



**Central Carolina Community College Board of Trustees
Committee Meetings Schedule**

Monday, April 28, 2025

Lee Main Campus, Dennis A. Wicker Civic & Conference Center, Executive Boardroom

Zoom Link: <https://us06web.zoom.us/j/84514544655>

Finance Committee

Time: 9:00 a.m.

Jamie Kelly, Chair
Jim Burgin
Chet Mann

Building & Grounds Committee

Time: 10:30 a.m.

Jim Womack, Chair
John Bonardi
Bill Tatum

Personnel Committee

Time: Noon

Chip Post, Chair
Jerry Pedley
Gordon Springle

Program Committee

Time: 1:30 p.m.

James Crawford, Chair
Karen Howard
Derrick Jordan

Student & Academic Support Services Committee

Time: 3:00 p.m.

Pat Kirkman, Chair
Gladys McAuley
Taylor Vorbeck

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

C: Julian Philpott, Board Chair – *Ex officio* member of each committee



**Central Carolina Community College Board of Trustees
Full Board Agenda**

**Wednesday, April 30, 2025, 6:45 PM ET
Chatham Main Campus, Chatham Library, Holmes Room**

Zoom Link: <https://us06web.zoom.us/j/84514544655>

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, February 12, 2025](#)

Bylaws Committee (ad hoc)

1. [Approve Bylaws Committee \(ad hoc\) Meeting Minutes, January 2025](#)

Finance Committee

1. [Approve Finance Committee Meeting Minutes, February 2025](#)
2. Approve Fiscal Year 2025-2026 Fee Schedule
3. Receive Budget Reports for the Period Ending March 31, 2025

Building & Grounds Committee

1. [Approve Building & Grounds Committee Meeting Minutes, February 2025](#)

Personnel Committee

1. [Approve Personnel Committee Meeting Minutes, February 2025](#)
2. Receive Attrition and Turnover Report
3. Receive Employment Updates
4. Approve Summer Operating Schedule

Program Committee

1. [Approve Program Committee Meeting Minutes, February 2025](#)
2. Approve Curriculum Review Committee Actions, February and March 2025
3. Approve Academic Policy Committee Actions, April 2025
4. Workforce Continuing Education 2025-2028 Accountability and Integrity Plan

Student & Academic Support Services Committee

1. [Approve Student & Academic Support Services Committee Meeting Minutes, February 2025](#)
2. Receive Grants in Development Report
3. Receive Foundation Revenue Report

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Finance Committee

1. Benefits Broker Presentations (Closed Session pursuant to NCGS 143-318.11(a)(1))
2. Receive Sound Fiscal Management Report, FYE 2024
3. Approve TDA MOU FY 2025-2026
4. Receive Audit Report for Year Ended June 30, 2024

Building & Grounds Committee

1. Ratification of Construction Manager at Risk Pre-Construction Services Agreement for Moore Center Main Building Renovation - Phase 1 with Samet/Sanford
2. Approve Selection of General Contractor for Moore Center Bioprocessing Building Renovation Project
3. Approve Naming of Exhibition Lobby at Moore Center Main Building - Phase 1 in Honor of Representative John Sauls
4. Authorize Board Chairman Philpott to Approve Deed Transfers to NC Department of Transportation Related to Kelly Drive Relocation Project.

Personnel Committee

No Agenda Items

Program Committee

No Agenda Items

Student & Academic Support Services Committee

No Agenda Items

CONCLUDING MATTERS

Other Information

1. Reminder About May 14, 2025 Date for Retreat & Special Board Meeting
2. Propose & Approve Date for July Committee Meetings & Board Meeting

Comments by the President

1. Update on BLET Class Size

Comments by the Chair

1. Appointment of Nominating Committee for Chairperson and Vice Chairperson

Adjournment



BOARD OF TRUSTEES

Finance Committee Agenda

Date & Time: Monday, April 28, 2025, 9:00 AM ET

Location: Lee Main Campus, Dennis A. Wicker Civic & Conference Center, Executive Boardroom

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

Consent Agenda

1. Approve Finance Committee Meeting Minutes, February 2025
2. Approve Fiscal Year 2025-2026 Fee Schedule
3. Receive Budget Reports for Period Ending March 31, 2025

Full Board Agenda

1. Benefits Broker Presentations (Closed Session pursuant to NCGS 143-318.11(a)(1))
2. Receive Sound Fiscal Management Report, FYE 2024
3. Approve TDA MOU FY 2025-2026
4. Receive Audit Report for Year Ended June 30, 2024

For Information Only

No Agenda Items

Consent Agenda

Action: Approve and receive consent agenda items.

1. Approve Finance Committee Meeting Minutes, February 2025

The college staff has developed the [February 2025 Finance Committee Meeting Minutes](#) for approval.

2. Approve Fiscal Year 2025-2026 Fee Schedule

The college staff has prepared the [proposed fee schedule for Fiscal Year 2025-2026](#).

3. Receive Budget Reports for the Period Ending March 31, 2025

Budget reports for the period ending March 31, 2025 begin on the following page.

