

AGENDA

CRAVEN COMMUNITY COLLEGE

BOARD OF TRUSTEES

WINTER MEETING – JANUARY 17, 2017

6:00 PM – Dinner in Naumann Community Room, Student Center Building

7:00 PM – Meeting in Ward Boardroom, Brock Building

New Bern Campus

- I. Call to Order *Kevin Roberts, Chair*

- II. Administrative Items
 - (1) Roll Call *Ray Staats, Secretary*
 - (2) Agenda Review and Adoption *Kevin Roberts*
 - (3) Conflict of Interest Declaration *Kevin Roberts*
 - (4) Public Comment
 - (5) 2017 Statements of Economic Interest *Cindy Ensley*

- III. Consent Agenda (*motion*) *Kevin Roberts*
 - (1) Approve Board of Trustees Meeting Minutes (November 1, 2016)
 - (2) Approve Committee Meeting Minutes
 - a. Academic and Student Affairs Committee (November 28, 2016)
 - b. Facilities Committee (November 28, 2016)
 - c. Finance/Personnel Committee (December 12, 2016)

- IV. Committee Action Items
 - (1) Approve Revised Board Policy 2.33 Online Social Media Networking
 - a. Vice President Report *Gery Boucher*
 - b. Committee Recommendation (*motion*) *Ken Crow*
 - (2) Approve Revised Board Policy 3.3 Student Code of Conduct
 - a. Vice President Report *Gery Boucher*
 - b. Committee Recommendation (*motion*) *Ken Crow*
 - (3) Approve Revised Board Policy 8.7 Campus Access and Public Communication
 - a. Vice President Report *Page Varnell*
 - b. Committee Recommendation (*motion*) *Allison Morris*
 - (4) Approve New Board Policy 3.9 Family Relocation Tuition
 - a. Vice President Report *Gery Boucher*
 - b. Committee Recommendation (*motion*) *Ken Crow*
 - (5) Receive US Department of Education Title IV Review of NC State Audit
FY 2014-2015 Records (*info*) *Gery Boucher*

- V. Old Business

- (1) Approve Strategic Plan 2017-2022
- (2) Approve Revised Board Policy 1.2 Vision Statement

Ray Staats

Ray Staats

VI. New Business

- (1) Approve Revised Board Policy 2.27 Sexual and Other Unlawful Harassment (*motion*)
- (2) Receive Update on Reformatting of Board Policies (*info*)
- (3) Approve Curriculum Program A40160 Termination (*motion*)
- (4) President's Evaluation and Timeline (*info*)
- (5) Board's Evaluation and Timeline (*info*)
- (6) EDA Grant/First Street WDC Project Board Resolution (*motion*)

Ray Staats

Ray Staats

Kathleen Gallman

Kevin Roberts

Kevin Roberts

Ray Staats

VII. Reports

- (1) President
- (2) Attorney
- (3) Chair
- (4) Student Trustee
- (5) Foundation President

Ray Staats

David Ward

Kevin Roberts

D J Johnson, SGA President

Lloyd Griffith

VIII. Adjournment

Kevin Roberts

BOARD OF TRUSTEES

ROLL CALL

January 17, 2017

Mr. Steve Cella

Ms. Cora Chadwick

Mr. Ken Crow

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Rosanne Leahy

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Kevin Roberts

Mr. Bill Taylor

Mayor Chuck Tyson

Ms. Brenda Wilson

Mr. DJ Johnson, SGA President (ex officio)

Mr. Lloyd Griffith, CCC Foundation President (ex officio)

Agenda Review/Conflict of Interest Declarations

Each member of this board of trustees is reminded of their obligations and duties under the State Government Ethics Act. Trustees must continually monitor, evaluate, and manage their personal, financial, and professional affairs to ensure the absence of conflicts of interest or even appearance of conflicts of interest. Does any member of this board know of an actual conflict of interest which exists with regard to any matter coming before this board?

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF FALL MEETING
NOVEMBER 1, 2016

The Craven Community College Board of Trustees held its fall meeting on Tuesday, November 1, 2016 in the Ward Boardroom of the Brock Administration Building on the New Bern campus of Craven Community College with Board Chairman Kevin Roberts presiding. The meeting was called to order at 7:00 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Mr. Stephen Cella, Ms. Cora Chadwick, Mr. Ken Crow, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Rosanne Leahy, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mr. Bill Taylor, Mayor Chuck Tyson, and Ms. Brenda Wilson.

Ex Officio members present: Mr. Lloyd Griffith, Foundation President

Ex Officio members absent: Mr. D. J. Johnson, SGA President

Others present were: Dr. Raymond Staats, President; Mr. Jamie Norment, Attorney, Ward and Smith; Dr. Page Varnell, Vice President for Administration; Ms. Kathleen Gallman, Vice President for Instruction; Mr. Gery Boucher, Vice President for Students; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees.

Chairman Roberts declared a quorum present for the meeting.

Agenda Review and Adoption

Chairman Roberts reviewed the amended agenda (attached) and asked if there were revisions or additions. Trustee Mattocks motioned to accept the agenda as presented; Trustee Tyson seconded the motion and all approved.

Conflict of Interest Declaration

Chairman Roberts read the conflict of interest statement. No conflicts were noted by members.

Public Comment

Chairman Roberts called for public comment and none were expressed.

Oath of Office

Chairman Roberts welcomed new trustee Stephen Cella. Ms. Ensley noted that Mr. Cella had been appointed by the Governor to serve a four-year term, replacing retired Trustee

Gary Baldree. According to Mr. Cella's statement of economic interest, he is clear of any actual or potential conflicts of interest as per the State Government Ethics Act (attached). Ms. Ensley administered the oath of office to Trustee Cella for the term August 29, 2016 – June 30, 2020.

Consent Agenda

Chairman Roberts noted a correction in the July 19, 2016 meeting minutes to reflect that Trustee Knight and Trustee Morris were in attendance; Ms. Ensley will make the correction.

Chairman Roberts called for approval of the following referenced minutes (attached):

Board of Trustees Summer Meeting Minutes of July 19, 2016 - corrected
Academic & Student Affairs Committee Meeting Minutes of September 12, 2016
Facilities Committee Meeting Minutes of September 12, 2016
Finance/Personnel Committee Meeting Minutes of September 19, 2016

Trustee Leahy motioned to accept the minutes as presented; Trustee Mattocks seconded the motion and the motion passed unanimously.

Committee Action Items

Approve Revision of Board Policy BP 4.13 SACSCOC Substantive Change: VP Gallman and President Staats explained the details of revising the policy (attached) as per recommendation from SACSCOC. Attorney Norment stated that legal had reviewed the revised policy. Trustee Crow motioned to accept the revised board policy as recommended by the Academic & Student Affairs Committee; Trustee Tyson seconded the motion and the motion passed unanimously.

Accept Fiscal Year 2016-17 Budget (DCC 2-1): VP Varnell reviewed the NCCCS DCC 2-1 document requiring board acceptance and county government acknowledgement (attached). President Staats explained the budgeting process and timeline. Trustee Morris motioned to accept the fiscal year 2016-17 budget of \$32,525,117 as recommended by the Finance/Personnel Committee; Trustee Mattocks seconded the motion and the motion passed unanimously.

Approve Capital Improvement Project (3-1) Amendment #2093 for the STEM Building: President Staats described the long process of submitting a capital improvement project with the State Construction Office. VP Varnell explained the need to submit an amended project (attached) with the decrease in square footage of the STEM Building as originally presented. Trustee Morris motioned to approve amended project #2093 as recommended by the Finance/Personnel Committee; Trustee Wilson seconded the motion and the motion passed unanimously.

Approve Capital Improvement Project (3-1) Amendment #2184 for the First Stop Renovation: VP Varnell relayed the increased cost of construction and the use of some "NCConnect" bond money, requiring amendment of project #2184 (attached). Trustee Morris motioned to approve amended project #2184 as recommended by the Finance/Personnel Committee; Trustee Mattocks seconded the motion and the motion passed unanimously.

Receive 2015-16 NC Program Compliance Review Results: VP Gallman shared the report (attached) from the NCCCS indicating "no material findings identified for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the 2014-2015 reporting period."

Old Business

Strategic Planning Update: President Staats shared the draft 2017-2022 strategic plan (attached) containing input from the Board's planning retreat, the Executive Leadership Team and the College's staff and faculty. Trustees were asked to review the plan and give feedback to President Staats in the next couple of weeks. A final plan will be presented to the Board for approval at the January 17, 2017 meeting. President Staats also presented a draft of the College's new vision statement, also to be approved at the next meeting.

SACSCOC Update: From the October on-site visit by SACSCOC, President Staats reported that five standards will require a response; two of which apply to our preliminary Quality Enhancement Plan (QEP). Responses are due to SACSCOC March 6, 2017 along with our final QEP. SACSCOC will notify us of our reaffirmation status in June 2017.

New Business

Approve Revision of Board Policy 7.4 Naming Honors: President Staats reviewed the changes to the existing policy. Trustee Tyson motioned to accept the revised policy (attached) as presented; Trustee Wilson seconded the motion and the motion passed unanimously.

Approve New CCC Foundation Board Members: President Staats presented for approval six new directors for the CCC Foundation Board (attached) - Ms. Sabrina Bengal, Ms. Susan Forbes, Mr. Tyler Harris, Ms. Marjorie Russell, Mr. Greg Smith, and Ms. Brenda George. Trustee Taylor motioned to accept the new directors; Trustee Wilson seconded the motion and the motion passed unanimously.

Receive Trustee Professional Development Schedule: Chairman Roberts presented a three-year plan (attached) for trustees to attend professional development training allowing a rotation annually within budget constraints.

Reports

President: VP Gallman presented a preliminary college dashboard computer application highlighting enrollment trends; she explained that more work is needed to choose the correct indicators. VP Boucher outlined the benefits of having at-a-glance information relevant to student enrollment. President Staats noted that after refinement, the dashboard will help with informed decision-making.

President Staats presented his quarterly report (attached) highlighting facility projects, grants, Adult Enrichment program, and the aftermath of Hurricane Matthew. He reported on the College co-signing the EDA grant with the City of New Bern for the City Market and Workforce Development Training Center. The College is anticipating a multi-year lease at a nominal fee. The Board, New Bern Board of Aldermen, and Craven County Board of Commissioners must review the final lease documents and approve, prior to execution.

The College has partnered with Craven County Board of Commissioners to employ a fulltime director for the Pamlico Re-entry Program for a four-month period. Discussions for the long-term will take place in January 2017.

(Trustee Crow left the meeting at 8:30 for a prior commitment)

Attorney: Attorney Norment commented on the correspondence with Alliance Defending Freedom group and the revision of board policies for compliance in today's environment.

Chair: Chairman Roberts discussed dates, venue, and topics for the annual board retreat. Board members prefer the retreat and board meeting be on the same day at the spring meeting.

Foundation President: Mr. Griffith shared the Foundation's excitement with the College's strategic planning efforts that will help structure the Foundation's work. He also gave an update on the campus and community campaigns as well as the recently held "*Fall for Wine and Chocolate*" event that netted over \$8,000 in support of the general scholarship fund (attached). President Staats announced the College Foundation was recently recognized by the United Missionary Baptist Church for outstanding community service with a \$700 donation to the Foundation for the scholarship fund.

Personnel Matters - Closed Session

At 8:55 pm upon motion by Trustee Dacey, second by Trustee Mattocks, and unanimous approval, the Board of Trustees of Craven Community College, pursuant to North Carolina General Statute 143-318.11(a)(6), entered into Closed Session to discuss personnel matters with the request that Attorney Norment and Ms. Ensley remain in the Closed Session at the pleasure of the Board.

At 9:15 pm, Chairman Roberts invited President Staats to rejoin the meeting during closed session.

At 9:22 pm upon motion by Trustee Taylor, second by Trustee Tyson, and unanimous approval, the Closed Session ended and returned to Regular Session. The public was invited to join the Regular Session.

Chairman Roberts announced the Board's discussion of President Staats' employment contract. Trustee Tyson motioned to award President Staats an additional ten days of paid leave for meritorious service as per Section 10f of his employment contract after one year of service and to award him a 1.5% bonus from State funds, to align with the 1.5% bonus given by the College to all permanent employees. Trustee Chadwick seconded the motion and the motion passed unanimously.

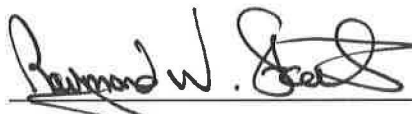
Adjournment

With no further business to be presented, Chairman Roberts adjourned the meeting at 9:35 pm.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Kevin M. Roberts", written over a horizontal line.

Kevin M. Roberts, Chairman
January 17, 2017

A handwritten signature in black ink, appearing to read "Raymond W. Staats", written over a horizontal line.

Raymond W. Staats, Secretary
January 17, 2017

ce 12/9/16

AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

Monday, November 28, 2016 at 4:00 P.M.

Members: Mr. Ken Crow, Chair
Mr. Steve Cella
Ms. Jennifer Dacey
Mr. Ron Knight
Ms. Carol Mattocks
Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: Dr. Ray Staats, President
Ms. Kathleen Gallman, VP for Instruction
Mr. Gery Boucher, VP for Students
Ms. Cindy Ensley, Recorder

- | | |
|--|------------------|
| 1. Call to Order | Ken Crow, Chair |
| 2. Members Present Roll Call | Cindy Ensley |
| 3. SACSCOC Update (<i>info</i>) | Kathleen Gallman |
| 4. Residency Determination (<i>info</i>) | Gery Boucher |
| 5. Board Policy Revisions (<i>motion</i>) | Gery Boucher |
| a. BP 2.33 - Online Social Media Networking | |
| b. BP 3.3 – Student Code of Conduct | |
| c. BP 3.9 – Family Relocation Tuition | |
| 6. US Dept of Education Title IV Review of NC State Audit (2014-15)(<i>info</i>) | Gery Boucher |
| 7. Registration (<i>info</i>) | Gery Boucher |
| 8. President's Update (<i>info</i>) | Ray Staats |
| 9. Adjournment | Ken Crow, Chair |

Academic & Student Affairs Committee Charge

- a. Recommend approval of degree and certificate programs
- b. Recommend approval of developmental education programs
- c. Recommend approval of monitoring processes and evaluation of curricula/programs
- d. Recommend approval of academic support services
- e. Recommend approval of student support services
- f. Recommend approval of admission policies
- g. Recommend approval of graduation requirements
- h. Other responsibilities as assigned by the Board Chair

MINUTES

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

NOVEMBER 28, 2016 AT 4:00 P.M.

- I. In the absence of the Committee Chair Ken Crow, Board Chairman Kevin Roberts called the meeting to order at 4:05 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Mr. Steve Cella, Mr. Ken Crow (4:10 pm), Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Carol Mattocks and Board Chairman Kevin Roberts.
Others Present: Dr. Raymond Staats, President; Ms. Kathleen Gallman, Vice President for Instruction; Mr. Gery Boucher, Vice President for Students; and Ms. Cindy Ensley, Recorder.
- III. SACSCOC Update
VP Gallman briefed the committee on the report from the SACSCOC on-site visit in October that resulted in 5 recommendations, two of which related to our draft Quality Enhancement Plan. Greatest impact of the recommendations will be the hiring of a part-time academic librarian for student support at the public library on the Havelock campus. The Institutional Effectiveness team will prepare a response by the March 6, 2017 deadline.

(Trustee Ken Crow joined the meeting at 4:10 and assumed the role of Committee Chair)
- IV. Residency Determination
VP Boucher explained that in February 2017 determination of residency will be moved from the college level to a centralized processing location. Students should receive determination of their in-state versus out-of-state status within twenty-four hours of application and the determination is available to any college for viewing.
- V. Board Policies
 - a. BP 2.33 – Online Social Media Networking – VP Boucher presented the revised policy for approval. President Staats explained the legal aspects of the revision. Trustee Knight motioned to approve BP 2.33; Trustee Cella seconded the motion and the motion passed unanimously
 - b. BP 3.3 – Student Code of Conduct - VP Boucher explained the need to update the existing policy. Trustee Knight motioned to approve the revised policy; Trustee Cella seconded the motion and the motion passed unanimously.

c. BP 3.9 – Family Relocation Tuition – VP Boucher and President Staats explained the need to have a policy to support the general statute surrounding family relocation due to employment transfers. Trustee Mattocks motioned to approve the new policy; Trustee Knight seconded the motion and the motion passed unanimously.

VI. US Dept. of Education Title IV Review of NC State Audit (2014-15)

VP Boucher reviewed the federal audit that contained two findings that have been corrected and are considered closed.

VII. Registration

VP Boucher noted the ongoing improvements being made in the registration process such as extended hours after 5:00 pm and Saturdays, increased internal and external marketing, and response time to emails and phone messages. He stated fall curriculum enrollment is down slightly (2.8-3%) while continuing education is up (11+%).

VIII. President's Report

President Staats stated that all items in his report had been covered in the meeting.

IX. Adjournment

With no further business to discuss, Committee Chair Crow adjourned the meeting at 4:57 pm.

ONLINE SOCIAL MEDIA NETWORKING

Legal Authority: NCGS 115D-20

Approval: April 19, 2011

Revision: January 17, 2017

ONLINE SOCIAL MEDIA AND NETWORKING POLICY

Online social media and networking (collectively, "social networking") allow the College, its students and employees to reach many audiences. Social networking includes web-based or mobile technologies used for interactive communication, whether for personal, educational, or business use. These forms of communication include collaborative projects (e.g., Wikipedia), blogs and microblogs (e.g., Blogspot, Twitter), content communities (e.g., YouTube, Instagram), and social networking sites (e.g., Facebook, Google+). The Board recognizes the value and potential of these online social networking tools to support and communicate the College's mission.

College-Controlled Sites. The Board authorizes the President to establish and supervise online social media networking sites limited to official College business and initiatives (collectively, "Official Sites"). The President shall establish and maintain appropriate College procedures governing the use of Official Sites.

Official Sites shall not use, or allow the use of, language, photographs, and other forms of communication that:

1. Use derogatory language or demeaning statements;
2. Threaten others;
3. Promote hazing, harassment, vandalism, stalking, underage drinking, illegal drug use, or other inappropriate behavior inconsistent with the College's public educational mission and purpose for the Official Sites;
4. Violate local, state or federal law;
5. Contain spam;
6. Advertise or sell goods or services, except as part of a College activity authorized by the President;
7. Contain comments or posts unrelated to the College or contrary to the purpose of the Official Site;
8. Infringe on copyrights or trademarks; or

9. Otherwise disrupt the Official Site's purpose.

The President, consulting with legal counsel as needed, may direct staff to remove any post or other online communication from an Official Site if required to maintain the College's integrity and educational mission.

Official sites shall include, whenever possible, a statement substantially similar to the following: "This website is an official communication of Craven Community College, and is subject to certain restricted uses. No person communicating via this site (whether a state employee, student, private business, or member of the public) should have an expectation that any communication on this site is private. All communication on this site may be subject to disclosure under the North Carolina Public Records Act".

Official Student Group Sites. Officially recognized student groups may use College resources to maintain a social networking site for the purpose of promoting their group and communicating with the College community and public. The College shall not regulate an official student group's site based on the viewpoint or opinions expressed by the student group. However, all official student group sites shall comply with the Board's Student Code of Conduct and Sexual and Other Unlawful Harassment Policies.

Personal Sites. The Board recognizes that employees and students may maintain personal websites and online social networking accounts that express their personal opinions and viewpoints. The College does not authorize, and specifically disclaims any responsibility for, any personal site established by an employee or student. Such personal online presence is not supervised by the College. However, employees and students remain subject to discipline for violation of any applicable portions of the Board's policies. No employee or student is authorized to use College logos, trademarks or other intellectual property on their personal site. Employees and students must not claim or imply that they are speaking on behalf of the College. Employees and students are personally responsible for any legal liability arising from or relating to their use of social networking services and sites. Any personal online activity (in any form) by an employee or student that violates state or federal law will subject the employee or student to disciplinary action pursuant to the applicable employee or student handbooks.

