

***Board of Trustees Committee Meetings
Central Carolina Community College
Fall 2021***

Monday, October 25, 2021

Building & Grounds Committee

Date: 10/25/21 Time: 9:00 a.m.

George Lucier, Chair
Bill Tatum
Jim Crawford

Finance Committee

Date: 10/25/21 Time: 10:30 a.m.

Jim Burgin, Chair
James Kelly
Bill Carver

Personnel Committee

Date: 10/25/21 Time: Noon

Bobby Powell, Chair
Genia Morris
Chip Post

Program Committee

Date: 10/25/21 Time: 1:30 p.m.

James French, Chair
Jan Hayes
Gordon Springle

Student & Academic Support Services

Date: 10/25/21 Time: 3:00 p.m.

Pat Kirkman, Chair
Derrick Jordan
Gladys McAuley

Note: All Trustees are invited to attend any committee meeting.

C: Mr. Julian Philpott, Board Chair – Ex-Officio Member of each committee

**PLEASE TURN OFF (SILENCE) AND STORE YOUR MOBILE ELECTRONIC
DEVICES DURING THE BOARD MEETING**

***Central Carolina Community College
Board of Trustees
Agenda
October 27, 2021***

Recognition of Guests

Ethics Statement

Mission Statement of the College

Approval of Consent Agenda

Consent Agenda

Minutes

Approval of Minutes

- ❖ Board of Trustees Meeting; July 28, 2021

Personnel Committee

1. Approve New Employees
2. Approve Promotions/Position Changes
3. Receive Attrition Report
4. Receive Turnover Report
5. Approve 2022 Holiday Calendar
6. Ratification of Email vote for Educational Leave for Drew Goodson

Finance Committee

1. Approve State Budget Financial Reports
2. Approve Lee County Budget Financial Reports
3. Approve Chatham County Budget Financial Reports
4. Approve Harnett County Budget Financial Reports
5. Approve Investment Asset Account Report
6. Approve Civic Center Budget Report
7. Approve For Good of School Budget Report

Building and Grounds Committee

1. Receive update on minor construction projects
2. Approve Harnett Early College at Benhaven (Off campus instructional site)
3. Approve Seaforth High School, Chatham County (Off campus instructional site)

Program Committee

Curriculum Review Committee Actions

Student & Academic Support Committee

Grants Report

Approve In Progress: Grants & Strategic Initiatives

Foundation Report

Receive Revenue Report

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Personnel Committee

1. Public Comment Protocol
2. Human Resources Updates

Finance Committee

No Agenda Items

Building and Grounds Committee

No Agenda Items

Program Committee

No Agenda Items

Student & Academic Support Services Committee

Update on Division 2 Declaration (Men's & Woman's Basketball)

Foundation Update

Other Items

Approve Board of Trustees Meeting Dates for 2022

Comments by President

**Board of Trustees
Central Carolina Community College
Face to Face and Via Zoom
July 28, 2021**

Members Present: J. Burgin, B. Carver, J. French, J. Hayes, J. Kelly, P. Kirkman, G. Lucier, G. McAuley, J. Philpott, C. Post, B. Powell, G. Springle, B. Tatum

Members via Zoom: G. Morris

Members Absent: J. Crawford, D. Jordan

Guest: J. Love; College Attorney, S. Thomas; Clerk of Court, Jasmine Gallup; The Sanford Herald

Staff: P. Price, R.V. Hight, K.Short, D. Haire, L. Whitaker

Staff via Zoom: L. Chapman, L. Scuiletti, K. Hoyle, J. Matthews, M. Hall, E. Hare, M. Dishman, M. Brown, M. Robertson

Chairman Philpott welcomed the guest and called the meeting to order.

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 fosters individual, community, and economic development through transformative lifelong learning.

At this time Trustee Tatum made a motion to go into closed session to discuss information that is privileged or confidential or not a part of public record. Trustee Powell seconded the motion. The motion carried unanimously.

Trustee Tatum made a motion to go out of closed session. Trustee Lucier seconded the motion. The motion carried unanimously.

Mr. Bill Carver was sworn in as a new trustee by Susie Thomas, Clerk of Court - Lee County. Mr. Carver's appointment came from the Lee County Commissioner and his term will expire June 30, 2025.

Mr. Jim Burgin was sworn in as a reappointed trustee by Susie Thomas, Clerk of Court – Lee County. Mr. Burgin's appointment came from the Harnett County Commissioners and his term will expire June 30, 2025.

Mr. Gordon Springle was sworn in as a reappointed trustee by Susie Thomas, Clerk of Court – Lee County. Mr. Springle's appointment came from the Harnett County Commissioners and his term will expire June 30, 2025.

Mr. George Lucier was sworn in as a reappointed trustee by Susie Thomas, Clerk of Court – Lee County. Mr. Lucier's appointment came from the Chatham County Commissioners and his term will expire June 30, 2025.

Mr. Jim Crawford was reappointed by the Chatham County Commissioners. Mr. Crawford was not in attendance and will be sworn in at another time. His term will expire on June 30, 2025.

Mr. Derrick Jordan was appointed by the Chatham, Harnett & Lee County School Boards, Jointly. Mr. Jordan was not in attendance and will be sworn in at another time. His term will expire on June 30, 2025.

Nominating Committee

The Nominating Committee, composed of Trustees Hayes, Chair, Genia Morris, James Crawford, James French and Bobby Powell met on May 27, 2021 at 7 pm via Zoom. Trustee Hayes reported on their nominations for officers for the year 2021-2022:

Chair – Mr. Julian Philpott

Vice Chair – Mr. Jim Burgin

There were no nominations from the floor. This unanimous recommendation comes from the Nominating Committee. Trustee Kirkman seconded the motion. The motion was unanimously approved.

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.

Trustee Lucier made a motion to approve the Consent Agenda. Trustee Hayes seconded the motion. The motion was unanimously approved.

Personnel Committee

Chairman Philpott called on Personnel Committee Chair, Trustee Post. Trustee Post called EVP Price to review the Telework Policy. EVP Price explained the administration's position on the telework policy. This came as unanimous recommendation from the Personnel Committee therefore a second was not required. The motion was unanimously approved. Trustee Post stated the next item on the agenda was to approve the College Committees Policy. EVP Price explained this policy was developed in order to provide more of a structure and consistency among all committees at the college. This came as unanimous recommendation from the Personnel Committee therefore a second was not required. The motion was unanimously approved.

Personnel & Finance Committee (Jointly)

Chairman Philpott reported that the Personnel and Finance Committees met jointly. Trustee Burgin, Chair of the Finance Committee reported that jointly both committees unanimously approved to increase the monthly retainer for the College's Attorney, Jimmy Love from \$1600.00 to \$2000.00 a month. This came as unanimous recommendation from the joint committees therefore a second was not required. The motion was unanimously approved.

Building & Grounds Committee

Chairman Philpott called on Trustee Lucier, Chair of the Building & Grounds Committee. Trustee Lucier reported that the first item was to approve the advertising for Design Services for the Marelli renovations. This came as unanimous recommendation from the Building & Grounds Committee therefore a second was not required. The motion was unanimously approved. The second item was to approve the process for selecting a designer for the Marelli Renovation Project. This came as unanimous recommendation from the Building & Grounds Committee therefore a second was not required. The motion was unanimously approved. Item number three was to approve the Initial 3-1 Marelli Property. This came as unanimous recommendation from the Building & Grounds Committee therefore a second was not required. The motion was unanimously approved. Item four was to approve the final 3-1 Powell mechanical #2529. This came as unanimous recommendation from the Building & Grounds Committee therefore a second was not required. The motion was unanimously approved. Item five was to approve 3-1 Harnett ADA #2474. This came as unanimous recommendation from the Building & Grounds Committee therefore a second was not required. The motion was unanimously approved. Item six was to approve 3-1 Budd Hall envelope #2528. This came as unanimous recommendation from the Building & Grounds Committee therefore a second was not required. The motion was unanimously approved. Item seven was to approve the recommendation for solar panels on the Chatham Main Campus. This came as unanimous recommendation from the Building & Grounds Committee therefore a second was not required. The motion was unanimously approved. Item number eight was to approve the laser lab naming recommendations. These naming opportunities came as a unanimous recommendation from the Foundation Board. Item number nine was the Marelli Property Naming recommendation. This naming recommendation also came as a unanimous recommendation from the Foundation Board. The exact wording for the naming of the property has yet to be determined but it will be named for Mr. E. Eugene Moore. This came as unanimous recommendation from the Building & Grounds Committee therefore a second was not required. The motion was unanimously approved.

Finance Committee

Chairman Philpott reported there were no items for Full Board discussion.

Program Committee

Chairman Philpott reported there were no items for Full Board discussion.

Student & Academic Support Services Committee

Chairman Philpott called on Trustee Kirkman, Chair of the Student & Academic Support Services Committee. She stated there was one item on the agenda and that was to approve the proposal to move the men and women's basketball from Division 3 to Division 2. Moving to Division 2 could save a significant amount on travel as well as other expenses related to travel. Division 2 can utilize scholarships. This scholarship money would only cover tuition and books. Dr. Chapman added that we have not committed to offering scholarships to date. If we did decide to offer scholarships that commitment will be to support academic success of the student as long as it doesn't take any funding away from anything else. This came as unanimous recommendation from the Student & Academic Support Services Committee therefore a second was not required. The motion was unanimously approved.

Foundation Report

Chairman Philpott called on Dr. Hare reminded the Board that the Annual Lee County Foundation Golf Tournament will be September 15th at Sanford Golf Course. She welcomed the trustee to put a team together, sponsor a hole or come out to eat lunch and mingle with some of the donors. Dr. Chapman pulled up the

Revenue Report and Dr. Hare commented on what a wonderful year the Foundation had despite trying to fundraise through COVID. She thanked all of the donors for their support.

Other

Chairman Philpott brought up the topic of a letter that had been sent to the trustees regarding the Crisis Intervention Training and how we could incorporate that in conjunction with our BLET program. Dr. Chapman reminded the Board that a new Public Safety Department Chair had been hired. Percy Crutchfield has law enforcement and fire background. Neil Ambrose is the BLET Program Manager. Percy and Neil both attended a train the trainer Professional Development in the last week that was entitled Integrating Communications, Assessments and Tactics. That was about deescalating and understanding the right communications in a particular situation. The plan is to integrate this throughout the BLET program the beginning of the Fall 2021 semester. We also plan to offer the training to police departments and other agencies that request it. We will continue to report back on this is doing.

NCACCT Conference is scheduled for September 22 – 24 in Wilmington. The NC Executive Committee will meet in conjunction with the trustee conference.

President's Report

Dr. Chapman shared her screen with an updated report from Wendy Bryan on the Marketing & Promotions. She is working with David Foster. One thing that is being worked on is rebuilding the DAWCC website. This report will be emailed out to all trustees. If anyone has any questions please let Dr. Chapman or Lorraine know and we will reach out for the answers.

Trustee Tatum made a motion to adjourn. Trustee Post seconded the motion. The motioned carried unanimously.

Trustee French made a motion to end the closed session and to reconvene the open session. Trustee Hayes seconded the motion. The motion carried unanimously. Once in open session, Trustee Kirkman made a motion to adjourn. Trustee Lucier seconded the motion. The motionedcarried unanimously.



BOARD OF TRUSTEES PERSONNEL COMMITTEE AGENDA

Date of Meeting:	October 25, 2021	Time: Noon	Virtual
Committee Members: Bobby Powell, Chair Genia Morris Chip Post			
Consent Agenda Items			
<ol style="list-style-type: none">1. Approve New Employees2. Approve Promotions/Position Changes3. Receive Attrition Report4. Receive Turnover Report5. Approve 2022 Holiday Calendar6. Ratification of Email vote for Educational Leave for Drew Goodson			
Full Board Agenda Items			
<ol style="list-style-type: none">1. Public Comment Protocol2. Human Resources Updates			
For Information Only			

NEW EMPLOYEES

1. Kristoffer Rixon, Sociology Instructor, 8/11/2021
2. John Thomas, Maintenance Technician, 8/16/2021
3. Phillip Pappas, Small Business Center Coordinator, 8/24/2021
4. Katelyn Jones, Student Activities Coordinator, 8/25/2021
5. Kaleigh Gibson, Financial Aid Technician, 9/13/2021
6. Brock, Medical Programs Coordinator, 9/20/2021
7. Faye Miller, Custodian, 9/20/201
8. Angela Estes, Veterans Affairs Coordinator, 10/11/2021
9. Lincoln Frye, Job Corps Employment Counselor, 10/11/2021
10. Christie McDougald, Lead Nursing Instructor, 10/11/2021
11. April Raines, Admissions Specialist, 10/11/2021
12. Faleisa Simmons, TRiO Administrative Assistant, 10/12/2021
13. Cameron McNeill, YouthBuild Student Success Advocate, 10/18/2021

PROMOTIONS/POSITION CHANGES

1. Victoria Morris, EMS Instructor/Clinical Coordinator, 7/1/2021
2. Ryan Breeden, Associate Director TRio Student Support Services & STEM, 7/6/2021
3. Moose Farrell, Farm Manager/Instructor, 7/19/2021
4. Karmisha Hernandez, Veterans Upward Bound Program Coordinator, 7/1/2021
5. Derek Lewis, Senior Admissions Specialist, 8/6/2021
6. Anthony Garner, Electrical Systems Technology Instructor, 8/11/2021
7. Ashley Riley, English Instructor, 8/11/2021
8. Richard Allred, Fire & Rescue Training Coordinator, 9/1/2021
9. Christy Jones, Administrative Specialist, Health Sciences & Human Services, 9/1/2021
10. Samantha Sewell-Petty, Administrative Assistant-Cosmetic Arts, 9/1/2021
11. Alexandra Dowdy, Human Resources Coordinator, 10/1/2021
12. Amy Gustavson, Success Coach, Health Sciences & Human Services, 10/11/2021

Receive Attrition Report

QUARTER THREE ATTRITION

Resignations	16
Retirements	2
Terminations	2
Non-renewals	0
Total	20

Receive Turnover Report

Turnover Third Quarter 2021

	Average # employees	# employees separated	Rate
President's Office/Grants	27	2	7.41%
Student Learning Division	238	11	4.62%
Student Services Division	44	4	6.82%
Administrative Services Division	85	2	2.35%
Institutional Effectiveness Division	4	0	0%
Workforce Development	12	0	0%
Harnett Campus	16	1	6.25%
Chatham Campus	7	0	0.0%
College Wide	433	20	4.62%

Approve 2022 Holiday Calendar



Holiday Calendar

2021 Approved

<u>Holiday Observance</u>	<u>Date</u>	<u>Day(s) of the Week</u>	<u># of Holidays</u>	<u>Mandatory Leave Days</u>
New Year's Day Observed	January 1, 2021	Friday	1	
Martin Luther King, Jr. Day	January 18, 2021	Monday	1	
Good Friday	April 2, 2021	Friday	1	
Memorial Day	May 31, 2021	Monday	1	
Independence Day (observed)*	July 5, 2021	Monday	1	
Labor Day	September 6, 2021	Monday	1	
Thanksgiving	November 25 & 26, 2021	Thursday & Friday	2	
Winter Break	December 20, 2021 (Holiday in lieu of Veterans' Day)	Monday	1	
	December 21 & 22, 2021	Tuesday & Wednesday		2
	December 23, 24, & 27, 2021	Thursday, Friday & Monday	3	0
	December 28, 29, & 30, 2021	Tuesday, Wednesday, & Thursday	0	3
New Year's Day Observed	December 31, 2021	Friday	1	
Total Days			13	5

2022 Proposed

<u>Holiday Observance</u>	<u>Date</u>	<u>Day(s) of the Week</u>	<u># of Holidays</u>	<u>Mandatory Leave Days</u>
Martin Luther King, Jr. Day	January 17, 2022	Monday	1	
Good Friday	April 15, 2022	Friday	1	
Memorial Day	May 30, 2022	Monday	1	
Independence Day	July 4, 2022	Monday	1	
Labor Day	September 5, 2022	Monday	1	
Thanksgiving	November 24 & 25, 2022	Thursday & Friday	2	
Winter Break	December 19, 2022 (Holiday in lieu of Veterans' Day)	Monday	1	
	December 20, 21, & 22, 2022	Tuesday, Wednesday & Thursday		3
	December 23, 26, & 27, 2022	Friday, Monday, & Tuesday	3	0
	December 28, 29, & 30, 2021	Wednesday, Thursday, & Friday	0	3
Total Days			11	6

Ratification of Email vote for Educational Leave for Drew Goodson

Educational Leave Request

External

Inbox



Lorraine Whitaker <lwhit962@cccc.edu> Tue, Aug 17, 5:30 PM

to Jim, jburgin, James, James, James, Jan, Pat, mcauleylgc, George, Chip, Genia, Bill, Charles, linda, Derrick, Julian, Bill, Lisa

Good afternoon,

I hope you all are well. I am writing this email in request of an electronic vote regarding Educational Leave Request and Agreement for Dean Drew Goodson. I would like this electronic vote to be submitted by Tuesday, August 24, 2021.