CENTRAL CAROLINA COMMUNITY COLLEGE				
STATE BUDGET REPORT				
March 31, 2025				
	ALLOTMENT	EXPENDITURES	BUDGET	PERCENT OF
<u>CURRENT EXPENSE</u>	<u>FOR YEAR</u>	<u>THIS YEAR</u>	<u>BALANCE</u>	<u>BUDGET</u> <u>EXPENDED</u>
EXECUTIVE MANAGEMENT	\$ 1,590,496.00	\$ 1,115,197.22	\$ 475,298.78	70%
FINANCIAL SERVICES	2,433,814.00	1,095,427.00	\$ 1,338,387.00	45%
GENERAL ADMINISTRATION	2,954,271.00	2,010,971.32	\$ 943,299.68	68%
INFORMATION SYSTEMS	1,687,789.00	1,208,414.17	\$ 479,374.83	72%
INSTRUCTION - CURRICULUM	21,611,448.00	14,768,691.72	\$ 6,842,756.28	68%
INSTRUCTION - NON-CURRICULUM	6,378,741.00	3,939,622.61	\$ 2,439,118.39	62%
ACADEMIC SUPPORT	5,057,951.00	3,900,576.24	\$ 1,157,374.76	77%
STUDENT SUPPORT	3,701,149.00	2,731,646.66	\$ 969,502.34	74%
TOTAL CURRENT EXPENSE	\$ 45,415,659.00	\$ 30,770,546.94	\$ 14,645,112.06	68%
<u>CAPITAL OUTLAY</u>				
EQUIPMENT	\$ 772,788.00	\$ 181,715.56	\$ 591,072.44	24%
940 CAT/GRANT EQUIPMENT	206,692.00	79,481.25	127,210.75	38%
945 BIOBetter	386,031.00	157,255.36	228,775.64	41%
BOOKS	79,661.00	28,988.47	50,672.53	36%
TOTAL CAPITAL OUTLAY	\$ 1,445,172.00	\$ 447,440.64	\$ 997,731.36	31%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 46,860,831.00	\$ 31,217,987.58	\$ 15,642,843.42	67%

CENTRAL CAROLINA COMMUNITY COLLEGE				
LEE COUNTY BUDGET REPORT				
March 31, 2025				
				PERCENT
	BUDGET	EXPENDITURES	BUDGET	OF BUDGET
<u>CURRENT EXPENSE</u>	<u>FOR YEAR</u>	<u>THIS YEAR</u>	<u>BALANCE</u>	<u>EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS	\$ 4,059,725.00	\$ 3,271,433.18	788,291.82	81%
GENERAL ADMINISTRATION	459,020.00	470,390.72	(11,370.72)	102%
TOTAL CURRENT EXPENSE	\$ 4,518,745.00	\$ 3,741,823.90	\$ 776,921.10	83%
TOTAL CAPITAL OUTLAY	\$ 150,000.00	\$ 36,719.00	\$ 113,281.00	24%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 4,668,745.00	\$ 3,778,542.90	\$ 890,202.10	81%

CENTRAL CAROLINA COMMUNITY COLLEGE				
CHATHAM COUNTY BUDGET REPORT				
March 31, 2025				
				PERCENT
	BUDGET	EXPENDITURES	BUDGET	OF BUDGET
<u>CURRENT EXPENSE</u>	<u>FOR YEAR</u>	<u>THIS YEAR</u>	<u>BALANCE</u>	<u>EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS	\$ 1,259,321.00	\$ 843,236.58	\$ 416,084.42	67%
GENERAL ADMINISTRATION	212,312.00	193,746.81	\$ 18,565.19	91%
TOTAL CURRENT EXPENSE	\$ 1,471,633.00	\$ 1,036,983.39	\$ 434,649.61	70%
TOTAL CAPITAL OUTLAY	\$ 200,000.00	\$ 64,644.49	\$ 135,355.51	32%
TOTAL CURRENT EXPENSE AND				
CAPITAL OUTLAY	\$ 1,671,633.00	\$ 1,101,627.88	\$ 570,005.12	66%

CENTRAL CAROLINA COMMUNITY COLLEGE				
HARNETT COUNTY BUDGET REPORT				
March 31, 2025				
	BUDGET	EXPENDITURES	BUDGET	PERCENT
<u>CURRENT EXPENSE</u>	<u>FOR YEAR</u>	<u>THIS YEAR</u>	<u>BALANCE</u>	<u>OF BUDGET</u>
				<u>EXPENDED</u>
PLANT MAINTENANCE AND OPERATIONS	\$ 1,394,533.00	\$ 1,332,841.42	\$ 61,691.58	96%
GENERAL ADMINISTRATION	43,542.00	70,748.00	(27,206.00)	162%
TOTAL CURRENT EXPENSE	\$ 1,438,075.00	\$ 1,403,589.42	\$ 34,485.58	98%
CAPITAL OUTLAY	\$ 130,000.00	\$ 40,644.49	\$ 89,355.51	31%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,568,075.00	\$ 1,444,233.91	\$ 123,841.09	92%

CENTRAL CAROLINA COMMUNITY COLLEGE	
INVESTMENT ASSET ACCOUNT	
March 31, 2025	
CPR CARDS	\$ 1,462.47
DISTANCE ED FEE	336,412.37
LOST REVENUE	42,695.74
SELF-SUPPORTING	11,482.04
COMMUNITY SERV FEES	108,472.72
CONT ED ACTIVITY FEES	5,574.50
OVERHEAD RECEIPTS	82,597.58
ESTC RENTAL FUNDS	12,182.09
PITTSBORO RENTAL FUNDS	6,300.79
INDIRECT COST FUNDS - GRANTS	296,373.10
MISC SCHOLARSHIPS	101,481.74
PATRON FEES	108,459.81
ASSOCIATE NURSING	37,471.22
SMALL BUSINESS MISC	7,190.14
CLEARWIRE LEASE	75,639.03
BOOKSTORE	870,360.12
EMERGENCY LOAN FUNDS	6,565.13
LOCAL FUNDS	1,166,772.58
	<u>\$ 3,277,493.17</u>

