

**STATE BOARD OF COMMUNITY COLLEGES  
System Office Contract Report as of December 31, 2013**

**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 to become effective November 15, 2012. Continuing on an action by the State Board on August 19, 2005, these contracts are to presented “For Information” to the Finance and Capital Needs Committee on a semi-annual basis.

**Summary of Report:** During the period of July 1, 2013 through December 31, 2013, thirty contracts were approved below the \$100,000 delegation and are listed in this report. The total of these contracts is \$310,630.90 of which \$157,591.90 (51%) are funded by federal or private grants or registration fees.

Under the previous delegation of \$50,000 and above, no contracts would have required State Board approval.

Of the 30 contracts, 13 contracts were issued to community colleges.

Programs & Student Services issued 13 contracts.

Executive Division issued 9 contracts.

Technology Solutions & Distance Learning issued 7 contracts.

Finance & Operations issued 1 contract.

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
**JULY 1, 2013 - DECEMBER 31, 2013**  
**FINAL REPORT**

**Attachment FC 3**

<b>Vendor/Contractor Name</b>	<b>Source of Funds</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Contract Amount</b>	<b>NCCCS Division</b>	<b>Division Contact</b>
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.	7/1/2013	6/30/2014	\$20,000.00	Technology Solutions & Distance Learning	Joyce Valentine
Central Piedmont Community College	State	Provide a facility, technical support and maintenance for a Colleague Training Center and the computers and equipment for that center.	7/1/2013	6/30/2014	\$20,000.00	Technology Solutions & Distance Learning	Joyce Valentine
East Carolina University	State	Lease one office at East Carolina University (ECU) satellite office for 12 months 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.	7/1/2013	6/30/2014	\$1,000.00	Technology Solutions & Distance Learning	Wanda Barker
Mayland Community College	State	Provide office space and basic telephone services for the Western Regional Customized Training Director.	7/1/2013	6/30/2014	\$300.00	Executive Division	Maureen Little
Mitchell Community College	State	Provide a facility, technical support and maintenance for a Colleague Training Center and the computers and equipment for that center.	7/1/2013	6/30/2014	\$20,000.00	Technology Solutions & Distance Learning	Joyce Valentine
South Piedmont Community College	State	Provide 20 hours a week of part-time administrative/clerical support services for the Associate Vice President for Customized Training employed by the NCCCS Office, but located at the South Piedmont Community College campus. Deb Caudle will provide administrative support.	7/1/2013	6/30/2014	\$27,489.00	Executive Division	Maureen Little

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Wayne Community College	State	Provide a facility, technical support and maintenance for a Colleague Training Center and the computers and equipment for that center.	7/1/2013	6/30/2014	\$20,000.00	Technology Solutions & Distance Learning	Joyce Valentine
Guilford Technical Community College	Completion by Design Grant	Manage the development and execution of the Student Success Learning Institute. The Institute will be a cohort-based learning network that will comprise between 75 and 125 participants (depending on how many colleges elect to identify participants) from NCCCS member institutions who participate in in-person and online learning activities throughout the 2013-14 academic year.	8/1/2013	6/30/2014	\$40,000.00	Programs & Student Services	Cynthia Liston
Pitt Community College	State	Allow the current Bioprocessing Center manager, Bill Cooper, to serve in the role of Interim BioNetwork Director.	8/1/2013	1/31/2014	\$30,000.00	Executive Division	Matt Meyer
Senegal, Pam	Back to Work Grant	Conduct a comprehensive review of policies and practices used by community colleges in North Carolina and other states for articulating non-credit coursework to curriculum credit. Facilitate two meetings with state and local staff. Prepare a non-credit to credit guidance document. Conduct a workshop on best practices on creating various tools and resources to assist local colleges in developing their local policies.	10/1/2013	4/25/2014	\$5,000.00	Technology Solutions & Distance Learning	Teretha Bell

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Johnstone, Robert	Completion by Design Grant	Provide consultation to NCCCS on NC Student Success Learning Institute framing questions to be used during breakout sessions of NC Student Success Learning Institute program. Prepare and present “Using the loss/momentum framework to analyze the student experience, research studies and data” at the NC Student Success Learning Institute. Prepare and conduct a 90-minute webinar and participate in follow-up conference call.	10/15/2013	12/9/2013	\$5,000.00	Programs & Student Services	Cynthia Liston
Gaston College	Completion by Design Grant	Video record at the NC Student Success Learning Institute. Post the videos on the NC Success website. Video five interviews at Davidson County Community College. Post on the NC Success website. Pre-production, production, and post-production of five (5) webinars and posting of archived webinars on www.successnc.org.	10/20/2013	5/31/2014	\$11,191.90	Programs & Student Services	Cynthia Liston
Belleme, Justin	State	Provide two 2-hour presentations entitled “Choosing a Social Media or Online Marketing Expert” at the 2013 Small Business Technology Development Center/Small Business Center Network Fall Professional Development Conference.	10/23/2013	10/24/2013	\$500.00	Executive Division	George Milsaps
Katz, Laura	State	Provide two 2-hour presentations entitled “Organization Strategies for Work-Life Balance” at the 2013 Small Business Technology Development Center/Small Business Center Network Fall Professional Development Conference.	10/23/2013	10/24/2013	\$1,200.00	Executive Division	George Milsaps