Dean Goodson's educational leave has been approved by Dr. Chapman and recommended to the Trustees for approval in accordance with CCCC's policy. A copy of Dean Drew Goodson's Educational Leave Request and Agreement as well as the Educational Leave Policy and Procedure are attached for reference. Dean Goodson did follow the procedure in the appropriate order and timely manner. I unintentionally left this off the Board of Trustees Agenda for the July 28th meeting.

Thanks so much for this consideration. If you have any questions, please feel free to contact Dr. Chapman or Chairman Philpott.

Have a good evening.

Lorraine T. Whitaker

lwhitaker@cccc.edu

Executive Assistant to President/Secretary to Board of
Trustees Strategic Project Coordinator
Central Carolina Community
College 1105 Kelly Drive
Sanford, NC 27330
919-718-7223

Central Carolina Community College
Educational Leave Request and Agreement

Employee Name: Drew Goodson Date: August 13, 2021

Job Title: Dean Department: Career and Technical Education

Description of Educational Program: Ph.D. Educational Leadership, Policy, & Human Development

Explain how this leave will benefit CCCC and you in your current position: see attached

Requested amount of time of leave: 90 Hours

Start Date: 8/26/21 End Date: 4/29/22

- I, Drew M. Goodson request educational leave with pay and benefits from my duties at CCCC in order to pursue educational activities in my area of specialty in accordance with CCCC policy.
- I understand if approved, CCCC will continue to compensate me at my current level of salary and maintain other benefits during the leave.
- If approved, I agree to return to employment with CCCC through the subsequent contract year following completion of the educational leave.
- I understand that in the event I fail to immediately return to employment with CCCC or I fail to honor the subsequent contract or any part thereof for any reason other than death, disability, or termination without cause of CCCC, I shall be required to repay the full or prorated portion by surrendering annual leave. If annual leave is not enough to cover the cost, I will be subject to monetary repayment.
- I understand that to be considered for educational leave that this request must be approved by the college President prior to leave.
- I understand that if approved for educational leave, an official certificate or transcript reflecting completion must be submitted to the Human Resources Office for my personnel file.

Employee's Signature: Drew M Goodson

Supervisor's Signature: [Signature] Sr. Administrator Signature: _____

For internal use only

Educational Leave meets the following eligibility requirements:

- ☒ Employee has shown how the leave will benefit CCCC in his/her current position.
- ☒ Release time from work should not produce a burden to CCCC.

☒ Approved ☐ Not Approved

[Signature]
President's Signature

8/17/2021
Date

Educational Leave Request

To: Dr. Kristi Short
From: Drew Goodson
Subject: Educational Leave Request
Date: July 14, 2021

I request educational leave, as described on page 19 of the CCCC Policy and Procedure Manual, to complete my doctoral dissertation at NC State University. I would like to take Friday afternoons off every other week in the Fall and Spring semesters to work on data analysis and the completion of chapters four and five and prepare for a dissertation defense in Spring 2022.

My dissertation is about factors that impact upward transfer at CCCC. I have already learned a great deal about our college, its students, and the transfer process and completion of the dissertation, especially the quantitative research phase, will increase my knowledge and understanding of our college's transfer students and process and allow me to better contribute to the improvement of the transfer function at CCCC.

I anticipate this leave totaling approximately 20 days and 90 total hours over the Fall and Spring Semester. My working hours on alternate Fridays would be 8:00am-11:30am, with four and one half hours per Friday of educational leave time. While actual dates may shift slightly due to scheduled college activities, anticipated dates are listed below.

This day and time were selected, in part, because of the lack of activity at the college on Friday afternoons. Alex Dowdy, the CTE administrative assistant will cover walk ins and phone calls and the chairs that remain on campus are capable of handling most issues. I will be available by phone in case of emergencies.

Fall 2021

- Aug. 26; Sept. 10 & 24; Oct. 8 & 22; Nov. 5 & 19; Dec. 3 & 17

Spring 2022

- Jan. 7 & 21; Feb. 2 & 4; Mar. 3 & 18; Apr. 4, 15, & 29

Should you have questions or concerns, please let me know and I would be happy to discuss them in detail.

Educational Leave Policy

Release time from duties to further education may be granted by the Board of Trustees upon review of the respective vice president and recommendation by the president for full-time permanent employees. Note: State Board states must be employed full-time.

Educational leave is accumulated at the rate of two days per each month the employee works with a maximum accumulation of 60 days. Leave must be taken in minimum increments of one-half day.

An employee must be employed by the college for at least six consecutive 16-week terms or three full years before eligibility is established.

Educational leave may be considered for any appropriate amount of time not to exceed 60 work days per fiscal year.

An employee is eligible for educational leave once every three years with a minimum of three full years separating each eligible term. This rule applies for educational leave granted for less than 60 days. Eligibility for educational leave does not guarantee approval of a request.

Experiences during the leave must be directly related to improving employee competence in regularly assigned duties.

Educational leave will be considered for times and periods least disruptive to the operation of the college.

The employee must be under contract to the college for the next academic year

An employee who fails to honor the subsequent contract or any part thereof shall be required to repay the full or prorated portion by surrendering annual leave. If annual leave is not enough to cover the cost, the employee will be subject to monetary repayment.

APPROVED: October 2018

Procedure:

1. The employee will submit an Educational Leave Request and Agreement Form to his or her supervisor.
2. The supervisor will review the request to confirm that the educational leave will not create a burden on the department.
3. If the supervisor approves the request, he or she will make a recommendation to the vice president with a plan to cover the employee's duties during the absence. The vice president will review the recommendation, verification of eligibility, and make a recommendation to the president.
4. If the president approves, the president will make a recommendation for approval at the next scheduled Board of Trustees meeting.

APPROVED: September 2017



BOARD OF TRUSTEES FINANCE COMMITTEE AGENDA

Date of Meeting:	October 25, 2021	Time: 10:30 AM	Virtual
Committee Members: Jim Burgin, Chair Jamie Kelly Bill Carver			
Consent Agenda Items			
<ol style="list-style-type: none">1. Approve State Budget Financial Reports2. Approve Lee County Budget Financial Reports3. Approve Chatham County Budget Financial Reports4. Approve Harnett County Budget Financial Reports5. Approve Investment Asset Account Report6. Approve Civic Center Budget Report7. Approve For Good of School Budget Report			
Full Board Agenda Items			
For Information Only			
<ol style="list-style-type: none">1. State Budget Update2. No changes have been reported on the State Retirement System letter related to contribution-based cap legislation			

**CENTRAL CAROLINA COMMUNITY COLLEGE
STATE BUDGET REPORT
September 30, 2021**

<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	\$ 1,188,414.00	\$ 332,791.12	\$ 855,622.88	28%
FINANCIAL SERVICES	1,046,615.00	266,826.35	779,788.65	25%
GENERAL ADMINISTRATION	2,135,936.00	570,554.57	1,565,381.43	27%
INFORMATION SYSTEMS	1,248,469.00	409,363.62	839,105.38	33%
INSTRUCTION - CURRICULUM	15,646,226.00	3,876,594.48	11,769,631.52	25%
INSTRUCTION - NON-CURRICULUM	3,328,553.00	987,084.46	2,341,468.54	30%
ACADEMIC SUPPORT	5,143,768.00	1,395,603.79	3,748,164.21	27%
STUDENT SUPPORT	3,344,227.00	756,090.50	2,588,136.50	23%
TOTAL CURRENT EXPENSE	\$ 33,082,208.00	\$ 8,594,908.89	\$ 24,487,299.11	26%
<u>CAPITAL OUTLAY</u>				
EQUIPMENT	\$ 1,106,803.00	\$ 3,981.42	\$ 1,102,821.58	0%
BOOKS	51,101.00	10,550.46	40,550.54	21%
TOTAL CAPITAL OUTLAY	\$ 1,157,904.00	\$ 14,531.88	\$ 1,143,372.12	1%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 34,240,112.00	\$ 8,609,440.77	\$ 25,630,671.23	25%

**CENTRAL CAROLINA COMMUNITY COLLEGE
LEE COUNTY BUDGET REPORT
September 30, 2021**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
GENERAL AND GENERAL ADMINISTRATION	\$ 239,985.00	\$ 155,579.78	\$ 84,405.22	65%
PLANT OPERATIONS	1,634,150.00	427,383.57	1,206,766.43	26%
PLANT MAINTENANCE	1,214,965.00	376,722.38	838,242.62	31%
TOTAL CURRENT EXPENSE	\$ 3,089,100.00	\$ 959,685.73	\$ 2,129,414.27	31%
TOTAL CAPITAL OUTLAY	\$ 75,000.00	\$ -	\$ 75,000.00	0%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 3,164,100.00	\$ 959,685.73	\$ 2,204,414.27	30%

**CENTRAL CAROLINA COMMUNITY COLLEGE
CHATHAM COUNTY BUDGET REPORT
September 30, 2021**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
GENERAL AND GENERAL ADMINISTRATION	\$ 147,700.00	\$ 16,867.67	\$ 130,832.33	11%
PLANT OPERATIONS	548,710.00	144,019.56	404,690.44	26%
PLANT MAINTENANCE	374,700.00	133,229.14	241,470.86	36%
TOTAL CURRENT EXPENSE	\$ 1,071,110.00	\$ 294,116.37	\$ 776,993.63	27%
TOTAL CAPITAL OUTLAY	\$ 50,000.00	\$ -	\$ 50,000.00	0%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,121,110.00	\$ 294,116.37	\$ 826,993.63	26%

**CENTRAL CAROLINA COMMUNITY COLLEGE
HARNETT COUNTY BUDGET REPORT
September 30, 2021**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
GENERAL AND GENERAL ADMINISTRATION	\$ 67,250.00	\$ 7,247.46	\$ 60,002.54	11%
PLANT OPERATIONS	609,043.00	143,672.28	465,370.72	24%
PLANT MAINTENANCE	481,000.00	166,961.45	314,038.55	35%
TOTAL CURRENT EXPENSE	\$ 1,157,293.00	\$ 317,881.19	\$ 839,411.81	27%
CAPITAL OUTLAY	\$ 45,000.00	\$ -	\$ 45,000.00	0%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,202,293.00	\$ 317,881.19	\$ 884,411.81	26%

CENTRAL CAROLINA COMMUNITY COLLEGE
INVESTMENT ASSET ACCOUNT
September 30, 2021

CPR CARDS	\$	1,805.10
DISTANCE ED FEE		50,348.14
SELF-SUPPORTING		15,182.90
COMMUNITY SERV FEES		194,783.26
CONT ED ACTIVITY FEES		5,087.96
OVERHEAD RECEIPTS		59,635.52
DENNIS WICKER CIVIC CENTER		
ESTC RENTAL FUNDS		71,812.04
PITTSBORO RENTAL FUNDS		5,750.87
INDIRECT COST FUNDS - GRANTS		151,056.99
PATRON FEES		150,198.31
ASSOCIATE NURSING		68,418.11
SMALL BUSINESS MISC		6,562.57
CLEARWIRE LEASE		55,143.74
BOOKSTORE		867,099.09
VENDING		
STUDENT GOVERNMENT ASSOC.		
EMERGENCY LOAN FUNDS		5,992.14
LOCAL FUNDS		138,608.59
	\$	<u>1,847,485.33</u>

**CENTRAL CAROLINA COMMUNITY COLLEGE
DENNIS WICKER CIVIC CENTER BUDGET REPORT
September 30, 2021**

REVENUES

MOTEL TAX	\$	66,807.24	
LEE COUNTY CURRENT ALLOCATION		16,232.49	
RENTAL INCOME		42,195.08	
INTEREST INCOME		-	
TOTAL REVENUE			\$ 125,234.81

EXPENSES

SALARIES	\$	50,869.51	
SOCIAL SECURITY		3,368.24	
RETIREMENT		7,884.81	
LONGEVITY		-	
MEDICAL INSURANCE		4,765.68	
OTHER CONTRACTS		3,017.60	
SUPPLIES		2,477.29	
TRAVEL		-	
TELEPHONE		1,592.93	
HEAT		2,000.42	
WATER		649.26	
ELECTRICITY		25,138.98	
REPAIR FACILITIES		8,803.00	
REPAIR EQUIPMENT		13,046.85	
MAINT. Agreement		5,680.66	
ADVERTISING		116.10	
CREDIT CARD FEE		930.33	
LANDSCAPING		97.28	
OTHER CURRENT EXPENSE		-	
INSURANCE		-	
MEMBERSHIPS AND DUES		-	
EQUIPMENT		-	
TOTAL EXPENSES			\$ 130,438.94

REVENUE OVER EXPENSES		\$ (5,204.13)
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FUND BALANCE AS OF July 1, 2021	\$	(52,797.65)
LOST REVENUE CLAIMED	\$	49,266.05
PLUS REVENUE OVER EXPENSES		(5,204.13)
FUND BALANCE AS OF September 30, 2021	\$	<u>(8,735.73)</u>

CENTRAL CAROLINA COMMUNITY COLLEGE
EXPENDITURES FOR GOOD OF SCHOOL
July 1, 2021 through September 30, 2021

STUDENT RELATED

ICR PROCESSING FEE	\$	1,556.28
FACTS PROCESSING FEE		13,204.00
PERSONNEL COSTS		
TITLE IX		4,110.00
STUDENT AMBASSADORS		1,059.00
STUDENT TRAVEL		
STUDENT CULTURAL ENRICHMENT		
ADVISORY MEETINGS		1,653.59
AVOW TRANSCRIPT SERVICES		
SCHOLARSHIP LUNCHEON		
GRADUATION		625.00
OTHER		1,062.27
		<hr/>
TOTAL STUDENT RELATED	\$	<u><u>23,270.14</u></u>

PUBLIC RELATED

PUBLIC RELATIONS	\$	140.00
PROFESSIONAL DEVELOPMENT		
FINANCIAL AID FAFSA DAY		
MEETINGS		
EMPLOYEE RET., FLOWERS		1,100.08
BOARD OF TRUSTEE EXPENSES		541.95
QEP EXPENSES		
MARKETING		
LEGAL EXPENSES		
STAFF DEVELOPMENT		388.41
STUDENT AID		
BANK SERVICE CHARGES		5,859.00
OTHER		79.81
		<hr/>
TOTAL PUBLIC RELATED	\$	<u><u>8,109.25</u></u>

GRAND TOTAL	\$	<u><u>31,379.39</u></u>
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For Information – State Budget Update

An update on the state budget will be provided during the meeting.



BOARD OF TRUSTEES BUILDING AND GROUNDS COMMITTEE AGENDA

Date of Meeting:

October 25, 2021

Time: 1:30 PM

Virtual

Committee Members: George Lucier, Chair
Bill Tatum
Jim Crawford

Consent Agenda Items

1. Receive update on minor construction projects
2. Approve Harnett Early College at Benhaven (Off campus instructional site)
3. Approve Seaforth High School, Chatham County, (Off campus instructional site)

Full Board Agenda Items

For Information Only

1. Connect NC Bond Discussion
2. Draft Facility Master Plan
3. Food Trucks

Consent Agenda – Receive update on minor construction projects

Please see the below update on various minor construction projects.

Large Animal Facility

This project is funded with Lee County Bond Funds. WC Construction was awarded this project at the October 2020 board meeting. The contractor has experienced a few issues receiving materials which has delayed this project. We are expecting a certificate of occupancy on the building in the very near future. Work has started on the fencing and various covered structures needed in the pastures. We hope to have this project completed in the near future.

Harnett Paving Project

The Harnett County Commissioners approved funding in our budget to complete the remaining paving projects needed on the Harnett Main Campus. We bid this project recently and the low bidder for the project was Johnson Brothers Utility and Paving. We are currently working with the low bidder to schedule the paving work.

Chatham Resurfacing Project

The Chatham County Commissioners approved funding in our budget to complete some parking lot resurfacing projects needed on the Chatham Main Campus. We bid this project in the spring and the low bidder was Diamond Solutions. This work was completed over the fall break for students.

