

Please note the following procedures for the virtual meeting on Wednesday, July 22, 2020:

After attendance has been taken all attendees will be muted by the moderator.

If you would like to speak, please raise your hand using the icon of the person with their hand raised at the bottom of the screen. This will allow Chairman Philpott to call on attendees in the order that they raised their hand. If you are using your telephone for audio, please unmute yourself and ask Chairman Philpott for permission to speak.

If you are using your computer, please click on the microphone to unmute yourself. Once you have finished talking, please click on the microphone to mute yourself.

If you are using your telephone for audio, please press * 6 to unmute yourself. Once you have finished talking, please press * 6 to mute yourself.

If you would like to make a motion, please state your name before the motion.

***Central Carolina Community College
Board of Trustees
Agenda
July 22, 2020***

Attendance Roll Call

Recognition of Guests

Report of Nominating Committee

Election of Board of Trustees Chair and Vice-Chair

Ethics Statement

Approval of Consent Agenda

CONSENT AGENDA

Minutes

Approval of Minutes

❖ May 20, 2020

Personnel Committee

1. Approve New Employees
2. Approve Promotions/Position Changes
3. Approve Attrition Report
4. Receive Annual Divisional Turnover Report

Finance Committee

1. Approve State Budget Financial Reports
2. Approve State Budget Transfers
3. Approve Lee County Budget Financial Reports
4. Approve Harnett County Budget Financial Reports

5. Approve Chatham County Budget Financial Reports
6. Approve Status of Special Funds Report
7. Approve Investment Asset Account Report
8. Approve Special Grants Reports
9. Approve Civic Center Budget Report
10. Approve For Good of Schools Budget Report
11. Approve Construction Funds Budget Report
12. Approve President's and Trustee's blanket travel authorizations
13. Approve Interim Budget Resolution as presented
14. Approve Childcare Funding

Building and Grounds Committee

1. Receive update on minor construction projects

Program Committee

1. No Agenda Items

Student & Academic Support Services Committee

1. Approval of Foundation Report
2. Approval of Office of Grants & Strategic Initiatives Report

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Personnel Committee

1. Delegation of Signature Authority for Student Records
2. Delegate authority to the Board of Trustee Chair to represent the Board in reviewing the 2020 President's evaluation due to the altered operations of social distancing requirement currently being followed.

Finance Committee

No Agenda Items

Building and Grounds Committee

1. Approve Chatham House Auction

Program Committee

No Agenda Items

Student & Academic Support Services Committee

1. Approve the 2020-2024 Strategic Plan

Foundation Update

Other Items

Comments by President

**Board of Trustees
Central Carolina Community College
Via Blackboard Collaborate
May 20, 2020**

Members Present: J. Crawford, R. Frazier, J. French, J. Hayes, J. Kelly,
P. Kirkman, R. Logan, G. Lucier, G. Morris, J. Philpott, C. Post,
B. Powell, G. Springle, B. Tatum, D. Wilkinson

Members Absent: J. Burgin

Guest: J. Love, College Attorney, J. Gallop, The Sanford Herald

Staff: L. Chapman, P. Price, B. Merritt, L. Sculetta, K. Hoyle, J. Matthews, M.
Hall, E. Hare, M. Dishman, R.V. Hight, M. Brown, J. White, A. Carter,
L. Whitaker

Chairman Philpott called the meeting to order. Lorraine Whitaker did the roll call. Chairman Philpott read the following ethics statement and the Mission Statement of the College.

Ethics Statement

Chairman Philpott stated “I would like to remind all Board Members that it is your duty to avoid all conflicts of interest in your role as a trustee of this college. Having read the agenda, is anyone aware of a conflict of interest with respect to any matter coming before this Board at this time?” Chairman Philpott continued by saying “if at any time a conflict of interest arises, we are all required to individually state that we are recusing ourselves from discussing or voting upon the matter. Next, I wish to remind you that SACSCOC requires the Board to be free from undue influence from political, religious, or other external bodies, and to protect the institution from such influence. If at any time a trustee or college official feels undue influence is being applied please bring that to the attention of the Board so that we can respond accordingly.”

Mission Statement of the College

Central Carolina Community College serves as a catalyst for individual, community and economic development by empowerment through accessible lifelong learning.

Chairman Philpott informed the Board of the following language for the minutes of the Board meeting on February 12, 2020.

In place of the last sentence on the Board minutes, they will be amended to read as the follows:

As authorized pursuant to Section 143-318.11(a)(6) of the North Carolina General Statutes, Trustee Post moved, duly seconded by Trustee Powell and carried unanimously, to recess the regular session and go into closed session to discuss confidential personnel matters.

At the conclusion of the closed session, Trustee Tatum moved, duly seconded by Trustee Lucier and carried unanimously, to adjourn the closed session and reconvene the regular business session.

There being no further business coming before the Trustees, on motion of Trustee Tatum, duly seconded by Trustee Wilkinson and carried unanimously, the meeting was adjourned.

Also, Trustee Robert Logan's name will be added for the trustees in attendance for the February 12, 2020 meeting.

Trustee Logan made a motion to approve the Board of Trustee minutes from February 12, 2020 with the changes suggested by Chairman Philpott. Trustee Post seconded the motion. The motion carried unanimously.

Dr. Chapman shared her computer screen to allow attendees to see the Board packet (included details of all items below) which Board members had received earlier via email.

Personnel Committee

Chairman Philpott called on Personnel Committee Chair, Trustee Post for a report from the Personnel Committee. Trustee Post read the items on the Personnel Committee agenda and stated that the approval of new employees and approval of promotions and position changes were routinely a part of the Personnel packet. Trustee Post called on VP Price to explain any details on the Personnel items. Trustee Post made a motion to approve the three items on the Personnel Committee agenda. Trustee Logan seconded the motion. The motion carried unanimously.

Building & Grounds Committee

Chairman Philpott called on Building & Grounds Committee Chair, Trustee Powell for a report from the Building & Grounds Committee. Trustee Powell called on VP Price for an update on the minor construction project updates and naming the Chatham Food Pantry the "Carter Cupboard". VP Price gave a brief overview of the minor construction projects as of May 2020. VP Price mentioned the only project that was not listed on the report was the construction of additional stairs for the new addition of the DAWCC. This has been awarded for moving forward as soon as all permits are obtained. The Building & Grounds Committee were all in agreement to include the Kelly Drive side stair addition to the DAWCC for approval. Trustee Powell made a motion to approve all minor construction projects including the addition of the stairs on the Kelly Drive side of the new part of the DAWCC. Trustee Lucier seconded the motion. The motion carried unanimously. VP Price stated the second item for approval was to

approve the naming the Chatham Food Pantry the “Carter Cupboard”. Chairman Philpott informed the Board that the Foundation Board approved this naming during their February Board meeting and the recommendation comes from the Foundation Board. Trustee Powell made a motion to approve the naming of the Chatham Food Pantry to the “Carter Cupboard”. Trustee Lucier and Trustee Frazier both seconded the motion. The motion carried unanimously.

Finance Committee

In the absence of Trustee Burgin, Chairman Philpott called on Trustee Kelly and Trustee Wilkinson to represent the Finance Committee. Trustee Kelly called on VP Price for a report on the items listed for action. Trustee Wilkinson suggested voting on them all at one time because these reports are common reports for every meeting. VP Price went through all of the items on the Finance Committee. Trustee Frazier made a motion to approve items 1 – 15 on the Finance Committee agenda. Trustee Kelly seconded the motion. The motion carried unanimously.

Program Committee

Chairman Philpott called on Program Committee Chair, Trustee French. Trustee French called on VP Merritt for a report of the two new degrees. VP Merritt informed the Board that CCCC was seeking the approval of Associate in Arts Teacher Preparation Degree and Associate in Science in Teacher Preparation Degree. He provided an overview of these new state-wide credentials. Upon approval, CCCC would also offer high school CCP pathways for both degrees. Trustee French made a motion to approve the two new degrees. Trustee Hayes seconded the motion. The motion carried unanimously. VP Merritt then went on to review the Electronic Signature Policy Revision. Trustee French made the motion to approve the Electronic Signature Policy Revision. Trustee Lucier seconded the motion. The motion carried unanimously.

Other

Chairman Philpott reported to the Board that the NCACCT would have a conference call meeting on May 27, 2020. He explained to the Board that he was elected to fill a vacancy on the NCACCT Board. He said that every college gets a vote to approve the candidates to fill the Board. Chairman Philpott said that the names would be presented during the May 27th meeting. He will inform the CCCC Board of Trustee who the recommended NCACCT Board members were. Chairman Philpott asked the Board to grant him permission to cast the CCCC vote on the potential NCACCT Board members. Trustee Powell made a motion to grant Chairman Philpott permission to cast the CCCC vote for the NCACCT Board members. Trustee Hayes seconded the motion. The motion carried unanimously.

Chairman Philpott informed the Board that he would appoint an Ad-Hoc Nominating Committee that would meet prior to the July Board of Trustees Meeting in order to come up with a nominee

to serve as the CCCC Board of Trustees Chair and Vice-Chair. Chairman Philpott appointed Trustee Hayes to serve as the Ad-Hoc Nominating Committee Chair and the other members to serve would be Trustee French, Trustee Powell, Trustee Crawford and Trustee Springle. Chairman Philpott instructed Trustee Hayes to communicate to the committee and schedule a meeting prior to the July 22, 2020 Board meeting.

Chairman Philpott called on Dr. Chapman for the remarks from the President. Dr. Chapman told that Board that she had asked Provost Hall to listen to Governor Cooper's announcement at 5:00 pm and share with the Board. Provost Hall informed the Board that NC would enter Phase II and that would last until June 26, 2020. He provided an overview of the adjustments under the Governor's Safer At Home, Executive Order 141.

Dr. Chapman shared her screen to show the Board the pictures that were on the CCCC webpage of the drive through graduation. She shared how successful that was and how much she appreciated everyone that had taken part to make this such a successful day!!! Dr. Chapman also praised all of the CCCC family for working together during the COVID-19 pandemic. Chairman Philpott thanked Dr. Chapman for her leadership during this difficult time.

With no further comments, Trustee Powell made a motion to adjourn. Trustee Hayes seconded the motion. The motion carried unanimously.

PERSONNEL COMMITTEE AGENDA

July 22, 2020

Committee Members:

Chip Post, Chair

Bill Tatum

Gordon Springle

Full-Board Items

1. Approve delegation of signature authority for student records

Consent Agenda Items:

1. Approve New Employees
2. Approve Promotions/Position Changes
3. Receive Attrition Report
4. Receive Annual Divisional Turnover Report

For Information Only:

No Items

Proposal

Allowing for Verification of Student Records and Information by Appropriate Employees

Requested Action

A new policy shall be adopted authorizing employees to sign, as necessary, documents relating to verification of student records and information.

Rationale

Documents verifying student information, such as immunization records, completion of trainings, background checks, and clinical hours are most appropriately and efficiently signed by employees working directly with the programs and students.

Policy Language

Section Title: Student Services

Sub-Section Title: Student Information

New Provision Title: Verification Documents

New Text: Documents with the purpose of verifying or attesting to a student's records or information may be signed by any Clinical Coordinator, Program Director, Dean, or Vice President with direct authority over the student's program of study. Before signing any such document, the individual shall personally review the student's records or information using documentation on file or appropriate third-party services. Having performed the appropriate review, any such individual is authorized to sign in the following capacities and is considered to be operating within their scope of employment when doing so:

- Personal certification, attestation, or verification of student records or information.
- Certification, attestation, or verification of student records or information on behalf of the College by the authorized employee.

The following kinds of student records and information may be verified, certified, or attested to using the procedures contained within this paragraph, so long as the verification, certification, or attestation is directly related to or necessary for the student's completion of his or her program of study:

- Immunization records, tuberculin skin tests, and negative drug tests.
- Physical fitness for participation in a program.
- Required screenings, such as the Human Services' List of Excluded Individuals and Entities and criminal background checks.
- Completion of required trainings, clinical hours, practicum hours, or curriculum programs.
- Current enrollment in a curriculum program.
- Other education certifications and credentials.
- Licenses from professional organizations and state boards.
- Reference letters.
- Selective Service registration.
- Citizenship status with appropriate documentation.
- Any other documentation related to or substantially similar to those enumerated above.

NEW EMPLOYEES

1. Brenda Walker, Administrative Assistant, TRIO, Replacement for Kimberly Brzozowski, 4/1/2020
2. Brian Bridgers, Controller, Replacement for Tamara Joyner, 6/1/2020
3. Cristy Holmes, Associate Dean for University Transfer and Academic Advising, 6/1/2020
4. Daniel McNeill, Grounds Technician, Replacement for Mitchell Patterson, 6/29/2020
5. Margaret Robertson, Vice President for Workforce Development, New position, 7/1/2020
6. Shon Draughn, YouthBuild Job Developer, New position, 7/1/2020
7. Victoria Morris, EMS Instructor/Clinical Coordinator, New position, 7/1/2020
8. Larry Neil Ambrose, BLET Program Manager, Replacement for Robert Powell, 7/1/2020
9. Laquan Black, Health Information Technology Clinical Coordinator, Replacement for Emily Barrick, 7/14/2020
10. Christopher Brewer, Lead EMS Instructor, Replacement for Richard Stump, 7/27/2020
11. Crystal Waters, Human Services Technology Program Director, Replacement for Caroline Saulino, 8/1/2020
12. Crissy Miller, Student Learning & Distance Support Specialist, Replacement for Sue Atkins, 8/3/2020
13. Mitchell Carr, Math Instructor, Replacement for Lora Witcher, 8/15/2020
14. Whitney Testa, Developmental Math Instructor, Replacement for Michelle Powell, 8/15/2020

PROMOTIONS/POSITION CHANGES

1. Isaac Smith, requested to return to his former position as VA Coordinator, 6/8/2020
2. Karmisha Hernandez-Luciano, Promoted to Administrative Assistant, TRiO Veterans UB, 7/1/2020
3. Susan Macklin, Promoted to Program Director, EMS, 7/1/2020
4. Kasey Patterson, Promoted to Coordinator, Distance Education & Student Learning Support, 7/13/2020
5. Robin Smith, Promoted to Administrative Specialist, 7/8/2020
6. Lora Witcher, Promoted to Department Chair, Math & Science, 7/1/2020
7. Jennifer Babb, Promoted to Success Coach, 8/1/2020
8. Alyson Cochrane, Promoted to English Instructor, 8/12/2020
9. Michael Peluso, Promoted to Information Technology Instructor, 8/12/2020
10. Robert Powell, Transferred to Criminal Justice/Paralegal Instructor, 8/12/2020
11. Candice Solis, Transferred to Success Coach Instructor, 8/1/2020

Consent Agenda – Receive Attrition Report

ATTRITION

1. Karen Sides, Administrative & Program Assistant, 4/17/2020
2. Vickie Harrington, Administrative Specialist, 4/30/2020
3. Kimberly Brzozowski, TRiO SSS Academic Coach, 5/22/2020
4. Kenneth Conley, A/C HVAC Instructor, 5/13/2020
5. Holly Eldred, Cosmetology Instructor, 5/13/2020
6. Tamara Joyner, Controller, 5/31/2020
7. Julie Nelson, English Instructor, 5/13/2020
8. Rebecca Parker, Dunn Center Site Coordinator, 5/27/2020
9. Caroline Saulino, HS Technology Program Director, 5/15/2020
10. Richard Stump, EMS Instructor, 5/8/2020
11. Sue Atkins, Student Learning Support Coordinator, 6/30/2020
12. Donna Cummings, Administrative Assistant, 6/30/2020
13. Fred Fritz, Department Chair, Math & Science, 6/30/2020
14. Tara Guthrie, Director of Library Services, 6/30/2020
15. Brittany Scotton, Program Manager for Upward Bound, 6/30/2020
16. Sandra Soto, Financial Aid Advisor, 7/10/2020

Consent Agenda – Receive Annual Turnover Report – July 1, 2019 until June 30, 2020

Division	# of Employees (Average)	# of Separations	Turnover %
Student Learning	279	34	12.18%
Student Services	47	8	17.02%
Administrative Services	93	13	13.97%
Institutional Effectiveness	4	0	0.00%
All	423	55	13.00%

We typically report this information on a quarterly basis; however, we were unable to report it for the third quarter of this fiscal year at the last meeting. Given some constraints in staff resources at the current time, we have reported it on an annual basis above and used an average number of employees per division from the first quarter report that was prepared earlier this fiscal year.

FINANCE COMMITTEE AGENDA

July 22, 2020

Committee Members:

Jim Burgin, Chair

Doug Wilkinson

Jamie Kelly

Full Board Consideration:

Consent Agenda Items:

1. Approve State Budget Financial Reports
2. Approve State Budget Transfers
3. Approve Lee County Budget Financial Reports
4. Approve Harnett County Budget Financial Reports
5. Approve Chatham County Budget Financial Reports
6. Approve Status of Special Funds Report
7. Approve Investment Asset Account Report
8. Approve Special Grants Report
9. Approve Civic Center Budget Report
10. Approve For Good of School Budget Report
11. Approve Construction Funds Budget Report
12. Approve President's and Trustee's blanket travel authorizations.
13. Approve Interim Budget Resolution as presented.
14. Approve Childcare Funding

For Information Items:

1. State Budget Update
2. Update on Federal Stimulus Funding
3. No changes have been reported on the State Retirement System letter related to contribution-based cap legislation

CENTRAL CAROLINA COMMUNITY COLLEGE
STATE BUDGET REPORT
June 30 2020

<u>CURRENT EXPENSE</u>	<u>ALLOTMENT FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
EXECUTIVE MANAGEMENT	\$ 1,076,835.00	\$ 1,076,117.41	\$ 717.59	100%
FINANCIAL SERVICES	\$ 1,087,251.00	\$ 1,085,431.20	\$ -	100%
GENERAL ADMINISTRATION	\$ 2,320,085.00	\$ 2,248,778.00	\$ 71,307.00	97%
INFORMATION SYSTEMS	\$ 1,163,896.00	\$ 1,146,735.96	\$ 17,160.04	99%
INSTRUCTION - CURRICULUM	\$ 16,139,451.00	\$ 16,073,783.73	\$ 65,667.27	100%
INSTRUCTION - NON-CURRICULUM	\$ 4,646,705.00	\$ 4,358,486.45	\$ 288,218.55	94%
ACADEMIC SUPPORT	\$ 5,134,886.00	\$ 5,120,229.23	\$ 14,656.77	100%
STUDENT SUPPORT	\$ 3,043,969.00	\$ 2,797,074.20	\$ 246,894.80	92%
TOTAL CURRENT EXPENSE	\$ 34,613,078.00	\$ 33,906,636.18	\$ 706,441.82	98%
 <u>CAPITAL OUTLAY</u>				
EQUIPMENT	\$ 1,091,997.00	\$ 497,520.28	\$ 594,476.72	46%
BOOKS	\$ 53,157.00	\$ 49,654.32	\$ 3,502.68	93%
TOTAL CAPITAL OUTLAY	\$ 1,145,154.00	\$ 547,174.60	\$ 597,979.40	48%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 35,758,232.00	\$ 34,453,810.78	\$ 1,304,421.22	96%

CENTRAL CAROLINA COMMUNITY COLLEGE
STATE BUDGET TRANSFERS
June 30 2020

<u>CHANGING</u>	<u>FROM</u>	<u>TO</u>	<u>CHANGE</u>	<u>REASON</u>
EXECUTIVE MANAGEMENT	\$ 12,663.00	\$ 7,393.00	\$ (5,270.00)	BUDGET REVISION
		\$ -	\$ -	
FINANCIAL SERVICES	\$ 2,327.00	\$ 25,162.00	\$ 22,835.00	BUDGET REVISION
			\$ -	
GENERAL ADMINISTRATION	\$ 123,979.00	\$ 116,601.00	\$ (7,378.00)	BUDGET REVISION
			\$ -	
			\$ -	
INFORMATION SYSTEMS	\$ 29,916.00	\$ 74,216.00	\$ 44,300.00	BUDGET REVISION
			\$ -	
INSTRUCTION - CURRICULUM	\$ 623,679.00	\$ 532,677.00	\$ (91,002.00)	BUDGET REVISION
			\$ -	
INSTRUCTION - NON-CURRICULUM	\$ 100,204.00	\$ 180,372.00	\$ 80,168.00	BUDGET REVISION
		\$ 51,724.00	\$ -	
			\$ 51,724.00	SMALL BUSINESS CTR COUNSELING
			\$ -	
	\$ 24,608.00	\$ 58,638.00	\$ 34,030.00	CIT PROJECTS
ACADEMIC SUPPORT	\$ 100,077.00	\$ 85,726.00	\$ (14,351.00)	BUDGET REVISION
			\$ -	
STUDENT SERVICES		\$ 62,771.00	\$ 62,771.00	CAREER COUNSELORS & ADVISORS
		\$ 92,981.00	\$ 92,981.00	VIRTUAL TUTORING
		\$ 16,991.00	\$ 16,991.00	GOLDEN LEAF COVID
	\$ 91,476.00	\$ 17,253.00	\$ (74,223.00)	BUDGET REVISION
EQUIPMENT	\$ 40,578.00	\$ 85,499.00	\$ 44,921.00	BUDGET REVISION
			\$ -	
BOOKS			\$ -	
			\$ -	
TOTAL	\$ 1,149,507.00	\$ 1,408,004.00	\$ 258,497.00	

**CENTRAL CAROLINA COMMUNITY COLLEGE
LEE COUNTY BUDGET REPORT
June 30 2020**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS				
MAIN CAMPUS	\$ 2,239,135.00	\$ 2,167,459.05	\$ 71,675.95	97%
ECD CTR / INNOVATION CTR	\$ 263,297.00	\$ 281,061.42	\$ (17,764.42)	107%
ESTC	\$ 136,633.00	\$ 162,879.75	\$ (26,246.75)	119%
LEE EARLY COLLEGE POD	\$ 28,510.00	\$ 18,065.78	\$ 10,444.22	63%
GENERAL ADMINISTRATION	\$ 253,456.00	\$ 219,304.98	\$ 34,151.02	87%
EXECUTIVE MANAGEMENT	\$ 55,000.00	\$ 23,475.32	\$ 31,524.68	43%
TOTAL CURRENT EXPENSE	\$ 2,976,031.00	\$ 2,872,246.30	\$ 103,784.70	97%
TOTAL CAPITAL OUTLAY	\$ 55,000.00	\$ 10,539.50	\$ 44,460.50	19%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 3,031,031.00	\$ 2,882,785.80	\$ 148,245.20	95%

**CENTRAL CAROLINA COMMUNITY COLLEGE
HARNETT COUNTY BUDGET REPORT
June 30 2020**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE AND OPERATIONS				
HARNETT MAIN CAMPUS	\$ 676,017.00	\$ 661,394.72	\$ 14,622.28	98%
HARNETT HEALTH SCIENCES	\$ 175,588.00	\$ 165,440.14	\$ 10,147.86	94%
WEST HARNETT	\$ 86,100.00	\$ 104,632.28	\$ (18,532.28)	122%
DUNN CENTER	\$ 154,313.00	\$ 148,092.70	\$ 6,220.30	96%
GENERAL ADMINISTRATION	\$ 45,905.00	\$ 38,067.95	\$ 7,837.05	83%
EXECUTIVE MANAGEMENT	\$ 19,055.00	\$ 12,703.32	\$ 6,351.68	67%
TOTAL CURRENT EXPENSE	\$ 1,156,978.00	\$ 1,130,331.11	\$ 26,646.89	98%
CAPITAL OUTLAY	\$ 97,499.00	\$ 97,499.00	\$ -	100%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,254,477.00	\$ 1,227,830.11	\$ 26,646.89	98%

