

**STATE BOARD OF COMMUNITY COLLEGES
System Office Contract Report as of December 31, 2014**

State Board Requirement: On November 15, 2012, the State Board approved an increase to the authority of the System President to sign and execute contracts without prior State Board approval, from a \$50,000 to a \$100,000 delegation, which became effective November 15, 2012. Continuing on an action by the State Board on August 19, 2005, these contracts are presented “For Information” to the Finance and Capital Needs Committee on a semi-annual basis.

Summary of Report: During the period of July 1, 2014 through December 31, 2014, thirty-five contracts were approved below the \$100,000 delegation and are listed in this report. The total of these contracts is \$447,920 of which \$355,655 (79%) are funded by federal or private grants or conference registration fees.

Under the previous delegation of \$50,000 and above, one contract would have required State Board approval.

Of the 35 contracts, 19 contracts were issued to a community college.

Programs & Student Services issued 25 contracts.

Executive Division issued 6 contracts.

Technology Solutions & Distance Learning issued 4 contracts.

Finance & Operations issued 0 contracts.

North Carolina Community College System
 July 1, 2014 - December 31, 2014
 Year-End Report

Vendor/Contractor Name	Source of Funds	Description	Start Date	End Date	Contract Amount	NCCCS Division	Division Contact
South Piedmont Community College	State	Deb Caudle provides twenty hours a week of part-time administrative/clerical support services for the Associate Vice President for Customized Training employed by the NCCCS Office.	7/1/14	6/30/15	\$28,300.00	Executive Division	Maureen Little
Mayland Community College	State	Provide office space and basic telephone services for the Western Regional Customized Training Director.	7/1/14	6/30/15	\$300.00	Executive Division	Maureen Little
Asheville Buncombe Technical Community College	State	Provide a facility, technical support and maintenance for a Colleague Training Center and the computers and equipment for that center.	7/1/14	6/30/15	\$20,000.00	Technology Solutions & Distance Learning	Diana Spears
Mitchell Community College	State	Provide a facility, technical support and maintenance for a Colleague Training Center and the computers and equipment for that center.	7/1/14	6/30/15	\$20,000.00	Technology Solutions & Distance Learning	Diana Spears
Wayne Community College	State	Provide a facility, technical support and maintenance for a Colleague Training Center and the computers and equipment for that center.	7/1/14	6/30/15	\$20,000.00	Technology Solutions & Distance Learning	Diana Spears
East Carolina University	State	NCCCS shall lease office space at East Carolina University for a term of 12 months beginning July 1, 2014 and ending June 30, 2015, for a sum of \$1.00 per year inclusive of janitorial services and utilities. ECU shall provide an office with sufficient privacy for phone conversations and visitors, and office furniture including desk, desk chair, side chair, file cabinet, access to printer and copier, desk phone, internet connectivity and local telephone services at no charge. Long distance telephone services shall be billed quarterly at \$0.05 per minute. Copier charges will be based on a rate of \$0.04 per copy.	7/1/14	6/30/15	\$1,000.00	Technology Solutions & Distance Learning	Wanda Barker
NC State University - Office of Prof. Development	Adult Education Family Literacy Act Grant	NC Basic Skills Core Instructional Certificate / Specialty Certificates in Additional Topics	7/1/14	6/30/15	\$80,760.00	Programs & Student Services	Nancye Gaj

North Carolina Community College System
 July 1, 2014 - December 31, 2014
 Year-End Report

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Isothermal Community College	Adult Education Family Literacy Act Grant	State Level Core Trainer, Lori Price, will provide training(s) for community college and community-based organizations' staff working in programs across the state. The Contractor shall provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. The trainings will be scheduled by Programs and Professional Development and will occur throughout the contract period.	7/21/14	5/30/15	\$16,000.00	Programs & Student Services	Amy Cooke
Pitt Community College	Adult Education Family Literacy Act Grant	State Level Certificate Trainer, Katrina Arnold, will provide training(s) for community college and community-based organizations' staff working in programs across the state. The Contractor shall provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period.	7/21/14	3/30/15	\$10,000.00	Programs & Student Services	Karen Brown
Wake Technical Community College	Adult Education Family Literacy Act Grant	State Level Certificate Trainer, Lori Taylor, will provide training(s) for community college and community-based organizations' staff working in programs across the state. The Contractor shall provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period.	7/21/14	4/30/15	\$10,000.00	Programs & Student Services	Karen Brown
Wilkes Community College	Adult Education Family Literacy Act Grant	State Level ESOL Trainer, Deborah Dow Britton will provide training(s) for community college and community-based organizations' staff working in programs across the state. The Contractor shall provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period.	7/30/14	5/29/15	\$44,000.00	Programs & Student Services	Karen Brown

North Carolina Community College System
 July 1, 2014 - December 31, 2014
 Year-End Report