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STUDENT CODE OF CONDUCT

Legal Authority: NCGS 115D-20

Approval: April 19, 2011

Revision: January 17, 2017

STUDENT CODE OF CONDUCT

The College is a teaching and learning community with specific expectations regarding student conduct. The Board directs the President to provide a safe and healthy environment that facilitates the College's mission and promotes civility through the core values of diversity, integrity, learning, quality, respect, and trust.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. Therefore, the College may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or physical harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the College.

In addition, the College may reasonably regulate the time, place, and manner of expression (without regard to viewpoint) to ensure that it does not disrupt the ordinary activities of the College. However, these restrictions on conduct may be applied only when absolutely necessary and in a way consistent with the constitutional rights of the individuals involved. It is vitally important that these exceptions never be used in a manner that is inconsistent with the College's commitment to a completely free and open discussion of ideas.

The Board directs the President to develop and implement a Student Code of Conduct (Code). The primary purpose of the Code shall be to educate students about their rights and responsibilities as members of the student body. When a student's conduct departs from expectations delineated by the Code, adversely affects the learning environment or the pursuit of the College's educational objectives, the Code sets forth appropriate student sanctions and disciplinary actions that may be used to resolve the behavior and to help students learn from mistakes.

Consistent with its educational mission, the Board further desires to promote student understanding of the balance between individual privileges and college responsibilities, as well as to provide everyone in the College community a safe environment that is conducive to student learning and success.

The Board expects students to:

- Familiarize themselves with and to be accountable for information contained in all of the College's student publications (general catalog, student handbooks, bulletins, syllabi, etc.) relating to student responsibilities.

- Respect the rights of others in the College community.
- Respect the freedom to teach and the freedom to learn.
- Develop and demonstrate effective workplace and classroom behaviors.

In general, all students are expected to conduct themselves in a manner that promotes and supports both students' and the College's educational endeavors and objectives.

The goals of the Code shall be to:

- Cultivate the College community's commitment to the rights, conduct, responsibilities, and behavioral expectations of students and staff.
- Protect the rights of students, faculty and staff in the College community.
- Discipline and sanction students in a manner that is fair and fosters learning, ethical behavior, social development, integrity and responsibility.

Prohibited Conduct:

The President shall ensure that the following misconduct on College premises or off of College property but occurring at College-sponsored activities, shall be prohibited:

- (1) Sexual and other unlawful harassment;
- (2) Cheating, plagiarism, knowingly furnishing false information, forgery, alteration, or any use of identification or other objects with an intent to defraud;
- (3) Failure to comply with the lawful directions of any College official, faculty, staff or law enforcement officers acting in the performance of their duties;
- (4) Seizing, holding, commandeering, obstructing, or damaging any property or facilities of the College;
- (5) Use of alcoholic beverages including the purchase, consumption, possession or sale of such items on the College campus or violation of any rules and regulations relating to the use of alcoholic beverages with regard to College related activities;
- (6) Possessing, using, selling or distributing any type of illegal drugs or legal drugs without valid prescription for same for illegal purposes or violating any College rules or regulations relative to controlled drugs and other controlled substances;
- (7) Possessing any firearm or weapon pursuant to North Carolina General Statutes Section 14-269.2;
- (8) Possessing any dangerous chemical or explosive elements or component parts thereof not used by the student for lawful College studies;
- (9) Gambling, conducting or holding a raffle or lottery except in cases where the President authorizes a lawful raffle;

- (10) Littering, defacing, destroying or damaging property of the College or property under its jurisdiction or removing or using such property without authorization;
- (11) Violating any local, state or federal laws.

Authority for Disciplinary Action:

The President shall implement a disciplinary system for students that is consistent with this Policy and student rights.

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FAMILY RELOCATION TUITION

Legal Authority: NCGS 115D-5, NCGS 115D-39, 1E SBCCC 300.2

Approval: January 17, 2017

Revision:

FAMILY RELOCATION TUITION

As provided by N.C.G.S. 115D-39(a) and 1E SBCCC 300.2, the Board of Trustees authorizes the College President to charge resident tuition rates to nonresident students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the military, for employment. Prior to enrollment at the resident tuition rate, the nonresident student shall fulfill the following conditions:

- (1) Demonstrate that his or her family moved to this state within the 12 months preceding enrollment;
- (2) Present a letter to the college from the employer on corporate letterhead stating that the employee, through whom the student claims this benefit, relocated to this state for employment with that business, industry, or military establishment;
- (3) Present proof of his or her familial relationship with the employee, unless the student is the employee;
- (4) Present proof that the student lives in the same house with the employee, unless the student is the employee;
- (5) Present proof that the student is financially dependent on the employee through which the student claims this benefit, unless the student is the employee; and
- (6) Comply with the requirements of the Selective Service System, if applicable.

The number of students eligible for resident tuition under this Policy in a given academic year shall not exceed one percent (1%) of the average number of nonresident students, rounded up to the next whole number, enrolled at the College during the preceding academic year. Eligible students shall be granted this benefit on a first-come, first-served basis.



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MEMORANDUM

TO: Dr. Ray Staats, President

FROM: Gery Boucher, VP for Students

DATE: November 21, 2016

SUBJECT: U.S. Dept. of Education State of NC Final Audit Summary

This Federal Audit covers the period July 1, 2014 through June 30, 2015. Craven Community College had two findings as follows:

1. Finding 15.8, Return to Title IV Calculation Errors

-College did not include students that unofficially withdrew from the school in its calculations of Title IV funds required to be returned to the Department.

2. Finding 15.9, Student Status Inaccurate/Untimely Reporting

-College did not report enrollment status changes for students who received aid to the National Student Loan Data System (NSLDS) as required.

Corrective Actions

1. Finding 15.8, Return to Title IV Calculation Errors- Corrective Actions

- Director of Financial Aid has revised a report that shows final grade of "F" or "U" to include all classes throughout the term, not just at the beginning and ending semester dates. A secondary report is run at end of semester to ensure accuracy.
- Conducted a 100% file review of all the Title IV recipients who withdrew during the 2014-2015 award year.
- Returned \$5,063.57 in Pell funds to the Federal government of students who unofficially withdrew.

This finding is considered closed.

2. Finding 15.9, Student Status Inaccurate/Untimely Reporting- Corrective Action

-The census date when reporting has been corrected to reflect the current date the report is run, not the census date that is previously used. A secondary report will be run later in semester for accuracy. This will ensure change of enrollments are in a timely manner.

This finding is considered closed.



NOV 09 2016

Honorable Patrick Lloyd McCrory
Governor of North Carolina
Office of the Governor
20301 Mail Service Center
Raleigh, NC 27699-0301

UPS# 1ZA87964NY96775625

RE: Final Audit Determination

Audit Control Number (ACN): 04-2015-61581

FAC ACN: 04-2015-69447

Locator OPE ID Number: 00290500

Dear Governor McCrory:

The U.S. Department of Education (Department) has reviewed a single audit report of the *State of North Carolina*, which contained audit reports for the individual campuses of the University of North Carolina system and the North Carolina Community College system. This audit report, prepared by the Office of the State Auditor, in accordance with the Office of Management and Budget Circular A-133, covers the period July 1, 2014 through June 30, 2015. This letter advises the *State of North Carolina* of the Department's final audit determination concerning the portions of the audit report that relate to the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 *et seq.* (Title IV, HEA programs).

The Department has reviewed the corrective action plan and/or management's response provided with the audit report. Enclosed is the Department's final audit determination. Also enclosed are the institution's responses to this audit, if any. Any supporting documentation submitted with the institution's written response is not included with this final audit determination. However, it will be retained and available for inspection by the institution upon request. Copies of the final audit determination, the institution's response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this final audit determination is issued.

The list of students relevant to this audit is included as Appendices A and B to this determination. Although the enclosure to this letter may not address each of the auditor's findings, the institutions must take the necessary actions to correct all of the deficiencies noted in the audit report. Sections .315(b) and .320 (c) of OMB Circular A-133 require the institutions to prepare and submit as part of the reporting package a *Summary Schedule of Prior Audit Findings* that reports the status of prior audit findings. In preparing that Schedule, the institutions must comment on all actions taken to correct each finding noted in this audit report, including any action required in the enclosure to

Federal Student Aid, School Participation Division - Atlanta
61 Forsyth Street SW, Room 18T40, Atlanta, GA 30303
www.FederalStudentAid.ed.gov

Federal Student

an OFFICE of the U.S. DEPARTMENT of EDUCATION

this letter. Repayment instructions for any liability owed to the Department are provided with the final determination.

The following institutions have no deficiencies, or it has been determined that the findings cited in the audit have been satisfactorily resolved based on information provided by these institutions:

Alamance Community College
Appalachian State University
Asheville Buncombe Technical Community College
Beaufort County Community College
Bladen Community College
Blue Ridge Community College
Brunswick Community College
Cape Fear Community College
Carteret Community College
Catawba Valley Community College
Central Carolina Community College
Central Piedmont Community College - Central
Cleveland Community College
Coastal Carolina Community College
College of the Albemarle
Davidson County Community College
East Carolina University
Edgecombe Community College
Elizabeth City State University
Fayetteville State University
Fayetteville Technical Community College
Forsyth Technical Community College
Gaston College
Guilford Technical Community College
Halifax Community College
Haywood Community College
Isothermal Community College
James Sprunt Community College
Johnston Community College
Lenoir Community College
Martin Community College
Mayland Community College
McDowell Technical Community College

Mitchell Community College
Montgomery Community College
Nash Community College
North Carolina Agricultural & Technical State University¹
North Carolina State University
Pamlico Community College
Piedmont Community College
Pitt Community College
Randolph Community College
Richmond Community College
Roanoke-Chowan Community College
Robeson Community College
Rockingham Community College
Rowan-Cabarrus Community College
Sampson Community College
Sandhills Community College
South Piedmont Community College
Southeastern Community College
Southwestern Community College
Stanly Community College
Surry Community College
Tri-County Community College
University of North Carolina - Chapel Hill-
University of North Carolina - Charlotte
University of North Carolina - Greensboro
University of North Carolina Asheville
University of North Carolina at Pembroke
University of North Carolina at Wilmington (The)
University of North Carolina School of the Arts
Vance - Granville Community College
Wake Technical Community College
Wayne Community College
Western Carolina University
Western Piedmont Community College
Wilkes Community College
Wilson Community College
Winston-Salem State University

¹ North Carolina Agricultural & Technical State University is the locator school for the North Carolina Statewide Audit.

Required actions, if any, for the remaining institutions outlined in the enclosures must be completed as specified under the final audit determination.

The institutions are advised that repeat findings in future audits or failure to satisfactorily resolve the findings of this audit may lead to an adverse administrative action. An adverse action may include the imposition of a fine, or the limitation, suspension, or termination of the eligibility of the institution pursuant to 34 C.F.R. Part 668, Subpart G.

The total monetary liabilities due from Durham Technical Community College (DTCC) from this audit are **\$91,373**. There are no other monetary liabilities arising from this audit. If DTCC elects to appeal to the Secretary of Education for a review of the financial liabilities established by this final audit determination, the institution must file a written request for a hearing. Please note that institutions may appeal financial liabilities only. The Department must receive DTCC's request no later than 45 days from the date DTCC receives this final audit determination letter. **An original and four copies of the information ECSU submits must be included with DTCC's request.** The request must be sent to:

Attn: Susan Crim, Director
Administrative Actions and Appeals Service Group
U.S. Department of Education
Federal Student Aid/PC
830 First Street, NE UCP3, Room 84F2
Washington, DC 20002-8019

DTCC's appeal request must:

- (1) indicate the findings, issues, and facts being disputed;
- (2) state the institution's position, together with pertinent facts and reasons supporting its position;
- (3) include all documentation it believes the Department should consider in support of the appeal. An institution may provide detailed liability information from a complete file review to appeal a projected liability amount. Any documents relative to the appeal that include personally identifiable information (PII) must be redacted except the student's name and last four digits of his/her social security number (please see the enclosed document, "Protection of Personally Identifiable Information," for instructions on how to mail records containing PII); and
- (4) include a copy of the final audit determination letter.

If the appeal request is complete and timely, the Department will schedule an administrative hearing in accordance with § 487(b)(2) of the HEA, 20 U.S.C. §1094(b)(2). The procedures followed with respect to DTCC's appeal are those provided

at 34 C.F.R. Part 668, Subpart H. Interest on the appealed liabilities shall continue to accrue at the applicable value of funds rate, as established by the United States Department of Treasury, or if the liabilities are for refunds, at the interest rate set forth in the loan promissory note(s).

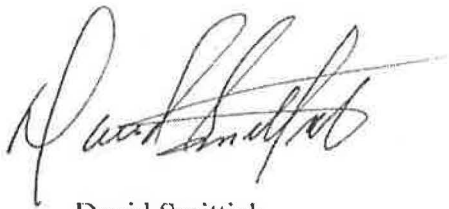
Protection of Personally Identifiable Information (PII):

PII is any information about an individual which can be used to distinguish or trace an individual's identity (some examples are name, social security number, date and place of birth). The loss of PII can result in substantial harm, embarrassment, and inconvenience to individuals and may lead to identity theft or other fraudulent use of the information. PII is included in Appendices A and B.

Program records relating to the period covered by this audit must be retained until the later of: resolution of any loans, claims, or expenditures questioned in the audit, 34 C.F.R. § 668.24(e)(3)(i), or the end of the retention period applicable to the record under 34 C.F.R. §§ 668.24(e)(1) and (e)(2).

Your continued cooperation throughout the audit resolution process is appreciated. If you have any questions about our review, please call Angelique James at 404-974-9441.

Sincerely,



David Smittick
Compliance Manager

Enclosure: Final Audit Determination
 Personally Identifiable Information
 Response to Audit
 Appendix A: Withdrawn Students
 Appendix B: Ineligible Students
 Appendix C: Late or Unmade Returns (Non-Loans) - Cost of Funds
 Appendix D: Late or Unmade Returns (Loans) - Cost of Funds
 Appendix E: Ineligible Disbursements (Non-Loans) - Cost of Funds
 Appendix F: Estimated Loss Formula Calculation
 Appendix G: Estimated Loss Formula Description

cc:

Ms. DeGain, Sabrina, Financial Aid Administrator, Alamance Community College
Dr. Gatewood, Algie C, President/Chancellor/CEO, Alamance Community College
Dr. Everts, Sheri N, President/Chancellor/CEO, Appalachian State University
Dr. Jones, Anthony P, Financial Aid Administrator, Appalachian State University
Dr. King , Dennis, President/Chancellor/CEO, Asheville Buncombe Technical Community College
Ms. Anderson, Cynthia I, Financial Aid Administrator, Asheville Buncombe Technical Community College
Dr. Tansey, Barbara, President/Chancellor/CEO, Beaufort County Community College
Mrs. Woolard, Jo, Financial Aid Administrator, Beaufort County Community College
Dr. Findt, William, President/Chancellor/CEO, Bladen Community College
Mrs. Benson, Samantha N, Financial Aid Administrator, Bladen Community College
Dr. Parkhill, Molly A, President/Chancellor/CEO, Blue Ridge Community College
Ms. Masterson, Lisanne J, Financial Aid Administrator, Blue Ridge Community College
Dr. Adams, Susanne H, President/Chancellor/CEO, Brunswick Community College
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Mrs. Ahouse, Julie A, Financial Aid Administrator, Caldwell Community College & Technical Institute
Dr. Lee, Amanda K, President/Chancellor/CEO, Cape Fear Community College
Ms. Cavanaugh, Rachel S, Financial Aid Administrator, Cape Fear Community College
Ms. Long, Brenda J, Financial Aid Administrator, Carteret Community College
Dr. Youngblood, Kerry L, President/Chancellor/CEO, Carteret Community College
Dr. Hinshaw, Garrett D, President/Chancellor/CEO, Catawba Valley Community College
Mrs. Summers, RaChele R, Financial Aid Administrator, Catawba Valley Community College
Dr. Marchant, T. E, President/Chancellor/CEO, Central Carolina Community College
Ms. Lopes, Zilma F, Financial Aid Administrator, Central Carolina Community College
Dr. Zeiss, P A, President/Chancellor/CEO, Central Piedmont Community College
Ms. Brooks, Debbie, Financial Aid Administrator, Central Piedmont Community College
Dr. Thornburg, L. Steve, President/Chancellor/CEO, Cleveland Community College
Ms. Hurdt, Emily A, Financial Aid Administrator, Cleveland Community College
Dr. Lingle, Ronald K, President/Chancellor/CEO, Coastal Carolina Community College
Mrs. Lyon, Tammy W, Financial Aid Administrator, Coastal Carolina Community College
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Dr. Deitemeyer, Kandi W, President/Chancellor/CEO, College of the Albemarle
Ms. Banks, Kathy M, Financial Aid Administrator, Craven Community College
Dr. Staats, Ray, President/Chancellor/CEO, Craven Community College
Dr. Rittling, Mary E, President/Chancellor/CEO, Davidson County Community College
Ms. Blevins, Lori S, Financial Aid Administrator, Davidson County Community College
Dr. Ingram, William G, President/Chancellor/CEO, Durham Technical Community College
Ms. Dixon, Warlyn S, Financial Aid Administrator, Durham Technical Community College
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Ms. Poorman, Julie, Financial Aid Administrator, East Carolina University
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Ms. Gable, Jill, Financial Aid Administrator, Elizabeth City State University
Dr. Conway, Thomas, President/Chancellor/CEO, Elizabeth City State University
Ms. Ewing, Kamesia M, Financial Aid Administrator, Fayetteville State University
Dr. Anderson, James A, President/Chancellor/CEO, Fayetteville State University
Dr. Keen, J. Larry, President/Chancellor/CEO, Fayetteville Technical Community College
Mrs. Hunter, Tracie M, Financial Aid Administrator, Fayetteville Technical Community College
Dr. Green, Gary M, President/Chancellor/CEO, Forsyth Technical Community College
Mr. Hodges, Ricky, Financial Aid Administrator, Forsyth Technical Community College
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Mr. Jeter, Everett M, Financial Aid Administrator, Gaston College
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Mrs. Keeter, Tara I, Financial Aid Administrator, Halifax Community College
Dr. Griffin, Ervin V, President/Chancellor/CEO, Halifax Community College
Dr. Parker, Barbara M, President/Chancellor/CEO, Haywood Community College
Mrs. Rapp, Tracy K, Financial Aid Administrator, Haywood Community College
Mr. Dalton, Walter H, President/Chancellor/CEO, Isothermal Community College
Ms. Ellis, Pamela A, Financial Aid Administrator, Isothermal Community College
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Ms. Ward, Tracy J, Financial Aid Administrator, James Sprunt Community College
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Mrs. Woodall, Betty C, Financial Aid Administrator, Johnston Community College
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Mr. Gibbs, Jeffrey D, Financial Aid Administrator, Lenoir Community College
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Mrs. Leggett, Teresa P, Financial Aid Administrator, Martin Community College
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Dr. Gossett, John D, President/Chancellor/CEO, McDowell Technical Community College
Mrs. Cooper, Candace C, Financial Aid Administrator, Mitchell Community College
Dr. Brewer, James T, President/Chancellor/CEO, Mitchell Community College
Ms. Cody, Doni S, Financial Aid Administrator, Montgomery Community College
Dr. Bledsoe, Chad, President/Chancellor/CEO, Montgomery Community College
Ms. Lester, Tammy T, Financial Aid Administrator, Nash Community College
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Dr. Martin, Harold L Sr, President/Chancellor/CEO, North Carolina Agricultural & Technical State University
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Ms. Ringler, Kristina M, Financial Aid Administrator, North Carolina State University
Ms. Whitman, Melissa C, Financial Aid Administrator, Pamlico Community College
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Ms. Williams, Paulita N, Financial Aid Administrator, Piedmont Community College
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Mr. Williams, Gary C, Financial Aid Administrator, Randolph Community College
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Ms. Harris, Crystal, Financial Aid Administrator, Roanoke Chowan Community College
Ms. Tubbs, Teresa, Financial Aid Administrator, Robeson Community College
Dr. Aiken, William, President/Chancellor/CEO, Robeson Community College
Dr. Kinlaw, Mark O, President/Chancellor/CEO, Rockingham Community College
Mrs. Evans, Sarah S, Financial Aid Administrator, Rockingham Community College
Ms. Ledbetter, Lisa P, Financial Aid Administrator, Rowan-Cabarrus Community College
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Dr. Hutchins, Paul C Jr., President/Chancellor/CEO, Sampson Community College
Ms. Powell, Marleen V, Financial Aid Administrator, Sampson Community College
Dr. Dempsey, John R, President/Chancellor/CEO, Sandhills Community College
Mrs. Farmer, Lindsey H, Financial Aid Administrator, Sandhills Community College
Mr. Ratliff, John P Jr., Financial Aid Administrator, South Piedmont Community College
Dr. McGee, Jerry E, President/Chancellor/CEO, South Piedmont Community College
Mr. Cristello, Justin S, Financial Aid Administrator, Southeastern Community College
Dr. Clarke, Anthony, President/Chancellor/CEO, Southeastern Community College
Ms. Lawrence, Melody L, Financial Aid Administrator, Southwestern Community College
Dr. Tomas, Don, President/Chancellor/CEO, Southwestern Community College
Ms. Fields, Petra L, Financial Aid Administrator, Stanly Community College
Dr. Enamait, John, President/Chancellor/CEO, Stanly Community College
Mrs. Simpson, Andrea J, Financial Aid Administrator, Surry Community College
Dr. Shockley, David R, President/Chancellor/CEO, Surry Community College
Ms. Owl, Diane, Financial Aid Administrator, Tri-County Community College
Dr. Tipton-Rogers, Donna A, President/Chancellor/CEO, Tri-County Community College
Dr. Grant, Mary, President/Chancellor/CEO, University of North Carolina Asheville

