Central Carolina Community College Board of Trustees
Committee Meetings Schedule

Monday, February 10, 2025
Dennis A. Wicker Civic Center Conference Room
Virtual Access Link: https://us06web.zoom.us/j/87054041013

Finance Committee   *Time: 9:00 AM ET*

Jamie Kelly, Chair
Jim Burgin
Chet Mann

Building & Grounds Committee   *Time: 10:30 AM ET*

Jim Womack, Chair
John Bonardi
Bill Tatum

Personnel Committee   *Time: Noon*

Chip Post, Chair
Jerry Pedley
Gordon Springle

Program Committee   *Time: 1:30 PM ET*

James Crawford, Chair
Karen Howard
Derrick Jordan

Student & Academic Support Services Committee   *Time: 3:00 PM ET*

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

Central Carolina Community College Board of Trustees
Full Board Agenda

Wednesday, February 12, 2025 @ 6:45 PM ET
Dennis A. Wicker Civic Center Conference Room

PRELIMINARY MATTERS

Recognition of Guests

Ethics Statement

Mission Statement of the College

Approval of Consent Agenda

CONSENT AGENDA

Board Minutes

1. Approve Board of Trustees Meeting Minutes, October 23, 2024

Finance Committee

1. Approve Finance Committee Meeting Minutes, October 2024

2. Receive Quarterly Budget Reports Ending December 31, 2024

Building & Grounds Committee

1. Approve Building & Grounds Committee Meeting Minutes, October 2024

Personnel Committee

1. Approve Personnel Committee Meeting Minutes, October 2024

2. Receive Attrition and Turnover Report

3. Receive Employment Updates

4. Approve Holiday Calendar

Program Committee

1. Approve Program Committee Meeting Minutes, October 2024

2. Ratify Emergency Grades Policy Proposal

3. Ratify Course Expiration Policy Proposal

4. Approve Curriculum Review Committee Actions, November 2024

5. Approve Academic Policy Committee Actions, November 2024

Student & Academic Support Services Committee

1. Approve Student & Academic Support Services Committee Meeting Minutes, October 2024

2. Receive Grants in Development Report

3. Receive Foundation Revenue Report

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Bylaws Committee (ad hoc)

1. Approve Revised Bylaws of the Board of Trustees

Finance Committee

No Agenda Items

Building & Grounds Committee

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

Personnel Committee

1. Approve Policy 2.3.11 - Signature Authority

Program Committee

No Agenda Items

Student & Academic Support Services Committee

1. Approve Switch to Higher Learning Commission (HLC)

2. Approve Proposal to Establish Men's and Women's Soccer Teams

FOR INFORMATION ONLY

Board Matters

1. NCACCT Proposed Bylaws Amendments

CONCLUDING MATTERS

Other Information

Comments by the President

Adjournment

BOARD OF TRUSTEES

Bylaws Committee (*ad hoc*) Agenda

Date & Time: Tuesday, January 14, 2025, 3:00 PM ET

Location: Marchant Hall Conference Room

Committee Members: Chip Post (Chair), Karen Howard, Chet Mann, Gordon Springle, Taylor Vorbeck, Julian Philpott (*ex officio)*

Consent Agenda

No Agenda Items.

Full Board Agenda

1. Approve Revised Bylaws of the Board of Trustees

For Information Only

No Agenda Items.

Consent Agenda

No Agenda Items.

Full Board Agenda

1. Approve Revised Bylaws of the Board of Trustees

Action: Approve the revised bylaws of the Board of Trustees as presented with changes and recommendations proposed by the Bylaws Committee members.

As part of the review of the College's policies and procedures, the [Bylaws of the Board of Trustees of Central Carolina Community College](#) have been reviewed by the College administration and the Bylaws Ad Hoc Committee. [Significant revisions were proposed](#), along with minor changes relating to clarity and the organizational structure of the bylaws document.

For Information Only

No Agenda Items.

BOARD OF TRUSTEES

Finance Committee Agenda

Date & Time: Monday, February 10, 2025, 9:00 AM ET

Location: Dennis A. Wicker Civic Center Conference Room

Committee Members: Jamie Kelly (Chair), Jim Burgin, Chet Mann, Julian Philpott (*ex officio)*

Consent Agenda

1. Approve Finance Committee Meeting Minutes, October 2024

2. Receive Quarterly Budget Reports Ending December 31, 2024

Full Board Agenda

No Agenda Items.

For Information Only

No Agenda Items.

<u>Consent Agenda</u>

Action: Motion to Approve & Receive Consent Agenda Items.

1. Approve Finance Committee Meeting Minutes, October 2024

The College staff has developed the [October 2024 Finance Committee Meeting Minutes](#) for approval.

2. Receive Quarterly Budget Reports Ending December 31, 2024

Quarterly budget reports begin on the following page.

