

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

Monday, May 20, 2024

***Personnel Committee
Date: 5/20/2024***

Time: 9:00 a.m.

Bobby Powell, Chair
Genia Morris
Chip Post

***Building & Grounds Committee
Date: 5/20/2024***

Time: 10:30 a. m.

Jim Womack, Chair
Jon Bonardi
Bill Tatum

***Finance Committee
Date: 5/20/2024***

Time: Noon

Jim Burgin, Chair
Jamie Kelly
Gordon Springle

***Program Committee
Date: 5/20/2024***

Time: 1:30 p.m.

James Crawford, Chair
Karen Howard
Derrick Jordan

***Student & Academic Support Services Committee
Date: 5/20/2024***

Time: 3:00 p.m.

Pat Kirkman, Chair
Gladys McAuley
Taylor Vorbeck

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 May 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
May 22, 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, February 7, 2024
- ❖ Board of Trustees Meeting Minutes, April 22, 2024

Personnel Committee

1. Approve Personnel Committee Meeting Minutes, February, 2024
2. Receive Attrition and Turnover Report
3. Approve New Employees and Promotion/Position Changes

Finance Committee

1. Approve Finance Committee Meeting Minutes, February, 2024
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, February, 2024
2. Approve 2024-2025 Facility Master Plan Update

Program Committee

1. Approve Program Committee Meeting Minutes, February, 2024

2. Curriculum Review Committee Actions
 - a. Program Approvals
 - b. Program Modifications
 - c. Program Removals
 - d. Course Modifications

Student & Academic Support Services Committee

1. Approve Student & Academic Support Services Committee Meeting Minutes, February, 2024
2. Receive Revenue Report (Institutional Advancement)
3. Approve Grants and Strategic Initiatives: In Progress (Institutional Advancement)
4. Approve Accreditation Body Change (Institutional Advancement)

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Personnel Committee

No Agenda Items

Finance Committee

1. Approve 2024-2025 FY Fees(Proposed)
2. Approve TDA MOU

Building & Grounds Committee

1. Approve Form 3-1 Amendment for Harnett Main Campus – Fire Training Tower Project
2. Approve Lucier Hall Building Lease
3. Approve Temporary Construction Easement for City of Sanford

Program Committee

No Agenda Items

Student & Academic Support Services Committee

No Agenda Items

Foundation Update

Other Information

1. Proposed Board of Trustees 2024-2025 Meeting Dates
2. Trustee Summary of Election Years for Each Seat Through End of Realignment Terms
3. Trustee Infographic

Comments by President

**Board of Trustees
Central Carolina Community College
February 7, 2024**

Members Present: J. Bonardi, J. Burgin, J. Crawford, D. Jordan, J. Kelly, P. Kirkman, G. McAuley, G. Morris, J. Philpott, C. Post, G. Springle, B. Tatum, J. Womack

Members Absent: B. Powell, T. Vorbeck

Staff: L. Chapman, J. Matthews, M. Hall, D. Garriss, K. Short, M. Dishman, R.V. Hight, M. Brown, M. Robertson, E. Hare, 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 amended agenda and Board packet were presented on the overhead projector screen to allow attendees to see the packet. Board members had received this earlier via email.

Chairman Philpott noted one additional item that needed to be added to the Consent Agenda and that was to Ratify the Email Vote for the Resolution honoring Jimmy Love. Trustee Crawford made a motion to approve the amended Consent Agenda with that one item added. Trustee McAuley seconded the motion. The motion carried unanimously.

Chairman Philpott informed the Board that Trustee George Lucier had submitted his letter of resignation from the CCCC Board of Trustees. Chairman Philpott called on Personnel Committee Chair, Trustee Post reported that the Personnel Committee, acting on behalf of the Nominating Committee, would recommend electing Trustee Derrick Jordan as Interim Vice-Chair of the CCCC Board of Trustees. Trustee Springle made a motion to approve the election by acclamation of Trustee Derrick Jordan to serve as Interim Vice-Chair of the CCCC Board of Trustees. Trustee Burgin seconded the motion. The motion carried unanimously.

Personnel Committee

Chairman Philpott reported with the retirement of Jimmy Love, the Personnel Committee discussed the procedure for hiring outside counsel if the need were to arise. The Personnel Committee unanimously approved the procedure for hiring outside counsel, which would be the Board of Trustees Chair and the President in working with the college staff attorney would make a decision to hire the appropriate outside counsel to represent a specific issue. Trustee Morris made the motion to approve the procedure for hiring outside counsel. Trustee Kirkman seconded the motion. The motion carried unanimously.

Finance Committee

In the absence of Finance Committee Chair Trustee Burgin and Trustee Kelly from the committee meeting, Chairman Philpott called on Trustee Springle for a report. Trustee McAuley and Trustee Kirkman attended the Finance Committee meeting as well. Trustee Springle indicated the item was to Approve Fiscal Year 2023-2024 College Budget. This comes as a recommendation from the Finance Committee and did not require a second. The motion carried unanimously.

Building & Grounds Committee

Chairman Philpott called on Trustee Womack for a report from the Building & Grounds Committee. He indicated the first item was to Approve Form 3-1 Amendment for Bioprocessing Building Renovation project. Trustee Womack called on Provost Matthews for an overview. For this project, part of the sources of funds were changing on this project. Specifically, \$300,000 in institutional funds originally allocated in Amendment 1 will be supplanted by 2023 SCIF in the same amount. This comes as a recommendation from the Building & Grounds Committee and does not require a second. The motion carries unanimously. Trustee Womack indicated the next item was to Approve Form 3-1 Amendment for Moore Center Main Building Phase I Renovation. Provost Matthews informed the Board 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 the 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 last 2023. This comes as a recommendation from the Building & Grounds Committee and does not require a second. The motion carried unanimously. Trustee Womack shared the next item on the agenda had been added to Full Board Consideration and that was to Approve Proposed Greenhawk Emergency Vehicle Access/Electrical Utility Easement Request. The Building & Grounds Committee did discuss and voted unanimously to approve this easement. This does come as a recommendation from the committee and does not require a second. The motion carried unanimously. Chairman Philpott noted the next item that had been added to Full Board Consideration was to Approve MOU with Chatham County Habitat for Humanity (Re: Chatham Cottage). Trustee Womack called on Staff Attorney White to explain the purpose of the MOU. He told the Board that Habitat for Humanity would purchase all of the materials to build the house, not to exceed \$39,999.99, the college would provide the construction services to build the house. The MOU outlined the specific duties the college has as well as the specific duties for Habitat for Humanity. The Building & Grounds Committee did unanimously approve the MOU. This came as a recommendation from the committee and did not require a second. The motion carried unanimously. Trustee Womack asked Provost Matthews to give an overview of the Capital Improvements Plans (CIP) priorities by County that were included in the Board packet.

Program Committee

In the absence of Program Committee Chair, Trustee Crawford, Chairman Philpott called on Trustee Jordan for a report from the Program Committee. He told the Board 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. The formal partnership agreement with Chatham, Harnett and Lee were unanimously approved by the Program Committee. This came as a recommendation from the Program Committee and did not require a second. The motion carried unanimously.

Student & Academic Support Services Committee

Chairman Philpott called on Student & Academic Support Services Committee Chair, Trustee Kirkman. She asked VP Hoyle to give an update on the Cost Comparison for In-House Security compared to contracted services with Weiser Security, Inc. The total In-House and Off-Duty Coverage totaled \$755,798.35 compared to Total Weiser Services and Off-Duty Coverage totaled \$770,429.42. The question did come up to check on the cost of the worker's comp coverage which should be included in the benefits for security officers. Staff Attorney White did say he would check on the cost of that coverage. To include the On-Duty Law Enforcement Roving Patrol would cost approximately an additional \$149,328.00. By having the in-house security, the college would have the capability to put the requirements on the job description to ensure we get the qualified candidates for the in-house security officers. Trustee Morris made a motion to proceed to pursue the in-house security and to terminate the existing contract with Weiser Security, Inc at the proper time. Trustee Kirkman seconded the motion. The motion carried unanimously. Chairman Philpott indicated that administration would come back with the additional information on the funding possibilities to cover the on-duty law enforcement roving patrol at the April meeting. Chairman Philpott stated the next item on the agenda was to Authorize Administration and Foundation Staff to Engage in discussions with Taylor Phillips in regards to the college foundation managing his annual Writer's Retreat and Concert at the Civic Center to raise money to benefit the CCCC Foundation. Student & Academic Support Services Committee Chair Kirkman called on AVP Brown for more information. AVP Brown shared that Sanford native, Taylor Phillips who became a successful songwriter in Nashville TN began a benefit concert after the suicide of his best friend who was a Lee County resident. CCCC Foundation was the recipient of the sponsorship donations from his benefit concert in 2023. It has been brought to the attention of the college foundation the opportunity to manage this annual event. The foundation had explored areas such as this for additional fundraising. This came as a unanimous recommendation from the Student & Academic Support Services Committee and did not require a second. The motion carried unanimously.

Foundation Report

Dr. Hare told the Board we have had another strong year and this was evident based on the Revenue Report that was included in the Board packet. She also mentioned Harnett County Golf Classic will be held on Thursday, March 21, 2024 at Chicora Golf Course with a shotgun start of 1:00 pm.

Other Items

Chairman Philpott reminded the Board that the 2024 NCACCT Law-Legislative Seminar will be held at the Raleigh, Marriott City Center Wednesday, March 13th – March 15th. Anyone that is interested in attending please let Meghan Brown or Lorraine Whitaker know. Chairman Philpott also noted that the Board of Trustees would have a retreat on Monday, April 22, 2024 followed by a Board meeting. The time will be determined.

President's Report

Dr. Chapman gave a 2023 Year in Review sharing the following figures:

- 34,202 - for credit course enrollments
- 8,241 credit students enrolled in at least one course
- Average enrollment for students was 4 courses per student
- 1,032 college employees that helped students achieve their goals
- Financial Aid awarded over \$21 million in assistance
- 9,684 students attended at least one Continuing Education class
- The Foundation awarded over \$800,000 in scholarships
- 852 degrees, diplomas and certificates awarded from January – November
- 812 graduated with at least one credential
- The top credential was Associates in Arts

From this you can see the number of people we are impacting in the region we serve. As the administration has indicated, CCCC is continuing to grow and do bigger and better things in an expanding economy to support our community to enable our service area residents enjoy family sustaining wages. Dr. Chapman also expressed her appreciation to Daffie Garris for the assistance she has provided as our interim CFO. Dr. Chapman indicated she has no concerns with how Dr. Matthews has stepped in overseeing the Physical Plant team and the IT team and she has confidence in the work he is doing. . We continue to modify how we will work with a CFO going forward.

With no further comments, Trustee Tatum made a motion to adjourn.

**Board of Trustees
Central Carolina Community College
April 22, 2024**

Members Present: J. Bonardi, J. Burgin, J. Crawford, K. Howard, D. Jordan, J. Kelly, P. Kirkman, G. McAuley, G. Morris, J. Philpott, C. Post, B. Powell, G. Springle, B. Tatum, T. Vorbeck, J. Womack

Staff: L. Chapman, M. Brown, M. Robertson, J. Matthews, J. White, K. Hoyle, R. V. Hight, L. Whitaker

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

During the Board retreat Chairman Philpott welcomed Karen Howard, newly appointed trustee to fill the remaining term of Trustee George Lucier. Trustee Howard will join the Program Committee. Trustee Bonardi will move from the Program Committee to the Building & Grounds Committee.

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 revised agenda and Board packet were presented on the computer to allow attendees to see the packet. Board members had received this earlier via email.

Personnel Committee

Chairman Philpott reported the first item on the agenda was the Educational Leave Request for Adam Wade. Dr. Chapman provided an overview of the process for requesting Educational Leave, emphasizing that employees must follow a specific procedure. Once it has been determined that the proposed education will enhance their service to the college, the request is submitted to the Board for approval. There is also a commitment required from the employee to the college if the leave is granted. Trustee Powell made a motion to approve the Educational Leave Request for Adam Wade. Trustee Kelly seconded the motion. The motion carried unanimously. Chairman Philpott moved to the next item on the agenda and that was to Approve Proposed Summer Schedule for 2024. Dr. Chapman noted that this schedule adjustment has been a practice for a number of years, with the college transitioning to a 10-hour, four-day workweek

during the summer months, resulting in cost savings. The proposed schedule for summer 2024 will be from Monday, May 20, 2024, to Friday, July 26, 2024. The College will post hours as being open for business from 8:00 am until 5:30 pm to ensure we are still accessible to the public. Trustee Powell made a motion to approve the Proposed Summer Schedule for 2024. Trustee Post seconded the motion. The motion carried unanimously.

Finance Committee

Chairman Philpott introduced the next agenda item: the termination and re-bidding of the Food Vending Contract. General Counsel White provided an update, informing the Board that Carolina Food and Vending lacked the necessary capacity to effectively meet the college's needs. General Counsel White stated the staff sought authorization from the Board to exercise the termination clause and rebid the contract. It was proposed that both food and beverage contracts be re-bid in two years' time. Trustee McAuley inquired about the contract's expiration date, which is June 30, 2025. General Counsel White clarified that there was a termination clause allowing termination for convenience within 60 days. Trustee Crawford made a motion to authorize staff to execute the termination clause and proceed with rebidding the food contract. Trustee McAuley seconded the motion. The motion carried unanimously.

Building & Grounds Committee

Chairman Philpott proceeded to the next agenda item: to approve the Standard Design Agreement for Moore Center Phase I. Provost Matthews explained that this proposal is for design services that articulates the schematic design list of activities and design development. The overall construction budget set for this phase is \$16,150,000. Both Provost Matthews and Physical Plant Manager Measamer have reviewed the proposal and have no concerns. Provost Matthews informed the Board that it is necessary to provide the architect notice to proceed in order to move forward to state construction. Trustee Womack made a motion to approve the Standard Design Agreement for Moore Center Phase I. Trustee Tatum seconded the motion. The motion carried unanimously.

With no further business, Trustee Tatum made a motion to adjourn.



BOARD OF TRUSTEES PERSONNEL COMMITTEE AGENDA

Date of Meeting:

May 20, 2024

Committee Members: Bobby Powell, Chair
Genia Morris
Chip Post

Consent Agenda Items

1. Approve Personnel Committee Meeting Minutes, February, 2024
2. Receive Attrition and Turnover Report
3. Approve New Employees and Promotion/Position Changes

Full Board Agenda Items

For Information Only

Meeting Name:	Board of Trustees / Personnel		
Date of Meeting:	February 5, 2024	9:30 am	Virtual (V) and in Person (P)
Members Present:	J. Philpott (P), B. Powell (P), G. Morris (V)		
Members Absent:	C. Post		
Staff:	L. Chapman (P), M. Brown (P), M. Robertson (P), J. White (P), L. Whitaker (P)		
	Discussion		
Consent Agenda	<ol style="list-style-type: none"> 1. Approval of Personnel Committee Meeting Minutes, October 2023 Chairman Philpott made the motion to approve the Personnel Committee Meeting Minutes from October 2023 as submitted. Trustee Morris seconded the motion. The motion carried unanimously. 2. Ratify the Email Vote for the Draft Policy for Vaccinations Trustee Powell made a motion to ratify the email vote for the Draft Policy for Vaccinations. Trustee Morris seconded the motion. The motion carried unanimously. 3. Ratify the Email Vote for the Temporary Policy for Excess Fee Receipts Chairman Philpott made a motion to ratify the email vote for the Temporary Policy for Excess Fee Receipts. Trustee Powell seconded the motion. The motion carried unanimously. 4. Receive Attrition and Turnover Report Trustee Morris made a motion to Receive the Attrition and Turnover Report. Chairman Philpott seconded the motion. The motion carried unanimously. 5. Approve New Employees and Promotion/Position Changes Chairman Philpott made a motion to Approve New Employees and Promotion/Position Changes. Trustee Morris seconded the motion. The motion carried unanimously. 6. Approve Holiday Calendar 2024-2025 Chairman Philpott made a motion to approve the Holiday Calendar 2024-2025. Trustee Morris seconded the motion. The motion carried unanimously. Chairman Philpott made a motion adjourn the meeting. Trustee Morris seconded the motion. The motion carried unanimously. 		
Full Board	<p>Chairman Philpott shared with the committee that Jimmy Love had submitted his letter of retirement. Chairman Philpott made a motion that in the event we were to need outside counsel, the Board of Trustees Chair and the President, in working with the college staff attorney, would contact outside counsel to handle specific cases as the need arises. Trustee Morris seconded the motion. The motion carried unanimously. This came as a recommendation from the Personnel Committee and will be added to the agenda under Full Board for consideration and deliberation.</p> <ol style="list-style-type: none"> 1. Approve Procedure for Hiring Outside Counsel 		
For Information Only			

Receive Attrition and Turnover Report (Personnel)

Attrition: Third Quarter (2023 - 2024)

Resignations	11
Retirements	2
Deceased	0
Terminations	1
Non-Renewals	0
Total	14

Turnover: Third Quarter - Fiscal Year 2023 - 2024

Division	Average # of employees	# employees separated
President's Office/Foundation	7	0
Onboarding & Academic Advising	28	3
Student Learning Division	205	4
Student Services Division	45	2
Administrative Services Division	87	1
Institutional Advancement	5	0
Workforce Development	41	4
Harnett Campus	16	0
Chatham Campus	6	0
College Wide Total	440	14

Turnover Data:

- Quarter Turnover Rate: 3.18%
- Fiscal Year Turnover: 12.26%

Approve New Employees and Promotion/Position Changes (Personnel)

New Employees

1. Alisha Carwise, Practical Nursing Instructor (12 Months), 01/02/2024
2. Vincent Bryant, Purchasing Technician, 01/02/2024
3. Gene Vester, Air Conditioning, Heating, and Refrigeration Technology Instructor(12 Months), 01/02/2024
4. Marco Castel, XR Developer (EARTH Center), 02/05/2024
5. Richard Gillespie, XR Developer (EARTH Center), 02/05/2024
6. Joshua Webb, Associate Director (EARTH Center), 02/05/2024
7. Justin Chenoweth, 3D Technical Artist (EARTH Center), 02/05/2024
8. Daniel Dennison, 3D Technical Artist (EARTH Center), 02/05/2024
9. Robert Gillespie, Senior XR Developer (EARTH Center), 02/08/2024
10. Savannah Lowe, Financial Aid Technician, 02/15/2024
11. Steven Price, PC Technician I, 02/19/2024
12. Elizabeth Slagle, Instructional Designer (EARTH Center), 03/01/2024
13. Martha Hernandez, Custodian – LMC, 03/08/2024
14. Katheryne Surratt, AR Specialist Lead Cashier, 03/12/2024
15. Ashley Collins, ADN Nursing Instructor (12 Months), 04/08/2024

Promotion/Position Changes

1. Amy Gustavson – Associate Director of Student Onboarding and Success – 01/02/2024
2. Doris Jackson – Adjunct Biology Instructor – 01/02/2024
3. Kristen Tarpey – CCP Nurse Aide Instructor – 01/02/2024
4. Breanna Townsend – Math Instructor (9 Months) – 01/02/2024
5. Kaylon Gault – Cosmetology Instructor (9 Months) – 01/02/2024
6. Leslie Matthews – Administrative Specialist – 01/25/2024
7. Tiffany Breindel – Project Manager (EARTH Center) – 01/29/2024
8. Brian Post – Education Navigator and Juntos Advisor – 02/01/2024
9. Terri Brown – Executive Director, Small Business Center – 02/01/2024
10. Kristin Turner – Career Coach (Chatham County) – 02/12/2024
11. John Ainsworth – IT Lead Instructor – 02/14/2024
12. Roy Allen – Dean, Public Safety – 02/19/2024
13. Jessica Holt – Lead Practical Nursing Instructor – 03/01/2024
14. Jessica Lujan – Education Navigator and CCR Advisor – 03/01/2024
15. Felicia Crittenden – AVP, Workforce Development & Continuing Education – 03/01/2024
16. Elizabeth Hodges – CCP Nurse Aide Coordinator/HHSC Site Coordinator – 03/01/2024
17. Donna Rhodes – Phlebotomy Instructor/HHSC Site Coordinator – 03/01/2024
18. Gerald Hunter – Director, Apprenticeship and Applied Technologies/CWI Site Coordinator - 03/01/2024
19. Jodi Langston – Practical Nursing Instructor – 03/04/2024
20. Tanasha Murchsion – Administrative Assistant, Cosmetology – 03/11/2024
21. Beverly Brock – Director, Health Programs – Continuing Education – 03/11/2024
22. Karen Wilkins – Public Safety Program Technician – 03/18/2024
23. Drew Goodson – Associate VP, Financial Services/CFO – 03/18/2024
24. Wade Genthe – Assistant Director of Security – 03/18/2024
25. Meghan Brown – VP of Advancement, Operations, and Government Relations – 04/01/2024
26. Jonathan White – General Counsel – 04/01/2024

Submitted by Meghan Reece Brown

Vice President, Institutional Advancement, and Government Relations



BOARD OF TRUSTEES FINANCE COMMITTEE AGENDA

Date of Meeting:

May 20, 2024

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

Consent Agenda Items

1. Approve Finance Committee Meeting Minutes, February, 2024
2. Approve State Budget Financial Report
3. Approve Lee County Budget Financial Report
4. Approve Chatham County Budget Financial Report
5. Approve Harnett County Budget Financial 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 2024-2025 FY Fees (Proposed)
2. Approve TDA MOU

For Information Only

Meeting Name:	Board of Trustees / Finance Committee		
Date of Meeting:	February 5, 2024	3:30 pm	Virtual (V) and in Person (P)
Members Present:	J. Philpott (P), G. Springle (P), G. McAuley (P), P. Kirkman (P)		
Members Absent:	J. Burgin, J. Kelly		
Staff Present:	L. Chapman (P), M. Brown (P), D. Garriss (P), J. White (P), L. Whitaker (P)		
	Discussion		
Consent Agenda	<p>1. Approve Finance Committee Meeting Minutes, October 2023 Chairman Philpott made a motion to approve the Finance Committee minutes from the October 2023 meeting as submitted. Trustee Kirkman seconded the motion. The motion carried unanimously.</p> <p>2. Approve State Budget Report Chairman Philpott made a motion to Approve the State Budget Report. Trustee McAuley seconded the motion. The motion carried unanimously.</p> <p>3. Approve Lee County Budget Report Trustee Kirkman made a motion to Approve Lee County Budget Report. Chairman Philpott seconded the motion. The motion carried unanimously.</p> <p>4. Approve Chatham County Budget Report Chairman Philpott made a motion to Approve Chatham County Budget Report. Trustee Kirkman seconded the motion. The motion carried unanimously.</p> <p>5. Approve Harnett County Budget Report Chairman Philpott made a motion to Approve Harnett County Budget Report. Trustee McAuley seconded the motion. The motion carried unanimously.</p> <p>6. Approve Investment Asset Account Report Chairman Philpott made a motion to Approve Investment Asset Account Report. Trustee McAuley seconded the motion. The motion carried unanimously.</p> <p>7. Approve Civic Center Budget Report Chairman Philpott made a motion to Approve Civic Center Budget Report. Trustee Kirkman seconded the motion. The motion carried unanimously.</p> <p>8. Approve for Good of School Budget Report Chairman Philpott made a motion to Approve For Good of Schools Budget Report. Trustee Kirkman seconded the motion. The motion carried unanimously. Chairman Philpott made a motion to adjourn the meeting. Trustee Kirkman seconded the motion. The motion carried unanimously.</p>		
Full Board	<p>1. Approve Fiscal Year 2023-2024 College Budget The 2023-2024 college budget was reviewed with no questions. Chairman Philpott made a motion to approve the Fiscal Year 2023-2024 College Budget as submitted. Trustee Kirkman seconded the motion. The recommendation will be presented to the Full Board for consideration and approval.</p>		
For Information Only			

Approve State Budget Report

CENTRAL CAROLINA COMMUNITY COLLEGE STATE BUDGET REPORT March 31, 2024

<u>CURRENT EXPENSE</u>	<u>ALLOTMENT FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>	<u>Per Quarter Updated Budget Change in Budget (Except for Sept)</u>
EXECUTIVE MANAGEMENT	\$ 1,268,458.00	\$ 932,695.02	\$ 335,762.98	74%	\$ - \$ 1,268,458.00
FINANCIAL SERVICES	1,586,717.00	1,071,930.39	\$ 514,786.61	68%	\$ - \$ 1,586,717.00
GENERAL ADMINISTRATION	2,915,324.00	2,029,638.05	\$ 885,685.95	70%	\$ - \$ 2,915,324.00
INFORMATION SYSTEMS	1,435,804.00	1,048,213.97	\$ 387,590.03	73%	\$ - \$ 1,435,804.00
INSTRUCTION - CURRICULUM	19,419,013.00	14,177,137.91	\$ 5,241,875.09	73%	\$ - \$ 19,419,013.00
INSTRUCTION - NON-CURRICULUM	6,412,501.00	3,731,663.16	\$ 2,680,837.84	58%	\$ - \$ 6,412,501.00
ACADEMIC SUPPORT	6,489,904.00	4,438,575.39	\$ 2,051,328.61	68%	\$ - \$ 6,489,904.00
STUDENT SUPPORT	3,585,893.00	2,557,268.67	\$ 1,028,624.33	71%	\$ - \$ 3,585,893.00
TOTAL CURRENT EXPENSE	\$ 43,113,614.00	\$ 29,987,122.56	\$ 13,126,491.44	70%	\$ - \$ 43,113,614.00
 <u>CAPITAL OUTLAY</u>					
EQUIPMENT	\$ 1,146,362.00	\$ 427,065.55	\$ 719,296.45	37%	\$ - \$ 1,146,362.00
940 CAT/GRANT EQUIPMENT	324,355.00	168,208.73	156,146.27	52%	\$ - \$ 324,355.00
BOOKS	74,395.00	37,287.69	37,107.31	50%	\$ - \$ 74,395.00
TOTAL CAPITAL OUTLAY	\$ 1,545,112.00	\$ 632,561.97	\$ 912,550.03	41%	\$ - \$ 1,545,112.00
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 44,658,726.00	\$ 30,619,684.53	\$ 14,039,041.47	69%	\$ - \$ 44,658,726.00

**CENTRAL CAROLINA COMMUNITY COLLEGE
LEE COUNTY BUDGET REPORT
March 31, 2024**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS	\$ 4,215,705.00	\$ 2,612,106.54	\$ 1,603,598.46	62%
GENERAL ADMINISTRATION	216,600.00	477,905.73	\$ (261,305.73)	221%
TOTAL CURRENT EXPENSE	\$ 4,432,305.00	\$ 3,090,012.27	\$ 1,342,292.73	70%
TOTAL CAPITAL OUTLAY	\$ 110,000.00	\$ 88,370.15	\$ 21,629.85	80%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 4,542,305.00	\$ 3,178,382.42	\$ 1,363,922.58	70%

**CENTRAL CAROLINA COMMUNITY COLLEGE
CHATHAM COUNTY BUDGET REPORT
March 31, 2024**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS	\$ 1,225,430.00	\$ 674,418.93	\$ 551,011.07	55%
GENERAL ADMINISTRATION	111,760.00	57,642.75	\$ 54,117.25	52%
EXECUTIVE MANAGEMENT	\$ -		\$ -	#DIV/0!
TOTAL CURRENT EXPENSE	\$ 1,337,190.00	\$ 732,061.68	\$ 605,128.32	55%
TOTAL CAPITAL OUTLAY	\$ 86,500.00	\$ 26,395.00	\$ 60,105.00	31%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,423,690.00	\$ 758,456.68	\$ 665,233.32	53%

