

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

Monday, February 6, 2023

Program Committee

Date: 2/6/23

Time: 8:30 a.m.

James French, Chair
James Crawford
Derrick Jordan

Finance Committee

Date: 2/6/23

Time: 10:00 a.m.

Jim Burgin, Chair
James Kelly
Gordon Springle

Building & Grounds Committee

Date: 2/6/23

Time: 11:30 a.m.

George Lucier, Chair
Bill Tatum
Jim Womack

Personnel Committee

Date: 2/6/23

Time: 1:00 p.m.

Bobby Powell, Chair
Genia Morris
Chip Post

Student & Academic Support Services

Date: 2/6/23

Time: 2:30 p.m.

Pat Kirkman, Chair
Jan Hayes
Gladys McAuley

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 Winter 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
February 8, 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; November 2, 2022

Personnel Committee

1. Approve New Employees
2. Approve Promotions/Position Changes
3. Receive Attrition Report
4. Receive Turnover Report
5. Ratify approval of January 1st and 16th Holiday

Finance Committee

1. Approve State Budget Report
2. Approve Lee County Budget Report
3. Approve Chatham County Budget Report
4. Approve Harnett County Budget Report
5. Approve Investment Asset Account Report
6. Approve Civic Center Budget Report
7. Approve For Good of School Budget Report

Building and Grounds Committee

1. Ratify new resolution authorizing a public auction for the house constructed by our construction program

Program Committee

Curriculum

Curriculum Review Committee

Program Removals

1. Removal of Career & College Promise diploma in Business Administration (D25120CW)
2. Removal of Career & College Promise diploma in Accounting & Finance (D25800CW)
3. Removal of Career & College Promise diplomas in Broadcasting & Production Technology (D30120CP & D30120CW)
4. Removal of Career & College Promise certificate in Broadcasting & Production Technology (C30120CW)
5. Removal of Career & College Promise diplomas in Industrial Systems Technology (D50240CP & D50240CW)
6. Removal of Career & College Promise diplomas in Library & Information Technology (D55310CP & D55310CW)
7. Removal of Career & College Promise diplomas in Automotive Restoration Technology (D60140CP & D60140CW)
8. Removal of Career & College Promise diplomas in Automotive Systems Technology (D60160CW & D60160DP)

Program Approvals

1. Approval of Career and College Promise certificate in Broadcasting Production Technology (C301202K)
2. Approval of Career and College Promise certificate in Electric Vehicle Servicing (C60160K)

Program Modifications

1. Business Administration - General Track, Associate in Applied Science Degree (A25120)
2. Human Services Technology Associate in Applied Science Degree (A45380)
3. Welding Technology Diploma (D50420)
4. Automotive Restoration Certificate (C60140)
5. Career & College Promise certificate in Automotive Restoration (C60140CW)

Continuing Education

1. Continuing Education Accountability and Integrity Plan

Student & Academic Support Committee

1. Receive Revenue Report (Foundation)
2. Approve Grants and Strategic Initiatives: In Progress (Institutional Advancement)

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Personnel Committee

1. Human Resources Updates
2. Approve 2023 Holiday Schedule
3. Approve Educational Leave Request – Mary Brown

Finance Committee

1. Approve Write-Off of Bad Student Debt
2. Approve Harnett County Nonprofit Funding Contract

Building and Grounds Committee

1. Approve lease for office at 79-degree West (The included copy is a red lined version as this is still a work in process and we are waiting for a firm start date depending on construction of the facility. Additional modifications include: 1. Section 18(a)(1) will be modified to 30 days. 2. Section 20(i) will be modified from "without a jury" and replace it "with a jury.")
2. Approve Board Chair to sign Design Agreement for Bioprocessing Renovation Project
3. Approve 3-1 for Moore Center – Executive Office Suite

Program Committee

No Agenda Items

Student & Academic Support Services Committee

No Agenda Items

Foundation Update

Other Items

Comments by President

**Board of Trustees
Central Carolina Community College
November 2, 2022**

Members Present: J. Burgin, J. Hayes, J. Kelly, P. Kirkman, G. Lucier,
G. McAuley, G. Morris, J. Philpott, C. Post, B. Powell, G. Springle,
B. Tatum, J. Womack

Members Absent: J. Crawford, J. French, D. Jordan

Guests: J. Love, College Attorney, J. Wood, Dewberry, T. Farina, S. Chandler

Staff: L. Chapman, P. Price, K. Hoyle, J. Matthews, M. Hall, M. Dishman,
R.V. Hight, M. Brown, K. Short, S. Byington, L. Whitaker, D. Haire

Prior to Chairman Philpott calling the meeting to order, Dr. Chapman shared with the Board that NCSU has an Executive Mentoring Program for doctoral students. They may not be in higher education; but are looking at the potential interest of how they can serve. Dr. Chapman serves as an executive mentor and two of her mentees were guests.

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.

Chairman Philpott informed the Board there was a revised agenda that was being passed out. In addition to the revised agenda, an amended New Employees list from the Personnel Committee, from the Building & Grounds Committee, the information about the awarding of the

construction contract for the Moore Center; Truck Driver Building Renovations as well as the new item under Program Committee about the Curriculum Standard, Elementary Education Residency Licensure Certificate were included.

Trustee Lucier made a motion to approve the Revised Consent Agenda. Trustee Powell seconded the motion. The motion carried unanimously.

Dr. Chapman shared her computer screen to allow attendees to see the Board packet (included details of all items below) which Board members had received earlier via email.

Personnel Committee

Chairman Philpott moved the Human Resources updates be added to the end of the meeting in order to go into closed session.

Finance Committee

Chairman Philpott called on Finance Committee Chair Trustee Burgin. The item for Full Board consideration was to approve the Fiscal Year 2022-2023 College Budget. This was discussed during the Finance Committee meeting. The Finance Committee recommends to the Full Board to approve the Fiscal Year 2022-2023 College Budget as presented. This recommendation comes as a motion from the Finance Committee and a second is not required. This was approved unanimously.

Building & Grounds Committee

Chairman Philpott called on Trustee Lucier, Chair of Building & Grounds. Trustee Lucier stated the first item on the agenda was to approve the naming of the “cat colony” for Jill Gillette. This came to the Building & Grounds Committee as a unanimous recommendation from the Foundation Board. The Building & Grounds Committee recommends to approve the naming of the “cat colony” for Jill Gillette as presented. This recommendation comes as a motion from the Building & Grounds Committee and a second is not required. This was approved unanimously. The second item on the agenda was to approve the designer for the Moore Center – Bioprocessing Renovation. Committee Chair Lucier informed the Board the Building & Grounds Committee joined the administration for interviews of the possible designers for the bioprocessing renovations. After discussion and listening to EVP Price about the suggestions from the staff the Building & Grounds recommends to the Full Board to approve RS&H Design Firm for the Moore Center – Bioprocessing Renovations. This recommendation comes as a motion from the Building & Grounds Committee and a second is not required. This was approved unanimously. The third item on the agenda is to approve designers for open end design agreements. EVP Price highlighted the options that were submitted and informed the Board the administration recommended the following firms for various specialties:

Draper Arden Associates – Civic, Structural, Environmental, and Geotechnical Engineering
REI Engineers – Building Enclosures, Roofing, and Parking Lots
Falcon Engineering – Special Inspections, materials testing, and Geotechnical Engineering
Hobbs Architect – Architecture

The Building & Grounds Committee recommends to the Full Board to approve the open end design agreements as submitted. This recommendation comes as a motion from the Building & Grounds Committee and a second is not required. This was approved unanimously. The last item was to approve awarding the construction contract for Moore Center – Truck Driver Building Renovation. Information about the bids was shared with committee members during the committee meeting and shared with the entire Board during the meeting. EVP Price went over the bids that were submitted and gave the recommendation from administration. The Building & Grounds Committee recommends to the Full Board to approve awarding the construction contract for the Moore Center – Truck Driver Building Renovations to Sanford Contractors. This recommendation comes as a motion from the Building & Grounds Committee and a second is not required. This was approved unanimously.

Program Committee

In the absence of the Program Committee members, Chairman Philpott reported that during the committee meeting the For Information Only items were discussed. Chairman Philpott called on VP Short to inform the Board of the new item that was added to the agenda, which was the Curriculum Standard, Elementary Education Residency Licensure. VP Short explained we do seek approval to offer the Elementary Education Residency Licensure program and that this was the new way to license elementary instructors who are coming in as lateral entry. The State Board of Education approved for community colleges to offer this certificate in July of this year. We do have to submit an application to the state to offer this program. This would be an online program. Trustee Burgin made a motion to approve offering the Elementary Education Residency Licensure Program. Trustee Morris seconded the motion. This was approved unanimously.

Student & Academic Support Services Committee

The Student & Academic Support Services Committee had a productive meeting with reports. Chairman Philpott told the Board that the Foundation unanimously approved the awarding of an Honorary Degree for Mr. Phil Bradley as well as sending the idea to Dr. Chapman to present to the Board of Trustees. Dr. Chapman explained the thoughts from the Foundation Board were based upon Mr. Bradley's decades of service to the CCCC Foundation Board. Mr. Bradley was one of the original members of the Foundation Board and served for over 30 years. During his time on the board, he served in various roles including the Chair of the Board. He was also the lead in starting the successful Lee County Golf Classic of which he chaired for the entire time he was on the board. This has raised over \$500,000 in unrestricted funding for the Foundation. Mr. Bradley was an outstanding Board member who gave of his time, talent and own monies to ensure that CCCC's students were receiving the financial assistance they needed to succeed. Trustee Powell made the motion to present Mr. Phil Bradley with an Honorary Degree. Trustee Lucier seconded the motion. This was approved unanimously.

Foundation Report

In the absence of Dr. Hare, Meghan Brown reported the Foundation Scholarship Banquet would be on November 16th at the Dennis A. Wicker Civic & Conference Center and the Cougar Express would be on December 1st at the Dennis A. Wicker Civic & Conference Center. She invited all

Trustees to come out to each of these events.

President's Report

Dr. Chapman told the Board she thought it would be good for them to hear more directly from our team about how we are doing on operational procedures. She also commented on the information in Scott Byington's report that we are at our second highest Fall enrollment ever. To do that this year says a lot about our team as well as to where our communities are because what is important is that people are going to come through us to get to those many family wage-sustaining jobs that are coming. We are reviewing areas where we need to shore things up and we want to keep the Board informed on how this is being done. One thing that we have discussed recently is safety and security. We have been looking at what we have, what we need or what we need to put back in place. Provost Hall and Provost Matthews serve as liaisons on the Safety and Security Committee and gave an update on what is being done. For example, we are going to conduct some fire and evacuation drills at all sites. Active shooter drills are being discussed for each main campus as well. The safety video that all employees will be required to watch and take a quiz on was shared with the Board.

Trustee Kirkman made a motion to go into closed session for the Personnel Committee's updates. Trustee Hayes seconded the motion. The motion carried unanimously.

With no further comments, Trustee Tatum made a motion to go back into open session and adjourn. Trustee Kirkman seconded the motion. The motion carried unanimously.



**BOARD OF TRUSTEES
PERSONNEL COMMITTEE
AGENDA**

Date of Meeting:	February 6, 2023		
Committee Members: Bobby Powell, Chair Genia Morris Chip Post			
Consent Agenda Items			
1. Approve New Employees 2. Approve Promotions/Position Changes 3. Receive Attrition Report 4. Receive Turnover Report 5. Ratify approval of January 1st and 16th Holiday			
Full Board Agenda Items			
1. Human Resources Updates 2. Approve 2023 Holiday Schedule 3. Approve Educational Leave Request – Mary Brown			
For Information Only			
1. Policy Review Update			

BOT Personnel Committee Meeting Minutes, Fall 2022

Meeting Name:	Board of Trustees / Personnel		
Date of Meeting:	October 31, 2022	Noon	Virtual (V) and in Person (P)
Members Present:	J. Philpott (P), B. Powell(P), G. Morris(V), C. Post(V), L. Chapman(P), P. Price(P), L. Whitaker(P)		
	Discussion		
Consent Agenda	<ol style="list-style-type: none"> 1. Approve New Employees EVP Price presented the new employee list for approval. The Committee unanimously requested that the administration provide the Personnel Committee with more information regarding new employees and their work experience than just providing the prospective new employees names. The administration agreed to begin providing additional information in future reports to the Committee. EVP Price will change the format of the report for the next meeting. Trustee Post made a motion to approve the new employees. Trustee Morris seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval. 2. Approve Promotions/Position Changes EVP Price presented the promotions and position changes for approval. Trustee Post made a motion to approve the new employees. Trustee Morris seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval. 3. Receive Attrition Report EVP Price presented the attrition report 4. Receive Turnover Report EVP Price presented the Turnover Report 		
Full Board	<ol style="list-style-type: none"> 1. Human Resources Updates Trustee Post made a motion to go into closed session. Trustee Morris seconded the motion. The motion carried unanimously. EVP Price shared the HR updates. The Personnel Committee recommended these HR updates be shared with the Full Board during closed session. 		
For Information Only	<ol style="list-style-type: none"> 1. Policy Review Update 		

Approve new employees

NEW EMPLOYEES

1. Brian Post, Education Navigator, 11/28/2022
2. Alexandria Little, Education Navigator, 12/12/2022
3. Tracy Kelly, BLET Program Director, 1/9/2023
4. Austin Simmons, Welding Instructor, 1/5/2023

Approve Promotions/Position Changes

PROMOTIONS/POSITION CHANGES

1. Nathan Lindsay, Lead STEM Tutor, 12/1/2022
2. Zan Thornton, Lead Welding Instructor, 12/1/2022
3. Elizabeth Ashley Byrd, Adult ESL Instructor, 12/2/2022
4. Sarah Tart, Fire and Rescue Training Coordinator, 1/2/2023
5. Emma Jones, Career Coach, 1/2/2023
6. Donna Boykin, Academic Coach, 1/10/2023
7. Falecia Simmons, Academic Coach, 1/10/2023
8. Joelle Chase, Coordinator of Student Accessibility Services, 1/23/2023
9. Doris (Faye) Stone, Administrative Assistant, 2/1/2023

Receive Attrition Report

ATTRITION REPORT

QUARTER TWO (2022-2023) ATTRITION

Resignations	9
Retirements	1
Deceased	0
Terminations	0
Non-Renewals	0
Total	10

Receive turnover report

Turnover Report
Second Quarter Fiscal Year 2023

	Average # of employees	# employees separated
President's Office/Foundation	7	0
Onboarding & Academic Advising	28	2
Student Learning Division	205	1
Student Services Division	45	5
Administrative Services Division	87	0
Institutional Advancement	5	0
Workforce Development	41	2
Harnett Campus	16	0
Chatham Campus	6	0
College Wide Average	440	10

Quarter Turnover Rate: 2.27%
Fiscal Year Turnover: 6.82%

Human Resources Updates

This item is a place holder in case there is a need to go into closed session pursuant to G.S. 143-318.11 item (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged... and (6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or grievance by or against an individual public officer or employee.



**Holiday Calendar
2023/2024**

**Approve Remainder of
Fiscal Year 2023
Holidays**

<u>Holiday Observance</u>	<u>Date</u>	<u>Day(s) of the Week</u>	<u># of Holidays</u>
Martin Luther King, Jr. Day	January 16, 2023	Monday	1
Good Friday	April 7, 2023	Friday	1
Memorial Day	May 29, 2023	Monday	1
Total Days			3

Approve Fiscal Year 2023-2024 Holidays

<u>Holiday Observance</u>	<u>Date</u>	<u>Day(s) of the Week</u>	<u># of Holidays</u>	<u>Mandatory Leave</u>
				<u>Days</u>
Independence	July 4, 2023	Tuesday	1	
Labor Day	September 4, 2023	Monday	1	
Thanksgiving	November 23 & 24, 2023	Thursday & Friday	2	
Winter Break	December 18, 2023	Monday	1	
	December 19, 20, 21, 2023	Tuesday, Wednesday, & Thursday		3
	December 22, 25, & 26, 2023	Friday, Monday, & Tuesday	3	
	December 27, 28 & 29, 2023	Wednesday, Thursday & Friday		3
January 1 st	January 1, 2024	Monday	1	
Martin Luther King, Jr. Day	January 15, 2024	Monday	1	
Good Friday	March 29, 2024	Friday	1	
Memorial Day	May 27, 2024	Monday	1	
Total Days			12	6

The State Board Code indicates “Full-time employees who are eligible to earn annual leave pursuant to local college policy shall receive pay for a maximum of 12 paid holidays per fiscal year. Local boards of trustees shall determine the number of paid holidays for those employees eligible to earn annual leave up to a maximum of 12 paid holidays per fiscal year. Part-time employees who are eligible to earn annual leave pursuant to local college policy shall receive pay for paid holidays on a pro-rata basis.”

Central Carolina Community College Educational Leave Request and Agreement

Employee Name: Mary Brown Date: 1/5/2023

Job Title: Education Navigator Department: Student Onboarding and Success

Description of Educational Program: Master of Art: Clinical Mental Health Counseling

Explain how this leave will benefit CCCC and you in your current position: This will allow me to better serve students from a holistic approach. I will be able to better help address academic, social, and personal concerns to support students in the achievement of their goals.

Requested amount of time of leave: 40 hours

Start Date: 2/20/2023 End Date: 2/24/2023

- I, Mary Brown request educational leave with pay and benefits from my duties at CCCC in order to pursue educational activities in my area of specialty in accordance with CCCC policy.
- I understand if approved, CCCC will continue to compensate me at my current level of salary and maintain other benefits during the leave.
- If approved, I agree to return to employment with CCCC through the subsequent contract year following completion of the educational leave.
- I understand that in the event I fail to immediately return to employment with CCCC or I fail to honor the subsequent contract or any part thereof for any reason other than death, disability, or termination without cause of CCCC, I shall be required to repay the full or prorated portion by surrendering annual leave. If annual leave is not enough to cover the cost, I will be subject to monetary repayment.
- I understand that to be considered for educational leave that this request must be approved by the college President prior to leave.
- I understand that if approved for educational leave, an official certificate or transcript reflecting completion must be submitted to the Human Resources Office for my personnel file.

Employee's Signature: Mary Brown

Supervisor's Signature: [Signature] Sr. Administrator Signature: [Signature]

For internal use only

Educational Leave meets the following eligibility requirements:

- Employee has shown how the leave will benefit CCCC in his/her current position.
- Release time from work should not produce a burden to CCCC.

Approved Not Approved

[Signature]
President's Signature

1/13/2023
Date



BOARD OF TRUSTEES FINANCE COMMITTEE AGENDA

Date of Meeting:	February 6, 2023		
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Committee Members: **Jim Burgin, Chair**
Jamie Kelly
Gordon Springle

Consent Agenda Items

1. Approve State Budget Report
2. Approve Lee County Budget Report
3. Approve Chatham County Budget Report
4. Approve Harnett County Budget Report
5. Approve Investment Asset Account Report
6. Approve Civic Center Budget Report
7. Approve for Good of School Budget Report

Full Board Agenda Items

1. Approve Write-off of Bad Student Debt
2. Approve Harnett County Nonprofit Funding Contract

For Information Only

1. State and County Budget Updates
2. No changes on the State Retirement System letter related to contribution-based cap legislation
3. Financial Audit Engagement Letter

BOT Finance Committee Meeting Minutes, Fall 2022

Meeting Name:	Board of Trustees / Finance Committee		
Date of Meeting:	October 31, 2022	1:30 am	Virtual (V) and in Person (P)
Members Present:	J. Philpott (P), J. Burgin(V), J. Kelly(P), L. Chapman(P), L. Whitaker(P)		
	Discussion		
Consent Agenda	<ol style="list-style-type: none"> 1. Approve State Budget Report 2. Approve Lee County Budget Report 3. Approve Chatham County Budget Report 4. Approve Harnett County Budget Report 5. Approve Investment Asset Account Report 6. Approve Civic Center Budget Report 7. Approve for Good of School Budget Report <p>EVP Price went through each one of these reports. Trustee Kelly made a motion to approve items 1 – 7. Chairman Philpott seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</p>		
Full Board	<ol style="list-style-type: none"> 1. Approve Fiscal Year 2022-2023 College Budget <p>Committee Chair Burgin asked EVP Price to review the Fiscal Year 2022-2023 College Budget. After the review, the trustees discussed the college budget. Trustee Kelly made a motion to approve the Fiscal Year 2022-2023 College Budget. Chairman Philpott seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</p>		
For Information Only	<ol style="list-style-type: none"> 1. State and County Budget Updates 2. Upcoming contracts – Compliance Assist, Bookstore, Production Copier 3. No changes on the State Retirement System letter related to contribution-based cap legislation 		

**CENTRAL CAROLINA COMMUNITY COLLEGE
STATE BUDGET REPORT
December 31, 2022**

<u>CURRENT EXPENSE</u>	<u>ALLOTMENT FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
EXECUTIVE MANAGEMENT	\$ 1,351,879.00	\$ 716,217.97	\$ 635,661.03	53%
FINANCIAL SERVICES	1,639,558.00	627,602.34	\$ 1,011,955.66	38%
GENERAL ADMINISTRATION	2,544,762.00	1,251,452.35	\$ 1,293,309.65	49%
INFORMATION SYSTEMS	1,492,128.00	783,604.16	\$ 708,523.84	53%
INSTRUCTION - CURRICULUM	17,732,268.00	8,924,421.05	\$ 8,807,846.95	50%
INSTRUCTION - NON-CURRICULUM	4,836,104.00	2,210,620.08	\$ 2,625,483.92	46%
ACADEMIC SUPPORT	5,862,513.00	3,078,430.84	\$ 2,784,082.16	53%
STUDENT SUPPORT	3,626,984.00	1,686,064.53	\$ 1,940,919.47	46%
TOTAL CURRENT EXPENSE	\$ 39,086,196.00	\$ 19,278,413.32	\$ 19,807,782.68	49%
 <u>CAPITAL OUTLAY</u>				
EQUIPMENT	\$ 3,097,917.00	\$ 36,439.72	\$ 3,061,477.28	1%
940 CAT/GRANT EQUIPMENT	83,556.00	51,795.70	31,760.30	62%
BOOKS	61,990.00	4,716.15	57,273.85	8%
TOTAL CAPITAL OUTLAY	\$ 3,243,463.00	\$ 92,951.57	\$ 3,150,511.43	3%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 42,329,659.00	\$ 19,371,364.89	\$ 22,958,294.11	46%

**CENTRAL CAROLINA COMMUNITY COLLEGE
LEE COUNTY BUDGET REPORT
December 31, 2022**

<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		\$ 1,679,537.56		
GENERAL ADMINISTRATION		285,650.00		
TOTAL CURRENT EXPENSE	\$ 3,412,305.00	\$ 1,965,187.56	\$ 1,447,117.44	58%
TOTAL CAPITAL OUTLAY	\$ 100,000.00	\$ 43,414.05	\$ 56,585.95	43%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 3,512,305.00	\$ 2,008,601.61	\$ 1,503,703.39	57%

**CENTRAL CAROLINA COMMUNITY COLLEGE
CHATHAM COUNTY BUDGET REPORT
December 31, 2022**

<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		\$ 531,535.39		
GENERAL ADMINISTRATION		34,826.25		
TOTAL CURRENT EXPENSE	\$ 1,242,990.00	\$ 566,361.64	\$ 676,628.36	46%
TOTAL CAPITAL OUTLAY	\$ 65,000.00	\$ -	\$ 65,000.00	0%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,307,990.00	\$ 566,361.64	\$ 741,628.36	43%

**CENTRAL CAROLINA COMMUNITY COLLEGE
HARNETT COUNTY BUDGET REPORT
December 31, 2022**

<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	\$ 1,315,355.00	\$ 652,892.37	\$ 662,462.63	50%
GENERAL ADMINISTRATION	67,250.00	12,255.60	54,994.40	18%
TOTAL CURRENT EXPENSE	\$ 1,382,605.00	\$ 665,147.97	\$ 717,457.03	48%
CAPITAL OUTLAY	\$ 100,000.00	\$ 22,290.00	\$ 77,710.00	22%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,482,605.00	\$ 687,437.97	\$ 795,167.03	46%

**CENTRAL CAROLINA COMMUNITY COLLEGE
INVESTMENT ASSET ACCOUNT
December 31, 2022**

CPR CARDS	\$	1,821.79
DISTANCE ED FEE		76,186.92
SELF-SUPPORTING		15,323.18
COMMUNITY SERV FEES		194,848.72
CONT ED ACTIVITY FEES		5,134.97
OVERHEAD RECEIPTS		48,041.05
DENNIS WICKER CIVIC CENTER		-
ESTC RENTAL FUNDS		72,475.52
PITTSBORO RENTAL FUNDS		5,804.00
INDIRECT COST FUNDS - GRANTS		132,785.01
PATRON FEES		103,787.33
ASSOCIATE NURSING		69,050.24
SMALL BUSINESS MISC		6,623.25
CLEARWIRE LEASE		55,653.24
BOOKSTORE		875,110.48
VENDING		
STUDENT GOVERNMENT ASSOC.		
EMERGENCY LOAN FUNDS		6,047.51
LOCAL FUNDS		139,889.23
	\$	<u>1,808,582.44</u>

**CENTRAL CAROLINA COMMUNITY COLLEGE
DENNIS WICKER CIVIC CENTER BUDGET REPORT
December 31, 2022**

REVENUES

MOTEL TAX	\$	136,650.48	
LEE COUNTY CURRENT ALLOCATION		32,464.98	
RENTAL INCOME		138,911.10	
INTEREST INCOME		-	
TOTAL REVENUE		<u> </u>	\$ 308,026.56

EXPENSES

SALARIES	\$	131,411.24	
SOCIAL SECURITY		9,006.49	
RETIREMENT		18,910.13	
LONGEVITY		-	
MEDICAL INSURANCE		11,608.86	
OTHER CONTRACTS		4,821.32	
SUPPLIES		6,584.20	
TRAVEL		-	
TELEPHONE		3,051.48	
HEAT		7,423.26	
WATER		2,341.74	
ELECTRICITY		48,573.83	
EQUIPMENT REPAIRS		6,674.25	
FACILITIES REPAIRS		4,355.06	
MAINT. Agreement		8,440.48	
ADVERTISING		-	
CREDIT CARD FEE		992.39	
LANDSCAPING		107.00	
OTHER CURRENT EXPENSE		299.00	
PROPERTY INSURANCE		-	
MEMBERSHIPS AND DUES		-	
EQUIPMENT		-	
TOTAL EXPENSES		<u> </u>	\$ 264,600.73

REVENUE OVER EXPENSES			<u> </u>
			\$ 43,425.83

FUND BALANCE AS OF July 1, 2022	\$ 26,270.92
PLUS REVENUE OVER EXPENSES	43,425.83
FUND BALANCE AS OF December 31, 2022	<u> </u>
	<u>69,696.75</u>

**CENTRAL CAROLINA COMMUNITY COLLEGE
EXPENDITURES FOR GOOD OF SCHOOL
JULY 1, 2022 - DECEMBER 31, 2022**

STUDENT RELATED

ICR PROCESSING FEE	\$	1,323.14
FACTS PROCESSING FEE		16,039.00
PERSONNEL COSTS		285.23
TITLE IX		4,110.00
STUDENT AMBASSADORS		4,548.45
STUDENT TRAVEL		-
STUDENT CULTURAL ENRICHMENT		2,540.00
ADVISORY MEETINGS		889.23
AVOW TRANSCRIPT SERVICES		-
SCHOLARSHIP LUNCHEON		5,258.35
GRADUATION		175.48
OTHER		2,302.00
		37,470.88
TOTAL STUDENT RELATED	\$	37,470.88

PUBLIC RELATED

PUBLIC RELATIONS	\$	3,984.41
PROFESSIONAL DEVELOPMENT		-
FINANCIAL AID FAFSA DAY		-
MEETINGS		1,709.22
EMPLOYEE RET., FLOWERS		1,694.18
BOARD OF TRUSTEE EXPENSES		989.14
QEP EXPENSES		-
MARKETING		-
LEGAL EXPENSES		3,789.00
STAFF DEVELOPMENT		-
STUDENT AID		-
BANK SERVICE CHARGES		88.12
OTHER		9,095.13
		21,349.20
TOTAL PUBLIC RELATED	\$	21,349.20

GRAND TOTAL	\$	58,820.08
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Approve Write Off of Bad Student Debt

CODE	AMOUNT
ACCFE	\$ 315.86
ACTFE	\$ 7,159.61
ADMRF	\$ 6,318.00
BADCK	\$ 361.10
BOOKS	\$ 45,139.06
CEDOE	\$ 297.71
CEINS	\$ 1.10
CEMAL	\$ 40.00
CSFEE	\$ 2,502.68
DISFEE	\$ 6,378.96
FOLET	\$ 33,365.56
FOLSP	\$ 2,836.28
INTUI	\$ 102,705.39
K14L	\$ 724.00
LBKIT	\$ 160.00
MALPR	\$ 516.65
MILD	\$ 1,398.33
OTTUI	\$ 23,319.21
PNKPL	\$ 135.00
REFCC	\$ 96.75
RNKPL	\$ 270.00
TECHF	\$ 3,360.10
TOTAL	\$ 237,401.35

Nonprofit Funding Contract
Fiscal Year Begins July 1, 2022 Ends June 30, 2024

This contract is hereby entered into by and between the County of Harnett (the "County") and Central Carolina Community College (the "Recipient") (referred to collectively as the "Parties"). The Recipient's federal tax identification number is 56-0794261.

- 1. Contract Documents:** This Contract consists of the following documents:
- a. This Contract
 - b. The General Terms and Conditions (Attachment A)

These documents constitute the entire Contract between the Parties and supersede all prior oral or written statements or Contracts.

- 2. Precedence among Contract Documents:** In the event of a conflict between or among the terms of the Contract Documents, the terms in the Contract Document with the highest relative precedence shall prevail. The order of precedence shall be the order of documents as listed in Paragraph 1, above, with the first-listed document having the highest precedence and the last-listed document having the lowest precedence. If there are multiple Contract Amendments, the most recent amendment shall have the highest precedence and the oldest amendment shall have the lowest precedence.

- 3. Effective Period:** This Contract shall be effective on July 1, 2022 and shall terminate on June 30, 2024.

- 4. Recipient's Duties:** The Recipient shall perform the following:

- a. Funds will be utilized to address imminent needs related to operations, facilities, grounds, equipment, and technology exclusively targeted for the Harnett County campus. Failure to perform Recipient's Duties may result in the return of the awarded funds to the County, and/or disqualification to receive funding in future fiscal years.
- b. Provide to County the following documentation:
 - i. **Internal Revenue Service W-9 form (includes address, Tax ID _____ (initial)**
 - ii. **Sworn Statement of no overdue tax debts _____(initial)**
- c. Understands and Acknowledges required compliance with all statutory provisions outlined in N.C.G.S. 143C-6-22 Use of State funds by non-State entities, 9 N.C.A.C. Subchapter 3M and the requirements found in S.L. 2022-74, Section 5.3; and 24.2.
- d. Ensure that the funds are used for nonsectarian, nonreligious purposes only.
- e. Ensure that interest earnings on funds shall be used for the same purposes as which the grant was made.
- f. Submit quarterly reports on financial and performance progress.
- g. Comply with 9 N.C.A.C. Subchapter 3M.0205

- 5. County's Duties:** The County shall perform the following:

- a. Upon execution of this contract, the County shall pay the Recipient \$100,000.00. The total amount paid by the County to the Recipient under this Contract shall not exceed \$100,000.00.
- b. Conduct financial and performance monitoring until the contract is complete.

