

Please note the following procedures for the virtual meeting on Wednesday, May 20, 2020:

After attendance has been taken all attendees will be muted by the moderator.

If you would like to speak, please raise your hand using the icon of the person with their hand raised at the bottom of the screen. This will allow Chairman Philpott to call on attendees in the order that they raised their hand. If you are using your telephone for audio, please unmute yourself and ask Chairman Philpott for permission to speak.

If you are using your computer, please click on the microphone to unmute yourself. Once you have finished talking, please click on the microphone to mute yourself.

If you are using your telephone for audio, please press \* 6 to unmute yourself. Once you have finished talking, please press \* 6 to mute yourself.

*Central Carolina Community College*  
*Board of Trustees*  
*Agenda*  
*May 20, 2020*

Recognition of Guests

Ethics Statement

Mission Statement of the College

**FOR FULL BOARD CONSIDERATION AND DELIBERATION**

Minutes

Approval of Minutes

- ❖ Board of Trustees Meeting: February 12, 2020

Personnel Committee

1. Approve New Employees
2. Approve Promotions/Position Changes
3. Ratify April & May COVID-19 Leave

Building & Grounds Committee

1. Approve Minor Construction Project Updates
2. Approve naming the Chatham Food Pantry the "Carter Cupboard."

## Finance Committee

1. Approve proposed student fees for 2020-2021
2. Approve 2020-2021 Lee County Budget Request
3. Approve 2020-2021 Harnett County Budget Request
4. Approve 2020-2021 Chatham County Budget Request
5. Approve State Budget Financial Reports
6. Approve State Budget Transfers
7. Approve County Budget Financial Reports
8. Approve Status of Special Funds Report
9. Approve Investment Asset Account Report
10. Approve Special Grants Report
11. Approve Civic Center Budget Report
12. Approve For Good of School Budget Report
13. Approve Construction Funds Budget Report
14. Accept In-Kind Gifts - Foundation
15. Approve Donation of Medical Supplies

## Program Committee

1. Approval of New Degrees
2. Electronic Signature Policy Revision

## Other

1. NCACCT Annual Meeting Report
2. Appoint an AD-HOC Nominating Committee

## Personnel Agenda

May 20, 2020

### **For Action**

1. Approve new employees
2. Approve Promotions/Position Changes
3. Ratify April & May COVID-19 Leave

### **For Information**

Annual Divisional Turnover Report will be included in July Personnel Committee Agenda

**PERSONNEL REPORT TO BOARD OF TRUSTEES**

**[May 20, 2020]**

**NEW EMPLOYEES**

1. Crystal Sanders, Dental Programs Clinical Assistant/Instructor, FT, 11/4/19, Replacement for Charmaine Keffer
2. Kenneth Conley, HVAC Technology Instructor, FT, 12/16/20, Replacement for Dave Meyers
3. Jennifer Dillon, TRIO Student Support Services Academic Coach, FT, 12/2/20, Replacement for P. Atkins
4. Holly Freeman, TRIO Student Support Services Academic Coach, FT, 12/2/20, Replacement for Shantel Luckey
5. Joseph Harris, Bus. Technology Instructor, FT, 12/2/20, Replacement for Amber Thomas
6. Karen Weaver, Custodian Dunn Site, FT, 12/2/20, Replacement for Maria Valdez
7. Lee Bryant, Staff Accountant, FT, 1/21/20, Replacement for Leslie Matthews
8. Anna Hoel, Financial Aid Technician, FT, 1/7/20, Replacement for Star Moretz
9. M. Chad Parrish, Programmer, FT, 1/21/20, New position
10. Kaitlyn Schlein, Cosmetology Instructor, FT, 1/2/20, Replacement for Dana Scott
11. Lisa Smelser, Biotechnology Lead Instructor, FT, 1/6/19, New position
12. Verence Soto, Financial Aid Technician, FT, 1/21/20, Replacement for Nichelle Lariviere
13. Marlon Wellington, Lead Information Technology Support, FT, 1/27/20, Replacement for Clint Matthews
14. Zeickia Ledwell, Finish Line Grant Coordinator, FT, 2/3/20, New position
15. Jonathan White, Contract Administrator, FT, 2/24/20, Replacement for Erica Glover
16. Tammy Gause, Custodian - Chatham Health Science, FT, 3/2/20, New position
17. April Hammonds, Lead College and Career Advisor, FT, 3/4/20, Replacement for Steve Heesacker
18. Jonathan Moulder, PC Technician II, FT, 3/2/20, Replacement for Doug Arevalo

**PERSONNEL REPORT TO BOARD OF TRUSTEES**

**[May 20, 2020]**

**PROMOTIONS/POSITION CHANGES**

1. Kelly Brucker, Admin. Asst, Chatham Health Sciences Center, 11/4/2019, New position
2. Melissa Fogarty, CHSC Site Director/Medical Assisting Program Director, 11/1/2019, New position
3. Nichelle Lariviere, Financial Aid Advisor, 11/4/2019, Replacement for Amber Werkheiser
4. Betsy Walton, Animal Facilities Manager, 11/4/2019, New position
5. Amber Werkheiser, Lead Financial Aid Advisor, 11/4/2019, New position
6. Jennifer Dillon, Academic Coach - TRIO SSS, 12/2/2019, Replacement for Pamela Adkins
7. Anthony Fariior, Assistant Director, Veterans Upward Bound, 12/1/2019, Replacement for Precious Ward
8. Leslie Matthews, Cashier, 12/1/2019, Karen Walton
9. Jessica Fink, Records Assessment Specialist, 1/21/2020, Replacement for Rachel Higgins
10. Steve Heesacker, Business Administration Instructor, 1/1/2020, Replacement for Mike Fann
11. Oscar Hernandez, Coordinator of ESL Career Pathways, 1/1/2020, New position
12. Debbi Hunter, Lead Coach, 1/1/2020, New position
13. Sherica McNeill, Program Director, Medical Sonography, 1/1/2020, Replacement for Krystal Lee
14. Stephanie Morco, Lead Instructor Mechanical Eng. Technology, 1/2/2020, Trevor Bradian
15. Amy Nipper, Biology Instructor, 1/2/2020, New
16. Leroy Perez-Reyes, Cosmetology Instructor, 1/2/2020, Tonya Francis
17. Ed Warner, IT Support Technician II, 1/1/2020, Promotion
18. Rebecca Lystash, Grants Performance Coordinator, 2/10/2020, S. Delvalle-Blair
19. Isaac Smith, Director, Financial Aid, 2/17/2020, Zilma Lopes
20. Kelly Baird, Human Resources Coordinator, 3/2/2020, Jessica Fink
21. Deanna Brown, Medical Program Coordinator, 3/26/2020, Sandra Hurley
22. Adena Mitchell, Asst Dir of Workforce Dev & Communication, 3/1/2020, New position
23. Angela Nicholson, Assistant Director of WIOA Programs & Policy, 3/1/2020, New position
24. Kevin Pearson, Director, TRIO Upward Bound Program, 3/16/2020, Rebecca Lystash
25. Abby Walker, Assistant Director, Foundation, 3/1/2020, New position

## COVID-19 Special Leave Policy (Revised 5-06-2020)

College employees are authorized to take COVID-19 leave if one of the following situations exists.

- 1) The employee is a “high risk” individual who cannot telework.
- 2) The employee is caring for a “high risk” individual and cannot telework.
- 3) The employee cannot telework because their position and duties cannot be performed remotely and reasonable alternative remote work is not feasible or productive.
- 4) The employee cannot work because they have childcare or eldercare needs due to COVID-19 related facility closings.
- 5) The employee is sick due to symptoms consistent with COVID-19.
- 6) The employee is caring for a dependent with symptoms consistent with COVID-19.

Employees are awarded up to 96 hours of COVID-19 Special Leave to be used during the period of March 16-31, 2020. Employees are awarded up to 176 hours of COVID-19 Special Leave to be used during the period of April 1-30, 2020. Employees are awarded up to 48 hours of COVID-19 Special Leave to be used during the period of May 1-8, 2020. Employees are awarded up to 80 hours of COVID-19 Special Leave to be used during the period of May 11-22, 2020. Reduced hour full-time employee who meets the above referenced qualifications will receive a pro-rated portion of this leave. Part-time employees who meet the above referenced qualifications will receive a pro-rated portion of this leave. COVID-19 Special Leave will be paid from the funding source from which the employee is currently funded.

REVISED 5-06-2020

## Building and Grounds Agenda

May 20, 2020

### **For Action**

1. Approve minor construction project updates
2. Approve naming the Chatham Food Pantry the “Carter Cupboard”

## Minor Construction Projects – May 2020

We have continued to make progress on a number of projects during the COVID-19 pandemic. We have bid a number of projects and awarded contracts based on those bids for several items.

### Budd Hall Window Replacement Project

This project is funded with \$100,000 from Connect NC Bond Funds. We received three bids on this project and S&S Building and Development, LLC was the low bidder at \$91,726. After consultation with Dr. Chapman, we awarded the contract to S&S Building and Development, LLC. They are making good progress on the window replacements and our hope is to have the project completed before classes resume in the building.

### CFC Chiller Replacement Project

This project is funded with \$125,000 from Connect NC Bond Funds. We received three bids on this project and Hoffman Mechanical was the low bidder at \$109,970. After consultation with Dr. Chapman, we awarded the contract to Hoffman Mechanical. The replacement chiller has been ordered and is expected to be onsite late in July. We are hoping to have the project completed in between the end of the summer session and the start of the fall semester.

### Bioprocessing Lab Renovation

We only received two qualification packets back the first time we posted an RFQ for this project. We reposted the project for another 21 days and received a third qualification packet. After review and consultation with Dr. Chapman, we selected Bobbitt Design Build for the project. We are currently working negotiating a contract for the work.

### Large Animal Facility

We are close to finalizing the redesign of this project and should have it ready to bid in the next few weeks. We had to reduce the size of the building to ensure we are within our available budget. The facility will now have two animal labs, a restroom and storage room. The building is being designed and sited so a classroom can be added in the future.



Phillip Price &lt;ppric254@cccc.edu&gt;

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## BOT information

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**Emily Hare** <ehare379@cccc.edu>  
To: Phillip Price <ppric254@cccc.edu>

Mon, Mar 16, 2020 at 8:42 AM

Phillip,

At our board meeting, the board approved to recommend naming the Chatham Food Pantry the Carter Cupboard through a large donation that the Carter Family Foundation gave for this purpose.

Would you please recommend to the Building and Grounds committee?

Thanks!  
Emily

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*Dr. Emily Carter Hare*  
Executive Director  
CCCC Foundation  
o: 919-718-7230  
f: 919-718-7456  
[ehare@cccc.edu](mailto:ehare@cccc.edu)

**NC CORD - President**

*Thank you for your support of the CCCC Foundation!*

*Please visit [www.cccc.edu/foundation](http://www.cccc.edu/foundation) for online giving and other information on the Foundation.*



## DID YOU KNOW –

.... that Central Carolina Community College has awarded about 30,000 degrees, diplomas, and certificates since 1964?

....that local CCCC alumni contribute \$192 million in income to the Service Area economy, equivalent to creating 3,872 new jobs?

.... that CCCC's graduation rate ranks in the top 10% of all NC community colleges?

Finance Agenda  
May 20, 2020

**For Action**

1. Approve proposed student fees for 2020-2021
2. Approve 2020-2021 Lee County Budget Request
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**Central Carolina Community College**  
**Proposed 2020 - 2021**

The State Board of Community Colleges established a policy on July 19, 2002 allowing local boards to set fees to help offset costs of programming in which supplies and associated costs are higher than normal. The local board is to set fees and review and approve fees on an annual basis. Our board has delegated to the President the responsibility for establishing new fees on an interim basis when needed and to bring these items to the board for annual review.

Special fees fall into four categories:

1. System-wide fees (which can only be approved at the state level)
2. Student activity fees
3. Parking/security fees
4. Specific fees (consumable expenditures, patron fees)

CCCC has in place one system-wide fee, a series of specific fees and a student activity fee.

**System-wide Fees**

Computer Technology Fee:

Full-time	\$16.00
Half time or less	\$ 8.00

**Student Activity Fees**

All students	\$35.00
Summer	\$ 5.00
Continuing Education	\$ 1.25

**Parking/Security Fees**

All Curriculum Students	\$10.00 Fall & Spring
Continuing Education	\$ 1.00 per class

**Specific Fees**

Test Proctoring (AAC)	\$10.00
ATI TEAS	\$58.00
ATI PN Predictor	\$58.00
Distance Education	\$15.00

**Air Conditioning, Heating, and Refrigeration Technology**

**ACHR 160 \$25.00**

Healthcare Malpractice Insurance

Curriculum \$20.00 per semester

Continuing Education \$20.00 per semester

Barbering, Cosmetology & Esthetics Malpractice Insurance

By program \$20.00 per semester

Barbering student permit \$25.00 (must have 10 days prior to class start date)

## Continuing Education Courses List of Fees:

### **Insurance Fees**

Student Insurance	\$ 0.55	\$ 0.60
Medical Malpractice Insurance	\$20.00	\$10.00

### **Supply Fees**

Computer Classes	\$5.00 to \$35.00
Pottery Classes	\$5.00 to \$35.00
Cooking Classes	\$5.00 to \$35.00
Jewelry	\$5.00 to \$35.00
Stained Glass Design	\$20.00 to \$150.00
Pottery Classes – gas & glaze	\$10.00 per course
Welding	\$30.00 to \$100.00
Art/Painting	\$10.00 to \$50.00
Woodblock Fee	\$10.00 to \$50.00
Basic Photography	\$10.00 to \$100.00
Ceramics	\$10.00 to \$100.00
Arts and Crafts	\$10.00 to \$100.00
Automotive Restoration	\$20.00
Motorcycle Rider Safety	\$20.00
Basic Rider Course	\$20.00

### **Public Service Certification Cards**

Basic Life Support CPR Card	\$ 7.00	
Heartsaver CPR Card	\$21.00	\$20.00
ACLS Card	\$11.00	\$10.00
PALS Card	\$11.00	\$10.00
GEMS Card	\$10.00	
PHTLS Card	\$15.00	
EPC Card	\$15.00	
AMLS Card	\$15.00	
ITLS Card	\$18.00	Remove
OSHA 10 Safety Card	\$ 8.00	

### **Access Fees**

Online Class Texts	\$20.00 to \$50.00
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### **College and Career Readiness**

GED Fee (State Mandated)	\$25.00
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## **WorkKeys Assessments**

ACT's National Career Readiness Certificate (NCRC) Exams ..... \$25.00 each

## **Live Project Fees**

23 NCAC 02D.0310 – “Live Projects are defined as... (a)(2) Education programs that produce goods that are sold or services for which charges are made, such goods or services being a normal and necessary product of the learning activities of students.”