CENTRAL CAROLINA COMMUNITY COLLEGE
HARNETT COUNTY BUDGET REPORT
March 31, 2024

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE AND OPERATIONS	\$ 1,389,875.00	\$ 1,048,212.17	\$ 341,662.83	
GENERAL ADMINISTRATION	48,200.00	16,780.19	31,419.81	
EXECUTIVE MANAGEMENT	\$ -		\$ -	
TOTAL CURRENT EXPENSE	<u>\$ 1,382,605.00</u>	<u>\$ 1,064,992.36</u>	<u>\$ 373,082.64</u>	<u>77%</u>
CAPITAL OUTLAY	<u>\$ 130,000.00</u>	<u>\$ 13,933.40</u>	<u>\$ 116,066.60</u>	<u>11%</u>
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	<u>\$ 1,512,605.00</u>	<u>\$ 1,078,925.76</u>	<u>\$ 489,149.24</u>	<u>71%</u>

CENTRAL CAROLINA COMMUNITY COLLEGE
INVESTMENT ASSET ACCOUNT
March 31, 2024

CPR CARDS	\$	1,878.80
DISTANCE ED FEE		79,679.97
LOST REVENUE		40,871.91
SELF-SUPPORTING		16,025.72
COMMUNITY SERV FEES		203,708.20
CONT ED ACTIVITY FEES		5,370.42
OVERHEAD RECEIPTS		49,544.27
DENNIS WICKER CIVIC CENTER		
ESTC RENTAL FUNDS		74,124.57
PITTSBORO RENTAL FUNDS		6,070.11
INDIRECT COST FUNDS - GRANTS		138,873.00
PATRON FEES		98,910.20
ASSOCIATE NURSING		72,216.09
SMALL BUSINESS MISC		6,926.90
CLEARWIRE LEASE		58,204.86
BOOKSTORE		873,342.03
VENDING		
STUDENT GOVERNMENT ASSOC.		
EMERGENCY LOAN FUNDS		6,324.76
LOCAL FUNDS		146,302.85
	<u>\$</u>	<u>1,878,374.66</u>

**CENTRAL CAROLINA COMMUNITY COLLEGE
DENNIS WICKER CIVIC CENTER BUDGET REPORT
March 31, 2024**

REVENUES

MOTEL TAX	\$	204,975.72	
LEE COUNTY CURRENT ALLOCATION		48,697.47	
RENTAL INCOME		175,574.88	
INTEREST INCOME		-	
TOTAL REVENUE			\$ 429,248.07

EXPENSES

SALARIES	\$	222,536.22	
SOCIAL SECURITY		15,584.32	
RETIREMENT		29,964.78	
LONGEVITY		1,862.64	
MEDICAL INSURANCE		16,868.88	
OTHER INSURANCE		204.12	
Janitorial Services Agreements		3,918.05	
Waste Removal/Recycling Svcs		1,666.56	
Security Service Agreements		675.00	
Pest Control Svcs Agreements		750.00	
Custodial Supplies		3,827.55	
Maintenance Supplies		15,054.90	
Office Supplies		2,160.75	
Other Supplies		2,947.95	
TRAVEL			
TELEPHONE		1,367.73	
ISP Charges		486.00	
Cell Phone		445.91	
HEAT		13,319.22	
WATER		3,131.16	
ELECTRICITY		63,044.16	
EQUIPMENT REPAIRS		2,865.39	
FACILITIES REPAIRS		3,488.80	
MAINT. Agreement		12,925.07	
ADVERTISING		-	
CREDIT CARD FEE		5,194.18	
LANDSCAPING		394.67	
OTHER CURRENT EXPENSE		598.00	
PROPERTY INSURANCE			
MEMBERSHIPS AND DUES		-	
EQUIPMENT RENTAL		6,646.01	
TOTAL EXPENSES			\$ 431,928.02
REVENUE OVER EXPENSES			\$ (2,679.95)

FUND BALANCE AS OF July 1, 2023	\$	32,325.32
PLUS REVENUE OVER EXPENSES		<u>(2,679.95)</u>
FUND BALANCE AS OF December 31, 2023	\$	<u><u>29,645.37</u></u>

**CENTRAL CAROLINA COMMUNITY COLLEGE
EXPENDITURES FOR GOOD OF SCHOOL
JULY 1, 2023 - MARCH 31, 2024**

STUDENT RELATED

ICR PROCESSING FEE	\$ 1,754.05
FACTS PROCESSING FEE	28,110.00
PERSONNEL COSTS	
TITLE IX	4,320.00
STUDENT AMBASSADORS	
STUDENT TRAVEL	
STUDENT CULTURAL ENRICHMENT	3,950.00
ADVISORY MEETINGS	1,400.89
AVOW TRANSCRIPT SERVICES	
SCHOLARSHIP LUNCHEON	8,088.67
GRADUATION	1,400.00
OTHER	654.00
	<hr/>
TOTAL STUDENT RELATED	<u><u>\$ 49,677.61</u></u>

PUBLIC RELATED

PUBLIC RELATIONS	\$ 1,774.20
PROFESSIONAL DEVELOPMENT	
FINANCIAL AID FAFSA DAY	
FOOD	9,439.30
EMPLOYEE RET., FLOWERS	2,799.66
BOARD OF TRUSTEE EXPENSES	1,346.07
SACS/QEP EXPENSES	8,491.22
MARKETING	
LEGAL EXPENSES	693.00
STAFF DEVELOPMENT	
STUDENT AID	
BANK SERVICE CHARGES	5,620.80
OTHER	15,923.25
	<hr/>
TOTAL PUBLIC RELATED	<u><u>\$ 46,087.50</u></u>

GRAND TOTAL \$ 95,765.11

Approve 2024-2025 FY Fees (Proposed)

Pursuant to discussions held during the Board Retreat dated April 22, 2024, the College Staff is providing three proposals regarding fee increases for curriculum students as follows:

- Option A – Fee Increases Resulting in Fixed Rates for All Students for CAPS, Technology, Student Activities, Student Accident Insurance, and Ceremony Fees.
- Option B – Same as Option A, except with Technology Fees Tiered Between FT and PT Students.
- Option C – Same as Option B, except with Technology Fees Halved for Summer Term.

Following these three options are the proposed fee rates for all other fees, including Continuing Education fees, patron fees, and facility use fees. At the end of the fee section is additional information regarding financial aid awards to the College's students.

Curriculum - Global Per Semester [Option A]			
<u>Fee</u>	<u>2023-2024</u>	<u>2024-2025</u>	
			<u>Purpose</u>
			Current Total
			Expected Total
			Expected
			Change
Accident Insurance	\$1.25	\$1.25	Insurance \$ 10,161.00 \$ 10,161.00 \$ -
CAPS	\$10.00	\$50.00	Security \$ 94,420.00 \$ 406,500.00 \$ 312,080.00
Ceremony	N/A	\$5.00	Graduation & Ceremonies \$ - \$ 40,650.00 \$ 40,650.00
Student Activity (FA/SP)	\$33.75	\$35.00	Student Activities \$ 216,000.00 \$ 224,000.00 \$ 8,000.00
Student Activity (SU)	\$3.75	\$35.00	Student Activities \$ 6,438.75 \$ 60,515.00 \$ 54,076.25
Technology (FT)	\$16.00	\$48.00	Instructional Technology \$ 56,689.76 \$ 170,069.28 \$ 113,379.52
Technology (PT)	\$8.00	\$48.00	Instructional Technology \$ 36,687.12 \$ 220,122.72 \$ 183,435.60
-----			----- \$ 420,396.63 \$ 1,132,018.00 \$ 711,621.37
Professional Liability Insurance	\$20.00	\$10.00	Insurance for Barbering, Cosmetology, Esthetics, Dental Hygiene, Denta Assisting, Health Information Technology, Medical Assisting, Nursing, Practical Nursing, Physical Therapist Assistant, Sonography, Veterinary Medical Technician, Early Childhood Education, Health and Fitness Science Health Services Technology

Curriculum - Global Per Semester [Option A]

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
Accident Insurance	\$1.25	\$1.25	Insurance
CAPS	\$10.00	\$50.00	Security
Ceremony	N/A	\$5.00	Graduation & Ceremonies
Student Activity (FA/SP)	\$33.75	\$35.00	Student Activities
Student Activity (SU)	\$3.75	\$35.00	Student Activities
Technology (FT)	\$16.00	\$48.00	Instructional Technology
Technology (PT)	\$8.00	\$48.00	Instructional Technology
-----			-----
Professional Liability Insurance	\$20.00	\$10.00	Insurance for Barbering, Cosmetology, Esthetics, Dental Hygiene, Dental Assisting, Health Information Technology, Medical Assisting, Nursing, Practical Nursing, Physical Therapist Assistant, Sonography, Veterinary Medical Technician, Early Childhood Education, Health and Fitness Science, Health Services Technology

Curriculum - Course Specific Fees

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
AHR 160	\$25.00	\$25.00	EPA Certification
DEN 101	\$395.00	\$400.00	Dental Typodont
DEN 106	\$148.00	\$165.00	SIMTICS Training Software
DEN 121	\$285.00	\$400.00	Dental Typodont
DEN 121	\$1,380.00	\$1,670.00	Dental Instruments
DEN 121	\$320.00	\$315.00	Dental Handpiece
DEN 221	\$530.00	\$535.00	Dental Instruments
HEA 112	N/A	\$46.00	CPR Certification
NUR 101, 111	\$160.00	\$160.00	Lab Kit
NUR 101, 111, 211	N/A	\$24.00	Voice Thread Software
NUR 101, 102, 103	\$760.00	\$760.00	ATI LPN Prep Materials
NUR 111, 112, 114, 211, 213	\$700.00	\$700.00	ATI ADN Prep Materials
PTA 270	N/A	\$220.00	Scorebuilders - NCBPTE Exam Pre Course and Study Guide
WBL 110	N/A	\$24.00	Human Services Technology Background Check Fee
WBL 111	\$24.00	\$24.00	Human Services Technology Background Check Fee
-----			-----
Follett Access	N/A	\$30-\$3000	Book Fees
Distance Education	\$15.00	\$15.00	Distance Education Fee Only For Fully Online Courses

Curriculum - Use Fees

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
AAC Test Fee	\$10.00	\$10.00	Academic Assistance Center Test Fee
ATI PN Predictor	\$65.00	\$65.00	ATI Test Fee
ATI TEAS	\$65.00	\$65.00	ATI Test Fee
Background Check	\$121.00	\$121.00	Background Check for Dental Hygiene, Dental Assisting, Health Information Technology, Medical Assisting, Nursing, Practical Nursing, Physical Therapist Assistant, Sonography
Barbering Student Permit	\$25.00	\$25.00	Required 10 Days Before Course Start
Curriculum Transcript (In-Person)	\$5.00	\$5.00	Transcript Fee Chargeback
Curriculum Transcript (Online)	\$3.75	\$4.00	Transcript Fee Chargeback
Panel Drug Test	\$53.00	\$53.00	Drug Test for Dental Hygiene, Dental Assisting, Health Information Technology, Medical Assisting, Nursing, Practical Nursing, Physical Therapist Assistant, Sonography
-----			-----
Breakage Fee	N/A	N/A	Actual cost of college property that was broken
Returned Check Fee	\$36.00	\$36.00	Returned Checks Expense
Student ID Card Replacement Fee	\$5.00	\$5.00	Materials Expense

Curriculum - Global Per Semester [Option B]			
<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	
			<u><i>Purpose</i></u>
			Current Total
			Expected Total
			Expected
			Change
Accident Insurance	\$1.25	\$1.25	Insurance \$ 10,161.00 \$ 10,161.00 \$ -
CAPS	\$10.00	\$50.00	Security \$ 94,420.00 \$ 406,500.00 \$ 312,080.00
Ceremony	N/A	\$5.00	Graduation & Ceremonies \$ - \$ 40,650.00 \$ 40,650.00
Student Activity (FA/SP)	\$33.75	\$35.00	Student Activities \$ 216,000.00 \$ 224,000.00 \$ 8,000.00
Student Activity (SU)	\$3.75	\$35.00	Student Activities \$ 6,438.75 \$ 60,515.00 \$ 54,076.25
Technology (FT)	\$16.00	\$48.00	Instructional Technology \$ 69,521.76 \$ 208,565.28 \$ 139,043.52
Technology (PT)	\$8.00	\$24.00	Instructional Technology \$ 36,687.12 \$ 110,061.36 \$ 73,374.24
-----			----- \$ 433,228.63 \$ 1,060,452.64 \$ 627,224.01
Professional Liability Insurance	\$20.00	\$10.00	Insurance for Barbering, Cosmetology, Esthetics, Dental Hygiene, Denta Assisting, Health Information Technology, Medical Assisting, Nursing, Practical Nursing, Physical Therapist Assistant, Sonography, Veterinary Medical Technician, Early Childhood Education, Health and Fitness Science Health Services Technology

Curriculum - Global Per Semester [Option B]

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
Accident Insurance	\$1.25	\$1.25	Insurance
CAPS	\$10.00	\$50.00	Security
Ceremony	N/A	\$5.00	Graduation & Ceremonies
Student Activity (FA/SP)	\$33.75	\$35.00	Student Activities
Student Activity (SU)	\$3.75	\$35.00	Student Activities
Technology (FT)	\$16.00	\$48.00	Instructional Technology
Technology (PT)	\$8.00	\$24.00	Instructional Technology
-----			-----
Professional Liability Insurance	\$20.00	\$10.00	Insurance for Barbering, Cosmetology, Esthetics, Dental Hygiene, Dental Assisting, Health Information Technology, Medical Assisting, Nursing, Practical Nursing, Physical Therapist Assistant, Sonography, Veterinary Medical Technician, Early Childhood Education, Health and Fitness Science, Health Services Technology

Curriculum - Course Specific Fees

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
AHR 160	\$25.00	\$25.00	EPA Certification
DEN 101	\$395.00	\$400.00	Dental Typodont
DEN 106	\$148.00	\$165.00	SIMTICS Training Software
DEN 121	\$285.00	\$400.00	Dental Typodont
DEN 121	\$1,380.00	\$1,670.00	Dental Instruments
DEN 121	\$320.00	\$315.00	Dental Handpiece
DEN 221	\$530.00	\$535.00	Dental Instruments
HEA 112	N/A	\$46.00	CPR Certification
NUR 101, 111	\$160.00	\$160.00	Lab Kit
NUR 101, 111, 211	N/A	\$24.00	Voice Thread Software
NUR 101, 102, 103	\$760.00	\$760.00	ATI LPN Prep Materials
NUR 111, 112, 114, 211, 213	\$700.00	\$700.00	ATI ADN Prep Materials
PTA 270	N/A	\$220.00	Scorebuilders - NCBPTE Exam Pre Course and Study Guide
WBL 110	N/A	\$24.00	Human Services Technology Background Check Fee
WBL 111	\$24.00	\$24.00	Human Services Technology Background Check Fee
-----			-----
Follett Access	N/A	\$30-\$3000	Book Fees
Distance Education	\$15.00	\$15.00	Distance Education Fee Only For Fully Online Courses

Curriculum - Use Fees

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
AAC Test Fee	\$10.00	\$10.00	Academic Assistance Center Test Fee
ATI PN Predictor	\$65.00	\$65.00	ATI Test Fee
ATI TEAS	\$65.00	\$65.00	ATI Test Fee
Background Check	\$121.00	\$121.00	Background Check for Dental Hygiene, Dental Assisting, Health Information Technology, Medical Assisting, Nursing, Practical Nursing, Physical Therapist Assistant, Sonography
Barbering Student Permit	\$25.00	\$25.00	Required 10 Days Before Course Start
Curriculum Transcript (In-Person)	\$5.00	\$5.00	Transcript Fee Chargeback
Curriculum Transcript (Online)	\$3.75	\$4.00	Transcript Fee Chargeback
Panel Drug Test	\$53.00	\$53.00	Drug Test for Dental Hygiene, Dental Assisting, Health Information Technology, Medical Assisting, Nursing, Practical Nursing, Physical Therapist Assistant, Sonography
-----			-----
Breakage Fee	N/A	N/A	Actual cost of college property that was broken
Returned Check Fee	\$36.00	\$36.00	Returned Checks Expense
Student ID Card Replacement Fee	\$5.00	\$5.00	Materials Expense

Curriculum - Global Per Semester [Option C]			
<u><i>Fee</i></u>	<u>2023-2024</u>	<u>2024-2025</u>	
			<u><i>Purpose</i></u>
			Current Total
			Expected Total
			Expected
			Change
Accident Insurance	\$1.25	\$1.25	Insurance \$ 10,161.00 \$ 10,161.00 \$ -
CAPS	\$10.00	\$50.00	Security \$ 94,420.00 \$ 406,500.00 \$ 312,080.00
Ceremony	N/A	\$5.00	Graduation & Ceremonies \$ - \$ 40,650.00 \$ 40,650.00
Student Activity (FA/SP)	\$33.75	\$35.00	Student Activities \$ 216,000.00 \$ 224,000.00 \$ 8,000.00
Student Activity (SU)	\$3.75	\$35.00	Student Activities \$ 6,438.75 \$ 60,515.00 \$ 54,076.25
Technology (FT)	\$16.00	\$48.00	Instructional Technology \$ 29,771.12 \$ 128,573.28 \$ 98,802.16
Technology (PT)	\$8.00	\$24.00	Instructional Technology \$ 42,857.76 \$ 89,313.36 \$ 46,455.60
Technology (FT) (SU)	N/A	\$24.00	Instructional Technology \$ - \$ 39,996.00 \$ 39,996.00
Technology (PT) (SU)	N/A	\$12.00	Instructional Technology \$ - \$ 10,374.00 \$ 10,374.00
-----			-----
Professional Liability Insurance	\$20.00	\$10.00	Insurance for Barbering, Cosmetology, Esthetics, Dental Hygiene, Dental Assisting, Health Information Technology, Medical Assisting, Nursing, Practical Nursing, Physical Therapist Assistant, Sonography, Veterinary Medical Technician, Early Childhood Education, Health and Fitness Science Health Services Technology \$ 399,648.63 \$ 1,010,082.64 \$ 610,434.01

Curriculum - Global Per Semester [Option C]

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
Accident Insurance	\$1.25	\$1.25	Insurance
CAPS	\$10.00	\$50.00	Security
Ceremony	N/A	\$5.00	Graduation & Ceremonies
Student Activity (FA/SP)	\$33.75	\$35.00	Student Activities
Student Activity (SU)	\$3.75	\$35.00	Student Activities
Technology (FT)	\$16.00	\$48.00	Instructional Technology
Technology (PT)	\$8.00	\$24.00	Instructional Technology
Technology (FT) (SU)	N/A	\$24.00	Instructional Technology
Technology (PT) (SU)	N/A	\$12.00	Instructional Technology
-----			-----
Professional Liability Insurance	\$20.00	\$10.00	Insurance for Barbering, Cosmetology, Esthetics, Dental Hygiene, Dental Assisting, Health Information Technology, Medical Assisting, Nursing, Practical Nursing, Physical Therapist Assistant, Sonography, Veterinary Medical Technician, Early Childhood Education, Health and Fitness Science, Health Services Technology

Curriculum - Course Specific Fees

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
AHR 160	\$25.00	\$25.00	EPA Certification
DEN 101	\$395.00	\$400.00	Dental Typodont
DEN 106	\$148.00	\$165.00	SIMTICS Training Software
DEN 121	\$285.00	\$400.00	Dental Typodont
DEN 121	\$1,380.00	\$1,670.00	Dental Instruments
DEN 121	\$320.00	\$315.00	Dental Handpiece
DEN 221	\$530.00	\$535.00	Dental Instruments
HEA 112	N/A	\$46.00	CPR Certification
NUR 101, 111	\$160.00	\$160.00	Lab Kit
NUR 101, 111, 211	N/A	\$24.00	Voice Thread Software
NUR 101, 102, 103	\$760.00	\$760.00	ATI LPN Prep Materials
NUR 111, 112, 114, 211, 213	\$700.00	\$700.00	ATI ADN Prep Materials
PTA 270	N/A	\$220.00	Scorebuilders - NCBPTE Exam Pre Course and Study Guide
WBL 110	N/A	\$24.00	Human Services Technology Background Check Fee
WBL 111	\$24.00	\$24.00	Human Services Technology Background Check Fee
-----			-----
Follett Access	N/A	\$30-\$3000	Book Fees
Distance Education	\$15.00	\$15.00	Distance Education Fee Only For Fully Online Courses

Curriculum - Use Fees

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
AAC Test Fee	\$10.00	\$10.00	Academic Assistance Center Test Fee
ATI PN Predictor	\$65.00	\$65.00	ATI Test Fee
ATI TEAS	\$65.00	\$65.00	ATI Test Fee
Background Check	\$121.00	\$121.00	Background Check for Dental Hygiene, Dental Assisting, Health Information Technology, Medical Assisting, Nursing, Practical Nursing, Physical Therapist Assistant, Sonography
Barbering Student Permit	\$25.00	\$25.00	Required 10 Days Before Course Start
Curriculum Transcript (In-Person)	\$5.00	\$5.00	Transcript Fee Chargeback
Curriculum Transcript (Online)	\$3.75	\$4.00	Transcript Fee Chargeback
Panel Drug Test	\$53.00	\$53.00	Drug Test for Dental Hygiene, Dental Assisting, Health Information Technology, Medical Assisting, Nursing, Practical Nursing, Physical Therapist Assistant, Sonography
-----			-----
Breakage Fee	N/A	N/A	Actual cost of college property that was broken
Returned Check Fee	\$36.00	\$36.00	Returned Checks Expense
Student ID Card Replacement Fee	\$5.00	\$5.00	Materials Expense

Continuing Education - Per Course Fees

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
Technology	\$0.00	\$3.00	Instructional Technology
Ceremony Fee	\$0.00	\$1.00	CE Graduations and Ceremonies
CAPS (Per Class)	\$1.00	\$2.00	Security
Student Activity	\$1.25	\$0.00	Student Activities
Student Accident Insurance	\$0.60	\$1.00	Insurance

Continuing Education - Course Specific Fees

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
Automotive Restoration	\$20.00	\$25.00	Supplies
Basic Rider Course	\$20.00	\$22.00	Supplies
CDL/TDT (Books)	N/A	\$124.75	Books
CDL/TDT (Consumables)	\$575 to \$750	\$675 to \$900	Supplies
Community Service Programs	N/A	\$10 to \$150	Includes Art/Painting, Arts and Crafts, Basic Photography, Ceramics, Cooking, Jewelry, Stained Glass, and Woodblock; course offerings may be expanded
Computer Classes	\$5 to \$35	\$10 to \$50	Supplies
Construction	\$10 to \$100	\$15 to \$150	Supplies
Motorcycle Rider Safety	\$20.00	\$22.00	Supplies
Welding	\$30 to \$100	\$30 to \$150	Supplies
-----			-----
Professional Liability Insurance	\$10.00	\$15.00	Insurance

Continuing Education - Use Fees

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
ACT NCRC Exam	\$25.00	\$25.00	CCR Test
Background check	\$30.24	\$30.24	ESTC Background Check
BAT Confirmation	\$40.00	\$40.00	CDL Breath Alcohol Testing
BAT Initial	\$25.00	\$25.00	CDL Breath Alcohol Testing
DOT Drug Screen	\$45.00	\$45.00	CDL DOT Screen
DOT Physical	\$85.00	\$85.00	CDL DOT Screen
Drug screen	\$57.24	\$57.24	ESTC Drug Screen
GED Fee	\$20.00	\$26.00	CCR Tests; Four Required
HiSet Computer Based Test	\$10.75	\$15.00	CCR Tests; Five Required
HiSet Paper Based Test	\$15.00	\$15.00	CCR Tests; Five Required
Online Class Texts	\$20 to \$50	\$20 to \$50	Textbooks
Public Service Certification Cards	N/A	\$7-\$25	Includes ACLS, AMLS, Basic Life Support CPR, EPC, GEMS, Heartsaver CPR, OSHA 10, PALS, and PHTLS; may be expanded

Facility Use Fees - ESTC Commercial User

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
Building #1	\$150.00	\$500.00	Per Day
Building #2	\$150.00	\$200.00	Per Day, Excludes MAT Classroom and Weight Room
Building #1 Classrooms - 116, 118, 120	\$125.00	\$125.00	Each Per Day
Building #2 Classrooms - #1 & #2	N/A	\$125.00	Each Per Day
Building #1 Multi-Purpose Room - 121	\$225.00	\$225.00	Per Day
Driving Track or Grounds	\$1,000.00	\$1,250.00	Per Day, No Half Days, \$250 Non-Refundable Deposit Required
Vending & Restrooms with Driving Track or Grou	\$50.00	\$0.00	Per Day
Private/Non-Profit Discount	25%	25%	Discount
-----			-----
College Security Officer	N/A	Pay Rate	Excess security or security outside business hours charged at hourly rate

Patron & Live Project Fees

<u><i>Fee</i></u>	<u><i>2023-2024</i></u>	<u><i>2024-2025</i></u>	<u><i>Purpose</i></u>
Food & Meals	\$1 to \$14	\$1 to \$100	Rates for breakfast, lunch, dinner, special events, catering, etc.
Farm Produce	\$20.00	\$24.00	Fresh food boxes from student farm
Adoption Fee (VMT Staff and Students)	N/A	\$32.00	Adoption Fee
Adoption Fee (CCCC Staff and Students)	N/A	\$65.00	Adoption Fee
Adoption Fee (Public)	N/A	\$100.00	Adoption Fee

***See brochures for barbering, cosmetology, esthetics, manicuring & nail tech, and massage therapy fees**

Mission Statement

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“With the students combined knowledge of hair care product selection and professional technical skills, you will experience the many benefits of hair care while in a relaxing environment.”

– Cosmetology Instructor



Dunn Center:

660 E. Johnson Street
Dunn, NC 28334

Main Phone

(910) 814-8927

Amber Gilbert

Administrative Assistant, Barbering
(910) 814-8927

Arthur McCullers

Lead Barbering Instructor
(910) 814-8927

BARBERING



**CENTRAL
CAROLINA**
COMMUNITY
COLLEGE

www.cccc.edu

Business Hours

DUNN CENTER:

Tuesday

10:00 a.m. — 4:00 p.m.

Wednesday

10:00 a.m. — 4:00 p.m.

Thursday

10:00 a.m. — 4:00 p.m.

- *Chemical Service Cut Off Time*
1:00 p.m. each day

SUMMER HOURS – DUNN CENTER:

Wednesday

9:45 a.m. — 1:30 p.m.

Thursday

9:45 a.m. — 1:30 p.m.

- *Chemical Service Cut Off Time*
11:30 a.m. each day

CONTACTS:

Main Phone

(910) 814-8927

Special Pricing

- ✂ Indicates services offered at ½ price and
- ✂✂ indicates services offered at \$5 off for:

- Senior citizens (age 55 and older)
- CCCC staff and students
- Family of Cosmetology students (parents, grandparents, spouse and children)
- Refer to the Barbering, Cosmetology, and Esthetics students

Price List

Shampoo and Style ✂

Shampoo (w/out dryer or style)	\$2.00
Shampoo & Style	\$5.00
Shampoo & Basic/Doobie Wrap	\$5.00

Custom Styling ✂

Basic Doobie Wrap (with Thermal Iron)	\$6.50
Rod Set	\$15.00

Hair Cuts ✂

Hair Cut (dry)	\$6.50
Hair Cut (with shampoo)	\$7.00

Scalp Treatments ✂

Scalp and Hair Treatment	\$5.00
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Hair Removal and Tinting ✂

Eyebrow Waxing	\$4.00
Lip & Chin Waxing	\$2.00 each

Facials ✂

Basic Facial	\$7.00
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Chemical Services ✂✂

Perms and Relaxers

Basic Permanent Wave	\$25.00
Designer Permanent Wave	\$40.00 and up
Soft Curl Permanent Wave	\$40.00 and up
Relaxer Retouch	\$25.00
Relaxer Virgin	\$30.00 and up
Hair Straightening System	\$50.00 and up

Color

Temporary Rinse	\$2.00
Semi or Demi	\$15.00
Permanent Color (Virgin)	\$28.00 and up
Permanent Color (Retouch)	\$25.00
Color Correction	\$30.00 and up

Hair Lightening

Hair Lightening (Virgin)	\$35.00 and up
Hair Lightening (Retouch)	\$30.00 and up
Highlighting (Full Head)	\$35.00 and up
Highlighting (¾ of Head)	\$30.00 and up
Highlighting (½ of Head)	\$25.00 and up
Highlighting (Face Framing)	\$20.00 and up
Highlighting & Lowlighting (Full Head)	\$35.00 and up
Highlighting & Lowlighting (¾ of Head)	\$30.00 and up
Highlighting & Lowlighting (½ of Head)	\$25.00 and up



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“With the students combined knowledge of hair care product selection and professional technical skills, you will experience the many benefits of hair care while in a relaxing environment.”