Approve Harnett Early College at Benhaven (Off campus instructional site)

Harnett Early College at Benhaven (Off campus instructional site):

Central Carolina Community College requests approval for a new off-campus instructional site, Harnett Early College at Benhaven in Harnett County, North Carolina, beginning in August, 2022. Harnett County owns the site, and CCCC will have no responsibility for upkeep or maintenance. The Benhaven site will represent an expansion of the previously approved Harnett Early College, which currently operates only in Dunn, NC, within our service area. At present, students from western Harnett County who attend the Harnett Early College must drive 45 minutes or more to Dunn, which is in eastern Harnett County. With the population of Harnett County growing rapidly and the Dunn site already at capacity, county leaders collaborated with K12 and college administrators to renovate a former K12 school in Benhaven to serve as the expansion site for the Harnett Early College. The superintendent of Harnett County Schools formally requested the development of the Benhaven site on December 7, 2020. The new site will serve approximately 100-125 dually enrolled early college high school students. The students will take CCCC courses via distance education.

Approve Seaforth High School, Chatham County (Off campus instructional site)

Seaforth High School, Chatham County, (Off campus instructional site):

Central Carolina Community College requests approval for a new off-campus instructional site, Seaforth High School in Chatham County, North Carolina, beginning in August, 2022. The site is owned by Chatham County Schools and CCCC will have no responsibility for upkeep or maintenance. Seaforth is a new high school that was built to accommodate the rapid population growth in Chatham County, which is within the College's service area. The site will serve approximately 50-75 dually enrolled high school students. The students will take CCCC courses via distance education. All other Chatham County High Schools are already SACSCOC-approved off-campus instructional sites.

Connect NC Bond Discussion

Information to be provided during the meeting

DRAFT FACILITY MASTER PLAN

February 2022

Overview:

Central Carolina Community College is located in the center of North Carolina and serves the counties of Chatham, Harnett, and Lee. This service area has a population of over 275,000 residents and is served by multiple campuses and centers throughout the area. Central Carolina Community College has grown from the industrial education center of the 1960s into the ninth largest community college in the 58-college North Carolina Community College System. While the college has grown into a multi-faceted institution that serves a wide variety of educational objectives, we have not lost touch with our roots. Central Carolina Community College has continued to work closely with economic development commissions in each of our three counties to maintain an instructional ideology closely tied to the business and industry needs of our region. An emphasis on technical and vocational skills remains intact at Central Carolina Community College.

In order to ensure we keep pace with the changing needs of the workforce and our students, we continuously study our facilities and develop plans for the future. This document updates upon previous master plans that have been prepared for the College and helps to ensure we target areas of need for the College. For the purposes of this plan, we are trying to plan for projects to be completed during the next five to seven years. To assist in developing our needs, we conducted a variety of studies, including reviewing population growth trends for our service area, job growth trends for our region, current enrollment trends, square footages compared to similar institutions, and evaluations of existing facilities and infrastructure. The next few pages will document in detail our process. The final section provides a summary and prioritization of our projects over the next five to seven years to meet the needs of the citizens of our service area.

Population Growth Trends for our Service Area:

Chatham, Harnett, and Lee Counties continue to experience positive growth in population. Below are population growth estimates from July 2020 until July 2030 for each county.

Projected Population Change in North Carolina Counties: 2020-2030								
	Total Population		Population Change		Components of Change			
County	July 2020 Projection	July 2030 Projection	Numeric	Percent	Births	Deaths	Natural Increase	Net Migration
Chatham	77,061	91,813	14,752	19.14%	7,774	10,100	-2,326	17,078
Harnett	136,705	154,930	18,225	13.33%	19,495	12,620	6,875	11,350
Lee	61,663	66,893	5,230	8.48%	8,499	6,861	1,638	3,592
	275,429	313,636	38,207	13.87%				
Source: North Carolina OSBM, Standard Population Estimates, Vintage 2019 and Population Projections, Vintage 2020								

Each county in our service area is estimated to increase in population over the next 10 years. Chatham County is estimated to grow by almost 20% during this time frame, with most growth expected in the Northern portion of the county. This is primarily driven by growth in the planned Chatham Park area. Harnett County is also anticipated to grow by over 13% in the next 10 years, with most of the growth created in the “Northwest corridor.” Lee County is also expected to grow by over 8% during the next 10 years and there are a number of significant housing developments planned for the area.

The increase in population creates opportunities for Central Carolina Community College to serve additional students. Programs will need to be planned and expanded in each of the three counties to meet the unique growth expected for these counties.

Job Growth Trends for our region:

North Carolina continues to experience positive job growth. The chart below shows 5 star jobs which require some college, postsecondary education, or an associates degree sorted by the highest number of average annual openings. We currently offer programming for many of these careers.

Stars Number	Occupation Title	2018	2028	Change (2018 - 2028)	Annual % Growth	Average Annual Openings	Median Annual Wage	Education
5	Computer User Support Specialists	23,849	26,683	2,834	1.10%	2,354	\$48,290.00	Some college, no degree
5	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	16,169	18,682	2,513	1.50%	1,952	\$41,820.00	Postsecondary nondegree award
5	Dental Assistants	9,548	11,535	1,987	1.90%	1,380	\$41,660.00	Postsecondary nondegree award
5	Dental Hygienists	6,834	8,276	1,442	1.90%	650	\$70,720.00	Associate's degree
5	Physical Therapist Assistants	2,920	3,518	598	1.90%	459	\$60,100.00	Associate's degree
5	Web Developers	4,151	4,858	707	1.60%	413	\$68,520.00	Associate's degree
5	Respiratory Therapists	4,501	5,412	911	1.90%	353	\$56,410.00	Associate's degree
5	Occupational Therapy Assistants	1,502	1,913	411	2.40%	226	\$64,890.00	Associate's degree
5	Diagnostic Medical Sonographers	2,133	2,559	426	1.80%	172	\$66,930.00	Associate's degree
https://tools.nccareers.org/starijobs/star_jobs.html								

The chart below shows 4 star jobs which require some college, postsecondary education, or an associates degree sorted by the highest number of average annual openings. We currently offer programming for many of these careers.

Stars Number	Occupation Title	2018	2028	Change (2018 - 2028)	Annual % Growth	Average Annual Openings	Median Annual Wage	Education
4	Heavy and Tractor-Trailer Truck Drivers	63,355	67,105	3,750	0.60%	7,792	\$42,140.00	Postsecondary nondegree award
4	Medical Assistants	18,379	22,627	4,248	2.10%	2,684	\$32,710.00	Postsecondary nondegree award
4	Licensed Practical and Licensed Vocational Nurses	18,546	19,562	1,016	0.50%	1,554	\$44,830.00	Postsecondary nondegree award
4	Paralegals and Legal Assistants	10,591	11,979	1,388	1.20%	1,333	\$43,530.00	Associate's degree
4	Phlebotomists	6,580	8,175	1,595	2.20%	940	\$31,700.00	Postsecondary nondegree award
4	Emergency Medical Technicians and Paramedics	10,733	11,551	818	0.70%	823	\$35,280.00	Postsecondary nondegree award
4	Massage Therapists	4,375	5,393	1,018	2.10%	671	\$39,590.00	Postsecondary nondegree award
4	Computer Network Support Specialists	5,451	5,960	509	0.90%	519	\$60,820.00	Associate's degree
4	Radiologic Technologists	7,584	8,319	735	0.90%	510	\$57,180.00	Associate's degree
4	Medical Records and Health Information Technicians	5,436	6,018	582	1%	423	\$36,930.00	Postsecondary nondegree award

4	Aircraft Mechanics and Service Technicians	4,230	4,464	234	0.50%	378	\$56,990.00	Postsecondary nondegree award
4	Veterinary Technologists and Technicians	3,216	4,057	841	2.40%	377	\$32,600.00	Associate's degree
4	Surgical Technologists	3,528	3,854	326	0.90%	331	\$43,300.00	Postsecondary nondegree award
4	Ophthalmic Medical Technicians	2,563	3,034	471	1.70%	273	\$35,440.00	Postsecondary nondegree award
4	Medical Equipment Repairers	2,076	2,293	217	1%	251	\$53,760.00	Associate's degree
4	Skincare Specialists	1,509	1,711	202	1.30%	203	\$39,440.00	Postsecondary nondegree award
4	Environmental Science and Protection Technicians, Including Health	1,258	1,452	194	1.40%	180	\$40,990.00	Associate's degree
4	Audio and Video Equipment Technicians	1,194	1,357	163	1.30%	152	\$39,620.00	Postsecondary nondegree award
4	First-Line Supervisors of Fire Fighting and Prevention Workers	1,611	1,735	124	0.70%	117	\$59,000.00	Postsecondary nondegree award
4	Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic	570	698	128	2%	78	\$46,150.00	Postsecondary nondegree award
4	Magnetic Resonance Imaging	960	1,050	90	0.90%	64	\$67,140.00	Associate's degree

	Technologists							
https://tools.nccareers.org/starjobs/star_jobs.html								

After reviewing the information above, CCCC offers programming in many of these areas. As part of the college's long-range planning process, we will continue to review employment related data to ensure we are offering educational opportunities to meet the needs of industries in our region.

Our service area has also experienced growth created by new and expanding industries in our service area. We have had a number of announcements in Bioprocessing, advanced manufacturing, and information technology related fields. As part of this process, we also need to explore ways to increase programming availability in these areas.

Enrollment Trends:

The chart below shows our budget FTE over the past five years. Overall, our budget FTE has stayed relatively flat in total over this period of time with a positive change of 47 total budget FTE. **(May switch to regular FTE rather than budget FTE)**

	Budget FTE					
	2017-18	2018-19	2019-20	2020-21	2021-22	Average
Curriculum	4,195	4,173	4,114	4,642	4,411	4,307
Continuing Education	570	786	715	751	581	681
Basic Skills	551	700	588	600	371	562
Total	5,316	5,659	5,417	5,993	5,363	5,550

Curriculum budget FTE has averaged 4,307 during this 5 year period. It stayed relatively flat for the first 3 years, experienced a significant increase in 2020-21 and then decreased for 2021-22. We are still unsure of the impact the pandemic has had long-term on our curriculum enrollment. Overall given the expected population growth in our service area, we are expecting curriculum enrollment to show modest growth over the next 5 years.

Continuing Education budget FTE has averaged 681 during this 5 year period. The 2017-18 year appears to have been a low year followed by an increase over the next 3 years. The 2021-22 budget FTE was impacted by the pandemic as many of the continuing education programs were not designed to be moved online easily. Overall, we would expect continuing education FTE to increase over the next 5 years and average closer to 750 budget FTE per year.

Basic Skills budget FTE has averaged 562 during this 5 year period. We experienced a significant decline in budget FTE for the 2021-22 year because of impacts from the pandemic. Overall, the program has remained relatively stable over the 5 year period and we would expect budget FTE to remain steady at around 600 FTE over the next 5 years.

College Employment Trends:

Another important area to continuously review is the number of full-time faculty and staff employed by the College. This information is important because adequate office and support space is needed on campus to accommodate the number of employees at the college. Part-time faculty and staff numbers are not included because these employees are not typically assigned dedicated office space. The chart below summarizes our trends in full-time employment over the past ten years.

	Employment by Type		
	FT Faculty	FT Staff	Total
10/31/2012	167	198	365
10/31/2013	164	212	376
10/31/2014	163	231	394
10/31/2015	164	242	406
10/31/2016	163	243	406
10/31/2017	169	245	414
10/31/2018	173	248	421
10/31/2019	174	252	426
10/31/2020	176	259	435
9/30/2021	175	259	434

As can be seen by the above chart, the number of full-time faculty has remained relatively stable during the past ten years with an increase of only 8 over that time period. The number of full-time staff has increased by 61 employees during the ten-year period. Most of this increase relates to the number of new grants received by the College and the corresponding hiring of full-time staff members for those positions as well as a transition away from contracted custodial services. Office and support space is in high demand. We should give consideration to creating new office and support space while determining future building and renovation projects. We also need

to consider how telework arrangements may alter the types and number of offices that are necessary in the future.

Square Footage Compared to Similar Sized Institutions:

Central Carolina Community College utilizes the Facilities and Utilization Study conducted each year to compare our available space with that of similar sized colleges in the state. For our comparison group, we used community colleges in North Carolina with similar FTE and neighboring colleges.

We reviewed the square feet of academic facilities per FTE student. This ratio is computed as:

$$\text{Sq. ft. of academic facilities per FTE student} = \frac{\text{Square feet of academic facilities}}{\text{FTE Enrollment}}$$

UNC General Administration computes Full-time equivalent (FTE) enrollment for this report by assigning a percentage to each part-time student to reflect his/her course load and then adding the result to the total full-time enrollment. FTE enrollment differs from the other frequently used standard for estimating student populations, headcount enrollment, in that the latter treats full-time and part-time students identically. The FTE enrollments that are reported for the institutions of the Community College System include only credit enrollment generated in all inventoried space.

The chart below shows how we compare to similarly sized institutions.

Square feet of Academic Facilities per FTE Student							
Community College	ASF of Academic Facilities	FTE Enrollment	2018	2017	2016	2015	2014
Alamance	259,380	2,820	92	91	72	67	69
Asheville Buncombe	544,103	4,462	122	106	107	89	86
Caldwell	305,710	1,772	173	155	143	136	125
Catawaba Valley	387,461	3,156	123	100	95	91	111
Central Carolina	409,138	2,206	185	95	95	97	93
Cleveland	193,224	998	194	180	148	152	133
Coastal Carolina	222,650	2,432	92	87	87	79	74
Craven	192,283	1,444	133	122	129	123	119

Davidson-Davey	317,863	2,080	153	106	99	95	89
Johnston	247,431	1,852	134	130	137	128	119
Mitchell	209,691	1,392	151	142	135	138	132
Nash	191,291	1,272	150	143	123	101	66
Pitt	391,383	5,620	70	67	57	55	51
Randolph	257,593	1,142	226	212	192	179	164
Rowan-Cabarrus	342,933	2,630	130	125	124	133	93
Sandhills	287,401	2,116	136	131	138	128	118
Stanly	129,380	1,718	75	73	72	70	66
Vance-Granville	231,982	2,040	114	107	107	97	90
Wayne	226,205	1,628	139	130	133	87	84
Average for comparison group			136	121	115	108	99
https://www.northcarolina.edu/wp-content/uploads/reports-and-documents/finance-documents/facilities-inventory-and-utilization-study-2018.pdf							

Note - use the updated report once available. Last year shown appears to have an error.

As can be seen above, Central Carolina is slightly below our peer colleges in North Carolina when comparing square feet of academic facilities per FTE student. This information would seem to indicate that we need to look for ways to expand our academic space.

Evaluation of Existing Facilities and Infrastructure:

During the spring of 2021, physical plant staff reviewed buildings at all locations for issues with roofing, painting, flooring, HVAC, windows, and doors. The detailed results of this review is located in Appendix 1. The information is summarized below for buildings in each county.

Chatham County

Roofing: Building 42 roof needs to be replaced.

Painting: Building 42 needs painting in the multipurpose room. Building 45 needs painting in the cafe patio area, and room 145.

Flooring: Building 41 front office area and rooms 222, 223, 217 need new carpet. Building 42 needs new flooring in the multi-purpose room, 1st floor offices, classrooms 109, 208, and 209. Also, flooring work is needed in the restrooms in this building.

HVAC: Building 45 needs to have the control system converted to a new software package.

Windows: Buildings 41 and 42 need exterior seal work.

Doors: Exterior doors on building 41 need to be repaired or replaced.

Harnett County

Roofing: The roof on Miriello needs to be replaced.

Painting: Etheridge building needs interior painting. Miriello building needs interior painting. Classroom building needs painting in the common areas and cosmetology rooms.

Flooring: Etheridge building needs new flooring. Miriello building needs new flooring.

HVAC: Continuing Education building needs phase protection added. Etheridge building needs phase protection added and we need to convert the existing boiler from oil to LP gas. Miriello building needs phase protection. Also, we need to convert the existing boiler from oil to LP gas.

Windows: Continuing Education and Etheridge buildings need new exterior windows.

Doors: Etheridge building needs an exterior door replaced behind the library. Miriello building needs exterior doors at the student services area replaced.

Lee County

Roofing: No action recommended at this time.

Painting: The library building needs interior painting. Hockaday building needs new paint in the financial aid area. Budd Hall needs interior painting. Joyner Hall needs interior painting. Lett Hall needs exterior painting. Powell Hall needs interior painting. Brick House needs exterior and interior painting.

Flooring: Library needs new flooring. Hockaday Hall has areas that need new flooring. The Vet Lab needs new flooring. Joyner Hall need to consider new flooring due to darkening of tiles. Powell Hall needs new flooring.

HVAC: Wilkinson Hall needs an HVAC control system installed. Library needs an HVAC control system installed. Hockaday Hall chiller needs to be scheduled for replacement. Vet Lab needs a new heat pump system. Joyner Hall needs replacement of 3 air handler units in automotive bay areas. Lett Hall needs to be scheduled for replacement of chiller. Maintenance Shop needs a new 2 ton heat pump. ESTC Classroom building needs to be converted to a new controls system.