CENTRAL CAROLINA COMMUNITY COLLEGE
STATE BUDGET REPORT
December 31, 2024

CURRENT EXPENSE	ALLOTMENT FOR YEAR	EXPENDITURES THIS YEAR	BUDGET BALANCE	PERCENT OF BUDGET EXPENDED
EXECUTIVE MANAGEMENT	$ 1,545,692.00	$ 750,319.58	$ 795,372.42	49%
FINANCIAL SERVICES	2,718,089.00	736,947.35	$ 1,981,141.65	27%
GENERAL ADMINISTRATION	2,776,713.00	1,306,621.81	$ 1,470,091.19	47%
INFORMATION SYSTEMS	1,560,305.00	851,257.98	$ 709,047.02	55%
INSTRUCTION - CURRICULUM	21,750,343.00	9,853,764.70	$ 11,896,578.30	45%
INSTRUCTION - NON-CURRICULUM	5,711,423.00	2,771,295.34	$ 2,940,127.66	49%
ACADEMIC SUPPORT	4,818,437.00	2,666,340.75	$ 2,152,096.25	55%
STUDENT SUPPORT	3,745,200.00	1,788,630.53	$ 1,956,569.47	48%
TOTAL CURRENT EXPENSE	**$ 44,626,202.00**	**$ 20,725,178.04**	**$ 23,901,023.96**	**46%**

CAPITAL OUTLAY

	ALLOTMENT FOR YEAR	EXPENDITURES THIS YEAR	BUDGET BALANCE	PERCENT OF BUDGET EXPENDED
EQUIPMENT	$ 780,604.00	$ 85,431.10	$ 695,172.90	11%
940 CAT/GRANT EQUIPMENT	51,861.00	70,405.27	(18,544.27)	136%
945 BIOBetter	386,031.00	95,370.72	290,660.28	25%
BOOKS	79,661.00	21,851.75	57,809.25	27%
TOTAL CAPITAL OUTLAY	**$ 1,298,157.00**	**$ 273,058.84**	**$ 1,025,098.16**	**21%**
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	**$ 45,924,359.00**	**$ 20,998,236.88**	**$ 24,926,122.12**	**46%**

CENTRAL CAROLINA COMMUNITY COLLEGE
LEE COUNTY BUDGET REPORT
December 31, 2024

CURRENT EXPENSE	BUDGET FOR YEAR	EXPENDITURES THIS YEAR	BUDGET BALANCE	PERCENT OF BUDGET EXPENDED
PLANT MAINTENANCE & OPERATIONS	$ 4,061,725.00	$ 2,219,790.22	1,841,934.78	55%
GENERAL ADMINISTRATION	457,020.00	344,012.87	113,007.13	75%
TOTAL CURRENT EXPENSE	$ 4,518,745.00	$ 2,563,803.09	$ 1,954,941.91	57%
TOTAL CAPITAL OUTLAY	$ 150,000.00	$ -	$ 150,000.00	0%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	$ 4,668,745.00	$ 2,563,803.09	$ 2,104,941.91	55%

CENTRAL CAROLINA COMMUNITY COLLEGE
CHATHAM COUNTY BUDGET REPORT
December 31, 2024

CURRENT EXPENSE	BUDGET FOR YEAR	EXPENDITURES THIS YEAR	BUDGET BALANCE	PERCENT OF BUDGET EXPENDED
PLANT MAINTENANCE & OPERATIONS	$ 1,260,821.00	$ 684,267.11	$ 576,553.89	54%
GENERAL ADMINISTRATION	212,312.00	102,727.27	$ 109,584.73	48%
TOTAL CURRENT EXPENSE	**$ 1,473,133.00**	**$ 786,994.38**	**$ 686,138.62**	**53%**
TOTAL CAPITAL OUTLAY	**$ 200,000.00**	**$ -**	**$ 200,000.00**	**0%**
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	**$ 1,673,133.00**	**$ 786,994.38**	**$ 886,138.62**	**47%**

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

CURRENT EXPENSE	BUDGET FOR YEAR	EXPENDITURES THIS YEAR	BUDGET BALANCE	PERCENT OF BUDGET EXPENDED
PLANT MAINTENANCE AND OPERATIONS	$ 1,393,178.00	$ 658,106.00	$ 735,072.00	47%
GENERAL ADMINISTRATION	43,292.00	19,175.00	24,117.00	44%
TOTAL CURRENT EXPENSE	**$ 1,436,470.00**	**$ 677,281.00**	**$ 759,189.00**	**47%**
CAPITAL OUTLAY	**$ 130,000.00**	**$ 46,613.74**	**$ 83,386.26**	**36%**
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	**$ 1,566,470.00**	**$ 723,894.74**	**$ 842,575.26**	**46%**

CENTRAL CAROLINA COMMUNITY COLLEGE
INVESTMENT ASSET ACCOUNT
December 31, 2024

CPR CARDS	$ 1,446.04
DISTANCE ED FEE	332,633.50
Lost Revenue	42,216.15
SELF-SUPPORTING	11,353.07
COMMUNITY SERV FEES	107,254.26
CONT ED ACTIVITY FEES	5,511.89
OVERHEAD RECEIPTS	81,669.78
ESTC RENTAL FUNDS	12,045.24
PITTSBORO RENTAL FUNDS	6,230.01
INDIRECT COST FUNDS - GRANTS	293,043.98
PATRON FEES	107,031.15
ASSOCIATE NURSING	37,050.31
SMALL BUSINESS MISC	7,109.38
CLEARWIRE LEASE	74,789.39
BOOKSTORE	860,583.48
EMERGENCY LOAN FUNDS	6,394.24
LOCAL FUNDS	1,183,664.18
	$ 3,170,026.05