— Cosmetology Instructor



Harnett Main Campus:

1075 E. Cornelius Harnett Blvd.
Lillington, NC 27546
(910) 814-8829

Lee Main Campus:

1105 Kelly Drive
Sanford, NC 27330
(919) 718-7341

COSMETOLOGY DEPARTMENT



www.cccc.edu

Hours of Operation

Spring & Fall Business Hours:

Wednesday

9:30 a.m. — 12:00 p.m.

Thursday

8:30 a.m. — 12:00 p.m.

Summer Business Hours:

Wednesday

8:30 a.m. — 12:00 p.m.

Thursday

8:30 a.m. — 12:00 p.m.

- Every day: Chemical Cutoff, 10:00 a.m.
- Patch tests are needed for chemicals at least 24 hours prior to service

Special Pricing

✂ Indicates services offered at ½ price and

✂✂ indicates services offered at \$5 off for:

- Senior citizens (age 55 and older)
- CCCC staff and students
- Immediate family of student
- Clients with hair that is below the shoulder and/or thick in density will be charged **double** for shampoo and styling services, and a **\$12 (non-discounted) fee** will be added for each additional perm box/color tube used.
- Chemical services include a haircut at no extra charge.

Shampoo and Style ✂

Shampoo & Set.....	\$6.00
Shampoo & Style (with Thermal Iron).....	\$12.00
Shampoo, Style & Haircut (with Thermal Iron).....	\$14.00

Custom Styling

**Price is based on length and density of hair.
Consultation must occur before price is given.**

Basic/Doobie Wrap (with Thermal Iron)	\$8.00
Rod Set.....	\$15.00
Spiral Design (with Thermal Iron)	\$15.00
Fashion Style (Up-do).....	\$15.00
Fashion Style (design).....	\$30.00
Finger Wave Style (with Rod Set).....	\$20.00
Wig Set and Style	\$6.50

Hair Cuts ✂

Hair Cut (Dry).....	\$6.00
Hair Cut (with Shampoo).....	\$7.00

Scalp Treatments

Scalp and Hair Treatment.....	\$10.00
Dandruff Treatment.....	\$8.00
Hot Oil Treatment.....	\$8.00
Hair Mask Treatment.....	\$8.00

Nail Care

Basic Manicure	\$7.50
French or Gel Manicure.....	\$12.00
Polish Change.....	\$5.00
Gel Polish Change	\$7.00
Basic Pedicure.....	\$17.00
French or Gel Pedicure	\$20.00

Hair Removal and Tinting ✂

Lash & Brow Tinting.....	\$6.00
Eyebrow Waxing.....	\$10.00
Lip & Chin Waxing	\$8.00 each



Price List

Chemical Services ✂✂

Price is based on length and density of hair. Consultation must occur before price is given.

Perms and Relaxers

Permanent Wave.....	\$25.00 and up
Relaxer Retouch	\$35.00
Relaxer Virgin.....	\$40.00 and up
Hair Straightening System	\$50.00 and up

Color

Temporary Rinse.....	\$2.00
<i>(Temporary rinse is excluded from discounts.)</i>	
Semi/Demi/Permanent (Virgin)	\$40.00 and up
Semi/Demi/Permanent (Retouch)	\$35.00 and up
Color Correction.....	\$40.00 and up

Hair Lightening

Hair Lightening (Virgin).....	\$40.00 and up
Hair Lightening (Retouch)	\$35.00 and up
High/Low-lighting (Full Head).....	\$40.00 and up
High/Low-lighting (Partial)	\$30.00 and up
Highlighting & Lowlighting (Full Head).....	\$45.00 and up
Highlighting & Lowlighting (Partial)	\$35.00 and up
Fashion Color.....	\$2.00 per foil
Toner/Gloss (a la carte').....	\$20.00

Facials and Makeup

Basic Facial.....	\$18.00
Make-up Application	\$8.00





As a client you will enjoy the relaxation experience of a facial, as well as the positive effects of skin treatments. Facials offer stress reduction and health benefits to clients.

Facials are the core treatments of the esthetics industry. With the student's combined knowledge of skin analysis, product selection, and professional technical skills, you will experience the many benefits of facial treatments.

HOURS OF OPERATION

DAY SPA HOURS

Wednesday

9:30 a.m. – 1:00 p.m.

Thursday

8:30 a.m. – 3:00 p.m.

No appointments during student lunch breaks

Friday

8:30 a.m. – 3:00 p.m.

No appointments during student lunch breaks

NIGHT SPA HOURS

Wednesday

6:30 p.m. – 8:30 p.m.

Thursday

5:30 p.m. – 8:30 p.m.

****Closed during the summer semester****



ESTHETICS DEPARTMENT SERVICES



(919) 718-7418
1105 Kelly Drive | Sanford

Buddhall, Building 11
Room 602

Skin Treatments

Express Facial – Ideal for those on the go. A treatment done in 20 minutes. Your skin is cleansed, lightly exfoliated, and gently massaged. A mask is then applied, followed by a moisturizer. **\$12**

Basic Facial – A double-cleansing exfoliation technique with massage movements that manipulate products into the skin. It includes a mask and moisturizer with SPF. *(for all skin types)* **\$18**

European Facial – A double-cleansing exfoliation technique with European massage movements that manipulate products into the skin. It includes a mask and moisturizer with SPF. Applied to face, neck, and décolleté. *(for all skin types)* **\$22**

Customized Facial – Specific products with ingredients to help reveal your best skin. *(Acne, Anti-Aging, Rosacea, LED, etc.)* A double-cleansing exfoliation technique with massage movements. It includes a mask and moisturizer with SPF. **\$25**

Chemical Peel – Specific peels with ingredients to help reveal your best skin. *(AHA, BHA & Combos)* A chemical solution is applied to the skin to remove the top layers. The skin that grows back is clearer and smoother. **\$45 *****

Enzyme Peel – Specific peels with ingredients to help refine your skin. *(Pumpkin and Papaya)* A chemical solution is applied to the skin to remove the top layers. The skin that grows back is clearer and smoother. **\$45 *****

Back Treatment – A treatment that includes a doublecleansing exfoliation technique with massage movements that manipulate products into the skin. Includes a mask and moisturizer with SPF. **\$22**

Specialty Treatments

Microcurrent – A device that mimics the body's naturalelectrical energy to reeducate and tone facial muscles. **\$55 *****

Microdermabrasion – A mechanical method of exfoliation used to diminish sun damage, fine lines, and skin texture. **\$55 *****



Add-On Services

Aromatherapy *(per essential oil)*.....\$2
Hand Paraffin Treatment\$10
Foot Paraffin Treatment.....\$10
Light Therapy *(acne, aging, etc.)*\$10

Make-Up.

Basic Makeup Application\$8
Specialty Makeup Application.....\$15
Artificial Lashes.....\$15



Waxing

Half Arm.....\$20
Full Arm\$40
Bikini\$25
Eyebrows\$10
Chest\$40
Back\$40
Chin.....\$8
Full Leg.....\$40
Half leg.....\$20
Lip\$8
Underarms.....\$12

Special Pricing

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

- Senior Citizens (55+)
- CCCC Staff and Students
- Immediate Family of Student

Mission Statement

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Contact

Harnett Main Campus Clinic:
(910) 814-8829

MANICURING/ NAIL TECHNOLOGY



CENTRAL CAROLINA
COMMUNITY COLLEGE

www.cccc.edu

Business Hours

Harnett Main Campus

** Multiple service cutoff times. Call for more information.*

Wednesday

8:30 a.m. — 1:00 p.m.

5:30 p.m. — 7:30 p.m.

Thursday

8:30 a.m. — 1:00 p.m.

5:30 p.m. — 7:30 p.m.

Contact

Harnett Main Campus Clinic:
(910) 814-8829



PRICE LIST

Nail Care

Basic Manicure \$7.50

Manicure w/Gel or French Polish \$12.00

Gel Polish Change \$7.00

Basic Pedicure \$17.00

Pedicure w/Gel or French Polish..... \$20.00

Nail Types

Acrylic Full Set..... \$15.00

Acrylic Fill In \$8.00

Pink & White Full Set (*gel/acrylic*) \$20.00

Pink & White Fill In (*gel/acrylic*)..... \$18.00

Gel Full Set..... \$18.00

Gel Fill In..... \$10.00

Add-On Services

Soak Off \$3.00

Repair (*per Nail*) \$1.50

Nail Art (*per two fingers*)..... \$5.00

Polish Change \$5.00

Massage Therapy PRICE LIST

Chair Massage

30 Minutes \$25.00

Basic Massage

60 Minutes \$40.00

Deep Tissue

60 Minutes \$45.00

Hot Stone Massage

60 Minutes \$45.00

Swedish Massage

60 Minutes \$45.00

Cupping Therapy

60 Minutes \$45.00

Add-ons

Luxury Aroma Therapy \$10.00

Increasing Fees: Data on Student Financial Aid

UNDERGRADUATE STUDENT FINANCIAL AID, 2021-2022

Full-time Beginning Undergraduate Students

- Beginning students are those who are entering postsecondary education for the first time.

TYPE OF AID	NUMBER AWARDED AID	PERCENT AWARDED AID	TOTAL AMOUNT OF AID AWARDED	AVERAGE AMOUNT OF AID AWARDED
Any student financial aid ¹	357	85%	—	—
Grant or scholarship aid	357	85%	\$2,556,805	\$7,162
Federal grants	354	85%	\$2,181,944	\$6,164
Pell grants	219	52%	\$1,550,461	\$7,080
Other federal grants	351	84%	\$631,483	\$1,799
State/local government grant or scholarships	221	53%	\$354,982	\$1,606
Institutional grants or scholarships	23	6%	\$19,879	\$864
Student loan aid	(*)	1%	(*)	(*)
Federal student loans	0	0%	\$0	—
Other student loans	(*)	1%	(*)	(*)

- ¹ Includes students awarded Federal work study aid and aid from other sources not listed above.
- (*) Number awarded aid and total and average amounts of aid awarded are withheld to preserve the privacy of individuals.

All Undergraduate Students

TYPE OF AID	NUMBER AWARDED AID	PERCENT AWARDED AID	TOTAL AMOUNT OF AID AWARDED	AVERAGE AMOUNT OF AID AWARDED
Degree/certificate-seeking				
Grant or scholarship aid ¹	2,258	70%	\$15,249,482	\$6,754
Pell grants	1,444	45%	\$8,364,938	\$5,793
Federal student loans	0	0%	\$0	—
Non-degree/non-certificate-seeking				
Grant or scholarship aid ¹	16	1%	\$15,950	\$997

- ¹ Grant or scholarship aid includes aid awarded, from the federal government, state or local government, the institution, and other sources known by the institution.

Approximately 85% of (first time, full time students) and 70% (all non-CCP students) benefit from various forms of financial assistance, with roughly half of these recipients relying on Pell Grants. These numbers, of course, fluctuate year-to-year and the amount-per-student varies significantly. It is important to highlight that the current IPEDS data is for the 2021-2022 academic year, which still includes numerous federal grants associated with COVID-19 relief efforts. With the coming expiration of these funds, we anticipate a shift in how financial aid looks for our students.

CCCC remains dedicated to implementing innovative approaches to support our students in accessing all available financial aid, particularly those federal funds. CCCC is mindful, especially in the context of ongoing fee discussions, that any adjustments must strike a delicate balance. This balance must consider CCCC's imperative to create a safe campus environment

and to ensure that students have the services necessary for academic success, all while maintaining the ability for students to utilize financial aid for academic supplies and living expenses during their time with CCCC.

MEMORANDUM OF UNDERSTANDING
BETWEEN THE SANFORD TOURISM DEVELOPMENT AUTHORITY
AND CENTRAL CAROLINA COMMUNITY COLLEGE

WHEREAS, Session Law 2017-202 authorizes the Sanford City Council to levy a room occupancy tax of up to three percent (3%) of the gross receipts derived from the rental of any room, lodging, or accommodation furnished by a hotel, motel, inn, tourist camp, or similar place within the city that is subject to sales tax imposed by the State under NCGS § 105-164.4(a)(3); and

WHEREAS, Session Law 2017-202 requires that one-third of the net proceeds of the three percent (3%) tax ("net revenue") to be used for the operation, maintenance, promotion, and renovation of the Dennis A. Wicker Civic Center (the "Civic Center"); and

WHEREAS, Resolution 2017-48 as passed by the Sanford City Council enacted the room occupancy tax as prescribed by Session Law 2017-202; and

WHEREAS, Central Carolina Community College ("the College") operates the Civic Center; and

WHEREAS, the Sanford Tourism Development Authority ("the Authority") and the College desire to ensure the efficient and effective use of the net revenue in promoting the expanded use of the Civic Center by organizations and groups, boosting the revenues of the Civic Center, and increasing the public awareness of convention and tourism opportunities at the Civic Center and the City of Sanford.

NOW, THEREFORE, in consideration of these premises, the Authority and the College do hereby enter into this Memorandum of Understanding ("the MOU") and agree as follows:

1. The term for this MOU shall be for one year, beginning July 1, 2024, and terminating June 30, 2025.
2. The Authority shall provide fifty percent (50%) of each month's net revenues to the College in the form of a check issued on a monthly basis for the sole purposes of operating, maintaining, and renovating the Civic Center.
3. The Authority shall be the entity with ultimate authority regarding the expenditure of the net revenues not otherwise issued to the College for the sole purposes of operating, maintaining, and renovating the Civic Center, notwithstanding that all such expenditures shall be in furtherance of the purposes of this MOU, Session Law 2017-202, and Resolution 2017-48.
4. Both parties agree to provide each other party with information on the net revenues and the associated expenditures periodically as needed, but in no event shall they provide information to each other less frequently than once a quarter.
5. When expending funds to advertise or otherwise promote the Civic Center, the Authority shall take reasonable efforts to coordinate with the Chatham County Provost or the Associate Vice President of Marketing to ensure that advertising and promotional efforts between both parties are in alignment and are not otherwise unnecessarily duplicated. The Authority shall not use the College logo or other College branded materials without obtaining prior permission from the Chatham County Provost or the Associate Vice President of Marketing.
6. The scheduling of events for the Civic Center shall be controlled solely by the College, with the College having scheduling priority for Central Carolina Community College events. The Authority shall coordinate with the Director of the Civic Center for events the Authority would like to schedule.

7. Neither party shall be responsible for the negligent, grossly negligent, or intentional acts or omissions of the other party. Each party shall be solely responsible for the acts and omissions of its employees, agents, visitors, invitees, and other individuals under the respective party's control.
8. The College and the Authority may renew this MOU for an additional one (1) year upon mutual agreement in writing no later than thirty (30) days prior to termination. This provision may be exercised for multiple renewals.
9. This agreement may be terminated by either party on sixty (60) days' written notice given to the other party on or before the last day of the active fiscal year.
10. If the Sanford City Council or the North Carolina General Assembly by resolution or legislation eliminates or otherwise modifies the authorization for the collection of the occupancy tax, the expiration date shall be the effective date of the elimination or modification of the authorization for the collection of the occupancy tax.
11. Any notice required under this Agreement, unless otherwise indicated, shall be sent by United States Mail, email, or by facsimile addressed to the parties below:

For the Sanford Tourism Development Authority:

ATTN: Chairman
Sanford Tourism Development Authority
225 E. Weatherspoon Street
Sanford, NC 27330

For Central Carolina Community College:

ATTN: General Counsel
Central Carolina Community College
1105 Kelly Drive
Sanford, NC 27330

IN WITNESS WHEREOF, the parties have caused the Memorandum of Understanding to be duly executed.

Sanford Tourism Development Authority

Central Carolina Community College

Name & Title

Name & Title

Signature

Signature

Date

Date



BOARD OF TRUSTEES BUILDING AND GROUNDS COMMITTEE AGENDA

Date of Meeting:

May 20, 2024

Committee Members: **Jim Womack , Chair**
John Bonardi
Bill Tatum

Consent Agenda Items

1. Approve Building & Grounds Committee Meeting Minutes, February 2024
2. Approve 2024-2025 Facility Master Plan Update

Full Board Items

1. Approve Form 3-1 Amendment for Harnett Main Campus – Fire Training Tower Project.
2. Approve Lucier Hall Building Lease
3. Approve Temporary Construction Easement for City of Sanford

For Information Only

1. Updates on Building and Grounds Projects

Meeting Name:	Board of Trustees / Building & Grounds Committee		
Date of Meeting:	February 5, 2024	11:30 am	Virtual (V) and in Person (P)
Members Present: J. Philpott (P), B. Tatum (P), J. Womack (P)			
Staff Present: L. Chapman (P), J. Matthews (P), M. Robertson (P), M. Brown (P), J. White (P), L. Whitaker (P)			
	Discussion		
Consent Agenda	<ol style="list-style-type: none"> 1. Approve Building & Grounds Committee Meeting Minutes, October 2023 Chairman Philpott made a motion to approve the Building & Grounds Committee Meeting Minutes, October 2023 as submitted. Trustee Tatum seconded the motion. The motion carried unanimously. 		
Full Board	<ol style="list-style-type: none"> 1. Approve Form 3-1 Amendment for Bioprocessing Building Renovation project. Trustee Womack called on Provost Matthews for an overview. He informed the committee that part of the sources of funds were changing on this project. Specifically, \$300,000 in institutional funds originally allocated in Amendment 1 will be supplanted by 2023 SCIF in the same amount. Trustee Tatum made a motion to approve Form 3-1 Amendment for the Bioprocessing Building Renovation project. Chairman Philpott seconded the motion. The motion carried unanimously. The recommendation will be presented to the Full Board for consideration and approval. 2. Approve Form 3-1 Amendment for Moore Center Main Building Phase 1 Renovation Trustee Womack called on Provost Matthews for an overview. He informed the committee 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 the 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. Trustee Tatum made a motion to approve Form 3-1 Amendment for Moore Center Main Building Phase I Renovation. Chairman Philpott seconded the motion. The motion carried unanimously. The recommendation will be presented to the Full Board for consideration and approval. 3. Approve Proposed Greenhawk Emergency Vehicle Access/Electrical Utility Easement Request Trustee Tatum made a motion to approve the easement, conditional upon getting the additional information needed. Chairman Philpott seconded the motion. The motion carried unanimously. This comes as a recommendation from the Building & Grounds Committee, will be added to the agenda and presented to the Full Board for consideration and approval. 4. Approve MOU with Chatham County Habitat for Humanity (Re: Chatham Cottage) Chairman Philpott made a motion to approve MOU with Chatham County Habitat for Humanity (Re: Chatham Cottage). Trustee Tatum seconded the motion. This comes as a recommendation from the Building & Grounds Committee. This item will be moved from For Information Only, added to the agenda and presented to the Full Board for consideration and approval. Trustee Tatum made a motion to adjourn. Chairman Philpott seconded the motion. The motion carried unanimously. 		
For Information Only	<ol style="list-style-type: none"> 1. Moore Center Main Building Phase I Final Report Provost Matthews highlighted a few items from the final report. 2. Updates on Building and Ground Projects Provost Matthews brought to the committee's attention the tentative schedule for the Kelly Drive Re-Route. This schedule was provided by the Project Manager. The ESTC Driving Track Repair was mentioned. Provost Matthews informed the committee that police agencies from across the central part of NC use the driving track. 		

	<p>3. Capital Improvement Plans (CIP) Priorities by County 2025-2030</p> <p>Provost Matthews noted that listed under the Harnett County CIP is the Miriello Building HVAC Replacement (\$210,000). The Harnett County Commissioners pledged to 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.</p> <p>4. Property Access Notification for Sewer Construction in Lee County Enterprise Park</p>

2024-2025 FACILITY MASTER PLAN UPDATE

For Board of Trustees Review and Consideration

Overview:

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

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

Population Growth Trends for our Service Area:

Chatham, Harnett, and Lee Counties continue to experience positive growth in population. Below are updated population growth estimates from July 2020 until July 2030 for each county. Note that OSBM projections are historically conservative, therefore one might expect slightly larger figures than those shown.

County	Total Population		Population Change		Components of Change			
	July 2020 Projection	July 2030 Projection	Numeric	Percent	Births	Deaths	Natural Increase	Net Migration
Chatham	76,476	90,115	13,639	17.8%	7,457	10,120	-2,663	16,302
Harnett	133,912	158,600	24,688	18.4%	20,550	14,144	6,406	18,282
Lee	63,551	72,503	8,952	14.1%	8,718	7,784	934	8,018
	273,939	321,218	47,279	17.3%				

Source: North Carolina OSBM, Standard Population Estimates, Vintage 2022 and Population Projections, Vintage 2023

Each county in our service area is estimated to increase significantly in population over the next 10 years. Harnett County's population is estimated to increase by over 18% during the time frame, with much of this growth expected in the northern portion bordering Wake County. Chatham County is also estimated to grow by almost 18% during this time frame, with most growth expected in the northern and eastern portions of the county—a trend primarily driven by continuing residential and commercial development in the Chatham Park and Jordan Lake areas. It is anticipated that the growth in Chatham County could be potentially higher than what is projected above due to the construction of massive manufacturing facilities in Siler City (Wolfspeed), Moncure (VinFast), and neighboring Randolph County (Toyota). Lee County population projections have been revised upward since 2020, and the county is now expected to grow by 14% during the decade. This increase is linked primarily to the aforementioned industrial growth in Chatham, an advanced manufacturing and biopharma industrial boom in Central Carolina Enterprise Park, and current and planned development of a number of residential communities in the Sanford area.

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

Job Growth Trends for our region:

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

Stars Number	Occupation Title	2021	2030	Change (2021 - 2030)	Annual % Growth	Average Annual Openings	Median Annual Wage	Education
5	Registered Nurses	*	*	*	1.4%	2,158	\$76,743	Associate's degree
5	Computer User Support Specialists	7,533	8,274	741	1%	689	\$60,412	Some college, no degree
5	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	4,099	4,758	659	1.7%	490	\$48,815	Postsecondary nondegree award
5	Paralegals and Legal Assistants	3,389	3,877	488	1.5%	446	\$56,358	Associate's degree
5	Massage Therapists	1,071	1,281	210	2%	182	\$58,109	Postsecondary nondegree award
5	Telecommunications Equipment Installers and Repairers	1,323	1,500	177	1.4%	180	\$60,764	Postsecondary nondegree award
5	Dental Hygienists	1,694	1,927	233	1.4%	143	\$80,227	Associate's degree
5	Computer Network Support Specialists	1,454	1,585	131	1%	132	\$92,563	Associate's degree
5	Physical Therapist Assistants	470	617	147	3.1%	92	\$64,208	Associate's degree
5	Diagnostic Medical Sonographers	*	*	*	2.2%	63	\$79,130	Associate's degree

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

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

Stars Number	Occupation Title	2021	2030	Change (2021 - 2030)	Annual % Growth	Average Annual Openings	Median Annual Wage	Education
4	Heavy and Tractor-Trailer Truck Drivers	13,232	14,696	1,464	1.2%	1,800	\$47,633	Postsecondary nondegree award
4	Medical Assistants	4,759	5,750	991	2.1%	839	\$38,750	Postsecondary nondegree award
4	Hairdressers, Hairstylists, and Cosmetologists	4,323	4,815	492	1.2%	684	\$37,448	Postsecondary nondegree award
4	Automotive Service Technicians and Mechanics	5,627	6,242	615	1.2%	649	\$47,675	Postsecondary nondegree award
4	Dental Assistants	2,529	2,862	333	1.4%	422	\$47,039	Postsecondary nondegree award
4	Licensed Practical and Licensed Vocational Nurses	3,191	3,521	330	1.1%	308	\$52,995	Postsecondary nondegree award
4	Phlebotomists	1,094	1,276	182	1.7%	188	\$38,895	Postsecondary nondegree award
4	Veterinary Technologists and Technicians	1,211	1,478	267	2.2%	161	\$39,901	Associate's degree
4	Ophthalmic Medical Technicians	884	1,047	163	1.9%	121	\$39,174	Postsecondary nondegree award
4	Civil Engineering Technologists and Technicians	880	975	95	1.1%	102	\$56,929	Associate's degree
4	Medical Records Specialists	1,109	1,248	139	1.3%	99	\$48,153	Postsecondary nondegree award

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

As part of the college's long-range planning process, we will continue to review employment projection data to ensure we are offering education and training opportunities relevant to the workforce needs of industries in our region.

Our service area has also experienced job growth created by new and expanding industries. In recent years, a number of firms in the biopharma, advanced manufacturing, and technology sectors have established new production and/or research facilities in both our service area and neighboring counties. In many cases, our college has forged relationships with representatives of these industries and as a result, we are either jointly planning or actively administering training programs in response to their workforce development needs. As a long-term part of this process, we must continue to develop and offer programming that aligns with current and emerging demand for high-wage jobs that require industry-recognized credentials.

Enrollment Trends:

The chart below shows our budget FTE over the past five years. Overall, our budget FTE enjoyed a brief and significant boost due to historically high enrollment in 2019, but was then negatively and measurably impacted by the pandemic, resulting in a decrease of over 700 budget FTE between 2020-21 and 2022-23. Since then, our budget FTE has moderately and consistently increased, leading us back to our historical average for budget FTE at the end of the five-year measurement period.

Budget FTE						
	2019-20	2020-21	2021-22	2022-23	2023-24	Average
Curriculum	4,114	4,642	4,422	4,117	4,187	4,296
Continuing Education	715	751	581	743	740	706
Basic Skills	588	600	371	395	407	472
	5,417	5,993	5,374	5,255	5,334	5,475

Curriculum budget FTE averaged 4,296 during this five-year period. It experienced a record-setting increase in 2020-21 and then decreased over the next two years before rebounding in 2023-24. While we are still unsure of the exact, long-term impact the pandemic has had on our curriculum enrollment, we expect curriculum enrollment to show modest growth over the next five years.

Continuing Education budget FTE averaged 706 during this five-year period. Increases in 2019-20 and 2020-21 continued a three-year trend of growth in the 700+ range. A precipitous drop in 2021-22 budget FTE was attributed largely to the pandemic, as many continuing education programs and courses offered at that time were not designed to be quickly migrated to online learning modalities. Given our recent work with employer representatives to offer industry-recognized credentials training, credit articulation alignment with curriculum programs, and renewed focus on preparing local citizens of all ages for emerging workforce opportunities, we expect continuing education FTE to increase over the next five years and average closer to 750 budget FTE per year.

Basic Skills budget FTE averaged 472 during this five-year period. After several years of consistent growth, Basic Skills experienced a significant decline in budget FTE for the 2021-22 year because of impacts from the pandemic. Over the last three years, budget FTE has steadily albeit modestly increased although it still remains significantly lower than its historical average of the recent past. Overall, we would expect budget FTE to steadily increase over the next several years, eventually approaching 500 budget FTE.

