

**MINUTES**  
**FINANCE COMMITTEE**  
**State Board of Community Colleges**  
**March 16, 2017 - 1:30 p.m.**

**Members Present:**

Lynn Raye  
Lisa Estep  
Robert Stephens

Janet Lowder  
Jim Rose  
Todd Johnson

**System Office Staff and Others:**

Elizabeth Grovenstein, NCCCS  
Sharon Rosado, NCCCS  
Debbie Batten, NCCCS  
Dorrine Fokes, NCCCS  
Amanda Foster, NCCCS  
Rondra McMillan, NCCCS  
Kathy Davis, NCCCS

Joy Martin, NCCCS  
Bill Schneider, NCCCS  
Debra Smith, NCCCS  
Bryan Conrad, OSBM  
Iris Oliver, NCCCS  
Dale McInnis, Richmond CC, NCACCP

**CALL TO ORDER**

Mr. Lynn Raye called the meeting to order at 1:38 p.m. in Conference Room 201A.

**ROLL CALL**

Carmen Cargill took the roll of the Finance Committee members.

**ETHICS AWARENESS AND CONFLICT OF INTEREST**

Mr. Raye read the required ethics statement. There were no conflicts of interest.

**AGENDA**

Mr. Raye reviewed the agenda for the meeting as presented. Ms. Janet Lowder moved, seconded by Mr. Todd Johnson.

**MINUTES**

Mr. Raye asked for a motion to approve the minutes of the February 16, 2017 meeting as presented. Mr. Todd Johnson moved and Ms. Lowder seconded the motion.

**FOR INFORMATION**

**Estimated Receipts (Attachment FC 1)**

Ms. Grovenstein reviewed the February 2017 Estimated Receipts. Ms. Grovenstein stated that receipts through the end of February were approximately \$273.8 million, which is about 80.1% of budget. Ms. Grovenstein further stated that receipts are down slightly, approximately 2.5%, as compared to last year's benchmark.

**Budget Update – March 2017 (Attachment FC 2)**

Ms. Grovenstein presented the budget tracking sheet which gives a side by side view of NCCCS budget priorities verses the Governor's budget. Mr. Raye brought attention to the \$10 million Salary Loss Error/Salary Restoration added back to the budget. Ms. Grovenstein addressed the

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Governors new NC Grow program and how funding is provided from the NC Education Lottery. Discussion continued to how lottery funds are distributed to NCCCS and what the position of the program is from the Board.

**For Action**

**Allocation for Small College Prison Program Start-Up (Attachment FC 3)**

Ms. Grovenstein reviewed the request to appropriate \$50,000 in recurring funds to assist small community colleges for prison program start-ups. Ms. Grovenstein explained that the funds are to be used for FY 2016-17, but conditions of the award state that unexpended fund balances will be reviewed and may be carry forward for one additional fiscal year.

After discussion, Ms. Estep motioned for approval, seconded by Mr. Robert Stephens.

**Contract for Learning Management System, Online Helpdesk and Video Conferencing (Attachment FC 4)**

Ms. Grovenstein reviewed a second-year option for approval of Blackboard, online helpdesk and video conferencing for the System Office and 19 community colleges. Ms. Grovenstein referred to Ms. Kathy Davis to provide further information on the various other learning management systems (Moodle and Sakai) the colleges utilize. Ms. Davis continued to positively address questions and concerns about the uses and operations of Blackboard and the supporting software. Discussion continued in the committee about the cost of maintaining several LMS systems instead of having a single system.

After discussion, Ms. Lowder motioned for approval, seconded by Ms. Estep, and the request was approved.

**Contract for North Carolina Learning Object Repository (NCLOR) (Attachment FC 5)**

Ms. Grovenstein stated the need for a one year extension of the contract with Pearson for maintenance and support for the North Carolina Learning Object Repository (NCLOR). NCCCS partners with the Department of Public Instruction to share the cost for maintenance of the application software.

The motion by Ms. Estep was seconded by Mr. Todd Johnson, and the request was approved.

**State Board Reserve Funding for Demographic Analysis for Strategic Planning (Attachment 6)**

Ms. Grovenstein referenced the State Board Reserve Fund Report which was on the February 2017 agenda. The State Board is asked to approve \$40,500 for a contract with Carolina Demography to conduct demographic analysis to support the State Board's strategic planning process. This analysis would look specifically at present conditions and trends, that could impact community colleges. Ms. Grovenstein referred to Mr. Bill Schneider for additional input. Mr. Schneider indicated that the analysis will take a look at historical enrollments, census data,

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trends in migration, and enrollment from K-12 and students with disabilities. The analysis should show local data of who the community colleges serve or do not serve in the population.

Mr. Stephens motioned, seconded by Ms. Lowder, and the motion passed.

**Construction and Property (Attachment FC 7)**

Ms. Grovenstein introduced the agenda item and called attention to the new spreadsheet format. Ms. Grovenstein proceeded to review the approval of new and amended projects with funds provided from various sources.

After discussion of project details, Mr. Johnson moved, Mr. Stephens seconded, and the Committee approved the projects listed on category A: New (Non-State and Other State Funds).

Project approval was not needed for category B.

After discussion of project details, Ms. Estep moved, Mr. Todd Johnson seconded, and the Committee approved the projects listed on category C: New (Connect NC Bond Funds)

After discussion of project details, Mr. Todd Johnson moved, Ms. Lowder seconded, and the Committee approved the projects listed on category D: Amended (Connect NC Bonds)

After discussion of project details, Mr. Todd Johnson moved, Mr. Stephens seconded, and the Committee approved the projects listed on category E: Close Out (Connect NC Bond Funds)

After discussion of project details, Ms. Lowder moved, Ms. Estep seconded, and the Committee approved the projects listed on category F: Acquisition and Disposal of Real Property.

**New Business**

Ms. Grovenstein addressed the delay in the Enterprise Resource Planning contract, and suggested that the Committee be empowered to act prior to the April meeting. Mr. Raye requested a motion to have a telephonic Finance Committee meeting prior to the April meeting. Mr. Rose motioned, seconded by Ms. Estep.

**Adjournment**

Mr. Rose motioned, seconded by Ms. Lowder and the meeting was adjourned at 2:45 p.m.

Respectfully Submitted,

Amanda Foster  
Recording Secretary