322.98	2.87%	204,514	204,514
Guilford TCC	370.96	3.29%	234,899	234,899
Halifax CC	145.58	1.29%	92,180	92,180
Haywood CC	58.48	0.52%	37,028	37,028
Isothermal CC	141.45	1.26%	89,567	89,567
James Sprunt CC	149.98	1.33%	94,968	94,968
Johnston CC	222.08	1.97%	140,621	140,621
Lenoir CC	191.87	1.70%	121,492	121,492
Martin CC	8.80	0.08%	5,578	5,578
Mayland CC	60.71	0.54%	38,440	38,440
McDowell TCC	99.88	0.89%	63,242	63,242
Mitchell CC	159.74	1.42%	101,147	101,147
Montgomery CC	59.91	0.53%	37,938	37,938
Nash CC	141.38	1.26%	89,525	89,525
Pamlico CC	18.77	0.17%	11,883	11,883
Piedmont CC	124.42	1.10%	78,781	78,781
Pitt CC	324.00	2.88%	205,160	205,160
Randolph CC	75.98	0.67%	48,114	48,114
Richmond CC	223.15	1.98%	141,304	141,304
Roanoke-Chowan CC	65.30	0.58%	41,347	41,347
Robeson CC	245.81	2.18%	155,652	155,652
Rockingham CC	164.00	1.46%	103,848	103,848
Rowan-Cabarrus CC	381.88	3.39%	241,807	241,807
Sampson CC	163.63	1.45%	103,609	103,609
Sandhills CC	202.69	1.80%	128,346	128,346
South Piedmont CC	207.14	1.84%	131,163	131,163
Southeastern CC	166.14	1.48%	105,202	105,202
Southwestern CC	106.54	0.95%	67,465	67,465
Stanly CC	116.58	1.04%	73,818	73,818
Surry CC	182.28	1.62%	115,422	115,422
Tri-County CC	43.10	0.38%	27,291	27,291
Vance-Granville CC	194.90	1.73%	123,415	123,415
Wake TCC	662.16	5.88%	419,286	419,286

Wayne CC	180.43	1.60%	114,247	114,247
Western Piedmont CC	71.71	0.64%	45,408	45,408
Wilkes CC	117.99	1.05%	74,710	74,710
Wilson CC	162.16	1.44%	102,680	102,680
TOTALS	11,262.56	100.00%	\$ 7,131,565	\$ 7,131,565

Fund Source and Availability: Funding is available from General Fund appropriation in the 2023 Appropriations Act (Session Law 2023-134).

Contacts:

Phillip Price, Ed.D., CPA
Vice President and Chief Financial Officer

Stephanie Fisher
Associate Vice President, College Finance & Operations

STATE BOARD OF COMMUNITY COLLEGES
Allocation for High-Cost Workforce Start-Up Fund Program
FY 2023-24 through FY 2024-25

Request: The State Board of Community Colleges is requested to approve an initial allocation of \$5,258,965.00 to community colleges for the High-Cost Workforce Start-Up Fund Program to support the start-up of Tier 1A and Tier 1B healthcare workforce programs offered at NC community colleges, including new programs offered in short-term workforce development/workforce continuing education (WCE) and curriculum (CU).

Strategic Plan Reference: Goal 4: Economic and Workforce Development
 Provide education, training, and credentials to develop the most competitive workforce in the nation.

Background: In 2023, the General Assembly allocated \$10,000,000.00 to assist NC community colleges in starting new programs in high-demand healthcare careers that require significant start-up funds. The funds were appropriated through Session Law 2023-134 Section 6.2 to support the start-up of Tier 1A and Tier 1B workforce programs offered at NC community colleges. Further, new programs offerings can be offered in both short-term workforce development/workforce continuing education (WCE) and curriculum (CU).

Rationale: The State of North Carolina is committed to ensuring the workforce needs of today and the workforce needs in the future are being met. Under this program, eligible colleges will receive start-up funding to support the implementation of new programs and course offerings. This allocation program will build capacity for workforce training in high-demand healthcare occupations where unmet employer demand exists. The High-Cost Healthcare Workforce Start-Up funds allocated to colleges are required to be matched in accordance with Session Law 2023-134 Section 6.2(d).

Method of Allocation: Per Session Law 2023-134 Section 6.2(c), a community college may only apply for the award of funds to support one new program in CU or CE each fiscal year. Funds shall remain available to the community college for a period of two fiscal years. The award of funds to a community college shall not exceed five hundred thousand dollars (\$500,000) for two years. Colleges shall be required to match a percentage of the total cash cost of the program with non-State funds based on a college's total full-time equivalent (FTE) according to the following:

(1) Community colleges with a total FTE of greater than 6,500 shall be required to match fifteen percent (15%) of the cost.

(2) Community colleges with a total FTE between 2,500 and 6,500 shall be required to match ten percent (10%) of the cost.

A Request for Proposal (RFP) for High-Cost Workforce funding was released in 2022. Due to the volume of applications received, many colleges were left unfunded. In 2023, additional funding

was allocated for the High-Cost Healthcare Workforce Start-Up funds by the North Carolina General Assembly. The System Office team reviewed applications received in 2022 and identified 11 colleges that submitted healthcare-related program applications. Those 11 colleges were asked to submit an addendum to their original application aligned with the application criteria required in Session Law 2023-134 Section 6.2(b).

The recommendation in Table 1 below reflects funding for the 11 new programs.

Table 1 – The High-Cost Workforce Start-Up Funds Allocation and Matching Requirement

College	Course/Program Title	Amount Requested	Grant Allocation	Matching %	Required Matching Amount
Alamance CC	Practical Nursing (Diploma) (D45660)	\$562,776.00	\$500,000.00	10%	\$50,000.00
Blue Ridge CC	Respiratory Therapy (A45720)	\$500,000.00	\$500,000.00	10%	\$50,000.00
Carteret CC	Surgical Technology SUR-3010	\$449,840.00	\$449,840.00	None	N/A
Cleveland CC	Medical Sonography (A45440)	\$500,000.00	\$500,000.00	10%	\$50,000.00
Davidson-Davie CC	Radiography (A45700)	\$700,000.00	\$500,000.00	10%	\$50,000.00
Gaston College	Surgical Technology (A45740)	\$430,860.00	\$430,860.00	10%	\$43,086.00
Guilford Tech CC	Medical Sonography (A45440)	\$744,160.00	\$500,000.00	15%	\$75,000.00
Piedmont CC	Practical Nursing (Diploma) (D45660)	\$500,000.00	\$500,000.00	None	N/A
Robeson CC	Medical Sonography (A45440)	\$544,052.00	\$500,000.00	10%	\$50,000.00
Southwestern CC	Dental Assisting (D45240)	\$499,439.00	\$500,000.00	None	N/A
Wayne CC	Emergency Medical Science (EMS) (A45340)	\$378,265.00	\$378,265.00	10%	\$37,826.50

Fund Source and Availability: Funding is available through the ARPA Temporary Savings Fund as authorized by Session Law 2023-134, Section 6.2. The ARPA Temporary Savings Funds are subject to availability, timing, and prioritization as described in Section 4.9 of Session Law 2023-134.

Allocation Period: November 20, 2023 – June 30, 2025

Contact:

Dr. Brian S. Merritt

Senior Vice President & Chief Academic Officer

STATE BOARD OF COMMUNITY COLLEGES
Allocation for Finish Line Grants
July 1, 2023 - June 30, 2024

Request: The State Board of Community Colleges is requested to approve the allocation of \$1,500,000 to support the [Finish Line Grants program](#).

Strategic Plan Reference: Goal 3: Student Success Objectives and Strategies
Promote a safe, healthy, and resilient learning environment.
Strategy: 3.3.1

Background: On July 12, 2018, Governor Cooper announced the Finish Line Grants (FLG) program to help community college students complete their education when facing unforeseen challenges. Initially funded with the Governor's Workforce Innovation and Opportunity Act (WIOA) Discretionary Fund, the program provided grants to community college students who were 50% of the way to completing a credential with emergency aid for an unanticipated financial hardship. The program operated as a partnership between community colleges and workforce development boards. Eligible students enrolled in the workforce system and workforce boards paid for allowable expenses. The local workforce boards were responsible for paying student emergency expenses and for reporting data to the Department of Commerce.

A process evaluation of the FLG program was conducted by the North Carolina Office of State Budget and Management Office of Strategic Partnerships in 2021 and 2022. After interviews with community college students and staff, and local workforce boards, they recommended streamlining and simplifying the program policy and procedures. One identified barrier for some students was the requirement to complete applications and provide documentation at both the community college and the local workforce board. By changing the source of funds and moving the program to the NCCCS, this barrier was removed. The funding source was changed to Emergency Assistance to Non-Public Schools (EANS) and approved by the State Board of Community Colleges at the August 2022 meeting ([FC 02](#)).

In Session Law 2023-14, Senate Bill 20, section 6.10 ([S20v6.pdf \(ncleg.gov\)](#)), "There is appropriated from the General Fund the sum of one million five hundred thousand dollars (\$1,500,000) in recurring funds for each year of the 2023-2025 fiscal biennium to the North Carolina Community College System for allocation to the NC Finish Line Grants Program." With this appropriation there are two funding sources for the Finish Line Grants Program.

System office staff conducted an analysis of spending rates and a projection of the fiscal need of the program. Work will continue in partnership with the Governor's Office to maximize the EANS funding; therefore, a future request to reallocate the EANS funding may be presented to the State Board of Community Colleges.

Rationale: With Session Law 2023-14, Senate Bill 20, section 6.10 ([S20v6.pdf \(ncleg.gov\)\)](#), appropriation to fund the FLG Program, each community college that participates in the FLG program will receive a budgeted award of \$20,000 plus additional funding based on 2022-23 budget FTE. System office staff will monitor colleges' spending rates. At mid-year, if projections indicate the potential for unexpended funds, a request to recall available funds so that funds can be redistributed to colleges who need additional funds.

The FLG Program awards up to \$1,000 per semester for an unanticipated financial hardship. These grants may help cover costs such as transportation, childcare or dependent care, housing assistance, utility bills (including internet), medical needs, accommodations for individuals with disabilities, and assistance with tuition, fees, or books. To be eligible, students must be enrolled in a North Carolina community college, in good academic standing as defined by the college, and have completed at least 25% of their degree or credential program. The 25% completion requirement is the only change. The reduced percentage is based upon college administrators' recommendations to (1) better serve part-time students and (2) maximize the appropriated funds.

Recommended college allocations are included in Table 1.

Table 1: Recommended Finish Line Grants College Allocations

College	2022-23 BFTE	2022-23 BFTE Award	Base Award	Total Award
Alamance CC	4,197	\$ 6,292	\$ 20,000	\$ 26,292
Asheville-Buncombe TCC	5,743	\$ 8,610	\$ 20,000	\$ 28,610
Beaufort County CC	2,031	\$ 3,045	\$ 20,000	\$ 23,045
Bladen CC	1,274	\$ 1,910	\$ 20,000	\$ 21,910
Blue Ridge CC	2,787	\$ 4,178	\$ 20,000	\$ 24,178
Brunswick CC	2,150	\$ 3,223	\$ 20,000	\$ 23,223
Caldwell CC and TI	3,964	\$ 5,943	\$ 20,000	\$ 25,943
Cape Fear CC	9,111	\$ 13,659	\$ 20,000	\$ 33,659
Carteret CC	1,964	\$ 2,944	\$ 20,000	\$ 22,944
Catawba Valley CC	4,744	\$ 7,112	\$ 20,000	\$ 27,112
Central Carolina CC	5,334	\$ 7,997	\$ 20,000	\$ 27,997
Central Piedmont CC	17,375	\$ 26,048	\$ 20,000	\$ 46,048
Cleveland CC	3,347	\$ 5,018	\$ 20,000	\$ 25,018
Coastal Carolina CC	4,111	\$ 6,163	\$ 20,000	\$ 26,163
College of The Albemarle	2,444	\$ 3,664	\$ 20,000	\$ 23,664
Craven CC	3,160	\$ 4,737	\$ 20,000	\$ 24,737
Davidson-Davie CC	4,115	\$ 6,169	\$ 20,000	\$ 26,169
Durham TCC	4,887	\$ 7,327	\$ 20,000	\$ 27,327
Edgecombe CC	1,850	\$ 2,774	\$ 20,000	\$ 22,774
Fayetteville TCC	12,694	\$ 19,031	\$ 20,000	\$ 39,031
Forsyth TCC	7,989	\$ 11,977	\$ 20,000	\$ 31,977
Gaston College	4,907	\$ 7,357	\$ 20,000	\$ 27,357

College	2022-23 BFTE	2022-23 BFTE Award	Base Award	Total Award
Guilford TCC	10,396	\$ 15,586	\$ 20,000	\$ 35,586
Halifax CC	1,088	\$ 1,631	\$ 20,000	\$ 21,631
Haywood CC	1,303	\$ 1,953	\$ 20,000	\$ 21,953
Isothermal CC	1,985	\$ 2,976	\$ 20,000	\$ 22,976
James Sprunt CC	1,831	\$ 2,745	\$ 20,000	\$ 22,745
Johnston CC	4,188	\$ 6,279	\$ 20,000	\$ 26,279
Lenoir CC	3,762	\$ 5,640	\$ 20,000	\$ 25,640
Martin CC	855	\$ 1,282	\$ 20,000	\$ 21,282
Mayland CC	1,101	\$ 1,651	\$ 20,000	\$ 21,651
McDowell TCC	1,366	\$ 2,048	\$ 20,000	\$ 22,048
Mitchell CC	2,975	\$ 4,460	\$ 20,000	\$ 24,460
Montgomery CC	1,053	\$ 1,579	\$ 20,000	\$ 21,579
Nash CC	2,724	\$ 4,084	\$ 20,000	\$ 24,084
Pamlico CC	647	\$ 970	\$ 20,000	\$ 20,970
Piedmont CC	1,460	\$ 2,189	\$ 20,000	\$ 22,189
Pitt CC	7,014	\$ 10,515	\$ 20,000	\$ 30,515
Randolph CC	2,831	\$ 4,244	\$ 20,000	\$ 24,244
Richmond CC	2,730	\$ 4,093	\$ 20,000	\$ 24,093
Roanoke-Chowan CC	686	\$ 1,028	\$ 20,000	\$ 21,028
Robeson CC	3,382	\$ 5,070	\$ 20,000	\$ 25,070
Rockingham CC	1,691	\$ 2,535	\$ 20,000	\$ 22,535
Rowan-Cabarrus CC	6,569	\$ 9,848	\$ 20,000	\$ 29,848
Sampson CC	2,142	\$ 3,211	\$ 20,000	\$ 23,211
Sandhills CC	3,869	\$ 5,800	\$ 20,000	\$ 25,800
South Piedmont CC	3,249	\$ 4,871	\$ 20,000	\$ 24,871
Southeastern CC	2,003	\$ 3,003	\$ 20,000	\$ 23,003
Southwestern CC	2,393	\$ 3,588	\$ 20,000	\$ 23,588
Stanly CC	2,708	\$ 4,060	\$ 20,000	\$ 24,060
Surry CC	2,963	\$ 4,442	\$ 20,000	\$ 24,442
Tri-County CC	1,104	\$ 1,655	\$ 20,000	\$ 21,655
Vance-Granville CC	2,779	\$ 4,166	\$ 20,000	\$ 24,166
Wake TCC	22,154	\$ 33,213	\$ 20,000	\$ 53,213
Wayne CC	3,241	\$ 4,859	\$ 20,000	\$ 24,859
Western Piedmont CC	1,896	\$ 2,842	\$ 20,000	\$ 22,842
Wilkes CC	2,761	\$ 4,139	\$ 20,000	\$ 24,139
Wilson CC	1,712	\$ 2,567	\$ 20,000	\$ 22,567
	226,789	\$ 340,000	\$ 1,160,000	\$ 1,500,000

Fund Source and Availability: Funding is appropriated from the General Fund. The award period is July 1, 2023, through June 30, 2024.

Contact:

James "J.W." Kelley
Associate Vice President – Student Services

State Board of Community Colleges
Allocation of State Capital Improvement Infrastructure Funds (SCIF)
FY2023-24 and FY2024-25

Request: The State Board of Community Colleges is requested to approve the allocation of SCIF funding of \$100 million in FY 2023-24 and \$100 million in FY 2024-25 for a total of \$200 million in this biennium per S.L 2023-134.

Background: S.L. 2021-180 Section 40.1.(e) provided an intended allocation of \$400 million in SCIF funding to community colleges. In February 2022, the SBCC approved funding for fiscal years 2021-22 and 2022-23. The 2023 Appropriation Act currently appropriates \$200 million (\$100 million in 2023-24 and \$100 million in 2024-25) in the current 2023-25 biennium. S.L. 2021-180 Section 40.2 explains the intent of the General Assembly to fund capital improvement projects and plan for future project funding based upon projected SCIF availability.

Community College SCIF funding is allocated for capital improvement projects and shall be used for the purpose of issuing allotted proceeds to community colleges for new construction or rehabilitation of existing facilities and repairs and renovations. In accordance with S.L. 2021-180 Section 40.1(f) SCIF funding shall be used for new construction or rehabilitation of existing facilities, repairs, and renovations, building of technology infrastructure, and the purchase of measures to ensure building security. Any items purchased with these funds, must have a useful life of at least 10 years or must extend the life of the facility by at least 10 years once renovated or rehabilitated. Projects for centralized administration, trailers, relocatable classrooms, or mobile classrooms are not eligible.

