

**STATE BOARD OF COMMUNITY COLLEGES**

**Mr. Thomas Looney, Chair**

**April 19, 2024**

**North Carolina Community College System**

**Dr. W. Dallas Herring State Board Room**

Caswell Building, 200 West Jones Street

Raleigh, North Carolina 27603

**Thursday, April 18, 2024**

**TRANSFORMATIVE DISCUSSION** 11:00 a.m. – 11:55 a.m. Dr. W. Dallas Herring State Board Room

**NextNC: North Carolina's New Financial Aid Program**

**Presenters:**

Andrea Poole, Executive Director, North Carolina State Education Assistance Authority  
Mary Shuping, Director of Government and External Affairs, North Carolina State Education  
Assistance Authority

Dr. Laura Leatherwood, President, Blue Ridge Community College

Dr. J.W. Kelley, Associate Vice President, Student Services

**LUNCH** 12:00 p.m. – 12:40 p.m. Dr. W. Dallas Herring State Board Room

**COMMITTEE MEETINGS**

Personnel Committee 12:45 p.m. – 1:25 p.m. Dr. W. Dallas Herring State Board Room

Finance Committee 1:30 p.m. – 2:25 p.m. Dr. W. Dallas Herring State Board Room

State Board Policy Governance  
Committee 2:30 p.m. – 3:25 p.m. Dr. W. Dallas Herring State Board Room

Programs and Student Success  
Committee 3:30 p.m. – 4:25 p.m. Dr. W. Dallas Herring State Board Room

Strategic Planning Committee 4:30 p.m. – 5:00 p.m. Dr. W. Dallas Herring State Board Room

**Friday, April 19, 2024**

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

- Call to Order
- Roll Call
- Ethics Awareness and Identification of Conflicts or Potential Conflicts of Interest
- Approval of Minutes – March 15, 2024
- 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, Dr. Laura Leatherwood, 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 Colleges Foundation, Mr. Donny Hicks, Chairman

**PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair**

**For Action**

Reorganization of Funds (Attachment PER 01)

**For Information**

System Office Vacancy Report – April 2024 (Attachment PER 02)

College Presidential Status Report – April 2024 (Attachment PER 03)

**FINANCE COMMITTEE, Ms. Lisa Estep, Chair**

**For Action**

Contract for Modernize ERP Integration Support (Attachment FC 01)

Digital Navigator Project (Attachment FC 02)

State Board Reserve (Attachment FC 03)

**For Consent Agenda**

Target Assistance and Less Than Half Time Grant Program (Attachment FC 04)

Allocation for the NC Motorcycle Safety Education Program 2024-2025(Attachment FC 05)

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

Construction and Property – April 2024 (Attachment FC 07)

**For Information**

Estimated Receipts – March 2024 (Attachment FC 08)

Budget Allocation for 2-1 Summary (Attachment FC 09)

Budget Process

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

**For Future Action:**

Review of State Board of Community Colleges Handbook (Attachment SBPG 01)

Proposed Amendment of 1C SBCCC 300.5 – Presidential Selection Process (Re-election)  
(Attachment SBPG 02)

Proposed Amendment of 2A SBCCC 400.2—Admission Requirements (Attachment SBPG 03)

Proposed Amendment of 2A SBCCC 400.11—Student Records (Attachment SBPG 04)

Proposed Amendment of 2A SBCCC 400.12—Student Refunds (Attachment SBPG 05)

Proposed Amendment of 1G SBCCC 400.2—Definitions (Attachment SBPG 06)

**For Information**

State Board Self-Evaluation Process (For Discussion Only)

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

**For Future Action**

Curriculum Program Application (Attachment PROG 01)

**For Consent Agenda**

Curriculum Program Applications – Fast Track for Action (Attachment PROG 02)

Combined Course Library – Workforce Continuing Education and College & Career Readiness  
(Attachment PROG 03)  
Courses of Instruction to Captive/Co-Opted Groups (Attachment PROG 04)

**For Information**

Curriculum Program Applications as Approved by the System President (Attachment PROG 05)  
Curriculum Standard Revisions as Approved by the System President (Attachment PROG 06)  
Curriculum Program Terminations as Approved by the System President (Attachment PROG 07)

**STRATEGIC PLANNING COMMITTEE, Ms. Ann Whitford, Chair**

**For Information**

Marketing and Communications Update (Attachment PLAN 01)

**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 Thursday, May 17, 2024, and Friday, May 18, 2024, in the Dr. W. Dallas Herring State Board Room located in the Caswell Building in Raleigh, NC. More information regarding these meetings will be communicated.

**ADJOURNMENT**

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

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**Upcoming Dates of Interest**

April 23-25, 2024 – Skills USA (<https://www.skillsusanc.org/>) – Greensboro, NC

October 13-15, 2024 – System Conference (<https://www.nccommunitycolleges.edu/events/nc-community-college-system-conference/>) – Raleigh, NC

## CONSENT AGENDA

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### **FINANCE COMMITTEE, Ms. Lisa Estep, Chair**

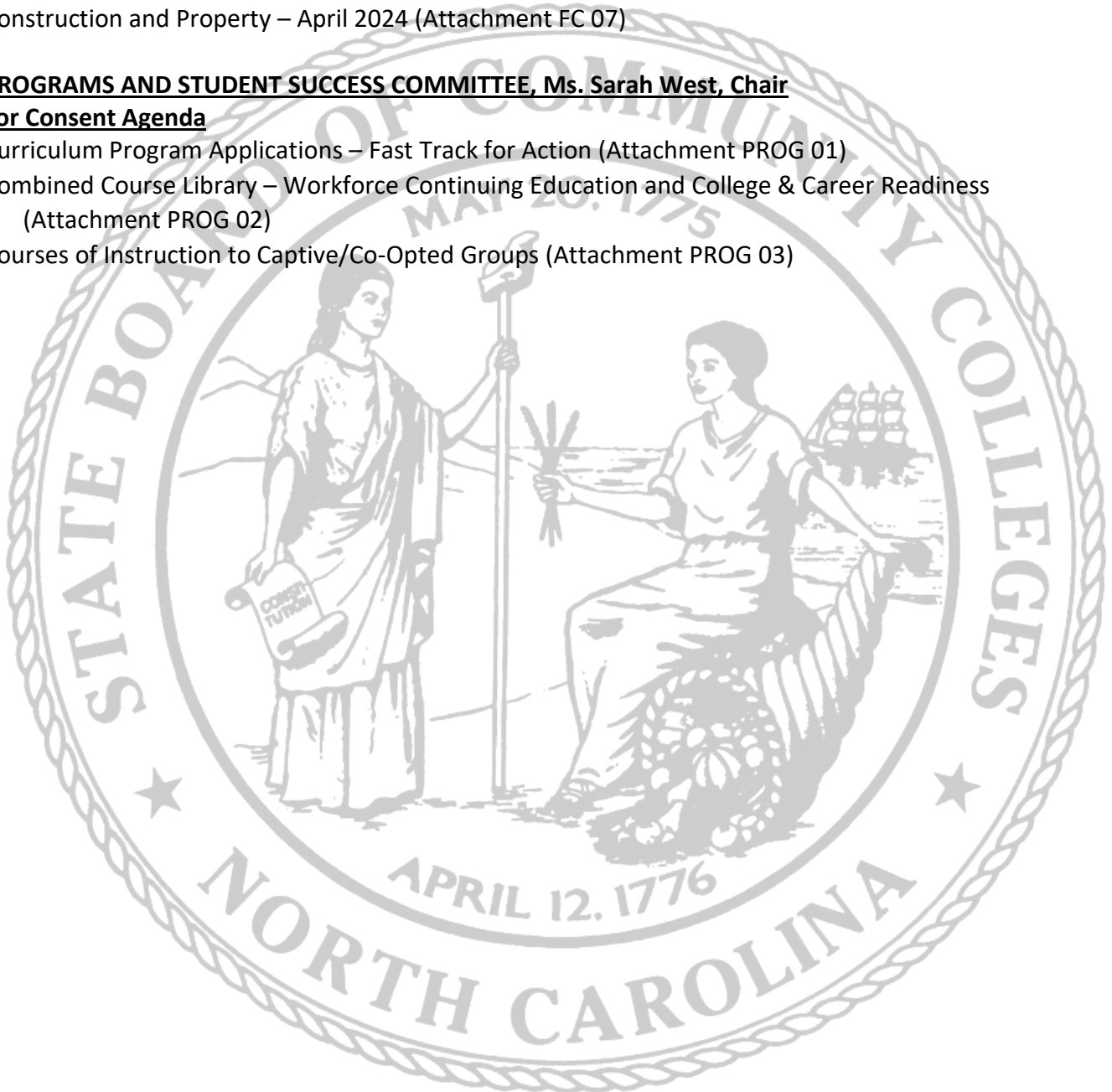
#### **For Consent Agenda**

Target Assistance and Less Than Half Time Grant Program (Attachment FC 04)  
Allocation for the NC Motorcycle Safety Education Program 2024-2025(Attachment FC 05)  
Allocation for Customized Training – Regional Trainers (Attachment FC 06)  
Construction and Property – April 2024 (Attachment FC 07)

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

#### **For Consent Agenda**

Curriculum Program Applications – Fast Track for Action (Attachment PROG 01)  
Combined Course Library – Workforce Continuing Education and College & Career Readiness  
(Attachment PROG 02)  
Courses of Instruction to Captive/Co-Opted Groups (Attachment PROG 03)





# NC COMMUNITY COLLEGES

CREATING SUCCESS

State Board of Community Colleges  
Caswell Building, 200 West Jones Street  
Raleigh, North Carolina  
March 15, 2024  
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 11:30 a.m. in Dr. W. Dallas Herring State Board Room of the Caswell Building. Chairman Looney welcomed the Board.

## **ROLL CALL**

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

The Hon. Chaz Beasley  
Ms. Paula Benson  
Dr. Grant Campbell  
Dr. Shirley Carraway  
Ms. Lisa Estep  
Treasurer Dale Folwell\*  
Mr. Jonathan Harris\*  
(designee for Lt. Gov.)

Mr. John Kane  
Mr. Geoffrey Lang  
Mr. Tom Looney  
Mr. Bill McBrayer  
Mr. Mark Merritt  
Mr. Hari Nath\*  
Mr. Anthony Pile  
The Hon. David Price\*

Ms. Julie Ryan  
Mr. Sam Searcy\*  
The Hon. Terry Van Duyn  
Ms. Sarah West  
Ms. Ann Whitford

\* Attended via Zoom

Absent: The Hon. Ray Russell and Mr. Ray Trapp

## **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.

Ms. Artis reviewed the Ethics Evaluation for Ms. Paula Benson. No conflicts of interest noted, but potential conflicts of interest that does not prevent service on the Board. Recommended that Ms. Benson exercise appropriate caution.

Chair Looney recognized those people who joined the meeting via YouTube to follow the business of the Board. Additionally, Chair Looney recognized the members and thanked them for taking their time to attend the NCACCT Law & Legislative Seminar during the week. The presidents and trustees appreciated our participation.

SBCC  
04/19/2024

### **APPROVAL OF THE MINUTES**

Mr. Looney asked for a motion to approve the minutes from February 16, 2024. Mr. McBrayer motioned to approve, Mr. Merritt 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.

- Programs and Student Success – Ms. West stated there are no changes to the agenda.
- Finance – Ms. Estep stated there are no changes to the agenda.
- Strategic Planning – Ms. Whitford stated there are no changes to the agenda.
- Personnel – Mr. McBrayer stated there are four items for Closed Session.

Chairman Looney asked for a motion to approve the amended March 15, 2024, agenda. Dr. Campbell made a motion to approve, seconded by Mr. Lang, and the motion was unanimously approved by voice vote.

Chairman Looney asked for a motion to approve the March 15, 2024, Consent Agenda. Mr. Merritt made a motion to approve, seconded by Dr. Campbell, and the motion was unanimously approved by voice vote.

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**Items approved on the Consent Agenda were as follows:**

#### **FINANCE COMMITTEE, Ms. Lisa Estep, Chair**

##### **For Consent Approval**

Contract for Learning Management System Online Helpdesk (Attachment FC 05)

Expansion & Allocation for Finish Line Grants, College Mental Health & Wellness, and Student Outreach & Engagement (Attachment FC 06)

Construction and Property – March 2024 (Attachment FC 07)

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

##### **For Consent Agenda**

Associate in Engineering (A10500) Program Applications – (Attachment PROG 02)

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

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### **REPORTS:**

#### **President David Heatherly, Vice President of the North Carolina Association of Community College Presidents (NCACCP)**

President Heatherly greeted the State Board and expressed gratitude to the State Board, President Cox, and System Office staff.

- Highlighted the focus on promoting Propel NC, a funding modernization proposal, garnering support from various associations and local delegations.

- Mentioned discussions with state Superintendents of Schools to enhance educational opportunities and future meetings.
- Commended the success of the Law-Legislature Seminar.
- Raised concerns about proposed code changes regarding the election of local presidents. Thanked Chair Looney for taking the time to discuss the topic with stakeholders.
- Emphasized collaboration and thanked Ms. West, Chair of Programs and Student Success committee for scheduling a review of the process for program application and termination policies.
- Shared updates from meetings with various boards and participation in community events, such as Coastal Carolina Community College's fundraiser.
- Concluded by acknowledging the importance of keeping "Community" in Community College and appreciating the Board's responsiveness to state needs.

Chairman Looney thanked President Heatherly for his report. Chair Looney highlighted the impact colleges can have on the economy.

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

Mr. Pile greeted the Board and presented the following:

- Letters from the students that were approved at the Fall 2023 N4CSGA Conference have been delivered to associations for dissemination to intended recipients, coordinated with NCACCT and NCACCP associations.
- A town hall is scheduled for March 23rd at 11am to inform students about upcoming legislation affecting the community college system, mental health services in North Carolina, and information for Dreamer and DACA students attending community colleges.
- Mr. Pile attended a meeting with Chair Looney and others at the state office regarding the upcoming N4CSGA Spring Conference. The conference will feature speeches by Chair Looney and Mr. Ray Trapp about their experiences with the community college system and civic involvement. A panel discussion with influential individuals, including Jonathan Harris, will follow, along with an interactive session for the System Office to ask students questions and receive real-time answers.
- Mr. Pile took a moment of personal privilege to thank Dr. J.J. Evans who has worked with the N4CSGA group for several years. He has impacted the lives of students throughout his tenure. Dr. Evans has accepted a position at South Piedmont Community College.
- Additionally, Mr. Pile thanked Chair Looney for taking the time to listen to the students and providing resources to make things happen.

Chair Looney commended Mr. Pile for his work and stated that his hard work has given him the right to ask for what is needed from the Board.

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**PROGRAMS AND STUDENT SUCCESS COMMITTEE, Ms. Sarah West, Chair****For Action****Cooperative Innovative High School Applications (Attachment PROG 01)**

Ms. West stated the applications have been reviewed and everything seems to be in order. These applications have already been approved by Department of Public Instruction at their December 2023 meeting.

Mr. Lang asked what this provides for the schools, how many Cooperative Innovative High Schools (CIHS) are across the state, and what is the funding source. Dr. Merritt shared that this would bring us to one-hundred and twenty-one (121) CIHS across the state. Fifty-seven (57) of the fifty-eight (58) community colleges with CIHS. Pamlico Community College is the only one that does not have one. This provides tuition waivers for the students to participate. CIHS are part of the Career and College Promise program for high school students.

Mr. Lang followed up asking how many high schools are in North Carolina. Dr. Merritt said there are one-hundred and fifteen (115) Local Educational Agencies (LEAs) and six-hundred and eighty-six public high schools. Dr. Lang asked if there is a goal to reach a certain percentage of CIHS of overall high schools in North Carolina. Dr. Merritt said that as a system there is not a specific goal. Often it comes out of local need from the community college.

Ms. West thanked Mr. Lang for the question. She invited him to meet with her and Dr. Merritt to discuss programs such as Career and College Promise more in depth.

On behalf of the Programs and Student Success Committee, Ms. West recommended and moved for approval of PROG 01 as presented. Motion carried.

**For Consent Agenda****Associate in Engineering (A10500) Program Applications – (Attachment PROG 02)****Curriculum Program Applications – Fast Track for Action (Attachment PROG 03)**

Ms. West did not review of the consent approval items, no questions or discussions were held regarding those items.

**For Information****Curriculum Program Applications as Approved by the System President (Attachment PROG 04)****Curriculum Standard Revisions as Approved by the System President (Attachment PROG 05)****Curriculum Program Terminations as Approved by the System President (Attachment PROG 06)**

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



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**FINANCE COMMITTEE, Ms. Lisa Estep, Chair****For Future Action****Performance Growth Target – Grant Funding (Attachment FC 01)**

Ms. Estep shared that this item was on For Future Action last month, with the hopes that the new Director of Grants would have started. The candidate elected to not take the position. The committee discussed how the position was funded and Dr. Crane and President Cox presented alternate ideas to filling the position. It was recommended that the System Office hire a consulting firm to focus the grant writing efforts. More focused hiring can be done for specific grants. Any feedback, please contact Chair Looney for him to bring to President Cox and Dr. Crane.

Ms. Benson asked if there was a lack of interest in the position. Ms. Estep said there was one clear applicant. Because of the way the funding was structured as only a one-year funding opportunity through a grant, it made the position harder to fill. The Committee did discuss the need that recurring funds need to be identified for this position.

**For Action****Allocation of Enrollment Growth Reserve (Attachment FC 02)**

Ms. Estep shared this is an allocation of \$7.6 million to colleges with an enrollment increase greater than 5% budgeted enrollment. This growth is one of the areas being addressed by PropelNC.

On behalf of the Finance Committee, Ms. Estep recommended and moved for approval of FC 02 as presented. Motion carried.

**Legislative Report for Short-Term Workforce Development Grant Program (Attachment FC 03)**

Ms. Estep stated that Dr. Gardner provided an overview of this report that goes to the General Assembly annually. The report provides information on the administration of the plan, reports numbers served, and the outcomes of the programs. The students served in this area are pursuing short-term, noncredit State and industry workforce credentials.

On behalf of the Finance Committee, Ms. Estep recommended and moved for approval of FC 03 as presented. Motion carried.

**Allocation for High-Cost Workforce Start Up and Expansion Fund (Attachment FC 04)**

Ms. Estep shared that this is the second round of allocation funding. These are used to help and support healthcare workforce programs at NC Community Colleges.

Mr. Lang asked what the total amount in the fund is and how much is left. Ms. Estep shared that each fund had \$10 million non-recurring, and she estimates that we have allocated approximately \$5.6 million from the start up fund. In the expansion fund, there is about \$40,000 left which is about done. The objective is to allocate all the funds before the end of the fiscal year. Dr. Merritt shared how they will accomplish allocating the rest of the funding. Ms. Estep said they are well utilized because fifty-three (53) of the fifty-eight (58) colleges applied for these funds and we thank the General Assembly for these funds.

On behalf of the Finance Committee, Ms. Estep recommended and moved for approval of FC 04 as presented. Motion carried.

**For Consent Approval**

Contract for Learning Management System Online Helpdesk (Attachment FC 05)

Expansion & Allocation for Finish Line Grants, College Mental Health & Wellness, and Student Outreach & Engagement (Attachment FC 06)

Construction and Property – March 2024 (Attachment FC 07)

Ms. Estep did not review of the consent approval items, no questions or discussions were held regarding those times.

**For Information**

Estimated Receipts – February 2024 (Attachment FC 08)

Ms. Estep did not review the For Information items but mentioned that the estimated receipts were up for the month and gave kudos to the colleges. All information was included in the packet. No questions or discussions were held regarding those items.

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**STRATEGIC PLANNING COMMITTEE, Ms. Ann Whitford, Chair**

**For Action**

Vision Statement (Attachment PLAN01)

Ms. Whitford shared the final version of the Vision Statement and provided an overview.

Chair Looney asked for a motion to approve PLAN 01 as presented. Ms. West made a motion to approve, seconded by Mr. Merritt, and the motion was unanimously approved by voice vote.

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Chair Looney asked Ms. Loovis, Executive Director to the Community Colleges Foundation, to provide an update on the awards event. Ms. Loovis let the group know that sponsorships are going well and that the tickets are sold out. Chair Looney commended Ms. Loovis for her work on the event. This event will help ignite the Foundation's efforts.

**NCCCS PRESIDENT'S REPORT**

President Cox greeted the Board, and discussed the following:

- Performance Bonus Goals – System Office Structure, Leadership Development, Culture, and Engagement: Conducted HR assessment, Set performance "growth targets", Customer experience assessment with colleges (scheduled meeting with 10+ Presidents on 3/28).
- Presidents Goals (September) – Scale System Capacity and Responsiveness to Address Workforce Development Needs: Convened roundtable discussions with business and industry leaders across multiple regions from September 2023 to March 2024 to assess workforce needs and opportunities.
- System Office Structure, Leadership Development, Culture and Engagement: Report to State Board on Leadership Building Activities and expected outcomes in March 2024.
- Engage Crucial Constituencies: Deferred determination of specific needs from each entity to support strategic plan and agency goals to Year 2.

- Presidents/Superintendents Convening: Successful meeting held with most presidents and K12 superintendents on Feb 28-29 to enhance partnerships.
- College of the Albemarle Visit: Visited COA to gain insight into rural college challenges, to inform future work supporting rural colleges.
- Propel NC: Momentum building with 157 letters collected; ongoing efforts to engage business and industry leaders for advocacy during the Short Session.
- NCACCT Event: Appreciation expressed to State Board members for engagement at the NCACCT conference, positively received by local trustees and presidents.
- Student Success Story: President Cox shared success stories about three Career and College Promise students from Robeson Community College who earned Certified Emergency Medical Technicians, highlighting their aspirations and contributions to their community's healthcare.

Mr. Lang asked for more information on diversity throughout the rural colleges. President Cox provided examples of diversity across the seven counties served just by College of The Albemarle. This is different than the challenges that other rural colleges may face. Dr. Carraway said it is important to go see those communities so we can see and understand the impact of the policy decisions that are made by the State Board and System Office.

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**PERSONNEL COMMITTEE, Mr. Bill McBrayer, Chair**

Mr. McBrayer as a point of personal privilege mentioned the following:

- Catawba Valley CC (socks) was the first sponsorship for the upcoming awards gala.
- Everyone should go visit the colleges to understand the challenges and impacts across the state. He has been to forty-eight (48) of them.
- Recommends that each of the 770 trustees of the NCACCT find one company to write a letter of support, which would increase the impact significantly.

**For Information**

System Office Vacancy Report – March 2024 (Attachment PER 01)

College Presidential Status Report – March 2024 (Attachment PER 02)

Mr. McBrayer did not review the For Information items listed above, but information was included in the packet. No questions or discussions were held regarding those items.

**Human Resources Assessment and Action Plan**

President Cox presented information about the assessment that Mr. David King did on the Human Resources office, hiring process, and retention.

Based on a variety of assessments, input from System Office Employees and the HR department. The following HR areas will be the focus of targeted action over the next 6 months: Foundational HR Functions, Recruitment and Retention, Complete Comprehensive Salary Analysis, Performance Management, and Establish Performance metrics for the 2024-2025 Year.

**Closed Session**

On behalf of the Personnel Committee, Mr. McBrayer moved to go into closed session pursuant to General Statute 143-318.11(a)(1) to prevent the disclosure of information that is confidential or

privileged pursuant to North Carolina General Statute 115D-27 and pursuant to North Carolina General Statute 143-318.11(a)(6) to prevent the disclosure of information that is confidential or privileged and to consider the qualifications, competence, performance, character, and fitness of individual prospective public employees.

#### Actions Items from Closed Session

After returning from closed session, Mr. McBrayer made a motion to approve the presidential candidate at Martin Community College. Motion carried.

On behalf of the Personnel Committee, Mr. McBrayer made a motion to approve the presidential candidate at McDowell Tech Community College. Motion carried.

On behalf of the Personnel Committee, Mr. McBrayer proposed the hiring of Rebecca Loli as the Assistant State Director/WIOA Title II at a proposed salary of \$95,000. Motion carried.

On behalf of the Personnel Committee, Mr. McBrayer proposed the Employee Reassignment of Sondra Jarvis. Motion carried.

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#### **NEW BUSINESS**

There was no new business.

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#### **EXPIRING TERMS AND VACANCIES**

There are currently no terms expiring or vacancies for State Board membership.

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#### **BOARD COMMENTS AND QUESTIONS**

There were no comments or questions.

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#### **DATE OF NEXT MEETING**

The next State Board meeting is scheduled for Thursday, March 14, 2023, and Friday, March 15, 2023, in the Dr. W. Dallas Herring State Board Room located in the Caswell Building in Raleigh, NC.

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#### **ADJOURNMENT**

The Chair declared the Board adjourned 03:05 p.m.

RESPECTFULLY SUBMITTED BY:

*President Jeff Cox, Secretary*

APPROVED BY:

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Dr. Jeff Cox, System President

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Mr. Thomas Looney, Chair

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



**STATE BOARD POLICY AND GOVERNANCE COMMITTEE**

<b>RULE ACTION</b>	<b>RULEMAKING PROCESS</b>	<b>EXPECTED DATE</b>	<b>STATUS</b>
<b>Proposed Amendment to 1C SBCCC 300.1 – Presidential Selection Process (Delegate Authority to Personnel Committee)</b>	Initiation of Rulemaking Process	February 16, 2024	<b>PENDING</b>
	Publication on NCCCS Website	February 20, 2024	
	Written Comment Period Ends	March 21, 2024	
	Review Comments with SBCC Committee	April 18, 2024	
	2 <sup>nd</sup> Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	April 19, 2024	
	Prospective Effective Date of Rule	May 1, 2024	

<b>RULE ACTION</b>	<b>RULEMAKING PROCESS</b>	<b>EXPECTED DATE</b>	<b>STATUS</b>
<b>Proposed Amendment to 1C SBCCC 300.5 – Presidential Reelection Process</b>	Initiation of Rulemaking Process	April 19, 2024	<b>PENDING</b>
	Publication on NCCCS Website	April 23, 2024	
	Written Comment Period Ends	May 23, 2024	
	Review Comments with SBCC Committee	July 18, 2024	
	2 <sup>nd</sup> Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	July 19, 2024	
	Prospective Effective Date of Rule	August 1, 2024	

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
<b>Proposed Amendment to 2A SBCCC 400.2— Admission Requirements</b>	Initiation of Rulemaking Process	April 19, 2024	<b>PENDING</b>
	Publication on NCCCS Website	April 23, 2024	
	Written Comment Period Ends	May 23, 2024	
	Review Comments with SBCC Committee	July 18, 2024	
	2 <sup>nd</sup> Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	July 19, 2024	
	Prospective Effective Date of Rule	August 1, 2024	

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
<b>Proposed Amendment to 2A SBCCC 400.11-- Student Records</b>	Initiation of Rulemaking Process	April 19, 2024	<b>PENDING</b>
	Publication on NCCCS Website	April 23, 2024	
	Written Comment Period Ends	May 23, 2024	
	Review Comments with SBCC Committee	July 18, 2024	
	2 <sup>nd</sup> Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	July 19, 2024	
	Prospective Effective Date of Rule	August 1, 2024	

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
<b>Proposed Amendment to 2A SBCCC 400.12-- Student Refunds</b>	Initiation of Rulemaking Process	April 19, 2024	<b>PENDING</b>
	Publication on NCCCS Website	April 23, 2024	
	Written Comment Period Ends	May 23, 2024	
	Review Comments with SBCC Committee	July 18, 2024	
	2 <sup>nd</sup> Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	

	Presented to SBCC for Adoption	July 19, 2024	
	Prospective Effective Date of Rule	August 1, 2024	

RULE ACTION	RULEMAKING PROCESS	EXPECTED DATE	STATUS
<b>Proposed Amendment to 1G SBCCC 400.2— Definitions</b>	Initiation of Rulemaking Process	April 19, 2024	<b>PENDING</b>
	Publication on NCCCS Website	April 23, 2024	
	Written Comment Period Ends	May 23, 2024	
	Review Comments with SBCC Committee	July 18, 2024	
	2 <sup>nd</sup> Written Comment Period Ends (if substantive changes)	N/A	
	Hearing Date (if applicable)	N/A	
	Presented to SBCC for Adoption	July 19, 2024	
	Prospective Effective Date of Rule	August 1, 2024	

**AGENDA**  
**State Board of Community Colleges**  
**PERSONNEL COMMITTEE**  
**Caswell Building, Dr. W. Dallas Herring State Board Room**  
**Thursday, April 18, 2024 – 12:45pm – 1:25pm**  
**Mr. Bill McBrayer, Chair**

**Call to Order**

**Roll Call**

**Ethics Awareness and Conflict of Interest**

**Approval of Agenda**

**Approval of Minutes** – February 15, 2024

**For Action**

- Reorganization of Funds (Attachment PER 01)

**For Information**

- System Office Vacancy Report – April 2024 (Attachment PER 02)
- College Presidential Status Report – April 2024 (Attachment PER 03)

**New Business**

**Adjourn**



**MINUTES**  
**State Board of Community Colleges**  
**PERSONNEL COMMITTEE**  
**Thursday, February 15, 2024**

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Not Available at Time of Printing

**STATE BOARD OF COMMUNITY COLLEGES  
Reorganization of Budget Funds – April 2024**

**Request:** The State Board of Community Colleges is requested to approve the reorganization of funds between departmental budget codes. This request proposes the movement of a vacant position and the associated compensation from the Finance department to the Executive department.

**Strategic Plan Reference:**

Theme: System Effectiveness: Goal 5: Increase state aid funding allocations, streamline the allocation formula, and implement practices to improve system effectiveness.

**Background:**

To support grant development and funding for critical strategic efforts for the System Office and the NC Community College System. The System Office is seeking a strong and innovative grant director to support grant acquisition and management. This position and grant funding to support the first year of this position was approved in October 2023. To facilitate the recruitment of a well-qualified candidate, the State Board is requested to approve the movement of a Business Officer II position from the Finance Department to the Executive Department. Position number 60088110 is currently vacant and funded at \$72,278. This movement will allow the Director of Grants position to be funded at 80% from State Appropriated funds and 20% from indirect cost funds derived from awarded grant funds.

The anticipated salary range is \$90,000- \$99,000.

**Goals and Objectives:**

Promote grant application submission for the System Office and the NC Community College System. To support grant development personnel and departments at NC Community Colleges in successfully applying for and managing Federal, private, and local grant opportunities.

**Contact**

Dr. Kimberly Gold, Chief of Staff

<p style="text-align: center;"><b>STATE OF NORTH CAROLINA</b></p> <p style="text-align: center;"><b>OFFICE OF STATE HUMAN RESOURCES</b></p> <p style="text-align: center;"><b>POSITION DESCRIPTION FORM (PD-102R)</b></p>	<b>APPROVED CLASSIFICATION:</b> Business Officer II	
	<b>EFFECTIVE DATE:</b> 	
	<b>ANALYST:</b> 	
	(This Space for Personnel Department Use Only)	
<b>1. Present Classification Title of Position:</b> Business Officer II	<b>7 Present 15 Digit Position Number:</b>	<b>Proposed 15 Digit Position Number:</b>
<b>2. Usual Working Title of Position:</b>  Director of Grants	<b>8. Department, University, Commission, or Agency</b> North Carolina Community College System Office	
<b>3. Requested Classification of Position:</b> Business Officer II	<b>A. Institution &amp; Division:</b> Executive Division	
<b>4. Name of Immediate Supervisor:</b> Patrick Crane	<b>10. Section and Unit:</b> Strategic Initiatives	
<b>5. Supervisor's Position, Title &amp; Position Number:</b> VP of Strategic Initiatives, 60087973	<b>11. Street Address, City and County:</b> 200 W. Jones St., Raleigh, Wake	
<b>6. Name of Employee:</b>  Vacant	<b>12. Location of Workplace, Building and Room Number:</b> 200 W. Jones St., Caswell Building, Room ##	

**I. A. Primary Purpose of Organizational Unit:**

In support of the Community College System Mission, the Strategic Initiatives Unit has responsibilities in three main areas: strategic planning, strategic plan implementation, and development. The Strategic Initiatives unit is responsible for developing the overall strategic plan for the System with direction from the State Board, the President, community college leadership and system partners. Second, the Strategic Initiatives unit manages the overall implementation of the strategic plan, with a specific focus on high priority, cross-division tactics, and strategies and projects that are intended to drive innovation and deliver high-leverage strategies for improving outcomes for community college students in North Carolina, including but not limited to those that are part of the NC Student Success Center (SSC). Third, the Strategic Initiatives unit, working with the NCCC Foundation and key philanthropic partners, identifies funding opportunities that support the work of the North Carolina Community College System and the implementation of the system strategic plan.

**B. Primary Purpose of Position:**

The Director of Grants will be responsible for leading the grants and funding efforts for the North Carolina Community College System. This position plays a vital role in securing external funding to support the System's strategic goals with a specific focus on federal funding. The successful candidate will be a seasoned grants professional with a track record of securing grants, managing grant programs, and ensuring compliance with funding requirements. This position reports to the Vice President of Strategic

Initiatives and works closely with the Associate Vice President of Strategy and Rural Initiatives and the Vice President of Economic Development.

**C. Work Schedule**

Monday – Friday, 8am – 5pm. Hybrid option.

**D. Change in Responsibilities or Organizational Relationship:**

Shifting this position from the Finance Division to the Executive Division. Position has been vacant for more than a year in Finance. New responsibilities will be focused on grants.

**II. A. DESCRIPTION OF RESPONSIBILITIES AND DUTIES: Must include % of time spent on each item.**

50%	<b>Develop grant proposals</b> – The Director of Grants lead the development of grant proposals that support the mission, vision, and strategic plan of the North Carolina Community College System. To effectively write successful grant proposals, the Director of Grants will need to have thorough knowledge of proposal requirements, federal and state policy impacting the proposal, and relevant knowledge about staffing policy to ensure programs can be operated effectively if funded. Excellent written communication skills are necessary to develop strong proposals that are responsive to the requirements of the request for proposals and provide clear and compelling descriptions of the grant activities. Excellent verbal and interpersonal skills are required to develop strong proposals with teams of people from the System Office, multiple community colleges, and partners including evaluators and others. Successfully performing this function also requires strong attention to details and timelines due to the complexity of many grant proposals and the hard deadlines for grant submission.
30%	<b>Identify funding opportunities</b> – The Director of Grants is responsible for identifying grant opportunities that are a good fit for the North Carolina Community College System. This involves staying current with federal funding opportunities through the Federal Register and grants.gov, engaging in regular communication with college partners through the North Carolina Community College Resource Development Officers (NCCORD) and through individual relationships with college faculty and staff, working with the North Carolina Community Colleges Foundation, and developing and maintaining relationships with federal, state, and philanthropic funding partners.
20%	<b>Grant management</b> – The Director of Grants will work with the Finance Division, program leads in the System Office and at colleges, and other partners to ensure that grant activities are on schedule. Primary responsibility for grant management will typically reside with the project managers, but the Director of Grants will support project managers with the development of timelines, calendars, and other tools to track project activities. This will be especially important at grant start and grant closeout when program staff may not be on the project.

**II. B. OTHER POSITION CHARACTERISTICS:**

1. Accuracy Required in Work: Accuracy and attention to detail is very important in this work. Developing successful grant proposals and budgets requires accuracy across large complex documents developed in partnership with multiple organizations.

2. Consequence of Error: If work is not accurate, grant proposals will not be funded.

3. Instructions Provided to Employee: Employee operates with a high degree of autonomy. Employee should bring recommendations about which grants to pursue to supervisor. Grant proposals have clear instructions about required elements, but deciding project parameters requires high degrees of consensus building and ability to make decisions quickly.
4. Guides, Regulations, Policies and References Used by Employee: Employee will use grant guidelines to apply for grants. Generally accepted accounting principles will be used to develop and track grants. Federal guidelines about allowable expenses.
5. Supervision Received by Employee: Weekly and as needed meetings with Supervisor.
6. Variety and Purpose of Personal Contacts: This position serves as the Agency point of contact for the North Carolina Community College Resource Development Officers (NCCORD) and for the Office of State Budget and Management for tracking federal grants. Employee will need to have or to develop contacts with college faculty and staff and work with staff in multiple divisions in the System Office.
7. Physical Effort: Sit or stand at a computer for extended periods of time, travel to meetings as needed.
8. Work Environment and Conditions: Work is conducted in an office environment. Sitting for extended periods of time. Regular extended use of computers for typing and for video and audio calls.
9. Machines, Tools, Instruments, Equipment, and Materials Used: Computer, Microsoft Office suite, Microsoft Teams and other video software, phone, copier, printer, scanner.
10. Visual Attention, Mental Concentration, and Manipulative Skills: High degree of visual attention and mental concentration needed.
11. Safety for Others:
12. Dynamics of Work:

**III. A. KNOWLEDGES, SKILLS, & ABILITIES:**

- Experience soliciting and managing grants.
- Strong project design and management skills
- Excellent written and oral communication skills with the ability to present ideas clearly and succinctly.
- Experience writing and winning bids for federal grants, especially from the U.S. Department of Education, Department of Labor, or Economic Development Administration.
- Excellent interpersonal skills.
- Experience leading and managing teams and projects.
- Exceptionally self-motivated and directed.
- Ability to set and manage priorities judiciously in a team environment.
- Demonstrated commitment to eliminating educational attainment gaps across demographic groups.
- Ability to establish and maintain effective working relationships with college administrators, educators, educational organizations, curriculum and/or program specialists at local, state, or federal level, and the general public.
- Must be able to work independently; work well under pressure and be flexible to change work hours as required.

**B. 1. Required Minimum Training (Must match State classification spec):**

Bachelor's degree from an appropriately accredited institution

**2. Additional Training/Experience:**

Three years of progressive related experience, two years of which should be in a supervisory role (project or staff)

**3. Equivalent Training and Experience:**

Or equivalent combination of education and experience.

**IV. License or Certification Required by Statute or Regulation:**

N/A

**STATE BOARD OF COMMUNITY COLLEGES  
System Office Vacancy Report - April 2024**

**Attachment PER 02**

DIVISION	POSITION	POSITION DESCRIPTION	DATE VACANT	VACANCY REASON	STATUS	BUDGET AMOUNT	NUMBER OF DAYS VACANT	FTE
ECONOMIC	60013024	Admin Assc II ApprenticeshipNC	2/13/2023	Separation	HOLD	40,000.00	417	1.000
ECONOMIC	65032454	Workforce Development Training Spec I	1/11/2023	New Position	Vacant	58,348.00	450	1.000
ECONOMIC	65038302	Workforce Development Spec/ANC West	11/1/2023	New Position	Recruitment Process	62,400.00	156	1.000
ECONOMIC	65038303	ANC East Region Admin Support Specialist	11/1/2023	New Position	Filled 3.25.2024	62,400.00	156	1.000
ECONOMIC	65038304	ApprenticeshipNC CC Liaison	11/1/2023	New Position	Recruitment Process	70,000.00	156	1.000
ECONOMIC	65031926	Workforce Development Trn	11/4/2023	New Position	Recruitment Process	65,000.00	153	1.000
ECONOMIC	60088170	AVP Bus Eng & National and Int Partnersh	1/1/2024	Retirement	Vacant	130,244.00	95	1.000
ECONOMIC	65030350	Workforce Development Trning Spclist I	2/2/2024	Separation	Recruitment Process	65,031.00	63	1.000
ECONOMIC	65030351	Workforce Development Trning Spclist I	2/12/2024	Separation	Recruitment Process	60,682.00	53	1.000
EXECUTIVE	65038301	Director of Grants	10/1/2023	New Position	Abolishment pending	105,000.00	187	1.000
EXECUTIVE	60087980	Paralegal/Office Manager	2/5/2024	Separation	Vacant	66,311.00	60	1.000
EXECUTIVE	60087977	Executive Assistant I	3/9/2024	Separation	Vacant	57,805.00	27	1.000
EXECUTIVE	60088082	Legislative Liason	3/25/2024	Separation	Vacant	72,800.00	11	1.000
FINANCE	60095042	Accounting Specialist	7/1/2023	Separation	Recruitment Process	46,575.00	279	1.000
FINANCE	60088100	Procurement Specialist I	10/9/2023	Separation	Recruitment Process	43,470.00	179	1.000
FINANCE	60088117	Adm Svcs and Health/Safety Coordinator	5/1/2023	Retirement	Recruitment Process	53,061.00	340	1.000
FINANCE	60088110	Business Officer II	10/12/2021	Promotion	Position description/org. change pending/org Filled 4/1/2024	72,278.00	906	1.000
PROGRAMS	65037946	IDD Training Program Associate Director	7/1/2023	New Position	Filled 4/1/2024	80,000.00	279	1.000
PROGRAMS	65038828	Director of College Ready Grad & Deve Ed	2/1/2024	New Position	Recruitment Process	88,000.00	64	1.000
PROGRAMS	60088127	Assoc Dir for Stud Life	3/16/2024	Separation	Recruitment Process	91,520.00	20	1.000
PROGRAMS	60088048	Program & Information Manager	10/4/2022	Separation	Recruitment Process	47,870.00	549	1.000
PROGRAMS	65009393	Fire/Rescue & Emergency Mng Tra Spe	1/16/2024	Promotion	Recruitment Process	75,252.00	80	1.000
PROGRAMS	65024104	Program Coordinator II	3/5/2024	Separation	Reclass pending	48,365.00	31	1.000
PROGRAMS	65009703	Asst Director of Adult Education	6/21/2023	Promotion	Filled 6/3/2024	101,430.00	289	1.000
TECHNOLOGY	60088016	Applications Systems Analyst I	5/13/2023	Separation	Recruitment Process	84,000.00	328	1.000
TECHNOLOGY	60088014	AVP, IT Service Management & Strategy	10/1/2023	Separation	Hire pending board approval	153,868.00	187	1.000
<b>Total</b>						<b>1,901,710.00</b>		<b>26</b>

APRIL METRICS	
BUDGETED POSITION	241
HEADCOUNT	215
VACANCIES	26
VACANCY RATE	10.79%
SEPARATIONS	2

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

**Attachment PER 02**

<b>College</b>	<b>President</b>	<b>Appt. Date</b>
Alamance Community College	Dr. Ken Ingle	2/1/2024
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	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 Linqvist	1/15/2023
Lenoir Community College	Dr. Russell Hunt	10/1/2016
Martin Community College	Dr. J. Larry Keen (Interim)	2/1/2024
	Dr. Tabitha Miller	5/1/2024
Mayland Community College	Dr. John C. Boyd	1/1/2011
McDowell Technical Community College	Mr. Ryan Garrison (Interim)	9/1/2023
	Dr. James W. Kelley	7/01/2024
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	Ms. Michelle Willis Kraus (Interim)	11/21/2023
Piedmont Community College	Dr. Pamela Senegal	7/1/2017
Pitt Community College	Dr. Lawrence Rouse * - Ret 6/30/2024	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
	Dr. Michael Rodgers	6/3/2024
Wilson Community College	Dr. Jami Woods	6/1/2023

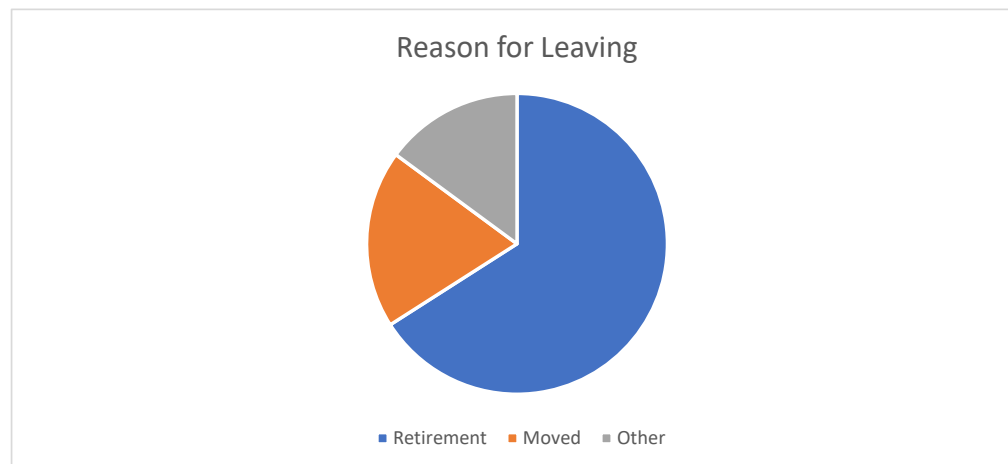
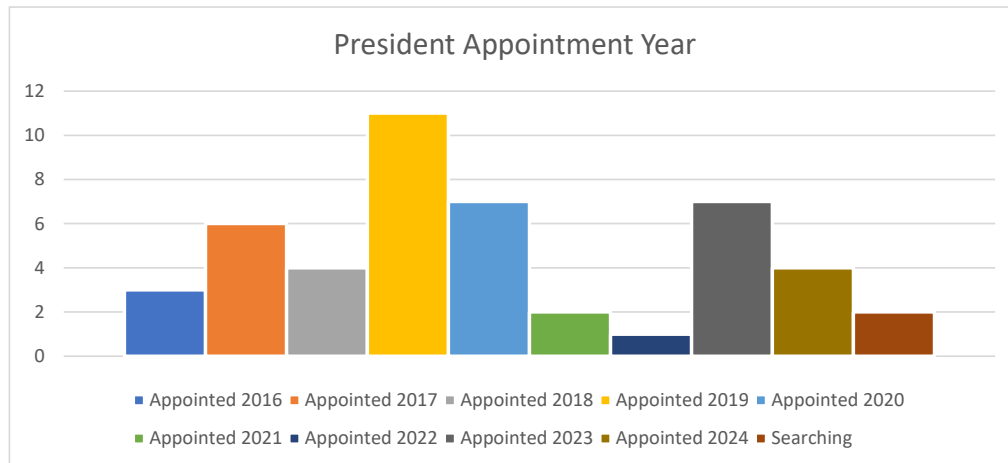
*\*Previously served as president at another NCCCS college*



STATE BOARD OF COMMUNITY COLLEGES  
College President Status Report

Attachment PER 02

Appointed 2016	3		
Appointed 2017	6		
Appointed 2018	4		
Appointed 2019	11		
Appointed 2020	7		
Appointed 2021	2		
Appointed 2022	1		
Appointed 2023	7	Retirement	31
Appointed 2024	4	Moved	9
Searching	2	Other	7
<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, April 18, 2024 – 1:30 p.m. – 2:25 p.m.**  
**Ms. Lisa Estep, Chair**

**Call to Order**

**Roll Call**

**Ethics Awareness and Conflict of Interest**

**Approval of Agenda**

**Approval of Minutes** – March 14, 2024

**For Action**

- Contract for Modernize ERP Integration Support (Attachment FC 01)
- Digital Navigator Project (Attachment FC 02)
- State Board Reserve (Attachment FC 03)

**For Consent Approval**

- Target Assistance and Less Than Half Time Grant Program (Attachment FC 04)
- Allocation for the NC Motorcycle Safety Education Program 2024-2025(Attachment FC 05)
- Allocation for Customized Training – Regional Trainers (Attachment FC 06)
- Construction and Property – April 2024 (Attachment FC 07)

**For Information**

- Estimated Receipts – March 2024 (Attachment FC 08)
- Budget Allocation for 2-1 Summary (Attachment FC 09)
- Budget Process

**New Business**

**Adjourn**

**MINUTES**  
**State Board of Community Colleges**  
**FINANCE COMMITTEE**  
**Thursday, March 11, 2024 – 3:00 p.m. – 5:00 p.m.**  
**Ms. Lisa Estep, Chair**

**Finance Committee Members Present**

Ms. Lisa Estep*	Ms. Sarah West*	Treasurer Dale Folwell*
Dr. Shirley Carraway*	Mr. Mark Merritt*	The Hon. Terry Van Duyn*
Ms. Paula Benson*	The Hon. Sam Searcy*	The Hon. Chaz Beasley*
Mr. Bill McBrayer*		

Attended via phone or Zoom technology\*

Members absent: Ms. Julie Ryan; Mr. John Kane

**Other SBCC Members:**

Mr. Tom Looney\*  
Mr. Johnathan Harris\*

**OTHERS IN ATTENDANCE:**

Dr. Jeff Cox* (President)	Dr. Lisa Eads	Mr. Nathan Hardin*
Dr. Phillip Price*	Ms. Sondra Jarvis	Mr. Patrick Fleming*
Dr. Kimberly Gold*	Ms. Dorrine Fokes	Mr. David L. Heatherly* (Coastal Carolina CC)
Dr. Brian Merritt	Ms. Petrina Herring	Dr. Amanda Lee* (Bladen CC)
Dr. JW Kelley	Ms. Melissa Smith	
Dr. Andrew Gardner	Ms. Tawanda Foster Artis*	
	Ms. Katherine Davis	

**CALL TO ORDER**

Ms. Estep called the meeting to order at 3:39 p.m.

