

BOT Committee Meetings, August 2024

*Central Carolina Community College
Board of Trustees Committee Meetings
August 2024*

Monday, August 19, 2024

Program Committee
Date: 8/19/2024

Time: 9:00 a.m.

James Crawford, Chair
Karen Howard
Derrick Jordan

Student & Academic Support Services Committee
Date: 8/19/2024

Time: 10:30 a.m.

Pat Kirkman, Chair
Gladys McAuley
Taylor Vorbeck

Personnel Committee
Date: 8/19/2024
Chip Post

Time: Noon

Building & Grounds Committee
Date: 8/19/2024

Time: 1:30 p.m.

Jim Womack, Chair
John Bonardi
Bill Tatum

Finance Committee
Date: 8/19/2024

Time: 3:00 p.m.

Jim Burgin, Chair
Jamie Kelly
Gordon Springle

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

C: Mr. Julian Philpott, Board Chair – Ex-Officio Member of each committee

Consent Agenda for August 2024 Board of Trustees Meeting

***Central Carolina Community College
Board of Trustees
Agenda
August 21, 2024***

Recognition of Guests
Ethics Statement
Mission Statement of the College
Approval of Consent Agenda

Consent Agenda

Minutes

Approval of Minutes

- ❖ Board of Trustees Meeting Minutes, May 22, 2024
- ❖ Special Called Board of Trustees Meeting Minutes, July 18, 2024

Personnel Committee

1. Approve Personnel Committee Meeting Minutes, May, 2024
2. Receive Attrition and Turnover Report
3. Approve New Employees and Promotion/Position Changes

Finance Committee

1. Approve Finance Committee Meeting Minutes, May, 2024
2. Approve State Budget Report
3. Approve Lee County Budget Report
4. Approve Chatham County Budget Report
5. Approve Harnett County Budget Report
6. Approve Investment Asset Account Report
7. Approve Civic Center Budget Report
8. Approve For Good of School Budget Report
9. Approve Interim Budget Resolution
10. Approve President and Board Blank Travel Authorization
11. Approve New Contract Review Process
12. Approve Tourism Development Authority MOU
13. Approve Modifications to Certain Fees

Building & Grounds Committee

1. Approve Building & Grounds Committee Meeting Minutes, May, 2024
2. Moore Center: Allocate Funds for Upfit of Soft Landing Space
3. Chatham Library: Joint Use Agreement Approval
4. Approve Drone Policy

Programs Committee

1. Approve Programs Committee Meeting Minutes, May, 2024

Student & Academic Support Services Committee

1. Approve Student & Academic Support Services Committee Meeting Minutes, May, 2024
2. Receive Foundation Revenue Report
3. Approve Grants and Strategic Initiatives: In Progress

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Personnel Committee

1. Approve Policies: Human Resources Section

Finance Committee

No Agenda Items

Building & Grounds Committee

No Agenda Items

Programs Committee

No Agenda Items

Student & Academic Support Services Committee

No Agenda Items

Foundation Update

Other Information

Comments by President



Board Minutes

*Board of Trustees, Regular Meeting
May 22, 2024 | 6:00 PM ET*

Attendees

Board Members

- J. Bonardi
- J. Crawford
- K. Howard
- J. Kelly
- P. Kirkman
- G. McAuley
- J. Philpott
- B. Powell
- G. Springle
- B. Tatum
- J. Womack

Staff Members

- L. Chapman
- M. Brown
- J. Matthews
- J. White
- K. Hoyle
- E. Hare
- K. Short
- M. Hall
- R.V. Hight
- S. Byington
- M. Dishman
- B. Diniz
- L. Whitaker

Absent Members

- J. Burgin
 - D. Jordan
 - G. Morris
 - C. Post
 - T. Vorbeck
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Discussion

Chairman Philpott called the Board of Trustees meeting to order and then read the Ethics Statement and Mission Statement of the College.

Ethics Statement

Chairman Philpott stated: "I would like to remind all Board members that it is your duty to avoid all conflicts of interest in your role as a Trustee of this college. Having read the agenda, is anyone aware of a conflict of interest with respect to any matter coming before this Board at this time?" Chairman Philpott continued by saying "if at any time a conflict of interest arises, we are all required to individually state that we are recusing ourselves from discussing or voting upon the matter. Next, I wish to remind you that SACSCOC requires the Board to be free from undue influence from political, religious, or other external bodies, and to protect the institution from

such influence. If at any time a Trustee or college official feels undue influence is being applied, please bring that to the attention of the Board so that we can respond accordingly.”

Mission Statement of the College

Central Carolina Community College fosters individual, community and economic development through transformative lifelong learning.

The agenda and Board packet were presented on the overhead projector screen to allow attendees to see the packet. Board members had received this earlier via email.

Trustee Kirkman made a motion to approve the Consent Agenda. Trustee Bonardi seconded the motion. The motion carried unanimously.

Trustee Crawford made a motion to go into closed session pursuant to Statute 143-318.11(a)(6) to review Dr. Chapman’s evaluation and discuss her contract. Trustee Springle seconded the motion. The motion carried unanimously.

Trustee Tatum made a motion to come out of closed session. Trustee McAuley seconded the motion. The motion carried unanimously.

Personnel Committee

Personnel Committee Chair, Trustee Powell, made a motion to approve Dr. Chapman’s contract as discussed during the closed session. Chairman Philpott will submit the details to VP Brown and General Counsel White for execution of the contract on behalf of the trustees. Chairman Philpott indicated that Dr. Chapman’s contract would be for a total of four years. Trustee Womack seconded the motion. The motion carried unanimously.

Finance Committee

Chairman Philpott called on Trustee Kelly, in the absence of Finance Committee Chair Trustee Burgin, for a report from the Finance Committee. Trustee Kelly noted that the first item on the agenda was to approve the 2024-2025 FY Fees. Trustee Kelly then called on General Counsel White, who presented the different options for the fees to the Board. General Counsel White mentioned that the Student Activity Fee for Summer was misrepresented as \$35.00; it should be shown as \$5.00. He also noted that the State Board is considering increasing the maximum Student Activity Fee from \$35 to \$50, which is becoming a statewide conversation. Chairman Philpott stated that the approval of the 2024-2025 FY fees, Option A, was unanimously approved by the Finance Committee. This recommendation came from the Finance Committee with no second required. The motion carried unanimously. Chairman Philpott added that the next item on the agenda was to approve the TDA MOU. Trustee Kelly called on General Counsel White, who

explained that the MOU was for one year and included language stating that we would receive 50% of the funds each month up front to handle operational cost. General Counsel White also noted that information would be exchanged with the TDA so that each party was aware of how the funds were being used. Chairman Philpott stated that the approval of the TDA MOU was unanimously approved by the Finance Committee. This recommendation came from the Finance Committee with no second required. The motion carried unanimously.

Building & Grounds Committee

Chairman Philpott called on Building & Grounds Chair, Trustee Womack, for a report from the Building & Grounds Committee. Trustee Womack stated that the first item on the agenda was to approve the Form 3-1 Amendment for the Harnett Main Campus – Fire Training Tower Project. He then called on Provost Matthews, who provided an overview. Provost Matthews mentioned that the construction time for this project could be one year, and having this facility would provide local access for Harnett County Fire Fighters to programming that was previously unavailable to them. Chairman Philpott stated that the approval of Form 3-1 Amendment for Harnett Main Campus was unanimously approved by the Building & Grounds Committee. This recommendation came from the Building & Grounds Committee with no second required. The motion carried unanimously. Chairman Philpott noted that the next item on the agenda was to approve the Lucier Hall Building Lease. Trustee Womack called on General Counsel White to address this. General Counsel White informed the committee that Chatham County approached the College with a standard lease for Lucier Hall after conducting an inventory of their properties. Chairman Philpott requested the minutes reflect Trustee Howard recused herself from voting on this item. Chairman Philpott stated that the approval of Lucier Hall Building Lease was unanimously approved by the Building & Grounds Committee. This recommendation came from the Building & Grounds Committee with no second required. The motion carried unanimously. Chairman Philpott stated that the last item on the agenda was to approve the Temporary Construction Easement for the City of Sanford. Trustee Womack called on Provost Matthews, who reported that the Board had previously approved a request from the City of Sanford for a utility easement at 5910 Clyde Rhyne Drive. The contractor has since indicated that they cannot complete the work without damaging items in the right-of-way or otherwise impeding traffic in the park. They have requested permission to bring their equipment onto the corner of our property near the sign. Chairman Philpott stated that the approval of the Temporary Construction Easement for City of Sanford was unanimously approved by the Building & Grounds Committee. This recommendation came from the Building & Grounds Committee with no second required. The motion carried unanimously.

Program Committee

No agenda items.

Student & Academic Support Services Committee

No agenda items.

Foundation Update

Chairman Philpott called on Dr. Hare, who reported that the Lee County Foundation Golf Classic will be held on Wednesday, September 18th, at the Sanford Golf Course. She also shared that the Foundation is on social media if you would like to follow them. They send out quarterly email blasts, so if you are not receiving them and would like to, please let her know and she will add you to the list.

Other Information

Chairman Philpott shared with the Board the proposed Board of Trustees meeting dates for 2024-2025. These meetings are as follows: Monday, August 19, 2024/Committee Meetings, Wednesday, August 21, 2024/Board Meeting, both at the DAWCC, Monday, October 21, 2024/Committee Meetings at the DAWCC, Wednesday, October 23, 2024 at the Harnett Health Sciences Center, Monday, February 10, 2025/Committee Meetings, Wednesday/Board Meeting, February 12, 2025, both at the DAWCC, Monday, April 28, 2025/Committee Meetings at the DAWCC, Wednesday, April 30, 2025/Board Meeting at the Holmes Room in the Chatham Library on the Chatham Main Campus.

Chairman Philpott also called attention to the Summary of Election Year for each Trustee seat through the end of Realignment Terms as well as Trustee Infographics that General Counsel White and VP Brown had created.

President's Report

Dr. Chapman called on AVP Byington share some updates regarding student success. AVP Byington noted that CCCC's Spring 2023- Spring 2024 retention rate was 71%, which is substantial for a community college. This is the first time we have hit that benchmark. He also reported that we have already achieved a record Summer 2024 enrollment of just over 2000 students, with enrollment for the Summer semester continuing through mid-June. Additionally, he noted that applications for Fall 2024 are ahead of pace. Dr. Chapman added that we are working on establishing a board communication, emailed at the beginning of each month, that lists all of the major college events and recognitions for that month. Any board member who may be interested in attending will know in advance about the upcoming activities.

Chairman Philpott informed the Board that Trustee McAuley and Trustee Morris are both seeking reappointment, but that Trustee Powell is not seeking to serve another term. Chairman Philpott shared the following regarding Trustee Powell, "He is the longest continuously serving

trustee in the state of NC and is very dedicated to making people feel treated fairly. He lives and breathes for CCCC. Trustee Powell started by serving on the Lee County School Board and was then appointed to the CCCC Board of Trustees.” Trustee Powell stated that the college has been a distinct part of his life, and he has enjoyed seeing the growth of the college and people attending it. Chairman Philpott thanked Trustee Powell for his years of service and everything he has done for the college.

Chairman Philpott informed the Board that he had appointed the Nominating Committee, which will be in charge of securing candidates for Chair and Vice-Chair of the Board of Trustees for the coming year. The committee members include Trustee Post (Chair), Trustee Crawford, Trustee Kirkman, Trustee Springle, and Trustee Kelly.

Adjournment

With no further business, Trustee Tatum made a motion to adjourn. Trustee Springle seconded the motion. The motion carried unanimously.



Board Minutes

*Board of Trustees, Special Called Meeting
July 18, 2024 | 12:00 PM ET*

Attendees

Board Members

- J. Bonardi
- J. Crawford
(Virtual)
- D. Jordan (Virtual)
- J. Kelly (Virtual)
- P. Kirkman
- C. Mann
- G. McAuley
- J. Pedley
- J. Philpott
- G. Springle
- B. Tatum
- T. Vorbeck
- J. Womack

Staff Members

- L. Chapman
- M. Brown
- M. Robertson
(Virtual)
- J. Matthews
- J. White
- K. Hoyle
- K. Short
- D. Goodson
- R. V. Hight
(Virtual)
- L. Whitaker

Absent Members

- J. Burgin
 - K. Howard
 - C. Post
-

Discussion

Chairman Philpott called the Board of Trustees meeting to order. Roll was taken, confirming a quorum. Chairman Philpott read the Ethics Statement and Mission Statement of the College. No conflicts of interest were noted.

During the Board meeting Chairman Philpott welcomed Chet Mann and Jerry Pedley as newly appointed trustees and Gladys McAuley on her reappointment to the Board.

The agenda and Board packet were presented on the computer to allow attendees to see the packet. Board members had received this earlier via email.

Closed Session Items

Trustee Springle made a motion to go into closed session pursuant to NCGS 143-318.11(a)(2) (agenda item a.) and (a)(3) (agenda item b.), the latter of which was regarding a Department of Labor complaint filed by Mr. Edward Nappi. Trustee McAuley seconded the motion. The motion carried. Trustee Tatum made a motion to go out of closed session and back into open session. Trustee Vorbeck seconded the motion. The motion carried. Upon returning to open session, Trustee Tatum made a motion to approve the recommendation of the president to award an honorary degree. Trustee Kirkman seconded the motion. The motion unanimously carried.

Contracts and MOU Items

1. TDA MOU Update

Dr. Chapman, VP Brown, and General Counsel White met with Wendy Bryan from the TDA to discuss their budget for this year. Wendy had created breakout lines specifically for the Civic Center. Wendy shared that the TDA budget had already been prepared for the year, making it difficult to completely restructure at this point, but that there were some options for adjusting marketing expenditures and shifting some allocations depending upon the year's receipts. Trustee Womack requested that the TDA MOU include objective performance measures. Trustee Tatum made a motion to approve the TDA to continue expending funds through September 30, 2024, for marketing the Dennis A. Wicker Civic & Conference Center through the Google Paid Search program while MOU negotiations between College and TDA staff continue. Trustee Tatum also directed College staff to take necessary actions to notify and/or sign written documentation authorizing the expenditures. Trustee Womack seconded the motion. The motion carried.

2. Food Vending RFP

Chairman Philpott called on General Counsel White for an update. General Counsel White discussed the College's experience with Carolina Food and Beverage, the current food vendor. General Counsel White then explained the RFP process the College used to procure new food vending machine services. Two vendors responded: Canteen and Girlswhovend. The evaluation criteria included prior experience, qualifications and experience of the contractor, quality and variety of product offerings, cost to students, and return to the college. As approved by the Board at the April retreat, the awarded contract will be for two years. The criteria results were shared with the Board. Trustee Kirkman made a motion to approve Canteen for the food vending services for the next two years and to authorize the administration to negotiate the best deal with them that will benefit the students and the college. Trustee Bonardi seconded the motion. The motion carried.

3. College Benefits Broker

Chairman Philpott called on General Counsel White for a report. It was brought to the administration's attention to evaluate the employee benefit options. Currently, employees have

an a la carte option to individually meet with representatives regarding life insurance, dental, vision, and 401K. The two options presented were to directly contract with Pierce, a trusted broker for the majority of community colleges in NC, or to conduct a benefits RFP process. Trustee Bonardi made a motion to authorize the College to conduct a benefits RFP process and bring the responses back to the Board for a decision. Trustee Tatum seconded the motion. The motion carried.