S.L. 2021-180 Section 40.1(f) includes a matching fund requirement that only applies to new construction projects in tier three counties. A county that is a development tier three area, as provided in the annual ranking by the Department of Commerce for 2020 calendar year, shall provide local non-state matching funds in the amount of \$1 of non-state matching funds for every \$1 of SCIF funding. No matching is required of a county that is a development tier one or two and matching is not required for rehabilitation of existing facilities and repairs and renovations.

Method of Allocation: S.L. 2021-180 Section 40.1(f) instructed the Community College System Office to develop a process to allocate the proceeds. The North Carolina Association of Community College Presidents (NCACCP) Finance Committee discussed the methodology of this allocation to colleges. Based on the \$100 million per year for four years allocation schedule reflected in Section 40.2 the NCACCP recommended to provide each college 25% of their total SCIF funding (each college's allocated share of the \$400 million total) for each year of the 2023-25 biennium. The attached schedule will allocate the appropriated \$200 million for this biennium.

State Board of Community Colleges
Allocation of State Capital Improvement Infrastructure Funds (SCIF)
FY2023-24 and FY2024-25

Table 1 – 2023-25 State Capital Infrastructure (SCIF)

Community College	2023-24	2024-25
Alamance CC	1,984,676	1,984,676
Asheville-Buncombe TCC	2,066,411	2,066,411
Beaufort County CC	1,037,354	1,037,354
Bladen CC	880,030	880,030
Blue Ridge CC	726,394	726,394
Brunswick CC	569,684	569,684
Caldwell CC and TI	1,727,489	1,727,489
Cape Fear CC	2,496,593	2,496,593
Carteret CC	843,925	843,925
Catawba Valley CC	2,163,970	2,163,970
Central Carolina CC	2,507,808	2,507,808
Central Piedmont CC	5,000,000	5,000,000
Cleveland CC	1,899,562	1,899,562
Coastal Carolina CC	2,115,114	2,115,114
College of The Albemarle	1,594,132	1,594,132
Craven CC	1,441,264	1,441,264
Davidson-Davie CC	1,688,772	1,688,772
Durham TCC	1,547,119	1,547,120
Edgecombe CC	1,354,459	1,354,459
Fayetteville TCC	5,000,000	5,000,000
Forsyth TCC	3,643,028	3,643,028
Gaston College	2,252,464	2,252,465
Guilford TCC	4,881,492	4,881,492
Halifax CC	749,131	749,132
Haywood CC	526,358	526,359
Isothermal CC	1,251,830	1,251,830
James Sprunt CC	786,004	786,004
Johnston CC	1,277,948	1,277,948
Lenoir CC	2,956,580	2,956,581
Martin CC	547,560	547,561
Mayland CC	957,462	957,463
McDowell TCC	543,412	543,412
Mitchell CC	849,302	849,303
Montgomery CC	465,057	465,058
Nash CC	1,938,277	1,938,278
Pamlico CC	305,583	305,583
Piedmont CC	750,360	750,361
Pitt CC	3,633,811	3,633,810
Randolph CC	1,354,612	1,354,613

State Board of Community Colleges
Allocation of State Capital Improvement Infrastructure Funds (SCIF)
FY2023-24 and FY2024-25

Richmond CC	1,881,740	1,881,739
Roanoke-Chowan CC	554,321	554,320
Robeson CC	1,638,994	1,638,994
Rockingham CC	1,101,881	1,101,880
Rowan-Cabarrus CC	3,153,543	3,153,542
Sampson CC	1,300,994	1,300,994
Sandhills CC	1,242,612	1,242,612
Southeastern CC	1,675,253	1,675,252
South Piedmont CC	1,390,103	1,390,102
Southwestern CC	1,255,057	1,255,056
Stanly CC	1,402,548	1,402,547
Surry CC	1,972,078	1,972,078
Tri-County CC	513,914	513,914
Vance-Granville CC	1,848,555	1,848,554
Wake TCC	5,000,000	5,000,000
Wayne CC	2,287,340	2,287,340
Western Piedmont CC	986,808	986,807
Wilkes CC	1,378,580	1,378,580
Wilson CC	1,100,652	1,100,651
TOTAL	100,000,000	100,000,000

To access SCIF funds the colleges must submit the standard Capital Improvement Project NCCCS 3-1 form. Each project will be submitted to the State Board via the monthly Construction and Property Finance Committee agenda item.

The System Office is expecting SCIF guidance from the Office State Budget and Management (OSBM) regarding the project specific SCIF allocations. This information must be received prior to a college moving forward with any approved State Board capital project. Therefore, funding is contingent upon receiving the necessary guidance from OSBM that is required to allow the set-up and expenditure of these funds.

Allocation Amount and Time Period: In FY 2023-24 \$100 million is available upon approval and in FY 2024-25 an additional \$100M will be available July 1, 2024.

Fund Source Availability: Funding is available through an appropriation of State Capital and Infrastructure Fund from the 2023 Appropriations Act. (S.L. 2023-134). These funds are to be transferred by OSBM to the Community Colleges Building Fund.

Contacts:

Phillip Price, Ed.D., CPA
Vice President and Chief Financial Officer

State Board of Community Colleges
Construction and Property
November 17, 2023
FY 2023-2024

Attachment FC 09

A. New Projects								
	Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	1	Catawba	2774	Dunbar Building and Tarlton Complex Roof Replacements (Main Campus) Replacement of 135,000 sq. ft. roof on the Dunbar Building and 65,000 sq. ft. roof on the Tarlton Complex.	42120 - SCIF R&R	\$0.00	\$1,650,000.00	\$1,650,000.00
					Total	\$0.00	\$1,650,000.00	\$1,650,000.00
	2	Haywood	2808	Workforce Outdoor Training Site (Main Campus) Construction of a 350 ft. x 350 ft. training pad, covered shelter area with restrooms for students and faculty, parking, lineman pole yard, mock transformers, site security cameras, and connector road to tie site to existing road on campus.	Non-State	\$0.00	\$1,476,315.00	\$1,476,315.00
					42120 - SCIF New	\$0.00	\$2,105,434.00	\$2,105,434.00
					Total	\$0.00	\$3,581,749.00	\$3,581,749.00
	3	Sandhills	2806	Owens Auditorium Stage and Safety Upgrades (Main Campus) Repairs to stage rigging and flooring to address safety concerns.	42120 - SCIF R&R	\$0.00	\$200,000.00	\$200,000.00
					Total	\$0.00	\$200,000.00	\$200,000.00
	4	Sandhills	2807	Cosmetology Renovations (Main Campus) Renovation of the cosmetology facility including HVAC unit.	42120 - SCIF R&R	\$0.00	\$900,000.00	\$900,000.00
					Total	\$0.00	\$900,000.00	\$900,000.00

State Board of Community Colleges
Construction and Property
November 17, 2023
FY 2023-2024

Attachment FC 09

B. Amended Projects								
	Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
*	1	Alamance	2450	Public Safety Training Center (Main Campus) Project is amended to increase scope to include 13,900 sq. ft. indoor firing range and increase construction costs. Additional county funds and special state appropriations added to fully fund project. Contingent on receipt of BOT/county signatures 11/13/23.	Non-State	\$15,350,218.00	\$3,306,946.00	\$18,657,164.00
					Unidentified	\$0.00	\$5,500,000.00	\$5,500,000.00
					Total	\$15,350,218.00	\$8,806,946.00	\$24,157,164.00
*	2	Alamance	2452	Main and Powell Buildings: Classroom/Lab Renovation and Nursing Expansion Project (Main Campus) Project is amended to add county funds to allow for furniture purchase with the additional funds. Contingent on receipt of BOT/county signatures 11/13/23.	Non-State	\$3,536,070.00	\$152,911.00	\$3,688,981.00
					42120 - SCIF R&R	\$1,400,000.00	\$0.00	\$1,400,000.00
					Total	\$4,936,070.00	\$152,911.00	\$5,088,981.00
	3	Blue Ridge	2737	Greenhouse Lab and Restroom (Main Campus) Project is amended to increase budget due to bids exceeding original estimated costs.	Non-State	\$1,679,161.00	\$200,000.00	\$1,879,161.00
					Total	\$1,679,161.00	\$200,000.00	\$1,879,161.00
	4	Caldwell	2639	Health Sciences Facility (Main Campus) Project is amended to increase budget to include recently approved special appropriations and existing SCIF to fully fund project.	SCIF - OSBM	\$23,000,000.00	\$0.00	\$23,000,000.00
					42120 - SCIF New	\$0.00	\$2,578,976.00	\$2,578,976.00
					Unidentified	\$0.00	\$39,000,000.00	\$39,000,000.00
					Total	\$23,000,000.00	\$41,578,976.00	\$64,578,976.00
	5	Cleveland	2652	Theatre and Music Program Space Renovation (Main Campus) Project is amended to provide additional funding for increasing costs.	42120 - SCIF R&R	\$300,000.00	\$300,000.00	\$600,000.00
					Total	\$300,000.00	\$300,000.00	\$600,000.00

State Board of Community Colleges
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Attachment FC 09

B. Amended Projects - Continued								
				Student Affairs Office Renovation for Academic Affairs and Business Office (Main Campus) Project is amended to increase budget for findings during design programming phase.	42120 - SCIF R&R	\$300,000.00	\$451,450.00	\$751,450.00
	6	Cleveland	2654		Total	\$300,000.00	\$451,450.00	\$751,450.00
				Student Lounge Renovation (Main Campus) Project is amended to decrease scope and budget.	42120 - SCIF R&R	\$500,000.00	(\$300,000.00)	\$200,000.00
	7	Cleveland	2655		Total	\$500,000.00	(\$300,000.00)	\$200,000.00
				Regional Training and Distribution Center for Emergency Response and Public Health (Main Campus) Project is amended to decrease scope due to escalation of costs. This will allow fulfillment of the OSBM Grant requirements. The scope will no longer include a building for 30,000 mass vaccination and convocation center, but will include a mass vaccination drive-through location.	SCIF - OSBM	\$16,200,000.00	\$0.00	\$16,200,000.00
					42120 - SCIF R&R	\$966,142.00	\$0.00	\$966,142.00
	8	Davidson-Davie	2612		Total	\$17,166,142.00	\$0.00	\$17,166,142.00
				Greenhouse for Sustainable Agriculture (Main Campus) Project is being amended to increase budget due to bids coming in higher than estimated. Contingent on BOT approval 11/14/23.	42160 - SCIF New	\$192,000.00	\$61,520.00	\$253,520.00
*					42120 - SCIF New	\$205,770.00	\$0.00	\$205,770.00
	9	Davidson-Davie	2707		Total	\$397,770.00	\$61,520.00	\$459,290.00
				Oak Grove Center And Main Campus Renovations (Main Campus) Project is amended to increase budget to return to original project scope and cost escalation.	Non-State	\$23,500,000.00	\$0.00	\$23,500,000.00
					42120 - SCIF R&R	\$0.00	\$2,500,000.00	\$2,500,000.00
	10	Forsyth	2263		Total	\$23,500,000.00	\$2,500,000.00	\$26,000,000.00
				Learning Commons (Main Campus) Project is amended to increase budget due to bids exceeding original estimated costs.	Non-State	\$21,000,000.00	\$59,100.77	\$21,059,100.77
					42120 - SCIF New	\$0.00	\$8,000,000.00	\$8,000,000.00
	11	Forsyth	2579		Total	\$21,000,000.00	\$8,059,100.77	\$29,059,100.77
				Science Lab Renovations (Main Campus) Project is amended to increase budget due to updated estimate. Contingent upon receipt of BOT signatures 11/8/23.	Non-State	\$600,000.00	\$0.00	\$600,000.00
*					42160 - SCIF R&R	\$0.00	\$150,000.00	\$150,000.00
	12	Piedmont	2667		Total	\$600,000.00	\$150,000.00	\$750,000.00

State Board of Community Colleges
Construction and Property
November 17, 2023
FY 2023-2024

Attachment FC 09

B. Amended Projects - Continued								
*	13	Sandhills	2586	Meyer Hall Lab Renovation (Main Campus) Project is amended to add Phase II to construct a new 4,800 sq. ft. pre-engineered metal building to support the Public Safety Training Program. Contingent on receipt of signatures by 11/15/23.	Non-State	\$2,010,000.00	\$499,310.00	\$2,509,310.00
					42120 - SCIF R&R	\$1,242,612.00	\$1,000,690.00	\$2,243,302.00
					42120 - SCIF New	\$0.00	\$300,000.00	\$300,000.00
					Total	\$3,252,612.00	\$1,800,000.00	\$5,052,612.00
	14	South Piedmont	2523	Renovations of Building A & Braswell Building (West Campus) Project is amended to increase scope by accepting add alternate #1 of original bid to renovate additional 1,000 sq. ft.	Non-State	\$12,778,000.00	\$0.00	\$12,778,000.00
					42120 - SCIF R&R	\$0.00	\$1,061,508.00	\$1,061,508.00
					Total	\$12,778,000.00	\$1,061,508.00	\$13,839,508.00
	15	Wayne	2627	Center for Industrial Technology & Engineering (Main Campus) Project is amended to increase budget due to bids coming in higher than anticipated. SCIF County Certificate of Understanding allows college to replace county funds with SCIF dollars.	Non-State	\$9,924,680.00	(\$3,142,481.00)	\$6,782,199.00
					Golden Leaf	\$500,000.00	\$0.00	\$500,000.00
					42120 - SCIF New	\$4,574,680.00	\$4,574,680.00	\$9,149,360.00
					Total	\$14,999,360.00	\$1,432,199.00	\$16,431,559.00
C. Final Close-Out Projects								
	Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	1	College of The Albemarle	2350	Currituck Public Safety Center (Aviation Center) Project is submitted for final project closeout.	46620 - New	\$1,000,000.00	\$0.00	\$1,000,000.00
					Total	\$1,000,000.00	\$0.00	\$1,000,000.00
	2	College of The Albemarle	2526	Dare Building A (Dare County Campus) Project is submitted for final project closeout.	46620 - New	\$1,500,000.00	\$0.00	\$1,500,000.00
					Total	\$1,500,000.00	\$0.00	\$1,500,000.00

State Board of Community Colleges
Construction and Property
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Attachment FC 09

D. Acquisition and Disposal of Real Property			
	Item	College	Action Requested
	1	Mitchell	The Board of Trustees of Mitchell Community College requests permission as per G.S. 115D-20 to acquire, by donation from the City of Statesville, approximately 30 acres of property (Portion of Iredell County PIN 4753314625) located at 290 and 440 Third Creek Road in Statesville, NC. This property is approximately 5 miles from the Statesville Campus. The college had a Phase I Environmental Site Assessment performed, to which the executive summary states, "This assessment did not identify any RECs in association with the subject property."

State Fund Legend

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

STATE BOARD OF COMMUNITY COLLEGES
ESTIMATED TUITION AND FEES COLLECTED THROUGH
October 31, 2023

	2021-22	2022-23	2023-24	INCR/DECR OVER PRIOR YEAR
BUDGETED RECEIPTS	\$ 287,721,290	\$ 286,451,539	\$ 291,987,824	1.9%
ACTUAL NET RECEIPTS COLLECTED	128,569,525	126,055,521	128,982,793	2.3%
BUDGETED RECEIPTS UNCOLLECTED	\$ 159,151,765	\$ 160,396,018	\$ 163,005,031	
PERCENT OF BUDGET COLLECTED	44.69%	44.01%	44.17%	

STATE BOARD OF COMMUNITY COLLEGES
Summary of 2022-23 State Funded Financial Aid Programs for Community College Students

The N.C. Community College Grant Program – Since 1991, the State Board of Community Colleges has been authorized by G.S. 115D-40.1(c) to approve the disbursement of need-based financial assistance to community college students. During the 2022-23 fiscal year, 18,637 students received \$14,955,438 in North Carolina Community College Grants. This represents a decrease of 1551 students and an increase of \$1,724,649 from the \$13,230,789 disbursed during the previous year.

These grants are based on the eligibility guidelines which are standard federal financial aid methodology. They are targeted to students who receive little or no Pell Grant assistance and are below the Hope Scholarship Tax Credit threshold. The average award for students from this funding source was \$802.45.

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

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

During the 2022-23 fiscal year, colleges self-reported Targeted Assistance funds totaling \$378,199 were awarded at 47 colleges to students in credit and non-credit programs (Attached Spreadsheet).

Less Than Half-Time – Since 2003, the State Board of Community Colleges has authorized “*The Less Than Half-Time*” program which provides need-based assistance to students enrolled six (6) credit hours or less (1-5 credit hours) in certificate, diploma, or associate degree programs. During the 2022-23 fiscal years, colleges self-reported the Less Than Half-Time Grant program provided \$133,735 in assistance to students attending 35 colleges (Attached Spreadsheet).