**ROLL CALL**

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

**ETHICS STATEMENT**

Ms. Jarvis 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 Mr. Merritt and the motion was unanimously approved via roll call vote.

**APPROVAL OF THE MINUTES**

Ms. Estep asked for a motion to approve the minutes of the February 15, 2024, Finance Committee meeting. Dr. Carraway moved, Mr. Merritt seconded the motion, and the

**MINUTES**  
**State Board of Community Colleges**  
**FINANCE COMMITTEE**  
**Thursday, March 11, 2024 – 3:00 p.m. – 5:00 p.m.**  
**Ms. Lisa Estep, Chair**

motion was unanimously approved via roll call vote.

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**For Future Action**

**Performance Growth Target - Grant Funding (Attachment FC 01)**

Ms. Estep explained to the Committee we have had some changes this past month and we have kept FC 01 For Future Action.

Dr. Crane explained at the January State Board meeting a director of grants position was approved, and this employee was supposed to start in late February. Due to some changing family circumstances, the candidate withdrew their acceptance of the position.

Dr. Crane stated we found ourselves with an opportunity to rethink or reassess how we wanted to move forward on this position. Since, then I have reached out and spoken to handful of different firms that provide grant writing and career consulting services. Dr. Crane stated my recommendation would be that we work with some outside groups that specialize in this work. Dr. Crane explained our first step would be to do a strength assessment of the NC Community College System Office to identify what the best opportunities are for our System to really be able to draw down the federal grants. The most promising area for the System Office grant writing and fund raising is around federal funding and particular for regional collaborations.

Drs. Cox, Crane, Price, and the Committee discussed the item.

Ms. Estep stated this item will not need a vote.

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**For Action**

**Allocation of Enrollment Growth Reserve (Attachment FC 02)**

Ms. Estep stated this is an allocation request for \$7,619,773 in enrollment growth reserve funds to colleges that have experienced an enrollment growth greater than five percent in any of the three areas curriculum, continuing education, and basic skills.

Ms. Estep reviewed the table in FC 01.

Dr. Price and the Committee discussed the item.

Ms. Van Duyn motioned for approval; Mr. West second the motion. The Committee approved Allocation of Enrollment Growth Reserve via roll call vote.

---

**Legislative Report for Short Term Workforce Development Grant Program (Attachment FC 03)**

Ms. Estep stated that this program has been in existence for two budget cycles. It is a report back to the General Assemble on the short-term workforce grants that total seven hundred fifty dollars

**MINUTES**  
**State Board of Community Colleges**  
**FINANCE COMMITTEE**  
**Thursday, March 11, 2024 – 3:00 p.m. – 5:00 p.m.**  
**Ms. Lisa Estep, Chair**

for students.

Ms. Estep stated we approved the grants for this budget cycle in August 2023. We have a million dollars in grants for this budget year.

Dr. Gardner discussed the item with the Committee.

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**Allocation for High-Cost Workforce Start Up and Expansion Fund (Attachment FC 04)**

Ms. Estep stated this first round of this funding was approved last month. Ms. Estep explained these are two buckets of funds equaling \$10 million dollars each. One was for high-cost workforce start-up funding, and one was for high-cost workforce expansion funding. This is the second round of funding.

Ms. Estep stated that I would like to point out that fifty-three of the fifty-eight colleges applied for these funds. So, obviously they are very much needed and appreciated.

Ms. Estep stated that we would like to thank the General Assembly for appropriating these funds.

Ms. Estep explained that the new programs according to the tier requires matching funds and the expansion funds there is no match required. The funds will remain available to the colleges for two years.

Ms. Estep and Dr. Price discussed the item with the Committee.

Dr. Carraway motioned for approval; Mr. Merritt second the motion. The Committee approved Legislative Report for Short Term Workforce Development Grant Program (Attachment FC 03) and Allocation for High-Cost Workforce Start up and Expansion Fund (Attachment FC 04) via roll call vote.

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**Contract for Learning Management System Online Helpdesk (Attachment FC 05)**

Ms. Estep stated this contract has been around since 2006 and it is with Anthology Inc.

Ms. Estep explained that this is the Anthology Help Desk which will provide support for students and faculty with any learning management systems which includes Blackboard Learn, Moodle, Canvas, and D2L.

Ms. Estep stated that the contract period will be from July 1, 2024, through June 30, 2025, for an amount not to exceed \$813,461.71.

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**Allocation for Wraparound Services (Attachment FC 06)**

Ms. Estep explained to the Committee that we have previously approved the Finish Line Grants.

**MINUTES**  
**State Board of Community Colleges**  
**FINANCE COMMITTEE**  
**Thursday, March 11, 2024 – 3:00 p.m. – 5:00 p.m.**  
**Ms. Lisa Estep, Chair**

The grants have had several funding sources over the span of time. The grants have been funded through the Governor’s Workforce Innovation Opportunity Act, Discretionary Funds, EANSI, and EANSII.

Ms. Estep stated that this proposal will expand the purposes or approved uses of the funds through EANSII. The funds will be approved for mental health, wellness support, student outreach and engagement.

Ms. Estep stated that these are the approved uses of these funds and an additional allocation of \$650,000 from the EANSII funds.

Dr. Price stated that the contingency noted in the written item has been completed.

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**Construction and Property – March 2024 (Attachment FC 07)**

Ms. Fokes reviewed the Construction and Property items.

Ms. Van Duyn motioned for approval; Ms. Benson second the motion. The Committee approved all Contract for Learning (Attachment FC 05), Allocation for Wraparound Services (Attachment FC 06), and Construction and Property – March 2024 (Attachment FC 07) via roll call vote.

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**For Information**

**Estimated Receipts – February 2024 (Attachment FC 08)**

Ms. Estep reviewed the item.

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**New Business**

Ms. Estep stated that we have new business around enrollment growth. What we will be bringing forth to the General Assembly based on our numbers.

Dr. Price explained at our last meeting, Dr. Schneider gave updates on our enrollment, and we have some positive trends.

Dr. Price stated we are seeing increases with enrollment throughout the system. As we indicated we have observed very strong enrollment growth in our workforce continuing education programs. We have noticed a bounce back in our basic skills programs and we continue to view good enrollment trends in our curriculum programs.

Dr. Price explained on the Finance side we take our summer and fall FTE and complete a projection for the spring to calculate the System’s need for enrollment growth funding for the next fiscal year.

Dr. Price stated that after completing the projection, we are seeing a need for \$54 million dollars to

**MINUTES**  
**State Board of Community Colleges**  
**FINANCE COMMITTEE**  
**Thursday, March 11, 2024 – 3:00 p.m. – 5:00 p.m.**  
**Ms. Lisa Estep, Chair**

cover our enrollment growth for the next fiscal year. This equates to a 4.6 percent total increase in FTE projections for this year.

Dr. Price explained that about ten percent is in our continuing education programs, eight percent is in basic skills, and three percent is in curriculum. Dr. Price stated these are positive trends. We are seeing growth throughout our programing areas and short-term workforce programming.

Dr. Price stated this is outstanding news for the System Office to help shift everyone forward.

Dr. Price explained to the Committee we have submitted this information to the Office of State Budget Management and Fiscal Research.

Dr. Price stated it will be updated as we receive information from the community colleges. We are currently in the process of getting spring estimates from the colleges.

Dr. Price stated that we are having very positive trends, and it is great to see it throughout the System Office.

Dr. Gold discussed the item with the Committee.

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**ADJOURNMENT**

Ms. Estep adjourned the meeting at 4:30 p.m.

Respectfully Submitted,  
Petrina L. Herring,  
Recording Secretary

**STATE BOARD OF COMMUNITY COLLEGES**  
**Contract for Modernize ERP Integration Support**  
**May 1, 2024 through December 31, 2025**

**Request:** The State Board of Community Colleges (SBCC) is requested to approve an amount not to exceed \$1,200,000 for integration services with third-party providers during Phase 4 of the ERP Modernization.

**Strategic Plan Reference(s):** Goal 5: System Funding and Effectiveness  
Increase state aid funding, streamline the allocation formula, and implement practices to improve system effectiveness.  
Strategies: 5.3.1 and 5.4.1

**Background:** The NC Community College Enterprise Resource Planning application interfaces with over 50 different third-party applications, including but not limited to, the College Foundation's Residency Determination Services (RDS), NC eProcurement System, Benefits, and others.

**Rationale:** The contract(s) put in place would support integrations with third-party partners during the current phase of ERP modernization. This integration work is necessary to fulfill functional testing with our five pilot colleges by December 31, 2025.

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

**Contract Amount and Time Period:** The term of this contract or amendment is anticipated to begin May 1, 2024, and conclude no later than December 31, 2025. The cost is not to exceed \$1,200,000.

**Fund Source and Availability:** Funding for the System Office application modernization is available from the IT project budget code 26802 and budget fund code 211060, which holds a cash balance used for modernizing or replacing the NCCCS ERP. Fund for the maintenance and support is contingent on FY 2024-25 State General Fund Appropriations.

**Contact(s):**  
Patrick Fleming  
Senior Vice President & Chief Information Officer

Deante Tyler  
Associate Vice President & Chief Technology Officer



**STATE BOARD OF COMMUNITY COLLEGES**  
**Digital Navigator Project**  
**FY 2023-2025**

**Request:** The State Board of Community Colleges is requested to approve an allocation of \$350,000 for the purpose of supporting Cohort 2 in the Digital Navigator Project. This initiative will be funded by a grant awarded by the NC Department of Information Technology's (NCDIT) Division of Broadband and Digital Equity.

**Strategic Plan Reference:** GOAL 3: Student Success

Provide resources inside and outside the classroom for all students to successfully enroll, persist, and complete education or training in a chosen career path.

Strategy 3.1.2

**Background:** The U.S. Department of the Treasury (from the American Rescue Plan Act State Fiscal Recovery Funds) has allocated funding to help improve digital equity and inclusion among underserved populations. The NC Department of Information Technology's (NCDIT) Division of Broadband and Digital Equity oversees these funds for North Carolina. NCDIT has awarded the North Carolina Community College System \$1,333,333. Funding from this two-year project will be used to develop digital navigator certification courses in English and Spanish, deploy trained digital navigators at 20 NC community colleges serving Tier 1 and 2 counties, and promote digital inclusion. This project works to ensure economic mobility and civic participation for North Carolina Community College students affected by the digital divide. The State Board of Community Colleges approved Cohort 1 of the Digital Navigator Project in item FC 02 during the October 2023 meeting.

**Rationale:** The overall goal of the Digital Navigator Project is to promote digital inclusion to ensure economic mobility and civic participation for students at NC community colleges affected by the digital divide by certifying and deploying trained digital navigators at 20 community colleges that serve Tier 1 and/or Tier 2 counties (10 colleges in Year 1 and 10 colleges in Year 2).

The ten colleges were identified to participate in Cohort 2 based upon county tier levels and inclusion of the following Digital Equity Act covered populations in their service areas:

- Incarcerated/justice-involved
- Racial/ethnic minority group
- English language learners (ELLs)
- Veterans
- Rural

**Deliverables:**

The pilot community colleges will:

- Manage and provide oversight of the Digital Navigator Project at their institution.
- Organize and oversee the Digital Navigator hiring, training, marketing, and implementation.
- Capture and report information and data required by the grant.

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- Participate in meetings with the NCCC System Office, co-lead colleges, and the NCDIT, as required.
- Compile report(s) tracking number of people served, number of people referred to ACP, number of digital skills training certifications awarded through NorthStar, and number of Digital Navigator Certification earned.
- Attend Digital Navigator cohort meetings to draft and finalize Digital Navigators Best Practices report.
- Submit a final report summarizing the outcomes of the Digital Navigator Project.

Digital Navigator Project – Cohort 2	
Provider	Allocation
Alamance Community College	\$35,000
Cleveland Community College	\$35,000
Davidson-Davie Community College	\$35,000
Isothermal Community College	\$35,000
Martin Community College	\$35,000
Pamlico Community College	\$35,000
Southeastern Community College	\$35,000
Western Piedmont Community College	\$35,000
Wilkes Community College	\$35,000
Wilson Community College	\$35,000
<b>Total</b>	<b>\$350,000</b>

**Allocation Amount and Time Period:** The total allocation for Cohort 2 is \$350,000 for the Period of May 1, 2024, through December 31, 2025.

**Fund Source and Availability:** This project is funded by the NC Department of Information Technology's (NCDIT) Division of Broadband and Digital Equity and authorized by the Interagency Digital Equity Grant Award Agreement Title: ODEL -11-NCCCS MOU dated August 16, 2023.

**Contacts:**

Sandra M. Thompson  
Associate Vice President, College and Career Readiness

Jenifer Bean  
Director of High School Equivalency Office

SBCC

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

**Request:** The State Board of Community Colleges is requested to approve \$25,000 in State Board Reserve Funds to support colleges located in the Sandhills Prosperity Zone in the development of a targeted Healthcare Workforce Gap Analysis.

**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:**  
Colleges located in the Sandhills Prosperity Zone have been in discussions with the JM Belk Endowment to engage a healthcare workforce consulting firm to interview, survey, and analyze the workforce needs of the hospitals and health departments in their region and identify programming needs and opportunities for the eight colleges. The planned Healthcare Workforce Gap Analysis will allow the colleges to develop collaborative solutions to align instructional capacity with employment shortages and match credential offerings with credentials required. This project will also include strategic convenings of institutional leadership to promote improved communication and create the synergy needed to resolve complex programming, staffing, and clinical coordination issues. This project is seen as a pilot project where lessons learned can be applied as a best practice and replicated in the state's other prosperity zones.

Colleges in this prosperity zone include Bladen CC, Fayetteville Technical CC, Montgomery CC, Robeson CC, Sampson CC, Sandhills CC, Southeastern CC, and Richmond CC. Richmond Community College will serve as the lead college for this initiative.

**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." The State Board has currently allocated \$177,550 in State Board Reserve funding for this fiscal year. If this request is approved, \$47,450 remains to be allocated this fiscal year.

**Contact:**  
Kimberly Gold  
Chief of Staff

**STATE BOARD OF COMMUNITY COLLEGES**  
**Targeted Assistance and Less Than Half-Time Grant Program**  
**FY 2024-25**

**Request:** The State Board of Community Colleges is requested to approve \$550,000 in awards to the NC Community Colleges for the Targeted Assistance and Less Than Half-Time Grant Program.

**Strategic Plan Reference:** Goal 2: Student Interest and Access

Increase access and enrollment at North Carolina community colleges to meet the state's educational attainment goal and expand postsecondary opportunities.

Strategy 2.1.2

**Background:** According to G.S. 115D-40(b), the "...State Board may provide financial assistance to the following students:

- (1) Students who enroll in low-enrollment programs that prepare students for high-demand occupations.
- (2) Students with disabilities referred by the Department of Health and Human Services, Division of Vocational Rehabilitation, and enrolled in a community college.
- (3) Students enrolled in fewer than six credit hours per semester who otherwise qualify for need-based financial aid programs."

In May 2002, the State Board of Community Colleges made available an annual allocation of \$500,000 for the Targeted Assistance Program for students enrolled full-time in all 58 community colleges. In July 2003, the State Board increased the availability by an additional \$262,806 and included a provision to award these funds to students enrolled less than half-time. In July 2011, the State Board consolidated the two programs into one program and reduced the total funding to \$550,000.

**Rationale:** The General Assembly appropriates an amount annually from the Escheat Fund to support financial assistance for community college students. Much of this appropriation supports the Next North Carolina Scholarship Program. Based on an analysis of funding availability and projected Next North Carolina Scholarship awards, \$550,000 is available in FY 2024-25. According to the college priorities and community needs, this allocation can be used to offer financial assistance for students who meet eligibility requirements. Each college is allocated a base amount of \$1000. The remaining funds are allocated on a pro-rata basis as determined by each college's percentage of total 2022-23 Federal Pell Grant disbursements.

**Fund Source and Availability:** Funding is contingent on FY 2024-25 Escheat Fund appropriations from the General Assembly.

**Contact:**

Brenda Burgess, Associate Director, Student Aid Programs

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

**North Carolina Community College System**  
**Targeted Assistance/Less Than Half Time Student Program**  
**FY 2024-25**

Community Colleges	Base Allotment	2022-23	Percent	Awards Based	Total College Awards
		Federal Pell Grant Disbursements	of Pell Grant	on Percent of Total Disbursements	
Alamance CC	\$1,000	\$5,715,299	1.8%	\$8,927	\$9,927
Asheville-Buncombe TCC	\$1,000	\$6,776,099	2.1%	\$10,583	\$11,583
Beaufort County CC	\$1,000	\$2,610,446	0.8%	\$4,082	\$5,082
Bladen CC	\$1,000	\$2,413,311	0.8%	\$3,774	\$4,774
Blue Ridge CC	\$1,000	\$3,346,506	1.1%	\$5,230	\$6,230
Brunswick CC	\$1,000	\$2,586,201	0.8%	\$4,044	\$5,044
Caldwell CC and TI	\$1,000	\$5,183,930	1.6%	\$8,098	\$9,098
Cape Fear CC	\$1,000	\$11,920,765	3.8%	\$18,611	\$19,611
Carteret CC	\$1,000	\$2,843,438	0.9%	\$4,445	\$5,445
Catawba Valley CC	\$1,000	\$5,128,503	1.6%	\$8,011	\$9,011
Central Carolina CC	\$1,000	\$6,532,554	2.1%	\$10,203	\$11,203
Central Piedmont CC	\$1,000	\$25,414,743	8.1%	\$39,670	\$40,670
Cleveland CC	\$1,000	\$4,903,682	1.6%	\$7,661	\$8,661
Coastal Carolina CC	\$1,000	\$5,430,849	1.7%	\$8,483	\$9,483
College of The Albemarle	\$1,000	\$2,174,815	0.7%	\$3,402	\$4,402
Craven CC	\$1,000	\$4,169,128	1.3%	\$6,514	\$7,514
Davidson Davie CC	\$1,000	\$6,134,918	1.9%	\$9,582	\$10,582
Durham TCC	\$1,000	\$6,620,541	2.1%	\$10,340	\$11,340
Edgecombe CC	\$1,000	\$3,523,494	1.1%	\$5,507	\$6,507
Fayetteville TCC	\$1,000	\$21,916,041	7.0%	\$34,210	\$35,210
Forsyth TCC	\$1,000	\$15,212,751	4.8%	\$23,749	\$24,749
Gaston College	\$1,000	\$7,151,530	2.3%	\$11,169	\$12,169
Guilford TCC	\$1,000	\$20,432,697	6.5%	\$31,895	\$32,895
Halifax CC	\$1,000	\$1,408,808	0.4%	\$2,207	\$3,207
Haywood CC	\$1,000	\$1,777,073	0.6%	\$2,781	\$3,781
Isothermal CC	\$1,000	\$3,303,979	1.0%	\$5,164	\$6,164
James Sprunt CC	\$1,000	\$2,766,431	0.9%	\$4,325	\$5,325
Johnston CC	\$1,000	\$4,586,572	1.5%	\$7,166	\$8,166
Lenoir CC	\$1,000	\$3,533,581	1.1%	\$5,522	\$6,522
Martin CC	\$1,000	\$1,095,311	0.3%	\$1,717	\$2,717
Mayland CC	\$1,000	\$908,785	0.3%	\$1,426	\$2,426
McDowell TCC	\$1,000	\$1,472,792	0.5%	\$2,306	\$3,306
Mitchell CC	\$1,000	\$3,532,529	1.1%	\$5,521	\$6,521
Montgomery CC	\$1,000	\$957,022	0.3%	\$1,502	\$2,502
Nash CC	\$1,000	\$3,789,571	1.2%	\$5,922	\$6,922
Pamlico CC	\$1,000	\$460,246	0.1%	\$726	\$1,726
Piedmont CC	\$1,000	\$1,638,016	0.5%	\$2,564	\$3,564
Pitt CC	\$1,000	\$13,526,678	4.3%	\$21,117	\$22,117
Randolph CC	\$1,000	\$4,112,456	1.3%	\$6,426	\$7,426
Richmond CC	\$1,000	\$3,087,180	1.0%	\$4,826	\$5,826
Roanoke-Chowan CC	\$1,000	\$875,139	0.3%	\$1,374	\$2,374
Robeson CC	\$1,000	\$4,956,943	1.6%	\$7,744	\$8,744
Rockingham CC	\$1,000	\$2,068,653	0.7%	\$3,236	\$4,236
Rowan-Cabarrus CC	\$1,000	\$7,735,625	2.5%	\$12,080	\$13,080
Sampson CC	\$1,000	\$3,072,833	1.0%	\$4,803	\$5,803
Sandhills CC	\$1,000	\$4,698,073	1.5%	\$7,340	\$8,340
South Piedmont CC	\$1,000	\$2,351,857	0.7%	\$3,678	\$4,678
Southeastern CC	\$1,000	\$3,047,927	1.0%	\$4,765	\$5,765
Southwestern CC	\$1,000	\$2,992,288	0.9%	\$4,678	\$5,678
Stanly CC	\$1,000	\$3,129,930	1.0%	\$4,892	\$5,892
Surry CC	\$1,000	\$3,334,306	1.1%	\$5,211	\$6,211
Tri-County CC	\$1,000	\$1,484,421	0.5%	\$2,325	\$3,325
Vance-Granville CC	\$1,000	\$3,907,374	1.2%	\$6,106	\$7,106
Wake TCC	\$1,000	\$28,071,433	8.9%	\$43,349	\$44,349
Wayne CC	\$1,000	\$5,069,310	1.6%	\$7,919	\$8,919
Western Piedmont CC	\$1,000	\$2,766,643	0.9%	\$4,326	\$5,326
Wilkes CC	\$1,000	\$3,247,196	1.0%	\$5,075	\$6,075
Wilson CC	\$1,000	\$2,359,151	0.7%	\$3,691	\$4,691
<b>TOTAL</b>	<b>\$58,000</b>	<b>\$315,268,373</b>	<b>100.0%</b>	<b>\$492,000</b>	<b>\$550,000</b>

NOTE: Targeted Assistance Student Program funding is calculated by dividing the total of the federal Pell Grant disbursements for all community colleges (\$315,268,373 by the amount received by each college. The percentage is used to distribute \$492,000 with an additional \$1,000 base added to each college distribution).

**STATE BOARD OF COMMUNITY COLLEGES**  
**Allocation for the NC Motorcycle Safety Program**  
**FY 2024-25**

**Request:** The State Board of Community Colleges is requested to approve the allocation not to exceed \$837,824 to Lenoir Community College (LCC) to provide administrative support for the North Carolina Motorcycle Safety Education Program (NCMSEP).

**Strategic Plan Reference:** Goal 4: Economic and Workforce Development

Provide education, training, and credentials to develop the most competitive workforce in the nation.

Strategy: 4.1.1

**Background:** The NC General Assembly created the NCMSEP in 1989 to establish and fund a program of motorcycle safety instruction to be delivered through the North Carolina Community College System (NCCCS). Students who graduate from the program may receive a discounted insurance rate.

LCC has been the host college since 1998 and operates the program in conjunction with the Governor's Highway Safety Program in accordance with G.S. 115D-72. The program began with 17 community college sites; to date, there are 34 community college sites and 2 mobile units. The program is offered through Continuing Education as a community service course offering; as such, students pay a self-supporting registration fee. The NCMSEP also provides oversight for the Harley Davidson Riding Academy operating at 12 Harley Davidson dealerships and military site riding programs.

The NCMSEP offers seven courses: Basic RiderCourse (BRC), Experienced RiderCourse (ERC), Advanced RiderCourse (ARC), 3-Wheel Basic RiderCourse (3WBRC), Returning Rider Basic RiderCourse (RRBRC), RiderCoach Training (Transitional – T-RCP), and 3-Wheel BRC RiderCoach Certification. The curricula were developed by the Motorcycle Safety Foundation (MSF). Course description and eligibility requirements can be found at [The North Carolina Motorcycle Safety Education Program \(ncmsep.org\)](https://www.ncmsep.org)

**Rationale:** As the host college for NCMSEP, LCC provides the following services: 1) program staffing, administrative support, programming support, recruitment, and training of qualified instructors; 2) support to local community colleges approved to offer the program; 3) monitoring and evaluation of the instructors and the driving ranges of other training providers in North Carolina; and 4) submission of an annual report as a condition of continued funding.

**Allocation Amount and Time Period:** The allocation is not to exceed \$837,824 for the fiscal year July 1, 2024 - June 30, 2025.

**Fund Source and Availability:** The NCMSEP is funded by a four-dollar tax imposed on each private motorcycle registered in the state pursuant to G.S. 115D-72 and 20-87(6). The NCMSEP may also receive funding as described in G.S. 20-79.7, "Fees for special registration plates and distribution of fees." There is no general fund appropriation involved.

**Contact:**

Dr. Andrew Gardner  
Associate Vice President  
Workforce Strategies

**STATE BOARD OF COMMUNITY COLLEGES**  
**Allocation for Customized Training - Regional Trainers**  
**FY 2023-24, 2024-25**

**Request:** The State Board of Community Colleges is requested to approve the allocation of \$301,006 to McDowell Technical Community College (MTCC). MTCC will serve as the host college for one NCEdge regional trainer and one NCEdge regional director. Funding will be adjusted as appropriate for legislative salary and benefit rate increases.

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

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

Funds will be used to support salary and fringe benefits, travel and subsistence, supplies and materials, long-distance telephone expenses, and training certification costs for these regional positions. Even though the regional personnel are employees of the host colleges, these positions function as regional resources for training and support for approved Customized Training Program projects. Regional trainer personnel may not be utilized for instruction generating budget FTE. Colleges may not transfer or use funds provided through this allocation for any other purpose. Colleges may not use any of these funds to meet their management flexibility reduction or for any reversion (if required) unless specifically directed by the North Carolina Community College System Office.

**Method of Allocation:** A total of \$301,006 is allocated to McDowell Technical CC for Customized Training regional trainer and support personnel. McDowell Technical community college was determined based on 1) the college having adequate infrastructure, 2) the availability of dedicated space with appropriate office furniture and equipment at the college, and 3) the convenience of the location for the regional personnel.

College	Allocation
McDowell Technical CC	\$149,910
McDowell Technical CC	\$151,096
TOTAL	\$301,006



**Funding Source and Allocation Period:** Funding is available from the FY 2023-24 General Fund Appropriation for NCEdge Customized Training in the amount of \$30,993 for the period June 1, 2024, through June 30, 2024. Funding is available from the FY 2024-25 General Fund Appropriation for NCEdge Customized Training in the amount of \$270,013 for the period July 1, 2024, through June 30, 2025.

**Contact:**

John Loyack

Vice President, Economic Development

Betty Silver

Associate Vice President, NCEdge Customized Training

State Board of Community Colleges  
Construction and Property  
April 19, 2024  
FY 2023-2024

Revised 04/12/2024  
Attachment FC 07

A. New Projects								
	Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	1	Alamance	2835	<b>Veterinary Medical Technician Instructional Barn Project (Bill &amp; Nancy Covington Education Center)</b> Construction of an approximately 1,600 sq. ft. barn including a 1,200 sq. ft. loft with vet teaching laboratory, office, feed/tack room, restroom, and animal housing.	Non-State	\$0.00	\$1,000,000.00	\$1,000,000.00
					42120 - SCIF New	\$0.00	\$250,000.00	\$250,000.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$1,250,000.00</b>	<b>\$1,250,000.00</b>
	2	Alamance	2836	<b>AATC Centralized Welding Exhaust System (Main Campus)</b> Installation of a new centralized welding exhaust system to support increased demand of welding training program.	Non-State	\$0.00	\$280,000.00	\$280,000.00
					42120 - SCIF R&R	\$0.00	\$168,276.00	\$168,276.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$448,276.00</b>	<b>\$448,276.00</b>
	3	Central Piedmont	2609	<b>Central High Renovations (Main Campus)</b> Renovation of approximately 31,000 sq. ft. for work-based learning expansion, storage, additional support services and activities for students.	Non-State	\$0.00	\$9,659,808.00	\$9,659,808.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$9,659,808.00</b>	<b>\$9,659,808.00</b>
	4	Coastal Carolina	2843	<b>Learning Resource Center and Institutional Support Services Building Generators (Main Campus)</b> Addition of 150 kW natural gas generator on existing concrete pad with automatic transfer switch for the Learning Resource Center and Institutional Support Services buildings.	Non-State	\$0.00	\$1,003,225.00	\$1,003,225.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$1,003,225.00</b>	<b>\$1,003,225.00</b>
	5	Coastal Carolina	2844	<b>Administration Building and Student Center Supplemental Cooling (Main Campus)</b> Renovation of existing geothermal systems to provide supplemental cooling for the Administration Building and Student Center.	Non-State	\$0.00	\$834,500.00	\$834,500.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$834,500.00</b>	<b>\$834,500.00</b>
	6	Southeastern	2794	<b>Nesmith Building - Student Center Renovation (Main Campus)</b> Renovation of approximately 10,400 sq. ft. of existing space to create a One-Stop Shop for students.	42120 - SCIF R&R	\$0.00	\$3,000,000.00	\$3,000,000.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$3,000,000.00</b>	<b>\$3,000,000.00</b>

State Board of Community Colleges  
Construction and Property  
April 19, 2024  
FY 2023-2024

Revised 04/12/2024  
Attachment FC 07

A. New Projects (Continued)								
	Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	7	Southeastern	2839	<b>Cartrette Building &amp; T Building Roof Upgrades (Main Campus)</b> Installation of vinyl coating of approximately 78,652 sq. ft. of two roofs.	42120 - SCIF R&R	\$0.00	\$350,000.00	\$350,000.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$350,000.00</b>	<b>\$350,000.00</b>
	8	Southwestern	2840	<b>Indoor Firing Range (Macon County Campus)</b> Construction of a new 11,000 sq. ft. building on the Public Safety Training Center property.	SCIF - OSBM	\$0.00	\$10,000,000.00	\$10,000,000.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$10,000,000.00</b>	<b>\$10,000,000.00</b>
	9	Southwestern	2842	<b>Library/Small Business Center (Main Campus)</b> Renovation of approximately 22,000 sq. ft. to centralize the library and address infrastructure, roof, electrical, mechanical systems, and restrooms.	Non-State	\$0.00	\$6,121,867.00	\$6,121,867.00
					SCIF - OSBM	\$0.00	\$10,000,000.00	\$10,000,000.00
					42120 - SCIF R&R	\$0.00	\$3,485,665.00	\$3,485,665.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$19,607,532.00</b>	<b>\$19,607,532.00</b>
	10	Tri-County	2837	<b>Allied Health Renovation Project (Main Campus)</b> Renovation of approximately 800 sq. ft. existing space and addition of approximately 1,400 sq. ft. new space for Sonography Program.	Non-State	\$0.00	\$625,000.00	\$625,000.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$625,000.00</b>	<b>\$625,000.00</b>
	11	Tri-County	2838	<b>McSwain/West Building Roof Replacement (Main Campus)</b> Roof replacement of approximately 28,952 sq. ft. and 21,050 sq. ft. respectively.	Non-State	\$0.00	\$560,000.00	\$560,000.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$560,000.00</b>	<b>\$560,000.00</b>
	12	Tri-County	2845	<b>BLET/CDL Driving Course (Main Campus)</b> Construction of a new BLET driving pad of approximately 2.5 acres and CDL driving pad of approximately 1.8 acres.	42120 - SCIF New	\$0.00	\$1,900,000.00	\$1,900,000.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$1,900,000.00</b>	<b>\$1,900,000.00</b>
	13	Wayne	2830	<b>Agriculture Lab Building (Main Campus)</b> Construction of a new laboratory and equipment storage building of approximately 7,200 sq. ft.	Non-State	\$0.00	\$1,632,702.00	\$1,632,702.00
					SCIF - OSBM	\$0.00	\$367,298.00	\$367,298.00
					<b>Total</b>	<b>\$0.00</b>	<b>\$2,000,000.00</b>	<b>\$2,000,000.00</b>

State Board of Community Colleges  
Construction and Property  
April 19, 2024  
FY 2023-2024

Revised 04/12/2024  
Attachment FC 07

B. Amended Projects								
	Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	1	Beaufort	2791	<b>Aurora Industrial Training Center (Aurora Center)</b> The project is being amended to increase budget due to design estimates coming in over budget.	SCIF - OSBM	\$2,371,630.00	\$0.00	\$2,371,630.00
					42120 - SCIF New	\$0.00	\$659,766.00	\$659,766.00
					<b>Total</b>	<b>\$2,371,630.00</b>	<b>\$659,766.00</b>	<b>\$3,031,396.00</b>
	2	Central Carolina	2682	<b>Moore Center - Main Building (Main Campus)</b> Project is amended to increase project cost due to change in scope to include adjacent parking lot and CDL driving track.	Non-State	\$1,900,000.00	\$0.00	\$1,900,000.00
					SCIF - OSBM	\$500,000.00	\$10,854,000.00	\$11,354,000.00
					42120 - SCIF R&R	\$5,015,617.00	\$0.00	\$5,015,617.00
					<b>Total</b>	<b>\$7,415,617.00</b>	<b>\$10,854,000.00</b>	<b>\$18,269,617.00</b>
	3	Isothermal	2504	<b>Library Renovation - Learning Center (Main Campus)</b> Project is amended to increase budget due to increase scope to include additional space.	Non-State	\$1,500,000.00	\$0.00	\$1,500,000.00
					SCIF - OSBM	\$600,000.00	\$0.00	\$600,000.00
					42160 - SCIF R&R	\$1,569,655.47	\$0.00	\$1,569,655.47
					42120 - SCIF R&R	\$106,344.53	\$1,101,530.00	\$1,207,874.53
					<b>Total</b>	<b>\$3,776,000.00</b>	<b>\$1,101,530.00</b>	<b>\$4,877,530.00</b>
	4	Mayland	2717	<b>Blue Ridge Boutique Hotel Kitchen Dining Renovation (Main Campus)</b> Project is amended to increase budget due to change in scope to include additional work in dining room for ceiling, walls, and HVAC system.	42120 - SCIF R&R	\$1,200,000.00	\$152,275.20	\$1,352,275.20
					<b>Total</b>	<b>\$1,200,000.00</b>	<b>\$152,275.20</b>	<b>\$1,352,275.20</b>
	5	Robeson	2670	<b>Workforce Development Building - Bldg 20 (Main Campus)</b> Project is amended to increase budget due to bids coming in higher than anticipated. <b>President Cox under the authority granted to him by the State Board, approved this project on 3/13/24.</b>	SCIF - OSBM	\$19,000,000.00	\$0.00	\$19,000,000.00
					Interest - OSBM	\$0.00	\$905,000.00	\$905,000.00
					40720	\$12,010.00	\$0.00	\$12,010.00
					41220	\$29,959.05	\$0.00	\$29,959.05
					42160 - SCIF New	\$0.00	\$286,587.99	\$286,587.99
					42120 - SCIF New	\$0.00	\$1,308,411.96	\$1,308,411.96
					<b>Total</b>	<b>\$19,041,969.05</b>	<b>\$2,499,999.95</b>	<b>\$21,541,969.00</b>

State Board of Community Colleges  
Construction and Property  
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B. Amended Projects (Continued)								
	Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	6	Rowan-Cabarrus	2549	Building N105 (500) Teaching Auditorium Remodel (Main Campus) Project is amended to increase budget to cover scope change for enhanced audio-visual systems.	Non-State	\$200,000.00	\$350,000.00	\$550,000.00
					46620 - R&R	\$35,517.20	\$0.00	\$35,517.20
					42120 - SCIF R&R	\$500,000.00	\$0.00	\$500,000.00
					41220	\$58,256.27	\$0.00	\$58,256.27
					42160 - SCIF R&R	\$764,482.80	\$0.00	\$764,482.80
					Total	\$1,558,256.27	\$350,000.00	\$1,908,256.27
	7	Rowan-Cabarrus	2684	North Campus Technology Education Complex (Main Campus) Project is amended to increase budget to add rooftop solar panels.	Non-State	\$45,000,000.00	\$1,000,000.00	\$46,000,000.00
					Total	\$45,000,000.00	\$1,000,000.00	\$46,000,000.00
	8	Southwestern	2786	Founders Hall Renovation - Dental Program (Main Campus) Project is amended to increase budget due to revised cost estimates to complete project. President Cox under the authority granted to him by the State Board, approved this project on 3/11/24.	42120 - SCIF R&R	\$758,429.00	\$463,851.00	\$1,222,280.00
					42160 - SCIF R&R	\$0.00	\$292,055.00	\$292,055.00
					Total	\$758,429.00	\$755,906.00	\$1,514,335.00
C. Final Close-Out Projects								
	Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
	1	Beaufort	2588	Boat Building Facility (Main Campus) Project is submitted for a decrease in cost for final project closeout.	Non-State	\$450,000.00	(\$89,503.91)	\$360,496.09
					46620 - New	\$84,965.50	\$0.00	\$84,965.50
					42120 - SCIF New	\$950,000.00	\$0.00	\$950,000.00
					42160 - SCIF New	\$849,642.69	\$0.00	\$849,642.69
					Total	\$2,334,608.19	(\$89,503.91)	\$2,245,104.28
	2	Carteret	2104	Hospitality/Culinary Arts Building (Main Campus) Project is submitted for a decrease in cost for final project closeout.	Non-State	\$6,670,221.00	(\$313,020.00)	\$6,357,201.00
					SCIF - OSBM	\$0.00	\$313,020.00	\$313,020.00
					40720	\$101,050.00	\$0.00	\$101,050.00
					46620 - New	\$2,674,685.00	\$0.00	\$2,674,685.00
					Total	\$9,445,956.00	\$0.00	\$9,445,956.00
	3	Western Piedmont	2516	Construction Trades Building (Main Campus) Project is submitted for a decrease in cost for final project closeout.	Non-State	\$5,704,500.82	(\$576,682.02)	\$5,127,818.80
					46620 - New	\$1,311,156.18	\$0.00	\$1,311,156.18
					42120 - SCIF New	\$849,926.00	\$0.00	\$849,926.00
					Total	\$7,865,583.00	(\$576,682.02)	\$7,288,900.98

State Board of Community Colleges  
Construction and Property  
April 19, 2024  
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Revised 04/12/2024  
Attachment FC 07

D. Acquisition and Disposal of Real Property			
	Item	College	Action Requested
	1	Catawba	The Board of Trustees of Catawba Valley Community College requests permission as per G.S. 115D-15 to dispose of by sale to Catawba County approximately 18.1 acres and approximately 100,000 sq. ft. building (Parcel ID: 372110268379) located at 2550 Hwy 70 SE, Hickory, NC. The Board of Trustees has found the property unnecessary for college purposes.
	2	Coastal Carolina	The Board of Trustees of Coastal Carolina Community College requests permission as per G.S. 115D-20 to acquire, by donation from Onslow County, approximately 8.44 acres of property (split from Parcel Number 040358) located at 240 Georgetown Road, Jacksonville, NC. This property is approximately 5 miles from main campus. The college had a Phase I Environmental Site Assessment performed, to which the executive summary states, "Evidences of RECs were not identified in connection with the site."
	3	Gaston	The Board of Trustees of Gaston College requests permission as per G.S. 115D-20 to acquire by purchase from the Gaston College Foundation approximately 0.58 acres of property (Parcel Number 171299) with an approximately 1,316 sq. ft. building located at 202 College View Drive, Dallas, NC. This property is adjacent to the property owned by the college. The college had a Phase I Environmental Site Assessment performed, to which the executive summary states, "This assessment has revealed no evidence of RECs or HRECs associated with the subject property. The assessment has revealed evidence of CRECs associated with the subject property." <b>Property had Phase I and Phase II Environmental Site Assessment findings; therefore, SBCC approval is contingent upon the required Council of State approval as per G.S. 133-40.</b>
	4	Guilford	The Board of Trustees of Guilford Technical Community College requests permission as per G.S. 115D-20 to acquire, by purchase approximately 0.06 acres of property (Parcel Number REID 82802) located at 409 Mt. Zion Street, Greensboro, NC. This property is adjacent to the property owned by the college. The college had a Phase I Environmental Site Assessment performed, to which the executive summary states, "This assessment has revealed no evidence of recognized environmental conditions, controlled recognized environmental conditions, or significant data gaps in connection with the property."
	5	Pitt	The Board of Trustees of Pitt Community College requests permission as per G.S. 115D-15 to dispose of by transfer approximately 7.81 acres to Pitt County for the purpose of financing a new welding building (project 2675). The property address is 0 Reedy Branch Road, Winterville, NC (Parcel Number 50204, PIN 4676300554).

