

***Central Carolina Community College  
Board of Trustees Committee Meetings  
February 2024***

**Monday, February 5, 2024**

***Personnel Committee***

***Date: 2/5/2024***

***Time: 9:30 a.m.***

Bobby Powell, Chair  
Genia Morris  
Chip Post

***Building & Grounds Committee***

***Date: 2/5/2024***

***Time: 11:00 a.m.***

George Lucier, Chair  
Bill Tatum  
Jim Womack

***Program Committee***

***Date: 2/5/2024***

***Time: 12:30 p.m.***

James Crawford, Chair  
John Bonardi  
Derrick Jordan

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

***Date: 2/5/2024***

***Time: 2:00 p.m.***

Pat Kirkman, Chair  
Gladys McAuley  
Taylor Vorbeck

***Finance Committee***

***Date: 2/5/2024***

***Time: 3:30 p.m.***

Jim Burgin, Chair  
Jamie Kelly  
Gordon Springle

***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 February 2024 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  
February 7, 2024*

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

### **Consent Agenda**

#### ***Minutes***

Approval of Minutes

- ❖ Board of Trustees Meeting Minutes, October 25, 2023

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

1. Approve Personnel Committee Meeting Minutes, October 2023
2. Ratify the Email Vote for the Draft Policy for Vaccinations
3. Ratify the Email Vote for the Temporary Policy for Excess Fee Receipts
4. Receive Attrition and Turnover Report
5. Approve New Employees and Promotion/Position Changes
6. Approve Holiday Calendar 2024-2025

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

1. Approve Finance Committee Meeting Minutes, October 2023
2. Approve State Budget Report
3. Approve Lee County Budget Report
4. Approve Chatham County Budget Report
5. Approve Harnett County Budget Report
6. Approve Investment Asset Account Report
7. Approve Civic Center Budget Report
8. Approve For Good of School Budget Report

#### ***Building & Grounds Committee***

1. Approve Building & Grounds Committee Meeting Minutes, October 2023

***Program Committee***

1. Approve Program Committee Meeting Minutes, October 2023

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

1. Approve Student & Academic Support Services Committee Meeting Minutes, October 2023
2. Receive Revenue Report (Foundation)
3. Approve Grants and Strategic Initiatives: In Progress (Institutional Advancement)

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

***Personnel Committee***

No Agenda Items

***Finance Committee***

1. Approve Fiscal Year 2023-2024 College Budget

***Building & Grounds Committee***

1. Approve Form 3-1 Amendment for Bioprocessing Building Renovation project
2. Approve Form 3-1 Amendment for Moore Center Main Building Phase I Renovation

***Program Committee***

1. Public School Partnership Agreements (Curriculum)

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

No Agenda Items

***Foundation Update***

***Other Items***

***Comments by President***

**Board of Trustees  
Central Carolina Community College  
Harnett Health Sciences Center  
October 25, 2023**

**Members Present:** J. Bonardi, J. Burgin, J. Kelly, P. Kirkman, G. McAuley, G. Morris, J. Philpott, C. Post, B. Powell, G. Springle, B. Tatum, T. Vorbeck, J. Womack, R. Spinks, SGA Representative

**Members Absent:** J. Crawford, D. Jordan, G. Lucier

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

**Staff:** L. Chapman, J. Matthews, M. Hall, K. Short, M. Dishman, R.V. Hight, M. Brown, M. Robertson, E. Hare, S. Byington, K. Hoyle, S. Hunt, J. White, L. Whitaker

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.

The Board packet was presented on the overhead projector screen to allow attendees to see the packet (included details of all items below) which Board members had received earlier via email.

Chairman Philpott called to the attention of the Board one change in the minutes from the September 12, 2023 meeting. Under Building & Grounds Committee, in the first sentence the word “meet” should be “met”. Trustee Vorbeck made a motion to approve the Consent Agenda with the one change to the meeting minutes. Trustee Kirkman seconded the motion. The motion carried unanimously.

Chairman Philpott requested to add an item under Building & Grounds for Full Board consideration and deliberation: 2. Approve the Proposed Naming of the Sustainable Ag Building on the Chatham Main Campus after Vice Chair, Trustee George Lucier. Trustee Tatum made a motion to approve the request. Trustee Womack seconded the motion. The motion carried



unanimously.

### **Personnel Committee**

Chairman Philpott indicated there were no Full Board Agenda Items for the Personnel Committee.

### **Finance Committee**

Chairman Philpott indicated there were no Full Board Agenda Items for the Finance Committee.

### **Building & Grounds Committee**

In the absence of Building & Grounds Committee Chair Trustee Lucier, Chairman Philpott called on Trustee Womack. Trustee Womack indicated the first item on the agenda was to Approve the Recommendation to NCDOT regarding R-5959 Kelly Drive Re-Routing Project. Harnett County Provost Matthews shared with the Board the updated proposed NCDOT rendering of the Kelly Drive re-route which would include two roundabouts in the project. The additional roundabout is designed to maximize interchange utility with Greenhawk development's collector road that connects with Rosser Road/Broadway Road. This came as a recommendation from the Building & Grounds Committee. The motion carried unanimously. The next item was to approve the Proposed Naming of the Sustainable Ag Building on the Chatham Main Campus after Vice Chair, Trustee George Lucier. Chairman Philpott read the Resolution of the Chatham County Board of Commissioners honoring Dr. George Lucier. Trustee Womack made a motion to approve the naming of the Sustainable Ag Building on the Chatham Main Campus after Trustee George Lucier. Trustee Vorbeck seconded the motion. The motion carried unanimously.

### **Program Committee**

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

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

Chairman Philpott called on Student and Academic Support Services Committee Chair, Trustee Kirkman. VP Hoyle gave an overview of security proposal. Trustee Kelly made a motion to authorize the administration to finalize the details and submit a concrete new security plan for approval. The motion was seconded by Trustee Powell. The motion carried unanimously.

### **Foundation Report**

Dr. Hare reminded the Board of upcoming events; the Foundation Scholarship Luncheon will be on Wednesday, November 15, 2023 at the DAWCC and the CCCC Foundation Cougar Express Drive-Thru would be Thursday, November 30, 2023 at the DAWCC. The 2023 Annual Fund Drive ends on December 31, 2023.

### **Other Items**

Chairman Philpott told the Board he had received notification from Julie Woodson, President and CEO of the NCACCT that the State Board would no longer have a Legislative Committee. President Woodson asked Chairman Philpott if he would serve as liaison on the Trustee Association Finance Committee, which he agreed to do. Chairman Philpott has also been appointed as a member of the State System Advisory Council.

### **President's Report**

Dr. Chapman informed the Board, in relation to the state budget, that we are working diligently to get the individual salary retro pay included in the November paychecks. She told the Board that the college-wide salary review had been completed as well. Dr. Chapman gave an overview of the college funding, including impacts of lost Chatham County multicampus funding. Dr. Chapman concluded with two communication updates in response to requests on the president's annual

evaluation. The Board of Trustees Committee meeting minutes will be prepared and sent out on the Tuesday after the committee meetings. Dr. Chapman also reported that she will work with the county school superintendents to provide an annual presentation regarding how CCCC is partnering with the school systems. Some Board members suggested the possibility of inviting school board members for an annual presentation at a joint dinner when the Trustees are conducting a Board meeting in the various counties. Dr. Chapman indicated that she would coordinate with the county school superintendents regarding the most appropriate way to provide the information to the respective county school boards. In addition, a bi-monthly newsletter will be crafted to be sent out to the service area leadership regarding things happening at CCCC.

Chairman Philpott recognized Regonal Spinks, the SGA representative and asked if he had any remarks for the Board. Regonal shared with the Board he felt that many students, including himself, were struggling financially. Chairman Philpott brought up the Dreamkeeper Fund. E. Hare shared statistics on the number of students that had been helped and the dollar amount that had been paid out of this fund. Trustees and Foundation Board members may be able to raise funds to replenish the Dreamkeeper Fund in order to assist more students so they can focus on their education.

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



# BOARD OF TRUSTEES

## PERSONNEL COMMITTEE

### AGENDA

Date of Meeting:

February 5, 2024

**Committee Members:** Bobby Powell (Chair)  
Genia Morris  
Chip Post

#### Consent Agenda Items

1. Approve Personnel Committee Meeting Minutes, October 2023
2. Ratify the Email Vote for the Draft Policy for Vaccinations
3. Ratify the Email Vote for the Temporary Policy for Excess Fee Receipts
4. Receive Attrition and Turnover Report
5. Approve New Employees and Promotion/Position Changes
6. Approve Holiday Calendar 2024-2025

#### Full Board Agenda Items

#### For Information Only

<b>Meeting Name:</b>	Board of Trustees / Personnel		
<b>Date of Meeting:</b>	October 23, 2023	3:30 pm	Virtual (V) and in Person (P)
<b>Members Present:</b>	J. Philpott (P), B. Powell (P), G. Morris (V), C. Post (V)		
<b>Staff:</b>	L. Chapman (P), M. Brown (P), L. Whitaker (P)		
	<b>Discussion</b>		
<b>Consent Agenda</b>	<ol style="list-style-type: none"> <li>1. Approval of Personnel Committee Meeting Minutes September 6, 2023 Trustee Morris made the motion to approve the Personnel Committee Meeting Minutes, September 6, 2023. Trustee Post seconded the motion. The motion carried unanimously.</li> <li>2. Receive Attrition and Turnover Report</li> <li>3. Approve New Employees and Promotion/Position Changes. Chairman Philpott made a motion to Approve New Employees and Promotion/Position Changes. Trustee Post seconded the motion. The motion carried unanimously. Trustee Morris made a motion to adjourn the meeting. Trustee Post seconded the motion. The motion carried unanimously.</li> </ol>		
<b>Full Board</b>	No Agenda Items		
<b>For Information Only</b>			

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

---

**STUDENT SERVICES  
SECTION**

---

---

**VACCINATIONS – POLICY  
5.1.4**

---

**I. College Not to Require Vaccinations**

Unless otherwise required by this policy, Central Carolina Community College does not require students to be vaccinated against diseases of any kind and a student may be admitted into any program regardless of vaccination status.

**II. Vaccination Requirements of Clinical Sites**

Certain programs of study and continuing education courses at the College may require the completion of one or more clinical components as part of the technical standards relating to the respective field. Clinical components are held at various clinical facilities, and each facility may have its own vaccination requirements for students who wish to work at the site. Accordingly, if a student cannot meet the clinical component for their program because the student does not meet the vaccination requirements for or is unable to obtain a waiver from a clinical site, the student may be removed from the program or course.

The College shall make reasonable efforts to provide alternate clinical sites or other arrangements for any student who is unable to meet the vaccination or waiver requirements of a particular clinical site in use by the student's program of study. The reasonableness of the extent of such efforts is dependent upon a number of factors, including but not limited to:

- The number of faculty members in the programmatic area,
- The number of students in the program, and
- The number of clinical sites in the College's service area that are willing to provide clinical experiences to students in the program.

Ultimately, it is the student's responsibility to ensure vaccination requirements are met for or that a waiver is approved by each clinical site at which they will be working for their clinical components. In the event that a student requires a waiver of vaccination requirements for a clinical site, College personnel shall assist the student in obtaining a vaccination waiver by providing informational support, but College personnel shall not act as an agent for the student nor shall they act as an intermediary between the student and the clinical site. It is the student's responsibility to request that the College provide such assistance.

**III. Rabies Vaccination Requirement for Veterinary Medical Technology Students**

Central Carolina Community College's Veterinary Medical Technology Program shall require proof of having two (2) doses of the pre-exposure Rabies vaccination series. This requirement is to ensure compliance with the standards set out by the national accreditation body for veterinary medical technology programs, the Committee on

CENTRAL CAROLINA COMMUNITY COLLEGE  
POLICY & PROCEDURE MANUAL

---

STUDENT SERVICES  
SECTION

---

---

VACCINATIONS – POLICY  
5.1.4

---

Veterinary Technician Education and Activities (CVTEA) of the American Veterinary Medical Association.

**IV. Vaccination & Waiver Expenses**

Costs associated with vaccinations or obtaining a waiver, whether required by the College or a clinical site, shall be the responsibility of the student. The College shall not in any way be held responsible for the costs associated with vaccinations or obtaining a waiver. The costs associated with vaccinations or obtaining a waiver shall not be included in either the tuition or the fees assessed by the College.

Programmatic areas, in cooperation with their applicable Deans, are authorized to develop procedures in accordance with this policy.

Adopted: N/A  
Revised: N/A  
Legal Reference: N/A  
Cross-Reference: N/A

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

---

**BUSINESS SERVICES  
SECTION**

---

---

**EXCESS FEES – TEMPORARY  
POLICY**

---

**I. Specific Fees Already Authorized**

Pursuant to 1E SBCCC 600.2, 1E SBCCC 700.5, 1E SBCCC 700.6, and current College policy, specific fees are charged to students for:

1. Select courses to cover academic costs for consumable goods or services that are specifically required for that course,
2. Select other fees to support costs of goods or services provided by the College that are not required for enrollment, and
3. Course expenses associated with self-supporting courses.

Academic costs include, but are not limited to, tools, uniforms, insurance, certification/licensure fees, e-text, labs, and other consumable supplies. Other fees include but are not limited to, student health and other insurance fees, graduation fees, transcript fees, optional assessment fees, library/equipment replacement fees, and fees to participate in a specific event or activity. Specific fees are approved annually by the Board of Trustees and are maintained in the College's Business Office.

**II. Use of Excess Fee Receipts**

Pursuant to 1E SBCCC 600.4, 1E SBCCC 700.5, 1E SBCCC 700.6, and 1E SBCCC 700.7, fee receipts that exceed the expenditures for the purpose for which the fees are charged ("Excess Fee Receipts") may be used by the College to support the following expenditures:

1. Instruction,
2. Student support services,
3. Student financial aid (e.g., scholarships, grants, and loans),
4. Student refunds,
5. Student activities,
6. Curriculum development,
7. Professional development,
8. Promotional giveaway items,
9. Instructional equipment, and
10. Capital improvements and acquisition of real property.

Additionally, pursuant to 1E SBCCC 600.4, in the event the Excess Fee Receipts are associated with a self-supporting course, then they may also be used to support the costs of future self-supporting course sections.

Excess Fee Receipts shall not be used for any of the following purposes:

1. Supplemental compensation or benefits of any personnel,
2. Administrative costs,

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

---

<b>BUSINESS SERVICES SECTION</b>	<b>EXCESS FEES – TEMPORARY POLICY</b>
--------------------------------------	---

---

- 3. Entertainment expenses, or
- 4. Fundraising expenses.

The Business Office shall adopt procedures in accordance with this policy.

Adopted: N/A  
Revised: N/A  
Legal Reference: 1E SBCCC 600.2, 1E SBCCC 600.4, 1E SBCCC 700.5, 1E SBCCC  
700.6, & 1E SBCCC 700.7  
Cross-Reference: N/A



## 1. Receive Attrition and Turnover Report

### Attrition: Second Quarter (2023 - 2024)

Resignations	10
Retirements	3
Deceased	0
Terminations	0
Non-Renewals	0
Total	13

### Turnover: Second Quarter - Fiscal Year 2023 - 2024

Division	Average # of employees	# employees separated
President's Office/Foundation	7	0
Onboarding & Academic Advising	28	0
Student Learning Division	205	5
Student Services Division	45	3
Administrative Services Division	87	3
Institutional Advancement	5	0
Workforce Development	41	2
Harnett Campus	16	0
Chatham Campus	6	0
College Wide Average	440	13

### Turnover Data:

- Quarter Turnover Rate: 2.95%
- Fiscal Year Turnover: 9.08%

Submitted by Meghan Reece Brown

Associate Vice President, Institutional Advancement and Government Relations

## **2. Approve New Employees and Promotion/Position Changes**

### **New Employees**

1. Karen Wilkins, EMS Administrative Assistant, 10/02/2023
2. Anthony Santiago, Administrative Operations Assistant, 10/02/2023
3. Diana Brown, Education Navigator, 10/04/2023
4. Jessica Lujan, Education Navigator, 10/04/2023
5. Sarah Shannon-Mohamed, Director of Onboarding & New Student Programs, 10/09/2023
6. Chase Green, Administrative Specialist, 10/16/2023
7. Harold "Todd" Daubenspeck, Career Coach – Harnett County, 10/16/2023
8. Donna Holder, Custodian – Lee County, 10/16/2023
9. Ashley Iceman, Public Safety Administrative Specialist, 10/23/2023
10. Elvira Lagunas, Custodian – Lee County, 10/23/2023
11. Yanira Vanegas Scott, Career Pathways Coordinator, 11/15/2023
12. Aspen Taylor, Student Onboarding & Success Specialist, 11/20/2023
13. Amy Bell, Director, TRiO Student Support Services, 11/20/2023
14. Tarrell Pugh, Custodian – HMC, 12/01/2023
15. Jessica Scott, Criminal Justice Instructor (9 months) CCP – 12/01/2023
16. Jason Zimmerman, Grounds Technician – LMC, 12/01/2023
17. Laura Boyles, Institutional Research Analyst, 12/08/2023

### **Promotion/Position Changes**

1. Alexandra Dowdy – Director of Community Engagement and Special Projects – 10/01/2023
2. Verence Soto – AR/Budget Accountant – 10/02/2023
3. Pamela Fincher – Director of Workforce Continuing Education (title change only) – 10/05/2023
4. Jennifer Babb – Career Coach (Lee County) – 11/01/2023
5. Anita Green – Career Pathways Coordinator – 11/01/2023
6. Karen Minter – Administrative Coordinator (title change only) – 11/20/2023

Submitted by Meghan Reece Brown

Associate Vice President, Institutional Advancement and Government Relations

### 3. Approve Holiday Calendar 2024-2025

#### Approved Remainder of Fiscal Year 2024 Holidays

Holiday Observance	Date	Day(s) of the Week	# of Holidays	Mandatory Leave Days
January 1st	January 1, 2024	Monday	1	
Martin Luther King, Jr. Day	January 15, 2024	Monday	1	
Good Friday	March 29, 2024	Friday	1	
Memorial Day	May 27, 2024	Monday	1	
<b>Total Days</b>			<b>4</b>	

#### 2024 -2025 To Be Approved

Holiday Observance	Date	Day(s) of the Week	# of Holidays	Mandatory Leave Days
Independence	July 4, 2024	Thursday	1	
Labor Day	September 2, 2024	Monday	1	
Thanksgiving	November 28 & 29, 2024	Thursday & Friday	2	
Winter Break	December 19 and 20 - PD Days/Mandatory Leave Days	Thursday & Friday		2
	December 23, 2024	Monday		1
	December 24 - (Holiday in lieu of Veterans Day)	Tuesday	1	
	December 25, 26, 27	Wednesday, Thursday, Friday	3	
	December 30, 31	Monday & Tuesday		2
January 1st	January 1, 2025	Wednesday	1	
Martin Luther King, Jr. Day	January 20, 2025	Monday	1	
Good Friday	April 18, 2025	Friday	1	
Memorial Day	May 26, 2025	Monday	1	
<b>Total Days</b>			<b>12</b>	<b>5</b>

The State Board Code indicates “Full-time employees who are eligible to earn annual leave pursuant to local college policy shall receive pay for a maximum of 12 paid holidays per fiscal year. Local boards of trustees shall determine the number of paid holidays for those employees eligible to earn annual leave up to a maximum of 12 paid holidays per fiscal year. Part-time employees who are eligible to earn annual leave pursuant to local college policy shall receive pay for paid holidays on a pro-rata basis.”

Submitted by Meghan Reece Brown

Associate Vice President, Institutional Advancement and Government Relations



# BOARD OF TRUSTEES FINANCE COMMITTEE AGENDA

**Date of Meeting:**

February 5, 2024

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

## **Consent Agenda Items**

1. Approve Finance Committee Meeting Minutes, October 2023
2. Approve State Budget Report
3. Approve Lee County Budget Report
4. Approve Chatham County Budget Report
5. Approve Harnett County Budget Report
6. Approve Investment Asset Account Report
7. Approve Civic Center Budget Report
8. Approve for Good of School Budget Report

## **Full Board Agenda Items**

1. Approve Fiscal Year 2023-2024 College Budget

## **For Information Only**

<b>Meeting Name:</b>	Board of Trustees / Finance Committee		
<b>Date of Meeting:</b>	October 23, 2023	2:00 pm	Virtual (V) and in Person (P)
<b>Members Present:</b>	J. Philpott (P), J. Burgin (V), G. Springle (P), J. Kelly (P), G. McAuley (V)		
<b>Staff Present:</b>	L. Chapman (P), M. Brown (P), L. Whitaker (P)		
	<b>Discussion</b>		
<b>Consent Agenda</b>	<p>1. Approve Finance Committee Meeting Minutes, July 2023  Chairman Philpott made a motion to approve the Finance Committee minutes from the July 2023 meeting. Trustee Springle seconded the motion. The motion carried unanimously.</p> <p>2. Approve State Budget Report  3. Approve Lee County Budget Report  4. Approve Chatham County Budget Report  5. Approve Harnett County Budget Report  6. Approve Investment Asset Account Report  7. Approve Civic Center Budget Report  8. Approve for Good of School Budget Report</p> <p>There were no questions concerning items 2 – 8. Trustee Springle made a motion to approve items 2-8 on the Consent Agenda. Chairman Philpott seconded the motion. The motion carried unanimously. Chairman Philpott made a motion to adjourn the meeting. Trustee Kelly seconded the motion. The motion carried unanimously.</p>		
<b>Full Board</b>	No Agenda Items		
<b>For Information Only</b>			

CENTRAL CAROLINA COMMUNITY COLLEGE						
STATE BUDGET REPORT						
December 31, 2023						
					Per Quarter	
					Updated Budget	Change in Budget
<u>CURRENT EXPENSE</u>	<u>ALLOTMENT</u>	<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>PERCENT OF</u>	<u>(Except for Sept)</u>	
	<u>FOR YEAR</u>	<u>THIS YEAR</u>	<u>BALANCE</u>	<u>BUDGET EXPENDED</u>		
EXECUTIVE MANAGEMENT	\$ 1,358,850.00	\$ 645,120.23	\$ 713,729.77	47%	\$ -	\$ 1,358,850.00
FINANCIAL SERVICES	1,223,341.00	712,900.58	\$ 510,440.42	58%	\$ -	\$ 1,223,341.00
GENERAL ADMINISTRATION	2,648,212.00	1,322,949.59	\$ 1,325,262.41	50%	\$ -	\$ 2,648,212.00
INFORMATION SYSTEMS	1,414,685.00	735,503.30	\$ 679,181.70	52%	\$ -	\$ 1,414,685.00
INSTRUCTION - CURRICULUM	19,427,098.00	9,369,431.70	\$ 10,057,666.30	48%	\$ -	\$ 19,427,098.00
INSTRUCTION - NON-CURRICULUM	5,746,295.00	2,541,921.43	\$ 3,204,373.57	44%	\$ -	\$ 5,746,295.00
ACADEMIC SUPPORT	5,581,666.00	3,125,371.90	\$ 2,456,294.10	56%	\$ -	\$ 5,581,666.00
STUDENT SUPPORT	3,789,861.00	1,713,492.22	\$ 2,076,368.78	45%	\$ -	\$ 3,789,861.00
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 41,190,008.00</b>	<b>\$ 20,166,690.95</b>	<b>\$ 21,023,317.05</b>	<b>49%</b>	<b>\$ -</b>	<b>\$ 41,190,008.00</b>
<b><u>CAPITAL OUTLAY</u></b>						
EQUIPMENT	\$ 1,143,061.00	\$ 400,388.63	\$ 742,672.37	35%	\$ -	\$ 1,143,061.00
940 CAT/GRANT EQUIPMENT	169,397.00	94,296.59	75,100.41	56%	\$ -	\$ 169,397.00
944 Rural College Broadband	386,032.00	-				
BOOKS	72,806.00	23,347.92	49,458.08	32%	\$ -	\$ 72,806.00
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 1,771,296.00</b>	<b>\$ 518,033.14</b>	<b>\$ 867,230.86</b>	<b>29%</b>	<b>\$ -</b>	<b>\$ 1,771,296.00</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 42,961,304.00</b>	<b>\$ 20,684,724.09</b>	<b>\$ 21,890,547.91</b>	<b>48%</b>	<b>\$ -</b>	<b>\$ 42,961,304.00</b>

CENTRAL CAROLINA COMMUNITY COLLEGE				
LEE COUNTY BUDGET REPORT				
December 31, 2023				
				PERCENT
<u>CURRENT EXPENSE</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>OF BUDGET</u>
	<u>FOR YEAR</u>	<u>THIS YEAR</u>	<u>BALANCE</u>	<u>EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS	\$ 4,215,705.00	\$ 1,758,035.14		
GENERAL ADMINISTRATION	216,600.00	265,570.63		
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 4,432,305.00</b>	<b>\$ 2,023,605.77</b>	<b>\$ 2,408,699.23</b>	<b>46%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 110,000.00</b>	<b>\$ 293,389.56</b>	<b>\$ (183,389.56)</b>	<b>267%</b>
<b>TOTAL CURRENT EXPENSE AND</b>				
<b>CAPITAL OUTLAY</b>	<b>\$ 4,542,305.00</b>	<b>\$ 2,316,995.33</b>	<b>\$ 2,225,309.67</b>	<b>51%</b>

CENTRAL CAROLINA COMMUNITY COLLEGE				
CHATHAM COUNTY BUDGET REPORT				
December 31, 2023				
				PERCENT
<u>CURRENT EXPENSE</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>OF BUDGET</u>
	<u>FOR YEAR</u>	<u>THIS YEAR</u>	<u>BALANCE</u>	<u>EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS	\$ 1,225,930.00	\$ 386,041.21		
GENERAL ADMINISTRATION	111,260.00	41,070.50		
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 1,337,190.00</b>	<b>\$ 427,111.71</b>	<b>\$ 910,078.29</b>	<b>32%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 86,500.00</b>	<b>\$ -</b>	<b>\$ 86,500.00</b>	<b>0%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 1,423,690.00</b>	<b>\$ 427,111.71</b>	<b>\$ 996,578.29</b>	<b>30%</b>



Approve Harnett County Budget Report

CENTRAL CAROLINA COMMUNITY COLLEGE				
HARNETT COUNTY BUDGET REPORT				
December 31, 2023				
				PERCENT
<u>CURRENT EXPENSE</u>	<u>BUDGET</u>	<u>EXPENDITURES</u>	<u>BUDGET</u>	<u>OF BUDGET</u>
	<u>FOR YEAR</u>	<u>THIS YEAR</u>	<u>BALANCE</u>	<u>EXPENDED</u>
PLANT MAINTENANCE AND OPERATIONS	\$ 1,389,875.00	\$ 691,916.16	\$ 697,958.84	
GENERAL ADMINISTRATION	48,200.00	7,000.68	41,199.32	
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 1,382,605.00</b>	<b>\$ 698,916.84</b>	<b>\$ 739,158.16</b>	<b>51%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 130,000.00</b>	<b>\$ 13,933.40</b>	<b>\$ 116,066.60</b>	<b>11%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 1,512,605.00</b>	<b>\$ 712,850.24</b>	<b>\$ 855,224.76</b>	<b>47%</b>

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

CPR CARDS	\$	1,878.80
DISTANCE ED FEE		78,570.83
Lost Revenue		40,302.98
SELF-SUPPORTING		15,802.64
COMMUNITY SERV FEES		200,945.56
CONT ED ACTIVITY FEES		5,295.66
OVERHEAD RECEIPTS		49,544.27
DENNIS WICKER CIVIC CENTER		
ESTC RENTAL FUNDS		73,092.75
PITTSBORO RENTAL FUNDS		5,985.61
INDIRECT COST FUNDS - GRANTS		136,939.89
PATRON FEES		97,533.39
ASSOCIATE NURSING		71,210.85
SMALL BUSINESS MISC		6,830.49
CLEARWIRE LEASE		57,394.66
BOOKSTORE		873,342.03
VENDING		
STUDENT GOVERNMENT ASSOC.		
EMERGENCY LOAN FUNDS		6,236.72
LOCAL FUNDS		144,266.33
		<hr/>
	<b>\$</b>	<b><u>1,865,173.46</u></b>

CENTRAL CAROLINA COMMUNITY COLLEGE				
DENNIS WICKER CIVIC CENTER BUDGET REPORT				
December 31, 2023				
<b>REVENUES</b>				
MOTEL TAX	\$	136,650.48		
LEE COUNTY CURRENT ALLOCATION		32,464.98		
RENTAL INCOME		122,514.80		
INTEREST INCOME		-		
<b>TOTAL REVENUE</b>			<b>\$ 291,630.26</b>	
<b>EXPENSES</b>				
SALARIES	\$	155,061.23		
SOCIAL SECURITY		10,872.61		
RETIREMENT		19,538.75		
LONGEVITY		697.86		
MEDICAL INSURANCE		10,798.02		
OTHER CONTRACTS				
Janitorial Services Agreements		2,392.00		
Waste Removal/Recycling Svcs		916.70		
Security Service Agreements		450.00		
Pest Control Svcs Agreements		550.00		
Custodial Supplies		2,386.63		
Maintenance Supplies		4,731.62		
Office Supplies		1,982.85		
Other Supplies		850.00		
TRAVEL				
TELEPHONE		1,216.79		
ISP Charges		270.00		
Cell Phone		247.59		
HEAT		6,857.84		
WATER		2,113.21		
ELECTRICITY		43,939.08		
EQUIPMENT REPAIRS		422.65		
FACILITIES REPAIRS		2,960.61		
MAINT. Agreement		6,602.09		
ADVERTISING				
CREDIT CARD FEE		1,364.79		
LANDSCAPING		74.90		
OTHER CURRENT EXPENSE		398.00		
PROPERTY INSURANCE		136.08		
MEMBERSHIPS AND DUES		-		
EQUIPMENT		-		
<b>TOTAL EXPENSES</b>			<b>\$ 277,831.90</b>	
<b>REVENUE OVER EXPENSES</b>			<b>\$ 13,798.36</b>	
<b>FUND BALANCE AS OF July 1, 2023</b>	<b>\$</b>	<b>32,325.32</b>		
<b>PLUS REVENUE OVER EXPENSES</b>		<b>13,798.36</b>		
<b>FUND BALANCE AS OF December 31, 2023</b>	<b>\$</b>	<b>46,123.68</b>		

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

**STUDENT RELATED**

ICR PROCESSING FEE	\$	1,526.50
FACTS PROCESSING FEE		15,831.00
PERSONNEL COSTS		
TITLE IX		4,320.00
STUDENT AMBASSADORS		
STUDENT TRAVEL		
STUDENT CULTURAL ENRICHMENT		3,550.00
ADVISORY MEETINGS		531.54
AVOW TRANSCRIPT SERVICES		
SCHOLARSHIP LUNCHEON		5,838.67
GRADUATION		1,400.00
OTHER		396.00
		<hr/>
<b>TOTAL STUDENT RELATED</b>	<b>\$</b>	<b><u><u>33,393.71</u></u></b>

**PUBLIC RELATED**

PUBLIC RELATIONS	\$	930.98
PROFESSIONAL DEVELOPMENT		
FINANCIAL AID FAFSA DAY		
FOOD		2,581.26
EMPLOYEE RET., FLOWERS		2,377.01
BOARD OF TRUSTEE EXPENSES		574.50
SACS/QEP EXPENSES		7,991.22
MARKETING		
LEGAL EXPENSES		693.00
STAFF DEVELOPMENT		
STUDENT AID		
BANK SERVICE CHARGES		170.27
OTHER		5,493.50
		<hr/>
<b>TOTAL PUBLIC RELATED</b>	<b>\$</b>	<b><u><u>20,811.74</u></u></b>

<b>GRAND TOTAL</b>	<b>\$</b>	<b><u><u>54,205.45</u></u></b>
--------------------	-----------	--------------------------------

## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## COLLEGE FY 2023-24 BUDGET

## (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

DCC 2-1 (Rev. 11-2019)

College Name: **Central Carolina CC**

Institution

Number: 816

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
<b>Revenue Detail (excluding capital improvement projects)</b>				
<b>State</b>	<b>\$ 37,285,536</b>			<b>\$ 37,285,536</b>
*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.				
<b>County Funds</b>				
County Appropriations (list each county separately below):				
Lee County		\$ 4,432,305		\$ 4,432,305
Chatham County		\$ 1,337,190		\$ 1,337,190
Harnett County		\$ 1,438,075		\$ 1,438,075
Civic Center Lee		\$ 64,930		\$ 64,930
Promise program-Lee		\$ 250,000		\$ 250,000
Promise program-Harnett		\$ 250,000		\$ 250,000
Promise program-Chatham		\$ 260,000		\$ 260,000
(If necessary, add lines above for add'l counties)				
Misc. County Revenue		\$ -		\$ -
<b>Total County Funds</b>		<b>\$ 8,032,500</b>		<b>\$ 8,032,500</b>

**Institutional Funds****Federal Sources:**

Federal Pell and other Federal student aid grants	\$ 7,080,000	\$ 7,080,000
Federal Direct Loans		\$ -
Federal Work-Study Program	\$ 95,000	\$ 95,000
Other Federal Grants (list):		\$ -
TRIO Grants	\$ 1,800,000	\$ 1,800,000
NSF Grants	\$ 275,000	\$ 275,000
YouthBuild Grant	\$ 1,500,000	\$ 1,500,000
HEERF Cares Funding	\$ 1,400,000	\$ 1,400,000
USDA	\$ 210,000	\$ 210,000
GoldenLeaf CDL	\$ 300,000	\$ 300,000

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
**COLLEGE FY 2023-24 BUDGET**  
**(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: **Central Carolina CC**  
Institution  
Number: 816

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
<b>Revenue Detail (excluding capital improvement projects)</b>				
Title III			\$ 520,000	\$ 520,000
Indirect Costs			\$ 185,000	\$ 185,000
				\$ -
(If necessary, add lines above)				
Total Revenues From Federal	\$ -	\$ -	\$ 13,365,000	\$ 13,365,000
<b>Fees:</b>				
College Access, Parking and Security (CAPS) Fees			\$ 80,000	\$ 80,000
Student Activity Fees			\$ 200,000	\$ 200,000
Course Specific Fees			\$ 225,000	\$ 225,000
Instructional Technology Fees			\$ 125,000	\$ 125,000
Self-Supporting Course Fees			\$ 75,000	\$ 75,000
Other Fees (list, if applicable):				\$ -
Distance Course Fees			\$ 350,000	\$ 350,000
Patron Fees			\$ 92,000	\$ 92,000
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
(If necessary, add lines above)				
Total Revenues from Fees	\$ -	\$ -	\$ 1,147,000	\$ 1,147,000

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
**COLLEGE FY 2023-24 BUDGET**  
**(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: **Central Carolina CC**  
Institution  
Number: 816

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
<b>Revenue Detail (excluding capital improvement projects)</b>				
<i><b>Proprietary/Other Revenues:</b></i>				
Bookstore Receipts			\$ 770,000	\$ 770,000
Vending/Food Service Receipts			\$ 70,000	\$ 70,000
Live Projects/Patron Fees			\$ 50,000	\$ 50,000
Internal Service Funds				\$ -
Interest Income			\$ 25,000	\$ 25,000
NC Community College Grant Funds			\$ 300,000	\$ 300,000
Education Lottery Scholarship Funds			\$ 300,000	\$ 300,000
Gifts and Donations				\$ -
Private (non-Federal) Grants			\$ 130,000	\$ 130,000
Endowment Income				\$ -
Other Miscellaneous Sources (list, if applicable):				\$ -
Clearwire Lease			\$ 27,000	\$ 27,000
Rental Funds			\$ 10,000	\$ 10,000
Other State and Local Student Aid Funds			\$ 150,000	\$ 150,000
Civic Center Rental Revenue			\$ 265,000	\$ 265,000
				\$ -
				\$ -
				\$ -
				\$ -
(If necessary, add lines above)				
Total Revenues from Proprietary/Other Sources:	\$ -	\$ -	\$ 2,097,000	\$ 2,097,000
<b>Total Institutional Sources</b>			<b>\$ 16,609,000</b>	<b>\$ 16,609,000</b>
<b>Total Estimated Revenues</b>	<b>\$ 37,285,536</b>	<b>\$ 8,032,500</b>	<b>\$ 16,609,000</b>	<b>\$ 61,927,036</b>
<b>Fund Balance Appropriated</b>				\$ -

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
**COLLEGE FY 2023-24 BUDGET**  
**(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

		<b>College Name:</b> _____		Central Carolina CC	
		<b>Institution Number:</b> _____		816	
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
		<b>State Budget</b>	<b>County Budget</b>	<b>Institutional Budget</b>	<b>Total Budget</b>
<b>Expenditure Detail (excluding capital improvement projects)</b>					
<b>100 INSTITUTIONAL SUPPORT</b>					
110 Executive Management	\$	1,358,850	\$	122,000	\$ 1,480,850
120 Financial Services	\$	1,223,341			\$ 1,223,341
130 General Administration	\$	2,648,212	\$	364,560	\$ 3,012,772
140 Information Systems - Admin.	\$	1,414,685			\$ 1,414,685
<b>TOTAL INSTITUTIONAL SUPPORT</b>	\$	6,645,088	\$	486,560	\$ 7,281,648
<b>200 INSTRUCTIONAL - CURRICULUM</b>					
220 Associate Degree	\$	17,049,222			\$ 17,049,222
<b>TOTAL INSTRUCTIONAL - CURRICULUM</b>	\$	17,049,222	\$	-	\$ 18,899,222
<b>300 CONTINUING EDUCATION</b>					
310 Occupational Education	\$	1,573,471			\$ 1,573,471
311 Occupational Support	\$	734,770			\$ 734,770
320 Basic Skills Plus					\$ -
321 Adult Basic Education/ESL	\$	955,140			\$ 955,140
322 Adult High School & GED	\$	215,135			\$ 215,135
323 Compensatory Education	\$	79,284			\$ 79,284
363 Small Business Center	\$	177,123			\$ 177,123
364 Customized Trng - Bus & Ind Support (Admin.)	\$	40,000			\$ 40,000
365 Customized Trng - Bus & Ind Support (Instruct.)	\$	20,000			\$ 20,000
370 NC Military Business Center (FTCC)					\$ -
371 NC Research Campus - Kannapolis (RCCC)					\$ -
<b>TOTAL CONTINUING EDUCATION</b>	\$	3,794,923	\$	-	\$ 4,114,923



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
**COLLEGE FY 2023-24 BUDGET**  
**(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name:		Central Carolina CC			
Institution Number:		816			
	1	2	3	4	
	State Budget	County Budget	Institutional Budget	Total Budget	
<b>Expenditure Detail (excluding capital improvement projects)</b>					
<b>400 ACADEMIC SUPPORT</b>					
410 Library/Learning Center	\$	616,937		\$	616,937
421 Curriculum - Admin.	\$	2,750,150		\$	2,750,150
422 Continuing Education - Admin.	\$	1,743,556		\$	1,743,556
430 Information Systems - Academic				\$	-
<b>TOTAL ACADEMIC SUPPORT</b>	<b>\$</b>	<b>5,110,643</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,110,643</b>
<b>500 STUDENT SUPPORT</b>					
510 Student Services	\$	3,327,580		\$	3,327,580
530 Child Care	\$	64,498		\$	64,498
<b>TOTAL STUDENT SUPPORT</b>	<b>\$</b>	<b>3,392,078</b>	<b>\$ -</b>	<b>\$ 2,500,000</b>	<b>\$ 5,892,078</b>
<b>600 OPERATION &amp; MAINTENANCE OF PLANT</b>					
610 Plant Operation		\$	3,716,085	\$	3,716,085
620 Plant Maintenance		\$	3,004,925	\$	3,004,925
680 Innovation Quarters (Forsyth Tech CC)	\$	-	\$ -	\$	-
<b>TOTAL OPERATION &amp; MAINTENANCE OF PLANT</b>	<b>\$</b>	<b>-</b>	<b>\$ 6,721,010</b>	<b>\$ -</b>	<b>\$ 6,721,010</b>
<b>700 PROPRIETARY/OTHER</b>			<b>\$ 64,930</b>	<b>\$ 800,000</b>	<b>\$ 864,930</b>
<b>800 STUDENT AID</b>			<b>\$ 760,000</b>	<b>\$ 9,800,700</b>	<b>\$ 10,560,700</b>
<b>900 CAPITAL OUTLAY (excluding capital improvement projects)</b>					
920 Equipment	\$	1,143,061	\$ -	\$	1,143,061
923 Basic Skills/Literacy Equipment				\$	-
930 Instructional Resources (Books)	\$	50,521		\$	50,521
940 Equipment - State CATEGORICAL Funds	\$	100,000		\$	100,000
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$</b>	<b>1,293,582</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ 1,493,582</b>
<b>TOTAL EXPENDITURES</b>	<b>\$</b>	<b>37,285,536</b>	<b>\$ 8,032,500</b>	<b>\$ 15,620,700</b>	<b>\$ 60,938,736</b>

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
**COLLEGE FY 2023-24 BUDGET (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**  
**OPTIONAL WORKSHEET**

College Name: Central Carolina CC  
Institution Number: 816

**3**

**Institutional Budget**

**Expenditure Detail (excluding capital improvement projects)**

**INSTITUTIONAL BUDGET DETAIL**

**01 CURRENT UNRESTRICTED**

1XX Institutional Support

2XX Instruction

3XX Continuing Education

4XX Academic Support

5XX Student Support

6XX Plant Operations & Maint.

