

**Central Carolina Community College  
Board of Trustees Committee Meetings  
Spring 2023**

Monday, April 24, 2023

***Student & Academic Support Services***

***Date:*** 4/24/23

***Time:*** 8:30 a.m.

Pat Kirkman, Chair  
Jan Hayes  
Gladys McAuley

***Program Committee***

***Date:*** 4/24/23

***Time:*** 10:00 a.m.

James French, Chair  
James Crawford  
Derrick Jordan

***Personnel Committee***

***Date:*** 4/24/23

***Time:*** 11:30 a.m.

Bobby Powell, Chair  
Genia Morris  
Chip Post

***Finance Committee***

***Date:*** 4/24/23

***Time:*** 1:00 p.m.

Jim Burgin, Chair  
James Kelly  
Gordon Springle

***Building & Grounds Committee***

***Date:*** 4/24/23

***Time:*** 2:30 p.m.

George Lucier, Chair  
Bill Tatum  
Jim Womack

***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 Spring 2023 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 April 24, 2023***

Recognition of Guests  
Ethics Statement

Mission Statement of the College  
Approval of Consent Agenda

### **Consent Agenda**

#### ***Minutes***

Approval of Minutes

- ❖ Board of Trustees Meeting; February 8, 2023

#### ***Personnel Committee***

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

#### ***Finance Committee***

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

#### ***Building and Grounds Committee***

No Agenda Items

## ***Program Committee***

### ***Curriculum***

#### **1. Curriculum Review Committee**

##### **Program Approvals**

1. Approval of Residential Electrical Career & College Promise Certificate (C35130K)
2. Approval of Residential Electrical Certificate (C35130RE)
3. Approval of Construction Electrical Certificate (C35140CE)
4. Approval of Construction Electrical Career & College Promise Certificate (C35140K)
5. Approval of Mechanical Maintenance Certificate (C50240)

##### **Program Modifications**

1. Associate in Arts Degree (A10100)
2. Associate in Science Degree (A10400)
3. Information Technology Associate in Applied Science Degree, General (A25590)
4. Information Technology Associate in Applied Science Degree, Network Management (A25590N)
5. Broadcasting Production Technology Associate in Applied Science Degree (A30120)
6. Broadcasting Production Technology Diplomas (D3012010, D3012020)
7. Broadcasting Production Technology Certificates (C3012010, C 3012020)
8. Building Construction Technology Associate in Applied Science Degree (A35140)
9. Mechanical Engineering Technology Associate in Applied Science Degree (A40320)
10. Health & Fitness Science Associate in Applied Science Degree (A45630)
11. Health & Fitness Science Career and College Promise Certificate (C45630CW)
12. Industrial Systems Technology Associate in Applied Science Degree (A50240)
13. Cosmetology Career and College Promise Certificate (C55140CP)
14. Criminal Justice Administration Certificate (C55180AD)
15. All Career & College Promise program nomenclature and program codes

#### ***Student & Academic Support Committee***

1. Receive Revenue Report (Foundation)
2. Approve Grants and Strategic Initiatives: In Progress (Institutional Advancement)

### ***FOR FULL BOARD CONSIDERATION AND DELIBERATION***

#### ***Personnel Committee***

1. Human Resources Updates
2. Approve 2023 Summer Schedule
3. Approve Educational Leave Request – Adam Wade

#### ***Finance Committee***

1. Accept Financial Statement Audit Report
2. Approve Lee County Budget Request
3. Approve Chatham County Budget Request
4. Approve Harnett County Budget Request
5. Approve Student Fees for Fiscal Year 2023/2024
6. Approve College Staff to finalize negotiations for Follett bookstore contract
7. TDA Report
8. Consider Lease Modifications for the Moore Center

***Building and Grounds Committee***

1. Approve Designer for Moore Center Main Building Renovation – Phase I
2. Approve Bids for Moore Center Executive Office Suite Renovation
3. Approve Easement for City of Sanford
4. Approve Easement for MSNC

***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  
February 8, 2023**

**Members Present:** J. Burgin, J. Crawford, J. French, D. Jordan, J. Hayes, J. Kelly, P. Kirkman, G. Lucier, G. McAuley, G. Morris, J. Philpott, C. Post, G. Springle, B. Tatum, J. Womack, R. Spinks

**Members Absent:** B. Powell

**Guests:** J. Love, College Attorney

**Staff:** L. Chapman, P. Price, K. Hoyle, J. Matthews, M. Hall, M. Dishman, R.V. Hight, M. Brown, K. Short, E. Hare, S. Byington, L. Whitaker, D. Haire, S. Newcomb, M. Fogarty

Chairman Philpott called the Board of Trustees meeting to order and then read the Ethics Statement and 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.

Dr. Chapman asked for a point of privilege to recognize the Student Body Representative Regonal Spinks. She thanked him for his commitment to the Board. She also recognized two colleagues. It is awards season for the community college system. We recognize an Instructor of the Year and a Staff Member of the Year. Central Carolina Community College's Instructor of the Year is Melissa Fogarty and the Staff Member of the Year is Sara Newcomb. The System Office recognizes it as Excellence in Teaching Award and Melissa Fogarty was a finalist for this award. Melissa is the Chatham Health Sciences Center Site Director and the Medical Assisting Program Director. She is also a CCCC alumnus. Sara Newcomb, Executive

Director of Secondary Partnerships is the winner of the Staff Member of the Year from the System Office. Dr. Chapman also informed the Board that the highest community college award given is the I. E. Ready Award, given for significant statewide contribution to the North Carolina Community College System was awarded to H. Julian Philpott. Chairman Philpott thanked Dr. Chapman, the members of the staff that compiled the materials for his nomination for the award and the trustees for their support. Dr. Chapman also mentioned Bianka Stumpf, Social Sciences, Lead Instructor for being one of the winners of the Dale P. Parnell Distinguished Faculty from the American Association of Community Colleges.

Chairman Philpott informed the Board there was a revised agenda that was being passed out.

Trustee Lucier made a motion to approve the Revised Consent Agenda. Trustee Kirkman 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**

In the absence of Personnel Committee Chairman Powell, Chairman Philpott called on Trustee Post for a report from the Personnel Committee. The first item was the approval of new employees. Trustee Post made a motion to approve the New Employees as submitted. Trustee Hayes seconded the motion. Chairman Philpott recused himself from voting on this item. The motion carried unanimously. There was a place holder for Human Resources Updates. There were no updates at this time. The next item on the agenda is the approval of the 2023 Holiday Schedule. Trustee Post called on EVP Price for an overview. He indicated this is fairly consistent with what we have done in the past. The approval of the 2023 Holiday Schedule comes as a recommendation from the Personnel Committee and a second is not required. This was approved unanimously. The last item on the agenda was to approve the Educational Leave Request from Mary Brown. EVP Price told the Board this request had been processed according to the college's policy. The approval of the Educational Leave Request for Mary Brown comes as a recommendation from the Personnel committee and a second is not required. This was approved unanimously.

### **Finance Committee**

Chairman Philpott called on Finance Committee Chair Trustee Burgin. The first item on the agenda was to Approve Write-Off of Bad Student Debt. Finance Committee Chair Burgin called on EVP Price for an overview. He stated this was for accounting purposes to take this off our books. These amounts remain on the students accounts if they were to return to the college. Most of this comes about because students sign up for classes, have financial aid that will cover the tuition, fees, etc. and then will withdraw prior to the 60% point in the semester and then we have to recalculate the amount of financial aid they earn and a lot of times they end up owing funds to the college. This accounting process is done every two years. This recommendation comes as a motion from the Finance Committee and a second is not required. This was approved unanimously. The next item is to Approve Harnett County Nonprofit Funding Contract. EVP Price told the Board the Harnett County Nonprofit Funding Contract. EVP Price said this past General Assembly had funding that was allocated to Harnett County to a number of different agencies and CCCC was one of them. CCCC is to be awarded \$100,000 from this and there does need to be an agreement for us to receive these funds. The Harnett County Commissioners were

to approve this contract at their February meeting as well. This recommendation comes as a motion from the Finance Committee and a second is not required. This was approved unanimously. The last item is the State and County Budget updates. The was moved from for information only to the Full Board for EVP Price to go over, make sure all trustees understand the process and answer any questions. The Board accepts this report on the State and County Budget updates by general consensus.

### **Building & Grounds Committee**

Chairman Philpott called on Trustee Lucier, Chair of Building & Grounds. Trustee Lucier stated the first item on the agenda was to approve the lease at 79 Degree West. This was reviewed during the committee meeting in great detail. This recommendation comes as a motion from the Building & Grounds Committee and a second is not required. This was approved unanimously. The second item on the agenda is to approve the Board Chair to sign Design Agreement for Bioprocessing Renovation Project. EVP Price did add that he had the agreement and if approved Chairman Philpott could sign it tonight. This recommendation comes as a motion from the Building & Grounds Committee and a second is not required. This was approved unanimously. The last item for approval is the 3-1 for the Moore Center – Executive Office Suite. This recommendation comes as a motion from the Building & Grounds Committee and a second is not required. This was approved unanimously.

### **Program Committee**

Chairman Philpott called on Program Committee Chairman French for a report. Chairman French noted that the curriculum report should have been on the consent agenda but because of time failed to approve these updates. He indicated these were discussed during the committee meeting. Chairman French made a motion to approve all of the Curriculum Review Committee updates as submitted. Trustee Tatum seconded the motion. The motion carried unanimously.

### **Student & Academic Support Services Committee**

Chairman Philpott called on Student & Academic Support Services Committee Chair Kirkman. Chairman Philpott told the committee that a resolution had been drafted to honor Dr. John Crumpton, Lee County Manager for his years of service, his dedication to the county and to CCCC. Chairman Philpott added that this resolution had been shared with the Personnel Committee and because of time, Trustee Powell brought to the Student & Academic Support Services Committee the resolution honoring Dr. John A. Crumpton. There were a number of comments of how much Lee County had benefitted from his service as County Manager. Trustee Lucier suggested adding the following statement; Whereas Dr. Crumpton has worked with good will and common purpose with Chatham and Harnett Counties to foster the success of Central Carolina Community College and economic development in the tri-county region. Trustee Kelly wanted to know if we could get a picture of the Moore Center to give to Dr. Crumpton along with the resolution. Trustee Kelly made the motion to approve the resolution with the language from Trustee Lucier added. The second was made by Trustee Womack. The motion carried unanimously.

### **Foundation Report**

Dr. Hare highlighted her Director's Report and asked that if you see anyone listed on this report to thank them for their support. She wanted to inform the Board of the Harnett County Golf Classic on March 23, 2023 at Chicora Golf Course and the Chatham Golf Classic on May 3, 2023 at Chapel Ridge.

### **President's Report**

Dr. Chapman shared with the Board the Climate Survey results. The Climate Survey is done annually. Institutional Research pulled together the data that was collected allowing us to see the trends and how they compare over a three-year period. This also allows us to pin point the areas we know we need to work on. These trends will be shared with the college family along with communication on the ways we are trying to address some of the specific things they are concerned with and the knowledge that the Board of Trustees is aware of the results. Dr. Chapman updated the Board that Scott Hunt was the new Director of Security and he would come to a Board meeting in the near future. Dr. Chapman asked EVP Price to share with the Board the information regarding the Moore Center and its impact, that he had started to compile to be shared and used as talking points. Once all of the pertinent data is drafted the document will be sent out to the Board for review. The purpose of this document is so that all information shared will be the same. If you saw anything on the Nuclear Fusion, that was a CCCC laser graduate. Also, the auto restoration program students decided to design and send Jay Leno a get-well card. This warranted a phone call exchange and ended up with scheduled time for the entire class to talk with Jay Leno.

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



# BOARD OF TRUSTEES PERSONNEL COMMITTEE AGENDA

**Date of Meeting:**

April 24, 2023

**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

## Full Board Agenda Items

1. Human Resources Updates
2. Approve 2023 Summer Schedule
3. Approve Educational Leave Request – Adam Wade

## For Information Only

1. Policy Review Update

BOT Personnel Committee Meeting Minutes Winter 2023

<b>Meeting Name:</b>	Board of Trustees / Personnel without Closed Session Information		
<b>Date of Meeting:</b>	February 6, 2023	1:00 pm	Virtual (V) and in Person (P)
<b>Members Present:</b>	J. Philpott (P), B. Powell(P), G. Morris(V), C. Post(V), J. Love (P), L. Chapman(P), P. Price(P), L. Whitaker(P)		
	<b>Discussion</b>		
<b>Consent Agenda</b>	<ol style="list-style-type: none"> <li>1. Approve New Employees Chairman Philpott made a motion to go into closed session pursuant to statute 143-318.11(a)(6). Personnel Committee Chair Trustee Powell seconded the motion. The motion carried unanimously. By consent of the entire Personnel Committee, it was agreed to move the Approval of New Employees to Full Board. Trustee Morris made a motion to go out of Closed Session. Trustee Post seconded that motion. The motion carried unanimously. Trustee Morris made the motion to go out of Closed Session. Trustee Post seconded the motion. The motion carried unanimously.</li> <li>2. Approve Promotions/Position Changes EVP Price presented the promotions and position changes for approval. Trustee Post made a motion to approve the promotions/position changes. Trustee Morris seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</li> <li>3. Receive Attrition Report EVP Price presented the attrition report</li> <li>4. Receive Turnover Report EVP Price presented the Turnover Report</li> <li>5. Ratify approval of January 1<sup>st</sup> and January 16<sup>th</sup> holidays.</li> </ol>		
<b>Full Board</b>	<ol style="list-style-type: none"> <li>1. Approve New Employees was moved from the Consent Agenda to the Full Board.</li> <li>2. Human Resources Update (this was a place holder in the event a closed session update was needed)</li> <li>3. Approve 2023 Holiday Schedule EVP Price reviewed the proposed 2023 holiday schedule. This follows the guidelines of the state. Trustee Post had to leave the meeting prior to this discussion. Trustee Morris made a motion to approve the 2023 Holiday Schedule. Chairman Philpott seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</li> <li>4. Approve Education Leave Request – Mary Brown EVP Price informed the committee that this Educational Leave Request followed the college’s policy and had been approved through the appropriate channels. Trustee Morris made a motion to approve the Education Leave Request for Mary Brown. Chairman Philpott seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</li> </ol>		
<b>For Information Only</b>	<ol style="list-style-type: none"> <li>1. Policy Review Update</li> </ol>		

Approve new employees

NEW EMPLOYEES

1. Allyson Naylor, Assistant Director of Student Advising and Success (Harnett), 2/15/2023
2. Jennifer Phillips, Enrollment Services Coordinator, 2/28/2023
3. James Pearson, Lead Security Guard (Harnett), 3/1/2023
4. RaShaunda Ashford, Education Navigator, 3/20/2023
5. Annie Bogan, Administrative Specialist, Arts & STEM, 3/20/2023
6. Gerald Hunter, Director, Apprenticeship and Applied Technologies, 3/27/2023

## Approve Promotions/Position Changes

### PROMOTIONS/POSITION CHANGES

1. Tommy Holder - Chief Information Officer, 1/1/2023
2. MontE Christman - Executive Director of Information Technology, 1/1/2023
3. David Haire - Director of Infrastructure and Security, 1/1/2023
4. Jesse Jasso - Director of Information Systems, 1/1/2023
5. Travis Perry - Director of Instructional Support, 1/1/2023
6. Marlon Wellington - Associate Director of Instructional Support, 1/1/2023
7. Keisha Petty - Records Receptionist & Self Service Specialist, 1/1/2023
8. Sarah Tart - Fire and Rescue Training Coordinator, 1/2/2023
9. Emma Jones - Career Coach, 1/2/2023
10. Donna Boykin - Academic Coach - TRiO Student Support Services, 1/10/2023
11. Falecia Simmons - Academic Coach - TRiO Student Support Services, 1/10/2023
12. Victoria Morris - Interim EMS Program Director, 1/12/2023
13. Dane Peterson - Developmental Studies Department Chair, 1/18/2023
14. Wesley Womack - Industrial Technologies Department Chair, 1/19/2023
15. Scott Hunt - Director of Security, 1/19/2023
16. Joelle Chase - Coordinator of Student Accessibility Services, 1/23/2023
17. Emily Barrick - Interim Health Information Technology Clinical Coordinator, 1/23/2023
18. Kevin Pearson - Dean of College Access Services, 2/1/2023
19. Doris (Faye) Stone - Administrative Assistant, 2/1/2023
20. Nick Sullivan - TRiO Upward Bound College Advisor, 2/1/2023
21. Rebekah Waters - TRiO Upward Bound Academic Coordinator, 2/1/2023
22. Karmisha Hernandez - Interim VUB Assistant Programs Director (TRiO), 2/1/2023
23. Megan Kelly - Interim VMT Department Chair, 2/15/2023
24. Dr. Kim Browning - VMT Instructor, 2/15/2023
25. Meghan Brown - Associate Vice President of Advancement & Government Relations, 3/1/2023
26. Adana Arnold - Student Onboarding and Success Specialist, 3/8/2023
27. Jessica Gonzalez - Human Resources Director, 3/09/2023
28. Karen Minter - Student Onboarding and Success Administrative Specialist, 3/9/2023
29. Allyson Naylor - Assistant Director of Student Onboarding and Success (Harnett), 3/13/2023
30. Amy Gustavson - Assistant Director of Student Onboarding & Success (Chatham), 3/13/2023
31. Candice Solis - Director of Onboarding and New Student Programs, 3/13/2023
32. Jennifer Dillon - Director, Veterans Upward Bound Programs, 3/28/2023
33. Jordan Carter - Director, TRiO Upward Bound Programs, 3/30/2023



Receive Attrition Report

ATTRITION REPORT

QUARTER THREE (2022-2023) ATTRITION

Resignations	12
Retirements	4
Deceased	0
Terminations	0
Non-Renewals	0
<b>Total</b>	16

## Receive Turnover Report

### Turnover Report Third Quarter Fiscal Year 2023

	Average # of employees	# employees separated
President's Office/Foundation	7	0
Onboarding & Academic Advising	28	1
Student Learning Division	205	4
Student Services Division	45	3
Administrative Services Division	87	5
Institutional Advancement	5	0
Workforce Development	41	2
Harnett Campus	16	0
Chatham Campus	6	1
College Wide Average	440	16

Quarter Turnover Rate: 3.63%  
Fiscal Year Turnover: 10.45%

## 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.

## Approve 2023 Summer Schedule

The Board of Trustees has typically approved for the college to be closed on Fridays during the summer. We are requesting approval for 2023 with the dates and requirements below.

- The college will operate on a four-day work week for the summer during the dates Monday, May 22 to Friday, July 28, 2023.
- Forty hour per week employees will start their work day between 7:00 AM and 7:30 AM and end their day between 5:30 PM and 6:00 PM.
- Some areas will operate on a different schedule approved by the Vice President for the area.
- The College will post hours as being open for business from 8:00 AM until 5:30 PM. Some departments may open earlier, while others are open later; however, all services should be available during the hours of 8:00 AM and 5:30 PM.
- The Friday closures are listed below:
  - May 26<sup>th</sup>
  - June 2<sup>nd</sup>
  - June 9<sup>th</sup>
  - June 16<sup>th</sup>
  - June 23<sup>rd</sup>
  - June 30<sup>th</sup>
  - July 7<sup>th</sup>
  - July 14<sup>th</sup>
  - July 21<sup>st</sup>
  - July 28<sup>th</sup>

**Central Carolina Community College**  
**Educational Leave Request and Agreement**

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Employee Name: Adam Wade Date: 3/1/23

Job Title: Dean of Student Onboarding and Success

Department: Student Onboarding and Success

Description of Educational Program: NCSU EdD in Community College Leadership

Explain how this leave will benefit CCCC and you in your current position: This leave will allow me to attend a residency week with my cohort in the EdD program in Community College Leadership. The EdD program at NCSU will allow me to enrich my current and future practice and build upon my leadership abilities.

Requested amount of time of leave: May 22-25 (4 Days)

Start Date: 5/22/23 End Date: 5/25/23

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- I, Adam Wade 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:

- ☐ 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

## Policy and Procedure Review Update

College staff members have been reviewing and making suggested changes to the Policy and Procedure Manual provided by Campbell Shatley. We have completed initial reviews of the following sections:

Section 1 – Board of Trustees

Section 2 – Administration

Section 7 – Information Technology

Board By Laws

We will be distributing electronic copies of the sections that have been reviewed and requesting approval of these policies during the July Board of Trustees Meeting. We will be seeking guidance as to how the Board would like to review and discuss these policies.



# BOARD OF TRUSTEES FINANCE COMMITTEE AGENDA

**Date of Meeting:**

April 24, 2023

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

## Consent Agenda Items

1. Approve State Budget Report
2. Approve Lee County Budget Report
3. Approve Chatham County Budget Report
4. Approve Harnett County Budget Report
5. Approve Investment Asset Account Report
6. Approve Civic Center Budget Report
7. Approve for Good of School Budget Report
8. Ratification of Harnett EMS Agreement

## Full Board Agenda Items

1. Accept Financial Statement Audit Report
2. Approve Lee County Budget Request
3. Approve Chatham County Budget Request
4. Approve Harnett County Budget Request
5. Approve Student Fees for Fiscal Year 2023/2024
6. Approve College Staff to finalize negotiations for Follett bookstore contract
7. TDA Report
8. Consider Lease Modification for Moore Center

## For Information Only

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

**BOT Finance Committee Meeting Minutes Winter 2023**

<b>Meeting Name:</b>	Board of Trustees / Finance Committee		
<b>Date of Meeting:</b>	February 6, 2023	10:00 am	Virtual (V) and in Person (P)
<b>Members Present:</b>	J. Philpott (P), J. Burgin(V), G. Springle (P), P. Price (P), L. Chapman(P), L. Whitaker(P)		
<b>Members Absent:</b>	J. Kelly		
	<b>Discussion</b>		
<b>Consent Agenda</b>	<ol style="list-style-type: none"> <li>1. Approve State Budget Report</li> <li>2. Approve Lee County Budget Report</li> <li>3. Approve Chatham County Budget Report</li> <li>4. Approve Harnett County Budget Report</li> <li>5. Approve Investment Asset Account Report</li> <li>6. Approve Civic Center Budget Report</li> <li>7. Approve for Good of School Budget Report</li> </ol> <p>EVP Price went through each one of these reports. Trustee Springle made a motion to approve items 1 – 7. Chairman Philpott seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</p>		
<b>Full Board</b>	<ol style="list-style-type: none"> <li>1. Approve Write-Off of Bad Student Debt Committee Chair Burgin asked EVP Price to review the Write-Off of Bad Student Debt. EVP Price told the committee that the charges remain on the individual students accounts in the event they were to return to CCCC for classes we would attempt to collect the debt. Trustee Springle made a motion to approve the Write-Off of Bad Student Debt. Chairman Philpott seconded the motion. The motion carried unanimously and will be forwarded to the Full Board for its consideration and approval.</li> <li>2. Approve Harnett County Nonprofit Funding Contract Committee Chair Burgin asked EVP Price to review the Harnett County Nonprofit Funding Contract. Trustee Springle made a motion to approve the Harnett County Nonprofit Funding Contract. Chairman Philpott seconded the motion. The motion carried unanimously and will be forwarded to the Full Board for its consideration and approval.</li> <li>3. State and County Budget Updates EVP Price reported on the State and County Budget Updates that were in the packet for information only. Trustee Springle commented that this information was very useful and warranted being shared and therefore made a motion to move it to Full Board Consideration and Deliberation. Chairman Philpott seconded the motion. By unanimous approval from the committee, this item was moved from For Information Only to Full Board Consideration and Deliberation.</li> </ol>		
<b>For Information Only</b>	<ol style="list-style-type: none"> <li>1. No changes on the State Retirement System letter related to contribution-based cap Legislation</li> <li>2. Financial Audit Engagement Letter</li> </ol>		



**CENTRAL CAROLINA COMMUNITY COLLEGE  
STATE BUDGET REPORT  
March 31, 2023**

<b><u>CURRENT EXPENSE</u></b>	<b><u>ALLOTMENT FOR YEAR</u></b>	<b><u>EXPENDITURES THIS YEAR</u></b>	<b><u>BUDGET BALANCE</u></b>	<b><u>PERCENT OF BUDGET EXPENDED</u></b>
EXECUTIVE MANAGEMENT	\$ 1,392,148.00	\$ 1,040,249.18	\$ 351,898.82	75%
FINANCIAL SERVICES	1,658,954.00	868,906.84	\$ 790,047.16	52%
GENERAL ADMINISTRATION	2,562,888.00	1,889,863.24	\$ 673,024.76	74%
INFORMATION SYSTEMS	1,510,225.00	1,125,419.89	\$ 384,805.11	75%
INSTRUCTION - CURRICULUM	17,880,509.00	12,982,171.58	\$ 4,898,337.42	73%
INSTRUCTION - NON-CURRICULUM	6,311,447.00	3,685,485.23	\$ 2,625,961.77	58%
ACADEMIC SUPPORT	5,483,279.00	4,190,442.52	\$ 1,292,836.48	76%
STUDENT SUPPORT	3,747,090.00	2,558,945.52	\$ 1,188,144.48	68%
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 40,546,540.00</b>	<b>\$ 28,341,484.00</b>	<b>\$ 12,205,056.00</b>	<b>70%</b>
<b><u>CAPITAL OUTLAY</u></b>				
EQUIPMENT	\$ 3,097,917.00	\$ 191,626.97	\$ 2,906,290.03	6%
940 CAT/GRANT EQUIPMENT	83,556.00	50,120.19	33,435.81	60%
BOOKS	61,990.00	22,154.81	39,835.19	36%
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 3,243,463.00</b>	<b>\$ 263,901.97</b>	<b>\$ 2,979,561.03</b>	<b>8%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 43,790,003.00</b>	<b>\$ 28,605,385.97</b>	<b>\$ 15,184,617.03</b>	<b>65%</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
LEE COUNTY BUDGET REPORT  
March 31, 2023**

<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		398,678.06		
GENERAL ADMINISTRATION		\$ 2,542,171.18		
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 3,412,305.00</b>	<b>\$ 2,940,849.24</b>	<b>\$ 471,455.76</b>	<b>86%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 100,000.00</b>	<b>\$ 138,912.48</b>	<b>\$ (38,912.48)</b>	<b>139%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 3,512,305.00</b>	<b>\$ 3,079,761.72</b>	<b>\$ 432,543.28</b>	<b>88%</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
CHATHAM COUNTY BUDGET REPORT  
March 31, 2023**

<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		\$ 700,206.27		
GENERAL ADMINISTRATION		60,884.97		
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 1,242,990.00</b>	<b>\$ 761,091.24</b>	<b>\$ 481,898.76</b>	<b>61%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 65,000.00</b>	<b>\$ 4,238.00</b>	<b>\$ 60,762.00</b>	<b>7%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 1,307,990.00</b>	<b>\$ 765,329.24</b>	<b>\$ 542,660.76</b>	<b>59%</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
HARNETT COUNTY BUDGET REPORT  
March 31, 2023**

<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		\$ 939,434.89	\$ (939,434.89)	
GENERAL ADMINISTRATION		20,989.21	(20,989.21)	
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 1,382,605.00</b>	<b>\$ 960,424.10</b>	<b>\$ (960,424.10)</b>	<b>69%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 100,000.00</b>	<b>\$ 32,290.00</b>	<b>\$ 67,710.00</b>	<b>32%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 1,482,605.00</b>	<b>\$ 992,714.10</b>	<b>\$ (892,714.10)</b>	<b>67%</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE**  
**INVESTMENT ASSET ACCOUNT**  
**March 31, 2023**

CPR CARDS	\$	1,833.83
DISTANCE ED FEE		76,690.25
SELF-SUPPORTING		15,424.42
COMMUNITY SERV FEES		196,136.00
CONT ED ACTIVITY FEES		5,168.90
OVERHEAD RECEIPTS		48,358.44
DENNIS WICKER CIVIC CENTER		-
ESTC RENTAL FUNDS		72,954.33
PITTSBORO RENTAL FUNDS		5,842.34
INDIRECT COST FUNDS - GRANTS		133,662.26
PATRON FEES		104,473.04
ASSOCIATE NURSING		69,506.42
SMALL BUSINESS MISC		6,667.00
CLEARWIRE LEASE		56,020.92
BOOKSTORE		880,891.95
VENDING		-
STUDENT GOVERNMENT ASSOC.		-
EMERGENCY LOAN FUNDS		6,087.46
LOCAL FUNDS		140,813.40
	\$	<u><u>1,820,530.96</u></u>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
DENNIS WICKER CIVIC CENTER BUDGET REPORT  
March 31, 2023**

**REVENUES**

MOTEL TAX	\$	204,975.72	
LEE COUNTY CURRENT ALLOCATION		48,697.47	
RENTAL INCOME		197,653.18	
INTEREST INCOME		-	
<b>TOTAL REVENUE</b>			<b>\$ 451,326.37</b>

**EXPENSES**

SALARIES	\$	200,360.15	
SOCIAL SECURITY		13,841.92	
RETIREMENT		28,634.43	
LONGEVITY		1,098.90	
MEDICAL INSURANCE		16,941.54	
OTHER CONTRACTS		9,163.37	
SUPPLIES		12,970.20	
TRAVEL		-	
TELEPHONE		4,332.83	
HEAT		15,741.90	
WATER		4,400.18	
ELECTRICITY		65,344.79	
EQUIPMENT REPAIRS		11,208.73	
FACILITIES REPAIRS		8,017.22	
MAINT. Agreement		13,150.42	
ADVERTISING		748.00	
CREDIT CARD FEE		4,255.45	
LANDSCAPING		683.59	
OTHER CURRENT EXPENSE		1,268.58	
PROPERTY INSURANCE		-	
MEMBERSHIPS AND DUES		192.00	
EQUIPMENT		-	
<b>TOTAL EXPENSES</b>			<b>\$ 412,354.20</b>

<b>REVENUE OVER EXPENSES</b>		<b>\$ 38,972.17</b>
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<b>FUND BALANCE AS OF July 1, 2022</b>	<b>\$ 26,270.92</b>
<b>PLUS REVENUE OVER EXPENSES</b>	<b>38,972.17</b>
<b>FUND BALANCE AS OF March 31, 2023</b>	<b>\$ 65,243.09</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
EXPENDITURES FOR GOOD OF SCHOOL  
JULY 1, 2022 - MARCH 31, 2023**

**STUDENT RELATED**

ICR PROCESSING FEE	\$	2,036.79
FACTS PROCESSING FEE		26,329.00
PERSONNEL COSTS		285.23
TITLE IX		4,110.00
STUDENT AMBASSADORS		4,548.45
STUDENT TRAVEL		-
STUDENT CULTURAL ENRICHMENT		3,672.55
ADVISORY MEETINGS		1,473.40
AVOW TRANSCRIPT SERVICES		-
SCHOLARSHIP LUNCHEON		7,082.70
GRADUATION		172.13
OTHER		2,865.67
		<hr/>
<b>TOTAL STUDENT RELATED</b>	<b>\$</b>	<b>52,575.92</b>

**PUBLIC RELATED**

PUBLIC RELATIONS	\$	4,035.18
PROFESSIONAL DEVELOPMENT		-
FINANCIAL AID FAFSA DAY		-
MEETINGS		200.20
EMPLOYEE RET., FLOWERS		2,604.42
BOARD OF TRUSTEE EXPENSES		972.64
QEP EXPENSES		-
MARKETING		-
LEGAL EXPENSES		4,293.00
STAFF DEVELOPMENT		8,418.93
STUDENT AID		-
BANK SERVICE CHARGES		4,894.45
OTHER		14,660.67
		<hr/>
<b>TOTAL PUBLIC RELATED</b>	<b>\$</b>	<b>40,079.49</b>

<b>GRAND TOTAL</b>	<b>\$</b>	<b>92,655.41</b>
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## COUNTY OF HARNETT

## DOCUMENT REVIEW COVER SHEET

VERSION 2022.7.1

↓ THIS BLOCK TO BE COMPLETED BY DEPARTMENT ↓

## VENDOR INFORMATION

Vendor Legal Name: Central Carolina Community College Vendor Number: 556  
 Vendor Contact Name: Roy Allen  
 Email address: ralle595@cccc.edu Phone number: (919) 777-7779

## CONTRACT INFORMATION

Munis Contract Number: 20231104 Contract Period: 02/27/2023 to 02/26/2026  
 Type of Contract: ☒ New ☐ Option to Renew ☐ Auto Renewal ☐ Multi-Year  
 Purpose of Contract: ☒ Services ☐ Goods ☐ Consulting ☐ Construction ☐ Lease ☐ Other: \_\_\_\_\_

Description/Scope of Work: Agreement between HCEMS and CCCC to establish Paramedic Academy. Currently two academies per year, six students per academy.

Funding Source: ☒ County ☐ State Grant ☐ Federal Grant ☐ Local Grant ☐ Financed ☐ Other: \_\_\_\_\_

Payment Terms: ☐ Monthly ☐ Quarterly ☐ Annually ☒ Other: As invoiced for academies and annual satellite location fees.

Does this document include the use of another entity's Land, Building or Equipment? ☐ Yes ☒ No

If yes, please explain in detail. \_\_\_\_\_

## Contract Value per Fiscal Year:

Fiscal Year: <u>2022</u> - <u>2023</u>	Annual Amount: <u>\$ 9,238</u>
Fiscal Year: <u>2023</u> - <u>2024</u>	Annual Amount: <u>\$ 17,477</u>
Fiscal Year: <u>2024</u> - <u>2025</u>	Annual Amount: <u>\$ 17,477</u>

Please return a fully executed copy of this document, along with a copy of this Review Cover Sheet, to Administration. Thank you.



VERSION 2022.7.1

# COUNTY OF HARNETT

## DOCUMENT REVIEW COVER SHEET

Fiscal Year: \_\_\_\_\_ Annual Amount: \_\_\_\_\_

Fiscal Year: \_\_\_\_\_ Annual Amount: \_\_\_\_\_

Extension Options: \_\_\_\_\_

### ACCOUNTING INFORMATION

Expenditure/Revenue Accounting Code(s):

Org	Object	Project	Task	Sub-Task	Job
1104450	544090				

Budget Amendment MUST be attached if needed

Budget Amendment Number: \_\_\_\_\_ Date Released: \_\_\_\_\_

Department Head has reviewed attached document and is satisfied with material terms

Department: Emergency Services

Department Contact: Calla Godwin Contact Telephone: (910) 893-0701

Date Needed: \_\_\_\_\_ Board Meeting Date Requested: \_\_\_\_\_

Department Head Signature: \_\_\_\_\_ Date: 3/1/23

VERSION 2022.7.1

# COUNTY OF HARNETT

## DOCUMENT REVIEW COVER SHEET

### PROCUREMENT OFFICE

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### COUNTY STAFF ATTORNEY

Received by: \_\_\_\_\_

Date Received: \_\_\_\_\_

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### FINANCE

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### COUNTY MANAGER

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### CLERK TO THE BOARD OF COMMISSIONERS

(AGENDA REQUEST FORM MUST BE ATTACHED IF BOARD ACTION IS REQUIRED)

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### RISK MANAGEMENT

Risk Management has received a copy of the Certificate of Insurance and verified it. ☐ YES ☐ NO

Comments: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# **INTERLOCAL AGREEMENT**

**between**

## **CENTRAL CAROLINA COMMUNITY COLLEGE & HARNETT COUNTY EMS**

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### **Article I – Purpose**

The purpose of this Agreement is to establish a Paramedic Academy run by Central Carolina Community College ("College") for County of Harnett doing business for Harnett County EMS ("EMS"). This Agreement specifies the respective obligations, duties, responsibilities, and rights of the College and EMS (collectively "Parties" and individually a "Party") solely in connection to the Paramedic Academy.