CENTRAL CAROLINA COMMUNITY COLLEGE				
DENNIS WICKER CIVIC CENTER BUDGET REPORT				
March 31, 2025				
	BUDGET		ACTUAL	
<u>REVENUES</u>				
MOTEL TAX	\$ 290,000.00		\$ 217,500.03	75%
LEE COUNTY CURRENT ALLOCATION	64,930.00		\$ 48,697.47	75%
RENTAL INCOME	200,000.00		\$ 166,203.98	83%
TOTAL REVENUE	\$ 554,930.00			\$ 432,401.48
<u>EXPENSES</u>				
SALARIES			207,044.46	
SOCIAL SECURITY			14,752.29	
RETIREMENT			30,997.19	
LONGEVITY			1,199.88	
MEDICAL INSURANCE			18,888.08	
OTHER INSURANCE			204.12	
OTHER CONTRACTED SERVICES			100.00	
Janitorial Services Agreements			1,341.51	
Waste Removal/Recycling Svcs			2,216.57	
Security Service Agreements			675.00	
Pest Control Svcs Agreements			750.00	
Custodial Supplies			4,078.90	
Maintenance Supplies			7,893.73	
Office Supplies			345.09	
Other Supplies			1,143.62	
TELEPHONE			459.41	
ISP Charges			540.00	
Cell Phone			396.93	
HEAT			11,024.33	
WATER			2,933.10	
ELECTRICITY			71,449.40	
EQUIPMENT REPAIRS			3,696.84	
FACILITIES REPAIRS			2,622.29	
MAINT. Agreement			8,682.45	
ELECTRONIC PROCESSING FEE			5,974.38	
OTHER CURRENT EXPENSE			1,809.99	
EQUIPMENT RENTAL			1,823.85	
OTHER			4,194.62	
TOTAL EXPENSES				\$ 407,238.03
REVENUE OVER EXPENSES				\$ 25,163.45
FUND BALANCE AS OF July 1, 2024	\$ (22,457.95)			
PLUS REVENUE OVER EXPENSES	25,163.45			
PLUS CASH WITH TREASURER	30,000.00			
FUND BALANCE AS OF December 31, 2024	\$ 32,705.50			

CENTRAL CAROLINA COMMUNITY COLLEGE	
EXPENDITURES FOR GOOD OF SCHOOL	
JULY 1, 2024 - March 31, 2025	
<u>STUDENT RELATED</u>	
ICR PROCESSING FEE	\$ 922.31
FACTS PROCESSING FEE	28,614.00
TITLE IX	629.00
STUDENT CULTURAL ENRICHMENT	3,254.34
ADVISORY MEETINGS	369.11
SCHOLARSHIP LUNCHEON	9,641.14
OTHER INSURANCE	375.00
OTHER CURRENT EXPENSES	3,054.48
TOTAL STUDENT RELATED	\$ 46,859.38
<u>PUBLIC RELATED</u>	
PUBLIC RELATIONS	\$ 2,473.95
LAUNDRY SERVICE AGREEMENTS	845.30
OTHER CONTRACTED SERVICES	450.00
REGISTRATION FEES	3,783.00
FOOD	14,240.61
IN-OF-STATE ALL TRAVEL	1,391.37
OUT-OF-STATE ALL TRAVEL	488.96
BOARD OF TRUSTEE EXPENSES	160.00
SACS/QEP EXPENSES	2,000.00
BANK SERVICE CHARGES	5,591.30
EMPLOYEE FLOWERS/RETIREMENT	152.58
OTHER CURRENT EXPENSES	2,816.85
TOTAL PUBLIC RELATED	\$ 34,393.92
GRAND TOTAL	\$ 81,253.30

Full Board Agenda

1. Benefits Broker Presentations (Closed Session pursuant to NCGS 143-318.11(a)(1))

Action: Refer benefits broker presentations for selection by the full Board.

The College has received four responses to the benefits broker RFP solicitation. The College staff has completed a preliminary screening and the top two respondents have been referred to the Board for consideration. The two respondents will be given 15 minutes each to present their proposals to the Board in closed session. Respondents have been instructed that they can utilize PowerPoint, bring handouts, or do both; respondents have also been instructed that they should approach their presentations as if the Board members have not yet reviewed the solicitation responses.

2. Receive Sound Fiscal Management Report, FYE 2024

Action: Receive the Sound Fiscal Management Report for FYE 2024.

The College has received its [Sound Fiscal Management Report for FYE 2024](#), showing that it has met expectations in every metric.

3. Approve TDA MOU FY 2025-2026

Action: Approve the TDA MOU for Fiscal Year 2025-2026.

The College staff has met with the Tourism Development Authority to discuss the upcoming [MOU for Fiscal Year 2025-2026](#). Money will be set aside to assist with one of the two most pressing capital projects faced by the Civic Center: 1) pressure washing the exterior or 2) replacing light fixtures that have become obsolete. If revenues outperform expectations, excess revenues may be redirected to cover expenses for both projects. The College and the TDA will also work together to gather and analyze data to inform decisions relating to the Fiscal Year 2026-2027 MOU. The TDA has also worked with Avenir Bold to launch the [Civic Center's new website](#).

4. Receive Audit Report for Year Ended June 30, 2024

Action: Receive audit report for the year ended June 30, 2024.

The Office of the State Auditor has completed its audit of and provided a [report for the College financial records for the year ended June 30, 2024](#).