- 6. Funds Management:** The Recipient agrees that funds paid through this contract shall be subject to the following:

- a. Accounted for in a separate fund and accounting structure within the Recipient's central accounting and/or grant management system. This shall include accounting for interest earned on these funds.
- b. All accounts payable disbursements, check register disbursements and related transactions shall be managed in a detailed manner that supports fully transparent accounting of all financial transactions associated with this funding allocations described in Section 5 above.
- c. Expenditures for travel mileage, meals, lodging and other travel expenses incurred in the performance of this Contract shall be reasonable and supported by documentation. State rates should be used as guidelines. International travel shall not be eligible under this Contract.
- d. Disburse funds in accordance with the following requirements:
 - i. Implement adequate internal controls over disbursements;
 - ii. Pre-audit all vouchers presented for payment to determine:
 - a) Validity and accuracy of payment
 - b) Payment due date
 - c) Adequacy of documentation supporting payment
 - d) Legality of disbursement

- iii. Assure adequate control of signature stamps/plates;
 - iv. Assure adequate control of negotiable instruments; and
 - v. Implement procedures to insure that account balance is solvent and reconcile the account monthly.
- e. If eligible, the Recipient shall:
- i. Request from the North Carolina Department of Revenue a refund of all sales and use taxes paid by them in the performance of this Contract, pursuant to N.C.G.S. 105-164.14; and
 - ii. Exclude all refundable sales and use taxes from all reportable expenditures before the expenses are entered in their quarterly project status reports.

7. Post Grant Award Documentation Requirements:

The Recipient agrees to submit the required quarterly report on or before the 7th day following the end of each quarter. The first report is due to the County during the quarter in which the funds have been received by the Recipient. The County shall provide the format and method for reporting. All reports and supporting documents shall include the Recipient information and shall be submitted as prescribed the County.

Recipient agrees that all program activity results information reported shall be subject to review and authentication as described in Paragraph 9 and Recipient will provide access to work papers, receipts, invoices and reporting records, if requested by the County, as the County executes any monitoring or internal audit responsibilities.

8. Contract Administrators:

All notices permitted or required to be given by one Party to the other and all questions about this Contract from one Party to the other shall be addressed and delivered to the other Party's Contract Administrator. The name, post office address, street address, telephone number, fax number, and email address of the Parties' respective initial Contract Administrators are set out below. Either Party may change the name, post office address, street address, telephone number, fax number, or email address of its Contract Administrator by giving timely written notice to the other Party.

Recipient Contract Administrator	County Contract Administrator
Name: _____	Ally Fouts Harnett County PO Box 759 Lillington, NC 27546
Email: _____	
Direct Phone: _____	Direct Phone: 910-814-6006
Fiscal year end Month: June	Email: afouts@harnett.org

9. Monitoring and Auditing:

The Recipient acknowledges and agrees that, from and after the date of execution of this Agreement and for five (5) years following its termination, the books, records, documents and facilities of the Recipient are subject to being audited, inspected and monitored at any time by the County upon its request (whether in writing or otherwise). The Recipient further agrees to provide County staff and staff of the Office of State Auditor with access to financial and accounting records to support internal audit, financial reporting and related requirements.

The Recipient acknowledges and agrees that, regarding the grant funds, it will be subject to the audit and reporting requirements prescribed in G.S. 159-34, Local Government Finance Act – Annual Independent Audit, rules, and regulations. Such audit and reporting requirements may vary depending upon the amount and source of grant funding received by the Recipient and are subject to change.

10. Taxes:

The Recipient shall be considered to be an independent Recipient and as such shall be responsible for all taxes. The Recipient agrees to provide the County with the Recipient's correct taxpayer identification number upon the execution of this Agreement. The Recipient agrees that failure to provide the County with a correct taxpayer identification number authorizes the County to withhold any amount due and payable under this Agreement.

11. Reversion of Funds:

Funds will not revert until June 30, 2024. Any unexpended funds shall revert to the County upon termination of this contract.

12. Compliance with Law:

The Recipient shall remain an independent Recipient and as such shall be wholly responsible for the scope of work to be performed under this Agreement and for the supervision of its employees and assistants. The Recipient represents that it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such employees shall not be employees of or have any individual contractual relationship with the County. The Recipient shall be responsible for compliance with all laws, ordinances, codes, rules, regulations, licensing requirements and other regulatory matters that are applicable to the conduct of his business and work performance under this Agreement, including those of Federal, State, and local agencies having appropriate jurisdiction.

The Recipient acknowledges and agrees that, in its conduct under this Contract and in connection with any and all expenditures of grant funds made by it, it shall comply with the cost principles enunciated in the Code of Federal Regulations, 2 CFR, Part 200.

13. Situs: This Agreement shall be governed by the laws of North Carolina and any claim for breach or enforcement of this Agreement shall be filed in State court in Wake County, North Carolina.

14. Termination Without Cause: This Agreement may be terminated by either party upon sixty (60) days written notice to the other party, or as otherwise provided by law. As soon as reasonably possible following termination of this Agreement, the amount of any residual unexpended funds shall be transferred to the County.

15. Termination for Cause: If, through any cause, the Recipient shall fail to fulfill its obligations under this contract in a timely and proper manner, the County shall have the right to terminate this contract by giving written notice to the Recipient and specifying the effective date thereof. Notwithstanding the foregoing provision, the Recipient shall not be relieved of liability to the County for damages sustained by the County by virtue of the Recipient's breach of this agreement, and the County may withhold any payment due the Recipient for the purpose of setoff until such time as the exact amount of damages due the County from such breach can be determined. The filing of a petition for bankruptcy by the Recipient shall be an act of default under this contract.

16. Amendments: This Agreement may be amended in writing which documents approval of changes by both the County and the Recipient.

17. Contract Close-Out Process:

The Recipient agrees to submit to the County a complete performance and expenditure status report (final quarterly report) within ninety (90) days after the completion of the project or final expenditure date. Unexpended funds, if any, should be promptly returned to the County at this time.

Recipient will be deemed noncompliant if its final report is not submitted within the 90-day period stated above. Once the complete final performance and financial status report package has been received and evaluated by the County, the Recipient will receive official notification of Agreement close-out. The letter will inform the Recipient that the County is officially closing the Agreement and retaining all Agreement files and related material for a period of five (5) years or until all audit exceptions have been resolved, whichever is longer.

18. Signature Warranty: The undersigned represent and warrant that they are authorized to bind their principals to the terms of this Contract.

[Signatures to follow on next page]

In Witness Whereof, the Recipient and the County have executed this Agreement in duplicate originals, with one original being retained by each party.

RECIPIENT

Signature _____ Date _____

Printed Name _____ Title _____

COUNTY

Signature _____ Date _____

Printed Name _____ Title _____

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

Signature of County Finance Officer _____ Date _____



County Grant Certification – No Overdue Tax Debts

Date: _____

To: County Manager and Finance Officer

Certification:

We certify that _____ does not have any overdue tax debts, as defined by N.C.G.S. §105-243.1, at the federal, State, or local level. We further understand that any person who makes a false statement in violation of N.C.G.S. §143C-6-23(c) is guilty of a criminal offense punishable as provided by N.C.G.S. §143C-10-1.

Sworn Statement:

_____ and _____
being duly sworn, say that we are the Board Chair and Project Director, respectively, of _____ of _____ in the State of North Carolina; and that the foregoing certification is true, accurate, and complete to the best of our knowledge and was made and subscribed by us. We also acknowledge and understand that any misuse of State funds will be reported to the appropriate authorities for further action.

Board Chair

Project Director

(Seal)

Sworn to and subscribed before me on the day of the date of said certification.

Notary Signature

My Commission Expires: _____

G.S. §105-243.1 defines: "Overdue tax debt. – Any part of a tax debt that remains unpaid 90 days or more after the notice of final assessment was mailed to the taxpayer. The term does not include a tax debt, however, if the taxpayer entered into an installment agreement for the tax debt under G.S. 105-237 within 90 days after the notice of final assessment was mailed and has not failed to make any payments due under the installment agreement."

For Information Only –

State and County Budget Updates

An update on the State and County budgets will be provided during the Finance Committee meeting.

Contribution-based cap legislation

No changes on the State Retirement System letter related to contribution-based cap legislation

STATE OF NORTH CAROLINA

Office of the State Auditor



Beth A. Wood, CPA
State Auditor

2 S. Salisbury Street
20601 Mail Service Center
Raleigh, NC 27699
Telephone: (919) 807-7500
Fax: (919) 807-7647
www.auditor.nc.gov

November 17, 2022

Dr. Lisa M. Chapman, President
Central Carolina Community College
1105 Kelly Drive
Sanford, North Carolina 27330

Dear Dr. Chapman:

We are pleased to confirm with you the arrangements for our financial audit at Central Carolina Community College (College) for the fiscal year ended June 30, 2022. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards for financial audits contained in *Government Auditing Standards* (GAGAS), issued by the Comptroller General of the United States.

Audit Objectives

Our financial audit objectives at the College for the fiscal year ended June 30, 2022, include the following:

- We will audit the College's financial statements. Our objective is to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and GAGAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.
- We will apply certain limited procedures to required supplementary information in accordance with GAAS. These limited procedures will consist of inquiries of management regarding methods of measurement and presentation of the required supplementary information and comparing the information for consistency with management's responses to our inquiries, the financial statements, and other knowledge we obtain during our audit of the financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.
- We will audit other financial matters not related to the objectives described above if determined necessary during the course of our audit.

Auditor Responsibilities

Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and GAGAS. As part of an audit in accordance with GAAS and GAGAS, we exercise professional judgement and maintain professional skepticism throughout the audit. We will also:

- a. Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- d. Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the College's ability to continue as a going concern for a reasonable period of time.
- e. Perform tests of the College's compliance with the provisions of applicable laws, regulations, contracts, and agreements as part of obtaining reasonable assurance about whether the financial statements are free of material misstatement. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS and GAGAS.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Audit Reporting

We will offer to hold an exit conference with you to discuss the results of the audit. We will also provide you a management letter detailing those results. As required by the aforementioned

auditing standards, we will inform you of any fraud, instances of noncompliance (unless clearly inconsequential), significant deficiencies in internal control, or instances of material abuse that come to our attention. Because the determination of abuse is subjective, our audit will not provide reasonable assurance of detecting abuse.

At the conclusion of the audit:

- We will publish a document containing your audited financial statements and our report thereon. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s) to our auditor's report, or if necessary, withdraw from the engagement. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.
- We intend to make reference to the report of another auditor as a basis, in part, for our opinions on the financial statements. During the course of the audit we will perform certain procedures to ensure that the other auditor is independent and professionally competent, which includes obtaining certain confirmations directly from the other auditor. We will also review the other auditor's report to ensure that it contains all required information and that the audit was conducted in accordance with GAAS. If we determine that for any reason we will not be able to rely on the other auditor's report in forming our opinions or if the other auditor's report is not available within a reasonable amount of time after we are ready to issue our report, the portion of the reporting entity covered by the other auditor's report may have to be omitted from the financial statements and our opinion on the financial statements qualified. Alternatively, we may decide that it is appropriate to include the portion of the reporting entity covered by the other auditor's report in the financial statements and disclaim an opinion on that portion of the statements.
- In accordance with the requirements of GAGAS, we will also publish in the document described above a written report describing the scope of our testing of internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance over financial reporting will not be an objective of the audit; therefore, no such opinion will be expressed. Our audit findings, and your responses thereto, will be published as part of this report.
- We will communicate in a letter to those charged with governance: (1) our views on the accounting policies, accounting estimates, and the financial statements' disclosures; (2) significant unusual transactions, if any; (3) significant difficulties, if any, encountered during the audit; (4) disagreements with management, if any; (5) circumstances that affect the form and content of the auditor's report, if any; (6) matters that are difficult or contentious for which the auditor conducted outside the engagement team and that are, in the auditor's professional judgment, significant and relevant to those charged with governance regarding their responsibility to oversee the financial reporting process; (7) other findings or issues, if any, considered to be significant to the subject matter of our audit; (8) information about misstatements noted in our audit; (9) significant findings or

issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management; (10) our views about significant matters that were the subject of management's consultations with other accountants when we are aware of such consultation; and (11) the written representations made to us by management.

The Office of the State Auditor uses the Internet as its primary distribution system for audit reports. Anyone interested in receiving our final report should register with our Electronic Publication System (EPS) at www.auditor.nc.gov. Those who register will receive an e-mail notification and a link to the report as soon as it is posted on our website.

Management's Responsibilities

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America.
- b. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities.
- c. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.
- d. For adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period under audit are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- e. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
- f. For including the auditor's report in any document containing financial statements that indicates that such financial statements have been audited by us.
- g. For informing us of any known or suspected fraud affecting the entity involving management, employees with a significant role in internal control and others where fraud could have a material effect on the financial statements.
- h. For the accuracy and completeness of all information provided.
- i. To provide us with:
 - Access to all information of which you are aware that is relevant to our audit objectives, such as records, documentation, and other matters.
 - Additional information that we may request from you for the purpose of the audit.
 - Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.

Management is also responsible for identifying for us and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to our audit objectives. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

As part of our audit process, we will request from you written confirmation concerning representations made to us in connection with the audit. You will also be responsible for affirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

In addition, management is responsible for informing us of facts that may affect the financial statements of which you may become aware during the period from the date of the auditor's report to the date the audit report is issued.

We understand that appropriate personnel will be available to assist us in gaining an understanding of the College's internal control and in the performance of certain clerical functions, such as retrieving and filing documents selected for testing. We also understand that you will provide adequate working space for our staff during the engagement. This environment should include a means for allowing auditors to connect electronically to our office's LAN. The preferred method is via a direct connection through your LAN. Our Technology and Information Management Services (TIMS) staff is available for consultation, if needed. Please contact TIMS at (919) 807-7568 or HelpDesk@ncauditor.net should you require assistance.

If you intend to publish or otherwise reproduce the financial statements and make reference to our office, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Our audit does not relieve management or those charged with governance of their responsibilities.

Audit Administration, Timing, and Fees

Zach Rogers is the engagement partner for the audit services specified in this letter. His responsibilities include overseeing the Office of the State Auditor's overall direction, supervision, and performance of this engagement.

We expect to begin our audit fieldwork on approximately November 28, 2022 and release our report on your College by approximately February 2022. However, circumstances may arise that cause us to alter our planned schedule. Prior to beginning the fieldwork, we will contact your chief financial officer to make final arrangements for our audit.

The Office of the State Auditor is funded by both General Fund appropriations and receipts for certain auditing services. We will bill you for the actual cost of performing the financial statement audit which we estimate not to exceed \$45,000. The financial statement estimated cost has been set assuming we will not encounter unusual difficulties in completing the audit. If significant unexpected audit time becomes necessary due to circumstances beyond our control, we will immediately notify you and discuss additional fees.

Other

The audit documentation for this engagement is the property of the Office of the State Auditor and constitutes confidential information. However, we may be requested to make certain audit documentation available to federal, state, or other agencies with legal oversight authority or to other auditors. If requested, access to such audit documentation will be provided under our supervision. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. The parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

For your information, our recent external peer review reports are available on our website at www.auditor.nc.gov under "About Us."

These arrangements only cover the currently scheduled financial audit activity for the College. In the event that other audit responsibilities, such as information systems audits, performance audits, hotline investigations, or additional financial audits are deemed necessary, you will be notified via separate communication.

If the foregoing is in accordance with your understanding, please sign this letter in the space provided to indicate your agreement with the arrangements and return it electronically at your earliest convenience to the Audit Supervisor at Michael_Roberts@ncauditor.net.

We look forward to working with you and your staff to complete our audit in an effective and efficient fashion. Please let us know should you have any questions or comments.

Sincerely,

BETH A. WOOD, CPA
STATE AUDITOR



Jordan D. Chippewa, CPA
Financial Audit Director

BAW/JDC

Dr. Lisa M. Chapman, President
November 17, 2022
Page 7

cc: Dr. Phillip Price, Vice President of Administrative Services
Julian Philpott, Board of Trustees Chair
Brian Bridgers, Controller

RESPONSE:

This letter correctly sets forth the understanding of Central Carolina Community College regarding the financial audit activities currently scheduled by the Office of the State Auditor for the fiscal year ended June 30, 2022.

By: *Lisa M Chapman*

Title: President

Date: 11/21/2022



BOARD OF TRUSTEES

BUILDING AND GROUNDS COMMITTEE AGENDA

Date of Meeting:	February 6, 2023		
Committee Members: George Lucier, Chair Bill Tatum Jim Womack			
Consent Agenda Items			
1. Ratify resolution authorizing a public auction for the house constructed by our construction program			
Full Board Items			
1. Approve 79 Degree West Office Lease (The included copy is a black lined version as this is still a work in process and we are waiting for a firm start date depending on construction of the facility. Additional modifications include: 1. Section 18(a)(1) will be modified to 30 days. 2. Section 20(i) will be modified from "without a jury" and replace it "with a jury." 2. Approve Board Chair to sign Design Agreement for Bioprocessing Renovation Project 3. Approve 3-1 for Moore Center – Executive Office Suite			
For Information Only			
1. Update on building and grounds items 2. Lee County CIP 3. Facility Master Plan Discussion 4. Discuss/Revise scoring items for designer selection for Moore Center – Main Building Renovations			

Meeting Name:	Board of Trustees / Building & Grounds Committee		
Date of Meeting:	October 31, 2022	10:30 am	Virtual (V) and in Person (P)
Members Present: J. Philpott (P), G. Lucier (P), B. Tatum (P), J. Womack (P), L. Chapman(P), L. Whitaker(P)			
Discussion			
Consent Agenda	<ol style="list-style-type: none"> 1. Approve requesting the town of Lillington annex the remaining parcels at Harnett Main Campus. EVP Price explained the Harnett Main Campus has parts of the campus that are in the town of Lillington and some that are in the county of Harnett. This causes a problem if there is an incident and law enforcement have to be contacted. The request is to annex the remaining parcels that are at HMC to be included in the town of Lillington. Trustee Tatum made a motion to approve. Trustee Womack seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval. 		
Full Board	<ol style="list-style-type: none"> 1. Approve designer for Moore Center – Bioprocessing Renovation Committee Chair, Lucier opened the discussion of the architect interviews that had taken place the week prior to the committee meeting. There were 3 architect firms that were interviewed. The committee discussed the pros and cons of Hobbs Architect and RS&H Architect Firm. The faculty & staff recommended RS&H because of the bioprocessing experience they had. Trustee Tatum made a motion to approve RS&H Architect Firm as the designer for the Moore Center – Bioprocessing Renovations. Trustee Womack seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval 2. Approve designers for open end design agreements EVP Price reported on the college staff’s reviewed qualification packets from the firms that were submitted. He shared the recommendations from the college staff were as follows: Draper Arden Associates – Civic, Structural, Environmental, and Geotechnical Engineering REI Engineers – Building Enclosures, Roofing, and Parking Lots Falcon Engineering – Special Inspections, materials testing, and Geotechnical Engineering Hobbs Architect - Architecture After discussion, Trustee Tatum made a motion to approve the college staff recommendations for the firms for various specialties. Trustee Womack seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval. 3. Approve awarding construction contract for Moore Center – Truck Driver Building Renovation EVP Price gave an update on the bids that were received. Documents were shared with this information as well. EVP Price indicated that Sanford Contractors were the low bidder for the project. After discussion, Trustee Tatum made a motion to approve Sanford Contractors as the construction contract for Moore Center – Truck Driver Building Renovation. Trustee Womack seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval. 4. Approve the naming of the “cat colony” for Jill Gillette EVP explained the Foundation Board approved and recommends that the Trustees name the “cat colony” in the Dalrymple Building for Jill Gillette. Her family has pledged the funds needed for the naming rights. Jill worked in curriculum for the deans until she retired due to health reasons. Trustee Tatum made a motion to approve the naming of the “cat colony” for Jill Gillette. Trustee Womack seconded the motion. The motion carried 		

	unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.
For Information Only	1. Update on building and grounds items

RESOLUTION AUTHORIZING A PUBLIC AUCTION
TO SELL CERTAIN PROPERTY OF
CENTRAL CAROLINA COMMUNITY COLLEGE

Chatham Cottage AY 2021-2022

The Central Carolina Community College Board of Trustees moves the adoption of the following resolutions:

WHEREAS, the Board of Trustees of Central Carolina Community College owns personal property known as “Chatham Cottage” which is a small, energy efficient home built by Building Construction and Sustainability Technologies students at the Central Carolina Community College campus in Pittsboro, North Carolina; and

WHEREAS, located on the Pittsboro campus of Central Carolina Community College and known as the “Chatham Cottage AY 2021-2022”, a 672 gross sq. ft, high performance, house with 560 sq. ft. enclosed space and a 128 sq. ft. front porch. The wood frame construction uses 2x4 for the exterior walls with ZIP R System insulated sheathing; 2x10s for the floor joist system and for the stick built, enclosed roof assembly, also clad in insulated Zip R Sheathing. All framing is on 24” layout to decrease thermal bridging with exception to the gable ends where layout is on 16” centers for structure. The siding is a Nichiha fiber cement product applied using a rain screen construction technique. The roofed porch deck is clad with a premium 1” x 6” treated deck board with locally sourced and hewn Japanese Cedar support posts.

The roof is clad with an Energy Star metal roofing panel. Energy efficient casement windows by Marvin provide ventilation and plenty of natural light. At the insulation inspection stage, before

installing sheetrock, the Cottage tested at 2.9 ACH (NC Building Code calls for a Target of 5 ACH).

The Cottage includes rough-in plumbing and electric and all interior framing, air-sealing and rough-in work. The interior, however, is in an unfinished state and the purchaser of the Cottage will be responsible for the completion of all remaining work. This may include the installation of some drywall, painting, flooring, interior doors, cabinetry, fixtures, electrical trim out, plumbing trim out, and interior carpentry trim work and tile. The exact extent of this work is determined per progress made during the concluding semester of the Cottage build and the influencing variables of weather, etc.

The house will require the addition of a heating and cooling system, appliances, electric water heater, footing, and foundation upon placement at permanent site. The house is now on temporary pillars and must be removed from the premises after sale is complete.

Upon sale, the Cottage construction permit will be closed out with the Chatham County Inspections Department and the records and associated construction documents transferred to the new owner who will need to pull new permits in their municipality. To date, the Chatham Cottage AY 2021-2022 has passed Rough-in inspection and Insulation inspection. To date, the transition of the permitting process to new owners has been a relatively smooth transaction.

WHEREAS, a public auction for the Cottage was opened at 8:00 am on October 1, 2022 and concluded at 12:00 pm on October 8, 2022, the high bidder was awarded the right to purchase the Cottage at the high bidder's offered price, and the high bidder defaulted on payment in full for the Cottage, thereby breaching the agreement for the sale of the Cottage.

WHEREAS, the Board of Trustees of Central Carolina Community College hereby cancels the sale of the Cottage to the high bidder at the conclusion of the aforementioned public auction due to being in breach of the agreement, summarily rejects all other bids, and moves to rebid the Cottage.

WHEREAS, pursuant to the legal authority contained in North Carolina General Statutes 115D-15 and 160A, Article 12, the Board of Trustees of Central Carolina Community College proposes to sell said cottage at public auction.

NOW, THEREFORE, BE IT RESOLVED by the Trustees of Central Carolina Community College:

1. That President Chapman or her designee is hereby authorized to proceed on behalf of and in the name of the Trustees with such action as is necessary and legally appropriate to sell and dispose of the above described “Chatham Cottage”.
2. That the sale shall be by public auction conducted by online auction scheduled to open at 8:00 am on January 28, 2023, and to close at 12:00 pm on February 4, 2023. The Cottage is located on the Pittsboro Campus, 764 West Street, Pittsboro, North Carolina, and is available for walk-throughs by appointment from January 30 through February 3, 2023. Interested persons may contact Jeff Gannon at (919) 545-8032 or (919) 842-2304. Auction details may be viewed at <https://www.charityauctionstoday.com/auctions/chatham-cottage>, with bids to be made at the same address.
3. That the successful bidder will be required to make a 10% deposit by either cash or certified check to be delivered by 5:00 pm on February 6, 2023 with the balance due within ten (10) days after confirmation of the sale by President Chapman or her designee. Legal transfer of the “Chatham Cottage” shall not take place until the sale is confirmed and the successful purchaser has complied with the terms of the sale. Any and all bids may be rejected if determined to be inadequate.
4. That the building must be removed from the college premises within thirty (30) days from the date the successful bid is approved and accepted. After thirty (30) days the risk of loss shall be on the successful bidder.
5. That the property shall be sold “AS IS” with no warranties as to quality, condition, or value and can be inspected at its location by appointment or from 9:00 a.m. through 11:00 a.m. on the day of the sale.
6. That college personnel shall publish this resolution or a summary of this resolution no later than ten (10) business days prior to the auction opening date of January 28, 2023. In the event that the auction web address is changed for whatever reason, college personnel may update this resolution or a summary of this resolution to reflect the appropriate address prior to publishing.

Adopted the 16th day of December 2022 via email vote by the Board of Trustees of Central Carolina Community College.

Julian Philpott, Chairman
Board of Trustees



SERVICED OFFICE AGREEMENT

CONTRACT INFORMATION

79°West Innovation Hub (legally known as "Mosaic eHub, LLC") is a coworking and collaborative workspace in Pittsboro, NC. It was designed to encourage members and guests alike to work together to spark innovation in Chatham County. Our workspace offers flex/coworking space, private offices, and meeting spaces at various membership levels for freelancers, startups, scaling companies, and other businesses.

COMPANY'S INFORMATION

Legal Name:
Industry:

Primary Company Address (if applicable):
Year Founded:

PRIMARY MEMBER'S INFORMATION

Full Name:
Email:

Telephone:
Date of Birth:

MEMBERSHIP DETAILS

DBA, if applicable:
Membership Plan(s): Serviced Office
Monthly Fee: \$1,650
Start Date: February 6, 2023

Term (in months): 12
Renewal Option(s): Yes
Set-Up Fee: \$0
Notes: N/A

This Membership Agreement, including the *House Rules*, will be effective when signed by both parties. The House Rules Form is incorporated herein by reference. The Company and Primary Member may be referred to as "you" or "your" herein.

When signing this Membership Agreement, the Company Administrator represents and warrants that the Company Administrator has the proper authority to execute this Agreement on behalf of the company listed above and incur the obligations described in this Agreement on behalf of such company.

By signing, I agree to the Terms & Conditions, Payment Authorization Terms & Conditions, Membership Details form, and any applicable Services Package Addendum in this Membership Agreement. I understand and agree that this Membership Agreement applies to my guests in the same manner it applies to me, the Member. I hereby acknowledge that I have read, understand and accept 79°West's ("79°W") Membership Agreement. I also understand that the Membership Agreement may be amended, changed, or updated by 79°W from time-to-time by notice to the undersigned.

COMPANY ADMINISTRATOR

Print Name:

Signature:

79°WEST ADMINISTRATOR

Print Name:

Signature:

1. SUMMARY INFORMATION

- 79°West Location ("79°West Premises"): 120 Mosaic Boulevard, Suite 120, Pittsboro, NC 27312
- Member Name ("Member"): Phillip Pappas
- Company Name ("Company"): Central Carolina Community College
- Company Address (if different from address provided by 79°West for Company's Use): 1105 Kelly Drive, Sanford, NC 27330
- Authorized User Names (collectively, "Authorized Users"):
- Total Number of Authorized Users: 3
- Term ("Term"): 12 months
- Start Date: Monday, February 6, 2023
- End Date: Monday, February 5, 2024
- Renewal: Company and 79°West will discuss renewal options at least thirty (30) days prior to the End Date of this Term
- Agreement Deposit ("Deposit"): \$0
- Membership Type: Office/Serviced Office Membership
- Office Number ("Office"): 2
- Total Agreement Fee ("Total Fee"): \$19,800
- Monthly Agreement Fee ("Monthly Fee"): \$1,650

This Serviced Office Agreement, including the House Rules and any applicable Guaranty, which are hereby incorporated by reference (collectively, "Agreement") is made by and between 79°West, owner of the Office, and Company as of the date (or the later of the dates if there is a difference) listed on the signature page of this Agreement. Once signed by both 79°West and Company, this Agreement will become effective. Furthermore, both 79°West and Company agree that this Section 1, Summary Information, shall be incorporated in and serve as a reference for the remainder of the Agreement.

2. SERVICED OFFICE AGREEMENT. In exchange for Company's successful payment of the Monthly Fee during the Term and otherwise as according to this Agreement, 79°West shall provide Company with the Office, which shall be a private, dedicated, exclusive, and access-controlled space within the greater 79°West Premises that is located in Pittsboro, Chatham County, North Carolina, along with access to the Common Areas and the Amenities that are also a part of the 79°West Premises. The Office shall be the space stated in Section 1 of this Agreement, and/or the space that shall be stated in a separate exhibit or addendum to this Agreement.

3. *OFFICE.* The Office, as stated above in Section 2, shall be the stated private, dedicated, exclusive space of the Company that is otherwise defined in this Agreement. Member shall be the primary point of contact for all matters relating to the Company and this Agreement. The Company shall have access to, control of, and may control access to the Office 24 hours per day, 365 days per year during the Term of this Agreement, subject to 79°West's rights as stated in this Agreement. However, the Office shall be the sole space within the 79°West Premises to which the Company shall be entitled to control under this Agreement. All conference rooms, phone booths, coworking spaces, hot desks, kitchen areas, restrooms, coffee bar areas, meeting spaces, open spaces, flex spaces, server rooms, outdoor patios, outdoor seating/furniture, and areas of the 79°West Premises other than the Office (collectively, "Common Areas") are not part of the Office and the Company shall never be entitled to consider Common Areas as part of the Office. Notwithstanding the foregoing, Company is entitled to share in the use of the Common Areas pursuant to this Agreement and the House Rules.

4. *USE & HOUSE RULES.* Company and Member shall occupy and use the Office and Common Areas for general and typical office purposes only. Use of Office shall not violate any ordinance, law, regulation, terms and conditions of this Agreement, or the House Rules at any time during the Term. The Company may not use the Office, Common Areas, or 79°West Premises in any manner that creates a nuisance, trespass, or increase in 79°West's fire insurance premiums. Company and Member expressly agree to adhere to the House Rules, a copy of which Company has been supplied and which are incorporated by reference herein this Agreement, and Company agrees to ensure all Authorized User's compliance with this Section 4 and the House Rules. In the event of a conflict between this Agreement and the House Rules, this Agreement shall control.

5. *TOTAL FEE & MONTHLY FEE.* Company shall be liable for payment of the Total Fee upon the Start Date and for the duration of the Term. The Total Fee shall be paid by Company in monthly installments, referred to as the Monthly Fee, which Company acknowledges is the Total Fee divided by the number of months in the Term plus any additional amounts due pursuant to the Membership and as may otherwise be incurred during the Term. The Monthly Fee shall be paid by Company in advance, without 79°West's demand, by the fourth (4th) calendar day of each calendar month during the Term. The Total Fee, and therefore Monthly Fee, shall be prorated if the Start Date of the Term does not fall on the first (1st) day of a month. The first Monthly Fee shall be due from Company upon the Start Date; provided, however, that the first Monthly Fee

shall not be combined with or considered a part of or the same as the Deposit, which may be due from Company separately as stated herein this Agreement.