**CENTRAL CAROLINA COMMUNITY COLLEGE
CHATHAM COUNTY BUDGET REPORT
June 30 2020**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS				
PITTSBORO CAMPUS	\$ 437,868.00	\$ 558,321.94	\$ (120,453.94)	128%
SILER CITY	\$ 189,807.00	\$ 208,570.69	\$ (18,763.69)	110%
HEALTH SCIENCES CENTER	\$ 168,750.00	\$ 90,760.72	\$ 77,989.28	54%
GENERAL ADMINISTRATION	\$ 181,031.00	\$ 89,514.77	\$ 91,516.23	49%
EXECUTIVE MANAGEMENT	\$ 20,432.00	\$ 8,468.88	\$ 11,963.12	41%
TOTAL CURRENT EXPENSE	\$ 997,888.00	\$ 955,637.00	\$ 42,251.00	96%
TOTAL CAPITAL OUTLAY	\$ 24,414.47	\$ 13,290.00	\$ 11,124.47	0%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,022,302.47	\$ 968,927.00	\$ 53,375.47	95%

CENTRAL CAROLINA COMMUNITY COLLEGE
STATUS OF SPECIAL FUNDS
June 30 2020

<u>FUND NAME</u>	<u>BEGINNING FUND BALANCE</u>	<u>REVENUE YR. TO DATE</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>CURRENT FUND BALANCE</u>
CURRENT GENERAL	\$ 4,901.35	\$ 72,229.62	\$ 74,561.42	\$ 2,569.55
FGS - STUDENT RELATIONS	\$ (4,611.69)	\$ 106,928.85	\$ 106,891.85	\$ (4,574.69)
NURSING LAB KIT FEE	\$ 75.15	\$ 14,775.00	\$ 15,332.66	\$ (482.51)
NURSING NCLEX FEE	\$ 2,222.56	\$ 30,544.74	\$ 36,239.68	\$ (3,472.38)
CPR CARDS	\$ 855.42	\$ 940.97	\$ -	\$ 1,796.39
MOTORCYCLE FUND	\$ 15,954.47	\$ 1,058.29	\$ 303.24	\$ 16,709.52
FORKLIFT FEE	\$ 105.00	\$ -	\$ -	\$ 105.00
AUTOBODY REPAIR	\$ 1,179.14	\$ 20.02	\$ -	\$ 1,199.16
DENTAL ASSISTING FEE	\$ -	\$ 6,460.00	\$ 6,747.42	\$ (287.42)
DENTAL HYGIENE YR 1 FEE	\$ 38.47	\$ 31,950.00	\$ 33,577.55	\$ (1,589.08)
DENTAL HYGIENE YR 2 FEE	\$ 239.23	\$ 7,875.00	\$ 9,299.00	\$ (1,184.77)
CAMPUS SECURITY FEE	\$ 255.59	\$ 69,772.81	\$ 64,899.29	\$ 5,129.11
TECHNOLOGY FEE	\$ 5,242.49	\$ 94,056.01	\$ 105,504.46	\$ (6,205.96)
DISTANCE EDUCATION FEE	\$ 54,192.77	\$ 276,199.70	\$ 257,594.63	\$ 72,797.84
LIVE PROJECT - CONSTRUCTION	\$ -	\$ -	\$ 14,911.27	\$ (14,911.27)
SELF-SUPPORTING	\$ 22,828.11	\$ 42,690.99	\$ 25,513.48	\$ 40,005.62
COMMUNITY SERV FEES	\$ 196,834.01	\$ 71,751.99	\$ 101,609.57	\$ 166,976.43
CONT ED ACTIVITY FEES	\$ 4,978.28	\$ 85.17	\$ -	\$ 5,063.45
INSTITUTIONAL CHILDCARE	\$ 896.40	\$ -	\$ -	\$ 896.40
FIN AID OVERHEAD RECEIPTS 25%	\$ 7,024.09	\$ 5,664.19	\$ -	\$ 12,688.28
FIN AID OVERHEAD RECEIPTS 75%	\$ 19,625.97	\$ 16,956.13	\$ 1,588.08	\$ 34,994.02
ESTC RENTAL FUNDS	\$ 63,305.23	\$ 8,160.95	\$ -	\$ 71,466.18
PITTSBORO RENTAL FUNDS	\$ 17,590.01	\$ 3,405.03	\$ 14,750.33	\$ 6,244.71
INDIRECT COST 75% - GRANTS	\$ 55,612.01	\$ 112,220.79	\$ 113,283.99	\$ 54,548.81
INDIRECT COST 25% - GRANTS	\$ 41,641.17	\$ 47,370.74	\$ -	\$ 89,011.91
ASSOCIATE NURSING	\$ 66,943.16	\$ 1,145.45	\$ -	\$ 68,088.61
LASER TECH PATRON FEES	\$ 5,485.83	\$ 5,346.00	\$ 1,914.18	\$ 8,917.65
CULINARY ARTS PATRON FEES	\$ 4,754.66	\$ 40,612.91	\$ 27,829.30	\$ 17,538.27
SUSTAINABLE AG PATRON FEES	\$ 2,286.59	\$ 38.93	\$ 48.00	\$ 2,277.52
DRAMA PATRON FEES	\$ 309.91	\$ 5.31	\$ -	\$ 315.22
BARBERING PATRON FEES	\$ 15,422.03	\$ 2,781.28	\$ 1,324.45	\$ 16,878.86
MASSAGE THERAPY PATRON FEES	\$ 9,173.43	\$ 3,063.76	\$ -	\$ 12,237.19
VET MED PATRON FEES	\$ 18,601.27	\$ 276.57	\$ 3,821.57	\$ 15,056.27
MANICURING/NAIL TECH FEES	\$ 4,088.00	\$ 2,552.00	\$ 1,913.93	\$ 4,726.07
COSMETOLOGY PATRON FEES	\$ 38,490.04	\$ 31,873.60	\$ 42,867.40	\$ 27,496.24
ESTHETICS PATRON FEES	\$ 10,691.89	\$ 10,701.91	\$ 16,087.51	\$ 5,306.29
SCHOLARSHIP FUNDS	\$ 11,162.05	\$ 681,449.56	\$ 707,992.96	\$ (15,381.35)
SMALL BUSINESS LEE MISC.	\$ 5,121.31	\$ 87.62	\$ -	\$ 5,208.93
SMALL BUS CHATHAM MISC	\$ 1,299.80	\$ 22.24	\$ -	\$ 1,322.04
CLEARWIRE LEASE AGREEMENT	\$ 28,058.62	\$ 30,155.21	\$ -	\$ 58,213.83
BOOKSTORE	\$ 1,557,697.54	\$ 345,013.57	\$ 288,449.65	\$ 1,614,261.46
VENDING	\$ 17,393.41	\$ 58,100.14	\$ 72,292.05	\$ 3,201.50
STUDENT ACTIVITY / ATHLETICS	\$ 47,035.64	\$ 214,861.13	\$ 160,496.95	\$ 101,399.82
LOAN FUND	\$ 5,862.91	\$ 79.50	\$ -	\$ 5,942.41
TOTAL	\$ 2,360,863.32	\$ 2,449,283.68	\$ 2,307,645.87	\$ 2,502,501.13

CENTRAL CAROLINA COMMUNITY COLLEGE
INVESTMENT ASSET ACCOUNT
June 30 2020

CPR CARDS	\$	1,796.39
DISTANCE ED FEE	\$	50,105.66
SELF-SUPPORTING	\$	15,109.77
COMMUNITY SERV FEES	\$	192,144.62
CONT ED ACTIVITY FEES	\$	5,063.45
OVERHEAD RECEIPTS	\$	47,372.00
DENNIS WICKER CIVIC CENTER	\$	-
ESTC RENTAL FUNDS	\$	71,466.18
PITTSBORO RENTAL FUNDS	\$	5,723.17
INDIRECT COST FUNDS - GRANTS	\$	130,935.73
PATRON FEES	\$	108,768.48
ASSOCIATE NURSING	\$	68,088.61
SMALL BUSINESS MISC	\$	6,530.97
CLEARWIRE LEASE	\$	54,878.17
BOOKSTORE	\$	1,112,384.29
VENDING	\$	-
STUDENT GOVERNMENT ASSOC.	\$	-
EMERGENCY LOAN FUNDS	\$	5,963.26
LOCAL FUNDS	\$	412,213.68
	\$	<u>2,288,544.43</u>

**CENTRAL CAROLINA COMMUNITY COLLEGE
SPECIAL GRANTS
JUNE 30 2020**

<u>GRANT / PROGRAM NAME</u>	<u>BEGINNING BALANCE</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>ENCUMBERED AMOUNT</u>	<u>CURRENT BALANCE</u>	<u>PERCENTAGE EXPENDED</u>
WORKFORCE DEVELOPMENT	\$ 4,005,110.18	\$ 3,500,847.51	\$ -	\$ 504,262.67	87%
TRIO GRANTS					
UB MATH & SCIENCE GRANT	\$ 602,652.00	\$ 445,646.51	\$ -	\$ 157,005.49	74%
UB VETERANS GRANT	\$ 551,633.00	\$ 454,653.92	\$ -	\$ 96,979.08	82%
SSS CLASSIC PROGRAM	\$ 494,121.00	\$ 438,281.71	\$ -	\$ 55,839.29	89%
STEM / HEALTH SCIENCES	\$ 494,121.00	\$ 412,171.45	\$ -	\$ 81,949.55	83%
UB - HARNETT	\$ 602,549.00	\$ 448,202.98	\$ -	\$ 154,346.02	74%
UB - LEE	\$ 602,451.00	\$ 449,234.30	\$ -	\$ 153,216.70	75%
FIRST IN THE WORLD	\$ 9,200,000.00	\$ 8,636,236.21	\$ -	\$ 563,763.79	94%
LASERTEC	\$ 86,636.00	\$ 42,118.16	\$ -	\$ 44,517.84	49%
NSF STEP-UP SCHOLARS GRANTS	\$ 649,609.00	\$ 161,462.73	\$ -	\$ 488,146.27	25%
NSF TECH TRAINING GRANT	\$ 199,612.00	\$ 55,784.12	\$ -	\$ 143,827.88	28%
PROBLEM GAMBLING GRANT	\$ 5,000.00	\$ 3,371.87	\$ -	\$ 1,628.13	67%
DUKE ENERGY APPRENTICESHIP GRANT	\$ 199,490.00	\$ 69,744.73	\$ -	\$ 129,745.27	35%
FOOD & NUTRITION TRAINING GRANT	\$ 44,111.00	\$ 45,007.31	\$ -	\$ (896.31)	102%
MOTHEREAD GRANT	\$ 52,275.00	\$ 39,123.81	\$ -	\$ 13,151.19	75%
C-STEP PROGRAM	\$ 12,500.00	\$ 9,210.22	\$ -	\$ 3,289.78	74%
NC SPACE GRANT	\$ 4,000.00	\$ 1,337.56	\$ -	\$ 2,662.44	33%
NC SPACE GRANT #2	\$ 1,500.00	\$ 787.06	\$ -	\$ 712.94	52%
NATIONAL ENDOWMENT OF THE ARTS	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	100%
USDA DLT EQUIPMENT GRANT	\$ 452,335.00	\$ -	\$ -	\$ 452,335.00	0%
YOUTHBUILD	\$ 1,099,816.00	\$ 349,040.08	\$ 37,076.57	\$ 713,699.35	35%
<u>TOTAL GRANTS AND SPECIAL PROGRAMS</u>	\$ 19,369,521.18	\$ 15,572,262.24	\$ 37,076.57	\$ 3,760,182.37	81%

<u>SPECIAL PURPOSE STATE GRANTS</u>	<u>BEGINNING BALANCE</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>ENCUMBERED AMOUNT</u>	<u>CURRENT BALANCE</u>	<u>PERCENTAGE EXPENDED</u>
PERKINS GRANT FUNDS	\$ 309,021.00	\$ 288,727.30	\$ -	\$ 20,293.70	93%
PERKINS IMPROVING CTE	\$ 51,876.00	\$ 48,011.58	\$ -	\$ 3,864.42	93%
NC CAREER COACHES	\$ 145,134.00	\$ 105,526.09	\$ -	\$ 39,607.91	73%
ACADEMIC ADVISOR COVID	\$ 62,771.00	\$ -	\$ -	\$ 62,771.00	0%
GOLDEN LEAF SCHOLARS GRANT	\$ 14,682.00	\$ 14,682.00	\$ -	\$ -	100%
GOLDEN LEAF COVID	\$ 16,991.00	\$ -	\$ -	\$ 16,991.00	0%
SMALL BUSINESS COVID	\$ 51,724.00	\$ -	\$ -	\$ 51,724.00	0%
VIRTUAL TUTORING COVID	\$ 92,981.00	\$ -	\$ -	\$ 92,981.00	0%
STATE CHILDCARE	\$ 35,449.00	\$ 31,462.84	\$ -	\$ 3,986.16	89%
PROJECT SKILLS UP	\$ 11,100.00	\$ -	\$ -	\$ 11,100.00	0%
MALE MINORITY MENTORING GRANT	\$ 35,000.00	\$ 24,604.08	\$ -	\$ 10,395.92	70%
AEFLA, PDF NETWORK PROJECT	\$ 15,000.00	\$ 8,209.56	\$ -	\$ 6,790.44	55%
CTR OF EXCELLENCE FOR ADULT ED	\$ 130,000.00	\$ 128,618.83	\$ -	\$ 1,381.17	99%
<u>TOTAL STATE FUNDS GRANTS</u>	\$ 971,729.00	\$ 649,842.28	\$ -	\$ 321,886.72	67%

FEDERAL FINANCIAL AID GRANTS

COLLEGE WORKSTUDY	\$ 103,909.00	\$ 91,526.75	\$ 12,382.25
SEOG	\$ 97,660.00	\$ 92,177.00	\$ 5,483.00
PELL	\$ 7,323,282.61	\$ 7,328,955.61	\$ (5,673.00)
		\$ -	
<u>TOTAL FEDERAL FINANCIAL FUNDS</u>	\$ 7,524,851.61	\$ 7,512,659.36	\$ 12,192.25

CENTRAL CAROLINA COMMUNITY COLLEGE
DENNIS WICKER CIVIC CENTER BUDGET REPORT
June 30 2020

REVENUES

MOTEL TAX	\$	252,313.00	
LEE COUNTY CURRENT ALLOCATION	\$	64,930.00	
RENTAL INCOME	\$	138,605.24	
INTEREST INCOME	\$	-	
TOTAL REVENUE			\$ 455,848.24

EXPENSES

SALARIES	\$	232,731.13	
SOCIAL SECURITY	\$	15,812.28	
RETIREMENT	\$	31,679.90	
LONGEVITY	\$	1,068.80	
MEDICAL INSURANCE	\$	20,092.54	
OTHER CONTRACTS	\$	37,828.96	
SUPPLIES	\$	16,050.53	
TRAVEL	\$	275.00	
TELEPHONE	\$	4,006.00	
HEAT	\$	10,827.04	
WATER	\$	4,487.15	
ELECTRICITY	\$	89,544.97	
REPAIR FACILITIES	\$	5,344.11	
REPAIR EQUIPMENT	\$	1,997.51	
ADVERTISING	\$	1,706.63	
CREDIT CARD FEE	\$	1,406.70	
LANDSCAPING	\$	2,824.45	
OTHER CURRENT EXPENSE	\$	2,858.11	
INSURANCE	\$	12,015.17	
MEMBERSHIPS AND DUES	\$	192.00	
EQUIPMENT	\$	3,760.80	
TOTAL EXPENSES			\$ 496,509.78

REVENUE OVER EXPENSES		\$ (40,661.54)
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FUND BALANCE AS OF JULY 1, 2019	\$ (47,373.21)
PLUS REVENUE OVER EXPENSES	\$ (40,661.54)
FUND BALANCE AS OF June 30, 2020	\$ (88,034.75)

**CENTRAL CAROLINA COMMUNITY COLLEGE
EXPENDITURES FOR GOOD OF SCHOOL
JULY 1, 2019 - JUNE 30, 2020**

STUDENT RELATED

ICR PROCESSING FEE	\$	5,397.56		
FACTS PROCESSING FEE	\$	32,971.00		
PERSONNEL COSTS	\$	19,526.68		
TITLE IX	\$	5,757.38		
STUDENT AMBASSADORS	\$	20,595.93		
STUDENT TRAVEL	\$	2,476.77		
STUDENT CULTURAL ENRICHMENT	\$	3,628.00		
ADVISORY MEETINGS	\$	2,129.03		
AVOW TRANSCRIPT SERVICES	\$	-		
SCHOLARSHIP LUNCHEON	\$	6,440.62		
GRADUATION	\$	2,049.45		
OTHER	\$	5,919.43		
TOTAL STUDENT RELATED	\$	106,891.85	106891.9	\$ -

PUBLIC RELATED

PUBLIC RELATIONS	\$	9,389.46		
PROFESSIONAL DEVELOPMENT	\$	9,903.74		
FINANCIAL AID FAFSA DAY	\$	56.16		
MEETINGS	\$	1,160.59		
EMPLOYEE RET., FLOWERS	\$	2,831.76		
BOARD OF TRUSTEE EXPENSES	\$	2,999.75		
QEP EXPENSES	\$	-		
MARKETING	\$	61.67		
LEGAL EXPENSES	\$	25,879.94		
STAFF DEVELOPMENT	\$	567.88		
BANK SERVICE CHARGES	\$	4,784.25		
OTHER	\$	16,926.22		
TOTAL PUBLIC RELATED	\$	74,561.42		

GRAND TOTAL \$ 181,453.27

**CENTRAL CAROLINA COMMUNITY COLLEGE
OUTSTANDING CONSTRUCTION PROJECTS AT JUNE 30, 2020**

	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
<u>PROJ #2066 LEE HEALTH SCIENCES CENTER</u>			
LOCAL BOND FUNDS	\$ 9,560,318.00	\$ 9,532,320.99	\$ 27,997.01
<u>PROJ #2067 VET MED TECHNOLOGY BLDG</u>			
LOCAL BOND FUNDS	\$ 5,327,005.00	\$ 4,944,164.56	\$ 382,840.44
<u>PROJ #2068 ESTC AND CAMPUS RENOVATIONS</u>			
LOCAL BOND FUNDS	\$ 4,250,828.00	\$ 4,110,299.43	\$ 140,528.57
<u>PROJ #2069 CIVIC CENTER EXPANSION</u>			
LOCAL BOND FUNDS	\$ 5,324,641.00	\$ 5,218,923.53	\$ 105,717.47
TOTAL LEE COUNTY BOND FUNDS	\$ 24,462,792.00	\$ 23,805,708.51	\$ 657,083.49
<u>PROJ #2098 HEALTH SCIENCES CENTER</u>			
LOCAL FUNDS	\$ 9,888,858.00	\$ 9,496,155.08	\$ 392,702.92
CONNECT NC FUNDS	\$ 2,100,000.00	\$ 1,982,625.64	\$ 117,374.36
TOTAL CHATHAM COUNTY PROJECTS	\$ 11,988,858.00	\$ 11,478,780.72	\$ 510,077.28
<u>PROJ #2474 HARNETT ADA AND PARKING</u>			
LOCAL FUNDS	\$ 160,000.00	\$ 140,279.66	\$ 19,720.34
CONNECT NC FUNDS	\$ 100,000.00	\$ 87,669.09	\$ 12,330.91
TOTAL HARNETT COUNTY PROJECTS	\$ 260,000.00	\$ 227,948.75	\$ 32,051.25
<u>CONNECT NC PROJECTS</u>			
PROJ #2229 TELECOMM/ECD CENTER	\$ 229,353.81	\$ 229,353.81	\$ -
PROJ #2230 WEST HARNETT AUTO BODY	\$ 999,468.84	\$ 999,468.84	\$ -
PROJ #2375 HARNETT MECHANICAL UPGRADES	\$ 495,000.00	\$ 455,394.00	\$ 39,606.00
PROJ #2376 LEE SCIENCE BLDG ROOF	\$ 378,600.00	\$ 378,600.00	\$ -
PROJ #2378 ADA UPGRADES	\$ 491,077.00	\$ 491,077.00	\$ -
PROJ #2475 ESTC CENTER TRACK	\$ 149,967.00	\$ 149,967.00	\$ -
PROJ #2476 LEE CFC BUILDING ROOF	\$ 301,900.00	\$ 301,900.00	\$ -
PROJ #2477 LEE EDC BUILDING ROOF	\$ 318,900.00	\$ 318,900.00	\$ -
PROJ #2528 BUDD HALL BUILDING RENOVATION	\$ 100,000.00	\$ -	\$ 100,000.00
PROJ #2529 CFC MECHANICAL UPGRADE	\$ 125,000.00	\$ -	\$ 125,000.00
PROJ #2534 BIOPROCESSING LAB UPFIT	\$ 250,000.00	\$ -	\$ 250,000.00
UNCOMMITTED	\$ 367,818.00	\$ -	\$ 367,818.00
NC CONNECT PROJECTS (EXCLUDING 2098 & 2474)	\$ 4,207,084.65	\$ 3,324,660.65	\$ 882,424.00
TOTAL ALL PROJECTS	\$ 40,918,734.65	\$ 38,837,098.63	\$ 2,081,636.02

We recommend the Board of Trustees approve the following blanket Travel Authorization for the president and the trustees for the new fiscal year.

The Central Carolina community College Board of Trustees hereby grants the president and trustees blanket travel authorization for travel within the United States in the fulfillment of their college duties for the fiscal year 2020 - 2021. Authorization for out-of-country travel requires the signature of the Chairman of the Board of Trustees. The Board further authorizes the president to sign travel requests and reimbursement forms on behalf of each trustee as needed.

Interim Budget Resolution

In accordance with G.S. 115D-57, the President of Central Carolina Community College is hereby authorized, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between the beginning of fiscal year 2021 and the adoption of the college's budget.



Phillip Price <ppric254@cccc.edu>

Institutional Child Care funding for 2020-2021

Heather Willett <hwill703@cccc.edu>

Thu, Jun 11, 2020 at 6:15 PM

To: Phillip Price <ppric254@cccc.edu>

Good morning Dr. Price:

I would like to request institutional funds to supplement child care funding for the next school year in the amount of \$25,000. We have students that continue to have child care needs even during this pandemic. This amount of funding could help 5-7 families with child care needs for an entire school year, and more who only need a semester of assistance.

Thank you and the Trustees for your consideration of this request.

Sincerely,

Heather M. Willett, M.A.Ed. (she, her, hers)

Dean of Student Support Services

Title IX Coordinator

Central Carolina Community College

Lee County Campus

1105 Kelly Drive

Sanford, NC 27330

(919) 718-7235 Office

(919) 718-7380 Fax

Title IX reporting information and link: <https://www.cccc.edu/we-care/report/>

College Allotments Projection Worksheet

Estimated based on Spring Census Data

This worksheet is based on a number of assumptions. It is provided for planning and illustration purposes only.

This projection **DOES NOT** include any additional funds provided to support any Legislative salary increase or increased employer contribution rates for retirement and health insurance. It also only reflects proposed changes to funding included in the budget package.

Insert College Number Here ----->

816

Central Carolina CC

	2019-20 Budget Package	2020-21 Projected Status Quo Assumes Full Enrollment Growth Funding	
A. BUDGET FTE			
Curriculum	4,114	4,642	Estimated BFTE - Spring Census
Con Ed (OE)	715	751	
Basic Skills	588	600	
	5,417	5,993	
B. FORMULA ALLOCATION - Current Operating			
Curriculum Instruction	15,570,765	17,467,608	Reflects 2020-21 Est. BFTE
Continuing Education/Occ. Extension Instruction	2,138,713	2,216,582	Reflects 2020-21 Est. BFTE
Basic Skills Instruction - State	1,465,458	1,491,172	Reflects 2020-21 Est. BFTE
Institutional Support	11,561,512	12,520,552	Reflects 2020-21 Est. BFTE; NR Florence is Not included.
Performance-Based Allocation	439,343	439,343	Same as 2019-20 allocation.
Formula Allocation	31,175,791	34,135,257	Note: NR allocations are NOT included.
C. OTHER CATEGORICALS:			
Career & Technical Education	309,021	309,021	Same as 2019-20 allocation.
Child Care Grants	35,449	36,854	Updated with 2020-21 Est. BFTE.
Small Business Center	118,885	118,885	Same as 2019-20 allocation.
Customized Training Business & Industry Support	60,000	60,000	Same as 2019-20 allocation.
Equipment	1,114,038	1,200,729	Adjusts for change in Actual FTE
Instructional Resources	49,209	51,913	Adjusts for change in Actual FTE
Program Specific Categoricals	-	-	Same as PY Recurring; NR NOT included.
Categorical Allocations	1,686,602	1,777,402	
TOTAL PROJECTED NET ALLOCATIONS:	32,862,393	35,912,659	
Change from FY 2019-20		3,050,266	
% Change from FY 2019-20		9.3%	
Reserve (Possible reversions, etc.)	-	-	0% Adjust percentage as desired.
WORKING BUDGET	32,862,393	35,912,659	

Background:

Congress passed the Coronavirus Aid, Relief, and Economic Security (CARES) Act (H.R. 748) earlier this year. This Act provided funding directly to the College as well as funding to North Carolina which has been allocated to us in a variety of ways. Below is some information about these funds.

