

**MINUTES**  
**State Board of Community Colleges**  
**FINANCE COMMITTEE**  
**Thursday, September 14, 2017 - 1:30 p.m.**

**FINANCE COMMITTEE MEMBERS PRESENT:**

Lynn Raye, Chair	Todd Johnson
Lisa Estep	Burr Sullivan

Members absent: Lt. Gov. Dan Forest and Treasurer Dale Folwell

**OTHERS IN ATTENDANCE:**

Elizabeth Grovenstein	Dorrine Fokes	Margaret Roberton
Brandy Andrews	Cheryl Kaminski	Sharon Rosado
Chris Cline	Sondra Jarvis	Bryan Conrad (OSBM)
Tangi Crotts	Joy Martin	
Todd Dunn	Heather McMorran	

**WELCOME AND ETHICS STATEMENT**

Mr. Lynn Raye called the meeting to order at 1:37 p.m. in Conference Room 201A. Mr. Raye read the required ethics statement. There were no conflicts of interest.

**ROLL CALL**

Sondra Jarvis took the roll of the Finance Committee members.

**APPROVAL OF THE AGENDA**

Mr. Raye asked for a motion to approve the agenda of the September 14, 2017 meeting as presented. Mr. F. Johnson moved, seconded by Mr. Sullivan, and the Committee approved.

**APPROVAL OF THE MINUTES**

Mr. Raye asked for a motion to approve the minutes of the August 17, 2017 meeting as presented. Mr. T. Johnson moved and Mr. Sullivan seconded the motion, and the Committee approved.

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**FOR INFORMATION**

**SBCC Code Report – September 2017 (Attachment FC 01)**

Ms. Grovenstein reviewed the State Board Code Report.

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**Specialized Course List for Public Safety Waivers (Attachment FC 02)**

Ms. Grovenstein reviewed the history of the Public Safety Waivers. There were no substantive changes. The members had no questions.

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**FOR ACTION**

Allocation of Special Capital Improvement Appropriations (Attachment FC 03) [CA]

Ms. Grovenstein shared that the General Assembly approved the funding for special capital improvement appropriations through Office of State and Budget Management (OSBM) instead of directly to the Community College System.

These funds were not part of the System Budget Priorities. The funds were all capital funds, not part of the Community College Budget, (“capital funds” is a designation identifying funding for a designated project). This request is to approve the Community College System to have OSBM transfer the funds to the System. The actual capital projects will still need to go through the standard process for approvals as with any other capital project. Mr. T. Johnson said that while the projects were great, it would mean there would be more staff and larger budgets, so it would have a budget impact. Ms. Grovenstein said that the colleges would only get additional State funding for faculty and staff through growing enrollment due to those projects. Discussed that the Staff is still researching how the colleges intend to use the funds. Ms. Grovenstein said that the agenda item outlines the funding was based on the information from the General Assembly. The approval of this item brings the funding from OSBM to NCCCS.

Mr. T. Johnson moved, and Ms. Estep seconded. The Committee approved the Allocation of Special Capital Improvement Appropriations as presented.

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Finance Committee Charter (Attachment FC 04)

Ms. Grovenstein reminded the committee that they saw this agenda item last month. There was a correction made to the committee title, but no substantive changes.

Mr. T. Johnson moved, and Mr. Sullivan seconded. The Committee approved the Finance Committee Charter as presented.

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Contract Amendment for Environmental, Safety, and Health Compliance (Attachment FC 05)

Ms. Grovenstein reviewed the Contract Amendment for Environmental, Safety, and Health Compliance. The State Board approved the Contract for Environmental Safety and Health Compliance at its meeting in May 2017 (Attachment FC 07). This amendment would enable the college to purchase fire safety training equipment that would benefit all colleges and the System Office. Mr. F. Johnson asked how the courses would be delivered. Ms. Rosado reviewed the resources and training provided by the program through the system.

Mr. Sullivan made a motion, and Mr. T. Johnson seconded. The Committee approved the Contract Amendment for Environmental, Safety, and Health Compliance as presented.

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Contract for Moodle Hosting Services (Attachment FC 06)

Ms. Grovenstein stated that this Contract for Moodle Hosting Services is an extension of the existing contract. Currently there are twenty-eight (28) colleges who utilize the service. The contract is out for bid and will be awarded through the RFP process. This extension will prevent a gap in service prior to the new contract being awarded. The current vendor is welcome to apply through the competitive RFP process. This contract will also enable time to transition if there is a new company awarded. Discussed that most contracts are one year with an option to renew up to two years. There is a move to contract for three years at a time. Discussed that this is for a vendor to support and maintain the open source software for the colleges in the system who choose to use the service. The other colleges are on Blackboard, Moodle, or another solution. Mr. Cline reviewed the colleges' options and how the platform works at the college level. The colleges listed in this agenda item are currently on this platform. Mr. Cline reviewed concerns with the current vendor. Mr. T. Johnson asked if the concerns have been addressed in the contract. Mr. Cline and Ms. Kaminski said that they have been addressed. Mr. Sullivan said that he could see the benefit of having only one system. Ms. Grovenstein said that Mr. Parker's goal is to have a single system in the future.

Mr. T. Johnson moved, and Mr. F. Johnson seconded. The Committee approved the Contract for Moodle Hosting Services as presented.

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Construction and Property (Attachment FC 07) [CA]

Ms. Grovenstein introduced the agenda item and proceeded to review the items.

Project details of Category A: New (Non-State and Other State funds):

Ms. Estep questioned the Halifax item that does not have identified funding. Ms. Andrews said that the college is applying for grants and hoping to focus on a few projects to start. They will not be allowed to proceed with contracts or work until identified sources. Mr. Kennon Briggs is advising the college and assisted with getting the project established. Ms. Estep asked how they determined the amount. Ms. Andrews explained that it is an estimated cost. Ms. Grovenstein said this does not tie the system to a specific amount and the college will provide more information as the information becomes available. Ms. Grovenstein said that the college can choose to not do the process if determined that it is not needed. The leadership of the college has vetted and approved this project.

Project details of Category B: Amended (Non-State and Other State Funds):

Discussed and there were no issues.

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Category C: New (Connect NC Bond Funds):

There was a discussion of the project review process. The local college has a review, the Board of Trustees, then System Office Staff reviews prior to the items being presented to the board. Mr. Raye asked if a project has been abandoned part way. Ms. Folkes said it can happen, but it is not common.

Category D: Amended (Connect NC Bonds Funds):

Mr. F. Johnson asked about item #3 – Mitchell. Ms. Grovenstein said that the estimate came in less than the actual costs. The current item has no change to the scope of work. If there had been a scope increase, it would be noted.

Item #5 – the description for Southeastern shows the \$6.3 million being amended. In addition, the college had undetermined funds. The column will move from undetermined to Connect NC.

Category E: Project Approval – Final – Close Out (Connect NC Bond Funds):

Discussed and there were no issues.

Category F: Acquisition and Disposal of Real Property:

Discussed and there were no issues.

Mr. T. Johnson moved to approved Category D (Connect NC Bond Funds) as amended.

Mr. T. Johnson moved, and Ms. Estep seconded. The Committee approved Category D (Connect NC Bond Funds) as amended.

Mr. T. Johnson moved, and Ms. Estep seconded. The Committee approved Categories A-C and Categories E-F as presented.

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**Adjournment**

Mr. F. Johnson motioned, seconded by Mr. T. Johnson and the meeting was adjourned at 2:33 p.m.

Respectfully Submitted,  
Sondra Jarvis  
Recording Secretary