

**Central Carolina Community College
Board of Trustees Committee Meetings
Dennis A. Wicker Civic & Conference Center
Summer 2022**

Tuesday, August 30, 2022

Program Committee

Date: 8/30/22

Time: 10:30 a.m.

James French, Chair
Jan Hayes
Gordon Springle

Personnel Committee

Date: 8/30/22

Time: 11:45 a.m.

Bobby Powell, Chair
Genia Morris
Chip Post

Building & Grounds Committee

Date: 8/30/22

Time: 1:00 p.m.

George Lucier, Chair
Jim Crawford
Bill Tatum

Finance Committee

Date: 8/30/22

Time: 2:15 p.m.

Jim Burgin, Chair
James Kelly

Student & Academic Support Services

Date: 8/30/22

Time: 3:30 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

Consent Agenda for Summer 2022 Board of Trustees Meeting

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

Central Carolina Community College Board of Trustees Agenda September 1, 2022

Recognition of Guests
Ethics Statement
Mission Statement of the College
Approval of Consent Agenda

Consent Agenda

Minutes

Approval of Minutes

- ❖ Board of Trustees Meeting; April 27, 2022
- ❖ Board of Trustees Special Called Meeting; June 15, 2022

Personnel Committee

1. Approve New Employees
2. Approve Promotions/Position Changes
3. Receive Attrition Report
4. Receive Turnover Report
5. Approve VinFast Trip
6. Approve payment to college attorney
7. Approve Education Leave Request and Agreement - Felicia Crittenden

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
8. Approve Interim Budget Resolution
9. Approve President and BOT Blanket Travel Authorization

Building and Grounds Committee

1. Approve Central Carolina Academy as a new off-campus instructional site

Program Committee

Academic Policy Committee Actions

1. Acceptance of C- for transfer credit
2. Revised entrance requirements for Health Information Technology Program

Student & Academic Support Committee

1. Receive Foundation Revenue Report
2. Approve Grants and Strategic Initiatives: In Progress

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Personnel Committee

1. Human Resources Updates

Finance Committee

1. Approve Chatham Cottage Auction
2. Approve MOU Habitat for Humanity
3. Approve awarding of Security Services Contract

Building and Grounds Committee

1. Approve revised 3-1 Moore Center Main Building
2. Consider approval for designer for Moore Center Bioprocessing Building
3. Consider approval for open end design agreements

Program Committee

No Agenda Items

Student & Academic Support Services Committee

No Agenda Items

Foundation Update

Other Items

Comments by President

**Board of Trustees
Central Carolina Community College
April 27, 2022**

Members Present: B. Carver, J. French, D. Jordan, J. Hayes, J. Kelly, G. Lucier, G. Morris, G. McAuley, J. Philpott, C. Post, B. Powell, G. Springle, B. Tatum

Members Absent: J. Burgin, J. Crawford, P. Kirkman

Guest: J. Love, College Attorney

Staff: L. Chapman, P. Price, L. Sculetta, K. Hoyle, J. Matthews, M. Hall, E. Hare, M. Dishman, R.V. Hight, M. Brown, M. Robertson, K. Short, S. Byington, L. Whitaker, A. Carter, D. Haire

Prior to the Spring 2022 Board of Trustees meeting a retreat was held. During the retreat, VP Hoyle gave an overview of how our security is handled at the current time. Dr. Chapman informed the Board that we will pull together information from our sister institutions which are closest to serving what CCCC serves, we will continue the month to month with the current security company and we will put the security contract out to bid. The next topic was the Moore Center design and work. Dr. Chapman told the Board she wanted them to be reminded of the visions for this so each trustee has all of the information that is being shared with other. Dr. Chapman called on EVP Price for the contract discussion. There have been some changes made to the purchasing process at the state level. After EVP Price went through all of the details of the changes it was decided that he will bring a revised Purchasing and Contract Agreement policy to the Board at the next meeting. Dr. Chapman told the Board that the college is still following all state laws regarding restroom facilities. The Board agreed that for any new construction CCCC would have single use restrooms included. The next item was a revision of the language of a previous policy (Role of Board of Trustees in Handling Complaints and Informal Meetings with Citizens Concerning College Matters) that was approved and required clarification for the notification on the website. This will be added to the Personnel Committee under the Consent Agenda for approval during the Board meeting. The next item was to discuss the Board of Trustees Self Evaluation Survey results. Chairman Philpott reviewed the survey with the Board. This is a requirement for SACSCOC. The Board moved into closed session to discuss the last item which was the annual review for Dr. Chapman. This was the last item on the agenda for the Board retreat. Chairman Philpott informed the Board that we would take a break for dinner and the meeting would be begin at 7:00 pm.

After dinner, Chairman Philpott 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.

Chairman Philpott reminded the Board of Trustees that the Board of Trustees Bylaws Review and Update regarding the wording notification for the website will be added to the Consent Agenda under the Personnel Committee. Trustee Post made a motion to approve the Consent Agenda with the additional item added under the Finance Committee Agenda. Trustee Hayes seconded the motion. The motion carried unanimously.

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

Personnel Committee

Chairman Philpott called on Personnel Committee Chair, Trustee Powell. Trustee Powell made a motion to move the Personnel Committee discussion to the end of the meeting. Trustee Jordan seconded the motion. The motion carried unanimously.

Finance Committee

Chairman Philpott called on Trustee Kelly to give the Finance Committee report in the absence of Finance Committee Chair, Trustee Burgin. Trustee Kelly stated the first item on the agenda was to approve the Fiscal Year 2021-2022 College Budget. EVP Price gave an overview of the Fiscal Year 2021-2022 College Budget. Trustee Morris made a motion to approve the Fiscal Year 2021-2022 College Budget. Trustee Hayes seconded the motion. The motion carried unanimously. The next item was to approve the Chatham County Budget Request. After EVP Price reported on the Chatham County Budget Request, Trustee Lucier made a motion to approve the Chatham County Budget Request. Trustee Jordan seconded the motion. The motion carried unanimously. The next item was to approve the Harnett County Budget Request. EVP Price continued with the Harnett County Budget Request. Trustee Tatum made a motion to approve the Harnett County Budget Request. Trustee Springle seconded the motion. The motion carried unanimously. The next item was to approve the Lee County Budget Request. EVP Price gave an overview of the Lee County Budget Request. Trustee Carver made a motion to approve the Lee County Budget Request. Trustee Hayes seconded the motion. The motion carried unanimously. The next item was the Lee County Promise MOU. EVP Price stated that there were a few minor changes that needed to be made to the Lee County Promise MOU. Jonathan White made the changes and has sent it back to the Lee County attorney. At the time of the meeting the final copy was not available. Trustee Powell made a motion to approve the Lee County Promise

MOU as outlined by EVP Price with the understanding that the final Lee County Promise MOU will be brought back to the Board to see the modifications were actually installed. Trustee Post seconded the motion. The motion carried unanimously. The last item on the Finance Committee Agenda was to approve the proposed Fee Listing for 2022-2023. With the recommendation to approve the Proposed Fee Listing for 2022-2023 that came from the Finance Committee, a second was not required. This was approved unanimously.

Building & Grounds Committee

Chairman Philpott called on Trustee Lucier, Chair of the Building & Grounds. Trustee Lucier stated the first item on the agenda was the Moore Center Updates/Project Approvals. He said we spent time on these and received updates during the Board of Trustees Retreat prior to the meeting. Chairman Philpott said the need is to approve the Moore project submissions as reported to the Board. This comes as a recommendation from the Building & Grounds Committee and a second is not required. This was approved unanimously. Trustee Lucier called on EVP Price for an overview of the remaining Full Board items. The next item is the Awarding the Roofing Contract for Chatham Building 42 Roofing Project. This comes as a recommendation from the Building and Grounds Committee and a second is not required. The recommendation was approved unanimously. The last item is Award Roofing Contract for Harnett Miriello Roofing Project. This comes as a recommendation from the Building & Grounds Committee and a second is not required. The recommendation was approved unanimously.

Program Committee

Chairman Philpott called on Trustee French, Chair of the Program Committee and he informed the Board all of the Program Committee items for approval were on the Consent Agenda and there were no Full Board Consideration items.

Student & Academic Support Services Committee

In the absence of Trustee Kirkman, Chair of the Student & Academic Support Services Committee, Chairman Philpott called on Trustee McAuley. Trustee McAuley informed the Board all of the Student & Academic Support Services Committee items for approval were on the Consent Agenda or were items for information only and there were no Full Board Consideration items. On behalf of the Central Carolina Community College's Board of Trustees, Chairman Philpott recognized Dr. Linda Scuiletti for her 12 years of service at the college. He thanked her for her dedication and enthusiasm in her work at the college. This meeting is Dr. Scuiletti's last meeting.

Foundation Report

Dr. Hare and Dr. Chapman have been talking with Harnett Health and their interest in having an endowed faculty position. The Harnett Golf Class was a huge success. The Chatham Golf Classic will be held on May 4, 2022.

Other

Chairman Philpott appointed Trustee Hayes, Trustee Springle, Trustee Lucier, Trustee French and Trustee Powell to serve on the Ad Hoc Nominating Committee.

President's Report

Dr. Chapman informed the Board that we have wrapped up the work that was needed to be done for Triangle South Workforce Development Board. She thanked everyone that had worked diligently to finalize all of the documentation.

Trustee Tatum made a motion to go into Closed Session. Trustee Lucier seconded the motion. The motion carried unanimously.

Trustee Morris made a motion to adjourn closed session and go back into open session. Trustee McAuley seconded the motion. The motion carried unanimously.

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

**Board of Trustees
Central Carolina Community College
Virtual
June 15, 2022**

Members Present: J. Crawford, J. French, J. Hayes, J. Kelly, G. Lucier, G. McAuley, J. Philpott, C. Post, B. Powell, B. Tatum

Members Absent: J. Burgin, B. Carver, D. Jordan, P. Kirkman, G. Morris, G. Springle

Staff: L. Chapman, P. Price, L. Scuiletti, K. Hoyle, J. Matthews, M. Hall, E. Hare, M. Dishman, R.V. Hight, M. Brown, M. Roberton, K. Short, S. Byington, L. Whitaker, A. Carter, D. Haire

Chairman Philpott called the meeting to order and called on Lorraine Whitaker to call the roll for attendance. Following this 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.

Chairman Philpott asked for the consensus of the Board to add an additional item to the Building & Grounds Committee of Discussion of the Siler City building located in the Industrial Park. Chairman Philpott called on Lorraine Whitaker to do a roll call. It was a unanimous decision to add this item.

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

Personnel Committee

Chairman Philpott called on EVP Price to report on the Personal Observance Leave. EVP Price shared with the Board the following information.

Governor Cooper issues Executive Order No. 262 establishing Personal Observance Leave for employees of the Office of the Governor and all Cabinet agencies. The Personal Observance Leave allows eligible employees up to eight hours of fully paid leave on a single day of personal significance each calendar year. The day of personal significance may include but is not limited to days of cultural or religious importance. This leave has no cash value and cannot be converted to retirement credit. Personal Observance Leave not taken by the end of the calendar year is forfeited and may not be carried forward to the next calendar year. Employees will not be paid for unused Personal Observance Leave upon separation from their employment. The NC Community College System has advised the local boards of trustees can adopt policies that are similar to the policy instituted by the NC Office of Human Resources.

Proposed Personal Observance Leave Policy:

Eligibility:

Personal Observance Leave is available to employees who are in a leave earning status in accordance with the Annual Leave Policy. Full-time employees will receive eight hours of Personal Observance Leave each calendar year. Reduced-hours full-time employees will receive a prorated amount based on their number of hours compared to a full-time schedule.

Use of Leave: Personal Observance Leave may be used for any single day of personal significance. This includes, but is not limited to, days of cultural or religious importance. The day used for Personal Observance Leave does not have to be a day from the employee's own religious or cultural background. Employees will follow the same procedures as required by the Annual Leave policy to request use of this leave.

Personal Observance Leave not taken by the end of the calendar year is forfeited and may not be carried forward to the next calendar year. Employees will not be paid for unused Personal Observance Leave upon separation from their employment.

Trustee Lucier made a motion to approve the Personal Observance Leave. Trustee McAuley seconded the motion. Chairman Philpott called on Lorraine Whitaker for a roll call vote. The motion carried unanimously.

Finance Committee

Chairman Philpott called on EVP Price for a report on the awarding of the Snack Vending. EVP Price reviewed the responses from two different vendors. The College administration recommends awarding the snack vending to Carolina Food & Beverage. This decision was based on the price of the item and the commission. Trustee Post made a motion to approve the awarding the snack vending to Carolina Food & Beverage. Trustee Crawford seconded the motion. Chairman Philpott called on Lorraine Whitaker for a roll call vote. The motion carried unanimously.

Building & Grounds Committee

Chairman Philpott called on EVP Price. He reminded the Board that these items were discussed

during the Board Retreat in April. There is a deadline to get these items on the July State Board Agenda for approval. EVP Price reviewed the following items:

1. Approve lease for Moore Center
2. Approve 3-1P to request State Board Approval to have the Moore Center as a site.
3. Approve 3-1 Moore Center – Bioprocessing Building Renovations
4. Approve 3-1 Moore Center – Truck Driver Training Building Renovations
5. Approve 3-1 Moore Center – Main Building Renovations
6. Approve Architect Selection Process for renovation projects

Trustee Lucier, Chairman of the Building & Grounds Committee made a motion to approve items 1 – 6 with respect to the Moore Center. Trustee Powell seconded the motion. Chairman Philpott called on Lorraine Whitaker for a roll call vote. The motion carried unanimously.

Chairman Philpott reminded the Board that another item had been added related to the Siler City site in the Industrial Park. He called on Dr. Chapman and EVP Price. EVP Price informed the Board we received a request from Chatham County. Chatham County would like to partner with a low income housing developer to build low income multi-family housing. The county would like the college to modify some of the conveniences to allow for this type of activity on this site. Trustee Lucier made a motion to allow the college staff to work with Attorney Love to review the conveniences and work out an agreement with Siler City while protecting the interest of the college as much as possible. Trustee Powell seconded the motion. Chairman Philpott called on Lorraine Whitaker for a roll call vote. The motion carried unanimously.

Trustee Carver tendered his resignation to the Board effective June 30, 2022. This will leave three years remaining on his term.

Dr. Chapman reminded the Board how much she appreciates the Board and the way the Board works in a unified way to support the college. Tonight, was an indication with all of the items being approved unanimously. The college has an exceptional team working on all of the issues before us.

