



**AGENDA
BOARD OF TRUSTEES
CALLED MEETING
Dr. Phillip W. Taylor Complex, President’s Conference Room
Wednesday May 9, 2018 4:30 p.m.**

- 4:00 p.m. Call to Order.....Chairman Michael Felt
- 4:05 p.m. Trustees Attendance.....President Michael Elam
- 4:10 p.m. Adoption of the Agenda
- 4:15 p.m. Ethics Awareness & Conflict of Interest Reminder

Ethics Statement Chairman Felt

“Each member of this board of trustees (except the student representative) is reminded of their obligations and duties under the State Government Ethics Act. Trustees must continually monitor, evaluate, and manage their personal, financial, and professional affairs to ensure the absence of conflicts of interest or even the appearance of conflicts of interest. Does any member of this board know of an actual conflict of interest or appearance of a conflict of interest which exists with regard to any matter coming before this board?”

- 4:20 p.m. **Trustees Business**.....Chairman Felt
 - a. Amended NCCCS 3-1 Form

Adjournment

Halifax Community College
Board of Trustees
May 9, 2018

Action Item

Item: Amended NCCCS 3-1 Form

Area: Finance & Buildings & Grounds

Presenter(s): David Forester

Recommended Action: To approve the amended 3-1 Form to provide to the NCCCS an update due to the College receiving the EDA Grant for \$2,000,000.

Background: A 3-1 Form was approved previously by the NCCCS for Project #2364 for the construction of a new Advanced Manufacturing Industrial Training Center, but it needs to be amended to include the \$2,000,000 from the EDA Grant. The remaining \$3,742,915 is being funded from Connect NC Bond Funds.

Instructions
NCCCS 3-1 Form
Capital Improvement Project Approval

NOTE: PLEASE E-MAIL ALL REQUESTS TO CIPProjects@ncccommunitycolleges.edu

PLEASE USE THE NCCCS 3-1 – P FORM FOR THE ACQUISITION AND/OR DISPOSAL OF REAL PROPERTY

To establish a **New Project**

- Submit the NCCCS 3-1 Form (3-1) identified as a **“New Project”** for State Board approval. (email or call the System Office for a project number)
 - **“Project Name”** should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, “Repairs & Renovations,” “Roof Replacements,” etc.
 - **“Project Description”** should be specific and not generic. Please do not use “Various Campus Renovations” or “Misc. Repairs.” Include all pertinent information regarding the project. If a new facility, include the square footage and the academic programs and/or administrative function associated with the facility. If the project is for repair and renovation, include all pertinent information regarding the repair or renovation (i.e. HVAC replacement, Roof Replacement, ADA updates, etc.) and the academic programs and/or administrative function associated with the facility being repaired or renovated.
 - Projects must be approved by the college’s Board of Trustees. Section V should have the Board Chairman and the College President’s signature.
 - For new facilities, a county representative’s signature (County Manager and/or County Finance Officer) is **required**.
 - For projects that includes county funding that is not included in the county’s yearly appropriation (as shown on the College’s Budget Summary), such as, bonds, special appropriations, or funds borrowed from a financial institution, a county representative’s signature (County Manager and/or County Finance Officer) is **required**.

To **Amend a Project** (To receive approval for a **funding increase/decrease**)

- Submit a NCCCS 3-1 Form (3-1) identified as **“Amended Project”**
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts
 - Due to increase project costs and the need for additional funds, a 3-1 – Amended Project, must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a 3-1 Final - Project Close Out.

NOTE: The NCCCS 3-9 form (Proposed capital needs priorities) can be used as a guide to with populating the estimated operating utility cost.

**Instructions ·
NCCCS 3-1 Form
Capital Improvement Project Approval
Continued**

To Close Out a Project

- Submit a NCCCS 3-1 Final - Project Close Out (Formal Projects regardless of fund source)
 - When a **Formal** project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a 3-1 **Final – Project Close Out** must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.
 - When an **Informal** project involving **State Funds**, a 3-1 Final - Project Close Out should be submitted for actual expenditures.

NOTE: “Amended Project” and “Final Project Close Out” submissions will require approval by the State Board if the total project cost has increased by more than 10%. The Associate VP of Finance and Operations College Accounting) will approve all other “Amended Project” and “Final Project Close Out” submissions.

County signatures are not required on a 3-1 for an “Amended Project” or “Final – Project Close Out,” unless funding from county bonds has increased.

Page 6, Section VI

Certification 1. The County's signature is required on the 3-1 for a “New Project” if the county is providing the funding outside of the colleges’ normal county appropriation for an R&R project.

Certification 2. The County's signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 7. NCCCS 3-1 Attachment

“Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects” is only required to be completed for “New Facilities”.

Note: The NCCCS 3-9 form (Found on the NCCCS website) is a tool which can be used to help a college come up with a utility estimate for the building.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

New Project Amended Project Final – Project Close Out
Select appropriate submission

College Halifax Community College
Project Name Advanced Manufacturing Industrial Training Center NCCCS Project No. 2364
Campus Main Campus County Halifax

I. TYPE OF PROJECT:

- New Facility Roof Replacement Infrastructure Repairs
 Renovation of Existing Facility HVAC Addition to Existing Facility
 Life Safety ADA Compliance

II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1, **if you checked "Amended Project" please clearly state in description below reason for project amendment.**

Halifax Community College proposes to construct a multipurpose building to house our Advanced Manufacturing Technology curriculum programs, which include Automotive Technology, Industrial Systems Technology and Welding Technology programs. We propose to construct "state of the art" sustainable labs and offices for each program. Additionally, we propose to include several Continuing Education classrooms in which several types of short-term training can be held depending on the needs of the local business and industry community. We will also include a computer lab, which will be shared by all of the curriculum programs above and for short-term business/industry training. The proposed square footage is 25,000.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B) \$0.00
Subtotal "A"..... \$0.00

B. CONSTRUCTION

1. General Contract 4,375,000.00
2. Other Contracts \$0.00
Subtotal Contracts..... \$4,375,000.00
3. Designer's Fees..... \$437,500.00
4. Contingency..... \$677,415.00
5. Other Fees \$28,000.00
Subtotal Fees \$1,142,915.00
Subtotal "B" \$5,517,915.00

C. OTHER COST

1. Initial Equipment (not in III B) \$225,000.00
2. Miscellaneous(specify) _____
Worked Performed by Owner
3. (material only, not staff salary) \$0.00
Subtotal "C"..... \$225,000.00

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$5,742,915.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... \$0.00
2. Duly Authorized Bonds - County... \$0.00
3. Donations..... \$0.00
4. Federal Funds (USDA, EDA, ETC.): EDA \$2,000,000.00
5. Other (parking fees, vending, rental,
bookstore,) \$0.00
Subtotal "A"..... \$2,000,000.00

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) \$0.00

C. STATE EQUIPMENT FUNDS (112 Report -Memo) \$0.00

D. STATE FUNDS (i.e. DOT, Golden Leaf; Not Allocated through the System Office). \$0.00

E. STATE FUND ALLOCATION

1. Budget Code 44620 \$3,742,915.00
2. Budget Code _____
3. Budget Code _____
Subtotal "E" \$3,742,915.00

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$5,742,915.00

PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Halifax Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$3,742,915.00 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** 05/09/2018

- As part of this certification, the Board of Trustees certify that any **equipment** purchased with the **Connect NC Bond Funds** must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President