

Amended AGENDA

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
FALL MEETING – NOVEMBER 1, 2016
6:00 PM – Dinner in Naumann Community Room, Student Center Building
7:00 PM – Meeting in Ward Boardroom, Brock Building
New Bern Campus**

- | | | |
|------|---|------------------------------|
| I. | Call to Order | <i>Kevin Roberts, Chair</i> |
| | | |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption | <i>Kevin Roberts</i> |
| | (3) Conflict of Interest Declaration | <i>Kevin Roberts</i> |
| | (4) Public Comment | |
| | (5) Oath of Office | <i>Cindy Ensley</i> |
| | a. Stephen Cella, Appointment by The Governor (2016-2020) | |
| | | |
| III. | Consent Agenda (<i>motion</i>) | <i>Kevin Roberts</i> |
| | (1) Approval of Board of Trustees Meeting Minutes (July 19, 2016) | |
| | (2) Approval of Committee Meeting Minutes | |
| | a. Academic and Student Affairs Committee (September 12, 2016) | |
| | b. Facilities Committee (September 12, 2016) | |
| | c. Finance/Personnel Committee (September 19, 2016) | |
| | | |
| IV. | Committee Action Items | |
| | (1) Approve Revision of Board Policy 4.13 SACSCOC Substantive Change | |
| | a. Vice President Report | <i>Kathleen Gallman</i> |
| | b. Committee Recommendation (<i>motion</i>) | <i>Ken Crow</i> |
| | (2) Accept Fiscal Year 2016-17 Budget (DCC 2-1) | |
| | a. Vice President Report | <i>Page Varnell</i> |
| | b. Committee Recommendation (<i>motion</i>) | <i>Allison Morris</i> |
| | (3) Approve Capital Improvement Project(3-1) Amendment #2093
for STEM Building | |
| | a. Vice President Report | <i>Page Varnell</i> |
| | b. Committee Recommendation (<i>motion</i>) | <i>Allison Morris</i> |
| | (4) Approve Capital Improvement Project(3-1) Amendment #2184
for First Stop Renovation | |
| | a. Vice President Report | <i>Page Varnell</i> |
| | b. Committee Recommendation (<i>motion</i>) | <i>Allison Morris</i> |

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|-------|---|-----------------------------------|
| (5) | Receive 2015-16 NC Program Compliance Review Results,
FY 2014-2015 Records <i>(info)</i> | <i>Kathleen Gallman</i> |
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 | | |
| V. | Old Business | |
| | (1) Strategic Planning Update | <i>Ray Staats</i> |
| | (2) SACSCOC Update | <i>Ray Staats</i> |
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 | | |
| VI. | New Business | |
| | (1) Approve Revision of Board Policy 7.4 Naming Honors <i>(motion)</i> | <i>Ray Staats</i> |
| | (2) Approve New CCC Foundation Board Members <i>(motion)</i> | <i>Ray Staats</i> |
| | (3) Receive Trustee Professional Development Schedule <i>(info)</i> | <i>Kevin Roberts</i> |
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 | | |
| VII. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | a. College Dashboard Demo | <i>K Gallman & G Boucher</i> |
| | (2) Attorney | <i>Jamie Norment</i> |
| | (3) Chair | <i>Kevin Roberts</i> |
| | (4) Student Trustee | <i>D J Johnson, SGA President</i> |
| | (5) Foundation President | <i>Lloyd Griffith</i> |
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 | | |
| VIII. | Personnel Matters {G.S. 143-318.11(a)(6)} | |
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 | | |
| IX. | Adjournment | <i>Kevin Roberts</i> |

***Strategic Plan – Many Voices One Vision: Craven
2017***

Goal #1: Teaching & Learning in the 21st Century

Goal#2: Partnerships & Programs in a Diverse Community

Goal #3: Resources & Development in a Global Community

BOARD OF TRUSTEE GOALS 2015-16

***Goal #1 Improve the retention and completion rates of the CCC student
population on an annual basis.***

***Goal #2 Support the CCC Foundation and its efforts to increase the endowment.
And assist the College in its efforts to secure other funds.***

***Goal #3 Increase collaboration between CCC and all secondary schools with a
goal toward increased enrollment and success of Craven County students.***

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| | a. Stephen Cella, Appointment by The Governor (2016-2020) | |
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***Strategic Plan – Many Voices One Vision: Craven
2017***

- Goal #1: Teaching & Learning in the 21st Century***
Goal#2: Partnerships & Programs in a Diverse Community
Goal #3: Resources & Development in a Global Community

BOARD OF TRUSTEE GOALS 2015-16

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Goal #2 Support the CCC Foundation and its efforts to increase the endowment. And assist the College in its efforts to secure other funds.
Goal #3 Increase collaboration between CCC and all secondary schools with a goal toward increased enrollment and success of Craven County students.

BOARD OF TRUSTEES

ROLL CALL

November 1, 2016

Mr. Stephen Cella

Ms. Cora Chadwick

Mr. Ken Crow

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Rosanne Leahy

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Kevin Roberts

Mr. Bill Taylor

Mayor Chuck Tyson

Ms. Brenda Wilson

Mr. DJ Johnson, SGA President (ex officio)

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

Agenda Review/Conflict of Interest Declarations

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



**STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR**

PAT McCrORY
GOVERNOR

PRESIDENT'S OFC.

9/6/16

RECEIVED

August 30, 2016

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

Dear Dr. Staats:

It gives me great pleasure to inform you that Mr. Stephen F. Cella has been appointed to the Craven Community College Board of Trustees. His term will begin immediately and will expire on June 30, 2020. I am confident his knowledge and leadership will complement the current board and provide new ideas as you work to address issues facing your institution.

Thank you for your commitment and service to education in North Carolina.

Sincerely,

A handwritten signature in black ink that reads "Pat McCrory". The signature is stylized with a large, looped "P" and a cursive "McCrory".

Pat McCrory
Governor of North Carolina

NOTICE OF APPOINTMENT

Pursuant to G.S. 143-47.7

Notice is given that **Mr. Stephen F. Cella**

is hereby appointed to the following public office:

Craven Community College Board of Trustees

Citation to Law or Other Authority Authorizing the Appointment:

General Statute §115D-12

Specific Statutory Qualification for the Public Office (if applicable):

At-large

Address of Appointee:

5321 Trentwoods Drive, Trentwoods, NC 28562

County of Residence of the Appointee: **Craven**

Date Term of Appointment Began: **8/29/2016**

Date Term of Appointment Ends: **6/30/2020**

Name of Person the Appointee replaces, if applicable:

Mr. Gary H. Baldree Sr.

Date of Appointment: **8/29/2016**

Signature:

s/ Pat McCrory

Office of Appointing Authority:

Office of the Governor, Boards and Commissions

Distribution:

Governor

Secretary of State

Senate President Pro Tempore

Speaker of the House

Department of Cultural Resources

Ethics Commission

Board Contact



STATE ETHICS COMMISSION

1324 MAIL SERVICE CENTER
RALEIGH, NC 27699-1324
WWW.ETHICSCOMMISSION.NC.GOV

GEORGE L. WAINWRIGHT, JR.
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

August 29, 2016

The Honorable Patrick L. McCrory
Governor of North Carolina
20301 Mail Service Center
Raleigh, NC 27699-0301

Via email

**Re: Evaluation of Statement of Economic Interest Filed By Mr. Stephen F. Cella
Prospective Appointee – Craven Community College Trustees**

Dear Governor McCrory:

Our office is in receipt of **Mr. Stephen F. Cella's** 2016 Statement of Economic Interest as a prospective appointee to the **Craven Community College Board of Trustees ("Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act.

We did not find an actual conflict of interest or the potential for a conflict of interest.

N.C.G.S. Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of N.C.G.S. Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

The State Government Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions from which the public servant, his or her client(s), a member of the public servant's extended family, or a business or non-profit with which the public servant or a member of the public servant's immediate family is associated may receive a reasonably foreseeable financial benefit.

Mr. Cella will fill the role of an At-Large member on the Board. He is the President of Cella Ford, an automobile dealership.

In addition to the conflicts standards noted above, N.C.G.S. §138A-32 prohibits public servants from accepting gifts, directly or indirectly (1) from anyone in return for being influenced in the discharge of their official responsibilities, (2) from a lobbyist or lobbyist principal, or (3) from a person or entity which is doing or seeking to do business with the public servant's agency, is regulated or controlled by the public servant's agency, or has particular financial interests that may be affected by the public servant's official actions. Exceptions to the gifts restrictions are set out in N.C.G.S. §138A-32(e).

The Honorable Patrick L. McCrory
August 29, 2016
Page 2 of 2

Pursuant to N.C.G.S. 138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. 138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with the State Government Ethics Act.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have any questions concerning our evaluation or the ethical standards governing public servants under the State Government Ethics Act.

Sincerely,

A handwritten signature in cursive script that reads "Beth Carpenter".

Beth Carpenter
SEI Unit

cc: Mr. Stephen F. Cella

Attachment: Ethics Education Flyer

OATH OF OFFICE
BOARD OF TRUSTEES
CRAVEN COMMUNITY COLLEGE

I, **Stephen Cella**, do solemnly swear that I will support the Constitution of the United States.