**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)  
Interest - OSBM - Interest earned on OSBM Administered Funds  
SCIF - OSBM Administered S.L. 2021-180, 2022-74, 2022-6, 2023-134  
State-Other - State Funds handled locally by college

STATE BOARD OF COMMUNITY COLLEGES  
ESTIMATED TUITION AND FEES COLLECTED THROUGH  
March 28, 2024

	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	248,644,113	245,944,550	254,380,513	3.4%
BUDGETED RECEIPTS UNCOLLECTED	\$ 39,077,177	\$ 40,506,989	\$ 37,607,311	
PERCENT OF BUDGET COLLECTED	86.42%	85.86%	87.12%	

## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Attachment FC 09

## College Budget Summary

Fiscal Year 2023-24

	CURRENT OPERATING									PLANT FUND		CURRENT & CAPITAL TOTAL
	1XX	2XX	3XX	4XX	5XX	6XX	7XX	8XX		9XX		
	Institutional	Curriculum	Continuing	Academic	Student	Plant Op &	Proprietary/			Capital		
College	Support	Instruction	Education	Support	Support	Maint.	Other	Student Aid	Subtotal	(ex. CI)	CI Projects	
Alamance Community College												
State	6,267,721	13,683,650	3,474,244	3,264,050	2,562,006	-	-	-	29,251,671	149,114	1,703,849	31,104,634
County	610,951	-	-	-	-	3,418,731	-	-	4,029,682	-	42,811,200	46,840,882
Institutional	318,733	623,496	122,000	22,183	261,888	-	360,000	5,866,733	7,575,033	-	3,084,066	10,659,099
Total	\$7,197,405	\$14,307,146	\$3,596,244	\$3,286,233	\$2,823,894	\$3,418,731	\$360,000	\$5,866,733	\$40,856,386	\$149,114	\$47,599,115	\$88,604,615
Asheville-Buncombe Technical Community College												
State	9,979,536	15,488,547	4,739,869	4,832,107	3,950,629	-	-	-	38,990,688	854,448	1,650,000	41,495,136
County	1,406,791	-	-	-	-	7,738,877	-	-	9,145,668	18,268	6,000,000	15,163,936
Institutional	416,000	5,170,042	4,055,000	124,054	2,531,000	90,000	2,100,000	7,240,000	21,726,096	-	-	21,726,096
Total	\$11,802,327	\$20,658,589	\$8,794,869	\$4,956,161	\$6,481,629	\$7,828,877	\$2,100,000	\$7,240,000	\$69,862,452	\$872,716	\$7,650,000	\$78,385,168
Beaufort County Community College												
State	3,420,046	5,843,262	3,043,579	1,459,065	1,060,986	-	-	-	14,826,938	481,239	1,200,000	16,508,177
County	608,747	-	-	-	-	2,592,389	-	334,319	3,535,455	142,000	634,000	4,311,455
Institutional	233,626	93,150	102,600	400	942,079	-	128,050	3,514,986	5,014,891	-	2,500,000	7,514,891
Total	\$4,262,419	\$5,936,412	\$3,146,179	\$1,459,465	\$2,003,065	\$2,592,389	\$128,050	\$3,849,305	\$23,377,284	\$623,239	\$4,334,000	\$28,334,523
Bladen Community College												
State	3,546,183	3,909,058	651,614	957,775	1,358,637	-	-	-	10,423,267	361,841	579,040	11,364,148
County	125,220	-	-	-	-	1,149,611	-	-	1,274,831	-	1,137,002	2,411,833
Institutional	40,000	320,000	30,000	10,000	10,000	-	205,000	2,585,246	3,200,246	-	-	3,200,246
Total	\$3,711,403	\$4,229,058	\$681,614	\$967,775	\$1,368,637	\$1,149,611	\$205,000	\$2,585,246	\$14,898,344	\$361,841	\$1,716,042	\$16,976,227
Blue Ridge Community College												
State	4,729,758	9,727,497	2,436,326	1,749,463	1,409,887	-	-	-	20,052,931	676,888	726,393	21,456,212
County	638,000	710,000	-	65,000	771,282	3,971,039	-	-	6,155,321	-	161,200	6,316,521
Institutional	31,021	2,176,850	1,200,618	260,782	326,997	-	491,344	5,590,469	10,078,081	-	-	10,078,081
Total	\$5,398,779	\$12,614,347	\$3,636,944	\$2,075,245	\$2,508,166	\$3,971,039	\$491,344	\$5,590,469	\$36,286,333	\$676,888	\$887,593	\$37,850,814
Brunswick Community College												
State	3,935,900	6,342,835	2,540,873	1,308,957	1,050,912	-	-	-	15,179,477	553,984	1,500,000	17,233,461
County	871,598	-	140,000	-	202,094	3,804,625	-	-	5,018,317	621,300	621,300	6,260,917
Institutional	111,000	149,900	2,424,000	-	69,700	-	996,000	3,627,000	7,377,600	-	5,000,000	12,377,600
Total	\$4,918,498	\$6,492,735	\$5,104,873	\$1,308,957	\$1,322,706	\$3,804,625	\$996,000	\$3,627,000	\$27,575,394	\$1,175,284	\$7,121,300	\$35,871,978
Caldwell Community College												
State	6,701,005	13,293,855	3,173,720	2,293,089	2,858,681	-	-	-	28,320,350	1,059,555	-	29,379,905
County	792,723	-	-	18,200	171,244	3,687,486	-	-	4,669,653	382,057	-	5,051,710
Institutional	1,351,875	785,328	102,291	20,800	697,473	-	1,038,278	5,413,559	9,409,604	-	-	9,409,604
Total	\$8,845,603	\$14,079,183	\$3,276,011	\$2,332,089	\$3,727,398	\$3,687,486	\$1,038,278	\$5,413,559	\$42,399,607	\$1,441,612	\$0	\$43,841,219



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Attachment FC 09

## College Budget Summary

Fiscal Year 2023-24

	CURRENT OPERATING									PLANT FUND		CURRENT & CAPITAL TOTAL
	1XX	2XX	3XX	4XX	5XX	6XX	7XX	8XX		9XX		
College	Institutional Support	Curriculum Instruction	Continuing Education	Academic Support	Student Support	Plant Op & Maint.	Proprietary/ Other	Student Aid	Subtotal	Capital (ex. CI)	CI Projects	
Cape Fear Community College												
State	10,877,447	34,033,820	6,858,182	5,201,359	4,604,995	-	-	-	61,575,803	2,064,518	3,164,994	66,805,315
County	1,312,288	-	-	-	-	11,281,156	-	-	12,593,444	1,920,000	5,567,123	20,080,567
Institutional	1,900,000	3,200,000	2,580,000	-	800,000	20,000	11,076,000	15,000,000	34,576,000	-	3,339,616	37,915,616
Total	\$14,089,735	\$37,233,820	\$9,438,182	\$5,201,359	\$5,404,995	\$11,301,156	\$11,076,000	\$15,000,000	\$108,745,247	\$3,984,518	\$12,071,733	\$124,801,498
Carteret Community College												
State	3,470,178	6,999,746	1,807,945	1,037,562	991,564	-	-	-	14,306,995	549,567	-	14,856,562
County	402,430	-	-	-	-	2,758,570	-	-	3,161,000	-	800,000	3,961,000
Institutional	119,076	615,720	377,137	611,353	832,686	3,750	142,060	3,437,441	6,139,223	495,794	-	6,635,017
Total	\$3,991,684	\$7,615,466	\$2,185,082	\$1,648,915	\$1,824,250	\$2,762,320	\$142,060	\$3,437,441	\$23,607,218	\$1,045,361	\$800,000	\$25,452,579
Catawba Valley Community College												
State	7,430,703	14,911,221	3,802,216	3,391,026	3,318,446	-	-	-	32,853,612	1,054,667	6,491,910	40,400,189
County	921,957	30,773	3,674	9,104	11,797	4,312,239	-	-	5,289,544	-	1,320,836	6,610,380
Institutional	-	-	-	-	920,000	-	4,092,000	5,343,777	10,355,777	-	-	10,355,777
Total	\$8,352,660	\$14,941,994	\$3,805,890	\$3,400,130	\$4,250,243	\$4,312,239	\$4,092,000	\$5,343,777	\$48,498,933	\$1,054,667	\$7,812,746	\$57,366,346
Central Carolina Community College												
State	6,645,088	17,049,222	3,794,923	5,110,643	3,392,078	-	-	-	35,991,954	1,293,582	2,531,277	39,816,813
County	486,560	-	-	-	-	6,721,010	64,930	760,000	8,032,500	-	3,900,000	11,932,500
Institutional	150,000	1,850,000	320,000	-	2,500,000	-	800,000	9,800,700	15,420,700	200,000	-	15,620,700
Total	\$7,281,648	\$18,899,222	\$4,114,923	\$5,110,643	\$5,892,078	\$6,721,010	\$864,930	\$10,560,700	\$59,445,154	\$1,493,582	\$6,431,277	\$67,370,013
Central Piedmont Community College												
State	28,818,029	44,855,564	7,496,957	13,969,729	15,855,408	-	-	-	110,995,687	5,349,822	1,540,931	117,886,440
County	11,855,997	1,022,401	139,698	1,707,364	2,423,134	25,973,350	2,123,997	-	45,245,941	-	12,805,623	58,051,564
Institutional	4,745,911	5,382,688	6,619,345	167,560	2,388,973	47,348	14,052,008	33,402,064	66,805,897	-	4,323,743	71,129,640
Total	\$45,419,937	\$51,260,653	\$14,256,000	\$15,844,653	\$20,667,515	\$26,020,698	\$16,176,005	\$33,402,064	\$223,047,525	\$5,349,822	\$18,670,297	\$247,067,644
Cleveland Community College												
State	4,173,516	9,912,263	4,177,785	3,094,709	2,261,152	-	-	-	23,619,425	898,731	-	24,518,156
County	484,093	-	-	-	-	2,218,541	-	-	2,702,634	42,830	563,408	3,308,872
Institutional	94,280	1,788,228	296,178	59,929	-	122,815	523,384	5,928,314	8,813,128	467,500	7,062,938	16,343,566
Total	\$4,751,889	\$11,700,491	\$4,473,963	\$3,154,638	\$2,261,152	\$2,341,356	\$523,384	\$5,928,314	\$35,135,187	\$1,409,061	\$7,626,346	\$44,170,594
College of the Albemarle												
State	3,876,097	8,532,174	1,390,224	2,081,442	2,115,528	-	-	-	17,995,465	679,570	1,500,000	20,175,035
County	377,912	-	-	-	-	2,793,017	-	-	3,170,929	-	1,736,539	4,907,468
Institutional	545,400	450,000	165,000	-	167,500	-	-	2,489,871	3,817,771	804,688	-	4,622,459
Total	\$4,799,409	\$8,982,174	\$1,555,224	\$2,081,442	\$2,283,028	\$2,793,017	\$0	\$2,489,871	\$24,984,165	\$1,484,258	\$3,236,539	\$29,704,962

## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Attachment FC 09

## College Budget Summary

Fiscal Year 2023-24

	CURRENT OPERATING									PLANT FUND		CURRENT & CAPITAL TOTAL
	1XX	2XX	3XX	4XX	5XX	6XX	7XX	8XX		9XX		
	Institutional	Curriculum	Continuing	Academic	Student	Plant Op &	Proprietary/	Student Aid	Subtotal	Capital	CI Projects	
College	Support	Instruction	Education	Support	Support	Maint.	Other			(ex. CI)		
Coastal Carolina Community College												
State	4,117,406	14,266,319	3,370,033	3,177,398	2,800,903	-	-	-	27,732,059	981,095	-	28,713,154
County	472,512	-	-	-	-	3,827,488	-	-	4,300,000	372,500	1,248,100	5,920,600
Institutional	271,315	74,911	680,474	-	139,119	-	2,246,682	10,047,229	13,459,731	-	-	13,459,731
Total	\$4,861,233	\$14,341,230	\$4,050,507	\$3,177,398	\$2,940,022	\$3,827,488	\$2,246,682	\$10,047,229	\$45,491,790	\$1,353,595	\$1,248,100	\$48,093,485
Craven Community College												
State	5,906,215	8,231,049	2,807,258	3,522,576	2,273,472	-	-	-	22,740,570	750,977	2,660	23,494,207
County	867,207	-	-	-	-	3,675,972	-	-	4,543,179	5,450	500,000	5,048,629
Institutional	539,592	2,045,645	932,079	49,083	161,337	-	1,580,245	5,115,752	10,423,733	-	3,001,918	13,425,651
Total	\$7,313,014	\$10,276,694	\$3,739,337	\$3,571,659	\$2,434,809	\$3,675,972	\$1,580,245	\$5,115,752	\$37,707,482	\$756,427	\$3,504,578	\$41,968,487
Davidson-Davie Community College												
State	6,329,684	12,477,657	3,116,657	2,670,880	3,744,402	-	-	-	28,339,280	1,032,210	511,601	29,883,091
County	-	-	-	-	-	4,383,000	-	-	4,383,000	-	2,189,000	6,572,000
Institutional	1,907,918	404,446	190,203	-	1,687,785	-	913,000	10,480,017	15,583,369	-	-	15,583,369
Total	\$8,237,602	\$12,882,103	\$3,306,860	\$2,670,880	\$5,432,187	\$4,383,000	\$913,000	\$10,480,017	\$48,305,649	\$1,032,210	\$2,700,601	\$52,038,460
Durham Technical Community College												
State	6,374,347	13,574,593	3,810,442	5,437,416	3,823,433	-	-	-	33,020,231	1,145,632	-	34,165,863
County	5,511,454	-	206,901	-	291,318	6,935,238	-	-	12,944,911	617,500	6,633,480	20,195,891
Institutional	1,814,437	934,417	891,977	-	189,203	-	1,251,565	11,725,927	16,807,526	-	-	16,807,526
Total	\$13,700,238	\$14,509,010	\$4,909,320	\$5,437,416	\$4,303,954	\$6,935,238	\$1,251,565	\$11,725,927	\$62,772,668	\$1,763,132	\$6,633,480	\$71,169,280
Edgecombe Community College												
State	3,455,972	6,260,768	1,585,251	2,023,845	1,225,839	-	-	-	14,551,675	513,628	652,564	15,717,867
County	110,879	-	-	-	-	1,913,270	-	-	2,024,149	8,100	751,645	2,783,894
Institutional	150,390	297,734	55,431	-	35,823	-	517,196	4,301,623	5,358,197	-	-	5,358,197
Total	\$3,717,241	\$6,558,502	\$1,640,682	\$2,023,845	\$1,261,662	\$1,913,270	\$517,196	\$4,301,623	\$21,934,021	\$521,728	\$1,404,209	\$23,859,958
Fayetteville Technical Community College												
State	13,949,366	39,068,068	15,365,448	8,127,155	6,938,996	-	-	-	83,449,033	3,013,969	10,712	86,473,714
County	1,845,093	274,037	-	274,977	-	14,598,168	-	-	16,992,275	-	3,314,969	20,307,244
Institutional	1,210,756	13,670,899	304,369	-	63	-	8,204,116	39,133,626	62,523,829	-	53,269,899	115,793,728
Total	\$17,005,215	\$53,013,004	\$15,669,817	\$8,402,132	\$6,939,059	\$14,598,168	\$8,204,116	\$39,133,626	\$162,965,137	\$3,013,969	\$56,595,580	\$222,574,686
Forsyth Technical Community College												
State	10,148,224	26,517,797	3,948,382	6,869,454	5,861,947	300,000	-	-	53,645,804	1,741,465	42,000	55,429,269
County	3,603,553	-	-	-	-	7,752,457	-	-	11,356,010	455,000	15,808,000	27,619,010
Institutional	-	3,367,020	896,095	-	-	-	2,478,000	34,595,938	41,337,053	-	6,595,500	47,932,553
Total	\$13,751,777	\$29,884,817	\$4,844,477	\$6,869,454	\$5,861,947	\$8,052,457	\$2,478,000	\$34,595,938	\$106,338,867	\$2,196,465	\$22,445,500	\$130,980,832

## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Attachment FC 09

## College Budget Summary

Fiscal Year 2023-24

	CURRENT OPERATING									PLANT FUND		CURRENT & CAPITAL TOTAL
	1XX	2XX	3XX	4XX	5XX	6XX	7XX	8XX		9XX		
	Institutional	Curriculum	Continuing	Academic	Student	Plant Op &	Proprietary/	Student Aid	Subtotal	Capital	CI Projects	
College	Support	Instruction	Education	Support	Support	Maint.	Other			(ex. CI)		
Gaston College												
State	6,712,597	16,372,703	1,999,473	5,331,977	4,241,017	-	-	-	34,657,767	1,215,703	5,312,760	41,186,230
County	580,584	-	-	-	-	5,377,930	289,047	-	6,247,561	-	1,604,219	7,851,780
Institutional	449,278	2,511,583	1,070,291	477,517	853,624	35,735	5,773,095	9,063,181	20,234,304	603,808	2,500,000	23,338,112
Total	\$7,742,459	\$18,884,286	\$3,069,764	\$5,809,494	\$5,094,641	\$5,413,665	\$6,062,142	\$9,063,181	\$61,139,632	\$1,819,511	\$9,416,979	\$72,376,122
Guilford Technical Community College												
State	13,491,866	32,518,469	7,144,197	8,315,558	7,176,381	-	-	-	68,646,471	11,137,149	4,727,529	84,511,149
County	2,273,329	290,828	-	-	-	15,915,343	-	-	18,479,500	128,000	2,358,184	20,965,684
Institutional	2,838,608	1,670,052	666,758	352,182	293,673	-	6,940,184	41,136,680	53,898,137	2,355,000	2,599,207	58,852,344
Total	\$18,603,803	\$34,479,349	\$7,810,955	\$8,667,740	\$7,470,054	\$15,915,343	\$6,940,184	\$41,136,680	\$141,024,108	\$13,620,149	\$9,684,920	\$164,329,177
Halifax Community College												
State	3,498,718	3,252,145	497,779	987,204	842,098	-	-	-	9,077,944	341,734	-	9,419,678
County	179,815	-	-	-	-	1,439,353	-	-	1,619,168	872,910	-	2,492,078
Institutional	50,434	510,649	32,660	2,649	1,837,587	-	445,098	1,700,488	4,579,565	-	8,892,058	13,471,623
Total	\$3,728,967	\$3,762,794	\$530,439	\$989,853	\$2,679,685	\$1,439,353	\$445,098	\$1,700,488	\$15,276,677	\$1,214,644	\$8,892,058	\$25,383,379
Haywood Community College												
State	2,684,339	5,024,601	1,165,403	598,392	978,997	-	-	-	10,451,732	380,316	-	10,832,048
County	991,962	-	-	-	-	2,320,475	-	-	3,312,437	750,000	293,132	4,355,569
Institutional	224,900	828,411	653,797	-	-	-	1,160,000	2,483,672	5,350,780	-	58,098	5,408,878
Total	\$3,901,201	\$5,853,012	\$1,819,200	\$598,392	\$978,997	\$2,320,475	\$1,160,000	\$2,483,672	\$19,114,949	\$1,130,316	\$351,230	\$20,596,495
Isothermal Community College												
State	3,397,165	6,473,393	1,120,986	2,278,392	1,546,250	-	-	-	14,816,186	550,426	1,320,000	16,686,612
County	384,922	-	-	25,766	26,394	2,727,348	-	-	3,164,430	8,500	120,000	3,292,930
Institutional	2,079,500	395,000	75,000	-	16,000	-	2,606,000	4,862,910	10,034,410	-	1,250,000	11,284,410
Total	\$5,861,587	\$6,868,393	\$1,195,986	\$2,304,158	\$1,588,644	\$2,727,348	\$2,606,000	\$4,862,910	\$28,015,026	\$558,926	\$2,690,000	\$31,263,952
James Sprunt Community College												
State	3,722,466	4,695,762	2,745,117	1,244,496	1,190,438	-	-	-	13,598,279	768,548	-	14,366,827
County	297,290	-	-	-	-	2,561,203	-	-	2,858,493	90,000	1,120,212	4,068,705
Institutional	293,141	97,301	984,984	1,000	255,000	-	229,250	4,104,410	5,965,086	-	3,124,494	9,089,580
Total	\$4,312,897	\$4,793,063	\$3,730,101	\$1,245,496	\$1,445,438	\$2,561,203	\$229,250	\$4,104,410	\$22,421,858	\$858,548	\$4,244,706	\$27,525,112
Johnston Community College												
State	7,466,582	12,898,956	2,793,178	2,223,220	3,173,726	-	-	-	28,555,662	3,956,733	1,277,948	33,790,343
County	1,962,740	-	-	-	-	4,469,650	-	480,000	6,912,390	350,000	2,200,000	9,462,390
Institutional	278,996	342,130	428,602	769,710	73,811	-	1,157,274	3,825,629	6,876,152	-	-	6,876,152
Total	\$9,708,318	\$13,241,086	\$3,221,780	\$2,992,930	\$3,247,537	\$4,469,650	\$1,157,274	\$4,305,629	\$42,344,204	\$4,306,733	\$3,477,948	\$50,128,885

## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Attachment FC 09

## College Budget Summary

Fiscal Year 2023-24

	CURRENT OPERATING									PLANT FUND		CURRENT & CAPITAL TOTAL
	1XX	2XX	3XX	4XX	5XX	6XX	7XX	8XX		9XX		
	Institutional	Curriculum	Continuing	Academic	Student	Plant Op &	Proprietary/			Capital		
College	Support	Instruction	Education	Support	Support	Maint.	Other	Student Aid	Subtotal	(ex. CI)	CI Projects	
Lenoir Community College												
State	5,692,534	8,062,965	6,386,161	2,888,999	1,719,641	-	-	-	24,750,300	965,026	5,000,000	30,715,326
County	309,634	-	-	-	-	2,572,892	-	-	2,882,526	98,120	470,136	3,450,782
Institutional	354,477	1,239,235	871,225	1,815	554,948	-	599,548	4,262,014	7,883,262	-	26,037,018	33,920,280
Total	\$6,356,645	\$9,302,200	\$7,257,386	\$2,890,814	\$2,274,589	\$2,572,892	\$599,548	\$4,262,014	\$35,516,088	\$1,063,146	\$31,507,154	\$68,086,388
Martin Community College												
State	2,061,974	3,160,820	1,114,308	813,653	690,189	-	-	-	7,840,944	205,771	301,924	8,348,639
County	174,591	-	-	-	-	902,531	-	-	1,077,122	60,000	-	1,137,122
Institutional	24,217	66,769	13,115	575	103,768	105,185	299,375	1,200,836	1,813,840	200,000	-	2,013,840
Total	\$2,260,782	\$3,227,589	\$1,127,423	\$814,228	\$793,957	\$1,007,716	\$299,375	\$1,200,836	\$10,731,906	\$465,771	\$301,924	\$11,499,601
Mayland Community College												
State	3,007,017	2,708,482	1,553,473	1,084,376	958,432	-	-	-	9,311,780	339,625	-	9,651,405
County	256,092	-	-	-	-	965,892	-	-	1,221,984	33,345	-	1,255,329
Institutional	-	-	-	-	-	-	-	-	-	-	-	-
Total	\$3,263,109	\$2,708,482	\$1,553,473	\$1,084,376	\$958,432	\$965,892	\$0	\$0	\$10,533,764	\$372,970	\$0	\$10,906,734
McDowell Technical Community College												
State	2,528,647	4,927,144	1,488,182	696,588	921,330	-	-	-	10,561,891	394,345	-	10,956,236
County	429,200	-	-	-	-	775,300	-	-	1,204,500	-	152,450	1,356,950
Institutional	20,000	5,000	-	-	-	-	70,000	1,420,000	1,515,000	-	-	1,515,000
Total	\$2,977,847	\$4,932,144	\$1,488,182	\$696,588	\$921,330	\$775,300	\$70,000	\$1,420,000	\$13,281,391	\$394,345	\$152,450	\$13,828,186
Mitchell Community College												
State	4,944,661	9,704,488	2,247,084	2,653,934	1,716,518	-	-	-	21,266,685	696,851	-	21,963,536
County	973,221	-	-	-	-	3,872,687	-	-	4,845,908	199,106	3,191,220	8,236,234
Institutional	930,000	500,000	285,000	18,000	85,000	-	1,020,000	3,950,000	6,788,000	-	-	6,788,000
Total	\$6,847,882	\$10,204,488	\$2,532,084	\$2,671,934	\$1,801,518	\$3,872,687	\$1,020,000	\$3,950,000	\$32,900,593	\$895,957	\$3,191,220	\$36,987,770
Montgomery Community College												
State	2,189,802	4,105,592	1,049,535	683,948	886,024	-	-	-	8,914,901	374,940	1,093,713	10,383,554
County	67,136	-	-	-	-	891,364	-	-	958,500	-	-	958,500
Institutional	34,709	94,090	76,412	-	-	-	53,632	1,360,733	1,619,576	-	-	1,619,576
Total	\$2,291,647	\$4,199,682	\$1,125,947	\$683,948	\$886,024	\$891,364	\$53,632	\$1,360,733	\$11,492,977	\$374,940	\$1,093,713	\$12,961,630
Nash Community College												
State	3,783,294	9,496,105	2,099,585	1,689,755	2,090,997	-	-	-	19,159,736	664,266	3,559,964	23,383,966
County	211,275	-	-	-	-	2,481,067	-	-	2,692,342	18,500	250,000	2,960,842
Institutional	322,360	571,551	969,442	1,000	83,351	-	3,245,500	5,723,501	10,916,705	-	550,000	11,466,705
Total	\$4,316,929	\$10,067,656	\$3,069,027	\$1,690,755	\$2,174,348	\$2,481,067	\$3,245,500	\$5,723,501	\$32,768,783	\$682,766	\$4,359,964	\$37,811,513

## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Attachment FC 09

## College Budget Summary

Fiscal Year 2023-24

	CURRENT OPERATING									PLANT FUND		CURRENT & CAPITAL TOTAL
	1XX	2XX	3XX	4XX	5XX	6XX	7XX	8XX		9XX		
	Institutional	Curriculum	Continuing	Academic	Student	Plant Op &	Proprietary/	Student Aid	Subtotal	Capital	CI Projects	
College	Support	Instruction	Education	Support	Support	Maint.	Other			(ex. CI)		
Pamlico Community College												
State	2,460,000	1,656,920	937,641	754,807	459,801	-	-	-	6,269,169	25,000	500,000	6,794,169
County	182,437	-	-	-	-	639,809	-	-	822,246	-	-	822,246
Institutional	-	-	-	-	-	-	-	-	-	-	-	-
Total	\$2,642,437	\$1,656,920	\$937,641	\$754,807	\$459,801	\$639,809	\$0	\$0	\$7,091,415	\$25,000	\$500,000	\$7,616,415
Piedmont Community College												
State	3,013,135	5,293,669	1,444,372	1,544,175	735,272	-	-	-	12,030,623	436,019	3,892,720	16,359,362
County	226,757	-	-	-	-	1,598,855	-	-	1,825,612	70,000	1,344,000	3,239,612
Institutional	148,633	1,007,157	218,070	3,765	38,076	-	778,566	2,114,331	4,308,598	-	573,692	4,882,290
Total	\$3,388,525	\$6,300,826	\$1,662,442	\$1,547,940	\$773,348	\$1,598,855	\$778,566	\$2,114,331	\$18,164,833	\$506,019	\$5,810,412	\$24,481,264
Pitt Community College												
State	7,278,413	22,805,107	3,190,767	7,900,980	5,035,698	-	-	-	46,210,965	1,702,592	2,200,000	50,113,557
County	580,300	-	-	-	-	6,201,242	-	-	6,781,542	100,000	2,200,000	9,081,542
Institutional	36,524	1,006,720	1,387,395	128,537	916,653	-	4,594,494	22,133,188	30,203,511	-	-	30,203,511
Total	\$7,895,237	\$23,811,827	\$4,578,162	\$8,029,517	\$5,952,351	\$6,201,242	\$4,594,494	\$22,133,188	\$83,196,018	\$1,802,592	\$4,400,000	\$89,398,610
Randolph Community College												
State	5,053,174	8,701,336	2,544,296	1,695,266	1,508,891	-	-	-	19,502,963	691,831	-	20,194,794
County	549,234	-	-	-	-	2,420,766	-	-	2,970,000	-	402,400	3,372,400
Institutional	-	-	-	-	-	-	645,000	5,053,800	5,698,800	-	-	5,698,800
Total	\$5,602,408	\$8,701,336	\$2,544,296	\$1,695,266	\$1,508,891	\$2,420,766	\$645,000	\$5,053,800	\$28,171,763	\$691,831	\$402,400	\$29,265,994
Richmond Community College												
State	3,796,422	8,493,899	3,564,286	2,113,859	1,628,989	-	-	-	19,597,455	638,634	-	20,236,089
County	267,405	-	-	-	-	2,788,656	-	-	3,056,061	38,000	-	3,094,061
Institutional	60,000	-	225,000	-	-	-	605,250	4,750,000	5,640,250	-	1,200,000	6,840,250
Total	\$4,123,827	\$8,493,899	\$3,789,286	\$2,113,859	\$1,628,989	\$2,788,656	\$605,250	\$4,750,000	\$28,293,766	\$676,634	\$1,200,000	\$30,170,400
Roanoke-Chowan Community College												
State	2,353,093	1,744,029	894,364	835,097	690,478	-	-	-	6,517,061	251,383	-	6,768,444
County	199,906	-	-	-	-	965,129	-	-	1,165,035	84,000	-	1,249,035
Institutional	-	-	66,300	-	-	-	332,296	1,590,445	1,989,041	-	-	1,989,041
Total	\$2,552,999	\$1,744,029	\$960,664	\$835,097	\$690,478	\$965,129	\$332,296	\$1,590,445	\$9,671,137	\$335,383	\$0	\$10,006,520
Robeson Community College												
State	5,721,321	8,132,940	4,642,412	1,574,522	2,265,346	-	-	-	22,336,541	902,297	1,072,329	24,311,167
County	598,980	-	-	-	-	3,319,212	-	-	3,918,192	1,761,006	-	5,679,198
Institutional	213,000	694,875	101,000	1,000	99,500	-	140,000	7,000,000	8,249,375	-	2,393,388	10,642,763
Total	\$6,533,301	\$8,827,815	\$4,743,412	\$1,575,522	\$2,364,846	\$3,319,212	\$140,000	\$7,000,000	\$34,504,108	\$2,663,303	\$3,465,717	\$40,633,128

## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Attachment FC 09

## College Budget Summary

Fiscal Year 2023-24

	CURRENT OPERATING									PLANT FUND		CURRENT & CAPITAL TOTAL
	1XX	2XX	3XX	4XX	5XX	6XX	7XX	8XX		9XX		
	Institutional	Curriculum	Continuing	Academic	Student	Plant Op &	Proprietary/			Capital		
College	Support	Instruction	Education	Support	Support	Maint.	Other	Student Aid	Subtotal	(ex. CI)	CI Projects	
Rockingham Community College												
State	3,614,937	5,318,817	1,385,327	1,259,270	1,275,416	-	-	-	12,853,767	451,279	3,476,540	16,781,586
County	482,549	-	-	-	34,139	1,858,591	-	-	2,375,279	-	4,689,148	7,064,427
Institutional	1,138,715	1,207,767	118,220	1,400	346,372	-	919,111	2,529,516	6,261,101	-	200,000	6,461,101
Total	\$5,236,201	\$6,526,584	\$1,503,547	\$1,260,670	\$1,655,927	\$1,858,591	\$919,111	\$2,529,516	\$21,490,147	\$451,279	\$8,365,688	\$30,307,114
Rowan-Cabarrus Community College												
State	7,346,893	19,971,846	10,465,818	6,038,499	3,880,556	-	-	-	47,703,612	1,399,658	1,300,000	50,403,270
County	648,656	-	-	-	-	7,246,377	-	-	7,895,033	-	54,494,530	62,389,563
Institutional	164,000	974,190	513,500	-	158,423	-	949,200	9,365,000	12,124,313	32,312	126,000	12,282,625
Total	\$8,159,549	\$20,946,036	\$10,979,318	\$6,038,499	\$4,038,979	\$7,246,377	\$949,200	\$9,365,000	\$67,722,958	\$1,431,970	\$55,920,530	\$125,075,458
Sampson Community College												
State	4,061,180	6,929,283	2,792,215	865,077	995,975	-	-	-	15,643,730	544,114	-	16,187,844
County	125,487	-	-	-	-	1,603,161	-	-	1,728,648	609,872	-	2,338,520
Institutional	65,000	56,295	20,759	-	500	-	748,481	3,623,143	4,514,178	-	-	4,514,178
Total	\$4,251,667	\$6,985,578	\$2,812,974	\$865,077	\$996,475	\$1,603,161	\$748,481	\$3,623,143	\$21,886,556	\$1,153,986	\$0	\$23,040,542
Sandhills Community College												
State	5,356,448	13,060,432	2,900,150	3,061,238	2,586,107	-	-	-	26,964,375	164,714	2,550,000	29,679,089
County	601,422	-	-	-	-	4,745,057	-	-	5,346,479	395,777	1,580,000	7,322,256
Institutional	400,000	500,000	500,000	250,000	200,000	50,000	-	6,000,000	7,900,000	150,000	150,000	8,200,000
Total	\$6,357,870	\$13,560,432	\$3,400,150	\$3,311,238	\$2,786,107	\$4,795,057	\$0	\$6,000,000	\$40,210,854	\$710,491	\$4,280,000	\$45,201,345
South Piedmont Community College												
State	6,374,159	8,347,965	2,656,360	4,326,267	1,923,874	-	-	-	23,628,625	81,803	-	23,710,428
County	400,000	56,408	-	-	-	3,791,733	-	-	4,248,141	-	916,853	5,164,994
Institutional	389,403	299,010	221,319	42,761	37,628	37,208	171,348	4,186,812	5,385,489	-	301,000	5,686,489
Total	\$7,163,562	\$8,703,383	\$2,877,679	\$4,369,028	\$1,961,502	\$3,828,941	\$171,348	\$4,186,812	\$33,262,255	\$81,803	\$1,217,853	\$34,561,911
Southeastern Community College												
State	3,528,982	3,966,725	3,244,771	1,740,704	1,486,216	-	-	-	13,967,398	540,305	-	14,507,703
County	295,885	-	-	-	-	1,529,720	-	-	1,825,605	609,805	-	2,435,410
Institutional	255,000	153,600	633,000	2,400	902,000	-	1,726,000	3,944,000	7,616,000	-	-	7,616,000
Total	\$4,079,867	\$4,120,325	\$3,877,771	\$1,743,104	\$2,388,216	\$1,529,720	\$1,726,000	\$3,944,000	\$23,409,003	\$1,150,110	\$0	\$24,559,113
Southwestern Community College												
State	3,418,745	7,305,289	3,092,964	2,345,654	1,291,707	-	-	-	17,454,359	687,697	-	18,142,056
County	170,503	-	-	125,890	-	2,842,023	-	-	3,138,416	50,000	301,850	3,490,266
Institutional	1,201,550	22,700	235,600	-	-	-	369,850	4,351,700	6,181,400	-	-	6,181,400
Total	\$4,790,798	\$7,327,989	\$3,328,564	\$2,471,544	\$1,291,707	\$2,842,023	\$369,850	\$4,351,700	\$26,774,175	\$737,697	\$301,850	\$27,813,722

## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Attachment FC 09

## College Budget Summary

Fiscal Year 2023-24

	CURRENT OPERATING									PLANT FUND		CURRENT & CAPITAL TOTAL
	1XX Institutional Support	2XX Curriculum Instruction	3XX Continuing Education	4XX Academic Support	5XX Student Support	6XX Plant Op & Maint.	7XX Proprietary/ Other	8XX Student Aid	Subtotal	9XX Capital (ex. CI)	CI Projects	
Stanly Community College												
State	4,535,048	7,040,492	2,803,971	4,072,440	1,209,748	-	-	-	19,661,699	-	-	19,661,699
County	432,418	-	-	-	-	1,328,876	-	-	1,761,294	118,249	-	1,879,543
Institutional	-	91,000	-	126,500	-	-	241,675	3,420,198	3,879,373	-	-	3,879,373
Total	\$4,967,466	\$7,131,492	\$2,803,971	\$4,198,940	\$1,209,748	\$1,328,876	\$241,675	\$3,420,198	\$25,302,366	\$118,249	\$0	\$25,420,615
Surry Community College												
State	4,143,632	11,506,150	3,645,633	2,147,084	1,793,358	-	-	-	23,235,857	-	-	23,235,857
County	546,228	-	-	72,585	-	2,683,187	-	-	3,302,000	80,000	-	3,382,000
Institutional	-	350,000	-	-	350,000	-	340,000	3,491,444	4,531,444	-	-	4,531,444
Total	\$4,689,860	\$11,856,150	\$3,645,633	\$2,219,669	\$2,143,358	\$2,683,187	\$340,000	\$3,491,444	\$31,069,301	\$80,000	\$0	\$31,149,301
Tri-County Community College												
State	2,624,828	3,522,312	1,673,824	860,764	579,611	-	-	-	9,261,339	327,848	-	9,589,187
County	-	-	-	-	-	1,293,052	-	-	1,293,052	-	-	1,293,052
Institutional	487,613	1,132,343	327,438	66,745	-	-	102,020	2,095,735	4,211,894	950,840	3,400,000	8,562,734
Total	\$3,112,441	\$4,654,655	\$2,001,262	\$927,509	\$579,611	\$1,293,052	\$102,020	\$2,095,735	\$14,766,285	\$1,278,688	\$3,400,000	\$19,444,973
Vance-Granville Community College												
State	5,021,686	9,072,260	2,050,399	1,781,584	2,510,831	-	-	-	20,436,760	700,631	5,240,889	26,378,280
County	494,418	-	-	-	-	2,565,660	-	-	3,060,078	-	1,865,881	4,925,959
Institutional	330,383	1,952,410	188,116	300	125,213	-	1,412,764	4,523,321	8,532,507	-	-	8,532,507
Total	\$5,846,487	\$11,024,670	\$2,238,515	\$1,781,884	\$2,636,044	\$2,565,660	\$1,412,764	\$4,523,321	\$32,029,345	\$700,631	\$7,106,770	\$39,836,746
Wake Technical Community College												
State	18,322,457	69,788,995	10,426,028	29,511,864	15,954,950	-	-	-	144,004,294	1,976,838	20,396,237	166,377,369
County	7,562,808	-	-	4,245,470	-	21,010,535	-	-	32,818,813	40,000	-	32,858,813
Institutional	6,739,711	4,003,486	3,455,682	169,786	1,262,123	-	10,177,400	56,916,110	82,724,298	-	-	82,724,298
Total	\$32,624,976	\$73,792,481	\$13,881,710	\$33,927,120	\$17,217,073	\$21,010,535	\$10,177,400	\$56,916,110	\$259,547,405	\$2,016,838	\$20,396,237	\$281,960,481
Wayne Community College												
State	5,024,726	10,813,987	2,331,113	2,147,386	2,208,428	-	-	-	22,525,640	914,380	5,867,078	29,307,098
County	647,260	-	-	243,845	-	4,110,212	-	-	5,001,317	115,562	6,133,066	11,249,945
Institutional	191,834	641,902	640,040	600	451,500	-	352,655	6,036,525	8,315,056	-	2,816,585	11,131,641
Total	\$5,863,820	\$11,455,889	\$2,971,153	\$2,391,831	\$2,659,928	\$4,110,212	\$352,655	\$6,036,525	\$35,842,013	\$1,029,942	\$14,816,729	\$51,688,684
Western Piedmont Community College												
State	3,178,161	7,054,269	1,377,616	1,508,755	890,152	-	-	-	14,008,953	568,278	849,926	15,427,157
County	259,864	-	-	-	-	2,645,840	-	-	2,905,704	-	425,000	3,330,704
Institutional	170,679	433,450	63,000	500	1,204,155	-	1,001,820	3,271,624	6,145,228	-	175,000	6,320,228
Total	\$3,608,704	\$7,487,719	\$1,440,616	\$1,509,255	\$2,094,307	\$2,645,840	\$1,001,820	\$3,271,624	\$23,059,885	\$568,278	\$1,449,926	\$25,078,089

## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Attachment FC 09

## College Budget Summary

Fiscal Year 2023-24

	CURRENT OPERATING									PLANT FUND		
	1XX	2XX	3XX	4XX	5XX	6XX	7XX	8XX		9XX		
	Institutional	Curriculum	Continuing	Academic	Student	Plant Op &	Proprietary/			Capital		
College	Support	Instruction	Education	Support	Support	Maint.	Other	Student Aid	Subtotal	(ex. CI)	CI Projects	
Wilkes Community College												
State	3,322,377	9,320,255	2,850,436	2,572,787	1,651,742	-	-	-	19,717,597	896,459	1,075,000	21,689,056
County	1,502,585	19,923	-	-	-	3,351,255	-	-	4,873,763	5,000	235,000	5,113,763
Institutional	380,000	140,000	100,000	485,446	530,000	-	2,530,000	3,814,163	7,979,609	-	-	7,979,609
Total	\$5,204,962	\$9,480,178	\$2,950,436	\$3,058,233	\$2,181,742	\$3,351,255	\$2,530,000	\$3,814,163	\$32,570,969	\$901,459	\$1,310,000	\$34,782,428
Wilson Community College												
State	2,779,401	6,655,818	1,580,698	977,674	1,006,340	-	-	-	12,999,931	455,264	547,125	14,002,320
County	652,929	-	-	-	-	2,650,030	-	-	3,302,959	-	2,169,481	5,472,440
Institutional	130,000	100,000	60,000	50,000	100,000	120,000	916,670	4,381,515	5,858,185	100,000	-	5,958,185
Total	\$3,562,330	\$6,755,818	\$1,640,698	\$1,027,674	\$1,106,340	\$2,770,030	\$916,670	\$4,381,515	\$22,161,075	\$555,264	\$2,716,606	\$25,432,945
Systemwide Total for FY 2023-24												
State	331,663,301	704,883,385	189,291,850	194,705,945	155,161,425	300,000	-	-	1,576,005,906	61,554,959	95,369,613	1,732,930,478
County	59,825,787	2,404,370	490,273	6,788,201	3,931,402	255,968,247	2,477,974	1,574,319	333,460,573	11,270,757	197,020,187	541,751,517
Institutional	36,353,995	66,999,150	37,546,522	4,280,332	25,540,531	632,041	105,848,484	474,326,896	751,527,952	6,359,942	144,524,221	902,412,114
Total	\$427,843,083	\$774,286,905	\$227,328,645	\$205,774,478	\$184,633,358	\$256,900,288	\$108,326,458	\$475,901,215	\$2,660,994,431	\$79,185,658	\$436,914,020	\$3,177,094,109

Systemwide	Current Operating			Capital Outlay (Ex. CI Projects)			CI Projects			TOTAL		
	FY 2022-23	FY 2023-24	% Inc./Dec.	FY 2022-23	FY 2023-24	% Inc./Dec.	FY 2022-23	FY 2023-24	% Inc./Dec.	FY 2022-23	FY 2023-24	% Inc./Dec.
State	1,485,624,869	1,576,005,906	6.08%	50,762,342	61,554,959	21.26%	77,869,459	95,369,613	22.47%	1,614,256,670	1,732,930,478	7.35%
County	316,011,541	333,460,573	5.52%	10,143,178	11,270,757	11.12%	289,106,968	197,020,187	-31.85%	615,261,688	541,751,517	-11.95%
Institutional	824,158,820	751,527,952	-8.81%	5,094,983	6,359,942	24.83%	140,312,592	144,524,221	3.00%	969,566,396	902,412,114	-6.93%
TOTAL	2,625,795,230	2,660,994,431	1.34%	66,000,503	79,185,658	19.98%	507,289,020	436,914,020	-13.87%	3,199,084,753	3,177,094,109	-0.69%



**AGENDA**  
**State Board of Community Colleges**  
**STATE BOARD POLICY AND GOVERNANCE COMMITTEE**  
**Caswell Building, Dr. W. Dallas Herring State Board Room**  
**Thursday, April 18, 2024 – 2:30 p.m. – 3:25 p.m.**  
**Hon. Chaz Beasley, Chair**

**Call to Order**

**Roll Call**

**Ethics Awareness and Conflict of Interest**

**Approval of Agenda**

**Approval of Minutes** – February 15, 2024

**For Future Action:**

- Review of State Board of Community Colleges Handbook (Attachment SBPG 01)
- Proposed Amendment of 1C SBCCC 300.5 – Presidential Selection Process (Re-election) (Attachment SBPG 02)
- Proposed Amendment of 2A SBCCC 400.2—Admission Requirements (Attachment SBPG 03)
- Proposed Amendment of 2A SBCCC 400.11—Student Records (Attachment SBPG 04)
- Proposed Amendment of 2A SBCCC 400.12—Student Refunds (Attachment SBPG 05)
- Proposed Amendment of 1G SBCCC 400.2—Definitions (Attachment SBPG 06)

**For Information**

- State Board Self-Evaluation Process (For Discussion Only)

**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@ncccommunitycolleges.edu](mailto:stateboard@ncccommunitycolleges.edu)

**MINUTES**  
**State Board of Community Colleges**  
**STATE BOARD POLICY GOVERNANCE COMMITTEE**  
**Thursday, February 15, 2024**

**STATE BOARD POLICY GOVERNANCE COMMITTEE MEMBERS PRESENT**

Hon. Chaz Beasley, Chair	Mr. John Kane*	Ms. Sarah West
Ms. Lisa Estep, Vice Chair	Mr. Hari Nath	
Dr. Shirley Carraway	Hon. David Price	

\* Attended via Zoom

**Members Absent**

Mr. Mark Merritt	Ms. Julie Ryan
Mr. Anthony Pile	Mrs. Ann Whitford

**OTHER BOARD MEMBERS PRESENT**

Mr. Geoffrey Lang	Hon Ray Russell
Mr. Tom Looney	Hon Terry VanDuyn

**OTHERS IN ATTENDANCE**

Ms. Tawanda Foster Artis	Ms. Sondra Jarvis	Ms. Jennifer Holloway
President Jeff Cox	Ms. Poonam Aneja	Ms. Petrina Herring
Dr. Kimberly Gold	Ms. Delany Davis	

**CALL TO ORDER**

Chair Beasley called the meeting to order at 2:46 P.M.

**ROLL CALL**

**ETHICS STATEMENT**

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

**APPROVAL OF THE AGENDA AND MINUTES**

Chair Beasley requested a motion to approve the agenda. Mr. Looney offered a motion, seconded by Mr. Nath, and approved by voice vote. Chair Beasley requested a motion to approve the minutes from the January 18, 2024 meeting. Mr. Nath made the motion to approve, seconded by Dr. Carraway, and approved by voice vote.

**MINUTES**  
**State Board of Community Colleges**  
**STATE BOARD POLICY GOVERNANCE COMMITTEE**  
**Thursday, February 15, 2024**

**FOR ACTION**

Proposed Amendment of 1C SBCCC 300.1 – Presidential Selection Process (Delegate Authority to Personnel Committee) (Attachment SBPG 01)

Discussion on Delegating Authority to Personnel Committee for the Presidential Selection Process to expedite the process of college presidential candidate vacancies. Chair Beasley called for a motion to approve. Hon. Price made the motion, seconded by Ms. Estep. The motion was unanimously approved by voice vote.

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

After discussion, Chair Beasley called for a motion to approve the charter as written. Mr. Nath made the motion to approve, seconded by Dr. Carraway. The motion was unanimously approved by voice vote.

Chair Beasley called for a motion to adjourn. Dr. Carraway made the motion to adjourn and seconded by Ms. West.

Meeting adjourned at 2:55 P.M.



**North Carolina  
State Board of Community Colleges**

Mr. Thomas Looney, Chair

**Member Handbook  
2024-2025**

Dr. Jeff Cox  
System President

Tawanda Foster Artis  
General Counsel

Sondra Jarvis  
Director of State Board Relations

April 2024

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## Foreword by the System President



The State Board of Community Colleges oversees the North Carolina Community College System, guiding 58 institutions through its statutory authority. The system embraces an "Open Door" philosophy, championed by Dallas Herring, aiming to support students in diverse programs. While Herring's vision remains crucial, it's complemented by constitutional and statutory authority, detailed in Chapter 115D of the North Carolina General Statutes.

This handbook, serving the 22 State Board members, aligns their roles with legislative, regional, governmental, and student interests. The system primarily focuses on adult education and collaborates with educational partners across the state's 100 counties. Board members play a vital role through active participation in meetings and committees, enhancing the system's effectiveness and service. Over seven decades, the Community College System has contributed significantly to North Carolina's growth, making board members integral to this ongoing legacy.

## An Overview of the System

The State Board of Community Colleges (SBCC) was established in 1979 and took over governance of community colleges and a technology center in 1981, previously under the State Board of Education. Governed by Chapter 115D of the General Statutes, it holds full authority over policies and standards. The Board comprises 22 members, including appointed and elected officials, and a non-voting student member.

Recent legislation (H.B. 259v6) amended the Board's structure, reducing it to 19 members effective July 2027, elected by the General Assembly. This is detailed in [Selection and Seating of Board Members](#) later in the handbook.

A Chair and a Vice Chair are elected at the first meeting held after July 1 in odd-numbered years and can serve two two-year terms. Mr. Thomas Looney of Cary was elected as Chairman of the State Board in 2023 and will serve until July 2025, with Dr. Grant Campbell of Concord serving as Vice Chair during this same period.