Ms. Olin, Mickey G, Financial Aid Administrator, University of North Carolina - Asheville
Ms. Ort, Shirley A, Financial Aid Administrator, University of North Carolina - Chapel Hill
Dr. Folt, Carol L, President/Chancellor/CEO, University of North Carolina - Chapel Hill
Dr. Dubois, Philip L, President/Chancellor/CEO, University of North Carolina - Charlotte
Mr. Blackmon, Alvin B, Financial Aid Administrator, University of North Carolina - Charlotte
Ms. Tollefson, Deborah D, Financial Aid Administrator, University of North Carolina - Greensboro
Dr. Gilliam, Franklin D, President/Chancellor/CEO, University of North Carolina - Greensboro
Ms. Handcox, Jenelle L, Financial Aid Administrator, University of North Carolina at Pembroke
Dr. Cummings, Robin G, President/Chancellor/CEO, University of North Carolina at Pembroke
Dr. Sartarelli, Jose V, President/Chancellor/CEO, University of North Carolina at Wilmington (The)
Mr. Holding, Frederick K, Financial Aid Administrator, University of North Carolina at Wilmington (The)
Ms. Kamiab, Jane C, Financial Aid Administrator, University of North Carolina School of the Arts
Mr. Bierman, Lindsay, President/Chancellor/CEO, University of North Carolina School of the Arts
Dr. Williams, Stelfanie, President/Chancellor/CEO, Vance - Granville Community College
Mrs. Brown, Kali J, Financial Aid Administrator, Vance - Granville Community College
Dr. Scott, Stephen C, President/Chancellor/CEO, Wake Technical Community College
Ms. Huggins, Regina M, Financial Aid Administrator, Wake Technical Community College
Ms. Mercer, Brenda D, Financial Aid Administrator, Wayne Community College
Dr. Walker, Thomas A Jr., President/Chancellor/CEO, Wayne Community College
Ms. Orr, Trina F, Financial Aid Administrator, Western Carolina University
Dr. Beleher, David O PhD, President/Chancellor/CEO, Western Carolina University
Dr. Helmick, Michael S, President/Chancellor/CEO, Western Piedmont Community College
Ms. Barron, Dori, Financial Aid Administrator, Western Piedmont Community College
Mrs. Call, Vickie G, Financial Aid Administrator, Wilkes Community College
Dr. Cox, Jeff A, President/Chancellor/CEO, Wilkes Community College
Mrs. Baker, Lisa M, Financial Aid Administrator, Wilson Community College
Dr. Wright, Robert T, President/Chancellor/CEO, Wilson Community College
Mr. Muhammad, Robert T, Financial Aid Administrator, Winston-Salem State University
Dr. Robinson, Elwood L, President/Chancellor/CEO, Winston-Salem State University

Southern Association of Colleges and Schools Commission on Colleges
North Carolina Community College System
NC Board of Governors of the University of North Carolina
Department of Defense
Department of Veterans Affairs
Consumer Financial Protection Bureau

Durham Technical Community College

OPEID: 00544800

Finding 15.1, Return to Title IV Calculation (R2T4) Errors, page 63

The auditor stated that the college incorrectly calculated the return amounts for both official and unofficial withdrawals during the audit period. The auditor also stated that the returns to the Department were not made for some students:

Unofficial Withdrawals

Return calculations for 7 students were incorrect and there were 5 students in which a return was not done, resulting in \$3,659 (\$1,713 + \$1,946) not returned to the Department.

Official Withdrawals

Out of a sample of 100 students, 17 students received all non passing grades (unofficial withdrawals) but no return calculation was done for these students resulting in \$5,530 not returned to the Department.

The auditor also stated that returns were sent back to the Department outside of the allowable time frame for 34 students. The funds sent back were between 9 and 212 days late.

FINAL AUDIT DETERMINATION:

When a recipient of Title IV grant or loan funds withdraws from a school (officially or unofficially) after beginning attendance, the amount of Title IV funds earned by the student must be determined. R2T4 calculations are based on a statutory formula developed by the Department and must be used on all recipients of FSA funds. The formula is based, in part, on the amount of time a student actually spent in attendance at the school. If the amount disbursed to the student is *greater* than the amount the student earned, unearned funds must be returned no later than 45 days after the date the institution determined that the student withdrew. If the amount disbursed to the student is *less* than the amount the student earned, and for which the student is otherwise eligible, the student may be eligible to receive a post-withdrawal disbursement of the earned aid not received. See 34 § C.F.R. 668.22

With respect to unofficial withdrawals, Dear Colleague Letter (DCL) GEN-04-03 dated November 2004 states that schools must have a procedure for determining whether a Title IV recipient who began attendance during the period actually completed the period, or if the recipient should be treated as a withdrawal. If a student earns a passing grade in one or more of his/her classes during the period for that class, the school can presume that the student completed the course, and thus the period. However, if a student who began attendance and did not officially withdraw fails to earn a passing grade in at least

one course offered over an entire period, the school *must* assume, for Title IV purposes, that the student has unofficially withdrawn (unless the school can document that the student completed the period). When a student unofficially withdraws from an institution that is not required to take attendance, the institution may use either the student's last date of attendance (LDA) at an academically related activity *or* the midpoint of the payment period as the student's withdrawal date.

The institution agrees with the auditor's finding. The institution stated in the corrective action plan that it had significant turnover in the financial aid staff and the new staff did not perform calculations correctly. Procedures have been put in place to prevent this finding in the future. Beginning Fall 2015, a weekly student withdrawal report will be automatically delivered every Thursday to the financial aid director and the R2T4 processor. Also, there will be reviews by 2 other financial aid advisors to make sure that there have been no keying errors. At the end of the semester a report identifying all students not receiving any passing grades will be generated so that the appropriate R2T4 calculations can be done.

DTCC was required to perform a 100% file review of all of the Title IV recipients who withdrew (officially or unofficially) during the 2014-2015 award year and identify those with refunds (including students cited in the original finding). DTCC was required to identify all students who failed to earn a passing grade in at least one course for the 2014-2015 award year and identify if the recipient should be treated as a withdrawal. For all students who were deemed to have completed the period but earned an "F", DTCC was required to submit documentation (e.g. final exam, attendance records, homework, etc.) to substantiate that the "F" was in fact the grade earned rather than the grade given because the student failed to attend class.

DTCC's file review determined that the liability owed back to the Department is \$90,139 (\$36,270 Direct Loans, \$185 FSEOG funds (non federal share), and \$53,684 Pell funds) including interest (cost of funds – Appendices C and D).

DTCC's file review also determined that 441 (28.4%) returns were returned later than the allowable time frame.

Durham Technical Community College

OPEID: 00544800

Finding 15.2, Ineligible Student–Not Registered for Selective Service, page 61

The auditor stated that in reviewing 60 student files, there were 2 students who were not registered for selective service but were required to do so.

FINAL AUDIT DETERMINATION:

34 C.F.R. § 668.59(a)(1) states that to be eligible to receive Title IV, HEA program funds, a male student who is subject to registration with the Selective Service must register with the Selective Service.

The institution concurs with the auditor's finding. In the corrective action plan, the college stated that the information system rules of eligibility were not set up correctly for the 14/15 award year and now have been implemented. Moving forward, DTCC officials will use tracking methods to request the required documents from students. Institutional Student Information Record (ISIR) codes will create an open document request that must be satisfied /fulfilled before any awards will be made.

DTCC was unable to submit documentation verifying that these students were registered for selective service. These two students received \$1,215 in Pell funds. The liability due back to the Department is \$1,234 (includes cost of funds -- Appendix E).

Durham Technical Community College

OPEID: 00544800

Finding Number 15.3, Enrollment Status not Verified Prior to Disbursement,
page 61

The auditor stated that out of a sample of 60 students, one student received a Direct Loan disbursement that was not considered eligible as the student was attending less than half time.

FINAL AUDIT DETERMINATION:

34 C.F.R § 685.301(1) states that in determining eligibility and loan amounts, a school participating in the Direct Loan Program shall ensure that any information it provides to the Secretary in connection with loan origination is complete and accurate. A school shall originate a Direct Loan only if the student meets the borrower eligibility requirements.

34 C.F.R § 685.200 states that a student is eligible to receive a Direct Subsidized Loan, a Direct Unsubsidized Loan, or a combination of these loans, if the student is enrolled, or accepted for enrollment, on at least a half-time basis in a school that participates in the Direct Loan Program.

The institution concurs with the auditor's finding. In the corrective action plan, the college stated that the information system rules of eligibility were not set up correctly for the 14/15 award year and now been implemented. To prevent this error in the future, DTCC will use award eligibility to establish criteria a student must pass before receiving aid.

DTCC was unable to submit documentation verifying that the funds were returned for the student listed above. The student received \$1,732 in subsidized loans and \$2,968 in unsubsidized loans. The total amount of Direct Loan that DTCC improperly disbursed during the 2014/2015 award year for this finding is \$4,700 (Appendix B). However, in lieu of requiring that the institution assume the risk of default by purchasing the ineligible loans from the, or asserting a liability for the entire loan amount, the Department has asserted a liability for the estimated actual loss (ELF) that the government may incur with respect to the ineligible loans (Appendix G). The estimated actual loss is calculated based on the relationship between DTCC's cohort default rate and the sector cohort default rate. As a result, the estimated actual loss that DTCC must pay to the Department for these ineligible loans is \$0 (Appendix F).

This finding is considered closed.

Durham Technical Community College

OPEID: 00544800

Finding 15.4, Borrower Not Notified of Right to Cancel Loan Disbursement, page 99

The auditor stated that the college did not provide the required notifications to students, including the loan amount and the right to cancel the loan.

FINAL AUDIT DETERMINATION:

34 C.F.R. § 668.165 states that a school must provide a general notification to all students receiving FSA funds. A school must notify a student of the amount of funds the student and his or her parent can expect to receive from each FSA program, including FWS, and how and when those funds will be disbursed. This notification must be sent before the disbursement is made. If the funds include a Direct Loan, the notice must indicate which funds are from subsidized loans and which are from unsubsidized loans.

The notification must include (1) anticipated date and amount of the disbursement; (2) student's (or parent's) right to cancel all or part of the loan or disbursement; and (3) procedures for canceling a loan and the time by which the student (or parent) must notify the school that he or she wishes to cancel the loan, grant or loan or grant disbursement. If the school obtains affirmative confirmation, this notification must be sent no earlier than 30 days before and no later than 30 days after crediting the student's account. If the school does not obtain affirmative confirmation, this notification must be sent no earlier than 30 days before and no later than 7 days after crediting the student's account.

DTCC concurs with the finding. In the corrective action plan, DTCC states that beginning with the 2016 Spring term, the college will provide notifications to students receiving loans within the required timeframe, no earlier than 30 days before and no later than 30 days after, each loan disbursement is made to a student's account. The financial aid office has created a document to merge the loan data that will be delivered to students electronically to inform them of their right to cancel all or a portion of their loan and to request that DTCC return the loan proceeds to the holder of the loan.

This finding is considered closed.

Durham Technical Community College

OPEID: 00544800

Finding 15.5, Student Status Inaccurate/Untimely Reporting, page 85

The auditor stated that the college did not timely report enrollment status changes for students who received federal student assistance to the National Student Loan Data System (NSLDS). Out of a sample of 60 students who received federal financial assistance and whose enrollment status changed, 25 students (41.7%) were not reported correctly or reported late. There were 16 students reported late and 9 students reported incorrectly.

FINAL AUDIT DETERMINATION:

All schools participating in the Federal Student Aid programs must have some arrangement to report student enrollment to NSLDS through a Roster file (formerly called the SSCR). Student information is extremely important because it is used to determine if the student is still considered in school, must be moved into repayment, or is eligible for an in school deferment. For students moving into repayment, the out of school status effective date determines when the grace period begins and how soon a student must begin repaying loan funds.

34 C.F.R. § 682.610(c) indicates upon receipt of the Roster file or similar student status confirmation report form from the Secretary or any guaranty agency, the Institution must complete and return that report within 30 days of receipt to the Secretary or guaranty agency as appropriate, unless it expects to submit its next student status confirmation report within the next 60 days.

Note: On July 1, 2014, the Department began requesting enrollment information from schools every 60 days and schools are required to respond to those requests **within 15 days** of the date that the Department sent the enrollment reporting roster to the school.

DTCC concurs with the auditor's finding. The college has taken several actions to correct this issue, which includes assigning the duties of NSLDS reporting to the Data Coordinator who will check for withdrawn students in the current R2T4 process and immediately enter the change of status to the student loan data system. The Data Coordinator will also send this withdrawn listing to the Director of Student Information and Records who will update the enrollment status in the National Student Clearinghouse.

This finding is considered closed.

Durham Technical Community College

OPEID: 00544800

Finding 15.6, Failure to Report/Reconcile/Adjust Direct Loan, page 83

The auditor stated that the college did not perform the necessary reconciliations during the audit period that would alert the college that a disbursement date was not reported.

FINAL AUDIT DETERMINATION:

34 C.F.R § 685.300 (b)(5) Agreements between an eligible school and the Secretary for participation in the Direct Loan Program require that on a monthly basis, a school must reconcile institutional records with Direct Loan funds received from the Secretary and Direct Loan disbursement records submitted to and accepted by the Secretary.

Reconciliation is a process that a school must perform in operating the FSA programs. In the Direct Loan Program, reconciliation is a formal process that is required monthly. *FSA Handbook Chapter 5 4-97*

DTCC concurs with the auditor's finding. In the corrective action plan, DTCC states that financial aid officials have developed a new procedure that includes reconciling with the federal system per the Common Origination and Disbursement (COD) in September 2015. DTCC states that the financial aid offices and the student accounts office have begun performing monthly reconciliations of financial aid. This finding is considered closed.

Durham Technical Community College

OPEID: 00544800

Finding 15.7, Inaccurate/Late COD/Ledger Disbursement Dates, page 83

The auditor stated that the college did not report disbursement data for Pell and Direct Loan recipients to the Department. Out of a sample of 60 who received federal financial assistance, 10 students (16.6%) were reported between 9 and 69 days late.

FINAL AUDIT DETERMINATION:

34 C.F.R § 685.301(e) states that a school must submit the initial disbursement record for a loan to the Secretary no later than 30 days following the date of the initial disbursement. The school must submit subsequent disbursement records, including adjustment and cancellation records, to the Secretary no later than 30 days following the date that the disbursement, adjustment, or cancellation is made.

For disbursements (or adjustments to previously made disbursements) made on or after April 1, 2013, an institution must submit Direct Loan or TEACH Grant disbursement records no later than 15 days after making a Direct Loan or TEACH Grant disbursement or becoming aware of the need to adjust a student's previously reported Direct Loan or TEACH Grant disbursement.

Federal Register Volume 78, Number 40 (Thursday, February 28, 2013)

The institution concurs with the auditor's finding. In its corrective action plan, DTCC states that it has started a new process to include the financial aid office and the student accounts coordinator organizing to post awards to student's account and to transmit these records to COD in a timely manner.

This finding is considered closed.

Repayment Instructions

DTCC owes a liability to the Department of \$91,373. Payment must be made by forwarding a check made payable to the "U.S. Department of Education" to the following address **within 45 days** of the date of this letter:

U.S. Department of Education
P.O. Box 979026
St. Louis, MO 63197-9000

Remit checks only. Do not send correspondence to this address.

If the check is sent special delivery (signature/receipt required), the check must be sent to the following address:

U.S. Bank
1005 Convention Plaza
St. Louis, MO 63101
Attn: Govt. Lockbox Tram MO-SL-C2GL
Re: For Dept. of Ed. 979026

Payment must be made via check

Payment must be made via check and sent to the above Post Office Box. Payment and/or adjustments made via G5 will not be accepted as payment of this liability. Instead, the school must first make any required adjustments in COD as required by the applicable finding(s) and Section II – Instructions by Title IV, HEA Program (below), remit payment, and upon receipt of payment the Department will apply the funds to the appropriate G5 award (if necessary).

The following identification data must be provided with the payment:

Amount: \$91,373
DUNS: 075577841
TIN: 560792513
Audit Control Number: 04-2015-61581

Section II Instructions by Title IV, HEA Program

Pell – Closed Award Year

Finding: 15-1 & 15-2

Appendices: A, B, C, and E

DTCC must repay the following Pell Award liabilities:

Pell Closed Award Year		
Amount (Principal)	Amount (Interest)	Award Year
\$54,014	\$903.85	2014/2015
Total Principal	Total Interest	
\$54,014	\$903.85	

The disbursement record for each student identified in Appendices A and B to the applicable findings must be adjusted in the Common Origination and Disbursement (COD) system based on the recalculated amount identified in Appendices A and B.

Adjustments in COD must be completed prior to remitting payment to the Department. Payment cannot be accepted via G5. Once the Department receives payment, the Department will apply the principal payment to the applicable G5 award. The interest will be applied to the general program account.

A copy of the adjustment to each student's COD record must be sent to Angelique James within 45 days of the date of this letter.

Request Extended Processing – Pell Awards

COD adjustments are necessary for the closed award year(s) listed above. Before any student level adjustments can be processed, DTCC must immediately request extended processing through the COD Website (<http://cod.ed.gov>).

- Click on the Request Post Deadline/Extended Processing link under the School menu.
- On the request screen, the institution should indicate in their explanation that the request is based on an audit, and provide the audit control number.
- The institution will be notified of the status of the request at the time of submission, and will also be notified by email to the FAA and President when extended processing has been authorized. At that time, the school must transmit student/borrower level adjustments to COD for the closed award year(s).

