



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

Monday, September 22, 2025

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

Finance Committee

Time: 9:00 a.m.

Jamie Kelly, Chair
Karen Howard
Chet Mann
Thomas Womble

Building & Grounds Committee

Time: 10:30 a.m.

Jim Womack, Chair
John Bonardi
Brooks Matthews
Charissa Moore

Personnel Committee

Time: Noon

Chip Post, Chair
James Crawford
Genia Morris
Jerry Pedley

Programs & Student Supports Committee

Time: 1:30 p.m.

Pat Kirkman, Chair
James Crawford
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, September 24, 2025, 7:00 PM ET
Lee Main Campus, Dennis A. Wicker Civic & Conference Center, Executive Boardroom**

PRELIMINARY MATTERS

Recognition of Guests

Dinner Presentations

- CCCC Foundation Board Presentation
- CCCC Board of Trustees Presentation

Ethics Statement

Mission Statement of the College

Approval of Consent Agenda

CONSENT AGENDA

Board Minutes

1. [Board of Trustees Meeting Minutes, August 2025](#)
2. [Board of Trustees Special Meeting Minutes, August 2025](#)

Finance Committee

1. [Approve Finance Committee Meeting Minutes, August 2025](#)
2. ~~Approve 5% Rate Increase & Standardized Rates for Civic Center [Removed by Committee]~~
3. Receive Finance Reports for Period Ending August 31, 2025
4. Approve Grants in Development Report
5. Receive Foundation Revenue Report
6. Approve Policy 6.1.5 - Excess Fee Receipts as Permanent Policy

Building & Grounds Committee

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

Personnel Committee

1. [Approve Personnel Committee Meeting Minutes, August 2025](#)
2. Approve Education Leave Request by April Raines
3. Receive Personnel Reports
4. Repeal Policy 1.6 - Board Meetings and Meeting Procedures
5. Repeal Policy 3.3.5 - Contract Non-Renewal and Resignation

Programs & Student Supports Committee

1. Approve Program & Student Supports Committee Meeting Minutes, August 2025

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Finance Committee

No Agenda Items

Building & Grounds Committee

1. Approve Ranking of Design-Build RFQ Submissions for the Harnett Fire Training Tower Project
2. Naming of the TRiO/Juntos Office Mezzanine in the Moore Center for Dr. Howard and Dr. James
3. Naming of the CCCC Library for David James and the James Family
4. Ratify Electronic Votes Passed on August 27, 2025 Regarding Counteroffer on Howard James Property and Submission of NCCCS Form 3-1P Regarding the Same
5. Accept Counteroffer Contingent Upon Terms for Howard James Property [Added as New Business]

Personnel Committee

1. Approve Revision to Policy 3.1.4 - Compensatory Time
2. Approve Revision to Policy 3.4.8 - Secondary Employment

Programs & Student Supports Committee

1. Approve Instruction Section Policy Package
2. Approve Temporary Policy - Leon's Law

CONCLUDING MATTERS

Other Information

Updates by the President

Comments by the Chair

Adjournment



BOARD OF TRUSTEES

Finance Committee Agenda

Date & Time: Monday, September 22, 2025, 9:00 AM ET

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

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

Ethics Statement

Mission Statement of the College

Consent Agenda

1. Approve Finance Committee Meeting Minutes, August 2025
2. Approve 5% Rate Increases & Standardized Rates for Civic Center
3. Receive Finance Reports for Period Ending August 31, 2025
4. Approve Grants in Development Report
5. Receive Foundation Revenue Report
6. Approve Policy 6.1.5 - Excess Fee Receipts as Permanent Policy

Full Board Agenda

No Agenda Items

For Information Only

1. Bookstore Update

Consent Agenda

Action: Approve and receive consent agenda items.

1. Approve Finance Committee Meeting Minutes, August 2025

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

2. Approve 5% Rate Increase & Standardized Rates for Civic Center

The college staff has prepared two options for rate increases at the Civic Center, a 3% increase and a 5% increase with all fees rounded to the nearest \$5 increment. [This document](#) shows an analysis of the impacts of each increase to current fees. Staff is recommending the 5% increase, as the two increases are mostly identical with the exception of full-day rentals that are largely suited for corporate use, which would see a modestly higher increase under the 5% structure compared to the 3% structure. Additionally, the non-profit rate has been discontinued and a single rate structure is being proposed for all entities and users.

3. Receive Finance Reports for Period Ending August 31, 2025

The college staff has prepared the finance reports for the period ending August 31, 2025, which can be found on the following pages.

CENTRAL CAROLINA COMMUNITY COLLEGE
STATE BUDGET REPORT
August 31, 2025

CURRENT EXPENSE	ALLOTMENT FOR YEAR	EXPENDITURES THIS YEAR	BUDGET BALANCE	PERCENT OF BUDGET EXPENDED
EXECUTIVE MANAGEMENT	\$ -	\$ 277,720.48	\$ (277,720.48)	N/A
FINANCIAL SERVICES	-	162,963.46	\$ (162,963.46)	N/A
GENERAL ADMINISTRATION	-	504,476.23	\$ (504,476.23)	N/A
INFORMATION SYSTEMS	-	332,480.01	\$ (332,480.01)	N/A
INSTRUCTION - CURRICULUM	-	2,591,524.65	\$ (2,591,524.65)	N/A
INSTRUCTION - NON-CURRICULUM	-	799,069.79	\$ (799,069.79)	N/A
ACADEMIC SUPPORT	-	853,030.19	\$ (853,030.19)	N/A
STUDENT SUPPORT	-	635,137.39	\$ (635,137.39)	N/A
TOTAL CURRENT EXPENSE	\$ -	\$ 6,156,402.20	\$ (6,156,402.20)	N/A
<u>CAPITAL OUTLAY</u>				
EQUIPMENT		\$ 214,141.70	\$ (214,141.70)	N/A
INSTRUCTIONAL RESOURCES		18,401.52	(18,401.52)	N/A
940 CAT/GRANT EQUIPMENT		-	-	N/A
945 BIOBetter		-	-	N/A
TOTAL CAPITAL OUTLAY	\$ -	\$ 232,543.22	\$ (232,543.22)	N/A
TOTAL CURRENT EXPENSE & CAPITAL OUTLAY	\$ -	\$ 6,388,945.42	\$ (6,388,945.42)	N/A