BOARD OF TRUSTEES

Building & Grounds Committee Agenda

Date & Time: Monday, April 28, 2025, 10:30 AM ET

Location: Lee Main Campus, Dennis A. Wicker Civic & Conference Center, Executive Boardroom

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

Consent Agenda

1. Approve Building & Grounds Committee Meeting Minutes, February 2025

Full Board Agenda

1. Ratification of Construction Manager at Risk Pre-Construction Services Agreement for Moore Center Main Building Renovation - Phase 1 with Samet/Sanford
2. Approve Selection of General Contractor for Moore Center Bioprocessing Building Renovation Project
3. Approve Naming of Exhibition Lobby at Moore Center Main Building - Phase 1 in Honor of Representative John Sauls.
4. Authorize Board Chairman Philpott to Approve Deed Transfers for Rights-of-Way to NC Department of Transportation Related to Kelly Drive Relocation Project.

For Information Only

1. Update from Hobbs Architects on Project Scope and Construction Budget for Moore Center Main Building Renovation - Phase 1
2. Building and Grounds Updates
3. Security Updates

Consent Agenda

Action: Approve and receive consent agenda items.

1. Approve Building & Grounds Committee Meeting Minutes, February 2025

The College staff has developed the [February 2025 Building & Grounds Committee Meeting Minutes](#) for approval.

Full Board Agenda

1. Ratification of Construction Manager at Risk Pre-Construction Services Agreement for Moore Center Main Building Renovation - Phase 1 with Sanford Contracts

Action: Approve ratification of Construction Manager at Risk Pre-Construction Services Agreement.

Chairman Philpott signed the [Construct Manager at Risk Pre-Construction Services Agreement](#) in line with 1) the Board's approval of the Construction Manager at Risk selection at the October 2024 Board meeting and 2) the Board's approval of the Form 3-1 Amendment 2 for the Moore Center Main Building Renovation at the February 2025 Board meeting. The Board is being asked to ratify this agreement.

2. Approve Selection of General Contractor for Moore Center Bioprocessing Building Renovation Project

Action: Approve selection of Sanford Contractors, Inc. as the single prime general contractor for Moore Center Bioprocessing Building Renovation project and authorize college officials to submit a request to the State Construction Office for a construction contract .

Three sealed bids for single prime general contractor services in support of the Moore Center Bioprocessing Building Renovation project were received and opened at 3:00 pm on April 23, 2025. Project designer RS&H confirmed that all three bids met the minimum bid submission requirements per SCO guidelines and provided college officials with a [Certified Bid Tabulation](#) on April 24, 2025. Summaries of the bids are as follows:

1. Sanford Contractors, Inc.
 - Base Bid: \$3,897,000
 - Alternate Bid for Standby Generator Provision: \$40,000
 - Total Bid: \$3,937,000
2. Berry Building Group, Inc.
 - Base Bid: \$4,215,000
 - Alternate Bid for Standby Generator Provision: \$54,000
 - Total Bid: \$4,269,000
3. EC-Build, LLC
 - Base Bid: \$4,840,000
 - Alternate Bid for Standby Generator Provision: \$56,738

- Total Bid: \$4,896,738

3. Approve Naming of Exhibition Lobby at Moore Center Main Building - Phase 1 in Honor of Representative John Sauls

Action: Approve naming the exhibition lobby planned for the Moore Center Main Building Renovation - Phase 1 project for Representative John Sauls.

In recognition of Representative John Sauls' efforts in the legislature to obtain over \$10 million in funding for the Moore Center, college staff is recommending that the Board approve that the exhibition lobby integrated in the design for the Phase 1 renovation be named after Representative Sauls. A commemorative plaque will be mounted in his honor within the exhibition lobby and [a resolution has been prepared for adoption](#) by the Board.

4. Authorize Board Chairman Philpott to Approve Deed Transfers for Rights-of-Way to NC Department of Transportation Related to Kelly Drive Relocation Project

Action: Authorize Board Chairman to ratify deed transfers of real property to NC Department of Transportation for the purposes of conveying rights-of-way required to support the Kelly Drive Relocation Project, NCDOT R-5959.

NC Department of Transportation (DOT) is currently engaged in the process of identifying real property parcels currently owned by Central Carolina Community College, Lee County, and Greenhawk Corporation, small portions of which would be need to be transferred to DOT in order to fulfill legal right-of-way requirements for the construction of the relocated Kelly Drive, [Project R-5959](#). Rights-of-way are legally defined and professionally surveyed based on a prescribed measurement from the new roadway's designated centerline. Providing Chairman Philpott with authorization to approve deed transfers on behalf of the college for this purpose will ensure that the pre-construction phase of the project is executed efficiently and without delays that would be incurred by waiting for full board approval for each transfer.

For Information Only

1. Update from Hobbs Architects on Project Scope and Construction Budget for Moore Center Main Building Renovation - Phase 1

Members of the Hobbs Architects team will present their progress to date on the Design Development phase of the Main Building Renovation project. Talking points will include updated construction cost estimates, exterior design elements, and preconstruction task progress.

2. Building and Grounds Updates

- Annual Facilities Plan Update 2024-2025 now published and includes a special section on the Moore Center.
- Lee Main Campus--Large Animal Facility (LAF) upgrades:
 - Construction of bovine shelter: A 60' x 40' bovine shelter was erected in February and March of 2025 adjacent to the equine run-in shelter. The new bovine shelter will allow for students to work with cows in a safe and clinically appropriate environment.

