

MINUTES
State Board of Community Colleges
FINANCE COMMITTEE
Thursday, May 14, 2020 – 2:00 p.m.

FINANCE COMMITTEE MEMBERS PRESENT

Chairman Rose*	Burr Sullivan*	Steven Walker*
Catherine Edmonds*	Lisa Estep*	(designee for Lt. Governor)
Frank Johnson*	Treasurer Dale Folwell*	Bob Stephens*

Attended via phone or Zoom technology*

Members absent: none

OTHERS IN ATTENDANCE*:

Jennifer Haygood	Brandy Andrews	Anne Shaw
Elizabeth Grovenstein	Jason Forlines	Dr. JW Kelley
Bryan Jenkins	Petrina Lyons Herring	Dr. W. Dale McInnis
Jim Parker	Dorrine Fokes	(Richmond CC)
Andrea Poole	Cheryl Kaminski	Linda Suggs
Mary Shuping	Johnathan Harris	(Gates Foundation)
Kimberly Gold	James Aughenbaugh	
Maureen Little	Jennifer McLean	
Jane Stancil	Rondra McMillan	
Sondra Jarvis	Kathy Davis	
Molly Osburne	Sharon Rosado	

CALL TO ORDER

Chairman Rose called the meeting to order at 2:00 p.m.

ROLL CALL

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

ETHICS STATEMENT

Ms. Grovenstein 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. Sullivan moved, seconded by Mr. Johnson, and the Committee approved.

APPROVAL OF THE MINUTES

Chairman Rose asked for a motion to approve the minutes of the April 17, 2020 Finance Committee meeting. Mr. Walker moved, Mr. Rose seconded the motion, and the Committee approved.

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FOR ACTION

Contract for Small Business Center Network (Attachment FC 01)

Chairman Rose motioned to go into closed session; Mr. Walker seconded the motion and the Committee approved.

Ms. Grovenstein, Ms. Kaminski, Ms. Little, Ms. Shaw and the Committee discussed the item.

Mr. Sullivan motioned to approve FC 01; Mr. Stephens second the motion. The Committee approved Contract for Small Business Center Network (Attachment FC 01) as presented.

Mr. Rose motioned to go into open session; Ms. Estep second the motion and the Committee approved.

Allocation for Small Business Center Counseling (Attachment FC 02)

Ms. Grovenstein explained that this item is the first of three Finance Committee items today requesting allocation of recently appropriated 2020 COVID-19 Recovery Act funds. The NCCCS received an appropriation of \$25 million in this Act.

Ms. Little explained that this item will enable our community college Small Business Centers to provide much needed counseling for small businesses that have been impacted by COVID-19.

Ms. Grovenstein, Ms. Little, Ms. Shaw, and the Committee discussed the item.

Mr. Johnson motioned for approval; Mr. Stephens seconded the motion. The Committee approved Allocation for Small Business Center Counseling (Attachment FC 02) as presented.

Service Agreement for Community Colleges Grant Program (Attachment FC 03)

Ms. Grovenstein stated this item FC 03 is a service agreement for the Community College Grant Program. Ms. Grovenstein explained to the Board this is a contract with the NC State Education Assistance Authority (NC SEAA). This organization administers state financial aid programs for the UNC System, NC Community College System Office, and the NC Independent Colleges and Universities. Ms. Grovenstein stated this is the contract we bring to the Board every year for \$175,000 to administer our Community Colleges grant program.

Ms. Grovenstein explained that the State Board of Community Colleges approved the grant payment schedule in March. Ms. Grovenstein stated we need to have this contract in place to administer the grants beginning July 1.

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

Mr. Johnson motioned for approval; Dr. Edmonds seconded the motion. The Committee approved for Service Agreement for Community Colleges Grant Program (Attachment FC 03) as presented.

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Contract for Environmental, Safety, and Health Compliance (Attachment FC 04)

Ms. Grovenstein stated that this is a contract for Environmental, Safety, and Health Compliance to fulfill the state and federal regulations as per Occupational Safety and Health Administration (OSHA). Ms. Grovenstein explained to the Finance Committee that this is the same amount and the contract that we presented last year.

Ms. Grovenstein stated FC 04 is an agreement with Blue Ridge CC to provide this service for the fifty-eight Community Colleges.