Windows: No action recommended at this time.

Doors: Veterinary Medical Technology building needs new double doors at breezeway. Maintenance Shop garage door needs to be replaced.

The various items noted during this review need to be considered as part of facility planning. Potentially a renovation project could be planned for each county to address the various issues found from this facility review.

Current Facility and Infrastructure Projects:

Chatham County

The Chatham County Commissioners have previously included a new roof for building 42 in the Chatham County CIP. In discussion with county staff, this project is funded to be completed in fiscal year 2023. The current plan would be to bid the project during the spring of 2022 and hope to have construction take place during the summer of 2022. We will need to ensure coordination of the timing of the project with county staff.

We have also had discussion with county staff related to including a Career and Technical Education building in the Chatham County CIP. We currently are working to determine an estimated size and costs for this building. Once we have that information, we will continue working with county staff to ensure this project is included in the CIP to be approved by the Chatham County Commissioners. The CCCC Board of Trustees may need to consider allocating some capital improvement funds received from the state to this project in an effort to speed the timeframe of the project.

Harnett County

The Harnett County Commissioners approved approximately \$160,000 in county funds this fiscal year to complete the paving project that was started several years ago on the Harnett Main Campus. Once this project is completed, the entire campus will be repaved.

Lee County

The Lee County Commissioners recently approved purchasing the Marelli Factory, which is contiguous to the Lee Main Campus. The commissioners intend for this building to be operated by the College. This site will be converted to the (official name here) site and will house programs related to advanced manufacturing, bioprocessing, agriculture, and truck driver training. As part of the agreement with the college, we will need to address facility needs for the Lee Early College as well as the main campus library. The College also agreed to sell our buildings located in the Industrial Park and relocate programming at those locations as part of this transition. We will need to carefully consider these various moves and determine the best reallocation of space for each program.

Summary and Prioritization of Projects:

Chatham County

Priority 1 - Re-roof building 42

Priority 2 - Career and Technical Education Building

Priority 3 - Various renovation projects

Harnett County

Priority 1 - Re-roof Miriello building

Priority 2 - Develop a plan to address industrial programming at the Harnett Main Campus

Priority 3 - Various renovation projects

Lee County

Priority 1 - Marelli Site (advanced manufacturing, bioprocessing, agricultural, and truck driver training)

Priority 2 - Develop plan for Lee Early College

Priority 3 - Develop expansion plan for the Library

Priority 4 - Retrofit space on the Lee Main Campus for programming currently in the industrial park

Priority 5 - Various renovation projects

Food Trucks

Background:

We have received a number of requests from various departments on campus to allow food trucks at various events. Current board policies do not allow for private businesses to utilize our property for profit making activities. We are hoping to gain some feedback to determine if a food truck policy can be implemented in the future. We have not fully researched all of the legal aspects and some of the various items mentioned below may not be allowable once that research is completed. We would also have to consider any issues created by our current vending contracts. However, we felt it was best to gain input from the building and grounds committee to focus our research.

- There appears to be two options available for allowing food trucks. One option involves only allowing them when the College is purchasing all of the food similar to how we would handle a catered event. The second option would involve allowing the food truck operators to sell to individuals.
 - Are there concerns about either option? Would either be allowable? Would both be allowable?
- Do we want to only allow food trucks for special events (the car show for example) or would we want to also allow them access during the normal week?
- Should we generate any income from allowing food truck operations?
 - Should we charge a fee to be allowed to provide services? For example, a \$50 processing fee to cover the costs of verifying the required paperwork.
 - Should we charge a commission fee for any sales? If so, this could get problematic in determine sales.
- If we allow them for special events or access during the normal week, what methods should we use to determine which food trucks for which events.
 - We could potentially have a system where we sent out an RFP document for each event. This could be time consuming for college staff.
 - We could have a listing of food truck operators who have been approved and then notify them of various events.
 - We could distribute an RFP and allow food truck operators to provide proposals for operations during the normal week. This could be time consuming for college staff.



BOARD OF TRUSTEES

PROGRAMS COMMITTEE

CONTINUING EDUCATION AGENDA

Date of Meeting:	October 25, 2021	Time: 1:30PM	Virtual
Committee Members: James French, Chair Jan Hayes Gordon Springle			
Consent Agenda Items			
Full Board Agenda Items			
For Information Only			
<ol style="list-style-type: none">1. Customized Training Program 2020-2021 Report2. Small Business Center 2020-2021 Report3. Innovation Center at MOSAIC Opportunity			

Customized Training Program - Report

2020 - 2021

Summary:

The Customized Training Program supports the economic development efforts of the State by providing education, training and support services for eligible new, expanding and existing business and industry in North Carolina (G.S. 115D-5.1) through its network of 58 community colleges, serving all 100 counties of the state. The program goal is to foster and support three key aspects of a company's well-being: Job Growth, Technology Investment and Productivity Enhancement.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

Those businesses and industries eligible for support through the Customized Training Program include Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to US military installations located in North Carolina.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment;
- The business is deploying new technology;
- The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State; and
- The skills of the workers will be enhanced by the assistance.

Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

Impact

In 2020 – 2021, Central Carolina Community College's Customized Training Program reported training and expenditures for eight (8) approved projects. An expenditure total of \$143,093 trained 200 employees with an average per trainee cost of \$715.

Funding Purpose Code 361**Projects**

Company	Industry	County
<i>A.D. Tubi USA, Inc</i>	Metals/Iron/Steel	Chatham
<i>Bharat Forge Aluminum USA, INC</i>	Metals/Iron/Steel	Lee
<i>Coty, Inc</i>	Miscellaneous Manufacturing	Lee
<i>Frontier Yarns, Inc</i>	Textiles/Apparel	Lee
<i>Magneti Marelli</i>	Transportation	Lee
<i>MAS Acme</i>	Warehousing/Distribution	Chatham
<i>Mountaire Farms</i>	Food/Beverage/Tobacco Processing	Chatham
<i>Pfizer</i>	Pharmaceutical/Medical	Lee

Project Completions

Company	Start Date	End Date	# Trainees	Company's Expectations Met (Rating)	Training Impact (Rating)	Training Effectiveness (Rating)
<i>A.D. Tubi USA, INC</i>	01/14/19	12/10/20	18	5	5	5
<i>Bulldog Hose Company</i>	02/01/19	01/19/21	14	N/A	N/A	N/A
<i>Coty, Inc</i>	02/15/18	02/13/21	343	5	5	5
<i>Magneti Marelli</i>	09/12/18	01/21/21	42	N/A	N/A	N/A
<i>MAS Acme</i>	09/12/18	06/17/21	32	5	5	5
<i>Pfizer</i>	12/16/19	01/2/21	109	5	5	5

*1 – 5 scale (5 = Excellent)

The college also supported four (4) companies through the use of unrestricted funds that provide the flexibility to address limited attendance, high cost training that meet the industry eligibility guidelines but are not at the level of a project.

Funding Purpose 364 and 365

Number of Companies Served	Number of Training Activities	Number of Trainees	Average Cost per Trainee	Total Expenditures
4	9	39	\$348	\$53,579

Testimonials:

CCCC is always flexible and responsive to our needs

CCCC admin staff and management are extremely supportive. They have provided many options to additional training opportunities.

Craig Hardy, Manager, Pfizer

Small Business Center - Report

2020 - 2021

Summary:

The NC Community Colleges Small Business Center Network (SBCN) is the state's largest state-supported small business assistance initiative. Started in 1984 with the funding of eight small business centers by the North Carolina General Assembly, by 1995 at least one Small Business Center was established at each of the 58 community colleges. Currently, the Network has 60 sites throughout the state with Centers conveniently located within a 30-minute drive of every North Carolinian. At the core of its vision, the Small Business Center Network is positioned to focus on entrepreneurship, small business and economic development with an emphasis on assisting start-ups, early stage, and businesses seeking disaster assistance or seeking to stabilize. The unique structure allows ease of access and unparalleled knowledge of and linkages within local communities. SBCs collaborate with Federal, State and local entities to help business owners get the most current information needed to start and successfully operate their enterprises. Potential or existing small business owners can take advantage of high quality, readily accessible assistance that includes:

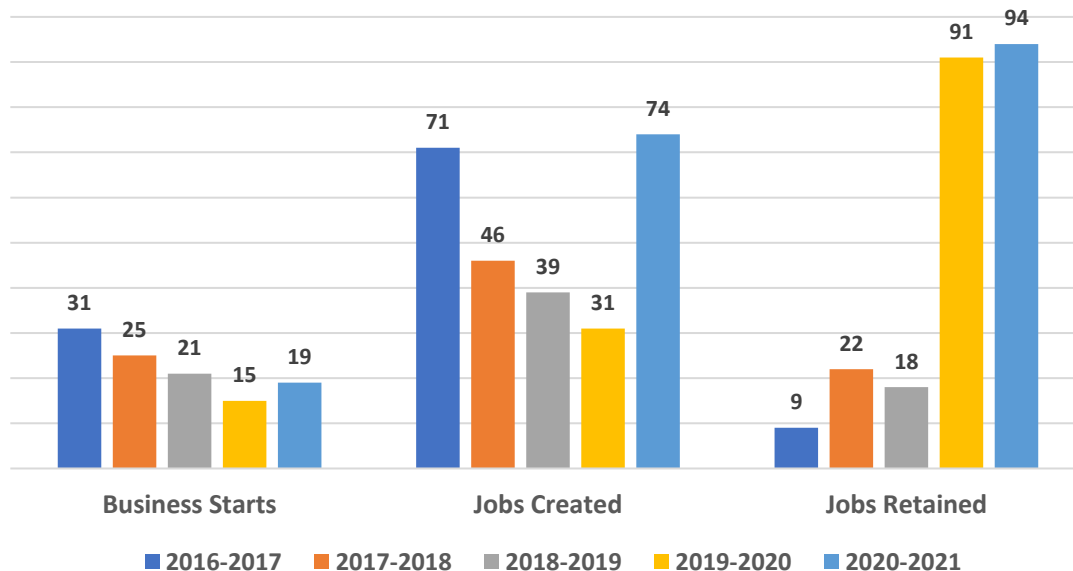
- Free, confidential one-on-one business counseling services
- Resource and referral information for a variety of business needs
- High-impact seminars and classes available free of charge or for a minimal registration fee

Impact

In 2020 – 2021, Central Carolina Community College's Small Business Centers in Chatham, Lee, and Harnett counties expended \$225,560 on SBC activities including 51 entrepreneurship events supporting 722 attendees. The Small Business Center staff provided 700 hours of counseling services to small business clients exceeding the 2020-2021 goal of 320 counseling hours. This was enabled through the use the additional Pandemic Relief Funds provided through the North Carolina Community College System.

Business Starts	Jobs Created	Jobs Retained	Clients	Counseling Hours
19	74	94	184	700.85

SBC Impact Trends



Points of Excellence

Support in Overcoming Challenges

Harnett County Small Business Center Coordinator, Mari-inetta Pavlic, nurtured a long-term relationship and utilized resources through the “Reboot, Recover, Rebuild”, a federally funded initiative offering small businesses the consulting and financial assistance needed to survive, to support Vauxhall Enterprise, LLC in shifting gears in moving their trucking company onto solid ground. Working with the CCCC SBC, Vauxhall Enterprise was able to purchase a leased truck, define their business strategy, develop a marketing plan and build a website. These efforts provided Ms. Gray, owner of Vauxhall Enterprise, the ability to thrive in an industry that is challenging for women even without facing the impact of a pandemic.

Real Investment in Sanford Entrepreneurs (RISE)

The CCCC SBC developed the RISE program in partnership with the Sanford Area Growth Alliance and Downtown Sanford, Inc which began in early 2020. RISE is an 8-class program in which participants go through a series of seminars that give them the necessary knowledge to start a small business. While the students are attending the seminars, they also receive support to write a business plan, have their business plans reviewed, prepare a pitch to the RISE Review Committee on the final night of the program, and are connected with necessary resources and potential partners.

Thirty-one students have graduated from the program and as of August 2021, 6 new retail businesses have held grand openings.

Innovation Center at MOSAIC

Proposed Partnerships

Summary

In September 2017, Eco Group, a joint venture of John Fugo of Montgomery and Kirk Bradley of Lee-Moore Capital Company, announced Chatham Park, a 350-acre, \$800 million mixed-use development in the heart of Chatham County. MOSAIC, is a \$140 million entertainment and lifestyle commercial gateway to Chatham Park which is targeted to feature multiple attractions including shops, hotels, office space, recreational amenities, and educational space.

As part of the technical/creative offices and educational space, Kirk Bradley has engaged Central Carolina Community College and the University of North Carolina – Chapel Hill, Innovate Carolina in conversations on how to create opportunities for the innovation, incubation and implementation of ideas and entrepreneurial initiatives. This effort would consider how to leverage resources between CCCC and UNC-CH, Innovate Carolina to creatively address the goal of supporting economic growth and vibrancy within the region.

Initial Proposed Actions

Small Business Support and CCCC Presence

- Locate the Chatham County Small Business Coordinator at MOSAIC to support program implementation and small business development.

Timeline: Spring 2023

Start-Ups/Entrepreneur Focus

- Joint CCCC / Innovate Carolina application for NC IDEA grant for \$50,000 to kickstart a high growth 'RISE' type program to support entrepreneurship with a particular focus on initiatives in digital health, biomanufacturing, and innovative tech efforts. Program graduates would be provided an opportunity to progress into the Innovate Carolina LAUNCH program.

Timeline: Fall 2022 (contingent on grant funding)

Student Focus

- Internship Meet & Greet sessions - dual-event experience giving both students and local startup companies the chance to network, share mutual professional goals and experiences, and explore internship and skill-building opportunities together.

Timeline: Fall 2021

- Business school - consider engagement opportunities to align CCCC students with an interest in pursuing business degrees to UNC Kenan-Flagler and UNC entrepreneurship requirements earlier in process to support successful student transitions.

Timeline: Fall 2022



BOARD OF TRUSTEES PROGRAMS COMMITTEE CURRICULUM AGENDA

Date of Meeting:	October, 2021	Time: 1:30PM	Virtual
Committee Members:	James French, Chair Jan Hayes Gordon Springle		
Consent Agenda Items			
Curriculum Review Committee Actions			
Full Board Agenda Items			
For Information Only			
<div>1. SmartEvals Course Evaluation Software</div> <div>2. Veterinary Medical Technology Inspections & Accreditation</div> <div>3. Paramedic Accreditation</div>			

Curriculum Review Committee Actions

During its Fall 2021 meetings, the Curriculum Review Committee recommended the following actions:

Program Removals

1. Removal of Medical Transcription Certificate (C25310T0)
2. Removal of Word Processing Certificate (C25370W0)
3. Removal of Diploma in Information Technology (D25590CW) Career and College Promise program

Program Approvals

1. Approval of five certificates in Sustainable Agriculture program (A15410):
 - a. Sustainable Agriculture – Horticulture Certificate (C15410H)
 - b. Sustainable Agriculture – Animal Science Certificate (C15140AS)
 - c. Sustainable Agriculture – Agricultural Mechanics Certificate (C15140AM)
 - d. Sustainable Agriculture – Natural Resources Certificate (C15140NR)
 - e. Sustainable Agriculture – Agribusiness Certificate (C15140AB)
2. Approval of Sustainable Agriculture Horticulture Certificate Career & College Promise Pathway (C15410H) with certificates above
3. Approval of a Career and College Promise version (C25590CN) of the Network Security Certificate (C25590CN)
4. Approval of Corrections Services and Emergency and Fire Management Services tracks to Public Safety Administration A.A.S. degree (A55480)
5. Approval of General Occupational Technology program of study for Pre-Physical Therapist Assistant (A55280PT)

Program Modifications

1. Business Administration, General Business Track A.A.S. degree (A25120)
2. Receptionist certificate (C25370R0)
3. Electronic Health Records certificate (C45360ER)
4. Cosmetology certificate (C55140)
5. Physical Therapist Assistant A.A.S. degree (A45620)
6. Database Programming certificate (C25590DP)
7. Electronics Engineering Technology A.A.S. degree (A40200)
8. Bioprocess Technology CCP certificate (C50440CW) and Bioprocess Technology certificate (C50440)
9. Bioprocess Technology A.A.S. degree (A50440)
10. Associate in Arts degree (A10100)
11. Associate in Science degree (A10400)

SmartEvals Course Evaluation Software

The college implemented a new course evaluation system to identify effective instructional practices and support continuous improvement of teaching and learning. All curriculum students will be asked to complete a course evaluation for each course every semester.