- Fire detection system installation: A fire detection/alarm system is scheduled for installation in the LAF building in the early summer. Note: Even though Lee County fire ordinance and building code did not require a fire detection system in this building, the college's insurance carrier requires one be installed in order to insure the structure.
- Acoustical soundproofing: Soundproofing panels were installed in one side of the LAF in order to reduce reverberation and ambient noise in the interior. Installation on the opposite side is scheduled for the summer months.
- Equine stall installation: Modular steel equine stalls will be installed in the LAF interior upon procurement and delivery.
- Lee Main Campus--Moore Center Minor Renovations:
 - A rear loading dock area of the Main Building is undergoing a mild renovation (cleaning, painting, electrical, network) to facilitate relocation of the HVAC program from Howard James Industry Training Center (HJITC). Renovation will be completed by August 2025.
 - The former die-casting area of the Main Building is undergoing a mild renovation (cleaning, painting, electrical, network) to facilitate relocation of the CAT welding program from Howard James Industry Training Center (HJITC). Renovation will be completed by December 2025 or earlier, if possible.
 - Two former office areas in the Main Building are being cosmetically renovated (paint, flooring, lighting, network) to accommodate a relocation of personnel from Lee Main Campus (Guided Studies building) Center for Workforce Innovation and HJITC. Most personnel relocations will be completed in May.
 - The former Harley Davidson assembly space is planned for a mild renovation (cleaning, painting, electrical, compressed air, network) to facilitate robotics and electronics courses. Renovation will be completed by December 2025 or earlier, if possible.
 - The college is investigating a potential mild renovation of the open floor plan office area adjacent to the Executive Office Suite to serve as an event space.
- Chatham County Minor Projects:
 - Updated fire detection equipment was installed in the Chatham Community Library Industry. Buildings 41 and 42 are budgeted for fire detection system upgrades
 - UNC Health Chatham, with support from the County, is installing a monument sign for Central Carolina Business Park at the intersection of Progress Boulevard and Alston Bridge Road (the other end of Progress Boulevard). The County is having the top panel reserved for the College to place its logo. The college's obligation is simply to work with the sign vendor on graphic design and to pay the nominal cost for the panel.

3. Security Updates

The 23 new surveillance cameras recommended by our law enforcement audit have now been installed and are functional.

We will have an Active Shooter tabletop drill session on the Lee County Campus on May 16, 2025.



BOARD OF TRUSTEES

Personnel Committee Agenda

Date & Time: Monday, April 28, 2025, Noon ET

Location: Lee Main Campus, Dennis A. Wicker Civic & Conference Center, Executive Boardroom

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

Consent Agenda

1. Approve Personnel Committee Meeting Minutes, February 2025
2. Receive Attrition and Turnover Report
3. Receive Employee Updates
4. Approve Summer Operating Schedule

Full Board Agenda

No Agenda Items

For Information Only

No Agenda Items

Consent Agenda

Action: Approve and receive consent agenda items.

1. Approve Personnel Committee Meeting Minutes, February 2025

The College staff has developed the [February 2025 Personnel Committee Meeting Minutes](#) for approval.

2. Receive Attrition and Turnover Report

Attrition: Third Quarter (2024 - 2025)

Resignations	3
Retirements	1
Deceased	0
Terminations	2
Non-Renewals	0
Total	6

Turnover: Third Quarter - Fiscal Year 2024 - 2025

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

Turnover Data:

- Quarter Turnover Rate: 1.36%

- Fiscal Year Turnover: 6.3%

3. Receive Employment Updates

New Employees

1. James Carr, Associate Director of Student Onboarding and Success, 01/13/2025
2. Ashley Burch, Education Navigator, 01/13/2025
3. Tiffany Bryant, Education Navigator, 01/13/2025
4. Maribel Merle, Adult ESL Instructor (12 months), 1/15/2025
5. Nicholas McCullen, Custodian, 01/27/2025
6. Marc Alvarez, Nursing Instructor (12 months), 02/03/2025
7. Michaela Wilson, Cashier, 02/19/2025
8. Joshua Hurley, Landscaping and Custodial Supervisor, 02/24/2025
9. Christian Jeffries, Grants Accountant, 03/17/2025
10. Ryan Dent, PC Technician I, 03/31/2025

Promotions/Position Changes

1. Ronald Absher - Electrical Systems Technology Instructor (9 months), 01/02/2025
2. Karen Weaver – Custodian Coordinator (Harnett County), 01/02/2025
3. Ashley Iceman – Payroll/Travel Specialist, 01/02/2025
4. William “Cody” Hecker – Veterinary Medical Technology Instructor (9 months), 01/02/2025
5. Martha Hernandez – Custodian Coordinator (Lee County), 01/06/2025
6. Crystal Way – Nursing Programs Clinical Coordinator, 01/08/2025
7. Jonathan Silva – Academic Coach, TRiO Student Support Services, 01/21/25
8. Lisa Smelser – Executive Director, Workforce Strategic Initiatives, 02/01/2025
9. Kaleigh Gibson – Education Navigator, 02/10/2025
10. Marbella Cortez Perez, Bilingual Cosmetology Instructor (9 months), 03/17/2025
11. Brenda Grubb – Biotechnology Department Chair, 03/17/2025
12. April Raines – Director, TRiO Student Support Services, 03/24/2025

4. Approve Summer Operating Schedule

As in previous years, the College staff have developed a proposed Summer 2025 operating schedule for Board consideration that supports energy savings and serves as an employee benefit. CCCC will operate on a four-day work week from Monday, May 19 through Friday, July 25, 2025.

- Full-time employees will work extended hours, starting between 7:00–7:30 AM and ending between 5:30–6:00 PM.
- Official business hours will be 8:00 AM–5:30 PM, with all services available during that time. Some departments may open earlier or close later.
- Alternative schedules may be approved by the area’s Executive Leader.