7XX Proprietary/Other

8XX Student Aid

9XX Capital Outlay (excluding capital improvements)

**TOTAL CURRENT UNRESTRICTED**

**\$ -**

**02 CURRENT RESTRICTED**

1XX Institutional Support

2XX Instruction

3XX Continuing Education

4XX Academic Support

5XX Student Support

6XX Plant Operations & Maint.

7XX Proprietary/Other

8XX Student Aid

9XX Capital Outlay (excluding capital improvements)

**TOTAL CURRENT RESTRICTED**

**\$ -**

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
**COLLEGE FY 2023-24 BUDGET (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**  
**OPTIONAL WORKSHEET**

College Name: Central Carolina CC  
Institution Number: 816

**3**

**Institutional Budget**

**Expenditure Detail (excluding capital improvement projects)**

**05 PROPRIETARY/OTHER** (colleges will vary)

72X Bookstore

73X Vending/Food Service

74X Parking

76X Internal Services

77X Student Activity

Other Proprietary/Other Activities (list below):


(If necessary, add lines above)

9XX Capital Outlay (excluding capital improvements)

TOTAL PROPRIETARY

\$ -

**06 LOAN FUNDS**

8XX Student Aid

**Total Institutional**

1XX Institutional Support

\$ -

2XX Instruction

\$ -

3XX Continuing Education

\$ -

4XX Academic Support

\$ -

5XX Student Support

\$ -

6XX Plant Operations & Maint.

\$ -

7XX Proprietary/Other

\$ -

8XX Student Aid

\$ -

9XX Capital Outlay (excluding capital improvements)

\$ -

**TOTAL INSTITUTIONAL**

**\$ -**

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGE FY 2023-24 CAPITAL IMPROVEMENTS BUDGET**

College Name: Central Carolina CCInstitution Number: 816

	1 State	2 County	3 Institutional	4 Total
<b>Capital Improvement Revenues</b>				
State Funds (funds reimbursed by System Office)*	\$ 2,531,277			\$ 2,531,277
<b>County Funds</b>				
County Appropriation for CI Projects		\$ 3,900,000		\$ 3,900,000
County GO Bond Funds				\$ -
Other County Revenue/Financing				\$ -
Fund Balance for CI Projects				\$ -
County Subtotal		\$ 3,900,000		\$ 3,900,000
<b>Institutional Funds</b>				
Federal Grant				\$ -
Private Gift/Donation				\$ -
Private Grant(s) and Other Sources (list below):				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
(If necessary, add lines above)				
Institutional Subtotal			\$ -	\$ -
<b>Total Capital Improvement Project Revenues</b>	<b>\$ 2,531,277</b>	<b>\$ 3,900,000</b>	<b>\$ -</b>	<b>\$ 6,431,277</b>
<b>Capital Improvement Expenditures</b>				
910 Buildings and Grounds		\$ 110,000		\$ 110,000
Repairs and Renovations/New Construction	\$ 2,531,277	\$ 3,790,000		\$ 6,321,277
<b>Total Expenditures</b>	<b>\$ 2,531,277</b>	<b>\$ 3,900,000</b>	<b>\$ -</b>	<b>\$ 6,431,277</b>
<b>NET (Est. Revenues - Expenditures)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
**COLLEGE FY 2023-24 BUDGET**  
**(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: Central Carolina CC  
Institution Number: 816

	1	2	3	4
	State Budget	County Budget	Institutional Budget	Total Budget
<b>Summary of Revenues (excluding capital improvement projects)</b>				
State*	\$ 37,285,536			\$ 37,285,536
County Funds		\$ 8,032,500		\$ 8,032,500
Institutional Funds			\$ 16,609,000	\$ 16,609,000
Operating Revenue Subtotal	\$ 37,285,536	\$ 8,032,500	\$ 16,609,000	\$ 61,927,036
Fund Balance Appropriated		\$ -	\$ -	\$ -
<b>Total Funds Available</b>	<b>\$ 37,285,536</b>	<b>\$ 8,032,500</b>	<b>\$ 16,609,000</b>	<b>\$ 61,927,036</b>
<b>Summary of Expenditures (excluding capital improvement projects)</b>				
1XX Institutional Support	\$ 6,645,088	\$ 486,560	\$ 150,000	\$ 7,281,648
2XX Curriculum Instruction	\$ 17,049,222	\$ -	\$ 1,850,000	\$ 18,899,222
3XX Continuing Education	\$ 3,794,923	\$ -	\$ 320,000	\$ 4,114,923
4XX Academic Support	\$ 5,110,643	\$ -	\$ -	\$ 5,110,643
5XX Student Support	\$ 3,392,078	\$ -	\$ 2,500,000	\$ 5,892,078
6XX Plant Operations & Maint.	\$ -	\$ 6,721,010	\$ -	\$ 6,721,010
7XX Proprietary/Other	\$ -	\$ 64,930	\$ 800,000	\$ 864,930
8XX Student Aid	\$ -	\$ 760,000	\$ 9,800,700	\$ 10,560,700
9XX Capital Outlay (excluding capital improvements)	\$ 1,293,582	\$ -	\$ 200,000	\$ 1,493,582
<b>Total Budgeted Expenditures</b>	<b>\$ 37,285,536</b>	<b>\$ 8,032,500</b>	<b>\$ 15,620,700</b>	<b>\$ 60,938,736</b>
<b>Net (Est. Revenues - Expenditures)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 988,300</b>	<b>\$ 988,300</b>

\*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.

	CURRENT OPERATING										PLANT FUND			CURRENT & CAPITAL TOTAL
	1XX	2XX	3XX	4XX	5XX	6XX	7XX	8XX		9XX				
College	Institutional Support	Curriculum Instruction	Continuing Education	Academic Support	Student Support	Plant Op & Maint.	Proprietary/Other	Student Aid	Subtotal	Capital CI)	(ex. CI Projects			
Central Carolina CC														
State	\$ 6,645,088	\$ 17,049,222	\$ 3,794,923	\$ 5,110,643	\$ 3,392,078	\$ -	\$ -	\$ -	\$ 35,991,954	\$ 1,293,582	\$ 2,531,277	\$ 39,816,813		
County	\$ 486,560	\$ -	\$ -	\$ -	\$ -	\$ 6,721,010	\$ 64,930	\$ 760,000	\$ 8,032,500	\$ -	\$ 3,900,000	\$ 11,932,500		
Institutional	\$ 150,000	\$ 1,850,000	\$ 320,000	\$ -	\$ 2,500,000	\$ -	\$ 800,000	\$ 9,800,700	\$ 15,420,700	\$ 200,000	\$ -	\$ 15,620,700		
Total	\$ 7,281,648	\$ 18,899,222	\$ 4,114,923	\$ 5,110,643	\$ 5,892,078	\$ 6,721,010	\$ 864,930	\$ 10,560,700	\$ 59,445,154	\$ 1,493,582	\$ 6,431,277	\$ 67,370,013		



# BOARD OF TRUSTEES BUILDING AND GROUNDS COMMITTEE AGENDA

**Date of Meeting:**

February 5, 2024

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

**Consent Agenda Items**

1. Approve Building & Grounds Committee Meeting Minutes, October 2023

**Full Board Items**

1. Approve Form 3-1 Amendment for Bioprocessing Building Renovation project.
2. Approve Form 3-1 Amendment for Moore Center Main Building Phase 1 Renovation

**For Information Only**

1. Moore Center Main Building Phase I final report
2. Updates on Building and Grounds projects
3. Capital Improvement Plans (CIP) priorities by county
4. Property access notification for sewer construction in Lee County Enterprise Park
5. MOU with Chatham County Habitat for Humanity (re: Chatham Cottage)

<b>Meeting Name:</b>	Board of Trustees / Building & Grounds Committee		
<b>Date of Meeting:</b>	October 23, 2023	12:30 pm	Virtual (V) and in Person (P)
<b>Members Present:</b> J. Philpott (P), B. Tatum (P), J. Womack (P) <b>Members Absent:</b> G. Lucier <b>Staff Present:</b> L. Chapman (P), J. Matthews (P), M. Robertson (P), L. Whitaker (P)			
	<b>Discussion</b>		
<b>Consent Agenda</b>	<ol style="list-style-type: none"> <li>1. Approve Building &amp; Grounds Committee Meeting Minutes, July 2023 Chairman Philpott made a motion to approve the Building &amp; Grounds Committee Meeting Minutes, July 2023. Trustee Tatum seconded the motion. The motion carried unanimously.</li> <li>2. Approve Building &amp; Grounds Committee Meeting Minutes, August 24, 2023 Trustee Tatum made a motion to approve the Building &amp; Grounds Committee Meeting Minutes, August 24, 2023. Chairman Philpott seconded the motion. The motion carried unanimously.</li> <li>3. Approve Building &amp; Grounds Committee Meetings Minutes, September 6, 2023 Chairman Philpott made a motion to approve the Building &amp; Grounds Committee Meeting Minutes, July 2023. Trustee Tatum seconded the motion. The motion carried unanimously.</li> <li>4. Approve Tree Planting Plan for Lee Main Campus The location to plant the trees was discussed. Trustee Tatum made the motion to modify the Tree Planting Plan for Lee Main Campus to move the trees further to the west in a grove, the remaining trees would be staggered to move away from the proposed round about for the relocated Kelly Drive as you come onto the campus with due consideration to the overall master plan. Chairman Philpott seconded the motion. The motion carried unanimously.</li> </ol>		
<b>Full Board</b>	<ol style="list-style-type: none"> <li>1. Approve Recommendation to NCDOT regarding R-5959 Kelly Drive Re-Routing Project Provost Hall will present the courses of action that were identified regarding the R-5959 Kelly Drive Re-Routing Project. 1. Recommendation to cancel and petition for a new re-routing project, 2. Recommendation to proceed as currently planned and engineered or 3. Recommendation to proceed with minor modifications designed to maximize interchange utility with Greenhawk Development's collector road that connects with Rosser Road/Broadway Road. This item will be discussed with the Full Board for consideration and deliberation.</li> </ol>		
<b>For Information Only</b>	<ol style="list-style-type: none"> <li>1. Update on Building &amp; Grounds Items</li> <li>2. Future Capital Project – Fire Training Tower at Harnett Main Campus</li> </ol>		



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #2

Is this the Final 3-1 Project Closeout? No

College Central Carolina Community College

Project Name Moore Center - Bioprocessing Building NCCCS Project No. 2681

Campus 1012 Central Carolina CC - Main Campus County Lee

I. TYPE OF PROJECT:

Renovation of Existing Facility

II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.

Sources of funds are changing, Specifically \$300,000 in institutional funds originally allocated in Amendment 1 will be supplanted by 2023 SCIF in the same amount.

- ☒ Project to be constructed/renovated on college owned property
- ☐ Project to be constructed/renovated on leased property
- Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: \_\_\_\_\_

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

Contact Number: \_\_\_\_\_

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

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

III. ESTMATED COST OF PROJECT: Central Carolina Community College 2681

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B) ....
2. Demolition (not in III B) .....

Prior Budget	Changes/ Amended	Current Budget
25,000.00		25,000.00

<b>Subtotal "A"</b>
<b>B. CONSTRUCTION</b>
1. Design Fee .....
2. Construction.....
3. Construction Contingency .....
4. Other Contracts .....
5. Other Fees .....
<b>Subtotal "B"</b>
<b>C. Other Costs</b>
1. Initial Equipment.....
2. Work Performed by Owner .....
<b>Subtotal "C"</b>
<b>TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)</b>

<b>25,000.00</b>	<b>0.00</b>	<b>25,000.00</b>
300,000.00		300,000.00
3,720,026.09		3,720,026.09
371,251.09		371,251.09
115,000.00		115,000.00
<b>4,506,277.18</b>	<b>0.00</b>	<b>4,506,277.18</b>
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>\$4,531,277.18</b>	<b>\$0.00</b>	<b>\$4,531,277.18</b>

#### IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

<b>A. NON-STATE FUNDS</b>
1. County Appropriated
2. County Bonds
3. Federal Funds 0
4.
5.
<b>Subtotal "A"</b>
<b>B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)</b>
1.
2.
3.
<b>Subtotal "B"</b>
<b>C. STATE FUNDS (Reimbursed by the System Office)</b>
1. Budget Code 46620 R&R Connect NC Bond
2. Budget Code 42120
3. Budget Code
4. Budget Code
<b>Subtotal "C"</b>
<b>Total Sources of Funds Available (IV A, B, C)</b>
<b>D. UNIDENTIFIED FUNDS</b>
1. Unidentified Funds (Do not include on the NCCCS 2-16)
<b>Subtotal "D"</b>
<b>Total Sources of Funds Including Unidentified</b>

Prior Funds	Changes	Current Funds
4,000,000.00		4,000,000.00
300,000.00	(300,000.00)	
<b>4,300,000.00</b>	<b>(300,000.00)</b>	<b>4,000,000.00</b>
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
231,277.18		231,277.18
	300,000.00	300,000.00
<b>231,277.18</b>	<b>300,000.00</b>	<b>531,277.18</b>
<b>4,531,277.18</b>	<b>0.00</b>	<b>4,531,277.18</b>
<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>\$4,531,277.18</b>	<b>\$0.00</b>	<b>\$4,531,277.18</b>

Central Carolina Community College  
2681

#### V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of **\$531,277.18** State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated \_\_\_\_\_.

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

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

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

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

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

---

Chairman - Board of Trustees

---

Chief Administrative Officer/President

Central Carolina Community College  
2681

## VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

### Certification 1.

I certify that I have examined this application for the project no: 2681  
from Central Carolina Community College and if shown, county funds in the  
amount of \$4,000,000 are available for the planning and construction of this project.

Signature

Title

Date

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

### Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1, Section VIII, Page 5) it is estimated that the college will expend an additional \$0 per year in support of this new construction. I certify that this document has been reviewed, and that the information stated herein will be shared with the proper county officials to seek an appropriate adjustment to the college's budget as the new facility is brought online.

Signature \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

=====

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

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

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

\_\_\_\_\_

This, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
 Signature

Central Carolina Community College  
 2681

## VIII. CERTIFICATION OF LOCAL BUDGET SUPPORT ESTIMATED OPERATING/UTILITY ANNUAL COST FOR CAPITAL IMPROVEMENT PROJECTS

Date: \_\_\_\_\_ Project Name: Moore Center - Bioprocessing Building

College: Central Carolina Community College Project Completion Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0

	Total Average Annual Cost (used in Section VI of the 3-1)	\$0
I certify that the county has reviewed this information as a part of the approval process.		

\_\_\_\_\_  
County Manager/Finance Officer

3-1 Attachment  
Local Certification of Support

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #1

Is this the Final 3-1 Project Closeout? No

College Central Carolina Community College

Project Name Moore Center - Main Building NCCCS Project No. 2682

Campus 1012 Central Carolina CC - Main Campus County Lee

I. TYPE OF PROJECT:

Renovation of Existing Facility

II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.

The scope of work and cost for this project have been modified to reflect: the relocation of electrical switch gear, the addition of an adjacent parking lot and CDL driving track, and modifications to the renovated interior spaces required to accommodate short-term and customized industry training programs. Additional funds were also allocated to this project via an OSBM Directed Grant as part of the budget passed by NCGA in late 2023.

- ☐ Project to be constructed/renovated on college owned property
- ☒ Project to be constructed/renovated on leased property
- Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: Jon A. Matthews

Signature:

Contact Number: 910-814-8801

Date: 2/1/2024

CPC Signature:

III. ESTMATED COST OF PROJECT: Central Carolina Community College 2682

- A. PRE-CONSTRUCTION COSTS
1. Site Grading and Improvements (not in III B) ....
2. Demolition (not in III B) .....
- Subtotal "A"

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00

**B. CONSTRUCTION**

1. Design Fee .....
2. Construction.....
3. Construction Contingency .....
4. Other Contracts .....
5. Other Fees .....

**Subtotal "B"****C. Other Costs**

1. Initial Equipment.....
2. Work Performed by Owner .....

**Subtotal "C"****TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)**

600,000.00	900,000.00	1,500,000.00
6,250,000.00	9,550,000.00	15,800,000.00
565,617.00	350,000.00	915,617.00
7,415,617.00	10,800,000.00	18,215,617.00
0.00	0.00	0.00
\$7,415,617.00	\$10,800,000.00	\$18,215,617.00

**IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:****A. NON-STATE FUNDS**

1. County Appropriated
2. County Bonds
3.  ▼
4.  ▼
5.  ▼

0

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

1. OSBM Administered 2021 SC  ▼
2. Other  ▼
3.  ▼

**Subtotal "B"****C. STATE FUNDS (Reimbursed by the System Office)**

1. Budget Code  2021 SCIF ▼
2. Budget Code  ▼
3. Budget Code  ▼
4. Budget Code  ▼

**Subtotal "C"**

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

**D. UNIDENTIFIED FUNDS**

1. Unidentified Funds (Do not include on the NCCCS 2-16)

**Subtotal "D"****Total Sources of Funds Including Unidentified**

Prior Funds	Changes	Current Funds
1,900,000.00		1,900,000.00
1,900,000.00	0.00	1,900,000.00
500,000.00		500,000.00
	10,800,000.00	10,800,000.00
500,000.00	10,800,000.00	11,300,000.00
5,015,617.00		5,015,617.00
5,015,617.00	0.00	5,015,617.00
7,415,617.00	10,800,000.00	18,215,617.00
0.00	0.00	0.00
\$7,415,617.00	\$10,800,000.00	\$18,215,617.00

## V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

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

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

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

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

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

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

\_\_\_\_\_  
Chairman - Board of Trustees

\_\_\_\_\_  
Chief Administrative Officer/President

Central Carolina Community College  
2682

## VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

### Certification 1.

I certify that I have examined this application for the project no: 2682  
from Central Carolina Community College and if shown, county funds in the  
amount of \$1,900,000 are available for the planning and construction of this project.



Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1, Section VIII, Page 5) it is estimated that the college will expend an additional \_\_\_\_\_ **\$0** per year in support of this new construction. I certify that this document has been reviewed, and that the information stated herein will be shared with the proper county officials to seek an appropriate adjustment to the college's budget as the new facility is brought online.

Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

=====

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

This, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature

**VIII. CERTIFICATION OF LOCAL BUDGET SUPPORT  
ESTIMATED OPERATING/UTILITY ANNUAL COST  
FOR CAPITAL IMPROVEMENT PROJECTS**

Date: \_\_\_\_\_ Project Name: Moore Center - Main Building

College: Central Carolina Community College Project Completion Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (used in Section VI of the 3-1)						\$0

I certify that the county has reviewed this information as a part of the approval process.

\_\_\_\_\_  
County Manager/Finance Officer

3-1 Attachment  
Local Certification of Support



# E. Eugene Moore Center Renovation Phase 1

Pre-Design Report  
*December 2023*





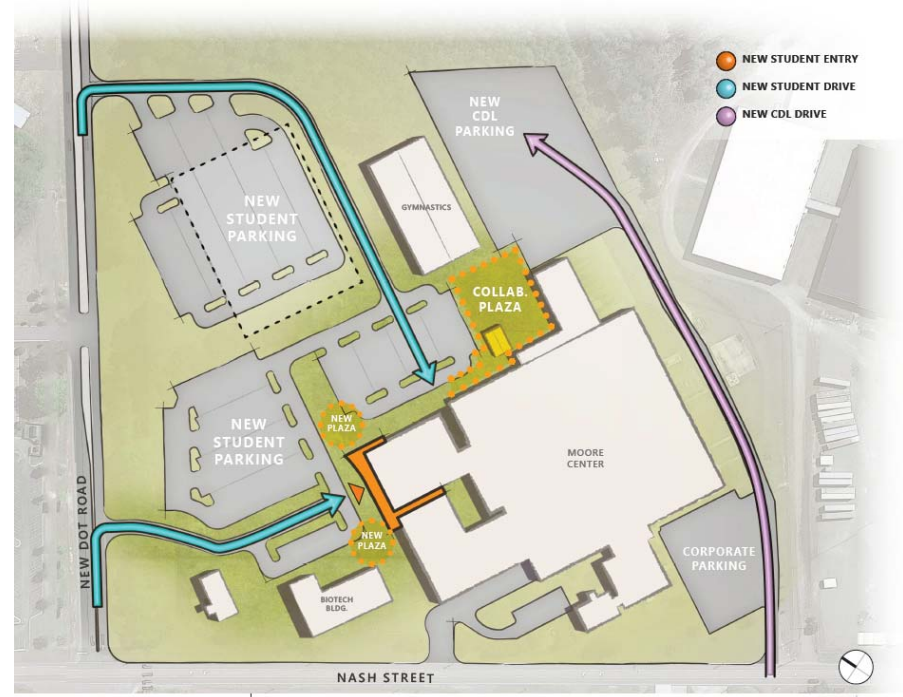
## E. EUGENE MOORE CENTER RENOVATION PHASE 1

SANFORD, NC



## Phase 1A Summary

- Site improvements to include expanded parking
  - Balance new parking with budget parameters
- New Main Entrance to face Existing Campus
- CDL parking/training approved for relocation



E. EUGENE MOORE CENTER RENOVATION PHASE 1  
CONCEPT AND PROGRAMMING





## Phase 1A Summary

- Site improvements to include expanded parking
  - Balance new parking with budget parameters
- New Main Entrance to face Existing Campus
- CDL parking/training approved for relocation
- Balance outdoor plaza design with budget parameters
- New Entrance to be a combination of Options A & B



Option A – West Side Entrance



Option B – North Corner Entrance



E. EUGENE MOORE CENTER RENOVATION PHASE 1  
CONCEPT AND PROGRAMMING



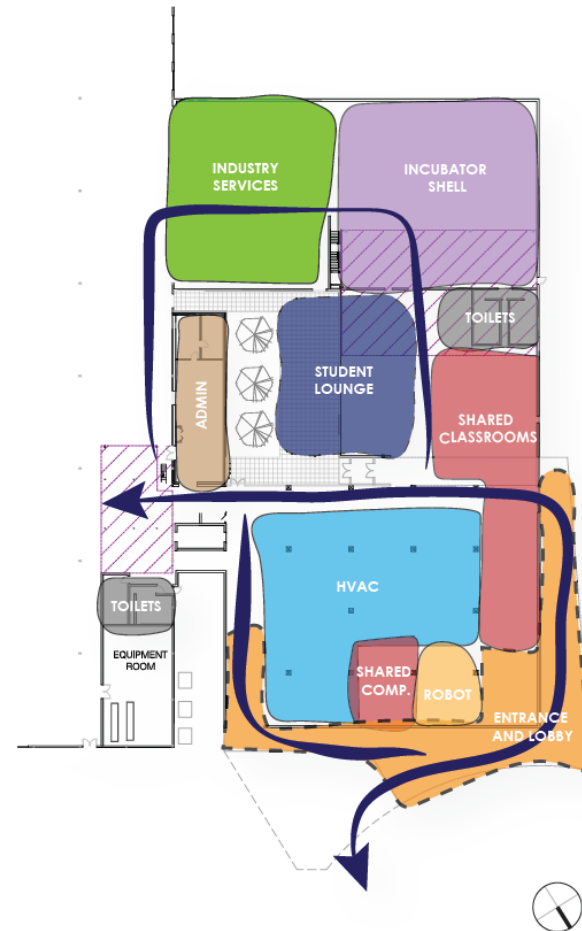
**HOBBS**  
ARCHITECTS

adwarchitects  
environmentsforlife.



## Phase 1A Summary

- Site improvements to include expanded parking
  - Balance new parking with budget parameters
- New Main Entrance to face Existing Campus
- CDL parking/training approved for relocation
- Balance outdoor plaza design with budget parameters
- New Entrance to be a combination of Options A & B
- Interior Renovations shared to show circulation pathways
- Areas at new entrance should be “showcase” spaces associated with Industry Services



New Entry Layout



E. EUGENE MOORE CENTER RENOVATION PHASE 1  
CONCEPT AND PROGRAMMING



HOBBS  
ARCHITECTS

adwarchitects  
environmentsforlife.





CURRENT SITE PLAN



D.O.T REVISED DRAWING



E. EUGENE MOORE CENTER RENOVATION PHASE 1  
CONCEPT AND PROGRAMMING





## Programming Priorities in Phase 1B

### CCCC Moore Center Phase 1 - Programming

#### Departmental Space Needs for Phase 1

Main Contact: Dr. Jon Matthews, Interim Vice President of Administrative Services & Dr. Margaret Robertson, Vice President of Workforce Development

**Existing Moore Center Square Footage:** **195,325 sf\***

\* Field Verification of Square Footages is on-going

Main Building First Floor (A): 167,361 sf\*

Main Building Mezzanines: 7,532 sf\*

Rear Building: 20,432 sf\*

Total Existing Staff Count for Departments (Phase 1): 7

Total Future Staff Count Departments (Phase 1): 11

LOCATED IN REAR BUILDING

Department (in order of priority)	Current Location	Proposed Location	Current Staff Count	Future Staff Count	Current Student Count	Future Student Count	Existing Square Footages*	Proposed Square Footage	Notes/Comments
HVAC	Howard James Industry Training	Moore Center Rear Building	2	2			4,000	11,826	
CDL Truck Driver Training	Moore Center Building C	Moore Center Rear Building	2	2			801	4,860	
Industry Services	Howard James Industry Training	Moore Center Main Building	3	7			3,860	16,551	
Flex Space (Previously Incubator & Soft Landing)	NA	Moore Center Main Building	NA	NA			NA	7,600	Shelled Space
Shared Spaces & Amenities***	NA	Moore Center Main Building	NA	NA			NA	12,407	
<b>Totals</b>			<b>7</b>	<b>11</b>			<b>8,661</b>	<b>53,244</b>	

\* Existing Square Footages are estimates that include a total net square footage for labs/shops, dedicated classrooms, and storage occupied by each department. These numbers may not include existing office space, circulation, toilet rooms, equipment rooms, and shared classroom spaces.



E. EUGENE MOORE CENTER RENOVATION PHASE 1  
CONCEPT AND PROGRAMMING



## Programming Priorities in Phase 1B

### CCCC Moore Center Phase 1 - Programming

#### Departmental Space Needs for Phase 1

Main Contact: Dr. Jon Matthews, Interim Vice President of Administrative Services & Dr. Margaret Robertson, Vice President of Workforce Development

**Existing Moore Center Square Footage:** **195,325 sf\*** \* Field Verification of Square Footages is on-going

Main Building First Floor (A): 167,361 sf\*

Main Building Mezzanines: 7,532 sf\*

Rear Building: 20,432 sf\*

Total Existing Staff Count for Departments (Phase 1): 7

Total Future Staff Count Departments (Phase 1): 11

Department (in order of priority)	Current Location	Proposed Location	Current Staff Count	Future Staff Count	Current Student Count	Future Student Count	Existing Square Footages*	Proposed Square Footage	Notes/Comments
HVAC	Howard James Industry Training	Moore Center Rear Building	2	2			4,000	11,826	
CDL Truck Driver Training	Moore Center Building C	Moore Center Rear Building	2	2			801	4,860	
Industry Services	Howard James Industry Training	Moore Center Main Building	3	7			3,860	16,551	
Flex Space (Previously Incubator & Soft Landing)	NA	Moore Center Main Building	NA	NA			NA	7,600	Shelled Space
Shared Spaces & Amenities***	NA	Moore Center Main Building	NA	NA			NA	12,407	
<b>Totals</b>			<b>7</b>	<b>11</b>			<b>8,661</b>	<b>53,244</b>	

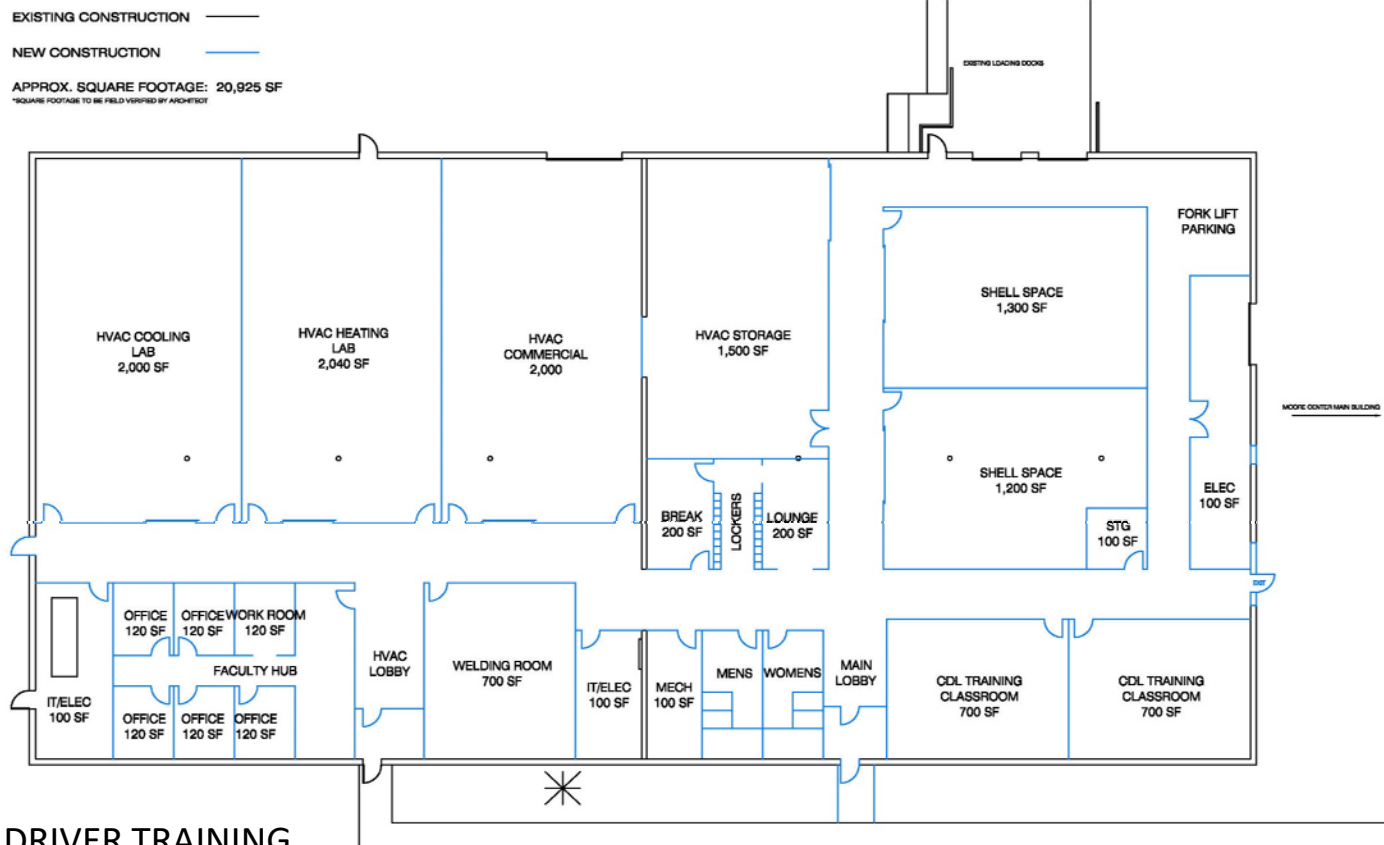
**LOCATED IN MAIN BUILDING**

\* Existing Square Footages are estimates that include a total net square footage for labs/shops, dedicated classrooms, and storage occupied by each department. These numbers may not include existing office space, circulation, toilet rooms, equipment rooms, and shared classroom spaces.



**E. EUGENE MOORE CENTER RENOVATION PHASE 1**  
CONCEPT AND PROGRAMMING





## HVAC & TRUCK DRIVER TRAINING

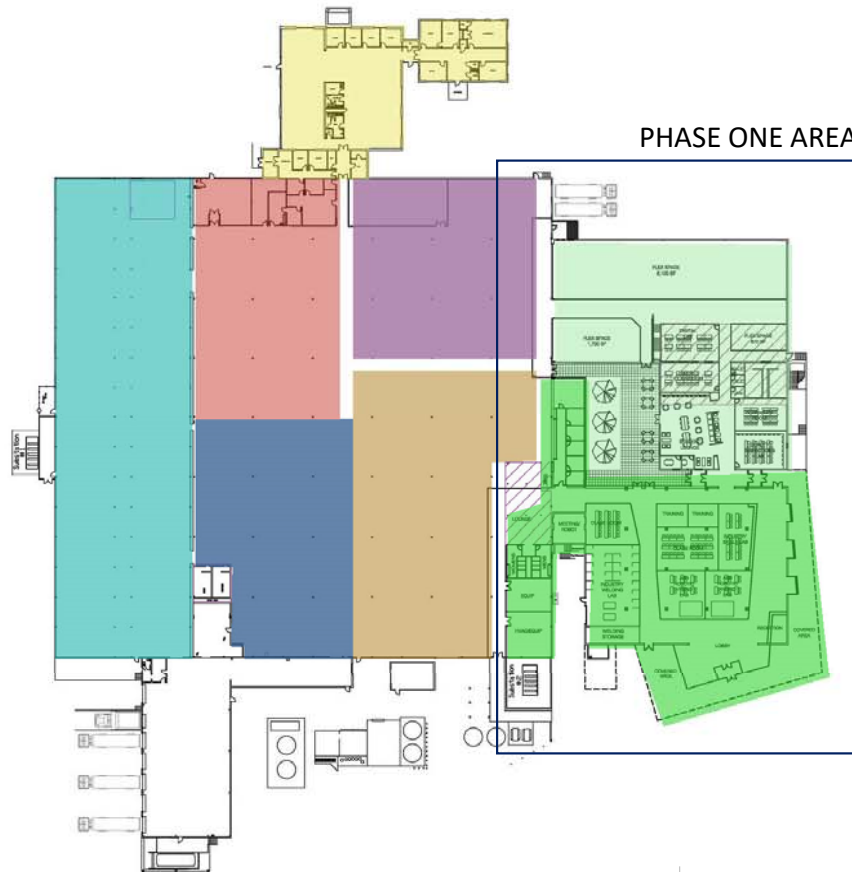


E. EUGENE MOORE CENTER RENOVATION PHASE 1  
 CONCEPT AND PROGRAMMING



adwarchitects  
 environmentsforlife.