Revenues from “live project” programs are deposited in institutional accounts to be used to support operations of the program which generates the income.

## **Central Carolina Culinary Institute**

The Central Carolina Culinary Institute will charge patron fees for meals sold to students and faculty as well as college caterings. These meals will be price appropriate depending on the foods offered. Fees range between \$1 and \$14. Example of fees: Breakfast Biscuits \$1, Lunches \$5, Dinners \$12, Caterings \$8. These fees are charged in exchange for foods prepared across the Culinary Institute in all Counties that the college serves.

## **Sustainable Agriculture Program**

Farm produce is offered through a cooperative (CSA) at a price of \$20.00 per week.

## **Other Program Fees**

### **Emergency Services Training Fees**

Individual Component Prices:

Drug Test .....	\$ 53.00
Background Check .....	\$ 28.00
National Registry Initial Practical Exam .....	\$100.00
Retesting of exams .....	\$ 25.00 to \$100.00

## Curriculum Health Sciences:

Nursing, Dental Hygiene, Dental Assisting, Medical Assisting, and Veterinary Medical Technology programs have a joint agreement with a vendor to provide background checks, drug screenings, and immunization record services.

Full Package: \$141.00 (ST – Criminal – NC, Drug Test, Social Security Alert, Residency History, Document Manager CRR, Medical Document Manager CRR, and eLearning Tracker)

### Individual Component Prices:

\$30.00 – St – Criminal – NC, NW record indicator with SOI, and Residency History

\$46.00 – Drug Test

\$30.00 – eLearning Tracker

\$66.00 includes a drug test and background recheck

(Inserted from Finance Committee Meeting October 22, 2018)

**Proposal/Background:** The Nursing program currently uses integrated testing as a course requirement for nursing students. The board of trustees previously passed a proposal to assess the fee through the business office as part of the tuition. We have been notified of an increase scheduled for February 2019. Kaplan advises this is the first price increase since 2014 and they do not anticipate another price increase for the foreseeable future.

This resource provides nursing school and NCLEX success predictors, end of course benchmark tests including the following:

### Integrated Testing:

- i. **Admission Test** means an online admission test, designed exclusively for nursing school candidates and comprised of reading, writing, math (for nursing), and science sections.
- ii. **Study Skills Workshops** means online workshops that teach study skills such as time management and note taking.
- iii. **Drug Dosage and Calculation Workshop** means an online workshop teaching basic math, ratio/proportions and dimensional analysis needed to effectively calculate drug dosage.
- iv. **Secured Benchmark Tests** means online, end-of course, subject matter specific tests that have been normed to a national average so that Participants and faculty can see how they compare to other Participants nationwide across a variety of measures. Every question comes with rationales and remediation text.
- v. **Focused Review Tests** means online practice tests, typically used for homework assignments. Each question comes with rationales and remediation text.
- vi. **Case Study Modules** means online clinical case studies that require Participants to take a patient through the entire nursing process: Chart Assessment, Physical Assessment, Diagnosis, Planning/Implementation, and Evaluation.
- vii. **Skills Modules** means online modules that provide didactic training, video instruction, and quizzes to enforce key skills such as intradermal medication administration, temperature, and venipuncture.
- viii. **Nursing School Basics** means comprehensive but concise reviews of basic nursing content with easy-to-understand outlines, tables, and graphs. *Nursing School Basics* is available in digital and print formats.

- ix. **Nursing Assessment Test** means an end-of-program test that evaluates Participants’ mastery of the content areas taught in a basic nursing curriculum.
- x. **Predictive Test 1 and 2** means end-of-program tests that predict Participant success on the NCLEX-RN exam.

NCLEX Preparation Course

- i. **NCLEX-RN® Preparation Course** means NCLEX-RN preparation instruction provided by Kaplan Faculty either in an in-person, classroom format (“**Live NCLEX-RN® Preparation Course**”) or in a real-time, live online format by Kaplan Faculty with online moderators to guide question and answer flow (“**Live NCLEX-RN® Preparation Course**”).
- ii. **NCLEX-RN® Qbank** means on online, practice test tool that allows Participants to choose from exam style questions to create customized practice tests based on test plan areas. As of January, 2015, there were 1300 questions in the **NCLEX-RN® Qbank**.
- iii. **Question Trainer Tests** means online practice tests with individual feedback that increase in length and difficulty made up of one thousand (1,000) questions in total. As of January, 2015, there were 7 Question Trainer Tests.
- iv. **Content Review for the NCLEX-RN®** means a review of nursing content organized by the categories used in the **NCLEX-RN®** exam. *Content Review for the NCLEX-RN®* is available in digital and print formats.
- v. **Online NCLEX Study Center** means online videos consisting of 1) content review for the NCLEX-RN® and 2) Review of the same questions taught in the Live or Live Online class.
- vi. **Readiness Test** means a test that determines Participants’ readiness to take the **NCLEX-RN®** exam. As of January, 2015, the Readiness Test consisted of 180 questions.

“Kaplan will receive a roster from CCCC prior to the start of the term. All students will then be activated in the Kaplan system. After 30 days (your add/drop period) Kaplan and CCCC will reconcile the active rosters to ensure that those who have access have remained in the CCCC program. Upon roster reconciliation Kaplan will create an invoice, and CCCC will be invoiced only for those students who will utilize resources that term.

Should a student re-enter the program s/he will be labeled a ‘repeat’ in the Kaplan system, and invoicing will pick up where the student left off. So, CCCC will not be invoiced beyond the stated agreed upon investment per term for a student who must repeat a term.

<b>Service Component</b>	<b>Previous Fee Amount</b>	<b>New Fee Amount</b>
Kaplan Integrated Testing Program NCLEX-RN	ADN \$135.00	\$150.00
Lab Kit Fee for Nursing	ADN \$140.00	
Kaplan Integrated Testing Program NCLEX-PN	PN \$130.00	\$135.00
Lab Kit Fee for Nursing	PN \$140.00	

Kaplan Integrated Testing Program NCLEX-PN fee assessed each semester for NUR101, NUR102, and NUR103.

Lab Kits for RN charged in NUR111 and for PN charged in NUR101.

**Course Requirement:**

<b>Program</b>	<b>Course(s)</b>
Nursing-ADN (A45110)	NUR 111
	NUR 113
	NUR 114
	NUR 213
Nursing-LPN (D45660)	NUR 101
	NUR 102

**CCCC Dental Program Student Fee**

<b>Program</b>	<b>Course</b>	<b>Supplies</b>	<b>Cost</b>
Dental Assisting (A45240)	DEN 101	Dental Typodont	\$ 370.00
Dental Hygiene (A45260)	DEN 121	Dental Typodont	\$ 335.00
	DEN 121	Dental Instruments	\$1,215.00
	DEN 121	Dental Handpiece	\$ 295.00
	DEN 221	Dental Instruments	\$ 557.00

Course Requirement: Initial clinical course requirement

<b>Program</b>	<b>Courses</b>
Dental Assisting (A45240)	DEN 101
Dental Hygiene (A45260)	DEN 121
Medical Assisting (A45400)	MED110
Nursing – ADN (A45110)	NUR 111
Nursing – LPN (D45660)	NUR 101
Veterinary Medical Technology (A45780)	VET 101

**Curriculum PED Activity Fees**

PED 128 Golf – Beginning

Fees Charged: \$59.50 per student per semester (based on 15 class meetings, 2 ball buckets per student, and playing 9 holes with cart one time per semester)

PED 139 – Bowling – Beginning

Fees Charged: \$135.00 per student per semester (based on 15 class meetings, three games of bowling per student, and shoe rental)

PED 113 Aerobics I

PED 114 Aerobics II

PED 115 Step Aerobics I

PED 116 Sep Aerobics II

Fees Charged: \$25 per student for the semester. This includes use of the ENTIRE facility at the YMCA (swimming pool, aerobics room, weight rooms, etc.) during class sessions only within the semester of enrollment in the course.

**Emergency Services Training Center**  
**FACILITY RENTAL FEES**

**Commercial User Rates-**

Building 1:	\$150/day (Classroom, Restrooms, Vending)
Building 2:	
Vending/Restrooms with rental of track or grounds	\$50/day
Classroom 116, 118, 120 (24 person)	\$125/day each
Multi-Purpose Room 121 (80 person)	\$225/day
Driving Track/Grounds	\$1,000/day (no half days, \$250 non-refundable deposit required)

**Private/Non-Profit User Rates**

Building 1:	\$100/day (Classroom, Restrooms, Vending)
Building 2:	
Vending/Restrooms with rental of track or grounds	\$50/day
Classroom 116, 118, 120 (24 person)	\$75/day each
Multi-Purpose Room 121 (80 person)	\$150/day
Driving Track/Grounds	\$1,000/day (no half days, \$250 non-refundable deposit required)

The burn building and the rescue building are not available for rental. These facilities may only be used for CCCC training activities.

**NOTE:**

1. Normal operating hours (days) are from 8:00 a.m. to 5:00 p.m. Monday thru Thursday and Friday 8:00 am to 3:30 p.m. Closed all holidays and on Fridays during the months of June and July. After hours, special accommodations will be considered on a case-by-case basis at the discretion of ESTC's Director. An additional fee of \$50 an hour will apply to after hour functions to cover staffing costs.
2. Training extending over the scheduled time can result in an additional day's rental fee. All attempts should be made to have training completed, site cleaned and cleared within the scheduled time.
3. Furniture may not be removed from any classrooms.
4. Furniture may be rearranged in the classroom to accommodate the class but must be put back in its original position prior to leaving facility.
5. Classrooms should be left clean and in order, all trash cans must be emptied and trash taken to the dumpster provided.
6. There are no overnight facilities or on-site camping.

7. The Emergency Service Training Center is a tobacco free campus and use of these products on college grounds is strictly prohibited.
8. Alcoholic beverages are strictly prohibited.

**Barbering Price Listing      REMOVE**

**Shampoo and Style ✂**

Shampoo (w/out dryer or style) .....	\$ 2.00
Shampoo & Style .....	\$ 5.00
Shampoo & Basic/Doobie Wrap .....	\$ 5.00

**Custom Styling ✂**

Basic Doobie Wrap (with Thermal Iron) .....	\$ 6.50
Rod Set .....	\$15.00

**Hair Cuts ✂**

Hair Cut (dry) .....	\$ 6.50
Hair Cut (with shampoo) .....	\$ 7.00

**Scalp Treatments ✂**

Scalp and Hair Treatment .....	\$ 5.00
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**Nail Care ✂**

Basic Manicure .....	\$ 4.00
Basic Pedicure .....	\$15.00

**Hair Removal and Tinting ✂**

Eyebrow Waxing .....	\$ 4.00
Lip & Chin Waxing .....	\$ 2.00 each

**Facials ✂**

Basic Facial .....	\$ 7.00
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**Chemical Services ✂✂**

*Perms and Relaxers*

Basic Permanent Wave .....	\$25.00
Designer Permanent Wave .....	\$40.00 and up
Soft Curl Permanent Wave .....	\$40.00 and up
Relaxer Retouch .....	\$25.00
Relaxer Virgin .....	\$30.00 and up
Hair Straightening System .....	\$50.00 and up

***Color***

Temporary Rinse .....	\$ 2.00
Semi or Demi .....	\$15.00
Permanent Color (Virgin) .....	\$28.00 and up
Permanent Color (Retouch) .....	\$25.00
Color Correction .....	\$30.00 and up

***Hair Lighting***

Hair Lighting (Virgin) .....	\$35.00 and up
Hair Lighting (Retouch) .....	\$30.00 and up
Highlighting (Full Head) .....	\$35.00 and up
Highlighting (¾ of Head) .....	\$30.00 and up
Highlighting (½ of Head) .....	\$25.00 and up
Highlighting (Face Framing) .....	\$20.00 and up
Highlighting & Lowlighting (Full Head) .....	\$35.00 and up
Highlighting & Lowlighting (¾ of Head) .....	\$30.00 and up
Highlighting & Lowlighting (½ of Head) .....	\$25.00 and up

**Special Pricing**

(\*) Indicates services offered at ½ price and (\*\*\*) indicates services offered at \$5 off for:

- Senior Citizens (age 55 and older)
- CCCC Staff and Students
- Family of Barbering Students (Parents, Grandparents, Spouse and Children)
- Refer to department pricing for Barbering, Cosmetology and Esthetics students



# Central Carolina Community College

## Barbering Price List

<b>Shampoo and Style %</b>		<b>Chemical Services %%</b>	
<i>*Price is based on length and density of hair. Consultation must occur before price is given</i>		<i>*Price is based on length and density of hair. Consultation must occur before price is given</i>	
Shampoo & Set	\$6.00	Permanent Wave	\$25.00
Shampoo & Blow Dry Style	\$6.00	Designer/Soft Curl Permanent Wave	\$40.00
Shampoo & Style (with Thermal Iron)	\$10.00	Relaxer (Retouch)	\$35.00
Shampoo, Style & Haircut (with Thermal Iron)	\$12.00	Relaxer (Virgin)	\$40.00
<b>Custom Styling</b>		Hair Straightening System	\$50.00
<i>*Price is based on length and density of hair. Consultation must occur before price is given</i>			\$75.00
		Temporary Color Rinse <i>(excluded from discount)</i>	\$2.00
Basic/Doobie Wrap (with Thermal Iron)	\$8.00	Semi or Demi Color	\$15.00
Rod Set	\$15.00	Permanent Color (Virgin)	\$40.00
Spiral Design (with Thermal Iron)	\$15.00	Permanent Color (Retouch)	\$35.00
Fashion Style (Up-Do)	\$15.00	Color Correction	\$40.00
Fashion Style (Design)	\$30.00	Hair Lightening (Virgin)	\$40.00
Finger Wave Style (with Rod Set)	\$20.00	Hair Lightening (Retouch)	\$35.00
Wig Set and Style	\$6.50	Highlighting or Lowlighting (Full Head)	\$40.00
<b>Hair Cuts %</b>			
Hair Cut (Dry)	\$6.00	Highlighting or Lowlighting (Partial Head)	\$30.00
Hair Cut (with Shampoo)	\$7.00		
<b>Scalp Treatments</b>		Highlighting and Lowlighting (Full Head)	\$45.00
Scalp and Hair Treatment	\$10.00		
Dandruff Treatment	\$8.00	Highlighting and Lowlighting (Partial)	\$35.00
Hot Oil Treatment	\$8.00		
Hair Mask Treatment	\$8.00	Fashion Color (per foil)	\$2.00
<b>Hair Removal</b>		Toner/Gloss(à la carte)	\$20.00
Eyebrow Waxing	\$10.00	<b>Special Pricing</b>	
Lip Waxing	\$8.00	(%%) Indicates services offered at 1/2 price and (%%) indicates services offered at \$5 off for:	
Chin Waxing	\$8.00	Senior Citizens (55+), CCCC Staff and Students, Cosmetology Students Immediate Family.	
<b>Facials</b>		Refer to the program price list for Cosmetology student pricing.	
Basic Facial	\$10.00	Chemical services include a haircut at no charge.	
*Clients with hair that is below the shoulder and/or thick in density will be charged double for shampoo & styling services and an additional fee of \$10 for chemical services.			

