

BOT Committee Meetings, October 2024

Central Carolina Community College
Board of Trustees Committee Meetings
October 21, 2024

Monday, October 21, 2024

Student & Academic Support Services Committee

Time: 9:00 a.m.

Date: 10/21/2024

Pat Kirkman, Chair
Gladys McAuley
Taylor Vorbeck

Building & Grounds Committee

Time: 10:30 a.m.

Date: 10/21/2024

Jim Womack, Chair
John Bonardi
Bill Tatum

Personnel Committee

Time: Noon

Date: 10/21/2024

Chip Post, Chair
Jerry Pedley
Gordon Springle

Finance Committee

Time: 1:30 p.m.

Date: 10/21/2024

Jamie Kelly, Chair
Jim Burgin
Chet Mann

Program Committee

Time: 3:00 p.m.

Date: 10/21/2024

James Crawford, Chair
Karen Howard
Derrick Jordan

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

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

Revised Agenda for October 2024 Board of Trustees Meeting

Central Carolina Community College

Board of Trustees

Revised Agenda

October 23, 2024

PRELIMINARY MATTERS

Recognition of Guests

Ethics Statement

Mission Statement of the College

Approval of Consent Agenda

CONSENT AGENDA

Minutes

Approval of Minutes

1. Board of Trustees Meeting Minutes, August 23, 2024 ([Click to view](#))

Personnel Committee

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

Finance Committee

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

Building & Grounds Committee

1. Approve Building & Grounds Committee Meeting Minutes, August 2024
2. Ratify Email Vote for Construction Manager at Risk Ranking Approval

Program Committee

1. Approve Program Committee Meeting Minutes, August 2024
2. Approve Curriculum Review Committee Actions

Student & Academic Support Services Committee

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

FOR FULL BOARD CONSIDERATION AND DELIBERATION

Personnel Committee

1. Discussion of Discontinuation of Faculty/Staff Employment Contracts
2. Special Approved Leave

Finance Committee

1. Approve FY24-25 Budget & DCC 2-1
2. Multicampus Funding Legislation (Also from Building & Grounds Committee)

Building & Grounds Committee

No Agenda Items

Program Committee

No Agenda Items

Student & Academic Support Services Committee

No Agenda Items

CONCLUDING MATTERS

Foundation Update

Other Information

Comments by President

Adjournment



BOARD OF TRUSTEES

Personnel Committee Agenda

Date of Meeting:

October 21, 2024

Committee Members: Chip Post (Chair), Jerry Pedley, Gordon Springle

Consent Agenda Items

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

Full Board Agenda Items

1. Discussion of Discontinuation of Faculty/Staff Employment Contracts
2. Special Approved Leave

For Information Only

1. Trustee Terms
2. Ethics Training & SEI Filings

Consent Agenda Items

1. Approve Personnel Committee Meeting Minutes, August 2024

[Click to view August 2024 Personnel Committee Minutes](#)

2. Receive Attrition and Turnover Report

Attrition: First Quarter (2024 - 2025)

Resignations	4
Retirements	4
Deceased	0
Terminations	0
Non-Renewals	0
Total	8

Turnover: First Quarter - Fiscal Year 2024 - 2025

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

Turnover Data:

- Quarter Turnover Rate: 1.82%
- Fiscal Year Turnover: 1.82%

3. Receive New Employees and Promotion/Position Changes

New Employees

1. Patricia DeAndra-Likes, Administrative Operations Assistant, 07/01/2024
2. Gavin Nelson, Records Assessment Specialist, 07/01/2024
3. Chelsie Carpenter, Biology Instructor (9 months), 08/06/2024
4. Kelsey Jobe, Math Instructor (9 months), 08/06/2024
5. Anna Humphrey, Math Instructor (9 months), 08/06/2024
6. Deanna Goins, Career Coach, 08/07/2024
7. Kelsey Crowley, Biology Instructor (9 months), 08/12/2024
8. Josh Hampson, Automotive Instructor (9 months), 09/03/2024
9. Deshawn McCain, YouthBuild Student Success Advocate, 09/23/2024
10. Anna Proud, Nursing Instructor (12 months), 09/25/2024

Promotion/Position Changes

1. Megan Burgess – Executive Director, Secondary Partnerships, 08/01/2024
2. BJ Thompson – Director of Learning Resources, 08/01/2024
3. Billy Freeman – Audio and Video Production Technology Department Chair, 08/01/2024
4. Kassandra “Kassie” Montegna – Audio and Video Production Technology Instructor/4CNC PEG Manager, 08/01/2024
5. Rosa Aguirre – Welding Instructor (9 months), 08/06/2024
6. Liza GuzmanRamirez – Biology Instructor and C-STEP Advisor, 08/12/2024
7. Roger “Aaron” Love – Coordinator of Student Accessibility Services, 08/19/2024
8. Kimberly Brzozowski – Education Navigator, 08/26/2024
9. Ashley Iceman – AR Specialist, 08/19/2024
10. Tracy Warren – Lead A/C, Heating, Refrigeration and Welding Instructor, 09/02/2024
11. Wendy Craig – Nursing Administrative Assistant, 09/02/2024
12. Rebekah Waters – TRiO Assistant Director of Academics, 09/03/2024
13. Lisa O’Quinn – Library Information Technology, Lead Instructor, 09/16/2024
14. Ashley Collins – Nursing Adjunct, 09/09/2024
15. Tonya Rutherford-Hemming – Nursing Instructor (12 months), 09/16/2024
16. Britt Hunt – Nursing Adjunct, 09/27/2024

Full Board Agenda Items

1. Discussion of Discontinuation of Faculty/Staff Employment Contracts

Executive Leadership is currently evaluating the potential benefits and challenges of transitioning from the current employee contract system to an at-will employment model. This exploration is driven by several key factors:

- **Streamlining HR and Payroll Operations:** Shifting to an at-will employment system is expected to reduce the administrative complexities associated with managing employee contracts. The current system imposes a significant administrative burden while offering limited additional protection to employees.

- **Mitigating Legal Risks:** The at-will model is seen as a way to potentially lower legal risks, particularly those related to employment disputes and contract management.
- **Strengthening Employee Protections:** While providing greater operational flexibility, the at-will system would also allow for the creation and implementation of policies and practices that could further protect employees during the separation process, fostering a fair and supportive environment.

In keeping with best practices, many other community colleges in North Carolina have already transitioned to at-will employment for similar reasons. To ensure a thorough and inclusive approach, CCCC conducted listening sessions with employees this fall. These sessions aimed to gather direct feedback on the potential change. Additionally, GC had discussions with other community colleges who had already made this shift for input.

A summary of the feedback, along with a recommendation, will be presented to the Board at this October meeting.

2. Special Approved Leave

College Executive Leadership is proposing the adoption of a policy allowing for the President to approve Special Approved Leave. The policy would empower the President to enact procedures in line with the North Carolina Office of State Human Resources (OSHR) policy on Other Management Approved Leave. [Click here](#) to view the proposed policy and [click here](#) to view the draft procedure. Executive Leadership is asking the Board to pass this policy.

For Information Only Items

1. Trustee Terms

The following trustees have terms ending June 30, 2025:

- Bill Tatum
- Derrick Jordan
- Julian Philpott
- James Crawford
- Karen Howard
- Gordon Springle
- Jim Burgin

Appointment authorities for these seats include:

- Senate: 1 Seat
- House: 1 Seat
- Lee County: 1 Seat

- Chatham County: 2 Seats (4-Year Term & 2-Year Term)
- Harnett County: 2 Seats (1-Year Term & 3-Year Term)

2. Ethics Training & SEI Filings

General Counsel is issuing a reminder that ethics training must be completed every two years and that Statement of Economic Interest (SEI) filings must be completed a) by the time of appointment for new trustees or b) by April 15 of the current tax year for economic interests held during the previous tax year. As of 10/16/2024:

- All trustees are currently up to date on their SEI filings
- A few trustees are past due for ethics training
- Over half of the trustees will be due in 2025; half around the time of the scheduled March 2025 NCACCT Conference, and the other half around the time of the expected September 2025 NCACCT conference

Training can be delivered through a scheduled online webinar, an asynchronous training video, or at the NCACCT conference. General Counsel will be reaching out to touch base with each trustee with appropriate reminders before the end of the year and after the first of the new year. Please let General Counsel know if you have any questions or need any assistance with the filings or the trainings. Please also let General Counsel know whenever you have made your SEI filings or completed your trainings so that the Ethics Commission data can be independently verified.