Contact(s):

Ms. Brenda Burgess, Associate Director of Student Aid
 Dr. James “JW” Kelley, Associate Vice-President of Student Services

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

ATTACHMENT FC 11A

Colleges	College Allocation	Targeted Assistance			Less than Half Time			Aggregated Award	Unexpended Funds
		# Students	Total Awarded	Avg. Award	# Students	Total Awarded	Avg. Award		
Alamance CC	\$9,504.00	4	\$ 1,538	\$ 384.50	7	\$ 2,470	\$352.86	\$ 4,008	\$5,496.00
Asheville-Buncombe TCC	\$12,748.00	0	\$ -	\$ -	8	\$ 2,181	\$272.63	\$ 2,181	\$10,567.00
Beaufort County CC	\$4,121.00	25	\$ 1,005	\$ 40.20	11	\$ 3,116	\$283.27	\$ 4,121	\$0.00
Bladen CC	\$4,727.00	8	\$ 4,727	\$ 590.88	0	\$ -	\$ -	\$ 4,727	\$0.00
Blue Ridge CC	\$5,399.00	1	\$ 1,000	\$ 1,000.00	2	\$ 456	\$228.00	\$ 1,456	\$3,943.00
Brunswick CC	\$4,276.00	0	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$4,276.00
Caldwell CC&TI	\$8,994.00	19	\$ 4,814	\$ 253.37	15	\$ 4,180	\$278.67	\$ 8,994	\$0.00
Cape Fear CC	\$21,805.00	42	\$ 21,805	\$ 519.17	0	\$ -	\$ -	\$ 21,805	\$0.00
Carteret CC	\$4,720.00	5	\$ 4,720	\$ 944.00	0	\$ -	\$ -	\$ 4,720	\$0.00
Catawba Valley CC	\$9,421.00	0	\$ -	\$ -	24	\$ 6,384	\$266.00	\$ 6,384	\$3,037.00
Central Carolina CC	\$11,266.00	6	\$ 11,038	\$ 1,839.67	1	\$ 228	\$228.00	\$ 11,266	\$0.00
Central Piedmont CC	\$38,421.00	80	\$ 38,421	\$ 480.26	0	\$ -	\$ -	\$ 38,421	\$0.00
Cleveland CC	\$7,056.00	36	\$ 5,286	\$ 146.83	16	\$ 1,170	\$ 73.13	\$ 6,456	\$600.00
Coastal Carolina CC	\$11,042.00	20	\$ 11,042	\$ 552.10	0	\$ -	\$ -	\$ 11,042	\$0.00
College of the Albemarle	\$4,846.00	13	\$ 4,846	\$ 372.77	0	\$ -	\$ -	\$ 4,846	\$0.00
Craven CC	\$7,708.00	34	\$ 7,708	\$ -	0	\$ -	\$ -	\$ 7,708	\$0.00
Davidson-Davie CC	\$10,484.00	7	\$ 5,125	\$ 732.07	19	\$ 5,320	\$280.00	\$ 10,445	\$39.50
Durham TCC	\$11,086.00	13	\$ 10,086	\$ 775.85	4	\$ 1,000	\$250.00	\$ 11,086	\$0.00
Edgecombe CC	\$6,813.00	12	\$ 4,218	\$ 351.47	10	\$ 2,595	\$259.54	\$ 6,813	\$0.00
Fayetteville TCC	\$32,753.00	24	\$ 23,000	\$ 958.33	32	\$ 9,745	\$304.54	\$ 32,745	\$7.57
Forsyth TCC	\$21,152.00	102	\$ 21,152	\$ 207.37	0	\$ -	\$ -	\$ 21,152	\$0.00
Gaston College	\$12,231.00	0	\$ -	\$ -	39	\$ 10,248	\$262.77	\$ 10,248	\$1,983.00
Guilford TCC	\$34,405.00	46	\$ 23,000	\$ 500.00	45	\$ 11,400	\$253.33	\$ 34,400	\$5.00
Halifax CC	\$3,145.00	8	\$ 3,145	\$ 393.13	0	\$ -	\$ -	\$ 3,145	\$0.00
Haywood CC	\$4,487.00	0	\$ -	\$ -	16	\$ 4,487	\$280.44	\$ 4,487	\$0.00
Isothermal CC	\$6,295.00	13	\$ 6,295	\$ 484.23	0	\$ -	\$ -	\$ 6,295	\$0.00
James Sprunt CC	\$4,599.00	4	\$ 2,167	\$ 541.75	8	\$ 2,432	\$304.00	\$ 4,599	\$0.00
Johnston CC	\$8,736.00	8	\$ 3,568	\$ 446.00	20	\$ 5,168	\$258.40	\$ 8,736	\$0.00
Lenoir CC	\$6,815.00	14	\$ 2,559	\$ 182.79	16	\$ 4,256	\$266.00	\$ 6,815	\$0.00
Martin CC	\$2,602.00	14	\$ 2,602	\$ 185.86	0	\$ -	\$ -	\$ 2,602	\$0.00
Mayland CC	\$2,660.00	16	\$ 2,120	\$ 132.50	5	\$ 540	\$108.00	\$ 2,660	\$0.00
McDowell TCC	\$3,053.00	0	\$ -	\$ -	6	\$ 3,053	\$508.83	\$ 3,053	\$0.00
Mitchell CC	\$5,890.00	4	\$ 1,200	\$ 300.00	18	\$ 4,690	\$260.56	\$ 5,890	\$0.00
Montgomery CC	\$2,412.00	18	\$ 1,272	\$ 70.67	4	\$ 1,140	\$285.00	\$ 2,412	\$0.00

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

ATTACHMENT FC 11A

Nash CC	\$6,569.00	18	\$ 6,569	\$ 364.94	0	\$ -	\$ -	\$ 6,569	\$0.00
Pamlico CC	\$1,797.00	7	\$ 936	\$ 133.64	7	\$ 862	\$123.07	\$ 1,797	\$0.00
Piedmont CC	\$3,466.00	8	\$ 3,466	\$ 433.25	0	\$ -	\$ -	\$ 3,466	\$0.00
Pitt CC	\$22,786.00	38	\$ 18,750	\$ 493.42	9	\$ 4,036	\$448.44	\$ 22,786	\$0.00
Randolph CC	\$7,139.00	15	\$ 6,375	\$ 425.00	8	\$ 764	\$ 95.50	\$ 7,139	\$0.00
Richmond CC	\$7,908.00	0	\$ -	\$ -	28	\$ 7,904	\$ -	\$ 7,904	\$4.00
Roanoke-Chowan CC	\$2,339.00	0	\$ -	\$ -	10	\$ 2,339	\$233.90	\$ 2,339	\$0.00
Robeson CC	\$8,317.00	0	\$ -	\$ -	28	\$ 7,828	\$279.57	\$ 7,828	\$489.00
Rockingham CC	\$4,748.00	8	\$ 3,748	\$ 468.50	4	\$ 1,000	\$250.00	\$ 4,748	\$0.00
Rowan-Cabarrus CC	\$14,546.00	13	\$ 14,546	\$ 1,118.92	0	\$ -	\$ -	\$ 14,546	\$0.00
Sampson CC	\$5,607.00	21	\$ 5,303	\$ 252.52	1	\$ 304	\$304.00	\$ 5,607	\$0.00
Sandhills CC	\$9,212.00	18	\$ 9,212	\$ 511.78	0	\$ -	\$ -	\$ 9,212	\$0.00
South Piedmont CC	\$4,400.00	0	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$4,400.00
Southeastern CC	\$5,291.00	13	\$ 5,291	\$ 407.00	5	\$ -	\$ -	\$ 5,291	\$0.00
Southwestern CC	\$5,700.00	12	\$ 5,700	\$ 475.00	0	\$ -	\$ -	\$ 5,700	\$0.00
Stanly CC	\$7,193.00	0	\$ -	\$ -	23	\$ 7,193	\$312.74	\$ 7,193	\$0.00
Surry CC	\$7,436.00	16	\$ 7,436	\$ 464.75	0	\$ -	\$ -	\$ 7,436	\$0.00
Tri-County CC	\$3,563.00	10	\$ 1,782	\$ 178.15	7	\$ 1,782	\$254.50	\$ 3,563	\$0.00
Vance-Granville CC	\$6,617.00	14	\$ 6,617	\$ 472.64	0	\$ -	\$ -	\$ 6,617	\$0.00
Wake TCC	\$44,347.00	101	\$ 34,841	\$ 344.96	33	\$ 6,287	\$190.52	\$ 41,128	\$3,219.00
Wayne CC	\$8,384.00	4	\$ 1,700	\$ 425.00	23	\$ 6,684	\$290.61	\$ 8,384	\$0.00
Western Piedmont CC	\$5,329.00	10	\$ 5,329	\$ 532.90	0	\$ -	\$ -	\$ 5,329	\$0.00
Wilkes CC	\$6,742.00	38	\$ 6,249	\$ 164.44	3	\$ 493	\$164.44	\$ 6,742	\$0.00
Wilson CC	\$4,892.00	23	\$ 4,892	\$ 212.70	0	\$ -	\$ -	\$ 4,892	\$0.00
Total	\$550,000.00	983	\$ 378,199	\$ 366.64	515	\$133,735	\$ 8,811	\$ 8,826	\$38,066.07

AGENDA
State Board of Community Colleges
PROGRAMS AND STUDENT SUCCESS COMMITTEE
Dr. W. Dallas Herring State Board Room
Thursday, November 16, 2023 – 2:45 p.m. - 3:40 p.m.
Ms. Sarah West, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – October 19, 2023

For Future Action

- New Curriculum Prefix - Tiered Funding Formula Recommendations (Attachment PROG 01)*

For Action

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

For Consent Agenda

- Combined Course Library – Workforce Continuing Education and College & Career Readiness (Attachment PROG 03)
 - New Course Approvals, Modifications, and Tier Designations
 - New Course Approval – Cape Fear Community College
 - Barbering Instructor Training (BAR-3200)
 - New Course Approval – Central Carolina Community College
 - Google Digital Marketing & E-Commerce (CTS-3110)
 - Course Modification – Cape Fear Community College
 - Apprenticeship: Electrical (APP - 3612)
- Courses of Instruction to Captive/Co-Opted Groups (Attachment PROG 04)
 - Lenoir Community College
 - Truck Driver Training (TRA - 3607)
 - Pitt Community College
 - HVAC Heating, Air Conditioning (AHR - 3131)
 - Electricity: Basic (ELC – 3014)
- Curriculum Program Applications – Fast Track for Action (Attachment PROG 05)
 - Edgecombe Community College
 - Applied Engineering Technology (A40130)

For Information

- RISE Up Training and Credentialing Program Report (Attachment PROG 06)
- High-Cost Workforce Legislative Report (Attachment PROG 07)
- Summary of 2022-23 NC Child Care Grant Program for Community College Students (Attachment PROG 08)
- Curriculum Standard Revisions as Approved by the System President (Attachment PROG 09)
 - Associate in Arts (A10100)
 - Associate in Science (A10400)
 - Dental Laboratory Technician (A45280)
 - Race Car Technology (A60400)
- Curriculum Program Terminations as Approved by the System President (Attachment PROG 10)
 - Brunswick Community College
 - Medical Assisting (A45400)
- Food and Nutrition Services (Discussion Only)

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 & STUDENT SUCCESS COMMITTEE
Thursday, October 19, 2023

MEMBERS PRESENT:

Sarah West, Vice Chair	Burr Sullivan	Bill McBrayer
Shirley Carraway	Lisa Estep	Mark Merritt
Tom Looney	David Price*	Terry Van Duyn
Anthony Pile	Ray Russell	Anthony Pile
Terry Van Duyn	Ann Whitford	
Mark Merritt	Chad Beasley	

*Attended via phone or Zoom technology

NCACCP LIAISONS

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

SYSTEM OFFICE STAFF AND OTHERS:

Brian Merritt, Sr. VP & CAO	Kimberly Gold	Todd Roth
Lisa Eads	Michelle Lair	Alex Fagg
James "JW" Kelley	Mary Olvera	Sondra Jarvis
Alex Doles	Nicholas Rogers	Laura Leatherwood,
Ashley Croom	Aaron Mabe	President, NCACCP
Jeff Cox	Robert Witcher	David Heatherly, President,
Tawanda Foster-Artis	Lane Freeman	Coastal Carolina CC
Andrew Gardner	Phillip Price	Caroline Hipple, NCACCT

WELCOME AND ETHICS STATEMENT: Vice Chair West called the meeting to order at 3:23 p.m. in the Dr. W. Dallas Herring State Board Room, at the Caswell Building. Roll was taken and there was a quorum. Ashley Croom read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

APPROVAL OF THE AGENDA: Vice Chair West requested a motion to approve the October 19, 2023, agenda. Dr. Carraway made the motion, seconded by Mr. Looney. The agenda was approved via voice vote by the committee.

APPROVAL OF THE MINUTES: Vice Chair West requested a motion to approve the September 14, 2023, minutes. Dr. Carraway made the motion, seconded by Mr. Looney. It was approved via voice vote by the committee.

FOR FUTURE ACTION:

Approval of Programs and Student Success Committee Charter (Attachment PROG 01)

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

The committee had no questions or concerns.

Addition to the Special Curriculum Program Application List (Attachment PROG 02)*

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

Dr. Merritt highlighted the request to add Basic Law Enforcement Training (BLET) to the special application list and the importance of BLET. The addition of BLET to the special application list would alleviate to colleges adopting the curriculum program when industry demands it, allowing the application to move through more quickly. Dr. Merritt further noted BLET is governed by the N.C. Criminal Justice Education Training and Standards Commission.

President Sorrells noted the BLET pilot program is going well. There is emphasis to ensure every point is covered in each class. There have been modifications in terms of how the content is delivered. In addition to the 240 hours, there are areas that require additional faculty. President Sorrells further noted that there are a total of 568 additional instructional hours. There has been a notable change in the shooting; rounds have increased from 1000 to 2000 which results in an increase of about \$240 per student. Shooting is currently spread across the curriculum whereas previously it was completed in one concentrated area. There has been more engagement by the students in the course. Questions have arisen about testing as students do not get to see what questions they did well on and which questions they did not do so well on. The changes in the BLET program have yielded a more prepared candidate in the hiring process of the police department.

Ms. Whitford inquired if the increased number of hours required, and staff will present any challenges for smaller schools to implement the new BLET program.

Ms. Sarah West clarified it is premature at this time and that President Sorrells promised to provide updates.

President Sorrells agreed that it is early and will provide additional information in the future about how it may impact some schools.

Vice Chair West requested a motion to suspend the rules and approve PROG 02 for the For Action Agenda at their meeting on October 20, 2023. Mr. Looney made the motion, seconded by Dr. Carraway. The motion was approved via voice vote by the committee.

FOR ACTION:

Review of Public Comments for Proposed Amendment to 1B SBCCC 100.1 – Definitions (Attachment PROG 03)

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

Dr. Merritt noted the additional wording opens HyFlex to the continuing education offerings. Additionally, the amendment allows smaller colleges to run parallel classes (continuing education and curriculum) students in one classroom. This change helps to facilitate the one-door model.

Vice Chair West noted students in continuing education face equal challenges in life events; the amendment allows all students to stay in school and be successful.

Mrs. Foster-Artis noted there were no public comments submitted.

The committee had no questions or concerns.

On a motion made by Dr. Carraway, seconded by Mr. Looney, to approve PROG 03 was approved for the For Action Agenda at their meeting on October 20, 2023. The motion was approved via voice vote.

FOR INFORMATION:

Curriculum Program Applications as Approved by the System President (Attachment PROG 04)

- Durham Technical Community College
 - Early Childhood Administration (Certificate) (C55850)
 - Early Childhood Preschool (Certificate)(C55860)

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

The committee had no questions or concerns.

Curriculum Standard Revision as Approved by the System President (Attachment PROG 05)

- Public Safety Administration (A55480)

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

The committee had no questions or concerns.

Curriculum Program Terminations as Approved by the System President (Attachment PROG 06)

- Durham Technical Community College
 - Orthopaedic Technology (A45790)
- Sampson Community College
 - Lateral Entry (Certificate) (C55430)

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

The committee had no questions or concerns.

OTHER BUSINESS

Vice Chair West noted the accreditation bill will be discussed at November's meeting. The UNC board of Governors has appointed a task force at the system level to evaluate the implications of the new requirements.

Dr. Merritt noted there were 46 applications last year for the High Costs competition. There are currently eleven applications that were submitted for healthcare programs. The System Office reached out to those colleges and requested that they submit an addendum. The goal is to bring forth those addendums for consideration at the next State Board meeting. Current total would be just over \$5 million. Intent letter and RFP are currently under review.

Dr. Carraway requested a list regarding available accreditation agencies.

ADJOURN

On a motion made by Dr. Carraway, seconded by Mr. McBrayer, the meeting was adjourned at 3:45 p.m.

Recording Secretary
Ashley Croom

STATE BOARD OF COMMUNITY COLLEGES
New Curriculum Prefix Tiered Funding Formula Recommendations

The State Board of Community Colleges is asked to assign the following new curriculum prefix to the North Carolina Community College System Tiered Funding Formula:

Tier 1A

NDT – Neurodiagnostic Technology

Rationale: The NDT curriculum prefix is designed to be used for courses that prepare students with the skills to obtain recordings of patients' nervous system function through the use of electroencephalographic equipment and other electrophysiological devices. Graduates of the program will be qualified for employment in hospitals or private offices of neurologists and neurosurgeons. Additionally, they should qualify for the ABRET (American Board of Registration of EEG and EP Technologists) certification.