## Cosmetology Price Listing

**REMOVE**

### Shampoo and Style ✂

Shampoo & Set .....	\$ 4.50
Shampoo & Blow Dry Style .....	\$ 4.50
Shampoo & Style (with Thermal Iron) .....	\$ 5.00
Shampoo & Style (with Thermal Press/Curl) .....	\$ 5.00

### Custom Styling ✂

Basic/Doobie Wrap (with Thermal Iron) .....	\$ 6.50
Rod Set .....	\$15.00
Spiral Design (with Thermal Iron) .....	\$15.00
Fashion Style (Up-do) .....	\$10.00
Fashion Style (design) .....	\$30.00 and up
Finger Wave Style (with Rod Set) .....	\$20.00
Wig Set and Style .....	\$ 5.00

### Hair Cuts ✂

Hair Cut (Dry) .....	\$ 6.00
Hair Cut (with Shampoo) .....	\$ 7.00

### Scalp Treatments ✂

Scalp and Hair Treatment .....	\$ 5.00
Dandruff Treatment .....	\$ 4.00
Hot Oil Treatment .....	\$ 4.50
Hair Mask Treatment .....	\$ 4.50

### Nail Care

Basic Manicure .....	\$ 5.50
French or Gel Manicure .....	\$ 7.50
Polish Change .....	\$ 3.00
Gel Polish Change.....	\$ 5.00
Basic Pedicure .....	\$15.00
French or Gel Pedicure .....	\$17.00

### Hair Removal and Tinting ✂

Lash & Brow Tinting .....	\$ 3.00
Eyebrow Waxing .....	\$ 4.00
Lip & Chin Waxing .....	\$ 2.00 each
Leg Waxing .....	\$17.00

### Chemical Services ✂✂

#### *Perms and Relaxers*

Basic Permanent Wave .....	\$25.00
Designer Permanent Wave .....	\$40.00 and up
Soft Curl Permanent Wave .....	\$40.00 and up
Relaxer Retouch .....	\$25.00
Relaxer Virgin .....	\$30.00 and up
Hair Straightening System .....	\$50.00 and up

***Color***

Temporary Rinse .....	\$ 2.00
<small>(Temporary rinse discount is ½ off for individuals listed in the special pricing section.)</small>	
Semi or Demi .....	\$15.00
Permanent Color (Virgin) .....	\$28.00 and up
Permanent Color (Retouch) .....	\$25.00
Color Correction .....	\$30.00 and up

***Hair Lighting***

Hair Lighting (Virgin) .....	\$35.00 and up
Hair Lighting (Retouch) .....	\$30.00 and up
Highlighting (Full Head) .....	\$35.00 and up
Highlighting (¾ of Head) .....	\$30.00 and up
Highlighting (½ of Head) .....	\$25.00 and up
Highlighting (Face Framing) .....	\$20.00 and up
Highlighting & Lowlighting (Full Head) .....	\$35.00 and up
Highlighting & Lowlighting (¾ of Head) .....	\$30.00 and up
Highlighting & Lowlighting (½ of Head) .....	\$25.00 and up

**Facials and Makeup \***

Basic Facial .....	\$10.00
Make-up Application .....	\$ 6.00

**Special Pricing**

(\* ) Indicates services offered at ½ price and (\*\*\*) indicates services offered at \$5 off for:

- Senior Citizens (age 55 and older)
- CCCC staff and students
- Family of Cosmetology students (Parents, Grandparents, Spouse and Children)
- Refer to the Barbering, Cosmetology and Esthetics Department Price List for department student pricing.

# Central Carolina Community College

## COSMETOLOGY PRICE LIST

ADD

<b>Shampoo and Style ✂</b>		<b>Chemical Services ✂✂</b>	
<i>*Price is based on length and density of hair. Consultation must occur before price is given</i>		<i>*Price is based on length and density of hair. Consultation must occur before price is given</i>	
Shampoo & Set	\$6.00	Permanent Wave	\$25.00
Shampoo & Blow Dry Style	\$6.00	Designer/Soft Curl Permanent Wave	\$40.00
Shampoo & Style (with Thermal Iron)	\$10.00	Relaxer (Retouch)	\$35.00
Shampoo, Style & Haircut (with Thermal Iron)	\$12.00	Relaxer (Virgin)	\$40.00
<b>Custom Styling</b>		Hair Straightening System	\$50.00
<i>*Price is based on length and density of hair. Consultation must occur before price is given</i>		Temporary Color Rinse (excluded from discount)	\$2.00
Basic/Doobie Wrap (with Thermal Iron)	\$8.00	Semi or Demi Color	\$15.00
Rod Set	\$15.00	Permanent Color (Virgin)	\$40.00
Spiral Design (with Thermal Iron)	\$15.00	Permanent Color (Retouch)	\$35.00
Fashion Style (Up-Do)	\$15.00	Color Correction	\$40.00
Fashion Style (Design)	\$30.00	Hair Lightening (Virgin)	\$40.00
Finger Wave Style (with Rod Set)	\$20.00	Hair Lightening (Retouch)	\$35.00
Wig Set and Style	\$6.50	Highlighting or Lowlighting (Full Head)	\$40.00
<b>Hair Cuts ✂</b>		Highlighting or Lowlighting (Partial Head)	\$30.00
Hair Cut (Dry)	\$6.00	Highlighting and Lowlighting (Full Head)	\$45.00
Hair Cut (with Shampoo)	\$7.00		
<b>Scalp Treatments</b>		Highlighting and Lowlighting (Partial)	\$35.00
Scalp and Hair Treatment	\$10.00	Fashion Color (per foil)	\$2.00
Dandruff Treatment	\$8.00	Toner/Gloss(à la carte)	\$20.00
Hot Oil Treatment	\$8.00	<b>Nail Care</b>	
Hair Mask Treatment	\$8.00	Basic Manicure	\$7.50
<b>Hair Removal and Tinting</b>		French/Gel Manicure	\$10.00
Lash & Brow Tinting	\$6.00	Basic Pedicure	\$17.00
Eyebrow Waxing	\$10.00	French/Gel Pedicure	\$20.00
Lip Waxing	\$8.00	Polish Change	\$5.00
Chin Waxing	\$8.00	Gel Polish Change	\$7.00
<b>Facials and Makeup</b>		Nail Clipping (à la carte)	\$5.00
Basic Facial	\$18.00	<b>Special Pricing</b>	
Make-up Application	\$8.00	<p>(✂) Indicates services offered at 1/2 price and (✂✂) indicates services offered at \$5 off for: Senior Citizens (55+), CCCC Staff and Students, Cosmetology Students' Immediate Family. Refer to the program price list for Cosmetology student pricing. Chemical services include a haircut at no charge. *Clients with hair that is below the shoulder and/or thick in density will be charged double for shampoo &amp; styling services and an additional fee of \$10 for chemical services.</p>	

## Esthetics Price Listing

### Facials

Basic Facial .....	\$12.00
European Facial .....	\$16.00
Express Facial .....	\$ 8.00
☞☞ Light Therapy Facial .....	\$20.00
☞☞ Basic Oxygen Facial .....	\$30.00
☞☞ European Oxygen Facial .....	\$55.00
☞☞ Microcurrent Facial .....	\$40.00
☞☞ Enzyme Facial .....	\$26.00
☞☞ Chemical Peels .....	\$30.00
☞☞ Microdermabrasion .....	\$40.00
☞☞ Microdermabrasion (Oxygen & Enzyme) .....	\$65.00

### Body Treatments

Back Treatment .....	\$16.00
Foot and Leg Treatment .....	\$10.00
Hand and Arm Treatment .....	\$10.00

### Hair Removal

Chin .....	\$ 4.00
Brows .....	\$ 6.00
Lip .....	\$ 4.00
Axilla .....	\$10.00
Arms .....	\$16.00
Full Leg .....	\$20.00
Half leg .....	\$16.00
Chest or Back .....	\$26.00
Bikini .....	\$20.00

### Make-Up

(Complementary make-up with any facial service)

Specialty makeup .....	\$10.00
Artificial Lashes .....	\$ 8.00

### Tinting

Eyebrow Tinting .....	\$ 5.00
Lash Tinting .....	\$ 5.00

### À la carte

☞☞ Light Therapy .....	\$10.00
Hand Paraffin .....	\$ 6.00
Foot Paraffin .....	\$10.00
Aromatherapy (per essential oil).....	\$ 1.00

## **Special Pricing**

The double leaf symbol (☘☘) indicates services offered at \$5 off for:

- Senior Citizens (age 55 and older)
- CCCC Staff and Students
- Family of Esthetics Students (Parents, Grandparents, Spouse and Children)
- Refer to the Barbering, Cosmetology and Esthetics Department Price List for department student pricing.

## **Cosmetology, Barbering, and Esthetics Special Fee Items**

- At the discretion of the Department Chair and with Dean approval, the Board of Trustees allows flexibility to offer special pricing or gift certificates for community events, college networking and to recruit clients for the clinic. Pricing would cover the cost of professional products utilized for the services rendered.
  - Rationale— Students are required by State Board and the College to complete a specific number of services to successfully complete each program. Offering services at a reduced rate will help ensure our salon has an adequate number of patrons to allow students to get their required services.
- At the discretion of the Department Chair and with the Dean's approval, the Board of Trustees allows free services for community organizations such as nursing homes, Boys and Girls Club, and similar organizations. One community organization would be allowed per semester for each of the Barbering, Cosmetology and Esthetics programs to offer basic Haircuts, Facials and Manicures free of charge.
  - Rationale— Students are required by State Board and the College to complete a specific number of services to successfully complete each program. Offering services at a reduced rate will help students to achieve this requirement. This also is a public service to the community. This is a win-win-win proposition—good for the students, the college and the community we serve.
- The Board of Trustees allows instructors and students of the Barbering, Cosmetology and Esthetics Programs to receive services from any of the three programs at a reduced charge. Students and instructors would receive free basic services and ½ off of chemical and advanced services. The basic services are indicated on each program price list with one symbol above the service column or next to the service (comb & shears or leaf) and the chemical/advanced services are indicated with two symbols (comb & shears or leaf).
  - Rationale— Students are required by State Board and the College to complete a specific number of services to successfully complete each program. Offering services at a reduced rate will help students to achieve this requirement.
- For the esthetics students, the Board of Trustees allows each student to receive free vouchers that can be used for services on any clients. Each student would receive 40 vouchers (10 for Microdermabrasion, 10 for Chemical Peels, 10 for European O2 Facials and 10 for Microcurrent Facials). Vouchers would be non-transferable and would expire at the end of the program for each student. Vouchers would be invalidated if a student withdraws from the program. Use of the vouchers would be monitored, managed and recorded the full-time esthetics instructor.
  - Rationale— Students are required by State Board and the College to complete a specific number of services to successfully complete the program. In Esthetics, some of these services (\$26.00 - \$65.00 per treatment) are cost prohibitive for clients and even students at the ½ off pricing. Giving students vouchers will ensure they are able to complete the minimum required performances and qualify to sit for the State Board exam. Otherwise, cost could be a barrier to learning and success.

- The Board of Trustees allows the following special pricing for Barbering, Cosmetology and Esthetics Department employees and students to be used outside of the voucher system:
  - Basic Oxygen Facial - \$12
  - European O2 Facial - \$15
  - Microdermabrasion - \$15
  - Oxygen Microdermabrasion - \$20
- Rationale—the prices for advanced treatments within the Esthetics Department are much higher than those of the Cosmetology and Barbering Programs (due to the equipment and product used). The voucher system ensures students are able to perform the minimum services required by the State Board. This special pricing allows students to get additional practice needed to be proficient and instill confidence. The Special Pricing does cover the cost of professional products utilized for the services rendered and equipment usage.