Benefits:

- Real-time response rates
- Automated reports available immediately following evaluation period
- Graphs for data visualization
- Institution-wide and nationwide comparisons
- Longitudinal analysis
- Qualitative data and text analysis
- Demographic data analysis
- Integration with Colleague student information system
- Integration with Blackboard learning management system

Veterinary Medical Technology Inspections & Accreditation

Inspections

- United States Department of Agriculture (USDA) (8/17/2021)
 - No non-compliant items identified
- Institutional Animal Care and Use Committee of the USDA (9/17/2021)
 - No deficiencies of animal care and use program
 - Minor deficiencies of animal facilities resolved

Accreditation

Committee on Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association (10/13/2021-10/14/2021)

Critical deficiencies apply to situations that clearly result in a program's inability to meet a Standard, and/or subject students, faculty, or others to unacceptable levels of risk. Documentation of significant progress toward compliance with each critical deficiency must be achieved by the time of the program's next regular report to CVTEA. Lack of compliance may be considered cause for change of the program's accreditation status.

1. All off-campus primary learning sites reviewed and approved by programmatic personnel to meet the same standards as on campus learning sites. (Standards 4a, 4b, 4e)
2. All essential skills are to be evaluated and assessed by VMT program personnel. (Standard 10e)

Major deficiencies apply to situations that jeopardize the ability of the program to meet a Standard. Progress toward meeting each major deficiency must be demonstrated on an annual or biennial basis. Documentation of steps taken toward compliance with major deficiencies is required. Lack of compliance within the assigned five- or six-year period, prior to the next scheduled complete evaluation, may be considered cause for change of the program's accreditation status.

1. Efforts be made to improve compensation of the adjunct personnel. (Standard 9F)

Recommendations are suggestions for program improvement but have no bearing on the program's accreditation status.

1. A review of the program's mission statement in conjunction with the program's Advisory Committee
2. Efforts to fund the following additional instructional equipment: SynDaver Canine endotracheal intubation models, updated in-clinic ultrasound machine, air-driven dental unit with cart & accessories, and an updated Idexx blood analysis suite
3. Salary review for all program personnel
4. Support for continued personnel membership in state and national professional organizations
5. Support for personnel to attend professional continuing education opportunities, including the Association of Veterinary Technician Educators (AVTE) annual conference

The final report of evaluation, post site visit response, and site visit information are presented to the CVTEA at the June meeting, at which time accreditation status is determined. An action plan from the Veterinary Medical Technology department is forthcoming.

Paramedic Accreditation

The Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP) Quality Improvement (QI) subcommittee has reviewed the 2019 Annual Report. Based on the Outcomes reported for 2019, the program did not meet one or more of the three required Outcomes thresholds requiring a result of 70% or greater.

	2019	2018
NREMT/State Written Exam	80	80.8
Retention	62.5	53.8
Positive (Job) Placement	90	100

This is the program's second notice for failure to meet the established Outcomes thresholds for two (2) consecutive reporting years.

The QI subcommittee will continue to monitor the Annual Report for programs not meeting any threshold for three (3) consecutive years. Any CAAHEP accredited program not meeting a threshold for three (3) consecutive years may be recommended for Probation. See CoAEMSP Policy IV.D.1-6 <https://coaemsp.org/policies-procedures> and CAAHEP *Standard V.A.4* <https://coaemsp.org/caahep-standards-and-guidelines>

Proposed Action Plan

1. Investigate alternatives for program scheduling and format.
2. Hold monthly meetings for mandatory faculty training and faculty mentoring.
3. Require remediation of content when students score less than 80 on a skill or test. This remediation will also be available for tutoring as needed.
4. Provide students with information regarding orientation dates, support services, resources, and college processes.
5. Solicit student input and make data-informed changes to the program.



BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

Assessment, Planning & Research Division Agenda

Date of Meeting:

October 25, 2021

Time: 3:00 PM

Virtual

Committee Members: Pat Kirkman, Chair
Gladys McAuley
Derrick Jordan

Consent Agenda Items

Full Board Agenda Items

For Information Only

1. SACSCOC Updates
2. QEP Highlights
3. Institutional Research Highlights
4. Strategic Plan Updates

SACSCOC UPDATES

SACSCOC Substantive Changes Submissions

Institutional Effectiveness staff submitted the following substantive change notifications to SACSCOC during the past quarter:

Date	Program/Site	Sub Change Type	Description
09/24/2021	Word Processing Certificate	Request for Approval of Closure	Closure of Word Processing Certificate effective 08/01/2022 due to changing industry needs. Parent program (Office Administration) will remain open.
09/24/2021	Medical Transcription Certificate	Request for Approval of Closure	Closure of Medical Transcription Certificate effective 08/01/2022 due to outdated technology Parent program (Medical Office Administration) will remain open

QEP HIGHLIGHTS

QEP Progress Paves the Way for Title III Grant Project





CCCC's newly funded Title III grant will seamlessly continue the work and progress made via our very successful SACSCOC Quality Enhancement Plan (QEP), which has been underway since 2017. Work by the dedicated QEP Team has revealed additional focus areas we could address in order to make further progress:

QEP Focus	Title III Grant Focus
Improving student program selection, pathways, and goal completion, by enhancing Advising, Admissions, and ACA courses	Further gains in enrollment, retention, and completion by creating a next generation advising model, improving and streamlining organizational communication, and endowing the Dreamkeeper Fund.

QEP efforts this quarter have focused on continued communication with faculty, staff, and students; enhanced tools aimed at helping students understand their educational pathway requirements and become familiar with Career Center offerings; and continued assessment of the QEP Student Learning Outcomes (SLOs). Having embraced the cycle of continuous improvement, QEP Team members use assessment data to plan future enhancements.

MAP Assessment Data Highlights

Highlights of our assessment data reveal both progress made and opportunities for further improvements:

Assessment	2017-18	2018-19	2019-20	2020-21	Trends
Percentage of cohort students who complete an academic plan in Aviso by end of 1st semester	0%	22%	30%	54%	
Percentage of cohort students who complete an academic plan consistent with their program of study by end of 1st semester	0%	9%	11%	17%	
Percentage of students who change majors after second semester	30%	27%	23%	16%	
Graduation rate: 100% of normal time	12%	21%	27%	25%	

The Title III grant will help us continue to improve retention and graduation rates, while further enhancing the onboarding process, integrating it with academic advising.

INSTITUTIONAL RESEARCH HIGHLIGHTS

Institutional Data

The IER department continues to support the college community by providing data and analysis upon request to assist faculty and staff in making data informed decisions. During this quarter the IER department has received over 130 ad hoc data requests and fulfilled nearly 100 of them. We continue to see an increase in the number of data requests received.

The Institutional Research Team identified a number of factors demonstrating the need for the **newly funded Title III grant**, which will focus on improvements in enrollment, retention and completion by creating a next generation advising model, improving and streamlining organizational communication, and endowing the Dreamkeeper Fund. This data includes:

- Fall 2021 enrollment was down 8% from Fall 2020.
- Overall student retention is 59%.
- The 2017-2018 cohort 150% graduation rate was 35%.
- Of Fall 2018 newly enrolled students, 8% (199 students) deregistered prior to the census date, with another 5% dropping after the census date.
- CCCC awarded fewer associate degrees (539) than IPEDS comparison group average (629) and CCCC's degree award count has dropped since 2018 (583).
- Over the past 3 years, 47% of Fall semester applicants and 52% of Spring semester applicants did not enroll. During this same period, 64% of Black applicants did not enroll compared to 44% of White applicants. Black applicant enrollment has been trending downward for 4 semesters.
- Based on survey responses, of 2018-19 applicants who never enrolled, 20% indicated they didn't know they were accepted.
- Over the past three years of applicants who completed the FAFSA and did not enroll, 82% were from households with an annual income below \$49,999.
- Survey results indicate 54% of CCCC students have run out of money 3+ times in the past year and 68% would have trouble getting \$500 in cash/credit.
- Of non-completers, 30% chose to attend another school and 16% had a negative experience at CCCC.

Customized Instantaneous Student Feedback via Qualtrics

- New students completing the Admissions Intake survey often indicate a need for additional resources/services and/or follow-up. New Qualtrics technology enables us to automate customized instantaneous responses providing the requested information and resources, and prompting the appropriate staff member to follow-up immediately. Streamlining communication with prospective and current students are key components of our newly funded Title III grant.
- IR staff used Qualtrics to create a new COVID-19 reporting tool available in the college portal. This new tool allows students and employees to self-report, and employees to report on behalf of students. This allows the College to streamline processes and efficiently notify the necessary people and departments. Qualtrics sends out automated emails to the respondent, appropriate dean/provost, Human Resources and Maintenance as appropriate.

Student Achievement Data

The College continues to review key student achievement metrics. As required by SACSCOC, these metrics are published on our College website. This [website](#) allows us to view multiple dashboards, disaggregate and review the methodology of each of our chosen student achievement measures. These measures, along with others, were used to support the Title III grant application.

Reviewed annually to prompt suggestions for improvement, these metrics include:

- Integrated Postsecondary Education Data System (IPEDS) Outcome Measure (chosen graduation metric), disaggregated
- North Carolina Community College System (NCCCS) Performance Measures, disaggregated
- Central Carolina Community College retentions rates, disaggregated

STRATEGIC PLAN UPDATES

Title III Grant Supports Strategic Plan Goals and Objectives

The College's extensive strategic planning process uncovered opportunities for improvement in several key areas, resulting in strategic plan Goals and Objectives. The newly funded Title III grant will move us forward in key areas:

Title III Goal 1: To realize gains in curriculum enrollment, retention, and completion by creating a split advising model.

<u>Strategic Plan Goal 2:</u> Clarify Student Pathways	<u>Strategic Plan Objectives:</u> 2.1. Improve and expand student-facing information about jobs, careers, and transfer options. 2.2. Strengthen high school students' understanding of CCCC program to career links. 2.3. Decrease the percentage of students who change their primary programs.
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Title III Goal 2: To improve organizational communication and efficiency by addressing technology and process barriers.

<u>Strategic Plan Goal 3:</u> Ensure Students Progress on Pathways	<u>Strategic Plan Objectives:</u> 3.1. Embed integrated support services at appropriate progress points in academic pathways. 3.2. Improve the student admissions and onboarding experience. 3.3. Identify and develop resources to assist students in persisting by addressing identified barriers. 5.1 Identify and reduce institutional access barriers for all current and prospective students, particularly underserved populations. 6.1. Improve cohesiveness and collaboration between departments and divisions. 6.2. Enhance employee satisfaction with communication. 6.3. Enhance trust between senior leaders and employees.
<u>Strategic Plan Goal 5:</u> Promote Equity	
<u>Strategic Plan Goal 6:</u> Support Employees	

Title III Goal 3: To maintain and enhance a strong financial foundation by creating a student support endowment.

<u>Strategic Plan Goal 3:</u> Ensure Students Progress on Pathways	<u>Strategic Plan Objective:</u> 3.3 Identify and develop resources to assist students in persisting by addressing identified barriers.
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**BOARD OF TRUSTEES
STUDENT & ACADEMIC SUPPORT
SERVICES COMMITTEE
MARKETING & EXTERNAL
RELATIONS AGENDA**

Date of Meeting:

Oct. 25, 2021

Time: 3:00 PM

Virtual

**Committee Members: Pat Kirkman, Chair
Derrick Jordan
Gladys McAuley**

Consent Agenda Items

Full Board Agenda Items

For Information Only

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

MARKETING AND PUBLIC AFFAIRS



ADVERTISING

Promotion of college programs, events, and activities, including:

>> Social Media Advertising

- College Connections Experience (first-year experience summer program)
- General apply now/register now messaging
- Scholarship and financial aid opportunities
- Community Job Expo
- Veterans Upward Bound
- Programs and courses, such as Basic Law Enforcement Training and BioWork
- Paid social media advertising during summer 2021 resulted in 676,256 impressions and over 4,200 clicks to links for more information

>> Google AdWords Campaign

- Development and implementation of a Google AdWords campaign that will run through June 2022. The campaign includes hundreds of keywords that users may search for on Google and a CCCC URL link that will take an individual to a web page for more information.

>> Outdoor Advertising

- Billboard campaign is scheduled to begin in November 2021 and continue through spring 2022.



NEWS/WRITING

2

- >> The department continues to write a variety of news and feature stories -- including student success stories -- that are used on the college website and social media. The stories are also shared with news media, college leaders, and local political, educational, and business leaders. Approximately 45 stories were published during the past three months.
- >> The department is involved with various other writing projects (including videos, flyers, handouts, presentations, etc.) that help to promote the college and its programs.
- >> The story “Women Excelling in CCCC Building Technology Program,” published in August 2021, has received both statewide and national attention.
- >> Other recent stories of interest include “CCCC VMT graduate making impact in Hawaii” and “UNC men’s basketball trainer spends time with CCCC HFS students.”
- >> The department will support the Title III project through management of a communication plan, partnerships with the project activity directors, and development and distribution of informational campaigns to students, employees, and other stakeholders.



SOCIAL MEDIA



Facebook: In 2021 (January to October), Facebook has a page reach of 250,314, a 16.7 percent increase from the previous year. CCCC Facebook has 12,839 followers as of October 5. Approximately 80 items are posted each month.



Twitter: From July through September 2021, CCCC Twitter averaged 81 tweets per month, with 15,830 average profile visits and 29,030 tweet impressions. CCCC Twitter has 2,262 followers as of October 5.



Instagram: CCCC has expanded its participation in Instagram, now reaching over 1,000 followers with more than 2,300 posts.



LinkedIn: CCCC LinkedIn has increased its presence and now has nearly 3,200 followers.



TikTok: The college recently began a presence on TikTok, which showcases short videos and photos. Several of the posted items have over 600 views.



YouTube: College videos are posted on the CCCC YouTube channel that began in 2009. To date, there have been over 740,000 views.



> Data

- The CCCC website continues to be a primary source of information for prospective students, current students, community members, and employees.
- From October 2020 to October 2021, there were 4,775,962 page views of the website. The average number of page views per day is over 13,000.
- Users access the website on a mobile device (53%), desktop computer (46%), or a tablet (1%).
- The most frequently visited pages on the website:
 - Homepage (www.cccc.edu)
 - Programs & Courses (www.cccc.edu/programs-courses)
 - Portal Login (www.cccc.edu/login)
 - Apply & Register (www.cccc.edu/apply-register)
 - Search (www.cccc.edu/search)

> Recent Web Projects

- In the past months, 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 and URL include:
 - Redesign of Career Center website section
 - Improvements to the online college calendar to be more informative and user-friendly
 - Updates to the COVID-19 page, including a new online reporting form
 - Financial Wellness information for employees

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> Marketing and External Relations
> BOARD OF TRUSTEES REPORT, FALL 2021
> Submitted By: Dr. Marcie Dishman

TRIANGLE SOUTH WORKFORCE DEVELOPMENT BOARD (TSWDB)



SERVICE PROVIDER & FINANCIAL UPDATES

- >> Service providers (contractors) are in place and staffing up rapidly. Services continue to be delivered to WIOA participants.
- >> Service provider financial obligations have been satisfied for all expenditures reported through August 2021.
- >> All required reporting is current.
- >> Expenditure rates are currently low (as anticipated) with service providers commencing services on July 1.
- >> Applications for program extension and additional funding for Finish Line grant activities for students are being prepared for submission.
- >> More than 30 Finish Line Grant payments have been issued to support CCCC students since July 1.
- >> The Division of Workforce Solutions awarded a grant of \$25,000 for the continuation of Business Services to local businesses.



BOARD OF TRUSTEES
STUDENT & ACADEMIC SUPPORT
SERVICES COMMITTEE
STUDENT SERVICES DIVISION AGENDA

Date of Meeting:	October 26, 2021	Time: 3:00 PM	Virtual
Committee Members: Pat Kirkman, Chair Robert Logan Gladys McAuley			
Consent Agenda Items			
Full Board Agenda Items			
Update on Division 2 Declaration (Men's & Women's Basketball)			
For Information Only			
<ol style="list-style-type: none">1. Enrollment/Admissions/Registration Report, Fall 20212. Athletics, Fall 20213. Student Activities, Fall 20214. Financial Aid, Fall 20215. Recruiting, Fall 20216. Security, Fall 20217. Library Updates, Fall 20218. Student Summary – Summer 2021 (as of October 4, 2021)9. CCCC Curriculum Enrollment by Major10. History of Enrollment			

Update on Division 2 Declaration (Men's & Women's Basketball)

Athletics, Fall 2021 (Clarification on Division 2)

Per the email below from the National Office of the NJCAA, the commitment cycle for our Men's and Women's Basketball team playing at the Division 2 Level will not begin until the 2023 season and will run through 2027.