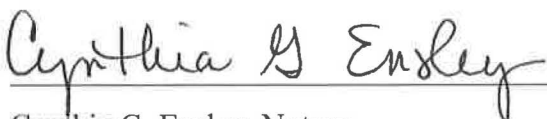
I, **Stephen Cella**, do solemnly swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, **Stephen Cella**, do solemnly swear that I will well and truly execute the duties of my office as a member of the Board of Trustees of Craven Community College according to the best of my skill and ability, according to law, so help me, God.



Signature

Sworn to and subscribed before me,
this the 1st day of November, 2016



Cynthia G. Ensley, Notary

Craven County, North Carolina



CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SUMMER MEETING
JULY 19, 2016

The Craven Community College Board of Trustees held its summer meeting on Tuesday, July 19, 2016 in the Ward Boardroom of the Brock Administration Building on the New Bern campus of Craven Community College with Board Chairman Kevin Roberts presiding. The meeting was called to order at 7:00 pm.

Roll Call

President Raymond Staats called the roll.

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

Ex Officio members present: Mr. Jon Segal, Foundation President

Voting members absent were: Ms. Cora Chadwick

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

Agenda Review and Adoption

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

Conflict of Interest Declaration

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

Public Comment

Chairman Roberts called for public comment and none were expressed.

Oath of Office

Ms. Ensley noted that Trustee Kevin Roberts had been reappointed by the Craven County Board of Education to serve another four-year term. Ms. Ensley administered the oath of office to Trustee Roberts for the term July 1, 2016 – June 30, 2020.

*11/1/16
Amended*

Consent Agenda

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

Board of Trustees Spring Meeting Minutes of April 19, 2016
Finance Committee Meeting Minutes of June 6, 2016
Personnel Committee Meeting Minutes of June 6, 2016
Facilities Committee Meeting Minutes of June 14, 2016
Academic & Student Affairs Committee Meeting Minutes of June 14, 2016

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

Committee Action Items

Approve Withdrawal of Capital Improvement Project (CIP) #2084 for Student Success Center in Barker Hall and Approve Capital Improvement Project (CIP) #2184 for First Stop Renovation in Barker Hall: VP Varnell explained in detail the need to revise the project to renovate the first floor of Barker (except Public Radio East) leaving the second floor of Barker Hall as is. With the change in the project's scope, the withdrawal of one CIP and submission of a new CIP is required by the NCCCS State Construction Office. Trustee Leahy motioned to withdraw CIP #2084 and submit CIP #2184 as presented; Trustee Knight seconded the motion and the motion passed unanimously.

Approve Architectural Firm for First Stop Renovation: Facilities Committee Chair Taylor reviewed the proposals and motioned to accept the Facilities Committee's recommendation of JKF Architecture in Greenville, North Carolina as the First Stop renovation architectural firm. Trustee Baldree seconded the motion and the motion passed unanimously.

Approve Architectural Firm for STEM Building Project: Facilities Committee Chair Taylor reviewed the proposals and asked for acceptance of JKF Architecture in Greenville, North Carolina as the architectural firm. Trustee Wilson motioned to accept the recommendation, Trustee Knight seconded the motion and the motion passed unanimously.

Craven Community College
Board of Trustees Summer Meeting Minutes
July 19, 2016
Page Three

Old Business

None noted.

New Business

Pharmacy Technology Program (curriculum): VP Gallman announced the Pharmacy Technician Program would be placed on hold for the fall due to low enrollment.

Approve Nominating Committee Recommendations for 2016-17: Committee Chair Leahy presented for approval a slate of officers and standing committee chairs to serve 2016-17, mentioning the recent decision to combine the Finance and Personnel committees into one.

Chair – Kevin Roberts

Vice Chair – Bill Taylor

Secretary – Raymond Staats

Facilities Committee Chair – Chuck Tyson

Academic & Student Affairs Committee Chair – Ken Crow

Finance/Personnel Committee Chair – Allison Morris

Trustee Baldree motioned to accept the Nominating Committee's recommendation, Trustee Knight seconded the motion and the motion passed unanimously. Committee Chair Leahy thanked committee members Brenda Wilson and Ken Crow for serving on the committee.

Acceptance of 2016-17 Board/Committee Meeting Schedule: Ms. Ensley distributed the schedule of meetings for 2016-17 noting that a revised schedule would be emailed to the trustees due to the decision to combine the Finance and Personnel committees.

Reports

Chair: Chairman Roberts expressed his gratitude to serve another year as Chairman of the Board of Trustees. He also stated that President Staats had completed one year of service to Craven Community College as of today.

Attorney: Attorney Ward informed the board that the administrative law judge, hearing the case of the claim for short term disability by a former employee, sided with the former employee. No further action will be taken on behalf of the College. He also reported that

Ward & Smith is reviewing the letter from the Alliance Defending Freedom and will advise the College shortly.

President: Dr. Staats presented his quarterly report highlighting the budget, facility projects, SACSCOC accreditation, outreach efforts, and the Adult Enrichment program (attached). The academic calendar will be adjusted to align with the Craven County School System for spring break 2017. Dr. Staats emphasized the success of the industry visits with Craven County Economic Development Director Timothy Downs and College VP Boucher. He thanked the College Foundation for the start-up grant to fund the first 18 months of the development of the Adult Enrichment program.

Foundation President: Mr. Segal announced that Lloyd Griffith would be attending the board meetings in the future as the next Foundation President. He announced improvements with tracking scholarships using the Academic Works software. Mr. Segal shared the facts and figures of the prior campus and community campaigns as well as a very successful Community Fabrics Awards luncheon. The Foundation is sponsoring a wine-and-chocolate event on September 27 and all trustees are invited to purchase a ticket to the event fundraiser.

Adjournment

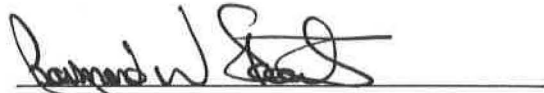
With no further business to be presented, Chairman Roberts adjourned the meeting at 8:40 pm.

Respectfully submitted:



Kevin M. Roberts, Chairman

~~October 18, 2016~~ November 1, 2016



Raymond W. Staats, Secretary

~~October 18, 2016~~ November 1, 2016

AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, September 12, 2016 at 4:00 P.M.

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

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

- | | |
|--|-------------------------|
| 1. Call to Order | <i>Ken Crow, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Review of Committee Responsibilities (<i>info</i>) | <i>Ken Crow</i> |
| 4. SACSCOC Update | <i>Kathleen Gallman</i> |
| a. QEP Update (<i>info</i>) | |
| b. On-site SACSCOC Visit (<i>info</i>) | |
| 5. SACSCOC Substantive Change BP 4.3 Revision (<i>motion</i>) | <i>Kathleen Gallman</i> |
| 6. NC Program Compliance Review Results (2015-16)(<i>info</i>) | <i>Kathleen Gallman</i> |
| 7. Educational Opportunity Center Grant Award (<i>info</i>) | <i>Kathleen Gallman</i> |
| 8. Enrollment Update (<i>info</i>) | <i>Gery Boucher</i> |
| 9. Adjournment | <i>Ken Crow, Chair</i> |

Academic & Student Affairs Committee Charge

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

MINUTES

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

SEPTEMBER 12, 2016 AT 4:00 P.M.

- I. Committee Chair Ken Crow called the meeting to order at 4:02 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting. Due to the timing of Trustee Steve Cella's appointment, he will begin his trustee duties at the October board meeting.
Members Present: Mr. Ken Crow, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Carol Mattocks and Board Chairman Kevin Roberts
Members Absent: Mr. Steve Cella
Others Present: Dr. Raymond Staats, President; Ms. Kathleen Gallman, Vice President for Instruction; Mr. Gery Boucher, Vice President for Students, Mr. Bill Taylor, Board Vice Chair, and Ms. Cindy Ensley, Recorder
- III. Review of Committee Responsibilities
Chairman Crow reviewed the charge of the Academic & Student Affairs Committee.
- IV. SACSCOC Update
 - a. QEP Update – The Quality Enhancement Plan (QEP) is part of the accreditation process with its focus on a topic or issue related to student learning. VP Gallman explained that over the next 5 years, Craven CC will focus its QEP on academic advising for students through advising teams. Each advising team consists of a professional advisor, a faculty mentor, a career counselor/coach, and a peer mentor – all from the student's program of study. The goals of our QEP, ACE - Advising*Community*Engagement, is to create advising partnerships between students and the college as well as to assist students in planning, integrating, and aligning their academic program to meet their personal and career goals. ACE will begin in the spring of 2017 with a soft launch and full implementation by fall of 2017.
 - b. On-Site SACSCOC Visit – SACSCOC is scheduled to be on campus the first week of October to conduct an on-site visit for our reaffirmation.
- V. SACSCOC Substantive Change Policy BP 4.13 Revision
VP Gallman reviewed the draft of the substantive change policy, comparing it to the previous version. The revision was at the suggestion of SACSCOC as part of their review of the College's compliance certification. Trustee Knight motioned to approve the policy change and recommended it be presented to the full board at the October 2016 meeting for approval. Trustee Mattocks seconded the motion and the motion passed unanimously.

