



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

Monday, August 4, 2025

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

Finance Committee

Time: 9:00 a.m.

Jamie Kelly, Chair
Chet Mann

Personnel Committee

Time: 10:30 a.m.

Chip Post, Chair
Jerry Pedley

Building & Grounds Committee

Time: 12:00 p.m.

Jim Womack, Chair
John Bonardi

Programs & Student Supports Committee

Time: 1:30 p.m.

Pat Kirkman, Co-Chair
James Crawford, Co-Chair
Gladys McAuley
Taylor Vorbeck
Karen Howard

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, August 6, 2025, 6:00 PM ET
Lee Main Campus, Dennis A. Wicker Civic & Conference Center, Executive Boardroom**

PRELIMINARY MATTERS

Swearing in of Trustees

Recognition of Guests & Outgoing Trustees

Dinner Presentations

- Brief Trustee Orientation
- Performance Measures

Ethics Statement

Mission Statement of the College

Presentation of Nominations for & Election of Chair and Vice-Chair

Legislation Updates

Approval of Consent Agenda

CONSENT AGENDA

Board Minutes

1. [Approve Board of Trustees Meeting Minutes, April 2025](#)
2. [Approve Board of Trustees Meeting Minutes, May 2025](#)

Finance Committee

1. [Approve Finance Committee Meeting Minutes, April 2025](#)
2. Approve Interim Budget Resolution
3. Receive Finance Reports for Period Ending June 30, 2025

Personnel Committee

1. [Approve Personnel Committee Meeting Minutes, April 2025](#)

2. Receive Personnel Reports
3. Approve Travel Authorization Policy
4. Approve Blanket Travel Authorizations for President and Executive Leaders
5. Approve Bereavement Leave Policy (Revision)
6. Approve Paid Parental Leave Policy (Revision)

Building & Grounds Committee

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

Programs & Student Supports Committee

1. [Approve Program Committee Meeting Minutes, April 2025](#)
2. [Approve Student & Academic Support Services Committee Minutes, April 2025](#)
3. Approve Chatham County Promise MOU Expansion Agreement
4. Approve Revised Lee County Promise MOU
5. Approve Grants in Development Report
6. Receive Foundation Revenue Report

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Finance Committee

No Agenda Items

Personnel Committee

No Agenda Items

Building & Grounds Committee

1. Approve Form 3-1 New Project for ESTC Driving Track Rehabilitation

Programs & Student Supports Committee

1. Ratify Approval of Curriculum Review Committee Electronic Vote Actions - June 30, 2025
2. Approve Closure of Audio Video Production Technology (AVPT) Program and Associated Credentials
3. Approve Addition of a Diploma Option to the Veterinary Medical Technology (VMT) Program
4. Approve *Excellence in Action: Central Carolina Community College Strategic Plan (2025-2030)*

CONCLUDING MATTERS

Other Information

Updates from the President

Comments by the Chair

Adjournment



BOARD OF TRUSTEES

Finance Committee Agenda

Date & Time: Monday, August 4, 2025 9:00 AM ET

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

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

Consent Agenda

1. Approve Finance Committee Meeting Minutes, April 2025
2. Approve Interim Budget Resolution
3. Receive Finance Reports for Period Ending June 30, 2025

Full Board Agenda

No Full Board Agenda Items

For Information Only

1. Insurance Coverages Update
2. Contracts Report-Out
3. TDA End-of-Year Savings

Consent Agenda

Action: Approve and receive consent agenda items.

1. Approve Finance Committee Meeting Minutes, April 2025

The college staff has prepared the [April 2025 Finance Committee minutes](#) for approval.

2. Approve Interim Budget Resolution

The staff is recommending the passage of the following interim budget resolution:

In accordance with G.S. 115D-57, the President of Central Carolina Community College is hereby authorized, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between the beginning of the 2025-2026 fiscal year, which started July 1, 2025, and the eventual adoption of the college's budget resolution, which is anticipated to occur at a future date during the 2025-2026 fiscal year. All such interim provisions shall be charged to the proper allocations in the future budget resolution.

3. Receive Finance Reports for Period Ending June 30, 2025

The college staff has prepared the finance reports for the period ending June 30, 2025, which can be found on the following pages.

CENTRAL CAROLINA COMMUNITY COLLEGE				
STATE BUDGET REPORT				
June 30, 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	\$ 1,594,450.00	\$ 1,580,139.00	\$ 14,311.00	99%
FINANCIAL SERVICES	2,539,018.00	1,480,627.00	\$ 1,058,391.00	58%
GENERAL ADMINISTRATION	2,971,513.00	2,905,018.00	\$ 66,495.00	98%
INFORMATION SYSTEMS	1,464,472.00	1,451,016.00	\$ 13,456.00	99%
INSTRUCTION - CURRICULUM	20,748,595.00	20,612,750.00	\$ 135,845.00	99%
INSTRUCTION - NON-CURRICULUM	6,178,308.00	5,264,960.00	\$ 913,348.00	85%
ACADEMIC SUPPORT	5,154,169.00	5,120,656.00	\$ 33,513.00	99%
STUDENT SUPPORT	3,758,321.00	3,743,224.00	\$ 15,097.00	100%
TOTAL CURRENT EXPENSE	\$ 44,408,846.00	\$ 42,158,390.00	\$ 2,250,456.00	95%
<u>CAPITAL OUTLAY</u>				
EQUIPMENT	\$ 2,031,531.00	\$ 1,151,554.00	\$ 879,977.00	57%
BOOKS	79,661.00	49,926.00	29,735.00	63%
940 CAT/GRANT EQUIPMENT	285,970.00	244,958.00	41,012.00	86%
945 BIOBetter	386,031.00	157,255.36	228,775.64	41%
TOTAL CAPITAL OUTLAY	\$ 2,783,193.00	\$ 1,603,693.36	\$ 1,179,499.64	58%
TOTAL CURRENT EXPENSE AND				
CAPITAL OUTLAY	\$ 47,192,039.00	\$ 43,762,083.36	\$ 3,429,955.64	93%