Please note, as per **Article I, Section 1.D of the NJCAA Bylaws**:

- *The NJCAA Championship and Sports division will review the final divisional commitments, and in conjunction with the respective sports committees, create a four- year district playoff plan for each commitment cycle. This plan will be submitted to the Board of Regents for approval. Once set, no changes shall be permitted within the division structure for the cycle; without a formal approval from the NJCAA Championship and Events staff.*

For reference, below is a snapshot of the new four-year divisional commitment timeline:

2021-22

- NJCAA member colleges are required to complete and submit a divisional commitment form in the fall of 2021 for the 2023-27 commitment cycle. **The commitment will begin August 1, 2023, and run through July 31, 2027.**

Enrollment/Admissions/Registration Report, Fall 2021

Application Numbers

Fall 2021	Fall 2020
4314	4909

Selective Admissions Programs

<i>Selective Admissions Program</i>	<i>Seats Available</i>	<i>Application Deadline</i>	<i>Notification Date</i>
Practical Nursing	50 – Harnett	3/7/22	3/22/21
Associate Degree Nursing	40 - Lee	3/7/22	3/22/21
LPN to RN Nursing	10 – Lee	3/7/22	3/1/21
Medical Sonography	8 - Lee	3/21/22	3/15/21
Dental Hygiene	18 - Lee	3/14/22	3/12/21
Dental Assisting	18 - Lee	3/28/22	3/19/21
Veterinary Medical Technology	64 - Lee	3/21/22	3/29/21
Certificate in Esthetics (Spring 2022)	15 - Lee	12/3/21	12/10/21

Admissions will also host Virtual Interest Meetings for all competitive programs:

<i>Selective Admissions Program</i>	<i>Date & Time</i>
Practical Nursing	10/20/21 5:30pm
Associate Degree Nursing	10/20/21 5:30pm
LPN to RN Nursing	11/16/21 5:30pm
Medical Sonography	10/19/21 5:30pm
Dental Hygiene	10/27/21 5:30pm
Dental Assisting	11/23/21 5:30pm
Veterinary Medical Technology	10/26/21 5:30pm
Certificate in Esthetics	10/12/21 5:00pm

Admissions Personnel Updates

- New Staff
 - Jena Nicely - LMC
 - Samantha Sillaman – LMC
 - Kimberly Brzozowski – LMC
 - April Raines – HMC
 - Derek Lewis – promoted to Senior Admissions Specialist HMC
 - Ashlee Dockery - promoted to Senior Admissions Specialist CMC
- We have one opening for Admissions Specialist on LMC and one opening for Admissions & Enrollment Assistant on HMC.

Fall 2021 Application and Registration Numbers

- Fall applications will continue to be submitted through October 18th due to second 8-week courses. As of 10/05/21, the Records Office processed 2707 applications for the fall 2021 term. This is 288 less (-9.62%) than the total 2995 submitted for fall 2020
- On 10/05/21 our enrollment was 5104 students
- Enrollment is continuous until mid-October, but registration for the 16-week session and first 8-week session was held until August 12th
- 12-week course registration and add period ended September 16th
- Fall registration add period for 2nd 8-week classes will end October 18th
- Currently enrolled student preregistration for spring begins on November 8th
- New student preregistration will begin on November 22nd

2021 Summer Completion

A drive through graduation ceremony was held to honor 184 students who completed 202 credentials

Student Accessibility Services

- 81 students using accessibility services
 - 26 additional students in process for receiving accessibility services
 - New software platforms added for accessibility services
1. EquatiO--supports math accessibility
 2. Glean--note-taking application
 3. Read & Write--dictation and read-aloud software

Veterans Affairs

New CCCC VA Coordinator: We welcome Angie Estes to the CCCC family. Angie comes to us from Edgecombe Community College, where she was the Financial Aid Advisor and VA Certifying Official.

Currently have approximately 200 students receiving VA Education Benefits for Fall 2021, with an additional 18 in process for second 8-week classes.

Athletics, Fall 2021

Volleyball- We have 6 regular season conference matches left before the region tournament on October 23rd. We host Sandhills CC on Thursday night at 7:00 and we host Southwest Virginia CC on Monday, October 11th at 6:00.

Golf- We have one more event on October 11-12 and that will conclude our fall season. We have had some good showings and we are looking forward to a strong spring season.

Cross Country- has had a strong season to this point with some high individual and team finishes. They have one more meet on October 16th before the region championship on October 30th. The women's team is ranked 9th in the USTFCCA NJCAA Coaches poll for Division 3 schools. It is expected that both the women's and men's team will have a good chance to bring home a region championship on the 30th and travel to the national tournament on November 13th.

Women's Basketball traveled to Albany, GA this past weekend to compete in a Junior college showcase event with hundreds of 4 year college coaches in attendance. They have a scrimmage at St. Augustine's University on Oct. 23rd and a home scrimmage on October 30th vs St. Andrew University JV before opening up their regular season on November 1st at Guilford Tech.

Men's Basketball have their Blue/White scrimmage on Friday night before hosting two scrimmage games against Johnston CC and Hosanna Bible college on October 12th and 19th.

Full schedule and rosters can be found online at www.cccc.edu/sports

Student Activities, Fall 2021

Upcoming student activities:

- Hispanic Heritage Month information--Facts on Social Media: posting October 11-15
- Hispanic Movie Nights: October 14 and October 15
- Suicide Prevention Speaker: October 18
- Virtual Trivia: October 21
- Halloween Candy and Crafts Chatham: October 27
- Halloween Candy and Crafts Harnett: October 28
- Halloween Drive In Movie: October 29
- Annual Angel Tree event: Nov/Dec, more info will be forthcoming

Financial Aid, Fall 2021

2021-22 Academic Year Information as of 10.4.21

Total FAFSAs processed: 4,445

Student's Awarded for the year: 2,345

Total Awards Offered (all): \$17,928,903

Total Disbursed: \$3,450,259

Total Recipients of disbursed aid: 1,689

Please note: The financial aid office has only disbursed Federal and State Aid on the 1st 8wk and 16wk eligible students as of 10/4/21. The 12wk posting will occur on 10/8 and the 2nd 8wk posting will occur on 11/5.

Student Onboarding and Outreach/Recruiting Report, Fall 2021**DATA-INFORMED PROGRESS**

- Meet & Greet with Guidance Counselors in all 10 public service area high schools (Had not seen them face-to-face since Spring 2020 because of COVID-19)
- Representation each night of Lee County Regional Fair (5 days)
- Holly Spring HS Career Fair (About 150 attendees)
- 9 Campus Tours (one virtual tour)
- CCCC Bus Tour in Chatham, Lee, and Harnett Counties (Saw approximately 500-1000 come by with a few stopping to get information).
- GED/AHS Graduate Follow Up (4). Promoting FREE 3-hr class credit
- Applied Not Enrolled 2020 fall, 2021 spring, 2021 fall promotion and follow up for 12 week and 2nd 8-week classes
- AVISO follow up, Helped Award over \$100,000 in tuition with students that needed tuition assistance
- Information and Planning Conference Meeting (IPC planning 2022)
- Over 200 emails and follow up from Ask CCCC and Enroll@cccc accounts
- Had 2-3 outreach events cancelled due to COVID-19.

Apps as of **October 27th, 2020**: 4,542

New Students Enrolled: 2,383

New Non-CCP Enrolled: 1,427

Yield: 52.4%

Apps as of **Sep 30, 2021**: 4,308

New Students Enrolled: 2,386

New Non-CCP Enrolled: 1,498

Yield: 55.3%

Security Report Fall 2021

Completed replacing batteries and Defib pads on all Defibtech AEDS
Updated Campus Security section in 2021- 2022 Student Handbook
Campus Safety and Security presentation at the New Hire Orientation
Completed Emergency Manual Review
Assisted the Summer Graduation Ceremony
Completed and distributed CCCC Annual Security Report for year 2020
Completed and submitted the Campus Security and Safety Survey for US Dept. of Education

Webinars Attended:

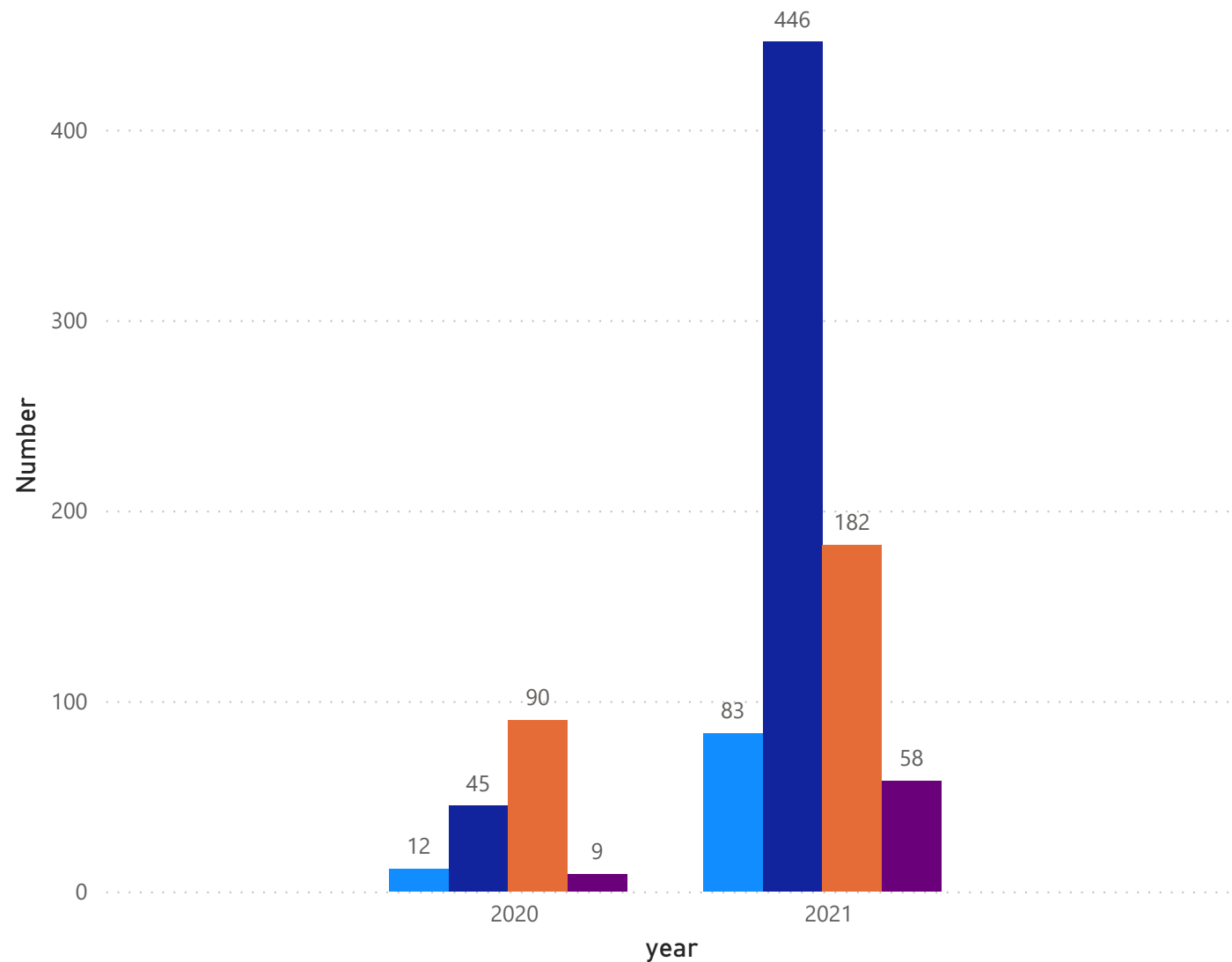
Culture of Customer Service Training
Meeting the Security Challenge of Tomorrow-Today Webinar
Active Shooter: Know how to Respond Webinar
Managing Active Threats in 2021 Webinar
Beyond the Basics: Counting and Classifying Clery Reports Webinar

Library Usage Report: Quarter 1, 2021

October, 2021

Circulation of Library Materials: Q1 20/21, Q1 21/22

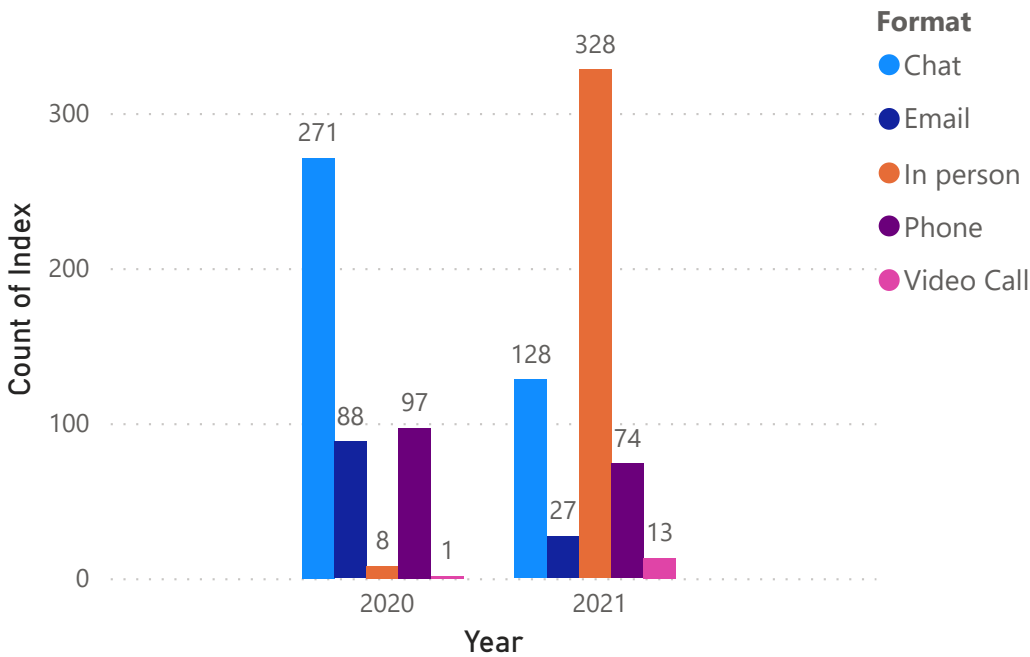
Type ● AV Materials ● Books ● Laptops ● Reserves



Circulation numbers increased dramatically. **Laptops increased by 102%.** All other materials, including **Books, AV, and Reserve items increased by 789%.**

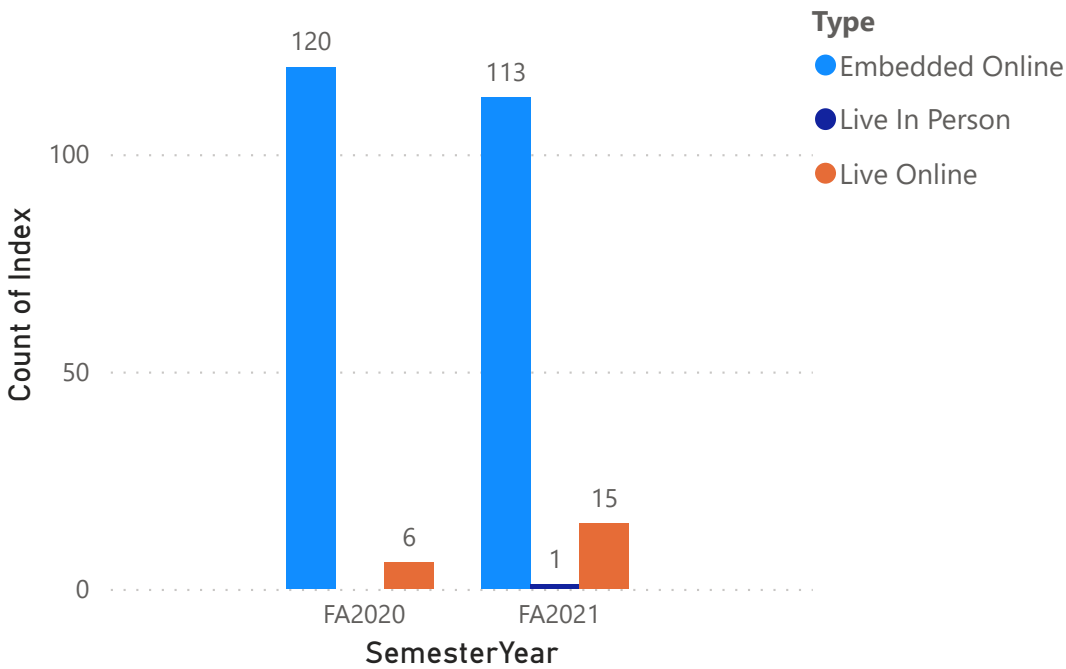
Due to continued demand, we will continue to lend laptops.