College Employment Trends:

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

Employment by Type			
	FT Faculty	FT Staff	Total
10/31/2014	163	231	394
10/31/2015	164	242	406
10/31/2016	163	243	406
10/31/2017	169	245	414
10/31/2018	173	248	421
10/31/2019	174	243	417
10/31/2020	176	250	426
10/31/2021	175	255	430
10/31/2022	171	251	422
10/31/2023	171	234	405

As the figures show, the number of full-time faculty has remained relatively stable during the past ten years with an increase of eight over that time period. The number of full-time staff—which includes personnel in support, technical/paraprofessional, office, maintenance, and senior administration—increased by 20 between 2014 and 2021, but has since returned to the same level it was ten years ago. The initial increase can be attributed to a number of new grants received by the College roughly a decade ago and the corresponding hiring of full-time staff members for those positions as well the transition from contracted custodial services to in-house employees. The recent decrease is due largely to budgetary constraints posed by state funding along with an intentional, planned effort to take advantage of natural attrition to optimize our organizational structure to revise existing positions to align with the college’s mission.

Office and support spaces continue to be in high demand. We should give rational, forward-thinking consideration to creating appropriate office and support spaces while planning and designing future construction and renovation projects. We also need to consider how telework arrangements are affecting the both the numbers and configurations of offices that are necessary in the future.

Square Footage Compared to Similar Sized Institutions:

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

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

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

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

The chart below shows how we compare to similarly sized institutions based on the last comprehensive report published by UNC General Administration in 2020.

Square feet of Academic Facilities per FTE Student							
Community College	ASF of Academic Facilities	FTE Enrollment	2018	2017	2016	2015	2014
Alamance	259,380	2,820	92	91	72	67	69
Asheville-Buncombe	544,103	4,462	122	106	107	89	86
Caldwell	305,710	1,772	173	155	143	136	125
Catawba Valley	387,461	3,156	123	100	95	91	111

Central Carolina	409,138	2,206	185	95	95	97	93
Cleveland	193,224	998	194	180	148	152	133
Coastal Carolina	222,650	2,432	92	87	87	79	74
Craven	192,283	1,444	133	122	129	123	119
Davidson-Davie	317,863	2,080	153	106	99	95	89
Johnston	247,431	1,852	134	130	137	128	119
Mitchell	209,691	1,392	151	142	135	138	132
Nash	191,291	1,272	150	143	123	101	66
Pitt	391,383	5,620	70	67	57	55	51
Randolph	257,593	1,142	226	212	192	179	164
Rowan-Cabarrus	342,933	2,630	130	125	124	133	93
Sandhills	287,401	2,116	136	131	138	128	118
Stanly	129,380	1,718	75	73	72	70	66
Vance-Granville	231,982	2,040	114	107	107	97	90
Wayne	226,205	1,628	139	130	133	87	84
Average for comparison group			136	121	115	108	99
https://www.northcarolina.edu/wp-content/uploads/reports-and-documents/finance-documents/facilities-inventory-and-utilization-study-2018.pdf							

At the time this report was published in 2020, Central Carolina was on par with many of our peer colleges in North Carolina when comparing square feet of academic facilities per FTE student. Since that data was compiled, our state's and region's population have grown considerably and many of our sister institutions have engaged in capital projects to address employer needs in their communities. Given both population growth trends and the significant increase in industrial development in the heart of our service area, we should continue to focus on construction and renovation projects that both effectively and efficiently expand our academic spaces—for relevant degree-level learning and for short-term training that aligns with local and regional workforce demands. Renovation of the Moore Center buildings, construction of training facilities in Chatham and Harnett counties, and the future sale of facilities in Central Carolina Enterprise Park should place the college in a solid position in this regard.

Evaluation of Existing Facilities and Infrastructure:

During the spring of 2023, physical plant staff reviewed buildings at all locations for issues with roofing, painting, flooring, HVAC, windows, and doors. The information is summarized below for buildings in each county.

Chatham County

Painting:

- Lucier Hall needs painting in the café, patio area, and room 145.
- Multipurpose Room in Building 42 needs painting.

Flooring:

- Bathrooms in Building 41 and 42 need tile deep cleaning and some repairs.
- Poured floor in PTA labs at Chatham Health Sciences Center need to be replaced.

HVAC: Lucier Hall needs to have the HVAC control system converted to a new software platform.

Windows: Buildings 41 and 42 need exterior seal work.

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

Grounds:

- Common area between Lucier Hall and Chatham Community Library needs to be sodded/seeded.
- Upper elevation parking lots at Chatham Main Campus need to be restriped.
- Siler City Center parking lots need to be restriped.

Harnett County

Roofing: The roof on Building 39 will need to be replaced within the next five years.

Painting:

- Etheridge building needs interior painting.
- Miriello building needs interior painting.
- Building 39 needs painting in the common areas and cosmetology rooms.
- Miriello building exterior door and window frames need painting.
- Etheridge building exterior door and window frames need painting.

Flooring:

- Etheridge building needs new flooring.
- Miriello building needs new flooring.

HVAC:

- Continuing Education building needs phase protection added.
- Etheridge building needs phase protection added
- Etheridge building needs the existing boiler converted from oil to LP gas.
- Etheridge building boiler system hot water piping needs to be replaced.
- Miriello building needs phase protection.
- Miriello building needs the existing boiler converted from oil to LP gas.
- Building 39 needs an improved ventilation system in the cosmetology and nail technology clinical areas.

Windows:

- Continuing Education building needs need new exterior windows.
- Etheridge building needs new exterior windows.

Doors:

- Etheridge building needs an exterior door replaced behind the library.
- Miriello building needs exterior door at the student services area replaced.
- Continuing Education building needs automated door openers installed on two entrances.
- Harnett Health Sciences Center needs automated door openers installed on two entrances.

Grounds:

- New mulch and foundation plants needed around Miriello building.
- New mulch and foundation plants needed behind Continuing Education building.
- Grassy areas need aeration and reseeding.

Lee County

Roofing: No action recommended at this time

Painting:

- The library building needs interior painting.
- Hockaday building needs new paint in the financial aid area.

- Budd Hall needs interior painting and some drywall repair.
- Joyner Hall needs interior painting.
- Lett Hall needs exterior painting.
- Powell Hall needs interior painting.
- Brick House needs exterior and interior painting.

Flooring:

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

HVAC:

- Wilkinson Hall needs an HVAC control system installed.
- Library needs an HVAC control system installed.
- Hockaday Hall chiller needs to be scheduled for replacement.
- VMT lab needs a new heat pump system.
- Joyner Hall needs replacement of three air handler units in automotive bay areas.
- Lett Hall HVAC system is not functioning as of 4/15/2024 and needs to be replaced as soon as possible.
- Maintenance Shop needs a new 2-ton heat pump.
- ESTC Classroom building needs to be converted to a new controls system.
- Large Animal Facility needs HVAC units installed in each of the two main labs.

Windows: No action recommended at this time.

Doors:

- Veterinary Medical Technology building needs new double doors at breezeway.
- Maintenance Shop garage door needs to be replaced.
- Hockaday Hall and Joyner Hall need automated door openers installed on specific entrances.

Grounds:

- Foundation planting revisions are needed around Moore Center Executive Office Suite and Bioprocessing building.
- Pedestrian walkway needs to be constructed linking Civic Center lots across existing Kelly Drive and through adjacent lots in front of Marchant Hall.

- Specific parking lots at Lee Main Campus (e.g., behind Powell Hall) need to be restriped.
- A pole barn shelter needs to be constructed at the Large Animal Facility for bovine-specific processes.
- Large Animal Facility pasture needs to be expanded (fence relocate) prior to the construction of the NCDOT Kelly Drive relocation project.

The various items noted during this review need to be considered as part of facility planning. Potentially a renovation project could be planned for each county to address the various issues found from this facility review. This approach is reflected in two building-specific “interior renovations” Capital Improvement Project requests submitted to Harnett County earlier this year.

Current Facility and Infrastructure Projects:

Chatham County

Chatham Main Campus Interior Renovations: Paint, flooring, and furniture upgrades were recently completed in portions of Buildings 41 and 42 at Chatham Main Campus. Other parts of these buildings will be addressed in a future capital project.

Harnett County

Harnett Main Campus HVAC Replacement: The Harnett County Board of Commissioners pledged to fund a short-term capital project for the current fiscal year 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 have contracted the services of a mechanical engineering firm to ensure that these replacement systems will address existing humidity issues in certain parts of the 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 Building and Grounds Committee meetings, the location for this facility will be in a currently wooded plot behind the Etheridge Building and will serve as the venue for a variety of tactical skills training courses administered under Continuing and Workforce Education.

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.

Triangle South Enterprise Center (TSEC) – Renovation: This site, which has been home to our Small Business Center offices, a business incubator, and a small number of classrooms used for Basic Skills programming as well as small business seminars, is currently undergoing a full renovation. Funds in the amount of \$10 million for the renovation were solicited by the I-95/I-40 Economic Development Alliance—a non-profit organization formed through the efforts of the City of Dunn and the Town of Four Oaks to promote industrial development along their respective portions of the I-95 corridor—and were awarded by means of an OSBM directed grant along with matching funds from Harnett County. The renovated facility, which will still be owned by Harnett

County, will serve as a workforce training center with flexible classroom and lab spaces, soft landing office spaces for emerging and relocating industries, incubator spaces for technology and advanced manufacturing focused start-ups, and offices for CCCC Small Business Center staff and Alliance staff. This facility will become the primary focus of the college's operations in Dunn.

Lee County

Moore Center: 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.

Moore Center – Executive Office Renovation: This project was completed in early 2024. President Chapman, Vice-President Robertson, and other staff have relocated to this building.

Moore Center – Bioprocessing Building Renovation: The Design Development phase was completed in early 2024. We are currently awaiting our architect, RS&H, to finalize elements related to HVAC systems and IT structures and to prepare construction documents so that contractor bids can be solicited and awarded.

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.

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 first phase of repairs was completed in early April of 2024, and due to significant issues with underlying subsoils, the project was reduced in scope to focus on the two most severely degraded spots. These repairs cost \$250,000 and were funded by a combination of track lease fee revenues and capital reserves provided by Lee County. Future Capital Improvement Project requests submitted to Lee County will include future phases of driving track restoration.

State Funding

As part of the state budget passed in late 2023, the General Assembly allocated \$5,000,000 over the next two fiscal years to fund renovation and new construction projects. The college also received OSBM Directed Grants in the amounts of \$10.8 million for Moore Center renovations and \$1.869 million to construct a firefighter training tower at Harnett Main Campus. The college continues to work with our legislative delegation and hosts both state legislators and local leader annually to inform them of our accomplishments, goals, challenges, and needs. Many of the capital projects described later in this document will require the support of our representative legislators in order to come to fruition.

Summary and Prioritization of Future Capital Improvement Projects:

On an annual basis, the county managers in our service area solicit submissions for capital improvement projects (CIP) to be considered by their respective manager's offices and boards of commissioners for funding in future fiscal years. The college submitted the following requests earlier in 2024 for future funding consideration:

Chatham County

Priority 1 - 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 skilled 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.

Harnett County

Priority 1 - 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 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. ***NOTE: This project was approved as a special allocation in late 2023 and is currently in progress.***

Priority 2 - 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.

Priority 3 - 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.

To Be Requested in 2026-2031 CIP Cycle – Career and Technical Education Building at Harnett Main Campus: The college wishes to consider constructing an approximately 16,000 square foot building on the Harnett Main Campus in the footprint recently vacated when modular units that housed the NC Works Career Center were moved. This building would house flexible shop spaces and classrooms that could be used to meet short term workforce needs for skilled trades and industrial programs, and it could also serve as an expansion location for the Building Construction Technology program currently available only at Chatham. The anticipated cost of this project would be approximately \$6 million.

Lee County

Priority 1 - 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.

Priority 2 - Moore Center Main Building Renovation Phase 2 (\$50,000,000 from all sources): 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.

Priority 3 - Lee Early College (LEC) Relocation (\$2,750,000): LEC currently operates in approximately 12,000 square feet modular structure 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 (e.g., Computer Integrated Machining) that will move to the Moore Center Main Building upon completion of Phase 2 of that renovation project—in order to create permanent classroom, lab, and office spaces for LEC.

Priority 4 - 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.

To Be Requested in 2026-2031 CIP Cycle – ESTC Classroom Building: The Emergency Services Training Center needs additional classroom space to support public safety course offerings. We would like to consider using our existing open-ended design agreement with Hobbs Architects to investigate options for constructing an additional classroom building on footprint of the existing terminal building and adjacent hangar.

To Be Requested in 2026-2031 CIP Cycle – ESTC Driving Track Repairs: The driving track at Emergency Services Training Center needs repairs in various spots across the facility, and some of these repair areas are likely to require excavation and amendment of the earth underneath the existing pavement. Based on experience gained from a recently completed repair project at this site, we would like to consider using core sample compression test data from an engineering firm to more accurately inform the degree to which an amendment of subsoils might be required for future repairs. We anticipate that this project will need to be completed in phases over two or more years.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

NEW PROJECT

College	Central Carolina Community College ▼	
Project Name	Harnett Main Campus - Fire Training Tower	NCCCS Project No.
Campus	2004 Central Carolina CC - Harnett Cty. Campus ▼	County Harnett

I. TYPE OF PROJECT:

New Facility ▼	

II. DESCRIPTION OF PROJECT:

*For description of a new facility project, please include scope of work, property description (facility location, lease, purchase), description of new structure (location, size (SF) and floors, materials, use of interior spaces), brief description of facility's systems (mechanical, electrical, plumbing, generators), overview of the facilities instructional programming, and any special construction requirements (permitting, abatement, demolition,

Insert project and amendment description here.

This project involves the construction of a dedicated facility for in-service technical training of firefighters. The facility will not be occupied building, but rather a pre-fabricated steel modular structure that allows for controlled burn, confined space, obstructed space, extraction, and various climbing/rope exercises. The intent is to advertise for Design-Build services for this project.

☒ **Project to be constructed/renovated on college owned property**

☐ **Project to be constructed/renovated on leased property**

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

This form was prepared by:

Name: Jon Matthews

Signature:

Contact Number: 910-814-8801

Date: 4/26/2024

CPC Signature:

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

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

B. CONSTRUCTION

1. Design Fee	60,000.00	
2. Construction.....	1,629,134.00	
3. Construction Contingency	180,000.00	
4. Other Contracts		
5. Other Fees		
Subtotal "B"		1,869,134.00

C. Other Costs

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

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)		\$1,869,134.00
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IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriated		
2. County Bonds		
3. <div><div></div><div>▼</div></div>		
4. <div><div></div><div>▼</div></div>		
5. <div><div></div><div>▼</div></div>		
Subtotal "A"		0.00

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

1. <div><div>Other</div><div>▼</div></div>	1,869,134.00	
2. <div><div></div><div>▼</div></div>		
3. <div><div></div><div>▼</div></div>		
Subtotal "B"		1,869,134.00

*Must be used on same OSBM SCIF Project

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code <div><div></div><div>▼</div></div>		
2. Budget Code <div><div></div><div>▼</div></div>		
3. Budget Code <div><div></div><div>▼</div></div>		
4. Budget Code <div><div></div><div>▼</div></div>		
Subtotal "C"		0.00

Total Sources of Funds Available (IV A, B, C)		1,869,134.00
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D. UNIDENTIFIED FUNDS

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

Total Sources of Funds Including Unidentified		\$1,869,134.00
---	--	----------------

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 \$0.00 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 State 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 State Funds, therefore will not be reimbursed.

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

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

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

Chairman - Board of Trustees

Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 0
from Central Carolina Community College and if shown, county funds in the
amount of \$0.00 are available for the planning and construction of this project.

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

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1
Section VIII) it is estimated that the college will expend an additional \$919.08
per year in support of this new construction. I certify that this document has been reviewed, and that
the information stated herein will be shared with the proper county officials to seek an appropriate
adjustment to the college's budget as the new facility is brought online.

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

=====

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

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

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

This, the _____ day of _____ 20____

Signature

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

Date: 5/22/2024 Project Name: Harnett Main Campus - Fire Training Tower

College: Central Carolina Community College Project Completion Date: 7/31/2025

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						
Electric	\$240	\$251	\$262	\$274	\$286	\$263
Fuel (Gas, Oil)	\$120	\$125	\$131	\$137	\$143	\$131
Water	\$480	\$502	\$524	\$548	\$572	\$525
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (will populate into Section VI of the 3-1)						\$919
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

CENTRAL CAROLINA COMMUNITY COLLEGE
BURN CENTER
CONCEPT ESTIMATE

DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
Site clearing	2.2	ACRE	12,500.00	27,050
Strip / haul topsoil	2,339	CUYD	15.00	35,088
Site cut to fill	1,900	CUYD	15.00	28,500
Import fill	2,125	CUYD	45.00	95,625
Fine grade	6,045	SQYD	4.00	24,178
Erosion control	2.2	ACRE	16,000.00	34,624
Concrete paving	5,412	SQYD	68.00	368,039
Truck access (widen 12')	632	SQYD	48.00	30,349
Perimeter fence	1,043	LNFT	34.00	35,462
Rolling gate	1	EACH	9,500.00	9,500
Extend water service to property line	391	LNFT	65.00	25,415
Fire hydrant	1	EACH	6,500.00	6,500
1000 gallon LP tank	1	EACH	7,000.00	7,000
LP piping to structure	125	LNFT	55.00	6,875
Connex box	1	EACH	9,500.00	9,500
Concrete foundations	9	CUYD	950.00	8,726
Pad at stair	36	SQYD	12.00	432
Burn structure + lighting package	1	LPSM	605,000.00	605,000
60 AMP electrical service + underground extension to Advanced Technology Bldg.	1	LPSM	47,500.00	47,500
				0
SUB-TOTAL				1,405,364
G.C. OVERHEAD & PROFIT (18%) + INSURANCE AND PERMITS (5%) + DESIGN CONTINGENCY (10%)				463,770
TOTAL				1,869,134

EXCLUSIONS

Water service extension to HWY 421 S
Communication tower
Site lighting
Construction contingency / escalation
Rock / unsuitable soil removal

Appendix A

Scope of Work, Sub-Grants, and Annual Budget

As part of this grant agreement, you are required to provide a description of how you will spend the grant funds in compliance with the specific purpose as stated in the Appropriations Act ("Scope of Work"). You are also required to submit information related to any potential sub-grants and a budget for the grant funds. **Please attach additional sheets as necessary.**

1. Organization: Central Carolina Community College	
2. Grant ID:	
3. Scope of Work Objectives, Results, Performance Measures:	
<p>Recipient shall detail below how the organization will spend the grant funds in compliance with the specific purpose(s) as stated in the Appropriations Act. The description should include objectives to be achieved, expected results and performance measures. The description should also include anticipated timing of those objectives, expected results and any services provided.</p>	
Objective(s): How do you plan to spend your grant funds? What project(s) do you want to accomplish?	Complete site preparation and the construction of a Fire Training Tower Facility on a approximately 2 acre tract at the Harnett Main Campus of Central Carolina Community College.
Expected Results: What do you hope will be accomplished through the projects supported by these grant funds?	Completion of construction of Fire Training Facility to facilitate in-service and advanced skills training for fire personnel.
Performance Measure(s): List the steps it will take to accomplish the project(s) supported by these grant funds. If the project is programmatic, list the estimated measurements for project outcomes.	Performance will be measured by achievement of the following milestones: 1. Local board approval of project (4/22/2024) 2. State board approval of project (7/18/2024) 3. Architect selection - approval at CCCC Board of Trustees meeting (7/24/2024) 4. Design completion (8/1/2024 - 9/30/2024) 5. Construction bidding/award (10/31/2024 - 12/31/2024) 6. Construction (1/1/2025-6/30/2025) 7. Placed into service (7/15/2025)

4. Sub-grants:			
a. Does the Recipient anticipate that it will sub-grant or pass down any funds to another organization?		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, answer the following:			
b. Name of Sub-recipient	c. Program Name	d. Amount to Sub-recipient	

5. Budget:

Below are general expenditure descriptions that can serve as a *guide* for preparing the organization's budget related to the grant award. Please provide a breakdown of estimated expenses for each category below or as an attachment.

The following budget is for the time period beginning (4/22/24) and ending (7/15/2025).

EXPENDITURE DESCRIPTION	AMOUNT
Employee Expenses (ex. Salaries, hourly wages for grant project management /program related staffing).	<input type="text"/>
Administration Expenses (ex. utilities, telephone, data, lease related expenses)	<input type="text"/>
Goods Expenses (ex. supplies and equipment)	<input type="text"/>
Contract and Services Expenses (ex. Designers, Architects, Builders, Programmatic Service Providers)	<input type="text"/>
Other Expenses (ex. related charges not assigned above and described by recipient in breakdown below)	1,869,134
Total Balance of the Project Fund (Grant total amount)	<input type="text"/>

Provide a breakdown of estimated expenses for each category below or as an attachment.

Other Expenses: \$1,869,134 for the site preparation and construction of a Fire Training Tower Facility on the Harnett Main Campus of Central Carolina Community College.

Please note, you will sign off on this appendix as part of executing the Grant Agreement (Contract).

Lisa Chapman

President

Printed Name

Title

Lisa M. Chapman, Ed.D.

2024-02-27

Signature

Date

Signature Certificate

Reference number: FFSYK-QTWKC-3VN XO-YSEX5

Signer

Timestamp

Signature

Lisa Chapman

Email: lchap727@cccc.edu

Sent:

27 Feb 2024 19:50:13 UTC

Viewed:

27 Feb 2024 21:42:51 UTC

Signed:

27 Feb 2024 21:43:48 UTC

Lisa M. Chapman, Ed.D.

Recipient Verification:

✓ Email verified

27 Feb 2024 21:42:51 UTC

IP address: 152.27.23.66

Location: Sanford, United States

Document completed by all parties on:

27 Feb 2024 21:43:48 UTC

Page 1 of 1



Signed with PandaDoc

PandaDoc is a document workflow and certified eSignature solution trusted by 50,000+ companies worldwide.



CENTRAL CAROLINA
COMMUNITY COLLEGE
BURN CENTER

1075 E CORNELIUS HARNETT BLVD.
LILLINGTON, N.C. 27546

SEAL

KEY PLAN

SCALE

1"= 50'

No.	DATE	BY	Description

REVISIONS

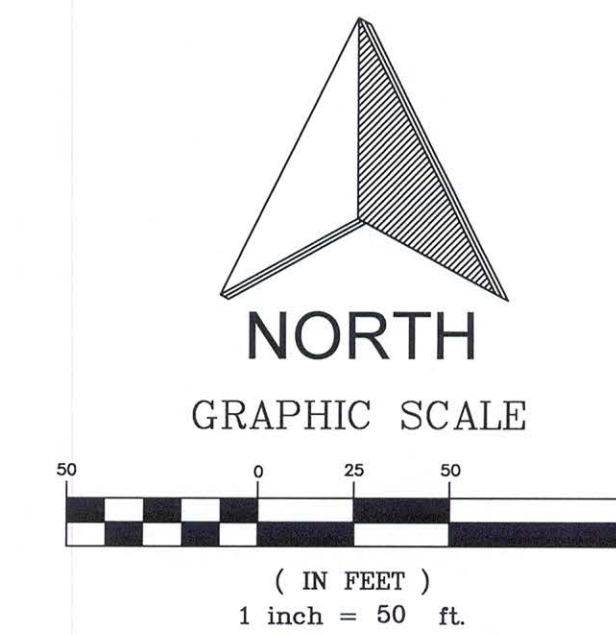
DRAWN BY	TGL
APPROVED BY	DEP
CHECKED BY	DEP
DATE	03/14/23

TITLE

FEASABILITY
STUDY

PROJECT NO. 50162436

FS-100



LEASE AGREEMENT

THIS LEASE. made this _____ day of _____, 2024, by and between Chatham County ("County") whose address is P.O. Box 1809, Pittsboro, North Carolina 27312 and The Board of Trustees of Central Carolina Community College ("College") whose address is 764 West Street, Pittsboro, North Carolina 27312. Either the County or the College may be referred to herein as a "Party" or collectively as the "Parties."

WITNESSETH:

PREMISES

1. County, for and in consideration of the rents, covenants, agreements, and stipulations hereinafter mentioned, provided for and covenanted to be paid, kept and performed by College, Leases and rents unto College, and College hereby Leases and takes upon the terms and conditions which hereinafter appear, the following described property that houses the College's Agricultural program (hereinafter called the "Premises"), to wit:

BEING known and designated as Structure 199 on Parcel Number 0087623 as shown on the Chatham County Land Records View Map and is part of Tract 1-A containing 2.03 acres, more or less, according to a plat entitled "Minor Subdivision for The Trustees of Central Carolina Community College, Owner," prepared by Infinite Land Design, PC, dated January 5 2009 and recorded in Plat Slide 2009-7 of the Chatham County Registry, reference to which is hereby made for a more particular description.

TERM

2. The College shall have and hold the Premises for a term of fifty (50) years beginning on the 1st day of _____, 2023.

RENTAL

3. College agrees to pay County without demand, deduction or set off, an annual rental of \$1.00 payable in advance on the first day of each calendar year during the term hereof.

UTILITIES, FACILITY OPERATIONS, AND CUSTODIAL CARE

4. College shall be responsible for all utilities used on or in the Premises. Responsibility to pay for a utility service shall include all metering, hook-up fees or other miscellaneous charges associated with the installation and maintenance of such utility in said Party's name. All utility accounts shall be kept in the College's name and shall be paid promptly. The College will manage the facility operations, maintenance, and custodial care. The costs incurred by the College for the heating, cooling, and water systems that directly support the County's library building shown as Structure 197 on Parcel Number 0087623 (the "Library") shall be reimbursed by the County to the College based on invoices submitted to the County within thirty (30) days of the costs being incurred and receipt of a proper invoice detailing the work performed.

The College Physical Plant Department will provide or contract maintenance services as necessary to

ensure that the heating, cooling, and water systems that support the Library are maintained.

USE OF PREMISES

5. The Premises shall be used for College sanctioned services and events only. The Premises shall not be used for any illegal purposes, nor in any manner to create any nuisance or trespass, nor in any manner to vitiate the insurance or increase the rate of insurance on the Premises.

TAXES

6. The County represents that it owns the Premises and the Parties agree that it is exempt from both town and county taxes.

INDEMNITY INSURANCE

7. During the term of this Lease, the College shall maintain the following policies of insurance at the College's cost and expense.

(a) Commercial General Liability Insurance covering liability arising out of the College's use and occupancy of the Premises, including that of the College's Board of Trustees, employees, students, customers, agents, contractors, and member of the public with combined single limits of not less than \$5,000,000.00 per occurrence and \$5,000,000.00 as an annual aggregate, arising out of claims for bodily injury (including death) and property damage.

Only to the extent and in the manner permitted under North Carolina law, including but not limited to NCGS § 143-291 et seq., College agrees to and hereby does indemnify and hold County harmless against all claims for damages to persons or property by reason of College's use or occupancy of the Premises, and all expenses incurred by County because thereof, including attorney's fees and court costs. Supplementing the foregoing and in addition thereto, College shall during the term of this Lease and any extension or renewal thereof, and at College's expense, maintain in full force and effect comprehensive general liability insurance, which insurance that shall contain a special endorsement recognizing and insuring any liability accruing to College under the first sentence of this paragraph, and naming County as additional insured. College shall provide evidence of such insurance to County prior to the commencement of the term of this Lease. County and College each hereby release and relieve the other, and waive any right of recovery, for loss or damage arising out of or incident to the perils insured against which perils occur in, on or about the Premises, whether due to the negligence of County or College or their agents, employees, contractors and/or invitees, to the extent that such loss or damage is within the policy limits of said comprehensive general liability insurance. County and College shall, upon obtaining the policies of insurance required, give notice to the insurance carrier or carriers that the foregoing mutual waiver of subrogation is contained in this Lease.

(b) Casualty insurance insuring the Premises against loss or damage by fire or other insurable hazards and contingencies, including fire and extended coverage, in the amount of full replacement value, with a minimum amount of \$5,000,000.00. College shall pay upon demand as additional rental during the term of this Lease and any extension or renewal thereof all fire and extended coverage insurance in the minimum amount of at least \$5,000,000.00 including any and all public liability insurance on the building. College shall pay all insurance as provided herein within fifteen (15) days after receipt of notice from County as to the amount due.

