

*Central Carolina Community College  
Board of Trustees Committee Meetings  
October 2023*

Monday, October 23, 2023

***Student & Academic Support Services Committee***

***Time: 9:30 a.m.***

***Date: 10/23/2023***

Pat Kirkman, Chair  
Gladys McAuley  
Taylor Vorbeck

***Program Committee***

***Time: 11:00 a.m.***

***Date: 10/23/2023***

James Crawford, Chair  
John Bonardi  
Derrick Jordan

***Building & Grounds Committee***

***Time: 12:30 p.m.***

***Date: 10/23/2023***

George Lucier, Chair  
Bill Tatum  
Jim Womack

***Finance Committee***

***Time: 2:00 p.m.***

***Date: 10/23/2023***

Jim Burgin, Chair  
James Kelly  
Gordon Springle

***Personnel Committee***

***Time: 3:30 p.m.***

***Date: 10/23/2023***

Bobby Powell, Chair  
Genia Morris  
Chip Post

***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 October 2023 Board of Trustees Meeting**

**PLEASE TURN OFF (SILENCE) AND STORE YOUR MOBILE ELECTRONIC DEVICES  
DURING THE BOARD MEETING**

*Central Carolina Community College  
Board of Trustees  
Agenda  
October 25, 2023*

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, Special Called Board Meeting, September 12, 2023

#### ***Personnel Committee***

1. Approve Board of Trustees Personnel Committee Meeting Minutes, September 6, 2023
2. Receive Attrition and Turnover Report
3. Approve New Employees and Promotion/Position Changes

#### ***Finance Committee***

1. Approve Board of Trustees Finance Committee Meeting Minutes, July 2023
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

#### ***Building & Grounds Committee***

1. Approve Board of Trustees Building & Grounds Committee Meeting Minutes, July 2023
2. Approve Board of Trustees Building & Grounds Committee Meeting Minutes, August 24, 2023
3. Approve Board of Trustees Building & Grounds Committee Meeting Minutes, September 26, 2023

4. Approve tree planting plan for Lee Main Campus

***Program Committee***

1. Approve Board of Trustees Program Committee Meeting Minutes, July 2023

***Student & Academic Support Services Committee***

1. Approve Board of Trustees Student & Academic Support Services Committee Meeting Minutes, July 2023
2. Receive Revenue Report (Foundation)
3. Approve Grants and Strategic Initiatives: In Progress (Institutional Advancement)

***FOR FULL BOARD CONSIDERATION AND DELIBERATION***

***Personnel Committee***

No Agenda Items

***Finance Committee***

No Agenda Items

***Building & Grounds Committee***

1. Approve Recommendation to NCDOT regarding R-5959 Kelly Drive Re-Routing Project

***Program Committee***

No Agenda Items

***Student & Academic Support Services Committee***

1. Collaborative / In House Security Proposal Discussion

***Foundation Update***

***Other Items***

***Comments by President***

**Board of Trustees  
Central Carolina Community College  
September 12, 2023**

**Members Present:** J. Bonardi, J. Kelly, P. Kirkman, G. Morris, J. Philpott, C. Post, B. Powell, B. Tatum, T. Vorbeck, J. Womack

**Members Absent:** J. Burgin, J. Crawford, D. Jordan, G. Lucier, G. McAuley, G. Springle, R. Spinks, SGA Representative

**Guests:** J. Love, College Attorney

**Staff:** L. Chapman, J. Matthews, M. Hall, M. Dishman, R.V. Hight, K. Short, M. Brown, M. Robertson, K. Hoyle, S. Byington, J. White, S. Hunt, L. Whitaker

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 Board packet was presented on the overhead projector screen to allow attendees to see the packet (included details of all items below) which Board members had received earlier via email.

Trustee Post made a motion to approve the agenda. Trustee Kirkman seconded the motion. The motion carried unanimously.

Trustee Tatum made a motion to approve the minutes of the August 2, 2023 Board of Trustees Meeting as submitted. Trustee Powell seconded the motion. The motion carried unanimously.

**Building & Grounds Committee**

Chairman Philpott reported that the Building and Grounds Committee met with members of the NCDOT and the City of Sanford to discuss the Kelly Drive re-route.

Provost Matthews told the Board we have requested the Kelly Drive re-route project be paused and this is a result of the preferred design of the main entrance of the Moore Center. NCDOT officials indicated the request might take this back to the initial design phase. A meeting with the new owner of the property behind the Moore Center has been discussed. We need to determine if there is a feasible alternative that does not dissect the college.

### **Personnel Committee**

Chairman Philpott called on Personnel Committee Chair Trustee Powell for an update from the Personnel Committee. One change that was discussed during the Personnel Committee meeting for Section 1 Board of Trustees Policies, was to have College Attorney White track the exact statute language on Policy 1.4/3.4.1 in Section 1. This comes as a recommendation from the Personnel Committee and does not require a second. The motion carried unanimously. Trustee Powell indicated that Section 7 Information Technology Policies were discussed and no changes were needed. This comes as a recommendation from the Personnel Committee and does not require a second. The motion carried unanimously. Dr. Chapman updated the Board that to ensure we have the designated leadership in place, Margaret Robertson will serve not only as VP of Workforce Development but also as Chief of Staff. As Chief of Staff, Margaret would step in as needed should Dr. Chapman not be available to serve. AVP Brown updated the Board on the CFO search.

### **Other Items**

#### Discussion and Approval to Send a Letter of Support for the S-Line Project

The region working on this is pursuing a federal grant from the Department of Transportation and asked if CCCC would provide a letter of support for the Reconnecting Communities and Neighborhoods Grant Program. Sanford is interested in being considered as partner of the mobility hub. To ensure the community transportation associated with the rail. There would be no commitment from the college in the letter. Trustee Womack made a motion to empower Dr. Chapman to write a general letter of support for improved transportation in our regional area without being tied to specific grant request. Trustee Kelly seconded the motion. The motion carried unanimously.

#### Security

VP Hoyle, Staff Attorney White and Director of Security Hunt provided an update on the college security as to where we are, what has been going on since being associated with Weiser Security and what our next steps need to be. The Board has requested more information on the following; investigate doing contractual agreements with sister agencies in all three counties, the coverage that would include in-house, what the cost comparison would be and the details on the security fee. Chairman Philpott indicated that the Building & Grounds and Finance Committee would meet jointly in October to discuss this in greater detail.

With no further comments, Trustee Tatum made a motion to adjourn the meeting. Trustee Powell seconded the motion. The motion carried unanimously.



# BOARD OF TRUSTEES PERSONNEL COMMITTEE AGENDA

<b>Date of Meeting:</b>	October 23, 2023		
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**Committee Members:** Bobby Powell, Chair  
Genia Morris  
Chip Post

**Consent Agenda Items**

1. Approve Personnel Committee Meeting Minutes, September 6, 2023
2. Receive Attrition and Turnover Report
3. Approve New Employees and Promotion/Position Changes

**Full Board Agenda Items**

**For Information Only**

<b>Meeting Name:</b>	Board of Trustees / Personnel without Closed Session Information		
<b>Date of Meeting:</b>	September 6, 2023	3:30 pm	Virtual (V) and in Person (P)
<b>Members Present:</b>	J. Philpott (P), B. Powell (P), G. Morris (V), C. Post (V), T. Vorbeck (P),		
<b>Guest:</b>	J. Love (P)		
<b>Staff:</b>	L. Chapman (P), M. Brown (P), J. White (P), L. Whitaker (P)		
	<b>Discussion</b>		
<b>Consent Agenda</b>	<p>1. Approval of Personnel Committee Meeting Minutes from July 31, 2023                      Chairman Philpott made a motion to approve the Minutes of the July 31, 2023 Personnel Committee Meeting as submitted. Trustee Post seconded the motion. The motion carried unanimously.</p>		
<b>Full Board</b>	<p>1. Consider Section 1 – Board of Trustees – Updated Policy and Procedure Manual</p> <p>Dr. Chapman went over the process that Campbell and Shatley Law Firm had analyzed the Policies and Procedures (Section 1 and Section 7), submitted them back to the college and the college staff and leadership also reviewed them. Personnel Committee Chair Trustee Powell asked if there were any questions about Section 1. Chairman Philpott indicated the following changes that needed to be addressed: On page 1, (Policy 1.1) in the second paragraph, second line, remove the word “constitution” on page 3, (Policy 1.3) in the very last sentence, remove the word “constitution”; on page 4, (Policy 1.4/3/4/1) under A and item 3, the number 7 needs to be removed. On page 4, (Policy 1.4/3.4.1) Chairman Philpott questioned the wording in Section A Contracts with the College. Staff Attorney White looked it up and it used part of the wording from the statute. The committee reviewed the recommendations that were submitted by Trustee McAuley as well. Chairman Philpott made a motion to approve Section 1; Board of Trustees Policies with the amendment that Staff Attorney White would follow the exact statute language on Policy 1.4/3.4.1 and the other wordings be removed.</p> <p>The motion carried unanimously. This will be recommended to the Full Board for consideration and approval.</p> <p>2. Consider Section 7 – Information Technology – Updated Policy and Procedure Manual</p> <p>Dr. Chapman stated that we followed the same process for Section 7 that we did for Section 1. Staff Attorney clarified Trustee McAuley’s question on page 2 of the Compliance and Electronic Records Self-Warranty Form. With no further questions or discussion, Chairman Philpott moved to approved Section 7 Information Technology Policies for recommendation to the Full Board for consideration and approval. The motion carried unanimously.</p> <p>3. Human Resources Update – Closed Session</p> <p>Chairman Philpott made a motion to go into closed session pursuant to statute 143-318.11 (a)(6). The motion carried unanimously. Chairman Philpott made a motion to go out of closed session. The motion carried unanimously. Chairman Philpott made a motion to go out of closed session. The motion carried unanimously. Chairman Philpott made a motion to approve Dr. Chapman’s recommendation to include Chief of Staff to Margaret Roberton’s title. The motion carried unanimously. AVP Brown gave an update on the CFO search.</p>		

	With no further discussion, Chairman Philpott called the Personnel Committee Meeting adjourned.
<b>For Information Only</b>	



Receive Attrition and Turnover Report

**1. Receive Attrition and Turnover Report**

**Attrition: QUARTER ONE (2023 - 2024)**

Resignations	19
Retirements	8
Deceased	0
Terminations	0
Non-Renewals	0
Total	27

**Turnover: First Quarter Fiscal Year 2023 - 2024**

<b>Division</b>	<b>Average # of employees</b>	<b># employees separated</b>
President's Office/Foundation	7	0
Onboarding & Academic Advising	28	8
Student Learning Division	205	7
Student Services Division	45	2
Administrative Services Division	87	6
Institutional Advancement	5	0
Workforce Development	41	4
Harnett Campus	16	0
Chatham Campus	6	0
College Wide Average	440	27

**Turnover Data:**

- Quarter Turnover Rate: 6.13%
- Fiscal Year Turnover: 6.13%

Submitted by Meghan Reece Brown

## **2. Approve New Employees and Promotion/Position Changes**

### **New Employees:**

1. Tiffany Vielman, Administrative Assistant and Receptionist, 7/17/2023
2. Marsha Himes, Administrative Assistant, 8/1/2023
3. Donald Miller, Associate Dean of Academic Advising and Transfer, 8/1/2023
4. Oscar Hernandez, YEA Juntos Coordinator, 8/9/2023
5. Ryan Cobb, Electrical Systems Technology Instructor (12 months), 8/9/2023
6. Jason Springer, Business Technologies Instructor (9 months), 8/9/2023
7. Anozie Nebolisa, Information Technology Instructor (9 months), 8/9/2023
8. Margaret Provost, Accounting Instructor (12 months), 8/9/2023
9. Clyde Shafer, Spanish Instructor (12 months), 8/9/2023
10. Jessica Blanchard, AR/CR Accountant Supervisor, 8/28/2023
11. Jaclyn Mendez, Veterinary Medical Technology Instructor (12 months), 8/28/2023
12. Jennifer Melton, Human Resources Coordinator, 9/5/2023
13. Jonathan Silva, Education Navigator, 9/5/2023
14. Sabine Collins, Medical Assisting Instructor and Practicum Coordinator (9 months), 9/18/23

### **Promotion/Position Changes**

1. Katie Hall – Harnett County Provost Executive Assistant, 7/1/2023
2. Brandi Hernandez – Director of Purchasing, 7/3/2023
3. Tammy Kirkman – BLET/DOC Coordinator, 7/3/2023
4. Junious Surles – Lead Instructor, Truck Driving Training Program (12 months), 7/5/2023
5. Patricia Anderson – Executive Director of Industry Services, 8/1/2023
6. Eric Butler – Maintenance Supervisor (Lee County), 8/9/2023
7. Douglas Wells – TRiO Upward Bound Assistant Director (CCR), 8/10/2023
8. Alexandria Little – Student Outreach and Recruitment Coordinator, 8/21/2023
9. Jarett McLamb – Biotechnology Instructor (9 months), 8/21/2023
10. Megan Burgess – Title III Navigate Project Activity Director, 9/1/2023
11. Donna Boykin – TRiO Student Support Services Program Coordinator, 9/1/2023
12. Edward Nappi – Criminal Justice Instructor (9 months), 9/1/2023
13. Roger Love – Education Navigator, 9/5/2023
14. Samantha Sewell-Petty – Education Navigator, 9/5/2023
15. James McNeill – Safety Coordinator/Assistant Project Manager, 9/18/2023
16. Habeeba Ahmed – Lead Instructor, Mechanical Engineering Technology (9 months), 9/25/2023

Submitted by Meghan Reece Brown

Associate Vice President, Institutional Advancement and Government Relations



# BOARD OF TRUSTEES FINANCE COMMITTEE AGENDA

<b>Date of Meeting:</b>	October 23, 2023		
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**Committee Members:** **Jim Burgin, Chair**  
**Jamie Kelly**  
**Gordon Springle**

**Consent Agenda Items**

1. Approve Finance Committee Meeting Minutes, July 2023
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

**Full Board Agenda Items**

**For Information Only**

<b>Meeting Name:</b>	Board of Trustees / Finance Committee		
<b>Date of Meeting:</b>	July 31, 2023	1:30 pm	Virtual (V) and in Person (P)
<b>Members Present:</b>	J. Philpott (P), J. Burgin (V), G. Springle (P), J. Kelly (P), G. McAuley (P), P. Kirkman (P), P. Price (V), D. Garris (P), L. Chapman (P), J. White (P), L. Whitaker (P)		
	<b>Discussion</b>		
<b>Consent Agenda</b>	<p>Chairman Philpott made motion to approve the Finance Committee minutes from the July 2023 meeting. Trustee Kelly seconded the motion. The motion carried unanimously.</p> <ol style="list-style-type: none"> <li>1. Approve State Budget Report</li> <li>2. Approve Lee County Budget Report</li> <li>3. Approve Chatham County Budget Report</li> <li>4. Approve Harnett County Budget Report</li> <li>5. Approve Investment Asset Account Report</li> <li>6. Approve Civic Center Budget Report</li> <li>7. Approve for Good of School Budget Report</li> <li>8. Approve Interim Budget Resolution</li> <li>9. Approve President and Board Blanket Travel Authorization</li> <li>10. Ratify the Email Vote to Support an Extension of the Current MOU with the TDA There were no questions concerning items 1 – 10. Trustee Springle made a motion to approve items 1 – 10 on the Consent Agenda. Trustee Kelly seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</li> </ol>		
<b>Full Board</b>	<ol style="list-style-type: none"> <li>1. Approve Follett Bookstore Contract Dr. Price reviewed the Follett Bookstore Contract. Trustee Burgin asked the question about having a ten year contract and what the term was on the previous contract. Staff Attorney J. White was brought in and asked if there was a limit on a contract, seeing this one is for ten years. He will check and confirm Wednesday night. Trustee Springle made a motion to approve the Follett Bookstore Contract. Trustee Kelly seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</li> </ol>		
<b>For Information Only</b>	<ol style="list-style-type: none"> <li>1. State and County Budget Updates were provided.</li> <li>2. There were no changes on the State Retirement System letter update.</li> <li>3. Wicker Center Price Comparisons 2023 Dr. Price went over the price comparisons for the DAWCC. Trustee Kelly, who serves as a member, gave an overview from his attendance at the first TDA meeting. Trustee Kelly made a motion to change the rate from \$0.15 to \$0.18 per sq. ft. on the Exhibition Hall. Trustee Springle seconded the motion. The motion carried unanimously. The committee also indicated we would honor all rental agreements that have been previously executed and signed.</li> </ol>		

**CENTRAL CAROLINA COMMUNITY COLLEGE  
STATE BUDGET REPORT  
September 30, 2023**

<u>CURRENT EXPENSE</u>	<u>ALLOTMENT FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
EXECUTIVE MANAGEMENT	\$ -	\$ 323,828.91	\$ (323,828.91)	
FINANCIAL SERVICES	-	360,756.15	\$ (360,756.15)	
GENERAL ADMINISTRATION	-	586,446.99	\$ (586,446.99)	
INFORMATION SYSTEMS	-	387,033.26	\$ (387,033.26)	
INSTRUCTION - CURRICULUM	-	4,207,878.61	\$ (4,207,878.61)	
INSTRUCTION - NON-CURRICULUM	-	1,119,792.65	\$ (1,119,792.65)	
ACADEMIC SUPPORT	-	1,243,174.60	\$ (1,243,174.60)	
STUDENT SUPPORT	-	882,777.39	\$ (882,777.39)	
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ -</b>	<b>\$ 9,111,688.56</b>	<b>\$ (9,111,688.56)</b>	
 <u>CAPITAL OUTLAY</u>				
EQUIPMENT	\$ -	\$ 69,826.84	\$ (69,826.84)	
940 CAT/GRANT EQUIPMENT	-	58,260.46	(58,260.46)	
BOOKS	-	8,054.66	(8,054.66)	
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 136,141.96</b>	<b>\$ (136,141.96)</b>	
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ -</b>	<b>\$ 9,247,830.52</b>	<b>\$ (9,247,830.52)</b>	<b>#DIV/0!</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
LEE COUNTY BUDGET REPORT  
September 30, 2023**

<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	\$ 4,082,055.00	\$ 861,705.95		
GENERAL ADMINISTRATION	350,500.00	173,414.28		
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 4,432,555.00</b>	<b>\$ 1,035,120.23</b>	<b>\$ 3,397,434.77</b>	<b>23%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 110,000.00</b>	<b>\$ -</b>	<b>\$ 110,000.00</b>	<b>0%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 4,542,555.00</b>	<b>\$ 1,035,120.23</b>	<b>\$ 3,507,434.77</b>	<b>23%</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
CHATHAM COUNTY BUDGET REPORT  
September 30, 2023**