### **Article II – Term & Termination**

This Agreement shall become effective as of the date of the last signature affixed hereto by the Parties ("Effective Date") and shall expire three (3) years from the Effective Date ("Expiration Date") unless otherwise terminated in accordance with this Agreement. Both Parties shall begin reviewing this Agreement for revisions and to consider renewal no later than ninety (90) days prior to expiration.

Either Party may terminate this Agreement for convenience with thirty (30) days' notice to the other Party. In the event that this Agreement is terminated or expires without being renewed, any courses in progress under this Agreement at the time of expiration shall continue until finished. The terms of this Agreement shall remain in force until the conclusion of said courses, notwithstanding that no new courses may begin subsequent to the date of termination or expiration.

### **Article III – Parties Independent Entities**

This Agreement in no way creates a partnership or joint agency between the Parties and each Party retains its status as an independent entity. Neither Party shall represent that a partnership or joint agency has been formed to any other third party, and no third party may rely on this Agreement to show the establishment of a partnership or joint agency.

### **Article IV – Satellite Location**

The main program location shall be located at College's offices at 5910 Enterprise Park Drive, Sanford, North Carolina, 27330. College may change its main program location at any time without the consent of the EMS. College shall be responsible for updating the main program location records as required by all relevant Accrediting Bodies.

The satellite location shall be located at EMS's offices at 1005 Edwards Drive, Lillington, North Carolina, 27546. EMS may not change the satellite location without College's consent and approval, which shall not be unreasonably withheld, and EMS must seek the College's consent and approval at least sixty (60) days prior to executing a change in location. Notwithstanding this paragraph, any such change in location is contingent upon the approval of all relevant Accrediting Bodies, which may include, but is not limited to, the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions ("CoAEMSP"), the Commission on Accreditation of Allied Health Education Programs ("CAAHEP"), and the Southern Association of Colleges and Schools Commission on Colleges ("SACSCOC", collectively "Accrediting Bodies"). The College shall have the sole authority to determine whether an

Accrediting Body's approval is necessary before changing satellite locations. The College may further predicate approval of any site based upon the rules, regulations, and requirements as promulgated by Accrediting Bodies and Federal, State, and local authorities. Relocation of the satellite site in violation of this article shall amount to a material breach and shall operate to terminate the Agreement immediately without a notice requirement.

#### **Article V - Scope of Educational Services**

College will offer its Paramedic Initial Program at the satellite location in accordance with the terms of this article.

- a) The contents of the course shall be identical to the Paramedic Initial Program as provided at the main location and shall be fully within the College's control.
- b) The schedule and educational timeline of the course shall be determined by EMS. College shall conform the structure of the course to said schedule and educational timeline so long as the contents of the course are not otherwise materially altered.
- c) The course shall be cohort-based, no more than sixteen (16) students shall be enrolled per cohort, and no more than two (2) cohorts shall be permitted per year.
- d) The initial cohort shall be limited to EMS employees only. Subsequent cohorts may include non-EMS employees.
- e) Additional cohorts may be authorized in emergency circumstances with approval by College, which shall not be unreasonably withheld.
- f) No course shall commence unless it has a minimum of six (6) students enrolled in the course, though a course may continue if its total enrollment drops below six (6) students.
- g) The content and duration of the course shall meet the requirements as defined by the College and Accrediting Bodies.
- h) Students shall be admitted per College policies and requirements.
- i) Only clinical or laboratory sites with separate clinical or affiliation agreements with College may be utilized in connection with the course. A clinical or laboratory site with a clinical or affiliation agreement with EMS, Harnett County, or any other entity that is not the College shall not be used unless the College has entered into a separate clinical or affiliation agreement with the respective site.
- j) The course shall be structured in compliance with all of College's distance education methodologies. EMS agrees to cooperate with College to ensure that all distance education methodologies are appropriately implemented and followed.
- k) The course, its personnel, students, content, and any other matters of material concern shall be governed by College's applicable Policies and Procedures.

Implementation of each course at the satellite location is predicated upon the College securing sufficient clinical and laboratory site agreements as determined solely by the College. Sufficient laboratory site agreements must be secured by the College prior to the start of the course. Sufficient clinical site agreements must be secured by the College no later than five (5) weeks after the start date of the course. If at any time the College believes that it has insufficient clinical or laboratory site agreements to start or continue a course, the College may delay, suspend, or cancel the course as it determines appropriate. A course delayed, suspended, or canceled as a result of insufficient clinical or laboratory site agreements shall not constitute a material breach of this Agreement.

## **Article VI – Faculty**

Faculty for the satellite location shall consist of one (1) Lead Instructor, one (1) Clinical Coordinator, and at least one (1) EMS Instructor (collectively, “Approved Faculty”). The Clinical Coordinator may serve concurrently as an EMS Instructor so long as the Clinical Coordinator meets the requirements for both roles and is able to adequately perform the duties of both roles at the same time. The Lead Instructor, Clinical Coordinator, and all EMS Instructors shall be required to fulfill the essential duties and to meet the minimum requirements of CoAEMSP and College as specified in Exhibits A and B, respectively. The College retains the sole right to approve or revoke the appointment of Approved Faculty in connection with this Agreement, notwithstanding that the College shall first consult with EMS before approving or revoking any appointments. Only Approved Faculty and faculty from the main program location shall teach or otherwise instruct students enrolled in the satellite Paramedic Initial Program.

Faculty for the satellite location shall be secured through the College contracting with EMS’s personnel using the College’s standard Interagency Personal Service Agreement (see Exhibit C). In the event that either 1) EMS does not have enough personnel that meet the requirements to fill each required position or 2) an emergency situation arises requiring the expedient hiring of adjunct faculty to ensure the start of or continuation of a course, College may hire appropriate adjunct personnel using College’s internal procedures. College shall not be required to pay the full salary rate of any personnel secured through an Interagency Personal Service Agreement, and the inability for College and EMS to agree to a mutually acceptable reimbursement rate shall serve as justification for the direct hiring of adjunct personnel on the part of the College.

All Approved Faculty shall be subject to College’s Policies and Procedures where applicable, as well as all applicable Federal, State, and local laws and regulations, including but not limited to the Family Educational Rights and Privacy Act (FERPA), as well as rules and regulations as promulgated by any relevant Accrediting Bodies.

## **Article VII – Oversight Personnel**

The satellite location Paramedic Initial Program shall be overseen by the Program Director and Medical Director of the College’s main program.

The Program Director shall have complete control over the satellite location program, with all the same rights, responsibilities, duties, and obligations as he or she has over the main program, including but not limited to:

- 1) The administration, organization, and supervision of the educational program,
- 2) The continuous quality review and improvement of the educational program,
- 3) Long range planning and ongoing development of the program,
- 4) Ensuring the effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program,
- 5) Engaging in cooperative involvement with the medical director,
- 6) Orientation/training and supervision of clinical and field internship preceptors, and
- 7) Ensuring the effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.

The Medical Director shall have complete control over the satellite location program, with all the same rights, responsibilities, duties, and obligations as he or she has over the main program, including but not limited to:

- 1) Reviewing and approving the educational content of the program curriculum for appropriateness, medical accuracy, and reflection of current evidence-informed prehospital or emergency care practice,
- 2) Reviewing and approving the required minimum numbers for each of the required patient contacts and procedures listed per CoAEMSP Standards,
- 3) Reviewing and approving the instruments and processes used to evaluate students in didactic, laboratory, clinical, and field internship,
- 4) Reviewing the progress of each student throughout the program, and assisting in the determination of appropriate corrective measures, when necessary, with corrective measures occurring in the cases of adverse outcomes, failing academic performance, and disciplinary action,
- 5) Ensuring the competence of each graduate of the program in the cognitive, psychomotor, and affective domains,
- 6) Engaging in cooperative involvement with the program director,
- 7) Ensuring the effectiveness and quality of any Medical Director responsibilities delegated to another qualified physician, and
- 8) Ensuring educational interaction of physicians with students.

The Medical Director interaction shall be in a variety of settings, such as lecture, laboratory, clinical, and field internship. Interaction may be by synchronous electronic methods.

#### **Article VIII – Financing**

College shall pay for all necessary programmatic fees as required and determined by CoAEMSP that are associated with establishing and maintaining the satellite location program ("Necessary Programmatic Fees"). EMS shall reimburse College for all Necessary Programmatic Fees, not to exceed the amount as defined in Exhibit E. College shall issue an invoice to EMS only after having paid for any particular Necessary Fee, though in no instance shall College issue an invoice for a Necessary Fee paid by College more than one (1) year prior to the invoicing date. A failed application or otherwise unsuccessful action shall not relieve EMS from its obligation to reimburse the College for any particular Necessary Fee paid so long as the cause of the failed application or unsuccessful action is not due to the acts or omissions of the College. All invoices shall be paid within thirty (30) days of receipt of the respective invoice.

EMS, third-party entities, or third-party individuals shall be responsible to pay for all course tuition, fees, books, and other associated costs ("Costs") pursuant to College's standard processes and procedures, not to exceed the amount as defined in Exhibit D. The College may unilaterally amend Exhibit D as necessary, so long as the College provides thirty (30) days' notice prior to the effective date of such amendment to EMS. Any such amendments shall not retroactively affect Costs nor shall they affect the Costs of any course occurring at the time the amendment becomes effective. EMS, third-party entities, and third-party individuals shall only be billed for Costs actually incurred. Entities or individuals entitled to waivers of tuition or fees pursuant to the College's standard processors and procedures, rules promulgated by the State Board of Community Colleges or the North Carolina Community College System, or laws enacted by the legislature of the State of North Carolina may request such waivers as

appropriate. At the College's sole discretion, for each cohort, the College may accrue fee expenses for students enrolled in conjunction with EMS and invoice EMS for fees at the conclusion of the cohort's academic program, with payment due within thirty (30) days of receipt of the invoice. College shall have the right to claim all Full Time Equivalent credit ("FTE") generated by the satellite program as permitted by the State Board of Community Colleges.

College shall pay for all costs associated with instructional personnel, regardless of whether the individual is directly employed by the College or subject to an Interagency Personal Services Agreement.

EMS shall provide to College free of charge adequate space to be used for instructional purposes.

#### **Article IX – Ownership and Acquisition of Real & Personal Property**

The purchasing or lease of real property is not authorized by this Agreement.

EMS shall provide all necessary instructional equipment. In the event that there is an equipment failure, that EMS is unable to provide the necessary equipment, or that an emergency arises, College may loan equipment to EMS free of charge. The transfer of personal property between College and EMS is not authorized by this Agreement, and ownership of equipment and all other personal property shall stay with the Party that originally purchased said equipment or personal property. If either Party decides to acquire equipment or other personal property in connection with this Agreement, the acquiring Party shall remain the owner of said equipment. In the event that this Agreement terminates or otherwise expires, both Parties shall return any equipment or personal property in their possession to the rightful owner.

#### **Article X – Entire Agreement & Amendments**

This Agreement represents the entire agreement between the Parties and supersedes all prior oral or written statements or agreements. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the Agreement expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation. This Agreement may be amended only by a written amendment duly executed by both Parties.

#### **Article XI – Miscellaneous Provisions**

##### **Access to Records**

During, and after the term hereof during the relevant period required for retention of records by State law (G.S. 121-5, 132-1 et seq., typically five (5) years), the both Parties shall have access to persons and records related to the Agreement to verify accounts and data affecting fees or performance under the Agreement. However, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the such retention of records period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the record retentions period, whichever is later.

##### **Advertising & Intellectual Property**

Each Party shall hold and save the other Party, its officers, agents and employees, harmless from liability of any kind, including costs and expenses, resulting from infringement of the rights of any third party in

any Services or copyrighted material, patented or patent-pending invention, article, device or appliance delivered in connection with the Agreement. If branding material is featured on an educational item related to the satellite Paramedic Initial Program, including but not limited to clinical uniforms and student identification cards, the branding materials shall solely be that of the College.

Both Parties may advertise or market the existence of the satellite Paramedic Initial Program. The use of either Party's logo or branding material is contingent upon approval of the respective Party's marketing department or equivalent, with such approval not to be unreasonably withheld.

#### Assignment

Neither Party may assign or subcontract any part of this Agreement to another entity.

#### Force Majeure

Neither Party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including, without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, other catastrophic epidemic or pandemic, natural event or Act of God.

#### Headings

The subject headings of the paragraphs are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions. This Contract shall be deemed to have been drafted by both parties and no purposes of interpretation shall be made to the contrary.

#### Indemnification & Sovereign Immunity

Notwithstanding any other term or provision in the Agreement, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity or other State or federal constitutional provision or principle that otherwise would be available to either Party under applicable law.

Only to the extent and in the manner permitted under North Carolina law, including but not limited to the North Carolina Tort Claims Act, NCGS §143-291 et seq., EMS shall indemnify, defend and hold and save the College, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, Services, materials, or supplies in connection with the performance of the Agreement, and also from any and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by EMS in the performance of the Agreement that are attributable to the negligence or intentionally tortious acts of EMS, provided that EMS is notified in writing within thirty (30) days from the date that the College has knowledge of such claims.

Only to the extent and in the manner permitted under North Carolina law, including but not limited to the North Carolina Tort Claims Act, NCGS §143-291 et seq., College shall indemnify, defend and hold and save EMS, its officers, agents, and employees, harmless from liability of any kind, including all claims and losses accruing or resulting to any other person, firm, or corporation furnishing or supplying work, Services, materials, or supplies in connection with the performance of the Agreement, and also from any



and all claims and losses accruing or resulting to any person, firm, or corporation that may be injured or damaged by the College in the performance of the Agreement that are attributable to the negligence or intentionally tortious acts of the College, provided that the College is notified in writing within thirty (30) days from the date that EMS has knowledge of such claims.

#### Insurance

College and EMS each shall maintain insurances to cover workers' compensation, employer's liability, professional liability, student accident, commercial property, and general liability claims. Individuals participating in any Paramedic Initial Program shall be covered by the College's insurance in line with its continuing education registration process and its Policies and Procedures. Employees of EMS contracted using College's Interagency Personal Service Agreement are not considered direct employees of College and shall be covered solely by EMS's insurance policies. In no event shall this Agreement be construed to extend College's insurance coverage to include any of EMS's employees unless otherwise contracted by College.

#### Non-Waiver

Notwithstanding any other language or provision in the Agreement, nothing herein is intended nor shall be interpreted as a waiver of any right or remedy otherwise available to either Party under applicable law. The waiver by either Party of any right or remedy on any one occasion or instance shall not constitute or be interpreted as a waiver of that or any other right or remedy on any other occasion or instance.

#### Notices

Notices required or provided for under this Contract shall be sufficient if sent by certified mail, return receipt requested or via personal delivery to such addresses as the parties may designate from time to time in writing. Notice shall be deemed to be given and received three days after being sent certified mail or upon hand delivery to the address below:

##### TO EMS:

Calla Godwin  
Administrator  
PO Box 370  
1005 Edwards Brothers Drive  
Lillington, NC 27546

##### With Copy to:

Christopher Appel  
Senior Staff Attorney  
Post Office Box 238 (mail)  
455 McKinney Parkway (physical)  
Lillington, North Carolina 27546

##### TO COLLEGE:

Victoria Morris  
EMS Program Director  
1105 Kelly Drive  
Sanford, NC 27330

With Copy to:

Jonathan White  
Staff Attorney  
1105 Kelly Drive  
Sanford, North Carolina 27330

Severability

In the event any provision of this Contract is adjudged to not be enforceable or found invalid, such provision shall be stricken and the remaining provisions shall be valid and enforceable.

Owner: Harnett County

Printed Name: Brent Trout

Title: County Manager

Signature: Brent Trout

Contractor: Central Carolina Community College

Printed Name: ~~Dr. Phillip D. Price~~ Dr. Lisa Chapman Title: ~~Executive Vice President & CEO~~ President

Signature: Lisa M Chapman

NORTH CAROLINA  
COUNTY OF HARNETT

I, Melissa D. Capps, a Notary Public in and for the aforesaid State and County, certify that Brent Trout, personally appeared before me this day and acknowledge the due execution of the foregoing instrument.

Witness my hand and Notarial Seal, this the 9 day of March, 2023.

Melissa D Capps  
Notary Public

Melissa D Capps  
Notary Public Printed Name

My Commission Expires: 12/13/2026

Melissa D Capps  
NOTARY PUBLIC  
Johnston County  
North Carolina  
My Commission Expires December 13, 2026

NORTH CAROLINA

COUNTY OF HARNETT

*Chatham*  
I, Alexandra B Dowdy, a Notary Public in and for the aforesaid State and County, certify that Dr. ~~Phillip D. Price~~ *Lisa Chapman*, personally appeared before me this day and acknowledge the due execution of the foregoing instrument. *(ABD)*

Witness my hand and official stamp or seal, this 14 day of March, 2023

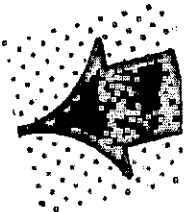
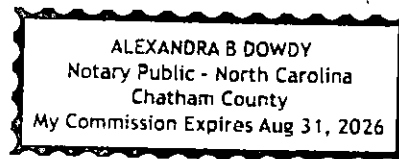
Alexandra B Dowdy  
Notary Public

Alexandra B Dowdy  
Notary Public Printed Name

My Commission Expires: August 31, 2026

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

By: Kimberly Honeycutt  
Name: Kimberly Honeycutt  
Title: County Finance Officer





**Standards and Guidelines  
for the Accreditation of Educational Programs in the Emergency Medical  
Services Professions**

**Essentials/Standards initially adopted in 1978; revised in 1989, 1999, 2005, and 2015**

**Adopted by the**

American Academy of Pediatrics  
American Ambulance Association  
American College of Cardiology  
American College of Emergency Physicians  
American College of Surgeons  
American Society of Anesthesiologists  
International Association of Fire Chiefs  
International Association of Fire Fighters  
National Association of Emergency Medical Services Physicians  
National Association of Emergency Medical Services Educators  
National Association of Emergency Medical Technicians  
National Registry of Emergency Medical Technicians  
and CAAHEP

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits programs upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

These accreditation **Standards and Guidelines** are the minimum standards of quality used in accrediting programs that prepare individuals to enter the Emergency Medical Services professions. Standards are the minimum requirements to which an accredited program is held accountable. Guidelines are descriptions, examples, or recommendations that elaborate on the Standards. Guidelines are not required, but can assist with interpretation of the Standards.

Standards are printed in regular typeface in outline form. *Guidelines* are printed in italic typeface in narrative form.

**Preamble**

The Commission on Accreditation of Allied Health Education Programs (CAAHEP) and American Ambulance Association, American Academy of Pediatrics, American Ambulance Association, American College of Cardiology, American College of Emergency Physicians, American College of Surgeons, American Society of Anesthesiologists, International Association of Fire Chiefs, International Association of Fire Fighters, National Association of Emergency Medical Services Physicians, National Association of Emergency Medical Services Educators, National Association of Emergency Medical Technicians, and National Registry of Emergency Medical Technicians cooperate to establish, maintain and promote appropriate standards of quality for educational programs in emergency medical services professions and to provide recognition for educational programs that meet or exceed the minimum standards outlined in these accreditation **Standards and Guidelines**. Lists of accredited programs are published for the information of students, employers, educational institutions and agencies, and the public.

These **Standards and Guidelines** are to be used for the development, evaluation, and self-analysis of emergency medical services profession programs. On-site review teams assist in the evaluation of a program's relative compliance with the accreditation Standards.

## **Description of the Profession (as per EMS Agenda for Future, NHTSA)**

The Emergency Medical Services Professions include four levels: Paramedic, Advanced EMT, EMT, and Emergency Medical Responder. CAAHEP accredits educational programs at the Paramedic and Advanced EMT levels. Programs at the EMT and Emergency Medical Responder levels may be included as exit points in CAAHEP-accredited Paramedic and Advanced EMT programs. "Stand-alone" EMT and Emergency Medical Responder programs may be reviewed by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

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### **Paramedic**

The Paramedic is an allied health professional whose primary focus is to provide advanced emergency medical care for critical and emergent patients who access the emergency medical system. This individual possesses the complex knowledge and skills necessary to provide patient care and transportation. Paramedics function as part of a comprehensive EMS response, under medical oversight. Paramedics perform interventions with the basic and advanced equipment typically found on an ambulance. The Paramedic is a link from the scene into the health care system.

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### **Advanced Emergency Medical Technician**

The primary focus of the Advanced Emergency Medical Technician is to provide basic and limited advanced emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Advanced Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Advanced Emergency Medical Technicians perform interventions with the basic and advanced equipment typically found on an ambulance. The Advanced Emergency Medical Technician is a link from the scene to the emergency health care system.

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### **Emergency Medical Technician**

The primary focus of the Emergency Medical Technician is to provide basic emergency medical care and transportation for critical and emergent patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Emergency Medical Technicians function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Technicians perform interventions with the basic equipment typically found on an ambulance. The Emergency Medical Technician is a link from the scene to the emergency health care system.

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### **Emergency Medical Responder**

The primary focus of the Emergency Medical Responder is to initiate immediate lifesaving care to critical patients who access the emergency medical system. This individual possesses the basic knowledge and skills necessary to provide lifesaving interventions while awaiting additional EMS response and to assist higher level personnel at the scene and during transport. Emergency Medical Responders function as part of a comprehensive EMS response, under medical oversight. Emergency Medical Responders perform basic interventions with minimal equipment.

## **I. Sponsorship**

### **A. Sponsoring Institution**

A sponsoring institution must be at least one of the following, and must either award credit for the program or have an articulation agreement with an accredited post-secondary institution:

1. A post-secondary academic institution accredited by an institutional accrediting agency that is recognized by the U.S. Department of Education, and authorized under applicable law or

other acceptable authority to provide a post-secondary program, which awards a minimum of a diploma/certificate at the completion of the program.

2. A foreign post-secondary academic institution acceptable to CAAHEP, which is authorized under applicable law or other acceptable authority to provide a postsecondary program, which awards a minimum of a certificate/diploma at the completion of the academic program.
3. A hospital, clinic or medical center accredited by a healthcare accrediting agency or equivalent that is recognized by the U.S. Department of Health and Human Services, and authorized under applicable law or other acceptable authority to provide healthcare, and authorized under applicable law or other acceptable authority to provide the post-secondary program, which awards a minimum of a diploma/certificate at the completion of the program.
4. A governmental (i.e., state, county, or municipal) educational or governmental medical service, and which is authorized by the State to provide initial educational programs, and authorized under applicable law or other acceptable authority to provide the post-secondary program, which awards a minimum of a diploma/certificate at the completion of the program.
5. A branch of the United States Armed Forces or other Federal agency, which awards a minimum of a certificate/diploma at the completion of the program.

*For a distance education program, the location of program is the mailing address of the sponsor.*

#### **B. Consortium Sponsor**

1. A consortium sponsor is an entity consisting of two or more members that exists for the purpose of operating an educational program. In such instances, at least one of the members of the consortium must meet the requirements of a sponsoring institution as described in I.A.
2. The responsibilities of each member of the consortium must be clearly documented in a formal affiliation agreement or memorandum of understanding, which includes governance and lines of authority.

#### **C. Responsibilities of Sponsor**

The Sponsor must ensure that the provisions of these **Standards and Guidelines** are met.

## **II. Program Goals**

#### **A. Program Goals and Outcomes**

There must be a written statement of the program's goals and learning domains consistent with and responsive to the demonstrated needs and expectations of the various communities of interest served by the educational program. The communities of interest that are served by the program must include, but are not limited to: students, graduates, faculty, sponsor administration, hospital/clinic representatives, employers, police and/or fire services with a role in EMS services, key governmental officials, physicians, and the public.

*The Advisory Committee should have significant representation and input from non-program personnel. Advisory committee meetings may include participation by synchronous electronic means.*

Program-specific statements of goals and learning domains provide the basis for program planning, implementation, and evaluation. Such goals and learning domains must be compatible with the mission of the sponsoring institution(s), the expectations of the communities of interest, and nationally accepted standards of roles and functions. Goals and learning domains are based

upon the substantiated needs of health care providers and employers, and the educational needs of the students served by the educational program.

#### **B. Appropriateness of Goals and Learning Domains**

The program must regularly assess its goals and learning domains. Program personnel must identify and respond to changes in the needs and/or expectations of its communities of interest.

An advisory committee, which is representative of at least each of the communities of interest named in these **Standards**, must be designated and charged with the responsibility of meeting at least annually, to assist program and sponsor personnel in formulating and periodically revising appropriate goals and learning domains, monitoring needs and expectations, and ensuring program responsiveness to change, and to review and endorse the program required minimum numbers of patient contacts.

#### **C. Minimum Expectations**

The program must have the following goal defining minimum expectations

- **Paramedic:** "To prepare competent entry-level Paramedics in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains with or without exit points at the Advanced Emergency Medical Technician and/or Emergency Medical Technician, and/or Emergency Medical Responder levels."
- **Advanced Emergency Medical Technician:** "To prepare competent entry-level Advanced Emergency Medical Technician in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains."

Programs adopting educational goals beyond entry-level competence must clearly delineate this intent and provide evidence that all students have achieved the basic competencies prior to entry into the field with or without exit points at the Emergency Medical Technician, and/or Emergency Medical Responder levels.

*Nothing in this Standard restricts programs from formulating goals beyond entry-level competence.*

### **III. Resources**

#### **A. Type and Amount**

##### **1. Program Resources**

Program resources must be sufficient to ensure the achievement of the program's goals and outcomes. Resources must include, but are not limited to: faculty; clerical and support staff; curriculum; finances; offices; classroom, laboratory, and, ancillary student facilities; clinical affiliates; equipment; supplies; computer resources; instructional reference materials, and faculty/staff continuing education.

##### **2. Hospital/Clinical Affiliations and Field/Internship Affiliations**

For all affiliations, students must have access to adequate numbers of patients, proportionally distributed by age-range, chief complaint and interventions in the delivery of emergency care appropriate to the level of the Emergency Medical Services Profession(s) for which training is being offered.

The clinical/field experience/internship resources must ensure exposure to, and assessment and management of the following patients and conditions: adult trauma and medical emergencies; airway management to include endotracheal intubation; obstetrics to include

obstetric patients with delivery and neonatal assessment and care; pediatric trauma and medical emergencies including assessment and management; and geriatric trauma and medical emergencies.

## **B. Personnel**

The sponsor must appoint sufficient faculty and staff with the necessary qualifications to perform the functions identified in documented job descriptions and to achieve the program's stated goals and outcomes.

### **1. Program Director**

- a. Responsibilities** The program director must be responsible for all aspects of the program, including, but not limited to:
- 1) the administration, organization, and supervision of the educational program,
  - 2) the continuous quality review and improvement of the educational program,
  - 3) long range planning and ongoing development of the program,
  - 4) the effectiveness of the program, including instruction and faculty, with systems in place to demonstrate the effectiveness of the program,
  - 5) cooperative involvement with the medical director,
  - 6) the orientation/training and supervision of clinical and field internship preceptors
  - 7) the effectiveness and quality of fulfillment of responsibilities delegated to another qualified individual.

**b. Qualifications:** The program director must:

- 1) possess a minimum of a Bachelor's degree to direct a Paramedic program and a minimum of an Associate's degree to direct an Advanced Emergency Medical Technician program, from an accredited institution of higher education.

*Program Directors should have a minimum of a Master's degree.*

- 2) have appropriate medical or allied health education, training, and experience,
- 3) be knowledgeable about methods of instruction, testing and evaluation of students,
- 4) have field experience in the delivery of out-of-hospital emergency care,
- 5) have academic training and preparation related to emergency medical services at least equivalent to that of a paramedic,
- 6) be knowledgeable about the current versions of the *National EMS Scope of Practice* and *National EMS Education Standards*, and about evidenced-informed clinical practice.

*For most programs, the program director should be a full-time position.*

### **2. Medical Director**

- a. Responsibilities:** The medical director must be responsible for medical oversight of the program, and must:



- 1) review and approve the educational content of the program curriculum for appropriateness, medical accuracy, and reflection of current evidence-informed pre-hospital or emergency care practice.
- 2) review and approve the required minimum numbers for each of the required patient contacts and procedures listed in these Standards.
- 3) review and approve the instruments and processes used to evaluate students in didactic, laboratory, clinical, and field internship,
- 4) review the progress of each student throughout the program, and assist in the determination of appropriate corrective measures, when necessary.

*Corrective measures should occur in the cases of adverse outcomes, failing academic performance, and disciplinary action.*

- 5) ensure the competence of each graduate of the program in the cognitive, psychomotor, and affective domains,
- 6) engage in cooperative involvement with the program director,
- 7) ensure the effectiveness and quality of any Medical Director responsibilities delegated to another qualified physician.
- 8) ensure educational interaction of physicians with students.

*The Medical Director interaction should be in a variety of settings, such as lecture, laboratory, clinical, field internship. Interaction may be by synchronous electronic methods.*

**b. Qualifications:** The Medical Director must:

- 1) be a physician currently licensed and authorized to practice in the location of the program, with experience and current knowledge of emergency care of acutely ill and injured patients,
- 2) have adequate training or experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care,
- 3) be an active member of the local medical community and participate in professional activities related to out-of-hospital care,
- 4) be knowledgeable about the education of the Emergency Medical Services Professions, including professional, legislative and regulatory issues regarding the education of the Emergency Medical Services Professions.

**3. Associate Medical Director:** When the program Medical Director delegates specified responsibilities, the program must designate one or more Associate Medical Directors.

**a. Responsibilities**

- 1) Fulfill responsibilities as delegated by the program Medical Director

**b. Qualifications:** The Associate Medical Director must:

- 1) be a physician currently licensed and authorized to practice in the location of the program, with experience and current knowledge of emergency care of acutely ill and injured patients,

*For a distance education program, the location of program is the mailing address of the sponsor.*

- 2) have adequate training or experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care,
  - 3) be an active member of the local medical community and participate in professional activities related to out-of-hospital care,
  - 4) be knowledgeable about the education of the Emergency Medical Services Professions, including professional, legislative and regulatory issues regarding the education of the Emergency Medical Services Professions.
4. **Assistant Medical Director:** When the program Medical Director or Associate Medical Director cannot legally provide supervision for out-of-state location(s) of the educational activities of the program, the sponsor must appoint an Assistant Medical Director.
- a. **Responsibilities**
    - 1) Medical supervision and oversight of students participating in field experience and/or field internship
  - b. **Qualifications:**
    - 1) be a physician currently licensed and authorized to practice in the jurisdiction of the location of the student(s) , with experience and current knowledge of emergency care of acutely ill and injured patients,
    - 2) have adequate training or experience in the delivery of out-of-hospital emergency care, including the proper care and transport of patients, medical direction, and quality improvement in out-of-hospital care,
    - 3) be an active member of the local medical community and participate in professional activities related to out-of-hospital care,
    - 4) be knowledgeable about the education of the Emergency Medical Services Professions, including professional, legislative and regulatory issues regarding the education of the Emergency Medical Services Professions.
5. **Faculty / Instructional Staff**
- a. **Responsibilities:** In each location where students are assigned for didactic or clinical instruction or supervised practice, there must be instructional faculty designated to coordinate supervision and provide frequent assessments of the students' progress in achieving acceptable program requirements.
  - b. **Qualifications:** The faculty must be knowledgeable in course content and effective in teaching their assigned subjects, and capable through academic preparation, training and experience to teach the courses or topics to which they are assigned.

*For most programs, there should be a faculty member to assist in teaching and/or clinical coordination in addition to the program director. The faculty member should be certified by a nationally recognized certifying organization at an equal or higher level of professional training than the Emergency Medical Services Profession(s) for which training is being offered.*

6. **Lead Instructor:** When the Program Director delegates specified responsibilities to a lead instructor, that individual must:

- a. **Responsibilities:** Perform duties assigned under the direction and delegation of the program director.

*The Lead Instructor duties may include teaching paramedic or AEMT course(s) and/or assisting in coordination of the didactic, lab, clinical and/or field internship instruction.*

- b. **Qualifications:** The Lead Instructor must possess
- 1) a minimum of an associate degree
  - 2) professional healthcare credential(s)
  - 3) experience in emergency medicine / prehospital care,
  - 4) knowledge of instructional methods, and
  - 5) teaching experience to deliver content, skills instruction, and remediation.

*Lead Instructors should have a bachelor's degree.*

*The Lead Instructor role may also include providing leadership for course coordination and supervision of adjunct faculty/instructors.*

*The program director may serve as the lead instructor.*

### **C. Curriculum**

1. The curriculum must ensure the achievement of program goals and learning domains. Instruction must be an appropriate sequence of classroom, laboratory, clinical/field experience, and field internship activities.

*Progression of learning must be didactic/laboratory integrated with or followed by clinical/field experience followed by the capstone field internship, which must occur after all core didactic, laboratory, and clinical experience.*

*Instruction must be based on clearly written course syllabi that include course description, course objectives, methods of evaluation, topic outline, and competencies required for graduation.*

*The program must demonstrate by comparison that the curriculum offered meets or exceeds the content and competency of the latest edition of the National EMS Education Standards.*

2. The program must set and require minimum numbers of patient/skill contacts for each of the required patients and conditions listed in these Standards, and at least annually evaluate and document that the established program minimums are adequate to achieve entry-level competency.

*Further pre-requisites and/or co-requisites should be required to address competencies in basic health sciences (Anatomy and Physiology) and in basic academic skills (English and Mathematics).*

3. The field internship must provide the student with an opportunity to serve as team leader in a variety of pre-hospital advanced life support emergency medical situations.

*AEMT is based on competency, but may be typically 150-250 beyond EMT, which is 150-190, and may be taught separately or combined.*

### **D. Resource Assessment**

The program must, at least annually, assess the appropriateness and effectiveness of the resources described in these **Standards**.

The program must include results of resource assessment from at least students, faculty, medical director(s), and advisory committee using the CoAEMSP resource assessment tools.

The results of resource assessment must be the basis for ongoing planning and appropriate change. An action plan must be developed when deficiencies are identified in the program resources.

Implementation of the action plan must be documented and results measured by ongoing resource assessment.

## **IV. Student and Graduate Evaluation/Assessment**

### **A. Student Evaluation**

#### **1. Frequency and Purpose**

Evaluation of students must be conducted on a recurrent basis and with sufficient frequency to provide both the students and program faculty with valid and timely indications of the students' progress toward and achievement of the competencies and learning domains stated in the curriculum.

Achievement of the program competencies required for graduation must be assessed by criterion-referenced, summative, comprehensive final evaluations in all learning domains.

#### **2. Documentation**

- a. Records of student evaluations must be maintained in sufficient detail to document learning progress and achievements, including all program required minimum competencies in all learning domains in the didactic, laboratory, clinical and field experience/internship phases of the program.
- b. The program must track and document that each student successfully meets each of the program established minimum patient/skill requirements for the appropriate exit point according to patient age-range, chief complaint, and interventions.