(c) The insurance required by (a) and (b) above shall be issued by a company or companies authorized to do business under the laws of the State of North Carolina rated not less than "A" by A.M. Best and Company. The College shall furnish Certificates of Insurance to the County, naming the County as an additional insured. The certificates shall clearly indicate that the College has obtained insurance of the type, amount, and classification as required by this paragraph, that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the County, and that the insurance companies have waived any rights or subordination against the College or the County. Compliance with the foregoing requirements shall not relieve the College from any liability or obligation under this Lease.

(d) Worker's Compensation insurance coverage as statutorily required.

REPAIRS

8. College agrees to keep in good repair all the heating, cooling, and water systems within the structure, including repairs rendered necessary by the negligence or intentional wrongful acts of College, its agents, employees or invitees. College shall make any necessary plumbing, electrical, heating and air conditioning system component replacements. For the purposes of this Lease and unless otherwise indicated, replacement shall be required if the estimated costs to repair any single item is greater than \$1,000.00. Only to the extent and in the manner permitted under North Carolina law, including but not limited to NCGS § 143-291 et seq., College shall indemnify County from any liability, claim, demand or cause of action arising on account of College breach of the provisions of this paragraph. County shall promptly report in writing to College any defective condition known to it which College is required to repair or replace.

The College shall, throughout the term of this Lease, and any extension or renewal thereof, at its expense, in good order and repair the Premises and other improvements located thereon not required to be maintained by the County. College agrees to return the Premises to County at the expiration or prior termination of this Lease, in as good condition and repair as when first received, usual wear and tear, damage by storm, fire, lightning, earthquake or other casualty alone excepted. County's employees, agents, contractors or subcontractors shall take no action which may void any manufacturer's or installer's warranty with relation to the Premises. Only to the extent and in the manner permitted under North Carolina law, including but not limited to NCGS § 143-291 et seq., County shall indemnify and hold College harmless from any liability, claim, demand or cause of action arising on account of County's breach of the provisions of this paragraph.

ALTERATIONS

9. College shall not make any alterations, additions, or improvements to the Premises without County's prior written consent. College shall promptly remove any alterations, additions, or improvements constructed in violation of this Paragraph upon County's written request. All approved alterations, additions, and improvements will be accomplished in a good and workmanlike manner, in conformity with all applicable laws and regulations, and by a contractor approved by County, free of any liens or encumbrances. County may require College to remove any alterations, additions or improvements (whether or not made with County's consent) at the termination of the Lease and to restore the Premises to its prior condition, all at College's expense. All alterations, additions and improvements which County has not required College to remove shall become County's property and shall be surrendered to County upon the termination of this Lease, except that College may remove any of College's machinery or equipment which can be removed without material damage to the Premises. College shall repair, at

College's expense, any damage to the Premises caused by the removal of any such machinery or equipment.

This Paragraph shall not apply to minor alterations to the Premises, including but not limited to adding electrical outlets, repainting of walls, modification of lighting fixtures, hanging of wall décor or pictures, installation of minor furniture such as shelving, and other substantially similar projects. Major projects that require capital expenditures from the County or that fundamentally alter the structure, functionality, layout, or integrity of the building are not included in this exception.

REMOVAL OF FIXTURES

10. College may, prior to the expiration of this Lease, or any extension or renewal thereof, remove all fixtures and equipment which it has placed in the Premises, provided College repairs all damage to the Premises caused by such removal.

DESTRUCTION OF OR DAMAGE TO PREMISES

11. If the Premises are totally destroyed by storm, fire, lightning, earthquake or other casualty, this Lease shall terminate as of the date of such destruction and rental shall be accounted for as between County and College as of that date. If the Premises are damaged but not wholly destroyed by any such casualties, College shall have the election as to whether to terminate this Lease. Should the College not elect to terminate this Lease, the rental shall abate in such proportion as effective use of the Premises has been affected, and College shall restore Premises to substantially the same condition as before damage as speedily as is practicable, whereupon full rental shall recommence. Restoration shall be accomplished, if required hereunder, within 365 days of receipt of insurance proceeds by College.

GOVERNMENTAL ORDERS

12. College agrees, at its own expense, to comply promptly with all requirements of any legally constituted public authority made necessary by reason of College's occupancy of the Premises. County agrees to comply promptly with any such requirements if not made necessary by reason of College's occupancy.

ASSIGNMENT AND SUBLETTING

13. College shall not, without the prior written consent of County, assign this Lease or any interest hereunder, or sublet the Premises or any part thereof, or permit the use of the Premises by any Party other than the College. Consent to any assignment or sublease shall not impair this provision and all later assignments or subleases shall be made likewise only on the prior written consent of County. The Assignee of College, at option of County, shall become directly liable to County for all obligations of College hereunder, but no sublease or assignment by College shall relieve College of any liability hereunder.

EVENTS OF DEFAULT

14. The happening of any one or more of the following events (hereinafter any one of which may be referred to as an "Event of Default") during the term of this Lease, or any renewal or extension thereof, shall constitute a breach of this Lease on the part of the Party defaulting: (a) College fails to pay the rental as provided for herein; (b) College abandons or vacates the Premises and fails to pay rental provided for herein; (c) College fails to comply with or abide by and perform any other obligation imposed upon College under this Lease. (d) County fails to comply with or abide by and perform any obligation

imposed upon County under this Lease

REMEDIES UPON DEFAULT

15. Upon the occurrence of Event of Default by College, County may pursue any one or more of the following remedies separately or concurrently, without prejudice to any other remedy herein provided or provided by law; (a) if the Event of Default involves nonpayment of rental and College fails to cure such default with five (5) days after receipt of written notice thereof from County, or if the Event of Default involves a default in performing any of the terms or provisions of this Lease other than the payment of rental and College fails to cure such default within fifteen (15) days after receipt of written notice of default from County, County may terminate this Lease by giving written notice to College and upon such termination shall be entitled to recover from College damages as may be permitted under applicable law; or (b) if the Event of Default involves any matter other than those set forth in item (a) of this paragraph, County may terminate this Lease by giving written notice to College and, upon such termination, shall be entitled to recover from College damages in an amount equal to all rental which is due and all rental which would otherwise have become due throughout the remaining term of this Lease, or any renewal or extension thereof (as if this Lease had not been terminated). Upon the occurrence of Event of Default by County, College may terminate this Lease by giving written notice to County. In the event either Party hires an attorney to enforce its rights upon default, the prevailing Party shall be liable for the other Party's reasonable attorney's fees and court costs.

EXTERIOR SIGNS

16. Any and all signs placed on the Premises by College shall be maintained in compliance with governmental rules and regulations governing such signs and College shall be responsible to County for any damage caused by installation, use or maintenance of said signs, and all damage incident to removal thereof.

HOLDING OVER

17. If College remains in possession of the Premises after expiration of the term hereof, with County's acquiescence and without any express agreement of the Parties, College shall be a tenant at will at the rental rate which is in effect at end of this Lease and there shall be no renewal of this Lease by operation of law. If College remains in possession of the Premises after expiration of the term hereof without County's acquiescence, College shall be a tenant at sufferance and commencing on the date following the date of such expiration, the monthly rental payable under Paragraph 3 above shall for each month, or fraction thereof during which College so remains in possession of the premises, be twice the monthly rental otherwise payable under Paragraph 3 above.

ATTORNEY'S FEES

18. In the event that any action or proceeding is brought to enforce any term, covenant or condition of this Lease on the part of County or College, the prevailing Party in such litigation shall be entitled to recover reasonable attorney's fees and costs.

RIGHTS CUMULATIVE

19. All rights, powers and privileges conferred hereunder upon Parties hereto shall be cumulative and not restrictive of those given by law.

WAIVER OF RIGHTS

20. No failure of either Party to exercise any power given it hereunder or to insist upon strict compliance by the other of its obligations hereunder and no custom or practice of the Parties at variance with the terms hereof shall constitute a waiver of either Party's right to demand exact compliance with the terms hereof.

ENVIRONMENTAL LAWS

21. (a) College shall not bring onto the premises any Hazardous Materials (as defined below) without the prior written approval by County. Any approval must be preceded by submission to County of appropriate Material Safety Data Sheets (MSD Sheets). In the event of approval by County, College covenants that it will (1) comply with all requirements of any constituted public authority and all federal, state, and local codes, statutes, ordinances, rules and regulations, and laws, whether now in force or hereafter adopted relating to College's use of the Premises, or relating to the storage, use, disposal, processing, distribution, shipping or sales of any hazardous, flammable, toxic, or dangerous materials, waste or substance, the presence of which is regulated by a federal, state, or local law, ruling, rule or regulation (hereafter collectively referred to as "Hazardous Materials"); (2) comply with any reasonable recommendations by the insurance carrier of either County or College relating to the use by College on the Premises of such Hazardous Materials; (3) refrain from unlawfully disposing of or allowing the disposal of any Hazardous Materials upon, within, about or under the Premises; and (4) remove Materials from the Premises, either after their use by College or upon the expiration or earlier termination of this Lease, in compliance with all applicable laws all Hazardous Materials placed thereon during County's occupancy.

College shall be responsible for obtaining all necessary permits in connection with its use, storage and disposal of Hazardous Materials, and shall develop and maintain, and where necessary file with the appropriate authorities, all reports, receipts, manifest, filings, lists and invoices covering those Hazardous Materials and College shall provide County with copies of all such items upon request. College shall provide within five (5) days after receipt thereof, copies of all notices, orders, claims or other correspondence from any federal, state or local government or agency alleging any violation of any environmental law or regulation by College, or related in any manner to Hazardous Materials. In addition, College shall provide County with copies of all responses to such correspondence at the time of the response.

Only to the extent and in the manner permitted under North Carolina law, including but not limited to NCGS § 143-291 et seq., College hereby indemnifies and holds harmless County, its successors and assigns from and against any and all losses, liabilities, damages, injuries, penalties, fines, costs, expenses and claims of any and every kind whatsoever (including attorney's fees and costs, expenses or claims asserted or arising under the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended, from time to time, and regulations promulgated thereunder, any so-called state or local "Superfund" or "Superlien" law, or any other federal, state or local statute, law or ordinance, code, rule, regulation, order or decree regulating, relating to, or imposing liability or standards of conduct concerning any Hazardous Materials) paid, incurred or suffered by, or asserted against, County as a result of any claim, demand or judicial or administrative action by any person or entity (including governmental or private entities) for, with respect to, or as a direct or indirect result of, the presence on or under or the escape, seepage, leakage, spillage, discharge, emission or release from the Premises on any Hazardous Materials caused by College or College's agents, employees, invitees or successors in interest. This indemnity shall also apply to any release of Hazardous Materials caused by a fire or other casualty to the premises if such Hazardous Materials were stored on the Premises by College, its agents, employees, invitees or successors in interest.

If College fails to comply with the covenants to be performed hereunder with respect to hazardous materials, or if an environmental protection lien is filed against the premises as a result of the actions of College, its agents, employees or invitees, then the occurrence of any such events shall be considered a default hereunder.

College will give County prompt notice of any release of Hazardous Materials, reportable or non-reportable, to federal, state or local authorities, of any fire, or any damage occurring on or to the Premises.

College will use and occupy the Premises and conduct its business in such a manner that the Premises are neat, clean and orderly at all times with all chemicals or Hazardous Materials marked for easy identification and stored according to all codes as outlined above.

The warranties and indemnities contained in this Paragraph shall survive the termination of this Lease.

TIME OF ESSENCE

22. Time is of the essence in this Lease.

ABANDONMENT

22. College shall not abandon the Premises at any time during the Lease term. If College shall abandon the premises or be dispossessed by process of law, any personal property belonging to College and left on the Premises for a period of 30 days shall, at the option of County, be deemed abandoned, and available to County to use or sell to offset any rent due or any expenses incurred by removing same and restoring the Premises. This section shall not be construed to prohibit College's temporary cessation of operations on the Premises as long as it complies with all of the other provisions of this Lease.

DEFINITIONS

23. "College" as used in this Lease shall include the Central Carolina Community College, its assigns and successors in title to the Premises. "County" shall include the County of Chatham and its, assigns and successors, and if this Lease shall be validly assigned or sublet, shall include also County's assignees or sub-lessees as to the Premises covered by such assignment or sublease. "College", "County", and "Agent" include male and female, singular and plural, corporation, partnership or individual, as may fit the particular Parties.

NOTICES

24. All notices required or permitted under this Lease shall be in writing and shall be personally delivered or sent by U.S. certified mail, return receipt requested, postage prepaid. Notices to College shall be delivered or sent to the address shown at the beginning of this Lease, except that upon College taking possession of the Premises, then the Premises shall be College's address for such purposes. Notices to County shall be delivered or sent to the address shown at the beginning of this Lease.

All notices shall be effective upon delivery. Any Party may change its notice address upon written notice to the other Parties, given as provided herein.

ENTIRE AGREEMENT

25. This Lease contains the entire agreement of the Parties hereto, and no representations, inducements, promises or agreements, oral or otherwise, between the Parties, not embodied herein shall be of any force or effect. This Lease may not be modified except by a writing duly executed by all the Parties hereto.

AUTHORIZED LEASE EXECUTION

26. Each individual executing this Lease represents and warrants that he is duly authorized to execute and deliver this Lease on behalf of the Parties.

SPECIAL STIPULATIONS

27. Any special stipulations are set forth in the attached Exhibit A. Insofar as said Special Stipulations conflict with any of the foregoing provisions, said Special Stipulations shall control.

MEMORANDUM OF LEASE

28. Upon request by either County or College, the Parties hereto shall execute a short form Lease (Memorandum of Lease) in recordable form, setting forth such provisions hereof (other than the amount of Rent and other sums due) as either Party may wish to incorporate. The cost of recording such memorandum of Lease shall be borne by the Party requesting execution of same.

IN WITNESS WHEREOF, the Parties hereto have caused this Lease to be signed by their respective duly authorized officers, the day and year first above written.

CHATHAM COUNTY

By: _____
Dan LaMontagne
County Manager

By: _____
Mike Dasher, Chair
Chatham County Board of Commissioners

ATTEST:

Jenifer K. Johnson, MMC, NCCMC, Clerk to the Board
Chatham County Board of Commissioners

CCCC

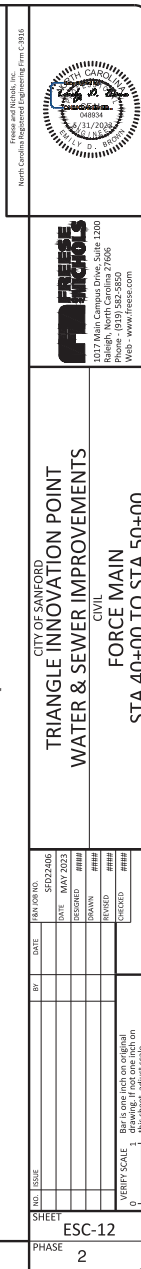
By: _____
Dr. Lisa Chapman
President

By: _____
Julian Philpott, Esq.
Chairman, Board of Trustees for Central Carolina Community College

ATTEST:

Lorraine Whitaker, Executive Assistant to the President and Secretary to the Board of Trustees of
Central Carolina Community College

DRAFT



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. College staff are working with a vendor to finalize floor plan upfits, furniture finishes and configurations. We would like to begin the contractor selection process by the end of May and have a bid awarded mid-summer.

Moore Center – Main Building Renovation – Phase 1

The Board approved the proposal for Standard Design Services tendered by Hobbs Architects. Schematic Design meetings will commence in late May and will include representatives of local manufacturing partners.

Lee Main Campus – Lett Hall Chiller Replacement

The 25-ton chiller system that supports Lett Hall exhibited a catastrophic condenser coil failure in early April 2024. This unit, which is approximately 24 years old, was already identified as needing replacement. College staff are currently seeking bids, and rough estimates place the project cost at \$95,000. We will attempt to complete the replacement during the summer months and ahead of the Fall semester, however the lead times on these types of equipment might force the college to temporarily relocate a small number of classrooms and employees.

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 were milled and repaved by a contractor selected via competitive bid process. The project cost was originally estimated at approximately \$224,000, however issues with spongy subsoil discovered by the contractor during the initial milling process lead to a reduction in the paving scope of the project. The two highest priority elements of the original scope of work were retained in the project, and full depth reclamation was performed on the subsoil at these two spots in order to strengthen roadbed in advance of repaving. The final cost of the revised project was approximately \$250,000 and was funded by a combination of track lease fee revenues and capital reserves allocated by Lee County. Future paving repairs at ESTC will be identified as Capital Improvement Projects submitted to Lee County and will be informed by an engineering study of core samples taken from the repair locations. This engineering data will help college staff to more accurately estimate the needs for subsoil amendments and their associated costs.


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. The college is seeking full board approval to proceed with this project.

Harnett Main Campus – Miriello Building HVAC Replacement

The college has contracted mechanical engineering firm Dewberry Engineers to perform analytical work needed to develop specifications for a scope of work on the replacement of three HVAC systems in Miriello Building. Based on anomalies in the configurations of the HVAC equipment originally installed in building in the late 1990s, the college needs to ensure that replacement systems are specified properly for each zone and so that the new equipment will address existing humidity issues in certain parts of the building. The college is aiming to have this project completed in time for Fall semester to begin, however HVAC equipment lead times might delay installation into September or October. Currently, the three existing systems are functioning.

 <p>CENTRAL CAROLINA COMMUNITY COLLEGE</p>	<p>BOARD OF TRUSTEES</p> <p>PROGRAMS COMMITTEE</p> <p>AGENDA</p>		
Date of Meeting:	May 20, 2024		
Committee Members: Jim Crawford, Chair Karen Howard Derrick Jordan			
Consent Agenda Items			
<ol style="list-style-type: none"> 1. Approve Programs Committee Meeting Minutes, February 2024 2. Curriculum Review Committee Actions (Curriculum) <ol style="list-style-type: none"> a. Program Approvals b. Program Modifications c. Program Removals d. Course Modifications 			
Full Board Agenda Items			
For Information Only			
<ol style="list-style-type: none"> 1. Center for Organizational Excellence Updates (Curriculum) 2. Career Community Updates (Curriculum) 3. Workforce Continuing Education Updates (Continuing Education) 			

Meeting Name:	Board of Trustees / Program Committee (Continuing Education and Curriculum)		
Date of Meeting:	February 5, 2024	12:30 pm	Virtual and in Person
Members Present:	J. Philpott (P), D. Jordan (V), J. Bonardi (P)		
Members Absent:	J. Crawford		
Staff Present:	L. Chapman (P), K. Short (P), M. Brown (P), J. White (P), L. Whitaker (P)		
	Discussion		
Consent Agenda	<p>1. Approve Program Committee Meeting Minutes, October 2023 Chairman Philpott made a motion to approve the Program Committee Meeting minutes, October 2023 as submitted. Trustee Bonardi seconded the motion. The motion carried unanimously.</p> <p>Chairman Philpott made a motion to adjourn. Trustee Jordan seconded the motion. The motion carried unanimously.</p>		
Full Board	<p>1. Public School Partnership Agreements (Curriculum) VP Short informed the committee that the State Board of Education approved a policy on October 6, 2023, requiring each school district to establish a formal partnership agreement with the local community colleges. Chatham County has already signed their agreement. VP Short noted that minor edits from the version in the Board packet are present. On page 4 of the Lee County draft, under VIII., D., the following sentence was added: 'If the amount exceeds \$200,000 on an annual basis, approval from the Lee County Schools Superintendent will be required.' Additionally, on page 13, Exhibit A: Sample Authorization Letter, the second line was changed from 'Director of Secondary Partnerships' to 'Executive Director of Secondary Partnerships.' On page 6 of the Harnett County draft, under VIII., D., the following sentence was added: 'All purchases must have prior approval of the 9-12 Director.' Furthermore, on page 14, Exhibit A: Sample Authorization Letter, the second line was changed from 'Director of Secondary Partnerships' to 'Executive Director of Secondary Partnerships.' VP Short also mentioned that the parents' bill of rights information is included in the joint responsibilities section of each agreement. Trustee Jordan made a motion to approve the Public School Partnership Agreements. Chairman Philpott seconded the motion. The motion carried unanimously. The recommendation will be presented to the Full Board for consideration and approval.</p>		
For Information Only	<p>1. Academic Policy Committee Actions (Curriculum) VP Short went through the Academic Policy Committee Actions.</p> <p>2. College and Career Readiness & Curriculum Updates (Curriculum) VP Short shared the College and Career Readiness & Curriculum Updates. She mentioned the Give Kids a Smile event on Friday, March 8th with 65 children anticipated to participate.</p> <p>3. Workforce Continuing Education Updates (Continuing Education) In the absence of VP Roberton, Dr. Chapman highlighted that the BLET graduation had 17 cadets that successfully passed the NC Training and Standards Law Enforcement exam and the partnership with Campbell University Doctor Residency to support the new Wilderness EMT program with PIERCE Education.</p> <p>4. Customized Training Program 2023-2024 Mid-Year Report (Continuing Education) Dr. Chapman mentioned that between July – December 2023, CCCC's Customized Training Program managed eleven active projects with total project costs of \$1,984,544 to support training and Industry Services Administration. There are six new projects in the pipeline that represent three businesses in Chatham, one business in Harnett County and two businesses in Lee County.</p>		

Curriculum Review Committee Actions

During its Spring 2024 meetings, the Curriculum Review Committee recommended the following actions:

Curriculum Review Committee

Program Approvals

1. Social and Human Services/Addiction and Recovery Certificate (C45380AR)
2. Social and Human Services/Intellectual Developmental Disabilities Certificate (C45380DD)
3. Social and Human Services/Mental Health Certificate (C45380MH)
4. Social and Human Services/Social Services Certificate (C45380SS)
5. Social and Human Services Diploma (D45380)

Program Modifications

1. Associate in Engineering (A10500)
2. Associate in Applied Science in Business Administration - General (A25120G)
3. Associate in Applied Science in Business Administration - Human Resources (A25120H)
4. Associate in Applied Science in Computer Engineering Technology (A40160)
5. Associate in Applied Science in Electronics Engineering Technology (A40200)
6. Associate in Applied Science in Laser and Photonics Technology (A 40280)
7. Associate in Applied Science in Health Information Technology (A45360)
8. Associate in Applied Science in Social and Human Services (A45380)
9. Associate in Applied Science in Medical Assisting (A45400)
10. Associate in Applied Science in Computer Integrated Machining (A50210)
11. Associate in Applied Science in Early Childhood Education/Career (A55220C)
12. Associate in Applied Science in Public Safety Administration (A55480)
13. Social Media Marketing Certificate (C25120SM)
14. Computer Integrated Machining Certificate (C50210)
15. Computer Integrated Machining Dies and Molds Certificate (C50210DM)
16. Health and Fitness Science Diploma (D45630)

Program Removals

1. Associate in Applied Science in Office Administration (A25370)
2. Associate in Applied Science in Sustainability Technologies (A40370)
3. Associate in Applied Science in Human Services Technology/Addiction and Recovery (A4538E)
4. Biofuels Certificate (C40370B)
5. Sustainability Technologies Certificate (C40370S)
6. Addiction and Recovery Studies Certificate (C4538E)

Course Modifications

1. BPT 250 Corporate Video - add local prerequisite of BPT 231 Video Production I
2. CET 225 Digital Signal Processing - remove local prerequisite of ELN 133 Digital Electronics
3. ELC 131 Circuit Analysis - remove local corequisite of ELC 131A Circuit Analysis Lab
4. ELN 132 Analog Electronic II - remove local prerequisite of ELN 131 Circuit Analysis or ELC 140 Fund of DC/AC Circuit (obsolete)

5. ELN 133 Digital Electronics - remove local prerequisite of EGR 131 Intro to Electronics Tech or ELC 131 Circuit Analysis or instructor approval
6. ELN 232 Intro to Microprocessors - remove local prerequisite of ELN 133 Digital Electronics or instructor approval

Center for Organizational Excellence Updates

- Eight employees completed the year-long Providing Remarkable Opportunities for Promising Emerging Leaders (PROPEL) Leadership Program, meeting monthly for a presentation by a guest speaker and discussion of various community college leadership topics. PROPEL graduates are listed below:
 - Alyson Cochrane, Lead Instructor, Humanities
 - Kelly Dorman, Department Chair, Criminal Justice
 - Brenda Grubb, Faculty, Biotechnology
 - Brandi Hernandez, Director, Purchasing
 - Nichelle Lariviere, Assistant Financial Aid Director
 - Justin Pedley, Animal Facilities Manager
 - Jason Rouse, Lead Instructor, Motorcycle Mechanics
 - Fred Staton, Jr., Associate Director, TRIO Student Support Services

- PROPEL program participants planned and coordinated a Career Carnival for students on the three main campuses. Faculty from each career community staffed stations with hands-on activities that related to skills taught in their programs for an event that was both educational and social. In total, 490 students signed in, and 304 turned in completed passports with stamps from each career community they visited. Below is a breakdown for each campus:
 - Lee Campus: 384 students signed in, 273 completed passports
 - Chatham: 45 signed in, 33 completed passports
 - Harnett: 74 signed in, 62 completed passports

Career Community Updates

Health Sciences

- In accordance with the new legislative rule NCAC 36.0303, which requires all nursing programs to have national accreditation by 2032, the nursing program has submitted an application and received approval to start the accreditation process with the Accreditation Commission for Education in Nursing (ACEN).

Professional Services

- CCCC will offer the Elementary Education Licensure Certificate starting fall of 2024. This will allow teachers with a degree in a subject other than teaching to earn an elementary teaching license.

STEM

- More than 100 students, faculty, staff, and community members joined the STEM career community for solar eclipse viewing parties at the three main campuses on April 8.

Workforce Continuing Education Updates

February – April 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.

- **CDL Graduation: 12 graduates** – April 5th
- **Maintenance Fundamentals Level I** - program designed in collaboration with area manufacturers to respond to demand for skilled maintenance workforce through incumbent upskilling. Level I solidified, planning group working on Level II development.
- **Industry Training Lab** established at the E. Eugene Moore Manufacturing and Biotech Solutions Center to support industrial maintenance skill attainment

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** completed its 8th cohort on March 27th graduating 11 participants.
Two \$5,000 grant winners were selected by the RISE Review Committee, Michelle Bujnowski and Sheena Morrill who plan to open an organic hair salon and a day spa in downtown Sanford.
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.
- **SPARK** is currently in its 3rd cohort in Chatham County with 12 participants and a completion date of May 13th.
- **Ice House Entrepreneurship Program** was held from February 15th – March 21st. 11 participants graduated from the program.
- **Women's Business Summit** was held in January with 39 prospective and existing women business owners in attendance. Partners included the Economic Development

Partnership of NC, Thread Capital, the Small Business Administration, and NC IDEA. 33% of the attendees have gone on to participate in additional SBC programming including RISE, Ice House, and SPARK.

- **Boots 2 Business** was held April 17th in partnership with the Veterans Business Outreach Center. This full day entrepreneurship development program in Lillington focuses on veterans, Active Duty Service members, and their spouses.
- **Central Carolina Procurement Summit** will be held from April 29th – May 1st at the Dennis Wicker Civic Center. The event will instruct local small businesses on how to secure local contracting opportunities and meet with purchasing managers from Lee County, Chatham County, Harnett County, City of Dunn, Town of Pittsboro, Town of Siler City, City of Sanford, and Wolfsped. Additional partners include: Fayetteville-Cumberland Regional Entrepreneur and Business Hub, NC Growth, and the VBOC.

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.

- **ESTC Driving Track Phase I** repair has been completed - Turner Asphalt did an awesome job.
- **Precision Immobilization Technique (PIT) cars** modified by welding students in Charlie Bell' program such that we can implement training for officers with another tool to end high speed pursuits.
- **CCCC and Harnett County partnership** is supporting a second EMS Paramedic Initial course for their employees
- **CCCC and Sanford Fire Department** partnership is supporting the first in-house Fire Academy, which is set to graduate June 25th
- **BLET Graduation (Chatham): 11 graduates** – February 14th
- **Fire Academy Graduation: 11 graduates**– March 13th
- **BLET Graduation (Lee)** – May 29th

Customized Training: provides education, training and support services for eligible new, expanding and existing business and industry. The program goal is to foster and support three key aspects of a company's well-being: Job Growth, Technology Investment, and Productivity Enhancement.

