REVISED AGENDA

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
OCTOBER 24, 2017
5:00 pm – Dinner in Naumann Community Room with Curriculum Students
6:00 pm – Meeting in Ward Boardroom
New Bern Campus

I.	Call to Order	*Bill Taylor, Chair*
II.	Administrative Items	
	(1) Roll Call	*Ray Staats, Secretary*
	(2) Agenda Review and Adoption	*Bill Taylor*
	(3) Conflict of Interest Declaration	*Bill Taylor*
	(4) Public Comment	
III.	Consent Agenda *(motion)*	*Bill Taylor*
	(1) Approve Board of Trustees Meeting Minutes (August 15, 2017)	
	(2) Approve Board of Trustees Meeting Minutes (September 19, 2017-No Quorum)	
IV.	Student Services and Fall Enrollment Reports *(info)*	*Gery Boucher, VP*
V.	Personnel Report August-September 2017 *(info)*	*Page Varnell, VP*
VI.	Old Business	
	(1) Approve Fiscal Year 2017-18 Budget (DCC 2-1)*(motion)*	*Page Varnell*
	(2) Approve Board Policy 2.16 Voluntary Shared Leave Program *(motion)*	*Page Varnell*
	(3) Approve Board Policy 2.22 Other Employee Benefits *(motion)*	*Page Varnell*
VII.	New Business	
	(1) Annual Security Report *(info)*	*Page Varnell*
	(2) Approve New Degree Program AAS-Aviation Management & Career Pilot Technology *(motion)*	*Kathleen Gallman, VP*
	(3) Receive Public Radio East (PRE) 2016 Financial Audit *(info)*	*Page Varnell*
	(4) Receive CCC Foundation 2016 Financial Audit *(info)*	*Page Varnell*
	(5) Law Enforcement Training Simulator *(info)*	*Gery Boucher*
	(6) Student Ambassador Program Board Resolution *(motion)*	*Ray Staats*
	(7) First Stop Construction Bids	*Page Varnell*
	a. Preferred Alternative *(motion)*	
	b. Bid Acceptance Process *(motion)*	
	(8) WDC Lease with City of New Bern	*David Ward, Attorney*

a. Memorandum of Lease *(motion)*
b. Subordination Agreement *(motion)*

VIII. Reports

(1) President	*Ray Staats*
(2) Attorney	*David Ward*
(3) Chair	*Bill Taylor*
(4) Student Trustee	*Tyler Toohey, SGA President*
(5) Foundation President	*Lloyd Griffith*

IX. Adjournment *Bill Taylor*

NOTICE OF THE 2017-2018 MEETINGS OF THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE

Pursuant to North Carolina General Statutes Section 143-318.12 and Craven Community College Board of Trustees Bylaws and Policies, NOTICE is hereby given for the following:

Board of Trustees Meeting

The Board of Trustees of Craven Community College will meet eight times during fiscal year 2017-2018 at 5:30 pm in the Ward Boardroom of the Brock Administration Building on the New Bern Campus, unless otherwise noted.

August 15, 2017
September 19, 2017
*****October 24, 2017
December 12, 2017
February 20, 2018
*****March 20, 2018
April 17, 2018
******June 15, 2018 Annual Board Retreat & Meeting

*** (5:00 pm dinner-Naumann Community Room; 6:00pm meeting in Ward Boardroom)**
**** (8:30 am-1:30 pm Retreat; 2:00 pm – 4:00 pm Meeting; location to be determined)**

Changes, if any, will be posted to the College website www.cravencc.edu

This Notice is published on August 1, 2017 pursuant to directions by the Chair of the Board of Trustees.

Date posted: August 1, 2017
Place posted: Ward Boardroom exterior exit door, Brock Administration Building

BOARD OF TRUSTEES

ROLL CALL

October 24, 2017

Mr. Steve Cella

Ms. Cora Chadwick

Mr. Ken Crow

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Kevin Roberts

Ms. Robin Schaefer

Mr. Bill Taylor

Mr. Whit Whitley

Ms. Brenda Wilson

Mr. Tyler Toohey, 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
MEETING MINUTES
AUGUST 15, 2017

The Craven Community College Board of Trustees met on Tuesday, August 15, 2017, in the Ward Boardroom of the Brock Administration Building on the New Bern campus with Board Vice Chair Bill Taylor. The meeting was called to order at 5:35 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Mr. Steve Cella, Ms. Cora Chadwick, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Ms. Robin Schaefer, Mr. Bill Taylor, Mr. Whit Whitley, and Ms. Brenda Wilson.

Ex Officio members present: Mr. Tyler Toohey, SGA President; Mr. Lloyd Griffith, Foundation President

Voting members absent were: Mr. Ken Crow

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

Chair Taylor declared a quorum present for the meeting.

Agenda Review and Adoption

Chair Taylor reviewed the agenda (attached). Trustee Mattocks motioned to accept the agenda as presented; Trustee Roberts seconded the motion and all approved.

Conflict of Interest Declaration

Chair Taylor read the conflict of interest statement. No conflicts were noted by members.

Recognition and Appreciation of Service

President Staats recognized Trustee Roberts for his service as chair to the Board and former Trustee Rosanne Leahy for her four-year term that ended June 30, 2017.

Oaths of Office

Reappointed by the Board of Education, Trustees Morris and Knight were administered the oath of office for their terms July 1, 2017-June 30, 2021. New Trustees Robin Schaefer (appointment by Craven County Commissioners) and Whit Whitley (appointment by the Governor) were recognized and an oath of office was given for their terms July 1, 2017-June 30, 2021.

Statements of Economic Interest

All new trustees are required to file a Statement of Economic Interest prior to taking office and annually thereafter. The statement for Trustee Schaefer noted the potential for a conflict of interest which would not prohibit her service to the Board and Trustee Whitley's statement did not find a conflict or potential for conflict.

Public Comment

Chair Taylor called for public comment and none were expressed.

Consent Agenda

Chair Taylor called for approval of the following referenced minutes (attached):

Board of Trustees Meeting Minutes of June 20, 2017

Trustee Knight motioned to accept the minutes as presented; Trustee Dacey seconded the motion and the motion passed unanimously.

ADA Accessibility Plan

VP Gallman presented Craven's five-year plan (2017-2021) required by the NC Community College System to lend accessibility to all learners (attached) for information only.

Curriculum Report

For informational purposes, VP Gallman commented on the hiring of a new dean of health programs, the reaffirmation of the ACBSP (Accreditation Council for Business Schools and Programs), and the Great American Eclipse viewing on August 21.

Spring Administrative Program Review Summary
VP Gallman shared a snapshot of the 2016-17 review (attached) for informational purposes.

Personnel Report (March 2017-July 2017)
VP Varnell reviewed the personnel report through July 31, 2017 (attached) for informational purposes.

Old Business
SACSCOC Accreditation Reaffirmation Letter: Official letter from SACSCOC regarding 10-year reaffirmation shared by President Staats.

Approve Board Policy 3.10 College-Sponsored Student Scholarships: Trustee Chadwick motioned to approve the policy; Trustee Knight seconded the motion and the motion passed unanimously.

Approve Revised Trustee Bylaws: Trustee Knight motioned to approve the revised bylaws as presented; Trustee Wilson seconded the motion. Votes were taken via roll call with all eleven trustees present (Trustee Crow absent) giving unanimous consent.

New Business
Approve WFD Accountability and Visitation 2017-2020 Plans: VP Boucher reviewed the new plan that focuses on governance priorities, academic integrity/program accountability, and market forces related to Workforce Development and Basic Skills programs. This new plan replaces the former 3-year plan. Trustee Knight motioned to approve the new plans; Trustee Mattocks seconded the motion and the motion passed unanimously.

Craven Connect App: VP Boucher announced a new app, recently introduced, for the Craven CC family to keep in touch with campus happenings.

Receive Board Policy 2.16 Voluntary Shared Leave Program: VP Varnell highlighted the changes in the policy that align with state policy. Policy will be presented at the September 2017 meeting for approval.

Reports

President: President Staats reported on the Volt Workforce Development Training Center, campus construction projects, resource development including the Veteran's Memorial Park to be constructed on the Havelock campus, budget for fiscal year 2017-18, and enrollment analysis.

Attorney: Attorney Ward noted one newly filed litigation involving a fall from a bicycle. Based on EDA requirements, a few minor administrative corrections need to be made on the lease agreement with the City of New Bern for the Workforce Development Center at the VOLT Center on First Street. After discussion and review by Attorney Ward, Trustee Roberts motioned to approve the changes; Trustee Knight seconded the motion and the motion passed unanimously. Chair Taylor is authorized to sign the lease.

Chair: Chair Taylor welcomed new Trustees Schaefer and Whitley.

Student Trustee: SGA President Tyler Toohey reported on Student Government Association activities for the beginning of the fall semester.

Foundation President: Theme of this year's campus and community campaigns is "Because of You!" Foundation Board Director Greg Smith is chairing the community campaign and the campus campaign kicks-off at Convocation.

Adjournment

With no further business to be presented, Chair Taylor adjourned the meeting at 6:50 pm.

Respectfully submitted:

William W. Taylor

Bill Taylor, Chairman
October 24, 2017

Raymond W. Staats

Raymond W. Staats, Secretary
October 24, 2017

ce 9/11/17

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
SEPTEMBER 19, 2017

The Craven Community College Board of Trustees met on Tuesday, September 19, 2017, in the Ward Boardroom of the Brock Administration Building on the New Bern campus with Board Chair Bill Taylor presiding. The meeting was called to order at 5:32 pm.

Roll Call

President Raymond Staats called the roll.
Voting members present were: Mr. Steve Cella, Mr. Ken Crow, Ms. Jennifer Dacey, Ms. Allison Morris, Mr. Bill Taylor, and Mr. Whit Whitley
Voting members absent were: Ms. Cora Chadwick, Mr. Ron Knight, Ms. Carol Mattocks, Mr. Kevin Roberts, Ms. Robin Schaefer, and Ms. Brenda Wilson
Ex Officio members absent: Mr. Tyler Toohey, SGA President; Mr. Lloyd Griffith, Foundation President
Others present were: Dr. Raymond Staats, College President and Board Secretary; Mr. Jamie Norment, Attorney, Ward and Smith; Dr. Kathleen Gallman, Vice President for Instruction; Ms. Cindy Patterson, Executive Director, Financial Services and Purchasing; Mr. Gery Boucher, Vice President for Students ; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees.

Chair Taylor declared an absence of a quorum present for conducting business and the meeting was officially adjourned.