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McInerney, Katie	State	Provide two 2-hour presentations entitled "Using Google Apps to Educate or Collaborate" at the 2013 Small Business Technology Development Center/Small Business Center Network Fall Professional Development Conference.	10/23/2013	10/24/2013	\$750.00	Executive Division	George Milsaps
McNab, Margaret	State	Provide two 2-hour presentations entitled "Planning for Social Media Success" at the 2013 Small Business Technology Development Center/Small Business Center Network Fall Professional Development Conference.	10/23/2013	10/24/2013	\$750.00	Executive Division	George Milsaps
Rockafellow, Scott	State	Provide one 2-hour presentation entitled "Basic ProfitCents Financial Analysis" at the 2013 Small Business Technology Development Center/Small Business Center Network Fall Professional Development Conference.	10/23/2013	10/23/2013	\$750.00	Executive Division	George Milsaps
Rodriguez, Rudy	State	Provide one 2-hour presentation entitled "So Much to Do: Maximizing Your Time and Effort" at the 2013 Small Business Technology Development Center/Small Business Center Network Fall Professional Development Conference.	10/23/2013	10/23/2013	\$300.00	Executive Division	George Milsaps
Ross, L. Veronica	State	Contract former NCCCS auditor who is now retired to conduct two legislatively mandated education program audits according to FY 2013-2014 NCCCS Education Program Audit procedures at two colleges in eastern North Carolina, probably Bladen Community College and Nash Community College.	11/1/2013	3/7/2014	\$10,000.00	Finance & Operations	Elizabeth Self

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Fayetteville Technical Community College (Janis Holden-Toruno)	Adult Education Family Literacy Act Grant	State Level ESOL Trainers 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.	11/12/2013	5/30/2014	\$16,000.00	Programs & Student Services	Karen Brown
Wake Technical Community College (Shelley Hale Lee)	Adult Education Family Literacy Act Grant	State Level ESOL Trainers 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.	11/12/2013	5/30/2014	\$12,000.00	Programs & Student Services	Karen Brown
Wake Technical Community College (Susan Ballard)	Adult Education Family Literacy Act Grant	State Level ESOL Trainers 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.	11/12/2013	5/30/2014	\$10,000.00	Programs & Student Services	Karen Brown

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Wilkes Community College (Deborah Dow Britton)	Adult Education Family Literacy Act Grant	State Level ESOL Trainers 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.	11/12/2013	5/30/2014	\$28,000.00	Programs & Student Services	Karen Brown
Central Piedmont Community College	Developmental Education Initiative Grant	Create a Professional Development Plan for the state's community college Math faculty that will increase the ability of North Carolina Community College System (NCCCS) math faculty to teach new math courses created through NCCCS sponsored Math Curriculum Improvement Project and the Developmental Education Initiative.	11/15/2013	12/31/2013	\$6,000.00	Programs & Student Services	Cynthia Liston
Shugart, Sanford	Adult Education Family Literacy Act Grant	Present the keynote address at the Transitions Symposium (NCSU McKimmon Center) entitled "The Five P's: What Every Student Needs to Succeed". Invited participants will include college leadership, Chief Academic Officers Chief, continuing education, Basic Skills and Basic Skills Plus staff from all 58 colleges.	11/18/2013	11/19/2013	\$3,950.00	Programs & Student Services	Cassandra Atkinson
Aviso Coaching	College Access Challenge Grant	Prepare for, present at, and serve as facilitator for the NC Community College Minority Male Mentoring Program, Professional Development Seminar on at Wake Technical Community College.	11/21/2013	11/21/2013	\$5,500.00	Programs & Student Services	Daniel Alvarado
Pierson Default Prevention	College Access Challenge Grant	Presenter for the NC Community College System Financial Aid Professionals Default Management Workshop via one webinar and one face to face workshop.	12/11/2013	4/30/2014	\$1,950.00	Programs & Student Services	Wanda White

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Inspire, Inc.	Registration Fees	Present the closing conference session at the 2013 Human Resources Development and NC Career Readiness Certification (HRD/CRC) Training Academy. This keynote session will help our audience understand how to create the building blocks of resilience so they can bounce back from setbacks, withstand pressure and maintain a positive perspective, and navigate disappointments in a way that makes them better, not bitter. Using practical takeaways and application steps will equip the audience with a survival toolkit to face any challenge that comes their way.	12/13/2013	12/13/2013	\$3,000.00	Technology Solutions & Distance Learning	Temeka Hester
APH Enterprises, Inc.	Core to College Grant	Provide progress monitoring, feedback and coordination of Supporting Student Alignment for Success (SASS) Mini-Grants Project.	12/15/2013	9/30/2014	\$5,000.00	Programs & Student Services	John Denning
Ryan, Shawn	Core to College Grant	Provide coordination and communications support for the production of the NC Ready for Success website. This includes the ongoing communications support and development of a monthly newsletter to be used in communications and engagement of higher education faculty from all across the state.	12/15/2013	7/30/2014	\$5,000.00	Programs & Student Services	John Denning

**\$310,630.90**