**Nail Program Price Listing**

**REMOVE**

**Nail Care:**

Basic Manicure .....	\$ 5.50
Manicure w/Gel or French Polish .....	\$ 7.50
Gel Polish Change .....	\$ 5.00
Basic Pedicure .....	\$15.00
Pedicure w/Gel or French Polish .....	\$17.00

**Nail Types:**

Acrylic Full Set.....	\$12.00
Acrylic Fill In .....	\$ 7.00
Pink & White Full Set .....	\$20.00
Pink & White Fill In .....	\$18.00
Gel Full Set .....	\$18.00
Gel Fill In.....	\$10.00

**Add On Services:**

Soak off with service .....	\$ 3.00
Repair (per Nail) .....	\$ 1.50
French .....	\$ 2.00
Nail Art .....	\$ 5.00
Polish Change .....	\$ 3.00

**Central Carolina Community College****ADD****Manicuring/Nail Tech PRICE LIST**

<b>Manicure</b>		<b>Add On Services</b>	
Basic Manicure	\$7.50	Soak Off	\$3.00
Manicure with Gel/French	\$10.00	Repair (per nail)	\$1.50
Gel Polish Change	\$7.00	Nail Art (per 2 fingers)	\$5.00
Basic Pedicure	\$17.00	Polish Change	\$5.00
Pedicure with Gel/French	\$20.00		
Acrylic Full Set	\$15.00		
Acrylic Fill-In	\$8.00		
Pink & White Full Set (gel/acrylic)	\$20.00		
Pink & White Fill-In (gel/acrylic)	\$18.00		
Gel Full Set	\$18.00		
Gel Fill-In	\$10.00		

**Massage Therapy Price Listing**

20 Minute Chair Massage (w/hot stones) ..... \$10.00

60 Minute Full Body Massage (w/hot stones) ..... \$35.00

*Additional Information:*

Student Name Tags ..... \$ 5.00

Employee Discount for Services ..... \$10.00

**Natural Hair Care Price Listing**

**REMOVE**

Basic Shampoo/Style .....	\$ 4.50
Basic Shampoo/Style & Thermal.....	\$ 5.00
Treatment .....	\$ 5.00
Flat Twists.....	\$ 5.00
Twists .....	\$10.00
Braid Removal .....	\$10.00 and up
Child Cornrows .....	\$12.00
Adult Cornrows.....	\$15.00
Upstyle .....	\$15.00
Artificial Hair & Decorations .....	\$20.00 and up
Loc Maintenance.....	\$20.00 and up
Individual Braids.....	\$25.00 and up
Two Strand Twists .....	\$25.00 and up
Hair Locking .....	\$25.00 and up

# Central Carolina Community College

## NATURAL HAIR CARE PRICE LIST

**ADD**

Shampoo and Style ✂		Scalp Treatments	
Shampoo ✂	\$4.50	Scalp and Hair Treatment	\$10.00
Shampoo & Style (with Thermal Iron) ✂	\$10.00		
<b>Custom Styling</b>			
<i>*Price is based on length and density of hair. Consultation must occur before price is given</i>			
Flat Twists	\$5.00	Up-style	\$15.00
Twists	\$10.00	Artificial Hair Decorations	\$30.00
Two Strand Twists	\$25.00 w/o artificial hair \$40.00 w/ artificial hair	Loc Maintenance	\$20.00
Hair Locking	\$30.00	Braid Removal	\$15.00
Individual braids	\$25.00 w/out artificial hair \$40.00 w/ artificial hair	<p><b>Special Pricing</b></p> <p>(✂) Indicates services offered at 1/2 price for: Senior Citizens (55+), CCCC Staff and Students, Cosmetology Students' Immediate family. Refer to the program price list for COS student pricing.</p> <p>*Clients with hair that is below the shoulder and/or thick in density will be charged double for shampoo &amp; styling services and an additional fee of \$10 for custom styling.</p>	
Cornrows: Child	\$12.00 w/o artificial hair \$15.00 w/ artificial hair		
Adult	\$15.00 w/o artificial hair \$20.00 with artificial hair		

**CENTRAL CAROLINA COMMUNITY COLLEGE**  
**Lee County Budget Request**  
**For Fiscal Period 2020-2021**

**Total Budget Request:**

	<b>2020 Approved</b>	<b>2021 Request</b>	<b>Variance</b>
Current Expense	\$ 2,976,031	\$ 3,076,453	\$ 100,422
Capital Expense	55,000	75,000	20,000
Promise Program	250,000	250,000	-
<b>Total</b>	<b>\$ 3,281,031</b>	<b>\$ 3,401,453</b>	<b>\$ 120,422</b>

The chart above indicates we are requesting approximately \$100,422 in additional current expense funding and an increase of \$20,000 in capital expense funding. A breakdown of the current expense requests is shown on the next few pages. We are requesting \$75,000 for capital expense items including backup generator for the college's server room, minor renovation projects, and various HVAC upgrades. We are also requesting \$250,000 to continue the promise program for next academic year.

**Current Expense Breakdown:**

	<b>2020 Approved</b>	<b>2021 Request</b>	<b>Variance</b>
Salaries and Benefits	\$ 1,243,183	\$ 1,355,865	\$ 112,682
Contracted Services and Insurance	429,163	439,438	10,275
Utilities	832,200	828,600	(3,600)
Supplies	174,635	146,800	(27,835)
Repairs to Facilities and Equipment	285,550	295,700	10,150
Miscellaneous	11,300	10,050	(1,250)
<b>Total</b>	<b>\$ 2,976,031</b>	<b>\$ 3,076,453</b>	<b>\$ 100,422</b>

The current expense budget breakdown is shown above for all campuses and sites. The breakdowns by locations contained on the pages immediately following provides additional information about the reasons for the various increases and decreases for each item.

## Break Down by Campus

### Lee Main Campus:

	2020 Approved	2021 Request	Variance
Salaries and Benefits	\$ 1,163,935	\$ 1,236,559	\$ 72,624
Contracted Services and Insurance	331,368	324,203	(7,165)
Utilities	635,000	643,000	8,000
Supplies	157,385	132,500	(24,885)
Repairs to Facilities and Equipment	250,100	262,000	11,900
Miscellaneous	9,800	8,550	(1,250)
<b>Total</b>	<b>\$ 2,547,588</b>	<b>\$ 2,606,812</b>	<b>\$ 59,224</b>

We are requesting approximately \$59,224 in additional funding for the Lee Main Campus. The salary and benefits increase is associated with a projected pay increase for staff members and increased costs for employee benefits.

### Emergency Services Training Center:

	2020 Approved	2021 Request	Variance
Salaries and Benefits	\$ 40,885	\$ 41,874	\$ 989
Contracted Services and Insurance	27,800	47,150	19,350
Utilities	46,900	42,500	(4,400)
Supplies	10,250	6,150	(4,100)
Repairs to Facilities and Equipment	13,100	13,300	200
Miscellaneous	1,500	1,500	-
<b>Total</b>	<b>\$ 140,435</b>	<b>\$ 152,474</b>	<b>\$ 12,039</b>

As can be seen from the above chart, we are requesting approximately \$12,000 in additional funding for the Emergency Services Training Center. The majority of this increase relates to adding a contracted security officer at this location.

**Center for Workforce Innovation:**

	<b>2019 Approved</b>	<b>2020 Request</b>	<b>Variance</b>
Salaries and Benefits	\$ 38,363	\$ 77,432	\$ 39,069
Contracted Services and Insurance	52,550	52,550	-
Utilities	105,200	105,500	300
Supplies	4,500	3,500	(1,000)
Repairs to Facilities and Equipment	13,500	13,000	(500)
Miscellaneous	-	-	-
<b>Total</b>	<b>\$ 214,113</b>	<b>\$ 251,982</b>	<b>\$ 37,869</b>

As can be seen from chart, we are requesting approximately \$37,869 in additional funding for this Center. The majority of this increase is a reallocation issue associated with a full-time custodian who is now assigned to this site.

**Howard-James Innovation Center:**

	<b>2019 Approved</b>	<b>2020 Request</b>	<b>Variance</b>
Salaries and Benefits	\$ -	\$ -	\$ -
Contracted Services and Insurance	4,585	4,785	200
Utilities	33,100	27,600	(5,500)
Supplies	1,500	3,200	1,700
Repairs to Facilities and Equipment	6,200	6,400	200
Miscellaneous	-	-	-
<b>Total</b>	<b>\$ 45,385</b>	<b>\$ 41,985</b>	<b>\$ (3,400)</b>

We are requesting approximately \$3,400 less in funding for the Innovation Center. The decreases reflect our operating costs for the current fiscal year.

**Early College Modular Units:**

	<b>2019 Approved</b>	<b>2020 Request</b>	<b>Variance</b>
Salaries and Benefits	\$ -	\$ -	\$ -
Contracted Services and Insurance	12,860	10,750	(2,110)
Utilities	12,000	10,000	(2,000)
Supplies	1,000	1,450	450
Repairs to Facilities and Equipment	2,650	1,000	(1,650)
Miscellaneous	-	-	-
<b>Total</b>	<b>\$ 28,510</b>	<b>\$ 23,200</b>	<b>\$ (5,310)</b>

As can be seen from the above chart, we are requesting approximately \$5,300 less in funding associated with the Early College Modular Units.

**CENTRAL CAROLINA COMMUNITY COLLEGE**  
**Dennis Wicker Civic Center**  
**For Fiscal Period 2020-2021**

**Current Expenses:**

	<b>2020 Budget</b>	<b>2021 Request</b>	<b>Variance</b>
Salaries - FT	\$ 155,783	\$ 159,930	\$ 4,147
Salaries - Part Time	85,000	65,000	(20,000)
Social Security	18,242	18,699	457
Retirement	30,806	31,576	770
Medical Insurance	18,312	21,035	2,723
Contracted Services	35,150	34,600	(550)
Supplies and Materials	15,800	10,800	(5,000)
Telephone	5,750	6,050	300
Heat	7,750	9,000	1,250
Water	5,000	3,000	(2,000)
Electricity	76,000	76,000	-
Repairs	14,000	10,000	(4,000)
Advertising	2,500	1,500	(1,000)
Other Expense	10,150	11,650	1,500
Membership and Dues	1,000	250	(750)
Property and Casualty Insurance	11,000	12,000	1,000
<b>Total Expenses</b>	<b>\$ 492,243</b>	<b>\$ 471,090</b>	<b>\$ (21,153)</b>

As can be seen in the breakdown above, we are projecting an approximately \$21,000 decrease in expenses for the next fiscal year. A majority of the decrease is associated with our part-time salary expenses. Given the uncertainty from the COVID-19 pandemic, we are currently unsure when larger events will begin being held again. The part-time staff at the civic center assist with these events.

**Funding Request for Current Expenses Budget**

	<b>2020 Budget</b>	<b>2021 Request</b>	<b>Variance</b>
Lee County Motel Tax	252,313	252,313	-
Lee County Appropriation	64,930	118,777	53,847
Civic Center Revenue	175,000	100,000	(75,000)
<b>Operating Budget</b>	<b>492,243</b>	<b>471,090</b>	<b>(21,153)</b>

We are currently experiencing a lot of uncertainty related to the Civic Center budget related to the COVID-19 pandemic. We are projecting a significant decrease in revenues generated from events because of the uncertainty of when large events will be able to restart. We also have a number of events that are being rescheduled from the current fiscal year into next fiscal year which reduces the number of available dates for new events. We are requesting \$53,847 in additional Lee County appropriations because of this uncertainty.

**CENTRAL CAROLINA COMMUNITY COLLEGE**  
**Harnett County Budget Request**  
**For Fiscal Period 2020-21**

**Total Budget Request:**

	<b>Approved 2020</b>	<b>Request 2021</b>	<b>Variance</b>
Current Expense	\$1,156,978	\$1,232,234	\$75,256
Capital Expense	100,000	75,000	(25,000)
Promise	210,000	420,000	210,000
<b>Total</b>	<b>\$1,466,978</b>	<b>\$1,727,234</b>	<b>\$260,256</b>

The college is requesting approximately \$75,256 in additional current expense funding for the next fiscal year. A breakdown of the current expense requests is shown below and the next few pages. CCC is requesting \$75,000 in capital expense funding to resurface an existing parking lot, upgrade door hardware and make HVAC improvements. We are also requesting \$420,000 to continue the Harnett Promise program as is included in our previously approved MOU.

**Current Expense Breakdown:**

	<b>2020 Approved</b>	<b>2021 Request</b>	<b>Variance</b>
Salaries and Benefits	\$455,668	\$489,584	\$33,916
Contracted Services and Insurance	202,000	230,250	28,250
Utilities	357,200	367,200	10,000
Supplies	64,610	57,525	(7,085)
Repairs to Facilities and Equipment	41,500	45,900	4,400
Miscellaneous	36,000	41,775	5,775
<b>Total</b>	<b>\$1,156,978</b>	<b>\$1,232,234</b>	<b>\$75,256</b>

The current expense budget breakdown is shown above for all campuses and sites. The breakdowns by locations contained on the pages immediately following provides additional information about the reasons for the various increases and decreases for each item.

## Break Down by Campus

### Harnett Main Campus:

	<b>2020 Approved</b>	<b>2021 Request</b>	<b>Variance</b>
Salaries and Benefits	\$369,817	\$411,478	\$41,661
Contracted Services and Insurance	108,600	104,368	(4,232)
Utilities	176,600	181,600	5,000
Supplies	47,810	46,400	(1,410)
Repairs to Facilities and Equipment	28,500	28,300	(200)
Miscellaneous	9,650	13,425	3,775
<b>Total</b>	<b>\$740,977</b>	<b>\$785,571</b>	<b>\$44,594</b>

We are requesting approximately \$45,000 in additional funding for the Harnett Main Campus. Most of this increase relates to increases in salary and benefits. This increase is attributable to hiring additional staff to reduce previously contracted services as well as projected salary and benefit costs increases.

### Harnett Health Sciences Center:

	<b>2020 Approved</b>	<b>2021 Request</b>	<b>Variance</b>
Salaries and Benefits	\$37,488	\$38,602	\$1,115
Contracted Services and Insurance	20,750	22,950	2,200
Utilities	108,250	115,750	7,500
Supplies	5,000	2,000	(3,000)
Repairs to Facilities and Equipment	4,000	4,000	-
Miscellaneous	100	100	-
<b>Total</b>	<b>\$175,588</b>	<b>\$183,402</b>	<b>\$7,814</b>

As can be seen above, we are requesting an increase in funding of approximately \$8,000 for the Harnett Health Sciences Center. Most of this increase relates to increasing utility costs for the building.

**West Harnett Center and Auto Restoration:**

	<b>2020 Approved</b>	<b>2021 Request</b>	<b>Variance</b>
Salaries and Benefits	\$10,000	-	\$(10,000)
Contracted Services and Insurance	29,500	48,750	19,250
Utilities	30,600	30,100	(500)
Supplies	11,500	8,000	(3,500)
Repairs to Facilities and Equipment	2,500	8,600	6,100
Miscellaneous	2,000	10,000	8,000
<b>Total</b>	<b>\$86,100</b>	<b>\$105,450</b>	<b>\$19,350</b>

We are requesting approximately \$19,000 in additional funding associated with these buildings. Most of the increased costs relates to contracted security for the buildings. The current fiscal year was also the first full year of operations for the Auto Restoration building.