Respectfully submitted:

William W. Taylor | Raymond W Staats
Bill Taylor, Chairman | Raymond W. Staats, Secretary
October 24, 2017 | October 24, 2017

ce 9/22/17

CRAVEN COMMUNITY COLLEGE

Enriching Lives, Creating Futures

STUDENT SERVICES

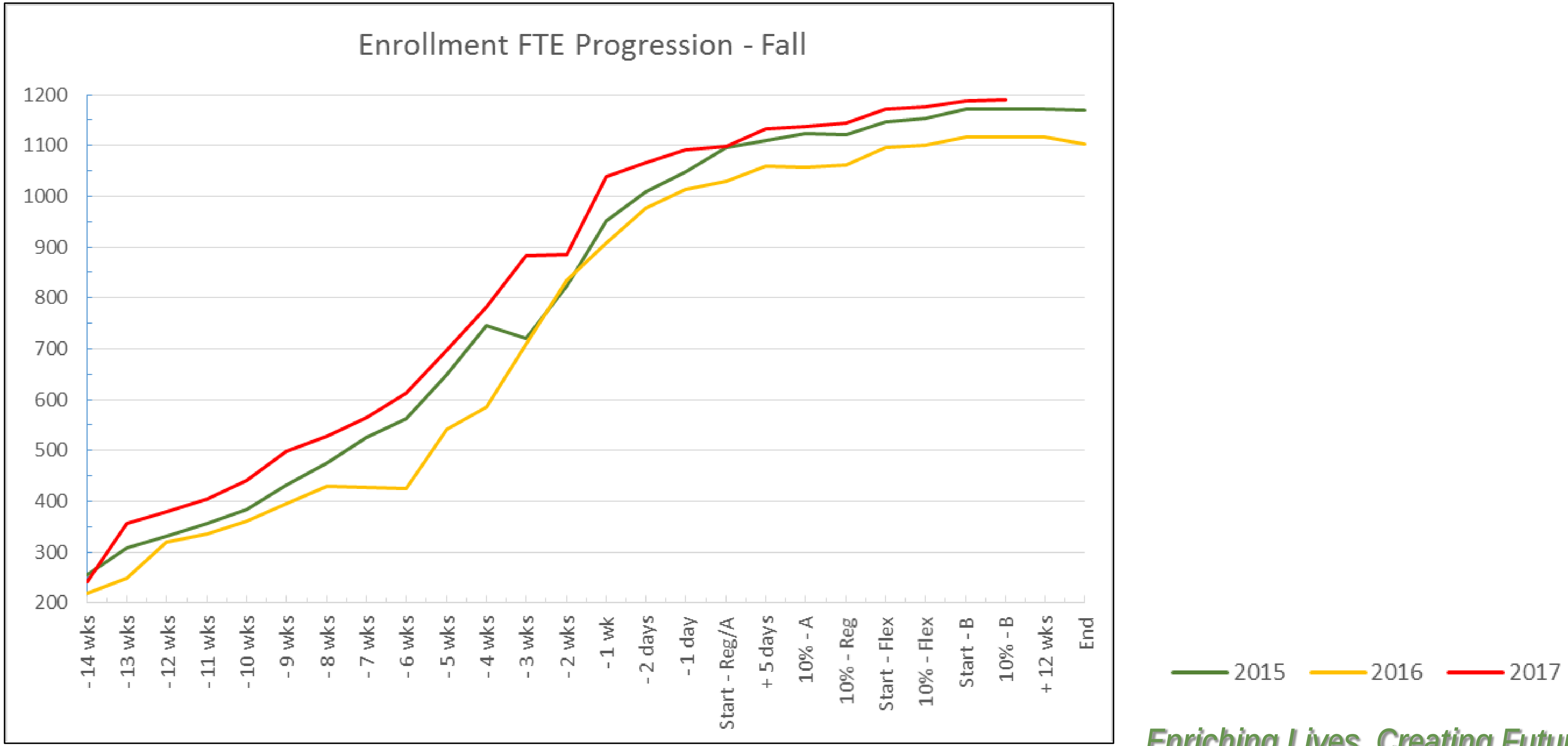
Gery Boucher

October 2017

Curriculum Enrollment

	Head Count	FTE
Fall 2017	3046	1190.75
Fall 2016	2879	1116.35
% Change	**5.8%**	**6.7%**

Curriculum Enrollment Analysis



Enriching Lives, Creating Futures

Career and College Promise (CCP)

CCP Enrollment			
	2016	2017	% Change
Spring	190	300	+58%
Fall	248	299	+21%
Total	**438**	**599**	**+37%**

Student Services Update

CRAVEN COMMUNITY COLLEGE

- New Executive Director of Financial Aid:
  - Leslie Lloyd – Started August 1st
- Increased Award amount for Bate Scholarship:
  - Prior to Fall 2017, students received $600 for enrolling in 6 credit hours
  - As of Fall 2017, scholarship increased to $700
- Website updates in process:
  - Admission, Campus Life & Financial Aid
- Mental Health Awareness and Trainings across campus
- Launched Residency Determination Service (RDS)

Quality Enhancement Plan (QEP)

CRAVEN COMMUNITY COLLEGE

- Launched new QEP:
  - Cohort = 1st year full-time students:
    - Currently 300 students
    - Every student has an assigned advisor
    - Every student has attended early advising for fall semester
  - Follow-up with a Priority Spring Registration Event November 1-3
  - Have hired and trained two (2) part-time professional advisors to assist with QEP Implementation

Craven Community College Personnel Report
August 1, 2017 – September 30, 2017

New Hires	Position Title	Effective	Monthly/Annually
Leslie Lloyd	Executive Director of Financial Aid	8/1/17	$5,250/$63,000
Donna Anderson	Nursing Faculty	8/15/17	$5,778/$52,002
Alysa Darling	Mathematics Faculty	8/15/17	$4,623/$41,607
Debbie Harmon	English Faculty	8/15/17	$4,667/$42,003
Dawnelle Holadia	Nursing Faculty	8/15/17	$5,556/$50,004
Kelsie McBride	Nursing Faculty	8/15/17	$5,556/$50,004
Jennifer Woodroffe	Biology Faculty, Havelock	8/15/17	$4,723/$42,507
Elizabeth Tolson	Faculty, Information Systems (FT Temp)	8/15/17	$4834/$43,506
Dr. Joseph Newton	Dean of Health Programs	9/18/17	$7,250/$87,000
Craig Ramey	Director of Communications	9/25/17	$5,000/$60,000

Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Deborah Kania	Director, Communications	Director, Small Business Center	8/1/17	$5,043/$60,516
Chauncy Stevenson	Faculty, Music	AFA Program Coordinator/Music Faculty	8/1/17	$4,603/$46,030
Filiberto Solano	Administrative Assistant- TRiO	Instructional Support Coordinator- TRiO	9/1/17	$3,000/$36,000

Resignations/ Terminations/Retirements	Position	Effective	Reason
Shanna Fliegel	Instructional Support Coordinator- TRiO	8/10/17	Resignation

Craven Community College Job Searches

Position	Opening Date	Closing Date
Accountant (Re-advertisement)	7/17/17	8/1/17
Dean of Technology Services	8/24/17	9/13/17
Accounting Faculty	9/12/17	10/15/17
Information Technology Faculty	9/12/17	10/15/17

Craven County

1712

Administration Building
406 Craven Street
New Bern, NC 28560
Fax 252-637-0526
manager@cravencountync.gov

RECEIVED
JUL 10 2017
President's Office

Commissioners 252-636-6601
Manager 252-636-6600
Finance 252-636-6603
Human Resources 252-636-6602

June 30, 2017

Dr. Raymond Staats, President
Craven Community College
800 College Ct.
New Bern, North Carolina 28562

Dear Dr. Staats:

On June 19, 2017, the Craven County Board of Commissioners adopted the budget for Fiscal Year 2017-2018. The following amounts were appropriated for **Craven Community College**:

Current Expense	**$3,542,448.00**
Capital Outlay	**$ 500,000.00**
Total	**$4,042,448.00**

The Current Expense and Capital Outlay funds will be distributed to you in twelve (12) equal monthly installments.

Craven County will pay the debt service: **$221,828.00**

We look forward to working with you in this next fiscal year. If you have any questions, please call Craig Warren or me.

Sincerely,

Jack B Veit III

Jack B. Veit III.
Craven County Manager

JBV:ajn

xc: Craig A. Warren

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE BUDGET: FY 2017-18

REQUIRED BUDGET REQUEST SIGN-OFF

The attached College Budget has been reviewed and approved on

October 24, 2017 by the Board of Trustees of

Craven Community College.

______________________________, Chairman.

The attached College Budget has been reviewed and approved in

the amount of $4,042,448.00 on ____________ ___, 2017

by the County Commissioners of Craven County.

______________________________, Chairman.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2017-18 BUDGET

	CURRENT OPERATING									PLANT FUND		CURRENT & CAPITAL TOTAL
College	1XX Institutional Support	2XX Curriculum Instruction	3XX Continuing Education	4XX Academic Support	5XX Student Support	6XX Plant Op & Maint.	7XX Proprietary/Other	8XX Student Aid	Subtotal	9XX Capital (ex. CI)	CI Projects	
Craven CC												
State	$ 4,707,587	$ 7,546,055	$ 2,212,602	$ 1,941,706	$ 2,025,545	$ -	$ -	$ -	$ 18,433,495	$ 758,164	$ 1,089,020	$ 20,280,679
County	$ 544,890	$ -	$ -	$ -	$ -	$ 2,979,279	$ -	$ -	$ 3,524,169	$ 18,279	$ 500,000	$ 4,042,448
Institutional	$ 449,751	$ 1,255,732	$ 355,538	$ 41,941	$ 1,002,622	$ -	$ 1,724,765	$ 5,243,885	$ 10,074,234	$ -	$ -	$ 10,074,234
Total	$ 5,702,228	$ 8,801,787	$ 2,568,140	$ 1,983,647	$ 3,028,167	$ 2,979,279	$ 1,724,765	$ 5,243,885	$ 32,031,898	$ 776,443	$ 1,589,020	$ 34,397,361

FY18 Budget

	FY14	FY15	FY16	FY17	FY18
State	$17,557,153	$18,134,915	$18,481,413	$18,756,124	$19,191,659
		3.29%	1.91%	1.49%	2.32%
County	$3,489,090	$3,510,948	$3,496,948	$3,482,948	$3,542,448
		0.63%	-0.40%	-0.40%	1.71%
LEGISLATED REVENUE	**$21,046,243**	**$21,645,863**	**$21,978,361**	**$22,239,072**	**$22,734,107**
		2.85%	**1.54%**	**1.19%**	**2.23%**
Institutional	$11,147,920	$11,201,217	$10,871,597	$9,649,033	$9,823,076
OPERATING REVENUE	**$32,194,163**	**$32,847,080**	**$32,849,958**	**$31,888,105**	**$32,557,183**
		2.03%	**0.01%**	**-2.93%**	**2.10%**
Institutional Fund Balance Appropriation	$109,700	$2,133,698	$2,844,652	$27,921	$251,158
TOTAL FUND BALANCE APPROPRIATION	**$32,303,863**	**$34,980,778**	**$35,694,610**	**$31,916,026**	**$32,808,341**
[1] From Annual DCC 2-1					

Enriching Lives, Creating Futures

BP – 2.16

VOLUNTARY SHARED LEAVE PROGRAM

Legal Authority: NCGS 115D-25.3; 23 NCAC 2C.210; 1C SBCCC 200.94

Approval: April 19, 2011
Revision: (September 19, 2017)

SHARED LEAVE

Prolonged medical conditions may cause employees to exhaust all available leave. Once leave is exhausted, the employee must be placed "leave without pay" status. The Board of Trustees recognizes this might leave an employee without a source of income at a most critical point in the employee's life. This Voluntary Shared Leave Program allows employees to donate leave, under certain conditions, to an approved recipient employee.

Donor Eligibility

- Donating employees must be a full-time regular employee; a full-time temporary employee who is employed for a period greater than six months; or a part-time regular employee who works at least twenty-five (25) hours per week and is employed for a period greater than six months.
- Leave shall be donated on a one-to-one donor to recipient basis. The College shall <u>not</u> utilize a "sick bank" for use by unnamed employees.