CENTRAL CAROLINA COMMUNITY COLLEGE
COUNTY BUDGET REPORTS
 August 31, 2025

LEE COUNTY BUDGET REPORT

CURRENT EXPENSE	BUDGET FOR YEAR	EXPENDITURES THIS YEAR	BUDGET BALANCE	PERCENT OF BUDGET EXPENDED
PLANT MAINTENANCE & OPERATIONS		\$ 448,551.74	(448,551.74)	N/A
GENERAL ADMINISTRATION		57,160.54	(57,160.54)	N/A
TOTAL CURRENT EXPENSE	\$ 4,661,082.00	\$ 505,712.28	\$ 4,155,369.72	11%
TOTAL CAPITAL OUTLAY	\$ 296,000.00	\$ 18,435.36	\$ 277,564.64	6%
TOTAL CURRENT EXPENSE & CAPITAL OUTLAY	\$ 4,957,082.00	\$ 524,147.64	\$ 4,432,934.36	11%

CHATHAM COUNTY BUDGET REPORT

CURRENT EXPENSE	BUDGET FOR YEAR	EXPENDITURES THIS YEAR	BUDGET BALANCE	PERCENT OF BUDGET EXPENDED
PLANT MAINTENANCE & OPERATIONS		\$ 173,966.50	\$ (173,966.50)	N/A
GENERAL ADMINISTRATION		54,298.79	\$ (54,298.79)	N/A
TOTAL CURRENT EXPENSE	\$ 1,696,785.00	\$ 228,265.29	\$ 1,468,519.71	13%
TOTAL CAPITAL OUTLAY	\$ 150,000.00	\$ 34,426.77	\$ 115,573.23	23%
TOTAL CURRENT EXPENSE & CAPITAL OUTLAY	\$ 1,846,785.00	\$ 262,692.06	\$ 1,584,092.94	14%

HARNETT COUNTY BUDGET REPORT

CURRENT EXPENSE	BUDGET FOR YEAR	EXPENDITURES THIS YEAR	BUDGET BALANCE	PERCENT OF BUDGET EXPENDED
PLANT MAINTENANCE & OPERATIONS	\$ -	\$ 215,029.40	\$ (215,029.40)	N/A
GENERAL ADMINISTRATION	-	39,146.53	(39,146.53)	N/A
TOTAL CURRENT EXPENSE	\$ 1,891,195.00	\$ 254,175.93	\$ 1,637,019.07	13%
TOTAL CAPITAL OUTLAY	\$ 200,000.00	\$ 41,750.00	\$ 158,250.00	21%
TOTAL CURRENT EXPENSE & CAPITAL OUTLAY	\$ 2,091,195.00	\$ 295,925.93	\$ 1,795,269.07	14%

CENTRAL CAROLINA COMMUNITY COLLEGE
INVESTMENT ASSET ACCOUNT
August 31, 2025

Malpractice Insurance	\$ 10,345.78
CPR Cards	1,490.95
Excess Fees	309,449.76
Motorcycle Safety	15,733.15
Autobody Fee	216.87
Lost Revenue	143,527.07
Campus Security Fee	159,437.07
DE Fee	592,962.61
Construction Live Projects	25,864.43
Con Ed Self Support	11,705.60
Community Service Fees	110,584.76
Con Ed Activity Fees	5,683.04
Overhead Receipts 25%	24,499.55
Civic Center	30,810.31
Overhead Receipts 75%	59,706.28
ESTC Rental	12,419.28
Pittsboro Rental	6,423.48
Indirect Cost - Grants	302,143.75
Misc Scholarships	103,457.68
AD Nursing	38,200.81
Patron Fees	110,354.81
Small Business LEE	5,846.34
Small Business Chatham	1,483.82
Clearwire	77,111.79
Bookstore	387,306.80
Vending	103,457.68
Emergency Loan Funds	6,692.95
County	1,061,492.84
Local Capital	127,997.79
	\$ 3,846,407.05