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

	BUDGET	ACTUAL	
REVENUES			
MOTEL TAX	$ 290,000.00	$ 145,000.02	50%
LEE COUNTY CURRENT ALLOCATION	64,930.00	$ 32,464.98	50%
RENTAL INCOME	200,000.00	$ 101,473.26	51%
TOTAL REVENUE	**$ 554,930.00**		$ 278,938.26
EXPENSES			
SALARIES		137,933.78	
SOCIAL SECURITY		9,766.36	
RETIREMENT		20,456.87	
LONGEVITY		-	
MEDICAL INSURANCE		12,816.50	
OTHER INSURANCE		136.08	
OTHER CONTRACTED SERVICES		-	
Janitorial Services Agreements		1,157.49	
Waste Removal/Recycling Svcs		1,633.04	
Security Service Agreements		450.00	
Pest Control Svcs Agreements		550.00	
Custodial Supplies		3,693.52	
Maintenance Supplies		6,790.88	
Office Supplies		225.21	
Other Supplies		215.18	
TELEPHONE		363.83	
ISP Charges		378.00	
Cell Phone		297.67	
HEAT		5,078.86	
WATER		2,060.46	
ELECTRICITY		53,119.49	
EQUIPMENT REPAIRS		3,696.84	
FACILITIES REPAIRS		1,917.16	
MAINT. Agreement		5,099.55	
ELECTRONIC PROCESSING FEE		2,135.27	
OTHER CURRENT EXPENSE		192.00	
EQUIPMENT RENTAL		1,563.30	
OTHER		4,002.62	
TOTAL EXPENSES			$ 275,729.96
REVENUE OVER EXPENSES			$ 3,208.30

FUND BALANCE AS OF July 1, 2024	**$ (22,457.95)**
PLUS REVENUE OVER EXPENSES	**3,208.30**
PLUS CASH WITH TREASURER	**30,000.00**
FUND BALANCE AS OF December 31, 2024	**$ 10,750.35**

CENTRAL CAROLINA COMMUNITY COLLEGE
EXPENDITURES FOR GOOD OF SCHOOL
JULY 1, 2024 - DECEMBER 31, 2024

STUDENT RELATED

ICR PROCESSING FEE	$ 880.31
FACTS PROCESSING FEE	21,273.00
TITLE IX	629.00
STUDENT CULTURAL ENRICHMENT	2,050.30
ADVISORY MEETINGS	369.11
SCHOLARSHIP LUNCHEON	7,115.94
GRADUATION	850.00
OTHER	2,578.48
TOTAL STUDENT RELATED	**$ 35,746.14**

PUBLIC RELATED

PUBLIC RELATIONS	$ 1,503.23
LAUNDRY SERVICE AGREEMENTS	256.80
OTHER CONTRACTED SERVICES	450.00
REGISTRATION FEES	3,783.00
FOOD	6,083.29
IN-OF-STATE ALL TRAVEL	1,391.37
OUT-OF-STATE ALL TRAVEL	777.91
BOARD OF TRUSTEE EXPENSES	160.00
SACS/QEP EXPENSES	500.00
BANK SERVICE CHARGES	104.21
OTHER CURRENT EXPENSES	2,343.52
TOTAL PUBLIC RELATED	**$ 17,353.33**
GRAND TOTAL	**$ 53,099.47**

(END QUARTERLY BUDGET REPORTS)

Full Board Agenda

No Agenda Items.

For Information Only

No Agenda Items.

BOARD OF TRUSTEES

Building & Grounds Committee Agenda

Date & Time: Monday, February 10, 2025, 10:30 AM ET

Location: Dennis A. Wicker Civic Center Conference Room

Committee Members: Jim Womack (Chair), Bill Tatum, John Bonardi, Julian Philpott (*ex officio)*

Consent Agenda

1. Approve Building & Grounds Committee Meeting Minutes, October 2024

Full Board Agenda

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

For Information Only

1. Building and Grounds Updates

2. Security Update

3. Capital Project Partnership Opportunity with Harnett County Schools

Consent Agenda

Action: Motion to Approve & Receive Consent Agenda Items.

1. Approve Building & Grounds Committee Meeting Minutes, October 2024

The College staff has developed the October 2024 Building & Grounds Committee Meeting Minutes for approval.

Full Board Agenda

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

Action: Motion to Approve Form 3-1 Amendment 2 for NCCCS Project # 2682 Moore Center Main Building Renovation Project.

Additional funds ($205,000) are being allocated to this project for two purposes: 1) to subsidize the hiring of a Construction Manager at Risk firm to provide pre-construction project management services and 2) to support the contracting of engineering firms for field investigation services during the pre-construction phases of the project. The source of these funds is a major gift via the CCCC Foundation, Inc.

The Form 3-1, Amendment 2, contains the descriptions and financial information regarding the project and the amendment.