PHASE ONE AREA

PHASE 1 RENOVATION - AREA DESIGNATIONS

- PHASE 1 RENOVATION - PRIORITY AREA
- PHASE 1 RENOVATION - SECONDARY AREA

FUTURE AREA DESIGNATIONS

- ENGINEERING TECHNOLOGY
- WELDING TECHNOLOGY
- MACHINING
- INDUSTRIAL SYSTEMS
- VINFAST/INDUSTRY PARTNER
- ADMINISTRATION/CONFERENCE



E. EUGENE MOORE CENTER RENOVATION PHASE 1  
CONCEPT AND PROGRAMMING



## PHASE ONE RENOVATION IN MAIN BUILDING

- NEW MAIN ENTRANCE FACING CAMPUS
- SHOWCASE LOBBY WITH RECEPTION AREA AND GALLERY SPACES
- INDUSTRY SERVICES
  - INDUSTRY WELDING WITH CLASSROOM
  - ROBOTIC HYBRID LABS
  - INDUSTRY SKILLS LAB & QUALITY INSPECTIONS
  - TRAINING LABS
- SHARED SPACES
  - CLASSROOMS
  - CONFERENCE ROOMS
  - DIGITAL LAB
  - FACULTY HUB
  - STUDENT LOUNGE/SOCIAL SPACES
  - FLEX SPACE

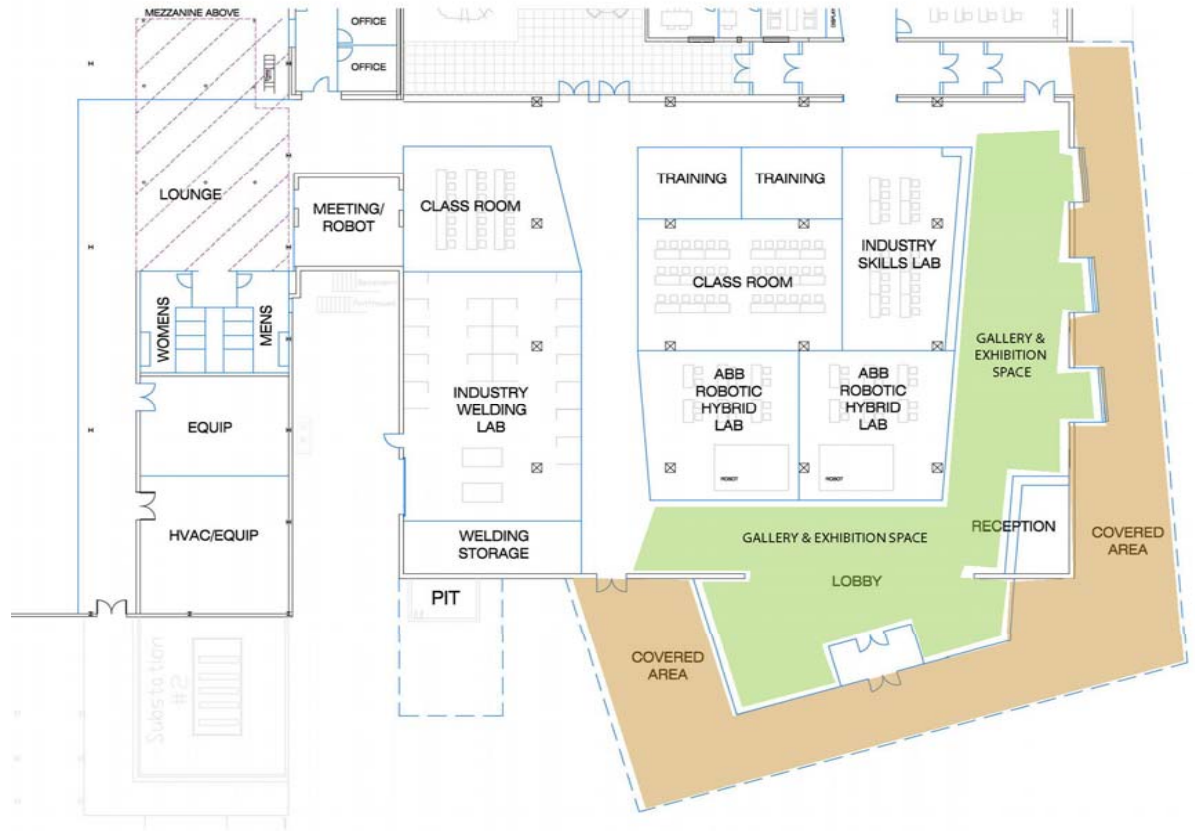


E. EUGENE MOORE CENTER RENOVATION PHASE 1  
CONCEPT AND PROGRAMMING



## MAIN BUILDING PRIORITY/PHASING

- SEQUENCING BEGINNING AT ENTRANCE
- LOBBY + RECEPTION AREAS
- INDUSTRY SERVICES
  - INDUSTRY WELDING W/ CLASSROOM
  - ROBOTIC HYBRID LABS
  - INDUSTRY SKILLS LAB TRAINING LABS
- SHARED SPACES
  - CLASSROOMS
  - FACULTY HUB
  - SOCIAL SPACES



E. EUGENE MOORE CENTER RENOVATION PHASE 1  
CONCEPT AND PROGRAMMING







New Main Entrance



E. EUGENE MOORE CENTER RENOVATION PHASE 1  
CONCEPT AND PROGRAMMING







E. EUGENE MOORE CENTER RENOVATION PHASE 1  
CONCEPT AND PROGRAMMING





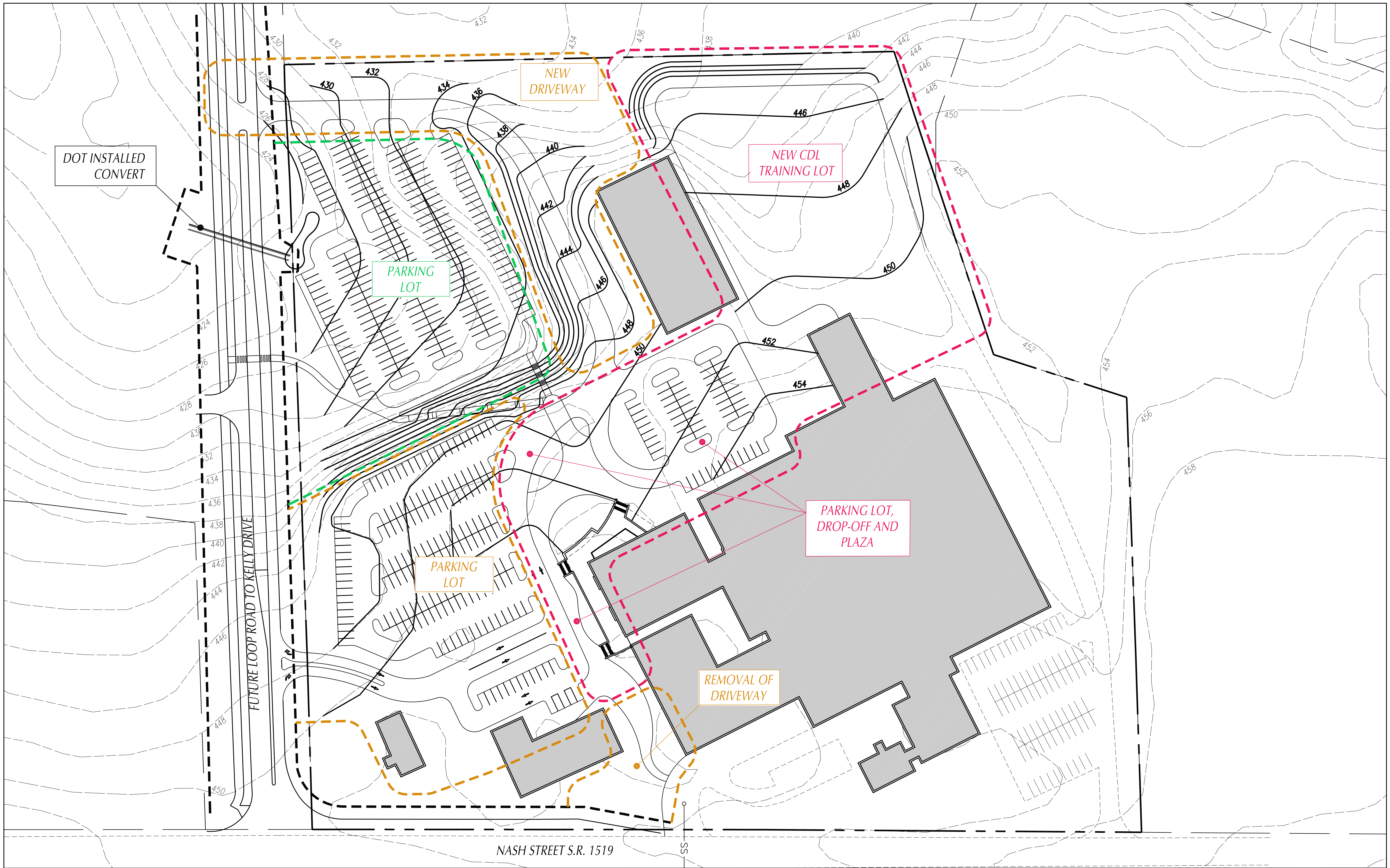
## Section 2: Site Plan

# CONCEPT 2B | NEW STUDENT ENTRY & SITE PLAN

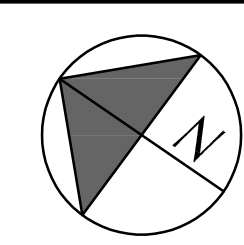


- NEW STUDENT ENTRY
- NEW STUDENT DRIVE
- NEW CDL DRIVE





CCCC MOORE CENTER  
SANFORD, LEE, NC




GRAPHIC SCALE

0 25 50 100 200

( IN FEET )

1 inch = 50 ft.



CLH  
DESIGN

CLH Design, PA  
400 Regency Forest Dr.  
Suite 120  
Sanford, NC 27518  
Phone: 919.319.8716  
Fax: 919.319.7518  
Lic. C-108, PE C-1595



## Section 3: Space Programming

### CCCC Moore Center Phase 1 - Programming

Departmental Space Needs for Phase 1

Main Contact: Dr. Jon Matthews, Interim Vice President of Administrative Services & Dr. Margaret Robertson, Vice President of Workforce Development

**Existing Moore Center Square Footage:** **195,325 sf\***

\* Field Verification of Square Footages is on-going

Main Building First Floor (A): 167,361 sf\*

Main Building Mezzanines: 7,532 sf\*

Rear Building: 20,432 sf\*

Total Existing Staff Count for Departments (Phase 1): 7

Total Future Staff Count Departments (Phase 1): 11

Department (in order of priority)	Current Location	Proposed Location	Current Staff Count	Future Staff Count	Current Student Count	Future Student Count	Existing Square Footages*	Proposed Square Footage	Notes/Comments
HVAC	Howard James Industry Training	Moore Center Rear Building	2	2			4,000	11,826	
CDL Truck Driver Training	Moore Center Building C	Moore Center Rear Building	2	2			801	4,860	
Industry Services	Howard James Industry Training	Moore Center Main Building	3	7			3,860	16,551	
Flex Space (Previously Incubator & Soft Landing)	NA	Moore Center Main Building	NA	NA			NA	7,600	Shelled Space
Shared Spaces & Amenities***	NA	Moore Center Main Building	NA	NA			NA	12,407	
	<b>Totals</b>		7	11			8,661	53,244	

\* Existing Square Footages are estimates that include a total net square footage for labs/shops, dedicated classrooms, and storage occupied by each department. These numbers may not include existing office space, circulation, toilet rooms, equipment rooms, and shared classroom spaces.

## Existing and New Program and Project Square Footage Requirements

CCCC Moore Center Phase 1 - Programming

### Department: HVAC

Program Contacts: Drew Goodson - Dean of Career and Technical Education  
Tracy Warren - Lead Instructor, A/C, Heating, Refrigerator and Welding Instructor

Existing Department Square Footage: 4,000

**Proposed Square Footage: 11,826**

Current Floor Location: Howard James Industry Training Center

Current Staff Count: 2

Future Staff Count: 2

Area	Room Function	Capacity	Requirements	Existing Square Footage	Proposed Square Footage	Notes/Comments
Cooling Lab	Residential Cooling Training Lab	18	Water Access, large equipment installed at exterior wall, teaching tables and chairs, rolling teaching screen, markerboard wall surfaces on majority of wall surface, disassembly table, storage shelves	na	2000	Includes Outside work area for minisplits condensing units Hybrid Lab/Classroom Layout Objective if for each student to work on equipment individually
Heating Lab	Residential Heating Training Lab	18	Water Access, large equipment installed at exterior wall, teaching tables and chairs, rolling teaching screen, markerboard wall surfaces on majority of wall surface, disassembly table, storage shelves	na	2000	Includes Outside work area, Natural Gas needed, Exhausting Hybrid Lab/Classroom Layout Objective if for each student to work on equipment individually
Commercial Program	Commercial equipment training lab	18	Includes an 8'x8'x8' Cooler, water access, large equipment, teaching tables and chairs, rolling teaching screen, markerboard wall surfaces on majority of wall surface, disassembly table, storage shelves	na	2000	Includes outside work area Hybrid Lab/Classroom Layout
Exterior Roof Top Unit Work Area	Exterior Equipment Space for instruction	18		na		Exterior Area Only
Exterior Chiller & Cooling Tower	Exterior Equipment Space for instruction	18		na		Exterior Area Only, Future addition but plan for areas now
Exterior Equipment Yard	Exterior Storage					
Fork Lift Nook	Permanant parking nook for fork lift	1	14' x 9' open area		150	
Faculty Office Hub	Two (2) Private Offices	3		na	360	Shared with CDL
Storage	Dedicated accessory storage		Open shelving	na	1500	To include secure storage for refrigerant, must be ventilated, 4 x 4 area, 8 cannisters new with 12 cannisters recycled
Welding Room	Dedicated welding training area for HVAC	8	4 welding booths and equipment storage, table for instruction and assembly	na	750	Brazing purposes, equipment will likely be salvaged from existing Industry Services Welding Shop (including booths)
Shared Building Spaces						* See Shared Spaces under CDL Program
Total Net Sq Ft				4,000	8760	
Circulation Estimate					3066	
Total Estimated Interior Sq Ft					11,826	

### Additional Information:

Preferred Adjacencies: In rear building with CDL  
Security/Access Concerns: Exterior wall and exterior yard access required  
Utilities: Central compressed air necessary in Labs. Compressed nitrogen and air tanks are likely needed

## Existing and New Program and Project Square Footage Requirements

CCCC Moore Center Phase 1 - Programming

### Department: CDL (Truck Driver Training)

Program Contacts: Margaret Robertson - Vice President of Workforce Development  
Thomas Lackey - Lead Instructor

Existing Department Square Footage: 801

**Proposed Square Footage: 4,860**

Current Location: Moore Center - Building C

Current Staff Count: 2

Future Staff Count: 2

Area	Room Function	Capacity	Requirements	Existing Square Footage	Proposed Square Footage	Notes/Comments
Training Classroom 1	Instructional Shop	20	Table and chairs, presentation and teaching area	371	700	
Training Classroom 2	General computer lab	20	Table and chairs, presentation and teaching area	na	700	
Storage	General storage	1	Open Storage Room	30	100	
Faculty Office Hub	2 private offices	3	Desk, Chair, Storage	400	250	
Exterior CDL Training Lot						Required dimensions of training lot to be discussed with department lead.
Lobby	Entrance	2	Branding, signage, security		100	* Located in Rear Building, adjacent to lounge and locker area
Shared Faculty Work Room	Private faculty/staff work supply spaces	2	Casework/Cabinets, Printers, storage, supplies		100	* Located in Rear Building at Central Faculty Hub
Shared Breakroom	Open Breakroom for personal food prep and storage	2	Kitchenette, sink, microwave, refrigerator, etc	116	200	* Located in Rear Building at Central Faculty Hub
Student Lounge	Student and visitor centered areas for socialization, study, and idling		Soft seating, side tables, dining tables with chairs, shelves for gallery display, flat screen tvs		200	Located for use by HVAC and CDL
Lockers	Private locker room for student use	40	40 lockers - double tier		150	Located for use by HVAC and CDL
Toilet Room B - Mens		8			400	* Final Required Count to be determined
Toilet Room B - Womens		6			300	* Final Required Count to be determined
Mechanical		1			200	
Electrical/IT		1			100	
Custodial Rooms		1			100	
Total Net Sq Ft				801	3,600	
Circulation Estimate					1,260	
<b>Total Estimated Interior Sq Ft</b>					<b>4,860</b>	

### Additional Information:

Preferred Adjacencies: Rear parking lot for Truck Driver Training, shared rear building with HVAC  
Security/Access Concerns: NA

## Existing and New Program and Project Square Footage Requirements

CCCC Moore Center Phase 1 - Programming

### Department: Industry Services

Program Contacts: Drew Goodson - Dean of Career and Technical Education  
Patrica Anderson - Director of Industry Services

Existing Department Square Footage: 3,860

**Proposed Square Footage: 16,551**

Current Location: Howard James Industry Training Center  
Current Staff Count: 3  
Future Staff Count: 7

Area	Room Function	Capacity	Requirements	Existing Square Footage	Proposed Square Footage	Notes/Comments
ABB Robotic Hybrid Lab	Mechanical Robotic Arm showcase and training areas	13	Defined area with robotic equipment (up to 3-4 robots), tables and chairs for training		1,500	Close to main entrance, glass walls Hybrid Lab/Classroom
ABB Robotic Hybrid Lab	Mechanical Robotic Arm showcase and training area	13	Defined area with robotic equipment, tables and chairs for training		1,500	Close to main entrance, glass walls Hybrid Lab/Classroom
Industry Skills Lab	Training/Instructional space	20	Casework/Cabinets for equipment, work tables with chairs for 25, teaching station with projection screen and projector	500	1,000	Adjoin to training labs Industry partner provides computers
Training Lab 1	Flexible space for training on industry equipment	12	Equipment, seating for 12	300	600	i.e. Pfizer, Pentair
Training Lab 2	Flexible space for training on industry equipment	12	Equipment, seating for 12	300	600	
Document/Long Term Storage	Flexible storage for all types of storage needs		Storage for equipment and documents	420	400	
Material Storage	Flexible storage area for Training supplies and metal materials		Racks for Metal, open shelving	100	300	
Quality Inspections Lab	Meeting Room for training	20		na	800	May be Shared with other Departments
Faculty Office Hub	Three (3) Private Offices	3		880	360	*Shared with Other Departments
Industry Welding Lab	Industry used welding lab for training with industry partners and CAT Students	18	18 welding booths, cooling tank, cutting area, fabrication tables, metal storage, ventilation system, locked storage, pirana arm worker (cuts 20' long material)	1,360	2,300	Adjacent to Welding Technology Preference for piped gas Storage, does not need to be adjacent to other Industry Services Program Spaces, CAT students are the dominate users (CAT are high school students), compressed air needed
Welding Storage	Dedicated storage for welding use	2	Racks for metal storage and equipment		300	Adjacent to Welding Lab and exterior roll up door entrance
Classroom A	Small Shared Classroom	20	Tables and Chairs, Presentation Equipment	800	800	Used by CAT Students, adjacent to Industry Welding Lab
Classroom B	Small Shared Classroom	20	Tables and Chairs, Presentation Equipment	800	800	Shared General Classroom
Classroom C	Large Shared Classroom Space	36	Tables and Chairs, Presentation Equipment	na	1,000	Shared General Classroom
Total Net Sq Ft				3,860	12,260	
Circulation Estimate					4,291	
<b>Total Estimated Interior Sq Ft</b>					<b>16,551</b>	

### Additional Information:

Preferred Adjacencies: Adjacent to Welding Technology to share infrastructure, Adjacent to new main entrance as these may be equipment showcase spaces  
Allow Industry partners to access spaces without going through the whole building  
Adjacent to exterior and easy access for moving materials in and out of building

Security/Access Concerns: NA



**Existing and New Program and Project Square Footage Requirements**

CCCC Moore Center Phase 1 - Tentative Programming

**Department: Flex Space** - Previously Incubator & Soft Landing Space

Program Contacts: Margaret Robertson - Vice President of Workforce Development

Existing Square Footage: NA

**Proposed Square Footage: 7,600**

Current Location: NA

Current Staff Count: NA

Future Staff Count: NA

Area	Room Function	Capacity	Requirements	Existing Square Footage	Proposed Square Footage	Notes/Comments
Open Office Space	Flexible office space	10	<i>Temporary Partitions, Desks, Tables, Chairs, etc.</i>	<i>na</i>	3,000	
Conference Room	Meeting Space	25	<i>Meeting Tables and Chairs, Projection Needs</i>	<i>na</i>	600	
Equipment Training Area	Flex training area		<i>TBD</i>	<i>na</i>	1,000	
Shop A	Space to plug in equipment		<i>TBD</i>	<i>na</i>	1,500	
Shop B	Space to plug in equipment		<i>TBD</i>	<i>na</i>	1,500	
Total Net Sq Ft					7,600	
Circulation Estimate						
<b>Total Estimated Interior Sq Ft</b>					<b>7,600</b>	

**Additional Information:**

Preferred Adjacencies: *Not located at front entry*

Security/Access Concerns: NA

Potential End-Users: NCSU MEP (Manufacturing Extension Partnership)

## Existing and New Program and Project Square Footage Requirements

CCCC Moore Center Phase 1 - Programming

### Department: Shared Spaces & Amenities

Program Contacts: Margaret Robertson - Vice President of Workforce Development

Drew Goodson - Dean of Career and Technical Education

Existing Square Footage: NA

Proposed Square Footage: 12,407

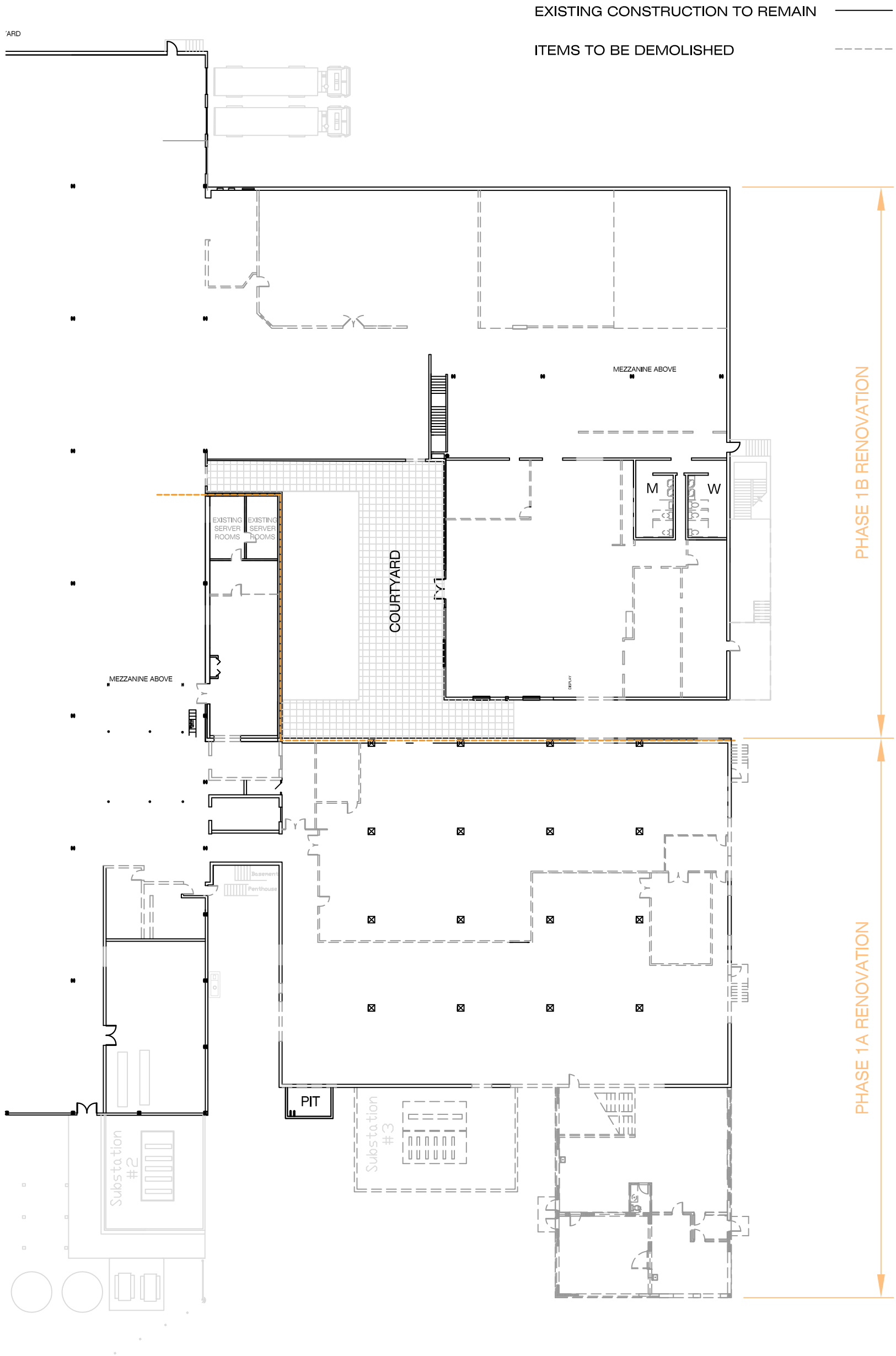
Area	Room Function	Capacity	Requirements	Existing Square Footage	Proposed Square Footage	Notes/Comments
Main Student Lounge/Vending Area	Student and visitor centered areas for socialization, study, and idling		Soft seating, side tables, dining tables with chairs, vending machines, shelves for gallery display, flat screen tvs		3,000	Existing Cafeteria
Main Lobby A	Entrance	2	Branding, signage, security, reception		1,000	
Breakout Student Lounge	Student and visitor centered areas for socialization, study, and idling		Soft seating, side tables, dining tables with chairs, shelves for gallery display, flat screen tvs		500	Locate for multiple departments to access
Toilet Room A - Mens		8			400	* Final Required Count to be determined
Toilet Room A - Womens		8			400	* Final Required Count to be determined
Unisex Toilet Room A		1			80	
Unisex Toilet Room B		1			80	
Janitorial Rooms					100	Various Locations Assumed
Mechanical Rooms					1,000	Various Locations Assumed
IT Rooms					100	Various Locations Assumed
Electrical Rooms					200	Various Locations Assumed
Shared Faculty Work Room A	Private faculty/staff work supply spaces	2	Casework/Cabinets, Printers, storage, supplies		200	* Located in Main Building at Central Faculty Hub
Faculty Hub Offices	Flexible Faculty Offices	4	Desks, chairs, storage		480	* Located in Main Building at Central Faculty Hub
Faculty Hub Breakroom	Breakroom for personal food prep	2	Kitchenette, Sink, Microwave, Refrigerator		200	* Located in Main Building at Central Faculty Hub
Digital Computer Lab		20	Computers, tables, projection equipment, teaching station		850	* Assumed location in Main Building, used for testing services and library access
Shared Conference Room A		25	Tables, Chairs, Projection Equipment		600	* Assumed location in Main Building
Total Net Sq Ft					9,190	
Circulation Estimate					3,217	
Total Estimated Interior Sq Ft					12,407	

### Additional Information:

Preferred Adjacencies: NA

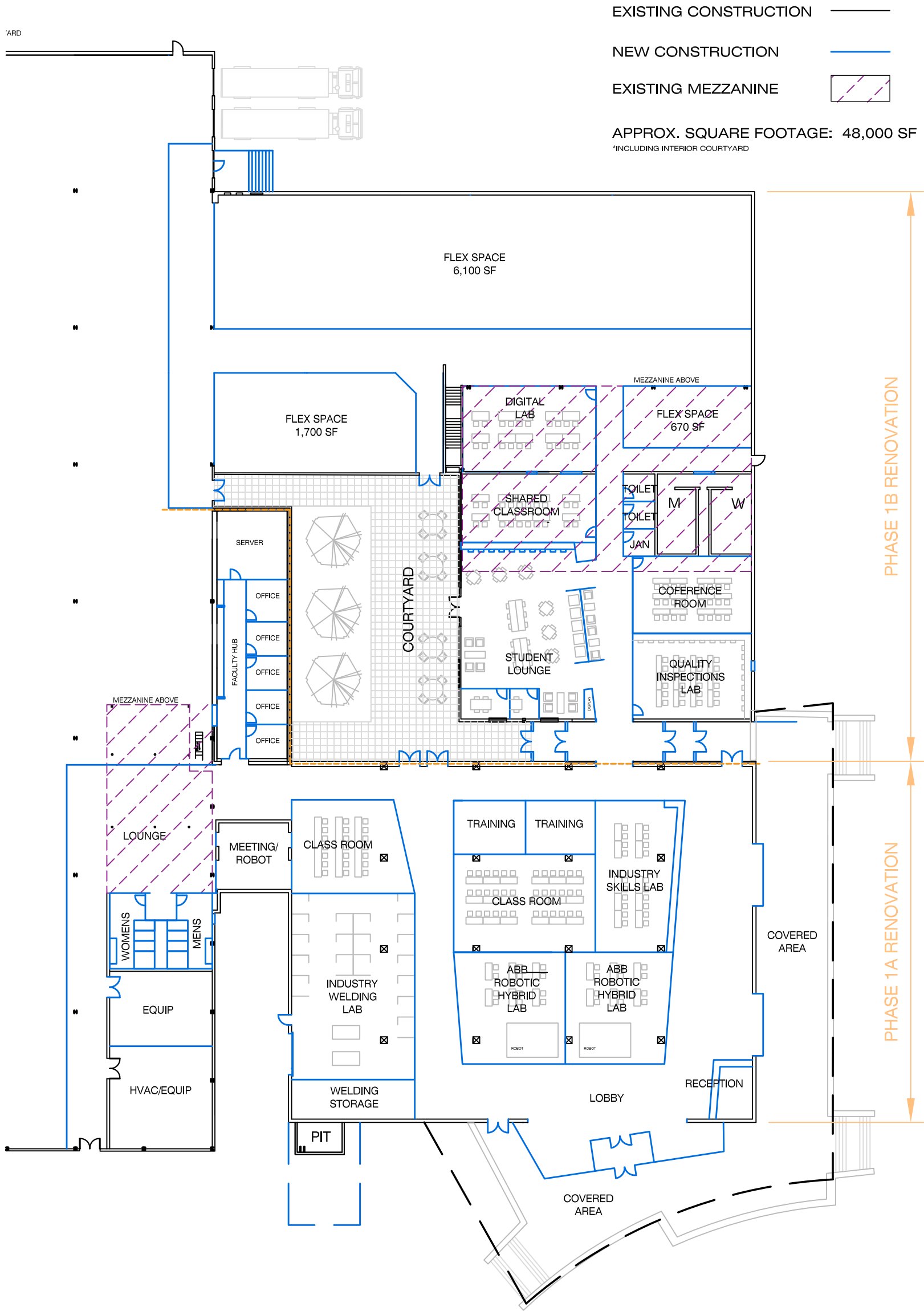
Security/Access Concerns: NA

## Section 4: Renovation Floor Plans



MOORE CENTER PHASE 1 RENOVATIONS - PRELIMINARY DEMOLITION PLAN NOVEMBER 2023

SCALE:  $\frac{1}{32}" = 1'-0"$



MOORE CENTER PHASE 1 RENOVATIONS - PRELIMINARY TEST FIT NOVEMBER 2023

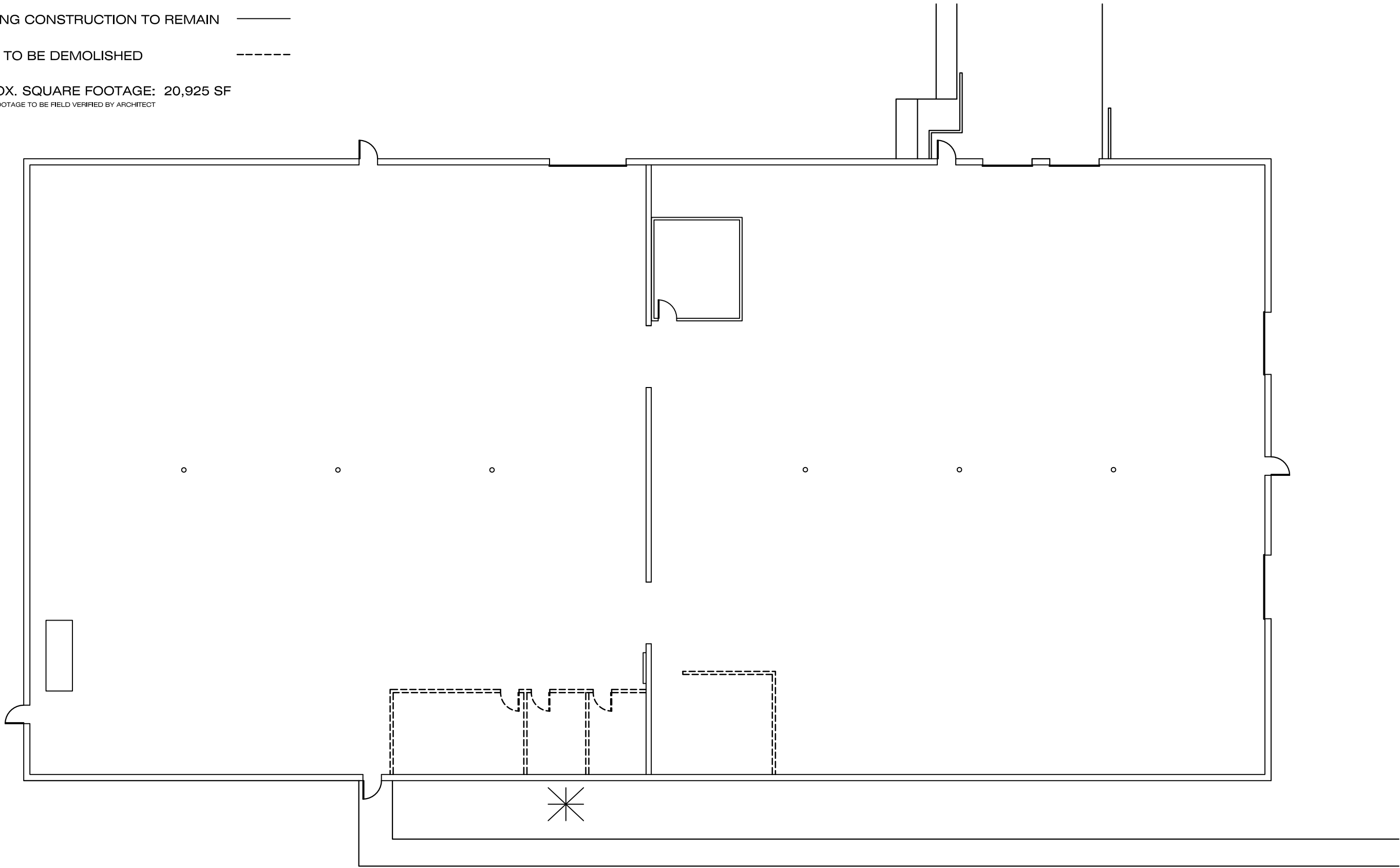
SCALE:  $\frac{1}{32}$ " = 1'-0"

EXISTING CONSTRUCTION TO REMAIN    ————

ITEMS TO BE DEMOLISHED                - - - - -

APPROX. SQUARE FOOTAGE: 20,925 SF

\*SQUARE FOOTAGE TO BE FIELD VERIFIED BY ARCHITECT

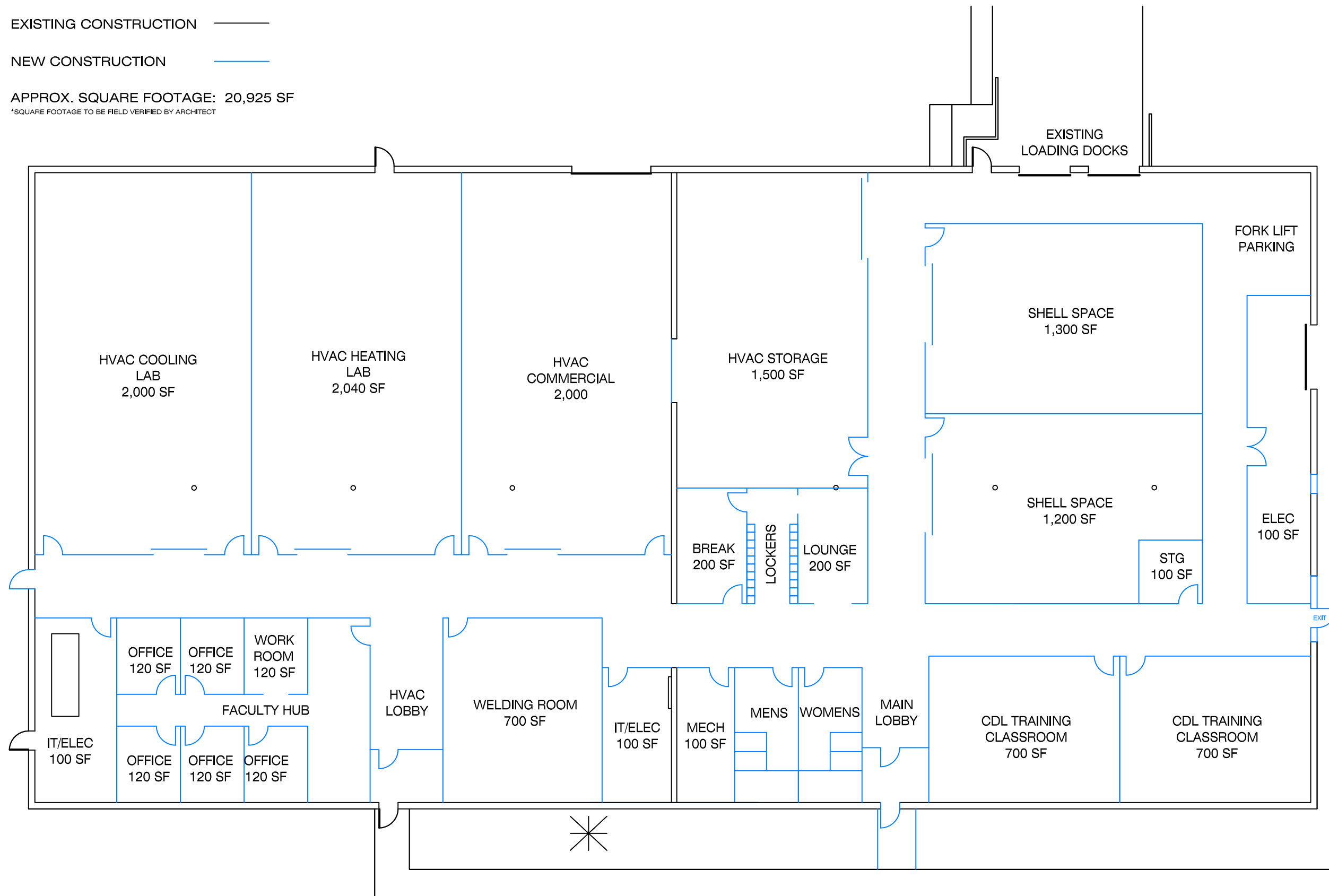


EXISTING CONSTRUCTION

NEW CONSTRUCTION

APPROX. SQUARE FOOTAGE: 20,925 SF

\*SQUARE FOOTAGE TO BE FIELD VERIFIED BY ARCHITECT



## Section 9: Estimated Project Construction Cost



**2023 CCCC E. EUGENE MOORE CENTER RENOVATION PHASE 1 – PRE-DESIGN STUDY  
SANFORD, NORTH CAROLINA**

**COST ESTIMATE AND BUDGET NARRATIVE**

The provided construction cost estimates were prepared by R.M. Rutherford & Associates and encapsulate the site plan, exterior entrance improvements, and interior renovation work presented in this pre-design study. These preliminary estimates are based on the current construction market and include a recommended Owner's Contingency of 5%. Escalation (inflation) costs of 6% per year, as well as FF&E and project soft costs, must be considered when budgeting final funding for the work. See following pages for the detailed cost estimate breakdown.

**Construction Cost Estimate for Site Work and New Phased Construction**

**PHASE 1A RENOVATIONS**

- |   |                   |
|---|-------------------|
| • Main Building Renovations (Phase 1A)                          | \$ 11,670,878     |
| • Rear Building Renovations                                     | \$ 5,906,711      |
| • CDL Training Lot, New parking and<br>Reconfigured Circulation | \$ 3,976,134      |
| • Electrical Switchboard Relocation                             | <u>\$ 400,000</u> |

<b>PHASE 1A TOTAL:</b>	<b>\$ 21,953,724</b>
------------------------	----------------------

**PHASE 1B RENOVATIONS**

- |  |                   |
|--|-------------------|
| • Main Building Renovations (Phase 1B) | \$ 6,012,319      |
| • Courtyard Improvements               | <u>\$ 350,000</u> |

<b>PHASE 1B TOTAL:</b>	<b>\$ 6,362,319</b>
------------------------	---------------------

*This budget is considered preliminary and is based on the information obtained to date.  
More refined details and estimates will be developed during schematic design, design  
development, and the working drawings phases of the project.*

**CENTRAL CAROLINA COMMUNITY COLLEGE**  
**MOORE CENTER RENOVATIONS**

CONSTRUCTION ESTIMATE SUMMARY - REVISED DECEMBER 20, 2023

**PHASE 1A**

MAIN BUILDING RENOVATIONS (PHASE 1A)	\$11,670,878
REAR BUILDING RENOVATIONS	\$5,906,711
CDL TRAINING LOT, NEW PARKING AND RECONFIGURED CIRCULATION	\$3,976,134
ELECTRICAL SWITCHBOARD RELOCATION	\$400,000

<b>PHASE 1A TOTAL</b>	<b>\$21,953,724</b>
-----------------------	---------------------

**PHASE 1B**

MAIN BUILDING RENOVATIONS (PHASE 1B)	\$6,012,319
COURTYARD IMPROVEMENTS	\$350,000

<b>PHASE 1B TOTAL</b>	<b>\$6,362,319</b>
-----------------------	--------------------

**EXCLUSIONS**

ROCK/UNSUITABLE REMOVAL AND/OR REPLACEMENT

HAZARDOUS MATERIAL REMOVALS

FF&E / SOFT COSTS

ESCALATION IS NOT INCLUDED BUT SHOULD BE CONSIDERED AT 6% ANNUALLY

## Updates on Building and Grounds Projects

### **Moore Center – Bioprocessing Building Renovation**

Design Development phase is complete. We are currently awaiting our architect, RS&H, to prepare construction documents so that contractor bids can be solicited and evaluated.

### **Moore Center – Executive Office Renovation**

This project is complete except for the installation of replacement interior doors and window blinds.

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

The 2024 State Budget passed by NCGA included a \$10.8 million allocation to support the renovation of the Main Building. The college leadership team identified top priorities from Phase 1 that could be initiated and completed with the existing allocations. The college will continue to seek and identify additional sources of funds to address the deferred elements of Phase 1 renovations.