- **11 active projects** with total project costs of \$2,812,932 to support training and Industry Services administration.
 - Current FY: 860 trainees / 1,286 hours of instruction
- **8 new projects** in the pipeline representing three (3) businesses in Chatham County, one (1) business in Harnett County, and four (4) businesses in Lee County

- **15 companies** supported with unrestricted funds that provide access to training that meets need and industry eligibility guidelines but are not at the level of a project.
- **Bharat Forge and CCCC partnership** showcased at the NCCCS CTP Annual Conference. The [video](#) shares their story of a successful CTP project and partnership with CCCC, impacting the organization's growth, development and execution of workforce development. (<https://tinyurl.com/CCCC-CTP>)

VinFast Activity

- Erin Blakeley, CCCC Customized Training Project Manager for VinFast and Wolfspeed, visited the VinFast Headquarters in Hai Phong, Vietnam in February along with our NCCCS Customized Training Regional Director, Sara Lloyd, and VinFast US VP of Human Resources, Anna Gardner.
 - The team toured each of the shops, the training facilities, and met with various operations teams. This visit was instrumental in shaping a specialized training framework for the upcoming VinFast US plant and enhancing the customized training program offered by CCCC. Since this visit, the team has received translated versions of the VinFast Vietnam's training framework and has begun making modifications based on the needs of the US plant.
- In March, the CCCC team (Dr. Chapman, VP Robertson, Erin, Patricia, and Sara) were given a tour of the VinFast US site by the VinFast US EHS Director and the construction superintendent. A summary of the work performed up to that point (March 7) is listed below:
 - The entire site has been cleared and the stabilization for concrete pads has begun for all three shops (Body, Paint, and General Assembly)
 - Sewage work is well underway. Concrete fillers and basins are staged and ready for placement.
 - Duke Power is building a substation on site.
 - Footers have been poured for the body shop. They will start pouring concrete very soon.
 - Saw the location of the cement shop that will soon be on site. They will be pouring up to 30 yards a day.
 - Erosion control has been a major focus. There are currently three erosion walls erected and two more are in progress.

At this time, we anticipate our customized training for VinFast to begin in late Q2 2025. Until then, we are continuing to work with VinFast directors and consultants to build out the training plan, identify equipment needs, and plan out the training space at the Moore Center.

Wolfspeed

- The dedicated lab at Siler City, which was previously a pottery lab, has been completely renovated and is awaiting the last shipment of Festo training equipment. We anticipate the lab will be set up and fully functional by the end of April/beginning of May.
- The first customized training class for Wolfspeed, Basics of Semiconductor Manufacturing, began at the Siler City Campus on Monday, April 8. This 40-hour course prepares employees to work as either equipment technicians, process technicians, manufacturing technicians, or maintenance specialists at the new Wolfspeed Siler City location (“the JP”).
- The Wolfspeed team along with Erin are developing additional curriculum specific to the Siler City plant including the Maintenance Pathway and Process Pathway courses. We anticipate launching these courses early summer 2024. The fourth course planned for this project is the Advanced Manufacturing Fundamentals course.



BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE AGENDA

Date of Meeting:

May 20, 2024

Committee Members: Pat Kirkman, Chair
Gladys McAuley
Taylor Vorbeck

Consent Agenda Items

1. Approve Student & Academic Support Services Committee Meeting Minutes, February, 2024
2. Receive Revenue Report (Foundation)
3. Approve Grants and Strategic Initiatives: In Progress (Institutional Advancement)
4. Approve Accreditation Body Change (Institutional Advancement)

Full Board Agenda Items

For Information Only

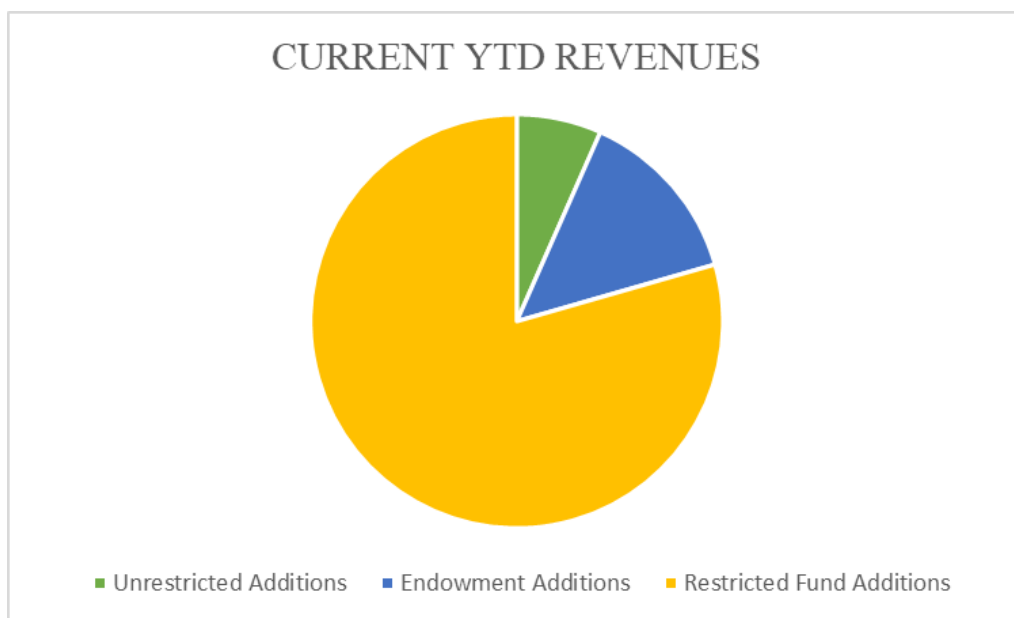
1. SACSCOC Correspondence (Institutional Advancement)
2. Updates for Marketing and External Relations (Marketing)
3. Onboarding & Advising Updates (Onboarding & Advising)
4. Athletics (Student Services Division)
5. Financial Aid (Student Services Division)
6. Library (Student Services Division)
7. Security (Student Services Division)
8. College Access (Student Services Division)

Meeting Name:	Board of Trustees / Student & Academic Support Services Committee		
Date of Meeting:	February 5, 2024	2:00 pm	Virtual and in Person
Members Present:	J. Philpott (P), P. Kirkman (P), G. McAuley (P), T. Vorbeck (V)		
Members Absent:	T. Vorbeck		
Staff Present:	L. Chapman (P), E. Hare (P), K. Hoyle (P), S. Byington (P), M. Dishman (P), M. Brown (P), S. Hunt (P), L. Whitaker (P)		
	Discussion		
Consent Agenda	<ol style="list-style-type: none"> 1. Approve Student & Academic Support Services Committee Meeting Minutes, October 2023 Chairman Philpott made a motion to approve the Student & Academic Support Services Committee Meeting Minutes, October 2023 as submitted. Trustee McAuley seconded the motion. The motion carried unanimously. 2. Receive Revenue Report (Foundation) E. Hare presented the Revenue Report and gave an update. Chairman Philpott made a motion to Receive the Revenue Report from the Foundation. Trustee McAuley seconded the motion. The motion carried unanimously. 3. Approve Grants & Strategic Initiatives: In Progress (Institutional Advancement) M. Brown gave an overview of the Grants & Strategic Initiatives: In Progress. Trustee McAuley made a motion to Approve Grants & Strategic Initiatives: In Progress. Chairman Philpott seconded the motion. The motion carried unanimously. 		
Full Board	<p>Chairman Philpott called on AVP Brown for a report on an additional item. She shared that Sanford native, Taylor Phillips who became a successful songwriter in Nashville TN began a benefit concert after the suicide of his best friend who was a Lee County resident. CCCC Foundation was the recipient of the sponsorship donations from his benefit concert in 2023. It has been brought to the attention of the college foundation the opportunity to manage this annual event. The foundation has explored areas such as this for additional fundraising. Chairman Philpott made a motion to Authorize Administration and Foundation Staff to Engage in Discussions with Taylor Phillips regarding the college foundation managing his annual Writer's Retreat and Concert at the Civic Center to raise money to benefit the CCCC Foundation. Trustee Kirkman seconded the motion. The motion carried unanimously. This comes as a recommendation from the Student & Academic Support Services Committee and will be added to the agenda and presented to the Full Board for consideration and approval.</p> <ol style="list-style-type: none"> 1. Authorize Administration and Foundation Staff to Engage in Discussions with Taylor Phillips regarding the college foundation managing his annual Writer's Retreat and Concert at the Civic Center to raise money to benefit the CCCC Foundation. 		
For Information Only	<ol style="list-style-type: none"> 1. Director's Report (Foundation) 2. SACSCOC Correspondence (Institutional Advancement) AVP Brown mentioned that CCCC received correspondence from SACSCOC that contained 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. 3. Updates for Marketing and External Relations (Marketing) AVP Dishman reported on the new website design. 4. Onboarding & Advising Updates (Onboarding & Advising) 5. Athletics (Student Services Division) 6. Financial Aid (Student Services Division) 7. Library (Student Services Division) 8. Security Information (Student Services Division) VP Hoyle mentioned the security training sessions that have been offered and the number of employees that have completed them. The campus access and building audit has been completed. 9. Cost Comparison for In House Security (Student Services Division) VP Hoyle went over the cost comparison for in-house security verses the current security. 10. Revenue Source Breakdown for Security Costs (Student Services Division) 		

	VP Hoyle also talked through the revenue source breakdown for security costs. 9. College Access (Student Services Division)
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CCCC Foundation Revenue Report (Institutional Advancement)

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
TOTAL REVENUES:	\$328,891.37	\$773,464.11



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

Funding Source	Project Name	Funding type	Requested Amount	Description
Submitted				
Congressionally Directed Spending (Tillis)	Moore Center Phase 1B	Federal	\$7,000,000	To complete the next phase of renovation at North Carolina's largest advanced manufacturing training center, which will support training working adults in rural communities for 20,000+ incoming jobs within the clean energy sector.
Congressionally Directed Spending (Tillis)	New ESTC Building	Federal	\$5,923,202	To build a dedicated facility to train firefighters and emergency medical service technicians in rural North Carolina.
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.
NC DPS	State and Local Cybersecurity Grant Program	State	\$182,553	Update rural campus and centers networking equipment that has passed its end of life date.
NC DOT ('24-'25)	Section 5310	State	\$60,000	This program provides transportation funding through COLTS, HARTS, and CTN for students with disabilities to access transportation to training.
Pfizer	Nursing Professional Development	Private	\$15,000	To provide training for nursing students through national peer conferences.
HCPFC	Motheread ('25-'25)	State	\$15,000	The Motheread program works with ESL mothers and their children to provide a learning environment and to strengthen literacy skills and family bonds.
CEMC Round Up	Community Giving	Private	\$5,000	Funding will be used to purchase food for the Cougar Market. The Cougar Market, CCCC's Food Pantry aspires to support student success by ensuring no student goes hungry because of a lack of income or access to food. The

Submitted by Meghan Reece Brown

Vice President - Advancement, Operations, and Government Relations

				Cougar Market is stocked with fresh and non-perishable items to temporarily alleviate immediate food insecurity for students and their families. In cases of persistent lack of access to food, Cougar Market works with students to connect them to appropriate community resources.
Lee County Community Foundation	Cougar Market	Private	\$2,780	Funding will support the purchase of new shelving and food scales for the Cougar Market on LMC.
Lee County Arts Council	ACES	Private	\$2,200	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.
NCCCS	NextNC Mini-Grants	State	\$5,000	Provide dollars for marketing, promotion, and outreach for the NextNC Scholarship Program.
Pending				
U.S Department of Education	TRIO Student Support Services	Federal	\$1,100,000	SSS assists students with basic college requirements, and to motivates students toward the successful completion of their postsecondary education. Student Support Services (SSS) projects also may provide grant aid to current SSS participants who are receiving Federal Pell Grants (# 84.063). The goal of SSS is to increase the college retention and graduation rates of its participants.
NEA Grants for Arts	ACES	Federal	\$50,000	Funding to support Murals in all 3 counties.
NC DOT ('25-'26)	Section 5310	State	\$60,000	This program provides transportation funding through COLTS, HARTS, and CTN for students with disabilities to access transportation to training.

Approve Accreditation Body Change (Institutional Advancement)

Session Law 2023-132

In 2023, the North Carolina General Assembly passed legislation prohibiting UNC constituent institutions and North Carolina community colleges from receiving accreditation by an accrediting agency for consecutive accreditation cycles. Under this new law, colleges and universities must pursue a change in accreditors as their current accreditation cycles come to an end in the coming years.

If the community college is not granted candidacy status by any regional accrediting agency different from its current accrediting agency at least three years before the expiration of its current accreditation, the community college may remain with its current accrediting agency for an additional accreditation cycle.

SACSCOC

CCCC was accredited by the North Carolina State Board of Education in 1970, by the Southern Association of Colleges and Schools (SACSCOC) in 1972 and reaffirmed in 1976, 1987, 1997, 2008, and 2018. In 2023, CCCC submitted a 5-year interim report with no findings to SACSCOC. CCCC is due to submit their application for re-accreditation in early 2027 for a 2028 reaffirmation.

The Higher Learning Commission

The Higher Learning Commission (HLC) is an independent corporation that was founded in 1895 as one of seven regional accreditors in the United States. HLC accredits degree-granting postsecondary educational institutions in the United States. HLC is an institutional accreditor, accrediting the institution as a whole (rather than program-specific accreditation).

CCCC requests to apply to HLC for the upcoming accreditation cycle for the following reasons:

1. **Accelerated Process:** HLC offers an accelerated process for institutions already accredited by another approved accrediting body.
2. **Alignment of Standards:** Based on initial research, CCCC believes that HLC's Criteria for Accreditation provide a sound guide for the college both in academics and operations, and are similar in nature to SASCSCOC's Standard of Accreditation.
3. **Learning Opportunities:** HLC offers a wide-variety of HLC-sponsored workshops, webinars, and multi-year cohort academies that allow for ample learning opportunities.
4. **Broadened Peer Evaluation:** The HLC "Peer Corps" allows for CCCC faculty/staff to provide evaluation services for sister institutions. This will let CCCC interact with a new, diverse group of institutions and broaden CCCC's continuous improvement opportunities.
5. **Collaboration and Due Process:** CCCC was impressed by HLC's dedication to collaboration and commitment to due process during the annual HLC conference.

United States Department of Education: Approval

CCCC is asking for Board approval to submit the attached letter to the United States Department of Education (USED) demonstrating reasonable cause to switch to the HLC in our next

accrediting cycle. Upon approval from USED, CCCC can submit an application to the HLC for accreditation through their accelerated process for currently accredited institutions.

PROPOSED LETTER:

Dear Office of Federal Student Aid:

Central Carolina Community College (CCCC) is requesting permission from FSA to change our primary institutional accrediting agency from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), which is set to expire in 2028, to the Higher Learning Commission (HLC). CCCC believes that this change is both voluntary and in the best interest of our institution.

History with Present and Past Accreditation Compliance

CCCC maintains a robust track record of compliance with both current institutional and programmatic accrediting standards. Since initially obtaining SACSCOC accreditation in 1972, the college has consistently maintained its accreditation status. The most recent reaffirmation occurred in 2018, with the SACSCOC Board of Trustees renewing the institution's accreditation without requiring additional reporting. Moreover, in 2023, CCCC submitted its Fifth-Year Interim Review and QEP Impact Report to SACSCOC, both of which were accepted without the need for further reporting. This demonstrates ongoing adherence to accreditation standards since the last reaffirmation. Additionally, SACSCOC conducted an off-campus instructional site visit in September 2023, with the Board of Trustees voting to continue accreditation for off-campus instructional sites. This on-site visit was a recent in-depth and in-person review that showcases CCCC's dedication to quality and compliance.

In addition to compliance with SACSCOC standards, CCCC holds accreditation for six programs by third-party agencies recognized by the U.S. Department of Education. These programs, including Dental Assisting, Dental Hygiene, Medical Assisting, Medical Sonography, Veterinary Medical Technology, and Physical Therapist Assistant, undergo cyclical reviews every 6 -10 years by discipline-specific national organizations. These are as follows:

- **Dental Assisting and Dental Hygiene Technology:** Fully accredited and in good standing with the Commission on Dental Accreditation (CODA).
- **Medical Assisting Technology:** Fully accredited and in good standing with the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board (MAERB).
- **Medical Sonography Technology:** Fully accredited and in good standing with CAAHEP upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).
- **Veterinary Medical Technology:** Fully accredited and in good standing with the Committee on Veterinary Technician and Educational Activities (CVTEA) of the American Veterinary Medical Association (AVMA).
- **Physical Therapist Assistant Technology (starting Fall 2024):** Granted candidacy status by the Commission on Accreditation in Physical Therapy Education (CAPTE).

Financial History

CCCC is a member institution of the North Carolina Community College System. The North Carolina Office of the State Auditor audits North Carolina colleges and universities to review for compliance,

including financial aid programs, under the Single Audit Act of 1984, as amended in 1996, and by the provisions stipulated in 2 CFR Part 200 Subpart F. Single Audit Reports for the state of North Carolina for 2021, 2022, and 2023 reveal that CCCC is not on the list of audit findings. In addition, the NC Office of the State Auditor conducts financial statement audits for CCCC on a biennial basis. Financial statement audit reports for the past three audits (2022, 2020, and 2018) are provided. CCCC received no findings in these audits. The college has a clean audit history, and a review of audit reports for the past ten years confirms that no infractions or exceptions were noted in that time period. CCCC has not had any fines or monies owed in connection with program or fiscal audits.

As evidenced by the annual single audit reports and the biennial financial statement audits above, CCCC is in a strong financial position and has a strong history of doing well financially. HLC has rigorous financial standards, which includes Criterion 5 Institutional Effectiveness, Resources, and Planning. Core Component 5.B of Criterion 5 holds its member institutions to a rigorous standard concerning their budgeting and financial monitoring processes that ensure that the institution has the financial means to achieve its educational purposes. Core Component 5.C of Criterion 5 ensures that member institutions have the financial means available to allocate resources so that the institution can achieve its mission. CCCC's strong financial history aligns well with HLC's rigorous financial standards.

Reasons for Request to Change

CCCC has a strong history of providing quality education for our students. CCCC's vision is "exceptional learning for all" and our mission is to "foster individual, community, and economic development through transformative lifelong learning." In order to provide exceptional learning for all, CCCC is always seeking ways to strengthen the quality of our institution. CCCC believes that HLC's Criteria for Accreditation provides a sound guide for the college both in academics and operations.

Specifically, CCCC highlights the following HLC-unique opportunities for institutional growth:

Workshops, Webinars, and Multi-Year Cohort-Based Academies: HLC provides a diverse array of learning opportunities, including workshops, webinars, and multi-year cohort-based academies. Led by experienced practitioners, these academies offer guidance on addressing critical areas of concern in higher education, such as the assessment of student learning and success. Through in-person and virtual events, expert guidance, and networking opportunities, HLC's learning academies provide invaluable support for institutional improvement—an offering currently unavailable under SACSCOC.

Opportunities in HLC's Peer Corps: HLC extends opportunities for institutional personnel to join its Peer Corps as peer reviewers. Serving as evaluators is an opportunity for deep, hands-on professional development contributing significantly to CCCC's continuous improvement journey. Participation in HLC's Peer Corps promises exposure to new and diverse institutions and broadened opportunities for innovation and enhancement of institutional practices.

Alignment of HLC's Criterion and CCCC's Mission

CCCC also seeks to transition from SACSCOC to HLC due to the strong alignment of HLC's standards with CCCC's mission.

Equity Focus: HLC places a strong emphasis on equity, considering it pivotal in accreditation and quality assurance. This focus resonates deeply with CCCC's commitment to equity, as outlined in Goal 5 of our strategic plan. Under this goal, CCCC aims to identify and mitigate institutional access barriers, particularly for underserved populations, while also addressing retention and completion rate gaps. Such objectives harmonize with HLC's dedication to fostering equity across all levels of an institution and its accreditor.

Civic Engagement Opportunities: The service area of CCCC encompasses a diverse array of employment opportunities, including several international industries. In light of this, aligning with HLC's Core Requirement 1.C. is of paramount importance. This standard emphasizes the provision of opportunities for civic engagement in a multicultural and globally connected society, which resonates deeply with the institution's mission and the community CCCC serves. Strengthening alignment with this standard will not only enhance student learning outcomes, but also empower students for success within the workforce and the community.

Partners for Transformation Initiative: Additionally, HLC's initiative, Partners for Transformation, reflects a shared vision with CCCC. This task force, established in 2017, is committed to redefining accreditation in the 21st century, with a focus on student-centric approaches and enhanced coordination among regulatory bodies. Collaborating with an accreditor that prioritizes student-focused accreditation and streamlining processes resonates deeply with CCCC's commitment to optimizing resource allocation and enhancing the overall educational experience for our students. CCCC appreciates an accrediting body that shows marked dedication to continuous improvement.

Communications with HLC

Outreach to Accrediting Agencies: In response to the decision by the North Carolina General Assembly in 2023, the North Carolina Community College System Office contacted various institutional accrediting agencies to explore membership options for North Carolina community colleges. HLC responded positively, expressing willingness to accept any North Carolina community college into its membership.

Attendance at HLC Conference (April 2024): CCCC's accreditation liaison attended HLC's annual conference in April 2024. During the conference, the liaison participated in sessions regarding the process of changing institutional accreditation agencies to HLC, as well as sessions focusing on HLC's Criteria of Accreditation and its policies and procedures. CCCC was impressed by HLC's dedication to collaboration, commitment to due process, and focus on continuous improvement, which resonates with CCCC's own mission.

Authorization by Board of Trustees

Based on the positive assessment of HLC's standards and practices, CCCC's Board of Trustees voted to authorize the submission of a letter to the United States Department of Education requesting a change in accrediting bodies on May 22, 2024. [proposed language pending Board approval] The Board shares in CCCC's belief that transitioning to HLC will enhance institutional quality and align closely with its mission and objectives.

Sincerely,

Meghan Brown

Vice President of Advancement, Operations, and Government Relations/SACSCOC Liaison

SACSCOC Correspondence (Jan 1 - April 24, 2024) (Institutional Advancement)

February:

- Harnett Early College: CCCC received notification of approval of Harnett County Early College as an off-campus instructional site at its new location
- Certificate in Criminal Justice Administration: CCCC received notice of approval for closure of the certificate.



Updates for

MARKETING AND EXTERNAL RELATIONS

Continued implementation and optimization of a Google search campaign

- Comparing performance year-over-year, impressions are up 232%, clicks are up 114%, and cost per click is down 25%.
- The additional ad groups/ad keywords contributed to the decrease in costs, which in turn, helped increase impressions and clicks.
- The click-through rate (CTR) is very strong at over 30%.
- Compared to last year, the Pittsboro area saw a 645% increase in impressions and clicks.
- Mobile devices account for 59% of the clicks.



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Implemented an integrated digital/social media and print marketing campaign to promote the NEXT NC Scholarship

- The digital/social media campaign resulted in a reach of over 60,000 and 1,731 clicks to the NEXT NC page on the college's website (during March 2024). This campaign will continue through the summer.
- Developed an electronic flyer for distribution throughout the area high schools and in messaging to prospective students and parents.
- Distributed a printed postcard with NEXT NC information to all area high school students.
- Created posters and table tents to increase awareness of the scholarship opportunity.



If you're eligible, you'll receive the Next NC Scholarship at CCCC. There are no additional forms to fill out once you complete the FAFSA at fafsa.gov. The Next NC Scholarship priority filing date is August 15, 2024 for CCCC, but get started soon. We look forward to being YOUR college!



To receive the NEXT NC Scholarship, you must be:

- 1 A North Carolina resident who is eligible for in-state tuition
- 2 A high school graduate (high school equivalency completers are eligible)
- 3 From a household with an annual Adjusted Gross Income (AGI) of **\$80,000 or less**
- 4 Enrolled in an eligible undergraduate curriculum program for the **2024 – 2025 academic year**
- 5 Taking at least **6 credit hours** per semester (part-time students will receive a partial award)
- 6 Meeting the Satisfactory Academic Progress standards of the school you plan to attend
- 7 A student who has completed the 2024-2025 FAFSA, with a resulting Student Aid Index (SAI) **at or below 7,500** (once complete, the financial aid office will determine and confirm eligibility)

Completed a series of career community videos (working with an external company)

- [Applied Technologies](#)
- [Arts](#)
- [Business Technologies](#)
- [Health Sciences](#)
- [Professional Services](#)
- [Public Safety](#)
- [STEM](#)



Promoted summer offerings, including youth camps and classes. Additional emphasis has been placed on attracting visiting students for summer classes.

EARN COLLEGE CREDITS THIS SUMMER AT CCCC

Explore a diverse range of classes tailored for visiting students. Many classes are available online. Summer terms start **MAY 20** and **JUNE 10**.

CLASSES OFFERED INCLUDE:

- MAT171** (equivalent to MAT110P)
- BIO168** (equivalent to BIOL252)
- SPA211** (equivalent to SPA203)
- HIS131** (equivalent to HIS127)
- HUM150** (equivalent to WGST101)

www.cccc.edu |

Scan the QR code for more information or visit www.cccc.edu/summer-camps

Transfer Courses for Visiting Students

For students who are currently attending college elsewhere and wish to transfer credits to CCCC, please contact the Registrar's Office at (813) 881-1234. For more information, visit www.cccc.edu/transfer.

Starting May 20th

COURSE	NUMBER	SECTION	DAY	TIME	INSTRUCTOR	STATUS
BIOL101	101	001	MON	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	002	TUE	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	003	WED	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	004	THU	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	005	FRI	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	006	SAT	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	007	SUN	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	008	MON	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	009	TUE	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	010	WED	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	011	THU	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	012	FRI	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	013	SAT	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	014	SUN	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	015	MON	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	016	TUE	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	017	WED	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	018	THU	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	019	FRI	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	020	SAT	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	021	SUN	9:00 AM	DR. J. SMITH	OPEN
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BIOL101	101	029	MON	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	030	TUE	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	031	WED	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	032	THU	9:00 AM	DR. J. SMITH	OPEN
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BIOL101	101	034	SAT	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	035	SUN	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	036	MON	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	037	TUE	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	038	WED	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	039	THU	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	040	FRI	9:00 AM	DR. J. SMITH	OPEN
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BIOL101	101	043	MON	9:00 AM	DR. J. SMITH	OPEN
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BIOL101	101	074	THU	9:00 AM	DR. J. SMITH	OPEN
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BIOL101	101	076	SAT	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	077	SUN	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	078	MON	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	079	TUE	9:00 AM	DR. J. SMITH	OPEN
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BIOL101	101	081	THU	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	082	FRI	9:00 AM	DR. J. SMITH	OPEN
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BIOL101	101	092	MON	9:00 AM	DR. J. SMITH	OPEN
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BIOL101	101	097	SAT	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	098	SUN	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	099	MON	9:00 AM	DR. J. SMITH	OPEN
BIOL101	101	100	TUE	9:00 AM	DR. J. SMITH	OPEN

Central Carolina Community College
April 5 at 2:15 PM

REGISTRATION UNDER WAY FOR CCCC SUMMER YOUTH CAMPS

Central Carolina Community College offers a variety of summer camps for youth. These include: Dental Health Summer Camp, Junior Chef Baking Camp, Junior Chef Cooking Camp, Kids Cooking Camp, LEAP (Learning Entrepreneurship through Action and Play), Men's Basketball Camp, Podcasting Summer Camp, STEM Academy: Junior Forensics Camp, and STEM Academy: Race Car Technology Camp. To learn more or to register, visit www.cccc.edu/summer-camps.