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

Mr. Walker motioned for approval; Mr. Sullivan seconded the motion. The Committee approved the Contract for Environmental, Safety, and Health Compliance (Attachment FC 04) as presented.

Allocation for Virtual Learning Community Centers (Attachment FC 05)

Ms. Grovenstein stated FC 05 is our Allocation for Virtual Learning Community Centers for the upcoming 2020-21 fiscal year.

Ms. Grovenstein explained we are allocating \$650,000 dollars that we receive for this purpose. Ms. Grovenstein explained to the Board that the funds are allocated to three community colleges: Wake Tech CC, Fayetteville Tech CC, and Surry CC.

Ms. Grovenstein stated the professional development center for the VLC is located at Wake Technical CC (WTCC). The VLC Technology Center is located at Fayetteville Technical Community College (FTCC). The VLC Quality and Assessment Center is located at Surry Community College (SCC).

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

Mr. Sullivan motioned for approval; Dr. Edmonds seconded the motion. The Committee approved Allocation for Virtual Learning Community Centers (Attachment FC 05) as presented.

Contract for Learning Management System and Services (Attachment FC 06)

Ms. Grovenstein explained to the Finance Committee that FC 06 is an annual contract with Blackboard for \$1.4 million.

Ms. Grovenstein stated the contract is providing licenses for the System Office and the sixteen community colleges using the Blackboard Learn Learning Management System.

Ms. Grovenstein stated this contract also provides the Systemwide Student Services online Helpdesk for all colleges as well as Blackboard Collaborate for the System Office. Ms. Grovenstein explained it also provides hosting for the System Office and the Virtual Learning Community Center (VLC).

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

Dr. Edmonds motioned for approval; Ms. Estep seconded the motion. The Committee approved Contract for Learning Management System and Services (Attachment FC 05) as presented.

Contract for NC Brain Software License (Attachment FC 07)

Ms. Grovenstein stated FC 07 is the contract for the NC Brain Software License. Ms. Grovenstein stated the Board has approved previous items for the NC Brain project.

Ms. Grovenstein stated that we are now bringing FC 07 to the Board to request a three-year contract including an in-kind donation of \$100,000 and in amount not to exceed \$100,000 for the NC Brain Software License.

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

Mr. Johnson motioned for approval; Mr. Sullivan seconded the motion. The Committee approved Contract for NC Brian Software License (Attachment FC 07) as presented.

Allocation for North Carolina Motorcycle Safety Education Program (Attachment FC 08)

Ms. Grovenstein explained to the Finance Committee that FC 08 is the Allocation to Lenoir CC for the North Carolina Motorcycle Safety Education Program for the upcoming fiscal year .

Ms. Grovenstein explained Lenoir CC provides this program of motorcycle safety and it has been the host college for this motorcycle safety education program since 1998.

Ms. Grovenstein explained Lenoir CC provides support to the local community colleges that are offer the motorcycle safety education program. Ms. Grovenstein stated Lenoir CC has seven different motorcycle safety education courses that are offered.

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

Dr. Edmonds motioned for approval; Mr. Sullivan seconded the motion. The Committee approved Allocation for the North Carolina Motorcycle Safety Education Program (Attachment FC 08) as presented.

Construction and Property – May 2020 (Attachment FC 09)

Ms. Grovenstein reviewed category A, B, and C construction and property requests. Ms. Grovenstein reviewed the first two category D construction and property requests. The Committee discussed the two category D requests (amendments to projects 2427 and 2441) from Fayetteville Technical Community College (FTCC). Ms. Grovenstein explained the wording in the amendment for project

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2427 that approval is contingent upon a Phase I Environmental Site Assessment with "no findings" that necessitate a Phase II Environmental Site Assessment and Counsel of State (COS) approval if there is known contamination. Ms. Grovenstein explained that State law requires any purchase of property with known contamination by a State agency or a community college receive prior approval by the Counsel of State before the purchase. Ms. Grovenstein explained the Committee could ask FTCC to come back to the SBCC after COS action, could have this May 2020 be the final SBCC action, and/or could add any additional contingencies to the May 2020 SBCC action. The Committee, Ms. Grovenstein, Ms. Haygood, and Ms. Fokes discussed this item.