Effective July 1, 2023, H.B. 259v6 was approved amending the selection of the chair. When the State Board of Community Colleges elects a chair in accordance with G.S. 115D-2.2(h) in 2025, the chair shall be elected from the members elected by the Senate. When the State Board of Community Colleges elects a chair in accordance with G.S. 115D-2.2(h) in 2027, the chair shall be elected from the members elected by the House of Representatives.

The State Board of Community Colleges uses a committee structure to facilitate its work. The State Board Chair appoints members and chairs for each committee. Six standing committees are employed: the Accountability and Audit Committee, the Finance Committee, the Personnel Committee, the Policy and Governance Committee, the Programs and Student Success Committee, and the Strategic Planning Committee. Special, ad hoc committees, and sub-committees are appointed as needed.

State law requires the State Board to meet at least eight (8) times each year and meetings are held on the third Friday of each month in the Caswell Building, located at 200 W. Jones Street in Raleigh, NC. Usually, a fall meeting is held on community college campuses across the state.

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## Mission Statement

The mission of the North Carolina Community College System is to open the door to high-quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, develop a globally multi-culturally competent, workforce, and improve the lives and well-being of individuals by providing:

- Education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs.
- Support for economic development through services to and in partnership with business and industry and in collaboration with the University of North Carolina System and private colleges and universities.
- Services to communities and individuals which improve the quality of life.

This Mission Statement was adopted by the State Board in October 1993, and has been revised, reaffirmed, and readopted in subsequent years.

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## A Brief History of the NC Community College System

Dr. Allan Hurlburt's study in 1952 kickstarted the movement for a community college system, eventually leading to the adoption of the first Community College Act in 1957. Initially, there were five junior community colleges overseen by the Board of Governors of the University of North Carolina, while industrial education centers fell under the State Board of Education. Governor Terry Sanford's 1961 education program emphasized having accessible colleges for all citizens at an affordable cost. The Carlyle Commission recommended merging the two educational systems under the State Board of Education's supervision in 1962. This led to the enactment of the Community Colleges Act of 1963, unifying industrial education centers and new community colleges under the State Board of Education.

Over the years, the system expanded rapidly, with 58 institutions established by 1978. In 1979, recognizing the need for focused attention, the General Assembly established the independent North Carolina Community College System. The State Board of Community Colleges was pivotal, given the authority to govern the system by adopting and administering policies and regulations.

The State Board has had twelve (12) Board Chairs:

- Carl Horn (1981-1983)
- John A. Forlines (1983-1989)
- William F. Simpson (1989-1993)
- Dennis A. Wicker (1993-1999)
- Dr. G. Herman Porter (1999-2001)
- James J. Woody, Jr. (2001-2005)
- Hilda Pinnix-Ragland (2005- 2013)
- Dr. Linwood Powell (2013-2016)
- Scott Shook (2016-2019)
- Breeden Blackwell (2019-2021)
- Burr Sullivan (2021-2023)
- Thomas Looney (2023- Present)

The North Carolina Community College System has had eleven (11) presidents:

- I.E. Ready (1963-1970)
- Ben E. Fountain, Jr. (1971-1978)
- Larry Blake (1978-1983)
- Former Governor Robert W. Scott (1983-1995)
- Lloyd V. Hackley (1995-1997)
- H. Martin Lancaster (1997- 2008)
- R. Scott Ralls (2008-2015)
- James C. (Jimmie) Williamson (2016-2017)
- Peter Hans (2018-2020)
- Thomas A. Stith, III (2021-2022)
- Jeff A. Cox (2023- Present)





**Dr. W. Dallas Herring  
The “Godfather” of  
North Carolina’s  
Community College System**



No history of the System would be complete without recognition of the man who became its driving force in those very early days. Dr. W. Dallas Herring served as chairman of the State Board of Education from 1957 to 1977, and it was Herring who championed the Open-Door philosophy which forms the cornerstone of our existence. "The only valid philosophy for North Carolina is the philosophy of total education. That is why the doors to the institutions of North Carolina's system of community colleges must never be closed to anyone of suitable age who can learn what they teach. We must take people where they are and carry them as far as they can go within the assigned functions of the system." (W.D. Herring, 1964).

Herring's philosophy of the role of community colleges has been the guiding principle of the North Carolina Community College System for the past 40 years. It continues today as it began: an open door to opportunity for enhanced job skills, literacy services, and adult education in North Carolina.

## **System Philosophy**

More than four decades ago, Dr. Dallas Herring laid the cornerstone in what has become the third largest system of community colleges in the nation (only California and Texas are larger). Herring's philosophy was embraced by the General Assembly in the creation of the System, and his remarks continue to be the foundation upon which our System is built:

“The only valid philosophy for North Carolina is the philosophy of total education; a belief in the incomparable worth of all human beings, whose claims upon the state are equal before the law and equal before the bar of public opinion, whose talents (however great or however limited or however different from the traditional) the state needs and must develop to the fullest possible degree.

If they cannot read, then we will teach them to read and make them proud of their achievement. If they did not finish high school, but have a mind to do it, then we will offer them a high school education. If their talent is technical or vocational, then we will provide them with knowledge and skill they can sell in the marketplaces of our state. If their needs are in the great tradition of liberal education, then we will provide them instruction which will enable them to go on to the university or to senior college and on into life in numbers unheard of in North Carolina. If their needs are for cultural achievement, intellectual growth, or civic understanding, then we will make

available to them the wisdom of the ages and the enlightenment of our times and help them to maturity.” (W.D. Herring, 1964).

The symbol of the North Carolina Community College System is a series of open doors, an image first envisioned by the late Dr. I.E. Ready, the System’s first president, based on Herring’s philosophy:

Any person who is 18 years old or older, whether a high school graduate or not, can find in one of these institutions an educational opportunity fitted to his ability and his needs. This is what the open-door admission policy means. For any applicant who seriously wants and needs more education, the door of the institution is open. Many doors within the institution opening into different vocational programs must therefore be provided, with the one door to basic elementary and secondary-level studies open to all who need a second chance in order to make up for deficiencies. Teachers must be good teachers, well-educated themselves in the subjects they teach, skilled in the art of teaching, and deeply concerned that their students succeed in their educational tasks. Universal education opportunity beyond the high school through the open-door policy will mean little unless this goal is accomplished.

**System Office Website**

A wealth of information on North Carolina’s community colleges can be found at the System website: [www.nccommunitycolleges.edu](http://www.nccommunitycolleges.edu)

## The State Board of Community Colleges

### Selection and Seating of Board Members

HB 259 / SL 2023-134 changed the structure of the State Board as outlined in 115D-2.2. The State Board currently has 22 members, but this will change to 19 members by 2027. Of these members, 9 are chosen by the House of Representatives, and 9 are chosen by the Senate. Additionally, the president of the North Carolina Comprehensive Community College Student Government Association (N4CSGA) is an ex officio member. Each appointment lasts four years, and a member can serve two consecutive terms.

In 2023, the House of Representatives chooses 1 member for a term until June 30, 2025, while the Senate selects 2 members for the same term. Starting June 30, 2025, and every four years after:

- The House of Representatives will elect 4 members.
- The Senate will elect 5 members.

Then, from June 30, 2027, and every four years following that:

- The House of Representatives will elect 5 members.
- The Senate will elect 4 members.
- Ex-officio members, except for the N4CSGA representation, will no longer serve after June 30, 2027.

#### July 2023 – June 2025 (22 members)



#### July 2025 – June 2029 (22 members)



#### July 2027 – June 2031 (19 members)



Except for the ex-officio members, board appointments are made in odd-numbered years for four-year terms. Members of the State Board may be appointed to serve up to two consecutive terms and in addition may fill an unexpired term of another Board member.

## **Duties and Responsibilities of the Individual Board Member**

Service as a member of the State Board of Community Colleges is a public trust. Accordingly, members must have a genuine desire to provide service to the citizens of North Carolina and, if necessary, to forgo their own personal needs to carry out the statutory, moral, and ethical obligations incumbent on the State Board.

It is essential that members are mindful that they represent all areas of the state and that their decisions must be made according to what is fair and equitable for the System, without regard for parochial interests. Members of the State Board should always be advocates for the System, both to the people that they represent and to legislators in communicating the needs of the colleges within the System.

The conscientious Board member will participate in Board meetings with consistent and timely attendance and will review all Board materials received in advance of the meeting to participate intelligently in its deliberations. Members should periodically attend statewide meetings of presidents and trustees so that ideas and concerns may be shared and accept assignments when asked by the Chair to do so. Therefore, confidentiality is essential in some matters that come before the Board and members should conduct themselves in a way that maintains the private nature of those discussions.

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## **Duties and Responsibilities of the State Board Chair**

The Chair is the presiding officer and spokesperson for the State Board and provides leadership and direction in its activities. The Chair is responsible for ensuring that the affairs of the Board are conducted according to its bylaws, and federal and state law. The Chair must maintain a close working relationship with the System President and consult frequently on issues as they arise. In consultation with the President, the Chair sets the Board agenda and solicits the opinion and participation of members in the conduct of the Board's affairs.

A key responsibility of the Chair involves the appointment of members to serve on standing, special, and ad hoc committees, or sub-committees. To do this effectively, the Chair must have a close relationship with each member and know their talents and abilities. As the System's most visible advocate responsible for promoting its public image, the Chair will often present the needs of the System and will establish and maintain good relationships with governmental officials, college presidents and trustees, the press, and the general public to communicate the mission of the System across the state.

The State Board Chair is elected for a two-year term at the first meeting of the Board after July 1<sup>st</sup> in odd-numbered years. In the absence of the Chair, the Vice Chair serves in a temporary capacity as Chair to facilitate the work of the Board. The State Board Chair and ~~Co-~~ Vice Chair may serve two consecutive two-year terms.

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## **Ethics and Conflicts of Interests**

Members of the State Board of Community Colleges are public officers as defined by the North Carolina General Statutes and, as such, have an obligation flowing from this public trust to carry out their official actions in a moral and ethical manner. In 2001, then Governor Michael Easley issued Executive Order No. 1 (EO No. 1) which detailed the manner in which public officers and public servants were to conduct themselves in the performance of their duties and established the North Carolina Board of Ethics. This executive order was extended twice (EO No. 51 and EO No. 76). Subsequently EO No. 1 was terminated by Executive Order No. 116 in 2007 after the passage of the State Government Ethics Act. Under this Ethics Act, the Board of Ethics was replaced by the State Ethics Commission. The State Government Ethics Act is codified as Chapter 138A of the North Carolina General Statutes. Title 30 of the North Carolina Administrative Code provides the State Ethics Commission rules.

Other relevant ethics laws to consider include N.C. Gen. Stat. §14-218 and N.C. Gen. Stat. §14-234. Relevant excerpts of those statutes appear below.

### **§14-218. Offering Bribes**

If any person shall offer a bribe, whether it be accepted or not, he shall be punished as a Class F felon.

### **§ 14-234. Public officers or employees benefiting from public contracts; exceptions.**

- (a) (1) No public officer or employee who is involved in making or administering a contract on behalf of a public agency may derive a direct benefit from the contract except as provided in this section, or as otherwise allowed by law.
- (2) A public officer or employee who will derive a direct benefit from a contract with the public agency he or she serves, but who is not involved in making or administering the contract, shall not attempt to influence any other person who is involved in making or administering the contract.
- (3) No public officer or employee may solicit or receive any gift, reward, or promise of reward in exchange for recommending, influencing, or attempting to influence the award of a contract by the public agency he or she serves.

All State Board members are required to file a Statement of Economic Interests with the State Ethics Commission annually and complete ethics training every other year. Failure to comply with these requirements can result in fines and removal from the board.

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## **State Board Meetings**

N.C. Gen. Stat. §115D-2.2(i) mandates the State Board meet at least eight (8) times per year. Meetings are held on the third Friday of each month, except in June and December, unless otherwise noticed or requested. Board meetings typically begin at 9:00 am in the Dr. W. Dallas Herring State Board Room in the Caswell Building located at 200 W. Jones Street in Raleigh. Committee meetings begin the corresponding Thursday prior to the Friday meeting. The Board are encouraged to attend the Transformational Discussions focused on relevant and pertinent issues to the System. Off-site meetings may be held each year on the campus of a community college within the System. The annual Board Retreat takes place over a three-day period in September or October of each year.

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### **Setting the Agenda for Board and Committee Meetings**

The agenda for a regular or special called meeting of the State Board is assembled by the Office of State Board Affairs and is discussed by the senior staff during Agenda Review approximately ten (10) working days prior to the State Board meeting. The process of setting the agenda for a special called meeting is shorter in terms of its proximity to the actual meeting. A final draft of the proposed agenda is presented to the Board Chair for approval. Once the agenda is approved by the Chair, it may not be amended or changed until the actual meeting of the Board takes place.

Monthly agendas are created by the committee staff in consultation with the Committee Chair. Persons wishing to place an item on the agenda should make their request in writing, providing any supporting documentation to the Secretary to the Board (System President) or the Office of State Board Affairs at least ten days prior to the date of agenda review. The request will be considered in consultation of the Committee Chair, the Board Chair, and the President. Unless the Board directs otherwise, items are placed on the agenda initially For Future Action and then for action at the next regular meeting of the Board. In some cases, however, the constraints of time require a matter to be considered expeditiously, and thus with the prior permission of the Chair, such items may be placed on the agenda initially For Action at the Board's next regular meeting or the item maybe moved to For Action by a motion and vote of the Committee and the State Board. During the meeting, any committee or individual Board member may request the consideration of items not on the agenda to be added following a two-thirds endorsement by those present and voting.

To make the Board's time as productive as possible, it will sometimes act on a list of non-controversial or routine items through use of a Consent Agenda. Items placed on the Consent Agenda must have been seen at a prior Board meeting. Should any member of the Board request that an item on the Consent Agenda be discussed, it will be immediately removed from the Consent Agenda and given individual consideration as an action item under the purview of the appropriate committee.

More information on the agenda setting process is contained in Article V of the SBCC Bylaws, which are contained in Appendix 2.

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## **Standing and Special Committees**

The State Board utilizes a committee structure to carry out its work, consisting of six standing committees: the Accountability and Audit Committee, the Finance Committee, Committee, the Personnel Committee, the Policy and Governance Committee, the Programs and Student Success Committee, and the Strategic Planning Committee. Detailed descriptions of the roles and responsibilities of the standing committees is contained in the SBCC committee charters, included in Appendix 2.

From time to time, the Board Chair may appoint special, ad hoc committees, or sub-committees or task forces to deal with a specific subject over a limited time period, or to handle a specific assignment that requires a minimal number of meetings. The Board Chair makes appointments to all standing, special, ad hoc committees, and sub-committees immediately following the July meeting, with other appointments being made during the year as needed.

## **State Board Meeting Logistics**



### **Directions and Parking**

The North Carolina Community College System is located at 200 West Jones Street, Raleigh, NC in the Caswell Building. The Caswell Building is a six-story red brick building on the northwest corner of West Jones Street and North McDowell Street in the State Government Complex in downtown Raleigh. The front entrance is located at Jones Street. It is one full block west of the Legislative Building, adjacent to the Department of Administration Building.

When attending the Board meetings in Raleigh, the best place to park is in Deck #77 at the corner of Edenton and McDowell Streets. Parking is also available at the State Government Parking Deck #75 off McDowell Street in the Visitors Parking Area. Please keep your parking receipts and submit them to the State Board Affairs Office for reimbursement. (Refer to Travel Reimbursement section on page 16 for details).

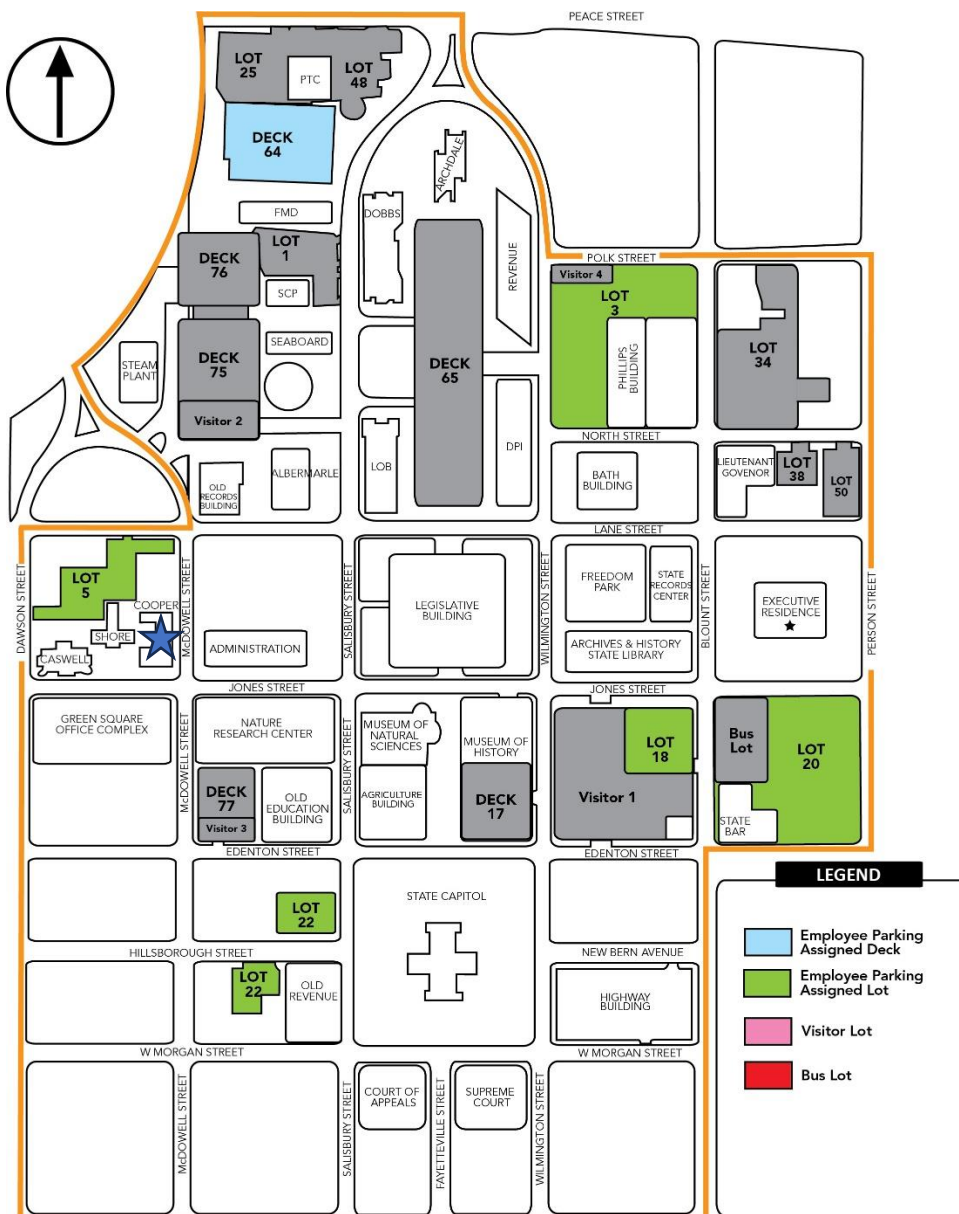
To get to Parking Deck #77 (Green Square Parking Deck, 120 W. Edenton Street, Raleigh), proceed on Edenton Street crossing over Salisbury Street. The Parking Deck will be on your left at the corner of Edenton and McDowell streets.

To get to Parking Deck #75 (333 N. Salisbury Street, Raleigh), proceed north through the intersection of Jones and McDowell and continue through the intersection at Lane and McDowell. You will see the parking deck to your immediate right. You may enter the parking deck from McDowell Street or Salisbury Street.



You may also park in the Visitors Area of the State Government Parking Lot a block and a half north of the Caswell Building near the corner of Lane and McDowell Streets or in metered spaces on the street (limited to 2 hours). The parking deck at McDowell and Lane is open from 8 a.m. until 5 p.m. Monday through Friday. There is an hourly charge. There is additional visitors' parking across from the Archives Building at 109 East Jones Street, two blocks east of the Caswell Building.

We are within walking distance of the Longleaf Hotel, so if you are registered as a guest, you may prefer to leave your vehicle in their parking lot and walk over to the Caswell Building.



### **Travel Reimbursements**

The State Board Affairs Office handles the process of reimbursement requests for Board member travel. Members should email, mail, or hand deliver receipts and details of travel to the State Board Affairs Office within 30 days. Details of travel must include date of travel, leave, and return time, destination(s), purpose of travel, miles traveled, and all expenses incurred. Mileage and meal reimbursements are calculated based on State per diem rates. Meals provided as part of the meetings are not reimbursable. Reimbursable expenses could include, but are not limited to, mileage, hotel, food, parking, tips, transportation, registration fees, vehicle rentals, tolls, valets, and internet fees. Reimbursements should be received in approximately two weeks.

All Board member travel, not including regularly scheduled and noticed committee and State Board meetings, must have a pre-approved travel authorization. Board members are asked to notify the State Board Affairs Office, in writing, 10-days in advance of travel. Notice of travel to the State Board Affairs Office should include date and time of travel, all destinations, purpose of travel, anticipated mileage, and any other anticipated travel expenses. An approved travel authorization is required for all travel and/or conference registrations before travel begins as per the System Office Travel Policies and Procedures. General travel authorization forms are submitted and approved annually for the sole purpose of traveling to and from regularly scheduled committee and Board meetings. When needed, the State Board Affairs Office will submit a general travel authorization on behalf of the member and provide notice to the member when the authorization is approved.

Expenses incurred while traveling for purpose(s) within the duties and responsibilities of the member are reimbursable through the System Office (as allowed by state per diem rate). Board members traveling over 35 miles one-way, for State Board business requiring overnight stay, are eligible for reimbursement of hotel costs up to the negotiated hotel rate and per the System Office Travel Policies and Procedures. Board members are responsible for paying fees, costs, and expenses related to travel at the time of travel. Travel expenses are reimbursable after travel is completed through submission of a reimbursement request. Some reimbursable expenses require proof of original receipt to receive reimbursement, including but not limited to hotel receipts and parking receipts. If you have questions about travel authorizations, reimbursements, policies, please contact the State Board Affairs Office.

The System Office will not provide reimbursement for penalties, fees, and/or charges resulting from cancellations, unless the cancellation is made at the direction of the System Office or otherwise determined justified by the System Office.

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### **Hotel Reservations**

All travel must be pre-approved through the State Board Affairs Office to receive reimbursement. All receipts for reimbursement need to be submitted within 30 days of the travel. For regularly scheduled Board meetings, at the System Office in Downtown Raleigh, the State Board Affairs Office can make hotel reservations on behalf of the Board members at The Longleaf Hotel, if requested, for members who are traveling more than 35-miles one-way. Board members can send a request to the State Board Affairs Office if they wish to be added to the list of reservation each month. Board members who routinely stay overnight for Board meetings may automatically have a hotel reservation requested for 1-night

(Thursday) of the monthly meeting. In the event the member does not need reservations for a specific meeting or needs additional accommodations, the member should contact the State Board Affairs Operations Coordinator at least 10-days in advance of the meeting. Members are asked to contact The Longleaf Hotel directly to cancel reservations if the cancellation is within 48 hours of the reservation. The contact information for the Longleaf hotel is as follows:

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### **The Longleaf Hotel**

300 N Dawson St, Raleigh, NC 27603 (919) 867-5770 <https://www.thelongleafhotel.com/>

For events, conferences, and meetings requiring overnight stay, Board members are responsible for making their hotel reservations and accommodations, including reservations that require a deposit and/or credit card hold. For events and conferences, the State Board Affairs Office may provide hotel recommendations and information as a convenience for members scheduling their hotel reservations.

Members reserve the right to stay at their desired hotel location; however, hotel reimbursements may be limited by available funding based on the state per diem rate. If a member opts to stay at another hotel other than The Longleaf for the regularly scheduled Board meetings, they may submit their receipt for reimbursement up to the current amount of the negotiated rooms at The Longleaf Hotel. Approved travel authorization is required in advance of all travel and overnight stay. Please see Travel Reimbursements section for information about travel authorizations.

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### **Access to System Office/Badges**

The North Carolina Department of Administration requires that all persons entering the Caswell Building wear an identification card as a badge if they are affiliated with the System Office. These ID cards allow entry into the building through the card access system and may be used to open entrance door at Jones Street. The Office of State Board Affairs will schedule appointments for new members to have their identification cards made.

ID cards are to be always worn while in the building, above the waist of the bearer, with the photograph clearly visible. The cards should always be scanned by the electronic reader when entering the building. ID cards are the property of the System Office and must be returned to the Office of State Board Affairs on the last date of use by the member. If a card is lost or stolen, it should be reported to the Office of State Board Affairs immediately so that it may be cancelled and building security maintained.



## **State Law Requirements**

### **Public Records Law Overview**

Chapter 132 of the North Carolina General Statutes defines public records as all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. It is well established that public records and public information are the property of the people of the State. Therefore, state law provides that the people may obtain copies of their public records and public information free or at minimal cost.

Upon request, every custodian of public records must permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies. The use of personal email addresses or cellphones makes the user who is transacting state business the custodian of public records and the requested records must be produced by the user as promptly as possible.

There are specific rules in N.C. Gen. Stat. §132-1.2 that govern what public records may be deemed confidential. No request to inspect, examine, or obtain copies of public records may be denied on the grounds that confidential information is commingled with the requested non-confidential information. If there is commingled confidential information, the public agency or custodian must redact the confidential information.

Public officials may not destroy, sell, loan, or otherwise dispose of any public record in violation of the law. Unlawfully removing a public record from the office where it is usually kept, or altering, defacing, mutilating, or destroying it is a Class 3 misdemeanor.

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### **Open Meetings Law Overview**

As a duly constituted public body established by the North Carolina General Statutes, the State Board of Community Colleges and its committees exist solely to conduct the people's business and it is the public policy of the State of North Carolina that the hearings, deliberations, and actions of this board be conducted openly in accordance with Article 33C of Chapter 143 of the North Carolina General Statutes. A public meeting is defined as any meeting, assembly, or gathering together at any time or place or simultaneous communication by electronic means with the majority of the public body's members present for the purpose of either conducting hearings, participating in deliberations, voting on public business, or otherwise transacting public business. Public notice of meetings is posted on the System website, in the media, and by electronic mail to interested parties. Minutes of the meetings of the Board are available for public inspection in the Office of State Board Affairs and are also published on the System Office website following their approval by the Board. Full and accurate minutes of all official meetings including any closed sessions must be maintained.

Closed sessions of public bodies may only be held when required to allow a public body to act in the public interest for a permissible reason as stated in N.C. Gen. Stat. §143B-318.11.

Courts may order injunctive relief if there are threatened violations of open meetings law, the recurrence of past violations of open meetings law, or continuing violations of the law. Any person may bring an action seeking such an injunction and the plaintiff does not need to allege or prove any special damages different from that suffered by the public at large.

Declaratory judgment may be entered if any action of a public body was taken, considered, discussed, or deliberated in violation of open meetings law. Upon such a finding, the court may declare any such action null and void. Any person may seek such a declaratory judgment, and the plaintiff need not allege or prove any special damages different from that suffered by the public at large. The public body whose action the suit seeks to set aside will be made a party and board members may be held responsible in their personal capacity.

Except as required in the State Board Bylaws, or as modified by the State Board in special circumstances, the most recent edition of Robert's Rules of Order governs the conduct of all meetings of the State Board and its committees. See Appendix 10 for a parliamentary procedure quick reference guide.

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## **Ethics Law Overview**

The State Ethics Act ensures that state officials and public servants exercise their authority honestly and fairly, free from impropriety, threats, favoritism, and undue influence. The General Assembly's intent with this law was to ensure that standards of ethical conduct and standards regarding conflicts of interest are clearly established for state officials and that the state continually educates these officials on matters of ethical conduct and conflicts of interest.

N.C. Gen. Stat. §138A-3(70)(k) makes members of the State Board of Community Colleges public servants. This Act requires certain state officials and public servants to file Statements of Economic Interests (SEI) and attend ethics education. N.C. Gen. Stat. §138A-22 requires State Board members to file a statement of economic interests with the Commission prior to their initial appointment and annually by April 15<sup>th</sup> each year thereafter. As part of the SEI, board members will be asked to certify that they have read the statement and to the best of their knowledge and belief, the statement is true, correct, and complete. Failure to file a SEI can result in fines and disciplinary action including removal from the board. A person who knowingly conceals or knowingly fails to disclose information that is required on a SEI will be guilty of a Class 1 misdemeanor. A person who provides false information on a SEI will be guilty of a Class H felony.

The Ethics Commission develops and implements an ethics education and awareness program designed to instill in all covered persons "a keen and continuing awareness of their ethical obligations and a sensitivity to situations that might result in real or potential conflicts of interest." State Board members must attend an ethics presentation approved by the Commission within six months of notification of their new appointment and at least every two years thereafter.

The Ethics Act also establishes conflict of interest standards, a ban against the acceptance of certain gifts by covered officials and restricts the use of official positions for private gain. State Board members must continually monitor, evaluate, and manage their personal, financial, and professional affairs to ensure the absence of conflicts of interests.

The gift ban prohibits the acceptance of gifts from lobbyists, lobbyist principals, or other interested persons. A gift is defined as anything of monetary value given or received without valuable consideration by or from a lobbyist, lobbyist principal, liaison personnel, or interested person. There are some exceptions to the gift ban, including if a public servant pays fair market value for an item, or the gift is food for immediate consumption at a public event.

If you have questions about the application of the gift ban or the interpretation of or compliance with the State Ethics Act, you should contact the NCCCS General Counsel's Office. In addition, N.C. Gen. Stat. §138A-13 permits any public servant to request advice on specific questions involving the meaning and application of the State Ethics Act and the public servant's compliance therewith from the N.C. Ethics Commission. On occasion the Ethics Commission may issue formal advisory opinions that may be informative. Public servants who rely on the advice in a formal advisory opinion are immune from investigation by the Commission and the Secretary of State, and from any adverse action by the employing entity or board.

## **The Role of the System President and Biography**

The System President is the chief executive officer of the System and is responsible for organizing and managing the System by carrying out the policies, directives, instructions, and philosophies of the State Board. Hired by and reporting directly to the Board, the System President also serves as member of the Education Cabinet and conducts planning for the System jointly with officials of the University of North Carolina System and the Department of Public Instruction.

Dr. Jeff Cox was named the eleventh president of the North Carolina Community College System on April 21, 2023. Prior to this appointment Dr. Cox served as the President of Wilkes Community College beginning in 2014. Dr. Cox was Superintendent of Alleghany County Schools from 2005 to 2014. He served as Assistant Superintendent of Curriculum & Instruction for Lee County Schools. Dr. Cox was an elementary principal and assistant principal in Union County Schools. He began his career in education as a high school teacher and coach some 28 years ago.

In 2017, Dr. Cox was awarded an Aspen Presidential Fellowship for Community College Excellence. He was one of 40 college leaders in the country selected for this prestigious program through a rigorous process that considered candidates' abilities to take strategic risks, lead strong teams, cultivate partnerships, and focus on results-oriented improvements for greater student success and access. Dr. Cox used what he learned in this year-long fellowship to launch a new five-year Strategic Plan Wilkes Community College is implementing to expand its efforts to improve the economic mobility of the citizens in the college's service area and beyond.

In 2001, Dr. Cox earned his Doctoral Degree in Educational Leadership from the University of North Carolina—Charlotte. He also has a Master's in School Administration and a Bachelor's Degree in English—Secondary Education, both of which he earned from Appalachian State University. He is married to Reba, and they have three sons, Dylan (21), Evan (18) and Zack (17) and four dogs.

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## **Political Activities**

State Board members should take on the role of an advocate for the North Carolina Community College System. Oftentimes legislators appreciate when constituents share their ideas, and you will find them very receptive to your thoughts and opinions on the important issues impacting community colleges. As a State Board member, you have the duty of being a spokesperson to elected representatives and executive branch agencies. The best means of contact is always a personal visit, and with a little advance notice, you will discover that legislators will go out of their way to listen to what you have to say. Sometimes it is best to make your visits alone or with one other person, while other occasions require the presence of a group. The Board Chair and System President are available to serve as your guides and accompany you as you make the community colleges message known to those in positions of influence.

It is always best to schedule an appointment with a legislator, rather than simply walk the halls and intrude on time that they may have budgeted for other affairs. To make an appointment with a member of the General Assembly, consult the online office directory for individual members at

<http://www.ncleg.gov> or call 919-733-7928 and ask to be connected with your representative's or senator's office.

When writing a legislator, use your personal stationery or your System Office email account. Be sure to include your return address so that the legislator will be able to contact you. Keep your correspondence focused and brief, so that you quickly get to the heart of the issue and make your salient points in a courteous and respectful manner. Know which committees your legislator serves on, since in depth discussion of issues occurs most often in the committees. Most importantly, express your appreciation for the work your legislator is doing, a vote that is cast, or their leadership exerted in bringing our issues to the floor. A little bit of courtesy goes a long way.

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## Financing the Community College System

Three different funding sources support North Carolina's community colleges: state general fund appropriation from the General Assembly, county appropriations, and local institutional funds (which include financial aid and grants awarded directly to colleges). State funds are appropriated each year based on community college budget Full -Time Equivalent (FTE), which is the number of fulltime equivalent students for which a college is budgeted to serve. Budget FTE is calculated based on the higher of the prior year's enrollment or the average of the prior two years. When a college's FTE is declining, the average of the prior two years allows for smoothing of budget changes and assists in local budget management.

An FTE is defined as 512 membership/contact hours, which is equivalent to one student who takes 16 credit hours of class work for a semester (16 weeks) for both the fall and spring semesters (16 credit hours x 16 weeks x 2 semesters). For funding to align with the state fiscal year of July 1 – June 30, the reporting year for FTE reflects Summer, Fall, and Spring. FTE is described in more detail in the State Board of Community College Code, Title 1, Chapter G, Full-time Equivalent (FTE). Each year, the dollar amount allocated per curriculum (credit-bearing) and workforce continuing education (skills-based) FTE changes based on the amount of funding available.

State appropriations to each college may be used for current operating expenses such as instructional, administrative, and support salaries, supplies and materials, and travel expenses. State funds are also allocated for educational equipment and instructional resources (library materials). Colleges are also awarded categorical funds, restricted to expenditures in a particular category or program purpose.



## State Board of Community Colleges Appointments

### Terms Ending June 30, 2025

Benson, Paula	Senate	2023
Carraway, Shirley	Governor, Region 6	2021
Kane, John	House	2023
Lang, Geoffrey	Senate	2023
Merritt, Mark	Governor, Region 4	2021
Nath, Hari	House	2019
Russell, Ray	Governor, Region 2	2021
Van Duyn, Terry	Governor, Region 1	2021
Whitford, Ann	Governor, Region 5	2005

### Terms Ending June 30, 2027

Beasley, Chaz	Governor, At-Large	2023
Campbell, Grant	House	2022
Estep, Lisa	Senate	2015
Looney, Tom	Senate	2021
McBrayer, Bill	House	2015
Price, David	Governor, At-Large	2023
Searcy, Sam	Governor, At-Large	2021
Trapp, Raymond	Governor, At-Large	2021
West, Sarah	Governor, Region 3	2021

### Ex-Officio Members

Commissioner Josh Dobson	Statutory	2021
Treasurer Dale Folwell	Statutory	2016
Lt. Governor Mark Robinson	Statutory	2020
Pile, Tony	Student Representative	2023

It is the policy of the Office of State Board Affairs that personal contact information for State Board members is not provided outside the office so that the personal privacy of Board members may be maintained. Persons who wish to contact members are advised to send their requests or information to this office for forwarding to the individual member:

Office of State Board Affairs  
 North Carolina Community College System  
 5001 Mail Service Center  
 Raleigh, NC 27699-5001  
 Phone: (919) 807-6969  
 Email: [stateboard@communitycolleges.edu](mailto:stateboard@communitycolleges.edu)

# State Board of Community Colleges Regional Map

As established in NCGS 115D-62



## ALL AT-LARGE AND REGIONAL APPOINTMENTS ARE MADE BY THE GOVERNOR

### Region 1

Hon. Terry Van Duyn 6/30/2025 Regional

### Region 2

Dr. Grant Campbell 6/30/2027 House  
Mr. Bill McBrayer 6/30/2027 House  
Hon. Ray Russell 6/30/2025 Regional

### Region 3

Mr. John Kane 6/30/2025 House  
Mr. Geoffrey Lang 6/30/2025 Senate  
Mr. Tom Looney 6/30/2027 Senate  
Mr. Hari Nath 6/30/2025 House  
Hon. David Price 6/30/2027 At-Large  
Hon. Sam Searcy 6/30/2027 At-Large  
Mr. Ray Trapp 6/30/2027 At-Large  
Ms. Sarah West 6/30/2027 Regional

### Ex Officio

The Honorable Mark Robinson  
The Honorable Dale Folwell  
Ms. Julie Ryan  
Mr. Anthony Pile

Lt. Governor  
State Treasurer  
Delegate - Commissioner of Labor  
N4CSGA

### Region 4

Hon. Chaz Beasley 6/30/2027 At-Large  
Mr. Mark Merritt 6/30/2025 Regional

### Region 5

Ms. Lisa Estep 6/30/2027 Senate  
Ms. Ann Whitford 6/30/2025 Regional

### Region 6

Ms. Paula Benson 6/30/2025 Senate  
Dr. Shirley Carraway 6/30/2025 Regional

State Board Affairs Office  
Revised: November 2023

## 2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region One	Buncombe	House	Caleb Rudow	Dem	504 LOB	919-715-3012	Caleb.Rudow@ncleg.gov	
Region One	Buncombe	House	Eric Ager	Dem	1019 LB	919-715-2013	Eric.Ager@ncleg.gov	
Region One	Buncombe	Senate	Julie Mayfield	Dem	1025 LB	919-715-3001	Julie.Mayfield@ncleg.gov	Democratic Caucus Secretary
Region One	Buncombe	House	Lindsey Prather	Dem	1301 LB	919-733-5746	Lindsey.Prather@ncleg.gov	
Region One	Buncombe	Senate	Warren Daniel	Rep	627 LOB	919-715-7823	Warren.Daniel@ncleg.gov	Appropriations on Justice and Public Safety Chair; Judiciary Chair; Redistricting and Elections Chair; Rules and Operation of the Senate Vice Chair; Revenue Laws Study Committee Vice Chair; Joint Legislative Elections Oversight Committee Co-Chair
Region One	Cherokee	House	Karl E. Gillespie	Rep	530 LOB	919-733-5859	Karl.Gillespie@ncleg.gov	House Deputy Majority Whip; Agriculture Vice Chair; Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair; Environment Chair; Federal Relations and American Indian Affairs Vice Chair; Wildlife Resources Vice Chair
Region One	Cherokee	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region One	Clay	House	Karl E. Gillespie	Rep	530 LOB	919-733-5859	Karl.Gillespie@ncleg.gov	House Deputy Majority Whip; Agriculture Vice Chair; Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair; Environment Chair; Federal Relations and American Indian Affairs Vice Chair; Wildlife Resources Vice Chair
Region One	Clay	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region One	Cleveland	House	Kelly E. Hastings	Rep	2208 LB	919-715-2002	Kelly.Hastings@ncleg.gov	Appropriations Vice Chair; Appropriations, Capital Chair; Education - Universities Vice Chair; Rules, Calendar, and Operations of the House Vice Chair; UNC Board of Governors Nominations Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region One	Cleveland	House	Tim Moore	Rep	2304 LB	919-733-3451	Tim.Moore@ncleg.gov	House Speaker
Region One	Cleveland	Senate	W. Ted Alexander	Rep	621 LOB	919-715-0690	Ted.Alexander@ncleg.gov	Appropriations on General Government and Information Technology Chair; State and Local Government Chair; Joint Legislative Oversight Committee on Local Government Co-Chair
Region One	Gaston	Senate	Brad Overcash	Rep	2113 LB	919-733-5734	Brad.Overcash@ncleg.gov	
Region One	Gaston	House	Donnie Loftis	Rep	608 LOB	919-733-5809	Donnie.Loftis@ncleg.gov	Military and Veterans Affairs Chair
Region One	Gaston	House	John A. Torbett	Rep	538 LOB	919-733-5868	John.Torbett@ncleg.gov	Appropriations Vice Chair; Appropriations, Education Chair; Education K-12 Chair; Redistricting Vice-Chair; Rules, Calendar, and Operations of the House Vice Chair; Joint Legislative Education Oversight Committee Vice Chair
Region One	Gaston	House	Kelly E. Hastings	Rep	2208 LB	919-715-2002	Kelly.Hastings@ncleg.gov	Appropriations Vice Chair; Appropriations, Capital Chair; Education - Universities Vice Chair; Rules, Calendar, and Operations of the House Vice Chair; UNC Board of Governors Nominations Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region One	Gaston	Senate	W. Ted Alexander	Rep	621 LOB	919-715-0690	Ted.Alexander@ncleg.gov	Appropriations on General Government and Information Technology Chair; State and Local Government Chair; Joint Legislative Oversight Committee on Local Government Co-Chair
Region One	Graham	House	Karl E. Gillespie	Rep	530 LOB	919-733-5859	Karl.Gillespie@ncleg.gov	House Deputy Majority Whip; Agriculture Vice Chair; Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair; Environment Chair; Federal Relations and American Indian Affairs Vice Chair; Wildlife Resources Vice Chair
Region One	Graham	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region One	Haywood	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region One	Haywood	House	Mark Pless	Rep	306A1 LOB	919-733-5732	Mark.Pless@ncleg.gov	Disaster Recovery and Homeland Security Chair; Federal Relations and American Indian Affairs Vice Chair
Region One	Haywood	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region One	Henderson	House	Jake Johnson	Rep	306B1 LOB	919-715-4466	Jake.Johnson@ncleg.gov	House Deputy Majority Whip; Appropriations Vice Chair; Appropriations, Information Technology Chair; Commerce Vice Chair; Oversight and Reform Chair; Joint Legislative Oversight Committee on Information Technology Vice Chair
Region One	Henderson	House	Jennifer Balkcom	Rep	2215 LB	919-733-5956	Jennifer.Balkcom@ncleg.gov	
Region One	Henderson	Senate	Timothy D. Moffitt	Rep	2111 LB	919-733-5745	Tim.Moffitt@ncleg.gov	
Region One	Jackson	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region One	Jackson	House	Mike Clampitt	Rep	633 LOB	919-715-3005	Mike.Clampitt@ncleg.gov	Appropriations, Justice and Public Safety Vice Chair; Families, Children, and Aging Policy Chair; Federal Relations and American Indian Affairs Chair; Wildlife Resources Vice Chair
Region One	Lincoln	House	Jason Saine	Rep	1326 LB	919-733-5782	Jason.Saine@ncleg.gov	House Conference Chair; Appropriations Senior Chair; Appropriations, Information Technology Vice Chair; Redistricting Vice Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair; Joint Legislative Economic Development and Global Engagement Oversight Committee Co-Chair; Joint Legislative Oversight Committee on the NC State Lottery Co-Chair
Region One	Lincoln	Senate	W. Ted Alexander	Rep	621 LOB	919-715-0690	Ted.Alexander@ncleg.gov	Appropriations on General Government and Information Technology Chair; State and Local Government Chair; Joint Legislative Oversight Committee on Local Government Co-Chair
Region One	Macon	House	Karl E. Gillespie	Rep	530 LOB	919-733-5859	Karl.Gillespie@ncleg.gov	House Deputy Majority Whip; Agriculture Vice Chair; Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair; Environment Chair; Federal Relations and American Indian Affairs Vice Chair; Wildlife Resources Vice Chair
Region One	Macon	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region One	Madison	House	Mark Pless	Rep	306A1 LOB	919-733-5732	Mark.Pless@ncleg.gov	Disaster Recovery and Homeland Security Chair; Federal Relations and American Indian Affairs Vice Chair
Region One	Madison	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region One	McDowell	House	Dudley Greene	Rep	604 LOB	919-733-5862	Dudley.Greene@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; State Personnel Vice Chair
Region One	McDowell	House	Jake Johnson	Rep	306B1 LOB	919-715-4466	Jake.Johnson@ncleg.gov	House Deputy Majority Whip; Appropriations Vice Chair; Appropriations, Information Technology Chair; Commerce Vice Chair; Oversight and Reform Chair; Joint Legislative Oversight Committee on Information Technology Vice Chair
Region One	McDowell	Senate	Warren Daniel	Rep	627 LOB	919-715-7823	Warren.Daniel@ncleg.gov	Appropriations on Justice and Public Safety Chair; Judiciary Chair; Redistricting and Elections Chair; Rules and Operation of the Senate Vice Chair; Revenue Laws Study Committee Vice Chair; Joint Legislative Elections Oversight Committee Co-Chair
Region One	Polk	House	Jake Johnson	Rep	306B1 LOB	919-715-4466	Jake.Johnson@ncleg.gov	House Deputy Majority Whip; Appropriations Vice Chair; Appropriations, Information Technology Chair; Commerce Vice Chair; Oversight and Reform Chair; Joint Legislative Oversight Committee on Information Technology Vice Chair
Region One	Polk	Senate	Timothy D. Moffitt	Rep	2111 LB	919-733-5745	Tim.Moffitt@ncleg.gov	