6. *INVOICES.* From time to time, 79°West may account for and invoice Company for charges due to Company's use of the Common Areas or for other matters that are above, beyond, in addition to, and distinct from the Total Fee or Monthly Fee. For example, if Company exceeds its allotted conference room hours for a month (see below) there will be additional charges for Company's use of the conference room(s) that will be invoiced to Company by 79°West. Company acknowledges and agrees that it is liable for all charges that are incurred for its use and occupancy of the Office, Common Areas, Amenities, and 79°West Premises that are not otherwise included in the Total Fee as stated in this Agreement. Company promises to pay all invoices from 79°West according to the charges and terms stated on any such invoice. Company understands and acknowledges that any failure or delay to pay any portion of any invoice from 79°West shall constitute a default of this Agreement and shall entitle 79°West to the remedies stated in this Agreement and at law.

7. *LATE PAYMENT.* Any Monthly Fee, or portion thereof, that is not paid by the fourth (4th) calendar day of each calendar month during the Term shall be considered late. If Company continues to fail to pay any Monthly Fee, or portion thereof, beyond the fifth (5th) calendar day of the month in which the Monthly Fee is due shall be considered a default of this Agreement. In the event of default, 79°West shall be entitled to any of the remedies stated in this Agreement and at law. Late payments shall also include those that are returned to 79°West by Company's financial institution for insufficient funds or any other reason.

8. *DEPOSIT.* The Deposit, if required by and in the sole discretion of 79°West, shall be paid by Company either prior to the Start Date of the Term or at any time during the Term that Company is in default or has just cured a default under this Agreement. If 79°West requires Company to pay a Deposit due to its default, Company shall pay the Deposit to 79°West within thirty (30) days of written demand. Company's failure to pay the Deposit shall be considered a default under this Agreement that shall entitle 79°West to either terminate this Agreement or to any other remedy stated herein this Agreement or at Law. 79°West shall hold the Deposit in escrow and any interest earned upon the Deposit shall be the sole property of 79°West. The Deposit does not serve to limit any of 79°West's remedies under this Agreement or at law, nor does the Deposit waive or release Company from its duties under this Agreement. Upon expiration of this Agreement and Company's move-out of the Office (including removal of all personal property of Company), 79°West will make any appropriate deductions for

excessive wear and tear, invoice charges owed, and the like. Any balance of the Deposit after such appropriate deduction(s) will be issued and mailed to the Company within thirty (30) days of Company's move-out date.

9. *SERVICES PROVIDED BY 79°West.* As long as Company is not in default, 79°West will furnish, to the best of its commercially practicable means and during regular business hours (if applicable), the following services as part of the Total Fee:

- a. electric, water/sewer, and telecommunications utilities (for clarity, telecommunications utilities includes internet service) to the Office and Common Areas;
- b. HVAC service for the Office during regular business hours; provided, however, that HVAC service may be suspended or changed during periods outside of regular business hours;
- c. elevator service, if applicable;
- d. custodial services for the Office and Common Areas;
- e. garbage removal and/or dumpster service;
- f. unassigned parking for Member, Authorized Users, and visitors/guests on first-come-first-served basis;
- g. payment of property/real estate taxes for the Office and Common Areas;
- h. fire and casualty insurance for the Office and Common Areas; provided, however, that 79°West's fire and casualty insurance shall not provide coverage for loss, interruption, or damage to Company's Member's, Authorized User's, and/or visitors'/guests' personal property, equipment, work product, data, or vehicles parked within 79°West Premises as stated below in Section 13
- i. unlimited black & white printing (only through 79°West's printer(s));
- j. front desk/Community Manager access for troubleshooting and questions during regular business hours;
- k. painted, carpeted, and finished spaces in the Office and Common Areas, along with desks, chairs, and other furniture, fixtures, and equipment that have been pre-selected and pre-installed in the Office and in the Common Areas; and,
- l. mail and package services, subject to House Rules concerning mail and package holding limitations, as well as consent for Company to use, at its option, the address of 120 Mosaic Boulevard, Suite 120, Pittsboro, NC 27312 as its mailing address.

In addition to the above-listed services (Section 9 a. through l.) and provided Company is not in default, 79°West shall also provide the Common Areas, subject to the conditions stated in Section 10, and the Amenities, subject to the conditions stated in Section 11, as part of the Total Fee. The services provided under this Section 9, Common Areas, and Amenities shall be collectively referred to as "the Services."

Company agrees that when using or participating in the Services, Company, Member, and all Authorized Users shall not:

- Use the Services for any illegal purposes or in connection with contests, pyramid schemes, chain letters, junk email, spamming, or any duplicative/unsolicited messages (commercial or otherwise);
- Defame, abuse, harass, stalk, threaten or otherwise violate the legal rights (such as rights of privacy and publicity) of others;
- Publish, post, upload/download/stream, distribute, or disseminate any illegal, inappropriate, profane, defamatory, obscene, indecent, or unlawful topic, content, name, material, data, video, picture, or information on or through 79°West servers;
- Upload, or otherwise make available, files that contain images, photographs, software, or other material protected by intellectual property laws, including, by way of example, and not as a limitation, copyright, trademark laws (or by rights of privacy or publicity) unless you own or control the rights thereto or have received all necessary consent to do the same;
- Use any material or information, including images or photographs, which are made available through the Services in any manner that infringes any copyright, trademark, patent, trade secret or other proprietary right of any party;
- Upload files that contain viruses, Trojan Horses, Worms, time bombs, candlebots, corrupted files or any other similar software/programs that may damage the operation of another computer or property of another coworker;
- Download any file that you know, or reasonably should know, cannot be legally reproduced, displayed, performed, and or/distributed in such manner;
- Restrict or inhibit any other user from using and enjoying the Services;
- Violate any code of conduct or other guidelines which may be applicable for any particular Service (including the Building Rules);
- Harvest or otherwise collect information about others, including email addresses, without the authorization or consent of the disclosing party;
- Violate any applicable laws or regulations; and/or,
- Create a false identity for the purpose of misleading others.

10. **COMMON AREAS.** As mentioned above, Common Areas include: conference rooms, phone booths, coworking spaces, hot desks, kitchen areas, restrooms, coffee bar areas, meeting spaces, open spaces, flex spaces, server rooms, outdoor patios, outdoor seating/furniture, and areas of the 79°West Premises other than the Office. However, for the purposes of this Agreement, Common Areas do not include other areas of the MOSAIC campus. No Common Area shall be considered part of the space described herein above as the Office; however, Company shall have the right to use, utilize, and enjoy the benefits of Common Areas as part of the Total Fee provided that Company is not in default. Furniture, fixtures, and equipment in any Common Area shall not be considered part of the Office, nor shall Company claim title to any furniture, fixtures, or equipment provided by 79°West in any Common Area at any time. In conjunction with the House Rules and as part of the Services provided by 79°West, the following conditions apply to the Common Areas under this Agreement:

- a. Conference Rooms: Conference rooms are available to be reserved and used by Company. As part of the Total Fee and as long as Company is not in default, an aggregate of eight (8) hours per month per Authorized User and Member will be allotted to the Company for conference room reservation and usage. For example, if Company is comprised of Member and two Authorized Users, the Company may use up to twenty-four hours of conference room time per month as part of the Total Fee. Any conference room time used by Company in excess of its aggregate allotted time will be billed to Company at the rate of \$25/hour.
- b. Coworking Spaces, Hot Desks, Phone Booths: Member and Authorized Users are allowed to use coworking spaces, hot desks, and phone booths but must yield any coworking space, hot desk, or phone booth to other non-Serviced Office members and users of 79°West depending on usage and availability.
- c. Kitchen Areas: Member and Authorized Users agree that the kitchen areas and equipment in the kitchen areas of the 79°West Premises are available for non-exclusive use among the Company and others occupying the 79°West Premises.
- d. Meeting/Flex Spaces/Outdoor Patio/Outdoor Seating: Member and Authorized Users agree that any meeting space (other than conference

rooms), flex space (other than conference rooms), outdoor patio, or outdoor seating area within the 79°West Premises are available non-exclusive use among the Company and others occupying the 79°West Premises, subject to any reservation of any meeting space, flex space, outdoor patio, or outdoor seating by 79°West or any other member or user of 79°West.

- e. Restrooms: Member and Authorized Users agree that the restrooms of the 79°West Premises are available for non-exclusive use among the Company and others occupying the 79°West Premises.
- f. Unless otherwise stated in this Agreement, the House Rules apply to all Common Areas at all times during the Term.

11. **AMENITIES.** From time-to-time, 79°West may offer events, programs, meet-ups, networking sessions, gratuitous gifts and promotions, or the like ("Amenities") for the benefit of Company, other members of 79°West, and their visitors and guests. Unless otherwise stated, the Amenities are provided on a gratuitous, complimentary basis and are open to all 79°West members and guests. Company understands and agrees that Amenities are not considered part of the Total Fee and, unless otherwise stated, Company shall share access to any Amenity with other 79°West members and guests. Company may be allowed to host an event within a meeting or flex space with prior written permission secured at least two (2) calendar weeks prior to said event from 79°West. Company understands and agrees that certain Amenities may require reservation of meeting space, flex space, conference rooms, or other Common Areas that will make such areas unavailable from time-to-time. In the event an Amenity requires the unavailability of a Common Area, 79°West will take commercially reasonable efforts to notify Company two (2) weeks in advance.

12. **ACCEPTANCE & UPKEEP OF THE OFFICE.** Company and Member, on behalf of Company, agrees that it has examined and finds the Office to be satisfactory for Company's use of the Office, and hereby agrees to accept the Office in its current, "as-is" condition. Company understands that 79°West makes no guarantees or warranties about the condition of the Office, Common Areas, or other portion of 79°West Premises. Company shall use the Office and Common Areas in its best judgment and agrees not to damage the Office or any Common Areas, with normal wear and tear excepted. Company agrees to keep the Office clean and to promptly remove or cause to be removed all food and other refuse so as not to cause any insect or rodent infestation. Company agrees not to modify or alter the structure or interior of

the Office without first receiving 79°West's written permission to do so, and any modifications or alterations shall be at Company's cost unless otherwise agreed to by 79°West in writing. At no time shall Company cause any work to be performed on the Office or incur any service or other costs that result in a claim of lien against 79°West or the 79°West Premises. In the event any such lien is claimed against 79°West or the 79°West Premises, Company will have thirty (30) days to remove the lien and if the lien is not completely waived, removed, or released Company shall be in default of this Agreement. The terms of this Section 12 shall survive termination or expiration of the Term and of this Agreement.

13. *INSURANCE, INDEMNITY, DISCLAIMER.*

- a. 79°West shall provide and maintain a policy of fire and casualty insurance for the 79°West Premises, including the Office. Any coverage for contents of the Office shall be solely limited to those furnishing, fixtures, and equipment provided by 79°West, and no coverage shall be provided for any property owned by Company, Member, or Authorized User (see below). 79°West shall be the sole insured, policy holder, and beneficiary of applicable coverage in the event of a loss, accident, event, or occurrence. Company shall not be an additional insured on any policy of insurance naming 79°West as the named insured or policy holder.
- b. To the fullest extent allowable by the terms of any policy of insurance issued to 79°West and by law, 79°West shall not be liable, provide coverage, or otherwise be responsible for loss, injury, or damage to Company or any of Company's intellectual and physical property, nor shall Company be liable, provide coverage, or be responsible for loss, injury, or damage to Member, any Authorized User, or a visitor/guest of Company.
- c. Company shall be required to purchase and maintain for the duration of the Term commercial liability and workers compensation (if applicable) policies of insurance. Commercial liability coverage shall cover any and all accidents, occurrences, or events occurring within the Office. Limits of commercial liability coverage shall be at least one million dollars (\$1 million) per accident, occurrence, or event. ~~Company's commercial liability policy shall name 79°West as an additional insured; Company shall direct its insurer to send copies of required notices to 79°West; Company shall waive all subrogation rights against 79°West; and, if~~

Company fails to maintain a valid policy of commercial liability coverage at any time during the Term such failure shall be considered a default under this Agreement. Workers compensation coverage, if applicable, must be maintained in accordance with Ch. 97 of the N.C. General Statutes.

- d. Although not required, Company is strongly encouraged to purchase and maintain policies of insurance providing coverage for damage, theft, injury, or loss to Company's personal property (i.e. contents coverage) housed in the Office and/or Common Areas; Company's intellectual property (i.e. cyber/data loss coverage); Company's business operations (i.e. business interruption coverage); and, Company itself (i.e. directors and officers, and advertising injury coverage). 79°West shall provide no policies of insurance other than those named in this Section 13.
- e. 79°West shall not be liable to Company, Member, Authorized User, or any customers, visitors, or invitees of Company for any injury to person or damage to property caused by any act, omission, or neglect of Company, its agents, servants, employees, invitees, licensees, Member, Authorized User or any other person entering the 79°West Premises under the invitation of Company or arising out of a default by Company in the performance of its obligations under this Agreement. ~~Company hereby indemnifies, agrees to defend, agrees to accept a tender of defense, and holds 79°West harmless from all liability and claims for any such damage or injury.~~

14. ASSIGNMENT & SUBLETTING. Company shall not, without 79°West's prior written consent, assign its rights, duties, obligations, or performance of this Agreement or any interest herein. Company shall not sublet (or, sublease) the Office or any part thereof, or permit the continuous use of the Office by any person or entity other than the Company without 79°West's prior written consent. 79°West's consent to any assignment or sublease shall not constitute a waiver of this provision with respect to subsequent similar transactions. Each subtenant or assignee shall be liable to 79°West for all obligations of Company hereunder, but Company shall not be relieved of such obligations. In no event shall this Agreement be assignable by operation of any law, and Company's rights hereunder may not become, and shall not be listed by Company, as an asset under any bankruptcy, insolvency or reorganization proceedings.

15. *INTERNET USAGE, DISCLAIMERS, CONFIDENTIALITY, LIMITATIONS.*

- a. Usage of the 79°West-provided internet for heavy downloading/uploading is not condoned and any acts which may affect the 79°West bandwidth quality or usage of the service for other users will not be allowed. While 79°West will use commercially reasonable efforts to provide Company with access to the internet and telephones, Company agrees that 79°West will not be liable for any damages for failure to furnish or delay in furnishing any equipment or internet service (including telephone and telecommunication services) or for diminution in the quality or quantity of any internet or telecommunications service. Additionally, 79°West shall not be liable for any loss of work(s), product(s), service(s), or income of Company or Member because of an interruption, outage, or diminution in the quality of internet or telecommunications service.
- b. To the maximum extent permitted by the applicable law, 79°West, provides the Services "as-is, where-is" and hereby disclaims, with respect to the services, all warranties, whether express, implied or statutory, including but not limited to: merchantability and fitness for a particular purpose. 79°West makes no warranties, express or implied, as to the security or confidentiality of any data shared, accessed, or otherwise transmitted on any 79°West network. Additionally, 79°West makes no warranty or guarantee that its network, and therefore your computer, phone, or data, will be free or immune from viruses, bots, malware, or corruption. Company agrees to use reasonable measures to safeguard its data, computer, phone, and other equipment at all times during the Term. 79°West shall not be liable for any loss, suspension, theft, or damage to any data, work product, services, or intellectual property of Company.
- c. Company acknowledges and agrees that during the Term it, Member, and/or Authorized Users may be exposed to Confidential Information. "Confidential Information" means all information, in whole or in part that is disclosed by 79°West, another member, a guest/visitor, any other user of the Services or Amenities, or any employee affiliate, or agent thereof, that is non-public, secret, and/or proprietary in nature. Confidential Information also includes, without limitation, information about business, sales, operations, know-how, trade secrets, business affairs, any knowledge gained through examination or observation of or

access to the facilities, computer systems and/or books and records of 79°West, any analyses, compilations, studies or other documents prepared by 79°West or otherwise derived in any manner from the Confidential Information that Company is obligated to keep confidential or know or have reason to know should be treated as confidential. Therefore, Company shall be obligated, for the duration of the Term, to: (i) maintain all Confidential Information in strict confidence; (ii) not to disclose Confidential Information to any third parties; and, (iii) not to use the Confidential Information in any way directly or indirectly detrimental to 79°West or any participant or user of the services. All Confidential Information remains the sole and exclusive property of 79°West or the respective disclosing party. Company further acknowledges and agrees that nothing in this Agreement or Company's participation or use of the Services or Amenities will be construed as granting any rights, by license or otherwise, in or to any Confidential Information or any patent, copyright or other intellectual property or proprietary rights of 79°West, another member, a guest/visitor, or any other user of the Services or Amenities.

- d. Notwithstanding any damages that Company might incur for any reason whatsoever (including, without limitation, all damages referenced above and all direct or general damages), the entire liability of 79°West or its subsidiaries (whether or not wholly-owned), affiliates, divisions, and their past, present and future officers, agents, shareholders, members, representatives, employees, successors and assigns under any provision of this Agreement, and Company's exclusive remedy for all of the foregoing shall be limited to the actual fees paid by Company under this Agreement at the time Company incurs any such damages. The foregoing limitations, exclusions and disclaimers, including the previous sections shall apply to the maximum extent permitted by applicable law. Company acknowledges that it, and Member and Authorized Users, are using the Services at their own free will and decision. Company acknowledges that 79°West does not have any liability with respect to any use of the Services or any loss sustained by Company that results or arises from such use.

16. *SIGNS*. Company may not erect, install, or display any sign or advertising material upon the Office exterior, 79°West Premises or the walls thereof, or in any window therein, without the prior written consent of 79°West. At its cost, 79°West may furnish,

install, and maintain a building directory at a convenient location listing the name of Company and the number or location of the Office.

17. SUBORDINATION, EMINENT DOMAIN, CASUALTY LOSS, RELOCATION.

- a. Neither Company nor Member are, may not become, and shall never represent itself/themselves to be an agent of 79°West. Company and Member expressly recognize that 79°West's title to the Office and the 79°West Premises is paramount, and that neither Company nor Member can do anything to affect or impair 79°West's title.
- b. Company agrees that this Agreement will be subordinate to any mortgage or security interest affecting the 79°West Premises, heretofore or hereafter executed by 79°West, depending on the requirements of such mortgagee. Company, on request, shall execute such separate agreement making this Agreement subordinate as 79°West's mortgagee may request and Company will agree to attorn to said mortgagee provided that mortgagee agrees not to disturb Company's possession of the Office hereunder, so long as Company is not in default under this Agreement. Additionally, Company agrees to execute within five (5) days of request therefore, and as often as requested, estoppel certificates setting forth the facts with respect to date of occupancy, termination date of this Agreement, the amount of Total Fees due and date to which Monthly Fee is paid, and that this Agreement is in full force and effect except as to any modifications or amendments, copies of which Company shall attach to such estoppel certificates. If any mortgagee of 79°West shall request Company to execute reasonable modifications to this Agreement as a condition to financing, Company will not unreasonably withhold, delay, or defer its consent thereto, provided that such modifications do not increase the obligation of Company hereunder, extend or reduce the Term, or adversely affect Company's interest in the Office.
- c. If the whole of the 79°West Premises in which the Office is located, or such portion thereof as shall make the Office unusable for Company's use, are taken under the power of eminent domain (including any conveyance in lieu thereof), then this Agreement shall terminate as of the date possession is taken by the condemnor, and the Total Fee shall be prorated as of that date. Company shall not have any right or claim to any part of any award made to or received by 79°West for such

taking or right or claim against 79°West for the value of the unexpired Term of this Agreement; provided, however, Company shall not be prevented from making a claim against the condemnor - but not against 79°West - for any moving expenses, loss of profits, business interruption, or taking of its interest in the Office to which Company may otherwise be entitled.

- d. If the Office or portion of the 79°West Premises in which the Office is located are destroyed by fire or other casualty not resulting from the wrongful or negligent act of Company (including Member and any Authorized User), either 79°West or Company may, by written notice given not later than thirty (30) days after the date of such destruction, terminate this Agreement, in which event, Monthly Fee(s) paid for the period beyond the date of destruction shall be refunded to Company. If there is not total destruction and Company is reasonably required to close its operations in the Office during repairs, Monthly Fee shall abate while Company's operations are so closed, but if Company is able to continue its operations during repairs, Monthly Fee shall be adjusted and prorated in the proportion in which the Office's usable space remains unaffected or in which Company has been relocated to another part of the 79°West Premises (see Relocation, below), provided that 79°West shall not in such cases of casualty loss have any liability for losses or damages claimed by Company. However, if the fire or casualty damages are such that 79°West, in its sole discretion, concludes that restoration cannot be completed within 180 days, 79°West may terminate this Agreement. If the Office or other portion(s) of the 79°West Premises are damaged by fault or neglect proximately caused by Company or its agents, employees, invitees, licensees, visitors, or Member or any Authorized User, 79°West may repair such damage without prejudice to its rights of recovery or subrogation rights of 79°West's insurer, and there shall be no apportionment or abatement of Total Fee.
- e. At any time after the Start Date of the Term, 79°West may elect, with Company's consent, to substitute for the Office other office space(s) in the 79°West Premises (the "New Office"), in which event the New Office thereafter shall be deemed to be the Office for all purposes under this Agreement, provided that: (a) the New Office shall be similar to the Office in square footage and in a similar configuration as the Office; (b)

if possible (see subsection (c), above), 79°West shall give Company not less than sixty (60) days prior written notice of such relocation; (c) if Company is then occupying the Premises, 79°West shall pay the actual and reasonable expenses of physically moving Company, its then existing property and its then existing equipment to the New Office; (d) 79°West, at its expense, shall improve the New Office in a manner substantially similar to those in the Office at the time of such relocation, as mutually agreed between Company and 79°West; and (e) Company shall execute an amendment to this Agreement substituting the New Office for the Office described in this Agreement, and thereafter all other provisions of this Agreement shall remain in full force and effect. 79°West and Company must agree to the relocation to the New Premises, with Company not unreasonably withholding its consent, and the parties shall memorialize their agreement in a written amendment to this Agreement.

18. *DEFAULT.* Any of the following occurrences or acts shall constitute an event of default under this Agreement:

a. If Company, at any time during the Term, shall

- (1) fail to make any payment of the Monthly Fee or other sum herein required to be paid by Company within ~~five (5)~~ days after the same is due,
- (2) fail to cure, immediately after notice from 79°West, any hazardous condition which Company has created or suffered in violation of law or this Agreement,
- (3) fail to observe or perform or be in breach of any of the covenants in respect of assignment, subletting and encumbrance set forth hereinabove,
- (4) holdover after the expiration or termination of the Term; or
- (5) fail to observe or perform any other provision hereof and cure same within thirty (30) days after 79°West shall have delivered to Company written notice of such failure, provided that if the failure is of such a nature as to be impossible to be cured by the end of such thirty-day cure period, the thirty-day period shall be extended for the number of days reasonably required to cure said failure provided that Company has commenced to cure the default during the aforesaid thirty-day notice period and diligently pursues a cure to its completion, then, an

event of default shall have occurred and Company shall be considered in default of this Agreement.

- b. If Company or any Guarantor, shall file a petition in bankruptcy or for reorganization or for an arrangement pursuant to any present or future federal or state bankruptcy law or under any similar federal or state law, or shall be adjudicated bankrupt or insolvent, or shall make an assignment for the benefit of its creditors or shall admit in writing its inability to pay its debts generally as they become due, or if a petition or answer proposing the adjudication of Company or any Guarantor as a bankrupt or its reorganization under any present or future federal or state bankruptcy law or any similar federal or state law shall be filed in any court and such petition or answer shall not be discharged or denied within thirty (30) days after the filing thereof, then, an event of default shall have occurred and Company shall be considered in default of this Agreement.
- c. If a receiver, trustee or liquidator of Company or any Guarantor of all or substantially all of the assets of Company or any Guarantor of the Office or any portion thereof shall be appointed in any proceeding brought by or against Company or any Guarantor and shall not be discharged within thirty (30) days after such appointment, or if Company or any Guarantor shall consent to or acquiesce in such appointment, then, an event of default shall have occurred and Company shall be considered in default of this Agreement.
- d. If the Office shall have been abandoned, provided that the Office shall be deemed to have been abandoned if Company transfers a substantial part of Company's operations, business and/or personnel from the Office to another location or fails to carry on its business at the Office for a period of five (5) consecutive business days then, an event of default shall have occurred and Company shall be considered in default of this Agreement.

19. *REMEDIES*. Upon the occurrence of an event of default by Company under this Agreement, the following shall apply at the option of 79°West, without further notice or demand to Company, and in addition to all other rights and remedies provided in this Agreement, at law or in equity:

- a. Right to Terminate. 79°West shall have the right at its election, then or at any time thereafter, to give to Company written notice of 79°West's election to terminate this Agreement on a date specified in such notice. Upon 79°West's election to terminate this Agreement, all rights of Company hereunder shall expire and terminate, but Company shall remain liable as hereinafter provided.
- b. Right of Re-Entry. 79°West shall have the immediate right, whether or not this Agreement shall have been terminated pursuant to Section 19. a., to re-enter and re-take possession of the Office or any part thereof by force, summary ejection, or otherwise with the right to remove all persons and property therefrom and change the locks on the Office. 79°West shall be under no liability for or by reason of any such entry, repossession or removal. No such re-entry or taking of possession of the Office by 79°West shall be construed as an election on 79°West's part to terminate this Agreement unless a written notice of termination is given to Company, or unless the termination of this Agreement be decreed by a court of competent jurisdiction.
- c. Right to Re-Let. After 79°West's repossession of the Office, whether or not this Agreement shall have been terminated, 79°West has a duty to take commercially reasonable measures to re-let (re-lease) the Office or any portion thereof for the account of Company, without notice to Company, for such term or terms (which may be greater or less than the period which would otherwise have constituted the balance of the Term) and on such conditions (which may include concessions) and for such uses as 79°West, in its absolute discretion, may determine, and 79°West may collect, receive and retain any monies payable by reason of such re-letting. 79°West shall not be responsible or liable for any failure to collect any monies due upon such re-letting. Company shall have no right to any monies received by 79°West from such reletting in excess of the Total Fee.
- d. Company to Remain Liable. No expiration or termination of this Agreement pursuant to this Section 19, by operation of law, or otherwise, and no repossession of the Office or any part thereof, and no re-letting of the Office or any part thereof, shall relieve Company of its liabilities and obligations hereunder, all of which shall survive any such expiration, termination, repossession or re-letting.

- e. ~~Current Damages: Acceleration.~~ In the event of any expiration or termination of this Agreement or repossession of the Office or any part thereof by reason of the occurrence of an event of default, Company will pay to 79°West the Monthly Fee and other sums required to be paid by the Company for the period to and including the date of such expiration, termination or repossession. 79°West may, at its option, accelerate and cause to be immediately due and payable the Total Fee thereafter due until the end of what would have been the Term in the absence of such expiration, termination or repossession, which rent shall be discounted to present value using an interest rate equal to five percent (5%) per annum.

20. OTHER TERMS & CONDITIONS.

- a. Notices. Any written notice(s) required under this Agreement are to be and shall be deemed to have been given when either Company or 79°West sends such written notification to the following addresses: (i) 79°West, 120 Mosaic Boulevard, Suite 120, Pittsboro, NC 27312; and (ii) written notifications to Company shall be delivered to and affixed to the front/main door of the Office.
- b. Waiver. The failure of either 79°West or Company to insist on strict performance of any covenant or condition hereof, or to exercise any option herein contained, shall not be construed as an inducement to continue such failure, ratification of such failure, or as a future waiver of such covenant, condition or option in any other instance.
- c. Captions. Captions in this Agreement are included for convenience only and should not be taken into consideration in any construction or interpretation of this Agreement or any of its provisions.
- d. Merger. The entire agreement, intent and understanding between 79°West and Company is contained in the provisions of this Agreement and any addenda or exhibits attached hereto; and any stipulations, representations, promises or agreements, written or oral, made prior to or contemporaneously with this Agreement shall have no legal or equitable effect or consequence unless reduced to writing herein. This Agreement may not be modified except by a written instrument by the parties hereto.

- e. Force Majeure. If either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of significant weather events, strikes, illness/disease, labor troubles, inability to procure material, failure of power, restrictive governmental laws or regulations, riots, insurrection, war, or other reason of a like nature, not the fault of the party delayed in performing work or doing acts required under this Agreement (collectively "Force Majeure"), the period for the performance of any such act shall be extended for a period equivalent to the period of such delay, except for payment of Monthly or Total Fees which shall remain due as stated in this Agreement without exception. Except for Force Majeure, TIME SHALL BE OF THE ESSENCE.
- f. Severance. If any term, covenant, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remainder of the provisions hereof shall remain in full force and effect and shall not be affected, impaired or invalidated thereby.
- g. Gender/Number. Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, as the context may require.
- h. No Relationship. 79°West does not, in any way or for any purpose, become a partner, member, manager, employer, principal, master, agent or joint venturer of or with Company upon execution of this Agreement.
- i. Applicable Law & Waiver of Jury Trial. This Agreement shall be solely governed by and construed in accordance only with the laws of the State of North Carolina, without regard to any conflicts of laws. ~~79°West and Company acknowledge the delay, expense and uncertainty associated with a jury trial involving this Agreement, and in recognition of these inherent problems hereby waive their respective rights to a jury trial and agree that~~ any litigation regarding this Agreement will be tried without a jury in the General Court of Justice of Chatham County, North Carolina, and this Agreement is deemed to have been fully signed and executed in Chatham County, North Carolina.

- j. ~~Attorney's Fees. If 79°West finds it necessary to retain an attorney in connection with the default or breach by Company in any of the agreements, representations, warranties or covenants contained in this Agreement, whether or not litigation shall arise, Company shall pay reasonable attorney's fees to said attorney or reimburse 79°West therefor. Without limitation on the foregoing, Company agrees that should 79°West ever file a summary ejection action or obtain a writ of possession against Company, 79°West shall be entitled to its reasonable attorney's fees and costs in such action and 79°West shall not be required to give Company written notice to vacate or any other notice in order to recover such attorney's fees and costs.~~
- k. Counterparts & Signature Methods. This Agreement and any Guaranties or amendments hereto may be executed in one or more counterparts. Each counterpart shall be deemed an original, but all of the counterparts combined shall constitute one original of this Agreement. Each counterpart may be signed by hand or by electronic means, either of which shall be deemed a valid method of signature of this Agreement.
- l. Recordation. Neither this Agreement nor a memorandum thereof shall be recorded without the prior written consent of 79°West.

IN WITNESS WHEREOF, 79°West and Company have executed this Agreement, possibly in multiple original counterparts, as of the day and year first above written.