CENTRAL CAROLINA COMMUNITY COLLEGE				
LEE COUNTY BUDGET REPORT				
June 30, 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	\$ 3,903,708.00	\$ 3,779,132.00	124,576.00	97%
GENERAL ADMINISTRATION	615,037.00	539,273.00	75,764.00	88%
TOTAL CURRENT EXPENSE	\$ 4,518,745.00	\$ 4,318,405.00	\$ 200,340.00	96%
TOTAL CAPITAL OUTLAY	\$ 150,000.00	\$ 124,261.00	\$ 25,739.00	83%
TOTAL CURRENT EXPENSE AND				
CAPITAL OUTLAY	\$ 4,668,745.00	\$ 4,442,666.00	\$ 226,079.00	95%

CENTRAL CAROLINA COMMUNITY COLLEGE				
CHATHAM COUNTY BUDGET REPORT				
June 30, 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	\$ 1,210,170.00	\$ 1,020,209.00	\$ 189,961.00	84%
GENERAL ADMINISTRATION	261,463.00	238,542.00	\$ 22,921.00	91%
TOTAL CURRENT EXPENSE	\$ 1,471,633.00	\$ 1,258,751.00	\$ 212,882.00	86%
TOTAL CAPITAL OUTLAY	\$ 200,000.00	\$ 158,113.00	\$ 41,887.00	79%
TOTAL CURRENT EXPENSE AND				
CAPITAL OUTLAY	\$ 1,671,633.00	\$ 1,416,864.00	\$ 254,769.00	85%

CENTRAL CAROLINA COMMUNITY COLLEGE				
HARNETT COUNTY BUDGET REPORT				
June 30, 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 AND OPERATIONS	\$ 1,517,787.00	\$ 1,368,412.00	\$ 149,375.00	90%
GENERAL ADMINISTRATION	84,677.00	77,182.00	7,495.00	91%
TOTAL CURRENT EXPENSE	\$ 1,602,464.00	\$ 1,445,594.00	\$ 156,870.00	90%
CAPITAL OUTLAY	\$ 150,000.00	\$ 41,049.37	\$ 108,950.63	27%
TOTAL CURRENT EXPENSE AND				
CAPITAL OUTLAY	\$ 1,752,464.00	\$ 1,486,643.37	\$ 265,820.63	85%

CENTRAL CAROLINA COMMUNITY COLLEGE	
INVESTMENT ASSET ACCOUNT	
June 30, 2025	
CPR CARDS	\$ 1,485.26
DISTANCE ED FEE	591,654.63
CAMPUS SECURITY FEE	159,401.08
LOST REVENUE	143,361.07
SELF-SUPPORTING	11,660.96
CIVIC CENTER	30,000.00
COMMUNITY SERV FEES	110,163.02
CONT ED ACTIVITY FEES	5,661.37
OVERHEAD RECEIPTS	83,884.68
ESTC RENTAL FUNDS	12,371.92
PITTSBORO RENTAL FUNDS	6,398.97
INDIRECT COST FUNDS - GRANTS	300,991.45
MISC SCHOLARSHIPS	103,063.12
PATRON FEES	109,933.94
ASSOCIATE NURSING	38,055.12
SMALL BUSINESS MISC	7,302.20
CLEARWIRE LEASE	76,817.20
BOOKSTORE	383,922.38
EMERGENCY LOAN FUNDS	6,667.43
LOCAL FUNDS	1,184,954.12
	<u>\$ 3,367,749.92</u>

CENTRAL CAROLINA COMMUNITY COLLEGE				
DENNIS WICKER CIVIC CENTER BUDGET REPORT				
June 30, 2025				
	BUDGET	ACTUAL		
<u>REVENUES</u>				
MOTEL TAX	\$ 290,000.00	\$ 290,000.00		100%
LEE COUNTY CURRENT ALLOCATION	64,930.00	\$ 64,930.00		100%
RENTAL INCOME	200,000.00	\$ 190,979.00		95%
INTEREST REVENUE	-	\$ 692.00		
TOTAL REVENUE	\$ 554,930.00	\$ 546,601.00		\$ (8,329.00)
<u>EXPENSES</u>				
SALARIES - FT	\$ 166,885.00	170,385.00		\$ (3,500.00)
SALARIES - PT	113,580.00	114,355.00		\$ (775.00)
SOCIAL SECURITY	21,456.00	20,364.00		\$ 1,092.00
RETIREMENT	40,086.00	41,440.00		\$ (1,354.00)
LONGEVITY	1,863.00	1,995.00		\$ (132.00)
MEDICAL INSURANCE	24,285.00	24,960.00		\$ (675.00)
OTHER INSURANCE	371.00	275.00		\$ 96.00
OTHER CONTRACTED SERVICES	-	600.00		\$ (600.00)
JANITORIAL SERVICES AGREEMENTS	8,000.00	1,560.00		\$ 6,440.00
ENGINEERING SERVICES	500.00	-		\$ 500.00
WASTE REMOVAL/RECYCLING SVCS	2,500.00	2,800.00		\$ (300.00)
SECURITY SERVICE AGREEMENTS	-	900.00		\$ (900.00)
PEST CONTROL SVCS AGREEMENTS	1,200.00	1,100.00		\$ 100.00
LAWNS AND GROUNDS SERVICES	300.00	2,110.00		\$ (1,810.00)
CUSTODIAL SUPPLIES	7,500.00	7,756.00		\$ (256.00)
MAINTENANCE SUPPLIES	7,000.00	10,857.00		\$ (3,857.00)
GROUNDS SUPPLIES	250.00	1,472.00		\$ (1,222.00)
OFFICE SUPPLIES	100.00	1,823.00		\$ (1,723.00)
OTHER SUPPLIES	2,000.00	1,816.00		\$ 184.00
TELEPHONE	4,250.00	607.00		\$ 3,643.00
ISP CHARGES	750.00	702.00		\$ 48.00
CELL PHONE	1,000.00	546.00		\$ 454.00
HEAT	15,000.00	15,303.00		\$ (303.00)
WATER	5,000.00	4,135.00		\$ 865.00
ELECTRICITY	90,000.00	92,718.00		\$ (2,718.00)
EQUIPMENT REPAIRS	11,000.00	7,067.00		\$ 3,933.00
REPAIRS - GROUNDS EQUIPMENT	100.00	666.00		\$ (566.00)
FACILITIES REPAIRS	6,000.00	3,933.00		\$ 2,067.00
MAINT. AGREEMENT	15,000.00	10,014.00		\$ 4,986.00
ELECTRONIC PROCESSING FEE	2,500.00	3,506.00		\$ (1,006.00)
BANK SERVICE CHARGES	4,000.00	2,744.00		\$ 1,256.00