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region One	Rutherford	House	Jake Johnson	Rep	306B1 LOB	919-715-4466	Jake.Johnson@ncleg.gov	House Deputy Majority Whip; Appropriations Vice Chair; Appropriations, Information Technology Chair; Commerce Vice Chair; Oversight and Reform Chair; Joint Legislative Oversight Committee on Information Technology Vice Chair
Region One	Rutherford	House	Tim Moore	Rep	2304 LB	919-733-3451	Tim.Moore@ncleg.gov	House Speaker
Region One	Rutherford	Senate	Timothy D. Moffitt	Rep	2111 LB	919-733-5745	Tim.Moffitt@ncleg.gov	
Region One	Swain	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region One	Swain	House	Mike Clampitt	Rep	633 LOB	919-715-3005	Mike.Clampitt@ncleg.gov	Appropriations, Justice and Public Safety Vice Chair; Families, Children, and Aging Policy Chair; Federal Relations and American Indian Affairs Chair; Wildlife Resources Vice Chair
Region One	Transylvania	House	Mike Clampitt	Rep	633 LOB	919-715-3005	Mike.Clampitt@ncleg.gov	Appropriations, Justice and Public Safety Vice Chair; Families, Children, and Aging Policy Chair; Federal Relations and American Indian Affairs Chair; Wildlife Resources Vice Chair
Region One	Transylvania	Senate	Kevin Corbin	Rep	623 LOB	919-733-5875	Kevin.Corbin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair
Region Two	Alexander	Senate	Eddie D. Settle	Rep	2117 LB	919-733-5742	Eddie.Settle@ncleg.gov	
Region Two	Alexander	House	Jeffrey Elmore	Rep	301D LOB	919-733-5935	Jeffrey.Elmore@ncleg.gov	Appropriations Chair; Appropriations, Education Vice Chair; Joint Legislative Education Oversight Committee Vice Chair
Region Two	Alleghany	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Two	Alleghany	House	Ray Pickett	Rep	306A2 LOB	919-733-7727	Ray.Pickett@ncleg.gov	Alcoholic Beverage Control Vice Chair; Education - Universities Chair
Region Two	Ashe	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Two	Ashe	House	Ray Pickett	Rep	306A2 LOB	919-733-7727	Ray.Pickett@ncleg.gov	Alcoholic Beverage Control Vice Chair; Education - Universities Chair
Region Two	Avery	House	Dudley Greene	Rep	604 LOB	919-733-5862	Dudley.Greene@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; State Personnel Vice Chair
Region Two	Avery	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Two	Burke	House	Hugh Blackwell	Rep	541 LOB	919-733-5805	Hugh.Blackwell@ncleg.gov	Appropriations, Education Vice Chair; Education K-12 Chair; Judiciary 3 Chair; Joint Legislative Education Oversight Committee Co-Chair
Region Two	Burke	Senate	Warren Daniel	Rep	627 LOB	919-715-7823	Warren.Daniel@ncleg.gov	Appropriations on Justice and Public Safety Chair; Judiciary Chair; Redistricting and Elections Chair; Rules and Operation of the Senate Vice Chair; Revenue Laws Study Committee Vice Chair; Joint Legislative Elections Oversight Committee Co-Chair
Region Two	Cabarrus	House	Diamond Staton-Williams	Dem	1010 LB	919-715-8361	Diamond.Staton-Williams@ncleg.gov	
Region Two	Cabarrus	House	Kevin Crutchfield	Rep	531 LOB	919-715-2009	Kevin.Crutchfield@ncleg.gov	House New Member Leader
Region Two	Cabarrus	House	Kristin Baker	Rep	306A3 LOB	919-733-5861	Kristin.Baker@ncleg.gov	Deputy Majority Whip; Appropriations Vice Chair; Appropriations, Health and Human Services Chair; Health Chair
Region Two	Cabarrus	Senate	Paul Newton	Rep	300-B LOB	919-733-7223	Paul.Newton@ncleg.gov	Majority Leader; Finance Chair; Redistricting and Elections Chair; Revenue Laws Study Committee Co-Chair; Joint Legislative Commission on Energy Policy Co-Chair
Region Two	Cabarrus	Senate	Todd Johnson	Rep	310 LOB	919-733-7659	Todd.Johnson@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Two	Caldwell	Senate	Dean Proctor	Rep	2108 LB	919-733-5876	Dean.Proctor@ncleg.gov	Appropriations on Education/Higher Education Chair; Commerce and Insurance Chair

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Two	Caldwell	House	Destin Hall	Rep	2301 LB	919-733-5931	Destin.Hall@ncleg.gov	Redistricting Chair; Rules, Calendar, and Operations of the House Chair; Legislative Research Commission Co-Chair; Joint Legislative Elections Oversight Committee Co-Chair
Region Two	Caldwell	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Two	Catawba	Senate	Dean Proctor	Rep	2108 LB	919-733-5876	Dean.Proctor@ncleg.gov	Appropriations on Education/Higher Education Chair; Commerce and Insurance Chair
Region Two	Catawba	House	Jay Adams	Rep	2207 LB	919-733-5988	Jay.Adams@ncleg.gov	Transportation Vice Chair; Wildlife Resources Chair
Region Two	Catawba	House	Mitchell S. Setzer	Rep	2204 LB	919-733-4948	Mitchell.Setzer@ncleg.gov	Ethics Vice Chair; Finance Senior Chair; Insurance Chair
Region Two	Iredell	House	Grey Mills	Rep	635 LOB	919-733-5741	Grey.Mills@ncleg.gov	Alcoholic Beverage Control Chair; Election Law and Campaign Finance Reform Chair; Judiciary 1 Vice Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Elections Oversight Committee Co-Chair
Region Two	Iredell	House	Jeffrey C. McNeely	Rep	606 LOB	919-733-5661	Jeffrey.McNeely@ncleg.gov	House Deputy Majority Whip; Agriculture Chair; Transportation Chair; Agriculture and Forestry Awareness Study Commission Co-Chair
Region Two	Iredell	House	Mitchell S. Setzer	Rep	2204 LB	919-733-4948	Mitchell.Setzer@ncleg.gov	Ethics Vice Chair; Finance Senior Chair; Insurance Chair
Region Two	Iredell	Senate	Vickie Sawyer	Rep	312 LOB	919-715-3038	Vickie.Sawyer@ncleg.gov	Appropriations on Department of Transportation Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Vice Chair
Region Two	Mitchell	House	Dudley Greene	Rep	604 LOB	919-733-5862	Dudley.Greene@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; State Personnel Vice Chair
Region Two	Mitchell	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Two	Rowan	Senate	Carl Ford	Rep	625 LOB	919-733-5665	Carl.Ford@ncleg.gov	Republican Joint Caucus Leader; Appropriations on General Government and Information Technology Chair; Pensions and Retirement and Aging Chair; State and Local Government Chair; Joint Legislative Oversight Committee on General Government Co-Chair
Region Two	Rowan	House	Harry Warren	Rep	611 LOB	919-733-5784	Harry.Warren@ncleg.gov	House Republican Joint Caucus Leader; Election Law and Campaign Finance Reform Vice Chair; Finance Vice Chair; Oversight and Reform Chair; State Government Chair; Joint Legislative Committee on Local Government Co-Chair; Joint Legislative Oversight Committee on Unemployment Insurance Vice Chair
Region Two	Rowan	House	Julia C. Howard	Rep	302 LOB	919-733-5904	Julia.Howard@ncleg.gov	Finance Chair; Unemployment Insurance Chair; Revenue Laws Study Committee Co-Chair; Joint Legislative Oversight Committee on Unemployment Insurance Co-Chair
Region Two	Rowan	House	Kevin Crutchfield	Rep	531 LOB	919-715-2009	Kevin.Crutchfield@ncleg.gov	House New Member Leader
Region Two	Surry	Senate	Eddie D. Settle	Rep	2117 LB	919-733-5742	Eddie.Settle@ncleg.gov	
Region Two	Surry	House	Sarah Stevens	Rep	419 LOB	919-715-1883	Sarah.Stevens@ncleg.gov	House Speaker Pro Tempore; Judiciary 2 Chair; Joint Legislative Administrative Procedure Oversight Committee Co-Chair
Region Two	Watauga	House	Destin Hall	Rep	2301 LB	919-733-5931	Destin.Hall@ncleg.gov	Redistricting Chair; Rules, Calendar, and Operations of the House Chair; Legislative Research Commission Co-Chair; Joint Legislative Elections Oversight Committee Co-Chair
Region Two	Watauga	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Two	Watauga	House	Ray Pickett	Rep	306A2 LOB	919-733-7727	Ray.Pickett@ncleg.gov	Alcoholic Beverage Control Vice Chair; Education - Universities Chair
Region Two	Wilkes	Senate	Eddie D. Settle	Rep	2117 LB	919-733-5742	Eddie.Settle@ncleg.gov	

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Two	Wilkes	House	Jeffrey Elmore	Rep	301D LOB	919-733-5935	Jeffrey.Elmore@ncleg.gov	Appropriations Chair; Appropriations, Education Vice Chair; Joint Legislative Education Oversight Committee Vice Chair
Region Two	Wilkes	House	Sarah Stevens	Rep	419 LOB	919-715-1883	Sarah.Stevens@ncleg.gov	House Speaker Pro Tempore; Judiciary 2 Chair; Joint Legislative Administrative Procedure Oversight Committee Co-Chair
Region Two	Yadkin	Senate	Eddie D. Settle	Rep	2117 LB	919-733-5742	Eddie.Settle@ncleg.gov	
Region Two	Yadkin	House	Julia C. Howard	Rep	302 LOB	919-733-5904	Julia.Howard@ncleg.gov	Finance Chair; Unemployment Insurance Chair; Revenue Laws Study Committee Co-Chair; Joint Legislative Oversight Committee on Unemployment Insurance Co-Chair
Region Two	Yancey	House	Dudley Greene	Rep	604 LOB	919-733-5862	Dudley.Greene@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; State Personnel Vice Chair
Region Two	Yancey	Senate	Ralph Hise	Rep	300-A LOB	919-733-3460	Ralph.Hise@ncleg.gov	Deputy President Pro Tempore; Appropriations/Base Budget Chair; Redistricting and Elections Chair; Joint Legislative Oversight Committee on Information Technology Co-Chair
Region Three	Alamance	Senate	Amy S. Galey	Rep	521 LOB	919-301-1446	Amy.Galey@ncleg.gov	Appropriations on Education/Higher Education Chair; Education/Higher Educations Chair
Region Three	Alamance	House	Dennis Riddell	Rep	416A LOB	919-733-5905	Dennis.Riddell@ncleg.gov	Appropriations Vice Chair; Appropriations, General Government Chair; Regulatory Reform Chair; Joint Legislative Administrative Procedure Oversight Committee Vice Chair; Joint Legislative Elections Oversight Committee Vice Chair; Joint Legislative Oversight Committee on General Government Co-Chair
Region Three	Alamance	House	Stephen M. Ross	Rep	1229 LB	919-733-5820	Stephen.Ross@ncleg.gov	Commerce Chair; Finance Chair
Region Three	Caswell	Senate	Graig Meyer	Dem	1121 LB	919-733-5804	Graig.Meyer@ncleg.gov	
Region Three	Caswell	House	Renee A. Price	Dem	1315 LB	919-715-3019	Renee.Price@ncleg.gov	
Region Three	Davidson	House	Larry Potts	Rep	307B1 LOB	919-715-0873	Larry.Potts@ncleg.gov	Appropriations Vice Chair; Appropriations, Health and Humas Services Chair; Health Senior Chair; Joint Legislative Oversight Committee on Health and Human Services Co-Chair
Region Three	Davidson	House	Sam Watford	Rep	2121 LB	919-715-2526	Sam.Watford@ncleg.gov	Local Government Chair
Region Three	Davidson	Senate	Steve Jarvis	Rep	410 LOB	919-733-5743	Steve.Jarvis@ncleg.gov	Appropriations on General Government and Information Technology Chair; State and Local Government Chair
Region Three	Davie	House	Julia C. Howard	Rep	302 LOB	919-733-5904	Julia.Howard@ncleg.gov	Finance Chair; Unemployment Insurance Chair; Revenue Laws Study Committee Co-Chair; Joint Legislative Oversight Committee on Unemployment Insurance Co-Chair
Region Three	Davie	Senate	Steve Jarvis	Rep	410 LOB	919-733-5743	Steve.Jarvis@ncleg.gov	Appropriations on General Government and Information Technology Chair; State and Local Government Chair
Region Three	Durham	House	B. Ray Jeffers	Dem	1319 LB	919-715-0850	Ray.Jeffers@ncleg.gov	
Region Three	Durham	House	Marcia Morey	Dem	1220 LB	919-733-7663	Marcia.Morey@ncleg.gov	House Democratic Whip
Region Three	Durham	Senate	Mike Woodard	Dem	406 LOB	919-733-4809	Mike.Woodard@ncleg.gov	
Region Three	Durham	Senate	Natalie S. Murdock	Dem	2119 LB	919-733-4599	Natalie.Murdock@ncleg.gov	
Region Three	Durham	House	Vernetta Alston	Dem	505 LOB	919-733-5872	Vernetta.Alston@ncleg.gov	
Region Three	Durham	House	Zach Hawkins	Dem	1307 LB	919-715-2528	Zack.Hawkins@ncleg.gov	
Region Three	Forsyth	House	Amber M. Baker	Dem	1006 LB	919-733-5829	Amber.Baker@ncleg.gov	
Region Three	Forsyth	House	Donny Lambeth	Rep	303 LOB	919-733-5747	Donny.Lambeth@ncleg.gov	Appropriations Senior Chair; Appropriations, Health and Human Services Vice Chair; Health Chair; Joint Legislative Oversight Committee on Health and Human Services Co-Chair; Joint Legislative Oversight Committee on Medicaid and NC Health Choice Co-Chair
Region Three	Forsyth	House	Jeff Zenger	Rep	632 LOB	919-733-5787	Jeff.Zenger@ncleg.gov	Finance Vice Chair; Regulatory Reform Chair
Region Three	Forsyth	Senate	Joyce Krawiec	Rep	308 LOB	919-733-7850	Joyce.Krawiec@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair; Pensions and Retirement and Aging Chair

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Three	Forsyth	House	Kanika Brown	Dem	1317 LB	919-733-5777	Kanika.Brown@ncleg.gov	
Region Three	Forsyth	House	Kyle Hall	Rep	305 LOB	919-733-5609	Kyle.Hall@ncleg.gov	Appropriations Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair; Appropriations, Information Technology Vice Chair; Energy and Public Utilities Chair
Region Three	Forsyth	Senate	Paul A. Lowe, Jr.	Dem	1127 LB	919-733-5620	Paul.Lowe@ncleg.gov	
Region Three	Franklin	Senate	Lisa S. Barnes	Rep	628 LOB	919-715-3030	Lisa.Barnes@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Education/Higher Education Chair
Region Three	Franklin	House	Matthew Winslow	Rep	411 LOB	919-715-3032	Matthew.Winslow@ncleg.gov	House Deputy Conference Chair; Banking Chair; Energy and Public Utilities Chair
Region Three	Granville	House	Frank Sossamon	Rep	609 LOB	919-733-5824	Frank.Sossamon@ncleg.gov	
Region Three	Granville	Senate	Mary Wills Bode	Dem	515 LOB	919-733-5850	MaryWills.Bode@ncleg.gov	
Region Three	Granville	House	Matthew Winslow	Rep	411 LOB	919-715-3032	Matthew.Winslow@ncleg.gov	House Deputy Conference Chair; Banking Chair; Energy and Public Utilities Chair
Region Three	Guilford	House	Amos L. Quick, III	Dem	510 LOB	919-733-5902	Amos.Quick@ncleg.gov	House Democratic Whip
Region Three	Guilford	House	Ashton Wheeler Clemmons	Dem	1213 LB	919-733-5781	Ashton.Clemmons@ncleg.gov	House Deputy Democratic Leader
Region Three	Guilford	House	Cecil Brockman	Dem	2223 LB	919-733-5825	Cecil.Brockman@ncleg.gov	Education K-12 Vice Chair
Region Three	Guilford	Senate	Gladys A. Robinson	Dem	1026 LB	919-715-3042	Gladys.Robinson@ncleg.gov	
Region Three	Guilford	House	John Faircloth	Rep	613 LOB	919-733-5877	John.Faircloth@ncleg.gov	Appropriations Chair; Appropriations, Justice and Public Safety Vice Chair; Joint Legislative Emergency Management Oversight Committee Co-Chair
Region Three	Guilford	House	Jon Hardister	Rep	634 LOB	919-733-5191	Jon.Hardister@ncleg.gov	House Majority Whip; Appropriations Vice Chair; Appropriations, Education Chair; Education - Universities Chair; UNC Board of Governors Nominations Vice Chair; Joint Legislative Education Oversight Committee Vice Chair; Joint Legislative Oversight Committee on Capital Improvements Vice Chair
Region Three	Guilford	Senate	Michael Garrett	Dem	206-C LOB	919-733-5856	Michael.Garrett@ncleg.gov	
Region Three	Guilford	Senate	Phil Berger	Rep	2007 LB	919-733-5708	Phil.Berger@ncleg.gov	President Pro Tempore
Region Three	Guilford	House	Pricey Harrison	Dem	1218 LB	919-733-5771	Pricey.Harrison@ncleg.gov	Environment Vice Chair
Region Three	Orange	House	Allen Buansi	Dem	514 LOB	919-733-7208	Allen.Buansi@ncleg.gov	House Freshman Co-Chair
Region Three	Orange	Senate	Graig Meyer	Dem	1121 LB	919-733-5804	Graig.Meyer@ncleg.gov	
Region Three	Orange	House	Renee A. Price	Dem	1315 LB	919-715-3019	Renee.Price@ncleg.gov	
Region Three	Person	House	B. Ray Jeffers	Dem	1319 LB	919-715-0850	Ray.Jeffers@ncleg.gov	
Region Three	Person	Senate	Graig Meyer	Dem	1121 LB	919-733-5804	Graig.Meyer@ncleg.gov	
Region Three	Randolph	Senate	Amy S. Galey	Rep	521 LOB	919-301-1446	Amy.Galey@ncleg.gov	Appropriations on Education/Higher Education Chair; Education/Higher Educations Chair
Region Three	Randolph	House	Brian Biggs	Rep	533 LOB	919-733-5865	Brian.Biggs@ncleg.gov	House New Member Whip
Region Three	Randolph	Senate	David W. Craven, Jr.	Rep	2106 LB	919-733-5870	David.Craven@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Three	Randolph	House	Neal Jackson	Rep	603 LOB	919-715-4946	Neal.Jackson@ncleg.gov	
Region Three	Randolph	House	Robert T. Reives, II	Dem	506 LOB	919-733-0057	Robert.Reives@ncleg.gov	House Democratic Leader
Region Three	Rockingham	House	A. Reece Pyrtle, Jr.	Rep	418B LOB	919-733-5779	Reece.Pyrtle@ncleg.gov	State Personnel Chair
Region Three	Rockingham	Senate	Phil Berger	Rep	2007 LB	919-733-5708	Phil.Berger@ncleg.gov	President Pro Tempore
Region Three	Stokes	Senate	Joyce Krawiec	Rep	308 LOB	919-733-7850	Joyce.Krawiec@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair; Pensions and Retirement and Aging Chair
Region Three	Stokes	House	Kyle Hall	Rep	305 LOB	919-733-5609	Kyle.Hall@ncleg.gov	Appropriations Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair; Appropriations, Information Technology Vice Chair; Energy and Public Utilities Chair
Region Three	Vance	House	Frank Sossamon	Rep	609 LOB	919-733-5824	Frank.Sossamon@ncleg.gov	



## 2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Three	Vance	Senate	Lisa S. Barnes	Rep	628 LOB	919-715-3030	Lisa.Barnes@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Education/Higher Education Chair
Region Three	Wake	House	Abe Jones	Dem	1219 LB	919-733-5758	Abe.Jones@ncleg.gov	
Region Three	Wake	House	Allison A. Dahle	Dem	1217 LB	919-733-5755	Allison.Dahle@ncleg.gov	Election Law and Campaign Finance Reform Vice Chair
Region Three	Wake	House	Cynthia Ball	Dem	1004 LB	919-733-5860	Cynthia.Ball@ncleg.gov	House Conference Chair
Region Three	Wake	Senate	Dan Blue	Dem	1129 LB	919-733-5752	Dan.Blue@ncleg.gov	Democratic Leader
Region Three	Wake	House	Erin Pare	Rep	306B2 LOB	919-733-2962	Erin.Pare@ncleg.gov	House Deputy Conference Chair; Appropriations, Health and Human Services Vice Chair; Energy and Public Utilities Vice Chair; Health Chair
Region Three	Wake	Senate	Gale Adcock	Dem	1104 LB	919-715-3036	Gale.Adcock@ncleg.gov	
Region Three	Wake	House	James Roberson	Dem	511 LOB	919-733-5974	James.Roberson@ncleg.gov	
Region Three	Wake	Senate	Jay J. Chaudhuri	Dem	1028 LB	919-715-6400	Jay.Chaudhuri@ncleg.gov	Democratic Whip
Region Three	Wake	House	Joe John	Dem	1013 LB	919-733-5530	Joe.John@ncleg.gov	NC Courts Commission Chair
Region Three	Wake	House	Julie von Haefen	Dem	1311 LB	919-715-0795	Julie.vonHaefen@ncleg.gov	
Region Three	Wake	Senate	Lisa Grafstein	Dem	1119 LB	919-733-9349	Lisa.Grafstein@ncleg.gov	
Region Three	Wake	House	Maria Cervania	Dem	1209 LB	919-733-5602	Maria.Cervania@ncleg.gov	
Region Three	Wake	Senate	Mary Wills Bode	Dem	515 LOB	919-733-5850	MaryWills.Bode@ncleg.gov	
Region Three	Wake	House	Rosa U. Gill	Dem	1303 LB	919-733-5880	Rosa.Gill@ncleg.gov	Pensions and Retirement Vice Chair
Region Three	Wake	House	Sarah Crawford	Dem	1323 LB	919-733-5823	Sarah.Crawford@ncleg.gov	
Region Three	Wake	Senate	Sydney Batch	Dem	1118 LB	919-733-5653	Sydney.Batch@ncleg.gov	
Region Three	Wake	House	Terence Everitt	Dem	1111 LB	919-715-3010	Terence.Everitt@ncleg.gov	
Region Three	Wake	House	Tim Longest	Dem	1421 LB	919-733-5773	Tim.Longest@ncleg.gov	
Region Three	Wake	House	Ya Liu	Dem	1325 LB	919-733-5863	Ya.Liu@ncleg.gov	House Freshman Co-Chair
Region Three	Warren	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Three	Warren	House	Michael H. Wray	Dem	2123 LB	919-733-5662	Michael.Wray@ncleg.gov	Agriculture Vice Chair; Ethics Chair; Finance Senior Chair
Region Four	Anson	Senate	David W. Craven, Jr.	Rep	2106 LB	919-733-5870	David.Craven@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Four	Anson	House	Mark Brody	Rep	416B LOB	919-715-3029	Mark.Brody@ncleg.gov	Local Government- Land Use, Planning, and Development Chair; Joint Legislative Oversight Committee on General Government Vice Chair
Region Four	Chatham	Senate	Natalie S. Murdock	Dem	2119 LB	919-733-4599	Natalie.Murdock@ncleg.gov	
Region Four	Chatham	House	Robert T. Reives, II	Dem	506 LOB	919-733-0057	Robert.Reives@ncleg.gov	House Democratic Leader
Region Four	Cumberland	House	Charles Smith	Dem	1021 LB	919-733-5601	Charles.Smith@ncleg.gov	
Region Four	Cumberland	House	Diane Wheatley	Rep	301N LOB	919-733-5959	Diane.Wheatley@ncleg.gov	Education - Community Colleges Vice Chair; Education K-12 Vice Chair; Pensions and Retirement Chair
Region Four	Cumberland	House	Frances Jackson	Dem	1017 LB	919-733-9892	Frances.Jackson@ncleg.gov	
Region Four	Cumberland	House	Marvin W. Lucas	Dem	402 LOB	919-733-5775	Marvin.Lucas@ncleg.gov	Insurance Vice Chair
Region Four	Cumberland	Senate	Tom McInnis	Rep	314 LOB	919-733-5953	Tom.McInnis@ncleg.gov	Majority Whip; Appropriations on Department of Transportation Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Co-Chair
Region Four	Cumberland	Senate	Val Applewhite	Dem	516 LOB	919-733-5776	Val.Applewhite@ncleg.gov	
Region Four	Harnett	House	Howard Penny, Jr.	Rep	418C LOB	919-715-3015	Howard.Penny@ncleg.gov	Local Government Chair
Region Four	Harnett	Senate	Jim Burgin	Rep	620 LOB	919-733-5748	Jim.Burgin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair; Joint Legislative Oversight Committee on Health and Human Services Co-Chair
Region Four	Harnett	House	Joseph Pike	Rep	542 LOB	919-733-5906	Joe.Pike@ncleg.gov	

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Four	Hoke	Senate	Danny Earl Britt, Jr.	Rep	525 LOB	919-733-5651	Danny.Britt@ncleg.gov	Appropriations on Justice and Public Safety Chair; Judiciary Chair; Joint Legislative Oversight Committee on Justice and Public Safety Co-Chair; Joint Legislative Emergency Management Oversight Committee Co-Chair
Region Four	Hoke	House	Garland E. Pierce	Dem	1204 LB	919-733-5803	Garland.Pierce@ncleg.gov	Commerce Vice Chair; Families, Children, and Aging Policy Chair
Region Four	Johnston	Senate	Benton G. Sawrey	Rep	2115 LB	919-715-3040	Benton.Sawrey@ncleg.gov	
Region Four	Johnston	House	Donna McDowell White	Rep	307B LOB	919-733-5605	Donna.White@ncleg.gov	Appropriations Vice Chair; Appropriations, Health and Human Services Chair; Health Chair
Region Four	Johnston	House	Howard Penny, Jr.	Rep	418C LOB	919-715-3015	Howard.Penny@ncleg.gov	Local Government Chair
Region Four	Johnston	House	Larry C. Strickland	Rep	304 LOB	919-733-5849	Larry.Strickland@ncleg.gov	Appropriations Chair; Appropriations, Agriculture and Natural and Economic Resources Vice Chair
Region Four	Lee	Senate	Jim Burgin	Rep	620 LOB	919-733-5748	Jim.Burgin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair; Joint Legislative Oversight Committee on Health and Human Services Co-Chair
Region Four	Lee	House	John Sauls	Rep	408 LOB	919-715-3026	John.Sauls@ncleg.gov	Commerce Chair; Ethics Chair
Region Four	Mecklenburg	House	Becky Carney	Dem	1221 LB	919-733-5827	Becky.Carney@ncleg.gov	Banking Vice Chair
Region Four	Mecklenburg	House	Brandon Lofton	Dem	1309 LB	919-715-3009	Brandon.Lofton@ncleg.gov	House Legislative Chair
Region Four	Mecklenburg	House	Carla D. Cunningham	Dem	403 LOB	919-733-5807	Carla.Cunningham@ncleg.gov	Health Vice Chair
Region Four	Mecklenburg	House	Carolyn G. Logan	Dem	503 LOB	919-715-2530	Carolyn.Logan@ncleg.gov	
Region Four	Mecklenburg	Senate	DeAndrea Salvador	Dem	1120 LB	919-733-5655	DeAndrea.Salvador@ncleg.gov	
Region Four	Mecklenburg	House	John Autry	Dem	1002 LB	919-715-0706	John.Autry@ncleg.gov	
Region Four	Mecklenburg	House	John R. Bradford, III	Rep	532 LOB	919-733-5828	John.Bradford@ncleg.gov	Alcoholic Beverage Control Chair; Finance Senior Chair
Region Four	Mecklenburg	Senate	Joyce Waddell	Dem	1106 LB	919-733-5650	Joyce.Waddell@ncleg.gov	
Region Four	Mecklenburg	House	Kelly M. Alexander, Jr.	Dem	404 LOB	919-733-5778	Kelly.Alexander@ncleg.gov	
Region Four	Mecklenburg	House	Laura Budd	Dem	1015 LB	919-733-5800	Laura.Budd@ncleg.gov	
Region Four	Mecklenburg	House	Mary Belk	Dem	1313 LB	919-733-5607	Mary.Belk@ncleg.gov	
Region Four	Mecklenburg	Senate	Mujtaba A. Mohammed	Dem	517 LOB	919-733-5955	Mujtaba.Mohammed@ncleg.gov	
Region Four	Mecklenburg	House	Nasif Majeed	Dem	1008 LB	919-733-5606	Nasif.Majeed@ncleg.gov	Military and Veterans Affairs Vice Chair
Region Four	Mecklenburg	Senate	Natasha R. Marcus	Dem	519 LOB	919-715-3050	Natasha.Marcus@ncleg.gov	
Region Four	Mecklenburg	Senate	Rachel Hunt	Dem	1117 LB	919-715-8331	Rachel.Hunt@ncleg.gov	
Region Four	Mecklenburg	House	Terry M. Brown, Jr.	Dem	509 LOB	919-733-5654	Terry.Brown@ncleg.gov	House Democratic Whip
Region Four	Mecklenburg	House	Tricia Ann Cotham	Dem	528 LOB	919-733-5749	Tricia.Coatham@ncleg.gov	Education K-12 Chair; Health Vice Chair
Region Four	Mecklenburg	Senate	Vickie Sawyer	Rep	312 LOB	919-715-3038	Vickie.Sawyer@ncleg.gov	Appropriations on Department of Transportation Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Vice Chair
Region Four	Mecklenburg	House	Wesley Harris	Dem	1321 LB	919-733-5886	Wesley.Harris@ncleg.gov	
Region Four	Montgomery	Senate	David W. Craven, Jr.	Rep	2106 LB	919-733-5870	David.Craven@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Four	Montgomery	House	Wayne Sasser	Rep	529 LOB	919-733-5908	Wayne.Sasser@ncleg.gov	Appropriations Chair; Appropriations, Health and Human Services Vice Chair; Health Chair; Insurance Vice Chair
Region Four	Moore	House	Ben T. Moss, Jr.	Rep	306C LOB	919-733-5903	Ben.Moss@ncleg.gov	Transportation Vice Chair; Wildlife Resources Chair
Region Four	Moore	House	John Sauls	Rep	408 LOB	919-715-3026	John.Sauls@ncleg.gov	Commerce Chair; Ethics Chair
Region Four	Moore	House	Neal Jackson	Rep	603 LOB	919-715-4946	Neal.Jackson@ncleg.gov	
Region Four	Moore	Senate	Tom McInnis	Rep	314 LOB	919-733-5953	Tom.McInnis@ncleg.gov	Majority Whip; Appropriations on Department of Transportation Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Co-Chair

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Four	Richmond	House	Ben T. Moss, Jr.	Rep	306C LOB	919-733-5903	Ben.Moss@ncleg.gov	Transportation Vice Chair; Wildlife Resources Chair
Region Four	Richmond	Senate	David W. Craven, Jr.	Rep	2106 LB	919-733-5870	David.Craven@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Four	Robeson	House	Brenden H. Jones	Rep	1227 LB	919-733-5821	Brenden.Jones@ncleg.gov	House Deputy Majority Leader; Appropriations Chair; Appropriations, Transportation Vice Chair; Disaster Recovery and Homeland Security Vice Chair; Energy and Public Utilities Vice Chair; Rules, Calendar, and Operations of the House Vice Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Co-Chair
Region Four	Robeson	Senate	Danny Earl Britt, Jr.	Rep	525 LOB	919-733-5651	Danny.Britt@ncleg.gov	Appropriations on Justice and Public Safety Chair; Judiciary Chair; Joint Legislative Oversight Committee on Justice and Public Safety Co-Chair; Joint Legislative Emergency Management Oversight Committee Co-Chair
Region Four	Robeson	House	Jarrold Lowery	Rep	2213 LB	919-715-0875	Jarrold.Lowery@ncleg.gov	House Deputy Conference Chair; Federal Relations and American Indian Affairs Vice Chair
Region Four	Scotland	Senate	Danny Earl Britt, Jr.	Rep	525 LOB	919-733-5651	Danny.Britt@ncleg.gov	Appropriations on Justice and Public Safety Chair; Judiciary Chair; Joint Legislative Oversight Committee on Justice and Public Safety Co-Chair; Joint Legislative Emergency Management Oversight Committee Co-Chair
Region Four	Scotland	House	Garland E. Pierce	Dem	1204 LB	919-733-5803	Garland.Pierce@ncleg.gov	Commerce Vice Chair; Families, Children, and Aging Policy Chair
Region Four	Stanly	Senate	Carl Ford	Rep	625 LOB	919-733-5665	Carl.Ford@ncleg.gov	Republican Joint Caucus Leader; Appropriations on General Government and Information Technology Chair; Pensions and Retirement and Aging Chair; State and Local Government Chair; Joint Legislative Oversight Committee on General Government Co-Chair
Region Four	Stanly	House	Wayne Sasser	Rep	529 LOB	919-733-5908	Wayne.Sasser@ncleg.gov	Appropriations Chair; Appropriations, Health and Human Services Vice Chair; Health Chair; Insurance Vice Chair
Region Four	Union	Senate	David W. Craven, Jr.	Rep	2106 LB	919-733-5870	David.Craven@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Four	Union	House	David Willis	Rep	420 LOB	919-733-2406	David.Willis@ncleg.gov	Appropriations Vice Chair; Appropriations, Education Chair; Education - Community Colleges Chair; Education K-12 Vice Chair
Region Four	Union	House	Dean Arp	Rep	307A LOB	919-715-3007	Dean.Arp@ncleg.gov	Appropriations Senior Chair; Appropriations, Capital Vice Chair; Energy and Public Utilities Chair; Joint Legislative Commission on Energy Policy Co-Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region Four	Union	House	Mark Brody	Rep	416B LOB	919-715-3029	Mark.Brody@ncleg.gov	
Region Four	Union	Senate	Todd Johnson	Rep	310 LOB	919-733-7659	Todd.Johnson@ncleg.gov	Appropriations on Agriculture, Natural, and Economic Resources Chair; Commerce and Insurance Chair
Region Five	Bladen	Senate	Brent Jackson	Rep	2022 LB	919-733-5705	Brent.Jackson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations/Base Budget Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region Five	Bladen	House	William D. Brisson	Rep	405 LOB	919-733-5772	William.Brisson@ncleg.gov	Appropriations Chair; Appropriations, General Government Vice Chair
Region Five	Brunswick	Senate	Bill Rabon	Rep	2010 LB	919-733-5963	Bill.Rabon@ncleg.gov	Finance Chair; Rules and Operations of the Senate Chair; Select Committee on Nominations Chair; Legislative Research Commission Co-Chair
Region Five	Brunswick	House	Charles W. Miller	Rep	2219 LB	919-733-5830	Charles.Miller@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; Energy and Public Utilities Vice Chair; Judiciary 2 Vice Chair
Region Five	Brunswick	House	Frank Iller	Rep	639 LOB	919-301-1450	Frank.Iller@ncleg.gov	Appropriations Vice Chair; Appropriations, Transportation Chair; Environment Chair; Transportation Vice Chair; Joint Legislative Transportation Oversight Committee

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Five	Carteret	House	Celeste C. Cairns	Rep	602 LOB	919-733-6275	Celeste.Cairns@ncleg.gov	Marine Resources and Aquaculture Vice Chair
Region Five	Carteret	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Five	Columbus	Senate	Bill Rabon	Rep	2010 LB	919-733-5963	Bill.Rabon@ncleg.gov	Finance Chair; Rules and Operations of the Senate Chair; Select Committee on Nominations Chair; Legislative Research Commission Co-Chair
Region Five	Columbus	House	Brenden H. Jones	Rep	1227 LB	919-733-5821	Brenden.Jones@ncleg.gov	House Deputy Majority Leader; Appropriations Chair; Appropriations, Transportation Vice Chair; Disaster Recovery and Homeland Security Vice Chair; Energy and Public Utilities Vice Chair; Rules, Calendar, and Operations of the House Vice Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Co-Chair
Region Five	Craven	House	Celeste C. Cairns	Rep	602 LOB	919-733-6275	Celeste.Cairns@ncleg.gov	Marine Resources and Aquaculture Vice Chair
Region Five	Craven	Senate	Jim Perry	Rep	311 LOB	919-733-5621	Jim.Perry@ncleg.gov	Majority Whip; Finance Chair; Joint Legislative Oversight Committee on Medicaid and NC Health Choice Co-Chair
Region Five	Craven	House	Steve Tyson	Rep	637 LOB	919-733-5853	Steve.Tyson@ncleg.gov	House Deputy Majority Whip; Commerce Vice Chair; Finance Chair; Transportation Chair
Region Five	Duplin	Senate	Brent Jackson	Rep	2022 LB	919-733-5705	Brent.Jackson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations/Base Budget Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region Five	Duplin	House	Jimmy Dixon	Rep	2226 LB	919-715-3021	Jimmy.Dixon@ncleg.gov	Agriculture Senior Chair; Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Senior Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair
Region Five	Greene	Senate	Buck Newton	Rep	520 LOB	919-733-5878	Buck.Newton@ncleg.gov	Judiciary Chair
Region Five	Greene	House	Chris Humphrey	Rep	638 LOB	919-733-5995	Chris.Humphrey@ncleg.gov	Disaster Recovery and Homeland Security Vice Chair; Insurance Chair
Region Five	Jones	Senate	Brent Jackson	Rep	2022 LB	919-733-5705	Brent.Jackson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations/Base Budget Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region Five	Jones	House	Chris Humphrey	Rep	638 LOB	919-733-5995	Chris.Humphrey@ncleg.gov	Disaster Recovery and Homeland Security Vice Chair; Insurance Chair
Region Five	Lenior	House	Chris Humphrey	Rep	638 LOB	919-733-5995	Chris.Humphrey@ncleg.gov	Disaster Recovery and Homeland Security Vice Chair; Insurance Chair
Region Five	Lenior	Senate	Jim Perry	Rep	311 LOB	919-733-5621	Jim.Perry@ncleg.gov	Majority Whip; Finance Chair; Joint Legislative Oversight Committee on Medicaid and NC Health Choice Co-Chair
Region Five	New Hanover	Senate	Bill Rabon	Rep	2010 LB	919-733-5963	Bill.Rabon@ncleg.gov	Finance Chair; Rules and Operations of the Senate Chair; Select Committee on Nominations Chair; Legislative Research Commission Co-Chair
Region Five	New Hanover	House	Charles W. Miller	Rep	2219 LB	919-733-5830	Charles.Miller@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; Energy and Public Utilities Vice Chair; Judiciary 2 Vice Chair
Region Five	New Hanover	House	Deb Butler	Dem	1109 LB	919-733-5754	Deb.Butler@ncleg.gov	

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Five	New Hanover	Senate	Michael V. Lee	Rep	523 LOB	919-715-2525	Michael.Lee@ncleg.gov	Appropriations/Base Budget Chair; Education/Higher Education Chair; Joint Legislative Education Oversight Committee Vice Chair
Region Five	New Hanover	House	Ted Davis, Jr.	Rep	417B LOB	919-733-5786	Ted.Davis@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; Environment Vice Chair; Judiciary 1 Chair; UNC Board of Governors Nominations Vice Chair; Joint Legislative Oversight Committee on Justice and Public Safety Co-Chair
Region Five	Onslow	House	Carson Smith	Rep	526 LOB	919-715-9664	Carson.Smith@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; Pensions and Retirement Chair
Region Five	Onslow	House	George G. Cleveland	Rep	417A LOB	919-715-6707	George.Cleveland@ncleg.gov	Appropriations Vice Chair; Appropriations, General Government Chair; Marine Resources and Aquaculture Chair; Military and Veterans Affairs Vice Chair; Transportation Vice Chair; Joint Legislative Oversight Committee on General Government Co-Chair
Region Five	Onslow	Senate	Michael A. Lazzara	Rep	300-C LB	919-715-3034	Michael.Lazzara@ncleg.gov	Appropriations on Department of Transportation Chair; Transportation Chair
Region Five	Onslow	House	Phil Shepard	Rep	534 LOB	919-715-9644	Phil.Shepard@ncleg.gov	Appropriations Vice Chair; Appropriations, Transportation Chair; Transportation Chair; Joint Legislative Transportation Oversight Committee Co-Chair
Region Five	Pamlico	House	Keith Kidwell	Rep	1206 LB	919-733-5881	Keith.Kidwell@ncleg.gov	House Deputy Majority Whip; Finance Senior Chair; Revenue Laws Study Committee Vice Chair
Region Five	Pamlico	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Five	Pender	Senate	Brent Jackson	Rep	2022 LB	919-733-5705	Brent.Jackson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations/Base Budget Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region Five	Pender	House	Carson Smith	Rep	526 LOB	919-715-9664	Carson.Smith@ncleg.gov	Appropriations Vice Chair; Appropriations, Justice and Public Safety Chair; Pensions and Retirement Chair
Region Five	Sampson	Senate	Brent Jackson	Rep	2022 LB	919-733-5705	Brent.Jackson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations/Base Budget Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair; Joint Legislative Oversight Committee on Capital Improvements Co-Chair
Region Five	Sampson	Senate	Jim Burgin	Rep	620 LOB	919-733-5748	Jim.Burgin@ncleg.gov	Appropriations on Health and Human Services Chair; Health Care Chair; Joint Legislative Oversight Committee on Health and Human Services Co-Chair
Region Five	Sampson	House	William D. Brisson	Rep	405 LOB	919-733-5772	William.Brisson@ncleg.gov	Appropriations Chair; Appropriations, General Government Vice Chair
Region Five	Wayne	Senate	Buck Newton	Rep	520 LOB	919-733-5878	Buck.Newton@ncleg.gov	Judiciary Chair
Region Five	Wayne	House	Jimmy Dixon	Rep	2226 LB	919-715-3021	Jimmy.Dixon@ncleg.gov	Agriculture Senior Chair; Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Senior Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Co-Chair
Region Five	Wayne	House	John R. Bell, IV	Rep	301F LOB	919-715-3017	John.Bell@ncleg.gov	House Majority Leader; Disaster Recovery and Homeland Security Chair; Joint Legislative Emergency Management Oversight Committee Co-Chair

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Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Six	Beaufort	Senate	Jim Perry	Rep	311 LOB	919-733-5621	Jim.Perry@ncleg.gov	Majority Whip; Finance Chair; Joint Legislative Oversight Committee on Medicaid and NC Health Choice Co-Chair
Region Six	Beaufort	House	Keith Kidwell	Rep	1206 LB	919-733-5881	Keith.Kidwell@ncleg.gov	House Deputy Majority Whip; Finance Senior Chair; Revenue Laws Study Committee Vice Chair
Region Six	Bertie	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Bertie	House	Shelly Willingham	Dem	513 LOB	919-715-3024	Shelly.Willingham@ncleg.gov	Alcoholic Beverage Control Chair; Insurance Vice Chair
Region Six	Camden	House	Bill Ward	Rep	418A LOB	919-733-5780	Bill.Ward@ncleg.gov	Judiciary 3 Vice Chair
Region Six	Camden	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Chowan	House	Edward C. Goodwin	Rep	2217 LB	919-733-0010	Edward.Goodwin@ncleg.gov	Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Chair; Military and Veterans Affairs Chair; Environmental Review Commission Co-Chair
Region Six	Chowan	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Six	Currituck	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Currituck	House	Edward C. Goodwin	Rep	2217 LB	919-733-0010	Edward.Goodwin@ncleg.gov	Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Chair; Military and Veterans Affairs Chair; Environmental Review Commission Co-Chair
Region Six	Dare	House	Edward C. Goodwin	Rep	2217 LB	919-733-0010	Edward.Goodwin@ncleg.gov	Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Chair; Military and Veterans Affairs Chair; Environmental Review Commission Co-Chair
Region Six	Dare	House	Keith Kidwell	Rep	1206 LB	919-733-5881	Keith.Kidwell@ncleg.gov	House Deputy Majority Whip; Finance Senior Chair; Revenue Laws Study Committee Vice Chair
Region Six	Edgecombe	Senate	Kandie D. Smith	Dem	1113 LB	919-715-8363	Kandie.Smith@ncleg.gov	
Region Six	Edgecombe	House	Shelly Willingham	Dem	513 LOB	919-715-3024	Shelly.Willingham@ncleg.gov	Alcoholic Beverage Control Chair; Insurance Vice Chair
Region Six	Gates	House	Bill Ward	Rep	418A LOB	919-733-5780	Bill.Ward@ncleg.gov	Judiciary 3 Vice Chair
Region Six	Gates	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Halifax	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Halifax	House	Michael H. Wray	Dem	2123 LB	919-733-5662	Michael.Wray@ncleg.gov	Agriculture Vice Chair; Ethics Chair; Finance Senior Chair
Region Six	Hertford	House	Bill Ward	Rep	418A LOB	919-733-5780	Bill.Ward@ncleg.gov	Judiciary 3 Vice Chair
Region Six	Hertford	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Hyde	House	Keith Kidwell	Rep	1206 LB	919-733-5881	Keith.Kidwell@ncleg.gov	House Deputy Majority Whip; Finance Senior Chair; Revenue Laws Study Committee Vice Chair
Region Six	Hyde	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Six	Martin	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Martin	House	Shelly Willingham	Dem	513 LOB	919-715-3024	Shelly.Willingham@ncleg.gov	Alcoholic Beverage Control Chair; Insurance Vice Chair
Region Six	Nash	House	Allen Chesser	Rep	610 LOB	919-733-5802	Allen.Chesser@ncleg.gov	
Region Six	Nash	House	Ken Fontenot	Rep	536 LOB	919-733-5898	Ken.Fontenot@ncleg.gov	

## 2023-25 Legislative Session State Board of Community Colleges Regional Representation

Region	County	Chamber	Legislator	Party	Office	Phone	Email	Committee Notes
Region Six	Nash	Senate	Lisa S. Barnes	Rep	628 LOB	919-715-3030	Lisa.Barnes@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Education/Higher Education Chair
Region Six	Northampton	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Northampton	House	Michael H. Wray	Dem	2123 LB	919-733-5662	Michael.Wray@ncleg.gov	Agriculture Vice Chair; Ethics Chair; Finance Senior Chair
Region Six	Pasquotank	House	Bill Ward	Rep	418A LOB	919-733-5780	Bill.Ward@ncleg.gov	Judiciary 3 Vice Chair
Region Six	Pasquotank	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Six	Perquimons	House	Edward C. Goodwin	Rep	2217 LB	919-733-0010	Edward.Goodwin@ncleg.gov	Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Chair; Military and Veterans Affairs Chair; Environmental Review Commission Co-Chair
Region Six	Perquimons	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Six	Pitt	House	Gloristine Brown	Dem	1023 LB	919-715-3023	Gloristine.Brown@ncleg.gov	
Region Six	Pitt	Senate	Kandie D. Smith	Dem	1113 LB	919-715-8363	Kandie.Smith@ncleg.gov	
Region Six	Pitt	House	Timothy Reeder	Rep	537 LOB	919-733-5757	Timothy.Reeder@ncleg.gov	
Region Six	Tyrrell	Senate	Bobby Hanig	Rep	629 LOB	919-715-8293	Bobby.Hanig@ncleg.gov	
Region Six	Tyrrell	House	Edward C. Goodwin	Rep	2217 LB	919-733-0010	Edward.Goodwin@ncleg.gov	Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Chair; Military and Veterans Affairs Chair; Environmental Review Commission Co-Chair
Region Six	Washington	House	Edward C. Goodwin	Rep	2217 LB	919-733-0010	Edward.Goodwin@ncleg.gov	Appropriations Vice Chair; Appropriations, Agriculture and Natural and Economic Resources Chair; Military and Veterans Affairs Chair; Environmental Review Commission Co-Chair
Region Six	Washington	Senate	Norman W. Sanderson	Rep	309 LOB	919-733-5706	Norman.Sanderson@ncleg.gov	Agriculture, Energy, and Environment Chair; Appropriations on Agriculture, Natural, and Economic Resources Chair; Agriculture and Forestry Awareness Study Commission Co-Chair; Environmental Review Commission Co-Chair; Legislative Ethics Committee Co-Chair; Joint Legislative Oversight Committee on Agriculture and Natural and Economic Resources Vice Chair
Region Six	Wilson	Senate	Buck Newton	Rep	520 LOB	919-733-5878	Buck.Newton@ncleg.gov	Judiciary Chair
Region Six	Wilson	House	Ken Fontenot	Rep	536 LOB	919-733-5898	Ken.Fontenot@ncleg.gov	



## State Board of Community Colleges 2024-25 Meeting Calendar

<b>SBCC COMMITTEE MEETING</b>	<b>SBCC BOARD MEETING</b>
Thursday, January 18, 2024	Friday, January 19, 2024
Thursday, February 15, 2024	Friday, February 16, 2024
Thursday, March 14, 2024	Friday, March 15, 2024
Thursday, April 18, 2024	Friday, April 19, 2024
Thursday, May 16, 2024	Friday, May 17, 2024
Thursday, June 20, 2024*	Friday, June 21, 2024*
Thursday, July 18, 2024	Friday, July 19, 2024
Thursday, August 15, 2024	Friday, August 16, 2024
<b>Planning Meeting</b> Wednesday, September 18, 2024, through Thursday, September 19, 2024 (morning) <b>Committee Meetings</b> Thursday, September 19, 2024 (afternoon)	Friday, September 20, 2024
Thursday, October 17, 2024	Friday, October 18, 2024
Thursday, November 14, 2024	Friday, November 15, 2024
Thursday, December 19, 2024	Friday, December 20, 2024
Thursday, January 16, 2025	Friday, January 17, 2025
Thursday, February 20, 2025	Friday, February 21, 2025
Thursday, March 20, 2025	Friday, March 21, 2025
Thursday, April 17, 2025	Friday, April 18, 2025
Thursday, May 15, 2025	Friday, May 16, 2025
Thursday, June 19, 2025*	Friday, June 20, 2025*

\* The State Board of Community Colleges does not typically meet during the months of June and December. In the event a meeting is required during these months potential meeting dates have been established and are highlighted in gray. Members are requested to hold these dates on their calendars until notified that they are no longer necessary.