BOARD OF TRUSTEES

Finance Committee Agenda

Date of Meeting:

October 21, 2024

Committee Members: Jamie Kelly (Chair), Jim Burgin, Chet Mann

Consent Agenda Items

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

Full Board Agenda Items

1. Approve FY24-25 Budget & DCC 2-1
2. Multicampus Funding Legislation

For Information Only

1. Bookstore Update
2. Vending Update
3. Conference Center Tourism Data
4. Ethics Training & SEI Filings

Consent Agenda Items

1. Approve Finance Committee Meeting Minutes, August 2024

[Click to view Finance Committee August 2024 Minutes](#)

2. Approve State Budget Report - September 30, 2024

CURRENT EXPENSE	ALLOTMENT FOR YEAR	EXPENDITURES THIS YEAR	BUDGET BALANCE	PERCENT OF BUDGET EXPENDED
EXECUTIVE MANAGEMENT	\$ 1,540,201.00	\$ 365,633.00	\$ 1,174,568.00	24%
FINANCIAL SERVICES	1,797,195.00	329,319.00	1,467,876.00	18%
GENERAL ADMINISTRATION	2,761,758.00	632,671.00	2,129,087.00	23%
INFORMATION SYSTEMS	1,551,908.00	417,327.00	1,134,581.00	27%
INSTRUCTION - CURRICULUM	21,625,658.00	4,635,637.00	16,990,021.00	21%
INSTRUCTION - NON-CURRICULUM	5,287,326.00	1,334,941.00	3,952,385.00	25%
ACADEMIC SUPPORT	4,786,828.00	1,171,628.00	3,615,200.00	24%
STUDENT SUPPORT	3,719,105.00	887,465.00	2,831,640.00	24%
TOTAL CURRENT EXPENSE	\$ 43,069,979.00	\$ 9,774,621.00	\$ 33,295,358.00	23%
CAPITAL OUTLAY				
EQUIPMENT	\$ 780,564.00	\$ 20,226.00	\$ 760,338.00	3%
940 CAT/GRANT EQUIPMENT	0.00	0.00	0.00	0%
945 BIOBetter	749,343.00	0.00	749,343.00	0%
BOOKS	79,661.00	15,732.00	63,929.00	20%
TOTAL CAPITAL OUTLAY	\$ 1,609,568.00	\$ 35,958.00	\$ 1,573,610.00	2%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 44,679,547.00	\$ 9,810,579.00	\$ 34,868,968.00	22%

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

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS	\$ 4,059,725.00	\$ 1,242,017.00	\$ 2,817,708.00	31%
GENERAL ADMINISTRATION	\$ 459,020.00	\$ 256,874.00	\$ 202,146.00	56%
TOTAL CURRENT EXPENSE	\$ 4,518,745.00	\$ 1,498,891.00	\$ 3,019,854.00	33%
TOTAL CAPITAL OUTLAY	\$ 150,000.00	-	\$ 150,000.00	0%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 4,668,745.00	\$ 1,498,891.00	\$ 3,169,854.00	32%

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

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE & OPERATIONS	\$ 1,260,321.00	\$ 410,156.00	\$ 850,165.00	33%
GENERAL ADMINISTRATION	\$ 211,312.00	\$ 57,264.00	\$ 154,048.00	27%
TOTAL CURRENT EXPENSE	\$ 1,471,633.00	\$ 467,420.00	\$ 1,004,213.00	32%
TOTAL CAPITAL OUTLAY	\$ 200,000.00	-	\$ 200,000.00	0%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,671,633.00	\$ 467,420.00	\$ 1,204,213.00	28%

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

<u>CURRENT EXPENSE</u>	<u>BUDGET FOR YEAR</u>	<u>EXPENDITURES THIS YEAR</u>	<u>BUDGET BALANCE</u>	<u>PERCENT OF BUDGET EXPENDED</u>
PLANT MAINTENANCE AND OPERATIONS	\$ 1,394,532.00	\$ 658,106.00	\$ 736,426.00	47%
GENERAL ADMINISTRATION	\$ 43,543.00	\$ 19,175.00	\$ 24,368.00	44%
TOTAL CURRENT EXPENSE	\$ 1,438,075.00	\$ 677,281.00	\$ 760,794.00	47%
CAPITAL OUTLAY	\$ 130,000.00	-	\$ 130,000.00	0%
TOTAL CURRENT EXPENSE AND CAPITAL OUTLAY	\$ 1,568,075.00	\$ 677,281.00	\$ 890,794.00	43%

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

CPR CARDS	\$ 1,435.58
DISTANCE ED FEE	81,187.87
LOST REVENUE	41,645.39
SELF-SUPPORTING	11,271.02
COMMUNITY SERV FEES	106,479.05
CONT ED ACTIVITY FEES	5,472.06
OVERHEAD RECEIPTS	51,194.51
ESTC RENTAL FUNDS	75,527.34
PITTSBORO RENTAL FUNDS	6,184.98
INDIRECT COST FUNDS GRANTS	141,501.08
PATRON FEES	95,769.78
ASSOCIATE NURSING	36,782.51
SMALL BUSINESS MISC	7,058.00
CLEARWIRE LEASE	59,306.35
BOOKSTORE	902,431.29
EMERGENCY LOAN FUNDS	6,444.45
LOCAL FUNDS	149,071.54
	<u>\$ 1,778,762.80</u>

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

REVENUES

MOTEL TAX	\$ 72,500.01
LEE COUNTY CURRENT ALLOCATION	16,232.49
RENTAL INCOME	51,159.97
TOTAL REVENUE	\$ 139,892.47

EXPENSES

SALARIES	\$ 61,471.05
SOCIAL SECURITY	4,306.45
RETIREMENT	10,223.74
LONGEVITY	0.00
MEDICAL INSURANCE	6,745.40
OTHER INSURANCE	68.04
OTHER CONTRACTED SERVICES	0.00
Janitorial Services Agreements	369.54
Waste Removal/Recycling Svcs	566.52
Security Service Agreements	225.00
Pest Control Svcs Agreements	200.00
Custodial Supplies	1,287.34
Maintenance Supplies	1,856.90
Office Supplies	81.19
Other Supplies	0.00
REGISTRATION FEES	0.00
TELEPHONE	218.31
ISP Charges	216.00
Cell Phone	148.78
HEAT	2,083.79
WATER	914.45
ELECTRICITY	37,703.57
EQUIPMENT REPAIRS	3,207.31
FACILITIES REPAIRS	472.66
MAINT. Agreement	3,020.15
ADVERTISING	0.00
ELECTRONIC PROCESSING FEE	1,479.82
BANK SERVICE CHARGE	0.00
LANDSCAPING	0.00
OTHER CURRENT EXPENSE	29.99
PROPERTY INSURANCE	0.00
MEMBERSHIPS AND DUES	0.00
EQUIPMENT RENTAL	781.65
OTHER	
TOTAL EXPENSES	\$ 137,677.65

REVENUE OVER EXPENSES

\$ 2,214.82

FUND BALANCE AS OF July 1, 2024	\$ (40,395.39)
PLUS REVENUE OVER EXPENSES	2,214.82
FUND BALANCE AS OF June 30, 2024	\$ (38,180.57)