ADVERTISING	1,000.00		-		\$ 1,000.00
OTHER CURRENT EXPENSE	504.00		1,978.00		\$ (1,474.00)
EQUIPMENT RENTAL	500.00		2,866.00		\$ (2,366.00)
MEMBERSHIPS AND DUES	200.00		192.00		\$ 8.00
REGISTRATION FEES	250.00		-		\$ 250.00
NON-CAPITALIZED EQUIPMENT			3,707.00		
TOTAL EXPENSES	554,930.00		557,252.00		
REVENUE OVER EXPENSES					\$ (10,651.00)
July 1, 2024 Fund Balance					7,543.00
June 30, 2025 Fund Balance					\$ 15,789.00

CENTRAL CAROLINA COMMUNITY COLLEGE	
EXPENDITURES FOR GOOD OF SCHOOL	
JULY 1, 2024 - JUNE 30, 2025	
<u>STUDENT RELATED</u>	
ADVISORY MEETINGS	1,242.79
OTHER CURRENT EXPENSES	5,813.88
FACTS PROCESSING FEE	28,614.00
ICR PROCESSING FEE	\$ 1,168.43
GRADUATION	114.01
SCHOLARSHIP LUNCHEON	9,641.14
TITLE IX	629.00
STUDENT CULTURAL ENRICHMENT	5,308.03
OTHER INSURANCE	375.00
TOTAL STUDENT RELATED	\$ 52,906.28
<u>PUBLIC RELATED</u>	
PUBLIC RELATIONS	\$ 3,298.16
LAUNDRY SERVICE AGREEMENTS	1,182.35
OTHER CONTRACTED SERVICES	450.00
REGISTRATION FEES	5,874.00
FOOD	14,708.67
IN-OF-STATE ALL TRAVEL	1,391.37
OUT-OF-STATE ALL TRAVEL	488.96
BOARD OF TRUSTEE EXPENSES	755.00
SACS/QEP EXPENSES	2,000.00
BANK SERVICE CHARGES	5,757.68
EMPLOYEE FLOWERS/RETIREMENT	152.58
MEETINGS	225.00
OTHER CURRENT EXPENSES	3,940.83
TOTAL PUBLIC RELATED	\$ 40,224.60
GRAND TOTAL	\$ 93,130.88

Full Board Agenda

No Full Board Agenda Items

For Information Only

1. Insurance Coverages Update

Staff has reviewed and partially bound insurance options for FY 2025-2026. Highlights include the following:

- Overall insurance premiums have increased by 24.5%, or roughly \$86,000 annually, due to a number of factors, including inflation adjustments and Hurricane Helene.
- Staff elected to increase the liability umbrella limit from \$5,000,000 to \$6,000,000 at an additional cost of about \$1,300 annually.
- Staff is planning to bind coverage on Active Assailant and CyberRisk insurance coverage, with \$1,000,000 limits each. Combined, this is an additional cost of just over \$30,000 annually.

[Details regarding the premium increases and additional coverages are available here.](#)

2. Contracts Report-Out

In alignment with the expanded signature authority approved by the Board last fiscal year, staff has prepared a report identifying all vendors with whom the College has spent more than [\\$50,000 during FY 2024-2025.](#)

3. TDA End-of-Year Savings

The Tourism Development Authority (TDA) has closed out spending for the 2024-2025 fiscal year. The line item savings available to the Civic Center were \$8,866.60. The college will be receiving a check for the funds, which will be earmarked for operational support for the Civic Center.



BOARD OF TRUSTEES

Personnel Committee Agenda

Date & Time: Monday, August 4, 2025 10:30 AM ET

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

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

Consent Agenda

1. Approve Personnel Committee Meeting Minutes, April 2025
2. Receive Personnel Reports
3. Approve Travel Authorization Policy
4. Approve Blanket Travel Authorizations for President and Executive Leaders
5. Approve Bereavement Leave Policy (Revision)
6. Approve Paid Parental Leave Policy (Revision)

Full Board Agenda

No Full Board Agenda Items

For Information Only

1. Department of Labor Investigation Update (Closed Session)

Consent Agenda

Action: Approve and receive consent agenda items.

1. Approve Personnel Committee Meeting Minutes, April 2025

The college staff has prepared the [April 2025 Personnel Committee minutes](#) for approval.