Background:

On August 15, 2014, the State Board of Community Colleges adopted the 2014-2015 State Aid Allocations and Budget Policies, which included the implementation of a four-tiered funding model. To implement the Tiered Funding Forming Model, all existing curriculum and continuing education course prefixes were assigned to one of four funding levels as defined below:

Tier 1A: Includes curriculum budget FTE in health care and technical education courses that train North Carolinians for immediate employment in priority occupations that have documented skills gaps and pay higher wages. This tier also includes FTE in a limited number of continuing education courses that train students for the exact same third-party certification as curriculum courses in Tier 1A.

Tier 1B: Includes curriculum budget FTE in other high-cost areas of health care, technical education, lab-based science, and college-level math courses. With the implementation of Closing the Skills Gap, Tier 1B also includes FTE in short-term, workforce continuing education courses that help prepare students for jobs in priority occupations and lead to competency-based industry credentials.

Tier 2: Includes

- a) all other curriculum budget FTE,
- b) all Basic Skills budget FTE, and
- c) budget FTE associated with other continuing education courses that are scheduled for 96 hours or more and are mapped to a third-party credential, certification, or industry-designed curriculum.

Tier 3: Includes all other continuing education budget FTE. This weighted allocation model is designed to provide a funding differential between each tier. Tier 1A is funded at a level equal to 30% higher than Tier 2, while Tier 1B is funded at a level that is 15% higher than Tier 2. Tier 3 is funded at a rate that is 15% less than Tier 2.

Contact(s):

Dr. Lori H. Byrd
Associate Director

**STATE BOARD OF COMMUNITY COLLEGES
Programs and Student Success Committee Charter**

I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the SBCC committees is defined by the Bylaws of the State Board.

The Programs Committee has been part of the State Board since the creation of the Community College System within the State Board of Education in 1963.

II. Purpose

The purpose of the Programs Committee is to establish policies for the addition and revision of educational programs within the North Carolina Community College System (NCCCS) that comply with N.C. General Statutes and support the System's mission of providing high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally and multi-culturally competent workforce and improve the lives and well-being of individuals.

The Programs Committee's purview impacts Curriculum, instruction for Captive and Co-opted groups, Student Services, Career and College Promise, Work-Based Learning, Customized Training, High School Equivalency, Tiered Funding Levels, Developmental Education, Basic Skills Plus, Curriculum Instructional Contracts, and Instructional Service Agreements to offer students a variety of learning opportunities throughout the state.

III. Organization

The Programs Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated at the discretion of the Chair of the State Board.

IV. Meetings

Per G.S. 115D 2.2(i) The State Board shall meet at stated times established by the State Board, but not less frequently than eight (8) ~~10~~ times a year. The Programs Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board.

V. Responsibilities

The responsibilities of the Programs Committee shall be:

- To ensure that the System Office continues to work with the education partners (for example, DPI, UNCGA, and Independent Colleges and Universities) to provide quality education that is accessible to all students.

- To ensure that the System Office continues to work with business, industries, local governments, government agencies, and communities, to ensure that our community colleges are meeting workforce needs.
- To review the programs and courses that are offered within the state of North Carolina to assure that the colleges are best serving their communities.
- To learn about trends and needs of the student population to assure what is being requested is what is needed.
- Facilitating cross-functional collaboration across departments within the System Office to ensure alignment with private, government, community, and philanthropic partners in pursuit of resources that can support the work of the System strategic plan.

VI. Duties

The specific duties of the Committee on Programs shall include review and/or approval, as required, as outlined in G.S. 115D-4 and G.S. 115D-5, of the following:

- Curriculum Program Applications
- Curriculum Program Terminations
- Curriculum Standard Revisions
- New curriculum courses submitted through new-to-the system program applications for the *Combined Course Library*
- New continuing education courses for the Combined Course Library.
- Tier funding designations for continuing education and curriculum courses
- Programs and courses within the Captive/Co-opted groups;
- Articulation agreements between the NCCCS and the various education partners.
- System Office will collect information regarding needs of the new academic programs by NC communities and students, and annually present them to the Committee for its review.
- Criteria for the following:
 - Career and College Promise
 - Work-Based Learning
 - Customized Training
 - High School Equivalency
 - Tiered Funding Levels
 - Developmental Education
 - Basic Skills Plus
 - Curriculum Instructional Contracts
 - Instructional Service Agreements

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Programs Committee Charter in accordance with the Bylaws.

STATE BOARD OF COMMUNITY COLLEGES
Combined Course Library
Workforce Continuing Education & College and Career Readiness
New Course Approvals, Modifications, and Tier Designations

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

Request for New Course 1 of 2

Requesting College or Agency: Cape Fear Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
BAR-3200	Barbering Instructor Training	280	T27 – Cosmetology & Barbering	2

Description:	<p>This course is designed to meet the licensure requirements for being a Barber Instructor per NC G.S 86B-39 and involves an instructor's examination given by the Board. This examination covers the subjects listed in G.S. 86B-38(4) and in the Textbook of Barber Styling approved by the Board. Per the legislation, "Core topics include: hair cutting; shaving; shampooing, and the application of creams and lotions; care and preparation of tools and implements; scientific massaging and manipulating the muscles of the scalp, face, and neck; sanitation and hygiene; shedding and regrowth of hair; elementary chemistry relating to sterilization and antiseptics; instruction on common skin and scalp diseases to the extent that they may be recognized; pharmacology as it relates to preparations commonly used in barbershops; instruction in the use of electrical appliances and the effects of the use of these on the human skin; structure of the skin and hair; nerve points of the face; the application of hair dyes and bleaches; permanent waving; marcelling or hair pressing; frosting and streaking; and the statutes and regulations relating to the practice of barbering in North Carolina."</p> <p>Upon completion of the training, barbering instructors should be able to demonstrate an understanding of effective teaching strategies, lesson planning, and presentation skills in the classroom. For details, see https://barbers.nc.gov</p>
Credential Options:	<p>NC Board of Barber and Electrolysis Examiners</p> <ul style="list-style-type: none"> ▪ Barber Instructor license (G.S. 86B-39) <p>Pre-requisites: individual must have been trained and licensed as a Barber prior to taking the course and then taking the Barber Instructor exam.</p>

Request for New Course 2 of 2

Requesting College or Agency: Central Carolina Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier Designation
CTS-3110	Google Digital Marketing & E-Commerce	190	F30 – Computer Training	1B

Description:	<p>The course will provide instruction on popular digital marketing and E-Commerce tools and platforms, such as Canva, Constant Contact, Hootsuite, HubSpot, Mailchimp, Shopify, Twitter, Google Ads, and Google Analytics. Students will build their own portfolio with projects like customer personas and social media calendars to show to potential employers. By the end of this course, students will be able to apply digital marketing strategies, best practices, and tools to increase awareness of a business, understand customer needs, and engage people's interests with products and services.</p> <p>This certificate is endorsed by the American Association of Advertising Agencies (4A's) and the American Advertising Federation (AAF).</p>			
Credential Options:	<p>Google</p> <ul style="list-style-type: none"> Google Digital Marketing & E-Commerce Certificate 			

Request for Course Modification 1 of 1

Requesting College or Agency: Cape Fear Community College

Course ID	Course Title	Program Area	Current Recommended Hours	Proposed Recommended Hours
APP-3612	Apprenticeship: Electrical	X35-Work Based Learning	160	260

Description:	This course is designed specifically to meet the subject requirements and standards established by NCCCS/ApprenticeshipNC for electrical mechanics.			
Credential Options:	<p>ApprenticeshipNC</p> <ul style="list-style-type: none"> Apprenticeship: Electrical 			

STATE BOARD OF COMMUNITY COLLEGES
Courses of Instruction to Captive/Co-Opted Groups

Request: The State Board is asked to approve the following to be offered to Captive/Co-opted groups as listed, to be offered to Captive/Co-opted Groups under current operating procedures, contingent upon availability of funds.

Strategic Plan Reference:

Theme: Economic and Workforce Development

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

- Objective 4.2: Respond to employment preparation opportunities with instruction focused on relevant skills, credential attainment, and competency development.
- Objective 4.3: Increase access to the training, education, and wrap-around services needed by students to achieve their career goals and economic mobility.
 - Strategy 4.3.1: Take the steps necessary to be a national leader in diversity and inclusion and leverage outreach among partners to reach low-income and underserved populations.

Continuing Education: Courses of Instruction

- Lenoir Community College
 - Truck Driver Training (TRA-3607)
- Pitt Community College
 - HVAC Heating, Air Conditioning (AHR-3131)
 - Electricity: Basic (ELC-3014)

Contact(s):

Dr. Andrew Gardner

Associate Vice-President, Workforce Strategies

Continuing Education and Basic Skills

These requests have been approved by the local college president, local board chair, and prison superintendent or chief officer. They have been reviewed by state staff at the North Carolina Community College System Office and, if applicable, by the NC Department of Public Safety and found in compliance with state standards and prison programming policies.

CODES FOR GROUPS TO BE SERVED

- A Alcoholic Rehabilitation Centers
- D Domiciliary Care Facilities
- I Hospital Inpatients
- J Detention Centers and County Jails
- N Rest and Nursing Homes
- P Prisons (Correction setting)
- R Intellectual Disability Centers
- S Sheltered Workshops

EXAMPLES: **WLD 3106 P** indicates the continuing education course offered in the Prison/Corrections setting.

BSP 2000 S indicates the basic skills course offered in a Sheltered Workshop setting.

CONTINUING EDUCATION and **BASIC SKILLS** courses are reported in class hours.
CURRICULUM courses are reported in semester-hour credits.

MATRIX CATEGORIES* For NC DPS/DAC Prison Facilities

Matrix Category	North Carolina Community College System Programming Options
1	Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); and/or Drug and Alcohol courses. (Minimum length of stay: 2 months)
2	Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; and/or Curriculum Certificate Programs. (Minimum length of stay: 4 months)
3	Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; Curriculum Certificate Programs; and/or Curriculum Diploma Programs. (Minimum length of stay: 12 months)
4	Basic Skills; Employment Readiness (Human Resources Development or Occupational Extension Pre-employment Training); Drug and Alcohol courses; Occupational Extension courses; Curriculum Certificate Programs; Curriculum Diploma Programs; and/or Curriculum Associate in Applied Science Degree Programs. (Minimum length of stay: 24 months)
*	Only Division of Adult Correction and Juvenile Justice (DACJJ) prisons are assigned matrix categories

**Continuing Education Courses
Captive & Co-opted**

Community College	Facility	Facility Code	Matrix Class.	Course Number	Master Course List Title (Local Title)	Contact Hours
Lenior CC	Maury Correctional Institute	4875	4a	TRA-3607	Truck Driving	180
Pitt CC	Pitt County Detention Center	n/a	n/a	AHR-3131	HVAC Heating, Air Conditioning	96
Pitt CC	Pitt County Detention Center	n/a	n/a	ELC-3014	Electricity: Basic	96

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Program Applications
Fast Track for Action [FTFA*]

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

Edgecombe Community College
Applied Engineering Technology (A40130)

Background: Program applications must meet the following criteria in order to be placed on the Fast Track for Action (FTFA) program approval request presented to the State Board of Community Colleges as part of the consent agenda:

- The curriculum program title currently exists within the System and does not require the creation of a new program title and new curriculum standard;
- The application is complete, requires no further analysis or documentation, and has the endorsement of Academic Programs;
- There are no negative impact assessments from other colleges; and
- The college does not go outside of its service area for planning purposes.

Contact(s):

Michelle Lair
Director of Academic Programs

STATE BOARD OF COMMUNITY COLLEGES
Program Application Summary Evaluation Report
Edgecombe Community College
Applied Engineering Technology (A40130)

Program Planning: Edgecombe Community College is seeking approval for the Applied Engineering Technology (A40130) program to begin Fall 2024. 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 August 3, 2023. 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 (Edgecombe CC) indicates the following:

- Edgecombe CC currently offers an AAS in Manufacturing Technology, however enrollment in this program is stagnant and low.
- There are currently eight manufacturing employers in the Edgecombe CC service area that are viewed as destination positions for those who will earn this degree. Many working at these companies commute from outside the Edgecombe CC service area, and the desire is to provide local students an opportunity to obtain the credential necessary to gain employment with these employers. This would enhance economic development through the utilization of Edgecombe County natives with hopes of attracting more middle to upper-middle class residents into the county.

- According to NC Works graduates of the new program would find immediate employment opportunity with six area companies that are trying to fill a minimum of 14 positions that students in the current program offered would be unlikely to qualify for. In addition, NC Works also shows that within the last month there have been 696 Manufacturing and/or Technician jobs within 50 miles of the Edgecombe CC Service area.
- Future employment projections received from the Carolinas Gateway Partnership indicate that Regional Job Opportunities will see a significant increase over the next 4 years with regard to upcoming planned projects and attrition/backfill needs. It is anticipated that the region will be seeking graduates from a program such as Applied Engineering Technology to fill 3478 positions in 2025, 1854 positions in 2026, 1886 positions in 2027, and 1256 positions in 2028. In each of these years 500 of the positions to be filled are anticipated to be the result of attrition and backfill needs. Types of jobs anticipated are line/assembly technicians, equipment maintenance technicians, general plant maintenance technicians, material handlers, buyers, general logistics, engineers, financial, and mechanics.
- The Carolinas Gateway Partnership also indicates that the average wages for the projected positions needed would be \$44,000 to \$50,000 at hiring plus a full benefits package. Current average wage within the county is \$44,000 with years of experience.
- Addition of this program would allow Edgecombe CC to be more adequately suited to help meet the demands associated with Industry 4.0, which refers to the current era of connectivity, advanced analytics, automation, and advanced-manufacturing technology that has transformed global business in recent years. The need for inclusion of data-driven maintenance, Supervisory Control and Data Acquisition Software (SCADA), Vision Systems, artificial intelligence, as well as other state of the art technological considerations would require a major overhaul of the current program offerings alone.
- Incumbent workers who are in a SkillUp program for work would have the opportunity to gain the skills necessary to advance in their career through this program. SkillUP is a free program that helps Supplemental Nutrition Assistance Program (SNAP) (Food Stamp) recipients get help with skills, training, and employer connections to get a job (or a better job).

Impact of the Proposed Program on Other Programs: Nine community colleges are currently approved to offer the Applied Engineering Technology (A40130) program. An impact assessment was sent to two contiguous colleges that offer the same degree.

No negative impact assessments were received.

Implementation of Collaborative Plan: Not Applicable

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

Curriculum Description as Designated on Curriculum Standard:

The Applied Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology. Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians. This course of study prepares the students to use basic engineering principles and technical skills to solve technical problems in various types of industry. The course work emphasizes analytical and problem-solving skills. The curriculum includes courses in safety, math, physics, electricity, engineering technology, and technology-specific specialty areas. Graduates should qualify for employment in a wide range of positions in research and development, manufacturing, sales, design, inspection, or maintenance. Employment opportunities exist in automation, computer, electrical, industrial, or mechanical engineering fields, where graduates will function as engineering technicians.

Contact(s):

Todd M. Roth
Program Administrator



RISE Up Training and Credentialing Program Report

Year 2 REPORT

As Required by Section 6.8.(c) of Session Law 2021-180
Amended by Section 6.1.(a) of Session Law 2022-74
Further amended by Section 6.8 of Session Law 2023-124

December 2023

Programs & Student Services Division
North Carolina Community College System Office
5001 Mail Service Center
Raleigh, NC 27699-5001
www.NCCommunityColleges.edu

Agency Contact

Lisa Eads, Ph.D.
Associate Vice President of Programs
919-807-7133

Background:

Session Law 2021-180 Section 6.8.(a) established the RISE Up Training and Credentialing Program for Cooperative Innovative High Schools. The provision directed the North Carolina Community College System (NCCCS) Office to collaborate with the North Carolina Retail Merchants Association (NCRMA) and Retail Consumer Alliance Foundation (RCA) to implement the RISE Up credentialing program for the 2021-2022 fiscal year to teach foundational skills to students attending Cooperative Innovative High Schools (CIHS).

The RISE Up curriculum was developed by the National Retail Federation (NRF) Foundation and was originally hosted by the Penn Foster platform that has since transition in 2023 to Kaleidoscope Learning. Students who complete the program will earn industry credentials in the following areas: retail industry fundamentals, customer service/sales, inventory management/profitability, supply chain warehouse/inventory, and logistics.

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

In October 2023, the program language was further revised in HB 259, section 6.8, the 2023-2024 Appropriations Act. This provision was drafted with the agreement of the NC Community College System, the NC Retail Merchants Association and Retail Consumer Alliance Foundation. As a result, eligibility for enrollment is expanded to any individual that meets the requirements for the program. The language also moves the administration of the program to the Retail Consumer Alliance Foundation. The courses remain available for students enrolled in the NC Community College System and NC Cooperative Innovative High Schools.

State Funding and Budget Allocation Timeline:

- Funding for this project was made available from a nonrecurring General Fund appropriation in the 2021 Appropriations Act (Session Law 2021-180).
- At its January 21, 2022, meeting the State Board of Community Colleges (SBCC) approved SBCC item FC 07 for \$250,000 from the state funds allocation for the establishment of the RISE Up training program.
- In February 2022, Lenoir Community College (LCC) was identified as the lead college for the RISE Up training program.
- On March 21, 2022, NCCCS issued an allocation memo to LCC which included \$250,000 to fund the RISE Up training program. This granted LCC access to purchase the training modules to be distributed to students attending and/or enrolled in a community college statewide upon request.