<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	\$ 1,191,865.00	\$ 249,784.14		
GENERAL ADMINISTRATION	145,325.00	24,265.01		
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 1,337,190.00</b>	<b>\$ 274,049.15</b>	<b>\$ 1,063,140.85</b>	<b>20%</b>
<b>TOTAL CAPITAL OUTLAY</b>	<b>\$ 86,500.00</b>	<b>\$ -</b>	<b>\$ 86,500.00</b>	<b>0%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 1,423,690.00</b>	<b>\$ 274,049.15</b>	<b>\$ 1,149,640.85</b>	<b>19%</b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
HARNETT COUNTY BUDGET REPORT  
September 30, 2023**

<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	\$ 1,359,315.00	\$ 374,504.73	\$ 984,810.27	
GENERAL ADMINISTRATION	82,760.00	-	82,760.00	
<b>TOTAL CURRENT EXPENSE</b>	<b>\$ 1,382,605.00</b>	<b>\$ 374,504.73</b>	<b>\$ 1,067,570.27</b>	<b>27%</b>
<b>CAPITAL OUTLAY</b>	<b>\$ 130,000.00</b>	<b>\$ 13,933.40</b>	<b>\$ 116,066.60</b>	<b>11%</b>
<b>TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY</b>	<b>\$ 1,512,605.00</b>	<b>\$ 388,438.13</b>	<b>\$ 1,183,636.87</b>	<b>26%</b>



**CENTRAL CAROLINA COMMUNITY COLLEGE  
INVESTMENT ASSET ACCOUNT  
September 30, 2023**

CPR CARDS	\$	1,860.32
DISTANCE ED FEE		77,798.07
SELF-SUPPORTING		15,647.22
COMMUNITY SERV FEES		198,969.24
CONT ED ACTIVITY FEES		5,243.57
OVERHEAD RECEIPTS		49,056.99
DENNIS WICKER CIVIC CENTER		-
ESTC RENTAL FUNDS		72,373.86
PITTSBORO RENTAL FUNDS		5,926.75
INDIRECT COST FUNDS - GRANTS		135,593.06
PATRON FEES		94,197.95
ASSOCIATE NURSING		70,510.47
SMALL BUSINESS MISC		6,763.31
CLEARWIRE LEASE		56,830.17
BOOKSTORE		864,752.57
VENDING		
STUDENT GOVERNMENT ASSOC.		
EMERGENCY LOAN FUNDS		6,175.40
LOCAL FUNDS		142,847.46
	<b>\$</b>	<b><u>1,804,546.41</u></b>

**CENTRAL CAROLINA COMMUNITY COLLEGE  
DENNIS WICKER CIVIC CENTER BUDGET REPORT  
September 30, 2023**

**REVENUES**

MOTEL TAX	\$	68,325.24	
LEE COUNTY CURRENT ALLOCATION		16,232.49	
RENTAL INCOME		86,061.90	
INTEREST INCOME		-	
<b>TOTAL REVENUE</b>		<u>                    </u>	<b>\$ 170,619.63</b>

**EXPENSES**

SALARIES	\$	75,452.78	
SOCIAL SECURITY		5,303.98	
RETIREMENT		9,013.09	
LONGEVITY		697.86	
MEDICAL INSURANCE		5,332.68	
OTHER CONTRACTS		2,033.47	
SUPPLIES		5,505.58	
TRAVEL		-	
TELEPHONE		1,025.50	
HEAT		2,520.96	
WATER		1,073.22	
ELECTRICITY		19,440.30	
EQUIPMENT REPAIRS		422.65	
FACILITIES REPAIRS		2,221.25	
MAINT. Agreement		4,535.48	
ADVERTISING		-	
CREDIT CARD FEE		779.24	
LANDSCAPING		74.90	
OTHER CURRENT EXPENSE		398.00	
PROPERTY INSURANCE		-	
MEMBERSHIPS AND DUES		-	
EQUIPMENT		-	
<b>TOTAL EXPENSES</b>		<u>                    </u>	<b>\$ 135,830.94</b>

**REVENUE OVER EXPENSES** **\$ 34,788.69**

<b>FUND BALANCE AS OF July 1, 2023</b>	<b>\$ 32,325.32</b>
<b>PLUS REVENUE OVER EXPENSES</b>	<b>34,788.69</b>
<b>FUND BALANCE AS OF September 30, 2023</b>	<b><u>67,114.01</u></b>



**CENTRAL CAROLINA COMMUNITY COLLEGE  
EXPENDITURES FOR GOOD OF SCHOOL  
JULY 1, 2023 - SEPTEMBER 30, 2023**

**STUDENT RELATED**

ICR PROCESSING FEE	\$	1,238.57
FACTS PROCESSING FEE		15,411.00
PERSONNEL COSTS		
TITLE IX		4,320.00
STUDENT AMBASSADORS		
STUDENT TRAVEL		
STUDENT CULTURAL ENRICHMENT		1,750.00
ADVISORY MEETINGS		429.46
AVOW TRANSCRIPT SERVICES		
SCHOLARSHIP LUNCHEON		
GRADUATION		1,400.00
OTHER		366.00
		366.00
<b>TOTAL STUDENT RELATED</b>	<b>\$</b>	<b><u>24,915.03</u></b>

**PUBLIC RELATED**

PUBLIC RELATIONS	\$	183.42
PROFESSIONAL DEVELOPMENT		-
FINANCIAL AID FAFSA DAY		-
FOOD		1,862.97
EMPLOYEE RET., FLOWERS		2,016.02
BOARD OF TRUSTEE EXPENSES		32.00
QEP EXPENSES		-
MARKETING		-
LEGAL EXPENSES		693.00
STAFF DEVELOPMENT		-
STUDENT AID		-
BANK SERVICE CHARGES		134.28
OTHER		1,749.39
		1,749.39
<b>TOTAL PUBLIC RELATED</b>	<b>\$</b>	<b><u>6,671.08</u></b>

<b>GRAND TOTAL</b>	<b>\$</b>	<b><u>31,586.11</u></b>
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# BOARD OF TRUSTEES BUILDING AND GROUNDS COMMITTEE AGENDA

**Date of Meeting:**

October 23, 2023

**Committee Members:** George Lucier, Chair  
Bill Tatum  
Jim Womack

## Consent Agenda Items

1. Approve Building & Grounds Committee Meeting Minutes, July 2023
2. Approve Building & Grounds Committee Meeting Minutes, August 24, 2023
3. Approve Building & Grounds Committee Meeting Minutes, September 26, 2023
4. Approve tree planting plan for Lee Main Campus.

## Full Board Items

1. Approve recommendation to NCDOT regarding R-5959 Kelly Drive re-routing project

## For Information Only

1. Update of Building & Grounds Items
2. Future capital project: Fire Training Tower at Harnett Main Campus

<b>Meeting Name:</b>	Board of Trustees / Building & Grounds Committee		
<b>Date of Meeting:</b>	July 31, 2023	10:30 pm	Virtual (V) and in Person (P)
<b>Members Present:</b>	J. Philpott (P), G. Lucier (P), B. Tatum (P), J. Womack (P), G. McAuley (P), P. Kirkman (P), P. Price (V), J. Matthews (P), L. Chapman (P), L. Whitaker (P)		
	<b>Discussion</b>		
<b>Consent Agenda</b>	<p>Trustee Tatum made a motion to approve the Building &amp; Grounds Committee minutes from the July 2023 meeting. Trustee Womack seconded the motion. The motion carried unanimously.</p> <ol style="list-style-type: none"> <li>1. Ratify the Email Vote for the Design Agreement for the Moore Center Main Building Phase 1 Trustee Womack made a motion to ratify the email vote for the Design Agreement for the Moore Center Main Building Phase I. Trustee Tatum seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</li> <li>2. Ratify the Email Vote for the Assignment of Chatham Council on Aging Lease to Chatham County Trustee Womack made a motion to ratify the email vote for the Assignment of Chatham Council on Aging Lease to Chatham County. Trustee Tatum seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</li> </ol>		
<b>Full Board</b>	<ol style="list-style-type: none"> <li>1. Consider Options for Addressing Cost Estimate Overrun of Moore Center Bioprocessing Building Project Provost Matthews reported that based on minimum design specifications for the Bioprocessing Technology Building project at the Moore Center, renovation cost estimates have come in at roughly \$600,000 over the total amount budgeted for this project and the college has identified four potential options to address the funding shortfall. Trustee Womack asked if any of the additional cost was anything that was a specific industry request and Provost Matthews indicated it was not. Provost Matthews indicated that inflation had hit hard in a lot of sectors. The hardest hit was plumbing and electrical/HVAC. The original overrun was approximately \$1 million dollars and the cost estimator and designer went back and found somethings that could logically and appropriately be removed which brought the cost estimates at roughly \$600,000 over the total amount budgeted. The trustees discussed in detail the potential options that had been identified to address the funding shortfall. Trustee Womack made a motion to approve option 2 which is to proceed with the project by using a combination of existing funds that are available for capital projects, but not currently allocated to Moore Center projects. Trustee Tatum seconded the motion. The motion carried unanimously. This requires a revised 3-1 form. Trustee Tatum made a motion to approve doing a revised 3-1 form. Trustee Womack seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</li> </ol>		
<b>For Information Only</b>	<ol style="list-style-type: none"> <li>1. Update on Building &amp; Grounds Items</li> <li>2. The Facility Master Plan Update 2023 was presented and reviewed.</li> </ol>		

<b>Meeting Name:</b>	Board of Trustees / Building & Grounds Committee		
<b>Date of Meeting:</b>	August 24, 2023	3:00 pm	Virtual (V) and in Person (P)
<b>Members Present:</b>	J. Philpott (P), G. Lucier (P), B. Tatum (P), J. Womack (P)		
<b>Guests:</b>	Allison Kluttz (P), Jerry Page (P), Lisa Mathis (V), Scott Cooke (V), Sherry Earlye (V), Rick Coffman (V), Jeffrey Teague (P), Jeff Strouder (P), Marshall Downey (P), Victor Czar (P), David McGomerty (P), Patrick Norman (V)		
<b>Staff:</b>	L. Chapman (P), J. Matthews (P) M. Robertson (V), R. Measmer, (P); L. Whitaker (P)		
	<b>Discussion</b>		
<b>Consent Agenda</b>	No Agenda Items		
<b>Full Board</b>	No Agenda Items		
<b>For Information Only</b>	<p>DISCUSSION OF THE KELLY DRIVE RE-ROUTE/R-5959</p> <p>When the original discussion of re-routing Kelly Drive started, the Moore Center was not in the equation. We thought that the entrance of the Moore Center would be facing Nash Street. However, after the architects started the design the entrance has flipped. Building and Grounds Committee Chairman Trustee Lucier stated the current Kelly Drive re-route design would dissect the campus in half. The college and the Board of Trustees would like to have the Moore Center well connected to the main campus. NCDOT officials indicated the request might take this back to the initial design phase. Provost Matthews will share the site plans with the NCDOT.</p> <p>With no further discussion, Chairman Philpott called the Building &amp; Grounds Committee Meeting adjourned.</p>		

<b>Meeting Name:</b>	Board of Trustees / Building & Grounds Committee		
<b>Date of Meeting:</b>	September 26, 2023	4:00 pm	Virtual (V) and in Person (P)
<b>Members Present:</b>	J. Philpott (P), B. Tatum (P), J. Womack (P)		
<b>Members Absent:</b>	G. Lucier		
<b>Guests:</b>	Ray Covington (P), Jeremy Medlin (P)		
<b>Staff</b>	L. Chapman (P), J. Matthews (P), M. Robertson (P), L. Whitaker (P)		
	<b>Discussion</b>		
<b>Consent Agenda</b>	No Agenda Items		
<b>Full Board</b>	No Agenda Items		
<b>For Information Only</b>	<p>DISCUSSION OF THE KELLY DRIVE RE-ROUTE/R-5959</p> <p>Ray Covington and Jeremy Medlin joined the Building and Grounds Committee, along with Dr. Chapman and other college staff. Ray wanted to introduce Jeremy Medlin to the group. Mr. Medlin is the CEO of Greenhawk. Greenhawk purchased the land that is directly behind the Moore Center from Ray Covington and his partner. Greenhawk plans on building residential units on the property. Mr. Medlin shared with the committee where he is in the process. Chairman Philpott gave an overview of the Kelly Drive re-route. Provost Matthews pinpointed a small portion of Mr. Medlin’s property to see if he would consider that area as an alternate location for the Kelly Drive re-route. Mr. Medlin agreed to take a look at this possibility. The Committee discussed whether it might be advantageous to divide the re-route project into two projects, to see what the buffer could be, and to discuss this possibility with the NCDOT Kelly Drive project members. Provost Matthews will be in touch with Mr. Medlin and NCDOT to schedule another meeting.</p> <p>With no further discussion, on motion of Trustee Tatum, seconded by Trustee Womack and carried unanimously, Chairman Philpott called the Building &amp; Grounds Committee Meeting adjourned.</p>		



Approve Tree Planting Plan for Lee Main Campus  
Kwanzan Cherry Tree Planting Project – Lee Main Campus

Project Summary

Dr. Larry O’Connell recently made a gift to the CCCC Foundation in memory of Elizabeth Carrington O’Connell. His gift was accompanied with a request to plant 20 Kwanzan Cherry Trees on Lee Main Campus; trees that the donor would pay for if the College agreed to facilitate the planting process. The trees would be procured in 20 gallon pots from a local nursery. The planting process itself would need to occur during the trees’ dormant phase in late fall/early winter. Some details regarding this type of ornamental tree were sourced from NC State University’s Extension website (<https://plants.ces.ncsu.edu/plants/prunus-kanzan/>)

*“Japanese Flowering Cherry is a small, deciduous, showy tree that grows up to 36’, is rounded, spreading, has stiffly ascending branches, and is in the rose family. Young trees have a vase-shaped habit that becomes more spreading with a rounded crown into maturity. These trees prefer sandy to clay moist well-drained loams in full sun but will tolerate light shade. This plant has viral and fungal diseases and is susceptible to borers and scale.*

*This tree blooms with abundant clusters of double pink blooms in the spring and is considered one of the showiest of the Japanese cherries. Fruit ripens in the summer. When the leaves fill out they provide excellent shade. Fall leaf color is usually orange-bronze. Grafted trees may only reach 6.5’ tall, but grown on their own roots, they will reach the full height. Use this tree as a specimen, in groups, as a street tree, in parks or other public areas.”*



## Kwanzan Cherry Tree Planting Project – Lee Main Campus

### For Building and Grounds Committee Consideration:

After discussing the viability of this request with Foundation Executive Director Dr. Emily Hare and CCCC Grounds Supervisor Joel Oldham, and Physical Plant Manager Ronnie Measamer, it was determined that due to the proliferation of underground utilities at Lee Main Campus along with the relatively tight proximity of existing structures and trees, a combination of two locations on Lee Main Campus would be the only means suitable to satisfy the donor's request:

1. One tree could be planted with an accompanying memorial marker in Budd Court.
2. The remaining 19 trees could be planted in a single row immediately behind the gravel parking lot directly across from Wilkinson Hall on Kelly Drive (see aerial map with projected planting locations shown with green and pink markers).



Approve recommendation to NCDOT regarding R-5959 Kelly Drive re-routing project

### Project Summary

Project R-5959, which is nearly a decade into the NCDOT planning/funding process, would divert the route of Kelly Drive away from the center of Lee Main Campus via a traffic circle directly across the existing Kelly Drive roadway near the northeast corner of Wilkinson Hall and extending along the college's property line on its southern border, eventually connecting with Nash Street between the Civic Center and the Moore Center sites (see attached project map). This project was originally scheduled to begin the construction phase by mid-2024 prior to being put on hold at the college's request. (NOTE: the original project design was conceived, funded, and scheduled prior to Lee County's acquisition of the Moore Center property.)

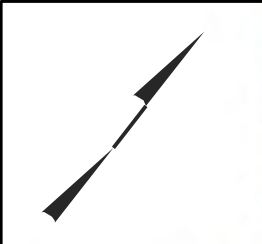
In response to the college's concerns about the planned extension route bisecting campus, officials from NCDOT, Lee County, City of Sanford, and Greenhawk Corporation—developer of the adjacent property—met in recent weeks with CCCC leaders, Board of Trustees Chairman Philpott, and members of the Building and Grounds Committee to discuss the challenges that the planned route would create for the development of the Moore Center site and its physical integration with the existing and developed parts of the Lee Main Campus. The college asked for NCDOT officials to effectively pause progress on the existing project until alternatives to the existing R-5959 plan could be explored and evaluated. Representatives of Greenhawk attended the aforementioned meetings in order to share the current progress of their residential development. It was during these discussions that college officials learned that the developers, upon the urging of the City of Sanford, had already modified their original design to include a centrally-located “collector” road that would connect directly with Rosser Road/Broadway Road at its southwestern entrance and with the re-routed Kelly Drive via its northwestern entrance, thus providing an roadway artery to direct traffic both to and through the development.

NCDOT representative Jerry Page, the project manager for R-5959, revealed three critical facts regarding the college's interest in changing the project: 1) that a more permanent delay and/or cancellation of the project would require any new Kelly Drive relocation project to start from scratch, thus delaying the construction of a proper means of ingress and egress to the Moore Center for several years and significantly impacting project cost and feasibility; 2) that going forward with R-5959 required that the new extension actually connect the existing portion of Kelly Drive with Nash Street—both of which are state-maintained roads—and thus, a request to stop short of building the full re-route would effectively mean that the project would be cancelled; and 3) that a minor modification to the existing project plan that would help address the college's safety concerns (e.g., the installation of a roundabout in place of the planned “T-intersection” at the interchange with the Greenhawk development “collector” road) would likely be received by NCDOT as a logical and feasible change with minimal impacts on project cost or construction timelines.