## SBCC Timeline

The State Board of Community Colleges' full board meetings are scheduled for every third Friday of the month (June and December are scheduled as tentative holds). Committee meetings are held the Thursday before the full board meets, or as otherwise scheduled.

### January

- Full Board meeting 3<sup>rd</sup> Friday
- Full Board votes on SBCC award committees' recommended nominees

### February

- Full Board meeting 3<sup>rd</sup> Friday

### March

- Full Board meeting 3<sup>rd</sup> Friday
- 2024 in conjunction with NCACCT

### April

- Full Board meeting 3<sup>rd</sup> Friday
- Annual Statement of Economic
- Annual SBCC awards dinner

### May

- Full Board meeting 3<sup>rd</sup> Friday
- Community College Day (May or June)

### June

- Tentative - State Board and committee meeting(s) dates held for use if needed
- Community college presidential evaluations due to State Board Office (by June 31<sup>st</sup>)
- Expiring membership terms June 30

### July

- Full Board meeting 3<sup>rd</sup> Friday
- New members appointments
- State Board election of officers (bi-annual)

### August

- Full Board meeting 3<sup>rd</sup> Friday
- SBCC award nomination period opens
- New member orientation (scheduled based on receiving appointments)

### September

- Full Board meeting 3<sup>rd</sup> Friday (offsite at community college)
- Annual Planning Meeting Wednesday and Thursday morning before full Board meeting (offsite at community college)

### October

- Full Board meeting 3<sup>rd</sup> Friday
- SBCC award nomination period closes

### November

- Full Board meeting 3<sup>rd</sup> Friday
- SBCC award committees review nominations and interview candidates.

### December

- Tentative - State Board and committee meeting(s) as requested
- Award committees complete nomination reviews and selects recipient to recommend for award

## NORTH CAROLINA COMMUNITY COLLEGE PRESIDENTS & ASSISTANTS

College	President / Start Date	Office Phone / Email	Assistant	Assistant Phone
<b>Alamance CC</b> PO Box 8000 Graham 27253-8000	<b>Dr. Ken Ingle</b> 02-01-2024	336-506-4150 (O) <a href="mailto:kingle590@alamancecc.edu">kingle590@alamancecc.edu</a>	<b>Christopher Frauendienst</b> Administrative Assistant <a href="mailto:Cgfrauendienst620@alamancecc.edu">Cgfrauendienst620@alamancecc.edu</a>	336-506-4158 (O) 336-578-8090 (F)
<b>A-B Tech CC</b> 340 Victoria Rd. Asheville 28801	<b>Dr. John Gossett</b> 07-1-2020	828-398-7110 (O) <a href="mailto:johndgossett@abtech.edu">johndgossett@abtech.edu</a>	<b>Carolyn Rice</b> Executive Administrative Assistant to President & BOT Secretary <a href="mailto:carolynhrice@abtech.edu">carolynhrice@abtech.edu</a>	828-398-7105 (O) 828-281-9696 (F)
<b>Beaufort County CC</b> 5337 US Hwy 264 E. Washington 27889	<b>Dr. David Loope</b> 06-01-17	252-940-6201 (O) <a href="mailto:Dave.loope@beaufortccc.edu">Dave.loope@beaufortccc.edu</a>	<b>Susan Pendergrass</b> Exec. Asst. to the President and Board of Trustees <a href="mailto:susan.pendergrass@beaufortccc.edu">susan.pendergrass@beaufortccc.edu</a>	252-940-6202 (O) 252-940-6234 (F)
<b>Bladen CC</b> 7418 NC Hwy 41 West P.O. Box 266 Dublin 28332	<b>Dr. Amanda Lee</b> 02-01-19	910-879-5502 (O) <a href="mailto:alee@bladenccl.edu">alee@bladenccl.edu</a>	<b>Melissa (Missi) Hester</b> Executive Assistant to the President and Board of Trustees and Ethics Liaison <a href="mailto:mhester@bladenccl.edu">mhester@bladenccl.edu</a>	910-879-5502 (O) 910-879-5523 (F)
<b>Blue Ridge CC</b> 180 W. Campus Drive Flat Rock 28731-4774	<b>Dr. Laura Leatherwood</b> 7-1-17	828-694-1706 (O) <a href="mailto:leatherwood@blueridge.edu">leatherwood@blueridge.edu</a>	<b>Tammy Pryor</b> Exec. Asst. to the President <a href="mailto:t_pryor@blueridge.edu">t_pryor@blueridge.edu</a>	828-694-1705 (O) 828-694-1696 (F)
<b>Brunswick CC</b> P.O. Box 30 Supply 28462	<b>Dr. Gene Smith</b> 01-02-19	910-755-7302 (O) <a href="mailto:smithgene@brunswickccc.edu">smithgene@brunswickccc.edu</a>	<b>Cindy Sterling</b> Executive Assistant to the President and Board Liaison <a href="mailto:sterlingc@brunswickccc.edu">sterlingc@brunswickccc.edu</a>	910-755-7301 (O) 910-754-8229 (F)
<b>Caldwell CC &amp; TI</b> 2855 Hickory Blvd. Hudson 28638-2397	<b>Dr. Mark Poarch</b> 07-01-16	828-726-2211 (O) <a href="mailto:mpoarch@cccti.edu">mpoarch@cccti.edu</a>	<b>Christina Bryant</b> Exec. Asst. to President & BOT <a href="mailto:clbryant@cccti.edu">clbryant@cccti.edu</a>	828-726-2240 (O) 828-726-2300 (F)
<b>Cape Fear CC</b> 411 N. Front St. Wilmington 28401-3993	<b>Mr. Jim Morton</b> 04-20-18	<a href="mailto:jmorton@cfcc.edu">jmorton@cfcc.edu</a>	<b>Susan Porter</b> Senior Executive Assistant <a href="mailto:sporter@cfcc.edu">sporter@cfcc.edu</a>	910-362-7026
<b>Carteret CC</b> 3505 Arendell St. Morehead City 28557	<b>Dr. Tracy Mancini</b> 06-01-2020	252-222-6140 (O) <a href="mailto:mancinit@carteret.edu">mancinit@carteret.edu</a>	<b>Laura Sullivan</b> Executive Assistant to the President <a href="mailto:sullivanl@carteret.edu">sullivanl@carteret.edu</a>	252-222-6141 (O) 252-222-6274 (F)
<b>Catawba Valley CC</b> 2550 US Hwy 70, SE Hickory 28602	<b>Dr. Garrett Hinshaw</b> 08-01-06	828-327-7000, Ext. 4210 (O) <a href="mailto:ghinshaw@cvcc.edu">ghinshaw@cvcc.edu</a>	<b>Sherry Williams</b> Assistant to President Secretary, BOT <a href="mailto:swilliams@cvcc.edu">swilliams@cvcc.edu</a>	828-327-7000 (O) Ext. 4280 828-327-7276 (F)
<b>Central Carolina CC</b> 1105 Kelly Dr. Sanford 27330	<b>Dr. Lisa Chapman</b> 04-1-19	919-718-7246 (O) <a href="mailto:lchapman@cccc.edu">lchapman@cccc.edu</a>	<b>Lorraine T. Whitaker</b> Executive Asst. to President and Secretary to the Board of Trustees <a href="mailto:lwhitaker@cccc.edu">lwhitaker@cccc.edu</a>	919-718-7223 (O) 919-718-7456 (F)
<b>Central Piedmont CC</b> P.O. Box 35009 Charlotte 28235	<b>Dr. Kandi Deitemeyer</b> 01-01-17	704-330-6566 (O) <a href="mailto:Kandi.Deitemeyer@cpcc.edu">Kandi.Deitemeyer@cpcc.edu</a>	<b>Kristi Douglas</b> Executive Asst. to the President <a href="mailto:kristi.douglas@cpcc.edu">kristi.douglas@cpcc.edu</a>	704-330-6567 (O) 704-330-5045 (F)
<b>Cleveland CC</b> 137 S. Post Rd. Shelby 28152	<b>Dr. Jason Hurst</b> 04-01-18	704-669-4444 (O) <a href="mailto:hurstj@clevelandcc.edu">hurstj@clevelandcc.edu</a>	<b>Kristin Blanton</b> Chief of Staff <a href="mailto:blantonk@clevelandcc.edu">blantonk@clevelandcc.edu</a>	704-669-4004 (O) 704-669-4202 (F)

## NORTH CAROLINA COMMUNITY COLLEGE PRESIDENTS & ASSISTANTS

<b>Coastal Carolina CC</b> 444 Western Blvd. Jacksonville 28546	<b>Mr. David L. Heatherly</b> 01-01-17	910-938-6210 (O) <a href="mailto:heatherlyd@coastalcarolina.edu">heatherlyd@coastalcarolina.edu</a>	<b>Lora Taylor</b> Assistant to the President and Board of Trustees <a href="mailto:taylorl@coastalcarolina.edu">taylorl@coastalcarolina.edu</a>	910-938-6211 (O) 910-938-6833 (F)
<b>College of The Albemarle</b> P.O. Box 2327 Elizabeth City 27906	<b>Dr. Jack Bagwell</b> 12-2-19	252-335-0821, Ext. 2234 (O) <a href="mailto:jack_bagwell88@albemarle.edu">jack_bagwell88@albemarle.edu</a>	<b>Valerie Mueller</b> Executive Asst. to the President <a href="mailto:valerie_mueller50@albemarle.edu">valerie_mueller50@albemarle.edu</a>	252-335-0821, ext. 2262 (O) 252-337-6638 (F)
<b>Craven CC</b> 800 College Court New Bern 28562	<b>Dr. Raymond Staats</b> 07-20-15	252-638-7202 (O) <a href="mailto:staatsr@cravencc.edu">staatsr@cravencc.edu</a>	<b>Amber Smith</b> Exec. Asst. to the President & BOT <a href="mailto:smitham@cravencc.edu">smitham@cravencc.edu</a>	252-638-7201 (O) 252-638-4232(F)
<b>Davidson-Davie CC</b> P.O. Box 1287 Lexington 27293	<b>Mrs. Jenny Varner</b> 11-17-23	336-224-4700 (O) <a href="mailto:jenny_varner@davidsondavie.edu">jenny_varner@davidsondavie.edu</a>	<b>Elle King</b> Exec. Asst. to the President & BOT <a href="mailto:Elle_king@davidsondavie.edu">Elle_king@davidsondavie.edu</a>	336-224-4703 (O) 336-249-1933 (F)
<b>Durham TCC</b> 1637 Lawson St. Durham 27703	<b>Mr. JB Buxton</b> 07-20-20	919-536-7250 (O) <a href="mailto:buxtonj@durhamtech.edu">buxtonj@durhamtech.edu</a>	<b>Toni Brown</b> Executive Assistant to the President <a href="mailto:brownt@durhamtech.edu">brownt@durhamtech.edu</a>	919-536-7250 (O) ext. 6003 (919) 536-7296(F)
<b>Edgecombe CC</b> 2009 W. Wilson St. Tarboro 27886	<b>Dr. Gregory McLeod</b> 08-17-18	252-618-6516 <a href="mailto:mcleodg@edgecombe.edu">mcleodg@edgecombe.edu</a>	<b>Stacey Staton</b> Exec. Asst. to the President <a href="mailto:statons@edgecombe.edu">statons@edgecombe.edu</a>	252-618-6517 Ext. 235 252-823-6817 (F)
<b>Fayetteville TCC</b> P.O. Box 35236 Fayetteville 28303	<b>Dr. Mark Sorrells</b> 1-1-23	910-678-8321 (O) <a href="mailto:sorrellm@faytechcc.edu">sorrellm@faytechcc.edu</a>	<b>Tracy Verrier</b> Executive Assistant to the President <a href="mailto:verriert@faytechcc.edu">verriert@faytechcc.edu</a>	910-678-8222 (O) 910-678-8269 (F)
<b>Forsyth Tech CC</b> 2100 Silas Creek Parkway Winston-Salem 27103	<b>Dr. Janet Spriggs</b> 01/01/2019	336-734-7201 (O) <a href="mailto:jspriggs@forsythtech.edu">jspriggs@forsythtech.edu</a>	<b>Andrea Mick</b> Executive Assistant to the President's Office <a href="mailto:amick@forsythtech.edu">amick@forsythtech.edu</a>	336-734-7203 (O) 336-734-7161(F)
<b>Gaston College</b> 201 Highway 321 S. Dallas 28034-1499	<b>Dr. John Hauser</b> 06-01-2020	704-922-6475 (O) <a href="mailto:hauser.john@gaston.edu">hauser.john@gaston.edu</a>	<b>Guyann Howe</b> Exec. Admin. Asst. to Pres. & BOT <a href="mailto:howe.guyann@gaston.edu">howe.guyann@gaston.edu</a>	704-922-6475 (O) 704-922-2329 (F)
<b>Guilford TCC</b> P.O. Box 309 Jamestown 27282	<b>Dr. Anthony Clarke</b> 10-16-19	336-334-4822 ext. 50360 (O) <a href="mailto:ajclarke@gtcc.edu">ajclarke@gtcc.edu</a>	<b>April Sandoval</b> Senior Executive Assistant to the President and Board of Trustees <a href="mailto:adsandoval@gtcc.edu">adsandoval@gtcc.edu</a>	336-334-4822 Ext. 50360 336-454-2745 (F)
<b>Halifax CC</b> 100 College Drive P.O. Box 809 Weldon 27890	<b>Dr. Patrena Benton Elliott</b> 1-1-23	252-536-7217 (O) <a href="mailto:pelliott868@halifaxcc.edu">pelliott868@halifaxcc.edu</a>	<b>Sharda Britt</b> Executive Assistant to the President and Board of Trustees <a href="mailto:sbritt040@halifaxcc.edu">sbritt040@halifaxcc.edu</a>	252-536-6399 252-536-6383 (F)
<b>Haywood CC</b> 185 Freedlander Dr. Clyde 28721	<b>Dr. Shelley White</b> 1-1-2020	828-627-4515(O) <a href="mailto:sywhite@haywood.edu">sywhite@haywood.edu</a>	<b>Tammy Goodson</b> Executive Assistant to the President <a href="mailto:trgoodson@haywood.edu">trgoodson@haywood.edu</a>	828-627-4516 (O)
<b>Isothermal CC</b> P.O. Box 804 Spindale 28160	<b>Dr. Margaret Annunziata</b> 02-01-2021	828-395-1300 (O) <a href="mailto:mannunziata@isothermal.edu">mannunziata@isothermal.edu</a>	<b>DeeDee Barnard</b> Executive Admin. Assistant to the President & Director of Special Events <a href="mailto:ddbarnard@isothermal.edu">ddbarnard@isothermal.edu</a>	828-395-1292 (O) 828-286-1120 (F)
<b>James Sprunt CC</b> P.O. Box 398 Kenansville 28349-0398	<b>Dr. Jay Carraway</b> 4-29-19	910-275-6112 (O) <a href="mailto:jcarraway@jameessprunt.edu">jcarraway@jameessprunt.edu</a>	<b>Taylor Pickett</b> Executive Assistant to the President & Board of Trustees <a href="mailto:tjerosimich@jameessprunt.edu">tjerosimich@jameessprunt.edu</a>	910-275-6111 (O) 910-296-1636 (F)

## NORTH CAROLINA COMMUNITY COLLEGE PRESIDENTS & ASSISTANTS

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<b>Lenoir CC</b> P.O. Box 188 Kinston 28502-0188	<b>Dr. Rusty Hunt</b> 10-01-2016	252-233-6801 (O) <a href="mailto:rthunt78@lenoircc.edu">rthunt78@lenoircc.edu</a>	<b>Melissa Neathery</b> Executive Assistant to the President <a href="mailto:mwneathery32@lenoircc.edu">mwneathery32@lenoircc.edu</a>	252-233-6802 (O) 252-233-6879 (F)
<b>Martin CC</b> 1161 Kehukee Park Rd. Williamston 27892	<b>Dr. Tabitha Miller</b> 05-01-2024	252-789-0222 (O)	<b>Bebe Major</b> Executive Assistant to the President <a href="mailto:bm07738@martincc.edu">bm07738@martincc.edu</a>	252-789-0323 (O) 252-799-0585 (F)
<b>Mayland CC</b> P.O. Box 547 Spruce Pine 28777	<b>Dr. John Boyd</b> 01-01-2011	828-766-1270 (O) <a href="mailto:jboyd@mayland.edu">jboyd@mayland.edu</a>	<b>Brooke Burleson</b> Admin. Asst. to President & BOT <a href="mailto:bburleson@mayland.edu">bburleson@mayland.edu</a>	828-766-1269 (O) 828-765-0728 (F)
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<b>Mitchell CC</b> 500 W. Broad St. Statesville 28677	<b>Dr. Tim Brewer</b> 03-01-12	704-878-3205 (O) <a href="mailto:tbrewer@mitchellcc.edu">tbrewer@mitchellcc.edu</a>	<b>Vicki Holland</b> Exe. Admin Asst. to the President & Secretary to the BOT <a href="mailto:vholland@mitchellcc.edu">vholland@mitchellcc.edu</a>	704-878-3205 (O) 704-878-3209 (F)
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## NORTH CAROLINA COMMUNITY COLLEGE PRESIDENTS & ASSISTANTS

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## NORTH CAROLINA COMMUNITY COLLEGE PRESIDENTS & ASSISTANTS

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## **North Carolina Community College Partner Associations**

### **North Carolina Association of Community College Presidents** **(NCACCP)**

The North Carolina Association of Community College Presidents was organized for the purpose of providing a forum for open discussion of issues common to all institutions within the System, and to create a support network among its chief executive officers. The current president of the Association is Dr. Laura Leatherwood, President of Blue Ridge Community College. Mr. Tom Looney is the liaison for the Presidents Association. Liaisons serve as the State Board's representative and voice to their assigned group. Membership dues to the Association are paid by the presidents themselves from their own personal funds. The Association's website is located at [www.ncaccp.org](http://www.ncaccp.org).

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### **North Carolina Association of Community College Trustees** **(NCACCT)**

The North Carolina Association of Community College Trustees (NCACCT) was established in 1967 to support trustees serving on local boards within the North Carolina Community College system. It currently boasts nearly 900 active members, making it the largest and most influential advocacy group for the system. NCACCT organizes training sessions for new and returning trustees and hosts ongoing educational seminars. Additionally, the association offers services to institutions, such as aiding in presidential searches and providing personalized leadership support for local board retreats. Mr. Bill McBrayer acts as the liaison to the Trustees Association, representing the State Board's voice to this group. The association's website can be accessed at [www.ncacct.com](http://www.ncacct.com).

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### **North Carolina Community College Faculty Association (NCCCFA)**

On October 11, 1988, during the NCCC Instructors' Conference in Greensboro, the North Carolina Community College Faculty Association was founded. Approximately 120 faculty members agreed to form a statewide association to address issues of importance to the thousands of instructors, full and part-time, within the System. The mission of the Faculty Association includes fostering professionalism among community college faculty; serving as a voice for faculty concerns to the System Office, presidents, trustees, the General Assembly, and the general public; and advocating for policies and legislation that allow colleges to attract, employ, retain, and reward highly qualified faculty. The Faculty Association holds spring and fall meetings at various locations across the state, as well as sessions on specific topics of interest to instructional staff. The current president of NCCCFA is Mr. John Etheridge, an instructor at Wake Technical Community College in Raleigh. The website for the Faculty Association is [www.ncccfa.org](http://www.ncccfa.org).

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## **North Carolina Comprehensive Community College Student Government Association (N4CSGA)**

The North Carolina Community College System's N4CSGA, established in October 1969, focuses on addressing shared challenges, fostering collaboration, and sharing successes among educational institutions. All 58 community colleges are welcome as members, with dues collected annually by a trustee who is also a Community College System Office employee. Dr. John J. Evans, the current Trustee, serves as Associate Director of Student Life. This student-led organization appoints its president as a non-voting State Board member, involved in committees and providing monthly updates at State Board meetings. Mr. Jonathan Harris and Mr. Ray Trapp act as liaisons, representing the State Board within N4CSGA. More information can be found at [www.n4csga.org](http://www.n4csga.org).

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## **North Carolina Community Colleges Foundation**

The North Carolina Community Colleges Foundation was established in 1986 as an independent 501c3 organization under the leadership of former Governor Robert Scott during his tenure as System President. It was created to offer general support to the Community Colleges System and serve as an alternative fundraising mechanism for system needs. The Foundation is overseen by a board of up to thirty members, including ex-officio representation from various educational entities and the North Carolina Council of Resource Development (NCCORD). The majority of the board consists of at-large members elected to represent education, economic development, and state interests. The Foundation, based in Raleigh at the System office, is led by an executive director. Mr. Tom Looney and Ms. Sarah West, both State Board members, act as liaisons to the NCCC Foundation. Further details can be found at [www.nccommunitycolleges.edu/foundation](http://www.nccommunitycolleges.edu/foundation).

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## **System Advisory Council**

To promote communication, transparency, and the consideration of diverse perspectives, the System Advisory Council was established as a standing body whose charge is to discuss and make recommendations to the State Board of Community Colleges on issues of system-wide or inter-college importance. The members include State Board members, Ms. Lisa Estep, Mr. Tom Looney, Mr. Hari Nath, and Ms. Sarah West.





## **APPENDICES**

**Appendix 1 – SBCC Bylaws**

**Appendix 2 – SBCC Committee Charters**

**Appendix 3 – SBCC Committee Structure**

**Appendix 4 – Senior Team Contact List**

**Appendix 5 - NCCCS Organization Chart**

**Appendix 6 – Glossary of Relevant Terms**

**Appendix 7 – Often Used Acronyms**

**Appendix 8 – Statutory Obligations**

**Appendix 9 – Parliamentary Procedures Quick Reference**



## **APPENDIX 1 – STATE BOARD OF COMMUNITY COLLEGES**

### **BYLAWS**



# **Bylaws of the State Board of Community Colleges**

**Adopted**  
January 1, 1982

**Most Recently Amended**  
November 17, 2023

# **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 (the “State Board”). The State Board shall conduct its business in a committee of the whole, through such committees as it may establish pursuant to these Bylaws, or under such other forms as it, by majority vote, may elect.

## **Article II. Officers.**

At the first meeting after July 1, 1981, and every two years thereafter, the State Board shall elect from its membership for no more than two consecutive terms of two years or until their respective successors have been appointed and qualified, a Chair, a Vice Chair, and such other officers as it may deem necessary, 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 (each, a “Member”) no later than the meeting 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 Chair and Vice Chair. Each nominee must, in writing, accept or reject the nomination and, if accepting the nomination, commit to perform the duties of that office. Nominations may be accepted from the floor, but each such nominee must 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 a Member to fill such office for the unexpired portion of the term of such office, consistent with G.S. §115D-2.2.

The 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 an employee of the 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.

## **Article III. Regular Meetings.**

Regular meetings of the State Board shall be held at least 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 by the Secretary at least seven (7) days in advance of the meeting date. Either by action of the State Board or upon 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 North Carolina Community College System (the “System”) may be considered at any regular meeting of the State Board. In addition to 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. A special meeting called by the Secretary shall be held within twenty (20) days of receipt by the Secretary of a written request from a majority of the Members for such special meeting. A notice specifying the time and place of a special meeting of the State Board shall be given by the Secretary to each Member at least two (2) business days in advance of the meeting date. Any matter of business relating to the 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 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 at least seven days in advance of the regular meeting. If practicable, a copy of the agenda for each special meeting of the State Board, with reports and other materials to be presented, shall be sent to each Member at least 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 such meeting, all Members shall be sent such materials as a committee may prescribe by standing rule or as the 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. 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 Action." 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 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.

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 has the right to comment on any consent agenda item. At the request of any 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 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 Members, consistent with G.S. §115D-2.2(i). If a Member cannot attend a State Board meeting in person for a justifiable reason, the Member may attend via telephone, videoconferencing, or other electronic means.

The Secretary shall maintain an attendance record for each Member. A State Board meeting includes the meeting of the full board. Members are encouraged and expected to attend all State Board meetings, unless excused according to these Bylaws.

### **A. Consecutive absences**

The State Board may declare vacant the office of a Member who, without justifiable excuse, 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 must inform the Secretary of the reason for such Member's absence prior to the day of the meeting if the absence

is foreseeable. If the absence is not foreseeable, the Member must inform the Secretary of the reason as soon as reasonably possible after the meeting missed by the Member. In either circumstance, the Secretary will note the reason in the minutes for such meeting.

If any Member is absent from two consecutive scheduled meetings 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 and to encourage attendance at scheduled meetings.

#### **B. Non-consecutive absences**

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 Members present at such meeting.

#### **Article IX. Power to Vote.**

All 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 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. Only 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. 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 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 these Bylaws.

## **Article XII. Minutes.**

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

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

For closed sessions in which the presence of the Secretary or Assistant Secretary would not be appropriate due to the nature of the subject matter being discussed, the Chair may designate a Member 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 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 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 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 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 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 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 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, 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 any Member, such Member shall maintain the confidentiality of that information as required by statute, regulation, or other State Board-adopted policy. Members are expected to know the confidentiality protections that apply to the information that may come to them in their role as Members. Any 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 (except those required or governed by statutory provision) may be amended by a vote of two-thirds of the 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 (except those required or governed by state law, whether constitutional law, statutory 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 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: 11/17/2023, 10/21/2022, 08/16/2019; 05/17/2019; 05/17/2013; 03/16/2007; 08/19/2005; 8/17/2001.*



## **APPENDIX 2 – STATE BOARD OF COMMUNITY COLLEGES**

### **COMMITTEE CHARTERS**

**STATE BOARD OF COMMUNITY COLLEGES  
Review of Finance Committee Charter**

**I. Background**

The State Board of Community Colleges 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**  
**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**  
**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**  
**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.

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## 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.
-

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- 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

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- 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.~~

**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.



## **APPENDIX 3 – STATE BOARD OF COMMUNITY COLLEGES**

### **COMMITTEE STRUCTURE**

# State Board of Community Colleges Committee Structure

## Standing Committees

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### **Accountability and Audit Committee**

*Staffed by Jarvis and Holloway*

1. Merritt, Mark, Chair
2. Nath, Hari, Vice-Chair
3. Beasley, Chaz
4. Estep, Lisa
5. Folwell, Dale
6. Lang, Geoffrey
7. McBrayer, Bill
8. Searcy, Searcy
9. Van Duyn, Terry
10. Whitford, Ann
- *Lyn Austin, NCACCT liaison*
- *David Heatherly, NCACCP liaison*

### **Finance Committee**

*Staffed by Price and Herring*

1. Estep, Lisa, Chair
2. Carraway, Shirley, Vice-Chair
3. Beasley, Chaz
4. Benson, Paula
5. Folwell, Dale
6. Kane, John
7. McBrayer, Bill
8. Merritt, Mark
9. Ryan, Julie
10. Searcy, Sam
11. Van Duyn, Terry
12. West, Sarah
- *Julian Philpott, NCACCT liaison*
- *Rusty Hunt, NCACCP liaison*
- *Tracy Mancini, NCACCP liaison*

### **Personnel Committee**

*Staffed by Gold and Watson*

1. McBrayer, Bill, Chair
2. Searcy, Sam, Vice Chair
3. Estep, Lisa
4. Kane, John
5. Lang, Geoffrey
6. Merritt, Mark
7. Russell, Ray
8. Trapp, Ray
- *Lyn Austin, NCACCT liaison*
- *Kandi Deitemeyer, NCACCP liaison*
- *Carol Spalding, NCACCP liaison*

### **Programs and Student Success Committee**

*Staffed by B. Merritt and Croom*

1. West, Sarah, Chair
2. Carraway, Shirley, Vice-Chair
3. Benson, Paula
4. Campbell, Grant
5. Estep, Lisa
6. Nath, Hari
7. Pile, Anthony
8. Price, David
9. Robinson/Harris
10. Russell, Ray
11. Trapp, Ray
12. Whitford, Ann
- *Margaret Annunziata, NCACCP liaison*
- *David Loope, NCACCP liaison*
- *Ted Thomas, NCACCT liaison*
- 

### **State Board Policy and Governance Committee**

*Staffed by Artis and Sharif*

1. Beasley, Chaz, Chair
2. Estep, Lisa, Vice Chair
3. Carraway, Shirley
4. Kane, John
5. Merritt, Mark
6. Nath, Hari
7. Pile, Anthony
8. Price, David
9. Ryan, Julie
10. West, Sarah
11. Whitford, Ann
- *Lyn Austin, NCACCT liaison*
- *Dale McInnis, NCACCP liaison*

### **Strategic Planning Committee (Q)**

*Staffed by Crane and Barretto*

1. Whitford, Ann, Chair
2. Campbell, Grant, Vice Chair
3. Benson, Paula
4. Carraway, Shirley
5. Nath, Hari
6. Pile, Anthony
7. Price, David
8. Robinson/Harris
9. Trapp, Raymond
10. West, Sarah
- *Lyn Austin, NCACCT liaison*
- *John Hauser, NCACCP liaison*

# State Board of Community Colleges Committee Structure

## Award Committees

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### **Recognition Awards Steering Committee**

*Staffed by Gold and Loovis*

1. Tom Looney
2. Shirley Carraway
3. Grant Campbell
4. Sam Searcy
5. Katie Loovis
6. Donny Hicks

### **I.E. Ready**

*Staffed by Artis and Sharif*

1. Tom Looney
2. Sam Searcy

### **Distinguished Partners**

*Staffed by Loyack and Farmer*

1. Grant Campbell
2. Tom Looney
3. Sam Searcy

### **Excellence in Teaching Award Committee**

*Staffed by B. Merritt and Croom*

1. Shirley Carraway, Chair
2. Jonathan Harris (on behalf of the Lt. Governor)
3. Terry Van Duyn
4. Ann Whitford

### **President of the Year Award Committee**

*Staffed by Gold and Barretto*

1. Chaz Beasley, Chair
2. Lisa Estep
3. Hari Nath
4. Ray Russell

### **Staff Person of the Year Award Committee**

*Staffed by Fleming and Davis*

1. Bill McBrayer, Chair
2. Julie Ryan (on behalf of the Sec. of Labor)
3. Mark Merritt
4. Ray Trapp

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## Liaisons

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### **Liaison to NCCC Foundation**

1. Tom Looney
2. Sarah West

### **Liaison to N4CSGA**

1. Jonathan Harris (on behalf of the Lt. Governor)
2. Ray Trapp

### **Liaison to NCACCP**

1. Tom Looney

### **Liaison to NCACCT**

1. Bill McBrayer

### **Liaison to Legislative Entities**

1. Tom Looney – NC Senate
2. Lisa Estep – NC Senate
3. Mark Merritt – NC Governor
4. Grant Campbell – NC House
5. David Price – Federal Government



## **APPENDIX 4 – STATE BOARD OF COMMUNITY COLLEGES**

### **CONTACT INFORMATION**

## **Appendix 4 – Contact List of System Office Senior Team and Administrative Staff**

<b><u>SENIOR STAFF MEMBER</u></b>	<b><u>ADMINISTRATIVE STAFF</u></b>
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<b>Dr. Kimberly Gold</b> <i>Chief of Staff</i> (919) 807-7096 goldk@nccommunitycolleges.edu	Ms. Kelly Barretto Executive Assistant to the Chief of Staff (919) 807-7069 barrettok@nccommunitycolleges.edu
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<b>Dr. Patrick Crane</b> <i>Vice President of Strategic Initiatives</i> (919) 807-6957 cranep@nccommunitycolleges.edu	
<b>Mr. Alexander Fagg</b> <i>Director of Government Relations</i> (919) 807-7077 fagga@nccommunitycolleges.edu	
<b>Mr. Patrick Fleming</b> <i>Senior VP and CIO of Technology Solutions &amp; Distance Learning</i> (919) 807-7049 flemingp@nccommunitycolleges.edu	Ms. Latanya Davis Executive Assistant I of Technology Solutions & Distance Learning (919) 807-6977 davist@nccommunitycolleges.edu
<b>Mr. Nathan Hardin</b> <i>Executive Director of Communications</i> (919) 807-6994 hardinn@nccommunitycolleges.edu	Ms. Poonam Aneja Executive Assistant to Communications (919) 807-7067 anejap@nccommunitycolleges.edu
<b>Ms. Sondra Jarvis</b> <i>Director of State Board Relations</i> (919) 807-7147 jarviss@nccommunitycolleges.edu	

**Mr. John Loyack**

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*Senior Vice President & Chief Academic Officer*

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*VP & CFO of Business and Finance*

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*Vice President for System Effectiveness*

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*Program Assistant of Economic Development*

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**Ms. Ashley Croom**

*Executive Assistant of Programs & Student Services*

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**Ms. Petrina Lyons**

*Executive Assistant to VP and CFO*

*of Business & Finance*

(919) 807-7146

lyonsp@nccommunitycolleges.edu



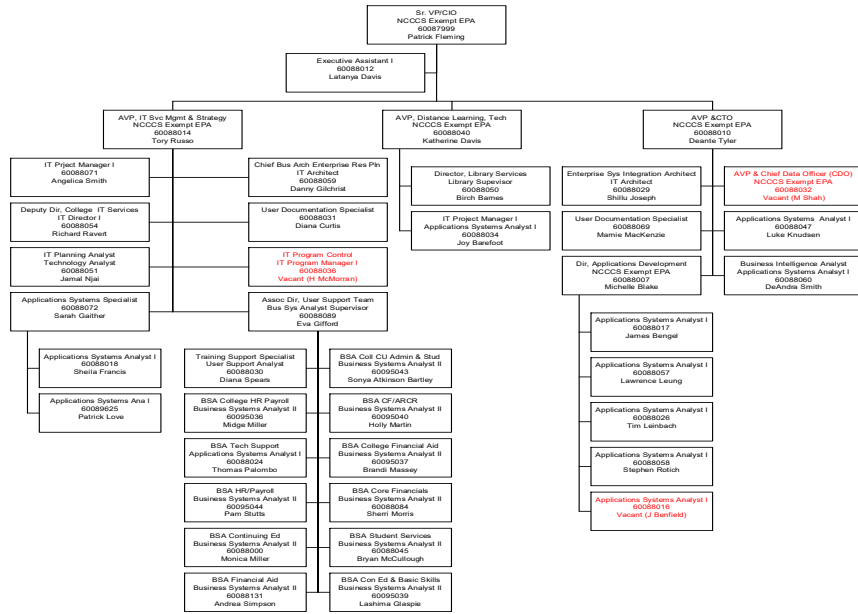
## **APPENDIX 5 – STATE BOARD OF COMMUNITY COLLEGES**

### **NCCCS ORGANIZATIONAL CHART**





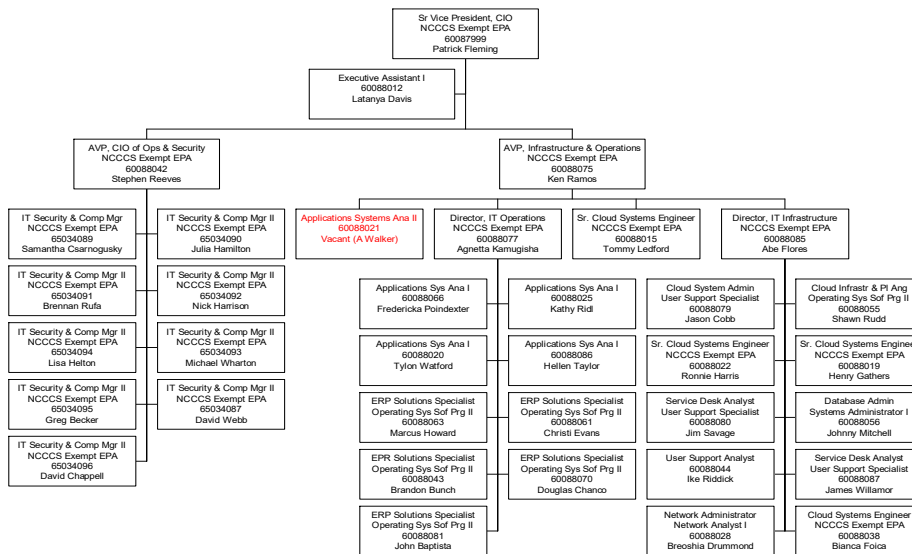
## TECHNOLOGY SOLUTIONS & DISTANCE LEARNING DIVISION A



Vice President

Date

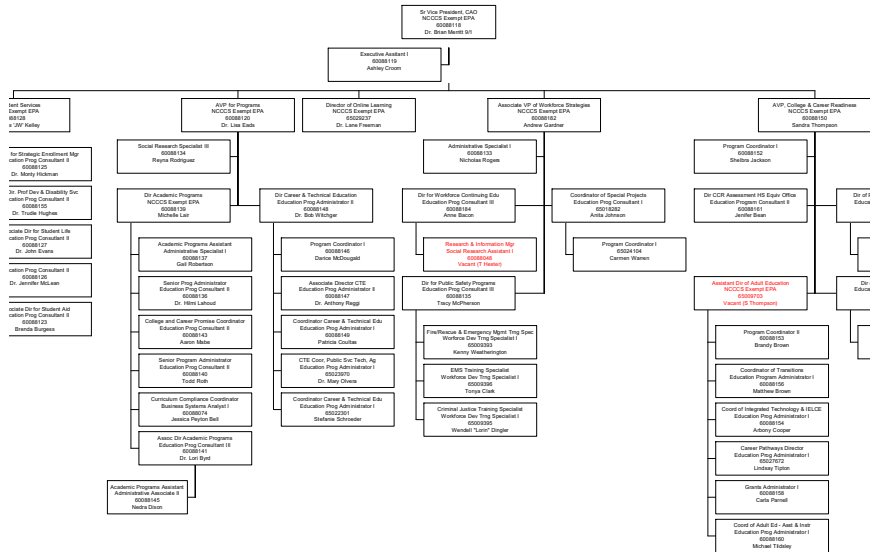
## TECHNOLOGY SOLUTIONS & DISTANCE LEARNING DIVISION B



Vice President

Date

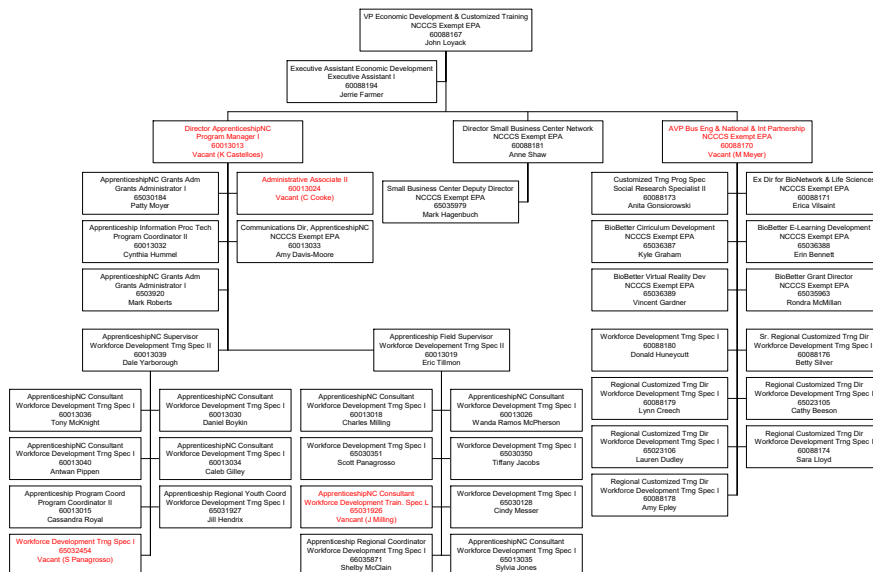
## PROGRAMS & STUDENT SERVICES DIVISION



Vice President

Date \_\_\_\_\_

## ECONOMIC DEVELOPMENT DIVISION



President

Date \_\_\_\_\_



## **APPENDIX 6 – STATE BOARD OF COMMUNITY COLLEGES**

### **GLOSSARY OF RELEVANT TERMS**

## **Appendix 6 - Glossary of Relevant Terms**

**Academic Semester**—A sixteen-week period during which credit classes are offered.

**Academic Year**—The academic year includes fall and spring semesters as well as an eleven-week summer term.

**Accreditation**—A formal means of recognizing an institution for maintaining standards that qualify the graduates for admission to higher institutions or for professional practice. Accrediting agencies are responsible for establishing the standards and evaluating the schools' compliance with them (e.g. Southern Association of Colleges and Schools, American Dental Association, Engineering).

**Accountability**—The acceptance of personal responsibility for the achievement of predetermined measurable objectives.

**Adult Basic Education (ABE)**—A program of basic skills for adults, 16 years of age or older and out of school, who function at less than a high school level.

**Adult Education**—Programs that provide opportunities for adults and out-of-school youth to further their education.

**Affirmative Action**—The planned, aggressive, coherent, management program to provide for equal employment opportunity. It is a results-oriented program designed to achieve equal employment opportunity rather than simply a policy to assure nondiscrimination. As an ongoing management program, it requires periodic evaluation. It is not a quota system.

**Appropriation**—The act by which the legislature provides the state dollars for the operation of an institution. Funds are appropriated to the State Board of Community Colleges to be distributed to the institutions.

**Associate in Applied Science Programs (AAS)**—These programs range from 64 to 76 semester hour credits. A full-time student can typically complete one of these programs within two years. In addition to major course work, associate in applied science degree programs require a minimum of 15 semester hour credits of general education. General education requirements include course work in communications, humanities/fine arts, social/behavioral sciences and natural sciences/mathematics. Certain courses in associate degree programs may be accepted by a four-year college or university for transfer credit in an associated field.

**Association of Community College Trustees (ACCT)**—A nonprofit international association with headquarters in Washington, DC, that seeks to unify, promote, encourage, and develop two-year institutions through the expertise and insight of trustee leadership.

**Association of Governing Boards of Universities and Colleges (AGB)**—A nonprofit educational organization of governing, coordinating, and advisory boards of post-secondary

education. AGB exists to help its members fulfill their roles and meet their responsibilities. Headquarters are in Washington, DC.

**Base Budget**—Appropriations made by the Legislature to fund the current level of operation.

**Biennium**—A two-year period for which an agency builds a budget.

**Capital Outlay**—Capital outlay expenditures are those that result in the acquisition of fixed assets or additions to fixed assets (i.e. expenditures for land, buildings, or equipment).

**Categorical Funds** (restricted)—Funds from a federal, state, local, or private source that are restricted to expenditures in a particular category or program.

**Certificate Programs**—These programs range from 12 to 18 semester hour credits and can usually be completed within one semester by a full-time student. Associate degree level courses within a certificate program may also be applied toward a diploma or an associate in applied science degree.

**Certification**—A voluntary form of recognition for knowledge and skill in a particular profession.

**Clock Hour**—One hour of instruction given one student. Class periods from 50–60 minutes may be counted as one clock hour depending on the type of instruction delivered.

**College Transfer Programs**—These programs are offered through the Associate in Arts (AA), Associate in Fine Arts (AFA) and Associate in Science (AS) degrees. The Associate in Arts and the Associate in Science programs are part of the Comprehensive Articulation Agreement (CAA). This agreement addresses the transfer of students between institutions in the North Carolina Community College System and the constituent institutions of the University of North Carolina.

**Compensatory Education**—A special state-funded educational program for adults (over 17 years of age) with some mental disability.

**Competency-Based Instruction**—Instruction based on measurable student performance outcomes consistent with the skills and knowledge needed by entry-level employees in a particular field.

**Cooperative Skills Training**—A training program specifically designed to provide customized training for existing industry. This training can be provided on campus or at the industrial site.

**Credit Hour**—An instructional unit used for recognition of the amount of credit a student earns for a given course. Example: Semester Credit Hour—A student who spends one classroom hour per week in a class for sixteen weeks earns one semester hour credit.