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

STUDENT RELATED

ICR PROCESSING FEE	\$855.31
FACTS PROCESSING FEE	\$16,224.00
TITLE IX	\$629.00
STUDENT CULTURAL ENRICHMENT	-
ADVISORY MEETINGS	\$171.16
SCHOLARSHIP LUNCHEON	-
GRADUATION	\$850.00
OTHER INSURANCE	\$ 2,532.48
OTHER	-
TOTAL STUDENT RELATED	\$ 21,261.95

PUBLIC RELATED

PUBLIC RELATIONS	\$732.74
FOUNDATION PUBLIC RELATIONS	-
OTHER CONTRACTED SERVICES	-
REGISTRATION FEES	\$2,440.00
FOOD	\$2,174.61
IN-STATE TRAVEL	\$6.00
OUT-OF-STATE TRAVEL	\$771.91
EMPLOYEE RET, FLOWERS	\$732.74
BOARD OF TRUSTEE EXPENSES	-
SACS/QEP EXPENSES	\$500.00
ADVERTISING	-
LEGAL SERVICES	-
MEETINGS	-
BANK SERVICE CHARGES	-
OTHER CURRENT EXPENSES	-
TOTAL PUBLIC RELATED	\$ 7,358.00

GRAND TOTAL **\$ 28,619.95**

Full Board Agenda Items

1. Approve FY24-25 Budget & DCC 2-1

Pursuant to NCGS § 115D-54, the Board must submit a budget request to the State Board of Community Colleges on the forms provided by the State Board (Form DCC 2-1). [Click here](#) to view the prepared DCC 2-1 for FY24-25. College Executive Leadership is asking for the Board to approve the budget as presented, the Board Chair to sign the completed DCC 2-1, and for the College to submit it to the State Board.

2. Multicampus Funding Legislation

College Executive Leadership is seeking legislation to include the relevant Health Sciences locations in the multicampus funding FTE calculations for the respective Main Campus locations. Executive Leadership proposes that a local bill be introduced with the support of the entire delegations of each county. Executive Leadership is also prepared to provide any additional supporting documentation or materials and to lend administrative help in drafting whatever letters or documents are necessary to secure this legislation. [Click here](#) to view the proposed Senate bill. A sister bill has also been drawn up for the House. Executive Leadership is seeking a resolution from the Board supporting the legislation, as well as approval to approach our legislative delegation in January to ask for their support in passing the legislation.

For Information Only Items

1. Bookstore Update

Information on the current status of bookstore commissions, accounts payable, and service levels will be made available.

2. Vending Update

Direct comparisons are difficult, given the difficulty in obtaining exact numbers from Carolina Food and Beverage at this time, the sheer variety of items and variations in pricing between vendors, as well as the very short timeframe we have to make a comparison. However, given our current data, here is what we are seeing:

- Overall Sales Volume
 - CF&B: \$70,000 (FY23)
 - Canteen: \$20,355 (Aug. 15 – Oct. 9)
 - Normalized: \$90,000 (Conservative; accounts for breaks, reduced summer attendance, etc.)
- Commissions
 - CF&B: \$6,950 (FY23)
 - Canteen: \$2,497 (Aug. 15 – Oct. 9)

- Normalized: \$14,000 (Conservative)

3. Conference Center Tourism Data

Trustee Womack referenced a report highlighting an increase in visitor spending in Sanford and inquired whether the Dennis Wicker Civic and Conference Center had experienced a similar trend. Due to the pandemic's impact on the hospitality industry from 2020-2022, and a year-long rental by Abzena in 2022-2023, which generated approximately \$100,000, it has been challenging to establish clear trends over the past five years. However, when excluding the Abzena rental year, the Civic Center has demonstrated modest growth in rental revenue (+13%) and visitor numbers (+77%), while maintaining consistent booking levels.

4. Ethics Training & SEI Filings

General Counsel is issuing a reminder that ethics training must be completed every two years and that Statement of Economic Interest (SEI) filings must be completed a) by the time of appointment for new trustees or b) by April 15 of the current tax year for economic interests held during the previous tax year. As of 10/16/2024:

- All trustees are currently up to date on their SEI filings
- A few trustees are past due for ethics training
- Over half of the trustees will be due in 2025; half around the time of the scheduled March 2025 NCACCT Conference, and the other half around the time of the expected September 2025 NCACCT conference

Training can be delivered through a scheduled online webinar, an asynchronous training video, or at the NCACCT conference. General Counsel will be reaching out to touch base with each trustee with appropriate reminders before the end of the year and after the first of the new year. Please let General Counsel know if you have any questions or need any assistance with the filings or the trainings. Please also let General Counsel know whenever you have made your SEI filings or completed your trainings so that the Ethics Commission data can be independently verified.



BOARD OF TRUSTEES

Building and Grounds Committee Agenda

Date of Meeting:

October 21, 2024

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

Consent Agenda Items

1. Approve Building & Ground Committee Meeting Minutes, August 2024
2. Ratify Email Vote for Construction Manager at Risk Ranking Approval

Full Board Agenda Items

1. Multicampus Funding Legislation

For Information Only

1. Building and Grounds Updates
2. Response to Policy Question
3. Security Update
4. Ethics Training & SEI Filings

Consent Agenda Items

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

[Click to view Building & Grounds Committee August 2024 Minutes](#)

2. Ratify Email Vote for Construction Manager at Risk Ranking Approval

A Selection Committee composed of College officials, Building and Grounds Committee members, and Chairman Philpott interviewed candidate firms for Construction Manager at Risk in support of the Moore Center Main Building Renovation - Phase 1 Project. Based on qualifications criteria set by the committee and by unanimous vote of the Building and Grounds Committee members, the finalists were ranked as follows:

1. Samet/Sanford (a joint venture of Samet Construction and Sanford Contractors)
2. Monteith Construction
3. Hitt Contracting

Formal approval by the Board of Trustees will allow College officials to submit the rankings to the State Construction Office for consideration and to engage in contract negotiations with the chosen firm. The goal is to have the firm under contract and actively involved in pre-construction planning prior to the end of the calendar year.

Full Board Agenda Items

1. Multicampus Funding Legislation

College Executive Leadership is seeking legislation to include the relevant Health Sciences locations in the multicampus funding FTE calculations for the respective Main Campus locations. Executive Leadership proposes that a local bill be introduced with the support of the entire delegations of each county. Executive Leadership is also prepared to provide any additional supporting documentation or materials and to lend administrative help in drafting whatever letters or documents are necessary to secure this legislation. [Click here](#) to view the proposed Senate bill. A sister bill has also been drawn up for the House. Executive Leadership is seeking a resolution from the Board supporting the legislation, as well as approval to approach our legislative delegation in January to ask for their support in passing the legislation.

For Information Only Items

1. Building and Grounds Updates

Moore Center – Bioprocessing Building Renovation

Final approval of construction documents was delayed while college officials and RS&H investigated the feasibility of adding electrical infrastructure for a standby generator and also engaged the deputy fire marshal regarding regulations that dictate whether the building requires a fire suppression system. Following resolution of the fire suppression question, construction drawings may require revisions prior to final submission to the State Construction Office. Upon approval by SCO, contractor bids will be solicited.

Moore Center – Main Building Renovation – Phase 1

Following a series of requirements gathering meetings with college faculty and staff Hobbs/ADW delivered a draft floor plan for review at the end of September. College officials engaged Hobbs in meetings during early October to recommend minor changes to the plan. Once the schematic design is approved by the college officials, Hobbs will submit these to SCO and the initiate the Design Development phase of the project.

Construction Manager at Risk (CMR) finalists were interviewed on September 24. By unanimous vote, Samet/Sanford was ranked first amongst the three finalists by members of the Selection Committee. Following an electronic vote of the Board in support of the Building and Grounds Committee's recommendation to approved the Selection Committee's ranking, college officials communicated the ranking to SCO, which in turn, gave the college approval to begin formal contract discussions with Samet/Sanford.