Policy Items

1. Title IX Policy

Chairman Philpott referred to General Counsel White regarding the Title IX Policy. General Counsel White indicated that new rules changes would likely be coming August 1, 2024. The Title IX 2024 rules changes necessitate a policy update, and flexibility is essential by shifting the bulk of Title IX details to procedures, given the fast-changing regulatory landscape; Campbell Shatley has recommended an updated policy and procedure to reflect these upcoming changes. General Counsel White stated that College staff, including himself, VP Brown, Dean Pearson (Student Title IX Coordinator), and Director Gonzalez (Employee Title IX Coordinator), will develop the College's Title IX procedures based off of the recommended procedures provided by Campbell Shatley as well as the Association of Title IX Administrators (ATIXA). Trustee Vorbeck made a motion to approve the policy and procedural changes as submitted for Title IX. Trustee Kirkman seconded the motion. The motion carried.

2. Use of Force Policy

Chairman Philpott called on General Counsel White regarding the Use of Force Policy. General Counsel White indicated that College staff reviewed the Sanford Police Department's Use of Force policy and adapted it for a college environment. General Counsel White also noted that the College's insurer requires a Use of Force policy to provide coverage for the actions of sworn officers employed by the College. Trustee Tatum made a motion to approve the submitted Use of Force Policy. Trustee Springle seconded the motion. The motion carried.

Miscellaneous Items

1. Library Facility & Joint-Use Discussion

Chairman Philpott indicated that the discussion about the library facility and joint-use was for information only. Dr. Chapman mentioned that Trustee Womack had brought to her attention earlier conversations about the College wanting a new library and a building for Lee Early College (LEC), as well as the Lee County library's interest in a new building, raising the possibility of a single joint-use library. She noted that while there is a joint-use library in Chatham County, the dynamics would be different for a Lee County joint-use library because

there is already an existing library in Lee County and because of control requirements related to accreditation standards. It was noted that, in the past, the county library team was not interested in a joint-use proposal under similar circumstances. With the purchase of the Moore Center, the college considered how to expand our library facilities and concluded that we could continue with the space we currently have. Therefore, the College staff is not requesting a new library or a building for LEC at the present time.

Adjournment

With no further business, Trustee Vorbeck made a motion to adjourn. Trustee Tatum seconded the motion. The motion carried.



BOARD OF TRUSTEES

Personnel Committee

Date of Meeting:

August 19, 2024

Committee Members: Chip Post, Vacant, Vacant

Consent Agenda Items

1. Approve Personnel Committee Meeting Minutes, May 2024
2. Receive Attrition and Turnover Report
3. Approve New Employees and Promotion/Position Changes

Full Board Agenda Items

4. Approve Policies: Human Resources Section

For Information Only

5. Soliciting Feedback for Transition from Employee Contracts to At-Will Employment
6. Update on Active DOL Complaint

1. Approve Personnel Committee Meeting Minutes, May 2024



Board Committee Minutes

Board of Trustees, Personnel Committee

May 20, 2024 | 9:00 AM ET

Attendees

Committee

Members

- J. Philpott
- B. Powell
- G. Morris (Virtual)

Staff Members

- L. Chapman
- M. Brown
- J. White
- L. Whitaker

Absent Members

- C. Post
-

Discussion

Consent Agenda

1. Approval of Personnel Committee Meeting Minutes, February 2024

Trustee Morris made the motion to approve the Personnel Committee Meeting Minutes from February 2024 as submitted. Chairman Philpott seconded the motion. The motion carried unanimously.

2. Receive Attrition and Turnover Report

Chairman Philpott made a motion to receive the Attrition and Turnover Report. Trustee Morris seconded the motion. The motion carried unanimously.

3. Approve New Employees and Promotion/Position Changes

Trustee Morris made a motion to Approve New Employees and Promotion/Position Changes. Chairman Philpott seconded the motion. The motion carried unanimously. Chairman Philpott made a motion to go into closed session pursuant to Statute 143-318.11(a)(6) to discuss a personnel matter. Trustee Morris seconded the motion. The motion carried unanimously. Chairman Philpott made a motion to go out of closed session. Trustee Morris seconded the motion. The motion carried unanimously.

Full Board

No agenda items.

For Information Only

No agenda items.

Adjournment

Trustee Morris made a motion to adjourn. Chairman Philpott seconded the motion. The motion carried unanimously.

2. Receive Attrition and Turnover Report

Attrition: Fourth Quarter (2023 - 2024)

| | |
|--|----|
| Resignations | 7 |
| Retirements | 3 |
| Deceased | 1 |
| Terminations | 0 |
| Non-Renewals | 7* |
| Total | 18 |
| *grant funding expired for two employees | |

Turnover: Third Quarter - Fiscal Year 2023 - 2024

| Division | Average # of employees | # employees separated |
|----------------------------------|------------------------|-----------------------|
| President's Office/Foundation | 7 | 0 |
| Onboarding & Academic Advising | 28 | 1 |
| Student Learning Division | 205 | 9 |
| Student Services Division | 45 | 4 |
| Administrative Services Division | 87 | 1 |
| Institutional Advancement | 5 | 0 |
| Workforce Development | 41 | 3 |
| Harnett Campus | 16 | 0 |
| Chatham Campus | 6 | 0 |
| College Wide Total | 440 | 18 |

Turnover Data:

- Quarter Turnover Rate: 4.09%
- Fiscal Year Turnover: 16.35%

3. Approve New Employees and Promotion/Position Changes

New Employees

1. Lindsey Tedder, Institutional Research Analyst, 05/07/2024
2. Britt Hunt, Nursing Instructor (12 Months), 05/10/2024
3. Regina Williams, CCR – Mathematics Specialist, 05/20/2024
4. Kimberly Stewart, Career Pathways Coordinator, 06/03/2024
5. J.Dwayne Garnett, Associate Director of Student Onboarding and Success, 06/03/2024
6. David McLeod, Security Officer (HMC), 06/03/2024
7. Derrick Washington, Security Officer (LMC), 06/03/2024
8. Doris “Faye” Stone, Facilities Coordinator (DAWCC), 06/24/2024
9. Abigayle Marsh, Records Assessment Specialist, 06/27/2024
10. Matthew Dilworth, Graduation Coordinator and Records Assessment Specialist, 06/27/2024

Promotion/Position Changes

1. Shelly Hodges – Nursing Instructor (12 Months) – 05/06/2024
2. Amy Whitmer – Adjunct Library Information Technology Instructor – 05/10/2024
3. De-Ven Atkinson – Academic Coach, TRiO Student Support Services – 05/13/2024
4. Blake Whitley – Lead Math Instructor – 05/13/2024
5. Kaan Ozmeral – Adjunct Math Instructor – 05/15/2024
6. Amy Nipper – Adjunct Biology Instructor – 05/15/2024
7. Jaime McLeod - Instructional Designer and Central Teaching & Learning Hub Co-Director – 05/17/2024
8. Nutan Varma – Career Pathways Coordinator (title change only) – 05/28/2024
9. Karmisha Hernandez – VUB Assistant Director – 06/01/2024
10. Sara Newcomb – Dean of Business and Applied Technologies – 06/03/2024
11. Thadd McElreath – Health and Fitness Science Department Chair – 06/03/2024
12. Alicia Surratt – Grants Accountant – 06/03/2024
13. Anthony Garner – Lead Electrical Systems Technology Instructor – 06/03/2024
14. Annie Bogan – Lead Administrative Specialist, Arts & STEM – 06/03/2024
15. Tara Gillis – Animal Facilities Manager – 06/05/2024
16. Gina Jones – EMS Administrative Assistant – 06/10/2024
17. Daniel Tomita – EMS Adjunct Instructor – 06/30/2024

4. Approve Policies: Human Resources Section

The policies found below are being presented for approval. College staff also request that all policies in the “Personnel/Benefits Section” of the current Policy and Procedure Manual be rescinded, as well as any other policies in contradiction with the below policies.

[3.1.1 – Equal Employment Opportunity](#)

[3.1.2 – Employment](#)

[3.1.3 – Employment Classifications and Working Hours](#)

[3.1.4 – Compensatory Time](#)

[3.1.5 – Re-employment of Retired Persons](#)
[3.1.6 – Employment of Relatives](#)
[3.1.7 – Salary Plan](#)
[3.1.8 - Professional Development](#)
[3.1.9 – President – Hiring and Duties](#)
[3.2.1 – Benefits](#)
[3.2.2 – Longevity Pay](#)
[3.2.3 – Employee Tuition Support Programs](#)
[3.2.4 – Leave](#)
[3.2.5 – Sick Leave](#)
[3.2.6 – Annual Leave](#)
[3.2.7 – Educational Leave](#)
[3.2.8 – Civil Leave](#)
[3.2.9 – Workers' Compensation Leave and Benefits](#)
[3.2.10 – Bonus Leave](#)
[3.2.11 – Adverse Weather/ Emergency Closings](#)
[3.2.12 – Voluntary Shared Leave](#)
[3.2.13 – FMLA](#)
[3.2.14 – Community Service Leave](#)
[3.2.15 – Military Leave](#)
[3.2.16 – Bereavement Leave](#)
[3.2.17 – Leave Without Pay](#)
[3.2.18 – Holidays](#)
[3.2.19 – Paid Parental Leave](#)
[3.2.20 – Personal Observance Leave](#)
[3.3.1 – Personnel Files](#)
[3.3.2 – Evaluations](#)
[3.3.3 – Code of Employee Conduct](#)
[3.3.4 – Discipline Action, Suspension, and Dismissal](#)
[3.3.5 – Contract Nonrenewal and Resignations](#)
[3.3.6 – Right of Appeal](#)
[3.3.7 – Discrimination and Harassment - N/A \(Already Passed @ Special Called Meeting on July 18, 2024\)](#)
[3.3.8 – Grievance](#)
[3.3.9 – Reduction in Force/Involuntary Leave without Pay](#)
[3.4.1 – Conflict of Interest - N/A \(Already Passed as Policy 1.4\)](#)
[3.4.2 – Employee Political Activity](#)
[3.4.3 – Weapons on Campus](#)
[3.4.4 – Alcohol and Drugs on Campus \(Supersedes current Temporary Policy - Use of Alcohol at Special Events\)](#)
[3.4.5 – Communicable Diseases and Occupational Exposure to Bloodborne Pathogens](#)
[3.4.6 – Academic Freedom](#)
[3.4.7 – Flexible Work Arrangements](#)
[3.4.8 – Secondary Employment](#)
[3.4.9 – Service Animals and other Animals on Campus](#)

5. Soliciting Feedback for Transition from Employee Contracts to At-Will Employment

Executive Leadership at CCCC is exploring the benefits and challenges associated with transitioning from a system utilizing employee contracts to an at-will employment system. This consideration is based on several key factors:

1. **Streamlined HR and Payroll Processes:** Moving to an at-will system is expected to reduce the significant administrative burden currently associated with managing employee contracts. The current system is seen as providing limited genuine protection to employees in comparison with the administrative challenges.
2. **Reduction in Legal Risks:** An at-will employment system may lower legal risks related to employment disputes and contract management.
3. **Enhanced Employee Protections:** The flexibility provided by an at-will system would allow for the development and implementation of policies and practices related to employee separation that enhance protections for employees.

Many North Carolina community colleges have undertaken a similar transition for these reasons. To ensure a comprehensive understanding of the potential impact and to gather valuable input, CCCC will conduct listening sessions to solicit employee feedback this fall. Additionally, discussions will be held with other community colleges in North Carolina that have already made this transition.

A recommendation, based on the gathered information and feedback, will be presented to the board at the regularly scheduled October meeting.

6. Update on Active DOL Complaint

The committee will go into closed session pursuant to NCGS 143- 318.11(a)(3) to discuss the status of an active DOL Complaint.



BOARD OF TRUSTEES

Finance Committee

Date of Meeting:

August 19, 2024

Committee Members: Jim Burgin (Chair), Jamie Kelly, Gordan Spingle

Consent Agenda Items

1. Approve Finance Committee Meeting Minutes, May 2024
2. Approve State Budget Report
3. Approve Lee County Budget Report
4. Approve Chatham County Budget Report
5. Approve Harnett County Budget Report
6. Approve Investment Asset Account Report
7. Approve Civic Center Budget Report
8. Approve for Good of School Budget Report
9. Approve Interim Budget Resolution
10. Approve President and Board Blanket Travel Authorization
11. Approve New Contract Review Process
12. Approve Tourism Development Authority MOU
13. Approve Modification to Certain Fees

Full Board Agenda Items

For Information Only

14. Contribution-Based Cap Legislation
15. State and County Budget Updates
16. Bookstore Update

1. Approve Finance Committee Meeting Minutes, May 2024



Board Committee Minutes

Board of Trustees, Finance Committee

May 20, 2024 | 12:00 PM ET

Attendees

Committee

Members

- J. Philpott
- G. Springle
- J. Burgin (Virtual)
- J. Kelly

Staff Members

- L. Chapman
- M. Brown
- J. White
- D. Goodson
- L. Whitaker

Absent Members

Discussion

Consent Agenda

- 1. Approve Finance Committee Meeting Minutes, February 2024**
- 2. Approve State Budget Report**
- 3. Approve Lee County Budget Report**
- 4. Approve Chatham County Budget Report**
- 5. Approve Harnett County Budget Report**
- 6. Approve Investment Asset Account Report**
- 7. Approve Civic Center Budget Report**
- 8. Approve for Good of School Budget Report**

There were no concerns with items 1- 8 on the Consent Agenda items. Trustee Springle made a motion to approve items 1- 8. Trustee Kelly seconded the motion. The motion carried unanimously.

Full Board

- 1. Approve 2024-2025 FY Fees (Proposed)**

General Counsel White gave an overview of the proposed 2024-2025 FY fees with Options A, B, and C. These options incorporated feedback from the trustee retreat. In all three options, the

Student Activity Fee for Summer was misrepresented as \$35.00; it should be \$5.00. Another change was the Professional Liability Insurance Fee, previously listed as \$20.00, which should be \$10.00, aligned with the insurance price. Administration recommends Option A, as it would provide the necessary funding for the college to advance in areas such as security, instruction, and modern technology for students. General Counsel White added that the State Board is considering increasing the Student Activity Fee max from \$35 to \$50, adjusted for inflation moving forward. Dr. Chapman noted that it had been a long time since any fee adjustments were made and that future adjustments would be brought to the Board as needed. Trustee Kelly made a motion to approve Option A. Trustee Springle seconded the motion. The motion carried unanimously. The recommendation will be presented to the Full Board for consideration and approval.

2. Approve TDA MOU

Based on the Board's recommendation, General Counsel White revised the old TDA MOU, retaining relevant language and updating it according to the Board's input. He also added standard legal language for CCCC's protection. This MOU is for one year. Trustee Kelly made a motion to present this TDA MOU to their Board. Trustee Springle seconded the motion. The recommendation will be presented to the Full Board for consideration and approval.

For Information Only

No agenda items.

Adjournment

Trustee Kelly made a motion to adjourn. Trustee Springle seconded the motion. The motion carried unanimously.