2. Receive Personnel Reports

Attrition Report

QUARTER FOUR (2024 - 2025) ATTRITION	
Resignations	8
Retirements	6
Deceased	0
Terminations	3
Reduction-in-Force	1
Total	18

Turnover Report

QUARTER FOUR (2024 - 2025) TURNOVER		
	Average # of Employees	# of Employees Separated
President's Office / Foundation	7	0
Onboarding & Academic Advising	28	0
Student Learning Division	205	10
Student Services Division	45	0
Administrative Services Division	87	4
Institutional Advancement	5	0
Workforce Development	41	3
Harnett Campus	16	1
Chatham Campus	6	0
Collegewide Totals	440	18

Quarter Turnover Rate: 4.09%

Fiscal Year Turnover Rate: 10.22%

New Employee Report

1. John Wilson, EMS Director, 04/01/2025
2. Jackson Carter, Financial Aid Technician, 04/09/2025
3. Shari Stickels, Nursing Instructor (12 months), 05/01/2025
4. Nathan Njaramba, Nursing Instructor (12 months), 05/01/2025
5. Harrison Strickland, Marketing Specialist, 05/05/2025
6. Haley Soto, Student Outreach and Recruitment Coordinator, 05/19/2025
7. Armani Jones-Elliott, Associate Director TRiO Student Support Services, 06/02/2025
8. William Newby, Education Navigator, 06/16/2025

Promotions & Position Changes

1. Brian Post – Senior Education Navigator, 04/01/2025
2. Alexandra Dowdy – Director of Executive Operations, 04/14/2025
3. Nicholas McCullen – Custodian, 05/01/2025
4. Heather Ocegueda – Associate Director of Student Onboarding and Success, 05/01/2025
5. Jonathan Byrd – Maintenance Technician, 05/07/2025
6. Juanita Carter – Nurse Aide Instructor (12 months), 05/12/2025
7. Kelly Dorman – Lead ACA Instructor, 05/16/2025
8. Timarie Franco – Lead, Career and College Promise Advisor, 06/01/2025
9. Emma Lineberry – Project Coordinator, Customized Training, 06/01/2025
10. Oscar Hernandez – Student Outreach and Recruitment Coordinator, 06/01/2025
11. Kelvin Hunt – Executive Director, Athletics and Student Outreach, 06/16/2025

3. Approve Travel Authorization Policy

Staff has developed a [travel authorization policy](#) to establish greater clarity for employees as well as to provide clearly authorized flexibility for the President and members of Executive Leadership.

4. Approve Blanket Travel Authorizations for President and Executive Leaders

Staff requests that the Board of Trustees approve annual blanket travel authorizations under the College's Travel Authorization Policy as follows:

- **President:** Authorized to travel anywhere within the State of North Carolina, including overnight travel and travel involving registration fees, without seeking prior approval or submitting individual blanket travel authorizations. Prior approval remains required for all out-of-state travel.
- **Senior Executive Leadership:** Authorized to travel anywhere within the State of North Carolina as part of their official duties without seeking prior approval or submitting individual blanket travel authorizations for in-state, non-overnight travel. Prior approval remains required for overnight travel, travel involving registration fees, and out-of-state travel.

5. Approve Bereavement Leave Policy (Revision)

Executive Order 325 provides for bereavement leave for all state employees in the amount of forty (40) hours when an immediate family member of the employee dies, as well as leave for the time required to travel to, attend, and return from the funeral or other service of a colleague, not to exceed eight (8) hours of leave. Pursuant to guidance from the Community College System Office, community colleges are allowed to offer this same leave benefit or a reduced version of the benefit to their employees. [Staff is recommending that the bereavement leave policy be expanded from three \(3\) to five \(5\) days to reflect this State-level change.](#)

6. Approve Paid Parental Leave Policy (Revision)

The Community College System Office has adopted a permanent rule regarding Paid Parental Leave. The amended rule gives greater clarity on how stillbirths, miscarriages, and the death of a child after childbirth are to be handled for the purposes of Paid Parental Leave. [College staff have updated the Paid Parental Leave policy to reflect the rule changes.](#)

Full Board Agenda

No Full Board Agenda Items

For Information Only

1. Department of Labor Investigation Update (Closed Session)

The committee will enter into closed session under NCGS § 143-318.11(a)(3) to discuss matters relating to a pending investigation being conducted by the North Carolina Department of Labor.



BOARD OF TRUSTEES

Building & Grounds Committee Agenda

Date & Time: Monday, August 4, 2025 1:30 PM ET

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

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

Consent Agenda

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

Full Board Agenda

1. Approve Form 3-1 New Project for ESTC Driving Track Rehabilitation

For Information Only

1. Building and Grounds Updates
2. Solicitations to Purchase Timber

Consent Agenda

Action: Approve and receive consent agenda items.

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

The College staff has prepared the [April 2025 Building & Grounds Committee minutes](#) for approval.

Full Board Agenda

1. Approve Form 3-1 New Project for ESTC Driving Track Rehabilitation

Action: Motion to Approve [Form 3-1 New Project ESTC Driving Track Rehabilitation](#).

This project addresses deferred maintenance on the asphalt surface of the tactical driving track at ESTC. Lee County Board of Commissioners allocated \$1,340,922 to this project for Fiscal Year 2025-2026. Approximately 29,600 square yards of runway track will be milled and repaved with three inches of asphalt. Approximately 2,200 square yards of track will require milling, full-depth reclamation, and three inches of asphalt paving. The scope of work includes full-depth Patching, Milling, Paving, and subsequently, marking of the runway area per FAA guidelines.