Lee Main Campus – Lett Hall Chiller Replacement

The 25-ton chiller replacement project for Lett Hall was successfully completed during the first two weeks in October. College officials took advantage of the downtime in this building to plan a reallocation of programming and office spaces as part of a larger project to relocate staff and classes that were formerly housed at CWI and Howard James Industry Training Center.

Harnett Main Campus – Miriello Building HVAC Replacement

Based on a formal bid tabulation, the contract for this project was awarded to Carolina Commercial Systems. Equipment was ordered in mid-September with an expected delivery/installation at/near the end of calendar year 2024. This project is being funded via a \$210,000 capital project allocation from Harnett County, and it replaces HVAC equipment that is original to the building.

Proposed ESTC Fire and EMS Training Facility - Tillis CDS

Based on what appear to be positive prospects for receiving Congressionally Directed Spending (CDS) funds in support of this proposed project, college officials met with Hobbs Architects in mid-September and shared some general information and requirements about the concept. Under the college's standing pre-design agreement with Hobbs, the firm will develop a formal proposal

for design services that will include site planning, building programming, initial space layout, and a budget estimate. Conceptually, this building will resemble an operating fire/EMS facility and will include classrooms (EMS/EMT, Firefighting), an EMS/EMT lab, conferencing and day room spaces, and bays for housing the college's fire trucks and ambulances.

Minor Renovation and Upfit Projects

Chatham County:

- Parking lots on the upper level of Chatham Main Campus (behind Lucier Hall and the Chatham County Community Library) and at Siler City Center were restriped in August.
- A new, illuminated exterior sign was installed on the front face of Chatham Health Sciences Center in August.
- A new "poured" floor was installed in the Physical Therapist Assistant lab at Chatham Health Sciences Center in early October.

Harnett County:

- A new illuminated exterior sign was installed at the original West Harnett Center building.
- A new audio-visual system was installed in the multipurpose room at Harnett Health Sciences Center in August.
- Automatic door openers were added to the Continuing Education Building and Harnett Health Sciences Center in August to make those buildings more ADA-friendly.

Lee County:

- Significant mortar and block repairs were made in the burn building at ESTC in August and September.
- Sections of carpet in the old terminal building were replaced to allow for an expansion of EMT training at ESTC.
- The boiler serving Bell Hall (original to the building) was replaced in September.
- Automatic door openers were added to Hockaday Hall and Joyner Hall in September to make those buildings more ADA-friendly.
- A new illuminated exterior sign is scheduled for installation at the Moore Center near Driveway "A" in October.
- HVAC mini-split systems will be installed in the Large Animal Facility in late October.
- A new 40' x 60' open-sided bovine shelter will be erected in November in the pasture adjacent to the Large Animal Facility. Run-in shelters will also be upgraded with LED light fixtures, Plexiglas panels for ambient light, and new wooden stalls.
- Flooring in sections of the business services area of Hockaday Hall is scheduled for replacement later in the fall semester.

- Sections of Budd Hall used by Cosmetic Arts programs will be painted later in the fall semester.
- Lower parking lots behind Powell Hall and Marchant Hall will be restriped later in the fall semester during at student break.
- Two areas in the Moore Center Main Building (assembly area not included Phase 1) received minor renovations to facilitate immediate expansions in industry training related to Bioprocessing and CNC machining.
- Other areas of the Moore Center Main Building are being prepared for cosmetic and electrical upfits to allow for instructional programming and staff to relocate from CWI and Howard James Industry Training Center until more substantive renovations can be completed at the site via Phase 1 (and later phases).

2. Response to Policy Question

Follow-up on policy question.

3. Security Updates

All CCCC sites and campuses are now fully staffed with uniformed security personnel, identified by blue shirts with the CCCC logo. The Security Director is collaborating with Capt. Jody Sellers of the Sanford Police Department to plan a modified 'tabletop' Active Shooter Drill for the upcoming spring semester. This exercise will include small group breakout sessions to provide participants with essential tactics, suggestions, and an understanding of the critical sounds they may encounter during an active shooter event. The drill is scheduled to take place on the Lee Main Campus.

Additionally, the Annual Security Report (ASR), as required by the Federal Clery Act, has been published on the College's website under the 'Security' section, with hard copies distributed to all three main campuses. The Security Committee is set to meet on October 9th at 2:30 p.m. to discuss ongoing initiatives and ensure continued safety across all campuses.

Security Highlights

- Collaborated with IT to add 23 new cameras and upgrade the network system for enhanced security coverage. The installations are expected to be completed by the end of October 2024.
- Sent letters to local law enforcement agencies in Lee, Chatham, and Harnett Counties regarding the Annual Security Report.
- Produced and conducted a campus lockdown training video for Professional Development Day.
- Stocked Narcan supplies at every CCCC Security Office and on every CCCC Security golf cart to ensure rapid response capability in the event of opioid overdoses.
- Renewed the Omnilert (Cougar Alert) system for another year.

- Replaced the U.S. and North Carolina flags at Lee Main, Moore Center, and Chatham Main Campus.
- Conducted site visits to all CCCC locations to ensure safety at the start of the semester.

4. Ethics Training & SEI Filings

General Counsel is issuing a reminder that ethics training must be completed every two years and that Statement of Economic Interest (SEI) filings must be completed a) by the time of appointment for new trustees or b) by April 15 of the current tax year for economic interests held during the previous tax year. As of 10/16/2024:

- All trustees are currently up to date on their SEI filings
- A few trustees are past due for ethics training
- Over half of the trustees will be due in 2025; half around the time of the scheduled March 2025 NCACCT Conference, and the other half around the time of the expected September 2025 NCACCT conference

Training can be delivered through a scheduled online webinar, an asynchronous training video, or at the NCACCT conference. General Counsel will be reaching out to touch base with each trustee with appropriate reminders before the end of the year and after the first of the new year. Please let General Counsel know if you have any questions or need any assistance with the filings or the trainings. Please also let General Counsel know whenever you have made your SEI filings or completed your trainings so that the Ethics Commission data can be independently verified.



BOARD OF TRUSTEES

Programs Committee Agenda

Date of Meeting:

October 21, 2024

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

Consent Agenda Items

1. Approve Programs Committee Meeting Minutes, August 2024
2. Approve Curriculum Review Committee Actions

Full Board Agenda Items

For Information Only

1. Career Community Updates
2. Center for Organizational Excellence Updates
3. Career and College Promise Updates
4. Student Learning Updates
5. Small Business Center Updates
6. Customized Training Program Updates
7. Public Safety Updates
8. Continuing Education Updates
9. E. Eugene Moore Manufacturing & Biotech Solutions Center
10. Ethics Training & SEI Filings

Consent Agenda Items

1. Approve Programs Committee Meeting Minutes, August 2024

[Click to view Programs Committee August 2024 Minutes](#)

Student Learning

2. Approve Curriculum Review Committee Actions

Program Modifications

- I. Associate in Arts (A10100)
- II. Associate in Science (A10400)
- III. Diploma in Health Information Technology (D45360): Diploma in Medical Billing and Coding

Program Removals

- I. Diploma in Bioprocess Manufacturing Technology (D20100)
- II. Diploma in Advanced Medical Coding (D45530)

Program Additions

- I. Associate in Applied Science in General Occupational Technology-Respiratory Therapy (A55280RT)
- II. Associate in Applied Science in General Occupational Technology-Medical Lab Technology (A55280ML)

Course Modifications

Social and Human Services (A45380): HSE 210 Human Services Issues

Course Substitutions

Replace BUS 280 REAL Small Business with BUS 230 Small Business Mgmt in the following programs: Associate in Applied Science in Business Administration (A25120), Associate in Applied Science in Business Administration–HR (A25120HR), Associate in Applied Science in Culinary Arts (A55150), Certificate in Culinary Fundamentals (C55150CF), Associate in Applied Science in Sustainable Agriculture (A15410), Associate in Applied Science in Building Construction Technology (A35140), and Associate in Applied Science in Health and Fitness Science (A45630).