The Friday closures are listed below:

- May 23rd
- May 30th
- June 6th
- June 13th
- June 20th
- June 27th
- July 4th
- July 11th
- July 18th
- July 25th



BOARD OF TRUSTEES

Program Committee Agenda

Date & Time: Monday, April 28, 2025, 1:30 PM ET

Location: Lee Main Campus, Dennis A. Wicker Civic & Conference Center, Executive Boardroom

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

Consent Agenda

1. Approve Program Committee Meeting Minutes, February 2025
2. Approve Curriculum Review Committee Actions, February and March 2025
3. Approve Academic Policy Committee Actions, April 2025
4. Workforce Continuing Education 2025-2028 Accountability and Integrity Plan

Full Board Agenda

No Agenda Items

For Information Only

1. Curriculum Updates
2. Workforce Continuing Education Updates

Consent Agenda

Action: Approve and receive consent agenda items.

1. Approve Program Committee Meeting Minutes, February 2025

The College staff has developed the [February 2025 Program Committee Meeting Minutes](#) for approval.

2. Approve Curriculum Review Committee Actions, February and March 2025

The Curriculum Review Committee met on [February 13](#) and [March 13](#), 2025 and recommended the actions indicated on the linked summary documents.

3. Approve Academic Policy Committee Actions, April 2025

The Academic Policy Committee met on [April 15, 2025](#) and recommended the actions indicated on the linked minutes.

4. Workforce Continuing Education 2025-2028 Accountability and Integrity Plan

The Workforce Continuing Education staff has prepared the [2025-2028 Accountability and Integrity Plan](#) for review.

For Information Only

1. Curriculum Updates

Career Community Updates

Applied Technologies

- Three automotive faculty members have completed level two training in electric vehicles in preparation for the new EV degree.

Arts

- Ty Stumpf, department chair for English and Humanities, and Bianka Stumpf, history instructor, were two of twelve participants selected for a study tour of Bosnia and Herzegovina (June 3-12) offered through UNC-Chapel Hill's Center for Slavic, Eurasian, and East European Studies. Expenses will be covered by a generous grant from UNC.

Health Sciences

- Two Medical Assisting students have been accepted into Cape Fear Valley Medical Center's apprenticeship program, marking our first time participating in this opportunity.
- Medical Sonography accepted two additional students for the fall entering class because the program secured additional clinical sites for a total of 10 students. Sonography plans to accommodate 12 new students in the fall.
- The Nursing lab at Chatham Health Sciences Center will be ready for summer classes, and two new faculty members have been hired for this site.

- Veterinary Medical Technology represented CCCC at Community College Day in Raleigh, and the positive exposure resulted in the adoption of three Cougar Pets.

Professional Services

- The Education Programs department has memoranda of understanding in place with Lee, Harnett, and Moore counties for the Elementary Education Residency Licensure Certificate. Five teachers have enrolled in the program for the fall, and additional teachers have indicated interest in the program. An MOU has been sent to Chatham County Schools.

Public Safety

- A new continuing education course in Crime Scene Processing is scheduled for May. This course is equivalent to the curriculum course and provides a pathway to the Criminal Justice associate degree.

STEM

- A team of five students and physics faculty member David Baker participated in the high altitude balloon launch sponsored by the NC Space Grant. The CCCC team's balloon reached an altitude of 85,000 feet, which is two to three times the altitude of commercial jets. When the balloon ultimately popped, there was no sound recorded by the video camera because there is not enough air at that altitude to transmit sound vibrations.

SkillsUSA Update

- Thirty-eight students competed in the state SkillsUSA conference in the following categories: Baking and Pastry Arts, Culinary Arts, Restaurant Service, Wedding Cake Decorating, Internetworking, Medical Terminology, Metalworking, Welding, Welding Fabrication, Welding Sculpture, and Motorcycle Service Technology.
- Fifteen students won medals at SkillsUSA, with two students winning first place in the state and moving on to the national competition in Atlanta this summer. Those students are Cesar Villalta (also a CCCC employee) in Internetworking and Jacob Knechel in Motorcycle Service Technology.
- SkillsUSA advisor Scott Butcher, industrial systems technology instructor, was awarded SkillsUSA Postsecondary Advisor of the Year for North Carolina.

Career and Academic Engagement Update

- ESL classes are being taught at Pallet One in Chatham County.
- High school equivalency courses in Spanish have been popular at Lee Main Campus and will be expanded to Siler City Center and Harnett Main Campus.

Center for Organizational Excellence Update

- Simple Syllabus implementation is underway to improve transparency and consistency in syllabi across the college. A pilot is scheduled for Summer 2025 and full rollout is planned for Fall 2025.
- Coursedog is a comprehensive scheduling and catalog platform that streamlines academic operations. Implementation and testing are complete for the academic scheduling

module, and the Spring 2026 schedule will be built using Courshedog. Analytics and catalog management modules are underway, and event management is poised for kickoff.

- Deana St. Peter, executive director of the COE, completed the North Carolina Community College Leadership Program.