### **Moore Center –Other**

Dewberry Engineers completed a comprehensive site survey of the entire Moore Center site in early December, including topographical, boundary, and subsurface utility engineering (SUE Level B, and SUE Level C). Survey data is already being utilized in the Bioprocessing Building project and Phase 1 Main Building project.

### **Kelly Drive Re-routing Project (NCDOT R-5959)**

Project Manager Jerry Page informed that NCDOT found the suggested modifications (second roundabout and raised median) acceptable and informed the college of the following tentative schedule for the project:

- August 2024 - Complete right of way plans and begin right of way acquisition
- August 2024 to March 2025 – complete right of way acquisition
- March 2025 – Begin utility relocation efforts (power, etc.)
- March 2025 to February 2026 – complete utility relocation efforts
- February 2026 – Advertise for bids for construction
- March 2026 – Receive bids for construction
- April 2026 – Award contract for construction

### **Emergency Services Training Center – Driving Track Repair**

Degradation of the asphalt surface of the driving track used by the BLET and (for rent) by regional police agencies will be addressed via a spot-resurfacing project. Specific portions of the track will be milled and resurfaced by a contractor selected via competitive bid process. The project cost is approximately \$226,000 and will be funded by a combination of track lease fee revenues and capital reserves provided by Lee County.

### **Chatham Main Campus**

At a November public hearing for the 2025-2031 Capital Improvement Plan/Program (CIP), the Chatham County Managers Office recommended that the Chatham Board of Commissioners consider funding the construction of a Career Technical Education building.

### **Harnett Main Campus**

The modular units that housed NC Works Career Center (owned by Harnett County) were sold and moved during October 2023. Demolition of the foundation and removal of waste materials occurred in early January 2024. The cleared lot is now available for future construction projects, including a previously discussed career and technical education training building.

### **Harnett Main Campus – Fire Training Tower**

The college recently received correspondence from OSBM confirming the \$1.869 million directed grant for the construction of fire training tower facility. As discussed in prior committee meetings, the location for this facility will be in a currently wooded plot behind the Etheridge Building.

### **Harnett Main Campus HVAC Replacement**

The Harnett County Board of Commissioners pledged to fund a short-term capital project in the amount of \$210,000 to replace the remaining three HVAC systems in Miriello Building, all of which are original to the structure. Currently, college staff are soliciting the counsel of a mechanical engineering firm (via our Open Ended Design agreement) to ensure that these replacement systems will address existing humidity issues in certain parts of the building.

## Capital Improvement Plans (CIP) priorities by County 2025-2030

### **Chatham County**

**Career and Technical Education Building (\$15,000,000):** Proposed new construction of a training center of approximately 25,000 square feet on existing property at Chatham Main Campus to meet the training needs for skill trade fields in the area. In current dollars, the cost of this project is estimated at \$15 million. The Chatham County Manager recently identified this project as one that should move to the "funded" status, with the intent to include the project in the County's next scheduled borrowing/debt issuance, likely in FY 2027.

### **Lee County**

**Moore Center Main Building Renovation Phase 1—Deferred (\$12,300,000):** The 2024 State Budget passed by NCGA included a \$10.8 million allocation to support the renovation of the Main Building, however the total county/state funds committed to this project are sufficient to support only the highest priority elements for Phase 1 of the Main Building renovation project. The deferred elements of the Phase 1 renovation project include: upfitting of the rear building to house HVAC and CDL programming; renovation of interior spaces to provide flex training classrooms and labs for emerging industries, and a courtyard reconfiguration.

**Moore Center Main Building Renovation Phase 2 (\$50,000,000):** This project will involve completion of the renovations to the Main Building of the Moore Center. Elements of the Phase 2 renovation project include: upfitting the main assembly area to provide expanded spaces for high-demand/high-wage skills training in welding, machining, electronics engineering, and industrial systems programs.

**Lee Early College (LEC) Relocation (\$2,750,000):** LEC is currently housed in modular structures and would greatly benefit from being assigned a permanent location. This project will involve the interior renovation of portions of Wilkinson Hall—areas that currently house programs that will move to the Moore Center Main Building upon completion of that renovation project—in order to create permanent classroom, lab, and office spaces for LEC.

**Kelly Drive Relocation—NCDOT R-5959 (\$3,000,000):** This project will involve the construction of a new route for Kelly Drive for the purposes of vectoring through-traffic safely and efficiently away from the interior of Lee Main Campus and intersecting with Nash Street in between the Moore Center and DAWCCC. Two traffic circles will be installed as part of the project—one to vector traffic from the existing Kelly Drive route and another to intersect with a collector road that bisects the adjacent residential development and which will effectively serve as an extension of Rosser Road. Construction is scheduled to begin in early/mid 2026, and while NCDOT has secured funding for the project, the college anticipates a need for funds to improve campus signage and landscaping that are not covered by the R-5959 scope of work.

### **Harnett County**

**Miriello Building HVAC Replacement (\$210,000):** Three of the HVAC 20-ton systems in Miriello Building remain from its original construction, and all three long ago exceeded their service lives. In January 2024, the Harnett County Board of Commissioners pledged to

## 2025-2030 Capital Improvement Plan submissions by County

immediately fund a short-term capital project in the amount of \$210,000 to replace the remaining three HVAC systems during the current fiscal year.

**Miriello Building Interior Renovation (\$1,500,000):** This project involves the cosmetic renovation of the interior spaces of the Miriello Building, which has remained unchanged since it opened in 1996. Elements of the renovation scope of work include new flooring, wall/trim paint, ceiling tiles, LED lighting fixtures, and fire alarm system. Upgrades will ensure that the building is at an appropriate safety standard and that it will continue to serve its designated purpose for years to come.

**Etheridge Building Interior Renovation (\$1,600,000):** This project involves the cosmetic renovation of the interior spaces of the Etheridge Building, which has remained unchanged since it opened in 1991. Elements of the renovation scope of work include new flooring, wall/trim paint, ceiling tiles, LED lighting fixtures, fire alarm system, and some components of the mechanical boiler system. Upgrades will ensure that the building is at an appropriate safety standard and that it will continue to serve its designated purpose for years to come.

# Property Access Notification



Innovative approaches  
Practical results  
Outstanding service  
[www.freeze.com](http://www.freeze.com)

1017 Main Campus Drive, Suite 1200 • Raleigh, North Carolina 27606 • 919-582-5850

December 27, 2023

1105 KELLY DR  
SANFORD, NC 27330

Re: Notification of Construction Work for 5910 CLYDE RHYNE DR

Dear TRUSTEES OF CENTRAL CAROLINA COM COLLEGE:

If you are receiving this notice you have been identified as a person located within or near the work area for the Triangle Innovation Point (TIP) Water and Sewer Utilities Project which is currently in progress.

## **Background**

The City of Sanford (City) provides water and sewer utilities to commercial, industrial, and residential users through an infrastructure system that includes a collection of pipelines, pump stations, and treatment facilities. The City has partnered with Chatham County and agreed to provide water and sewer service to the Moncure area.

New infrastructure components being installed include water mains, force mains, a gravity sewer and multiple new pump stations as shown on the enclosed map. Construction of these facilities is either on or in close proximity to your property. All work is being performed within City owned easements or property.

## **Who you should expect to see**

The construction firm **Haskell** is acting as the Construction Manager for the project. The pipeline work is being performed by **Garney Construction Company**. The pump station work is being done by **Crowder Construction Company**. Each of these firms may also have subcontractors to perform certain aspects of the work such as tree clearing, installation/maintenance of sedimentation and erosion control measures, geotechnical bores, etc. **Freeze and Nichols** is the owners Engineer and is observing the work to confirm all work is constructed as designed and in accordance with all permits received for regulatory agencies. Representatives for this project will wear safety vests and have proper identification at all times.

## **What to expect during construction**

### ***Pipeline Installation:***

- 1) The contractor or their subcontractor will survey the boundaries of the easements and install sedimentation and erosion control measures to protect against site run-off.
- 2) This will be followed by clearing and grubbing of vegetation. The next step is to "string" the pipe (position the pipe so it is ready for installation).
- 3) This is followed by excavation of the pipe trench, pipe installation, and backfilling of the trench. During the pipe installation you will see excavators and trucks carrying stone needed to "bed" the pipe and/or remove unsuitable materials.
- 4) Within a few days of the pipe installation temporary seeding or other measures will be used to stabilize the disturbed areas.
- 5) The next step is to install permanent restoration measures.

- 6) Once these measures are inspected and approved by the NC Division of Environmental Quality the temporary erosion control measures will be removed.
- 7) Once the project is complete the City of Sanford will maintain the pipe and pipeline corridor. This will involve periodic inspections and mowing.

***Pump Station Construction:***

The pump stations are all on City of Sanford owned property and therefore not likely to have an impact either than construction vehicles/deliveries of equipment and materials along public roadways.

**Project Schedule:**

The project is currently in progress and is expected to be completed by approximately April 2025.

If you have questions, please feel free to call Chris Belk at Freese and Nichols – 919.582.5862. He can also be reached at [chris.belk@freese.com](mailto:chris.belk@freese.com). You should also feel free to talk to **Freese and Nichols** representatives that you see in the field, and they can direct your inquiry to the appropriate person.

Should you desire to contact the City of Sanford directly, please call or email Paul Weeks at 919.777.1119 or [paul.weeks@sanfordnc.net](mailto:paul.weeks@sanfordnc.net).

Best regards,

A handwritten signature in black ink, appearing to read 'P. Weeks', with a long, sweeping horizontal line extending to the right.

Paul M. Weeks Jr, P.E.  
Utilities & Engineering Director, City of Sanford  
P.O. Box 3729  
Sanford, NC 27330



# Property Access Notification



Innovative approaches  
Practical results  
Outstanding service

1017 Main Campus Drive, Suite 1200 • Raleigh, North Carolina 27606 • 919-582-5850

[www.freese.com](http://www.freese.com)

December 27, 2023

1105 KELLY DR  
SANFORD, NC 27330

Re: Notification of Construction Work for 5825 CLYDE RHYNE DR

Dear TRUSTEES OF CENTRAL CAROLINA COM COLLEGE:

If you are receiving this notice you have been identified as a person located within or near the work area for the Triangle Innovation Point (TIP) Water and Sewer Utilities Project which is currently in progress.

## **Background**

The City of Sanford (City) provides water and sewer utilities to commercial, industrial, and residential users through an infrastructure system that includes a collection of pipelines, pump stations, and treatment facilities. The City has partnered with Chatham County and agreed to provide water and sewer service to the Moncure area.

New infrastructure components being installed include water mains, force mains, a gravity sewer and multiple new pump stations as shown on the enclosed map. Construction of these facilities is either on or in close proximity to your property. All work is being performed within City owned easements or property.

## **Who you should expect to see**

The construction firm **Haskell** is acting as the Construction Manager for the project. The pipeline work is being performed by **Garney Construction Company**. The pump station work is being done by **Crowder Construction Company**. Each of these firms may also have subcontractors to perform certain aspects of the work such as tree clearing, installation/maintenance of sedimentation and erosion control measures, geotechnical bores, etc. **Freese and Nichols** is the owners Engineer and is observing the work to confirm all work is constructed as designed and in accordance with all permits received for regulatory agencies. Representatives for this project will wear safety vests and have proper identification at all times.

## **What to expect during construction**

### ***Pipeline Installation:***

- 1) The contractor or their subcontractor will survey the boundaries of the easements and install sedimentation and erosion control measures to protect against site run-off.
- 2) This will be followed by clearing and grubbing of vegetation. The next step is to "string" the pipe (position the pipe so it is ready for installation).
- 3) This is followed by excavation of the pipe trench, pipe installation, and backfilling of the trench. During the pipe installation you will see excavators and trucks carrying stone needed to "bed" the pipe and/or remove unsuitable materials.
- 4) Within a few days of the pipe installation temporary seeding or other measures will be used to stabilize the disturbed areas.
- 5) The next step is to install permanent restoration measures.

- 6) Once these measures are inspected and approved by the NC Division of Environmental Quality the temporary erosion control measures will be removed.
- 7) Once the project is complete the City of Sanford will maintain the pipe and pipeline corridor. This will involve periodic inspections and mowing.

***Pump Station Construction:***

The pump stations are all on City of Sanford owned property and therefore not likely to have an impact either than construction vehicles/deliveries of equipment and materials along public roadways.

**Project Schedule:**

The project is currently in progress and is expected to be completed by approximately April 2025.

If you have questions, please feel free to call Chris Belk at Freese and Nichols – 919.582.5862. He can also be reached at [chris.belk@freese.com](mailto:chris.belk@freese.com). You should also feel free to talk to **Freese and Nichols** representatives that you see in the field, and they can direct your inquiry to the appropriate person.

Should you desire to contact the City of Sanford directly, please call or email Paul Weeks at 919.777.1119 or [paul.weeks@sanfordnc.net](mailto:paul.weeks@sanfordnc.net).

Best regards,

A handwritten signature in black ink, appearing to read 'P. Weeks', with a long, sweeping horizontal line extending to the right.

Paul M. Weeks Jr, P.E.  
Utilities & Engineering Director, City of Sanford  
P.O. Box 3729  
Sanford, NC 27330

# 2023-2024 AY Chatham Cottage Memorandum of Understanding

THIS MEMORANDUM OF UNDERSTANDING (this “**MOU**”), dated as of [DATE], sets forth certain understandings and agreements between Chatham Habitat for Humanity (“**Habitat**”), a North Carolina non-profit organization, and Central Carolina Community College (the “**College**”), a North Carolina public institute of higher education, relating to the proposed construction and transfer of the 2023-2024 AY Chatham Cottage (the “**Project**”). Habitat and the College may be referred to individually as a “**Party**” and collectively as the “**Parties**”.

1. **Construction Services.** The College shall provide the construction services for the Project. Construction services shall be provided in accordance with the College’s construction education programs, with students performing the actual construction services under the supervision of the College’s faculty and staff. The construction services shall be provided free of charge.
2. **Construction Materials.** Habitat shall provide the construction materials for the Project in consultation with the College’s construction program instructors. The construction materials shall be purchased by Habitat and put at the disposal of the College during the course of the construction services. Construction materials shall be of commercially reasonable quality and price, taking into account the nature of the Project, economic conditions, and the intended final use of the Project. To facilitate the timely acquisition of construction materials, the College shall provide Habitat within a reasonable time with a timeline for the Project that identifies dates for specific work and when specific materials are needed. Habitat shall make commercially reasonable efforts to order building materials and have them delivered to the work site in accordance with the timeline. The College may buy incidental items, including but not limited to nails, screws, and small amounts of lumber, not to exceed \$750 per month, if a material or item is needed on short notice to avoid delaying the Project. Habitat shall reimburse the College for these incidental items within thirty (30) days of receiving an itemized invoice detailing the materials bought.
3. **Design Services.** The College shall contract with an architect to draw up detailed plans for the Project suitable to meet the College’s learning objectives, Habitat’s housing objectives, and any applicable building code and permitting regulations. Habitat shall reimburse the College for the cost of drawing up these plans, not to exceed the amount of fifteen hundred dollars (\$1,500). Upon receiving reimbursement, the College grants to Habitat an unlimited, non-exclusive, worldwide, perpetual, irrevocable, transferable, and sublicensable license to the architectural drawings, including but not limited to the rights to use, copy, modify, sell, transfer, or otherwise dispose of the architectural drawings in Habitat’s sole discretion and without consent of the College, whether for commercial or non-commercial purposes. Habitat agrees to defend, indemnify, and hold harmless the College for any suits, claims, or damages, whether sounding in tort, contract, or otherwise, that arise in connection with Habitat’s use of the architectural drawings for anything beyond the Project. The granting of this license shall in no way be construed to restrain or otherwise limit the College’s rights to the architectural drawings. This license shall survive the expiration of this MOU.
4. **Building Permits.** The College shall be responsible for obtaining the building permits required to construct the Project. Habitat shall reimburse the College for any expenses related to obtaining the building permits. Reimbursement is due within thirty (30) days of Habitat’s receipt of a copy of the invoices.
5. **Status Meetings.** The College and Habitat shall meet in person from time to time as mutually agreed upon over the course of the Project, notwithstanding however that a meeting will be held at least once a fiscal quarter.
6. **Nature of Project.** The College will ensure that the Project is built to the specifications set by Habitat, including but not limited to the Project meeting or exceeding Energy Star and System Vision Certification requirements. The College and Habitat agree that the Project shall be constructed in accordance with the educational experience plan set forth at the beginning of the academic year in which the Project shall be constructed, and the College may make suggestions regarding changes to specifications in line with the educational experience plan. The College may change the Project plan details as necessary to comply with laws and regulations as well as to ensure that the educational objectives and outcomes are met for students participating in the construction program.
7. **Delivery of Project.** Habitat shall be solely responsible for accepting delivery at the site of construction of the Project. Upon accepting delivery, Habitat shall become responsible for any and all damages to the Project and for any and all damages arising from the transportation, use, misuse, or disposal of the Project. If Habitat refuses to accept delivery at the site of construction of the Project, the College may agree to facilitate delivery to another location, so long as Habitat accepts responsibility for all expenses, costs, losses, or damages arising from delivery to another location. If Habitat refuses to accept delivery in its entirety, the College shall be entitled to dispose of the Project in any manner that the College sees fit, and Habitat waives the right to demand repayment for expenses paid for construction materials for the Project.
8. **College Delays.** If the Project is delayed due to fault of the College, Habitat may request an explanation and reasonable estimates for when the delay will be resolved and when delivery may be made. If the delay continues, or is expected to continue, for six (6) months or more, Habitat may terminate this agreement and demand payment for all construction materials expenses incurred. If the delay results in damage to the Project, the College shall either (a) be responsible for the costs of repairs to the Project or (b) pay for all construction materials expenses incurred by Habitat and discharge Habitat of the responsibility to take possession of the Project upon its completion.

9. Habitat Delays. If the Project is delayed due to fault of Habitat, the College may request an explanation and reasonable estimates for when the delay will be resolved. If Habitat's delay negatively impacts the College's ability to provide instruction to students participating in construction education programs, the College may either (a) take commercially reasonable action and charge all expenses incurred as a result of said action to Habitat or (b) pay Habitat for all construction materials expenses incurred up to the point of the delay and terminate this MOU for cause. Habitat may not reject the completed project due to damage caused to the Project or delay in project completion as a result of Habitat's delay.
10. Warranties. EXCEPT FOR THE WARRANTIES EXPRESSLY SET FORTH IN THIS AGREEMENT, NEITHER PARTY MAKES ANY WARRANTIES, AND EACH PARTY HEREBY DISCLAIMS ALL OTHER WARRANTIES, ORAL OR WRITTEN, WHETHER EXPRESS, IMPLIED, STATUTORY OR OTHERWISE, RELATING TO THIS AGREEMENT, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE, AND ALL WARRANTIES ARISING FROM COURSE OF PERFORMANCE, COURSE OF DEALING OR USAGE IN TRADE.
11. Indemnification. Only in the manner and to the extent permitted under North Carolina law, including but not limited to the North Carolina Tort Claims Act, NCGS § 143-291 et seq., each Party agrees to indemnify and hold harmless the other Party from and against any loss, cost, or damage of any kind to the extent arising out of its breach of this MOU and its negligence or willful misconduct.
12. Good Faith Negotiations. The Parties shall negotiate in good faith and use reasonable efforts when making determinations on matters relating to the Project that are not specified in this MOU. Such determinations include, but are not limited to, delivery date of construction materials, delivery date of the finished Project, the specific construction materials purchased, and any disputes that arise under this MOU. If a dispute arising under this MOU is not resolved within a reasonable time or materially and unavoidably impacts the quality of instruction for students participating in the College's construction education program, either Party may resort to litigation in accordance with the terms of this MOU.
13. Term and Termination. With the exception of Sections 7, 8, 9, 10, 11, and 14, the rights and obligations of the Parties contained in this MOU shall expire (a) upon delivery of the Project to Habitat or (b) upon termination of this MOU for delay or for cause in accordance with its terms.
14. Miscellaneous Provisions. This MOU, and any documentation expressly referenced herein, embodies the complete agreement and understanding among the Parties and supersedes and preempts any prior understandings, agreements or representations by or among the Parties, written or oral, which may have related to the subject matter hereof in any way. This MOU may only be amended by a written instrument signed by both Parties. The provisions of this MOU are not intended to create, nor shall they be in any way interpreted or construed to create, a joint venture, partnership, or any other similar relationship between the Parties. Nothing herein is intended or shall be construed to confer upon any person or entity other than the Parties and their successors or assigns, any rights or remedies under or by reason of this MOU. Neither this MOU, nor any rights or obligations hereunder may be assigned, delegated or conveyed by either Party without the prior written consent of the other Party. This MOU shall be governed by and construed in accordance with the internal laws of the State of North Carolina, without giving effect to any choice or conflict of law provision or rule, whether of the state of North Carolina or any other jurisdiction. Any dispute arising under this MOU shall be heard solely by the courts of the State of North Carolina. This MOU may be executed in counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one agreement.

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

CENTRAL CAROLINA COMMUNITY COLLEGE

CHATHAM HABITAT FOR HUMANITY

By:

By:

Name:

Name:

Title:

Title:

Date:

Date:



BOARD OF TRUSTEES

PROGRAM COMMITTEE

AGENDA

**Date of Meeting:**

February 5, 2024

**Committee Members:**

Jim Crawford, Chair  
John Bonardi  
Derrick Jordan

**Consent Agenda Items**

1. Approve Program Committee Meeting Minutes, October 2023

**Full Board Agenda Items**

1. Public School Partnership Agreements (Curriculum)

**For Information Only**

1. Academic Policy Committee Actions (Curriculum)
2. College and Career Readiness & Curriculum Updates (Curriculum)
3. Workforce Continuing Education Updates (Continuing Education)
4. Customized Training Program 2023-2024 Mid-Year Report (Continuing Education)

<b>Meeting Name:</b>	Board of Trustees / Program Committee (Continuing Education and Curriculum)		
<b>Date of Meeting:</b>	October 23, 2023	11:00 am	Virtual and in Person
<b>Members Present:</b>	J. Philpott (P), J. Crawford (V), D. Jordan (V), J. Bonardi (P)		
<b>Staff Present:</b>	L. Chapman (P), M. Robertson (P), K. Short (P), L. Whitaker (P)		
	<b>Discussion</b>		
<b>Consent Agenda</b>	<ol style="list-style-type: none"> <li>1. Approve Program Committee Meeting Minutes, July 2023 Trustee Jordan made a motion to approve the Program Committee Meeting minutes from the July 2023 meeting. Trustee Bonardi seconded the motion. The motion carried unanimously.</li> <li>2. Curriculum Review Committee Actions (Curriculum) <ol style="list-style-type: none"> <li>a. Program Approvals</li> <li>b. Program Modifications</li> <li>c. Program Removals</li> <li>d. Course Modification</li> </ol> VP Short gave an overview of all of the Curriculum Review Committee Actions. Chairman Philpott made a motion to approve all of the Curriculum Review Committee Actions. Trustee Jordan seconded the motion. The motion was approved unanimously. </li> </ol>		
<b>Full Board</b>	No Agenda Items		
<b>For Information Only</b>	<ol style="list-style-type: none"> <li>1. Academic Policy Committee Actions ( Curriculum) VP Short went through the Academic Policy Committee Actions. Chairman Philpott made a motion to approve the Academic Policy Committee Actions. Trustee Jordan seconded the motion. The motion carried unanimously.</li> <li>2. Workforce Continuing Education Updates (Continuing Education) VP Robertson highlighted the Sanford Contractor's Construction Pre-Apprenticeship Program with Lee County Schools. 11 students successfully completed with 6 students transitioning to full or part time positions with Sanford Contractors and the other 5 students enrolled in CCCC classes.</li> <li>3. Manufacturing Day Results (Continuing Education) VP Robertson gave the highlights from Manufacturing Day with 44 Exhibitors and 832 Attendees that were counted. We look forward to next years National Manufacturing Day on October 4, 2024.</li> </ol>		

### **Public School Partnership Agreements (Curriculum)**

The State Board of Education approved a policy on October 6, 2023 that requires each school district to establish a formal partnership agreement with the local community college. Copies of draft partnership agreements for Chatham, Harnett, and Lee counties are provided for the board's review.

**Educational Partnership Agreement By & Between**  
**The Board of Trustees of Central Carolina Community College**

**&**

**Chatham Board of Education**

THIS AGREEMENT is made and entered into this 11<sup>th</sup> day of December, 2023 by and between the Board of Trustees of Central Carolina Community College, a body corporate, and the Chatham Board of Education, a body corporate and public.

**Section 1: Definitions**

**Career & College Promise**, hereinafter referred to as “CCP,” means the specific programs offered in connection with the Chatham County Promise Memorandum of Understanding agreed to by both parties, wherein eligible Chatham County Schools high school students may enroll dually at 1) Chatham County Schools traditional high schools and 2) Central Carolina Community College in pathways that lead to certificates, diplomas, and degrees and provide entry-level job skills under the direct authority of the Board of Trustees of Central Carolina Community College.

**Central Carolina Community College**, hereinafter referred to as “CCCC,” means the institution of higher education governed by the Board of Trustees of Central Carolina Community College with principal offices located at 1105 Kelly Drive, Sanford, NC 27330.

**Chatham County School System**, hereinafter referred to as “CCS,” means the institution of secondary education governed by the Chatham Board of Education with principal offices located at 468 Renaissance Drive, Pittsboro, NC 27312.

**Chatham Early College**, hereinafter referred to as “CEC,” means the specific Cooperative Innovative High School, hereafter referred to as “CIHS,” institution that opened in August of 2016 as an early college (previously Chatham School of Science and Engineering) under the direct authority of Chatham Board of Education with collaboration from the Board of Trustees of Central Carolina Community College.

**Dual Enrollment** means enrollment in either of the CCP or the CEC programs.

**Party** means CCS or CCCC, or both when referenced in the plural of **Parties**.

**The Southern Association of Colleges and Schools on Commission on Colleges**, hereinafter referred to as “SACSCOC,” means the body with accreditation oversight over CCCC with principal offices located at 1866 Southern Lane, Decatur, GA 30033, or, in the event that the accreditation body with oversight over CCCC changes, refers to any successor accreditation body.



## **Section 2: CCS's Rights and Responsibilities**

- I. CCS's Superintendent or designee has direct authority over the high school programs and activities. For matters concerning facilities, space utilization, and resource sharing, CCS's Superintendent or designee will act in consultation with the CCCC's Chief Academic Officer, Chatham County Provost, Executive Director of Secondary Programs, or their respective designees.
- II. The students, faculty, and staff of CCS will comply with all state and local laws, applicable CCCC regulations, and applicable CCCC policies while in CCCC facilities, on CCCC property, or in CCCC classes. Failure to follow these regulations or policies will subject the offending individual to the disciplinary procedures of CCCC and may result in dismissal from the dual enrollment program and CCCC.
- III. Students may be disciplined or dismissed by CCS's Superintendent or designee for violation of CCS rules or policies. CCCC may not veto these disciplinary decisions, but the Superintendent or designee may seek advice from CCCC prior to making such decisions. The Superintendent or designee shall notify CCCC of violations, suspensions, or dismissals.
- IV. CCS commits to creating conditions favorable for the success of the CCCC Career Coaches' work. This commitment encompasses the following specific responsibilities:
  - A. Promotion of the school-wide awareness of Coaches' duties and clarification of school commitment to CCCC
  - B. Coordination of Coaches' initial school orientation and ongoing integration into the faculty and staff community
  - C. Facilitation of Coaches' access to individual classes and larger assemblies for the purpose of awareness-building
  - D. Apportionment of office space appropriate for student advising activities
  - E. Facilitation of Coaches' access to needed onsite IT resources (specified below)
  - F. Provision and maintenance of lab space for Distance Education classes
  - G. Dissemination to CCCC of county-wide or high school-specific policies regarding dual enrollment
- V. CCS will grant access to CCS Premises
  - A. All parties acknowledge that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A Chapter 14 of the General Statute from knowingly being on the premises of any school or other facility dedicated to the care of minors. CCCC shall conduct criminal record and background checks on any CCCC employee or volunteer who, pursuant to this agreement, will be on CCS' property and/or have direct contact with CCS students. The checks shall include at a minimum checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry ("the Registries"), which may be completed at no cost by accessing the North Carolina Sex Offender Registry website at <http://sexoffender.ncdoj.gov/>. CCCC shall provide the names and identifying information to CCS prior to assigning any employee or volunteer

to work at a CCS school, and CCCC personnel shall not begin any services that involve direct interaction with students until the background checks are completed. CCCC shall not assign any employee or volunteer to a role that may involve direct student contact, at CCS' events, or on CCS property if (1) said individual has been convicted of a felony; (2) said individual has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; (3) in the judgment of CCS, said individual has engaged in any crime or conduct indicating that the individual may pose a threat to the safety or well-being of students or school personnel.

- B. The public schools and school-sponsored events of Chatham County shall remain at all times under the authority of the Board, the Superintendent, and the individual school principals. CCCC shall ensure that its agents, employees, and volunteers comply with any and all rules, regulations, or directives of the Board, the Superintendent, or the Superintendent's designee at all times while on the school premises or at school-sponsored events. CCS reserves the right to deny entrance to any school premise or school event to any individual.
- C. CCCC Career Coaches will be given a CCS employee badge that allows them to access the building in which their office is located.

VI. CCS will provide appropriate office space for the assigned Career Coach.

- A. Career Coaches will be assigned to each traditional high school to support the CCP. CCS will provide a permanent office space for the assigned Career Coach.
- B. Career Coaches assigned to the CIHS will be provided a space to meet with students as needed when on campus.
- C. CCS Principals must notify the assigned Career Coach and Executive Director of Secondary Partnerships if the assigned office location is relocated.

VII. CCS will provide access to information technology and network resources as follows:

- A. CCCC Career Coaches in partnership with CCS, will have access to Student Information System software and records. CCCC Career Coaches will agree to CCS Student Information System usage agreements and must follow CCS policies and procedures.
- B. CCCC Coaches will have access to other appropriate CCS software and networks as needed to complete advising and registration activities.
- C. CCS will make available to the Coaches telephones, printing, and scanning facilities, and access to wireless internet connectivity. Each high school will assume responsibility for the availability and installation of hardware
- D. CCS will require CCCC Career Coaches to follow all CCS policies as it relates to their information technology and software usage.

VIII. CCS will serve as the fiscal agent. As fiscal agent, CCS will be responsible for distributing all funds budgeted for the high school program. CCS will pay for the college fees, book costs, and other required materials of students enrolled in a dual enrollment program:

- A. CCS will pay for participating students' fees at the end of each semester (Fall and Spring) and will be billed from CCCC's business office.
- B. CCS will issue a Letter of Affirmation (see Exhibit A for a sample letter) annually to CCCC no later than thirty (30) days prior to the start of CCCC's Fall Term for the

academic year. The Letter of Affirmation will show the financial commitments that CCS will bear to cover its students' participation in the CCP Program.

- C. Textbooks, digital access codes, and required course materials will be purchased for students by CCS. Monthly invoices will be sent from CCCC's Efollett bookstore.
  - D. CCCC Career Coaches will purchase textbooks on CCS's behalf from the CCCC bookstore.
  - E. CCS will appoint one representative at each school to work with the CCCC Coach during textbook distribution. Textbooks will be housed in a designated space in each high school. The CCCC Career Coach and designated CCS representative at each high school will be responsible for distribution and inventory.
  - F. Reasonable efforts will be made to use textbook editions for a minimum of two (2) years before updating.
- IX. No indebtedness of any kind incurred or created by CCS shall constitute an indebtedness of the State, its political subdivisions, or CCCC, and no indebtedness of CCS shall involve or be secured by the faith, credit, or taxing power of the State, its political subdivisions, or CCCC.

### **Section 3: CCCC's Rights and Responsibilities**

- I. CCCC assumes responsibility for overall implementation and management of the dual enrollment college programming. The role encompasses the following specific responsibilities:
  - A. Hire, train, and supervise Career Coaches for dual enrollment students.
  - B. Develop pedagogical materials and technology needed to enhance the advising process.
  - C. Facilitate collaborations between CCCC and its community partners as it relates to Career and Technical Education program opportunities.
  - D. Manage all programmatic reporting to granting agencies.
  - E. Coordinate publicity efforts, including design and printing as needed; construct and maintain the dual enrollment website and advertising materials
  - F. Update stakeholders on state-wide dual enrollment policies and procedures
  - G. Provide appropriate access to the college libraries, student support resources, and student center to dual enrollment students of CCS.
- II. CCCC's Career Coach Duties, Reporting Structure, and Evaluation
  - A. The duties of the Career Coach are described in full in the position description attached to this Agreement. The partners agree not to revise these duties without prior consultation between CCS (or an appointed school official) and the CCCC Executive Director of Secondary Partnerships. Career Coaches shall not be asked to participate directly in discussions of duty revision.
  - B. CCCC will include a CCS liaison on the hiring committee and in the decision-making regarding hiring for the Coach position. Coaches will be employees of CCCC and will not be agents or employees of the school district. CCCC will be solely responsible for the Coaches' salary, benefits, and all other expenses related to the employment of the Coaches. While on CCS campuses, the Coaches will obey all CCS rules and will be subject to the authority of the building administration.

- C. The Career Coaches shall report to the CCCC Executive Director of Secondary Partnerships, who shall serve as the appropriate point of contact for any questions or concerns regarding the Coaches' performance. Feedback from the high school Principals (or an appointed school official) shall be solicited each year by the Executive Director of Secondary Partnerships and will form part of the Coaches' annual performance review.
- III. CCCC will schedule sections for dual enrollment students:
- A. Dual enrollment sections will follow the high school calendar for holidays and other non-class days. Dual enrollment students enrolled in general CCCC sections will be expected to adhere to the published college calendar.
  - B. CIHS sections will follow the traditional college calendar in alignment with the CCS CIHS calendar.
  - C. CCCC will make reasonable efforts to ensure enough courses are available to meet the requested enrollment of CCS for students who are enrolled in the dual enrollment program. CCCC further agrees to make reasonable efforts to maximize the percentage of courses with seated time for CCS dual enrollment students. Each individual course will be held on a CCCC campus, on the CCS campus, or may be split between both. Seated courses are dependent upon sufficient enrollment, defined as at least ten (10) students per course, and the availability of instructors per CCCC's accreditation guidelines.
  - D. In the event that an instructor becomes unavailable or is otherwise unable to perform their duties at a particular site, CCCC shall make reasonable efforts to complete the affected course or courses within the given academic semester. Notwithstanding this provision, any remedial action taken by CCCC, including but not limited to discontinuing the course, relocating the site of instruction, changing the delivery method, or assigning a new instructor, shall be at the sole discretion of CCCC.
- IV. CCCC will enforce the college's Student Conduct Policy. College-level behavior is expected from students participating in the dual enrollment program. CCS students enrolled at CCCC must abide by the CCCC Code of Conduct. Violation of this code may result in disciplinary action taken by CCCC. Student conduct violations will be handled in accordance with CCCC's current policies and procedures.
- V. CCS dual enrollment students are subject to disciplinary actions, including dismissal, by CCCC for violation of federal or state laws or CCCC rules or policies. CCCC will consult with CCS's Principal or designee before a final decision is made to dismiss a student. Students disciplined or dismissed by CCCC shall have due process rights in accordance with CCCC's Student Appeals Procedure. CCS's Superintendent or designee, any other CCS official, or the CCS may not veto the ruling of CCCC or the outcome of an appeals decision.
- VI. CCCC and CCS shall follow all applicable rules, regulations, and guidelines as specified by Title IX of the Civil Rights Act as amended. In the event of a Title IX incident, each Party shall apply its own internal policies and procedures in determining the appropriate actions to be taken. The decision to initiate or to not initiate a Title IX action on the part of one Party shall not influence, impact, or be otherwise probative on the decision or need to initiate or to not initiate a Title IX action on the part of the other Party.

- VII. CCS dual enrollment students will adhere to the academic integrity policy set forth by CCCC. Academic integrity violations will be subject to CCCC's policy as published in written materials on the college website and in printed materials shared by CCS.
- VIII. CCCC Career Coaches assigned to CCS will serve as Library Liaisons. Library Liaisons will receive annual training from CCCC's professional library staff to effectively meet the needs of students in off-campus capacities. Library Liaisons will assist with the following:
  - A. connecting students at the various instructional sites with library services and resources on the main campuses,
  - B. providing basic information about library services,
  - C. assisting students with requesting library materials,
  - D. serving as a contact person for picking up requested library materials at the instructional site,
  - E. directing students to available resources for basic library research, and
  - F. referring students to a librarian (available via videoconferencing) when more in-depth research assistance is needed.

#### **Section 4: Joint Rights and Responsibilities**

- I. CCS's Career Coaches and CCCC's Executive Director of Secondary Partnerships, or their respective designees, will coordinate the needs of CCS on the CCCC campus, including but not limited to books and supplies from the bookstore, identification cards, parking passes, and activities. Class scheduling and college advising will be jointly coordinated between the Executive Director of Secondary Programs and the Superintendent or their respective designees.
- II. CCS and CCCC will work together to advise and enroll dual enrollment students in college courses determined by each student's interest, ability, and pathway, and in accordance with all guidelines stipulated in the North Carolina Community College CCP Operating Procedures. Students will be enrolled as college students with the accompanying rights and responsibilities. CCS will adopt any rules necessary to its governance, provided that those rules are not inconsistent with those in force at CCCC.
- III. CCS and CCCC will monitor attendance, withdrawal, and participation as follows:
  - A. Once admitted and enrolled at CCCC, dual enrollment students are subject to the published college attendance, academic suspension, probation, and withdrawal policies.
  - B. Each high school is responsible for the reporting of withdrawals, drops, etc. on the high school transcript. CCS reserves the right to implement guidelines for participation and for how courses will be reflected on high school transcripts.
- IV. CCS and CCCC will articulate credit and grades as follows:
  - A. Biweekly grade reports for dual enrollment students will be provided to the high school. CCCC will work in conjunction with the high school facilitators, guidance counselors, or other appointed representatives to notify students of their academic progress.
  - B. CCCC articulated credit will follow the recommendations of the Department of Public Instruction. Each high school is responsible for the policies regarding recording and updating the high school transcripts of dual enrollment students.