2. Approve State Budget Report -June 30, 2024

| CURRENT EXPENSE | ALLOTMENT FOR YEAR | EXPENDITURES THIS YEAR | BUDGET BALANCE | PERCENT OF BUDGET EXPENDED |
|---|-------------------------------|-----------------------------------|---------------------------|---|
| EXECUTIVE MANAGEMENT | \$ 1,433,145.00 | \$ 1,433,140.00 | \$ 5.00 | 100% |
| FINANCIAL SERVICES | 1,634,136.00 | 1,502,526.24 | \$ 131,609.76 | 92% |
| GENERAL ADMINISTRATION | 2,924,502.00 | 2,916,391.27 | \$ 8,110.73 | 100% |
| INFORMATION SYSTEMS | 1,419,310.00 | 1,419,306.86 | \$ 3.14 | 100% |
| INSTRUCTION - CURRICULUM | 19,995,316.00 | 19,399,391.83 | \$ 595,924.17 | 97% |
| INSTRUCTION - NON-CURRICULUM | 6,846,536.00 | 5,815,985.55 | \$ 1,030,550.45 | 85% |
| ACADEMIC SUPPORT | 6,322,287.00 | 6,027,595.21 | \$ 294,691.79 | 95% |
| STUDENT SUPPORT | 3,533,716.00 | 3,392,595.57 | \$ 141,120.43 | 96% |
| TOTAL CURRENT EXPENSE | \$ 44,108,948.00 | \$ 41,906,932.53 | \$ 2,202,015.47 | 95% |
| CAPITAL OUTLAY | | | | |
| EQUIPMENT | \$ 1,323,246.00 | \$ 204,794.44 | \$ 1,118,451.56 | 15% |
| 940 CAT/GRANT EQUIPMENT | 323,525.00 | 179,006.00 | 144,519.00 | 55% |
| 945 BIOBetter | 386,032.00 | - | 386,032.00 | 0% |
| BOOKS | 72,806.00 | 43,584.21 | 29,221.79 | 60% |
| TOTAL CAPITAL OUTLAY | \$ 2,105,609.00 | \$ 427,384.65 | \$ 1,678,224.35 | 20% |
| TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY | \$ 46,214,557.00 | \$ 42,334,317.18 | \$ 3,880,239.82 | 92% |

3. Approve Lee County Budget Report - June 30, 2024

| <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 | \$ 4,078,869.00 | \$ 3,483,055.00 | 595,814.00 | 85% |
| GENERAL ADMINISTRATION | 346,186.00 | 359,480.00 | (13,294.00) | 104% |
| TOTAL CURRENT EXPENSE | \$ 4,425,055.00 | \$ 3,842,535.00 | \$ 582,520.00 | 87% |
| | | | | |
| TOTAL CAPITAL OUTLAY | \$ 110,000.00 | \$ 642,658.00 | (\$ 532,658.00) | 584% |
| TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY | \$ 4,535,055.00 | \$ 4,485,193.00 | \$ 49,862.00 | 99% |

4. Approve Chatham County Budget Report - June 30, 2024

| <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 | \$ 1,224,275.00 | \$ 921,454.60 | \$ 302,820.40 | 75% |
| GENERAL ADMINISTRATION | 128,859.00 | 72,166.00 | \$ 56,693.00 | 56% |
| TOTAL CURRENT EXPENSE | \$ 1,353,134.00 | \$ 993,620.60 | \$ 359,513.40 | 73% |
| | | | | |
| TOTAL CAPITAL OUTLAY | \$ 86,500.00 | \$ 67,224.00 | \$ 19,276.00 | 78% |
| TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY | \$ 1,439,634.00 | \$ 1,060,844.60 | \$ 378,789.40 | 74% |

5. Approve Harnett County Budget Report - June 30, 2024

| <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 | \$ 1,280,067.00 | \$ 1,292,197.00 | (\$ 12,130.00) | 101% |
| GENERAL ADMINISTRATION | 66,973.00 | 72,202.97 | (5,229.97) | 108% |
| TOTAL CURRENT EXPENSE | \$ 1,347,040.00 | \$ 1,364,399.97 | (\$ 17,359.97) | 101% |
| | | | | |
| CAPITAL OUTLAY | \$ 130,000.00 | \$ 62,101.61 | \$ 67,898.39 | 48% |
| TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY | \$ 1,477,040.00 | \$ 1,426,501.58 | \$ 50,538.42 | 97% |

6. Approve Investment Asset Account Report - June 30, 2024

| | |
|----------------------------|-------------------------------|
| CPR CARDS | \$ 1,424.39 |
| DISTANCE ED FEE | 80,555.28 |
| LOST REVENUE | 41,320.90 |
| SELF-SUPPORTING | 11,183.20 |
| COMMUNITY SERV FEES | 105,649.40 |
| CONT ED ACTIVITY FEES | 5,429.42 |
| OVERHEAD RECEIPTS | 50,795.61 |
| ESTC RENTAL FUNDS | 74,938.85 |
| PITTSBORO RENTAL FUNDS | 6,136.79 |
| INDIRECT COST FUNDS GRANTS | 140,398.55 |
| PATRON FEES | 81,568.45 |
| ASSOCIATE NURSING | 36,495.91 |
| SMALL BUSINESS MISC | 7,003.01 |
| CLEARWIRE LEASE | 58,844.25 |
| BOOKSTORE | 895,399.83 |
| EMERGENCY LOAN FUNDS | 6,394.24 |
| LOCAL FUNDS | 149,910.04 |
| | <hr/> |
| | <u>\$ 1,753,448.12</u> |

7. Approve Civic Center Budget Report - June 30, 2024

REVENUES

| | |
|-------------------------------|---------------|
| MOTEL TAX | \$ 273,301.00 |
| LEE COUNTY CURRENT ALLOCATION | 64,930.00 |
| RENTAL INCOME | 204,771.96 |

TOTAL REVENUE

\$ 543,002.96

EXPENSES

| | |
|--------------------------------|---------------|
| SALARIES | \$ 295,909.30 |
| SOCIAL SECURITY | 20,830.11 |
| RETIREMENT | 39,360.14 |
| LONGEVITY | 2,407.10 |
| MEDICAL INSURANCE | 21,590.66 |
| OTHER INSURANCE | 272.16 |
| OTHER CONTRACTED SERVICES | 398.00 |
| Janitorial Services Agreements | 5,945.69 |
| Waste Removal/Recycling Svcs | 2,233.08 |
| Security Service Agreements | 900.00 |
| Pest Control Svcs Agreements | 1,100.00 |
| Custodial Supplies | 6,598.32 |
| Maintenance Supplies | 16,055.52 |
| Office Supplies | 2,913.64 |
| Other Supplies | 3,004.65 |
| REGISTRATION FEES | 250.00 |
| TELEPHONE | 1,628.52 |
| ISP Charges | 594.00 |
| Cell Phone | 594.59 |
| HEAT | 16,802.40 |
| WATER | 4,184.73 |
| ELECTRICITY | 85,555.72 |
| EQUIPMENT REPAIRS | 18,455.75 |
| FACILITIES REPAIRS | 22,375.81 |
| MAINT. Agreement | 14,205.06 |
| ADVERTISING | 834.57 |
| ELECTRONIC PROCESSING FEE | 2,962.66 |
| BANK SERVICE CHARGE | 2,725.27 |
| LANDSCAPING | 5,354.62 |
| OTHER CURRENT EXPENSE | 1,413.32 |
| PROPERTY INSURANCE | 11,441.41 |
| MEMBERSHIPS AND DUES | 192.00 |
| EQUIPMENT RENTAL | 6,646.01 |
| OTHER | (11.14) |

TOTAL EXPENSES

\$ 615,723.67

REVENUE OVER EXPENSES

\$ (72,720.71)

FUND BALANCE AS OF July 1, 2023

\$ 32,325.32

PLUS REVENUE OVER EXPENSES

(72,720.71)

FUND BALANCE AS OF June 30, 2024

\$ (40,395.39)

8. Approve for Good of School Budget Report, June 30, 2024

STUDENT RELATED

| | | |
|------------------------------|---------------------|-----------|
| ICR PROCESSING FEE | \$ | 1,933.16 |
| FACTS PROCESSING FEE | | 28,110.00 |
| TITLE IX | | 4,320.00 |
| STUDENT CULTURAL ENRICHMENT | | 4,951.86 |
| ADVISORY MEETINGS | | 1,706.99 |
| SCHOLARSHIP LUNCHEON | | 8,088.67 |
| GRADUATION | | 2,348.96 |
| OTHER INSURANCE | | 340.00 |
| OTHER | 1,411.82 | |
| TOTAL STUDENT RELATED | \$ 53,211.46 | |

PUBLIC RELATED

| | | |
|-----------------------------|---------------------|-----------|
| PUBLIC RELATIONS | \$ | 2,906.59 |
| FOUNDATION PUBLIC RELATIONS | | 561.36 |
| OTHER CONTRACTED SERVICES | | 140.00 |
| REGISTRATION FEES | | 3,429.96 |
| FOOD | | 10,035.53 |
| EMPLOYEE RET., FLOWERS | | 2,987.32 |
| BOARD OF TRUSTEE EXPENSES | | 3,274.60 |
| SACS/QEP EXPENSES | | 11,188.27 |
| ADVERTISING | | 370.00 |
| LEGAL SERVICES | | 693.00 |
| MEETINGS | | 158.42 |
| BANK SERVICE CHARGES | | 5,725.01 |
| OTHER CURRENT EXPENSES | 32,682.94 | |
| TOTAL PUBLIC RELATED | \$ 74,153.00 | |

GRAND TOTAL \$ 127,364.46

9. Interim Budget Resolution

In accordance with G.S. 115D-57, the President of Central Carolina Community College is hereby authorized, through interim provisions, to pay salaries and other ordinary expenses of the institution for the interval between the beginning of the 2024 fiscal year, which started July 1, 2024, and the eventual adoption of the college's budget resolution, which is anticipated to occur

at a future date during the 2024 fiscal year. All such interim provisions shall be charged to the proper allocations in the future budget resolution.

10. Approve President and Board Blanket Travel Authorization

We recommend the Board of Trustees approve the following blanket Travel Authorization for the president and the trustees for the new fiscal year.

The Central Carolina Community College Board of Trustees hereby grants the president and trustees blanket travel authorization for travel within the United States in the fulfillment of their college duties for the fiscal year 2024 - 2025. Authorization for out of-country travel requires the signature of the Chairman of the Board of Trustees. The Board further authorizes the president to sign travel requests and reimbursement forms on behalf of each trustee as needed.

11. Approve New Contract Review Process

The proposed contract review process is as follows:

1. Contracts for Goods, Services, & Construction/Maintenance (Less than \$5,000)
 - a. Contract Term Review - Senior Buyer
 - b. Authorized Signer - Director of Purchasing
2. Contracts for Goods, Services, & Construction/Maintenance (\$5,000 - \$28,999)
 - a. Contract Term Review - Director of Purchasing
 - b. Authorized Signer - Chief Financial Officer
3. Contracts for Goods, Services, & Construction/Maintenance (\$29,000 - \$499,999)
 - a. Contract Term Review - N/A - Contracting mechanisms are standardized by the State and include State-approved terms
 - b. Authorized Signer - Chief Financial Officer
4. Contracts for Goods, Services, & Construction/Maintenance (\$500,000 and More)
 - i. Contract Term Review - N/A - Contracting mechanisms are standardized by the State and include State-approved terms
 - ii. Authorized Signer - President after Board Approval
5. Special Cases
 - a. Departmental P-Card Transactions (\$5,000 or less) - Appropriate Executive Leader signs off on monthly reconciliations
 - b. Travel P-Card Transactions (\$25,000 or less) - Subject to prior authorization by appropriate Executive Leader.
 - c. Purchasing Department P-Card Transactions (\$5,001 - \$25,000) - Subject to same process as contracts in this range.
 - d. Customized Training Project (CTP) Contracts - Standardized College contract created by General Counsel and reviewed annually, signed by CTP Director and funded through external CTP review and approval processes.

- e. Leases - Reviewed by General Counsel, Signed by Chairman of Board of Trustees after Board Approval
- f. Clinical Affiliation Agreements - Reviewed by General Counsel, Signed by Chief Academic Officer
- g. Software, Intellectual Property, & High Risk Sectors - Reviewed by General Counsel, Signed by Chief Financial Officer
- h. MOUs/MOAs/Interagency/Grant Agreements - Reviewed by General Counsel, Signed by Relevant Executive Leader (no-cost) or Chief Financial Officer (cost)
- i. Contentious Issues/Term Negotiations - Conducted by General Counsel
- j. Certification Statements (e.g., Vaccine Certifications, Transcript Verifications) - Reviewed by General Counsel if necessary, Signed by Certifying Official
- k. Anything to be Signed by Board of Trustees - Signed by Chairman of Board of Trustees after Board Approval
- l. Contracts of Special Significance to Board (e.g., Vending) - Reviewed by General Counsel, Signed by President after Board Approval
- m. Other Agreements as Encountered - Authorize President to determine appropriate reviewer and/or authorized signer(s)

[See Exhibit A for the Contract Checklist.](#) This is a living document that will change over time.

12. Approve Tourism Development Authority MOU

[See Exhibit B.](#)

13. Approve Modification to Certain Fees

College staff were recently made aware of an increase to certain services tied to our fee tables. These fees are course-specific and need to be adjusted as follows:

| Commercial Driver License (CDL) Fees | | |
|---|-----------------|------------|
| Fee Type | Previous Amount | New Amount |
| DOT Physical | \$85 | \$95 |
| DOT Drug Screen | \$45 | \$50 |
| Breath Alcohol Testing (Initial) | \$25 | \$35 |
| Nursing Fees | | |
| RN SP25 ATI Fees | \$660 | \$740 |

| | | |
|------------------|-------|-------|
| RN SU25 ATI Fees | \$660 | \$740 |
| PN SP25 ATI Fees | \$700 | \$780 |
| PN SU25 ATI Fees | \$700 | \$780 |

14. Contribution-Based Cap Legislation

The State Treasurer, as part of his duties to manage the NC Total Retirement Plan, sends state agencies a monthly report detailing the legislation relating to the practice of “pension spiking”. The Chief Financial Officer is required to share these letters with the President of the College and the Board of Trustees. You may review these reports and letters here:

[August 2023](#)

[February 2024](#)

[September 2023](#)

[March 2024](#)

[October 2023](#)

[April 2024](#)

[November 2023](#)

[May 2024](#)

[December 2023](#)

[June 2024](#)

[January 2024](#)

The state’s retirement system has put caps on how much late-career salary increases can count towards pension calculations. These caps are intended to ensure that pension benefits more accurately reflect an employee's career-long earnings and contributions, thus protecting the financial stability of the retirement system.

The monthly report lists individuals who are likely to require an additional contribution should they retire in the next 12 months. For employees initially hired before January 1, 2015, the college would be responsible for any payments required to make up the difference between amounts paid in and benefits owed. Employees hired after that date are required to make up the difference themselves or accept a lower retirement payment. All of CCC’s employees listed were initially hired before January 1, 2015.