Funding Directly to the College

We received \$2,422,099 in CARES Act Funding. We have one year to spend these funds.

- a. We are required to spend one half of these funds for Emergency Financial Aid Grants to students. We developed a website (<https://www.cccc.edu/financialaid/types-of-aid/emergency-funds/2020-HEERF/>) and the rules need to comply with the guidance we have received related to these funds. We have currently expended \$663,500 of these funds for Emergency Financial Aid Grants.
- b. The other one half of these funds can be spent for a variety of items that have been or that are needed to transition to an environment where we are operating in a more virtual environment. We developed an initial budget for these funds which includes items like teleworking packages (laptops, printers, etc.) that are needed for employees to work in a telework environment. The budget also includes funds for various PPE items needed for various programs because of COVID-19. The remaining items are salary funding related to success coaches, instructional designers, and additional instructor salaries caused by more classes being online.

Funding from the General Assembly

The General Assembly approved providing enrollment growth funding for Community Colleges through federal stimulus funding. We are scheduled to receive \$2,670,429 from this funding source. This funding can be spent to cover adjunct faculty salaries, new full-time faculty salaries, faculty overload pay, and part-time salaries in certain areas. These funds must be spent by December 31, 2020.

Funding from the Community College System

- a. We received \$92,981 in stimulus funding through the NCCCS for Virtual Student Tutoring. We have developed a plan where we will hire time limited full-time Virtual Tutors to meet increased student tutoring demand during the fall semester. We will also hire additional part-time Virtual Tutors during the fall semester. These funds must be spent by December 31, 2020.
- b. We received \$51,724 in stimulus funding through the NCCCS for Small Business Center Counseling. These funds are intended to allow for additional counseling hours for small businesses in our service area impacted by COVID-19. Our staff has developed a plan to utilize these funds to meet local needs. These funds must be spent by December 31, 2020.
- c. We received \$62,771 in stimulus funding through the NCCCS for College Career Counselors and Academic Advisors. College staff developed a plan to hire a time limited

For Information Only – Update on Federal Stimulus Funding

full-time HRD position and hire 9-month faculty members this summer to operate a virtual advising center. These funds must be spent by December 31, 2020.

BUILDING AND GROUNDS COMMITTEE AGENDA

July 22, 2020

Committee Members:

Bobby Powell, Chair
George Lucier
Ricky Frazier

Full Board Consideration:

1. Approve Chatham House Auction

Consent Agenda Items:

1. Receive update on minor construction projects

For Information Items:

No items.

RESOLUTION AUTHORIZING A PUBLIC AUCTION
TO SELL CERTAIN PROPERTY OF
CENTRAL CAROLINA COMMUNITY COLLEGE

The Central Carolina Community College Board of Trustees moves the adoption of the following resolutions:

WHEREAS, the Board of Trustees of Central Carolina Community College owns personal property known as “Chatham Cottage” which is a small, energy efficient home built by Building Construction and Sustainability Technologies students at the Central Carolina Community College campus in Pittsboro, North Carolina; and

WHEREAS, located on the Pittsboro campus of Central Carolina Community College and known as the “Chatham Cottage”, a 672 sq ft, high performance, house with 520 sq.ft. enclosed space and a 152 sq.ft. front porch. The wood frame construction uses 2x4 for the exterior walls with ZIP System sheathing and 1.5” continuous exterior rigid insulation; 2x10s for the stick built, enclosed roof assembly, also clad in Zip Sheathing and 1.5 continuous exterior rigid insulation. The siding is a locally sourced and milled “board on board” siding applied using a rain screen construction technique. The porch deck is clad with locally sourced and milled eastern red cedar. The roof is clad with an Energy Star metal roofing panel. Energy efficient casement windows by Marvin provide ventilation and plenty of natural light.

The Cottage includes rough-in plumbing and electric and all interior framing, air-sealing and rough-in work. The interior, however, is in an unfinished state and the purchaser of the Cottage will be responsible for the completion of all remaining work. This may include the installation of insulation, drywall, painting, flooring, interior doors, cabinetry, fixtures, electrical trim out, plumbing trim out, and interior carpentry trim work. The exact extent of this work is determinate per the concluding semester of the Cottage build and the influencing variables of weather, etc.

The house will require the addition of a heating and cooling system, appliances, electric water heater, footing, and foundation upon placement at permanent site. The house is now on temporary pillars and must be removed from the premises after sale is complete.

Upon sale, the Cottage construction permit will be closed out with the Chatham County Inspections Department and the records and associated construction documents and engineering letters transferred to the new owner who will need to pull new permits in their municipality. To date, the transition of these permits has been a smooth transaction.

WHEREAS, pursuant to the legal authority contained in North Carolina General Statutes 115D-15 and 160A, Article 12, the Board of Trustees of Central Carolina Community College proposes to sell said cottage at public auction.

NOW, THEREFORE, BE IT RESOLVED by the Trustees of Central Carolina Community College:

Full Board Consideration – Approve Chatham House Auction

1. That President Chapman or her designee is hereby authorized to proceed on behalf of and in the name of the Trustees with such action as is necessary and legally appropriate to sell and dispose of the above described “Chatham Cottage”.
2. That the sale shall be by public auction conducted by a licensed auctioneer, on August 8 of 2020 at 1:00 pm, on the Pittsboro Campus, 764 West Street, Pittsboro, North Carolina.
3. That the successful bidder will be required to make a 10% deposit by either cash or certified check on the day of the sale with the balance due within ten (10) days after confirmation of the sale by President Chapman or her designee. Legal transfer of the “Chatham Cottage” shall not take place until the sale is confirmed and the successful purchaser has complied with the terms of the sale. Any and all bids may be rejected if determined to be inadequate.
4. That the building must be removed from the college premises within thirty (30) days from the date the successful bid is approved and accepted. After thirty (30) days the risk of loss shall be on the successful bidder.
5. That the property shall be sold “AS IS” with no warranties as to quality, condition, or value and can be inspected at its location by appointment or from 9:00 a.m. through 11:00 a.m. on the day of the sale.

Adopted this 22nd day of July 2020 at a regular meeting of the Board of Trustees of Central Carolina Community College.

Julian Philpott, Chairman
Board of Trustees

Consent Agenda – Receive update on minor construction projects

Please see the below update on various minor construction projects.

Budd Hall Window Replacement Project

This project is funded with \$100,000 from Connect NC Bond Funds. We received three bids on this project and S&S Building and Development, LLC was the low bidder at \$91,726. After consultation with Dr. Chapman, we awarded the contract to S&S Building and Development, LLC. A punch walk was conducted on 6/30/2020 and it appears all items identified have been completed. We will schedule a final walk in the near future and expect to make payment once all remaining outstanding items are verified as completed.

CFC Chiller Replacement Project

This project is funded with \$125,000 from Connect NC Bond Funds. We received three bids on this project and Hoffman Mechanical was the low bidder at \$109,970. After consultation with Dr. Chapman, we awarded the contract to Hoffman Mechanical. The contract is still anticipating the equipment to be onsite late in July. We are hoping to have the project completed in between the end of the summer session and the start of the fall semester.

Civic Center External Stairway Project

This project is funded by Lee County Bond Funds. The project has been awarded to HM Kern for \$23,000. The project has been delayed because of some challenges receiving information regarding permits needed to complete the project. Those issues have been cleared and we anticipate construction beginning on August 3, 2020.

Bioprocessing Lab Renovation

This project is funded with \$250,000 from Connect NC Bond Funds. We have awarded a design build contract to Bobbitt Design Build. We have held an initial planning meeting with the company and are in the schematic design phase of the project. This project appears to be moving along well.

Large Animal Facility

This project is funded with Lee County Bond Funds. We had to reduce the size of the building to ensure we are within our available budget. The facility will now have two animal labs, a restroom and storage room. The building is being designed and sited so a classroom can be added in the future. We are currently awaiting approval from the planning department to proceed with bidding this project.

Programs Agenda

July 22, 2020

For Action

- No new action since May 2020.

For Information

1) Teacher Preparation Degrees Update:

The Board of Trustees approved two new degrees in May 2020, which were since approved on June 5, 2020 by the State Board of Community Colleges to be offered by Central Carolina Community College. These two credentials include:

- a.) Associate in Arts Teacher Preparation (A1010T)
- b.) Associate in Science in Teacher Preparation (A1040T)

Ginger Harris is now the Chair of the Education Department, which will encompass these two new degrees and the Early Childhood Education program.

2) Public Safety Administration (A55480):

This new curriculum standard was approved by the State Board of Community Colleges in Fall 2019. The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations.

Based on feedback from the faculty, we anticipate the new curriculum program will be presented to the Curriculum Review Committee during its upcoming Fall 2020 meeting and would subsequently be presented for approval during the October/November BOT meeting.

3) Associate Degree Nursing Update:

- a. NCLEX pass rate (2019): 90.91%
- b. NCLEX pass rate (2020): 86% as of July 1st (NCBON 85% through June 30)

As reported in the July 2019 BOT Report, the Board of Nursing required CCCC to submit an **ADN Improvement Plan** three years ago, which included components that ultimately contributed to increases in NCLEX pass rates. According to assessment and feedback from the faculty, the major components of that plan that contributed to these increases include:

- Change in grading scale from 10 point back to 7 point, and 78 or better to pass each course.
- Addition of NCLEX review component during last NUR course (NUR 213).
- Changing course testing to an online format with the new monitoring system, Respondus. This helps with test item security and allows faculty to analyze testing items for post-assessment individualized learning opportunities to prepare for the NCLEX exam.
- The weight of the final being elevated to 30%. This helps to identify that students have retained knowledge and is supported by requiring the students to participate in remediation. Utilizing the Health Sciences Division's code of conduct process support the mandatory student participation in remediation requirements.
- Faculty now create test pools of NCLEX-style questions and rely less on bank items that are easily accessible to students to memorize from the internet. Results of these test questions are then analyzed using the Blackboard analytics features that help faculty analyze the reliability and validity of the questions.
- Faculty include previously-learned knowledge on each exam, adding to the student's cumulative knowledge. This is a goal of the NCLEX-student cumulative knowledge of Nursing concepts and care.

Per the BON action plan, the Nursing Program is currently transitioning from its current Kaplan student software package to the utilization of ATI products, which is widely used by the most successful programs statewide in North Carolina. While the Kaplan product is slightly cheaper (which was why it was originally selected), the ATI products include additional learning resources for students, as well as predictor tests that are available in each course which have directly been connected to NCLEX success for students.

4) Biotechnology Programs Update:

- A.A.S. restarts in Fall 2020
- A short-term BioWork Certificate class began successfully in June with 9 students taught by Program Director, Dr. Lisa Smelser. An additional adjunct instructor was recently hired, and another course is currently planned at the Harnett Health Sciences Center for October 2020. Others will be added to the schedule as well.
- Cathy Swindell is working with Pfizer to restart its BioWork industry training program in July 2020.

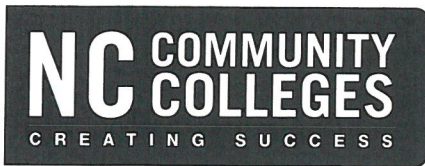
5) COVID-19 Instructional Updates:

- Spring/Summer 2020:
 - Almost 600 curriculum courses were successfully transitioned from seated into an online environment.

- ii. Under 100 courses were unable to make the full transition into an online environment due to technical/lab requirements (e.g. Cosmetology, Sonography, Welding). Students were awarded grades of “IE” (Incomplete Emergency) and have until December 15, 2020 to satisfy those Incomplete grades. Over half of those incomplete grades have been completed already.
- iii. Faculty have been working with students in curriculum, continuing education, and literacy courses on a limited, rotating schedule in groups of 10 or fewer during the summer months to finish spring coursework. Many students and faculty are participating in layered forms of instruction, finishing up spring while also engaging in their summer courses.

b. Fall 2020

- i. Many courses have transitioned into an online modality.
- ii. Courses that remain in a seated capacity have transitioned into a “blended” or “hybrid” modality which combines online learning with limited face-to-face time.
- iii. The maximum number of students allowed in seated classrooms is lower than normal to support physical distancing in the seated classroom environment. Course capacities were reduced by $\frac{1}{3}$ to $\frac{1}{2}$.
- iv. New synchronous online courses are being added which will require online meetings during specific days and times. These will be noted by the inclusion of the “C” in the section prefix, such as ACC-120-**LC1**. Students will meet online with their classmates and instructor synchronously via Blackboard Collaborate.
- v. The full memo with Fall 2020 guidance sent to all instructional departments on July 15 is included on the following pages.



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Mr. Peter Hans
President

June 5, 2020

Dr. Lisa Chapman, President
Central Carolina Community College
1105 Kelly Drive
Sanford, North Carolina 27330

Dear Dr. Chapman:

I am pleased to approve the request by Central Carolina Community College to offer the **Associate in Arts in Teacher Preparation (A1010T)** program and the **Associate in Science in Teacher Preparation (A1040T)** program effective Fall 2020. The college will need to electronically enter a program of study for each program in Colleague, which must be approved prior to implementation of the program. [1D SBCCC 400.10]

You will need to contact the Southern Association of Colleges and Schools Commission on Colleges for consultation to determine whether the addition of this programs requires prior approval before the offering of the program and/or is considered substantive in nature.

A *Three Year Accountability Report* must be submitted three years after program implementation. The report must include information on enrollment, completers, employment, licensure/accreditation and other pertinent information.

We wish you much success with the implementation of these programs. If you have any questions or need assistance, please contact Dr. Lisa Eads at eadsl@nccommunitycolleges.edu.

Sincerely,

Peter Hans
President

PH/le/gr

c: Dr. Brian Merritt
Mr. Wesley E. Beddard
Mr. Bryan Jenkins
Dr. Lisa Eads

Email

Curriculum Standard for Public Safety Administration					
Career Cluster: Law, Public Safety, Corrections & Security					
Cluster Description: Planning, managing, and providing legal, public safety, protective services and homeland security, including professional and technical support services.					
Pathway: Public Safety Technologies			Effective Term: Fall 2019 (2019*03)		
Program Majors Under Pathway:					
Program Major / Classification of Instruction Programs (CIP) Code			Credential Level(s) Offered	Program Major Code	
Public Safety Administration	CIP Code	43.9999	AAS/Diploma/Certificate	A55480	
Pathway Description: The Public Safety Administration curriculum is designed to provide students, as well as practitioners, with knowledge and skills in the technical, managerial, and administrative areas necessary for entrance or advancement within various public safety and government organizations.					
Course work in diverse subject areas includes public safety administration and education, interagency operations, crisis leadership, government and agency financial management, professional standards, incident management, administrative law, and supervision, while providing a streamlined pathway that recognizes the value of previously earned skillsets and credentials within the public safety sector.					
Employment opportunities exist with fire or police departments, emergency management organizations, governmental agencies, industrial firms, correctional facilities, private industries, insurance organizations, educational organizations, security and protective organizations, and through self-employment opportunities.					
Public Safety Administration A55480					
Recommended General Education Academic Core			AAS	Diploma	Certificate
Minimum General Education Hours Required:			15 SHC	6 SHC	0 SHC
Courses listed below are recommended general education courses for this curriculum standard. Colleges may choose to include additional or alternative general education courses to meet local curriculum needs.					
1. Communication:			6 SHC	3-6 SHC	Optional
ENG	111	Writing & Inquiry (UGETC)	3 SHC	(UGETC)	
ENG	131	Introduction to Literature	3 SHC		
COM	231	Public Speaking	3 SHC	(UGETC)	
COM	120	Intro. Interpersonal Communication	3 SHC	(UGETC)	
ENG	112	Writing/Research in the Disc	3 SHC		
ENG	114	Prof Research & Reporting	3 SHC		
2. Humanities/Fine Arts:			3 SHC	0-3 SHC	Optional
ENG	231	American Literature I	3 SHC	(UGETC)	
ENG	232	American Literature II	3 SHC	(UGETC)	
HUM	110	Technology and Society	3 SHC		
HUM	115	Critical Thinking	3 SHC		
HUM	120	Cultural Studies	3 SHC		
HUM	121	The Nature of America	3 SHC		
PHI	240	Introduction to Ethics	3 SHC	(UGETC)	
3. Social/Behavioral Sciences: N/A			3 SHC	0-3 SHC	Optional
POL	120	American Government	3 SHC	(UGETC)	
PSY	150	General Psychology	3 SHC	(UGETC)	
4. Natural Sciences/Mathematics: N/A			3 SHC	0-3 SHC	Optional
MAT	143	Quantitative Literacy	3 SHC	(UGETC)	
MAT	152	Statistical Methods I	3 SHC	(UGETC)	

*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.

II. Major Hours. AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. Below is a description of each section under Major Hours.

- A. Technical Core.** The technical core is comprised of specific courses which are required for all Program Majors under this Curriculum Standard. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the curriculum core courses or core subject area of the AAS program.
- B. Program Major(s).** The Program Major must include a minimum of 12 semester hour's credit from required subjects and/or courses. The Program Major is in addition to the technical core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from each prefix listed, with the exception of prefixes listed in the core.

Public Safety Administration A55480				AAS	Diploma	Certificate
Minimum Major Hours Required:				49 SHC	30 SHC	12 SHC
A. Technical Core: Required Courses: <div> <div>PAD 151 Intro to Public Admin 3 SHC</div> <div>PAD 252 Public Policy Analysis 3 SHC</div> <div>PAD 254 Grant Writing 3 SHC</div> <div>EPT 124 EM Services Law & Ethics 3 SHC <i>or</i></div> <div>FIP 152 Fire Protection Law 3 SHC <i>or</i></div> <div>PAD 152 Ethics in Government 3 SHC</div> <div>FIP 228 Local Govt Finance 3 SHC <i>or</i></div> <div>PAD 251 Public Finance & Budgeting 3 SHC</div> <div>CJC 170 Critical Incident Mgmt Pub Saf 3 SHC <i>or</i></div> <div>EPT 150 Incident Management 3 SHC</div> </div> Select one course from the following: <div> <div>CJC 240 Law Enfor Mgt. & Superv 3 SHC</div> <div>EMS 235 EMS Management 2 SHC</div> <div>FIP 276 Managing Fire Services 3 SHC</div> </div> B. Tracks. Choose one Subject Area minimum Correction Services: <div> <div>PST 120 NCDPS Correctional Officer Training 8 SHC</div> <div>OR the following 3 courses:</div> <div>CJC 141 Corrections 3 SHC</div> <div>CJC 225 Crisis Intervention 3 SHC</div> <div>CJC 232 Civil Liability 3 SHC <i>or</i></div> <div>CJC 233 Correctional Law 3 SHC</div> </div> Emergency and Fire Management Services: Choose 12 SHC minimum from: EMT, EPT, EMS, FIP, or PST* * Law Enforcement Services: Choose 12 SHC Minimum from: CJC/PST** course prefixes including BLET). Security and Loss Prevention Services: Choose from CJC/PST** courses <div> <div>CJC 151 Intro to Loss Prevention 3 SHC</div> <div>CJC 152 Intro to Sec/Protect Service 3 SHC</div> <div>CJC 153 Private Security Operations 3 SHC</div> <div>CJC 154 Private Security Business 3 SHC</div> </div>				28-33 SHC		
**Maximum 9 SHC awarded for PST						

B. Program Major(s): Not Applicable**C. Other Major Hours: To be selected from the following prefixes:**

ASL, BIO, BUS, CCT, CET, CIS, CJC, CSC, CTI, CTS, DBA, ECO, EDU, EHS, EMS, ENG, EPT, FIP, GIS, HEA, HIS, HSE, LEX, NET, OST, PAD, PED, POL, PST, PSY, SEC, SOC, SPA, and WBL

Up to two semester hour credits may be selected from ACA.

Up to three semester hour credits may be selected from the following prefixes: ARA, ASL, CHI, FRE, GER, ITA, JPN, LAT, POR, RUS and SPA

IV. Employability Competencies

Fundamental competencies that address soft skills vital to employability, personal, and professional success are listed below. Colleges are encouraged to integrate these competencies into the curriculum by embedding appropriate student learning outcomes into one or more courses or through alternative methods.

- A. Interpersonal Skills and Teamwork** – The ability to work effectively with others, especially to analyze situations, establish priorities, and apply resources for solving problems or accomplishing tasks.
- B. Communication** – The ability to effectively exchange ideas and information with others through oral, written, or visual means.
- C. Integrity and Professionalism** – Workplace behaviors that relate to ethical standards, honesty, fairness, respect, responsibility, self-control, criticism and demeanor.
- D. Problem-solving** – The ability to identify problems and potential causes while developing and implementing practical action plans for solutions.
- E. Initiative and Dependability** – Workplace behaviors that relate to seeking out new responsibilities, establishing and meeting goals, completing tasks, following directions, complying with rules, and consistent reliability.
- F. Information processing** – The ability to acquire, evaluate, organize, manage, and interpret information.
- G. Adaptability and Lifelong Learning** – The ability to learn and apply new knowledge and skills and adapt to changing technologies, methods, processes, work environments, organizational structures and management practices.
- H. Entrepreneurship** – The knowledge and skills necessary to create opportunities and develop as an employee or self-employed business owner.

An **Employability Skills Resource Toolkit has been developed by NC-NET for the competencies listed above.*

Additional information is located at: <http://www.nc-net.info/employability.php>

***The North Carolina Career Clusters Guide was developed by the North Carolina Department of Public Instruction and the North Carolina Community College system to link the academic and Career and Technical Education programs at the secondary and postsecondary levels to increase student achievement. Additional information about Career Clusters is located at: http://www.nc-net.info/NC_career_clusters_guide.php or <http://www.careertech.org>.*

Summary of Required Semester Hour Credits (SHC) for each credential:

	AAS	Diploma	Certificate
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
Total Semester Hours Credit (SHC)	64-76	36-48	12-18



Chatham Main Campus
764 West Street
Pittsboro, NC 27312-8822
(919) 542-6495

Harnett Main Campus
1075 E. Cornelius Harnett Blvd.
Lillington, NC 27546-7672
(910) 893-9101

Lee Main Campus
1105 Kelly Dr.
Sanford, NC 27330-9840
(919) 775-5401

March 2, 2020

North Carolina Board of Nursing
P.O. Box 2129
Raleigh, NC 27602

Dear Crystal Tillman:

In response to your letter dated January 29, 2020 regarding the CCCC Associate Degree Nursing Program falling below 95% of the national pass rate for licensure level pass rate on the first licensure examination for calendar years ending December 31, 2019 we have drafted the attached response.

Following the guidelines for our the report, we have detailed the factors that we believe contributed to our students falling below the national average as well as an overview of the actions we have already taken and plan to take in the future to ensure that our students will meet this benchmark. In 2018 we increased our NCLEX-RN pass rate by 39% as compared to the pass rate for 2017. In 2019 we increased our NCLEX-RN pass rate by an additional 8%. We have also included a one-page summary of our improvement plan in bulleted format and a copy of our Comprehensive Program Evaluation.

Thank you for taking the time to review this information. Please feel free to contact me at (919) 718-7390 or bcampbell@cccc.edu if you have any questions or need additional information.