Recipient Eligibility

- A recipient must be either a full-time regular employee; a full-time temporary employee who is employed for a period greater than six months; or a part-time regular employee who works at least twenty-five (25) hours per week and is employed for a period greater than six months.
- A recipient shall apply or be nominated by a fellow employee to participate in the program.
- A recipient must submit medical evidence to support the need for donated leave.
- A recipient must exhaust all available leave before using donated leave. Accrued leave during the prolonged medical condition will be deducted prior to the use of shared leave donations.
- An employee who receives benefits from the Disability Income Plan of North Carolina (DIPNC) is not eligible to participate in the shared leave program. Shared leave, however, may be used during the required waiting period and following the waiting period provided DIPNC benefits have not begun.

- An employee on Workers' Compensation Leave who is drawing temporary total disability compensation may be eligible to participate in the shared leave program. Use of donated leave under the worker's compensation program is limited to use with the supplemental leave schedule as described in 25 NCAC 01E.0707.

- Participation in the voluntary shared leave program is limited to 1,040 hours (prorated for part-time employees), either continuously, or if for the same condition, on a recurring basis. However, the President may grant employees continuation in the program, month by month, for a maximum of 2,080 hours, if the President would have otherwise granted leave without pay.

Additional Policy

Employees may not directly or indirectly intimidate, threaten, coerce, or attempt to intimidate, threaten or coerce any other employee for the purpose of interfering with any right which such employee may have with respect to donating, receiving or using leave under this program. Such actions will be grounds for disciplinary action up to and including termination from employment.

The President shall develop Procedures to implement the Voluntary Shared Leave Program that is compliant with the North Carolina State Board of Community Colleges Code.

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BP – 2.22

OTHER EMPLOYEE BENEFITS

Legal Authority: NCGS 115D-22; NCGS 115D-23; NCGS 115D-25; NCGS 115D-25.1; NCGS 115D-25.2; NCGS 115D-25.4; 23 NCAC 2C .0210; 1C SBCCC 100.1

Approval: April 19, 2011
Revision: October 24, 2017

OTHER EMPLOYEE BENEFITS

North Carolina State Health Plan for Teachers and State Employees

A comprehensive comparison of plan benefits and costs for all State Health Plan benefits shall be made available to employees by the College's Human Resource department.

Participation in the selected plan is provided to all full-time regular employees on a partially contributory basis. Part-time regular employees working twenty (20) or more hours per week may elect coverage under one of the plans on a fully contributory basis. Full-time temporary employees and part-time temporary employees may be offered coverage on a partially contributory basis under the High Deductible Health Plan (HDHP).

Employee contributions to the State Health Plan for Teachers and States Employees are automatically deducted from the employee's monthly paycheck. Because the health benefits of the College are offered under a cafeteria plan approved by the Internal Revenue Service (IRS), these contributions can be paid with pre-tax dollars.

Teachers' and State Employees' Retirement System

Full-time regular employees are automatically enrolled in the Teachers' and State Employees' Retirement System, which also provides disability income protection and life insurance benefits. Both the College as employer and the employee contribute funds to the retirement system. The College's contribution, made via the state of North Carolina, changes based on annual legislation. The employee's contribution is six (6) percent of gross pay.

The employee's contributions to the Teachers' and State Employees' Retirement System are automatically deducted from the employee's monthly paycheck. These contributions are paid with pre-tax dollars.

Supplemental Retirement Plans

Supplemental retirement plans are administered through the North Carolina Department of State Treasurer's Office, including 401(k) defined contribution pension accounts, 457(b) deferred compensation retirement plans, and 403(b) retirement savings plans. These plans include pre-tax contributions, Roth after-tax contributions, and flexible withdrawal options.

Workers' Compensation Insurance

Worker’s Compensation Insurance covers all employees. The Workers' Compensation Act requires that all accidents occurring during working hours and resulting in injury that would cause an employee to be absent from work or to receive medical treatment be reported to the employer. The College must report the accident to the North Carolina Industrial Commission.

The employee will be provided medical treatment, and, under certain conditions, receive workers' compensation weekly benefits for time lost from work.

Other Employee Benefits

The College maintains a cafeteria plan pursuant to Internal Revenue Code Section 125 for certain benefits including, but not limited to, accident insurance, medical spending accounts, and dependent care spending accounts. Other benefits such as dental, vision, cancer, critical care, a TriCare supplement, and life insurance policies are also available. These benefits are offered through a third party broker. The Board of Trustees authorizes the President of the College to approve the selection of such benefits and third party brokers.

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CRAVEN COMMUNITY COLLEGE

Enriching Lives, Creating Futures

Annual Security Report 2017

Clery Act

- In November 1990, the Crime Awareness and Campus Security Act was signed into law.
- In November 1999, this Act was renamed The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Clery Act Requirements

- Publish an Annual Security Report every year, by October 1st, that contains three years of campus crime statistics and campus security policy statements.

- Disclose crime statistics for the campus public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms.

- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing threat to students and employees.

- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus security department”.

Statistics

The following statistics are required to be reported for three consecutive years:

- Murder/Non-Negligent Manslaughter
- Negligent Manslaughter
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes
- Domestic Violence
- Dating Violence
- Stalking

- Weapons, Drug, Liquor
  - Arrests - On Campus
  - Arrests - Public Property
  - Disciplinary Referrals - On Campus
  - Disciplinary Referrals - Non Campus
  - Disciplinary Referrals - Public Property

Craven's Statistics

New Bern	2014	2015	2016
Fondling	1		
Domestic Violence			1
Dating Violence	1		
Arrests – On Campus (Drugs)	1		
Havelock	2014	2015	2016

- The Annual Security Report must be available to all current and prospective students and employees.
- Each member of the College community receives notification via email for the annual posting of this report.
- Individuals may obtain a copy of this report by contacting the Campus Security Office at 800 College Court, New Bern NC 28562, by calling 252-638-7261 or by visiting the Craven Community College website at:
    - http://cravencc.edu/wp-content/uploads/admin/annual_security_report.pdf

AVIATION MANAGEMENT & CAREER PILOT TECHNOLOGY
AAS Degree

Required Courses
(76 credit hours)

The following suggested schedule is based on full-time enrollment. Students may also complete the program through part-time enrollment.

For information about prerequisites and corequisites, please refer to the catalog.

Suggested Full-Time Schedule
First Semester (Fall – Year 1)
17 Credit Hours

Course	Credit Hours	Title	Notes
ACA 111	1	College Student Success	
ENG 111	3	Expository Writing	
AER 110	3	Air Navigation	2 hour/week flight time (Fees: $3,721.60)
AER 113	2	History of Aviation	
AER 150	3	Private Pilot Flight Theory	2 hour/week flight time (Fees: $3,721.60)
AER 151	1	Flight-Private Pilot	3 hour/week flight time (Fees: $5,582.40)
MAT ***	4	Statistical Methods I *or* Precalculus Algebra	
Total: 17 SHC; 7 hours/week flight time (112 total hours for semester which includes 80 flight hours; 32 ground hours); Flight Fees: $13,025.60			

Second Semester (Spring – Year 1)
18 Credit Hours

Course	Credit Hours	Title	Notes
AER 111	3	Aviation Meteorology	
AER 160	3	Instrument Flight Theory	
AER 161	2	Flight-Instrument Pilot	6 hour/week flight time (Fees: $11,164.80)
AER 215	3	Flight Safety	
ENG ***	3	Professional Research & Reporting *or* Writing/Research in Disciplines	

PHY ***	4	Conceptual Physics and Conceptual Physics Lab *or* College Physics I	
Total: 18 SHC; 6 hours/week flight time (96 total hours for semester which includes 70 flight hours; 10 pre/post hours; 16 ground hours); Flight Fees: $11,164.80			

Third Semester (Summer – Year 1)
11 Credit Hours

Course	Credit Hours	Title	Notes
AER 114	3	Aviation Management	
AER 170	3	Commercial Flight Theory	
AER 171	3	Flight-Commercial Pilot	9.6 hour/week flight time (10 weeks) (Fees: $11,164.80)
AER 218	2	Human Factors in Aviation	
Total: 11 SHC; 9.6 hours/week flight time (96 total flight hours for semester); Flight Fees: $11,164.80			

Fourth Semester (Fall – Year 2)
12 Credit Hours

Course	Credit Hours	Title	Notes
AER 112	2	Aviation Laws and FARs	
AER 216	3	Engines & Systems	
AER 285	1	Flight-Multi Engine	3 hour/week flight time (Fees: $5,582.40)
***	3	Humanities/Fine Arts Elective	
***	3	Social/Behavioral Sciences Elective	
Total: 12 SHC; 3 hours/week flight time (48 total flight hours for semester); Flight Fees: $5,582.40			

Fifth Semester (Spring – Year 2)
18 Credit Hours

Course	Credit Hours	Title	Notes
AER 210	3	Flight Dynamics	
AER 211	2	Air Traffic Control	
AER 217	3	Air Transportation	
AER 280	3	Instructor Pilot Flight Theory	
AER 281	1	Flight-CFI	3 hour/week flight time (Fees:

Course Requirements

			$5,582.40)
***	3	Humanities/Fine Arts Elective	
***	3	Social/Behavioral Sciences Elective	
Total: 18 SHC; 3 hours/week flight time (48 total flight hours for semester); Flight Fees: $5,582.40			

Part-Time Students

Graduation Requirements
Minimum cumulative grade point average of 2.0; successful completion of all course requirements and the minimum number of credit hours for the specific degree; minimum of 18 semester hours completed at Craven Community College; submission of graduation application to the Cashiers Office by published deadlines. (See college catalog for details.)

For More Information:

The First Stop
REDD 101
(252) 444-2119
admissions@cravencc.edu

Dean of Havelock-Cherry Point, Wally Calabrese
Office: 101-C, REDD Building
(252) 444-0739
calabresew@cravencc.edu

CRAVEN

COMMUNITY COLLEGE

Enriching Lives, Creating Futures

Aviation Management & Career Pilot Technology (A60180)

Background

- More than 100K new pilots needed between now and 2035
- US airlines will have to replace 30K retiring pilots by 2026
- NC mean annual wage for airline pilots, copilots, and flight engineers is $97,300

Resources

- Partnership with Tradewind Aviation (Coastal Carolina Airport)
  - Existing Federal Aviation Administration (FAA) flight school
  - Tradewind lacks accreditation and resources for a degree program
- Chief Flight Instructor (CFI) required to lead college program
  - Tradewind Aviation flight instructors to assist with flight training
  - Primary classroom instruction at Havelock Campus
  - FAA approval required for Craven classrooms
  - Labs/flight-time conducted at Tradewind Aviation
- Student Fees will cover the costs of airplane, fuel, and flight instructor

Program Overview

CRAVEN COMMUNITY COLLEGE

- Associate in Applied Science (AAS) Degree: five semesters
- FAA Certification after each semester
  - Private Pilot
  - Instrument Pilot
  - Commercial Pilot
  - Multi-Engine Pilot
  - Commercial Flight Instructor
- Post degree flight hours required (1,250 total) for airline certification

Potential Airline Partnerships

- Partnerships created through Craven's affiliation with Tradewind Aviation:
  - Air Wisconsin Airlines
  - GoJet Airlines
  - Trans State Airlines
  - PSA Airlines
  - Piedmont Airlines
  - Delta Airlines

- Airlines provide cadet programs where students are able to receive sign-on bonus and tuition reimbursement while they are completing the required 1,250 total flight hours

Potential International Partnerships

- Opportunity to provide high demand education to international students from Europe
  - European aviation schools very expensive; limits ability of many seeking a career in aviation
  - The European Aviation Safety Agency and the International Civil Aviation Organization recognizes FAA-approved programs delivered at community colleges