Library user interactions: first Quarter 20/21 and 21/22



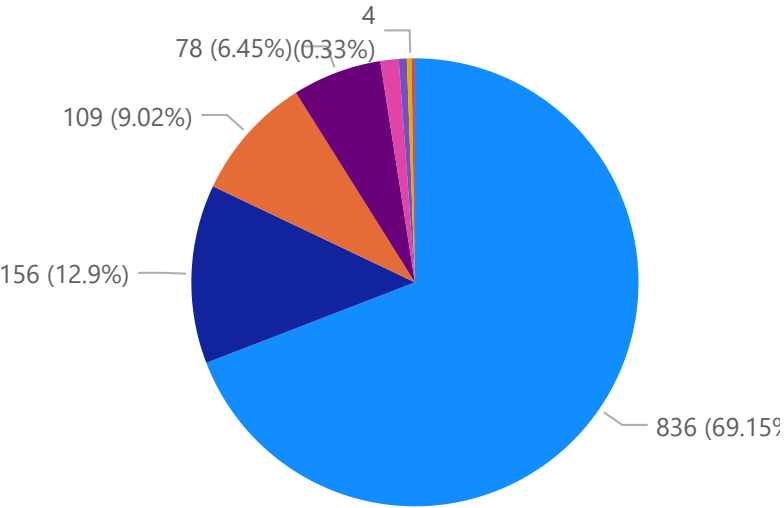
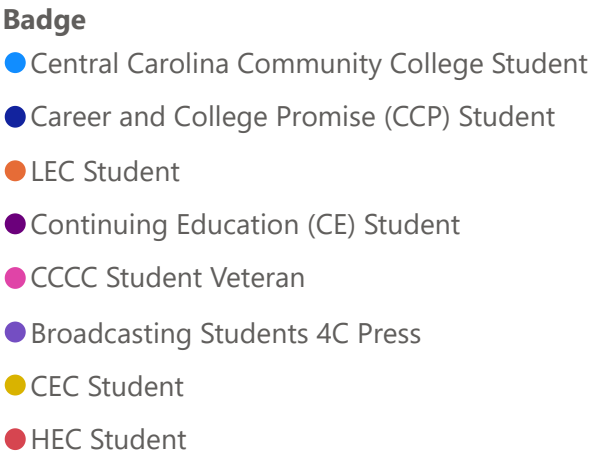
Total interactions with students **increased by 239** between the first quarter of the 20/21 FY and the first quarter of the 21/22 FY. This constitutes a percent change of **72%**.
Chat Interactions decreased by 143 between the same periods, while in person interactions **increased by 320**.
This change is expected due to campus closures last year.

Library Instruction: FA20, FA21

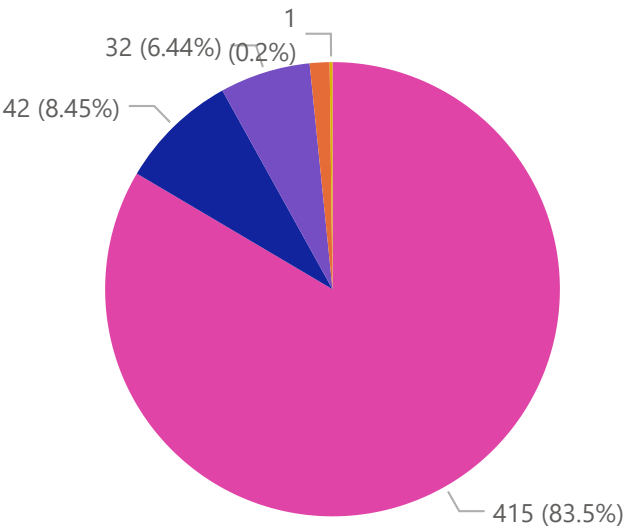
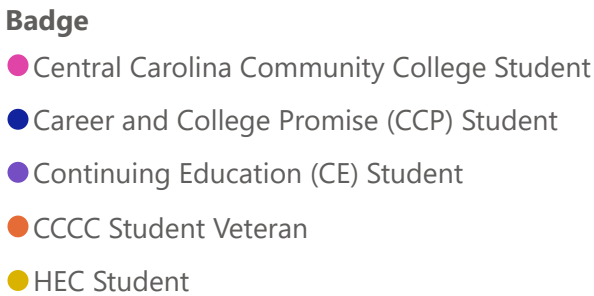


Instruction has **increased by 3**. There has been a drop of 7 embedded online courses, but an increase (so far) of 9 live online classes, with 1 in person class. We expect to see numbers for live sessions continue to grow throughout the semester.

IDs printed Q1 2021



IDs printed Q1 2020



The total number of ID cards printed **increased by 712 (142%)** between the first quarter of the 20/21 FY and the first quarter of the 21/22 FY.

In FY 20/21 the majority of IDs printed were for curriculum students. in FY 21/22, The number of IDs printed for students other than standard curriculum increased by **342%**

Student Summary -Summer 2021

Total Students:		1644		
Classification:				
Associate			1264	77%
Diploma			100	6%
Certificate			39	2%
Special/Transitional			241	15%
Day			1644	100%
Evening			0	0%
Combined			0	0%
Sex: Male			538	33%
Female			1106	67%
Race: White			908	55%
Black			278	17%
Indian/Alaska Native			10	1%
Hispanic			318	19%
Asian/Pacific Islander			32	2%
Other/Unknown			98	6%
Credit Hours:				
3 or less			410	25%
4 - 6			689	42%
7 - 11			492	30%
12 +			53	3%
Home County:				
Lee			488	30%
Harnett			303	18%
Chatham			272	17%
Other			581	35%
Age Groups:				
Under 25			1104	67%
25 - 34			358	22%
35 - 54			159	10%
55 +			23	1%
Source: Associate Registrar				

**CCCC Curriculum Enrollment by Major
Summer 2021**

Associate Degree Programs

A25100	Accounting Degree	2
A25800	Accounting and Finance	27
A35100	A/C, Heating & Refrigeration	14
A45110	Associate Degree Nursing	30
A55280NR	Gen Occ Tech/Nursing	79
A10100	Associate in Arts	204
A1010T	Associate in Arts- Teacher Preparation	11
A10500	Associate in Engineering	29
A10400	Associate in Science	170
A1040T	Associate in Science -Teacher Preparation	4
A60160	Automotive Systems Technology	14
A55110	Barbering	4
A50440	Bioprocess Technology	12
A30120	Broadcasting Production Tech.	8
A35140	Building Construction Technology	14
A25120	Business Administration	69
A50150	Computer Aided Drafting Technology	1
A40160	Computer Engineering Tech.	6
A50210	Computer Integrated Machining	12
A55140	Cosmetology	25
A55180	Criminal Justice Technology	32
A55150	Culinary Arts	
A45260	Dental Hygiene	22
A55280DH	Gen Occ Tech/Dental Hygiene	37
A55220	Early Childhood Associate	5
A55220C	Early Childhood (Career)	30
A55220L	Early Childhood (Licensure)	9
A55220NL	Early Childhood (Non Licensure)	2
A35130	Electrical Systems Technology	8
A40200	Electronics Engineering Tech	2
A5518C	Forensic Science	9
A55280	General Occupational Technology	1
A45630	Health and Fitness Science	13
A45360	Health Information Technology	12
A55280HT	Gen Occ Tech/Health Information Tech	8
A25200	Healthcare Management	5
A45380	Human Services Technology	14
A50240	Industrial Systems Technology	16
A25590	Information Technology	27
A40280	Laser & Photonics Technology	12
A5518A	Latent Evidence	
A55310	Library and Information Technology	17
A40320	Mechanical Engineering Technology	9
A45400	Medical Assisting	26
A55280MA	Gen Occ Tech/Medical Assisting	8
A25310	Medical Office Administration	20
A55280MS	Gen Occ Tech/Medical Sonography	24
A45440	Medical Sonography	7
A25370	Office Administration	11
A25380	Paralegal Technology	7
A4538E	Substance Abuse	6
A40370	Sustainability Technologies	2
A15410	Sustainable Agriculture	11

A45780	Veterinary Medical Technology	38
A55280VT	Gen Occ Tech/Vet Med	17
A50420	Welding Technology	28

Diploma Programs

D25800	Accounting and Finance	2
D60140	Auto Restoration	5
D60160	Automotive Systems Technology	
D55110	Barbering	1
D35140	Building Construction Technology	1
D25120MO	Business Management	2
D55220	Early Childhood	
D60130	Collision Repair & Refinishing Tech	1
D50210	Computer Integrated Machining	1
D55140	Cosmetology	2
D55180	Criminal Justice	1
D45240	Dental Assisting	12
A55280DA	Gen Occ Tech/Dental Assisting	6
D35130	Electrical Systems Technology	1
D55310	Library and Information Technology	
D25310	Medical Office Administration	2
D60260	Motorcycle Mechanics	9
D25370	Office Administration	
D25380	Paralegal Technology	4
D45660	Practical Nursing	32
A55280PN	Gen Occ Tech/Practical Nursing	17
D3012010	Radio Production Tech.	1
D50420	Welding Technology	3

Certificates

C35100C1	ACHR Tech Core I	5
C60160	Automotive Systems Technology	

College and Career Promise

Source: Enrollment Services Coordinator

C55110	Barbering	
C55120	Basic Law Enforcement Training	
C55850	Early Childhood Administration	1
C50210	Computer Integrated Machining	1
C55140	Cosmetology	1
C55160	Cosmetology Instructor	
C55180AD	CJ Technology Administration	
C35130	Electrical Systems	
C40200	Electronics Technology	
C25120EO	Entrepreuer Certificate	3
C55230	Esthetics Technology	2
C55860	Early Childhood Preschool	1
C5518C	Forensic Science	
C40370GB	Green Building	
C45360ER	HIT Electronic Health Records	1
C25120C0	Human Resources Management	5
C25800T0	Income Tax Preparer	2
C55290	Infant/Toddler Certificate	
C25590DP	Information Tech/Database Programming	2
C55310G0	Library Basics	
C55310C0	Library Cataloging	
C55310L0	Library Tech - Programs	1
C55310M0	Library Management	2
C55310P0	Public Service	
C55310T0	Library Technical Services	
C25120M0	Manager Trainee	
C55440	Manicuring/Nail Technology	
C40320	Mechanical Engineering	1
C25310IC	Medical Office Insurance Coding	
C60260	Motorcycle Mechanics	2
C25100P0	Payroll Accounting	
C5024030	Programmable Logic Controller	
C25370R0	Receptionist	
C40370RE	Renewable Energy	
C50420R	Robotics Welding Certificate	1
C25800	Small Business Financial Advisor	1
C25120SO	Social Media	2
C1541010	Sustainable Agriculture	1
C1541030	Sustainable Vegetable Production	
C50420	Welding Technology	1

Special Programs

A10100EC	Associate in Arts-Early College	24
A10400EC	Associate in Science-Early College	22
A10500EC	Associate in Engineering - Early College	1
A55180EC	Criminal Justice - Early College	
A25590EC	Information Technology - Early College	
A50420EC	Welding - Early College	1
T90950	Basic Skills Plus Program	
T90990	Special Credit	85

C25800CP	Accounting and Finance Certificate	1
D25800CW	Accounting and Finance Diploma	
D60160CW	Automotive Systems Certificate	1
C60160CW	Automotive Systems Diploma	
D30120CW	Broadcasting & Production Tech.	
C25120CP	Business Administration Certificate	2
D25120CW	Business Administration Diploma	6
C50210CP	Computer-Integrated Machining Cert	
D50210CW	Computer-Integrated Machining Dipl	
C55140CP	Cosmetology	
C55180CW	Criminal Justice Certificate	
D55180CW	Criminal Justice Diploma	1
C55150CP	Culinary Arts	
C45240CW	Dental Assisting	
D55220CW	Early Childhood	3
D40200CP	Electronics Engineering	1
C5518CCW	Forensic Science	
C45630CW	Health and Fitness Science	1
C45360CW	Health Information Technology	1
C25200CW	Healthcare Management Technology	
D45380CW	Human Services	2
C50240CW	Industrial Systems Certificate (CAT)	
D50240CW	Industrial Systems Diploma	1
C55290CP	Infant/Toddler Care	
C25590CP	Information Technology	3
D25590CW	Information Technology	
D40280CP	Laser and Photonics	
D55310CW	Library and Information Technology	
C55400CW	Manicuring/Nail Technology	
C40320CW	Mechanical Engineering	1
D45400CW	Medical Assisting	
D60260CW	Motorcycle Mechanics	
D45970CW	Nurse Aide	2
C25380CW	Paralegal Technology	
D15410CW	Sustainable Agriculture	
C45780CW	Veterinary Medical Technology	3
C50420CW	Welding Technology Certificate	
D50420CW	Welding Technology Diploma	
P1012C	College Transfer Pathway	70
P1052C	College Transfer Pathway Engineering	1
P1042C	College Transfer Pathway	41
P1032C	College Transfer Pathway	1

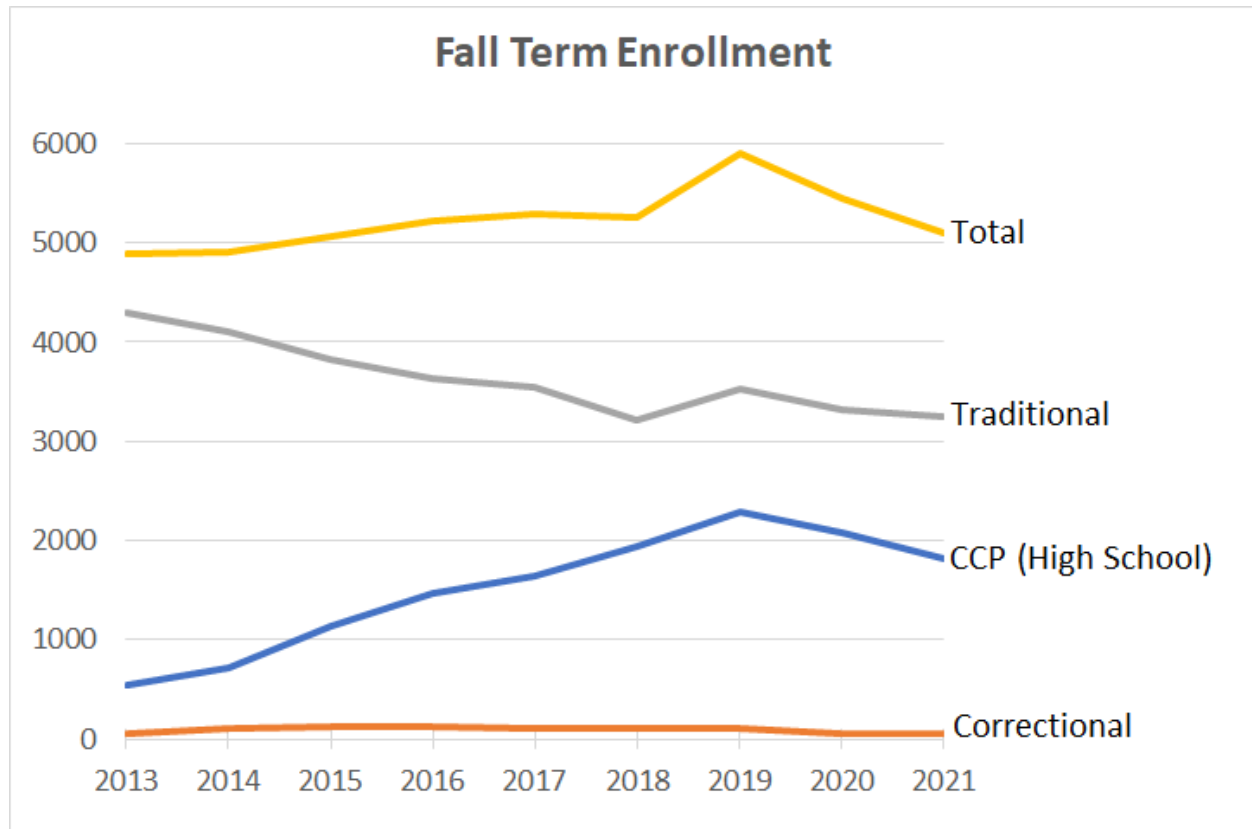
Harnett Correctional

C35180P1	Carpentry and Construction Skills	
C35180P2	Advanced Carpentry	
C35130P1	Electrical Systems Tech Fundamentals	
C55110P0	Barbering	
C55250P1	Food Service Technology	
C35280P1	Masonry Fundamentals	
C50420P1	Welding Fundamentals	

