



**Central Carolina Community College Board of Trustees  
Special Meeting Agenda  
Tuesday, February 10, 2026**

**Zoom Link: <https://us06web.zoom.us/j/85796634017>**

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**Agenda Item #1 - Approve Bookstore Fee**

**Background:** The transition to BibliU as the College's bookstore shifts curriculum textbook costs from a per-item basis, either paid by students upfront or charged to the students' College accounts pending financial aid, to a per-credit-hour fee.

**Proposed Recommendation:** Staff is proposing that a bookstore fee be authorized in the amount of \$22 per credit hour.

**Agenda Item #2 - Approve Form 3-8A Request for Construction Delegated Authority**

**Background:** Form 3-8A allows a college to request that its construction delegated authority be extended from projects estimated to cost less than \$500,000 to projects estimated to cost less than \$2,000,000. Delegated authority still requires the College to follow all statutes and regulations regarding formal capital projects, but the College will instead exercise oversight authority as opposed to the State Construction Office. In order to request this authority, the College must attest that it has a Capital Projects Coordinator (CPC), access to technical construction expertise, access to the services of an attorney versed in construction law, staff to support the CPC, a Historically Underutilized Business (HUB) coordinator, and that it understands and is willing to bear the duties and responsibilities that arise in connection with a construction delegated authority of \$2,000,000. The College has ensured that it meets these requirements as follows:

- Capital Projects Coordinator - Jon Matthews
- Technical construction expertise - Hobbs Architects/Dewberry Engineers via open-ended design agreement.
- Attorney versed in construction law - Jonathan White
- Staff to support CPC - Daniel McNeill and other support staff
- HUB Coordinator - Brandi Hernandez

The [Form 3-8A](#) can be found [here](#).

**Proposed Recommendation:** Motion to Approve Form 3-8A Request for Construction Delegated Authority.

**Agenda Item #3 - Approve Memorandum of Understanding Between College and Foundation for Transfer of Restricted Moore Center Donations**

**Background:** To facilitate disbursement of funds collected for the Moore Center construction projects, as well as to allow for the investment of said funds similar to how the College invests idle cash, staff has developed [an MOU to allow for the College to receive funds from the Foundation](#). While primarily intended for the Moore Center construction projects, the MOU is written so that it can be easily amended in the future to allow for additional flexibility. Staff is asking for approval to enter into this MOU with the Foundation, with the flexibility to develop Exhibit A to reflect the exact needs of both the College and the Foundation.

**Proposed Recommendation:** Approve Board Chair to sign MOU allowing for College to receive funds from the Foundation for certain projects, subject to any restrictions originally placed upon the funds.

**Agenda Item #4 - Approve 3-1P to Authorize Sale of Center for Workforce Innovation**

**Background:** Staff is proposing preliminary approval of the sale of real property in Central Carolina Enterprise Park comprising 17.69 acres and containing a permanent structure identified as the Center for Workforce Innovation. Programming and personnel housed at the site have either been relocated to other college facilities or are scheduled to be moved to other sites within the next few months. Proceeds from the sale of this property can be allocated to other capital projects.

**Proposed Recommendation:** [Approve 3-1P](#) to authorize the sale of Center for Workforce Innovation.

**Agenda Item #5 - Approve 3-1P to Authorize Transfer of Harnett Main Campus Parcel & Authorize Board Chair to Enter Into Letter of Engagement with General Counsel**

**Background:** Staff is proposing re-acquisition of real property conveyed to Harnett County in June 1997 as a condition of the county funding the construction of Miriello Building. The County Manager confirmed that Harnett County has no outstanding liens on the property and has agreed to convey the property back to the college at no cost.

Staff is also proposing to have General Counsel act as the College's attorney in the transfer of the Harnett Main Campus parcel. While the transfer will be a \$0 transaction, the College is technically the 'buying' party; the buyer's attorney traditionally has more significant duties than the seller's attorney in real estate transactions, including but not limited to running a title search and taking necessary steps to secure title insurance. These activities require additional licensures, certifications, or approvals from third-party entities that General Counsel does not possess. An engagement letter needs to be put in place defining the expectations and scope of work that General Counsel will conduct with regard to the transfer of the parcel, which is expected to exclude title search, title insurance, and other activities that require elevated licensure.