Direct Loan Closed Award Year

Finding: 15-1

Appendices: A, and D

DTCC must repay the following Direct Loan liabilities:

DL Closed Award Year		
Amount (Principal)	Amount (Interest)	Award Year
\$35,672	\$598	2014/2015
Total Principal	Total Interest	
\$35,672	\$598	

The disbursement record for each student identified in Appendix A to the applicable findings must be adjusted in the Common Origination and Disbursement (COD) system based on the recalculated amount identified in Appendix A.

Adjustments in COD must be completed prior to remitting payment to the Department. Payment cannot be accepted via G5. Once the Department receives payment, the Department will apply the principal payment to the applicable G5 award. The interest will be applied to the general program account.

A copy of the adjustment to each student's COD record must be sent to Angelique James within 45 days of the date of this letter.

Request Extended Processing – DL Awards

COD adjustments are necessary for the closed award year(s) listed above. Before any student level adjustments can be processed, DTCC must immediately request extended processing through the COD Website (<http://cod.ed.gov>).

- Click on the Request Post Deadline/Extended Processing link under the School menu.
- On the request screen, the institution should indicate in their explanation that the request is based on an audit, and provide the audit control number.
- The institution will be notified of the status of the request at the time of submission, and will also be notified by email to the FAA and President when extended processing has been authorized. At that time, the school must transmit student/borrower level adjustments to COD for the closed award year(s).

Campus Based Programs – FSEOG

Finding 15-1: DTCC must submit proof of the FISAP corrections and payment via G5 for any unprocessed deobligation (if applicable) to Angelique James **within 45 days of**

the date of this letter. The federal share liability is \$185 (\$182 plus \$3 interest (cost of funds – Appendix C). DTCC is required to pay this liability (\$185) back to the Department.

Terms of Payment

As a result of this final determination, the Department has created a receivable for this liability and payment must be received by the Department within 45 days of the date of this letter. If payment is not received within the 45-day period, interest will accrue in monthly increments from the date of this determination, on the amounts owed to the Department, at the current value of funds rate in effect as established by the Treasury Department, until the date of receipt of the payment. DTCC is also responsible for repaying any interest that accrues. If you have any questions regarding interest accruals or payment credits, contact the Department's Accounts Receivable Group at (202) 245-8080 and ask to speak to DTCC's account representative.

If full payment cannot be made within 45 days of the date of this letter, contact the Department's Accounts Receivable Group to apply for a payment plan. Interest charges and other conditions apply. Written request may be sent to:

U.S. Department of Education
OCFO Financial Management Operations
Accounts Receivable Group
550 12th Street, S.W., Room 6114
Washington, DC 20202-4461

If within 45 days of the date of this letter, DTCC has neither made payment in accordance with these instructions nor entered into an arrangement to repay the liability under terms satisfactory to the Department, the Department intends to collect the amount due and payable by administrative offset against payments due DTCC from the Federal Government. DTCC may object to the collection by offset only by challenging the existence or amount of the debt. To challenge the debt, DTCC must timely appeal this determination under the procedures described in the "Appeal Procedures" section of the cover letter. The Department will use those procedures to consider any objection to offset. No separate appeal opportunity will be provided. If a timely appeal is filed, the Department will defer offset until completion of the appeal, unless the Department determines that offset is necessary as provided at 34 C.F.R. § 30.28. This debt may also be referred to the Department of the Treasury for further action as authorized by the Debt Collection Improvement Act of 1996.

Craven Community College

OPEID: 00679900

Finding 15.8, Return to Title IV Calculation Errors, page 80

The auditor stated that the college did not include students that unofficially withdrew from the school in its calculation of Title IV funds required to be returned to the Department. Out of a sample of 21 students with non passing grades, 3 students withdrew prior to the 60% point and a R2T4 calculation was not done. The error resulted in \$1,957 not being returned to the Department.

FINAL AUDIT DETERMINATION:

When a recipient of Title IV grant or loan funds withdraws from a school (officially or unofficially) after beginning attendance, the amount of Title IV funds earned by the student must be determined. R2T4 calculations are based on a statutory formula developed by the Department and must be used on all recipients of FSA funds. The formula is based, in part, on the amount of time a student actually spent in attendance at the school. If the amount disbursed to the student is *greater* than the amount the student earned, unearned funds must be returned no later than 45 days after the date the institution determined that the student withdrew. If the amount disbursed to the student is *less* than the amount the student earned, and for which the student is otherwise eligible, the student may be eligible to receive a post-withdrawal disbursement of the earned aid not received. See 34 § C.F.R. 668.22

With respect to unofficial withdrawals, Dear Colleague Letter (DCL) GEN-04-03 dated November 2004 states that schools must have a procedure for determining whether a Title IV recipient who began attendance during the period actually completed the period, or if the recipient should be treated as a withdrawal. If a student earns a passing grade in one or more of his/her classes during the period for that class, the school can presume that the student completed the course, and thus the period. However, if a student who began attendance and did not officially withdraw fails to earn a passing grade in at least one course offered over an entire period, the school *must* assume, for Title IV purposes, that the student has unofficially withdrawn (unless the school can document that the student completed the period). When a student unofficially withdraws from an institution that is not required to take attendance, the institution may use either the student's last date of attendance (LDA) at an academically related activity *or* the midpoint of the payment period as the student's withdrawal date.

The institution agrees with the auditor's finding. The corrective action plan states that the Director of Financial Aid has revised a report which shows final grades of "F" or "U" to include all classes throughout the terms, not just the beginning and ending semester dates. A second report is run to look at students who received a 0.00 GPA. This second report is a secondary measure to ensure the accuracy of the first report. The corrective action plan

also states that this report was run to identify additional unofficially withdrawn students from the 2014-2015 award year. These funds were then returned to the Department.

CCC was required to perform a 100% file review of all of the Title IV recipients who withdrew (officially or unofficially) during the 2014-2015 award year and identify those with refunds. CCC was required to identify all students who failed to earn a passing grade in at least one course for the 2014-2015 award year and identify if the recipient should be treated as a withdrawal. For all students who were deemed to have completed the period but earned a "F", CCC was required to submit documentation (e.g. final exam, attendance records, homework, etc.) to substantiate that the "F" was in fact the grade earned and rather than the grade given because the student failed to attend class. During the audit CCC officials returned \$1,486.69. CCC's file review provided to the Department determined that funds were not returned for 7 students who unofficially withdrew. CCC owed the Department \$4,914.88 in Pell funds. CCC submitted documentation to the Department that these funds were returned.

This finding is considered closed.

Craven Community College

OPEID: 00679900

Finding 15.9, Student Status Inaccurate/Untimely Reporting, page 81

The auditor stated that the college did not report enrollment status changes for students who received aid to the NSLDS as required. Out of a sample of 60 students who received federal financial assistance and whose enrollment status changed, 40 were not reported in accordance with federal compliance requirements. Of the 40 errors, 1 enrollment status change was reported 31 days late and the remaining 39 enrollment status changes were never reported to NSLDS.

FINAL AUDIT DETERMINATION:

All schools participating in the Federal Student Aid programs must have some arrangement to report student enrollment to NSLDS through a Roster file (formerly called the SSCR). Student information is extremely important because it is used to determine if the student is still considered in school, must be moved into repayment, or is eligible for an in school deferment. For students moving into repayment, the out of school status effective date determines when the grace period begins and how soon a student must begin repaying loan funds.

34 C.F.R. § 682.610(c) indicates upon receipt of the Roster file or similar student status confirmation report form from the Secretary or any guaranty agency, the Institution must complete and return that report within 30 days of receipt to the Secretary or guaranty agency as appropriate, unless it expects to submit its next student status confirmation report within the next 60 days.

Note: On July 1, 2014, the Department began requesting enrollment information from schools every 60 days and schools are required to respond to those requests **within 15 days** of the date that the Department sent the enrollment reporting roster to the school.

CCC states in its corrective action plan that when running the monthly enrollment report, the census date has been corrected to reflect the current date the report is run, not the census date which was previously used. As an accuracy check, another report is run to show withdrawals for students since the last date that the National Clearinghouse report was run. This new procedure will be used to make sure that the changed enrollments are sent to the National Clearinghouse. The Financial Aid Director will also do periodic checks in NSLDS to make sure students are reported correctly. The Registrar's office is currently conducting daily grade verification updates to ensure that each student's enrollment status is current.

This finding is considered closed.

Caldwell Community College & Technical Institute

OPEID: 00483500

Finding 15.10, Student Status Inaccurate/Untimely Reporting, page 78

The auditor stated that the college did not timely report changes to the enrollment status of students that received federal financial aid to the NSLDS. Out of a sample of 60 students who received federal financial assistance and whose enrollment status changed, 9 students (15%) did not meet the federal compliance requirements. In 7 of the errors, the changes in enrollment statuses were never reported and in 2 of the errors the changes in enrollment statuses were 122 to 151 days late.

FINAL AUDIT DETERMINATION:

All schools participating in the Federal Student Aid programs must have some arrangement to report student enrollment to NSLDS through a Roster file (formerly called the SSCR). Student information is extremely important because it is used to determine if the student is still considered in school, must be moved into repayment, or is eligible for an in school deferment. For students moving into repayment, the out of school status effective date determines when the grace period begins and how soon a student must begin repaying loan funds.

34 C.F.R. § 682.610(c) indicates upon receipt of the Roster file or similar student status confirmation report form from the Secretary or any guaranty agency, the Institution must complete and return that report within 30 days of receipt to the Secretary or guaranty agency as appropriate, unless it expects to submit its next student status confirmation report within the next 60 days.

Caldwell Community College states in its corrective action plan that it is currently working with the National Student Clearinghouse to develop procedures to ensure that enrollment changes reported by the college are then reported to the Department. The college solicited input from other colleges who had experienced similar problems. The audit stated that the college implemented a solution prior to the end of March 2016. The financial aid director emailed the Department and stated that the institute will begin receiving the Error Report into an account on a recurring basis from the Student Clearing House. The report will be made available to Enrollment Management and Financial Aid.

This finding is considered closed.

North Carolina Central University

OPEID: 00295000

Finding 15.11, Borrower Not Notified of Right to Cancel Loan Disbursement, page 72

The auditor stated that the college did not maintain adequate supporting documentation to show that students received the required notification about their right to cancel their federal loans (Direct loans or Perkins loans). Out of sample of 55 students who received federal student loans during the fiscal year, there were 46 students (84%) with no documentation that they had been notified of their right to cancel for loan disbursements made during the spring or summer semester and there were 4 students (7%) that were not notified within 30 days of disbursement of their right to cancel for loan disbursements made during the fall semester.

FINAL AUDIT DETERMINATION:

34 C.F.R. § 668.165 states that a school must provide a general notification to all students receiving FSA funds. A school must notify a student of the amount of funds the student and his or her parent can expect to receive from each FSA program, including FWS, and how and when those funds will be disbursed. This notification must be sent before the disbursement is made. If the funds include a Direct Loan, the notice must indicate which funds are from subsidized loans and which are from unsubsidized loans.

The notification must include (1) anticipated date and amount of the disbursement; (2) student's (or parent's) right to cancel all or part of the loan or disbursement; and (3) procedures for canceling a loan and the time by which the student (or parent) must notify the school that he or she wishes to cancel the loan, grant or loan or grant disbursement. If the school obtains affirmative confirmation, this notification must be sent no earlier than 30 days before and no later than 30 days after crediting the student's account. If the school does not obtain affirmative confirmation, this notification must be sent no earlier than 30 days before and no later than 7 days after crediting the student's account.

NCCU concurs with the finding. In the corrective action plan, NCCU states that this error was a system error. The Office of Scholarships and Student Aid modified the "Right to Cancel" system script to ensure all components of the program are properly executing. These system changes were implemented for the Fall 2015 semester.

This finding is considered closed.

North Carolina Central University

OPEID: 00295000

Finding 15.12, Student Status Inaccurate/Untimely Reporting, page 88

The auditor stated that the college did not timely report enrollment status changes for students who received federal aid to the NSLDS. Out of a sample of 120 students who received federal financial assistance and whose enrollment status changed, 9 student enrollment statuses (7.5%) were not reported in accordance with federal requirements. There were 6 students with had graduated but their change in enrollment status was not reported to NSLDS, there were 2 students' change in enrollment status reported between 78 and 178 days after the change occurred, and there was 1 student's change in enrollment status that was not reported at the time of the audit.

FINAL AUDIT DETERMINATION:

All schools participating in the Federal Student Aid programs must have some arrangement to report student enrollment to NSLDS through a Roster file (formerly called the SSCR). Student information is extremely important because it is used to determine if the student is still considered in school, must be moved into repayment, or is eligible for an in school deferment. For students moving into repayment, the out of school status effective date determines when the grace period begins and how soon a student must begin repaying loan funds.

34 C.F.R. § 682.610(c) indicates upon receipt of the Roster file or similar student status confirmation report form from the Secretary or any guaranty agency, the Institution must complete and return that report within 30 days of receipt to the Secretary or guaranty agency as appropriate, unless it expects to submit its next student status confirmation report within the next 60 days.

Note: On July 1, 2014, the Department began requesting enrollment information from schools every 60 days and schools are required to respond to those requests **within 15 days** of the date that the Department sent the enrollment reporting roster to the school.

NCCU concurs with the auditor's finding. In its corrective action plan, the University states that this issue arose as a result of the failure of the National Student Clearinghouse to timely report NCCU's information to the NSLDS. As an enhanced control and monitoring procedure, on October 9, 2015, NCCU implemented a monthly reconciliation procedure to monitor submissions of student enrollment status changes. This monthly reconciliation is being conducted to identify and update the enrollment status in NSLDS for students who are not automatically and timely updated by the National Student Clearinghouse.

This finding is considered closed.

North Carolina Agricultural and Technology State University *OPEID: 00290500*

Finding 15.13: Qualified Auditor's Opinion, page 9

The auditor issued a qualified opinion on compliance for the State of North Carolina's audit for the year ending June 30, 2015. This finding relates to the audit in general and not directly to North Carolina Agricultural and Technology State University (OPEID: 00290500), which had no findings in this audit. The audit report disclosed Title IV reportable conditions not in compliance (Return to Title IV Calculation Errors, Ineligible Student–Not Registered for Selective Service, Enrollment Status not Verified Prior to Disbursement, Borrower Not Notified of Right to Cancel Loan Disbursement, Student Status Inaccurate/Untimely Reporting, Failure to Report/Reconcile/Adjust Direct Loan, Inaccurate/Late COD/Ledger Disbursement Dates).

FINAL AUDIT DETERMINATION:

Among other criteria, an institution must show no evidence of significant problems that affect, as determined by the Secretary, its ability to administer Title IV programs. Demonstrating administrative capability is central to an institution's eligibility to participate in the Title IV programs See 34 C.F.R. § 668.28(b) and 668.28(c).

This finding is considered closed.

Caldwell Community College & Technical Institute

OPEID: 00483500

Recommendation: The following recommendation is a reminder based upon the institution's 3 year Direct Loan cohort default rate (32.3% - FY 2013 cohort). CCC is not required to provide a response to, nor is it required to act upon the below. However, the audit analyst believes that the organization's awareness of these changes will assist its schools in the administration of Title IV funds.

On October 28, 2009, the U.S. Department of Education (Department) published in the Federal Register the regulations enacted by the Higher Education Opportunity Act of 2009 that will govern the calculation of cohort default rates. Under the new provisions, an institution's cohort default rate is calculated as the percentage of borrowers in the cohort who default before the end of the second fiscal year following the fiscal year in which the borrowers entered repayment. This extends the length of time in which a student can default from two to three years. Also, the Department published the regulations that will govern the calculation of the 3-year cohort default rates beginning with the FY 2009 cohort year. Section 436(e) of the Higher Education Opportunity Act of 2008 amended section 435(m) of the Higher Education Act of 1965 to implement the change from 2-year to 3-year cohort default rates. Section 436(e)(2) establishes FY 2009 as being the first cohort year that 3-year cohort default rates will be released.

In 2014, schools began receiving only the 3-year cohort default rates. In conjunction with the newly implemented 3 year cohort default rate, schools will be subject to the loss of eligibility per the following guidelines:

Section 435 of the Higher Education Act (HEA) and the implementing regulations in Subpart N of the *Student Assistance General Provisions* specify the sanctions for an institution with high cohort default rates. In general, these sanctions are:

- Cohort default rate of greater than 40 percent for any one year – Institution loses eligibility to participate in the Direct Loan Program.
- Cohort default rate of 30 percent or more for any one year – Institution must create a default prevention taskforce that will develop and implement a plan to address the institution's high cohort default rate. That plan must be submitted to the Department for review.
- Cohort default rates of 30 percent or more for two consecutive years – Institution must submit to the Department a revised default prevention plan and may be placed on provisional certification [see 34 CFR 668.13 for the impact to an institution of being placed on provisional certification].
- Cohort default rates of 30 percent or more for the three consecutive years – Institution loses eligibility to participate in both the Direct Loan Program and in the Federal Pell Grant Program.

A 3-year cohort default rate is the percentage of a school's borrowers who enter repayment on certain Federal Family Education Loan (FFEL) Program or William D. Ford Federal Direct Loan (Direct Loan) Program loans during a particular federal fiscal year (FY), October 1 to September 30, and default or meet other specified conditions prior to the end of the second following fiscal year. Please refer to the Cohort Default Rate Guide for a more in-depth description of cohort default rates and how the rates are calculated (<http://ifap.ed.gov/DefaultManagement/CDRGuideSBHater.html>).

The Department releases official cohort default rates once per year. All schools must enroll in eCDR to receive cohort default rate notification. Schools may check their eCDR enrollment online or by calling CPS/SAIG Technical Support at 1-800-330-5947.

Schools may also obtain an electronic loan record detail report via the National Student Loan Data System (NSLDS) Professional Access website. A loan record detail report contains the data used to calculate a school's FY 2013 official 3-year cohort default rate. Assistance in accessing the NSLDS site or with downloading an electronic loan record detail report is available through NSLDS Customer Service at 1-800-999-8219. For schools interested in taking actions to manage defaults, read the sample default management plan (<http://ifap.ed.gov/DefaultPreventionResourceInfo/index.html>).

Important Note: Some schools have a small number of borrowers entering repayment. At other schools only a small portion of the student body takes out student loans. In such cases, the cohort default rate should be interpreted with caution as these rates may not be reflective of the entire school population.

Because a school may appeal its cohort default rates, a school's official cohort default rate may change. Please contact the Operations Performance Division at (202) 377-4259 or via e-mail at fsa.schools.default.management@ed.gov for the most up-to-date information regarding school cohort default rates and eligibility for Title IV student financial assistance programs. The trial rates (with enrollment information) will be posted publicly on the Federal Student Aid Data Center at www.FSADataCenter.ed.gov.



800 College Court
New Bern, NC 28562
252-638-7200
(Fax) 252-638-4232

305 Cunningham Blvd.
Havelock, NC 28532
252-444-6005
(Fax) 252-444-1918
www.cravencc.edu

MEMORANDUM

TO: Dr. Ray Staats, President

FROM: Gery Boucher, VP for Students

DATE: January 6, 2017

SUBJECT: U.S. Dept. of Education State of NC Final Audit Summary

This Federal Audit covers the period July 1, 2014 through June 30, 2015. Craven Community College had two findings as follows:

1. *Finding 15.8, Return to Title IV Calculation Errors*

-College did not include students that unofficially withdrew from the school in its calculations of Title IV funds required to be returned to the Department.

2. *Finding 15.9, Student Status Inaccurate/Untimely Reporting*

-College did not report enrollment status changes for students who received aid to the National Student Loan Data System (NSLDS) as required.