Sincerely,

A handwritten signature in black ink that reads 'Barbara Campbell'. The script is fluid and cursive, with the first name 'Barbara' and last name 'Campbell' clearly legible.

Barbara Campbell, MSN, RN, CNE
Nursing Department Chair

PROGRAM SELF ASSESSMENT FOR LOW NCLEX PASS RATE

This self-assessment is in response to Central Carolina Community College (CCCC) Associate Degree Nursing Program (ADN) failing to maintain a three-year average at or above 95 percent of the national pass rate for licensure on first writing of the NCLEX licensure examination in 2017-2019.

Of note, we realize that due to the 44% pass rate in 2017, we were aware that we would likely remain below the 95% for 2018 and 2019, and would remain below the 95% national level for the next year for a total of three years. We have previously made and will continue to make significant strides to improve student outcomes in the ADN program.

Below is a chart showing the past four years of data for our Associate Degree Nursing program.

	CCCC NCLEX Pass Rate	CCCC 3-Year Average	National NCLEX Pass Rate	NC Pass Rate 95% of National Standard
2019	91	73	88	84
2018	83	68	88	84
2017	44	71	87	83
2016	78	90	85	81

Central Carolina Community College underwent the eight-year review by the North Carolina Board of Nursing in June of 2017 with no findings.

1) Factors that contributed to CCCC's nursing program first time test takers being below the national average pass rate for the NCLEX examination:

- i) In the fall of 2013 CCCC ADN switched from a 7-point grade scale to a 10 point grade scale. This change meant that students previously required to make a minimum grade of 78% to progress in the program and earn a C

PROGRAM SELF ASSESSMENT FOR LOW NCLEX PASS RATE

could now make a minimum grade of 70% in that same course to progress in the program with a grade of C. Students that took the NCLEX in 2016 began taking pre-requisite courses in 2013. This was the first cohort affected by the grade scale change from beginning to end of their academic journey. The CCCC Associate Degree Nursing Program collected data that confirmed 78% as the cut point for grades related to passing the NCLEX-RN. The passing grading scale for nursing was changed back to 78% beginning in the fall of 2018.

- ii) Several significant faculty changes occurred during the time period of 2015-2017 including a new Curriculum Dean over the nursing program in June 2014, and a new Department Chair in January of 2015. In addition, four new faculty members were hired as a result of three full-time faculty retiring and one faculty resigning during this time period. The entire faculty, at that time, with the exception of one and the department chair had less than 2 years' experience in nursing education. All faculty have been provided with continuing education related to nursing education and are functioning as a cohesive team.
- iii) Interest in the program has continued to be strong with 110 applicants applying this February for 55 available seats to begin in the Fall of 2020. This has allowed CCCC to take the best qualified applicants to fill the program.
- iv) The 2019 CCCC Nursing Program NCLEX-RN first time pass rate

PROGRAM SELF ASSESSMENT FOR LOW NCLEX PASS RATE

was 91%. This represents an increase from 83% in 2018 and a significant increase from 44% in 2017. We continue to be affected by the repercussion of the extremely low first time NCLEX-RN pass rate in 2017 and the overall impact on the 3-year average.

2) Overview of the actions CCCC's nursing program has implemented to increase the programs pass rate average:

- i) The Nursing Programs Department Chair, typically, is only responsible for a three-hour course load, comparatively other Health Science Department Chairs are responsible for a 12-15 hour teaching load plus program administration in accordance with the CCCC Policies and Procedures Manual.
- ii) In fall of 2016, the decision was made to utilize two instructors in NUR class, whenever possible. Having extra faculty in the classroom has helped to both support the faculty teaching the class, and offer more support to students, particularly in lab classes and allowing the program to increase interactive learning strategies.
- iii) In spring 2017, all testing was changed from paper to electronic, in the Learning Management System, Blackboard (Bb). This change has allowed students to learn to test electronically as they will on the NCLEX-RN and allows faculty the ability to analyze test questions using the Bb analytics feature. Bb analytics allows faculty to assess the quality of questions used on evaluations. In 2017 the weight of the final exam was changed to 30% to incorporate the cumulative

PROGRAM SELF ASSESSMENT FOR LOW NCLEX PASS RATE

nature of Nursing education and the NCLEX examination. In addition, in the Fall of 2018 the weighting of the unit exams was changed to 62%

- iv) The ADN program is at 25% clinical simulation time in the clinical portion of the nursing courses. In 2018, the lab and simulation coordinator became CHSE certified to continue to provide excellence in our simulation education.
- v) In fall 2018, test review policy was changed to incorporate collaborative testing as an opportunity for test review. In addition, instructors review, at a minimum, top five high--missed questions. Students that do not score an 80% or better on unit tests are required to remediate all concepts on the unit test. Faculty are required to sign off on the remediation form. If the student does not complete the remediation appropriately, it is not accepted and given back to the student for further correction. Students who fail to complete remediation on an exam within the allotted time are now given a written behavioral warning as an additional management strategy.
- vi) Selected textbooks have stayed consistent to allow faculty to learn best practice in utilizing the various resources that are offered and the best way to implement to support student learning.
- vii) Students are required to participate in virtual simulation case studies in the class and as outside assignments to foster translation of theory to clinical patient care.

PROGRAM SELF ASSESSMENT FOR LOW NCLEX PASS RATE

- viii) The faculty are appropriately creating more of the test pool items or changing portions of items that are currently offered in published test banks. Faculty continues to create and evaluate test items for appropriateness and statistical data from the test. The faculty is participating in learning the new clinical judgment model as presented by the NCSBN in preparation for the Next Gen NCLEX-RN and will begin to add case study-based questions on routine exams.
- ix) The faculty is currently offering “open class time” to allow students to come in and access faculty in the classroom setting to get help related to concepts that are being covered during scheduled theory time.
- x) In spring of 2018, NUR 213 (Complex Health Concepts) the lab component of this course was redesigned to allow students more time to prepare for their NCLEX-RN exam. In this course, students are given access to Kaplan Nursing NCLEX-RN ® Review Prep course which offers NCLEX-RN style adaptive practice questions and a live review at the end of the program to better prepare them for their exam. This was first implemented in 2018 and continued in 2019. We believe this has been beneficial and we continue to evaluate the content and make changes to increase the rigor of this component.
- xi) In spring 2018, the program began using the Respondus ®

PROGRAM SELF ASSESSMENT FOR LOW NCLEX PASS RATE

LockDown Browser to increase academic integrity for exams. This download is currently mandatory for all students.

- xi) In 2019, CCCC Associate Degree Nursing Program changed the advanced standing application process for Licensed Practical Nurses (LPN) returning to further education through obtain ADN Program. Upon meeting the admission requirements, the students attend NUR214 during the summer and then integrate into the existing nursing cohort. This is a web assisted course that is offered for a class of 10 students and supports the LPN student returning back to school and supports an increase in NCLEX-RN rates for this student population.

PROGRAM SELF ASSESSMENT FOR LOW NCLEX PASS RATE

Summary of CCCC's Nursing Program Improvement Plan to Increase the Pass Rate Average:

- Grading scale has been changed to reflect a 7 point scale in which students must make a 78% or better to pass each course in the program.
- Two instructors projected in every NUR class to improve faculty to student ratio.
- Testing was changed from paper to electronic, in the Learning Management System, Blackboard (Bb) to simulate the NCLEX-RN testing environment and students are required to download the lockdown browser to test.
- The weighting of the unit exams was changed to 62%.
- Previous covered content is included on unit tests.
- Simulation coordinator has obtained CHSE certification and directs our 25% of clinical simulation.
- Test review has changed to incorporate collaborative test review and the top high missed items are addressed in class.
- Test remediation requirements are mandatory on all of test content for all students scoring below 80% on unit exams.
- Textbooks', including electronic resources have remained consistent and includes utilization of virtual simulations to aid in transfer of knowledge.
- NUR 213 (Complex Health Concepts) the lab component is NCLEX-RN - prep focused.
- Implement NUR214 to support success of Licensed Practical Nurse²s (LPN) returning to further education.
- Faculty has participated and continues to participate in continuing education related to nursing education and best practices.

Comprehensive Program Evaluation for Quality Improvement

21 NCAC 36 .0317 ADMINISTRATION

(d) The nursing education program shall implement, for quality improvement, a comprehensive program evaluation that shall include the following:

Evaluation Plan Criteria: (1) students' achievement of program outcomes;

Person Responsible	Expected level of Achievement	Timeframe for Evaluation	Method of Assessment	Aggregate Results for this year	Analysis/Strategies for Maintenance or Improvement
Faculty, Nursing Chairperson, Admissions Counselor	Meet or exceed state completion percentage of 84%	Yearly upon graduation	Quarterly and final reports from NCBON regarding NCLEX pass rates	Fourth quarter results equal 91% for 1st time test takers	<ul style="list-style-type: none"> Continue to work on remediation requirements for students testing below 80% on unit exams Continue lab for NCLEX preparation in NUR 213
Faculty	Students will achieve an 80% or greater on course quizzes, tests, and examinations.	Throughout the curriculum	Test review and analysis	Current ADN 2 nd year results are an average of 82% on unit exams.	<ul style="list-style-type: none"> Grade change implemented Remediation requirement continues to be in place and includes students who make less than 80% on unit tests and faculty evaluation of student participation in remediation Implementation of computerized testing and requirement of Respondus secure browser.

Evaluation Plan Criteria: (2) evidence of program resources, including fiscal, physical, human, clinical, and technical learning resources; student support services; and the availability of clinical sites and the viability of those sites adequate to meet the objectives of the program;

Person Responsible	Expected level of Achievement	Timeframe for Evaluation	Method of Assessment	Aggregate Results for this year	Analysis/Strategies for Maintenance or Improvement
Faculty, Administration, Administrative Assistant	Maintain adequate fiscal resources to provide optimal teaching/ learning resources	Utilize the college timeline for review, development, and submission of fiscal needs throughout the academic year.	Prepare and submit fiscal request by college deadline of June 15 th . Utilize funds as appropriated by April 1 st .	<ul style="list-style-type: none"> Budget utilized as requested and as of April 1st 2019, funds were allocated in an appropriate manner to continue to provide 	<ul style="list-style-type: none"> Enlist faculty for review of needed resources and submission of requests for budgeting prior to June 1st. Review monthly expenditures to maintain budget line. Continue to provide continuing education

Comprehensive Program Evaluation for Quality Improvement

				<p>physical and human resources for the nursing program.</p> <ul style="list-style-type: none"> • Recruitment and retention of faculty continues to be a challenge however the faculty is stable at this time. • Presently there is adequate full-time and adjunct faculty support to the current numbers enrolled in the ADN program. 	<p>for faculty development</p> <ul style="list-style-type: none"> • Yearly simulation training for all faculty • Nursing tutor opportunity
Faculty, Administration, Administrative Assistant, Maintenance Department	Physical resources are adequate to support learning environment	Throughout the academic year & at year end	<ul style="list-style-type: none"> • Review assigned classroom and office space for adequacy of physical area. • Review equipment for safety, good repair of parts, up-to-date for curriculum presentation. • Maintain equipment in good working order. 	<ul style="list-style-type: none"> • 2019 purchase of newborn simulator <p>Technical learning resources with the college are adequate to support student learning and success. Students are required to purchase and utilize a laptop computer in the classroom and lab to facilitate note taking and test taking learning. WiFi is available campus wide.</p>	Continue to evaluate equipment for updates and replacement as needed.

Comprehensive Program Evaluation for Quality Improvement

				<ul style="list-style-type: none"> Resources within the program are course syllabi, required and recommended textbooks (utilizing eBook technology), provided course and theory materials, simulation scenarios, laboratory assignments and practice, appropriate clinical assignments and evaluations, online support and resources from Kaplan, case studies to reinforce theoretical and clinical learning, testing in the form of quizzes, unit tests, and integrated final exams with remediation for quizzes and unit tests, and standardized testing utilizing Kaplan-based resources. NCLEX prep 	
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Comprehensive Program Evaluation for Quality Improvement

				<p>course required at end of prescribed course of study for all students and locally provided on appropriate campus.</p> <ul style="list-style-type: none"> • Keller Health Sciences Building, with two dedicated classrooms, lab and simulation rooms. 	
Faculty, Human Resources, Dean of Health Sciences	Attract, employ, and maintain appropriately credentialed full- time and adjunct nursing faculty to support numbers of enrolled students.	Yearly faculty evaluation	<ul style="list-style-type: none"> • Yearly faculty evaluations per college policy and procedure. • Review and maintain NCBON directives / rules regarding employment of nursing faculty. • Meet with Dean of division and Human resources to review and revise job description. 	<ul style="list-style-type: none"> • All faculty receive evaluations per college policy and procedure. • Faculty have maintained appropriate licensure and continuing education. 	<ul style="list-style-type: none"> • Faculty currently meet the faculty rule for NCBON. • Maintain evaluations per policy and procedure. • Provide information regarding pertinent continuing education resources available for faculty. • Network throughout available resources to encourage nurses to continue education and seek employment as educators. • Employ adjunct faculty with support and encouragement for further education that provides entry into full time faculty positions.
Faculty, Administrative Assistant	Acquire and maintain clinical sites that support the nursing	Yearly and throughout academic year	<ul style="list-style-type: none"> • Yearly meetings with clinical site coordinators 	<ul style="list-style-type: none"> • Currently have adequate clinical sites at four major acute care 	<ul style="list-style-type: none"> • Review course curriculum to align to clinical sites in order to provide students with best possible

Comprehensive Program Evaluation for Quality Improvement

	curriculum and education of students.		<p>to determine availability and adequacy of clinical sites.</p> <ul style="list-style-type: none"> Facilitate conversation/meetings with clinical site unit managers prior to each course clinical for review of course objectives, unit requirements and expectations and to maintain good working relationship with site. Review, maintain, and send out clinical site contracts as required to maintain clinical status for nursing program. Be aware of and visit new clinical sites as they become available. 	<p>hospitals.</p> <ul style="list-style-type: none"> Utilize various community resources for clinical observations and experiences to support student opportunities and learning. Utilize acute care facilities for NUR213 required preceptorships. Students are split into two groups for focus care hours allowing faculty to work more closely with preceptors and students during the experience. 	<p>learning experiences.</p> <ul style="list-style-type: none"> First year students continue participate in clinical immersion experience and stay at the same facility for the first 3 semesters of the program to minimize disruption of class time and cut down on time required to meet facility orientation requirements. Review clinical site needs yearly prior to meeting with clinical agencies in order to acquire appropriate sites for student learning. Review membership of advisory board to include members from each clinical agency. This board meets yearly with an established agenda to include input from clinical agencies.
Faculty, Administrative Assistant, IT, DE	Provide technical learning resources that are adequate to support student learning and success.	<ul style="list-style-type: none"> Throughout academic year. End of year review for fiscal planning. 	<ul style="list-style-type: none"> Review adequacy of computer support for faculty, and administrative assistant. Review and 	<ul style="list-style-type: none"> 100% of students utilize laptops in class for note taking and assignments. All students 	<ul style="list-style-type: none"> Meet with IT yearly to review adequacy of technology needs for department. Maintain working relationship with DE department for utilization and

Comprehensive Program Evaluation for Quality Improvement

			<p>purchase as needed, programs that are utilized to support program development and student learning.</p> <ul style="list-style-type: none"> • Meet with IT yearly to review adequacy of technology needs for department. 	<p>are required to have computer.</p> <ul style="list-style-type: none"> • Students required to chart in DocuCare program for clinical experience and some class room assignments. • Required textbooks offered as hard copies and electronic copies. • Set of hard copy books maintained in the lab for use as needed. • Each course is supported with a Blackboard course for adjunct learning and distribution of learning materials and grades. 	<p>knowledge regarding this service.</p> <ul style="list-style-type: none"> • New faculty will participate in Levels Bb education to support LMS. • Review current equipment available that employs technology that appropriately supports nursing education. • Revise online testing procedures and utilize Respondus download browser to ensure academic honesty. • Utilize privacy screens and white boards during testing.
Faculty	Student utilizes available resources for academic and career success through college career.	<ul style="list-style-type: none"> • Throughout academic career for early intervention and success. • End of college career. • Employment achieved within 1-6 months after graduation. 	<ul style="list-style-type: none"> • Student seeks out resources with minimal guidance from faculty. • Referral department communicates with nursing faculty as needed. • Student graduates 	<ul style="list-style-type: none"> • Using the 91% rate for 2019, this rate is greater than the NC pass rate for 2019 of 84%. However, we remain below the 3-year average rate at 73%. This continues to be a 	<ul style="list-style-type: none"> • Facilitate NCLEX Review with an acceptable review agency, Kaplan. This review is mandatory and worked into the course syllabus in NUR213. • The Lab portion of NUR213 will focus on NCLEX prep and utilization of Kaplan resources.

Comprehensive Program Evaluation for Quality Improvement

			with in the anticipated time frame for curriculum.	repercussion of 44% pass rate in 2017.	
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Evaluation Plan Criteria: (3) measures of program outcomes for graduates;

Person Responsible	Expected level of Achievement	Timeframe for Evaluation	Method of Assessment	Aggregate Results for this year	Analysis/Strategies for Maintenance or Improvement
Faculty	Minimum 90% pass the first attempt	6 months after graduation	NCLEX pass rate	2019 = 91%	<ul style="list-style-type: none"> Setting NCLEX review course required attendance.
	<ul style="list-style-type: none"> 90% satisfaction with ADN education via student survey. 90% satisfaction RN work performance via employer work survey. 	6 month and 1 year after graduation	<ul style="list-style-type: none"> New graduate satisfaction surveys. Employer satisfaction surveys. Employment rate. 	<ul style="list-style-type: none"> Survey results provide data that students are satisfied with the program and have employment. There is a low response rate on surveys. Major facilities visit graduating class for recruitment 	<ul style="list-style-type: none"> Kaplan NCLEX review resources, Test remediation, BoardVitals NCLEX assignments, computerized testing to mock NCLEX environment. Students meet with advisors every semester to review educational plan.

Evaluation Plan Criteria: (4) evidence that accurate program information for the public is available;

Person Responsible	Expected level of Achievement	Timeframe for Evaluation	Method of Assessment	Aggregate Results for this year	Analysis/Strategies for Maintenance or Improvement
Faculty, Administration, Marketing, DE	<ul style="list-style-type: none"> College web page is developed and maintained by the web site master located on the Lee Campus. The public has access to entry requirements, course requirements, faculty 	<ul style="list-style-type: none"> College website is updated throughout the year as needed and as new information becomes available. Printed information in the college 	<ul style="list-style-type: none"> Review of college documents and website specific information. Review of NCBON website regarding NCLEX results and pertinent 	<ul style="list-style-type: none"> Review of documents shows appropriate information corresponding in all documents. Website is current. Academic year information corresponds to 	<ul style="list-style-type: none"> Designate one individual in nursing program to meet at regularly scheduled intervals, to review and update nursing information as needed. Attend admission meetings for Health Sciences to help clarification and

Comprehensive Program Evaluation for Quality Improvement

	<p>directories, college catalogues, and program specific brochures.</p> <ul style="list-style-type: none"> Nursing information sessions are available online are offered throughout the year and open to those interested in applying to the nursing program. 	<p>catalog is reviewed and updated annually.</p>	<p>data on nursing education.</p>	<p>printed information.</p>	<p>standardization of policies.</p> <ul style="list-style-type: none"> Enter information for NUR214 into new printing of the catalog.
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Evaluation Plan Criteria: (5) evidence that the controlling institution and its administration support program outcomes;

Person Responsible	Expected level of Achievement	Timeframe for Evaluation	Method of Assessment	Aggregate Results for this year	Analysis/Strategies for Maintenance or Improvement
Faculty, Administration	CCCC supports the nursing department in order that the education provided is current with expected stands and laws, allowing the enrolled student to acquire an exceptional education.	Throughout the academic year	<ul style="list-style-type: none"> President's council meeting minutes and minutes from other college committees that impact the nursing department. Feedback from meetings held with Dean of Health Sciences division meetings. 	<ul style="list-style-type: none"> Admission and enrollment policies have been supported throughout the academic year. Involvement and support of Keller Health Science Building. Administration supports faculty seeking continuing education to stay current regarding best practice in nursing education. 	<ul style="list-style-type: none"> Continue to utilize current assessment methods. Maintain faculty involvement on college committees, especially those concerned with admissions and course progression. Attend nursing progression meeting. Attend Mountain Measurement Program Reports education course to continue to learn best practice for utilizing results for program improvement.

Evaluation Plan Criteria: (6) evidence that program director and program faculty meet Board qualifications and are sufficient in number to achieve program outcomes;

Person Responsible	Expected level of Achievement	Timeframe for Evaluation	Method of Assessment	Aggregate Results for this year	Analysis/Strategies for Maintenance or Improvement
Faculty, Administration, Human Resources,	Chairperson, full time and part time adjunct	Throughout the academic year	<ul style="list-style-type: none"> Review of credentials and updates in 	<ul style="list-style-type: none"> Chairperson and faculty hold appropriate 	<ul style="list-style-type: none"> Maintain current assessment routine.

Comprehensive Program Evaluation for Quality Improvement

Administrative Assistant	faculty will meet NCBON requirements for educators		<p>curriculum vitae.</p> <ul style="list-style-type: none"> Review of continuing education credits. 	<p>academic degrees and work experience.</p> <ul style="list-style-type: none"> Continuing education credits are met or exceed requirements for the institution and requirements for licensure. CPR and immunizations are up to date. Additional faculty have obtained MSN in education. 	<ul style="list-style-type: none"> Provide support as needed for faculty returning to school to obtain MSN in education level degrees.
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Evaluation Plan Criteria: (7) evidence that the academic institution assures security of student information;

Person Responsible	Expected level of Achievement	Timeframe for Evaluation	Method of Assessment	Aggregate Results for this year	Analysis/Strategies for Maintenance or Improvement
Faculty, Administrative Assistant, Registrar, Nursing Admission Specialist	Maintain student confidentiality per FERPA rules and regulations	Throughout the academic year	Review that documents / records are maintained as directed by FERPA	<ul style="list-style-type: none"> Documents and records are maintained in locked file cabinets within appropriate departments and/or individual faculty filing system. Student records are now maintained in online e-trieve system. 	<ul style="list-style-type: none"> Maintain current system. Continue to work towards maintaining records electronically through e-trieve. Copy of student sample paperwork scanned and is held in organizational Blackboard for ease of retrieval

Evaluation Plan Criteria: (8) evidence that collected evaluative data is utilized in implementing quality improvement activities; and

Person Responsible	Expected level of Achievement	Timeframe for Evaluation	Method of Assessment	Aggregate Results for this year	Analysis/Strategies for Maintenance or Improvement
Faculty, Nursing Admission Specialist	Meet or exceed the state completion percentage of 60.5.% for ADN students as determined by	Yearly	Review of retention rates each semester and at the end of each academic year.	<ul style="list-style-type: none"> CCCC reported 68.8 % on time completion rate during the 2013-2017 capture period. ADN class of 	<ul style="list-style-type: none"> Continue to review and revise Admission policies to assure entrance of qualified students. Continue to utilize selective

Comprehensive Program Evaluation for Quality Improvement

	“North Carolina Trends in Nursing Education 2013-2017” published by the NCBON			Fall 2019 currently has retention rate of 46%	admission criteria for admission to the program. <ul style="list-style-type: none"> • Maintain strategies currently in place to facilitate student success throughout the program. • Collect data and review to identify retention issues.
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Evaluation Plan Criteria: (9) evidence of student participation in program planning, implementation, evaluation, and continuous improvement.