### **B. Outcomes**

#### **1. Outcomes Assessment**

The program must periodically assess its effectiveness in achieving its stated goals and learning domains. The results of this evaluation must be reflected in the review and timely revision of the program.

Outcomes assessments must include, but are not limited to: national or state credentialing examination(s) performance, programmatic retention/attrition, graduate satisfaction, employer satisfaction, job (positive) placement, and programmatic summative measures (i.e. final comprehensive students evaluations in all learning domains). The program must meet the outcomes assessment thresholds established by the CoAEMSP.

*"Positive placement" means that the graduate is employed full or part-time in the profession or in a related field; or continuing his/her education; or serving in the military. A related field is one in which the individual is using cognitive, psychomotor, and affective competencies acquired in the educational program.*

*"National credentialing examinations" are those accredited by the Institute for Credentialing Excellence.*

## **2. Outcomes Reporting**

The program must periodically submit to the CoAEMSP the program goal(s), learning domains, evaluation systems (including type, cut score, and appropriateness/validity), outcomes, its analysis of the outcomes, and an appropriate action plan based on the analysis.

Programs not meeting the established thresholds must begin a dialogue with the CoAEMSP to develop an appropriate plan of action to respond to the identified shortcomings.

## **V. Fair Practices**

### **A. Publications and Disclosure**

1. Announcements, catalogs, publications, and advertising must accurately reflect the program offered.
2. At least the following must be made known to all applicants and students: the sponsor's institutional and programmatic accreditation status as well as the name, mailing address, web site address, and phone number of the accrediting agencies; admissions policies and practices, including technical standards (when used); policies on advanced placement, transfer of credits, and credits for experiential learning; number of credits required for completion of the program; tuition/fees and other costs required to complete the program; policies and processes for withdrawal and for refunds of tuition/fees.
3. At least the following must be made known to all students: academic calendar, student grievance procedure, criteria for successful completion of each segment of the curriculum and for graduation, and policies and processes by which students may perform clinical work while enrolled in the program.
4. The sponsor must maintain, and make available to the public, current and consistent summary information about student/graduate achievement that includes the results of one or more of the outcomes assessments required in these **Standards**.

*The sponsor should develop a suitable means of communicating to the communities of interest the achievement of students/graduates (e.g., through a website or electronic or printed documents).*

### **B. Lawful and Non-discriminatory Practices**

All activities associated with the program, including student and faculty recruitment, student admission, and faculty employment practices, must be non-discriminatory and in accord with federal and state statutes, rules, and regulations. There must be a faculty grievance procedure made known to all paid faculty.

A program conducting educational activities in other State(s) must provide documentation to CoAEMSP that the program has successfully informed the state Office of EMS that the program has enrolled students in that state.

### **C. Safeguards**

The health and safety of patients, students, faculty, and other participants associated with the educational activities of the students must be adequately safeguarded.

All activities required in the program must be educational and students must not be substituted for staff.

**D. Student Records**

Satisfactory records must be maintained for student admission, advisement, counseling, and evaluation. Grades and credits for courses must be recorded on the student transcript and permanently maintained by the sponsor in a safe and accessible location.

**E. Substantive Change**

The sponsor must report substantive change(s) as described in Appendix A to CAAHEP/CoAEMSP in a timely manner. Additional substantive changes to be reported to CoAEMSP within the time limits prescribed include:

1. Change in sponsorship
2. Change in location
3. Addition of a satellite location
4. Addition of a distance learning program

**F. Agreements**

There must be a formal affiliation agreement or memorandum of understanding between the sponsor and all other entities that participate in the education of the students describing the relationship, roles, and responsibilities of the sponsor and that entity.

## APPENDIX A

### Application, Maintenance and Administration of Accreditation

#### A. Program and Sponsor Responsibilities

##### 1. Applying for Initial Accreditation

- a. The chief executive officer or an officially designated representative of the sponsor completes a "Request for Accreditation Services" form and returns it to:

CoAEMSP  
8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088

The "Request for Accreditation Services" form can be obtained from CoAEMSP, CAAHEP, or the CAAHEP website at <https://www.cognitofrms.com/CAAHEP2/RequestForAccreditationServices>.

**Note:** There is no CAAHEP fee when applying for accreditation services; however, individual committees on accreditation may have an application fee.

- b. The program undergoes a comprehensive review, which includes a written self-study report and an on-site review.

The self-study instructions and report form are available from the CoAEMSP. The on-site review will be scheduled in cooperation with the program and once the self-study report has been completed, submitted, and accepted by the CoAEMSP.

##### 2. Applying for Continuing Accreditation

- a. Upon written notice from the CoAEMSP, the chief executive officer or an officially designated representative of the sponsor completes a "Request for Accreditation Services" form (<https://www.cognitofrms.com/CAAHEP2/RequestForAccreditationServices>), and returns it to:

CoAEMSP  
8301 Lakeview Parkway, Suite 111-312  
Rowlett, TX 75088

- b. The program may undergo a comprehensive review in accordance with the policies and procedures of the CoAEMSP.

If it is determined that there were significant concerns with the on-site review, the sponsor may request a second site visit with a different team.

After the on-site review team submits a report of its findings, the sponsor is provided the opportunity to comment in writing and to correct factual errors prior to the CoAEMSP forwarding a recommendation to CAAHEP.

##### 3. Administrative Requirements for Maintaining Accreditation

- a. The program must inform the CoAEMSP and CAAHEP within a reasonable period of time (as defined by the CoAEMSP and CAAHEP policies) of changes in their chief

executive officer, dean of health professions or equivalent position, and required program personnel.

- b. The sponsor must inform CAAHEP and the CoAEMSP of its intent to transfer program sponsorship. To begin the process for a Transfer of Sponsorship, the current sponsor must submit a letter (signed by the CEO or designated individual) to CAAHEP and the CoAEMSP that it is relinquishing its sponsorship of the program. Additionally, the new sponsor must submit a "Request for Transfer of Sponsorship Services" form. The CoAEMSP has the discretion of requesting a new self-study report with or without an on-site review. Applying for a transfer of sponsorship does not guarantee that the transfer will be granted.
- c. The sponsor must promptly inform CAAHEP and the CoAEMSP of any adverse decision affecting its accreditation by recognized institutional accrediting agencies and/or state agencies (or their equivalent).
- d. Comprehensive reviews are scheduled by the CoAEMSP in accordance with its policies and procedures. The time between comprehensive reviews is determined by the CoAEMSP and based on the program's on-going compliance with the **Standards**, however, all programs must undergo a comprehensive review at least once every ten years.
- e. The program and the sponsor must pay CoAEMSP and CAAHEP fees within a reasonable period of time, as determined by the CoAEMSP and CAAHEP respectively.
- f. The sponsor must file all reports in a timely manner (self-study report, progress reports, annual reports, etc.) in accordance with CoAEMSP policy.
- g. The sponsor must agree to a reasonable on-site review date that provides sufficient time for CAAHEP to act on a CoAEMSP accreditation recommendation prior to the "next comprehensive review" period, which was designated by CAAHEP at the time of its last accreditation action, or a reasonable date otherwise designated by the CoAEMSP.

Failure to meet any of the aforementioned administrative requirements may lead to administrative probation and ultimately to the withdrawal of accreditation. CAAHEP will immediately rescind administrative probation once all administrative deficiencies have been rectified.

#### **4. Voluntary Withdrawal of a CAAHEP-Accredited Program**

Voluntary withdrawal of accreditation from CAAHEP may be requested at any time by the chief executive officer or an officially designated representative of the sponsor writing to CAAHEP indicating: the last date of student enrollment, the desired effective date of the voluntary withdrawal, and the location where all records will be kept for students who have completed the program.

#### **5. Requesting Inactive Status of a CAAHEP-Accredited Program**

Inactive status may be requested from CAAHEP at any time by the chief executive officer or an officially designated representative of the sponsor writing to CAAHEP indicating the desired date to become inactive. No students can be enrolled or matriculated in the program at any time during the time period in which the program is on inactive status. The maximum period for inactive status is two years. The sponsor must continue to pay all required fees to the CoAEMSP and CAAHEP to maintain its accreditation status.

To reactivate the program the Chief Executive Officer or an officially designated representative of the sponsor must notify CAAHEP of its intent to do so in writing to both



CAAHEP and the CoAEMSP. The sponsor will be notified by the CoAEMSP of additional requirements, if any, that must be met to restore active status.

If the sponsor has not notified CAAHEP of its intent to re-activate a program by the end of the two-year period, CAAHEP will consider this a "Voluntary Withdrawal of Accreditation."

**B. CAAHEP and Committee on Accreditation Responsibilities – Accreditation Recommendation Process**

1. After a program has had the opportunity to comment in writing and to correct factual errors on the on-site review report, the CoAEMSP forwards a status of public recognition recommendation to the CAAHEP Board of Directors. The recommendation may be for any of the following statuses: initial accreditation, continuing accreditation, transfer of sponsorship, probationary accreditation, withhold accreditation, or withdraw accreditation.

The decision of the CAAHEP Board of Directors is provided in writing to the sponsor immediately following the CAAHEP meeting at which the program was reviewed and voted upon.

2. Before the CoAEMSP forwards a recommendation to CAAHEP that a program be placed on probationary accreditation, the sponsor must have the opportunity to request reconsideration of that recommendation or to request voluntary withdrawal of accreditation. The CoAEMSP reconsideration of a recommendation for probationary accreditation must be based on conditions existing both when the committee arrived at its recommendation as well as on subsequent documented evidence of corrected deficiencies provided by the sponsor.

The CAAHEP Board of Directors' decision to confer probationary accreditation is not subject to appeal.

3. Before the CoAEMSP forwards a recommendation to CAAHEP that a program's accreditation be withdrawn or that accreditation be withheld, the sponsor must have the opportunity to request reconsideration of the recommendation, or to request voluntary withdrawal of accreditation or withdrawal of the accreditation application, whichever is applicable. The CoAEMSP reconsideration of a recommendation of withdraw or withhold accreditation must be based on conditions existing both when the CoAEMSP arrived at its recommendation as well as on subsequent documented evidence of corrected deficiencies provided by the sponsor.

The CAAHEP Board of Directors' decision to withdraw or withhold accreditation may be appealed. A copy of the CAAHEP "Appeal of Adverse Accreditation Actions" is enclosed with the CAAHEP letter notifying the sponsor of either of these actions.

At the completion of due process, when accreditation is withheld or withdrawn, the sponsor's chief executive officer is provided with a statement of each deficiency. Programs are eligible to re-apply for accreditation once the sponsor believes that the program is in compliance with the accreditation **Standards**.

Any student who completes a program that was accredited by CAAHEP at any time during his/her matriculation is deemed by CAAHEP to be a graduate of a CAAHEP-accredited program.

## Appendix B

### Curriculum

"The *National EMS Education Standards* represent another step toward realizing the vision of the 1996 *EMS Agenda for the Future*, as articulated in the 2000 *EMS Education Agenda for the Future: A Systems Approach*. The *National EMS Education Standards* outline the minimal terminal objectives for entry-level EMS personnel to achieve within the parameters outlined in the *National EMS Scope of Practice Model*." (*National EMS Education Standards*, U.S. Department of Transportation, National Highway Traffic Safety Administration, DOT HS 811 077A, January 2009)

Appendix B does not contain the complete curriculum content required to demonstrate compliance with Standard III.C. Only excerpts of the Table of Contents are presented. The complete curriculum is specified in the current edition of the *National EMS Education Standards*.

- a. Anatomy and Physiology
- b. Medical Terminology
- c. Pathophysiology
- d. Life Span Development
- e. Public Health
- f. Pharmacology
  - 1) Principles of Pharmacology
  - 2) Medication Administration
  - 3) Emergency Medications
- g. Airway Management, Respirations and Artificial Ventilation
  - 1) Airway Management
  - 2) Respiration
  - 3) Artificial Ventilation
- h. Assessment
  - 1) Scene Size-Up
  - 2) Primary Assessment
  - 3) History Taking
  - 4) Secondary Assessment
  - 5) Monitoring Devices
  - 6) Reassessment
- i. Medicine
  - 1) Medical Overview
  - 2) Neurology
  - 3) Abdominal and Gastrointestinal Disorders
  - 4) Immunology
  - 5) Infectious Diseases
  - 6) Endocrine Disorders
  - 7) Psychiatric
  - 8) Cardiovascular
  - 9) Toxicology
  - 10) Respiratory
  - 11) Hematology
  - 12) Genitourinary/Renal
  - 13) Gynecology
  - 14) Non-Traumatic Musculoskeletal Disorders
  - 15) Diseases of the Eyes, Ears, Nose, and Throat
- j. Shock and Resuscitation
- k. Trauma
  - 1) Trauma Overview
  - 2) Bleeding
  - 3) Chest Trauma
  - 4) Abdominal and Genitourinary Trauma

- 5) Orthopedic Trauma
- 6) Soft Tissue Trauma
- 7) Head, Facial, Neck, and Spine Trauma
- 8) Environmental Emergencies
- 9) Multisystem Trauma
- l. Special Patient Populations
  - 1) Obstetrics
  - 2) Neonatal care
  - 3) Pediatrics
  - 4) Geriatrics
  - 5) Patients With Special Challenges
- m. EMS Operations
  - 1) Principles of Safely Operating a Ground Ambulance
  - 2) Incident Management
  - 3) Multiple Casualty Incidents
  - 4) Air Medical
  - 5) Vehicle Extrication
  - 6) Hazardous Materials
  - 7) Terrorism and Disaster
- n. Clinical Behavior/Judgment
  - 1) Assessment
  - 2) Therapeutic Communication and Cultural Competency
  - 3) Psychomotor Skills
  - 4) Professionalism
  - 5) Decision-Making
  - 6) Record Keeping
  - 7) Patient Complaints
  - 8) Scene Leadership
  - 9) Scene Safety



**CENTRAL CAROLINA COMMUNITY COLLEGE**  
invites applications for the position of:

## **EMS Instructor/Clinical Coordinator (EMT/EMT-P) (12 months)**

**CCCC is an Equal Employment Opportunity Employer**

**SALARY:** See Position Description

**OPENING DATE:** 04/14/20

**CLOSING DATE:** 05/14/20 05:00 PM

### **JOB DESCRIPTION:**

The purpose of a full-time instructor in Emergency Medical Services at the Central Carolina Community College, in addition to teaching, is to assist the program director in the administration of Emergency Medical Services(s) classes. This is accomplished through continuous evaluation and revision of course objectives, course outlines, course competencies, course descriptions, teaching strategies, in the specific curriculum to ascertain that they are appropriate, relevant and meet accreditation standards.

The EMS Instructor (12 month) position will be based at the Harnett Health Sciences Center and Emergency Services Training Center locations. (Specialty classes on some weekends)

*Salary depends on education and experience.*

*Associates Degree salary range: \$50,804-\$64,404*

*Bachelor's Degree salary range: \$53,827-\$67,427*

*Master's Degree salary range: \$56,509-\$70,109*

### **ESSENTIAL DUTIES:**

- Embrace the institutional goals of Central Carolina Community College by engaging students as full partners in the learning process, removing barriers for student progression in the Emergency Medical Services program, and supporting and assisting students in achieving their educational goals.
- Use teaching methodology that incorporates Emergency Medical Services concepts in a dynamic instructional environment that promotes a positive and interactive learning experience for all students.
- Provide students with adequate attention and instruction to acquire the knowledge needed to demonstrate CoAEMSP program goals and learning domains at the appropriate Bloom's level needed for program graduation.
- Maintain up-to-date knowledge of the changes in the healthcare industry as it relates to Emergency Medical Services; create new courses and modify existing courses when appropriate to keep current with new rules and regulations.
- Participate in activities required to maintain program and college accreditation standards when needed.
- Work the required 40 hours per week and post and hold the required office hours per week.

- Teach 16-20 contact hours per week, in both the classroom and laboratory.
- Prepare and administer proficiency examinations (written and skills) as directed by the lead instructor/program coordinator/program director.
- Assist the lead instructor/program coordinator/program director in the continuous evaluation of course objectives, course syllabus, course competencies and teaching strategies, in the specific curriculum to ascertain that they are appropriate and relevant.
- Keep the lead instructor/program coordinator/program director informed of matters pertaining to the curriculum.
- Obtain a Blackboard Level I and Level II training and maintain a Bb course site for each course taught during the semester.
- Maintain a grade roster, either on paper or within Bb, for each course taught during the semester, with grading being completed according to the CCCC policy and procedures manual.
- Enter attendance weekly in WebAdvisor for each class taught each semester.
- Notify supervisor when planning to be off campus (on office days) with the exception of breaks and lunch.
- Cooperate with Learning Resources to assure the availability of up-to-date library books and support materials relevant to the specific curriculum.
- Be the primary advocate and assist the lead instructor/program coordinator/program director in marketing, recruiting, orienting, registering, and retaining students for the specific curriculum.
- Maintain professional relationships with business, industry, and professional agencies relevant to the department.
- Acts as Paramedic Clinical Coordinator.
- Assist in the identification and recruitment of facilities willing to host students for their clinical/field experience and field internship activities.
- Initiates clinical contracts.
- Coordinates all student's clinical rotation objectives.
- Maintains open line of communication with clinical site preceptors.
- Maintains paperwork associated with individual student clinical experiences.
- Complete the five-hour staff development requirement annually.
- Submit records and forms in a timely fashion as required in the policy and procedures manual.
- Assist the lead instructor/program coordinator/program director in working with and maintaining an active program advisory committee that meets at least one time per year and in preparing and submitting minutes of those meetings.
- Actively participate in professional organizations.
- Maintain current industry licensure and credentials, including earning annual CME/CEUs.
- Be responsible for and perform other such duties as may be assigned.

## **MINIMUM REQUIREMENTS:**

- Associates Degree,
- NC Level II EMT-P Instructor,
- Three (3) year's EMS experience at level of certification, AND
- Two (2) year's post-secondary instructor experience.

### **Required knowledge, skills and abilities:**

- Knowledge of course content, all pre-hospital equipment; and ambulance operations.
- Ability to travel to all college service areas.
- Must be proficient in all skills required for the class being taught.
- Must meet OEMS credentialing guidelines.

## **PREFERRED REQUIREMENTS:**

- Bachelor's Degree, EVD Instructor, Haz-Mat Instructor,
- NRP or NC EMT-P, NAEMT Instructor II
- Current Instructor: BLS, ACLS, PALS/EPC, PHTLS or ITLS.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cccc.edu>

1105 Kelly Dr  
Sanford, NC 27330  
919-718-7493

Position #01533  
EMS INSTRUCTOR/CLINICAL COORDINATOR (EMT/EMT-P)  
(12 MONTHS)  
DJ

[humanresources@cccc.edu](mailto:humanresources@cccc.edu)

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**CENTRAL CAROLINA COMMUNITY COLLEGE - SANFORD, NORTH CAROLINA**

**INTERAGENCY SERVICE AGREEMENT**

**Central Carolina Community College**, hereinafter referred to as the Customer, and \_\_\_\_\_, hereinafter referred to as the Contractor, enter into this agreement for professional services as described below in Section I for the period and the rate of pay indicated.

**I. The Contractor agrees:**

A. To provide professional services as follows (**fully describe the services**):

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B. Rate of Pay: \_\_\_\_\_

C. Total Remuneration: \_\_\_\_\_

D. Payment Schedule (if applicable):

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E. Period Covered: From: \_\_\_\_\_ To: \_\_\_\_\_

F. Payment of all Federal and State income taxes and Social Security applicable to the compensation received is the responsibility of the Contractor and not the Customer.

G. To submit a signed itemized invoice, for services rendered, to the Sponsoring Administrator at \_\_\_\_\_.

H. Contractor certifies that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal agency or department.

I. This contract is subject to the *North Carolina General Contract Terms and Conditions* as set forth in Attachment A. Attachment A is hereby incorporated into this contract by reference as if fully set forth herein.

- J. A college shall use these funds to make a payment as additional compensation to an employee only when the employee is performing the duties of this contract outside the scope of the college duties for which the employee is paid and are performing those duties during non-working hours or on annual leave. To the extent services are provided during working hours as part of the employee's regular duties, the employee shall not receive additional compensation and the funds shall be deposited to the departmental expense account as a refund of expense towards the employee's salary and benefits.
- K. The employee or employees performing the duties of this contract shall not accept additional payment for an activity where college work time is used or where the activity can be construed as having a relationship to the employee's college position; such activity would be considered official duty on behalf of the college. The employee or employees performing the duties of this contract shall avoid the appearance of impropriety. The employee or employees performing the duties of this contract shall only receive additional payment for activities that are outside of the scope of the college duties for which the employee is paid and are performed during hours that are not part of the employee's normal work schedule, or while on annual leave. Payments for services unrelated to the employee's job function with the college may be exempt from retirement withholding.
- L. For individuals entering into a personal service agreement with Customer and who have been retired from State government employment for at least six months, Attachment B is also incorporated into this agreement by reference as if fully set forth herein.
- M. This Agreement may be executed in counterparts, each of which will be deemed an original and all of which will constitute one and the same document. The parties may exchange signature pages electronically or by facsimile and such signatures will be effective to bind the parties to all the terms contained in this Agreement.

**II. The Customer agrees:**

To make payment upon completion of services and required deliverables rendered in accordance with Items I-A through I-D above, certification by the responsible Sponsoring Administrator, and the receipt of a signed itemized invoice.

**Source of Funds (GL#):** \_\_\_\_\_ **Fee:** \_\_\_\_\_

**III. Attest:**

*This agreement is not valid until all parties have signed.*

**Contractor:**

**1. Authorized Signer or Designee**

_____ Name	_____ Community College
_____ Street	_____ City, State, & Zip Code
_____ Signature	_____ Date

**2. Business Office Representative**



\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3. Key Designated Personnel (if applicable):**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Central Carolina Community College:**

**1. President or Designee**

Dr. Phillip D. Price  
\_\_\_\_\_  
Name

Executive Vice-President & CFO  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**2. Sponsoring Administrator**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## ATTACHMENT A

### NORTH CAROLINA GENERAL CONTRACT TERMS AND CONDITIONS

1. **GOVERNING LAW:** This contract is made under and shall be governed and construed in accordance with the laws of the State of North Carolina.
2. **SITUS:** The place of this contract, its situs and forum, shall be North Carolina, where all matters, whether sounding in contract or tort, relating to its validity, construction, interpretation and enforcement shall be determined.
3. **INDEPENDENT CONTRACTOR:** The Contractor shall be considered to be an independent contractor and as such shall be wholly responsible for the work to be performed and for the supervision of its employees. The Contractor represents that it has, or will secure at its own expense, all personnel required in performing the services under this agreement. Such employees shall not be employees of or have any individual contractual relationship with the Customer.
4. **KEY PERSONNEL:** The Contractor shall not substitute key personnel assigned to the performance of this contract without prior written approval by Customer. The individuals designated as key personnel for purposes of this contract, if any, are those specified in the Contractor's proposal.
5. **SUBCONTRACTING:** Work proposed to be performed under this contract by the Contractor or its employees shall not be subcontracted without prior written approval of Customer.
6. **PERFORMANCE AND DEFAULT:** If, through any cause, the Contractor shall fail to fulfill in timely and proper manner the obligations under this agreement, the Customer shall thereupon have the right to terminate this contract by giving written notice to the Contractor and specifying the effective date thereof. In that event, all finished or unfinished deliverable items under this contract prepared by the Contractor shall, at the option of the Customer, become its property, and the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such materials. Notwithstanding, the Contractor shall not be relieved of liability to the Customer for damages sustained by the Customer by virtue of any breach of this agreement, and the Customer may withhold any payment due the Contractor for the purpose of setoff until such time as the exact amount of damages due the Customer from such breach can be determined. In case of default by the Contractor, the State may procure the services from other sources and hold the Contractor responsible for any excess cost occasioned thereby. Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations by any act of war, hostile foreign action, nuclear explosion, riot, strikes, civil insurrection, earthquake, hurricane, tornado, or other catastrophic natural event or act of God.
7. **TERMINATION:** The Customer may terminate this agreement at any time by 30 days notice in writing from the Customer to the Contractor. In the event, all finished or unfinished deliverable items prepared by the Contractor under this contract shall, at the option of the Customer, become its property. If the contract is terminated by Customer as provided herein, the Contractor shall be paid for services satisfactorily completed less payment or compensation previously made.
8. **AVAILABILITY OF FUNDS:** Any and all payments to the Contractor are dependent upon and subject to the availability of funds to the Customer for the purpose set forth in this agreement.
9. **CONFIDENTIALITY:** Any information, data, instruments, documents, studies or reports given to or prepared or assembled by the Contractor under this agreement shall be kept as confidential and not divulged or made available to any individual or organization without the prior written approval of Customer.

10. **CARE OF PROPERTY:** The Contractor agrees that it shall be responsible for the proper custody and care of any property furnished it for use in connection with the performance of this contract or purchased by it for this contract and will reimburse the State for loss of damage of such property.
11. **ACCESS TO PERSONS AND RECORDS:** The Contractor agrees that Customer has the right to audit the records of the Contractor pertaining to this contract both during performance and for five (5) years after completion hereof. Pursuant to N.C.G.S. § 147-64.1 – 147-64.14 (2007), the State Auditor, and their respective authorized employees or agents are authorized to examine all books, records, and accounts of the Contractor insofar as they relate to transactions with Customer pursuant to the performance of this Contract or to costs charged to this contract. Contractor agrees to maintain all pertinent documents and records relating to this contract for five (5) years following completion of the contract period.
12. **ASSIGNMENT:** No assignment of the Contractor's obligations nor the Contractor's right to receive payment hereunder shall be permitted. However, upon written request approved by the issuing purchasing authority, the State may: (a) Forward the contractor's payment check(s) directly to any person or entity designated by the Contractor, or (b) Include any person or entity designated by the Contractor as a joint payee on the Contractor's payment check(s). In no event shall such approval and action obligate the State to anyone other than the Contractor and the Contractor shall remain responsible for fulfillment of all contract obligations.
13. **COMPLIANCE WITH LAWS:** The Contractor shall comply with all laws, ordinances, codes, rules, regulations, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and/or authority.
14. **AFFIRMATIVE ACTION:** The Contractor shall take affirmative action in complying with all Federal and State requirements concerning fair employment and employment of the disabled, and concerning the treatment of all employees without regard to discrimination by reason of race, color, religion, sex, national origin, age, political affiliation, or physical handicap.
15. **ADVERTISING/PRESS RELEASE:** The contractor shall not publicly disseminate any information concerning the contract without prior written approval from the State of North Carolina or its agent.
16. **ENTIRE AGREEMENT:** This contract and any document incorporated specifically by reference represent the entire agreement between the parties and supersede all prior oral or written statements or agreements. All promises, requirements, terms, conditions, provisions, representations, guarantees, and warranties contained herein shall survive the contract expiration or termination date unless specifically provided otherwise herein, or unless superseded by applicable Federal or State statutes of limitation.
17. **AMENDMENTS:** This contract may be amended only by written amendments duly executed by the Customer and the Contractor. The NC Division of Purchase and Contract shall give prior approval to any amendment to a contract awarded through that office.
18. **CERTIFICATION:** Contractor certifies that it is aware of and shall abide by the requirements imposed upon those non-state entities that contract with state agencies by N.C.G.S. § 143C-6-21 through 143C-6-23 (2007).
19. **INTELLECTUAL PROPERTY:** The ownership of any and all intellectual property, including, but not limited to, copyrighted material, created by Contractor in the performance of this contract and delivered to the Customer in fulfillment of Contractor's contractual obligations, shall vest in the Customer. All copyrighted material created by Contractor and delivered to Customer pursuant to this Contract shall be deemed a "Work for Hire" pursuant to federal copyright laws. Any and all materials delivered to Customer shall not contain any intellectual property, including but not limited to copyrighted material, owned by a person or entity who is not a party to this contract unless Contractor specifically delivers to the Customer a non-exclusive, perpetual license to use and modify the intellectual property.

20. **WORK AUTHORIZATION STATUS:** As required by G.S. §143-48.5, the Contractor certifies that it, and each of its subcontractors used in performing this Agreement, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization status of its employees through the federal E-Verify system.
21. **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):** The Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g, applies to education records of individual students held by the Customer. If Contractor or Contractor's employer has access to personally identifiable education records, Contractor and Contractor's employer shall not disclose them to anyone. Upon completion of the education program, Contractor or Contractor's employer shall 1) ensure that all records or copies of records are transferred to Customer and 2) shall destroy any records or copies of records in Contractor's or Contractor's employer's possession after said transfer. Contractor and Contractor's employer shall comply with all applicable statutes and rules related to FERPA and education records.

## ATTACHMENT B

### RETIRED STATE EMPLOYEE CERTIFICATION

Per G. S. 135-1(20), retirees subject to the North Carolina Teachers & State Employees' Retirement System who retire on or after November 1, 2005, in order for a member's retirement to become effective in any month, the member must render no service at any time during the six months immediately following the effective date of retirement.

I, \_\_\_\_\_, certify that the effective date of my retirement was \_\_\_\_\_.  
Print Name Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Exhibit D**

**Student Fees for Paramedic Academy as of January 24, 2023**

**Waiver Eligible**

Tuition .....\$360.00

**Waiver Ineligible**

Insurance.....\$23.20

Shirts .....\$56.00

Background/Drug Test .....\$86.00

Book .....\$450.00

ACLS.....\$10.00

AMLS .....\$15.00

PHTLS .....\$15.00

PALS.....\$10.00

GEMS.....\$10.00

EPC .....\$15.00

PEPL.....\$15.00

Fisdap (Scheduler/Tracker) .....\$84.00

EMS Testing.....\$99.00

Estimated Fees Per Individual Student .....\$1,248.20

**Not To Exceed Annual FY Cap (32 Students w/ 10% Buffer) .....\$43,936.64**

Please reference NC Community College System Office memo issued October 29, 2018 for detailed information on tuition and registration fee waivers found at <https://www.ncccommunitycolleges.edu/sites/default/files/basic-pages/workforce-continuing-education/cc18-053.pdf>.

**Exhibit E**

**Programmatic Fees for Paramedic Academy as of January 24, 2023**

**CoAEMSP**

Satellite Location Fee .....\$500.00

Estimated Programmatic Fees .....\$500.00

**Not To Exceed Annual FY Cap (Double in Case of Refiling) .....\$1,000.00**

INTERLOCAL RATIFICATION AGREEMENT

PARTIES: BOARD OF TRUSTEES OF CENTRAL CAROLINA COMMUNITY COLLEGE & HARNETT  
COUNTY BOARD OF COMMISSIONERS  
AGREEMENT NAME: INTERLOCAL AGREEMENT BETWEEN CENTRAL CAROLINA COMMUNITY COLLEGE &  
HARNETT COUNTY EMS  
AGREEMENT DATE: MARCH 14, 2023

The parties above hereby ratify the aforementioned Interlocal Agreement. The original Interlocal Agreement is included following this signature page.

By signing below, you affirm that you are an authorized representative of the Board of Trustees of Central Carolina Community College and acknowledge and agree to the ratification of the Interlocal Agreement as set forth above.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

By signing below, you affirm that you are an authorized representative of the Harnett County Board of Commissioners and acknowledge and agree to the ratification of the Interlocal Agreement as set forth above.

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_



## Accept Financial Statement Audit Report

The College's financial statement audit report is provided as a stand alone supplement to this packet. State Auditor Wood is scheduled to present the audit report to the finance committee.

**CENTRAL CAROLINA COMMUNITY COLLEGE**  
**Lee County Budget Request**  
**For Fiscal Period 2023-2024**

**Total Budget Request:**

	<b>2023 Approved</b>	<b>2024 Request</b>	<b>Variance</b>
Current Expense	\$ 3,412,305	\$ 3,594,500	\$ 182,195
Moore Center	920,000	920,000	-
Capital Expense	100,000	110,000	10,000
Promise Program	250,000	250,000	-
<b>Total</b>	<b>\$ 4,682,305</b>	<b>\$ 4,874,500</b>	<b>\$ 192,195</b>

The chart above indicates we are requesting approximately \$190,000 in additional funding. A majority of this increase is in current expense funding and is discussed on the next few pages. We are requesting \$110,000 in capital expense funding to perform minor renovations to office areas including new carpeting in the Academic Assistance Center, sidewalk improvements, continue to improve ADA accessibility, and parking lot improvements.

**Current Expense Breakdown:**

	<b>2023 Approved</b>	<b>2024 Request</b>	<b>Variance</b>
Salaries and Benefits	\$ 1,611,400	\$ 1,650,000	\$ 38,600
Contracted Services and Insurance	660,090	729,500	69,410
Utilities	1,461,060	1,472,450	11,390
Supplies	203,750	254,500	50,750
Repairs to Facilities and Equipment	271,500	291,500	20,000
Miscellaneous	124,505	116,550	(7,955)
<b>Total</b>	<b>\$ 4,332,305</b>	<b>\$ 4,514,500</b>	<b>\$ 182,195</b>

The current expense budget breakdown is shown above for all campuses and sites. We have included the Moore Center request in the above current expense breakdown. The largest area of increases is in contracted services and supplies. We have continued to see increases in the costs related to changes in the economy. We are also requesting an increase in salaries and benefits to be consistent with any salary increases awarded to state funded positions.

## Break Down by Campus

### Lee Main Campus:

	2023 Approved	2024 Request	Variance
Salaries and Benefits	\$ 1,366,400	\$ 1,419,000	\$ 52,600
Contracted Services and Insurance	512,500	574,500	62,000
Utilities	667,500	673,500	6,000
Supplies	137,000	189,000	52,000
Repairs to Facilities and Equipment	180,000	195,000	15,000
Miscellaneous	29,005	26,050	(2,955)
<b>Total</b>	<b>\$ 2,892,405</b>	<b>\$ 3,077,050</b>	<b>\$ 184,645</b>

We are requesting approximately \$185,000 in additional funding for the Lee Main Campus. The NC Community College System has requested the General Assembly award a 3.5% pay increase to state funded positions and we are requesting funding to award the same increase to our county funded positions. We have continued to see increases in contracted services and with maintenance supply costs due to the current inflationary economy.

### Emergency Services Training Center:

	2023 Approved	2024 Request	Variance
Salaries and Benefits	\$ 49,500	\$ 48,000	\$ (1,500)
Contracted Services and Insurance	43,300	50,700	7,400
Utilities	47,090	44,600	(2,490)
Supplies	5,775	8,500	2,725
Repairs to Facilities and Equipment	7,000	19,500	12,500
Miscellaneous	500	500	-
<b>Total</b>	<b>\$ 153,165</b>	<b>\$ 171,800</b>	<b>\$ 18,635</b>

As can be seen from the above chart, we are requesting approximately \$19,000 in additional funding for the Emergency Services Training Center. The largest area of increase is in Repairs to Facilities and we continue to have on-going needs to ensure this site continues to meet the training needs of our emergency services personnel.

**Center for Workforce Innovation:**

	<b>2023 Approved</b>	<b>2024 Request</b>	<b>Variance</b>
Salaries and Benefits	\$ 95,500	\$ 78,000	\$ (17,500)
Contracted Services and Insurance	63,840	63,850	10
Utilities	105,600	111,000	5,400
Supplies	3,775	1,000	(2,775)
Repairs to Facilities and Equipment	17,500	17,500	-
Miscellaneous	-	-	-
<b>Total</b>	<b>\$ 286,215</b>	<b>\$ 271,350</b>	<b>\$ (14,865)</b>

As can be seen from chart, we are requesting an approximately \$15,000 reduction in funding for the Center for Workforce Innovation. Most of this change relates to the reduction of a full-time position to a reduced hours full-time position.