Corrective Actions

1. *Finding 15.8, Return to Title IV Calculation Errors- Corrective Actions*

- Director of Financial Aid has revised a report that shows final grade of "F" or "U" to include all classes throughout the term, not just at the beginning and ending semester dates. A secondary report is run at end of semester to ensure accuracy.
- Conducted a 100% file review of all the Title IV recipients who withdrew during the 2014-2015 award year.
- Returned \$5,063.57 in Pell funds to the Federal government of students who unofficially withdrew.

This finding is considered closed.

2. *Finding 15.9, Student Status Inaccurate/Untimely Reporting- Corrective Action*

-The census date when reporting has been corrected to reflect the current date the report is run, not the census date that is previously used. A secondary report will be run later in semester for accuracy. This will ensure change of enrollments are in a timely manner.

This finding is considered closed.

AGENDA

FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, November 28, 2016 at 5:00 P.M.

Members: *Mr. Chuck Tyson, Chair*
 Mr. Ron Knight
 Ms. Carol Mattocks
 Mr. Bill Taylor
 Ms. Brenda Wilson
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Dr. Page Varnell, Vice President for Administration
 Ms. Cindy Ensley, Recorder

- | | |
|--|--------------------------------|
| 1. Call to Order | <i>Chuck Tyson, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Facilities Usage Quarterly Report (<i>info</i>) | <i>Page Varnell</i> |
| 4. Facilities Projects Update (<i>info</i>) | <i>Page Varnell</i> |
| 5. Construction Update (<i>info</i>) | <i>Page Varnell</i> |
| a. STEM Building | |
| b. First Street | |
| c. First Stop | |
| 6. Safety & Security Updates (<i>info</i>) | <i>Page Varnell</i> |
| 7. Board Policy Revisions (<i>motion</i>) | <i>Ray Staats/Page Varnell</i> |
| a. BP 8.7 – Campus Access and Public Communication | |
| 8. President's Update (<i>info</i>) | <i>Ray Staats</i> |
| 9. Adjournment | <i>Chuck Tyson, Chair</i> |

Facilities Committee Charge

- a. Recommend approval for new building construction projects including all phases from concept and design to construction and occupancy
- b. Review and monitor progress on the College's Master Facilities Plan
- c. Recommend approval of policies for the use of college facilities by outside organizations
- d. Other responsibilities as assigned by the Board Chair

MINUTES

**FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
NOVEMBER 28, 2016 AT 5:00 P.M.**

- I. In the absence of the Committee Chair Chuck Tyson, Board Chair Kevin Roberts called the meeting to order at 5:08 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Ms. Carol Mattocks, Mr. Bill Taylor, Ms. Brenda Wilson, and Board Chair Kevin Roberts
Members Absent: Committee Chair Chuck Tyson, Mr. Ron Knight
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President for Administration; and Ms. Cindy Ensley, Recorder
- III. Facilities Usage Quarterly Report
VP Varnell reviewed the September-November quarterly report (attached).
- IV. Facilities Projects Update
VP Varnell noted the November 29th Earth Day event with 25 oak trees planted by faculty, staff and students. The statues on campus have signage identifying the artist and title. She highlighted the planned facility improvements over the next few months.
- V. Construction Update
 - a. STEM Building – VP Varnell reported the County had signed the revised 2-1; State Board will approve at its January 2017 meeting then State Construction Office will solicit bids for architectural costs.
 - b. First Street – President Staats reported the City of New Bern is awaiting notification of the grant award before the project can move forward. He briefed the Craven County Commissioners last week on the status of the project.
 - c. First Stop – VP Varnell stated the renovation in Barker Hall for the new First Stop was approved at the State Board level and is now with State Construction Office.
- VI. Safety & Security Updates
VP Varnell updated the Committee on upcoming crisis response training with local agencies in December. She also stated the College has begun the official process to obtain the OSHA SHARP

award, a worksite safety and health recognition program.

VII. Board Policy Revision

a. BP 8.7 – Campus Access and Public Communication – VP Varnell reviewed the revised board policy drafted by Ward and Smith to better align with free speech rights. President Staats stated he cannot prohibit campus access if the process is followed but will seek legal counsel if a request warrants. Trustee Wilson motioned to approve the policy; Trustee Mattocks seconded and the motion passed unanimously.

(Trustee Carol Mattocks left the meeting at 5:50 pm for a prior engagement)

VIII. President's Report

President Staats is working closely with the County Manager and Commissioners on college projects that will require additional funding from the County once completed.

IX. Adjournment

With no further business to discuss, Board Chair Roberts adjourned the meeting at 5:55 pm.

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
North Carolina Conference of District Attorneys	9/23/2016	Gov	Naumann Com. Room	N/A	N/A	48
A&B Creative	9/24/2016	Non-profit	Orringer Auditorium	\$130.00	9/22/2016	50
NC Dept. of Environmental Rscs., Div. of Coastal Management	10/25/2016	Gov	Brock 100	N/A	N/A	14
Ward & Smith, P.A.	11/15/2016	Profit	Naumann Com. Room	\$260.00	6/21/2016	50
Eastern Carolina Council of Governments Area Agency on Aging	10/28/2016 & 11/18/2016	Gov	BIT 106, 107 & 108	N/A	N/A	39
Trillium Health Resources	11/17/2016	Gov	Naumann Com. Room	N/A	N/A	32
Coastal Community Action	11/17/2016	Non-profit	Naumman Com. Room	\$120.00	11/15/2016	45
Girl Talk 8.0	11/19/2016	Non-profit	Naumann Com. Room	\$200.00	11/9/2016	40

Fees are not charged for the following organizations:
 (BLC) Craven Business Leadership Circle
 (Gov) Government - federal, state, county, municipal
 (Edu) Education

CAMPUS ACCESS AND PUBLIC COMMUNICATION

Legal Authority: NCGS 115D-20

Approval: April 19, 2011

Revision: January 17, 2017

CAMPUS ACCESS AND PUBLIC COMMUNICATION

The Board is committed to providing educational opportunities to its students and others in the College community and believes that public expression can play an important role in accomplishing the College's mission. Thus, the Board endorses free speech and association in those areas of College premises that are open to public expression. The College shall not deny or grant any request in violation of the requestor's free speech rights. However, campus access and public expression shall be subject to reasonable time, place, and manner limits.

A grant of access to any particular individual or group does not mean that the Board or the College endorses the beliefs, practices, or views expressed by that individual or group. The Board prohibits any non-College individuals and groups from stating, implying, or suggesting in any manner that they are endorsed by or associated with the College. Such individuals or groups are prohibited from stating or implying that the content of any publication, announcement, or other form of expression made on the College's premises has been approved by or is associated with the College.

Posting of publications, handouts, or flyers as well as public assembly, presentations, and solicitations must be conducted according to this Policy.

The President shall implement a system for granting access to College facilities to students, other members of the College community and the public consistent with Board policies, North Carolina Community College System regulations, and applicable laws. The President may deny access to those who have previously damaged or otherwise abused College facilities or property; or, have previously materially interfered with the work or educational activities of the College.

The Board authorizes the President to implement procedures for allowing campus access for the purpose of public communications (also called solicitation) activities consistent with this Policy. The procedures implemented by the President pursuant to this Policy shall contain provisions substantially similar to the following:

1) DEFINITIONS

- a. "Charitable Contribution" means a pledge or grant of anything of value to a charitable organization, where the value of the pledge or grant exceeds the value of anything received in return.
- b. "Charitable Organization" means an organization that has humane and philanthropic objectives, whose activities benefit humanity or a significant constituency rather than limited segment of the community, without expectation of pecuniary profit or reward and

is exempt from taxation under either N.C.G.S. 105-130.11(a)(3), N.C.G.S. 105-130.11(a)(5), or Section 501(c)(3) of the Internal Revenue Code.

- c. "Commercial Solicitation" means any proposal to sell, seeking or asking of an offer to buy, dissemination of information for the purpose of facilitating the sale of goods or services, any activity which attempts to raise funds, whether through sale of goods and services or donations, for any entity that is not a charitable organization, or the dissemination or collection of surveys for a commercial purpose.
- d. "Distribution" means individuals handing materials to other individuals who may refrain from receiving them. Leaving materials unattended on a surface or vehicle to be picked up is considered littering, not distribution.
- e. "Non-Commercial Solicitation" means any hand distribution of leaflets, brochures or other written materials designed for informational and not commercial purposes. This definition does not include the dissemination of information for purposes of the administrative, academic, research, or extension activities of the College.
- f. "Non-College Groups" means a group of individuals, other than Student or College Groups, that are legally separate entities from the College, even though some of the members or participants may be College employees, alumni, or students.
- g. "Student" means any person from the time he or she accepts admission to College up through the date of graduation. This includes new students at orientation and any other person currently enrolled in a curriculum or continuing education course offered by College
- h. "Student Group" means a group of students who have satisfied the College's procedures and requirements for registration or recognition.
- i. "College Group" means an administrative or academic unit, department or center within the College.

2) GENERAL PROCEDURES

- a. Groups and individuals can reserve campus space in advance for activities and events. The President of the College shall designate, via procedure, the office or individual(s) responsible to process reservations. The number of groups and individuals that may be scheduled for use of the space shall be controlled by space availability as determined in the discretion of the President or his/her designee, giving due consideration to the provisions of this Policy.
- b. When reservations of space for solicitation are required, reservations will be confirmed if the space is available and not otherwise reserved or scheduled. In addition, the use of the space for solicitation may be subject to the reasonable time, place, or manner (including safety) limits listed in this section. The College does not impose restrictions on the content or viewpoint of the expression or the possible reaction to that expression unless the viewpoint or expression violates this Policy or applicable law. Therefore, the College does not assume any obligation or responsibility for the content of materials distributed by Students, Student Groups, or Non-College Groups or individuals.
- c. The following apply to all forms of solicitation activities:

- (1) Groups and individuals may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The rights of way on streets and sidewalks must be maintained.
 - (2) Groups and individuals may not block or otherwise interfere with ingress and egress into and out of College buildings.
 - (3) Groups and individuals shall not obstruct, disrupt, interrupt or attempt to force the cancellation of any College-sponsored event or activity, or by users authorized to use College facilities.
 - (4) Groups and individuals shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person or engage in any other behavior that violates state or federal law.
 - (5) Classes, meetings, ceremonies, scheduled activities, educational activities, and other essential College processes shall not be disrupted.
 - (6) The use of public address systems or amplified sound will not be allowed without prior approval from the appropriate College employee.
 - (7) The safety of members of the campus community, collectively and individually, must be protected at all times.
 - (8) Solicitation activities shall not damage College property or its grounds, including artwork, lawns, shrubs, or trees.
 - (9) Groups and individuals must comply with all applicable College policies, procedures, and rules, and with applicable laws, including those concerning safety, libel, slander, defamation, and obscenity.
 - (10) Groups and individuals shall comply with the directions of College officials when enforcing these provisions.
 - (11) Groups and individuals are expected to refrain from littering and may be held responsible for costs incurred as a result of littering. In addition, the group or individual must collect and remove any loose, dropped, or littered materials or trash in the vicinity of the distribution area. Failure to do so may result in a charge to the group or individual for the cleanup of these materials.
 - (12) Groups and individuals participating in solicitation activities, whether sponsored or not, are accountable for compliance with the provisions of this Policy. Violations of this Policy may be grounds for disciplinary action. College Groups, Student Groups, and Students who sponsor non-College participants may be held accountable for such participant's compliance with this Policy. In addition, because non-College individuals or groups are not subject to the College's disciplinary procedures, their failure to comply with these provisions may result in ejection from campus and prosecution under applicable law.
- 3) **PRIORITY FOR USE.** The use of space for solicitation shall be reserved according to the following priorities:

- a. Consistent with the College's mission, academic classes, research, and faculty activities will have the highest priority for the use of space.
- b. College Group uses for activities other than academic classes, research and extension activities, will have next highest priority in the use of space.
- c. Student Groups, students, and sponsored Non-College Groups and individuals will have the next highest priority.
- d. Unsponsored Non-College Groups and individuals will have the lowest priority.
- e. A reserved use shall have priority over any unscheduled use.

4) NON-COMMERCIAL SOLICITATION.

- a. College Groups, Student Groups, Students, and their sponsored Non-College Groups and individuals may conduct non-commercial solicitation without reserving space in outdoor areas of campus and common areas that have been designated for this use, as identified by the President via College Procedure, provided the use of which is not otherwise restricted, reserved, or scheduled. However, a member of the College or Student Group or the student sponsoring the Non-College groups or individuals must be present at all times with these participants while conducting such activity.
- b. Although not required, to further the effectiveness of the use, these groups and individuals are encouraged to reserve space for the solicitation. Advance reservation enables the College to help ensure that the solicitation does not conflict with a reserved or scheduled use, takes place in a constructive and effective manner, and to assist the groups and individuals in seeing that the activity does not disrupt the College's educational activities and essential processes.
- c. Unsponsored Non-College Groups and Individuals
 - (1) Non-College groups or individuals desiring to conduct non-commercial solicitation must reserve space at least 48 hours in advance of the activity. Space available for such activities is limited to those areas identified by the President via College Procedure.
 - (2) Reservations will be approved on a space-available basis.

5) COMMERCIAL SOLICITATION

- a. College Groups, Student Groups, and Students may conduct commercial solicitation on College premises subject to the conditions below. Non-College Groups and individuals, are prohibited from engaging in commercial solicitation unless sponsored by a College Group or Student Group.
- b. All commercial solicitation must be conducted under the following conditions:
 - (1) Students and members of the College or Student Groups must conduct all commercial solicitation on behalf of the sponsored Non-College Groups and individuals. However, this provision shall not prohibit a College Group from contracting with Non-College Groups to conduct commercial solicitation on College

premises, so long as the contract is signed by a College employee with proper signatory authority.

- (2) Groups and individuals must reserve space to conduct commercial solicitation. The President of the College shall designate, via procedure, the office or individual(s) responsible to process reservations. Groups and individuals must request the use of such space at least two business days (at least 48 hours) in advance of the activity.
- c. If the solicitation is to be conducted in a College facility, the group may be required to sign the College's facility use agreement.
- d. Food offered for sale or given away in connection with the solicitation must comply with all applicable health code standards.

6) EXCLUSIONS

- a. Nothing in this Policy shall be deemed to affect the activities of College Groups whose official activities include selling or promoting the sale of goods or services, taking surveys, or administering the State Employees Combined Campaign.
- b. Nothing in this Policy shall prohibit the College from barring solicitation on College property that are non-public forums. These areas not traditionally open to the public for speech, such as libraries, office space, laboratories, and classrooms, which are hereby limited to official College uses.

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AGENDA

FINANCE/PERSONNEL COMMITTEE MEETING CRAVEN COMMUNITY COLLEGE WARD BOARDROOM, BROCK BUILDING Thursday, December 8, 2016 at 4:00 P.M.

Members: Ms. Allison Morris, Chair
Ms. Cora Chadwick
Ms. Rosanne Leahy
Mr. Bill Taylor
Ms. Brenda Wilson
Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: Dr. Ray Staats, President
Dr. Page Varnell, Vice President for Administration
Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing
Ms. Cindy Ensley, Recorder

1. Call to Order Allison Morris, Chair
2. Members Present Roll Call Cindy Ensley
3. Financial Reports Cindy Patterson
 - a. Year-to-date Budget Comparison Reports – State, County & Institutional (July 1, 2016 – November 15, 2016) (*motion*)
 - b. Write-Offs and Uncollectable Accounts (*motion*)
 - c. Cash Balances (*info*)
4. Quarterly Personnel Report & Openings (*info*) Page Varnell
5. President's Report (*info*) Ray Staats
6. Adjournment Allison Morris, Chair

Personnel Committee Charge

- a. Review full-time appointments, resignations and terminations
- b. Establish, review and update periodically a Code of Ethical Conduct and ensure that management has established a system to enforce this Code of Conduct for all College personnel
- c. Recommend approval of affirmative action policies
- d. Conduct performance evaluation of the President
- e. Other responsibilities as assigned by the Board Chair

Finance Committee Charge

- a. Recommend approval of operating and capital budget
- b. Recommend approval of annual audits of college accounts by the NCCCS/OSBM
- c. Recommend approval of banking procedures
- d. Recommend approval of changes in tuition and fees
- e. Review grant submissions and awards
- f. Other responsibilities as assigned by the Board Chair

MINUTES

FINANCE-PERSONNEL COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

DECEMBER 8, 2016 AT 4:00 P.M.

- I. Committee Chair Allison Morris called the meeting to order at 4:00 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Committee Chair Allison Morris, Ms. Cora Chadwick, and Ms. Brenda Wilson
Members Absent: Ms. Rosanne Leahy, Mr. Bill Taylor, and Board Chair Kevin Roberts.
Others Present: Ms. Jennifer Dacey (joined meeting at 4:05 pm as a guest); Dr. Raymond Staats, President; Dr. Page Varnell, Vice President for Administration; Ms. Cindy Patterson, Executive Director of Financial Services & Purchasing; and Ms. Cindy Ensley, Recorder.
- III. Financial Reports
 - a. Year-to-date Budget Comparison Reports – State, County & Institutional (July 1, 2016-November 15, 2016) – Ms. Patterson reviewed the three budget reports (attached). Trustee Chadwick motioned to approve the reports as presented; Trustee Wilson seconded and the motion pass unanimously.
 - b. Write-Offs and Uncollectable Accounts – Ms. Patterson noted a reduction in year-to-date write-offs from the same period last year but a slightly higher percentage rate of write-offs to total accounts receivable. Trustee Wilson motioned to approve the report (attached); Trustee Chadwick seconded and the motion passed unanimously.
 - c. Cash Balances – Ms. Patterson presented the report (attached) for informational purposes.
- IV. Quarterly Personnel Report & Openings
VP Varnell presented the September 1-November 30, 2016 report (attached) for informational purposes.
- V. President's Report
President Staats reported on the status of the construction processes for the First Stop renovation and the STEM Building construction. He also noted the Board will see several board policies at the January meeting for approval; some are new and some are being revised to simplify the wording.
- VI. Adjournment
With no further business to discuss, Committee Chair Morris adjourned the meeting at 4:24 pm.