Timeline

- Oct 24: Craven CC Board of Trustees Approval
- Oct 25: Program Planning Notice to NCCCS
- Nov 7: Impact Assessment Forms to NCCCS
- Nov 20: NCCCS Program Application
- Dec 1: SACSCOC Prospectus

- Fall 2018: First Cohort (pending approvals)

Public Radio East Foundation
New Bern, North Carolina

Financial Statements and
Independent Auditors' Report

For The Year Ended June 30, 2016

Table of Contents

WILLIAMS · SCARBOROUGH · SMITH · GRAY, LLP
Certified Public Accountants

Christopher K. Williams, CPA
Steven N. Scarborough, CPA
Charles S. Smith, CPA
W. Randall Gray, CPA

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Public Radio East Foundation
New Bern, North Carolina

We have audited the accompanying financial statements of Public Radio East Foundation (a nonprofit organization), which comprise the statement of financial position as of June 30, 2016, and the related statement of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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Fax (910) 455-1943

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Public Radio East Foundation as of June 30, 2016, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the Public Radio East Foundation's 2015 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated November 2, 2015. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2015, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Williams Scarborough Smith & Gray, LLP

New Bern, North Carolina
December 16, 2016

FINANCIAL STATEMENT

Public Radio East Foundation
Statement of Financial Position
June 30, 2016
(With summarized finanical information for 2015)

	June 30, 2016				
	Operating Net Assets	**Board Designated Endowment Net Assets**	**Capital Campaign**	**Total Net Assets**	**June 30, 2015 Total Net Assets**
ASSETS					
Beneficial interest in assets					
held by Craven Community College	$ -	$ 67,813	$ 76,635	$ 144,448	$ 156,312
Pledges receivable (net of allowance)	96,874	-	-	96,874	121,552
Total assets	96,874	67,813	76,635	241,322	277,864
LIABILITIES AND NET ASSETS					
Liabilities					
Accounts payable	657	-	-	657	11,093
Total liabilities	657	-	-	657	11,093
Unrestricted net assets					
Operating	96,217	-	-	96,217	115,782
Board designated endowment	-	67,813	-	67,813	62,211
Temp restricted net assets					
Capital campaign	-	-	76,635	76,635	88,778
Total net assets	96,217	67,813	76,635	240,666	266,771
Total liabilities and net assets	$ 96,874	$ 67,813	$ 76,635	$ 241,322	$ 277,864

See independent auditor's report and accompanying notes to the financial statements

Public Radio East Foundation
Statement of Activities
For the Year Ended June 30, 2016
(With summarized financial information for 2015)

	Year Ended June 30, 2016				
	Operating Net Assets	Board Designated Endowment Net Assets	Capital Campaign	Total Net Assets	Year Ended June 30, 2015 Total Net Assets
Revenues:					
Contributions and grants	$ 644,039	$ 5,090	$ -	$ 649,129	$ 629,132
Less pledges deemed uncollectible	(24,644)	-	-	(24,644)	(6,982)
	619,395	5,090	-	624,485	622,150
Interest income	-	512	617	1,129	967
Other income	13,050	-	-	13,050	30,925
Transfer from PRE	-	-	-	-	-
Total revenues	632,445	5,602	617	638,664	654,042
Expenses:					
Payments and direct support to PRE	587,245	-	-	587,245	553,175
Supporting services for fund raising:					
Advertising, marketing, promotion, postage, and contract services	30,362	-	11,950	42,312	91,173
Printing	821	-	-	821	2,722
Legal and accounting	4,841	-	-	4,841	4,740
Computer software maintenance	8,738	-	-	8,738	7,776
Electronic processing fees	7,202	-	-	7,202	5,919
Office expenses and travel	12,801	-	810	13,611	10,676
Total expenses	652,010	-	12,760	664,769	676,181
Total increase/(decrease) in net assets	(19,565)	5,602	(12,143)	(26,106)	(22,139)
Fund balances/net assets:					
Beginning of year	115,782	62,211	88,778	266,771	288,910
End of year	$ 96,217	$ 67,813	$ 76,635	$ 240,666	$ 266,771

See independent auditor's report and accompanying notes to the financial statements

Public Radio East Foundation
Statement of Changes in Cash Flows (Changes in Beneficial Interest Held by Craven Community College)
For The Year Ended June 30, 2016
(With summarized financial information for 2015)

	Year Ended June 30, 2016				
	Operating Net Assets	Board Designated Endowment Net Assets	Capital Campaign	Total Net Assets	June 30, 2015 Total Net Assets
Operating Activities					
Increase (Decrease) in net assets	$ (19,565)	$ 5,602	$ (12,143)	$ (26,106)	$ (22,139)
Adjustments to reconcile change in net assets to cash provided by operating activities:					
Decrease in pledges receivable	24,677	-	-	24,677	(31,804)
Decrease in accounts payable	(5,112)	-	(5,323)	(10,435)	10,571
Net cash flow provided by/(used in) operating activitites	-	5,602	(17,466)	(11,864)	(43,372)
Beneficial Interest in Assets Held By					
Craven Community College					
Beginning of year	-	62,211	94,101	156,312	199,684
End of year	$ -	$ 67,813	$ 76,635	$ 144,448	$ 156,312

See independent auditor's report and accompanying notes to the financial statements

Public Radio East Foundation
Notes to the Financial Statements
For The Year Ended June 30, 2016

Note 1 – Summary of Significant Accounting Policies

Nature of Activities

Public Radio East Foundation (the "Foundation") was formed to receive charitable contributions and grants which are to be used exclusively for support of Public Radio East ("PRE"). PRE is owned and operated by Craven Community College (the "College"), which is part of the North Carolina Community College System.

In support of PRE, the Foundation engages in the following activities:

1. Participates in membership drives for dues and contributions to support efforts to benefits PRE.
2. Organizes major giving campaigns that encourage individual contributions to the Foundation
3. Promotes PRE throughout Eastern North Carolina and makes financial distributions to the College for the benefit of PRE
4. Pays funds directly to third parties for authorized expenditures for the benefit of PRE.

The Board of Directors of the Foundation is determined by the Board of Trustees of the College. The Foundation's assets and operations are included in the financial statements of the College as a controlled entity. The College provides administrative, accounting, and payroll services for the Foundation.

Basis of Accounting:

The accompanying financial statements are presented using the accrual basis of accounting in accordance with generally accepted accounting principles. The net assets, revenues, gains and losses, and other support and expenses in the accompanying financial statements are classified based on the existence or absence of donor-imposed restrictions. Accordingly for reporting purposes, net assets of the Foundation are classified as follows:

Unrestricted Net Assets – net assets that are not subject to donor stipulations. This includes Endowment assets that are designated by the Board for support of PRE.

Temporarily and Permanently Restricted Net Assets – net assets subject to donor imposed restrictions that may be met over time or restrictions that may be maintained permanently by the Foundation. Currently, the Capital Campaign is a temporarily restricted net asset.

Promises to Give: Contributions are recognized when the donor makes a pledge to give to the Foundation that is, in substance, unconditional.

The Foundation uses the allowance method to determine uncollectible unconditional pledges receivable. The allowance is based on prior years' experience and management's analysis of specific promises made.

Support and Revenue: Grants and contributions are recorded as revenue when received or pledged unconditionally, at fair value.

Cash and Cash Equivalents: The Foundation considers all highly liquid assets with a maturity of three months or less to be cash equivalents. For financial statement purposes, "cash equivalents" are carried as "Beneficial interest in assets held by Craven Community College". The Foundation does not have separate bank account. Foundation's cash is "pooled" with College's cash and assigned a percentage of participation based on amounts held.

Income Taxes: The Foundation is a North Carolina non-profit corporation and is exempt from income taxes under Section 501(c)3 of the Internal Revenue Code.

The Organization's Forms 990, *Return of Organizations Exempt From Income Tax*, for the years ending 2013, 2014, and 2015 are subject to examination by the IRS, generally for three years after they were filed.

Donated Services and Facilities: The Foundation operates within facilities of the College and receives substantial administrative support from the College and its employees. The College does not charge the Foundation for such services. The value of donated services and facilities is not included in the accompanying financial statements since there is no objective basis available by which to measure the value of such services.

A substantial number of volunteers have donated significant amounts of their time to the Foundation's fund-raising campaigns. The value of such volunteers' services has not been reported in the accompanying financial statements as it does not meet the criteria for revenue recognition established by FASB ASC 958-310-50-1 "Recognition and Measurement Principles for Noncash Contributions."

Use of Estimates: The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Public Radio East Foundation
Notes to the Financial Statements
For The Year Ended June 30, 2016

Comparative and Summarized Financial Information: The financial statements include certain prior year comparative and summarized financial information. Such information does not include sufficient detail by itself to constitute a presentation in conformity with generally accepted accounting principles. Accordingly, such information should be read in conjunction with the Foundation's financial statements for the year ended June 30, 2015 from which the comparative and summarized information was derived.

Note 2 – Distributions to Public Radio East

Upon request by PRE, the Foundation distributes funds to PRE. The Executive Director and Treasurer of the Foundation are responsible for determining that PRE's requests are appropriate and that they are recorded to the proper fund accounts of the College.

Note 3 – Endowment

The Foundation's endowment consists of funds designated by the Board of Directors to function as an endowment. There are no donor restrictions imposed on the endowment.

Endowment net assets at July 1, 2015	$	62,211
Endowment contributions		5,090
Investment income		512
Endowment net assets at June 30, 2016	$	67,813

Note 4 – Promises to Give

Uncollectable promises to give consisted of the following at June 30, 2016:

Unrestricted pledges from media fund drives	$	121,518
Allowances for uncollectible pledges and present value discounts		(24,644)
Net collectible pledges receivable	$	96,874

Note 5 – Related Party Transactions

The Foundation, PRE, and the College have common facilities and employees.

Note 6 – Fair Value of Financial Instruments

The following assets carried at fair value are reviewed and adjusted on a recurring basis:

	Fair Value June 30, 2016	Quoted Prices for Identical Assets
Beneficial interest in assets held by Craven Community College	$ 144,448	$ 144,448

Note 7 – Subsequent Events

Management has evaluated subsequent events through December 16, 2016, the date on which the financial statements were available to be issued.

Craven Community College Foundation, Inc.
(A Component Unit of Craven Community College)
New Bern, North Carolina

Financial Statements and
Independent Auditors' Report

June 30, 2016

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WILLIAMS · SCARBOROUGH · SMITH · GRAY, LLP
Certified Public Accountants

Christopher K. Williams, CPA
Steven N. Scarborough, CPA
Charles S. Smith, CPA
W. Randall Gray, CPA

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Craven Community College Foundation, Inc.
New Bern, North Carolina

We have audited the accompanying financial statements of net position, revenues, expenses, and changes in net position, and cash flows of the Craven Community College Foundation (Foundation), as of and for the year ended June 30, 2016 and the related notes to the financial statements, which collectively comprise the Foundation's basic financial statements as listed in the table of contents.

Management's Responsibility

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in

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order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also involves evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the Foundation, as of June 30, 2016, and the respective changes in financial position and cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 7 through 11 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Williams Scarborough Smith & Shay, LLP

New Bern, North Carolina
January 10, 2017

Overview of the Financial Statements and Financial Analysis

The following management's discussion and analysis (MD&A) provides an overview of the Craven Community College Foundation, Inc.'s (the Foundation) financial performance during the fiscal years ended June 30, 2016 and 2015, based on currently known facts and conditions; and is designed to assist readers in understanding the accompanying financial statements. The MD&A, financial statements and notes are the responsibility of the Foundations management. Since the MD&A is designed to focus on current activities, resulting change, and currently known facts, it should be read in conjunction with the Foundation's financial statements and the related footnote disclosures.