**Howard-James Innovation Center:**

	<b>2023 Approved</b>	<b>2024 Request</b>	<b>Variance</b>
Salaries and Benefits	\$ -	\$ -	\$ -
Contracted Services and Insurance	4,850	4,850	-
Utilities	28,510	30,850	2,340
Supplies	5,625	3,000	(2,625)
Repairs to Facilities and Equipment	16,000	8,500	(7,500)
Miscellaneous	-	-	-
<b>Total</b>	<b>\$ 54,985</b>	<b>\$ 47,200</b>	<b>\$ (7,785)</b>

We are requesting approximately \$8,000 less in funding for the Howard-James Innovation Center. CCCC had some one-time repair costs in the current year that will not be necessary in the next fiscal year.

**Early College Modular Units:**

	<b>2023 Approved</b>	<b>2024 Request</b>	<b>Variance</b>
Salaries and Benefits	\$ -	\$ -	\$ -
Contracted Services and Insurance	10,600	10,600	-
Utilities	12,360	12,500	140
Supplies	1,575	3,000	1,425
Repairs to Facilities and Equipment	1,000	1,000	-
Miscellaneous	-	-	-
<b>Total</b>	<b>\$ 25,535</b>	<b>\$ 27,100</b>	<b>\$ 1,565</b>

As can be seen from the above chart, we are requesting approximately \$1,500 in additional funding for the Lee Early College Modular Units.

**Moore Center:**

	<b>2023 Approved</b>	<b>2024 Request</b>	<b>Variance</b>
Salaries and Benefits	\$ 100,000	\$ 105,000	\$ 5,000
Contracted Services and Insurance	25,000	25,000	-
Utilities	600,000	600,000	-
Supplies	50,000	50,000	-
Repairs to Facilities and Equipment	50,000	50,000	-
Miscellaneous	95,000	90,000	(5,000)
<b>Total</b>	<b>\$ 920,000</b>	<b>\$ 920,000</b>	<b>\$ -</b>

As can be seen from the above chart, we are requesting the same funding level in 2024 as was originally approved for the 2023 year. This funding level was developed based on data the county had available for operations. CCCC is in the process of renovating several spaces for use and we anticipate funding needs increasing in the future as we increase programming at this site.

**CENTRAL CAROLINA COMMUNITY COLLEGE**  
**Dennis Wicker Civic Center**  
**For Fiscal Period 2021-2022**

**Current Expenses:**

	<b>2023 Approved</b>	<b>2024 Request</b>	<b>Variance</b>
Salaries and Benefits	\$ 280,906	\$ 343,431	\$ 62,525
Contracted Services and Insurance	46,950	24,750	(22,200)
Utilities	99,225	113,750	14,525
Supplies	17,300	13,800	(3,500)
Repairs to Facilities and Equipment	10,000	15,000	5,000
Miscellaneous	8,850	7,500	(1,350)
<b>Total</b>	<b>\$ 463,231</b>	<b>\$ 518,231</b>	<b>\$ 55,000</b>

As can be seen in the breakdown above, we are projecting expenses to increase in the next fiscal year. We have seen an increase in usage at the Civic Center and have had a corresponding increase in part-time salaries related to event setups.

**Funding Request for Current Expenses Budget**

	<b>2023 Budget</b>	<b>2024 Request</b>	<b>Variance</b>
Lee County Motel Tax	\$ 273,301	\$ 273,301	\$ -
Lee County Appropriation	64,930	64,930	-
Civic Center Revenue	125,000	180,000	55,000
<b>Operating Budget</b>	<b>\$ 463,231</b>	<b>\$ 518,231</b>	<b>\$ 55,000</b>

We have seen an increase in events being held at the Civic Center and see our rental revenues starting to increase from levels prior to the pandemic. We are projecting a significant increase in rental revenues for the next fiscal year. We are not requesting an increase in either Lee County Appropriations or Lee County Motel Tax revenue.

**CENTRAL CAROLINA COMMUNITY COLLEGE**  
**Chatham County Budget Request for Current Expenses**  
**For Fiscal Period 2023-2024**

**Total Budget Request:**

	2023 Approved	2024 Request	Variance
Current Expense	\$ 1,242,990	\$ 1,337,190	\$ 94,200
Capital	65,000	86,500	21,500
Promise	260,000	260,000	-
Small Business Center	24,000	26,750	2,750
Contingency for Salary Increases	-	12,000	12,000
Total	\$ 1,591,990	\$ 1,722,440	\$ 130,450

Central Carolina Community College is requesting a total budget of \$1,722,440 which represents an increase of \$130,450. The increases requested in current expense are mainly attributable to two positions which are requested to be split among the three counties in our service area and increases associated with a lease of office space for our small business center. CCCC also requests \$12,000 in contingency for salary increases because of the requested 3.5% salary increase the Community College System has requested from the General Assembly. This contingency is shown throughout the remainder of this document as included within salary and benefits.

The capital request includes funding for a replacement truck for maintenance, restriping parking lots on the Chatham Main Campus and Siler City Center, removing a wall between two classrooms, and HVAC modifications at Chatham Health Sciences Center.

**Current Expense Breakdown:**

	2023 Approved	2024 Request	Variance
Salaries and Benefits	\$ 538,950	\$ 564,000	\$ 25,050
Contracted Services and Insurance	344,590	349,090	4,500
Utilities	265,500	287,000	21,500
Supplies	24,000	51,000	27,000
Repairs to Facilities and Equipment	60,500	66,000	5,500
Miscellaneous	9,450	32,100	22,650
Total	\$ 1,242,990	\$ 1,349,190	\$ 106,200

The above breakdown provides some information about the current expense request. A more detailed breakdown by location is shown on the next few pages.

## Break Down by Campus

### Pittsboro Campus:

	2023 Approved	2024 Request	Variance
Salaries and Benefits	\$ 401,100	\$ 430,000	\$ 28,900
Contracted Services and Insurance	214,840	221,840	7,000
Utilities	132,000	142,000	10,000
Supplies	21,000	38,500	17,500
Repairs to Facilities and Equipment	48,000	53,500	5,500
Miscellaneous	6,950	27,800	20,850
Total	\$ 823,890	\$ 913,640	\$ 89,750

We are requesting approximately \$90,000 in additional funding for the Chatham Main Campus. Included in this request is a 3.5% increase in salaries for existing employees. We are also requesting to split funding for two new positions to each county in our service area. The increase in miscellaneous relates to a lease for office space for our Small Business Center. The remaining increases are all attributable to increases we are seeing related to inflation.

### Siler City Center:

	2023 Approved	2024 Request	Variance
Salaries and Benefits	\$ 89,000	\$ 83,000	\$ (6,000)
Contracted Services and Insurance	75,250	71,500	(3,750)
Utilities	68,000	68,000	-
Supplies	1,500	6,500	5,000
Repairs to Facilities and Equipment	7,500	7,500	-
Miscellaneous	8,000	800	(7,200)
Total	\$ 249,250	\$ 237,300	\$ (11,950)

The above breakdown reflects approximately a slight decrease in funding requested for this site. Most of the decreases are relatively minor and some relate to which site we are coding certain expenses.



**Chatham Health Sciences:**

	2023 Approved	2024 Request	Variance
Salaries and Benefits	\$ 48,850	\$ 51,000	\$ 2,150
Contracted Services and Insurance	54,500	55,750	1,250
Utilities	65,500	77,000	11,500
Supplies	1,500	6,000	4,500
Repairs to Facilities and Equipment	5,000	5,000	-
Miscellaneous	1,700	3,500	1,800
Total	\$ 177,050	\$ 198,250	\$ 21,200

The above breakdown reflects a requested increase of approximately \$22,000. The largest area of increase is in utilities, and this is caused by both projected increases in utility pricing as well as increased use of this site. The other increases are mainly attributable to increases we are seeing in the market related to inflation.

**CENTRAL CAROLINA COMMUNITY COLLEGE**  
**Harnett County Budget Request**  
**For Fiscal Period 2023-2024**

**Total Budget Request:**

	<b>2023 Approved</b>	<b>2024 Request</b>	<b>Variance</b>
Current Expense	\$1,382,605	\$1,438,075	\$55,470
Capital Expense	100,000	130,000	30,000
Harnett Promise	420,000	250,000	(170,000)
<b>Total</b>	<b>\$1,902,605</b>	<b>\$1,818,075</b>	<b>(\$84,530)</b>

The college is requesting a decrease of approximately \$85,000 in additional funding for our Harnett County operations. We are requesting approximately \$55,000 in current expense funding which is detailed over the next few pages.

The college is requesting \$130,000 in capital expense funding. This includes funding to replace an HVAC unit and indoor air handler coil in Miriello, replacement of doors/windows in Etheridge, add additional automatic door openers, and purchase storage pods for the West Harnett Auto Restoration location.

The Harnett Promise Program has been a huge benefit to Harnett County graduates. We are requesting a continuation of funding for this program consistent with the MOU recently renewed with the County.

**Current Expense Breakdown:**

	<b>2023 Approved</b>	<b>2024 Request</b>	<b>Variance</b>
Salaries and Benefits	\$607,380	\$655,000	\$47,620
Contracted Services and Insurance	282,300	252,250	(30,050)
Utilities	320,000	376,750	56,750
Supplies	66,775	57,925	(8,850)
Repairs to Facilities and Equipment	85,000	62,000	(23,000)
Miscellaneous	21,150	34,150	13,000
<b>Total</b>	<b>\$1,382,605</b>	<b>\$1,438,075</b>	<b>\$55,470</b>

The current expense budget breakdown is shown above for all campuses and sites. The largest increases in current expense are associated with increases utility costs for our sites. There is also an increase in salaries and benefits associated with converting a contracted security officer to a college staff position and a corresponding decrease in contracted services for this change. Additional breakdown by location is shown on the next few pages.

## Break Down by Campus

### Harnett Main Campus:

	2023 Approved	2024 Request	Variance
Salaries and Benefits	\$502,280	\$550,000	\$47,720
Contracted Services and Insurance	123,750	112,550	(11,200)
Utilities	168,500	180,000	11,500
Supplies	48,650	44,050	(4,600)
Repairs to Facilities and Equipment	64,500	37,500	(27,000)
Miscellaneous	6,800	17,550	10,750
<b>Total</b>	<b>\$920,480</b>	<b>\$941,650</b>	<b>\$21,170</b>

We are requesting approximately \$21,000 in additional funding for the Harnett Main Campus. The increase in salaries and benefits is mainly attributable to the conversion of a contracted security position to a college staff position. This change also caused a decrease in our funding request for contracted services. We have also experienced and anticipate an increase in utility costs for this site. Our repairs to facilities request reflects our anticipated projects during the current year.

### Harnett Health Sciences Center:

	2023 Approved	2024 Request	Variance
Salaries and Benefits	\$49,700	\$52,500	\$2,800
Contracted Services and Insurance	39,550	31,050	(8,500)
Utilities	80,250	116,250	36,000
Supplies	6,500	3,500	(3,000)
Repairs to Facilities and Equipment	5,000	7,500	2,500
Miscellaneous	100	100	0
<b>Total</b>	<b>\$181,100</b>	<b>\$210,900</b>	<b>\$29,800</b>

As can be seen above, we are requesting approximately \$30,000 in additional funding for the Harnett Health Sciences. Most of this increase is associated with increased utility costs from operating this space. Our current year projections indicate we will serve approximately 200 full-time equivalent students at this site.

**West Harnett Center and Auto Restoration:**

	<b>2023 Approved</b>	<b>2024 Request</b>	<b>Variance</b>
Salaries and Benefits	\$0	\$0	\$0
Contracted Services and Insurance	59,700	54,100	(5,600)
Utilities	28,000	33,750	5,750
Supplies	8,000	5,000	(3,000)
Repairs to Facilities and Equipment	10,500	11,000	500
Miscellaneous	0	2,250	2,250
<b>Total</b>	<b>\$106,200</b>	<b>\$106,100</b>	<b>(\$100)</b>

We are requesting approximately the same request for West Harnett as was approved in our current year. We have some minor adjustments throughout the various categories to reflect our current anticipated needs.

**Dunn Center:**

	<b>2023 Approved</b>	<b>2024 Request</b>	<b>Variance</b>
Salaries and Benefits	\$49,400	\$52,500	\$3,100
Contracted Services and Insurance	59,300	54,550	(4,750)
Utilities	43,250	46,750	3,500
Supplies	3,625	5,375	1,750
Repairs to Facilities and Equipment	5,000	6,000	1,000
Miscellaneous	14,250	14,250	0
<b>Total</b>	<b>\$174,825</b>	<b>\$179,425</b>	<b>\$4,600</b>

As can be seen above, we are requesting approximately \$5,000 in additional funding for the Dunn Center. We have some minor adjustments throughout the various categories to reflect our current anticipated needs.

**Central Carolina Community College**  
**Fee Listing 2022 – 2023 (Proposed 2023 – 2024)**

**Information in RED**  
**either Updated or Added**

The State Board of Community Colleges established a policy on July 19, 2002 allowing local boards to set fees to help offset costs of programming in which supplies and associated costs are higher than normal. The local board is to set fees and review and approve fees on an annual basis. Our board has delegated to the President the responsibility for establishing new fees on an interim basis when needed and to bring these items to the board for annual review.

Special fees fall into four categories:

1. System-wide fees (which can only be approved at the state level)
2. Student activity fees
3. Parking/security fees
4. Specific fees (consumable expenditures, patron fees)

CCCC has in place one system-wide fee, a series of specific fees and a student activity fee.

**System-wide Fees**

Computer Technology Fee:

Full-time	\$16.00
Half time or less	\$ 8.00

**Student Activity Fees**

All students	\$35.00
Summer	\$ 5.00
Continuing Education	\$ 1.25

**Parking/Security Fees**

All Curriculum Students	\$10.00 Fall & Spring
Continuing Education	\$ 1.00 per class

**Specific Fees**

Air Conditioning, Heating, and Refrigeration Technology

ACHR 160	\$25.00
ATI PN Predictor	\$65.00
ATI TEAS	\$65.00

Barbering, Cosmetology & Esthetics Malpractice Insurance

By program	\$20.00 per semester
Barbering student permit	\$25.00 (must have 10 days prior to class start date)
Distance Education	\$15.00

Healthcare Malpractice Insurance

Curriculum	\$20.00 per semester
Continuing Education	\$10.00 per semester

Human Services Technology WBL 111

Background Check Fee	\$24.00
Test Proctoring (AAC)	\$10.00

Curriculum Transcript (each)	\$ 5.00 (In person)	\$3.75 (Online)
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## **Continuing Education Courses List of Fees:**

### **Insurance Fees**

Medical Malpractice Insurance	\$10.00
Student Insurance	\$ 0.60

### **Supply Fees**

Art/Painting	\$10.00 to \$50.00
Arts and Crafts	\$10.00 to \$100.00
Automotive Restoration	\$20.00
Basic Photography	\$10.00 to \$100.00
Basic Rider Course	\$20.00
CDL/DTP (Consumables)	\$575.00 to \$750.00
Ceramics	\$10.00 to \$100.00
Computer Classes	\$5.00 to \$35.00
Construction	\$10.00 to \$100.00
Cooking Classes	\$5.00 to \$35.00
Jewelry	\$5.00 to \$35.00
Motorcycle Rider Safety	\$20.00
Pottery Classes	\$5.00 to \$35.00
Pottery Classes – gas & glaze	\$10.00 per course
Stained Glass Design	\$20.00 to \$150.00
Welding	\$30.00 to \$100.00
Woodblock Fee	\$10.00 to \$50.00

### **Public Service Certification Cards**

ACLS Card	\$10.00
AMLS Card	\$15.00
Basic Life Support CPR Card	\$ 7.00
EPC Card	\$15.00
GEMS Card	\$10.00
Heartsaver CPR Card	\$20.00
OSHA 10 Safety Card	\$ 8.00
PALS Card	\$10.00
PHTLS Card	\$15.00

### **Access Fees**

Online Class Texts	\$20.00 to \$50.00
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### **College and Career Readiness**

GED Fee (State Mandated)	\$20.00 per test (4 tests)
HiSet Paper Based Test	\$15.00 per test (5 tests)
HiSet Computer Based Test	\$10.75 per test (5 tests)

## **WorkKeys Assessments**

ACT's National Career Readiness Certificate (NCRC) Exams ..... \$25.00 each

## **Live Project Fees**

23 NCAC 02D.0310 – “Live Projects are defined as... (a)(2) Education programs that produce goods that are sold or services for which charges are made, such goods or services being a normal and necessary product of the learning activities of students.”

Revenues from “live project” programs are deposited in institutional accounts to be used to support operations of the program which generates the income.

## **Central Carolina Culinary Institute**

The Central Carolina Culinary Institute will charge patron fees for meals sold to students and faculty as well as college caterings. These meals will be price appropriate depending on the foods offered. Fees range between \$1 and \$14. Example of fees: Breakfast Biscuits \$1, Lunches \$5, Dinners \$12, Caterings \$8. These fees are charged in exchange for foods prepared across the Culinary Institute in all Counties that the college serves.

## **Sustainable Agriculture Program**

Farm produce is offered through a cooperative (CSA) at a price of \$20.00 per week.

## **Other Program Fees**

### **CDL/Truck Driver Training Program**

BAT Confirmation	\$40.00
BAT Initial (Breath Alcohol Testing)	\$25.00
DOT Drug Screen	\$45.00
DOT Physical	\$85.00

### **Emergency Services Training Fees**

Individual Component Prices:

Background Check .....	\$30.24
Drug Test .....	\$57.24

**Curriculum Health Sciences:** *(Additional cost-not included in tuition and fees cost)*

Associate Degree Nursing, Practical Nursing, Dental Hygiene, Dental Assisting, Medical Assisting, Medical Sonography, Health Information Technology and Veterinary Medical Technology programs have a joint agreement with a vendor to provide background checks, drug screenings, and immunization record services.

Full Package: \$121.00 Background check, 12 panel drug test, Healthcare portal document manger, eLearning tracker.

Additional Test Prices:  
\$53.00 – Panel Drug Test

**CCCC Nursing Department Program Student Fees:** *(Included in tuition and fee cost)*

Program	Course	Supplies	Cost
Associate Degree	NUR 111	Lab Kit	\$160.00
Nursing (A45110)	NUR 111, 112, 114, 211, 213, 214	ATI Fee	<del>\$572.45</del> <b>\$700.00</b>
Practical Nursing	NUR 101	Lab Kit	\$160.00
Diploma (D45660)	NUR 101, 102, 103	ATI Fee	<del>\$659.83</del> <b>\$760.00</b>

**CCCC Dental Program Student Fee**

Program	Course	Supplies	Cost
Dental Assisting (A45240)	DEN 101	Dental Typodont	\$ 395.00
	DEN 106	SIMTICS	<del>\$ 70.00</del> <b>148.00</b>
Dental Hygiene (A45260)	DEN 121	Dental Typodont	<del>\$ 345.00</del> <b>285.00</b>
	DEN 121	Dental Instruments	<del>\$1,225.00</del> <b>1,380.00</b>
	DEN 121	Dental Handpiece	<del>\$ 310.00</del> <b>320.00</b>
	DEN 221	Dental Instruments	<del>\$ 565.00</del> <b>530.00</b>

Course Requirement: Initial clinical course requirement

Program	Courses
Dental Assisting (A45240)	DEN 101
Dental Hygiene (A45260)	DEN 121
Medical Assisting (A45400)	MED110
Nursing – ADN (A45110)	NUR 111
Nursing – LPN (D45660)	NUR 101
Veterinary Medical Technology (A45780)	VET 101



## **Emergency Services Training Center**

### **FACILITY RENTAL FEES**

#### **Commercial User Rates-**

Building 1:	\$150/day (Classroom, Restrooms, Vending)
Building 2:	
Vending/Restrooms with rental of track or grounds	\$50/day
Classroom 116, 118, 120 (24 person)	\$125/day each
Multi-Purpose Room 121 (80 person)	\$225/day
Driving Track/Grounds	\$1,000/day (no half days, \$250 non-refundable deposit required)

#### **Private/Non-Profit User Rates**

Building 1:	\$100/day (Classroom, Restrooms, Vending)
Building 2:	
Vending/Restrooms with rental of track or grounds	\$50/day
Classroom 116, 118, 120 (24 person)	\$75/day each
Multi-Purpose Room 121 (80 person)	\$150/day
Driving Track/Grounds	\$1,000/day (no half days, \$250 non-refundable deposit required)

The burn building and the rescue building are not available for rental. These facilities may only be used for CCCC training activities.

#### **NOTE:**

1. Normal operating hours (days) are from 8:00 a.m. to 5:00 p.m. Monday thru Thursday and Friday 8:00 am to 3:30 p.m. Closed all holidays and on Fridays during the months of June and July. After hours, special accommodations will be considered on a case-by-case basis at the discretion of ESTC's Director. An additional fee of \$50 an hour will apply to after hour functions to cover staffing costs.
2. Training extending over the scheduled time can result in an additional day's rental fee. All attempts should be made to have training completed, site cleaned and cleared within the scheduled time.
3. Furniture may not be removed from any classrooms.
4. Furniture may be rearranged in the classroom to accommodate the class but must be put back in its original position prior to leaving facility.
5. Classrooms should be left clean and in order, all trash cans must be emptied and trash taken to the dumpster provided.
6. There are no overnight facilities or on-site camping.
7. The Emergency Service Training Center is a tobacco free campus and use of these products on college grounds is strictly prohibited.
8. Alcoholic beverages are strictly prohibited.

# Central Carolina Community College

## Barbering Price List

Shampoo and Style ✂		Chemical Services ✂✂			
*Price is based on length and density of hair. Consultation must occur before price is given		*Price is based on length and density of hair. Consultation must occur before price is given			
Shampoo & Set	\$6.00	Permanent Wave	\$25.00		
Shampoo & Blow Dry Style	\$6.00	Designer/Soft Curl Permanent Wave	\$40.00		
Shampoo & Style (with Thermal Iron)	\$10.00	Relaxer (Retouch)	\$35.00		
Shampoo, Style & Haircut (with Thermal Iron)	\$12.00	Relaxer (Virgin)	\$40.00		
Custom Styling *Price is based on length and density of hair. Consultation must occur before price is given		Hair Straightening System	\$50.00		
		Temporary Color Rinse (excluded from discount)	\$2.00		
Basic/Doobie Wrap (with Thermal Iron)	\$8.00	Semi or Demi Color	\$15.00		
Rod Set	\$15.00	Permanent Color (Virgin)	\$40.00		
Spiral Design (with Thermal Iron)	\$15.00	Permanent Color (Retouch)	\$35.00		
Fashion Style (Up-Do)	\$15.00	Color Correction	\$40.00		
Fashion Style (Design)	\$30.00	Hair Lightening (Virgin)	\$40.00		
Finger Wave Style (with Rod Set)	\$20.00	Hair Lightening (Retouch)	\$35.00		
Wig Set and Style	\$6.50	Highlighting or Lowlighting (Full Head)	\$40.00		
Hair Cuts ✂		Highlighting or Lowlighting (Partial Head)	\$30.00		
Hair Cut (Dry)	\$6.00				
Hair Cut (with Shampoo)	\$7.00				
Scalp Treatments		Highlighting and Low-lighting (Full Head)	\$45.00		
Scalp and Hair Treatment	\$10.00				
Dandruff Treatment	\$8.00	Highlighting and Low-lighting (Partial)	\$35.00		
Hot Oil Treatment	\$8.00				
Hair Mask Treatment	\$8.00	Fashion Color (per foil)	\$2.00		
Hair Removal		Toner/Gloss (à la carte)	\$20.00		
		Special Pricing (✂) Indicates services offered at 1/2 price and (✂✂) indicates services offered at \$5 off for: Senior Citizens (55+), CCCC Staff and Students, Cosmetology Students Immediate Family. Refer to the program price list for Cosmetology student pricing. Chemical services include a haircut at no charge.			
				Eyebrow Waxing	\$10.00
				Lip Waxing	\$8.00
Chin Waxing	\$8.00				
Facials					
Basic Facial	\$10.00				
*Clients with hair that is below the shoulder and/or thick in density will be charged double for shampoo & styling services and an additional fee of \$10 for chemical services.					

# Central Carolina Community College

## COSMETOLOGY PRICE LIST

Shampoo and Style ✂		Chemical Services ✂✂	
<i>(Price is based on length and density of hair. Consultation must occur before price is given. See special pricing)</i>		<i>(Price is based on length and density of hair. Consultation must occur before price is given. See special pricing.)</i>	
Shampoo & Set	\$6.00	Permanent Wave	\$25.00
Shampoo & Style (with Thermal Iron)	\$12.00	Relaxer (Retouch)	\$35.00
Shampoo, Style & Haircut (with Thermal Iron)	\$14.00	Relaxer (Virgin)	\$40.00
<b>Custom Styling</b> <i>*Price is based on length and density of hair. Consultation must occur before price is given</i>		Hair Straightening System	\$50.00
Basic/Doobie Wrap (with Thermal Iron)	\$8.00	Temporary Color Rinse <i>(excluded from discount)</i>	\$2.00
Rod Set	\$15.00	Semi/Demi/Permanent Color (Virgin)	\$40.00
Spiral Design (with Thermal Iron)	\$15.00	Semi/Demi/Permanent Color (Retouch)	\$35.00
Fashion Style (Up-Do)	\$15.00	Color Correction	\$40.00
Fashion Style (Design)	\$30.00	Hair Lightening (Virgin)	\$40.00
Finger Wave Style (with Rod Set)	\$20.00	Hair Lightening (Retouch)	\$35.00
Wig Set and Style	\$6.50	Highlighting or Lowlighting (Full Head)	\$40.00
<b>Hair Cuts ✂</b>		Highlighting or Lowlighting (Partial Head)	\$30.00
Hair Cut (Dry)	\$6.00		
Hair Cut (with Shampoo)	\$7.00	Highlighting and Low-lighting (Full Head)	\$45.00
<b>Scalp Treatments</b>		Highlighting and Low-lighting (Partial)	\$35.00
Scalp and Hair Treatment	\$10.00		
Dandruff Treatment	\$8.00		
Hot Oil Treatment	\$8.00	Fashion Color (per foil, limit of 6 foils)	\$2.00
Hair Mask Treatment	\$8.00		
<b>Hair Removal and Tinting</b>		Toner/Gloss (à la carte)	\$20.00
Lash & Brow Tinting	\$6.00	<b>Nail Care</b>	
Eyebrow Waxing	\$10.00	Basic Manicure	\$7.50
Lip Waxing	\$8.00	French/Gel Manicure	\$12.00
Chin Waxing	\$8.00	Basic Pedicure	\$17.00
<b>Facials and Makeup</b>		French/Gel Pedicure	\$20.00
		Polish Change	\$5.00
Basic Facial	\$18.00	Gel Polish Change	\$7.00
Make- up Application	\$8.00	Nail Clipping (à la carte)	\$5.00
<b>Special Pricing</b> <ul style="list-style-type: none"> <li>✂ Indicates services offered at 1/2 price and ✂✂ indicates services offered at \$5 off for:</li> <li>Senior Citizens (55+), CCCC Staff and Students, Cosmetology Students' Immediate Family. Refer to the program price list for Cosmetology student pricing.</li> <li>Clients with hair that is below the shoulder and/or thick in density will be charged double for shampoo and styling services, and a \$12 (non-discounted) fee will be added for each additional perm box/color tube used.</li> <li>Chemical services include a haircut at no charge.</li> </ul>			

# Central Carolina Community College

## ESTHETICS PRICE LIST

Facials		Waxing	
Basic Facial	\$18.00	Eyebrows	\$10.00
European Facial	\$22.00	Chin/Lip	\$8.00
Express Facial	\$12.00	Chest/Back	\$40.00
Custom Facial (Acne, anti-aging, Light Therapy, Paraffin, Rosacea)	\$25.00	Arms: Half Arm (up to elbow) Full Arm (up to shoulder)	\$20.00 \$40.00
Chemical/Enzyme Peel 🌸 🌸	\$45.00	Underarms	\$12.00
Microdermabrasion 🌸 🌸	\$55.00	Bikini	\$25.00
Microcurrent 🌸 🌸	\$55.00	Half Leg	\$20.00
Back Treatment	\$22.00	Full Leg	\$40.00
Make-up		Add On Services	
Artificial Lashes	\$15.00	Aromatherapy (per essential oil)	\$2.00
Specialty Makeup Session	\$15.00	Foot /Hand Paraffin	\$10.00
Basic Makeup Session	\$8.00		

### Special Pricing

(🌸 🌸) Indicates services offered at \$5 off for:

Senior Citizens (55+), CCCC Staff and Students, Cosmetology Students Immediate Family, Refer to the program price list for Cosmetology student pricing.

## Cosmetology, Barbering, and Esthetics Special Fee Items

- At the discretion of the Department Chair and with Dean approval, the Board of Trustees allows flexibility to offer special pricing or gift certificates for community events, college networking and to recruit clients for the clinic. Pricing would cover the cost of professional products utilized for the services rendered.
  - Rationale— Students are required by State Board and the College to complete a specific number of services to successfully complete each program. Offering services at a reduced rate will help ensure our salon has an adequate number of patrons to allow students to get their required services.
- At the discretion of the Department Chair and with the Dean's approval, the Board of Trustees allows free services for community organizations such as nursing homes, Boys and Girls Club, and similar organizations. One community organization would be allowed per semester for each of the Barbering, Cosmetology and Esthetics programs to offer basic Haircuts, Facials and Manicures free of charge.
  - Rationale— Students are required by State Board and the College to complete a specific number of services to successfully complete each program. Offering services at a reduced rate will help students to achieve this requirement. This also is a public service to the community. This is a win-win-win proposition—good for the students, the college and the community we serve.
- The Board of Trustees allows instructors and students of the Barbering, Cosmetology and Esthetics Programs to receive services from any of the three programs at a reduced charge. Students and instructors would receive free basic services and ½ off of chemical and advanced services. The basic services are indicated on each program price list with one symbol above the service column or next to the service (comb & shears or leaf) and the chemical/advanced services are indicated with two symbols (comb & shears or leaf).
  - Rationale— Students are required by State Board and the College to complete a specific number of services to successfully complete each program. Offering services at a reduced rate will help students to achieve this requirement.
- For the esthetics students, the Board of Trustees allows each student to receive free vouchers that can be used for services on any clients. Each student would receive 40 vouchers (10 for Microdermabrasion, 10 for Chemical Peels, and 10 for Microcurrent Facials). Vouchers would be non-transferable and would expire at the end of the program for each student. Vouchers would be invalidated if a student withdraws from the program. Use of the vouchers would be monitored, managed and recorded the full-time esthetics instructor.
  - Rationale—Students are required by State Board and the College to complete a specific number of services to successfully complete the program. In Esthetics, some of these services (\$26.00 - \$65.00 per treatment) are cost prohibitive for clients and even students at the ½ off pricing. Giving students vouchers will ensure they are able to complete the minimum required performances and qualify to sit for the State Board exam. Otherwise, cost could be a barrier to learning and success.
- The Board of Trustees allows the following special pricing for Barbering, Cosmetology and Esthetics Department employees and students to be used outside of the voucher system:
  - Microdermabrasion - \$15
  - Rationale—the prices for advanced treatments within the Esthetics Department are much higher than those of the Cosmetology and Barbering Programs (due to the equipment and product used). The voucher system ensures students are able to perform the minimum services required by the State Board. This special pricing allows students to get additional practice needed to be proficient and instill confidence. The Special Pricing does cover the cost of professional products utilized for the services rendered and equipment usage.

## Central Carolina Community College Manicuring/Nail Tech PRICE LIST

Manicure		Add On Services	
Basic Manicure	\$7.50	Soak Off	\$3.00
Manicure with Gel/French	\$12.00	Repair (per nail)	\$1.50
Gel Polish Change	\$7.00	Nail Art (per 2 fingers)	\$5.00
Basic Pedicure	\$17.00	Polish Change	\$5.00
Pedicure with Gel/French	\$20.00		
Acrylic Full Set	\$15.00		
Acrylic Fill-In	\$8.00		
Pink & White Full Set (gel/acrylic)	\$20.00		
Pink & White Fill-In (gel/acrylic)	\$18.00		
Gel Full Set	\$18.00		
Gel Fill-In	\$10.00		

## Central Carolina Community College NATURAL HAIR CARE PRICE LIST

Shampoo and Style ✂		Scalp Treatments	
Shampoo ✂	\$4.50	Scalp and Hair Treatment	\$10.00
Shampoo & Style (with Thermal Iron) ✂	\$10.00		
<b>Custom Styling</b> <i>*Price is based on length and density of hair. Consultation must occur before price is given</i>			
Flat Twists	\$5.00	Up-style	\$15.00
Twists	\$10.00	Artificial Hair Decorations	\$30.00
Two Strand Twists	\$25.00 w/o artificial hair \$40.00 w/ artificial hair	Loc Maintenance	\$20.00
Hair Locking	\$30.00	Braid Removal	\$15.00
Individual braids	\$25.00 w/out artificial hair \$40.00 w/ artificial hair	<b>Special Pricing</b> (✂) Indicates services offered at 1/2 price for: Senior Citizens (55+), CCCC Staff and Students, Cosmetology Students' Immediate family. Refer to the program price list for COS student pricing.  *Clients with hair that is below the shoulder and/or thick in density will be charged double for shampoo & styling services and an additional fee of \$10 for custom styling.	
Cornrows: Child	\$12.00 w/o artificial hair \$15.00 w/ artificial hair		
Adult	\$15.00 w/o artificial hair \$20.00 with artificial hair		

### **Massage Therapy Price Listing**

20 Minute Chair Massage (w/hot stones) ..... \$10.00

60 Minute Full Body Massage (w/hot stones) ..... \$35.00

#### *Additional Information:*

Student Name Tags ..... \$ 5.00

Employee Discount for Services ..... \$10.00

## Approve College Staff to Finalize Negotiations for Follett bookstore contract

College staff members are continuing to negotiate a final contract with Follett for continued operations of the college bookstore. A few items of detail are provided below and a comparison to existing contract language.

### Proposed Commission:

11.0% of all Commissionable Sales up to \$2,000,000; plus  
13.0% of any part of Commissionable Sales over \$2,000,000; plus  
7.0% of all Commissionable Sales of digital course materials.

Commissionable Sales is defined as all recognized revenue (in compliance with generally accepted accounting principles) generated through the Store or the Store website, less voids, refunds, sales tax, campus debit card fees, discounted sales to authorized School faculty, staff, departments and others as may be mutually agreed to under this Agreement, Follett-funded scholarships, handling fees associated with non-return of rental textbooks, pass-through income and merchandise sales less than an inherent 20% margin (i.e. computer hardware and software).

### Existing Commission:

10.75% of all Net Revenue up to \$2,000,000; plus  
12.75% of all Net Revenue over \$2,000,000; plus  
7.0% of all Net Revenue of digital course materials

Net Revenue is defined as Gross Revenue less refunds, voids, returns, taxes, allocations of Follett-funded scholarships, discounted sales to authorized School faculty, staff and other departments under this Agreement, and including but not limited to computer system sales (such as hardware, components and software at less than a 20% margin), and consumer electronics (such as MP3 players, digital cameras and e-readers), any rental program processing fees, and less sales made at no margin by Follett at the request of the School, all as reasonably calculated by Follett.