Craven Community College
State Funds Budget Comparison Report
As of November 15, 2016 - 37.5% of the Year

FY 2016-2017 Budget Comparison as of November 15, 2016	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
37.5% of year	Budget	Expenses	Remaining Balance	% Spent	Budget	Expenses	Remaining Balance	% Spent	Budget	Expenses	Remaining Balance	% Spent	Budget	Expenses	Remaining Balance	% Spent
		YTD				YTD				YTD				YTD		
Administrative																
Salaries & Benefits	611,178	182,426	428,752	30%	1,970,261	654,786	1,315,475	33%	2,267,087	751,926	1,515,161	33%	2,522,066	816,757	1,705,309	32%
519 Contracted Services	9,000	8,280	721	92%	163,091	3,914	159,177	2%	60,557	11,166	49,391	18%	102,108	14,225	87,884	14%
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	1,350	108	1,242	8%	31,600	11,741	19,859	37%	15,332	2,925	12,407	19%	15,720	4,650	11,070	30%
527 Other Supplies	935	145	790	16%	173,959	4,752	169,207	3%	12,087	3,439	8,648	28%	10,181	3,841	6,340	38%
528 Audio-Visual Supplies					200	0	200	0%								
531 Staff Development	33,447	2,564	30,883	8%	78,053	25,644	52,409	33%	64,896	12,128	52,768	19%	49,162	8,345	40,817	17%
532 Comm/Postage/Software					96,030	64,945	31,085	68%	1,267	780	487	62%	17,160	6,355	10,805	37%
534 Printing & Binding													44,027	16,096	27,931	37%
535 Repairs & Maintenance					151,170	96,312	54,858	64%	8,055	907	7,148	11%	1,303	746	557	57%
536 Freight					300	63	237	21%	223	73	150	33%	100	56	44	56%
537 Advertising					13,000	5,118	7,882	39%	1,000	0	1,000	0%	91,350	32,950	58,400	36%
538 Data Processing																
539 Other Current Services	655	0	655	0%	477,170	30,791	446,379	6%	5,174	1,189	3,985	23%	33,571	6,600	26,971	20%
541 Rental of Property	300	0	300	0%	500	0	500	0%	525	525	0	100%	2,000	0	2,000	0%
543 Lease/Rental Other Equipme					46,000	8,473	37,527	18%	15,573	2,239	13,334	14%				
544 Data Processing Software					96,520	24,117	72,403	25%	192	0	192	0%	11,433	192	11,241	2%
546 Memberships & Dues	19,057	15,548	3,509	82%	5,588	1,100	4,488	20%	12,095	6,914	5,181	57%	4,200	3,632	568	86%
548 NEIT Admin													5,454	0	5,454	0%
55x Equipment					912,839	27,412	885,427	3%					1,177	1,162	15	99%
Total Administrative:	675,922	209,070	466,852	31%	4,216,281	959,167	3,257,114	23%	2,464,063	794,210	1,669,853	32%	2,911,012	915,606	1,995,406	31%
Instructional																
Salaries & Benefits									7,253,796	2,194,431	5,059,365	30%	951,136	329,782	621,354	35%
519 Contracted Services									44,450	915	43,535	2%	166,400	44,419	121,981	27%
523 Instructional Supplies									150,571	30,820	119,751	20%	9,522	3,948	5,574	41%
524 Repair Supplies																
525 Motor Vehicle Supplies									2,174	384	1,790	18%				
526 Office Supplies									1,074	68	1,006	6%				
527 Other Supplies									11,467	625	10,842	5%	191	61	130	32%
528 Audio-Visual Supplies									6,219	1,330	4,889	21%				
531 Staff Development									57,744	9,267	48,477	16%	4,410	983	3,427	22%
532 Comm/Postage/Software									46,175	10,677	35,498	23%				
534 Printing & Binding									1,000	0	1,000	0%				
535 Repairs & Maintenance									38,540	23,863	14,677	62%				
536 Freight									175	0	175	0%				
537 Advertising																
539 Other Current Services					192,178	0	192,178	0%	21,877	10,690	11,187	49%	2,345	2,000	345	85%
541 Rental of Property									1,250	1,250	0	100%				
543 Lease/Rental Other Equipme																
544 Data Processing Software									3,216	2,357	859	73%				
546 Memberships/Accredita & Dues									16,055	12,090	3,965	75%				
55x Equipment									28,490	17,994	10,496	63%	10,270	10,270	(0)	100%
556 Books									13,815	3,887	9,928	28%				
Total Instructional:					192,178	0	192,178	0	7,698,088	2,320,648	5,377,440	30%	1,144,274	391,462	752,812	34%
Total Admin & Instructional:	675,922	209,070	466,852	31%	4,408,459	959,167	3,449,292	22%	10,162,151	3,114,858	7,047,293	31%	4,055,286	1,307,068	2,748,218	32%
	Budget	Expenses	Remain Bal	% Spent												
College Totals	19,301,818	5,590,163	13,711,655	29%												

FY 2016-2017 Budget Comparison
County Funds
as of November 15, 2016

37.5% of year

FY 2016-2017 Budget Comparison November 15, 2016 37.5% of year	General Institution				Maintenance				Security				Capital			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Salaries & Benefits	273,578	6,559	267,019	2%	938,029	321,223	616,806	34%	318,066	118,133	199,933	37%				
519 Contracted Services	61,754	45,619	16,135	74%	99,280	42,940	56,340	43%	94,896	91,236	3,660	96%				
521 Custodial Supplies/Uniforms					43,336	16,223	27,113	37%	568	0	568	0%				
522 Maintenance Supplies					37,952	14,920	23,032	39%								
523 Instructional Supplies																
524 Repair Supplies					11,594	4,815	6,779	42%								
525 Motor Vehicle Supplies					9,139	2,728	6,411	30%	700	244	456	35%				
526 Office Supplies					13	0	13	0%								
527 Other Supplies					37,636	22,481	15,155	60%	16,436	7,702	8,734	47%				
528 Audio-Visual Supplies																
531 Staff Development					7,716	6,926	790	90%	2,086	631	1,455	30%				
532 Communication					81,849	27,019	54,830	33%								
533 Utilities					873,631	367,291	506,340	42%								
534 Printing & Binding																
535 Repairs & Maintenance					355,748	70,061	285,687	20%	8,145	2,618	5,527	32%				
536 Freight																
537 Advertising																
538 Data Processing																
539 Other Current Services	6,857	2,716	4,141	40%	129	8	121	6%	609	0	609	0%				
541 Rental of Property	763	0	763	0%												
543 Lease/Rental Other Equipme					2,192	656	1,536	30%								
544 Data Processing Software																
545 General Admini (Insurance)	200,031	164,684	35,347	82%												
546 Memberships & Dues					25	25	0	100%	190	190	0	100%				
55X Equipment													500,000	89,900	410,100	18%
Totals	542,983	219,578	323,405	40%	2,498,269	897,317	1,600,952	36%	441,696	220,753	220,943	50%	500,000	89,900	410,100	18%
College Totals	Budget	Expenses	Remain Bal	% Spent												
Regular Operating	3,482,948	1,337,649	2,145,299	38%												
Capital Outlay	500,000	89,900	410,100	18%												

Craven Community College
Institutional Funds Budget
For the period July 1, 2016 through November 15, 2016

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending					0.00	7,861.62
01	133 Discretionary	80,000.00	16,074.34	63,925.66	20.09%	27,953.41	141,399.00
01	134 Unrestricted Overhead Receipts	5,368.00	0.00	5,368.00	0.00%	2,377.17	21,086.55
01	136 Foundation	265,062.00	102,916.79	162,145.21	38.83%	77,809.46	215,446.56
01	137 Financial Aid Matching	3,000.00	1,114.44	1,885.56	37.15%	3,000.31	2,051.32
01	221 Applied Music	2,075.00	0.00	2,075.00	0.00%	998.47	12,444.51
01	227 Extra Curricular Activities	27,137.00	22,554.98	4,582.02	83.12%	2,128.14	17,012.72
01	250 Curriculum-Self Supporting	69,980.00	42,264.45	27,715.55	60.40%	21,133.33	338,071.13
01	312 Fire College					36.45	11,338.99
01	340 WFD-Self Supporting	288,391.00	109,679.21	178,711.79	38.03%	218,844.04	708,330.68
01	411 Learning Resource Center	1,300.00	89.36	1,210.64	6.87%	433.91	21,147.02
01	460 Customized Ind Train Support	30,200.00	13,882.80	16,317.20	45.97%	11,300.35	49,264.19
01	461 Small Business Support Fund					0.38	118.01
02	131 College Work Study	83,586.00	28,141.77	55,444.23	33.67%	28,141.77	21.47
02	134 Restricted Overhead Receipts	53,550.00	3,351.54	50,198.46	6.26%	7,556.31	192,269.38
02	138 Returned Check Fee Fund	200.00	17.98	182.02	8.99%	76.24	17,586.69
02	139 Fndton Grants (Duke/NCCF)					0.00	61.32
02	139 Harold H. Bate Grant	105,751.00	24,345.95	81,405.05	23.02%	50,000.00	31,405.16
02	220 NCSU Engineering	80,178.00	9,948.25	70,229.75	12.41%	40,171.38	70,401.72
02	227 ENCORE	20,015.00	6,093.36	13,921.64	30.44%	20,010.80	19,536.54
02	228 Grants -NSF/Duke Energy	277,545.00	218,909.49	58,635.51	78.87%	23,702.44	6,146.93
02	291 Specifc Fees - Lab/DE/ASC	456,819.00	103,084.22	353,734.78	22.57%	247,500.72	1,558,289.57
02	292 System-Wide Fees-Comp Tech	250,500.00	69,465.96	181,034.04	27.73%	113,966.48	1,058,030.81
02	293 Patron Fees	38,309.00	13,980.26	24,328.74	36.49%	15,374.61	262,035.08
02	314 Grants - Workforce Development					11.77	2,640.73
02	392 System-Wide Fees - WFD Comp	125.00	0.00	125.00	0.00%	40.03	12,476.17
02	521 C-Step Grant	8,000.00	838.90	7,161.10	10.49%	8,000.00	7,161.10
02	531 Professional Liability Ins	10,000.00	7,098.00	2,902.00	70.98%	5,204.72	13,043.27
02	532 Student Insurance	8,000.00	3,856.50	4,143.50	48.21%	3,211.87	(1,073.68)

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	533 Transcript Fees	34,492.00	7,306.56	27,185.44	21.18%	16,511.83	131,224.89
02	534 TRIO Grant	543,110.00	59,287.04	483,822.96	10.92%	57,565.84	(9,125.01)
02	790 Orringer Hall Fund	8,000.00	1,597.54	6,402.46	19.97%	2,860.97	25,719.62
02	791 Public Radio East	998,150.00	216,174.72	781,975.28	21.66%	234,053.97	187,375.30
02	795 Career Fair					1.77	545.82
02	796 Testing Centers	10,974.00	0.00	10,974.00	0.00%	2,511.44	30,042.64
02	797 Public Radio East Foundation	729,250.00	206,712.34	522,537.66	28.35%	227,483.52	193,621.78
02	823 SEOG	96,485.00	61,921.66	34,563.34	64.18%	61,921.66	0.00
02	824 Pell	5,050,000.00	1,959,111.73	3,090,888.27	38.79%	1,655,484.36	(303,691.37)
02	830 NCCC Target Asst/LTHT	8,500.00	550.00	7,950.00	6.47%	7,723.00	7,173.00
02	831 Golden Leaf Scholars	13,000.00	2,248.00	10,752.00	17.29%	0.00	0.00
02	833 NCCG	185,000.00	101,388.00	83,612.00	54.80%	101,688.00	300.00
02	834 Teacher Assistant Sch Fund	11,000.00	5,250.00	5,750.00	47.73%	5,250.00	0.00
02	835 State Aid Scholarships	120,000.00	77,221.00	42,779.00	64.35%	76,338.00	(883.00)
02	840 General Scholarships	157,080.00	86,290.77	70,789.23	54.93%	92,964.76	258,998.54
02	841 Endowment Scholarships	64,564.00	35,150.20	29,413.80	54.44%	50,238.08	26,045.29
05	710 Clearwire Distribution	2,150.00	0.00	2,150.00	0.00%	1,377.92	21,977.55
05	720 Bookstore	174,000.00	21,803.54	152,196.46	12.53%	77,610.02	741,800.66
05	730 Food Service	35,000.00	0.00	35,000.00	0.00%	11,184.52	26,058.84
05	740 Campus Access	74,400.00	16,775.09	57,624.91	22.55%	33,430.52	148,865.97
05	770 Student Activity Funds	174,630.00	68,986.07	105,643.93	39.50%	83,524.48	202,291.22
06	810 J. Wrenn Emergency Loan Fu	1,000.00	338.11	661.89	33.81%	130.74	42,501.21
07	910 Buildings & Grounds	1,637,582.00	126,040.37	1,511,541.63	7.70%	99,199.66	1,812,121.29
08	792 Public Radio East Endowment					218.78	68,031.69
08	850 Endowments	61,651.00	49,577.00	12,074.00	80.42%	46,167.38	1,905,835.72
Total		12,355,109.00	3,901,438.29	8,453,670.71	32%	3,874,425.78	10,312,436.21

REQUEST FOR APPROVAL WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

In accordance with Section 4, page 4.37-4.38 of the North Carolina Community College System Accounting Procedures Manual, a request is hereby made to write-off the following accounts as uncollectible:

Student ID #	Term	INTUI Tuition/Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	SSCUR Summer Self Support	LABFB Lab Fee	LABFA Lab Fee	ELOAN Emergency Loan	FA Overage	Total
*****2596	2015SU	299.03		9.62	13.50	8.44			16.87				69.43	416.89
*****7073	2015SP	72.00		1.42	2.00	4.00		3.75						83.17
*****3539	2014FA	263.24		12.00	4.18	8.72	13.98			45.84			380.46	728.42
*****6665	2015FA	336.65		15.33	44.89	32.73	525.59	23.38						978.57
*****6779	2014FA	306.57		11.36	5.68	4.04							800.87	1,128.52
*****6168	2015FA	343.23		22.43	37.14	12.68		39.73			3.74			458.95
*****7775	2015SU	268.33			8.52	6.07	414.47	23.96	268.33					989.68
*****7915	2015FA	387.89									56.57			444.46
*****6579	2014FA	224.77		7.68	3.84	2.74	105.68						318.54	663.25
*****3011	2015FA	508.65		15.46	42.39	14.48	41.43	66.22		15.46				704.09
*****8959	2014FA												726.00	726.00
*****4909	2015SP	157.34		5.04	2.69		124.58	2.56					104.79	397.00
*****9991	2015SU	144.00		54.21	18.79	8.24	210.75	32.52	532.47					1,000.98
*****4123	2014FA												791.01	791.01
*****8434	2015FA	720.45		26.94	36.95	12.62		76.97			11.55			885.48
*****6687	2015SU								20.50					20.50
*****8532	2015SP	864.00		33.40	16.00	10.00		45.00						968.40
*****7067	2015FA	54.00		4.37	6.00	2.04		6.25						72.66
*****3272	2015SU			2.85	4.00	2.50		3.75	54.00					67.10
*****2043	2015FA			9.10	12.00	3.75	10.68			16.25				51.78
*****0593	2015FA	72.00		9.10	12.00	3.75				3.75				100.60
*****6846	2015FA	54.00												54.00
*****9904	2015FA	648.00		35.00	48.00	16.40		25.00						772.40
*****8173	2015FA	183.25		9.54	30.54	32.70					9.55			265.58
*****6843	2015SP	237.60		22.04	10.56	6.60		19.80		16.50				313.10
*****9750	2015FA	449.60		18.21	24.98	8.53		52.04						553.36
*****0067	2015CE1		154.48	14.25			581.27							750.00
*****6813	2015CE2		16.60											16.60
*****6298	2015FA						523.36							523.36
*****4926	2015FA	212.85		10.24	5.11	3.20		9.60						241.00
*****6068	2015SP	720.00		33.40	16.00	10.00		60.00						839.40
*****9708	2015SP	144.00												144.00
*****5749	2015SU	7.76		0.22	0.25	0.18		0.06	0.78					9.25
*****1950	2015FA	103.38			7.66			11.96						123.00
*****3707	2015SU	72.00				10.00								82.00
*****9360	2015SU								60.25					60.25
*****9892	2015FA	216.16		25.02	16.01	17.15	112.60	25.02						411.96
*****7997	2015SU						2.96							2.96
*****7631	2015SP						104.00							104.00
*****3386	2015SP	72.00												72.00
*****5862	2015SU			16.25	8.66	6.18	197.19	8.13	156.01					392.42
*****7321	2015FA	648.00		36.40	48.00	15.00		50.00						797.40
*****7067	2015FA	54.00		4.37	6.00	2.04		6.25						72.66
*****0764	2015SU	72.00		11.40	16.00	10.00								109.40
*****0913	2015FA	234.00		35.00	48.00	16.40	744.51	6.25						1,084.16
*****0581	2015SU			5.56	8.89	6.34		8.34	440.27					469.40
*****1533	2015FA	46.12		5.60	7.69	2.63	68.76	4.00						134.80
		9,196.87	171.08	522.81	572.92	300.15	3,781.81	610.54	1,549.48	97.80	81.41		3,191.10	20,075.97

Patricia G. Mills
Requested By

Page Varnell
Vice President For Administration

Return 2 Title 4	\$ 10,396.47
FA Issues/Withdraw Charged 25%	2,107.44
Payment Plan	1,132.04
WFD	766.60
Sponsor Issues	2,022.26
MISC-Chargeback, Emergency Loan	3,651.16
	<u>\$ 20,075.97</u>

Total Collected this period	\$ 85.00
Debt Setoff	263.09
Total Fees Paid to collection agency	247.08
Net proceeds	<u>\$ 101.01</u>

YTD Write Offs July 2016-Nov 2016	\$ 59,685.03
Prior Year Write Offs July 2015-Nov 2015	\$ 63,088.63
120 Days past due	\$ 120,837.72
Percentage of Total Accounts Receivable	2.1118%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	15-Nov	31-Aug	Variance
Local Funds	\$1,727,053.94	\$1,361,999.51	\$365,054.43
Special Funds	<u>\$8,170,727.05</u>	<u>\$7,613,708.22</u>	<u>\$557,018.83</u>
Total	\$9,897,780.99	\$8,975,707.73	\$922,073.26

NOTE: A balance of \$35,000 is maintained in an interest bearing account with First Citizens Bank.
All funds over the \$35,000 are on deposit with the North Carolina State Treasurer.

	15-Nov	31-Aug	Variance
STIF Interest Rate:	0.913420%	1.123840%	-0.210420%

Craven Community College Quarterly Personnel Report
September 1, 2016 – November 30, 2016

New Hires	Position Title		Effective	Monthly/Annually
Jimmy Singleton	Facilities Maintenance Technician II-Grounds		9/1/16	\$2,417/\$29,004
Katie Swanson	Financial Aid Advisor II- Havelock		9/15/16	\$3,334/\$40,008
Donna Marshall	Director of TRiO- Student Support Services		10/1/16	\$3,667/\$44,004
Greg Singleton	Director of Community Education Outreach/FT Temp		10/1/16	\$4,334/\$52,008
Breth Powers	Data Entry Technician-PRE		10/24/16	\$2,834/\$34,008
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Vicki Feldhaus	Institutional Advancement Specialist	Enrollment Services Specialist I	9/1/16	\$3,166/\$37,992
Charles Wethington	General Manager-PRE	Executive Director of Institutional Advancement	9/1/16	\$6,768/\$81,216
Rodnekia Stewart	Administrative Assistant-Switchboard Operator/FT Temp	Administrative Assistant-Switchboard Operator/FT Perm	10/1/16	\$2,209/\$26,508
Sharon Tew	Receptionist- PT Perm	Administrative Assistant-Career Programs/FT Perm	10/17/16	\$2,209/\$26,508
Resignations/ Terminations/Retirements	Position		Effective	Reason
Whitney Duke	Administrative Assistant-TRiO		9/2/16	Resignation
Zeledith Blakely	Director, Basic Skills Programs		9/30/16	Resignation
Craven Community College Current Job Searches as of November 30, 2016				
General Manager- PRE	Closing Date: January 3, 2017 at 11:59 p.m.		Accepting Applications	
Institutional Advancement Specialist	Closing Date: December 5, 2016 at 11:59 p.m.		Accepting Applications	
Instructional Support Coordinator- TRiO, Student Support Services	Closing Date: December 30, 2016 at 11:59 p.m.		Accepting Applications	

ONLINE SOCIAL MEDIA NETWORKING

Legal Authority: NCGS 115D-20

Approval: April 19, 2011

Revision: January 17, 2017

ONLINE SOCIAL MEDIA AND NETWORKING POLICY

Online social media and networking (collectively, "social networking") allow the College, its students and employees to reach many audiences. Social networking includes web-based or mobile technologies used for interactive communication, whether for personal, educational, or business use. These forms of communication include collaborative projects (e.g., Wikipedia), blogs and microblogs (e.g., Blogspot, Twitter), content communities (e.g., YouTube, Instagram), and social networking sites (e.g., Facebook, Google+). The Board recognizes the value and potential of these online social networking tools to support and communicate the College's mission.

College-Controlled Sites. The Board authorizes the President to establish and supervise online social media networking sites limited to official College business and initiatives (collectively, "Official Sites"). The President shall establish and maintain appropriate College procedures governing the use of Official Sites.

