

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

Monday, July 31, 2023

Program Committee

Date: 7/31/2023

Time: 9:00 a.m.

James Crawford
Derrick Jordan

Building & Grounds Committee

Date: 7/31/2023

Time 10:30 a.m.

George Lucier, Chair
Bill Tatum
Jim Womack

Personnel Committee

Date: 7/31/2023

Time: Noon

Bobby Powell, Chair
Genia Morris
Chip Post

Finance Committee

Date: 7/31/2023

Time: 1:30 p.m.

Jim Burgin, Chair
James Kelly
Gordon Springle

Student & Academic Support Services Committee

Date: 7/31/2023

Time: 3:00 p.m.

Pat Kirkman, Chair
Gladys McAuley

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

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

Consent Agenda for Summer 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 August 2, 2023

Recognition of Guests

Swearing in of new and reappointed Trustees:

- John Bonardi
- Patricia Kirkman
- Taylor Vorbeck

Report of Nominating Committee

Election of Board of Trustees Chair and Vice-Chair

Ethics Statement

Mission Statement of the College

Approval of Consent Agenda

Brett Brenton, Regional Impact Manager with myFutureNC

Consent Agenda

Minutes

Approval of Minutes

- ❖ Board of Trustees Meeting; April 26, 2023
- ❖ Board of Trustees Special Called Meeting; May 9, 2023
- ❖ Board of Trustees Meeting; May 22, 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. Approve Interim Budget Resolution
9. Approve President and Board Blanket Travel Authorization
10. Ratify the Email Vote to Support an Extension of the Current MOU with the TDA

Building and Grounds Committee

1. Ratify the Email Vote for the Design Agreement for the Moore Center Main Building Phase I
2. Ratify the Email Vote for the Assignment of Chatham Council on Aging Lease to Chatham County

Program Committee

No Agenda Items

Student & Academic Support Committee

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

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Personnel Committee

1. Human Resources Updates
2. Approve Temporary Parental Leave Policy
3. Consider Section 1 – Board of Trustees – Updated Policy and Procedure Manual
4. Consider Section 7 – Information Technology – Updated Policy and Procedure Manual

Finance Committee

1. Approve Follett Bookstore Contract

Building and Grounds Committee

1. Consider Options for Addressing Cost Estimate Overrun of Moore Center Bioprocessing Building Project

Program Committee

No Agenda Items

Student & Academic Support Services Committee

No Agenda Items

Foundation Update

Other Items

Comments by President

**Board of Trustees
Central Carolina Community College
April 26, 2023**

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

Members Absent: J. Burgin, P. Kirkman, R. Spinks

Guests: J. Love, College Attorney

Staff: L. Chapman, P. Price, K. Hoyle, J. Matthews, M. Hall, M. Dishman, R.V. Hight, M. Brown, M. Robertson, E. Hare, S. Byington, B. Stumpf, L. Whitaker, D. Haire, B. Diniz

Provost Hall introduced Beverly Diniz, his Executive Assistant, who assisted in the set-up of the Board meeting. Chairman Philpott introduced 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. Bianka shared her story of her years at CCCC and told about the award that she had won. Dr. Chapman also added additional information about Bianka's history at CCCC.

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

Trustee Lucier made a motion to approve the Consent Agenda. Trustee Springle seconded the motion. The motion carried unanimously.

Personnel Committee

Chairman Philpott called on Personnel Committee Chair, Trustee Powell. Trustee Powell called on EVP Price. The first item on the agenda was the Human Resources Updates. EVP Price indicated there was not a need at this time for a Human Resources Update. The next item is to approve the 2023 Summer Schedule. The college will operate on a four-day work week for the summer during the dates Monday, May 22, 2023 to Friday, July 28, 2023. The College will post hours as being open for business from 8:00 am until 5:30 pm. This is consistent with what has been done in the past. This comes as a recommendation from the Personnel Committee and does not require a second. This motion carries unanimously. The next item is to approve the Educational Leave Request for Adam Wade. Trustee Powell added this request has followed the college's policy and has been approved by the appropriate people. He also added a part of the process is to continue to work with the college for one year. Trustee Jordan asked is the one year is standard. This comes as a recommendation from the Personnel Committee and does not require a second. The motion carries unanimously. EVP Price informed the Board on the Policy and Procedure Review updates. The initial reviews of Section 1: Board of Trustees, Section 2: Administration, Section 7: Information Technology, and the Board By Laws have been completed. The Policy and Procedures Review will be one of the items on the agenda for the Board of Trustees Retreat on May 22nd.

Finance Committee

In the absence of Finance Committee Chair Trustee Burgin, Chairman Philpott called on Trustee Kelly for an update from the Finance Committee. Trustee Kelly told the Board that State Auditor Beth Wood attended the Finance Committee meeting on Monday and reported we had a clean financial statement audit report. Item 1 on the agenda is to accept the Financial Statement Audit Report. EVP Price went through items 2 through 6 and highlighted the main points. Chairman Philpott told the Board that items 1 through 6 were unanimously approved by the Finance Committee. These items come as a recommendation from the Finance Committee and do not require a second. The motion carries unanimously. Item 7, the TDA report does not require a vote. The Board discussed the TDA report in detail. The Board would like to know the yearly revenue from when the first MOU was signed with the TDA. Also requested would be how much is the maintenance costing us and projects of what we are looking at (mentioned items were ventilation, Wi-Fi, new and improved A/V equipment). Another item related to the TDA was David Foster's term on the TDA Board is expiring. It is a bit of a conflict because he works with the people on the TDA. Chairman Philpott indicated that if the Board agreed he would like to appoint Trustee Jamie Kelly to serve on the TDA Board. Item 8, Consider Lease Modifications for the Moore Center. EVP Price informed the Board that we had received a request to amend the lease on the Moore Center. The original lease was done through a bank loan and the county is trying to switch it to a tax exempt loan. Board Attorney Love had a number of questions concerning the lease. Chairman Philpott told the Board more information was needed on this request. He indicated that the administration, staff and Board Attorney Love could continue to work with the county to obtain the necessary information regarding the modification on the Moore Center lease and report back at the Board of Trustees Retreat. If action is required sooner we will schedule a special called Board of Trustees meeting.

Building & Grounds Committee

Chairman Philpott called on Building & Grounds Committee Chair, Trustee Lucier. Trustee Lucier

indicated the first item on the agenda is to Approve Designer for Moore Center Main Building Renovation - Phase I. He gave an overview of the architect interviews for this project. The recommendation from the Building & Grounds Committee is to approve Hobbs Architect/ADW Architecture as the designer for the Moore Center Main Building Renovation – Phase I and it does not require a second coming as a recommendation from the Building & Grounds Committee. The motion carries unanimously. Trustee Lucier said the next item is to Approve Bids for Moore Center Executive Office Suite Renovation. EVP Price gave an overview of the two bids that were received on this project. The Board approved a \$300,000.00 budget for this project. Typically, we hold back a 5% contingency which would make the budget \$285,000.00 for construction. The base bid with all of the alternates was \$288,750.00. We do need to remove one alternate and the administration and staff recommend removing alternate G-8, to fabricate as detailed in drawings and install at accent wall location (\$3500.00). Also, EVP Price said most of the doors we have in the current buildings have glass in them to be able to see out for security purposes. In Sanford Contractor's bid they propose replacing the doors in the Executive Office Suite. Those doors are solid wood doors. We did an alternate to have a door with glass in it. We would like to go back to Sanford Contractors to see if we can take the existing doors and put glass in then. EVP Price said he felt that Sanford Contractors would give an honest answer as to how that would look. The Building & Grounds Committee approved and recommend Sanford Contractors bid for the Moore Center Executive Office Suite Renovation and for the administration to negotiate on the alternates and it does not require a second coming as a recommendation from the Building & Grounds Committee. The motion carries unanimously. Trustee Lucier stated the next item was to approve an easement for the City of Sanford. EVP Price told the Board this easement was on the very back of our property. This is one of the buildings that we plan to sale. Once our Board takes action on this we will send it to the Community College System Office and they will seek final approval. The recommendation from the Building & Grounds Committee is to approve the easement for the City of Sanford and it does not require a second coming as a recommendation from the Building & Grounds Committee. The motion carries unanimously. Trustee Lucier indicated the last item on the agenda was to approve the easement for MCNC. EVP Price said MCNC is a quasi-state agency. They provide broadband internet services for community colleges, public schools and other government agencies. Currently they have one of their boxes on our campus. For expansion purposes they are requested an easement to put another box on our campus. Once our Board takes action we will send it to the Community College System Office and they will seek final approval. The recommendation from the Building & Grounds Committee is to approve the easement for MCNC and it does not require a second coming as a recommendation from the Building & Grounds Committee. The motion carries unanimously.

Program Committee

Chairman Philpott indicated there were no Agenda Items for the Program Committee.

Student & Academic Support Services Committee

Chairman Philpott indicated there were no Agenda Items for the Student & Academic Support Services Committee.

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 Chatham Golf Classic on May 3, 2023 at Chapel Ridge. It is the largest one in Chatham County to date. If you know of someone in the community that would like to apply for a Foundation Scholarship please encourage them to go ahead and apply. She thanked everyone for their support.

Other Items

Chairman Philpott told the Board the Trustee Association Conference was really good. He also reminded the Board of the retreat on Monday, May 22, 2023. Trustee McAuley updated the Board on Trustee Kirkman. Please remember her in your prayers.

President's Report

Dr. Chapman told the Board that VP Short is not with us tonight. She is with her brother who has had an outpatient procedure. Please remember them in your prayers a well. Tomorrow we will have an End of The Year Celebration. We will have some recognitions, some updates for the college family and we will thank them for all they have done this year. Due to the forecast all of the activities will probably have to be moved inside of the Civic Center, but it is well equipped to handle the activities. WRAL had an article about ways to connect veterans to the Biotech world. We have certainly been blessed with a lot of positive publicity lately. Meghan Brown has been working through some of the legislation that has been proposed. While we are happy for some of the things to be considered other legislation could have some unintended consequences. Jeff Cox has been approved by the State Board as the new North Carolina Community College System President. He served as Assistant Superintendent of Lee County Schools at one time. Christian Provision Ministries is applying for a public charter school. They have asked for us to provide a letter of support, which we will do. An additional aspect is that we will help connect with the parents of the students as well.

With no further comments, Chairman Philpott called the meeting adjourned.

BOT Special Called Meeting Minutes 5.9.2023

Board of Trustees Central Carolina Community College May 9, 2023 Virtual (V) / In Person (P)

Members Present: J. Crawford (V), J. French (P), D. Jordan (V), J. Hayes (V), J. Kelly (V), P. Kirkman (P), G. Lucier (P), G. McAuley (V), G. Morris (V), J. Philpott (P), C. Post (V), B. Powell (P), G. Springle (V), B. Tatum (P), J. Womack (P)

Members Absent: J. Burgin, R. Spinks

Guests: J. Love (P), College Attorney

Staff: L. Chapman (P), P. Price (P), M. Robertson (V), R. V. Hight (V), L. Whitaker (P)

Chairman Philpott informed the Board that Lee County had moved forward to approve the proposed lease for the Moore Center to be submitted to us. Chairman Philpott told the Board we are prepared that things have been worked out and we are comfortable to move forward. This is the sole matter for discussion tonight.

Chairman Philpott called the meeting to order and asked Lorraine Whitaker to call the role. Lorraine called the role and informed Chairman Philpott there was a quorum.

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

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Dr. Chapman asked for a point of privilege. The student representative was going to wait for two hours for the meeting to start. He is an Ex. Officio member and does not vote. Dr. Chapman informed him the only matter that would be discussed was the approval of the lease. She wanted the Board to know his commitment and she felt the Board would be supportive of him not waiting especially with classes being finished and graduation in two days. Dr. Chapman informed the Board that she, EVP Price, Attorney Love, Chairman Philpott, Staff Attorney White, Lisa Minter, Lee County Manager, Candace Iceman, Lee County Director of Finance, Whitney Parrish, Lee County Attorney and Paul Billow from the Womble Bond Dickinson LLP met Thursday, May 4, 2023 to make sure we had clarification for them of what we plan to do with the facility as we are currently moving forward and how that could impact the bond financing. All of the pieces were talked through during this meeting. Dr. Chapman had more conversation with County Manager Lisa Minter on Monday, May 8, 2023 because she had other conversations with the Board Counsel to confirm we were all clear. Dr. Chapman gave a summary of what we told Lee County we intend to do particularly with the facility that has been designated for VinFast usage and for soft landing and incubator space. That is the only space in question. Not any of the other educational space. Dr. Chapman read to the Board what was sent to County Manager Lisa Minter and what was heard back from her that they are comfortable. For the Bond Financing, private business can not occupy anymore than 5% of the bond finance space. That was the piece that we were talking through. Overall, what we have talked with VinFast about doing and where we are with VinFast is education and training. As long as it is education and training even though sometimes it will be customized training and solely education and training for VinFast. There will be other times that other students as well as other programs can use it. As we talked through that 30,000 sq. ft. they were comfortable with that not being of any concern for anything that had to be included in the private 5% max that was being talked about. The other thing we need to ensure them of was that we are not looking at this time to expand beyond 5% for soft-landing and incubator combined. In our original plans the very first test fits were about 12,000 feet and we are really talking 10,000 now for soft landing and incubator space combined which is less than the 5%. What Dr. Chapman shared with Lee County Manager Lisa Minter and what she responded to on Tuesday, May 9, 2023 was that they are very comfortable with moving forward. She has documentation of what we said and Dr. Chapman has documentation that they are comfortable with the wording as stated:

Space for VinFast, the 30,000 square feet will be upfitted by VinFast. CCCC will just provide the space. The space will be used for customized training for VinFast employees and will also be used for short term training for general public students. The space will also be used for training incorporated into any EV programming developed by CCCC or students enrolled in associated programs at the college or in partnership with other colleges. At some point in the future this space may no longer be needed by VinFast and then will be available for use and modification to meet future changing needs. It will not be used for VinFast production for sales of components for vehicles. The statement for incubator and soft landing: space for incubator and soft landing for varied entities will not exceed 10,000 square feet. With that the staff is comfortable that we recommend to move forward to support the Bond Refinancing. We believe we can still do exactly what we are intending to doing at this time. If something changes into the future, which can happen, we did talk with Lee County and asked if they would entertain the option for us to come back and consider the potential for refinancing as needed and they indicated they would. Board Attorney Love has reviewed the proposed lease requested with the changes and worked through with the bond counsel and county attorney.

Chairman Philpott asked if Attorney Love was comfortable with the lease submitted now and he responded he was. Chairman Philpott stated the matter before you is the approval of the proposed lease for the Moore Center. Trustee Womack asked if it was general obligation debt or certificate of participation bonds. It was confirmed by Board Attorney Love the bonds were NC limited obligation bonds. They are tax exempt bonds. Trustee Lucier had heard it was 10% and not 5%. He stated 5% would be 11,000 square feet. When Trustee Lucier talked with Chairman Philpott the idea was to do just what we were doing to say why can't we call it educational space. That sounds like it has worked out. Trustee Lucier said he has great trust in Lee County because they have looked after CCCC, every step of the way. There is no reason with this not to think that if a problem did arise with this they would work with us to refinance. He asked if we needed some additional space would keeping any of the buildings in the Industrial Park be an option. Dr. Chapman said if we moved forward and the need arose for more space, that is where we would go for the space. Trustee Powell told the Board he thought it was great that we got together with the county and discussed the matter and answered the questions. EVP Price answered Trustee Lucier's question regarding the 10% Requirements with the 10% if related to the primary purpose of the government but this case if it is a private business coming in for incubation space it would fall under the 5% rule. He was correct, we may have up to 10% depending on what is going in the space but to be safe the 5% would keep us from having those issues.

Chairman Philpott stated again the matter before the Board is to approve the proposed lease for the Moore Center. Trustee Lucier made a motion to approve the lease as presented by Lee County. Trustee Tatum seconded the motion. Chairman Philpott asked Lorraine Whitaker to call the roll for the votes. The roll was called for the votes. Chairman Philpott's name was called last. The motion carried unanimously.

With no further comments, Trustee Tatum made the motion to adjourn. Trustee Powell seconded the motion.

Meeting Name:	Board of Trustees Meeting Minutes		
Date of Meeting:	May 22, 2023	7:00 pm	
Members Present:	J. French, J. Hayes, D. Jordan, P. Kirkman, G. Lucier, G. McAuley, G. Morris, J. Philpott, B. Powell, G. Springle, B. Tatum,		
Members Absent:	J. Burgin, J. Crawford, C. Post, J. Womack, R. Spinks		
Guests:	J. Love		
Faculty & Staff:	L. Chapman, P. Price, R. Hight, D. Haire, L. Whitaker		
	Discussion		
Consent Agenda	No Agenda Items		
Full Board	<p>Ethics Statement and Mission Statement of the College: Chairman Philpott called the meeting to order. He read the Ethics Statement and the Mission Statement of the College.</p> <p>Ethics Statement</p> <p>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.”</p> <p>Mission Statement of the College</p> <p>Central Carolina Community College fosters individual, community and economic development through transformative lifelong learning.</p> <p>Dr. Chapman’s Evaluation Review: Chairman Philpott informed the Board the item on the agenda was to review Dr. Chapman’s evaluation. Trustee Tatum made a motion to go into closed session. Trustee McAuley seconded the motion. The motion carried unanimously. Trustee Tatum made a motion to adjourn the closed session. Trustee Lucier seconded the motion. The motion carried unanimously. In open session, Chairman Philpott announced that it was his understanding that the terms of the contract between the College and Dr. Chapman, as discussed by the Board with Dr. Chapman in the closed session and unanimously approved by the Board of Trustees, would become a matter of public record once the contract terms had been delivered to Dr. Price, the Executive Vice President and Chief Financial Officer of the College, the Board’s attorney had drafted the new contract with the terms agreed to between the Board of Trustees and Dr. Chapman, and the contract has been signed by Dr. Chapman and Chairman Philpott, on behalf of the Board of Trustees of the College. Chairman Philpott asked the Trustees if the approval of the contract and the process for having the contract become a matter of public record met the approval of the Trustees. By unanimous consent of the Trustees, and with no objection thereto, the contract terms and the process for having the contract between Dr. Chapman and the College becoming a matter of public record was unanimously approved by the Trustees.</p>		

	<p>Trustee Terms Expiring: Chairman Philpott informed the Board that Trustee James French, Trustee Jan Hayes and Trustee Pat Kirkman’s term would expire on June 30, 2023. He thanked them all for their commitment to the Board.</p> <p>Ad Hoc Nominating Committee: Chairman Philpott appointed the following trustees to serve on the Nominating Committee: Trustee Bobby Powell, Chair, Trustee Jim Crawford, Trustee Gladys McAuley, Trustee Genia Morris and Trustee Chip Post. This committee will be responsible for recommending a nominee to serve as the Board of Trustees’ Chair and Vice Chair for the year starting July 1, 2023.</p> <p>Trustee Tatum made a motion to adjourn the meeting. Trustee French seconded the motion. The motion carried unanimously.</p>
For Information Only	<p>Summer Board of Trustees Meeting will be held on Wednesday, August 2, 2023 at the Dennis A. Wicker Civic & Conference Center. The Board of Trustees Committee Meetings will be held on Monday, July 31, 2023 in the Marchant Hall Conference Room on the Lee Main Campus.</p>



BOARD OF TRUSTEES PERSONNEL COMMITTEE AGENDA

Date of Meeting:	July 31, 2023		
Committee Members: Bobby Powell, Chair Genia Morris Chip Post			
Consent Agenda Items			
<ol style="list-style-type: none">1. Approve New Employees2. Approve Promotions/Position Changes3. Receive Attrition Report4. Receive Turnover Report			
Full Board Agenda Items			
<ol style="list-style-type: none">1. Human Resources Updates2. Approve Temporary Parental Leave Policy3. Consider Section 1 – Board of Trustees – Updated Policy and Procedure Manual4. Consider Section 7 – Information Technology – Updated Policy and Procedure Manual			
For Information Only			
<ol style="list-style-type: none">1. Policy Review Update			

Meeting Name:	Board of Trustees / Personnel without Closed Session Information		
Date of Meeting:	April 24, 2023	11:30 am	Virtual (V) and in Person (P)
Members Present:	J. Philpott (P), B. Powell (P), G. Morris (V), C. Post (V), G. McAuley (V), L. Chapman (P), P. Price (P), L. Whitaker (P)		
	Discussion		
Consent Agenda	<ol style="list-style-type: none"> 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. Chairman Philpott made a motion to move out of closed session. Trustee Morris seconded the motion. The motion carried unanimously. 2. Approve Promotions/Position Changes EVP Price presented the promotions and position changes for approval. Trustee Post made a motion to approve the new employees and 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. 3. Receive Attrition Report EVP Price presented the attrition report 4. Receive Turnover Report EVP Price presented the Turnover Report 		
Full Board	<ol style="list-style-type: none"> 1. Human Resources Update (this was a place holder in the event a closed session update was needed) 2. Approve 2023 Summer Schedule EVP Price reviewed the proposed 2023 summer schedule with the committee. The college will operate on a four-day work week for the summer during the dates Monday, May 22nd to Friday, July 28th, 2023. The college will post hours as being open for business from 8:00 am – 5:30 pm. Trustee Morris made a motion to approve the 2023 Summer Schedule. Trustee Post seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval. 3. Approve Educational Leave Request – Adam Wade EVP Price informed the committee that this Educational Leave Request followed the college's policy and had been approved through the appropriate channels. Trustee Post made a motion to approve the Educational Leave Request for Adam Wade. Trustee Morris seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval. 		
For Information Only	<ol style="list-style-type: none"> 1. Policy Review Update 		

Approve new employees

NEW EMPLOYEES

1. Cesar Villalta, Network Administrator, 4/10/2023
2. Allison Haire-Burris, Print and Mail Room Assistant, 4/17/2023
3. Jessica Willis, Career Coach (Harnett County), 4/28/2023
4. Bayleigh Thomas Langston, Mail and Print Production Specialist, 5/10/2023
5. Kaitlyn Sessoms, TRiO Upward Bound Program Coordinator, 5/15/2023

Approve Promotions/Position Changes

PROMOTIONS/POSITION CHANGES

1. Carla Parrish - Payroll Supervisor/Benefits Administrator, 4/1/2023
2. Karen Brown – Administrative Specialist/BRC Coordinator, 4/1/2023
3. Cathy Giles – Program Technician, 4/1/2023
4. Kelly Hall – Associate Director of Human Resources, 4/5/2023
5. Lincoln Frye - Coordinator of Workforce Access Programs, 4/10/2023
6. Melissa Fogarty – Medical Assisting Department Chair, 4/14/2023
7. Soni Sunquist – Medical Sonography Department Chair, 4/14/2023
8. Thea Boyer – Human Services Technology Department Chair, 4/14/2023
9. Charles Bell – Welding Department Chair, 4/14/2023
10. Tiffany Needham – Physical Therapist Assistant Department Chair, 4/14/2023
11. Erika Parker – Health Information Technologies Department Chair, 4/14/2023
12. Lisa Smelser – Biotechnology Department Chair, BBB Grant Manager, 4/14/2023
13. Madison Williams - Records and Retention Specialist, 4/17/2023
14. Daniel Tomita – EMS Program Director, 4/17/2023
15. Erin Blakeley – Customized Training Project Manager (VinFast), 5/1/2023
16. Kelly Brucker – Administrative Assistant Health Sciences (Lee County), 5/1/2023
17. Brianna Clark – Youth Build Job Developer, 5/22/2023
18. Megan Kelly – Veterinary Medical Technology Department Chair, 5/11/2023
19. Emily Barrick – Health Information Technology Clinical Coordinator, 5/11/2023
20. Jennifer Babb – Assistant Director of Student Onboarding and Success (Lee County), 6/12/2023
21. Anita Green – Interim CCR Coordinator, 6/15/2023
22. Nicholas Sullivan – TRiO Upward Bound Assistant Director (Programming & Compliance), 6/28/2023

Receive Attrition Report

ATTRITION REPORT

QUARTER FOUR (2022-2023) ATTRITION

Resignations	6
Retirements	5
Deceased	0
Terminations	0
Non-Renewals	1
Total	12

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	0
Student Learning Division	205	6
Student Services Division	45	3
Administrative Services Division	87	0
Institutional Advancement	5	0
Workforce Development	41	1
Harnett Campus	16	2
Chatham Campus	6	0
College Wide Average	440	12

Quarter Turnover Rate: 2.72%
Fiscal Year Turnover: 13.17%

Human Resources Updates

**CENTRAL CAROLINA COMMUNITY COLLEGE
POLICY & PROCEDURE MANUAL**

HUMAN RESOURCES SECTION	PARENTAL LEAVE – TEMPORARY POLICY
------------------------------------	----------------------------------------------

This is a temporary policy approved by the Board of Trustees in accordance with North Carolina Session Law 2023-14. This temporary policy is effective retroactively from July 1, 2023, and shall remain in place until a formal policy is adopted by the State Board of Community Colleges and the College's Board of Trustees. This temporary policy expires on the effective date of a permanent policy adopted by the Board of Trustees.