COMPANY ADMINISTRATOR

Print Name:
Title:

Signature:
Date:

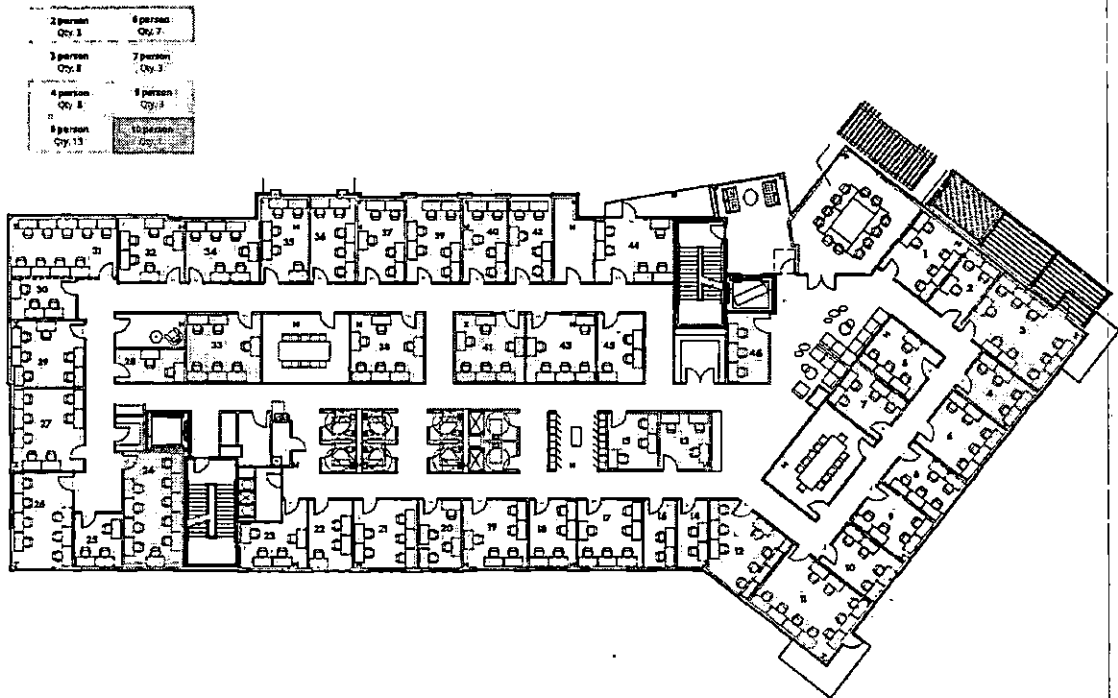
79°WEST ADMINISTRATOR

Print Name: Clark Neal Rinehart
Title: Space Manager

Signature:
Date:

EXHIBIT A

Office #2: Furnished, serviced, and exterior office setup for up to 3 members with 8 hours of conference room hours/member/month, then \$25/hr above and beyond that. See layout below for location on the second floor of Building H at 120 Mosaic Boulevard, Suite 120, Pittsboro, NC 27312.



LAST UPDATED 11/30/22

79°West

HOUSE RULES

GENERAL POLICIES

79°West is a flexible and collaborative workspace in the heart of the Mosaic development in Pittsboro, NC. 79°West was designed to encourage Members and guests alike to maximize engagement, foster business growth, and catalyze innovation in Chatham County. Our workspace and innovation hub offers flex/coworking space, private offices, and meeting spaces at various Membership levels and non-Membership offerings for entrepreneurs, freelancers, startups, tech companies, real estate brokers, and other businesses.

The following House Rules are appended to and incorporated by reference into the 79°West Membership Agreement ("Agreement"). All defined terms used within the Agreement carry the same meanings and definitions herein, unless otherwise stated. These House Rules are to be read in conjunction with the Agreement, including its Terms & Conditions.

Hours of Operation: 79°West is open and accessible from 9:00 AM - 5:00 PM EST Monday - Friday for all Members and guests. However, Members who have other access rights can utilize the space via the KISL as needed and as based on their level of Membership. Hours of operation are subject to change, but 79°West will take every effort to notify Members of any changes in hours.

SHARED SPACES

Kitchen: The kitchen area is designed as a common space. Therefore, as a Member you understand that:

- It is your responsibility to keep the space clean and orderly for the use of fellow Members and their guests, including occupying the space briefly and respectfully, rinsing your dishes, and placing them in the dishwasher(s).
- The kitchen can be a higher volume noise area, so it will not always be quiet and peaceful. If you wish to work quietly, please utilize other coworking areas that will better suit your needs.
- The kitchen will occasionally be used for Member-related events during normal business hours. Notice will be given to Members to ensure everyone is aware of that usage.
- The kitchen is not an extension of restaurants, bars, and clubs. We may provide complimentary beverages on occasion, which is exclusively for Members' enjoyment.

Members may choose or abstain from consumption of any beverages provided by 79°West, and Members understand that 79°West's provision of any beverages is completely gratuitous and is not related, tied to, included in, a part of the bargain provided for in the Agreement, or a condition for Membership. Members are limited to a maximum of two (2) 12-ounce beverages per event, per day. Any inappropriate use resulting in another Member's discomfort will result in immediate revocation of Membership. 79°West does not provide alcohol for Members under the age of 21. 79°West reserves the right to refuse to allow anyone to consume alcoholic beverages at any time.

I understand that if I am under the age of 21, it is unlawful for me to consume alcoholic beverages including beer and wine at 79°West or any other alcoholic beverages within 79°West's coworking, patio, parking, or adjacent areas, whether or not such beverages area served for events and functions that 79°West may host. I will not consume alcoholic beverages at 79°West if I am under the age of 21.

Member's Initials: _____

- In order to make sure our space smells pleasant, the refrigerator will be cleaned out on Fridays. Everything, including containers, will be disposed of if food is rotting, so please make sure to remove your food and/or containers accordingly. Friendly reminders may be sent out routinely.
- 79°West will sometimes host both public and private events in the kitchen and larger coworking area on weekends and after normal business hours on weekdays. Members are encouraged to attend public events. Members understand that the kitchen may be slightly disrupted in the afternoons for event setup and that coworking Members, including dedicated desk Members, may need to move to another location while events and/or setup takes place. 79°West will notify Members of all events in the space 2 weeks prior to the event and will strive to accommodate Members' needs in the case that they need to move out of the kitchen.

Coffee Station: The coffee bar is for you to enjoy as a 79°West Member. 79°West staff will make the first pot of coffee in the morning. After that, we ask that you continue to make coffee for yourself and others (as you are able and it is needed). If you don't know how, don't worry, just ask and we will teach you. Please note that coffee is a hot beverage and the coffee maker (including the coffee pot/carafe) generates heat and becomes hot during the brewing process. Coffee, the coffee maker, or both may be hot anytime while in use and both may cause burns or other injury if not properly handled. Your use of 79°West's coffee bar, and your handling or consumption of coffee, is at your own risk. Please ask for assistance from 79°West staff with coffee if needed.

Conference Rooms: Our conference rooms may be reserved via the Coworks app depending on the Member's needs and the availability of the resources. You will be billed for every hour

above and beyond your Membership level's allotted amount at \$25/hr, unless you are a Virtual Member, in which case you will be billed \$25/hr of conference room use.

Please note that you are entitled to kindly ask other Members to leave a conference room if they are using it during the time slot that you have reserved the room on the Coworks app. If you're uncomfortable doing this, please reach out to the 79°West staff onsite.

Phone Booths: Our phone booths are designed for phone calls that last 30 minutes or less, not for extended calls or quiet work. They are available on a first come, first serve basis. Please be courteous to other community Members by utilizing the phone booths and keeping phone conversations to a minimum in shared coworking spaces. Note: The phone booths are soundproof; however, 79°West makes no representations or warranties as to the confidentiality or security of any information shared, discussed, or disseminated in its phone booths (subject to the terms of Section 5(VIII) of the Agreement).

Largest Coworking Space: Although there are a number of coworking/flex workspaces, our largest, designated coworking area is on the first floor. It is generally a medium volume workspace. We kindly ask that Members keep conversations contained and that they respect the privacy/work of other Members. You don't have to tiptoe and whisper, but the space is not for loud conversations or phone calls either. Please use a conference room, phone booth, or the outdoor patio for longer and/or louder phone calls. We recommend the "Headphone Rule" when interacting with Members in the open coworking spaces (see below for more information).

Although infrequent, Members understand that 79°West will sometimes host public and private events in the larger coworking area on weekends and after 5:00 PM EST on weekdays. Members are encouraged to attend public events. Members understand that the larger, open coworking spaces may be slightly disrupted in the afternoons for event setup and that coworking Members, including dedicated desk Members, may need to move to another location while events and/or event setup takes place. 79°West will use its best efforts to notify Members of all events in the space 2 weeks prior to the event and will strive to accommodate Members' needs in the case that they need to move their work out of the area.

Dedicated desk Members may need to pack up and organize their desk by 4:00 PM EST for certain events if their desk will need to be moved for event setup to take place. 79°West will use its best effort to give dedicated desk Members a 2 week notice in advance of said events.

Outdoor (Exterior) Patio: Members are encouraged to use our outdoor 79°West patio in a freestyle manner and to move tables around as needed. Please make sure to put things back where you found them and not to block entrances. Be mindful that there may also be light construction in this area on occasions.

RESOURCES

Desks: Members are welcome to eat and drink at coworking desks. However, please remember common courtesy and be sure to clean off your desk for other Members who will be using the space after you. Subject to the House Rules, 79°West will charge cleaning fees to any Member who repeatedly leaves a coworking desk or other area in an unclean fashion. Additionally, Members will be responsible for any damages or stains caused by spilled food or drink.

Lockers: Lockers are for regular personal storage needs. You can leave computers or other work-related items at 79°West overnight or even a change of clothes for your afternoon run. Lockers are not for overnight storage of old food, wet towels, or stinky running shoes.

Mailroom: Members are welcome to use 367 Freedom Parkway, Suite 130, Pittsboro, NC 27312 as their business address. Mail will be sorted by 79°West staff and left at the front desk. Unclaimed mail older than 1 month will be returned to the sender. Large packages will be left at the front desk and Members will be notified via email when a package arrives. Please come and pick up your packages promptly as we have limited storage space on campus. Due to storage space limitation, packages left at the front desk for more than 2 weeks will be placed in storage and Members will need to notify a 79°West staff Member in order to access them. Lastly, 79°West's acceptance, storage, and disbursement of mail and/or packages is completely gratuitous on its part and at-will by Members. 79°West shall not be liable for lost, damaged, or delayed mail or packages.

Printing & Copying: All Membership levels have unlimited black and white printing on demand in the space. Color printing is available upon request via the 79°West team and will cost the Member: \$.10/page.

Front Desk: 79°West is technically open 7 days/week for Members with corresponding Membership plans via KISI. However, the 79°West team will only be staffing the space and available 9:00 AM - 5:00 PM EST Monday - Friday to answer questions/solve general troubleshooting issues. If someone is not at the front desk, please call the following number 305.968.0087 or shoot us an email.

Guest(s): Guests of Members need to check in at the front desk where they will be issued a password for the wireless network. 79°West asks that Members purchase a Day Pass (\$25/day) for guests that stay longer than 2 hours in the open coworking space (even after a business meeting). If Members have booked out meeting space in one of the conference rooms for the time in which guests are visiting or if Members have guests to their office to meet and/or volunteer, then a Day Pass is not required. Additionally, Week Passes (\$100/week) are available upon request.

Internet/Telephone Usage: Please do not spam, post, or download files that you know or should know are illegal or to which you do not have the rights. Do not access any other device connected to the 79°West network or the network components that you do not have permission to access. Do not use phone systems or phone booths to post any messages. Recording of phone or teleconference (e.g. Zoom, MS Teams) calls without all participating parties' express consent is prohibited. Usage of the internet for heavy downloading/ uploading is not condoned and any acts which may affect the 79°West bandwidth quality or usage of the service for other users will not be allowed. While 79°West will use commercially reasonable efforts to provide you with access to the internet and telephones, you agree that 79°West will not be liable for any damages for failure to furnish or delay in furnishing any equipment or internet service (including telephone and telecommunication services) or for diminution in the quality or quantity of any internet or telecommunications service. Additionally, 79°West shall not be liable for any loss of work(s), product(s), service(s), or income of a Member because of an interruption, outage, or diminution in the quality of internet or telecommunications service.

Coworking Members are encouraged to take calls in the phone booths, conference rooms, or outside the space to allow other Members to focus on their own work.

Parking: 79°West does not have dedicated parking spots. But, there is a large, unrestricted parking lot adjacent to the building that Members, colleagues, and guests can utilize free of charge. These spaces are all first come, first served.

COMMUNITY

Conflict Management: Because we are a community of impact leaders first, we ask that if a conflict arises, Members first communicate with one another and try to resolve the issue. If an issue arises that cannot be resolved among Members, please contact the 79°West team directly and as soon as possible.

Social & Environmental Responsibility: 79°West is committed to a triple bottom-line philosophy of business with a focus on people, planet, and profit. This is a critical part of what we mean by "doing good in our community". In order to make a greater impact, we encourage Members to promote social and environmental responsibility by:

- Considering environmental consequences of daily business operations by conserving resources and reducing waste in accordance with the three R's: reduce, reuse, and recycle
- Giving back to the local community by being involved in community service events outside of or through 79°West
- Adopting a philosophy to strive for a triple bottom-line business and exploring the opportunities and benefits of becoming a social enterprise or certified B Corp

Some simple steps each Member can take to fulfill these values are:

- Buying eco-friendly office materials
- Being conscious of water usage when in the kitchen by using the dishwasher instead of hand washing, shutting off the faucet when not in use, and taking short showers
- Being conscious of energy usage when using conference rooms, and individual workspace lighting
- Composting to reduce the amount of organic materials going into our landfills

Smoking/Vaping: 79°West is a non-smoking/vaping and tobacco-free campus/facility. So, we ask that Members who smoke and/or vape respect the privacy and preference of non-smokers. We ask that you only smoke in areas where fumes/vapors will not bother non-smokers. If we see anyone smoking on the 79°West patio or in proximity to the ramp, we will kindly ask you to move somewhere else.

General Coworking Etiquette: The following are guidelines, not hard-and-fast rules. They are a helpful resource for making our space a great place to work:

- Eat smelly foods in the kitchen/patio area
- Go light on the perfume or cologne; on the other hand, make sure to wear deodorant
- Use earphones for music and calls
- Avoid humming, muttering, singing, tapping and/or whistling
- Listen to voicemail by receiver (not speaker)

"Headphone Rule" (Suggestion): We recommend the "Headphone Rule" for engaging with other Members while working.

Use headphones/ear-buds to denote whether or not you are available to talk:

- No ear-buds in means you are not working on anything urgent and are able to talk
- 1 ear-bud in means you are able to briefly answer questions, but need to get stuff done
- 2 ear-buds in means you are working intensely and do not want to be interrupted

Clean Up After Yourself: We are all adults in the space, so please clean up after yourself. This means washing any dishes you use, reorganizing a desk or meeting room after you use it, leaving the printing area organized and clean after you use it, and by remembering that other Members will be using the space as well. Be especially mindful of the bathrooms, please keep them clean and tidy! Also, if you see any trash on the floor, please be sure to pick it up...even if you didn't drop it there! We want our space to always stay clean and beautiful so that everyone feels comfortable working here!

You acknowledge that you are using the Services at your own free will and decision. You acknowledge that 79°West does not have any liability with respect to your use of the Services or any loss of information resulting from such use.

All Members and Member's guests are responsible for their own belongings and actions. If an action or inaction causes damage or cost to 79°West, that cost is the responsibility of such Member or Members.

~~*Indemnification:* You release and agree to indemnify, accept tender of defense and defend, and hold harmless 79°West and 79°West subsidiaries (whether or not wholly owned), affiliates, divisions, and their past, present and future officers, directors, managers, agents, shareholders, Members, representatives, employees, successors and assigns, jointly and individually, from and against all claims, liabilities, losses, damages, costs (including attorney's fees), expenses, judgments, fines and penalties based upon or arising out of your negligent actions, errors and omissions, willful misconduct and fraud in connection with the participation in or use of the Services.~~

Severability: If any provision or portion of this Agreement is determined to be invalid, illegal or unenforceable for any reason, in whole or in part, the remaining provisions of this Agreement shall be unaffected thereby and shall remain in full force and effect to the fullest extent permitted by applicable law.

Insurance: 79°West strives to cultivate a community of trust. However, 79°West is not responsible for theft of or damage to any of your personal property for any reason. As a user, it is strongly suggested that you carry a business contents or other insurance policy to cover your own equipment while using our space. That policy may cover your current residence/office, as well as the premises of 79°West. It is also recommended that you use cable lock systems on any electronic device and use the provided lockers for storage.

Video and Photo Release: Photos and videos may be taken during events and in the café, kitchen and bar and common areas including the coworking space. We respect the privacy of private office suites and conference rooms, and photos and video will not be taken in those rooms unless verbal permission is received from Members. We will also try our best to give Members warning if photos or videos are to be taken in the café, multi-purpose rooms or common areas during business hours.

We ask that all Members inform 79°West staff of any media coverage or photographs in the 79°West space as soon as they know about it so that other Members can be given notice.

~~By virtue of your becoming a Member and utilizing the coworking space, you give 79°West full permission for the use in advertising and other lawful purposes of picture, image, voice, actions, video footage and other personally identifiable information and waive all rights of privacy or compensation, which I may have in connection with such use of pictures, images, voices, actions, video footage and other personally identifiable information associated therewith.~~

Security Cameras: 79°West maintains security cameras in the space to help maintain the

safety of the premises, its staff, Members and guests.

Notices: Any time written notice is required under this Membership Agreement of the License and Space Use Agreement, such notice may be delivered via e-mail or hand delivery.

Modifications: These House Rules may be changed by 79°West from time-to-time, without any notice or solicitation of comments from Members. In the event that these House Rules are changed, 79°West will notify Members of the change(s) as soon as practicable.

COMPANY ADMINISTRATOR

Print Name:

Date:

Signature:

79°WEST ADMINSTRATOR

Print Name:

Date:

Signature:

Approve Board Chair to sign Design Agreement for Bioprocessing Renovation Project

Background:

The Board of Trustees approved RS&H as the designer for the Moore Center – Bioprocessing Building Renovation Project during the November 2, 2022 meeting. College staff members met with RS&H and discussed the projects. RS&H developed a proposal that has been submitted to the NC Office of State Construction. The NC Office of State Construction then began a negotiation process with RS&H. It appears RS&H has agreed to the requested changes from State Construction and State Construction is in the process of finalizing a contract. The contract will be the standard agreement as approved by the NC Attorney General's office.

Some general information from RS&H's proposal:

Lump Sum Fee - \$334,400 (8.36% of \$4 million project budget)

Anticipated Schedule – 19 months

All other items were in accordance with State Requirements for a project above the college's construction delegation.

Recommendation:

College staff recommend the Board Chair be granted authority to sign the design agreement once finalized by the State Construction Office. The President or her designee will also need to witness the signature.

Approve 3-1 Moore Center – Executive Office Suite

The 3-1 for the Moore Center – Executive Office Suite will be provided and discussed at the Building and Grounds Committee meeting. An electronic copy will then be distributed to the full board.

Update on Building and Grounds Items

Moore Center – Truck Driver Building Renovation

Sanford Contractors began work on this project in early January. They have completed all demolition work on the project and have started with the plumbing renovations. Initially they provided a schedule which indicated completion within 60 days. We anticipate beginning to use this space in March. Furniture for the space has been delivered to the installer's warehouse and will be installed once the renovation project has been completed.

Moore Center – Bioprocessing Building Renovation

College staff anticipate a design contract being finalized by State Construction in the very near future. Once we are under contract we anticipate moving forward quickly on this project and the designers have estimated a 19-month timeframe for the project.

Moore Center – Main Building Renovation – Phase 1

The 3-1 the board approved for this project has been submitted to the NC Community College System Office and we anticipate the State Board taking action on this item during their February meeting. Once the project has been approved, college staff members will issue the advertisement for qualifications for designers and the board can begin the selection process. If time allows, we would like to have a designer selected at the April Board of Trustees meeting.

Chatham Main Campus Minor Renovations

The Chatham County Commissioners approved funding for a number of painting and flooring projects on the Chatham Main campus for this fiscal year. College staff have been working to get these projects completed. We anticipate painting taking place in early February, followed by the replacement of flooring, and new furniture installed in the March/April timeframe.

Harnett Main Campus – Fire Training Tower

We have been meeting with the Fire Chief's Association related to this project and need. Additional information about this item will be provided during the committee meeting.

**CIP Request Form-Lee County, North Carolina
Fiscal Year 2023-24 through 2027-28 Capital Improvements Program**

Section 1		Project Title: Moore Center - Truck Driver Training Building Renovation					Priority Rank: 1	
Requesting Department:		Central Carolina Community College					Start Date: 1/1/2023	
Total Requested Funds		Total Expenditures to date		Type of Project:				
200,000		200,000						
Section 2		Description of Project						
This project involves renovating an approximately 2,700 square feet existing building located at the Moore Center to be used for Truck Driver training purposes. CCCC plans to use this space for continuing education training. All costs for this renovation will be provided by Lee County.								
Justification								
Truck drivers are in desperate need in our area. We have been working to establish a training program and have begun offering classes. This project will allow for a permanent home for this program.								
History and Current Status; Impact if Cancelled or Delayed								
During the fall of 2022, we developed renovation plans for this project and completed a bidding process. Sanford Contractors was the low bidder and began work on the project in January of 2023. They have indicated the project should be completed in 60 days.								
Section 3		Project Costs						
Type of Expenditure		FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	Total
Planning & Design								-
Engineering/Arch. Serv.								-
Land/ROW/Acquisition								-
Clear/Grade/Site Prep								-
Building/Utility Constr.		200,000						200,000
Equip/Machinery/Furniture								-
Contingency								-
Total Capital Costs		200,000	-	-	-	-	-	200,000
Section 4		New or Additional Impact on Operating Budget						
Activity		FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	Total
Personnel expenses								-
Operating expenses								-
Capital outlay (normal budget)								-
Less Project Operating Revenue								-
Net Operating Effect		-	-	-	-	-	-	-
Section 5		Method of Financing						
Funding Sources		FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	Total
Lee County		200,000						200,000
Total Program Financing		200,000	-	-	-	-	-	200,000
Section 6		Maps/Charts/Tables/Pictures						

**CIP Request Form-Lee County, North Carolina
Fiscal Year 2023-24 through 2027-28 Capital Improvements Program**

Section 1		Project Title: Moore Center - Bioprocessing Building Renovation					Priority Rank:	2	
Requesting Department:		Central Carolina Community College				Start Date:	2/15/2023	Completion Date:	8/15/2024
Total Requested Funds	Total Expenditures to date	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Type of Project:		
4,000,000		275,000	3,725,000	-	-	-			
Section 2		Description of Project							
<p>This project involves renovating an approximately 9,900 square feet existing building located at the Moore Center to be used for Bioprocessing training purposes. CCCC plans to use this space for both curriculum and continuing education training. All costs for this renovation will be provided by Lee County.</p>									
Justification									
<p>Jobs in the bioprocessing field have increased in demand given the expansion and increase in companies in Lee County. The college is in need of dedicated space to ensure we meet workforce needs in this field.</p>									
History and Current Status; Impact if Cancelled or Delayed									
<p>During the fall of 2022, the CCCC Board of Trustees requested state board of trustees approval for this project. After receiving that approval, an RFQ for designers for the project was posted. Designers were interviewed and the Board selected RS&H for this project. College staff is currently working with the NC State Construction Office and RS&H to complete a design agreement for this project. We anticipate that being finalized in the next few weeks.</p>									
Section 3		Project Costs							
Type of Expenditure	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	Total		
Planning & Design							-		
Engineering/Arch. Serv.	250,000	50,000					300,000		
Land/ROW/Acquisition							-		
Clear/Grade/Site Prep	25,000						25,000		
Building/Utility Constr.		3,325,000					3,325,000		
Equip/Machinery/Furniture							-		
Contingency		350,000					350,000		
Total Capital Costs	275,000	3,725,000	-	-	-	-	4,000,000		
Section 4		New or Additional Impact on Operating Budget							
Activity	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	Total		
Personnel expenses							-		
Operating expenses							-		
Capital outlay (normal budget)							-		
Less Project Operating Revenue							-		
Net Operating Effect	-	-	-	-	-	-	-		
Section 5		Method of Financing							
Funding Sources	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	Total		
Lee County	275,000	3,725,000					4,000,000		
							-		
							-		
Total Program Financing	275,000	3,725,000	-	-	-	-	4,000,000		
Section 6		Maps/Charts/Tables/Pictures							

**CIP Request Form-Lee County, North Carolina
Fiscal Year 2023-24 through 2027-28 Capital Improvements Program**

Section 1		Project Title:	Kelly Drive Relocation				Priority Rank:	3
Requesting Department:		Central Carolina Community College			Start Date:	7/1/2024	Completion Date:	6/1/2025
Total Requested Funds	Total Expenditures to date	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Type of Project:	
2,500,000		-	2,500,000	-	-	-		

Section 2 Description of Project
 This project will involve relocating Kelly Drive to eliminate the current road separating the two sides of the Lee Main Campus. The new road will be constructed on the far side of our current property line and will intersect Nash Street between the Moore Center and the Civic Center.

Justification

Our campus is currently separated by Kelly Drive and this creates a safety issue for students and employees as they currently have to cross this road to get from one side of campus to the other side. Future expansion of our campus will take place on the other side of campus and this will only increase the number of students and employees crossing the road on a daily basis.

History and Current Status; Impact if Canceled or Delayed

DOT has hired engineers to begin plans for the road relocation. We have worked with these engineers over the past few years and have discussed a variety of options related to where a roundabout could be located and what to do with the existing Kelly Drive. Survey work for this project has been on-going. College staff members continue to determine impacts to modifications to traffic patterns and potential needs for additional signage. Some of these impacts may present additional costs to the college that will need to be considered.

Type of Expenditure	Project Costs						Total
	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	
Planning & Design							-
Engineering/Arch. Serv.		350,000					350,000
Land/ROW/Acquisition							-
Clear/Grade/Site Prep							-
Building/Utility Constr.		2,025,000					2,025,000
Equip/Machinery/Furniture							-
Contingency		125,000					125,000
Total Capital Costs	-	2,500,000	-	-	-	-	2,500,000

Activity	New or Additional Impact on Operating Budget						Total
	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	
Personnel expenses							-
Operating expenses							-
Capital outlay (normal budget)							-
Less Project Operating Revenue							-
Net Operating Effect	-	-	-	-	-	-	-

Funding Sources	Method of Financing						Total
	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	
Currently NC DOT		2,500,000					2,500,000
							-
							-
Total Program Financing	-	2,500,000	-	-	-	-	2,500,000

Section 6 Maps/Charts/Tables/Pictures

**CIP Request Form-Lee County, North Carolina
Fiscal Year 2023-24 through 2027-28 Capital Improvements Program**

Section 1		Project Title: Moore Center - Main Building Renovation (Phase 1)					Priority Rank: 4
Requesting Department: Central Carolina Community College		Start Date: 5/1/2023			Completion Date: 1/1/2025		
Total Requested Funds	Total Expenditures to date	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Type of Project:
7,415,617		2,500,000	4,915,617	-	-	-	
Section 2							
Description of Project							
This project involves renovating approximately 25,000 square feet of an existing 180,000 square feet building located at the Moore Center to be used for a variety of continuing education and curriculum education training programs.							
Justification							
The E. Eugene Moore Manufacturing and Biotech Solutions Center will offer great benefits to the economic development efforts for Lee County. We have experienced a significant amount of employer growth in these areas and need to ramp up our educational offerings to ensure our citizens have the skills necessary to meet the workforce needs. The programs planned all pay a living wage and will enhance the lives of graduates and the surrounding community.							
History and Current Status; Impact if Cancelled or Delayed							
The CCCC Board of Trustees approved this project during the fall of 2022. We are currently waiting State Board of Community Colleges approval for the project. We anticipate this taking place during their February 2023 meeting. Once that approval is received, the CCCC Board of Trustees will post an RFQ for designers for this project and go through a selection process. The selected designers will then work with the college and NC Office of State Construction to develop a design agreement.							
Section 3							
Project Costs							
Type of Expenditure	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	Total
Planning & Design	-	-					-
Engineering/Arch. Serv.	500,000	100,000					600,000
Land/ROW/Acquisition							-
Clear/Grade/Site Prep							-
Building/Utility Constr.	2,000,000	4,250,000					6,250,000
Equip/Machinery/Furniture							-
Contingency		565,617					565,617
Total Capital Costs	2,500,000	4,915,617	-	-	-	-	7,415,617
Section 4							
New or Additional Impact on Operating Budget							
Activity	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	Total
Personnel expenses							-
Operating expenses							-
Capital outlay (normal budget)							-
Less Project Operating Revenue							-
Net Operating Effect	-	-	-	-	-	-	-
Section 5							
Method of Financing							
Funding Sources	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	Total
Lee County		1,900,000					1,900,000
OSBM SCIF Funds	500,000						500,000
2021 SCIF Funds	2,000,000	3,015,617					5,015,617
Total Program Financing	2,500,000	4,915,617	-	-	-	-	7,415,617
Section 6							
Maps/Charts/Tables/Pictures							

**CIP Request Form-Lee County, North Carolina
Fiscal Year 2023-24 through 2027-28 Capital Improvements Program**

Section 1		Project Title: Lee Early College and CCCC Library					Priority Rank:	5
Requesting Department:		Central Carolina Community College			Start Date:	1/1/2025	Completion Date:	8/15/2026
Total Requested Funds	Total Expenditures to date	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Type of Project:	
3,000,000		-	250,000	2,750,000	-	-		
Section 2		Description of Project						
<p>This project will involve moving the Lee Early College from the current modular classrooms to another permanent space on the Lee Main Campus. We are currently exploring options for this move and it could involve renovating space associated with programs moving to the Moore Center. We will also relocate some service areas currently located in the Library building to increase space available to the existing library.</p>								
Justification								
<p>The LEC is currently located in modular classroom space and is in need of a more permanent location. The current library is outdated and is not sized to meet the needs of our students.</p>								
History and Current Status; Impact if Cancelled or Delayed								
<p>The College's SACSCOC accreditation is re-affirmed every 10 years. Our next re-affirmation process will take place in 2027. One of the items they will review is the amount of library space we have allocated for students.</p>								
Section 3		Project Costs						
Type of Expenditure	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	Total	
Planning & Design							-	
Engineering/Arch. Serv.		250,000	50,000				300,000	
Land/ROW/Acquisition							-	
Clear/Grade/Site Prep							-	
Building/Utility Constr.			2,400,000				2,400,000	
Equip/Machinery/Furniture							-	
Contingency			300,000				300,000	
Total Capital Costs	-	250,000	2,750,000	-	-	-	3,000,000	
Section 4		New or Additional Impact on Operating Budget						
Activity	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	Total	
Personnel expenses							-	
Operating expenses							-	
Capital outlay (normal budget)							-	
Less Project Operating Revenue							-	
Net Operating Effect	-	-	-	-	-	-	-	
Section 5		Method of Financing						
Funding Sources	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	Total	
Currently undetermined		250,000	2,750,000				3,000,000	
							-	
							-	
Total Program Financing	-	250,000	2,750,000	-	-	-	3,000,000	
Section 6		Maps/Charts/Tables/Pictures						

**CIP Request Form-Lee County, North Carolina
Fiscal Year 2023-24 through 2027-28 Capital Improvements Program**

Section 1		Project Title: Moore Center - Main Building Renovation Phase 2					Priority Rank: 6
Requesting Department: Central Carolina Community College		Start Date: 7/1/2025			Completion Date: 6/30/2027		
Total Requested Funds	Total Expenditures to date	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Type of Project:
50,000,000		-	-	24,000,000	26,000,000	-	

Section 2 Description of Project
 This project will involve completion of renovations to the main building at the E. Eugene Moore Manufacturing and Biotech Solutions Center. The final phase of this project will involve renovation of space for machining, electronics engineering, industrial systems, and other associated programs.