- V. CCS will provide students with an exceptional education according to the requirements and regulations of the Individuals with Disabilities Education Act (hereafter, "IDEA").
- A. CCS and CCCC will provide accommodations to dual enrollment program students with disabilities according to the requirements, rules, and regulations of the Americans with Disabilities Act as amended (hereafter, "ADA") and Section 504 of the Rehabilitation Act (hereafter, "Section 504"). CCCC's Coordinator of Student Accessibility Services and CCS's Career Coach will coordinate efforts to meet the needs of all students in line with IDEA, ADA, and Section 504 requirements and regulations. When an accommodation is requested of CCCC by a CCS dual enrollment program student for a CCCC course, reasonable efforts will be made to harmonize and coordinate the accommodation plan with the student's individualized education plan. The terms of CCCC's accommodation plan for any given student shall take precedence over CCS's individualized education plan for said student. Only to the extent and in the manner permitted under North Carolina law, CCCC and CCS agree to indemnify, defend, and hold harmless each other for any ADA- or IDEA-related claims brought against one as a result of the negligent, grossly negligent, or intentional acts or omissions of the other.
- VI. CCCC agrees that all student records and personally identifiable student information obtained by its employees, agents, or volunteers while working pursuant to this Agreement shall be subject to the confidentiality and disclosure provisions of applicable federal and state statutes and regulations, and the Board's policies. The CCCC Coach is considered a school official for the purpose of carrying out the dual enrollment advising and enrollment activities described in the attached Coach's job description and may access student records only with a legitimate educational purpose as defined by law. No employee, agent, or volunteer of CCCC shall forward to any person other than the parent or authorized Board employee any student record, including, but not limited to, the student's identity, without the written consent of the parent or adult student. Nothing in this agreement provides CCCC or its agents the right of access to any individual students' records.
- VII. Concurrently, CCS and CCCC will issue Certificates of Insurance to each other showing current coverage at the time of issue. CCS will provide documentation of the coverage agreement made through the NC School Boards' Trust with coverage as follows:
- A. General Liability: \$1,000,000/occurrence; \$3,000,000 aggregate.
- B. Errors and Omissions: \$1,000,000/occurrence; \$3,000,000 aggregate.
- C. Workers Compensation: CCS shall provide workers' compensation coverage for its employees at the amounts prescribed by law.
- D. Property & Casualty: CCS shall insure its own personal property located on the CCCC campus.
- VIII. Disclosure of College educational record information of Dual Enrollment students is subject to the Family Educational Rights And Privacy Act (FERPA). According to FERPA guidelines, CCCC and CCS agree that the release of student information will occur through the office of the CCS Superintendent, CCCC Executive Director of Secondary Programs, or their respective designees. CCS and CCCC shall follow all FERPA rules, regulations, and guidelines insofar as FERPA applies to each Party. Only to the extent and in the manner permitted under North Carolina law, CCCC, and CCS agree to indemnify, defend, and hold harmless each other for any

FERPA-related claims brought against one as a result of the negligent, grossly negligent, or intentional acts or omissions of the other.

## **Section 5: Cooperative Innovative High School - Chatham Early College (CEC)**

### **I. Governance**

- A. The Principal of CEC will be an employee of CCS and will have direct authority over the high school programs and activities.
- B. The Executive Director of Secondary Partnerships, the Chief Academic Officer, and/or Chatham County Provost will have direct authority over the community college programs and activities.

### **II. Facilities**

- A. For matters concerning facilities, space utilization, and resource sharing, the Principal will act in consultation with the Executive Director of Secondary Partnerships and/or Chatham County Provost of CCCC and the Chatham County Superintendent or designee.
- B. The Principal of CEC will consult with the Executive Director of Secondary Partnerships and/or Chatham County Provost and the Superintendent of CCS when making decisions concerning facilities, space utilization, and resource sharing.
- C. In the event that an instructional site is relocated, CCCC shall not be required to provide instructional services at the new site until it has been approved as an off-campus instructional site per SACSCOC guidelines.
- D. Maintenance costs for the instructional site will be the responsibility of CCS. CCCC will provide and maintain equipment that is used for all college classes located at the instructional site.

### **III. The CEC will be a public high school under the direct authority of the Chatham County Board of Education, with collaboration from the CCCC Board of Trustees.**

### **IV. Appropriate access to the college library, the academic assistance center, and other resources at both the Pittsboro and Siler City campuses (and other campuses as needed) will be granted to students of the CEC who do not have a full college schedule.**

- A. Appropriate personnel from the CEC will be present to provide proper supervision for these students while they are using such college facilities and resources as agreed upon between the Principal of the CEC and the Executive Director of Secondary Partnerships and/or Chatham County Provost of CCCC. Students with full college schedules are allowed access to these areas without CEC supervision.
- B. The assigned Career Coach will be the designated "Library Liaison" as previously stated.

### **V. The CEC will have a Career Coach who will coordinate the needs and the successes of the high school students on the community college campus. This includes, but is not limited to, routinely monitoring college class attendance and grades. The Coach will maintain ongoing communication with the CCCC faculty and the CEC Principal regarding the academic progress and/or concerns of any student enrolled in a college course. Appropriate interventions will be identified and implemented when needed to ensure student success. The Career Coach will also serve as a point of contact for CEC parents as needed, especially when the students are enrolled in classes at the Siler City Center or the Chatham Main Campus Pittsboro. College class scheduling and advising**

will be a collaborative effort between the CEC Principal, appropriate college department chairs/deans, and the Executive Director of Secondary Partnerships. Additional oversight and coordination will be provided by the CCCC Chief Academic Officer and/or Chatham County Provost and the CCS Superintendent or designee as appropriate.

- VI. Selection of students for enrollment at CEC will be made by a committee consisting of the CEC personnel, the Career Coach, the Chatham County Provost, and the CCCC Executive Director of Secondary Partnerships. The selection committee will be headed by the Principal or his/her designee. Selection will be based on the ability to benefit from the program, including academic performance history, disciplinary records, and potential for and commitment to the successful completion of college coursework. Goals will be to serve a diverse student population that mirrors that of the school system and for all students to complete their high school education and to receive an associate degree from CCCC.
- VII. CEC will align its calendar and activities with CCCC's calendar as allowed by an approved waiver. Start and end dates for CEC will be coordinated with CCCC; however, the holiday schedule for CEC will follow that of CCS. Classes that are taught specifically for the CEC will incorporate CCS holidays. CEC students enrolled in traditional college courses on the Pittsboro, Siler City, or other college campuses will follow the calendar of CCCC for holidays.
- VIII. Students will attend college classes determined by their interests, abilities, and pathways. Students will be enrolled as college students with the accompanying rights and responsibilities. Both the Chatham County Board of Education and the Trustees of CCCC will adopt any rules necessary to their governance of the school, provided that those rules are not inconsistent with those enforced at CCCC or CCS.
  - A. CEC students will be permitted to enroll in online certificate, diploma, and degree programs.
  - B. CEC students will be permitted to enroll in seated certificate, diploma, and degree programs offered at Chatham County locations. Transportation will be provided by the enrolled student and not CCS.
- IX. CCS will serve as the fiscal agent for CEC funding from the North Carolina Department of Public Instruction. As fiscal agent, CCS will be responsible for distributing all funds budgeted for CEC.
- X. Students at CEC will be expected to meet testing requirements for certain classes (i.e. ENG, MAT, etc), in accordance with the CCCC Course Catalog and North Carolina Community College System dual enrollment requirements/guidelines.

#### **Section 6: Miscellaneous Terms**

- I. Where official titles are used within this Agreement, such titles shall be deemed to refer to the individuals holding said titles or the titles' functional equivalents in their respective organizations.
- II. This Memorandum shall remain in effect and automatically renew annually until either party provides written notice of intent to terminate. CCS and the CCCC reserve the right to terminate this agreement with ninety (90) days' notice. Notwithstanding this provision, this Agreement shall remain in force for the full duration of any semester in which the Agreement has been



effective for at least one business day.

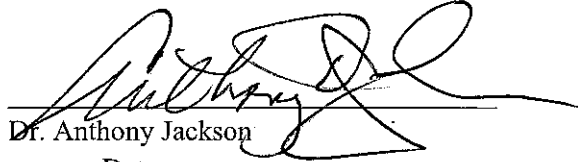
- III. CCS and CCCC agree to review and update this Agreement no less than three (3) years from the Effective Date of the Agreement. Thereafter, CCS and CCCC agree to continue to review and update this Agreement no less than three (3) years from the most recent date of review into perpetuity or until otherwise terminated.
- IV. CCS or CCCC may request a review for modifications or updates as needed. If a review for modifications or updates is conducted upon request, the date upon which the review is conducted shall be considered the most recent date of review.
- V. During, and after the term hereof during the relevant period required for retention of records by State law (G.S. 121-5, 132-1 et seq., typically five years), the State, its political subdivisions, and CCCC shall have access to persons and records related to the Agreement to verify accounts and data affecting moneys or performance under the Contract, as provided in G.S. 143-49(9). However, if any audit, litigation, or other action arising out of or related in any way to this project is commenced before the end of such retention of records period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the record retentions period, whichever is later.
- VI. CCS shall have a limited and revocable license to use CCCC's logos, trademarks, marks, and similar materials (hereafter, "Branded Materials") for the sole purposes of 1) promoting, marketing, and advertising the dual enrollment program to its students and prospective students, 2) promoting, marketing, and advertising CCS to its students and prospective students when the dual enrollment program is part of these activities, and 3) creating and providing reports and similar materials to stakeholders in which the dual enrollment program is of material concern. Use of CCCC's Branded Materials is contingent upon CCS following CCCC's branding guidelines and the approval of CCCC's Associate Vice President of Marketing or designee. CCS may request CCCC's services in creating promotional, marketing, and advertising materials (hereafter, "Promotional Materials") connected to approved purposes, subject to the approval of the Associate Vice President of Marketing or designee. This license shall be revoked upon the termination of this Agreement, at which point CCS shall cease the use of CCCC's Branded Materials and either destroy or return any unused or undistributed promotional materials.
- VII. CCCC shall have a limited and revocable license to use CCS's logos, trademarks, marks, and similar materials (hereafter, "Branded Materials") for the sole purposes of 1) promoting, marketing, and advertising the dual enrollment program to its students and prospective students, 2) promoting, marketing, and advertising CCCC to its students and prospective students, 3) creating and providing reports and similar materials to stakeholders in which the dual enrollment program is of material concern, and 4) providing services requested by CCS in line with the previous Paragraph of this Section. Use of CCS's Branded Materials is contingent upon CCCC following CCS's branding guidelines and the approval of CCS's Superintendent or designee. This license shall be revoked upon the termination of this Agreement, at which point CCCC shall cease the use of CCS's Branded Materials and either destroy or return any unused or undistributed promotional materials.
- VIII. The waiver by CCCC or CCS of any right or remedy on any one occasion or instance shall not constitute or be interpreted as a waiver of that or any other right or remedy on any other occasion

or instance.

- IX. Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including, without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, other catastrophic epidemic or pandemic, natural event or Act of God.
- X. It is expressly agreed that the CCS and CCCC shall be independent contractors and that the relationship between them shall not constitute a partnership, joint venture, or agency. Neither CCS nor CCCC shall have the authority to make any statements, representations, or commitments of any kind, or to take any action, which shall be binding on the other.
- XI. Any information exchanged in connection with this Agreement between CCS and CCCC is subject to the State Public Records Act, NCGS § 132.1 et seq.
- XII. This Agreement and all rights and responsibilities hereunder may not be assigned without the written consent of the other party.
- XIII. Notwithstanding any other term or provision in the Agreement, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity or other State or federal constitutional provision or principle that otherwise would be available to the State, its political subdivisions, or CCCC under applicable law.
- XIV. This Agreement is made under and shall be governed by and construed in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules, and within which State all matters, whether sounding in contract, tort or otherwise, relating to its validity, construction, interpretation, and enforcement shall be determined. Any and all claims or causes of action arising under or in connection with this Agreement 1) shall be limited to the manner and the extent permitted under the North Carolina Tort Claims Act, NCGS § 143-291 et seq., and 2) shall be heard only in a trial by jury.
- XV. This Agreement is intended for the benefit of CCS and CCCC and their respective permitted successors and assigns and is not for the benefit of, nor may any provision hereof be enforced by, any other person or third party.
- XVI. This Agreement may only be amended or supplemented by mutual written consent of both the CCS and CCCC.
- XVII. This Agreement represents the entire agreement between the parties and supersedes all prior oral or written statements or agreements. CCS and CCCC have read and approved this Agreement to establish and are prepared to support all assurances and program commitments made in this agreement.

Signatories

The partners certify their agreement with this Agreement as of the date of signature below.



Dr. Anthony Jackson

Date

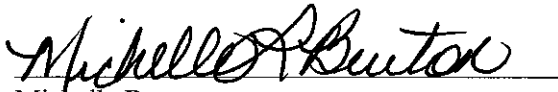
12/12/2023

Superintendent, Chatham County Schools

Dr. Lisa Chapman

Date

President, Central Carolina Community College



Michelle Burton

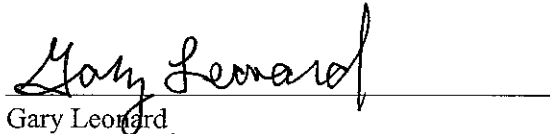
Date 12/13/23

Executive Director of Secondary and CTE,  
Chatham County Schools

Dr. Sara Newcomb

Date

Executive Director of Secondary Partnerships,  
Central Carolina Community College



Gary Leonard

Date 12-11-2023

Chairman, Chatham County Schools Board  
of Education

Julian Philpott

Date

Chairman, Central Carolina Community College  
Board of Trustees

## **Exhibit A: Sample Authorization Letter**

Dr. Sara Newcomb  
Director of Secondary Partnerships  
Career and College Promise  
Central Carolina Community College  
1105 Kelly Drive  
Sanford, NC 27330

Dear Dr. Newcomb:

It has been the policy of Chatham County Schools to support our students in all their endeavors. The College and Career Promise and Early College initiative is very important to us as it encourages students to continue their education in a post-secondary institution by allowing them to take college courses while still enrolled in high school.

We, at Chatham County Schools, are committed to building strong foundations and brighter futures for our students and pledge to support them throughout their College and Career Promise and Early College experiences. We have in place an open purchase order to Central Carolina Community College and the Campus Follett Bookstore to cover any and all expenses for the participating students including but not limited to student fees and textbooks. Chatham County Schools will pay these charges for the Fall 2024 and Spring 2025 semesters. Additionally, all expenses pertaining to inclusive access textbooks will be covered.

Sincerely,

Chatham County Schools



**Educational Partnership Agreement By & Between**  
**The Board of Trustees of Central Carolina Community College**

**&**

**Harnett Board of Education**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2023 by and between the Board of Trustees of Central Carolina Community College, a body corporate, and the Harnett County Board of Education, a body corporate and public.

**Section 1: Definitions**

**Career & College Promise**, hereinafter referred to as “CCP,” means the specific programs offered in connection with the Harnett County Promise Memorandum of Understanding agreed to by both parties, wherein eligible Harnett County Schools high school students may enroll dually at 1) Harnett County Schools traditional high schools and 2) Central Carolina Community College in pathways that lead to certificates, diplomas, and degrees and provide entry-level job skills under the direct authority of the Board of Trustees of Central Carolina Community College.

**Central Carolina Community College**, hereinafter referred to as “CCCC,” means the institution of higher education governed by the Board of Trustees of Central Carolina Community College with principal offices located at 1105 Kelly Drive, Sanford, NC 27330.

**Harnett County School System**, hereinafter referred to as “HCS,” means the institution of secondary education governed by the Harnett County Board of Education with principal offices located at 601 South Main Street, Lillington, NC 27546.

**Harnett County Early College**, hereinafter referred to as “HCEC,” means the specific Cooperative Innovative High School, hereafter referred to as “CIHS,” institution that opened under the direct authority of Harnett County Board of Education with collaboration from the Board of Trustees of Central Carolina Community College.

**Dual Enrollment** means enrollment in either of the CCP or the HCEC programs.

**Party** means HCS or CCCC, or both when referenced in the plural of **Parties**.

**The Southern Association of Colleges and Schools on Commission on Colleges**, hereinafter referred to as “SACSCOC,” means the body with accreditation oversight over CCCC with principal offices located at 1866 Southern Lane, Decatur, GA 30033, or, in the event that the accreditation body with oversight over CCCC changes, refers to any successor accreditation body.

## **Section 2: CCCC's Rights and Responsibilities**

- I. CCCC assumes responsibility for overall implementation and management of the dual enrollment college programming. The role encompasses the following specific responsibilities:
  - A. Hire, train, and supervise Career Coaches for dual enrollment students.
  - B. Develop pedagogical materials and technology needed to enhance the advising process.
  - C. Facilitate collaborations between CCCC and its community partners as it relates to Career and Technical Education program opportunities.
  - D. Manage all programmatic reporting to granting agencies.
  - E. Coordinate publicity efforts, including design and printing as needed; construct and maintain the dual enrollment website and advertising materials
  - F. Update stakeholders on state-wide dual enrollment policies and procedures
  - G. Provide appropriate access to the college libraries, student support resources, and student center to dual enrollment students of HCS.
- II. CCCC's Career Coach Duties, Reporting Structure, and Evaluation
  - A. The duties of the Career Coach are described in full in the position description attached to this Agreement. The partners agree not to revise these duties without prior consultation between HCS (or an appointed school official) and the CCCC Executive Director of Secondary Partnerships. Career Coaches shall not be asked to participate directly in discussions of duty revision.
  - B. CCCC will include an HCS liaison on the hiring committee and in the decision-making regarding hiring for the Coach position. Coaches will be employees of CCCC and will not be agents or employees of the school district. CCCC will be solely responsible for the Coaches' salary, benefits, and all other expenses related to the employment of the Coaches. While on HCS campuses, the Coaches will obey all HCS rules and will be subject to the authority of the building administration.
  - C. The Career Coaches shall report to the CCCC Executive Director of Secondary Partnerships, who shall serve as the appropriate point of contact for any questions or concerns regarding the Coaches' performance. Feedback from the high school Principals (or an appointed school official) shall be solicited each year by the Executive Director of Secondary Partnerships and will form part of the Coaches' annual performance review.
- III. CCCC will schedule sections for dual enrollment students:
  - A. Dual enrollment sections will follow the high school calendar for holidays and other non-class days. Dual enrollment students enrolled in general CCCC sections will be expected to adhere to the published college calendar.
  - B. CIHS sections will follow the traditional college calendar in alignment with the HCS CIHS calendar.
  - C. CCCC will make reasonable efforts to ensure enough courses are available to meet the requested enrollment of HCS for students who are enrolled in the dual enrollment program. CCCC further agrees to make reasonable efforts to maximize the percentage of courses with seated time for HCS dual enrollment students. Each individual course will be held on a CCCC campus, on the HCS campus, or may be split between both. Seated courses are dependent upon sufficient enrollment, defined as at least ten (10) students per

course, and the availability of instructors per CCCC's accreditation guidelines.

- D. In the event that an instructor becomes unavailable or is otherwise unable to perform their duties at a particular site, CCCC shall make reasonable efforts to complete the affected course or courses within the given academic semester. Notwithstanding this provision, any remedial action taken by CCCC, including but not limited to discontinuing the course, relocating the site of instruction, changing the delivery method, or assigning a new instructor, shall be at the sole discretion of CCCC.
- IV. CCCC will enforce the college's Student Conduct Policy. College-level behavior is expected from students participating in the dual enrollment program. HCS students enrolled at CCCC must abide by the CCCC Code of Conduct. Violation of this code may result in disciplinary action taken by CCCC. Student conduct violations will be handled in accordance with CCCC's current policies and procedures.
  - V. HCS dual enrollment students are subject to disciplinary actions, including dismissal, by CCCC for violation of federal or state laws or CCCC rules or policies. CCCC will consult with HCS's Principal or designee before a final decision is made to dismiss a student. Students disciplined or dismissed by CCCC shall have due process rights in accordance with CCCC's Student Appeals Procedure. HCS's Superintendent or designee, any other HCS official, or the HCS may not veto the ruling of CCCC or the outcome of an appeals decision.
  - VI. CCCC and HCS shall follow all applicable rules, regulations, and guidelines as specified by Title IX of the Civil Rights Act as amended. In the event of a Title IX incident, each Party shall apply its own internal policies and procedures in determining the appropriate actions to be taken. The decision to initiate or to not initiate a Title IX action on the part of one Party shall not influence, impact, or be otherwise probative on the decision or need to initiate or to not initiate a Title IX action on the part of the other Party.
  - VII. HCS dual enrollment students will adhere to the academic integrity policy set forth by CCCC. Academic integrity violations will be subject to CCCC's policy as published in written materials on the college website and in printed materials shared by HCS.
  - VIII. CCCC Career Coaches assigned to HCS will serve as Library Liaisons. Library Liaisons will receive annual training from CCCC's professional library staff to effectively meet the needs of students in off-campus capacities. Library Liaisons will assist with the following:
    - A. connecting students at the various instructional sites with library services and resources on the main campuses,
    - B. providing basic information about library services,
    - C. assisting students with requesting library materials,
    - D. serving as a contact person for picking up requested library materials at the instructional site,
    - E. directing students to available resources for basic library research, and
    - F. referring students to a librarian (available via videoconferencing) when more in-depth research assistance is needed.



### **Section 3: HCS's Rights and Responsibilities**

- I. HCS's Superintendent or designee has direct authority over the high school programs and activities. For matters concerning facilities, space utilization, and resource sharing, HCS's Superintendent or designee will act in consultation with the CCCC's Chief Academic Officer, Harnett County Provost, Executive Director of Secondary Programs, or their respective designees.
- II. The students, faculty, and staff of HCS will comply with all state and local laws, applicable CCCC regulations, and applicable CCCC policies while in CCCC facilities, on CCCC property, or in CCCC classes. Failure to follow these regulations or policies will subject the offending individual to the disciplinary procedures of CCCC and may result in dismissal from the dual enrollment program and CCCC.
- III. Students may be disciplined or dismissed by HCS's Superintendent or designee for violation of HCS rules or policies. CCCC may not veto these disciplinary decisions, but the Superintendent or designee may seek advice from CCCC prior to making such decisions. The Superintendent or designee shall notify CCCC of violations, suspensions, or dismissals.
- IV. HCS commits to creating conditions favorable for the success of the CCCC Career Coaches' work. This commitment encompasses the following specific responsibilities:
  - A. Promotion of the school-wide awareness of Coaches' duties and clarification of school commitment to CCCC
  - B. Coordination of Coaches' initial school orientation and ongoing integration into the faculty and staff community
  - C. Facilitation of Coaches' access to individual classes and larger assemblies for the purpose of awareness-building
  - D. Apportionment of office space appropriate for student advising activities
  - E. Facilitation of Coaches' access to needed onsite IT resources (specified below)
  - F. Provision and maintenance of lab space for Distance Education classes
  - G. Dissemination to CCCC of county-wide or high school-specific policies regarding dual enrollment
- V. HCS will grant access to HCS Premises
  - A. All parties acknowledge that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A Chapter 14 of the General Statute from knowingly being on the premises of any school or other facility dedicated to the care of minors. CCCC shall conduct criminal record and background checks on any CCCC employee or volunteer who, pursuant to this agreement, will be on HCS' property and/or have direct contact with HCS students. The checks shall include at a minimum checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry ("the Registries"), which may be completed at no cost by accessing the North Carolina Sex Offender Registry website at <http://sexoffender.ncdoj.gov/>. CCCC shall provide the names and identifying information to HCS prior to assigning any employee or volunteer to work at an HCS school, and CCCC personnel shall not begin any services that involve

direct interaction with students until the background checks are completed. CCCC shall not assign any employee or volunteer to a role that may involve direct student contact, at HCS' events, or on HCS property if (1) said individual has been convicted of a felony; (2) said individual has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; (3) in the judgment of HCS, said individual has engaged in any crime or conduct indicating that the individual may pose a threat to the safety or well-being of students or school personnel.

- B. The public schools and school-sponsored events of Harnett County shall remain at all times under the authority of the Board, the Superintendent, and the individual school principals. CCCC shall ensure that its agents, employees, and volunteers comply with any and all rules, regulations, or directives of the Board, the Superintendent, or the Superintendent's designee at all times while on the school premises or at school-sponsored events. HCS reserves the right to deny entrance to any school premise or school event to any individual.
- C. CCCC Career Coaches will be given a HCS access badge that allows them to access the building in which their office is located.

VI. HCS will provide appropriate office space for the assigned Career Coach.

- A. Career Coaches will be assigned to each traditional high school to support the "CCP". HCS will provide a permanent office space for the assigned Career Coach.
- B. Career Coaches assigned to the CIHS will be provided a space to meet with students as needed when on campus.
- C. HCS Principals must notify the assigned Career Coach and Executive Director of Secondary Partnerships if the assigned office location is relocated.

VII. HCS will provide access to information technology and network resources as follows:

- A. CCCC Career Coaches in partnership with HCS, will have appropriate access to Student Information System software and records necessary for the performance of their educational duties. CCCC Career Coaches will agree to HCS Student Information System usage agreements and must follow HCS policies and procedures.
- B. CCCC Coaches will have access to other appropriate HCS software and networks as needed to complete advising and registration activities.
- C. HCS will make available to the Coaches telephones, printing, and scanning facilities, and access to wireless internet connectivity. Each high school will assume responsibility for the availability and installation of hardware
- D. HCS will require CCCC Career Coaches to follow all HCS policies as it relates to their information technology and software usage.

VIII. HCS will serve as the fiscal agent. As fiscal agent, HCS will be responsible for distributing all funds budgeted for the high school program. HCS will pay for the college fees, book costs, and other required materials of students enrolled in a dual enrollment program:

- A. HCS will pay for participating students' fees at the end of each semester (Fall and spring) and will be billed from CCCC's business office.
- B. HCS will issue a Letter of Affirmation (see Exhibit A for a sample letter) annually to CCCC no later than thirty (30) days prior to the start of CCCC's Fall Term for the

- academic year. The Letter of Affirmation will show the financial commitments that HCS will bear to cover its students' participation in the CCP Program.
- C. Textbooks, digital access codes, and required course materials will be purchased for students by HCS. Monthly invoices will be sent from CCCC's Efollett bookstore.
  - D. CCCC Career Coaches will purchase textbooks on HCS's behalf from the CCCC bookstore.
  - E. HCS will appoint one representative at each school to work with the CCCC Coach during textbook distribution. Textbooks will be housed in a designated space in each high school. The CCCC Career Coach and designated HCS representative at each high school will be responsible for distribution and inventory.
  - F. Reasonable efforts will be made to use textbook editions for a minimum of two (2) years before updating.
- IX. No indebtedness of any kind incurred or created by HCS shall constitute an indebtedness of the State, its political subdivisions, or CCCC, and no indebtedness of HCS shall involve or be secured by the faith, credit, or taxing power of the State, its political subdivisions, or CCCC.

#### **Section 4: Joint Rights and Responsibilities**

- I. HCS's Career Coaches and CCCC's Executive Director of Secondary Partnerships, or their respective designees, will coordinate the needs of HCS on the CCCC campus, including but not limited to books and supplies from the bookstore, identification cards, parking passes, and activities. Class scheduling and college advising will be jointly coordinated between the Executive Director of Secondary Programs and the Superintendent or their respective designees.
- II. HCS and CCCC will work together to advise and enroll dual enrollment students in college courses determined by each student's interest, ability, and pathway, and in accordance with all guidelines stipulated in the North Carolina Community College CCP Operating Procedures. Students will be enrolled as college students with the accompanying rights and responsibilities. HCS will adopt any rules necessary to its governance, provided that those rules are not inconsistent with those in force at CCCC.
- III. HCS and CCCC will monitor attendance, withdrawal, and participation as follows:
  - A. Once admitted and enrolled at CCCC, dual enrollment students are subject to the published college attendance, academic suspension, probation, and withdrawal policies.
  - B. Each high school is responsible for the reporting of withdrawals, drops, etc. on the high school transcript. HCS reserves the right to implement guidelines for participation and for how courses will be reflected on high school transcripts.
- IV. HCS and CCCC will articulate credit and grades as follows:
  - A. Biweekly grade reports for dual enrollment students will be provided to the high school. CCCC will work in conjunction with the high school facilitators, guidance counselors, or other appointed representatives to notify students of their academic progress.

- B. CCCC articulated credit will follow the recommendations of the Department of Public Instruction. Each high school is responsible for the policies regarding recording and updating the high school transcripts of dual enrollment students.
- V. HCS will provide students with an exceptional education according to the requirements and regulations of the Individuals with Disabilities Education Act (hereafter, "IDEA").
  - A. HCS and CCCC will provide accommodations to dual enrollment program students with disabilities according to the requirements, rules, and regulations of the Americans with Disabilities Act as amended (hereafter, "ADA") and Section 504 of the Rehabilitation Act (hereafter, "Section 504"). CCCC's Coordinator of Student Accessibility Services and HCS's Career Coach will coordinate efforts to meet the needs of all students in line with IDEA, ADA, and Section 504 requirements and regulations. When an accommodation is requested of CCCC by an HCS dual enrollment program student for a CCCC course, reasonable efforts will be made to harmonize and coordinate the accommodation plan with the student's individualized education plan. The terms of CCCC's accommodation plan for any given student shall take precedence over HCS's individualized education plan for said student. Only to the extent and in the manner permitted under North Carolina law, CCCC and HCS agree to indemnify, defend, and hold harmless each other for any ADA- or IDEA-related claims brought against one as a result of the negligent, grossly negligent, or intentional acts or omissions of the other.
- VI. CCCC agrees that all student records and personally identifiable student information obtained by its employees, agents, or volunteers while working pursuant to this Agreement shall be subject to the confidentiality and disclosure provisions of applicable federal and state statutes and regulations, and the Board's policies. The CCCC Coach is considered a school official for the purpose of carrying out the dual enrollment advising and enrollment activities described in the attached Coach's job description and may access student records only with a legitimate educational purpose as defined by law. No employee, agent, or volunteer of CCCC shall forward to any person other than the parent or authorized Board employee any student record, including, but not limited to, the student's identity, without the written consent of the parent or adult student. Nothing in this agreement provides CCCC or its agents the right of access to any individual students' records.
- VII. Concurrently, HCS and CCCC will issue Certificates of Insurance to each other showing current coverage at the time of issue. HCS will provide documentation of the coverage agreement made with EMC Insurance with coverage as follows:
  - A. General Liability: \$1,000,000/occurrence; \$3,000,000 aggregate.
  - B. Errors and Omissions: \$1,000,000/occurrence; \$2,000,000 aggregate.
  - C. Workers Compensation: HCS shall provide workers' compensation coverage for its employees at the amounts prescribed by law.
  - D. Property & Casualty: HCS shall insure its own personal property located on the CCCC campus.
- VIII. Disclosure of College educational record information of Dual Enrollment students is subject to the Family Educational Rights And Privacy Act (FERPA). According to FERPA guidelines, CCCC and HCS agree that the release of student information will occur through the office of the HCS Superintendent, CCCC Executive Director of Secondary Programs, or their respective

designees. HCS and CCCC shall follow all FERPA rules, regulations, and guidelines insofar as FERPA applies to each Party. Only to the extent and in the manner permitted under North Carolina law, CCCC, and HCS agree to indemnify, defend, and hold harmless each other for any FERPA-related claims brought against one as a result of the negligent, grossly negligent, or intentional acts or omissions of the other.

## **Section 5: Cooperative Innovative High School - Harnett Early College (HEC)**

### **I. Governance**

- A. The Principal of HEC will be an employee of HCS and will have direct authority over the high school programs and activities.
- B. The Executive Director of Secondary Partnerships, the Chief Academic Officer, and/or Harnett County Provost will have direct authority over the community college programs and activities.

### **II. Facilities**

- A. For matters concerning facilities, space utilization, and resource sharing, the Principal will act in consultation with the Executive Director of Secondary Partnerships and/or Harnett County Provost of CCCC and the Harnett County Superintendent or designee.
- B. The Principal of HEC will consult with the Executive Director of Secondary Partnerships and/or Harnett County Provost and the Superintendent of HCS when making decisions concerning facilities, space utilization, and resource sharing.
- C. In the event that an instructional site is relocated, CCCC shall not be required to provide instructional services at the new site until it has been approved as an off-campus instructional site per SACSCOC guidelines.
- D. Maintenance costs for the instructional site will be the responsibility of HCS. CCCC will provide and maintain equipment that is used for all college classes located at the instructional site.

III. The HCEC will be a public high school under the direct authority of the Harnett County Board of Education, with collaboration from the CCCC Board of Trustees.

IV. Appropriate access to the college library, the academic assistance center, and other resources at both the Harnett Main Campus (and other campuses as needed) will be granted to students of the HCEC who do not have a full college schedule.

- A. Appropriate personnel from the HCEC will be present to provide proper supervision for these students while they are using such college facilities and resources as agreed upon between the Principal of the Early College and the Executive Director of Secondary Partnerships and/or Harnett County Provost of CCCC. Students with full college schedules are allowed access to these areas without HEC supervision.
- B. The assigned Career Coach will be the designated “Library Liaison” as previously stated.

V. The HCEC will have a Career Coach who will coordinate the needs and the successes of the high school students on the community college campus. This includes, but is not limited to, routinely monitoring college class attendance and grades. The Coach will maintain ongoing communication with the CCCC faculty and the HCEC Principal regarding the academic progress and/or concerns of any student enrolled in a college course. Appropriate interventions will be identified and

implemented when needed to ensure student success. The Career Coach will also serve as a point of contact for HCEC parents as needed, especially when the students are enrolled in classes at Harnett Main Campus or other CCCC campuses. College class scheduling and advising will be a collaborative effort between the HCEC Principal, appropriate college department chairs/deans, and the Executive Director of Secondary Partnerships. Additional oversight and coordination will be provided by the CCCC Chief Academic Officer and/or Harnett County Provost and the HCS Superintendent or designee as appropriate.

- VI. Selection of students for enrollment at HCEC will be made by a committee consisting of the HCEC personnel, the Career Coach, the Harnett County Provost, and the CCCC Executive Director of Secondary Partnerships. The selection committee will be headed by the Principal or his/her designee. Selection will be based on the ability to benefit from the program, including academic performance history, disciplinary records, and potential for and commitment to the successful completion of college coursework. Goals will be to serve a diverse student population that mirrors that of the school system and for all students to complete their high school education and to receive an associate degree from CCCC.
- VII. HCEC will align its calendar and activities with CCCC's calendar as allowed by an approved waiver. Start and end dates for HCEC will be coordinated with CCCC; however, the holiday schedule for HCEC will follow that of HCS. Classes that are taught specifically for HCEC students will incorporate HCS holidays. HCEC students enrolled in traditional college courses on the Harnett Main Campus or other CCCC campuses will follow the calendar of CCCC for holidays.
- VIII. Students will attend college classes determined by their interests, abilities, and pathways. Students will be enrolled as college students with the accompanying rights and responsibilities. Both the Harnett County Board of Education and the Trustees of CCCC will adopt any rules necessary to their governance of the school, provided that those rules are not inconsistent with those enforced at CCCC or HCS.
  - A. HCEC students will be permitted to enroll in online certificate, diploma, and degree programs.
  - B. HCEC students will be permitted to enroll in seated certificate, diploma, and degree programs offered at Harnett County locations (or at Lee Main Campus if a student is based at the Benhaven site). Transportation will be provided by the enrolled student unless offered this service by HCS.
- IX. HCS will serve as the fiscal agent for HCEC funding from the North Carolina Department of Public Instruction. As fiscal agent, HCS will be responsible for distributing all funds budgeted for HCEC.
- X. Students at HCEC will be expected to meet testing requirements for certain classes (i.e. ENG, MAT, etc), in accordance with the CCCC Course Catalog and North Carolina Community College System dual enrollment requirements/guidelines.

#### **Section 6: Miscellaneous Terms**

- I. Where official titles are used within this Agreement, such titles shall be deemed to refer to the individuals holding said titles or the titles' functional equivalents in their respective organizations.



- II. This Memorandum shall remain in effect and automatically renew annually until either party provides written notice of intent to terminate. HCS and the CCCC reserve the right to terminate this agreement with ninety (90) days' notice. Notwithstanding this provision, this Agreement shall remain in force for the full duration of any semester in which the Agreement has been effective for at least one business day.
- III. HCS and CCCC agree to review and update this Agreement no less than three (3) years from the Effective Date of the Agreement. Thereafter, HCS and CCCC agree to continue to review and update this Agreement no less than three (3) years from the most recent date of review into perpetuity or until otherwise terminated.
- IV. HCS or CCCC may request a review for modifications or updates as needed. If a review for modifications or updates is conducted upon request, the date upon which the review is conducted shall be considered the most recent date of review.
- V. During, and after the term hereof during the relevant period required for retention of records by State law (G.S. 121-5, 132-1 et seq., typically five years), the State, its political subdivisions, and CCCC shall have access to persons and records related to the Agreement to verify accounts and data affecting moneys or performance under the Contract, as provided in G.S. 143-49(9). However, if any audit, litigation, or other action arising out of or related in any way to this project is commenced before the end of such retention of records period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the record retentions period, whichever is later.
- VI. HCS shall have a limited and revocable license to use CCCC's logos, trademarks, marks, and similar materials (hereafter, "Branded Materials") for the sole purposes of 1) promoting, marketing, and advertising the dual enrollment program to its students and prospective students, 2) promoting, marketing, and advertising HCS to its students and prospective students when the dual enrollment program is part of these activities, and 3) creating and providing reports and similar materials to stakeholders in which the dual enrollment program is of material concern. Use of CCCC's Branded Materials is contingent upon HCS following CCCC's branding guidelines and the approval of CCCC's Associate Vice President of Marketing or designee. HCS may request CCCC's services in creating promotional, marketing, and advertising materials (hereafter, "Promotional Materials") connected to approved purposes, subject to the approval of the Associate Vice President of Marketing or designee. This license shall be revoked upon the termination of this Agreement, at which point HCS shall cease the use of CCCC's branded materials and either destroy or return any unused or undistributed promotional materials.
- VII. CCCC shall have a limited and revocable license to use HCS's logos, trademarks, marks, and similar materials (hereafter, "Branded Materials") for the sole purposes of 1) promoting, marketing, and advertising the dual enrollment program to its students and prospective students, 2) promoting, marketing, and advertising CCCC to its students and prospective students, 3) creating and providing reports and similar materials to stakeholders in which the dual enrollment program is of material concern, and 4) providing services requested by HCS in line with the previous Paragraph of this Section. Use of HCS's Branded Materials is contingent upon CCCC following HCS's branding guidelines and the approval of HCS's Superintendent or designee. This license shall be revoked upon the termination of this Agreement, at which point CCCC shall

cease the use of HCS's Branded Materials and either destroy or return any unused or undistributed promotional materials.

- VIII. The waiver by CCCC or HCS of any right or remedy on any one occasion or instance shall not constitute or be interpreted as a waiver of that or any other right or remedy on any other occasion or instance.
- IX. Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is prevented from performing such obligations as a result of events beyond its reasonable control, including, without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, other catastrophic epidemic or pandemic, natural event or Act of God.
- X. It is expressly agreed that the HCS and CCCC shall be independent contractors and that the relationship between them shall not constitute a partnership, joint venture, or agency. Neither HCS nor CCCC shall have the authority to make any statements, representations, or commitments of any kind, or to take any action, which shall be binding on the other.
- XI. Any information exchanged in connection with this Agreement between HCS and CCCC is subject to the State Public Records Act, NCGS § 132.1 et seq.
- XII. This Agreement and all rights and responsibilities hereunder may not be assigned without the written consent of the other party.
- XIII. Notwithstanding any other term or provision in the Agreement, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity or other State or federal constitutional provision or principle that otherwise would be available to the State, its political subdivisions, or CCCC under applicable law.
- XIV. This Agreement is made under and shall be governed by and construed in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules, and within which State all matters, whether sounding in contract, tort or otherwise, relating to its validity, construction, interpretation, and enforcement shall be determined. Any and all claims or causes of action arising under or in connection with this Agreement 1) shall be limited to the manner and the extent permitted under the North Carolina Tort Claims Act, NCGS § 143-291 et seq., and 2) shall be heard only in a trial by jury.
- XV. This Agreement is intended for the benefit of HCS and CCCC and their respective permitted successors and assigns and is not for the benefit of, nor may any provision hereof be enforced by, any other person or third party.
- XVI. This Agreement may only be amended or supplemented by mutual written consent of both the HCS and CCCC.
- XVII. This Agreement represents the entire agreement between the parties and supersedes all prior oral or written statements or agreements. HCS and CCCC have read and approved this Agreement to



establish and are prepared to support all assurances and program commitments made in this agreement.