The Form 3-1, New Project, contains the descriptions and financial information regarding the project and the amendment. Note that while this is primarily a milling and paving project, NC General Statutes classify it as a formal project (over \$500,000) which, in turn, requires the College to solicit SCO oversight and to advertise for the services of an engineering firm to plan and administer the project.

For Information Only

1. Building and Grounds Updates

Capital Projects:

Moore Center – Bioprocessing Building Renovation

Sanford Contractors was formally awarded the construction contract for this project by the State Construction Office (SCO) in early June. The first official pre-construction meeting was held in mid-July and demolition will begin in early Fall with a project duration of 306 days.

Moore Center – Main Building Renovation – Phase 1

SCO notified the design team and the College of their approval of Design Development documents and gave approval to proceed with the development of construction documents. Hobbs/ADW teams are currently preparing construction documents with a projected completion of this phase in December 2025. Samet/Sanford continues to investigate and address pre-construction requirements and issues and has requested that the College consider an early demolition package--a request that is not funded under the current project budget.. The College received a preliminary furniture cost estimate of approximately \$318,000 for the Phase 1 area.

Minor Renovation and Upfit Projects

Chatham County:

- Major components of the fire detection system in Building 41 were replaced in June. Building 42 will receive the same system overhaul early in the Fall semester.
- The multipurpose room in Building 42 will receive a minor cosmetic freshening early in the Fall semester.

Harnett County:

- College staff are developing a scope of work for the replacement of the hot water piping system in Etheridge Building to be completed during the fall semester.. The preliminary cost estimates for this project indicate an investment of approximately \$115,000. Funds for this project were allocated by the Harnett County Board of Commissioners via the annual budget request process.
- College staff are investigating the conversion of the two existing boiler systems at Harnett Main Campus from fuel oil to propane, both as an immediate cost savings measure and to facilitate the eventual transition to natural gas in the intermediate future.
- Parking lots in selected areas of Harnett Main Campus will be restriped during the Fall semester.

Lee County:

- A contract was awarded to Brady Trane in early July to replace the cold water chiller HVAC system in Marchant Hall. Funds for this project were allocated by the Lee County Board of Commissioners via the annual budget request process.
- A contract was awarded to Fields and Fowler in mid-July to replace an HVAC system that services part of the Library Resource Center at Lee Main Campus. Funds for this project were allocated by the Lee County Board of Commissioners via the annual budget request process.
- Bids were solicited in July to replace an HVAC system that serves the part of the Moore Center Main Building that currently and temporarily houses the Bioprocessing program.
- Hobbs Architects has been solicited via the College's open-ended design agreement to plan and execute a cosmetic finishes renovation (painting, flooring, lights, ceiling tiles) of the event space at the primary Nash Street entrance at the Moore Center Main Building
- Minor renovation work continues inside the former assembly area in the Moore Center Main Building for the purposes of relocating programs and employees from college properties in Lee County Enterprise Park. By the middle of August 2025, HVAC programming will be relocated to the Moore Center, while robotics training will migrate soon afterwards.

2. Solicitations to Purchase Timber

College staff occasionally receive [letters and solicitations \(sample linked\)](#) from timber harvesting companies with an interest in purchasing timber from College property. A non-exhaustive list of services include evaluations, clear-cutting, thinning, select cutting, and reseedling. As of now, no timber harvesting services have been requested by staff, consistent with past Board stances on the matter. Staff is presenting this for information only but will look into these kinds of services in the future if the committee prefers to reevaluate the Board's position.



BOARD OF TRUSTEES

Programs & Student Supports Committee Agenda

Date & Time: Monday, August 4, 2025 3:00 PM ET

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

Committee Members: Jim Crawford (Co-Chair), Pat Kirkman (Co-Chair), Karen Howard, Gladys McAuley, Taylor Vorbeck, Julian Philpott (*ex officio*)

Consent Agenda

1. Approve Programs Committee Meeting Minutes, April 2025
2. Approve Student & Academic Supports Committee Meeting Minutes, April 2025
3. Approve Chatham County Promise MOU Expansion Agreement
4. Approve Revised Lee County Promise MOU
5. Approve Grants in Development Report
6. Receive Foundation Revenue Report

Full Board Agenda

1. Ratify Approval of Curriculum Review Committee Electronic Vote Actions
2. Approve Closure of Audio Video Production Technology (AVPT) Program and Associated Credentials
3. Approve Addition of a Diploma Option to the Veterinary Medical Technology (VMT) Program
4. Approve *Excellence in Action: Central Carolina Community College Strategic Plan (2025-2030)*

For Information Only

1. Curriculum Report
2. Continuing Workforce Education Report
3. Student Onboarding
4. Student Services
5. Institutional Advancement

Consent Agenda

Action: Approve and receive consent agenda items.

1. Approve Program Committee Meeting Minutes, April 2025

The College staff has prepared the [April 2025 Programs Committee](#) for approval.

2. Approve Student & Academic Support Services Committee Minutes, April 2025

The College staff has prepared the [April 2025 Student & Academic Support Services Committee](#) minutes for approval.

3. Approve Chatham County Promise MOU Expansion Agreement

Action: Approve [Chatham County Promise MOU Expansion](#) to include last-dollar support for qualifying non-traditional students and to correct clerical errors or ambiguities.