- On May 18, 2022, purchase order quotes for each course were sent to LCC from Penn Foster.
- On June 20, 2022, LCC issued a check to Penn Foster in the amount of \$249,724.80.
- On June 27, 2022, Penn Foster accounting confirmed that a check for \$249,724.80 was applied to the invoice from Lenoir CC.
- On July 11, 2022, HB 103: 2022 Appropriations Act became law (Session Law 2022-74) and broadened who could use and access the credentials.
- On October 3, 2023, HB 259: 2023 Appropriations Act became law (Session Law 2023-134), broadening access to the credentials and changing the administration of the program to the Retail Consumer Alliance Foundation (RCA).

Outreach and Marketing

- NCCCS, Lenoir Community College, the NC Retail Merchants Association, and the Retail Consumer Alliance Foundation began meeting in 2022 and have had continued to have regular calls and email communication to develop and distribute marketing materials as well as a communication plan for schools and students for the RISE Up credentials. Originally, the marketing materials were designed for CIHS students which were named specifically as the target group of students in the original legislative allocation. Following the technical correction in HB 103 (S.L. 2022-74) , the marketing materials address any students enrolled in or attending a community college in North Carolina.
- The NRF Foundation's RISE Up program underwent a transition from the Penn Foster platform to Kaleidoscope learning in the summer of 2023. The NRF, NCRMA, RCA and NCCCS partners continued communication on credentialing opportunities throughout the transition. Once Kaleidoscope Learning was fully operational, RCA was onboarded during September/October to administer the program and grant requests for credentials that were previously housed with Lenoir Community College.
- On October 18, 2023, the Retail Consumer Alliance Foundation was provided full functionality to begin granting requests from eligible participants for RISE Up credentials.
- An informational webinar with the NCCCS Career Pathways program has been scheduled for November 2023. The webinar will include information about the program and access through Retail Consumer Alliance Foundation (RCA) and Kaleidoscope Learning.

Program Outcomes Year 2:

As of August 2023, and the program platform transfer, the credentials allocated for each of the program was as follows:

- Customer Service and Sales: 75
- Business of Retail: 75
- Retail Industry Fundamentals: 59
- Warehouse, Inventory and Logistics: 70

Including all four courses, 279 credentials have been allocated to date. The different colleges and organizations that accessed these credentials included: Caldwell Community College and Technical Institute, College of The Albemarle, Western Piedmont Community College, Guilford Technical Community College, and Surf, Wind and Fire, an NCRMA retailer.

RISE Up is primarily an online learning program, and the purchase of the online credentials was covered by the appropriation. However, as the project was implemented, it was discovered that many correctional facilities do not have the means to allow for online learning, and the appropriation did not include additional dollars for hard copy materials. Requests for hard copy materials were fulfilled through in-kind donations by the NRF Foundation as outlined below:

- \$14,215 in materials
- 3 entities received materials for learners and instructors (Pasquotank Correctional Facility, Guilford Technical Community College, and Richmond Community College)
 - Richmond Community College serves Richmond Correctional and Scotland Correctional Institutions.
 - Pasquotank Correctional Facility is served by College of The Albemarle
- Enough materials for 155 individual learners (100 at Pasquotank, 25 at Guilford Technical Community College, 30 at Richmond Community College)

The Retail Consumer Alliance Foundation (RCA) obtained administrative access to the new Kaleidoscope platform and the remaining appropriated credentials in October 2023. RCA has already received additional requests for credentials, with fifty (50) of the “Retail Industry Fundamentals” credentials allocated to the College of The Albemarle on October 19, 2023.

Conclusion:

With the transition to the new Kaleidoscope platform and change in administrator to the Retail Consumer Alliance Foundation (RCA), program access is expected to expand which will allow additional credentials to be earned.



HIGH-COST WORKFORCE START-UP PROGRAM

Year 2 REPORT

As Required by Section 6.7 of Session Law 2021-180

December 2023

Programs & Student Services Division
North Carolina Community Colleges System Office
5001 Mail Service Center
Raleigh, NC 27699-5001
[NCCommunityColleges.edu](https://www.nccommunitycolleges.edu)

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Section 3: Attachments

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System Office Contacts

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High-Cost Workforce Start-Up Fund Program

Background

In 2021, the General Assembly allocated \$5,200,000 to assist NC community colleges in starting new programs in high-demand career fields that require significant start-up funds. The funds were appropriated through [Session Law 2021-180](#) Section 6.7 to support the start-up of Tier 1A and Tier 1B workforce programs offered at NC community colleges. Further, new programs offerings can be offered in both short-term workforce development/workforce continuing education (WCE) and curriculum (CU).

Administration

Under this program, eligible colleges will receive startup funding to support the implementation of new program and course offerings. This allocation program will build capacity for workforce training in high-demand occupations where unmet employer demand exists.

Colleges funded through the initial High-Cost Workforce Program Start-Up Funds allocations may apply for additional new program funding in future program fiscal years should funding be available. Note: If funding is available in coming years through additional funding or redistribution, priority consideration will not be given to a college based on previous performance for High-Cost Workforce Program Start-Up Funds, but rather, the review will be based on the funding priorities established in the future allocation guidelines.

Implementation Plan

Since the passage of Session Law 2021-180, System Office staff have taken steps to establish the program across the System.

Beginning in February 2022, NCCCS began drafting the RFP for the High-Cost Workforce Program. The requirements included in the RFP directly correspond to requirements in the legislation as well as the existing processes in place for State Board of Community College program and course approvals. The RFP was vetted by NCCCS leadership and was released to colleges on May 2, 2022. As a part of the RFP release, a webinar was held on the same day for college staff to discuss the requirements and answer any questions that attendees may have about this new funding opportunity. The list of invitees were community college presidents, Chief Academic Officers, Chief Financial Officers, Senior Continuing Education Officers, and other key college stakeholders.

NCCCS staff continued to meet regularly to discuss questions received from colleges concerning the RFP as college staff began drafting individual RFPs. As a result of questions submitted to NCCCS, clarification was added to the RFP on August 26, 2022 and November 3, 2022 to provide additional details for required elements within the RFP. Additionally, the System Office established a cross divisional review team in preparation of the RFP submissions. The review team consisted of representatives from NCCCS Senior Team/Programs and Student Services Division, Workforce Continuing Education, Academic Programs, Perkins, Career and College Ready (CCR), and the Finance Division.

In mid-November 2022, colleges began submitting High-Cost Workforce RFPs to the System Office. In total, 46 RFPs were submitted for consideration by the December 1, 2022 deadline. The review team immediately began reviewing submissions and all application reviews were completed by December 19, 2022. The results of the reviews were shared with appropriate System Office senior leadership for final allocation determinations. Allocations were submitted for State Board Approval at the January 20, 2023 State Board meeting.

State Board Approval Process

During its meeting on January 20, 2023, meeting, the State Board of Community Colleges approved allocations for the High-Cost Workforce Program Start-Up to the colleges listed below. These funds are being used to create capacity for workforce training in high-demand occupations where unmet employer demand still exists.

Per Legislative Requirement Section 6.7(c), community colleges were required to match a percentage of the total cash cost of the program with non-State funds based on a college's total full-time equivalents (FTE) according to the following:

- (1) Community colleges with a total FTE of greater than 6,500 shall be required to match fifteen percent (15%) of the cost.
- (2) Community colleges with a total FTE between 2,500 and 6,500 shall be required to match ten percent (10%) of the cost.
- (3) Community colleges with a total FTE below 2,500 shall be required to match five percent (5%) of the cost.

The chart below also includes the match requirements.

College	Course/Program Title	Grant Allocation	Required Matching Amount
Asheville-Buncombe TCC	Robotic Welding	\$326,997	\$32,700
Bladen CC	Culinary Arts	\$343,918	\$17,196
Brunswick CC	Dental Assisting	\$424,850	\$21,243
Caldwell CCTI	Substation Technician	\$425,000	\$42,500
Central Carolina (Randolph/Sandhills)	Truck Driver Training	\$421,449	\$42,145
Isothermal CC	Industrial Cybersecurity	\$423,388	\$21,169
James Sprunt CC	Machining Technology	\$425,000	\$21,250
Johnston CC	Culinary Arts	\$310,260	\$31,026
Lenoir CC	Aviation Systems Technology	\$425,000	\$42,500
Richmond CC	Surgical Technologists	\$196,509	\$19,651
Rockingham CC	Certified Production Technician	\$230,776	\$ 11,539
Rowan-Cabarrus CC	BioWork & Aseptic Manufacturing	\$425,000	\$63,750
Sampson CC	Heavy Equipment Operations	\$425,000	\$21,250
Tri-County CC	Heavy Equipment Operations	\$396,853	\$19,843
Total Allocation:		5,200,000	

Reporting Plan

Timeline

Colleges were required to submit progress reports according to the timeline below. This process was put into place to monitor the colleges' roll-out and implementation of their proposals.

Report #	Due Date	Theme
1	April 3, 2023	Transitioning your Grant Proposal to an Action Plan
2	June 23, 2023	Readiness for Implementation
3	Virtual Meetings	Updates to your Enrollment and FTE Projections
4	November 1, 2023	Status Update on Expenditures
5	January 26, 2024	Status Update on Expenditures and Match Requirement
6	February 16, 2024	Project Deliverables, Outcomes and Demographics
7	April 16, 2024	Sharing Best Practices and Lessons Learned
8	July 16, 2024	Final Report to the System Office

See Appendix A and B for a copy of the reporting templates. Please note that Progress Report #3 was structured as virtual meetings with each grantee. As such, there was not a reporting template.

Deliverables

To date, all colleges funded have launched their programs and are offering coursework.

Most of the start-up programs launched during the Fall 2023 semester. Therefore, due to the December 2023 legislative deadline for this report, specific outcomes such as enrollment and graduation data are not yet available.

Project staff continue to monitor and provide technical assistance to the colleges funded by this program.

Status Update – Use of Funds

Budget Allocations – By College and Budget Categories

#	Budget Categories	Asheville-Buncombe	Bladen	Brunswick	Caldwell	Central Carolina	Isothermal	James Sprunt
A.	Salaries, Instructional		52,000	111,650		285,000	52,963	
B.	Salaries, Non-Instructional			43,848				
C.	Employer's Retirement		12,740	13,475		69,825	12,976	
D.	Employer's Social Security		3,978	11,896		21,375	4,062	
E.	Employer's hospitalization		7,500	14,786		44,382	8,189	
F.	Instructional Supplies & Materials		25,000	39,044			40,455	
G.	Program Equipment	326,997	50,000	132,051	425,000		215,180	425,000
H.	Contractual Services		46,700	25,000			20,000	
I.	Staff Travel		500	6,500		867	25,000	
J.	Curriculum Development			3,600			23,563	
K.	Accreditation Costs			20,000				
L.	Faculty Prep & Profess Develop		145,500	3,000			21,000	
	Total Allocation:	326,997	343,918	424,850	425,000	421,449	423,388	425,000

#	Budget categories	Johnston	Lenoir	Richmond	Rockingham	Rowan-Cabarrus	Sampson	Tri-County
A.	Salaries, Instructional	94,153		75,000	121,240	116,875		
B.	Salaries, Non-Instructional		152,000					
C.	Employer's Retirement	24,855	38,000	18,750	35,898	20,825		
D.	Employer's Social Security	7,203	12,000	5,738	11,209	8,940		
E.	Employer's hospitalization	9,945	15,000	7,500	15,550	9,248		
F.	Instructional Supplies & Materials	18,112	75,000	11,021		85,883		
G.	Program Equipment	155,992	98,000	75,000	45,078	183,229	425,000	396,853
H.	Contractual Services							
I.	Staff Travel		15,000	1,000				
J.	Curriculum Development							
K.	Accreditation Costs			2,000				
L.	Faculty Prep & Profess Develop		20,000	500	1,800			
	Total Allocation:	310,260	425,000	196,509	230,775	425,000	425,000	396,853

Budget Allocations – Statewide By Budget Categories

Below is a summary of the statewide allocations by allowable expenditures/budget Categories. Most of the funding will be used to purchase equipment (65%)

#	Budget categories	Total Allocation	% of Funding
A.	Salaries, Instructional	908,882	20%
B.	Salaries, Non-Instructional	195,848	4%
C.	Employer's Retirement	247,344	5%
D.	Employer's Social Security	86,401	2%
E.	Employer's hospitalization	132,100	3%
F.	Instructional Supplies and Materials	294,515	6%
G.	Program Equipment	2,953,380	65%
H.	Contractual Services	91,700	2%
I.	Staff Travel	48,867	1%
J.	Curriculum Development	27,163	1%
K.	Accreditation Costs	22,000	1%
L.	Faculty Preparation and Professional Development	191,800	4%

Year-to-Date expenditures are on track. Colleges are tracking their match requirement with a specific general ledger account. Their first report is not due till Jan 26, 2024.

Defining Measures of Success

NCCCCS has defined two key factors for measuring success:

- Key Factor #1: Implementation of Legislative Requirements
- Key Factor #2: Program Outcomes

The following is a framework/questionnaire being used to evaluate the success of this grant.

Program Evaluation Questionnaire

Key Factor #1: Implementation of Legislative Requirements

A. Eligible Program of Study/WCE Career Pathways

- What courses did the college offered and did they have a Tier 1A or 1B designation?
- For Curriculum, did college receive State Board approval for their Program of Study.
- For Continuing Education, was the courses offered on the NCCCCS Combined Course Library? If no, did the college request approval for a new course? If yes, was it approved by the State Board?

B. Workforce/Employer Engagement

- Were internal/external partnerships formed to increase access to training for targeted populations?

C. Student Engagement and Success

- Did planned outreach and recruitment strategies generate enrollment?
- Were student support services provided to students to address barriers to enrollment and completion? If yes, what type?

Key Factor #2: Program Outcomes

D. Enrollment and Completion Status

- How did the current course offerings compare to proposed enrollment/FTE projections?
- How many students enrolled and completed a Curriculum Program of Study or a Continuing Education short-term training program?
- What credentials did students earn?

E. Workforce Pipeline

- Did the Program of Study/WCE Career Pathway provide instruction focused on relevant industry-specific skills?
- If data is available, did students get jobs? What salary?
- What was the level of engagement/support from employers?
- What was the level of engagement/support from workforce and economic development partnerships?
- What was the level of engagement for students to participate in an apprenticeship program or work-based learning activities?

Attachment A: Reporting Requirements – Progress Report #1



High-Cost Workforce Program Start-Up Funds

Reporting Requirements - Template

Grant Cycle – January 23, 2023 – June 30, 2024

Legislative Requirements

Report. SECTION 6.7.(e)

The System Office shall submit an initial report to the Joint Legislative Education Oversight Committee by December 1, 2022, and an annual report thereafter for each year the System Office provides funds to community colleges from the Fund on the programs receiving the funds, which shall include at least the following information:

- (1) The community colleges that received funds, the amount of funds, and the types of programs started.
- (2) The use of funds by community colleges receiving awards, including costs associated with student instruction, faculty salaries, instructional supplies, related instructional equipment, and accreditation costs.
- (3) Evaluation of the success of the new community college programs receiving funds.

Progress Reports Due Dates and Themes

Report #	Due Date	Theme
1	April 3, 2023	Transitioning your Grant Proposal to an Action Plan
2	June 23, 2023	Readiness for Implementation
3	August 23, 2023	Updates to your Enrollment and FTE Projections
4	October 12, 2023	Status Update on Expenditures and Match Requirement
5	February 16, 2024	Project Deliverables, Outcomes and Demographics
6	April 16, 2024	Sharing Best Practices and Lessons Learned
7	July 16, 2024	Final Report to the System Office

System Office Contacts

Barbara Boyce Workforce Consultant boyceb_tmp@nccommunitycolleges.edu	Dr. Lisa Eads AVP, Academic Programs eadsl@nccommunitycolleges.edu 919-807-7133	Dr. Andrew Gardner AVP, Workforce Strategies gardnera@nccommunitycolleges.edu 919-807-7158
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Report #1:
Transitioning your Grant Proposal to an Action Plan
Due April 3, 2023

Section 1:

Program Overview

The **college must use the funds to** create a new High-Cost Workforce Program Start-up (Tier 1A & 1B).

1. Provide an updated program description. (500 words or less)

--

2. Provide detailed information about the Program of Study and/or course offerings to include length of the courses and any pertinent program design elements. **Please attach a file.**
3. Provide 3-5 strategies that will be used for recruiting/enrolling students your program.

1.	
2.	
3.	
4.	
5.	

4. Provide 2-3 student retention and completion strategies to ensure equitable access to the education and training for underserved populations.

1.	
2.	
3.	

5. What are your projected outcomes/deliverables and how would you measure success?

1.	
2.	
3.	

Section 2:

Program Timeline

The start date for program **implementation must be on or before Spring 2024.**

1. What is your timeline to start offering courses.

2. What is your timeline for purchasing equipment? Please include the types of equipment being purchased. If applicable, you can attach a document .