DRAFT

### Signatories

The partners certify their agreement with this Agreement as of the date of signature below.

\_\_\_\_\_  
Dr. Aaron Fleming  
Date \_\_\_\_\_  
Superintendent, Harnett County Schools

\_\_\_\_\_  
Date \_\_\_\_\_  
(Harnett Representative)  
Harnett County Schools

\_\_\_\_\_  
Duncan Jagers  
Date \_\_\_\_\_  
Chairman, Harnett County Schools Board  
of Education

\_\_\_\_\_  
Dr. Lisa Chapman  
Date \_\_\_\_\_  
President, Central Carolina Community College

\_\_\_\_\_  
Dr. Sara Newcomb  
Date \_\_\_\_\_  
Executive Director of Secondary Partnerships,  
Central Carolina Community College

\_\_\_\_\_  
Julian Philpott  
Date \_\_\_\_\_  
Chairman, Central Carolina Community College  
Board of Trustees

## **Exhibit A: Sample Authorization Letter**

Dr. Sara Newcomb  
Director of Secondary Partnerships  
Career and College Promise  
Central Carolina Community College  
1105 Kelly Drive  
Sanford, NC 27330

Dear Dr. Newcomb:

It has been the policy of Harnett County Schools to support our students in all their endeavors. The College and Career Promise and Early College initiative is very important to us as it encourages students to continue their education in a post-secondary institution by allowing them to take college courses while still enrolled in high school.

We, at Harnett County Schools, are committed to building strong foundations and brighter futures for our students and pledge to support them throughout their **College and Career Promise** and Early College experiences. We have in place an open purchase order to Central Carolina Community College and the Campus Follett Bookstore to cover any and all expenses for the participating students including but not limited to student fees and textbooks. Harnett County Schools will pay these charges for the Fall 2024 and Spring 2025 semesters. Additionally, all expenses pertaining to inclusive access textbooks will be covered.

Sincerely,

Harnett County Schools

**Educational Partnership Agreement By & Between**  
**The Board of Trustees of Central Carolina Community College**

**&**

**Lee Board of Education**

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2024 by and between the Board of Trustees of Central Carolina Community College, a body corporate, and the Lee Board of Education, a body corporate and public.

**Section 1: Definitions**

**Career & College Promise**, hereinafter referred to as “CCP,” means the specific programs offered in connection with the Lee County Promise Memorandum of Understanding agreed to by both parties, wherein eligible Lee County Schools high school students may enroll dually at 1) Lee County Schools traditional high schools and 2) Central Carolina Community College in pathways that lead to certificates, diplomas, and degrees and provide entry-level job skills under the direct authority of the Board of Trustees of Central Carolina Community College.

**Central Carolina Community College**, hereinafter referred to as “CCCC,” means the institution of higher education governed by the Board of Trustees of Central Carolina Community College with principal offices located at 1105 Kelly Drive, Sanford, NC 27330.

**Lee County School System**, hereinafter referred to as “LCS,” means the institution of secondary education governed by the Lee Board of Education with principal offices located at 106 Gordon Street, Sanford, NC 27330.

**Lee Early College**, hereinafter referred to as “LEC,” means the specific Cooperative Innovative High School, hereafter referred to as “CIHS,” institution that opened under the direct authority of Lee Board of Education with collaboration from the Board of Trustees of Central Carolina Community College.

**Dual Enrollment** means enrollment in either of the CCP or the LEC programs.

**Party** means LCS or CCCC, or both when referenced in the plural of **Parties**.

**The Southern Association of Colleges and Schools on Commission on Colleges**, hereinafter referred to as “SACSCOC,” means the body with accreditation oversight over CCCC with principal offices located at 1866 Southern Lane, Decatur, GA 30033, or, in the event that the accreditation body with oversight over CCCC changes, refers to any successor accreditation body.

## **Section 2: LCS's Rights and Responsibilities**

- I. LCS's Superintendent or designee has direct authority over the high school programs and activities. For matters concerning facilities, space utilization, and resource sharing, LCS's Superintendent or designee will act in consultation with the CCCC's Chief Academic Officer, Executive Director of Secondary Programs, or their respective designees.
- II. The students, faculty, and staff of LCS will comply with all state and local laws, applicable CCCC regulations, and applicable CCCC policies while in CCCC facilities, on CCCC property, or in CCCC classes. Failure to follow these regulations or policies will subject the offending individual to the disciplinary procedures of CCCC and may result in dismissal from the dual enrollment program and CCCC.
- III. Students may be disciplined or dismissed by LCS's Superintendent or designee for violation of LCS rules or policies. CCCC may not veto these disciplinary decisions, but the Superintendent or designee may seek advice from CCCC prior to making such decisions. The Superintendent or designee shall notify CCCC of violations, suspensions, or dismissals.
- IV. LCS commits to creating conditions favorable for the success of the CCCC Career Coaches' work. This commitment encompasses the following specific responsibilities:
  - A. Promotion of the school-wide awareness of Coaches' duties and clarification of school commitment to CCCC
  - B. Coordination of Coaches' initial school orientation and ongoing integration into the faculty and staff community
  - C. Facilitation of Coaches' access to individual classes and larger assemblies for the purpose of awareness-building
  - D. Apportionment of office space appropriate for student advising activities
  - E. Facilitation of Coaches' access to needed onsite IT resources (specified below)
  - F. Provision and maintenance of lab space for Distance Education classes
  - G. Dissemination to CCCC of county-wide or high school-specific policies regarding dual enrollment
- V. LCS will grant access to LCS Premises
  - A. All parties acknowledge that N.C. General Statute 14-208.18 prohibits anyone required to register as a sex offender under Article 27A Chapter 14 of the General Statute from knowingly being on the premises of any school or other facility dedicated to the care of minors. CCCC shall conduct criminal record and background checks on any CCCC employee or volunteer who, pursuant to this agreement, will be on LCS' property and/or have direct contact with LCS students. The checks shall include at a minimum checks of the State Sex Offender and Public Protection Registration Program, the State Sexually Violent Predator Registration Program, and the National Sex Offender Registry ("the Registries"), which may be completed at no cost by accessing the North Carolina Sex Offender Registry website at <http://sexoffender.ncdoj.gov/>. CCCC shall provide the names and identifying information to LCS prior to assigning any employee or volunteer to work at an LCS school, and CCCC personnel shall not begin any services that involve

direct interaction with students until the background checks are completed. CCCC shall not assign any employee or volunteer to a role that may involve direct student contact, at LCS' events, or on LCS property if (1) said individual has been convicted of a felony; (2) said individual has been convicted of any crime, whether misdemeanor or felony, involving sex, violence, or drugs; (3) in the judgment of LCS, said individual has engaged in any crime or conduct indicating that the individual may pose a threat to the safety or well-being of students or school personnel.

- B. The public schools and school-sponsored events of Lee County shall remain at all times under the authority of the Board, the Superintendent, and the individual school principals. CCCC shall ensure that its agents, employees, and volunteers comply with any and all rules, regulations, or directives of the Board, the Superintendent, or the Superintendent's designee at all times while on the school premises or at school-sponsored events. LCS reserves the right to deny entrance to any school premise or school event to any individual.
  - C. CCCC Career Coaches will be given an LCS access badge that allows them to access the building in which their office is located.
- VI. LCS will provide appropriate office space for the assigned Career Coach.
- A. Career Coaches will be assigned to each traditional high school to support the CCP. LCS will provide a permanent office space for the assigned Career Coach.
  - B. Career Coaches assigned to the CIHS will be provided a space to meet with students as needed when on campus.
  - C. LCS Principals must notify the assigned Career Coach and Executive Director of Secondary Partnerships if the assigned office location is relocated.
- VII. LCS will provide access to information technology and network resources as follows:
- A. CCCC Career Coaches in partnership with LCS, will have appropriate access to Student Information System software and records necessary to the performance of their educational duties. CCCC Career Coaches will agree to LCS Student Information System usage agreements and must follow LCS policies and procedures.
  - B. CCCC Coaches will have access to other appropriate LCS software and networks as needed to complete advising and registration activities.
  - C. LCS will make available to the Coaches telephones, printing, and scanning facilities, and access to wireless internet connectivity. Each high school will assume responsibility for the availability and installation of hardware
  - D. LCS will require CCCC Career Coaches to follow all LCS policies as it relates to their information technology and software usage.
- VIII. LCS will serve as the fiscal agent. As the fiscal agent, LCS will be responsible for distributing all funds budgeted for the high school program. LCS will pay for the college fees, book costs, and other required materials of students enrolled in a dual enrollment Program:
- A. LCS will pay for participating students' fees at the end of each semester (Fall and spring) and will be billed from CCCC's business office.
  - B. LCS will issue a Letter of Affirmation (see Exhibit A for a sample letter) annually to CCCC no later than thirty (30) days prior to the start of CCCC's Fall Term for the

- academic year. The Letter of Affirmation will show the financial commitments that LCS will bear to cover its students' participation in the CCP Program.
- C. Textbooks, digital access codes, and required course materials will be purchased for students by LCS. Monthly invoices will be sent from CCCC's Efollett bookstore.
  - D. CCCC Career Coaches will purchase textbooks on LCS's behalf from the CCCC bookstore.
  - E. LCS will appoint one representative at each school to work with the CCCC Coach during textbook distribution. Textbooks will be housed in a designated space in each high school. The CCCC Career Coach and designated LCS representative at each high school will be responsible for distribution and inventory.
  - F. Reasonable efforts will be made to use textbook editions for a minimum of two (2) years before updating.
- IX. No indebtedness of any kind incurred or created by LCS shall constitute an indebtedness of the State, its political subdivisions, or CCCC, and no indebtedness of LCS shall involve or be secured by the faith, credit, or taxing power of the State, its political subdivisions, or CCCC.

### **Section 3: CCCC's Rights and Responsibilities**

- I. CCCC assumes responsibility for the overall implementation and management of the dual enrollment college programming. The role encompasses the following specific responsibilities:
  - A. Hire, train, and supervise Career Coaches for dual enrollment students.
  - B. Develop pedagogical materials and technology needed to enhance the advising process.
  - C. Facilitate collaborations between CCCC and its community partners as it relates to Career and Technical Education program opportunities.
  - D. Manage all programmatic reporting to granting agencies.
  - E. Coordinate publicity efforts, including design and printing as needed; construct and maintain the dual enrollment website and advertising materials
  - F. Update stakeholders on state-wide dual enrollment policies and procedures
  - G. Provide appropriate access to the college libraries, student support resources, and student center to dual enrollment students of LCS.
- II. CCCC's Career Coach Duties, Reporting Structure, and Evaluation
  - A. The duties of the Career Coach are described in full in the position description attached to this Agreement. The partners agree not to revise these duties without prior consultation between LCS (or an appointed school official) and the CCCC Executive Director of Secondary Partnerships. Career Coaches shall not be asked to participate directly in discussions of duty revision.
  - B. CCCC will include an LCS liaison on the hiring committee and in the decision-making regarding hiring for the Coach position. Coaches will be employees of CCCC and will not be agents or employees of the school district. CCCC will be solely responsible for the Coaches' salary, benefits, and all other expenses related to the employment of the Coaches. While on LCS campuses, the Coaches will obey all LCS rules and will be subject to the authority of the building administration.

- C. The Career Coaches shall report to the CCCC Executive Director of Secondary Partnerships, who shall serve as the appropriate point of contact for any questions or concerns regarding Coach performance. Feedback from the high school Principals (or an appointed school official) shall be solicited each year by the Executive Director of Secondary Partnerships and will form part of the Coach's annual performance review.
- III. CCCC will schedule sections for dual enrollment students:
- A. Dual enrollment sections will follow the high school calendar for holidays and other non-class days. Dual enrollment students enrolled in general CCCC sections will be expected to adhere to the published college calendar.
  - B. CIHS sections will follow the traditional college calendar in alignment with the LCS CIHS calendar.
  - C. CCCC will make reasonable efforts to ensure enough courses are available to meet the requested enrollment of LCS for students who are enrolled in the dual enrollment program. CCCC further agrees to make reasonable efforts to maximize the percentage of courses with seated time for LCS dual enrollment students. Each individual course will be held on a CCCC campus, on the LCS campus, or may be split between both. Seated courses are dependent upon sufficient enrollment, defined as at least ten (10) students per course, and the availability of instructors per CCCC's accreditation guidelines.
  - D. In the event that an instructor becomes unavailable or is otherwise unable to perform their duties at a particular site, CCCC shall make reasonable efforts to complete the affected course or courses within the given academic semester. Notwithstanding this provision, any remedial action taken by CCCC, including but not limited to discontinuing the course, relocating the site of instruction, changing the delivery method, or assigning a new instructor, shall be at the sole discretion of CCCC.
- IV. CCCC will enforce the college's Student Conduct Policy. College-level behavior is expected from students participating in the dual enrollment program. LCS students enrolled at CCCC must abide by the CCCC Code of Conduct. Violation of this code may result in disciplinary action taken by CCCC. Student conduct violations will be handled in accordance with CCCC's current policies and procedures.
- V. LCS dual enrollment students are subject to disciplinary actions, including dismissal, by CCCC for violation of federal or state laws or CCCC rules or policies. CCCC will consult with LCS's Principal or designee before a final decision is made to dismiss a student. Students disciplined or dismissed by CCCC shall have due process rights in accordance with CCCC's Student Appeals Procedure. LCS's Superintendent or designee, any other LCS official, or the LCS may not veto the ruling of CCCC or the outcome of an appeals decision.
- VI. CCCC and LCS shall follow all applicable rules, regulations, and guidelines as specified by Title IX of the Civil Rights Act as amended. In the event of a Title IX incident, each Party shall apply its own internal policies and procedures in determining the appropriate actions to be taken. The decision to initiate or to not initiate a Title IX action on the part of one Party shall not influence, impact, or be otherwise probative on the decision or need to initiate or to not initiate a Title IX action on the part of the other Party.



- VII. LCS dual enrollment students will adhere to the academic integrity policy set forth by CCCC. Academic integrity violations will be subject to CCCC's policy as published in written materials on the college website and in printed materials shared by LCS.
- VIII. CCCC Career Coaches assigned to LCS will serve as Library Liaisons. Library Liaisons will receive annual training from CCCC's professional library staff to effectively meet the needs of students in off-campus capacities. Library Liaisons will assist with the following:
  - A. connecting students at the various instructional sites with library services and resources on the main campuses,
  - B. providing basic information about library services,
  - C. assisting students with requesting library materials,
  - D. serving as a contact person for picking up requested library materials at the instructional site,
  - E. directing students to available resources for basic library research, and
  - F. referring students to a librarian (available via videoconferencing) when more in-depth research assistance is needed.

#### **Section 4: Joint Rights and Responsibilities**

- I. LCS's Career Coaches and CCCC's Executive Director of Secondary Partnerships, or their respective designees, will coordinate the needs of LCS on the CCCC campus, including but not limited to books and supplies from the bookstore, identification cards, parking passes, and activities. Class scheduling and college advising will be jointly coordinated between the Executive Director of Secondary Programs and the Superintendent or their respective designees.
- II. LCS and CCCC will work together to advise and enroll dual enrollment students in college courses determined by each student's interest, ability, and pathway, and in accordance with all guidelines stipulated in the CCP Operating Procedures. Students will be enrolled as college students with the accompanying rights and responsibilities. LCS will adopt any rules necessary to its governance, provided that those rules are not inconsistent with those in force at CCCC.
- III. LCS and CCC will monitor attendance, withdrawal, and participation as follows:
  - A. Once admitted and enrolled at CCCC, dual enrollment students are subject to the published college attendance, academic suspension, probation, and withdrawal policies.
  - B. Each high school is responsible for the reporting of withdrawals, drops, etc. on the high school transcript. LCS reserves the right to implement guidelines for participation and for how courses will be reflected on high school transcripts.
- IV. LCS and CCCC will articulate credit and grades as follows:
  - A. Biweekly grade reports for dual enrollment students will be provided to the high school. CCCC will work in conjunction with the high school facilitators, guidance counselors, or other appointed representatives to notify students of their academic progress.
  - B. CCCC articulated credit will follow the recommendations of the Department of Public Instruction. Each high school is responsible for the policies regarding recording and updating the high school transcripts of dual enrollment students.

- V. LCS will provide students with an exceptional education according to the requirements and regulations of the Individuals with Disabilities Education Act (hereafter, "IDEA").
- A. LCS and CCCC will provide accommodations to dual enrollment Program students with disabilities according to the requirements, rules, and regulations of the Americans with Disabilities Act as amended (hereafter, "ADA") and Section 504 of the Rehabilitation Act (hereafter, "Section 504"). CCCC's Coordinator of Student Accessibility Services and LCS's Career Coach will coordinate efforts to meet the needs of all students in line with IDEA, ADA, and Section 504 requirements and regulations. When an accommodation is requested of CCCC by an LCS dual enrollment Program student for a CCCC course, reasonable efforts will be made to harmonize and coordinate the accommodation plan with the student's individualized education plan. The terms of CCCC's accommodation plan for any given student shall take precedence over LCS's individualized education plan for said student. Only to the extent and in the manner permitted under North Carolina law, CCCC and LCS agree to indemnify, defend, and hold harmless each other for any ADA- or IDEA-related claims brought against one as a result of the negligent, grossly negligent, or intentional acts or omissions of the other.
- VI. CCCC agrees that all student records are personally identifiable student information obtained by its employees, agents, or volunteers while working pursuant to this Agreement shall be subject to the confidentiality and disclosure provisions of applicable federal and state statutes and regulations, and the Board's policies. The CCCC coach is considered a school official for the purpose of carrying out the dual enrollment advising and enrollment activities described in the attached Coach's job description and may access student records only with a legitimate educational purpose as defined by law. No employee, agent, or volunteer of CCCC shall forward to any person other than the parent or authorized Board employee any student record, including, but not limited to, the student's identity, without the written consent of the parent or adult student. Nothing in this agreement provides CCCC or its agents the right of access to any individual students' records.
- VII. Concurrently, LCS and CCCC will issue Certificates of Insurance or other proof of coverage agreements to each other showing current coverage at the time of issue. LCS will provide documentation of the coverage agreement made through the NC School Boards' Trust with coverage as follows:
- A. General Liability: \$1,000,000/occurrence; \$3,000,000 aggregate.
- B. Errors and Omissions: \$1,000,000/occurrence; \$3,000,000 aggregate.
- C. Workers Compensation: LCS shall provide workers' compensation coverage for its employees at the amounts prescribed by law.
- D. Property & Casualty: LCS shall insure its own personal property located on the CCCC campus.
- VIII. Disclosure of College educational record information of Dual Enrollment students is subject to the Family Educational Rights And Privacy Act (FERPA). According to FERPA guidelines, CCCC and LCS agree that the release of student information will occur through the office of the LCS Superintendent, CCCC Executive Director of Secondary Programs, or their respective designees. LCS and CCCC shall follow all FERPA rules, regulations, and guidelines insofar as FERPA applies to each Party. Only to the extent and in the manner permitted under North Carolina law, CCCC, and LCS agree to indemnify, defend, and hold harmless each other for any

FERPA-related claims brought against one as a result of the negligent, grossly negligent, or intentional acts or omissions of the other.

## **Section 5: Cooperative Innovative High School - Lee Early College (LEC)**

### **I. Governance**

- A. The Principal of LEC will be an employee of LCS and will have direct authority over the high school programs and activities.
- B. The Executive Director of Secondary Partnerships and/or the Chief Academic Officer will have direct authority over the community college programs and activities.

### **II. Facilities**

- A. For matters concerning facilities, space utilization, and resource sharing, the Principal will act in consultation with the Executive Director of Secondary Partnerships and the Lee County Superintendent or designee.
- B. The Principal of LEC will consult with the Executive Director of Secondary Partnerships and/or the Chief Academic Officer and the Superintendent of LCS when making decisions concerning facilities, space utilization, and resource sharing.
- C. In the event that an instructional site is relocated, CCCC shall not be required to provide instructional services at the new site until it has been approved as an off-campus instructional site per SACSCOC guidelines.
- D. Maintenance costs for the instructional site will be the responsibility of LCS. CCCC will provide and maintain equipment that is used for all college classes located at the instructional site.

III. The LEC will be a public high school under the direct authority of the Lee County Board of Education, with collaboration from the CCCC Board of Trustees.

IV. Appropriate access to the college library, the academic assistance center, and other resources at Lee Main Campus (and other campuses as needed) will be granted to students of the LEC who do not have a full college schedule.

- A. Appropriate personnel from the LEC will be present to provide proper supervision for these students while they are using such college facilities and resources as agreed upon between the Principal of the Early College and the Executive Director of Secondary Partnerships of CCCC. Students with full college schedules are allowed access to these areas without LEC supervision.
- B. The assigned Career Coach will be the designated “Library Liaison” as previously stated.

V. The LEC will have a Career Coach who will coordinate the needs and the successes of the high school students on the community college campus. This includes, but is not limited to, routinely monitoring college class attendance and grades. The Coach will maintain ongoing communication with the CCCC faculty and the LEC Principal regarding the academic progress and/or concerns of any student enrolled in a college course. Appropriate interventions will be identified and implemented when needed to ensure student success. The Career Coach will also serve as a point of contact for LEC parents as needed, especially when the students are enrolled in classes at the Lee Main Campus. College class scheduling and advising will be a collaborative effort between the LEC Principal, appropriate college department chairs/deans, and the Executive Director of

Secondary Partnerships. Additional oversight and coordination will be provided by the CCCC Chief Academic Officer and the LCS Superintendent or designee as appropriate.

- VI. Selection of students for enrollment at LEC will be made by a committee consisting of the LEC personnel, the Career Coach, the CCCC Chief Academic Officer, and the CCCC Executive Director of Secondary Partnerships. The selection committee will be headed by the Principal or his/her designee. Selection will be based on the ability to benefit from the program, including academic performance history, disciplinary records, and potential for and commitment to the successful completion of college coursework. Goals will be to serve a diverse student population that mirrors that of the school system and for all students to complete their high school education and to receive an associate degree from CCCC.
- VII. LEC will align its calendar and activities with CCCC's calendar as allowed by an approved waiver. Start and end dates for LEC will be coordinated with CCCC; however, the holiday schedule for LEC will follow that of LCS. Classes that are taught specifically for the LEC will incorporate LCS holidays. LEC students enrolled in traditional college courses on the Lee Main Campus, or other college campuses will follow the calendar of CCCC for holidays.
- VIII. Students will attend college classes determined by their interests, abilities, and pathways. Students will be enrolled as college students with the accompanying rights and responsibilities. Both the Lee County Board of Education and the Trustees of CCCC will adopt any rules necessary to their governance of the school, provided that those rules are not inconsistent with those enforced at CCCC or LCS.
  - A. LEC students will be permitted to enroll in online certificate, diploma, and degree programs.
  - B. LEC students will be permitted to enroll in seated certificate, diploma, and degree programs offered at Lee County locations. Transportation will be provided by the enrolled student and not LCS.
- IX. LCS will serve as the fiscal agent for LEC funding from the North Carolina Department of Public Instruction. As fiscal agent, LCS will be responsible for distributing all funds budgeted for LEC.
- X. Students at LEC will be expected to meet testing requirements for certain classes (i.e. ENG, MAT, etc), in accordance with the CCCC Course Catalog and North Carolina Community College System dual enrollment requirements/guidelines.

#### **Section 6: Miscellaneous Terms**

- I. Where official titles are used within this Agreement, such titles shall be deemed to refer to the individuals holding said titles or the titles' functional equivalents in their respective organizations.
- II. This Memorandum shall remain in effect and automatically renew annually until either party provides written notice of intent to terminate. LCS and the CCCC reserve the right to terminate this agreement with ninety (90) days' notice. Notwithstanding this provision, this Agreement shall remain in force for the full duration of any semester in which the Agreement has been effective for at least one business day.
- III. LCS and CCCC agree to review and update this Agreement no less than three (3) years from the

Effective Date of the Agreement. Thereafter, LCS and CCCC agree to continue to review and update this Agreement no less than three (3) years from the most recent date of review into perpetuity or until otherwise terminated.

- IV. LCS or CCCC may request a review for modifications or updates as needed. If a review for modifications or updates is conducted upon request, the date upon which the review is conducted shall be considered the most recent date of review.
- V. During, and after the term hereof during the relevant period required for retention of records by State law (G.S. 121-5, 132-1 et seq., typically five years), the State, its political subdivisions, and CCCC shall have access to persons and records related to the Agreement to verify accounts and data affecting moneys or performance under the Contract, as provided in G.S. 143-49(9). However, if any audit, litigation, or other action arising out of or related in any way to this project is commenced before the end of such retention of records period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the record retentions period, whichever is later.
- VI. LCS shall have a limited and revocable license to use CCCC's logos, trademarks, marks, and similar materials (hereafter, "Branded Materials") for the sole purposes of 1) promoting, marketing, and advertising the dual enrollment program to its students and prospective students, 2) promoting, marketing, and advertising LCS to its students and prospective students when the dual enrollment program is part of these activities, and 3) creating and providing reports and similar materials to stakeholders in which the dual enrollment program is of material concern. Use of CCCC's Branded Materials is contingent upon LCS following CCCC's branding guidelines and the approval of CCCC's Associate Vice President of Marketing or designee. LCS may request CCCC's services in creating promotional, marketing, and advertising materials (hereafter, "promotional materials") connected to approved purposes, subject to the approval of the Associate Vice President of Marketing or designee. This license shall be revoked upon the termination of this Agreement, at which point LCS shall cease the use of CCCC's Branded Materials and either destroy or return any unused or undistributed promotional materials.
- VII. CCCC shall have a limited and revocable license to use LCS's logos, trademarks, marks, and similar materials (hereafter, "Branded Materials") for the sole purposes of 1) promoting, marketing, and advertising the dual enrollment Program to its students and prospective students, 2) promoting, marketing, and advertising CCCC to its students and prospective students, 3) creating and providing reports and similar materials to stakeholders in which the dual enrollment Program is of material concern, and 4) providing services requested by LCS in line with the previous Paragraph of this Section. Use of LCS's Branded Materials is contingent upon CCCC following LCS's branding guidelines and the approval of LCS's Superintendent or designee. This license shall be revoked upon the termination of this Agreement, at which point CCCC shall cease the use of LCS's Branded Materials and either destroy or return any unused or undistributed Promotional Materials.
- VIII. The waiver by CCCC or LCS of any right or remedy on any one occasion or instance shall not constitute or be interpreted as a waiver of that or any other right or remedy on any other occasion or instance.
- IX. Neither party shall be deemed to be in default of its obligations hereunder if and so long as it is

prevented from performing such obligations as a result of events beyond its reasonable control, including, without limitation, fire, power failures, any act of war, hostile foreign action, nuclear explosion, riot, strikes or failures or refusals to perform under subcontracts, civil insurrection, earthquake, hurricane, tornado, other catastrophic epidemic or pandemic, natural event or Act of God.

- X. It is expressly agreed that the LCS and CCCC shall be independent contractors and that the relationship between them shall not constitute a partnership, joint venture, or agency. Neither LCS nor CCCC shall have the authority to make any statements, representations, or commitments of any kind, or to take any action, which shall be binding on the other.
- XI. Any information exchanged in connection with this Agreement between LCS and CCCC is subject to the State Public Records Act, NCGS § 132.1 et seq.
- XII. This Agreement and all rights and responsibilities hereunder may not be assigned without the written consent of the other party.
- XIII. Notwithstanding any other term or provision in the Agreement, nothing herein is intended nor shall be interpreted as waiving any claim or defense based on the principle of sovereign immunity or other State or federal constitutional provision or principle that otherwise would be available to the State, its political subdivisions, or CCCC under applicable law.
- XIV. This Agreement is made under and shall be governed by and construed in accordance with the laws of the State of North Carolina, without regard to its conflict of laws rules, and within which State all matters, whether sounding in contract, tort or otherwise, relating to its validity, construction, interpretation, and enforcement shall be determined. Any and all claims or causes of action arising under or in connection with this Agreement 1) shall be limited to the manner and the extent permitted under the North Carolina Tort Claims Act, NCGS § 143-291 et seq., and 2) shall be heard only in a trial by jury.
- XV. This Agreement is intended for the benefit of LCS and CCCC and their respective permitted successors and assigns and is not for the benefit of, nor may any provision hereof be enforced by, any other person or third party.
- XVI. This Agreement may only be amended or supplemented by mutual written consent of both the LCS and CCCC.
- XVII. This Agreement represents the entire agreement between the parties and supersedes all prior oral or written statements or agreements. LCS and CCCC have read and approved this Agreement to establish and are prepared to support all assurances and program commitments made in this agreement.

## **Signatories**

The partners certify their agreement with this Agreement as of the date of signature below.

\_\_\_\_\_  
Dr. Christopher Dossenbach

Date \_\_\_\_\_

Superintendent, Lee County Schools

\_\_\_\_\_  
Dr. Lisa Chapman

Date \_\_\_\_\_

President, Central Carolina Community College

\_\_\_\_\_  
Date \_\_\_\_\_

Executive Director of Secondary and CTE,  
Lee County Schools

\_\_\_\_\_  
Dr. Sara Newcomb

Date \_\_\_\_\_

Executive Director of Secondary Partnerships,  
Central Carolina Community College

\_\_\_\_\_  
Eric Davidson

Date \_\_\_\_\_

Chairman, Lee County Schools Board  
of Education

\_\_\_\_\_  
Julian Philpott

Date \_\_\_\_\_

Chairman, Central Carolina Community College  
Board of Trustees



## **Exhibit A: Sample Authorization Letter**

Dr. Sara Newcomb  
Director of Secondary Partnerships  
Career and College Promise  
Central Carolina Community College  
1105 Kelly Drive  
Sanford, NC 27330

Dear Dr. Newcomb:

It has been the policy of Lee County Schools to support our students in all their endeavors. The College and Career Promise and Early College initiative is very important to us as it encourages students to continue their education in a post-secondary institution by allowing them to take college courses while still enrolled in high school.

We, at Lee County Schools, are committed to building strong foundations and brighter futures for our students and pledge to support them throughout their **College and Career Promise** and Early College experiences. We have in place an open purchase order to Central Carolina Community College and the Campus Follett Bookstore to cover any and all expenses for the participating students including but not limited to student fees and textbooks. Lee County Schools will pay these charges for the Fall 2024 and Spring 2025 semesters. Additionally, all expenses pertaining to inclusive access textbooks will be covered.

Sincerely,

Lee County Schools



## **Academic Policy Committee Actions (Curriculum)**

**November 13, 2024**

### **1. Practical Nursing Predictor Score Policy**

- The nursing program uses the ATI PN Comprehensive Predictor test to determine readiness for students who have completed the practical nursing program and are applying for advanced standing into the associate degree nursing program. 2023 data from ATI shows that students who earn a score of 80% or higher on the predictor test have a 98% probability of passing the NCLEX-PN test. Based on this data, the program will lower the current cut score from 90% to 80%.

### **2. Global Scholars of Distinction Program**

- The Global Scholars of Distinction program is sponsored by World View, which is a global education initiative operated by UNC–Chapel Hill for the benefit of community college and K-12 instructors. Students who complete the Global Scholars of Distinction program will graduate with a transcript designation that shows employers and other institutions that they have global cultural competence. To be honored as a Global Scholar of Distinction, students must complete 15 credit hours from courses with a global component, participate in eight international activities and dialogues, gain 30 hours of global experience in study abroad or domestic intercultural experience, and complete a capstone presentation.

### **3. Work-Based Learning**

- This proposal codified the standards and practices regarding the teaching and administration of Work-Based Learning courses at CCCC that include a requirement to work at a job for a fixed number of hours. Formalizing this procedure ensures all faculty, students, and employers complete the same process related to WBL courses. Processes include mandatory training for faculty, mandatory orientation for students, use of WBL course and syllabus templates, use of a standard grading rubric, uniform due dates, a review of student transcripts to determine eligibility, and site visits.

### **4. Physical Therapist Assistant Admissions Process**

- This proposal aligned the PTA admissions process with other Health Sciences limited enrollment programs by eliminating the TEAS exam, requiring a GPA of 3.0 or higher for general education courses taken in the program, admitting students based on GPA rank, and using highest degree completed and grades in BIO-168 and BIO-169 to determine admission in the event of a tie.

5. International Student Proposal

- This policy reinstated the possibility of enrolling international students. International students are individuals who are not citizens or permanent residents of the United States who wish to enroll in Central Carolina Community College for academic purposes, are holders of appropriate federal visas for US study, and are not seeking permanent residency. As a community college with an open door and open access focus, CCCC could potentially serve students who wish to study in the United States and return to their home country. The Student Records and Registrar's Office and the Student Onboarding and Success Office will develop the procedure for implementing this policy and will bring it back to the Academic Policy Committee for approval.

6. International Baccalaureate Student Proposal

- Accepting IB credit serves multiple purposes, including recognizing and rewarding student achievements, promoting efficiency and flexibility in academic pathways, and making CCCC a more attractive option to students who have this credit. The Student Records and Registrar Office will develop the procedure and the specific articulation of credit and present that to APC prior to implementation.

7. Nursing Program Readmission Process

- This policy aligns the readmission and transfer process with the new limited enrollment policy, and includes minimum GPA requirements, a required letter of good standing, and grades of B or higher in all science classes.

8. Student Initiated Withdrawal Process

- This policy addresses ambiguities and clarifies a curriculum course withdrawal grade (W or WF) is based upon the student's last date of attendance except in the case of specific performance requirements for select curriculum programs based on outside licensing guidance.

## **College and Career Readiness & Curriculum Updates** (Curriculum)

**November 2023 – January 2024**

### **College and Career Readiness:**

- CCCC's CCR program has expanded options to transition English language learners into postsecondary education and training including career pathways in bioprocessing and construction. Students attend the occupational training course while concurrently enrolled in a contextualized English language acquisition support course. Students also learn civics and workforce preparation activities.
- An educational navigator has been identified to support enrollment of CCR graduates into curriculum and continuing education offerings.

### **Health Sciences:**

- The Dental Department will host the annual Give Kids a Smile event on Friday, March 8 with 65 children participating from J. Glenn Edwards Elementary School.
- The UNC Dental School has asked the Dental program to be a beta testing site for a virtual local anesthesia training from January to May 2024. Second-year dental hygiene students will use the equipment and provide feedback at the end of the semester.
- Four Health Information Technology Students have been placed in a paid internship with Duke Health. This is the first health information technology apprenticeship in North Carolina.
- The Associate Degree Nursing and Licensed Practical Nursing programs completed the Accreditation Commission for Education in Nursing (ACEN) initial candidacy application. On November 8, 2023, CCCC received a letter of eligibility to participate in the formal candidacy process.
- The Commission on Accreditation in Physical Therapy Education granted CCCC's Physical Therapist Assistant program the status of Candidate for Accreditation on October 31, 2023, which allows the college to host an inaugural cohort of students in August 2024.

### **Compliance Review:**

- A compliance review was conducted at Central Carolina Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure the data used to allocate State funds among the community colleges was reported accurately for the 2022-23 reporting period. The review was conducted on a selected sample of data related to Institution Class Reports, programs, policies, and procedures relevant to this period. Based on the site review, no findings were identified.

## **Workforce Continuing Education**

**November 2023 – January 2024**

### **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.

- Fall Health and Professional Services graduation of 153 students focused on healthcare programs including Nurse Aide, Phlebotomy, Pharmacy Technician, and Massage Therapy.
- Building Bridges Program Success – November 2023
  - 7 graduates Job Ready / CDL
  - 12 graduates Job Ready Boot Camp – Lee County Jail
  - 8 graduates Job Ready Boot Camp / Forklift & OSHA 10

**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.

### **Entrepreneurship Development:**

- RISE (Real Investment in Sanford Entrepreneurs) will begin its 8th cohort in February. There will be two \$5,000 grant opportunities available during this cohort supporting downtown Sanford and Jonesboro development.  
Since 2020, participants in RISE have gone on to open 16 businesses in Lee County including 6 new downtown Sanford businesses and 3 new Jonesboro area businesses.
- Chatham Spark will begin its 3rd cohort in February. Chatham Spark participants have now opened four businesses including a restaurant (Downtown Café), a speech therapy clinic, and two consulting businesses.
- Harnett Liftoff Lab completed its first cohort in October. Two \$5,000 grants were awarded (pending the businesses open by October of 2024) including a retail wine shop and a children's play center.

- Next Level completed its 3rd cohort in November. One participant has already entered and won a pitch competition.

#### Programs and Partnerships:

- A Women's Business Summit, January 16<sup>th</sup>, featured speakers from the Small Business Administration, the Economic Development Partnership of North Carolina, Thread Capital, Clicksuasion, and NC IDEA.
- Partnering with the Veterans Business Outreach Center to offer a Boots to Business Reboot program in Lillington in April for veterans and military spouses.
- Partnering with Triangle Artworks to offer The Art of Entrepreneurship to teach artists how to monetize their art and build a business.
- Partnering with the Fayetteville State University Entrepreneurship Hub and NC Growth to offer a series of vendor readiness workshops and a procurement marketplace event to assist local small businesses with creating their capacity statements and bidding on local contract opportunities.

**Public Safety:** provides accessible, high quality, and cost-effective training to develop skilled EMS, fire, and law enforcement responders who can act more effectively in emergency situations.

- Basic Law Enforcement Training graduation with 17 cadets successfully passing the NC Training and Standards Law Enforcement exam.  
Class sponsors included: Harnett County Sheriff's Office, Lee County Sheriff's Office, Moore County Sheriff's Office, North Carolina State Parks, Benson Police Department, and Sanford Police Department.
- EMS Paramedic – Lee County graduation of 7 paramedics
- Partnership to host EMS training for UNC EMS at Chatham Health Science Site beginning January 2024
- Partnership with Campbell University Doctor Residency to support new Wilderness EMT program with PIERCE Education
- Public Safety Administration Degree – 1<sup>st</sup> cohort of 12 students beginning Spring Term 2024

## **Customized Training Program**

### **2023 – 2024 Mid-Year Report** (Continuing Education)

#### **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**

Between July – December 2023, Central Carolina Community College's Customized Training Program managed eleven (11) active projects with total project costs of \$1,984,544 million to support training and Industry Services administration.

There are six (6) new projects in the pipeline representing three (3) businesses in Chatham County, one (1) business in Harnett County, and two (2) businesses in Lee County.

### Funding Purpose Code 361

#### Projects

<i><b>Company</b></i>	<i><b>Industry</b></i>	<i><b>County</b></i>
<i>Armtec Defense Technologies</i>	Countermeasures Products	Harnett
<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>Gould and Goodrich</i>	Holsters and Belts	Harnett
<i>Pentair</i>	Assembly Manufacturing	Lee
<i>Pfizer</i>	Pharmaceutical/Medical	Lee
<i>Pfizer Sanford North (Abzena)</i>	Pharmaceutical/Medical	Lee

These projects represent 741 trainees taking nearly 782 hours of customized training in the July – December 2023 period.

### Funding Purpose Code 365

The college also supported 17 companies and 126 employees through the use of unrestricted funds that provide the flexibility to address limited attendance, high cost training that meet the industry eligibility guidelines but are not at the level of a project.