College staff have worked with Chatham County staff to expand the K-14 Promise Program in Chatham County to cover qualifying non-traditional students for the same expenses covered for qualifying traditional students. Due to the breadth of changes, a fresh MOU has been drawn up that covers the remaining years contemplated by the current MOU as well as proposed changes, which include:

- Adding the Eligible Non-Traditional Students category, which requires the student to:
 - Be a resident of Chatham County for at least 12 months,
 - Be a high-school graduate,
 - Be either a) pursuing a degree or credential or b) taking a course or courses in furtherance of skills identities by the College as high-need for industry partners in the College's service area,
 - Establish residency through two forms of substantiating documentation,
 - Have completed the FAFSA and, if applicable, the Foundation scholarship application, and
 - Have not already completed an associate's degree or higher academic credential, unless the student is able to demonstrate a financial need or is pursuing a high-need skill, competency, or credentials for industry partners in the College's service area.
- Establishing an order of precedence in funding of 1) Eligible Traditional Students, 2) Eligible Non-Traditional Students who have not previously been funded, and 3) Eligible Non-Traditional Students who have been previously funded, respectively.
- Correcting clerical errors or ambiguities to align the program with the original intent of the MOU and the Harnett County Promise Program timeline.
 - Regarding Eligible Traditional Students, the expanded MOU is intended to cover high school graduates of the years 2024 (second year only), 2025, and 2026. Section II(A)(1)'s funding allocations for Fiscal Years in the current MOU are ambiguous and potentially incorrect; conventions used between the three counties' programs are not the same, which has led to confusion. Clarity was added by specifying fiscal years in the format "FY 25-26" instead of "FY25" or "FY26" (it appears some counties used the former, others the latter, to specify the same FY).

4. Approve Revised Lee County Promise MOU

Action: Approve [Revised Lee County Promise MOU](#) to include funding for 2026 graduates and to correct clerical errors or ambiguities.

College staff has worked with Lee County staff to revise the K-14 Promise Program in Lee County to cover an additional graduating class and clarify clerical errors or ambiguities in the current MOU. This brings the Lee County Promise Program into alignment with the Harnett County and Chatham County Promise Programs by including 2026 graduates and committing funds in FY 26-27 and FY 27-28. The corrections to the clerical errors or ambiguities are substantially similar to the corrections made to the Chatham County Promise MOU mentioned above.

5. Approve Grants in Development Report

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

For more information on Grants please see the [April '25](#), [May '25](#), and [June '25](#) Monthly Office of Grants and Strategic Initiatives Reports.

6. Receive Foundation Revenue Report

Designations	Fourth Quarter	Current YTD
Endowment Additions	\$60,702.00	\$324,559.96
Total Restricted	\$99,499.66	\$598,439.52
Total Unrestricted	\$23,830.18	\$84,278.49
TOTAL REVENUES:	\$ 184,031.84	\$ 1,007,277.97

Full Board Agenda

1. Ratify Approval of Curriculum Review Committee Electronic Vote Actions – June 30, 2025

Action: Ratify Approval of Curriculum Review Committee Electronic Vote Actions held on June 30, 2025.

In order to implement recommended curriculum changes from the Curriculum Review Committee (CRC) for the Fall 2025 semester, an “up-or-down” electronic vote was conducted on seven action items proposed by the CRC. All recommended actions passed by majority vote. Documentation of the electronic vote is available [here](#). The following actions are presented for formal ratification by the Board of Trustees:

- Addition of ISC-129 Quality Testing Lab Tech to the AAS in Bioprocess Technology as a pick list elective, enabling creation of a Quality Control Certificate.

- Revision of the Health Information Technology CCP Certificate by removing HIT-215 Revenue Cycle Management and HIT-221 Lifecycle of Electronic Health Records, reducing the certificate to 12 credit hours for CCP student completion.
- Addition of CHM-151 General Chemistry as an option in the Dental Hygiene program, alongside CHM-130/130A and BIO-180, to meet accreditation requirements and reflect common course substitutions.
- Addition of CHM-151 General Chemistry and BIO-180 Biological Chemistry as options in the Veterinary Medical Technology program, alongside CHM-130/130A, to meet accreditation requirements and reflect common course substitutions.
- Creation of a new Ecological Landscaping Certificate (17 credit hours) within the Sustainable Agriculture program to address industry needs related to ecological landscaping practices.
- Creation of a new Quality Control Certificate (16 credit hours) within the Bioprocess Technology program, contingent on approval of ISC-129, to prepare learners for entry-level positions in quality control and inspection.
- Update to BIO-175 General Microbiology to add a local prerequisite or corequisite requiring college-readiness in reading and writing (completion of ENG-110, ENG-045, or ENG-025, or co-enrollment in ENG-045/ENG-111).

2. Approve Closure of Audio Video Production Technology (AVPT) Program and Associated Credentials

Action: Approve the closure of the Audio Video Production Technology program and associated credentials, with a two-year teach-out plan, and discontinue financial support for the radio and TV stations.

The College staff recommends closing the Audio Video Production Technology (AVPT) program, including all related credentials and courses. A two-year teach-out plan will ensure that current students can complete their studies.

Faculty in this program have served students with great dedication, and their contributions are deeply appreciated. However, the program costs significantly more to operate than the college receives in funding from FTE or other revenue sources.

This recommendation is for program closure only. The college is continuing discussions with the county about the future of the TV station and is still evaluating options for the radio stations. Final decisions on those services will be made separately. The program closure was approved at the April 2025 Curriculum Review Committee meeting and is **pending SACSCOC approval following Board action.**

3. Approve Addition of a Diploma Option to the Veterinary Medical Technology (VMT) Program

Action: Approve the addition of a diploma option to the Veterinary Medical Technology program, providing students with multiple credentialing opportunities and career pathways in animal care.

The College staff recommends adding a diploma track to its existing curriculum. This option would provide students with a shorter, less academically rigorous pathway for those seeking a career working with animals without completing the full associate degree.

The diploma program would mirror the first year of the degree program, allowing students to choose between two paths:

- Diploma: Exit after the first year and qualify to work as a veterinary assistant.
- Degree: Continue to the second year and complete the requirements to become a veterinary technician.

If approved, the VMT program will seek recognition as a National Association of Veterinary Technicians in America (NAVTA)-approved Veterinary Assistant Program, enabling students who complete the diploma to earn the Approved Veterinary Assistant (AVA) credential. The program addition was approved at the April 2025 Curriculum Review Committee meeting and is **pending SACSCOC approval following Board action.**

4. Approve *Excellence in Action: Central Carolina Community College Strategic Plan (2025–2030)*

Action: Approve Strategic Plan Framework—including mission, vision, values, collegewide goals, and priority projects—as outlined in the draft plan [here](#). Once approved, final formatting and measurable outcomes will return to the Board for review at the October meeting.

Strategic Plan Update

Where We've Been: Our Strategic Planning Journey

The strategic planning process has been thoughtful, collaborative, and guided by data and feedback from across the college community. Here's how we reached this point:

- **Presidential Direction**
Dr. Chapman launched the process by identifying three foundational pillars to guide development of the new strategic plan.
- **Data Review & Environmental Scan**
The Strategic Planning Committee reviewed:
 - Institutional Research (IR) reports
 - Survey results from students, employees, and community members
 - Input from focus groups and listening sessions
- **Committee Brainstorming**
Based on the data and campus needs, committee members identified potential focus areas.
- **Collegewide Engagement**
All employees had the opportunity to vote on their top priorities.

- **Prioritization & Alignment**

The Strategic Planning Committee, Board of Trustees, and Presidents Council reviewed voting results and finalized a set of collegewide priorities.

- **Mission, Vision, and Values Development**

Trustees completed individual pre-work reflecting on the college's core identity. That input shaped a collaborative session at the Board Retreat, which led to the current draft of the mission, vision, values, and strategic priorities.

Still to Come: October Follow-Up

Two key components are still in development:

- **Refinement of Actionable Outcomes**

Once the plan is approved, the Strategic Planning Committee and Institutional Research team will:

- Define measurable outcomes aligned to each strategic priority
- Identify baseline data and metrics for ongoing assessment

- **Design and Formatting**

The Marketing and Communications team will prepare a final version of the plan in a polished, visually engaging format to be displayed in both print and digital format.

Both components will be presented to the Board at the **October meeting** for review.

For Information Only

1. Curriculum Report

Career and Academic Engagement Updates

- The Guided Studies Building is now fully operational as the new home of College and Career Readiness in Lee County. CCR provides high school equivalency and English as a second language instruction, as well as programs for adults with intellectual and developmental disabilities.
- CCCC exceeded the state target of 43.6% Basic Skills students making a measurable skills gain with a rate of 50.1% for program year 2024-2025.
- The total number of students served by CCR increased by 6.15%, and the number of students passing at least one HSE subtest increased 20% in the last year.
- 126 students earned their high school equivalency in 2024-2025.

Health Sciences Updates

- The Dental Hygiene program has expanded from 18 to 20 students this fall.
- The Medical Sonography program has expanded from 8 to 10 students this fall.

- Health Information Technology faculty attended EPIC electronic health records training at Cherry Hospital with faculty from Pitt Community College and Edgecombe Community College as part of the collaborative project supported by Senator Burgin.
- CCCC and Pitt Community College Health Information Technology programs jointly were awarded a Leadership CTE Perkins grant of \$49,000 to support the EPIC EHR project in collaboration with DHHS and the upcoming transition to a competency-based education model required by the accreditation body, the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).
- Twelve students have been accepted into the new accelerated Medical Assisting program at Harnett Health Sciences Center. They will earn their diploma in two semesters.
- The Associate Degree Nursing program expansion at Chatham Health Sciences Center has been completed and the new skills lab is fully operational. The first cohort began at CHSC in the summer.

Professional Services Updates

- Ten candidates currently working in **Harnett County Schools** have enrolled in CCCC's first Elementary Education Residency Licensure Certificate cohort. To successfully complete the program, candidates must complete all coursework with a grade of C or higher, pass required tests, complete edTPA requirements, and apply to the NCDPI online licensure system. The college has hired a coordinator to manage the program, develop curriculum, and recruit additional students into future cohorts.

STEM Updates

- CCCC will host the North Carolina Computer Instruction Association 2026 conference in March 2026. Students and faculty will have the opportunity to sit for industry-recognized certification exams during the conference.

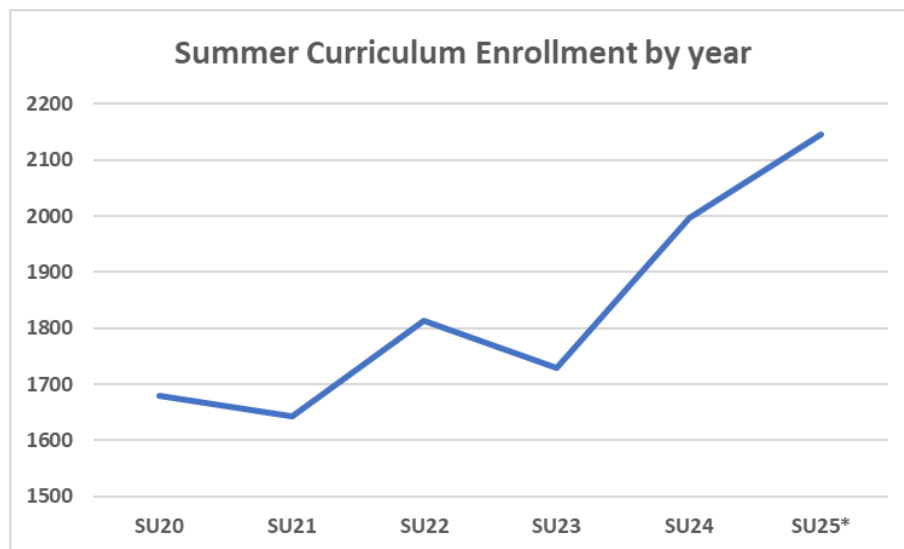
2. Workforce & Continuing Education Report