3. Did your grant proposal involve capital improvement projects? If yes, how do these projects impact the implementation of your program? What is the timeline for getting these projects completed?

4. Did your grant proposal involve faculty preparation and professional development training? If yes, provide details on these training activities to include credentials/certification that will be earned. Also include a timeline for when training will take place.

5. Did your grant proposal involve curriculum development activities? If yes, provide details and a timeline about the action items involved in this task.

6. Did your grant proposal involve expenditures related to Program Accreditation? If yes, provide details and a timeline about the action items involved in this task.

7. Did your grant proposal involve expenditures related to Contractual Services? If yes, provide details and a timeline about the action items involved in this task.

Section 3:

Employer Engagement

The college must provide **documented evidence to support their engagement** with employers, industry associations and applicable workforce development partnerships. This is important to ensure that your program is meeting the industry demand for the program and/or future local, regional, or statewide employment needs.

1. Do you have an Advisory Committee for your new program. If yes. attach the most recent agenda.

--

2. Provide a list of employers engaged in your project. Please include their level of support. Examples include active participation in instruction delivery (guest speaker), delivery, work-based learning, internships, apprenticeships, employment opportunities, etc. If applicable, attach a document.

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3. Provide a list of workforce development stakeholders engaged in your project. If applicable, attach a document.

--

Section 4:

Enrollment and FTE Projections

Tell us your enrollment and FTE projections for the reporting terms listed below.

Reporting Term	Enrollment	Completion	FTE
Summer 2023			
Fall 2023			
Spring 2024			
Summer 2024			

Section 5:

Budget Requirements

Use of Funds

Funds from this allocation can be used to support costs associated with **faculty salaries**.

1. Will the funds be used to hire new faculty? If yes, how many and will they be full-time or part-time?

--

2. Will the funds be used to maintain existing faculty? If yes, how many and are will full-time or part-time?

--

3. Will the funds be used to move existing faculty from part-time to full-time? If yes, how many.

--

Non-State Matching Requirement

This allocation has specific **non-state matching funds requirements** based on the tier placement of your college. See Table 1 for your college's budget allocation and match requirement.

1. What is the source of your Match Funds?

--

2. How will you track/document your match requirement?

--

Table 1: Budget Allocation

College	Course/Program Title	Grant Allocation	Matching%	Required Matching Amount
Asheville-Buncombe TCC	Robotic Welding	\$326,997	10 %	\$32,700
Bladen CC	Culinary Arts	\$343,918	5 %	\$17,196
Brunswick CC	Dental Assisting	\$424,850	5 %	\$21,243
Caldwell CCTI	Substation Technician	\$425,000	10 %	\$42,500
Central Carolina CC (partnering colleges Randolph CC and Sandhills CC)	Truck Driver Training	\$421,449	10 %	\$42,145
Isothermal CC	Industrial Cybersecurity	\$423,388	5 %	\$21,169
James Sprunt CC	Machining Technology	\$425,000	5 %	\$21,250
Johnston CC	Culinary Arts	\$310,260	10 %	\$31,026
Lenoir CC	Aviation Systems Technology	\$425,000	10 %	\$42,500
Richmond CC	Surgical Technologists	\$196,509	10 %	\$19,651
Rockingham CC	Certified Production Technician	\$230,776	5 %	\$ 11,539
Rowan-Cabarrus CC	BioWork & Aseptic Manufacturing	\$425,000	15 %	\$63,750
Sampson CC	Heavy Equipment Operations	\$425,000	5 %	\$21,250
Tri-County CC	Heavy Equipment Operations	\$396,853	5 %	\$19,843

Updated Budget

Since colleges did not receive the amount of funds requested, use the form below to give us an updated budget for funds allocated to your college.

Table 2: Updated Budget Form

#	Budget Categories	Budget
A.	Salaries, Instructional	
B.	Salaries, Non-Instructional	
C.	Employer's Retirement	
D.	Employer's Social Security	
E.	Employer's hospitalization	
F.	Instructional Supplies and Materials	
G.	Program Equipment	
H.	Contractual Services	
I.	Staff Travel	
J.	Curriculum Development	
K.	Accreditation Costs	
L.	Faculty Preparation and Professional Development	
	Total Allocation:	

Attachment B: Reporting Requirements – Progress Report #2



High-Cost Workforce Program Start-Up Funds

Reporting Requirements - Template

Grant Cycle – January 23, 2023 – June 30, 2024

Due Dates and Themes

Report #	Due Date	Theme
2	June 30, 2023	Readiness for Implementation

College Full Name	
--------------------------	--

Primary Contact

Name:	
Title:	
Email Address:	
Phone Number:	

Date Emailed to PSS-RFPs@nccommunitycolleges.edu	
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Note: In addition to submitting your report to the email listed above, copy the three contacts below. Thanks

System Office Contacts

Barbara Boyce Workforce Consultant boyceb_tmp@nccommunitycolleges.edu	Dr. Lisa Eads AVP, Academic Programs eadsl@nccommunitycolleges.edu 919-807-7133	Dr. Andrew Gardner AVP, Workforce Strategies gardnera@nccommunitycolleges.edu 919-807-7159
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Report #2:
Readiness for Implementation
Due June 23, 2023

Section 1:

Program Timeline - Updates

8. What is your timeline to start offering courses. If it is not on or before Spring 2024, please explain.

9. Give us an update on your timeline for purchasing equipment?

10. If your grant proposal involves faculty preparation and professional development training, give us an update of this action item.

11. If your grant proposal involves expenditures related to Program Accreditation, give us an update of this action item.

Section 2:

Readiness to Implement

1. Provide 2-4 highlights related to the progress of implementing your Action Plan.

1.	
2.	
3.	
4.	

2. Provide 2-4 “lessons Learned” about the implementation of your Action Plan. Include both positive and negative responses.

1.	
2.	
3.	
4.	

3. Do you need to make changes to your Action Plan that was submitted on April 3? If yes, please explain.

--

STATE BOARD OF COMMUNITY COLLEGES
Summary of 2022-23 NC Child Care Grant Program for Community College Students

The N.C. Community College Child Care Grant Program – Since 1993, the North Carolina General Assembly has approved an appropriation of need-based aid to community college students through the North Carolina Community College Child Care Grant Program. During the 2022-23 fiscal year, colleges self-reported \$2,501,232 in NC Child Care Grant aid to students. This represents an increase of \$641,640 from the \$1,859,592 disbursed during the previous year.

This grant is based on eligibility guidelines established jointly by childcare coordinators and financial aid officers at the colleges to determine the need of student-parents for the childcare funding. The average award to students in fiscal year 2022-23 was \$3593.82, an increase of \$559.93 over the previous year. These funds are paid directly to providers which include licensed daycare centers, individual providers, unlicensed childcare providers, student-parents' parent, a personal nanny, before and after school programs, and for summer programs while the student is enrolled.

In the 2022-23 fiscal year, the grant assisted 744 students. This is an increase of 68 students served over the previous year therefore potentially removing an enrollment to attending college so they may remain enrolled and complete their educational goals. However, colleges reported inability to serve 631 students who applied for the grant. This represents a significant decrease of 553 from 1184 student-parents' not served in the previous year. Some reasons colleges reported they were unable to serve more students were due to students not meeting eligibility or enrollment requirements for the grant, and/or expenditure of childcare grant funds allotment for the fiscal year.

Overall, colleges expended more in childcare grant allotment and served additional students in fiscal year 2022-23 over previous years.

In compliance with 115D-40.5 Section 6.4, the attached report on the administration of the North Carolina Community College Child Care Grant program is submitted to the State Board of Community Colleges.

Contact(s):

Brenda Burgess
Associate Director of Student Aid

Dr. James "JW" Kelley
Associate Vice-President of Student Services

North Carolina Community Colleges
Child Care Grant Fund Expenditures (As Reported by Colleges)

Attachment PROG 08

Community Colleges	FY 2022-23 Allocation	Total Awarded	Unexpended Funds	# Students Awarded	Average Award
Alamance CC	\$55,191	\$30,861.00	\$24,330.00	6	\$4,055.00
Asheville-Buncombe TCC	\$73,179	\$52,744.22	\$20,434.78	28	\$1,833.72
Beaufort CCC	\$34,750	\$34,750.00	\$0.00	12	\$2,895.83
Bladen CC	\$31,587	\$31,587.00	\$0.00	11	\$2,871.54
Blue Ridge CC	\$42,593	\$50,002.00	\$0.00	15	\$3,333.47
Brunswick CC	\$34,879	\$34,879.00	\$0.00	6	\$5,813.16
Caldwell CC and TI	\$52,942	\$52,942.00	\$0.00	34	\$1,557.11
Cape Fear CC	\$99,957	\$64,577.50	\$35,379.50	11	\$5,870.68
Carteret CC	\$35,600	\$35,600.00	\$0.00	6	\$5,933.33
Catawba Valley CC	\$58,300	\$11,282.50	\$47,015.50	5	\$2,256.50
Central Carolina CC	\$64,293	\$59,952.89	\$4,340.11	8	\$7,494.11
Central Piedmont CC	\$173,954	\$173,954.00	\$0.00	25	\$6,958.16
Cleveland CC	\$44,163	\$35,429.00	\$8,734.00	10	\$3,542.90
Coastal Carolina CC	\$55,708	\$86,710.41	\$0.00	24	\$3,612.93
College of the Albemarle	\$41,689	\$228.00	\$41,461.00	1	\$228.00
Craven CC	\$44,755	\$44,755.00	\$0.00	21	\$2,131.19
Davidson-Davie CC	\$53,448	\$68,399.19	\$0.00	26	\$2,630.73
Durham TCC	\$62,366	\$40,064.00	\$16,001.98	20	\$2,003.10
Edgecombe CC	\$34,620	\$34,620.00	\$0.00	12	\$2,885.00
Fayetteville TCC	\$114,944	\$114,944.00	\$0.00	23	\$4,997.56
Forsyth TCC	\$89,812	\$71,463.67	\$18,348.33	25	\$2,858.54
Gaston College	\$63,701	\$43,435.10	\$20,265.90	11	\$3,948.64
Guilford TCC	\$112,921	\$90,594.41	\$20,326.59	15	\$6,039.62
Halifax CC	\$28,273	\$38,365.00	\$0.00	16	\$2,397.81
Haywood CC	\$32,373	\$26,046.00	\$6,327.00	6	\$4,341.00
Isothermal CC	\$38,903	\$46,998.00	\$0.00	17	\$2,764.58
James Sprunt CC	\$32,286	\$31,794.18	\$491.82	16	\$1,987.13
Johnston CC	\$56,127	\$33,802.00	\$22,325.00	4	\$8,450.50
Lenoir CC	\$42,324	\$31,589.55	\$10,734.45	9	\$3,509.95
Martin CC	\$26,799	\$26,461.45	\$337.55	5	\$5,292.29
Mayland CC	\$27,036	\$7,092.00	\$19,944.00	2	\$3,546.00
McDowell TCC	\$30,274	\$14,915.00	\$15,359.00	3	\$4,971.66
Mitchell CC	\$44,368	\$16,050.00	\$28,318.00	3	\$9,439.33
Montgomery CC	\$27,790	\$5,138.15	\$22,651.50	5	\$1,027.10
Nash CC	\$43,110	\$31,950.80	\$11,159.20	10	\$3,195.08
Pamlico CC	\$23,335	\$2,032.00	\$21,303.00	1	\$2,032.00
Piedmont CC	\$30,479	\$30,283.44	\$195.56	10	\$3,028.34
Pitt CC	\$88,445	\$82,033.00	\$6,412.00	20	\$4,101.65
Randolph CC	\$41,571	\$40,607.65	\$963.35	17	\$2,388.68
Richmond CC	\$39,613	\$28,358.42	\$17,103.84	14	\$2,025.60
Roanoke-Chowan CC	\$25,110	\$27,744.00	\$0.00	7	\$3,963.42
Robeson CC	\$38,967	\$27,246.82	\$11,720.18	15	\$1,816.45
Rockingham CC	\$34,653	\$22,710.00	\$11,943.00	7	\$3,244.28
Rowan-Cabarrus CC	\$73,717	\$73,517.25	\$199.75	22	\$3,341.69
Sampson CC	\$36,762	\$40,003.35	\$0.00	17	\$2,353.13
Sandhills CC	\$54,847	\$25,408.32	\$29,438.68	7	\$3,629.76
South Piedmont CC	\$42,582	\$22,329.54	\$20,252.46	7	\$3,189.93
Southeastern CC	\$31,931	\$26,970.00	\$4,961.00	11	\$2,451.81
Southwestern CC	\$40,796	\$48,386.00	\$0.00	12	\$4,032.16

SBCC

11/17/2023

North Carolina Community Colleges
Child Care Grant Fund Expenditures (As Reported by Colleges)

Attachment PROG 08

Stanly CC	\$39,699	\$49,862.00	\$0.00	14	\$3,561.57
Surry CC	\$45,691	\$43,090.00	\$2,601.00	8	\$5,386.25
Tri-County CC	\$29,898	\$9,248.12	\$20,649.88	7	\$1,321.16
Vance-Granville CC	\$44,046	\$35,108.75	\$8,937.25	8	\$4,388.59
Wake TCC	\$209,661	\$131,523.85	\$78,137.15	28	\$4,697.28
Wayne CC	\$47,854	\$53,203.40	\$0.00	18	\$2,955.74
Western Piedmont CC	\$36,848	\$33,314.64	\$3,533.36	11	\$3,028.60
Wilkes CC	\$41,753	\$36,351.97	\$5,401.03	19	\$1,913.26
Wilson CC	\$34,942	\$37,922.00	\$0.00	13	\$2,917.08
Total	\$3,038,215	\$2,501,231.54	\$638,037.70	744	\$3,593.82

*All information is self reported by the colleges.

Note: Colleges whose expenditures exceed allotment used prior year carry-forward funding.

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Standard Revisions Approved by the System President

Information: The System President, through delegated authority to the System President, has approved the following curriculum standard revisions:

Associate in Arts (A10100)
Associate in Science (A10400)
Dental Laboratory Technician (A45280)
Race Car Technology (A60400)

Background: 1D SBCCC 400.9 (b) states:

A revision of an existing curriculum standard shall:

- (1) Have written concurrence by two-thirds of colleges approved to offer the curriculum program; and*
- (2) Be in alignment with criteria outlined in 1D SBCCC 400.10(e).*
- (3) The President of the North Carolina Community College System shall have the authority to approve or deny the revision of an existing curriculum standard. If only two colleges are approved to offer the curriculum, and written concurrence is not obtained from both colleges, the State Board of Community Colleges shall have the authority to approve or deny the revision to the existing curriculum standard.*

Contact(s):

Michelle Lair
Director of Academic Programs

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Standard Revision as Approved by the System President

Information: The System President has approved the curriculum standard revision listed below:

Curriculum Program: Associate in Arts (A10100)

Proposed Revisions: The NC Community College System Office requests the following revisions to the Associate in Arts:

- Add MAT 175 Precalculus to the Universal General Education Transfer Component Math pick list

Rationale of Requesting College: The Transfer Advisory Committee (TAC) approved the Universal General Education Transfer Component (UGETC) status for MAT 175 Precalculus. A revision was made to add this course to the curriculum standard.

Background: 1D SBCCC 400.9 (b) states:

A revision of an existing curriculum standard shall:

- (1) Have written concurrence by two-thirds of colleges approved to offer the curriculum program; and*
- (2) Be in alignment with criteria outlined in 1D SBCCC 400.10(e).*
- (3) The President of the North Carolina Community College System shall have the authority to approve or deny the revision of an existing curriculum standard. If only two colleges are approved to offer the curriculum, and written concurrence is not obtained from both colleges, the State Board of Community Colleges shall have the authority to approve or deny the revision to the existing curriculum standard.*

Contact(s):

Michelle Lair
Director of Academic Programs

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Standard Revision as Approved by the System President

Information: The System President has approved the curriculum standard revision listed below:

Curriculum Program: Associate in Science (A10400)

Proposed Revisions: The submitting college and the NC Community College System Office requests the following revisions to the Associate in Science:

- Add MAT 175 Precalculus to the Universal General Education Transfer Component Math pick list
- Add AST 152 General Astronomy II and AST 152A General Astronomy Lab II to the Universal General Education Transfer Component Natural Sciences pick list

Rationale of Requesting College: The Transfer Advisory Committee (TAC) approved the Universal General Education Transfer Component (UGETC) status for MAT 175 Precalculus, AST 152 General Astronomy II, and AST 152A General Astronomy Lab II. A revision was made to add these courses to the curriculum standard.

Background: 1D SBCCC 400.9 (b) states:

A revision of an existing curriculum standard shall:

- (1) Have written concurrence by two-thirds of colleges approved to offer the curriculum program; and*
- (2) Be in alignment with criteria outlined in 1D SBCCC 400.10(e).*
- (3) The President of the North Carolina Community College System shall have the authority to approve or deny the revision of an existing curriculum standard. If only two colleges are approved to offer the curriculum, and written concurrence is not obtained from both colleges, the State Board of Community Colleges shall have the authority to approve or deny the revision to the existing curriculum standard.*

Contact(s):

Michelle Lair
Director of Academic Programs

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Standard Revision as Approved by the System President

Information: The System President has approved the curriculum standard revision listed below:

Curriculum Program: Dental Laboratory Technology (A45280)

Proposed Revisions:

The submitting college requests the following revisions to the Dental Laboratory Technology (A45280) Curriculum Standard:

- Change the curriculum program title to Restorative Dental Technology.