### Other items in Proposed Agreement:

Follett plans to close the bookstore in Lillington due to low sales volume.

Follett will invest up to \$50,000 to renovate the campus store at CCCC, enhancing the retail space so it continues to reflect your image, attract customers, and increase sales.

Follett will make a \$25,000 one-time payment within 180 days of the successful implementation of the Follett Discover suite of Tools. This payment will be subject to amortization and repayment in accordance with the contract.

### Requested Action:

College staff request the Board of Trustees to allow college staff to continue negotiations with Follett to finalize a contract. Once the contract has been reviewed by the College's Staff Attorney and the Board's Attorney, we request permission to execute the agreement.





**SUMMARY:** The Sanford Tourism Development Authority has been representing Central Carolina Community College for marketing services related to the Dennis A. Wicker Civic Center since 2018 through an MOU, which expires June 30, 2023.

During that time, the TDA has represented the civic center at trade shows, golf tournaments, media pitches, conferences, and events, including providing marketing and promotional materials for these events.

In addition, the TDA has leveraged its position with its own marketing firm, Avenir Bold, to produce brochures, develop a website, provide photography and 360 photography, and place digital, print and social media advertising. Content has also been developed by the TDA staff and Avenir Bold. Avenir Bold currently hosts the DAWCC website.

The TDA staff has worked with conference planners for hotel room blocks and on-demand conference materials as requested. TDA staff has also provided printed materials on-demand and have built two new events that are held annually at the DAWCC.

**SUCCESES:** The TDA has been able to generate over 150 business leads through work at trade shows. We have also seen the DAWCC landing page climb into our top 15 most visited pages on the brand website.

The carousel ad campaigns on Facebook have generated approximately 2,500 clicks quarterly, while paid search has created approximately 2,000 clicks quarterly.

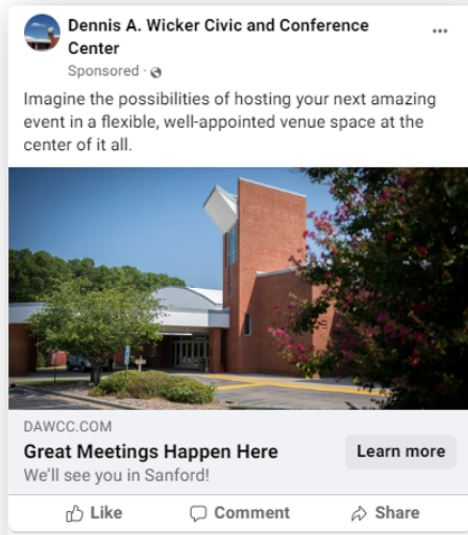
**PILLARS AND RATIONALE:** The Sanford Tourism Development Authority promotes nine tourism pillars: food and beverage, lodging, sports, music, groups and events, retail, agri-tourism, outdoor recreation, and meetings and conferences.

Generally, these fall into the leisure or meetings/conferences categories, which call for different audiences. Advertising placements are made based on pillars, location and specified demographics. Part of the DAWCC marketing includes crossover into some of the leisure markets, including weddings, music, and events. This is an area where we can continue to develop crossover and generate new markets based on the DAWCC business plan.

**RECOMMENDATIONS:** Building content assets is necessary for all marketing, whether it be collateral at tradeshow (brochures, videos and photography) or paid advertising (blogs, copy and landing pages.) We recommend additional photography and video, a new companion brochure for booking meetings and conferences, and a blog for FAQ's and fun facts, so event planning is a seamless experience.

For bookings with events that are available to the public, a small marketing stipend could be included in the meeting package.

Moving forward, we recommend additional paid media, and moving beyond the day-trip drive market.



## EXPENDITURES BY CATEGORY

Included below is the breakdown of direct costs invested for marketing for the civic center over the past two years. For the 2022-23 fiscal year, all occupancy tax collections will not be finalized until September 2023 due to reporting and collection periods; therefore, some placements and projects will cross into the new fiscal year.

2021-22		2022-23	
<b>TOTAL EXPENDITURES:</b>	<b>\$96,226.20</b>	<b>TOTAL EXPENDITURES:</b>	<b>\$71,048.00</b>
TRADE SHOWS:	\$3,180.00	TRADE SHOWS:	\$8,120.00
COLLATERAL:	\$15,038.21	COLLATERAL:	\$6,000.00
WEBSITE:	\$27,375.00	WEBSITE:	\$11,983.00
VISITOR'S GUIDE:	\$1,200.00	VISITOR'S GUIDE:	\$500.00
ADVERTISING:	\$18,168.00	ADVERTISING:	\$11,018.00
CREATIVE:	\$26,500.00	CREATIVE:	\$25,100.00
EVENTS:	\$4,765.00	EVENTS:	\$8,327.00

This worksheet is based on a number of assumptions. It is provided for planning and illustration purposes only.  
Projection does not include any adjustments for salaries and/or benefits

Insert College Number Here ----->

816

Central Carolina CC

	2022-23 Budget Package	2023-24* Projected Budget	
<b>A. BUDGET FTE*</b>			
Curriculum	4,117	4,202	CU Est. BFTE - Spring Census data
Workforce Con Ed	743	742	CE Est. BFTE - Spring Census ICR data
Basic Skills	395	378	BS Est. BFTE - Spring Census ICR data
	<b>5,255</b>	<b>5,322</b>	
<b>B. FORMULA ALLOCATION - Current Operating</b>			
Curriculum Instruction	17,298,276	17,629,148	Reflects 2023-24 Est. BFTE - Spring Census ICR data.
Continuing Education/Occ. Extension Instruction	2,524,513	2,542,190	Reflects 2023-24 Est. BFTE - Spring Census ICR data.
Basic Skills Instruction - State	1,120,052	1,079,577	Reflects 2023-24 Est. BFTE - Spring Census ICR data.
Institutional Support	12,577,069	12,063,213	Reflects 2023-24 Est. BFTE - Spring Census ICR data.
Performance-Based Allocation	379,752	379,752	Same as 2022-23 allocation
<b>Projected Formula Allocation</b>	<b>33,899,662</b>	<b>33,693,880</b>	
<b>C. OTHER CATEGORICALS:</b>			
Career & Technical Education	328,703	328,703	Same as 2022-23 allocation.
Child Care Grants	64,293	36,057	Updated with 2023-24 Est. BFTE - Spring Census ICR data less NR portion
Small Business Center	173,667	173,667	Same as 2022-23 allocation.
Customized Training Business & Industry Support	60,000	60,000	Same as 2022-23 allocation.
Equipment	1,127,487	1,118,640	Updated with 2023-24 Est. Actual FTE - Spring Census ICR data
Instructional Resources	50,734	50,875	Updated with 2023-24 Est. Actual FTE - Spring Census ICR data
Program Specific Categoricals	-	-	Same as 2022-23 allocation less NR allocations.
<b>Categorical Allocations</b>	<b>1,804,884</b>	<b>1,767,942</b>	
<b>Total Projected Allocations:</b>	<b>35,704,546</b>	<b>35,461,822</b>	
<b>D. BUDGET STABILIZATION</b>			
Budget Stabilization funds used in FY2022-23	-	-	
<b>Projected remaining budget stabilization funds**</b>			
<b>Total projected budget available</b>	<b>35,704,546</b>	<b>35,461,822</b>	
Change from prior year		(242,724)	
% Change from prior year		-0.7%	

\* 2023-24 Est. BFTE includes the following in the calculation:

- > College Actual Summer 2022 submissions
- > College Actual Fall 2022 submissions
- > College Spring Census submissions

\*\*FY2022-23 budget package reflected -0- Budget Stabilization dollars; enter estimate of what college expects to use in each year.

No Changes on the State Retirement System letter related to contribution-based cap legislation.



# BOARD OF TRUSTEES BUILDING AND GROUNDS COMMITTEE AGENDA

**Date of Meeting:**

April 24, 2023

**Committee Members:** George Lucier, Chair  
Bill Tatum  
Jim Womack

## Consent Agenda Items

## Full Board Items

1. Approve Designer for Moore Center Main Building Renovation – Phase 1
2. Approve Bids for Moore Center Executive Office Suite Renovation
3. Approve Easement for City of Sanford
4. Approve Easement for MSNC

## For Information Only

1. Update on building and grounds items
2. Consider Lease Modifications for the Moore Center

BOT Building & Grounds Committee Meeting Minutes Winter 2023

<b>Meeting Name:</b>	Board of Trustees / Building & Grounds Committee		
<b>Date of Meeting:</b>	February 6, 2023	11:30 am	Virtual (V) and in Person (P)
<b>Members Present:</b>	J. Philpott (P), G. Lucier (P), B. Tatum (P), J. Womack (P), P. Price, L. Chapman(P), L. Whitaker(P)		
	<b>Discussion</b>		
<b>Consent Agenda</b>	<p>1. Ratify resolution authorizing a public auction for the house constructed by our construction program. An email was sent to the Board of Trustees on December 6<sup>th</sup> for an email vote. The email stated that at the September 1, 2022 Board of Trustees meeting, the building and grounds committee recommended and the full board approved a resolution allowing college staff to conduct an auction of the house constructed by our students. After approval, college staff proceeded with the auction and began working with the highest bidder. The highest bidder is unable to complete the sale of the house. After review of relevant laws and procedures, we have determined the Board of Trustees will need to approve a new resolution to allow us to conduct a new auction for the house. Attached is the proposed resolution. Since this item has previously been approved by the Board of Trustees, we are requesting consent to proceed with the auction and bring this item to the February board of trustees meeting for ratification. Trustee Tatum made a motion to approve. Trustee Womack seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</p>		
<b>Full Board</b>	<p>1. Approve 79 Degree West Office Lease            Building &amp; Grounds Committee Chair Lucier called on EVP Price for an overview of the lease. He indicated that College Attorney Love and Staff Attorney Jonathan White had reviewed the lease. Committee Chair Lucier indicated that he had read over the lease as well and it appeared that all areas were covered in detail. Trustee Tatum made a motion to approve the 79 Degree West Office Lease. Trustee Womack seconded the motion. The motion carried unanimously.            Approve Board Chair to sign Design Agreement for Bioprocessing Renovation Project            EVP Price reviewed the background on this project. Trustee Tatum made a motion to approve the Board Chair to sign Design Agreement for Bioprocessing Renovation Project. Trustee Womack seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</p> <p>2. Approve 3-1 for Moore Center – Executive Office Suite            EVP Price shared hard copies of the 3-1 Moore Center – Executive Office Suite for the committee. EVP Price reviewed the project description and cost. Trustee Tatum made a motion to approve the 3-1 Moore Center – Executive Office Suite. Trustee Womack seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</p>		
<b>For Information Only</b>	<p>1. Update on building and grounds items            2. Lee County CIP            3. Facility Master Plan Discussion            4. Discuss/Revise scoring items for designer selection for Moore Center – Main Building Renovations</p>		

## Approve Designer for Moore Center – Main Building Renovation Phase 1

We received State Board of Community Colleges approval for the Moore Center – Main Building Renovation project during their March meeting. After the meeting, we requested designers submit qualification packages for this project. We received packages from four firms and it was decided that all four firms would be asked to present to the building and grounds committee. Interviews with these firms are scheduled for the following dates and times:

April 18, 2023 at 1:30 pm – Hobbs Architects/ADW Architecture

April 18, 2023 at 3:00 pm – Moseley Architecture

April 20, 2023 at 9:30 am – WHN Architecture

April 20, 2023 at 11:00 am – The Walker Group Architecture

Each of the firms has been invited to tour the site on April 13<sup>th</sup>.

We anticipate the building and grounds committee selecting one of the four firms to be considered by the full board during the April meeting.

## Approve Moore Center Executive Office Renovation Bids

The Board of Trustees approved a \$300,000 budget for the Moore Center Executive Office Renovation project during the February meeting. College staff members finalized a bid set of plans for this project and distributed the plans to nine construction companies. We have requested to have bids in hand by 2:00 pm on Friday, April 14, 2023. We plan to make a recommendation to award this project to the low bidder during the April Board of Trustees meeting.



## **Executive Office Renovation Alternate Bids**

**April 17, 2023**

### **ALTERNATES 1. ALTERNATE G-1 - REPLACE EXISTING WINDOW SHADES**

A. UNDER BID ADD ALTERNATE G-1, REMOVE EXISTING WINDOW SHADES THROUGHOUT OFFICE SUITE AND REPLACE WITH NEW MANUALLY OPERATED ROLLER SHADES. **\$6,128.00**

B. UNDER BASE BID, EXISTING WINDOW SHADES TO REMAIN.

### **2. ALTERNATE G-2 - PAINT ALL EXISTING WOOD TRIM**

A. UNDER BID ADD ALTERNATE G-2, SAND ALL INTERIOR WOOD TRIM AND REPAINT WITH A PRIMER AND TWO TOP COATS. WOOD TRIM TO BE PAINTED INCLUDES WOOD WALL BASE, CHAIR RAIL, CROWN MOLDING, AND DOOR CASING. **\$6,270.00**

B. UNDER BASE BID, EXISTING WOOD TRIM AND DOORS TO BE CLEANED.

### **3. ALTERNATE G-3 - PAINT ALL EXISTING WOOD EIGHT-PANEL DOORS**

A. UNDER BID ADD ALTERNATE G-3, SAND ALL INTERIOR WOOD DOORS ON BOTH SIDES AND REPAINT WITH A PRIMER AND TWO TOP COATS. **\$1,595.00**

B. UNDER BASE BID, CLEAN EXISTING DOORS.

### **4. ALTERNATE G-4 - REFINISH GWB CEILINGS**

A. UNDER BID ADD ALTERNATE G-4, STRIP/SAND COARSE TEXTURE FROM EXISTING GWB CEILINGS AND PATCH. APPLY NEW PAINT TO SURFACE. **\$1,683.00**

B. UNDER BASE BID, EXISTING CEILING TEXTURE TO REMAIN. REPAINT EXISTING CEILINGS.

### **5. ALTERNATE G-5 - REPLACE SLIDING DOOR UNITS WITH FIXED INSULATED WINDOWS**

A. UNDER BID ADD ALTERNATE G-5, REMOVE THE EXISTING SLIDING GLASS DOORS UNITS IN OFFICE 102 AND OFFICE 104 AND PREP OPENING FOR NEW FIXED WINDOW UNITS. PROVIDE AND INSTALL THE NEW FIXED INSULATED WINDOW UNITS TO MATCH EXISTING EXTERIOR WINDOWS. **\$8,200.00**

B. UNDER BASE BID, EXISTING SLIDING DOOR UNITS ARE TO REMAIN. CLEAN GLASS.

### **6. ALTERNATE G-6 - REPLACE EXISTING DOORS WITH NEW SOLID WOOD FLUSH DOORS**

A. UNDER BID ADD ALTERNATE G-6, REMOVE EXISTING EIGHT-PANELED DOORS AND REPLACE WITH NEW SOLID WOOD FLUSH DOORS WITH NEW HARDWARE. DOORS TO BE ROTARY BIRCH STAINED, FACTORY-FINISHED. **\$15,863.00**

B. UNDER BASE BID, CLEAN EXISTING DOORS AND PROVIDE NEW HARDWARE.

### **7. ALTERNATE G-7 - REPLACE EXISTING INSULATED GLAZING WHERE CLOUDY**

A. UNDER BID ADD ALTERNATE G-7, REMOVE EXISTING GLAZING AT SELECT LOCATIONS AND REPLACE WITH NEW INSULATED GLAZING PANELS. RESEAL. \$7,300.00

B. UNDER BASE BID, CLEAN EXISTING GLASS.

8. ALTERNATE G-8 - PROVIDE AND INSTALL NEW CUSTOM CUT METAL LOGO SIGNAGE

A. UNDER BID ADD ALTERNATE G-8, GC TO FABRICATE AS DETAILED IN DRAWINGS AND INSTALL AT ACCENT WALL LOCATION. \$3,500.00

B. UNDER BASE BID, NO METAL SIGN TO BE PROVIDED

Moore Center Executive Office Renovation Project ID#  
2023-1002

Bid Tabulation Sheet

April 14, 2023

Contractor	License No	Base Bid	Add/Alt G-1	Add/Alt G-2	Add/Alt G-3	Add/ Alt G-4	Add/Alt G-5	Add/Alt G-6	Add/Alt G-7	Add/Alt G-8	Low Bidder
Bordeaux Contruction	9266U	\$293,500.00	\$3,363.75	\$16,100.00	\$2,185.00	\$5,890.00	\$15,525.00	\$17,782.45	\$10,120.00	\$3,162.50	
Sanford Contractors	6301	\$238,176.41	\$6,128.00	\$6,270.00	\$1,595.00	\$1,683.00	\$8,200.00	\$15,863.00	\$7,300.00	\$3,500.00	X

Prepared by: Ronnie Measamer  
Physical Plant Manager

Total Alt  
\$50,539.00

Base & Alt  
\$288,715.41

## Approve Easement Request from the City of Sanford

We received the attached easement request from the City of Sanford. The typical process for these requests are that they are reviewed by college staff, we seek Board of Trustees approval, and then submit to the Community College System for final approval.

Sanford Easement Request



PUBLIC WORKS DEPARTMENT

## ***CITY OF SANFORD***

P. O. BOX 3729

FAX 919-774-8179

*North Carolina 27331-3729*

TELEPHONE 919-777-1118

OR 919-777-1122

Victor I Czar., P.E.  
Public Works Director

March 2, 2023

Phillip Price  
Executive Vice President/Chief Financial Officer  
Central Carolina Community College  
1105 Kelly Drive  
Sanford, NC 27330

**Re: Utility Easement request at 5910 Clyde Rhyne Drive, PIN 9645-76-8196-00**

Dear Mr. Price:

The City of Sanford is working to acquire easements for the Triangle Innovation Point Water and Sewer Improvements project which will serve VinFast in Chatham County. One of the easements would cross the property at 5910 Clyde Rhyne Drive. Attached please find an exhibit, the proposed easement document and construction plans.

We did check our impact to 5825 Clyde Rhyne Road. Our project will be staying inside existing right of way and easement so no additional easement will need to be requested for this location.

Should you have additional questions, please feel free to contact me at any time.

Sincerely,

DocuSigned by:

*Paul M. Weeks Jr. P.E.*

BBC39E6667844B9...

Paul M. Weeks Jr, P.E.

Utilities and Engineering Director





CC ENTERPRISE  
PARK LLC

20' EX. EASEMENT

10' EAS

10' TEMPORARY  
EASEMENT

SL  
SA

DUKE E  
PROGR

CC ENTERPRISE  
PARK LLC

TRUSTEES OF  
CENTRAL CAROLINA  
COM COLLEGE  
9645-76-8196-00

20' PERMANENT  
EASEMENT

10' TEMPORARY  
EASEMENT

HAYNES,  
GARY A

Womack Rd

CC ENTERPRISE  
PARK LLC

Womack Rd

CMC  
ENT  
LLC

ANENT  
T

TERPRISE  
RK LLC



**PREPARED UNDER THE  
SUPERVISION OF**  
M. Andrew Lucas

**MAIL TO:** Engineering Division  
City of Sanford  
P.O. Box 3729  
Sanford, NC 27331-3729

LEE COUNTY  
NORTH CAROLINA

PERMANENT NON-EXCLUSIVE UTILITY EASEMENT

THIS DEED OF EASEMENT dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023 between Trustees of Central Carolina Community College (hereinafter called "Grantors"), and the City of Sanford, a municipal corporation located in Lee County, State of North Carolina (hereinafter called "Grantee").

THAT WHEREAS, Grantor is the owner of a tract of land situated in the City/Town of Sanford, West Sanford Township, Lee County, North Carolina, which is described in a certain deed recorded in Book 1535, Page 750, Lee County Registry; and

WHEREAS, Grantee has requested and Grantors have agreed to grant to the Grantee both a temporary and a permanent utility easement over the lands of Grantor for the installation of utilities and water and/or sewer transmission lines, and for ingress, egress, and regress to said lines.

NOW, THEREFORE, Grantor, for a valuable consideration, the receipt and sufficiency of which is hereby acknowledged, do hereby give, grant, sell, and convey to Grantee, its successors and assigns, an easement for the inspection, maintenance, and repair of said line described as follows; **Said easement being the proposed utility easement and/or proposed waterline/sewer line easement as shown on EXHIBIT A attached hereto and incorporated herein together with a temporary construction easement as shown on EXHIBIT A. The temporary easement shall terminate thirty (30) days after the completion of the installation of the water/sewer line.**

SAID EASEMENT is to be used and enjoyed by the City of Sanford, its successors and assigns, to keep up, construct, repair, and maintain said utilities, and use the same so far as may be necessary, for said purpose with right of ingress and egress, thereto thereon at all times. The City of Sanford shall have the right to cut and remove such trees and growth in, upon, and along said utilities as may interfere with the installation, laying, upkeep, and maintenance of said utilities for the purpose herein stated.

TO HAVE AND TO HOLD said permanent right and easement hereby granted to the Grantee, its successors and assigns, forever.

The designation Grantor and Grantee, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine, or neuter as required by context.

IN WITNESS WHEREOF, Grantor has hereunto set his hand and seal the day and year first above written.

Trustees of Central Carolina Community  
College

\_\_\_\_\_(SEAL)  
Authorized Signatory

STATE OF NORTH CAROLINA  
COUNTY OF \_\_\_\_\_

I, \_\_\_\_\_, a Notary Public of the County and  
State aforesaid, certify that \_\_\_\_\_  
\_\_\_\_\_ Grantors, personally appeared  
before me this day, and acknowledged the due execution of the foregoing  
instrument for the purposes therein expressed.

Witness my hand and official stamp, this \_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Notary Public

Commission Expires:

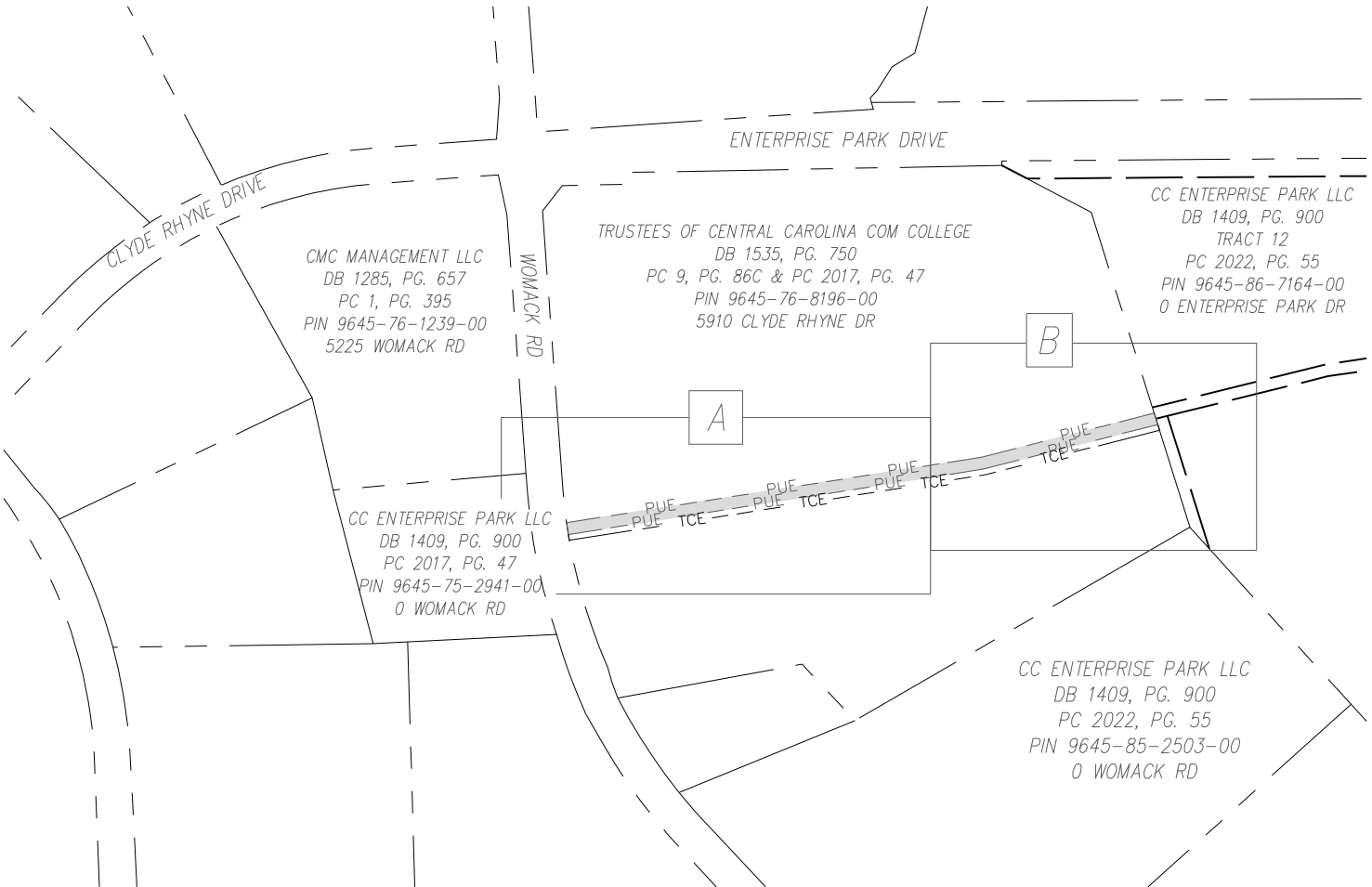
\_\_\_\_\_



THIS MAP MAY NOT BE A CERTIFIED SURVEY AND HAS NOT BEEN REVIEWED BY A LOCAL GOVERNMENT AGENCY FOR COMPLIANCE WITH ANY APPLICABLE LAND DEVELOPMENT REGULATIONS AND HAS NOT BEEN REVIEWED FOR COMPLIANCE WITH RECORDING REQUIREMENTS FOR PLATS.

PERMANENT UTILITY EASEMENT  
TOTAL = 20,154 SF / 0.463 AC

TEMPORARY CONSTRUCTION EASEMENT  
TOTAL = 10,104 SF / 0.232 AC



NORTH  
NAD83(2011)

0 250 500  
SCALE: 1" = 500'

**LEGEND**

IPF IRON PIPE FOUND  
IRF IRON ROD FOUND  
 COMPUTED POINT

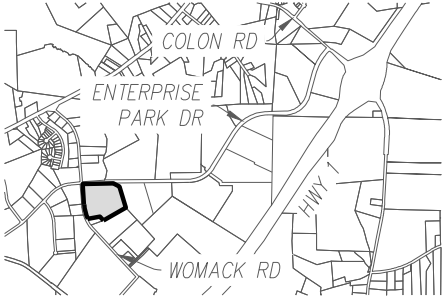
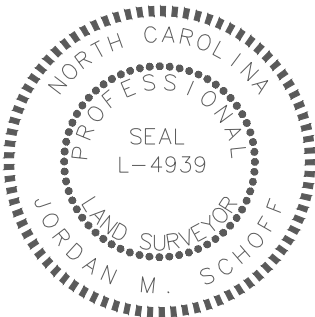
--- TCE --- NEW TEMPORARY CONSTRUCTION EASEMENT  
 NEW UTILITY EASEMENT  
--- PUE --- PROPERTY LINE COMPILATION

- GENERAL NOTES**
- ALL DISTANCES SHOWN ARE HORIZONTAL GROUND DISTANCES IN US SURVEY FEET.
  - THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT. PROPERTY IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD WHICH MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
  - AREAS COMPUTED USING THE COORDINATE METHOD.
  - THE EASEMENT AREA IS LOCATED INSIDE OF A FLOODPLAIN PER MAP 3710964500K DATED 02-02-2007. [www.rfris.nc.gov](http://www.rfris.nc.gov)

I, JORDAN M. SCHOFF, PLS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED AS SHOWN); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION AS SHOWN; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+ ; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G. S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 21ST DAY OF NOVEMBER, A.D., 2022.

\_X\_ d. THAT THE SURVEY IS A PROPOSED EASEMENT FOR A PUBLIC UTILITY AS DEFINED G.S. 62.-3.

DocuSigned by:  
  
JORDAN M. SCHOFF  
E13E49EF03AC48B  
LAND SURVEYOR  
LICENSE NUMBER L-4939



**STEWART**

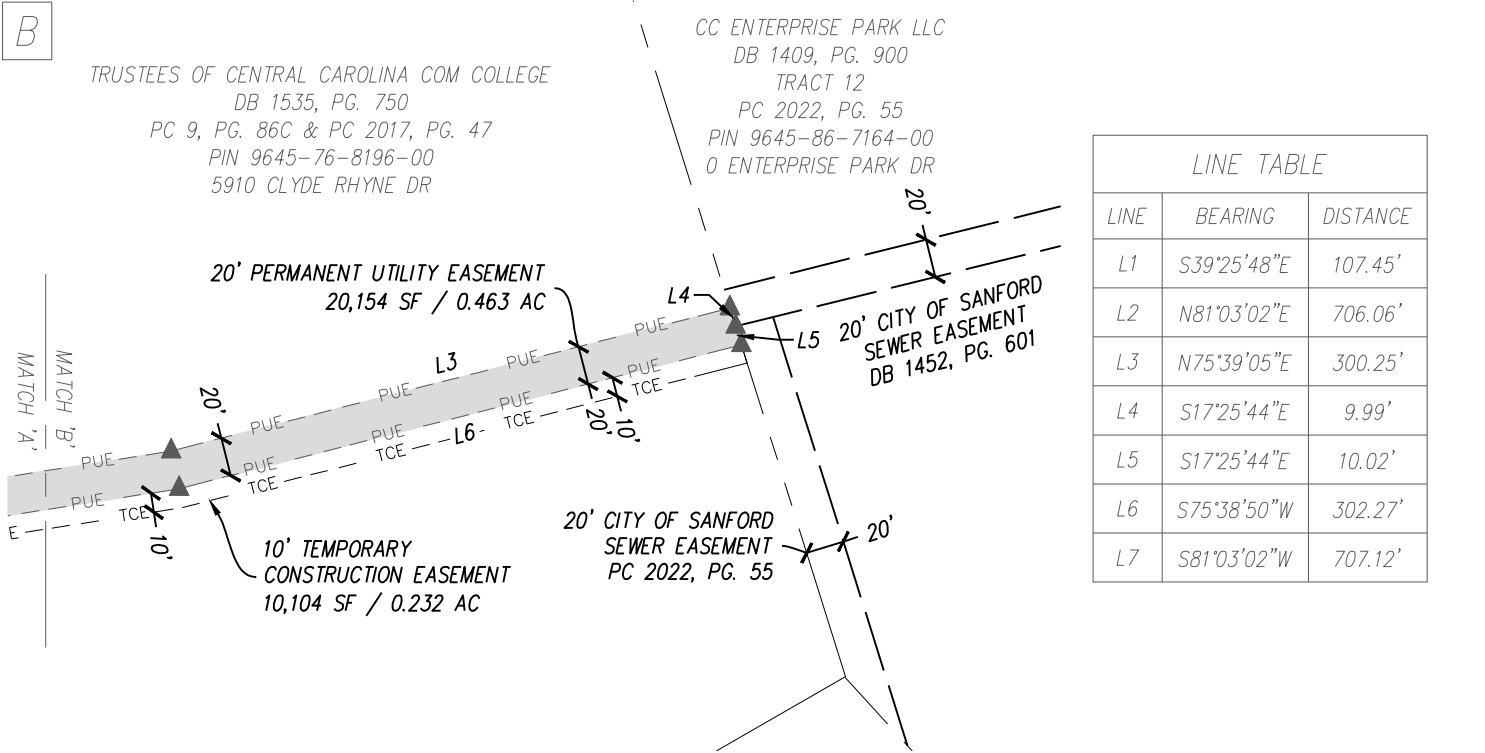
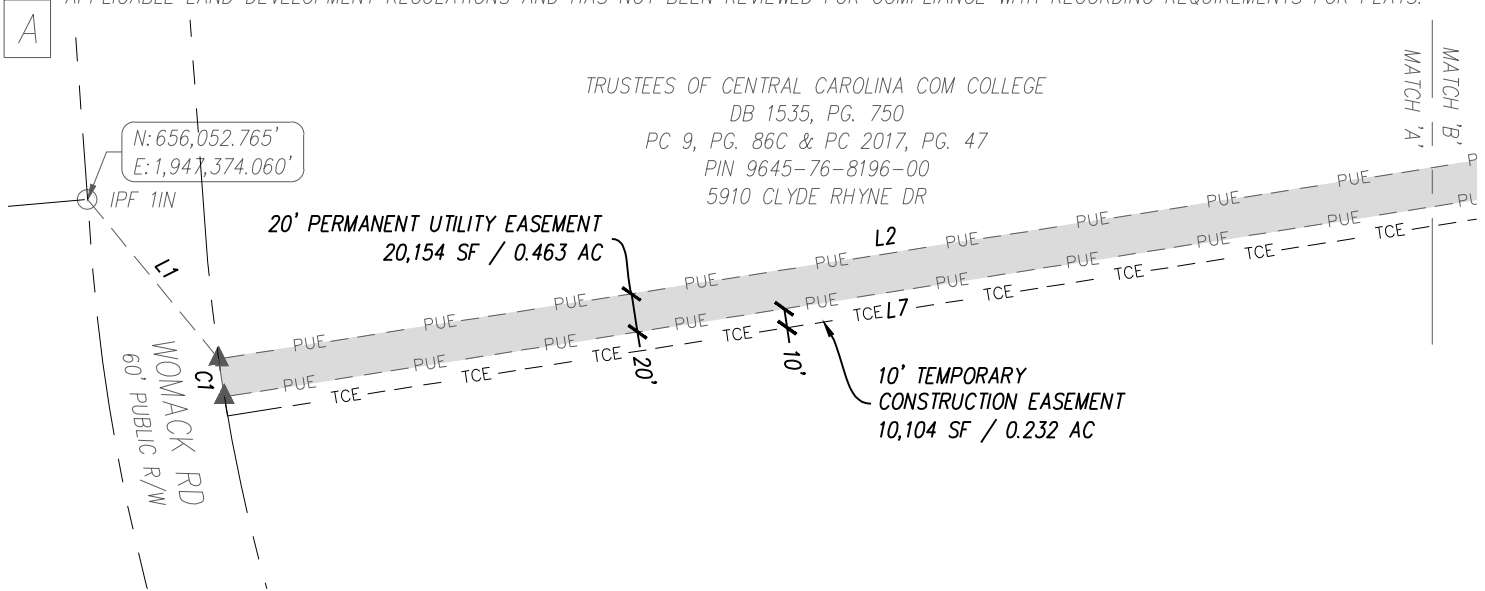
5410 Old Poole Rd  
Raleigh, NC 27610  
T 919.380.8750

Firm License #: C-1051  
[www.stewartinc.com](http://www.stewartinc.com)  
Project #: G22083

**CITY OF SANFORD EASEMENT EXHIBIT**  
**ACROSS THE PROPERTY OF:**  
*TRUSTEES OF CENTRAL CAROLINA COMMUNITY COLLEGE*  
PIN 9645-76-8196-00  
WEST SANFORD TOWNSHIP, LEE COUNTY  
SANFORD TIP WATER & SEWER IMPROVEMENT PROJECT

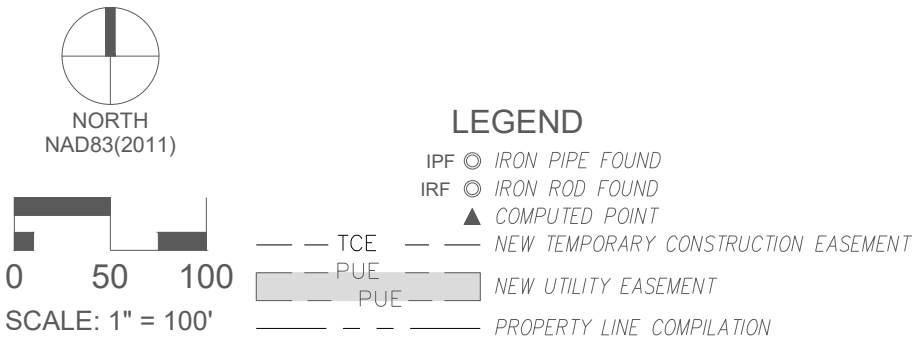
Project No:	G22083	Ref No:	FNI-L11 & T011
Scale:	1" = 500'	Date:	11-21-2022
Drawn By:	NMH	Revision:	
Checked By:	JMS	Drawing No.	1 of 2

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LINE TABLE		
LINE	BEARING	DISTANCE
L1	S39°25'48"E	107.45'
L2	N81°03'02"E	706.06'
L3	N75°39'05"E	300.25'
L4	S17°25'44"E	9.99'
L5	S17°25'44"E	10.02'
L6	S75°38'50"W	302.27'
L7	S81°03'02"W	707.12'

CURVE TABLE						
CURVE	LENGTH	RADIUS	DELTA	TANGENT	CHORD	BEARING
C1	20.00'	924.74'	1°14'21"	10.00'	20.00'	S08°37'59"E



### GENERAL NOTES

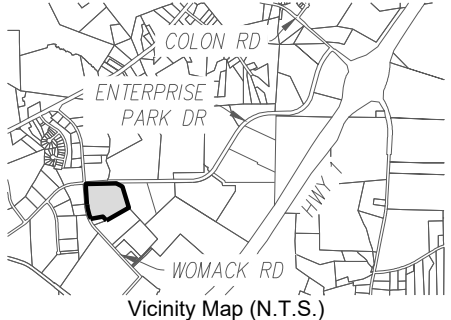
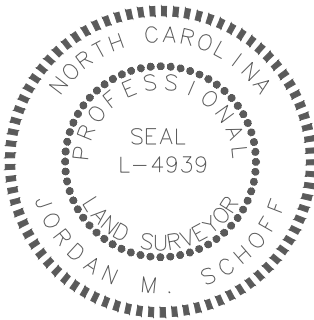
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- THIS SURVEY WAS PERFORMED WITHOUT THE BENEFIT OF A TITLE REPORT. PROPERTY IS SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD WHICH MAY BE DISCLOSED BY A FULL AND ACCURATE TITLE SEARCH.
- AREAS COMPUTED USING THE COORDINATE METHOD.
- THE EASEMENT AREA IS LOCATED INSIDE OF A FLOODPLAIN PER MAP 3710964500K DATED 02-02-2007. [www.rfris.nc.gov](http://www.rfris.nc.gov)

I, JORDAN M. SCHOFF, PLS, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED AS SHOWN); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION AS SHOWN; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+ ; THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G. S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER AND SEAL THIS 21ST DAY OF NOVEMBER, A.D., 2022.