15. State and County Budget Updates

Central Carolina Community College
County Budgets
FY 2024-2025

Chatham County

| | Received 23-24 | Request 24-25 | Approved 24-25 | Variance | Variance % |
|---------|-----------------------|----------------------|-----------------------|-----------------|-------------------|
| Current | \$1,337,190 | \$1,471,633 | \$1,471,633 | | 100% |
| Capital | \$86,500 | \$200,000 | \$200,000 | | 100% |
| Promise | \$260,000 | \$260,000 | \$260,000 | | 100% |
| SBC | \$26,750 | \$46,000 | \$46,000 | | 100% |
| | \$1,710,440 | \$1,977,633 | \$1,977,633 | | 100% |

Harnett County

| | Received 23-24 | Request 24-25 | Approved 24-25 | Variance | Variance % |
|---------|-----------------------|----------------------|-----------------------|-------------------|-------------------|
| Current | \$1,438,075 | \$1,602,464 | \$1,438,075 | -\$164,389 | 90% |
| Capital | \$130,000 | \$150,000 | \$130,000 | -\$20,000 | 87% |
| Promise | \$250,000 | \$250,000 | \$250,000 | | 100% |
| | \$1,818,075 | \$2,002,464 | \$1,818,075 | -\$184,389 | 91% |

Lee County

| | Received 23-24 | Request 24-25 | Approved 24-25 | Variance | Variance % |
|------------|-----------------------|----------------------|-----------------------|------------------|-------------------|
| Current | \$4,432,305 | \$4,542,227 | \$4,518,745 | -\$23,482 | 99% |
| Capital | \$110,000 | \$200,000 | \$150,000 | -\$50,000 | 75% |
| Promise | \$250,000 | \$250,000 | \$250,000 | | 100% |
| CC Revenue | \$64,930 | \$64,930 | \$64,930 | | 100% |
| Motel Tax | \$273,301 | \$290,000 | \$290,000 | | 100% |
| | \$5,130,536 | \$5,347,157 | \$5,273,675 | -\$73,482 | 99% |

16. Bookstore Contract and Update

While the College has enjoyed a longstanding relationship with Follett, concerns have arisen regarding service levels, administrative processes, and communications around financial matters. The most worrying issues relate to (a) Follett's failure to pay \$84,467.83 in commissions owed to the College and accrued since July 2023 and (b) a letter sent by Follett alleging that the College is in breach of its financial commitments, with Follett alleging \$26,834.38 in past due amounts, while College records indicate that only \$3,036.94 should be due after applying an outstanding credit, chargeoffs for inappropriately charged items, and direct billing balances to be paid by the high schools. This letter also states that Follett suspended bookstore services to our students and that it will accrue interest on the outstanding balance until the College has settled its accounts.

Of additional concern is (a) that Follett is not availing itself of its contractually specified remedy of deducting amounts owed by the College from commissions Follett owes to the College, (b) that Follett appears to be in financial distress and/or having cash flow issues, as expressly evidenced by its own admission in its letter and by a recent lawsuit against Follett for roughly \$9 million in outstanding royalty fees owed to Norton Publishing (since dismissed), and (c) that Follett has experienced difficulties stocking certain texts in our store because of their credit issues with suppliers. While the meeting on August 6 alleviated some of the College staff's immediate concerns about the adverse action described in the letter, the systemic issues remain a problem. As of August 8, 2024, the College staff is planning to take the following action:

1. Issue a written response to Follett that:
 - a. Acknowledges an outstanding balance of \$3,036.94 and that Follett's local and regional management team are in agreement that this is the balance due after adjusting for credits, direct billings, and chargeoffs,
 - b. Informs Follett that a check for \$3,036.94 has been issued to Follett's local management team in satisfaction of the balance due and requests that Follett take all actions necessary to ensure that bookstore services remain available to the students and that all accrued interest be canceled,
 - c. Alleges that Follett has breached its contractual obligations to the College by failing to provide College staff with previously requested financial documentation in a timely manner and by failing to pay commissions on a monthly basis, and
 - d. Encourages Follett to act as a good faith partner in the future by (i) availing themselves of the contractual remedy of deducting amounts the College owes from commissions owed to the College and (ii) providing us more timely notice before taking or threatening to take such drastic measures as shutting down bookstore services for students two weeks before classes are set to begin.

2. Meet with Follett staff to discuss the resolution and reconciliation of future financial obligations, including the current (not past due) amounts owed by each of the parties.
3. Conduct research to determine if an alternative arrangement regarding bookstore services would better serve the needs of the College and its students, employees, and community.
[See Exhibit C for a copy of the current contract.](#)



BOARD OF TRUSTEES

Building and Grounds Committee

Date of Meeting:

August 19, 2024

Committee Members: Jim Womack (Chair), Bill Tatum, John Bonardi

Consent Agenda Items

1. Approve Building & Ground Committee Meeting Minutes, May 2024
2. Moore Center: Allocate Funds for Upfit of Soft Landing Space
3. Chatham Library: Joint Use Agreement Approval
4. Approve Drone Policy

Full Board Agenda Items

For Information Only

5. Building and Grounds Updates
6. Security Update

1. Approve Building & Ground Committee Meeting Minutes, May 2024



Board Committee Minutes

Board of Trustees, Building & Grounds
May 20, 2024 | 10:30 AM ET

Attendees

Committee

Members

- J. Philpott
- J. Bonardi
- B. Tatum
- J. Womack

Staff Members

- L. Chapman
- J. Matthews
- M. Brown
- J. White
- L. Whitaker

Absent Members

Discussion

Consent Agenda

Consent Agenda Trustee Bonardi made a motion to approve the Consent Agenda. Trustee Tatum seconded the motion.

1. Approve Building & Grounds Committee Meeting Minutes, February 2024

Trustee Tatum made a motion to approve the Building & Grounds Committee Meeting Minutes, February, 2024 as submitted. Trustee Bonardi seconded the motion. The motion carried unanimously.

2. Approve 2024-2025 Facility Master Plan Update

Trustee Womack suggested that the Moore Center and its images be incorporated into the Facility Master Plan. Additionally, he recommended adding schematics of the various college sites under the county headings to help identify their locations. This would provide a vital visual element to the plan. Chairman Philpott added that the Facility Master Plan is a living document that needs to be reviewed annually and that incorporating these additions would be beneficial. Trustee Bonardi made a motion to approve the 2024-2025 Facility Master Plan update. Trustee Tatum seconded the motion. The motion carried unanimously.

Full Board

1. Approve Form 3-1 Amendment for Harnett Main Campus – Fire Training Tower Project

Trustee Womack called on Provost Matthews for an overview. He informed the committee that this project was initiated by the Harnett County Fire Chiefs, who have been involved throughout the entire process. The project will be positioned on the back corner of the property and accessed through the existing driveway. A perimeter fence will be constructed to ensure no one can walk onto the property. Due to the distance from the Etheridge Building, an educational training distraction is not anticipated, so there is no need for a visual barrier. All training will be conducted through CCCC's Continuing Education. Provost Matthews spoke with the Town of Lillington's Planning Department to ensure they had no issues. They indicated that it is a training facility and should be on the college campus. This project was fully funded through an OSBM Directed Grant. Trustee Tatum made a motion to approve Form 3-1 Amendment for Harnett Main Campus – Fire Training Tower Project. Trustee Bonardi seconded the motion. The motion carried unanimously. The recommendation will be presented to the Full Board for consideration and approval.

2. Approve Lucier Hall Building Lease

Trustee Womack called on Provost Matthews, who in turn asked General Counsel White to share an update. General Counsel White informed the committee that Chatham County approached the College with a lease for Lucier Hall after conducting an inventory of their properties. Chairman Philpott noted that the \$1.00 payment is very standard for a lease like this. We would be responsible for the upkeep and maintenance of the building. Provost Hall and General Counsel White have both reviewed the lease. The Chatham County Board of Commissioners' legal counsel has also reviewed the lease. The lease will be executed once approved by the CCCC Board of Trustees. Trustee Tatum made a motion to approve the Lucier Hall Building Lease. Trustee Bonardi seconded the motion. The motion carried unanimously. The recommendation will be presented to the Full Board for consideration and approval.

3. Approve Temporary Construction Easement for City of Sanford

Trustee Womack called on Provost Matthews, who reported that in April 2023 the Board approved a request from the City of Sanford for a utility easement at 5910 Clyde Rhyne Drive. The contractor has since indicated that they cannot complete the work without damaging items in the right-of-way or otherwise impeding traffic in the park. They have requested permission to bring their equipment onto the corner of our property near the sign. They need to conduct bore pit drilling from that angle. This request is temporary and will not render the property permanently unusable; they are simply positioning their trucks to achieve the correct angle for drilling. Provost Matthews and Physical Plant Manager Measamer inspected the site and found

that the requested area is not currently used by us. The contractor is obligated to repair the area once they remove their equipment. The work is expected to take 2-3 weeks, depending on the weather. Physical Plant Manager Measamer will periodically check to ensure no damage is done to the property or the sign. Trustee Tatum made a motion to approve the Temporary Construction Easement at 5825 Clyde Rhyne Drive. Trustee Bonardi seconded the motion. The motion carried unanimously. The recommendation will be presented to the Full Board for consideration and approval.

For Information Only

1. Updates on Building & Grounds Items:

Moore Center – Bioprocessing Building Renovation – the design development phase is complete. The upcoming meeting with industry partners related to Moore Center Phase 1 Schematic Design is scheduled for Thursday, June 6, 2024 at 2:30 pm in the CDL Training Building at the Moore Center.

Lee Main Campus - Lett Hall Chiller Replacement – we have received bids and anticipate contracting with a vendor this week. There is a 16-week lead time on equipment. The college will relocate employees and classes if necessary.

Emergency Services Training Center – Driving Track Repair - Specific portions of the track were milled and repaved by a contractor selected via a competitive bid process. Next year, we will submit Capital Improvement Project proposals to Lee County for phased repaving of the entire driving track.

Harnett Main Campus – Miriello Building HVAC Replacement – the mechanical engineering firm Dewberry Engineers will perform analytical work needed to develop specifications for the HVAC systems replacement in the Miriello Building.

Adjournment

Trustee Tatum made a motion to adjourn. Trustee Bonardi seconded the motion. The motion carried unanimously.

2. Approve Moore Center Funds for Upfit of Soft Landing Space

College leaders recently engaged in discussions with an emerging industry in Lee County to lease vacant office areas at the Moore Center (not included in Phase 1) as a soft landing space. This industry is considering three different office lease options in/around Sanford, including the Moore Center. The college would use a portion of operating and/or capital funds appropriated by Lee County to cosmetically renovate this area and then recoup the renovation cost via rental fees. The industry partner wishes to begin using the space in early 2025 and intends to remain there for up to one year while their manufacturing facility is constructed. At the end of the rental period, the space could then be available to another relocating or emerging industry with similar needs. The College staff is currently working on renovation scope of work project estimates and licensing agreement terms.

3. Approve Chatham Library: Joint Use Agreement

The Chatham Joint-Use Library Advisory Committee, which consists of College and County Library staff members, reviewed the Library Inter-Institutional Agreement governing the joint use of the Chatham Library, Pittsboro Branch. Substantive changes to the agreement include:

- Streamlined, *ex officio* representation for both the College and the County on the Advisory Committee; 4-3 County-College representation structure preserved
 - County Representation: Library Branch Manager, Director of Libraries, County Manager's Designee, and Chatham Community Library's Reference and Instructional Librarian/Liaison
 - Central Carolina Community Library: Director of Learning Resources, Chatham Campus Provost, and Vice-President of Student Services
- Review frequency increased to every odd-numbered year rather than every three (3) years
- Defined maintenance and custodial service levels as those defined in the College's maintenance and custodial guidelines
- College given the right to access the library during regular business hours or in the event of an emergency without notice
- Extends College security coverage and authority in and around the facility; allows the College to provide security services within the scope of security's regular activities at the request of library personnel
- Implements a cooperative arrangement when resolving legal issues while preserving the ability for both the County and the College to respond to emergency situations
- Shifts the term arrangement from perpetuity to automatically renewing one-year terms
- Allows for written amendments instead of new agreements in the future
- Explicitly requires both the County and the College to carry insurance

[See Exhibit D for the entire agreement.](#)

4. Approve Drone Policy

[See Exhibit E for the Drone Policy.](#) Relevant College staff, including the VP of Student Services, Chatham and Harnett County Provosts, General Counsel, Security, and End Users are developing procedures in furtherance of the policy. Procurement and hiring procedures will also be developed in tandem to support acquisition of drones and the development of a talent pool who are qualified drone pilots.

5. Building and Grounds Updates

Moore Center – Bioprocessing Building Renovation

RS&H delivered construction documents to the college on July 19. A team of college staff engaged in a page turn review during the week of July 22 to identify and address any concerns prior to communicating approval to the State Construction Office. Upon approval by SCO, contractor bids will be solicited.

Moore Center – Main Building Renovation – Phase 1

A contract document for Design Services was tendered to Hobbs Architects during the week of July 15. Schematic design work will formally begin upon ratification by both parties the week of July 22. The first of a series of requirements gathering meetings with Hobbs Architects and local manufacturing sector representatives was held on June 6. An advertisement for Construction Manager At Risk (CMR) proposals was posted on the state's Electronic Vendor Portal on August 1st. Proposals are due August 30th and finalists will be selected for face-to-face interviews at a later date.

Lee Main Campus – Lett Hall Chiller Replacement

The 25-ton chiller system that supports Lett Hall is scheduled for replacement in September. Upon reviewing three competing bids, College staff awarded Hoffman Mechanical Solutions the contract and equipment was ordered on June 6. Hoffman's bid of \$79,223.87 represents a significantly lower price than originally estimated (\$95,000). College leaders will temporarily relocate a small number of scheduled classes and employees until the installation is complete.

Harnett Main Campus – Fire Training Tower

This project was formally approved by the State Board of Community Colleges during its July 19 meeting. College staff will now seek approval from the State Construction Office to advertise for Design-Build Services in support of this project.

Harnett Main Campus – Miriello Building HVAC Replacement

Dewberry Engineers performed a mechanical systems analysis to provide a detailed scope of work for the replacement of three existing 20-ton systems. The replacement equipment specifications will provide us with heating, cooling, and dehumidification performance characteristics appropriate for each zone. College staff will be soliciting bids in early August

with the goal of completing installation in November. Currently, the three existing systems are functioning, albeit not robustly during periods of extreme heat.

Fire and EMS Training Facility - Tillis CDS

The Congressionally Directed Spending (CDS) request which Senator Tillis submitted on CCCC's behalf was included in the Senate Appropriations Committee legislation which has passed the Appropriations Committee. This request is for \$5.8M for the construction of a dedicated Fire and EMS training facility at CCCC's Emergency Services Training Center (ESTC). The building will include 3 classrooms (EMS/EMT, Firefighting, Flex space), an EMS/EMT lab and bays for housing the college's fire trucks and ambulances. While Senator Tillis' office cannot make guarantees, they currently expect that the project will be included and funded in the final appropriations law.

6. Security Updates

Implementation of In-House Security Department

Starting June 1, 2024, the College successfully implemented an in-house security department. The department now comprises:

- Director of Security
- Assistant Director of Security
- Lead Security Officer in Chatham
- Lead Security Officer in Harnett
- Full-time Officer in Harnett
- Full-time Officer in Lee
- 23 part-time officers for all three counties and shifts

Purchase orders for uniform shirts and name badges for the new staff members have been processed and are expected to arrive soon. Once these items are received, staff pictures and short bios will be taken and posted across campus before the start of the Fall 2024 semester.

Active Shooter Drill/Tabletop Exercise

In May, Security hosted and sponsored an Active Shooter Drill/Tabletop Exercise with the Pittsboro Police Department and the Chatham County Sheriff's Office. The event was well-attended, and feedback from College participants was overwhelmingly positive. Additionally, the VP of Student Services, Security Director, and Assistant Director attended a webinar on Title IX and Clery Act Reporting Obligations.

Enhancements to Campus Surveillance

Following recommendations from the College Security Committee and a Law Enforcement Audit of the campus security infrastructure, the Security Department placed an order for nine new surveillance cameras. These cameras will address campus blind spots and non-covered areas, enhancing overall security coverage.

Campus Drone Policy Revisions

The Security Director and the VP of Student Services have been working closely with the College's General Counsel to revise the Campus Drone Policy. This revision aims to ensure that the use of drone technology does not compromise campus safety while allowing the College to monitor its appropriate use.

Ongoing Security Coverage

Security continues its ongoing work providing special coverage at campus graduation ceremonies and weekend/evening events, ensuring the safety and security of all participants.