Justification

The E. Eugene Moore Manufacturing and Biotech Solutions Center will offer great benefits to the economic development efforts for Lee County. We have experienced a significant amount of employer growth in these areas and need to ramp up our educational offerings to ensure our citizens have the skills necessary to meet the workforce needs. The programs planned all pay a living wage and will enhance the lives of graduates and the surrounding community.

History and Current Status; Impact if Cancelled or Delayed

We have been actively working to secure funding for Phase 2 of this project.

Type of Expenditure	Project Costs						Total	
	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond		
Planning & Design							-	
Engineering/Arch. Serv.			4,000,000	1,000,000			5,000,000	
Land/ROW/Acquisition							-	
Clear/Grade/Site Prep							-	
Building/Utility Constr.			20,000,000	24,000,000			44,000,000	
Equip/Machinery/Furniture							-	
Contingency				1,000,000			1,000,000	
Total Capital Costs			-	-	24,000,000	26,000,000	-	50,000,000

Activity	New or Additional Impact on Operating Budget						Total
	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond	
Personnel expenses							-
Operating expenses							-
Capital outlay (normal budget)							-
Less Project Operating Revenue							-
Net Operating Effect							-

Funding Sources	Method of Financing						Total	
	FY 2023-2024	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	Beyond		
Currently undetermined			24,000,000	26,000,000			50,000,000	
							-	
							-	
Total Program Financing			-	-	24,000,000	26,000,000	-	50,000,000

Section 6 Maps/Charts/Tables/Pictures



FACILITY MASTER PLAN

Overview

Central Carolina Community College is located in the center of North Carolina and serves the counties of Chatham, Harnett, and Lee. This service area has a population of **over 275,000 residents** and is served by multiple campuses and centers throughout the area. Central Carolina Community College has grown from the industrial education center of the 1960s into the ninth largest community college in the 58-college North Carolina Community College System. While the college has grown into a multi-faceted institution that serves a wide variety of educational objectives, we have not lost touch with our roots. Central Carolina Community College has continued to work closely with economic development commissions in each of our three counties to maintain an instructional ideology closely tied to the business and industry needs of our region. An emphasis on technical and vocational skills remains intact at Central Carolina Community College. In order to ensure we keep pace with the changing needs

of the workforce and our students, we continuously study our facilities and develop plans for the future. This document updates upon previous master plans that have been prepared for the college and helps to ensure we target areas of need for the college. For the purposes of this plan, we are trying to plan for projects to be completed during the next five to seven years. To assist in developing our needs, we conducted a variety of studies, including reviewing population growth trends for our service area, job growth trends for our region, current enrollment trends, square footages compared to similar institutions, and evaluations of existing facilities and infrastructure. The next few pages will document in detail our process. The final section provides a summary and prioritization of our projects over the next five to seven years to meet the needs of the citizens of our service area.

Population Growth Trends for our Service Area

Chatham, Harnett, and Lee Counties continue to experience positive growth in population. Below are population growth estimates from **July 2020 until July 2030** for each county.

Projected Population Change in North Carolina Counties: 2020 – 2030								
County	Total Population		Population Change		Components of Change			
	July 2020 Projection	July 2030 Projection	Numeric	Percent	Births	Deaths	Natural Increase	Net Migration
Chatham	77,061	91,813	14,752	19.14%	7,774	10,100	-2,326	17,078
Harnett	136,705	154,930	18,225	13.33%	19,495	12,620	6,875	11,350
Lee	61,663	66,893	5,230	8.48%	8,499	6,861	1,638	3,592
	275,429	313,636	38,207	13.87%				

Source: North Carolina OSBM, Standard Population Estimates, Vintage 2019 and Population Projections, Vintage 2020

Each county in our service area is estimated to increase in population over the next 10 years. **Chatham County is estimated to grow by almost 20%** during this time frame, with most growth expected in the Northern portion of the county. This is primarily driven by growth in the planned Chatham Park area. It is anticipated that the growth in Chatham County is potentially higher than what is projected above. **Harnett County is also anticipated to grow by over 13%** in the next 10 years, with most of the growth created in the “Northwest corridor.” **Lee County is also expected to grow by over 8%** during the next 10 years and there are a number of significant housing developments planned for the area.

The increase in population creates opportunities for Central Carolina Community College to serve additional students. Programs will need to be planned and expanded in each of the three counties to meet the unique growth expected for these counties.

Job Growth Trends for Our Region

North Carolina continues to experience positive job growth. The chart below shows 5 star jobs which require some college, postsecondary education, or an associates degree sorted by the highest number of average annual openings. We currently offer programming for many of these careers.

Stars Number	Occupation Title	2018	2028	Change (2018 – 2028)	Annual % Growth	Average Annual Openings	Median Annual Wage	Education
5	Computer User Support Specialists	23,849	26,683	2,834	1.10%	2,354	\$48,290.00	Some college, no degree
5	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	16,169	18,682	2,513	1.50%	1,952	\$41,820.00	Postsecondary nondegree award
5	Dental Assistants	9,548	11,535	1,987	1.90%	1,380	\$41,660.00	Postsecondary nondegree award
5	Dental Hygienists	6,834	8,276	1,442	1.90%	650	\$70,720.00	Associate's degree
5	Physical Therapist Assistants	2,920	3,518	598	1.90%	459	\$60,100.00	Associate's degree
5	Web Developers	4,151	4,858	707	1.60%	413	\$68,520.00	Associate's degree
5	Respiratory Therapists	4,501	5,412	911	1.90%	353	\$56,410.00	Associate's degree
5	Occupational Therapy Assistants	1,502	1,913	411	2.40%	226	\$64,890.00	Associate's degree
5	Diagnostic Medical Sonographers	2,133	2,559	426	1.80%	172	\$66,930.00	Associate's degree

Source: https://tools.nccareers.org/starjobs/star_jobs.html

Job Growth Trends for Our Region *(continued)*

The chart below shows 4 star jobs which require some college, postsecondary education, or an associates degree sorted by the highest number of average annual openings. We currently offer programming for many of these careers.

Stars Number	Occupation Title	2018	2028	Change (2018 – 2028)	Annual % Growth	Average Annual Openings	Median Annual Wage	Education
4	Heavy and Tractor-Trailer Truck Drivers	63,355	67,105	3,750	0.60%	7,792	\$42,140.00	Postsecondary nondegree award
4	Medical Assistants	18,379	22,627	4,248	2.10%	2,684	\$32,710.00	Postsecondary nondegree award
4	Licensed Practical and Licensed Vocational Nurses	18,546	19,562	1,016	0.50%	1,554	\$44,830.00	Postsecondary nondegree award
4	Paralegals and Legal Assistants	10,591	11,979	1,388	1.20%	1,333	\$43,530.00	Associate's degree
4	Phlebotomists	6,580	8,175	1,595	2.20%	940	\$31,700.00	Postsecondary nondegree award
4	Emergency Medical Technicians and Paramedics	10,733	11,551	818	0.70%	823	\$35,280.00	Postsecondary nondegree award
4	Massage Therapists	4,375	5,393	1,018	2.10%	671	\$39,590.00	Postsecondary nondegree award
4	Computer Network Support Specialists	5,451	5,960	509	0.90%	519	\$60,820.00	Associate's degree
4	Radiologic Technologists	7,584	8,319	735	0.90%	510	\$57,180.00	Associate's degree
4	Medical Records and Health Information Technicians	5,436	6,018	582	1%	423	\$36,930.00	Postsecondary nondegree award
4	Aircraft Mechanics and Service Technicians	4,230	4,464	234	0.50%	378	\$56,990.00	Postsecondary nondegree award

Job Growth Trends for Our Region (continued)

Table continued

Stars Number	Occupation Title	2018	2028	Change (2018 – 2028)	Annual % Growth	Average Annual Openings	Median Annual Wage	Education
4	Veterinary Technologists and Technicians	3,216	4,057	841	2.40%	377	\$32,600.00	Associate's degree
4	Surgical Technologists	3,528	3,854	326	0.90%	331	\$43,300.00	Postsecondary nondegree award
4	Ophthalmic Medical Technicians	2,563	3,034	471	1.70%	273	\$35,440.00	Postsecondary nondegree award
4	Medical Equipment Repairers	2,076	2,293	217	1%	251	\$53,760.00	Associate's degree
4	Skincare Specialists	1,509	1,711	202	1.30%	203	\$39,440.00	Postsecondary nondegree award
4	Environmental Science and Protection Technicians, Including Health	1,258	1,452	194	1.40%	180	\$40,990.00	Associate's degree
4	Audio and Video Equipment Technicians	1,194	1,357	163	1.30%	152	\$39,620.00	Postsecondary nondegree award
4	First-Line Supervisors of Fire Fighting and Prevention Workers	1,611	1,735	124	0.70%	117	\$59,000.00	Postsecondary nondegree award
4	Computer Numerically Controlled Machine Tool Programmers, Metal and Plastic	570	698	128	2%	78	\$46,150.00	Postsecondary nondegree award
4	Magnetic Resonance Imaging Technologists	960	1,050	90	0.90%	64	\$67,140.00	Associate's degree

https://tools.nccareers.org/starjobs/star_jobs.html

Job Growth Trends for Our Region (continued)

After reviewing the job growth trend information, CCCC offers programming in many of these areas. As part of the college's long-range planning process, we will continue to review employment related data to ensure we are offering educational opportunities to meet the needs of industries in our region.

Our service area has also experienced growth created by new and expanding industries in our service area. We have had a number of announcements in **Bioprocessing**, **advanced manufacturing**, and **information technology** related fields. As part of this process, we also need to explore ways to increase programming availability in these areas.

Enrollment Trends

The chart below shows our budget FTE over the past five years. Overall, our budget FTE has stayed relatively flat in total over this period of time with a positive change of 47 total budget FTE.

Budget FTE						
	2017 – 2018	2018 – 2019	2019 – 2020	2020 – 2021	2021 – 2022	Average
Curriculum	4,195	4,173	4,114	4,642	4,411	4,307
Continuing Education	570	786	715	751	581	681
Basic Skills	551	700	588	600	371	562
Total	5,316	5,659	5,417	5,993	5,363	5,550

Curriculum budget FTE has averaged 4,307 during this 5 year period. It stayed relatively flat for the first 3 years, experienced a significant increase in 2020 – 2021 and then decreased for 2021 – 2022. We are still unsure of the impact the pandemic has had long-term on our curriculum enrollment. Overall given the expected population growth in our service area, we are expecting curriculum enrollment to show modest growth over the next 5 years.

Continuing Education budget FTE has averaged 681 during this 5 year period. The 2017 – 2018 year appears to have been a low year followed by an increase over the next 3 years. The 2021 – 2022 budget FTE was impacted by the pandemic as many of the continuing education programs were not designed to be moved online easily. Overall, we would expect continuing education FTE to increase over the next 5 years and average closer to 750 budget FTE per year.

Basic Skills budget FTE has averaged 562 during this 5 year period. We experienced a significant decline in budget FTE for the 2021 – 2022 year because of impacts from the pandemic. Overall, the program has remained relatively stable over the 5 year period and we would expect budget FTE to remain steady at around 600 FTE over the next 5 years.

College Employment Trends

Another important area to continuously review is the **number of full-time faculty and staff** employed by the college. This information is important because adequate office and support space is needed on campus to accommodate the number of employees at the college. Part-time faculty and staff numbers are not included because these employees are not typically assigned dedicated office space. The chart below summarizes our trends in full-time employment over the past ten years.

Employment by Type			
	FT Faculty	FT Staff	Total
10/31/2012	167	198	365
10/31/2013	164	212	376
10/31/2014	163	231	394
10/31/2015	164	242	406
10/31/2016	163	243	406
10/31/2017	169	245	414
10/31/2018	173	248	421
10/31/2019	174	252	426
10/31/2020	176	259	435
9/30/2021	175	259	434

As can be seen by the above chart, the number of full-time faculty has remained relatively stable during the past ten years with an **increase of only 8** over that time period. The number of full-time staff has **increased by 61** employees during the ten-year period. Most of this increase relates to the number of new grants received by the college and the corresponding hiring of full-time staff members for those positions as well as a transition away from contracted custodial services. Office and support space is in high demand. We should give consideration to creating new office and support space while determining future building and renovation projects. We also need to consider how telework arrangements may alter the types and number of offices that are necessary in the future.

Square Footage Compared to Similar Sized Institutions

Central Carolina Community College utilizes the Facilities and Utilization Study conducted each year to compare our available space with that of similar sized colleges in the state. For our comparison group, we used community colleges in North Carolina with similar FTE and neighboring colleges. We reviewed the square feet of academic facilities per FTE student.

This ratio is computed as:

$$\text{Sq. ft. of academic facilities per FTE student} = \frac{\text{Square feet of academic facilities}}{\text{FTE Enrollment}}$$

UNC General Administration computes Full-time equivalent (FTE) enrollment for this report by assigning a percentage to each part-time student to reflect his/her course load and then adding the result to the total full-time enrollment. FTE enrollment differs from the other frequently used standard for estimating student populations, headcount enrollment, in that the latter treats full-time and part-time students identically. The FTE enrollments that are reported for the institutions of the Community College System include only credit enrollment generated in all inventoried space.

The chart below shows **how we compare** to similarly sized institutions.

Square feet of Academic Facilities per FTE Student

Community College	ASF of Academic Facilities	FTE Enrollment	2018	2017	2016	2015	2014
Alamance	259,380	2,820	92	91	72	67	69
Asheville Buncombe	544,103	4,462	122	106	107	89	86
Caldwell	305,710	1,772	173	155	143	136	125
Catawaba Valley	387,461	3,156	123	100	95	91	111
Central Carolina	409,138	2,206	185	95	95	97	93
Cleveland	193,224	998	194	180	148	152	133
Coastal Carolina	222,650	2,432	92	87	87	79	74
Craven	192,283	1,444	133	122	129	123	119

Square Footage Compared to Similar Sized Institutions (*continued*)

Table continued

Square feet of Academic Facilities per FTE Student							
Community College	ASF of Academic Facilities	FTE Enrollment	2018	2017	2016	2015	2014
Davidson-Davey	317,863	2,080	153	106	99	95	89
Johnston	247,431	1,852	134	130	137	128	119
Mitchell	209,691	1,392	151	142	135	138	132
Nash	191,291	1,272	150	143	123	101	66
Pitt	391,383	5,620	70	67	57	55	51
Randolph	257,593	1,142	226	212	192	179	164
Rowan-Cabarrus	342,933	2,630	130	125	124	133	93
Sandhills	287,401	2,116	136	131	138	128	118
Stanly	129,380	1,718	75	73	72	70	66
Vance-Granville	231,982	2,040	114	107	107	97	90
Wayne	226,205	1,628	139	130	133	87	84
Average for comparison group			136	121	115	108	99

www.northcarolina.edu/wp-content/uploads/reports-and-documents/finance-documents/facilities-inventory-and-utilization-study-2018.pdf

As can be seen above, Central Carolina is slightly below our peer colleges in North Carolina when comparing square feet of academic facilities per FTE student. This information would seem to indicate that we need to look for ways to expand our academic space.

Evaluation of Existing Facilities and Infrastructure

During the spring of 2021, physical plant staff reviewed buildings at all locations for issues with roofing, painting, flooring, HVAC, windows, and doors. The information is summarized below for buildings in each county.

CHATHAM COUNTY

Roofing: Building 42 roof needs to be replaced.

Painting: Building 42 needs painting in the multipurpose room. Building 45 needs painting in the cafe patio area, and room 145.

Flooring: Building 41 front office area and rooms 222, 223, and 217 need new carpet. Building 42 needs new flooring in the multi-purpose room, 1st floor offices, classrooms 109, 208, and 209. Also, flooring work is needed in the restrooms in this building.

HVAC: Building 45 needs to have the control system converted to a new software package.

Windows: Buildings 41 and 42 need exterior seal work.

Doors: Exterior doors on building 41 need to be repaired or replaced.

HARNETT COUNTY

Roofing: The roof on Miriello needs to be replaced.

Painting: Etheridge building needs interior painting. Miriello building needs interior painting. Classroom building needs painting in the common areas and cosmetology rooms.

Flooring: Etheridge building needs new flooring. Miriello building needs new flooring.

HVAC: Continuing Education building needs phase protection added. Etheridge building needs phase protection added and we need to convert the existing boiler from oil to LP gas. Miriello building needs phase protection. Also, we need to convert the existing boiler from oil to LP gas.

Windows: Continuing Education and Etheridge buildings need new exterior windows.

Doors: Etheridge building needs an exterior door replaced behind the library. Miriello building needs exterior doors at the student services area replaced.

LEE COUNTY

Roofing: No action recommended at this time.

Painting: The library building needs interior painting. Hockaday building needs new paint in the financial aid area. Budd Hall needs interior painting. Joyner Hall needs interior painting. Lett Hall needs exterior painting. Powell Hall needs interior painting. Brick House needs exterior and interior painting.

Evaluation of Existing Facilities and Infrastructure (*continued*)

Flooring: Library needs new flooring. Hockaday Hall has areas that need new flooring. The Vet Lab needs new flooring. Joyner Hall need to consider new flooring due to darkening of tiles. Powell Hall needs new flooring.

HVAC: Wilkinson Hall needs an HVAC control system installed. Library needs an HVAC control system installed. Hockaday Hall chiller needs to be scheduled for replacement. Vet Lab needs a new heat pump system. Joyner Hall needs replacement of 3 air handler units in automotive bay areas. Lett Hall needs to be scheduled for replacement of chiller. Maintenance Shop needs a new 2 ton heat pump. ESTC Classroom building needs to be converted to a new controls system.

Windows: No action recommended at this time.

Doors: Veterinary Medical Technology building needs new double doors at breezeway. Maintenance Shop garage door needs to be replaced.

The various items noted during this review need to be considered as part of facility planning. Potentially a renovation project could be planned for each county to address the various issues found from this facility review.

Current Facility and Infrastructure Projects

CHATHAM COUNTY

The Chatham County Commissioners have previously included a new roof for building 42 in the Chatham County CIP. In discussion with county staff, this project is funded to be completed in fiscal year 2023. The current plan would be to bid the project during the spring of 2022 and hope to have construction take place during the summer of 2022. We will need to ensure coordination of the timing of the project with county staff.

We have also had discussion with county staff related to including a Career and Technical Education building in the Chatham County CIP. We currently are working to determine an estimated size and costs for this building. Once we have that information, we will continue working with county staff to ensure this project is included in the CIP to be approved by the Chatham County Commissioners. The CCCC Board of Trustees may need to consider allocating some capital improvement funds received from the state to this project in an effort to speed the timeframe of the project.

HARNETT COUNTY

The Harnett County Commissioners approved approximately \$160,000 in county funds this fiscal year to complete the paving project that was started several years ago on the Harnett Main Campus. Once this project is completed, the entire campus will be repaved.

Current Facility and Infrastructure Projects (*continued*)

LEE COUNTY

The Lee County Commissioners recently approved purchasing the Marelli Factory, which is contiguous to the Lee Main Campus. The commissioners intend for this building to be operated by the College. This site will be converted to the (official name here) site and will house programs related to advanced manufacturing, bioprocessing, agriculture, and truck driver training. As part of the agreement with the college, we will need to address facility needs for the Lee Early College as well as the main campus library. The College also agreed to sell our buildings located in the Industrial Park and relocate programming at those locations as part of this transition. We will need to carefully consider these various moves and determine the best reallocation of space for each program.

STATE FUNDING

As part of the state budget, the General Assembly allocated **\$10,031,233 in funding** for renovation and new construction projects.

Summary and Prioritization of Projects

CHATHAM COUNTY

Priority 1 – Re-roof building 42 – This project has been included in the Chatham County Capital Improvement Plan and will be funded in the 2022 – 2023 fiscal year. The anticipated cost of the project is \$495,000 and will be funded with county appropriations.

Priority 2 – Career and Technical Education Building

Option 1 – We conducted a feasibility study with Hobbs Architects related to this project. After meeting with stakeholders, it was determined an approximately 26,000 square feet facility would be needed to accommodate all anticipated needs. The estimated cost for this project would be approximately \$14.2 million.

Option 2 – We could consider doing this project in phases and design a building that could be expanded. The initial phase could potentially be an approximately 11,000 square feet building and utilize some outside covered spaces for some of the programming. The anticipated costs for the first phase would be approximately \$6 million.

Priority 3 – Various renovation projects. We would like to consider advertising for an open end design agreement with an architectural firm beginning in July of 2022. We would utilize this contract to further develop renovation projects and how they could be combined into various projects. These projects may be best suited for inclusion in the Chatham County Capital Improvement Plan.

Summary and Prioritization of Projects (*continued*)

HARNETT COUNTY

Priority 1 – Re-roof Miriello building. We would like for the board to approve allocating remaining Connect NC Bond funds for this project to be completed during the summer of 2022. We anticipate this project having a cost of approximately \$500,000.

Priority 2 – Industrial programming at the Harnett Main Campus. One option would be to consider building an approximately 10,000 square foot building similar to the West Harnett Center on the Harnett Main Campus. This building would house flexible shop spaces and classrooms that could be used to meet short term workforce needs for industrial programs. The anticipated costs of this project would be approximately \$5 million.

Priority 3 – Various renovation projects. We would like to consider advertising for an open end design agreement with an architectural firm beginning in July of 2022. We would utilize this contract to further develop renovation projects and how they could be combined into various projects. These projects may be best suited for inclusion in the Harnett County Capital Improvement Plan.

LEE COUNTY

Priority 1 – E. Eugene Moore Manufacturing and Biotech Solutions Center. This project involves the creation of a regional training center at the former Marelli location focused on manufacturing and biotech industry needs in our service area. Given the size and scope of this project, we will need to develop this center in a phased manner.

Phase 1 – This phase would involve renovating space for Bioprocessing, Welding, HVAC, Simulated Work Environment, Truck Driver Training, and Office Space. We are currently working with Hobbs Architects on test fit options for each of these spaces. We do not have anticipated costs at this time. At the end of this phase, all programming in the current Howard James Industry Training Center will be moved to the Moore Center. The Howard James Industry Training Center can then be sold.

Phase 1A – Truck Driving Track Temporary Home – This program needs a paved approximately 350 by 350 feet space. We have a few options available as a temporary space at the Emergency Services Training Center. Both options will require some initial funds to get the sites ready to be used as a driving track and to restore the sites once training is moved to the Moore Center. We are currently evaluating these options to determine the best path forward.

Phase 2 – This phase would involve renovating additional space to transition Engineering Technology, Industrial Systems, Computer Integrated Machining, Incubator, and Soft Landing Space. We are currently working with Hobbs Architects on test fit options for each of these spaces. We do not have anticipated costs at this time.

Summary and Prioritization of Projects *(continued)*

Phase 3 – Develop plan for Lee Early College

Option 1 – One option is to renovate space within an existing building on the Lee Main Campus for this program. The current thinking is that once Engineering Technology and Computer Integrated Machining vacate Wilkinson Hall that this space could be repurposed for the LEC. One challenge with this approach is the time frame involved with this proposal.

Option 2 – Another option would be to construct a new building for the Lee Early College. We held initial meetings with the LEC when we discussed a joint use Library with the County. During those meetings, it was initially estimated approximately 30,000 square feet of space would be needed for the program. This estimate appears high given the current program operates in approximately 12,000 square feet. An approximately 20,000 square feet space would appear to give the LEC additional space while being a more manageable project. Using an estimate of \$300 per foot, we would anticipate this building costing approximately \$6 million.

Phase 4 – Develop expansion plan for the Library. The current thinking is the best option is to relocate non-library activities from the current building. Business Services (copy center and mail room) as well as several staff offices are located within this building. Once space is available from the moves to the Moore Center, we will be able to find new locations for these programs. The existing Library can be renovated to incorporate this space and the space freed should meet our needs. We do not have anticipated costs for this project at this time.

Phase 5 – Retrofit space on the Lee Main Campus for programming currently in the industrial park. Once space is available from the moves to the Moore Center, we will be able to find new locations for these programs. We do not have anticipated costs for this project at this time. At the end of this phase, all programming at the Center for Workforce Innovation can be relocated to the Main Campus. The Center for Workforce Innovation can then be sold.

Priority 2 – ESTC. The Emergency Services Training Center is in need of additional classroom space to support offerings. Several options are available including modular classroom space or constructing an additional classroom building. We would like to consider advertising for an open end design agreement with an architectural firm beginning in July of 2022. We would utilize this contract to further develop this project.

Priority 3 – Various renovation projects. We would like to consider advertising for an open end design agreement with an architectural firm beginning in July of 2022. We would utilize this contract to further develop renovation projects and how they could be combined into various projects. These projects may be best suited for inclusion in the Lee County Capital Improvement Plan.



**CENTRAL
CAROLINA**
COMMUNITY
COLLEGE

Discuss/Revise scoring items for designers selection for Moore Center - Main Building Renovations.

The Building and Ground Committee previously discussed the need to review the scoring criteria for the designer selection process prior to our next selection. We anticipate advertising for architects for the Moore Center – Main Building Renovation (Phase 1) within the next month. The following items were included during the last process:

- Design Phase – team approach
- Practical Design – Maintainability
- Biotech Experience
- Construction Management
- Follow-up
- Local Familiarity
- Prior College Experience
- Accessibility for Advice
- Intangible

As previously discussed and requested, we are asking the Building and Grounds Committee to discuss and consider revising the designer scoring criteria for the next project.



BOARD OF TRUSTEES

PROGRAM COMMITTEE

CURRICULUM AGENDA

Date of Meeting:	February 6, 2023		
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Committee Members:	James French, Chair James Crawford Derrick Jordan
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Consent Agenda Items

- Curriculum Review Committee
- Program Removals
1. Removal of Career & College Promise diploma in Business Administration (D25120CW)
 2. Removal of Career & College Promise diploma in Accounting & Finance (D25800CW)
 3. Removal of Career & College Promise diplomas in Broadcasting & Production Technology (D30120CP & D30120CW)
 4. Removal of Career & College Promise certificate in Broadcasting & Production Technology (C30120CW)
 5. Removal of Career & College Promise diplomas in Industrial Systems Technology (D50240CP & D50240CW)
 6. Removal of Career & College Promise diplomas in Library & Information Technology (D55310CP & D55310CW)
 7. Removal of Career & College Promise diplomas in Automotive Restoration Technology (D60140CP & D60140CW)
 8. Removal of Career & College Promise diplomas in Automotive Systems Technology (D60160CW & D60160DP)
- Program Approvals
1. Approval of Career and College Promise certificate in Broadcasting Production Technology (C301202K)
 2. Approval of Career and College Promise certificate in Electric Vehicle Servicing (C60160K)

Program Modifications

1. Business Administration - General Track, Associate in Applied Science Degree (A25120)
2. Human Services Technology Associate in Applied Science Degree (A45380)
3. Welding Technology Diploma (D50420)
4. Automotive Restoration Certificate (C60140)
5. Career & College Promise certificate in Automotive Restoration (C60140CW)

Full Board Agenda Items

For Information Only

1. Nominees have been selected for the North Carolina Community College System student awards.
2. CCCC is developing a regional health program partnership with Durham Tech, Randolph, and Sandhills community colleges.
3. CCCC will offer new Career & College Promise pathways in Building Construction Technology and Electrical Systems Technology in Chatham County in Fall 2023.
4. A Chatham Health Science Academy is being developed for Career & College Promise students.
5. The Dental department will host the annual Give Kids a Smile event on March 31, 2023.
6. The Veterinary Medical Technology department began teaching at the large animal facility on the Lee Main Campus the week of January 17, 2023.
7. NUR-111 had a historically high retention rate of 91.3% in Fall 2022.
8. Upcoming reaccreditation and accreditation site visits:
 - a. Medical Assisting: March 20-21, 2023
 - i. Commission on Accreditation of Allied Health Education Programs
 - b. Dental: June 27-29, 2023
 - i. Commission on Dental Accreditation
 - c. Physical Therapist Assistant: July 16-31, 2023
 - i. Commission on Accreditation in Physical Therapy Education

Meeting Name:	Board of Trustees / Program Committee (Continuing Education and Curriculum)		
Date of Meeting:	October 31, 2022	3:00 pm	Virtual and in Person
Members Present:	J. Philpott (P), D. Jordan (V), L. Chapman(P), M. Robertson (P), K. Short (P), L. Whitaker(P)		
	Discussion		
Consent Agenda	<p>Curriculum: Curriculum Review Committee Program Removals 1. Removal of Career & College Promise diplomas in Criminal Justice Technology (D55180CP & D55180CW) 2. Removal of 15-credit Career & College Promise certificate in Criminal Justice Technology - Forensic Science (C5518CCW) Program Approvals 1. Approval of 12-credit Career and College Promise certificate in Criminal Justice Technology (C55180CW) 2. Approval of Electric Vehicle Servicing Certificate (C60160EV) in Automotive Systems Technology 3. Approval of Addiction and Recovery Studies Certificate (C4528E) in Human Services Technology Program Modifications 1. Cosmetology Associate in Applied Science Degree (A55140) 2. Welding Technology Associate in Applied Science Degree (A50420) 3. Industrial Systems Technology Associate in Applied Science Degree (A50240) Chairman Philpott made a motion to approve these items as presented. Trustee Jordan seconded the motion. The motion carried unanimously. The recommendation will be forwarded to the Full Board for its consideration and approval.</p>		
Full Board	<p>During the committee meeting Dr. Short shared with the committee the Curriculum Standard/Elementary Education Residency Licensure Certificate. This information was not available to be included in the Board packet. This would be approved by the Curriculum Review Committee as well as the President's Council. Dr. Short asked for this to be a new item on the Full Board agenda. After discussion, Trustee Jordan expressed his appreciation for this and thought it would be good for it to be added to the agenda as opposed to waiting until the next Board meeting. Chairman Philpott agreed this needed to be added to the agenda. The recommendation will be forwarded to the Full Board for its consideration and approval.</p>		
For Information Only	<p>Continuing Education: 1. National Manufacturing Day 2022 2. Customized Training Program 2021-2022 Report 3. Small Business Center Program 2021-2022 Report Curriculum: 1. Veterinary Medical Technology awarded \$196,800 Tobacco Trust Fund Grant 2. SACSCOC approval for Physical Therapist Assistant program 3. Licensure Exam Pass Rates a. Chatham Medical Assisting - 100% b. Veterinary Medical Technology - 83% first-time, 100% repeating 4. Curriculum programs participate in Manufacturing Day 5. Wellnessology</p>		

Curriculum Review Committee Actions

During its October 2022 meeting, the Curriculum Review Committee recommended the following actions:

Program Removals

1. Removal of Career & College Promise diploma in Business Administration (D25120CW)
2. Removal of Career & College Promise diploma in Accounting & Finance (D25800CW)
3. Removal of Career & College Promise diplomas in Broadcasting & Production Technology (D30120CP & D30120CW)
4. Removal of Career & College Promise certificate in Broadcasting & Production Technology (C30120CW)
5. Removal of Career & College Promise diplomas in Industrial Systems Technology (D50240CP & D50240CW)
6. Removal of Career & College Promise diplomas in Library & Information Technology (D55310CP & D55310CW)
7. Removal of Career & College Promise diplomas in Automotive Restoration Technology (D60140CP & D60140CW)
8. Removal of Career & College Promise diplomas in Automotive Systems Technology (D60160CW & D60160DP)

Program Approvals

1. Approval of Career and College Promise certificate in Broadcasting Production Technology (C301202K)
2. Approval of Career and College Promise certificate in Electric Vehicle Servicing (C60160K)

Program Modifications

1. Business Administration - General Track, Associate in Applied Science Degree (A25120)
2. Human Services Technology Associate in Applied Science Degree (A45380)
3. Welding Technology Diploma (D50420)
4. Automotive Restoration Certificate (C60140)
5. Career & College Promise certificate in Automotive Restoration (C60140CW)

For Information Only

1. North Carolina Community College System Student Award Nominees
 - a. Academic Excellence Award - Kayla Olivares, Associate in Arts, LEC
 - b. Dr. Dallas M. Herring Achievement Award - Olympia Brooks, Bioprocess Technology
 - c. Governor Robert M. Scott Student Leadership Award - Abigail-Rose Fuller, Associate in Applied Science, Dental Hygiene
2. CCCC is collaborating with Durham Tech, Randolph, and Sandhills community colleges to form a regional partnership for health programs. By distributing information and sharing resources, the colleges will collectively offer health programs to meet student goals and address employer needs.
3. CCCC will offer new Career & College Promise pathways in Building Construction Technology and Electrical Systems Technology in Chatham County in Fall 2023.
4. A Chatham Health Science Academy is being developed for Career & College Promise students.
5. The Dental department will host the annual Give Kids a Smile event on March 31, 2023. This event provides free dental care to elementary school students.
6. The Veterinary Medical Technology department began teaching at the large animal facility on the Lee Main Campus the week of January 17, 2023. The facility will host four horses and four cows during the spring semester of each year.
7. NUR-111 had a historically high retention rate of 91.3% in Fall 2022. Forty-three students out of an entering class of 47 have progressed to NUR-112.
8. Upcoming reaccreditation and accreditation site visits
 - a. Medical Assisting: March 20-21, 2023
 - i. Commission on Accreditation of Allied Health Education Programs
 - b. Dental: June 27-29, 2023
 - i. Commission on Dental Accreditation
 - c. Physical Therapist Assistant: July 16-31, 2023
 - i. Commission on Accreditation in Physical Therapy Education



**BOARD OF TRUSTEES
PROGRAM COMMITTEE
CONTINUING EDUCATION
AGENDA**

Date of Meeting:	February 6, 2023		
Committee Members: James French, Chair Jim Crawford Derrick Jordan			
Consent Agenda Items			
1. Continuing Education Accountability and Integrity Plan 2023-2025			
Full Board Agenda Items			
For Information Only			
<ol style="list-style-type: none"> 1. Customized Training July to December 2022 2. Small Business Center 2023 Partnerships & Projects 3. E Eugene Moore Manufacturing and Biotech Solutions Center 4. Continuing Education Program Updates 			

Continuing Education Accountability and Integrity Plan

Request:

The Board is asked to approve the Central Carolina Community College 2023 – 2025 Continuing Education Accountability and Integrity Plan.