I. For the purpose of this policy, the following definitions shall apply.

- (1) "Child" means a newborn biological child, including a stillborn child, or a newly-placed adopted, foster or otherwise legally placed child under the age of 18, whose Parent is an eligible employee.
- (2) "Parent" means:
 - (A) the mother or father of a Child through birth or legal adoption; or
 - (B) an individual who cares for a Child through foster or other legal placement under the direction of a government authority.
- (3) "Public safety concern" means a significant impairment to the College's ability to conduct its operations in a manner that protects the health and safety of students, employees, or other individuals on the College campus.
- (4) "Qualifying event" means when an employee becomes a Parent to a Child.

II. Eligibility for Paid Parental Leave.

- (1) Employees who become Parents via childbirth, adoption, foster care, or another legal placement are eligible for Paid Parental Leave if:
 - (A) Employee is in a permanent or time-limited position. Temporary employees are not eligible for Paid Parental Leave.
 - (B) At the time of the qualifying event, the employee meets each of the following conditions:
 - (i) For the immediate 12 preceding months, the employee has been employed without a break in service by the College in a permanent or time-limited position. Periods of worker's compensation or short-term disability months preceding the qualifying events do not make the employee ineligible for Paid Parental Leave. Further, periods of leave without pay for illness, educational purposes, vacation, or other reasons deemed by the President shall not constitute a break in service.

**CENTRAL CAROLINA COMMUNITY COLLEGE
POLICY & PROCEDURE MANUAL**

**HUMAN RESOURCES
SECTION**

**PARENTAL LEAVE –
TEMPORARY POLICY**

- (ii) The employee has been in pay status with the College for at least 1,040 hours during the previous 12-month period. Exhaustion of Family and Medical Leave does not affect eligibility for Paid Parental Leave.

III. Leave Available to Full-Time Employees.

- (1) Full-time employees eligible for Paid Parental Leave may take, in their discretion, up to the following amounts of leave:
 - (A) Eight weeks of paid leave after a parent gives birth to a child.
 - (B) Four weeks of paid leave after any other qualifying event.
- (2) Each week of paid parental leave shall result in compensation at 100% of the eligible employee's regular monthly salary.

IV. Leave Available to Part-Time Employees.

- (1) Part-time employees (regardless of whether they work half-time or more) shall receive Paid Parental Leave if the employee meets all other requirements for eligibility.
- (2) Part-time employees eligible for Paid Parental Leave may take, in their discretion, a prorated leave amount of:
 - (A) Four weeks of paid leave after a Parent gives birth to a Child.
 - (B) Two weeks of paid leave after any other qualifying event.
- (3) Each week of Paid Parental Leave shall result in compensation at 100% of the eligible employee's average weekly pay over the preceding twelve (12) months.

V. Use of Other Leave.

- (1) Paid parental leave is in addition to any other leave authorized by this state or federal law, or policies established by the College, provided that the paid parental leave:
 - (A) Shall not be counted against or deducted from an eligible employee's sick, vacation, or other accrued leave; and
 - (B) Shall run concurrently with Family and Medical Leave Act, 28 U.S.C. 2601 *et seq*, protections, provided the employee received appropriate notice.

(g) Requesting Use of Paid Parental Leave.

**CENTRAL CAROLINA COMMUNITY COLLEGE
POLICY & PROCEDURE MANUAL**

**HUMAN RESOURCES
SECTION**

**PARENTAL LEAVE –
TEMPORARY POLICY**

- (1) Eligible employees may take Paid Parental Leave in one continuous period or may take intermittent use of Paid Parental Leave. Requests for intermittent use of Paid Parental Leave are subject to the College's approval as stated in Paragraph (4) of this section.
- (2) Whenever possible, eligible employees shall notify the College's Human Resources Department at least 10 weeks in advance of their intention to use Paid Parental Leave. Employees may withdraw their request for Paid Parental Leave at any time.
- (3) Absent unusual circumstances, the employee shall be required to comply with all other College leave request procedures.
- (4) The College will not deny, delay, or require intermittent use of Paid Parental Leave to employees who gave birth and seek to use Paid Parental Leave in one continuous period.
- (5) For all other employees not subject to Paragraph (4) above, the College may delay providing Paid Parental Leave or may provide Paid Parental Leave intermittently if it determines that providing the leave will cause a Public Safety Concern at the College. For example, the extension of Paid Parental Leave to an eligible employee who did not give birth may constitute a Public Safety Concern if:
 - (A) Providing the Paid Parental Leave would result in College staffing levels below what is required by federal or state law to maintain operational safety;
 - (B) Providing the Paid Parental Leave may impact the health or safety of staff, students, or other individuals on the College's campus; and
 - (C) The College has been unable to secure supplemental staffing after requesting or diligently exploring alternative staffing options.
- (6) If the College determines that it must delay Paid Parental Leave, or make Paid Parental Leave intermittent, because of a public safety concern under paragraph (4) above, the College shall provide Paid Parental Leave as soon as practical following the Qualifying Event.
- (7) If both Parents are eligible employees of the College, each may receive Paid Parental Leave. Both Parents may take their leave simultaneously or at different times, pending no Public Safety Concern.

VI. Leave Usage.

**CENTRAL CAROLINA COMMUNITY COLLEGE
POLICY & PROCEDURE MANUAL**

HUMAN RESOURCES SECTION	PARENTAL LEAVE – TEMPORARY POLICY
(1)	Paid Parental Leave may be used only once for a Qualifying Event within a 12-month period. The fact that a multiple birth, adoption, or other legal placement occurs (e.g., the birth of twins or adoption of siblings) does not increase the total amount of Paid Parental Leave granted for that event.
(2)	Unused Parental Leave is forfeited 12 months from the date of the Qualifying Event.
(3)	Paid Parental Leave shall not accrue or be donated to another employee.
(4)	Employees shall not be paid for the parental leave upon separation from the employer. Parental leave shall not be used for calculating an employee's retirement benefits and shall not accrue or be donated as voluntary shared leave.
(5)	Leave usage must be recorded in the same required increments as all other leave under College policy.
(6)	If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available accrued leave shall be utilized in accordance with the College's leave policies. Paid Parental Leave shall not be used prior to the Qualifying Event.

Consider Section 1 – Board of Trustees – Updated Policy and Procedure Manual

Consider Section 7 – Information Technology – Updated Policy and Procedure Manual

Policy Review Update



BOARD OF TRUSTEES FINANCE COMMITTEE AGENDA

Date of Meeting:

July 31, 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. Approve Interim Budget Resolution
9. Approve President and Board Blanket Travel Authorization
10. Ratify the Email Vote to Support an Extension of the Current MOU with the TDA

Full Board Agenda Items

1. Approve Follett Bookstore Contract

For Information Only

1. State and County Budget Updates
2. No changes on the State Retirement System letter related to contribution-based cap legislation
3. Wicker Center Price Comparisons 2023

Meeting Name:	Board of Trustees / Finance Committee		
Date of Meeting:	April 24, 2023	1:00 pm	Virtual (V) and in Person (P)
Members Present:	J. Philpott (P), J. Burgin (V), G. Springle (P), J. Kelly (P), J. Love (P), P. Price (P), L. Chapman (P), L. Whitaker (P), B. Bridgers (P)		
Guest:	State Auditor Beth Wood (P), Michael Roberts (P)		
	Discussion		
Consent Agenda	<ol style="list-style-type: none"> 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 <p>EVP Price went through budget reports 1 – 7. EVP Price informed the Finance Committee item 8 is an agreement with Harnett County to assist with the county running an EMS Academy. Staff Attorney Jonathan White has reviewed the interlocal agreement as well. Trustee Kelly made a motion to approve items 1 – 8 on the Consent Agenda. Trustee Springle seconded the motion. The motion carried unanimously. The recommendation for all of the Consent Agenda items will be forwarded to the Full Board for its consideration and approval.</p>		
Full Board	<ol style="list-style-type: none"> 1. Accept Financial Statement Audit Report State Auditor Beth Wood attended the BOT Finance Committee Meeting to present the Financial Statement Audit Report. She reported that the reports were clean and can be relied upon as they sit today. Trustee Springle made a motion to accept the Financial Statement Audit Report as presented by State Auditor Beth Wood. Trustee Kelly seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval. 2. Approve Lee County Budget Report 3. Approve Chatham County Budget Report 4. Approve Harnett County Budget Request EVP Price reviewed the county budget request for each of the counties we serve. 5. Approve Student Fees for Fiscal Year 2023/2024 EVP Price updated the Board of the Student Fees for the Fiscal Year 2023/2024. This is done at the same time every year. If something comes up in the interim, Dr. Chapman would approve the fee and it would be brought to the Board at the next scheduled meeting. 6. Approve College Staff to finalize negotiations for Follett bookstore contract EVP Price updated the Board that the staff continues to work with Follett on the bookstore contract. The plan is to close the Lillington store. They have approximately 1 -2 customers a day. Follett has agreed to have a “pop-up” location at the beginning of the semester. There are still a few items to finalize on this contract. We are requesting the authority to continue moving forward at this time on the contract. EVP Price indicated he hopes to have everything finalized and be ready to execute the agreement at the time of the Board Retreat. 7. TDA Report The Board would like to see the yearly revenue that has come in to date since the first MOU was signed. They would also like to see how much the maintenance is costing us and projects of what we are looking at to be completed. EVP Price informed the Board that David Foster’s term on the TDA Board expires soon. The committee discussed having Chairman Philpott appoint a Board member to apply to serve on that Board. The 		

	<p>Finance Committee agreed that Chairman Philpott would appoint Trustee Jamie Kelly to serve on the TDA Board.</p> <p>8. Consider Lease Modification for the Moore Center</p> <p>EVP Price informed the Finance Committee that we had received a request to amend the lease on the Moore Center. Originally the lease was done through a bank loan and the county is trying to switch that to a tax exempt loan. Board Attorney Love had a number of questions as did Staff Attorney White. The committee agreed that the newly proposed lease would be presented to the Full Board and they would be informed that we are having to do more investigation on the proposal. A suggestion was made that the college sit down with the county to see exactly what they are trying to accomplish. It was even discussed that there might be a need to bring in outside counsel. There was also a question as to whether or not the State Board would grant approval to sign the lease. Trustee Springle made the motion to approve all Full Board items (the Financial Statement Audit Report has already been approved in a previous motion). Trustee Kelly seconded the motion. The motion carries unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</p>
For Information Only	<ol style="list-style-type: none"> 1. State and County Budget Updates 2. No changes on the State Retirement System letter related to contribution-based cap Legislation

**CENTRAL CAROLINA COMMUNITY COLLEGE
STATE BUDGET REPORT
June 30, 2023**

<u>CURRENT EXPENSE</u>	<u>ALLOTMENT FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
EXECUTIVE MANAGEMENT	\$ 1,405,065.00	\$ 1,405,060.07	\$ 4.93	100%
FINANCIAL SERVICES	1,376,318.00	1,376,314.99	\$ 3.01	100%
GENERAL ADMINISTRATION	2,755,031.00	2,754,993.84	\$ 37.16	100%
INFORMATION SYSTEMS	1,719,162.00	1,719,160.16	\$ 1.84	100%
INSTRUCTION - CURRICULUM	17,812,260.00	17,393,684.40	\$ 418,575.60	98%
INSTRUCTION - NON-CURRICULUM	6,099,221.00	5,281,343.06	\$ 817,877.94	87%
ACADEMIC SUPPORT	6,316,424.00	5,864,391.75	\$ 452,032.25	93%
STUDENT SUPPORT	3,973,421.00	3,667,753.50	\$ 305,667.50	92%
TOTAL CURRENT EXPENSE	\$ 41,456,902.00	\$ 39,462,701.77	\$ 1,994,200.23	95%
<u>CAPITAL OUTLAY</u>				
EQUIPMENT	\$ 2,679,300.00	\$ 724,722.19	\$ 1,954,577.81	27%
940 CAT/GRANT EQUIPMENT	602,008.00	103,162.23	498,845.77	17%
BOOKS	63,534.00	41,248.85	22,285.15	65%
TOTAL CAPITAL OUTLAY	\$ 3,344,842.00	\$ 869,133.27	\$ 2,475,708.73	26%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 44,801,744.00	\$ 40,331,835.04	\$ 4,469,908.96	90%

**CENTRAL CAROLINA COMMUNITY COLLEGE
LEE COUNTY BUDGET REPORT
June 30, 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	\$	3,901,601.00	\$ 3,571,282.04		
GENERAL ADMINISTRATION		310,275.00	328,098.16		
TOTAL CURRENT EXPENSE	\$	4,211,876.00	\$ 3,899,380.20	\$ 312,495.80	93%
TOTAL CAPITAL OUTLAY	\$	100,000.00	\$ 253,699.99	\$ (153,699.99)	254%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$	4,311,876.00	\$ 4,153,080.19	\$ 158,795.81	96%

**CENTRAL CAROLINA COMMUNITY COLLEGE
CHATHAM COUNTY BUDGET REPORT
June 30, 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	\$ 1,109,745.00	\$ 1,047,168.56		
GENERAL ADMINISTRATION	133,245.00	114,032.00		
TOTAL CURRENT EXPENSE	\$ 1,242,990.00	\$ 1,161,200.56	\$ 81,789.44	93%
TOTAL CAPITAL OUTLAY	\$ 65,000.00	\$ 29,213.00	\$ 35,787.00	45%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,307,990.00	\$ 1,190,413.56	\$ 117,576.44	91%

**CENTRAL CAROLINA COMMUNITY COLLEGE
HARNETT COUNTY BUDGET REPORT
June 30, 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	\$ 1,303,845.00	\$ 1,223,806.12	\$ 80,038.88	
GENERAL ADMINISTRATION	78,760.00	51,822.75	26,937.25	
TOTAL CURRENT EXPENSE	\$ 1,382,605.00	\$ 1,275,628.87	\$ 106,976.13	92%
CAPITAL OUTLAY	\$ 100,000.00	\$ 32,290.00	\$ 67,710.00	32%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,482,605.00	\$ 1,307,918.87	\$ 174,686.13	88%

**CENTRAL CAROLINA COMMUNITY COLLEGE
INVESTMENT ASSET ACCOUNT
June 30, 2023**

CPR CARDS	\$	1,848.85
DISTANCE ED FEE		77,318.51
SELF-SUPPORTING		15,550.77
COMMUNITY SERV FEES		197,742.78
CONT ED ACTIVITY FEES		5,211.25
OVERHEAD RECEIPTS		48,754.59
DENNIS WICKER CIVIC CENTER		-
ESTC RENTAL FUNDS		73,551.98
PITTSBORO RENTAL FUNDS		5,890.21
INDIRECT COST FUNDS - GRANTS		134,757.24
PATRON FEES		175,404.73
ASSOCIATE NURSING		
SMALL BUSINESS MISC		6,721.62
CLEARWIRE LEASE		56,479.86
BOOKSTORE		888,108.34
VENDING		
STUDENT GOVERNMENT ASSOC.		
EMERGENCY LOAN FUNDS		6,137.33
LOCAL FUNDS		141,966.94
		<hr/>
	\$	1,835,445.00

**CENTRAL CAROLINA COMMUNITY COLLEGE
DENNIS WICKER CIVIC CENTER BUDGET REPORT
June 30, 2023**

REVENUES

MOTEL TAX	\$	273,301.00	
LEE COUNTY CURRENT ALLOCATION		64,930.00	
RENTAL INCOME		260,179.10	
INTEREST INCOME		-	
TOTAL REVENUE			\$ 598,410.10

EXPENSES

SALARIES	\$	272,992.51	
SOCIAL SECURITY		18,875.09	
RETIREMENT		38,089.50	
LONGEVITY		1,098.90	
MEDICAL INSURANCE		22,002.06	
OTHER CONTRACTS		12,221.07	
SUPPLIES		16,169.47	
TRAVEL		250.00	
TELEPHONE		5,755.43	
HEAT		20,165.26	
WATER		5,686.77	
ELECTRICITY		92,029.14	
EQUIPMENT REPAIRS		12,369.83	
FACILITIES REPAIRS		9,005.22	
MAINT. Agreement		15,365.32	
ADVERTISING		1,682.57	
CREDIT CARD FEE		5,080.67	
LANDSCAPING		10,241.27	
OTHER CURRENT EXPENSE		2,492.85	
PROPERTY INSURANCE		7,949.27	
MEMBERSHIPS AND DUES		192.00	
EQUIPMENT		12,123.97	
TOTAL EXPENSES			\$ 581,838.17

REVENUE OVER EXPENSES		\$ 16,571.93
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FUND BALANCE AS OF July 1, 2022	\$ 26,270.92
PLUS REVENUE OVER EXPENSES	16,571.93
FUND BALANCE AS OF March 31, 2023	\$ 42,842.85

**CENTRAL CAROLINA COMMUNITY COLLEGE
EXPENDITURES FOR GOOD OF SCHOOL
JULY 1, 2022 - JUNE 30, 2023**

STUDENT RELATED

ICR PROCESSING FEE	\$	3,932.56
FACTS PROCESSING FEE		26,329.00
PERSONNEL COSTS		-
TITLE IX		4,110.00
STUDENT AMBASSADORS		9,277.88
STUDENT TRAVEL		-
STUDENT CULTURAL ENRICHMENT		4,072.55
ADVISORY MEETINGS		2,516.08
AVOW TRANSCRIPT SERVICES		-
SCHOLARSHIP LUNCHEON		7,082.70
GRADUATION		1,688.70
OTHER		4,066.84
TOTAL STUDENT RELATED	\$	63,076.31

PUBLIC RELATED

PUBLIC RELATIONS	\$	5,527.63
PROFESSIONAL DEVELOPMENT		-
FINANCIAL AID FAFSA DAY		-
FOOD		17,743.64
EMPLOYEE RET., FLOWERS		3,968.80
BOARD OF TRUSTEE EXPENSES		1,410.14
QEP EXPENSES		-
MARKETING		-
LEGAL EXPENSES		4,293.00
STAFF DEVELOPMENT		-
STUDENT AID		28.00
BANK SERVICE CHARGES		4,894.45
OTHER		22,738.85
TOTAL PUBLIC RELATED	\$	60,604.51

GRAND TOTAL \$ 123,680.82

Approve Interim Budget Resolution

Interim Budget Resolution

In accordance with G.S. 115D-57, the President of Central Carolina Community College is hereby authorized, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between the beginning of fiscal year 2024 and the adoption of the college's budget.

Approve President and BOT Blanket Travel Authorization

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

The Central Carolina community College Board of Trustees hereby grants the president and trustees blanket travel authorization for travel within the United States in the fulfillment of their college duties for the fiscal year 2023 - 2024. Authorization for out-of-country travel requires the signature of the Chairman of the Board of Trustees. The Board further authorizes the president to sign travel requests and reimbursement forms on behalf of each trustee as needed.

Ratify the Email Vote to Support an Extension of the Current MOU with the TDA Regarding Use of the College’s 1/3 Portion of the Occupancy Tax for the 23-24 Year. During Which Time a Review of the Expenditures Associated with the 1/3 Portion of the Occupancy Tax is Completed in Addition to a Review of Maintenance and Upgrade Needs of the Dennis A. Wicker Civic & Conference Center.

2021-2022 Total TDA Expenditures

- Total Expenditures \$96,226.20
 - Trade Shows: \$ 3,180.00
 - Collateral 15,038.21
 - Website 27,375.00
 - Visitor’s Guide 1,200.00
 - Advertising 18,168.00
 - Creative 26,500.00
 - Events 4,765.00

2022-2023 Total TDA Expenditures

- Total Expenditures \$71,048.00
 - Trade Shows: \$ 8,120.00
 - Collateral 6,000.00
 - Website 11,893.00
 - Visitor’s Guide 500.00
 - Advertising 11,018.00
 - Creative 25,100.00
 - Events 8,327.00

Dennis A. Wicker Civic Center Maintenance and Upgrade Needs:

- Parking lot improvements
- Large barrel roof – Currently reviewing with a roofing consultant, but the current thought is that we need to reapply the white roofing coating.
- Expansion of AV and Wi-Fi.

**BOOKSTORE OPERATING AGREEMENT BETWEEN
CENTRAL CAROLINA COMMUNITY COLLEGE
AND FOLLETT HIGHER EDUCATION GROUP, LLC**

This Bookstore Operating Agreement ("Agreement") is made as of _____, 2023 between Central Carolina Community College ("School") and Follett Higher Education Group, LLC ("Follett").

Intending to be legally bound, School and Follett agree:

1. **Store.** Subject to all the terms and conditions in this Agreement, Follett shall operate a campus store ("Store") for School and agrees to offer, certain products for purchase and use by School and to offer those products for sale through a web-based ordering system operated by a Follett Corporation wholly owned subsidiary, Follett On-Demand ("Follett") in accordance with Section 13.
2. **Term.** This Agreement takes effect July 1, 2023 and continues, unless sooner terminated in accordance with Section 3, until June 30, 2033. For the purpose of financial calculations and reporting, the "contract year" is defined as July to June. Thereafter, unless either party notifies the other in writing at least 120 days before expiration of the initial term, or then-current renewal term, of its intention not to renew, this Agreement shall automatically renew for successive one-year renewal terms under the terms and conditions set forth in this Agreement.
3. **Early Termination.**
 - 3.1 Either party may terminate this Agreement with or without cause by giving the other party at least 120 days prior written notice of termination.
 - 3.2 Either party may terminate this Agreement upon 90 days prior written notice for material nonperformance by the other party, documented, in case of nonperformance by Follett, in accordance with Section 7.4.
 - 3.3 School may terminate this Agreement immediately if Follett initiates any bankruptcy proceeding, or if any such proceeding initiated against Follett remains undismissed for 60 days.
4. **Rights Upon Termination, Expiration or Non-Renewal.**
 - 4.1 Termination, expiration or non-renewal of this Agreement shall not affect any right of either party accrued prior to such termination, expiration or non-renewal.
 - 4.2 On any termination, expiration or non-renewal of this Agreement, School shall pay Follett the unamortized book value of all Store Remodeling (as defined in Section 5) and payments (as defined in Section 10) paid by Follett as follows:
 - The Store Remodeling book value shall be calculated on the straight-line method, from the in-service date[s], over the greater of 8 years or until expiration of this Agreement.
 - The Payment(s) book value shall be calculated on the straight-line method, from the date the payment is made by Follett, over the greater of 8 years or until expiration of this Agreement.
 - 4.3 On any termination, expiration or non-renewal of this Agreement, or upon closing of a Store location, School shall purchase, or cause to be purchased, the Store inventory then on hand under the following terms:

"Store Merchandise" will include all salable and rentable merchandise in the Store, including new textbooks, used textbooks, trade, reference and technical books, Rental Program inventory, and Follett Access Program inventory, whether in stock or rented, and general merchandise. School shall cause all such merchandise to be inventoried by an independent firm. Each party may

observe the inventory if desired. Payment to Follett for Store Merchandise shall be made or caused to be made by School within 30 days after the completion of the inventory as follows:

- a) New Textbooks
 - 1. New textbooks adopted for the next academic term in quantities not exceeding course requirements will be purchased at standard industry discounts or cost.
 - 2. New textbooks not adopted for the next academic term, or adopted but in excess of course requirements, will be purchased at the current wholesale price.
- b) Used Textbooks
 - 1. Used textbooks adopted for the next academic term in quantities not exceeding course requirements will be purchased at 50% of the current retail selling price.
 - 2. Used textbooks not adopted for the next academic term, or adopted but in excess of course requirements, will be purchased at current wholesale price.
- c) Trade, Reference and Technical Books ("Trade Books")
 - 1. Trade Books that have been purchased during the past academic year and are returnable to the publisher will be purchased at standard industry discounts or cost.
 - 2. Trade Books not meeting these requirements will be purchased at a price agreeable to School and Follett.
- d) General Merchandise
 - 1. General merchandise traditionally sold in college bookstores, purchased in the past academic year, in salable condition, and not in excessive quantities, will be purchased at standard industry discounts or cost.
 - 2. General merchandise not meeting these requirements will be purchased at a price agreeable to School and Follett.

5. Store Improvements.

- 5.1 Follett has made various investments in the Store since it commenced operations pursuant to a prior agreement on January 10, 2018. These investments have been amortized and depreciated from the in-service date(s) in accordance with the previous agreement. The remaining book value of these prior investments (which the parties agree is \$21,200 as of April 30, 2023) together with all replacements, additions, and extensions, and any other improvement furnished by Follett to the Store over the life of this contract, constitute "Store Remodeling."
- 5.2 Follett shall spend up to a total of **\$50,000** to improve the Store in accordance with this Section 5. This expenditure may include furniture, trade fixtures, and equipment, including point-of-sale equipment, that is readily removable ("Capital Equipment") and Follett and third-party design and project management services, third-party architectural and engineering services, cabling and infrastructure, floor and wall coverings, decorating, lighting, and fixtures that are not readily removable ("Store Remodeling"). Capital Equipment and Store Remodeling each include all replacements, additions and extensions paid for by Follett, whenever installed. The Capital Equipment and Store Remodeling together comprise the "Store Improvements."
- 5.3 Follett shall prepare complete plans and specifications for the Store Improvements for review and approval by School, and shall work closely with School to develop mutually acceptable plans ("Plans"). School shall have the final approval over all the Plans; provided, however, that if the cost of carrying out the Plans as approved by School exceeds the amount set forth in Section 5.2, School shall be responsible for the excess.
- 5.4 When School has given final approval to the Plans, Follett shall submit an installation and/or construction schedule to School for approval. School shall review and comment on the Plans and schedule in a reasonable time frame to allow the project completion date to be met.