**Dunn Center:**

	<b>2020 Approved</b>	<b>2021 Request</b>	<b>Variance</b>
Salaries and Benefits	\$38,363	\$39,504	\$1,141
Contracted Services and Insurance	43,150	54,182	11,032
Utilities	41,750	39,750	(2,000)
Supplies	300	1,125	825
Repairs to Facilities and Equipment	6,500	5,000	(1,500)
Miscellaneous	24,250	18,250	(6,000)
<b>Total</b>	<b>\$154,313</b>	<b>\$157,811</b>	<b>\$3,498</b>

As can be seen above, we are requesting approximately \$3,500 in additional funding associated with the Dunn Center. A majority of the projected increased costs relates to expenses associated with contracted security for the site.

**CENTRAL CAROLINA COMMUNITY COLLEGE**  
**Chatham County Budget Request for Current Expenses**  
**For Fiscal Period 2020-2021**

**Total Budget Request:**

	2020 Approved	2021 Request	Variance
Current Expense	\$ 997,888	\$ 1,042,085	\$ 44,197
Capital	\$ 30,000	\$ 25,000	\$ (5,000)
One-time Repair Requests	\$ 40,000	\$ 35,000	\$ (5,000)
Total	\$ 1,067,888	\$ 1,102,085	\$ 34,197

Central Carolina Community College is requesting a total budget of approximately \$34,197 for fiscal year 2020. The majority of the requested increase in current expense funding relates to salary and benefit costs. We are requesting \$25,000 to replace one of our maintenance trucks. We are also requesting one-time repair funds to upgrade two elevators, restripe the parking lot, and power wash several buildings.

**Current Expense Breakdown:**

	2020 Approved	2021 Request	Variance
Salaries and Benefits	\$ 362,401	\$ 391,881	\$ 29,480
Contracted Services and Insurance	\$ 296,437	\$ 319,504	\$ 23,067
Utilities	\$ 210,050	\$ 220,332	\$ 10,282
Supplies	\$ 50,100	\$ 44,123	\$ (5,977)
Repairs to Facilities and Equipment	\$ 54,550	\$ 37,075	\$ (17,475)
Miscellaneous	\$ 24,350	\$ 29,170	\$ 4,820
Total	\$ 997,888	\$ 1,042,085	\$ 44,197

The above breakdown provides some information about the current expense request. Additional information by location is shown on the next page.

## Break Down by Campus

### Pittsboro Campus:

	2020 Approved	2021 Request	Variance
Salaries and Benefits	\$ 256,794	\$ 281,308	\$ 24,514
Contracted Services and Insurance	\$ 120,187	\$ 125,804	\$ 5,617
Utilities	\$ 115,950	\$ 115,950	\$ -
Supplies	\$ 25,900	\$ 18,273	\$ (7,627)
Repairs to Facilities and Equipment	\$ 40,250	\$ 22,175	\$ (18,075)
Miscellaneous	\$ 4,550	\$ 9,370	\$ 4,820
Total	\$ 563,631	\$ 572,880	\$ 9,249

The requested increase for the Pittsboro campus for the salaries and benefits line is related to a projected pay increase for staff and increased costs of benefits. The adjustments to the supplies category and the repairs to facilities and equipment category have been adjusted to closer to what we anticipate spending in the next fiscal year.

### Siler City Center:

	2020 Approved	2021 Request	Variance
Salaries and Benefits	\$ 51,307	\$ 56,273	\$ 4,966
Contracted Services and Insurance	\$ 59,550	\$ 77,000	\$ 17,450
Utilities	\$ 69,900	\$ 72,000	\$ 2,100
Supplies	\$ 2,000	\$ 3,650	\$ 1,650
Repairs to Facilities and Equipment	\$ 6,000	\$ 6,600	\$ 600
Miscellaneous	\$ 50	\$ 50	\$ -
Total	\$ 188,807	\$ 215,573	\$ 26,766

The above breakdown reflects a increase in funding associated with the Siler City Center and is mainly attributed to increases in security costs associated with this location.

**Chatham Health Sciences:**

	2020 Approved	2021 Request	Variance
Salaries and Benefits	\$ 54,300	\$ 54,300	\$ -
Contracted Services and Insurance	\$ 116,700	\$ 116,700	\$ -
Utilities	\$ 24,200	\$ 32,382	\$ 8,182
Supplies	\$ 22,200	\$ 22,200	\$ -
Repairs to Facilities and Equipment	\$ 8,300	\$ 8,300	\$ -
Miscellaneous	\$ 19,750	\$ 19,750	\$ -
Total	\$ 245,450	\$ 253,632	\$ 8,182

The above breakdown reflects the funding requested for the Chatham Health Sciences building. The past year's funding request was based on a partial year of operations. The only item we estimate that will need to be increased for the next fiscal year relates to utilities. We are still in the process of expanding programming to this site and operating costs may increase in future years based on expanded usage of the site.

**CENTRAL CAROLINA COMMUNITY COLLEGE  
STATE BUDGET REPORT  
MARCH 31, 2020**

<u>CURRENT EXPENSE</u>	<u>ALLOTMENT FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
EXECUTIVE MANAGEMENT	\$ 1,082,105.00	\$ 814,492.73	\$ 267,612.27	75%
FINANCIAL SERVICES	\$ 1,064,416.00	\$ 802,353.27	\$ 262,062.73	75%
GENERAL ADMINISTRATION	\$ 2,327,463.00	\$ 1,777,627.48	\$ 549,835.52	76%
INFORMATION SYSTEMS	\$ 1,119,596.00	\$ 853,211.79	\$ 266,384.21	76%
INSTRUCTION - CURRICULUM	\$ 16,230,453.00	\$ 11,755,327.32	\$ 4,475,125.68	72%
INSTRUCTION - NON-CURRICULUM	\$ 4,480,783.00	\$ 3,345,540.12	\$ 1,135,242.88	75%
ACADEMIC SUPPORT	\$ 5,149,237.00	\$ 3,898,584.98	\$ 1,250,652.02	76%
STUDENT SUPPORT	\$ 2,945,449.00	\$ 2,108,264.41	\$ 837,184.59	72%
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 34,399,502.00</b>	<b>\$ 25,355,402.10</b>	<b>\$ 9,044,099.90</b>	<b>74%</b>
 <b><u>CAPITAL OUTLAY</u></b>				
EQUIPMENT	\$ 1,047,076.00	\$ 443,797.01	\$ 603,278.99	42%
BOOKS	\$ 53,157.00	\$ 45,839.48	\$ 7,317.52	86%
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 1,100,233.00</b>	<b>\$ 489,636.49</b>	<b>\$ 610,596.51</b>	<b>45%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 35,499,735.00</b>	<b>\$ 25,845,038.59</b>	<b>\$ 9,654,696.41</b>	<b>73%</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
STATE BUDGET TRANSFERS  
MARCH 31, 2020**

<u>CHANGING</u>	<u>FROM</u>	<u>TO</u>	<u>CHANGE</u>	<u>REASON</u>		
EXECUTIVE MANAGEMENT	\$	3,006.00	\$	3,006.00	BONUS FUNDING	
	\$	2,000.00	\$	2,000.00	BUDGET REVISION	
FINANCIAL SERVICES	\$	5,146.00	\$	5,146.00	BONUS FUNDING	
	\$	5,150.00	\$	5,150.00	BUDGET REVISION	
GENERAL ADMINISTRATION	\$	8,467.00	\$	8,467.00	BONUS FUNDING	
	\$	12,407.00	\$	12,407.00	ADDITIONAL LONGEVITY	
	\$	63,791.00	\$	63,791.00	BUDGET REVISION	
INFORMATION SYSTEMS	\$	3,862.00	\$	3,862.00	BONUS FUNDING	
	\$	49,224.00	\$	49,224.00	BUDGET REVISION	
INSTRUCTION - CURRICULUM	\$	67,372.00	\$	67,372.00	BONUS FUNDING	
	\$	282,967.00	\$	282,967.00	BUDGET REVISION	
INSTRUCTION - NON-CURRICULUM	\$	10,971.00	\$	10,971.00	BONUS FUNDING	
	\$	81,572.00	\$	81,572.00	BUDGET REVISION	
	\$	11,100.00	\$	11,100.00	PROJECT SKILL-UP	
	\$	15,000.00	\$	15,000.00	TITLE II AEFLA PDF NETWORK	
	\$	17,664.00	\$	17,664.00	CIT PROJECTS	
ACADEMIC SUPPORT	\$	28,414.00	\$	28,414.00	BONUS FUNDING	
	\$	(36,560.00)	\$	(36,560.00)	BUDGET REVISION	
STUDENT SERVICES	\$	17,396.00	\$	17,396.00	BONUS FUNDING	
	\$	(57,630.00)	\$	(57,630.00)	BUDGET REVISION	
EQUIPMENT	\$	144,634.00	\$	(144,634.00)	BONUS FUNDING	
	\$	390,514.00	\$	(390,514.00)	BUDGET REVISION	
BOOKS			\$	-		
			\$	-		
<b>TOTAL</b>	<b>\$</b>	<b>535,148.00</b>	<b>\$</b>	<b>591,319.00</b>	<b>\$</b>	<b>56,171.00</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
LEE COUNTY BUDGET REPORT  
MARCH 31, 2020**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS				
MAIN CAMPUS	\$ 2,239,135.00	\$ 1,686,844.30	\$ 552,290.70	75%
ECD CTR / INNOVATION CTR	\$ 263,297.00	\$ 226,358.95	\$ 36,938.05	86%
ESTC	\$ 136,633.00	\$ 135,515.41	\$ 1,117.59	99%
LEE EARLY COLLEGE POD	\$ 28,510.00	\$ 16,198.72	\$ 12,311.28	57%
GENERAL ADMINISTRATION	\$ 253,456.00	\$ 190,489.73	\$ 62,966.27	75%
EXECUTIVE MANAGEMENT	\$ 55,000.00	\$ 12,548.59	\$ 42,451.41	23%
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 2,976,031.00</b>	<b>\$ 2,267,955.70</b>	<b>\$ 708,075.30</b>	<b>76%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 55,000.00</b>	<b>\$ 10,539.50</b>	<b>\$ 44,460.50</b>	<b>19%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 3,031,031.00</b>	<b>\$ 2,278,495.20</b>	<b>\$ 752,535.80</b>	<b>75%</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
CHATHAM COUNTY BUDGET REPORT  
MARCH 31, 2020**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS				
PITTSBORO CAMPUS	\$ 437,868.00	\$ 380,961.63	\$ 56,906.37	87%
SILER CITY	\$ 189,807.00	\$ 165,336.11	\$ 24,470.89	87%
HEALTH SCIENCES CENTER	\$ 157,250.00	\$ 24,356.02	\$ 132,893.98	15%
GENERAL ADMINISTRATION	\$ 192,531.00	\$ 99,783.77	\$ 92,747.23	52%
EXECUTIVE MANAGEMENT	\$ 20,432.00	\$ 8,468.88	\$ 11,963.12	41%
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 997,888.00</b>	<b>\$ 678,906.41</b>	<b>\$ 318,981.59</b>	<b>68%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 13,290.00</b>	<b>\$ (13,290.00)</b>	<b>0%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 997,888.00</b>	<b>\$ 692,196.41</b>	<b>\$ 305,691.59</b>	<b>69%</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
HARNETT COUNTY BUDGET REPORT  
MARCH 31, 2020**

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE AND OPERATIONS				
HARNETT MAIN CAMPUS	\$ 676,017.00	\$ 489,689.18	\$ 186,327.82	72%
HARNETT HEALTH SCIENCES	\$ 175,488.00	\$ 132,150.22	\$ 43,337.78	75%
WEST HARNETT	\$ 86,100.00	\$ 84,735.40	\$ 1,364.60	98%
DUNN CENTER	\$ 154,063.00	\$ 106,456.59	\$ 47,606.41	69%
GENERAL ADMINISTRATION	\$ 31,710.00	\$ 43,252.00	\$ (11,542.00)	136%
EXECUTIVE MANAGEMENT	\$ 33,600.00	\$ 12,703.32	\$ 20,896.68	38%
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 1,156,978.00</b>	<b>\$ 868,986.71</b>	<b>\$ 287,991.29</b>	<b>75%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 100,000.00</b>	<b>\$ 97,499.00</b>	<b>\$ 2,501.00</b>	<b>97%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 1,256,978.00</b>	<b>\$ 966,485.71</b>	<b>\$ 290,492.29</b>	<b>77%</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
STATUS OF SPECIAL FUNDS  
MARCH 31, 2020**