Summary:

The North Carolina Community College requires that each college adopt a Continuing Education Accountability and Integrity Plan to define a system of checks and balances to prevent and detect errors or irregularities when reporting hours for FTE purposes and establish a framework for defining program quality and improvement procedures (1D SBCCC 300.4(a)(1)).

The local board of trustees shall review the Continuing Education Accountability and Integrity Plan at least once every three years from the date of the adoption (1D SBCCC 300.4(a)(3)).



Accountability and Integrity Plan

Central Carolina Community College

Workforce Continuing Education

2023-2025

Accountability and Integrity Plan - Workforce Continuing Education

Policy: Central Carolina Community College will maintain appropriate internal auditing and accountability procedures for Workforce Continuing Education programs. All procedures will be consistent with the recommendations of the North Carolina State Board of Community Colleges and the mission of the College.

Purpose: CCCC is mandated through the North Carolina State Board of Community College Code to provide an internal program accountability plan to review programs provided to ensure that training is relevant to the workforce, responds to training needs and is responsible for state funds. CCCC provides quality Continuing Education programs for both workforce development and adult basic education. The Accountability and Integrity Plan for Workforce Continuing Education program management includes Governance, Academic Integrity, and Market Forces.

Definitions:

Academic Integrity: Activities that ensure program quality, integrity, and relevance.

Governance: Activities that ensure credibility, establish equitable provision of services, and assure appropriate actions by staff.

Market Forces: Activities that align industry and workforce interests with institutional Actions.

Session Terms: Summer, Fall, and Spring

Approval Authority/Monitoring Authority: Central Carolina Community College's Board of Trustees has approval authority for this policy. The Vice President, Workforce Development, and The Chief Academic Officer have monitoring authority for this policy.

Procedure: The Accountability and Integrity Plan will be reviewed every three years.

State Board Code Citation: NC State Board of Community College Code: 1D SBCCC 300.4(a) Accountability and 1B SBCCC 400.98(a) Program Review.

Governance Priorities

Goal 1 - Governance Priorities - Demonstrate accountability and credibility of operational functions

Description: The responsibility of ensuring division operations are efficient in terms of resources and effective in terms of meeting requirements.

Objective 1: Develop standard reports utilizing business intelligence tools (Informer) to manage program integrity

Evidence/Outcomes:

- a) The College has standardized reports available for checking data quality, monitoring programs and ensuring accuracy in reporting to meet state and federal requirements for all Continuing Education programs.
- b) Staff has access to business intelligence tools (Informer) for creating reports that manage the integrity of programs.

Internal Controls:

- a) To maintain accurate and error free reporting, standardized reports are set up and scheduled to run weekly that identify data entry or reporting issues of the Continuing Education and Basic Skills programs. A list of scheduled reports is kept on file, reviewed and updated at a minimum of once a year.
- b) The Continuing Education program maintains a list of available reports for checking program data before the close out of a semester. Reports include, but are not limited to verification of reported CEUs, credentials, student overlap and underage releases.
- c) The Basic Skills program maintains a list of available reports for monitoring program data and performance.

Potential Obstacles/Risks:

- a) The Basic Skills program is regularly changing data fields, files and reporting requirements. Keeping up with the changes is difficult and timely. During times of change, staff will not have access to useful reports.
- b) Migration to Advansys and Destiny One, new Adult Education Management Systems.

Utilization/Transparency:

- a) Colleague Generated Reports
- b) CE Informer Scheduled Reports
- c) CE Available Informer Reports

d) Literacy Data Checks and Reports

Goal 2 - Governance/Priorities - Demonstrate operational accountability for data reported for state budget

Description: The responsibility of meeting NC General Statutes and NC State Board of Community College Code relevant to hours reported for state budget resources.

Objective 1: No material findings identified in biennial review of records

Evidence/Outcomes:

- 1) The College will follow an internal audit plan ensuring quality programs and services while meeting State audit and reporting requirements.
- 2) Class visitation targets will be met and reported each semester.
- 3) Membership/contact hours will be reported accurately for budget FTE.

Internal Controls/Internal Audit Plan:

Class Visits

The instructor's supervisor will make at least one visit per semester to twenty-five percent (25%) of on-campus and twenty-five percent (25%) of off-campus classes, including distance education, waiver eligible courses, courses held at non-college facilities and non-traditional delivery classes.

The senior continuing education administrators (which may include Vice-Presidents, Deans, and Associate Deans), or their designee will visit a random selection of ten percent (10%) of off-campus and distance education classes each semester. The visits will be unannounced.

Classes which meet twelve (12) hours or less and those designated as community service or self-supporting may be excluded from visits.

Student Membership Verification

Student membership will be verified by the student's signature on the registration form or class sign-in sheet. In a situation for which a student is unable to sign a registration form or sign-in sheet, membership is verified by evidence of payment of registration fees, by waiver documentation, and the instructor, and/or the instructor's supervisor will verify enrollment through attendance record documentation.

For distance education courses, student membership will be verified by evidence of payment linked to a specific class or by electronic certification for students who are exempt from registration payment.

Membership Hours Verification

Membership hours for each class are verified at class closing by making sure only students who entered prior to the 10 percent point and have not withdrawn or dropped prior to that point, are counted in calculations.

Membership hours are also verified by reviewing the “Student Overlap” and the “Continuing Education Underage Student” reports and adjusting hours as necessary when students are enrolled in more than one CE or CU course that meets at the same time or if student minor release paperwork is not complete.

Instructor Verification

In cooperation with the business office, instructional contracts that include payroll and personnel information are issued. Verification of services rendered is made by the instructor’s signature on the official course roster. At the end of each pay period, payroll information is reviewed to ensure instructors are paid accurately.

Course Approval

Senior continuing education administrators, Dean of Programs and/or Operations, will review and approve continuing education course descriptions and outlines to evaluate the appropriateness of the courses. Courses will be reviewed to ensure compliance with the NC Common Course Standards and hours listed.

If courses are approved and a qualified instructor is in place, the appropriate director or coordinator may offer classes from those courses and issue contracts.

The appropriate director or coordinator will visit and evaluate each continuing education site to ensure an appropriate environment for the course.

The continuing education office will maintain directions to all off-campus locations and an up-to-date master schedule of continuing education classes including meeting day, time and location of all classes.

Reporting Practices

The college president, having overall responsibility for college administration, must take appropriate measures to ensure that the Accountability and Integrity Plan is applied and maintained consistent with the local board approved plan.

A copy of the college’s Continuing Education Accountability and Integrity Plan will be maintained in the continuing education office, and any modification to the plan must be approved by the president and board of trustees.

Potential Obstacles/Risks:

- 1) Some locations are listed as PO Boxes in Colleague. Update all location addresses to physical addresses so that directions can be verified and provided to students in the master course schedule and online schedule. This is ongoing as PO Boxes are discovered.

Utilization/Transparency:

- 1) Board Minutes approving Accountability and Credibility Plan
- 2) Class Visits Reports – Summer, Fall, Spring
- 3) CE Master Course List
- 4) Post-Audit Reports
- 5) Coaching Notes from Audit Results
- 6) Auditor Assignments and Schedule

Goal 3 - Governance Priorities - Demonstrate accountability to perform aligned with state and federal agencies

Description: The responsibility of meeting NC General Statutes and NC State Board of Community College Code relevant to hours reported for state budget resources.

Objective 1: Meet or Exceed NCCCS Performance Measures in Basic Skills Student Progress and National Reporting System (NRS) Annual Goals

Evidence/Outcomes:

- 1) The excellence level will be met or exceeded for Basic Skills Student Progress as defined by the State Performance Measures.
- 2) NRS Annual Goals will be met or exceeded for Basic Skills Student Progress as defined by the National Reporting System.
- 3) Students will make measurable skill gains while enrolled in the program. Measurable skill gains may include educational gains, obtaining High School Equivalency (HSE) or Adult High School (AHS) credentials, entering post-secondary education, and earning Adult High School credits.
- 4) New types of MSG for workplace literacy and integrated education and training (IET) participants have been developed including: Transcript or report card, progress toward milestones, and passing an occupational exam or progress toward attaining occupational skills identified by trade-related benchmarks for specific occupations.
- 5) An increased number of students will enter or retain employment and receive assistance with employability skills.

Internal Controls:

- 1) LEIS data reports will be utilized to identify areas not on target for meeting performance goals. Program improvements will be made based on data analysis findings. Reports will be accessible to assessment retention specialists, coordinators, directors, and deans. Literacy instructors will have access to class reports that indicate student assessments, hours of attendance, and measurable skill gains.
- 2) All new literacy staff will complete appropriate professional development modules relating to data collection, forms completion, NRS reporting requirements, and funding measures.
- 3) All high school equivalency test administrators will be formally trained and receive certification on GED and/or HiSET test administration.
- 4) All sites will have trained Best Plus ESL administrators.

Potential Obstacles/Risks:

- 1) Changes in reporting requirements set by the State and/or National Reporting System may affect the ability to have useful, timely reports.
- 2) Keeping up with staff changes and training new staff will be a challenge.
- 3) Migrating to a new data management system

Utilization/Transparency:

- 1) ADVANSYS reports and dashboards
- 2) NCCCS Annual Performance Funding Report
- 3) NCCCS Desktop Monitoring Report
- 4) HSE Test Administrator Training Records
- 5) NRS Training Modules
- 6) Power BI reports

Academic Integrity and Program Accountability

Goal 1 - Academic Integrity and Program Accountability - Students will meet specific course criteria to attain relevant license, credential or demonstrate course completion requirements.

Description: Responsibility to align and demonstrate student learning outcomes as defined in college documents to actual student learning culminating in demonstration of competency and/or attainment of licensure or credential.

Objective 1: Students will successfully attain industry credentials/licensure

Evidence/Outcomes:

Credential Attainment

- 1) Credentialing programs including Cosmetology in Spanish, Nurse Aide, Massage Therapy, EMT Initial National Registry, Paramedic Initial, BioWork and CDL/Truck Driver Training will follow established first time pass rates on licensure/credentialing exams.

Internal Controls:

- 1) A Course Credentials, Enrollment and Grades report will be produced each term showing classes and pass rates.
- 2) All courses that are linked to credentialing/licensure will have specific information about the credential included in the course description. Course descriptions are published online. Accurate descriptions will help students to be aware of the class requirements and details for receiving credentials or licensure. A report of courses and descriptions will be reviewed annually for accuracy and inclusion of necessary information. As new courses are set up, outlines will be reviewed for accurate and thorough descriptions.
- 3) All courses that are linked to credentialing/licensure will have information included in the course outline that will appropriately identify the class, credential, credentialing agency and requirements for completion.

Potential Obstacles/Risks:

- 1) Classes with low enrollment may have a negative impact on course completion goals and credential pass rates. (example. 4 students test, 3 pass = 75%)

Utilization/Transparency:

- 1) Compliance Assist Outcome and Assessments Report
- 2) Exam reports of credential attainment
- 3) CE Local Course Directory (list courses and credential information)
- 4) Course Outlines

Goal 2 - Instructional programs will demonstrate relevance, rigor, viability and student success

Description: Responsibility to provide quality training that is relevant to student learning and workforce needs.

Objective 1: Demonstrate pathway development and student support

Evidence/Outcomes:

- 1) Select adult education faculty and staff are trained to utilize Career Exploration tools offered by the college.
- 2) College and Career Readiness designated three career pathways in support of the YouthBuild program and the Integrated English Literacy and Civics Education Program (IELCE).
- 3) Workforce/Continuing Education will develop appropriate Work Based Learning, Apprenticeship, and College and Career Promise opportunities

Internal Controls:

- 1) Adult Education faculty and staff will complete annual professional development offered by the NC Community College System Office - College and Career Readiness Department.
- 2) Adult education faculty will incorporate career awareness activities that include utilization of Embark Assessment and discussion of career pathways
- 3) A Professional Development facilitator will work with all full time and part time instructors on Integrated Education and Training.
- 4) Instructors are working with curriculum and continuing education instructors to develop a single set of objectives for students who are dually enrolled.

Potential Obstacles/Risks:

- 1) Increasing the knowledge skill set of adult education instructors so that they feel empowered to facilitate instruction related to career awareness and workforce readiness.

Utilization/Transparency:

- 1) Usage of Embark Assessment
- 2) Lesson Plans
- 3) Educational Navigators

Goal 3 - Faculty qualification will support program relevancy and student success

Description: Responsibility to ensure that faculty are appropriately qualified (experience, credentials, licensure, etc...) to deliver relevant, quality training.

Objective 1: Basic Skills full-time faculty hold National Reporting System (NRS) recognized credentials

Evidence/Outcomes:

- 1) 100% of Basic Skills full-time faculty will hold an NRS recognized credential.

Internal Controls:

- 1) All Basic Skills teaching staff will have completed a Literacy Personnel form each year that provides all current teaching certifications and years of experience. Literacy Personnel form data is recorded in Colleague. Data will be reported by program year, July 1 - June 30.
- 2) A report of all Basic Skills Instructors and Credentials will be reviewed semi-annually to monitor the percentage of instructors with current NRS recognized credentials.
- 3) All staff without current NRS recognized credentials will be required to complete coursework that leads to a credential within a two-year time period.

Potential Obstacles/Risks:

- 1) Certifications/credentials are self-reported by instructors and kept on file.
- 2) Multiple instructors attached to one class section

Utilization/Transparency:

- 1) Basic Skills Instructors and Credentials Report
- 2) NRS Table 7 reports

Market Forces

Goal 2 - Demonstrate proactive and reactive response to industry training needs

Description: Responsibility to develop workforce training programs based on industry standards and documented business needs.

Objective 1: Develop training programs in response to specific business or industry sectors

Evidence/Outcomes:

1. The college has a standardized process for meeting specific business and industry needs through the Industry Services department with the capability to deliver customized training projects in the areas of: work environment, quality, technical skills, safety, and leadership.
2. The college has developed an Industry Consortium to respond to the workforce needs of the local business and industry sectors with the capability to develop apprenticeship and work-based learning opportunities to address specific skill areas.

Internal Controls:

1. All customized training projects will be developed in accordance with Industry Services.
2. Training programs that do not fit into a customized project will be delivered through workforce development/continuing education.

Potential Obstacles/Risks:

1. Instructional staff may not be readily available for specialized projects.
2. Limited administrative support staff to coordinate activities within a growing number and complexity of Customized Training Program Projects.

Utilization/Transparency:

1. Close out documentation in the form of rolls, rosters, and other forms of reports for all Customized Training Projects
2. Close out documentation in the form of rolls, rosters, and other forms of reports for all workforce/continuing education classes scheduled specifically in response to specific business and industry sectors
3. Business Training Needs Survey Results

Goal 3 - Demonstrate development of a quality NC workforce prepared to succeed in employment

Description: Responsibility to develop workforce employability programs to support development of NC talent pool.

Objective 1: Collaborate with NCWorks Career Center to leverage resources impacting student access to quality jobs

Evidence/Outcomes:

- 1) College and Career Readiness instructors are trained by NCWorks Career Center personnel to utilize NCWorks Online to assist students with all aspects of job search and employment preparation. Personnel also have access to a quick reference training guide.
- 2) College and Career Readiness students participate in career awareness activities in the classroom. The activities are included in daily lesson plans. Students also visit the College's Career Center, and the center's staff assists students in making informed career-related decisions.
- 3) Partner with Career & Employment training to offer classes on employability skills.

Internal Controls:

- 1) NC Works Career Center personnel provide training on an as needed basis as requested by the College and Career Readiness coordinator.
- 2) Monitor lesson plan activities and schedule campus visits.
- 3) CCR administration works closely with the College's Continuing Education and Workforce Development personnel for employability skills programming.

Potential Obstacles/Risks:

- 1) Providing all instructors with the necessary information and tools to develop curricula and skills related to workforce development.

Utilization/Transparency:

- 1) NCWorks Career Training Quick Reference
- 2) Fast Track Fridays

2023-2025 Central Carolina Community College Workforce Continuing Education

Accountability & Integrity Team

Latoya Brower
Director, Operations & Staff Development

Vicky Clark
Continuing Education Registrar

Felicia R. Crittenden
Dean, Continuing Education Operations

Janice Heller
System Operations Coordinator

Claudia Farnandez
Dean, Career & Academic Engagement

Elizabeth Wicker
Documents & Compliance Administrator

Customized Training Program – Report

July 2022-Dec 2022

Summary:

The Customized Training Program supports the economic development efforts of the State by providing education, training and support services for eligible new, expanding and existing business and industry in North Carolina (G.S. 115D-5.1) through its network of 58 community colleges, serving all 100 counties of the state. The program goal is to foster and support three key aspects of a company's well-being: Job Growth, Technology Investment and Productivity Enhancement. Central Carolina Community College's Customized Training Program supports 3 counties: Chatham, Lee and Harnett.

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

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

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

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

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

Impact

In July 2022- December 2022, Central Carolina Community College's Customized Training Program has eight (8) active projects totaling over \$1,988,555 million in funding to support training and Industry Services administration.

There are six (6) new projects in the pipeline representing two (2) businesses in Chatham County, three (3) businesses in Lee County and one (1) business Harnett County. Also, potential projects for calendar year 2023 to be implemented are six (6) projects representing two (2) businesses in Chatham County, two (2) businesses in Lee County and two (2) businesses Harnett County.

Interviews for Project Manager for VinFast CTP have been conducted and job offer/acceptance is pending. Target for PM on-boarding is for 1st week in February 2023.

Letter of Intent is being developed by CCCC's Legal Advisor to be used for our Partners from regional Community Colleges (9). Process for defining needs, recruitment, and training is currently being mapped out. Meetings with appropriate entities will be scheduled and executed for path forward to support VinFast in acquiring the employees with the skills set required aligned with their employment target dates.

Funding Purpose Code 361

Projects

<i>Company</i>	<i>Industry</i>	<i>County</i>
<i>Bharat Forge Aluminum USA, INC</i>	Metals/Iron/Steel	Lee
<i>Caterpillar</i>	Manufacturing	Lee
<i>Coty, Inc</i>	Miscellaneous Manufacturing	Lee
<i>Gildan Yarns, Inc</i>	Textiles/Apparel	Lee
<i>Conveyor Technology Systems</i>	Conveyor Manufacturing	Chatham
<i>Pentair</i>	Assembly Manufacturing	Lee
<i>Pfizer</i>	Pharmaceutical/Medical	Lee
<i>Abzena</i>	Pharmaceutical/Medical	Lee

These projects represent 591 individuals taking nearly 983 hours of customized training for the July 2022-December 2022 period (compared to July 2021-December 2021: 246 individuals trained at 810 hours).

Funding Purpose Code 365

The college also supported 4 companies and 99 employees through the use of unrestricted funds that provide the flexibility to address limited attendance, high cost training that meet the industry eligibility guidelines but are not at the level of a project.

Businesses impacted include: Acquisition of improved safety skills. Training on specialized robotic equipment for safety, proper operation and maintenance. Training on ISO 9001 Quality Management System and Tools for Continuous Improvement Efforts.

Project Extensions

Gildan Yarns received approval to extend their project from February 2023 to November 2023. Request will be submitted to extend Pfizer's project from June 2023 to June 2024.

Equipment Purchase for Customized Training Project

Requesting approval through the Customized Training Project for Central Carolina Community College to purchase equipment for a Robotic Training Cell which will be used to advance employees' skill levels for operators, maintenance technicians and programmers. The total equipment cost is \$56,567. The Customized Training Program will support 100% of the equipment cost. Bharat Forge currently uses 21 robots in their processes and their personnel needs to train on a similar robot without disturbing production.

The following positions will require the training using the Robotic Training Cell:

Operators, basic training

Maintenance, advanced training

Automation Engineers, engineer training

Once purchased, the Robotic Training Cell will be the property of Central Carolina Community College. Other industries requiring Robotic Training within the Lee, Chatham and Harnett Counties will also have the opportunity to utilize the Robot Training Cell for their workforce development needs.

Small Business Center 2023 Partnerships and Projects

Summary:

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

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

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

Partnerships

CCCC and Innovate Carolina under an NC IDEA grant are offering a high-tech entrepreneurship program, ***Next Level***, scheduled to start on Feb 21st and run through April 25th. *Next Level* graduates will be eligible to move on to the Innovate Carolina startup accelerator program, Launch. Innovate Carolina will promote *Next Level* through multiple lists in January. Tim Flood will host a pitch workshop and Duke Law Clinic will hold a workshop on April 14th at 79° West. These events will be cross-promoted with *Spark* and *RISE* participants.

CCCC and Innovate Carolina will be offering a collaborative Small Business Resource Fair on March 22, 2023.

CCCC will offer local entrepreneurship development programs, *SPARK* (Chatham Chamber), and *RISE* (SAGA/DSI) in Spring 2023. To date, *RISE* has supported 12 business starts and 32 jobs created and in its inaugural offering, *SPARK* supported 1 business start and 10 jobs created.

CCCC and the Harnett Chambers are working towards replicating the successful *RISE* and *SPARK* programs in Harnett County. The planning team will be engaging the County for grant funding to support the program. The goal is to begin the first cohort in Fall 2023 contingent on funding.

CCCC and Campbell University will be working together to enhance the student experience and business benefit within Campbell's MBA 790 Consulting Practicum course. Terri Brown is working with Campbell faculty to position the CCCC SBC to serve in an advisory role for the team projects and recommend businesses to the program that would benefit from the consulting analysis and recommendations generated by Campbell students.

E. Eugene Moore Manufacturing and Biotech Solutions Center

Update

Summary:

The E. Eugene Moore Manufacturing and Biotech Solutions Center (Moore Center) is the regional resource for attracting and training the workforce needed to respond to talent pipeline demands today and into the next generation.

Summer 2021	Lee County purchased the buildings and site for CCCC
December 2021	Magneti-Marelli finalizes departure from site E. Eugene Moore donates \$2M to support the future site
January – June 2022	Lee County staff performs site clean up and begins NC DEQ mitigation efforts
July 2022	CCCC and Lee County sign lease for site, CCCC takes over facility.
July – December 2022	CCCC hosts tours and conversations with regional manufacturers to gain insight into employer needs
October 2022	National Manufacturing Day held at the Moore Center Architect Review for biotechnology building
December 2022	Duke Energy donates \$50,000 to support workforce efforts for VinFast and Wolfspeed
January 2023	Sanford Contractors to begin renovation in CDL building, projection to begin teaching in renovated facility in March 2023

2023 Upcoming Milestones

Spring 2023	RS&H Architects to enter design phase of the biotechnology building with projection to begin teaching in renovated facility in Fall 2024 Bid for renovation of the management offices in manufacturing building. Projection to complete Summer 2023. Select designer, identify priorities and begin the design process for Phase I of manufacturing building
April 2023	Coordinating with NC State’s Industrial and Systems Engineering Senior Project for Recommendations for Layout and Scheduling of manufacturing building.

Continuing Education Program

Updates

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.

Workforce Continuing Education. Provide instructional opportunities for individuals seeking to gain new or upgrade current job-related skills. Programs can be delivered as a single course or bundled as a series of courses; and provides instruction around skill competencies that lead to a recognized credential (licensure, certification, renewal, registry listing) and meet local workforce pipeline needs.

Public Safety Training Programs. Prepare future and existing professionals for careers in public safety. Among these are Code Enforcement, Criminal Justice, Emergency Dispatch, Emergency Management, Emergency Medical Services, and Fire & Rescue Services. These comprehensive offerings include credential attainment and ongoing continuing professional education.

Career & Employment Training. Provides skill assessment services, employability skills training, and career development counseling to unemployed and underemployed adults. These courses shall address six core components as follows: 1) assessment of an individual's assets and limitations; 2) development of a positive self-concept; 3) development of employability skills; 4) development of communication skills; 5) development of critical thinking skills; and 6) awareness of the impact of information technology in the workplace.

Community Service. Community Service programs provide courses, seminars, and community activities that contribute to an individual's cultural, civic, and personal growth.

Activities:

Apprenticeship

Current (Excluding Caterpillar): 4 companies with 6 apprentices

Pending: 9 companies with potential for 3 consortiums (Biotech, Maintenance, Construction)

Pre-Apprenticeship

Manufacturing Operations – Summer 2023

Graduations

November 22, 2022 Harnett County BLET class – 100% state pass rate

December 14, 2022 Health and Professional Programs – 182 graduates across Nurse Aide, Pharmacy Technician, Phlebotomy Technician, Rehabilitation Technician, Sonography, and Therapeutic Massage

January 10, 2023 Lee County BLET class – 88% state pass rate

New Workforce Training

Forklift Classes Carolina Handling donation of time and resources valued at XXX and Truist Grant of \$50,000 supporting new classes beginning Spring 2023

Mobile Construction Collaboration with College and Career Readiness to outfit existing van as mobile construction classroom to make classes more accessible to students

Sanford Correctional Collaboration with Sanford Correctional to provide employability and skills training to individuals within the facility

Job Ready Bootcamp Employability program targeting unemployed and underemployed individuals in gaining the skills to effectively enter and successfully remain in the workforce. Classes beginning with community partners including the Salvation Army

Construction Bootcamp CCCC will engage with a pilot project from the NCCCS and Carolinas Association of General Contractors to provide 8-week construction bootcamps focused on developing the talent pipeline for the growing construction industry

Meeting Name:	Board of Trustees / Student & Academic Support Committee		
Date of Meeting:	October 31, 2022	9:00 am	Virtual and in Person
Members Present:	J. Philpott (P), P. Kirkman(P), J. Hayes(P), L. Chapman(P), M. Dishman(P), K. Hoyle(P), E. Hare(P), M. Brown(P), L. Whitaker(P)		
	Discussion		
Consent Agenda	<ol style="list-style-type: none"> 1. Approve Grants & Strategic Initiatives: In Progress M. Brown reviewed the Grants & Strategic Initiatives that are in progress. Trustee Hayes made a motion to approve. Chairman Philpott seconded the motion. Motion carried unanimously. The recommendation will be forwarded to the Full Board for it's consideration and approval. 2. Receive Revenue Report E. Hare presented the Revenue Report and gave an update. Trustee Hayes made a motion to approve. Chairman Philpott seconded the motion. Motion carried unanimously. The recommendation will be forwarded to the Full Board for it's consideration and approval. 		
Full Board	<ol style="list-style-type: none"> 1. Foundation – Honorary Degree for Mr. Phil Bradley E. Hare reported the Foundation discussed the idea of awarding Mr. Phil Bradley with an Honorary Degree for all of his decades of service to the CCCC Foundation Board. He was one of the original members and served for over 30 years. He was also the lead in starting the successful Lee County Golf Classic in which he chaired for the entire time he was on the board. This has raised over \$500,000 in unrestricted funding for the Foundation. It was unanimously passed to send the idea on to Dr. Chapman to present to the Board of Trustees. The recommendation will be forwarded to the Full Board for it's consideration and approval. 		



BOARD OF TRUSTEES
STUDENT & ACADEMIC SUPPORT
SERVICES COMMITTEE

Marketing and
External Relations Agenda

Date of Meeting:

February 6, 2023

Committee Members: Pat Kirkman, Chair
Jan Hayes
Gladys McAuley

Full Board Agenda Items

Consent Agenda Items

For Information Only

1. [Updates for Marketing and Public Affairs](#)
2. [Updates for Business Services](#)
3. [Updates for Dennis A. Wicker Civic & Conference Center](#)

Updates for

MARKETING AND PUBLIC AFFAIRS

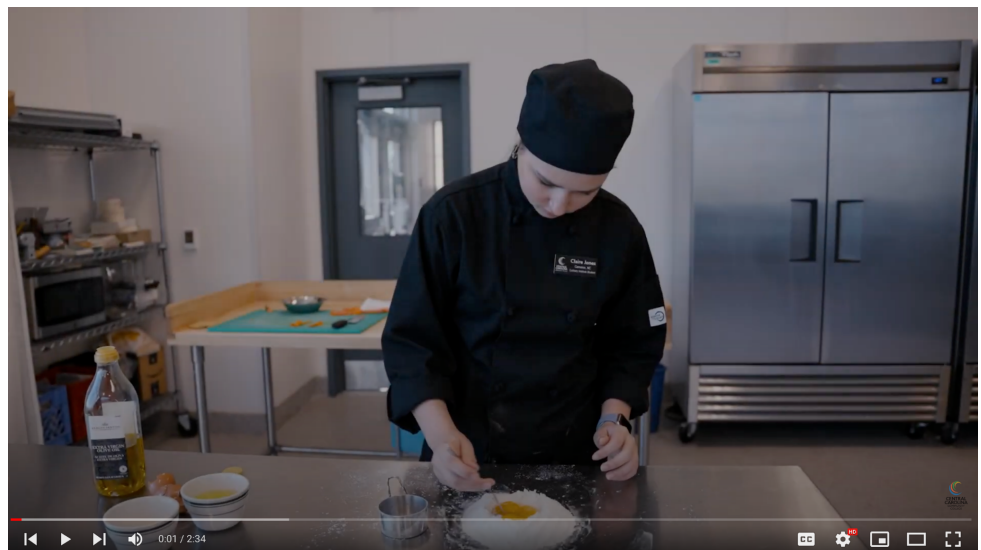
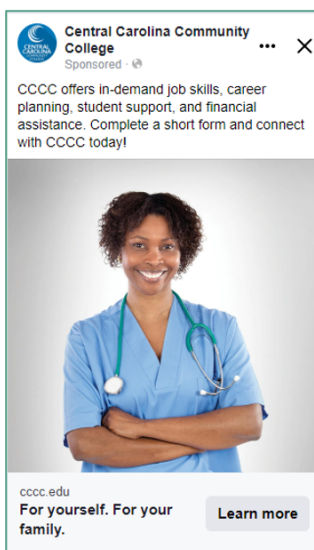
Marketing

Continued a collaboration with an external agency in order to produce college-related videos. For example, an overview video that highlights programs of study and student life opportunities was recently developed. Additional video projects are planned for Spring 2023.