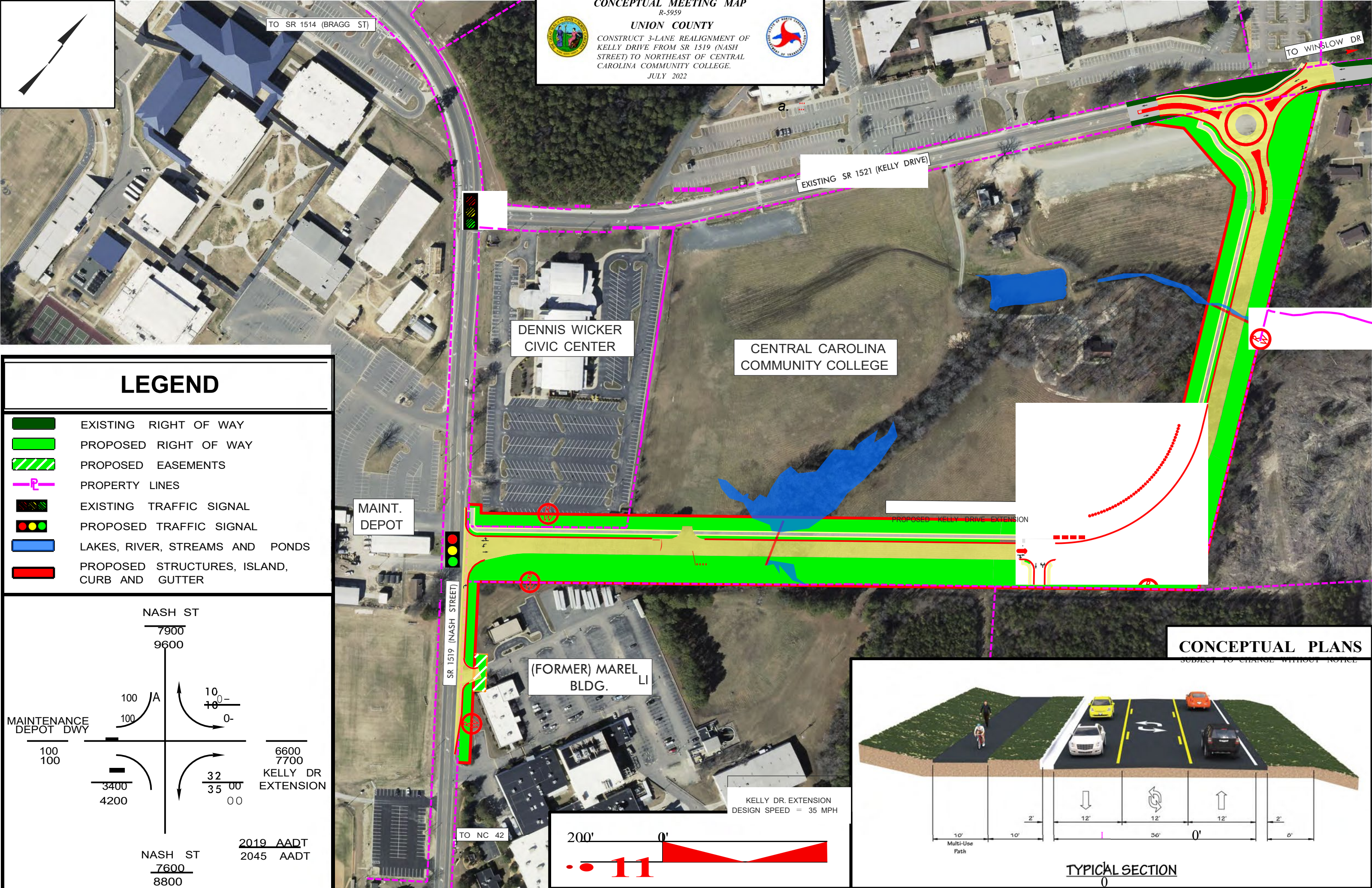
For Building and Grounds Committee/Full Board Consideration:

After discussing the viability of alternatives to the R-5959 project with NCDOT officials, Greenhawk Corporation representatives, and City of Sanford and Lee County officials, the following courses of action were identified:









1. Recommendation to cancel R-5959 and petition for a new re-routing project.
  - Pros:
    - Provides the opportunity to restart the entire process to include possible extension route alternatives.
  - Cons
    - Eliminates direct vehicle access to the primary entrance of the Moore Center Main Building from the 87/421 bypass.
    - Delays the project for several years (likely a decade or longer)
    - Increases the project cost.
    - Fails to address near-certain challenges in establishing a right-of-way across land not owned by the college.
  
2. Recommendation to proceed with R-5959 as currently planned and engineered.
  - Pros:
    - Provides direct access to Moore Center Main Building entrance.
    - Diverts through traffic to either Greenhawk collector road (extension of Rosser Road) or Nash Street and away from developed portions of Lee Main Campus.
    - Allows time for the college to explore feasibility of future projects that might extend the re-route along the boundary line of the Greenhawk and Moore Center properties.
  - Cons:
    - Does not completely eliminate through traffic destined for Nash Street.
    - Does not fully address safety concerns with vehicle speeds.
  
3. Recommendation to proceed with R-5959 with minor modifications designed to maximize interchange utility with Greenhawk development's collector road that connects with Rosser Road/Broadway Road.
  - Pros:
    - Provides access to Moore Center Main Building entrance.
    - Diverts through traffic to either Greenhawk collector road or Nash Street and away from developed portions of Lee Main Campus.
    - Improves safety via engineering modifications to the interchange with the Greenhawk collector road that would effectively limit speeds of both Moore Center-bound traffic and through traffic.
    - Allows for the college to explore feasibility of future projects that might extend the re-route along the boundary line of the Greenhawk and Moore Center properties.
  - Cons:
    - Does not completely eliminate through-traffic destined for Nash Street.

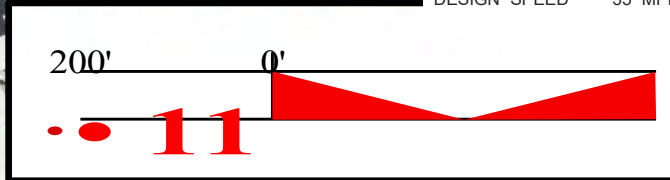
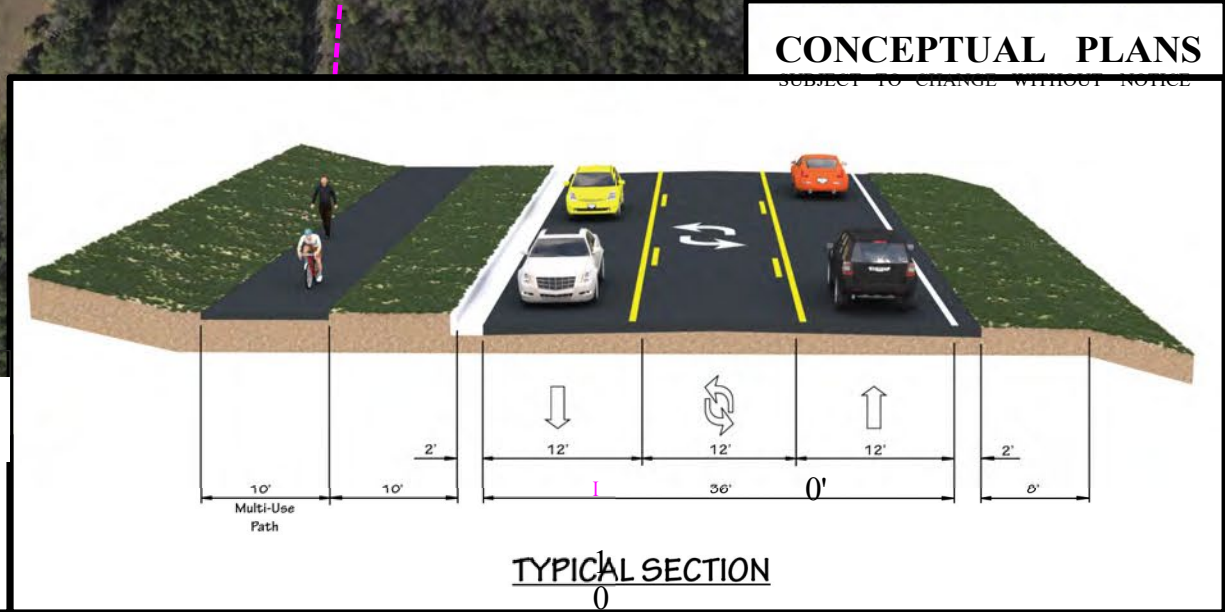
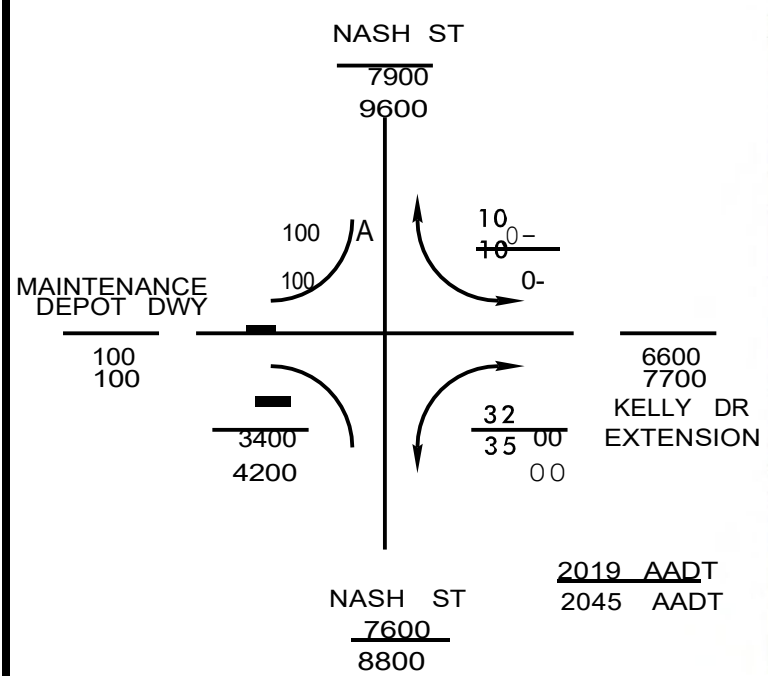


**CONCEPTUAL MEETING MAP**  
R-5959  
**UNION COUNTY**  
CONSTRUCT 3-LANE REALIGNMENT OF  
KELLY DRIVE FROM SR 1519 (NASH  
STREET) TO NORTHEAST OF CENTRAL  
CAROLINA COMMUNITY COLLEGE.  
JULY 2022

### LEGEND

-  EXISTING RIGHT OF WAY
-  PROPOSED RIGHT OF WAY
-  PROPOSED EASEMENTS
-  PROPERTY LINES
-  EXISTING TRAFFIC SIGNAL
-  PROPOSED TRAFFIC SIGNAL
-  LAKES, RIVER, STREAMS AND PONDS
-  PROPOSED STRUCTURES, ISLAND, CURB AND GUTTER



KELLY DR. EXTENSION  
DESIGN SPEED = 35 MPH

## Update on Building and Grounds Items

### Moore Center – Bioprocessing Building Renovation

RS&H worked with College faculty and administration to finalize the floor plan concept for this facility. We are currently awaiting RS&H to provide an updated construction schedule.

### Moore Center – Executive Office Renovation

This project is completed except for the installation of replacement interior doors and furniture.

### Moore Center – Main Building Renovation – Phase 1

We have completed Pre-Design Phase 1A, in which options for the building entry configuration were evaluated and approved. Hobbs Architects has begun Pre-Design Phase 1B, wherein space allocations for programming have been discussed and analyzed for implementation in the schematic design.

The 2024 State Budget passed by NCGA included a \$10.8 million allocation to support the renovation of the Main Building. Given that this allocation is far less than what the College had sought for the build-out of this site, members of the leadership team will be discussing how the current allocation can be best used toward in-progress near-term phases of the project.

### Moore Center –Other

The College has received interest from Capital Area Workforce Development to cosmetically renovate and lease office space in the former HR office area adjacent to the Executive Office Suite. More details will be provided for consideration by the Building and Grounds Committee once details of a potential lease agreement and renovation project agreement are available for consideration.

Dewberry Engineers has been contracted to perform a comprehensive site survey of the entire Moore Center site, including topographical, boundary, and subsurface utility engineering (SUE Level B, and SUE Level C). This survey is necessary to ensure that detailed civil engineering and utilities information are available to inform both current and future construction projects.

It was recently discovered that neither County of Lee nor CCCC had secured general liability insurance or structure/property insurance on the Moore Center site other than the warehouse that was converted to Gymnastics facility for the Parks and Recreation Department. This was rectified immediately upon discovery and our agent was instructed to proceed with binding general liability coverage on October 4<sup>th</sup>. Coverage for the buildings is expected to be formalized by the end of October. The underwriter noted that the county's replacement valuation appeared to be undervalued in comparison to the industry average, however our staff attorney was able to negotiate a reasonable compromise. Total insurance coverages for the Moore Center site are cost estimated at between \$30,000 and \$40,000.

## Update on Building and Grounds Items

### Chatham Main Campus Minor Renovations

Installation of new furniture was completed in Buildings 41 and 42 during the month of September.

### Harnett Main Campus – Fire Training Tower

The 2024 State Budget passed by NCGA included a \$1.869 million allocation for the construction of a fire training tower facility on Harnett Main Campus in Lillington. Hobbs Architects completed pre-design work on this proposed facility in January 2023 and the resulting cost estimate was equal to the appropriation.

### Harnett Main Campus Minor Renovations

A 20-ton HVAC system was replaced in Miriello Building in late July. The College has requested that County of Harnett fund a near-term capital project in the amount of \$210,000 to replace the remaining three 20-ton HVAC systems in Miriello Building, all of which are original to the structure which was completed in 1996.

Dewberry Engineers will be contracted to perform a comprehensive site survey of Harnett Main Campus, including topographical, boundary, and subsurface utility engineering (SUE Level B, and SUE Level C). This survey is necessary to ensure that detailed civil engineering and utilities information are available to inform both current and future construction projects

# CENTRAL CAROLINA COMMUNITY COLLEGE

## BURN CENTER

### CONCEPT ESTIMATE

DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL
Site clearing	2.2	ACRE	12,500.00	27,050
Strip / haul topsoil	2,339	CUYD	15.00	35,088
Site cut to fill	1,900	CUYD	15.00	28,500
Import fill	2,125	CUYD	45.00	95,625
Fine grade	6,045	SQYD	4.00	24,178
Erosion control	2.2	ACRE	16,000.00	34,624
Concrete paving	5,412	SQYD	68.00	368,039
Truck access (widen 12')	632	SQYD	48.00	30,349
Perimeter fence	1,043	LNFT	34.00	35,462
Rolling gate	1	EACH	9,500.00	9,500
Extend water service to property line	391	LNFT	65.00	25,415
Fire hydrant	1	EACH	6,500.00	6,500
1000 gallon LP tank	1	EACH	7,000.00	7,000
LP piping to structure	125	LNFT	55.00	6,875
Connex box	1	EACH	9,500.00	9,500
Concrete foundations	9	CUYD	950.00	8,726
Pad at stair	36	SQYD	12.00	432
Burn structure + lighting package	1	LPSM	605,000.00	605,000
60 AMP electrical service + underground extension to Advanced Technology Bldg.	1	LPSM	47,500.00	47,500
				0
<b>SUB-TOTAL</b>				<b>1,405,364</b>
G.C. OVERHEAD & PROFIT (18%) + INSURANCE AND PERMITS (5%) + DESIGN CONTINGENCY (10%)				463,770
<b>TOTAL</b>				<b>1,869,134</b>

### EXCLUSIONS

- Water service extension to HWY 421 S
- Communication tower
- Site lighting
- Construction contingency / escalation
- Rock / unsuitable soil removal





**PRE-DESIGN SCOPE OF WORK: DRAFT**

**January 2023**

**Burn Structure Project**

**Central Carolina Community College – Harnett County Campus**

The work in this proposal includes pre-design services for the new construction, with site improvements, of a proposed new pre-fabricated burn structure on CCCC's Harnett County Campus. This project will be contracted under the Open End Design Services Agreement between Hobbs Architects, PA and Central Carolina Community College. The proposed scope of work includes architectural review and coordination, site master planning, and the development of an estimated construction budget (see attached meeting minutes for additional details on the scope of the project). Hobbs Architects, PA will provide design services required to complete the project with the following team members:

- |                              |                           |
|------------------------------|---------------------------|
| • Architectural Coordination | Hobbs Architects, PA      |
| • Master Planning            | Dewberry                  |
| • Cost Estimating            | Rutherford and Associates |

**Pre-Design Services:**

**I. Architectural Review & Coordination**

- Review the proposed structure and confirm programming requirements with CCCC and local authorities
- Contact the burn structure manufacturer for coordination and size verification
  - Footings / structural requirement coordination
  - Electrical needs coordination
- Perform a preliminary building code review and coordinate with the local inspections department on proposed code approach
- Coordinate as required with Dewberry on master planning needs

**II. Base Map Preparation**

- Review current codes for possible site constraints
- Visit the site to review the survey and SUE provided by others and complete the base map and confirm scope and review potential future requirements

**III. Preliminary Site Study**

- Prepare a site study showing the location of the burn structure with access and new features
- Prepare preliminary grading and drainage study
- Meet with Duke Energy on site to review existing primary cabling routing, determine preliminary pathway to serve new burn structure, and discuss utility provided site lighting
- Review the site study in one meeting on site with all parties



**IV. Master Plan +/- 2 acre site**

- Review the existing master for the campus and provide proposed updates for this project and future projects being considered by CCCC:
  - Access to site / travel path for site from the highway
  - Upgrades to existing asphalt for heavy trucks
  - Turning radius requirements for trucks (to be supplied by the fire dept.)
  - No new parking area needed (Etheridge Building parking to be utilized)
  - 30-50 site occupants at any given time
  - Security fencing to be shown
  - Hazardous site runoff / site containment measures not needed
  - LP Gas location
  - Dry hydrant needed for water truck hook-up
  - Future Tower requirements / location
  - 120' diameter access all around the structure
  - Site lighting through the power company
  - Security cameras needed (IP based)
  - Domestic water yard hydrant needed
  - Existing dumpsters can be utilized for trash
- Prepare a colored plan of pdf and the base CAD file in DWG format

**V. Construction Cost Estimate**

- Review the project with Richard Rutherford and associates (construction cost only)
- Confirm cost provided by the burn structure manufacturer
- Coordinate site costs of the masterplan with Dewberry
- Assist CCCC with the development of an overall project budget if requested

**VI. Payment Schedule & Schedule:**

- Architectural, Master Planning, and Cost Estimating
  - Lump sum fee: \$ TBD / +/- 60-90 days from contract finalization



**Scope of work does not include the following:**

- Identification or abatement of hazardous material (none anticipated)
- Environmental impact statements and environmental assessments
- Special use applications
- Rezoning/Variance applications through the Town of Lillington / Harnett County
- Surveying, SUE, Platting and Boundary survey (separate CCCC contract)
- Existing Site Boundary Survey with topo, phase one environmental & existing impervious areas (separate CCCC contract)
- Recombination plats and annexation
- Geotechnical or soils testing
- Design of offsite improvements (roadway, utilities or lighting design)
- Utility design (potable water, sanitary sewer, gas, etc.)
- Submission and approval by NC DEQ (not anticipated)
- Civil, Structural, PME engineering, Landscape Architecture
- Structure design (prefabricated burn structure)
- Permanent storm water control measures
- Site plan review, approval or fees
- Coordination or approvals from NCDOT (Encroachment or Permits)
- Obtaining permits / permitting fees
- Construction staking and surveying
- Construction testing Services