Using This Annual Report

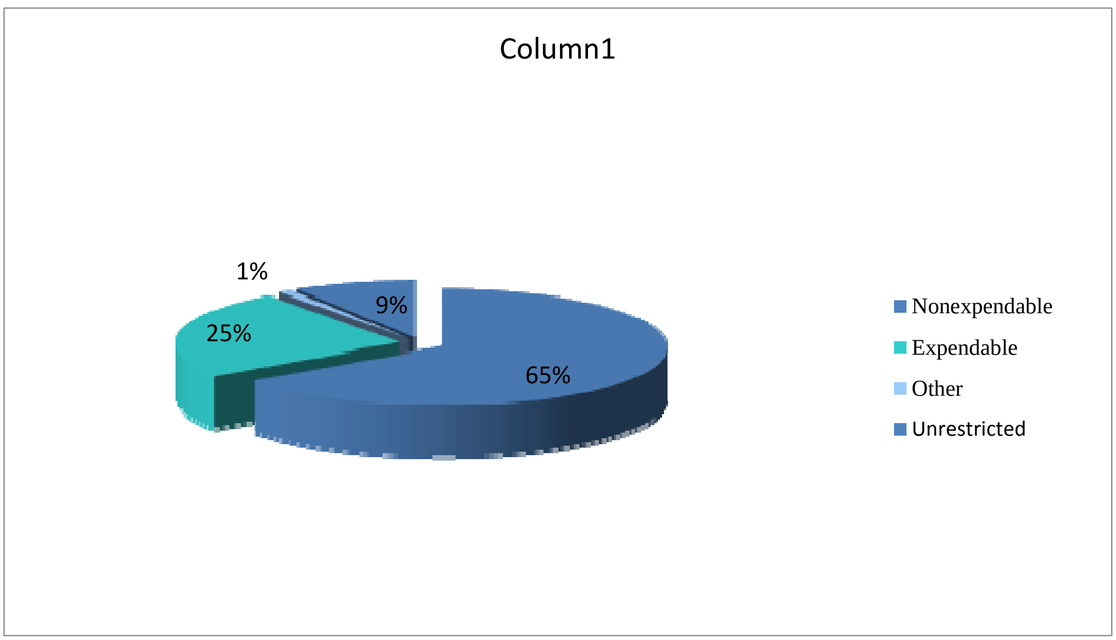
The Foundation's financial report includes three financial statements; the Statement of Net Position, the Statement of Revenues, Expenses, and Changes in Net Position, and the Statement of Cash Flows. These financial statements are prepared in accordance with standards issued by the Governmental Accounting Standards Board (GASB). The financial statements focus on the financial condition of the Foundation, the results of operations, and cash flows of the Foundation as a whole. The Statement of Net Position presents the assets (current and noncurrent), liabilities (current), and net Position (assets minus liabilities) of the Foundation as of the end of the fiscal year. It is a point-in-time financial statement.

The Statement of Revenues, Expenses, and Changes in Net Position report the Foundation's results of operation for the fiscal year. It presents the revenues earned by the Foundation and the expenses incurred by the Foundation, both operating and nonoperating, and any other revenues, expenses, gains, and losses received or spent by the Foundation. It is intended to summarize and simplify the user's analysis of the cost of various Foundation services to students and the public.

The Statement of Cash Flows provides information relative to the Foundation's sources and uses of cash for operating activities, noncapital financing activities and investing activities. The statement provides a reconciliation of beginning cash balances to ending cash balances and is representative of the activity reported on the Statement of Revenues, Expenses, and Changes in Net Position as adjusted for changes in the beginning and ending balances of noncash accounts on the Statement of Net Position.

Condensed Statement of Net Position

	2016	2015	Increase (Decrease)
Assets			
Current Assets	$ 501,160	$ 473,575	$ 27,585
Noncurrent Assets	1,909,248	1,939,159	(29,911)
Total Assets	2,410,408	2,412,734	(2,326)
Liabilities			
Current Liabilities	5,725	2,466	3,259
Total Liabilities	5,725	2,466	3,259
Net Assets			
Restricted: Nonexpendable	1,574,997	1,388,491	186,506
Restricted: Expendable	591,173	853,311	(262,138)
Restriced: Other	24,500	25,000	(500)
Unrestricted	214,015	143,467	70,548
Total Net Position	$ 2,404,685	$ 2,410,269	$ (5,584)



Some highlights of the Foundation's Statement of Net Position are listed below:

- During 2016 the Foundation's current Assets increased by $27,389.14 largely due to the decrease in restricted cash and cash equivalents of $41,968.82 and increase in cash and cash equivalents of $68,753.85.
- Noncurrent assets decreased by $30,179.74. This is primarily due to the decrease in restricted investments of $29,633.88 as well as a decreases of other investments of $79.86.
- Current liabilities increased by $3,258.83 due to the increase in accounts payable of $1,714.83 plus the increase of $1,544.00 in due to a related party.
- Total Net Assets at June 30, 2016 decreased by $5,583.43 primarily due to an decrease in restricted expendable of $262,138.00, an increase in restricted nonexpendable of $186,506.00 which was a result increased appropriation of endowment assets for scholarships and an overall decline in market performance of the investments, an decrease in restricted other of $500.00 was the result of additional capital expenditures, and an increase in unrestricted of $70,548.00 due to increased contributions.

Statement of Revenues, Expenses, and Changes in Net Position

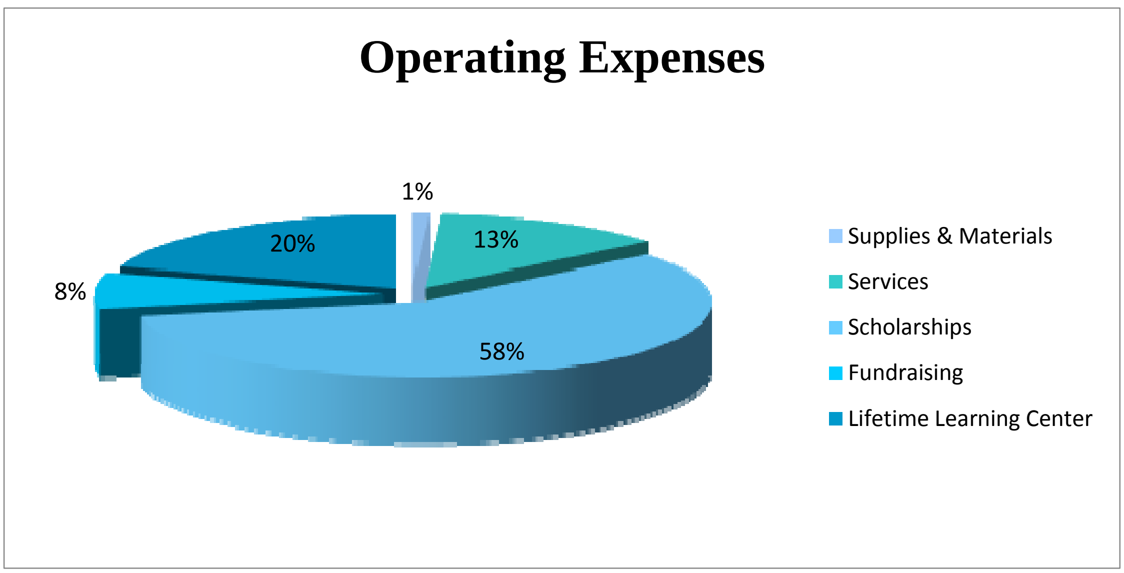
The Statement of Revenues, Expenses, and Changes in Net Position report the activity of the Foundation during the year and are subdivided into four major components: operating revenues, operating expenses, nonoperating revenues (expenses.) and other revenues. Revenues are reported by major source and expenses **a**re reported by natural classification. Intradepartmental transfers are eliminated.

Condensed Statement of Revenues, Expenses, and Changes in Net Position

	2016	**2015**	**Increase (Decrease)**
Operating Revenues	$ 179,919	$ 192,244	$ (12,325)
Operating Expenses	386,377	493,965	(107,588)
Operating Loss	(206,458)	(301,721)	95,263
Net Nonoperating Revenues (Exp)	177,991	260,609	(82,618)
Income (Loss) Before Other Revenues	(28,467)	(41,112)	12,645
Additions to Endowments	22,883	7,172	15,711
Increase (Decrease) in Net Assets	(5,584)	(33,940)	28,356
Net Position, July 1, 2015	2,410,269	2,444,209	(33,940)
Net Position, June 30, 2016	$ 2,404,685	$ 2,410,269	$ (5,584)

The Statement of Revenues, Expenses, and Changes in Net Position reflect a decrease in the net assets at year end. Some of the highlights are as follows:

- Operating revenues decreased by $12,324.16. Revenue generated by the Lifetime Learning Center's special events decreased by $530.52. Revenue earned from the fundraising decreased by $11,156.79 while other operating revenues decreased by $636.85.
- Operating expenditures decreased by $107,590.74. Supplies and materials increased by $1,189.25 services increased by $2,883.48, scholarships decreased by $74,824.37, fundraising expenditures decreased by $35,924.03 while Lifetime Learning Center expenses decreased by $915.07 The large decrease in scholarship expenditures is a direct result of overall investment performance. While the decrease in fundraising is a result of Foundation staff reducing costs for events and fundraising.
- Nonoperating revenues (expenses) decreased by $35,693.21. Noncapital gifts decreased by $82,814.54. Investment losses in the current year of $15,773.86 help account for the decrease in investment gains/ (losses) of $8,445.19. Additionally, a decrease of $8,639.19 in transfer expenses to the College contributed to the overall increase in nonoperating revenues.
- The $15,771.10 increase in Other Revenues is due to the increase in additions to endowments.



Future Financial Influences

The Craven Community College Foundation provides financial support to Craven Community College. This support comes in the form of student scholarships, funding for programs and new initiatives, and equipment and facilities. Net revenue from the Lifetime Learning Center reached a record high of $19,195 in fiscal year 2016. We anticipate this number leveling off and being a secure source of future funding. The addition of an unbudgeted event that netted $8,000 strengthens the Foundation's financial position. The Bate Foundation continues its substantial support of scholarships through the Foundation.

An increased effort is being focused on endowments to create a sustainable source of income for scholarships. The current combined endowment account has approximately $2,000,000. The Foundation continues to receive increased support from its fundraising campaigns. The goal for the 2016-17 Campus Campaign (in-house campaign) is $35,000, an increase of $5,000 from the previous year. It has already been met and exceeded. The goal for the 2016-17 Annual Campaign (external campaign) is $35,000. This campaign has also exceeded its goal. The Foundation consistently solicits new donations from prospective donors and participants cultivated through the Lifetime Learning Center program.

The 7th annual Community Fabric Awards, the Foundation's premier fundraising event, will be held on April 18, 2017. Last year, the net profits from the event exceeded $52,000. The Foundation anticipates similar, if not additional, net profits with new committee members soliciting new sponsorship participants. The success of this event is impacted by the nominees selected for these awards.

The Budget and Audit Committee continues to review the performance of its current endowment management services provider. This committee is in the process of modifying the Investment Policy Statement (IPS) to better align with the strategic goals of the portfolio.