- Video Link: [CCCC Overview](#)

Implemented multiple marketing campaigns to engage with prospective students

- Began a YouTube campaign featuring a short video in early December. The campaign has resulted in a 75.47% view rate.
- Began a social media campaign featuring a 15-second video in December. The campaign has garnered over 8,000 engagements per day (on average) and a reach between 8,723 (lowest day) to 10,049 (highest day) per day. Additionally, 494 individuals have clicked on the college's website.
- Continued to connect with adult learners, in an effort for users to complete a short website form
- Approximately 669 individuals visited the form/web page in a three-week span (December)



Continued a Google search campaign that includes hundreds of keywords that users may search when using Google. From July 1, 2022 through January 4, 2023, the campaign resulted in 40,568 clicks to a specific web page on the college's site, based on a user's search terms. The campaign will continue through June. Impression share has increased in recent months, meaning that CCCC is showing up more often when website users search terms.

Website

The college issued a Request for Information (RFI) to collect information and recommendations for the website redesign and development project (www.cccc.edu). A considerable number of RFIs were submitted, which included information on discovery and data collection, possible approaches/project plans, projected cost range, timeline, and website services/packages. A Request for Proposal (RFP) will be issued in February 2023.

The website continues to experience high traffic, as evidenced by 2022 data.

- Total number of pageviews in 2022: 4,992,835
- Average number of pageview per day in 2022: 13,679
- Most frequently visited web pages (after the homepage) are: [Programs & Courses](#), [Login](#), and [Apply & Register](#)

Public Affairs

The vibrant life of Central Carolina Community College provides its share of news opportunities that receive national, statewide, and local attention. Here are some examples.

- Central Carolina Community College hosted a National Manufacturing Day event in October 2022 at the E. Eugene Moore Manufacturing and Biotech Solutions Center in Sanford. The purpose was to inspire the next generation of skilled workers. More than 30 area companies were present for this exciting event.
Link: [CCCC hosts National Manufacturing Day event - Chatham Journal Newspaper](#)
- North Carolina Governor Roy Cooper visited Central Carolina Community College in November 2022 in celebration of Apprenticeship Week by touring the Caterpillar Pre-Apprenticeship Training in Welding program. "This program is a wonderful example of our community colleges, local businesses, and schools working together to strengthen our workforce for years to come," said Governor Cooper.
Link: [Governor Cooper Celebrates Apprenticeship Week and Highlights Apprenticeship Program in Sanford](#)

- Central Carolina Community College dedicated its Veterinary Medical Technology program Cat Colony Room in memory of Jill Gillette. In addition, a scholarship has been established in memory of Gillette, who worked at the college as an administrative assistant from February 2011 through March 2019.

Link: [Funding roundup – Community College Daily](#)

- Duke Energy has provided a \$50,000 grant to the Central Carolina Community College Foundation to support workforce and economic development efforts. Funding will be used to develop and provide workforce training in support of area employers, including VinFast and Wolfspeed.

Link: [Funding roundup – Community College Daily](#)



Updates for **BUSINESS SERVICES**

Designed and printed materials for college events and activities, such as Veterans Day, Cougar Express, Spring Welcome Back Week, and more.

Continued work with areas across the college on a wide variety of printing projects and needs. Examples include:

- Internal design projects, such as departmental windows and wall designs, signage, banners, postcards, etc.
- Responded and mailed postcards from Santa to Cougar Express attendees
- Copies printed from October 2022 through December 2022: 254,031



Updates for

DENNIS A. WICKER CIVIC & CONFERENCE CENTER

During the months of October 2022 through December 2022, the Dennis A. Wicker Civic & Conference Center averaged approximately 80 events per month. The facility held 94 events in November 2022. Types of events included: community events, conferences, dances, dinners, fairs, graduations, holiday activities and events, job fairs, luncheons, meetings, music concerts, reunions, trade shows, trainings, weddings, and more!

At the halfway point of the fiscal year, the facility is on pace to have a record-breaking year of business—the best in its nearly 32 years of operation.

The Dennis A. Wicker Civic & Conference Center made the Triangle Business Journal's book of lists for 2022 for Meeting and Banquet Facilities—Number 6 (ranked by square feet of meeting space).

The 2023 calendar year already has a considerable number of booked events, including nearly every weekend sold out for the year.

Social media advertisements for the facility (July 2022 through November 2022) resulted in nearly 1,500 clicks to the Civic & Conference Center website.

A recent search campaign resulted in over 1,600 clicks to the facility’s website over a five-month time period. Top performing keywords included: conference meeting venues, event hall nearby, and event hall rental near me.





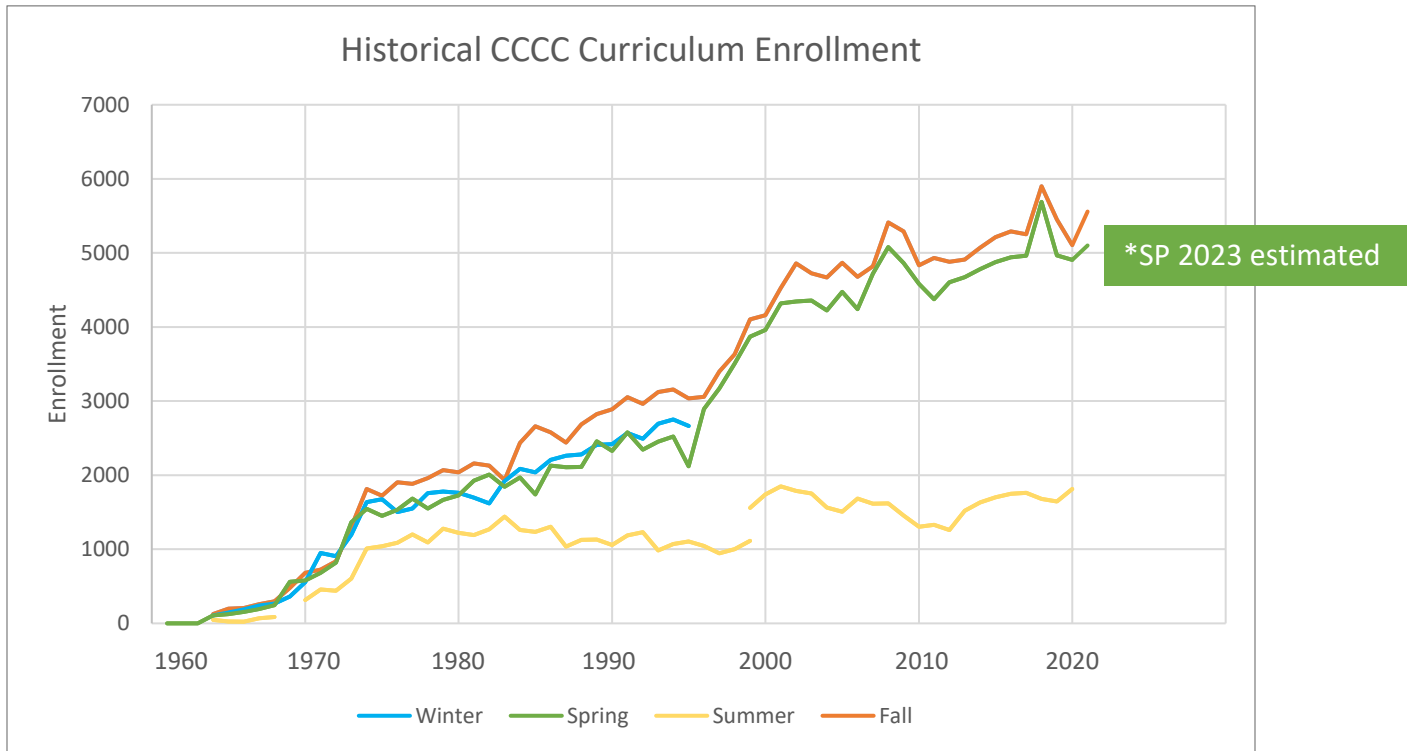


BOARD OF TRUSTEES
**STUDENT & ACADEMIC SUPPORT
 SERVICES COMMITTEE**
Navigate Agenda

Date of Meeting:	February 6, 2023		
Committee Members: Pat Kirkman, Chair Jan Hayes Gladys McAuley			
Consent Agenda Items			
Full Board Agenda Items			
For Information Only			
Student Records and Registrar's Office, Student Onboarding and Success (Admissions), Academic Advising and Transfer, Institutional Research, and Navigate (Title III) Updates			

Student Records and Registrar’s Office, Student Onboarding and Success (Admissions), Academic Advising and Transfer, Institutional Research, and Navigate (Title III) Updates

Student Records and Registrar’s Office



NOTES: NCCCS adopted semesters in 1997, ending winter terms; beginning Fall 2001, the fall term is the beginning of each academic year instead of summer.

Enrollment and Retention overview

Final fall 2022 enrollment (5557). Top enrolled programs, by credential:

Associate degree	Diploma	Certificate
Associate in Arts/Science	Nursing (LPN)	Early Childhood (Preschool)
Business Administration	Dental Assisting	Esthetics
Nursing (RN)	Early Childhood	Welding
Veterinary Medicine	Motorcycle Mechanics	Basic Law Enforcement
Dental Hygiene	Business Management	Early Childhood (Administration)

Fall 2022 enrolled student demographics:

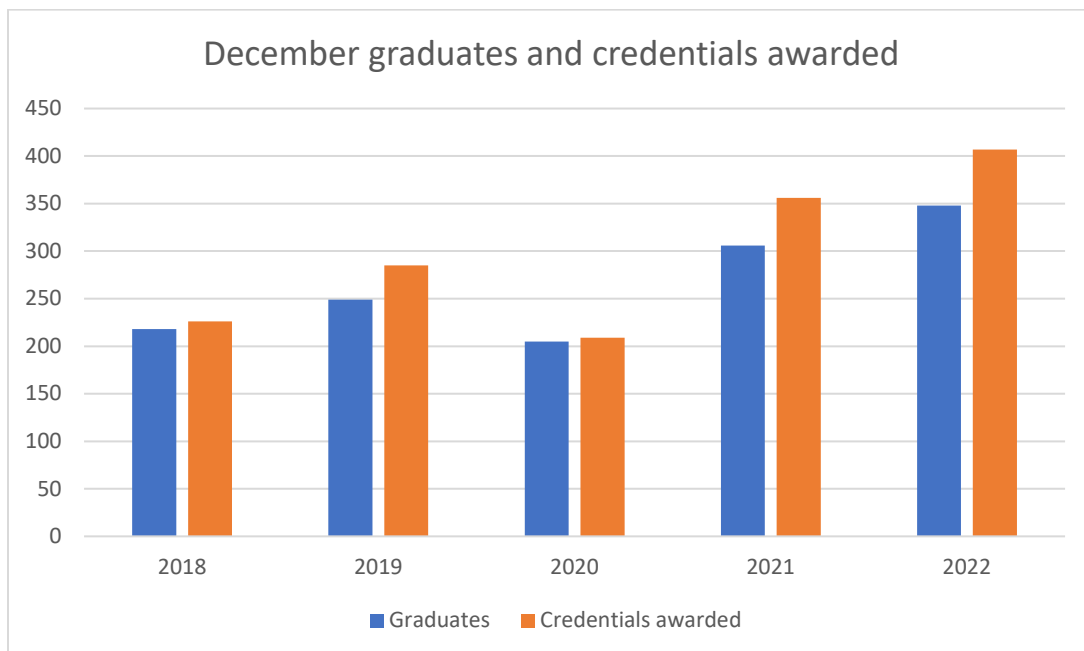
- Female 66%, Male 34%
- Average age: 22
- Average hours taken: 8
- Dual enrolled students- 40%; Dual enrollment percent of registered credits- 31%

Spring 2023 enrollment (5100- estimated)

Enrollment and retention strategies:

- “Drip” campaigns, focused on customizing communication for specific student populations
- Continued development of Self-Service, which makes it easier for students and advisors to plan courses for future terms and for students to register
- Modification of summer and fall registration windows, allowing students to register sooner
- Expanded partnership and outreach efforts to service area high schools, including Red Carpet Registration events
- Continued development of orientation programming

December graduates



Student Onboarding and Success (Admissions)

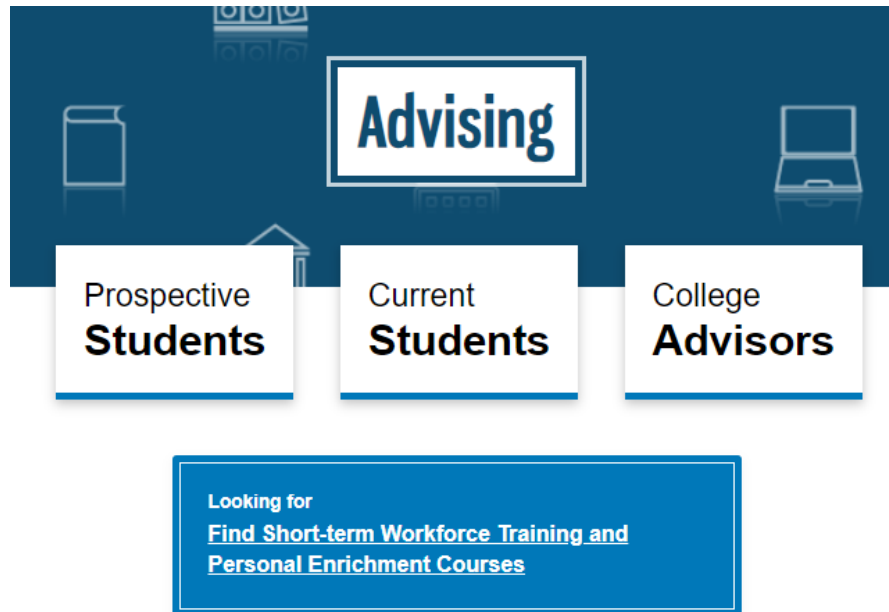
- Extensive programming options to welcome and orient new students
 - New Student Orientation, NSO (New Student Orientation) Live, and Technology Bootcamps
 - Ask Me Welcome Program- organized process for faculty and staff to greet and help students as they return to campus.
 - College Connections Strolls on all three main campuses.
 - Student Success Stations on the Go! in Spring 2023- Education Navigators provide custom sessions that connect, inform, and provide resources to students throughout the semester.
 - Extended New Student Orientation to welcome new students back for the Spring Semester.
 - We continue to explore better options for providing the best experience for our newer students.
- Virtual Office Hours have been expanded to serve more students, especially in the evenings.
- Health Competitive Admissions programs applications and rating sheets have transitioned to Slate. Applications are now available for applicants through the spring, with notifications occurring usually within a month.
- We continue to implement the new student support model of Education Navigators: these staff members not only provide initial admissions-related assistance, but they also serve as a point of contact and provide ongoing support and connection to resources while the student is enrolled at CCCC.

Staff Updates

- Two Education Navigators were hired in December 2022 - Brian Post and Alex Little.
- We are currently hiring for the Assistant Director of Student Advising and Success position at Harnett Main Campus. Ashlee Dockery resigned in December 2022.
- Joelle Chase, Education Navigator, will transition to the Student Services Division as Coordinator for Accessibility Services.

Academic Advising and Transfer

- Monthly professional development sessions continue as part of the Year of Advising.
- Associate in Arts and Associate in Science program changes approved by the Curriculum Review Committee to improve consistency between the two programs.
- A team traveled to the NACADA Academic Advising Assessment Institute to help guide the development of a new academic advising assessment plan.
- Transfer Tour on Nov 17 at Civic Center - 23 schools participated
- Additional Self-Service tutorials and videos produced for advisors (RISE placement, attendance, census)
- New Advising website launched in November, with many resources for current students, prospective students, and advisors www.cccc.edu/advising



Institutional Research (IR)

- IR has received over 45 data requests this quarter
- The annual climate survey was administered and distributed to college employees. There were 374 responses. Trend data has been provided to PC and additional analysis of qualitative results will be provided this spring.
- CCCC will participate in the Great Colleges to Work For survey this spring.
- The annual College Services survey will go out this spring.
- We expect to receive our Student Financial Wellness Survey results from Trellis later this spring.
- Winter IPEDS (Integrated Postsecondary Education Data System) was completed. This component includes Financial Aid, Graduation Rates, and Outcome Measures. Some highlights; CCCC:
 - is more racially diverse than our 18 comparison group institutions.
 - has more students that are exclusively distance
 - provides higher average grant awards
 - has a higher full-time and part-time retention rate
 - receives a higher percent of budget from government grants
- Spring IPEDS is open and includes Academic Libraries, Human Resources and Finance. And Fall Enrollment.
- IR began a monthly Infographic series. These have been well received and will continue throughout the year to boost data usage, interest, and literacy.

Retention Milestones

A student's journey through college is about reaching milestones. Picture mile markers on a highway - with each checkpoint, students get closer to their destination. But, accidents happen. Students run out of gas or veer off course. The below graphic explores three mile markers on the road to success and the potential roadblocks that come with each.



technolutions

Empowering Higher Education with Transformative Technologies

Slate

- Integration of CFNC application—Slate—Colleague is moving forward and will be live early this spring.
- The events feature of Slate is beginning to be used. An example of some events with registration in slate are:
 - Campus Visits
 - Meet & Greet
 - New Student Orientation
- Forms are live in slate and are being used for the following:
 - Inquiry form
 - K14 Application
- Several applications are now in slate including:
 - Competitive Admissions
 - CCP Application (beginning February)
 - CFNC Applications (beginning February)
- Communication campaigns are in the planning stages for slate and will assist in streamlining and tracking communication to our students. It will also allow us to provide personalized communication to our students.

NAVIGATE (Title III grant, focused on onboarding, advising, and retention)

- We are expecting the first report from the external evaluator (the Belk Center) this month.
 - NAVIGATE Leadership Team held an end-of-term strategic planning session to prioritize work for the spring.
 - Student Records, Student Onboarding and Success, and Advising all had process mapping days this semester. These meetings serve three purposes: 1) to document/update documentation for our business-essential processes, 2) to help us identify gaps or redundancies in processes and communication, and 3) to anticipate the steps we need to take to translate these processes to Slate and other technologies.
 - Completed rebranding updates on CCCC website; made official announcements of new names.
 - Updated and streamlined Apply-Register website to eliminate outdated and redundant information.
 - Software evaluation (QLess) to streamline its use for student contact
 - Converted registration to Slate to track attendance and allow for targeted follow-up communications.
 - Work-based learning: Collaborated with Student Learning Leadership to establish the "Career Experience" template and guidelines to be applied to all programs later this year.
- **Self-Service:**
 - Continued training to various user groups throughout the fall semester.
 - Additional resources developed to provide guidance and instruction on various tools and processes in Self-Service.
 - First registration period in Self-Service complete. Overall, no significant issues. Students and employees reported positive experiences with using Self-Service to easily plan out courses for this semester and beyond and appreciate being able to visualize their schedule in Self-Service.

Welcome to Self-Service!

Self-Service is a powerful tool that CCCC students can use to successfully navigate their academic experience. Students can register for classes, develop an academic plan for future terms, view financial aid information, and access graduation and more.

Self-Service resources, video, and guides for students, faculty, and staff are now available online.

Already a student?

Log in to add classes to your planner... Use existing WebAdvisor username/password to login.

Prospective student?

Browse our curriculum course offerings and start planning for your future.

[View for-credit courses](#)

Faculty or Staff?

Log in to utilize advising features and assist your students.

[Self-Service Login](#)

your current balance, pay your bill, and view recent account activity.

Account Overview	
Account Overdue	\$0.00
Total Amount Due	\$0.00 Make a Payment
Total Account Balance	-\$1,203.97 Account Activity
Fall 2022	-\$1,303.97
Summer 2022	\$0.00
Spring 2022	\$0.00
Fall 2021	\$0.00
Spring 2021	\$0.00
Fall 2020	\$0.00
Summer 2020	\$0.00
Spring 2020	\$0.00
Spring 2019	\$0.00
Fall 2018	\$0.00



BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT
SERVICES COMMITTEE

STUDENT SERVICES DIVISION AGENDA

Date of Meeting:

February 6, 2023

Committee Members: Pat Kirkman, Chair
Jan Hayes
Gladys McAuley

Consent Agenda Items

Full Board Agenda Items

For Information Only

1. Athletics, Winter 2023
2. Financial Aid, Winter 2022
3. Student Outreach and Recruitment, Winter 2023
4. Security, Winter 2023
5. Library, Winter 2023
6. College Access Programs, Winter 2023

Athletics, Winter 2023

Brad McDougald has been named Interim Athletic Coordinator until a new AD is selected

Current active sports are Men's and Women's Basketball. Men's Basketball is 3-16, next home game is Thursday January 19th at 7 p.m. versus St. Andrews JV. Women's Basketball is 3-10, next home game is Thursday January 19th at 5 p.m. against Mt. Olive.

Financial Aid, Winter 2023

Fall 2022

FAFSA's Rec'd: 3,617

Awarded: 2,722

Awarded and Enrolled for CU: 1,734

Total Aid Awarded: \$19,220,133

Total Aid Disbursed: \$4,550,630

Spring 2023

FAFSA's Rec'd: 3,990

Awarded: 2,391

Awarded and Enrolled for CU: 1,539

Total Aid Awarded: \$6,535,438

Total Aid Disbursed: \$0, first Spring disbursement will occur Feb. 17th

Promise Program Spring, 2023

Promise/K14 Information as of 1/13/2023:

Lee County and Chatham County have both signed updated MOUs for the next few years. Lee County through the graduating class of 2025; Chatham County through the graduating class of 2026. Dr. Matthews has reported that he will be approaching Harnett about updating their MOU sometime in February or March.

Current headcount for students in each program:

2021 cohort (final semester, active students):

Chatham: 62

Harnett: 92

Lee: 58

Total: 212

2022 cohort (second semester out of five, active students):

Chatham: 79

Harnett: 98

Lee: 80

Total: 257

2023 cohort (starting Fall 2023; applicants only so far; Interest Form opened 10/1/2022):

Chatham: 51

Harnett: 51

Lee: 64

Other/Unsure: 11

Total: 177 (so far)

We moved our Interest Form to the Slate platform, effective with the incoming graduating class (2023). Slate will allow us to streamline communication with these students to ensure they are given accurate information in a timely manner and across multiple platforms (i.e. texting, email, mail, etc).

#RedCarpetRegistration was a very successful event last year; we met with over 200 students (graduating seniors) and registered about half of them during the event. We are planning to offer this event again this year in all 10 high schools, as well as possibly some evening events on each main campus. Tentative dates are April 17 - May 5th.

VA Educational Benefits Update

For the Spring 2023 semester there are 246 Military Affiliated students enrolled here at CCCC. There were 20 who completed their program of study in the Fall 2022 semester. If they stay on track another 30 will finish at the end of the Spring 2023 semester.

The most popular programs for Military Affiliated students as Associates in Arts, Associates in Science and Associates in Business Administration. Motorcycle Mechanics and Welding Programs also attract many students. The competitive programs which interest the most of this population are the Vet Tech and Nursing programs.

Student Outreach and Recruiting Report, Winter 2023

DATA-INFORMED PROGRESS

- Followed up with 2023 Spring De-Reg List (129 of 280 re-enrolled)
- Follow Up With fall 2022 Applied Not Enrolled list
- Johnston County FFA Outreach (South Johnston HS, West Johnston HS, and Cleveland HS) (300 students)
- Manufacturing Day (500 students)
- Star Academy Career Fair (60 students)
- Southern Wake Academy (100 students)
- Chatham Youth Development Ctr (30 students)
- Lee, Harnett, Chatham County CACRAO Outreach (2,000+ students)
- Montgomery County CACRAO Outreach (300 students)
- Cumberland CACRAO (500+ students)
- Moore County CACRAO (500+ students)
- Guilford County CACRAO (100+ students)
- Hoke County CACRAO (50 students)
- Sampson CACRAO (50 students)
- Chapel Hill CTE Event (50 students)
- College Application Week (200+ 2023 fall applications)
- Harnett Central Health Fair (100 students)
- 23 Individual Campus Tours
- Louisburg HS Group Tour (27)
- Lee County Boys and Girls Club Group Tour (20 students)
- Harnett Health Academy Group Tour (20 students)
- Southern Lee HS Health Career Group Tours (25 students)
- Chatham Culinary Chopped Event (30 students)
- Cotton Festival (Dunn) (1,500+)
- Pittsboro Street Fair (1,000+)
- Sanford Street Fair (1,000+)
- Parent Night at Seaforth HS (30)
- GED/AHS Graduate Follow Up. Promoting FREE 3-hr class credit
- AVISO follow up, Helped provide students money that needed tuition assistance for 2023 spring semester.
- De-registration List payment assistance for 2023 spring semester
- Over 650+ emails/texts and follow up from Ask CCCC and Enroll@cccc accounts
- Outreach to 2023 spring applicants regarding transcripts, deadlines, etc
- Title 3 Steering Committee Planning

Spring Apps as of January 13th, 2022: 1,532 apps and 699 new student registrations

Spring Apps as of January 12th, 2023: 1,504 apps and 610 new student registrations

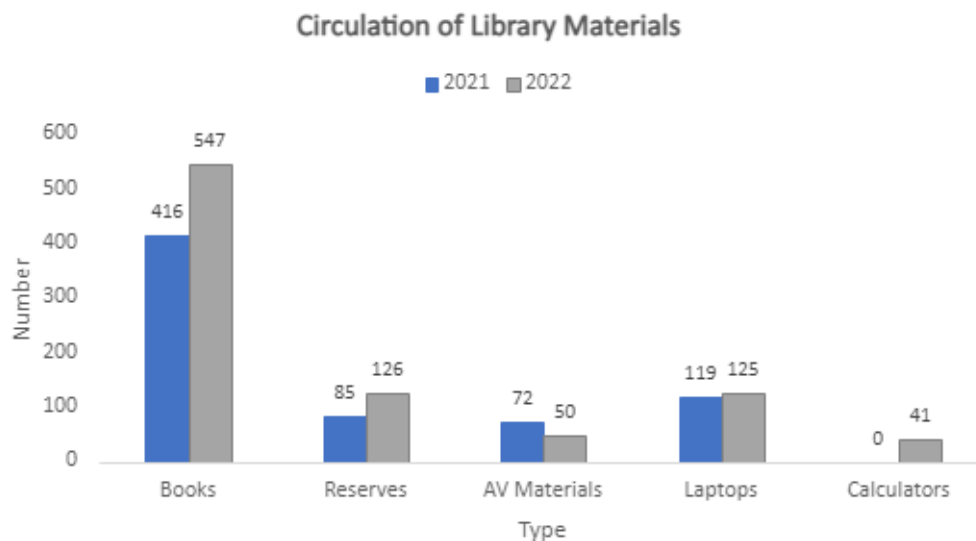
Security, Winter 2023

Director of Campus Security Frank Bedoe, Sr. retired on December 31, 2022. The new Director of Campus Security is W. Scott Hunt, who has been Lead Security Officer at the College and is a former long-time member of the Sanford Police Department.

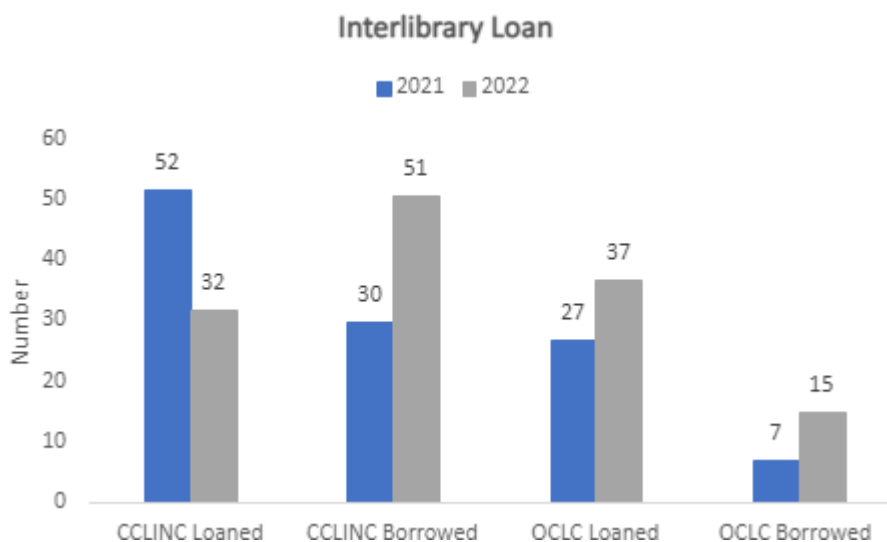
The first meeting to plan an Active Shooter Drill Exercise for the Lee County Campus was held on December 8, 2022 in the Bell Conference Room with Jody Sellars of the Sanford Police Department. Preliminary plans were laid out to involve all of the needed stakeholders and a subsequent meeting will be held on January 27, 2023 to put more steps in place. The targeted date for this exercise is this spring - most likely in April - to involve as many staff and faculty as possible.