TOTAL

1644

Central Carolina Community College History of Curriculum Enrollment



	Fall 2021
CCP (High School)	1812
Correctional	45
Traditional	3248
Total	5105



BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT
SERVICES COMMITTEE

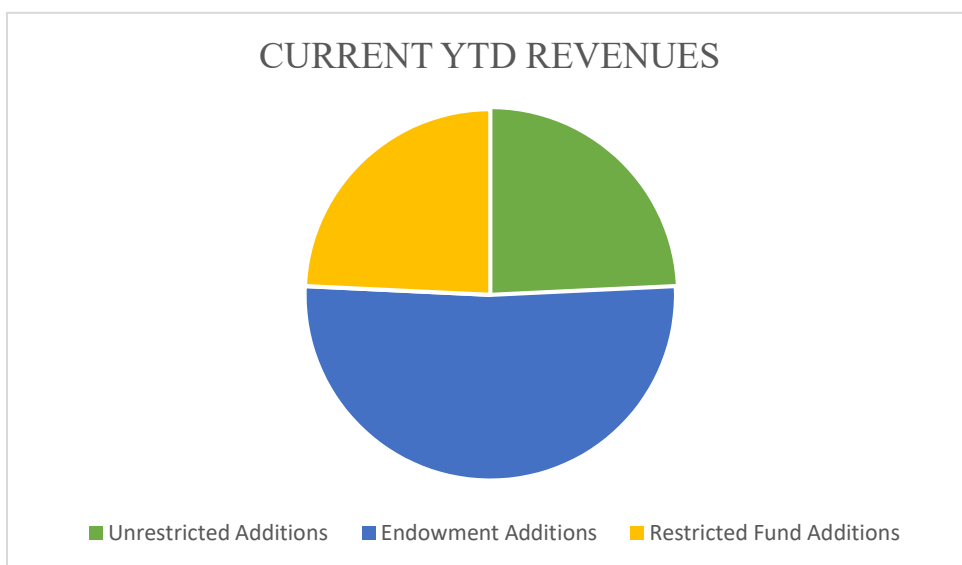
Foundation Agenda

Date of Meeting:	October 25, 2021	Time: 3:00 PM	Virtual
Committee Members: Pat Kirkman, Chair Robert Logan Gladys McAuley			
Consent Agenda Items			
Receive Revenue Report			
Full Board Agenda Items			
For Information Only			
1. Endowment Report 2. Director's Report			

Receive Revenue Report

1

DESIGNATIONS	First Quarter	Current YTD
Total Unrestricted	33,358.50	33,358.50
Restricted		
Endowment Additions	70,871.87	70,871.87
Other Restricted Funds	49,375.54	49,375.54
Total Restricted	120,247.41	120,247.41
TOTAL REVENUES:	153,605.91	153,605.91



*Submitted by Dr. Emily C. Hare
Executive Director*

CCCC Foundation Director's Report

Please help us thank these generous donors for their support!

First Quarter Gifts of \$500 or More

Aqua Clean Gutter Systems
Atwater & Lee, LLP
Truist/BB&T – *Sanford*
BOLD Companies
Scott and Pamela Byington
Carolina Commercial Contractors
Dr. Steven R. Carter *
Caterpillar
CCCC EOP **
CE Group
Central Carolina Hospital/A LifePoint Hospital *
Mark and Lois Chamblee **
Jeffrey A. and Lisa M. Chapman *
Coty US **
Larry and Parrish Daughtry *
Durham Coca-Cola Bottling Company
Edward Jones – *Brian Mathis*
P.R. Faulk Electric Corporation
First Bank – *Sanford*
First Bank Insurance Services
First Choice Home Healthcare
First Citizens Bank – *Sanford* *
Friends of Chatham Community Library *
Friends of NCVMA *
Sam Gaskins and Lynda Turbeville *
Hayes, Williams, Turner & Daughtry, Attys.
Heritage Concrete
Hobbs Architects
J&G Machinery
David N. James *
Dan Johnson
Jones Printing Company
Neal and Ann Kightlinger **
John and Patricia Kirkman **
Kiwanis Club of Sanford **

Ted and Peggy Lanier
 Ich-Kien Lao **
 Lee-Moore Capital Company
 George and Jane Lucier
 Jeri McConkey Estate ****
 Merrill Lynch – *Gordon Richardson*
 Guadalupe Norato
 Michael and Elsie Novak *
 Pfizer **
 Julian and Cynthia Philpott
 Bobby and Linda Powell
 Sanford Contractors
 Sanford Pediatric Dentistry – *Dr. Antonio Braithwaite* **
 Sauls for NC House
 Ellen Silverman
 Drs. J. Keith Smith and Lisa Jones **
 Smith's Coffee & Premium Water *
 Ron and Judy Swarthout
 Bill and Jennifer Tatum
 Sandra Thompson
 3D Community Church
 Wells Fargo ***
 Roberta Wilder
 C.J. and Heather Winslow **

* \$1,000 or more

** \$2,000 or more

*** \$5,000 or more

**** \$50,000 or more

Submitted by Dr. Emily C. Hare
 Executive Director



BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

Grants and Strategic Initiatives Agenda

Date of Meeting:

October 25, 2021

Time: 3:00 PM**Virtual**

Committee Members: Pat Kirkman, Chair
Derrick Jordan
Gladys McAuley

Guest Presenter:**Consent Agenda Items**

Approve In Progress: Grants & Strategic Initiatives

Full Board Agenda Items**For Information Only**

1. October 2021, Grants & Strategic Initiatives Highlights
2. Full Portfolio (linked)

Approve In Progress: Grants & Strategic Initiatives

Funding Source	Project Name	Funding type	Requested Amount	Description
Submitted				
Haas Foundation	Machining Scholarships	Private	\$10,000	Machining Scholarships and SKILLS USA support.
NC DOT	Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310	State	\$60,000	This program provides transportation funding through COLTS, HARTS, and CTN for students with disabilities to get to training.
National Science Foundation	NC BioBetter	Federal	\$3,000,000	NC BioBetter is a consortium of five community colleges in this region: Central Carolina Community College (CCCC), Durham Technical Community College (DTCC), Johnston Community College (JCC), Vance-Granville Community College (VGCC), and Wake Technical Community College (WTCC). The BioBetter consortium is embarking on a comprehensive project that will seek to meet workforce demand in the biopharma sector. The proposed project will focus on accelerating the pipeline of bio sector workers by coordinating regional curriculum design, clarifying bio sector pathways, building program capacity, enhancing regional communication, and improving the employability of credentialed students.
U.S. Department of Education	reTHINK Adult Ed	Federal	\$250,000	This program will implement pre-apprenticeship program and other strategies that further enhance the quality and outcomes of adult education and literacy activities.
U.S. 4th Congressional District	Community Project Funding Application	Federal	\$50,589	Funding request for Bioprocess lab expansion in Chatham County.

Submitted by Meghan Reece Brown
Executive Director, College Access and Strategic Initiatives

National Endowment for the Arts	CCCC Academic and Cultural Enrichment Series (ACES)	Federal	\$50,000	Funding to support bringing artists, plays, musicians, and other cultural enrichment opportunities for CCCC students and communities to Harnett, Lee, and Chatham counties.
Futures Forum	Tools Competition	Private	\$50,000	Funding to support the implementation of the RIASEC tool and subsequent career pathway counseling into CCR and continuing education programs.
Triangle Community Foundation	Economic Resilience Grant	Private	\$30,000	Funding requested to support wrap-around support services for students participating in Chatham County's FNS Employment and Training Program.
Food Lion Feeds	Cougar Market Support	Private	\$15,000	Operational support for the Cougar Market, CCCC's on-campus food pantry.
Pentair	Summer STEM Academy	Private	\$20,000	Funding to support a STEM Academy at CCCC for middle and school students that would complement LCS similar summer camp.
Galloway Ridge	Community Grants	Private	\$10,000	Funding to support the Dreamkeeper Fund for students in Chatham County.
Lee County Arts Council	ACES	Private	\$1,500	Funding requested for Flamenco Carolina as a part of the Academic and Cultural Enrichment Series.
Pending				
NC IDEA	Regional Impact Grants	Private	\$50,000	A partnership with UNC-Chapel Hill to create programming to support entrepreneurs, expanding off of the successful RISE model.
Golden Leaf	Open Grants Program	State	\$500,000	CCCC partners with Sandhills and Randolph Community Colleges to pilot a regional approach to truck driver training and related career pathways. The model will begin with short-term truck driver credentials and will engage employers to define additional pathways towards degrees and industry careers. Partners will share the costs of equipment, instructors, and resources for the truck driver credential program, resulting in increased collaboration,

				reduced service duplication, and improved efficiency of state resources.
U.S. Economic Development Administration	Good Jobs Challenge	Federal	\$5,000,000	Funding to support the TRUCK consortium noted above.
U.S. Department of Education	Veterans Upward Bound	Federal	\$1,293,750	Veterans Upward Bound is designed to motivate and assist veterans in the development of academic and other requisite skills necessary for acceptance and success in a program of postsecondary education. The program provides assessment and enhancement of basic skills through counseling, mentoring, tutoring and academic instruction in the core subject areas. The primary goal of the program is to increase the rate at which participants enroll in and complete postsecondary education programs.
U.S. Department of Education	Upward Bound Math and Science - Harnett	Federal	\$1,319,640	The Upward Bound Math and Science program is designed to strengthen the math and science skills of participating students. The goal of the program is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession.
U.S. Department of Education	Upward Bound- Harnett	Federal	\$1,319,220	Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.
U.S. Department of Education	Upward Bound- Lee	Federal	\$1,319,220	Same as above.

October 2021, Grants and Strategic Initiatives Highlights:

1. **TALKING POINT** – The FNS E&T Program has served 120 Chatham County residents receiving nutrition assistance since its inception. 100% of these students were low-income and 56% were students of color. Half of these participants had no income before starting the program, and of those that worked, their average income was \$388 per month. After the program, the average income of the participants was \$1,630 per month, with a top income of \$4,500 per month. Education at CCCC is changing students' lives and our communities!
2. **HELP NEEDED** – The Job Corps Scholars program is currently seeking participants for their program, which provides FREE employability skills training, educational opportunities, and individualized personal and employment counseling for low-income individuals who are 16-24 years old. Please help us inform our community partners about this life-changing opportunity.
3. **FOR YOUR INFORMATION** – CCCC was funded under the Department of Education's competitive Title III - Strengthening Institutions Program! This \$2.16 million grant will impact every division of the college by (1) reforming student onboarding and advising, (2) improving academic customer service, and (3) modernizing processes. Each aspect of the project was chosen for its direct alignment with the Strategic Plan and its ability to positively impact identified gaps in student success at CCCC.

Full Portfolio (linked)

Previous versions of this report included the Full Portfolio of externally-funded projects at CCCC, including both College and Foundation grants. For your information, this can be found at the [Grants and Strategic Initiatives website](#); username: grants, password: *cougargrants*.

Board of Trustees Proposed Meeting Dates for 2022

Wednesday, February 9, 2022
(Committee Meetings on February 7, 2022)

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BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

Grants and Strategic Initiatives Agenda

Date of Meeting:

October 25, 2021

Time: 3:00 PM**Virtual**

Committee Members: Pat Kirkman, Chair
Derrick Jordan
Gladys McAuley

Guest Presenter:**Consent Agenda Items**

Approve In Progress: Grants & Strategic Initiatives

Full Board Agenda Items**For Information Only**

1. October 2021, Grants & Strategic Initiatives Highlights
2. Full Portfolio (linked)

Approve In Progress: Grants & Strategic Initiatives

Funding Source	Project Name	Funding type	Requested Amount	Description
Submitted				
Haas Foundation	Machining Scholarships	Private	\$10,000	Machining Scholarships and SKILLS USA support.
NC DOT	Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310	State	\$60,000	This program provides transportation funding through COLTS, HARTS, and CTN for students with disabilities to get to training.
National Science Foundation	NC BioBetter	Federal	\$3,000,000	NC BioBetter is a consortium of five community colleges in this region: Central Carolina Community College (CCCC), Durham Technical Community College (DTCC), Johnston Community College (JCC), Vance-Granville Community College (VGCC), and Wake Technical Community College (WTCC). The BioBetter consortium is embarking on a comprehensive project that will seek to meet workforce demand in the biopharma sector. The proposed project will focus on accelerating the pipeline of bio sector workers by coordinating regional curriculum design, clarifying bio sector pathways, building program capacity, enhancing regional communication, and improving the employability of credentialed students.
U.S. Department of Education	reTHINK Adult Ed	Federal	\$250,000	This program will implement pre-apprenticeship program and other strategies that further enhance the quality and outcomes of adult education and literacy activities.
U.S. 4th Congressional District	Community Project Funding Application	Federal	\$50,589	Funding request for Bioprocess lab expansion in Chatham County.

Submitted by Meghan Reece Brown
Executive Director, College Access and Strategic Initiatives

National Endowment for the Arts	CCCC Academic and Cultural Enrichment Series (ACES)	Federal	\$50,000	Funding to support bringing artists, plays, musicians, and other cultural enrichment opportunities for CCCC students and communities to Harnett, Lee, and Chatham counties.
Futures Forum	Tools Competition	Private	\$50,000	Funding to support the implementation of the RIASEC tool and subsequent career pathway counseling into CCR and continuing education programs.
Triangle Community Foundation	Economic Resilience Grant	Private	\$30,000	Funding requested to support wrap-around support services for students participating in Chatham County's FNS Employment and Training Program.
Food Lion Feeds	Cougar Market Support	Private	\$15,000	Operational support for the Cougar Market, CCCC's on-campus food pantry.
Pentair	Summer STEM Academy	Private	\$20,000	Funding to support a STEM Academy at CCCC for middle and school students that would complement LCS similar summer camp.
Galloway Ridge	Community Grants	Private	\$10,000	Funding to support the Dreamkeeper Fund for students in Chatham County.
Lee County Arts Council	ACES	Private	\$1,500	Funding requested for Flamenco Carolina as a part of the Academic and Cultural Enrichment Series.
Pending				
NC IDEA	Regional Impact Grants	Private	\$50,000	A partnership with UNC-Chapel Hill to create programming to support entrepreneurs, expanding off of the successful RISE model.
Golden Leaf	Open Grants Program	State	\$500,000	CCCC partners with Sandhills and Randolph Community Colleges to pilot a regional approach to truck driver training and related career pathways. The model will begin with short-term truck driver credentials and will engage employers to define additional pathways towards degrees and industry careers. Partners will share the costs of equipment, instructors, and resources for the truck driver credential program, resulting in increased collaboration,

				reduced service duplication, and improved efficiency of state resources.
U.S. Economic Development Administration	Good Jobs Challenge	Federal	\$5,000,000	Funding to support the TRUCK consortium noted above.
U.S. Department of Education	Veterans Upward Bound	Federal	\$1,293,750	Veterans Upward Bound is designed to motivate and assist veterans in the development of academic and other requisite skills necessary for acceptance and success in a program of postsecondary education. The program provides assessment and enhancement of basic skills through counseling, mentoring, tutoring and academic instruction in the core subject areas. The primary goal of the program is to increase the rate at which participants enroll in and complete postsecondary education programs.
U.S. Department of Education	Upward Bound Math and Science - Harnett	Federal	\$1,319,640	The Upward Bound Math and Science program is designed to strengthen the math and science skills of participating students. The goal of the program is to help students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession.
U.S. Department of Education	Upward Bound- Harnett	Federal	\$1,319,220	Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in their precollege performance and ultimately in their higher education pursuits. Upward Bound serves: high school students from low-income families; and high school students from families in which neither parent holds a bachelor's degree. The goal of Upward Bound is to increase the rate at which participants complete secondary education and enroll in and graduate from institutions of postsecondary education.
U.S. Department of Education	Upward Bound- Lee	Federal	\$1,319,220	Same as above.

October 2021, Grants and Strategic Initiatives Highlights:

1. **TALKING POINT** – The FNS E&T Program has served 120 Chatham County residents receiving nutrition assistance since its inception. 100% of these students were low-income and 56% were students of color. Half of these participants had no income before starting the program, and of those that worked, their average income was \$388 per month. After the program, the average income of the participants was \$1,630 per month, with a top income of \$4,500 per month. Education at CCCC is changing students' lives and our communities!
2. **HELP NEEDED** – The Job Corps Scholars program is currently seeking participants for their program, which provides FREE employability skills training, educational opportunities, and individualized personal and employment counseling for low-income individuals who are 16-24 years old. Please help us inform our community partners about this life-changing opportunity.
3. **FOR YOUR INFORMATION** – CCCC was funded under the Department of Education's competitive Title III - Strengthening Institutions Program! This \$2.16 million grant will impact every division of the college by (1) reforming student onboarding and advising, (2) improving academic customer service, and (3) modernizing processes. Each aspect of the project was chosen for its direct alignment with the Strategic Plan and its ability to positively impact identified gaps in student success at CCCC.

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