For Information Only

1. Building and Grounds Updates

Capital Projects:

Moore Center – Bioprocessing Building Renovation

Design firm RS&H submitted construction drawings to the State Construction Office in November 2024 where it was in a "Pending" status as of January 27. An advertisement for general contractor services will be placed with SCO as soon as construction documents receive final approval.

Moore Center – Main Building Renovation – Phase 1

The college and SCO and working with Samet/Sanford to finalize proposed contract terms for pre-construction services. The estimated fee for Samet/Sanford is approximately $155,000, which is in line with SCO expectations. Once SCO issues final approval of the proposed terms, a formal contract will be drawn up for Board of Trustees consideration and approval. An amended Form 3-1 has been drafted to reflect the allocation of donor funds to support the Construction Manager at Risk services and ancillary field investigation requirements anticipated during the pre-construction phase. A new monument sign was installed near Entrance A on Nash Street.

Moore Center – Main Building Renovation – Phase 2

While technically not a formal capital project yet, under the college's open-ended design agreement, Hobbs Architects has been contracted to perform a feasibility study for interior and exterior renovation of the remaining spaces in the Moore Center Main Building. Estimated completion date of the study is the end of March 2025.

Harnett Main Campus – Miriello Building HVAC Replacement

Carolina Commercial Systems is in the final stages of equipment installation. Projected completion is approximately January 31.

Minor Renovation and Upfit Projects

Chatham County:

- HVAC control systems are being replaced in Lucier Hall and the Chatham Community Library.

Lee County:

- Mini-split HVAC systems were installed in the Large Animal Facility in late October. Installation of a fire detection system, acoustical soundproofing panels, and an overhead door motorized opener are scheduled for completion prior to March.
- A new 40' x 60' open-sided bovine shelter is currently under construction in the pasture adjacent to the Large Animal Facility. The equine run-in shelter was upgraded with LED light fixtures, Plexiglas panels for ambient light, and new wooden stalls.
- New flooring was installed in the Business Services areas in Hockaday Hall over the holiday break.
- Cosmetic Arts instructional areas in Budd Hall were painted over the holiday break in December.
- Lower parking lots behind Powell Hall and Marchant Hall were restriped in November.
- Office areas embedded in Moore Center Main Building are currently undergoing cosmetic renovations (painting, flooring, ceiling tiles) to allow for staff to relocate from the Center for Workforce Innovation and Howard James Industry Training Center. Instructional programming at those sites (e.g., CAT welding, HVAC) will also be relocated to minimally upfitted, temporary spaces in the Moore Center Main Building. Moving both programs and employees from college properties in Lee County Enterprise Park will effectively allow for those sites and facilities to be sold in late 2025.

2. Security Update

No resignations or turnover of staff this quarter. The Security Office has met with Capt. Jody Sellers of the Sanford Police Department and scheduled a spring active shooter drill for Lee

Main Campus on Friday, May 16, 2025. The vendor for the 23 additional surveillance cameras we purchased is on campus this week performing the installation.

3. Capital Project Partnership Opportunity with Harnett County Schools

College staff have identified a potential partnership opportunity with Harnett County Schools that would create an academy-style program on Harnett Main Campus to serve dual-enrollment students and provide CTE pathways.

BOARD OF TRUSTEES

Personnel Committee Agenda

Date & Time: Monday, February 10, 2025, Noon ET

Location: Dennis A. Wicker Civic Center Conference Room

Committee Members: Chip Post (Chair), Jerry Pedley, Gordon Springle, Julian Philpott (*ex officio)*

Consent Agenda

1. Approve Personnel Committee Meeting Minutes, October 2024

2. Receive Attrition and Turnover Report

3. Receive Employment Updates

4. Approve Holiday Calendar

Full Board Agenda

1. Approve Policy 2.3.11 - Signature Authority

For Information Only

No Agenda Items.

Consent Agenda

Action: Motion to Approve & Receive Consent Agenda Items.

1. Approve Personnel Committee Meeting Minutes, October 2024

The College staff has developed the October 2024 Personnel Committee Meeting Minutes for approval.

2. Receive Attrition and Turnover Report

Attrition: Second Quarter (2024 - 2025)

Resignations	9
Retirements	3
Deceased	0
Terminations	1
Non-Renewals	0
Total	13

Turnover: First Quarter - Fiscal Year 2024 - 2025

Division	Average # of employees	# employees separated
President's Office/Foundation	7	0
Onboarding & Academic Advising	28	2
Student Learning Division	205	7
Student Services Division	45	0
Administrative Services Division	87	4
Institutional Advancement	5	0
Workforce Development	41	0
Harnett Campus	16	0
Chatham Campus	6	0
College Wide Total	**440**	**13**

Turnover Data:

- Quarter Turnover Rate: 1.82%

- Fiscal Year Turnover: 1.82%

3. Receive Employment Updates

New Employees

1. Ryan Jones, EMS Clinical Coordinator/Instructor (12 months), 10/04/2024
2. Trudy Hall, Biotechnology Instructor (9 months), 10/16/2024

Promotions/Position Changes

1. Amy Gustavson – Title III Navigate Project Activity Director (Student Support), 10/01/2024
2. Brianna Timmons – Nursing Instructor (12 months), 10/28/2024
3. Erin Blakeley – Director of Workforce Development and Strategic Industry Initiatives, 11/01/2024
4. Lisa Braxton – Public Safety Administrative Specialist, 11/04/2024
5. Virginia "Lee" Bryant – Controller, 11/18/2024
6. Penny Shoun – Administrative Specialist – Workforce Access, 11/20/2024
7. Katheryn "Alicia" Surratt - Staff Accountant, 12/1/2024
8. Audrey Moore – Administrative Specialist, Workforce & Continuing Education, 12/03/2024
9. Stacy Wilson – Semiconductor Engineering Coordinator, 12/12/2024

4. Approve Holiday Calendar

The Human Resources Department has developed the [2025-2026 Employee Holiday Calendar](#) for approval.