**Proposed Recommendation:** [Approve 3-1P](#) to authorize the transfer of Harnett Main Campus parcel and to sign engagement letter defining expectations of General Counsel regarding transfer of Harnett Main Campus parcel.

**Agenda Item #6 - Approve 3-1P to Authorize Purchase of Additional Land Adjacent to Harnett Main Campus & Authorize Engaging Outside Counsel for Purchase of Additional Land Adjacent to Harnett Main Campus**

**Background:** Staff is proposing purchase of a [parcel comprised of 7.448 acres](#) of undeveloped woodland immediately adjacent to the north/northwest boundary of the Harnett Main Campus in Lillington. The new parcel would increase the Harnett Main Campus footprint by over 35% and allow for the construction of new training facilities. Staff received a formal offer of sale in the amount of \$280,000 for the tract from Southbury Development, LLC, the real estate developer who owns the majority of the real property adjacent to the western and northern boundaries of Harnett Main Campus. The college is formally requesting funding support from the Harnett County Board of Commissioners to execute this purchase, citing the critical importance of the acquisition to ensure the College's ability to construct new facilities to support the county's economic expansion and meet the needs of its significantly growing population.

Due to the more complicated nature of acting as the buyer's attorney in a transaction, staff is recommending that outside counsel be engaged to handle the purchase of land adjacent to Harnett Main Campus.

**Proposed Recommendation:** [Approve 3-1P](#) to authorize the purchase of additional land adjacent to Harnett Main Campus and for the Board Chair to engage outside counsel as recommended by College staff.

**Agenda Item #7 - Approve Form 3-1 Amendment 3 for Moore Center Main Building Phase 1 Renovation**

**Background:** Additional funds are being allocated to this project for three purposes: 1) to increase the allocation for construction and construction contingency due to cost escalation and based on more accurate cost estimates developed by the Construction Manager at Risk; 2) to support additional design and engineering services necessary for early procurement of specialized electrical equipment; and 3) to support additional field investigation services required during the pre-construction phases of the project. The source of these funds are institutional funds generated by the recent sale of real property and interest accrued on deposited funds already allocated to the project.

**Proposed Recommendation:** [Approve Form 3-1 Amendment 3](#) for Moore Center Main Building Phase 1 Renovation project.

**Agenda Item #8 - Approve Design Amendment #1 for Moore Center Main Building Renovation Phase 1**

**Background:** Hobbs Architects, in conjunction with Dewberry Engineers, have proposed additional design and engineering services to support early procurement (prior to the commencement of construction) of electrical switchgear and related components needed for the

Phase 1 renovation project. Under current market conditions, the manufacturing lead time on these types of application-specific equipment is approximately one year, which makes early procurement critical for the project to be completed on time. The early procurement process requires submission of a separate set of drawings and specifications to the State Construction Office (SCO) for review and approval. The additional services proposed by Hobbs are above and beyond the standard design services contracted for the project and thus, require an amendment to the original contract.

**Proposed Recommendation:** Approve the [Design Amendment](#) proposed by Hobbs Architects and approve Board Chair to sign the formal contract amendment once generated by SCO for ratification by Hobbs Architects and the College.

#### **Agenda Item #9 - Approve Design Contract with Timmons Group in Support of ESTC Track Rehabilitation Project**

**Background:** Staff received a Contract for Standard Design Services from the State Construction Office to formally engage Timmons Group to provide design, engineering, and construction administration services in support of the project to grade, mill, and repave large portions of the driving track at ESTC. In recent years, the college successfully completed smaller scaled projects at the site that involved full-depth reclamation, milling, and asphalt paving of selected sections with heavily degraded asphalt. The current project is intended to address some grade/drainage issues at one low-lying location on the track, as well as milling and paving over the remaining parts of the track that were not resurfaced in the previous projects.

**Proposed Recommendation:** [Approve Design Contract with Timmons Group](#) in support of ESTC Track Rehabilitation Project.