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Wake Technical Community College	Adult Education Family Literacy Act Grant	State Level ESOL Trainer, Susan Ballard will provide training(s) for community college and community-based organizations' staff working in programs across the state. The Contractor shall provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period.	8/1/14	5/29/15	\$28,000.00	Programs & Student Services	Karen Brown
Wake Technical Community College	Adult Education Family Literacy Act Grant	State Level ESOL Trainer, Shelley Hale Lee ,will provide training(s) for community college and community-based organizations' staff working in programs across the state. The Contractor shall provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period.	8/1/14	5/29/15	\$26,000.00	Programs & Student Services	Karen Brown
National Academic Advising Association (NACADA)	Completion by Design Grant	Ruth Darling will prepare for and present a three to four hour workshop, "Academic Advising: Supporting Student Learning and Success" on September 24th at the September 2014 NC Student Success Learning Institute.	8/1/14	9/24/14	\$2,745.00	Programs & Student Services	Lisa Chapman
Fayetteville Technical Community College	Adult Education Family Literacy Act Grant	State Level ESOL Trainer, Janis Holden-Toruno, will provide English as a Second or Other Language (ESOL) Specialty Certificate Training(s) for community college and community-based organizations' staff working in programs across the state. Provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. Trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period.	8/1/14	5/29/15	\$26,000.00	Programs & Student Services	Karen Brown

North Carolina Community College System
 July 1, 2014 - December 31, 2014
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Westphal, Mark	Core to College Grant	Coordinate the overall messaging and outreach efforts for NC Ready for Success, work with the NC Ready for Success Senior Program Manager and the Website Contractor, provide general support relevant to the content of news blasts for Facebook and Twitter for the NC Ready for Success Senior Program Manager, and collaborate with others such as the NC Ready for Success Senior Program Manager, and the NC Ready for Success Communications Website Consultant regarding the content of information for release to ensure the information relative to NC Ready for Success convening's, participant statistical surveys and researched information related to the importance of postsecondary education throughout the nation or North Carolina is current and accurate.	8/15/14	3/15/15	\$3,600.00	Programs & Student Services	Maggie Chotas
Ryan, Shawn	Core to College Grant	Production and maintenance of content on the NC Ready for Success website, Support for social media distribution, Production of monthly newsletter, and Collaboration with others.	8/15/14	3/15/15	\$2,700.00	Programs & Student Services	Maggie Chotas
Guilford Technical Community College	Completion by Design Grant	Coordinator/Susan Barbita will manage the development and execution of the Student Success Learning Institute.	8/15/14	6/30/15	\$43,000.00	Programs & Student Services	Lisa Chapman
Johnstone, Robert	Completion by Design Grant	Prepare for and present "Using the loss/momentum framework to analyze the student experience, research studies and data" at the September 2014 NC Student Success Learning Institute.	9/1/14	10/31/14	\$5,000.00	Programs & Student Services	Lisa Chapman
Jobs for the Future	Completion by Design Grant	Gretchen Schmidt will administer a 90-minute Pathways Readiness Assessment at the September 2014 NC Student Success Learning Institute.	9/1/14	10/31/14	\$4,000.00	Programs & Student Services	Lisa Chapman

North Carolina Community College System
 July 1, 2014 - December 31, 2014
 Year-End Report

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Haywood Community College	Adult Education Family Literacy Act Grant	State Level Certificate Trainer, Shelley Bleyl, will provide training(s) for community college and community-based organizations' staff working in programs across the state. The Contractor shall provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period.	9/1/14	5/29/15	\$16,000.00	Programs & Student Services	Karen Brown
Alamance Community College	Adult Education Family Literacy Act Grant	State Level ICA Trainer, Joan Zec Nelson, will provide training(s) for community college and community-based organizations' staff working in programs across the state. The Contractor shall provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period.	9/1/14	4/30/15	\$6,000.00	Programs & Student Services	Karen Brown
Edgecombe Community College	Adult Education Family Literacy Act Grant	State Level ICA Trainer, Jerry Harper, will provide training(s) for community college and community-based organizations' staff working in programs across the state. The Contractor shall provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period.	9/1/14	4/30/15	\$6,000.00	Programs & Student Services	Karen Brown

North Carolina Community College System
 July 1, 2014 - December 31, 2014
 Year-End Report