SUMMER CAMP

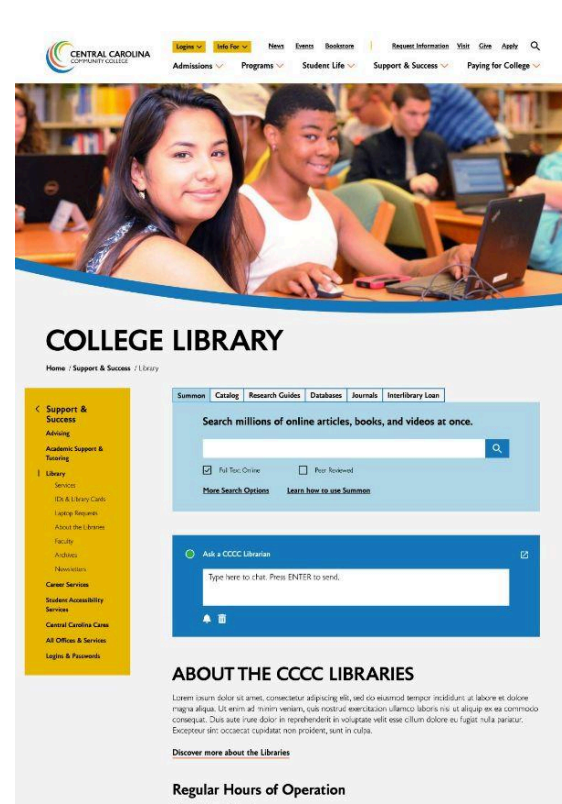
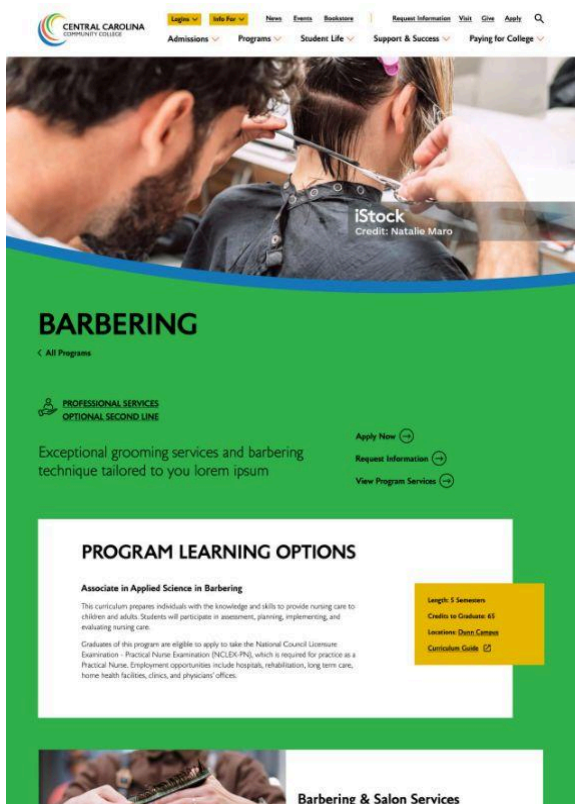
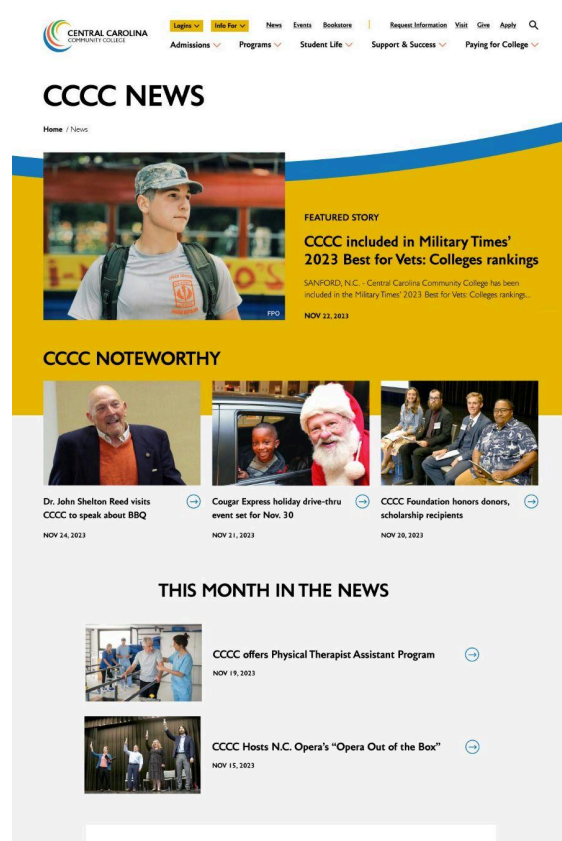
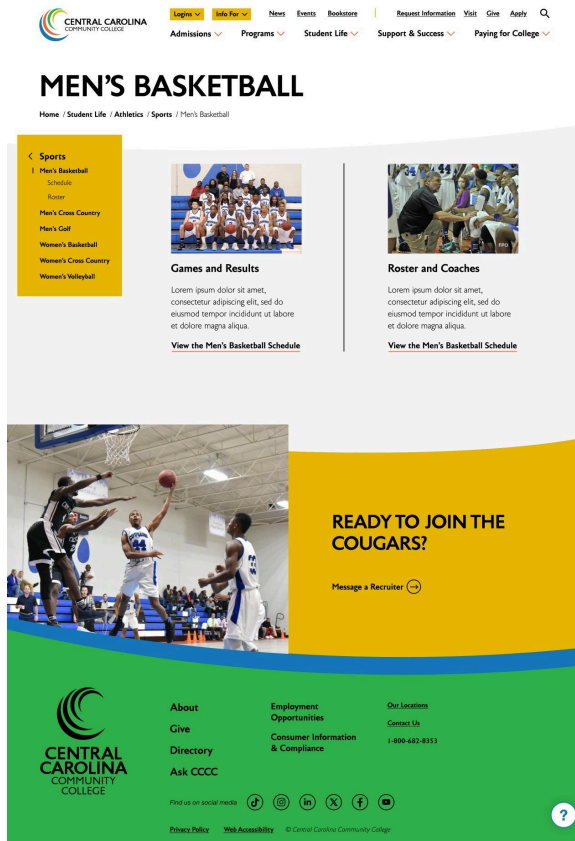
www.cccc.edu/summer-camps

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

- Development of the new website homepage



- Development of the new website internal pages



- Content review of the existing site is well underway. As part of this process, over 500 web pages are being reviewed, updated, and/or developed.
- Usability testing on the new site was conducted in February. When asked about their first impressions of the new site prototype, users replied with overwhelmingly positive feedback. Additionally, users reported that the finder usability was intuitive, program pages were well received, and the directory functionality and information given was helpful. Testers mentioned that the site “exceeded expectations” regarding layout and content. The testing also found some notable places for improvement. Adjustments are being made to the site based on that collective feedback.
- Development of the new site will be completed by late June. The website is expected to launch during the fall semester.
- The new site will heavily utilize fresh, engaging photography. The college is presently working on acquiring a broad range of new photography assets to use on the site.

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

- CCCC has 14,811 Facebook followers as of April 18. Over the last 28 days, the CCCC Facebook page reach was 38,143 with a post engagement of 6,306.
- The CCCC Twitter page has 2,530 followers as of April 18. Tweet impressions totaled 6,800 for the past 28-day time period. The college’s Instagram and LinkedIn pages continue to grow.



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, celebrations, community events, conferences, debates, dinners, entertainment shows, expos, film screenings, holiday events, graduations, luncheons, meetings, orientations, panel discussions, presentations, quinceaneras, retreats, reunions, trainings, weddings, workshops, and more!
- The previous three months included: 42 events in January 2024, 71 events in February 2024, and 47 events in March 2024.
- The Civic & Conference Center recently received a donation of office contents and furnishings. A new small business “incubator”—with a goal of establishing a rented office or corporate landing space for the day, week, or possibly longer—is presently under development.



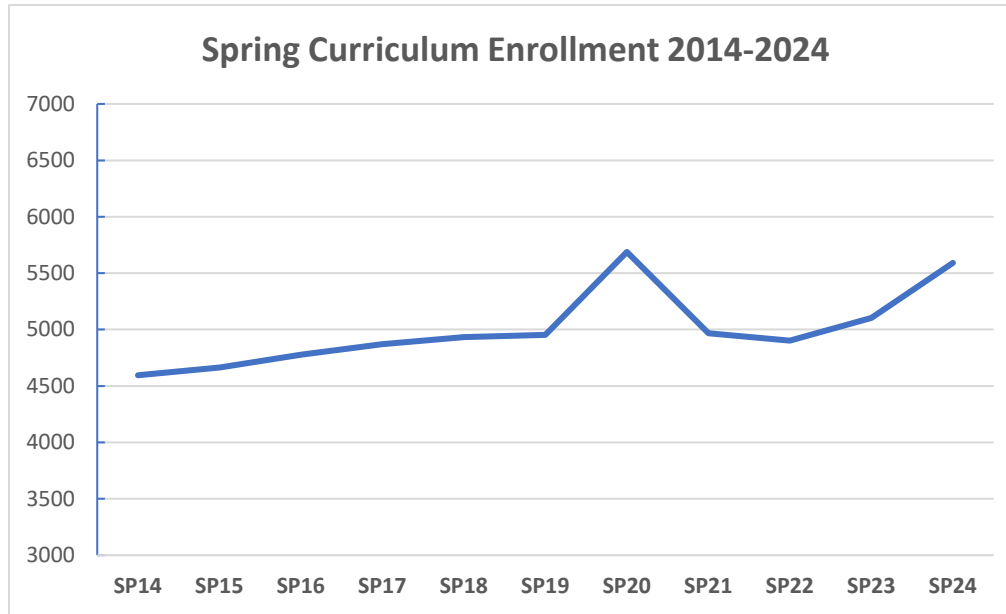
Onboarding and Advising Updates

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)

May 2024 Board of Trustees Report

Student Records and Registrar's Office

Spring 2024 Enrollment



Curriculum headcount for SP24 is 9.3% higher than SP23 and 12.2% higher than SP22.

Our enrollment is still heavily dependent on dual enrollment (approximately 42%).

Enrollment by credential/student type/location

<i>Spring 2024</i>	Enrollment	Highest enrolled
Associate degree	2683	AA, AS, Nursing, Business
Diploma	207	Nursing, Dental Assisting, Motorcycle
Certificate	167	BLET, Esthetics, Welding
Early College	303	AA, AS, Bioprocessing
Career and College Promise	2010	College Transfer Pathway, Nurse Aide, Criminal Justice, Business

Comparison of enrollment trends across North Carolina

<i>Since 2013...</i>	NC Community College System	Central Carolina Community College
Overall fall enrollment	-8.02%	+18.6%
Fall dual Enrollment	+231.8%	+362.4%
Fall non-dual enrollment	-28.6%	-23.2%

Enrollment and Outreach

- We are actively pursuing a System Office grant to increase outreach and marketing around Next NC, which is the state's effort to simplify the college aid process for families making less than \$80K per year.
- We continue to expand the use of Slate to personalize the onboarding experience for students and enhance internal processes. Students, for example, see their own personalized webpage once they apply.
- We offered the Red-Carpet Registration in our area high schools for the third year in a row; we offered personalized, on-location registration, advising, and financial assistance for high school seniors in 12 different locations. In spring 2024, we met with nearly 350 students to facilitate their application and enrollment processes and were able to register more than 200 of them during the RCR events.
- We piloted a communication campaign with Harnett County high school seniors and their families this spring. We are actively looking to expand this work to Chatham and Lee Counties this fall.
- NC Reconnect (focused on outreach efforts to adult students) has served nearly 400 students since fall 2021.
- For programs that are capped by space limitations, we have changed from a Competitive Admissions model to a "Limited Enrollment Programs" model. This is a more transparent and equitable way of admitting qualified students.

New Student Orientation

- Online New Student Orientation (New2CCCC) was launched in Summer 2023. As of mid-April, nearly 1700 students have completed Online NSO for fall and spring entering new students.
- We are currently collaborating with Continuing Education to build a version of Online NSO for students taking continuing education classes and developing an in-person session.

Summer Bridge Pilot Program - Summer 2024

- The Summer Bridge Program is designed to meet the specific needs of diverse student populations. The pilot program will be offered as a hybrid model that offers tailored support to historically underserved student populations in higher education, including individuals from low-income and first-generation backgrounds. By prioritizing these groups, the program directly addresses the pressing need for equitable access and support within the college transition process.

Academic Advising and Transfer

- Faculty have provided information about their alma maters to create a transfer network for CCCC students. This is particularly important for first generation students who may have little to no knowledge about transferring to four-year institutions.

- Enhanced transfer agreements have been formally signed with Campbell University and Methodist University. Effective in fall 2024, we will launch a special transfer agreement between CCCC's Veterinary Technology program and Appalachian State University's Veterinary Technology program. Additional agreements are active with UNC-CH, NC State, UNCW, Lees-McRae, NC Wesleyan, ECU, WGU, and UNCG.
- We continue to explore advising mechanisms to allow more students to use continuing education courses to receive curriculum credit.
- Some staff have been given additional responsibilities regarding the support of specific populations, including College and Career Readiness, minority males, and students supported by Juntos programming.

Ombudsman/Student Advocate

- While we have had an individual operating in an ombudsman role, we have not formally and widely promoted it to students. We now have an Ombudsman website and email established, and have shared this on course syllabi, in Slate, and have added it to New Student Orientation programming. Students may reach out who need extra assistance.

Institutional Research (IR)

- IR has received nearly 50 data requests this quarter.
- The Enrolled Student Satisfaction Survey has been completed. Nearly every office and service on campus had a satisfaction of 90% or above.

NEW YEAR, NEW TOOLS!

EMBRACE THE FUTURE WITH SOME OF CCCC'S NEWEST TECHNOLOGY

SLATE

Customized Student Success Hub

Students can easily access their advisor, Education Navigator, schedule, and other resources through a customized webpage.



Hi, Emma!

CHATBOT

2000+ Conversations since Summer 2023

Conversations include topics from Financial Aid, Orientation, and the Student Records & Registrar's Office





Event Registration with Automated Communications

Streamline your events, visits, and more with Slate! Easily monitor registrations and other crucial details, all in one location.

Able to Converse in over 100 Languages

With a chatbot that can respond in 100 languages, language barriers are lowered!



Robust Communication Options

Email, text or call students through slate and take advantage of communication tracking.



24-hour per Day Availability Seven Days a Week

College closed? No problem! Charlee Chatbot can help answer our students questions any time of day all year long.





Other technology innovations include:

Onboarding and Advising

Submitted by: Scott Byington

- A single sign-on experience is on the horizon, slated for full implementation by the end of May. This simplifies the technology management for students, staff, and faculty.
- Beginning in May, CCCC will transition away from using QLess (digital queue management system) to Waitwell, which is a more robust technology that will allow for greater reporting and cost savings to the college. Furthermore, the new platform will extend its usability to other campus departments, enabling robust data collection to improve student service strategies.

Title III/Navigate

- A professional development day featured John Formica, a seasoned expert in customer service with over 30 years of experience, including work with Fortune 500 companies nationwide. His presentation focused on enhancing the student experience to drive enrollment, retention, and graduation success.
- Signage improvements across campus are under consideration to better guide students to service locations. Notably, sandwich board signage has been placed outside key offices like the Business Office, Financial Aid, and Records & Registrar, facilitating easy identification upon entering the courtyard. Additionally, new hallway signage in Marchant will assist in directing students and guests to classrooms and essential offices. The aim is to improve navigation for all visitors to the building and expand this initiative campus-wide.
- Progress on the CFNC application includes the development of career communities, which will streamline program selection through dropdown features. By categorizing programs based on career communities, students will be presented with a more manageable list of choices.
- Strategic considerations are ongoing regarding the utilization of the CRM system for college marketing and communication plans.

Athletics, Spring 2024

With all sports and our 23-24 seasons at an end, we are excited about all the accomplishments and the recruiting moving forward into the 24-25 athletic seasons.

Women's Volleyball

Our new Head Coach is Mrs. Chandler Patterson-Ellis. She is a current educator at Lee County High School and has a good connection with volleyball and prospective players with her coaching a local club team. With 5 returners coming back along with 5 commitments already, things are looking very promising for the Lady Cougars. They will be starting off-season workouts in May, moving through the summer. The volleyball program has a big following based on many local ladies brought in from former Coach Dal Langston.

One highly sought-after incoming freshman will be McKenze Boyte from Grace Christian School. She will be a great addition and exciting to watch.

The volleyball team will be having summer camps this coming summer.

Men & Women's Cross Country

Coach Briggs looks to improve from the finish at regionals from this past season. Recruiting has started early with one young man from Harnett Central High School committing recently. Coach Briggs and Coach Haney are excited to get back to work with the team and to get more numbers in the program. The team will have 4 men returners from last season.

Men's Basketball

Finishing their first season in school history at the D2 level, the Cougars won 14 games losing 8 games by 3 or less points. The Cougars were in the hunt for a top 4 finish coming down the stretch of the season, before having a couple injuries.

We had a second team All-Region player in Jesse Mitchell, who also scored 493 total points on the season as a freshman.

The cougars are loaded with local talent who also present a big following from the community and make an exciting atmosphere on game night.

The cougars also were in the community several times during the season, with the 2 biggest being both the Sanford parade and Broadway parade. The Cougars were very active in fundraising this past summer, raising around \$14,000 with a partnership with UNC Football, working at all their home games this past fall.

We have already gotten 5 commitments early in this recruiting season. Several have reached out from other JUCO and 4 year schools wanting to potentially be a part of the program.

I am very excited about moving into this upcoming season with the momentum created from this past season.

We also held our first annual Cougar Classic this past season, which was fantastic. It raised around \$2,000, having a packed house all weekend with the partnership of Fayetteville Tech. We look forward to making it bigger and better each year.

We had 19 student-athletes to be awarded Academic All-Region this past year. To get this award the student-athlete has to have a GPA of 3.0 or higher along with completing a minimum of 12 credit hours.

The sports complex completion is getting closer, and it is projected to be finished around June of 2025.

With the help of Emily Hare and the Foundation, we launched our Cougar Blue Booster Club this past year. This gives the community a big chance to support all athletics here, while giving the student-athletes a chance to be connected with the public. We have several donors currently, while looking to add more every week.

Our annual sports banquet is coming up on April 27th at the Civic Center. Parents of the student-athletes are invited. We are excited about getting everyone together to conclude all the accomplishments from this past season.

Financial Aid, Spring 2024

2023-2024 To Date Totals

Total FAFSA's Rec'd for 2023-2024: 5,177

Students Awarded Federal/State Aid: 2,877

Total Federal/State Aid Disbursed: \$6,704,506

Veterans Affairs

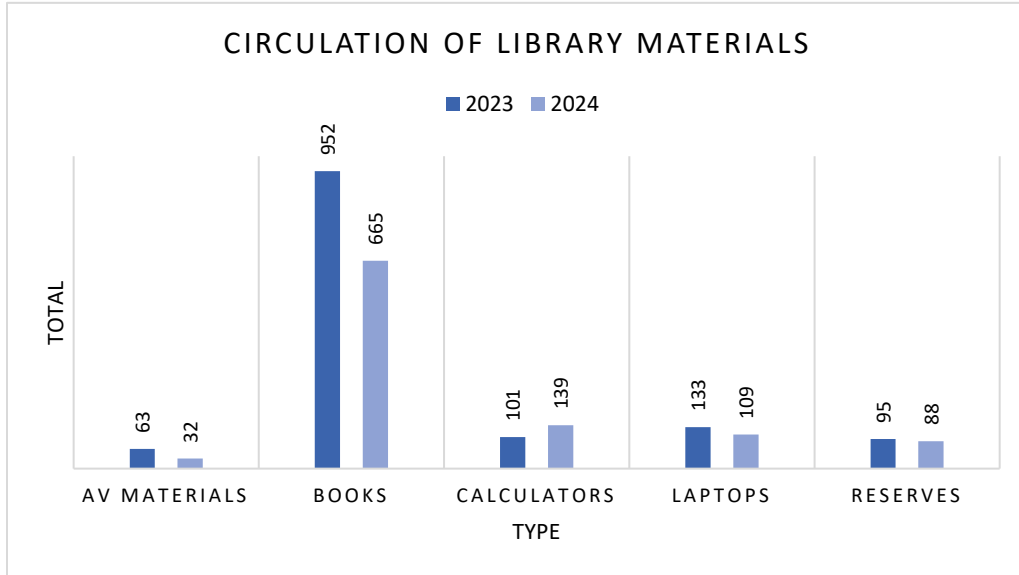
Spring 2024 was a good semester for Veterans Affairs. We had over 300 Military Affiliated Students enrolled here @ CCCC. Between Fall 2023 and Spring 2024 there will be over 40 who will complete their program of study. We already have more than 100 enrolled in classes for the Summer term.

In February, we had a Veterans Affairs site visit where there were 0 findings and we were found to be in compliance. The VA representative doing the visit was very complimentary of the way the documentation was kept to keep us in compliance with the VA.

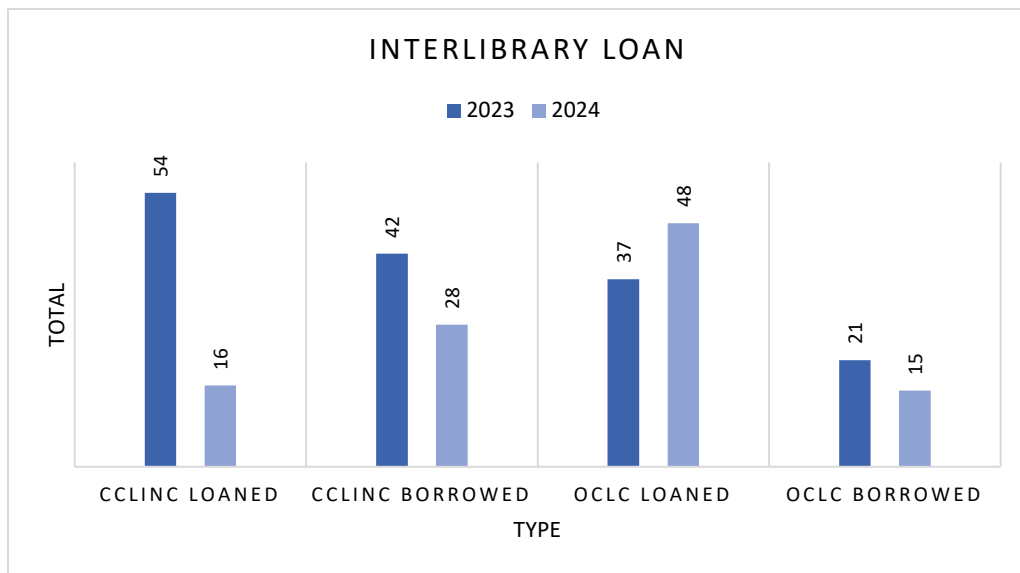
In March, it was announced that CCCC was designated as a Military Friendly School with a Gold status for the second year in a row. This year CCCC was also designated as a Military Spouse Friendly School. To receive both of these honors shows that we are doing the right things to take care of not only the Veterans but all Military Affiliated Students.

Library, Spring 2024

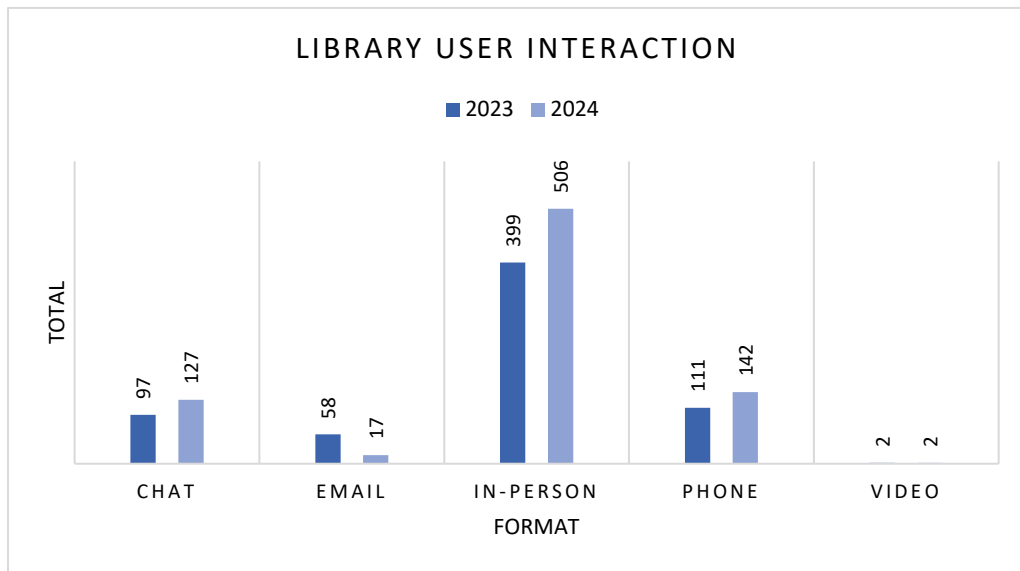
Library Usage Report: Spring 2024
January – March



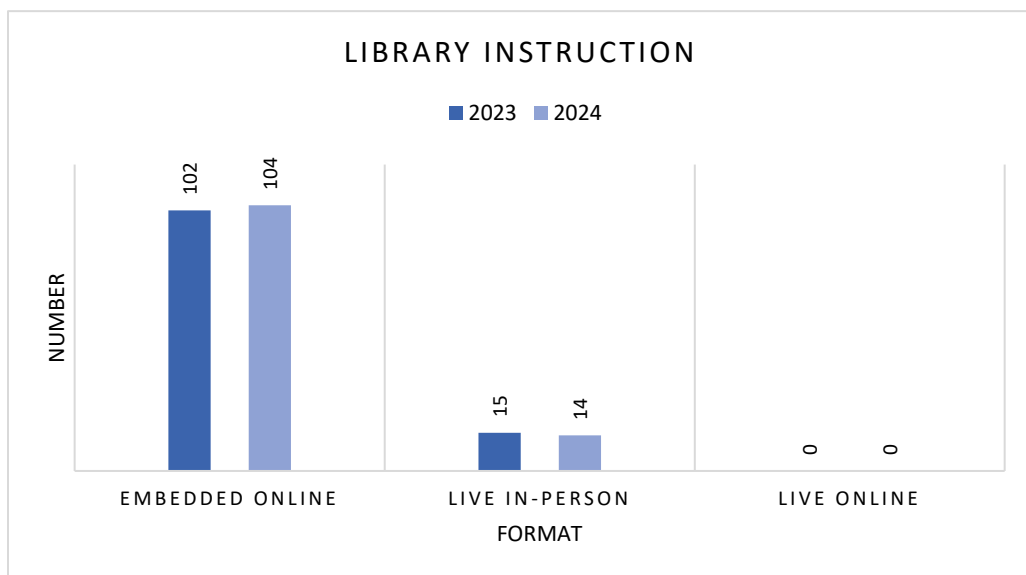
With the continual rise in popularity of streaming services, the circulation of audiovisual materials continues to decline. Additionally, physical book circulation has **decreased by 30%**, prompting the addition of an extra digital consortium to library holdings. This expansion aims to provide access to eBooks and audiobooks. Overall, circulation numbers have **decreased by 23%** year-over-year. Conversely, the circulation of technology devices such as laptops and calculators has **increased by 6%** over the same period.