Rationale of Requesting College: This terminology better reflects the labor market and work of the Dental Lab Technologist. The name aligns with the professional standards within pathways like dentistry and other dental laboratory technology education programs.

Background: 1D SBCCC 400.9 (b) states:

A revision of an existing curriculum standard shall:

- (1) Have written concurrence by two-thirds of colleges approved to offer the curriculum program; and*
- (2) Be in alignment with criteria outlined in 1D SBCCC 400.10(e).*
- (3) The President of the North Carolina Community College System shall have the authority to approve or deny the revision of an existing curriculum standard. If only two colleges are approved to offer the curriculum, and written concurrence is not obtained from both colleges, the State Board of Community Colleges shall have the authority to approve or deny the revision to the existing curriculum standard.*

Contact(s):

Dr. Lori Byrd
Associate Director

**PROPOSED
CURRICULUM STANDARD**

Effective Term Fall_ 2024_ [2024*03]
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Curriculum Program	Restorative Dental Technology	Code	A45280
Title			
Concentration	(not applicable)		

Curriculum Description

The Restorative Dental Technology curriculum prepares individuals in the arts and science of fabricating dental restorations. The dental technician fabricates dentures, partials, metal or porcelain crowns, and bridges. Technicians use specialized hand instruments and equipment and also work with various dental materials.

Course work includes in-depth studies of fabrication techniques for both fixed and removable dental prostheses. The restorative dental technology student will be exposed to classroom, laboratory, and clinical rotation training.

Graduates may qualify to take the Recognized Graduate Examination administered by the National Board for Certification and may be employees by commercial laboratories, dental office laboratories, dental manufacturers, or as the owner of a dental laboratory.

Curriculum Requirements*

[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.10]]

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included in a degree or diploma program up to a maximum of 8 semester hours and in a certificate program up to a maximum of 2 semester hours. *(see back of page for Major Hours requirements)*
- III. **Other Required Hours.** A college may require other subjects or courses to complete graduation requirements. These requirements may include electives, orientation, study skills courses, or other graduation requirements.

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18

Major Hours

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

Restorative Dental Technology A45280

	AAS	Diploma	Certificate
Minimum Major Hours Required	49 SHC	30 SHC	12 SHC

<p>A. CORE</p> <p><i>A diploma offered under this AAS degree requires a minimum of 12 SHC extracted from the required subject/course core of the AAS degree.</i></p> <p>Required Courses:</p> <table><tr><td>DLT 111</td><td>Dental Anatomy/Physiology</td><td>5 SHC</td></tr><tr><td>DLT 114</td><td>Dental Materials</td><td>3 SHC</td></tr><tr><td>DLT 116</td><td>Complete Dentures</td><td>4 SHC</td></tr><tr><td>DLT 118</td><td>Cast Partial Dentures</td><td>6 SHC</td></tr><tr><td>DLT 123</td><td>Crown and Bridge</td><td>4 SHC</td></tr><tr><td>DLT 126</td><td>Advanced Crown and Bridge</td><td>4 SHC</td></tr><tr><td>DLT 211</td><td>Advanced Complete Dentures</td><td>4 SHC</td></tr><tr><td>DLT 215</td><td>Advanced Partial Dentures</td><td>3 SHC</td></tr><tr><td>DLT 217</td><td>Ceramic Techniques</td><td>5 SHC</td></tr><tr><td>DLT 222</td><td>Advanced Ceramic Techniques</td><td>4 SHC</td></tr><tr><td>DLT 224</td><td>Dental Lab Practice</td><td>2 SHC</td></tr></table> <p>Required Subject Areas:</p> <p>None</p>	DLT 111	Dental Anatomy/Physiology	5 SHC	DLT 114	Dental Materials	3 SHC	DLT 116	Complete Dentures	4 SHC	DLT 118	Cast Partial Dentures	6 SHC	DLT 123	Crown and Bridge	4 SHC	DLT 126	Advanced Crown and Bridge	4 SHC	DLT 211	Advanced Complete Dentures	4 SHC	DLT 215	Advanced Partial Dentures	3 SHC	DLT 217	Ceramic Techniques	5 SHC	DLT 222	Advanced Ceramic Techniques	4 SHC	DLT 224	Dental Lab Practice	2 SHC	49 SHC	12 SHC	
DLT 111	Dental Anatomy/Physiology	5 SHC																																		
DLT 114	Dental Materials	3 SHC																																		
DLT 116	Complete Dentures	4 SHC																																		
DLT 118	Cast Partial Dentures	6 SHC																																		
DLT 123	Crown and Bridge	4 SHC																																		
DLT 126	Advanced Crown and Bridge	4 SHC																																		
DLT 211	Advanced Complete Dentures	4 SHC																																		
DLT 215	Advanced Partial Dentures	3 SHC																																		
DLT 217	Ceramic Techniques	5 SHC																																		
DLT 222	Advanced Ceramic Techniques	4 SHC																																		
DLT 224	Dental Lab Practice	2 SHC																																		
<p>B. CONCENTRATION <i>(Not applicable)</i></p>																																				
<p>C. OTHER MAJOR HOURS</p> <p><i>To be selected from the following prefixes:</i></p> <p>BIO, CIS, CSC, DLT, HSC, PHS, and WBL</p> <p><i>Up to two semester hour credits may be selected from ACA.</i></p> <p><i>Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA.</i></p>																																				

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Standard Revision as Approved by the System President

Information: The System President has approved the curriculum standard revision listed below:

Curriculum Program: Race Car Technology (A60400)

Proposed Revisions: The submitting college requests the following revisions:

- Add Courses: RCT-182 Engine Dynamometer I, RCT-251 Engine Dynamometer II, RCT-250 Racing Chassis Fabrication I, RCT-257 Racing Chassis Fabrication II, RCT-152 Race Car Setup I, and RCT-259 Race Car Setup II
- Remove Courses: RCT-141 Basic Race Car Susp/Steer, RCT-151 Basic Race Car Brake Sys, RCT-161 Basic Race Car Elect Sys, RCT-181 Perf Engine Elect Systems, RCT-183 Perf Engine Fuel Sys, RCT-253 Racing Engine Accessories, RCT-254 Racing Chassis Fab, RCT-255 Racing Sheet Metal Fab, and RCT-256 Race Car Set-up

Rationale of Requesting College: The RCT program has not been aligned since its inception in 2007. Experience working in the racing industry since then suggests there has been a tremendous amount of industry change. Therefore, the program needs to be adjusted to align with current industry standards and practices.

Background: 1D SBCCC 400.9 (b) states:

A revision of an existing curriculum standard shall:

- (1) Have written concurrence by two-thirds of colleges approved to offer the curriculum program; and*
- (2) Be in alignment with criteria outlined in 1D SBCCC 400.10(e).*
- (3) The President of the North Carolina Community College System shall have the authority to approve or deny the revision of an existing curriculum standard. If only two colleges are approved to offer the curriculum, and written concurrence is not obtained from both colleges, the State Board of Community Colleges shall have the authority to approve or deny the revision to the existing curriculum standard.*

Contact(s):

Todd M. Roth
Program Administrator

STATE BOARD OF COMMUNITY COLLEGES
Curriculum Program Terminations as Approved by the System President

Information: The State Board of the North Carolina Community College System, through delegated authority to the System President, approved the program terminations listed below:

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

Brunswick Community College

Medical Assisting (A45400)

Rationale: Low enrollment. The medical assisting program enrollment has been declining for several years. There have been multiple classes cancelled due to no enrollment. Currently, three students remain in the curriculum program who will finish in Spring, 2024. This career does not require a degree. Brunswick Community College will continue to meet industry need with continuing education courses.

Termination Semester: **Fall 2024**

Contact(s):

Michelle Lair

Director of Academic Programs

AGENDA
State Board of Community Colleges
ACCOUNTABILITY AND AUDIT COMMITTEE
Caswell Building, Dr. W. Dallas Herring State Board Room
Thursday, November 16, 2023 – 3:45 p.m. – 4:10 p.m.
Mr. Mark Merritt, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – October 19, 2023

For Action

- Accountability and Audit Committee Charter (Attachment AUD 01)

For Information

- Internal Review – 2024 PCard Transactions (Attachment AUD 02)
- Final Audit Report – Apprenticeship NC Grant Compliance Audit (Attachment AUD 03)
- IT Audit Update*

New Business

Adjourn

*** The Accountability and Audit Committee may vote to move into closed session during the meeting on November 16, 2023, regarding this item.**

MINUTES
State Board of Community Colleges
ACCOUNTABILITY AND AUDIT COMMITTEE
Thursday, October 20, 2023

ACCOUNTABILITY AND AUDIT COMMITTEE MEMBERS

Mr. Mark Merritt, Chair*	Ms. Lisa Estep	Ms. Ann Whitford
Hon. Chaz Beasley, Vice-Chair	Hon. Terry Van Duyn	

*Attended via Zoom

OTHER STATE BOARD MEMBERS

Dr. Shirley Carraway	Dr. Ray Russell	Mr. Anthony Pile
Mr. Tom Looney	Ms. Sarah West	

OTHERS

Dr. Jeff Cox	Dr. Andrew Gardner	Mr. Deante Tyler
Dr. Kimberly Gold	Ms. Jennifer Holloway	Dr. Laura Leatherwood
Ms. Tawanda Artis	Dr. J. W. Kelley	Mr. David Heatherly
Mr. Patrick Fleming	Mr. David King	Dr. Amanda Lee
Ms. Sondra Jarvis	Mr. Stephen Reeves	
Dr. Brian Merritt	Mr. Nicholas Rogers	

CALL TO ORDER

Mr. Merritt called the Accountability and Audit Committee meeting to order at 2:30 p.m.

ROLL CALL

Ms. Jarvis called the roll of the Accountability and Audit Committee members.

ETHICS STATEMENT

Ms. Jarvis read the Ethics Awareness and Conflict of Interest Statement. No conflicts were noted.

APPROVAL OF AGENDA AND MINUTES

Mr. Merritt requested a motion to approve the agenda. Ms. Van Duyn motioned to approve, seconded by Ms. Whitford; the committee approved by voice vote. Mr. Merritt requested a motion to approve the minutes from the September 15, 2023, meeting. Ms. Van Duyn motioned to approve, seconded by Hon. Beasley; the committee approved by voice vote.

FOR FUTURE ACTION

Accountability and Audit Committee Charter (Attachment AUD 01)

Mr. Merritt stated that the charters were redone last year but are scheduled to be reviewed every year for any changes. Mr. Merritt encouraged everyone to take review the charter and voice any changes that need to be made. The current proposed change is the number of meetings has been changed from 10 per year to 8 per year, per the new statute. Committee is asked to share any changes they would like to request.

MINUTES
State Board of Community Colleges
ACCOUNTABILITY AND AUDIT COMMITTEE
Thursday, October 20, 2023

Chair Merritt made a motion to go into closed session at 2:34 p.m. Ms. Whitford seconded the motion.

CLOSED SESSION

IT Audit Discussion

Chair Merritt asked for a motion to go back into open session at 3:16 p.m. Mr. Mark Merritt made the motion, seconded by Ms. Lisa Estep, the motion passed unanimously.

NEW BUSINESS

No new business

ADJOURN

Mr. Merritt called the meeting adjourned at 3:18 p.m.

Respectfully submitted,
Jennifer Holloway

STATE BOARD OF COMMUNITY COLLEGES
Accountability and Audit Committee Charter

I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the SBCC committees is defined by the Bylaws of the State Board.

The Accountability and Audit Committee was established on March 16, 2007.

II. Purpose

The purpose of the Accountability and Audit Committee is to ensure strong and effective systems of internal controls within the North Carolina Community College System (NCCCS) that comply with N.C. General Statutes and to clearly indicate responsibilities related to that system of internal controls, and to strengthen internal audit activities within the NCCCS. In addition, the Committee shall oversee and monitor key institutional risks and related mitigation and response plans to ensure that risk management activities support the mission and strategy of the NCCCS.

III. Organization

The Accountability and Audit Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, and determine the size of the committee. The membership of the committee may be rotated at the discretion of the Chair of the State Board. The Chair should seek to appoint members of the Committee with an accounting or financial background or have experience serving on audit or finance committees for other organizations.

IV. Meetings

Per G.S. 115D 2.2(i) the State Board shall meet at stated times established by the State Board, but not less frequently than ~~ten (10)~~ eight (8) times a year. The Accountability and Audit Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board. The Committee shall meet with the System Office's Director of Internal Auditing, Director of Compliance Services, Chief Information Security Officer, and General Counsel to hear reports and ask question regarding risk assessment and mitigation.

V. Responsibilities

The responsibilities of the Accountability and Audit Committee shall be:

- To ensure that each division of the System Office and community colleges have in place processes and procedures that assess the following areas:
 - Effectiveness and efficiency of operations
 - Reliability and integrity of financial and operational information

- Safeguarding of assets, and
- Compliance with laws, regulations, and contracts;
- To determine if the System Office and community colleges have appropriate processes and controls in place to assess and mitigate risk, and to develop appropriate plans on how identified areas of risk will be mitigated or minimized;
- To ensure that appropriate information to make well-informed decisions regarding risk and risk tolerance is received in a timely manner; and
- To report to the full Board on an on-going basis.

VI. Duties

The specific duties of the Accountability and Audit Committee shall include:

- Review the work performed at the System Office and community colleges by the Office of the State Auditor, CPA firms, and other advisors and report to the State Board on these activities. The report to the State Board should include, but not be limited to, audit reports, reviews, investigations, special assignments, findings, responses and resolutions (G.S. 115D-58.16 Audits);
- On an ongoing basis, the Committee shall discuss with Senior Leadership, the Director of Internal Auditing, and the Director of Compliance Services, the System policies, and procedures with respect to risk assessment and risk management, including the risks of fraud, cybersecurity, and privacy. The Committee shall also discuss the System's major financial risk exposures and the steps Senior Leadership has taken to monitor and control such exposures.
- Review any audit performed by State Auditor's Office and report to the State Board with respect thereto.
- Review and approve the System Office's annual internal audit plan. The review will focus on whether the overall priorities and scope of the plan are aligned with the current assessment of sources of risk for the System Office identified in the process set forth in paragraph VI. 2 above. The Committee shall evaluate if adequate resources have been budgeted to complete the plan.
- Review and resolve any inconsistencies found with internal control procedures and conflicts of interest situations (G.S. 143-79).
- Review and approve the System Office's annual compliance plan. The Committee shall review the Director of Compliance Services' annual report of the effectiveness of the System's compliance with ethical, legal, and regulatory requirements. The Committee shall review the results of any significant regulatory or independent reviews of compliance with laws, rules, regulations, and contracts and intended corrective action as well as other compliance reviews from time to time and determined to be relevant. Review findings of annual compliance reviews, conducted by the System Office Compliance Services unit, of each college (G.S. 115D-5(m)); and

- Participate in, and when necessary, require, training sessions related to identified weaknesses in system-wide internal controls and internal/external audit issues;
- Study, review, and report on regulatory changes by government agencies, regulatory authorities, and accreditation bodies that affect the System Office and college procedures and make recommendations to the Board on actions to be taken;
- The Committee will be responsible for setting the overall tone from the top regarding quality financial reporting, sound business institutional risk management practices and ethical behavior.

VII. Role of System Office Senior Leadership

- System Office Senior Leadership shall immediately disclose to the Chair of the Committee any material changes in the financial condition, regulatory standing or operations of the System Office or the System as a whole. Such disclosures shall be presented to the full Committee at its next meeting or earlier if required in the judgment of the Chair.
- When the Senior Leadership is conducting a fraud waste and abuse investigation, they should inform the Chair of the Audit Committee and coordinate with the Audit Committee on conducting the investigation.
- The Committee is empowered to investigate any matter brought to its attention with full access to all books, records, facilities, and personnel of the System Office and the power to retain and compensate outside counsel, accountants, experts, and other advisors as it deems appropriate. Senior Leadership shall provide in a timely fashion any such access to information or personnel requested by the Committee.
- Senior Leadership shall inform the Committee of the results of any material regulatory reviews or audits and shall provide responses to any findings and its follow-up action plans.

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Accountability and Audit Committee Charter in accordance with the Bylaws.

AUDIT RESULT COMMUNICATION

MEMORANDUM

TO: Grant Braley, Procurement Manager
Ann Anderson, Director of State-Level Accounting

FROM: David King, Internal Audit Director

SUBJECT: FY2023 Purchase Card Transaction Review

The Internal Audit Department (IA) has completed a review of North Carolina Community College System Office (NCCCS) Purchase Card (P-Card) transactions.


The purpose of this review was to assist the NCCCS by performing a review of P-Card transactions for the period July 1, 2022 through May 30, 2023 (FY23 Q1-Q3). The IA noted 29 unique P-Card transactions and 3 active cardholder accounts for this period.

The source of data was P-Card transaction data from the Bank of America WORKS system. Data analytics software was used to perform a review for reasonableness and conformance with available State and NCCCS Purchasing Card Policies and Procedures.

This report is intended solely for the information and use of NCCCS management, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specific parties.