VI. NC Program Compliance Review Results (2015-16)

VP Gallman announced a clean audit from the NC Community College System's Compliance Review conducted on 2014-15 records. A coaching or management letter was provided to give the college guidance on a couple of minor concerns.

VII. Educational Opportunity Center Grant Award

VP Gallman announced the college had received a 1.2 million dollar Federal grant to help adults start college or return to college. Craven CC was one of eight that received the grant. The grant will be used to hire a full time director, two full time outreach specialists and a part time administrative assistant. The college will partner with other agencies to increase the number of adult participants that enroll in postsecondary education institutions (not necessarily Craven CC).

President Staats announced the college had received notification of a grant, Connect to Success, through the Dept. of Education for approximately 1.74 million dollars to be dispersed over a 5-year period. The grant is being reviewed to see if the college can comply with the rules and regulations. The intent of this grant is to focus on retention.

VIII. Enrollment Update

To demonstrate the measurements of enrollment, VP Boucher shared enrollment by FTE (full time equivalent), comparing last year to this year, through a "dashboard" presentation.

President Staats noted the college receives its annual state funding from the total number of FTE recorded the previous year and that the dashboard is a work-in-progress to address the board's past request for a better tracking system of enrollment/retention data. New data is being collected this year which will give the college a platform for future comparisons.

Workforce Development continues to see an increase in enrollment while enrollment in curriculum classes is down slightly.

(Committee Chairman Crow left the meeting for a previous commitment and Board Chairman Roberts assumed the role of committee chair)

IX. Adjournment

With no further business to discuss, Board Chairman Roberts adjourned the meeting at 5:02 pm.

ce/9.14.16



ADVISING • COMMUNITY • ENGAGEMENT

What is a QEP?

QEP stands for **Quality Enhancement Plan**. The creation, implementation, and assessment of a QEP is part of Craven's accreditation process. A QEP is a carefully designed and focused plan that addresses a topic or issue related to student learning. Over the next 5 years, Craven will focus its QEP on academic advising through implementation of the **ACE** program.

What is ACE?

Craven's **ACE** program is a comprehensive advising model that fosters collaborative relationships between students and their advising teams. The intent is to guide students through the development of educational goals that align with their personal interests, skills, and abilities, and to provide students with layers of comprehensive support. Each advising team is comprised of a professional advisor, a faculty mentor, a career counselor/coach, and a peer mentor—all from the student's program of study. **ACE** furthers Craven's mission by building relationships that enhance learning, lead to the achievement of educational and career goals, and assure our students contribute to and compete in a diverse and global economy.

Why Advising?

Academic advising directly impacts student learning by assisting students in goal setting, planning and career exploration, and mapping out concise and sequential pathways. It is a critical point of contact and connection to the college that also provides an important, but often overlooked, intervention known as "reality checking." Craven Community College has developed an advising model that supports success—one founded on providing students a more structured advising program that is consistent, persistent, and individualized.



ADVISING • COMMUNITY • ENGAGEMENT

Mission, Goals and Outcomes

Craven Community College, through a collaborative effort and team approach, will create a comprehensive advising community to give students many layers of support at critical stages in their academic experience. These principles and practices will encourage dialogue with advisees, promote student self-efficacy, and create a more meaningful and reflective advising experience. Embracing the concept of an advising community will improve student persistence and completion rates at the institution.

The goals of Craven Community College's ACE Program are twofold:

- ▶ To create advising partnerships between students and the College community.
- ▶ To assist students to plan, integrate, and align their academic program to meet their personal and career goals.



ADVISING • COMMUNITY • ENGAGEMENT

Players and Participants

In a word—**EVERYONE**—will be involved in the **ACE** Program. This includes professional advisors, faculty mentors, peer mentors, staff and, most importantly, **STUDENTS!**

Keep an eye out for



In Fall 2017!!

SACSCOC SUBSTANTIVE CHANGE - BP 4.3

Legal Authority: NCGS 115D-1; NCGS 115D-5; 23 NCAC 2C .0603

Approval: January 2012

Revision: October 2016

SACSCOC Substantive Change

The Board of Trustees authorizes and directs the President to ensure compliance with the Substantive Change for Accredited Institutions Policy Statement (Policy Statement) as issued by the Southern Association of Colleges and Schools - Commission on Colleges (SACSCOC). The College will notify SACSCOC of institutional and programmatic changes in a timely manner, will seek approval prior to the initiation of changes when required, and will submit a substantive change prospectus to the SACSCOC, if necessary. The President and/or the College's accreditation liaison, who shall be appointed by the President, must take such actions in accordance with the College's Substantive Change Procedure.

For the purposes of complying with the Policy Statement, a substantive change is any change that is a significant modification or expansion of the nature and scope of the College. Substantive changes include, but are not necessarily limited to:

- Any change in the established mission or objectives of the institution.
- Any change in legal status, form of control, or ownership of the institution.
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- The establishment of a branch campus.
- Closing a branch campus or institution.
- Acquiring another institution or a program or location of another institution.
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution.
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated.
- A change from clock hours to credit hours.
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program.
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution.
- Closing a program or off-campus site.

- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

All substantive changes subject to the Policy Statement shall be presented to the Board of Trustees through the Academic and Student Affairs Committee. The President shall advise the Board of Trustees whether the substantive change requires approval by the Board of Trustees.

The President shall be responsible for compliance with SACSCOC directives that may be issued after a notice, request for approval, or prospectus has been presented to SACSCOC. No substantive change will be implemented until the President is satisfied that the Policy Statement requirements, including the payment of applicable SACSCOC fees, have been satisfied.

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NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Mr. George Fouts

Interim President

April 20, 2016

Dr. Raymond Staats, President
Craven Community College
800 College Court
New Bern, NC 28562

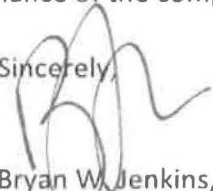
Dear Dr. Staats:

Enclosed is the final report of findings for the fiscal year 2015-2016 Compliance Review conducted at Craven Community College pursuant to North Carolina General Statute 115D-5(m). There were no material findings identified for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the 2014 -2015 reporting period.

I commend you and your staff for the excellent manner in which you followed record keeping procedures prescribed by the State Board of Community Colleges (SBCC).

Thank you for cooperating with the North Carolina Community College System (NCCCS) Compliance Services staff during the performance of the compliance review.

Sincerely,


Bryan W. Jenkins, CPA
Executive Director of Accountability & State Board Affairs

Attachment

c: Mr. Kevin Roberts, Chair, Craven CC Board of Trustees
Beth Wood, NC State Auditor
Jennifer Haygood, Executive Vice President & Chief Financial Officer
Elizabeth C. Self, Director of Accountability & Compliance Training
Nicole J. Wood, Compliance Examiner

North Carolina Community College System

Compliance Review Final Report for Craven Community College

Review Conducted: Fiscal Year 2015-2016

Records Reviewed: 2014 -2015 Reporting Period

METHODOLOGY

A compliance review was conducted at Craven Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure the data used to allocate State funds across community colleges were reported accurately for the 2014 -2015 reporting period. The review was conducted on a selected sample of the data relevant to this period.

The major components of the compliance review to be conducted during fiscal year 2015-2016 are outlined in Numbered Memorandum CC15-036 *Compliance Services Update and Review Procedures*. The scope of the compliance review includes, but is not limited to, the major components noted in CC15-036. Based on the various reviews conducted as outlined in CC15-036, additional information may be requested for clarification or to provide a clearly defined way to ensure compliance with North Carolina General Statute § 115D-5 and Title 1 of the State Board of Community Colleges Code.

FINDINGS SUMMARY

Based on the site review, no material findings were identified.

The college personnel responsible for adherence to North Carolina General Statutes and the State Board of Community Colleges Code, as well as other State Board of Community Colleges requirements, and the maintenance of curriculum and continuing education records should be commended for the accuracy and order of their record keeping systems.

The cooperation of the president and staff during the course of the compliance review was appreciated.

Submitted By: Nicole J. Wood, Compliance Examiner

Dates of Compliance Review: December 10, 2015-January 15, 2016



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Mr. George Fouts
Interim President

April 20, 2016

Dr. Raymond Staats, President
Craven Community College
800 College Court
New Bern, NC 28562

Dear Dr. Staats:

**SUBJECT: Coaching Opportunities Related to Risk Factors Identified During the
FY 2015-2016 Compliance Review, (2014-2015 Reporting Period)**

During the FY 2015-2016 Compliance Review conducted at Craven Community College, the following areas in regard to class hours reported for budget FTE were identified and discussed with college staff as possible risk factors. These are noted in a coaching report for the purpose of providing the college information so college staff may proactively address areas which pose a possible higher risk when reporting class hours for budget FTE and could lead to a material finding in future compliance reviews.