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



BOARD OF TRUSTEES PERSONNEL COMMITTEE AGENDA

Date of Meeting:

August 30, 2022

Time: 11:45 am

Committee Members: Bobby Powell, Chair
Genia Morris
Chip Post

Consent Agenda Items

1. Approve New Employees
2. Approve Promotions/Position Changes
3. Receive Attrition Report
4. Receive Turnover Report
5. Approve VinFast Trip
6. Approve payment to college attorney
7. Approve Educational Leave Request and Agreement - Felicia Crittenden

Full Board Agenda Items

1. Human Resources Updates

For Information Only

1. Update on salary related items from past meeting.
2. Policy Review

NEW EMPLOYEES

1. Jessica Holt, Associate Degree Nursing Instructor (12 months), 04/08/2022
2. Brandon Davis, PC Technician I, 04/18/2022
3. Pamela McKoy, Continuing Education Medical Programs Administrative Assistant, 04/18/2022
4. Claudia Farnandez, Dean of Career and Academic Engagement, 05/16/2022
5. Jason Harloff, Physical Therapist Clinical Education Coordinator, 05/02/2022
6. Gregory Singleton, Dean, Workforce and Continuing Education Programs, 05/02/2022
7. Deana St. Peter, Executive Director of the Center for Organizational Excellence, 05/23/2022
8. Kaylen Bryan, PC Technician I, 06/01/2022
9. Julie Dixon, Associate Dean for Academic Advising and Transfer, 06/13/2022
10. David Melton, Mail and Print Production Specialist, 06/15/2022
11. Jason Haskins, Director, Health and Professional Programs, 07/11/2022
12. Gregory Parr, Biotechnology Pathway Navigator, 07/11/2022
13. Marissa Core, Math Instructor (9 months) , 08/08/2022
14. Kathryn Horrell, Culinary Instructor (9 months) , 08/09/2022
15. Jesse Jacondin, Institutional Research Analyst, 08/31/2022
16. Jim Johnson, Survey Administrator/IR Coordinator, 08/01/2022
17. Gina Jones, Records Assessment Specialist, 08/22/2022
18. Cody Maddux, Math Instructor (9 months) , 08/01/2022
19. Christopher Nem, Math Instructor (9 months), 08/01/2022
20. Tiffany Stein, Graduation Coordinator, 08/08/2022
21. Rebekah Waters, TRiO Upward Bound Program Coordinator, 08/08/2022
22. Marilia Wimberly, Digital Services Librarian, 08/01/2022
23. Devon Woodruff, Cosmetology Instructor, 08/08/2022

PROMOTIONS/POSITION CHANGES

1. Michelle Coore, Help Desk Support, 4/25/2022
2. April Raines, Education Navigator, 4/1/2022
3. Brittney Goldston, Education Navigator, 5/23/2022
4. Zeickia Ledwell, Education Navigator, 5/23/2022
5. Jonathan White, Staff Attorney, 06/01/2022
6. Patricia Anderson, Interim Director of Industry Services/CTPPC, 07/01/2022
7. Jennifer Babb, Education Navigator, 07/01/2022
8. Adana Arnold, Student Advising and Success Specialist, 07/01/2022
9. Alyson Cochrane, Lead Humanities Instructor, 06/27/2022
10. Christi Copes, Institutional Research Analyst, 07/01/2022
11. Dane Peterson, Interim Developmental Ed Program Chair, 07/01/2022
12. James Thomas, Director, YouthBuild Student Services, 07/15/2022
13. Lara Abels, History Instructor, 08/08/2022
14. Danielle Bruner, Coordinator of Accreditation, Enrollment, and Retention, 08/01/2022
15. Kelly Dorman, Criminal Justice Department Chair, 08/01/2022
16. Alexandra Dowdy, Director, Divisional Operations & Foundation Events, 08/01/2022
17. Brian Simpson, Director of Accreditation, 08/01/2022

QUARTER FOUR (2021-2022) ATTRITION

Resignations	22
Retirements	7
Deceased	0
Terminations	0
Non-renewals*	2
Total	31

*Non-renewals due to the dissolution of Triangle South Workforce Development Board.

Receive Turnover Report

	Average # employees	# employees separated
President's Office/Foundation	7	0
Onboarding & Academic Advising	28	2
Student Learning Division	205	16
Student Services Division	45	2
Administrative Services Division	87	6
Institutional Effectiveness Division	3	1
Workforce Development	41	3
Harnett Campus	16	0
Chatham Campus	6	1
College Wide Average	432	31

Quarter Turnover Rate: 4.17%
Fiscal Year Turnover 15.2%

Approve VinFast Trip

Background:

College staff members are beginning to develop training programs to meet the needs of VinFast. Dr. Chapman, VP Robertson, EVP Price met with Mr. Brook Taylor, VP for US Operations for Vinfast, to begin some initial discussions related to this project. During the meeting, Mr. Taylor invited college representatives to attend a tour of VinFast operations in Vietnam. These tours are multi-day events and all costs are incurred by VinFast with the exception of travel to California to connect with a private charter.

We have discussed this trip locally and believe it offers a substantial number of benefits to college staff members. We will be able to see the current manufacturing operations for VinFast which are anticipated to be replicated at the Chatham County site. It also would allow the opportunity to establish relationships needed to ensure we begin this project in the correct manner.

Potential Issues:

1. The CCCC Conflict of Interest and Ethical Guidelines policy has a prohibition on receiving gifts from those interested in doing business with the college. While, we do not anticipate a traditional business relationship with VinFast, we will be providing educational/training programming for their employees. This is a local college policy and the board has authority to waive the policy.
2. Once additional information about the trip is known, Dr. Chapman will seek guidance from the NC Ethics Commission to ensure there are no compliance issues with the NC State Ethics Act.
3. Since this is an out-of-country trip, Dr. Chapman will need approval from the Board Chair as per the blanket travel authorization approved each year by the board.

Approve payment to college attorney

LOVE & LOVE, P. A.
ATTORNEYS AT LAW
P.O. BOX 309
SANFORD, NORTH CAROLINA 27331-0309

JIMMY L. LOVE

TELEPHONE
(919) 775-7119

June 23, 2022

Central Carolina Community College
1105 Kelly Drive
Sanford, NC 27330

Attention: Mr. Phillip Price

STATEMENT

For legal services rendered in the months of March, April, May, and June, 2022, in connection with a Title IX student complaint investigation required under federal law to protect students against discrimination and a personnel non-renewal of contract dispute, including interviews with Title IX investigator and college administration regarding the employee non-renewal dispute; travel to deliver documents and recover college property; conferences or discussions with outside counsel; and negotiating and drafting settlement agreement.

26.5 hours at \$200/hour	\$5,300.00
Travel-70 miles/\$.50	<u>35.00</u>
TOTAL	\$5,335.00

Central Carolina Community College

Educational Leave Request and Agreement

Employee Name: Felicia R. Crittenden Date: July 5, 2022

Job Title: Dean, Workforce Development & Continuing Education Operations Department: Continuing Education

Description of Educational Program: I am currently enrolled in a doctoral program in Higher Education Management at Hampton University. This is an accelerated Ph.D. program of which I have completed one full year of foundational coursework. I will continue this program this fall and will be enrolled in Dissertation courses until my program is completed.

Explain how this leave will benefit CCCC and you in your current position: This program is focused on policy, governance, student affairs, and academic affairs specific to leadership within institutions of higher learning. It will provide me with executive level leadership skills which are vital in my current role to further the goals and the initiatives of Central Carolina Community College. It will provide much needed training and development with respect to research, data management and collections, and overall institutional governance at both the micro and macro levels.

Requested amount of time of leave: 16 hours monthly

Start Date: __August 2022__ End Date: __June 2023__

- I, Felicia R. Crittenden 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: 

Supervisor's Signature:  Sr. Administrator Signature: _____

For internal use only

Educational Leave meets the following eligibility requirements:

Central Carolina Community College

- ☐ 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

President's Signature

Date

Human Resources Updates

This item is a place holder in case there is a need to go into closed session pursuant to G.S. 143-318.11 item (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged... and (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.

Update on Salary Related Items

State Funded Employees

General Increases:

Session Law 2022-74 directs that a 3.5% across-the-board salary increase be provided to community college employees effective July 1, 2022. Salary increases apply to those employed in a state funded position on June 30, 2022. In addition, S.L. 2021-180, Section 39.12(d) requires that effective July 1, 2022, no State-funded community college employee shall earn less than \$15 per hour. Employees shall receive the amount necessary to increase the eligible employee's salary to \$15 per hour.

We are in the process of implementing these salary increases beginning with August 31st paychecks and the increase will be retroactive to July 1st.

Labor Market Increases:

The 2022 Appropriations Act appropriated approximately \$12 million in recurring funds for labor market salary adjustments for the Community College System. These funds shall be used to address specific staffing issues by providing targeted salary increases. Per Section 39.2.(a), colleges must use these funds for this purpose, including associated benefits (FICA and retirement). Colleges are authorized to award salary adjustments to identified employees pursuant to the following requirements:

- 1) Any increase provided to an employee shall not exceed the greater of fifteen thousand dollars (\$15,000) or fifteen percent (15%) of their current base salary.
- 2) Any increase provided to an employee may not result in the employee's salary exceeding the maximum salary of the salary range associated with the position.
- 3) No more than twenty-five percent (25%) of the agency's permanent employees may receive a salary increase from the funds appropriated for this purpose.
- 4) Funds may not be awarded to employees in positions with salaries set in law or paid based on an experience-based salary schedule that is eligible to receive funding from the Pay Plan Reserve. (N/A for Community College employees)
- 5) Funds must be used to increase salaries paid to employees and shall not be used to supplant other funding sources or for any other purpose.

Information about the labor market increases was provided on August 11th. We are currently reviewing the information and will work to identify employees who meet the criteria and will implement based on this guidance.

Update on Salary Related Items

County Funded Employees

As we previously discussed, we requested adjustments to salary schedules for county funded employees to bring the minimum salary to \$13.95 per hour. This modification in minimum salary also required adjustments to higher salary brackets to ensure a consistent range between positions. Once county commissioners from each county approved our budget requests, we worked to implement these changes. Employees will begin seeing the increases in their August 31st paycheck and increases will be retroactive to July 1st.

Policy Review

CCCC staff members are proposing a complete review of our Policy and Procedures manual. Dr. Chapman had some initial discussions with other college presidents and learned of a law firm, Campbell Shatley PLLC, which has assisted a number of western NC community colleges with updating their policy and procedures manual. We reached out to Mr. Shatley and discussed their services. The two services they offer which we think would be of great benefit to us are detailed below.

Policy Update Subscription Service:

“This subscription service is designed to keep your policy manual up to date and in compliance for years to come. One to two times a year, our legal staff will provide your college with recommended policy amendments that reflect recent changes in the law, federal agency guidance and best practices. Recommended policy amendments are accompanied by rationales for the changes and our legal staff will assist with any questions you may have. While costs may vary, depending on the number of policies requiring revision, the costs are divided equally among subscribers. With over 15 colleges currently subscribing to policy update services, the cost per college is reasonably low for all subscribers.”

After discussing with Attorney Love, this service appears to be similar to what is offered through the School Board Association for each of the local K-12 systems. We think this type of service would benefit us in having consistency with other colleges when new laws are created or changes are made to existing laws. It will also assist us with the various legal research required in modifying or adding policy.

Policy Manual Conversion:

“Our legal staff will assist the College in converting its current manual to the model policy manual and will customize the model policy manual to meet any specific requests or requirements from the College. Our legal staff will also review the Board of Trustee’s by-laws and employment contracts and make recommendations on potential changes to both templates.”

The current Policy and Procedure manual has been modified many times and we have noted various inconsistency between different policies. We believe a complete review of the policy manual with the assistance of an outside group will help us ensure we have policies that clearly communicate their intent. The ability to have policies that are more consistent with other community colleges throughout the state will also help as we have a number of employees who transfer within the system.



BOARD OF TRUSTEES FINANCE COMMITTEE AGENDA

Date of Meeting:

August 30, 2022

Time: 2:15 pm

Committee Members: **Jim Burgin, Chair**
Jamie Kelly

Consent Agenda Items

1. Approve State Budget Financial Report
2. Approve Lee County Budget Financial Report
3. Approve Chatham County Budget Financial Report
4. Approve Harnett County Budget Financial Report
5. Approve Investment Asset Account Report
6. Approve Civic Center Budget Report
7. Approve for Good of School Budget Report
8. Approve Interim Budget Resolution
9. Approve President and BOT Blanket Travel Authorization

Full Board Agenda Items

1. Approve Chatham Cottage Auction
2. Approve MOU Habitat for Humanity
3. Approve awarding of Security Services Contract

For Information Only

1. State and County Budget Updates
2. No changes on the State Retirement System letter related to contribution-based cap legislation

**CENTRAL CAROLINA COMMUNITY COLLEGE
STATE BUDGET REPORT
June 30, 2022**

<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	\$ 1,404,068.00	\$ 1,326,356.80	\$ 77,711.20	94%
FINANCIAL SERVICES	3,676,918.00	1,152,299.78	\$ 2,524,618.22	31%
GENERAL ADMINISTRATION	2,355,013.00	2,354,784.36	\$ 228.64	100%
INFORMATION SYSTEMS	1,414,617.00	1,414,610.83	\$ 6.17	100%
INSTRUCTION - CURRICULUM	16,926,888.00	16,857,769.09	\$ 69,118.91	100%
INSTRUCTION - NON-CURRICULUM	4,362,766.00	4,280,081.34	\$ 82,684.66	98%
ACADEMIC SUPPORT	6,102,198.00	5,935,011.14	\$ 167,186.86	97%
STUDENT SUPPORT	3,736,725.00	3,440,311.98	\$ 296,413.02	92%
TOTAL CURRENT EXPENSE	\$ 39,979,193.00	\$ 36,761,225.32	\$ 3,217,967.68	92%
 <u>CAPITAL OUTLAY</u>				
EQUIPMENT	\$ 2,635,899.00	\$ 610,863.01	\$ 2,025,035.99	23%
940 CAT/GRANT EQUIPMENT	128,771.00	106,191.91	22,579.09	82%
BOOKS	91,633.00	28,831.08	62,801.92	31%
TOTAL CAPITAL OUTLAY	\$ 2,856,303.00	\$ 745,886.00	\$ 2,110,417.00	26%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 42,835,496.00	\$ 37,507,111.32	\$ 5,328,384.68	88%

**CENTRAL CAROLINA COMMUNITY COLLEGE
LEE COUNTY BUDGET REPORT
June 30, 2022**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS	\$ 2,879,115.00	\$ 2,818,199.93	\$ 60,915.07	98%
GENERAL ADMINISTRATION	205,155.00	220,881.86	(15,726.86)	108%
EXECUTIVE MANAGEMENT	49,885.00	52,263.21	(2,378.21)	105%
TOTAL CURRENT EXPENSE	\$ 3,134,155.00	\$ 3,091,345.00	\$ 42,810.00	99%
TOTAL CAPITAL OUTLAY	\$ 75,000.00	\$ 75,000.00	\$ -	100%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 3,209,155.00	\$ 3,166,345.00	\$ 42,810.00	99%

**CENTRAL CAROLINA COMMUNITY COLLEGE
CHATHAM COUNTY BUDGET REPORT
June 30, 2022**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS	\$ 943,667.00	\$ 987,979.33	\$ (44,312.33)	105%
GENERAL ADMINISTRATION	128,128.00	105,848.95	22,279.05	83%
TOTAL CURRENT EXPENSE	\$ 1,071,795.00	\$ 1,093,828.28	\$ (22,033.28)	102%
TOTAL CAPITAL OUTLAY	\$ 44,218.00	\$ 62,789.72	\$ (18,571.72)	0%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,116,013.00	\$ 1,156,618.00	\$ (40,605.00)	104%

**CENTRAL CAROLINA COMMUNITY COLLEGE
HARNETT COUNTY BUDGET REPORT
June 30, 2022**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE AND OPERATIONS	\$ 1,089,297.00	\$ 1,068,127.25	\$ 21,169.75	98%
GENERAL ADMINISTRATION	67,256.00	54,036.75	13,219.25	80%
TOTAL CURRENT EXPENSE	\$ 1,156,553.00	\$ 1,122,164.00	\$ 34,389.00	97%
CAPITAL OUTLAY	\$ 75,000.00	\$ 121,201.00	\$ (46,201.00)	162%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,231,553.00	\$ 1,243,365.00	\$ (11,812.00)	101%

**CENTRAL CAROLINA COMMUNITY COLLEGE
INVESTMENT ASSET ACCOUNT
June 30, 2022**

CPR CARDS	\$	1,808.31
DISTANCE ED FEE		75,623.60
SELF-SUPPORTING		15,209.89
COMMUNITY SERV FEES		193,408.03
CONT ED ACTIVITY FEES		5,097.01
OVERHEAD RECEIPTS		47,685.84
DENNIS WICKER CIVIC CENTER		-
ESTC RENTAL FUNDS		71,939.65
PITTSBORO RENTAL FUNDS		5,761.08
INDIRECT COST FUNDS - GRANTS		131,803.21
PATRON FEES		103,019.90
ASSOCIATE NURSING		68,539.69
SMALL BUSINESS MISC		6,574.27
CLEARWIRE LEASE		55,241.75
BOOKSTORE		868,640.04
VENDING		
STUDENT GOVERNMENT ASSOC.		
EMERGENCY LOAN FUNDS		6,002.80
LOCAL FUNDS		138,854.91
	\$	<u>1,795,209.98</u>

**CENTRAL CAROLINA COMMUNITY COLLEGE
DENNIS WICKER CIVIC CENTER BUDGET REPORT
June 30, 2022**

REVENUES

MOTEL TAX	\$	267,229.00	
LEE COUNTY CURRENT ALLOCATION		64,930.00	
RENTAL INCOME		180,224.14	
LOST REVENUE - FEDERAL STIMULUS		49,266.05	
INTEREST INCOME		-	
TOTAL REVENUE			\$ 561,649.19