- 5.5 The Store Improvements shall meet or exceed the requirements of the Americans with Disabilities Act ("ADA") and all other applicable codes, laws and regulations, and shall be in accordance with Follett's Design Intent documents.
- 5.6 All Capital Equipment purchased by Follett will remain the property of Follett.
- 6. General Rights and Responsibilities of Follett.**
- 6.1 Follett shall operate the Store in accordance with the highest standards and commercial practices in the college bookstore industry.
- 6.2 Follett shall operate the Store 12 months per year. The name of the Store shall not change. The Store's normal hours of operation and holiday closing schedule, shall be as approved in writing by School after consultation with Follett; hours of operation during registration periods, the first two weeks of classes, and all special campus events, shall be extended to coincide with demand.
- 6.3 Follett shall have the exclusive right, free from any alternate source endorsed, licensed or otherwise approved or supported by School (whether on campus, by catalog or through electronic commerce, including hyperlinks to alternate sources) to buy, sell, rent and distribute (including the right to select vendors) merchandise and services traditionally offered in college and university bookstores, including but not limited to, all required course materials (print and digital), class and alumni rings and jewelry, clothing (whether or not emblematic), school supplies, desk and dorm accessories, gifts, souvenirs, graduation regalia (sale and rental) and announcements, course-adopted software and paper and electronic custom anthologies, and textbook buybacks. Follett shall also have right of first refusal to fulfill any distance learning instructional and ancillary materials required by School during the term of this Agreement. This Section 6.3 does not prohibit occasional sales by student groups or student government organizations that do not materially impact Store sales.
- 6.4 School grants Follett the right, subject to School's published standards, to use the School's seal, logotype, and associated trademarks and service marks on the Store's Internet site, signage and collateral materials, and stationery, soft goods, notebooks, pens, pencils, decals and other goods traditionally sold in college and university bookstores. School will not grant such right to any other online or brick-and-mortar retailer on campus during the term of this Agreement. If School changes its name, seal, or logotype with less than one year written notice to Follett prior to notice to the public, Follett may deduct from any commissions otherwise payable to School Follett's actual documented cost of all unsold emblematic merchandise on hand at the time of such change.
- 6.5 In order to secure property in the Store, Follett shall cooperate with School in providing Store security, theft prevention, and emergency procedures in case of fire or casualty. In cooperation with School Security, Follett shall create and maintain a Store security plan acceptable to School for textbook buyback, rush and other special events.
- 6.6 Follett shall not cause School's students, faculty, or staff suspected of theft or disturbance to be arrested by public authorities (except in emergencies) or prosecuted without prior consultation with School.
- 6.7 In its operation of the Store, Follett shall pay its bona fide financial obligations to School and to third parties in a timely manner.
- 6.8 Follett shall collect and pay any sales tax or similar tax on its retail sales, and applicable income taxes on its revenues. Follett shall not be responsible for property taxes on the Store facility or any other taxes not currently assessed.
- 6.9 Follett shall obtain and maintain at its sole expense, and in its name, all necessary licenses and permits required to perform the services described herein.

- 6.10 Follett shall abide, and require its employees to abide, by applicable School regulations and policies. School shall provide Follett with copies of applicable policies, and timely inform Follett of any changes.
- 6.11 Follett shall abide by all federal, state and local laws applicable to its operation.
- 6.12 In performing this Agreement, Follett shall not discriminate based on sex, race, national origin, religion, color, sexual orientation, veteran status, disabled veteran status, age or disability protected under the ADA.
- 6.13 Follett shall be responsible for any loss or damage to property owned by School that is in Follett's possession or control or is caused by Follett or its employees or agents in the course and scope of their employment.
- 6.14 Follett will make its corporate representatives reasonably available to School to discuss and resolve any operational issues.
- 6.15 Follett shall be responsible for daily cleaning of the Store interior, including provision of basic janitorial equipment and supplies, sweeping, dusting, and removal of light trash to School-provided receptacles.
- 6.16 Follett will offer School faculty and staff a 10% discount on all purchases over \$1.00, excluding textbooks, sale merchandise, computer hardware, and academically discounted software. Follett will offer all School departments a 20% discount on purchases of supplies over \$1.00, excluding textbooks, sale merchandise, computer hardware, and academically discounted software.
- 6.17 Follett will provide **\$2,000** annually in textbook scholarships for each full contract year during the term of this Agreement as an accounts receivable account. In the event there is a partial contract year, the payment will be prorated according to the contract year.

7. General Rights and Responsibilities of School.

- 7.1 School will provide and maintain an appropriate, safe and habitable location, in accordance with all applicable laws and regulations. School will make available to Follett all School-owned furniture, fixtures, equipment, shelving, lighting, flooring, plumbing, power and HVAC. School shall also keep the building in which the Store is located in compliance with all fire, building and electrical codes and regulations, including regulations governing fire alarms, smoke detectors, fire extinguishers, fire suppression and sprinkler systems, water pressure, plumbing and electrical service. School shall be responsible for any loss or costs resulting from failure of the building to meet applicable building codes and regulations. School is responsible promptly for remedying any hazardous materials issues that arise during the Term, except where the hazardous materials were brought onto the premises by Follett, its employees or contractors. If the School relocates all or any part of the Store operations, School will provide Follett with at least 90 days advance notice of the relocation and will reimburse Follett, within 30 days after Follett's invoice, for Follett's cost of the relocation.
- 7.2 School will name a representative authorized to advise Follett of School's approvals, consents and instructions under this Agreement.
- 7.3 School may prohibit sale at the Store of any item it finds offensive or inappropriate.
- 7.4 If at any time School is dissatisfied with Follett's performance under this Agreement, School shall document the unsatisfactory performance and submit the documentation to Follett for immediate review and corrective action. School may require a review meeting to prepare the corrective action.

- 7.5 School shall provide the following services and support to the Store at no cost to Follett:
- a) Internal and external building maintenance, including, but not limited to: plumbing, electric, light bulbs, HVAC and other mechanical systems, fire protection, roof membrane and structure, floors, walls, ceilings, windows and doors in accordance with School's building standards;
 - b) Building standard utilities;
 - c) Pest control services on the regular School schedule;
 - d) Local telephone/data service including all equipment and lines (telephone toll charges to be charged to Follett at the same rate charged to School's departments);
 - e) Reasonable access to School's telecommunications and network systems as required to install, at Follett's sole expense, T1 lines and associated connectivity for Follett's point-of-sale systems;
 - f) Security of persons and property in the same manner provided for other School premises;
 - g) Lost and found service as regularly provided by School;
 - h) Parking for Follett's employees in common with other authorized parkers in a location approved and provided by School (Follett's employees must abide by all applicable parking regulations); and
 - i) Participation in any debit or credit card, voucher program, or other payment or financial aid service now or hereafter made available by School to its students or to local merchants.
- 7.6 School will require its faculty and staff to provide Follett with timely and accurate textbook adoption information.
- 7.7 Follett will integrate the School's financial aid transactions with the Store's operating systems for both in-store and/or online transactions. As part of that integration, within the first academic term of the execution of this integration, School will provide Follett the following information: student name, unique identification number for each student (student ID commonly used), a credit limit provided by the School for each student, date range for approved charges, any product restrictions required and student email address.
- 7.8 Follett will extend credit to School for financial aid and departmental charge accounts in accordance with the terms set forth in Follett's standard credit application. School will furnish to Follett all required information and will pay all accounts within 30 days of invoice, or will pay applicable late charges as provided in the credit application. School will send all A/R payments directly to the bank via ACH, Wire Transfer or Lock Box. Follett may deduct past due A/R charges that are more than 120 days in arrears from School's commission payments as outlined in Section 10.
- 7.9 To help the School maximize their brand exposure and increase revenue, School will provide to the Store at no cost, the following:
- a) A hyperlink located on the home page of the School's .edu website to the Store's eFollett website, a Store information page that includes information on Store hours, location, and other information as appropriate.
 - b) The inclusion of key search terms within the School's .edu site that presents eFollett hyperlinks when key words are typed into the .edu site search field. Key terms include bookstore, book store, campus store, textbooks, course materials, books, clothing, fans and athletics.
 - c) Approval to send Financial Aid notifications by email and SMS to students, notifying them of their financial aid balances, timelines for using funds, and other messaging to help promote the use of available funds in the Store and the Store's eFollett website.
 - d) The opportunity, as determined by Follett, to include material promoting the Store into all future and current student mailings (physical and digital), new student orientation packets, and new/welcome alumni membership mailings (physical and digital).
 - e) Advertising in faculty, athletic, and student e-newsletters with a hyperlink to the Store's eFollett website.
 - f) Advertising space in any School-produced print publication (weekly, quarterly or yearly).
 - g) In compliance with industry standard practices, School shall provide the following:
 - i. all enrolled student email addresses one month before the start of the fall term each year;

- ii. all accepted student email addresses within one month of acceptance notice distribution each spring; and
 - iii. all alumni emails one month before the start of the fall term each year (where the School operates the Alumni Association).
- h) The opportunity to present Store information and promotional information at student and parent orientations.
- i) The opportunity to regularly present at faculty/staff orientation to review current Follett programs and services.
- j) The opportunity to present campus Store events and promotions on any existing or future closed circuit campus message broadcast applications.
- k) The opportunity to set up a temporary retail location for athletic, alumni, and other events that are held on the School campus.
- l) Provide key staff members of the Store a School .edu email address.
- m) In-store product and service placements to drive brand awareness for vendors that serve the campus operation.
- n) Configure and install Follett Discover Shop in the SIS ("Student Information System") and Follett Discover View within the course catalog or .edu website to facilitate purchase access to course materials.
- o) Configure and install Follett Discover Adopt and Access where there are commercial grade SIS and LMS environments, and have the application links prominently displayed within these properties to make them readily accessible for the faculty adoption process, and student access to digital course materials.
- p) Promote the faculty adoption process and deadlines on all related campuses via campus-based email system up to two (2) messages per adoption season whereby Follett will supply content such as graphics, copy, links, and subject lines for the School to send to faculty and administrators. If School does not choose to communicate the faculty adoption deadlines and procedures via their campus email system, all faculty email addresses will be given to Follett so they can communicate the adoption process on behalf of the School.

8. Bookstore Personnel.

- 8.1 Follett will furnish sufficient adequately trained personnel to provide efficient and courteous service to customers, including sufficient substitute personnel in case of employee absence. In addition, Follett will provide ongoing training in customer service and will formally recognize and reward employees who provide superior customer service. The Manager and other personnel are solely employees of Follett, and that all expenses associated with such personnel, including but not limited to compensation, benefits, and workers' compensation, shall be the sole responsibility of Follett.
- 8.2 Follett may conduct a pre-employment background check, as well as screening required by the School and/or state in which the Store is located. In the event adverse information is received as a result of the screening, Follett will manage the information received and the offer of employment in accordance with the Follett Background Check Policy. Follett reserves the right to rescind the offer of employment made prior to the screening.
- 8.3 School may participate in interviewing and evaluation of Follett's Store Manager should the need arise to fill the position. Follett's selection of the Store Manager is subject to School's approval.

9. Bookstore Sales.

- 9.1 In operating the Store, Follett will charge industry standard, competitive and fair prices, which, at present, are as follows:
 - a) On new textbooks and trade books, not more than the publishers' list price, or a 25% gross margin (cost divided by .75) on net price books and list price books sold to Follett at less than a 25% discount off list, plus freight and handling costs and rounded up to the next quarter.

- b) On coursepacks, text “packages,” and “bundles,” and non-returnable and return-restricted texts, not more than a 30% gross margin (cost divided by .70), plus freight and handling costs and rounded up to the next quarter.
 - c) On course related supply “kits”, not more than 40% gross margin, plus freight and handling
 - d) Other Course Related Supply items priced between 45% and 55% gross margin or not more than normal gross margin on similar merchandise set by Follett based on industry standards
 - e) On ebooks and other digital content, when Follett determines the end-user price, Follett will follow the same pricing rules applicable to coursepacks, and when the publisher determines the end-user price and Follett acts as agent, Follett will use the publisher price.
 - f) On used books, including cloth, paperback and others, not more than 75% of the new textbook selling prices rounded up to the next quarter.
 - g) On rental books, Follett will be setting rental fees for each title, and any given title’s fee may vary as a percentage of the retail selling price.
 - h) On course required or any related supply items, “sets”, and “kits”, not more than the normal gross profit margin for similar merchandise in the college bookstore industry
 - i) On general merchandise, not more than the normal gross profit margin for similar merchandise in the college bookstore industry.
 - j) Follett Access Program fees (“Follett Access Fees”) will be determined by Follett for each semester or summer session and submitted to School.
- 9.2 Follett will offer its Price Match Program (“PMP”) to School. The PMP includes textbooks (new, used and rental) that are currently in-stock at the Store as well as at competing retailers, but excludes digital books. The following terms and conditions apply:
- a) The student brings their original receipt and/or the advertisement for the better price to the Store within seven days of their original purchase.
 - b) The book must be in stock at the Store and with the retailer advertising the lower price. Retailers include: a local bookstore, Amazon (excluding its Marketplace) or Barnes & Noble. This program excludes peer-to-peer marketplaces and online aggregator sites.
 - c) The lower priced item must match the exact book and edition purchased or rented, including accompanying CDs, online access codes, student manuals, etc.
 - d) Once verified, the Store associate calculates the difference and issues a Store gift card to the student.
 - e) The PMP and its terms and conditions are subject to change over the term of this Agreement at Follett’s discretion.
- 9.3 Follett will expeditiously process text requests placed after the adoption deadline. Text requests for the Follett Access program placed after the adoption deadline may result in the materials being excluded from the Follett Access Program.
- 9.4 Follett will purchase used textbooks year round. Follett will purchase textbooks adopted for the next academic term in quantities sufficient to meet course requirements at not less than 50% of the student’s purchase price rounded to the nearest quarter. Follett will purchase used books not adopted for the next academic term or in excess of course requirements at wholesale prices prevailing in School’s locality rounded to the nearest quarter.
- 9.5 Follett will accept returns in accordance with the following policies:
- a) Non-textbook items in resalable condition may be refunded or exchanged at any time with original receipt.
 - b) Textbooks in resalable condition may be refunded with receipt within seven (7) calendar days from the start of classes or within two (2) days of purchase thereafter, including during summer term.
 - c) Textbooks purchased during the last week of classes or during exams may be sold back under the book buyback policy.
 - d) Computer software may be returned if it is unopened and shrink-wrapped.

- e) In addition, upon proof of drop/add, Follett will accept textbook returns from students who have dropped a course up to thirty (30) days from the start of classes or until the end of the official drop/add period, whichever comes first.
- 9.6 In operating the Store, Follett shall accept as a minimum, MasterCard, Visa, Discover and American Express charge cards. Follett will pay all merchant charges associated with acceptance of these credit cards.
- 10. Commission.**
- 10.1 Follett shall pay commission to the School in an annual amount equal to the sum of:
- 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 at less than an inherent 20% margin (i.e., computer hardware and software).
- 10.2 Follett's willingness to enter into an agreement under the terms offered within is based on the financial information provided by the School. If for any reason any material or detrimental deviation from the School's reported financial information (including but not limited to annual sales) as compared to the first year's financial performance occurs Follett would expect to renegotiate appropriate modifications to the proposed terms.
- 10.3 If annual gross sales of the Store shall materially decline more than five percent (5%) as a result of declining enrollment, public legislation, other conflicting campus contracts, material changes in school policies or the business model of the industry, such as digital books, sales directly from the publisher, or other reasons outside of Follett's control, the School and Follett agree to negotiate in good faith an appropriate adjustment in the payments set forth above.
- 10.4 Follett will keep complete and accurate records of all Store transactions in accordance with industry accounting practices and will provide a statement of Store gross revenue to School monthly for the preceding period. Follett will preserve records of store operations for 3 years from the transaction date, and will make them available for review, audit and verification by School at the Store upon request on reasonable advance notice during ordinary business hours other than during Store "rush" periods.
- 10.5 Follett shall pay the commission calculated in accordance with Section 10.1 monthly, twenty days after the end of the month. Any other payment required to be made by Follett to School under this Agreement shall be made within thirty days of receipt of invoice.
- Follett will process commission payments by sending ACH transfers (Direct Deposit) in lieu of paper checks.
- On the day the ACH payment is made, the School's designated recipient will receive an email informing the School thereof. A csv file (that can be opened in Excel) will be attached to the email that will contain the remit information with the document numbers that were paid (similar to the check remittance advice). Please note that this is not a wire transfer. The process takes approximately 7-10 business days to process once the necessary form is completed by the School and submitted to Follett's Accounts Payable department.
- 10.6 Follett shall provide a one-time payment of **\$25,000** within 180 days of the execution of this agreement. This payment shall be amortized in accordance with Section 4.2.

11. Bookstore Rentals.

- 11.1 Follett will provide a proprietary course material rental program ("Rental Program") via individual rental agreements with students ("Student Rental Agreements"). Rental pricing will be determined by Follett. Two types of textbooks will be eligible for adoption in the rental program:

The "National Title List" Textbook. Follett will offer a National Textbook Rental Title List of the textbooks available for rental, which will be updated periodically by Follett (the "National Title List").

The "Local Program" Textbook. School may select books not on the National Title List to be part of the Rental Program provided School agrees to continue to adopt the specific book(s) for at least four consecutive semesters. In the event School fails to consistently comply with meeting the four consecutive similar-sized semesters commitment in the aggregate, Follett at its sole discretion may eliminate the Local Program.

- 11.2 School will support the Rental Program as follows: Successor in Interest - On any termination, expiration or non-renewal of this Agreement, Student Rental Agreements will be assigned to School or successor store operator. Where rented textbooks have not been returned, where no charge has been made to the credit or debit card held as security therein, or where some other loss occurs under a Student Rental Agreement, School will look solely to the student.

- 12. Follett Access Program.** The parties will adopt and initiate the Follett Access program ("Program" or "Follett Access Program"), pursuant to the terms and provisions of this Section.

- 12.1 School has agreed that Follett ACCESS will be delivering all Course Materials for the Program for the Academic Terms and Cohorts detailed in the attached Schedules.

Follett has taken the following steps to provide a valuable service to the campus:

1. Analyzed historical adoptions and adoption trends to predict the cost of adopted materials for the terms in the attached Schedules and develop custom pricing for the School.
2. Negotiated pricing with publishers.
3. Developed systems and processes to provision both print and digital materials to students.

- 12.2 The attached Schedules will be executed annually over the term of the Agreement. The Schedules contain details on scope, pricing, enrollment, deadlines, and course materials adoptions guidelines that are required to deliver the program. This information will be updated and executed annually.

- 12.3 The mutually agreed upon Pricing between the School and Follett will be updated in the attached schedules for each academic year of the program.

- 12.4 Follett will deliver course materials in the format and manner described in the attached Schedules. Adoption processes and deadlines will be managed by the Course Materials Adoption Committee (Committee) as described in the attached Schedules.

- 12.5 In the program included rental course material the following applies:

- a. Students are responsible for picking up, taking good care of, and returning their textbooks to the bookstore each term. Textbooks must be checked-in by a specific date each term. Books that are brought back to the store in a damaged state shall not be accepted back. Such damages shall include, but are not limited to: Any water damage, torn and missing pages or covers, and defacement of pictures, graphs, charts or text. Store management is the final arbiter of the damage to a textbook. Reasonable highlighting and taking of notes in the book margins shall not be considered defacement. Books refused as damaged will result in the application of additional charges as defined below.

If the textbook is distributed with defects such as missing pages, water damage, or torn covers the student must exchange the book within three (3) days of the date received. After that time, the student assumes the liability for the textbook's condition.

If the textbooks are lost or stolen, the School is still liable for the replacement cost.

- b. Failure by the student to check-in Program books by the published due date shall result in the application of additional charges as defined below. If the student drops a course they must return the book immediately. If the student is taking a continuation course that requires the same book, if they are repeating a course, or if they have an incomplete to finish, they must still return the book to the store by the due date of the semester for the original course or the School will be charged for the book. All parts of any textbook packages must be returned with the textbook. This includes CDs, supplemental reading, etc.
 - c. Additional charges shall consist solely of the retail used selling price of the textbook that is either lost or damaged or not checked-in. These charges shall not deduct any portion of the Program Fees that were paid. Prior to the last day to check-in books, the student may pay the replacement costs of their lost or damaged book to Follett who will then note the student's book as 'checked-in' in the rental computer system. After the last day to check-in books, payment to the store shall be the responsibility of the School who shall then hold sole responsibility for collecting said fees from the student.
- 12.6 The School will successfully implement ConnectOnce, in partnership with Follett, by **[CLASS START DATE MINUS ##]**. ConnectOnce is Follett's solution to obtain student and course enrollment information from the SIS. This information is used to provision course materials to students.
- 12.7 The School agrees to provide grades, retention, & graduation data to Follett at or before the dates detailed in the attached Schedules. Format and scope of Student Success Data to be mutually agreed upon between Follett and the School.
- 12.8 Marketing and communicating the Program to stakeholders is very important. Follett will provide communication best practices, marketing materials, and templates for the School to communicate the Program to students and faculty.
- 12.9 Follett will, to the best of its ability, invoice the School on or before the Invoice Deadline Date listed in the attached Schedules. The school will submit payment to Follett on or before the Payment Deadline Date listed in the attached Schedules. For every day Follett submits the invoice to the School after the Invoice Deadline, the School will have an additional day added to the Payment Deadline Date.
- Follett will invoice School for Program fees in accordance with the Pricing section above. The Estimated Invoice Amount in the attached Schedules is only for informational or planning purposes, but is not a final number. The Estimated Invoice Amount is based on assumptions of enrolled students (or credit hours) and the amount rental non-returns.
- 12.10 Based on Federal Regulations (U.S. Department of Education Regulations in 34 C.F.R. § 668.164) Follett advises that the School provides an opt-out option for the Students in the Program. If the School determines that an opt-out option is not needed, Follett is not responsible for ramifications that might arise from the School not implementing an opt-out for the Students in the Program.

12.11 The parties agree that all ACCESS sales made by Follett to School are in fact sales for the purpose of resale to the students. As such, School agrees that:

1. School is, in fact, the “seller” of the textbooks and other educational materials to the students, and is responsible for the collection and remittance of any and all sales, use and other applicable transaction taxes assessed on the “Program” sale of textbooks and other education materials to students.

- If School provides a sales tax resale certificate to Follett, Follett will exclude ACCESS fees charged to School from the sales tax base.
- If School does not provide a sales tax resale certificate to Follett, Follett ACCESS fees may be subject to sales, use or other applicable transaction taxes per applicable state requirements. Any such taxes will be stated on the invoice

2. School agrees to hold harmless Follett for any unpaid sales, use and other applicable transaction taxes assessed on these Program sales and will indemnify Follett for any taxes it is required to pay directly to the respective taxing authorities on these sales.

3. School agrees to provide Follett with an updated sales tax resale certificate if current resale certificate expires, or if School information on the resale certificate changes.

12.12 Follett ACCESS Program materials will be included as part of any inventory that the School must purchase, or require a third party to purchase, on termination of the Agreement.

12.13 Follett will include All Access recognized revenue generated through this program as commissionable sales as outlined in the base agreement.

13. Athletic Web Store.

13.1 During the term of the Agreement, Follett will offer an athletic oriented web-based retail Store for the School’s athletic department selling certain products for sale through a web-based ordering system operated by a Follett Corporation wholly owned subsidiary, Advanced Graphic Products, Inc. dba Follett On-Demand (“Follett”). Follett will provide a web-based ordering system through which School students, faculty, staff, alumni, Athletic Staff, and the general public will be able to order products bearing School Indicia.

13.2 Follett has or will enter into a license agreement (the “License Agreement”) with the currently appointed license provider of School. During the term of this Agreement, Follett will maintain its status as a properly appointed licensee of School and Follett will comply with the requirements of the License Agreement. If School is self-licensed, Follett will comply with all requirements of School and receive approval of all graphics through School.

13.3 Follett will provide a marketing campaign that may include an email campaign, promotions and other marketing related items to enhance overall retail sales. Promotional emails for free, discounted or special product promotions will be sent from the School Athletics website database every two (2) to four (4) weeks by Follett, the School Athletics website provider or the Athletics Department.

13.4 A web link from the School Athletics page named “Store” will be linked to the new Follett provided online store.

13.5 Follett will provide a website application to allow Athletic Department staff members or other designated School staff to purchase products from the School’s product line at discounts of approximately 25% to 50% off retail pricing.

13.6 Should the school request that Follett hold inventory for the exclusive benefit of School, those products shall be listed in Exhibit A attached hereto. School acknowledges that Follett will not be able to use the products described in Exhibit A in connection with any customer other than School. Accordingly, Follett may request payment, and School shall render payment, for the products described in Exhibit A for quantities up to, but not exceeding, the maximum quantity for each product shown in Exhibit A upon the occurrence of any of the following events:

- a) The products have not sold within twelve (12) months after School requested Follett maintain such products in inventory; or
- b) The product(s) is discontinued and replaced by another product(s); or
- c) This Agreement is terminated for any reason.

During the term of this Agreement, products may be added to and deleted from Exhibit A from time to time as directed by School. Any such change or amendment to Exhibit A shall be mutually agreed upon in writing by the parties.