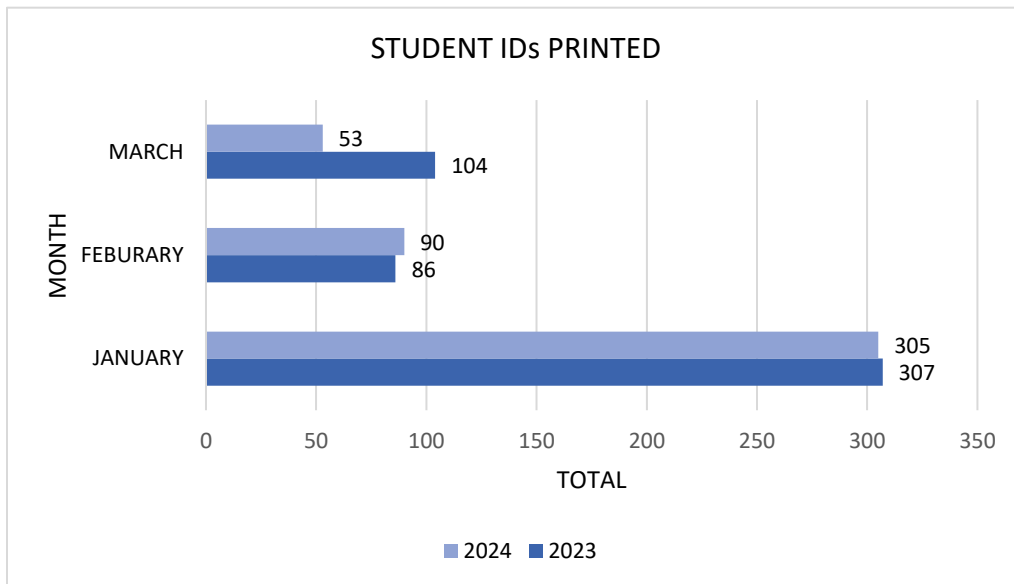
Interlibrary loan services experienced a significant decline overall. Year-over-year, there was a **31% decrease** in the total materials loaned through interlibrary loan. Concurrently, resource sharing through CCLINC **decreased by 54%** during the same period. The most significant portion of this decline can be attributed to the migration of 24 community college libraries within the CCLINC consortium to Evergreen, an alternative Integrated Library System (ILS). However, OCLC saw a slight increase in resources shared, **rising by 9%**. It's worth noting that CCLINC items are loaned to and borrowed from other NCCC Libraries, while OCLC items are loaned and borrowed worldwide from Non-NCCC Libraries.



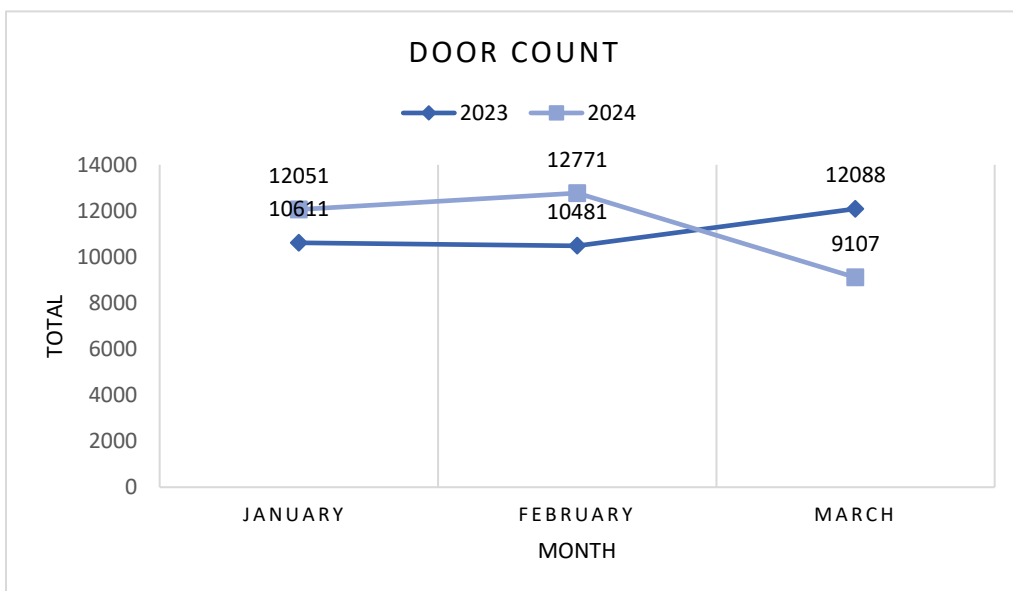
The total interactions with students **increase of 19%** year-over-year between January and March 2023 compared to the same period in 2024. Particularly, virtual reference (Chat) interactions **increased by 31%**, while email interactions saw a significant **decrease of 71%**. On the other hand, in-person interactions **increased by 27%**.



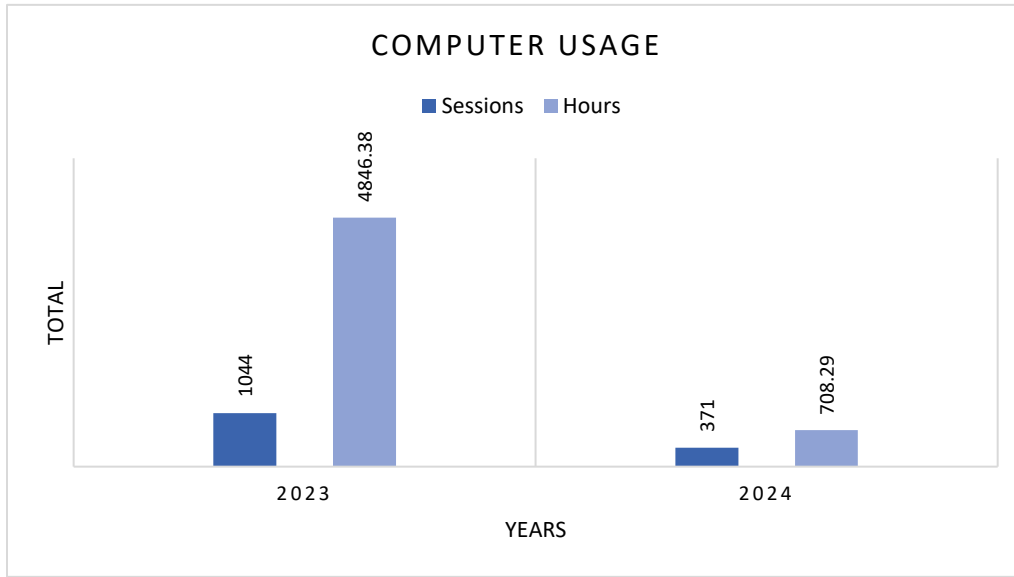
Library instruction remained stable during the months of January to March in both 2023 and 2024. Live, in-person instruction sessions **decreased by 7%**, while live online instruction remained unchanged. Embedded online courses experienced a slight **increase of 2%**. Embedded courses are tracked by semester and align with course offerings.



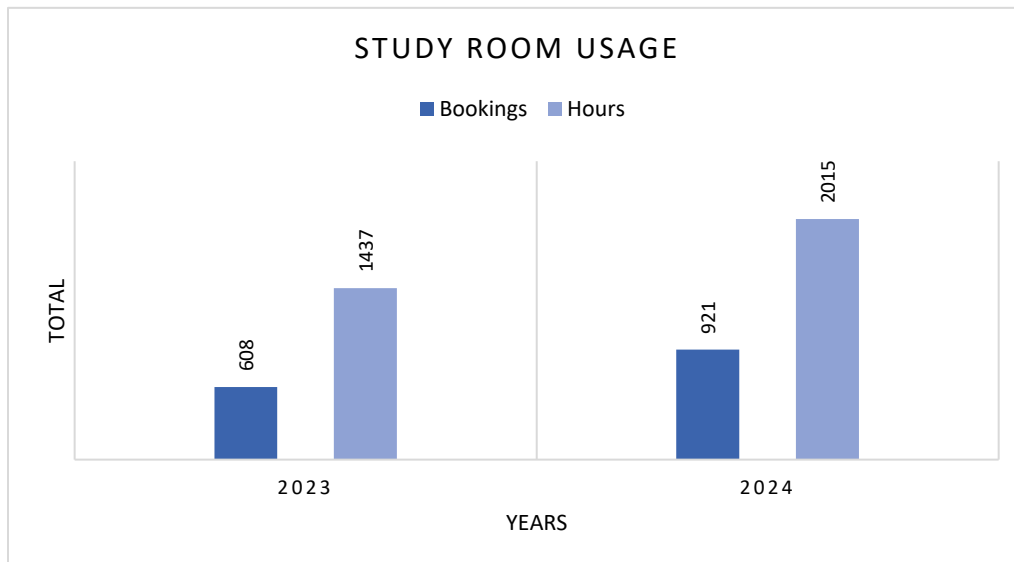
The total number of student ID cards printed **decreased by 10%** between January and March 2023 compared to the same period in 2024.



The door count **increased by 2%** compared to the previous year. However, there was a **25% decrease** in traffic between March 2023 and March 2024.



Public access computer usage declined between January and March 2023 compared to the same period in 2024 at both the LMC Library and the HMC Library. However, this usage data does not encompass the CMC Library. The total number of login sessions **decreased by 64%**, and the total number of login hours **decreased by 85%**. A portion of this decline may be attributed to ongoing printer issues and increased use of personal laptops and study rooms.



There was an uptick in Study Room bookings from January to March 2023 to the same period in 2024. The total number of bookings **increased by 51%**, accompanied by a **40% increase** in the total number of hours booked.

Security, Spring 2024

Hired 1 Full Time Security Officer: Wade Genthe and 4 Part Time Security officers: Billy Rodgers, Christopher Smith, Russell Singer and George Blackmon. Genthe, Rodgers, Smith and Singer are retired Sanford Police Officers, and Blackmon a retired Department of Corrections Officer.

Attended 3 Active Shooter Drill Meetings in Chatham County to prepare for the Active Shooter Drill in May 2024.

In-House Security Update: The development and transition workgroup for the In-House proposal is comprised of VP Hoyle, Security Director Hunt, Attorney Jonathan White, and HR Coordinator Kelly Hall. Working collaboratively, the group revised/developed job descriptions for all part-time and full-time security positions. It was also determined that there was a critical need to establish a position of Assistant Security Director due to the size of our service area and the number of sites involved to ensure coverage in the Director's absence and to also provide prompt assistance to the Moore Center employees and its surrounding grounds. W.C. Genthe, formerly of our BLET program and a retired Captain of the Sanford Police Department with 30 years of experience, was hired for this position. His office is located in the Keller Health Sciences Building to afford more security support to the Moore Center.

The HR Office placed a staff posting on the website for part-time security officers and immediately received several applications. We, therefore, were able to hire 6 PT officers (all with law enforcement backgrounds) to cover the shifts that were presently vacant and not filled by Weiser Security.

Due to the response and the quality of applicants we received from our staff posting, our workgroup decided that an official start date of June 1st for all positions being In-House would be feasible and made this recommendation to Dr. Chapman. To ensure compliance with the required 60 day notice of cancellation in our contract with Weiser, a letter to them would need to be sent no later than April 1st.

Attorney Jonathan White drafted our letter of cancellation, we received approval and consent from Dr. Chapman, and it was sent to Weiser Security on March 25, 2024.

Alexis Green, Branch Manager at Weiser Security, responded with acknowledgement of receipt of our letter and pledged to continue services through the month of May. He also made a very brief phone call to Attorney White to reiterate his response of continued services.

The HR Office posted the two full-time officer positions and those postings close on April 22nd. Several good candidates have applied. Director Hunt and VP Hoyle will be going through the applications for screening and then hold interviews in the next two weeks.

Thus far, we have filled six PT positions, one FT position, and we will be filling the other two

FT positions in the next two weeks. The remaining fourteen PT positions will be filled by May 31st from our applicant pool of seventy-one candidates; we're therefore well on our way to being fully in-house for security on June 1st.

College Access

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 participants
 - Current enrollment: 88 Participants
- Through our expanded collaborative efforts with such community partners as,
 - Fort Liberty's Soldiers Support Center, the Veterans Treatment Court, and Veterans Bridge Home, we are feeling confident we will meet our funded to serve goal.

Program Updates:

Military Community Resource and Career Event:

Central Carolina Community College Veterans Upward Bound Program, and Workforce Development, along with Veterans Bridge Home and NCWorks, collaborated to host a Military Community Resource & Career Event the beginning of April. The event, held at the Dennis A. Wicker Civic & Conference Center, was an opportunity for the military community, encompassing veterans, active duty, reserve members, guard personnel, dependents, and spouses to actively engage and connect with employment opportunities, resources, and referral services. With over 45 vendors present, we were able to build and strengthen relationships with organizations that serve this distinct population and explore ways we can support each other in this important work.

We are excited to share that next year's Military Community Resource and Career Event has already been scheduled for April 17, 2025 with all the spaces at the Dennis A. Wicker Civic & Conference Center reserved to accommodate the expanded vendor list and services that will be

available. Expanded services for next year's event include, the Veterans Benefits Administration, Veterans Health Administration, and the National Cemetery Administration on site to meet individually with Veterans and their families.

Military Whole-Vet Career Transition Day:

We had the opportunity to participate in this year's Military Whole-Vet Career Transition Day in early April. Facilitated by Whole-Vet, in partnership with NC State, the event was a time to connect to those transitioning out of the military (potential participants), share information about CCCC's VUB Program, and deepen existing community partnerships/relationships.

Wake Tech Spring Open House:

In early April, VUB had the opportunity to participate in this year's Wake Tech Spring Open House. With over two hundred attendees, we were able to promote the VUB Program, create meaningful new connections with Wake Tech staff, faculty and local community partners, and further strengthen current relationships.

NC Works Veterans Resource Event:

NC Works Veteran Resource Fair & Hiring Event was facilitated in early April right here in Sanford. By participating in this outreach event, we were able to once again position CCCC and the VUB Program as a welcoming beacon of opportunities for Veterans, transitioning soldiers, and those military affiliated.

VUB Program Participant 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. All required VUB Refresher Courses have been scheduled for the 2024 academic year.

Academic Programs facilitated in VUB's 2nd quarter (Jan., Feb., March) included:

- Computer Literacy Refresher Course
- Foreign Language Refresher Course (Spanish)

Academic Programs currently scheduled for VUB's 3rd quarter (April, May, June):

- Laboratory Science Refresher Course
- ENG Composition 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.

Workshops facilitated in VUB's 2nd quarter (Jan., Feb., March) included:

- From Boots to Books: Time Management

- Financial Literacy: Goal Setting
- Wellness Event(s): *Virtual* Yoga Wellness session

VUB Workshops currently scheduled for VUB's 3rd quarter (April, May, June):

- From Boots to Books: Self-Advocacy: 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 skill of communicating in a professional manner while advocating for oneself. By learning ways to communicate effectively with their classmates, instructors, and college support staff, participants are better prepared for their post-secondary education journey and increase their chances of success.
- VUB Financial Literacy Workshop: Within these valuable workshops, devoted to improving participants' financial literacy, VUB participants have the opportunity to discover new methods for managing finances, including how to set financial goals and savings strategies.

CCCC's Military Affiliated Initiatives

April 2024

ASIST Training: CCCC and the Veterans Upward Bound Program are partnering with the Department of Veterans Affairs to offer ASIST training free of charge to the VUB team, various CCCC staff, and select community partners, including some community college partners. ASIST, a product of [LIVINGWORKS](#), is a suicide prevention training; all of their trainings are backed by research and evidenced based and has a structured curriculum. This two-day training, scheduled for June 26-27 at the Dennis A. Wicker Civic & Conference Center, provides participants with the opportunity to....

- Understand the ways personal and societal attitudes affect views on suicide and interventions
- Provide guidance and suicide first-aid to a person at risk in ways that meet their individual safety needs
- Identify the key elements of an effective suicide safety plan and the actions required to implement it
- Appreciate the value of improving and integrating suicide prevention resources in the community at large
- Recognize other important aspects of suicide prevention including life-promotion and self-care

Off Base Transition Training: VUB and CCCC's Human Resource Development programs are partnering with Antione Taylor, with [Serco](#), to facilitate the exciting OBTT opportunities. OBTT is employment-focused training provided FREE to Veterans, National Guard and Reserve members, and their spouses. CCCC is opening the trainings up to all students and those not

military affiliated so as to benefit the college as well. Attendees learn to identify their skills, how and where to market themselves, and how to create a resume, etc.. CCCC will facilitate the all-day trainings (8am to 5pm) once a quarter on the Harnett main campus and the Lee main campus.

Beginning Monday, May 6, and on July 1st, from 7:30 am to 5:00 pm at the Harnett Main Campus' Mirriello Building, sessions include:

- Your Next Move
 - Marketing yourself
 - Resume Essentials
 - Resume Writing Workshop

Beginning Thursday, May 9, and on July 11th from 7:30 am-5:00 pm at the Sanford Main Campus' Wilkinson Building, sessions include:

- Interview Skills
- LinkedIn Profiles
- LinkedIn Job Search
- Salary Negotiations

The signup sheet can be found here: <https://www.signupgenius.com/go/fayetteville-raleigh-multi-signup#/>

CCCC's Veteran support in action: CCCC cares about Veterans and those military affiliated! Resulting from a conversation that occurred one morning in the CCCC Military Affiliated Resource Center (the MARC) between the VUB staff and two CCCC Veteran students, the Central Carolina Community College Foundation, in partnership with the Veterans Upward Bound Program, recently purchased some new mats for the machining shop on the Lee Main Campus. The purchase of the new mats address some of the distinct physical classroom needs for Veteran students. In acknowledging and meeting the needs of Veteran students within the machining shop, CCCC has once again shown that we support our Veteran students and will continue to find ways to acknowledge their commitment, service, and sacrifices. Thank you to those who so generously support the CCCC Cares Foundation; your contributions effect lives every day!

Proposed Board of Trustees
2024-2025 Meeting Dates

Monday, August 19, 2024 / Committee Meetings / DAWCC Upstairs Boardroom / Virtual Option
Wednesday, August 21, 2024 / Board Meeting / DAWCC

Monday, October 21, 2024 / Committee Meetings / DAWCC Upstairs Boardroom / Virtual Option
Wednesday, October 22, 2024 / Board Meeting / Harnett Health Sciences Center

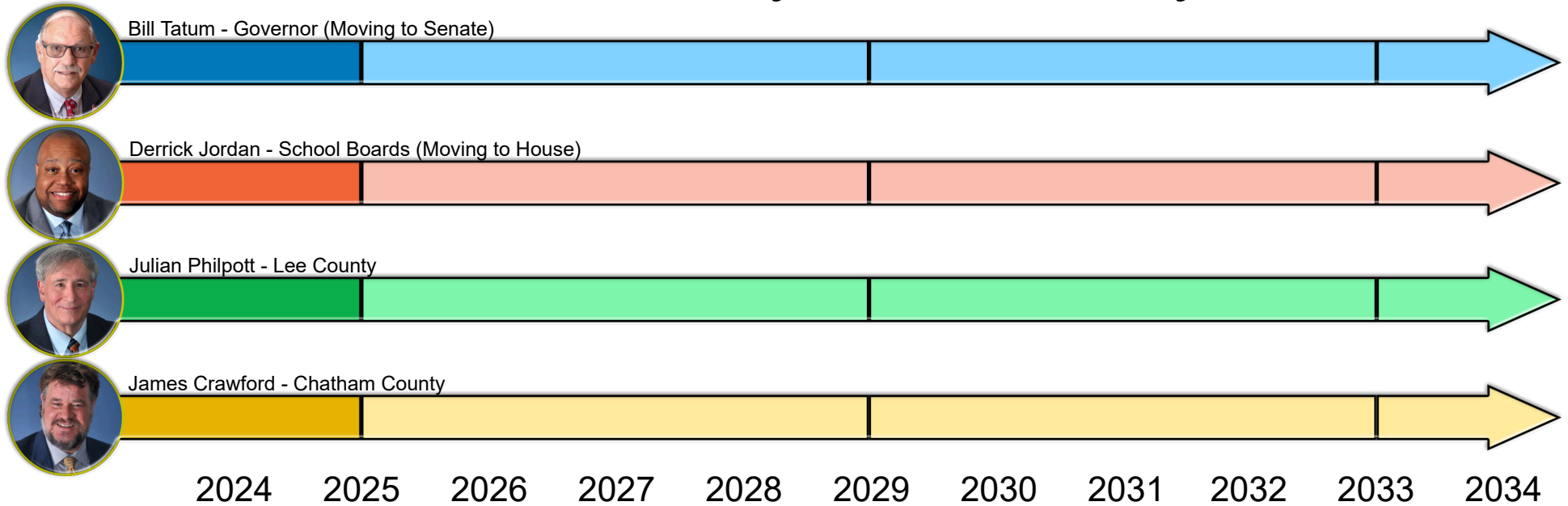
Monday, February 10, 2025 / Committee Meetings / DAWCC Upstairs Boardroom / Virtual
Option Wednesday, February 12, 2025 / Board Meeting / DAWCC

Monday, April 28, 2025 / Committee Meetings / DAWCC Upstairs Boardroom / Virtual Option
Wednesday, April 30, 2025 / Board Meeting / Holmes Room in the Chatham Library

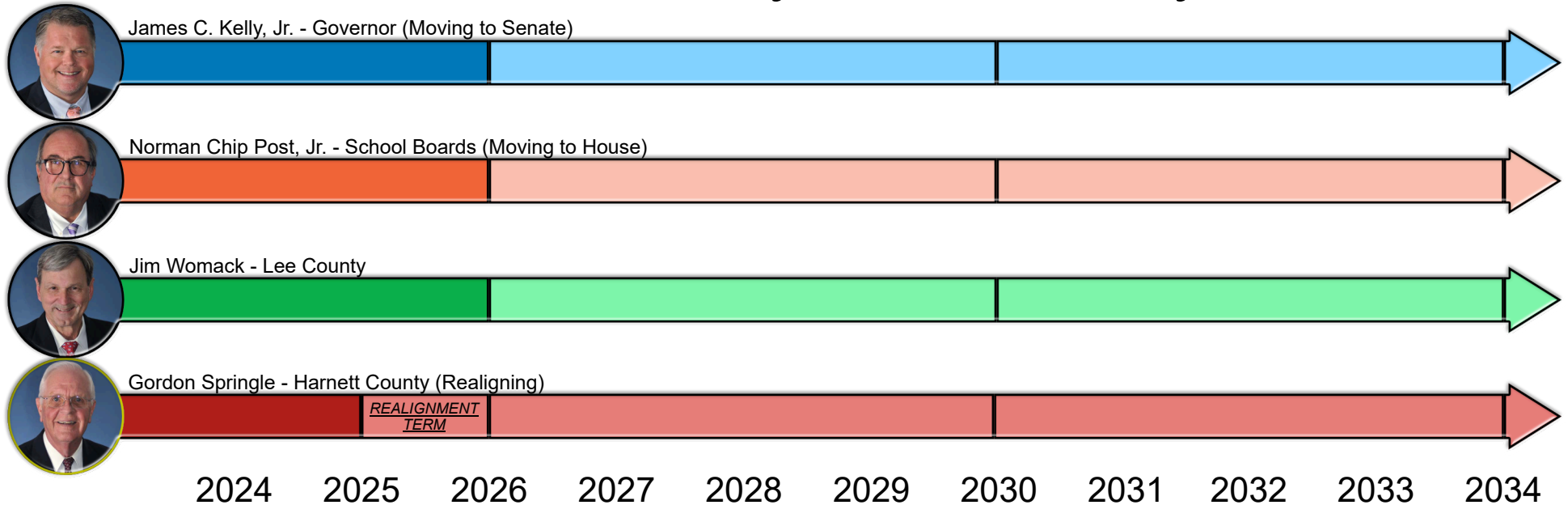
Summary of Election Years for Each Seat Through End of Realignment Terms

2024	Old Authority	New Authority	Term
Gladys McAuley	Governor	Senate	4 Years
Genia Morris	School Boards	House	4 Years
L. W. (Bobby) Powell	Lee County	Lee County	4 Years
2025	Old Authority	New Authority	Term
Bill Tatum	Governor	Senate	4 Years
Derrick Jordan	School Boards	House	4 Years
Julian Philpott	Lee County	Lee County	4 Years
James Crawford	Chatham County	Chatham County	4 Years
Karen Howard	Chatham County	Chatham County	2 Years (Realignment Term)
Jim Burgin	Harnett County	Harnett County	3 Years (Realignment Term)
Gordon Springle	Harnett County	Harnett County	1 Year (Realignment Term)
2026	Old Authority	New Authority	Term
James C. Kelly, Jr.	Governor	Senate	4 Years
Norman Chip Post, Jr.	School Boards	House	4 Years
Jim Womack	Lee County	Lee County	4 Years
Currently Gordon Springle	Harnett County	Harnett County	4 Years
2027	Old Authority	New Authority	Term
Patricia Kirkman	Governor	Senate	4 Years
John Bonardi	School Boards	House	4 Years
Taylor Vorbeck	Lee County	Lee County	4 Years
Currently Karen Howard	Chatham County	Chatham County	4 Years
2028	Old Authority	New Authority	Term
Currently Gladys McAuley	Senate	Senate	4 Years
Currently Genia Morris	House	House	4 Years
Currently L. W. (Bobby) Powell	Lee County	Lee County	4 Years
Currently Jim Burgin	Harnett County	Harnett County	4 Years

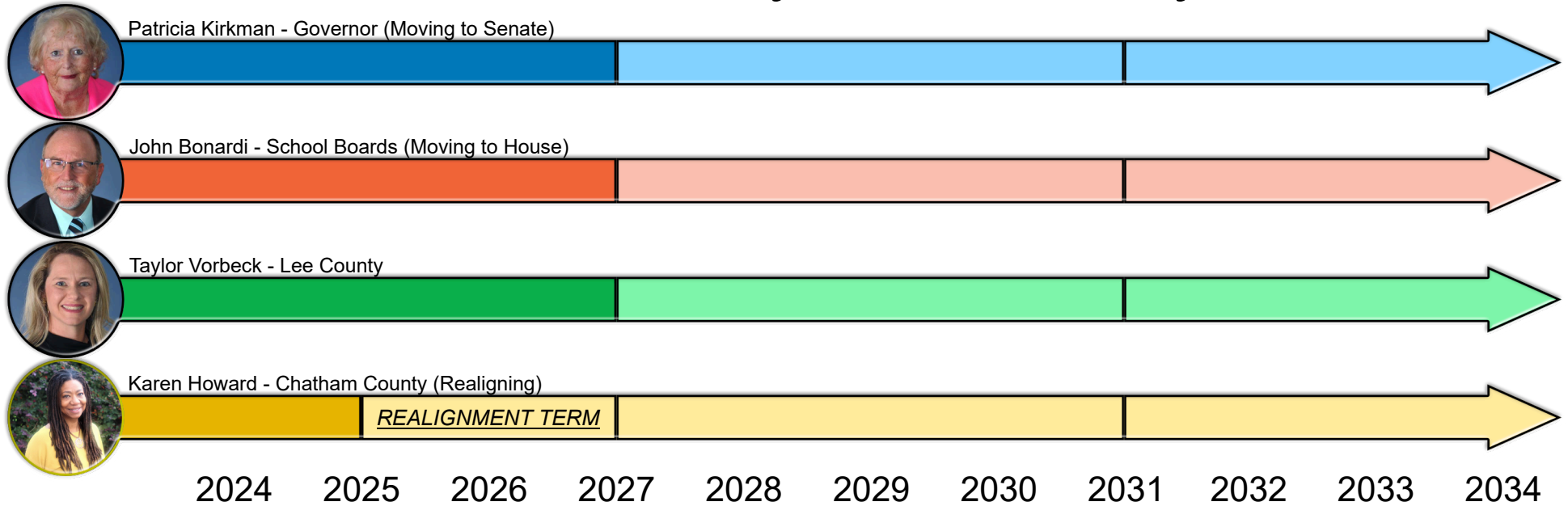
Trustee Seats Keyed To 2025 Cycle



Trustee Seats Keyed To 2026 Cycle



Trustee Seats Keyed To 2027 Cycle



Trustee Seats Keyed To 2028 Cycle