\_X\_ d. THAT THE SURVEY IS A PROPOSED EASEMENT FOR A PUBLIC UTILITY AS DEFINED G.S. 62.-3.

DocuSigned by:

JORDAN M. SCHOFF  
PROFESSIONAL LAND SURVEYOR  
LICENSE NUMBER L-4939



**CITY OF SANFORD EASEMENT EXHIBIT**  
ACROSS THE PROPERTY OF:  
TRUSTEES OF CENTRAL CAROLINA COMMUNITY COLLEGE  
PIN 9645-76-8196-00  
WEST SANFORD TOWNSHIP, LEE COUNTY  
SANFORD TIP WATER & SEWER IMPROVEMENT PROJECT

Project No:	G22083	Ref No:	FNI-L11 & T011
Scale:	1" = 100'	Date:	11-21-2022
Drawn By:	NMH	Revision:	
Checked By:	JMS	Drawing No.	2 of 2

## Approve Easement Request from the MCNC

We received the attached easement request from the MCNC. The typical process for these requests are that they are reviewed by college staff, we seek Board of Trustees approval, and then submit to the Community College System for final approval.



VICINITY MAP  
(NOT TO SCALE)

### SURVEY NOTES:

1. ALL DISTANCES SHOWN, UNLESS OTHERWISE NOTED, ARE IN GROUND AND IN TERMS OF THE U.S. SURVEY FOOT.
2. PLANIMETRIC FEATURES SHOWN HEREON ARE BASED UPON A FIELD SURVEY PERFORMED BY SAM LLC FOR MCNC AND WILL NOT REFLECT ANY CHANGES TO THE PHYSICAL SITE THROUGH MANMADE OR NATURAL OCCURRENCES BEYOND 11/16/2022.
3. A TRIMBLE S7 TOTAL STATION AND A TRIMBLE R10 WAS USED TO OBTAIN THE LINEAR AND ANGULAR MEASUREMENTS USED IN THE PREPARATION OF THIS PLAT.

### CERTIFICATION:

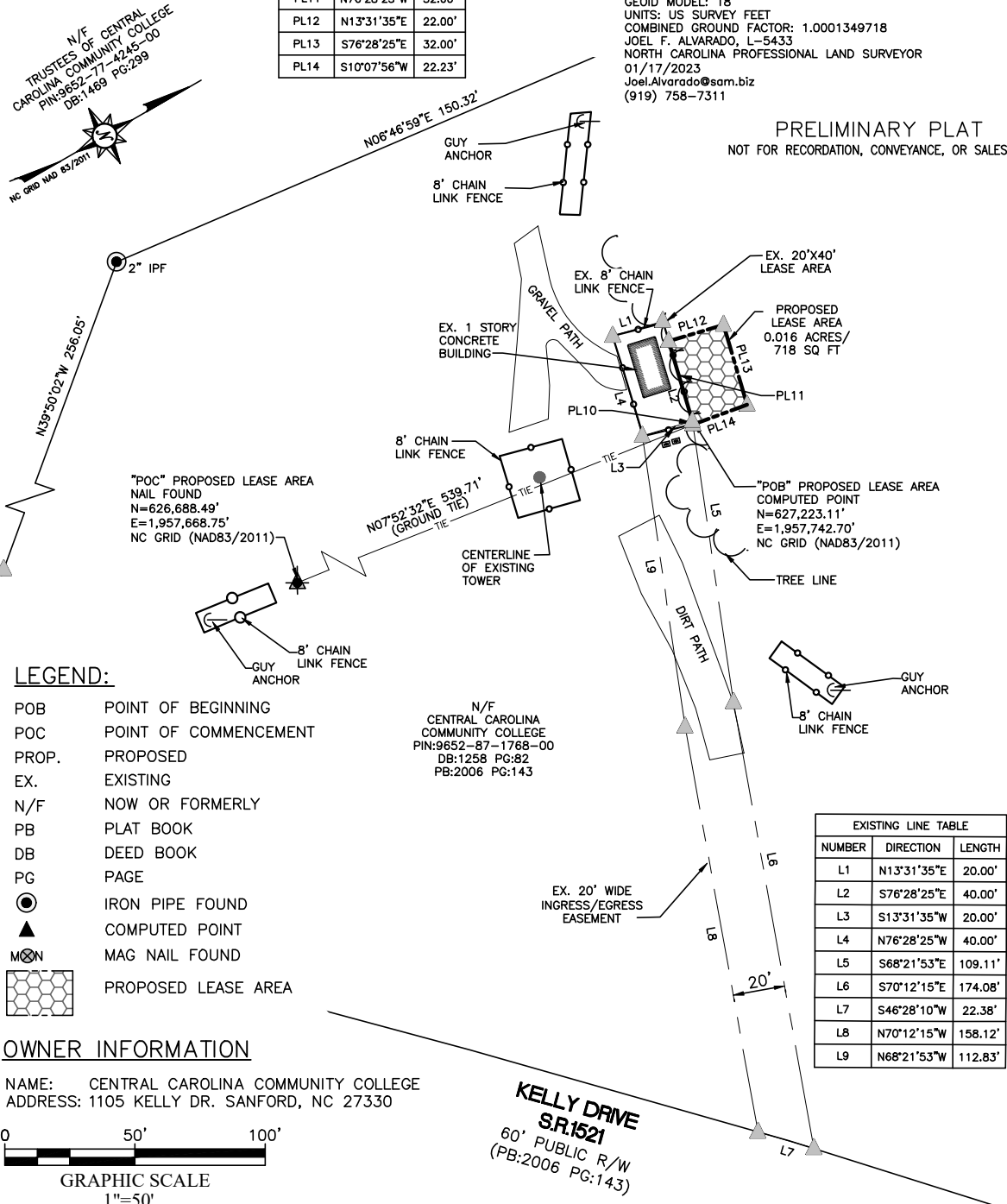
THIS PLAT WAS NOT PREPARED FOR RECORDING IN ACCORDANCE WITH GS 47-30, AS AMENDED.

I, JOEL F. ALVARADO, CERTIFY THAT THIS PROJECT WAS COMPLETED UNDER MY DIRECT AND RESPONSIBLE CHARGE FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION; THAT THIS SURVEY WAS PERFORMED TO MEET THE REQUIREMENTS FOR A TOPOGRAPHIC SURVEY TO THE ACCURACY OF CLASS AA AND VERTICAL ACCURACY WHEN APPLICABLE TO THE CLASS A STANDARD. THAT THE ORIGINAL DATA WAS OBTAINED ON 11/16/2022; THAT THE SURVEY WAS COMPLETED ON 11/16/2022; THAT CONTOURS SHOW AS BROKEN LINES MAY NOT MEET THE STATED STANDARD; AND ALL COORDINATES ARE BASED ON SPCS NC3200 NAD83(2011) EPOCH - 2010.00 AND ALL ELEVATIONS ARE BASED ON NAVD88.

THAT THIS SURVEY WAS PERFORMED USING GNSS AND CONVENTIONAL SURVEY, THAT THE FOLLOWING INFORMATION WAS USED TO PERFORM THE GNSS SURVEY:

CLASS OF SURVEY: B  
TYPE OF GPS FIELD PROCEDURE: STATIC  
POSITIONAL ACCURACY: 0.12FT + 90PPM  
DATES OF SURVEY: NOVEMBER 16 2022  
DATUM/EPOCH: NAD 83 (2011)  
PUBLISHED/FIXED-CONTROL USE: SNFD CORS ARP  
GEOID MODEL: 18  
UNITS: US SURVEY FEET  
COMBINED GROUND FACTOR: 1.0001349718  
JOEL F. ALVARADO, L-5433  
NORTH CAROLINA PROFESSIONAL LAND SURVEYOR  
01/17/2023  
Joel.Alvarado@sam.biz  
(919) 758-7311

### PRELIMINARY PLAT NOT FOR RECORDATION, CONVEYANCE, OR SALES

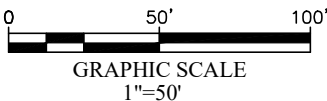


### LEGEND:

- POB POINT OF BEGINNING  
POC POINT OF COMMENCEMENT  
PROP. PROPOSED  
EX. EXISTING  
N/F NOW OR FORMERLY  
PB PLAT BOOK  
DB DEED BOOK  
PG PAGE  
● IRON PIPE FOUND  
▲ COMPUTED POINT  
MAG MAG NAIL FOUND  
■ PROPOSED LEASE AREA

### OWNER INFORMATION

NAME: CENTRAL CAROLINA COMMUNITY COLLEGE  
ADDRESS: 1105 KELLY DR. SANFORD, NC 27330



JOB NUMBER: 1022074638  
DATE: 01/17/2023  
SCALE: 1"=50'  
SURVEYOR: JFA  
TECHNICIAN: JRC  
DRAWING: SANFORD DESIGN  
TRACI ID: AS SHOWN  
PARTY CHIEF: MSW  
FIELD BOOKS:



2641-116 Sumner Blvd.  
Raleigh, NC 27616  
Ofc: 919.878.7466  
Email: info@sam.biz

PROJECT: MCNC SANFORD  
PROPOSED LEASE AREA

SHEET 1  
OF 1

**PROPOSED LEASE AREA LEGAL DESCRIPTION**

SITUATED AND LYING IN THE STATE OF NORTH CAROLINA, LEE COUNTY, TOWNSHIP 5, EAST SANFORD, BEING A PORTION OF THE TRACT OF LAND DEPICTED IN DEED BOOK 1469 PAGE 299. ALL REFERENCES TO DEED BOOKS AND PLAT BOOKS IN THIS DESCRIPTION REFER TO THE RECORDS OF THE LEE COUNTY REGISTER OF DEEDS OFFICE, NORTH CAROLINA, BEING MORE PARTICULARLY BOUNDED AND DESCRIBED AS FOLLOWS:

COMMENCING AT A NAIL FOUND HAVING NORTH CAROLINA STATE PLANE COORDINATES OF N: 626,688.49' E: 1,957,668.75'; THENCE FROM SAID POINT COMMENCING NORTH 07 DEGREES 52 MINUTES 32 SECONDS EAST A DISTANCE OF 539.71 FEET TO A COMPUTED POINT, SAID POINT HAVING NORTH CAROLINA STATE PLANE COORDINATES N: 627,223.11' E: 1,957,742.70' AND BEING THE TRUE POINT OF BEGINNING.

THENCE WITH AN EXISTING INGRESS/EGRESS EASEMENT LINE NORTH 68°21'53" WEST, A DISTANCE OF 1.33 FEET TO A CALCULATED POINT AT AN EXISTING LEASE AREA CORNER; THENCE WITH SAID EXISTING LEASE LINE NORTH 76°28'25" WEST, A DISTANCE OF 32.00 FEET TO A CALCULATED POINT; THENCE WITH NEW LINES IN THE PROPOSED LEASE AREA NORTH 13°31'35" EAST, A DISTANCE OF 22.00 FEET TO A CALCULATED POINT; THENCE SOUTH 76°28'25" EAST, A DISTANCE OF 32.00 FEET TO A CALCULATED POINT; THENCE SOUTH 13°31'35" WEST, A DISTANCE OF 22.00 FEET TO A CALCULATED POINT, SAID POINT BEING THE TRUE POINT OF BEGINNING.

CONTAINING 718 SQ. FT. OR 0.016 ACRES OF LAND, MORE OR LESS.

## Update on Building and Grounds Items

### Moore Center – Truck Driver Building Renovation

Sanford Contractors began work on this project in early January. They have completed all work for the project except minor punch list items. We anticipate them receiving a Certificate of Occupancy for the space the week of April 10<sup>th</sup>. We anticipate the first truck driver training course being held in this space in May. Furniture for the space has been delivered to the installer's warehouse and will be installed once the renovation project has been completed.

### Moore Center – Bioprocessing Building Renovation

We began meetings with RS&H in March. RS&H and their engineers have been onsite several times to conduct reviews of existing conditions of the space. At our meeting on April 5<sup>th</sup>, RS&H provided an initial floor plan concept for review. We are currently making some modifications to that floor plan and providing additional information related to equipment and usage of spaces. RS&H has developed a project schedule.

### Moore Center – Executive Office Renovation

This project is currently out for bid with contractors and we anticipate awarding a contract during the April Board meeting.

### Moore Center – Main Building Renovation – Phase 1

We are conducting interviews for designers for this project in April and anticipate a designer being selected during the April Board meeting.

### Chatham Main Campus Minor Renovations

All renovation work has been completed and we are currently waiting for installation of furniture in all locations.

### Harnett Main Campus – Fire Training Tower

We have been meeting with the Fire Chief's Association related to this project and need. Additional information about this item will be provided during the committee meeting.



# BOARD OF TRUSTEES PROGRAMS COMMITTEE CONTINUING EDUCATION AGENDA

**Date of Meeting:**

April 24, 2023

**Committee Members:** James French, Chair  
Jim Crawford  
Derrick Jordan

**Consent Agenda Items**

**Full Board Agenda Items**

**For Information Only**

1. Continuing Education Program Updates
2. E Eugene Moore Manufacturing and Biotech Solutions Center Update

**BOT Programs Committee Meeting Minutes Winter 2023**

<b>Meeting Name:</b>	Board of Trustees / Programs Committee (Continuing Education and Curriculum)		
<b>Date of Meeting:</b>	February 6, 2023	8:30 am	Virtual and in Person
<b>Members Present:</b>	J. Philpott (P), J. French (P), D. Jordan (V), J. Crawford (V), L. Chapman(P), M. Robertson (P), K. Short (P), L. Whitaker(P)		
	<b>Discussion</b>		
<b>Consent Agenda</b>	<p>Continuing Education:</p> <ol style="list-style-type: none"> <li>Continuing Education Accountability and Integrity Plan</li> </ol> <p>VP Robertson reported on the Continuing Education Accountability and Integrity Plan. Trustee Crawford made a motion to approve the Continuing Education Accountability and Integrity Plan. Trustee Jordan seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</p>		
<b>Full Board</b>	<p>Curriculum:</p> <p><u>Curriculum Review Committee</u></p> <p>Program Removals</p> <ol style="list-style-type: none"> <li>Removal of Career &amp; College Promise diploma in Business Administration (D25120CW)</li> <li>Removal of Career &amp; College Promise diploma in Accounting &amp; Finance (D25800CW)</li> <li>Removal of Career &amp; College Promise diplomas in Broadcasting &amp; Production Technology (D30120CP &amp; D30120CW)</li> <li>Removal of Career &amp; College Promise certificate in Broadcasting &amp; Production Technology (C30120CW)</li> <li>Removal of Career &amp; College Promise diplomas in Industrial Systems Technology (D50240CP &amp; D50240CW)</li> <li>Removal of Career &amp; College Promise diplomas in Library &amp; Information Technology (D55310CP &amp; D55310CW)</li> <li>Removal of Career &amp; College Promise diplomas in Automotive Restoration Technology (D60140CP &amp; D60140CW)</li> <li>Removal of Career &amp; College Promise diplomas in Automotive Systems Technology (D60160CW &amp; D60160DP)</li> </ol> <p>Program Approvals</p> <ol style="list-style-type: none"> <li>Approval of Career and College Promise certificate in Broadcasting Production Technology (C30120K)</li> <li>Approval of Career and College Promise certificate in Electric Vehicle Servicing (C60160K)</li> </ol> <p>Program Modifications</p> <ol style="list-style-type: none"> <li>Business Administration - General Track, Associate in Applied Science Degree (A25120)</li> <li>Human Services Technology Associate in Applied Science Degree (A45380)</li> <li>Welding Technology Diploma (D50420)</li> <li>Automotive Restoration Certificate (C60140)</li> <li>Career &amp; College Promise certificate in Automotive Restoration (C60140CW)</li> </ol> <p>CAO Short went through the Curriculum Review Committee Program Removals, Program Approvals, and Program Modifications. These items were removed from the Consent Agenda and added to the Full Board because they were not approved during the committee meeting.</p>		



<b>For Information Only</b>	<p>Curriculum:</p> <ol style="list-style-type: none"> <li>1. Nominees have been selected for the North Carolina Community College System student awards.</li> <li>2. CCCC is developing a regional health program partnership with Durham Tech, Randolph, and Sandhills community colleges.</li> <li>3. CCCC will offer new Career &amp; College Promise pathways in Building Construction Technology and Electrical Systems Technology in Chatham County in Fall 2023.</li> <li>4. A Chatham Health Science Academy is being developed for Career &amp; College Promise students.</li> <li>5. The Dental department will host the annual Give Kids a Smile event on March 31, 2023.</li> <li>6. The Veterinary Medical Technology department began teaching at the large animal facility on the Lee Main Campus the week of January 17, 2023.</li> <li>7. NUR-111 had a historically high retention rate of 91.3% in Fall 2022.</li> <li>8. Upcoming reaccreditation and accreditation site visits: <ol style="list-style-type: none"> <li>a. Medical Assisting: March 20-21, 2023 <ol style="list-style-type: none"> <li>i. Commission on Accreditation of Allied Health Education Programs</li> </ol> </li> <li>b. Dental: June 27-29, 2023 <ol style="list-style-type: none"> <li>i. Commission on Dental Accreditation</li> </ol> </li> <li>c. Physical Therapist Assistant: July 16-31, 2023 <ol style="list-style-type: none"> <li>i. Commission on Accreditation in Physical Therapy Education</li> </ol> </li> </ol> </li> </ol> <p>Continuing Education</p> <ol style="list-style-type: none"> <li>1. Customized Training July to December 2022</li> <li>2. Small Business Center 2023 Partnerships</li> <li>3. E Eugene Moore Manufacturing and Biotech Solutions Center</li> <li>4. Continuing Education Program Updates</li> </ol>

## Continuing Education Program

## Updates

### Summary:

Workforce and Continuing Education provides training opportunities to support individuals in the CCCC service area in developing skills to effectively enter and successfully progress along a career path as well as developing short-term training to address the employer needs within the region.

**Workforce Continuing Education.** Provide instructional opportunities for individuals seeking to gain new or upgrade current job-related skills. Programs can be delivered as a single course or bundled as a series of courses; and provides instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) and meet local workforce pipeline needs.

**Public Safety Training Programs.** Prepare future and existing professionals for careers in public safety. Among these are Code Enforcement, Criminal Justice, Emergency Dispatch, Emergency Management, Emergency Medical Services, and Fire & Rescue Services. These comprehensive offerings include credential attainment and ongoing continuing professional education.

**Career & Employment Training.** Provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults.

**Community Service.** Community Service programs provide courses, seminars, and community activities that contribute to an individual's cultural, civic, and personal growth.

### Activity Highlights:

March	Kick-off of Harnett Paramedic Academy in partnership with Harnett County EMS
	Forklift Training, in partnership with the Food Bank of Eastern and Central NC, begins at the E. Eugene Moore Manufacturing and Biotech Solutions Center
	<i>First Three Seconds</i> workshop provided to support law enforcement with skills to reduce the reactionary gap in law enforcement interactions
	96% Very Satisfied / 4% Satisfied with the seminar
	CCCC Career Center Job Fair
	51 employers represented across industries including manufacturing, healthcare, and public service.
	172 registered job seekers

Soft rollout of Destiny One the Continuing Education registration and student management tool. Limited view with full rollout targeted Fall 2023

Installation of 23 GPS monuments at ESTC as part of a developing training partnership with NC Department of Transportation, Division of Aviation

301 Basic Rider participants completed training on safe motorcycle operations between 2021 and 2022

April Division of Health Service Regulation (DHSR) review of Nurse Aide program at the Lee County site – positive review

Begin new Lee County Evening BLET course

### **Graduations**

March 3, 2023 Fire Academy – 10 cadets  
Fire Service Agency Affiliations:

- Lemon Springs Volunteer Fire Department
- Cape Fear Rural Fire Department
- Moncure Fire Department
- Benhaven Emergency Services
- Goldston Rural Fire Department
- Tramway Rural Fire Department
- Carolina Trace Fire Department
- Spout Springs Emergency Services

April 10, 2023 CDL Graduation – 11 graduates  
Employer Connections: Sanford Contractors, T.H. Blue, Pentair, Averitt Express, and Mountaire Farms

### **Upcoming Events**

May 2023 North Carolina International Association of Arson Investigators (NCIAAI) Conference at the Dennis Wicker Civic Center in partnership with the CCCC Fire Programs

CDL courses begin at E. Eugene Moore Manufacturing and Biotech Solutions Center

July 2023 Begin new Fire Academy

October 6, 2023 National Manufacturing Day – E. Eugene Moore Manufacturing and Biotech Solutions Center

## **E. Eugene Moore Manufacturing and Biotech Solutions Center**

### **Update**

#### **Summary:**

The E. Eugene Moore Manufacturing and Biotech Solutions Center (Moore Center) is the regional resource for attracting and training the workforce needed to respond to talent pipeline demands today and into the next generation.

2021	Lee County purchased the buildings and site for CCCC Magneti-Marelli finalizes departure from site E. Eugene Moore donates \$2M to support the future site
2022	Lee County staff performs site clean up and begins NC DEQ mitigation efforts CCCC and Lee County sign lease for site, CCCC takes over facility. National Manufacturing Day held at the Moore Center Architect Review for biotechnology building Duke Energy donates \$50,000 to support workforce efforts for VinFast and Wolfspeed
January 2023	Sanford Contractors to begin renovation in CDL building
March 2023	RS&H Architects enters design phase of the biotechnology building with projection to begin teaching in renovated facility in Fall 2024

#### **2023 Upcoming Milestones**

May 2023	CDL classes to begin at the Moore Center NC State's Industrial and Systems Engineering Senior Project team to deliver recommendations for Layout and Scheduling of manufacturing building.
Spring 2023	Bid for renovation of the management offices in manufacturing building. Projection to complete Summer 2023. Select designer, identify priorities and begin the design process for Phase I of manufacturing building
October 6, 2023	National Manufacturing Day event



# BOARD OF TRUSTEES

## PROGRAMS COMMITTEE

### CURRICULUM AGENDA

**Date of Meeting:**

April 24, 2023

**Committee Members:**

James French, Chair  
Derrick Jordan  
Jim Crawford

#### **Consent Agenda Items**

##### 1. Curriculum Review Committee Actions

###### *Program Approvals*

1. Approval of Residential Electrical Career & College Promise Certificate (C35130K)
2. Approval of Residential Electrical Certificate (C35130RE)
3. Approval of Construction Electrical Certificate (C35140CE)
4. Approval of Construction Electrical Career & College Promise Certificate (C35140K)
5. Approval of Mechanical Maintenance Certificate (C50240)

###### *Program Modifications*

1. Associate in Arts Degree (A10100)
2. Associate in Science Degree (A10400)
3. Information Technology Associate in Applied Science Degree, General (A25590)
4. Information Technology Associate in Applied Science Degree, Network Management (A25590N)
5. Broadcasting Production Technology Associate in Applied Science Degree (A30120)
6. Broadcasting Production Technology Diplomas (D3012010, D3012020)
7. Broadcasting Production Technology Certificates (C3012010, C 3012020)
8. Building Construction Technology Associate in Applied Science Degree (A35140)
9. Mechanical Engineering Technology Associate in Applied Science Degree (A40320)
10. Health & Fitness Science Associate in Applied Science Degree (A45630)
11. Health & Fitness Science Career and College Promise Certificate (C45630CW)
12. Industrial Systems Technology Associate in Applied Science Degree (A50240)
13. Cosmetology Career and College Promise Certificate (C55140CP)
14. Criminal Justice Administration Certificate (C55180AD)
15. All Career & College Promise program nomenclature and program codes

<b>Full Board Agenda Items</b>
<b>For Information Only</b>
<ol style="list-style-type: none"><li>1. Career Communities</li><li>2. Center for Organizational Excellence</li><li>3. Career &amp; Academic Engagement</li><li>4. Upcoming reaccreditation and accreditation site visits</li></ol>



## **Curriculum Review Committee Actions**

During its Spring 2023 meetings, the Curriculum Review Committee recommended the following actions:

### **Program Approvals**

1. Approval of Residential Electrical Career & College Promise Certificate (C35130K)
2. Approval of Residential Electrical Certificate (C35130RE)
3. Approval of Construction Electrical Certificate (C35140CE)
4. Approval of Construction Electrical Career & College Promise Certificate (C35140K)
5. Approval of Mechanical Maintenance Certificate (C50240)

### **Program Modifications**

1. Associate in Arts Degree (A10100)
2. Associate in Science Degree (A10400)
3. Information Technology Associate in Applied Science Degree, General (A25590)
4. Information Technology Associate in Applied Science Degree, Network Management (A25590N)
5. Broadcasting Production Technology Associate in Applied Science Degree (A30120)
6. Broadcasting Production Technology Diplomas (D3012010, D3012020)
7. Broadcasting Production Technology Certificates (C3012010, C 3012020)
8. Building Construction Technology Associate in Applied Science Degree (A35140)
9. Mechanical Engineering Technology Associate in Applied Science Degree (A40320)
10. Health & Fitness Science Associate in Applied Science Degree (A45630)
11. Health & Fitness Science Career and College Promise Certificate (C45630CW)
12. Industrial Systems Technology Associate in Applied Science Degree (A50240)
13. Cosmetology Career and College Promise Certificate (C55140CP)
14. Criminal Justice Administration Certificate (C55180AD)
15. All Career & College Promise program nomenclature and program codes

## **1. Career Communities**

### **1. Arts**

- a. The Arts Career Community hosted a performance by Flamenco Carolina at International Culture Night at the Dennis A. Wicker Civic and Conference Center on March 2, 2023. The performance was part of the Academic & Cultural Enrichment Series and funded through a Grassroots grant from the Lee County Arts Council.
- b. The Arts Career Community hosted a celebration of black history through art and media on March 7, 2023 at the Harnett Main Campus. The performance was part of the Academic & Cultural Enrichment Series and funded through a Grassroots Arts Program grant from Harnett County Government.

### **2. Applied Technologies**

- a. The Applied Technologies Career Community hosted 160 high school students for Applied Technology day on March 22. Students visited Applied Technology program locations and met with faculty members.
- b. Four Welding students won honors at the March 10, 2023 SkillsUSA competition at Fayetteville Technical Community College. Gabe Little, an apprentice with Caterpillar, won first place in the Job Skills Demonstration Open category with a presentation on robotic welding. Sarah Barbour, Crozes Crean, and Joseph King, all Career & College Promise students, were awarded first, second, and fourth place, respectively, in the Welding Sculpture competition.
- c. The Applied Technologies Career Community will host a car and motorcycle show on May 6 from 10:00 a.m. to 3:00 p.m. at the Dennis A. Wicker Civic and Conference Center.

### **3. Business Technologies**

- a. The Business Technologies Career Community hosted a Women in Business panel on March 30. The event was sponsored by Pfizer and Sanford Business & Professional Women.

### **4. Health Sciences**

- a. A team from the Medical Assisting Education Review Board, a Committee of Accreditation from the Commission on Accreditation of Allied Health Education Programs, visited the college March 20 and 21, 2023. The site visit team met with Medical Assisting faculty, college administrators and staff, and Medical Assisting students. Following these conversations and a review of facilities and educational outcomes, among other considerations, the team concluded CCCC's Medical Assisting program has no deficiencies. One reviewer noted this was her first program visit that resulted in a finding of no deficiencies.
- b. Cosmetic Arts inspections and audits:
  - i. Lee campus: 99
  - ii. Harnett campus: 96
- c. The Physical Therapist Assistant program has secured 77 guaranteed clinical sites, more than double the 36 sites required by the Commission on Accreditation in Physical Therapy Education.



- d. The Veterinary Medical Technology program passed inspection by the U.S. Department of Agriculture and the Institutional Animal Care and Use Committee.
- 5. Professional Services
  - a. The Harnett Education Academy will begin this fall to provide pathways for high school students pursuing teaching careers with tracks in birth through kindergarten education, elementary education, and special education.
- 6. STEM
  - a. The STEM Career Community hosted a presentation by Lawrence Livermore National Laboratory (LLNL) on its fusion ignition breakthrough on April 25, 2023. On December 5, 2022, a team from LLNL conducted the first controlled fusion experiment to produce more energy from fusion than the laser energy used to drive it. A CCCC Laser and Photonics Program graduate contributed to this major scientific achievement and LLNL is an active member of the program's advisory board.

## **2. Center for Organizational Excellence**

1. The college launched the Employee Ambassador program on March 28, 2023. Through the program, 15-20 faculty and staff will represent the college at community events.
2. The college will engage 8-12 employees in the Providing Remarkable Opportunities for Promising Emerging Leaders (PROPEL) leadership program in 2023-2024. Applications opened April 3.

### **3. Career & Academic Engagement**

1. The college will go live with ADVANSYS, the student information system for College & Career Readiness, on May 22, 2023.
2. College & Career Readiness is participating in the Professional Development Network sponsored by the North Carolina Community College System. This project focuses on developing a local needs-based plan to implement classroom and instructional strategies to accelerate student progress to career goals. Through this project, ESL faculty and the Center for Organizational Excellence collaborate to assess professional development (PD) needs, offer PD sessions provided by content experts, revise observation of instruction processes and forms, and fund the participation of the lead ESL instructor in the train-the-trainer Standards-in-Action Virtual Institute (SIAVI) Cultivating a Language and Content Focus for English Learners.
3. Four ESL students received grant funding for registration fees and materials for participation in CTE programs. In addition to enrolling in the Basic Arc Welding, Medical Billing & Coding, Intro to Baking, and BioWork programs, these students received contextualized English language acquisition support, digital literacy instruction, and civics education.