<u>FUND NAME</u>	<u>BEGINNING FUND BALANCE</u>	<u>REVENUE YR. TO DATE</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>CURRENT FUND BALANCE</u>
CURRENT GENERAL	\$ 4,901.35	\$ 49,730.15	\$ 46,385.80	\$ 8,245.70
FGS - STUDENT RELATIONS	\$ (4,611.69)	\$ 77,888.64	\$ 89,459.54	\$ (16,182.59)
NURSING LAB KIT FEE	\$ 75.15	\$ 14,546.00	\$ 11,958.42	\$ 2,662.73
NURSING NCLEX FEE	\$ 2,222.56	\$ 26,912.38	\$ 24,106.47	\$ 5,028.47
CPR CARDS	\$ 855.42	\$ 935.31	\$ -	\$ 1,790.73
MOTORCYCLE FUND	\$ 15,954.47	\$ 1,104.37	\$ 263.34	\$ 16,795.50
FORKLIFT FEE	\$ 105.00	\$ -	\$ -	\$ 105.00
AUTOBODY REPAIR	\$ 1,179.14	\$ 15.98	\$ -	\$ 1,195.12
DENTAL ASSISTING FEE	\$ -	\$ 6,460.00	\$ 6,747.42	\$ (287.42)
DENTAL HYGIENE YR 1 FEE	\$ 38.47	\$ 31,950.00	\$ 33,577.55	\$ (1,589.08)
DENTAL HYGIENE YR 2 FEE	\$ 239.23	\$ 7,875.00	\$ 9,299.00	\$ (1,184.77)
CAMPUS SECURITY FEE	\$ 255.59	\$ 65,324.93	\$ 50,967.53	\$ 14,612.99
TECHNOLOGY FEE	\$ 5,242.49	\$ 78,130.81	\$ 85,543.53	\$ (2,170.23)
DISTANCE EDUCATION FEE	\$ 54,192.77	\$ 217,446.54	\$ 257,594.63	\$ 14,044.68
LIVE PROJECT - CONSTRUCTION	\$ -	\$ -	\$ 8,887.87	\$ (8,887.87)
SELF-SUPPORTING	\$ 22,828.11	\$ 34,946.95	\$ 24,641.10	\$ 33,133.96
COMMUNITY SERV FEES	\$ 196,834.01	\$ 76,867.28	\$ 74,682.24	\$ 199,019.05
CONT ED ACTIVITY FEES	\$ 4,978.28	\$ 67.47	\$ -	\$ 5,045.75
INSTITUTIONAL CHILDCARE	\$ 896.40	\$ -	\$ -	\$ 896.40
FIN AID OVERHEAD RECEIPTS 25%	\$ 7,024.09	\$ 5,072.18	\$ -	\$ 12,096.27
FIN AID OVERHEAD RECEIPTS 75%	\$ 19,625.97	\$ 15,190.87	\$ 1,588.08	\$ 33,228.76
ESTC RENTAL FUNDS	\$ 63,305.23	\$ 7,911.19	\$ -	\$ 71,216.42
PITTSBORO RENTAL FUNDS	\$ 17,590.01	\$ 2,593.82	\$ 14,750.33	\$ 5,433.50
INDIRECT COST 75% - GRANTS	\$ 55,612.01	\$ 90,324.09	\$ 88,730.66	\$ 57,205.44
INDIRECT COST 25% - GRANTS	\$ 41,641.17	\$ 39,848.71	\$ -	\$ 81,489.88
ASSOCIATE NURSING	\$ 66,943.16	\$ 907.49	\$ -	\$ 67,850.65
LASER TECH PATRON FEES	\$ 5,485.83	\$ 4,819.00	\$ 1,914.18	\$ 8,390.65
CULINARY ARTS PATRON FEES	\$ 4,754.66	\$ 40,891.50	\$ 27,144.14	\$ 18,502.02
SUSTAINABLE AG PATRON FEES	\$ 2,286.59	\$ 30.91	\$ 48.00	\$ 2,269.50
DRAMA PATRON FEES	\$ 309.91	\$ 4.20	\$ -	\$ 314.11
BARBERING PATRON FEES	\$ 15,422.03	\$ 2,723.09	\$ 1,324.45	\$ 16,820.67
MASSAGE THERAPY PATRON FEES	\$ 9,173.43	\$ 3,021.83	\$ -	\$ 12,195.26
VET MED PATRON FEES	\$ 18,601.27	\$ 223.78	\$ 3,821.57	\$ 15,003.48
MANICURING/NAIL TECH FEES	\$ 4,088.00	\$ 2,552.00	\$ 1,913.93	\$ 4,726.07
COSMETOLOGY PATRON FEES	\$ 38,490.04	\$ 31,761.22	\$ 37,983.58	\$ 32,267.68
ESTHETICS PATRON FEES	\$ 10,691.89	\$ 10,683.12	\$ 15,306.24	\$ 6,068.77
SCHOLARSHIP FUNDS	\$ 14,235.55	\$ 1,057,533.35	\$ 1,191,698.19	\$ (119,929.29)
SMALL BUSINESS LEE MISC.	\$ 5,121.31	\$ 44.82	\$ -	\$ 5,166.13
SMALL BUS CHATHAM MISC	\$ 1,299.80	\$ 11.38	\$ -	\$ 1,311.18
CLEARWIRE LEASE AGREEMENT	\$ 28,058.62	\$ 24,966.88	\$ -	\$ 53,025.50
BOOKSTORE	\$ 1,557,697.54	\$ 159,235.99	\$ 205,107.10	\$ 1,511,826.43
VENDING	\$ 17,393.41	\$ 55,185.45	\$ 49,793.09	\$ 22,785.77
STUDENT ACTIVITY / ATHLETICS	\$ 47,035.64	\$ 214,861.13	\$ 145,885.83	\$ 116,010.94
LOAN FUND	\$ 5,862.91	\$ 79.50	\$ -	\$ 5,942.41
<b>TOTAL</b>	<b>\$ 2,363,936.82</b>	<b>\$ 2,460,679.31</b>	<b>\$ 2,511,123.81</b>	<b>\$ 2,313,492.32</b>



**CENTRAL CAROLINA COMMUNITY COLLEGE  
INVESTMENT ASSET ACCOUNT  
AS OF MARCH 31, 2020**

CPR CARDS	\$	1,348.73
DISTANCE ED FEE	\$	-
SELF-SUPPORTING	\$	15,056.97
COMMUNITY SERV FEES	\$	219,355.67
CONT ED ACTIVITY FEES	\$	5,045.75
OVERHEAD RECEIPTS	\$	28,266.20
DENNIS WICKER CIVIC CENTER	\$	-
ESTC RENTAL FUNDS	\$	71,216.42
PITTSBORO RENTAL FUNDS	\$	5,151.96
INDIRECT COST FUNDS - GRANTS	\$	141,882.26
PATRON FEES	\$	114,884.03
ASSOCIATE NURSING	\$	67,850.65
SMALL BUSINESS MISC	\$	6,508.15
CLEARWIRE LEASE	\$	49,689.84
BOOKSTORE	\$	591,810.78
VENDING	\$	15,056.97
STUDENT GOVERNMENT ASSOC.	\$	-
EMERGENCY LOAN FUNDS	\$	5,942.41
LOCAL FUNDS	\$	410,773.05
	<b>\$</b>	<b><u>1,749,839.84</u></b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
SPECIAL GRANTS  
MARCH 31, 2020**

<u>GRANT / PROGRAM NAME</u>	<u>BEGINNING BALANCE</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>ENCUMBERED AMOUNT</u>	<u>CURRENT BALANCE</u>	<u>PERCENTAGE EXPENDED</u>
WORKFORCE DEVELOPMENT	\$ 3,155,837.11	\$ 1,633,717.04	\$ -	\$ 1,522,120.07	52%
TRIO GRANTS					
UB MATH & SCIENCE GRANT	\$ 602,652.00	\$ 380,904.77	\$ 8,172.38	\$ 213,574.85	65%
UB VETERANS GRANT	\$ 551,633.00	\$ 388,911.27	\$ 2,913.33	\$ 159,808.40	71%
SSS CLASSIC PROGRAM	\$ 494,121.00	\$ 373,857.14	\$ -	\$ 120,263.86	76%
STEM / HEALTH SCIENCES	\$ 494,121.00	\$ 358,193.12	\$ -	\$ 135,927.88	72%
UB - HARNETT	\$ 602,549.00	\$ 385,455.90	\$ 5,945.72	\$ 211,147.38	65%
UB - LEE	\$ 602,451.00	\$ 386,920.44	\$ 5,510.51	\$ 210,020.05	65%
FIRST IN THE WORLD	\$ 9,200,000.00	\$ 8,265,691.63	\$ -	\$ 934,308.37	90%
LASERTEC	\$ 86,636.00	\$ 27,472.13	\$ -	\$ 59,163.87	32%
NSF STEP-UP SCHOLARS GRANTS	\$ 649,609.00	\$ 161,462.73	\$ -	\$ 488,146.27	25%
NSF TECH TRAINING GRANT	\$ 199,612.00	\$ 55,784.12	\$ -	\$ 143,827.88	28%
PROBLEM GAMBLING GRANT	\$ 5,000.00	\$ 3,371.87	\$ -	\$ 1,628.13	67%
DUKE ENERGY APPRENTICESHIP GRAN	\$ 199,490.00	\$ 55,508.80	\$ 35,098.94	\$ 108,882.26	45%
FOOD & NUTRITION TRAINING GRANT	\$ 44,111.00	\$ 30,762.97	\$ -	\$ 13,348.03	70%
MOTHEREAD GRANT	\$ 52,275.00	\$ 30,142.86	\$ 17.98	\$ 22,114.16	58%
C-STEP PROGRAM	\$ 12,500.00	\$ 7,670.45	\$ -	\$ 4,829.55	61%
NC SPACE GRANT	\$ 4,000.00	\$ 50.92	\$ -	\$ 3,949.08	1%
NC SPACE GRANT #2	\$ 1,500.00	\$ 346.60	\$ -	\$ 1,153.40	23%
NATIONAL ENDOWMENT OF THE ARTS	\$ 10,000.00	\$ 10,000.00	\$ -	\$ -	100%
USDA DLT EQUIPMENT GRANT	\$ 452,335.00	\$ -	\$ -	\$ 452,335.00	0%
YOUTHBUILD	\$ 1,099,816.00	\$ 270,853.59	\$ 73,894.21	\$ 755,068.20	31%
<b><u>TOTAL GRANTS AND SPECIAL PROGRAM</u></b>	<b>\$ 18,520,248.11</b>	<b>\$ 12,827,078.35</b>	<b>\$ 131,553.07</b>	<b>\$ 5,561,616.69</b>	<b>70%</b>

<u>SPECIAL PURPOSE STATE GRANTS</u>	<u>BEGINNING BALANCE</u>	<u>EXPENDITURES YEAR TO DATE</u>	<u>ENCUMBERED AMOUNT</u>	<u>CURRENT BALANCE</u>	<u>PERCENTAGE EXPENDED</u>
PERKINS GRANT FUNDS	\$ 309,021.00	\$ 241,100.81	\$ -	\$ 67,920.19	78%
PERKINS IMPROVING CTE	\$ 51,876.00	\$ 28,393.14	\$ -	\$ 23,482.86	55%
NC CAREER COACHES	\$ 145,134.00	\$ 92,934.28	\$ -	\$ 52,199.72	64%
GOLDEN LEAF SCHOLARS GRANT	\$ 14,682.00	\$ 10,510.67	\$ -	\$ 4,171.33	72%
STATE CHILDCARE	\$ 35,449.00	\$ 22,535.42	\$ -	\$ 12,913.58	64%
PROJECT SKILLS UP	\$ 11,100.00	\$ -	\$ -	\$ 11,100.00	0%
MALE MINORITY MENTORING GRANT	\$ 35,000.00	\$ 21,460.95	\$ -	\$ 13,539.05	61%
AEFLA, PDF NETWORK PROJECT	\$ 15,000.00	\$ 4,104.62	\$ -	\$ 10,895.38	27%
CTR OF EXCELLENCE FOR ADULT ED	\$ 130,000.00	\$ 116,506.88	\$ -	\$ 13,493.12	90%
<b><u>TOTAL STATE FUNDS GRANTS</u></b>	<b>\$ 747,262.00</b>	<b>\$ 537,546.77</b>	<b>\$ -</b>	<b>\$ 209,715.23</b>	<b>72%</b>

**FEDERAL FINANCIAL AID GRANTS**

COLLEGE WORKSTUDY	\$ 103,909.00	\$ 62,228.78	\$ 41,680.22		
SEOG	\$ 97,660.00	\$ 80,220.00	\$ 17,440.00		
PELL	\$ 6,468,731.60	\$ 6,471,099.74	\$ (2,368.14)		
			\$ -		
<b><u>TOTAL FEDERAL FINANCIAL FUNDS</u></b>	<b>\$ 6,670,300.60</b>	<b>\$ 6,613,548.52</b>	<b>\$ 56,752.08</b>		



**CENTRAL CAROLINA COMMUNITY COLLEGE  
DENNIS WICKER CIVIC CENTER BUDGET REPORT  
MARCH 31, 2020**

**REVENUES**

MOTEL TAX	\$	189,159.75	
LEE COUNTY CURRENT ALLOCATION	\$	48,697.83	
RENTAL INCOME	\$	142,845.76	
INTEREST INCOME	\$	-	
<b>TOTAL REVENUE</b>		<u>                    </u>	<b>\$ 380,703.34</b>

**EXPENSES**

SALARIES	\$	191,899.63	
SOCIAL SECURITY	\$	13,211.95	
RETIREMENT	\$	24,515.21	
LONGEVITY	\$	1,068.80	
MEDICAL INSURANCE	\$	15,233.26	
OTHER CONTRACTS	\$	31,850.35	
SUPPLIES	\$	12,430.50	
TRAVEL	\$	275.00	
TELEPHONE	\$	4,903.91	
HEAT	\$	8,648.44	
WATER	\$	3,099.27	
ELECTRICITY	\$	68,230.98	
REPAIR FACILITIES	\$	5,192.38	
REPAIR EQUIPMENT	\$	-	
ADVERTISING	\$	1,173.31	
CREDIT CARD FEE	\$	1,327.32	
LANDSCAPING	\$	2,824.45	
OTHER CURRENT EXPENSE	\$	2,628.11	
INSURANCE	\$	12,015.17	
MEMBERSHIPS AND DUES	\$	192.00	
EQUIPMENT	\$	3,760.80	
<b>TOTAL EXPENSES</b>		<u>                    </u>	<b>\$ 404,480.84</b>

**REVENUE OVER EXPENSES** **\$ (23,777.50)**

<b>FUND BALANCE AS OF JULY 1, 2019</b>	<b>\$ (47,373.21)</b>
<b>PLUS REVENUE OVER EXPENSES</b>	<b>\$ (23,777.50)</b>
<b>FUND BALANCE AS OF MARCH 31, 2020</b>	<b>\$ (71,150.71)</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
EXPENDITURES FOR GOOD OF SCHOOL  
JULY 1, 2019 - MARCH 31, 2020**

**STUDENT RELATED**

ICR PROCESSING FEE	\$	3,270.78
FACTS PROCESSING FEE	\$	32,971.00
PERSONNEL COSTS	\$	16,194.34
TITLE IX	\$	7,007.38
STUDENT AMBASSADORS	\$	10,529.48
STUDENT TRAVEL	\$	2,476.77
STUDENT CULTURAL ENRICHMENT	\$	3,628.00
ADVISORY MEETINGS	\$	2,129.03
AVOW TRANSCRIPT SERVICES	\$	-
SCHOLARSHIP LUNCHEON	\$	6,440.62
GRADUATION	\$	2,049.45
OTHER	\$	2,762.69
<b>TOTAL STUDENT RELATED</b>	<b>\$</b>	<b><u>89,459.54</u></b>