Contacting the College's Financial Management

Our financial statements are designed to provide the citizens of North Carolina with a general overview of the Foundation's finances and show accountability of all funds received. Questions concerning any of the information found in this report or requests for additional information should be directed to Cindy A. Patterson, Director of Financial Services and Purchasing, Craven Community College, 800 College Court, New Bern, NC 28562.

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Craven Community College Foundation, Inc.
Statement of Net Position
June 30, 2016 *Exhibit A-1*

ASSETS		
Current Assets:		
Cash and Cash Equivalents (Note 2)	$	226,643
Restricted Cash and Cash Equivalents (Note 2)		257,158
Receivables, Net (Note 4)		15,143
Prepaid		2,216
Total Current Assets		501,160
Noncurrent Assets:		
Restricted Cash and Cash Equivalents (Note 3)		216
Restricted Investments (Note 3)		1,909,032
Total Noncurrent Assets		1,909,248
Total Assets	$	2,410,408
LIABILITIES		
Current Liabilities:		
Accounts Payable and Accrued Liabilities		3,452
Due to Related Party - Craven Community College		2,273
Total Current Liabilities		5,725
Total Liabilities	$	5,725

The accompanying notes to the financial statements are an integral part of this statement

NET POSITION		
Restricted for:		
Nonexpendable:		
Scholarships	$	1,574,997
Expendable:		
Scholarships		591,173
Other		24,500
Unrestricted		214,015
Total Net Position	$	2,404,685

Craven Community College Foundation, Inc.
Statement of Revenues, Expenses, and Changes in Net Position
For the Fiscal Year Ended June 30, 2016 ***Exhibit A-2***

REVENUES		
Operating Revenues:		
Lifetime Learning Center	$	85,050
Fundraising		92,210
Other		2,659
Total Operating Revenues		179,919
EXPENSES		
Operating Expenses:		
Supplies and Materials		3,402
Services		51,257
Scholarships		223,165
Fundraising		30,366
Lifetime Learning Center		78,187
Total Operating Expenses		386,377
Operating Loss		(206,458)
NONOPERATING REVENUES (EXPENSES)		
Noncapital Grant		95,200
Noncapital Gifts, Net		99,062
Investment Gain, (Net of Fees of $5,939)		(15,771)
Passthrough Contributions to Craven Community College		(500)
Net Nonoperating Revenues		177,991
Loss Before Other Revenues, Expenses, Gains, and Losses		(28,467)
Additions to Endowments		22,883
Decrease in Net Position		(5,584)
NET POSITION		
Net Position, July 1, 2015		2,410,269
Net Position, June 30, 2016	$	2,404,685

The accompanying notes to the financial statements are an integral part of this statement

Craven Community College Foundation, Inc.
Statement of Cash Flows
For the Fiscal Year Ended June 30, 2016 *Exhibit A-3*

CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from Lifetime Learning Center	85,100
Receipts from Fundraising	92,210
Receipts from Other Sources	2,658
Payments to Vendors and Suppliers	(160,773)
Payments to Scholarships	(223,165)
Net Cash Used in Operating Activities	(203,970)
CASH FLOWS FROM NONCAPITAL AND RELATED FINANCING ACTIVITIES	
Gifts and Endowments	99,062
Capital Grant	(500)
Noncapital Grant	95,200
Net Cash Provided by Noncapital and Related Financing Activities	193,762
CASH FLOWS FROM INVESTING ACTIVITIES	
Transfer of Restricted Investments to Cash	36,959
Net Cash Used in Investing Activities	36,959
Net Decrease in Cash and Cash Equivalents	26,751
Cash and Cash Equivalents, July 1, 2015	457,266
Cash and Cash Equivalents, June 30, 2016	$ 484,017

The accompanying notes to the financial statements are an integral part of this statement

RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES		
Operating Loss	$	(206,458)
Adjustments to Reconcile Operating Loss to Net Cash Used by Operating Activities:		
Changes in Assets and Liabilities:		
Receivables		50
Prepaid Expenses		(820)
Accounts Payable and Accrued Liabilities		3,259
Net Cash Provided by Operating Activities	$	(203,969)
RECONCILIATION OF CASH AND CASH EQUIVALENTS		
Current Assets:		
Cash and Cash Equivalents	$	226,643
Restricted Cash and Cash Equivalents		257,158
Noncurrent Assets:		
Restricted Cash and Cash Equivalents		216
Total Cash and Cash Equivalents - June 30, 2016	$	484,017

The accompanying notes to the financial statements are an integral part of this statement

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Note 1 Nature of Activities and Significant Accounting Policies

Financial Reporting Entity:
The Craven Community College Foundation, Inc. (Foundation) exists to aid, support, and promote teaching, research, and service in the various educational, scientific, scholarly, professional, artistic, and creative endeavors of the Craven Community College (College). The Foundation is governed by a 26 member board consisting of 3 ex officio directors and 23 elected directors. Although legally separate, the Foundation is a component unit of the College; therefore, the Foundation's financial statements are blended with those of the College.

Basis of Presentation:
The accompanying financial statements are presented in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB).

Basis of Accounting:
The financial statements of the Foundation have been prepared using the economic resource measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Pursuant to the provisions of GASB Statement No. 34, Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments, as amended by GASB Statement No. 35, Basic Financial Statements – and Management's Discussion and Analysis – for Public Colleges and Universities, the full scope of the Foundation's activities is considered to be a single business-type activity and accordingly, is reported within a single column in the basic financial statements.

In accordance with GASB Statement No. 20, *Accounting and Financial Reporting for Proprietary Funds and Other Governmental Entities That Use Proprietary Fund Accounting,* the Foundation follows all GASB pronouncements as well as the Financial Accounting Standards Board (FASB) Accounting Standard Codification, unless those pronouncements conflict with or contradict GASB pronouncements.

Cash and Cash Equivalents: This classification includes undeposited receipts, petty cash, cash on deposit with private bank accounts, savings accounts, money market accounts, overnight repurchase agreements, and deposits held by the State Treasurer in the short term investment fund. The short term investment fund maintained by the State Treasurer has the general characteristics of a demand deposit account in that participants may deposit and withdraw cash at any time without prior notice or penalty.

Note 1 Nature of Activities and Significant Accounting Policies (continued)

Investments: Generally investments are reported at fair value, as determined by quoted market prices or estimated amounts determined by management if quoted market prices are not available. Because of the inherent uncertainty in the use of estimates, values that are based on estimates may differ from the values that would have been used had a ready market existed for the investments. The net increase (decrease) in the fair value of investments is recognized as a component of investment income.

Receivables: Receivables consist of amounts due from the federal government, state and local governments, and private sources in connection with reimbursement of allowable expenditures made pursuant to contracts and grants, and pledges that are verifiable, measurable, and expected to be collected and available for expenditures for which the resource provider's conditions have been satisfied. Receivables are recorded net of estimated uncollectible amounts.

Restricted Assets: Certain resources are reported as restricted assets because restrictions on asset use change the nature or normal understanding of the availability of the asset. Resources that are not available for current operations and are reported as restricted include resources restricted or designated for the acquisition or construction of capital assets and resources whose use is limited by external parties or statute.

Net Position: The Foundation's net position are classified as follows:

Restricted net position - nonexpendable: Nonexpendable restricted net position include endowments and similar type assets whose use is limited by donors or other outside sources, and, as a condition of the gift, the principal is to be maintained in perpetuity.

Restricted net position – expendable: Expendable restricted net position include resources for which the Foundation is legally or contractually obligated to spend in accordance with restrictions imposed by external parties.

Unrestricted net position: Unrestricted net position include resources derived from student tuition and fees, sales and services, unrestricted gifts and interest income.

Restricted and unrestricted resources are tracked using a fund accounting system and are spent in accordance with established fund authorities. Fund authorities provide rules for the fund activity and are separately established for restricted and unrestricted activities. When both restricted and unrestricted funds are available for expenditure, the decision for funding is transactional based within the departmental management system in place at the Foundation.

Note 1 Nature of Activities and Significant Accounting Policies (continued)

Scholarship Discounts: Student tuition and fees revenues and certain other revenues from Foundation charges are reported net of scholarship discounts in the accompanying Statement of Revenues, Expenses, and Changes in Net Position.

Revenue and Expense Recognition: The Foundation classifies its revenues and expenses as operating or nonoperating in the accompanying Statement of Revenues, Expenses, and Changes in Net Position. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the Foundation's principal ongoing operations. Operating revenues include activities that have characteristics of exchange transactions, such as (1) student tuition and fees, (2) sales and services of auxiliary enterprises, and (3) certain federal, State, and local grants and contracts. Operating expenses are all expense transactions incurred other than those related to capital and noncapital financing or investing activities as defined by GASB Statement No. 9, Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting.

Nonoperating revenues include activities that have the characteristics of non-exchange transactions. Revenues from non-exchange transactions that represent subsidies or gifts to the Foundation, as well as investment income, are considered nonoperating since these are investing, capital, or noncapital financing activities. Capital contributions are presented separately after nonoperating revenues and expenses.

Note 2 – Cash and Cash Equivalents

All the deposits of the Foundation are either insured or collateralized by using one of two methods. Under the Dedicated Method, all deposits that exceed the federal depository insurance coverage level are collateralized with securities held by the Foundation's agent in the unit's name. Under the pooling method, which is a collateral pool, all uninsured deposits are collateralized with the securities held by the State Treasurer's agent in the name of the State Treasurer. Since the State Treasurer is acting in a fiduciary capacity for the Foundation, these deposits are considered to be held by the Foundation's agent in their names. The amount of the pledged collateral is based on an approved averaging method for non-interest bearing deposits and the actual current balance for interest-bearing deposits. Depositories using the Pooling Method report to the State Treasurer the adequacy of their polled collateral covering uninsured deposits. The State Treasurer does not confirm this information with the Foundation or the escrow agent. Because of the inability to measure the exact amounts of collateral pledged for the Foundation under the Pooling Method, the potential exists for under collateralization, and this risk may increase in periods of high cash flows. However, the State Treasurer of North Carolina enforces strict standards of financial stability for each depository that collateralized public deposits under the Pooling Method. The Foundation has no formal policy regarding custodial credit risk for deposits but relies on the State Treasurer to enforce standards of minimum capitalization for all pooling method financial institutions and to monitor them for compliance. The Foundation complies with the provisions of G.S.159-31 when designating official depositories and verifying that deposits are properly secured.

At June 30, 2016, the Foundation's deposits had a carrying amount of $484,017 and a bank balance of $487,187. Of the bank balance, $250,000 was covered by deferral deposit insurance and the remainder was covered by collateral held under the pooling method.

Note 3 – Investments

The Foundation is authorized to invest idle funds as provided by G.S. 115D 58.6. In accordance with this statute, the Foundation and the Board of Trustees manage investments to ensure they can be converted into cash when needed.

Generally, funds belonging to the Foundation may be invested in the form of investments pursuant to G.S. 159 30(c), as follows: a commingled investment pool established and administered by the State Treasurer pursuant to G.S. 147 69.3 (STIF); obligations of or fully guaranteed by the United States; obligations of the State of North Carolina; bonds and notes of any North Carolina local government or public authority; obligations of certain nonguaranteed federal agencies; prime quality commercial paper bearing specified ratings and bankers acceptances; The North Carolina Capital Management Trust, an SEC registered mutual fund; repurchase agreements; and evidences of ownership of, or fractional undivided interests in, future interest and principal payments on either direct obligations of or fully guaranteed by the United States government, which are held by a specified bank or trust company or any state in the capacity.