Person Responsible	Expected level of Achievement	Timeframe for Evaluation	Method of Assessment	Aggregate Results for this year	Analysis/Strategies for Maintenance or Improvement
Nursing Faculty	Students participating in continuous improvement of the program	Throughout each course	<ul style="list-style-type: none"> • Student representatives chosen by peers to represent student body in faculty meetings providing feedback for program improvements. • Shared governance form created to help facilitate students to bring concerns to faculty have created survey monkey for students to evaluate clinical site experiences. 	<ul style="list-style-type: none"> • Based on student feedback we have developed classroom norms, changed the layout of the classroom, incorporated more adaptive quizzing, developed a pharmacology study guide, and provided information on Blackboard for assignments earlier. 	<ul style="list-style-type: none"> • Continue scheduled faculty meetings to discuss program improvements, course materials. • Department Chair is visible in classroom and available to address student concerns. • Meeting with student representatives at scheduled faculty meetings to hear student concerns.
Dean of Health Science, Nursing Chairperson	Students will participate in yearly program/faculty evaluations per college policy.	Yearly for program/faculty evaluations.	Survey utilized by the college for program/faculty evaluation.	Based on student surveys, the first year syllabus was separated into three parts, theory, lab, and clinical	<ul style="list-style-type: none"> • Maintain college required student evaluations.

Reference:

NC Board of Nursing. (2016, Dec). *NC Office of Administrative Hearings, 21NCAC36.0317*. Retrieved April 2017, from NC Office of Administrative Hearings: <http://reports.oah.state.nc.us/ncac.asp?folderName=\Title%2021%20-%20Occupational%20Licensing%20Boards%20and%20Commissions\Chapter%2036%20-%20Nursing>

Comprehensive Program Evaluation for Quality Improvement

Oermann, M. (2017). *A Systematic Approach to Assessment and Evaluation of Nursing Programs*. Washington, DC: National League for Nursing.

BIOPROCESS TECHNOLOGY

ABOUT THIS PROGRAM

The Bioprocess Technology curriculum will prepare individuals to work as Process Operators in biological products manufacturing facilities. Students will combine foundational knowledge in basic science and communication skills, manufacturing technologies, and good manufacturing practices. Students will develop collaborative and disciplined work ethics while consistently practicing problem-solving skills. With successful completion of the program, individuals will qualify for employment in a variety of Bioprocessing industries like pharmaceutical manufacturing.



POSSIBLE JOB TITLES:

- Bioprocess Technician
- Process Operators
- QA Specialist
- Manufacturing Associate

MEDIAN SALARY:

\$55,460 annually

BUREAU OF LABOR STATISTICS CLUSTER WEBSITE:

<https://www.bls.gov/ooh/architecture-and-engineering/industrial-engineering-technicians.htm>

JOB PLACEMENT OF RECENT GRADUATES OF THIS PROGRAM:

- Anticipated: Pfizer, Audentes, Coty, Kri-Gen

SKILLS/APTITUDES NEEDED FOR PROGRAM:

- Problem-solving skills
- Attention to detail
- Effective written and spoken communication skills



www.cccc.edu

DEGREE(S)

Associate in Applied Science in Bioprocess Technology (A50440; Center for Workforce Innovation; Distance)

DIPLOMA(S)

Diploma in Applied Science in Bioprocess Technology (D50440; Center for Workforce Innovation; Distance)

CERTIFICATE(S)

Certificate in Applied Science in Bioprocess Technology (C50440; Center for Workforce Innovation; Distance), Short Term: BioWork Certificate

TRANSFER OPTIONS

Yes – East Carolina University and University of North Carolina System (Contact the program lead below to discuss transfer options further.)

ADDITIONAL COSTS OF PROGRAM

None

STATE LICENSURE/EXAMS/INDUSTRY CERTIFICATIONS

Process Technician Examination from Partnership for Biotechnology Workforce Training

ADDITIONAL ADMISSIONS PROCESS

None

CONTACTS

Lisa Smelser, Lead Instructor, Biotechnology:

(919) 718-7305 or lsmelser@cccc.edu



MEMO

To: CCCC Faculty
CC: All CCCC Employees
From: Dr. Brian S. Merritt, Vice President & Chief Academic Officer
Date: July 15, 2020
Subject: COVID-19 Instructional Guidance for 2020-2021

As we approach the Fall 2020 semester, thank you again for your commitment to keeping CCCC safe. We strive to provide a quality learning experience for our students, and your leadership during the pandemic has been admirable.

1) **Fall 2020 Instructional Guidance**

As we move closer to the beginning of the Fall 2020 semester, Curriculum instructional departments are encouraged to monitor [Course-Fill Data](#) on a daily basis (must be logged into the CCCC Intranet to view). All departments in Curriculum, Continuing Education, and College & Career Readiness are encouraged to:

- (a) Add sections where necessary, especially in high-demand classes that are approaching capacity;
- (b) Rethink the time or modality courses will be offered for sections not filling.

Further, help CCCC provide a safe learning environment for our students and employees during this difficult public health crisis, while also finding ways to maximize learning opportunities with:

- (a) The addition of synchronous online sections wherever practical and possible; and
- (b) Creative thinking about course scheduling to keep learning experiences as personalized as possible, such as:
 - i. Adding synchronous online course sections that offer meeting times during evening or weekend hours;
 - ii. Considering cross-departmental collaborations that schedule related online synchronous courses in a “stacked” manner (e.g. PSY 150 LC3, Mondays at, 6pm; ENG 111, LC3, Monday, 8pm);
 - iii. Increasing the number of 12-week or second 8-week courses offered;
 - iv. Scheduling opportunities for students with issues accessing technology to attend synchronously in a classroom or lab on-campus.

2) **Continuity Plans**

In case of a resurgence of the COVID-19 cases, possible college shutdowns, and/or on-campus exposures to the virus, faculty and all employees should be prepared in the following ways:

- (a) **Syllabus Statement.** Please place the following statement on the top of your syllabi:



COVID-19 College Guidance:

Central Carolina Community College continues to monitor the COVID-19 pandemic and align the college's planning with guidance from the N.C. Community College System and from our local and state health officials. Our top goal is to protect the health and safety of our students, employees, and the community, while delivering quality learning experiences. Check www.cccc.edu/covid for the latest college communication and information, as institutional plans could change. Specific changes made to the modality or expectations for this course will be announced via Blackboard and Cougarmail by the instructor.

Virtual Student Services

While CCCC operates in a virtual environment, counselors, advisors, success coaches, Financial Aid staff, and other student services are available for you on "Student Resources" tab of the COVID-19 page. Other resources available include:

- a. A laptop loaner program
- b. Food assistance
- c. Virtual tutoring services, and more.

The direct URL is: www.cccc.edu/homepageDetails/2020/coronavirus/student-resources/

- (b) All employees will review and understand the importance of the [COVID-19 Campus Exposure procedures](#) which outline steps to be taken by both employees and students. Employees will understand and follow the communication expectations outlined in the procedures, including reporting possible exposure incidents to Human Resources and to their direct supervisor and possibly participating in contact tracing as requested.
- (c) As possible, faculty should have online components of face-to-face courses available, which will facilitate a more seamless conversion online during the semester, if this becomes a necessity.
- (d) If there is a reported instance of COVID-19 exposure inside a seated classroom meeting, an alternate method of instruction or class participation may be necessary. For example, if a classroom exposure is reported at mid-term, it may be necessary to immediately convert that class to an online modality for the remainder of the term.
- (e) The college may elect to close an impacted classroom, lab, or office for a period up to 72 hours following a confirmed case to allow for natural deactivation of the virus. In this case, alternate assignments should be prepared and communicated via Blackboard and Cougarmail.
- (f) In the event all classes must move online, courses should be ready to address at-risk populations and ADA accessibility. Valuable resources to help prepare include:
 - i. [VLC Online Course Requirements for Accessibility](#)
 - ii. [VLC On-demand Training videos](#)
 - iii. [Accessibility actions for PowerPoint](#)
 - iv. [Microsoft Word Accessibility and ensuring the documents you share are accessible.](#)
 - v. [PDF Accessibility](#)
 - vi. [Captioning via Bb Collaborate](#) (by CCCC's own, Lisa Knight)
 - vii. The *Student Accessibility Services* section on the CCCC Intranet → Helpful Files by Department
- (g) Providing as many courses as possible via synchronous instruction, allowing students the option to participate both in-person or online.
- (h) Plan to finish some courses before Thanksgiving wherever practical and possible, as determined by the faculty.
- (i) Providing online exams by leveraging Blackboard's test settings to create a secure testing environment. Some departments who requested a remote proctoring solution will have one available. Reach out to Distance Education if assistance is needed with creating and/or setting up online exams.



- (j) Field Trips will continue to be suspended indefinitely.

3. Fall 2020 Actions Needed for Compliance - Curriculum Considerations

Departments planning courses that will choose to follow one of the models outlined below should note each section in this [Google Doc](#) for compliance purposes by **July 31, 2020**. Instead of major changes in Colleague, this memo will be placed on file with Robin Walker's office for future compliance purposes noting that special safety considerations were made. These models are only being made available *as options* for academic departments—they are not requirements. In addition to the two models below, if your department plans to offer any other “creative scheduling” solutions that do not match what is currently in the Colleague system, please contact Robin Walker at rwalker@cccc.edu to discuss.

- (a) **Splitting into A&B Groups:** Instructional departments planning to split sections into two groups to minimize time on campus.

Example:

BIO 106 (2-2-3) LM1

In Colleague, the course is scheduled to meet TTh, 8-9:50 (4 hours) and DISTANCE (2 hours).

The department plans to meet with Group A on Tuesday and Group B on Thursday.

In Colleague, this appears to be 6 hours met instead of 4, which is a compliance issue.

Important Note: Departments should ensure there is a plan for communicating these special circumstances to students prior to the start of the term.

- (b) **Ending Prior to Thanksgiving:** Instructional departments are encouraged to work with faculty to determine which courses (specifically in Curriculum) could end prior to Thanksgiving Break, wherever practical and possible. Faculty should modify their syllabi accordingly, but major modifications will not be made in the Colleague system.

4. On-Campus Expectations

With Governor Cooper's July 14 announcement about the Fall 2020 plans for North Carolina's K-12 schools, we understand that many of our colleagues and students have school-age children. Both you and our students will be making tough decisions in the coming weeks to help protect the health and safety your families, while also juggling seemingly impossible-to-manage school schedules. In that respect, we expect supervisors to work with employees **to their best of their abilities** to accommodate the needs of your families related the pandemic. This will likely include staggered work schedules and minimizing time on campus for employees who can successfully facilitate learning or work from home while also taking care of their families.

- (a) **Full-time Faculty:** Instructional departments will minimize time spent on campus by faculty members with rotating schedules to be approved by the supervisor and senior administrator. Time spent in their office should be limited to “down time” between classes and other necessary prep time that cannot be completed off-campus.

Faculty will be expected to:

- i. be on campus to teach seated courses, as needed;
- ii. communicate potential scheduling conflicts to their supervisor as soon as possible to seek resolution;
- iii. follow all published college safety procedures while on campus;



- iv. maintain virtual office hours with specific links available in the Blackboard course shells;
- v. conduct advising meetings virtually;
- i. hold department meetings virtually.

(b) Full-time Staff Expectations: Supervisors should minimize staff members' time on campus with an agreed-upon rotating schedule that meets the needs of the department. Staff members should pay close attention to building and area capacities to create rotating schedules that are approved by both the supervisor and senior administrator.

(c) Part-time Faculty: Departments should limit time out-of-class on-campus for part-time instructors. Knowing the diversity of our instructional programs, this will be left up to the discretion of the supervisor and supervising senior administrator. Dependent on the department, adjunct work spaces may be made available but will follow the appropriate physical distancing procedures set forth by the College.

(d) 100% Online Faculty: Based on industry demand, only two academic programs at CCCC (Library & Information Technology and Health Information Technology) are offered to students with coursework solely online. Historically, CCCC has only allowed faculty in these programs to maintain a teaching load that is 100% online. However, based on the current needs of the public health crisis, all instructional departments (Curriculum, Continuing Education, and College & Career Readiness) may allow faculty to teach solely online where it is appropriate to maximize learning opportunities.

5. Spring 2021 Course Planning

Instructional departments should plan for the Spring 2021 semester similarly to how we plan to facilitate learning during the Fall 2020 term. All instructional departments in Curriculum, Continuing Education, and College & Career Readiness are encouraged to:

- (a) Reduce classroom capacities to allow for appropriate physical distancing;
- (b) Move sections traditionally offered in a seated environment to a blended or hybrid modality with the primary purpose to minimize time on campus;
- (c) Create additional sections of 100% online coursework to maximize learning opportunities available to students;
- (d) Help maintain a personalized learning experience by maximizing offerings of synchronous online courses using Blackboard Collaborate;
- (e) Maximize use of available technology to record lectures and use the "flipped classroom" model.

Past COVID-19 Instructional Memos:

[Memo No. 4](#) – Fall 2020 Calendar & Safety Plans

[Memo No. 3](#) – Incomplete Grade Process

[Memo No. 2](#) – Academic Calendar Change due to COVID-19 Pandemic

[Memo No. 1](#) – Instructional & Advisors Update

Central Carolina Community College
Student Services Division
Summer 2020 Board of Trustees Report/Agenda Items

- I. For Action :
No Items

- II. For Information:
 - 1. Figures and data for Enrollment/Admissions/Registration
 - 2. Athletics
 - 3. Career Counseling Services
 - 4. Financial Aid
 - 5. Personnel
 - 6. Library Updates

Figures and Comparison Data for Enrollment/Admissions/Registration

Enrollment:

Our current summer enrollment is 1679, including 279 CCP students.
On 7/10/19 our enrollment was 1759, including 371 CCP students.
On 7/22/2019, our enrollment was 1760, including 368 CCP students.

Pre-Registration:

Our pre-reg number for Fall 2020 is 3431, including 1732 CCP students.
On 7/10/2019, our enrollment was 3228, including 1357 CCP students.
On 7/22/2019, our enrollment was 3735, including 1570 CCP students.

Applications:

2020 Fall - 3167 (CCP=773)
2019 Fall - 4050 (CCP=1226)

Promise Applications Received:

Lee - 145
Chatham - 160
Harnett - 179
Out of County - 24

All Health Science programs (A D N, PN, Vet Med, Dental Assisting, Dental Hygiene, Sonography) are full except for Medical Assisting & Health Information technology.

Medical Assisting - 25 (Chatham - 11, Harnett - 14)
Health Information Technology - 14

Athletics

The Administration made the decision was made that all fall sports seasons were suspended due to COVID-19. An announcement was made to the public and press on Tuesday, July 14th. Cross Country will not have a season this year. All other sports will begin competition in mid/late January with an early April end date. This decision came after the NJCAA announced all sports except cross country, women's tennis and half marathon would be moved to the spring semester.

All coaches will begin making new schedules for the spring season this week. Men's & Women's Basketball and volleyball will play between 15-20 games during their seasons.

All coaches and staff will go through a COVID infectious disease training before athletes are back on campus to ensure that we know the proper procedures when administering daily temperature checks and COVID screenings.

The new gym flooring project is underway. They have begun the demo on the existing gym floor and will install the new floor as soon as it is finished. We are expecting the new floor to be installed by July 24th and, once it is done, the goals will be moved back to match the new floor length.

Career Counseling Services

Career Center Services Report (Performed on the CCCC Lee, Harnett, Chatham and Distance Education Main Campuses)			
July 1, 2019-December 31, 2019		January 1, 2020-June 30, 2020	
Employability Workshops	13	Employability Workshops	5
Students/Alumni/Prospective Students Served	581	Students/Alumni/Prospective Students Served	469
Faculty Requested Career Center Presentations	5	Faculty Requested Career Center Presentations	9
Community Partner Career Center Presentations	7	Community Partner Career Center Presentations	4
On Campus Recruitment (OCR) /Career Fair Events Facilitated by Career Center	1	On Campus Recruitment (OCR) /Career Fair Events Facilitated by Career Center (Canceled CCCC Career Fair March 2020, rescheduled for 07/29/2020, Virtually)	0
Career Center web page Pageviews: https://www.cccc.edu/careercenter/harnett-lee/	2028	Career Center web page Pageviews: https://www.cccc.edu/careercenter/harnett-lee/	1326
Career Center videos Unique Pageviews: (These include various Employability Skill Building online video workshops facilitated by career center staff)	1574	Career Center videos Unique Pageviews: (These include various Employability Skill Building online video workshops facilitated by career center staff)	1031
"CCCC in the Spotlight" WXKL 1290 AM Radio Broadcast	6	"CCCC in the Spotlight" WXKL 1290 AM Radio Broadcast	6
"Mind Your Business" (Dunn Daily Record) Career and Professional Development published articles	4	"Mind Your Business" (Dunn Daily Record) Career and Professional Development published articles	3
Attended Local and State professional development trainings	12	Attended Local and State professional development trainings	19

The Career Center will be hosting the College's first-ever Virtual Career Fair on July 29, 2020 with 37 employers and organizations participating. 25 students and alumni have signed up to participate as well.

Financial Aid Update

FAFSAs received for 2020-2021 academic year: 3,470

FAFSAs received for 2019-2020 academic year: 5,299

2019-2020 Awarded Students: 3,113 in the amount of \$16.56 million in aid.

2020-2021 Awarded Students so far: 1,109 in the amount of \$6.35 million in aid. Comparison to last year (July 1, 2019): 985 students awarded \$5.65 million in aid.

CARES Act Funds:

Total CARES applications: 1,023

Number of students awarded: 465

Total amount awarded to students: \$663,500

The FA Office continues to offer on-site service at the Civic Center Ticket Booth on M/W 8:30am-12:30pm, 1:30pm-5:30pm.

Personnel

1. Currently advertising for the Director of Library Services
2. Currently screening and interviewing for the Director of Financial Aid.
3. Currently screening and interviewing for the College Access Coordinator.
4. The current Student Activities Coordinator, who formerly worked in Financial Aid, has been assigned to assisting FA this summer and for the start of the fall term.

Library Update

Cumulative circulation numbers since January 2020:

Materials circulated across all three campuses: 2,214

Reference Assistance In-Person: 1,625

Reference Assistance via chat: 1,968

Spring 2020 semester:

Librarians were embedded in 93 courses prior to closing campus, taught 19 seated instructional sessions.

Summer 2020 semester:

Librarians are embedded in 20 courses, have provided 16 materials via curbside pickup, and have printed 103 student IDs for mailing.

Assessment, Planning & Research

Board of Trustees Report, July 2020/L. Scuiletti

AGENDA

For Action

1. Approve 2020-2024 Strategic Plan

For Information

1. SACSCOC Updates
2. QEP Updates
3. 2020 NC Performance Measures Report
4. Institutional Research and Data Highlights



Equitable Pathways to Achievable Dreams

MISSION

Central Carolina Community College fosters individual, community, and economic development through transformative lifelong learning.

VISION

Exceptional learning for all

VALUES

CCCC is dedicated to providing pathways to achievable dreams by cultivating a culture of care and advocacy:

Compassion: We recognize the challenges we all face and respond to them with empathy, understanding, and a willingness to help.

Inclusion: We respect and appreciate the qualities that make each of us unique at the College and in the community

Opportunity: Through purposeful action we provide pathways to achievable dreams.

Integrity: We create an environment where everyone is encouraged to consistently make choices that reflect honesty and high standards.

Courage: We inspire everyone to take risks and move forward in the face of challenges and uncertainty.

People: We provide students, employees, employers, supporters, and other stakeholders with the tools, learning opportunities, and support needed to be successful



GOALS & OBJECTIVES

Goal 1: Meet Workforce Needs

1. Optimize high-quality programming in alignment with current and future workforce needs.
2. Increase enrollment in programs that address skills gaps in local industries.
3. Grow and sustain partnerships with K12 schools and senior institutions.

Goal 2: Clarify Student Pathways

1. Improve and expand student-facing information about jobs, careers, and transfer options.
2. Strengthen high school students' understanding of CCCC program to career links.
3. Decrease the percentage of students who change their primary programs.

Goal 3: Ensure Students Progress on Pathways

1. Embed integrated support services at appropriate progress points in academic pathways.
2. Improve the student admissions and onboarding experience.
3. Identify and develop resources to assist students in persisting by addressing identified barriers.

Goal 4: Ensure Students are Learning

1. Increase course success rates in gateway English and Math courses.
2. Increase licensure and certification pass rates.
3. Increase student completions in continuing education short term training programs.

Goal 5: Promote Equity

1. Identify and reduce institutional access barriers for all current and prospective students, particularly underserved populations.
2. Reduce retention gaps for identified groups.
3. Reduce completion rate gaps for identified groups.

Goal 6: Support Employees

1. Improve cohesiveness and collaboration between departments and divisions.
2. Enhance employee satisfaction with communication.
3. Enhance trust between senior leaders and employees.

Dedication to learning begins with caring about each student.

We provide pathways to achievable dreams through a culture of caring:



Assessment, Planning & Research

Board of Trustees Report, July 2020/Scuiletti

SACSCOC HIGHLIGHTS

- Dr. Brian Merritt served as a virtual evaluator for a SACSCOC Off-Site Evaluation Committee in May 2020. His committee evaluated reaffirmation reports for three community colleges.
- Dr. Lisa Chapman served as a virtual On-Site evaluator on a team for a college applying for initial accreditation with SACSCOC.
- Scott Byington and Constance Boahn, co-chairs of the QEP, are serving as QEP Lead Evaluators for SACSCOC On-Site Evaluation Committees in Fall 2020. Mr. Byington will serve on a committee for a community college in Florida and Ms. Boahn will serve on a committee at a university in Texas.
- Effective July 1, 2020, the U.S. Department of Education implemented several accreditation changes as a result of last year's Negotiated Rulemaking (Neg-Reg) process. One prominent change is that the U.S. Department of Education no longer recognizes a distinction between "regional" and "national" accreditors. Henceforth all accreditors will be known as "institutional accreditors." SACSCOC is still sorting through the implications of the changes and has advised us that additional guidance will be forthcoming.
- SACSCOC accepted notification of temporary emergency relocation of instruction to distance education for all CCCC locations effective March 23, 2020 through December 31, 2020.

SACSCOC CORRESPONDENCE

SACSCOC Approves Submissions, Provides Guidance

- January 24, 2020: SACSCOC sent an email regarding updates that were reported during the SACSCOC Annual Meeting, including the differentiated review process, policy revisions, proxy voting at SACSCOC annual meetings, and changes to the Negotiated Rulemaking (Neg-Reg) process from the U.S. Department of Education.
- January 29, 2020: CCCC submitted a letter to SACSCOC requesting to re-open the A.A.S. degree in Bioprocess Technology at the Center for Workforce Innovation effective May 20, 2020. The program was closed for less than five years.
- March 9, 2020: SACSCOC sent an email welcoming CCCC to the SACSCOC Institutional Portal. Institutions will use the Portal to submit, review and update information that is used by the Commission in the Reaffirmation and other processes.
- March 11, 2020: SACSCOC sent an email clarifying whether Medical Assisting was the only program being relocated to the Chatham Health Sciences Center from another site. CCCC responded confirming that Medical Assisting is the only program being relocated from another site.

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- March 13, 2020: SACSCOC sent an email regarding the impact of the COVID-19 pandemic on accreditation issues. They postponed evaluation visits, the Small College Initiative, and Pre-Applicant workshops. They reminded institutions that any changes to academic calendars and temporary changes to instructional modality must be reported. They reminded institutions to maintain the academic integrity of a degree.
- March 22, 2020: SACSCOC sent an email accepting CCCC's request for temporary emergency relocation of instruction at all instructional sites to distance learning effective March 23, 2020 through July 21, 2020, due to the COVID-19 pandemic. A print letter followed via mail.
- March 23, 2020: SACSCOC sent an email providing a COVID-19 update. They postponed or rescheduled various committee meetings and visits, and their summer Board of Trustees meeting.
- March 30, 2020: CCCC and SACSCOC exchanged emails to add the Chatham Health Sciences Center to the emergency relocation of instruction list.
- March 31, 2020: SACSCOC sent an email regarding updates due to COVID-19 – rescheduling meetings and sharing guidance for various issues.
- March 31, 2020: SACSCOC sent an email accepting temporary emergency relocation of instruction due to COVID-19 for the Chatham Health Sciences Center effective March 23, 2020 to July 21, 2020. A print letter followed via mail.
- April 13, 2020 SACSCOC sent an email update regarding COVID-19. Topics included temporary emergency relocation of instruction, waiver of distance learning approval, and academic calendar changes.
- May 5, 2020: SACSCOC acknowledged the permanent relocation of the Medical Assisting program from the Chatham Main Campus to the Chatham Health Sciences Center.
- May 13, 2020: SACSCOC sent an email with various updates. They shared three Position Statements regarding the impact of COVID-19, outlining expectations with regard to prudent management of financial resources, maintaining educational quality, changes to institutional planning processes, and documentation/communication of changes made due to the pandemic.
- May 28, 2020: SACSCOC sent an email to announce the cancellation of the 2020 SACSCOC Summer Institute.
- June 10, 2020: CCCC and SACSCOC exchanged emails about the proper terminology related to the new U.S. Department of Education accreditation regulations that became effective on July 1, 2020. The matter is still in flux. An update should come soon.
- June 23, 2020: CCCC and SACSCOC exchanged emails about an extension to the temporary emergency relocation of instruction. SACSCOC extended the relocation through December 31, 2020 for all institutions.