**4. Upcoming reaccreditation and accreditation site visits**

1. Dental: June 27-29, 2023
  - a. Commission on Dental Accreditation
2. Physical Therapist Assistant: July 16-31, 2023
  - a. Commission on Accreditation in Physical Therapy Education

BOT Student & Academic Support Services Committee Meeting Minutes Winter 2023

<b>Meeting Name:</b>	Board of Trustees / Student & Academic Support Committee		
<b>Date of Meeting:</b>	February 6, 2023	2:30 pm	Virtual and in Person
<b>Members Present:</b>	J. Philpott (P), P. Kirkman(P), J. Hayes(P), G. McAuley (P), B. Powell (P) P. Price (P), M. Dishman(P), K. Hoyle(P), M. Brown(P), L. Whitaker(P)		
	<b>Discussion</b>		
<b>Consent Agenda</b>	<ol style="list-style-type: none"> <li>1. Receive Revenue Report (Foundation) In the absence of Emily Hare, Meghan Brown presented the Revenue Report and gave an update. Trustee Hayes made a motion to approve. Chairman Philpott seconded the motion. Motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval</li> <li>2. Approve Grants &amp; Strategic Initiatives: In Progress (Institutional Advancement) M. Brown reviewed the Grants &amp; Strategic Initiatives that are in progress. Trustee Hayes made a motion to approve. Trustee McAuley seconded the motion. Motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</li> </ol>		
<b>Full Board</b>	<ol style="list-style-type: none"> <li>1. Resolution Honoring Dr. John A. Crumpton Copies of a draft Resolution Honoring Dr. John A. Crumpton were shared with the Personnel Committee. The Personnel Committee did not have time to review this draft resolution. Trustee Powell presented this for consideration during the Student &amp; Academic Support Services Committee. He shared with the committee how much Dr. Crumpton had supported the college during his tenure as County Manager. Trustee Hayes recommended changing the word indebted to grateful. Trustee Kirkman made the motion to approve the resolution as amended by Trustee Hayes. Trustee McAuley seconded the motion. The motion carried unanimously. The recommendation will be added to the Full Board for its consideration and approval.</li> </ol>		
<b>For Information Only</b>	<ol style="list-style-type: none"> <li>1. Director's Report (Foundation)</li> <li>2. Grants and Strategic Initiatives Highlights (Institutional Advancement)</li> <li>3. SACSCOC Correspondence (Institutional Advancement)</li> <li>4. Strategic Plan Updates (Institutional Advancement)</li> </ol>		



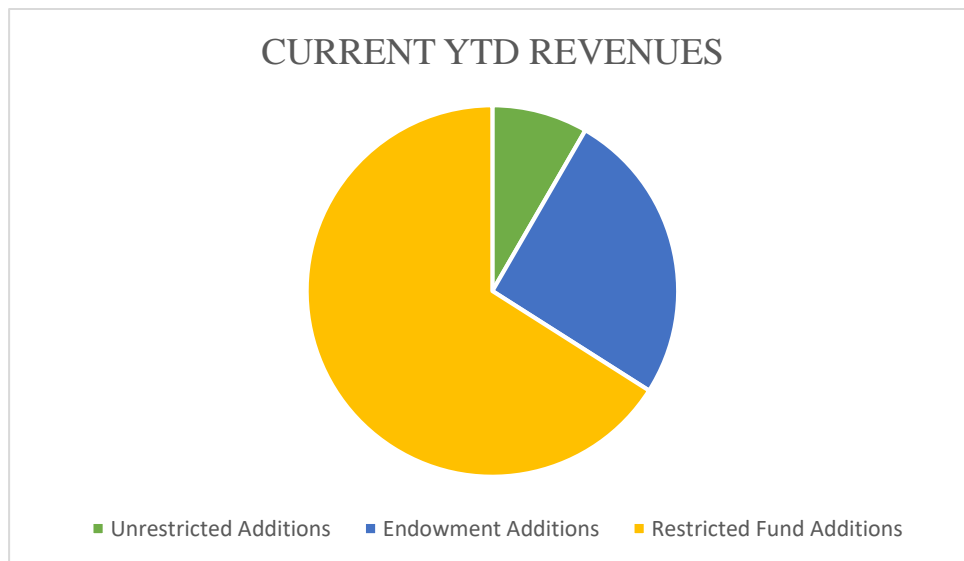
# BOARD OF TRUSTEES

## STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

### Foundation Agenda

<b>Date of Meeting:</b>	April 24, 2023		
<b>Committee Members:</b> Pat Kirkman, Chair Jan Hayes Gladys McAuley			
<b>Consent Agenda Items</b>			
Receive Revenue Report			
<b>Full Board Agenda Items</b>			
<b>For Information Only</b>			
Director's Report			

<b>DESIGNATIONS</b>	<b>Third Quarter</b>	<b>Current YTD</b>
Total Unrestricted	19,869.48	69,275.03
Restricted		
Endowment Additions	30,008.00	212,954.00
Other Restricted Funds	100,339.34	547,641.25
Total Restricted	130,347.34	760,595.25
<b>TOTAL REVENUES:</b>	<b>150,216.82</b>	<b>829,870.28</b>



## Director's Report

### CCCC Foundation Director's Report

*Please help us thank these generous donors for their support!*

#### **Fourth Quarter Gifts of \$500 or More**

ACE Services

Greg Brusso \*\*

Buzzard Law Firm

Cargo Control USA \*

The CE Group

Central Electric Membership Corporation \*\*\*

Dr. Lisa M. Chapman \*

Chatlee Boat & Marine \*

Diversified Service Contractors

Mike Dussault \*

Deborah Egbert \*

P.R. Faulk Electrical Corporation

Food Bank of Central & Eastern North Carolina \*\*\*\*\*

James French

Galloway Ridge Chatham County Charitable Fund Committee – *Community Grant Program Fund* \*\*\*

Frank Gillette \*

Harnett County Arts Council \*\*

Hayes, Williams, Turner & Daughtry Attorneys – *Parrish Daughtry*

The Healthy Hangout \*

Steve Heesacker

Virginia E. Hester Estate \*

Alan and Karen Kratz

LBM, Inc.

Lee County Arts Council \*\*

Lee-Moore Capital Company

The Legion Company

James S. Mitchener \*\*

Gary and Linda Moore \*\*

Multitech Mechanical Support \*\*

The Normann Financial Group \*

Julian and Cynthia Philpott

Piedmont Coastal Society of Plastics Engineers \*

Pittsboro Kiwanis Club \*

Sanford Dermatology – *Dr. John Cheesborough*

Sanford Pediatric Dentistry – *Dr. Antonio Braithwaite* \*

Bianka Stumpf



Tart Law Group – *Lee Tart Malone*

United Community Bank

United Way of Lee County

Patricia Diane Valas \*\*

Wilkinson Automotive

Fred and Barbara Wilson \*\*

C.J. and Heather Winslow \*

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

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

***\*\*\* \$8,000 or more***

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

Submitted by Dr. Emily C. Hare  
Executive Director



**BOARD OF TRUSTEES**  
**STUDENT & ACADEMIC SUPPORT SERVICES**  
**COMMITTEE**

**Institutional Advancement Agenda**

Date of Meeting:

April 24, 2023

Time: 8:30am

**Committee Members:**

Pat Kirkman, Chair

Jan Hayes

Gladys McAuley

**Consent Agenda Items**

1. Approve Grants and Strategic Initiatives: In Progress

**Full Board Agenda Items**

**For Information Only**

1. SACSCOC Correspondence
2. Strategic Plan Updates

## Approve Grants and Strategic Initiatives: In Progress

Funding Source	Project Name	Funding & type	Requested Amount	Description
<b>Submitted</b>				
Tillis	Congressional Directed Spending	Federal	\$2,000,000	This project would support military populations by expanding the welding capacity within the Moore Center. The funds would provide equipment for the renovation and expansion.
Department of Labor	YouthBuild	Federal	\$1,203,000	Funding for DOL YouthBuild Program to serve Sanford and Siler City Youth ages 16-24. 4 month planning period. 2 year program. 12 month follow-up period. This represents CCCC's third funding cycle in this program.
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.
Department of Labor	Nursing Expansion Grant Program	Federal	\$150,000	Subaward through Capital Area Workforce Development including wrap-around supports for students and capacity building for nursing clinical placements.
National Science Foundation - ATE	National Engineering and Vehicle Technology Exchange (NEVATEX)	Federal	\$125,000	Subaward through Central Oregon Community College (COCC) project. CCCC in collaboration with COCC, has identified the equipment needed to start a Electric Vehicle Certificate in Automotive Systems Technology. The college plans to purchase NXTGen's Bumper-to-Bumper diagnostic equipment, package along with oscilloscopes, voltmeters, and hand tools. With the development of this and other new programs, CCCC is committed to increase the participation of women and underrepresented groups. Messaging related to this certificate will reflect the goals, values, and expectations of these groups, and will be gender and culturally

Submitted by Meghan Reece Brown  
Executive Director, Institutional Advancement

				inclusive. The progress of students from these demographics will be monitored, and strategic interventions will be used to promote success and retention.
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.
Truist	Food Bank Workforce Development Program	Private	\$50,000.00	Funding to support scholarships, wrap-around supports, and programmatic costs to support a CDL pathway through the Food Bank of Central and Eastern NC.
Duke Energy Foundation	Workforce Development Program	Private	\$50,000	The CCCC Career Corps will provide financial assistance to individuals seeking short-term credentials required for in-demand, local careers, thereby breaking down barriers to educational pathways leading to quality jobs with family sustaining wages. Funding will be used to provide tuition and supportive services to these students, based on their individual needs. This includes support for transportation, childcare and similar expenses that might prohibit individuals from pursuing educational pathways.
NCCCS	Professional Development Facilitator Network (PDFN)	State	\$30,000	The PDFN is a faculty-led professional development initiative to develop a local needs-based professional development plan that focuses on classroom and instructional strategies. The goal of the project is to identify instructors across NC to serve as the Professional Development Facilitator (PDF) and create a network of professionals whose purpose is to improve teaching and learning in a collaborative community. PDFs will participate in required training, complete intensive train-the-trainer Standards-in-Action Virtual Institute (SIAVI) Cultivating a Language and Content Focus for English Learners during March - June 2023, observe and mentor novice instructors, attend the national Coalition on Adult Basic Education (COABE) Conference in Atlanta, develop at least one in-person or virtual training for their local programs. Develop a budget to be submitted in January 2023.

Submitted by Meghan Reece Brown  
Executive Director, Institutional Advancement

				Funds will be limited to paying for only the following categories on the NCCCS-2-34 Budget Form Line Items: A, B, C, D, E, & J.
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.
Galloway Ridge	CCCC Career Corps	Private	\$10,000	The CCCC Career Corps will provide financial assistance to individuals seeking short-term credentials required for in-demand, local careers, thereby breaking down barriers to educational pathways leading to quality jobs with family sustaining wages. Funding will be used to provide tuition and supportive services to these students, based on their individual needs. This includes support for transportation, childcare and similar expenses that might prohibit individuals from pursuing educational pathways.
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	This project will outfit the newly donated ambulance with the necessary equipment to simulate medical situations.
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.
Food Lion	Food Lion Feeds	Private	\$10,000	The Ruby McSwain Cougar Market, CCCC's on-campus food pantry, aspires to support student success by ensuring no student goes hungry because of a lack of income or access to food. The Cougar Market is stocked with snacks and meal items to temporarily alleviate immediate food insecurity for students and their families. In cases of persistent lack of access to food, the Cougar Market works with students to connect them to appropriate community resources.
Golden Leaf	Food Distribution Assistance Program	State	\$8,480	This project would support the purchase of equipment that would allow the Cougar Markets to reach more students and offer a greater variety of foods. The results would be increased operation hours for the markets with

Submitted by Meghan Reece Brown  
Executive Director, Institutional Advancement

				funding allowing for the purchase of additional dry and cold food storage, microwaves, computers, scales, and other tools to help track market usage.
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.
<b>Pending</b>				
National Science Foundation	S-STEM Scholarship Program	Federal	\$1,000,000	Recognizing that financial aid alone cannot increase retention and graduation in STEM, the program provides awards to Institutions of Higher Education (IHEs) to fund scholarships and to advance the adaptation, implementation, and study of effective evidence-based curricular and co-curricular activities that support recruitment, retention, transfer (if appropriate), student success, academic/career pathways, and graduation in STEM
HAAS Foundation	Naming Opportunity Grants	Private	\$2,000,000	Funds to support the expansion and modernization of several programs in the advanced manufacturing space during the Moore Center expansion.
NC DOT	5310 - Elderly residents and residents with disabilities	State	\$54,000	Funding will provide reimbursement to CCCC for transportation costs for senior students and students with disabilities.
USDA TOPP Program	Sustainable Farming	Federal	\$25,000	CCCC is a subaward partner on this project. All Southeast Regional Center for Organic Transition project organizations and individuals will be expected to promote the benefits of organic production systems. Mandatory monthly partner check-ins can be through email or other formats, but a phone, virtual, or in- person meeting should happen at least quarterly.
Lowes Foundation	Gable Grant	Private	\$1,000,000	This program focuses on capacity building within the trades and CCCC proposes to expand the capacity of the HVAC program through its modernization and expansion at the Moore Center.
Firehouse Subs	EMS Equipment	Private	NA	The Foundation provides life-saving equipment for first-responder agencies and organizations.

Submitted by Meghan Reece Brown  
Executive Director, Institutional Advancement

**SACSCOC Correspondence**

None received/sent since the last BOT report.

CCCC is making progress towards its 5<sup>th</sup>-year interim report that is due to the Southern Associations of Colleges and Schools Commission on Colleges (SACSCOC) in September 2023. The first draft of the report is complete and a 5<sup>th</sup>-Year Review Ad Hoc Committee has been established that includes Mark Hall, Jon Matthews, Meghan Brown, Kelly Klug, Chris Newcomb, and Brian Simpson. Each committee member has been assigned standards to review and are in the process of reviewing and revising the narratives for those standards. The committee will meet throughout the summer to finalize the narratives and to collect any remaining evidence needed for the narratives.

In addition to the 5<sup>th</sup>-Year Report, a SACSCOC review committee will be on campus in September to review six of our off-campus instructional sites that have been approved, but not yet visited, since CCCC's last reaffirmation. Those sites tentatively include Chatham Health Sciences, Lee County High School, Southern Lee High School, Cape Fear High School, Seaforth High School, and Chatham Charter High School. A report on these sites will be due in August 2023.

The CCCC Board of Trustees will receive a presentation at the May 2023 retreat on the 5th-year interim report and OCIS visit in September 2023 from Director of Accreditation, Dr. Brian Simpson.

### **Strategic Plan Updates**

The CCCC Board of Trustees will receive a presentation at the May 2023 retreat on the current Strategic Plan and ideas for its continued implementation.





# BOARD OF TRUSTEES

## STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

### Marketing and External Relations Agenda

**Date of Meeting:**

**April 24, 2023**

**Committee Members:** Pat Kirkman, Chair  
Jan Hayes  
Gladys McAuley

#### Full Board Agenda Items

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#### Consent Agenda Items

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#### For Information Only

1. [Updates for Marketing and External Relations](#)

*Updates for***MARKETING AND EXTERNAL RELATIONS****Marketing and Public Affairs**

Collaborated with an external agency for the purpose of producing college-related videos. During the month of April, multiple days of filming will occur across the college's service area. The filming will capture a variety of CCCC programs and students. The final deliverables will be videos for each of the college's seven career communities, in both English and Spanish.

Implementation of a digital marketing campaign to engage with prospective students, which includes:

- A YouTube campaign started in December 2022 and will run through April 2023. The campaign features a short video and has resulted in a view rate of over 70%. The highest number of impressions are coming from connected TV, followed by mobile devices.
- A social media campaign (featuring multiple 15-second videos) started in December 2022 and will run through April 2023. Since its start in December, the campaign has generated 282,921 impressions. Additionally, over 450 individuals have clicked on the college's website per month. The audience profile includes 18-24 year olds (88.75%) and 25-34 year olds (11.25%).

Developed and implemented a marketing campaign to target employers and increase awareness of apprenticeship opportunities and benefits. The campaign will begin in early April and includes:

- Digital media tactics—LinkedIn sponsored content advertisements, social media display advertisements, and targeted audience emails
- Print advertising



**Build your workforce with an apprenticeship program.**



**LEARN MORE**



**Grow your own workforce:**  
Start an apprenticeship program.

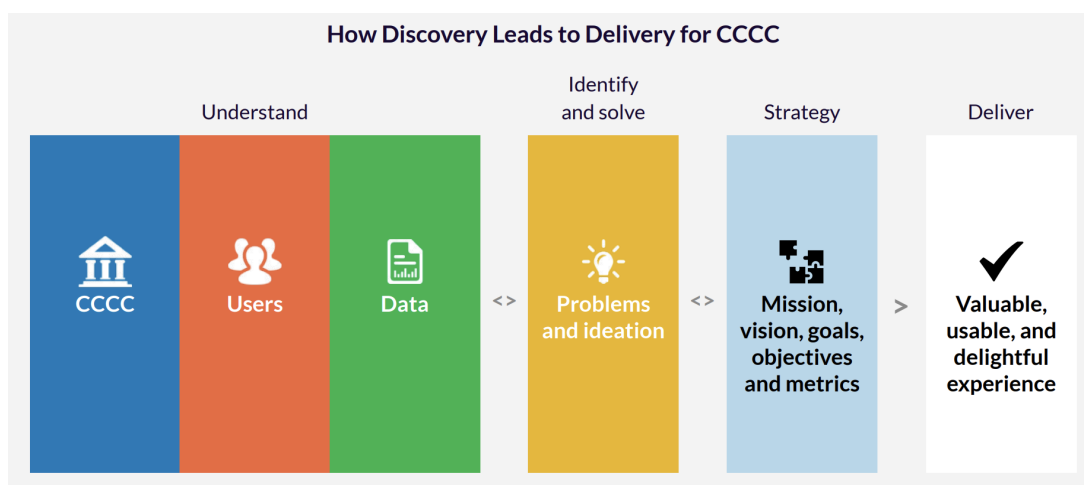


**LEARN MORE**

The college is currently in Phase One of a website redevelopment project. Phase One focuses on discovery and analysis and will be completed by June 2023. This data-informed phase will use multiple research methods to define and understand the user audiences, develop a content strategy and outline, and produce a findings report that includes recommendations for design and development. After the completion of Phase One, the project will move to Phase Two, which focuses on content development.

Phase One includes:

- Stakeholder interviews
- Discovery roundtable
- Competitor analysis
- User surveys
- User interviews, including findability and navigation testing
- Heuristic evaluation
- Content audit and strategy



CCCC continues to share information, events, activities, successes, etc. with community members and students via multiple social media channels.

- As of March 29, CCCC has 13,968 Facebook followers. Over the last 28 days, the college's Facebook page reach was 52,000—an increase of 46%. New page likes are up 24%.
- The Instagram page has 1,332 followers, with profile visits up 15.6% over the last 28 days.
- The CCCC LinkedIn page has 3,293 followers.
- The CCCC Twitter page has 2424 followers. Profile visits during the previous 28-day period was 7745, up 25.8%.

## Business Services

Business Services has recently upgraded and/or acquired new equipment, which has increased the college's in-house printing capabilities.

- Flatbed printer—allows the department to print on a variety of items. Examples include: license plates, ornaments, golf balls, coasters, ceiling tiles, gift bags, and many more!
- Die cut printer—enables the department to print shaped stickers, vinyl, and transfers.



## Dennis A. Wicker Civic & Conference Center

During the months of January 2023 through March 2023, the Dennis A. Wicker Civic & Conference Center averaged approximately 70 events per month.

Types of events included: banquets, breakfast events, celebrations, ceremonies, concerts, conferences, culture night, dinners, exams, graduations, interviews, job fairs, luncheons, meetings, orientations, quinceanera, talent show, training, and much more!

The facility was ranked #6 in the Triangle Business Journal's annual meeting and banquet facilities list. The ranking was based on square footage of meeting space.



# BOARD OF TRUSTEES

## STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

### Onboarding & Advising Agenda

**Date of Meeting:**

April 24, 2023

**Committee Members:** Pat Kirkman, Chair  
Jan Hayes  
Gladys McAuley

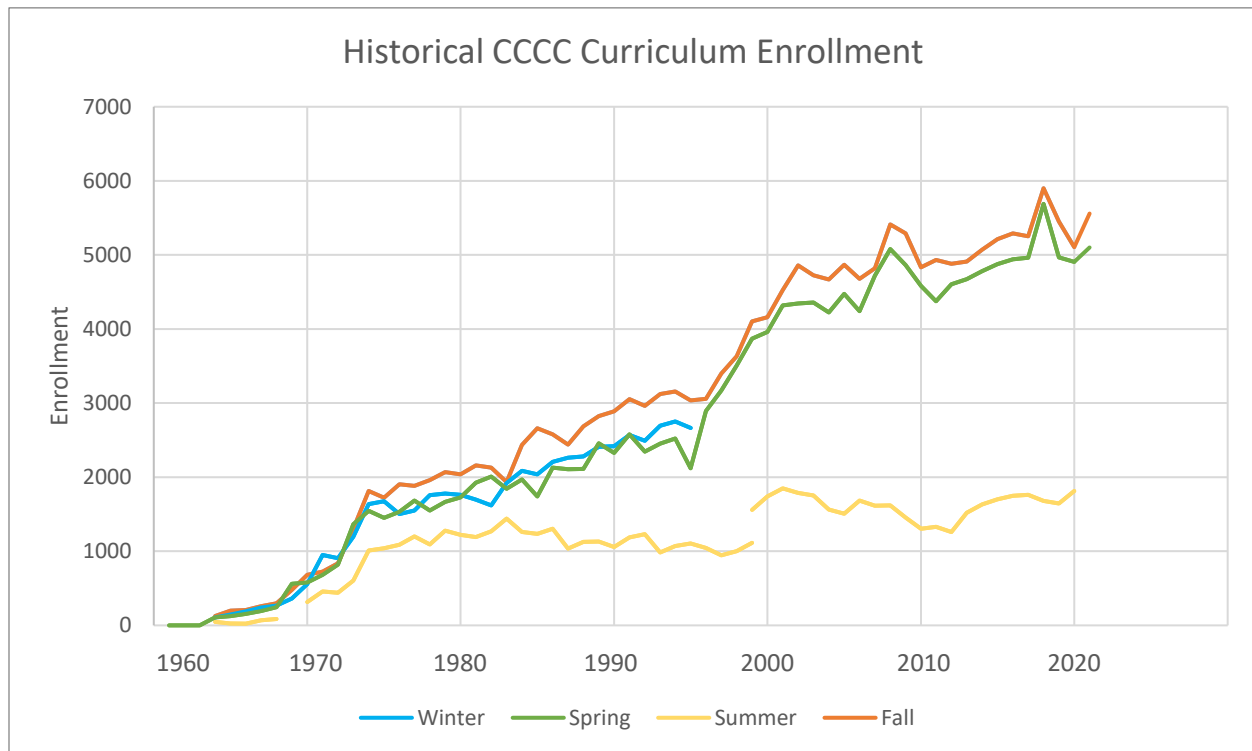
**Consent Agenda Items**

**For Information Only**

Student Records and Registrar's Office, Student Onboarding and Success (Admissions), Academic Advising and Transfer, Institutional Research, and Navigate (Title III) Updates

# **Student Records and Registrar’s Office, Student Onboarding and Success (Admissions), Academic Advising and Transfer, Institutional Research, and Navigate (Title III) Updates**

## **Student Records and Registrar’s Office**



*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.*

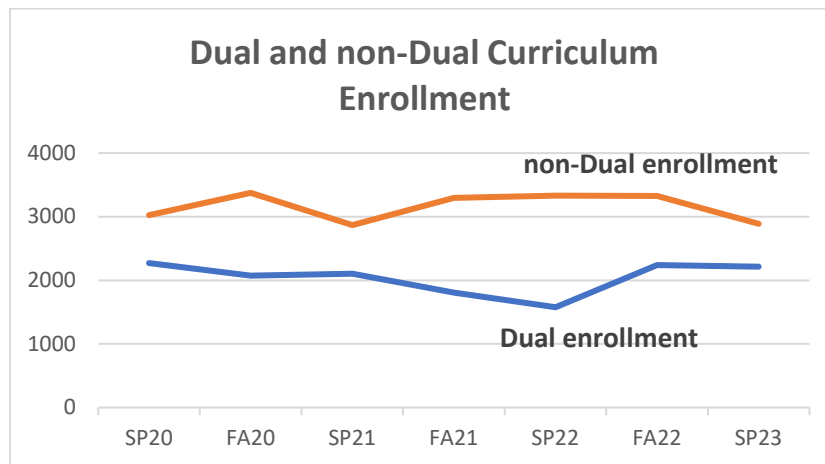
## **Enrollment and Retention overview**

Final spring 2023 curriculum enrollment (5103). Top enrolled programs SP23, by credential:

Associate degree	Diploma	Certificate
Associate in Arts/Science	Nursing (LPN)	Esthetics
Business Administration	Dental Assisting	Welding
Nursing (RN)	Early Childhood	Early Childhood (Preschool)
Veterinary Medicine	Business Management	Basic Law Enforcement
Cosmetology	Automotive Restoration	Early Childhood (Administration)

### Spring 2023 enrolled student demographics:

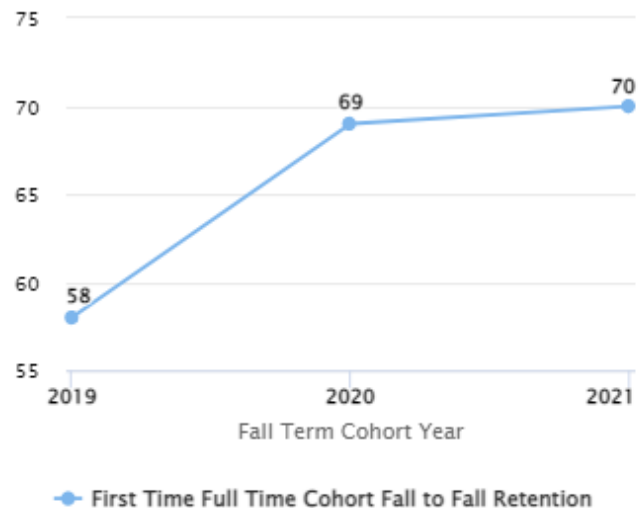
- Female 64%, Male 36%
- 79% of our student enrollment is under 25 years old (average age 22)
- Average hours taken: 8
- 50% White, 24% Hispanic, 15% Black, 11% other
- Dual enrolled students- 43% of total enrollment; Dual enrollment percent of registered credits- 33%; Dual enrollment students are taking an average of 6.2 credits in SP23.
- Enrollment trends for dual and non-dual curriculum enrollment:



- Our Institutional Research department is developing enrollment prediction models based on service-area demographic trends to provide future guidance on curriculum enrollment patterns.

- Specific strategies to address enrollment and retention are being implemented. While we are seeing positive trends in retention, we will need to implement additional strategies to address changes in demographic patterns that could impact college enrollment.

**Percentage of First Time Full Time Fall Cohort Students Retained from First Fall to Second Fall**  
For Reporting Years 2020-21, 2021-22, & 2022-23



### **Student Onboarding and Success (Admissions)**

- The department has done extensive research on new models for new student orientation; we will be piloting a new model this summer. We anticipate orientation moving from “strongly suggested” to “required” by FA24.
- We have recently transitioned our “Virtual Office” (zoom moderated platform) to a “Virtual Que” through Qless. This allows students to join a “virtual line” to connect virtually or receive a phone call or email.

### **Academic Advising and Transfer**

- We have completed a National Institute for the Study of Transfer Students audit to determine the best strategies needed to enhance our services to transfer students.
- Eleven university transfer partners have visited CCCC this year so far.
- We are continuing to pursue a partnership with Wolfspeed and North Carolina A&T University to facilitate the ability of our students to seamlessly begin work or transfer into an engineering-related program.

### **Institutional Research (IR)**

- CCCC received the results of the Student Financial Wellness Survey, conducted by Trellis Research. Among the findings (for CCCC students):
  - 78% of students agreed that the cost of college is a good investment for their financial future.
  - More students reported being housing insecure this year than last year.
  - More students reported having very low food security than last year.
  - 29% of students ran out money six or more times in the last year.



- The college is currently responding to the results from the Climate Survey offered last fall; the annual College Services survey was released in early April.
- IR has received over 50 data requests this quarter.

### **Slate**

- We continue to implement Slate, a customer relation management software. We have automated campaigns and processes; we now have fully integrated our application processes, scheduling events.
- Fully implemented Health Competitive Admissions processes in Slate
- Personalized student portals are live in slate allowing new students to see information for next steps as well as admission decisions and CCP Advisor or Education Navigator contact information.
- This summer we will be introducing additional features of slate specific to student success. These include things such as grade alerts, advising caseloads, additional automated communications, graduation application workflow, change of major workflow, grade and attendance information and more!

### **NAVIGATE (Title III focused on onboarding, advising, and retention)**

- First Department of Education Annual Performance Report submitted in March.
- Improved and streamlined communication processes including enhanced utilization of software to allow students to more easily connect with Education Navigators by phone, Zoom, email or in person.
- We continue to work on process mapping to better understand and improve student-facing and staff-facing processes and workflows.



# BOARD OF TRUSTEES

## STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

### STUDENT SERVICES DIVISION AGENDA

**Date of Meeting:**

April 24, 2023

**Committee Members:** Pat Kirkman, Chair  
Jan Hayes  
Gladys McAuley

#### Full Board Agenda Items

#### Consent Agenda Items

#### For Information Only

1. Athletics, Spring 2023
2. Student Activities, Spring 2023
3. Financial Aid, Spring 2023
4. Student Outreach and Recruiting Report, Spring 2023
5. Campus Security Report, Spring 2023
6. Library Usage Report, Spring 2023
7. College Access Services and TRiO, Spring 2023

## **Athletics, Spring 2023**

We are currently in the final phase of interviews for the Athletic Director position. We anticipate having a new AD in place by May 1.

All teams are currently actively recruiting players for next season. Currently we have 7 local players committed for Women's Volleyball and 6 local players committed for Men's Basketball. Also, we have two players who are transferring from the 4-year level to CCCC to play Men's Basketball. Women's Basketball is hosting several college tours for interested recruits and has started signings.

We are again hosting summer camps for middle school and high school students in volleyball and basketball. Our women's volleyball camp will be held July 18-20. Men's basketball camps will be held in June and August, with dates being finalized at this time. So far, the response/interest in these camps has been strong.

The year-end Athletic Banquet will be held April 26, 2023, at the DAWCC, 6:00 pm.

Finally, we are preparing for our change to D2 level starting Fall 2023. We will be able to schedule more conference games closer to home.

2022-23 highlights:

Men's and Women's Cross Country: CCCC Women won the Region 10 Division 3 Championship

Women's Volleyball: The team did well under new coach Dal Langston and finished as runner up to Sandhills in the Regional Championship

Men's Basketball: Our team lost in the semi-finals of the Regional Championships.

Women's Basketball—Our team was named the Region Champions, performed strong in their loss in the District Championship in Maryland.

## **Student Activities, Spring 2023**

### **SGA Central Division Meeting**

Three members of the Student Government Association Executive Board attended the Central Division Meeting of the N4CSGA, the state level student government association, this past February. There they were able to network with other community college student government members and learn more about legislation and student advocacy. They also participated in two sessions highlighting important issues community college students are facing including food insecurity and lack of access to affordable and reliable mental health resources and support. As a result of this meeting, the state-level organization will be writing to the Governor of NC to request that community colleges be included in the new legislation providing funding for increased mental health resources for K-12 schools and four-year colleges and universities. [Learn more about SGA and their experiences \(podcast\).](#)

### **SGA Spring T-shirt Fundraiser**

The Student Government Association Executive Board is currently fundraising for the North Carolina Community College Student Government Association (N4CSGA) Spring Conference and are selling Spring Fling and SGA T-shirts!

Sales will run through Friday, April 7, at midnight! Donations can also be made on the fundraiser website or through the CCCC Foundation!

### **2023-2024 SGA Executive Board Recruitment**

The Student Government Association holds elections every spring for the new Executive Board. The 2023-2024 Student Government Association Executive Board Recruitment Season is now under way and applications to run for an Executive Board position close for students on April 19. Candidate Campaigning will occur April 14th-May 5th and voting will happen online all day May 5th, 2023. The incoming 2023-2024 Executive Board Committee will be announced before the end of May. There are a total of 13 positions on the SGA Executive Board including: President, Vice-President, Secretary, Treasurer, Chatham County Representative, Harnett County Representative, Lee County Representative, Distance Education Representative, Chatham Early College Representative, Harnett Early College Representative, and Lee Early College Representative.

### **Notable Events so Far this Spring:**

"Chatting with Chapman" Student Town Halls with the College President

Valentine's Day Candy Buffet and SGA loves CCCC

Exploring New Trails with the Student Government Association: Make Your Own Trail Mix Bar

Career Prep Bootcamp: Professional Headshots and LinkedIn Workshop with the CCCC Career Center

A Celebration of Black History through Art and Media in Harnett County

Women in Business Panel in partnership with the CCCC Business Technologies Department

**Upcoming Events:**

## Spring Fling Flower

- Chatham County Main Campus: Thursday April 13th 10AM-2PM
- Harnett County Main Campus: Tuesday April 18th 10AM-2PM
- Lee County Main Campus: Wednesday April 26th 10AM-2PM

## Painting Class in Celebration of Asian and Pacific Islander Heritage Month

- Monday, May 1st on Lee Main Campus. Classes begin at 11:00AM and at 1:00PM.

## Exam Cram Programs

- Chatham Main Campus: Tuesday May 2nd, 10AM-1PM
- Lee Main Campus: Wednesday May 3rd, 10AM-1PM
- Harnett Main Campus: Thursday May 4th, 10AM-1PM

## **Financial Aid, Spring 2023**

### **Spring 2023**

Total FAFSA's Rec'd for 2022-2023: 4,161

Students Awarded and Disbursed for SP23: 2,432

Awarded and Enrolled for CU for SP23: 1,555

Total Aid Disbursed for SP23: \$3,484.181

### **Promise Program Spring, 2023**

All three counties have signed updated MOUs for the next few years. Lee County is committed through the graduating class of 2025; Chatham County and Harnett County are committed through the graduating class of 2026.

Current headcount for students in each program:

2021 cohort (final semester, active students):

Chatham: 58

Harnett: 86

Lee: 52

Total: 196

2022 cohort (second semester out of five, active students):

Chatham: 78

Harnett: 92

Lee: 78

Total: 248

2023 cohort (starting Fall 2023; applicants only so far; Interest Form opened 10/1/2022):

Chatham: 41

Harnett: 52

Lee: 50

Other/Unsure: 116 (For this cohort, I am only verifying addresses AFTER the student has submitted their updated admissions application.

Total applicants so far: 269

We moved our Interest Form to the Slate platform, effective with the incoming graduating class (2023). Slate is allowing us to streamline communication with these students to ensure they are given accurate information in a timely manner and across multiple platforms (i.e. texting, email, mail, etc.) A small group of students can already see their "checklist" in Slate; the rest should have access to this feature within the next few weeks.

We have also incorporated the #RedCarpetRegistration event signup into Slate. We will present 13 total events (10 across the local high schools plus 1 evening event at each Main Campus) to incoming seniors so they can meet with our staff and register early for Fall 2024 classes, among other tasks.

## **VA Educational Benefits Update**

For the Spring 2023 semester we have 260 Military affiliated students. 10 students completed their Programs at the end of Fall 2022 and there are another 18 expected to finish at the end of this semester.

March has been a great month for Veterans Affairs.

On March 7, it was publicized that Central Carolina CC had been designated as a Military Friendly School with a Gold Status. The ranking they use is they have a top 10 list of schools nationwide. A Gold Status means we are within 10% of the 10 th ranked school.

On March 8, we had a site visit by The State Approving Agency for the VA. There were 0 findings during this visit. We were told to “keep doing what we are doing”.

## Student Outreach and Recruiting Report, Spring 2023

### DATA-INFORMED PROGRESS

- Followed up with 2023 Spring De-Reg List (129 of 280 re-enrolled)
- Follow Up With fall 2022 Applied Not Enrolled list
- 2023 spring promotion and follow up for 12 week and 2nd 8-week classes
- Information Planning Conference (IPC) 60+ guidance counselors from 7 different counties.
- Eastern Randolph HS Career Fair (200 students)
- Cumberland County Career Fair (1,200 students)
- Carrboro City Schools Career Fair (100 students)
- Pinecrest HS Career Night (100 students)
- Star Academy Career Fair (30 students)
- Overhills Health HS Lunch Visit (20 students)
- WHHS Lunch Visit (30 students)
- Smithfield Selma HS Culinary/Barbering Visit to Dunn Ctr. (30 students)
- Smithfield Selma HS Group Tour @ Sanford (40 students)
- Ascend Leadership Academy Career Fair (100 students)
- Ascend Leadership Academy On-site admissions (12 students)
- Lee Christian Classroom Presentation (20 students)
- Northern Durham HS VMT/Automotive Presentation (40 students)
- Applied Technologies Day (200 students from all three service area counties)
- Youthbuild Group Tour (10 students)
- Perry Harrison Fifth Grade Campus Tour @Pittsboro (40 students)
- 8 th Grade Tours @ Pittsboro Campus (800 students)
- International Culture Night @ Civic Ctr
- East Chapel Hill HS Group Tour @Pittsboro (25 students)
- 4CNC TV Promotion
- FAFSA Night at HHSC (20 students)
- ESL Classroom Presentation (20 students)
- GKN Rapid Response Follow Up
- GED/AHS Graduate Follow Up. Promoting FREE 3-hr class credit
- AVISO follow up, Helped provide students money that needed tuition assistance for 2023 spring semester.
- De-registration List payment assistance for 2023 spring semester
- Over 800+ emails/texts and follow up from Ask CCCC and Enroll@cccc accounts
- 166 student inquiry follow ups via Slate
- Outreach to 2023 fall applicants regarding scholarship deadlines
- 37 individual campus visits
- Title 3 Steering Committee Planning
- Slate Communications Planning



Fall Apps as of March 25th, 2022: 1,361 apps  
Fall Apps as of March 24th , 2023: 1,320 apps

### **Campus Security Report Spring 2023**

Provided student support during the first week of Spring Semester 2023.

