

NUMBERED MEMO CC25-027

TO: Members of the State Board of Community Colleges, Chairs of the Community College Boards of Trustees, Community College Presidents, Chief Academic Officers, Chief Admissions Officers, Basic Skills Directors, Business Officers, Continuing Education Officers, Customized Training Directors, Chief Financial Officers, Distance Learning, Financial Aid Officers, Personnel Officers, Student Development Administrators, Public Information Officers, Registrars, & Other Interested Parties

FROM: Jonnell Carpenter, *NCCCS General Counsel*

SUBJECT: Proposed Amendment of 1D SBCCC 300.6 – Instructional Service Agreements

DATE: April 8, 2025

On April 4, 2025, the State Board of Community Colleges initiated the rulemaking process to amend **1D SBCCC 300.6 – Instructional Service Agreements**. The proposed amendment would remove all reference of “instructional service agreement” with “cooperative continuing education” to improve efficiency, reduce duplication, and establish a consistent, data-driven process for the System Office to communicate essential data to the community colleges. The proposed amendment is published on the NC Community College System's website, [Numbered Memos - NCCCS \(ncccommunitycolleges.edu\)](https://ncccommunitycolleges.edu). For your convenience, a copy of the proposed rule, with the changes indicated, is attached to this memorandum. Strikethroughs indicate deletions of existing language and underlines indicate additions of language.

Any member of the public has the right to submit written comments on the proposed rule. Please note that any person who submits public comments on behalf of their community college should comply with their college's local process for submitting comments on a proposed rule. **Written comments on the rule must be received by no later than 5:00 p.m. on May 8, 2025.** Any member of the public has the right to request a hearing on the proposed rule. **Requests for a hearing must be received by no later than 5:00 p.m. on April 23, 2025.**

Written comments and requests for hearing shall be directed to the following address: Jonnell Carpenter, 5001 Mail Service Center, Raleigh, NC 27699-5001 or by email to [**publiccomments@nccommunitycolleges.edu**](mailto:publiccomments@nccommunitycolleges.edu). Thank you for your attention to this matter.

CC25-027

Email Copy
Attachment



State Board of Community Colleges Code

Notice of Proposed Rulemaking Form

Date: April 8, 2025

Title, Chapter, Subchapter, and Rule Number of Rule Proposed to be Adopted, Amended, or Repealed	Amend 1D SBCCC 300.6 – Instructional Service Agreements
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Specify whether the SBCC proposes to adopt amend, or repeal a rule:

Adopt (new rule)	Amend (change existing rule)	Repeal (delete entire rule)
	X	

Rationale for proposed adoption, amendment or repeal:	The NC Association of Community College Presidents recommended the proposed changes with the aim to improve efficiency, reduce duplication, and create a consistent, data-driven process for the System Office to communicate data to the community colleges, ensuring the programs align with the workforce demand.
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Proposed Effective Date of Rule	August 1, 2025
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1D SBCCC 300.6 is proposed for amendment as follows:



1 **State Board of Community Colleges Code**

2 **TITLE 1. COMMUNITY COLLEGES**

3
4 **CHAPTER D. EDUCATION PROGRAMS**

5
6 **SUBCHAPTER 300. CONTINUING EDUCATION**

7
8 **1D SBCCC 300.6 ~~Instructional Service Agreements~~ Cooperative Continuing**
9 **Education Agreements**

10 (a) Level One ~~Instructional Service Agreement~~ Cooperative Continuing Education
11 Agreement.

12 (1) A college may offer continuing education courses in an area assigned to another
13 college by providing a written, level one instructional service agreement under the
14 following conditions:

15 (A) Resources are solely provided by the college requesting permission to enter
16 into another college's service area; and

17 (B) The requesting college does not share the FTE with the other college(s).

18 For the purposes of this rule, "an area assigned to another college" shall include
19 an online class that is set up to specifically target students in another college's
20 service area.

21 (2) The level one ~~instructional service agreement~~ Cooperative Continuing Education
22 Agreement shall:

23 (A) Be approved by each local board of trustees unless the board has delegated
24 authority to the president to enter into level one ~~instructional service~~
25 ~~agreements~~ Cooperative Continuing Education Agreements;

26 (B) Be signed by the presidents of each participating college;

27 (C) Specify the course(s) or program(s) to be delivered into the other college's
28 service area;

29 (D) Specify the plan for delivery of the instruction;

30 (E) Specify the conditions and time frame for termination of the agreement; and

31 (F) Be maintained on file at all colleges involved for compliance review purposes.

1 (b) ~~Level Two Instructional Service Agreement~~ Cooperative Continuing Education
2 Agreement.

3 (1) Two or more colleges may jointly offer continuing education courses by providing
4 a written, level two ~~instructional service agreement~~ Cooperative Continuing
5 Education Agreement under the following conditions:

- 6 (A) Resources are shared between the participating colleges; and
7 (B) FTE may be shared between the participating colleges.

8 (2) The level two ~~instructional service agreement~~ Cooperative Continuing Education
9 Agreement shall:

- 10 (A) Be approved by each local board of trustees unless the board has delegated
11 authority to the president to enter into level two ~~instructional service~~
12 ~~agreements~~ Cooperative Continuing Education Agreements;
13 (B) Be signed by the president of each participating college;
14 (C) Specify the course(s) to be delivered to the other college's service area;
15 (D) Specify the plan for delivery of the instruction;
16 (E) Specify the proration of resources and FTE allocated for each college;
17 (F) Specify the conditions and time frame for termination of the agreement;
18 (G) Be filed with the System Office President prior to implementation of the
19 course(s); and
20 (H) Be maintained on file at all colleges involved for compliance review purposes.

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22 *History Note: Authority G.S. 115D-5; S.L. 1993, 2nd session, c. 769, p. 18, s. 18; S.L.*
23 *1995, c. 625;*
24 *Temporary Adoption Eff. October 31, 1994, for a period of 180 days or*
25 *until the permanent rule becomes effective, whichever is sooner;*
26 *Eff. May 1, 1995;*
27 *Temporary Amendment Eff. June 1, 1997;*
28 *Amended Eff. _____; [June 1, 2016](#); [November 1, 2014](#); August 1,*
29 *2004; July 1, 1998.*