Course Additions

Sustainable Agriculture (A15410): Introduction to Ecological Landscaping

For Information Only Items

1. Career Community Updates

Arts

CCCC's Constitution Day presentation with guest speaker Lee County Board of Elections Director, Jane Rae Fawcett, was a tremendous success. Approximately one hundred students attended.

Health Sciences

- 2024 Dental Hygiene graduates have a 100% pass rate on their clinical board exam.
- Medical Sonography increased its entering class from eight to 10 students in the fall because we have additional opportunities for clinical placement.
- The licensure exam results for the 26 August 2024 Licensed Professional Nursing graduates will be available in February 2025.
- The Physical Therapist Assistant program started its first cohort of 17 students.

Professional Services

- CCCC is meeting with human resources staff from each of our three counties' school systems to promote the Elementary Education Residency Licensure Certificate program. Department chair Ginger Bartholomew will present at information sessions for Harnett County Schools employees on November 5.
- Barbering has a 100% pass rate from May to August 2024.

2. Center for Organizational Excellence Updates

- The Scholars of Global Distinction program has launched.
- Dr. Jaime McLeod has started his tenure as co-director of the Central Teaching & Learning Hub with a yearlong online professional development series called *Insight to Impact* about using data to improve teaching and learning.
- All chairs and most faculty leads attended Quality Matters training for best practices in evaluating online and hybrid courses.

3. Career and College Promise Updates

This fall, 2,635 high school students are dually enrolled at CCCC and represent 42% of curriculum headcount. Enrollment proportion by county of residence: Chatham 22%, Harnett 21%, Lee 31%, out of service area 26%

4. Student Learning Updates

The Center for Community College Student Engagement hosted a student focus group and a meeting for all faculty and instructional staff on October 10 to determine guidelines related to the use of artificial intelligence at CCCC.

Workforce Development

5. Small Business Center Updates

Excellence

Terri Brown was awarded the **Business Advocate of the Year** at the 2024 SAGA Annual Banquet. This award recognizes the impact Terri has on the small business community in the region through her efforts in counseling, professional development, and entrepreneurship support. Her commitment is seen in the many quotes provided during the ceremony from entrepreneurs impacted by her efforts.

Terri Brown is such an inspiration! ... She is an asset to CCCC and our community. She is always willing to offer her support and expertise. I am so thankful for her role in helping my business grow and become successful.

Maggie Ligon Cranford - Owner, High Cotton Couture and RISE graduate

Entrepreneurship Development

- Harnett Lift-Off Lab is currently wrapping up its 2nd cohort with 12 graduates. There are two \$5,000 startup grants available for eligible graduates.
- RISE supported three business startups from the Spring class, Channeled Energies, Rogue Toys and Luxury Skin and Lash.
- **SPARK graduate and grant winner, Downtown Café, has expanded in Siler City.**
- Digital Marketing certifications awarded to 45 participants

6. Customized Training Program Updates

Highlights

- 9 active projects representing four (4) businesses in Chatham County, two (2) in Harnett County, and three (3) in Lee County.
- 7 new projects in the pipeline representing one (1) business in Harnett County and six (6) businesses in Lee County
- 3 companies supported with unrestricted funds that provide access to training that meets need and industry eligibility guidelines but are not at the level of a project.

Spotlight - Wolfspeed

- **Wolfspeed Community Open House event at Siler City Campus with over 100 attendees.** Attendees viewed the new Wolfspeed lab, talked with Wolfspeed managers and recruiting teams, and learned about CCCC programs and training opportunities.
- Basics of Semiconductor courses offered at Siler City throughout July and August.
- Wolfspeed Maintenance Pathway course, scheduled to begin Fall 2024

7. Public Safety Updates

- Criminal Justice Forensics program moved to ESTC providing students enhanced opportunities to interact with various training agencies and enrich their learning experiences.
- BLET Fall 2024 Academy started with 22 students.
 - **BLET programs will increase from 670 to 880 hours** of instruction beginning January 2025 as required by the NC Criminal Justice Training & Standards Division.
- Fire Academy has gone through a retooling process and began their Fall cohort with 12 students.
 - **CCCC ranked 4th in the state for fire training services**, closely behind Rowan Cabarrus, Central Piedmont, and Wake Tech.
- 10 Drones purchased to support the drone program and enhance the Crime Scene Photography class within Forensics

8. Continuing Education Updates

- CDL Program: program continues to grow with a capacity of 16 students for Fall 2024
 - 61 graduates to date
 - 84% graduates gain DMV license on first attempt
 - **96% graduates have earned their CDL**
 - Fall graduation scheduled for November 22, 2024
- Award of the NCCCS High-cost Healthcare Expansion funds will enable purchase of new equipment and hiring faculty to support the expansion of the Nurse Aide I program.

9. E. Eugene Moore Manufacturing & Biotech Solutions Center

Events

- CCCC Manufacturing Day **hosted 1,037 students/community participants, 31 employers and 11 CCCC programs displays** at this annual event which provides individuals an opportunity to see the exciting things made in the region and career opportunities within advanced manufacturing as well as insight into the CCCC programs that support them along these pathways. Sponsors that helped make this event successful include Mertek Solutions, Electric Supply & Equipment, SAGA, Carolina Training Associates, Edelbrock, Motion AI, Mountaire Farms and The Bridge Builder.
- Hosting the SAGA ‘Industry Leaders Breakfast’ on October 24th
- Hosting the CCCC Regional Resource and Career Fair in collaboration with SAGA and CAWD/NCWorks on October 29th

Programs

- Industry Training Lab: supports the Maintenance Fundamentals Level I program as well as customized training classes at the E Eugene Moore Manufacturing & Biotech Solutions Center
- Upcoming Machining Lab: currently upfitting space for a new machining lab at the E Eugene Moore Manufacturing & Biotech Solutions Center with anticipated completion, October 2024.

10. Ethics Training & SEI Filings

General Counsel is issuing a reminder that ethics training must be completed every two years and that Statement of Economic Interest (SEI) filings must be completed a) by the time of appointment for new trustees or b) by April 15 of the current tax year for economic interests held during the previous tax year. As of 10/16/2024:

- All trustees are currently up to date on their SEI filings
- A few trustees are past due for ethics training
- Over half of the trustees will be due in 2025; half around the time of the scheduled March 2025 NCACCT Conference, and the other half around the time of the expected September 2025 NCACCT conference

Training can be delivered through a scheduled online webinar, an asynchronous training video, or at the NCACCT conference. General Counsel will be reaching out to touch base with each trustee with appropriate reminders before the end of the year and after the first of the new year. Please let General Counsel know if you have any questions or need any assistance with the filings or the trainings. Please also let General Counsel know whenever you have made your SEI

filings or completed your trainings so that the Ethics Commission data can be independently verified.



BOARD OF TRUSTEES

Student and Academic Support Services Committee Agenda

Date of Meeting:

October 21, 2024

Committee Members: Pat Kirkman (Chair), Gladys McAuley, Taylor Vorbeck

Consent Agenda Items

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

Full Board Agenda Items

For Information Only

1. SACSCOC Correspondence (July 23 - September 30, 2024)
2. Enrollment Updates
3. Enrollment, Retention, and Outreach Update
4. Financial Aid Updates
5. Athletics Update
6. Library Usage Report: Fall Update
7. College Access Services Updates
8. Ethics Training & SEI Filings

Consent Agenda Items

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

[Click to view Student & Academic Support Services Committee August 2024 Minutes](#)

Institutional Advancement

2. Receive Foundation Revenue Report

Designations	First Quarter	Current YTD
Endowment Additions	\$ 62,491.00	\$ 62,491.00
Other Restricted Funds	\$ 121,700.53	\$ 121,700.53
Total Restricted	\$ 184,191.53	\$ 184,191.53
Total Unrestricted	\$ 27,704.49	\$ 27,704.49
TOTAL REVENUES:	\$ 211,896.02	\$ 211,896.02