2. Workforce 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 Development:

- **Entrepreneurship Series**
 - RISE 2025: Spring class completed with 14 participants. Two participants were awarded \$5000 reimbursable grants.
 - SPARK 2025: Current class – 13 participants. Fidelity Bank is sponsoring \$2500 grant for one pitch competition winner
 - Harnett Lift-off Lab: TBD
- **Harnett Business Resource Summit** held February 10th in collaboration with the five Harnett Chambers of Commerce. Sixty participants heard from various speakers, including NC Secretary of State Elaine Marshall and Senator Jim Burgin, about resources to support their business development.
- **Central Carolina Procurement Summit** held April 8th – 10th. This is a collaboration with FSU Entrepreneurship HUB, NC Growth, Lee County, Chatham County, City of Sanford and City of Dunn. The summit is designed to educate participants in navigating local city and county government contracts and to create an opportunity to meet 1-on-1 with procurement managers.
- **Boots 2 Business** held March 25th in Harnett County. Supported 16 veteran participants in understanding entrepreneurship and business ownership fundamentals.
- **On-going efforts** supporting 83 existing and prospective business owners across the service area

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. Projects may run for 1 – 3 years depending on need.

- **12 active projects** representing three (3) businesses in Chatham County, three (3) in Harnett County, and six (6) in Lee County.
 - **\$2.9M** Total value of project training portfolio
 - **1,054** Number of employees taking classes, July 2024 – March 2025
 - **1,681** Number of hours on instruction, July 2024 – March 2025

- **6 new projects** in the pipeline representing four (4) business in Chatham County and two (2) businesses in Lee County
- **12 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.

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 Program:** program continues to grow with a target capacity of 24 students/class for Summer 2025
 - **85 graduates** to date
 - **12 graduates** March 27, 2025
 - **72% graduates** gain DMV licensure on first attempt
 - **99% graduates** have earned their CDL

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.

EMS

- The EMS Program is pleased to announce the hiring of a new Program Director, Mr. John Wilson. Mr. Wilson brings over 30 years of EMT and Paramedic experience, along with more than 14 years of leadership as an EMS Program Director.

Law Enforcement In-Service Training

- A new 2,700-square-foot indoor simulation structure has just been completed, thanks to a generous donation from local stakeholder Trigger Time. The repurposed hangar space will support instruction in building searches and clearing techniques for Fire, Law Enforcement, and Uncrewed Aircraft Systems (UAS) students.

BLET (Basic Law Enforcement Training)

- Sixteen cadets graduated from the BLET Academy on April 9th. All 16 cadets passed the state certification exam, continuing the program's 100% pass rate since January 2023.

Workforce Special Programs: focuses on new initiatives and program development in response to upcoming trends and collaborations.

Workforce Connect event focused on providing the audience of students and community members a more robust picture of the various pathways to and through successful manufacturing careers from the perspective of four leaders from area companies: 3M, Astellas, Boon Edam, and Wolfspeed. Approximately 50 attended with positive feedback from participants and employers.

Advanced Materials and Energy:

- Established the Advanced Materials and Energy (AME) program to encompass all the various initiatives the college is leading or participating in related to microelectronics, nanotechnology, and various other energy technologies.
 - **CLAWS (NCSU and NC A&T partnership):**

- Led and participated in multiple meetings with industry representatives and research organizations to identify industry KSAs for various semiconductor roles.
- Currently compiling information to submit the new course request for our short-term Introduction to Semiconductor Manufacturing course.
- **MNVP (NCSU and Penn State partnership):**
 - Collaborated with Maricopa Community College and Penn State to identify best practices for recruitment and onboarding of our fall 2025 cohort.
 - Currently working with our Veterans Upward Bound team to plan an interest meeting to recruit our fall cohort and to establish wraparound support services for this cohort.
- **Wolfspeed Customized Training Project:**
 - Action plan in place to acquire the final piece of equipment needed to conduct all training at Siler City site vs. traveling to Durham Tech for the vacuum systems and leak checking training.



BOARD OF TRUSTEES

Student and Academic Support Services Committee Agenda

Date & Time: Monday, April 28, 2025, 3:00 PM ET

Location: Lee Main Campus, Dennis A. Wicker Civic &
Conference Center, Executive Boardroom

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, February 2025
2. Receive Grants in Development Report
3. Receive Foundation Revenue Report

Full Board Agenda

No Agenda Items

For Information Only

1. Accreditation Update
2. Veterans Affairs Update
3. Financial Aid Update
4. Enrollment Updates

Consent Agenda

Action: Approve and receive consent agenda items.

1. Approve Student and Academic Support Services Committee Meeting Minutes, February 2025

The College staff has developed the [February 2025 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 [Jan '25](#), [Feb. '25](#), and [March '25](#) Monthly Office of Grants and Strategic Initiatives Reports.

3. Receive Foundation Revenue Report

Designations	Third Quarter	Current YTD
Endowment Additions	\$ 74,244.00	\$ 263,857.96
Other Restricted Funds	\$ 157,756.31	\$462,001.30
Total Restricted	\$232,000.31	\$ 725859.26
Total Unrestricted	\$16,206.50	\$ 61, 069.68
TOTAL REVENUES:	\$ 248,206.81	\$ 786,928.94

For Information Only

1. Accreditation Update

SACSCOC Activity

In February 2025, the College submitted a request to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) regarding the following program actions:

- **Program Closure:** Approval was requested to close the Health and Fitness Science program at the Chatham Health Sciences Center.
- **New Program:** SACSCOC approved the College's request to launch the Social Services Certificate program.

- **Program Closure:** SACSCOC also approved the closure of the Biotechnology Diploma program.

HLC Activity

On March 25, 2025, the College submitted its application for the Higher Learning Commission's (HLC) Accelerated Process for Initial Accreditation. HLC has confirmed receipt of the application and will issue an invoice for the \$5,000 application fee. Upon payment, the application will be formally reviewed.

If accepted, the College will move to the Preliminary Peer Review stage, which involves developing and submitting narrative responses and supporting documentation aligned with HLC's Assumed Practices, Eligibility Requirements, Assurance Argument, and Institutional Data Form.