## MEETING MINUTES

**Project:** CCCC Harnett Burn Structure

**Date:** 01.13.2023 10:00 a.m.

**Location:** CCCC Harnett County Campus

**Present:**

Dr. Jon Matthews	<a href="mailto:jmatthews@ccc.edu">jmatthews@ccc.edu</a>
Ronnie Measamer	<a href="mailto:rmeasamer@ccc.edu">rmeasamer@ccc.edu</a>
Sarah Tart	<a href="mailto:start893@ccc.edu">start893@ccc.edu</a>
Dennis Pitts	<a href="mailto:dpitts@dewberry.com">dpitts@dewberry.com</a>
Johnny Wood	<a href="mailto:jwood@dewberry.com">jwood@dewberry.com</a>
Gary Whitman	<a href="mailto:drschief@nc.rr.com">drschief@nc.rr.com</a>
Landon Chandler	<a href="mailto:ltchandler@lillingtonnc.org">ltchandler@lillingtonnc.org</a>
Clint Williams	<a href="mailto:cwilliams@harnett.org">cwilliams@harnett.org</a>
Jay Smith	<a href="mailto:district6chief@coatsfd.org">district6chief@coatsfd.org</a>
Roy Allen	<a href="mailto:ralle595@ccc.edu">ralle595@ccc.edu</a>
Taylor Hobbs	<a href="mailto:thobbs@hobbsarchitects.com">thobbs@hobbsarchitects.com</a>

### The following items were discussed:

- Overall goal of current project: project feasibility study of up to +/- 2 acres for a new prefabricated burn structure in the rear of the site
  - Site masterplan
  - Preliminary budget
  - Project precedent: Wilks Community College
- Site will be annexed & all CCCC parcels will be recombined into one property
  - Setbacks to be reviewed
  - Non-permeable surfaces to be reviewed
  - The Town Planning Dept. will help coordinate & facilitate the needs of the project
- Site Structures:
  - Burn Structure +/- 30' x 40' footprint x 40 - 45' high
    - Vendor to provide foundation & slab design based on soil conditions to be provided by CCCC
    - Electrical needed for the structure
  - Storage shed / container:
    - Pallets & straw / hay (burn materials)
    - Electrical panel location?
    - Some storage available in existing maintenance building
  - Locker / Shower facilities needed
    - The Etheridge Building can be utilized



- Site Plan items to be reviewed & coordinated:
  - Access to site / travel path for site from the highway
  - Upgrades to existing asphalt for heavy trucks (soil samples/ asphalt cores needed)
  - Turning radius requirements for trucks (to be supplied by the fire dept.)
  - No new parking area needed (Etheridge Building parking to be utilized)
  - 30-50 site occupants at any given time
  - Security fencing to be shown
  - Hazardous site runoff / site containment measures not needed
  - LP Gas location
  - Dry hydrant needed for water truck hook-up
  - Future Tower requirements / location
  - 120' diameter access all around the structure
  - Site lighting through the power company
  - Security cameras needed (IP based)
  - Domestic water yard hydrant needed
  - Existing dumpsters can be utilized for trash
  
- Current Needs / Schedule:
  - Survey is critical (Dewberry to provide a proposal)
    - All parcels
    - Buildings / structures
    - Parking
    - Utilities
    - Topographic information
    - Setbacks
    - Wetlands
  - 60 day proposed schedule (mid-March 2023) – need to confirm survey schedule



Aerial View



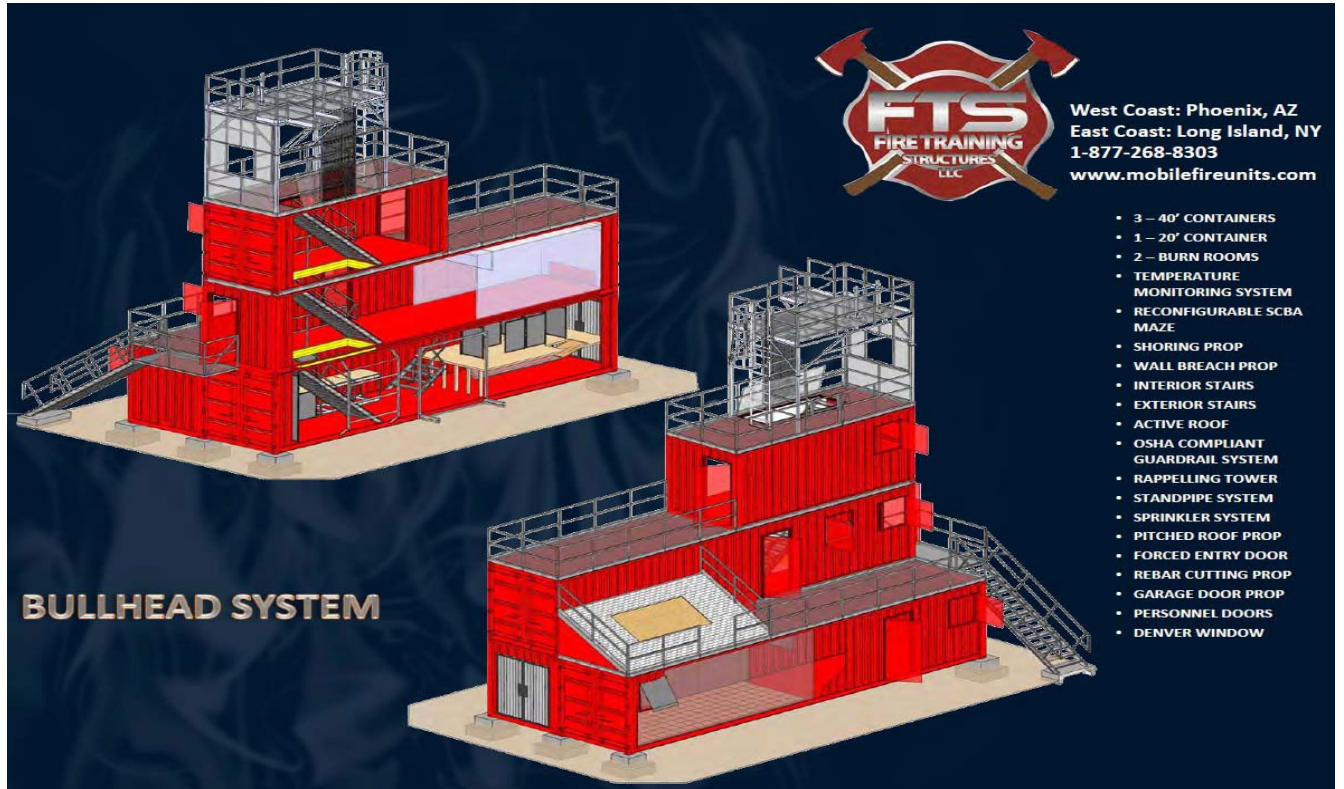


# Hobbs Architects, P.A.

159 W. Salisbury St.  
Pittsboro, North Carolina 27312

919.545.2004  
www.hobbsarchitects.com

## Prototype



## Site Images



G. Taylor Hobbs III, AIA

Chevon (File) Moore, AIA

Grimsley T. Hobbs Jr., AIA

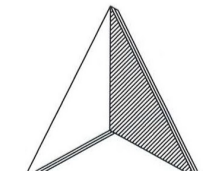
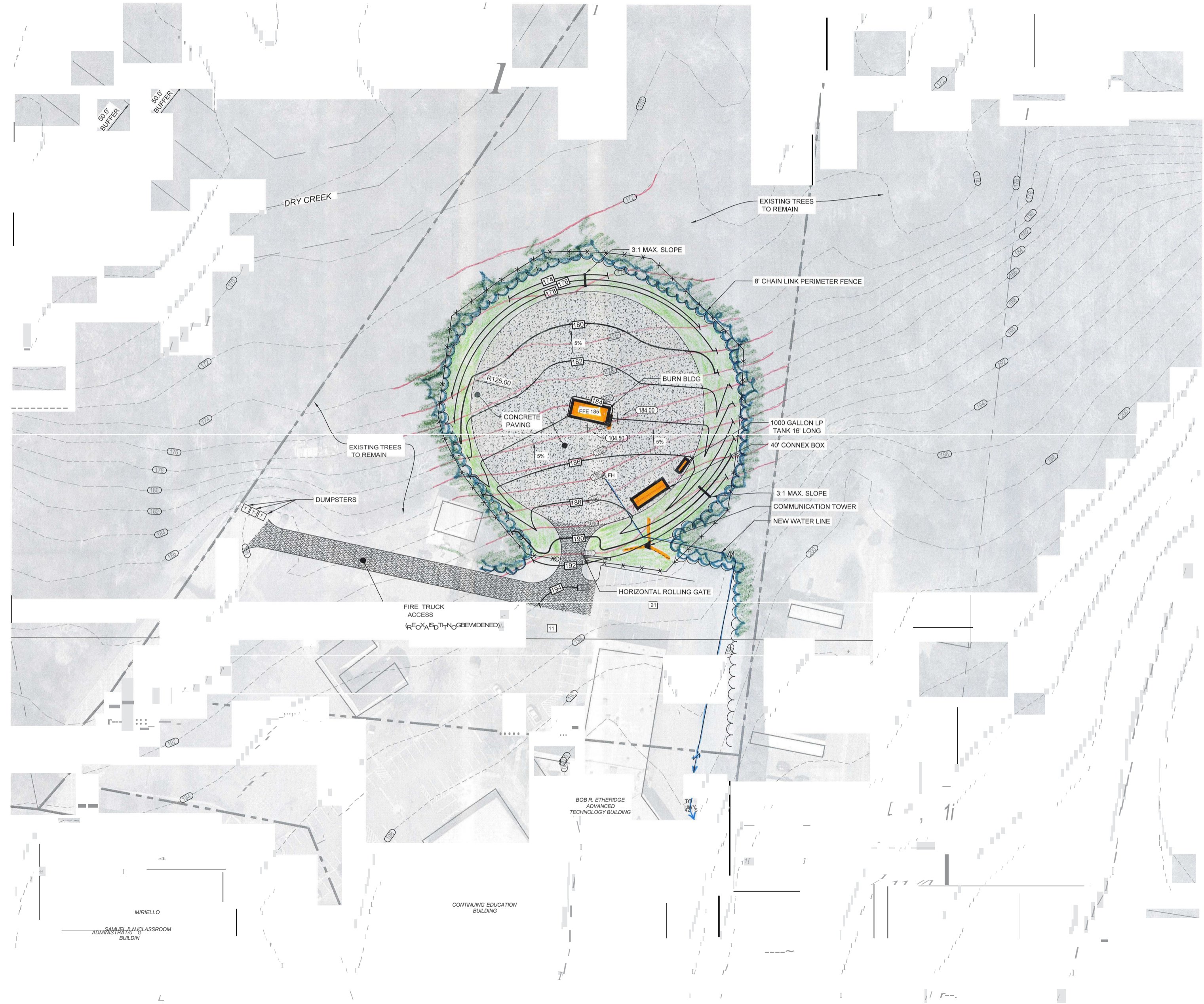
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**NORTH**  
GRAPHIC SCALE







# BOARD OF TRUSTEES PROGRAMS COMMITTEE AGENDA

<b>Date of Meeting:</b>	October 23, 2023		
<b>Committee Members:</b> <b>Jim Crawford, Chair</b> <b>John Bonardi</b> <b>Derrick Jordan</b>			
<b>Consent Agenda Items</b>			
<ul style="list-style-type: none"> <li>1. Approve Program Committee Meeting Minutes, July 2023</li> <li>2. Curriculum Review Committee Actions (Curriculum)               <ul style="list-style-type: none"> <li>a. Program Approvals</li> <li>b. Program Modifications</li> <li>c. Program Removals</li> <li>d. Course Modification</li> </ul> </li> </ul>			
<b>Full Board Agenda Items</b>			
<b>For Information Only</b>			
<ul style="list-style-type: none"> <li>1. Academic Policy Committee Actions (Curriculum)</li> <li>2. Workforce Continuing Education Updates (Continuing Education)</li> <li>3. Manufacturing Day Results (Continuing Education)</li> </ul>			

<b>Meeting Name:</b>	Board of Trustees / Program Committee (Continuing Education and Curriculum)		
<b>Date of Meeting:</b>	July 31, 2023	9:00 am	Virtual and in Person
<b>Members Present:</b>	J. Philpott (P), D. Jordan (V), J. Crawford (V), P. Kirkman (P), G. McAuley (P), L. Chapman (P), L. Whitaker (P)		
<b>Members Absent:</b>	M. Robertson, K. Short		
	<b>Discussion</b>		
<b>Consent Agenda</b>	No Agenda Items Trustee Crawford made a motion to approve by acclamation the Program Committee minutes from the Spring 2023 meeting. Chairman Philpott seconded the motion. The motion carried unanimously.		
<b>Full Board</b>	No Agenda Items		
<b>For Information Only</b>	<p>In the absence of Margaret Robertson and Kristi Short, Dr. Chapman gave an overview of the for information items with the committee.</p> <p>Continuing Education:</p> <ol style="list-style-type: none"> <li>1. Workforce Continuing Education Program Updates <ul style="list-style-type: none"> <li>• The EMS Program Director and the Associate Dean, Public Safety and Criminal Justice, attended a week-long CoAEMSP conference.</li> <li>• VinFast held their groundbreaking on Friday, July 28<sup>th</sup></li> <li>• Wolfspeed vocational training is being done at the Siler City site</li> <li>• Harnett Liftoff Lab -Expansion of the RISE, SPRARK and Next Level model to Harnett County with the support of Harnett County, area Chamber of Commerce (Angier, Coats, Dunn, Erwin and Lillington) and Anne Milton Realty</li> <li>• National Manufacturing Day on October 6, 2023 at E. Eugene Moore Manufacturing and Biotech Solutions Center</li> </ul> </li> <li>2. Customized Training Program Report Fiscal Year 2022-2023 <ul style="list-style-type: none"> <li>• The annual report was submitted to the System Office. For funding purpose code 361; there are ten new projects in the pipeline representing two businesses in Chatham County, three businesses in Harnett County and five businesses in Lee County. For funding purpose code 365; the college supported twelve companies with seventeen training activities supporting the development of 193 employees through the use of unrestricted funds. These funds 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.</li> </ul> </li> <li>3. E. Eugene Moore Manufacturing and Biotech Solutions Center Update <ul style="list-style-type: none"> <li>• To date, 39 events and tours have been hosted with 700+ individuals coming through the Moore Center.</li> <li>• There was discussion about establishing a timeline for the gymnastic group's relocation.</li> </ul> </li> <li>4. Small Business Center 2022-2023 Program Report <ul style="list-style-type: none"> <li>• A visit to the Bladen Airport is planned, with Harnett County Commissioner Lewis Weatherspoon taking the lead.</li> </ul> </li> <li>5. AdvanceNC Overview of Regional Collaborative Effort <ul style="list-style-type: none"> <li>• The objective of AdvanceNC is very important.</li> </ul> </li> </ol> <p>Curriculum:</p> <ol style="list-style-type: none"> <li>1. Health Sciences <ul style="list-style-type: none"> <li>• CCCC's dental programs received no recommendations from the American Dental Association Commission on Dental Accreditation (CODA) onsite review team regarding compliance with programmatic accreditation standards.</li> </ul> </li> </ol>		

- The Commission on Accreditation in Physical Therapy Education (CAPTE) visit went incredibly well. We will know by mid-November whether our program is granted candidacy status.
  - All 27 Spring 2023 AND graduates passed the NCLEX on the first attempt.
2. SkillsUSA
    - Four students and their faculty advisors went to the national SkillsUSA competition in Atlanta. Leo Avalos received a gold medal in a competition comprising five parts: network design, troubleshooting, end-to-end equipment configuration, technical assistance center call, and a written exam similar to the Cisco Certified Network Associate exam.
  3. Center for Organizational Excellence
    - Ten employees were selected for the 2023-2024 Providing Remarkable Opportunities for Promising Emerging Leaders (PROPEL) program.
  4. Career & Academic Engagement
  5. Career & College Promise
    - The Caterpillar Welding Youth Apprenticeship graduated eight students on May 17. Sixteen students have been accepted into the program for Fall 2023. 30% of Caterpillar employees are made up of CCCC graduates.
    - CCCC held a signing ceremony for a summer construction academy with Sanford Contractors on May 31 with twelve students to participate in the nine-week summer "Learn and Earn" program.
  6. Regional Partnerships
    - CCCC hosted a meeting with DTCC and WTCC to discuss a regional partnership to support the growing manufacturing, biotechnology and cybersecurity industries. Also, CCCC has had conversations with DRCC, RCC, SCC and WTCC to build regional partnership for healthcare programs.

## **Curriculum Review Committee Actions**

During its Fall 2023 meeting, the Curriculum Review Committee recommended the following actions:

### Curriculum Review Committee

#### Program Approvals

1. Foundations of Advanced Manufacturing Certificate (C5024060)
2. Foundation of Advanced Manufacturing Certificate CCP (C50240K2)

#### Program Modifications

1. Associate in Applied Science in General Occupational Technology - Pre-Medical Sonography (A55280MS)
2. Associate in Applied Science in General Occupational Technology - Pre-Health Information Technology (A55280HT)
3. Associate in Applied Science in General Occupational Technology - Pre-Medical Assisting (A55280MA)
4. Associate in Applied Science in General Occupational Technology - Pre-Dental Hygiene (A55280DH)
5. Associate in Applied Science in General Occupational Technology - Pre-Veterinary Medical Technology (A55280VT)
6. Associate in Applied Science in General Occupational Technology - Pre-Nursing (A55280NR)
7. Associate in Applied Science in General Occupational Technology - Pre-Nursing (A55280PN)
8. Associate in Applied Science in General Occupational Technology - Pre-Physical Therapist Assistant (A55280PT)
9. Associate in Applied Science in Human Services Technology (A45380)
10. Associate in Applied Science in Public Safety Administration (A55480)
11. Information Technology - Network Management Diploma (D25590N)
12. Associate in Applied Science in Information Technology (A25590)
13. Information Technology Diploma - General (D25590)
14. Associate in Applied Science in Industrial Systems Technology (A50240)

#### Program Removals

1. Associate in Applied Science in General Occupational Technology - Health & Fitness Science (A55280HF)
2. Criminal Justice Administration Certificate (C55180AD)

#### Course Modifications

1. ELC-131 Circuit Analysis I

### Academic Policy Committee Actions

1. Competitive entry programs will transition to limited enrollment programs for students entering in Fall 2024.
  - a. Programs impacted: Associate Degree Nursing, Dental Assisting, Dental Hygiene, Medical Sonography, Practical Nursing, Veterinary Medical Technology
  - b. Must complete all general education courses prior to application
  - c. Must earn minimum grade of B in science courses, C in other courses
  - d. Must meet minimum GPA requirement
  - e. ADN applicants must have Certified Nurse Aide I license
  - f. First qualified, first admitted with running waitlist
2. Suspension Policy
  - a. Rather than a one-time meeting with a department chair, a student re-enrolling following a suspension is required to participate in three meetings with an education navigator and advisor for intentional conversations around needed resources, supports, challenges, and barriers to success.
  - b. Additionally, there will be triggered outreach inviting students back after suspension and celebratory outreach after the first semester back.
3. Grade Scale for ACA-085
  - a. Update grading to P/R instead of letter grade because the class is developmental and does not impact GPA.
4. Grade Scale for Nursing
  - a. Return to 10-point scale like the rest of the college.
  - b. Require minimum 80% in all NUR classes.
  - c. To support students during this transition, faculty will increase support in the classroom, implement more active learning activities, increase tutoring opportunities, and improve test remediation to ensure students earn and maintain a minimum grade of 80% in all NUR courses.
  - d. Additional supports will be provided to students in their first semester of the nursing program.