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- June 25, 2020: CCCC and SACSCOC exchanged emails about a request to correct SACSCOC's list of instructional sites. Updates are needed for the Applied Technology Education Campus in Camden, SC (which SACSCOC has erroneously listed as a CCCC site), the Dunn Center's address, and two entries for the W.B. Wicker Dental Center.
- July 6, 2020: SACSCOC sent an email regarding the Interstate Passport Call to Action. SACSCOC is advocating for a nationwide comprehensive articulation agreement (Passport) for community college transfer students.
- July 14, 2020: CCCC submitted the 2020 Financial Profile to SACSCOC

QEP HIGHLIGHTS

QEP Implementation Continues

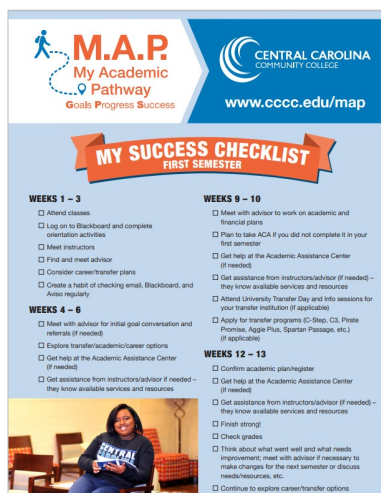
Quality Enhancement Plan team members continue to make progress on our *My Academic Pathway* project which is aimed at providing a personalized approach that enables new students to make efficient, effective, and timely choices in order to complete their educational and career goals. The essential elements of the project are providing enhancements to Admissions, ACA courses, and Advising.

The project goals are to:

1. Enable each student to select an appropriate academic program,
2. Consistently enhance each student's pathway to goal completion, and
3. Facilitate timely completion of each student's academic goals.

Highlights from the last two quarters include:

- In February 2020, the MAP Marketing Team met to discuss marketing options. The team brainstormed what the message should be for faculty, staff, and students now that the QEP is halfway to completion. They identified promotional items to purchase and decided that the MAP Coffee Refuel event was such a success in Fall 2019 that we will offer the event again in the future.
- In June 2020, the MAP Marketing Team met virtually to develop a new marketing video and plan marketing updates for 2020-21. The new MAP marketing video introduces the three-step process students experience in MAP, includes CCCC employee interviews from the three MAP areas, and highlights data from each area. The video will be ready in the Fall semester. They also planned how to automate the [My Success Checklist](#) in Aviso. This will help create the MAP: Passport from Action 7 of the QEP.



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- In Spring 2020, the MAP ACA Team began creating a fully online ACA 122 shell, developed an 8-week ACA 122 course to accommodate the small class sizes needed in response to COVID-19, and held the first ACA Advisory Board meeting with CCCC and NCCCS faculty members.
- In February 2020, the MAP Admissions Team added Program Information Sheets to every academic program website. The MAP Admissions Team creates and updates Program Information Sheets for every academic program at CCCC throughout the year. The sheets include a program overview, key industry information, RIASEC code, and additional program information. In Summer 2020, a comprehensive review of all Program Information Sheets occurred with CCCC chairs, program leads, and the Admissions Team.



DEGREE(S)
None
DIPLOMA(S)
Diploma in Automotive Restoration Technology (DS0140, Western Harnett Campus - Day) - three semesters (summer included)
CERTIFICATE(S)
Certificate in Automotive Restoration Technology (CS0140, Western Harnett Campus - Day) - two semesters
TRANSFER OPTIONS
None
ADDITIONAL COSTS OF PROGRAM
Automotive Toolkit
STATE LICENSURE/EXAMS/INDUSTRY CERTIFICATIONS
Automotive Service Excellence (ASE) Certifications
ADDITIONAL ADMISSIONS PROCESS
None
CONTACTS
Craig Ciliberto, Department Chair, Transportation System Technologies: (919) 718-7304 or cciliberto@ccc.edu

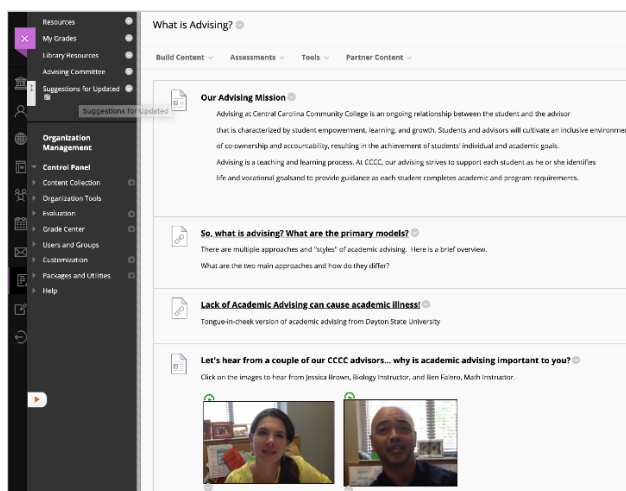
- In April 2020, the MAP Admissions Team updated the Admissions Checklist Form for Summer and Fall 2020 enrollment. The purpose of this form is to help Admissions Specialists lead the first, of many, career conversations with a student. The checklist uses a student's [MAP: Embark Assessment](#) results to discuss their personal interests, identify career readiness, and confirm their choice of major.
- In January 2020, the MAP Advising Team started a series of 30-minute drop-in advising trainings via Blackboard Collaborate. The "Advising Short Sessions" include a 15-minute presentation and 15 minutes of Q&A with attendees. The live sessions are recorded for later viewing and topics are selected by CCCC advisors. Advising Short Sessions provided to date include:
 - Breaking the Ice with Mr. Dave Malenick (January 2020)
 - Advising Athletes with Dr. Emily Hare (February 2020)
 - AVISO for Advising with Mr. Seth Buchanan (March 2020)
 - CCP for Advisors with Dr. Sara Newcomb (April 2020)

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- The MAP Advising Team met again in February 2020. Their current projects include making advising training updates, training facilitation, and the managing the drop-in advising training sessions.

As of July 2020, over 100 advisors have completed the Foundations of Advising (advisor training) course! That's over 50% of our faculty and staff advisors! The Blackboard course is self-paced and exposes advisors to a variety of resources and opportunities to reflect on their advising skills and philosophy.



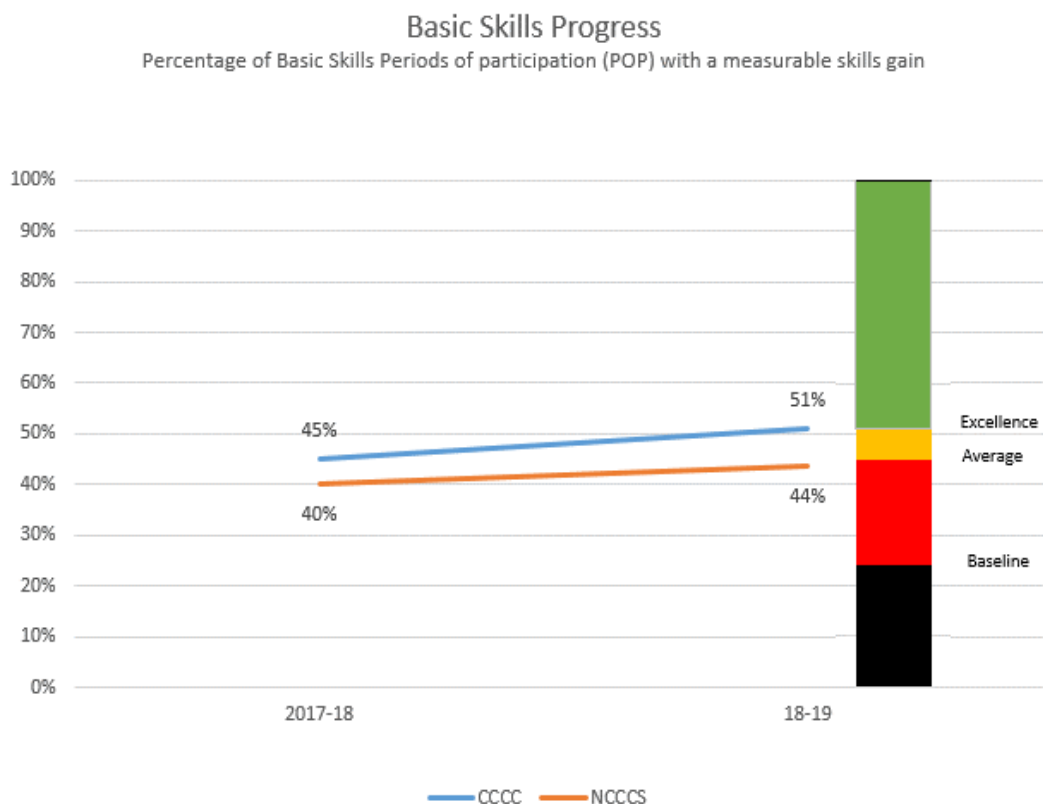
- The MAP Success Council planned for student focus groups to take place at the end of the Spring 2020 semester. However, as a result of the College adapting to the COVID-19 restrictions, they were not able to meet. The Spring 2020 focus groups will be rescheduled in Fall 2020.
- The MAP Assessment Team analyzed assessment metrics. Listed below are 2018-2019 assessment results for Student Learning Outcome #3: "Each student will utilize career services and faculty advising to enhance timely progress toward goal completion."
 - 69% of enrolled students indicated awareness of Career Services.
 - 80% of graduates indicated awareness of Career Services.
 - 92% of enrolled students indicated awareness of Academic Advising.

NC PERFORMANCE MEASURES

Data from the 2020 NC Performance Measures Report including trends over time and comparison with NCCCS averages and benchmarks are shown below. The Measures were revised in 2019, so trend data is not available for all of the indicators.

The complete NCCCS 2020 Performance Measures Report is available at the [NCCCS Performance Measures website](#), and disaggregated results are available on the statewide [NCCCS Data Dashboards](#).

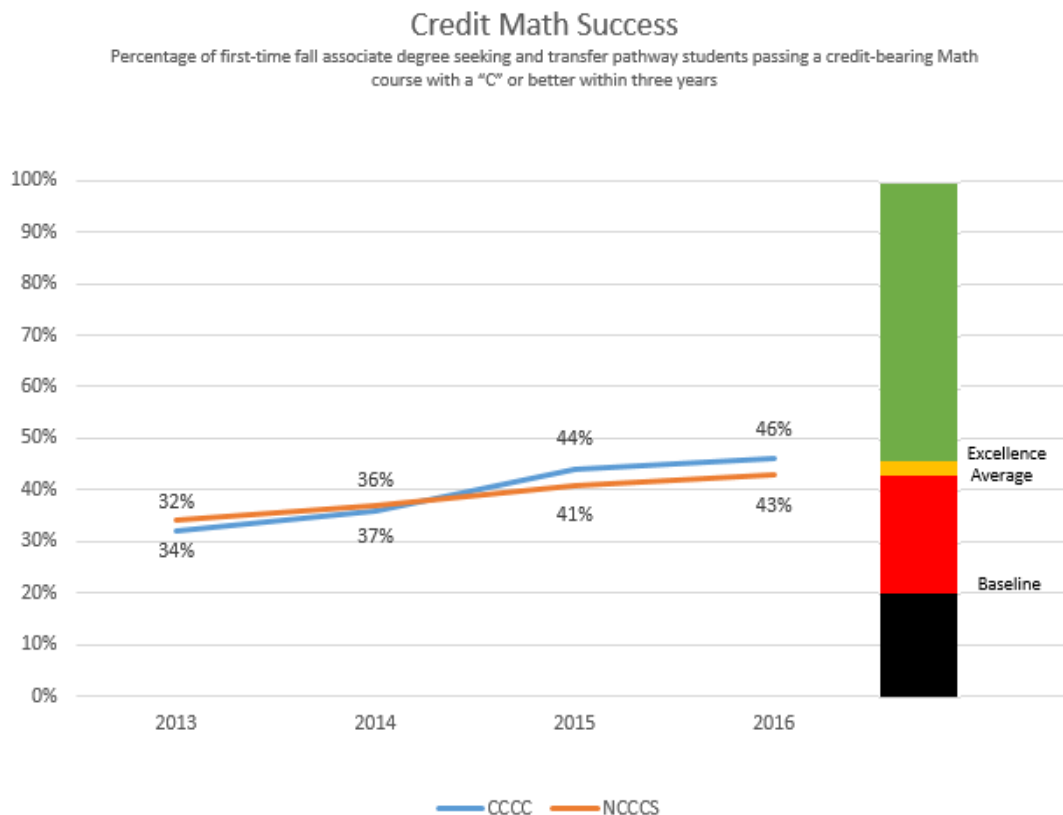
1. CCCC's Basic Skills performance exceeds the state Excellence level, exceeds the state average, and continues to trend upwards:



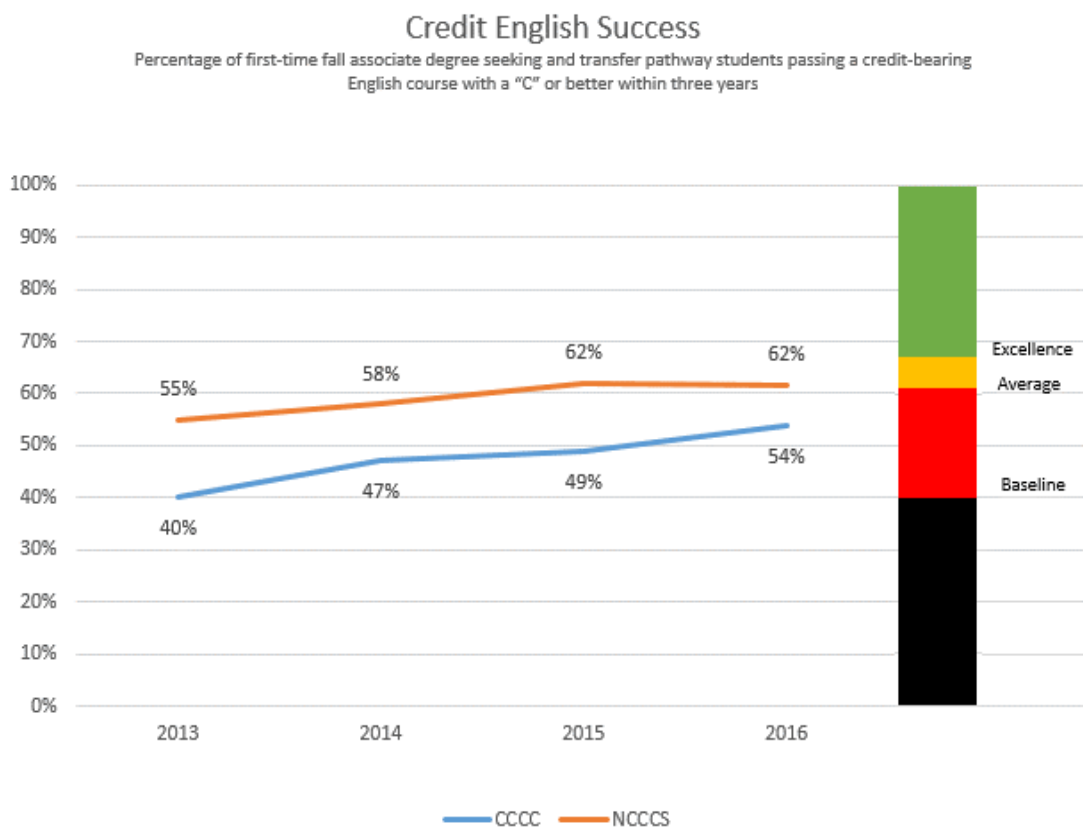
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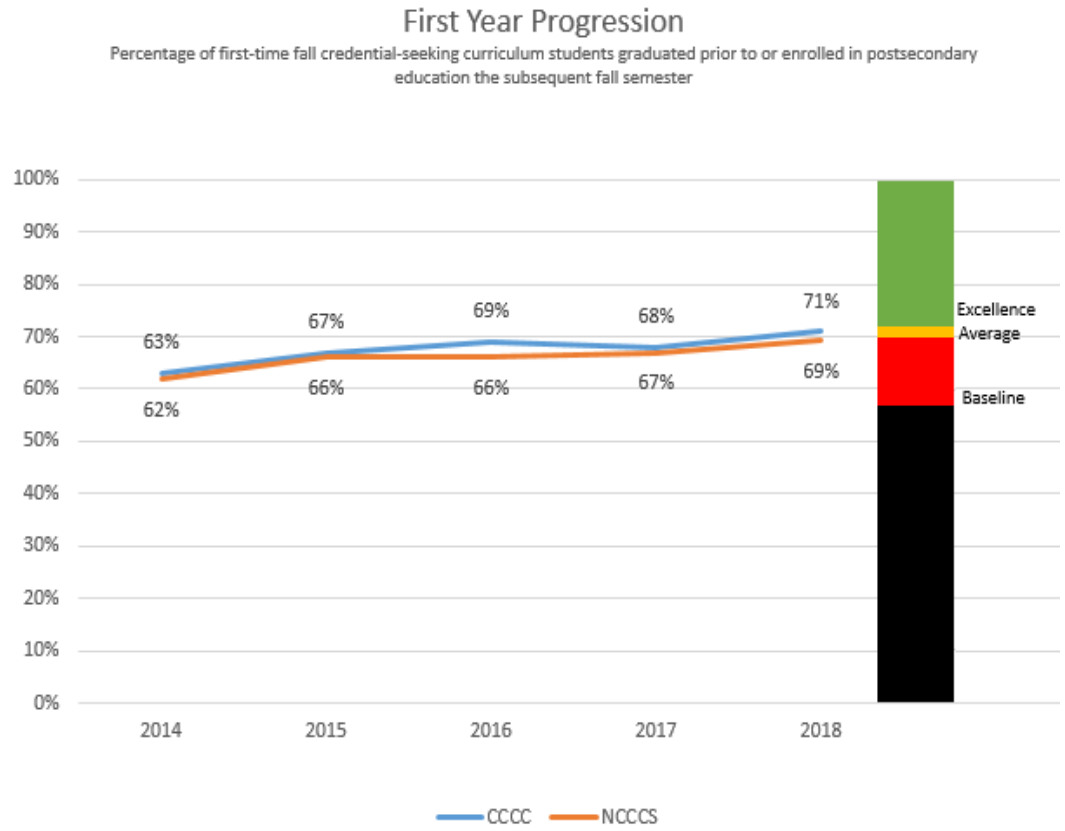
2. CCCC's Credit Math Success performance has trended upwards for the past three years, and now exceeds the state average and the state Excellence level:



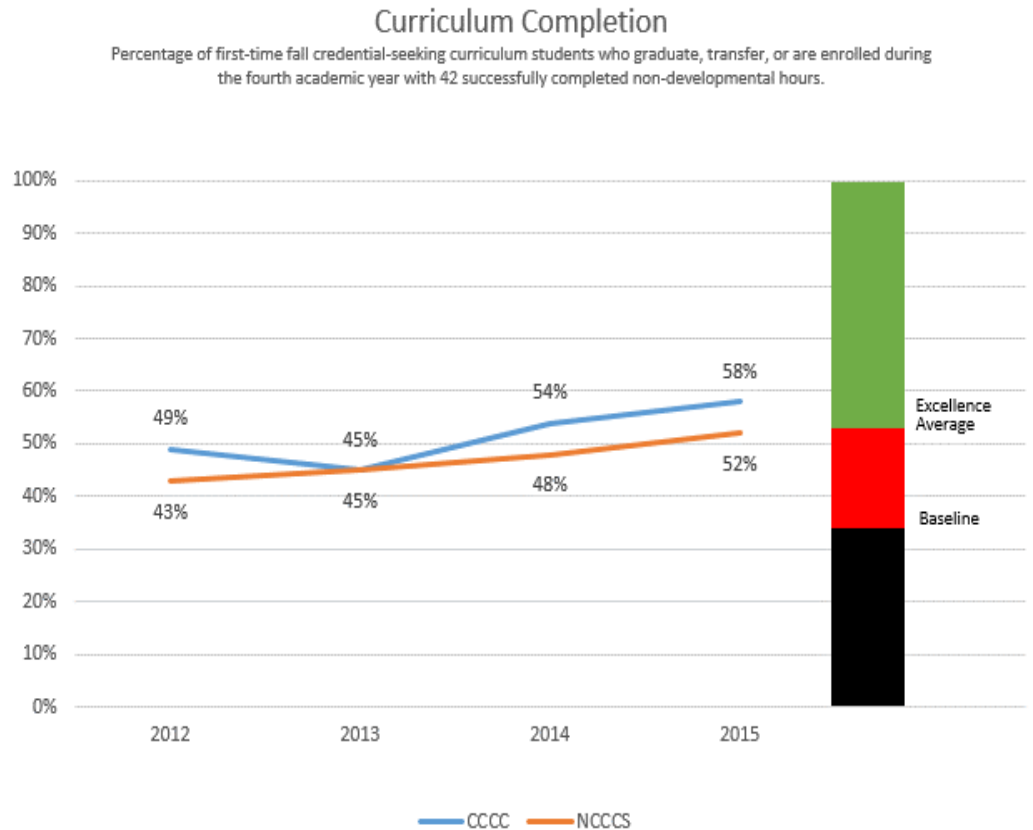
3. CCCC's Credit English Success performance continues to trend upwards, and exceeds the state Baseline level.



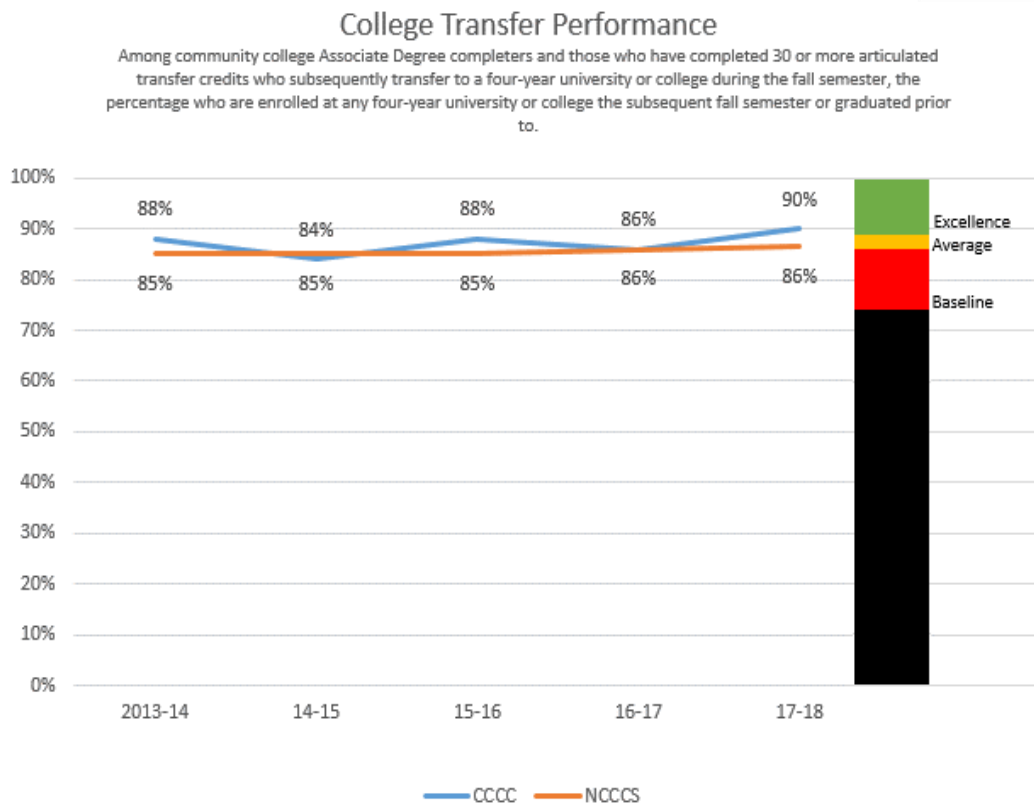
CCCC's First Year Progression performance continues to trend upwards, and exceeds the state average.