13.7 Commissions (as defined below) on products sold by Follett bearing School Indicia will be paid to School within fifteen (15) days following the end of the month that commissions are earned. Commissions for each product sold, shall be paid at **13.0%** of the retail price at which a product is sold, provided, however, that no commissions shall be paid on discounted sales to school departments, faculty, staff and others under this Agreement. Retail price is the price at which a product is sold online, excluding freight and sales tax.

With respect to online sales, commissions shall be deemed earned by School as of the transaction billing date.

13.8 License Fees (as defined below) on products sold by Follett bearing School Indicia will be paid to the School appointed licensing company within fifteen (15) days following the end of the month that License Fees are earned. License Fees for each product sold shall be paid at the established percentage for School of the wholesale price at which a product is sold. Wholesale pricing is defined as 50% of the retail pricing. With respect to online sales, License Fees shall be deemed earned by School as of the transaction billing date. License Fees will not be paid for products sold directly to School.

For the avoidance of doubt, the aforementioned commissions are not applicable to the purchase of products or merchandise sold by Follett under the terms of Section 10.

13.9 Except for the School's eFollett website, Follett shall have the exclusive right, free from any alternate source endorsed, licensed or otherwise approved or supported by School through electronic commerce (including hyperlinks to alternate sources) to sell merchandise traditionally offered through college and university athletic department online retail stores.

14. Insurance.

14.1 During the term of this Agreement, Follett shall keep in force, at its own expense, at least the following insurance, all in accordance with this Section:

- a) Commercial General Liability having a combined single limit of not less than \$1,000,000 per occurrence covering premises and operations, contractual liability and products/completed operations;
- b) Business Automobile Liability having a combined single limit of not less than \$1,000,000 per occurrence covering claims arising out of ownership, maintenance, or use of owned or non-owned automobiles;
- c) Worker's Compensation insurance having limits not less than those required by applicable statute;
- d) Employer's Liability in the amount of at least \$1,000,000.
- e) Excess or Umbrella Liability in the amount of at least \$2,000,000.

- 14.2 School, its affiliates, officers, directors, trustees, volunteers, and employees shall be named as additional insureds by blanket endorsement under the Commercial General Liability policy upon the School's written request.
- 14.3 Follett shall furnish industry standard Certificate[s] of Liability Insurance to School showing the coverage required by this Section within 30 days after execution of this Agreement or before Follett takes possession of the Store, whichever is earlier. The Certificate[s] shall provide that, should any of the above policies be cancelled before the expiration date thereof, notice will be delivered in accordance with policy provisions.
- 14.4 School will notify Follett of any flood plain zoning changes affecting the Store within 30 days of receiving notice of such change from any source.
- 14.5 If School causes any work to be performed by a third party on the building housing the Store, then School will provide Follett an industry standard Certificate of Liability Insurance from the third party's insurance company(ies) for Commercial General Liability and Business Automobile Liability, with combined single limits of at least \$1,000,000 per occurrence on each. Follett shall be an additional insured under the third party's Commercial General Liability policy.
- 15. Indemnification.**
- 15.1 Follett shall defend, indemnify and hold harmless School, its Board of Trustees, affiliates, officers and employees from any and all claims, suits, actions, damages, judgments, and costs (including reasonable attorney fees), arising out of any: (i) damage, destruction or loss of any property (including but not limited to School's property); or (ii) injury to or death of any person (including but not limited to any employee of School); which results from or arises out of negligent or willful acts or omissions of Follett, its officers, agents and employees, in the performance of this Agreement.
- 15.2 To the extent permitted by applicable law, School shall defend, indemnify and hold harmless Follett, its affiliates, directors, officers and employees from any and all claims, suits, actions, damages, judgments, and costs (including reasonable attorney fees) arising out of any: (i) damage, destruction or loss of any property (including but not limited to Follett's property); or (ii) injury to or death of any person (including but not limited to any employee of Follett); which results from or arises out of negligent or willful acts or omissions of School, its officers, agents or employees, in the performance of this Agreement.
- 16. Independent Contractor Status.** The relationship of the parties is that of independent contractors, and no tenancy, partnership, joint venture, agency, fiduciary or other relationship is created. Neither party may order any goods nor services, incur any indebtedness, or enter into any obligation or commitment on the other party's behalf.
- 17. Nonassignability.** Neither party may assign or sublet this Agreement in whole or in part without the prior written consent of the other party, except that either party may assign this Agreement in its entirety to an affiliate that controls, is controlled by or is under common control with such party. This Agreement is made for the exclusive benefit of the parties, and no benefit to any third party is intended.

18. **Notice.** Notices required or permitted by this Agreement shall be deemed given when received if sent by recognized overnight courier or first class mail, postage prepaid, to the following address, or such other address as the party may specify by notice:

To School (please complete):

To Follett:

Ryan Petersen
President
Follett Higher Education Group
3 Westbrook Corporate Center, Suite 200
Westchester, Illinois 60154

With a copy to:

Follett Corporation
3 Westbrook Corporate Center, Suite 200
Westchester, Illinois 60154
Attn: General Counsel

19. **Severability.** If any provision of this Agreement is finally adjudicated illegal, invalid, in excess of the authority of either party hereto, or otherwise unenforceable, then such provision shall be severed, and the remainder of this Agreement shall remain in force as if such adjudicated provision were never included in this Agreement.
20. **Integrated Agreement.** This Agreement: (i) is the sole expression of the understanding of the parties with respect to operation of the Store, (ii) supersedes all prior statements and agreements with respect thereto, and (iii) may not be modified, amended or waived except in writing signed by an authorized representative of the party against whom such modification, amendment or waiver is sought to be enforced.
21. **Confidential Information.** As part of the Follett Discover program, Follett will have access to confidential information held by School, including specific “non-public” information, the safeguarding of which is governed in part by the provisions of the Family Education Rights and Privacy Act (FERPA) and other federal and state laws. This information includes biographic and financial information obtained from a student or parent in the process of providing educational services. Biographical and financial information includes, but is not limited to: name, shipping and email addresses, phone numbers and student IDs, and if applicable, financial aid information. School represents that it has the right to provide Follett with access to such information for the purposes hereof.

Follett agrees to maintain the confidentiality of such information as mandated by applicable state and federal laws using the measures Follett uses to protect its own information of like character, but in each case with at least a reasonable standard of care, and to only access such information for the explicit business purposes of the Follett Discover program, including providing the services contemplated thereunder. Follett will return or destroy all confidential information it receives from School upon completion of the Follett Discover program.

Follett further acknowledges that any uncured material breach of the confidentiality obligations set forth above will be considered a material breach of the Follett Discover program, at which time School may terminate the Follett Discover program by providing at least 30 days prior written notice of termination to Follett. (For purposes of clarity, any such breach or termination shall not affect or permit School to terminate the Bookstore Operating Agreement [BOA] or any other contract between the parties or their respective affiliates.)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their respective authorized representatives as of the date first written above.

**FOLLETT HIGHER EDUCATION
GROUP, LLC**

By: _____

Name: Ryan Petersen

Title: President

Date: _____

**CENTRAL CAROLINA COMMUNITY
COLLEGE**

By: _____

Name: _____

Title: _____

Date: _____

Schedule 1 – Cohort Program Template

This needs to be completed and signed annually for any Cohort Program (All Campus, All Freshmen, Nursing, etc.)

Term Details & Dates

Academic Term	Program Adoption Deadline	ConnectOnce Installed by Date	Class Start Date	Estimated Enrollment in the Program (Either Students or Credit Hours)	Follett Charge Per Enrollment (or Credit Hour)	Estimated Rental non-Return Charges	Estimated Invoice Amount to School	Drop Date or Census Date	Invoice Deadline Date	Payment Deadline Date	Student Success Data to be Provided to Follett
[Fall 2020]											
[Spring 2020]											
[Summer 2020]											

Program Scope

Follett will charge the School for all students in the Program Cohorts listed below, according to the pricing above:

a. Program Cohorts:

i. **[ALL STUDENTS/FRESHMEN/FRESHMEN & SOPHOMORE, etc.]**

Excluding these student cohorts. Follett will not be charging or providing materials for students in these cohorts:

b. **[NURSING/BUSINESS/NON-FRESHMEN, etc.]**

Course Material Adoption Details

- i. The School and Follett will create a Follett ACCESS Course Material Adoption Committee (“Committee”) to oversee the implementation of the Adoption Guidelines (“Guidelines”) in this section.
 - a. The Committee will not violate academic freedom in anyway. Academic freedom includes an instructor’s ability to choose course content. Any adopted course content that does not meet the Guidelines, as determined by the Committee, must be approved and recorded as an Exception by the Committee.
 - b. The Committee will consist of the following members:
 - i. Member 1: **[School Program Champion]**
 - ii. Member 2: **[Follett Store Manager]**
 - iii. Member 3: **[School Rep]**
 - iv. Member 4: **[School Rep]**
 - v. Member 5: **[School Rep]**
 - vi. Member 6: **[School Rep]**

c. Course Material Adoption Guidelines:

i. Preferred Course Material Format: _____

1. If the Preferred Course Material Format is not available for a given title, the secondary preferred format will be delivered.

ii. Secondary Preferred Course Material Format: _____

1. If the Secondary Preferred Course Material Format is not available for a given adopted title, Follett will deliver the most cost-effective format available, as approved by the School's Course Material Adoption Committee.

iii. Maximum Number of Course Materials Adoptable Per Course: _____

iv. Maximum Retail Dollar Value of Course Materials Per Course Cannot Exceed: _____

v. Rental Term Agreement: 6 terms

1. All content delivered as rental must be adopted for a minimum of six terms.

vi. Rental Collateral Type & Responsible Party: **[Student or School]**

1. If School is responsible for rental collateral, all rental non-return charges will be invoiced to the School. These charges have been estimated in the attached Schedules.
2. If Student is responsible for rental collateral, the Student will be responsible for providing rental collateral (credit card) to Follett through Follett's rental portal before any rental materials will be delivered to the Student.

vii. Publisher Specific Considerations: _____

ii. Exceptions:

- a. Any adopted course content that does not meet the Guidelines or is not received by the adoption deadline in the attached Schedules, as determined by the Committee, must be approved and recorded as an Exception by the Committee.
- b. Exceptions should be considered for their financial impact on Pricing.
- c. Follett will, in some cases, be able to deliver Exceptions as part of the Program. However, Follett reserves the right to exclude any exceptions from the Program.

**FOLLETT HIGHER EDUCATION
GROUP, LLC**

By: _____

Name: Ryan Petersen

Title: President

Date: _____

**CENTRAL CAROLINA COMMUNITY
COLLEGE**

By: _____

Name: _____

Title: _____

Date: _____

Schedule 1 – Course by Course Program Template

This needs to be completed and signed annually for any Follett ACCESS program implemented by course.

Term Details & Dates

Academic Term	Program Adoption Deadline	ConnectOnce Installed by Date	Class Start Date	Drop Date or Census Date	Invoice Deadline Date	Payment Deadline Date	Student Success Data to be Provided to Follett
[Fall 2020]							
[Spring 2020]							
[Summer 2020]							

Course Material Adoption Details

- i. The School and Follett will create a Follett ACCESS Course Material Adoption Committee (“Committee”) to oversee the implementation of the Adoption Guidelines (“Guidelines”) in this section.
 - a. The Committee will not violate academic freedom in anyway. Academic freedom includes an instructor’s ability to choose course content. Any adopted course content that does not meet the Guidelines, as determined by the Committee, must be approved and recorded as an Exception by the Committee.
 - b. The Committee will consist of the following members:
 - i. Member 1: **[School Program Champion]**
 - ii. Member 2: **[Follett Store Manager]**
 - iii. Member 3: **[School Rep]**
 - iv. Member 4: **[School Rep]**
 - v. Member 5: **[School Rep]**
 - vi. Member 6: **[School Rep]**
 - c. Course Material Adoption Guidelines:
 - i. Courses participating in the program must be reviewed and approved by the Committee
 - ii. Rental Term Agreement: 6 terms
 1. All content delivered as rental must be adopted for a minimum of six terms.
 - iii. Rental Collateral Type & Responsible Party: **[Student or School]**

- iv. Publisher Specific Considerations: _____

- a. Any adopted course content that does not meet the Guidelines or is not received by the adoption deadline in the attached Schedules, as determined by the Committee, must be approved and recorded as an Exception by the Committee.
- b. Follett will, in some cases, be able to deliver Exceptions as part of the Program. However, Follett reserves the right to exclude any exceptions from the Program.

Date: _____

Date: _____

State/County Budget Updates

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

Contribution-based cap legislation

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

Wicker Center Price Comparatives July, 2023

1, Narrative

2, Analysis and thoughts

3, Spreadsheet data

1

Narrative:

Comparing the Wicker Center with other “like” facilities most of which are attached with a community college or are located in similar community size markets.

“Like” is defined as similar size, similar community, and similar population centers. We avoided large urban centers such as Raleigh, Greensboro or Charlotte. We also avoided private “Barn chic” wedding venues that are growing throughout the state.

No two spaces are alike yet many have similar features and similar size spaces. Some offer “views” such as the Crystal Coast Convention Center on the campus of Carteret Community College that overlook the intracoastal waterway. Others are in more rural communities such as the Sampson Agri-Expo Center that has a population of 59,000(Sampson County), 61,000 (Lee county) population.

For the comparative most all venues included have a large exhibition or main hall event space. Some anomalies are observed for example some rope in security and other amenities in the pricing/rental/lease, others vary on event times and hours which make the final cost break down a bit unique for each. We broke down cost per square foot to assist with an average for each venue.

2

Analysis and thoughts:

For the large event spaces we appear to be about even with some of the other like facilities. That being noted a 3%-4% pricing increase would still place us in the central price range as compared to other large event spaces with like facilities.

As for the smaller event space comparative the Wicker center appears to be on the high end of the spectrum. Yet again as previously noted each facility varies in its uniqueness and what all is included and minimum hours. Again we believe a 3%-4% increase across the board on pricing would still keep us in line with other like facilities.

Facility	Location	Duration 8hrs. or all day	Comparative Room	Sq. Foot, Largest event space	Listed Cost/Price	Listed Cost/Price (Non-profit)	Avg. Cost per sq. ft.
Dennis A. Wicker Civic & Conference Center	Sanford, CCCC Campus	Duration 8hrs. or all day	Exhibition Hall	10,208	\$1,530	\$1,148	\$ 0.15
The Crystal Coast Civic Center	Morehead City, Carteret Community College	Duration 8hrs. or all day	Main Hall	11,000	\$2,450	\$2,075	\$ 0.22
Chatham Agro-Expo Center	Pittsboro, Chatham County	Duration 8hrs. or all day	Exhibit Hall	5,933	\$900	\$450	\$ 0.15
Southeastern NC Agri. Events Center	Lumberton, NC Dept. of Agriculture	Duration 8hrs. or all day	Full Hall	6,825	\$1,000	N/A	\$ 0.15
Vance / Granville Civic Center	Henderson, VG Community College	Duration 8hrs. or all day	Civic Auditorium	9,000	\$1,025	\$500	\$ 0.11
McSwain Ag. Center	Sanford, Lee County	Duration 8hrs. or all day	Farm Bureau Auditorium	4,000	\$400	N/A	\$ 0.10
Sampson County Agri. Expo. Center	Clinton, Sampson County	Duration 8hrs. or all day	Prestige Hall	9,840	\$1,600	\$1,400	\$ 0.16
Brown Auditorium Conference Facility	Rocky Mount, Nash Community College	Duration 8hrs. or all day	Conference Facility	12,500	\$2,500	N/A	\$ 0.20
Cole Center, Richmond CC	Hamlet, NC Richmond Community Coll.	Duration 8hrs. or all day	B,H,R Banquet room	3,780	\$1,180	N/A	\$ 0.31

Facility	Location	Duration 2 hours min.	Comparative Room	Smaller Meeting Space	Listed Cost/Price	Listed Cost/Price (Non-profit)	Avg. Cost per sq. ft.
Dennis A. Wicker Civic & Conference Center	Sanford, CCCC Campus	Duration 2 hours min.	Conference Ctr. Mtg. rooms 111/112/113	1,170	\$675	N/A	\$ 0.58
The Crystal Coast Civic Center	Morehead City, Carteret Community College	Duration 2 hours min.	Oakwood Suites One	990	\$300	\$275	\$ 0.30
Chatham Agro-Expo Center	Pittsboro, Chatham County	Duration 2 hours min.	Meeting Rooms (3)	1,500	\$400	\$200	\$ 0.27
Southeastern NC Agri. Events Center	Lumberton, NC Dept. of Agriculture	Duration 2 hours	Hall A, Room 1	1,050	\$300	N/A	\$ 0.29
Vance / Granville Civic Center	Henderson, VG Community College	Duration 2 hours	Civic Auditorium	N/A			
McSwain Ag. Center	Sanford, Lee County	Duration 2 hours	Farm Bureau Auditorium	N/A			
Sampson County Agri. Expo. Center	Clinton, Sampson County	Duration 2 hours	Heritage Hall (A)	2,940	\$500	N/A	\$ 0.17
Brown Auditorium Conference Facility	Rocky Mount, Nash Community College	Duration 2 hours	Conference Facility	N/A			
Cole Center, Richmond CC	Hamlet, NC Richmond Community Coll.	Duration 2 hours	Rockingham Banquet room	1,200	\$100	N/A	\$ 0.08



BOARD OF TRUSTEES

BUILDING AND GROUNDS

COMMITTEE AGENDA

Date of Meeting:	July 31, 2023		
Committee Members: George Lucier, Chair Bill Tatum Jim Womack			
Consent Agenda Items			
<ol style="list-style-type: none">1. Ratify the Email Vote for the Design Agreement for the Moore Center Main Building Phase 12. Ratify the Email Vote for the Assignment of Chatham Council on Aging Lease to Chatham County			
Full Board Agenda Items			
<ol style="list-style-type: none">1. Consider Options for Addressing Cost Estimate Overrun of Moore Center Bioprocessing Building Project			
For Information Only			
<ol style="list-style-type: none">1. Update on Building and Grounds Items2. Facility Master Plan Update 2023			

Meeting Name:	Board of Trustees / Building & Grounds Committee		
Date of Meeting:	April 24, 2023	2:30 pm	Virtual (V) and in Person (P)
Members Present:	J. Philpott (P), G. Lucier (P), B. Tatum (P), J. Womack (P), J. Love (P), P. Price (P), L. Chapman (P), L. Whitaker (P)		
	Discussion		
Consent Agenda	No Agenda Items		
Full Board	<ol style="list-style-type: none"> 1. Approve Designer for Moore Center Main Building Renovation – Phase I Building & Grounds Chair, Trustee Lucier stated there were four architect interviews that were held for the Main Building Renovation – Phase I. All four firms had taken a tour of the building, had the test fits that had been done, had seen the marketing video that had been done and also had the program needs assessments. The committee members discussed how they each had scored the four architect firms. Trustee Womack made a motion to approve Hobbs Architects/ADW Architecture as the designer for the Moore Center Main Building Renovation – Phase I. Trustee Tatum seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval. 2. Approve Bids for Moore Center Executive Office Suite Renovation EVP Price gave an overview of the bids that had come in for the Moore Center Executive Office Suite Renovation. Two bids were received for this project. The Board approved a \$300,000.00 budget for this project. EVP Price indicated he always holds back a 5% contingency which would make the amount \$285,000.00 The college staff plans to make a recommendation to award this project to the low bidder. The alternate bids schedule was also included in the packet. Sanford Contractors was the low bidder. EVP Price indicated going back to them with a few questions on a couple of the alternates to reduce the price. Trustee Womack made a motion to approve Sanford Contractors for the Moore Center Executive Office Suite Renovation. Trustee Tatum seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval. 3. Approve Easement for City of Sanford EVP Price went through the request from the City of Sanford for the easement located at 5910 Clyde Rhyne Drive. EVP Price indicated this was a sewer/utility easement request. Trustee Womack made a motion to approve the easement for the City of Sanford. Trustee Tatum seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval. 4. Approve Easement for MCNC EVP Price stated that we had done a previous easement to allow for one of their IT boxes on the corner of our campus. This supplies the broadband for the college as well as the public schools and other government agencies. Trustee Womack made a motion to approve the easement for MCNC. Trustee Tatum seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval. 		
For Information Only	<ol style="list-style-type: none"> 1. Update on building and grounds items 2. Consider Lease Modifications for the Moore Center 		



State Construction Office
Michael J. Shumsky, P.E. | Director

Roy Cooper | Governor
Pamela B. Cashwell | Secretary

June 15, 2023

Hobbs Architects, P.A.
159 West Salisbury Street
Pittsboro, NC 27312

RE: Central Carolina Community College
Moore Center Renovation (Pre-Design & Master Planning - Phase 1A)
SCO # 23-26248-01
NCCCS # 2682

Enclosed are four (4) copies of the proposed Letter Type Agreement for the above referenced project. If you are in agreement, please execute the documents on behalf of your firm and forward to the Owner (**Central Carolina Community College**).

By copy of this letter we are requesting the Owner, if they concur, to complete the execution, return one copy to you, forward one copy to us, and retain the remaining two copies for their files.

If you have any questions, please advise.

Sincerely,

A handwritten signature in dark ink, appearing to read "RMS", is written over a light blue grid background.

Ryan M. Scruggs
Design Contracts Coordinator

Enclosures

CC: Phillip Price (Central Carolina CC)
Dorrine Fokes (NCCCS)

Mailing
1307 Mail Service Center | Raleigh, NC 27699-1307



Location
301 N Wilmington St #450 | Raleigh, NC 27601
984-236-5400 T

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**Central Carolina Community College
Moore Center Renovation (Pre-Design & Master Planning - Phase 1A)**

This Agreement is made this 15th day of June, 2023, by and between the Trustees of Central Carolina Community College, Sanford, NC, hereinafter referred to as Owner, and Hobbs Architects, P.A., Pittsboro, NC, acting as Architect but hereinafter referred to in this document as Designer.

Whereas, Owner needs the services of an Architect for providing Pre-Design & Master Planning for Phase 1A to include Programming, Budget Confirmation, Master Planning of Phase 1 Site, and Entry Sequence Study for the Moore Center Renovation project.

Now, therefore, Owner and Designer, for the consideration hereinafter set forth, agree as follows:

- A) The Designer will perform the tasks as outlined in the Hobbs Architects, P.A. proposal letter dated June 9, 2023 attached hereto as "Attachment A".
- B) Deliverables are identified in "Attachment A" and shall be in accordance with the North Carolina State Construction Manual.
- C) The Owner will compensate the Designer in the amount of forty-seven thousand four hundred dollars (\$47,400) payable in mutually agreeable increments as the work progresses.
- D) The Owner may terminate this Agreement for any reason upon ten (10) calendar days' written notice (delivered by certified mail, return receipt requested). This Agreement may be terminated by either party upon seven (7) calendar days' written notice (delivered by certified mail, return receipt requested) should one party fail to perform in accordance with its terms through no fault of the other.
- E) This Agreement represents the entire and integrated agreement between Owner and Designer and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written consent.

IN WITNESS WHEREOF the Owner and the Designer have executed this Agreement, the day and year first above written.

Designer

Hobbs Architects, P.A.

Witness:

By: _____

Date: _____

Owner

Trustees of Central Carolina Community College

Witness:

By: _____

(Name & Title)

Date: _____


Hobbs Architects, P.A.

 159 W. Salisbury St.
 Pittsboro, North Carolina 27312

 919.545.2004
 www.hobbsarchitects.com

June 9, 2023

PROPOSAL FOR PHASE 1A – PRE-DESIGN/MASTER PLANNING SERVICES
MOORE CENTER RENOVATION
Central Carolina Community College

Dr. Price,

Understanding of Project:

CCCC is currently evaluating the development needs of the Moore Center related to the allocated Phase 1 funding of \$7.4 million with an available estimated construction budget of +/- \$6.3 - \$6.5 million. Initial departmental space programming, preliminary space layouts, initial site planning, and 3D project visioning has previously been developed by the design team. A Pre-Design and Master Planning effort for Phase 1 will build upon this information to study various options for building entry relative to CCCC's campus, future DOT plans, and anticipated growth of adjacent properties.

It is understood that additional project funding may be available as part of the final N.C. General Assembly budget to be finalized in June 2023. The parameters of Phase 1A will focus primarily on the western side of the main building and a new student entrance (closest to the existing CCCC Campus), although design considerations for the entire building (+/-167,000 sf) will be evaluated to ensure future compatibility. The design team will consist of the following:

- | | |
|----------------------------------------|------------------|
| • Architectural- Lead Architect | Hobbs Architects |
| • Architectural – Consultant Architect | ADW Architects |
| • Master Planning / Civil Engineering | CLH Design |

Phase 1A – Pre-Design / Master Planning Services:
I. Programming and Budget Confirmation

- Meet with appropriate CCCC Staff and Faculty to verify building space programs as previously established.
- Develop updated, prioritized list of Space Programming requirements after meeting with HVAC and Industry Systems departments.
- Review proposed building systems with CCCC staff to verify initial assumptions.
- Confirm project budget previously established.
- Reconcile desired space programming with available funding.

II. Master Planning of Phase 1 Site and Entry Sequence Study

- Study up to 3 various options for entry into the Phase 1 area of the building relative to the existing campus master plan, future DOT plans, and anticipated growth of adjacent properties.
- Prepare exhibits of options for review with CCCC.
- Lead design charrette with appropriate CCCC Staff and Faculty to present findings of Phase 1 master planning study.
- At the end of Phase 1A charrette, CCCC to provide direction on the preferred primary entry point of the Phase 1 area for further development in Phase 1B. [The full scope of Phase 1B will be dependent on results of Phase 1A and available budget]
- Produce one updated high quality 3D rendering based on entry option approved by CCCC.