The Continuing Workforce Education division has developed three reports cataloging efforts and achievements over the 2024-2025 fiscal year:

- [Continuing Workforce Education General Semi-Annual Report](#)
- [Customized Training Annual Report](#)
- [Small Business Center Annual Report](#)

3. Student Onboarding and Advising Report

Summer 2025 Enrollment



*Estimated

Fall Enrollment Efforts and Initiatives

- We are on track to reach a record curriculum enrollment for Fall 2025.
- With registration still underway, we have already surpassed our previous record for Career and College Promise (CCP) students, now totaling 2,658.
- CCP enrollment for homeschool students is also expected to reach a new high this fall (approximately 170). Notably, homeschool CCP students tend to enroll in more classes, generating more FTE than other CCP groups.
- Our most recent summer registration event served nearly 100 students, many of whom mentioned they came because of our recent social media campaign.
- In Chatham County, the new Chatham Promise Plus program has been approved, expanding free college eligibility to qualified adult learners.

Transfer

- On September 19, we will host the University Partnership Summit, a collaborative event bringing together CCCC faculty and staff, secondary education partners, and UNC System representatives. The summit will focus on aligning efforts to support students' postsecondary goals, strengthening university partnerships, highlighting transfer pathways, and helping students become strong transfer applicants after completing their time at CCCC.

- Don Miller, Associate Dean of Advising and College Transfer, has been elected President-Elect/Treasurer of the College Transfer Program Association, a statewide organization supporting transfer work.

Title III (Strengthening Institutions Grant)

- At this time, we do not anticipate any reduction in our federal Title III grant funding. We are finishing year four of the five year grant.
- Recent process improvements
 - We have remapped the student experience for those students transitioning from dual enrollment to traditional CCCC enrollment. New process and technology improvements will help make this transition smoother and support stronger enrollment outcomes.
 - All new transcript processing is now handled through Slate, graduation communications and workflows have been enhanced, and bulk registration processes are in place for cohorted students.
 - We are also launching a new financial resources awareness campaign through Slate to help students better understand payment options and complete the FAFSA.
 - Additional Slate enhancements — including identity verification (to prevent fraudulent applications), scheduling tools, and advanced marketing campaigns — will allow us to retire some third-party technologies, resulting in significant cost savings for the college.

Other Divisional Updates

- Cougar Kickstart (Summer Bridge) served 17 students; they participated in activities such as campus tours, team building, and a student panel. Each student received a laptop and CCCC gear to help kickstart their college journey.
- New student orientations are scheduled at all three main campuses in early August, and the “Week of Welcome” will take place August 13–19.
- The Belk Center will conduct a comprehensive assessment of our dual enrollment program to highlight successes and identify areas for growth, helping us lead the state and nation in providing a dual enrollment experience defined by quality and impact.
- Institutional Research has implemented new safeguards to strengthen the security of personally identifiable information.
- Onboarding and Advising piloted an Advising Chatbot with ACA students this summer; initial feedback has been very positive.

4. Student Services Report

Veterans Affairs

This summer term, we had 187 Military Affiliated Students. Many of the Veterans are interested in the hands-on programs such as Automotive Systems, Motorcycle Mechanics, Barbering and Welding. Some are also interested in Business Administration and Health Sciences. The Dependents and Spouses are enrolling in Health Sciences, Business Administration, and Cosmetology. Many are enrolling in our transfer programs.

There are 16 that will complete their Program of Study at the end of the Summer semester. We had approximately 25 new-to-CCCC students begin in May.

As of today, we already have 245 set and in classes for the upcoming Fall semester.

Financial Aid

2024-2025

- Total FAFSA's Rec'd for 2024-2025: 9,515
- Total Pell Eligible: 4,598
- Total Federal Pell Funds Disbursed: \$9,912,274.85
- Total Next NC/State Funds Disbursed: \$607,646

2025-2026

- Total FAFSA's Rec'd for 2025-2026: 5,003
- Total Pell Eligible: 3,648
- Total Federal Pell Funds Awarded: \$17,834,242
- Total Next NC/State Funds Awarded: \$580,226

Our first disbursement for Fall 2025 will occur in September, which will be followed up with an update on actual disbursed amounts of aid for 2025-2026.

Longleaf funds are no longer available, causing the drop seen in State money awards for the 2025-2026 academic year.

5. Institutional Advancement Report

Accreditation Communications Summary

The transition from Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to the Higher Learning Commission (HLC) is ongoing. During the transition period, accreditation activities will continue with SACSCOC until the transition is completed. Staff has compiled a [summary timeline of communications](#), for both standard accreditation and transition activities, between SACSCOC and HLC to date, as well as expected future communications.

Moore Center Capital Campaign Update

The Foundation has engaged Capital Development Services (CapDev) under contract to guide the Drive Moore Solutions Capital Campaign. CapDev brings strong North Carolina connections and a proven record of success in higher education fundraising, which will help the college open doors to key partners and refine campaign strategies.

Planning meetings are scheduled for August 6 and August 20 to establish the campaign framework and prioritize outreach to top corporate prospects. The campaign committee includes Chairman Julian Philpott, Trustee Chet Mann, Trustee Jerry Pedley, Foundation Board Director Jan Hayes, and Foundation Director Chris Ehrenfeld. For more updates or to become involved in the campaign effort, please contact Lisa Chapman, Meghan Brown, Emily Hare, or any committee member.