At June 30, 2016, the amount shown on the Statement of Net Position as cash and cash equivalents includes $0, which represents the Foundation's equity position in the State Treasurer's Short Term Investment Fund. The Short Term Investment Fund (a portfolio within the State Treasurer's Investment Pool, an external investment pool that is not registered with the Securities and Exchange Commission and does not have a credit rating) had a weighted average maturity of 1.5 years as of June 30, 2016. Assets and shares of the Short Term Investment Fund are valued at amortized cost, which approximates fair value. Deposit and investment risks associated with the State Treasurer's Investment Pool (which includes the State Treasurer's Short Term Investment Fund) are included in the State of North Carolina's Comprehensive Annual Financial Report. An electronic version of this report is available by accessing the North Carolina Office of the State Controller's Internet home page http://www.ncosc.net/ and clicking on the "Reports," tab or by calling the State Controller's Financial Reporting Section at (919) 981 5406.

Note 3 – Investments (continued)

Except as specified by the donor, endowment funds belonging to the Foundation may be invested pursuant to G.S. 147 69.2. This statute authorizes investments for special

funds held by the State Treasurer and includes the following investments: obligations of or fully guaranteed by the United States; obligations of certain federal agencies; repurchase agreements; obligations of the State of North Carolina; certificates of deposit of specified institutions; prime quality commercial paper; specified bills of exchange; asset backed securities and corporate bonds/ notes with specified ratings; general obligations of other states; general obligations of North Carolina local governments; certain venture capital limited partnerships; and the obligations or securities of the North Carolina Enterprise Corporation.

Investments of the Foundation are subject to and restricted by G.S. 36E "Uniform Prudent Management of Institutional Funds Act" (UPMIFA) and any requirements placed on them by contract or donor agreements.

The following table presents the fair value of investments by type and investments subject to interest rate risk at June 30, 2016, for the Foundation's investments. Interest rate risk is defined by GASB Statement No. 40 as the risk a government may face should interest rate variances affect the fair value of investments. The Foundation does not have a formal investment policy that addresses interest rate risk.

Investment Type		
Other Securities:		
Mutual Funds	$	1,909,032
Total	$	1,909,032

Credit Risk: The Foundation's investment policy on investment states that the investment quality of bonds, with the exception of high yield portion of the asset allocation (if held), is to be investment grade with ratings at lease "Baa" by a recognized rating service, such as Moody's or equivalent. Common stocks and convertible security in investments must be traded on U.S. security exchanges or publicly available in the U.S. over-the-counter market. Speculative securities are not appropriate investments in the portfolio. As of June 30, 2016, the Foundation's investments were unrated.

Custodial Credit Risk: For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Foundation will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Foundation does not have a formal policy for custodial credit risk.

Note 3 – Investments (continued)

A reconciliation of deposits and investments for the Foundation to the basic financial statements at June 30, 2016, is as follows:

Deposits on Account	$	484,017
Other Investments		1,909,032
Total Deposits and Investments	$	2,393,049
Current:		
Cash and Cash Equivalents	$	226,643
Restricted Cash and Cash Equivalents		257,158
Noncurrent:		
Restricted Cash and Cash Equivalents		216
Endowment Investments		1,909,032
Total	$	2,393,049

Note 4 – Endowment Investments

Investments of the Foundation's endowment funds are both separately invested and pooled. The Foundation has endowment assets that are pooled with State agencies and similar institutions in short-term investments with the State Treasurer's Cash and Investment Pool and are reported as restricted cash and cash equivalents – current on the accompanying financial statements. The remainder of the endowment funds is separately invested with Branch Banking & Trust Company. If a donor has not provided specific instructions, State law permits the Board to authorize for expenditure the net appreciation, realized and unrealized, of the investments of the endowment funds. Under the "Uniform Prudent Management of Institutional Funds Act" (UPMIFA), authorized by the North Carolina General Assembly on March 19, 2010, the Board may also appropriate expenditures from eligible nonexpendable balances if deemed prudent and necessary to meet program outcomes and for which such spending is not specifically prohibited by the donor agreements. The Foundation's endowment donor agreements prohibit spending of nonexpendable balances that are not eligible for expenditure.

Note 4 – Endowment Investments (continued)

Investment return of the Foundation's endowment funds is predicated under classical trust doctrines. Unless the donor has stipulated otherwise, capital gains and losses are accounted for as part of the endowment principal and are not available for expenditure. Annual payouts from the Foundation's endowment funds are based on an adopted spending policy which limits spending up to 6% of the endowment principal's market value. Under this policy, the prior year spending percentage is increased by the inflation rate to determine the current year spending percentage. To the extent that the income for the current year exceeds the payout, the excess is added to principal. If current year earnings do not meet the payout requirements, the Foundation uses accumulated income from restricted, expendable net asset endowment balances to make up the difference.

Changes in endowment net assets for the year ended June 30, 2016 are as follows:

	Restricted for:			
	Scholarships	Other	Nonexpendable	Total
Endowment net assets, July 1, 2015	$ 853,311	$ 25,000	$ 1,388,491	$ 2,266,802
Investment income	-	-	(15,771)	(15,771)
Gifts and contributions	45,220	-	22,883	68,103
Grants	95,200	-		95,200
Contributions to Craven Community College	36,993	(500)	(36,993)	(500)
Scholarships	(223,165)	-		(223,165)
Reclassification of endowment assets for scholarships	(473,308)	(24,500)	216,387	(281,421)
Endowment net assets, June 30, 2016	$ 334,251	$ -	$ 1,574,997	$ 1,909,248

Note 5 – Receivables

Receivables at June 30, 2016, were as follows:

	Gross Receivables	Less Allowance for Doubtful Accounts	Net Receivables
Current Receivables:			
Pledges	$ 5,900	$ -	$ 5,900
Other	9,243	-	9,243
Total Current Receivables	$ 15,143	$ -	$ 15,143

Note 6 – Administrative Expenses

Certain administrative costs related to the Foundation, including accounting services, fundraising expenses and gift receipting services, have been absorbed by Craven Community College. It is not possible to determine the amount of such costs and no allocation has been made between the College and the Foundation.

Note 7 – Risk Management

The Foundation is exposed to various risks of loss related to torts; theft of, damage to, and the destruction of assets; errors and omissions; and natural disasters. These exposures to loss are handled through Craven Community College via a combination of methods, including participation in various risk pools administered by the State of North Carolina, purchase of commercial insurance and self-retention of certain risks.

Note 8 – Income Taxes

The Foundation is exempt from federal income tax under the provisions of Section 501(c) (3) of the Internal Revenue Code.

The Organization's Forms 990, Return of Organization Exempt from Income Tax, for the years ending June 30, 2013, 2014, and 2015 are subject to examination by the IRS, generally for three years after the filing date.

Note 9 – Subsequent Events

Management has evaluated subsequent events through January 10, 2017, the date on which the financial statements were available to be issued.

CRAVEN
COMMUNITY COLLEGE

A RESOLUTION IN HONOR OF DR. DAVID M. AND MRS. ANNA R. HURST

WHEREAS, since 2014, *Dr. David M. and Mrs. Anna R. Hurst* have supported the Craven Community College Student Ambassador Program by generously and graciously supporting these students with their time and gifts.

WHEREAS, in addition to providing tuition and book scholarships, *Dr. David M. and Mrs. Anna R. Hurst* have provided significant cultural enrichment opportunities and leadership experiences to the Ambassadors; and

WHEREAS, *Dr. David M. and Mrs. Anna R. Hurst* have also established a Special Needs Student Emergency Fund used to mitigate student financial contingencies, allowing them the uninterrupted opportunity to continue pursuit of their educational endeavors; and

WHEREAS, *Dr. David M. and Mrs. Anna R. Hurst*, in testimony to their devotion and love for Craven Community College and its students, have included in their final estate plan an extraordinary endowment bequest of more than one million dollars to provide perpetual support to the College's Ambassadors through scholarships and leadership activities, to the Special Needs Student Emergency Fund, and additionally to scholarships in the Nursing and Education disciplines; and

WHEREAS, the faculty, staff, students, and Trustees of Craven Community College are deeply appreciative of the generosity of *Dr. David M. and Mrs. Anna R. Hurst* and their lasting tribute to the students, and gratefully recognize their contribution to the College's mission of enriching lives and creating futures.

NOW, THEREFORE BE IT RESOLVED:

The Trustees of Craven Community College express their earnest and profound gratitude to *Dr. David M. and Mrs. Anna R. Hurst*, and hereby designate the College's Ambassador Program as the

***Dr. David M. and Mrs. Anna R. Hurst* Student Ambassador Program.**

And, participating students in this program shall be referred to as **"Hurst Student Ambassadors."**

Resolved this 24th day of October, 2017.

William W. Taylor
Chair, Board of Trustees

Dr. Raymond W. Staats
College President

Prepared by and return to:

Michael Scott Davis
DAVIS HARTMAN WRIGHT PLLC
209 Pollock Street
New Bern, NC 28560

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN <u>MEMORANDUM OF LEASE</u>

THIS MEMORANDUM OF LEASE is made and entered into this _____ day of October, 2017, by and between the CITY OF NEW BERN ("Lessor"), a North Carolina municipal corporation, and THE TRUSTEES OF CRAVEN COMMUNITY COLLEGE ("Lessee"), collectively referred to as the "Parties."

Lessor and Lessee entered into an Amended and Restated Lease Agreement dated September 12, 2017 (the "Lease"), the terms, covenants and conditions of which are hereby incorporated in this Memorandum of Lease, with the initial term to commence within thirty (30) days of the Completion Date as defined in the Lease (the "Commencement Date") and continue for the balance of the month in which the Commencement Date occurs and for a period of ten (10) years thereafter, unless sooner terminated or extended in accordance with the terms of the Lease. The parties, by written instrument, may agree to an extension of the lease term prior to the termination of the Lease.

In consideration of the terms, covenants, conditions and rental set forth in the Lease, Lessor leased to Lessee that certain premises described on <u>Exhibit A</u> attached hereto.

IN TESTIMONY WHEREOF, the parties hereto have executed this Memorandum of Lease, under seal, the day and year first above written.

[Signatures on Following Page]

LESSOR:	CITY OF NEW BERN
(SEAL)	By: ______________________________ City Manager
LESSEE:	THE TRUSTEES OF CRAVEN COMMUNITY COLLEGE
(SEAL)	By: William W. Taylor Chair

STATE OF NORTH CAROLINA

COUNTY OF ______________

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: MARK STEPHENS, City Manager for City of New Bern

Date: ______________________ ______________________________________
(Signature of Notary)

___________________________, Notary Public
(Type or Print Name of Notary)

[OFFICIAL SEAL]

My Commission Expires: __________________

STATE OF NORTH CAROLINA

COUNTY OF Craven

I certify that the following person(s) personally appeared before me this day, each acknowledging to me that he or she voluntarily signed the foregoing document for the purpose stated therein and in the capacity indicated: William W. Taylor, Chair of Trustees of Craven Community College.