BOARD OF TRUSTEES

Programs Committee

Date of Meeting:

August 19, 2024

Committee Members: Jim Crawford (Chair), Karen Howard, Derrick Jordan

Consent Agenda Items

1. Approve Programs Committee Meeting Minutes, May 2024

Full Board Agenda Items

For Information Only

2. Career Community Updates
3. Center for Organizational Excellence Updates
4. College and Career Readiness Updates
5. Student Learning Division Updates
6. Small Business Center Updates
7. Customized Training Updates

1. Approve Programs Committee Meeting Minutes, May 2024



Board Committee Minutes

*Board of Trustees, Programs Committee
May 20, 2024 | 1:30 PM ET*

Attendees

Committee

Members

- J. Philpott
- D. Jordan (Virtual)
- J. Crawford (Virtual)
- K. Howard (Virtual)

Staff Members

- L. Chapman
- K. Short
- M. Brown
- J. White
- L. Whitaker

Absent Members

Discussion

Consent Agenda

1. Approve Programs Committee Meeting Minutes, February, 2024

Trustee Jordan made a motion to approve the Program Committee Meeting Minutes, February 2024 as submitted. Trustee Howard seconded the motion. This motion carried unanimously.

2. Curriculum Review Committee Actions (Curriculum)

- Program Approvals
- Program Modifications
- Program Removals
- Course Modifications

Trustee Crawford called on VP Short to walk through the Curriculum Review Program Actions. VP Short gave an overview of all of the Curriculum Review Committee Actions. Trustee Jordan made a motion to approve the Curriculum Review Committee Actions. Trustee Howard seconded the motion. The motion carried unanimously.

Full Board

No agenda items.

For Information Only

1. Center for Organizational Excellence Updates (Curriculum)

VP Short thanked Chairman Philpott for being a part of the PROPEL graduation. She added that the Career Carnival, planned by PROPEL program participants was a success.

2. Career Community Updates

VP Short informed the Board that the nursing program has submitted an application and received approval to start the accreditation process with the Accreditation Commission for Education in Nursing (ACEN). Starting Fall of 2024 CCCC will offer the Elementary Education Licensure Certificate. The STEM career community hosted a solar eclipse viewing party at all three main campuses with more than 100 students, faculty, staff and community members that attended.

3. Workforce Continuing Education Updates (Continuing Education)

In the absence of VP Robertson, Dr. Chapman highlighted the CDL program's success, noting that there were 12 graduates in April with a total of over 70 graduates to date. The Maintenance Fundamentals Level I program is being connected to curriculum so students do not lose any credit. The Industry Training Lab has been established at the Moore Center, equipped with exceptional equipment developed with input from our industry partners. Forklift training continues to be offered at the Moore Center. Additionally, in entrepreneurship development with RISE and SPARK, we have been involved in numerous small business opportunities. Under customized training, please note the number of active projects, new projects, and the companies supported.

Adjournment

Chairman Philpott made a motion to adjourn. Trustee Howard seconded the motion. The motion carried unanimously.

Student Learning

2. Student Learning Updates

Leadership Positions

- Megan Burgess transitioned to the role of executive director of secondary partnerships effective August 1, 2024. Megan joined CCCC as a career coach in Harnett County in 2016 and also served as the lead career coach in Lee County and Title III project director prior to being selected for this position.
- Megan replaces Dr. Sara Newcomb, who was selected to serve as the dean of business and applied technologies following the transition of Dr. Drew Goodson to associate vice president and chief financial officer. Sara started her service as dean on June 3.

Artificial Intelligence Focus Groups and Forums

- CCCC is working with the Center for Community College Student Engagement at the University of Texas at Austin to host a series of focus groups for faculty and students to learn more about their perspectives and experiences with artificial intelligence. Following the virtual focus groups, CCCSE will conduct an in-person forum on October 10 to report the results of the focus groups and to facilitate the creation of procedures related to AI at CCCC.

3. College and Career Readiness Updates

- During program year 2023-2024, 51.4% of students served in Basic Skills made a measurable skills gain, surpassing the state target of 43.6%.
- The number of students who exited Basic Skills and subsequently enrolled in postsecondary education more than doubled during program year 2023-2024.
- One hundred twenty-seven students earned their secondary credential (high school equivalency or adult high school diploma) in program year 2023-2024.

4. Center for Organizational Excellence Updates

- New Faculty Orientation for full-time faculty hired after January 2024 was held August 6 and 7. During these two days, faculty learned about working with high school populations, active and experiential learning, and using artificial intelligence in instruction. They will engage in monthly meetings the second Friday of each month for the academic year.
- Adjunct Night was held on August 12, 2024. During this session, part-time faculty learned about establishing expectations, AI tools in Blackboard, and working with adult learners.

- Over 300 faculty have completed a 10-hour training on Blackboard Ultra in preparation for transitioning to the new learning management system.
- Deana St. Peter is serving as project lead for the implementation of CourseDog course scheduling and online catalog software. CourseDog is expected to be fully operational by March 2025.
- Department chairs attended Quality Matters training to learn about best practices in online, hybrid, and blended course design. A second training was held July 25 for leads, administrators, and faculty.
- To support our participation in the University of North Carolina at Chapel Hill's WorldView program, Heather Singmaster from Digital Promise led a two-day workshop for CTE faculty interested in globalizing their curricula.
- The 2024 department chair summit was held June 13, 2024 at the Dennis A. Wicker Civic and Conference Center with sessions on program learning outcomes and conflict management, as well as time to connect and re-energize together.

5. Career Community Updates

Applied Technologies

- The Career and College Promise certificate in Advanced Manufacturing will be offered to students in Siler City starting Fall 2024. Currently, 14 students are enrolled.
- BioWork will be offered as a dual enrollment pathway for the first time in Fall 2024 at Lee Main Campus. Currently, 12 students from Lee and Harnett counties are enrolled.
- Transportation Technology department chair Craig Ciliberto and faculty member Wayne Cole attended a three-day training on electric vehicles in Minneapolis, Minnesota in July. This training will support new courses on EV technology in the Automotive Systems Technology department.

Health Sciences

- The Dental Assisting department will lead a task force with North Carolina dental assisting educators across the state. After the annual association meeting in June, department chair Vicky Wesner offered to organize a task force to address issues such as recently lowered coronal polishing requirements, adding higher level skills that could only be taught at community college dental assisting programs, and possible high school training for dental assistants much like CNA training.
- Two spring graduates from the Health Information Technology program are part of the Duke Apprenticeship program and recently passed their Registered Health Information Technician exam. They will be offered full-time jobs as inpatient medical coders with Duke.
- All 42 2024 Associate Degree Nursing graduates have taken the NCLEX with a 98% first-time pass rate.

- The Associate Degree Nursing program is expanding to the Chatham Health Sciences Center with the first cohort starting this fall. While renovations are ongoing at CHSC, classes will be held at Lee Main Campus, with the transition to Chatham County expected in January 2025.
- The Physical Therapist Assistant program will start its first cohort of 18 students this fall.
- Veterinary Medical Technology program faculty successfully hosted the annual spring conference for the North Carolina Association of Veterinary Technicians. The conference sold out for the first time in the history of the organization, and the keynote speaker, Walter Brown, is nationally known as a leading voice for technicians in the US and Canada.
- The Veterinary Medical Technology program has finalized an articulation agreement with Appalachian State University whereby AAS graduates can transfer up to 67 hours of credit into the Veterinary Technology program to complete their baccalaureate degree.

Professional Services

- The Education Department will welcome the first cohort of students in the Residency Licensure Program in August.

Science, Technology, Engineering, and Mathematics

- Three STEM students were awarded Goodnight Transfer Scholarships to attend North Carolina State University in the fall: Jaelyn Comellas (AS) of Chatham County and Joshua Kennedy (AS and AE) and Aurelia Meyer (AS) of Lee County. These three CCCC graduates will receive full-tuition scholarships and will engage in a comprehensive student development program designed to develop leaders in STEM and STEM education fields.

Workforce

6. Small Business Center - 2023-2024 Program Report

The NC Community Colleges Small Business Center Network (SBCN) is the state's largest state-supported small business assistance initiative. Started in 1984 with the funding of eight small business centers by the North Carolina General Assembly, by 1995 at least one Small Business Center was established at each of the 58 community colleges. Currently, the Network has 60 sites throughout the state with Centers conveniently located within a 30-minute drive of every North Carolinian. At the core of its vision, the Small Business Center Network is positioned to focus on entrepreneurship, small business and economic development with an emphasis on assisting start-ups, early stage, and businesses seeking disaster assistance or seeking to stabilize. The unique structure allows ease of access and unparalleled knowledge of and linkages within local communities. SBCs collaborate with Federal, State and local entities to help business owners get the most current information needed to start and successfully operate

their enterprises. Potential or existing small business owners can take advantage of high quality, readily accessible assistance that includes:

- Free, confidential one-on-one business counseling services
- Resource and referral information for a variety of business needs

High-impact seminars and classes available free of charge or for a minimal registration fee

Impact

In 2023 – 2024, Central Carolina Community College’s Small Business Centers in Chatham, Lee, and Harnett counties expended \$205,738 on SBC activities including 96 entrepreneurship events supporting 1,830 attendees. The Small Business Center staff provided approximately 644 hours of counseling services to small business clients and supported 23 new business startups.

| Business Starts | Jobs Created | Jobs Retained | Clients | Counseling Hours |
|-----------------|--------------|---------------|---------|------------------|
| 23 | 76 | 37 | 113 | 644.25 |

Points of Excellence

Lee County - Gather NC: a retail store founded by Cheryl Crist, opened its doors on November 6, 2023. The store features an impressive collection of locally made and sourced goods, showcasing the craftsmanship and creativity of North Carolina artisans. The successful launch of Gather NC is a testament to the invaluable support and guidance provided by the Central Carolina Community College’s Small Business Center (SBC).

The Central Carolina Community College Small Business Center played a crucial role in assisting Cheryl Crist in the journey to establish Gather NC. The SBC provided extensive business training and counseling that were instrumental in transforming Crist's vision into a viable business.

Key aspects of the SBC's involvement included:

- **Business Plan Assistance:** The SBC helped Crist create a comprehensive business plan that detailed her vision, market analysis, marketing strategies, financial projections, and operational plans.
- **Startup Budgets and Cost Analysis:** The SBC guided Crist through the development of realistic startup budgets and performed detailed cost analyses to ensure financial feasibility.
- **Research Conducted:** The SBC assisted Crist in conducting market research to identify potential customer bases, competitive landscape, and supplier options.

- **Referrals and Networking:** Through the SBC, Crist was introduced to a network of local business experts, fellow entrepreneurs, and key stakeholders that provided invaluable advice and resources.
- **Grant Programs:** Crist's participation in the RISE program, facilitated by the SBC, led to her winning a \$5,000 startup grant, which provided essential initial funding for Gather NC

The impact of the SBC's involvement in the success of Gather NC is evident in the store's successful launch and growing customer base. Cheryl Crist herself has expressed profound gratitude for the support she received. Her testimonial highlights the transformative effect of the SBC's guidance: "My participation was a game-changer in more ways than one. It helped me delve deep into creating a solid business plan, kept me on track, and introduced me to a network of experts and fellow entrepreneurs. The training and counseling I received were instrumental in bringing Gather NC to life."

Chatham County - Downtown Pittsboro Business Academy: In May of 2024, the Downtown Pittsboro Business Academy (DPBA) opened with its first offering, almost 2 years after its inception. This initiative, a collaboration between the Town of Pittsboro and the Central Carolina Community College Small Business Center, has successfully provided essential support and resources to local small business owners and aspiring entrepreneurs. The Downtown Pittsboro Business Academy was created with a vision to foster a vibrant and thriving business community. Its diverse curriculum, tailored to address the specific needs of entrepreneurs, has equipped participants with the knowledge and skills necessary to navigate today's competitive market landscape successfully. The workshop series, which served as the cornerstone of the academy, covered critical aspects of business development, management and consumer psychology.

While helping PDAB with a Town Business Startup Packet, Phillip presented the idea that the SBC could offer customized training to the Town's businesses if the Town of Pittsboro would back the program financially. He received the initial "greenlight" and began meeting with local business owners; formally and informally, to determine what kind of information and types of training would be needed and appreciated. As someone who has grown up in a family business he was aware of the challenges in getting businesses owners to attend anything not directly related to their own enterprise. After months of back and forth with the Town, The Downtown Pittsboro Business Academy was created and funds to run the program got voted into the Town's yearly budget. To date, the Town of Pittsboro has committed \$5000 annually to The Downtown Pittsboro Business Academy. At the conclusion of the first cohort (below) the Academy has educated 67 participants and has already contributed to the launch of a new brick and mortar business that will create 2 full-time jobs and 2 part-time jobs.

7. Customized Training Program Update

The Customized Training Program supports the economic development efforts of the State by providing education, training and support services for eligible new, expanding and existing

business and industry in North Carolina (G.S. 115D-5.1) through its network of 58 community colleges, serving all 100 counties of the state. The program goal is to foster and support three key aspects of a company's well-being: Job Growth, Technology Investment and Productivity Enhancement.

The program was developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

Those businesses and industries eligible for support through the Customized Training Program include Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to US military installations located in North Carolina.

In order to receive assistance, eligible businesses and industries must demonstrate two or more of the following criteria:

- The business is making an appreciable capital investment;
- The business is deploying new technology;
- The business is creating jobs, expanding an existing workforce, or enhancing the productivity and profitability of the operations within the State; and
- The skills of the workers will be enhanced by the assistance.

Resources may support training assessment, instructional design, instructional costs, and training delivery for personnel involved in the direct production of goods and services. Production and technology support positions are also eligible for training support.

Impact

Central Carolina Community College's Customized Training Program managed nine (9) active projects with a total value of \$2,283,884 to support training and Industry Services administration.

- FY 2023-2024 Total Expenditures were \$1,359,195 (includes all training expenses for 13 companies, project management and lab equipment to meet new skilled training needs in Siler City.)
- Caterpillar's and Pfizer's Training Projects closed June 30, 2024 successfully by providing enhanced skill sets to their workforce and Industry satisfaction.

There are eight (8) potential new projects in the pipeline representing three (3) businesses in Chatham County, one (1) business in Harnett County, and four (4) businesses in Lee County.

Activity Details

Projects under Purpose Code 361

| Company/ Industry | | County |
|--------------------------------|--------------------------------|---------|
| Armtec Defense Technologies | Countermeasures Products | Harnett |
| Bharat Forge Aluminum USA, INC | Automotive Aluminum Components | Lee |
| Conveyor Technology Systems | Conveyor Manufacturing | Chatham |
| Coty, Inc | Miscellaneous Manufacturing | Lee |
| Gaines Oil | Fuel Management | Chatham |
| Gould and Goodrich | Holsters and Belts | Harnett |
| Pentair | Assembly Manufacturing | Lee |
| Pfizer Sanford North (Abzena) | Pharmaceutical/Medical | Lee |
| Wolfspeed | Semiconductors | Chatham |

These projects represent 1548 trainees taking 1425 hours/125 classes of customized training.

Projects under Purpose Code 365

The college also supported 15 companies and 152 employees through the use of unrestricted funds that provide the flexibility to address limited attendance, high cost training that meet the industry eligibility guidelines but are not at the level of a project.