**PUBLIC RELATED**

PUBLIC RELATIONS	\$	9,183.68
PROFESSIONAL DEVELOPMENT	\$	9,706.47
FINANCIAL AID FAFSA DAY	\$	56.16
MEETINGS	\$	1,160.59
EMPLOYEE RET., FLOWERS	\$	1,811.94
BOARD OF TRUSTEE EXPENSES	\$	2,999.75
QEP EXPENSES	\$	-
MARKETING	\$	61.67
LEGAL EXPENSES	\$	8,445.60
STAFF DEVELOPMENT	\$	567.88
BANK SERVICE CHARGES	\$	4,769.25
OTHER	\$	7,622.81
<b>TOTAL PUBLIC RELATED</b>	<b>\$</b>	<b><u>46,385.80</u></b>

**GRAND TOTAL**    **\$**                      **135,845.34**

**CENTRAL CAROLINA COMMUNITY COLLEGE  
OUTSTANDING CONSTRUCTION PROJECTS AT MARCH 31, 2020**

	<u>BUDGET</u>	<u>EXPENDED</u>	<u>BALANCE</u>
<b><u>PROJ #2066 LEE HEALTH SCIENCES CENTER</u></b>			
LOCAL BOND FUNDS	\$ 9,560,318.00	\$ 9,532,320.99	\$ 27,997.01
<b><u>PROJ #2067 VET MED TECHNOLOGY BLDG</u></b>			
LOCAL BOND FUNDS	\$ 5,327,005.00	\$ 4,904,199.56	\$ 422,805.44
<b><u>PROJ #2068 ESTC AND CAMPUS RENOVATIONS</u></b>			
LOCAL BOND FUNDS	\$ 4,250,828.00	\$ 4,110,299.43	\$ 140,528.57
<b><u>PROJ #2069 CIVIC CENTER EXPANSION</u></b>			
LOCAL BOND FUNDS	\$ 5,324,641.00	\$ 5,218,923.53	\$ 105,717.47
<b>TOTAL LEE COUNTY BOND FUNDS</b>	<b>\$ 24,462,792.00</b>	<b>\$ 23,765,743.51</b>	<b>\$ 697,048.49</b>
<b><u>PROJ #2098 HEALTH SCIENCES CENTER</u></b>			
LOCAL FUNDS	\$ 9,888,858.00	\$ 9,459,333.08	\$ 429,524.92
CONNECT NC FUNDS	\$ 2,100,000.00	\$ 1,976,410.76	\$ 123,589.24
<b>TOTAL CHATHAM COUNTY PROJECTS</b>	<b>\$ 11,988,858.00</b>	<b>\$ 11,435,743.84</b>	<b>\$ 553,114.16</b>
<b><u>PROJ #2474 HARNETT ADA AND PARKING</u></b>			
LOCAL FUNDS	\$ 160,000.00	\$ 140,279.66	\$ 19,720.34
CONNECT NC FUNDS	\$ 100,000.00	\$ 87,669.09	\$ 12,330.91
<b>TOTAL HARNETT COUNTY PROJECTS</b>	<b>\$ 260,000.00</b>	<b>\$ 227,948.75</b>	<b>\$ 32,051.25</b>
<b><u>CONNECT NC PROJECTS</u></b>			
PROJ #2229 TELECOMM/ECD CENTER	\$ 229,354.00	\$ 229,353.81	\$ 0.19
PROJ #2230 WEST HARNETT AUTO BODY	\$ 999,469.00	\$ 999,468.84	\$ 0.16
PROJ #2375 HARNETT MECHANICAL UPGRADES	\$ 495,000.00	\$ 455,394.00	\$ 39,606.00
PROJ #2376 LEE SCIENCE BLDG ROOF	\$ 378,600.00	\$ 378,600.00	\$ -
PROJ #2378 ADA UPGRADES	\$ 491,077.00	\$ 491,077.00	\$ -
PROJ #2475 ESTC CENTER TRACK	\$ 149,967.00	\$ 149,967.00	\$ -
PROJ #2476 LEE CFC BUILDING ROOF	\$ 301,900.00	\$ 301,900.00	\$ -
PROJ #2477 LEE EDC BUILDING ROOF	\$ 318,900.00	\$ 318,900.00	\$ -
PROJ #2528 BUDD HALL BUILDING RENOVATION	\$ 100,000.00	\$ -	\$ 100,000.00
PROJ #2529 CFC MECHANICAL UPGRADE	\$ 125,000.00	\$ -	\$ 125,000.00
PROJ #2534 BIOPROCESSING LAB UPFIT	\$ 250,000.00	\$ -	\$ 250,000.00
UNCOMMITTED	\$ 367,818.00	\$ -	\$ 367,818.00
<b>NC CONNECT PROJECTS (EXCLUDING 2098 &amp; 2474)</b>	<b>\$ 4,207,085.00</b>	<b>\$ 3,324,660.65</b>	<b>\$ 882,424.35</b>
<b>TOTAL ALL PROJECTS</b>	<b>\$ 40,918,735.00</b>	<b>\$ 38,754,096.75</b>	<b>\$ 2,164,638.25</b>

## **IN-KIND GIFTS FROM THE FOUNDATION**

The following items were donated to the College through the Central Carolina Community College Foundation during the Third Quarter of 2019-2020.

<b><u>ITEM</u></b>	<b><u>DONOR</u></b>	<b><u>VALUE</u></b>
Miscellaneous pet items/Vet Med Program	Aimee Kresica	\$200.00
Miscellaneous items/Dunn Center	Gwen Collins	\$437.17
Equipment & Supplies/Mechanical Engineering Program	Pentair Water Pool & Spa	\$750.00
<b>TOTAL</b>		<b>\$1,387.17</b>



**Fwd: CCCC Donated Medical Supplies**

Brian Merritt <bmerr299@cccc.edu>  
 To: Phillip Price <ppric254@cccc.edu>

Here's the full list for the BOT report.

----- Forwarded message -----  
 From: Lisa Baker <lgodf546@cccc.edu>  
 Date: Tue, Mar 31, 2020 at 10:17 AM  
 Subject: CCCC Donated Medical Supplies  
 To: R.V. Hight <rhigh547@cccc.edu>  
 Cc: Merritt, Brian <bmerr299@cccc.edu>

Good morning R.V.,

CCCC Health Sciences and Human Services has received several requests for medical supplies. We have received the following requests and donations are listed as well. We have provide who have requested within our service area and extended to Moore County as they have a First Health facility in our service area as well. Please let me know if you have any questions.

Concise Table

Medical Facility	Supplies Delivered
Chatham Hospital-Siler City (CCCC affiliation-Nursing preceptor rotations, Medical Sonography student rotations) UNC System-Medical Assisting students	Hand sanitizer: 9 Gowns: 50 Disinfectant Wipes: 10 Masks: 16 Face mask w/shield: 17
Transitions LifeCare (CCCC affiliation Nurse Aide-Harnett County)	Hand sanitizer: 13 Gowns: 10 Disinfectant Wipes: 31 Soap: 3 gallons Gloves: 54 Masks: 15 boxes (50 per box)
First Health (CCCC affiliation Medical Sonography, ADN, EMS) main Moore location <a href="#">46 Memorial Drive, Pinehurst, NC 28370</a>	Disinfectant Wipes: 21 Masks: 15 boxes (50 per box) Headcovers: 4 boxes of 100 Hand sanitizer: 10
CCH (CCCC affiliation ADN, Medical Sonography, Phlebotomy, HIT)	Masks: 60 boxes (50 per box) Hand sanitizer: 14 Disinfectant Wipes: 16
Harnett Health (CCCC affiliation ADN, Medical Sonography, PN, HIT)	Masks: 30 boxes (50 per box), Disinfectant Wipes, Gowns (12 cases), face shields (2 boxes), shoe covers (4 boxes), Gloves (6 cases)
TLC-Sanford (Nurse Aide)	Disinfectant Wipes: 14 Soap: 3 gallons Hand sanitizer: 3
Total:	Hand Sanitizer: 49, Masks: 120 boxes, 33 individual (6,033), Anti-bacterial soap: 6 gallons, Gloves: 54 boxes, Disinfectant wipes: 92 containers, Gowns: 12 cases plus 50 individual, Shoe covers: (4 boxes), Head covers: (4 boxes of 100 ea)

Additional information including the request from each facility.

Clinical Supplies Requested		Amount
Chatham Hospital- Siler City, NC	I have contacted Chatham hospital and because they are part of the UNC system, their needs are minimal. However, they are asking if we have hand sanitizer or disinfectant wipes, they are in need of these. They are on backorder.	17 ma 16 ma hand s 50 gov disinfe wipes
Transitions Life Care	masks: surgical/procedural, N95 homemade is acceptable- we can give more guidance if needed medical/isolation gowns homemade is acceptable- we can give more guidance if needed face shields and goggles gloves: exam/surgical (all sizes) hand sanitizer wipes: bleach and alcohol	Hands Wipes 54 Ma
First Health main Moore location ( <a href="#">46 Memorial Drive, Pinehurst, NC 28370</a> )	N95 Masks Face Masks Face Shields Gowns Shoe Covers/Booties Germicidal Cleaning Supplies (i.e., Wipes, Bleach Wipes, Wipe Sani Cloth HB, Hand Sanitizers, etc.)	Wipes 4 boxe
Cape Fear	Face Masks, ????	
CCH	Face Masks (provided 1,500 level 3 face masks from dental program=30 boxes)	Masks Wipes
Harnett Health	N95 masks; surgical mask; ear loop masks; nasal swabs; disinfectant; safety goggles; face shields; gloves; gowns; shoe covers; hand sanitizer; liquid hand soap	Masks
TLC-Sanford	Sani-wipes <b>In need of bleach as of 3/27/2020</b>	Wipes Hands

4/1/2020

CCCC.EDU Mail - Fwd: CCCC Donated Medical Supplies

Thanks,

Lisa

**Lisa Baker, MS, RDH, CDA**  
Dean of Health Sciences and Human Services  
Keller Health Science Bldg, Office #109  
[lbaker@cccc.edu](mailto:lbaker@cccc.edu)

919.777.7784 | *office*

919.718.7407 | *fax*

919.352.6104 | *cell*

[Click here to schedule an appointment with me](#)

For information about our Health Sciences programs, go to <http://www.cccc.edu/curriculum/>



*Central Carolina Community College Health Sciences and Human Services empowers students through lifelong learning opportunities resulting in professionals who positively impact the health and well-being of their community.*

Email correspondence to and from this address may be subject to North Carolina Law and may be disclosed to third parties. If you have received this communication in error, please immediately notify

## ***Programs Agenda***

***May 20, 2020***

### **For Action**

#### **1) Approval of New Degrees**

Two curriculum standards were approved by the State Board of Community Colleges on April 17, 2020 per the enclosed numbered memo CC20-034. These two degrees now allow students to more seamlessly transfer into baccalaureate degrees in teaching at senior institutions.

The two new degrees were subsequently approved to be offered at CCCC effective Fall 2020 by the local Curriculum Review Committee in an electronic vote on May 4, 2020 (minutes enclosed).

- a. Associate in Arts Teacher Preparation (A1010T)
- b. Associate in Science in Teacher Preparation (A1040T)

Upon approval, the College would also offer high school CCP pathways for both degrees.

#### **2. Electronic Signature Policy Revision**

During a recent meeting to review Workforce Continuing Education (WCE) registration workflows, the attached revision was proposed to the college's Electronic Signature policy. The addition of the WCE section will help maintain compliance with state rules until the new technology solution is launched for electronic registration. Proposed revisions are highlighted in the enclosure.



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans*  
*President*

April 24, 2020

**MEMORANDUM**

**TO:** Presidents  
Chief Academic Officers

**FROM:** Mr. Peter Hans, President

**SUBJECT:** State Board Action on April 17, 2020  
New Teacher Preparation Curriculum Standards and Career and College Promise (CCP) Pathways

On April 17, 2020, the State Board of Community Colleges approved the following new Curriculum Standards and Career and College Promise (CCP) Pathways:

**Associate in Arts in Teacher Preparation (AATP) Degree (A1010T)**

**Associate in Science in Teacher Preparation (ASTP) Degree (A1040T)**

**Career and College Promise College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation (P1012T)**

**Career and College Promise College Transfer Pathway Leading to the Associate in Science in Teacher Preparation (P1042T)**

There is an abbreviated application process for the Associate in Arts in Teacher Preparation (AATP) Degree (A1010T) and the Associate in Science in Teacher Preparation (ASTP) Degree (A1040T). Colleges who wish to offer the Associate in Arts in Teacher Preparation (AATP) Degree (A1010T) and the Associate in Science in Teacher Preparation (ASTP) Degree (A1040T) must complete the abbreviated application process which is detailed in the following pages.

Colleges must receive approval from the State Board of Community Colleges for the Associate in Arts in Teacher Preparation (AATP) Degree (A1010T) and the Associate in Science in Teacher Preparation (ASTP) Degree (A1040T) prior to submitting a Career and College Promise pathway for approval by the System Office.

The new curriculum standards, CCP pathways and new EDU course descriptions are attached for your convenience. You may view all curriculum standards by visiting the Academic Programs website at:

<https://www.nccommunitycolleges.edu/academic-programs/curriculum-standards>

You may view all CCP pathways by visiting the Career and College Promise website at:

<https://www.nccommunitycolleges.edu/academic-programs/career-college-promise>

If you have any questions concerning the April State Board action item listed above, please contact Dr. Lisa Eads at [eadsl@nccommunitycolleges.edu](mailto:eadsl@nccommunitycolleges.edu).