## Workforce Continuing Education Updates

August – October 2023

### Summary:

Workforce and Continuing Education provides training opportunities to support individuals in the CCCC service area in developing skills to effectively enter and successfully progress along a career path as well as developing short-term training to address the employer needs within the region.

**Continuing Education:** Provides instructional opportunities for individuals seeking to gain new or upgrade current job-related skills that lead to a recognized credential or defined competencies and meet local workforce pipeline needs.

- Sanford Contractor's Construction Pre-Apprenticeship Program in collaboration with Lee County schools – 11 students successfully completed with 6 students transitioning to full or part time positions at Sanford Contractors.
- Carolina Meadows "Leading Edge" award nominee – Greg Singleton, Jason Haskins, Bev Brock, and Kristen Tarpey were instrumental in a creative workforce development program with Carolina Meadows impacting the successful recruitment, training and onboarding of Nurse Aides.
- Leadership Harnett – Jason Haskins, Director of Healthcare Programs, successfully completed the Leadership Harnett program

**Customized Training:** 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

- First Industrial Robot technician training on ABB robotic arm at the HJ Industry Center to support Bharat Forge
- Providing training within seven active customized training projects with more than \$1.6M in funding awards
  - Three new projects in pipeline in Chatham and Harnett counties

**Small Business Center:** 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.

Entrepreneurship programs:

- Next Level is focused on technology initiatives begins its second cohort and strengthens alignment with UNC Innovate.

- Harnett County LiftOff – Begins with 12 in its inaugural class. LiftOff is supported by Ann Milton Realty, Harnett County, and the five area Chambers of Commerce in Angier, Coats, Dunn, Erwin, and Lillington.
- Real Investment in Sanford Entrepreneurs (RISE) – Spring 2023 RISE graduate and grant recipient, Gather NC, is on track to open a new storefront in downtown Sanford in October.
- SPARK – Awards Downtown Café scholarship after prior winner chose to defer a brick and mortar opening. Downtown Café has hired 10 people in Siler City since opening in June 2023.

**Public Safety:** provides accessible, high quality, and cost-effective training to develop skilled EMS, fire, and law enforcement responders who can act more effectively in emergency situations.

- The first Chatham County Basic Law Enforcement Training class offered in Pittsboro in over 4 years, successfully launched with 18 cadets.
- CCCC, in collaboration with Harnett County EMS, has developed the first of its kind, seven-month Paramedic Initial academy which will graduate all six cadets on October 6.

## Manufacturing Day - Results

October 6, 2023

### Summary:

Held annually on the first Friday in October with events that continue throughout the month, Manufacturing Day, initiated by the Manufacturing Institute, helps show the reality and future of modern manufacturing careers by encouraging thousands of companies and educational institutions around the nation to open their doors to students, parents, educators and community leaders. As manufacturers seek to fill 4 million high-skill, high-tech and high-paying jobs over the next decade, MFG Day empowers manufacturers to come together to address their collective challenges and build excitement about manufacturing careers so they can help their communities and future generations thrive.

Central Carolina CC has a long history of hosting manufacturing day activities both at the Howard-James Industry Center and now at the E. Eugene Moore Manufacturing and Biotech Solutions Center.

The successful CCCC Manufacturing Day event is supported by Mertek Solutions and ES&E who provide the hotdog lunches for participants, Sanford Area Growth Alliance (SAGA) who provided the water and the CCCC Foundation who provided the employer lunches as well as the many individuals across the college from programs, marketing and facilities who worked diligently to make it a great event. A special thanks to Patricia Anderson and Erin Blakeley who spearheaded the planning committee and Brian Hurd who runs maintenance at the Moore Center.

### Industry Engagement:

33 Employers across our service area participated

3DFS	Boon Edam Inc	Electric Supply and Equipment
AD Tubi USA, Inc.	Bulldog Hose Company	Gildan
Arauco North America— Moncure	Carolina Handling	GKN Automotive
Armtec Defense Technologies	Carolina Training Associates	JMC Tool & Machine
Astellas Gene Therapies	Caterpillar Inc.	Mertek Solutions Inc
Bear Creek Arsenal	Coty	Moen
Bharat Forge Aluminum USA, Inc	CTI Systems	Morgan Advanced Materials
	Edelbrock	Motion AI



Mountaire Farms	STI Polymer	VinFast
Pentair	TransfrVR Inc	Wolfspeed
Pfizer	Triangle Brick Company	
Pilgrim's Pride	True House North Carolina	

**20 K-12 schools representing 820 students registered to attend:**

Central Carolina Academy	Highland Middle School	SanLee Middle School
Central Carolina YouthBuild	Jack Britt High School	Seaforth High School
Chatham Center for Innovation	Jordan Matthews HS	Southern Lee High School
Chatham Central HS	Lee Christian School	Triton High School
Gates Cru Academy	Lee County High School	Western Harnett HS
George Moses Horton and Moncure School	Moncure School	Westover HS
	Northwood High School	
	Overhills Middle School	

**Estimated final counts of attendance:**

- Exhibitors: 44
  - Companies: 33
  - CCCC Departments: 10
  - Other (NCSU IES): 1
- Volunteers & Planning Team: 35
- Attendees: 832
  - k-12 Students: 537
  - CCCC Students, Exhibitors, Community : 295



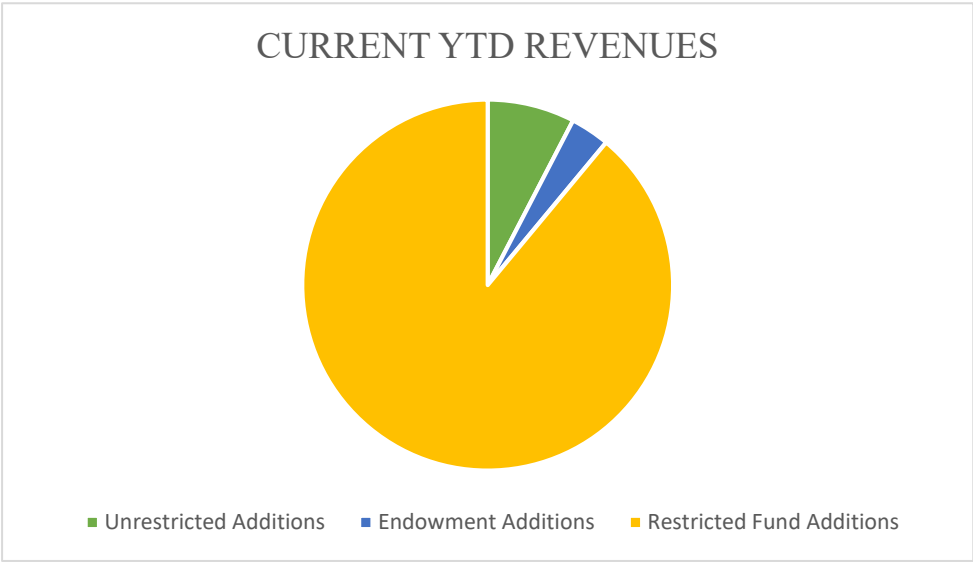
# BOARD OF TRUSTEES

## STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE AGENDA

<b>Date of Meeting:</b>	October 23, 2023		
<b>Committee Members: Pat Kirkman, Chair Gladys McAuley Taylor Vorbeck</b>			
<b>Consent Agenda Items</b>			
<ol style="list-style-type: none"> <li>1. Approve Student &amp; Academic Support Services Committee Meeting Minutes, July 2023</li> <li>2. Receive Revenue Report (Foundation)</li> <li>3. Approve Grants and Strategic Initiatives: In Progress (Institutional Advancement)</li> </ol>			
<b>Full Board Agenda Items</b>			
<ol style="list-style-type: none"> <li>1. Collaborative/In House Security Proposal Discussion (Student Services Division)</li> </ol>			
<b>For Information Only</b>			
<ol style="list-style-type: none"> <li>1. Director's Report (Foundation)</li> <li>2. Upcoming Events (Foundation)</li> <li>3. SACSCOC Correspondence (Institutional Advancement)</li> <li>4. Updates for Marketing and External Relations (Marketing)</li> <li>5. Onboarding &amp; Advising Updates (Onboarding &amp; Advising)</li> <li>6. Athletics (Student Services Division)</li> <li>7. Financial Aid (Student Services Division)</li> <li>8. Library (Student Services Division)</li> <li>9. Security Information (Student Services Division)</li> <li>10. College Access (Student Services Division)</li> </ol>			

<b>Meeting Name:</b>	Board of Trustees / Student & Academic Support Services Committee		
<b>Date of Meeting:</b>	July 31, 2023	3:00 pm	Virtual and in Person
<b>Members Present:</b>	J. Philpott (P), P. Kirkman (P), G. McAuley (P), L. Chapman (P), E. Hare (P), S. Byington (P), M. Dishman (P), M. Brown (P), L. Whitaker (P)		
<b>Members Absent:</b>	K. Hoyle		
	<b>Discussion</b>		
<b>Consent Agenda</b>	<p>Trustee Kirkman made a motion to approve the Student &amp; Academic Support Services Committee Meeting minutes from the Spring 2023 meeting. Chairman Philpott seconded the motion. The motion carried unanimously.</p> <ol style="list-style-type: none"> <li>1. Receive Revenue Report (Foundation)                     <p>E. Hare presented the Revenue Report and gave an update. Chairman Philpott made a motion to Receive the Revenue Report from the Foundation. Trustee McAuley seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</p> </li> <li>2. Approve Grants &amp; Strategic Initiatives: In Progress (Institutional Advancement)</li> <li>3. Strategic Plan Extension                     <p>M. Brown reviewed the Grants &amp; Strategic Initiatives that are in progress, discussed the Strategic Plan Extension and gave an update on the HEERF funds as well as SACSCOC. Chairman Philpott made a motion to approve the Grants &amp; Strategic Initiatives: In Progress and the Strategic Plan Extension. Trustee McAuley seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</p> </li> </ol>		
<b>Full Board</b>	No Agenda Items		
<b>For Information Only</b>	<p>Foundation E. Hare gave a report on her Director’s Report.</p> <p>Institutional Advancement M. Brown did an update on the Higher Education Emergency Relief Funds (HEERF) as well as discussed, the SACSCOC Correspondence</p> <p>Marketing &amp; External Relations AVP Dishman gave an update on Marketing &amp; External Relations. She shared the Applied Technologies Video Link and the Health Sciences Video Link.</p> <p>Onboarding &amp; Advising S. Byington highlighted the main points from Student Records &amp; Registrar’s Office, Student Onboarding &amp; Success (Admissions), Academic Advising &amp; Transfer, Student Recruiting, College Access, Institutional Research and Navigate (Title III)</p> <p>Student Services Division In the absence of VP Hoyle, Dr. Chapman provided an overview of the key points in each area within the Student Services Division.</p>		

Designations	First Quarter	Current YTD
Total Unrestricted	33,636.89	33,636.89
Restricted		
Endowment Additions	15,065.61	15,065.61
Other Restricted Funds	392,636.92	392,636.92
Total Restricted	407,702.53	407,702.53
<b>TOTAL REVENUES:</b>	<b>441,339.42</b>	<b>441,339.42</b>



1. Approve Grants and Strategic Initiatives: In Progress

Funding Source	Project Name	Funding type	Requested Amount	Description
<b>Submitted</b>				
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.
Anonymous Foundation	Moore Center - Project Manager	Private	\$495,000	The Moore Solutions Center was made possible by Lee County’s purchase of a 22-acre former manufacturing facility. Funding is needed to complete the transformation from a vacant facility to a one-of-a-kind, world-class education center—the largest facility in the state focused on addressing the workforce needs of advanced manufacturing and biotechnology. CCCC is requesting \$495,000 to fund a construction project manager to oversee the renovation.
Economic Development Administration (EDA)	Tech Hubs Strategy Development Grant	Federal	450,000	Accelerating U.S. clean technology manufacturing is critical to national priorities including climate change, supply chain resiliency, and energy security, made more urgent by uncertain global and environmental challenges. C3H, in rural Lee County, North Carolina (NC), is focused on the advanced manufacturing of clean energy technology and comes armed with investments and assets that provide a significant head start, including key industrial partners with significant recent manufacturing announcements, two existing hub models to learn from, and a physical space to anchor startups that join the initiative. EDA investment in strategy development will catalyze partners to organize more effectively with an ultimate goal of unlocking the potential of this existing cleantech cluster, and elevating it to the global level of its nearby sister hub for biotechnology within 10 years.
Economic Development Administration (EDA)	Tech Hubs Designation Development Grant	Federal	N/A	
Department of Labor	Nursing Expansion Grant Program	Federal	\$150,000	Subaward through Capital Area Workforce Development including wrap-around supports for students and capacity building for nursing clinical placements.

Submitted by Meghan Reece Brown

Associate Vice President, Institutional Advancement and Government Relations

NC DOT	Section 5310	State	\$60,000	This program provides transportation funding through COLTS, HARTS, and CTN for students with disabilities to get to training.
Harnett County Arts Council - ARPA	ACES	Private	\$5,650	Requested funding will allow CCCC to host a series of arts programs in Harnett County, celebrating black history and black artists in March 2023.
Lee County Arts Council	ACES	Private	\$,2200	Funding for performances by Mary D. Williams (\$1500) and NC Opera (\$700)
Golden Leaf	Food Distribution Assistance Program	State	\$8,480	This project would support the purchase of equipment that would allow the Cougar Markets to reach more students and offer a greater variety of foods. The results would be increased operation hours for the markets with funding allowing for the purchase of additional dry and cold food storage, microwaves, computers, scales, and other tools to help track market usage.
Galloway Ridge	Dreamkeeper	Private	\$10,000	The Dreamkeeper Program provides just-in-time grants for students who face potentially derailing financial hardships.
<b>Pending</b>				
CEMC Round Up				Cougar Market supports for feminine hygiene, diapers and toiletries.
<a href="#">NEA Grants for Arts</a>	ACES			Funding to support Murals in all 3 counties.

## **Collaborative/In House Security Proposal Discussion**

### **Lee Main Campus:**

Coverage Hours: Monday – Thursday: 6:00 am – 10:30 pm

Friday: 6:00 am – 6:00 pm

#### **2 CCCC Security Officers for 1st shift, 2 CCCC Security Officers for 2nd shift:**

1st shift: 2 full time CCCC Security Officers

2nd shift: 1 Officer full/part time and 1-part time CCCC Officers.

#### **2 Sanford Police Officers (\$35 an hour):**

1st shift SPD Officer: Monday – Friday: 7:30 am – 3:30 pm

2nd shift SPD Officer: 3:30 pm – 10:30 pm Monday – Thursday

### **Emergency Services Training Center:**

Coverage Hours: Monday – Friday: 6:00 am – 6:30 pm

#### **2 Part Time CCCC Officers:**

1st shift.

2nd shift.

### **Center for Workforce Innovation:**

Coverage Hours: Monday – Thursday: 7:00 am – 9:30 pm

Friday: 7:00 am – 7:00 pm

#### **2 Part Time CCCC Officers.**

1st shift

2nd shift

1 Sanford Police Officer at \$37.00 an hour for 6 hours. The Officer will check all 3 Lee County CCCC sites (Main Campus, CWI, ESTC). The Officer will drive their personal vehicle to each location and will be at each location for 2 hours patrolling the campus. Patrol times and site locations will vary by the week.

**Chatham County Main Campus:**

Coverage Hours: Monday – Thursday: 7:00 am – 8:30 pm

Friday: 7:00 am – 6:00 pm

**2 Full Time and 1 Part Time CCCC Officer:**

1st shift full time CCCC Officer: James Lassiter, Lead Security Officer.

1st shift full time CCCC Officer.

2nd shift part time.

**Chatham Health:**

Coverage Hours: Monday – Thursday: 7:00 am – 9:30 pm

Friday: 7:00 am – 3:30 pm

1 Full/Part Time CCCC Officer and 1 Part/Time CCCC Officer.

1st shift: 1 full/part time.

2nd shift: Part time.

**Siler City Campus:**

Coverage Hours: Monday – Thursday: 7:00 am – 9:30 pm

Friday: 7:00 am – 3:30 pm

1 Full/Part Time CCCC Officer and 1 Part Time CCCC Officer.

1st shift: Full/Part time



2 nd shift: Part Time

Chatham County Sheriff's Department Roving Patrol: The Chatham County Sheriff's Department will patrol all 3 Chatham County CCCC locations: Chatham Main, Chatham Health, and Siler City for 6 hours. The Deputy will be at each location for 2 hours patrolling the campus and will vary their patrol times and locations each week.

**Harnett County Main Campus:**

Coverage Hours: Monday – Thursday: 7:00 am – 10:30 pm

Friday: 7:00 am – 3:30 pm

**2 Full Time CCCC Officers and 1 Part Time Officer.**

1st shift full time CCCC Officer: James Pearson, Lead Security Officer.

1st shift full time CCCC Officer.