Curriculum

Recommendation CURR 1.1 Hours Scheduled Inconsistent With Combined Course Library (CCL)

College staff should put internal controls in place to ensure that class hours are scheduled based on the Combined Course Library (CCL). In reviewing curriculum records, the following factors were noted which present a higher level of risk when reporting class hours for budget FTE:

- PHM 165 NDI, Pharmacy Professional Practice, Tier 1-B, was offered Summer Semester 2014, and the class hours scheduled were inconsistent with the CCL. In discussions with college staff, it was noted that the reason the hours were not scheduled correctly was the Summer Semester 2014 schedule was copied from the same class offered Spring Semester 2014. The full spring semester class was sixteen weeks, and the full summer semester class was eleven weeks. Due to the reduced timeframe summer semester, the summer class was not scheduled based on the CCL, resulting in the over-reporting of

class hours as well as not enough hours offered for credit hours received by student enrolled in the summer semester class.

- ACA 111, College Student Success, was offered Spring Semester 2015, and the class hours scheduled were inconsistent with the CCL. In discussions with college staff, it was noted the class was scheduled for fifteen meeting dates, but class hours were reported for sixteen meeting dates.

References

1D SBCCC 400.97(1)(c) Courses and Standards for Curriculum Classes

1G SBCCC 200.93(a) Reporting of Student Hours in Membership for Curriculum Classes

See Appendix I.

Continuing Education

Recommendation CE 1.1 Calculation of Students Enrolled at Ten Percent Point

College staff should review internal procedures regarding documentation of classes with hours reported for budget FTE as well as ensure all staff involved in verification and reporting of class hours are familiar with the references noted on Appendix I to make certain the appropriate number of class hours are reported for budget FTE. This would help mitigate the risk factors noted below which were found in conducting the compliance review of continuing education records.

- EMS 3044 31737, EMT Basic, was set up as a hybrid class and offered Summer Semester 2014 with the census date miscalculated. Due to this error, a student was reported in membership who did not meet the required criteria.
- MLS 3874 33282, Notary Public Education, was set up as a regularly scheduled class and offered Summer Semester 2014, and a student was graded as incomplete in error. The student had never attended the class, and therefore class hours were reported in error.
- COS 3201 33839, Cosmetology, was set up as a regularly scheduled class and offered Fall Semester 2014, and one student was reported in membership when there was a withdrawal prior to the ten percent point of the class.

Reference

1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education
Classes

See Appendix I.

Recommendation CE 1.2 Classes offered Outside Service Area without Valid Instructional Service Agreement (ISA)

College staff should review internal procedures related to the management of college Instructional Service Agreements (ISA) and ensure all staff involved with Instructional Service Agreements at all levels are familiar with the reference noted in Appendix I as well as the internal procedures related to ISAs. Internal procedures should include a process for regularly reviewing college ISAs to ensure that agreements do not expire while classes are continuing to be held at location(s) outside of the college's designated service area. In a review of continuing education classes, the following risk factors were noted for classes offered outside of the college's designated service area:

- AVI 3012 27654, Aviation Maintenance – Airframe, and AVI 3010 27656, Aviation Maintenance – Power Plant, were offered to students at Camp Lejeune Summer Semester 2014 when that location was outside of the college's designated service area.
- AVI 3012 30917, Aviation Maintenance – Airframe, and AVI 3010 30919, Aviation Maintenance – Power Plant, were offered to students at Camp Lejeune Fall Semester 2014 when that location was outside of the college's designated service area.

College staff should contact Coastal Carolina Community College and ensure an Instructional Service Agreement is in place if it is the intent of the college to continue to offer classes to students at Camp Lejeune, North Carolina, which is in Coastal Carolina Community College's service area.

Reference

1D SBCCC 300.97(a) Instructional Service Agreements
See Appendix I.

If you have questions, please contact me at jenkinsb@nccommunitycolleges.edu or by telephone at 919/807-7147. Thank you for cooperating with the North Carolina Community College System Compliance Services staff during the performance of the review.

Sincerely,



Bryan W. Jenkins, CPA
Executive Director of Accountability & State Board Affairs

c: Jennifer Haygood, Executive Vice President & Chief Financial Officer
Elizabeth C. Self, Director of Accountability & Compliance Training
Nicole J. Wood, Compliance Examiner

Craven Community College
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References

Curriculum

1D SBCCC 400.97 (1)(c) Courses and Standards for Curriculum Classes

The Combined Course Library and curriculum standards for associate degree, diploma, and certificate programs shall be as follows:

- (1) Combined Course Library Curriculum Courses.
 - (a) The Combined Course Library shall contain the following elements for all curriculum program credit courses approved for the North Carolina Community College System.
 - (i) Course prefix;
 - (ii) Course number;
 - (iii) Course title;
 - (iv) Classroom hours and laboratory, clinical, and work experience contact hours, if applicable;
 - (v) Credit hours;
 - (vi) Prerequisites and corequisites, if applicable; and
 - (vii) Course description consisting of three sentences.
 - ...
 - (c) A college shall use the course information (prefix; number; title; classroom, laboratory, clinical, and work experience contact hours; credit hours; prerequisites and corequisites; and course description) as listed in the Combined Course Library.

1G SBCCC 200.93(a) Reporting of Student Hours in Membership for Curriculum Classes

- (a) Academic Semester. The academic semester for all credit courses shall be designed so that all classes may be scheduled to include the number of instructional hours shown in the college catalog and the approved curriculum program of study compliance document and reported for FTE purposes (see 1D SBCCC 400.95(a) and 1H SBCCC 200.87(a)(3)). Instructional hours include scheduled class and laboratory sessions as well as examination sessions. Length of semesters or courses may vary as long as credit hours are assigned consistent with 1G SBCCC 100.1 and as long as membership hours are reported consistent with the other provisions of this Rule. Also, note 1G SBCCC 200.99 which identifies the reporting periods for submission of Institution Class Reports.

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Continuing Education

**1G SBCCC 200.94(a)(c) Reporting of Student Hours in Membership for Continuing Education
Classes**

(a) Regularly Scheduled Classes.

- (1) **Definition of Regularly Scheduled Class.** A class is considered to be regularly scheduled if it meets all of the following criteria:
 - (A) Assigned definite beginning and ending time;
 - (B) Specific predetermined days and time the class meets;
 - (C) Specific schedule is included on the Institution Master Schedule or other official college documents;
 - (D) Class hours are assigned consistent with State Board approval and official college documents; and
 - (E) Identified class time and dates are the same for all students registered for the class excluding clinical or work experience:
 - (i) Classes which have a regularly scheduled lecture section and a non-regularly scheduled laboratory section will satisfy the criteria. The census date (10% point) shall be determined from the regularly scheduled portion of the class. Verification of student participation in the laboratory section of the class shall be available for review; or
 - (ii) A student is considered absent if that student did not attend during the specified times or days the class was scheduled to meet.
- (2) **Definition of Student Membership.** A student is considered to be in class membership when the student meets all of the following criteria:
 - (A) Enrolled as evidenced by payment of the applicable registration fees, or obtained a waiver as defined in Paragraph (a) of Rule 1E SBCCC 400.99.
 - (B) Attended one or more classes held prior to or on the 10 percent point in the class; and
 - (C) Has not withdrawn or dropped the class prior to or on the 10 percent point of the class.
- (3) **Student Membership Hour.** A student membership hour is one hour of scheduled class or laboratory for which the student is enrolled. A college shall provide a minimum of 50 minutes of instruction for each scheduled class hour. A college shall not report more hours per student than the number of class hours scheduled in official college documents. Colleges shall not report more hours per student than the number of hours specified in the instructor's contract.
- (4) **Calculation of Student Membership Hours for Regularly Scheduled Classes.** Student membership hours are obtained by multiplying the number of students in membership at the 10 percent point in the class by the total number of hours the class is scheduled to meet as stated in official college documents.

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- (5) Maintenance of Records of Student Membership Hours. Accurate attendance records shall be maintained for each class. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all audits as provided in the Public Records Retention & Disposition Schedule for Institutions in the Community College System. Student membership hours shall be summarized in the Institution's Class Report and certified by the president or designee. ...
- (c) Classes Identified as Extension Non-Traditional Delivery.
 - (1) Definition. Due to the methodology by which instruction is delivered, non-traditional delivery classes are not consistent with the definitions of regularly scheduled or non-regularly scheduled classes described in this Rule. Non-traditional delivery classes are defined as those classes which are offered through media such as internet, telecourses, videocassette, and other electronic media excluding classes offered via the North Carolina Information Highway.
 - (2) For those classes identified as non-traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or a submission of examination is the basis for the determination of class membership at the 10 percent point of the class. Student membership hours in such classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of instructional hours delivered which are determined as follows:
 - (A) Determine the number of hours of instruction delivered via non-traditional delivery; and
 - (B) Add the number of hours of class meetings.

1D SBCCC 300.97(a) Instructional Service Agreements

(a) Level One Instructional Service Agreement.

- (1) A college may offer continuing education courses in an area assigned to another college by providing a written, level one instructional service agreement under the following conditions:
 - (A) Resources are solely provided by the college requesting permission to enter into another college's service area; and
 - (B) The requesting college does not share the FTE with the other college(s).For the purposes of this rule, "an area assigned to another college" shall include an online class that is set up to specifically target students in another college's service area.
- (2) The level one instructional service agreement shall:
 - (A) Be approved by each local board of trustees unless the board has delegated authority to the president to enter into level one instructional service agreements;
 - (B) Be signed by the presidents of each participating college;
 - (C) Specify the course(s) or program(s) to be delivered into the other college's service area;

Craven Community College
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- (D) Specify the plan for delivery of the instruction;
- (E) Specify the conditions and time frame for termination of the agreement; and
- (F) Be maintained on file at all colleges involved for audit purposes.