Businesses impacted include:

- 3M Science Applied to Life
- Armtec Defense Technologies
- Bharat Forge Aluminum USA, Inc.
- Boon Edam, Inc
- Conveyor Technologies Systems
- Gaines Oil Company
- Gildan Yarns
- Gilero
- GKN Automotive
- Johnson Controls
- Gould & Goodrich
- JMC Tool & Machine Co.
- Moen Incorporated
- Mountaire Farms
- Pentair
- STI Polymer
- Zurn Water Solutions

### New Employer Projects

#### VinFast

- The VinFast PM continues to meet weekly with our VinFast US contact, as well as monthly meetings with the directors in Vietnam, to build out assessment and training plans for the US plant.
- The CCCC team will visit the Vietnam plant in February 2024 to finalize all equipment and training needs for the US plant.
- The team will present the final training proposal to the VinFast US CEO in March, to coincide with discussions around outfitting dedicated space at the Moore Center.
- The project estimated timeline – Q2 2024 begin ordering training equipment and advertising for a FT Industry Trainer and Q1 2025 begin training activities.

### **Wolfspeed**

- First customized training project approved December 2023 for approximately \$1.4M.
  - Training target – 470 employees over next 3 years for position as operators, process technicians, equipment technicians, and maintenance specialists
  - Equipment – project budget supports purchasing equipment and outfitting a dedicated Wolfspeed lab at the Siler City site. Lab will be used for future Wolfspeed CTP projects as well as CCP pathways, short-term training and other programs as needed.
  - Course development – courses will include Advanced Manufacturing Fundamentals, Basics of Semiconductor Manufacturing, Process Pathway, and Maintenance Pathway. Classes are expected to begin in March 2024.
- Wolfspeed and the CCCC team are also discussing training opportunities for Wolfspeed's facilities and security personnel that will be offered either through a customized training project, continuing education, or a combination of the two.

### **AdvanceNC/Career Exposure:**

- CCCC is utilizing CTP funds to contract with an eLearning software development company, Beyond Campus Innovations, to build out interactive career exposure modules.
  - Operates off on the AdvanceNC website leveraging the partnership
  - Provides an overview of the different sectors in the Advanced Manufacturing industry, as well as specific career exposure modules for VinFast and Wolfspeed.
  - Wolfspeed's career exposure modules should be ready Spring 2024, with VinFast's following in summer/early fall.





# BOARD OF TRUSTEES

## STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE AGENDA

**Date of Meeting:**

February 5, 2024

**Committee Members:** Pat Kirkman, Chair  
Gladys McAuley  
Taylor Vorbeck

**Consent Agenda Items**

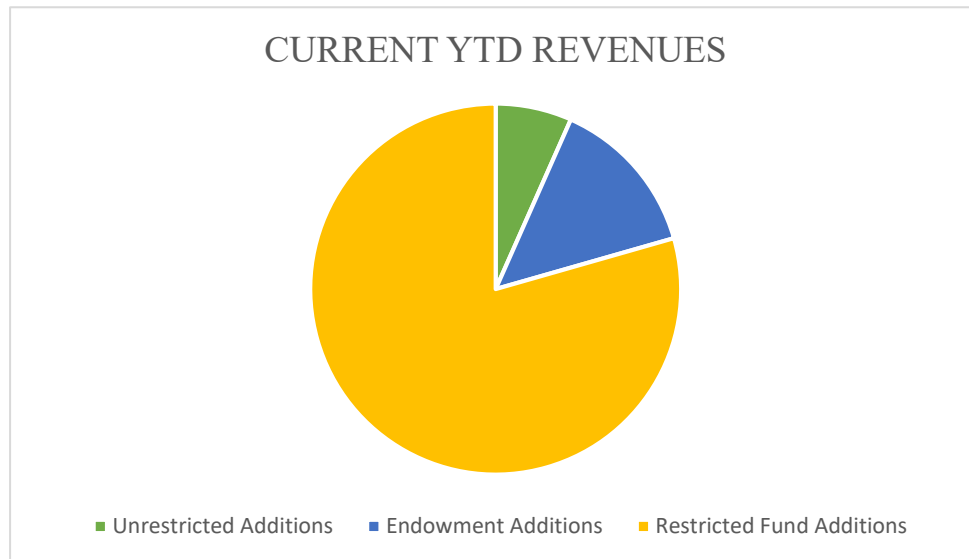
1. Approve Student & Academic Support Services Committee Meeting Minutes, October 2023
2. Receive Revenue Report (Foundation)
3. Approve Grants and Strategic Initiatives: In Progress (Institutional Advancement)

**Full Board Agenda Items****For Information Only**

1. Director's Report (Foundation)
2. SACSCOC Correspondence (Institutional Advancement)
3. Updates for Marketing and External Relations (Marketing)
4. Onboarding & Advising Updates (Onboarding & Advising)
5. Athletics (Student Services Division)
6. Financial Aid (Student Services Division)
7. Library (Student Services Division)
8. Security (Student Services Division)
9. Cost Comparison for In House Security (Student Services Division)
10. Revenue Source Breakdown for Security Costs (Student Services Division)
11. College Access (Student Services Division)

<b>Meeting Name:</b>	Board of Trustees / Student & Academic Support Services Committee		
<b>Date of Meeting:</b>	October 23, 2023	9:00 am	Virtual and in Person
<b>Members Present:</b> J. Philpott (P), P. Kirkman (P), G. McAuley (P), T. Vorbeck (V)			
<b>Staff Present:</b> L. Chapman (P), E. Hare (P), K. Hoyle (P), S. Byington (P), M. Dishman (P), M. Brown (P), L. Whitaker (P)			
	<b>Discussion</b>		
<b>Consent Agenda</b>	<ol style="list-style-type: none"> <li>1. Approve Student &amp; Academic Support Services Committee Meeting Minutes, July 2023 Trustee McAuley made a motion to approve the Student &amp; Academic Support Services Committee Meeting Minutes, July 2023. Trustee Vorbeck seconded the motion. The motion carried unanimously.</li> <li>2. Receive Revenue Report (Foundation) E. Hare presented the Revenue Report and gave an update. Trustee McAuley made a motion to Receive the Revenue Report from the Foundation. Trustee Vorbeck seconded the motion. The motion carried unanimously.</li> <li>3. Approve Grants &amp; Strategic Initiatives: In Progress (Institutional Advancement) M. Brown gave an overview of the Grants &amp; Strategic Initiatives: In Progress. Trustee McAuley made a motion to Approve Grants &amp; Strategic Initiatives: In Progress. Trustee Vorbeck seconded the motion. The motion carried unanimously.</li> </ol>		
<b>Full Board</b>	<ol style="list-style-type: none"> <li>1. Collaborative/In House Security proposal Discussion (Student Services Division) Dr. Chapman reviewed the security discussion from our previous meeting. VP Hoyle presented the proposed Collaborative/In House Security Proposal. Trustee McAuley asked about the quality, the coverage, the dates and the cost for this proposal. VP Hoyle indicated we are confident we have a qualified pool of people to hire that can provide the needed coverage. J. White told the committee that we have a 60 day opt out with the current security provider. Insurance coverage was also discussed. If this model looks like what the Board would support, we will develop the budget. This would require a joint meeting of the Student &amp; Academic Support Services and Finance Committees. This item will be discussed with the Full Board for consideration and deliberation.</li> </ol>		
<b>For Information Only</b>	<ol style="list-style-type: none"> <li>1. Director's Report (Foundation)</li> <li>2. Upcoming Events (Foundation)</li> <li>3. SACSCOC Correspondence (Institutional Advancement)</li> <li>4. Updates for Marketing and External Relations (Marketing)</li> <li>5. Onboarding &amp; Advising Updates (Onboarding &amp; Advising)</li> <li>6. Athletics (Student Services Division)</li> <li>7. Financial Aid (Student Services Division)</li> <li>8. Library (Student Services Division)</li> <li>9. Security Information (Student Services Division)</li> <li>10. College Access (Student Services Division)</li> </ol>		

Designations	Second Quarter	Current YTD
Total Unrestricted	17,597.49	51,384.38
Restricted		
Endowment Additions	91,522.19	107,743.52
Other Restricted Funds	219,771.69	614,336.21
Total Restricted	311,293.88	722,079.73
<b>TOTAL REVENUES:</b>	<b>328,891.37</b>	<b>773,464.11</b>



**Approve Grants and Strategic Initiatives: In Progress (Institutional Advancement)**

Funding Source	Project Name	Funding type	Requested Amount	Description
<b>Submitted</b>				
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	CCCC is requesting \$495,000 to fund a construction project manager to oversee the renovation of the Moore Center.
NCCCS(NCGA Funds)	Healthcare High Cost Expansion Grant	State	\$400,000	Funding to expand CCCC's Nursing Program by 20 seats at Chatham County's Health Sciences Center.
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.
Firehouse Subs	Fire Training Equipment	Private	\$25,900	An in-kind request for equipment for CCCC's Fire Academy. 20 new Air Containers will allow students to safely enter and train within the burn building.
Lee County Arts Council	ACES	Private	\$,2200	Funding for performances by Mary D. Williams (\$1500) and NC Opera (\$700)
Galloway Ridge	Dreamkeeper	Private	\$10,000	The Dreamkeeper Program provides just-in-time grants for students who face potentially derailing financial hardships.
<b>Pending</b>				
CEMC Round Up	Community Giving	Private	\$5,000	Cougar Market supports for feminine hygiene, diapers and toiletries.
<a href="#">NEA Grants for Arts</a>	ACES	Federal	\$50,000	Funding to support Murals in all 3 counties.
Galloway Ridge	Dreamkeeper	Private	\$10,000	The Dreamkeeper Program provides just-in-time grants for students who face potentially derailing financial hardships.

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

# Director's Report

## CCCC Foundation

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

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

AAUW-ODC \*

Abundant Exchange Services

Reid Barker

Bear Creek Arsenal \*\*\*\*\*

BOLD Companies – *Chris Ehrenfeld* \*

Jeanne Buie

CAGC Foundation \*\*\*

Arnold Carter, Jr.

Tahesia C. Carter

Central Carolina Power Washing \*\*

Central Electric Membership Corporation \*\*

Mark and Mary Lois Chamblee

Dr. Lisa M. Chapman

City of Sanford ABC Board \*\*\*\*\*

Sue Clark \*\*\*\*\*

Larry and Anne Collins

Greg Cox \*\*

Deep River Sporting Clays

Duke Energy Employee Giving

Exchange Club of Sanford \*

Jamie Ferguson

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

James and Gloria French

Frank Gillette \*

Judith H. Hallman

Phyllis Perkins Henry

Hobbs Architects

Barber and Barbara Holmes

Dr. Karen S. Gullledge

David N. James \*

Mary Ross Lindsey

T. Eston “Bud” Marchant

Gladys McAuley

Ruby & Ernest McSwain Worthy Lands Trust

Ron Miriello

NCAVT

NC Biotech Center

Nomar's Kennel

Kel and Parker Normann

Dr. William Oelrich  
Kandice Pedley  
Pentair Water Pool & Spa  
Pfizer  
Julian and Cynthia Philpott  
Post, Patton & Foushee  
Melissa Reeves Raley  
Rotary Club of Lillington  
Brandon Russell  
Sanford Pediatric Dentistry – *Dr. Antonio Braithwaite* \*\*  
Sauls for NC House  
Dr. John Shontz  
Smith's Coffee & Premium Water \*\*  
Wayne Staton \*\*  
Bianka Stumpf  
Tree Frog Properties – Jamie Kelly  
United Way of Lee County  
Veterinary Association Management  
Dennis and Alisa Wicker  
Wilkinson Automotive  
Fred and Barbara Wilson \*  
C.J. and Heather Winslow

*\* \$2,000 or more*

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

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

*\*\*\*\* \$15,000 or more*

*\*\*\*\*\* \$25,000 or more*

Submitted by Dr. Emily C. Hare  
Executive Director

**SACSCOC Correspondence ( Institutional Advancement)**  
**(October 1-Present)**

- **October 2023:** CCCC sent correspondence to SACSCOC waiving the review period for the Fifth Year OCIS report to expedite placement on the December 2023 SACSCOC Board of Trustees agenda.
- **December 2023:** The SACSCOC Board of Trustees announced during their annual meeting that “The Board continued accreditation following review of off-campus instructional sites as part of the Fifth Year Interim Review: Central Carolina Community College, Sanford, NC. Reviewed off-campus instructional sites located in North Carolina as part of the Fifth-Year Interim Review at: Seaforth High School, Pittsboro; Chatham Health Science Center, Pittsboro; Chatham Charter High School, Siler City; Lee County High School, Sanford; and Cape Fear Christian Academy, Erwin.”
- **December 2023:** CCCC submitted three (3) SACSCOC Substantive Change Prospectuses/Requests
  1. The first request was seeking SACSCOC approval for a **new off-campus instructional site for Harnett County Early College** effective August 2024. Because Harnett Early College is moving from the Dunn Center, SACSCOC must give their approval of the new site before CCCC is allowed to offer any college classes there.
  2. The second request was a new program prospectus submitted to SACSCOC for the **Foundations of Advanced Manufacturing Certificate**, effective August 2024. Since this new certificate has 50% new content, CCCC must get SACSCOC approval before offering this new certificate.
  3. The third request was informing SACSCOC of the college’s plan to **close the Criminal Justice Administration Certificate** and seeking SACSCOC approval for the teach out plan.
- **January 11, 2024:** CCCC received correspondence from SACSCOC containing the notification that CCCC’s Fifth Year Interim Report and QEP Impact Report were accepted by the review committee and the SACSCOC Board with no additional reporting required, successfully continuing CCCC’s accreditation through 2028.

## Updates for

# MARKETING AND EXTERNAL RELATIONS

Continued implementation and optimization of a Google search campaign, including:

- Updated brand and non-brand search campaigns with additional ad groups and keywords
- Optimized the campaign through the creation of responsive search ads
- Compared to the same time period in the previous year, the campaign increased impressions by over 200% and clicks by 93%. Additionally, the click-through rate (CTR) on the brand campaign is very strong at 35%.

### Sponsored



[www.cccc.edu/](http://www.cccc.edu/)

### Central Carolina CC - Apply To Central Carolina

CCCC Serves Chatham, Harnett & Lee Counties In NC. Central Carolina – Education That Works. Discover Our Wide Selection of Short-term Training, Certificates, Diplomas, and...

[Apply & Register](#) · [Programs & Courses](#) · [Campus Locations](#) · [Job Training](#) · [Financial Aid](#)



Central Carolina Community College

<https://www.cccc.edu>

### Central Carolina Community College: CCCC

Learn more about CCCC, a top-ranked public educational leader in the state and nation, providing high quality, in-demand programs and training.

[Programs](#) · [Login](#) · [Human Resources](#) · [Locations](#)

### Central Carolina CC | Your Local Community College | Top NC Community College

[Ad](#) [www.cccc.edu](http://www.cccc.edu)

High Quality Training In EMS, Firefighting, Technical Rescue, & Law Enforcement. Apply Now. Learn How Central Carolina Community College Can Transform Your Future. Apply Today!

[Programs & Courses](#)

[Job Training](#)

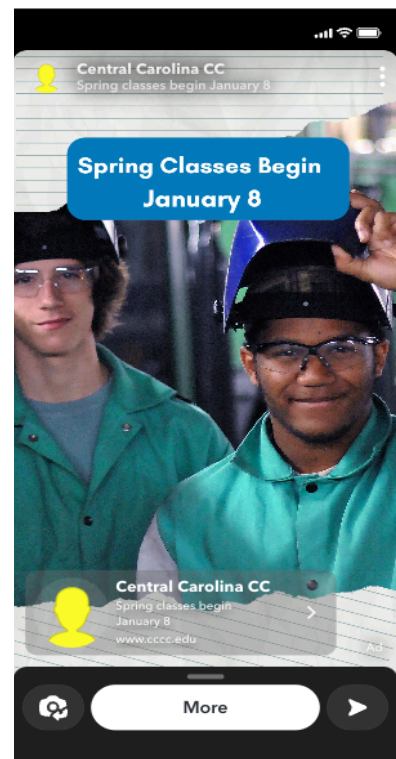
[Campus Locations](#)

[Apply & Register](#)



Implemented an integrated digital/social media marketing campaign to promote spring registration and college offerings.

- The campaign included three digital channels: Facebook/Instagram, Snapchat, and YouTube.
- The campaign targeted prospective students, parents of prospective students, and adult learners in the three-county service area.
- Collectively, the campaign resulted in over 876,000 impressions and 5,617 clicks to the college's website.
- Facebook/Instagram were the key drivers of impressions and clicks, generating 66% of the total impressions and 67% of the clicks.
- Snapchat targeted prospective students ages 16-24 with a video that resulted in 7,819 views and 1,745 clicks.



Implemented a television campaign (November 2023 through January 7, 2024) to promote CCCC.

- The campaign resulted in a considerable number of impressions: 62,000 (adults 18-34), 371,806 (adults 25-54), and 441,000 (adults 35-64).
- The television spot ran on WRAL, Spectrum Cable, and Spectrum CTV (Connected TV).

Central Carolina Community College was one of seven higher education institutions profiled on [WRAL's College Road Trip show](#). The segment aired on WRAL (September 27, 2023 at 7:30pm) and had a viewership of 52,718 households. The show was #2 in the time period.

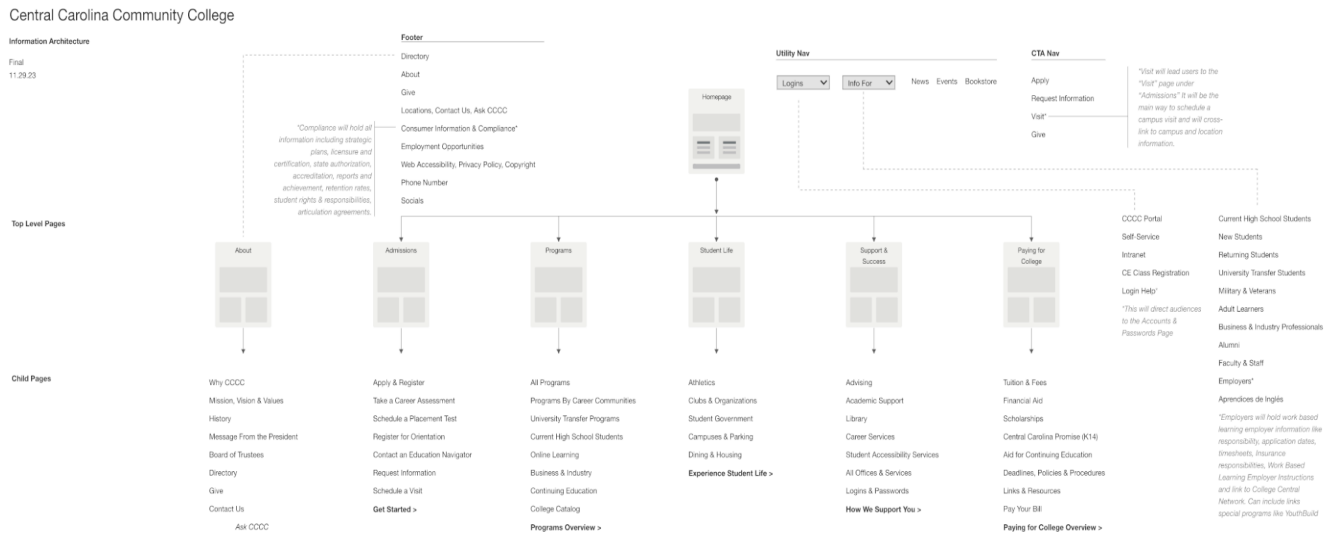


Completed a billboard campaign that ran from July 2023 through January 2024 in multiple locations within the college's service area. Weekly impressions for the billboard locations ranged from 54,000 to 133,000. In addition to the billboards, the "Education that Works" messaging has also been used in a variety of print and electronic marketing materials.

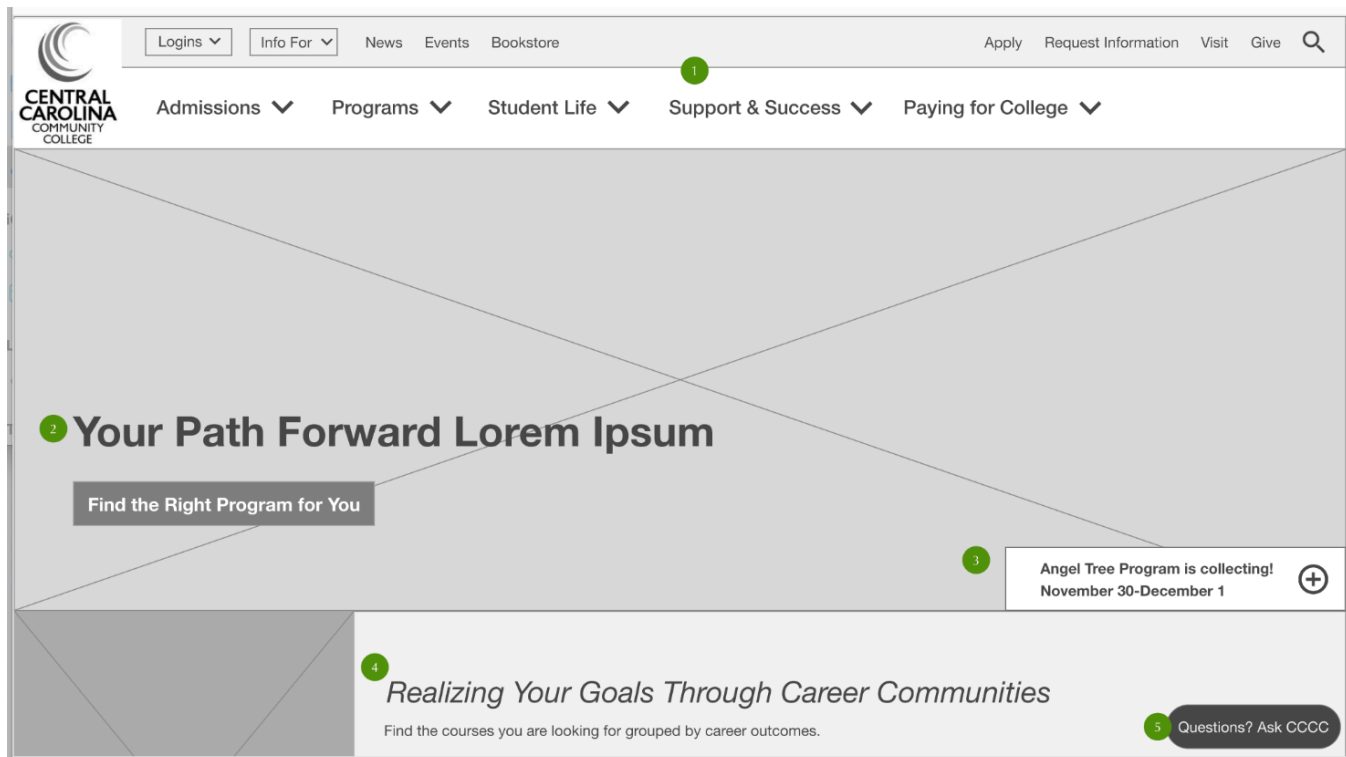


CCCC has continued to work with an external vendor (idfive) to redesign the college website. Since October, significant progress has been made on the website project, including:

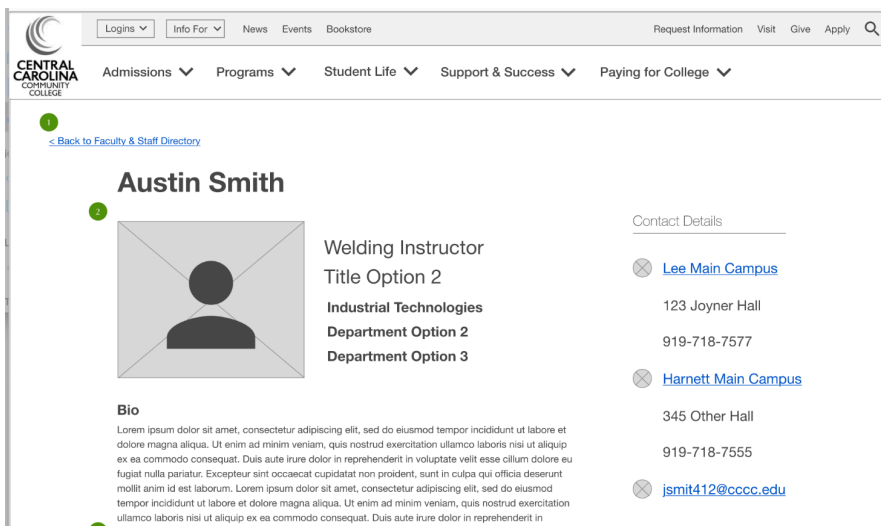
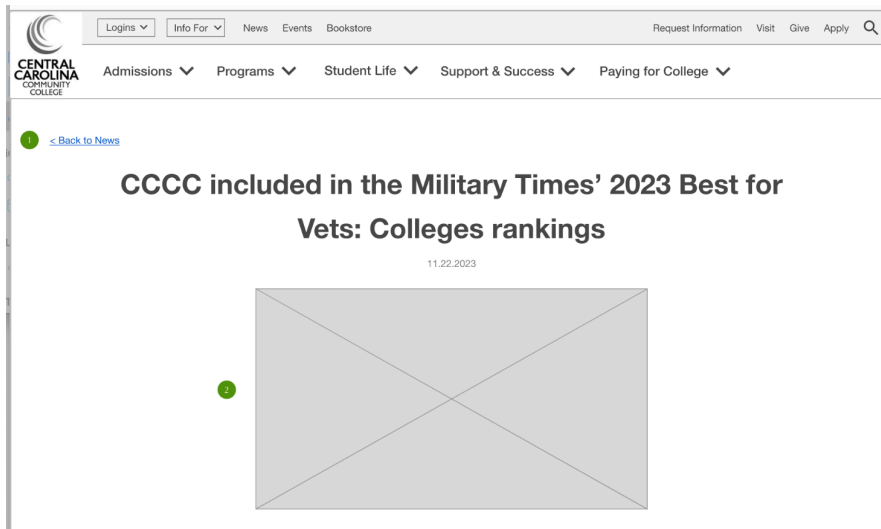
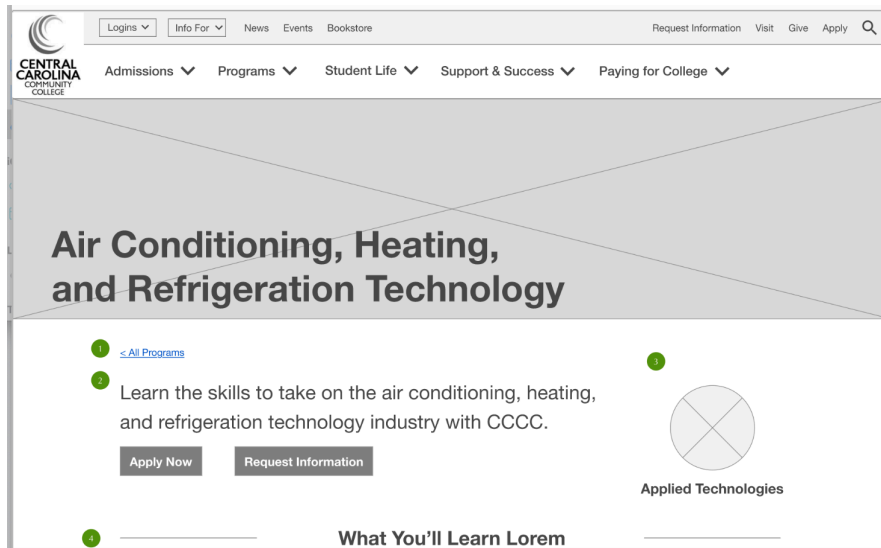
- Development of the new website's information architecture



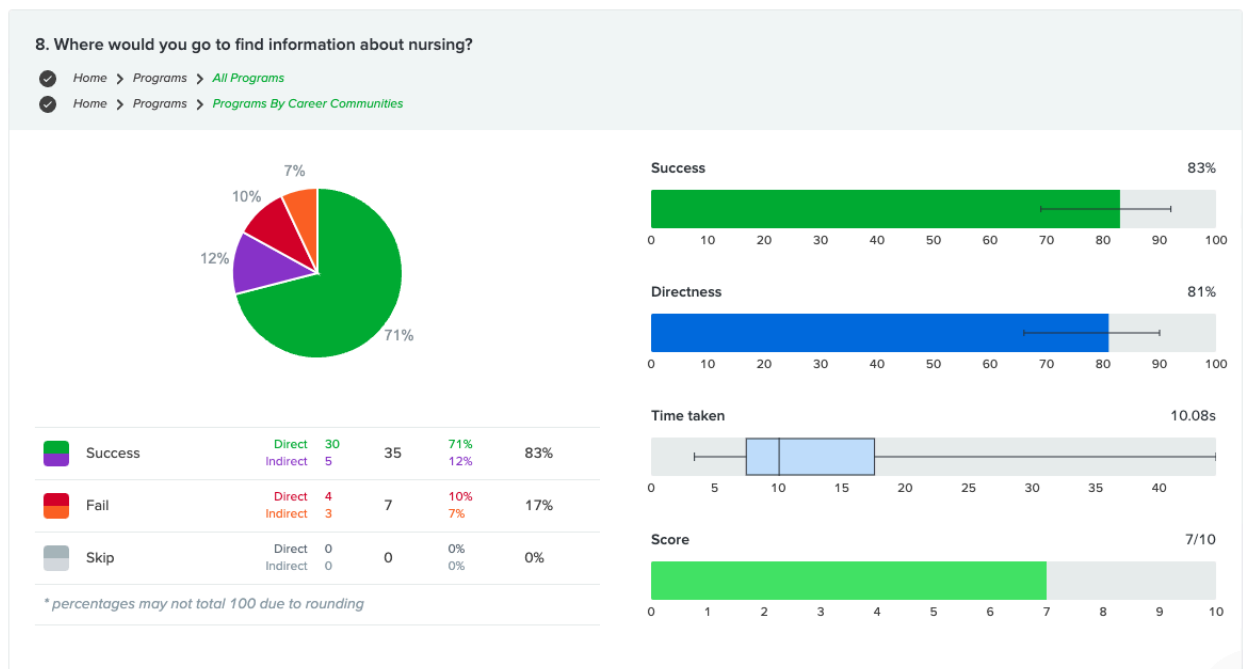
- Creation of a new homepage wireframe



- Development of the new website's internal wireframes



- Conducted a content audit of the existing website to determine if pages will be migrated or sunset. If migrated, website content will be reviewed and updated over the next few months. Additionally, new content will be created for the site.
- Development of guidelines to provide direction during the copywriting phase (ex. editorial guide, writing style framework, etc.)
- Content migration to the new website will begin at the end of May.
- Completed treejack testing on the homepage wireframe, which resulted in high success rates. Individuals were asked to complete specific tasks related to the navigation for this testing.

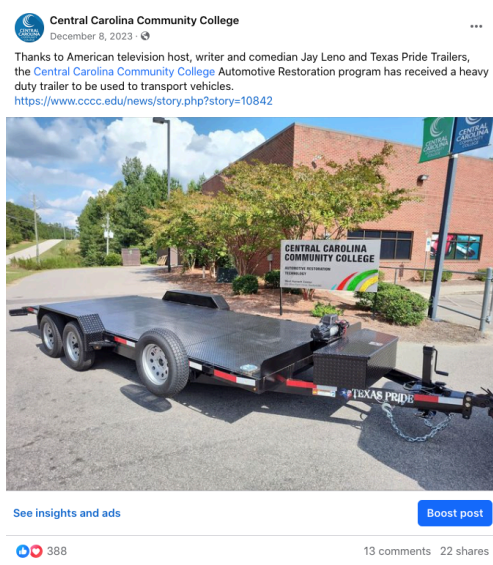


- Further testing for the new website will be conducted in February. This usability testing will include a range of website users.
- Production and development will continue over the upcoming months.



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

- CCCC has 14,624 Facebook followers as of January 10. Over the last 28 days, the CCCC Facebook page reach was 91,016 with a post engagement of 11,226.
- The CCCC LinkedIn page has 10,698 followers as of January 10.
- The CCCC Twitter page has 2,485 followers as of January 10. Tweet impressions totaled 21,900 for the past 60-day time period.



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

- Banquets, concerts, community events, conferences, dinners, entertainment shows, expos, holiday events, graduations, luncheons, meetings, presentations, quinceaneras, retreats, reunions, trainings, weddings, workshops, and more!
- The previous three months included: 51 events in October 2023, 54 events in November 2023, and 47 events in December 2023.

The Dennis A. Wicker Civic & Conference Center has continued to experience tremendous growth, both in terms of revenue and usage.

- When comparing the past two fiscal years (year over year), revenue increased 32%.

## Onboarding and Advising 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)

### February 2024 Board of Trustees Report

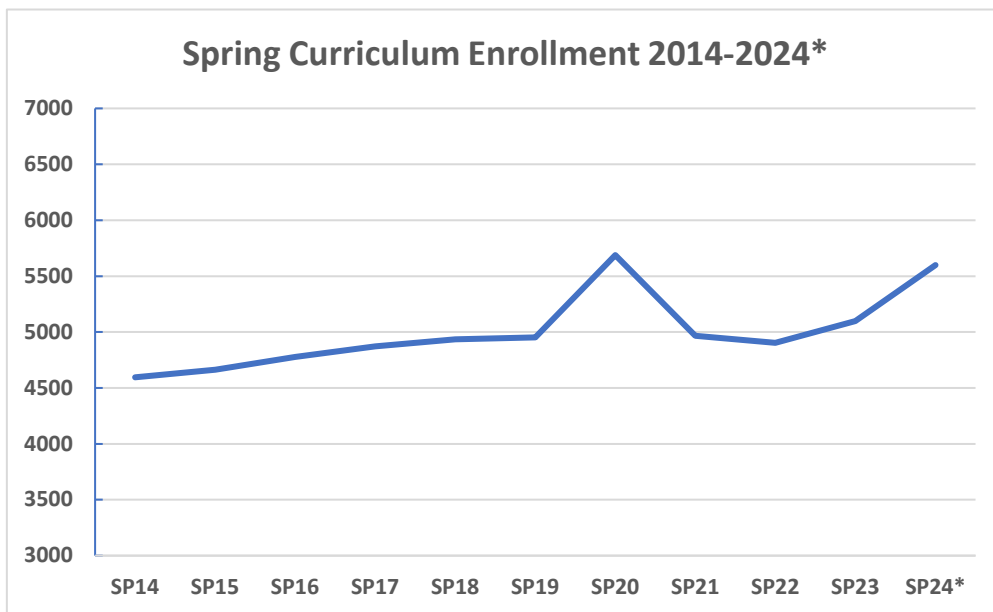
#### Student Records and Registrar's Office

##### Fall 2023 Enrollment Highlights

- Final enrollment was 5774 (second highest). In 2019, we enrolled 5900 students.
- 80% of our students were 25 and younger.

##### Spring 2024 Enrollment

- Curriculum headcount as of January 11, 2024: 5466 (11% higher than 2023). Final enrollment numbers will not be available until mid-March, but we are forecasting a final spring enrollment of approximately 5650 curriculum students.
- Our enrollment is still heavily dependent on dual enrollment (approximately 43%).

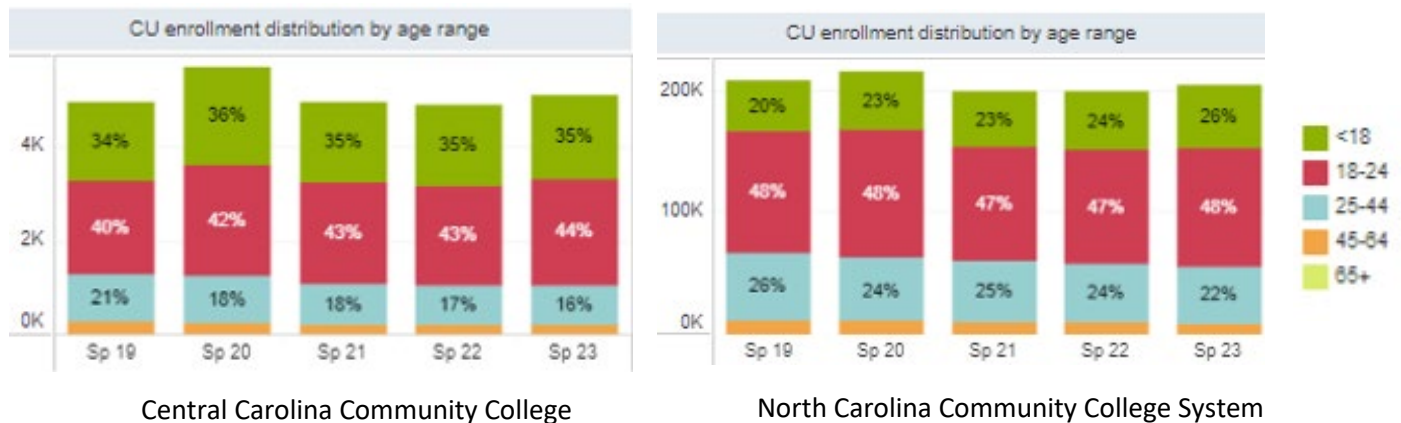


CCCC Spring curriculum headcount has increased 8 of the last 10 years (average +2.2% per year).

Across the state, NCCCS curriculum headcount has increased only 3 of the last 10 years (average -1.1% per year).

\*Spring 2024 is estimated final enrollment

Across the North Carolina Community College System, roughly half of curriculum enrollment is dual enrollment; there has been a gradual decline in the number of enrolled 25–44 year-olds. We see a similar trend at CCCC. We are getting “younger” and serving a smaller share of adult learners.



## Enrollment and Outreach

- New strategic enrollment efforts are underway, including some proposals to attract and support more adult students.
- NC Reconnect - Over 60 students were funded through NC Reconnect outreach efforts in Fall 2023 and 46 so far in the Spring 2024. Since launching the NC Reconnect Program in Fall 2021, CCCC has served 379 students.
- We are offering onsite Admissions programs (for example, at Harnett County Workforce Development).
- Our SOAR (Student Outreach and Recruiting) team continues to recruit at middle and high schools, offer campus tours, and represent the college at events all over our service area.
- Launch of high school campaigns: we have partnered with Harnett County Schools to pilot through Slate a spring communication campaign to all Harnett County high school seniors and their families. We hope to expand to our other counties in Fall 2024.
- In Fall 2023, the Central Carolina Promise/K14 program ensured that nearly 450 students could attend CCCC at a minimal cost. In-state tuition and required student fees were provided for qualified students from the 2022 and 2023 high school graduating classes in Chatham, Harnett, and Lee counties.



## Curriculum (CU) Program Enrollment Overview

Total Students and Enrollment Ranking by Program Parent  
College: *Central Carolina CC*, Reporting Term: *Spring 2023*, New/Returning Status: *All (New and Returning)*

Depending on number of rows included, graph may scroll down.

Program Parent Desc and Cd	College Program Size Rank Within NCCCS	Number Colleges Offering Program	Program Size Rank Within College	Total Program Enrollment Within College
Career and College Promise College Transfer Pathway (1012)	4	58	1	1,126
Associate in Arts (1010)	18	58	2	685
General Occupational Technology (5528)	2	25	3	401
Associate in Science (1040)	11	58	4	308
Business Administration (2512)	8	58	5	268
Career and College Promise College Transfer Pathway (1042)	16	58	6	173
Criminal Justice Technology (5518)	6	56	7	157
Welding Technology (5042)	6	57	8	107
Veterinary Medical Technology (4578)	1	5	9	101
Cosmetology (5514)	7	49	10	89
Early Childhood Education (5522)	19	57	11	88
Information Technology (2559)	24	56	12	84
Accounting and Finance (2580)	11	48	13	72
Associate Degree Nursing (4511)	32	56	14	71
Associate in Engineering (1050)	9	34	15	66

### Academic Advising and Transfer

- New enhanced transfer agreements with Campbell University and Methodist University
- A unique transfer agreement will be launched soon between CCCC's Vet Tech program and Appalachian State University's Veterinary Technology program.
- Associate Director of Student Onboarding and Success Amy Gustavson was selected as the NACADA Region 3 Excellence in Advising - Two-Year Institution Advisor. Adam Wade, Dean of Student Onboarding and Success, was selected as the NACADA Region 3 -Excellence in Advising - Advising Administrator Certificate of Merit. They will both be recognized at the NACADA Region 3 Conference in April.

