

**STATE BOARD OF COMMUNITY COLLEGES
System Office Contract Report as of December 31, 2016**

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. Continuing on an action by the State Board on August 19, 2005, these contracts are presented “For Information” to the Finance Committee on a semi-annual basis.

Summary of Report: During the period of July 1, 2016 through December 31, 2016, nineteen (19) contracts were approved below the \$100,000 delegation and are listed in this report. The total of these contracts is \$277,305 of which \$164,685 (59%) are funded by federal or private grants.

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

Of the 19 contracts, 12 contracts were issued to a community college.

Programs & Student Services issued 8 contracts.

Executive Division issued 5 contracts.

Technology Solutions & Distance Learning issued 6 contracts.

Business & Finance issued 0 contracts.

North Carolina Community College System
July 1, 2016 - December 31, 2016
Year-End Contract Report

NCCCS Division	Source of Funds	Vendor/ Contractor Name	Description	Start Date	End Date	Contract Amount	Division Contact
Executive Division	State	Mayland Community College	Provide office space and basic telephone services for the Western Regional Customized Training Director.	7/1/2016	6/30/2017	\$300	Maureen Little
Technology Solutions & Distance Learning	State	East Carolina University	Lease one office at ECU, Building 123, Room 141, ECU Campus, Greenville, NC 27834 for a term of 12 months beginning July 1, 2016 and ending June 30, 2017, inclusive of janitorial services, utilities, long distance telephone charges and copier charges.	7/1/2016	6/30/2017	\$1,000	Kathy Davis
Technology Solutions & Distance Learning	State	UNC Lineberger Comprehensive Cancer Center	Collaboration on a webinar series to provide webinar topics to support nursing curriculum courses for one sixty (60) minute webinar per month in October and November, 2016, and January, February, March, April, and May, 2017. Captioning of the webinars allows NCCCS to meet the accessibility requirements outlined in the Americans with Disabilities Act (ADA).	10/1/2016	6/30/2017	\$1,050	Kathy Davis
Programs & Student Services	Adult Education & Family Literacy Act	Wake Technical Community College	State Level ESOL Trainer, Heather Luden, 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. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period. The total number of participants in each training type will vary according to the needs and requests of State Agency. No training will be delivered after December 1, 2016.	10/1/2016	11/30/2016	\$1,500	Karen Brown

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NCCCS Division	Source of Funds	Vendor/ Contractor Name	Description	Start Date	End Date	Contract Amount	Division Contact
Programs & Student Services	Adult Education & Family Literacy Act	Wake Technical Community College	State Level ESOL Trainer, Lisa Uribe-Ceciliano, 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. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period. The total number of participants in each training type will vary according to the needs and requests of State Agency. No training will be delivered after December 1, 2016.	10/1/2016	11/30/2016	\$1,500	Karen Brown
Programs & Student Services	Adult Education & Family Literacy Act	Wake Technical Community College	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. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period. The total number of participants in each training type will vary according to the needs and requests of State Agency. No training will be delivered after December 1, 2016.	10/1/2016	11/30/2016	\$1,500	Karen Brown

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Programs & Student Services	Adult Education & Family Literacy Act	Wake Technical Community College	State Level ESOL Trainer, Susan E. 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. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period. The total number of participants in each training type will vary according to the needs and requests of State Agency. No training will be delivered after December 1, 2016.	10/1/2016	11/30/2016	\$1,500	Karen Brown
Executive Division	Registration Fees	Young Transportation	Provide transportation to and from Sierra Nevada on November 29, 2016 at the Annual NC Works Customized Training Directors Conference.	11/29/2016	11/29/2016	\$1,550	Maureen Little
Programs & Student Services	Adult Education & Family Literacy Act	Wilkes Community College	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. The trainings will be scheduled by State Agency's Program and Professional Development department and will occur throughout the contract period. The total number of participants in each training type will vary according to the needs and requests of State Agency. No training will be delivered after December 1, 2016.	10/1/2016	11/30/2016	\$3,000	Karen Brown