The Committee also discussed the amendment to project 2441. The Committee asked why FTCC is requesting that the Connect NC bond funds be moved from project 2427 into project 2441. Ms. Fokes and Ms. Grovenstein explained that the Connect NC bond funds were requested to be moved due to private use restrictions with the bond since FTCC may have some private use of this property. FTCC is requesting to make project 2427 all non-State funds by moving all Connect NC bond funds out and into project 2441 and moving some non-State funds out of project 2441 and into project 2427. The Committee, Ms. Grovenstein, Ms. Haygood, and Ms. Fokes discussed these items.

Mr. Walker moved, seconded by Treasurer Folwell to remove the two category D requests (amendments to projects 2427 and 2441) for Fayetteville Technical Community College (FTCC). The Committee approved this motion.

Ms. Grovenstein explained System Office has not received the required documents to provide to Bond Counsel for the Mayland CC request under category D (amendment to project 2308). Since the SBCC cannot approve a project without Bond Counsel approval, it was requested that the Committee remove this request. Mr. Johnson moved, seconded by Mr. Sullivan to remove Mayland CC request to amend project 2308. The Committee approved the motion.

Ms. Grovenstein reviewed the remaining category D requests, explained that there are no category E or F requests and reviewed the category G requests.

The Committee discussed the current environment for receiving favorable bid prices for new construction or repair and renovation projects. The Committee discussed requests for amendments due to receipt of bids with higher costs. Ms. Grovenstein explained that in some cases the bids are higher than the original approved project budget due to the college's lack of expertise in estimating the cost of a project. The Committee discussed the topic of bids.

Mr. Johnson moved approval of FC 09 as amended with the removal of amendments for FTCC projects 2427 and 2441 and Mayland CC project 2308. Ms. Estep seconded the motion. The Committee approved the motion with Treasurer Folwell and Mr. Walker in opposition.

Mr. Walker requested that FC 09 be removed from the Consent Agenda. Mr. Jenkins explained that any SBCC member can remove an item from the Consent Agenda. Ms. Grovenstein explained that

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Ms. Fokes will prepare a revised FC 09 agenda item to provide to the Full SBCC May 15, 2020 meeting and it will be removed from the Consent Agenda.

Contract for College Cybersecurity Awareness Training (Attachment FC 10)

Ms. Grovenstein explained FC 10 is the second of three Finance Committee items today requesting allocation of recently appropriated 2020 COVID-19 Recovery Act funds. This item is a contract that provides cybersecurity training and awareness to all the fifty-eight community college employees.

Ms. Grovenstein stated to the Finance Committee that all state employees are required to receive online cybersecurity awareness training through the Department of Information Technology. Ms. Grovenstein explained this Cybersecurity Awareness Training would enable the community colleges to have a training like the state employees. The COVID-19 Pandemic includes a massive transition to online learning as well as an increase in remote / telework by faculty and staff. The change in our system's operating approach greatly exacerbates the security risk profile of all colleges and increases the criticality of providing consistent and industry proven security training and education across the system. Ms. Grovenstein stated this training would cover topics such as Personally Identifiable Information (PII), Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Graham Leach-Bliley Act (GLBA), and Payment Card Industry Data Security Standard (PCI-DSS) compliance.

Mr. Stephens motioned for approval; Mr. Johnson seconded the motion. The Committee approved Contract for College Cybersecurity Awareness Training (Attachment FC 10) as presented.

Allocation for College Career Counselors and Academic Advisors (Attachment FC 12)

Ms. Grovenstein explained this is the third of three Finance Committee items today requesting allocation of recently appropriated 2020 COVID-19 Recovery Act funds. This allocation of \$3,000,000 will support additional college career counselors and academic advisors for the fifty-eight NC Community Colleges. Ms. Grovenstein stated students need additional support during these difficult times from their academic advisors. Ms. Grovenstein explained the pandemic has created unemployment in the state and the unemployment is usually coordinated to increased enrollment at the Community Colleges.

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

Ms. Estep motioned for approval; Mr. Sullivan seconded the motion. The Committee approved Allocation for College Career Counselors and Academic Advisors (Attachment FC 12) as presented.

For Information

Estimated Receipts – April 2020 (Attachment FC 11)

Ms. Grovenstein reviewed FC 11.

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Ms. Grovenstein and the Committee discussed the item.

NEW BUSINESS

ADJOURNMENT

Mr. Walker motioned for the meeting to adjourn, seconded by Mr. Sullivan and the meeting was adjourned at 3:52 p.m.

Respectfully Submitted,

Petrina Lyons Herring,
Recording Secretary