Official Sites shall not use, or allow the use of, language, photographs, and other forms of communication that:

1. Use derogatory language or demeaning statements;
2. Threaten others;
3. Promote hazing, harassment, vandalism, stalking, underage drinking, illegal drug use, or other inappropriate behavior inconsistent with the College's public educational mission and purpose for the Official Sites;
4. Violate local, state or federal law;
5. Contain spam;
6. Advertise or sell goods or services, except as part of a College activity authorized by the President;
7. Contain comments or posts unrelated to the College or contrary to the purpose of the Official Site;
8. Infringe on copyrights or trademarks; or

9. Otherwise disrupt the Official Site's purpose.

The President, consulting with legal counsel as needed, may direct staff to remove any post or other online communication from an Official Site if required to maintain the College's integrity and educational mission.

Official sites shall include, whenever possible, a statement substantially similar to the following: "This website is an official communication of Craven Community College, and is subject to certain restricted uses. No person communicating via this site (whether a state employee, student, private business, or member of the public) should have an expectation that any communication on this site is private. All communication on this site may be subject to disclosure under the North Carolina Public Records Act".

Official Student Group Sites. Officially recognized student groups may use College resources to maintain a social networking site for the purpose of promoting their group and communicating with the College community and public. The College shall not regulate an official student group's site based on the viewpoint or opinions expressed by the student group. However, all official student group sites shall comply with the Board's Student Code of Conduct and Sexual and Other Unlawful Harassment Policies.

Personal Sites. The Board recognizes that employees and students may maintain personal websites and online social networking accounts that express their personal opinions and viewpoints. The College does not authorize, and specifically disclaims any responsibility for, any personal site established by an employee or student. Such personal online presence is not supervised by the College. However, employees and students remain subject to discipline for violation of any applicable portions of the Board's policies. No employee or student is authorized to use College logos, trademarks or other intellectual property on their personal site. Employees and students must not claim or imply that they are speaking on behalf of the College. Employees and students are personally responsible for any legal liability arising from or relating to their use of social networking services and sites. Any personal online activity (in any form) by an employee or student that violates state or federal law will subject the employee or student to disciplinary action pursuant to the applicable employee or student handbooks.

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BP – 3.3

STUDENT CODE OF CONDUCT

Legal Authority: NCGS 115D-20

Approval: April 19, 2011

Revision: January 17, 2017

STUDENT CODE OF CONDUCT

The College is a teaching and learning community with specific expectations regarding student conduct. The Board directs the President to provide a safe and healthy environment that facilitates the College's mission and promotes civility through the core values of diversity, integrity, learning, quality, respect, and trust.

The freedom to debate and discuss the merits of competing ideas does not, of course, mean that individuals may say whatever they wish, wherever they wish. Therefore, the College may restrict expression that violates the law, that falsely defames a specific individual, that constitutes a genuine threat or physical harassment, that unjustifiably invades substantial privacy or confidentiality interests, or that is otherwise directly incompatible with the functioning of the College.

In addition, the College may reasonably regulate the time, place, and manner of expression (without regard to viewpoint) to ensure that it does not disrupt the ordinary activities of the College. However, these restrictions on conduct may be applied only when absolutely necessary and in a way consistent with the constitutional rights of the individuals involved. It is vitally important that these exceptions never be used in a manner that is inconsistent with the College's commitment to a completely free and open discussion of ideas.

The Board directs the President to develop and implement a Student Code of Conduct (Code). The primary purpose of the Code shall be to educate students about their rights and responsibilities as members of the student body. When a student's conduct departs from expectations delineated by the Code, adversely affects the learning environment or the pursuit of the College's educational objectives, the Code sets forth appropriate student sanctions and disciplinary actions that may be used to resolve the behavior and to help students learn from mistakes.

Consistent with its educational mission, the Board further desires to promote student understanding of the balance between individual privileges and college responsibilities, as well as to provide everyone in the College community a safe environment that is conducive to student learning and success.

The Board expects students to:

- Familiarize themselves with and to be accountable for information contained in all of the College's student publications (general catalog, student handbooks, bulletins, syllabi, etc.) relating to student responsibilities.

- Respect the rights of others in the College community.
- Respect the freedom to teach and the freedom to learn.
- Develop and demonstrate effective workplace and classroom behaviors.

In general, all students are expected to conduct themselves in a manner that promotes and supports both students' and the College's educational endeavors and objectives.

The goals of the Code shall be to:

- Cultivate the College community's commitment to the rights, conduct, responsibilities, and behavioral expectations of students and staff.
- Protect the rights of students, faculty and staff in the College community.
- Discipline and sanction students in a manner that is fair and fosters learning, ethical behavior, social development, integrity and responsibility.

Prohibited Conduct:

The President shall ensure that the following misconduct on College premises or off of College property but occurring at College-sponsored activities, shall be prohibited:

- (1) Sexual and other unlawful harassment;
- (2) Cheating, plagiarism, knowingly furnishing false information, forgery, alteration, or any use of identification or other objects with an intent to defraud;
- (3) Failure to comply with the lawful directions of any College official, faculty, staff or law enforcement officers acting in the performance of their duties;
- (4) Seizing, holding, commandeering, obstructing, or damaging any property or facilities of the College;
- (5) Use of alcoholic beverages including the purchase, consumption, possession or sale of such items on the College campus or violation of any rules and regulations relating to the use of alcoholic beverages with regard to College related activities;
- (6) Possessing, using, selling or distributing any type of illegal drugs or legal drugs without valid prescription for same for illegal purposes or violating any College rules or regulations relative to controlled drugs and other controlled substances;
- (7) Possessing any firearm or weapon pursuant to North Carolina General Statutes Section 14-269.2;
- (8) Possessing any dangerous chemical or explosive elements or component parts thereof not used by the student for lawful College studies;
- (9) Gambling, conducting or holding a raffle or lottery except in cases where the President authorizes a lawful raffle;

- (10) Littering, defacing, destroying or damaging property of the College or property under its jurisdiction or removing or using such property without authorization;
- (11) Violating any local, state or federal laws.

Authority for Disciplinary Action:

The President shall implement a disciplinary system for students that is consistent with this Policy and student rights.

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CAMPUS ACCESS AND PUBLIC COMMUNICATION

Legal Authority: NCGS 115D-20

Approval: April 19, 2011

Revision: January 17, 2017

CAMPUS ACCESS AND PUBLIC COMMUNICATION

The Board is committed to providing educational opportunities to its students and others in the College community and believes that public expression can play an important role in accomplishing the College's mission. Thus, the Board endorses free speech and association in those areas of College premises that are open to public expression. The College shall not deny or grant any request in violation of the requestor's free speech rights. However, campus access and public expression shall be subject to reasonable time, place, and manner limits.

A grant of access to any particular individual or group does not mean that the Board or the College endorses the beliefs, practices, or views expressed by that individual or group. The Board prohibits any non-College individuals and groups from stating, implying, or suggesting in any manner that they are endorsed by or associated with the College. Such individuals or groups are prohibited from stating or implying that the content of any publication, announcement, or other form of expression made on the College's premises has been approved by or is associated with the College.

Posting of publications, handouts, or flyers as well as public assembly, presentations, and solicitations must be conducted according to this Policy.

The President shall implement a system for granting access to College facilities to students, other members of the College community and the public consistent with Board policies, North Carolina Community College System regulations, and applicable laws. The President may deny access to those who have previously damaged or otherwise abused College facilities or property; or, have previously materially interfered with the work or educational activities of the College.

The Board authorizes the President to implement procedures for allowing campus access for the purpose of public communications (also called solicitation) activities consistent with this Policy. The procedures implemented by the President pursuant to this Policy shall contain provisions substantially similar to the following:

1) DEFINITIONS

- a. "Charitable Contribution" means a pledge or grant of anything of value to a charitable organization, where the value of the pledge or grant exceeds the value of anything received in return.
- b. "Charitable Organization" means an organization that has humane and philanthropic objectives, whose activities benefit humanity or a significant constituency rather than limited segment of the community, without expectation of pecuniary profit or reward and

is exempt from taxation under either N.C.G.S. 105-130.11(a)(3), N.C.G.S. 105-130.11(a)(5), or Section 501(c)(3) of the Internal Revenue Code.

- c. "Commercial Solicitation" means any proposal to sell, seeking or asking of an offer to buy, dissemination of information for the purpose of facilitating the sale of goods or services, any activity which attempts to raise funds, whether through sale of goods and services or donations, for any entity that is not a charitable organization, or the dissemination or collection of surveys for a commercial purpose.
- d. "Distribution" means individuals handing materials to other individuals who may refrain from receiving them. Leaving materials unattended on a surface or vehicle to be picked up is considered littering, not distribution.
- e. "Non-Commercial Solicitation" means any hand distribution of leaflets, brochures or other written materials designed for informational and not commercial purposes. This definition does not include the dissemination of information for purposes of the administrative, academic, research, or extension activities of the College.
- f. "Non-College Groups" means a group of individuals, other than Student or College Groups, that are legally separate entities from the College, even though some of the members or participants may be College employees, alumni, or students.
- g. "Student" means any person from the time he or she accepts admission to College up through the date of graduation. This includes new students at orientation and any other person currently enrolled in a curriculum or continuing education course offered by College
- h. "Student Group" means a group of students who have satisfied the College's procedures and requirements for registration or recognition.
- i. "College Group" means an administrative or academic unit, department or center within the College.

2) GENERAL PROCEDURES

- a. Groups and individuals can reserve campus space in advance for activities and events. The President of the College shall designate, via procedure, the office or individual(s) responsible to process reservations. The number of groups and individuals that may be scheduled for use of the space shall be controlled by space availability as determined in the discretion of the President or his/her designee, giving due consideration to the provisions of this Policy.
- b. When reservations of space for solicitation are required, reservations will be confirmed if the space is available and not otherwise reserved or scheduled. In addition, the use of the space for solicitation may be subject to the reasonable time, place, or manner (including safety) limits listed in this section. The College does not impose restrictions on the content or viewpoint of the expression or the possible reaction to that expression unless the viewpoint or expression violates this Policy or applicable law. Therefore, the College does not assume any obligation or responsibility for the content of materials distributed by Students, Student Groups, or Non-College Groups or individuals.
- c. The following apply to all forms of solicitation activities:

- (1) Groups and individuals may not block or otherwise interfere with the free flow of vehicular, bicycle or pedestrian traffic. The rights of way on streets and sidewalks must be maintained.
 - (2) Groups and individuals may not block or otherwise interfere with ingress and egress into and out of College buildings.
 - (3) Groups and individuals shall not obstruct, disrupt, interrupt or attempt to force the cancellation of any College-sponsored event or activity, or by users authorized to use College facilities.
 - (4) Groups and individuals shall not engage in harassing, physically abusive, threatening or intimidating conduct toward any person or engage in any other behavior that violates state or federal law.
 - (5) Classes, meetings, ceremonies, scheduled activities, educational activities, and other essential College processes shall not be disrupted.
 - (6) The use of public address systems or amplified sound will not be allowed without prior approval from the appropriate College employee.
 - (7) The safety of members of the campus community, collectively and individually, must be protected at all times.
 - (8) Solicitation activities shall not damage College property or its grounds, including artwork, lawns, shrubs, or trees.
 - (9) Groups and individuals must comply with all applicable College policies, procedures, and rules, and with applicable laws, including those concerning safety, libel, slander, defamation, and obscenity.
 - (10) Groups and individuals shall comply with the directions of College officials when enforcing these provisions.
 - (11) Groups and individuals are expected to refrain from littering and may be held responsible for costs incurred as a result of littering. In addition, the group or individual must collect and remove any loose, dropped, or littered materials or trash in the vicinity of the distribution area. Failure to do so may result in a charge to the group or individual for the cleanup of these materials.
 - (12) Groups and individuals participating in solicitation activities, whether sponsored or not, are accountable for compliance with the provisions of this Policy. Violations of this Policy may be grounds for disciplinary action. College Groups, Student Groups, and Students who sponsor non-College participants may be held accountable for such participant's compliance with this Policy. In addition, because non-College individuals or groups are not subject to the College's disciplinary procedures, their failure to comply with these provisions may result in ejection from campus and prosecution under applicable law.
- 3) **PRIORITY FOR USE.** The use of space for solicitation shall be reserved according to the following priorities:

- a. Consistent with the College's mission, academic classes, research, and faculty activities will have the highest priority for the use of space.
- b. College Group uses for activities other than academic classes, research and extension activities, will have next highest priority in the use of space.
- c. Student Groups, students, and sponsored Non-College Groups and individuals will have the next highest priority.
- d. Unsponsored Non-College Groups and individuals will have the lowest priority.
- e. A reserved use shall have priority over any unscheduled use.

4) NON-COMMERCIAL SOLICITATION.

- a. College Groups, Student Groups, Students, and their sponsored Non-College Groups and individuals may conduct non-commercial solicitation without reserving space in outdoor areas of campus and common areas that have been designated for this use, as identified by the President via College Procedure, provided the use of which is not otherwise restricted, reserved, or scheduled. However, a member of the College or Student Group or the student sponsoring the Non-College groups or individuals must be present at all times with these participants while conducting such activity.
- b. Although not required, to further the effectiveness of the use, these groups and individuals are encouraged to reserve space for the solicitation. Advance reservation enables the College to help ensure that the solicitation does not conflict with a reserved or scheduled use, takes place in a constructive and effective manner, and to assist the groups and individuals in seeing that the activity does not disrupt the College's educational activities and essential processes.
- c. Unsponsored Non-College Groups and Individuals
 - (1) Non-College groups or individuals desiring to conduct non-commercial solicitation must reserve space at least 48 hours in advance of the activity. Space available for such activities is limited to those areas identified by the President via College Procedure.
 - (2) Reservations will be approved on a space-available basis.

5) COMMERCIAL SOLICITATION

- a. College Groups, Student Groups, and Students may conduct commercial solicitation on College premises subject to the conditions below. Non-College Groups and individuals, are prohibited from engaging in commercial solicitation unless sponsored by a College Group or Student Group.
- b. All commercial solicitation must be conducted under the following conditions:
 - (1) Students and members of the College or Student Groups must conduct all commercial solicitation on behalf of the sponsored Non-College Groups and individuals. However, this provision shall not prohibit a College Group from contracting with Non-College Groups to conduct commercial solicitation on College

premises, so long as the contract is signed by a College employee with proper signatory authority.

- (2) Groups and individuals must reserve space to conduct commercial solicitation. The President of the College shall designate, via procedure, the office or individual(s) responsible to process reservations. Groups and individuals must request the use of such space at least two business days (at least 48 hours) in advance of the activity.
- c. If the solicitation is to be conducted in a College facility, the group may be required to sign the College's facility use agreement.
- d. Food offered for sale or given away in connection with the solicitation must comply with all applicable health code standards.

6) EXCLUSIONS

- a. Nothing in this Policy shall be deemed to affect the activities of College Groups whose official activities include selling or promoting the sale of goods or services, taking surveys, or administering the State Employees Combined Campaign.
- b. Nothing in this Policy shall prohibit the College from barring solicitation on College property that are non-public forums. These areas not traditionally open to the public for speech, such as libraries, office space, laboratories, and classrooms, which are hereby limited to official College uses.

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FAMILY RELOCATION TUITION

Legal Authority: NCGS 115D-5, NCGS 115D-39, 1E SBCCC 300.2

Approval: January 17, 2017

Revision:

FAMILY RELOCATION TUITION

As provided by N.C.G.S. 115D-39(a) and 1E SBCCC 300.2, the Board of Trustees authorizes the College President to charge resident tuition rates to nonresident students who are members of families that were transferred to this state by businesses, industries, or civilian families transferred by the military, for employment. Prior to enrollment at the resident tuition rate, the nonresident student shall fulfill the following conditions:

- (1) Demonstrate that his or her family moved to this state within the 12 months preceding enrollment;
- (2) Present a letter to the college from the employer on corporate letterhead stating that the employee, through whom the student claims this benefit, relocated to this state for employment with that business, industry, or military establishment;
- (3) Present proof of his or her familial relationship with the employee, unless the student is the employee;
- (4) Present proof that the student lives in the same house with the employee, unless the student is the employee;
- (5) Present proof that the student is financially dependent on the employee through which the student claims this benefit, unless the student is the employee; and
- (6) Comply with the requirements of the Selective Service System, if applicable.

The number of students eligible for resident tuition under this Policy in a given academic year shall not exceed one percent (1%) of the average number of nonresident students, rounded up to the next whole number, enrolled at the College during the preceding academic year. Eligible students shall be granted this benefit on a first-come, first-served basis.



800 College Court
New Bern, NC 28562
252-638-7200
(Fax) 252-638-4232

305 Cunningham Blvd
Havelock, NC 28532
252-444-6005
(Fax) 252-444-1918
www.cravencollege.edu

MEMORANDUM

TO: Dr. Ray Staats, President

FROM: Gery Boucher, VP for Students

DATE: November 21, 2016

SUBJECT: U.S. Dept. of Education State of NC Final Audit Summary

This Federal Audit covers the period July 1, 2014 through June 30, 2015. Craven Community College had two findings as follows:

1. Finding 15.8, Return to Title IV Calculation Errors

-College did not include students that unofficially withdrew from the school in its calculations of Title IV funds required to be returned to the Department.

2. Finding 15.9, Student Status Inaccurate/Untimely Reporting

-College did not report enrollment status changes for students who received aid to the National Student Loan Data System (NSLDS) as required.

Corrective Actions

1. Finding 15.8, Return to Title IV Calculation Errors- Corrective Actions

- Director of Financial Aid has revised a report that shows final grade of "F" or "U" to include all classes throughout the term, not just at the beginning and ending semester dates. A secondary report is run at end of semester to ensure accuracy.
- Conducted a 100% file review of all the Title IV recipients who withdrew during the 2014-2015 award year.
- Returned \$5,063.57 in Pell funds to the Federal government of students who unofficially withdrew.

This finding is considered closed.

2. Finding 15.9, Student Status Inaccurate/Untimely Reporting- Corrective Action

-The census date when reporting has been corrected to reflect the current date the report is run, not the census date that is previously used. A secondary report will be run later in semester for accuracy. This will ensure change of enrollments are in a timely manner.

This finding is considered closed.



STRATEGY 2017-22

VISION

"We are Craven County's first choice for teaching and learning."