We appreciate the professionalism, time, and cooperation the NCCCS management and staff provided during this review. If you have questions or need further assistance, please contact our office.

The conclusions of this review are summarized as follows:

Tableau Procedure	Result	Legend
1. Significant Cardholder Transactions	✓	<div>✓</div> <div>No questions noted</div> <div>  Exception Noted and communicated to the Procurement Director </div>
2. Card Profile Single Transaction Limit	✓	
3. Split Purchase	✓	
4. Near Single Transaction Limit	✓	
5. Round Number Purchase	✓	
6. Vendor Analysis	✓	
7. Merchant Category Code	✓	
8. Map (Vendor Location)	✓	
9. Non-US Vendors	✓	
10. Card Entry	✓	
11. Keyword List	✓	
12. Keyword Search	✓	
13. Date & Time	✓	
14. Benford's Law	✓	



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Dr. Jeff A. Cox

President

ApprenticeshipNC

Grant Compliance Audit

June 2023

June 19, 2023

Dr. Jeff A. Cox, President

Dr. Kimberly Gold, Chief of Staff

Mr. Mark Merritt, Accountability and Audit Committee Chair

The Honorable Chaz Beasley, Accountability and Audit Committee Vice Chair

The North Carolina Community College System Office Internal Audit Department has completed a grant compliance audit within the ApprenticeshipNC program. The audit focused on the activities allowed/allowable costs compliance requirements of the Apprenticeship State Expansion grant funds for fiscal year 2022. This report is intended to provide information and results of the audit to the President and management within the North Carolina Community College System Office. The professionalism, cooperation, and assistance provided to us during this analysis was appreciated. If there are any questions related to this review, please contact the Director of Internal Audit.

Respectfully Submitted,

David King, CPA

Director of Internal Audit

Background

ApprenticeshipNC helps employers establish registered apprenticeships that build a skilled workforce, and helps workers learn specialized skills needed in today's work environment using an employer-driven model to combine on-the-job learning with related classroom instruction. An apprenticeship agreement provides for not less than 2,000 hours of reasonably continuous employment for the person for his or her participation in an approved schedule of work experience and for organized, related supplemental instruction in technical subjects related to the trade. The apprentice receives on-the-job learning from a master-level supervisor while typically receiving job-related education from institutions such as community colleges or trade organizations. An apprentice is a person at least 16 years of age and can be current high school students, recent graduates, experienced workers, or military veterans. Upon completion of the apprenticeship, registered apprentices earn state and national credentials certifying their skills.

ApprenticeshipNC receives grant funding from the US Department of Labor and a non-profit entity grant. The Apprenticeship State Expansion grant was awarded to ApprenticeshipNC in July 2019. The US Department of Labor had three primary goals for this funding: (1) To expand the number of apprentices in Registered Apprenticeship Programs (RAP) nationwide; (2) support and encourage RAP diversification, including diversity of apprentices and industries; (3) support the integration of RAPs into state workforce development, education, and economic development strategies and programs, ensuring that apprenticeship is a viable career path for youth, adults, career seekers as well as a valuable workforce development strategy for businesses. ApprenticeshipNC budgeted the funds to cover the costs of salaries, travel, education assistance, supplies, software, and other contracted services.

Objective, Scope, Methodology

The engagement was included in the risk-based annual audit plan. The general objective of this audit was to determine if ApprenticeshipNC demonstrates compliance with the requirements of grants funding the program. The specific objective was to determine if the System Office demonstrates compliance with ApprenticeshipNC grant requirements/guidelines regarding Activities Allowed/Allowable Costs.

The scope of the audit was limited to Apprenticeship State Expansion Grant expenses that occurred during fiscal year 2022 (July 1, 2021 – June 30, 2022). These expenses accounted for 71% (or \$1,036,181) of \$1,455,797 total grant expenditures for the ApprenticeshipNC program during this period. The scope was also limited to the activities allowed/allowable costs compliance requirements as these were determined to be highest risk areas for grant compliance.

The procedures completed to accomplish the engagement objective included:

- Interviews with ApprenticeshipNC program and Finance personnel
- Obtaining an understanding of grant requirements related to activities allowed/allowable costs

- Review of program processes and transactions for compliance
- Determination if internal controls over activities allowed/allowable costs were adequate.

The evidence obtained from these procedures provides a reasonable basis for the findings and recommendations detailed in this report.

This report is intended solely for the information and use of North Carolina Community College System, its management, and others within the organization, and is not intended to be, and should not be, used by anyone other than these specific parties.

Observations and Recommendations

1) Lack of Formal Written Policies and Procedures

ApprenticeshipNC does not have written policies and procedures to outline processes and control activities that are specific to the grant terms and conditions regarding applicable compliance requirements such, as allowable costs, cash management, eligibility, reporting, etc. The lack of written procedures could result in individuals being unaware of their responsibilities regarding ensuring grant compliance. The lack of written policies also makes it difficult to ensure consistent and adequate review and verification to ensure allowability of expenditures.

Federal regulations require that the financial management system of each non-Federal entity must provide written procedures for determining the allowability of costs in accordance with federal cost principles and the terms and conditions of the Federal award.

The Government Finance Officers Association (GFOA) recommends grantees document both government-wide and individual grant policies; Document both government-wide and individual grant procedures; Develop a timeline and process for updating policies and procedures as changes occur.

Management stated that the procedures have not been documented due to a lack of personnel and resources.

RECOMMENDATION

1a) Management should develop written policies and procedures outlining processes and control activities to ensure compliance with applicable grant requirements.

Management Response

Management agrees with this finding. This grant is in the process of closing out, however guidelines have been put into place for the current grant and will be for any future grants. Standard Operating procedures are being worked on that will encompass all future grants.

1b) Management should consider adding resources to the Grant Administration function.

Management Response

Management agrees with this finding. Management will determine the best options for adding resources to the grant administration function.

2) Failure to Document the Review of Costs for Allowability

The auditor reviewed supporting documentation for a sample of 25 invoices of the 240 total invoices billed to the grant during fiscal year 2022. One invoice for an IT related purchase did not appear in the grant Budget Narrative and did not have evidence of review by Apprenticeship program staff or the Director for allowability of costs to the grant. Another charge to the grant was related to the costs of the regional coordinator position at Catawba Valley Community College. The System Office relies on the college to verify allowability of the expenditures. While this appears to be reasonable, the grant manager at the System Office could not show documentation for reviewing and verifying that the expenditures were allowable according to the grant requirements.

RECOMMENDATION

The controls for ensuring allowability of costs should include documenting the review of expenditures for allowability.

Management Response

Management agrees with this finding. Since this report, periodic meetings have been established with the grant administrator and the finance department. These meetings are to review all charges to the grant and to ensure that all charges match the requirements of the grant.

3) Inadequate Review of Education Assistance Reimbursements Resulted in Unallowable Costs Billed to Grant

The auditor reviewed supporting documentation for 10 education assistance reimbursement invoices as part of the sample of 25 invoices noted in finding 2. These 10 invoices from colleges consisted of 65 individual participant education assistance reimbursements. The review determined that two participants were registered in another apprenticeship program at the time of enrollment into the program funded by the ASE grant.

Per the U.S. Department of Labor's (Grantor) Training and Employment Guidance Letter, "eligible participants are persons 16 years of age and older who are not enrolled in a Registered Apprenticeship program at the time of participation. This is to ensure grant funds are generating new apprenticeship

opportunities rather than counting individual already enrolled in a program.” The use of grant funds for payment of these participants’ ineligible education assistance expenses resulted in \$577.51 of unallowed or questioned costs to the program.

Management stated that these items were missed due to human error. The documents that show the courses and programs that applicants are enrolled in are long and complex and the review process is manual.

RECOMMENDATION

ApprenticeshipNC program management should develop automated mechanisms to help simplify the review process and help identify ineligible expenses.

Management Response

Management agrees with this finding. Since this review, changes have been made to the database used for the grants. These changes include an automated process that will review information submitted and will automatically determine eligibility or not. A letter is then automated to the local community college, the employer, and the grants manager. This was resolved during the audit.

AGENDA
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
Caswell Building, Dr. W. Dallas Herring State Board Room
Thursday, November 16, 2023, 4:15 p.m. – 5:00 p.m.
Ms. Ann Whitford, Chair

Call to Order

Roll Call

Ethics Awareness and Conflict of Interest

Approval of Agenda

Approval of Minutes – October 19, 2023

For Action

- Strategic Planning Committee Charter (Attachment PLAN 01)

For Information

- Transformative Discussions in 2024 (Attachment PLAN 02)

New Business

Adjourn

MINUTES
State Board of Community Colleges
STRATEGIC PLANNING COMMITTEE
Thursday, October 19, 2023

STRATEGIC PLANNING COMMITTEE MEMBERS

Ms. Ann Whitford, Chair	Mr. Jon Harris for Lt.	Mr. Ray Trapp
Hon. David Price	Governor Mark Robinson	Mr. Anthony Pile
Dr. Shirley Carraway	Ms. Sarah West	

OTHER BOARD MEMBERS IN ATTENDANCE

Mr. Tom Looney, SBCC Chair	Hon. Chaz Beasley	Ms. Lisa Estep
Mr. Mark Merritt	Hon. Ray Russell	Hon. Terry Van Duyn

OTHERS IN ATTENDANCE

Dr. Patrick Crane	Ms. Tawanda Artis	Ms. Sondra Jarvis
Dr. Jeff Cox	Ms. Kelly Barretto	Ms. Jennifer Holloway
Dr. Bill Schneider	Dr. Phillip Price	Mr. Jason Cobb
Ms. Alex Doles	Mr. Patrick Fleming	ApprenticeshipNC Team

CALL TO ORDER

Chair Whitford called the meeting to order at 1:35 p.m.

ROLL CALL

Ms. Kelly Barretto took the roll of the Strategic Planning Committee members. With six voting members in attendance, a quorum was present.

ETHICS STATEMENT

Dr. Patrick Crane read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

APPROVAL OF AGENDA

Chair Whitford asked for a motion to approve today's agenda. Dr. Carraway made the motion, Ms. West seconded, and the Committee approved the agenda unanimously without change.

APPROVAL OF MINUTES

Chair Whitford asked for a motion to approve the August 17, 2023 minutes of the meeting of Strategic Planning Committee. Ms. West made the motion, Dr. Carraway seconded, and the Committee approved minutes unanimously without change.

FOR FUTURE ACTION

The Committee was reminded to review the draft Strategic Planning Committee Charter for approval at the next meeting.

FOR INFORMATION

Apprenticeships in North Carolina

Following a brief overview and introduction by Chair Whitford, John Loyack presented to the Committee on work under way in the Economic Development Division. Mr. Loyack gave a comprehensive overview of Apprenticeship NC, noting many of the major programs that are enjoying success in the state including early childhood, life sciences, STEPS4GROWTH, State Fair contests, and Surry-Yadkin Works. He introduced members of the ApprenticeshipNC team to the Committee, to wit, Dale Yarborough, Tony McKnight, Amy Moore-Davis, Eric Tillmon, Wanda Ramos-McPherson, Charlie Milling, and Tiffany Jacobs. Chair Whitford and member Estep shared their experiences after seeing apprenticeship competitions at the State Fair firsthand.

The group engaged in discussion, there were questions, and feedback was provided on the dashboard updates.

ADJOURN

There being no other business, Chair Whitford adjourned the Committee at 2:24 p.m.

Respectfully submitted,

Kelly Barretto
Recording Secretary

STATE BOARD OF COMMUNITY COLLEGES
Strategic Planning Committee Charter

I. Background

The State Board of Community Colleges (State Board) derives its authority from Chapter 115D of the North Carolina General Statutes and the State Board of Community Colleges Code (the Code). The structure of the State Board standing committees is defined by the Bylaws of the State Board.

The Strategic Planning Committee was established on July 9, 2009.

II. Purpose

The purpose of the Strategic Planning Committee is to provide oversight of the North Carolina Community College System's mission, vision, and strategic direction.

III. Organization

The Strategic Planning Committee shall be a standing committee of the State Board. Per Article II of the Bylaws of the State Board, the Chair of the State Board shall appoint the membership, designate the chair and vice-chair, prescribe the duties, and determine the size of the committee. The membership of the committee may be rotated biennially at the discretion of the Chair of the State Board.

IV. Meetings

Per G.S. 115D 2.2(i) The State Board shall meet at stated times established by the State Board, but not less frequently than eight times a year. The Strategic Planning Committee shall meet on the same schedule as the other standing committees or as needed, but no less than four times a year, as determined by the State Board.

V. Responsibilities

The responsibilities of the Strategic Planning Committee include:

- Oversight of System strategic planning and plan implementation
- Reviewing research and monitoring external forces and System competencies
- Providing general guidance to the System regarding its strategic direction and initiatives
- Ensuring that the System Office is working with private , government, community, and, philanthropic partners to pursue resources that can support the work of the System strategic plan

VI. Duties

The specific duties of the Strategic Planning Committee shall include:

- Ensuring that the President maintains an effective strategic planning process, including the development and updating of a three- to five-year System strategic plan with measurable goals and metrics
- Monitoring the System's progress with strategic plan implementation, including quarterly reviews of strategic plan tactics and progress and periodic review of progress on key performance indicators
- Recommending modifications to the strategic plan to the State Board as needed based on changes in the educational environment, community needs, legislative environment, and other factors
- Reviewing research, trends, and workforce needs to understand the NCCCS's industry, market, community, and core competencies
- Discussing policy issues and other opportunities to improve the scope, cost-effectiveness, quality, and impact of services provided by the NCCCS and making recommendations to the State Board
- Reviewing and approving the Statewide Performance Measures Report and any substantive changes that may be made to strategic plan goals or objectives, Statewide Performance Measures, or other strategic plan Key Performance Indicators (KPIs)
- Monitoring the System's progress with securing grants and other external funds that support the System's mission and strategic plan
- Facilitating cross-functional collaboration across department within the System Office to ensure alignment with private, government, community, and philanthropic partners in pursuit of resources that can support the work of the System strategic plan

The Committee may modify or supplement these duties and responsibilities as needed.

The Committee will have oversight of the relevant elements of the strategic plan and the annual operating plan.

The Committee should annually review and assess the adequacy of the Strategic Planning Committee Charter in accordance with the Bylaws.

STATE BOARD OF COMMUNITY COLLEGES
Transformative Discussions

Request: Review, discuss, and recommend Transformative Discussion topics for 2024 State Board meetings.

Strategic Plan References:

Goal 5: System Funding and Effectiveness

Increase state aid funding allocations, streamline the allocation formula, and implement practices to improve system effectiveness.

Strategies: 5.3.1; 5.3.2.

Background:

In 2024, the State Board of Community Colleges plans to include a Transformative Discussion as part of the committee meetings. These discussions help the Strategic Planning committee to fulfill its functions and support the State Board as outlined in the Committee Charter, specifically:

- Reviewing research, trends, and workforce needs to understand the NCCCS's industry, market, community, and core competencies.
- Discussing policy issues and other opportunities to improve the scope, cost-effectiveness, quality, and impact of services provided by the NCCCS and making recommendations to the State Board.
- Discussing policy issues and other opportunities to improve the scope, cost-effectiveness, quality, and impact of services provided by the NCCCS and making recommendations to the State Board.

When considering topics for 2024 Transformative Discussions, please consider the following criteria:

- 1) Discussions should result in agreed upon actions and/or identification of lessons learned, with clarity on next steps and owners as appropriate,
- 2) Topics should address how to measure the impact,
- 3) Topics should be aligned to the president's objective's and the strategic plan, and
- 4) Topics should be high impact / high leverage for the System and the state.

In this last few months, topics have included a review of a pilot program to support students with intellectual and developmental disabilities, research on the impact of High School Dual Enrollment on Student Success in North Carolina, and a close examination of the approved budget. A list of proposed topics for consideration is listed below:

- Impact of Teaching and Learning Hubs on Student Success NC is pioneering a new model for faculty professional development with the Belk Center, Achieving the Dream, and 8 community college partners. Initial results show a positive impact on student success.

- College Credit for HS students part II. This would follow up from August 2023 presentation, bringing specific strategies for consideration to advance equitable outcomes for NC students.
- Deep dives on the Advanced Manufacturing and Health Care workforce. This would follow up from a September 2023 presentation by Jeff DeBellis from the Department of Commerce and would closely examine labor market trends in two critical industries.
- Rural College Development Strategies. This could be a presentation, or series of presentations, including presidents of rural community colleges and key partners.
- TrACE (Transfer, Accelerate, Complete, and Engage). This is a UNC pilot program to increase college completion. The System Office has partnered with UNC on a grant application that would expand the pilot to three community colleges and improve outcomes for transfer students.
- Artificial Intelligence – Training Faculty to equip students with 21st century skills. Drs. Lane Freeman and Andrea Crowley are organizing faculty professional development on this topic so that they can equip NCCCS students with essential 21st century skills.
- Federal Grants for Economic Development and Student Success. There are numerous federal grant opportunities that can support economic development and student success in NC and this session would discuss opportunities and strategies for successful applications for these funds.
- NC East Alliance has been awarded a \$15 million appropriation from the NC legislature to continue to develop the new STEM East “Industry In Schools” initiative. This discussion could focus on the development and impact of that alliance.

Contact:

Patrick Crane

Vice President of Strategic Initiatives