The companies listed with their respective counties are: 3M Science Applied to Life (Chatham), Armtec Defense Technologies (Harnett), Bharat Forge Aluminum USA, Inc. (Lee), Caterpillar (Lee), Conveyor Technologies Systems (Chatham), Gildan Yarns (Lee), Gilero (Chatham), GKN Automotive (Lee), JMC Tool & Machine Co. (Lee), Johnson Controls (Lee), Moen (Lee), Mountaire Farms (Chatham), Pentair (Lee), STI Polymer (Lee), and Zurn (Lee).

VinFast

The Customized Training Project Manager for VinFast and Wolfspeed, worked with VinFast US to build out their customized training plan. The foundation of this plan is the VinFast Excellence System, which has recently undergone an overhaul and translation into English. The team obtained updated material in May and has since been diligently reviewing and adapting it in collaboration with VinFast US. The team is currently in the process of aligning the material with existing training plans specific to the US plant, ensuring compliance with US Production and Safety standards.

The college will work with VinFast and the NCCCS to adjust plans based on recent VinFast announcements regarding their production schedule.

Wolfspeed

Wolfspeed's activity at our Siler City Campus is expanding significantly. Currently, CCCC's conduct two 40-hour Basics of Semiconductor Manufacturing courses each month, with plans to launch the Process Pathway and Maintenance Pathway courses starting in August. The dedicated lab at the Siler City Campus is fully outfitted and prepared for upcoming classes.

Pending the results of the AdvanceNC vote on July 30, a new entry-level manufacturing course will be added to Wolfspeed's training initiatives to support new hires without prior manufacturing experience.

Moore Center Open House Event

On June 20, 2024, the Industrial Skills Lab at the E. Eugene Moore Manufacturing & Biotech Solutions Center was opened to Industry to showcase Central Carolina Community College investment in providing high quality training. It was conveyed to Industry attendees that CCCC is now able to offer tailored training solutions to empower their employees by bridging the skills gap within their maintenance and machining workforce. Haas representatives were onsite to showcase equipment (CNC Milling and Lathe) that will be coming 3rd Quarter 2024. The event was successful with 66 attendees fully engaged with CCCC staff and subject matter experts.



BOARD OF TRUSTEES

Student and Academic Support Services Committee

Date of Meeting:

August 19, 2024

Committee Members: Pat Kirkman (Chair), Derrick Jordan, Gladys McAuley

Consent Agenda Items

1. Approve Student & Academic Support Services Committee Meeting Minutes, May, 2024
2. Receive Foundation Revenue Report
3. Approve Grants and Strategic Initiatives: In Progress

Full Board Agenda Items

For Information Only

4. SACSCOC Correspondance
5. Enrollment Updates
6. Outreach, Advising, and Support Updates
7. Institutional Research Updates
8. Title III/Navigate Updates
9. Financial Aid Updates
10. Athletics Updates
11. Library Updates
12. Student Access Services Updates
13. Marketing Updates

1. Approve Student & Academic Support Services Committee Meeting Minutes, May, 2024



Board Committee Minutes

*Board of Trustees, Student & Academic Support Services
Committee*

May 20, 2024 | 3:00 PM ET

Attendees

Committee

Members

- J. Philpott
- P. Kirkman
- G. McAuley
- T. Vorbeck

Staff Members

- L. Chapman
- K. Hoyle
- S. Byington
- M. Dishman
- M. Brown
- J. White
- L. Whitaker

Absent Members

Discussion

Consent Agenda

1. Approve Student & Academic Support Services Committee Meeting Minutes, February, 2024

Chairman Philpott made a motion to approve the Student & Academic Support Services Committee Meeting Minutes, February, 2024 as submitted. Trustee McAuley seconded the motion. The motion carried unanimously.

2. Receive Revenue Report (Institutional Advancement)

VP Brown presented the Revenue Report and gave an update. Trustee Vorbeck made a motion to Receive the Revenue Report. Chairman Philpott seconded the motion. The motion carried unanimously.

3. Approve Grants & Strategic Initiatives: In Progress (Institutional Advancement)

VP Brown gave an overview of the Grants & Strategic Initiatives: In Progress (Institutional Advancement) Trustee Vorbeck made a motion to Approve Grants & Strategic Initiatives: In Progress. Trustee McAuley seconded the motion. The motion carried unanimously.

4. Approve Accreditation Body Change (Institutional Advancement)

VP Brown provided a brief update regarding the Accreditation Body Change, highlighting the proposed letter to be sent to the Department of Education. Trustee Vorbeck made a motion to approve sending the proposed letter to the Department of Education. Chairman Philpott seconded the motion. The motion carried unanimously.

Full Board

No agenda items.

For Information Only

- 1. SACSCOC Correspondence (Institutional Advancement)**
- 2. Updates for Marketing and External Relations (Marketing)**

AVP Dishman gave an overview of the career community videos, highlighting the Public Safety video. CCCC was awarded a mini marketing grant to fund additional promotional material for the NextNC Scholarship. AVP Dishman noted that we are aiming for a branded, more visually appealing website with a research-based design.

3. Onboarding & Advising Updates (Onboarding & Advising)

AVP Byington informed the committee that Spring Enrollment for 2024 was higher than 2023, which was higher than 2022 also. He also shared that we expect a record enrollment for Summer 2024, with over 2,000 students. Additionally, applications for Fall 2024 are also up.

4. Athletics (Student Services Division)

VP Hoyle informed the Board that our new volleyball coach is Mrs. Chandler Patterson-Ellis. The basketball team finished with a 12-18 record, with most losses being by 3 points or less. The basketball team also participated in the Sanford and Broadway Parades, which was a good outreach component.

5. Financial Aid (Student Services Division)

VP Hoyle shared that there has been a technical issue with the FAFSA forms, and we are waiting for a fix from the Department of Education. This is a nationwide issue. The Veterans Affairs office was audited and found to be in compliance with zero findings.

6. Library (Student Services Division)

7. Security (Student Services Division)

All but five positions for Security Officers have been filled. On Friday, May 17th, an Active Shooter Tabletop Exercise was conducted on the Chatham Main Campus and went very well.

8. College Access (Student Services Division)

Adjournment

Trustee Vorbeck made a motion to adjourn. Trustee McAuley seconded the motion. The motion carried unanimously.

Institutional Advancement

2. CCCC Foundation Revenue Report (Institutional Advancement)

| Designations | Fourth Quarter | Current YTD |
|---------------------------|---------------------|-----------------------|
| Endowment Additions | \$58,328.00 | \$645,633.29 |
| Other Restricted Funds | 593,184.16 | \$1,315,013.05 |
| Total Restricted | \$651,512.16 | \$1,960,646.34 |
| Total Unrestricted | \$21,744.87 | 95,145.38 |
| TOTAL REVENUES: | \$673,257.03 | \$2,055,791.72 |

3. Grants and Strategic Initiatives: In Progress (Institutional Advancement)

| Funding Source | Project Name | Funding type | Requested Amount | Description |
|--|-----------------------|--------------|------------------|--|
| Submitted | | | | |
| Congressionally Directed Spending (Tillis) | Moore Center Phase 1B | Federal | \$7,000,000 | To complete the next phase of renovation at North Carolina's largest advanced manufacturing training center, which will support training working adults in rural communities for 20,000+ incoming jobs within the clean energy sector. |
| Congressionally Directed Spending (Tillis) | New ESTC Building | Federal | \$5,923,202 | To build a dedicated facility to train firefighters and emergency medical service technicians in rural North Carolina. |
| Haas Foundation | Moore Center | Private | \$2,000,000 | This project would support military populations by expanding capacity within the Moore Center. The funds would provide equipment for the renovation and expansion. |

| | | | | |
|---------------------------------|---|---------|-----------|---|
| NC DPS | State and Local Cybersecurity Grant Program | State | \$182,553 | Update rural campus and centers networking equipment that has passed its end of life date. |
| NC DOT ('24-'25) | Section 5310 | State | \$60,000 | This program provides transportation funding through COLTS, HARTS, and CTN for students with disabilities to access transportation to training. |
| Pfizer | Nursing PD | Private | \$15,000 | To provide training for nursing students through national peer conferences. |
| HCPFC | Motheread ('25-'25) | State | \$15,000 | The Motheread program works with ESL mothers and their children to provide a learning environment and to strengthen literacy skills and family bonds. |
| CEMC Round Up | Community Giving | Private | \$5,000 | Funding will be used to purchase food for the Cougar Market. The Cougar Market, CCCC's Food Pantry aspires to support student success by ensuring no student goes hungry because of a lack of income or access to food. The Cougar Market is stocked with fresh and non-perishable items to temporarily alleviate immediate food insecurity for students and their families. In cases of persistent lack of access to food, Cougar Market works with students to connect them to appropriate community resources. |
| Lee County Community Foundation | Cougar Market | Private | \$2,780 | Funding will support the purchase of new shelving and food scales for the Cougar Market on LMC. |
| Lee County Arts Council | ACES | Private | \$2,200 | Funding for performances by Mary D. Williams (\$1500) and NC Opera (\$700) |

| | | | | |
|-----------------------------|-------------------------------|---------|-------------|---|
| Galloway Ridge | Dreamkeeper | Private | \$10,000 | The Dreamkeeper Program provides just-in-time grants for students who face potentially derailing financial hardships. |
| NCCCS | NextNC Mini-Grants | State | \$5,000 | Provide dollars for marketing, promotion, and outreach for the NextNC Scholarship Program. |
| Pending | | | | |
| U.S Department of Education | TRIO Student Support Services | Federal | \$1,100,000 | SSS assists students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education. Student Support Services (SSS) projects also may provide grant aid to current SSS participants who are receiving Federal Pell Grants (# 84.063). The goal of SSS is to increase the college retention and graduation rates of its participants. |
| NEA Grants for Arts | ACES | Federal | \$50,000 | Funding to support Murals in all 3 counties. |
| NC DOT ('25-'26) | Section 5310 | State | \$60,000 | This program provides transportation funding through COLTS, HARTS, and CTN for students with disabilities to access transportation to training. |

4. SACSCOC Correspondence (April 25, 2024 - July 22, 2024) (Institutional Advancement)

April 2024: At the end of April, requests were submitted to SACSCOC to close the Human Services Technology Addictions and Recovery Studies AAS degree, the Office Administration AAS degree, and the Sustainability Tech program, which includes the Sustainability Tech AAS degree, Biofuels Certificate, and Sustainability Certificate. Approval from SACSCOC is still pending regarding these submissions.

May 2024: At the end of May, a request was submitted to SACSCOC to close the Culinary Arts program at the Dunn Center.

June 2024: At the end of June, the annual 2024 Financial Profile was submitted to SACSCOC.

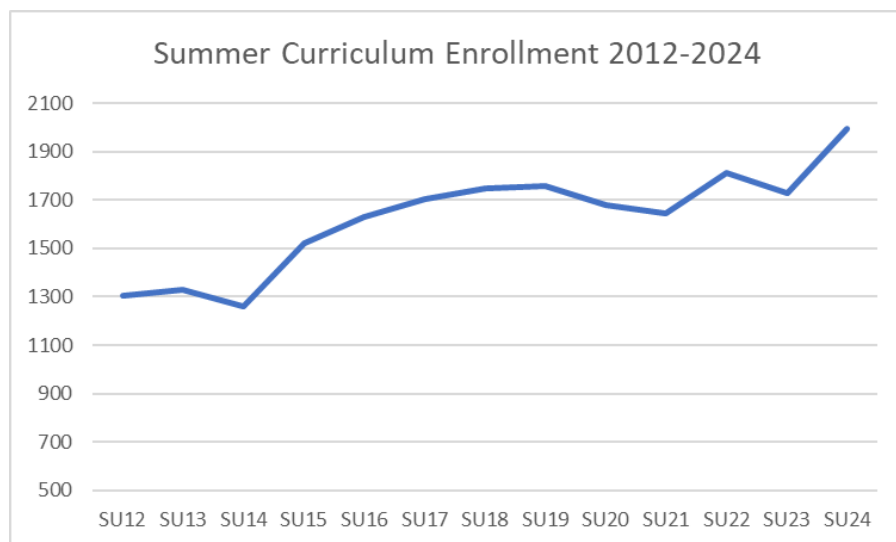
July 2024: During the first week of July, requests were submitted to SACSCOC to open new certificate programs for the Human Services Technology program. These programs include the Mental Health Certificate, Social Services Certificate, and Intellectual/Disabilities Certificate. Approval from SACSCOC is still pending for all of these submissions.

Student Onboarding and Success

5. Enrollment Updates

Summer Enrollment

Curriculum headcount for SP24 is 15.3% higher than SU23. SU24 was a summer enrollment record. Unlike fall and spring, when traditional student enrollment is only about 60% of our students, in summer, 79% of our enrollment in SU24 was traditional students.



Program Enrollment Updates

- **Promise/K14 Cohort:** The 2024 cohort is larger than the 2023 cohort, with an anticipated enrollment of over 125 homeschool students in Fall 2024.
- **Limited Enrollment Programs:** This model recently replaced the former competitive admissions model. Under this new approach, programs continue to fill rapidly. The dental hygiene and medical sonography programs are already at full capacity, and most other programs have only a few seats remaining for Fall 2024.

6. Outreach, Advising, and Support Updates

General Updates:

- **NextNC Grant:** CCCC received a Belk Center grant to increase outreach and marketing for Next NC, the state's initiative aimed at simplifying the college aid process for families earning less than \$80,000 annually. This funding has been utilized for additional marketing efforts and a major event on campus, which attracted over 100 students. The remaining grant funds will be allocated towards targeted social media outreach.
- **Communication for High School Students:** Scheduled discussions with Lee and Chatham school officials are underway to develop a targeted communication plan for high school seniors and their families, set to launch in Fall 2024. This follows a successful campaign in Harnett County schools in Spring 2024, which led to a request for expanded communication efforts to include all high school students.
- **Enrollment Support:** Staff members remain committed to enrolling new students and assisting those who have been deregistered for non-payment by helping them find financial options to continue their education.

Outreach Event Highlights:

- **Eighth Grade Tours:** Hosted at Chatham Main Campus with over 700 students in attendance.
- **Applied Technologies Day:** Attracted more than 150 high school students.
- **FAFSA Day:** Held at Harnett Central High School to assist students with financial aid applications.
- **Campus Tours:** Conducted 54 individual tours.
- **Follow-ups:** Engaged with over 900 inquiries about CCCC since May 2024.

New Student Orientation and Programming

- **In-Person and Online Orientations:** In-person orientations will be offered on all three campuses prior to the start of classes. The required online orientation has received a lot of positive feedback and will be expanded to include continuing education students soon.

- **Week of Welcome Events:** “Week of Welcome” events have been scheduled for all students from August 15-22. Activities include a movie night, President’s Picnic, ice cream social, and an Involvement Fair.:
- **How to Thrive Programming:** Supports the holistic development and success of students through a series of engaging and informative events throughout the semester. Activities include time management, goal setting, career exploration, financial literacy, and physical and mental wellness.

Student Supports

- **Transition to Better Mynd for Student Counseling:** Central Carolina Community College (CCCC) will transition to Better Mynd, a virtual counseling service, to support students with counseling, anxiety, and related mental health issues, beginning August 1st. This initiative aims to provide students with accessible mental health resources, ensuring they have the support needed to succeed academically and personally.
- **Advanced Coaching Training for Staff:** In September, more than 30 staff members will participate in advanced coaching training funded by the Belk Center. Inside Track provides a comprehensive program designed to develop and certify coaches in specialized support and evidence-based methodologies. These trained coaches will help students navigate the challenges of higher education, offer guidance on degree completion, and assist with other aspects of student life, enhancing the overall student support system at CCCC.