Hobbs Architects, P.A.

159 W. Salisbury St.
Pittsboro, North Carolina 27312

919.545.2004
www.hobbsarchitects.com

III. Deliverables (at the conclusion of Phase 1A)

- Updated list of space programming requirements
- Up to three conceptual site studies of potential student entrance locations
- Up to three conceptual interior adjacency/space plans
- One updated high quality 3D rendering
- Estimated rough order of magnitude project budget
- Meetings with CCCC as required
- One presentation to the CCCC Board of Trustees / Lee County Commissioners

Proposed Schedule:

- | | | |
|--------------------------------|-----------|------|
| • Pre Design Contracts signed: | May | 2023 |
| • Phase 1A Finalized: | June/July | 2023 |

Payment Schedule for architectural and engineering services:

Fees are to be billed on a percentage basis in accordance with the progress of the work and proposed to be as follows:

A. Phase 1A Pre-Design / Master Planning Services

- | | |
|------------------------------------------------------------|-----------|
| • Programming and Budget Confirmation | |
| ○ Programming | \$ 5,000 |
| ○ Budget Confirmation | \$ 1,000 |
| • Master Planning of Phase 1 Site and Entry Sequence Study | |
| ○ Master Planning | \$ 11,400 |
| ○ Entry Sequence Study | \$ 30,000 |

Total \$ 47,400 lump sum fee

B. Optional Services (To Be Added by Amendment to the Contract)

- | | |
|-----------------------------------------|--------------------|
| • Additional high quality 3D renderings | \$ 1,750 per image |
|-----------------------------------------|--------------------|

Scope of work does not include the following:

- Identification or abatement of hazardous material (recommended)
- Site survey, subsurface investigation, or environmental assessments (recommended)
- Special use applications
- Rezoning/Variance applications
- 3D Laser Scan Surveying (recommended)
- Hydrant Flow Testing
- Traffic Impact Analysis
- Structural Systems Analysis (to be part of Phase 1B)



Hobbs Architects, P.A.

159 W. Salisbury St.
Pittsboro, North Carolina 27312

919.545.2004
www.hobbsarchitects.com

- Mechanical/Plumbing/Electrical Systems Analysis (to be part of Phase 1B)

We appreciate the opportunity to continue working with CCCC as the college continues its growth.

Signed:

G. Taylor Hobbs, AIA
Hobbs Architects, PA
thobbs@hobbsarchitects.com
(919)545-2004

ASSIGNMENT OF LEASE

FOR GOOD AND VALUABLE CONSIDERATION, the sufficiency of which is hereby acknowledged, Chatham County Council on Aging, Inc., a North Carolina non-profit corporation (“Assignor”) does hereby give, assign and transfer unto Chatham County, a body politic and corporate of the State of North Carolina (“Assignee”), all its interest under that certain lease agreement by and between Central Carolina Community College (“Landlord”) and Assignor and recorded in Book 669, Page 860 of the Chatham County Registry.

During the Lease Term, the Assignee shall maintain the following policies of insurance at the Assignee’s cost and expense:

- (a) Commercial General Liability Insurance covering liability arising out of the Assignee’s use and occupancy of the Leased Land, including that of the Assignee’s Board of Commissioners, employees, customers, agents, contractors, employers and members of the public, with combined single limits of not less than \$5,000,000 per occurrence and \$5,000,000 as an annual aggregate, arising out of claims for bodily injury (including death) and property damage.
- (b) Casualty insurance insuring the Eastern Chatham Senior Center Building against loss or damage by fire, or other insurable hazards and contingencies, including fire and extended coverage, in the amount of full replacement value.
- (c) The insurance required by (a) and (b) above shall be issued by a company or companies authorized to do business under the laws of the State of North Carolina and rated not less than “A” by A.M. Best and Company. The County shall furnish Certificates of Insurance to the Community College Board, naming the Community College as an additional insured, prior to undertaking any activity on the Leased Land. The certificates shall clearly indicate that the County has obtained insurance of the type, amount, and classification as required by this paragraph, that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the Community College, and that the insurance companies have waived any rights of subordination against the Community College or the County. Compliance with the forgoing requirements shall not relieve the County from any liability or obligation under this Lease.
- (d) Worker’s Compensation Coverage as required by law.

This Assignment of Lease agreement is accepted and agreed to by Landlord and Assignee.

CHATHAM COUNTY COUNCIL ON AGING, INC.

By: _____ (Seal)
Ashlyn Martin, Executive Director of Chatham County Council on Aging

By: _____ (Seal)
Johnny Shaw, Board President of Chatham County Council on Aging

CENTRAL CAROLINA COMMUNITY COLLEGE

By: _____ (Seal)

Name: _____

Title: _____

CHATHAM COUNTY

By: _____ (Seal)
Dan LaMontagne, Chatham County Manager

NORTH CAROLINA

COUNTY OF _____

I _____, a Notary Public of the County and State aforesaid, do hereby certify that Ashlyn Martin personally appeared before me this day and acknowledged that she is the Executive Director of Chatham County Council on Aging, Inc. and she as Executive Director, being authorized to do so, executed the foregoing instrument on behalf of Chatham County Council on Aging, Inc.

Witness my hand and official seal this _____ day of _____, 2023.

Notary Public in and for the State of North Carolina

Printed Name

(Affix Notary Seal)

My Commission Expires: _____

NORTH CAROLINA

COUNTY OF _____

I _____, a Notary Public of the County and State aforesaid, do hereby certify that Johnny Shaw personally appeared before me this day and acknowledged that he is the Board President of Chatham County Council on Aging, Inc. and he as Board President, being authorized to do so, executed the foregoing instrument on behalf of Chatham County Council on Aging, Inc.

Witness my hand and official seal this _____ day of _____, 2023.

Notary Public in and for the State of North Carolina

Printed Name

(Affix Notary Seal)

My Commission Expires:_____

NORTH CAROLINA

COUNTY OF _____

I _____, a Notary Public of the County and State aforesaid, do hereby certify that _____ personally appeared before me this day and acknowledged that he or she is the _____ of Central Carolina Community College, and he or she as _____, being authorized to do so, executed the foregoing instrument on behalf of Central Carolina Community College.

Witness my hand and official seal this _____ day of _____, 2023.

Notary Public in and for the State of North Carolina

Printed Name

(Affix Notary Seal)

My Commission Expires:_____

NORTH CAROLINA

COUNTY OF _____

I _____, a Notary Public of the County and State aforesaid, do hereby certify that Dan LaMontange personally appeared before me this day and acknowledged that he is the County Manager of Chatham County and he as County Manager, being authorized to do so, executed the foregoing instrument on behalf of said County.

Witness my hand and official seal this _____ day of _____, 2023.

Notary Public in and for the State of North Carolina

Printed Name

(Affix Notary Seal)

My Commission Expires: _____

Consider Options for Addressing Cost Estimate Overrun of Moore Center Bioprocessing Building project.

Based on minimum design specifications for the Bioprocessing Technology Building project at the Moore Center, renovation cost estimates have come in at roughly \$600,000 over the total amount budgeted for this project. The college has identified four potential options to address the funding shortfall:

1. Wait for the NCGA to pass a budget and use any newly allocated state construction funds.
2. Proceed with the project by using a combination of existing funds that are available for capital projects, but not currently allocated to Moore Center projects.
3. Meet with industry partners whose input has informed the facility design and upfit, inform these partners of the issues with the estimated project cost, and solicit direct financial support from these partners.
4. Do nothing and put the project on hold.

Update on Building and Grounds Items

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. We have completed the schematic design phase of this project. College staff are scheduled to meet with RS&H on July 18th to discuss cost estimates and moving to the next phase of the design process.

Moore Center – Executive Office Renovation

Sanford Contracts was awarded this project during the April Board of Trustees meeting. The space is currently being renovated and the tentative schedule is to have renovations completed by the middle of August. We have had a few issues discovered during the renovation project, but still have contingency funding remaining to cover the items discovered. We are also working on an issue with water entering the building caused by issues with the coping around the roof. We are currently getting quotes for some repair work on this issue.

Moore Center – Main Building Renovation – Phase 1

The Board of Trustees selected Hobbs/ADW for this project. We have a meeting scheduled on July 19th to begin discussions of some potential site options related to the student entrance to the building. We see this as a critical first step in the process.

Large Animal Facility Modifications

We had a recent site visit by one of the regulators of our Veterinary Medical Technology program and a few issues were noted with our Large Animal Facility. Many are minor items that are currently being corrected. There are also some issues with grading around the building caused by grass not establishing as quickly as we hoped and other sloping issues. We are working with a contractor to develop plans to address these issues.

Facility Master Planning

We are sharing a draft Facility Master Plan that is currently being reviewed by President's Council. We have not finalized the plan at this time because we are waiting to see what funding will be available in the State budget. One version of the budget included approximately \$5 million in construction funding for the college and the other version included approximately \$7.5 million in construction funding over the next two years. We felt like this information was needed to help prioritize projects and have the ability to move items forward. We also still have \$231,277.18 in Connect NC Bond funds that can be allocated towards a project.

Summary and Prioritization of Projects:

Chatham County

~~Priority 1 - Re-roof building 42 - This project has been included in the Chatham County Capital Improvement Plan and will be funded in the 2022-2023 fiscal year. The anticipated cost of the project is \$495,000 and will be funded with county appropriations. Project Completed.~~

Priority 2 - Career and Technical Education Building

Option 1 - We conducted a feasibility study with Hobbs Architects related to this project. After meeting with stakeholders, it was determined an approximately 26,000 square foot facility would be needed to accommodate all anticipated needs. The estimated cost for this project would be approximately \$14.2 million.

Option 2 - We could consider doing this project in phases and design a building that could be expanded. The initial phase could potentially be an approximately 11,000 square foot building and utilize some outside covered spaces for some of the programming. The anticipated costs for the first phase would be approximately \$6 million.

Priority 3 - Various renovation projects. We would like to consider advertising for an open end design agreement with an architectural firm beginning in July of 2022. We would utilize this contract to further develop renovation projects and how they could be combined into various projects. These projects may be best suited for inclusion in the Chatham County Capital Improvement Plan.

Harnett County

~~Priority 1 - Re-roof Miriello building. We would like for the board to approve allocating remaining Connect NC Bond funds for this project to be completed during the summer of 2022. We anticipate this project having a cost of approximately \$500,000. Project Completed.~~

Priority 2 - Industrial programming at the Harnett Main Campus. One option would be to consider building an approximately 10,000 square foot building similar to the West Harnett Center on the Harnett Main Campus. This building would house flexible shop spaces and classrooms that could be used to meet short term workforce needs for industrial programs. The anticipated costs of this project would be approximately \$5 million.

Priority 3 - Various renovation projects. We would like to consider advertising for an open end design agreement with an architectural firm beginning in July of 2022. We would utilize this contract to further develop renovation projects and how they could be combined into various projects. These projects may be best suited for inclusion in the Harnett County Capital Improvement Plan.

Need to add a roofing project related to the Classroom/Cosmetology Building to this list.

Lee County

Priority 1 - E. Eugene Moore Manufacturing and Biotech Solutions Center. This project involves the creation of a regional training center at the former Marelli location focused on manufacturing and biotech industry needs in our service area. Given the size and scope of this project, we will need to develop this center in a phased manner.

~~Phase 1 - This phase would involve renovating space for Bioprocessing, Welding, HVAC, Simulated Work Environment, Truck Driver Training, and Office Space. We are currently working with Hobbs Architects on test fit options for each of these spaces. We do not have anticipated costs at this time. At the end of this phase, all programming in the current Howard James Industry Training Center will be moved to the Moore Center. The Howard James Industry Training Center can then be sold.~~

The Truck Driver Training building has been completed.

Proposed new Phase 1 - Bioprocessing Building Renovation - \$4 million project funded by Lee County. This project is currently under design with RS&H. Anticipated completion is in time to start classes in the Fall of 2024.

Proposed new Phase 1A - This phase involves creating a new student entrance and providing space to relocate programming from the existing Howard James Industry Training Center. Approximately \$7.6 million for this project is funded using Lee County, SCIF, and SCIF special appropriation funds. Hobbs and ADH were selected as the designers for this project. An initial design agreement has been executed.

~~Phase 1A - Truck Driving Track Temporary Home - This program needs a paved approximately 350 by 350 feet space. We have a few options available as a temporary space at the Emergency Services Training Center. Both options will~~

~~require some initial funds to get the sites ready to be used as a driving track and to restore the sites once training is moved to the Moore Center. We are currently evaluating these options to determine the best path forward. Project Completed.~~

Phase 2 - This phase would involve renovating additional space to transition Engineering Technology, Industrial Systems, Computer Integrated Machining, Incubator, and Soft Landing Space. ~~We are currently working with Hobbs Architects on test fit options for each of these spaces. We do not have anticipated costs at this time.~~ We currently estimate this project to cost approximately \$50 million to complete. We are actively seeking funding from the NC General Assembly and other funding sources.

Phase 3 - Develop plan for Lee Early College

Option 1 - One option is to renovate space within an existing building on the Lee Main Campus for this program. The current thinking is that once Engineering Technology and Computer Integrated Machining vacate Wilkinson Hall that this space could be repurposed for the LEC. One challenge with this approach is the time frame involved with this proposal.

Option 2 - Another option would be to construct a new building for the Lee Early College. We held initial meetings with the LEC when we discussed a joint use Library with the County. During those meetings, it was initially estimated approximately 30,000 square feet of space would be needed for the program. This estimate appears high given the current program operates in approximately 12,000 square feet. An approximately 20,000 square feet space would appear to give the LEC additional space while being a more manageable project. Using an estimate of \$300 per foot, we would anticipate this building costing approximately \$6 million. **If this option were explored, we would need to determine more current estimates of construction costs per foot as these numbers have increased in recent years.**

Phase 4 - Develop expansion plan for the Library. The current thinking is the best option is to relocate non-library activities from the current building. Business Services (copy center and mail room) as well as several staff offices are located within this building. Once space is available from the moves to the Moore Center, we will be able to find new locations for these programs. The existing Library can be renovated to incorporate this space and the space freed should meet our needs. We do not have anticipated costs for this project at this time.

Phase 5 - Retrofit space on the Lee Main Campus for programming currently in the industrial park. Once space is available from the moves to the Moore Center, we will be able to find new locations for these programs. We do not have anticipated costs for this project at this time. At the end of this phase, all programming at the Center for Workforce Innovation can be relocated to the Main Campus. The Center for Workforce Innovation can then be sold.

Priority 2 - ESTC. The Emergency Services Training Center is in need of additional classroom space to support offerings. Several options are available including modular classroom space or constructing an additional classroom building. We would like to consider advertising for an open end design agreement with an architectural firm beginning in July of 2022. We would utilize this contract to further develop this project.

Priority 3 - Various renovation projects. We would like to consider advertising for an open end design agreement with an architectural firm beginning in July of 2022. We would utilize this contract to further develop renovation projects and how they could be combined into various projects. These projects may be best suited for inclusion in the Lee County Capital Improvement Plan.

Anticipated and Available Funding for projects:

One version of the budget included approximately \$5 million in construction funding for the college and the other version included approximately \$7.5 million in construction funding over the next two years. We are also actively seeking \$50 million from the General Assembly to fund renovations for Phase 2 of the Moore Center project and should learn if this is funded once the State Budget is approved. We felt like this information was needed to help prioritize projects and have the ability to move items forward.

We also still have \$231,277.18 in Connect NC Bond funds that can be allocated towards a project.

Allocation Methods:

The Board of Trustees has typically determined the method of allocation of any construction funds provided by the General Assembly. The Connect NC Bond funds were allocated with a $\frac{1}{3}$ to each county in the service area. The most recent funds allocated (SCIF funds) were allocated to the Moore Center Phase 1 project as this project was determined to have an impact on the entire service area. One decision that will need to be made related to any new funding is how this should be allocated.

An additional item to consider is needs related to the Lee Early College. As part of an agreement with the Lee County Commissioners related to the Moore Center, our Board agreed that we would look for ways to move the Lee Early College from the current modular classroom space to a more permanent structure. We provided a few options to consider as part of this document; however, the renovation options could take a number of years because of the need to relocate programs and then renovate space. One option could be an offer to allocate a portion of any SCIF funds to a new Lee Early College Building and determine if the Lee County Commissioners have any interest in funding the remaining amount needed to construct a new facility. This option would speed the timeline for the Lee Early College to be in a permanent home.



BOARD OF TRUSTEES PROGRAMS COMMITTEE CONTINUING EDUCATION AGENDA

Date of Meeting:

July 31, 2023

Committee Members: Jim Crawford
Derrick Jordan

Consent Agenda Items

Full Board Agenda Items

For Information Only

1. Workforce Continuing Education Program Updates
2. Customized Training Program Report Fiscal Year 2022-2023
3. E Eugene Moore Manufacturing and Biotech Solutions Center Update
4. Small Business Center 2022-2023 Program Report
5. AdvanceNC Overview of Regional Collaborative Effort

BOT Programs Committee Meeting Minutes Spring 2023

Meeting Name:	Board of Trustees / Programs Committee (Continuing Education and Curriculum)		
Date of Meeting:	April 24, 2023	10:00 am	Virtual and in Person
Members Present:	J. Philpott (P), J. French (P), D. Jordan (V), J. Crawford (V), L. Chapman (P), M. Robertson (P), K. Short (V), L. Whitaker (P)		
	Discussion		
Consent Agenda	<p>Curriculum:</p> <ol style="list-style-type: none"> 1. Curriculum Review Committee Actions <p><i>Program Approvals</i></p> <ol style="list-style-type: none"> 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) <p><i>Program Modifications</i></p> <ol style="list-style-type: none"> 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 <p>VP Short went through the program approvals and program modifications from the Curriculum Review Committee actions. After the review, Trustee Crawford made a motion to approve all program approvals and program modifications as submitted from the Curriculum Review Committee. Trustee Jordan seconded that motion. The motion carried unanimously. The recommendation for all of the Consent Agenda items will be forwarded to the Full Board for its consideration and approval.</p>		
Full Board	No Agenda Items		

<p>For Information Only</p>	<p>Curriculum:</p> <ol style="list-style-type: none"> 1. Career Communities: <ul style="list-style-type: none"> <i>Applied Technologies:</i> 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. <i>STEM:</i> 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 3. Career & Academic Engagement 4. Upcoming reaccreditation and accreditation site visits <p>VP Short highlighted all of the for information only items.</p> <p>Continuing Education:</p> <ol style="list-style-type: none"> 1. Continuing Education Program Updates: <ul style="list-style-type: none"> Some Activity Highlights: <ul style="list-style-type: none"> • 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 • Installation of 23 GPS monuments at ESTC as part of a developing training partnership with NC Department of Transportation, Division of Aviation • Beginning a new Lee County Evening BLET course 2. E. Eugene Moore Manufacturing and Biotech Solutions Center Update <p>VP Roberton gave an overview of the for information only items.</p>

Workforce Continuing Education Program Updates

May – July 2023

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.

Continuing Education: Provides instructional opportunities for individuals seeking to gain new or upgrade current job-related skills that lead to a recognized credential or defined competencies and meet local workforce pipeline needs.

- CDL courses begin at the E. Eugene Moore Manufacturing and Biotech Solutions Center
- Begin Sanford Contractor's Construction Pre-Apprenticeship Program in collaboration with Lee County schools – 12 students from pool of 30 applicants
- Begin Construction Bootcamp supported by Carolina's Association of General Contractors/NCCCS
- Maintenance Fundamentals Pilot program completed – 10 employees from area manufacturers. Second cohort planned for Fall 2023 and initiating planning for Level II training.
 - Initial employer partners: 3M, Mountaire Farms, Tyson, Moen, and Arauco
- Forklift Bootcamp begins in Chatham County supported with donations from Carolina Handling and Chatham News & Record
 - January 2023 to present, the Lee County program has 60 completers with 85% receiving job offers by the end of the program and 96% registering as 1st time CCCC students

Public Safety Training: Prepares future and existing professionals for careers in public safety. Among these are Criminal Justice, Emergency Management, Emergency Medical Services, and Fire & Rescue Services.

- Multi Agency Active Shooter response training was held on the Lee Main Campus using Sanford Police, Lee County Sheriff's Office, Fire, and EMS.
- Crisis Intervention Training (CIT) class involving Wildlife, EMS, Police, Sheriffs, Dispatch, Telecommunicators.
- NC Probation and Parole State-Wide Emergency Response Team participated in a 40-hour Land Navigation class utilizing classroom space and the entire ESTC campus. These, time-tested map reading and land navigation, skills will be especially useful when the officers are deployed to natural disaster areas such as hurricanes where modern technology may be useless.

- Rapid Deployment Training for Central Region Prisons Emergency Response Team consisting of members from Stanly County to New Hanover county. The main focus of this training was a move towards regional training for the future.
- The EMS Program Director and the Associate Dean, Public Safety and Criminal Justice, attended a week-long CoAEMSP conference.

Customized Training: Supports the economic development efforts of the State by providing education, training and support services for eligible new, expanding and existing business and industry in North Carolina

- Installation of ABB robotic arm at the HJ Industry Center to support training for Bharat Forge
- Training activities: Leadership, CPR/1st Aid/AED Certification, MS Power BI, LEAN Yellow Belt Certification, Basic Electricity and Electronics, ABB Robot Operator, BioWork, Safety courses (NFPA 70E, Confined Space, LOTO, Aerial Lift, Forklift/PIT) and Project Management
 - Bharat Forge
 - Coty
 - Pfizer
 - Caterpillar
 - Pentair
 - Gildan
- VinFast/Wolfspeed Customized Training Project Manager begins
 - Kickoff meetings for VinFast project with workforce partners
 - Establish relationship with VinFast Vietnam team
 - Begin work to develop initial customized training projects for VinFast and Wolfspeed
 - Begin MOU development to engage partner colleges in responding to VinFast and Wolfspeed customized training projects
 - Identifying space and equipment needs for Wolfspeed training program at Siler City Center

Small Business Center: Focus on entrepreneurship, small business and economic development with an emphasis on assisting start-ups, early stage, and businesses seeking disaster assistance or seeking to stabilize.

RISE – Spring 2023 graduates included Cheryl Crist, the latest \$5,000 grant recipient awarded by the RISE Review Committee. She plans to open a retail store that will sell North Carolina-made goods, gifts, wines, and craft beers. "The RISE program was a very valuable tool that guided me to take a deeper dive into all aspects of my business plan and helped set me up for success," said Crist. "The classes were very eye-opening and thought-provoking. As for the future of my business, it is rapidly coming to fruition. Gather NC will be a one-stop shop for all NC-made goods from wines, craft beers, meats, cheeses, jams, soaps, gifts/gift sets, household items, and more. I anticipate opening up for online sales in June 2023 and opening a brick-and-mortar location in downtown Sanford later in 2023."

Next Level – graduates first cohort. "The Next Level program had a significant impact on my journey to pursue my passion, an intersection of healthcare and game development," said Katie Stokes, Next Level certificate recipient. "It helped me focus my ideas and develop clear a plan of action throughout the startup process. The personalized approach was immeasurable, and I am confident moving forward knowing I have the support and resources the class provided. Thanks to Next Level, I have a greater sense of purpose and direction in my professional life."

Harnett Liftoff Lab – Expansion of the RISE, SPARK, and Next Level model to Harnett County with the support of Harnett County, area Chambers of Commerce (Angier, Coats, Dunn, Erwin, and Lillington) and Anne Milton Realty.

Graduations

May 31, 2023	Basic Law Enforcement – 15 graduates Law Enforcement Sponsor Agencies: <ul style="list-style-type: none">• Harnett County Sheriff's Office• Lee County Sheriff's Office• NC State Highway Patrol• NC State Parks• Siler City Police Department
June 1, 2023	Health and Professional Programs Graduation – 170 graduates Certificate areas include: Cardiovascular Monitor Technician, Nurse Aide I, Pharmacy Technician, Phlebotomy Technician and Rehabilitation Technician
July 13, 2023	EMS Paramedic Initial EMS Agency Affiliations: <ul style="list-style-type: none">• Dunn EMS• Benson EMS• Coats EMS
July 18, 2023	Commercial Driver's License (CDL) – 9 graduates

Upcoming Events

July 31, 2023	Fire Academy at ESTC begins
August 1, 2023	BLET day class at ESTC begins
August 14, 2023	BLET night class at ESTC begins
September 5, 2023	BLET day class at Chatham Main Campus begins
October 6, 2023	National Manufacturing Day – E. Eugene Moore Manufacturing and Biotech Solutions Center

Customized Training Program – Report

Fiscal Year 2022 – 2023

Summary:

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

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

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

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

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

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

Impact

In 2022 – 2023, Central Carolina Community College's Customized Training Program has seven active projects totaling over \$1,912,155 million in funding to support training and Industry Services administration.

There are ten new projects in the pipeline representing two (2) businesses in Chatham County, three (3) businesses in Harnett County, and five (5) businesses in Lee County.