EXPENSES

SALARIES	\$	210,796.51	
SOCIAL SECURITY		14,163.78	
RETIREMENT		34,434.51	
LONGEVITY		1,061.64	
MEDICAL INSURANCE		21,706.62	
OTHER CONTRACTS		12,281.87	
SUPPLIES		15,189.19	
TRAVEL		250.00	
TELEPHONE		6,131.57	
HEAT		17,785.45	
WATER		2,909.80	
ELECTRICITY		72,433.32	
REPAIR FACILITIES		11,472.85	
REPAIR EQUIPMENT		4,062.43	
MAINT. Agreement		15,960.17	
ADVERTISING		394.60	
CREDIT CARD FEE		4,879.51	
LANDSCAPING		6,475.73	
OTHER CURRENT EXPENSE		1,725.29	
PROPERTY INSURANCE		7,076.81	
MEMBERSHIPS AND DUES		192.00	
EQUIPMENT		11,907.30	
TOTAL EXPENSES			\$ 473,290.95

REVENUE OVER EXPENSES		\$ 88,358.24
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FUND BALANCE AS OF July 1, 2020	\$ (62,087.32)
PLUS REVENUE OVER EXPENSES	88,358.24
FUND BALANCE AS OF June 30, 2021	\$ 26,270.92

**CENTRAL CAROLINA COMMUNITY COLLEGE
EXPENDITURES FOR GOOD OF SCHOOL
JULY 1, 2021 - June 30, 2022**

STUDENT RELATED

ICR PROCESSING FEE	\$	3,710.46
FACTS PROCESSING FEE		23,617.00
PERSONNEL COSTS		
TITLE IX		4,700.78
STUDENT AMBASSADORS		12,377.58
STUDENT TRAVEL		
STUDENT CULTURAL ENRICHMENT		2,012.89
ADVISORY MEETINGS		8,128.90
AVOW TRANSCRIPT SERVICES		
SCHOLARSHIP LUNCHEON		
GRADUATION		726.40
OTHER		2,481.95
		<hr/>
TOTAL STUDENT RELATED	\$	57,755.96
		<hr/> <hr/>

PUBLIC RELATED

PUBLIC RELATIONS	\$	4,023.81
PROFESSIONAL DEVELOPMENT		6,251.58
FINANCIAL AID FAFSA DAY		-
MEETINGS		-
EMPLOYEE RET., FLOWERS		3,637.68
BOARD OF TRUSTEE EXPENSES		983.27
QEP EXPENSES		-
MARKETING		-
LEGAL EXPENSES		4,958.86
STAFF DEVELOPMENT		1,936.17
STUDENT AID		56.00
BANK SERVICE CHARGES		5,179.36
OTHER		13,922.75
		<hr/>
TOTAL PUBLIC RELATED	\$	40,949.48
		<hr/> <hr/>

GRAND TOTAL \$ 98,705.44

Approve Interim Budget Resolution

Interim Budget Resolution

In accordance with G.S. 115D-57, the President of Central Carolina Community College is hereby authorized, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between the beginning of fiscal year 2023 and the adoption of the college's budget.

Approve President and BOT Blanket Travel Authorization

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

The Central Carolina community College Board of Trustees hereby grants the president and trustees blanket travel authorization for travel within the United States in the fulfillment of their college duties for the fiscal year 2022 - 2023. Authorization for out-of-country travel requires the signature of the Chairman of the Board of Trustees. The Board further authorizes the president to sign travel requests and reimbursement forms on behalf of each trustee as needed.

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

Chatham Cottage AY 2021-2022

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

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

WHEREAS, located on the Pittsboro campus of Central Carolina Community College and known as the “Chatham Cottage AY 2021-2022”, a 672 gross sq. ft, high performance, house with 560 sq. ft. enclosed space and a 128 sq. ft. front porch. The wood frame construction uses 2x4 for the exterior walls with ZIP R System insulated sheathing: 2x10s for the floor joist system and for the stick built, enclosed roof assembly, also clad in insulated Zip R Sheathing. All framing is on 24” layout to decrease thermal bridging with exception to the gable ends where layout is on 16” centers for structure. The siding is a Nichiha fiber cement product applied using a rain screen construction technique. The roofed porch deck is clad with a premium 1” x 6” treated deck board with locally sourced and hewn Japanese Cedar support posts.

The roof is clad with an Energy Star metal roofing panel. Energy efficient casement windows by Marvin provide ventilation and plenty of natural light. At the insulation inspection stage, before

installing sheetrock, the Cottage tested at 2.9 ACH (NC Building Code calls for a Target of 5 ACH).

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

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

Upon sale, the Cottage construction permit will be closed out with the Chatham County Inspections Department and the records and associated construction documents transferred to the new owner who will need to pull new permits in their municipality. To date, the Chatham Cottage AY 2021-2022 has passed Rough-in inspection and Insulation inspection. To date, the transition of the permitting process to new owners has been a relatively smooth transaction.

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

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

1. That President Chapman or her designee is hereby authorized to proceed on behalf of and in the name of the Trustees with such action as is necessary and legally appropriate to sell and dispose of the above described "Chatham Cottage".
2. That the sale shall be by public auction conducted by online auction scheduled to open at 8:00 am on October 1, 2022, and to close at 12:00 pm on October 8, 2022. The Cottage is located on the Pittsboro Campus, 764 West Street, Pittsboro, North Carolina, and is available for walk-throughs by appointment from September 26 through September 30, 2022. Interested persons may contact Jeff Gannon at (919) 545-8032 or (919) 842-2304. Auction details may be viewed at

<https://www.charityauctionstoday.com/auctions/chatham-cottage>, with bids to be made at the same address.

3. That the successful bidder will be required to make a 10% deposit by either cash or certified check to be delivered by 5:00 pm on October 10, 2022 with the balance due within ten (10) days after confirmation of the sale by President Chapman or her designee. Legal transfer of the “Chatham Cottage” shall not take place until the sale is confirmed and the successful purchaser has complied with the terms of the sale. Any and all bids may be rejected if determined to be inadequate.
4. That the building must be removed from the college premises within thirty (30) days from the date the successful bid is approved and accepted. After thirty (30) days the risk of loss shall be on the successful bidder.
5. That the property shall be sold “AS IS” with no warranties as to quality, condition, or value and can be inspected at its location by appointment or from 9:00 a.m. through 11:00 a.m. on the day of the sale.
6. That college personnel shall publish this resolution or a summary of this resolution no later than ten (10) business days prior to the auction opening date of October 1, 2022. In the event that the auction web address is changed for whatever reason, college personnel may update this resolution or a summary of this resolution to reflect the appropriate address prior to publishing.

Adopted the 1st day of September 2022 at a regular meeting of the Board of Trustees of Central Carolina Community College.

Julian Philpott, Chairman
Board of Trustees

2023 Chatham Cottage Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING (this “**MOU**”), dated as of [DATE], sets forth certain understandings and agreements between Habitat for Humanity (the “**Grantee**”), a North Carolina non-profit organization, and Central Carolina Community College (the “**Grantor**”), a North Carolina public institute of higher education, relating to the proposed construction and grant of the 2023 Chatham Cottage (the “**Project**”). The Grantee and the Grantor are sometimes referred to individually as a “**Party**” and collectively as the “**Parties**”.

1. Construction Services. The Grantor shall provide the construction services for the Project. Construction services shall be provided in accordance with the Grantor’s construction education programs, with students performing the actual construction services under the supervision of Grantor’s faculty and staff. The construction services shall be provided free of charge.
2. Construction Materials. The Grantee shall provide the construction materials for the Project in consultation with the Grantor’s construction program instructors. The construction materials shall be purchased by the Grantee and put at the disposal of the Grantor during the course of the construction services. Construction materials shall be of commercially reasonable quality and price, taking into account the nature of the Project, economic conditions, and the intended final use of the Project. In the event that the Grantor expends Grantor’s own funds to purchase construction materials, Grantee shall reimburse the Grantor for such expenses, provided (a) that the expenses are reasonably necessary for the construction of the Project, (b) the Grantor must make the purchase due to emergency circumstances or to avoid substantial impairment of the students’ educational experience, and (c) that the expenditures are reasonable in light of dealings related to the current and past Project(s) and the market conditions at the time of the purchase of the materials.
3. Delivery of Project. The Grantee shall be solely responsible for accepting delivery at the site of construction of the Project. Upon accepting delivery, the Grantee shall become responsible for any and all damages to the Project and for any and all damages arising from the transportation, use, misuse, or disposal of the Project. If Grantee refuses to accept delivery at the site of construction of the Project, Grantor may agree to facilitate delivery to another location, so long as Grantee accepts responsibility for all expenses, costs, losses, or damages arising from delivery to another location. If Grantee refuses to accept delivery in its entirety, Grantor shall be entitled to dispose of the Project in any manner that Grantor sees fit, and Grantee waives the right to demand repayment for expenses paid for construction materials for the Project.
4. Nature of Project. The nature of the Project shall be at the sole discretion of the Grantor. Grantee shall not be entitled to demand or require specifications relating to the Project. Grantor and Grantee agree that the Project shall be constructed in accordance with the educational experience plan set forth at the beginning of the academic year in which the Project shall be constructed. Grantor may change the Project plan details as necessary to comply with laws and regulations as well as to ensure that the educational objectives and outcomes are met for students participating in the construction program. Grantee may make suggestions relating to the project, though Grantor is under no obligation to follow any suggestion.
5. Grantor Delays. If the Project is delayed due to fault of the Grantor, Grantee may request an explanation and reasonable estimates for when the delay will be resolved and when delivery may be made. If the delay continues, or is expected to continue, for six (6) months or more, Grantee may terminate this agreement and demand payment for all construction materials expenses incurred. If the delay results in damage to the Project, Grantor shall either (a) be responsible for the costs of repairs to the Project or (b) pay for all construction materials expenses incurred by the Grantee and discharge the Grantee of the responsibility to take possession of the Project upon its completion.
6. Grantee Delays. If the Project is delayed due to fault of the Grantee, Grantor may request an explanation and reasonable estimates for when the delay will be resolved. If Grantee’s delay negatively impacts Grantor’s ability to provide instruction to students participating in construction education programs, Grantor may either (a) take commercially reasonable action and charge all expenses incurred as a result of said action to the Grantee or (b) pay Grantee for all construction materials expenses incurred up to the point of the delay and terminate this MOU for cause. The Grantee may not reject the completed project due to damage caused to the Project or delay in project completion as a result of Grantee’s delay.
7. Warranties. EXCEPT FOR THE WARRANTIES EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER PARTY MAKES ANY WARRANTIES, AND EACH PARTY HEREBY DISCLAIMS ALL OTHER WARRANTIES, ORAL OR WRITTEN, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, RELATING TO THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE, AND ALL WARRANTIES ARISING FROM COURSE OF PERFORMANCE, COURSE OF DEALING OR USAGE IN TRADE.
8. Indemnification. Only in the manner and to the extent permitted under North Carolina law, including but not limited to the North Carolina Tort Claims Act, NCGS § 143-291 et seq., each Party agrees to indemnify and hold harmless the other Party from and against any loss, cost, or damage of any kind to the extent arising out of its breach of this MOU and its negligence or willful misconduct.
9. Good Faith Negotiations. The Parties shall negotiate in good faith and use reasonable efforts when making determinations on

matters relating to the Project that are not specified in this MOU. Such determinations include, but are not limited to, delivery date of construction materials, delivery date of the finished Project, the specific construction materials purchased, and any disputes that arise under this MOU. If a dispute arising under this MOU is not resolved within a reasonable time or materially and unavoidably impacts the quality of instruction for students participating in the Grantor's construction education program, either Party may resort to litigation in accordance with the terms of this MOU.

10. Term and Termination. With the exception of Sections 7-9 and 11, the rights and obligations of the Parties contained in this MOU shall expire (a) upon delivery of the Project to Grantee or (b) upon termination of this MOU for delay or for cause in accordance with its terms.
11. Miscellaneous Provisions. This MOU, and any documentation expressly referenced herein, embodies the complete agreement and understanding among the Parties and supersedes and preempts any prior understandings, agreements or representations by or among the Parties, written or oral, which may have related to the subject matter hereof in any way. This MOU may only be amended by a written instrument signed by both Parties. The provisions of this MOU are not intended to create, nor shall they be in any way interpreted or construed to create, a joint venture, partnership, or any other similar relationship between the Parties. Nothing herein is intended or shall be construed to confer upon any person or entity other than the Parties and their successors or assigns, any rights or remedies under or by reason of this MOU. Neither this MOU, nor any rights or obligations hereunder may be assigned, delegated or conveyed by either Party without the prior written consent of the other Party. This MOU shall be governed by and construed in accordance with the internal laws of the State of North Carolina, without giving effect to any choice or conflict of law provision or rule, whether of the state of North Carolina or any other jurisdiction. Any dispute arising under this MOU shall be heard solely by the courts of the State of North Carolina. This MOU may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one agreement.

IN WITNESS WHEREOF, the Parties hereto have executed this MOU as of the date set forth above.

[PARTY NAME]

By _____

Name:

Title:

[PARTY NAME]

By _____

Name:

Title:

Approve awarding

On June 20, 2022, we issued a Request for Proposals (RFP) to security service providers in the local area. Responses were received from five companies by the deadline of August 8, 2022. The following companies issued a proposal in response to our RFP :

	Firm	Location
1	Allied Universal Security Services	Raleigh, NC
2	Cavalcorp	Chapel Hill, NC
3	Red Coats Inc. dba Admiral Security Services	Raleigh, NC
4	United America Security dba GardaWorld Security Services	Greensboro, NC
5	Weiser Security Services	Raleigh, NC

College staff members are currently reviewing the RFP packages and will make a recommendation shortly for the best value security proposal. These proposals will be reviewed and evaluated prior to the September 1st Board of Trustee meeting and a security service provider will be recommended for full-board consideration.

State/County Budget Updates

An update on the State and County budgets will be provided during the Finance Committee meeting.

The State Board of Community Colleges is scheduled to vote on the budget allocation package (https://www.nccommunitycolleges.edu/sites/default/files/state-board/finance/fc_01_-_fy_2022-23_state_aid_allocations_and_budget_policies.pdf) during their meeting scheduled for August 19, 2022.



BOARD OF TRUSTEES BUILDING AND GROUNDS COMMITTEE

Date of Meeting:	August 30, 2022	Time: 1:00 pm	
Committee Members: George Lucier, Chair Bill Tatum Jim Crawford			
Consent Agenda Items			
1. Approve Central Carolina Academy as a new off-campus instructional site			
Full Board Items			
1. Approved revised 3-1 Moore Center Main Building 2. Consider approval for designer for Moore Center Bioprocessing Building 3. Consider approval for open end design agreements			
For Information Only			
1. Kelly Drive Relocation Update 2. Update on minor construction projects			

Approve Central Carolina Academy as a new off-campus instructional site

Board of Trustees approval is requested for a new off-campus instructional site, Central Carolina Academy (CCA), in Sanford, beginning August 1, 2023. CCA is a new public charter school serving grades six through twelve. It will replicate the existing Chatham Charter School in Chatham County, which is already a SACSCOC approved off-campus instructional site. Approved by the State Board of Education in 2020, CCA was founded to accommodate the rapid economic and population growth in Lee County. At capacity, the site will serve approximately 200 dual-enrolled high school students. All other Lee County high schools are already SACSCOC approved off-campus instructional sites.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

NEW PROJECT

College

Central Carolina Community College

Project Name

Moore Center - Main Building

NCCCS Project No.

2682

Campus

1012 Central Carolina CC - Main Campus

County

Lee

I. TYPE OF PROJECT:

Renovation of Existing Facility

II. DESCRIPTION OF PROJECT:

*For description of a renovation of existing facility project, please include scope of work, description of existing facility (location, size (SF) and floors, materials, use of interior spaces), description of renovation (location, size (SF), materials, use of spaces), overview of facility's existing and new instructional programming, and any special construction requirements (permitting, abatement, demolition, etc.).

Insert project and amendment description here.

This project involves renovating approximately 25,000 square feet of an existing 180,000 square feet building located at the Moore Center to be used for a variety of continuing education and curriculum education training programs.

☐

Project to be constructed/renovated on college owned property

☒

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in **Capital Improvement Manual**.