TEACHING AND LEARNING

- Conduct high quality and rigorous programs that are current and relevant to our community needs
 - Regularly conduct and implement the results of Needs Assessments for university transfer, career, workforce development, health sciences and adult enrichment programs
 - Expand Distance Learning presence through all appropriate course offerings
 - Advocate the growth of Early College programs
 - Develop increased educational opportunities for high school age students to access the College's academic programs
 - Enhance programs that reach out to educationally disadvantaged populations; develop and sustain students for college-level program entry
- Align curriculum and workforce development programs to provide ladder credentialing
 - Grow academic and career pathways via articulation agreements
 - Increase student apprenticeship opportunities
- Pursue marquee standing of select programs
 - Achieve NLNAC accreditation of Associate Degree Nursing program
 - Pursue new national certifications of career and workforce development programs
 - Expand Veteran Administration recognition of workforce development programs
- Construct the STEM Building
- Open the First Street Workforce Development Center
- Promote growth opportunities in student writing skills in College curricula
- Improve the integration of general education curricula with Career and Health Science programs

STUDENT-CENTERED EXPERIENCE

- Improve student retention and completion
 - Execute the Quality Enhancement Plan: Advising-Community-Engagement
 - Provide comprehensive quality Academic Support services
 - Implement "full service" support for online students
 - Integrate curriculum and Workforce development support
- Provide exceptional service to students
 - Optimize services available to students
 - Offer predictable and student-centered course scheduling
 - Improve responsiveness to student queries and requests
 - Develop online enrollment and payment back-office processes for Workforce Development and Adult Enrichment
 - Maximize technologies that enhance student experiences
 - Refine registration processes using a student-friendly perspective

- Construct the “First Stop”
 - Enhance student “first contact”
 - Streamline admissions processes
- Utilize data-driven decision making
 - Use assessment to inform continuous improvement
 - Track student progress via robust analytics
 - Implement the “data dashboard”

COLLEGE ENVIRONMENT

- Maintain a culture of College-wide shared commitment to effective teaching and learning
 - Ensure creativity is valued, where a failed initiative is perceived as a growth opportunity
 - Offer through the CTL professional development and team building for faculty and staff
 - Create a Job Center portal through the College’s website
 - Provide appropriate and adequate resources across academic programs, instructional sites and delivery modes
- Sustain the College as a great place to work and learn
 - Facilitate a community, family based environment
 - Provide opportunities and forums for shared governance
 - Promote health and wellness initiatives for faculty, staff and students
 - Develop deeper understanding and buy-in of the College’s policies, procedures and processes
 - Maintain a safe, accessible, and esthetically pleasing physical environment that reflects the College’s commitment to excellence in teaching and learning
- Be reputed as an ideal employer within Craven County and North Carolina
 - Advocate legislative initiatives that advance the professional interests of our faculty and staff
 - Recruit and retain high quality faculty and staff

COMMUNITY SERVICE AND ENGAGEMENT

- Significantly increase the Foundation endowment
 - Engage College alumni
 - Increase donor base breadth and long term commitments
- Demonstrate engagement and commitment across community constituencies
 - Maintain physical presence in historically underserved neighborhoods
 - Aggressively respond to emerging business and industry needs
 - Serve as community convener to build local partnerships
 - Expand the Adult Enrichment program
- Market the College strategically
 - Establish a Master Marketing Plan
 - Market the College as “first choice” for teaching and learning
 - Promote a student-centered identity
 - Use assessment to improve marketing effectiveness
- Engage local and state leaders
 - Implement an annual legislative plan

BP – 1.2

VISION STATEMENT

Legal Authority: NCGS 115D-1; NCGS 115D-5; 23 NCAC 2B .0104; 23 NCAC 2B .0205

Approval: April 19, 2011

Revisions: February 8, 2016; January 17, 2017

VISION STATEMENT

“We are Craven County’s first choice for teaching and learning.”

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SEXUAL AND OTHER UNLAWFUL HARASSMENT

Legal Authority: 23 NCAC 2C 0210

Approval: April 19, 2011

Revisions: October 20, 2015; January 17, 2017

SEXUAL AND OTHER UNLAWFUL HARASSMENT

The Board will not tolerate unlawful harassment of employees or students including harassment of an individual because of that person's race, color, age, religion, gender, sexual orientation, national origin, disability, veteran status, or other legally protected status. Any employee who engages in any form of unlawful harassment will be disciplined. Discipline may include, but is not limited to, transfer, demotion, suspension, or discharge. Any student who engages in any form of unlawful harassment will be disciplined. Discipline may include, but is not limited to, suspension or expulsion. The College also forbids retaliation of any type against an employee or student for reporting any type of unlawful harassment.

In addition to this Policy, sexual harassment shall be prohibited as required by Title IX of the Education Amendments Act of 1972 (and the Civil Rights Restoration Act of 1987 as applicable), which states in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

Prohibited Conduct

Harassment prohibited by this policy occurs when unwelcome conduct based upon an individual's age (40 or older), color, disability, gender identity, genetic information, national origin, race, religion, sex (including pregnancy), sexual orientation or veteran status is sufficiently severe or pervasive to:

For Students:

- deny or limit a student's ability to participate in or benefit from programs or activities; or
- create an intimidating, threatening or abusive educational environment.

For Employees:

- create an intimidating, hostile or offensive working environment.

A hostile environment is determined by looking at whether the conduct is objectively offensive (i.e., a reasonable person would find it to be) and subjectively offensive (i.e., the person who is the object of the conduct finds it to be offensive and unwelcome).

"Unwelcome" signifies conduct that is not requested or invited and is regarded as offensive or undesirable.

Neither the definitions nor any other provisions in this policy are intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. That a student's speech or expression is deemed offensive by others does not by that fact alone mean it constitutes discrimination or harassment.

In applying these definitions, the speech or expression shall be considered in its context and totality consistent with the following standard: the alleged victim subjectively views the conduct as illegal discrimination or harassment and the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

The College prohibits any form of sexual or other unlawful harassment involving any of its employees in the employment relationship or involving any of its students in the educational relationship. Harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her race, color, religion, gender, sexual orientation, age, national origin, disability, or other legally protected status is strictly forbidden. Occasional compliments of a socially acceptable nature do not constitute harassment absent other compelling factors. Similarly, circumstances such as the nature of course materials, educational programs, or other educational activity will be considered before a determination is made that behavior in such a context is prohibited conduct. Furthermore, this Policy does not limit employees and students from reasonably and legally speaking to, discussing, presenting, teaching, assigning, and/or testing upon any material and subject that could be considered controversial.

Complaints by Employees

Employees, without any fear of reprisal, have the responsibility to bring any form of sexual or other unlawful harassment (whether by a co-worker, a student, or someone else encountered during the course of performing their job duties) to the attention of their supervisor or department head, so that an appropriate investigation may be begun into the circumstances of the incident and the alleged harassment. If an employee is uncomfortable with reporting the harassment to his or her supervisor or department head, the employee should go directly to the Executive Director of Human Resources or to one of the Vice Presidents. Any person who receives a report of sexual or other prohibited harassment must notify the Executive Director of Human Resources immediately.

The President shall promulgate and implement appropriate procedures that will provide employees with information as well as the means of obtaining assistance and remedy in the event of any harassment prohibited by this Policy.

Complaints by Students

Students, without any fear of reprisal, are encouraged to bring any form of sexual or other unlawful harassment (whether by another student, a staff member, or someone else encountered during the course of their education at the College) to the attention of the College's Title IX Coordinator, Confidential Advocate, or Clery Compliance Officer, so that an appropriate investigation may be begun into the circumstances of the incident and the alleged harassment.

The President shall promulgate and implement appropriate procedures that will provide students with information as well as the means of obtaining assistance and remedy in the event of any harassment prohibited by this Policy.

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January 17, 2017

Curriculum Program Termination Form

Please be aware that if a college decides to reinstate a terminated program, a full program Application must be submitted to the System Office for State Board approval.

College Name: Craven Community College

Curriculum Title: Computer Engineering Technology Curriculum Code: A40160

Contact Person: Kathleen Gallman Phone Number: (252) 638-7233

Email Address: gallmank@cravencc.edu

Termination Semester: ☒ Fall ☐ Spring ☐ Summer 2017

Termination is for (check appropriate settings): ☒ Campus ☐ Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: N/A

Date that captive/co-opted facility was notified of termination of program: N/A

Reason(s) for Terminating Curriculum: ☐ Low Enrollment* ☐ No Enrollment* ☒ Other*

College must include factors below in addition to reason checked.

*Describe what factors contributed to low/no enrollment:

(Required in order to proceed with termination):

The curriculum was phased out and replaced by Computer Technology Integration (CTI) and then subsequently by the recent Information Technology Alignment Project (ITAP). No students have been enrolled in the Computer Engineering Technology program since AY 2013-14

Is the curriculum program part of a collaborative/Level III ISA plan? ☐ Yes ☒ No

If so, have participating colleges been notified of termination? ☐ Yes ☐ No

Please see section 6 of the CPRM for information concerning termination of ISAs.

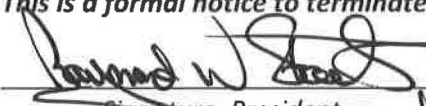
Will the program or any courses in the program be moved to Continuing Education?

☐ Yes ☒ No

Is equipment available for transfer? ☐ Yes ☐ No ☒ N/A

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

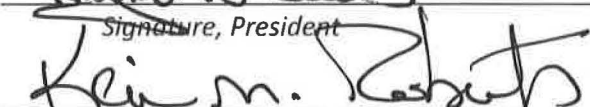
This is a formal notice to terminate the curriculum program as identified above.



Signature, President

1/17/17

Date



Signature, Board of Trustees Chair

1/17/17

Date

Please fax, mail or scan/email this form to:
frazellej@nccommunitycolleges.edu
Fax #: (919) 807-7173

Jennifer Frazelle, Director Academic Programs
NC Community College System Office
5016 Mail Service Center
Raleigh, NC 27699-5016

**Timeline for President's Annual Evaluation
and
Self-Evaluation of the Board of Trustees
2016-2017**

January 17, 2017	Board Receives <u>both</u> Evaluation Tools and Timeline
February 24, 2017	Return <u>both</u> Evaluation Forms to Cindy Ensley in the envelope provided
March 13, 2017	Personnel Committee Reviews the Results of President's Evaluation at its Regularly Scheduled Spring Meeting
April 11, 2017	Results of <u>both</u> Evaluations Reviewed by the Full Board at its Regularly Scheduled Spring Meeting
April 25, 2017	Feedback to the President by the Chair and Vice-Chair
April 26, 2017	Chair Submits Letter to the NCCCS Office Indicating the Evaluation was Completed

Directions:

1. Complete the President's Annual Evaluation (3 pages) by writing in the appropriate score clearly and adding any additional comments on the last page
2. Sign and date the document, if you desire; it is NOT required
3. Return in the self-addressed, stamped envelope by February 24, 2017

Directions:

4. Complete the Board of Trustees' Annual Self-Evaluation (2 pages) by circling the appropriate score
5. Sign and date the document (REQUIRED)
6. Return in the same self-addressed, stamped envelope by February 24, 2017



BOARD OF TRUSTEES ANNUAL SELF EVALUATION SPRING 2017

Circle your response to each question. Use the space at the end of the evaluation to add any additional information.

1. I am able to perform my Board duties free from undue external influence.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
----------------	-------	---------	----------	-------------------	------------

2. The Board is not controlled by a minority of Board members nor by any outside interests or organizations.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
----------------	-------	---------	----------	-------------------	------------

3. I am free of any contractual, employment, or personal or familial interest in the College.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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4. There is a clear distinction between Board responsibilities and those of the President and College Staff.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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5. I understand and am comfortable with my Board roles and responsibilities.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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6. I am actively involved in the Board's policy-making deliberations.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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7. I am kept well-informed of strategic issues important to the College.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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8. My opinions are valued and welcomed during Board discussions.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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9. Board meetings are well organized and an effective use of my time.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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10. I have adequate knowledge of the Board's By-Laws and Policies.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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11. Committee meetings are well organized and an effective use of my time.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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12. The work product and recommendations of the Committees are beneficial to the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
----------------	-------	---------	----------	-------------------	------------

13. There is a climate of mutual trust and respect among Board members.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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14. The Board has an effective annual process for evaluating the President.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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15. Presentations and reports to the Board are thorough and timely.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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16. The Board represents the College positively throughout the local community.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
----------------	-------	---------	----------	-------------------	------------

17. Agendas and pre-meeting materials prepare me for Board discussions and decisions.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
----------------	-------	---------	----------	-------------------	------------

18. The Board communicates a strategic vision for the College and regularly evaluates progress.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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19. I am comfortable with the strategic direction of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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20. The Board makes effective use of my individual experiences and skill sets.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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21. The strategic goals of the College's Foundation align with those of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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22. I am satisfied with the overall conduct and performance of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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Comments

Trustee Signature

Date

CRAVEN COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION

In Support of the

FIRST STREET WORKFORCE DEVELOPMENT CENTER (WDC)

WHEREAS, workforce training and preparation is a critical portion of Craven Community College's (College) mission, and;

WHEREAS, the College requires new instructional space to meet Craven County's current and projected workforce training requirements, and;

WHEREAS, the City of New Bern is re-developing an 8-acre parcel on First Street, and has partnered with the College to renovate the former electrical generation facility on this site into a 7,500 square foot Workforce Development Center (WDC), and;

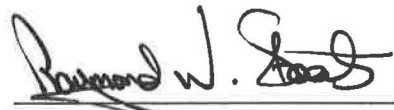
WHEREAS, the WDC is located within walking distance of a substantial economically-disadvantaged population of potential students and will annually support more than 100 attending Electrical, Construction, HVAC, Plumbing and Small Engine Repair programs to achieve workforce readiness certification, and;

WHEREAS, the City of New Bern has acquired a \$549K GoldenLeaf grant and is an applicant for an approximately \$1.3M US Department of Commerce Economic Development Administration (EDA) grant to fully fund necessary renovations, and;

NOW, THEREFORE, BE IT RESOLVED, that the Craven Community College Board of Trustees authorizes the President of the College to apply for and receive grant funds to support the College's mission; in particular, to partner with the City of New Bern as co-applicant for the EDA grant, to accept the grant on behalf of the College should the EDA award it; and to negotiate a 10-year lease of the First Street Workforce Development Center between the College as lessee and the City of New Bern as lessor, in accordance with Board of Trustees guidance, the lease to be subject to final ratification by the Boards of the respective parties, this 17th day of January, 2017.



KEVIN M. ROBERTS
Chairman, Board of Trustees



DR. RAYMOND W. STAATS
Secretary, Board of Trustees &
President of the College

FACILITY PROJECTS

First Street Workforce Development Center (WDC). The Economic Development Authority (EDA) Grant selection/approval process is in its final stages. We anticipate notification in the next month or so. If approved, the next steps will take place quickly—grant acceptance and verification of a secured lease between the City of New Bern and the College will be expected within 30-45 days. During this timeframe, we'll also need to obtain from the Craven County Commission their consent to fund annual Operations & Maintenance costs for the facility. I briefed the Commissioners on the project at their meeting on November 21, 2016, and have had several follow-up meetings with the County Manager and individual commissioners to keep them well informed of developments in the grant process. As part of the final review, the EDA has requested written confirmation from our Board of Trustees regarding their approval for receiving the grant and leasing the WDC. We met with City officials on December 7, 2016, and the City attorney is preparing a draft of the lease agreement.

First Stop. The State Construction Office has approved project documents, negotiated the costs with JKF Architecture as the Designer, and authorized our proceeding with design development. The Designer's production schedule is:

Schematic Design / Design Development	March 3, 2017
Construction Documents	June 2, 2017
Approved for Bid	September 1, 2017

STEM Building. We expect the NCCCS Board to approve the project at their January meeting. From there, the documents will move to the State Construction office.

ACCREDITATION

Our Institutional Effectiveness team continues to prepare our response to the October 2016 SACSCOC On-Site Visit, which is due March 6. The report preparation is on schedule. Addressing Standard 3.8.3, regarding to professional staff manning at the Havelock branch library, required coordination with Craven County Public Library leaders. These discussions were very fruitful, and our resolution is for the College to hire a part-time Reference Librarian to meet SACSCOC requirements. The added staffing will also allow us to modestly expand our offerings to both College and Early College East students on the Havelock campus.

CAMPUS IMPROVEMENTS

We conducted a wonderful event on the main campus on November 29th—the planting of 24 Red Oak trees by the students, faculty and staff. A number of years ago, sapling trees were planted along the sidewalks throughout the center lawn of the campus. These trees were planted with the strategic vision of having an Oak Tree canopy throughout the campus for future generations to enjoy.

As is normally the case with young trees, a portion of them did not survive their first years, leaving scattered gaps in the future canopy. This fall's project filled these gaps with new trees that were commensurate with their neighbors. We opted to turn the planting into an event rather than just a maintenance effort—with outstanding results.

Our facility staff took a turn as instructors, teaching the benefits of trees and a healthy canopy to our environment, followed by step-by-step instructions to ensure a proper planting. They taught an audience of more than 50 students, faculty and staff, who then completed their planting task in about 90 minutes of labor.

You'll be pleasantly surprised at the visual impact these trees already have!

ADULT ENRICHMENT

The first semester of our restored AE program is complete, with very encouraging results. A total of 105 students participated in 19 sessions. The net revenue was \$4,879, which is slightly more than 50% of our first-year goal. Courses are already underway for this semester.

STRATEGIC PLANNING

Later this month, I'll be the facilitator for the Havelock Chamber of Commerce's Strategic Planning process. We'll be using the same model that the College followed to produce our own plan. I have big shoes to fill in emulating Janet Peregoy, who facilitated for us.

Student Government Association
Report for Board of Trustees

SGA Roster

Executive Board

President: DJ Johnson
Vice President: Ethan Garris
Secretary: Robert Josey
Treasurer: Tyler Toohey
Parliamentarian: Jessica Owen
Public Information Officer: Maurice Cunningham

Senators

Thomas Ashworth
John-Mark Forrest
Christina Hardtle
Josh Htoo

Campus Life Activities and Events:

- Martin Luther King Jr National Day of Service was on January 16th, from 9-1pm at the Cove City Community Center.
- Welcome Back Resource fair is on January 26 from 8-10am. New and returning students have the opportunity to learn more about the resources Craven Community College has to offer.
- Black History Event will be held on Thursday February 23rd. Students and members of the community are invited to celebrate Black history with a presentation at noon, and an event showcase at 6pm in Orringer Auditorium filled with African Music and cultural dance.
- Founders Day Ball will be on Friday March 31st, from 5-11pm. It will be a night filled with entertainment, dancing, delicious food and fun at The Flame.

SGA Events:

- Eastern Divisional Meeting will be held on Saturday February 25th at the College of the Albemarle.
- Executive Board Elections will be held March 13th -17th.
- Spring State Conference will be from Friday April 7th – Sunday April 9th at the Sheraton Imperial Hotel and Convention Center in Durham.



January 17, 2017

The Foundation is preparing for the 7th Annual Community Fabric Awards on April 18, 2017. Ward & Smith has agreed to continue as the Presenting Sponsor for this year's award. WCTI, the Sun Journal, Beasley Broadcasting and Public Radio East are also repeating as media sponsors for the event. We encourage you to nominate community leaders you feel worthy of this recognition as showing leadership and excellence as a business, individual or educator. We have expanded the educator category beyond the College to include the local community. Please be sure to mark your calendar and join us for this major fundraising event for the Foundation.

The Annual Campaign has raised \$74,808 for college scholarships. The Campus Phase exceeded its goal with a current pledged amount of \$36,390. The Community Phase also exceeded its goal with a current amount of \$38,418 (as of 1/10/2017). The Foundation had 100% participation in reaching its goal this year. We are grateful to David McFadyen for his leadership as Chair of the Community Campaign.

The Lifetime Learning Center continues to extend educational opportunities to the community. Jennifer has been busy with 21 participants traveling to New Orleans from October 17th through the 23rd. The tour was well received and we had excellent local guides and memorable experiences. Net proceeds (LLC commission) for this trip have been confirmed. The LLC will receive a check for \$4,247.

Thirty-one participants traveled to Virginia for *Christmas in Williamsburg* – this 3-day trip focused exclusively on time at Colonial Williamsburg. The tour took place Tuesday through Thursday, November 29th through December 1st – a very successful itinerary.

On September 17th, 40 participants traveled to The Durham Performing Arts Series (DPAC) to see *Kinky Boots*. We worked in partnership with Dr. David & Mrs. Anna Hurst and the Foundation Student Engagement Fund to take 15 Student Ambassadors on this trip. Due to inclement weather, the January 7th trip to DPAC to see *An American in Paris* was cancelled.

The Exploration in the ARTS series opened on December 9th with *The Phantom Playboys*. This was a fun event, with terrific musicians.

Let's Talk About It is a library discussion series that brings scholars and community members together to explore how selected books illuminate a particular theme. The Havelock Public Library and the Lifetime Learning Center are partners in presenting this nine-week series. The Thursday-night series includes the opportunity to read five books and visit with five different visiting scholars to learn more about the authors and to discuss the books. This is a FREE series, because of the LLC sponsorship and a grant from the NC Humanities Council. Registration is now open for the series with 12 registrations to date. The program starts February 23rd.

Lloyd Griffith, President, Craven Community College Foundation Board of Directors