Full Board Agenda

1. Approve Policy 2.3.11 - Signature Authority

Action: Approve Policy 2.3.11 - Signature Authority as presented with changes and recommendations proposed by the Personnel Committee members.

College staff have developed [Policy 2.3.11 - Signature Authority](#) in support of the policy revision project, enhancing administrative efficiency, and increasing clarity of contracting.

For Information Only

No Agenda Items.

BOARD OF TRUSTEES

Program Committee Agenda

Date & Time: Monday, February 10, 2025, 1:30 PM ET

Location: Dennis A. Wicker Civic Center Conference Room

Committee Members: Jim Crawford (Chair), Karen Howard, Derrick Jordan, Julian Philpott (*ex officio)*

Consent Agenda

1. Approve Program Committee Meeting Minutes, October 2024

2. Ratify Emergency Grades Policy Proposal

3. Ratify Course Expiration Policy Proposal

4. Approve Curriculum Review Committee Actions, November 2024

5. Approve Academic Policy Committee Actions, November 2024

Full Board Agenda

No Agenda Items.

For Information Only

1. Health Sciences Updates

2. Workforce and Continuing Education Updates

3. Customized Training Updates

Consent Agenda

Action: Motion to Approve & Receive Consent Agenda Items.

1. Approve Program Committee Meeting Minutes, October 2024

The College staff has developed the [October 2024 Program Committee Meeting Minutes](#) for approval.

2. Ratify Emergency Grades Policy Proposal

The [emergency grades policy proposal](#) was provisionally passed by email vote. For additional information, please see the [numbered memo from the Community College System Office](#).

3. Ratify Course Expiration Policy Proposal

The [course expiration policy proposal](#) was provisionally passed by email vote.

4. Approve Curriculum Review Committee Actions, November 2024

The Curriculum Review Committee met November 14, 2024, and passed proposals regarding changes to the curriculum, which are reflected in the [committee's minutes](#).

5. Approve Academic Policy Committee Actions, November 2024

The Academic Policy Committee met November 12, 2024, and passed proposals regarding changes to the curriculum, which are reflected in the [committee's minutes](#).

Full Board Agenda

No Agenda Items.

For Information Only

1. Health Sciences Updates

- The Nursing program was granted candidacy with the Accreditation Commission for Education in Nursing (ACEN), a national accreditor. ACEN will conduct a site visit in the fall of 2026 for a potential 2027 accreditation.
- The Dental program will host the annual Give Kids a Smile event on Friday, February 28. Sixty-five children from Deep River Elementary School will have sealants placed on their teeth. Staff from the office of Dr. Antonio Braithwaite and team members from the ECU Dental School will assist the CCCC Dental faculty.
- All 17 students who started the new Physical Therapist Assistant program in the fall of 2024 progressed to the spring semester.
- The Veterinary Medical Technology program hosted police K9 units for first aid emergency training and Narcan usage for police dogs on January 17.
- The Health and Fitness Science program will consolidate operations on the Lee Main Campus after this semester. The program currently operates at LMC and at Chatham Health Sciences Center.

2. Workforce and Continuing Education Updates

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.

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 Support**
  - RISE 2025 : February – March
  - SPARK 2025 : March – May
  - Harnett Lift-off Lab: TBD
- **Harnett Business Resource Summit** scheduled February 10. Speakers include NC Secretary of State Elaine Marshall and Senator Jim Burgin
- **Central Carolina Procurement Summit** scheduled April 8 - 10
- **Collaboration Efforts**
  - Spanish Language business planning offered with Carolina Community Impact
  - Business Financing Seminars with Fidelity Bank in Pittsboro
  - Veterans focused business startup seminars with the Veterans Business Outreach Center
  - Small Business Learning Labs with five (5) Harnett County Chambers
- **On-going efforts** supporting 49 existing and prospective business owners across the service area

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

- **Basic Law Enforcement Training (BLET)**
  - 100% pass rate for January graduates
  - 18 students in Chatham BLET class that began December 2, 2024
- **Unmanned Aircraft Systems (UAS)**
  - New UAS program begins under retired NCSBI Agent Micahel Sheron
  - UAS Program Development course offered supporting regional Fire & Rescue, EMS, and Law Enforcement agencies
- **Fire and Rescue**
  - 15 Cadets in current Fire Academy
  - Donated fire engine from Dunn Fire Department
  - 98% booking for ESTC Fire Facility for Spring 2025

3. Customized Training Updates

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.