Checked all CCCC's Buildings to make sure exterior and interior doors have a locks on them.  
Checked and made a list of AED locations on all CCCC locations.

Worked with Active Defender Representative to get diagrams and locations of all CCCC Campuses for their quote for the active Defender App..

Worked with Sanford Police Department Officer to conduct Rapid Deployment Training to prepare for the Active shooter Drill.

Worked with Officers from the Sanford Police Department to prepare for the upcoming Active Shooter Drill on May 12, 2023.

Worked with IT Department to get Alertus Mass Notification working.

Security weekend coverage provided for classes and training at ESTC, Lee Main, CWI, Harnett Main, HHSC, and CHSC.

Provided security for Lt. Governors visit at Moore Center.

Conducted exterior lockdown on CWI on 03/07/23 in reference to a shooting near the campus.  
Conducted monthly tests on the Blue Light Call Boxes.

Assisted with the interview and hiring of the Lead Security officer at Harnett Main Campus.

Completed Keller Building Access Control Issuance and Database updates.

Virtual Behavior Assessment Team meetings.

Several meetings with Weiser Security Branch Managers.

Webinars:

Preventing campus violence- common characteristics of mass shooter.

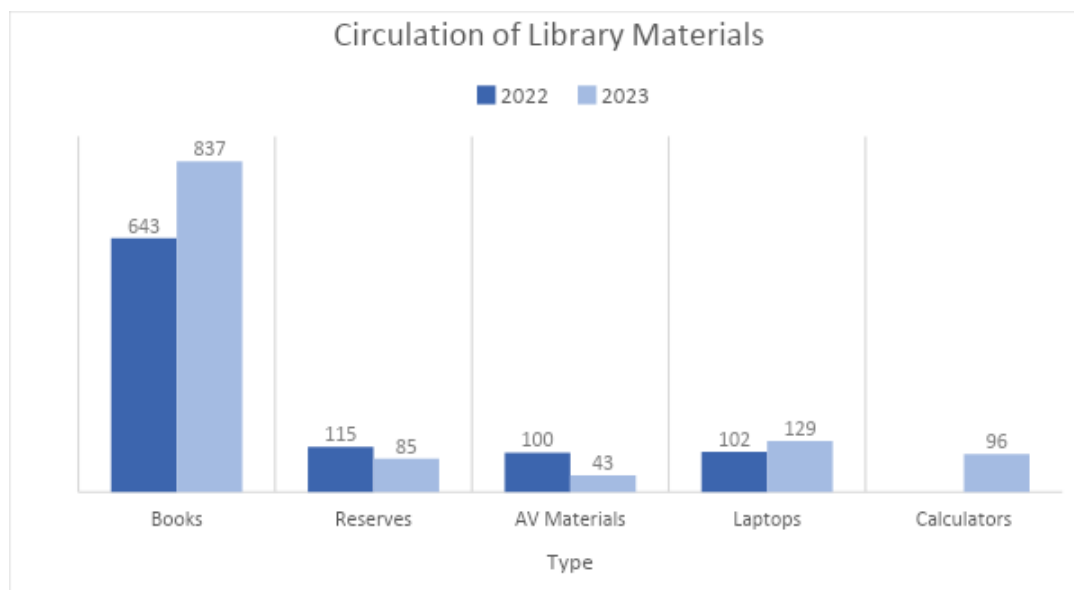
Behavior Intervention Teams.

Completed CCCC Training: KnowB4 Learner App. Training.

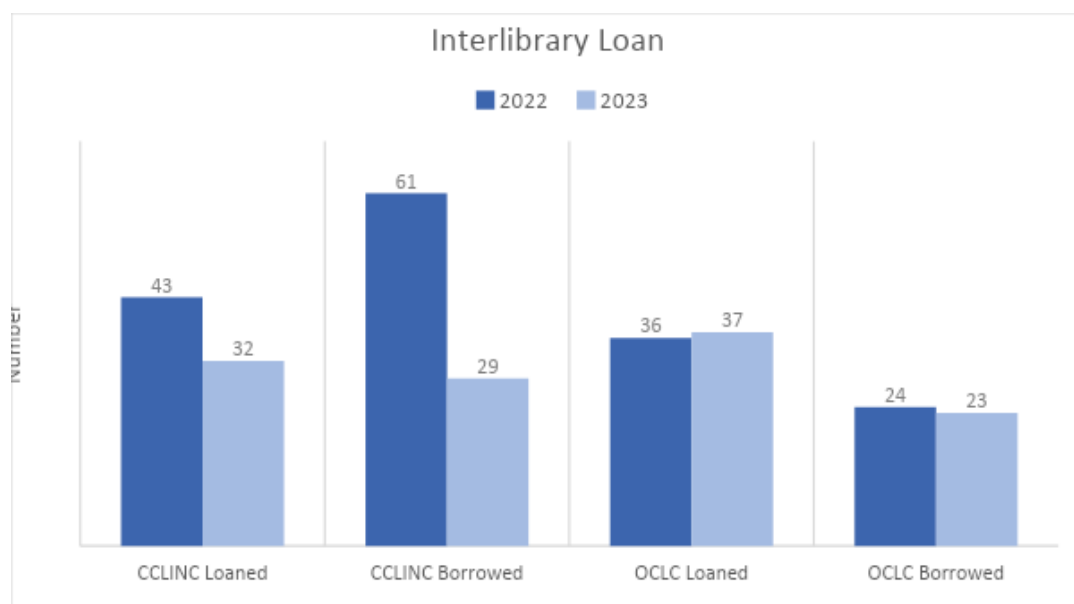
## Library Usage Report, Spring 2023

January – March

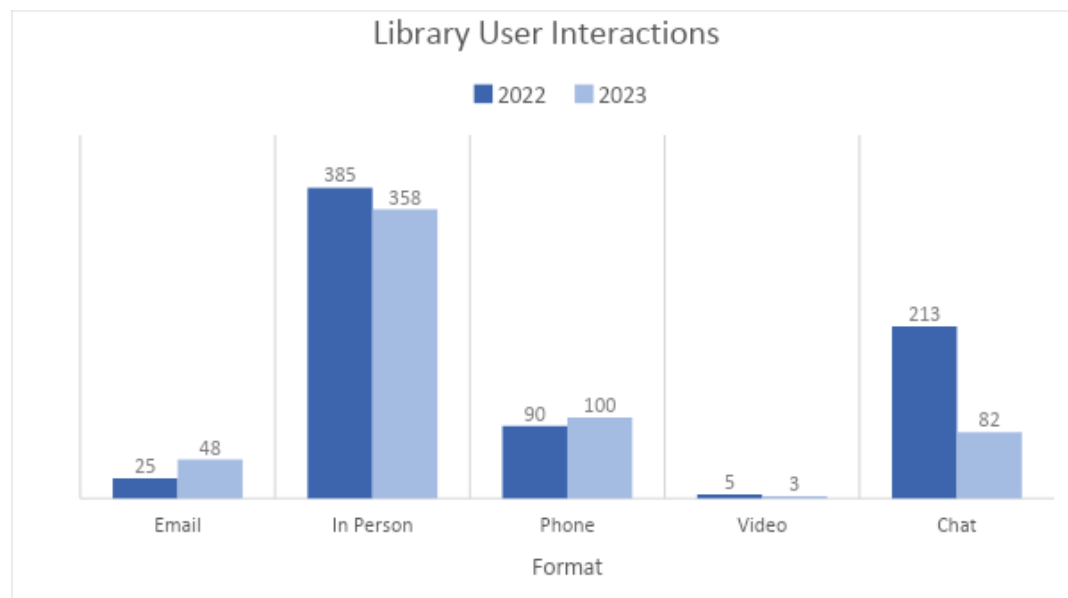
\*Note: this data reflects stats gathered through March 27, 2023. Full stats are not available until after the end of the month.



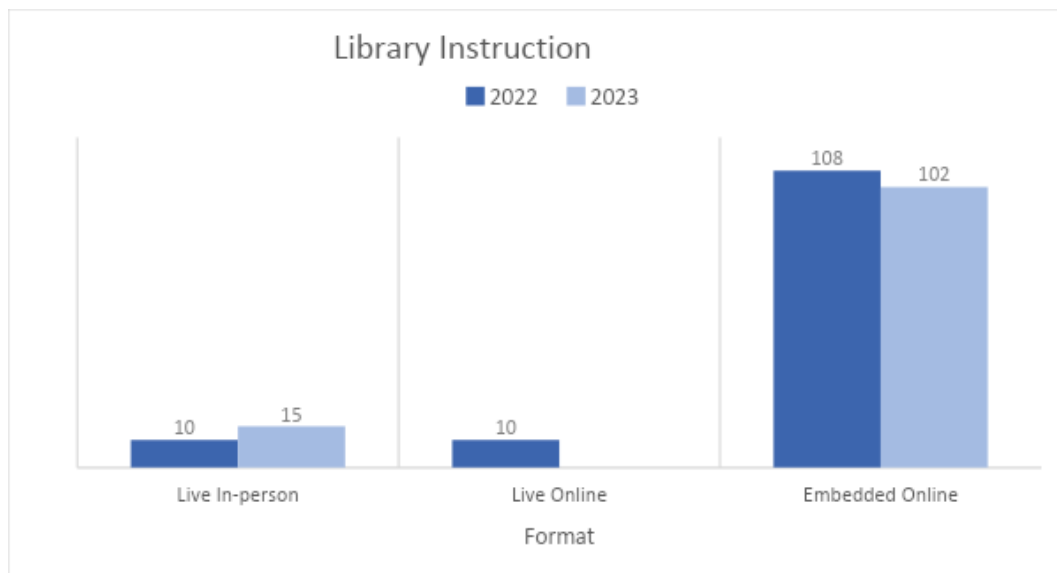
Circulation numbers overall have **increased by 24%** year over year. The addition of W.O.W. (bookmobile) and circulating calculators contributed to the **increase by 14%**. AV materials **decreased by 57%**. The continued decrease in AV materials can be attributed to the continued growth in film and audiobook streaming.



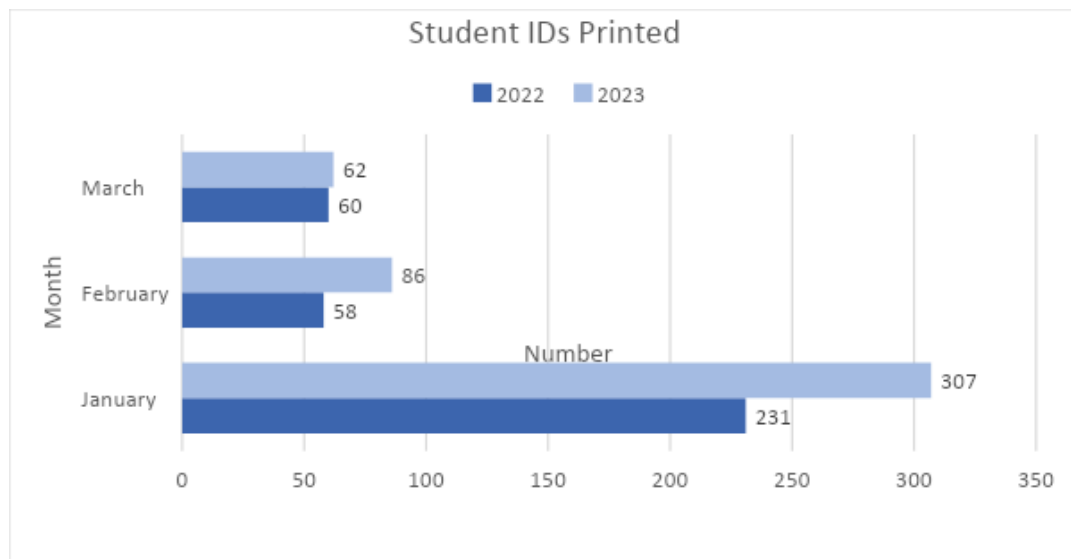
Total materials loaned through interlibrary loan **decreased by 13%** year over year. Total materials borrowed through interlibrary loan **decreased by 39%** year over year. CCLINC items are loaned to and borrowed from other NCCC Libraries. OCLC items are loaned and borrowed worldwide from Non-NCCC Libraries.



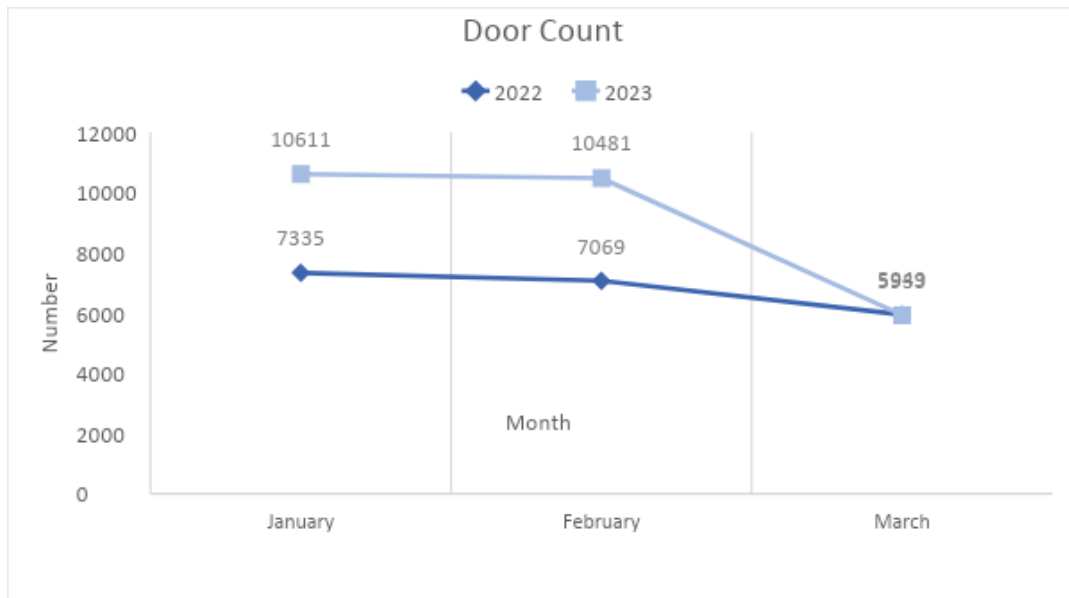
Total interactions with students have **decreased by 18%** between the months of January – March of 2022 and January – March of 2023.



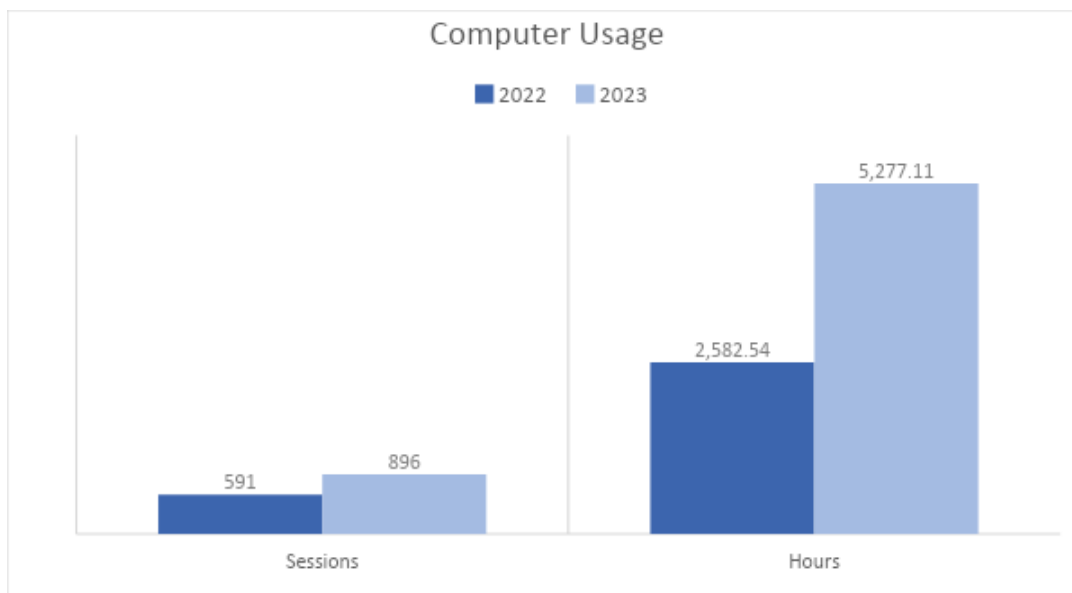
Total live in-person instruction sessions **increased by 50%** between Spring 2022 - Spring 2023. Live online instruction sessions **decreased by 100%**. Embedded online courses **decreased by 6%**. Embedded courses are tracked by semester and coincide with course offerings.



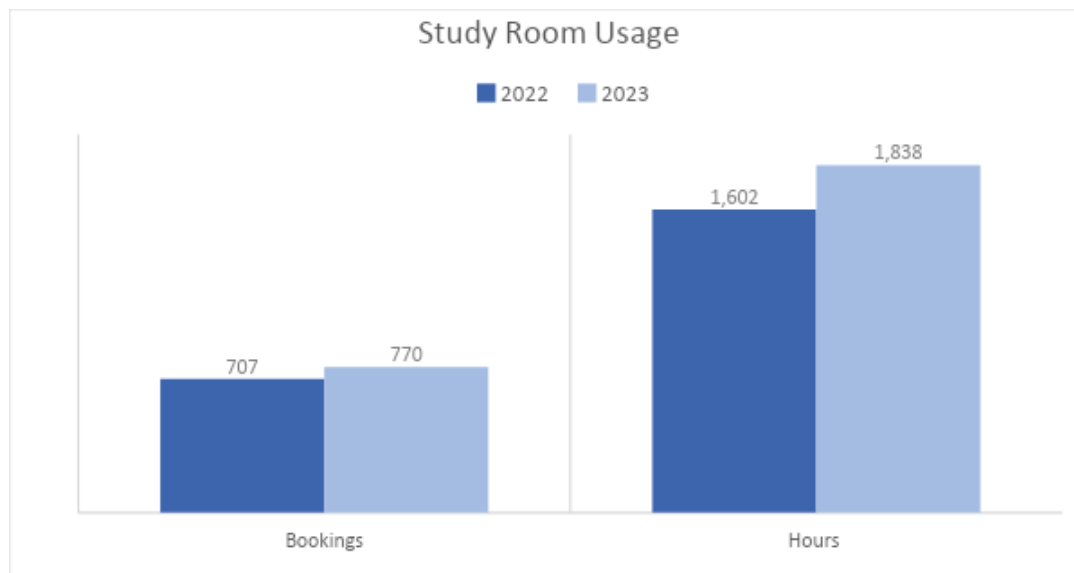
The total number of student ID cards printed **increased by 30%** between the months of January – March of 2022 and January – March 2023.



The gate count **increased by 33%** year over year.



Computer usage increased between the months of January – March 2022 and January – March 2023 on the LMC and the HMC. Total number of login sessions **increased by 52%**, total number of login hours **increased by more than 100%**.



Study Room bookings increased between the months of January - March 2022 and January – March 2023. The total number of bookings **increased by 9%** with the total number of hours **increasing by 15%**.

## **College Access Services and TRiO, Spring 2023**

### **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.
- Upward Bound Lee: Funded to serve 60 students annually
- Upward Bound Harnett: Funded to serve 60 students annually
- Upward Bound Math & Science: Funded to serve 62 students annually

#### **Updates**

- The Upward Bound 2023 Summer Residential Program will be held at Campbell University. The summer residential program provides participants with academic instruction, including reading, math, science, and foreign language, to simulate a college-going experience on a college campus for six weeks.

#### **Current Activities**

- Saturday Academic Academy Session
  - Date: January 21, 2023
    - Location: Harnett Main Campus
    - Humber of Participants: Approximately 70
    - Purpose: Financial Literacy and College Financial Aid
    - Required Service #4: Provide information on Federal financial aid, help with completing the FAFSA
  - Date: February 11, 2023
    - Location: Virtual
    - Number of Participants: 60
    - Purpose: Registration Advice and Internship Information
    - Required Service #2: Academic advice and assistance in secondary and postsecondary course selection
  - Date: March 18, 2023
    - Location: Virtual
    - Number of Participants: 60
    - Purpose: College entrance advice and career panel
    - Required Service #2: Academic advice and assistance in secondary and postsecondary course selection
- Cultural Enrichment
  - Carolina Hurricanes Game



- Date: January 27, 2023
- Number of Participants: 20
- Purpose: Cultural Experience and Exposure to careers in Sports, Entertainment, and Hospitality
- Prior to the game, participants engaged in an “Economics of Event Spaces” event where they met stadium and team personnel who shared information on their careers and internship opportunities
- Celebrity Dairy Farm
  - Date: February 20, 2023
  - Number of Participants: 15
  - Purpose: Cultural Experience and exposure to careers in agriculture and hospitality
  - Students will hear from people from different departments at the Inn, such as the Chef, the manager, and the person in charge of the goats, to gain exposure to a variety of careers.

### Upcoming Activities

- Tours
  - Spring Break College Tour
    - Dates:
      - UBL: 4/5-4/6
        - Number of Participants: 15
        - Tour Johnson & Wales College, UNC Charlotte, and NC A&T University
        - NASCAR Hall of Fame
      - UBH/UBMS: 4/12-4/13
        - Number of Participants: 25
        - Tour NC A&T University, UNC Charlotte, and Davison College
        - NASCAR Hall of Fame
- Saturday Academic Academy Session
  - April 22: College Success Signing Day
  - May 20<sup>th</sup>: Summer Orientation
  - May 24<sup>th</sup>: Graduation Celebration

### Program Highlights

- Scholarships
  - Eric Flores-Juan earned a prestigious Park scholarship (full ride to NC State)
  - Ava Thomas is a finalist for the Morehead-Cain scholarship (full ride to UNC)
  - Emelie Hemingway is a candidate for admission to Columbia University
  - Obi Ude earned and accepted a full scholarship to UNC

- Our current participants have accepted more than \$187,000 in scholarships so far this year
- Stipends
  - Student participants earned approximately \$8,000 in stipends during the Fall 2022 semester. Stipend checks were distributed to students in February 2023. Students earn stipends through academic merit and participation in academic and cultural enrichment events.
- Achievements
  - Upward Bound Scholar's Bowl Team won state-wide competition at the 2023 Student Initiative's Conference hosted by NC Trio. The team will travel to Atlanta, GA to compete in the regional scholar's bowl tournament. Team members: Victor Zarate, Emelie Hemmingway, Chyann Yarbrough, Ryan Gregory

## **TRiO Student Support Services**

### 1. Funded to Serve Number Status

- a. Classic: 139 - 1 more to hit 100%
- b. STEM: 96 - 24 more to hit 100%

\*The numbers go up and down based on if the student is retained from Fall to Spring

### 2. Activities-

- a. Mentoring Program Training and Kick-Off - Lee Main Campus
- b. Appalachian State University Transfer Trip- Boone, NC
- c. Cooking on a Budget Workshop - A collaborative workshop with Culinary
- d. Student Initiatives Student Conference- Raleigh, NC
- e. Moments with Paul at Temple Theater- Sanford, NC

\*Weekly workshops are provided to all participants, along with a recording for future use

### Upcoming Activities/Trips

- f. Winston Salem State University Transfer Trip
- g. Career Expo- SSS attends this event to provide support to our student seeking employment and to recruit.

h. Annual Workforce luncheon and Etiquette lessons

i. New York City Cultural and Wellness trip- The 3 Day trip will be held during Spring break to allow participants time to view various museum and historical sites along with a campus tour of Columbia University. Students will journal and reflect on each day, learning and implementing a spending budget. Each student who attends must have completed three financial literacy workshops, met with their advisor, and completed the FASFA in addition to submitting an essay.

j. Graduation Celebration Program and Banquet

### 3. Grant Aid Disbursements since Spring of 2023

a. Classic \$2,250.00

b. STEM \$1,200.0\*Next award will happen on April 12, 2023

### 4. Special Projects:

a. Prep for Success Summer Program -

i. Description: Prep for Success Academy is a one-week summer bridge program designed to introduce minoritized students to the dental profession and dental programs at Central Carolina Community College. The program offers participants informative hands-on dental experiences and will prepare students for what it is like to be a dental student here at CCCC. Participants will experience academic skill-building, and competitive program readiness sessions and get to know their fellow peers! (Dental, Veterinary Technology, and Medical Assisting) Planning is in full swing. June 19-22, 2023.

### **Ruby McSwain Cougar Market**

- Food Bank Training Complete (Donna and Jessica)
- Established a small advisory committee with one SGA student
- Established priority ordering Dates with the Foundation
- Created a request form for the use of all Hungry Free Zones point person
- Creating a draft of policy and procedures to aid in the equitable use and treatment of all shoppers and volunteers
- Hosting a Produce market at all Spring Fling events to aid in the advertisement.
- Creating on-the-go grab bags for shoppers.

## Academic Assistance Center

For the current quarter (January 9, 2023 - March 27, 2023), Academic Assistance Centers (AACs) have provided **1,237.25 hours** of tutoring (synchronous real-time services) for **158 students** in **49 courses**.

Tutoring Totals						
	One-on-One Tutoring	Group Session	Supplemental Instruction	STEM Lab	Writing Center	Online Writing Lab Submissions*
Face-to-Face Contact Hours	394	102	57.25	276.5	80	—
Online Contact Hours	135.75	3	—	179.25	9.5	303 assignments (183.75 hours)
Totals	529.75	105	57.25	455.75	89.5	

*\*Writing and Reading Center (WRC) Coaches have reviewed 303 student writing assignment submissions (asynchronous services- email consultations) for an estimated 183.75 hours.*

For the current quarter (January 9, 2023 - March 27, 2023), AACs have proctored **174 tests**.

Test Proctoring Totals		
Chatham	Harnett	Lee
64	16	94

- Five students receiving tutoring services from the Lee Academic Assistance Center have received transfer acceptance letters to UNC Chapel Hill, UNC Charlotte, High Point University, NC A&T, and NC State University and have amassed scholarships totaling more than \$53,000.

### **Community Connections**

- Dorothy Hunter, Lee Writing & Reading Center Lead Coach, is the newly-elected Chair of the NC State Employees Credit Union (NC SECU) Advisory Board.
- Jocelyn Gomez, a Lee AAC accounting tutor, successfully applied and was hired for an internship with NC SECU.
- Jessica Webb, Chatham Building Construction Technologies tutor, has been hired by Southern Energy Management (SEM) as a full time employee. SEM is the company she interned with for her Work Based Learning degree requirement.
- Harnett Academic Assistance and the Harnett Campus Library will be sponsoring a Citations Workshop on April 11, 2023.
- Chatham Academic Assistance, with Angela Crisp-Sears as regional conference chair, will host the NC Tutoring and Learning Association (NCTLA) Central Region spring conference on April 24, 2023.

### **Personnel News**

- Ethan Godwin and Aliyah Cardin have been hired as Harnett Writing & Reading Center Coaches and started their training.
- Kristin Paul has been hired as a Chatham Writing Coach.
- CCP Student & Harnett Lab Assistant Sarah Lanier will be graduating from high school this year and focusing on completing her Associate's with us at CCCC.

## **Veterans Upward Bound Report**

### **Executive Summary**

- FY 2017-FY 2021 VUB Grant Circle and FY 21 APR reports submitted on March 21, 23 to the DOE.
- Through consistent and strategic outreach, we have reconnected with 83 out of our 99 continuing participants.
- We have recruited 9 new participants to VUB during our 2nd Qtr.
- During our current cycle as of today we have served 98 veterans.

- We served 32 participants in January, 28 participants in February, and 13 participants in March.
- We provided 141 distinct services to our participants during the second quarter.
- We continue to build and expand our professional relationships with our veteran-serving community partners to provide services to veterans in our community.
  - Veterans Treatment Court Harnett County- 1st & 3rd Wednesday of the month
  - Community Blueprint- 2nd Wednesday of the month
  - Veterans triangle VMFA Meeting- 2nd Tuesday of the Month
  - Veterans Benefit Live - March 23-25th, 23 Cary NC
  - March 7th, 23 Milvet Women's Summit
- From those relationships we have been invited to be part of the NC Veterans Resources and organization mapping tool directed by the Defense Alliance of North Carolina on the guidance of Lt. Gen. Gaskin Secretary of the North Carolina Department of Military and Veterans Affairs.
- We provided all the required academic program and workshops for our second quarter. Financial Literacy Workshop on Monthly Budgets and Managing Debt, Career Spotlight Workshop on Biotechnology, Yoga Wellness Workshops (in-person and virtual), Math Refresher Course, Computer Refresher Course, and College Prep: Study Skills Workshop
- Upcoming events: Financial Literacy Workshop, Painting Wellness Workshop, Literature Refresher Course, Computer Programming Training Course, College Prep: Boots to Books, Career Counseling: TBD. Outreach events and more.
- With growing partnerships we were able to obtain free training for our staff like Mental Health First Aid Training, Suicide Prevention and Awareness, and Veterans Support Services Certification.

### **Jan-Dec Group Activities to Support Objectives**

<b>Event</b>	<b>Date</b>	<b>Location</b>	<b>Mode</b>	<b>Category</b>
Computer Refresher	1/17-2/7	LMC	in person	Instruction
Math Refresher	1/19-2/9	LMC	hybrid	Academic Instruction

Career Spotlight: Biotechnology	1/25	LMC	hybrid	Career Counseling
Financial Literacy	2/16	LMC	hybrid	Financial Literacy Workshop
Wellness Workshop Yoga Class	2/22	remote	Virtual	Skill-building workshop: Wellness
Wellness Workshop Yoga Class	2/23	LMC	in person	Skill-building workshop: Wellness
Women's Milvets Summit	2/7	NCSU	in person	Outreach and referral to resources
Study Skills Workshop	2/9;2/21	LMC/WTCC N	Hybrid; in person	College Prep Seminar
Community Blueprint	2/8; 3/8	Fayetteville	in person	Outreach
Vet Treatment Court	1/18;2/1;2/15	Lillington	in person	Outreach
English Composition	3/14, 3/15, 3/16	LMC	In person; hybrid	Academic Instruction
VMFA	2/14; 3/14	Wake Forest	in person	Outreach
OBTT Workshops by US DOL	Jan, Feb and Mar ongoing	WTCC & NC National Guard HQ	in person; hybrid	Transitioning Workshops
Math tutoring	ongoing	LMC	in person; hybrid	Academic Instruction

English tutoring	ongoing	LMC	in person; hybrid	Academic Instruction
Referrals	ongoing		in person hybrid	Assistance in Securing Support

## **Job Corps Scholars Program**

### **Who We Are/Serve**

- The Job Corps Scholars Program is a demonstration grant (experimental grant) funded 100% by the Department of Labor.
- We serve individuals, ages 16 to 24, from low income backgrounds who have already received their high school diploma or equivalency and are now seeking to earn an in-demand, industry recognized credential(s) in 12 months or less.
  - The age limit may be raised if there is a documented disability.
- We provide counseling services, both personal and employment, to support and facilitate each student's success.
- Once they have received their credentials, we provide job placement assistance and/or assistance with continuing their postsecondary education, joining the US military, or entering into an apprenticeship.
- We provide full financial assistance for tuition, fees, and any required course materials; as well as, financial assistance for childcare and transportation costs.
- Participants also have the opportunity to earn stipends and bonuses while they are actively in their courses, up to \$400 a month.

### **Enrollment/Recruitment Data**

- Currently serving, OR have served, 80 participants
  - We have met the grant directive/goal of 80 students!
- Recruitment/Grant Timeline:
  - The Job Corps Scholars Program is a demonstration grant (experimental grant) funded by the DOL/ETA.
    - The grant will conclude on September 30, 2023.

### **Program Updates**

- We concluded our last recruitment push for the grant during the first quarter of 2023; we enrolled our last cohort of students into short term training programs here at CCCC.
  - Examples of short-term trainings include, Industrial Manufacturing Technician, Google IT Support Technician, Nurse Aide, Phlebotomy Technician
- Currently, JCS staff are exploring potential employment opportunities as we prepare to close out this grant. Retaining well performing college employees is a priority.



## **Current/Planned Activities**

- JCS Workshops

Workshops are facilitated by a JCS Counselor, most often occurring twice a month, designed to equip students with skills in areas of academics, financial literacy, cultural awareness, communication, etc.

- Starting a Savings
- Understanding Credit
- Essential Skills
- Interview Preparation
- Email Etiquette
- Self-Advocacy
- CCCC Resources
- Time Management
- Test Taking Strategies
- What is Professionalism?

- JCS Monthly Meet-Ups

Monthly Meet-Ups most often occur twice a month, an hour in duration, with short topic discussions facilitated by a JCS Counselor. These meet-ups are a time for JCS Participants to come together to learn and have open discussions with one another. It is a time for them to get to know each other and have some fun!

- “Do you know how to contact your JCS Counselor, CCCC Educational Navigator, and/or Instructor(s)?”
- “Let’s Celebrate Black History!”
- “Preparing for the Employment Phase”

- JCS Experience Events

JCS Experience Events most often occur twice a semester and are facilitated by a JCS Counselor and/or CCCC faculty/staff member. They are a time for JCS Participants to come together to learn and grow in their understanding of themselves and the world around them.

- Spring 2023 Experience Event: “Utilizing Vision Boards”

A vision board is a collage of images that represent one’s goals & dreams. They are ideas an individual may want to manifest in their own life.

Early studies suggest that many of the components of vision boarding have potential benefits for our well-being and success.

Vision boards can help more clearly define an individual’s goals, the steps they want to take to reach them, and what they will need to do along the way.

**JCS Participant Success Story:**

In January 2023, a JCS participant completed CCCC's Nurse Aide I career technical training. The student registered for the National Nurse Aide Assessment Program (NNAAP®) exam. This examination is designed to determine minimal competency to become listed as a nurse aide on the North Carolina Nurse Aide I Registry. While this student did well on the written portion of the exam, she fell short of passing on the practical portion. After the disappointed and dejected student worked with their JCS Employment Counselor, the two identified areas for improvement and quickly registered her to take the practical exam again. With a positive attitude and support, the student was fully prepared and passed the practical exam with flying colors. This student's perseverance and relationship with their JCS Counselor highlights the affect such a program has on the lives of CCCC students. The student is now listed on the North Carolina Nurse Aide I Registry and is exploring CCCC's competitive nursing programs. Armed with the academic and personal skills acquired during their time with JCS Program, we have no doubt this student will continue to achieve great things!