3. Approve Grants and Strategic Initiatives: In Progress

Funding Source	Project Name	Funding type	Requested Amount	Description
Submitted				
Haas Foundation Proposal	Moore Center	Private	\$2,000,000.00	Funding would be used to renovate and outfit the machine lab at the Moore Center
NC DPS - State and Local Cybersecurity Grant Program	Network Infrastructure Modernization	State	\$182,553.02	Update rural campus and centers networking equipment that has passed its end of life date.
Pfizer	Nursing fund for conference fees	Private	\$15,000.00	Funding will provide financial assistance to nursing students to attend external professional development opportunities including conferences and conventions. Funding will reduce financial barriers and better prepare nursing students to enter the workforce.
Tillis Congressionally Directed Spending - ESTC	New Building	Federal	\$6,800,000	Funding will support construction of a dedicated facility to train firefighters and emergency medical service technicians in rural North Carolina.
Lee County Community Foundation	Cougar Market Shelving	Private	\$2,780.00	Funding will support the purchase of new shelving and food scales for the Cougar Market on LMC.
AACC/All Within My Hands Foundation - Metallica Scholars	Metallica Scholars Program	Private	\$75,000.00	The Metallica Scholars Initiative aims to connect students to industry-relevant skill-building opportunities that align with the talent needs of employers using the community college system and leverage the influence of the leadership of Metallica to elevate the importance and dignity of career and technical education. Funding will help elevate CTE pathways including those in Industrial Systems and Welding by supporting scholarships and supplies/materials for outreach events.
Gene Haas	Machining Scholarships	Private	\$10,000.00	Scholarships for Machining students and sponsorship for the SkillsUSA team.

Firehouse Subs Public Safety Foundation	Thermal Imaging Cameras for Fire & Rescue Program	Private	\$10,678.60	Funding will support the purchase of two thermal imaging cameras, which can help firefighters find victims and hot spots quickly, even in zero visibility conditions. They can also help firefighters monitor the spread of a fire by cutting through smoke and enhancing their view of doorways. CCCC does not currently have any thermal imaging equipment available for firefighting trainees. Having this equipment will ensure our students are able to effectively use it when they enter the workforce and need to use it in the field.
U.S. Department of Education - TRIO SSS (Classic)	TRIO Student Support Services Classic	Federal	\$1,361,820.00	Student Support Services (SSS) is a federally-funded TRiO program designed to assist college students with academic skills and motivation to successfully complete a postsecondary education degree. The goal of the Student Support Services program is to increase the college retention and graduation rates of its participants. Funding will serve 140 students each year through services including coaching, mentoring, tutoring, financial literacy training, and college transfer visits.
U.S. Department of Education - TRIO SSS STEM Health	TRIO Student Support Services STEM/Health Sciences	Federal	\$1,361,820.00	Student Support Services (SSS) is a federally-funded TRiO program designed to assist college students with academic skills and motivation to successfully complete a postsecondary education degree. The goal of the Student Support Services program is to increase the college retention and graduation rates of its participants. SSS STEM/Health Science helps students recognize and develop their potential to excel in math and science and to encourage them to pursue postsecondary degrees in math and science, and ultimately careers in the math and science profession. Funding will serve 120 students each year through services including coaching, mentoring, tutoring, financial literacy training, and college transfer visits.
DoD Microelectronics Commons - CLAWS (Subaward via NC State)	Nanotechnology pathway	Federal	\$530,246.20	This is a 2-year subaward project through NC State's Commercial Leap Ahead for Wide Bandgap Semiconductors (CLAWS) project, a regional innovation hub funded by the Department of Defense's

				Microelectronics Commons grant (part of the CHIPS Act). CCCC's project will focus on four areas: 1) Developing short-term training in the semiconductor field, 2) Enhancing existing courses to include material related to semiconductors/nanotechnology, 3) Building new courses related to semiconductors/nanotechnology, 4) Building a foundation to submit a semiconductors/nanotechnology degree program for NCCCS approval.
NSF - National Network for Microelectronics Education				RFI phase only at this point. This would be a subaward/partner project with NCSU/NC A&T/Duke/UNC to establish a hub for microelectronics/nanotechnology.
NSF - MVNP (Sub Award via CNEU/Penn State)	MNVP partnership	Federal	\$45,561.20	Funding would support CCCC joining the MNVP Partnership, along with NC State to create a North Carolina node of the Microelectronics and Nanomanufacturing Certificate Program (MNCP), a program specifically designed to help veterans while meeting the needs of a growing microelectronics and semiconductor workforce. Funded by the National Science Foundation, this innovative approach features live-streamed lectures delivered by Penn State's Center for Nanotechnology Education and Utilization (CNEU) faculty to regional community college partners, and includes substantial hands-on-site training in a cleanroom environment at the local partner universities. Participants enrolled in this 12-week program will learn the principles and practices they need to succeed when they enter the semiconductor industry.
NCCCS - High Cost Health Care Round 4	Physical Therapy Assisting Program	NCCCS	\$495,770.00	Funding will support Physical Therapy Assisting Program needs.
Lowes Gable Grant		Private	\$276,876.86	Funding will support the expansion of the Construction Academy to include an additional cohort in Lee County, as well as cohorts in Chatham and Harnett. Funding will cover faculty and staff time, tools, materials, student stipends and marketing costs. Additional

				funding will support the replacement of equipment for Harnett Correctional Institution's skilled trades programs, as well as for the creation of a construction program at Sanford Correctional Center. Funds will include faculty, equipment and supplies.
US Dept of Commerce/NIST - Digital Twin and Semiconductor CHIPS Manufacturing USA Institute (Subaward via Carnegie Mellon University)	LIVE – Digital Twins for Semiconductor Manufacturing	Federal		Funding will establish and operate a CHIPS Manufacturing USA institute focused on digital twins for the semiconductor industry. Digital twins are virtual models that mimic the structure, context, and behavior of a physical counterpart. Once established, the CHIPS Manufacturing USA institute will help unite the semiconductor industry to unlock the enormous potential of digital twin technology for breakthrough discoveries.
Lee County Arts Council - Grassroots Arts	Academic and Cultural Enrichment Series	State	\$1,750.00	Funding will support programming for the Academic and Cultural Enrichment Series, including performances by Mary Williams and Shabutasu.
NC Humanities Council - Small Project Grant	Academic and Cultural Enrichment Series	State	\$500.00	Funding will support programming for the Academic and Cultural Enrichment Series, including a one-man dramatic presentation entitled Ongoing Fight for Freedom: Stories of NC's Black Veterans.
Department of Labor - YouthBuild	YouthBuild	Federal	\$1,499,982.16	YouthBuild is a community-based pre-apprenticeship program that provides job training and educational services for opportunity youth ages 16-24 who left school without a secondary diploma. Participants learn vocational skills and provide community service through the required construction or rehabilitation of affordable housing for low-income or homeless families in their own neighborhoods. Funding will support 76 students 16-24 who will work to receive their HSE as well as an industry recognized credential in construction or Culinary Arts. Funding includes wrap around student support for transportation, childcare and related services.

Department of Labor - Strengthening Community Colleges Training Grant Round 5	AdvanceNC Power Skills	Federal	\$5,750,000.00	AdvanceNC Power Skills seeks to create system change by enabling colleges and other stakeholders to more effectively address Clean Energy sector workforce demands by using a regional approach. This consortium project including 11 community colleges, 7 workforce development boards, a sector convener, and four employers seeks to create new career pathways for semiconductor technology and energy storage technology.
NCCCS - PACE		NCCCS	\$1,550,000	NCCCS is launching the Pathways to Accelerated Completion and Employment (PACE) program, based on the successful CUNY ASAP model, to improve student retention, completion, and transfer rates in high-wage career programs. Up to 15 colleges will receive financial support over three cohorts, offering students free tuition, textbook support, stipends, and dedicated advisors. PACE will include both a Single College Model for larger institutions and a Regional Partnerships Model for smaller colleges to foster workforce development and regional collaboration. Funding support will taper over five years, with the first cohort starting in Fall 2025.
Pending - In Progress				
NC DOT Capital/5310	Transportation for Elderly/Students and w/Disabilities (2025-2026)	State	\$69,000.00	Funding will provide reimbursement to CCC for transportation costs for senior students and students with disabilities.
Galloway Ridge	Dreamkeeper	Private	\$5,000	Funding to support Emergency Expenses to keep students enrolled.