This form was prepared by:

Name: Phillip D. Price

Signature:

Contact Number: 919-718-7214

Date: 9/1/2022

CPC Signature:

III. ESTIMATED COST OF PROJECT:**A. PRE-CONSTRUCTION COSTS**

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

B. CONSTRUCTION

1. Design Fee	600,000.00	
2. Construction.....	6,250,000.00	
3. Construction Contingency	565,617.00	
4. Other Contracts	0.00	
5. Other Fees		
Subtotal "B"		7,415,617.00

C. Other Costs

1. Initial Equipment.....		
2. Work Performed by Owner		
Subtotal "C"		0.00

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)**\$7,415,617.00****IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:****A. NON-STATE FUNDS**

1. County Appropriated	1,900,000.00	
2. County Bonds		
3. <input type="text"/> ▼		
4. <input type="text"/> ▼		
5. <input type="text"/> ▼		
Subtotal "A"		1,900,000.00

**B. STATE FUNDS (Handled locally by college
- not reimbursed through System Office)**

1. OSBM Administered 2021 SCIF ▼	500,000.00	
2. <input type="text"/> ▼		
3. <input type="text"/> ▼		
Subtotal "B"		500,000.00

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code <input type="text"/> 2021 SCIF ▼	5,015,617.00	
2. Budget Code <input type="text"/> ▼		
3. Budget Code <input type="text"/> ▼		
4. Budget Code <input type="text"/> ▼		
Subtotal "C"		5,015,617.00

Total Sources of Funds Available (IV A, B, C)

7,415,617.00**D. UNIDENTIFIED FUNDS**

1. Unidentified Funds (Do not include on the NCCCS 2-16)		
Subtotal "D"		0.00

Total Sources of Funds Including Unidentified**\$7,415,617.00**

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Central Carolina Community College
do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$5,015,617.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 9/1/2022.

☐ As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond Funds must have a useful life of 10+ years.

☐ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefor will not be reimbursed.

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

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

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

Chairman - Board of Trustees

Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2682
from Central Carolina Community College and if shown, county funds in the
amount of \$1,900,000.00 are available for the planning and construction of this project.

County Manager/Finance Officer Signature _____
Print Name _____
Date _____

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1
Section VIII) it is estimated that the college will expend an additional \$0.00
per year in support of this new construction. I certify that this document has been reviewed, and that
the information stated herein will be shared with the proper county officials to seek an appropriate
adjustment to the college's budget as the new facility is brought online.

County Manager/Finance Officer Signature _____
Print Name _____
Date _____

=====

VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY

(Note: Required only for construction on a new site or when federal funds are involved. Not
required for long term lease.)

I, _____, duly licensed attorney of the State of North
Carolina, do hereby certify that I have examined the public records of _____
County, North Carolina, from January 1, 1925, to this date concerning title to the property upon which
the improvements set out in the foregoing application are proposed to be made, and I find from said
examination that a fee simple title free from all claims or encumbrances, is vested in
_____ by deed recorded in (specify book & page) _____
_____ in the Office of the Register of Deeds except as noted below: (Attach
a copy of deed)

This, the _____ day of _____ 20__

Signature

Consider approval of designer for Moore Center Bioprocessing Building

After the June Board of Trustees meeting, we requested and received approval from the State Board of Community Colleges for the Moore Center Bioprocessing Building renovation project. We placed an advertisement for designers for this project and received the following qualifications packets.

	Firm	Location
1	KC Studio Architecture	Raleigh, NC
2	Smith Sinnett Architecture	Raleigh, NC
3	Hobbs Architects	Pittsboro, NC
4	RS&H Architects-Engineers-Planners, Inc	Raleigh, NC
5	MHA Works	Durham, NC
6	The Walker Group Architecture Inc	New Bern, NC
7	Germano Architecture + Interiors	Zebulon, NC

College staff members are currently reviewing the RFQ packages and will make a recommendation shortly for firms to be interviewed. If timing is possible, these interviews will be conducted prior to the September 1st Board of Trustee meeting and a designer for the project will be recommended for full-board consideration.

Consider approval for open end design agreements

College staff members posted an advertisement for open end design agreements for a variety of small projects and services for this fiscal year. We received the following qualifications submissions from interested firms.

	Open End - Arch and Engineering	
	Firm	Location
1	Little Diversified Architectural Consulting	Charlotte, NC
2	ESPA Architects and Planners	Greensboro, NC
3	310 Architecture + Interiors	Raleigh, NC
4	ADW Architects	Charlotte, NC
5	Hobbs Architects	Pittsboro, NC
6	Lindsey Architecture	Greensboro, NC
7	MHA Works	Durham, NC
8	DJG, Inc	Raleigh, NC
9	The Walker Group Architecture Inc	New Bern, NC
10	Germano Architecture + Interiors	Zebulon, NC

	Open End - Engineering		
	Firm	Location	Speciality
1	REI Engineers	Raleigh, NC	Building enclosures (roofs, windows, exterior walls)
2	Draper Arden Associates	Cary, NC	Civil, structural, and geotechnical engineering
3	Terracon	Raleigh, NC	Weather proofing, testing
4	Falcon Engineering	Cary, NC	Geotechnical, materials testing, special inspections
5	Thomas and Hutton	Charlotte, NC	Civil Engineering and Surveying

College staff members are currently reviewing the RFQ submissions and will recommend various designers for open end agreements for this fiscal year during the building and grounds meeting on August 30, 2022.



R-5959
Attn: Jeffrey Stroder, PE
NCDOT Highway Division 8
121 DOT Drive
Carthage, NC 28327

Address Box
14 pt font



Current conditions on Kelly Drive
In the vicinity of the proposed roundabout

Aquellas personas que no hablan inglés, o tienen limitaciones para leer, hablar o entender inglés, podrían recibir servicios de interpretación si los solicitan de llamando al 1-800-481-6494

Contact NCDOT as soon as possible if you require any accommodations under the Americans with Disabilities Act to participate in this process. Anyone requiring special services should contact
Diane Wilson
(919) 707-6073 or pdwilson1@ncdot.gov

NCDOT Project Manager

Jeffrey Stroder, PE
NCDOT Highway Division 8
Project Engineer
121 DOT Drive
Carthage, NC 28327

KellyDr-Sanford@PublicInput.com

(512) 580-8850 project code 4678



Proposed Realignment of Kelly Drive Near Central Carolina Community College

State Transportation Improvement Program (STIP) Project No: R-5959
Lee County

There will be no in-person meeting for this project

Project information is being presented via webpages and comments or questions taken in various ways.

Information on the project, including maps, funding timeline is available on the project webpage

ncdot.publicinput.com/KellyDr-Sanford

Comments and questions may be submitted on the project webpage

by email

KellyDr-Sanford@publicinput.com

or by calling

(512) 580-8850 and
entering **Project Code 4678**
and leaving a voice message.

Comments should be submitted before

August 20, 2022.

For additional information on Roundabouts please visit:

<https://www.ncdot.gov/initiatives-policies/Transportation/safety-mobility/roundabouts/Pages/default.aspx>



Project Description

NCDOT is proposing to realign Kelly Drive (S.R. 1521) from southwest of Winslow Drive to southeast of the Dennis Wicker Civic Center parking lot on Nash Street (S.R. 1519). The proposed project would include pedestrian improvements, including a multi-use path, and a proposed roundabout.

The purpose of the project is to provide safer crossings for pedestrians. It will also allow growth at the Central Carolina Community College in accordance with their master plan.

Project Funding

Utility Relocation	\$ 700,000
Property Acquisition	\$ 1,900,000
Construction Costs	\$ 7,300,000
Total	\$ 10,150,000

**Cost estimates subject to change*

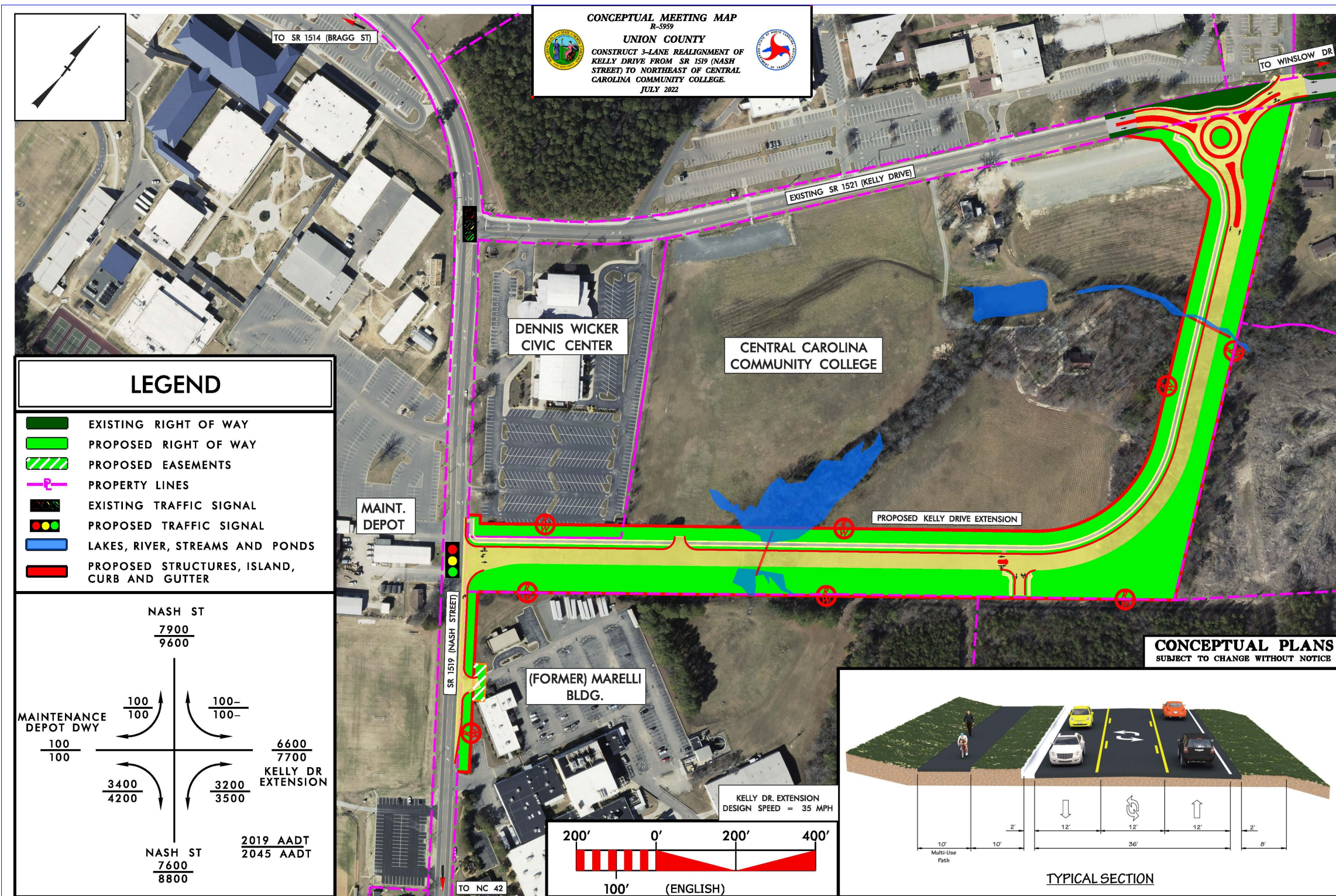
Schedule

Right of Way Acquisition	Summer 2023
Construction Starts	Summer 2024

**Schedule subject to change*

Proposed Realignment of Kelly Drive Near Central Carolina Community College

State Transportation Improvement Program (STIP) Project No: R-5959
Lee County



Roundabouts

NCDOT completed a safety study of 30 intersections in North Carolina where a roundabout was installed. Many of the study locations were installed for operational or traffic calming purposes, although a handful were installed specifically for safety reasons.

The study is comprised of locations converted from two-way stop sign control to a roundabout, or from signalization to a roundabout. The roundabout size varies at the study locations, from an inscribed circle diameter of approximately 50 feet to over 130 feet.

The purpose of the evaluation was to measure changes in total intersection crashes; fatal and injury crashes; and frontal impact crashes after intersections were converted to roundabouts.

Results The overall results from all study locations indicate a:

- 46% Reduction in Total Crashes
- 75% Reduction in Fatal and Injury Crashes, and
- 76% Reduction in Frontal Impact Crashes

Other key points of the study:

- There appears to be an even greater reduction in Total Crashes at the higher speed (45-55 mph) treatment sites.
- Reductions in Total Crashes were similar regardless of whether the intersection has three legs or four legs.
- Reductions in Total Crashes were similar regardless of whether the before control was a two-way stop or a traffic signal.

Update on Minor Construction Projects

Moore Center – Truck Driver Training Building

During the June called Board of Trustees meeting, the board approved this project with an estimated budget of \$200,000. Once the college's lease began on the property August 1, 2022, we have begun a more in-depth review of modifications needed. We are currently developing a scope of work for the project which includes – paint, flooring, new ceiling tiles, new LED lighting, removal of cabinetry in one classroom area, and modifications to the restroom to meet ADA requirements. Once we finalize the scope of work documents, we will be submitting to various contractors to receive bids on the work. We anticipate this being a fairly quick project given the scope as identified.

Miriello Roofing Project

All work on this project has been completed with the exception of the replacement of the skylight. The new skylight has been delivered and the roofing contractor is in the process of scheduling the replacement.

Building 42 Roofing Project

The roofing contractor has indicated this project should be completed by the end of the week of August 15th pending weather.



BOARD OF TRUSTEES PROGRAMS COMMITTEE AGENDA

Date of Meeting:	August 30, 2022	Time: 10:30 am	
Committee Members:	James French, Chair Jan Hayes Gordon Springle		
Consent Agenda Items			
1. <u>Academic Policy Committee Actions</u> a. Acceptance of C- for transfer credit b. Revised entrance requirements for Health Information Technology program			
Full Board Agenda Items			
For Information Only			
1. <u>Updates</u> a. College & Career Readiness increase in enrollment and success b. College & Career Readiness transition to ADVANSYS software c. Start-of-semester professional development d. Faculty successes e. Program news f. 6. Summer camps			

Academic Policy Committee Actions

During its Spring 2022 meeting, the Academic Policy Committee recommended the following actions:

1. Acceptance of a C- grade for transfer credit
2. Addition of criteria for enrollment into Health Information Technology program
 - a. Passing grade in English and Math transitions course (pre-college credit) OR
 - b. Meet requirements for enrollment in ENG-111 and MAT-152 gateway courses without corequisite supports

Updates

College & Career Readiness

CCR has seen increases in enrollment and success compared to last year.

	2021	2022	% change
Students Served	1178	1494	27%
High School Equivalency Diplomas Awarded	39	94	141%
Measurable Skills Gains	38.2% (Target 42%)	48.1% (Target 43.6%)	Exceeded target by 4.5% points

College & Career Readiness will transition to the ADVANSYS student information system September 30, 2022. This system was designed specifically for basic skills data entry and reporting, including building classes; registering students; and entering attendance, grades, placement test scores, and measurable skills gains.

Start-of--Semester Professional Development

Approximately 219 full-time faculty and staff members participated in Welcome Week professional development sessions.

A total of 89 adjunct instructors, program directors, department chairs, and lead faculty members attended Adjunct Night.

Faculty Successes

Zan Thorton, Welding instructor, received a \$2,500 scholarship to earn his Certified Welding Inspector Certification.

Lisa Smelser, Biotechnology program director, will speak at the Bridging the Gap Conference in Durham on Oct. 25-26 at the invitation of the NC BioNetwork.

Wesley Womack, Industrial Systems lead instructor, secured funds through the Foundation to provide Industrial Systems students with multimeters that measure electrical current, voltage, and resistance. These professional multimeters cost almost \$300 and will support student learning from the start of the semester.

Program News

The Dental Hygiene program initiated training so students will be certified to administer local anesthesia when they graduate in 2023. Faculty secured a grant to purchase mannequins for this purpose.

One-hundred percent of Dental Hygiene graduates passed the Computer Simulated Clinical Examination with the Council of Interstate Testing Agency, which is the first of three exams they take for licensure.

The first Human Services Technology students with a substance abuse concentration graduated in May.

One-hundred percent of 2022 Associate Degree Nursing graduates passed the NCLEX exam on the first attempt. Seven Practical Nursing students have taken the NCLEX, and all have passed.

In 2021-2022, the college served over 8,420 students with short-term training, literacy education, professional development and personal enrichment courses.

- 236 students successfully completed a short-term training course that prepared them for an industry recognized credential
- 819 individuals within manufacturing participated in customized training for a total of 3,005 instructional hours with a satisfaction rating of 4.8/5
- 162 clients received counseling and support from the CCCC Small Business Center which supported the opening 19 new businesses as well as the creation or retention of 168 jobs
- 1,043 participants attended CCCC Small Business Center seminars
- 3,122 firefighters, EMTs, paramedics, police, and correctional officers received continuing education training through Public Safety programs
- 142 students in the Nurse Aide I program completed training required to sit for the National Nurse Aide Assessment Program (NNAAP) certification exam.