#### **Agenda Item #10 - Approve Lease Agreement with Harnett County for Use of Instructional and Office Spaces at Harnett Advanced Technology Training Center (HATTC)**

**Background:** The Harnett County Board of Commissioners is offering the college a lease agreement for the use of 10,156 square feet of instructional and office space in the renovated facility formerly known as Triangle South Enterprise Center on South Clinton Avenue in Dunn. The College would be responsible only for its pro rata share of utilities (which are subsidized by Harnett County through annually budgeted operating funds) and for providing custodial services within the college's designated spaces. This site will be used to administer workforce skills development and training, including BioWork courses.

**Proposed Recommendation:** Approve the [Lease Agreement](#) with Harnett County for use of instructional and office spaces at HATTC.

#### **Agenda Item #11 - Grant the Board Chairman Authority to Approve the Forthcoming Design and Preconstruction Services Contract for Harnett Fire Training Tower Project**

**Background:** The Board previously approved awarding a Design/Build contract for the Harnett Fire Training Tower project to Bobbitt Construction. Throughout December 2025 and January 2026, State Construction Office (SCO) staff, Bobbitt representatives, and College staff have been negotiating contractual terms for design, engineering, and preconstruction services required to

formally initiate work on the project. The negotiation process is nearly complete and will result in SCO generating a formal contract for design and preconstruction services. The College's Board of Trustees chairman will be required to sign the formal contract and thus, waiting until the April 2026 board meeting for ratification will delay commencement of work on the project.

**Proposed Recommendation:** Approve Board Chair to sign the formal Design/Preconstruction Services contract once generated by SCO for ratification by Bobbit Construction and the College on the condition that the contract accurately reflects the project scope and total budget previously approved by the Board of Trustees via Form 3-1.

### **Agenda Item #12 - Approve Administration Section Policies, Student Services Section Policies, and Repeal of Old Policies & Procedures Manual**

**Background:** Staff has finished the policies for Section 2 - Administration and Section 5 - Student Services. With these sections complete, the comprehensive review in conjunction with Campbell Shatley has concluded; policy revisions, additions, and repeals are expected to be on-going, but the original Policies & Procedures Manual is now obsolete. Therefore, staff is also recommending that the original Policies & Procedures Manual be repealed.

The policies may be found below:

- Section 2 - Administration
  - [Policy 2.1.1 - Visitors and Minors on Campus](#)
  - [Policy 2.1.2 - Campus Safety and Emergency Planning](#)
  - [Policy 2.1.3 - Hazard Communications Program](#)
  - [Policy 2.1.4 & 3.2.11 - Emergency, Urgent, and Adverse Weather Events](#)
  - [Policy 2.1.5 - Criminal Activities & Law Enforcement Interactions](#)
  - Policy 2.1.6 & 3.4.3 - Weapons on Campus [Omitted; No Revisions]
  - Policy 2.1.7, 3.4.4, & 5.3.5 - Alcohol and Drugs on Campus [Omitted; No Revisions]
  - [Policy 2.1.8 & 5.4.2 - Campus Security Reporting Act - Clery Act](#)
  - [Policy 2.1.9 - Sex Offender Information](#)
  - Policy 2.1.10 & 3.4.5 - Communicable Diseases and Occupational Exposure to Bloodborne Pathogens [Omitted; No Revisions]
  - [Policy 2.1.11 - Unmanned Aircraft Systems \(Drones\) \[Revision\]](#)
  - [Policy 2.2.1 - Tobacco Free Campus](#)
  - [Policy 2.2.2 - Protection and Care of College Property](#)
  - [Policy 2.2.3 - Facility Use](#)
  - [Policy 2.2.4 - Naming Facilities, Programs, and Scholarship Funds](#)
  - [Policy 2.2.5 - Design Professional Services & Construction Work](#)
  - [Policy 2.2.6 - Facility Scheduling and Keys](#)
  - [Policy 2.2.7 - Campus Sustainability](#)
  - [Policy 2.2.8 - Sale, Disposal, and Lease of College Property](#)
  - [Policy 2.2.9, 3.4.9, & 5.4.5 - Service Animals and Other Animals on Campus \[Revision\]](#)
  - [Policy 2.3.1 - Mission Statement](#)
  - [Policy 2.3.2 - Multilingual Operational Support](#)