U.S. Department of Education

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Purpose

Program Office: Federal TRIO Programs (/about/offices/list/ope/trio/)

CFDA Number: 84.066A

Program Type: Discretionary/Competitive Grants

Also Known As: EOC, TRIO (This is one of eight TRIO programs.)

Program Description

The Educational Opportunity Centers program provides counseling and information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. The program also provides services to improve the financial and economic literacy of participants. An important objective of the program is to counsel participants on financial aid options, including basic financial planning skills, and to assist in the application process. The goal of the EOC program is to increase the number of adult participants who enroll in postsecondary education institutions.

What's New

Press Release: ED Awards \$48 Million in TRIO Educational Opportunity Centers Grants to Improve Adult College Readiness (<http://www.ed.gov/news/press-releases/education-department-awards-48-million-trio-educational-opportunity-centers-grants-improve-adult-college-readiness>)

Types of Projects

Projects include: academic advice, personal counseling, and career workshops; information on postsecondary education opportunities and student financial assistance; help in completing applications for college admissions, testing, and financial aid; coordination with nearby postsecondary institutions; media activities designed to involve and acquaint the community with higher education opportunities; tutoring; mentoring; education or counseling services designed to improve the financial and economic literacy of students; and programs and activities previously mentioned that are specially designed for students who are limited English proficient, students from groups that are traditionally underrepresented in postsecondary education, students with disabilities, students who are homeless children and youths, students who are in foster care or are aging out of foster care system or other disconnected students.

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Last Modified: 08/17/2016

AGENDA

FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, September 12, 2016 at 5:00 P.M.

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

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

- | | |
|---|---------------------------|
| 1. Call to Order | <i>Chuck Tyson, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Review of Committee Responsibilities (<i>info</i>) | <i>Chuck Tyson</i> |
| 4. Facilities Usage Quarterly Report (<i>info</i>) | <i>Page Varnell</i> |
| 5. Facilities Projects Update (<i>info</i>) | <i>Page Varnell</i> |
| 6. STEM Building Update (<i>info</i>) | <i>Page Varnell</i> |
| 7. First Stop Renovation (<i>info</i>) | <i>Page Varnell</i> |
| 8. Adjournment | <i>Chuck Tyson, Chair</i> |

Facilities Committee Charge

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

MINUTES

**FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
SEPTEMBER 12, 2016 AT 5:00 P.M.**

- I. Committee Chairman Chuck Tyson called the meeting to order at 5:07 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Mr. Ron Knight, Ms. Carol Mattocks, Mr. Bill Taylor, Mr. Chuck Tyson, and Board Chairman Kevin Roberts
Members Absent: Ms. Brenda Wilson
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President for Administration; Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing; and Ms. Cindy Ensley, Recorder
- III. Review of Committee Responsibilities
Chairman Tyson reviewed the charge of the Facilities Committee.
- IV. Facilities Usage Quarterly Report
VP Varnell presented the June – August 2016 usage report (attached) for informational purposes.
- V. Facilities Project Update
VP Varnell updated the committee on the capital improvement projects, #1 STEM Building on Havelock Campus, #2 Testing Center within Barker Hall, #3 First Stop within Barker Hall, #4 Academic Success Center within the Student Center, and #5 Godwin Memorial Library within Barker Hall. She shared a summary of available funds which include bond monies earmarked for completion of the five projects. VP Varnell reviewed the completed projects (parking lots/roadways and Orringer Hall stage flooring) and the planned projects (grounds, roofing, repairs and Perdue Building enhancements). A safety and security update was given.
- VI. STEM Building Update
VP Varnell reviewed the amendment to the capital improvement project (#2093) reducing the size of the STEM building from 60,000 square feet to 16,578 square feet. The State Construction Office will handle negotiating the architect's fees. The estimated bid date for the project is August 2017 with occupation by the fall of 2018; however, due to delays being experienced with State offices, the dates will likely push out.

VII. First Stop Renovation

VP Varnell explained the amendment to the capital improvement project (#2184) for the First Stop renovation in Barker Hall to include first floor renovations only. The estimated bid date is June 2017 with an occupation one year later.

VIII. Adjournment

With no further business to discuss, Committee Chairman Tyson adjourned the meeting at 5:40 pm.

ce/9.14.16

CCC Facilities Usage Report
1st Quarter - FY2017

Date of report: August 31, 2016
June, July, August 2016

Name of Organization	Date(s) of	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
East Carolina University, School of Social Work	Summer 2016 Term	Edu	Perdue 123	-	N/A	16
Margaret Fletcher Dance Studio	6/4- 6/5/2016	Profit	Orringer Auditorium	\$ 520.00	8/25/15 & 6/1/2016	150
Meeting Alliance / Novo Nordisk Fdtn.	6/14/2016	Non Profit	Orringer Auditorium	\$ 260.00	6/8/2016	250
NC Dept of Public Safety, Division of Adult Correction and Juvenile Justice	6/15- 6/16/2016	Gov	AMC 102 - Orringer	-	N/A	36
Craven Arts Council and Gallery	6/17/2016 6/11, 7/9, 7/23, 8/6,	Non-profit	Auditorium	\$ 280.00	4/19/2016	180
A&B Creative	8/13,	Non-profit	Barker 107 Naumann	\$ 150.00	Various	8 to 12
NC Department of Transportation	7/7/2016	Gov	Com. Room	-	N/A	12
NC Dept of Environmental Quality, Division of Coastal Management	7/20/2016	Gov	AMC 104 - Orringer	-	N/A	9
Bonita Simmons	8/6/2016	Profit	Auditorium Orringer	\$ 325.00	Various	200
NC Wildlife Resources Commission	8/10/2016	Gov	Auditorium - Naumann	-	N/A	42
Community of Excellence	8/13/2016	BLC	Com. Room - Orringer	-	N/A	75
Community of Excellence	8/13/2016 8/12 &	Non-profit	Auditorium	\$ 250.00	1/29/16	280
Trillium Health Resources	8/17/2016	Gov	NCR/Orringer Audit.	-	N/A	45/60

CCC Facilities Usage Report
1st Quarter - FY2017

Date of report: August 31, 2016
June, July, August 2016

NC Dept of Environmental Quality, Division of Coastal Management	8/16/2016	Gov	AMC 104 -	N/A	12
NC Coastal Rscs. Commission/Division of Coastal Management Science Panel	8/25/2016	Gov	Brock 100 - Perdue	N/A	18
East Carolina University, School of Social Work	Fall 2016 Term	Edu	123/Perdue 141 -	N/A	17/24

Fees are not charged to the following organizations:

(BLC)
(Gov)
(Edu)

Craven Business Leadership Circle
Government - federal, state, county, municipal
Education

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT

☐ New Project ☒ Amended Project ☐ Final – Project Close Out
Select appropriate submission

College Craven Community College

Project Name STEM Building on Havelock Campus NCCCS Project No. 2093

I. TYPE OF PROJECT:

- | | | |
|--|---|---|
| ☒ New Facility | ☐ Roof Replacement | ☐ Infrastructure Repairs |
| ☐ Renovation of Existing Facility | ☐ HVAC | ☐ Property Purchase (Land) |
| ☐ Addition to Existing Facility | ☐ Life Safety | ☐ Facility Purchase |

II. DESCRIPTION OF PROJECT:

This project for a STEM classroom building to be located on our Havelock Campus is being scaled down from the proposed 60,000 sq ft as cited in our original 3-1 submission to a one-story building with a maximum of 16,578 sq ft and parking lot expansion of 51 additional spaces. This project will primarily house our engineering program (partnership with NC State University) and Early College East.

Capital Improvement Approval Process Instructions

To establish a **New Project**

- Submit the NCCCS 3-1 identified as a “**New Project**” for State Board approval
 - The “**Project Name**” should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, “Repairs & Renovations;” “Roof Replacements,” etc.
 - “**Project Description**” should be specific and not generic. Please do not use “Various Campus Renovations” or “Misc. Repairs.”
 - Projects must be approved by the college’s Board of Trustees. Section V should have the Board Chairman and the College President’s signature.
 - For new facilities, a county representative’s signature (County Manager, County Finance Officer, etc) is **required**.
 - For projects that includes county funding that is not included in the county’s yearly appropriation (as shown on the College’s Budget Summary), such as, bonds, special appropriations , or funds borrowed from a financial institution, a county representative’s signature (County Manager, County Finance Officer, etc) is **required**.

To **Amend a Project**

To receive approval for a **funding increase/decrease**

- Submit a NCCCS 3-1 identified as “**Amended Project**”
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts.
 - Due to increased project costs and the need for additional funds, an amended 3-1 must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a final 3-1 for Project Close Out.

Project Close Out

- When the project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a “**Final – Project Close Out**” 3-1 must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.