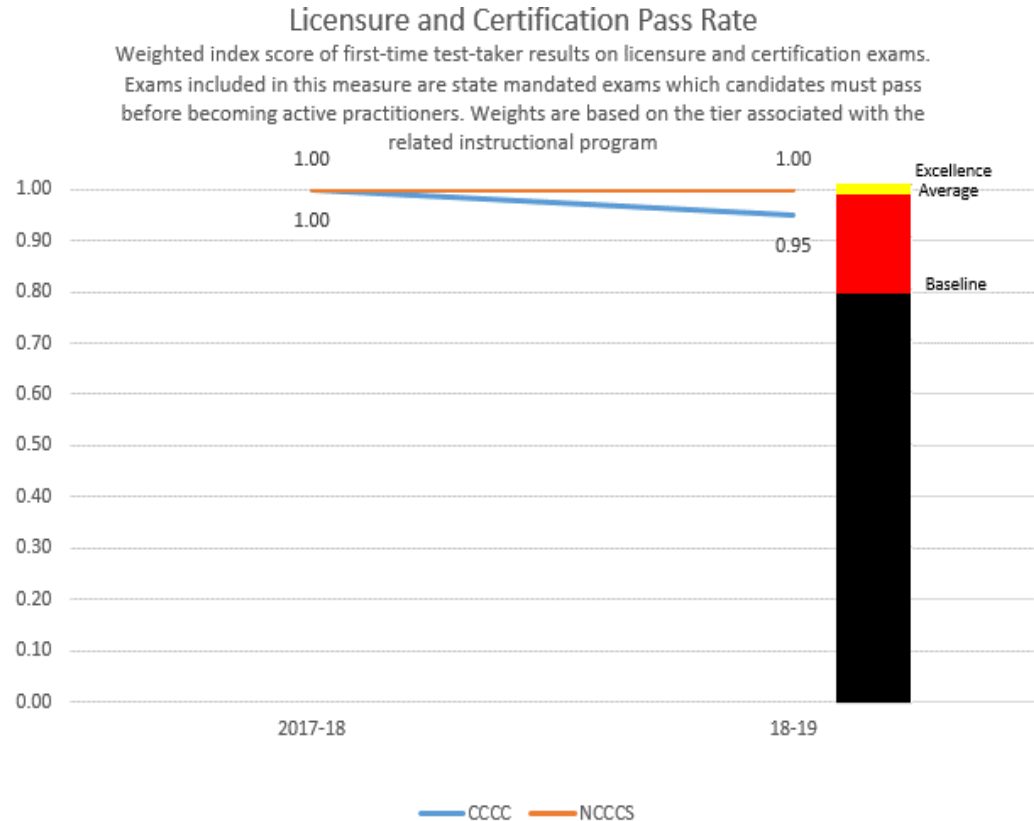
4. CCCC's Curriculum Completion rate continues to trend upwards, and exceeds the state Excellence level.



5. CCCC's College Transfer performance is trending upwards, and exceeds the state Excellence level.



6. CCCC's Licensure and Certification Pass Rate dipped slightly in 2018-19 when measured on a weighted index scale, but exceeds the state Baseline level.



INSTITUTIONAL RESEARCH

Promise Program

The IER department compiled data showing success metrics for the K-14 Promise program in each of our three counties. Early data for the 2019FA entering cohort shows retention and success are high. Retention from Fall 2019 to Spring 2020 ranged from 80% to 94% (varies by county). K-14 Promise students successfully completed 72% to 81% of the credits they attempted (varies by county). Here are some demographics for the K-14 students:



Chatham County Promise (K-14) 2019 Fall Entering Cohort

139

Total Students Began Chatham County Promise in 2018 Fall

63%

Of students were fully funded by sources outside of Chatham County in 2019-20

\$90,927

Total Cost to Chatham County 2019-20

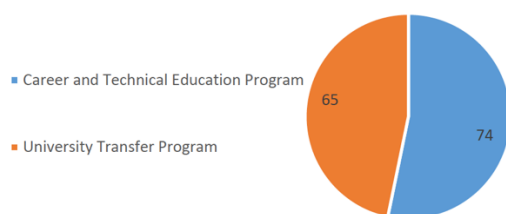
\$654

Average cost per students (to Chatham County)

Demographics

White	63	47%	Female	70	50%
Hispanic	52	39%	Male	69	50%
Black	11	8%			
Other/Multi	8	7%			

53% of Students Pursue **Career and Technical Education Programs**



Top 5 Programs

More than half of Chatham County Promise Students pursued these five programs

- 1.** Associate in Arts
- 2.** Associate in Science
- 3.** Pre-Health Nursing
- 4.** Associate in Engineering
- 5.** Pre-Health Veterinary Medical Tech



Harnett County Promise (K-14) 2019 Fall Entering Cohort

212 Total Students Began Harnett County Promise in 2018 Fall

61% Of students were fully funded by sources outside of Harnett County in 2019-20

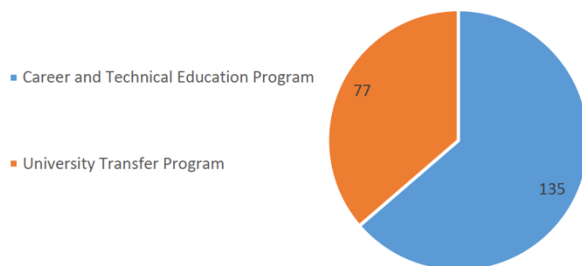
\$126,579 Total Cost to Harnett County 2019-20

\$597 Average cost per students (to Harnett County)

Demographics

White	120	57%	Female	116	55%
Hispanic	38	18%	Male	96	45%
Black	32	15%			
Other/Multi	19	9%			

64% of Students Pursue **Career and Technical Education Programs**



Top 5 Programs

More than half of Harnett County Promise Students pursued these five programs

- 1.** Associate in Arts
- 2.** Associate in Science
- 3.** Pre-Health Nursing
- 4.** Cosmetology
- 5.** Pre-Health Veterinary Medical Tech



Lee County Promise (K-14) 2019 Fall Entering Cohort

99 Total Students Began Lee County Promise in 2018 Fall
44% Of students were fully funded by sources outside of Lee County in 2019-20

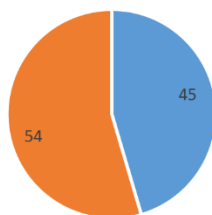
\$89,949 Total Cost to Lee County 2019-20
\$909 Average cost per students (to Lee County)

Demographics

White	52	53%	Female	59	60%
Hispanic	39	39%	Male	40	40%
Black	3	3%			
Other/Multi	5	5%			

Nearly Half of Students Pursue Career and Technical Education Programs

■ Career and Technical Education Program
■ University Transfer Program



Top 5 Programs

More than half of Lee County Promise Students pursued these five programs

- 1.** Associate in Arts
- 2.** Associate in Science
- 3.** Pre-Health Nursing
- 4.** Welding
- 5.** Associate in Engineering

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Institutional Data

The IER department has continued to support the college community by providing data and analysis by request to assist areas within the college in making data informed decisions. Recent requests have included things such as, withdrawal rates, disaggregated success rates, data to support grant applications and data to support our strategic plan.

NPSAS study

CCCC has been selected again to participate in the National Postsecondary Student Aid Study (NPSAS). Data for this study is requested at several intervals, the first has already been completed and submitted successfully.

Program Percentage by Student

The IER department has created a program that identifies what percentage of a program a student has completed. Prior to this, there was no accurate way to see how much of a program a student had completed without looking manually at each individual student's records. We are working with other departments to determine how this data can be best utilized.

JobsEQ

The College has begun utilizing JobsEQ. Jobs EQ allows the college to identify local skills gaps, projected growth, current job openings and more. JobsEQ provides similar data as EMSI but is more interactive and can provide labor market data specific to our service area, the state and nation. We have already begun utilizing it to identify baseline data for key performance indicators for the new strategic plan.

Finish First & Retention Efforts

The IER department, in partnership with the student learning and student services divisions, continues to use the audit tool that identifies students who are close to earning any credential or have already earned one but have not applied for it. Using the *Finish First* audit tool, each term IER creates the following lists:

- **Potential Graduates** both enrolled and not currently enrolled who have not applied to graduate.
- Students **within One Semester** of graduating.

The results of the 2020SP report for students who may be complete with a credential by the end of the term identified more than 700 students. This list is then compared to the list of students who have applied to graduate and is then shared with advisors. This term, we will also send an email to those students who have not yet applied for graduation to encourage them to reach out to their advisor to review the record and apply for graduation if appropriate.

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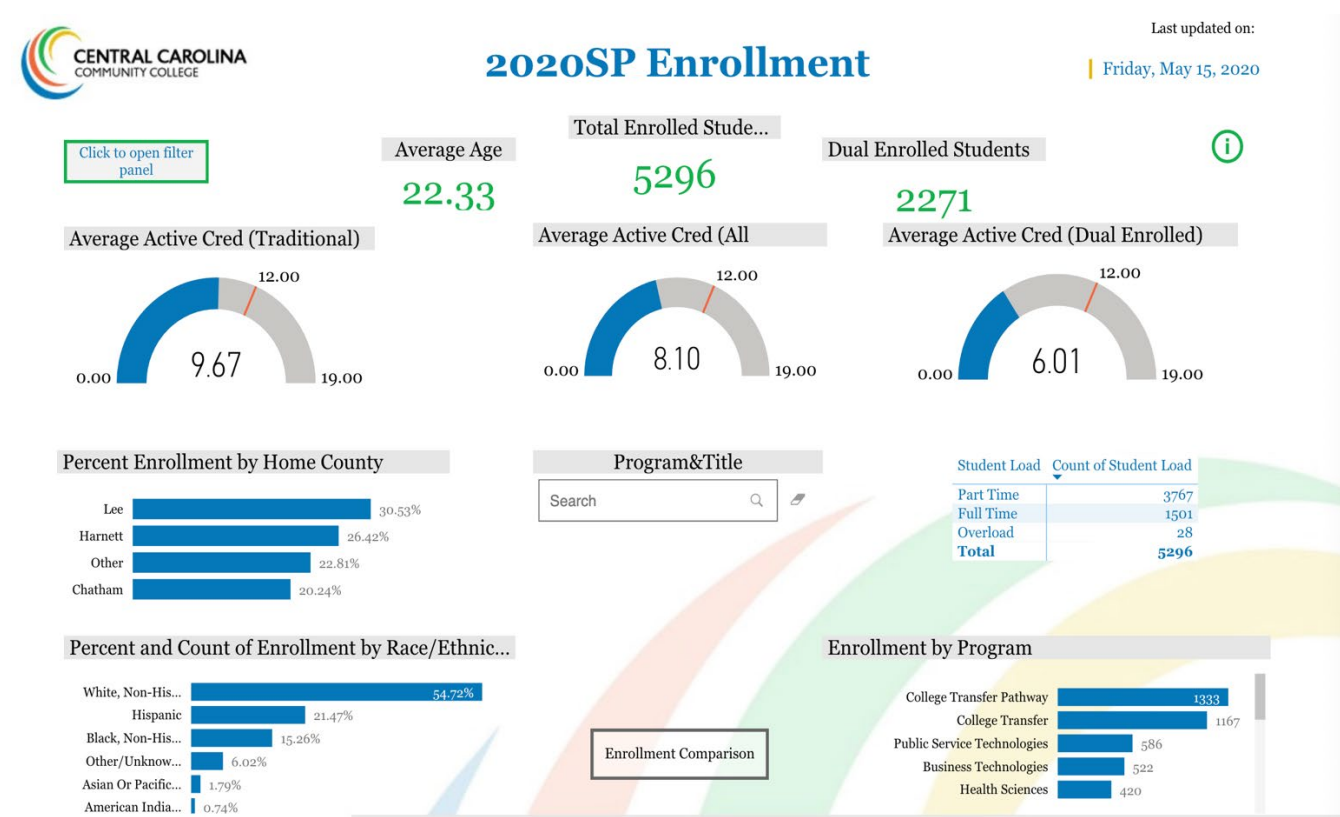
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Data Dashboards

The CCCC [data dashboards](#) continue to be widely used. These dashboards are designed to provide data that is updated daily and allow users to drill down and filter or disaggregate the data as they choose.

The CCCC Data Dashboards are available on the intranet and continue to be updated and new ones created as the need arises. The IER department has recently redesigned the dashboards to provide a consistent look and feel. Each dashboard now has collapsible filters, the CCCC logo and background and CCCC colors. In addition, we have added a ***Details and Definitions*** page to each dashboard so that users can identify the methodology used to produce the data. A new instructional video will be posted to demonstrate how to use the updated dashboards.

Examples include these screenshots:





Enrollment Dashboard Definitions & Details

Calculations/Definitions	Description
<p>Enrollment is defined as students who are actively enrolled in the term with at least one curriculum credit with a current status of "A" or "N"</p> <p>Dual Enrolled: Dual enrolled is defined as any student with a CCP student type that is active for the entire length of the term.</p> <p>Program: Only one program is shown per student. If a primary program is indicated for the term, that is the program shown. If records do not show a primary program, the first active program for a student is shown (alphabetical by program code to show degree first).</p> <p>Home County: Home county is shown for students in Lee, Chatham and Harnett. Students attending from counties outside of our service area will show as "Other".</p> <p>Pell: Pell is indicated for any students who completed the FAFSA and were subsequently awarded Pell.</p> <p>First Generation: First generation is listed for any student who has completed the FAFSA and provided information that indicated if a student was first generation. Only students who completed a FAFSA will be listed as first generation or not first generation, all other students will show as "unknown".</p>	<p>Enrollment: This page shows number of students enrolled with active credit. If a student withdrew from all courses, they are not included in the student count.</p> <p>Enrollment Comparison: This page shows the final enrollment from the previous academic year compared to the same term this year.</p> <p>Filters: Filters can be applied by clicking to expand, choosing the filters, and collapsing the filter page again. These filters will remain active until they are unchecked.</p> <p>Enrollment by Program: This graph will show data by the NCCCS program category and then can be drilled down to the specific program.</p>
	<p>Data Sources</p> <p>Informer: Informer 5 reports are used to pull this data, including: XXXXXX Current Enrollment which pulls data from a financial aid and dual enrollment dataset.</p>

For questions, feedback, or suggestions, email Stormy Mascitelli at smasc521@cccc.edu or Christi Copes at ccopes140@cccc.edu

Surveys

- An ad hoc committee continues to review and update all annual institutional surveys. The committee has reviewed all students surveys and is continuing by reviewing all employee surveys as well.
- The Student Financial Wellness Survey, administered by Trellis, was conducted this fall at no cost to the college. Results of this survey have provided an abundance of data for the college to use to further understand and support our student population



CENTRAL CAROLINA COMMUNITY COLLEGE



STUDENT FINANCIAL WELLNESS SURVEY RESULTS

FALL 2019

Understanding the connection between student finances and student success is essential to supporting the 21st century student.



56% of students
**WORRY ABOUT HAVING
ENOUGH MONEY**
to pay for school

54% of students have
RUN OUT OF MONEY
3 or more times
in the past year **x3**



53%

of students show
SIGNS OF HOUSING INSECURITY
(struggling to pay rent/utilities or the need to move frequently)



58%

of students indicate that
it is important to them to
SUPPORT THEIR FAMILY FINANCIALLY while in school



48%

of borrowers indicate that they
HAVE MORE STUDENT LOAN DEBT
than they expected to have at this point



29%

of students show signs of
VERY LOW FOOD SECURITY
according to the USDA scale
(skipping meals, eating less or less nutritious food)



83% of **STUDENTS ARE
LESS THAN CONFIDENT**
they will be able to **pay off the debt**
they acquired while in school



52% of students pay for college **using money
from their current employment**



find their **TOTAL DEBT**
amount to be **OVERWHELMING**
(credit card, car loan, money owed to family/friends)

43%

of students pay for college
with **CREDIT CARDS**

27%



67%

of students say they
**WOULD USE
FINANCIAL SUPPORT**
services if offered by their school



68% of students say they would have **TROUBLE GETTING \$500**
in cash or credit to meet an unexpected need within the next month

Marketing and External Relations
Dr. Marcie Dishman
July 22, 2020

For Information Items:

1. Marketing and Public Affairs
2. Triangle South Workforce Development Board

MARKETING AND PUBLIC AFFAIRS



DESIGN

>> **Increased focus on development of electronic materials**, including:

- Student handbook for 2020 – 2021
- Virtual 5K event promotion
- Materials that highlight the college's contribution to the local workforce
- Program specific materials, such as Bioprocess, Lasers & Photonics, etc.
- Small Business Center's "Central Carolina Recovery" program
- Virtual spirit week
- Employee Assistance Program materials
- Central Carolina Promise promotion



SOCIAL MEDIA

>> **Increased promotion of the college** through online methods

- Promotion of Central Carolina Promise program and virtual information sessions (resulted in 659 link clicks to the Promise web page)
- BioWorks upcoming classes (resulted in 494 link clicks for more information)

>> **Social media accounts** as of July 2020:

- CCCC Instagram has 671 followers and 1,553 posts.
- CCCC Twitter has 2,156 followers, and tweet impressions average approximately 50,000 per month.
- CCCC Facebook has 12,167 followers and nearly 400 posts in the past few months.

>> CCCC has a **Facebook Live session** each week with a different program, department, or service at the college. Presently, these sessions are scheduled through August and provide an opportunity for individuals to learn and ask questions.



VIDEO

>> **Increased production of video projects**, including:

- Caterpillar Welding Apprenticeship virtual graduation video
- Graduation message video to CCCC students
- Virtual academic regalia video to celebrate CCCC graduates
- Multiple messages to CCCC students

>> Began **development of a video series** to promote college programs. To date, filming has been completed for 22 programs. These videos will be posted on the college's YouTube channel and will be shared with prospective students, on social media, and placed on program pages of the website. Marketing is working closely with Recruitment on production and distribution plans for this series.



WEBSITE

>> In the past months, a considerable number of **new web pages have been developed** and launched. Additionally, there are a number of pages that have been significantly updated.

A sampling of website projects include:

- 4C's for Online Course Success – www.cccc.edu/distanceeducation/current-students/online-help
- 12 & 8 Week Classes – www.cccc.edu/12and8
- Academic Excellence Awards – www.cccc.edu/academic-excellence
- Application for Services, Veterans Upward Bound Program – www.cccc.edu/student-services/upwardbound/veterans/application
- Bioprocess Technology Page – www.cccc.edu/curriculum/majors/bioprocess
- Congratulations 2020 Graduates – www.cccc.edu/2020graduation
- Coronavirus (COVID-19) – www.cccc.edu/homepageDetails/2020/coronavirus
- Education Department Page – www.cccc.edu/curriculum/majors/education-department
- FAST (accelerated program and pathways, under development)
- Higher Education Emergency Relief Fund Grant – www.cccc.edu/financialaid/types-of-aid/emergency-funds/2020-HEERF
- HR Resources Section, Labor Notices, etc. – www.cccc.edu/collegeservices/humanresources
- On-Demand Training, Center for Academic Excellence – www.cccc.edu/teaching-learning/training
- Professional Licensure and Certification – www.cccc.edu/about/professional-licensure
- Recursos en Espanol (information in Spanish, under development)
- Spend Your Summer with CCCC! – www.cccc.edu/summer2020
- STEM Lab – www.cccc.edu/student-services/stem
- Writing Center – www.cccc.edu/writingreadingcenter



MEASURES OF SUCCESS

>> **Branding campaign** from 05/04 to 06/28 resulted in a total of 10,591 link clicks for more information

- Facebook
- Instagram
- YouTube
- Snapchat
- Spotify

>> The COVID-19 section on the CCCC website (www.cccc.edu/covid) has received considerable traffic in recent months. From April to mid-July, there have been over **36,000 page views**.

TRIANGLE SOUTH WORKFORCE DEVELOPMENT BOARD (TSWDB)



COMMUNITY CONNECTIONS

- >> TSWDB is working with chambers, economic developers, and other agencies to help connect businesses affected by COVID-19 with information and resources. The team also maintains and distributes business resource information through **direct virtual contact with employers**.
- >> Developed virtual and physical **rapid response packets** which can be distributed as needed to affected businesses.
- >> Working with local economic developers on distributing a survey from the North Carolina Workforce Development Boards and the North Carolina Department of Public Instruction to identify certifications of the most value to employers.
- >> Coordinated partner meetings with the Manufacturing Institute in both Lee and Sampson counties. The Manufacturing Institute is a veterans-focused manufacturing industry training program.
- >> Finish Line Grant applications/inquiries are continuing to be submitted and processed.
- >> TSWDB staff is **working with local NCWorks Career Center** managers to begin setting benchmarks for re-opening. The staff will continue to assess the current situation and determine if re-opening dates can be set.
- >> NCWorks Chatham staff continues to work with employers and their employees regarding COVID-19 layoffs and re-opening. Staff is also working with the county health alliance, 2020 Census, CORA, local restaurants, and others on COVID-19 related issues.



NEW PROGRAMS/PROCESSES

- >> TSWDB has signed on to be a supporter of the myFutureNC's 2M by 2030 initiative. The goal is to ensure that NC has an adequately trained and credentialed workforce by 2030.
- >> Due to COVID-19, the NC Youth Summit is postponed until April 2021. Committee members will meet via teleconference to take preliminary steps in planning the 2021 event.
- >> All TSWDB staff continues to telework until further notice. The team meets regularly to discuss challenges, opportunities, and other actionable items relating to enhancing service delivery.
- >> TSWDB is working toward the creation of a virtual NCWorks online training tool for Career Center staff.



MEASURES OF SUCCESS

- >> TSWDB successfully submitted the plan of service for program year 2020 – 2024.
- >> A **virtual financial monitoring visit** occurred in late June, and the report from the visit will be available in approximately 90 days.

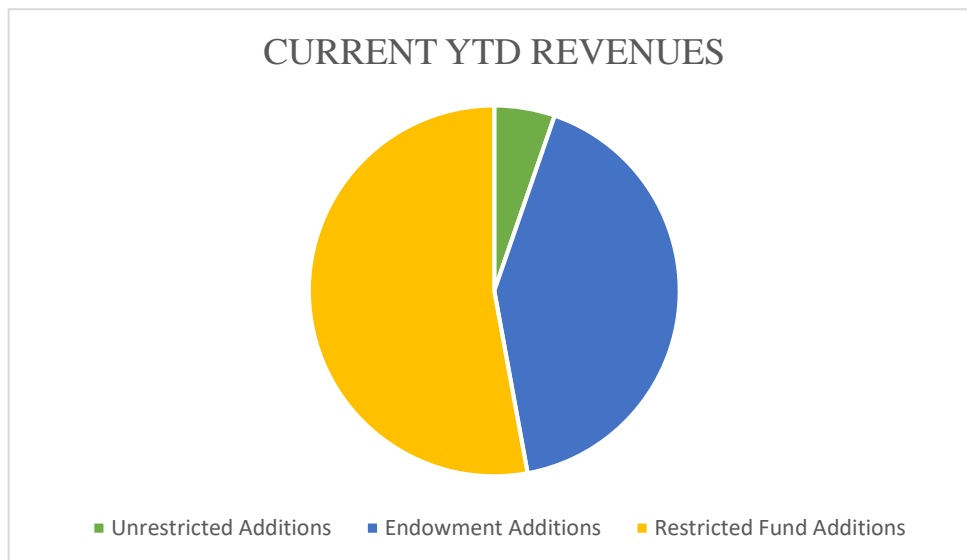
**CCCC Foundation
Board of Trustees Report
July 2020**

AGENDA

For Information:

- 1. Revenue Report April - June 2020**
- 2. Director's Report April - June 2020**
- 3. Endowment Report April - June 2020**
- 4. COVID- 19 Updates April – June 2020**

DESIGNATIONS	Fourth Quarter	Current YTD
Total Unrestricted	10,098.50	53,747.82
Restricted		
Endowment Additions	32,057.00	425,307.11
Other Restricted Funds	276,900.26	537,578.87
Total Restricted	308,957.26	962,885.98
TOTAL REVENUES:	319,055.76	1,016,633.80



Please help us thank these generous donors for their support!