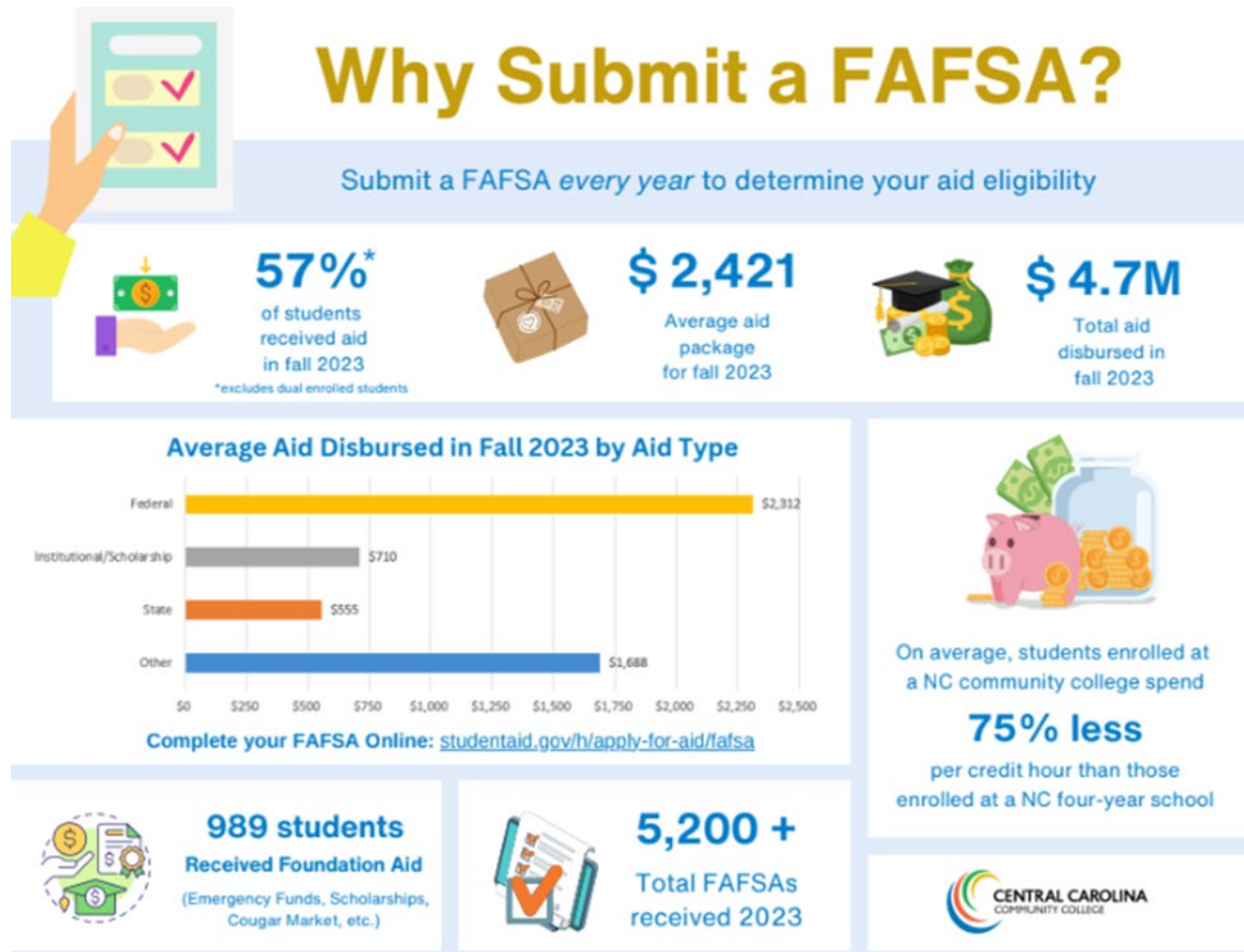
Academic Advising and Transfer

- **North Carolina Independent Colleges and Universities Tour:** From June 24-28, CCCC participated in the NC Independent Colleges and Universities Central Region tour, visiting 12 private universities. This networking is expected to lead to formal transfer agreements, benefiting students seeking to further their education.
- **New Transfer Agreements:** CCCC's Onboarding and Advising department is exploring transfer agreements with Elon University, Catawba College, and Salem College. These partnerships will offer students more options to continue their education at four-year institutions.
- **HBCU Block Party:** CCCC will host its second HBCU Block Party on September 18. Representatives from several NC HBCUs will be present to provide students with information about their institutions, increasing awareness and opportunities for students interested in historically black colleges and universities.

7. Institutional Research (IR) Updates

Infographics

In addition to administering surveys, processing data requests, and conducting research, Institutional Research (IR) has continued the monthly Infographic series. These infographics have been well-received and will continue throughout the year to boost data usage, interest, and literacy.



8. Title III/Navigate Updates

Technology Enhancements:

- **Single Sign-On:** Simplifies access to all college accounts for employees and students, making it easier to access important information. This is particularly beneficial for newer students.
- **WaitWell:** A new queuing system that enhances students' access to campus services and supports the enrollment process.

- **Self-Service:** Significant partnership opportunities and a better student experience are anticipated as continuing education engages with Title III work on Self-Service. This initiative will enable students to view their complete academic records, facilitating the transition from continuing education courses to curriculum opportunities.

Use of Slate

The college's customer relations management software, Slate, is being utilized for several enhancements:

- **Foundation Scholarship Application:** The application and accompanying processes are being moved to Slate, making it easier for students to apply for and be awarded funds from Foundation scholarships.
- **Car Reservations:** Car reservations are now live in Slate, allowing employees to more easily reserve vehicles and improving vehicle tracking, maintenance, and reporting processes.
- **Data Security and Privacy:** A comprehensive review of permissions and profiles was completed to ensure that employees have access only to the information pertinent to their roles and responsibilities.

Slate Summit Participation

A team of CCCC employees attended the Slate Summit this year in Chicago. The Slate Summit provides an in-person experience that includes networking, training sessions, showcases, and more. As the college expands the use of Slate to other areas beyond admissions and advising, it is essential to have a team of employees skilled in Slate's potential uses.

[Student Services](#)

9. Financial Aid Updates:

Financial Aid

To date for the 2023-2024 academic year, we have received a total of 6,283 FAFSA applications. 3,213 students have been awarded federal, state, and institutional funds. The total amount disbursed in federal and state aid is \$8,363,420.

Veterans Affairs

Currently, 162 military-affiliated students are enrolled in the Summer 2024 semester, an increase of 20 students compared to the Summer 2023 semester. The Health Sciences programs are the most sought-after by spouses and dependents of veterans, while veterans themselves show a strong preference for the Basic Law Enforcement Training (BLET) and Applied Technologies programs.

10. Athletics Update:

Men's Basketball

Men's Basketball has had a very productive summer. Many returning players have enrolled in summer classes to stay ahead academically, with 10 returners, one of the highest in program history. The team has been working out once a week for most of the summer and will increase to three times a week starting July 22nd.

The annual summer basketball camp will be held from July 22nd to 25th, with many current players assisting, offering growth opportunities for both players and community youth.

Looking ahead to the fall, the team expects to have 22-26 young men enrolling and participating. The fall/winter basketball schedule will soon be finalized.

Women's Volleyball Summer Report

Women's Volleyball has been conducting workouts for the last five weeks. New Head Coach Chandler Ellis has been effectively preparing the team, despite losing three recruits. Currently, eight players have consistently attended all workouts, and Coach Ellis is hopeful to add three more through ongoing recruiting efforts.

The summer volleyball camp in June was a success, with 12 participants in the middle school group and 10 in the high school group. This event also served as a beneficial fundraiser for the program. Coach Ellis is working on expanding such opportunities for the team.

Workouts have recently increased to Monday-Thursday for the remainder of the summer until the fall semester begins. The fall game schedule is set and complete.

11. Library Updates

Positive Trends in 2023-2024

The community college library has experienced several positive trends this year:

- **User Interactions:** Increased by 22%, with phone interactions up by 40%, in-person interactions by 17%, and chat service interactions by 52%.
- **Instruction Sessions:** In-person sessions rose by 10%, and embedded online courses increased by 7%.
- **Study Room Usage:** Total bookings up by 28%, and total hours increased by 23%.
- **Gate Count and ID Cards:** Gate count rose by 16%, and the number of student ID cards printed increased by 3%.
- **Calculator Circulation:** Increased by 67%.

Declines in Circulation and Loans

- **Physical Materials:** The library had a circulation in 2303. Overall circulation decreased by 13%, with book circulation down by 18%, reserves by 60%, and audiovisual materials by 31%, likely due to streaming services. In response to the decline in physical book circulation, the library joined an additional digital consortium in March, expanding access to eBooks and audiobooks.
- **Laptops:** Laptop circulation decreased by 5%, primarily in the fall semester when tongue college ran out of stock, prompting an increase in inventory.
- **Interlibrary Loans:** Interlibrary loans experienced a significant decline this year, with the total number of items loaned decreasing by 32% and items borrowed by 26%. This notable drop is largely due to the migration of 24 community college libraries within the CCLINC consortium to Evergreen, an alternative Integrated Library System (ILS). This transition resulted in a 59% decrease in loaned items and a 16% decrease in borrowed items year-over-year. CCLINC items are loaned to and borrowed from other NCCC Libraries. OCLC items are loaned and borrowed worldwide from Non-NCCC Libraries.
- **Login Sessions and Hours:** Total sessions decreased by 41%, and login hours by 65%, partly due to changes in HMC classes and instructor movement.

12. Student Access Services Updates

Academic Assistance Centers

To date, for the Summer 2024 semester, tutors at Lee, Harnett, and Chatham campuses provided

- 123.5 hours of one-on-one tutoring
- 163 hours of group session tutoring
- 1 hour of supplemental support service
- 45.5 hours of STEM Lab support
- 113.25 hours of Writing and Reading Center support including completing reviews of 207 essay submissions from students.
- Staff have proctored 173 tests to date.

TRiO Upward Bound and Upward Bound Math & Science

Recent Events

The Upward Bound Programs recently hosted a variety of summer events and programs to enhance students' academic and professional skills. These included a three-week Residential Summer Academy at UNC Chapel Hill for rising 10th and 11th graders, and a non-residential academy at CCC. Both academies offered academic courses and seminars focused on college preparation. The Junior Job Shadow Program enabled 32 rising seniors to gain hands-on

experience with local businesses, while the Senior Summer Bridge Program at CCCC provided recently graduated seniors the opportunity to take college courses and attend transition seminars. Additionally, students participated in summer college tours in Fayetteville and Durham, and those who completed their summer program requirements attended a cultural enrichment trip to Charleston, SC.

Upcoming Activities

Upcoming activities include a cultural enrichment trip to Denver, CO, for 36 rising juniors and seniors, featuring college tours and cultural experiences. On July 31, the Summer Showcase at CCCC-Lee's Civic Center will highlight students' summer achievements with an awards ceremony and gallery walk. Fall programming will commence in mid-August, offering tutoring, school visits, and Saturday sessions. A notable event in the fall is the UNCW Marine Biology Event on November 5, where 40 students will engage with marine biologists and learn about coastal ecosystems.

Program Highlights

- Graduated Upward Bound seniors were awarded over \$3,300,000 in scholarships, with an acceptance rate of 73% from over 350 applications. Over 90% of seniors earned at least one acceptance.
- The summer programming requirements were successfully completed with high attendance rates, and target participation numbers are expected to be met across all three grants.
- Positive feedback was received from hosts of the junior job shadowing program, noting students' strong work ethics and professionalism.

Juntos Program

Purpose

The Juntos Program aims to help Latino students and their families gain knowledge, skills, and resources to ensure high school graduation and broaden post-secondary career and academic opportunities. It is funded for five years to serve 60 students annually, targeting Latinx students at Lee County High School.

Summer 2024 Programming Updates

- Six Juntos students graduated from high school.
- Three students will be attending the fall semester at CCCC, with two still considering their options.
- Seventeen students attended the Summer Academy for one week at NC State University.

- Six students were placed in summer internships with host organizations, including Mertek Solutions, Plant Path, NC Cooperative Extension, and CCCC.
- Two students are attending NC 4-H Congress.
- One student attended CRECER (Cultivating Research Experiences with Community Engaged Roots).

Upcoming Activities

Upcoming activities for the Juntos program include the Juntos Scholarship Program, Juntos Mentorship Program, a Coordinator Retreat at NCSU from August 5 to August 8, recruitment activities at Lee County High School, and the release of the Juntos Yearly Calendar.

Funded to Serve Number Status

- Classic: 140 students (fully enrolled)
- STEM Health Science: 120 students (fluctuates based on student persistence from Fall to Spring)

Recent Activities

TRiO Student Support Services provided a range of workshops, cultural enrichment activities, and transfer trips to enhance student development and success. Activities included:

- Mock Interviews Workshops
- Attendance at the Got to Be NC Festival
- Visits to the International Civil Rights Museum and Barnes Dinner Theater (Steel Magnolias)
- Family Jazz Night Event
- Spinners Baseball Game
- Staff participation in ASIST (Applied Suicide Intervention Skills Training)
- Participation in the SAEOPP Ronald E. McNair/Student Support Services Scholars Research Conference in Atlanta, Georgia
- Tours of Morehouse and Spelman College in Atlanta, Georgia
- Visit to Millstone Creek Orchard in Ramseur, North Carolina

Weekly workshops are provided to all participants, with recordings available for future use.

Upcoming Activities and Events

Upcoming activities for TRiO Student Support Services include the Welcome Back Orientation for Fall 2024, the Nucleus weekly workshop series starting August 26, a "Are You Ready to Transfer?" workshop, the Acing the Undergrad Workshops series (covering topics such as College Game Plan, Navigating Life and Accountability Tools, HBCU College Transfer,

Professor Relationships and Campus Involvement, Foundations of Being a Business Owner, and Social Circles/Taking Advantage of Opportunities), college tours and workshops (including Time Management and Classroom Etiquette, Elizabeth City State College Tour on September 27-28, Methodist University Trip on October 10, and Fayetteville State University Tour on November 7), and industry tours to SAS Institute and Analytics, Mountaire Farms, and a Biltmore Estates Trip on November 14.

TRiO Veterans Upward Bound (VUB)

Who We Serve

The Veterans Upward Bound (VUB) program is designed to motivate and assist veterans in developing the academic and other requisite skills necessary for acceptance and success in postsecondary education. The program provides assessment and enhancement of basic skills through counseling, mentoring, tutoring, and academic instruction in core subject areas. The primary goal is to increase the rate at which participants enroll in and complete postsecondary education programs. Veterans can earn stipends of \$40.00 a month through program participation. Eligible individuals must have at least 180 days of active service with better than a dishonorable discharge, be low-income and/or first-generation college students, and demonstrate academic potential and need. The service area includes Chatham, Harnett, Johnston, Lee, and Wake counties, in collaboration with Johnston CC and Wake Technical CC.

Enrollment/Recruitment

Veterans Upward Bound is funded to serve 125 participants and currently has 94 participants enrolled. Through expanded collaborative efforts with community partners such as Fort Liberty's Soldiers Support Center, the Veterans Treatment Court, and Veterans Bridge Home, confidence is high in meeting the enrollment goal.

Program Updates

4C Visions TV Appearance: The Director of CCCC's Military Affiliated Initiatives and the Upward Bound Program appeared on the 4C Visions program to discuss how CCCC serves the military-affiliated community and promote the VUB Program.

Scholarship Creation Luncheon: In collaboration with CCCC's Foundation Office, the VUB leadership team met with a Marine veteran and local business owner to create a scholarship for CCCC students.