Funding Purpose Code 361

Projects		
<i>Company</i>	<i>Industry</i>	<i>County</i>
<i>Bharat Forge Aluminum USA, INC</i>	Metals/Iron/Steel	Lee
<i>Caterpillar</i>	Manufacturing	Lee
<i>Conveyor Technology Systems</i>	Conveyor Manufacturing	Chatham
<i>Coty, Inc</i>	Miscellaneous Manufacturing	Lee
<i>Gaines Oil</i>	Fuel Management	Chatham
<i>Gildan Yarns</i>	Textiles/Apparel	Lee
<i>Pentair</i>	Assembly Manufacturing	Lee
<i>Pfizer</i>	Pharmaceutical/Medical	Lee
<i>Pfizer North (Abzena)</i>	Pharmaceutical/Medical	Lee

These projects represent 170 training activities supporting the development of 823 employees.

Funding Purpose Code 365

The college also supported 12 companies with 17 training activities supporting the development of 193 employees through the use of unrestricted funds. These funds provide the flexibility to address limited attendance, high cost training that meet the industry eligibility guidelines but are not at the level of a project.

Businesses impacted include:

- 3M Science Applied to Life
- Armtec Defense Technologies
- Boon Edam, Inc
- Conveyor Technologies Systems
- Gaines Oil Company
- Gildan Yarns
- Gould & Goodrich
- JMC Tool & Machine Co.
- Mountaire Farms
- Pfizer
- Service Offsite Solutions
- Wind Solutions

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. Architect Review for biotechnology building Duke Energy donates \$50,000 to support workforce efforts for VinFast and Wolfspeed
Spring 2023	Sanford Contractors to begin renovation in CDL building RS&H Architects enters design phase of the biotechnology building with projection to begin teaching in renovated facility in Fall 2024 CDL classes begin at the Moore Center Forklift classes 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. 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
Events and Tours	To date 39 events and tours have been hosted with 700+ individuals coming through the Moore Center

2023 Upcoming Milestones

Summer 2023	Executive Office renovation begins Meetings with ADW and Hobbs Architects to begin design work on Phase I of manufacturing building
Fall 2023	Executive Office renovation completion Enter formal design phase with ADW and Hobbs Architects for initial renovation of the advanced manufacturing building
October 6, 2023	National Manufacturing Day event

Small Business Center 2022 – 2023 Program Report

Summary:

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

- Free, confidential one-on-one business counseling services
- Resource and referral information for a variety of business needs

High-impact seminars and classes available free of charge or for a minimal registration fee

Impact

In 2022 – 2023, Central Carolina Community College's Small Business Centers in Chatham, Lee, and Harnett counties expended \$246,007 on SBC activities including 89 entrepreneurship events supporting 1,227 attendees. The Small Business Center staff provided approximately 585 hours of counseling services to small business clients and supported 27 new business startups.

Business Starts	Jobs Created	Jobs Retained	Clients	Counseling Hours
27	111	63	193	585.05

Points of Excellence

Chatham

Laughing Monitos, LLC

Laughing Monitos, LLC is a bilingual language and play-based program designed to naturally build communication skills with proactive strategies for speech and language development. Founder, Judy Batista promotes critical developmental milestones that occur between birth and

3 years of age. Her guided classes integrate language, play, and social development through music, art, discovery, structured and unstructured play for children aged zero to four. Each week, children, along with their caregivers, can unleash their full creative potential through a variety of activities that build upon skills that strengthen their sense of curiosity, communication, and social skills.

Judy Batista first contacted the Chatham SBC in late February of 2023. At the time she was looking into the possibility of opening a play-based learning experience for children in need of language development. As a licensed Speech Pathologist, she realized that clinical intervention is seldom prescribed enough or even as needed. It was this short fall that Judy found an opportunity to launch her own venture. While Judy had the clinical knowledge for addressing the language needs of children, she lacked the needed business acumen and startup knowhow. As our conversation continued, I introduced Judy to our 2 Cohort programs; Chatham SPARK and Next Level. Chatham SPARK is an eight-week program that introduces entrepreneurs and existing business owners to the concepts and practices that will give interested individuals the tools necessary for business success. Next Level is a 10-week program hosted by the Central Carolina Community College Small Business Center, with financial support from NC IDEA, and in cooperation with Innovate Carolina. The program is designed to take individuals through a step-by-step process for determining business validation. After some discussion, Judy decided on Chatham SPARK and before completing the program had secured 2 contracts from KIDZU Children's Museum; classes will start in July. Future plans include a tiered service offering to appeal to a broader range of clients, partnering with like-minded nonprofits and eventually scaling the business model for franchising. She plans to attend Next Level in the Fall to lay the groundwork for a building a scalable business model in the play-based learning space.

Laughing Monitos is one of several new businesses started as a result of the SBC's Chatham SPARK program. To date, the program has graduated 2 cohorts with 20 participants that have gone on to launch 5 new businesses and create 14 new jobs. Judy Batista will continue to utilize the services of the SBC as her business needs grow.

Harnett

Illumiday LLC

"It's been a crazy couple of years," says Charles Mayse, co-owner and operator of Illumiday LLC, an exterior lighting small business.

"It all started with a light bulb moment my wife, Rebecca, and I shared in December of 2020. We launched the business about halfway through 2021. Shortly after launch, one of my first networking meetings was with Charity Barbee, Harnett County Small Business Center (SBC) Coordinator, at the Angier Chamber of Commerce. At the time, I didn't know about the SBC, what a chamber was, how to market our business, had no business plan and no idea how to keep the business going," says Mayse. "Now, with help from the SBC, almost a year later, Illumiday is a very different business."

Mayse notes that he has taken SBC courses in person and online and learned how to create a business plan, develop marketing strategies, even how to protect his intellectual property. "Charity and I meet once a month or so. She is so generous sharing her experiences, knowledge and brainstorming. She helped me find ways to approach customers, find new opportunities, and connected me with other local businesses," Mayse adds. "Illumiday is now a member of Angier and Erwin Chambers of Commerce (with more on the way) and proud to be based in Harnett County."

"Providing valuable information and education about what we offer is a big part of our small business success," according to Mayse, "and that is something we talked a lot with Harnett Small Business Center about as part of our marketing plan."

Mayse now provides advisory feedback to Harnett County SBC regarding future programming and services. He encourages other small businesses to contact the small business center early in the startup process.

AdvanceNC

Overview of Regional Collaborative Effort

AdvanceNC is a collaborative group of community colleges, universities, and workforce partners in central North Carolina working with employer stakeholders to support the development of a robust talent pipeline serving the regional manufacturing community.

Its primary purpose is to align the strengths of regional community colleges and collaborate with the associated workforce ecosystem to respond to major manufacturing workforce demands and support economic growth in central North Carolina.

OBJECTIVES

AdvanceNC efforts support workforce development focused on major new manufacturing employer launches as well as existing manufacturing employer sustainability in central North Carolina.

Awareness & Engagement

message and action steps to increase public support and knowledge of advanced manufacturing roles and career opportunities

Recruitment

active efforts to identify talent pipelines for relevant occupations including students (secondary and post-secondary), military, underemployed, unemployed, career changers, and reentry populations

Training

pre-hire and post-hire training across identified occupations to include customized training, industry credentials and skills attainment, and community college and university degree pathways

Retention through upskilling

closing skills gaps and creating scaffolding career options

PARTNER MEMBERS

Membership in the AdvanceNC is composed of workforce development ecosystem partners. Additional partners may be identified to support the AdvanceNC mission.

Community Colleges	Counties Served
Central Carolina	Chatham, Harnett, Lee
Alamance	Alamance
Durham Tech	Durham, Orange
Fayetteville Tech	Cumberland
Johnston	Johnston

Piedmont	Caswell, Person
Randolph	Randolph
Sandhills	Hoke, Moore
Vance-Granville	Franklin, Granville, Vance, Warren
Wake Tech	Wake

Workforce Development Boards
Capital Area
Durham
Kerr-Tar
Lumber River
Mid-Carolina
Piedmont Triad Regional

Universities
North Carolina State University
North Carolina A&T

TIMELINE FOR IMPLEMENTATION

June 29 th	Charter review with partner community colleges
July	<p>AdvanceNC Charter review with WDB partners to confirm understanding of purpose and agreement on collaboration</p> <p>AdvanceNC Charter review with University partners to confirm understanding of purpose and agreement on collaboration</p> <p>Collaborate with partner colleges on a focused marketing strategy for AdvanceNC</p> <p>AdvanceNC website design</p> <p>CCP pathway development CC staff, employers and high schools for a manufacturing path that aligns with Wolfspeed / VinFast roles</p>
August	<p>Finalize AdvanceNC Charter based on any input from partners (CCs, WDBs, Universities)</p> <p>Establish Wolfspeed training plans with partner community colleges</p> <p>Finalize marketing strategy for AdvanceNC</p> <p>Finalize website design and navigation to support AdvanceNC and access to Wolfspeed/VinFast projects</p> <p>Rollout highlight stories on Wolfspeed collaboration and VinFast pathways</p> <p>Announce future CCP pathways for manufacturing</p>
September	Kickoff of AdvanceNC with all partners and supporters

AdvanceNC

A Regional Coalition Driving Workforce Readiness

AdvanceNC is a coalition of ten community colleges, led by Central Carolina Community College, **working collectively to train more than 10,000 employees required for VinFast and Wolfspeed** to successfully launch and sustain their manufacturing operations. The coalition covers **18 counties** and engages partners from the **K-12 systems, the UNC system** (NCSU and NC A&T), and the **six connected Workforce Development Boards**.

Unprecedented new job opportunities and industry investment in central North Carolina requires higher education and workforce stakeholders to partner in new ways. AdvanceNC recognizes the value and necessity of collaborating in an innovative way to address workforce needs to keep central North Carolina at the forefront of economic growth.



Presidents of 8 Coalition Community Colleges and representatives from NCSU and NC A&T with the CEO of VinFast, at the Moore Center on April 19, 2023.

Coalition Community Colleges:

- Central Carolina
- Alamance
- Durham Tech
- Fayetteville Tech
- Johnston
- Piedmont
- Randolph
- Sandhills
- Vance-Granville
- Wake Tech

With CCCC's new **E. Eugene Moore Manufacturing and Biotech Solutions Center** as the nexus for this regional workforce training, AdvanceNC will:

- coordinate short-term training and curriculum programs to provide the full scope of pre- and post-hire training necessary for regional opportunities;
- connect students with available careers and pathways for advancement;
- provide job screening, pre-hire assessments, and referrals through NC Career Centers/Workforce Development Boards;
- organize the distribution of funds among coalition colleges for instructional and equipment costs needed to support identified training needs; and
- collaborate to solve pipeline challenges by showcasing advanced manufacturing as a desirable career for multiple populations, including secondary students, opportunity youth, and transitioning veterans.

Coalition lead, Central Carolina Community College, has extensive experience in coordinating community college consortiums including First in the World: Success Coach Research (10 colleges); NC Biobetter: Biotech Pathway Acceleration (10 colleges); NC Truck Driving (3 colleges).



BOARD OF TRUSTEES

PROGRAMS COMMITTEE

CURRICULUM AGENDA

Date of Meeting:

July 31, 2023

Committee Members:

Derrick Jordan
Jim Crawford

Consent Agenda Items

Full Board Agenda Items

For Information Only

1. Health Sciences
2. SkillsUSA
3. Center for Organizational Excellence
4. Career & Academic Engagement
5. Career & College Promise
6. Regional Partnerships

1. Health Sciences

- a. CCCC's dental programs received no recommendations from the American Dental Association Commission on Dental Accreditation (CODA) onsite review team regarding compliance with programmatic accreditation standards. Dental Assisting and Dental Hygiene meet or exceed all expectations for CODA's rigorous quality review.
- b. A team from the Commission on Accreditation in Physical Therapy Education (CAPTE) visited the Physical Therapist Assistant program July 11-13, 2023. CCCC will know by mid-November whether our program is granted candidacy status.
- c. All 27 Spring 2023 Associate Degree Nursing program graduates passed the National Council Licensure Examination for Registered Nurses on the first attempt.

2. SkillsUSA

SkillsUSA advisor and Industrial Systems Technology faculty member Scott Butcher coordinated a trip for four students and their faculty advisors to the national SkillsUSA competition in Atlanta.

Students competed in the following contests:

- Baking and Pastry Technologies - Claudia Castro-Reyes
 - Faculty advisor - Kathryn Horrell, Culinary
- Internetworking - Rosalio (Leo) Avalos
 - Faculty advisor - John Ainsworth, Information Technology
- Motorcycle Technologies - Gerald Jones
 - Faculty advisor - Jason Rouse, Motorcycle Mechanics
- Welding Sculpture - Robben Kadish
 - Faculty advisor - Charles Bell, Welding

Leo Avalos received a gold medal in a competition comprising five parts: network design, troubleshooting, end-to-end equipment configuration, technical assistance center call, and a written exam similar to the Cisco Certified Network Associate exam. Faculty advisor John Ainsworth coached Leo and two other competitors weekly throughout the spring semester.

3. Center for Organizational Excellence

Ten employees were selected for the 2023-2024 Providing Remarkable Opportunities for Promising Emerging Leaders (PROPEL) program.

- Adana Arnold, Student Onboarding and Success Specialist
- Alyson Cochrane, Lead Instructor, Humanities
- Kelly Dorman, Department Chair, Criminal Justice
- Brenda Grubb, Instructor, Biotechnology
- Brandi Hernandez, Buyer, Purchasing
- Nichelle LaRiviere, Assistant Director, Financial Aid
- Justin Pedley, Animal Facilities Manager, Veterinary Medical Technology
- Jason Rouse, Lead Instructor, Motorcycle Mechanics
- Fred Staton, Jr., Assistant Director, TRIO Student Support Services
- Macy Woods, First Year Clinical Coordinator, Dental

4. Career & Academic Engagement

The college went live with ADVANSYS, the student information system for College & Career Readiness, on May 22. CCR is working within the software system as the college and the North Carolina Community College System office resolve configuration and integration issues.

5. Career & College Promise

- a. The Caterpillar Welding Youth Apprenticeship graduated eight students on May 17. Sixteen students have been accepted into the program for Fall 2023.
- b. CCCC held a signing ceremony for a summer construction academy with Sanford Contractors on May 31. Twelve students will participate in the nine-week summer "Learn and Earn" program, in which they will complete two continuing education courses and work full-time with Sanford Contractors. Students will be registered as pre-apprentices and will have the opportunity to continue in the Building Construction program at CCCC and progress toward a full apprenticeship.

6. Regional Partnerships

- a. CCCC hosted a meeting with Durham Technical Community College and Wake Technical Community College to discuss a regional partnership to support the growing advanced manufacturing, biotechnology, and cybersecurity industries.
- b. CCCC continues to host conversations with Durham Technical Community College, Randolph Community College, Sandhills Community College, and Wake Technical Community College to build regional partnerships for healthcare programs.

Meeting Name:	Board of Trustees / Student & Academic Support Services Committee		
Date of Meeting:	April 24, 2023	8:30 am	Virtual and in Person
Members Present:	J. Philpott (P), J. Hayes (P), G. McAuley (P), L. Chapman (P), E. Hare (P), S. Byington (P), M. Dishman (P), K. Hoyle (P), M. Brown (P), L. Whitaker (P)		
Members Absent:	P. Kirkman		
	Discussion		
Consent Agenda	<ol style="list-style-type: none"> 1. Receive Revenue Report (Foundation) E. Hare presented the Revenue Report and gave an update. 2. Approve Grants & Strategic Initiatives: In Progress (Institutional Advancement) M. Brown reviewed the Grants & Strategic Initiatives that are in progress and gave an update. Trustee McAuley made a motion to Receive Revenue Report and to Approve Grants & Strategic Initiatives: In Progress. Chairman Philpott seconded the motion. The motion carried unanimously. The recommendation for all of the Consent Agenda items will be forwarded to the Full Board for its consideration and approval. 		
Full Board	No Agenda Items		
For Information Only	<p>Foundation</p> <ol style="list-style-type: none"> 1. Director's Report <p>Institutional Advancement</p> <ol style="list-style-type: none"> 2. SACSCOC Correspondence 3. Strategic Plan Updates <p>Marketing & External Relations</p> <ol style="list-style-type: none"> 1. Updates for Marketing & External Relations AVP Dishman gave an update on Marketing & External Relations. <p>Student Services Division</p> <ol style="list-style-type: none"> 1. Athletics 2. Student Activities 3. Financial Aid 4. Student Outreach & Recruiting 5. Campus Security 6. Library Usage 7. College Access Services & TRIO VP Hoyle gave an overview of each area in the Student Services Division <p>Onboarding & Advising</p> <ol style="list-style-type: none"> 1. Student Records & Registrar's Office 2. Student Onboarding & Success (Admissions) 3. Academic Advising & Transfer 4. Institutional Research 5. Navigate (Title III) AVP Byington highlighted the different areas from Onboarding & Advising 		



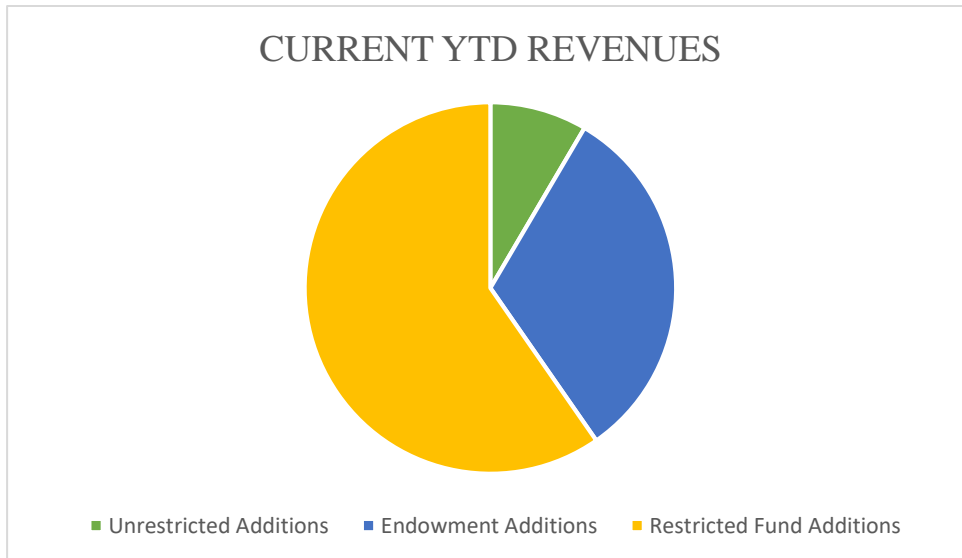
BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

Foundation Agenda

Date of Meeting:	July 31, 2023		
Committee Members: Pat Kirkman, Chair Gladys McAuley			
Consent Agenda Items			
Receive Revenue Report			
Full Board Agenda Items			
For Information Only			
Director's Report			

DESIGNATIONS	Fourth Quarter	Current YTD
Total Unrestricted	18,592.96	89,505.75
Restricted		
Endowment Additions	123,776.00	337,087.52
Other Restricted Funds	75,477.49	630,978.37
Total Restricted	199,253.49	968,065.89
TOTAL REVENUES:	217,846.45	1,057,571.64



CCCC Foundation Director's Report

Please help us thank these generous donors for their support!

Fourth Quarter Gifts of \$500 or More

Atwater & Lee, LLP – *Josh Lee*
Carolina Commercial Contractors
Central Carolina Tri-County Reentry Program
Dorsey Chamblee
Dr. Lisa M. Chapman
Sue Clark
Duke Energy Employee Giving Program
John Fang
First Bank – *Pittsboro*
James and Gloria French
Hobbs Architects
Barber Holmes
Holmes Companies
Del and Glenda Jones
Mary Kuhn
Dr. George Lucier
Milton Realty Group ***
New York Life – *John Crowell*
Dr. Sara Newcomb *
Dr. Larry S. O'Connell *****
Julian and Cynthia Philpott
Piedmont Coastal Society of Plastics Engineers
Preston Development Company
Sanford Pediatric Dentistry – *Dr. Antonio Braithwaite ***
Charles Schwab – *Chris Elmore*
Drs. J. Keith Smith and Lisa Jones
Truist
C.J. and Heather Winslow
Wren Foundation – *Margaret de St. Aubin*

* \$2,000 or more
** \$5,000 or more
*** \$10,000 or more
**** \$100,000 or more



BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT

SERVICES COMMITTEE

Institutional Advancement Agenda

Date of Meeting:

July 31, 2023

Committee Members: Pat Kirkman, Chair
Gladys McAuley

Consent Agenda Items

1. Approve Grants and Strategic Initiatives: In Progress
2. Strategic Plan Extension

Full Board Agenda Items

For Information Only

3. Higher Education Emergency Relief Funds (HEERF) Update
4. SACSCOC Correspondance

1. Approve Grants and Strategic Initiatives: In Progress

Funding Source	Project Name	Funding type	Requested Amount	Description
Submitted				
Haas Foundation	Moore Center	Private	\$2,000,000	This project would support military populations by expanding capacity within the Moore Center. The funds would provide equipment for the renovation and expansion.
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.
NC DOT	Section 5310	State	\$60,000	This program provides transportation funding through COLTS, HARTS, and CTN for students with disabilities to get to training.
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	ACES	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

Submitted by Meghan Reece Brown

Associate Vice President, Institutional Advancement and Government Relations

				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 funding allowing for the purchase of additional dry and cold food storage, microwaves, computers, scales, and other tools to help track market usage.
Pending				
EDA Tech Hubs	Central Carolina Clean Tech Hub	Federal	\$1,000,000	The Central Carolina Clean Tech Hub (C3TH) will focus on the advanced manufacturing of clean energy technology at the intersection of the Advanced Manufacturing and Advanced Energy Key Technology Focus Areas (KTFA 4 and 9, respectively). Given the existing strengths in clean technology research and development in North Carolina and recent sector growth demonstrated by projects from VinFast, Wolfspeed, Toyota and others, the nucleus of the C3TH will be central North Carolina, with future growth toward the coast (e.g. offshore wind) and toward the mountains (e.g. lithium mining). North Carolina Clean Energy Technology Center (NCCETC) at North Carolina State University, AdvanceNC—a consortium of 10 NC community colleges covering 18 counties led by CCCC, NC State University's Industry Expansion Solutions (IES) (higher education) and UNC Charlotte; The City of Sanford, Lee County, and Chatham County (government); the Research Triangle Cleantech Cluster (RTCC), VinFast, Wolfspeed, Toyota, ABB, Hitachi Energy, PowerSecure, FlexGen, Boom Supersonic, and Duke Energy (industry); Sanford Area Growth Alliance, Chatham EDC, EDPNC(?) (economic development); Capital Area Workforce Development and other respective WDBs; the Let's Do It Together Foundation, El Refugio.
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.

Submitted by Meghan Reece Brown
Associate Vice President, Institutional Advancement and Government Relations

2. Strategic Plan Extension

CCCC assembled a Strategic Planning Council in January 2019. This group met from February 2019 through February 2020 gathering data, assessing, and formulating the plan and outcomes. In July 2020, CCCC's Board of Trustees formally adopted the strategic plan entitled "Equitable Pathways to Achievable Dreams" for four years (2020-2024).

CCCC now requests a 1-year extension on the current strategic plan until June 30, 2025. This allows another year for strategy implementation and outcome tracking in a plan cycle that was interrupted by the pandemic and changes in leadership. This is consistent with the policies proposed recently by Campbell Shatley, P.L.L.C. for a 5-year planning cycle.

With this timeline, we will start the formation of the new strategic plan in Summer 2024.

3. Higher Education Emergency Relief Funds (HEERF) Update

Central Carolina CCC was awarded \$14.9M in three installments of HEERF funding. \$6.1M of these funds were dedicated to student financial aid, and all of those funds have been dispersed according to federal guidance. \$8.2M were dedicated to institutional purposes in preparing, preventing, and responding to the COVID-19 pandemic. Those funds have been allocated to additional faculty/staff, technology updates for distance education, student supports, PPE, outdoor spaces, and more. You can find the required quarterly reporting here, which breaks down the spending into categories.

As of May 1, 2023, CCCC had \$2.8M remaining, and has an extension until June 30, 2024 to spend the remaining funds. CCCC has allocated those dollars to HEERF-allowable expenses, which are now in progress. These expenditures include six (6) time-limited positions (4 currently unfilled) that have been bolstering academic and student supports during the pandemic and post-pandemic time period. These positions will end on June 30, 2024 and the employees were notified at hiring and throughout the fiscal year of the time-limited nature of the position.

The budget below shows the plan for expending the remaining monies and closing out the HEERF grant(s) in the coming year.

Project Projected Cost During 1 Year NCE (July 1, 2023 to June 30, 2024)	
Category	Projected Cost During 1yr NCE
Personnel	\$ 480,000.00
Fringe	\$ 212,000.00
Software	\$ 162,500.00
PPE Supplies	\$90,000.00
Network Supplies	\$500,000.00
Contractual	\$735,000.00
Equipment	\$325,053.56
Indirect Cost	\$144,450.00
SIP Funding	\$189,665.42
Total	\$2,838,668.98

Submitted by Meghan Reece Brown

Associate Vice President, Institutional Advancement and Government Relations

4. SACSCOC Correspondence (May 1, 2023 - Present)

- May 9 – Email from SACSCOC reminding that SACSCOC membership dues invoices were mailed on May 5, 2023 and are due July 31, 2023
- May 25 – Uploaded NCCCS approval of Elementary Education Residency Licensure Certificate program to the SASCOC portal for the Elementary Ed New Program Prospectus
- June 9 – SACSCOC approval of Certificate in Elementary Education Residency Licensure
- June 9 – SACSCOC approval of Central Carolina Academy as a new off-campus instructional site
- June 19 – Notification from SACSCOC that the 2023 Financial Profile and Indicators are due July 17, 2023
CCCC' 5th- Year Report is due mid-September, along with the QEP Impact Report.