For Information Only Items

Institutional Advancement

1. SACSCOC Correspondence (July 23 - September 30, 2024)

In **September 2024**, we received notification from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) that they have approved the Foundations of Advanced Manufacturing Certificate. Additionally, we received confirmation from SACSCOC regarding the following program closures:

- Human Services Technology Substance Abuse AAS Degree
- Office Administration AAS Degree
- Culinary Arts Program at the Dunn Center
- Sustainability Technologies Program, which includes the closure of the Sustainability Technology AAS Degree, Biofuels Certificate, and Sustainability Certificate.

In **May 2024**, we submitted a formal request to the Office of Federal Student Aid at the U.S. Department of Education, seeking permission to transition our primary institutional accrediting agency from SACSCOC to the Higher Learning Commission (HLC).

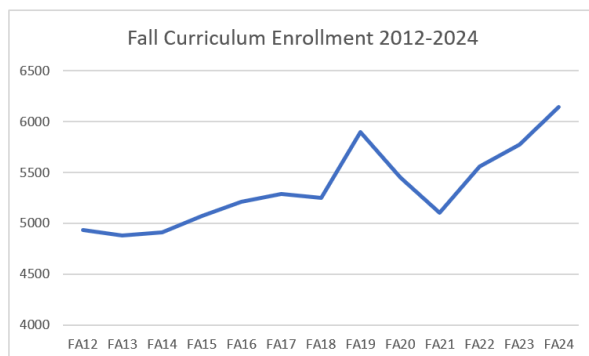
As of **September 2024**, we have yet to receive a response regarding this request. Consequently, we re-sent the information to ensure they have everything needed, but we are still awaiting their decision.

Student Onboarding and Success

2. Enrollment Updates

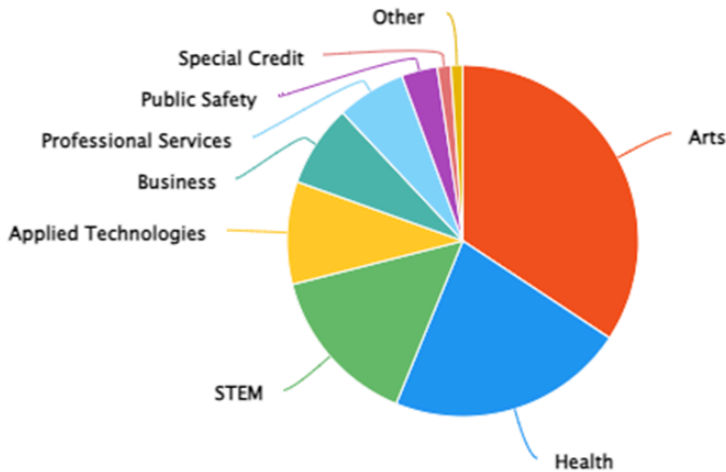
Fall 2024 enrollment at CCCC set a new record, with curriculum headcount up more than 6% from FA23 and 19.9% from FA21; dual enrollment makes up 43% of students, 30.1% are full-time, and 62.3% are female.

Fall Enrollment Historical



Fall Enrollment by Career Community

Career Communities
Count



3. Enrollment, Retention, and Outreach Updates

- Fall to fall retention (2019-2020) was 61%. Fall to fall retention (2023-2024) was 71%, which is an all-time high for CCCC.
- Our Student Onboarding and Success Office had 2,145 meetings with students between July 1st and August 26th regarding advising and registration (and over one thousand additional appointments regarding other aspects of enrollment).
- CCCC met with the superintendents of Lee and Chatham counties; they are very supportive of us moving ahead with a targeted communication plan to high school students and their families beginning this fall, and we will continue to implement it over the next year. This follows a successful campaign in Harnett County schools in SP24.
- Our counties generously support tuition and fees for eligible high school graduates through the K14/Promise Program.
 - From the 2024 cohort, 305 students are still eligible and 91% are still taking classes.
 - From the 2023 cohort, 266 students are still eligible and 80% are still taking classes.
 - In 2024, both Harnett and Chatham saw increases over the number of participating students from 2023.
 - Home school student enrollment (11th and 12th graders) has reached an all-time high in 2024: we have 250 (duplicated) students. Home school enrollment has grown 18% since 2021.

- Our new limited enrollment application process went very well for FA24. We filled nearly every seat in every limited enrollment program while providing more transparency on eligibility and seat availability.
- Data Spotlight: from our student Services Survey, sent to students after meeting with an Education Navigator
 - 87% of students answered "yes" to the question of "do you feel your Education Navigator had a positive impact on your educational experience?"
 - 93% of students answered "Yes" to the question of "do you feel that you received the support you needed in order to have a successful start at CCCC?"
 - Most students rated their overall experience with the Week of Welcome as good or excellent.

Future Enrollment Considerations

- The fall 2025 application has opened, and our recruiting staff is already on the road.
- Direct Admissions (also known as NC Connect) has begun as a pilot for fall 2025. Eligible high school seniors will receive a communication to “claim their spot” at one of the six participating senior institutions or their local community college.
- The Foundation Scholarship application and accompanying processes have been moved to Slate. This will make it easier for students to apply and to be awarded funds from Foundation scholarships.

Student Support and Programming

- CCCC has implemented Better Mynd, a virtual counseling service, to support students with counseling, anxiety, and related mental health issues. Since August 1st, 92 Students have created an account in Better Mynd; nine students have met with a Mental Health Counselor.
- In September, over 30 staff members received advanced coaching training, thanks to funding from the Belk Center. The training, offered by Inside Track, equips student-facing staff with skills to support students through higher education challenges, guide them towards degree completion, and assist with other areas of student life. Training will continue training virtually throughout the next year.

Transfer

- Onboarding and Advising collaborated with TRiO to offer the second annual HBCU Block Party on September 18. Five HBCUs and 120 students participated.
- Onboarding and Advising staff have been working hard to prepare faculty advisors for the newly released Transfer Guides, which are designed to facilitate the transfer process for our students.

- CCCC is finalizing an agreement with Catawba College that would create a pathway for Early Childhood students.

Student Services

4. Financial Aid Updates

Financial Aid

For the 2024-2025 academic year, a total of 4,369 FAFSA applications have been received, with 2,618 students awarded federal, state, and institutional aid. To date, \$4,680,956.95 in total funds has been dispersed across all sources of funding.

Veterans Affairs

For Fall 2024, we have **310 military-affiliated students**, reflecting an increase from Fall 2023. Veterans are showing the greatest interest in Applied Technologies programs, such as Automotive, Motorcycle Mechanics, Electrical Systems, and Welding. Meanwhile, spouses and dependents are primarily enrolling in Health Sciences, with Nursing and Veterinary Medical Technology being the most popular choices. Angie Estes, Veterans Affairs Coordinator, has been named one of 31 outstanding individuals with the 2024 Veteran Champions of the Year in Higher Education award by Military Friendly(R).

5. Athletics Update

Women's Volleyball

The Women's Volleyball team has had a successful season so far, securing two conference wins. The team has been competing at a high level, drawing impressive crowds at each home game. Coach Ellis has already started recruiting for the 2025 season, putting her in an excellent position for next year. The current team GPA is 3.47, reflecting their dedication both on and off the court. The team has three remaining home games scheduled for October 15, 17, and 18.

Men's Basketball

Men's Basketball is preparing for an exciting season ahead, with the leadership of eight returning players setting the stage for success. The Blue/White game is scheduled for October 10, and the team has been making significant academic strides with twice-weekly study hall sessions in the STEM lab. A highlight of the season will be the recently confirmed game against the UNC JV team in Chapel Hill on January 15.