KG/le

Attachments

c: Dr. Kimberly Gold  
Mr. Wesley Beddard  
Dr. Lisa Eads  
Mr. Bryan Jenkins  
Program Coordinators

CC20-034

Email

**Associate in Arts in Teacher Preparation (AATP) Degree (A1010T) and the  
Associate in Science in Teacher Preparation (ASTP) Degree (A1040T)  
Application Process**

**Associate in Arts in Teacher Preparation (AATP) Degree (A1010T) and the Associate in Science in Teacher Preparation (ASTP) Degree (A1040T)** program applications must include the following items in order for the approval request to be presented to the System President:

1. Letter of request from the President of the College indicating the proposed effective term.
2. Copy of the proposed program of study which is compliance with the curriculum standard.
3. Copy of the minutes from the Board of Trustees meeting(s) where the proposed program was discussed and approved.
4. Certification of the following which is signed by the college President and Board of Trustees chair:
  - a. *The program will enhance the workforce of North Carolina and will provide educational and training opportunities consistent with the mission of the college.*
  - b. *The college has assessed the need for the program and the facilities and resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the facilities and resources available to the college.*
  - c. *The college has evidence of sufficient student demand to offer the program and will provide master's credentialed faculty for each course provided under the Associate in Arts in Teacher Preparation (AATP) Degree (A1010T) and the Associate in Science in Teacher Preparation (ASTP) Degree (A1040T).*

**Contact Person:**

Dr. Lisa Eads,  
Director of Academic Programs



**Associate in Arts  
in  
Teacher Preparation (A1010T)  
Curriculum Standard**

Effective Term:  
Fall 2020

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

**GENERAL EDUCATION (45 SHC)**

The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

**UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT**

*(All Universal General Education Transfer Component courses will transfer for equivalency credit.)*

**English Composition (6 SHC)**

*The following two English composition courses are required.*

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

*Select three courses from the following from at least two different disciplines (9 SHC)*

**Communications**

COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)

**Humanities/Fine Arts**

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

**Social/Behavioral Sciences**

Select two courses from the following from at least two different disciplines (6 SHC):

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

**Math (3-4 SHC)**

Select one course from the following:

MAT 143	Quantitative Literacy	(3 SHC)
MAT 152	Statistical Methods I	(4 SHC)
MAT 171	Pre-calculus Algebra	(4 SHC)

**Natural Sciences (4 SHC)**

Select 4 SHC from the following course(s):

AST 111	Descriptive Astronomy (3 SHC)	and	AST 111A Descriptive Astronomy Lab (1SHC)
AST 151	General Astronomy I (3 SHC)	and	AST 151A General Astronomy Lab I (1SHC)
BIO 110	Principles of Biology		(4 SHC)
BIO 111	General Biology I		(4 SHC)
CHM 151	General Chemistry I		(4 SHC)
GEL 111	Introductory Geology		(4 SHC)
PHY 110	Conceptual Physics (3 SHC)	and	PHY 110A Conceptual Physics Lab (1 SHC)

**ADDITIONAL GENERAL EDUCATION HOURS (17-18 SHC)****Other Required General Education (3 SHC)**

The following course is required:

SOC 225	Social Diversity	(3 SHC)
---------	------------------	---------

An additional 14-15 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. *Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

**Total General Education Hours Required: 45**

**OTHER REQUIRED HOURS (15 SHC)****Education (14 SHC)**

*The following courses are required:*

EDU 187	Teaching and Learning for All*	(4 SHC)
EDU 216	Foundations of Education	(3 SHC)
EDU 279	Literacy Development and Instruction	(4 SHC)
EDU 250	Teacher Licensure Preparation	(3 SHC)

*\*Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

**Academic Transition (1 SHC)**

*The following course is required:*

ACA 122	College Transfer Success	(1 SHC)
---------	--------------------------	---------

***\*One semester hour of credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.***

**Total Semester Hours Credit (SHC) in Program: 60-61\***

*SBCC approved 04/17/2020.*

**Associate in Science  
in  
Teacher Preparation (A1040T)  
Curriculum Standard**

Effective Term:  
Fall 2020

The Associate in Science in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

**GENERAL EDUCATION (45 SHC)**

The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

**UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT**

*(All Universal General Education Transfer Component courses will transfer for equivalency credit.)*

**English Composition (6 SHC)**

*The following two English composition courses are required.*

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

*Select two courses from the following from at least two different disciplines (6 SHC)*

**Communications**

COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)

**Humanities/Fine Arts**

ART 111	Art Appreciation	(3 SHC)
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DRA 111	Theatre Appreciation	(3 SHC)
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ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

**Social/Behavioral Sciences (3 SHC)***Select one course:*

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

**Math (8 SHC)***Select two courses from the following:*

MAT 171	Precalculus Algebra	(4 SHC)
MAT 172	Pre-calculus Trigonometry	(4 SHC)
MAT 263	Brief Calculus	(4 SHC)
MAT 271	Calculus I	(4 SHC)
MAT 272	Calculus II	(4 SHC)

**Natural Sciences (8 SHC)***Select 8 SHC from the following course(s):*

AST 151 General Astronomy I (3 SHC)	<i>and</i>	AST 151A General Astronomy Lab I (1SHC)
BIO 110 Principles of Biology		(4 SHC)
BIO 111 General Biology I (4 SHC)	<i>and</i>	BIO 112 General Biology II (4 SHC)
CHM 151 General Chemistry I (4 SHC)	<i>and</i>	CHM 152 General Chemistry II (4 SHC)
GEL 111 Introductory Geology		(4 SHC)
PHY 110 Conceptual Physics (3 SHC)	<i>and</i>	PHY 110A Conceptual Physics Lab (1 SHC)
PHY 151 College Physics I (4 SHC)	<i>and</i>	PHY 152 College Physics II (4 SHC)
PHY 251 General Physics I (4 SHC)	<i>and</i>	PHY 252 General Physics II (4 SHC)

**ADDITIONAL GENERAL EDUCATION HOURS (14-15 SHC)****Other Required General Education (3 SHC)***The following course is required:*

SOC 225	Social Diversity	(3 SHC)
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An additional 11-12 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. *Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

**Total General Education Hours Required: 45**

**OTHER REQUIRED HOURS (15 SHC)**

**Education (14 SHC)**

*The following courses are required:*

EDU 187	Teaching and Learning for All*	(4 SHC)
EDU 216	Foundations of Education	(3 SHC)
EDU 279	Literacy Development and Instruction	(4 SHC)
EDU 250	Teacher Licensure Preparation	(3 SHC)

*\*Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

**Academic Transition (1 SHC)**

*The following course is required:*

ACA 122	College Transfer Success	(1 SHC)
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***\*One semester hour of credit may be included in a 61 SHC associate in science program of study. The transfer of this hour is not guaranteed.***

**Total Semester Hours Credit (SHC) in Program: 60-61\***

*SBCC approved 04/17/2020.*

**Career and College Promise College Transfer Pathway  
Leading to the Associate in Arts  
in  
Teacher Preparation (P1012T)**

The CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Arts in Teacher Preparation degree and a baccalaureate degree in teaching in a non-STEM major.

**GENERAL EDUCATION (31-32 SHC)**

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC) component of the Comprehensive Articulation Agreement.

**English Composition (6 SHC)**

*The following two English composition courses are required.*

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

*Select three courses from the following from at least two different disciplines (9 SHC)*

**Communication**

COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)

**Humanities/Fine Arts**

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

**Social/Behavioral Sciences (6 SHC)**

*Select two courses from the following from at least two different disciplines:*

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)

HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

**Math (3-4 SHC)**

*Select one course from the following:*

MAT 143	Quantitative Literacy	(3 SHC)
MAT 152	Statistical Methods I	(4 SHC)
MAT 171	Precalculus Algebra	(4 SHC)

**Natural Sciences (4 SHC)**

*Select 4 SHC from the following course(s):*

AST 111	Descriptive Astronomy (3 SHC)	and	AST 111A	Descriptive Astronomy Lab (1 SHC)
AST 151	General Astronomy I (3 SHC)	and	AST 151A	General Astronomy Lab I (1 SHC)
BIO 110	Principles of Biology	(4 SHC)		
BIO 111	General Biology I	(4 SHC)		
CHM 151	General Chemistry I	(4 SHC)		
GEL 111	Introductory Geology	(4 SHC)		
PHY 110	Conceptual Physics (3 SHC)	and	PHY 110A	Conceptual Physics Lab (1 SHC)

**Other Required General Education (3 SHC)**

SOC 225	Social Diversity	(3 SHC)
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**Total General Education Hours Required: 31-32**

**OTHER REQUIRED HOURS (8 SHC)**

**Education (7 SHC)**

*The following courses are required:*

EDU 187	Teaching and Learning for All*	(4 SHC)
EDU 216	Foundations of Education	(3 SHC)

*\*Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

**Academic Transition (1 SHC)**

*The following course is required:*

ACA 122	College Transfer Success	(1 SHC)
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**\*\*OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

**Total Semester Hours Credit (SHC) in Program: 40-48\*\***

High school students in the CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Arts degree in Teacher Preparation with the exception of mathematics courses beyond MAT 171 in the Associate in Arts.

Please see CC16-025 at <https://www.nccommunitycolleges.edu/numbered-memos/cc16-025> for direct placement criteria for MAT 271 Calculus I.

*SBCC approved 04/17/2020.*

**Career and College Promise College Transfer Pathway  
Leading to the Associate in Science  
in  
Teacher Preparation (P1042T)**

The CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Science in Teacher Preparation degree and a baccalaureate degree in teaching in a STEM or technical major.

**GENERAL EDUCATION (34 SHC)**

The general education requirement includes study in courses selected from the Universal General Education Transfer Component (UGETC).

**English Composition (6 SHC)**

*The following two English composition courses are required.*

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

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*Select two courses from the following from at least two different disciplines (6 SHC)*

**Communication**

COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)

**Humanities/Fine Arts**

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

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**Social/Behavioral Sciences (3 SHC)**

*Select one course from the following:*

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)

HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

**Math (8 SHC)**

*Select two courses from the following:*

MAT 171	Precalculus Algebra	(4 SHC)
MAT 172	Precalculus Trigonometry	(4 SHC)
MAT 263	Brief Calculus	(4 SHC)
MAT 271	Calculus I	(4 SHC)
MAT 272	Calculus II	(4 SHC)

**Natural Sciences (8 SHC)**

*Select 8 SHC from the following course(s):*

AST 151	General Astronomy I (3 SHC)	and	AST151A	General Astronomy Lab I (1 SHC)
BIO 110	Principles of Biology			(4 SHC)
BIO 111	General Biology I (4 SHC)	and	BIO 112	General Biology II (4 SHC)
CHM 151	General Chemistry I (4 SHC)	and	CHM 152	General Chemistry II (4 SHC)
GEL 111	Introductory Geology			(4 SHC)
PHY 110	Conceptual Physics (3 SHC)	and	PHY 110A	Conceptual Physics Lab (1 SHC)
PHY 151	College Physics I (4 SHC)	and	PHY 152	College Physics II (4 SHC)
PHY 251	General Physics I (4 SHC)	and	PHY 252	General Physics II (4 SHC)

**Other Required General Education (3 SHC)**

SOC 225	Social Diversity	(3 SHC)
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**Total General Education Hours Required: 34**

**OTHER REQUIRED HOURS (8 SHC)**

**Education (7 SHC)**

*The following courses are required:*

EDU 187	Teaching and Learning for All*	(4 SHC)
EDU 216	Foundations of Education	(3 SHC)

*\*Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

**Academic Transition (1 SHC)**

*The following course is required:*

ACA 122	College Transfer Success	(1 SHC)
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**\*\*OPTIONAL GENERAL EDUCATION HOURS (0-8 SHC)**

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the CAA as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

**Total Semester Hours Credit (SHC) in Pathway: 42-50\*\***

High school students in the CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Science in Teacher Preparation degree with the exception of mathematics courses beyond MAT 271.

Please see CC16-025 at <https://www.nccommunitycolleges.edu/numbered-memos/cc16-025> for direct placement criteria for MAT 271 Calculus I.

SBCC approved 04/17/2020.

## **(EDU) Courses for Teacher Preparation**

***Effective Term – Fall 2020 [2020\*03]***

### **EDU 187 Teaching and Learning for All**

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom.

Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership.

Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.

### **EDU 279 Literacy Development and Instruction**

Class 3 Lab 3 Clinical 0 Work 0 Credit 4

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice.

Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice.

Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.

Curriculum Committee Minutes  
May 4, 2020  
ELECTRONIC VOTE

I. Determination of quorum

- a. Attendees: Fred Fritz, Jon Matthews, Mark Hall, Lisa Baker, Sandra Castonguay, Brenda Keller, Scott Byington, Erika Parker, Vicky Wesner, Drew Goodson, Felicia Crittenden, Amanda Carter, Heather Willett, Lora Witcher, Ben Falero, Adam Wade, Haley Thomas, Jairo McMican, Ginger Harris – Committee Chair

II. New Business

- a. Proposal 1: Associate in Science Teacher Preparation A1040T *Ginger Harris*  
Associate in Art Teacher Preparation A1010T *Ginger Harris*

The Education department motions to approve the following 2 Teacher Preparation Associate degree pathways.

i. Motion Passed

- b. Proposal 2: Career and College Promise College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation (P1012T) *Ginger Harris*

Career and College Promise College Transfer Pathway Leading to the Associate in Science in Teacher Preparation (P1042T) *Ginger Harris*

The Education department motions to approve the following 2 CCP Teacher Preparation Associate degree pathways: Career and College Promise College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation (P1012T) and Career and College Promise College Transfer Pathway Leading to the Associate in Science in Teacher Preparation (P1042T).

i. Motion Passed

Minutes respectfully submitted,

Ginger Harris

Workforce Continuing Education  
SOP's and Workflow Project – **Document Review**

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## **Electronic Signatures**

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### **Electronic Signature Policy**

Central Carolina Community College (CCCC) recognizes an electronic signature as a valid signature from faculty, staff, and students subject to Condition below.

An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

- Students use electronic signatures to register, check financial aid awards, pay student bills, obtain unofficial transcripts, update contact information, log into campus computers, complete forms, submission of class work, tests, etc.
- Faculty and staff use electronic signatures for submitting grades, viewing personal payroll data, logging into campus computers, accessing protected data through the administrative computing system and custom web applications provided by the college, etc.

An electronic signature is considered valid when the following condition is met:

Campus Network Username and Password

- Institution provides student or employee with a unique username
- Student or employee sets his or her own password
- Student or employee logs into the campus network and secure site using both the username and the password

It is the responsibility and obligation of each individual to keep their PIN and their password private so others cannot use their credentials. Once logged in, the student or employee is responsible for any information they provide, update, or remove. CCCC will take steps to ensure the passwords are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers. This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

### **Proposed Language for Continuing Education Students:**

For non-credit programs, an electronic signature using a non-college issued email is acceptable when using a college-approved network to complete the following transactions: submission of instructor contracts, online registration, submission of classwork, and completing forms.