Summer Camps

This summer the college sponsored a number of camps focused on providing 174 young people in the community with fun learning experiences across our campuses. Students built CO2 race cars, explored their culinary interests, crafted ideas around entrepreneurship, found the fun in science, and built self-esteem.

Camp Title	CCCC Department	Students
Exploring Race Car Technologies*	Automotive Technologies	15
Jr. Chef Baking Camp	Culinary	37
Jr. Chef Cooking Camp	Culinary	25
Kids Cooking Camp	Culinary	33
Learning Entrepreneurship through Action and Play*	Small Business Center	23
STEM Academy*	Career & Technical Programs	31
Yes We Can! Youth Empowerment	Employability Skills	10

*Sponsored Camps

Sponsorships provided funds which enabled students to attend these camps at little to no cost to families

NC IDEA - Learning Entrepreneurship through Action and Play (LEAP)
Pentair Aquatic Systems - STEM Academy

Planning for Summer 2023 camps will begin in October to build on this year's successes and expand the programs offered to our communities.



BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

Marketing and External Relations Agenda

Date of Meeting:

August 30, 2022

Time: 3:30PM

Committee Members: Pat Kirkman, Chair
Derrick Jordan
Gladys McAuley

Full Board Agenda Items

Consent Agenda Items

For Information Only

1. [Updates for Marketing and Public Affairs](#)
2. [Updates for Business Services](#)
3. [Updates for Dennis A. Wicker Civic & Conference Center](#)

*Updates for***MARKETING AND PUBLIC AFFAIRS****Marketing**

Completed a marketing campaign focused on the college's apprenticeship and pre-apprenticeship opportunities. Working with an external agency, the following deliverables were produced: advertisements, one-page information sheets, comprehensive marketing playbook, social media graphics, testimonials, and videos. Materials were produced in both English and Spanish. Key messaging across the apprenticeship/pre-apprenticeship campaign emphasized:

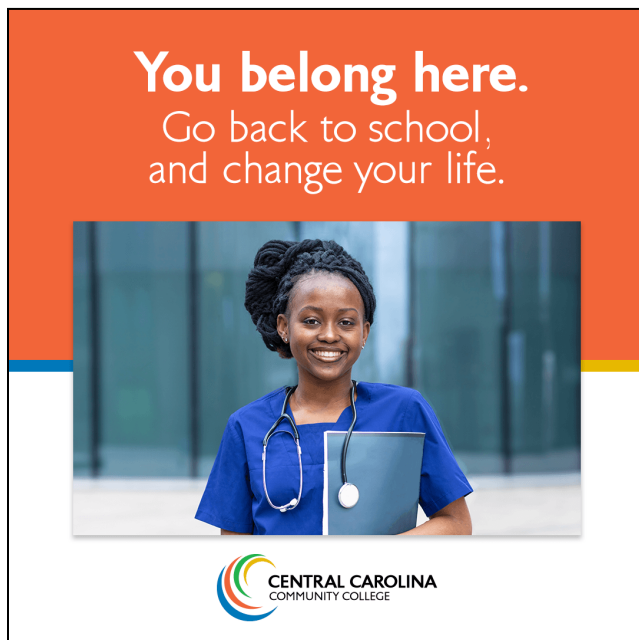
- Earn while you learn
- Build in-demand skills
- Work with highly-skilled mentors
- Invest in your employees and grow your workforce
- Benefit from on-the-job training
- Change your life with an apprenticeship



Apprenticeship Video Link: [Earn while you learn—CCCC apprenticeship program](#)

Completed a marketing campaign targeted toward adult learners (age 25+), particularly adult learners of color. Working with an external agency, the following deliverables were produced: advertisements, comprehensive marketing playbook, social media graphics, and videos. Materials were produced in both English and Spanish. Key messaging across the adult learner campaign emphasized:

- For yourself. For your family. For your future.
- You belong here
- Redefine your future
- It's never too late
- Go back to school and change your life
- Go back to school and start your new career
- Go back to school and launch your second career
- Upskill and earn more
- Benefit from on-the-job training



Adult Learner Video Link: [You Belong Here.](#)

Implemented a year-long Google AdWords campaign that included hundreds of keywords that users may search when using Google. The campaign resulted in over 50,000 clicks to a specific web page on the college's site, based on a user's search terms. The campaign will continue for an additional year, and the keywords will be continually updated.

Completed a three-month, digital, geo-fencing campaign at high schools within the college's service area. Individuals on mobile and desktop devices within the geo-fenced areas received messaging targeted at high school students and parents. Examples of the messaging included: Career & College Promise program, Central Carolina Promise program, and North Carolina Longleaf Commitment Grant. Data showed that the campaign performed well, as evidenced by a website click thru rate (CTR) that is four times the average for digital campaigns.

Assisted with development and implementation of an earned media and digital marketing campaign for NC Reconnect, an initiative focused on recruiting adult learners (age 25+). The two primary goals of the campaign are to build awareness and generate qualified leads through the completion of a request form on the website's landing page (www.cccc.edu/reconnect). The campaign will continue through November 2022.

Better Skills, Better Jobs

Develop better skills so you can get to better jobs with the help of Central Carolina Community College. From short-term job training in a variety of fields and trades to associate degrees that prepare you for transferring to four-year colleges or universities, CCCC has the programs and support to empower you to achieve your dreams.

Fields with an asterisk (*) are mandatory.

Full Name*

First Name* Middle/Maiden Last Name*

First Middle Last

Phone Number*

Number (xxx) xxx-xxxx Phone Type select type

Email Address*

me@email.com

Date of Birth*

xx/xx/xxxx

What is your preferred method of communication?

☐ Phone Call

☐ Text

☐ Email

☐ Other Method

If other:

What are your goals in returning to CCCC?

Better Skills, Better Jobs

Develop better skills so you can get to better jobs with the help of Central Carolina Community College. From short-term job training in a variety of fields and trades to associate degrees that prepare you for transferring to four-year colleges or universities, CCCC has the programs and support to empower you to achieve your dreams.

Build a Better Life

Since 1961, CCCC has been helping adult learners in Chatham, Harnett and Lee counties gain the knowledge, skills and experience to launch or advance their career—or change careers. CCCC offers:

Public Affairs

There are lots of things happening – and lots of good news – at Central Carolina Community College. Here are examples of some of the "good news" stories of which the college has received media coverage in the past few months.

- The Golden LEAF Board of Directors has awarded Central Carolina Community College \$498,924.36 for training equipment for a regional truck driving and logistics program providing Commercial Truck Driver and short-term logistics courses.
- Central Carolina Community College celebrated the achievements of the Class of 2022 as the school observed its Commencement Exercises at the Dennis A. Wicker Civic & Conference Center in Sanford.
- Central Carolina Community College graduate Neil Coggins has established the Fix-It Plumbing Scholarship Endowment at his alma mater.

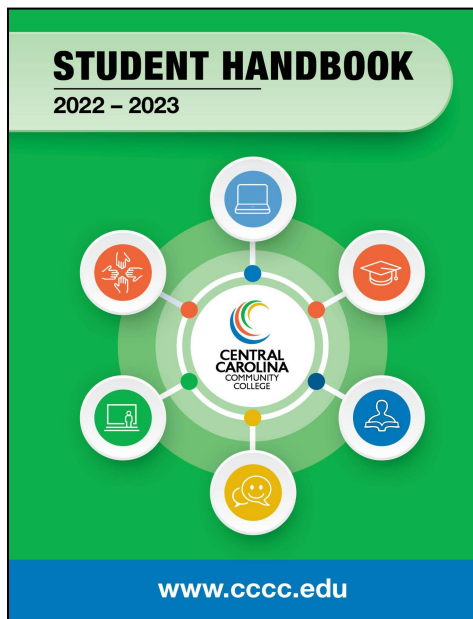


Updates for **BUSINESS SERVICES**

Designed and printed materials for college events and activities, such as Career Exploration Week and Welcome Week.

Updated and printed outdoor campus maps and building directional signage.

Continued work with areas across the college on a wide variety of printing projects and needs. Examples include: a wall covering in the military-affiliated resource center/lounge area, use of the mascot on repurposed athletic coolers, departmental window and door signage, student handbook, etc.



Updates for

DENNIS A. WICKER CIVIC & CONFERENCE CENTER

Over the past months (April 2022–August 2022), the Dennis A. Wicker Civic & Conference Center continues to have strong booking levels at the facility and host a wide variety of events.

- Banquets, car shows, concerts, conferences, dance performances, dinners, entertainment shows, expos, graduations, luncheons, meetings, pinning ceremonies, presentations, quinceaneras, retirement events, retreats, reunions, trainings, weddings, workshops, youth camps, and more!
- Abzena, a life sciences company with a facility in Sanford, continues to utilize the facility's meeting rooms three to five days per week for orientation, new hire training, and work space.
- The N.C. Chapter of the International Association of Arson Investigators held its annual conference at the facility in May. Approximately 200 state chapter members attended the week-long event.
- Over the past four months, the facility has averaged approximately 70 events per month.





BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

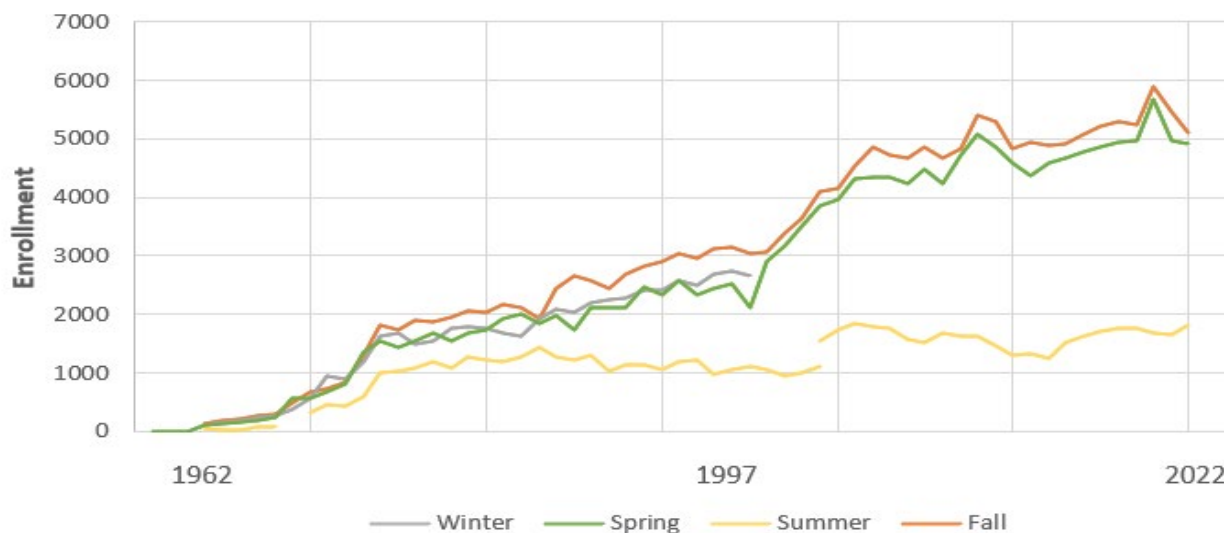
Navigate Agenda

Date of Meeting:	August 30, 2022	Time: 3:30 PM	
Committee Members: Pat Kirkman, Chair Derrick Jordan Gladys McAuley			
Consent Agenda Items			
For Information Only			
Admissions, Enrollment/Registration and Advising Updates			

Admissions, Enrollment/Registration, and Advising Report, Summer 2022

Enrollment and Records (Registrar's Office)

Historical CCCC Curriculum Enrollment



NOTES: NCCCS adopted semesters in 1997, ending winter terms; beginning Fall 2001, the fall term is the beginning of each academic year instead of summer.

Enrolled Curriculum Student Summary -Spring 2022			
Total Students: 4908 (Spring 2021 = 4968)			
Credential	Associate	2904	59%
	Diploma	226	5%
	Certificate	374	8%
	Special/Transitional	1404	28%
Time	Day	4495	92%
	Evening	75	2%
	Combined	338	6%
Gender	Male	1773	36%
	Female	3135	64%
Race	White	2614	53%
	Hispanic	1154	24%
	Black	703	14%
	Other/Unknown	334	7%
	Asian/Pacific Islander	70	1%

Credit Hours	3 or less	782	16%
	4-6	1111	23%
	7-11	1373	28%
	12 or more	1642	33%
Home County	Lee	1536	31%
	Harnett	1076	22%
	Chatham	977	20%
	Other	1317	27%
Age Group	Under 25	3827	78%
	25-34	586	12%
	35-54	433	9%
	55+	62	1%
Source: Associate Registrar			

CCCC Curriculum Enrollment by Major
Spring 2022

Associate Degree

Programs

Diploma Programs

A25100	Accounting Degree	1	D25800	Accounting and Finance	4
A25800	Accounting and Finance	42	D60140	Auto Restoration	12
A35100	A/C, Heating & Refrigeration	25	D60160	Automotive Systems Technology	4
A45110	Associate Degree Nursing	43	D35140	Building Construction Technology	1
A55280NR	Gen Occ Tech/Nursing	163	D25120MO	Business Management	16
A10100	Associate in Arts	409	D55220	Early Childhood	4
A1010T	Associate in Arts-Teacher Preparation	28	D55140	Cosmetology	3
A10500	Associate in Engineering	53	D45240	Dental Assisting	14
A10400	Associate in Science	326	A55280DA	Gen Occ Tech/Dental Assisting	10
A1040T	Associate in Science - Teacher Preparation	7	D35130C	Electrical Systems Technology	4
A60160	Automotive Systems Technology	40	D45630	Health and Fitness Science	1
A55110	Barbering	8	D45360	Health Information Technology	1
A50440	Bioprocess Technology	23	D25120HR	Human Resources	1
A30120	Broadcasting Production Tech.	13	D50240	Industrial Systems Technology	2
A35140	Building Construction Technology	35	D55310	Library and Information Technology	2
A25120	Business Administration	152	D25310	Medical Office Administration	2
A40160	Computer Engineering Tech.	13	D60260	Motorcycle Mechanics	17
A50210	Computer Integrated Machining	12	D25370	Office Administration	2
A55140	Cosmetology	55	D25380	Paralegal Technology	2
A55180	Criminal Justice Technology	49	D45660	Practical Nursing	29
A55150	Culinary Arts	22	A55280PN	Gen Occ Tech/Practical Nursing	30
A45260	Dental Hygiene	32	D3012020	Television Production Tech	1
A55280DH	Gen Occ Tech/Dental Hygiene	69	D50420	Welding Technology	6
A55220	Early Childhood Associate	6			

A55220C	Early Childhood (Career)	55	<u>Early College Programs</u>		
A55220L	Early Childhood (Licensure)	28	A10100EC	Associate in Arts-Early College	312
A55220NL	Early Childhood (Non Licensure)	4	A10400EC	Associate in Science-Early College	97
A35130	Electrical Systems Technology	14	A10500EC	Associate in Engineering - Early College	6
A40200	Electronics Engineering Tech	8	A60160EC	Automotive Systems - Early College	1
A5518C	Forensic Science	33	A50440EC	Bioprocessing- Early College	1
A55280	General Occupational Technology	1	A30120EC	Broadcasting - Early College	2
A45630	Health and Fitness Science	35	A35140EC	Building Construction - Early College	1
A45360	Health Information Technology	12	A55180EC	Criminal Justice - Early College	2
A55280HT	Gen Occ Tech/Health Information Tech	16	A55150EC	Culinary Arts - Early College	1
A25200	Healthcare Management	10	A55220EC	Early Childhood - Early College	1
A45380	Human Services Technology	33	A25590EC	Information Technology - Early College	2
A50240	Industrial Systems Technology	25	A50420EC	Welding - Early College	1
A25590	Information Technology	60			
A40280	Laser & Photonics Technology	14			
A55310	Library and Information Technology	47			
A40320	Mechanical Engineering Technology	15			
A45400	Medical Assisting	28			
A55280MA	Gen Occ Tech/Medical Assisting	17			
A25310	Medical Office Administration	44			
A55280MS	Gen Occ Tech/Medical Sonography	62			
A45440	Medical Sonography	13			
A25370	Office Administration	8			
A25380	Paralegal Technology	17			
A4538E	Substance Abuse	18			