- 9 active projects representing three (3) businesses in Chatham County, three (3) in Harnett County, and three (3) in Lee County.
- 8 new projects in the pipeline representing four (4) businesses in Chatham County and four (4) businesses in Lee County.
- 9 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.

BOARD OF TRUSTEES

Student and Academic Support Services Committee Agenda

Date & Time: Monday, February 10, 2025, 3:00 PM ET

Location: Dennis A. Wicker Civic Center Conference Room

Committee Members: Pat Kirkman (Chair), Gladys McAuley, Taylor Vorbeck, Julian Philpott (*ex officio*)

Consent Agenda

1. Approve Student and Academic Support Services Committee Meeting Minutes, October 2024

2. Receive Grants in Development Report

3. Receive Foundation Revenue Report

Full Board Agenda

1. Approve Switch to Higher Learning Commision

2. Approve Proposal to Establish Men's and Women's Soccer Teams

For Information Only

1. Enrollment, Retention, & Recruitment

2. Transfer Updates

3. Title III Updates

4. Capital Campaign Introduction

5. Strategic Plan Update

6. SACSCOC Updates

7. Financial Aid & VA Updates

Consent Agenda

Action: Motion to Approve & Receive Consent Agenda Items.

1. Approve Student and Academic Support Services Committee Meeting Minutes, October 2024

The College staff has developed the [October 2024 Student and Academic Support Services Committee Meeting Minutes](#) for approval.

2. Receive Grants in Development Report

The report on grant and strategic initiatives in development is [attached here.](#)

For more information on Grants please see the [September '24,](#) [October '24,](#) [November '24,](#) and [December '24](#) monthly reports.

3. Receive Foundation Revenue Report

Designations	Second Quarter	Current YTD
Endowment Additions	$ 127,122.96	$ 189,613.96
Other Restricted Funds	$ 182,156.99	$ 304,215.85
Total Restricted	$ 309,279.95	$ 493,829.81
Total Unrestricted	$ 17,307.83	$ 44,862.32
TOTAL REVENUES:	$ 326,587.78	$ 538,692.13

Full Board Agenda

1. Approve Switch to Higher Learning Commission (HLC)

Action: Motion to Approve staff to begin the application for accreditation with the Higher Learning Commision.

Pursuant to North Carolina Session Law 2023-132, titled "Revise Higher Ed Accreditation Processes," Central Carolina Community College (CCCC) began investigating the process of changing accrediting agencies. At the May 2024 Board meeting, the Board authorized CCCC to contact the U.S. Department of Education to seek permission to initiate this transition. An email requesting this permission was sent on May 28, 2024.

On December 13, 2024, we received a reasonable cause determination for changing accrediting agencies from the Department of Education. Subsequently, we met with the team at the Higher Learning Commission (HLC) responsible for handling new institutions. During this meeting, they confirmed that their process, which spans approximately 18 months, provides ample time

for CCCC to work collaboratively and meet all necessary requirements. This timeline ensures an efficient and compliant transition to a new accreditor.

2. Approve Proposal to Establish Men's and Women's Soccer Teams

Action: Motion to Approve staff to implement Men's and Women's Soccer teams as part of the College's athletic program.

Central Carolina Community College proposes starting men's and women's soccer teams to enhance student engagement and attract a broader range of prospective students. With strong community support, a large pool of soccer players in the area, and a comparatively cost-effective setup compared to other new sport options, this initiative would provide meaningful opportunities for student involvement while strengthening ties with the local community. The estimated budget information begins on the following page.

Preliminary Budget Estimates to Add Soccer Teams (Men)

Equipment	Quantity	Cost Per Unit	Total Cost
Soccer Balls	20	$40.00	$800.00
Goals (practice)	2	$350.00	$700.00
Cones & Markers (12-Pack)	2	$17.00	$34.00
Ball Bags	2	$46.00	$92.00
Water Coolers	4	$74.00	$296.00
Medical Kits	1	$473.00	$473.00
		Subtotal	**$2,395.00**
Uniforms & Apparel	**Quantity**	**Cost Per Unit**	**Total Cost**
Home Uniforms	20	$80.00	$1,600.00
Away Uniforms	20	$80.00	$1,600.00
Men's Goalie Jersey	2	$42.00	$84.00
Men's Goalie Gloves	2	$45.00	$90.00
Team Bags	25	$60.00	$1,500.00
Team Socks	25	$15.00	$375.00
Warm-Up Team Gear	25	$120.00	$3,000.00
		Subtotal	**$8,249.00**
Coaching & Staff	**Quantity**	**Cost Per Unit**	**Total Cost**
Head Coach Salary (PT)	700	$18.00 / hr	$12,600.00
Assistant Coach Stipend	1	$5,000.00	$5,000.00
		Subtotal	**$17,600.00**
TOTAL MEN'S SOCCER			**$28,244.00**

Preliminary Budget Estimates to Add Soccer Teams (Women)