NOTE: “**Amended Project**” and “**Final - Project Close Out**” 3-1 submissions will require approval by the State Board only when there is an increase in state funding from state funds that have not previously been approved for a capital improvement project. The Executive VP of Finance and Operations/CFO (System Office) will approve all other “**Amended Project**” and “**Final - Project Close Out**” submissions.

Page 5, Section VI

Certification 1. The County’s signature is required on the “New Project” 3-1 if the county is providing the funding outside of the colleges’ normal county appropriation for an R&R project.

Certification 2. The County’s signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 6. NCCCS 3-1 Attachment

“Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects” is only required to be completed for “**New Facilities**”.

NOTE: County signatures are not required on “**Amended Project**” or “**Final - Project Close Out**” 3-1’s unless funding from county bonds has increased.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Property (Land) (Include total acreage) _____
2. Site Grading and Improvements (not in III B) _____ \$258,639
- Subtotal "A".....** \$258,639

B. CONSTRUCTION

1. General Contract \$3,641,556
2. Other Contracts _____
- Subtotal Contracts.....** \$3,641,556
3. Designer's Fees..... \$396,469
4. Contingency..... \$117,007
5. Other Fees \$23,300
- Subtotal Fees** \$536,776
- Subtotal "B"** \$4,436,971

C. OTHER COST

1. Initial Equipment (not in III B)..... \$500,000
Adv. Planning & Survey of
Property
2. Miscellaneous(specify) \$54,244.00 _____
3. Worked Performed by Owner _____
- Subtotal "C"** \$554,244

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$4,991,215

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... \$50,000
2. Duly Authorized Bonds - County... _____
3. Donations..... _____
4. Federal Funds..... _____
5. Other (Please identify- parking fees,
vending, rental, bookstore, etc.) _____
- Subtotal "A"** \$50,000

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) _____

C. STATE EQUIPMENT FUNDS \$500,000

D. STATE FUNDS (i.e. DOT, Golden Leaf, etcetera)..... _____

E. STATE ALLOCATIONIN

1. Budget Code 46620 _____ \$4,441,215
2. Budget Code _____ _____
3. Budget Code _____ _____
- Subtotal "E"** \$4,441,215

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$4,991,215

PLEASE NOTE: Total **SOURCES OF FUNDS** in Section IV must equal **TOTAL ESTIMATED COST OF PROJECT** in Section III.

V. CERTIFICATION BY THE BOARD OF TRUSTEES OF THE LOCAL COLLEGE

To the State Board of Community Colleges:

We, the Board of Trustees of Craven Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of NC Connect Bond State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated October 18, 2016

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

I certify that I have examined this application (Project No. 2093)
from Craven Community College (college) and
if shown, county funds in the amount of \$50,000 are available for
the planning and construction of this project.

Signature _____

Title County Manager

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the
NCCCS 3-1 Attachment, Page 6) it is estimated that the college will expend an additional
\$123,641 per year in support of this new construction. I certify that this document has
been reviewed, and that the information stated herein will be shared with the proper
county officials to seek an appropriate adjustment to the college's budget as the new
facility is brought online.

Signature _____

Title County Manager

=====

VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY

(Note: Required only for acquisition of or construction on a new site or where **federal funds** are involved. Not required for long term lease.)

I, _____ duly licensed attorney of the State of
North Carolina, do hereby certify that I have examined the public records of _____

_____ County, North Carolina, from January 1, 1925, to this date
concerning title to the property upon which the improvements set out in the foregoing
application are proposed to be made, and I find from said examination that a fee simple title
free from all claims or encumbrances, is vested in _____

by deed recorded in (specify book and page) _____

_____, in the Office of the Register of Deeds except
as noted below: (Attach copy of deed)

This, the _____ day of _____, 20____

Signature _____

**CERTIFICATION OF LOCAL BUDGET SUPPORT
ESTIMATED OPERATING/UTILITY ANNUAL COST
FOR CAPITAL IMPROVEMENT PROJECTS**

Date: 9/2/16

College: Craven Community College

Contact Name: Cindy A. Patterson

Project Name: STEM Building Proj. 2093

Project Completion Date: est. 8/15/2019

State Funds Authorized:

Local Funds Authorized:

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$43,250	\$44,115	\$44,997	\$45,897	\$46,815	\$45,015
Plant Maintenance						
additional annual cost	\$33,219	\$33,551	\$33,887	\$34,226	\$34,568	\$33,890
Other Operating Cost						
additional annual cost						
Electric	\$41,445	\$41,859	\$42,278	\$42,701	\$43,128	\$42,282
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$2,155	\$2,177	\$2,198	\$2,220	\$2,243	\$2,199
Telecommunications	\$250	\$253	\$255	\$258	\$260	\$255
Total Average Annual Cost (used in Section IX of the 3-1)						\$123,641

I certify that the county has reviewed this information as a part of the approval process.

County Manager/Finance Officer

3-1 Attachment

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CAPITAL IMPROVEMENT PROJECT

☐ New Project ☒ Amended Project ☐ Final – Project Close Out
Select appropriate submission

College Craven Community College

Project Name Barker Hall First Stop Renovation NCCCS Project No. 2184

I. TYPE OF PROJECT:

- | | | |
|---|---|---|
| ☐ New Facility | ☐ Roof Replacement | ☐ Infrastructure Repairs |
| ☒ Renovation of Existing Facility | ☐ HVAC | ☐ Property Purchase (Land) |
| ☐ Addition to Existing Facility | ☐ Life Safety | ☐ Facility Purchase |

II. DESCRIPTION OF PROJECT:

This project will involve the renovation of a majority of the first floor of Barker Hall. The current space houses the academic skills center, testing center and administrative offices. The renovation enable the consolidation of services for our students. The renovated space will house enrollment services, career/transfer center, financial aid, testing, and student accounts. By bringing these services together in the same physical space it will allow us to improve the quality of service to students and other stakeholders, facilitate sharing of information, and to improve efficiency for the college.

Capital Improvement Approval Process Instructions

To establish a **New Project**

- Submit the NCCCS 3-1 identified as a "**New Project**" for State Board approval
 - The "**Project Name**" should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, "Repairs & Renovations;" "Roof Replacements," etc.
 - "**Project Description**" should be specific and not generic. Please do not use "Various Campus Renovations" or "Misc. Repairs."
 - Projects must be approved by the college's Board of Trustees. Section V should have the Board Chairman and the College President's signature.
 - For new facilities, a county representative's signature (County Manager, County Finance Officer, etc) is **required**.
 - For projects that includes county funding that is not included in the county's yearly appropriation (as shown on the College's Budget Summary), such as, bonds, special appropriations, or funds borrowed from a financial institution, a county representative's signature (County Manager, County Finance Officer, etc) is **required**.

To **Amend a Project**

To receive approval for a **funding increase/decrease**

- Submit a NCCCS 3-1 identified as "**Amended Project**"
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts.
 - Due to increased project costs and the need for additional funds, an amended 3-1 must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a final 3-1 for Project Close Out.

Project Close Out

- When the project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a "**Final – Project Close Out**" 3-1 must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.

NOTE: "**Amended Project**" and "**Final - Project Close Out**" 3-1 submissions will require approval by the State Board only when there is an increase in state funding from state funds that have not previously been approved for a capital improvement project. The Executive VP of Finance and Operations/CFO (System Office) will approve all other "**Amended Project**" and "**Final - Project Close Out**" submissions.

Page 5, Section VI

Certification 1. The County's signature is required on the "New Project" 3-1 if the county is providing the funding outside of the colleges' normal county appropriation for an R&R project.

Certification 2. The County's signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 6. NCCCS 3-1 Attachment

"Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects" is only required to be completed for "**New Facilities**".

NOTE: County signatures are not required on "**Amended Project**" or "**Final - Project Close Out**" 3-1's unless funding from county bonds has increased.

III. **ESTIMATED COST OF PROJECT:**

A. PRE-CONSTRUCTION COSTS

1. Property (Land) (Include total acreage) _____
2. Site Grading and Improvements (not in III B) _____

Subtotal "A" _____

B. CONSTRUCTION

1. General Contract \$1,038,961
2. Other Contracts _____
- Subtotal Contracts..... \$1,038,961

3. Designer's Fees..... \$109,091
4. Contingency..... \$51,948
5. Other Fees _____
- Subtotal Fees \$161,039

Subtotal "B" \$1,200,000

C. OTHER COST

1. Initial Equipment (not in III B)..... _____
2. Miscellaneous(specify) _____
3. Worked Performed by Owner _____

Subtotal "C" _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)

\$1,200,000

IV. **SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**

A. NON-STATE FUNDS

1. County Appropriation..... \$160,000
2. Duly Authorized Bonds - County... _____
3. Donations..... _____
4. Federal Funds..... _____
5. Other (Please identify- parking fees, vending, rental, bookstore, etc.) Self supporting excess fees \$104,575

Subtotal "A" \$264,575

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) _____

C. STATE EQUIPMENT FUNDS _____

D. STATE FUNDS (i.e. DOT, Golden Leaf, etcetera)..... _____

E. STATE ALLOCATION

1. Budget Code 46620 \$935,425
2. Budget Code _____
3. Budget Code _____

Subtotal "E" \$935,425

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E)

\$1,200,000

PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

V. CERTIFICATION BY THE BOARD OF TRUSTEES OF THE LOCAL COLLEGE

To the State Board of Community Colleges:

We, the Board of Trustees of Craven Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$935,425 in NC Connect Bond State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated October 18, 2016
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

I certify that I have examined this application (Project No. 2184)
from Craven Community College (college) and
if shown, county funds in the amount of \$160,000 are available for
the planning and construction of this project.