A40370	Sustainability Technologies	5
A15410	Sustainable Agriculture	27
A45780	Veterinary Medical Technology	83
A55280VT	Gen Occ Tech/Vet Med	61
A50420	Welding Technology	55

Certificates

C60160	Automotive Systems Technology	1
C60140	Automotive Restoration Technology	2
C55120	Basic Law Enforcement Training	13
C50440	Bioprocess Technology	2
C50210	Computer Integrated Machining	4
C55140	Cosmetology	2
C55150cf	Culinary Fundamentals	1
C5024010	Industrial Systems - Electrical Controls	1
C55850	Early Childhood Administration	7
C55860	Early Childhood Preschool	13
C35130P1	Electrical Systems Technology	1
C40200	Electronics Technology	1
C25120EO	Entrepreneur Certificate	5
C55230	Esthetics Technology	31
C45360ER	HIT Electronic Health Records	1
C45360PA	HIT Patient Access	2
C25120C0	Human Resources Management	7
C25800T0	Income Tax Preparer	3
C55290	Infant/Toddler Care	1

College and Career Promise

C25800CW	Accounting and Finance Certificate	1
D25800CW	Accounting and Finance Diploma	2
C60160CW	Automotive Systems Certificate	13
D60160CW	Automotive Systems Diploma	5
D30120CW	Broadcasting & Production Tech.	1
C25120CP	Business Administration Certificate	20
C25120CW	Business Administration CCP2	7
D25120CW	Business Administration	24
C55140CP	Cosmetology	11
C55180CW	Criminal Justice Certificate	28
D55180CW	Criminal Justice Diploma	21
C55150CP	Culinary Arts	4
C45240CW	Dental Assisting	8
D55220CW	Early Childhood	5
D40200CP	Electronics Engineering	2
C5518CCW	Forensic Science	3
C45630CW	Health and Fitness Science	12
C45360CW	Health Information Technology	12
C25200CW	Healthcare Management Technology	1

C25590IC	Information Tech IC3	1	D45380CW	Human Services	17
C25590NI	Information Tech Network Infrastructure	1	C50240CW	Industrial Systems Certificate (CAT)	34
C55310G0	Library Basics	7	D50240CW	Industrial Systems Diploma	1
C55310C0	Library Cataloging	2	C55290CP	Infant/Toddler Care	2
C55310L0	Library Programs	1	C25590CP	Information Technology	1
C55310T0	Library Technical Services	3	C25590C3	Information Technology IC3	1
C40320	Mechanical Engineering	3	C25590DP	Information Technology Database	2
C25310IC	Medical Office Insurance Coding	3	C25590CW	Information Technology Hardware	1
C60260	Motorcycle Mechanics	6	D25590CW	Information Technology	7
C25800P0	Payroll Accounting Certificate	2	D40280CP	Laser and Photonics	1
C40370RE	Renewable Energy	1	D55310CW	Library and Information Technology	1
C50420R	Robotics Welding Certificate	1	C55400CW	Manicuring/Nail Technology	2
C55450	School-Age Care	1	D45400CW	Medical Assisting	5
C25120SO	Social Media	9	D45970CW	Nurse Aide	21
C1541010	Sustainable Agriculture	9	C25380CW	Paralegal Technology	1
C1541030	Sustainable Vegetable Production	1	D40370CW	Sustainability Technologies	2
C50420	Welding Technology	12	C45780CW	Veterinary Medical Technology	12
			C50420CW	Welding Technology Certificate	4
			D50420CW	Welding Technology Diploma	3
<u>Special Programs</u>			P1012C	College Transfer Pathway	1051
T90990	Special Credit	51	P1042T	College Transfer Pathway	1
			P1052C	College Transfer Pathway Engineering	22
			P1042C	College Transfer Pathway	166
<u>Harnett Correctional</u>			P1032C	College Transfer Pathway	39
C35180P1	Carpentry and Construction Skills	4			
C35130P1	Electrical Systems Tech Fundamentals	6			
C55110P1	Barbering	5			
C55250P1	Food Service Technology	19			
C35280P1	Masonry Fundamentals	2			
C35280P2	Masonry	1			
C50420P1	Welding Fundamentals	13			
TOTAL					4908

Summer 2022 Registration and Graduation

- We had 1814 students registered for 2022SU. This is up 168 students (10.2%) from last year.
- 249 students have applied for 253 credentials to graduate as summer completers. The graduation ceremony was conducted on August 9th at the Dennis A. Wicker Civic Center.

Other Enrollment and Records Office Updates

Staff:

- Tiffany Stein started as the Graduation Coordinator on August 8th; Gina Jones starts as Records Assessment Specialist on August 22nd.
- Chris Newcomb, Enrollment Services Coordinator, will be leaving the position to accept another job within the college. We will be hiring for this position as soon as possible.

Student Advising and Success Office (Admissions)

2022 Competitive Admission Programs - Outcomes

<i>Health Science Program</i>	<i>Applications Received</i>	<i>Students Accepted</i>	<i>Total Seats</i>	<i>Program Filled</i>
LPN to RN	2	2	10	No
DH	105	18	18	Yes
MS	49	8	8	Yes
ADN	66	50	50	Yes
PN	77	60*	60*	No
VMT	75	64	64	Yes
DA	12	18	18	Yes
Esthetics	53 - Day, 21-Evening	20-Day. 20-Evening	20- Day 20-Evening	Yes

*We have had seat turnover since accepting 60 students.

Application/Notification Deadlines for 2023

<i>Health Science Program</i>	<i>Application Date</i>	<i>Notification Date</i>
LPN to RN	2/13/23 5pm	2/24/23
Dental Hygiene	3/6/23 5pm	4/3/23
Medical Sonography	3/6/23 5pm	4/3/23
Associate Degree Nursing	3/13/23 5pm	4/14/23
Practical Nursing	3/27/23 5pm	4/28/23
Veterinary Medical Technology	4/7/23 5pm	5/5/23
Dental Assisting	4/7/23 5pm	5/5/23

Applications will be available beginning October 24, 2022.

Other Student Advising and Success Updates

Staff:

- Brittney Goldston and Zack Ledwell were hired in May as Education Navigators.
 - Brittney works with Continuing Education Advising and curriculum programs that have connections to continuing education programs.
 - Zack works directly with Pre- Medical Sonography, Pre-Nursing, and Business students.
- Derek Lewis, Assistant Director of Student Advising and Success on HMC, resigned effective July 28, 2022. Ashlee Dockery, current Assistant Director of Student Advising and Success on CMC, was hired to replace him. We will be hiring for the CMC Assistant Director position as soon as possible.

Events:

- Career Community Exploration Week was held 7/11-7/14 on LMC, 7/18 on HMC, and 7/19 on CMC. These events provided the opportunity for students to explore our academic program offerings by hearing from faculty in each area engaging in a hands-on activity, register for courses, take a tour of campus, hear from Financial Aid, and much more.
- New Student Orientation began offering in-person sessions on each main campus in July 2022. Additionally, we are offering some enhanced new student orientation sessions at other campus sites that are themed to the programs offered there.
- SAS is partnering with the PTK Honors Society to do an Enhanced Campus Tour - these unique NSOs will conclude with an enhanced career community campus tour, exploring the buildings that host students' chosen program, hear from key CCCC staff that will

support you along the way, and have an opportunity to ask questions from classmates as to what you can expect as a new student.

- Ask Me Program - we are inviting staff and faculty to join in during the first two weeks of courses to help welcome students. We have sign ups available at all high traffic areas on each main campus. We will be answering questions, handing out campus maps, and walking students to class.
- NC Reconnect- April Raines and Kimberly Brzozowski from SAS have been completing outreach to Adult Reconnect students to re-engage them and enroll them in the upcoming fall semester. Currently, Central Carolina has had the most engagement and registration of any of the other cohort colleges.

Faculty Advising

- Associate Dean Dr. Julie Dixon will be leading our Faculty Advising work.
- Planning for the Year of Advising Campaign has begun. There will be kick-off events on each main campus in August, monthly professional development for advisors, and revised online resources to improve efficiency and effectiveness.
- A needs assessment survey for all faculty advisors will be distributed in early September, to identify needed professional development and resources.
- We are compiling a list of active transfer agreements, to be integrated into Slate CRM with institutional points of contact.

NAVIGATE –

NAVIGATE is our Title III funded effort to improve the enrollment, onboarding, and advising experience for all students. NAVIGATE will work to ensure that students have an easier time interacting with the college, are better connected to campus resources, and will adopt technology and training to enhance the student experience.

- Held our first division mini retreat on June 1 at the San-Lee Nature Center
- Created the NAVGATE Strategic Plan, to guide our Title III implementation efforts.
- Created the Core Team - a cross-divisional student support team which meets biweekly to address issues/concerns or talk through new ideas in a coordinated manner where all student onboarding/support areas can contribute.
- Created the Financial Resources Guide for Staff/Faculty
- Led the implementation of the student-facing portions of Self-Service to be launched in August.
- Purchased a Customer Resource Management System- Slate (Technosolutions). It will be implemented in FA22. Stormy Mascitelli and Julie Dixon have begun training in Slate and will begin the process of collaborating to prioritize projects in Slate. Ferrilli, a technology solutions consultant, has been contracted to assist in the backend integration of Slate.

- In the process of revising the new student communication model: 1) took inventory of all communications and their respective timelines to new students 2) working through edits/enhancements to website to eliminate some of the communications 3) reviewing/editing all communications and webpages to ensure consistency in information 4) brainstorming what processes and communications would be automated and/or customized through Slate

Institutional Research

- Institutional Research has transitioned to the Onboarding and Advising Division as of August 1st. This will allow for greater integration of data research and analytics to support onboarding, enrollment, advising, and Title III work.
- IR has received over 70 data requests this quarter
- IPEDS surveys have been completed for 2021-2022 and surveys began again on August 10, 2022, for the 2022-23 academic year
- Two employees have recently been hired for IR. Jesse Jacondin- Institutional Research Analyst and Jim Johnson- Survey Administrator/IR Coordinator
- The Qualtrics check-in pilot has been successful, and several other areas have requested to use the tool in some manner. This temporary check-in solution will likely be replaced by functionality within our new CRM.
- We continue to enhance the use of data visualization and have updated dashboards. We will be working to organize and share these in a clear way soon.



BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

STUDENT SERVICES DIVISION

Date of Meeting:

August 30, 2022

Time: 3:30 PM

Committee Members: Pat Kirkman, Chair
Derrick Jordan
Gladys McAuley

Full Board Agenda Items

Consent Agenda Items

For Information Only

1. Athletics, Summer 2022
2. Student Activities, Summer 2022
3. Financial Aid, Summer 2022
4. Recruiting, Summer 2022
5. Safety and Security, Summer 2022
6. Library Updates, Summer 2022
7. TRiO Upward Bound Updates, Summer 2022
8. Academic Assistance Centers, Summer 2022

Athletics, Summer 2022

We finished up volleyball camp last week and was very successful. We had 55 participants between the 3 camp sessions.

We had our middle school basketball camp July 25-28.

We are working to get all of our incoming athletes' admissions and financial aid processes finished up over the next few weeks.

All athletes are registered for the Fall 2022 semester. A few are finishing up their paperwork with financial aid or the deferred payment plan and should be ready for classes on Monday, August 15.

We are having our all-athletes meeting on Monday, August 15 at 5:00 to go over expectations and NJCAA eligibility requirements.

Our first competition of the year is next Thursday, August 18 with volleyball at home vs Pitt CC at 6:00.

Cris Oliver is working to get all the athletes' photos uploaded to the website. All our final schedules should be posted there.

Student Activities

Welcome to our new 22/23 Ambassadors

Madalyn Lilly Dickens
Abigail-Rose Diane Fuller
Paulette Garcia
Corinna Isabella Smith
Isabel Heyward Williams

Active recruitment to fill the remaining Ambassador spots will take place over the first two weeks of classes.

Welcome to our new 22/23 SGA Officers

President: Regonal Spinks
Vice-President: Emilie Obregon
Secretary: Anthony Espinoza
Treasurer: Cynthia Hammons
Chatham County Representative: Austin Tate
Harnett County Representative: Mason Watson
Lee County Representative: Diamond Williams
Distance Education Representative: Ashlie Jennings

Fall semester events

We will be reaching out to students during **Welcome Week** by providing balloon cookies from The Cookie House.

Student Activities is currently completing plans for Fall semester events:

- Annual Fall semester events: Currently we have several annual events in the works, such as blood drives through the American Red Cross and the Christmas Angel Tree event for our needy students.
- New Fall semester events: We are planning some great new events, including "Chatting with Chapman", an event where students can meet Dr. Chapman and ask questions about CCCC.

Financial Aid, Summer 2022

Current 2021-22 Academic Year

Total FAFSAs processed: 5,112
 Total Awards Offered: \$19,648,432.00
 Total Recipients: 3,776

Current 2022-23 Academic Year

FAFSA's Rec'd: 3,039
 Awarded: 1,336
 Awarded and Enrolled for CU: 967
 Total Aid Awarded (all aid sources): \$11,856.119

Federal Work-Study – all 2022-2023 Federal Work-Study positions have been posted on the website.

Promise Program

2022 cohort (most recent grads, first year of program)

99 applicants from Chatham
 128 applicants from Harnett
 97 applicants from Lee

2021 cohort (returning for second year of program)

75 enrolled applicants, with 18 meeting all eligibility requirements from Chatham
 146 enrolled applicants, 31 who have met all eligibility requirements from Harnett
 79 enrolled applicants, 23 who have met all eligibility requirements from Lee

Bookstore drawing: All first year students who completed their requirements before the priority deadline have been entered to win one of ten \$50 book store gift cards, provided by the Foundation (thank you, Dr. Hare!).

VA Educational Benefits Update

- We currently have close to 250 military affiliated students enrolled in programs here at Central Carolina Community College
- Over 170 of those have been submitted for certification with the VA to date, with more currently in process
- Over 50 of these students are new to CCCC in the Fall.

The most popular Associates Programs with the Military Affiliated population are:

- Associates in Arts
- Associates in Science
- Business Administration
- Information Technology
- Nursing

The Diploma and Certificate Programs with the most enrolled are:

- Culinary Arts
- Motorcycle Mechanics
- Automotive Systems
- Cosmetology
- Barbering

Student Onboarding and Outreach/Recruiting Report, Summer 2022

Data-Informed Progress

- Followed up with summer De-Reg List (181 of 290 re-enrolled)
- Follow Up With fall 2021 and spring 2022 Applied Not Enrolled list (2,000+ students)
- Onsite Admissions at all nine public high schools (Red Carpet Registrations with over 150 registrations)
- 48 Individual Campus Tours
- “Register Now” Signs Distributed Across All 3 Counties
- CCCC Graduation Assistance
- Triangle Math/Science College Fair (1,200 students)
- Triton High Jr. Parent Night
- Triton HS VMT Group Tour (25)
- Vance County HS Group VMT Tour (15)
- Western Harnett High Parent Night
- Lee County HS Senior Day Outreach (30)
- Faith-Based Group Tour (12)
- New Bethel Freewill Baptist Presentation
- WWGP Radio Interview Outreach
- Chatham 8th Grade Tours
- Virtual Onsite Admissions (3)
- College & Career Readiness Virtual Information Sessions
- Broadway Our Way Community Festival Outreach (500+)
- Vocational Day (60 students visiting CTE programs at LMC)
- Southern Lee Health Science Class Group Tour (35 students)
- Triton High School Group Tour to Dunn Ctr. (20 students)
- International Culture Night at Lee Sr. HS (25 students)
- GED/AHS Graduate Follow Up (50). Promoting FREE 3-hr class credit
- AVISO follow up, helped provide students money that needed tuition assistance for 2022 summer semester.
- De-registration List payment assistance for 2022 fall semester

Student Onboarding/Outreach

- Over 1,500+ emails and follow up from Ask CCCC and Enroll@cccc accounts
- Outreach to 2022 fall applicants regarding scholarships, transcripts, deadlines, etc.
- Title 3 Steering Committee Planning

Fall Apps as of August 12th, 2021: 3,787 apps and 2,166 new student registrations

Fall Apps as of August 11th, 2022: 4,489 apps and 2,518 new student registrations

+702 apps and +352 registrations

Safety and Security Report, Summer 2022

Dates of Safety Committee Meetings this year:

- November 10, 2021 for full committee
- Working committee meetings held March 2, 2022 and May 25, 2022
- Committee is being re-structured into two separate committees, Fall meeting TBD once new structure is in place

Updates on the College's Emergency procedures and evacuations plans this year:

Changes made this year:

- o All Emergency Procedures manuals updated, in final review with Provosts/VP of Student Services
- o Updated the assigned Site Directors for all locations
- o Removed Building Coordinators
- o Created a Site Director Handbook
- o Created a training for Site Directors

Safety/Security and Health Training or professional development provided this year:

- Site Director Training held July 7, 2022

Physical Plant Committee updates:

- Inspection reports for all campus locations completed for 2021-2022
- Ongoing review of all campus location grounds for slips/trips/falls hazards

Security updates:

- Currently in the bid process for Security coverage for all campus locations
- Clery Act report: A copy of each campuses' 2021 report is available for public viewing in the Lee, Harnett, and Chatham public libraries, as well as on the CCCC website at <http://www.cccc.edu/security/>.