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Nash Community College	Adult Education Family Literacy Act Grant	State Level ICA Trainer, Ivana Stevens, will provide training(s) for community college and community-based organizations' staff working in programs across the state. The Contractor shall provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period.	9/1/14	4/30/15	\$6,000.00	Programs & Student Services	Karen Brown
South Piedmont Community College	Adult Education Family Literacy Act Grant	State Level ICA Trainer, Amber Goodall, will provide training(s) for community college and community-based organizations' staff working in programs across the state. The Contractor shall provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period.	9/1/14	4/30/15	\$6,000.00	Programs & Student Services	Karen Brown
Western Piedmont Community College	Adult Education Family Literacy Act Grant	State Level Certificate Trainer, Michelle Weiner, will provide training(s) for community college and community-based organizations' staff working in programs across the state. The Contractor shall provide all necessary curriculum materials, equipment, and materials/supplies for the trainings referenced herein. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period.	10/1/14	5/29/15	\$8,000.00	Programs & Student Services	Karen Brown
Harazin, William	State	Contractor will provide one two-hour presentation entitled "Contract Basics for the Small Business Owner" at the 2014 Small Business Technology Development Center/Small Business Center Network Fall Professional Development Conference. Contractor will provide an overview of the basics of contract law through an interactive session designed to enhance the attendees' ability to advise clients on what makes a contract legal.	10/22/14	10/22/14	\$370.00	Executive Division	George Millsaps

North Carolina Community College System
 July 1, 2014 - December 31, 2014
 Year-End Report

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Hayes, Mir	State	Contractor will provide two two-hour presentations entitled "Social Media Strategies to Grow Your Small Business" at the 2014 Small Business Technology Development Center/Small Business Center Network Fall Professional Development Conference. Contractor will teach business advisors which social media outlets are out there and how to choose the ones that make the most sense for their client's businesses and customers.	10/23/14	10/23/14	\$800.00	Executive Division	George Millsaps
Rockafellow, Scott	State	Contractor will provide one two-hour presentation entitled "Polish Your Business Plan" at the 2014 Small Business Technology Development Center/Small Business Center Network Fall Professional Development Conference. Contractor will cover the items need to ensure a clear and concise business plan, to include preferred financial statements.	10/23/14	10/23/14	\$400.00	Executive Division	George Millsaps
Neal, Matthew	State	Contractor will provide one two-hour presentation entitled "Lean Thinking for Small Business" at the 2014 Small Business Technology Development Center/Small Business Center Network Fall Professional Development Conference. Contractor will cover the basics of Lean Six Sigma for Small Business, to include a discussion on the value to client businesses.	10/24/14	10/24/14	\$495.00	Executive Division	George Millsaps
Bacon, Thomas	Board Reserve	Contractor will facilitate four meetings for The Future of Community College Nursing Education ad hoc committee. The committee will meet November 5, 2014, January 7, 2015, February 4, 2015 and March 4, 2015. The ad hoc committee will examine the impact of hospital-based and statewide goals related to baccalaureate preparation.	11/1/14	3/31/15	\$600.00	Programs & Student Services	Renee Batts

North Carolina Community College System
 July 1, 2014 - December 31, 2014
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O'Neil, Cyndi Soter	Core to College Grant	Contractor will write three one-page profiles depicting three composite written portraits of students to represent the kinds of opportunities that result from a system of aligned standards and a focus on career/college readiness. These profiles will feature descriptions that show how the fictional students' lives have been shaped and influenced by a coherent and comprehensive framework of aligned standards, assessments and career and college readiness	11/15/14	3/15/15	\$1,650.00	Programs & Student Services	Maggie Chotas
Inspir-Active, Solutions, LLC	Registration Fees	Contractor will present the opening conference session and a breakout session at the 2014 Human Resources Development and NC Career Readiness Certification (HRD/CRC) Training Academy. The sessions include "The Ripple Effect: How to Inspire and be Inspired" this motivational presentation focuses on three extraordinary leadership secrets proven to ignite motivation, excel through adversity, and improve performance and "Transformative Leadership by Embracing Change" participants experience a series of exercises and lessons which not only improve their understanding of embracing change, but it also equips them with an appreciation for adapting to change quickly and successfully. Participants in the Training Academy will include HRD and CRC professional staff and instructors.	12/11/14	12/11/14	\$2,000.00	Programs & Student Services	Margaret Robertson
Workforce Harmonics	Registration Fees	Contractor will present the closing conference session at the 2014 Human Resources Development and NC Career Readiness Certification (HRD/CRC) Training Academy entitled "Workforce in Harmony". In these workshops, diverse participants play, on diverse steel drums, an orchestrated song in harmony. It is an opportunity to internalize ideas, concepts and discussions from the workshop, to individual and group situations. Participants in the Training Academy will include HRD and CRC professional staff and instructors.	12/11/14	12/11/14	\$500.00	Programs & Student Services	Margaret Robertson

North Carolina Community College System
 July 1, 2014 - December 31, 2014
 Year-End Report

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Atkinson, Daryl , Esq.	Registration Fees	Contractor will present the closing conference session at the 2014 Human Resources Development and NC Career Readiness Certification (HRD/CRC) Training Academy entitle "On the Frontline: Breaking Down Barriers to Employment". This session focuses on HRD and CRC staff as frontline representatives and advocates in assisting customers with barriers to employment. Participants in the Training Academy will include HRD and CRC professional staff and instructors.	12/12/14	12/12/14	\$1,700.00	Programs & Student Services	Margaret Roberton

TOTAL **\$447,920.00**