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NCCCS Division	Source of Funds	Vendor/ Contractor Name	Description	Start Date	End Date	Contract Amount	Division Contact
Programs & Student Services	Career and Technical Education	Garrison Consulting Group, LLC	Will research, write, and prepare a report of year one of the Career and Technical Education Career Pathways Leadership statewide initiatives, including lessons learned and best practices. Contractor will prepare a report on Year One of the Career and Technical Education Career Pathways Leadership statewide initiatives, including promising practices and lessons learned from the Year One evaluation meetings.	7/1/2016	12/31/2016	\$4,900	Bob Witchger
Programs & Student Services	Career and Technical Education and Adult Education & Family Literacy Act	Brustein & Manasevit, PLLC	Brustein and Manasevit, PLLC is the leader for providing education for federal regulations and legislative practices. They will provide training on October 17, 2016, at the NC Association of Community College Business Officials (ACCBO) meeting in Wilmington, NC and again on November 16, 2016, at Wake Technical Community College, Raleigh, NC to CTE coordinators and continuing education faculty and staff. Training includes legal advice for programmatic and fiscal requirements, audit resolution and defense strategies involving the federal Education Department Administrative Regulations (EDGAR) for federal grants. Participants also received a copy of the Administrators Handbook on EDGAR (3rd Ed.) This contract will is funded from the following sources AEFLA and CTE.	10/17/2016	11/17/2016	\$14,250	Bob Witchger
Technology Solutions & Distance Learning	Student Success Center	Industry Expansion Solutions/NC State University	Contractor will evaluate and assess implementation of goals and strategies of the NC Student Success Center. The evaluation will consist of: a) Professional Development b) Organization c) Best Practices and Shared Learning d) Brokering Technical Assistance and e) Data and Knowledge Management.	10/30/2016	6/30/2017	\$16,000	Roxanne Newton

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Technology Solutions & Distance Learning	State	Asheville Buncombe Technical Community College	Provide a facility that will seat a minimum of 15 people, to be called the Colleague Training Center (CTC) for the term of this agreement, to accommodate College Information System (CIS) training classes set up and facilitated by State Agency Subject Matter Experts, and to provide computers and CTC equipment for individual use during the CIS training classes. Provide technical support and maintenance of the aforementioned personal computers and CTC equipment for individual use during the CIS training classes.	7/1/2016	6/30/2017	\$20,000	Patrick Fleming
Technology Solutions & Distance Learning	State	Mitchell Community College	Provide a facility that will seat a minimum of 15 people, to be called the Colleague Training Center (CTC) for the term of this agreement, to accommodate College Information System (CIS) training classes set up and facilitated by State Agency Subject Matter Experts, and to provide computers and CTC equipment for individual use during the CIS training classes. Provide technical support and maintenance of the aforementioned personal computers and CTC equipment for individual use during the CIS training classes.	7/1/2016	6/30/2017	\$20,000	Patrick Fleming
Technology Solutions & Distance Learning	State	Wayne Community College	Provide a facility that will seat a minimum of 15 people, to be called the Colleague Training Center (CTC) for the term of this agreement, to accommodate College Information System (CIS) training classes set up and facilitated by State Agency Subject Matter Experts, and to provide computers and CTC equipment for individual use during the CIS training classes. Provide technical support and maintenance of the aforementioned personal computers and CTC equipment for individual use during the CIS training classes.	7/1/2016	6/30/2017	\$20,000	Patrick Fleming

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NCCCS Division	Source of Funds	Vendor/ Contractor Name	Description	Start Date	End Date	Contract Amount	Division Contact
Executive Division	Adult Education & Family Literacy Act and Career & Technical Education and Student Success Center and CAPSEE	Piedmont Community College	Piedmont Community College is the Coordinator of a one-day 2017 Performance Partnership Summit to be held July 25, 2017. Piedmont will work with the Performance Partnership Co-Chairs of the Advisory Team (e.g. Doris Carver, Vice President of Continuing Education, Piedmont Community College and Kristie Sullivan, Dean of Planning and Research/SACSCOC Liaison, Sandhills Community College) to manage the Advisory Team's budget, logistics and to execute a vendor contract with Embassy Suites by Hilton Raleigh Durham Research Triangle. The conference anticipates an attendance of approximately 600 people from community colleges, including college presidents. This contract is funded from the following sources; AEFLA, CTE, Student Success Center, and CAPSEE.	12/30/2016	8/29/2017	\$20,000	Bill Schneider
Programs & Student Services	Adult Education & Family Literacy Act	Appalachian State University	Adult Basic Skills Professional Development, housed at Appalachian State University provides registration, Continuing Education Units (CEUs), and credentialing certificates for staff development training for North Carolina Adult Educators working at North Carolina Community Colleges and Community-based organizations.	7/1/2016	12/31/2016	\$38,935	Nancye Gaj
Executive Division	Systemwide Projects	Gaston College/Learning Solutions Center	Gaston College/Learning Center Solutions will provide ongoing maintenance and support, ongoing development, and hosting for the NCCCS website. In January 2013 GSC/LSC was ordered the contract for the NCCCS website re-design, modifications and enhancements have continued through the end of 2014.	7/1/2016	6/30/2017	\$48,720	Chreatha Alston

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NCCCS Division	Source of Funds	Vendor/ Contractor Name	Description	Start Date	End Date	Contract Amount	Division Contact
Executive Division	NC Manufacturing Extension Partnership	South Piedmont Community College	To provide 40 hours a week of 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.	7/1/2016	6/30/2017	\$61,600	Maureen Little
						\$277,305	