### Slate (CRM)

- CCCC is leading the state in Slate implementation. Slate is being utilized for everything from enrollment campaigns, CCP applications, advising, event scheduling, and even our new vehicle reservation system. All faculty and staff, including adjuncts, now have Slate access.
- A unique campaign is being launched to "continuously recruit" our already enrolled students, making them aware of critical supports. We want our students to be informed of the various resources to support them, keep them engaged and connected, and most importantly let them know we value them.

## **Athletics (Student Services Division)**

### **Women's Volleyball**

Volleyball has concluded their season competing at a high level. We hosted the Regional Tournament this past season. The tournament went fantastic and very smooth. The tournament was also profitable with gate fee and selling items at the door. Hospitality room was a great success as well.

Coach Langston has recently accepted an offer from a local high school to coach their volleyball program. We have recently named Mrs. Chandler Patterson Ellis the new Head Women's Volleyball Coach.

Scheduling and recruiting is under way for the upcoming season. We look forward to another successful season from our Lady Cougars.

Team GPA for the Fall semester was 3.3

### **Cross Country**

Both Men and Women finished the regionals meet with respectable finishes. Coach Briggs is currently recruiting for the upcoming season.

### **Women's Basketball**

Women's Basketball has been showing signs of improvement. The team currently has 9 ladies. Moving up to Division 2 has been challenging for Coach Webster and the team.

### **Men's Basketball**

Men's Basketball has had several off the court happenings so far this season. The team had the opportunity to be a part of both the Sanford parade and Broadway parade. This was a great time for the program and community to come together, and an even better opportunity for the young men.

Each home game up to this point has been packed with fans and support. The games have profited just shy of \$3,000 up to this point, with still 8 home games remaining.

On January 22nd, the team will play in the Dean Dome at Chapel Hill against the UNC JV team. The staff and the players are looking forward to that opportunity as well.

Currently the team is sitting in the 6th spot in the league. With 11 Freshman and 2 Sophomores, the team has a lot of talent, but also having some growing pains. 6 losses by 3 points or less, with 2 of those being by buzzer beaters.

Team GPA: 3.5 (with three 4.0 student-athletes)

## **Financial Aid (Student Services Division)**

### **Fall 2023 and Spring 2024**

**FAFSA's Rec'd to Date for FA and SP :** 4,913

### **Fall 2023 Specific**

**Awarded Fall:** 2,828

**Awarded and Enrolled for CU:** 1,782

**Total Aid Disbursed:** \$4,652,807

### **Spring 2024 Specific**

**Awarded:** 2,695

**Awarded and Enrolled for CU:** 1,572

**Total Aid Disbursed:** \$0, first Spring disbursement will occur Feb. 16th

### **Veterans Affairs**

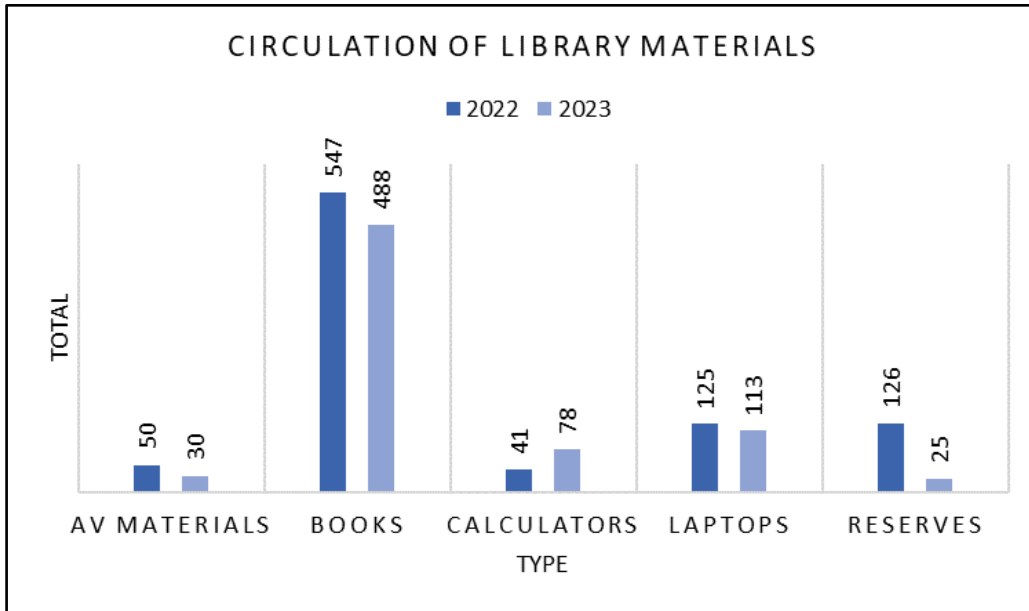
We currently have 290 Military Affiliated Students enrolled for the Spring 2024 semester. Between the Fall 2023 and the Spring 2024 semesters, if all stay on track, there will be over 40 which complete their programs of study.

The most popular programs with the Military Affiliated Students are: Associates of Arts, Associates of Science, Associates in Business Administration and all of the Health Sciences Programs. The Sustainability Technologies Programs and The Culinary Arts Programs are also gaining a great deal of interest.

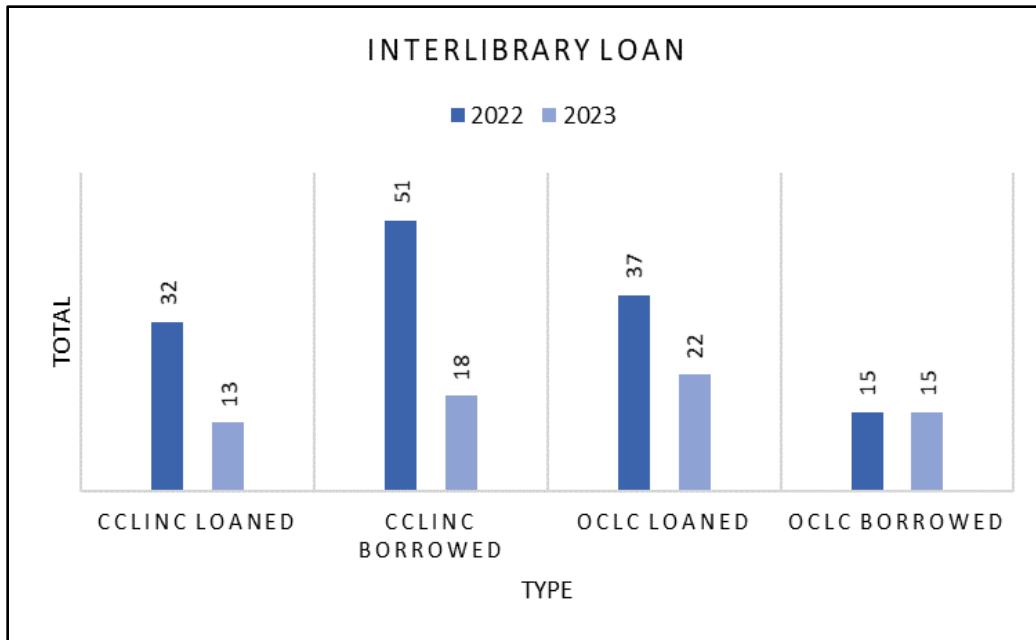
In the Certificates and Diplomas Credentials, there are many Military Affiliated Students in Barbering, Cosmetology, Welding and the Automotive Programs.

## Library (Student Services Division)

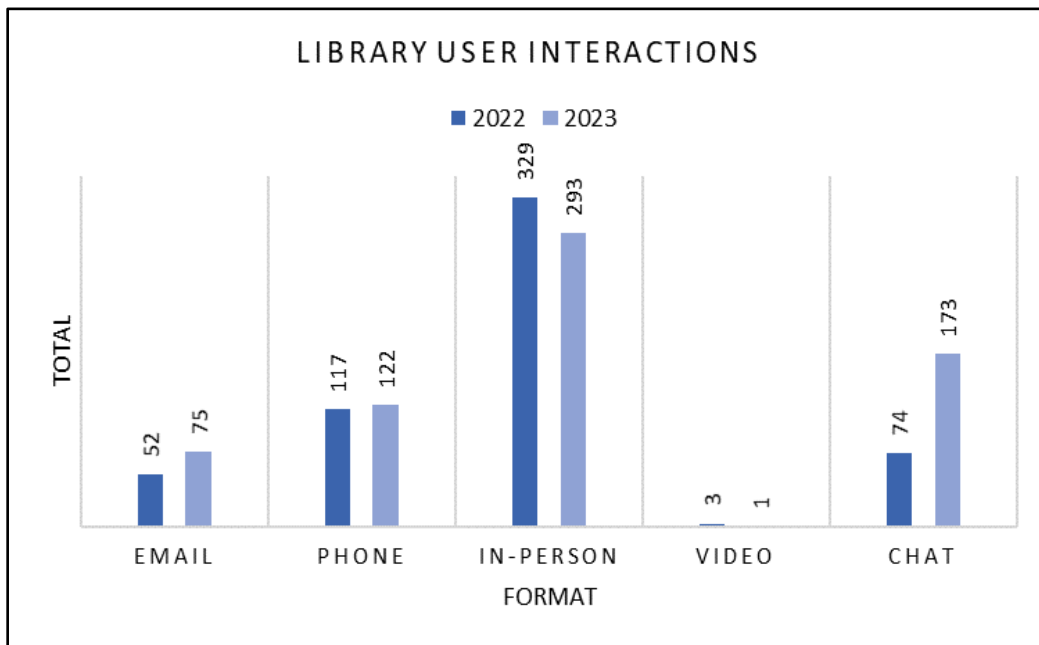
Library Usage Report: Fall 2023 October - December



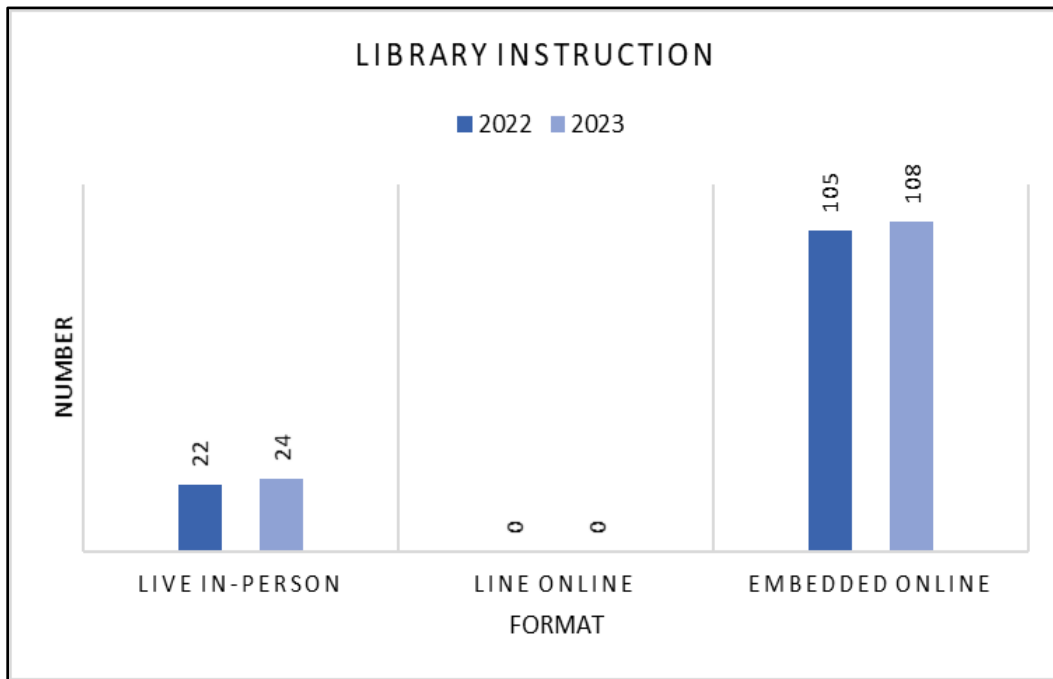
Circulation numbers overall have **decreased by 17%** year-over-year. The circulation of technology devices, including laptops and calculators, have **increased by 15%** over the same period. Due to a laptop shortage, over 70 students were placed on a waiting list during the fall semester. In response, the Foundation purchased 100 additional laptops for the Spring semester. With the rise in popularity of streaming services, there has been a noticeable decline in the circulation of AV materials. As a result, DVDs have been downsized and physical audiobooks have been withdrawn to align with the evolving trends.



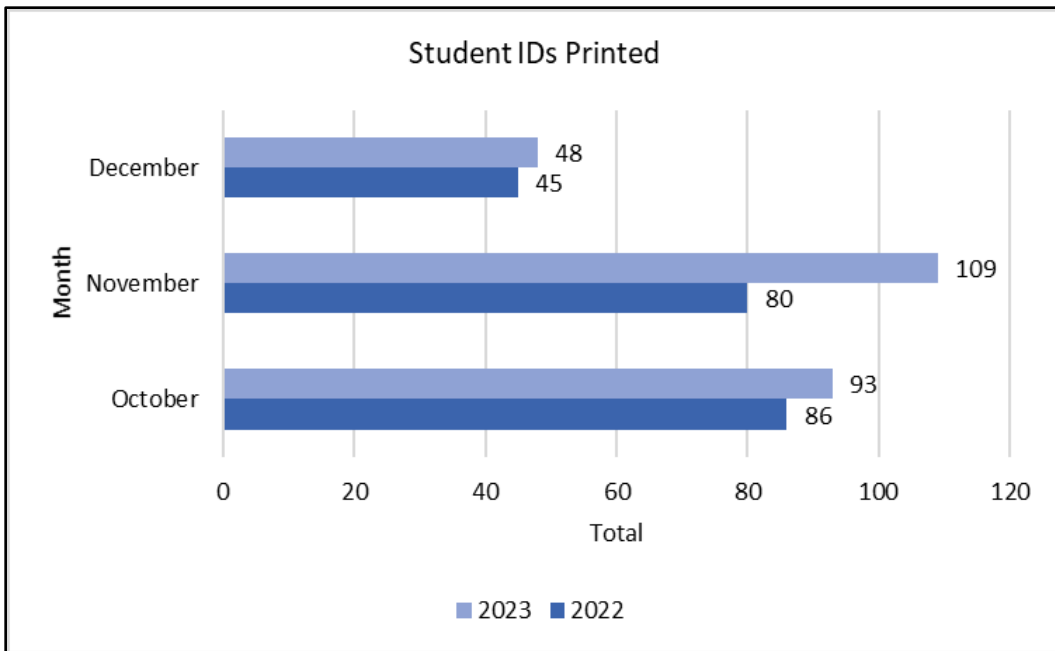
Interlibrary loan exhibited a notable decline, overall. Total materials loaned through interlibrary loan **decreased by 49%** year-over-year. Total number materials borrowed **decreased by 50%** during the same period. The most noticeable portion of the decrease can be attributed to the migration of 24 community college libraries within the CCLINC consortium to Evergreen, an alternative Integrated Library System (ILS). CCLINC items are loaned to and borrowed from other NCCC Libraries. OCLC items are loaned and borrowed worldwide from Non-NCCC Libraries.



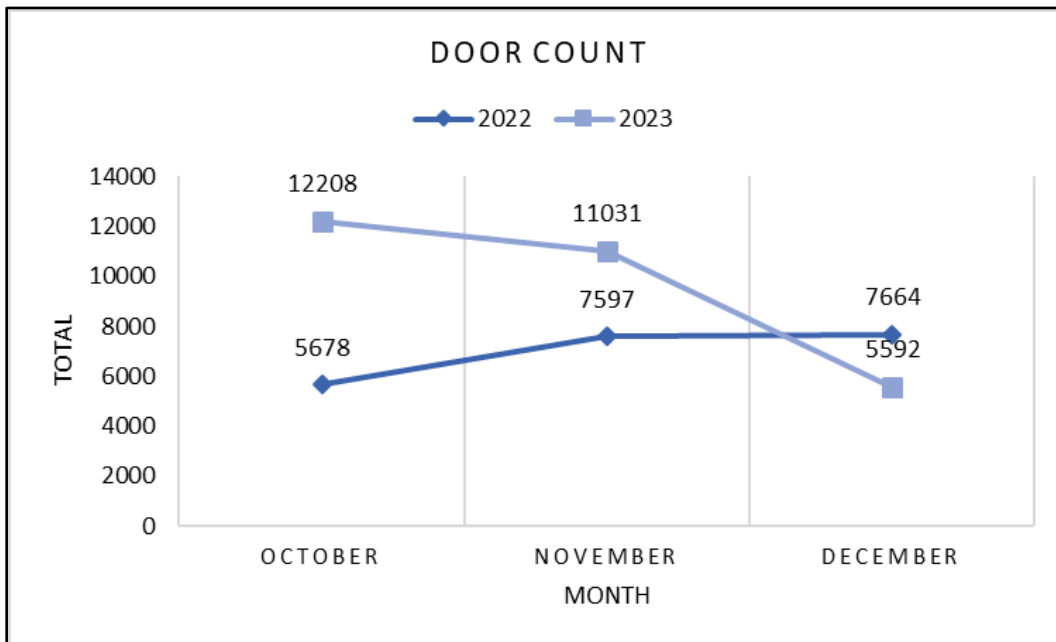
Total interactions with students have **increased by 15%** year-over-year between the months of October - December 2022 and October - December 2023. Notably, Chat (virtual reference) interactions **increased by 134%**.



Library instruction remained relatively flat during the months of October to December in both 2022 and 2023. Live in-person instruction sessions increased by 9%, whereas live online instruction remained at zero. Embedded online courses saw a slight increase of 3%. Embedded courses are tracked by semester and coincide with course offerings.

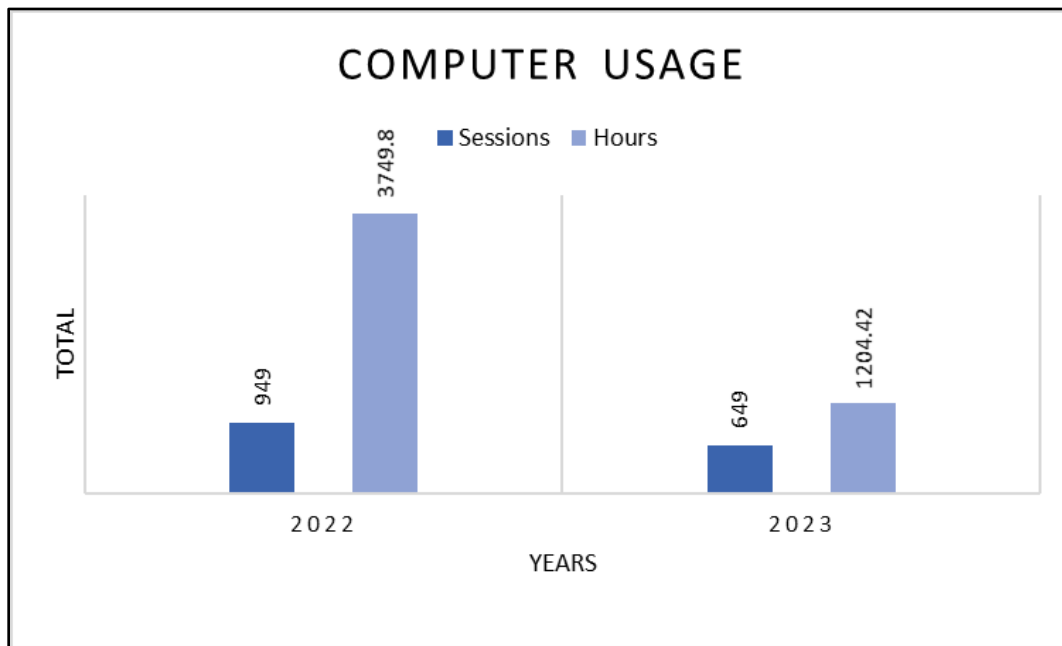


The total number of student ID cards printed **increased by 18%** between the months of October - December 2022 and October - December 2023.

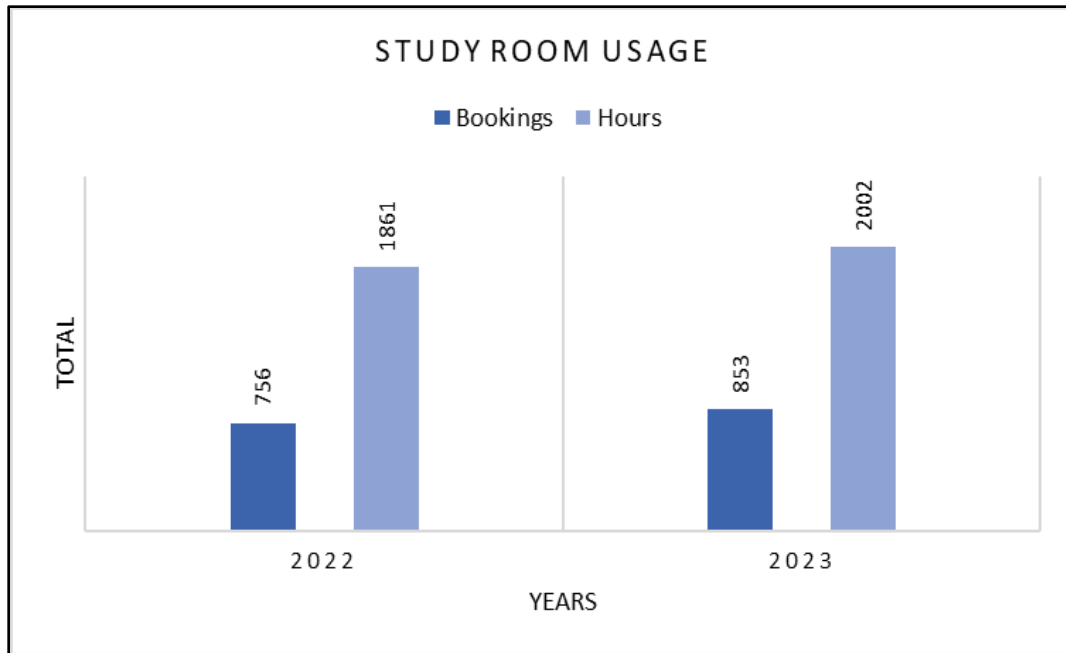


The door count **increased by 38%** year-over-year.





Public access computer usage decreased between the months of October - December 2022 and October - December 2023 on the LMC Library and the HMC Library. Usage data does not include CMC Library. Total number of login sessions **decreased by 32%**, total number of login hours **decreased by 69%**.



Study Room bookings increased between the months of October - December 2022 and October - December 2023. The total number of bookings **increased by 13%** with the total number of hours **increasing by 8%**.

## **Security Updates (Student Services Division)**

### **Training sessions offered and number of employees completed:**

- Active Shooter Training: 573 Completed
- Workplace Safety in the Office: 415 Completed
- Workplace Assailant: Action and Recovery: 415 Completed

We've also run 4 CPR classes (23 total completions). 2 First on the Scene (11 completions), and a 2-part first aid session with 11 completions.

Under Go2Knowledge, employees have completed the following:

- Fentanyl & Xylazine On Campus: Understanding, Recognizing & Responding To Opioid Abuse (1 employee)
- Managing CDC Protocol On Campus: Strategies For Enforcing Safety (1 employee)
- Preventing The Next School Shooting: How To Protect Your Community Through Assessment, Intervention & Planning (1 employee)

### **Campus Access and Building Audit:**

Law Enforcement/Outside Consultant professional audit of all campuses completed and provided to the Security Committee members. The committee meets on January 25, 2024 to assess and prioritize the recommendations to be presented to the PC and then forwarded to the BOT Building and Grounds Committee for consideration and implementation.

### **Active Shooter Drill:**

The Spring 2024 Active Shooter Tabletop drill/exercise with the Chatham County Emergency Management Office is planned for Mid-March 2024 for the Chatham Main Campus.

## Cost Comparison for In-House Security Proposal (Student Services Division)

### In-House Security

23 Security Officers for all sites/campuses  
(3 FT at \$18.00/hr with benefits; 20 PT at \$18/hr)  
with 29,750 working hours. **\$626,158.35**

### Supplemental Off-Duty Sanford Police Coverage

1 <sup>st</sup> Shift Hours (1,944) at \$35/hr	\$68,040
2 <sup>nd</sup> Shift Hours M-Th (1,552) at \$35/hr	\$54,320
Special Campus Events Coverage (Graduation, Basketball Games, Volleyball Games, Drive-Thru Santa Express, Manufacturing Day) 208 hrs at \$35/hr	\$7,280
<b>Total Supplemental Off-Duty Coverage</b>	<b>\$129,640</b>

**Total In-House and Off-Duty Coverage      \$755,798.35**

### On-Duty Law Enforcement Roving Patrol

Lee – Sanford Police Department M-F, 6 hours per day at \$37/hr 1,224 hours	\$45,288
Harnett – HCSO M-F, 6 hours per day at \$35/hr 1224 hours	\$42,840
Chatham – CCSO M-F, 6 hours per day at \$50/hr 1224 hours	\$61,200
<b>Total Roving Cost</b>	<b>\$149,328</b>

**Grand Total      \$905,126.35**

### Weiser Security, Inc.

23 Security Officers for all sites/campuses (Bill rate range of  
\$18.55- \$23.10/hr) with 29,750 working hours. **\$640,789.42**

### Supplemental Off-Duty Sanford Police Coverage

1 <sup>st</sup> Shift Hours (1,944) at \$35/hr	\$68,040
2 <sup>nd</sup> Shift Hours M-Th (1,552) at \$35/hr	\$54,320
Special Campus Events Coverage (Graduation, Basketball Games, Volleyball Games, Drive-Thru Santa Express, Manufacturing Day) 208 hrs at \$35/hr	\$7,280
<b>Total Supplemental Off-Duty Coverage</b>	<b>\$129,640</b>

**Total Weiser Services and Off-Duty Coverage \$770,429.42**

### On-Duty Law Enforcement Roving Patrol

Lee-Sanford Police Department M-F, 6 hours per day at \$37/hr 1,224 hours	\$45,288
Harnett – HCSO M-F, 6 hours per day at \$35/hr 1224 hours	\$42,840
Chatham-CCSO M-F, 6 hours per day at \$50/hr 1224 hours	\$61,200
<b>Total Roving Cost</b>	<b>\$149,328</b>

**Grand Total      \$919,757.42**

## **Revenue Source Breakdown for Security Costs (Student Services Division)**

- State (Approved limit for FY 2023-2024) - \$264,864
- Lee County (Allocation for FY 2023-2024) - \$212,300
- Harnett County (Allocation for FY 2023-2024) - \$162,500
- Chatham County (Allocation for FY 2023-2024) - \$173,478
- Student Fees (Actual revenues for FY 2022-2023; 2023-2024 revenues not available until end of February) - \$66,055 (Excludes \$39,737.11 in waived fees)

**Total - \$879,197**

Current Amount of Expended Funds as of Mid-January - \$470,252 (53.49%)

## **Campus Access Fee Comparisons**

CCCC \$10 (flat) per semester

Johnston CC \$4 per credit hour per semester (12 hours = \$48; 16 hours/max = \$64)

Sandhills CC \$25 (flat) per semester

Vance-Granville CC \$1.50 per credit hour per semester ( 12 hours = \$18; 16 hours/max = \$24)

Randolph CC \$5 (flat) per semester

Wake Tech \$12 per credit hour per semester (12 hours = \$144; 16 hours/max = \$192)

## **College Access (Student Services Division)**

TRiO, Winter 2024

### **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**

- We submitted our Annual Performance Reports for 2022-2023 in December we met our goals in all categories in UB-H and almost hit all of our goals in UBL and UBMS. We are focused on how we can better serve students to meet the goals that were not met.
- 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 be at full capacity by March 1.

#### **Activities this Quarter**

- October STEM Focused Saturday Session with guest from the NC BioNetwork- 99 students were in attendance
- November Saturday Session- Virtual Career Panel with an attorney, engineer, vet tech, etc. students were able to ask questions about their educational pathways and career experience
- December Saturday Session- Alumni Session- around 10 alumni who are currently enrolled or just graduated from college, came to our December Saturday session to speak to students about their college experience so far

### **Upcoming Activities**

- January Saturday Session- Students will attend a Saturday Session where the seniors focus on the new FAFSA and 9<sup>th</sup>-11<sup>th</sup> focus on registration and building resumes for college
- Cultural Enrichment- Students are going to attend the “Ain’t Too Proud: The Life and Times of the Temptations Musical” at DPAC in February
- March Scholar’s Bowl- We have a team of 6 students who will start practicing this quarter to compete in the Scholar’s Bowl in March.

### **Program Highlights**

- Our seniors have been busy getting in applications to colleges. Many have already received acceptances.

## **Trio Veterans Upward Bound (VUB)**

### **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:**

- Veterans Upward Bound is funded to serve 125 individuals
- New fiscal year began 10.01.2023
  - Continuing Participants: 74
  - 1 new applicant within the first quarter



- Second quarter thus far, 1 new applicant
- We are confident that with our newly, fully staffed team, current recruitment strategies, and numerous community outreach events already planned, we will meet our recruitment goals.
- This year we are bolstering our collaborative efforts and expanding our outreach.
  - We are proud to share that we have been invited to Fort Liberty to promote the VUB program weekly within their Soldiers Support Center.
  - We are deepening relationships with the Veterans Treatment Court and Veterans Bridge Home to connect with potential participants and to provide the most comprehensive services and resources to our Veteran population.

### **Program Updates:**

#### **VUB's Holiday Wellness Craft Event:**

We recently facilitated our annual Holiday Event; this year's theme was *Crafting*. With the Holidays being a stressful time, participants engaged in some mindfulness craft activities that quiet the mind and release tension, while engaging the hands. Activities associated with crafting help to improve mood and lower stress; the effort, multi-sensory engagement, repetitive actions, and the anticipation of satisfaction involved in making something, are related to the release of neurotransmitters that promote joy and well-being, while also reducing stress hormones (<https://www.craftscouncil.org.uk/stories/4-reasons-craft-good-your-mental-health>). Participants were able to create projects to both gift and/or keep for themselves.

### **Current/Planned Activities:**

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

Academic Programs currently in the planning stages for the 2<sup>nd</sup> quarter (March):

- Computer Instruction Refresher Course

**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 the 1<sup>st</sup> quarter (October, November, December):

- **From Boots to Books: Stress Management**

Our Boots to Book series of workshops aims to equip participants with the awareness and knowledge needed to be successful within their transition from military life to the classroom, and beyond. This Veteran specific workshop explores the valuable academic and personal skill of Stress Management. By learning ways to reduce stress and the negative impacts stress can have on your mental and/or physical well-being, participants are better prepared for their post-secondary education journey and increase their chances of success.

- VUB Financial Literacy Workshop

With the New Year being a wonderful time to discover new methods for managing finances and starting a savings, within this workshop, participants learned about setting financial goals and savings strategies.

VUB Workshops currently in the planning stages for the 2<sup>nd</sup> quarter:

- College Preparation- From Boots to Books: Topic TBD (Jan.)
- Financial Literacy- Topic TBD (Feb.)
- Career Exploration- BIOWorks (Feb. OR March)
- Health & Wellness- Yoga (March)

### **Upcoming Military Community Resource & Hiring Event:**

This exciting event will be hosted by Central Carolina Community College's Career Center and Veterans Upward Bound, in conjunction with the Veterans Bridge Home and NCWorks. The event is scheduled for April 4, 2024 at the Dennis A. Wicker Civic Center, with guests from the military community; including veterans, active, reserve, guard, dependents, and spouses. Primary objectives for this event are to actively engage and connect with the military community, including veterans, active duty, reserve members, guard personnel, dependents, and spouses. We aim to provide them with a platform rich in employment opportunities, resources, and referral services while spotlighting our college's commitment as a top-rated military-friendly community college.

The VUB objective for prior outreach events has been to build a recruitment and services base. For year one of the VUB programming year, we aim to obtain the required Prior Experience Points necessary to maintain funding and increase the chances for grant continuation during the application process. Various methods earn Prior Experience points; these include our individual services, employment counseling, referral services, and those active and served participants during the fiscal year. This opportunity will provide us a platform for the recruitment of new participants.

### **CCCC's Military Affiliated Initiatives**

**MARC:** We are excited to announce that CCCC's Military Affiliated Resource Center (MARC) recently opened with extended hours for the Fall 2023 Semester! With the recent hiring of a VUB Part Time Program Coordinator, along with our Federal Work-study student, we have been afforded the opportunity to extend the MARC's hours of operation; Monday through Thursday 10:00am to 2:00pm.

The MARC seeks to provide a peaceful place where Veterans and those military affiliated students, faculty, and staff can unwind, relax, and receive valuable resources specific to this distinct population. Being a CCCC Hunger Free Zone, the center provides necessary sustenance and materials, including healthy snacks, water, and special treats.

We will continue to explore ways to utilize this space to its full potential. More updates to come!

Veterans Day 2023: This community wide celebration, held at the Dennis A. Wicker Civic Center, was facilitated in early November to acknowledge the historical significance of the day, and honor America's veterans' willingness to serve, and their sacrifices. The event was attended by CCCC faculty, staff, and students; as well as various local residents, first responders, and high school students. This year's keynote speaker was Dan Gurley, Deputy Chief of Staff to the N.C. Speaker of the House and U.S. Air Force veteran. CCCC's own Director of Human Resources and U.S. Army veteran, Jessica Gonzalez, delivered a moving speech sharing her own personal military transition story, including how a community college and TRiO Program provided a pathway forward with invaluable support. A welcomed addition to this year's event included music by vocalist Jacob Barton and members of the Lee County Community Orchestra. The Lee County High School JROTC also participated in the event with the presenting of the Colors.

A special thank you to all of those who made this year Veteran's Day a successful celebration enjoyed by many!...

TRiO Veterans Upward Bound (Assistant Program Director, Karmisha Hernandez)

Lee County High School JROTC

Mr. Jacob Barton

Members of the Lee County Community Orchestra (including CCCC's own, VP Hoyle!)

CCCC's Student Government Association

Mr. Dan Gurley

Ms. Jessica Gonzalez

## **TRIO Student Support Services**

### **1. Funded to Serve Number Status:**

- a. Classic: 130 – need 10 more to meet 140
- b. STEM : 95 - need 25 more to meet 120

\*The numbers fluctuate due to if a student persists from Fall to Spring

### **2. Activities – Workshops, Cultural Enrichment and Transfer Trips:**

- a. How to Discover Your Learning Style - Lee Main Campus
- b. Pow Wow Trip – Greensboro
- c. Accessing Your Resources - Lee Main Campus
- d. Combating Imposter Syndrome – Lee Main Campus
- e. Being Successful in On-line Courses - Lee Campus
- f. All About HBCU's – Lee Main Campus

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

Up-coming Activities/Trips:

- g. Welcome Back Orientation - Spring 2024 TRIO Student Support Services
- h. Martin Luther King Workshop Breakfast – Spring 2024
- i. Completion of the Annual Performance Report to U.S. Department of Education
- j. Nucleus a weekly workshop February 1 – thru the end of the semester
- k. History of HBCU Documentary- Spring 2024
- l. NCA&T State University College Transfer Trip - Spring 2024
- m. Fayetteville State University – College Transfer Trip – Spring 2024
- n. Workshop Luncheon – Spring 2024
- o. Graduation Celebration Program and Banquet

3. Grant Aid Disbursements since Fall of 2023:

- a. Classic \$13, 572.00
- b. Stem \$ 8,825.00
  - Next award disbursement will happen February 16, 2024

4. Special Projects:

- a. **Blumen On-site Training for all Student Support Services Staff** – Compansol offers instructor- led on-site training classes to all customers. The training will reduce the learning curve and enhance productivity and maximize the return on our investment. The Blumen Training is planned for Thursday February 22, and Friday February 23, 2024. We are in the process of reserving a computer lab on campus for the on-site training. The training will be a helpful tool to assist with utilizing the Blumen student database for any tracking, logging and reporting TRIO SSS student participant information. Blumen is also used to capture vital information for the Annual Performance Report and any other student performance reporting.
- b. **Cougar Market**
  - i. Continue our weekly visits to the Food Bank.
  - ii. Donna Boykin, Program Coordinator for TRIO student Support Services received her food bank certification in December 2023.
  - iii. We received a total of 150 boxes from Mountaire which provided Thanksgiving and Christmas meals to our students.

- iv. CCCC was approved for the Golden Leaf grant to support our food bank efforts.

## Academic Assistance Centers

For the Fall 2023 semester, tutors provided

- **998.5** hours of one-on-one tutoring
- **347.25** hours of group session tutoring
- **975.25** hours of supplemental support service via athlete study hall and supplemental instruction
- **525.75** hours of STEM Lab support
- **720** hours of Writing and Reading Center support including completing reviews of **1,004** essay submissions from students.

Tutoring Totals						
	One-on-One Tutoring (Total Hrs)	Group Session (Total Hrs)	Supplemental Services (Supplemental Instruction and Athlete's Study Hall) (Total Hrs)	STEM Lab (Total Hrs)	Writing Center (Total Hrs)	Online Writing Lab (Total # of Submissions*)
Face-to-Face Contact Hours	884.75	322.75	972.5	489.25	128.5	—
Online Contact Hours	113.75	24.5	2.75	36.5	591.75	1,004
<b>Totals</b>	<b>998.5</b>	<b>347.25</b>	<b>975.25</b>	<b>525.75</b>	<b>720.5</b>	<b>1,004</b>

## Testing Totals for Fall 2023

For the Fall 2023 semester, a total of **608** exams were proctored.

Test Proctoring Totals			
Chatham	Harnett	Lee	Total
181	88	339	608

## Juntos Report

### Juntos Program

Purpose: Help Latino students and their families gain knowledge, skills, and resources to ensure high school graduation and broaden post secondary career and academic opportunities.

Juntos is funded for 5 years to serve 60 students annually.

Target: Lee County High School Latinx students

### Past Events

Hosted program kick off on 9/18/23.

Registered 43 students

Held Juntos 4-H club members meet twice a month.

Implemented Family Night Curriculum.

Held Juntos End of year Celebration on 12/11/23 at WB Dennis Wicker Civic Center.

### Programing

Juntos Family Nights. Hosted 6 weeks series for parents and students. They met at Lee County High School on Mondays from 5:30 pm- 8:00 pm.

Family Night Meeting Dates and topics were:

10/16/2023 -Making education a family goal.

10/23/2023 -Family and School Communication.

11/6/2023 - Requirements for graduation and more.

11/20/2023 -How to finance post secondary education.

11/27/2023 - Post secondary options and more.

12/04/2023 -Creating a plan of action.

**4-H Club:** Focused on youth leadership development. We elected student officers and

Held meetings twice a month and participated in community events. Facilitated 2 “Yes Resilience projects” -a youth climate action projects which provides an opportunity to apply their understanding of climate science by identifying a local climate impact of concern and designing a project to address the issue.

**One-on-One Success coaching.**

We are implementing success coaching. After selecting students at risk, we meet with each student at least once a month for 30 minutes to track their academic progress and connect them with resources.