

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

June 23, 2004

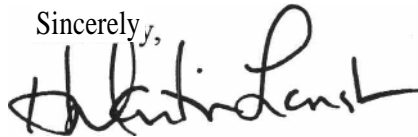
Dr. Edward H. Wilson, President
Wayne Community College
PO Box 8002
Goldsboro, North Carolina 27533-8002

Dear Dr. Wilson:

Thank you for submitting the contract for the Cosmetology (D55140) program between Wayne Community College and Mitchell's Academy for approval. The contract has been found to be in compliance with 23 NCAC 2E.0602.

Two original contracts are enclosed, and one original has been placed in our files. If you have any questions or need assistance, please contact Dr. Delores A. Parker at (919) 807-7096.

Sincerely,



H. Martin Lancaster

Enclosures

HML/jf


c: Kay Albertson *
Delores A. Parker
Darryl McGraw

NORTH CAROLINA

WAYNE COUNTY

CONTRACT

THIS CONTRACT is entered between the Board of Trustees of Wayne Community College, hereinafter referred to as College, and Mitchell's Academy, Spence Ave., Goldsboro, North Carolina, hereinafter referred to as Academy.

1. The purpose of this agreement is to provide the terms and conditions under which the Academy will provide courses in Cosmetology for students enrolled in the College. 
2. The training period for each student shall consist of Fifteen Hundred (1500) hours instruction. Instruction is to be of the type and quality required by the North Carolina State Board of Cosmetic Arts. Failure upon the part of Academy to provide such instruction shall render this contract void. The duration of this contract shall be for the fiscal year of the State of North Carolina, that is from July 1, 2004 to June 30, 2005.
3. A performance record shall be kept up-to-date on all students by the Academy. At the end of the College's semester, a grade report and attendance records for each student shall be furnished to the College by the Academy.
4. The Director of Occupational Extension/Community Service who is responsible for Cosmetology is to serve as liaison officer between Mitchell's Academy and appropriate personnel at the College. The appropriate personnel will include the President, Vice President for Academic Affairs, Associate Vice President for Academic Affairs, Division Head for Allied Health, Comptroller, Registrar, and Director of Student Services.

5. The student shall be in training either in instructional classes or on the job training for a total not to exceed 40 hours per week during periods when the Academy is in session.
6. The students shall conform to, and be subject to, all rules and regulations of the Academy, and the College unless such rules and regulations are contrary to the terms or spirit of this agreement. The College shall consult the Academy before any student enrolled pursuant to this agreement is expelled by the College.
7. Each student enrolled in the Academy under this program shall be required to pay the regular tuition and fees required by the College within the tuition and fees limitations approved by the State Board of Community Colleges, Title 23 of the North Carolina Administrative Code, Chapter 2D. 0200. Within the fee authorized by Title 23 of the North Carolina Administrative Code, Chapter 2D. 0200, there shall be included a sum to be applied by the College to the purpose of providing the student with Health and accident insurance coverage.
8. In order for a student to participate in this program, said student must be acceptable to both contracting parties. No student shall be denied admission due to race, age, color, creed, sex, political affiliation, or handicapping condition. Students shall be able to enroll in this program in accordance with the College's calendar for admissions for any academic semester. The following are beginning months for each semester: Summer, May, 2005; Fall, August, 2004; Spring, January, 2005. Hours in attendance per student will not exceed 1550 hours by the end of the third semester of attendance.
9. Each student shall be required to furnish the College those records and test scores required in the College's catalog, hi addition to the above, each student shall furnish a Health Certificate, as required by the State Board of Cosmetic Art.

10. The supervision of the student instruction shall be the joint responsibility of the Academy and the College, and any negligence involved in said supervision shall be the responsibility of the Academy. Liability insurance protecting the Academy and Wayne Community College shall be maintained by the Academy. It is the responsibility of the Academy to provide the college a copy of the current liability insurance policy insuring the college in at least the sum of \$100,000.
11. Reimbursements of the Academy for scheduled hours of instruction delivered under the terms of this contract shall be made at the end of each semester on the calendar of the college. For the period of this contract, the payment received by the Academy
;..... shall be one dollar and thirty-five cents (\$1.35) per student scheduled hour. No tuition shall be collected by the Academy from the students taught under this contract.
12. The Academy and College shall work together in the counseling and employment placement of the graduates of this program.
13. No instructor or personnel of the Academy shall be considered employees of the College or of the State of North Carolina.
14. The Academy shall; in consideration of the payments mentioned in Item 11, above, provide each student, free of charge, cosmetology instruction as required by the North Carolina State Board of Cosmetic Arts. Students will be responsible for required textbooks, uniforms, personal supplies, and clinical lab fees. Personal supplies shall be purchased by the student at the student's expense, at any place the student chooses to do so.
15. Upon the successful completion of the program, the Academy shall grant the student a certificate; and the College shall award the student a diploma.

16. The College reserves the right to supervise the program to the extent necessary to ensure the quality of the instructional programs and to protect the interests of the student, the college, and the State of North Carolina. Representatives of the college, the State Board of Community Colleges, the Department of Community Colleges, and the State Auditor shall have access to the records of the Academy to the extent necessary to determine the accuracy of such records and have access to the records and have authority to obtain such fiscal accounting reports as are necessary in carrying out the terms of this contract.
17. The parties to this agreement understand that in the educational process many unforeseen events can occur. Due to this fact, the parties to this agreement undertake to cooperate and consult with each other when developments so demand.
18. Either party to this agreement may withdraw from said agreement at any time upon written notice to the opposite party, but it is provided that the contract shall nevertheless remain in force as affecting any student in the program until the student shall have completed his or her course of instruction.
19. The Academy will not hire, employ or contract with any person currently employed by the North Carolina State Board of Community Colleges to furnish any material or perform any service on this contract without first assuring that such person has complied with applicable laws of the State of North Carolina and regulations of State Personnel Commission relating to dual or secondary employment by state employees, in the event the Academy hires, employs or contracts with any employee of the State Department of Community Colleges that fact will be immediately reported to the Comptroller.

20. The Academy is licensed by the North Carolina Board of Cosmetic Arts, and has maintained licensure for a minimum of two years. The Academy in Goldsboro, License number SC 30, meets the requirements of the Private Vocational Training Institution.
21. The Academy certifies that Mitchell's Hairstyling Academy is certified by the U.S. Office of Education to award and administer Pell Grants as a Private Vocational Training Institution.
22. Provision for payment under contract shall not exceed usual and customary cost.



*North Carolina State
Board of Cosmetic Art Examiners*

SCHOOL LICENSE

2004

2003

License No. SC30



**MITCHELL'S HAIR STYLING
ACADEMY- GOLDSBORO**

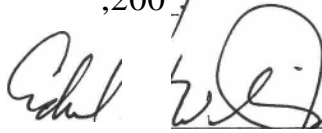
*THIS LICENSE WILL EXPIRE SEPTEMBER 30, 2004, UNLESS SUSPENDED OR REVOKED.
THIS CERTIFICATE MUST BE DISPLAYED IN A CONSPICUOUS PLACE*

EXECUTIVE DIRECTOR

This, the 25th day

of May

,2004



President, Wayne Community College: Edward H. Wilson, Jr.

Witness: Robin Smith



Witness: Robin Smith

Chairman, Board of Trustees:
Tommy Jarrett
Wayne Community College

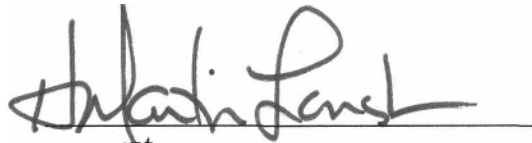


Witness: Geraldine Darden



Owner, Mitchell's Academy
Spence Avenue, Goldsboro, 27534

The NC Community College System Office Approves the expenditure of State or Federal funds to support the terms of this contract subject to its being performed and executed in compliance with 23 NCAC 2E.0602, a copy of which must be attached to each copy of the foregoing contract.



Date: 6-17-04

President
NC Community College System

C U R R I C U L U M P R O G R A M S O F S T U D Y

892 Wayne Community College

Fall 1

Title : Cosmetology

Code : D55

Concentration : Not Applicable

Standard : 1998*01A55

Highest Level Credential Offered: AAS []

Diploma [X]

Certificate []

Program Status : APPROVED 06/23/98

Max Credit Hrs : 4

Min Credit Hrs : 3

Total Credit Hrs : 4

Program Description:

T H I S S E C T I O N R E S E R V E D F O R
F U T U R E C U R R I C U L U M D E S C R I P T I O N

892 Wayne Community College
 C O U R S E A N D H O U R R E Q U I R E M E N T S
 D55140 Cosmetology

Title	Class	Lab	Clinic/Exp	Credits
General Education Courses				
1. Required Courses				
ENG 102 Applied Communications II	3.0	0.0	0.0 0.0	3.0
HUM 110 Technology and Society	3.0	0.0		3
				.0
II. Major Courses				
				4
				.0
A. Core				
	4.0	0.0	0.0	8.0
1. Required Courses				
	0.0	24.0	0.0	4
COS 111 Cosmetology Concepts I	4.0	0.0	0.0	.0
COS 112 Salon I	0.0	24.0	0.0	8.0
COS 113 Cosmetology Concepts II	4.0	0.0	0.0	4.0
COS 114 Salon II	0.0	12.0	0.0	4.0
COS 115 Cosmetology Concepts III			0.0	
COS 116 Salon III				
B. Concentration (if appropriate)				
1. Required Courses				
c. Other Major Courses				
	2.0	0.0	0.0	2.0
COS 117 1. Required Courses	0.0	21.0	0.	7.0
COS 118 Salon IV	1.0	0.0	0	1.0
COS 150 Computerized Salon Ops				
III. Other Required Courses				
1. Required Courses				
Free Elective	0.0			
			Running Total :	48.0

COSMETOLOGY (D55140):

Official Program Description registered with the N. C. Department of Community Colleges!

The Cosmetology curriculum is designed to provide competency-based knowledge/ scientific/artistic principles and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all. phases of professional imaging/ hair design/ chemical processes/ skin care/ nail care/ multi-cultural practices/ business/computer principles, product knowledge/ and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available as cosmetologists, skin/nail specialists, and platform artists in beauty salons and other related businesses.

Diploma Awarded

A Diploma in Cosmetology is awarded by the College upon completion of this program. Graduates are eligible to take the examination to become a Cosmetologist that is given by the State Board of Cosmetic Arts.

Program Accreditation

The Cosmetology curriculum has been approved by the National Accrediting Commission of Cosmetology Arts and Sciences. Annually the Cosmetology program is licensed by the N. C. State Board of Cosmetic Arts.

Note

Students are required to purchase uniforms/ supplies and materials. Classroom activities and the simulated salon environment are located at Mitchell's Hairstyling Academy.

For More Information

The Cosmetology program is directed by the division of Continuing Education and Workforce Preparedness. Additional information can be obtained by calling (919) 735-5151, extension 277.

Admissions

- A high school diploma or equivalent is required.
- A placement test in reading is required.
(Students must meet a minimum reading requirement demonstrated by the placement test score or completion of Reading 080 Introduction to College Reading.)

First step to enroll:

Call the Admissions and Records Office at (919) 735-5151, extension 238.

FIRST SEMESTER

COS 111 Cosmetology Concepts I	4	4
COS 112 Salon I	24	8
COS ISO Computerized Salon Ops	1	1
ENG 101 Applied Communication I	3	3
		16

SECOND SEMESTER

COS 113 Cosmetology Concepts II	4	4
COS 114 Salon II	24	8
COS 115A Cosmetology Concepts III	2	2
COS 116A Salon III	6	2

THIRD SEMESTER

COS 115B Cosmetology Concepts III	2	2
COS 116B Salon III	6	2
COS 117 Cosmetology Concepts IV	.2	2
COS 118 Salon IV	21	7
HUM 110 Technology and Society	3	3
		.16.

Total Credit Hours 48

COS 111 Cosmetology Concepts I 4 0 0 4

Prerequisite: None
Co-requisite: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting. (F., Sp.)

COS 112 Salon I 0 24 0 8

Prerequisite: None
Co-requisite: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircut-ting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services. (F., Sp.)

COS 113 Cosmetology Concepts II 4 0 0 4

Prerequisite: None
Co-requisite: COS 114

This course covers more -comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. (F., Sp., S.)

COS 114 Salon II 0 24 0 8

Prerequisite: None
Co-requisite: COS 113

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.. (Sp., S.)

COS 115 Cosmetology Concepts III 4 0 0 4

Prerequisite: None
Co-requisite: COS 116

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling^ lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. (F., Sp., S.)

23 NCAC 2E.0602 CURRICULUM INSTRUCTIONAL CONTRACT PROVISIONS

(a) Each college is to assess its own need to provide instructional services by contracting with other public or private organizations or institutions. Any curriculum instructional program or course intended to be offered by contract must be submitted to the System President for approval. This policy does not apply to contracts between a college and its individual instructors.

(b) Any curriculum contract entered into by the local board of trustees of a college must meet the following general criteria:

- (1) A contract document in proper legal form is necessary in all cases and shall be drawn up by the college consistent with the requirements of the local board of trustees, the public or private organizations or institutions being contracted with and the State Board's criteria.
- (2) The contract shall be limited to and not exceed the fiscal year in which it begins.
- (3) The provisions for payment under contract shall not exceed usual and customary costs associated with the contracted instruction.
- (4) The contract shall provide that the college personnel shall have the right to supervise the educational program offered by the public or private organizations or institutions to the extent necessary to ensure the quality of the instructional program.
- (5) The contract shall provide that the college, the Department and the State Auditor shall have access to the records of the contractor to the extent necessary to ascertain the accuracy of such records and shall authorize the Department to obtain such fiscal accounting reports as are necessary in carrying out the terms of the contract.
- (6) Curriculum courses taught under contract shall be limited to programs the college has been authorized to offer.
- (7) The contract shall stipulate that students taught under the terms of the contract shall pay the same fees charged other students in similar programs in the college, which fees shall be deposited in like manner as other fees; No tuition or fee charges shall be collected by the public or private organizations or institutions from students taught under such contracts unless specified by the contract.
- (8) The contract must be signed by the chairman of the board of trustees, president of the college and a representative of the public or private organizations or institutions.
- (9) Approval Procedure. When approved by the local board of trustees and the public or private organizations or institutions, the contract document shall be submitted to the System President who is authorized to approve the college's budget for the contracted instructional services if the requirements in Paragraphs (b), (c), (d), and (e) of this Rule have been met.

(c) The following provisions shall apply specifically to curriculum contracts with a proprietary or private non-profit institution or public agency.

- (1) The proprietary or private non-profit institution with which the contract is made must be licensed as required by the General Statutes of North Carolina and must have maintained the licensure for a minimum of two years to offer the instruction desired.
- (2) If federal funds are to be used to pay for instruction provided under the conditions of the contract, the proprietary or private non-profit institution must meet the requirements of the private vocational training institution.
- (3) The chief executive officer of the proprietary or private non-profit institution, or designated agent, must sign a certification statement that the program in question, facility, or contract for services to students will be open without regard to race, age, color, creed, sex, political affiliation, or disability.
- (4) Public or private colleges or universities must be licensed as required by the General Statutes of North Carolina to offer the instruction desired if entering into a contract to provide instructional services with the board of trustees of a college.

History Note: Filed as a Temporary Amendment Eff. October 15, 1992 for a period of 180 days to expire on

*April 15, 1993;
Authority G.S. 115D-1 through 115D-5; 115D-18;
115D-20(6); P.L. 88-352; P.L. 98-524;
Eff. February 1, 1976;
Amended Eff. September 30, 1977;
Readopted Eff. January 5, 1978;
Amended Eff. September 1, 1993; January 1, 1989; August
17, 1981; July 1, 1980.*