



SENATE  
STATE BOARD OF COMMUNITY COLLEGES  
2021 NOMINATION FORM

1. Senator Michael Lee (Sponsor's Name) proposes

Lisa B. Estep (Nominee's Name) as a nominee for election to the State Board of Community Colleges for a six-year term to end June 30, 2027.

2. Nominee's Name: Lisa B. Estep

Nominee's Occupation: Finance Director

Nominee's Physical Home Address: 3213 Snowberry Ct  
Wilmington NC 28409

Home Telephone: (910) 262-7191

Work Telephone: (910) 798-2226

E-mail Address: Lisa @ griffnestep.com

3. Has the nominee ever been arrested, given a written warning, taken into custody, or accused, formally or informally, of the violation of a law for any offense?

☐ Yes ☒ No

If yes, list every incident including the date, place, charges, and final disposition. Attach additional sheets if necessary.

4. Is the nominee current on all federal, State, and local taxes?

☒ Yes ☐ No

Nomination forms must be received by the Senate Principal Clerk's Office by 5:00 pm on August 19, 2021.  
Statements of Economic Interest must be received by 5:00 p.m. on August 19, 2021.

8/19/21  
BE  
11:10 am

5. Does the nominee currently hold any State or local offices, either elected or appointed?

☐ Yes ☒ No

If yes, list all applicable offices, including dates of service:

6. Does the nominee's spouse currently hold any State or local offices, either elected or appointed?

☐ Yes ☒ No

If yes, list all applicable offices, including dates of service:

7. Is the nominee an employee of the State of North Carolina?

☐ Yes ☒ No

8. Is the nominee's spouse an employee of the State of North Carolina?

☐ Yes ☒ No

9. Is the nominee an officer or employee of the Community College System?

☐ Yes ☒ No

10. Is the nominee's spouse an officer or employee of the Community College System?

☐ Yes ☒ No

11. Is the nominee an officer or employee of an institution under the jurisdiction of the State Board of Community Colleges?

☐ Yes ☒ No

12. Is the nominee's spouse an officer or employee of an institution under the jurisdiction of the State Board of Community Colleges?

☐ Yes ☒ No

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13. Has the nominee been an employee of the Community College System Office at any time during the last five years?

☐ Yes ☒ No

14. If elected, will the nominee serve?

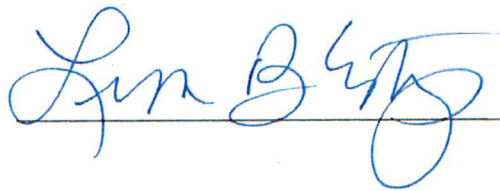
☒ Yes ☐ No

15. If elected, will the nominee (or if applicable, the nominee's spouse) resign from any elected or appointed offices or any positions of employment which conflict with service on the State Board of Community Colleges? (Generally, local positions do not need to be resigned.)

☒ Yes ☐ No

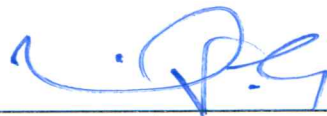
**The above information is accurate, and I will serve if elected. I understand that G.S. 115D-2.2(g) provides that "No member of the General Assembly, no officer or employee of the State, and no officer or employee of an institution under the jurisdiction of the State Board shall be eligible to serve on the State Board. No spouse of a member of the General Assembly or of an officer or employee of the Community College System or of an institution under the jurisdiction of the State Board shall be eligible to serve on the State Board. No person who within the prior five years has been an employee of the Community Colleges System Office shall be eligible to serve on the State Board."**

**I have attached a current vitae and have submitted a completed original Statement of Economic Interest to the State Ethics Commission with a cover sheet indicating that I am a nominee for the State Board of Community Colleges.**



8/18/21

Signature of Nominee/Date



8/19/2021

Signature of Sponsor/Date

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## **Lisa Beth Estep**

3213 Snowberry Court Wilmington, NC 28409 (910) 262-7191 Lisa@griffinestep.com

### **EDUCATION**

#### **VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY**

**Blacksburg, VA**

**December 1988**

**Course of study: Bachelor of Science in Accounting**

**Minor: Technical Writing**

- Student-Athlete Varsity Women's Basketball

### **EXPERIENCE**

#### **FAILES & ASSOCIATES, CPAs**

**Virginia Beach, VA**

- Performed tax research and analysis of complex tax compliance issues; prepared dedicated workpapers for review, book to tax journal entries, quarterly and year end tax computations.
- Responsible for on-site internal control audits of HUD housing complexes to mitigate fraud risk
- Participated in internal and external training to further knowledge of tax law and GAAP
- Compiled and prepared audit financial statements in accordance with GAAP
- Prepared individual, corporate, partnership, trust and gift federal and multi-state returns

#### **BROWN EDWARDS CPAs**

**Bristol, VA**

- Examined accounts and prepared workpapers for corporate and partnership clients
- Prepared individual, partnership and corporate federal and multi-state returns
- Worked on time-limited corporate tax projects and audit engagements

#### **WILLIFORD HOUSTON & CO. CPAs**

**Wilmington, NC**

- Reviewed source documents, made decisions regarding proper tax reporting of income, deductions, assets and liabilities using Accounting CS
- Participated in internal and external training to enhance and maintain knowledge of tax law, GAAP, and software applications
- Prepared individual federal and multi-state tax returns, tax estimates and financial actions

#### **GRIFFIN ESTEP BENEFIT GROUP INC.**

**Wilmington, NC**

- Installed and converted accounting software system
- Perform employee benefits trends analysis, market analysis, and compliance review
- Perform monthly accounting closeout processes, including financial statement updates
- Review and analyze financial reports for key data points and cross reference with market trends
- Prepare and e-file quarterly and year end payroll tax returns

### **BOARDS/APPOINTMENTS**

#### **STATE BOARD OF COMMUNITY COLLEGES**

**Raleigh, NC**

July 2015- July 2020

#### **NEW HANOVER BOARD OF EDUCATION**

**Wilmington, NC**

2012- 2020, Chair 2018-2020