Signature _____

Title County Manager

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the
NCCCS 3-1 Attachment, Page 6) it is estimated that the college will expend an additional
_____ per year in support of this new construction. I certify that this document has
been reviewed, and that the information stated herein will be shared with the proper
county officials to seek an appropriate adjustment to the college's budget as the new
facility is brought online.

Signature _____

Title _____

=====

VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY

(Note: Required only for acquisition of or construction on a new site or where **federal funds** are involved. Not required for long term lease.)

I, _____ duly licensed attorney of the State of
North Carolina, do hereby certify that I have examined the public records of _____

_____ County, North Carolina, from January 1, 1925, to this date
concerning title to the property upon which the improvements set out in the foregoing
application are proposed to be made, and I find from said examination that a fee simple title
free from all claims or encumbrances, is vested in _____

by deed recorded in (specify book and page) _____

_____, in the Office of the Register of Deeds except
as noted below: (Attach copy of deed)

This, the _____ day of _____ 20____

Signature _____

**CERTIFICATION OF LOCAL BUDGET SUPPORT
ESTIMATED OPERATING/UTILITY ANNUAL COST
FOR CAPITAL IMPROVEMENT PROJECTS**

Date:

College:

Contact Name:

Project Name:

Project Completion Date:

State Funds Authorized:

Local Funds Authorized:

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost						
additional annual cost						
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (used in Section IX of the 3-1)						\$0

I certify that the county has reviewed this information as a part of the approval process.

County Manager/Finance Officer

3-1 Attachment

AGENDA

FINANCE/PERSONNEL COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, September 19, 2016 at 4:00 P.M.

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

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

- | | |
|---|------------------------------|
| 1. Call to Order | <i>Allison Morris, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Review of Committee Responsibilities (<i>info</i>) | <i>Allison Morris</i> |
| 4. Budget Update | <i>Page Varnell</i> |
| a. Acceptance of Fiscal Year 2016-17 budget (2-1) (<i>motion</i>) | |
| b. Salary Increases and Bonuses (<i>info</i>) | |
| 5. Financial Reports | <i>Cindy Patterson</i> |
| a. Year-to-date Budget Comparison Reports – State, County & Institutional
(July 1, 2016 - August 31, 2016) (<i>motion</i>) | |
| b. Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| c. Cash Balances (<i>info</i>) | |
| 6. Active Shooter Insurance Discussion (<i>info</i>) | <i>Varnell, Patterson</i> |
| 7. Project Updates | <i>Page Varnell</i> |
| a. STEM Building | |
| Approve Capital Improvement Project Amendment (3-1) (<i>motion</i>) | |
| b. First Stop Renovation | |
| Approve Capital Improvement Project Amendment (3-1) (<i>motion</i>) | |

8. Quarterly Personnel Report & Openings (*info*)

Page Varnell

9. Adjournment

Allison Morris, Chair

Finance Committee Charge

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

Personnel Committee Charge

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

MINUTES

FINANCE/PERSONNEL COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

SEPTEMBER 19, 2016 AT 4:00 P.M.

- I. Committee Chair Allison Morris called the meeting to order at 4:00 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Ms. Cora Chadwick, Ms. Allison Morris, Mr. Bill Taylor, and Board Chairman Kevin Roberts
Members Absent: Ms. Rosanne Leahy and Ms. Brenda Wilson
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President for Administration; Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing; Ms. Denise Horne, Executive Director, Human Resources; and Ms. Cindy Ensley, Recorder
- III. Review of Committee Responsibilities
Committee Chair Morris reviewed the Board changes to merge the two committees into one and the charge of the two committees. VP Varnell introduced the newly hired HR Executive Director Denise Horne (*who was excused from the meeting after the introduction*).
- IV. Budget Update
 - a. Acceptance of Fiscal Year 2016-17 Budget – The committee discussed the NCCCS DCC 2-1 budget form presented by VP Varnell showing an overall allocation of \$32,525,117 in state, county and institutional funds. Trustee Taylor motioned to approve the budget as presented and Trustee Chadwick seconded the motion. The motion passed unanimously for recommendation to the full Board in October 2016. Upon approval by the full Board, the NCCCS DCC 2-1 form will be signed by Board Chairman Roberts, forwarded to Craven County Manager Jack Veit for signature and then back to the NCCCS office.
 - b. Salary Increases and Bonuses – For informational purposes, VP Varnell stated that all fulltime and part-time permanent employees employed by July 1, 2016 and still employed on September 1, 2016 would be receiving a 1.5% salary increase in their September paycheck retroactive to July 1, 2016, including the President. Bonuses of 1.5% will be given to this same group, except the President, in their October paychecks. The full Board will need to approve the 1.5% bonus for the President. Chairman Roberts suggested the Finance/Personnel Committee make a recommendation to the full Board but with only 3 members present, the Committee decided to have the full Board address the request at the upcoming board meeting.

V. Finance Reports

a. Year-to-date Budget Comparison Reports – Ms. Patterson reviewed the state, county and institutional funds reports from July 1, 2016 through August 31, 2016 (attached). Trustee Chadwick motioned to accept the reports as presented, Trustee Taylor seconded the motion and the motion passed unanimously.

b. Write-Offs and Uncollectable Accounts – Ms. Patterson indicated the \$39,609 bad debt is down slightly from the same period last year. She explained the purpose of the emergency loans. Trustee Taylor motioned to accept the report (attached), seconded by Trustee Chadwick and approved unanimously.

c. Cash Balances – For information purposes, Ms. Patterson presented the cash balances report as of August 31, 2016 (attached).

VI. Active Shooter Insurance – VP Varnell shared information from a meeting with the College insurance agent on the option to purchase insurance to cover an active shooter attack on campus. Two companies are able to provide coverage with premiums ranging from \$6,000 to \$20,000. VP Varnell is awaiting further information from the College's legal firm after their attendance at an upcoming seminar on the subject.

VII. Project Updates

a. STEM Building – VP Varnell reviewed the amended Capital Improvement Project #2093 (attached) decreasing the size of the building from a proposed 60,000 square feet to a proposed maximum square footage of 16,578 and a parking lot expansion of 51 additional spaces.

b. Barker Hall First Stop Renovation – An amendment to Capital Improvement Project #2184 (attached) was presented for approval showing first floor renovations.

Trustee Taylor motioned to approve both project amendments as presented and Trustee Chadwick seconded the motion. The motion passed unanimously for recommendation onto the full Board in October 2016.

VIII. Quarterly Personnel Report & Openings – VP Varnell presented the quarterly report for June 1, 2016 through August 31, 2016 indicating new hires, reassignments, promotions, resignations, retirements, terminations, and current job searches (attached) for informational purposes.

IX. Adjournment

With no further business to discuss, Committee Chair Morris adjourned the meeting at 4:55 pm.

ce/9.26.16

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2016-17 BUDGET

College	CURRENT OPERATING									PLANT FUND		CURRENT & CAPITAL TOTAL
	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	\$ 4,288,244	\$ 7,717,074	\$ 2,104,749	\$ 1,804,493	\$ 2,068,922	\$ -	\$ -	\$ -	\$ 17,983,482	\$ 772,642	\$ 109,091	\$ 18,865,215
County	\$ 552,108	\$ -	\$ -	\$ -	\$ -	\$ 2,930,840	\$ -	\$ -	\$ 3,482,948	\$ -	\$ 500,000	\$ 3,982,948
Institutional	\$ 513,517	\$ 1,061,395	\$ 244,548	\$ 38,750	\$ 570,367	\$ -	\$ 1,536,748	\$ 5,711,629	\$ 9,676,954	\$ -	\$ -	\$ 9,676,954
Total	\$ 5,353,869	\$ 8,778,469	\$ 2,349,297	\$ 1,843,243	\$ 2,639,289	\$ 2,930,840	\$ 1,536,748	\$ 5,711,629	\$ 31,143,384	\$ 772,642	\$ 609,091	\$ 32,525,117

Craven Community College
State Funds Budget Comparison Report
As of August 31, 2016 - 17% of the Year

[illegible]