2. Veterans Affairs Update

We have had almost 300 Military Affiliated students attending the College for the Spring 2025 semester.

Between Fall 2024 and Spring 2025 we will have 32 to graduate and complete their Program of Study. We also had around 40 Military Affiliated students that were new to CCCC who started in January 2025.

We were very pleased this spring when it was announced at the end of March that CCCC had been designated as a 2025/2026 Military Friendly School - Silver status and a 2025/2026 Military Spouse Friendly School. These are two very nice distinctions for the College and its efforts on behalf of Veterans and their dependents.

Military Affiliated Student Growth over the last four years:

- 2021: 304
- 2022: 328
- 2023: 340
- 2024: 426

3. Financial Aid Update

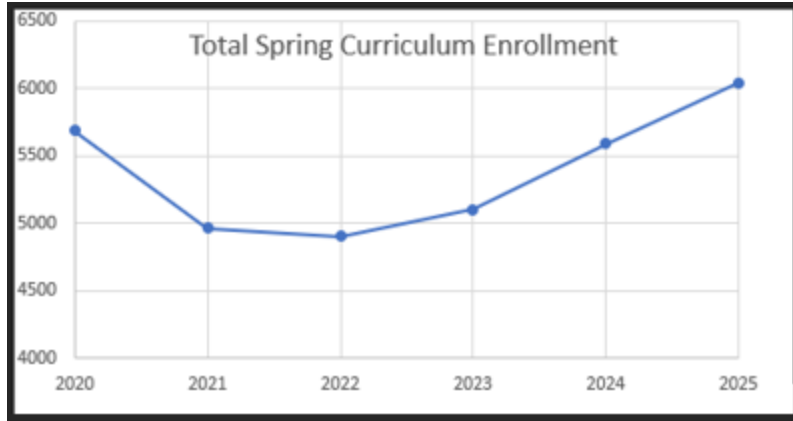
2024-2025 To Date Totals

- Total FAFSA's Rec'd for 2024-2025: 8,913 (Pell Eligible: 4,460)
- Total Funds Disbursed (all sources of funding): \$10,268,608
- Total Students with Aid Disbursed: 2,438

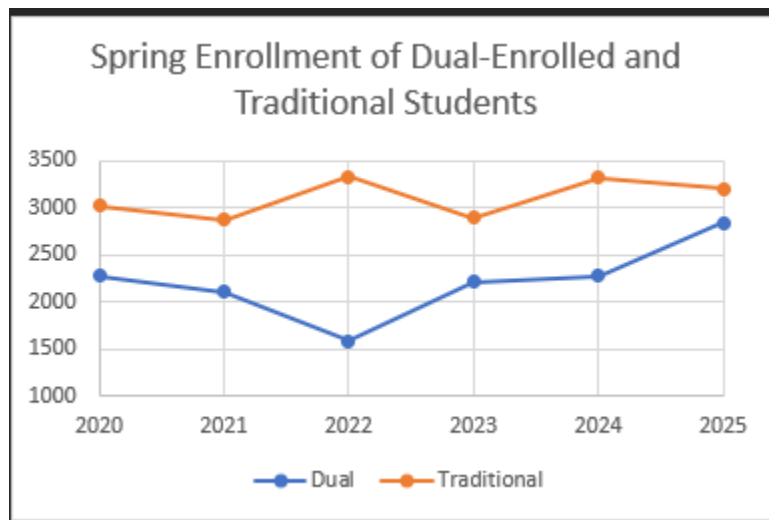
4. Enrollment Updates

Spring Enrollment

Spring enrollment continues to increase and reached a record in 2025SP...



...and an increased percentage of enrollment is comprised of dual enrollment students.



Promise/K14 and Homeschool

- The Central Carolina Promise/K14 program continues to offer eligible students free in-state tuition and required fees for the two years following high school graduation. To date, 146 seniors from the Class of 2025 have applied for Fall 2025, and that number is expected to at least double during CCCC's fourth annual #RedCarpetRegistration event. Held throughout April and concluding on Thursday, May 1, the event spans 13 local high schools and all three CCCC main campuses. This initiative is a joint effort involving multiple CCCC departments and close collaboration with local school systems.
- Homeschool (11th and 12th grade) student participation continues to grow; we average about 100 students each spring.

Fall Enrollment

- Registration for fall (and summer) enrollment opened in early April.
- We are enhancing processes through Slate to make it even easier for Career and College Students (CCP) to transition to becoming "traditional" students once they complete high school.

- Early application numbers suggest a slightly higher enrollment in FA25.

Strategic Enrollment and Retention

- We are formalizing a draft around strategies to enhance marketing, recruitment, enrollment, and retention of adult students (24+). A comprehensive strategic enrollment plan will be developed as part of our Higher Learning Commission accreditation process.
- To continue to bolster our retention efforts, we are expanding programming around wellness, stress management, and exam preparation as the semester ends.
- We continue to expand communication campaigns to service area high school students. In addition, we are engaging with middle schools to increase awareness of CCCC options: we had all of the 7th graders in Lee County see our programs recently and have 8th grade tours in Chatham upcoming.

Transfer Initiatives

- Central Carolina has formally signed agreements with North Carolina A&T University and Appalachian State University to participate in the Aggie Plus Aspire Appalachian programs respectively. These agreements will open doors for more transfer students to attend these universities
- CCCC recently hosted its spring Transfer Advisory Board; multiple institutions were in attendance and would like us to offer additional such meetings to improve transfer processes and strengthen partnerships.