Title IX updates:

- No open cases at this time
- Recorded Title IX and CC Cares training for future New Staff/Faculty Onboarding and on-demand training

Employee Health and Wellness:

- CCCC has again been presented the Gold Safety Award from the NC Department of Labor

Tasks slated for the 2022-2023 year:

- Physical Plant will provide Slips, Trips, and Falls training

- VP of Student Services Ken Hoyle is heading up a full update/review of building placards to include
- rally points as well as increase the number of placards available throughout each location
- Crisis Communication Plan review/update is currently in the works. The Associate Vice President of
- Marketing and External Relations, Marcie Dishman, is heading up this task. Final draft will be
- presented to PC later this year for review and approval
- Working with local law enforcement to host another active shooter drill this school year, date TBD
- Provost Hall, Provost Matthews, and VP Hoyle are working to connect with the Sheriff of each county
- to work out a process regarding applicants who are registered as sex offenders

Library Updates, Summer 2022

Usage for July 2021-July 2022

Instruction

Asynchronous embedded instruction: **230**

Year over year change: **+3.1%**

Synchronous Live instruction: **46**

Year over year change: **+360%**

Laptops Circulated

Lee Laptops: **372**

Year over year change: **+92.7%**

Harnett Laptops: **143**

Year over year change: **+120%**

Materials Circulated

Lee: **1,503**

Year over year change: **+480.3%**

Harnett: **532**

Year over year change: **+671%**

Chatham: **611**

Year over year change: **+221.6%**

Online resources

Database Sessions: **104,584**

Year over year change: **+75.6%**

Reference Services*

Chat Reference: **1,027**

Year over year change: **+125.2%**

Email Reference: **80**

Year over year change: **-63%**

Phone Reference: **362**

Year over year change: **+54.7%**

In Person Reference: **1,223**

*No in person reference services offered previous fiscal year

Video Reference: **41**

Year over year change: **+720%**

Interlibrary Loan

Loaned to other NC Community Colleges: **164**

Year over year change: **+84.3%**

Borrowed from other NC Community Colleges: **185**

Year over Year change: **+781%**

Loaned to non NCCC: **115**

Year over year change: **+858.3%**

Borrowed from non NCCC: **55**

Year over year change: **+14.6%**

New Student IDs printed

2,070

Year over year change: **+187.1%**

Trio Upward Bound Classic & Upward Bound Math & Science

Who We Serve

- We serve students between 13-19 years old, identified as first generation, low-income, and in need of academic support by the department of education.
- Our target schools are Lee County High School, Southern Lee High School, Harnett Central High School, Western Harnett High School, Overhills High School, and Triton High School.

Current Activities

- 30 participants who are rising high school sophomores and juniors are participating in our Summer Residential programs at NC State University. They are living on-campus, taking academic courses, and simulating the collegiate experience in preparation for their eventual collegiate enrollment.
- 15 participants are participating in our Summer Bridge program. Each student is enrolled in a summer curriculum course at CCCC and participating in weekly college seminars. These students will be college freshmen in fall.
- 30 participants who are rising high school seniors are participating in our Internship program. Each student is working as an intern, gaining valuable work experience in a field related to their collegiate aspirations.
- Three cultural enrichment trips ended the summer. Junior and Seniors went to Chicago. Sophomores to Charleston. Freshman traveled to Wilmington. Each trip included college tours and cultural enrichment activities.

Accomplishments

- Upward Bound Lee was awarded funding for the continuation of the program for a new 5-year cycle. The total grant award is approximately 1.4 million dollars.
- Upward Bound Harnett was awarded funding for the continuation of the program for a new 5-year cycle. The total grant award is approximately 1.4 million dollars.
- Achieved a 63% postsecondary completion rate for 2015 cohort (40% target)
- We greatly increased our support for distance education with the addition of virtual financial literacy and financial aid workshops for parents and students, virtual college tours to over 20 local and national universities, and virtual learning in robotics and engineering.
- We offered multiple unique cultural experiences including our first Etiquette and Protocol Professional Dinner, College Day at Duke University, STEM Day at Campbell University, and enrichment trips to Asheville, NC, Atlanta, GA, Washington, DC, and Orlando, FL.
- We conducted 30+ high school visits, visited 10+ colleges, and successfully supported 35 graduating seniors.

Personnel

- Hired Rebekah Waters as our new Program Coordinator. Rebekah comes from Lee County High School and is an alum of CCCC and NC State University.
- Have a potential candidate for our Program Assistant position.

DOE Updates

- Application for the Upward Bound Math & Science program is currently pending.

Objectives/Outcomes Data

- Current Funded to Serve Data:
 - Upward Bound Lee: 100%
 - Upward Bound Harnett: 100%
 - Upward Bound Math & Science: 94%

TRIO Student Support Services

1. Funded to Serve Number Status
 - Classic: 123 - 17 more to hit 100%
 - STEM: 120 - 100%
 - Last date of enrollment August 31st*
2. Upcoming Activities-
 - Fall Orientation and Welcome Back (All three Campuses)
 - Mentoring Program Kickoff and Training
 - Mystery Dinner and Tour of State Capitol
 - State Fair
 - Battleship Tour
 - Treehouse Adventure
 - Transfer Trip
 1. NC State
 2. UNCP
2. Grant Aid Disbursements –Application open for Fall 2022
3. Summer Graduates –List has been requested.

Veterans Upward Bound Report, Summer 2022

Program Description:

Veterans Upward Bound (VUB) 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.

Program Objectives:

- **40%** of participants who completed their VUB educational program during the project year will **improve their academic performance** as measured by a standardized test taken before and after receiving services from the project.
- **60%** of participants served during the project year will **complete** their VUB educational program by the end of the project year or **remain enrolled** in the program.
- **40%** of participants who completed their prescribed VUB educational program in the project year will **enroll in a program of postsecondary education** by the end of the next project year.
- **15%** of participants who completed the VUB educational program in one project year and who enrolled in a program of postsecondary education by the end of the next project year will **complete a program of postsecondary education** within six project years.

Executive Summary:

During July 2022:

- We have recruited/retained 104 active participants out of 125 funded to serve (83.2%) VUB has continuous enrollment. As of 8/10/2022, we have 105 active participants with 5 pending applications.
- We served 40 unique participants in July.
- We provided 75 unique services for participants in July.
- All 104 participants had multiple opportunities to actively participate through individual appointments (phone, virtual, or in-person), short refresher courses, workshops, referrals, and tutoring. They were notified weekly by email and monthly by text and phone call of upcoming opportunities.
- When not directly working with participants, VUB staff were planning/coordinating upcoming events, recruiting new participants, working with our community partners, outreaching to active and inactive participants, attending professional development, and providing the extensive documentation required by the grant.

Group activities completed to support objectives during July 2022:

Event	Date	Location	Description
Veteration Resource Fair	7/9	Sanford	Outreach/Recruitment
Career Communities - Cougar Snack and Shop	Hosted 7/11; Event 7/11-7/14	LMC	Outreach/Recruitment; Hosted with SSS
From Boots to Books Workshop	7/12; 2-3:30pm	WTCC-North Campus	College Transition Workshop
Wellness Workshop	7/21; 5:30-8:30pm	LMC (CFC gym)	Sanford Yoga and Community Center; Art Class by Debbie
FSU Campus visit	7/26; 8:30am-3:30pm	FSU	Personalized tour; lunch in the dining hall
July Check In	Month of July	multimodal	27 unique responses
DAV Expo	7/30; 10am-4pm	Smithfield	Outreach/Recruitment

Program Updates:

- Veterans Upward Bound is focusing on outreach/recruitment over the next two months to meet our 100% funded to serve. We will be participating in several events within our five-county region.
- VUB staff prepared and hosted the first military-connected new student orientation at CCCC on Friday, August 5th.
- Dr. Servi-Roberts has been a guest speaker at the Johnston County Crisis Intervention Training and the Greater Triangle Veterans Military Family Alliance, and will be an upcoming speaker at the Lee County Veterans Council meeting.
- Upcoming plans include a recurring peer mentoring group, a computer refresher course that will cover Microsoft and google docs, backpack/study skills drive, Strike Out Suicide Woodpeckers Game, and a Career Success Banquet.

Job Corps Scholars Program

(demonstration grant funded by the Department of Labor)

Who we serve:

- Individuals between the ages of 16-24 at time of enrollment
 - For individuals with disclosed disabilities who meet all other eligibility requirements, the upper-age limit must be waived
- Have already received their HS diploma/equivalency
- U.S. Citizen/Legal Resident/Deferred Action Status
- Reside in Chatham, Harnett, or Lee Counties
- Member of a low-income family

Program Benefits:

- Earn in-demand, industry recognized credentials in less than a year
 - Here at CCCC, that usually equates to a certificate or diploma pathway OR a short-term job training
- Academic, career, and employment counseling to support and facilitate each student's employment and career success
 - This includes individualized job placement assistance
- Financial assistance to cover tuition, fees, and *all* required course materials
- Case management, stipends, and support with child care and transportation costs
- Cohort model, Workshops, Cultural and Leadership Experience Events
 - Workshops are facilitated twice monthly, topics include Financial Literacy, Leadership and Employability Skills
 - "How to Start a Savings"
 - "Self-Advocacy"
 - "How to Succeed the First Weeks on the Job"
 - Cultural and Leadership Experience Events are facilitated throughout the year
 - Virtual, guided tour of the Greensboro International Civil Rights Center & Museum
 - Mindfulness for Today's Leaders (The Importance of Self Care)
 - Summer Certificate Skills Training Sessions, 6 sessions have been/will be facilitated during the months of June and July 2022. Topics include Financial Literacy, Leadership and Employability Skills
 - "Credit & Credit Cards"
 - "Leadership & Self-Identity"
 - "Resumes, Cover Letters, and Interview Prep"

Some things to Note:

- Staff consist of a Program Director/Employment Counselor, 1 additional Employment Counselors, 2 Personal Counselors
- We are on continuous enrollment
- To be eligible, students may not currently be enrolled in classes
- JCS Participants have over 133 programs to choose from here at CCCC
 - Popular programs of choice: Phlebotomy (short-term training), Accounting & Finance, Welding

- Currently we are serving/have served 65 participants of the grant's goal of 80
- Our challenges: enrollment, retention, and addressing participants' barriers and challenges outside of the classroom

Participant Stories:

JCS Participants come from varying backgrounds and circumstances. The relationship they build with their Counselors is vital to their success. We have assisted participants in many areas of their lives outside of academics, including addressing their mental health needs by connecting them with mental health resources, starting with the Student Assistant Program.

This has helped one participant in particular to succeed within their culinary career technical training pathway, while seeking to manage their anxiety. With the grant's assistance in covering transportation costs, they recently earned a Culinary Fundamentals Certificate in May 2022. They have decided to continue their post-secondary education with CCCC and are now pursuing obtaining their driver's license.

Some participants come to the program having experienced great personal challenges. One specific participant came into the program having just lost their mother and was adjusting to caring for their grandmother and young siblings. With the financial support of the monthly stipends and mileage reimbursement, this particular participant not only went on to excel within their courses, earning a diploma in Business Administration, but was also chosen to represent CCCC for the Dallas Herring Achievement Award in the spring of 2022.

The Job Corps Scholars Staff has a wealth of knowledge in relation to available resources to assist participants. This can be seen in the specialized assistance a participant received as they were facing housing insecurity and the birth of their first child. The participant was ultimately able to secure stable housing and complete the college's Phlebotomy Program before welcoming their first child. We are so proud to share that this participant's husband also enrolled in the program; currently pursuing a Welding Technology Certificate.

Ways to Support the JCS Program and/or our Participants:

- Share the program, and its many benefits, with others; in both your professional and personal lives
- Encourage CCCC faculty and staff to work with and/or assist one another
- Seek to identify, define, and advocate for college and community resources for our students

Food and Nutrition Employment and Training Program

April 1, 2022 thru July 31, 2022

The Food and Nutrition Services Employment & Training (FNS E&T) program is a partnership between Central Carolina Community College and Chatham County DHHS. We are able to assist active FNS/SNAP participants in Chatham County that are ages 16+ to reach their continuing education and employment goals.

How can the FNS Employment and Training Program assist the eligible students:

- Supportive services & referrals to resources that assist in removing educational and employment barriers.
- Assist with completing SNAP Application to determine eligibility to access the supportive services with FNS E&T
- Assist in navigating the CCCC Admissions enrollment process
- Assist with creating and updating a resume, interview skills, and employer connections with our NC Works Career Center
- Provide financial assistance for occupational and curriculum skills courses, books, materials, uniforms, and some tests.
- The FNS E&T Program assist individuals with establishing a action plan to address the following: food insecurities, housing insecurities, enrollment and completion plans for educational and career goals that will assist with establishing a livable wage

The FNS E&T Program has established community partners to assist with identifying and assisting with the challenges that an E&T participant/student may face.

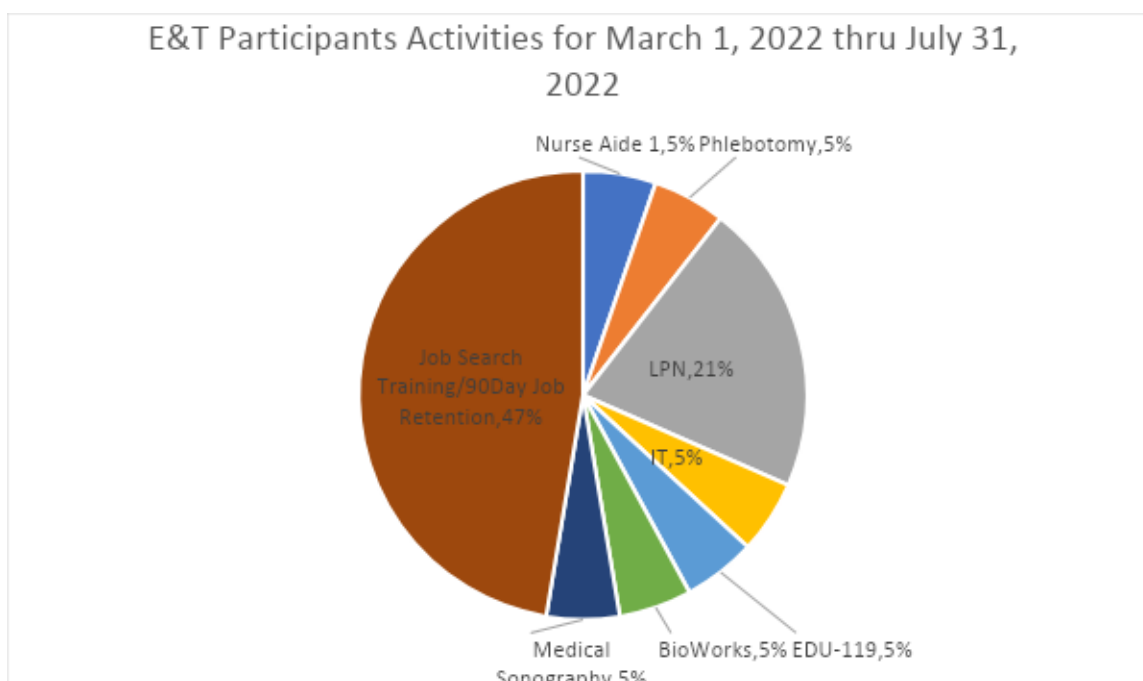
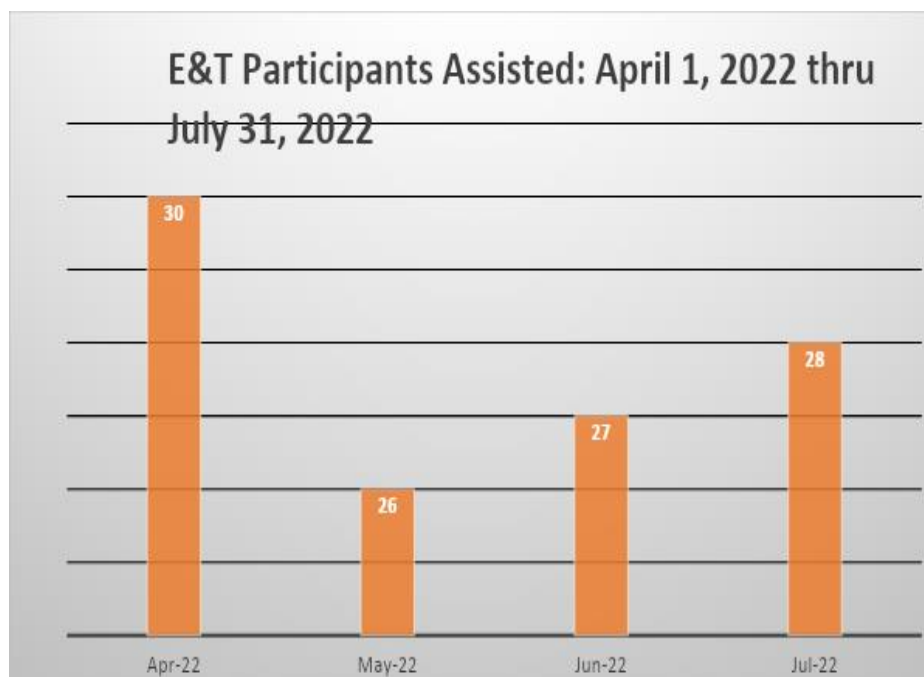
FNS E&T Goals:

The FNS E&T Program is working on expanding the program to a Harnett and Lee County. The FNS E&T Program continues to work on recruitment and outreach to the community. The program continues to be very active with community partners in order to continue to be aware of the services and resources that has and can benefit the E&T participants. Here are some of the partners: Chatham County Housing Authority, Salvation Army, Boys and Girls Club and Chatham Literacy.