2nd shift part time

**Harnett Health Campus:**

Coverage Hours: Monday – Thursday: 7:00 am – 10:00 pm

Friday: 7:00 am – 3:30 pm

**2 Part Time CCCC Officers:**

1st shift

2nd shift

**Dunn Center:**

Coverage Hours: Monday – Thursday: 7:30 am – 5:30 pm

Fridays: 7:30 am – 3:30 pm

**2 Part Time CCCC Officers:**

1st shift

2nd shift

**West Harnett Campus:**

Coverage Hours: Monday – Friday: 7:00 – 3:00 pm

**2 Part time CCCC Officers:**

1st shift

Harnett County Sheriff's Department Roving Patrol: The Harnett County Sheriff Department will patrol all 4 Harnett County CCCC locations: Harnett Main, Harnett Health, Dunn, and West Harnett for 8 hours. The deputy will be at each location for 2 hours patrolling the campus. The Deputy will vary their patrol times and locations each week.

## CCCC Foundation Director's Report

*Please help us thank these generous donors for their support!*

### **First Quarter Gifts of \$500 or More**

BB&T – *Sanford*

Bear Creek Arsenal

John R. Bonardi

Dr. Steven R. Carter

Caterillar

Lois Hayes Chamblee

Dr. Lisa M. Chapman

Chatlee Boat & Marine

Sue Clark \*

Larry and Anne Collins \*

Deep River Sporting Clays

Enterprise Risk Management

P.R. Faulk Electrical Corporation

First Citizens Bank – *Sanford*

First Health of the Carolinas

Friends of NCVMA

Galloway Ridge

Sam Gaskins and Lynda Turbeville

Dr. George R. Grant, Jr.

Steve Heesacker

Helix Ventures

Hurricane Region Porsche Club of America\*

Industrial Finishing Specialists

Kar Kraft

Neal and Ann Kightlinger

Lee Brick & Tile Company

Merrill Lynch – *Gordon Richardson*

Normann Financial Group

Michael and Elsie Novak

Barbara Perry \*\*\*

Julian and Cynthia Philpott

Gregory Poole Equipment Company \*\*

Bobby and Linda Powell

Propane Education and Research Council \*\*

Sanford Pediatric Dentistry – *Dr. Antonio Braithwaite \*\**

Sanford Real Estate – *John Ramsperger*

Branon Schlitz BBQ

Service Building Supply

Barbara Simpson

Michael Swartz  
Bill Tatum  
J. Thomas Engineering  
Kim Thorne \*\*  
United Bank  
Robert and Judith Wicker  
C.J. and Heather Winslow  
Wolfspeed  
Jeff Yow

*\* \$3,000 or more*  
*\*\* \$5,000 or more*  
*\*\*\* \$10,000 or more*

Submitted by Dr. Emily C. Hare  
Executive Director

## ***Upcoming Events***

CCCC Foundation

Wednesday, November 15, 2023

CCCC Foundation Annual Scholarship Banquet

12 Noon

Dennis A. Wicker Civic & Convention Center

*Invitations will be mailed soon \**

Thursday, November 30, 2023

CCCC Foundation Annual Cougar Express Drive-Thru

5:30 pm – 7:30 pm

Dennis A. Wicker Civic & Convention Center

Sunday, December 31, 2023

2023 Annual Fund Drive Ends

*Please consider donating to the CCCC Foundation*

Submitted by Dr. Emily C. Hare  
Executive Director

## 2. SACSCOC Correspondence (May 1, 2023 - Present)

**SACSCOC Off-Campus Instructional (OCIS) Site Visit:** Recently, SACSCOC passed a policy that required an off-campus instructional site visit to be taken place alongside the SACSCOC Fifth Year Interim Report if an institution opened five or more off-campus instructional sites since its last decennial reaffirmation. Since the decennial reaffirmation, CCCC has opened eleven off-campus instructional sites requiring CCCC to prepare a separate OCIS report that reviewed nine standards.

This report was submitted to the SACSCOC on-site review team, which consisted of two members along with our SACSCOC Vice President, on August 4, 2023. The committee reviewed the report and CCCC hosted the site visit team from September 18-21, 2023. The team visited five off-campus instructional sites, which included Chatham Health Sciences Center, Chatham Charter High School, Seaforth High School, Lee County High School, and Cape Fear Christian Academy. The committee completed and presented their results of their report at the SACSCOC Exit Conference on September 20, 2023. We are happy to report that **the committee had no findings.**

**SACSCOC Fifth Year Interim Report:** We submitted the SACSCOC Fifth Year Interim Report on September 14, 2023. The report is currently being reviewed by a SACSCOC off-site review team and they should provide us with information about their review and any findings sometime in December. Depending on the number and nature of any findings, we will have until either April or September of 2024 to respond to any findings.

### **SACSCOC Communications**

- On September 26, 2023 CCCCreceived an email from SACSCOC asking CCCC to review the Interim OCIS Committee Visit Report for errors of fact.
- On September 11, 2023, CCCC received an email from SACSCOC about proposed changes to SACSCOC
- On September 23, 2023, CCCC received a letter from SACSCOC VP Lynne Crosby thanking the college for the hospitality in hosting the OCIS team.

Updates for

## MARKETING AND EXTERNAL RELATIONS

Implementation of a digital marketing campaign to engage with prospective students, which includes:

- A social media campaign aimed at promoting offerings at the Chatham Main Campus and the Harnett Main campus. The advertisements resulted in over 1,800 clicks to the college website for additional information and/or follow up.
- A social media campaign that focused on Automotive Restoration and Motorcycle Mechanics – with a goal of increasing enrollment and interest in those programs. The video advertisements resulted in over 1,500 clicks to those specific program web pages.
- An ongoing Facebook and Instagram social media campaign continues to promote a variety of college programs, events, and activities. For example, 12-week and 8-week classes have been recently promoted.



**Central Carolina Community College**  
Sponsored · 🌐

Register now for 2023 fall classes at Central Carolina Community College's Harnett Main Campus in Lillington. Classes include College Transfer, BioWork, EMS and Forklift Training, Laser & Photonics, Pharmacy Tech, and more. Visit [www.cccc.edu](http://www.cccc.edu) or call (910) 893-9101.

[ccc.edu](http://ccc.edu)  
**Register NOW for Classes!**

[Learn more](#)



**Central Carolina Community College**  
Sponsored · 🌐

The Central Carolina Community College Motorcycle Mechanics program provides hands-on training for successful careers in the motorcycle industry. Register NOW! Fall classes begin soon. Visit us online or call (919) 718-7354.

[ccc.edu](http://ccc.edu)  
**CCCC Motorcycle Mechanics**

[Learn more](#)

Through a regional partnership with Randolph Community College and Sandhills Community College, a design for the CDL trucks was developed. CCCC was the first college to have one of their trucks wrapped in the new design.



Central Carolina Community College was one of seven higher education institutions featured on [WRAL's College Road Trip show](#) in late September. This segment includes interviews with CCCC students, faculty, and staff, as well as footage showcasing a wide variety of college programs.





Marketing and Business Services departments jointly worked on providing needed print and electronic materials for multiple college and community events. Samples of events include:

- AdvanceNC partnership launch (September 2023) – design, print, and set up for the AdvanceNC partnership launch. Projects included: development of an AdvanceNC logo, event materials (e-invites, program, retractable banners, large canvas prints, etc.), social media messaging, media advisory, and a newly created [AdvanceNC website](#).
- National Manufacturing Day (October 2023) – design and print a variety of promotional and informational materials for the event. Projects included: e-invites, flyers, signage, event layouts, banners, and more.
- Hispanic Heritage Fiesta in Siler City (September 2023) – design and print a variety of promotional materials for the event. Materials included: a variety of flyers with information about Chatham County offerings (in both English and Spanish), as well as other college information. The goal is to consider each event and intentionally provide what is most relevant and useful.



Representatives from local industries (Chatham, Harnett, 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 click the url: [tinyurl.com/2023mfgday](http://tinyurl.com/2023mfgday)



# HBCU BLOCK PARTY

Attend the inaugural Historically Black Colleges and Universities transfer event. Connect with North Carolina institutions in an atmosphere for people with similar minority backgrounds and cultures.

DATE	TIME	LOCATION
Wednesday September 20, 2023	10:00 a.m. to 1:00 p.m.	Lee Main Campus Student Center Lawn (in front of Hookaday Hall)

For more information:  
(919) 718-7339 or [sbuchanan@ccc.edu](mailto:sbuchanan@ccc.edu)

[www.cccc.edu](http://www.cccc.edu)



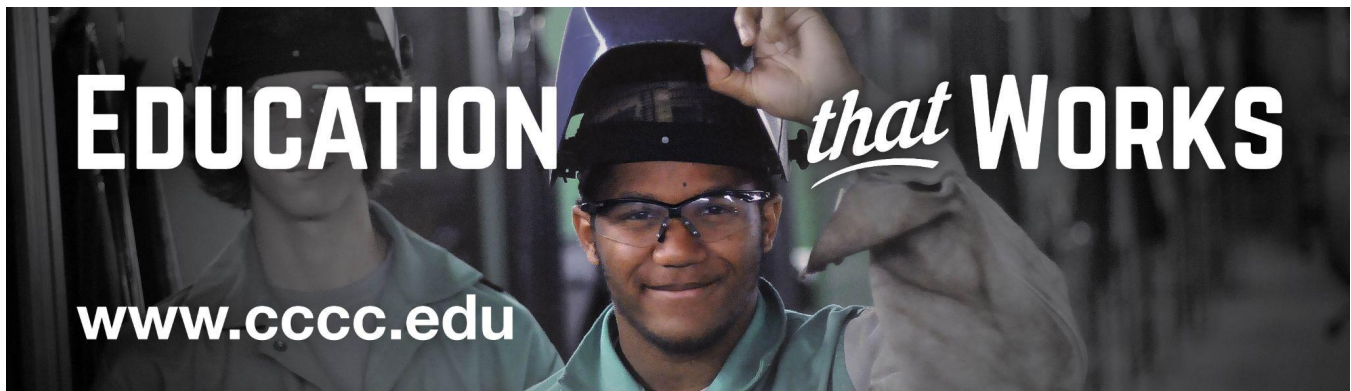
[advancenc.com](http://advancenc.com)

Continued billboard campaign throughout the service area counties. The campaign began in July, and new billboard locations are being added in October. Weekly impressions range from 54,000 to 133,000.



**EDUCATION** *that* **WORKS**

[www.cccc.edu](http://www.cccc.edu)



**EDUCATION** *that* **WORKS**

[www.cccc.edu](http://www.cccc.edu)



**EDUCATION** *that* **WORKS**

[www.cccc.edu](http://www.cccc.edu)

CCCC has awarded the bid to redesign the college's website to idfive. The winning vendor submitted an exceptional proposal, which included diverse samples of work and extensive previous experience with community college website redesign projects.

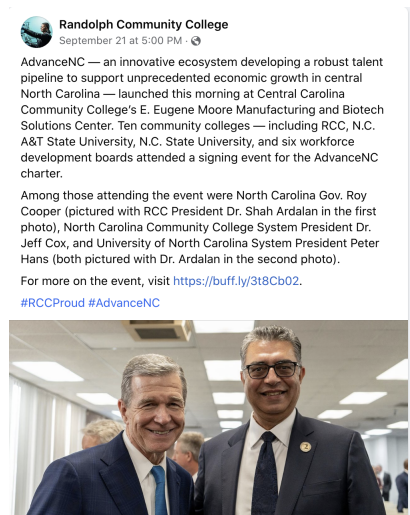
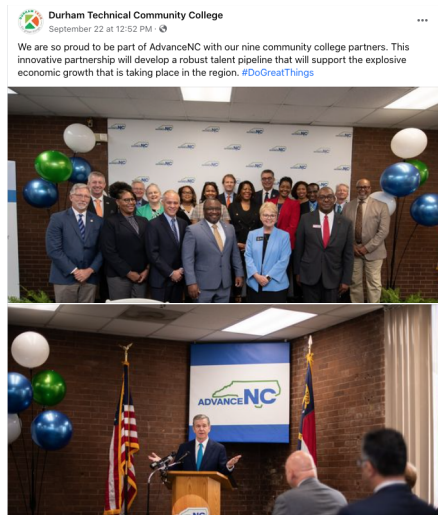
Evaluation criteria included:

- Vendor technical approach – quality and content of the proposal, firm's technical approach and ability to provide requested services, and proposed timeline for services
- Vendor qualifications – samples of work with similar projects
- Vendor experience and references – experience working with higher education institutions
- Pricing – proposed budget to provide requested services

The project kicked off in early October. Work will be completed by the end of June 2024.

CCCC continues to share information, events, activities, successes, etc. with community members and students via multiple social media channels.

- CCCC has 14,439 Facebook followers as of September 27. Over the last 28 days, the CCCC Facebook page reach was 55,777.
- The CCCC LinkedIn page has 10,662 followers as of September 27. Over the past 90 days, followers increased by 19.7%.
- The CCCC Twitter page has 2,465 followers as of September 27. Tweet impressions totaled 26,400 for the past 60-day time period.



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Central Carolina Community College was well recognized for its participation in AdvanceNC. Here are some examples:

[ABC11](#)

[CBS17](#)

[WRAL](#)

[Sanford Herald](#)

[The Daily Record](#)



Central Carolina Community College programs continue to be recognized nationally through the Community College Daily publication. Here are some examples:

[Community College Daily – Construction Academy](#)

[Community College Daily – YEA Juntos Program](#)

[Community College Daily – Industrial Robotics Technician Course](#)

[Community College Daily – Summer Fellows Industry Program](#)

## Onboarding and Advising Updates

### Student Records and Registrar's Office, Student Onboarding and Success (Admissions), Academic Advising and Transfer, Student Recruiting, College Access, Institutional Research, and Navigate (Title III)

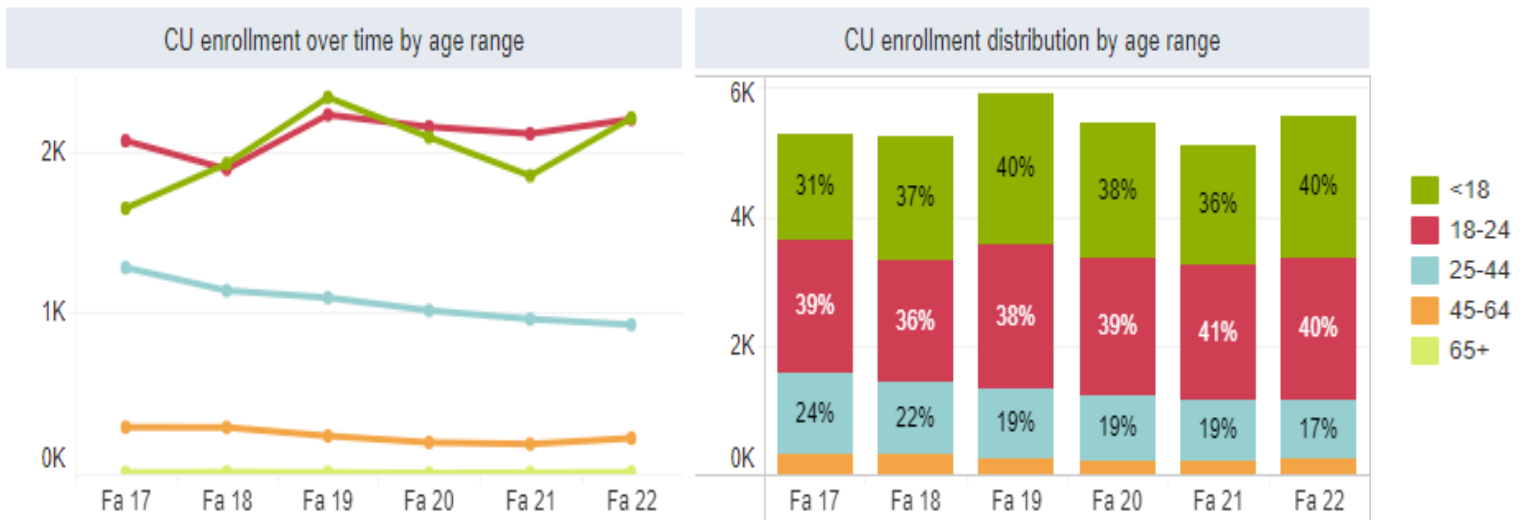
#### October 2023 Board of Trustees Report

#### Student Records and Registrar's Office

##### Fall Enrollment and Retention overview

- Curriculum headcount as of October 1, 2023, was 5803, which represents about a 4.6% increase in headcount over last fall. It has been our second highest fall enrollment.
- Fall enrollment by the numbers:
  - 3424 traditional, 2379 (41%) dual enrollment
  - Average age 22
  - 63% female
  - 67% part-time
- Retention
  - FA22 to FA23- **68%** (68% FA21 to FA22, 61% FA20 to FA21)
  - SP23 to FA23- **79%** (78% SP22 to FA22, 70% SP21 to FA21)

##### Age profile of CCCC students, FA17 to FA22



## **Enrollment and Retention Initiatives**

- A Strategic Enrollment Plan team has been formed and has attended system office training events. We hope to have a strategic enrollment management plan in place and at least partially implemented in 2024.
- A new withdrawal procedure launched this term should reduce the number of student withdrawals from classes, thus increasing retention.
- We continue to explore the opportunity to admit international students in FA24. These students are required to be full-time, pay out of state tuition, and would enhance our campus culture and diversity efforts.

## **Student Outreach and Recruiting (SOAR)**

- SOAR contacted students from the deregistration lists from July 27th and August 10th, helped 358 of 615 students re-enroll.
- SOAR contacted students enrolled in spring 2023 and not registered for fall 2023. The list went from 1,400 not registered to below 750.
- SOAR staff continuously followed up with all 2023 fall applicants and assisted through the application process.
- SOAR staff have conducted dozens of individual and group tours.
- SOAR staff have engaged in community events like Lee Regional Fair, Western Harnett Health Fair, and onsite admissions at Mountaire in Siler City
- SOAR staff have already started outreach for spring and fall 2024 in our service area and surrounding counties.
- SOAR staff have been working to make drip campaign communications more targeted and personal to prospective students and applicants.

## **Student Onboarding and Success (Admissions)**

- Fully implemented the new required online orientation for curriculum students. More than 1000 students have completed it to date (and outreach it occurring to those who still need to complete it). Given the research on the value of required orientations, this will likely aid in some fall to spring retention efforts. Optional, in-person orientations on campus were attended by nearly 300 students in SU23.
  - Online orientation programming is being explored for dual enrollment and continuing education students.
- NC Reconnect- More than 80 students were funded through NC Reconnect outreach efforts.

- Staff will hold an event this November to assist these students in planning for the spring 2024 term.