Equipment	Quantity	Cost Per Unit	Total Cost
Soccer Balls	20	$40.00	$800.00
Goals (practice)	2	$350.00	$700.00
Cones & Markers (12-Pack)	2	$17.00	$34.00
Ball Bags	2	$46.00	$92.00
Water Coolers	4	$74.00	$296.00
Medical Kits	1	$473.00	$473.00
		Subtotal	**$2,395.00**
Uniforms & Apparel	**Quantity**	**Cost Per Unit**	**Total Cost**
Home Uniforms	20	$80.00	$1,600.00
Away Uniforms	20	$80.00	$1,600.00
Men's Goalie Jersey	2	$42.00	$84.00
Men's Goalie Gloves	2	$45.00	$90.00
Team Bags	25	$60.00	$1,500.00
Team Socks	25	$15.00	$375.00
Warm-Up Team Gear	25	$120.00	$3,000.00
		Subtotal	**$8,249.00**
Coaching & Staff	**Quantity**	**Cost Per Unit**	**Total Cost**
Head Coach Salary (PT)	700	$18.00 / hr	$12,600.00
Assistant Coach Stipend	1	$5,000.00	$5,000.00
		Subtotal	**$17,600.00**
TOTAL WOMEN'S SOCCER			**$28,244.00**

Preliminary Budget Estimates to Add Soccer Teams
(General Expenses)

| Field & Facility Costs	Quantity	Cost Per Unit	Total Cost
Field Rental (Practice & Games)	2	$6,000.00	$12,000.00
Corner Flags	4	$100.00	$400.00
		Subtotal	$12,400.00
Travel	**Quantity**	**Cost Per Unit**	**Total Cost**
Fuel for bus travel (Trips)	4-6		$2,000.00
Meals (25 Per Trip)	4-6	$10.00	$1,250.00
		Subtotal	$3,250.00
Miscellaneous	**Quantity**	**Cost Per Unit**	**Total Cost**
Marketing & Promotions	0	0	$0.00
Referee Fees	5	$400.00	$2,000.00
Regional Dues	1	$3,000.00	$3,000.00
		Subtotal	$5,000.00
TOTAL GENERAL EXPENSES			**$20,650.00**
TOTAL EXPENSES			**$77,138.00**

1. Enrollment, Retention, & Recruitment

Spring curriculum enrollment by year
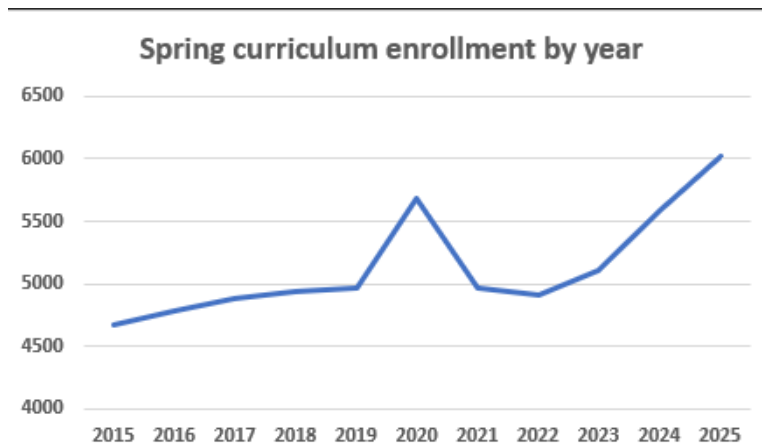
Enrollment characteristics

- Curriculum headcount for SP25 is estimated to be more than 7% higher than SP24 and 18% higher than SP22. SP25 is going to be a record spring enrollment.
- Female enrollment: 62%
- Dual enrollment: 47%; Traditional students: 53%
  - 52% of traditional students are part-time (taking less than 12 hours)
- Largest non-transfer associate degree programs: Nursing, Veterinary Medicine Technology, Sonography, Dental Hygiene, Business Administration
- Homeschool: We have 116 students taking 370 classes with us this spring.
- K14 Promise: 367 students enrolled from the 2023 and 2024 cohorts; 58 applications for the 2025 cohort have been received

Retention
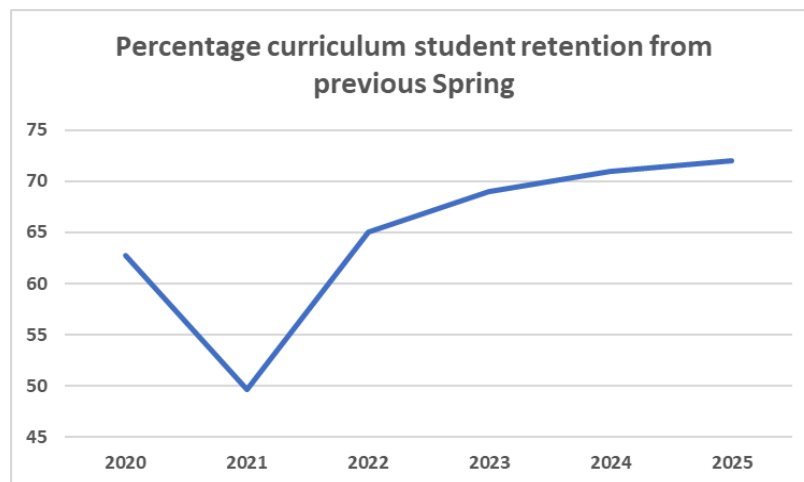
2. Transfer Updates

- CC hosted a successful Transfer Fair on Nov.4. Over 20 colleges and 100 students participated.
- Onboarding and Advising convened the Transfer Advisory Board on Nov.15. CC faculty and advisors had a robust discussion about transfer with representatives from nine of the college's transfer partners.
- Early Childhood Licensure students now have a clear pathway to Catawba College's online B.A. in Education. Catawba will accept up to 67 credit hours.