**Current Expense**—Funds used for the general operation of the institution to include salaries, benefits, and other instructional costs.

**Curriculum Programs**—A term used to describe a wide variety of planned educational programs which range in length from one semester to two years. These programs lead to certificates, diplomas or associate degrees, depending on the nature of the curriculum. Curriculum programs include certificate, diploma, Associate in Applied Science, Associate in Arts, Associate in Fine Arts, Associate in Science and Associate in General Education programs.

**Developmental Education**—A program providing specialized credit courses for students who need to improve their basic skill in order to perform at the level required for admission to degree and diploma programs. Usually these courses are in reading, writing, and mathematics.

**Diploma Programs**—These programs range from 36 to 48 semester hour credits and can usually be completed by a full-time student within two semesters and one summer term. Associate degree level courses within a diploma program may also be applied toward an Associate in Applied Science degree.

**English as a Second Language (ESL)**—A program of instruction to help adults with limited or no English language proficiency.

**Expansion Budget**—Additional funds from the legislature to increase the quantity or quality of services rendered.

**Fiscal Year**—The twelve-month period upon which the institution's budget is based that runs July 1 – June 30.

**Full-Time Equivalent (FTE)**—One full-time equivalent (FTE) student represents 16 student membership hours per week for 16 weeks or 256 student membership hours for each semester enrolled.

- **Annual Curriculum FTE**—The total of fall and spring FTE.
- **Annual Extension FTE**—The total of spring, summer and fall sequenced periods FTE.
- **Budget Full-Time Equivalent (B/FTE)**—Used to prepare the operating budget and to provide for an equitable distribution of the operating funds allocated by the State Board to the institutions.
- **Equipment Full-Time Equivalent (E/FTE)**—Used to prepare the equipment budget and to provide for an equitable distribution of the equipment funds allocated by the State Board to the institutions.
- **Library Full-Time Equivalent (L/FTE)**—Used to prepare the library budget to provide for an equitable distribution of library funds allocated for the purchase of library books and audiovisual materials.

- **Credit Hour Full-Time Equivalent (H/FTE)**—Used in furnishing data to the North Carolina Commission on Higher Education Facilities and the University of North Carolina.

- **Construction Full-Time Equivalent (C/FTE)**—Used to determine priorities and institutional eligibility for federal and state construction funds for the institutions.

**Full-Time Students**—A student is considered full time if he/she carries 12 or more semester credit hours of classes.

**General Educational Development (GED)**—A high school equivalency program enabling adults to take the General Education Development Tests to determine if they are at the 12th grade completion level of English, social studies, science, reading, and math. Individuals achieving the required scores on the GED are awarded the High School Equivalency Diploma. The program is open to individuals 18 years or older.

**General Education Programs**—These programs are designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year General Education program provides students opportunities to study english, literature, fine arts, philosophy, social science, science and mathematics at the college level. All courses in the program are college-level courses and many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. Successful completion of 64-65 semester hour credits leads to an associate in general education degree (AGE).

**Human Resource Development (HRD)**—A program with prevocational training and counseling for chronically unemployed adults.

**Non-Credit (Extension) Courses**—Courses for professional training, upgrading or general interest.

**Occupational Education**—Any type of instruction or training (credit or non-credit) that prepares one to enter an occupation.

**Other Costs**—A term used to describe current instructional and operating instructional support costs excluding personnel and the associated fringe benefits. The term is used for supplies, travel, postage, etc.

**Pell Grants**—Need-based federally funded grants.

**Transitional**—Programs that do not lead to a formal award. They include special credit, Huskins Bill, high school, and dual enrolled high school programs.

**Unduplicated Headcount**—The total number of students (both full-time and part-time) enrolled in all courses during a year. Each student is counted only once during the year regardless of the number of classes he/she takes or the number of semesters for which he/she registers.





## **APPENDIX 7 – STATE BOARD OF COMMUNITY COLLEGES**

### **OFTEN USED ACRONYMS**



## Often Used Terms and Acronyms

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#)  
[N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#)

Term/Acronym	Meaning
<b>A</b>	<a href="#">Back to top</a>
A4NCW	Align4NCWorks (Strategic Plan)
AA	Associate in Arts – A degree granted for planned programs of study consisting of a minimum of 60 semester hours and a maximum of 61 semester hours of college transfer courses.
AAS	Associate in Applied Science – A degree granted for planned programs 64-76 semester hours course work to provide entry-level employment education. An AAS program must include a minimum of 15 hours of general education and a minimum of 49 hours of major courses with numbers 110-199 or 210-299.
ACA	Affordable Care Act
ABE	Adult Basic Education (ABE) is a program of instruction below the high school level designed for adults who need to improve their reading, writing, speaking, problem solving, or computation skills to function more effectively in society, on a job, or in the family.
ACCBO	Association of Community College Budget Officers
ADA	Americans with Disabilities Act
AD&D	Accidental Death and Dismemberment insurance
AE	Associate in Engineering – A degree granted for planned programs of study consisting of a minimum of 60 semester hours and a maximum of 61 semester hours of college transfer courses, with an emphasis on engineering.
AEFLA	Adult Education and Family Literacy Act

AFA	Associate in Fine Arts – A degree granted for planned programs of study consisting of a minimum of 60 semester hours and a maximum of 61 semester hours of college transfer courses, with an emphasis on the arts.
AGE	Associate in General Education – A degree that is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. The program may include both university transfer and non-transfer courses.
AGI	Adjusted Gross Income
AHS	Adult High School (AHS) instruction is offered cooperatively with local public school systems to help adults earn an Adult High School Diploma.
AS	Associate in Science – A degree granted for planned programs of study consisting of a minimum of 60 semester hours and a maximum of 61 semester hours of college transfer courses, with emphasis on the natural sciences.
AUD	Accountability and Audit Committee
AWS	American Welding Society
<b>B</b>	<a href="#">Back to top</a>
Basic Skills ( <b>Currently referred to as College and Career Readiness</b> )	Basic Skills - Programs designed for adults who need to improve their reading, writing, speaking, problem solving, listening or computational skills to function more effectively in society, on a job, or in the family.
Basic Skills Plus	Basic Skills Plus. Basic Skills Plus is a program developed to provide employability skills, job-specific occupational and technical skills, and developmental education instruction to students concurrently enrolled in an Adult High School or a high school equivalency program.
BEACON	The former name of the HR/Payroll system for State agencies
Best Literacy/Best Plus 2.0	Basic English Skills Test – NRS assessment used in College and Career Readiness to place and post-test students.
BEST NC	Business for Educational Success and Transformation
BEST Shared Services	Beacon Enterprise Support Team – support organization for employees and agency human resources and payroll personnel designed to provide human resources, benefits and payroll administration services and answers to human resources, benefits and payroll questions.
BFTE	Budget FTE

BioNetwork	Statewide resource that supports the training, education, and outreach needs of North Carolina's biotechnology and life sciences sector. Five community colleges host BioNetwork staff. They include: Asheville-Buncombe (A-B) Technical Community College, Forsyth Technical Community College, Gaston College, Pitt Community College, and Wake Technical Community College.
BLET	Basic Law Enforcement Training
BRITE	Biotechnology Research Institute and Technology Enterprise, NC Central University, BioNetwork partner.

BTEC	Biomanufacturing Training and Education Center, NC State - partner of BioNetwork
<b>C</b>	<a href="#">Back to top</a>
CAA	Comprehensive Articulation Agreement – An agreement between the North Carolina Community College System and public and private universities to facilitate transfer between community colleges and 4-year universities.
CAL	Calendar Committee
CAO	Chief Academic Officer – The person at the local college level who bears the primary responsibility for all areas of curriculum programming.
Career Clusters Guide	Developed by the North Carolina Department of Public Instruction and the North Carolina Community College system to link the academic and Career and Technical Education programs at the secondary and postsecondary levels to increase student achievement.
CASAS	Comprehensive Adult Student Assessment Systems – An assessment used in College and Career Readiness to place and post-test students
CBE	Competency-based Education
CC	Community College
CCL	Combined Course Library – The set of statewide uniform courses from which North Carolina community colleges must choose their curriculum course offerings.
CCP	Career and College Promise program
CCP	Career and College Promise - Success in today's global economy may require a two-or four-year degree, a certificate or diploma. Through Career and College Promise, qualified high school-age students in North Carolina have the opportunity to pursue these options, tuition free, while they are in high school, allowing them to get a jumpstart on their workplace and college preparation.

CCR	College and Career Readiness - Programs designed for adults who need to improve their reading, writing, speaking, problem solving, listening or computational skills to function more effectively in society, on a job, or in the family.
CCRG	Career and College-Ready Graduate Program
CE	Continuing Education programs provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations.
CEC	Continuing Education Credit

Certificate	A program comprised of 12-18 semester hours of courses designed to provide entry-level employment training.
CEU	Continuing Education Unit – A unit of credit toward specific certification awarded for continuing education courses in collaboration with the certifying agency.
CI	Capital Improvement project
CIHS	Cooperative Innovative High Schools (CIHS) – A limited student-body high school in partnership with and located on a college/university enabling students to obtain a high school diploma and earn college credit toward an associate degree or other post-secondary credential within five years. They are commonly referred to Early College Middle Colleges.
CIP Codes	Classification of Instructional Programs Codes – Nationally recognized codes to classify instructional programs for educational research and funding purposes.
CIP Project	Curriculum Improvement Project – A two-year project with state-wide representation to assess the current employer needs for a particular program area and revise courses and curriculum standards, as required, to meet the employer needs.
CIS	College Information System – A two-part system to interconnect all facets of NCCCS records – commonly differentiated as Colleague and Data Warehouse.
Clinical Practice	A structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program. Credit of one semester hour is awarded for each 48 hours of clinical practice. (ratio of 3:1 credit hours).
COABE	Coalition on Adult Basic Education

COBRA	The Consolidated Omnibus Budget Reconciliation Act of 1985 (or COBRA) - the ability to continue health insurance coverage after leaving employment
Colleague	A software package with enhancements and ancillary third party products designed to interconnect the functions at the college level and to manage processes that are shared by the colleges and the System Office.
Concurrent Enrollment	Enrollment of high school students in regular college courses, usually located on the community college campus.
Corequisite Course	A course taken at the same time as another course or prior to the course to be taken.
CR	Continuing Resolution – Legislation that is enacted that provides continuing budget authority, absent the enactment of a final budget.
CRC	Career Readiness Certification – Entry-level worker third party certification that measures a worker’s abilities in three key workplace skills: <ul style="list-style-type: none"> <li>• Reading for Information</li> <li>• Applied Mathematics</li> <li>• Locating Information</li> </ul>

CCRC	Curriculum Course Review Committee – A committee of chief academic officers and presidents that serves as an arm of the State Board of Community Colleges, with the specific purpose of maintaining the curriculum courses in the Combined Course Library. This committee is charged with the responsibility of keeping the curriculum courses in the Combined Course Library current while guarding against proliferation of course duplications.
CPRM	Curriculum Procedures Reference Manual is a resource for colleges providing procedures for performing curriculum management functions (e.g., program applications, program terminations, etc.).
CTE	Career Technical Education Pathway – A certificate or diploma level program offered under Career and College Promise.
CTP	A pathway of curriculum courses offered under Career and College Promise which is aligned with transfer degree programs.

<b>D</b>	<a href="#">Back to top</a>
Data Warehouse	A massive database that stores five years of raw data. Standard reports with a fixed “snapshot” of data at a given date are available through menu/standard command options. Ad hoc reports are based on data in the warehouse on the day extracted; consequently, Ad hoc results vary as colleges update records.
Developmental Education	Programs that consist of courses and support services which include diagnostic assessment and placement, tutoring, advising, and writing assistance. These programs are designed to address academic preparedness, workforce retraining, development of general and discipline-specific learning strategies, and affective barriers to learning. Developmental courses do not earn credit toward a degree, diploma, or certificate. The numbers 010-099 shall be assigned to developmental courses.
Diploma	A program comprised of 36-48 semester hours, including a minimum of 6 hours general education, which provide entry-level employment training.
DEI	Diversity, Equity, and Inclusion
DL	Distance Learning – Organized delivery by means other than face- to-face classroom contact, such as via The Internet, video recordings, paper-based correspondence, or telecourse.
DPI	NC Department of Public Instruction, often referred to as K-12.

DWS	Division of Workforce Solutions, NC Department of Commerce
<b>E</b>	<a href="#">Back to top</a>
EAP	Employee Assistance Program
EDPNC	Economic Development Partnership of North Carolina, the partnership formed by the General Assembly in 2014 to handle business recruitment, retention, international trade, tourism and film development. These functions were moved from Commerce.
EFC	Expected Family Contribution
EFL	Educational Functioning Level – Way to identify measurable skill gains in adult education
EOB	Explanation of Benefits (as found on Beacon)
EOI	Evidence of Insurability – often required for benefit enrollment
EPA or EHRA	Employee/Position is Exempt from the State Personnel (now Human Resources Act)

ESL/ELA/ELL	English as a Second Language, English Language Acquisition, English Language Learner
ETA	Employment and Training Administration
Experiential Lab	Instruction given to a student by an instructor to increase the student's knowledge and skills without immediate student application. Credit of one semester hour is awarded for each 32 hours of experiential laboratory work. (ratio of 2:1 credit hours.)
<b>F</b>	<a href="#">Back to top</a>
Faculty Directed Lab	Structured and coordinated demonstration by an instructor with immediate student application. Credit of one semester hour is awarded for each 48 hours of faculty directed laboratory work. (ration of 3:1 credit hours).
FAFSA	Free Application for Federal Student Aid
FC	Finance Committee
FERPA	The Family Educational Rights and Privacy Act of 1974 (FERPA or the Buckley Amendment) is a United States federal law
FIL	Family Illness Leave
FLSA	Fair Labor Standards Act – determines if position is subject to or exempt from overtime provisions
FMLA	Family and Medical Leave Act
FTE	Full-Time Equivalency – The number of hours equivalent to the hours one student is enrolled for the normal academic year of spring and fall terms and enables colleges to recognize the impact of part-time students as an aggregate.
FTFA	Fast Track For Action is an abbreviated program and applications process that meet specified criteria making them eligible to be placed on State Board of Community Colleges consent agenda.

FRD	Fiscal Research Division – A division of the General Assembly's non-partisan central staff that provides legislators information and advice on fiscal matters.
<b>G</b>	<a href="#">Back to top</a>
GED (Currently referred to as HSE)	General Education Development – A program which provides instruction and testing for adults to complete their high school equivalency.
GOT	General Occupational Technology – A curriculum which is unique to an individual student's particular needs for employability skills.



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HECAC	Higher Education Collaborative Advisory Committee – Advisory committee composed of residency stakeholders who review residency policy and procedures in order to advise the State Education Assistance Authority in the governance of NC Residency.
HIPAA	Health Insurance Portability and Accountability Act, a 1996 Federal law that restricts access to individuals' private medical information
HiSET	High School Equivalency Test - A program which provides instruction and testing for adults to complete their high school equivalency.
HRD	Human Resources Development Program
HSE	North Carolina's High School Equivalency (HSE) Diploma program offers instruction to assist learners in preparing to successfully pass a designated high school equivalency test. A high school equivalency diploma is issued from the North Carolina State Board of Community Colleges upon successful completion of the complete battery of tests.
<b>I</b>	<a href="#">Back to top</a>
ICAA	Independent Comprehensive Articulation Agreement – An agreement between the North Carolina Community College System and endorsing members of the North Carolina Independent Colleges and Universities to facilitate transfer between community colleges and private, North Carolina 4-year universities that endorse the agreement.
IELCE	Integrated English Literacy and Civics Education - Program is provided in combination with integrated education and training activities and designed to: (1) prepare adult English language learners for, and place in, unsubsidized employment in in-demand industries and occupations that lead to economic self-sufficiency; and (2) integrate with the local workforce development system and its functions to carry out the activities of the program.
IET	Integrated Education and Training - A service approach that provides adult education and literacy activities concurrently and contextually with workforce preparation activities and workforce training for a specific occupation or occupational cluster for the purpose of educational and career advancement.
IIPS	Institutional Information Processing System – Legacy-based software that will continue to be used for some colleges until 2013.

ITAC	Independent Transfer Advisory Committee - A committee comprised of community college and representatives from the NC Independent Colleges and Universities who administer the Independent Comprehensive Articulation Agreement.
<b>J</b>	<a href="#">Back to top</a>
<b>K</b>	<a href="#">Back to top</a>
<b>L</b>	<a href="#">Back to top</a>
LEAD	Labor & Economic and Analysis Division
LEAs	Law Enforcement Agencies
LEIS	Literacy Education Information System
LEG	Legislative Affairs Committee
LEOs	Law Enforcement Officers
LINCS	Literacy Information and Communication System – A national leadership initiative to deliver high-quality, evidence-based resources, on-demand educational opportunities to practitioners of adult education.
LTD	Long Term Disability benefits
LOA	Leave of Absence
<b>M</b>	<a href="#">Back to top</a>
MCC	Multi-campus center. A convenience location at which students can complete at least one associate degree. Typically, these locations serve at least 300 FTE students.
Middle College High Schools	Small autonomous schools where students take both high school and college credit courses, but are not guaranteed an associate degree or two years of transferable credit.
MPHSE	Multiple Pathways to High School Equivalency - An alternative diploma program designed for CCR students to attain a high school equivalency diploma.
MSG	Multiple Skills Gain – A WIOA-required indicator used in the Federal National Reporting System to demonstrate participants’ progress toward achieving a credential or employment.

<b>N</b>	<a href="#">Back to top</a>
N4CSGA	North Carolina Comprehensive Community College Student Government Association
NAM	National Association of Manufacturing
NCACCP	NC Association of Community College Presidents
NCACCT	NC Association of Community College Trustees

NC BIO	State affiliate of the Biotechnology International Organization, lobbies for NC Biotech industry.
NCBC	NC Biotechnology Center, economic development organization located in RTP.
NCBCE	NC business committee for education
NCC	NC Chamber
NCCCAEA	NC Community College Adult Educators Association
NCCCS	North Carolina Community College System
NCCCSO	North Carolina Community College System Office
NCCORD	NC Council of Resource Development - members include college foundation officers and grant writers.
NCEDA	NC Economic Developers Association, a statewide association of economic developers and allies.
NC Flex	State of North Carolina Flexible Benefits program
NCIH	North Carolina Information Highway – A network of interconnected sites to provide simultaneous interaction among those sites for classes, meetings, forums, etc.
NCREN	North Carolina Research and Education Network - High speed broadband network for 58 Community Colleges, UNC 16 Institutions, K-12 schools, and some Private Universities
NCTAP	NC Triangle Apprenticeship Program, group of businesses in Triangle area collaborating and promoting apprenticeship.
NC VIP	Valuing Individual Performance – the State’s on-line performance management system
NCW	NC Works Commission
NCWorks	Effort announced by Governor McCrory in April 2014 to bring the state’s workforce development programs, including some community colleges programs, into better alignment.
NGA	National Governors Association
NIMS	National Institute for Metalworking Skills
NRS	National Reporting System – The accountability system for the Federally funded adult education program.

<b>O</b>	<a href="#">Back to top</a>
OCC	Off Campus Center – A convenience location that provides appropriate population and geographic access. Typically students may complete courses, certificates, or diplomas at these centers, but not full associate degrees at these locations.

OCTAE	Office of career, technical, and adult education
ORBIT	On-line Retirement Information through Integrated Technology - online tool for individual retirement information through the State's Retirement Office.
OSA	Office of State Auditor
OSBM	Office of State Budget and Management – The Governor's budget staff.
OSHR	Office of State Human Resources
<b>P</b>	<a href="#">Back to top</a>
P & C	Purchase and Contract
PER	Personnel Committee
PLAN	Strategic Planning Committee
POP	Period of Participation – WIOA performance indicators are required to be calculated for adult ed participants based on the participants' periods of attendance.
POS	Program of Study – A listing of the exact courses that a college plans to offer to fulfill the requirements of a curriculum program. The initial and revised program of study must be approved by System Office staff prior to implementation.
Prerequisite Course	A course taken prior to another course.
PROG	Programs Committee
<b>Q</b>	<a href="#">Back to top</a>
<b>R</b>	<a href="#">Back to top</a>
R & R	Repairs and renovations
R-TAC	Reverse Transfer Advisory Committee – Joint committee with UNC governing policy and procedures to award community college associate degrees to students who transfer to UNC institutions without an associate degree.
<b>S</b>	<a href="#">Back to top</a>
SBCC	State Board of Community Colleges – The governing body of the North Carolina Community College System.
SBCC Code	State Board of Community Colleges Code – The administrative regulations that ensure compliance with North Carolina laws. (Previously NC Administrative Code.)

SBCN	Small Business Center Network. The network of small business centers located at each of the 58 community colleges. It is coordinated by a State Director here in the System Office (a position that is currently being filled on an interim basis by Anne Shaw, the Small Business Center Director at Coastal Carolina); however, Small Business Center Directors are employees of the colleges, not the System Office.
SBPG	State Board Policy and Governance Committee
SDAA	Student Development Administrators Association – An association serving the vice presidents and deans in college student services divisions.
SEAA	State Education Assistance Authority – State Agency governing state financial aid and residency.
SEANC	State Employees’ Association of NC
SECU	State Employees Credit Union
SEM	Strategic Enrollment Management – The alignment of college resources and efforts to strategically measure, improve, and evaluate the colleges relationship with all students from prospective students through alumni.
SHC	Semester Hour Credit – Credit assigned to a course that represents the contact in a normal 16-week semester, based on formulas for class, lab, work, and clinical methods of instruction.
SLO	Student Learning Outcomes – List of outcomes describing what students are able to demonstrate in terms of knowledge, skills, and values upon successful completion of a course. These have been developed on a system-wide basis and are available in the Combined Course Library for specific courses.
SO	System Office
SPA or SHRA	Employee/Position is Subject to the State Personnel (now Human Resources) Act
STD	Short Term Disability
<b>T</b>	<a href="#">Back to top</a>
T & Cs	Terms and Conditions for a contract.
TABE	Tests of Adult Basic Education – An assessment used in College and Career Readiness to place and post-test students
TC	Transfer Advisory Committee – A committee comprised of community college and university representatives who administer the Comprehensive Articulation Agreement.

TESOL International Association	Teaching English to Speakers of Other Languages – International professional association of ESL/ELL/ELA instructors.
Three Year Accountability Report	Submitted three years after curriculum program implementation. The report includes information on enrollment, completers, employment, licensure/accreditation, and other pertinent information.
Title IX	Federal Law regulating student sexual harassment policy, procedures, and reporting of allegations, investigations, and results. <a href="#">Back to top</a>
<b>U</b> UNC-GA	University of North Carolina General Administration. This
US DOE	is basically the System Office’s counterparts within the UNC System. United States Department of Education
	<a href="#">Back to top</a>
<b>V</b> VLC	Virtual Learning Community – A service of the North Carolina Community College System that provides courses for the colleges in the system to use for distance education.
	<a href="#">Back to top</a>
<b>W</b> WCC	Workforce Credentials Coalition – A group started by the North Carolina Community College System and California Community College system advocating for third-party certification data access.
WCE	Workforce continuing education
WDB	Workforce Development Board
WDLC	Workforce Development Leadership Council
WIOA	Workforce Investment and Opportunity Act, the federal law that governs the distribution and use of federal workforce dollars. This program is mostly contained within the Division of Workforce Solutions in the North Carolina Department of Commerce.
<b>X</b>	<a href="#">Back to top</a>
<b>Y</b>	<a href="#">Back to top</a>
<b>Z</b>	<a href="#">Back to top</a>



## **APPENDIX 8 – STATE BOARD OF COMMUNITY COLLEGES**

### **STATUTORY OBLIGATIONS**

## **Appendix 8 – Statutory Obligations of the State Board**

**The North Carolina General Statutes provide the following:**

<b>Reference</b>	<b>Authority</b>
G.S. 115D-2.2. State Board of Community Colleges.	<ul style="list-style-type: none"><li>• SBCC must fix the time of regular monthly State Board meetings.</li><li>• SBCC must elect a Chairman and other necessary officers of the State Board at the first meeting after July 1 in odd-numbered years.</li><li>• SBCC must meet a least ten (10) times a year and a least once a year with the State Board of Education and the Board of Governors of The University of North Carolina.</li><li>• SBCC must inform appropriate appointing authority of vacancies in membership on the State Board.</li><li>• SBCC may declare vacation the office of an appointed or elected member who does not attend three consecutive scheduled meetings without a justifiable excuse.</li></ul>
G.S. 115D-3. Community College System Office; Staff; Reorganization Authority.	<ul style="list-style-type: none"><li>• SBCC must elect a State System Office President to serve as chief administrative officer.</li><li>• System Office acts as principal administrative department of state government under the direction of the SBCC.</li><li>• SBCC has authority to adopt, administer, all policies, regulations, and standards which it deems necessary for the operation of the System Office.</li><li>• System Office president selects the professional members necessary to carry out the staff complement of the Department on the recommendation of the State President.</li><li>• May adopt and administer all policies, regulations and standards necessary for the</li></ul>



	<p>operation of the Department of Community Colleges.</p> <ul style="list-style-type: none"> <li>• Exercise all other powers, duties and responsibilities delegated to the State Board of Education affecting the Department of Community Colleges not otherwise stated in Chapter 115D.</li> </ul>
G.S. 115D-4. Establishment of Institutions	<ul style="list-style-type: none"> <li>• Recommend to the General Assembly the establishment of new institutions. Approve expenditure of state funds for capital improvements at existing institutions jointly with the Governor who is required to consult with the Advisory Budget Commission.</li> </ul>
G.S. 115D-5. Administration of institutions by State Board of Community Colleges; personnel exempt from North Carolina Human Resources Act; extension courses; tuition waiver; in-plant training; contracting, etc., for establishment and operation of extension units of the community college system; use of existing public school facilities.	<ul style="list-style-type: none"> <li>• SBCC establishes standards and scales for salaries and allotments of institutional employees paid from funds administered by the State Board.</li> <li>• SBCC requires all community colleges to meet the faculty credential requirements of the Southern Association of Colleges and Schools for all community college programs.</li> <li>• SBCC establishes a uniform registration fee or a schedule of uniform registration fees to charge students enrolled in extension courses financed primarily from state funds in lieu of tuition.</li> <li>• SBCC approves state funded courses offered to captive or co-opted students as defined by the State Board.</li> <li>• A Community College may not offer a new program without the approval of the State Board of Community Colleges except that approval shall not be required if the tuition for the program will fully cover the cost of the program.</li> <li>• SBCC may adopt and execute such policies, regulations, and standards concerning administration and operation of institutions as it may deem necessary to ensure the quality of educational programs, to promote the systematic meeting of education needs of the State, and to provide for the educational needs of the State, and to provide for the equitable distribution of State and Federal funds to institutions.</li> </ul>

	<ul style="list-style-type: none"> <li>• Approve sites, building plans, budgets, and chief administrative officers of institutions.</li> <li>• Establish and administer standards for professional personnel, curricula, admissions, and graduation.</li> <li>• Regulate the awarding of degrees, diplomas, and certificates.</li> <li>• Establish and regulate student tuition and fees and financial accounting procedures.</li> <li>• Establish general and uniform regulations for waiver of tuition and registration fees for training courses for certain courses and groups.</li> </ul>
G.S. 115D-6. Withdrawal of State support.	<p>The State Board of Community Colleges may withdraw or withhold State financial and administrative support of any institutions if:</p> <ul style="list-style-type: none"> <li>• Required local financial support is not provided;</li> <li>• Sufficient state funds are not provided;</li> <li>• Prescribed standards of administration or instruction are not maintained; or</li> <li>• The institution is not needed</li> </ul>
G.S. 115D-15. Sale, exchange, and lease of property; use proceeds from donated property.	<ul style="list-style-type: none"> <li>• SBCC must approve the sale, exchange, or lease of unnecessary institutional property.</li> </ul>

G.S. 115D-15.1. Disposition, acquisition, and construction of property by community colleges.	<ul style="list-style-type: none"> <li>Local boards of trustees of a community college may, in connection with additions, improvements, renovations, or repairs to all or part of its property, lease, sell, or otherwise dispose of any of its property to the county in which the property is located for any price and on any terms negotiated between the board of trustees of the community college and the board of county commissioners.</li> </ul>
G.S. 115D-19. Removal of Trustees.	<ul style="list-style-type: none"> <li>SBCCC must notify local boards of trustees of the failure of members to perform their duties as trustees as required by law or lawful regulations or of members who are guilty of immoral or disreputable conduct.</li> </ul>
G.S. 115D-20. Powers and Duties of Trustees.	<ul style="list-style-type: none"> <li>Trustees must approve the election of presidents of institutions.</li> <li>Approve the purchase of land, easements, or rights-of-way by institutions.</li> <li>Regulate the use of donations, gifts, devises and the like from private donors by institutions.</li> <li>Adopt standards and requirements for admission and graduation of students.</li> </ul>
G.S. 115D-23. Workers Compensation Act applicable to institutional employees.	<ul style="list-style-type: none"> <li>Develop standards for application of the Workers' Compensation Act for institutional employees paid in whole or in part from State funds.</li> </ul>
G.S. 115D-25. Purchase of annuity or retirement income contracts for employees by local boards of trustees.	<ul style="list-style-type: none"> <li>Adopt necessary regulations and procedures for purchase of annuity or retirement income contracts by institutions; prescribe the form.</li> </ul>
G.S. 115D-31. State Financial Support of Institutions.	<ul style="list-style-type: none"> <li>Provide from sources made available to the State Board funds to meet the financial needs of institutions as determined by policies and regulations of the State Board for capital outlay, current operating expenses, and additional support for regional institutions.</li> </ul>

G.S. 115D-33. Providing local public funds for institutions established under this chapter.	<ul style="list-style-type: none"> <li>• Ascertain whether authority to provide adequate funds has been given by the voters of a proposed administrative area prior to making a favorable recommendation to the General Assembly for approval of establishment and operation of an institution.</li> </ul>
G.S. 115D-39. Student tuition and fees.	<ul style="list-style-type: none"> <li>• The State Board shall fix and regulate all tuition and fees charged to students for applying to or attending any institution pursuant to Chapter 115D.</li> </ul>
G.S. 115D-40.1. Financial Assistance for community college students.	<ul style="list-style-type: none"> <li>• SBCC must adopt rules to administer the disbursement of financial assistance for Community College students.</li> </ul>
G.S. 115D-54. Preparation and submission of institutional budget.	<ul style="list-style-type: none"> <li>• Develop forms for submission of institutional budgets.</li> </ul>
G.S. 115D-55. Budget Management.	<ul style="list-style-type: none"> <li>• SBCC must approve institutional budgets in such amounts as it deems necessary and available for the operation of each institution.</li> <li>• Develop procedures for allocations of funds (by purpose, function, or project) by local tax levying authorities.</li> <li>• SBCC may Request all financial records of institutions except private records of individuals protected by federal or state law.</li> </ul>
G.S. 115D-58. Amendments to the budget; budget transfers.	<ul style="list-style-type: none"> <li>• Adopt rules and regulations governing amendment of institutional budgets.</li> </ul>
G.S. 115D-58.1. Federal contracts and grants.	<ul style="list-style-type: none"> <li>• SBCC must adopt rules to govern the application for the acceptance of federal grants by institutions.</li> </ul>
G.S. 115D-58.8. Facsimile signatures.	<ul style="list-style-type: none"> <li>• SBCC must adopt rules and regulations on the use and control of facsimile signatures by institutions.</li> </ul>
G.S. 115D-59. Multiple-county administrative areas.	<ul style="list-style-type: none"> <li>• Approve contracts for establishment of institutions in a multiple county area.</li> </ul>
G.S. 115D-59.10. Surety bonds and related insurance.	<ul style="list-style-type: none"> <li>• Determine which departmental employees and institutional employees must be bonded for the protection of state funds and property.</li> </ul>



## **APPENDIX 9 – STATE BOARD OF COMMUNITY COLLEGES**

### **PARLIAMENTARY PROCEDURE QUICK REFERENCE**

## Appendix 9 - Parliamentary Procedure Quick Reference Chart

Parliamentary Procedure Quick Reference Chart						
Rank	Motion	Interrupt Speaker	Second Required	Debatable	Amendable	May be Reconsidered Vote Required
1.	Fix time to adjourn		✓		✓	✓ 1/2
2.	Adjourn		✓			1/2
3.	Recess		✓		✓	1/2
4.	Question of privilege	✓	✓ <sup>1</sup>	✓	✓	✓ 1/2
5.	Orders of the day	✓				2/3 <sup>2</sup>
6.	Table		✓			1/2
7.	Previous Question		✓			✓ <sup>3</sup> 2/3
8.	Limit/extend debate		✓		✓	✓ 2/3
9.	Postpone to a set time		✓	✓ <sup>4</sup>		✓ 1/2 <sup>5</sup>
10.	Refer		✓	✓ <sup>6</sup>	✓	✓ <sup>7</sup> 1/2
11.	Amend		✓	✓	✓ <sup>8</sup>	✓ 1/2 <sup>9</sup>
12.	Postpone indefinitely		✓	✓		✓ <sup>10</sup> 1/2
13.	Main motion		✓	✓	✓	✓ 1/2

<sup>1</sup>If a formal motion is made.

<sup>2</sup>Must be enforced by demand of any member unless agenda is set aside by two-thirds vote, majority if chair's ruling challenged.

<sup>3</sup>Can be reconsidered but only before the previous question has been put.

<sup>4</sup>Only as to propriety or advisability of postponing and of postponing to a certain time.

<sup>5</sup>Needs two-thirds majority if postponed to a later time in the same meeting, simple majority if postponed to a later meeting.

<sup>6</sup>Only as to propriety or advisability of referral.

<sup>7</sup>Can be reconsidered if the group to which the matter has been referred has not started work on the matter.

<sup>8</sup>An amendment to an amendment is not itself amendable.

<sup>9</sup>A motion to amend the agenda requires a two-thirds majority.

<sup>10</sup>Can be reconsidered only if the motion is passed.



**State Board of Community Colleges Code**

**TITLE 1. COMMUNITY COLLEGES**

**CHAPTER C. PERSONNEL**

**SUBCHAPTER 300. EMPLOYMENT / HIRING PRACTICES**

**1C SBCCC 300.5 PRESIDENTIAL REELECTION PROCESS**

(a) When a local board of trustees reelects its college president by renewal or extension of its existing employment contract with its college president (the “Existing Presidential Contract”), such board of trustees shall request that the State Board of Community Colleges (SBCC) approve such reelection by taking the following actions:

(1) The local board of trustees shall ensure that any motion to approve the proposed employment contract renewal or extension is contingent upon the approval of such reelection by the SBCC.

(2) The Chair of the local board of trustees shall submit on college letterhead a letter notifying the State Board of Community Colleges of its approval of a proposed presidential contract renewal or extension at least ninety (90) days prior to the expiration of the Existing Presidential Contract. The letter of intent shall include the following:

(A) The expiration date of the Existing Presidential Contract.

(B) The new expiration date resulting from the proposed presidential renewal or extension.

(C) Any contractual provision empowering the local board of trustees to renew or extend the Existing Presidential Contract and thereby enter into the proposed presidential contract renewal or extension.

(D) Any new contractual provision, or modification of any contractual provision allowing for the amendment of the Existing Presidential Contract, which allows for the Existing Presidential Contract’s subsequent renewal or extension.

- 31 (E) An affirmation that the local board of trustees approved the proposed  
32 presidential contract renewal or extension at a properly noticed and  
33 scheduled meeting.
- 34 (F) An affirmation that the proposed presidential contract renewal or  
35 extension includes a clause conditioning its effectiveness upon the  
36 approval of the reelection of the college president by the SBCC.
- 37 (G) An affirmation that the local board of trustees has completed the  
38 college president's evaluation in compliance with 1C SBCCC 300.2.
- 39 (H) An affirmation that the local board of trustees has complied with the  
40 requirements for sound fiscal management practices, as codified in  
41 1A SBCCC 200.4.
- 42 (I) A request that the SBCCC approve the reelection of the college  
43 president.
- 44 (3) The SBCC may request additional materials from the local board of trustees  
45 it may reasonably deem necessary to consider the approval of the  
46 reelection of the college president.
- 47 (b) If a local board of trustees does not have an Existing Presidential Contract with its  
48 college president, such board of trustees shall request that the SBCC approve the  
49 reelection of such college president by taking the following actions:
- 50 (1) The local board of trustees shall at the first properly noticed and scheduled  
51 meeting each calendar year, vote to request that the SBCC approve the  
52 reelection of such college president.
- 53 (2) The local board of trustees shall ensure that any motion to approve such  
54 request notes that the reelection of such college president is contingent  
55 upon approval of such reelection by the SBCC.
- 56 (3) If the local board of trustees approves such request, the Chair of the local  
57 board of trustees shall submit on college letterhead a letter notifying the  
58 SBCC of its request that the SBCC approve the reelection of the college  
59 president. The letter of intent shall include the following:



- 60 (A) Whether the local board of trustees is actively negotiating the terms  
61 of a future contract with such college president.
- 62 (B) An affirmation that the local board of trustees approved the request  
63 to approve the reelection of the college president at the properly  
64 noticed and scheduled meeting.
- 65 (C) An affirmation that the local board of trustees has taken substantial  
66 measures to memorialize any binding understandings between the  
67 board of trustees and the college president with respect to such  
68 college president's employment and a detailed description of such  
69 measures.
- 70 (D) An affirmation that the local board of trustees has completed the  
71 college president's evaluation in compliance with 1C SBCCC 300.2.
- 72 (E) An affirmation that the local board of trustees has complied with the  
73 requirements for sound fiscal management practices, as codified in  
74 1A SBCCC 200.4.
- 75 (4) The SBCC may request additional materials or information from the local  
76 board of trustees it may reasonably deem necessary to consider the  
77 approval of the reelection for the college president.
- 78 (c) Following the request of a local board of trustees that the SBCC approve the  
79 reelection of its college president, the SBCC shall take the following actions:
- 80 (1) The SBCC shall add the approval of the reelection of such college president  
81 on the agenda for the regularly scheduled SBCC meeting following receipt  
82 of the local board's letter of intent; provided that, such letter of intent is  
83 received by the SBCC not less than five (5) business days prior to such  
84 meeting.
- 85 (2) Following the approval or denial of the approval of any college president's  
86 reelection by the SBCCC, the System Office President or their designee  
87 shall convey the SBCC's decision in writing to the Chair of the local board  
88 of trustees within five (5) business days of such decision.

(3) The decision of the SBCC to approve or deny the approval of the reelection of a college president is final; provided, however, that:

(A) Nothing in this section may preclude the withdrawal of an approval request and resubmission thereof prior to a final decision by the SBCC. Notwithstanding anything contained in this subdivision, any resubmission of an approval request must comply with the requirements of this Code provision as though it were a new approval request.

(B) Any decision by the SBCC not to approve a local board of trustees' request to approve the reelection of a college president or extend or renew such college president's contract shall have no effect on the enforceability of an Existing Presidential Contract, which will remain in force in accordance with its terms.

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

Eff. \_\_\_\_\_



**State Board of Community Colleges Code**

**TITLE 2. PROPRIETARY SCHOOLS**

**CHAPTER 2A PROPRIETARY SCHOOLS**

**SUBCHAPTER 400. GENERAL PROVISIONS**

**2A SBCCC 400.2 Admission Requirements**

(a) The admission requirements for schools licensed under Article 8 of Chapter 115D of the General Statutes of North Carolina shall be made available to the public and administered as written.

(b) As a prerequisite to enrolling in a certificate or diploma course, the school shall require one of the following:

(1) Graduation from a public, private, or home high school that operates in compliance with state or local law;

(2) A certificate of high school equivalency;

(3) Graduation from a community college or university that operates in compliance with state or local law;

(4) Completion of secondary education that is equivalent to high school education in the United States;

(5) The student's signed, notarized attestation of graduation from a public, private, or home high school that operates in compliance with state or local law, receipt of a certificate of high school equivalency, graduation from a community college or university that operates in compliance with state or local law, or completion of secondary education equivalent to high school education in the United States;

(6) For ~~persons at least 18 years old~~ individuals beyond the age of compulsory secondary school attendance who did not graduate from a public, private, or state home high school, obtain a certificate of high school equivalency, graduate from a community college or university that all operate in compliance with state or local law, or complete

secondary education equivalent to high school education in the United States; demonstration of an ability to benefit as determined by any test instrument approved by the Department of Education; or

- (7) The school shall only admit a student pursuant to Subsection (b)(5) if the student provides the school with written evidence of the student's inability to obtain a copy of the student's high school transcript, certificate of high school equivalency, community college or university transcript, or completion of secondary education equivalent to high school education in the United States.

The school shall not permit high school students to attend the school during the time student's high school principal in writing. The proprietary school shall include a copy of the approved form in the student's record.

- (a) Schools shall maintain a copy of the high school transcript in the student's record for students admitted pursuant to Subsection (b)(1) of this Section.

- (b) Schools shall maintain a copy of the certificate of high school equivalency in the student's record for students admitted pursuant to Subsection (b)(2).

- (c) Schools shall maintain a copy of the community college or university transcript in the student's record for students admitted pursuant to Subsection (b)(3).

- (d) Schools shall maintain a copy of the educational diploma or transcript, translated in English, for students admitted pursuant to Subsection (b)(4).

- (e) Schools shall maintain a copy of the student's signed, notarized attestation for students admitted pursuant to Subsection (b)(5).

- (f) Schools shall maintain the results of the ability to benefit test in the student's record for students admitted pursuant to Subsection (b)(6).

- (g) The school may admit students to special courses or subjects which are part of the approved curriculum offered by the school when the school deems the student can benefit from the instruction offered.

- (h) If total tuition is greater than five-thousand dollars (\$5,000), the school may collect up to 50 percent of the total tuition prior to that mid-point of the program. The remainder of the tuition may be collected only when the

student has completed one- half of the program. Federal regulations regarding the disbursement of tuition shall supersede state disbursement regulations stated in this Rule.

*History Note: Authority G.S. 115D-89; 115D-90;*

*Eff: September 1, 1993;*

*Amended Eff: [February 1, 2016](#); [August](#)*

*[1, 2014](#); December 1, 2004.*



**State Board of Community Colleges Code**

**TITLE 2. PROPRIETARY SCHOOLS**

**CHAPTER 2A PROPRIETARY SCHOOLS**

**SUBCHAPTER 400. GENERAL PROVISIONS**

**2A SBCCC 400.11 Student Records**

(a) A school licensed under G.S. 115D, Article 8, shall maintain current, complete, and accurate records to show the following:

(1) An application for admission that includes the student's educational and personal background, age, and other personal characteristics.

(2) Progress and attendance including date entered, dates attended, subjects studied, and class schedule; this record shall be in a form which permits accurate preparation of transcripts of educational records for purpose of transfer and placement, providing reports to government services or agencies, or for such other purposes as the needs of the student might require. Such transcripts shall be in the form understandable by lay persons and educators alike. The grading system on such transcripts shall be explained on the transcript form. Subjects appearing on the transcripts shall be numbered or otherwise designated to indicate the subject matter covered.

(3) All student enrollment agreements shall include at a minimum, the program of study, program tuition and fees, date programs are to begin, time period covered by the tuition payment, and statement of or reference to the school's tuition refund policy.

(4) All student account ledgers shall include, at a minimum, monies owed and paid by each student, and refunds issued by the school.

(5) A copy of the student's high school transcript or certificate of high school equivalency; or a signed, notarized attestation of either graduation from a public or private high school that operates in

compliance with State or local law, graduation from a state registered home high school, or receipt of a certificate of high school equivalency, if the student provides the school with written evidence of the student's inability to obtain a copy of the student's high school transcript or certificate of high school equivalency; or for ~~persons at least 18 years old~~ individuals beyond the age of compulsory secondary school attendance who did not graduate from a public, private, or state registered home high school or obtain a certificate of high school equivalency, demonstration of an ability to benefit as determined by any test instrument approved by the Department of Education.

- (b) Records of students shall be open for inspection by properly authorized officials of the State Board of Community Colleges.
- (c) Financial records of the school shall be open for inspection by properly authorized officials of the State Board of Community Colleges.

*History Note: Authority G.S. 115D-89;  
115D-90;  
Eff. September 1, 1993;  
Amended Eff. August 1, 2014;  
December 1, 2004*



**State Board of Community Colleges Code**

**TITLE 2. PROPRIETARY SCHOOLS**

**CHAPTER 2A PROPRIETARY SCHOOLS**

**SUBCHAPTER 400. GENERAL PROVISIONS**

**2A SBCCC 400.12 Student Refunds**

- (a) Any proprietary school that is licensed by the State Board of Community Colleges shall maintain and publish a policy relative to the refund of the unused portion of tuition, fees, and other charges in the event the student does not enter a course or withdraws or is discontinued therefrom. The policy and implementing regulations shall provide for, at a minimum, ~~full refund if a student withdraws before the first day of class or the school cancels the class and a seventy five percent (75%) refund if the student withdraws within the first twenty five percent (25%) of the period of enrollment for which the student was charged.~~ a one hundred percent (100%) refund if the student officially withdraws or is officially withdrawn by the school prior to the first day of instruction; a one hundred percent (100%) refund if the school cancels the program in which the student is enrolled; or a seventy-five percent (75%) refund, excluding any disclosed non-refundable fees, if the student officially withdraws or is officially withdrawn by the school on or before reaching twenty-five percent (25%) of the total instructional hours of the program in which the student is enrolled.
- (b) To comply with applicable federal regulations regarding refunds; federal regulations regarding refunds will ~~supercede~~ supersede state refund regulations in this Rule.
- (c) Proprietary schools are not required to deposit funds collected for tuition with the State Treasurer's Office.



32                    *History Note: Authority G.S. 115D-89;*  
33                    *115D-90;*  
34                    *Eff.     April 1, 1997*  
35                    *Amended Eff. [August 1, 2014](#); July 1,*  
36                    *2007; December 1, 2004*



**State Board of Community Colleges Code**

**TITLE 1. COMMUNITY COLLEGES**

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

**SUBCHAPTER 400. FTE REPORTING ACCOUNTABILITY**

**1G SBCCC 400.2 DEFINITIONS**

(a) "Compliance review" - A periodic, objective assessment of college compliance with State laws and State Board rules governing the reporting of data used as the basis of college budget allocations as well as the charging and waiving of tuition and registration fees, as defined in 1E SBCCC 100.1.