### **Academic Advising and Transfer**

- All current transfer agreements with the universities are being reviewed and updated.
- New agreements with UNCW and Campbell are being finalized.
- We are reviewing the structure of Enhanced Transfer Partnerships.
- In September, we staged the first-ever community college HBCU Block party; six HBCUs participated, and more than 150 students were in attendance.
- Faculty advisors are continued to be trained on the use of Self-Service and Slate.
- National Advising Day (the fourth!) was celebrated at CCCC in early October.

### **College Access (K14 Promise Program)**

- The College Access Coordinator has had an informal role as the college's ombudsman. We are conducting some research to determine ways that the role could be developed to provide students with an additional avenue of receiving assistance if needed.
- K14 Promise continues to be a major user of Slate; new processes are being designed in this software to make it even easier to connect with the college and to schedule participation in events like Red Carpet Registration, tentatively scheduled for April 2024.
- Homeschool CCP enrollment (11<sup>th</sup> and 12<sup>th</sup> grade) is currently at 92 students which is roughly 3.5% of overall CCP enrollment.

## Institutional Research (IR)

- IR has received nearly 50 data requests this quarter
- IR is responsible for the administration of all surveys; surveys are being reviewed and results will be shared with President's Council. The Enrolled Student Survey is currently being administered.
- Fall IPEDS is underway and will be completed on October 4. Fall IPEDS includes:
  - Institutional Characteristics
  - 12-month enrollment
  - Completions
  - Preparation for Fall Enrollment
- IR has continued the monthly Infographic series. These have been well received and will continue throughout the year to boost data usage, interest, and literacy.

**Meet CCCC's Students**

**Traditional**

Hi, my name is Emily. I'm a 26 year old Associate of Arts major. I live outside of the CCCC service area and am partially enrolled in distance education courses.

**Dual-Enrolled**

Hi, my name is Madison. I'm a 17 year old senior living in Lee County. I'm taking Associate of Arts Transfer Pathway courses through CCCC at my high school.

**Continuing Education**

Hi, my name is Michael. I'm 36 years old, and I live outside of the CCCC service area. I am attending CCCC to pursue further education in Emergency Services.

Within each student type over the past 3 years, these personas were based on the most enrolled programs, the county of residence with the largest number of students, the average age of the students, and the most popular name for students of that age.

Onboarding and Advising

**THANKS TO STUDENT FEEDBACK... IMPROVEMENTS WERE MADE!**

Survey answers from enrolled students lead directly to action and improved overall satisfaction:

2020 - 2022

- ↑ Student Records and Registrar satisfaction rose from 87% to 93%
- ↑ Financial Aid satisfaction rose from 77% to 92%
- ↑ Onboarding and Success satisfaction rose from 93% to 96%

**ENROLLED STUDENTS SATISFACTION**

Every voice matters!

Encourage your students to complete the Enrolled Student Survey.

Students have received invite links in their email.

Total Enrollment: 5,800\*  
Dual Enrolled: 2,390  
Full-Time: 1,900  
Part-Time: 3,857

CENTRAL CAROLINA COMMUNITY COLLEGE

\*data collected 9/11/2023

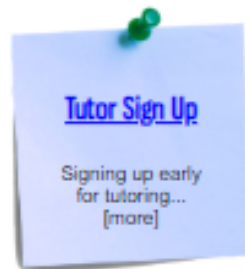


## **NAVIGATE (Title III grant) and Slate (CRM) Implementation**

- October 1, 2023 marked the beginning of our third year of the Title III grant.
- Megan Burgess was named the new Project Director for the Title III grant; she began on September 1<sup>st</sup>.
- Our external evaluator has provided us with very positive feedback as we closed the second year of the grant.
- The CFNC application has been revised for the fall 2024 application to include career communities. Programs are now listed in order by their career community and terminology has been revised to reflect student friendly terminology.
- A focus of the grant continues to be the implementation of the Slate CRM. We have continued to move several processes that were labor intensive, paper-driven, and somewhat inconvenient to Slate.
  - Daily updates are added for student information to include financial aid, attendance, current grades, last access in Blackboard and more.
  - Graduation applications, the course withdrawal form and soon the change of major form are now in Slate.
  - Grade alerts and attendance alerts, which are designed to motivate students and activate staff, are now live in Slate.
  - Drip campaigns are being built to promote Central Carolina with secondary partners and gearing up for the launch of the fall 2024 application opening Oct. 16th.
  - Current students can now access their Success Hub to access many of the services offered at CCCC.

# Student Tools & Resources 4 Success

Below is a list of resources that may assist you in your academic journey at CCCC. It includes information on extracurricular activities, academic resources, and personal resources to ensure you can make the most out of your college experience. Please find the time to go through these materials.



## Academic Resources

- [CCCC Bookstore](#)  
The CCCC Bookstore is available...[more]
- [Tutor Sign Up](#)  
Signing up early for tutoring...[more]
- [Student Onboarding and Success](#)  
Education Navigators are here to serve ...[more]

## Technology Resources

- [Portal and/or Multi-factor Authentication \(MFA\) Sign In](#)  
MFA is an authentication method...[more]
- [Laptop Checkout](#)  
We currently have laptops...[more]
- [Blackboard Support](#)  
Classes will not appear in...[more]
- [Self-Service Support](#)  
Self-Service is the tool ...[more]
- [Hands On Technology Support](#)  
Tech Bootcamps are available to support ...[more]
- [Computer Access](#)  
Computer labs are accessible for student ...[more]

## Personal/Family Resources

- [Cougar Market](#)  
The Ruby McSwain Cougar Market is...[more]
- [Mental Health Support](#)  
The Student Assistance Program offers free ...[more]

## Student Resources

- [Veteran Support](#)  
Veteran and Military affiliated...[more]
- [First Generation College Student Support](#)  
You are considered a "first-gen" student ...[more]
- [Student Activities](#)  
CCCC has numerous ...[more]
- [Accessibility Services](#)  
Accessibility services are...[more]
- [Advising](#)  
Advising at CCCC...[more]
- [Financial Aid/Scholarships](#)  
Financial Aid and Scholarships are...[more]

## **Athletics**

### **Women's Volleyball:**

Volleyball has been competing very well in all matches this season. There has been a huge following and the home games have been packed. Coach Langston has a team full of local kids, which has helped uplift support from the community.

The team has generated just short of \$2,000 dollars so far from home matches, with two more left in the season. We will be having Sophomore Night on October 10th and hosting the conference championship on October 21st.

Collectively, the team has a team GPA 3.4

### **Cross Country**

Men's Cross Country has competed at all three matches up to this point, consistently having three to four runners per meet. There are two meets remaining in the season with one being the Regionals.

Women's Cross Country has struggled a bit this season compared to previous seasons, consistently having one to two runners per event.

### **Women's Basketball**

Women's Basketball has been practicing and working hard every night. They have 11 young ladies to make a solid roster this year. They will be moving up to Division II this year, which will be a test for the team. Their schedule will be released later this week.

### **Men's Basketball**

Men's Basketball is looking very promising for the upcoming season. They are currently practicing every day, sometimes twice a day. The team is also involved to community events and doing great with fundraising. The team is involved with a company named Armark, to work the UNC football games which looks promising to raise \$7,000-\$11,000 dollars for the program.

## **Financial Aid**

### **2022-2023 To Date Final Totals**

Total FAFSA's Rec'd for 2022-2023: 4,350

Students Awarded and Disbursed for 2022-2023: 2,687

Total Federal/State/Institutional Aid Disbursed: \$9,483,622

### **2023-2024 To Date Totals**

Total FAFSA's Rec'd for 2023-2024: 4,394

Students Awarded Federal/State/Institutional Aid for 2023-2024: 2,452

Total Aid Awarded NOT Disbursed: \$20,901,261

Total Federal/State/Institutional Aid Disbursed for Fall 2023: \$4,028.180

### **Updates:**

The 2022-2023 FISAP (Fiscal Operations Report and Application to Participate for 2024-2025) is complete. The FISAP signature page signed by Dr. Chapman was sent express mail on Thursday, 9/21/23. The signature page was received by the US Department of Education on Friday morning, 9/22/23.

The FISAP is required by the US Department of Education to apply for Campus-Based Program funding for the upcoming award year and to report Campus-Based Program expenditures for the previous award year. Campus-Based funding includes Federal Work Study (FWS) and the Federal Supplemental Educational Opportunity Grant (SEOG).

The Federal Pell Grant has been closed out in the federal system (COD - Common Origination and Disbursement System) for CCCC for the 2022-2023 academic year. The amount of Federal Pell Grant funds disbursed to CCCC students for 22-23 was \$6,546,476.55.

### **Veterans Affairs Information**

We currently have 272 Military Affiliated students enrolled in the 2023 Fall semester, including around 80 new to CCCC students. In the 2022/2023 academic year there were 45 students who completed their program of study.

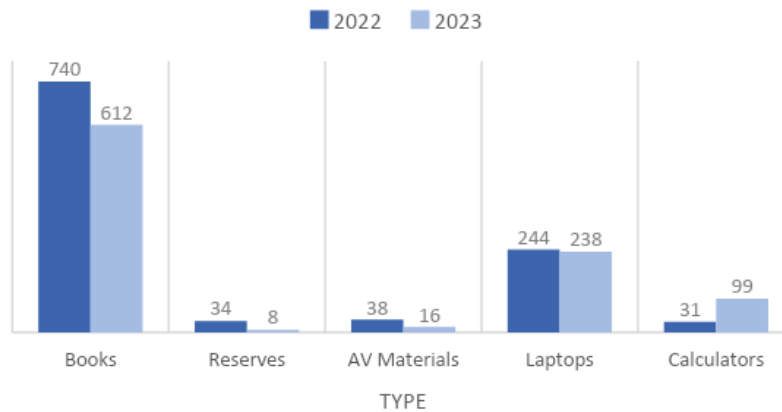
The programs with the most interest from these students are Associates in Arts, Associates in Science, Business Administration and the Health Sciences Programs. There are many students working to earn their Associates Degrees along with Certificates or Diplomas in Automotive Restoration Tech. Automotive Svstems Tech. Motorcvcle Mechanics. Welding. Barbering and Cosmetology. We also have several in the BLET program.

# Library

Library Usage Report: Fall 2023  
July – September

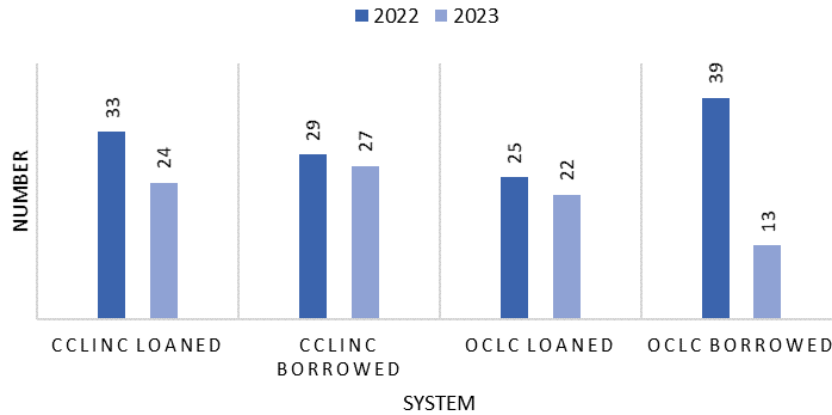
\*Note: Data reflects stats gathered through September 27, 2023. Full stats are available after the end of the month.

## Circulation of Library Materials



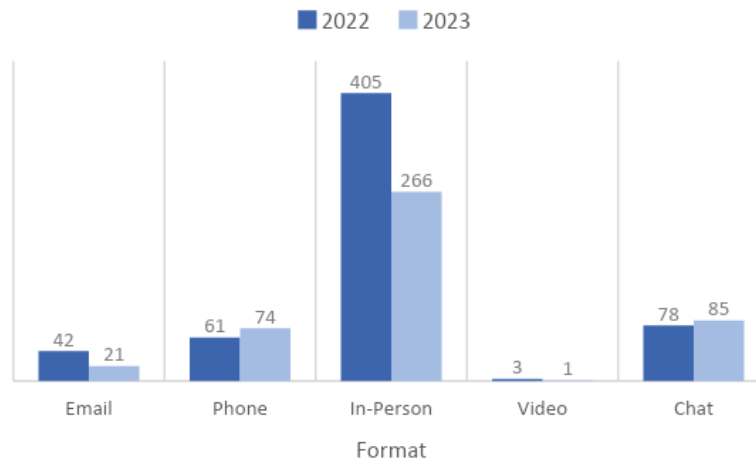
Year-over-year circulation has **decreased by 10%**. The circulation of technology devices, including laptops and calculators, have **increased by 23%**. There is currently a backlog of 69 students awaiting laptops due to a shortage in supply. Additional laptops have been ordered.

## INTERLIBRARY LOAN



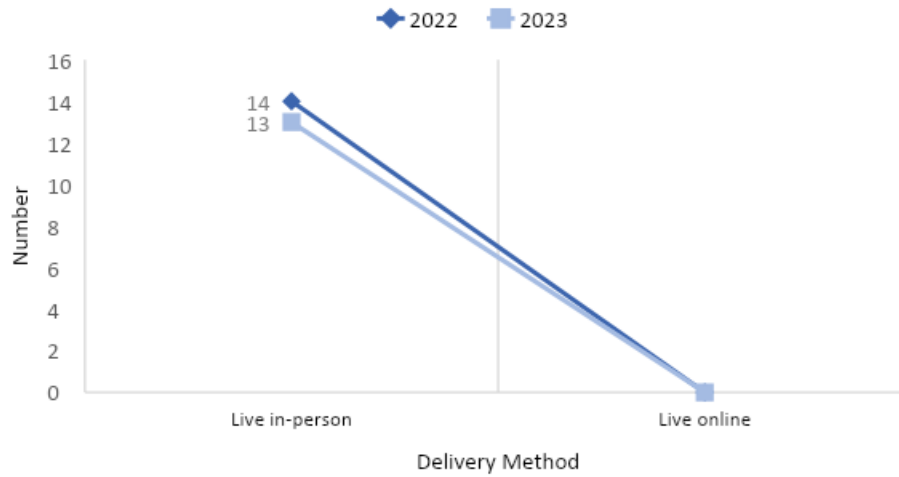
Total materials loaned through interlibrary loan **decreased by 21%** year over year. Total materials borrowed through interlibrary loan **decreased by 41%** year over year. CCLINC items are loaned to and borrowed from other NCCC Libraries. OCLC items are loaned and borrowed worldwide from Non-NCCC Libraries.

## Library User Interactions



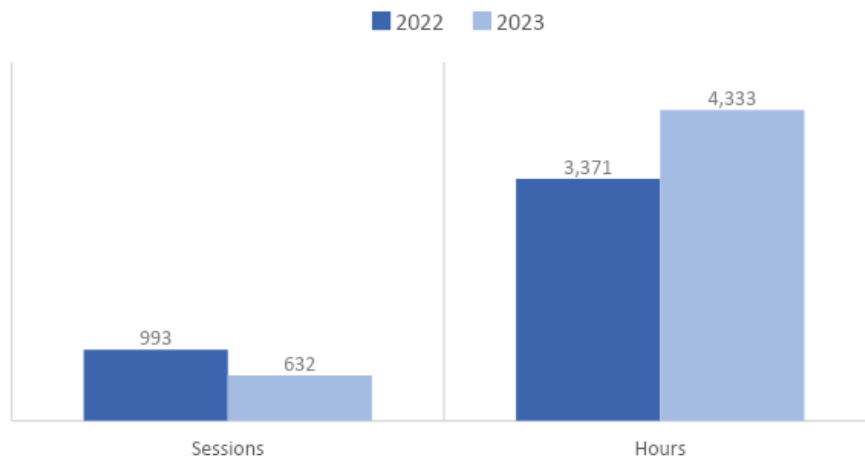
Total interactions with students have **decreased by 24%** year-over-year. These interaction statistics encompass only those interactions that are distinct from other recorded exchanges, such as checkouts, student Id printing, or any other service that include statistical components.

## Live Library Instruction



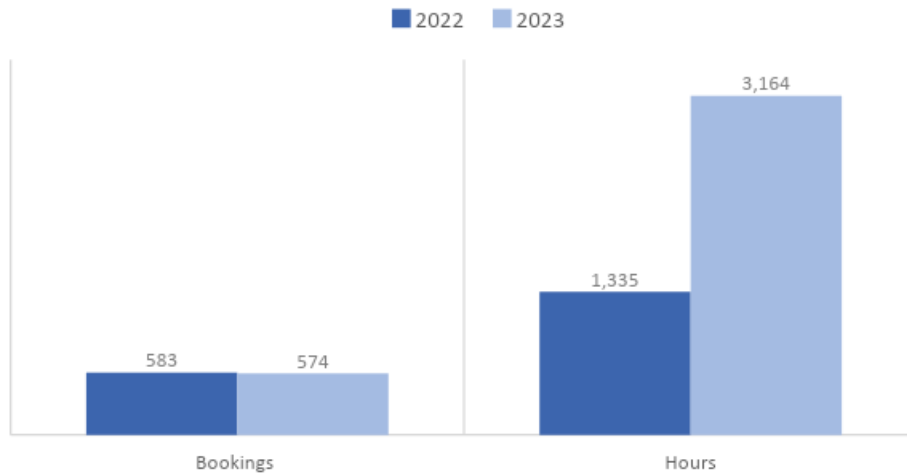
The number of Instruction sessions have remained relatively consistent. Online Embedded numbers are not reflected as they are reported for the full semester. Fall Embedded instruction will be reported in the January 2024 report.

## Computer usage



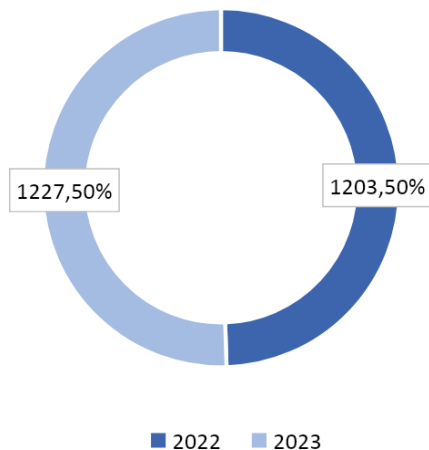
The total number of login sessions **decreased by 36%**. However, the total number of login hours **increased by 26%**. The data indicates that although fewer people are using the computers, those who do are spending more time on them.