3. Title III Updates

- Title III funding runs through September 2026.
- Actively focused on improving student and staff processes through the implementation and refinement of technologies, notably Slate.
- Our external evaluator, the Belk Center (NC State), continues to assist us on developing and answering research questions related to community college best practices.

4. Capital Campaign Introduction

Central Carolina Community College (CCCC) proudly launched a comprehensive capital campaign, **themed Drive Moore Solutions,** at the Legislative Breakfast on January 17th. In coordination with the CCCC Foundation, this initiative aims to raise $50 million to support the college's strategic priorities and long-term vision for the Moore Center.

The campaign is structured with two key prongs:

1. **Traditional Fundraising** – This involves making direct asks of individuals, industries, and foundations to secure philanthropic support.
2. **Legislative Advocacy** – This includes continued advocacy for financial support at both the state and county levels.

To ensure impactful and cohesive messaging for both components, CCCC has engaged NPStrategy, a third-party messaging firm. Planned deliverables from NPStrategy include additional video productions, legislative one-pagers, and the development of a dedicated campaign website. The campaign's narrative is further enhanced by the creative work of Robert Andrews from Wonder Story Telling.

The campaign is guided by a dedicated steering committee, which has agreed to lead this important effort. The committee is chaired by **Julian Philpott, Chair of the Board of Trustees**, and includes **Chet Mann** and **Jerry Pedley**, members of the Board of Trustees, as well as **Jan Hayes**, a representative of the CCCC Foundation Board.

5. Strategic Plan Update

Strategic Plan Update for the Board of Trustees

The Strategic Plan Committee is actively meeting and making great progress. The team is currently reviewing data, including insights from the President's Focus Groups, and setting up additional focus groups to gather input from across the college community. In April, the College will work closely with the Board to get feedback on the values and mission that will guide the new plan.

The strategic plan leverages several critical data sets to ensure a comprehensive and informed process:

1. **Enrolled Student and Recently Graduated Student Surveys**
   These surveys provide insight into the student experience at CCCC, highlighting areas of opportunity and potential challenges to address in the plan.
2. **Climate Survey and Related Themes**
   The climate survey reflects employee perspectives, focusing on themes related to the employee experience, student experience, and community engagement at CCCC.
3. **Focus Groups Conducted by Dr. Chapman**
   Dr. Chapman is leading focus groups with select divisions and departments across the college to gather diverse perspectives. This effort not only generates critical internal insights but also demonstrates strong leadership support, reinforcing buy-in for the strategic plan from the top and fostering a collaborative tone.
4. **Focus Groups Conducted by the Strategic Plan Committee**
   The committee will conduct additional focus groups with students, other areas of the college, external partners, employers, and stakeholders to ensure a well-rounded understanding of priorities.
5. **Data Report from Institutional Research (IR)**
   The IR team has developed an initial data report to provide foundational insights. The President's Council has refined the research questions, and the Strategic Plan Committee will provide additional input to produce a focused and actionable report.

The committee is on track to draft key goals and action steps early next year, with a finalized plan ready for Board review and approval in July 2025.

6. SACSCOC Updates

October 2024:

SACSCOC requested additional information regarding the Mental Health Certificate and the Intellectual Disabilities Certificate, which was provided. Additionally, SACSCOC invited the institution to participate in a survey on transfer and learning mobility. A team consisting of Kristi

Short, Stormy Mascitelli, Jamie Childress, Danielle Bruner, and Brian Simpson completed the survey.

November 2024:

Requests were submitted to SACSCOC to close the Diploma in Advanced Medical Coding and the Diploma in Biotechnology. SACSCOC also issued a reminder that the 2024 Profile for Enrollment Information is due by January 15, 2025. Additionally, notification was received confirming SACSCOC's approval of the Mental Health Certificate and the Intellectual/Developmental Disabilities Certificate.

December 2024:

A request was submitted to SACSCOC for the site-specific closure of the Health and Fitness Science program at the Chatham Health Sciences Center. This request included the closure of the Associate in Applied Science (AAS) Degree, Diploma, and Certificate in Health and Fitness Science.

January 2025:

The 2024 Profile for Enrollment Information was submitted to SACSCOC. Additionally, SACSCOC confirmed approval of the closure of the Diploma in Advanced Medical Coding.

7. Financial Aid & VA Updates

2024-2025 To-Date Totals

Total FAFSAs Received for 2024-2025:	8,683 (4,376 Pell Eligible)
Total Funds Disbursed:	$5,361,136 (All Sources of Funding)
Total Students with Aid Disbursed:	2,041
Spring 2025 Semester Using VA Benefits:	247 (Veterans & Dependents)

FAFSA Day will be Saturday, February 22, 2025, from 9am to Noon in the Academic Assistance Center.