Date: 10/25/17

Cynthia G Ensley
(Signature of Notary)

Cynthia G. Ensley, Notary Public
(Type or Print Name of Notary)

[OFFICIAL SEAL]

CYNTHIA G. ENSLEY
NOTARY
MY COMMISSION EXPIRES 9-15-18
PUBLIC
CRAVEN COUNTY, NC

My Commission Expires: 9-15-18

EXHIBIT A

Commencing at a set iron rod located at the intersection of the eastern right-of-way line of Rhem Street with the southern right-of-way line of Park Avenue; thence along and with the eastern right-of-way line of Rhem Street South 07° 07' 29" East 14.84 feet to a set iron rod, the POINT OF BEGINNING. Thence from said point of beginning North 83° 29' 01" East 19.45 feet to a set iron rod; thence North 63° 35' 52" East 473.84 feet to a set PK nail; thence along a curve to the right having a radius of 146.78 feet, a length of 80.72 feet, and a chord bearing and distance of North 53° 56' 43" East 79.71 feet to a set PK nail; thence North 83° 21' 23" East 68.11 feet to a set iron rod located in the western right-of-way line of Pembroke Road (SR 1200); thence along and with the western right-of-way line of Pembroke Road (SR 1200) South 05° 38' 12" East 186.57 feet to a set iron rod; thence along a curve to the right having a radius of 379.36 feet, a length of 274.30 feet, and a chord bearing and distance of South 13° 51' 07" West 268.37 feet to a set iron rod; thence North 05° 27' 04" West 125.49 feet to a set iron rod; thence South 84° 32' 56 West 25.23 feet to a set iron rod; thence South 05° 27' 04" East 53.50 feet to a set iron rod; thence South 83° 59' 31" West 70.16 feet to a set iron rod; thence North 06° 12' 39" West 209.21 feet to a set PK nail; thence South 85° 38' 52" West 88.85 feet to a set PK nail; thence South 63° 36' 52" West 124.12 feet to a set iron rod; thence South 06° 04' 46" East 36.32 feet to a set PK nail; thence 86° 07' 01" West 146.69 feet to a set PK nail; thence South 69° 00' 22" West 19.43 feet to a set iron rod; thence South 83° 29' 01" West 41.85 feet to a set PK nail located in the eastern right-of-way line of Rhem Street; thence along and with the eastern right-of-way line of Rhem Street North 07° 07' 29" West 14.84 feet to the point of beginning, all as appears on that certain Easement Survey for City of New Bern, Volt Center – Workforce Development Center" prepared by Gaskins Land Surveying, P.A. dated September 21, 2017, which is incorporated herein by reference.

Prepared by:

Michael Scott Davis
DAVIS HARTMAN WRIGHT PLLC
209 Pollock Street
New Bern, NC 28560

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

SUBORDINATION AGREEMENT

THIS SUBORDINATION AGREEMENT is entered into by and between the CITY OF NEW BERN ("Lessor"), a North Carolina municipal corporation, and THE TRUSTEES OF CRAVEN COMMUNITY COLLEGE ("Lessee"), collectively referred to as the "Parties."

WITNESSETH:

THAT WHEREAS, by Amended and Restated Lease Agreement ("Lease Agreement") entered into by the Parties dated September 12, 2017, the Lessor leased to the Lessee that portion of the real property owned by the Lessor located at 205 First Street in the City of New Bern identified by Craven County Tax Parcel Number 8-011-153-C, the leased portion being described on Exhibit A attached hereto, to be used as a workforce development center and other activities; and

WHEREAS, Lessor has acquired a grant from the U.S. Department of Commerce Economic Development Administration ("EDA") to assist in financing the renovations for the workforce development center, and pursuant to the terms of the EDA Grant, Lessor is required to execute and record a Covenant of Use, Purpose and Ownership in favor of the EDA to restrict the use of the Premises to the purposes specified in the EDA Grant; and

WHEREAS, under the terms of the Lease Agreement, the Lessee agreed to comply with the terms of the Covenant of Use, Purpose and Ownership, which has since been recorded in the office of the Register of Deeds of Craven County and appears of record in Book _____ at Page _____.

NOW, THEREFORE, for valuable consideration, the Lessee does hereby subordinate its its interest in the Lease Agreement to the recorded Covenant of Use, Purpose and Ownership between the Lessor and the EDA; provided, however, that Lessee hereby reserves all right, title and interest in the Lease Agreement except as expressly subordinated herein. This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective succesors and assigns.

IN TESTIMONY WHEREOF, the Chair of the Board of Trustees of Craven Community College has executed or caused this document to be duly executed, all as of the day and year first above written.

THE TRUSTEES OF CRAVEN
COMMUNITY COLLEGE

By: William W. Taylor
Chair

(SEAL)

STATE OF NORTH CAROLINA
COUNTY OF CRAVEN

I certify that the following person personally appeared before me this day, acknowledging to me that he signed the foregoing document for the purpose(s) stated therein, in the capacity indicated therein: William W. Taylor.

Date: 10|25|17

Cynthia G Ensley
Signature of Notary Public

Cynthia G. Ensley
Notary's printed or typed name

My commission expires: 9-15-18

CYNTHIA G. ENSLEY
NOTARY
MY COMMISSION EXPIRES
9-15-18
PUBLIC
CRAVEN COUNTY, NC

EXHIBIT A

Commencing at a set iron rod located at the intersection of the eastern right-of-way line of Rhem Street with the southern right-of-way line of Park Avenue; thence along and with the eastern right-of-way line of Rhem Street South 07° 07' 29" East 14.84 feet to a set iron rod, the POINT OF BEGINNING. Thence from said point of beginning North 83° 29' 01" East 19.45 feet to a set iron rod; thence North 63° 35' 52" East 473.84 feet to a set PK nail; thence along a curve to the right having a radius of 146.78 feet, a length of 80.72 feet, and a chord bearing and distance of North 53° 56' 43" East 79.71 feet to a set PK nail; thence North 83° 21' 23" East 68.11 feet to a set iron rod located in the western right-of-way line of Pembroke Road (SR 1200); thence along and with the western right-of-way line of Pembroke Road (SR 1200) South 05° 38' 12" East 186.57 feet to a set iron rod; thence along a curve to the right having a radius of 379.36 feet, a length of 274.30 feet, and a chord bearing and distance of South 13° 51' 07" West 268.37 feet to a set iron rod; thence North 05° 27' 04" West 125.49 feet to a set iron rod; thence South 84° 32' 56 West 25.23 feet to a set iron rod; thence South 05° 27' 04" East 53.50 feet to a set iron rod; thence South 83° 59' 31" West 70.16 feet to a set iron rod; thence North 06° 12' 39" West 209.21 feet to a set PK nail; thence South 85° 38' 52" West 88.85 feet to a set PK nail; thence South 63° 36' 52" West 124.12 feet to a set iron rod; thence South 06° 04' 46" East 36.32 feet to a set PK nail; thence 86° 07' 01" West 146.69 feet to a set PK nail; thence South 69° 00' 22" West 19.43 feet to a set iron rod; thence South 83° 29' 01" West 41.85 feet to a set PK nail located in the eastern right-of-way line of Rhem Street; thence along and with the eastern right-of-way line of Rhem Street North 07° 07' 29" West 14.84 feet to the point of beginning, all as appears on that certain Easement Survey for City of New Bern, Volt Center – Workforce Development Center" prepared by Gaskins Land Surveying, P.A. dated September 21, 2017, which is incorporated herein by reference.

Student Government Association

Board of Trustees Report 10/24/2017

Executive Board:
President: Tyler Toohey
Vice President: Christina Hardtle
Secretary: Christina Fletcher
Treasurer: Natalie Hill-Meyer
Parliamentarian: Maurice Cunningham
Public Information Officer: Artrisa Moore

Senators:
Robert Josey
Rachel Conner
Olivia Brautigam
Abigail Uldrich
Alyssa Ponder
Hykia Burton

Campus Life Activities & Events:

- On August 23rd, 24th, and 30th the SGA co-sponsored the New Bern and Havelock Welcome Back Resource Fairs with Campus Life. Students were able to voice their opinions and suggestions via a short student survey and learn more about what we have to offer at Craven CC.
- On August 31st the SGA held its first General Assembly of the academic year in Perdue Hall. There were a total of 35 representatives present. At the meeting, we had several presenters provide the clubs/organizations with the tools for the coming year that are at their disposal. The SGA announced upcoming campus events.
- On September 14th the SGA hosted a Situational Awareness Workshop led by our Campus Security officer and SGA Senator Robert Josey. There were over 30 students present at the workshop.
- The first SGA Movie Night was held on September 15th in the Orringer Auditorium. We held two showings of Guardians of the Galaxy Vol.2. More than 50 total students, faculty, and staff came out in support.
- Constitution Day was held on September 18th from 11-2pm in the Student Center. Approximately 50 students participated in the event. Students given “pocket” Constitutions were tested on their knowledge of the Constitution via a mock citizenship test. SGA and Ambassadors circulated the Student Center encouraging students, faculty, and staff to participate. Participants won prizes and left with a greater knowledge of our Constitution.
- On September 21st the SGA held a Student Transfer Success Workshop that focused on advising, course equivalencies, articulation agreements, etc. The workshop was led by Tyler Toohey, SGA President and Carrie Vigneaux, SGA Treasurer from Carteret Community College. This workshop was an extension of the Student Leadership and

Development Program. There were more than 20 participants and Mr. Matthew Herrmann from LAUT came for further discussion and questions.

- The N4CSGA Eastern Divisional Meeting was held on September 23rd at Fayetteville Technical Community College. Five of our SGA members attended the meeting. We networked with other community colleges in our division for further partnership in campus events.
- The 2nd General Assembly was held on September 28th. There were 36 representatives including students, advisors, and guests. During the meeting, Mrs. Stewart held a forum for questions regarding club forms and deadlines. The SGA announced the upcoming T-shirt Fundraiser and other various events over the coming months.

What's Happening Now:

- We have just begun a T-shirt Fundraiser that will circulate through the clubs each month. Clubs will have the opportunity to sell a colored Craven t-shirt of their choice for a month to students, faculty, staff, and the community. The proceeds will go to that club or organization to be used for their activities.
- Currently we are working on an upcoming Halloween Pumpkin Carving Contest with the Gaming Club, which is set for October 31st, and all proceeds from the vote will be donated to the Coastal Women's Shelter.
- On October 20-22nd the SGA will be sending five members to the N4CSGA State Conference in Winston-Salem, NC. At this conference we will be networking with other community colleges to better our campus events, leadership, and our organization overall.

CRAVEN COMMUNITY COLLEGE Foundation

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a non-profit organization
Federal Tax ID # 59-1718436

October 2017

The Foundation kicked off our annual campaign on campus and in the community with an innovative mailer and our "*Because of You*" video. Both have been well-received and have generated much enthusiasm. The initial response has been encouraging. We hope to achieve our goal of $80,000 for scholarships by December 1st.

On September 12th the Foundation held a kick-off event for our major donors in the home of Anne Schout. It was attended by approximately 70 people, including several Foundation Board Members and College Trustees.

Our annual Scholarship Recipient Donor Reception was held on Thursday, September 28th with approximately 125 in attendance. This event is always a great opportunity for recipients and donors to engage. Several students shared their personal stories which generated a deeper sense of appreciation for the importance of financial aid.

The Lifetime Learning Center took 42 people on the Western Frontiers trip in September, is scheduled to attend the Carolina Ballet this month and then will take 24 people to Spain at the end of October. The 2017-18 Explorations in the ARTs and the Best of Broadway events are selling out. And, the International Films continue to be shown to a packed auditorium for both showings.

Buy a Brick, Build a Future Havelock Veterans Memorial Park has raised $46,090 to date. Enough funds have been committed to begin construction of the memorial and to create an endowment for veteran affiliated scholarships.

Lloyd Griffith, President
Craven CC Foundation Board of Directors