In addition to the 5th-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 include Chatham Health Sciences, Lee County High School, Cape Fear Christian Academy, Seaforth High School, and Chatham Charter High School. A report on these sites will be due in August 2023.



BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

Marketing and External Relations Agenda

Date of Meeting:

July 31, 2023

Committee Members: Pat Kirkman, Chair
Gladys McAuley

Consent Agenda Items

Full Board Agenda Items

For Information Only

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

Updates for

MARKETING AND EXTERNAL RELATIONS

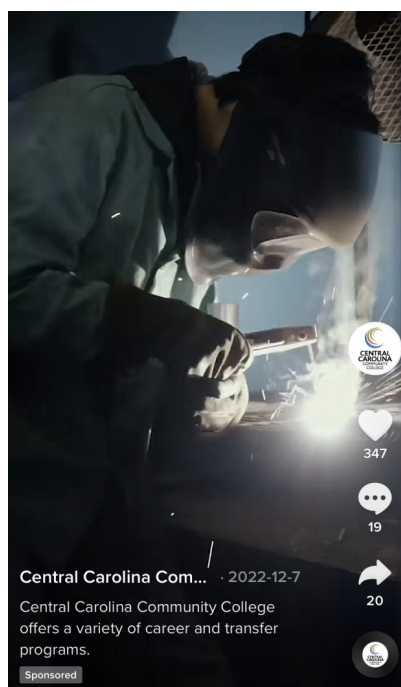
Marketing and Public Affairs

Collaborated with an external agency for the continued purpose of producing college-related videos. The most recent deliverables include videos for two of the college's career communities (program clusters). Five additional videos will be produced in Fall 2023.

- [Applied Technologies Video Link](#)
- [Health Sciences Video Link](#)

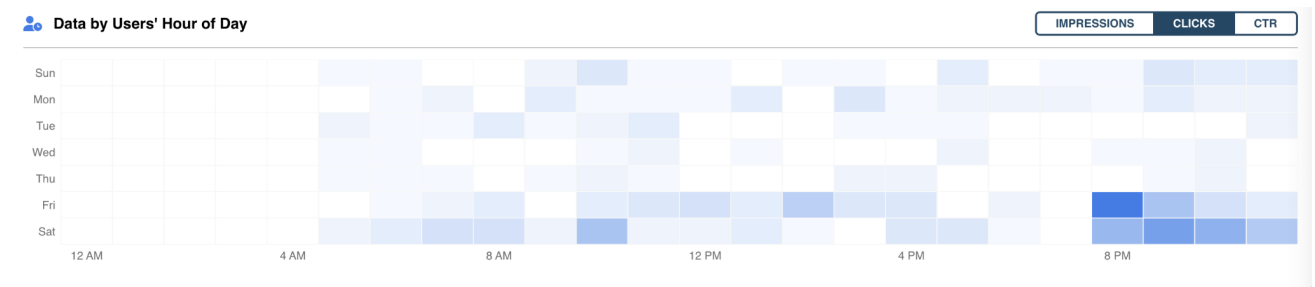
Implementation of a digital marketing campaign to engage with prospective students, which includes:

- A YouTube campaign that started in late 2022 and ran through April 2023. The campaign featured short videos about CCCC. The overall view rate was 74.58% – for individuals watching 100% of the videos.
- A TikTok campaign that resulted in 1,607,903 impressions in the Raleigh/Durham/CCCC service area market. Additionally, the campaign produced 3,804 total engagements and 3,021 clicks to the CCCC website.
- An ongoing Facebook and Instagram social media campaign continued to promote a variety of college programs, events, and activities. Collectively, the advertisements have resulted in over 2,400 clicks to the college website for additional information and/or follow up.



Implemented an apprenticeship marketing campaign to target employers and increase awareness of apprenticeship opportunities and benefits. The campaign ran in Spring 2023.

- Targeted display – promoted awareness with banner advertisements that appeared on websites and apps across mobile, desktop, and tablet devices. This resulted in 275 clicks to the apprenticeship webpage.



- Social media advertisements – supported awareness and increased reach across platforms, such as LinkedIn (493 clicks) and Facebook (2,588 clicks).
- Targeted email – For this campaign, email blasts were sent to individuals in the service area meeting any of the following interests: small business owner, medium business owner, business executive, and/or human resources. Of the 34,999 emails sent, 7,166 emails were opened, resulting in a 20.47% open rate (considered to be a strong open rate).

Central Carolina Community College
10,219 followers
Promoted

Looking to upskill and grow your own workforce? Start an apprenticeship program with Central Carolina Community College.

Grow your own workforce: start an apprenticeship program.

**CENTRAL CAROLINA
COMMUNITY COLLEGE**

Partner with CCCC
cccc.edu

[Learn more](#)

Invest in your employees and grow your workforce.

Start an apprenticeship program with Central Carolina Community College

[Learn More](#)

What is an Apprenticeship?

An apprenticeship is a training through which individuals acquire skills and knowledge. The training combines daily on-the-job learning with regular classroom instruction related to work requirements. For employers, apprenticeships are an effective way to grow your workforce.

Apprenticeship-English (60s)

Employer Benefits of an Apprenticeship Program

- For every \$1 invested in apprentices, employers receive an average of \$1.70 in additional value.
- Build and train a reliable workforce through a customized program with CCCC curriculum.
- CCCC handles all of the administrative tasks.

Which Employers Should Consider an Apprenticeship?

- Employers looking to upskill current employees.
- Employers looking to grow a skilled talent pipeline.
- Employers interested in investing in the local community.

[Learn More](#)

cccc.edu/apprenticeship/for-employers/

Questions?

Call or email our apprenticeship office:
Gerald Hunter Director, Apprenticeship & Applied Technologies
(919) 718-7065 | ghunter@cccc.edu

Implemented a television and billboard campaign to promote awareness of the college. The television campaign began in June 2023. Spots will run on broadcast (WTVD-ABC), cable (ex. AMC, ESPN, FX, Paramount), and CTV (connected TV/streaming). The billboard campaign began in July and includes multiple billboard locations within each service area county.



Phase One of the website redevelopment project (discovery and analysis) was completed in June 2023. This data-informed phase used multiple research methods to define and understand the user audiences and competitors, develop a content strategy and outline, and produce a findings report with specific recommendations. Phase Two, which focuses on content development, site map, and wireframe creation will begin in late Summer 2023.

Phase One highlights:

- Stakeholder interviews – identified goals, audiences (primary and secondary), and challenges
- Competitor analysis – reviewed competitor site structure and navigation, use of imagery and interactive content, and content on webpages
- User surveys – 574 respondents, which helped inform journey maps and key messages
- Heuristic evaluation – process where experts used rules of thumb to measure usability and categorize feedback (positive, low impact, medium impact, and high impact)
- Findings – current site has good information structure and primary navigation; recommend a consistent template for web pages; aesthetically simplify the navigation; increase prominence of the search functionality; adopt a mobile first approach



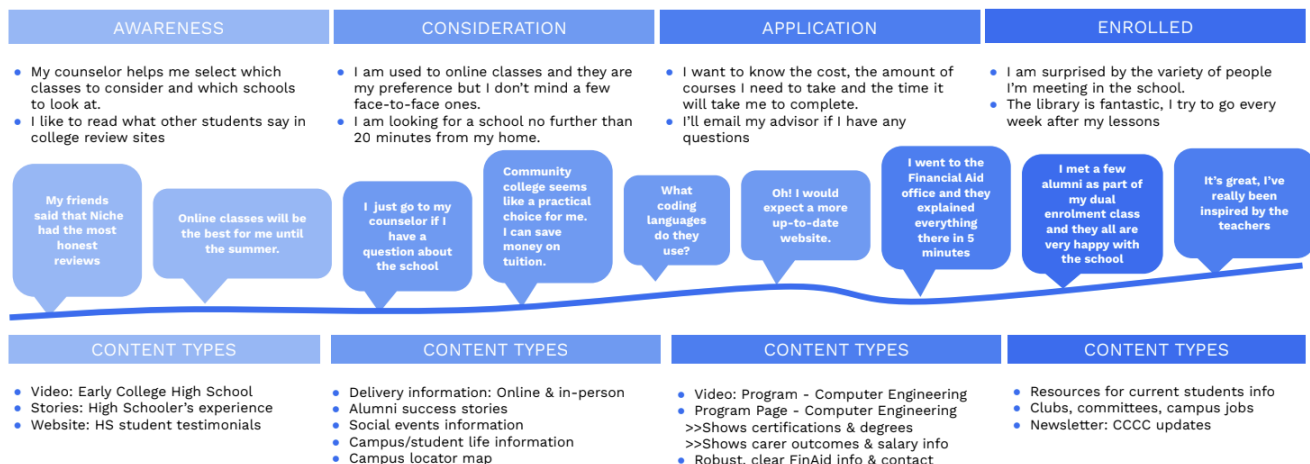
Kevin

Scenario

Kevin was helped by his advisor on which classes to pick up and the path to take towards achieving his ultimate goal: to become a software engineer. He has been able to get already some credits from last year and this year will complete his plan so it gets easier when he ends up in college. Kevin is looking forward putting a lot of his self-acquired knowledge to use.

Goals & Challenges

- Used to being at home, university looks like a big challenge and away from his family and friends.
- Understand what are the best paths to get to where he wants to get, either in time or in cost.
- Ease up his first years in 4 year university degree by taking as many classes while still in high school.



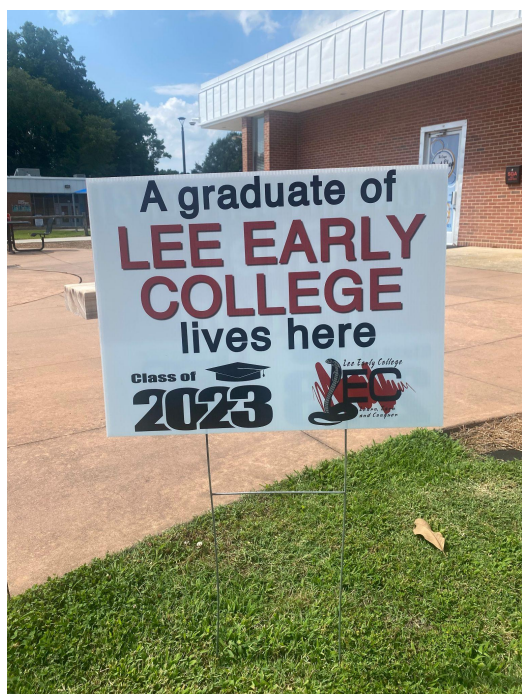
CCCC continues to share information, events, activities, successes, etc. with community members and students via multiple social media channels.

- CCCC has 14,167 Facebook followers as of June 27. Over the last 28 days, the CCCC Facebook page reach was 44,542.
- Top Facebook posts in the last 90 days have included the CCCC Culinary Showcase (11,583 post reach and 1,697 engagement) and the CCCC STEM Academy–Professional Services summer camp (5,281 post reach and 927 engagement).
- The CCCC Instagram page has 1,400 followers as of June 27. The past 28 days shows a 22,000 profile reach and 8,100 profile impressions.
- The CCCC LinkedIn page has 3,308 followers as of June 27. Over the past 90 days, page views are up 36.8% and unique visitors are up 42.1%.
- The CCCC Twitter page has 2,437 followers as of June 27. Tweet impressions totaled 29,300 for the April – May 2023 time period.

Business Services

Business Services continues to serve the entire college through printing services. Copies from January through June 2023 totaled 212,042 (146,960 color and 65,082 black and white).

The department has completed a variety of recent projects aimed at increasing the visual appearance at college locations, as well as supporting summer camps and other activities.





BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

Onboarding & Advising Agenda

Date of Meeting:	July 31, 2023		
Committee Members: Pat Kirkman, Chair Gladys McAuley			
Consent Agenda Items			
Full Board Agenda Items			
For Information Only			
Student Records and Registrar's Office, Student Onboarding and Success (Admissions), Academic Advising and Transfer, Student Recruiting, College Access, Institutional Research, and Navigate (Title III) Updates			

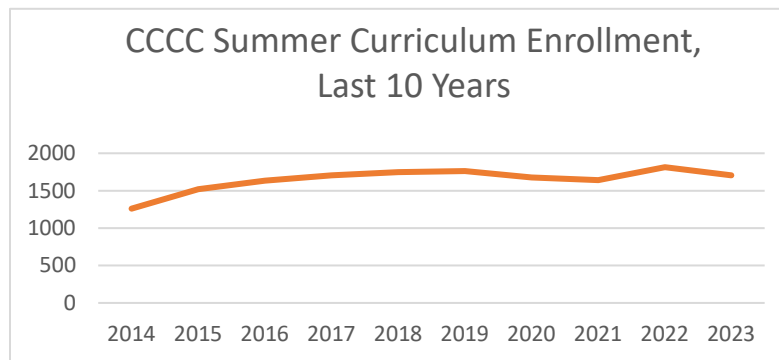
**Student Records and Registrar's Office, Student Onboarding and Success (Admissions),
Academic Advising and Transfer, Student Recruiting, College Access, Institutional
Research, and Navigate (Title III)**

July 2023 Board of Trustees Report

Note: The offices of College Access and Student Outreach and Recruiting moved to the Onboarding and Advising Division effective June 1, 2023.

Student Records and Registrar's Office

Summer Enrollment and Retention overview



- Overall, summer enrollment in 2023 was 6.5% lower than 2022. The most substantial difference was a program to offer free EDU classes in 2022 was not offered in 2023.
- Dual enrollment percentage of summer enrollment remained unchanged from 2022.
- Lee, Chatham enrollment was largely unchanged from 2022; Harnett enrollment was lower in 2023.
- Slight increase in the number of full-time students; small decrease in the number of declared special credit students.

Fall enrollment preview

- As of June 30, 2023, fall applications are up 3% and registrations are up 10.5%, compared to June 30, 2022.
- Our Institutional Research department has been developing enrollment models. At this point, the IR department is forecasting an enrollment increase of approximately 5.4% for high school students entering FA23. The overall enrollment is forecast to be approximately 5600, about 1% higher than FA22.

Enrollment and Retention Initiatives

- The “Pick up the Pace, Let’s finish the Race!” event was held on July 11th. This first-time event was to help students who had started the application process but still had questions, had not completed financial aid, or needed any additional assistance. More than 80 students were served.
- We will be implementing a new withdrawal procedure in FA23 that should reduce the number of student withdrawals from classes, thus increasing retention.
- We have implemented a required new student orientation component; as a general practice, required orientations improve student performance and retention.
- Drip campaigns in Slate (essentially coordinated, personalized communication plans) have been launched and will be expanded to all prospective students in the future, guiding them through the application and enrollment process.
- A strategic enrollment plan will be developed this fall to coordinate all recruiting, onboarding, and enrollment efforts.
- We have begun to explore the opportunity to admit international students in FA24. These students are required to be full-time, pay out of state tuition, and would enhance our campus culture and diversity efforts.

Student Onboarding and Success (Admissions)

- We are implementing a required orientation model. New students will need to complete an online introduction to the college; there is an additional option component for those who wish to come to campus, tour, meet faculty, and become acclimated to our campuses.
- We are continuing our NC Reconnect work by inviting adults who have completed some college back to CCCC to complete their degree. More than two dozen students are slated to return to campus this fall.
- For our competitive programs, all seats for fall have been filled for Dental Hygiene, Medical Sonography, Associate Degree Nursing, Practical Nursing, and Dental Assisting. The Veterinary Medical Technology program only has ten seats left before it is filled.

Academic Advising and Transfer

- We will hiring a new Associate Dean of Academic Advising and Transfer who will be working on these major projects for the upcoming year:
 - Reviewing and updating all articulation agreements with our college and university partners.
 - Conducting extensive work on our academic assessment of faculty advising
 - Offering comprehensive training on our new advising technologies and related processes
 - Expanding our library of videos for students so they can more easily navigate our new technologies.

College Access (K14 Promise Program)

- Our Promise/K14 program remains a popular option with our area high school students. The 2021 cohort has just ended; the 2022 cohort has 237 active students. The 2023 cohort has 371 students who have applied and are being reviewed to determine full eligibility.
- #RedCarpetRegistration- 2023 was our second year doing #RedCarpetRegistration in the local high schools, with the addition of one evening event on each CCCC main campus. We saw 301 students (graduating seniors) over the course of the event, and the day after the event ended, 149 of these students were registered for Fall 2023 classes. This is an increase of nearly 40% from 2022.

Student Outreach and Recruiting (SOAR)

- The SOAR office is actively implementing Slate to connect with prospective students, arrange tours, and conduct outreach.
- SOAR staff have followed with past applicants (2000+) who did not enroll and students who were deregistered for non-payment.
- SOAR staff have conducted dozens of campus tours for prospective students, assisted with #RedCarpetRegistrations, and distributed registration signs across the entire service area.
- The office has actively partnered with local high schools for tours, visits,
- SOAR staff are engaged in community events, including the Cape Fear Festival, Broadway Our Way Community Festival, Sanford Spinners
- Outreach continues to occur to 2023 fall applicants regarding scholarships, transcripts, and deadlines.

Institutional Research (IR)

- IR has received nearly 50 data requests this quarter.
- Institutional Research conducted a number of surveys in the spring, including the College Services survey, the Graduate survey, and the Enrolled Student survey.
- IR also assisted in completing the Best for Vets Survey. Last year CCCC was recognized as a military friendly college.
- IR has continued the monthly Infographic series. These have been well received and will continue throughout the year to boost data usage, interest, and literacy.

THE 2023 GRADUATE PROFILE



Central Carolina Community College 2022-23 Financial Aid

Why Submit a FAFSA?

Unlock the potential to receive aid!
 FAFSA completion makes you eligible for aid to help complete your goals.

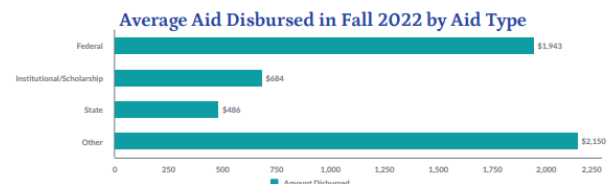
Total Financial Aid Disbursed
 Fall 2022
\$4,597,377

***54%**
 Students received aid in fall 2022

*Excludes dual-enrolled students

\$2,643
 Average aid package fall 2022

\$4.5M
 Aid disbursed in fall 2022



4,000+
 FAFSA's received in 2022-2023

\$10,945
 Annual savings compared to a 4-year school

381
 Received foundation aid

NEXT STEPS

- Fill out your FAFSA at <https://studentaid.gov/h/apply-for-aid/afsa>
- Work with [Financial Aid Office](#)
- Apply for [scholarships](#)



NAVIGATE and Slate

- We continue to implement Slate, our customer service management resource, to engage with all incoming students. Students receive regular, personalized communications to ensure they complete the application and enrollment process.
- Recent updates to the “application hub” include first week resources and additional resources to help students be successful. Videos have been added to make the resources easier to navigate.



[Application Hub](#)

[First Week Resources](#)

[Additional Resources](#)

Below are some essential resources and tips for your first week at Central Carolina Community College. Our aim is to facilitate a smooth transition into college life, by providing all the necessary information in one place. We know the first week of college can be confusing! Here are some resources to start you off right.

Remember, the journey of a thousand miles begins with a single step. And we're right here beside you for every single one of them.

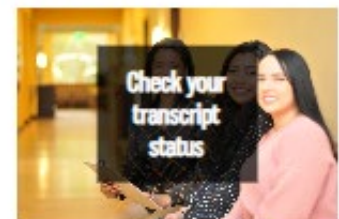


Need a Map? 

[Chatham Main Campus Map](#)
[Harnett Main Campus Map](#)
[Lee Main Campus Map](#)

 **Need to Pay?**

Visit our [Business Office site](#) for information on paying for your classes.





BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

STUDENT SERVICES DIVISION AGENDA

Date of Meeting:	July 31, 2023		
Committee Members: Pat Kirkman, Chair Gladys McAuley			
Consent Agenda Items			
Full Board Agenda Items			
For Information Only			
<ol style="list-style-type: none">1. Athletics, Summer 20232. Student Activities, Summer 20233. Financial Aid, Summer 20234. Campus Security, Summer 20235. Library, Summer 20236. TRiO, Summer 2023			

Athletics, Summer 2023

Men's and Women's Basketball have now moved up to Division 2 competitive play which allows us to play at a higher level of competition in a closer geographical region than previously. This level also gives us the ability to grant athletic scholarships. The men's team currently has 22 incoming freshmen, with 19 being In-State. Women's basketball currently has 14 incoming freshmen, with 8 being In-State.

Women's Volleyball is off to a great start. Coach Langston has brought in 9 new freshmen, all being local student athletes.

Cross Country is gearing up for another Regional Championship this coming fall. All athletic schedules are complete at this time and will be added to our college website very soon.

Recruiting has gone well for all sports, with 56 student athletes coming for the Fall 2023 semester.

Volleyball, Men's & Women's Basketball will be having dedicated games (Military Appreciation Night, Educators Night, First Responders Night, etc.) to get our community engaged and involved in all of our programs and teams and adding their support.

Plans are to bring back Men's Golf next year for the 2024-2025 academic year, along with adding Women's Golf.

Student Activities, Summer 2023

Spring Fling was a huge success with more than 800 attendees.

We closed out the semester with three Exam Cram programs to help students de-stress during final exams.

Summer programming has included several activities and we will be celebrating National Blueberry Muffin Day and National Ice Cream Day.

- The incoming 2023-2024 Student Government Association Executive Board has been elected and all eleven positions have been filled. Regional Spinks will return as President.
- Upcoming Fall events to take note of include Fall Welcome Week programming, Trunk-or-Treat, Fall Fest, and the Angel Tree program.

Financial Aid, Summer 2023

2022-2023 To Date Totals

Total FAFSA's Rec'd for 2022-2023: 4,320

Students Awarded and Disbursed by Year: 2,649

Total Federal/State Aid Disbursed: \$7,457,253.79

2023-2024 To Date Totals

Total FAFSA's Rec'd for 2023-2024: 3,179

Students Awarded Federal/State Aid: 1,080

Total Aid Awarded NOT Disbursed: \$10,581,720

First 2023-2024 disbursement will occur in September 2023

Veterans Affairs Information

There are currently have 130 Military Affiliated students enrolled in the Summer 2023 semester. There were 22 students who completed their Program of Study in either the Fall 2022 or Spring 2023 semesters.

There are already 120 Military Affiliated students enrolled for the Fall 2023 semester.

The Associates Programs which these students pursue the most are Associates in Arts, Associates in Science, Business Administration, and the Health Sciences. When looking to complete a Diploma or Certificate, many of the students look to Automotive Repair Programs, Barbering, Motorcycle Mechanics and some form of Information Technology.

Campus Security Summer 2023

Attended 4 Active Shooter Drill meetings.

Conducted Lockdown Drill with local law enforcement and emergency personnel on Lee Main Campus on May 12, 2023.

Attended Active Shooter drill on Harnett Main Campus for preparation for Active Shooter Drill on October 10, 2023.

Provided security for 2023 Spring graduation.

Provided security for Activity Day at Civic Center.

Completed Power Point Video of security procedures for Human Resource Department for New CCCC Hires.

Purchased 8 Automated External Defibrillator (AED) through CCCC's Foundation for Lee Main Campus. They should be in by September 2023.

Monthly inspection of Blue Light Call Boxes. Two are under repair at this time (Lee Main and Harnett Main)

Completed IT training.

In the process of writing procedures for an Incident Command Center for Dr. Chapman.

Renewed Omnilert Mass Alert System Contract for July 2023 – July 2024

Security Assisted Students with (2) unlocking their vehicle, and (4) jump starting their vehicle in the 2 nd Quarter, 2023

Renewed numerous Faculty/Staff Cougar Alert Notification.

Attended Full Student Services Divisional Meeting.

Worked with VP Hoyle and IT to get cameras installed in the Cosmetology Department of the Bud Building.

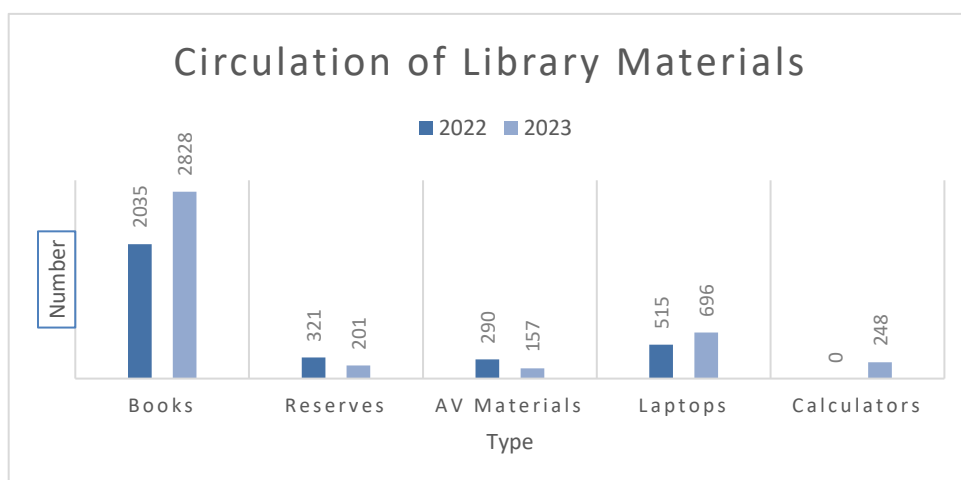
Sent out Two Cougar Alerts in April for Bomb Threat Incidents at Lee Senior High School.