Craven Community College Visit: VUB staff hosted Craven Community College's military service team, sharing information on serving military-affiliated students through the Department of Education grant, and provided a tour of CCCC's MARC.

VUB Wellness Event and Celebration: To celebrate Women Veterans Recognition Day, VUB hosted an event with mindful meditation, a pottery session, and a meal, promoting stress management and relationship building among veterans.

VUB's Summer Raleigh Museum Tour: Participants explored the North Carolina Museum of Natural Sciences and the North Carolina Museum of History, learning about the state's natural world and rich history.

VUB Annual Recognition Banquet: The theme is Veteran Entrepreneurship and Economic Empowerment, featuring guest speakers from a local veteran business and a community partner. The event aims to motivate and inform veterans about entrepreneurship.

Military-Affiliated Initiatives

ASIST Training: In partnership with the Department of Veterans Affairs, CCCC and VUB offered suicide prevention training to VUB staff, CCCC faculty, and community partners, enhancing crisis assistance skills.

Off Base Transition Training: VUB and CCCC's Human Resource Development programs partnered to offer free employment-focused training to veterans, National Guard and Reserve members, and their spouses, covering skills identification, resume creation, and job marketing.

Military Affiliated Resource Center (MARC): Since its relocation in February 2024, MARC has seen a significant increase in usage, with visitor numbers rising dramatically compared to previous years.

Updates for

MARKETING AND EXTERNAL RELATIONS

Implementation of an enrollment/branding campaign that includes:

- Television: 30-second spots on WRAL (NBC), WTVD (ABC), and Spectrum cable/connected TV
- Spots appear on WRAL Morning News/Today Show (WRAL) and Eyewitness News/Good Morning America (WTVD)
- Cable TV: spots will run during the Olympics (ex. TNT) and on a wide variety of channels (ex. Discovery, ESPN, Food, etc.)
- YouTube: advertisements that will show throughout the service area
- Spots focus on CCCC career communities and offerings



Promoted the NEXT NC Scholarship through a “CCCC For Free” event held in July 2024.

- Designed table tents, yard signs, and banners – widespread distribution
- Implemented social media event advertising (Facebook & Instagram)
- Branded the event (and NEXT NC Scholarship) through consistent graphics and messaging

The image is a screenshot of a Facebook post from Central Carolina Community College. At the top left is the college's logo, a blue circle with a white crescent moon and the text 'CENTRAL CAROLINA COMMUNITY COLLEGE'. To the right of the logo is the text 'Central Carolina Community College' in bold, followed by 'Sponsored' and a globe icon. There are 'X' and 'three dots' icons to the right. The main text of the post reads: 'Join us at CCCC's Lee Main Campus in Sanford for an event offering one-stop accessibility to complete your enrollment. This event is open to all prospective students and their families. Enjoy free food and exciting door prizes! Visit <https://apply.cccc.edu/register/ccccforfree> to register today!'. Below this is a large banner with a dark blue background. On the left, it says 'CCCC FOR' in white, 'Free!' in a large, green, cursive font, and 'EVENT' in white. Below this, in small white text, it says '*Certain eligibility criteria apply.'. The center of the banner features a photograph of a female student in a white lab coat and safety goggles, smiling while working in a chemistry lab. Below the photo, the text 'REGISTER TODAY!' is written in large, bold, green capital letters. At the bottom of the banner, there is a table with three columns. The first column contains the college logo. The second column contains the date and time: 'July 9, 2024 3:00 p.m. to 7:00 p.m.' and the location: 'Lee Main Campus 1105 Kelly Dr, Sanford'. The third column contains a list of benefits: '• Assistance with financial aid, enrollment, registration, and more!', '• Door prizes!', and '• Free food!'. Below the banner, the URL 'apply.cccc.edu/register/ccccf...' is shown, followed by the text 'CCCC For FREE Event!' and 'Register Today'. To the right of this text is a grey button with the text 'Learn more'. At the bottom of the post, there are three icons: a thumbs-up for 'Like', a speech bubble for 'Comment', and a share icon for 'Share'.

Continued development of materials for the college’s career communities. Recent projects include:

- Career community videos (full length, 30-second, and 15-second versions)
- T-shirts and lanyards for each community
- Design of large printed posters that will be in high traffic areas at campuses and instructional sites

CCCC CAREER COMMUNITIES!

Explore CCCC’s Career Communities for diverse pathways!

APPLIED TECHNOLOGIES
 Are you someone who loves to roll up your sleeves and dive into hands-on projects? Explore exciting programs like Biotechnology, Building Construction Technology, Computer-Integrated Machining, and Manufacturing Technology in the Applied Technologies Career Community.

ARTS
 If you're the kind of person who thrives on imagination and loves bringing ideas to life, then the Arts Career Community may be for you! Programs include Audio and Video Production Technology, English, Humanities, and Social Sciences.

STEM
 Are you all about solving puzzles, cracking codes, and diving into challenges head-on? The STEM Career Community offers exciting opportunities in programs including Engineering, Information Technology, Laser & Photonics Technology, and Science.

BUSINESS TECHNOLOGIES
 Are you known for your analytical mind, organization skills, and ability to collaborate effectively? The Business Technologies Career Community offers programs like Accounting & Finance, Healthcare Management Technology, Office Administration, and Paralegal Technology.

PUBLIC SAFETY
 Are you someone who loves helping others, staying focused, and keeping cool in tough situations? If a career like a law enforcement officer, firefighter, EMT, or working in the legal system sounds interesting, then the Public Safety Career Community might be just what you're looking for!

HEALTH SCIENCES
 Do you have a keen eye for detail, a compassionate heart, and a knack for solving problems? If so, then the world of Health Sciences might just be your perfect fit! Explore exciting programs like Dental, Medical Sonography, Nursing, and Veterinary Medical Technology.

PROFESSIONAL SERVICES
 Do you love getting creative to make a difference in people's lives? The Professional Services Career Community includes exciting programs like Barbering, Cosmetology, Culinary Arts, and Education.

DISCOVER YOUR PATH TO SUCCESS!

LEARN MORE!
 Scan QR code or visit www.cccc.edu/programs

Continued promotion of college events and activities, such as the Industry Skills Training Lab Open House at the Moore Center and the upcoming National Manufacturing Day. Promotion also includes a wide variety of CCCC offerings, such as Truck Driver Training and Culinary Arts (shown below).

TRUCK DRIVER TRAINING
SHIFT YOUR CAREER INTO GEAR!

CENTRAL CAROLINA COMMUNITY COLLEGE | nctruckdriving.com

MFG DAY REGISTER TODAY
FOR NATIONAL MANUFACTURING DAY

OCTOBER 4, 2024

Representatives from local industries (Chatham, Hamett, and Lee counties) will be on-site to showcase their company and products, present potential career opportunities, and increase manufacturing awareness. CCCC faculty and department chairs will also be on-site with program information related to careers in manufacturing.

To register, scan the QR code or visit: tinyurl.com/2024mfgday

CENTRAL CAROLINA COMMUNITY COLLEGE | www.cccc.edu

Cougar Café Menu

CASH ONLY

ENTREES

- Vegetarian Burger: Black Bean \$8
Side – Sweet Potato Fries
- Vegetarian Burger: Sweet Potato \$8
Side – Sweet Potato Fries
- Vegetarian Burger: Black Eyed Pea \$8
Side – Sweet Potato Fries

DESSERTS

- Peach Cobbler Cake \$1
Placeholder for contents of dish
- Chocolate Chip Cookie \$1
Placeholder for contents of dish

DRINKS

- Southern Punch \$1
- Sweet Tea \$1

OPEN!
WEDNESDAY, FEBRUARY 14
THURSDAY, FEBRUARY 15

Hours of Operation
February 12 – April 24
Mondays, 11:30 a.m. – 12:30 p.m.
Lee Main Campus, Hockaday Hall
1105 Kelly Drive, Sanford, NC

CENTRAL CAROLINA COMMUNITY COLLEGE
CCCC Culinary Arts | @CCCC_CulinaryArts

CULINARY ARTS GARDE MANGER BUFFET

CASH ONLY

DATE: Saturday, April 20, 2024
TIME: 8:30 p.m. – 1:00 p.m.
LOCATION: 1401 West St., Dennis A. Walker-Cook & Conference Center, Conference Rm. 111 – 112, Sanford, NC

BUFFET MENU \$10 Per Person

- Small Size Assortments

For more information: 919.715.7512 | marlene@ccc.edu | www.cccc.edu

CHATHAM CULINARY LAST SERVICE

The Chatham farm-to-table class invites you to a **SPRING DINNER** on the Natural Chef patio

\$35 CASH ONLY

DATE: Wednesday, April 24, 2024
TIME: 6:30 p.m. – 9:30 p.m.
LOCATION: 104 West St., Pittsboro, NC

DINNER MENU

- Appetizer: Herb Crusted Chicken
- Main: Maple Glazed Pork Tenderloin
- Side: Roasted Potatoes
- Vegetable: Fresh Vegetables with Dressing

DESSERTS
To Be Determined

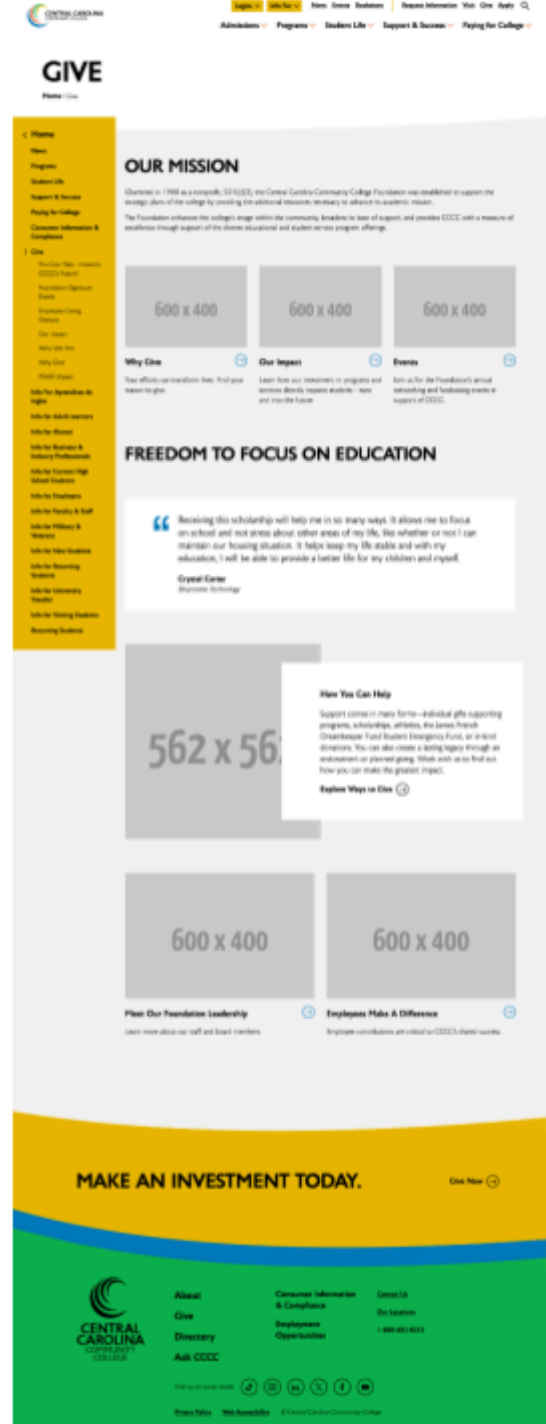
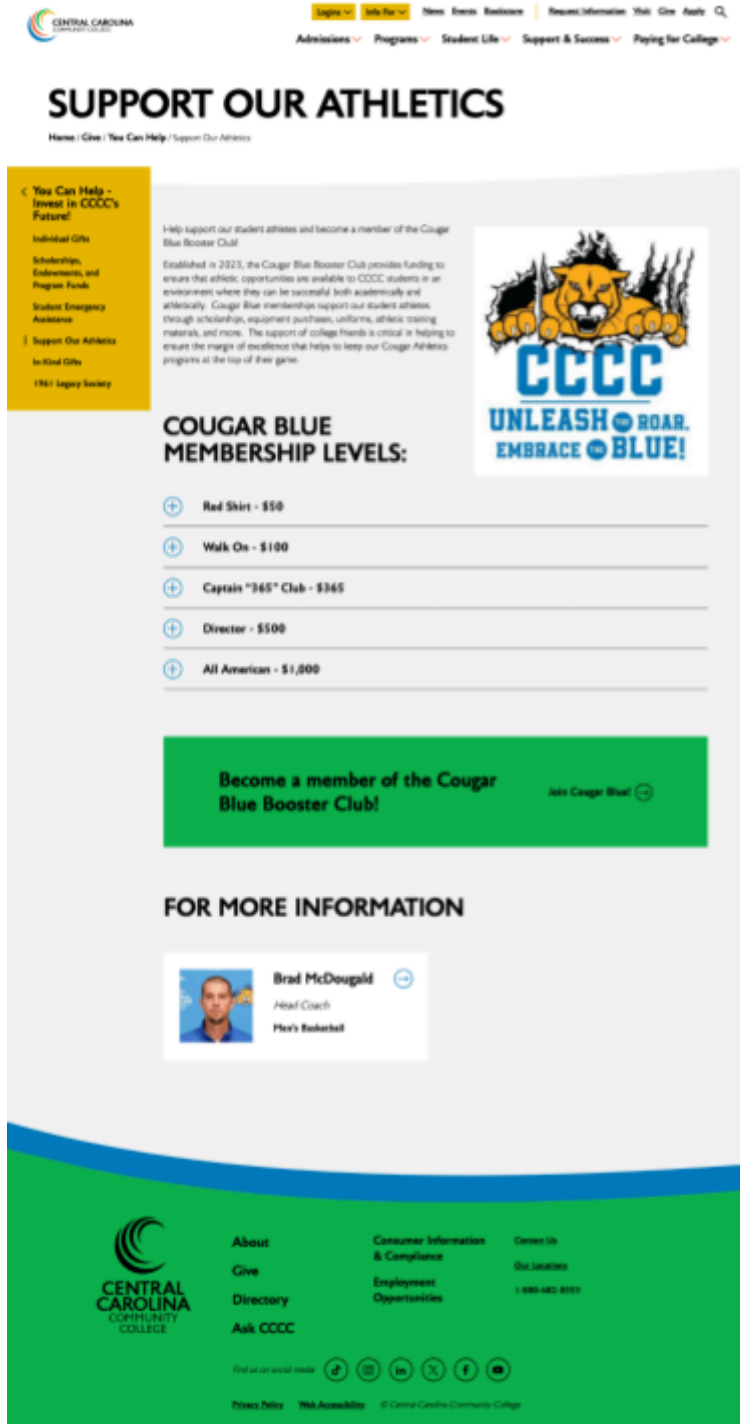
DRINKS
To Be Determined

For more information: 919.945.8073 | blair@ccc.edu | www.cccc.edu

The redesign of the college website project is still underway. As part of this process, over 500 web pages are being reviewed, updated, developed, and/or migrated. Below are samples of pages that have been migrated to the new design within the “Locations” section of the site.



Below are additional samples from the new website. The image on the left (below) shows a newly developed page within the “Foundation” and “Athletics” section of the site. The image on the right (below) displays a page structure for the new site – where images and text will be added. Branding is consistent across the new web pages.



In addition to a new design, the website will also utilize fresh, engaging photography. The college has already begun working on acquiring a broad range of new photography assets to use on the site. Photography samples from May 2024 graduation includes the images below:

