

**MINUTES**  
**State Board of Community Colleges**  
**FINANCE COMMITTEE**  
**Thursday, August 15, 2019 – 1:45 p.m.**

**FINANCE COMMITTEE MEMBERS PRESENT:**

Chairman Breeden	Lisa Estep	Clark Twiddy
Blackwell	Frank Johnson	Steven Walker
Scott Shook *	Burr Sullivan	(designee for Lt. Governor)
Jim Rose, Chairman		
Attended via phone *		

Members absent: Treasurer Dale Folwell

**OTHERS IN ATTENDANCE:**

Elizabeth Grovenstein	Dorrine Fokes	Kimberly Greene
Maureen Little	Gilda Rubio-Festa	Jessica Balazi
Brandy Andrews	Cheryl Kaminski	Dr. Dale McInnis
Jason Forlines	Brian Leonard	(Richmond CC)
Jim Rains	Teretha Bell	Dr. David Shockley
Matthew Meyer	Rondra McMillian	(Surry CC)
Karen J. Tikkanen	Kathy Davis	
Tangi Crotts	Candid Carrington	

**CALL TO ORDER**

Chairman Rose called the meeting to order at 1:45 p.m.

**ROLL CALL**

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

**ETHICS STATEMENT**

Chairman Rose read the required ethics statement. There were no conflicts of interest.

**APPROVAL OF THE AGENDA**

Chairman Rose asked for a motion to approve the agenda of the meeting as presented. Mr. Twiddy moved, seconded by Mr. Sullivan, and the Committee approved.

**APPROVAL OF THE MINUTES**

Chairman Rose asked for a motion to approve the minutes of the July 18, 2019 meeting. Mr. Johnson moved, Mr. McBrayer seconded the motion, and the Committee approved.

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**FOR ACTION**

**Allocation of Title II, Adult Education and Family Literacy Act (AEFLA) Section 225, Corrections Education and Other Institutionalized Individuals (C&I) (Attachment FC 01)**

Ms. Grovenstein stated the Board would recall in the July meeting this Committee and the Full State Board approved a new funding formula for this federal grant Title II, Adult Education and Family Literacy Act (AEFLA) Section 225, Corrections Education and Other Institutionalized Individuals (C&I)

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Ms. Grovenstein stated the federal grant is available for \$600,007 and there are nineteen programs that were approved through the competitive process that occurred over a year ago. Ms. Grovenstein explained the applications were submitted and these nineteen were determined to be competitive.

Ms. Grovenstein explained the table on page two of Attachment FC 01 to the Committee.

Ms. Grovenstein, Ms. Rubio-Festa, and the Committee discussed the item.

Mr. Walker motioned for approval, Mr. Johnson seconded the motion. The Committee approved Allocation of Title II, Adult Education and Family Literacy Act (AEFLA) Section 225, Corrections Education and Other Institutionalized Individuals (C&I) (Attachment FC 01) as presented.

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**Allocation of Title II, Adult Education and Family Literacy Act (AEFLA) Section 243, Integrated English Literacy and Civics Education (Attachment FC 02)**

Ms. Grovenstein stated this item is like Attachment FC 01. Ms. Grovenstein explained a new Title II, Adult Education and Family Literacy Act (AEFLA) Section 243, Integrated English Literacy and Civics Education funding formula was approved by the Committee and Full State Board last month.

Ms. Grovenstein stated the item is to allocate the amount of \$499,998 in funding to ten community colleges using the new formula.

Ms. Grovenstein explained the table on page two of Attachment FC 02 to the Committee.

Ms. Grovenstein, Ms. Rubio-Festa, and the Committee discussed the item.

Mr. Sullivan motioned for approval; Mr. Johnson seconded the motion. The Committee approved Allocation of Title II, Adult Education and Family Literacy Act (AEFLA) Section 243, Integrated English Literacy and Civics Education (Attachment FC 02) as presented.

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**Allocation for Food and Nutrition Services: Employment and Training Program Grant (Attachment FC 03)[CA]**

Ms. Grovenstein explained this is a program that we started several years ago with the Department of Health and Human Services (DHHS). Ms. Grovenstein stated the DHHS Division of Social Services (DSS) receives federal funding under the Food and Nutrition Services Employment and Training Program Grant.

Ms. Grovenstein said the funding is granted to help connect individuals who receive the supplemental nutrition assistance, called the SNAP program, to employment and training.

Ms. Grovenstein stated the Department of Health and Human Services (DHHS) collaborated with the NC Community College System Office to become partners and assist with better utilizing these federal funds for this program.

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This program provides funding for Education Navigator positions at the colleges. Education Navigators work with SNAP recipients to connect them to college programs. Ms. Grovenstein stated the colleges also receive scholarship for the individuals served by the program.

Ms. Grovenstein explained the Department of Health and Human Services (DHHS) has also made \$899,000 available in 50/50 match funds via the NC Community Colleges System Office for the Community Colleges.

Ms. Grovenstein explained the table on page two of Attachment FC 03.

Ms. Grovenstein, Ms. Bell, and the Committee discussed the item.

Mr. Walker motioned for approval; Mr. Sullivan seconded the motion. The Committee approved Allocation for Food and Nutrition Services: Employment and Training Program Grant (Attachment FC 03) as presented.

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**Allocation for NC Space Grant Undergraduate Student Research (Attachment FC 04)[CA]**

Ms. Grovenstein explained the funding for the NC Space Grant Undergraduate Student Research is funded through NC State University.

Ms. Grovenstein said ten NC Community Colleges would each receive \$4,000 to be allocated for research projects.

Ms. Grovenstein stated in the past the State Board heard about the projects on student research into cancer rates in Person County, novel designs for high altitude balloon payloads, and barriers encountered by Hispanic students.

Ms. Grovenstein, Dr. Meyer, and the Committee discussed the item.

Ms. Estep motioned for approval; Mr. Johnson seconded the motion. The Committee approved Allocation for NC Space Grant Undergraduate Student Research (Attachment FC 04) as presented.

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**Allocation for Pamlico Community College Recidivism Pilot Project (Attachment FC 05)[CA]**

Ms. Grovenstein stated this item has come to the Board over the last three years for Pamlico Community Colleges. Ms. Grovenstein explained this is a Legislative directed appropriation from 2017 and it is a recurring funding source for Pamlico CC to work on reducing recidivism in the prison system.

Ms. Grovenstein said this project serves 100 students in fiscal year 2019-20 for \$360,440. Ms. Grovenstein stated Pamlico CC uses the funding for positions, equipment, supplies, and \$ 289,560 of additional funding is set aside for tuition. Ms. Grovenstein explained the tuition stays with the

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NC Department of Public Safety's (NCDPS) budget and the college must invoice the NC Department of Public Safety's (NCDPS) for the tuition each semester.

Ms. Grovenstein, Ms. Tikkanen, and the Committee discussed the item.

Mr. Walker motioned for approval; Mr. Johnson seconded the motion. The Committee approved Allocation for Pamlico Community College Recidivism Pilot Project (Attachment FC 05) as presented.

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**Allocation for BioNetwork Host Colleges (Attachment FC 06)[CA]**

Ms. Little stated this is an allocation of \$4,069,898 to our colleges that support our BioNetwork team. Ms. Little explained the Allocation for BioNetwork Host Colleges includes the following colleges: Asheville-Buncombe Technical CC for food beverage and natural products; Wake Technical CC that houses the BioNetwork Capstone Center, located on NCSU's Centennial Campus as part of the Biomanufacturing Training and Education Center (BTEC); Gaston CC for the Instructional Design and Development team; and Pitt CC for the STEM Engagement and Outreach programs.

Ms. Little and the Committee discussed the item.

Mr. Sullivan motioned for approval, Mr. Twiddy seconded the motion. The Committee approved Allocation for BioNetwork Host Colleges (Attachment FC 06) as presented.

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**Allocation for Customized Training – Regional Trainers (Attachment FC 07) [CA]**

Ms. Little explained that this item comes back to the Board as a consent item for our Regional Trainers. Ms. Little stated these individuals work specifically with our 58 Community Colleges through the Customized Training Program. Ms. Little explained that Legislation allows up to eight percent of the \$12.5 million dollar budget for our Customized Training- Regional Trainers. Ms. Little said it falls well within the eight percent guidelines. Ms. Little stated these Regional Trainers are serving colleges across the state and have been with us for several years.

Ms. Little stated most recently we have captured the eye of the news media. For example, Richmond CC was in the newspaper for their continuous improvement for Lean Six Sigma Instructor. Ms. Little explained the Instructor was working with a company in the area. Ms. Little stated the Customized Training Director and Dr. McInnis were in the paper with the rest of the staff. Ms. Little said that they illustrated the cost savings that manufactured team had come up with based upon Lean Six Sigma Principles.

Ms. Little and the Committee discussed the item.

Mr. Johnson motioned for approval, Mr. Sullivan seconded the motion. The Committee approved Allocation for Customized Training – Regional Trainers (Attachment FC 07) as presented.

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Construction and Property (Attachment FC 08)[CA]

Mr. Rains reviewed the requested construction and property items.

Mr. Rains, Ms. Grovenstein, and the Committee discussed the item.

Mr. Shook motioned for approval, Mr. Sullivan seconded the motion. The Committee approved Construction and Property (Attachment FC 08) as presented.

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**For Information**

State Board Reserve Year End Report (Attachment FC 09)

Ms. Grovenstein reviewed the report.

Ms. Grovenstein and the Committee discussed the item.

Finance Committee Charter (Attachment FC 10)

Ms. Grovenstein reviewed the item.

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**NEW BUSINESS**

Ms. Grovenstein explained at the May State Board meeting when the Finance Committee and the Full Board acted on Virtual Learning Centers Allocations, there were several questions raised regarding Virtual Learning Centers. Ms. Grovenstein said we planned for staff to come and talk to you in July regarding these inquiries. Ms. Grovenstein stated our July meeting was so lengthy we did not have time for a staff member to discuss the Finance Committee's questions and concerns. Ms. Grovenstein explained we scheduled Ms. Kathy Davis to come to this meeting to answer questions and concerns regarding Virtual Learning Centers.

Ms. Davis explained everyone had questions regarding our process for developing courses and how these courses are shared with the Virtual Learning Community (VLC). Ms. Davis stated it is a shared resource for all 58 Community Colleges and the NC Community Colleges System Office.

Ms. Davis stated everything we do is collaborative with the NC Community Colleges. Ms. Davis said we hire subject matter experts from colleges to develop our course content and instructional designers to put it into a template which we update yearly for quality matters. Ms. Davis explained quality matters is a quality-based professional development template that is nationally recognized.

Ms. Davis stated we have technical editors to develop all the technology. Ms. Davis explained the technical editors make sure everything is in compliance in each course. Ms. Davis stated we have finishing editors that review the entire course. Ms. Davis said we work with a third-party business that develops our videos and storyboards of the subject matter experts.

Ms. Davis explained they put in all the accessibility and everything is ADA compliant that comes out

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of the Virtual Learning Community (VLC). Ms. Davis stated we pilot the number of Community Colleges and pay those instructors to give us feedback from the pilot course . Ms. Davis said we will then go in an edit the courses. Ms. Davis explained a lot of the courses that are developed just by the instructors at some of our colleges do not meet standards. Ms. Davis stated when we offer the course it leads all the high standards of our system and we develop it one time, rather than each college having to develop it. Ms. Davis stated she ran all the analytics of the courses and there were 216 courses were downloaded last year. Ms. Davis said, it cost \$35,000 to develop a course through the Virtual Learning Centers Allocations (VLC). Ms. Davis explained if each college had been developing these courses online on their own this would equal \$7,560,000.

Ms. Davis explained the VLC provides special development, webinars, online and face-to-face trainings to any college at no charge that ask for their assistance. Ms. Davis stated they do white papers, state authorizations, accessibility trainings, certifications, and updates for the colleges.

Ms. Davis explained they do a survey each spring asking the colleges which courses should be updated or what are their needs of the college.

Ms. Davis, Ms. Grovenstein, and the Committee discussed the item.

**ADJOURNMENT**

Mr. Johnson motioned, seconded by Mr. Walker and the meeting was adjourned at 2:52 p.m.

Respectfully Submitted,

Petrina Lyons,  
Recording Secretary