Library, Winter 2023

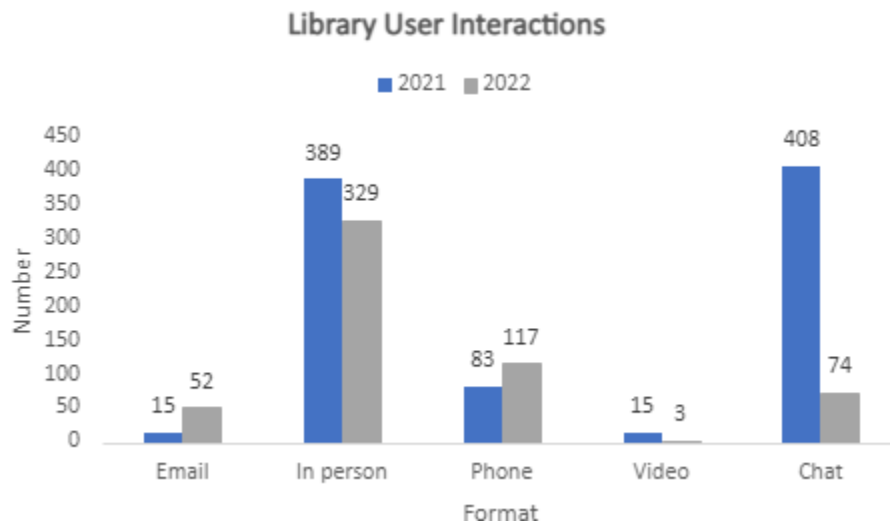
Library Usage Report: Fall 2022
October - December



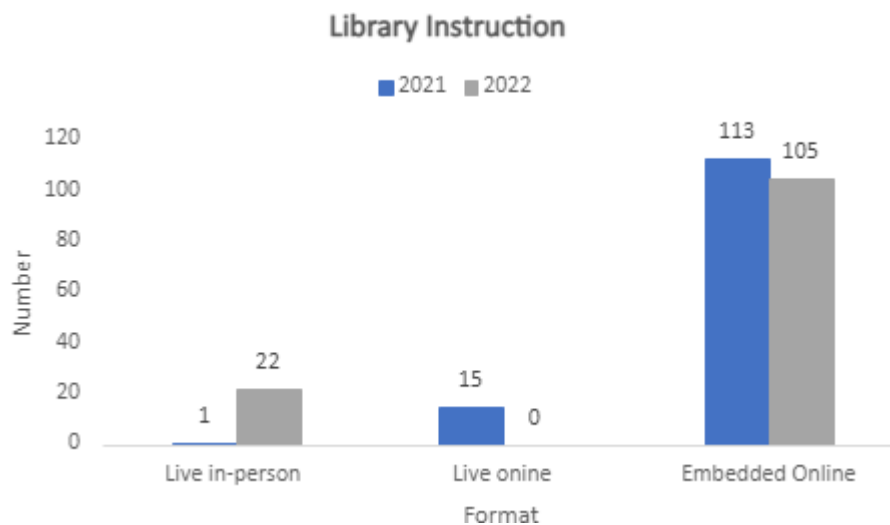
Circulation numbers overall have **increased by 28%** year over year. The addition of W.O.W. (bookmobile) and circulating calculators contributed to the **increase by 11%**. AV materials **decreased by 31%**. The continued decrease in AV materials can be attributed to the continued growth in film and audiobook streaming.



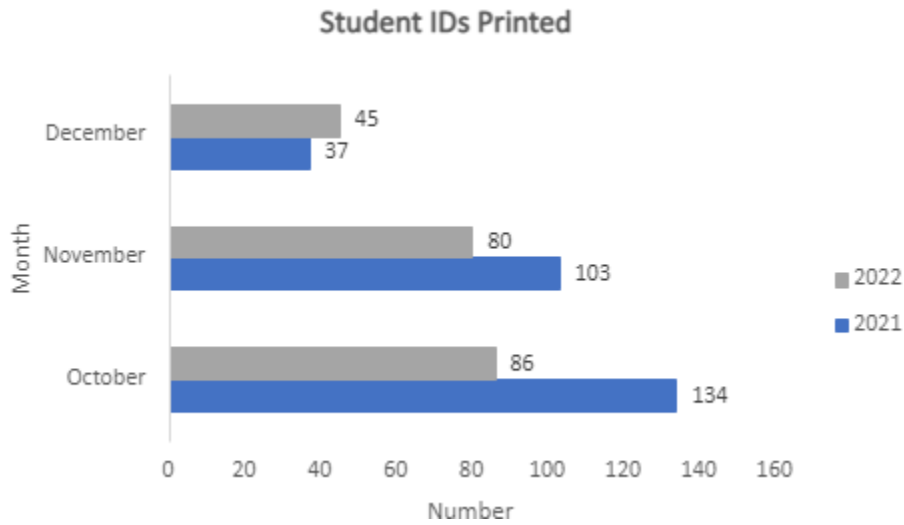
Total materials loaned through interlibrary loan **decreased by 13%** year over year. Total materials borrowed through interlibrary loan **increased by 78%** year over year. CCLINC items are loaned to and borrowed from other NCCC Libraries. OCLC items are loaned and borrowed worldwide from Non-NCCC Libraries.



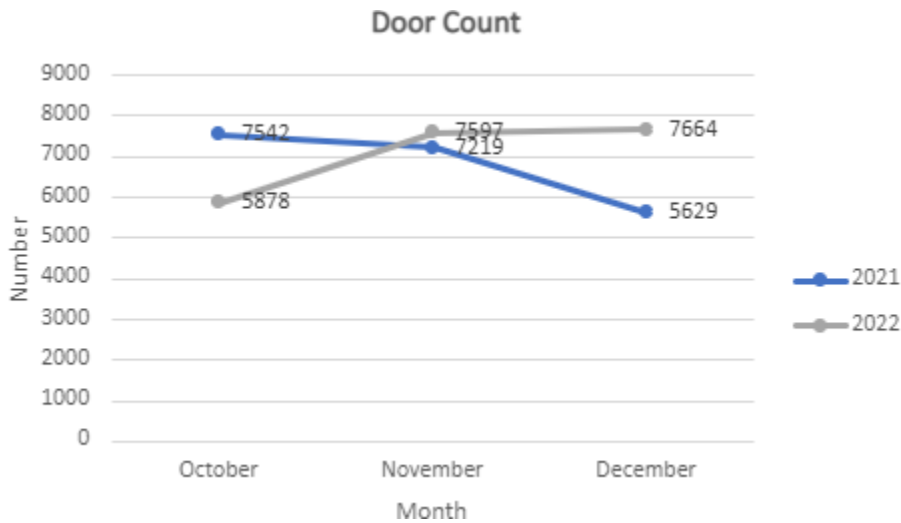
Total interactions with students have **decreased by 37%** between the months of October - December of 2021 and October - December of 2022. The decrease could partially be due to the parameter changes for data collection. Directional interactions are no longer collected.



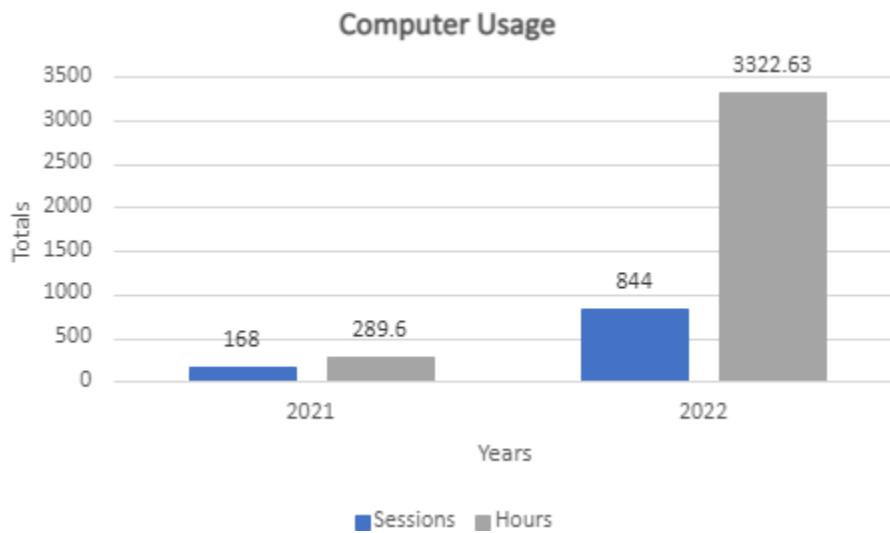
Total live instruction sessions **increased by 38%** between Fall 2021 - Fall 2022. Embedded online courses **decreased by 7%**. Embedded courses coincide with course offerings each semester.



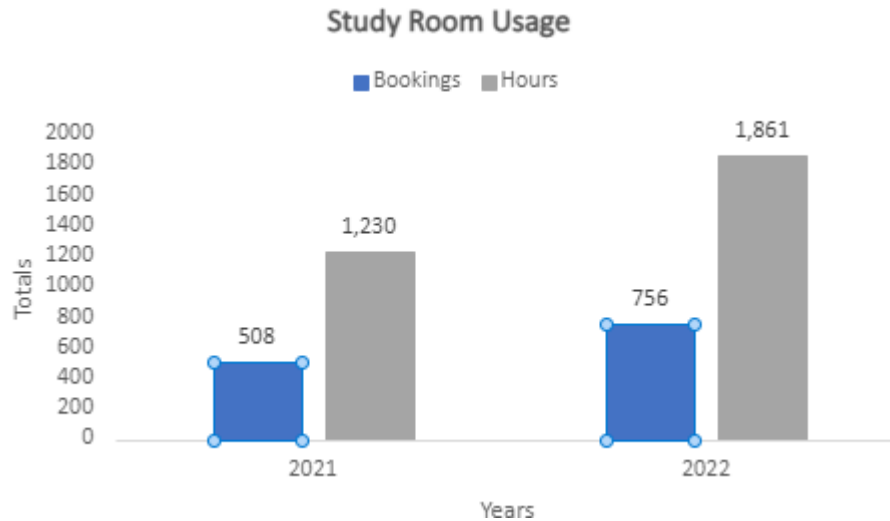
The total number of student ID cards printed **decreased by 23%** between the months of October - December 2021 and October - December 2022.



The gate count **increased by 4%** year over year. Due to a counter issue that resulted in data loss at LMC, we had a **22% decrease** in the number of people counted in October 2022.



Computer usage increased between the months of October - December 2021 and October - December 2022 on the LMC and the HMC. Total number of login sessions **increased by 402%**, total number of login hours **increased by more than 1,000%**.



Study Room bookings increased between the months of October - December 2021 and October - December 2022. The total number of bookings **increased by 49%** with the total number of hours **increasing by 51%**.

College Access Programs, Winter 2023

TRiO Student Support Services

1. Funded to Serve Number Status
 - a. Classic: 132 - 8 more to hit 100%
 - b. STEM: 110 - 10 more to hit 100%
2. Activities-
 - a. Welcome Back Event 30 students (online and in-person combined)
 - b. MLK Jr. Breakfast Celebration 8 students

Upcoming Activities/Trips

 - c. HBCU Panel Discussion
 - d. Virtual Civil Rights Museum
 - e. Financial Literacy Series Kick Off
 - f. 1 Upcoming Transfer Trip Appalachian State Feb 10th - 8 students signed up
3. Grant Aid Disbursements since Fall of 2022
 - a. Classic \$12,050.00
 - b. STEM \$6,500.00
4. Special Projects:
 - a. Prep for Success Summer Program - Planning meeting scheduled for January 23rd

Veterans Upward Bound Report

New Benchmarks for the 2022-2027 Veterans Upward Bound Grant

- 50% of participants who completed their VUB educational program during the project year will improve their **academic performance** as measured by a standardized test taken before and after receiving services from the project.
- 80% of participants served during the project year will **complete** their VUB educational program by the end of the project year or **remain enrolled** in the program.
- 45% of participants who completed their prescribed VUB educational program in the project year will **enroll in a program of postsecondary education** by the end of the next project year.
- 22% of participants who completed the VUB educational program in one project year and who enrolled in a program of postsecondary education by the end of the next project year will **complete a program of postsecondary education** within six project years.

Executive Summary

- Through deliberate and strategic outreach, we have reconnected with 80 out of 98 continuing participants.
- We have recruited 10 new participants to VUB.
- We have exceeded our required substantial progress of 60% by serving 90 out of a required 125 participants (72%).
- We served 44 participants in October, 35 participants in November, and 36 participants in December.
- We provided 211 distinct services to our participants during the first quarter.
- We continue to build our professional relationships with our veteran-serving community partners to provide services to veterans in our community.
- There will be two vacancies at Veterans Upward Bound - the Assistant Director as of 1/2/2023 and the Director as of 1/30/2023.
- Upcoming events include: Financial Literacy Workshop on Monthly Budgets and Managing Debt, Career Spotlight Workshop on Biotechnology, Yoga Wellness Workshops (in-person and virtual), Math Refresher Course, Computer Refresher Course, and College Prep: Study Skills Workshop

Oct - Dec Group Activities to Support Objectives

Event	Date	Location	Mode	Category
Fuquay Varina Mental Health Awareness Event	10/8	Fuquay Varina	in person	Outreach/Referral - Mental Health
Celebrando nuestra cultura con cafe y compa�ia	10/13	Wicker Civic Center/HMC	hybrid	Cultural Activity
College Application Week/FAFSA Assistance	10/17-10/21	LMC; WTCC North; HMC	in person	College Prep
Donut Tuesdays	10/11; 10/25	LMC, WTCC North	in person	Peer mentoring
Trunk or Treat	10/25	HMC	in person	Outreach
Navy Reserve Family Day	11/6		in person	Outreach
Veterans Resource Fair	11/7; 11/8; 11/10	11/7 - HMC; 11/8 - CMC; 11/10 - LMC	in person	Outreach and referral to resources
Donut Tuesdays	11/8; 11/22	LMC/WTCC N	in person	Peer mentoring
Veterans Resource Fair	11/9	WTCC North	in person	Outreach
Vet Treatment Court Anniversary	11/9	Lillington	in person	Outreach
Fayetteville Education Fair	11/17	Fayetteville	in person	Outreach
Thanksgiving Drive	11/21	Dennis Wicker Civic	in person	Skill-building workshop:

Thru Event		Center		Wellness
Financial Literacy Workshop	11/29	LMC	in person	Financial Literacy
Military New Student Orientation	12/7	LMC	in person	Outreach
Wellness Event - Painting Class	12/16	HMC	in person	Skill-building workshop: wellness

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.
 - 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, 75 participants
 - Grant directive/goal: 80 students (minimum)
- Recruitment/Grant Timeline:
 - The Job Corps Scholars Program is a demonstration grant (experimental grant) funded by the DOL/ETA.
 - The grant will conclude on September 30, 2023.

- The grant stipulates we are to serve individuals living within specific zip codes throughout Chatham, Lee, and Harnett Counties.
- However, the grant allows 50% of our total number of participants served to live outside of those zip codes.
 - Currently, we have met this threshold of 50% living outside of the allowable zip code service area.
 - As a result, as we are recruiting our last cohort of participants, all of them are required to live within the specific zip codes as identified within the grant.
- One additional item to note, potential JCS participants may not currently be registered/enrolled in courses here at CCCC.

Program Updates

- We are currently enrolling our last cohort of students; recruiting for short term training programs only.
 - Examples of short-term trainings include, Industrial Manufacturing Technician, Google IT Support Technician, Nurse Aide, Phlebotomy Technician

Current/Planned Activities

- JCS Workshops

Workshops are facilitated by a JCS Counselor, most often occurring twice a month, designed to equip students with skills in areas of academics, financial literacy, cultural awareness, communication, etc.

- Time Management
- Self-Care/Stress Management
- SMART Goals
- Introduction to CCCC's Career Center
- Email Etiquette
- Self-Advocacy
- CCCC Resources
- Essential Skills
- Test Taking Strategies

- JCS Monthly Meet-Ups

Monthly Meet-Ups most often occur twice a month, an hour in duration, with short topic discussions facilitated by a JCS Counselor. These meet-ups are a time for JCS Participants to come together to learn and have open discussions with one another. It is a time for them to get to know each other and have some fun!

- “Do you know how to contact your JCS Counselor, CCCC Educational Navigator, and/or Instructor(s)?”
 - “What are your Semester Expectations?”
 - “How’s the start of the Semester Going?”
 - “It’s Hispanic Heritage Month!”
 - “Honoring Indigenous People”
 - “Thankfulness”
 - “End of Semester Celebration”
- JCS Experience Events

Experience Events (Cultural Experience Event OR Leadership Experience Event) most often occur twice a semester and are facilitated by a JCS Counselor and/or CCCC faculty/staff member. They are a time for JCS Participants to come together to learn and grow in their understanding of themselves and the world around them.

Past Experience Events have included:

- “Introduction to Mindfulness”
- “What is Your Color (*Personality Type*)”
- Gingerbread House Competition (various Holiday traditions discussed, including the history of the gingerbread house)
- Holiday Play: “A Christmas Carol” (presented by the Temple Theater)
 - This event was made possible by CCCC's Academic and Cultural Enrichment Series (ACES)

JCS Participant Success Story:

In July of 2022, a JCS participant completed their Accounting and Finance Diploma, at which time they entered into the Employment Phase of the JCS Program. Upon completion of their diploma, with assistance from their JCS Counselors, this Central Carolina CC student has gone on to enroll with CCCC’s TRiO Student Support Services and has complete an additional 12 credit hours; earning a GPA of 3.96. They are currently enrolled in the Spring 2023 semester here at CCCC and is currently receiving assistance in applying to UNC Asheville as a transfer student with dreams of completing a Bachelor’s in Economics or Accountancy; the first in her family to attend university. Watching this student flourish at CCCC in the JCS Program has been a privilege and a joy! Her journey is a shining testament to the many varying departments/offices and services here at CCCC working in collaboration to create a learning environment where all students feel valued and supported in pursuit of their dreams/goals.

Update for Trio Upward Bound Classic & Upward Bound Math & Science

January 2023

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

Current Activities

- February In-School Visits with Participants
 - Southern Lee: February 14th
 - Triton: February 15th
 - Harnett Central: February 16th
 - Western Harnett: February 21st
 - Overhills: February 22nd
 - Lee County: February 23rd
 - **Required Service:** Academic advice and assistance in secondary and postsecondary course selection
 - **Program Objective #3:** Academic performance
 - **Program Objective #5:** Secondary school retention and graduation
- Saturday Academic Academy Session
 - Date: January 21, 2023
 - Location: Harnett Main Campus
 - Number of Participants: Approximately 80
 - Purpose: Financial Literacy and Financial Aid
 - **Required Service:** Information on Federal financial aid
- Special Cultural Enrichment Event
 - Date: January 27, 2023
 - Location: PNC Arena, Raleigh, NC
 - Number of Participants: Approximately 20
 - Purpose: Cultural Enrichment and Financial Literacy
 - **Required Service:** Assistance with Financial Literacy
 - **Program Objective #5:** Secondary school retention and graduation
- Saturday Academic Academy Session
 - Date: February 11, 2023
 - Location: Lee Main Campus
 - Number of Participants: Approxiamtely 80
 - Purpose: Academic Planning and Course Selection
 - **Required Service:** Academic advice and assistance in secondary and postsecondary course selection

- **Program Objective #3:** Academic Performance
- ACT Test Preparation
 - Date(s): Bi-weekly
 - Location: Virtual (Zoom)
 - Number of Participants: Approximately 40
 - Purpose: Prepare juniors for college entrance examinations
 - **Program Objective #4:** Standardize Test Proficiency

Enrollment/Recruitment Data

- Current Enrollment Percentage of Funded to Serve:
 - Upward Bound Lee: 88%
 - Upward Bound Harnett: 78%
 - Upward Bound Math & Science: 74% (up 5% from Fall)

Professional Development and Training

- SAEOPP Annual Conference
 - Date(s): January 29th – February 1st
 - Location: Orlando, FL
 - Director will be attending
- Mental Health First Aid Training
 - Date(s): TBA
 - Location: Virtual
 - All staff will be attending



BOARD OF TRUSTEES

STUDENT & ACADEMIC SUPPORT SERVICES COMMITTEE

Foundation & Institutional Advancement Agenda

Date of Meeting:

February 6, 2023

Committee Members: Pat Kirkman, Chair
Jan Hayes
Gladys McAuley

Consent Agenda Items

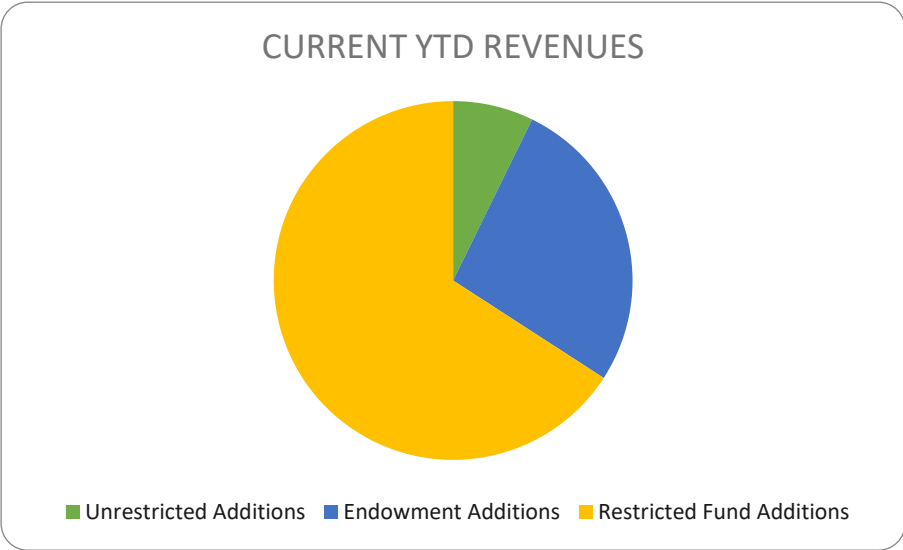
1. Receive Revenue Report (Foundation)
2. Approve Grants and Strategic Initiatives: In Progress (Institutional Advancement)

Full Board Agenda Items

For Information Only

1. Director's Report (Foundation)
2. Grants and Strategic Initiatives Highlights (Institutional Advancement)
3. SACSCOC Correspondance (Institutional Advancement)
4. Strategic Plan Updates (Institutional Advancement)

DESIGNATIONS	Second Quarter	Current YTD
Total Unrestricted	12,147.03	49,268.03
Restricted		
Endowment Additions	81,127.69	182,646.00
Other Restricted Funds	352,812.50	447,291.91
Total Restricted	433,940.19	629,937.91
TOTAL REVENUES:	446,087.22	679,205.94



1. Grants and Strategic Initiatives: In Progress

Funding Source	Project Name	Funding type	Requested Amount	Description
Submitted				
U.S. Department of Agriculture	STEM AP	Federal	\$9,000,000	The proposed project, Advancing Equitable Agriscience Pathways through the Juntos National Consortium and STEM AP, is a transformational, interdisciplinary, collaborative project focused on narrowing the Latinx/Hispanic representation gap that exists in comparison to the White STEM workforce by providing access to agriculture pathway experiences that breakdown the stereotypes among the Latinx community towards Ag Sciences. The National Juntos Consortium (NJC) will provide the existing fourteen Juntos states and Extension professionals with engagement and leadership in DEIA, education, and research work while accessing the voices of the Juntos student and family experience. Led by North Carolina State University (NC SU), this research, education, and extension project will improve STEM participation, persistence, and career readiness among Latinx youth in North Carolina and Washington State, ultimately scaling to other states.
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.
National Science Foundation - ATE	National Engineering and Vehicle Technology Exchange (NEVATEX)	Federal	\$125,000	Subaward through Central Oregon Community College (COCC) project. CCCC in collaboration with COCC, has identified the equipment needed to start a Electric Vehicle Certificate in Automotive Systems Technology. The college plans to purchase NXTGen’s Bumper-to-Bumper diagnostic equipment, package along with oscilloscopes, voltmeters, and hand tools. With the development of this and other new programs, CCCC is

Submitted by Meghan Reece Brown
Executive Director, Institutional Advancement

				committed to increase the participation of women and underrepresented groups. Messaging related to this certificate will reflect the goals, values, and expectations of these groups, and will be gender and culturally inclusive. The progress of students from these demographics will be monitored, and strategic interventions will be used to promote success and retention.
NC DOT	Enhanced Mobility of Seniors & Individuals with Disabilities - Section 5310	State	\$60,000	This program provides transportation funding through COLTS, HARTS, and CTN for students with disabilities to get to training.
Truist	Food Bank Workforce Development Program	Private	\$50,000.00	Funding to support scholarships, wrap-around supports, and programmatic costs to support a CDL pathway through the Food Bank of Central and Eastern NC.
Duke Energy Foundation	Workforce Development Program	Private	\$50,000	The CCC Career Corps will provide financial assistance to individuals seeking short-term credentials required for in-demand, local careers, thereby breaking down barriers to educational pathways leading to quality jobs with family sustaining wages. Funding will be used to provide tuition and supportive services to these students, based on their individual needs. This includes support for transportation, childcare and similar expenses that might prohibit individuals from pursuing educational pathways.
NCCCS	Professional Development Facilitator Network (PDFN)	State	\$30,000	The PDFN is a faculty-led professional development initiative to develop a local needs-based professional development plan that focuses on classroom and instructional strategies. The goal of the project is to identify instructors across NC to serve as the Professional Development Facilitator (PDF) and create a network of professionals whose purpose is to improve teaching and learning in a collaborative community. PDFs will participate in required training, complete intensive train-the-trainer Standards-in-Action Virtual Institute (SIAVI) Cultivating a Language and Content Focus for English Learners during March - June 2023, observe and mentor novice instructors, attend the national Coalition on Adult Basic Education (COABE)

Submitted by Meghan Reece Brown
Executive Director, Institutional Advancement

				Conference in Atlanta, develop at least one in-person or virtual training for their local programs. Develop a budget to be submitted in January 2023. Funds will be limited to paying for only the following categories on the NCCCS-2-34 Budget Form Line Items: A, B, C, D, E, & J.
National Endowment for the Arts	Grants for Arts	Federal	\$30,000	Through an artist in residence program, this project will create three public works of art, one in each of Central Carolina Community College's rural service area counties. Through this project, CCCC seeks to help build community and promote healing by creating shared artistic experiences for the area's 277,993 residents.
Galloway Ridge	CCCC Career Corps	Private	\$10,000	The CCCC Career Corps will provide financial assistance to individuals seeking short-term credentials required for in-demand, local careers, thereby breaking down barriers to educational pathways leading to quality jobs with family sustaining wages. Funding will be used to provide tuition and supportive services to these students, based on their individual needs. This includes support for transportation, childcare and similar expenses that might prohibit individuals from pursuing educational pathways.
United Way	Dreamkeeper Fund	Local	\$10,000	The Dreamkeeper Program provides just-in-time grants for students who face potentially derailing financial hardships.
Pfizer	Community Giving Initiative	Private	\$15,000	Funding for short-term training programs and youth summer camp scholarships to increase pipelines for high demand careers in the service area.
Harnett County Arts Council - ARPA	Academic and Cultural Enrichment Series	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.
Food Lion	Food Lion Feeds	Private	\$10,000	The Ruby McSwain Cougar Market, CCCC's on-campus food pantry, aspires to support student success by ensuring no student goes hungry because of a lack of income or access to food. The Cougar Market is stocked with snacks and meal items to temporarily alleviate immediate food insecurity for students and their families. In cases of persistent lack

Submitted by Meghan Reece Brown
Executive Director, Institutional Advancement

				of access to food, the Cougar Market works with students to connect them to appropriate community resources.
PERC	HVAC Propane Equipment	Private	\$10,000	With the Technical School Grant Program, CCCC will give students enhanced, real-world experience with propane, and better prepare them for the jobs of tomorrow. This funding will be used to acquire specific propane tools and equipment that will enhance hands-on learning.
Pending				
Department of Labor	YouthBuild	Federal	\$1,203,000	Funding for DOL YouthBuild Program to serve Sanford and Siler City Youth ages 16-24. 4 month planning period. 2 year program. 12 month follow-up period. This represents CCCC's third funding cycle in this program.
National Science Foundation	S-STEM Scholarship Program	Federal	\$1,000,000	Recognizing that financial aid alone cannot increase retention and graduation in STEM, the program provides awards to Institutions of Higher Education (IHEs) to fund scholarships and to advance the adaptation, implementation, and study of effective evidence-based curricular and co-curricular activities that support recruitment, retention, transfer (if appropriate), student success, academic/career pathways, and graduation in STEM
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.
Firehouse Subs	EMS Equipment	Private	NA	The Foundation provides life-saving equipment for first-responder agencies and organizations.

Submitted by Meghan Reece Brown
Executive Director, Institutional Advancement

Director's Report

CCCC Foundation Director's Report

Please help us thank these generous donors for their support!

Second Quarter Gifts of \$500 or More

AAUW-ODC

Tana Boerger

Bold Companies – *Chris Ehrenfeld*

Jeanne Buie

Dr. Lisa M. Chapman

Sue Clark ****

Larry and Anne Collins *

Carolina Commercial Contractors

Central Electric Membership Corporation **

Deborah Egbert

Exchange Club of Sanford **

Food Lion, Inc.

Sam Gaskins and Lynda Turbeville

Dr. George R. Grant, Jr.

Dr. Karen S. Gullede

Gene Haas Foundation ****

Tom and Vicki Haislip **

David N. James *

Dr. Pamela H. Jessup

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Kiwanis Club of Sanford *

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Director's Report

Drs. John and Katherine Settle Shontz
Smith's Coffee & Premium Water **
Ellen Silverman
Wayne Staton *
Dr. Stan Turbeville
Jim Turner
Veterinary Association Management
Dennis and Alisa Wicker
Fred and Barbara Wilson **
C.J. and Heather Winslow

*** \$2,000 or more**
**** \$5,000 or more**
***** \$10,000 or
more**
****** \$15,000 or
more**

Submitted by Dr. Emily C.

Grants and Strategic Initiatives Highlights:

- **TALKING POINT** – Team CCCC is dedicated to being good stewards of federal dollars. YouthBuild just completed its first in-person desk review with the Department of Labor, from which no findings resulted. We've been told that Central Carolina CC is a known name at the Department of Labor for its successful recruiting and high-quality program.
- **FOR YOUR INFORMATION** – The CCCC Foundation has received four grants from the North Carolina Arts Council Grassroots Arts Program supporting the college's Academic and Cultural Enrichment Series (ACES) and Student Activities Programming. These projects include a performance by Flamenco Carolina, a meet and greet with Pulitzer Prize winning photojournalist José Galvez, a series celebrating Black history month and Black Artists, and student and community painting classes highlighting Asian and Pacific Islander heritage.

SACSCOC Correspondance

- December 14, 2023: CCCC submitted a prospectus to SACSCOC to start a Certificate in Elementary Education Residency Licensure.
- December 15, 2023: CCCC submitted a prospectus to offer Central Carolina Academy in Sanford, NC as an off-campus instructional site.

CCCC is preparing a 5th-year interim report to submit to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in September 2023. As a part of this review, SACSCOC must send a committee to review a subset of the new off-campus instructional sites (OCIS) that have been approved, but not yet visited, since CCCC's last reaffirmation. This committee will choose 5-6 sites to visit this fall. CCCC will also submit an OCIS report on those sites in August 2023

Strategic Plan Updates

CCCC's strategic plan, Equitable Pathways to Achievable Dreams, continues through 2024. Strategic plan Objective teams continue their work to foster improvements for our six Goals and 18 Objectives.

Objective team leaders met with the President's Council this summer to discuss progress, seek guidance from PC, and refine strategies. Many of the groups found overlap with other objectives, and decided to collaborate.

These strategic plan objective groups reported on more than 100 data-informed initiatives, strategies, projects, and partnerships that are in various stages of implementation. Over the next year, Institutional Advancement will be working with these teams to align, consolidate, and maximize the effectiveness of each strategy. This Spring, these condensed and aligned strategies will be passed to the standing committee at the college most related to this work. The committees will be asked to execute a work plan incorporating 1-3 of these strategies - with deliverables and measurable outcomes - to contribute to the work and tracking of the Strategic Plan.