Library, Summer 2023

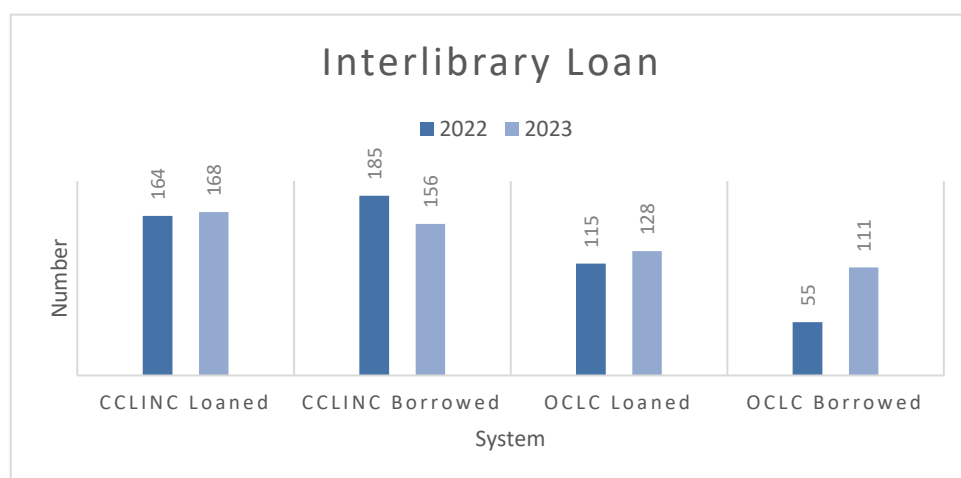
Library Usage Report: Fiscal Year 2022-2023

July – June

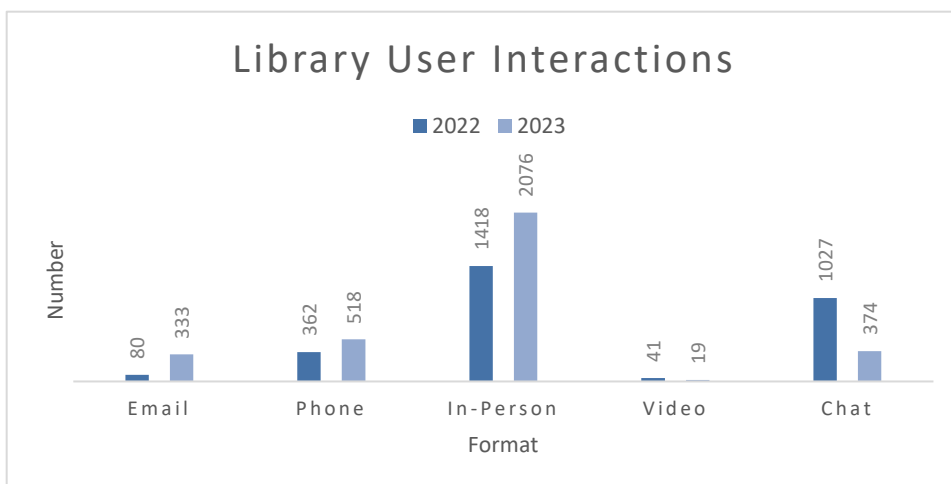
*Note: Data reflects stats gathered through June 27, 2023. Full stats are available after the end of the month.



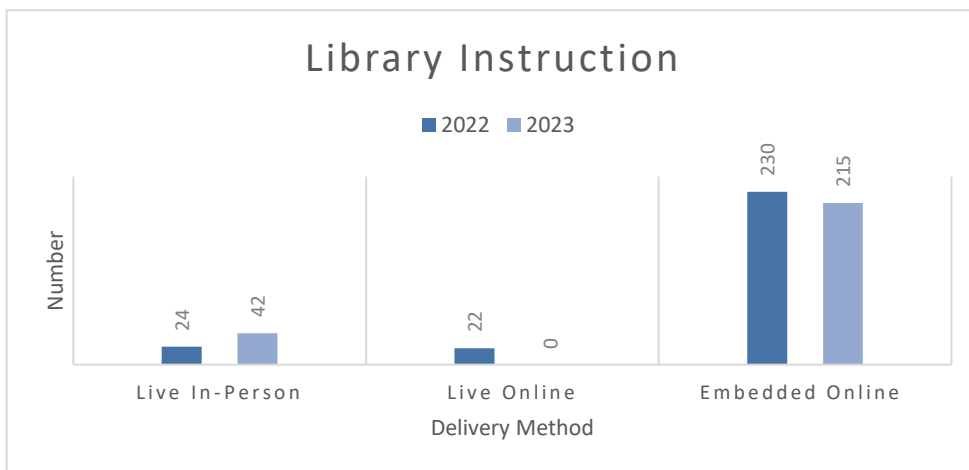
Circulation numbers overall have **increased by 31%** year over year. The addition of W.O.W. (bookmobile) and circulating calculators in August of 2022 contributed to the **increase by 13%**. AV materials (DVDs & Audiobooks) **decreased by 46%**. The continued decrease in AV materials can be attributed to the continued growth in film and audiobook streaming.



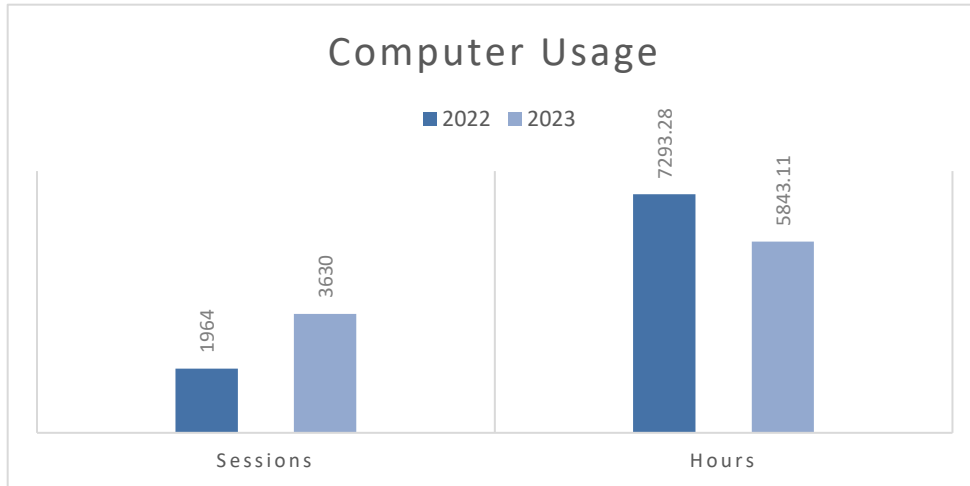
Total materials loaned through interlibrary loan **increased by 7%** year over year. Total materials borrowed through interlibrary loan **increased by 7%** year over year. CCLINC items are loaned to and borrowed from other NCCC Libraries. OCLC items are loaned and borrowed worldwide from Non-NCCC Libraries.



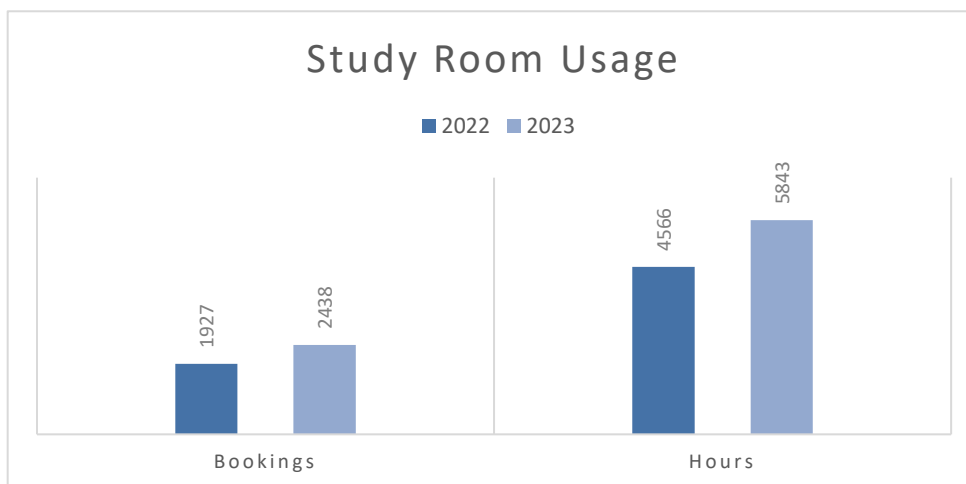
Total interactions with students have **increased by 13%** year over year. Video and Chat interactions **decreased by 63%** while in person exchange **increased by 46%**.



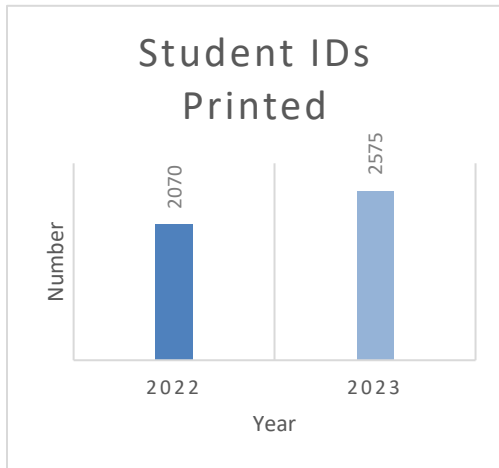
Total live in-person instruction sessions **increased by 75%** year over year. Live online instruction sessions **decreased by 100%**. Embedded online courses **decreased by 7%**. Embedded courses are tracked by semester and coincide with course offerings.



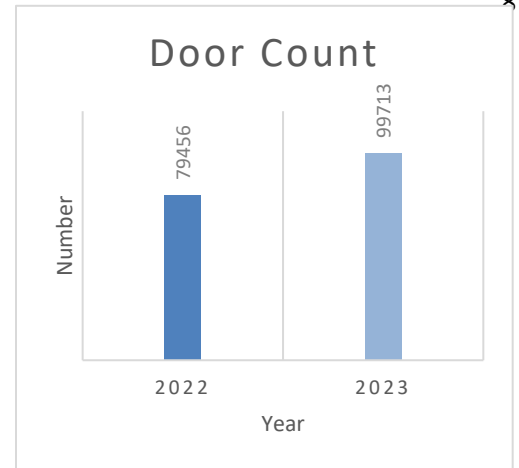
The total number of login hours **decreased by 20%** in 2023. However, the total number of login sessions **increased by 85%**.



Study Room usage increased in 2023. The total number of bookings **increased by 27%** with the total number of hours **increasing by 28%**.



The total number of student ID cards printed **increased by 24%** year over year.



Gate count **increased by 25%** year over year.

TRiO, Summer 2023

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 \$1,200.00

*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

b. Cougar Market-

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

CCCC's 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

- Our largest cohort of JCS Participants will be completing/exiting the program on June 30, 2023; roughly 11 students.
 - Examples of short-term trainings completed include, Industrial Manufacturing Technician, Google IT Support Technician, Nurse Aide, and Phlebotomy Technician
 - The majority of these individuals have registered for the Fall 2023 semester here at CCCC where they will continue to pursue their post-secondary education!
- Currently, all JCS staff, excluding the director, have departed the program and have secured other employment here at the college (2 team members) or have decided not to seek any employment at this time.

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.

- Interview Preparation
- How to Succeed the 1st 2-weeks on the Job
- Email Etiquette
- Self-Advocacy
- 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!

- What can CCCC's Career Center do for me?

JCS Participant Success Story:

While recently helping a Job Corps Scholar Participant secure a membership into the American Academy of Professional Coders and purchase her exam vouchers, she shared some wonderful news with me; she completed her Medical Billing Coding career technical training course at the top of her class! This student not only excelled within this roughly 6 month, fast paced course but was also an activate Job Corps Scholars Program Participant. She regularly attended workshops and events, and often asked engaging and pertinent questions. I have provided a quote from an email she recently sent that represents the impact we have on the lives of CCCC students. The Job Corps Scholars Program team did not do it alone; many staff and faculty here at CCCC helped play a role in this young woman's success. We are excited to see what the future hold for this CCCC Alumnus, and future professional Medical Billing Coder!

Job Corps Scholar Participant and completer of [CCCC's Medical Billing Coding course](#):

"I just wanted to say I appreciate you and Brianna [former JCS team member] for all your help these past few months while taking this course to help better myself. I'm more than grateful for this opportunity and to know that it will give me better opportunities in life and put me on track to the career I want. I appreciate how you guys show up & show you care for us."

Trio Veterans Upward Bound Who We Serve:

- VUB is designed to motivate and assist veterans in the development of academic and other requisite skills necessary for acceptance and success in a program of postsecondary education. The program provides assessment and enhancement of basic skills through counseling, mentoring, tutoring and academic instruction in the core subject areas. The primary goal of the program is to increase the rate at which participants enroll in and complete postsecondary education programs.
- Participants have the opportunity to earn stipends of \$40.00 a month paid out at the end of each quarter. Stipends are earned through program participation.
- Individuals must have at least 180 days of active service with better than a dishonorable discharge.
- They must be either low-income (based on their adjusted gross income and number of dependents in the household) and/or a first-generation college student (neither parent earned a 4-year degree).
- All individuals must demonstrate academic potential as well as have academic need.
- Service area consists of Chatham, Harnett, Johnston, Lee, and Wake counties. We work in conjunction with Johnston CC and Wake Technical CC.

Enrollment/Recruitment Data:

- Veterans Upward Bound is funded to serve 125 individuals
 - Current enrollment 109
- Recruitment/Grant Timeline:
 - One application currently in review
 - 15 additional participants needed to reach recruitment goal by 09.30.2023

Program Updates:

Graduation Honor Cord Distribution Event: In May, Central Carolina Community College and Veterans Upward Bound had the privilege of recognizing CCCC's Spring 2023 graduates who served, or are currently serving, in the United States military by distributing graduation honor cords in acknowledgment of their commitment, service, and sacrifices. In partnership with CCCC's Veterans Affairs Office and the Central Carolina Community College Foundation, these graduates were recognized for their perseverance and determination as they dropped-in to receive their graduation honor cords. This opportunity allowed us to express our deep appreciation for their service and celebrate their academic success.

Outreach & Networking Luncheon: Also in May, Veterans Upward Bound hosted an Outreach & Networking Luncheon at the Wicker Center. Numerous veteran-serving organizations and community partners were in attendance; each having the opportunity to share resources and discuss how they serve the veterans within our communities. The event included presentations by Veterans Upward Bound and Central Carolina Community College's TRiO Student Support Services. Perhaps one of the most exciting moments of the event was hearing from a current Veterans Upward Bound participant and a CCCC and Veterans Upward Bound Alumnus. Both engaged in a Q&A session with the attendees and shared how this beneficial program has helped them with their education journey and beyond.

Current/Planned Activities:

VUB Academic Programs: All Veterans Upward Bound projects must provide instruction in mathematics through pre-calculus, laboratory science, foreign language, composition and literature annually.

Academic Programs facilitated during April, May, June:

- Literature Refresher

Planned Academic Programs facilitated during July, August, September:

- Laboratory Science Refresher ("How to study for, and be successful in, college level science courses")
- Foreign Language Refresher ("Conversational Spanish- currently in the planning stages)

VUB Workshops: Other required services include, education and/or counseling services designed to improve the financial and economic literacy of participants, instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school (college prep). These services are delivered in the workshop format. Workshops occur once a quarter. These are a time for VUB Participants to come together to learn and have open discussions with one another.

VUB Workshops facilitated during April, May, June:

- Career Exploration (CCCC's Career Center)
- College Preparation (Boots to Books: It's a Mindset)
- Computer Basics (System & Softwares)
- Financial Literacy
- PTSD Awareness Wellness Art Workshop

Planned VUB Workshops facilitated during July, August, September:

- College Preparation
- Computer Basics ("Getting Started")
- Financial Literacy (Understanding Credit Scores and Financial Services)
- Yoga Wellness Workshop

VUB's Annual Awards & Recognition Banquet: This annual banquet will be held on the evening of Thursday, 08.31.23. The dinner is held to celebrate those participants who have successfully completed the VUB program, and to recognize VUB participants' accomplishments. This year's theme is *Veteran Entrepreneurship*. As we equip our program Veterans with knowledge and motivation surrounding entrepreneurship, we will have 2 guest speakers; a local veteran business owner with Canopy Financial Solutions and a representative from [NC Veterans Business Association](#).

9-11 Commemoration: Currently in the planning phase, this commemoration event is for remembering this historic day, and honoring our first responders. We are working with a respected CCCC history teacher to create a presentation surrounding the day's events and having a viewing in the auditorium in the Wicker Center. This is a vital piece to ensure we are educating those who may not necessarily be familiar with the tragic day and its aftermath. We are working with CCCC's Academic and Cultural Enrichment Series (ACES) to open the event up to not only CCCC staff, faculty, and students, but beyond.

In partnership with the SGA, will also be providing the traditional donuts, coffee, and bottled water to CCCC staff, faculty, and students who are first responders, military, or veterans at the Emergency Services Training Center in Sanford, and Chatham and Harnett main campuses the morning of 9-11.

Veterans Day: Currently in the initial planning phase, this celebration event is to honor America's veterans; celebrating their willingness to serve and their sacrifices. There are big changes coming to this event here at CCCC, including the vision of the event being attended by not only CCCC faculty, staff, and students, but by the wider community as well.

Trio Upward Bound and 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

- All of our summer programs got off to a great start. These are six week long
programs for each grade level. Each program will end with a Cultural Enrichment
Trip to either Asheville, NC, Williamsburg, VA, or Washington, D.C. to tour
colleges and visit historical or STEM related attractions in those areas.
- We are at 100% for our funded-to-serve numbers in UB-Lee grant, and we are
around 95% funded-to-serve for our UB-Harnett and UB-Math and Science
grants. We hope to reach 100% by mid July.

Current Activities

- Summer Residential Program at Campbell University

- o Move-In Date: June 18, 2023

- Location: Campbell University
 - Number of Participants: Approximately 30
 - Purpose: Instruction in Core Subjects and On-Campus Residential

Experience

- Required Service: 645.11 b) Any project that has received funds under this part for at least two years must include as part of its core curriculum in the next and succeeding years, instruction in— 1) Mathematics through pre-calculus; laboratory science, foreign language, composition, and literature.

- Summer Academy-Non-residential

- o Start Date: June 19, 2023

- Location: Campbell University
 - Number of Participants: Approximately 30
 - Purpose: Instruction in Core Subjects and On-Campus Residential

Experience

- Required Service: 645.11 b) Any project that has received funds under this part for at least two years must include as part of its core curriculum in the next and succeeding years, instruction in— 1) Mathematics through pre-calculus; laboratory science, foreign language, composition, and literature.

- Summer Internship Program

- Number of Participants: 30

- Purpose: Rising Seniors get to experience a workplace setting in the career field of their choice to shadow professionals in that field with some hands-on experience.
- Optional Service:
- Summer Bridge Program
 - 22 recently graduated high school seniors are participating in the Summer Bridge
 - These students are taking between 3-6 credit hours at CCCC to better prepare them for their college entrance in the fall of 2023
 - Additionally, students attend a weekly seminar designed to better prepare them for their arrival on campus following the summer.
- College Tours
 - Students are attending weekly college tours across the state in an effort to grow their desire and aptitude of universities in the area
 - Students have already visited East Carolina University in Greenville, NC.
 - Additional tours are planned for: Duke University, University of North Carolina - Greensboro, North Carolina State University
 - The previously mentioned Cultural Enrichment Trips also include college tours of: High Point University, Western Carolina University, The College of William and Mary, Elizabeth City State University, George Washington University and Howard University.

Upcoming Activities

- Student Summer Work Showcase
 - o Date: July 26, 2023
 - o We will showcase the work students have done in their academic courses this summer, have student speakers to talk about their internship experience, and recognize student achievements this summer.

Program Highlights

- Senior Accomplishments
 - o 43 seniors submitted 200+ applications to 2/4 year schools
 - o Program received 151 acceptances to schools with an acceptance rate of 71%
 - o Program participants submitted 100+ scholarships
- CCCC's UB/UBMS Program 2
 - o Program participants earned more than \$800,000 in financial aid
 - o Participants accepted into 63 different colleges and universities
 - o Participants accepted into 4 of the top 10 universities in the nation according to US News Ranking
 - o Participants accepted to 5 of the top 12 public universities in the nation according to US News Ranking
- Achievements
 - o Upward Bound Scholar's Bowl Team traveled to Atlanta, GA to compete in the regional scholar's bowl tournament. The team won third place in Atlanta. Team members: Victor Zarate, Emelie Hemmingway, Chyann Yarbrough, Ryan Gregory.

Academic Assistance Center

Fall 2022 / Spring 2023 Summary: the Academic Assistance Centers (AACs) provided **3,520.25 hours** of tutoring (synchronous real-time services) for **327 students** in **83 courses**.

Tutoring Totals						
	One-on-One Tutoring (Total Hrs)	Group Session (Total Hrs)	Supplemental Instruction (Total Hrs)	STEM Lab (Total Hrs)	Writing Center (Total Hrs)	Online Writing Lab (Total # of Submissions*)
Face-to-Face Contact Hours	1,080.25	191.00	156.75	778.50	279.00	—
Online Contact Hours	347.75	15.25	0.00	615.00	56.75	1,503
Totals	1,428.00	206.25	156.75	1,393.50	335.75	1,503

**Writing and Reading Center (WRC) Coaches have reviewed 1,503 student writing assignment submissions (asynchronous services- email consultations) for an estimated 871.00 hours.*

Fall 2022 / Spring 2023 Summary: AACs proctored **816 tests**.

Test Proctoring Totals		
Chatham	Harnett	Lee
247	77	492

Spring 2023 Highlights

Student Employee Achievements

- Lana Farah of the Chatham AAC who received the Academic Excellence Award in Spanish
- Sarah Lawter of the Chatham AAC who received the Academic Excellence Award in Electrical Systems Technology
- Aine Sotillo of the Chatham AAC who received the Excellence in Academic Assistance Award
- Dylan Wallen of the Chatham AAC who received the Outstanding Student Award in Humanities/Oral Communication and the Academic Excellence Award in Sociology
- Alexander Williams of the Chatham AAC who received the Academic Excellence Award in Medical Assisting
- Makenzie Cox of the Lee AAC who received the Academic Excellence Award in Psychology
- Victoria Nelson of the Lee AAC who received the Outstanding Student Award in Physical Science
- Kyle Selem of the Lee AAC who received the Excellence in Academic Assistance Award
- Jackie Vollbracht of the Lee AAC who received the Academic Excellence Award in the Associate in Science
- Summer Alsagani, Carol Cottrell, Makenzie Cox, Jocelyn Gomez, Nubia Orellano, and Jackie Vollbracht of the Lee AAC who all have earned their high school diplomas from Lee Early College; Jackie Vollbracht also had the special honor of being the Lee Early College graduation ceremony speaker for 4th-year students.
- Sarah Lawter of the Chatham AAC who graduated with an AAS in Electrical Systems Technology
- Jessica Webb of the Chatham AAC who graduated with an AAS in Building Construction Technology; Jessica Webb had the special honor of being the Central Carolina Community College spring graduation ceremony speaker at the 2 p.m. ceremony.
- Lana Farah of the Chatham AAC will be transferring to UNC Chapel Hill.
- Willis Flores of the Chatham AAC will be transferring to UNC Charlotte.
- Jocelyn Guadalupe-Ramirez of the Chatham AAC will be transferring to UNC Chapel Hill.
- Solveig Lee of the Chatham AAC will be transferring to Meredith College.

- Isai Ocampo of the Chatham AAC will be transferring to Appalachian State University.
- Aine Sotillo of the Chatham AAC will be transferring to UNC Charlotte.
- Jacqueline Tamayao of the Chatham AAC will be transferring to UNC Chapel Hill.
- Dylan Wallen of the Chatham AAC will be transferring to Appalachian State University.
- Summer Alsagani of the Lee AAC will be transferring to UNC Charlotte.
- Carol Cottrell of the Lee AAC will be transferring to NC State University.
- Makenzie Cox of the Lee AAC will be transferring to Liberty University.
- Jocelyn Gomez of the Lee AAC will be transferring to Elon University.
- Nubia Orellano of the Lee AAC will be transferring to UNC Chapel Hill.
- Jackie Vollbracht of the Lee AAC will be transferring to Brown University.
- Cassidy Henderson of the Harnett AAC will be transferring to Hollins University.
- Emma Williams of the Harnett AAC will be transferring to UNC Wilmington.
- Aliyah Cardin of the Harnett WRC will be transferring to Methodist University.
- Shyanne Denning of the Harnett ACC will be transferring to UNC Pembroke.

Personnel News

- Jessica Bridges has been hired as a Chatham Writing Coach.
- Michelle Vacchio has been hired as a Harnett Writing Coach.
- With stunning recommendations from Shelly Watkins, Emma Williams and Wendi Brant have been hired as Harnett Biology Tutors.