## Study Room Usage



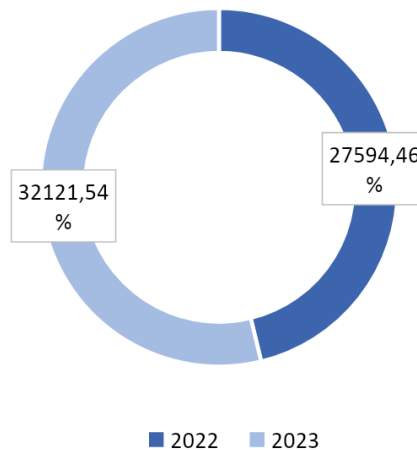
The total number of bookings **decreased by 2%** with the total number of hours **increasing by 137%**. The quantity of room bookings has remained relatively stable, but there has been a substantial increase in the duration of time for which rooms are being used.

## Student IDs Printed



There was not a notable year-over-year change in the number of student ID cards printed.

## Total



Gate count **increased by 16%** year-over-year.



### Current Security Coverage and Sites

<u>Lee County</u>	<u>M-TH</u>	<u>F</u>
Lee Main	6:00am-10:30pm	6:00am-6:30pm
CWI	7:00am-9:30pm	7:00am-7:00pm
ESTC	6:00am-6:30pm	6:00am-6:30pm
<b>Harnett County</b>		
Harnett Main	7:00am-10:30pm	7:00am-4:00pm
Harnett Health	7:00am-10:00pm	7:00am-3:00pm
West Harnett	7:00am-3:00pm	7:00am-3:00pm
Dunn Center	7:30am-5:30pm	7:30am-3:30pm
<b>Chatham County</b>		
Chatham Main	7:00pm-9:30/10pm	7:00pm-6:00pm
Siler City	7:00am-9:30pm	7:00am-9:30pm
Chatham Health	7:00am-9:30pm	7:00am-4:00pm

### Harnett Campus Active Shooter Drill Update

The active shooter drill on the Harnett Campus was held on October 10, 2023 at 10am. This was coordinated with Harnett Emergency Management, Lillington PD, Harnett County Sheriff's Office, and EMS. Sheriff Wayne Coates attended and observed. The scenario was the following: An armed shooter arrived on campus

with a shotgun; shots rang out at 10:02am; there were three 'victims'; shooter was isolated and cornered in a room in Bdg 39 at 10:12am; law enforcement entered the room and shooter was apprehended at 10:16am; and the all-clear signal was sent out by Security staff at 10:19am. During this drill, participants had the opportunity to opt-in or observe the Active Defender software (which is being considered) in action. It performed as promised and alerted participants as to where the issue was occurring and when it was resolved. Feedback received was positive.

### **Types of Issues Handled by Security from 2019 to the Present**

Human Safety and Maintenance	46%
Non-criminal behavior/discipline	19%
General/Alarm & Disturbance	17%
Other Incidents/Lost Items	10%
Misdemeanor Criminal Matters	7%
Felony Criminal Matters	1%

### Incidents for All CCCC Locations for 2023

Incident Type	Lee Main	CWI	ESTC	Chatham Main	Chatham Health	Siler City	Harnett Main	Harnett Health	Dunn Center	West Harnett	Total
Alarm		1	4								5
Code of Conduct	3			3							6
Drug Violation	1										1
Gas Leak										1	1
Larceny	4	1	1								6
Littering	1										1
Lost Property	1		1								2
Maintenance Issues			2								2
Medical Calls	5		2	3			1				11
Motor Vehicle Accident	2	1									3
Property Damage	3		3	1						1	8
Smoking Violation			2								2
Trespass			1								1
Other	1			1							2
<b>Total:</b>	<b>21</b>	<b>3</b>	<b>16</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>51</b>

## College Access

### TRIO Student Support Services Funded to Serve Number Status

- a. Classic: 140 - 100%
- b. STEM: 120 - 100%

\*The numbers reflect the previous grant year (End date August 31 st ) and will adjust.

### Activities

- a. Welcome Back Orientation: Over 55 students attended
- b. SSS attended all in-person New Student Orientations and hosted a recruitment table
- c. SSS attended all College Connections Stroll
- d. The Mentoring Program was kicked off with ten matches
- e. Student Cultural Trip to Guilford Native American Association 46th Annual Pow Wow 2023
- f. Cultural Event to see the musical Annie production at the Temple Theater in Sanford.
- g. Transfer Trip to Methodist University

\*Weekly workshops are provided to all participants, along with a recording for future use

### Upcoming Activities/Trips

- a. Millstone Creek Orchard tour
- b. Transfer Trip to NCCU
- c. Cooking on a Budget

### Grant Aid Disbursements since Fall 2023

- a. Classic \$6,816.00
- b. STEM \$4,542.00

### Special Projects

- a. Prep for Success Summer Program
  - i. Description: Prep for Success Academy is a one-week summer bridge program designed to introduce minoritized students to the dental profession and dental programs at Central Carolina Community College. The program offers participants informative hands-on dental experiences and will prepare students for what it is like to be a dental student here at CCCC. Participants will experience academic skill-building, and competitive program readiness sessions and get to know their fellow peers! (Dental, Veterinary Technology, and Medical Assisting)
  - ii. Applications:
    - 1. Dental-19 Applications                      8 Students Committed
    - 2. Vet Tech-6 Applications                      2 Students Committed
    - 3. Medical Assisting-4 Applications      0 Students Committed
  - iii. All committed students completed TRIO application and were admitted to

the program.

iv. All students are enrolled for the fall to keep working towards their goals.

b. Cougar Market

- i. Set up a table in the library to promote awareness and give out snack bags to students.
- ii. Participated in college connections on each campus.
- iii. Continue to visit food bank of NC monthly for additional items.
- iv. Successfully hired 2 work-study.

## **CCCC's Job Corps Scholars Program**

### **Who We Are/Serve**

- The Job Corps Scholars Program is a demonstration grant (experimental grant) funded 100% by the Department of Labor.
- We serve individuals, ages 16 to 24, from low income backgrounds who have already received their high school diploma or equivalency and are now seeking to earn an in-demand, industry recognized credential(s) in 12 months or less.
  - o The age limit may be raised if there is a documented disability.
- We provide counseling services, both personal and employment, to support and facilitate each student's success.
- Once they have received their credentials, we provide job placement assistance and/or assistance with continuing their postsecondary education, joining the US military, or entering into an apprenticeship.
- We provide full financial assistance for tuition, fees, and any required course materials; as well as, financial assistance for childcare and transportation costs.
- Participants also have the opportunity to earn stipends and bonuses while they are actively in their courses, up to \$400 a month.

### **Enrollment/Recruitment Data**

- Currently serving, OR have served, 80 participants
  - o We have met the grant directive/goal of 80 students served!
- Grant Timeline:
  - o The Job Corps Scholars Program is a demonstration grant (experimental grant) funded by the DOL/ETA.
    - The grant will conclude on September 30, 2023.
- Completion Rates: 42 students were able to complete their technical career trainings
  - o 18 will be/are continuing their post-secondary education journey
  - o 1 has plans to join the military
  - o 7 are currently seeking, or have secured, employment
  - o 2 have chosen to stay at home with their young children

### **Program Updates**

- Our last cohort of JCS Participants will be exiting the program on September 30, 2023; four students total.
  - o 3 Phlebotomy Technician students

- o 1 Medical Office Insurance Coding student
- Currently, all JCS staff, excluding the director, have departed the program, including two former team members who have secured other employment here at the college.

### **JCS Participant Success Story:**

A Job Corps Scholars Alumnus, who earned their Paralegal Technology certification in 2021 through the Job Corps Scholars Program earned a Paralegal Technology, Associate in Applied Science Degree this May 2023. Through the financial and personal assistance received, this student was able to work a part time job and earn her associate's degree while raising a family with small children and purchase her first home. We are so proud of this student's success!

### **TRiO Veterans Upward Bound (VUB)**

#### Who We Serve

- VUB is designed to motivate and assist veterans in the development of academic and other requisite skills necessary for acceptance and success in a program of postsecondary education. The program provides assessment and enhancement of basic skills through counseling, mentoring, tutoring and academic instruction in the core subject areas. The primary goal of the program is to increase the rate at which participants enroll in and complete postsecondary education programs.
- Participants have the opportunity to earn stipends of \$40.00 a month paid out at the end of each quarter. Stipends are earned through program participation.
- Individuals must have at least 180 days of active service with better than a dishonorable discharge.
- They must be either low-income (based on their adjusted gross income and number of dependents in the household) and/or a first-generation college student (neither parent earned a 4-year degree).
- All individuals must demonstrate academic potential as well as have academic need.
- Service area consists of Chatham, Harnett, Johnston, Lee, and Wake counties. We work in conjunction with Johnston CC and Wake Technical CC.

#### Enrollment/Recruitment Data:

- Veterans Upward Bound is funded to serve 125 individuals
  - o Current enrollment 108
- Recruitment/Grant Timeline: Currently, we are meeting the required progress for the first year grant.
- New programming year begins 10/01/2023

#### Program Updates:

VUB's Annual Awards & Recognition Banquet: This annual banquet was rescheduled as a result of Hurricane Idalia; the rescheduled date was the evening of Thursday, 09/14/23. The banquet is held to celebrate those participants who have successfully participated in the VUB program, and to recognize VUB participants' accomplishments. This year's theme was *Veteran Entrepreneurship*. Two guest speakers from the NC Veterans Business Association successfully equipped our program Veterans with knowledge and motivation surrounding entrepreneurship. Program participants and guests not only enjoyed a lovely meal provided by CCCC's own culinary department, stepped up to spin the fun prize-wheel, but also gained valuable insight into

the journey of business ownership and received some valuable resources available to Veterans within the state of NC. Our guest speakers from the NC Veterans Business Association provided the participants a plethora of information and fellowship; many participant friendships and professional relationships were forged.

#### Current/Planned Activities:

VUB 2023 Virtual College & University Tours: In seeking to provide program participants with information regarding the multiple options of NC colleges and universities available to them and prepare them for the NC College Application Week (when many NC colleges waive their application fees from October 16th to the 20th, 2023), we are currently facilitating a Virtual College & University Tours event. After engaging in the colleges' and universities' virtual tours of their choice, participants are required to provide any questions they may have and/or feedback about which ones they enjoyed the most and would like to visit in person. This feedback is provided when participants complete a google survey. This provides us the opportunity to gather helpful information for planning for college tours in the future and valuable insight for our one-on-one meetings with participants.

VUB Fall Welcome Back Snail Mail Study Skills Event: This fall, program participants had the opportunity to sign up to receive valuable school supplies and materials to aid in their academic journey via the mail service. Supplies included notebooks, pens, study tips, and much more!

VUB Academic Programs: All Veterans Upward Bound projects must provide instruction in computer basics, mathematics through pre-calculus, laboratory science, foreign language, composition & literature annually.

#### Academic Programs facilitated during July, August, September:

- Laboratory Science Refresher Course: ("How to study for, and be successful in, college level science courses")
- Foreign Language Refresher Course: Conversational Spanish
- Computer Instruction Refresher Course

VUB Workshops: Other required services include, education and/or counseling services designed to improve the financial and economic literacy of participants, instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school (college prep). These services are delivered in the workshop format. Workshops occur once a quarter. These are a time for VUB Participants to come together to learn and have open discussions with one another.

#### VUB Workshops facilitated during July, August, September:

- Financial Literacy: "Understanding Credit Scores and Financial Services"
- Yoga Health & Wellness Workshop
- PTSD Awareness Wellness Art Workshop: Painting a Tropical- Beach Scene
- College Preparation, Boots to Books: Time Management

#### Planned VUB Workshops during October, November, December:

- College Preparation, Boots to Books: Stress Management

- Health & Wellness- Multi-media Art Workshop: “Make a Gift to Keep or Give Away”
- Financial Literacy: topic yet declared

### **CCCC’s Military Affiliated Initiatives**

9-11 Commemoration Educational Presentation Video Screening: In partnership with CCCC’s Academic and Cultural Enrichment Series, the college held a community wide 9-11 Commemoration Educational Presentation Video screening on Monday, September 11th at the Dennis A. Wicker Civic Center Auditorium. Those in attendance included CCCC faculty & staff, CCCC students and those from area schools, as well as community members and First Responders. In seeking to broaden our understanding of the day’s events, its aftermath, and reflect on where we are today, CCCC’s own History Instructor, Mr. Robert Barnes shared an educational presentation on the tragic day’s events and its aftermath. Ms. Bianka Stumpf, CCCC’s lead humanities instructor, provided a moving closing that reminded us all to “*look for the helpers.*” This allowed a time for many to reflect on the role of our community’s First Responders, Veterans, and those military affiliated.

9/11 Commemoration- Refreshment Disbursement: Central Carolina Community College and the Veterans Upward Bound Program recently had the privilege of recognizing many community & CCCC First Responders, Veterans and those who are military affiliated during this year’s 9-11 Commemoration. Morning refreshments were provided at the Sanford Emergency Services Training Center, the Harnett Main Campus, and the Chatham Main Campus in acknowledgment of the commitment, service, and sacrifices of this distinct population. The VUB staff greeted students, CCCC faculty and staff, and many First Responders from all over the community with light refreshments provided by the Central Carolina Community College Foundation.

The Veterans Upward Bound Program would like to thank CCCC’s College Foundation for their continued support of CCCC’s Veterans, active service members, and military affiliated students.

MARC: We are excited to announce that CCCC’s Military Affiliated Resource Center (MARC) recently opened for the Fall of 2023! Our new Federal Work-study student will be manning the center with limited hours; with the hiring of a VUB Part Time Program Coordinator, we foresee the center being open for additional hours once that individual is in place.

The MARC seeks to provide a peaceful place where our Veterans and those military affiliated students, faculty, and staff can unwind, relax, and work with a trained and competent staff prepared to provide service for this distinct population. And place where social and wellness events can be facilitated. Being a CCCC Hunger Free Zone, it provides necessary sustenance and materials, including healthy snacks, water, and special treats.

We are excited about some upgrades to the space, including a new literature-resource stand generously provided by CCCC’s College Foundation.

We would like to once again thank CCCC’s College Foundation for their continued support of CCCC’s Veterans, active service members, and military affiliated students.



Veterans Day 2023: Currently in the initial planning stage, this community wide celebration will seek to acknowledge the historical significance of the day, and honor America's veterans' willingness to serve and their sacrifices. This year's event will be held Thursday 11/09/2023 from 11:00-12:00 at the Dennis A. Wicker Civic Center main exhibit hall.

## **Trio Upward Bound and Upward Bound Math & Science**

### **Who We Serve**

- We serve students between 13-19 years old, identified as first-generation, low-income, and in need of academic support by the department of education.
- Our target schools are Lee County High School, Southern Lee High School, Harnett Central High School, Western Harnett High School, Overhills High School, and Triton High School.
- Upward Bound Lee: Funded to serve 60 students annually
- Upward Bound Harnett: Funded to serve 60 students annually
- Upward Bound Math & Science: Funded to serve 62 students annually

### **Updates**

- We kicked off our school year with our students on September 19 with our first school visit at Southern Lee. We complete our school visits for September on 9/28 at Lee County High School, and we will be back in the schools once a month to visit with our students.
- We are off to a great start with recruitment for the 2023-2024 school year. We already met 100% for UB-Lee, and we only need 11/60 in UB-Harnett and 13/62 in UBMS to meet our required numbers.

### **Current Activities**

- Back to School Virtual Night
  - Date: September 6, 2023
  - Location: Zoom
  - Around 50 parents/students logged onto Zoom to go over the calendars and up dates for this school year.
- First Saturday Session of the year
  - Date: September 23, 2023
  - Location: CCCC-Lillington
  - Number of Participants: 100 (most students to come to a Saturday Session since COVID)
  - Guest Speaker: Angela Crisp-Sears introduced students to the C-STEP program
  - Purpose: Back to school study skills session, college advising for seniors, and college entry exam information for juniors
  - Required Services: 645.11 (3) Assistance in preparing for college entrance examinations and completing college admission applications;
- Tutoring kicked off the last week in September at each of our high schools.

- Required Services: 645.11 (1) Academic tutoring to enable students to complete secondary or postsecondary courses, which may include instruction in reading, writing, study skills, mathematics, science, and other subjects;

### **Upcoming Activities**

- October Saturday Session
  - Date: September 23, 2023
  - Location: CCCC-Lee Main Campus
  - Number of Participants: Estimated 70
  - Guest Speaker: NC BioNetwork STEM Outreach Coordinator, Trent Stanforth will do a lab with students
  - Purpose: Expose students to STEM related Careers
  - Required Services: 645.14 Activities that will provide participants with opportunities to learn from mathematicians and scientists who are engaged in research and teaching at the applicant institution, or who are engaged in research or applied science at hospitals, governmental laboratories, or other public and private agencies;

### **Program Highlights**

- We wrapped up our Summer Programs with trips to Washington, DC, Williamsburg, VA and Asheville, NC.
- We selected a new class of ambassadors to represent each of our high schools. They are off to a great start getting the word out about our program to students and staff at their high schools. We took them on a Leadership retreat to Virginia Sept. 15-17.
- Our seniors are starting to receive acceptance letters to colleges and nominations for prestigious scholarships such as the Morehead-Cain

### **Juntos Program**

Purpose: Help Latino students and their families gain knowledge, skills, and resources to ensure high school graduation and broaden post secondary career and academic opportunities.

Juntos is funded to serve 60 students annually.

Target: Lee County High School Latinx students

#### **Updates**

Hosted program kick off on 9/18/23.

35 students registered so far.

Juntos 4-H club members meet twice a month at 3pm.

#### **Upcoming events:**

Juntos Family Night- six weeks series-for parents and students. They will meet at Lee County High School on a Monday from 5:30pm-8:00 pm.

Family Night Meeting Dates

10/16/2023

10/23/2023  
 10/30/2023  
 11/6/2023  
 11/13/2023  
 11/20/2023

### Academic Assistance Centers

<b>Tutoring Totals</b>						
	<b>One-on One Tutoring (Total Hrs)</b>	<b>Group Session (Total Hrs)</b>	<b>Supplemental Services (Supplemental Instruction and Athlete's Study Hall) (Total Hrs)</b>	<b>STEM Lab (Total Hrs)</b>	<b>Writing Center (Total Hrs)</b>	<b>Online Writing Lab (Total # of Submissions*)</b>
<b>Face-to-Face Contact Hours</b>	282.75	83	430.25	223.75	43.5	–
<b>Online Contact Hours</b>	36.75	20	1.25	13	131.5	239
<b>Totals</b>	319.5	103	431.5	236.75	175	239

Summer 2023 (149) / Fall 2023 to date (145) Summary: **294 tests.**

<b>Test Proctoring Totals</b>		
<b>Chatham</b>	<b>Harnett</b>	<b>Lee</b>
34	15	96

Academic Assistance Center staff visited **90+** classes across the multiple campuses and sites to promote the services provided by the area (Tutoring, Test Proctoring and Writing Center).