- [Policy 2.3.3 - Fundraising, Solicitation, Donations, & Promotional Activities](#)
- [Policy 2.3.4 - Traffic Regulations](#)
- [Policy 2.3.5 - Campus Free Speech, Distribution of Material, and Free Assembly](#)
- [Policy 2.3.6 - College Publications](#)
- [Policy 2.3.7 - Americans with Disability Act](#)
- [Policy 2.3.8 - College Records](#)
- [Policy 2.3.9 - Personal Use of College Property](#)
- [Policy 2.3.10 - Public Relations](#)
- [Policy 2.3.11 - Contracting Authority \[Revision\]](#)
- [Policy 2.3.12 - Conference & Civic Center](#)
- Section 5 - Student Services
  - [Policy 5.1.1 - Admissions](#)
  - [Policy 5.1.2 - Acceptance of Transfer Students & Transfer Credits](#)
  - [Policy 5.1.3 - Financial Aid](#)
  - Policy 5.1.4 - Vaccinations [Omitted; No Revisions]
  - [Policy 5.2.1 - Attendance](#)
  - [Policy 5.2.2 - Withdrawal from Courses](#)
  - [Policy 5.2.3 - Auditing Courses](#)
  - [Policy 5.2.4 - Grading System](#)
  - [Policy 5.2.5 - Grade Appeal](#)
  - [Policy 5.2.6 - Curriculum Prerequisites & Corequisites](#)
  - [Policy 5.2.7 - Repeating Courses & Course Substitutes](#)
  - [Policy 5.2.8 - Credit for Prior Learning](#)
  - [Policy 5.2.9 - Continuing Education-Curriculum Equivalency](#)
  - [Policy 5.3.1 - Overview of Student Rights](#)
  - [Policy 5.3.2 - Student Code of Conduct](#)
  - [Policy 5.3.3 - Behavioral Assessment Team](#)
  - Policy 5.3.4 & 3.3.7 - Discrimination, Harassment, & Title IX [Omitted; No Revisions]
  - Policy 5.3.5, 2.1.7, & 3.4.4 - Alcohol and Drugs on Campus [Omitted; No Revisions]
  - [Policy 5.3.6 - Student Grievance](#)
  - [Policy 5.4.1 - Student Right to Know Act](#)
  - [Policy 5.4.2 & 2.1.8 - Campus Security Reporting Act - Clery Act](#)
  - [Policy 5.4.3 - Student Records - FERPA & Leon's Law](#)
  - [Policy 5.4.4 - Use of Student Work](#)
  - [Policy 5.4.5, 2.2.9, & 3.4.9 - Service Animals and Other Animals on Campus \[Revision\]](#)
  - [Policy 5.4.6 - Student Clubs and Organizations](#)
  - [Policy 5.4.7 - Intercollegiate Student Athletics](#)
  - Policy 5.4.8 - Use of Force [Omitted; No Revisions]
  - [Policy 5.4.9 - Library Services](#)

**Proposed Recommendation:** Approve the Sections 2 and 5 batches along with repeal of original Policy and Procedure Manual.

**Agenda Item #13 - Approve Interlocal Agreements with Harnett County Schools and Lee County Schools for Use of Buses**

**Background:** Certain programs at the College, such as the TRiO Upward Bound programs, require periodic access to activity buses. Historically, the College has entered into interlocal agreements with Harnett County Schools and Lee County Schools for the use of their buses by these programs when needed. Staff is recommending the renewal of these agreements, with termination dates effective July 30, 2027. The Agreement with Lee County Schools has already been approved by the College's Board, but a revised version is being submitted for approval due to additional language being added by the system's legal representation and an extension of the duration by an additional year from what was originally approved.

**Proposed Recommendation:** Approve Board Chair to sign the [Lee County Schools Interlocal Agreement](#) as submitted and the [Harnett County Schools Interlocal Agreement](#) subject to reasonable modifications as agreed upon by legal counsel to both parties.