Central Carolina Community College Foundation Director's Report

Fourth Quarter Gifts of \$500 or More

Nancy Acosta
The Benevity Community Impact Fund **
CertaPro Painters
Dr. Lisa M. Chapman *
Tommy and Amy Dalrymple
Parrish Daughtry *
Diversified Service Contractors – *Steve Malone*
Duke Energy Foundation *
Fidelity Foundation *****
First Bank – *Lillington*
Bill and Jinger Gibson
John Heister Chevrolet
John and Pat Kirkman *
Tommy and Joyce Mann *
Kiwanis Club of Lee County
Nomar's Kennel – *Nona Burrell* *
Julian and Cynthia Philpott
Bobby and Linda Powell
Sanford BPW
Drs. J. Keith Smith and Lisa L. Jones *
Wayne Staton
Swisher International
Tart Law Group – *Lee Tart Malone*
Theraplay
Doug and Sharon Townsend **
United Way of Lee County
Fred and Barbara Wilson *
J.E. Womble & Sons

* ***\$1,000 or more***

** ***\$5,000 or more***

*** ***\$10,000.00 or more***

***** ***\$200,000.00 or more***

Submitted by Dr. Emily C. Hare
Executive Director

Fund Name	Principal Balance July 1, 2019	Principal Added	Principal Subtotal	Principal Balance June 30, 2020
Gary G. Allen	10,210.00		10,210.00	10,210.00
Alumni- Honor Society	13,603.64		13,603.64	13,603.64
Cymbria S. & Raymond H. Amberger	123,079.62		123,079.62	123,079.62
Ollie Monroe Angel	21,100.00		21,100.00	21,100.00
Darrell Arrington	9,243.70		9,243.70	9,243.70
J. Mack & Eula Mae Auman	64,998.12	100.00	65,098.12	65,098.12
Ola Mae Baber	50,070.00		50,070.00	50,070.00
Zachary S. Bradshaw	10,498.54		10,498.54	10,498.54
Braithwaite Dental Assisting	2,250.00	3,000.00	5,250.00	5,250.00
Braithwaite Dental Hygiene	2,250.00	3,000.00	5,250.00	5,250.00
Gail S. and Pat S. Bridges	10,690.00	25.00	10,715.00	10,715.00
James F. & Dixie B. Bridges	26,767.99	75.00	26,842.99	26,842.99
Judy Ellis Buck	6,785.02		6,785.02	6,785.02
Dr. Kirk Budd	12,385.00	565.00	12,950.00	12,950.00
Donald N. Buie	26,744.16	100.00	26,844.16	26,844.16
Jim and Ann Burgin	10,000.00	5,000.00	15,000.00	15,000.00
Fred & Eliza Burns	5,000.00		5,000.00	5,000.00
Lura Rhyne Burns	9,872.91		9,872.91	9,872.91
Troy Byrd	16,817.10		16,817.10	16,817.10
C.K. Caldwell	31,547.77	150.00	31,697.77	31,697.77
Raymond C. & Carolyn G. Carter	10,090.00	60.00	10,150.00	10,150.00
Caterpillar	10,000.00		10,000.00	10,000.00
CCSHRM	10,000.00		10,000.00	10,000.00
CEAD	21,300.00		21,300.00	21,300.00
CCH Auxiliary	51,361.20		51,361.20	51,361.20
Central Electric Membership	77,491.89	5,000.00	82,491.89	82,491.89
Susan Taylor Clark		10,000.00	10,000.00	10,000.00
Jimmy Collins	11,310.10		11,310.10	11,310.10
Commitment to Excellence	130,000.00		130,000.00	130,000.00
CommunityOne Bank	6,216.21		6,216.21	6,216.21
Coty	19,000.00		19,000.00	19,000.00
Nellie Lett Cox		10,500.00	10,500.00	10,500.00
Mary Lou & Lum Cummings	25,440.00		25,440.00	25,440.00
Carolyn Jean McNair Daniel	7,099.34		7,099.34	7,099.34
John Thomas Davenport	27,529.59		27,529.59	27,529.59
John D. Dixon & Linda S. Dixon	16,375.00		16,375.00	16,375.00
John E. & Eunice L. Dotterer	56,544.37		56,544.37	56,544.37
Captain Wilbert "Trap" Dunn	3,735.00		3,735.00	3,735.00
Eason Veterinary	10,310.18		10,310.18	10,310.18
Deborah Ebgert	11,100.00	1,650.00	12,750.00	12,750.00
Exchange Club of Sanford	23,520.00		23,520.00	23,520.00

Phil & Genease Fields	10,000.00		10,000.00	10,000.00
F^2 Fritz		825.00	825.00	825.00
Sue Gibson	31,991.64	500.00	32,491.64	32,491.64
Gold Kist	14,327.32		14,327.32	14,327.32
Peggy C. & Meigs C. Golden	42,619.90	1,400.00	44,019.90	44,019.90
Goldston Medical Center Board	20,000.00		20,000.00	20,000.00
Richard Scott Grant	33,553.27	1,100.00	34,653.27	34,653.27
Tom Graves	11,467.42	180.00	11,647.42	11,647.42
Barbara Simpson Haislip	24,344.33		24,344.33	24,344.33
Harnett County Student	78,816.56	1,887.00	80,703.56	80,703.56
Mary Lois Harris Hayes	37,966.41	5,025.00	42,991.41	42,991.41
Hayes Lecture Series	4,739.70	550.00	5,289.70	5,289.70
L.B. and Virginia Hester	36,181.68	2,730.00	38,911.68	38,911.68
Everette T. Hickman	20,233.27		20,233.27	20,233.27
Edward S. & Mary B. Holmes	52,986.16		52,986.16	52,986.16
James B. Holt	13,715.00	25.00	13,740.00	13,740.00
Betsy Perry Holton	40,437.10		40,437.10	40,437.10
Paul O. Howard and Barbara E. James	32,465.83		32,465.83	32,465.83
Edwin A. & Dorothy B. Hubbard	20,942.39		20,942.39	20,942.39
Hubbard - Culinary	25,981.08		25,981.08	25,981.08
Richard Clay Ingram	10,251.81		10,251.81	10,251.81
Audrey L. James	86,350.00	3,000.00	89,350.00	89,350.00
Jeffery K. Jones	48,562.31	590.00	49,152.31	49,152.31
Robert D. Jones	7,789.67		7,789.67	7,789.67
Jonesboro Garden Club	10,547.52		10,547.52	10,547.52
Marvin R. Joyner	16,669.17	150.00	16,819.17	16,819.17
J. Linwood Keith	26,160.06		26,160.06	26,160.06
Oscar A., Jr. & Elderlene R. Keller	18,869.10	500.00	19,369.10	19,369.10
Stephen T. Keller	15,676.00	1,350.00	17,026.00	17,026.00
Kightlinger/McSwain	10,000.01	1,525.00	11,525.01	11,525.01
Kiwanis Club of Lee County	3,500.00	1,000.00	4,500.00	4,500.00
Reid King	7,136.31		7,136.31	7,136.31
Patricia Kirkman		2,500.00	2,500.00	2,500.00
Laser & Photonics	16,480.71		16,480.71	16,480.71
William W. & Isabel Heins Lawrence	12,978.26		12,978.26	12,978.26
Lee County Assoc. Senior Citizens	6,282.20		6,282.20	6,282.20
Lee County Dental Society	18,915.38		18,915.38	18,915.38
Lee County Medical Society	16,850.92		16,850.92	16,850.92
Lee Iron & Metal	11,571.26		11,571.26	11,571.26
Ada M. Leonard	13,339.15		13,339.15	13,339.15
Gilbert Lett Family	118,408.52		118,408.52	118,408.52
Jimmy & Etta Love	5,010.00		5,010.00	5,010.00
Steve and Laurie Lympany	18,175.00	1,825.00	20,000.00	20,000.00
Alvin R. MacKay	32,913.70	2,073.77	34,987.47	34,987.47

Tommy C., Sr. & Sarah Miller Mann	14,857.03	1,000.00	15,857.03	15,857.03
Emilie Marchant	10,000.00	5,000.00	15,000.00	15,000.00
T.E. "Bud" Marchant	3,505.00	100.00	3,605.00	3,605.00
John David Martin	8,654.06		8,654.06	8,654.06
Janice Thomas McNeill	11,856.07		11,856.07	11,856.07
Joey McSwain	35,397.68		35,397.68	35,397.68
Ruby McSwain	150,000.00	150,000.00	300,000.00	300,000.00
Edgar W. Meyers	47,348.09		47,348.09	47,348.09
Sallie T. Milholen Nursing	15,928.45		15,928.45	15,928.45
Samuel R. and Ruth O. Miriello	44,713.83	500.00	45,213.83	45,213.83
Bunkey Morgan	10,408.50	5,000.00	15,408.50	15,408.50
Joseph Morris	1,250.00		1,250.00	1,250.00
Motorcycle Mechanics Alumni	5,204.33		5,204.33	5,204.33
Normann Financial Group	1,000.00	1,000.00	2,000.00	2,000.00
Kel and Parker Normann	5,500.00	1,000.00	6,500.00	6,500.00
Nursing Program	117,376.58		117,376.58	117,376.58
Raymond Francis O'Brien, Jr.	29,660.00	1,150.00	30,810.00	30,810.00
Gerard J. O'Donnell	12,936.62	50.00	12,986.62	12,986.62
Oelrich Nursing	25,944.88	200.00	26,144.88	26,144.88
Onward & Upward	800.00	2,800.00	3,600.00	3,600.00
Paralegal	12,912.48	312.00	13,224.48	13,224.48
Cecelia K. Patterson	6,428.84		6,428.84	6,428.84
Jacqueline K. Patterson	7,772.70		7,772.70	7,772.70
Gloria Peele		30,750.00	30,750.00	30,750.00
Pentair Pool Products	92,744.66	3.38	92,748.04	92,748.04
Ann Carson Perry	19,704.90		19,704.90	19,704.90
Worth E. and Mary S. Perry	12,817.43		12,817.43	12,817.43
Pfizer (Formerly Wyeth)	50,017.83	1,500.00	51,517.83	51,517.83
Pittsboro Area Health Initiatives *	61,778.16		61,778.16	61,778.16
Robert E. Pomeranz	30,282.14		30,282.14	30,282.14
Elbert C. Price	13,733.52		13,733.52	13,733.52
Erma Carlisle Proctor	28,802.69		28,802.69	28,802.69
Truby Proctor	34,707.34		34,707.34	34,707.34
Marie Profio	10,240.00		10,240.00	10,240.00
Samuel C. Profio	20,599.72		20,599.72	20,599.72
William H. Ray, Sr.	16,481.14		16,481.14	16,481.14
Thomas L. Reeves	65,475.31	100,000.00	165,475.31	165,475.31
Rickard-Rigsbee	27,045.00		27,045.00	27,045.00
Merritt B. Robinson	10,513.27		10,513.27	10,513.27
Nancy Ruth Harding Robinson	7,741.78		7,741.78	7,741.78
Rose/Baker		5,050.34	5,050.34	5,050.34
Carter T. Rosser	10,716.27		10,716.27	10,716.27
J. Fletcher Rosser	30,235.45		30,235.45	30,235.45
John Prentice Rosser	10,000.00		10,000.00	10,000.00

Rouse - Blalock	400,000.00		400,000.00	400,000.00
Sanford BPW	12,023.68	500.00	12,523.68	12,523.68
Sanford Central Class of 1959	24,739.23	1,995.00	26,734.23	26,734.23
Sanford Contractors	40,000.00	20,000.00	60,000.00	60,000.00
Sanford Dermatology	5,815.38	100.00	5,915.38	5,915.38
Sanford Medical Group	13,170.73		13,170.73	13,170.73
Sanford Woman's Club	21,095.00		21,095.00	21,095.00
Walter L. & Ruby R. Scoggins	15,673.86		15,673.86	15,673.86
Hal T. Siler	16,388.49		16,388.49	16,388.49
Paige Baker Simpson	5,369.89		5,369.89	5,369.89
Lynn and Jane Smith		10,000.00	10,000.00	10,000.00
Smith's Coffee & Mtn. Bottled Water	31,250.38	2,500.00	33,750.38	33,750.38
Static Control Components	2,101.19		2,101.19	2,101.19
Jay Spence Memorial		5,000.00	5,000.00	5,000.00
Allyn Staton	13,305.26	250.00	13,555.26	13,555.26
William W. & Ellen B. Staton	68,410.52		68,410.52	68,410.52
Student	29,299.90	494.00	29,793.90	29,793.90
Sustainable Farming	11,683.06		11,683.06	11,683.06
Claude Sykes	11,220.97		11,220.97	11,220.97
Larry W. Talton	13,602.00		13,602.00	13,602.00
3M Engineering Technology	12,500.00		12,500.00	12,500.00
Ray and Tina Tseng	2,142.48		2,142.48	2,142.48
Louise Tuller Trust Nurse Education	429,208.79		429,208.79	429,208.79
Turbeville-Gaskins	3,800.00	1,450.00	5,250.00	5,250.00
Nancy Turner	-	5,000.00	5,000.00	5,000.00
Avron & Mary Upchurch	10,000.00		10,000.00	10,000.00
Vassie Family	10,000.00		10,000.00	10,000.00
Walker Fire Academy	10,000.00		10,000.00	10,000.00
Frances Frye Roberts Warner	23,510.00		23,510.00	23,510.00
Dalanie Roe Webb	25,759.19	300.00	26,059.19	26,059.19
Bradley Keith Whitfield	12,893.75	2,065.00	14,958.75	14,958.75
Andrew Kelly Wicker	11,113.36	25.00	11,138.36	11,138.36
J. Shelton & Clarice B. Wicker	58,652.32	2,150.00	60,802.32	60,802.32
W.B. Wicker	19,435.80		19,435.80	19,435.80
Douglas H. Wilkinson	11,261.71		11,261.71	11,261.71
E.M. "Bucky" & Ila Williams	8,282.92		8,282.92	8,282.92
Carolyn Wicker Williamson	12,511.44	111.00	12,622.44	12,622.44
Robert D. & Ray H. Womble, Sr.	27,530.00		27,530.00	27,530.00
William M. & Eunice J. Womble	8,247.31		8,247.31	8,247.31
Rassie Wynne	10,970.97		10,970.97	10,970.97
Betty F. Wornom	75,687.11		75,687.11	75,687.11
TOTAL	4,729,291.01	425,316.49	5,154,607.50	5,154,607.50

COVID-19 Updates:

Since the beginning of the pandemic, the Foundation has assisted students through various means of financial assistance.

- Provided over \$10,000 in food assistance through E-Gift Cards from Food Lion
- Provided over \$13,000 in financial assistance through the Dream Keeper Fund for tuition, bill payment and other emergency situations mainly due to job loss or hours reduction from COVID.
- Utilizing the laptop purchases to assist over 25 students
- Received \$10,000 from South River EMC to establish an emergency fund for Harnett County Students
- Received \$1,000 from United Way to assist with Food Purchases
- Currently hosting a virtual SUPERHERO 5K to raise funds for our students who are essential workers and their emergency needs - register to participate at cccsuperhero5k.eventbrite.com

Board of Trustees Report – July 2020 - Grants and Strategic Initiatives

For Action:

Board of Trustee approval of pending and submitted grants

Submitted, July 2020				
Funder	Grant Name	Source	Amount	Applicant
U.S. Department of Education	TRiO SSS	Federal	\$1,100,000.00	College
U.S. Department of Education	TRiO SSS/ STEM	Federal	\$1,100,000.00	College
Fidelity	Providing Quality Emergency Medical Services Training in Chatham County	Private	\$221,553.50	Foundation
Institute of Education Sciences/RAND/Single Stop	CCCC Single Stop	Private	\$60,000.00	College
Harnett county partnership for children	Motheread	State	\$52,275.00	College
NC SECU	Bridge to Career	Private	\$18,000.00	College
Truist Foundation	Laptop Loaner Library	Private	\$10,000.00	Foundation
National Associate of State Treasurers	Financial Literacy Training for Employees	Private	\$10,000.00	College
HAAS Foundation	Machining Scholarships	Private	\$10,000.00	Foundation
Lee County Community Foundation	Cougar Market	Private	\$2,500.00	Foundation

Pending, July 2020				
Funder	Grant Name	Source	Amount	Applicant
Department of Labor	Strengthening Community College Training Grants (consortium)	Federal	\$5,000,000.00	College
National Science Foundation	Louis Stokes Alliances for Minority Participation (LSAMP)	Federal	\$1,500,000.00	College
Department of Labor	YouthBuild Renewel	Federal	\$1,100,000.00	College
National Science Foundation	ATE Small-Equipment Grant - Advanced Manufacturing Lab	Federal	\$500,000.00	College
Community College Growth Engine Fund	Micropathways	Private	\$417,000.00	College
Golden Leaf Foundation	Open Grant: Supporting COVID-19 response with Skilled BioPharma Workforce	State	\$199,761.68	College
GSK Ribbon of Hope	Justice-Involved Transitions Academy	Private	\$25,000.00	Foundation
NEA Challenge America	ACES	Federal	\$10,000.00	College
CEMC Round Up	Dreamkeeper Fund	Private	\$2,500.00	Foundation
RPM Foundation	Restoration Scholarships	Private	\$12,000.00	Foundation
NSF/ATE	Advanced Manufacturing Lab	Federal	TBD	College
NSF/ATE	Spanish Speaking Coaching Program	Federal	TBD	College
Pentair Foundation	Science Lab Kits	Private	\$10,000.00	College

Andy's Foundation	Dreamkeeper Fund	Private	\$10,000.00	Foundation
Honda	Literacy Program	Private	TBD	Foundation
Chatham DSS	Food and Nutrition Services - Employment and Training Program (50-50 for Student Support)	Local	\$60,000.00	Foundation

For Information:

Full Portfolio, July 2020				
Funder	Grant Name	Type	Amount	Primary Focus
U.S. Department of Education	First in the World	Federal	\$9,200,000.	Student Support
U.S. Department of Labor - Workforce Innovation and Opportunity Act	Adult and Family Literacy	Federal	\$2,196,275	Programming
U.S. Department of Labor	Job Corps Scholars Program	Federal	\$1,186,859	Student Support
U.S. Department of Education	Upward Bound Math and Science	Federal	\$1,319,640	Student Support
U.S. Department of Education	Upward Bound (Harnett)	Federal	\$1,319,220	Student Support
U.S. Department of Education	Upward Bound (Lee)	Federal	\$1,319,220	Student Support
U.S. Department of Education	Veterans Upward Bound	Federal	\$1,293,750	Student Support
U.S. Department of Education	Student Support Services	Federal	\$1,100,000	Student Support
U.S. Department of Education	Student Support Services STEM/Health Sciences	Federal	\$1,100,000	Student Support
U.S. Department of Labor	YouthBuild	Federal	\$1,100,000	Student Support
National Science Foundation	STEP UP: Supporting women and Hispanic students in STEM	Federal	\$649,764.00	Scholarships

N.C. Works	Career Coach Funding	State	\$474,984.00	Programming
United States Department of Agriculture	Distance Education Grant	Federal	\$452,335.00	Equipment
Carl D. Perkins Act	Enhancing Career and Technical Education	Federal	\$276,031.37	Programming/Equipment
Anonymous Foundation	Providing Quality Emergency Medical Services Training in Chatham County	Private	\$221,553.50	Foundation
National Science Foundation	Advanced Technical Education: Small Projects	Federal	\$200,000.00	Curriculum Development
Duke Energy	Apprenticeship Program	Private	\$200,000.00	Scholarships
National Science Foundation	Laser-TEC Consortium (Laser and Photonics Program)	Federal	\$172,000.00	Programming
North Carolina Community College System Office	Center of Excellence for Adult Education and Performance	State	\$130,000.00	Programming
North Carolina Community College System Office	Male Minority Success Initiatives	State	\$105,000.00	Student Support
N.C. Works	Finish Line Grant	State	\$75,000.00	Scholarships
Triangle South Workforce Development Board	Finish Line Grant (Year 2)	State	\$60,000.00	Scholarships
North Carolina Community College System Office	NC Career Coach	State	\$52,776.00	Student Support
Chatham County DSS	Food and Nutrition Services - Employment and Training Program (50-50 for Student Support)	Federal	\$50,000.00	Student Support
United States Department of Agriculture (USDA)	Food and Nutrition Services - Employment and Training Program	Federal	\$44,111.00	Student Support

Harnett County Partnership for Children	Motheread	Local	\$41,000.00	Programming
North Carolina DOT	NC DOT 5310 Funding (Individuals with Disabilities)	State	\$60,000.00	Student Support
US Department of Labor	One-Stop Center (Chatham County)	Federal	\$25,000.00	Programming
SECU Foundation - Bridge to Career Program	Health/Medical Science Scholarships - Con Ed	Private	\$18,000.00	Scholarships
UNC-Chapel Hill	C-STEP: Carolina Student Transfer Excellence Program	Private	\$12,500.00	Programming
NC Tobacco Trust (via NCCCS)	Project Skill Up	State	\$11,100.00	Scholarships
Gene Haas Foundation	Machining Scholarships	Private	\$10,000.00	Scholarships
Pentair	CCCC STEM Academy	Private	\$10,000.00	Programming
NEA Challenge America 2019	Academic and Cultural Enrichment Series	Private	\$10,000.00	Programming
RPM Foundation	Restoration Scholarships	Private	\$7,500.00	Scholarships
State Library of NC	Chatham Early College Literacy Information Sessions	State	\$5,117.00	Programming
NIIMBL	Military Service Members in Biopharma Manufacturing	Federal	\$5,009.00	Scholarships
State Library of NC	COVID Response Mini-Grant	State	\$5,000.00	Supplies
NC Problem Gambling Program	Problem Gambling Outreach and Education	State	\$5,000.00	Programming
NC Idea - Engage Grant	RISE (Real Investment in Sanford Entrepreneurship)	Private	\$5,000.00	Programming
Lee County United Way	Dreamkeeper	Local	\$4,000.00	Student Support

NC Space Grant	North Carolina Space Grant Affiliate	Private	\$4,000.00	Curriculum Development
Lee County Community Foundation	Food Bank	Private	\$2,540.00	Student Support
Duke Energy Foundation	COVID-19 Emergency Funding for Dreamkeeper Fund	Private	\$2,500.00	Scholarships
Lee County United Way	Dreamkeeper Fund	Private	\$1,500.00	Scholarships
Pfizer - Giving Program	Bioprocess/Industrial Maintenance Scholarships	Private	\$1,500.00	Scholarships
NCCCS	High Altitude Balloon Payload Design	State	\$1,500.00	Curriculum Development
Central Electric Membership Corp - Operation Round Up	Academic and Cultural Enrichment Series	Private	\$1,000.00	Programming
WIOA	NC Finish Line Grant	State	\$60,000.00	Scholarships
Food Lion	The Cougar Market	Private	\$2,500.00	Student Support
Next Generation Sector Partnership	Biopharma	Private	n/a	Programming