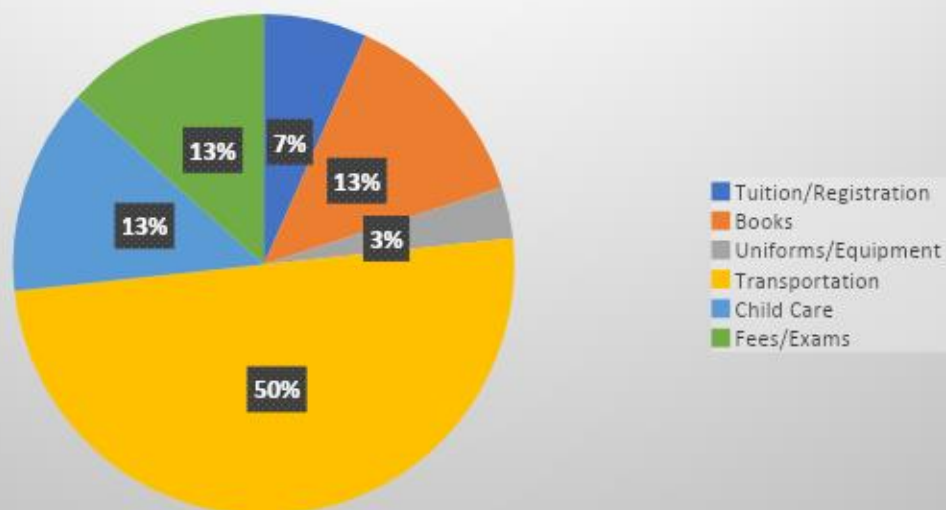
This report will include the following information for the timeframe of April 1, 2022 thru July 31, 2022.

- The number of E&T participants served for above timeframe.
- College courses/programs FNS E&T students are currently enrolled in.
- Allowable FNS E&T Expenses that were approved for the above timeframe.
- The Average wage on a quarterly basis for FNS E&T participants whom gained employment or better employment.

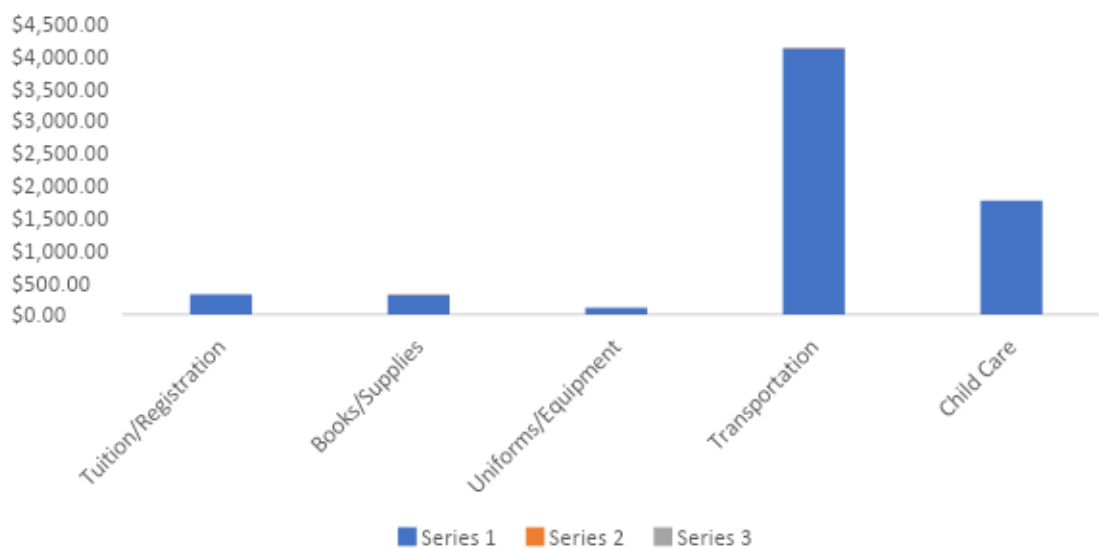
E&T participants served for the months of April 1, 2022 thru July 31, 2022



FNS E&T Participant Expenses for April 1, 2022 thru July 31, 2022



FNS E&T Expenses Amounts for April 1, 2022 thru July 31, 2022



Academic Assistance Centers, Summer 2022

Currently, the Academic Assistance Centers are preparing for the start of the Fall semester. Across all three campuses, we have hired nine new employees and begun training them in their positions, including Lab Assistants, Peer Tutors, and Supplemental Instruction Leaders. We are also still interviewing for our other available roles and scheduling class visits for the first two weeks of school.



BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

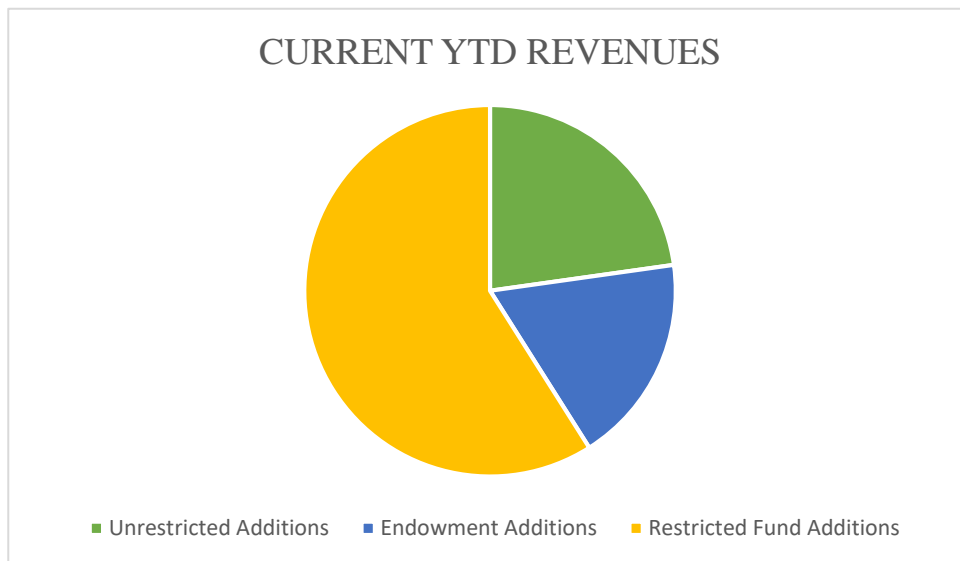
Foundation Agenda

Date of Meeting:	August 30, 2022	Time: 3:30 pm	
Committee Members: Pat Kirkman, Chair Derrick Jordan Gladys McAuley			
Consent Agenda Items			
Receive Foundation Revenue Report			
Full Board Agenda Items			
For Information Only			
Director's Report			

Revenue Report

April 1 - June 30, 2022

DESIGNATIONS	Fourth Quarter	Current YTD
Total Unrestricted	24,080.50	607,803.21
Restricted		
Endowment Additions	40,624.91	547,284.17
Other Restricted Funds	61,064.11	1,519,739.70
Total Restricted	101,689.02	2,067,023.87
TOTAL REVENUES:	125,769.52	2,674,827.08



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

CCCC Foundation Director's Report

Please help us thank these generous donors for their support!

Fourth Quarter Gifts of \$500 or More

501 Pharmacy – *Greg Vassie* *
Blue Cross Blue Shield of North Carolina ***
Dr. Jo Ann Bowman *
Cape Fear Farm Credit
CE Group
Dr. Lisa M. Chapman **
Diversified Service Contracting
Duke Energy Employee Giving *
First Bank – *Lillington*
First Bank - *Pittsboro*
Food Lion Distributing Center *
Hayes, Williams, Turner & Daughtry, Attys. – *Parrish Daughtry*
Steve Heesacker
Barber and Barbara Holmes **
Mary Kuhn
Learning Center Grant *****
George and Jane Lucier *
Ruby and Ernest McSwain Worth Lands Trust **
Mertek *
New York Life
North Carolina Community Foundation **
Walter Petty
Julian and Cynthia Philpott *****
Piedmont Coastal Society of Plastics Engineers **
Preston Development Company
Sanford Area Society of Shaggers *
Tart Law Group – *Lee Tart Malone*
Truist
Turlington Real Estate Group – *Lucia Turlington*
United Community Bank
C.J. and Heather Winslow *

* *\$1,000 or more*

** *\$2,000 or more*

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

**** *\$10,000 or more*

***** *\$20,000 or more*



BOARD OF TRUSTEES
STUDENT & ACADEMIC SUPPORT
SERVICES COMMITTEE
Institutional Advancement Agenda

Date of Meeting:

August 30, 2022

Time: 3:30pm

Committee Members:

Pat Kirkman, Chair
Derrick Jordan
Gladys McAuley

Consent Agenda Items

1. Approve Grants and Strategic Initiatives: In Progress

Full Board Agenda Items

For Information Only

1. Grants and Strategic Initiatives Highlights
2. SACSCOC Correspondance
3. Strategic Plan Updates

1. Approve Grants and Strategic Initiatives: In Progress

Funding Source	Project Name	Funding type	Requested Amount	Description
Submitted				
U.S. Economic Development Administration	Build Back Better	Federal	\$23,000,000	CCCC is part of ten college + BioNetwork (NCCCS) consortium that is 1/7 projects joined through the NC BioTech Center to compete for a collective \$100 million in the American Rescue Plan's EDA Build Back Better Competition. The group is focused on building the BioTech Pipeline in North Carolina. The NC Biotech Center's collaboration was successful in Phase I of the competition and received \$500,000 to assist in project planning, outreach, and development as we move towards Phase II.
U.S. Department of Agriculture	STEM AP	Federal	\$9,000,000	The proposed project, Advancing Equitable Agriscience Pathways through the Juntos National Consortium and STEM AP, is a transformational, interdisciplinary, collaborative project focused on narrowing the Latinx/Hispanic representation gap that exists in comparison to the White STEM workforce by providing access to agriculture pathway experiences that breakdown the stereotypes among the Latinx community towards Ag Sciences. The National Juntos Consortium (NJC) will provide the existing fourteen Juntos states and Extension professionals with engagement and leadership in DEIA, education, and research work while accessing the voices of the Juntos student and family experience. Led by North Carolina State University (NCSU), this research, education, and extension project will improve STEM participation, persistence, and career readiness among Latinx youth in North Carolina and Washington State, ultimately scaling to other states.

Submitted by Meghan Reece Brown
Executive Director, Institutional Advancement

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.
Anonymous Foundation	Moore Center - Project Manager	Private	\$495,000	The Moore Solutions Center was made possible by Lee County's purchase of a 22-acre former manufacturing facility. Funding is needed to complete the transformation from a vacant facility to a one-of-a-kind, world-class education center—the largest facility in the state focused on addressing the workforce needs of advanced manufacturing and biotechnology. CCCC is requesting \$495,000 to fund a construction project manager to oversee the renovation.
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.
N. C. Tobacco Trust Fund Commission	Grants for Agricultural Programs	State	\$196,800	Funding for equipment for the Large Animal Facility.

National Endowment for the Arts	Grants for Arts	Federal	\$30,000	Through an artist in residence program, this project will create three public works of art, one in each of Central Carolina Community College's rural service area counties. Through this project, CCCC seeks to help build community and promote healing by creating shared artistic experiences for the area's 277,993 residents.
United Way	Dreamkeeper Fund	Local	\$10,000	The Dreamkeeper Program provides just-in-time grants for students who face potentially derailing financial hardships.
Pfizer	Community Giving Initiative	Private	\$15,000	Funding for short-term training programs and youth summer camp scholarships to increase pipelines for high demand careers in the service area.
Harnett County Arts Council - ARPA	Academic and Cultural Enrichment Series	Private	\$5,650	Requested funding will allow CCCC to host a series of arts programs in Harnett County, celebrating black history and black artists in March 2023.
PERC	HVAC Propane Equipment	Private	\$10,000	With the Technical School Grant Program, CCCC will give students enhanced, real-world experience with propane, and better prepare them for the jobs of tomorrow. This funding will be used to acquire specific propane tools and equipment that will enhance hands-on learning.
Pending				
Pentair	STEM Academy -Health Sciences	Private	\$10,000	Proposed funding will support a middle-school STEM camp on the health sciences pathways to promote pathway access to underrepresented students.
NCCCS	High-Cost Workforce Program Start-Up Funds	State	\$500,000	The TRuCK CDL consortium will use the funds to higher faculty to support the continued start up of this high-cost program.

Updates

Grants and Strategic Initiatives Highlights:

- **TALKING POINT** – CCCC hosts six TRiO programs including Student Support Services, Veterans Upward Bound, and Upward Bound. CCCC recently found out we are refunded for Upward Bound Math and Science in Harnett County for 5-year more years. These programs provide intensive support to low-income and first-generation students. We have more TRiO programs than any other community college in North Carolina!
- **FOR YOUR INFORMATION** – CCCC recently partnered with NC State and other colleges on a national-level consortium USDA grant proposal to expand JUNTOS, a program that focuses on narrowing equity gaps for Latinx students in higher education, especially as it relates to the STEM workforce. Regardless of the funding-status of this proposal (a November decision), the group will continue to actively look for opportunities for partnership.

2. SACSCOC Correspondance

- June 2, 2022: CCCC submitted a new program prospectus to request SACSCOC permission to offer the Associate in Applied Science in Physical Therapist Assistant degree at the Chatham Health Sciences Center.
- June 20, 2022: CCCC submitted its 2022 Financial Profile to SACSCOC.
- June 30, 2022: SACSCOC notified CCCC of its approval for the Seaforth High School off-campus instructional site (OCIS).
- June 30, 2022: SACSCOC notified CCCC of its approval for the Harnett County Early College at Benhaven off-campus instructional site (OCIS).

3. Strategic Plan Updates

CCCC's strategic plan, *Equitable Pathways to Achievable Dreams*, continues through 2024. Strategic plan Objective teams continue their work to foster improvements for our six Goals and 18 Objectives. Objective team leaders met with the President's Council this summer to discuss progress, seek guidance from PC, and refine strategies. Many of the groups found overlap with other objectives, and decided to collaborate.

These strategic plan Objective groups reported on **more than 100** data-informed initiatives, strategies, projects, and partnerships that are in various stages of implementation. Over the next year, Institutional Advancement will be working with these teams to align, consolidate, and maximize the effectiveness of each strategy.