Men's and Women's Soccer

CCCC has been having exploratory conversations with community resources and College personnel about adding Men's and Women's soccer teams to our Athletics offerings. Adding these programs is anticipated to enhance enrollment by providing local athletes the opportunity to continue playing their sport while furthering their education at the college. Both Men's and Women's Soccer programs would support team rosters of 15-22 players each, with each team competing in 10-12 matches with half being played at home. Feedback from the community and from College staff is very positive. We plan to propose adding soccer to the Athletics program at the February Quarterly meeting. Prior to that time, the Student Services Division is available to answer any questions.

6. Library Usage Report: Fall 2024

Highlights:

Overall Circulation Growth: The total circulation of library materials has increased by 12% this year. This includes a significant surge in specific categories:

- Audiovisual materials usage has risen by 76%.
- Calculator circulation increased by 29%.
- Laptop usage grew by 21%.
- Reserve materials experienced a 263% increase, driven by demand for items such as headphones, anatomy models, and phone chargers.

Increased User Engagement: The total number of user interactions has surged by 76% this year, showcasing the library's growing role in serving students and faculty:

- In-person interactions rose by 82%.
- Phone interactions saw an 84% increase.

Study Room Usage: Study room bookings have continued to rise, reflecting a 13% increase in the number of bookings and a 39% increase in the total number of hours booked. These rooms are proving to be valuable spaces for student collaboration and study.

7. College Access Services Update

TRIO Veterans Upward Bound (VUB)

Number Served: 112

Program Description: TRIO VUB assists veterans in transitioning to college by providing academic support, career counseling, and workshops tailored to their unique needs. The program focuses on enhancing academic skills and preparing veterans for higher education.

Highlights:

Workshops: Facilitated a series of workshops and refresher courses aimed at improving participants' academic skills and promoting overall wellness.

LIVE Benefits Event: Connected with new community partners at the LIVE Benefits Event in Cary, NC, expanding the range of assistance and services available for Veteran Upward Bound (VUB) participants and military-affiliated students at CCCC.

Application Update: Received seven new applications from military-affiliated participants during this event.

Military Affiliated Initiatives

Program Overview: The Military-Affiliated Initiatives at CCCC support active duty service members, veterans, and their families in accessing educational resources and services. The program focuses on a smooth transition from military to civilian education and aims to enhance academic success for this population.

Highlights:

Expanded Marketing and Outreach: Developed targeted marketing materials to highlight the range of assistance and services available to military-affiliated students and their families. These materials will be shared with prospective students, current students, faculty, and staff to promote CCCC's commitment to supporting this community.

Professional Development: Facilitated the Green Zone: Support Staff Edition, a professional development session that equips CCCC staff, including Educational Navigators, with the knowledge to identify and better serve military-affiliated students. This initiative is designed to improve support, which can positively impact both enrollment and retention.

Enrollment Impact: Data indicates that military-affiliated students typically have higher completion rates compared to the general student population. By increasing outreach and support, this initiative has the potential to enhance CCCC's full-time equivalent (FTE) student enrollment and overall completion rates.

Upcoming Events:

- **Military Success Week:** Currently planning CCCC's Military Success Week, an event dedicated to celebrating and supporting military-affiliated students and their families.
- **Veterans Day Celebration:** Organizing CCCC's Veterans Day community-wide celebration, aimed at fostering greater engagement and recognition of military-affiliated students and their contributions.

TRIO Upward Bound

Number Served: 182

Program Description: TRIO Upward Bound targets high school students from low-income families, providing them with academic support and college readiness activities. The program includes tutoring, mentoring, and exposure to college campuses.

Highlights:

Saturday Session Success: Held the first Saturday Session of the school year on September 14, setting a new attendance record of **103 students**. Freshmen and sophomores focused on goal setting and email etiquette, while juniors and seniors engaged with a guest speaker to learn about scholarships and how to create competitive applications.

Lee County Enrollment Achievement: Reached 100% of the funded-to-serve target for the 2024-2025 school year in Lee County and currently have a waitlist for additional participants.

Enrollment in Harnett County: Achieved 90% of the funded-to-serve target for the 2024-2025 school year in Harnett County, nearing full enrollment much earlier in the year than usual.

TRIO Student Support Services (SSS)

Number Served: 120

Program Description: TRIO SSS provides personalized academic support, tutoring, College knowledge and financial literacy training to first generation college students, low-income students and students with disabilities. The program aims to enhance student retention and graduation rates through comprehensive services.

Highlights:

Strong Graduation Outcomes:

38 participants graduated as of 9/30/2024.

Cultural Enrichment Tour to Washington, D.C.:

In March 2024, participants toured the Martin Luther King Memorial, Lincoln Memorial, Korean Memorial, and Vietnam Memorial. This trip allowed students to apply their knowledge, strengthen employability skills (critical thinking, problem-solving, communication), and explore career opportunities.

Conference Participation and Academic Exposure:

In June 2024, SSS participants attended the Ronald McNair and Student Support Services Scholars Conference in Atlanta, Georgia. They engaged in workshops, oral research

presentations, and graduate school and college fairs, broadening their academic and professional horizons.

YEA Juntos

Number Served: 42/60, year ended 7/31/2024

Program Description: In partnership with NCSU, the Juntos Program helps Latino students and their parents get knowledge, skills and resources to ensure high school graduation and explore post-secondary career and academic opportunities.

Highlights:

Summer Internship Program: Implemented a summer internship program that placed 6 students in local companies and institutions which included Mertek, Plant Path, NC Cooperative Extension and CCCC.

NCSU Summer Academy: 17 students went to the Summer Academy for one week of career exploration and university experience.

Workshops: Increased parent participation in school by hosting 6 workshop series aimed to educate parents and students about the US education system and how to plan, apply and pay for University.

Academic Assistance Center (AAC)

Program Description:

The Academic Assistance Center (AAC), located across all three main campuses, offers free academic support to students both in-person and online. Key services include the Writing and Reading Center, STEM Lab, one-on-one tutoring, and test proctoring. The AAC also provides access to valuable physical resources such as open-use computer labs with printers and scanners, study rooms, calculators, and basic supplies to support student success.

Highlights:

Extensive Academic Support Provided Across Campuses: During the reporting period, the AAC delivered over 1,222 hours of academic support through one-on-one tutoring, group sessions, supplemental instruction, and the STEM and Writing Centers. In addition, 66 submissions were processed through the Online Writing Lab, and 113 tests were proctored across the three campuses. These services are crucial in enhancing student learning and success. AAC tutors will also participate in the Fall 2024 NC Tutoring and Learning Association (NCTLA) virtual tutoring conference, further strengthening their capacity to support students.

Tutoring Conference Participation: Tutors will participate in the Fall 2024 NC Tutoring and Learning Association (NCTLA) free virtual tutoring conference on October 29th, enhancing their professional development and ability to serve students more effectively.

8. Ethics Training & SEI Filings

General Counsel is issuing a reminder that ethics training must be completed every two years and that Statement of Economic Interest (SEI) filings must be completed a) by the time of appointment for new trustees or b) by April 15 of the current tax year for economic interests held during the previous tax year. As of 10/16/2024:

- All trustees are currently up to date on their SEI filings
- A few trustees are past due for ethics training
- Over half of the trustees will be due in 2025; half around the time of the scheduled March 2025 NCACCT Conference, and the other half around the time of the expected September 2025 NCACCT conference

Training can be delivered through a scheduled online webinar, an asynchronous training video, or at the NCACCT conference. General Counsel will be reaching out to touch base with each trustee with appropriate reminders before the end of the year and after the first of the new year. Please let General Counsel know if you have any questions or need any assistance with the filings or the trainings. Please also let General Counsel know whenever you have made your SEI filings or completed your trainings so that the Ethics Commission data can be independently verified.