(b) "High Risk" –

(1) Course sections in which the majority of students receive a tuition or registration fee waiver as provided under Subchapter 800 of Title 1, Chapter E;

(2) Course sections provided completely asynchronously online; or

(3) Course sections held in facilities that are not owned or under long-term lease by the college.

~~(c) "Material" or "Material finding" – A finding is material if the number of FTE for which documentation does not satisfy the conditions listed in 1G SBCCC 400.3(c)(1) exceeds one percent of the sample reviewed for a particular programmatic area (Curriculum, Continuing Education, and Basic Skills).~~

(c) Findings and Reports

(1) No findings – A college shall receive a final report of no findings when the conditions listed in 1G SBCCC 400.3(c)(1) are satisfied and the number of incorrectly reported hours for FTE do not exceed one percent of the sample in a particular programmatic area (Curriculum, Continuing Education, and College and Career Readiness – Basic Skills).

(2) Coaching Letter – A college may receive a coaching letter which identifies risk areas found during the compliance review and includes recommendations for improvement.

(3) Minimal Finding – A finding is minimal when the conditions listed in 1G SBCCC 400.3(c)(1) are not satisfied and the number of incorrectly reported hours for FTE exceed one percent but does not exceed five percent of the sample of records reviewed for a particular programmatic area (Curriculum, Continuing Education, and College and Career Readiness – Basic Skills).

(4) Material Finding – A finding is material when the conditions listed in 1G SBCCC 400.3(c)(1) are not satisfied and the number of incorrectly reported hours for FTE exceed five percent of the sample reviewed for a particular programmatic area (Curriculum, Continuing Education, and College and Career Readiness – Basic Skills). A material finding will result in a reversion of funds.

(5) Subsequent Reviews – A college with minimal finding may be required to undergo a compliance review the following fiscal year for the program area/areas in which the findings occurred. A college with a material finding shall be required to undergo a compliance review the following fiscal year for the program area/areas in which the findings occurred.

- (d) “Statistically valid sample” – A sample of course section records that provides a ninetyfive percent (95%) confidence level that the sample is representative of the relevant population of course section records.

*History Note: Authority G.S. 115D-5(m)*

*Eff. [November 1, 2017](#).*

*Amended Eff. \_\_\_\_\_*

**AGENDA**  
**State Board of Community Colleges**  
**PROGRAMS AND STUDENT SUCCESS COMMITTEE**  
**Dr. W. Dallas Herring State Board Room**  
**Thursday, April 18, 2024 – 3:30 p.m. - 4:25 p.m.**  
**Ms. Sarah West, Chair**

**Call to Order**

**Roll Call**

**Ethics Awareness and Conflict of Interest**

**Approval of Agenda**

**Approval of Minutes** – March 11, 2024

**For Future Action**

- Curriculum Program Application (Attachment PROG 01)\*
  - Central Piedmont Community College
    - Artificial Intelligence (A25710)

**For Consent Agenda**

- Curriculum Program Applications – Fast Track for Action (Attachment PROG 02)
  - Isothermal Community College
    - Computer-Aided Drafting Technology (A50150)
  - Wilkes Community College
    - Heavy Equipment Operation, Management, and Service (A35340)
- Combined Course Library – Workforce Continuing Education and College & Career Readiness (Attachment PROG 03)
  - New Course Approvals, Modifications, and Tier Designations
    - New Course Approval – Wake Technical Community College
      - Electric Vehicle Supply Equip Tech (EVT – 4100)
    - New Course Approval – Guilford Technical Community College
      - Lithium-Ion Battery Manufacturing (EVT-4200)
    - New Course Approval – North Carolina Community College System
      - College English Skills (ENG-8025)
      - English Skills Support (ENG – 8045)
      - Concepts of Essential Math (MAT – 7025)
      - Concepts of Algebra (MAT – 7035)
      - Math Skills Support (MAT – 7045)
    - New Course Approval – Beaufort County Community College
      - UAS Operator Flight Training (UAS – 3115)
      - UAS Operations Management (UAS – 3152)

- Courses of Instruction to Captive/Co-Opted Groups (Attachment PROG 04)
  - Central Carolina Community College – Sanford Correctional
    - Building Construction Trades (CAR-3112)

### **For Information**

- Curriculum Program Applications as Approved by the System President (Attachment PROG 05)
  - Wilkes Community College
    - Electrical Systems Technology (A35310)
- Curriculum Standard Revisions as Approved by the System President (Attachment PROG 06)
  - Catawba Valley Community College
    - Associate in Fine Arts in Theatre (A10800)
  - Fayetteville Technical Community College
    - Funeral Service Education (A55260)
  - North Carolina Community College System
    - Associate in Science – CCP Pathway (P1042C)
- Curriculum Program Terminations as Approved by the System President (Attachment PROG 07)
  - Craven Community College
    - Manufacturing Technology (A50320)
  - Montgomery Community College
    - Associate in Fine Arts in Music (A10700)
    - Computer-Integrated Machining (A50210)
    - Public Safety Administration (A55480)

### **New Business**

### **Adjourn**

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

**MINUTES**  
**State Board of Community Colleges**  
**PROGRAMS & STUDENT SUCCESS COMMITTEE**  
**Monday, March 11, 2024**

**MEMBERS PRESENT:**

Sarah West, Chair*	Lisa Estep*	Mark Merritt*
Shirley Carraway, Vice Chair*	Jonathan Harris*	Hari Nath*
Paula Benson*	Tom Looney*	

\*Attended via phone or Zoom technology.

**MEMBERS ABSENT:**

Ray Trapp  
Ray Russell  
Ann Whiteford  
Anthony Pile  
Grant Campbell

**NCACCP LIAISONS:**

Amanda Lee, President, Bladen Community College

**SYSTEM OFFICE STAFF AND OTHERS:**

Brian S. Merritt	Phillip Price*	Sondra Jarvis
Lisa Eads	Andrew Gardner	Dorrine Carver
James "JW" Kelley	Nathan Hardin*	David Heatherly, President,*
Ashley Croom	Kathy Davis	Coastal Carolina CC
Jeff Cox*	Melissa Smith	Dave Loope, President,*
Kimberly Gold*	James Will amor	Beaufort County CC
Patrick Crane*	Patrick Fleming*	
Tawanda Foster-Artis*	Bob Witcher	

**WELCOME AND ETHICS STATEMENT:** Chair West called the meeting to order at 3:04 p.m. in the Dr. W. Dallas Herring State Board Room, at the Caswell Building. Roll was taken and there was a quorum. Ms. Jarvis read the Ethics Awareness and Conflict of Interest Statement and asked if there were any known conflicts. None were noted.

**APPROVAL OF THE AGENDA AND MINUTES:** Chair West requested a motion to approve the March 11, 2024, agenda. Dr. Carraway made the motion, seconded by Ms. Benson. The agenda was approved via voice vote by the committee.

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**FOR ACTION:**

**Cooperative Innovative High School Applications (Attachment PROG 01)**

- Dare Early College High School
  - College of The Albemarle
- Rockingham County CTE Innovation High School
  - Rockingham Community College

Dr. Merritt reviewed the item. Noted that approval would bring the total of cooperative innovative high school programs to 121.

Chair Looney inquired about when the new campus at the College of The Albemarle would open. Dr. Eads noted that it will open in the fall. Chair Looney clarified that he wanted to know about when the new facility at the College of The Albemarle would open. President Cox noted facility construction would take at least a year.

Chair West inquired if the waivers were considered during the approval process. Dr. Merritt responded the waivers were considered.

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#### **FOR CONSENT AGENDA**

##### **Associate in Engineering (A10500) Program Applications (Attachment PROG 02)**

- Surry Community College
  - Associate in Engineering (A10500)

Chair West reviewed the item. All documents are in order.

The committee had no questions or concerns.

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

- Gaston College
  - Respiratory Therapy Technology (A45720)
- Western Piedmont Community College
  - Audio and Video Production Technology (A30120)

Chair West reviewed the item. All documents are in order.

Dr. Merritt welcomed the new State Director of Health Sciences Ms. Melissa Smith. Chair Looney inquired whether respiratory therapy is a two-year program only. Dr. Merritt noted that it's a two-year program.

Chair West requested a motion and a second to approve PROG 01 for the For Action Agenda and PROG 02, and PROG 03 for the For Consent Agenda. On a motion made by Ms. Benson, seconded by Mr. Nath the motion was approved via voice vote.

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#### **FOR INFORMATION**

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

- Fayetteville Technical Community College
  - Manicuring Instructor (Certificate)(C55380)
- Wilkes Community College
  - Electrical Systems Technology (A35310)

Chair West reviewed the item. All documents are in order.

The committee had no questions or concerns.

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

- Central Piedmont Community College
  - Ophthalmic Medical Records (A35310)

Chair West reviewed the item. All documents are in order.

The committee had no questions or concerns.

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

- Isothermal Community College
  - Associate in Fine Arts in Music (A10700)
  - Manufacturing Technology (A50320)
  - Mechanical Drafting Technology (A50340)
  - School – Age Education (A55440)
- Stanly Community College
  - Medical Laboratory Technology (A45420)
- Wilkes Community College
  - Agriculture Equipment Systems Technology (A60410)
  - Construction Equipment Systems Technology (A60450)

Chair West reviewed the item. All documents are in order.

The committee had no questions or concerns.

Dr. Merritt addressed program terminations and the desire to review System Office processes. These processes include program applications, program terminations, as well as accountability and reporting requirements included in state board code. Dr. Merritt highlighted six pages of state board code rules (pg. 110-116) used to establish procedures and facilitate processes at the System Office Level. Dr. Merritt would like to form a task force to review procedures and state board code. Dr. Merritt aims to create an inclusive process that involves input from both Presidents and Chief Academic Officers in an effort to limit surprises across the Great 58 as rules and procedures are updated.

Chair Looney expressed his appreciation for the Program Committee's willingness to review and update System Office procedures while maintaining compliance with state board code.

Dr. Loope expressed approval of new programming, terminations, as well as accountability measures are issues that Presidents take seriously. Dr. Loope highlighted the opportunity to be able to move forward as a body in support of any changes they would want to make to procedures/state code. Dr. Loope intends to serve on the taskforce that's charged with reviewing the language and will work aggressively to get it before the Presidents, Academic Officers, and State Board.

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**NEW BUSINESS**



**ADJOURN**

Chair West moved to adjourn the meeting at 3:37 p.m. No objections were noted.

Recording Secretary  
Ashley Croom

**STATE BOARD OF COMMUNITY COLLEGES**  
**Curriculum Program Application**

**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.

Central Piedmont Community College  
Artificial Intelligence (A25710)

**Contact(s):**

Dr. Hilmi Lahoud  
Senior Program Administrator

**PROGRAM APPLICATION  
SUMMARY EVALUATION REPORT  
Central Piedmont Community College  
Artificial Intelligence (A25710)**

**Program Planning:** Central Piedmont Community College is seeking approval for the Artificial Intelligence (A25710) program to begin Fall 2024. The planning area is defined as Mecklenburg, Gaston, Cabarrus, Union, and Iredell counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Central Piedmont Community College on January 10, 2024. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Central Piedmont Community College have certified the following:

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

**Program Rationale:** Central Piedmont Community College (CPCC) indicates the following:

- Artificial Intelligence (AI) is an evolving area of STEM that covers the theory and development of technology that stimulates thinking, draws inferences according to context, discovers meaning, reaches conclusions based on experiences, and makes decisions by using complex and dynamic data.
- In addition to the Information Technology industry, AI skills are needed to support the daily operations of several areas including, Banking and Finance (Automation of customer service and fraud detection), Healthcare (Improved diagnostics and patient care management), Retail (Enhanced customer experience and inventory management), Manufacturing (Increased efficiency in production processes), Transportation (Development of smart transportation solutions), etc.

- The purpose of offering the AAS degree in Artificial Intelligence (A25710) at CPCC is to provide skilled, competent AI Engineers, Machine Learning Specialists, and programmers skilled in Chatbots/Generative AI and Deep/Machine Learning to support the various industries of the Charlotte Mecklenburg Metropolitan Area.
- Successful graduates of the AI and Machine Learning Degree Program will be prepared to build ethical "AI" programs that will facilitate increased business productivity regardless of the business sector, while reducing redundant work for existing employees so that they can be re-assigned to other tasks and responsibilities.
- According to *ZipRecruiter*, as of March 12, 2024, the estimated salary for an Artificial Intelligence (AI) Engineer in Charlotte, North Carolina, ranges between \$42,976 and \$169,461 per year.
- A survey of 300 CPCC students conducted over the past four months, found 41 students interested in enrolling in the Artificial Intelligence program for the Fall 2024 term.
- Existing Faculty with a Computer Science background will serve as the instructors for the proposed Artificial Intelligence degree program. Additional specialized adjunct faculty with Computer Science and Data Analysis backgrounds will be hired in the future to teach the specialized areas of the program.
- Required labs, hardware, and software are in place to offer the program. Although none are anticipated at this time, the institution may purchase any additional equipment and software through the normal budget process.
- CPCC is currently in discussions with the University of North Carolina at Charlotte (UNCC) to modify an existing bilateral articulation agreement with the college's Information Technology AAS program to incorporate the Artificial Intelligence program. These modifications will be finalized after the program is approved.
- Upon the approval of the program, CPCC will consider offering Career and College Promise (CTE) pathways at high schools within the service area of the college.
- Central Piedmont CC has received emails and letters of support to move forward with the program from Assura Inc. (Richmond, Virginia, based company seeking AI professionals in Charlotte, NC), Novant Health, and Microsoft Corporation (Charlotte Campus).

**Impact of the Proposed Program on Other Programs:** One college is approved to offer the Artificial Intelligence (25710) program. An impact assessment was sent to four contiguous colleges that were included in the planning area of the proposed program and offer the Information Technology (A25590) program. ***Three colleges agreed with the impact assessment. The remaining college did not respond. No negative impact responses were received.***

**Implementation of Collaborative Plan:** Not Applicable

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

**Curriculum Description as Designated on Curriculum Standard:**

*The Artificial Intelligence (AI) curriculum is designed to provide students with the knowledge and skills necessary for employment and growth in the AI profession. Course work includes various subject areas related to AI fundamentals, machine learning, deep learning theory, and hands-on training in multiple AI domains for the purpose of creating and implementing artificial intelligence across a broad range of applications. Graduates may qualify for entry-level AI positions such as AI engineer, AI project manager, AI researcher, AI consultant, AI architect, conversational AI specialist, AI automation engineer, AI software engineer, and machine learning specialist.*

**Contact(s):**

Dr. Hilmi Lahoud  
Senior Program Administrator

**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.

Isothermal Community College  
Computer-Aided Drafting Technology (A50150)

Wilkes Community College  
Heavy Equipment Operation, Management, and Service (A35340)

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

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

**Contact(s):**

Michelle Lair  
Director of Academic Programs

**PROGRAM APPLICATION  
SUMMARY EVALUATION REPORT  
Isothermal Community College  
Computer-Aided Drafting Technology (A50150)**

**Program Planning:** Isothermal Community College is seeking approval for the Computer-Aided Drafting Technology (A50150) program to begin Fall 2024. The planning area is defined as the college's service area of Rutherford and Polk counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Isothermal Community College on January 30, 2024. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Isothermal 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:** Isothermal Community College (Isothermal CC) indicates the following:

- The demand for employees with computer-aided drafting skills is increasing in the colleges service area due to the recent growth in the construction and manufacturing industries. Successful CAD technicians, recruited by such companies as CrossAir, Watts, Timken, and Fountain Electric require an advanced skillset, including technical sketching, two-dimensional drawings, and 3D modeling and prototyping. Employers within Rutherford and Polk County support the need for an advanced Computer-Aided Drafting curriculum at the college.
- Data provided by the US Bureau of Labor Statistics (2022) lists the following quick facts for a Computer-Aided Drafter: a median pay of \$64,400 annually or \$29.04 per hour current there are jobs 197,300 (nationally) in this field and are projecting another 16,600 openings each year, on average, over the next decade

- The proposed program would provide advanced level computer drafting to expand the skillset of future graduates while creating lucrative opportunities for students and a pipeline of potential workers which local industry supports.
- The college utilizes existing advisory boards for the drafting department that is composed of local employers and workforce entities, public school administrators, and representatives from four-year institutions. This board allows students and faculty to make significant industry and academic connections leading to career and further educational opportunities for students. Industrial Partners from Isothermal CC's local area (Rutherford County Schools, Fountain Electric, and Rutherford County Economic Development) have provided letters of support, have indicated a willingness to provide work-based learning opportunities for students, and will serve on the drafting advisory board.
- Student demand for career and technical education at Isothermal CC is on a steady incline as it rebounds from an enrollment decline during COVID-19 affected years. The college is considering offering CTE/CCP pathways upon approval of the program.
- The Computer-Aided Drafting program (A50150) will collaborate with fellow engineering and technical programs to engage in community outreach and recruitment. Examples of existing initiatives include a yearly Science Expo, Robotics and Science camps, high school tours and presentations, and partnership with the iTECH program, the umbrella of opportunity for high school students to take technical area college courses at the college campus during the school day.
- In 2019, Isothermal CC built a state-of-the-art Engineering Technology and Workforce Development building to house innovative equipment and classroom space that will be utilized for the Computer-Aided Drafting Technology program (A50150). This facility is shared with the curriculum engineering programs. This additional new program would fit in well with these programs and share space, equipment, and personnel making the implementation efficient and non-disruptive for the college.

**Impact of the Proposed Program on Other Programs** Five community colleges are currently approved to offer Computer-Aided Drafting Technology (A50150). An impact assessment was sent to 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 Computer-Aided Drafting Technology curriculum prepares students to efficiently operate heavy equipment such as dozers, loaders, scrapers, and graders, to perform maintenance on various types of heavy equipment, and to manage equipment systems. Course work includes construction safety, proper equipment operation, grades, drawings, environmental concerns, heavy equipment design characteristics and features, equipment maintenance and service, and common equipment systems. Graduates of this program may find employment with state and local government agencies and private contractors engaged in highway or other construction activities.*

**Contact:**

Todd M. Roth  
Program Administrator

**PROGRAM APPLICATION  
SUMMARY EVALUATION REPORT  
Wilkes Community College  
Heavy Equipment Operation, Management, and Service (A35340)**

**Program Planning:** Wilkes Community College is seeking approval for the Heavy Equipment Operation, Management, and Service (A35340) program to begin Fall 2024. The planning area is defined as the college's service area of Wilkes, Ashe, and Alleghany counties. All colleges were notified of the planning process for this program.

The proposed program was approved by the Board of Trustees at Wilkes Community College on January 11, 2024. Minutes from this Board meeting were attached to the program application. The President and the Board of Trustees of Wilkes 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:** Wilkes Community College (Wilkes CC) indicates the following:

- In response to the burgeoning demands within the construction and extraction sectors, noted as some of the fastest-growing areas in our region, Wilkes CC is seeking approval for the Heavy Equipment Operation, Management, and Service (A35340) program. This initiative is grounded in an analysis of employment opportunities, collaboration with key stakeholders, and alignment with regional economic development strategies.
- The significance of the Heavy Equipment Operation, Management, and Service (A35340) program is underscored by the North Carolina Department of Commerce's projection of a 9.8% increase in employment requiring some college or associate degree between 2021- 2032.

- Recognizing the importance of alignment and collaboration between industry and education, Wilkes CC aims to contribute to this growth by educating graduates proficient in the safe and effective use of heavy equipment. The program's relevance is particularly evident in its potential to meet the workforce needs of construction-based companies in the college's service area.
- Data provided by the US Bureau of Labor Statistics (2022) list the following quick facts for an Equipment Operator: a median pay of \$51,050 annually or \$24.54 per hour, current number of jobs 483,300 (nationally), and the future outlook indicates an anticipated 3% increase.
- NCCareers.org shows a job growth of 1.1% with over 1855 opportunities statewide. According to data from the N.C. Department of Commerce: Labor & Economic Analysis, the outlook for Heavy Equipment Operations, Management, and Service related jobs indicates a projected growth trend extending until 2030.
- The proposed program aligns seamlessly with the objectives outlined by the Wilkes, Ashe, and Alleghany Economic Development Boards and meets needs throughout our surrounding areas. The program meets strategic initiatives to prioritize workforce development to sustain the economic growth and prosperity of our region. By training individuals in Heavy Equipment Operation, Management and Service our college contributes directly to these goals, ensuring that our graduates are not only job-ready but also integral to the region's economic advancement.
- The Heavy Equipment Operator, Management, and Service (A35340) program at Wilkes CC will be delivered through a combination of theoretical coursework and hands-on practical training. The college's facilities will replicate real-world scenarios, providing students with a comprehensive understanding of heavy equipment operation. Some area companies have offered worksite locations to facilitate training. Additionally, partnerships with local businesses will offer internships and apprenticeships opportunities, ensuring students gain valuable industry experience.
- The establishment of a Heavy Equipment Operation, Management, and Service (A35340) program at Wilkes CC is crucial for the sustained growth of the college. With the construction and extraction sectors projected to grow, and the median salary for operators reflecting the industry's competitiveness, this program addresses a significant workforce need.

**Impact of the Proposed Program on Other Programs:** One community college in the state is approved to offer Heavy Equipment Operation, Management, and Service (A35340). There is no other college approved to offer this program located in a contiguous county to Wilkes Community College. **Therefore, an impact assessment was not required.**

**Implementation of Collaborative Plan:** Not Applicable

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

**Curriculum Description as Designated on Curriculum Standard:**

*The Heavy Equipment Operation, Management, and Service curriculum prepares students to efficiently operate heavy equipment such as dozers, loaders, scrapers, and graders, to perform maintenance on various types of heavy equipment, and to manage equipment systems. Course work includes construction safety, proper equipment operation, grades, drawings, environmental concerns, heavy equipment design characteristics and features, equipment maintenance and service, and common equipment systems. Graduates of this program may find employment with state and local government agencies and private contractors engaged in highway or other construction activities.*

**Contact(s):**

Todd M. Roth  
Program Administrator

**STATE BOARD OF COMMUNITY COLLEGES**  
**Combined Course Library**  
**Workforce Continuing Education and College & 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 9**

**Requesting College or Agency: Wake Technical Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
EVT-4100	Electric Vehicle Supply Equip Tech	110	C40 Energy	1A/Trades & Transportation

Description:	The course covers the fundamentals of electric vehicle charging and different levels of charging infrastructure, manufacturers and products, regulations governing chargers and charging installations, and demonstration of the specific skills required to work on various types of chargers. Upon completion, students will have the knowledge for entry level Electric Vehicle Supply Equipment (EVSE) technician positions.
Credential Options:	<p>Credential Title: Electric Vehicle Supply Equipment (EVSE) Technician Certification</p> <p>Credential Agency: Society of Automotive Engineers</p> <p>Description: The Electric Vehicle Supply Equipment (EVSE) Technician Certification will be granted to technicians who have successfully completed a comprehensive training program and passed a rigorous exam administered by SAE ITC Probitas Authentication.</p> <p><a href="https://www.sae.org/learn/professional-development/electric-vehicle-supply-equipment-technician-certification">https://www.sae.org/learn/professional-development/electric-vehicle-supply-equipment-technician-certification</a></p>

**Request for New Course 2 of 9**

**Requesting College or Agency: Guilford Technical Community College**

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
EVT-4200	Lithium-Ion Battery Manufacturing	40	C40 Energy	3/Trades & Transportation

Description:	This course provides an in-depth understanding of overall Lithium-ion battery principles, battery manufacturing processes, and testing (skill or method). Students will learn about battery materials, including chemistry, electrode preparation, and electrode characterization. Students will be provided step by step coin-cell assembly training. Students will learn about testing protocols for cell performance and will receive an overview of recycling and waste disposal process. The course will prepare students for entry level work as an Electric Battery Assembly Technician in the growing EV battery manufacturing field.
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### Request for New Course 3 of 9

Requesting College or Agency: North Carolina Community College System

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
ENG-8025	College English Skills	48	A20 Basic Skills	3/ Developmental

Description:	This course provides the skills necessary for success in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset.
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### Request for New Course 4 of 9

Requesting College or Agency: North Carolina Community College System

Course ID	Course Title	Recommended Hours	Program Area	Tier/ WF Sector
ENG-8045	English Skills Support	32	A20 Basic Skills	3/ Developmental

Description:	This course provides academic support for the successful completion of gateway English courses by supplementing and reinforcing classroom instruction in ENG 8025. Emphasis is placed on developing a growth mindset, expanding skills in active reading and writing processes, applying editing and revision strategies, exercising standard writing conventions through contextualized instruction, and ethically using appropriate technology when reading and writing.
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**Request for New Course 5 of 9****Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
MAT-7025	Concepts of Essential Math	48	A20 Basic Skills	3/ Developmental

Description:	This course provides an opportunity to customize foundational math content and statistical concepts specific to real-world applications. Topics include decimals, percentages, ratios, proportions, solving basic equations, geometrical concepts, dimensional analysis, financial applications and elements of statistics and probability.
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**Request for New Course 6 of 9****Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
MAT-7035	Concepts of Algebra	48	A20 Basic Skills	3/ Developmental

Description:	This course covers algebraic concepts with an emphasis on application and analysis. Topics include rational/radical expressions and equations, solving equations and inequalities, concepts of functions, factoring, and exponents.
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**Request for New Course 7 of 9****Requesting College or Agency: North Carolina Community College System**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/ WF Sector</b>
MAT-7045	Math Skills Support	32	A20 Basic Skills	3/ Developmental

Description:	This course provides opportunities for students to build a stronger foundation for success in their gateway math course by obtaining skills through a variety of instructional strategies. This course will reinforce the content taught in MAT 7025 and MAT 7035. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the gateway math course.
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#### **Request for New Course 8 of 9**

**Requesting College or Agency: Beaufort County Community College**

<b>Course ID</b>	<b>Course Title</b>	<b>Recommended Hours</b>	<b>Program Area</b>	<b>Tier/WF Sector</b>
UAS-3115	UAS Operator Flight Training	96	V20 Air/Space Transportation	1A/Trades & Transportation

Description:	Students will receive hands-on training and learn the fundamentals of flight, navigation, safety protocols, and flying techniques. Students will be expected to progress through a series of basic maneuvers that will lead to proficiency in routine flight operations. Students will also receive hands-on training in advanced flight maneuvers that include flying around obstacles, in proximity to buildings, and in difficult conditions. Students will be expected to progress through a series of scenarios designed to lead to proficiency in complex operations or those involving some element of risk. Applications in industry related will be integrated with scenario-based skills training and assessment. Concepts related to safe and legal operation in accordance with federal and state regulations will be discussed throughout the course.
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Credential Options:	<p>Credential Title: FAA TRUST Certification</p> <p>Credential Agency: Federal Aviation Administration</p> <p>Description: The law requires that all recreational drone flyers pass an aeronautical knowledge and safety test and provide proof of passage if asked by law enforcement or FAA personnel. The Recreational UAS Safety Test (TRUST) was developed to meet this requirement. TRUST provides education and testing on important safety and regulatory information.</p> <p><a href="https://www.faa.gov/uas/recreational_flyers/knowledge_test_updates">https://www.faa.gov/uas/recreational_flyers/knowledge_test_updates</a></p>
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### Request for New Course 9 of 9

Requesting College or Agency: Beaufort County Community College

Course ID	Course Title	Recommended Hours	Program Area	Tier/WF Sector
UAS-3152	UAS Operations Management	96	V20 Air/Space Transportation	1A/Trades & Transportation

Description:	<p>This course is designed as a follow-up to obtaining the FAA Part 107 Certificate and will help prepare students to conduct safe and legal UAS operations in a wide range of commercial settings and scenarios. The Association for Unmanned Vehicle Systems International (AUVSI) Trusted Operator program will serve as a foundation for this course and will guide students through routine operations, mission planning, maintenance and inspection, safety management systems, development of an SOP, FAA waivers, night flight, Crew-Resource Management, record keeping including flight management systems, emergency procedures, high-risk or hazardous operations, and flights requiring additional certifications.</p>
Credential Options:	<p>Credential Title: AUVSI Trusted Operator Certificate – Levels 1, 2, 3</p> <p>Credential Agency: Association for Unmanned Vehicle Systems International (AUVSI)</p> <p>Description: The AUVSI Trusted Operator Certificates fill the gap between minimally prescriptive operating regulations, such as the FAA's Part 107, and a higher level of demonstrated knowledge, flight proficiency, safety and risk management practices that is expected to be valued by employers and customers of commercial UAS operators.</p> <p><a href="https://www.auvsi.org/trusted-operator">https://www.auvsi.org/trusted-operator</a></p>

**Request for Course Modification 1 of 1****Requesting College or Agency: Beaufort County Community College**

<b>Course ID</b>	<b>Course Title</b>	<b>Program Area</b>	<b>Current Recommended Hours</b>	<b>Proposed Recommended Hours</b>
UAS-3111	Small Unmanned Aircraft System	V20 Air/Space Transportation	24	60

Description:	<p>This course prepares learners for small Unmanned Aircraft Systems (sUAS)/Drone flight certification. Topics include flight theory, flight operations, and flight training utilizing the Federal Aviation Administration (FAA) Remote Pilot – Small Unmanned Aircraft Systems Study Guide, North Carolina Unmanned Aircraft Systems Operator Permit Knowledge Test Study Guide, and North Carolina Department of Transportation (NCDOT) Division of Aviation UAS flight standards and best practices. Learners will gain an introduction to commercial, government, and recreational drone applications. Coursework will highlight topics such as regulations, weather, airspace, human factors, and sUAS performance. Upon completion, students will be prepared to sit for the FAA Part 107 Remote Pilot Knowledge Test and NC DOT UAS Operator Permit.</p>
Credential Options:	<p>Credential Title: FAA Part 107 Remote Pilot Knowledge</p> <p>Credential Agency: Federal Aviation Administration</p> <p>Description: In order to fly a drone under the FAA's Small UAS Rule (Part 107), you must obtain a Remote Pilot Certificate from the FAA.</p> <p>See <a href="https://www.faa.gov/uas/commercial_operators/become_a_drone_pilot">https://www.faa.gov/uas/commercial_operators/become_a_drone_pilot</a></p>

**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**

- Central Carolina Community College – Sanford Correctional
  - CAR-3112: Building Construction Trades

**Contact(s):**

Dr. Andrew Gardner

Associate Vice-President, Workforce Strategies

Anne Bacon

Workforce Continuing Education Director

Prison Education Liaison

### 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
<b>1</b>	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)
<b>2</b>	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)
<b>3</b>	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)
<b>4</b>	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)
<b>*</b>	Only Division of Adult Correction and Juvenile Justice (DACJJ) prisons are assigned matrix categories

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

<b>Community College</b>	<b>Facility</b>	<b>Facility Code</b>	<b>Matrix Class.</b>	<b>Course Number</b>	<b>Master Course List Title (Local Title)</b>	<b>Contact Hours</b>
Central Carolina Community College	Sanford Correctional	4360	1	CAR-3112	Building Construction Trades (Intro to Construction Crafts)	180

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

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

Wilkes Community College  
Electrical Systems Technology (D35310)  
Effective Semester: Fall 2024

**Contact(s):**

Michelle Lair  
Director of Academic Programs

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

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

Catawba Valley Community College  
Associate in Fine Arts in Theatre (A10800)

Fayetteville Technical Community College  
Funeral Service Education (A55260)

North Carolina Community College System  
Associate in Science – CCP Pathway (P1040)

**Contact(s):**  
Michelle Lair  
Director of Programs

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

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

**Curriculum Program:** Associate in Fine Arts in Theatre (A10800)

**Proposed Revisions:** The submitting college requests the following revisions:

- Remove DRA 212 Theatre History II from Other Required Hours- Theatre.
- Add DRA 118 Script Analysis to Other Required Hours- Theatre.
- Remove DRA 141 Stagecraft II from Technical Theatre Track.
- Add DRA 144 Introduction to Stage Design to Technical Theatre Track.

**Rationale of Requesting College:** The Associate in Fine Arts Theatre to Bachelor of Arts Articulation Agreement Transfer Committee determined that the addition of the newly developed DRA 118 Script Analysis and DRA 144 Introduction to Stage Design courses more closely aligns the curriculum with the first-year courses for theatre programs at most four-year universities. Partner institutions expect first-year students to have completed script analysis and technical theatre courses in order to take an introduction to design course upon transfer.

**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 Approved by the System President**

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

**Curriculum Program:** Funeral Service Education (A55260)

**Proposed Revisions:** The North Carolina Community College System Office requests the following revisions to the Funeral Service Education (A55260) Curriculum Standard:

- Add FSE 219 Funeral Home Service Directing to the technical core curriculum.

**Rationale of Requesting College:** The new course, FSE 219 Funeral Home Service Directing, was approved by the NCCCS Curriculum Course Review Committee in February 2024. The requesting college would like to add this course to the technical core curriculum.

**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. Mary Olvera  
Program Administrator

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

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

**Curriculum Program:** CCP Associate in Science Transfer Pathway (P1042C)

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

- 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 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):**

Aaron Mabe

Program Coordinator for Career and College Promise

**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.

**Craven Community College**

Manufacturing Technology (A50320)

**Rationale:** The creation of the Industrial Systems Technology (A50240) program has provided a new avenue that produces better options for students to obtain meaningful employment. There will be no teach out due to no enrollment.

Termination Semester: **Summer 2024**

**Montgomery Community College**

Associate in Fine Arts in Music (A10700)

**Rationale:** The college indicated that the last student transferred out of the program in 2021. There are currently no students enrolled in the program. Students expressing interest in the program will be offered the Associate in Arts (A10100) program.

Termination Semester: **Summer 2024**

Computer-Integrated Machining (A50210)

**Rationale:** This program was approved to be offered at Montgomery Community College in the Fall of 2019 but was never offered. There is no need for a teach out plan.

Termination Semester: **Summer 2024**

Public Safety Administration (A55480)

**Rationale:** The college was approved to start this degree program in Spring of 2021, but the program was never offered. The college will continue to service local needs through appropriate Workforce Continuing Education courses.

Termination Semester: **Summer 2024**

**Contact(s):**

Michelle Lair

Director of Academic Programs

**AGENDA**  
**State Board of Community Colleges**  
**STRATEGIC PLANNING COMMITTEE**  
**Caswell Building, Dr. W. Dallas Herring State Board Room**  
**Thursday, April 18, 2024, 4:30 – 5:00pm**  
**Ms. Ann Whitford, Chair**

**Call to Order**

**Roll Call**

**Ethics Awareness and Conflict of Interest**

**Approval of Agenda**

**Approval of Minutes – February 15, 2024**

**For Information**

- PLAN01 – Marketing and Communications Update

**New Business**

**Adjourn**

**MINUTES**  
**State Board of Community Colleges**  
**STRATEGIC PLANNING COMMITTEE**  
**Thursday, April 18, 2024**

**STRATEGIC PLANNING COMMITTEE MEMBERS**

Ms. Ann Whitford, Chair	Mr. Jon Harris for Lt.	Mr. Hari Nath
Hon. David Price	Governor Mark Robinson	
Dr. Shirley Carraway	Ms. Sarah West	

**OTHER BOARD MEMBERS IN ATTENDANCE**

Mr. Tom Looney, SBCC	Mr. Mark Merritt
Chair	Hon. Ray Russell

**OTHERS IN ATTENDANCE**

Dr. Jeff Cox	Dr. Bill Schneider	Dr. J.W. Kelley
Dr. Kimberly Gold	Ms. Kelly Barretto	Ms. Sondra Jarvis
Dr. Patrick Crane	Dr. Phillip Price	

**CALL TO ORDER**

Chair Whitford called the meeting to order at 4:30 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. Ms. West made the motion, Dr. Carraway seconded, and the Committee approved the agenda unanimously without change.

**APPROVAL OF MINUTES**

Chair Whitford noted a correction to be made to the February 15, 2024 minutes to add Mr. Hari Nath to the list of members in attendance. Chair Whitford asked for a motion to approve the February 15, 2024 minutes of the meeting of Strategic Planning Committee as amended. Mr. Nath made the motion, Dr. Carraway seconded, and the Committee unanimously approved the minutes as amended.

**FOR FUTURE ACTION**

*Performance Goal – Strategic Planning Support*

After providing an overview of his professional background, Dr. Crane introduced Dr. Zachary Barricklow, the new Associate Vice President of Strategy and Rural Innovation, to present the strategic planning support performance goal. Dr. Barricklow provided background for his position which was created to provide direct strategic planning support needed by rural colleges. The new position was approved by the full Board in October of 2023. Years One, Two, and Year Three goals were shared followed by comments, questions, and discussion by the group.

Chair Whitford requested a motion to move this item from “Future Action” to “Action.” Mr. Nath made the motion, Ms. West seconded, and the Committee passed the motion. Chair Whitford then requested a motion to approve this performance goal. Ms. West made the motion, Mr. Nath seconded, and the Committee passed the motion.

*Performance Goal – Website Usage*

Nathan Hardin, Executive Director of Communications, presented two primary metrics that will aid in assessing website traffic: 1) the total number of site users and 2) the total number of non-advertised users. The System Office will track and evaluate overall site performance, how and why users engage with the site, and identify the most common websites that customers use to find the System site.

Chair Whitford requested a motion to move this item from “Future Action” to “Action.” Ms. West made the motion, Mr. Harris seconded, and the Committee passed the motion. Chair Whitford then requested a motion to approve this performance goal. Dr. Carraway made the motion, Mr. Harris seconded, and the Committee passed the motion.

*Vision Statement*

Dr. Kimberly Gold reminded the Committee of the definition and purpose of a vision statement. She provided the historical context for development of the draft vision statement for the System. After giving that background, the Committee considered two options and a recommendation for the final version of the vision statement. The Committee will review the final language for approval at a future meeting of the full Board.

**FOR INFORMATION**

*Enrollment Trends*

Dr. Bill Schneider used the data dashboard to present overall enrollment trends as contrasted with enrollment goals. He highlighted the growth we are seeing over time comparing pre-Covid enrollment numbers to present day enrollment in various demographic groups. There were questions and discussion among the group.

*Strategic Plan Tactics and President’s Goals Update*

Dr. Crane gave a brief overview on the progress of three sets of President’s goals. The priority and President’s goals are on track for timely completion. Half of the tactics are on track; half are

currently under resourced. He referred the Committee to the packet for more in-depth detail around metrics.

**Models of Regional Collaboration**

Dr. Crane updated the Committee on one of the President's goals to identify and communicate models for regional collaboration and compilation of case studies. He highlighted examples of partnerships with community colleges that exist to address workforce needs in the State. He directed the Committee's attention to the packet for more information on survey results that revealed existing partnerships in which some of our colleges are engaged. There was a brief period of questions and discussion.

**ADJOURN**

There being no other business, Chair Whitford adjourned the Committee at 5:30 p.m.

Respectfully submitted,

Kelly Barretto, Recording Secretary

**STATE BOARD OF COMMUNITY COLLEGES**  
**Marketing and Communications Update**

**Request:**

For information item.

**Strategic Plan References:**

Goal 2: Enrollment

Objective 2.1: Increase marketing and outreach to prospective students and their influencers

Strategy 2.1.1: Develop and utilize marketing strategies to increase enrollment. Increase emphasis on the enrollment of underrepresented and non-traditional students.

**Background:**

One of three categories for President Cox's performance measures is "Facilitate Marketing, Branding and Communications" and one of the deliverables is to bring the State Board a detailed roadmap for leveraging the \$1m investment from the Legislature. To develop a system marketing strategy, the System Office issued a Request for Proposals and in January 2024 entered into a contract with Honestly. Their work started with research and assessment of the landscape, a workshop with NCCCS leadership, and a series of stakeholder interviews with key education and workforce partners. Using this information, they will draft a five-year strategic marketing and communications plan that will be reviewed with NCCCS leadership and key stakeholders in the next two months. A final plan will be brought to the State Board in July 2024.

**Contact:**

Nathan Hardin  
Executive Director of Communications

Patrick Crane  
Vice President of Strategic Initiatives



# Marketing Communications Plan Overview

North Carolina Community College System

April 18, 2024

# Contents

- 1 Summary
- 2 Discovery Calls
- 3 Deliverables
- 4 Timeline
- 5 Questions for the Board

We are developing a statewide, five -year marketing communications plan to bolster the strategic plan by focusing on increasing visibility and changing North Carolinians' perceptions of community colleges.

The plan will be a framework and guide for a stronger statewide, regional and national presence.

# 1. Summary

We have established the following objectives for this project:

- **Define success** — both at the end of five years and year-by-year, including KPIs, tracking and measuring
- **Review existing assets**, previous surveys and other key materials for a full picture of NCCCS' current environment
- **Hear and understand input** from the variety of important stakeholders, audiences and constituents that NCCCS serves
- **Build a plan** that balances the NCCCS vision and strategic plan with what students, community colleges, businesses and other key stakeholders expect from NCCCS
- **Create overviews and summaries** of the plan that can be easily shared, understood and remembered by key stakeholders

## 2. Discovery Calls

As part of the first phase of this project, we are conducting workshops, interviews, and focus groups with the following stakeholders:

- NCCCS leadership team (we conducted our first workshop with this group on March 18)
- Internal system employees
- Community college presidents (via written survey)
- College marketing representatives (via written survey)
- NC State Education Assistance Authority
- MyFutureNC
- Philanthropic partners

## 2. Discovery Calls

As part of the first phase of this project, we are conducting workshops, interviews, and focus groups with the following stakeholders:

- NC Department of Public Instruction
- Economic Development Partnership
- NCWorks Commission
- Workforce Development Association representatives
- Career counselors
- Prospective and current students and parents

## 3. Deliverables

- **Research and Assessments**

- Existing marketing and reference materials
- Competitive analysis
- Country-wide success models

- **Discovery interviews and workshops**

- **Key takeaways** and summary findings from all discovery calls

- 5 year statewide, strategic **marketing and communications plan** (see following outline)

- **Strategy reference page**

- **5 year vision graphic**

- **Presentation** of the marketing and communications plan to key stakeholder groups

## Strategic Plan Outline

### 5-Year Vision Casting

#### Executive Summary:

- Definitions of success at the end of 5 years
- Roadmap
- Key audiences

### Priorities for Each Year

#### Metrics:

- Goals
- KPIs
- Measurement methods

#### Strategy:

- Brand strategy
- Positioning and messaging
- Communications and marketing approach
- Partnerships
- Market and industry priorities
- Programs and sub-brands

#### Marketing and Communications

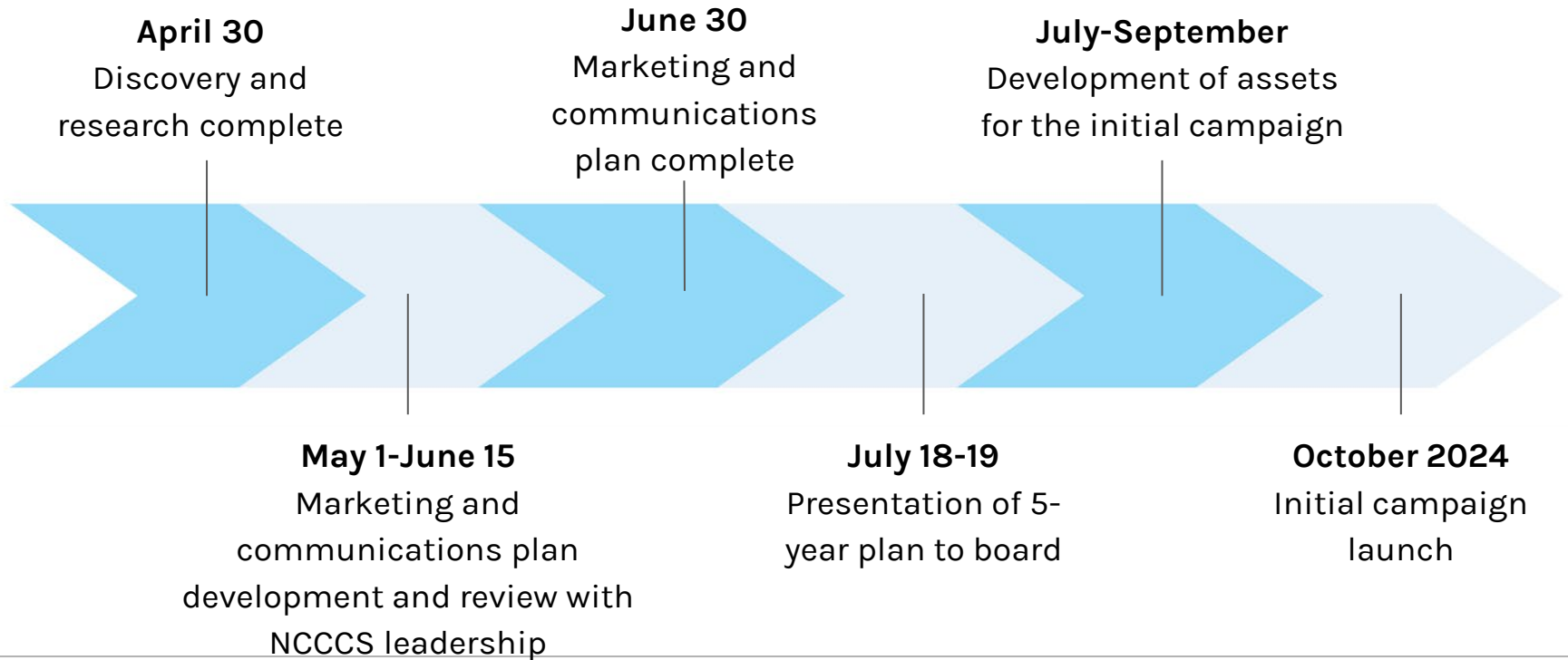
#### Mix:

- Social media (paid and organic)
- Website and content
- Advertising and sponsorships

#### Budget Guidance



## 4. Timeline



## 5. Questions for the Board

- How do we know we've been successful? Increased enrollment? More engagement with System? What other KPIs should be considered?
  - At the end of each year?
  - At the end of 5 years?
- How do we balance awareness marketing versus lead generation in the plan formation?
- Are there any other board members who would like to be a part of the discovery process?

# Questions?

Allison Amos

Chief Executive Officer

[allison@honestly.co](mailto:allison@honestly.co)