CENTRAL CAROLINA COMMUNITY COLLEGE
DENNIS WICKER CIVIC CENTER BUDGET REPORT
August 31, 2025

REVENUES	BUDGET	ACTUAL	
MOTEL TAX	\$ 307,000.00	\$ 51,166.66	17%
LEE COUNTY CURRENT ALLOCATION	64,930.00	\$ 10,821.66	17%
SANFORD TOURISM DEVELOPMENT	-	\$ 8,866.60	
RENTAL INCOME	210,000.00	\$ 25,347.00	12%
INTEREST REVENUE	-	\$ 117.50	
TOTAL REVENUE	\$ 581,930.00	\$ 96,319.42	\$ (485,610.58)
EXPENSES	BUDGET	ACTUAL	
SALARIES - FT	\$ 171,789.00	28,430.00	17%
SALARIES - PT	110,000.00	21,940.88	20%
SOCIAL SECURITY	22,100.00	3,591.46	16%
RETIREMENT	41,289.00	6,924.13	17%
LONGEVITY	1,900.00	-	0%
MEDICAL INSURANCE	25,185.00	4,047.72	16%
OTHER INSURANCE	371.00	70.92	19%
LAWNS AND GROUNDS SERVICES	300.00	-	0%
JANITORIAL SERVICES AGREEMENTS	7,250.00	106.80	1%
ENGINEERING SERVICES	500.00	-	0%
WASTE REMOVAL/RECYCLING SVCS	5,000.00	-	0%
SECURITY SERVICE AGREEMENTS	1,500.00	225.00	15%
PEST CONTROL SVCS AGREEMENTS	1,800.00	200.00	11%
CLOTHING AND UNIFORMS	-	190.48	
CUSTODIAL SUPPLIES	7,000.00	1,611.99	23%
MAINTENANCE SUPPLIES	12,946.00	485.80	4%
GROUNDS SUPPLIES	250.00	-	0%
OFFICE SUPPLIES	500.00	494.67	99%
OTHER SUPPLIES	2,000.00	-	0%
TELEPHONE	1,000.00	97.75	10%
ISP CHARGES	750.00	108.00	14%
CELL PHONE	600.00	99.52	17%
HEAT	16,000.00	1,988.29	12%
WATER	5,000.00	784.62	16%
ELECTRICITY	100,000.00	19,328.71	19%
EQUIPMENT REPAIRS	8,000.00	6,377.20	80%
REPAIRS - GROUNDS EQUIPMENT	100.00	204.34	204%
FACILITIES REPAIRS	5,000.00	1,605.00	32%
MAINT. AGREEMENT	15,000.00	-	0%
ELECTRONIC PROCESSING FEE	5,000.00	10.06	0%
BANK SERVICE CHARGES	4,500.00	-	0%
EXPENSES (CONT)	BUDGET	ACTUAL	

CENTRAL CAROLINA COMMUNITY COLLEGE
DENNIS WICKER CIVIC CENTER BUDGET REPORT
August 31, 2025

ADVERTISING	1,000.00	834.57	83%
OTHER CURRENT EXPENSE	3,000.00	29.99	1%
EQUIPMENT RENTAL	5,000.00	521.10	10%
REGISTRATION FEES	250.00		0%
MEMBERSHIPS AND DUES	300.00	-	0%
OTHER EQUIPMENT	-	3,611.25	
NON-CAPITALIZED EQUIPMENT	4,000.00	16,843.38	421%
NON-CAPITALIZED EQUIPMENT - HIGH RISK	-	1,027.20	
TOTAL EXPENSES	586,180.00	121,790.83	21%
REVENUE OVER EXPENSES (To Date)			\$ (25,471.41)

**CENTRAL CAROLINA COMMUNITY COLLEGE
EXPENDITURES FOR GOOD OF SCHOOL
JULY 1, 2025 - AUGUST 31, 2025**

STUDENT RELATED	
ADVISORY MEETINGS	\$ 128.37
OTHER CURRENT EXPENSES	1,287.50
FACTS PROCESSING FEE	14,313.00
ICR PROCESSING FEE	198.16
GRADUATION	-
SCHOLARSHIP LUNCHEON	-
SPECIAL EVENT	468.18
TITLE IX	4,320.00
STUDENT CULTURAL ENRICHMENT	-
OTHER INSURANCE	-
TOTAL STUDENT RELATED	\$ 20,715.21
PUBLIC RELATED	
PUBLIC RELATIONS	\$ 422.09
LAUNDRY SERVICE AGREEMENTS	34.24
OTHER CONTRACTED SERVICES	-
REGISTRATION FEES	-
FOOD	-
IN-OF-STATE ALL TRAVEL	-
OUT-OF-STATE ALL TRAVEL	-
BOARD OF TRUSTEE EXPENSES	-
SACS/QEP EXPENSES	-
BANK SERVICE CHARGES	-
EMPLOYEE FLOWERS/RETIREMENT	-
MEETINGS	-
OTHER CURRENT EXPENSES	620.91
TOTAL PUBLIC RELATED	\$ 1,077.24
GRAND TOTAL	\$ 21,792.45

4. 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 [July](#) and [August](#) Monthly Office of Grants and Strategic Initiatives Reports.

5. Receive Foundation Revenue Report

Designations	1st Quarter	Current YTD
Endowment Additions	\$96,139.00	\$96,139.00
Total Restricted	\$141,492.09	\$141,492.09
Total Unrestricted	\$10,223.88	\$10,223.88
TOTAL REVENUES:	\$247,854.93*	\$247,854.91

**Figures are current through September 5, 2025, excluding Golf Classic results and other first-quarter activity still in progress.*

6. Approve Policy 6.1.5 - Excess Fee Receipts as Permanent Policy

[Policy 6.1.5 - Excess Fee Receipts](#) was initially passed as a temporary policy. The College has successfully implemented the policy with appropriate procedures and the College staff is recommending making the policy permanent with no additional changes.

Full Board Agenda

No Action Items

For Information Only

1. Bookstore Update

The College staff is continuing to investigate the best option for bookstore services to meet the needs of its students and the College as a whole. Key concerns include:

- Reducing costs to our secondary education partners,
- The industry shift towards a digital textbook and “equitable access” model, and
- On-going issues relating to bookstore commissions and the responsiveness of the current vendor to College needs, especially regarding instructor and student issues.



BOARD OF TRUSTEES

Building & Grounds Committee Agenda

Date & Time: Monday, September 22, 2025, 10:30 AM ET

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

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

Ethics Statement

Mission Statement of the College

Consent Agenda

1. Approve Building & Grounds Committee Meeting Minutes & Special Meeting Minutes, August 2025

Full Board Agenda

1. Approve Ranking of Design-Build RFQ Submissions for the Harnett Fire Training Tower Project
2. Naming of the TRiO/Juntos Office Mezzanine in the Moore Center for Dr. Howard and Dr. James
3. Naming of the CCCC Library for David James and the James Family
4. Ratify Electronic Votes Passed on August 27, 2025, Regarding Counteroffer on Howard James Property and Submission of NCCCS Form 3-1P Regarding the Same

For Information Only

1. Building and Grounds Updates
2. Security Update
3. Update on Howard James Property Sale

Consent Agenda

Action: Approve and receive consent agenda items.

1. Approve Building & Grounds Committee Meeting Minutes & Special Meeting Minutes, August 2025

The College staff has prepared the [August 2025 Building & Grounds Committee minutes](#) and [August 2025 Building & Grounds Committee Special Meeting Minutes](#) for approval.

Full Board Agenda

1. Approve Ranking of Design-Build RFQ Submissions for the Harnett Fire Training Tower Project

Action: Motion to Approve Ranking of Design-Build Firm RFQ Submissions for the Harnett Fire Training Tower Project

Three RFQ submissions for Design-Build services were received in support of the Harnett Fire Training Tower Project. Based on the qualifications criteria recommended and approved by the State Construction Office, the submissions were ranked as follows:

1. Bobbitt Construction
2. D. R. Reynolds Company
3. Engineered Construction Company

Formal approval by the Board of Trustees will allow College officials to submit the rankings to the State Construction Office for consideration and to engage in contract negotiations with the chosen firm. The goal is to have the firm under contract and actively involved in design, engineering, and pre-construction processes prior to the end of the calendar year.

2. Naming of the TRiO/Juntos Office Mezzanine in the Moore Center for Dr. Howard and Dr. James

*Action: Motion to approve the naming of the TRiO/Juntos Office Mezzanine in the Moore Center as the **Howard/James Mezzanine for College Access** in honor of Dr. Paul O. Howard and Dr. Barbara E. James.*

Background:

Dr. Paul O. Howard and Dr. Barbara E. James established an endowment at Central Carolina Community College to support students coming from the Boys and Girls Club or to support students in Career and Technical Education programs. Their legacy was previously honored through the naming of the Industry Training Center; however, as the College works to sell that facility, it is fitting to relocate their recognition. The Mezzanine in the Moore Center, home to TRiO Upward Bound and Juntos programs, reflects Dr. Howard's and Dr. James' lifelong commitment to ensuring access to education for all.

3. Naming of the CCCC Library for David James and the James Family

*Action: Motion to approve the naming of the Central Carolina Community College Library as the **James Family Library** in recognition of a \$1,000,000 philanthropic commitment from David James and the James Family (\$500,000 current gift and a \$500,000 documented estate bequest), contingent upon execution of a gift agreement and in accordance with the College's naming policies and guidelines.*

Background:

David James, an alumnus of Central Carolina Technical Institute—the predecessor to CCCC—remains closely connected to Sanford while residing in Seattle and, in 2025, committed \$1,000,000 to support CCCC students and programs (\$500,000 current gift and \$500,000 through a documented estate bequest). Over the years, David has previously contributed more than \$100,000 to support our students and programs, while also giving consistently each year at the \$2,000–\$5,000 level. The James Family has a sustained record of support for education at CCCC, including prior recognition of Audrey James on the mathematics program, and continued community involvement through Arthur James's regional initiatives such as Carbonton Cove. Naming the library in honor of the James Family acknowledges this longstanding engagement and transformative philanthropy and aligns with the College's facility-naming policies.

4. Ratify Electronic Votes Passed on August 27, 2025 Regarding Counteroffer on Howard James Property and Submission of NCCCS Form 3-1P Regarding the Same

Action: Motion to ratify the electronic vote regarding the counteroffer for the Howard James Property and submission of NCCCS Form 3-1P.

The Board voted via [electronic email vote](#) to move forward with a counteroffer on the Howard James property and to submit NCCCS Form 3-1P for the disposition of said property. Pursuant to the Board's bylaws, this vote must now be ratified to remain in effect.

For Information Only

1. Building and Grounds Updates

Capital Projects:

Moore Center – Bioprocessing Building Renovation

Demolition is scheduled to begin on September 22, 2025. Sanford Contractors will install cordons to limit access to the site.

Moore Center – Main Building Renovation – Phase 1

Construction documents are in progress and will be approximately 50% complete in October 2025. Hobbs/ADW and Samet/Sanford continue to investigate and address pre-construction issues related to basement support column specifications, sewer line routing, and wastewater treatment plant decommissioning. In early September, Samet/Sanford indicated that recent costs

estimates for both electrical and mechanical increased significantly due to expansions in the scope of work and the impact of tariffs on component and materials costs (e.g., severe fluctuations in metal commodities such as aluminum, copper, steel, and nickel). These market fluctuations have further escalated the base bid of the project beyond what was last reported, however the combined design/CMR teams are optimistic that they will be able to identify cost savings prior to developing a more accurate cost estimate in mid-October.

ESTC Training Track Renovation

An advertisement for engineering services in support of this project was posted on the electronic vendor portal (eVP) with a closing date of September 17, 2025.

Minor Renovation and Upfit Projects

Chatham County

- The fire detection system in Building 42 will undergo a system overhaul in September.
- The multipurpose room in Building 42 received new paint, cove base, and carpet during August.

Harnett County

- Parking lots at Harnett Main Campus were re-striped in late August.
- The former machining lab at Harnett Main Campus has been emptied and cleaned in preparation for construction-related programming.

Lee County

- HVAC and industry robotics programming were successfully relocated to the Moore Center from the Howard-James Industry Training Center.

2. Security Update

An active shooter tabletop exercise will be conducted by personnel from the Harnett County Sheriff's Office on October 9, 2025.

3. Update on Howard James Property Sale

College staff will provide an up-to-the-minute update on the sale of the Howard James Property.



BOARD OF TRUSTEES

Personnel Committee Agenda

Date & Time: Monday, September 22, 2025, Noon ET

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

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

Ethics Statement

Mission Statement of the College

Consent Agenda

1. Approve Personnel Committee Meeting Minutes, August 2025
2. Approve Education Leave Request by April Raines
3. Receive Personnel Reports
4. Repeal Policy 1.6 - Board Meetings and Meeting Procedures
5. Repeal Policy 3.3.5 - Contract Non-Renewal and Resignation

Full Board Agenda

1. Approve Revision to Policy 3.1.4 - Compensatory Time
2. Approve Revision to Policy 3.4.8 - Secondary Employment

For Information Only

No FIO Items

Consent Agenda

Action: Approve and receive consent agenda items.

1. Approve Personnel Committee Meeting Minutes, August 2025

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

2. Approve Education Leave Request by April Raines

April Raines, Director of TRiO Student Support Services, is [requesting educational leave](#) for the time period spanning October 13, 2025, through October 31, 2025. The requested leave is in support of Ms. Raines' Doctorate in Community College Leadership. The college staff is recommending approval of this request.

3. Receive Personnel Reports

Attrition Report

QUARTER ONE (2025 - 2026) ATTRITION	
Resignations	8
Retirements	4
Deceased	0
Terminations	1
Reduction-in-Force	0
Total	13

Turnover Report

QUARTER ONE (2025 - 2026) TURNOVER		
	Average # of Employees	# of Employees Separated
President's Office	7	0
Onboarding & Academic Advising	28	2
Student Learning Division	205	6
Student Services Division	45	0
Administrative Services Division	87	4
Institutional Advancement	5	0
Workforce Development	41	1
Harnett Campus	16	0
Chatham Campus	6	0
Collegewide Totals	440	13

Quarter Turnover Rate: **2.95%**

Fiscal Year Turnover Rate: **2.95%**

New Employee Report

1. Rachel Minton, Career Pathways Coordinator, 07/01/2025
2. Elizabeth Avalos, Custodian, 07/08/2025
3. Jessie Pounds, Communications Coordinator, 07/17/2025
4. Anne Walters, Print Operations Specialist, 07/29/2025
5. Jennifer Franklin, Nursing Instructor (12 months), 08/01/2025
6. Elizabeth Lux, Nursing Instructor (12 months), 08/01/2025
7. Maria Allen, English Instructor (9 months), 08/05/2025
8. Stephanie Balmori, English Instructor (9 months), 08/05/2025
9. Regan Simmer, Economics Instructor (9 months), 08/05/2025
10. Melissa Boyce, Education Residency Coordinator (9 months), 08/05/2025
11. Alice Peng, Math Instructor (9 months), 08/05/2025
12. Daniel Wells, Welding Instructor (9 months), 08/05/2025
13. Tamara Gehrke, Biology Instructor (9 months), 08/05/2025
14. Anna Fonke, Administrative Specialist, 08/08/2025
15. Grace Wicker, Administrative Specialist, 08/08/2025
16. William "Ben" Cole, Lead Instructor, Mechanical Engineering Technology, 08/15/2025
17. Kalyn Sandoval, Nursing Instructor (12 months), 08/15/2025
18. Walter Bestwick, Lead Instructor, Building Construction, 08/18/2025
19. Alondra Badillo-Reyes, Education Navigator, 09/10/2025

Promotions & Position Changes

1. Dustin Miller – Criminal Justice Department Chair (12 months), 07/01/2025
2. Thomas “Lantz” Lackey, WCE Instructor Coordinator (PT), 07/01/2025
3. Melanie Yarborough, Administrative Assistant, 07/01/2025
4. James “Daniel” McNeill, Interim Physical Plant Manager, 07/01/2025
5. Gabrielle “Ellie” Mummert, Associate Director of Student Outreach and Recruitment, 07/01/2025
6. Brad McDougald, Assistant Athletic Director (Men’s Basketball & Soccer Head Coach), 07/01/2025
7. Brian Kedzierski, Lead STEM Tutor, 07/01/2025
8. Jessica Holt, Nursing Program Simulation Coordinator, 08/01/2025
9. Jessica Brown, Biology Instructor (9 months) & Faculty Professional Development Coordinator, 08/01/2025
10. Jennifer Dillon, Communications Instructor (9 months), 08/11/2025
11. Glenda Lassen, Accounts Payable Specialist, 09/01/2025
12. Annie Bogan, HR Coordinator, 09/01/2025
13. Lincoln Frye, Workforce Continuing Education Program Coordinator, 09/01/2025

4. Repeal Policy 1.6 - Board Meetings and Meeting Procedures

College staff is recommending the repeal of [Policy 1.6 - Board Meetings and Meeting Procedures](#). The contents of this policy are already included in the Board’s bylaws. Maintaining Policy 1.6 runs the risk of conflicting or contradictory policy statements if either Policy 1.6 or the bylaws are amended in the future.

5. Repeal Policy 3.3.5 - Contract Non-Renewal and Resignation

In response to the College moving away from contract employment and towards at-will employment with policy protections, [Policy 3.3.5 - Contract Non-Renewal and Resignation](#) is no longer needed and may create confusion. The College staff is recommending repeal of this Policy.

Full Board Agenda

1. Approve Revision to Policy 3.1.4 - Compensatory Time

Action: Motion to approve the revised Policy 3.1.4 - Compensatory Time.

In response to the Department of Labor’s rule change that increased the threshold pay for exempt employees and the subsequent Federal court case out of Texas that reversed this change, College staff reviewed its own exemption determinations for employees. After a review, most positions that were formerly non-exempt have been classified as exempt, with the exception of most custodial, maintenance, and security positions. Staff is proposing [minor adjustments to the policy](#) in order 1) to provide flexibility for the staff to determine whether compensatory time or overtime pay is appropriate in each given situation, 2) to lend clarity regarding its processes for part-time staff, and 3) to better align with practices used by the Federal government for leave balances held for over a year.

2. Approve Revision to Policy 3.4.8 - Secondary Employment

Action: Motion to approve the revised Policy 3.4.8 - Secondary Employment.

In response to employee feedback and review of our current policy on secondary employment earlier this year, College staff is proposing a revision to the policy that 1) enhances respect for the privacy of College employees, 2) increases transparency regarding secondary employment of an instructional nature, and 3) offers a more legally defensible position and process regarding secondary employment and how the College addresses concerns relating to secondary employment. Both the [current policy](#) and the [revised policy](#) are available for review. As of Monday, September 15, Executive Leadership is currently holding listening sessions with the wider College employee community for feedback to ensure that the policy is clear, comprehensive, and addresses employee concerns; final revisions will be completed by the end of the day on Wednesday, September 17.

For Information Only

No FIO Items



BOARD OF TRUSTEES

Programs & Student Supports Committee Agenda

Date & Time: Monday, September 22, 2025, 1:30 PM ET

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

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

Ethics Statement

Mission Statement of the College

Consent Agenda

1. Approve Programs & Student Supports Committee Meeting Minutes, August 2025

Full Board Agenda

1. Approve Instruction Section Policy Package
2. Approve Temporary Policy - Leon's Law

For Information Only

1. Career Community Updates
2. Rural Guided Pathways Updates
3. Student Onboarding and Advising Report
4. Institutional Advancement Report
5. Continuing Workforce Education Report

Consent Agenda

Action: Approve and receive consent agenda items.

1. Approve Programs & Student Supports Committee Meeting Minutes, August 2025

The College staff has prepared the [August 2025 Programs & Student Supports Committee minutes](#) for approval.

Full Board Agenda

1. Approve Instruction Section Policy Package

Action: Approve the batch of policies for the Instruction Section as presented to the Programs & Student Supports Committee and repeal of superseded policies.

The College staff has prepared the following batch of policies for the instruction section as part of its policy review:

- [Policy 4.1.1](#) - Role of Curriculum Personnel in Academic Governance
- [Policy 4.1.2](#) - Academic Programs
- [Policy 4.1.3](#) - Instructional Service Agreements
- [Policy 4.1.4](#) - Academic Terms
- [Policy 4.1.5](#) - FTE Reporting
- [Policy 4.2.1](#) - Intellectual Property
- [Policy 4.2.2](#) - Live Client & College Projects
- [Policy 4.2.3](#) - Field Trips
- [Policy 4.2.4](#) - Instructional Quality
- [Policy 4.2.5](#) - Accreditation
- [Policy 4.2.6](#) - Honorary Degrees

2. Approve Temporary Policy - Leon's Law

Action: Approve the temporary policy enacting requirements of Leon's Law as prescribed by statute and State Board Code.

The College staff has developed [a policy reflecting the statutory requirements of Leon's Law](#) and is submitting it for approval by the Board. This policy is temporary and will be rescinded upon the inclusion of its provisions into the broader student records policy upon its completion and passage.

For Information Only

1. Career Community Updates

Health Sciences

- Veterinary Medical Technology: Coordinated a curriculum realignment project across the state to reflect contemporary practice and accreditation standards so students learn industry-standard skills, persist, and pass licensure exams at higher rates.

- Several health programs participated in Camp Med, a collaboration with the UNC School of Medicine, over the summer to raise awareness of health science careers among high school students. The weeklong event engaged 43 rising ninth and tenth-grade students from Chatham County at the Chatham Health Sciences Center.

Professional Services

- Education: Partnered with Lee County Schools on LocalLee to create a TA-to-teacher pipeline, helping TAs earn their teaching license.

Public Safety

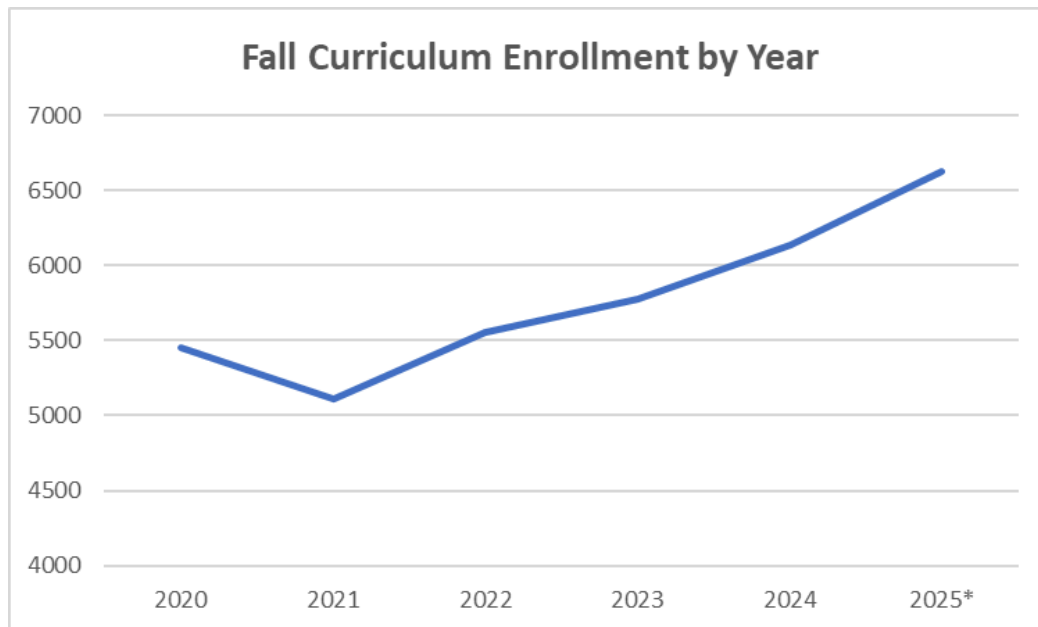
- New Leadership: Dustin Miller, PhD candidate with military and law enforcement experience, appointed as Criminal Justice department chair.
- Program Relocation: All seated Criminal Justice courses in Lee County moved to the ESTC to strengthen student engagement with first responder training.

2. Rural Guided Pathways Updates

- A team of eight faculty members and administrators will attend Rural Guided Pathways Institute #2, *Purpose, Planning, and Program Alignment - Keys to Successful Student Outcomes*, in Louisville, KY, in October. The institute will include presentations by the president of the National Center for Higher Education Management Systems, former college presidents, and education researchers, as well as team strategy sessions and cross-college workshops. CCCC is one of 28 community colleges nationwide selected to participate in Rural Guided Pathways.

3. Student Onboarding and Advising Report

Fall 2025 Curriculum Enrollment



- Fall 2025 is a curriculum enrollment record; enrollment is 8% higher than in 2024 and nearly 30% higher than in 2022.
- Traditional students make up 55% of our students. 47% are enrolled full-time, a trend that continues to rise.
- 45% of students are dual enrolled; they are taking an average of 6 credits.
- 140 home school students are enrolled in nearly 400 classes; many are on track to complete their associate's degree when they finish high school.
- Approved K14 Promise students are up 22% from last year.

Enrollment Efforts and Onboarding Initiatives

- Between July 1, 2025 and August 18, 2025 (end of FA25 add period), Student Onboarding and Success engaged in 2,475 meetings with students concerning advising and registration. 93% reported a positive experience and felt ready for a successful start.
- The number of students served by our pre-start orientation programming grew 160% over last year.
- CCP to Traditional Student Transition: Refining the process to ensure smoother transitions for CCP students who remain at CCCC after graduation, with clearer communication, stronger connections with education navigators, and a more streamlined process. The goal is to increase retention for CCP students continuing with CCCC after high school graduation to complete their credentials.

Transfer

- Onboarding and Advising will hold a University Partner Summit, specifically designed for high school counselors on September 19. High schools, CCP and faculty advisors have been invited along with University partners.

Title III/Slate

- Slate campaigns have been a major focus on Title III. Slate nudge campaigns are an automated way of following up with students to help make sure they meet certain goals. By mid-October, we will have finalized campaigns that improve communication with prospects, applicants, and enrolled students.
- A cross-divisional Financial Campaign was launched to increase FAFSA completion at the time of application. Automated Slate communications were implemented, including financial planning emails sent at registration to help students prepare payment options. The process has been strengthened to ensure students are consistently reminded to arrange payment.

Cougar Athletics

- We held our inaugural women's soccer match against Cape Fear Community College on September 3rd. It was well attended and the engagement on social media from the program was excellent. Men's soccer has played several games and is building a strong foundation.
- Women's Volleyball has had solid attendance at both home games for Military/First Responder Appreciation Night, and Youth Night. The Women's Volleyball season runs through the end of October and the Men's Basketball season will begin at the beginning of October.

Other Divisional Updates

- A fall graduation ceremony has been added! December 17th, 10:00 a.m.
- Multiple division staff are presenting at the North Carolina Community College Advising Association Conference in Wilmington, September 24-26.
- Onboarding and Advising convened the Advising Council on August 27. The council strives to create a unified, student-centered advising system that empowers all students — regardless of entry point — to achieve academic, career, and personal success through intentional, coordinated, and relational advising practices.
- Strengthening Partnerships: Planning countywide meetings with high school partners, including guidance counselors, administrators, CDCs, and county office personnel to share best practices, improve processes, and work collaboratively to support student success.

4. Institutional Advancement Report

SACSCOC Communications

July 2025

- Submitted the 2025 Financial Profile to SACSCOC.

August 2025

- Submitted materials for the next steps in the Differentiated Review Process.
- Received notification from SACSCOC accepting the Food Truck Operations Certificate (33% new content).
- Received approval from SACSCOC for the site-specific closure of the Health and Fitness Science program at the Chatham Health Science Center.
- Sent notification of the new Ecological Landscaping Certificate (47% new content). Because the percentage of new content falls between 25% and 50%, only notification—not approval—was required.
- Submitted closure requests for the Audio and Video Production – Video Production degree and the Audio and Video Production – Audio Production degree. Since these are distinct programs, each required a separate request.

HLC Update and Communications

August 2025

- Received official communication from HLC confirming the due date for the Preliminary Peer Review as March 23, 2026. To avoid conflict with HLC's annual conference, our internal plan is to submit by March 20, 2026.
- The Preliminary Peer Review will require narratives and evidence for HLC's Eligibility Requirements, Assumed Practices, Assurance Argument at the Criterion Summary Level, and the Institutional Data Form.
- According to the HLC Accreditation Timeline, HLC will notify us by the end of April 2026 if we may advance to the third and final step of initial accreditation: the Comprehensive Evaluation for Initial Accreditation, which will include an onsite visit in 2027.

Please see the [attached timeline](#) for moving forward with the application process for accreditation with the Higher Learning Commission.

Strategic Planning Update

The Strategic Planning Committee is currently working to complete the baseline metrics and KPIs for each of the priorities outlined in the plan. This work will provide a clear framework for measuring progress and accountability moving forward. At this time, the section serves as a placeholder, and the finalized metrics and KPIs will be added for Board review prior to the meeting.

5. Continuing Workforce Education Report

Small Business Center

In collaboration with Partnership for Children agencies in Chatham, Harnett, and Lee counties, the SBC is hosting a Family Child Care Home Conference to support individuals interested in starting or growing their own Family Child Care Home. Participants are eligible to apply for startup grants valued at \$1,000. September 15, 2025, at DAWCC.

Customized Training

- **12 active projects** representing three (3) businesses in Chatham County, three (3) in Harnett County, and six (6) in Lee County.
 - **\$2.2M** Total value of project training portfolio
 - **826** Number of employees taking classes, July 2025 – August 2025
 - **468** Number of hours on instruction, July 2025 – August 2025
- **4 new projects** in the pipeline, representing one (1) business in Chatham County and three (3) businesses in Lee County
- **2025 MFG Day - Friday, October 3, 2025, at the Moore Center, 9 am -2 pm**
Estimating 35 plus Industries to participate, 10 CCCC Departments, 5 Suppliers, and over 1000 visitors (8th and High School Students) from Harnett, Chatham, and Lee Counties

Public Safety

EMS

- Launched a new multi-county hybrid EMT program with 29 students. Skills training to be taught in each county on weekends.
- Preparing to launch a Paramedic Initial class in January at ESTC.

Fire and Rescue

- Accepted delivery of a fire truck from the Goldston Fire Department.
- Current Fire Academy is the strongest of CCCC's history, with 24 cadets.

Law Enforcement In-Service Training

- Secured annual driver training agreement with Sampson County Sheriff's Office.

- Discussions are underway with the Charlotte-Mecklenburg Police Department and Scotland County Sheriff's Office to expand their driver's training.
- Graduated 12 students from the DOCC program with a 100% pass rate.

BLET (Basic Law Enforcement Training)

- Launched the new 880-hour format in May; cadets graduate on October 8th. Thanks to the work of staff and instructors, CCCC has experienced a smooth transition to the new program.

Workforce Special Programs

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)

In August, we reached an important milestone on the CLAWS grant in partnership with NC State and NC A&T. The Workforce Development Leadership Committee approved our request for a new Continuing Education course, Introduction to Semiconductor Manufacturing. The course now moves to the State Board of Community Colleges for approval, with a target launch in Spring 2026.

MNCP (NCSU, NC A&T, Penn State, and PowerAmerica partnership)

On August 27, we hosted the in-person orientation at the Civic Center for the Microelectronics and Nanomanufacturing Certificate Program for Veterans. This program is part of a National Science Foundation collaboration with Penn State, NC State, and NC A&T. The course officially began on September 2.

AdvanceNC

- **Certified Manufacturing Associate (CMfgA) Pilot**
On September 30, we will launch the pilot offering of SME Tooling-U's Certified Manufacturing Associate course. Enrollment is strong, and the course is quickly filling. Other AdvanceNC colleges will adopt this training to provide a consistent entry point for individuals pursuing careers in manufacturing.
- **AdvanceNC Expansion**
AdvanceNC has voted to accept Forsyth Tech into the consortium. Their involvement will strengthen our collective efforts, particularly through alignment with AdvanceNC's mission and initiatives via their work with the AWSM grant.

Workforce Strategic Initiatives

- On August 12, we celebrated the start of renovations on the Biotech building with industry and community partners at the Biotech Solutions Center's Wall-Breaking Ceremony.
- Pfizer is well into planning for a Maintenance Apprenticeship with 2-3 new positions launching in early 2026. They've invited other industry partners to send people to join their 2-year cohort, which gets candidates halfway through their AAS in Industrial Systems Technology.
- New continuing education to curriculum crosswalks are being developed for Maintenance Fundamentals and the Certified Manufacturing Associate credential to expand pathways in Manufacturing.
- Efforts have begun aligned with the strategic plan to enhance work-based learning at CCCC, including marketing materials, using the industry CRM software, and increased support to connect students with WBL opportunities.