FY 2016-2017 Budget Comparison
County Funds
as of August 31, 2016

17% of year

FY 2016-2017 Budget Comparison August 31, 2016 17% of year	General Institution				Maintenance				Security				Capital			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Salaries & Benefits	273,499	3,495	270,004	1%	922,707	146,447	776,260	16%	290,299	54,845	235,454	19%				
519 Contracted Services	84,004	11,233	72,771	13%	70,117	21,284	48,833	30%	93,968	90,517	3,451	96%				
521 Custodial Supplies/Uniforms					48,162	6,294	39,868	14%	568	0	568	0%				
522 Maintenance Supplies					52,329	4,375	47,954	8%								
523 Instructional Supplies																
524 Repair Supplies					4,000	886	3,114	22%								
525 Motor Vehicle Supplies					6,800	732	6,068	11%	300	71	229	24%				
526 Office Supplies					13	0	13	0%								
527 Other Supplies					9,671	5,607	4,065	58%	9,316	6,223	3,093	67%				
528 Audio-Visual Supplies																
531 Staff Development					8,513	6,112	2,401	72%	1,793	0	1,793	0%				
532 Communication					76,581	12,170	64,411	16%								
533 Utilities					878,899	170,428	708,471	19%								
534 Printing & Binding																
535 Repairs & Maintenance					440,066	11,929	428,137	3%	8,145	861	7,284	11%				
536 Freight																
537 Advertising																
538 Data Processing																
539 Other Current Services	6,641	699	5,942	11%	1,294	0	1,294	0%	609	0	609	0%				
541 Rental of Property	2,000	0	2,000	0%												
543 Lease/Rental Other Equipme					2,200	363	1,837	16%								
544 Data Processing Software																
545 General Admini (Insurance)	191,859	117,414	74,445	61%												
546 Memberships & Dues					595	25	570	4%								
55X Equipment													500,000	89,250	410,750	18%
Totals	558,003	132,841	425,162	24%	2,519,947	386,650	2,133,297	15%	404,998	152,517	252,481	38%	500,000	89,250	410,750	18%
College Totals	Budget	Expenses	Remain Bal	% Spent												
Regular Operating	3,482,948	672,008	2,810,940	19%												
Capital Outlay	500,000	89,250	410,750	18%												

Craven Community College
Institutional Funds Budget
For the period July 1, 2016 through August 31, 2016

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending					0.00	7,861.62
01	133 Discretionary	80,000.00	4,582.34	75,417.66	5.73%	25,536.51	150,474.10
01	134 Unrestricted Overhead Receipts	5,368.00	0.00	5,368.00	0.00%	798.91	19,508.29
01	136 Foundation	265,062.00	24,977.96	240,084.04	9.42%	19,559.69	235,135.62
01	137 Financial Aid Matching	1,500.00	481.08	1,018.92	32.07%	0.14	(315.49)
01	221 Applied Music	2,075.00	0.00	2,075.00	0.00%	329.84	11,775.88
01	227 Extra Curricular Activities	27,137.00	22,554.98	4,582.02	83.12%	2,073.68	16,958.26
01	250 Curriculum-Self Supporting	32,480.00	9,450.00	23,030.00	29.09%	1,403.40	351,155.65
01	312 Fire College					9.71	11,312.25
01	340 WFD-Self Supporting	289,618.00	57,896.57	231,721.43	19.99%	68,007.91	609,277.19
01	411 Learning Resource Center	1,300.00	0.00	1,300.00	0.00%	190.68	20,993.15
01	460 Customized Ind Train Support	37,450.00	11,192.03	26,257.97	29.89%	4,654.46	45,309.07
01	461 Small Business Support Fund					0.10	117.73
02	131 College Work Study	83,586.00	13,142.28	70,443.72	15.72%	13,142.28	21.47
02	134 Restricted Overhead Receipts	53,550.00	192.15	53,357.85	0.36%	2,510.00	190,382.46
02	138 Returned Check Fee Fund	200.00	0.00	200.00	0.00%	14.99	17,543.42
02	139 Fndton Grants (Duke/NCCF)					0.00	61.32
02	139 Harold H. Bate Grant	105,751.00	0.00	105,751.00	0.00%	50,000.00	55,751.11
02	220 NCSU Engineering	25,000.00	5,233.36	19,766.64	20.93%	34.07	34,979.30
02	227 ENCORE	20,015.00	357.99	19,657.01	1.79%	4.83	5,265.94
02	228 Grants -NSF/Duke Energy	213,060.00	197,792.62	15,267.38	92.83%	4,140.61	7,701.97
02	291 Specifc Fees - Lab/DE/ASC	456,819.00	61,787.87	395,031.13	13.53%	67,240.85	1,419,326.05
02	292 System-Wide Fees-Comp Tech	250,500.00	30,591.29	219,908.71	12.21%	36,557.25	1,019,496.25
02	293 Patron Fees	38,309.00	3,994.68	34,314.32	10.43%	4,033.87	260,679.92
02	314 Grants - Workforce Development					3.13	2,632.09
02	392 System-Wide Fees - WFD Comp	125.00	0.00	125.00	0.00%	10.67	12,446.81
02	521 C-Step Grant	8,000.00	0.00	8,000.00	0.00%	0.00	0.00
02	531 Professional Liability Ins	10,000.00	7,098.00	2,902.00	70.98%	2,253.52	10,092.07
02	532 Student Insurance	8,000.00	0.00	8,000.00	0.00%	1,043.01	613.96

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	533 Transcript Fees	34,492.00	2,692.41	31,799.59	7.81%	8,688.43	128,015.64
02	534 TRIO Grant	509,875.00	25,232.67	484,642.33	4.95%	25,185.15	(7,451.33)
02	790 Orringer Hall Fund	8,000.00	615.03	7,384.97	7.69%	1,471.01	25,312.17
02	791 Public Radio East	998,150.00	126,056.67	872,093.33	12.63%	42,165.32	85,604.70
02	795 Career Fair					0.47	544.52
02	796 Testing Centers	8,833.00	0.00	8,833.00	0.00%	556.83	28,088.03
02	797 Public Radio East Foundation	695,000.00	43,203.75	651,796.25	6.22%	75,293.65	204,940.50
02	823 SEOG	96,485.00	13,411.65	83,073.35	13.90%	13,411.65	0.00
02	824 Pell	5,050,000.00	8,729.64	5,041,270.36	0.17%	0.00	(8,793.64)
02	830 NCCC Target Asst/LTHT	8,500.00	0.00	8,500.00	0.00%	7,723.00	7,723.00
02	831 Golden Leaf Scholars	13,000.00	2,248.00	10,752.00	17.29%	0.00	0.00
02	833 NCCG	185,000.00	0.00	185,000.00	0.00%	0.00	0.00
02	834 Teacher Assistant Sch Fund	11,000.00	0.00	11,000.00	0.00%	0.00	0.00
02	835 State Aid Scholarships	120,000.00	0.00	120,000.00	0.00%	0.00	0.00
02	840 General Scholarships	147,080.00	2,250.30	144,829.70	1.53%	20,353.01	270,427.26
02	841 Endowment Scholarships	64,564.00	1,660.00	62,904.00	2.57%	2,283.46	11,580.87
05	710 Clearwire Distribution	2,150.00	0.00	2,150.00	0.00%	558.09	21,157.72
05	720 Bookstore	174,000.00	1,282.05	172,717.95	0.74%	6,487.48	691,199.61
05	730 Food Service	35,000.00	0.00	35,000.00	0.00%	5,263.91	20,138.23
05	740 Campus Access	74,400.00	2,727.52	71,672.48	3.67%	10,465.57	139,948.59
05	770 Student Activity Funds	172,820.00	31,770.38	141,049.62	18.38%	29,047.05	185,029.48
06	810 J. Wrenn Emergency Loan Fu	1,000.00	37.60	962.40	3.76%	1,272.69	43,943.67
07	910 Buildings & Grounds	1,236,832.00	125,528.00	1,111,304.00	10.15%	1,579.13	1,715,013.13
08	792 Public Radio East Endowment					58.32	67,871.23
08	850 Endowments	15,000.00	2,273.00	12,727.00	15.15%	54,351.22	1,961,323.56
Total		11,676,086.00	841,043.87	10,835,042.13	7%	609,769.55	10,108,174.40

**REQUEST FOR APPROVAL
WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS**

October 18, 2016 Board Meeting

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

Student ID #	Term	INTUI Tuition/Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	SUPBI Supply Fee Bus, Ind & Tech	LABFB Lab Fee	LABFA Lab Fee	ELOAN Emergency Loan	FA Overage	Total
XXX313	2015sp	-	-	-	-	-	-	-	-	-	-	-	570.64	570.64
XXX489	2015sp	-	-	-	-	-	-	-	-	-	-	-	878.51	878.51
XXX356	2015sp	429.59	-	20.67	10.31	6.46	-	19.38	-	-	-	-	-	486.41
XXX798	2015sp	-	-	-	-	-	-	-	-	-	-	-	855.82	855.82
XXX278	2015sp	-	-	-	-	-	-	-	-	-	-	-	964.29	964.29
XXX863	2015sp	334.90	-	16.12	8.04	5.04	-	15.10	-	-	-	-	-	379.20
XXX322	2015sp	-	-	-	-	-	731.20	-	-	-	-	-	413.08	1,144.28
XXX435	2015sp	-	-	-	-	-	-	-	-	-	-	-	838.64	838.64
XXX836	2015sp	-	-	-	-	-	-	-	-	-	-	-	342.46	342.46
XXX237	2015sp	792.96	-	38.16	19.03	11.93	-	35.77	-	-	-	-	-	897.85
XXX462	2015sp	954.04	-	45.91	22.90	14.35	1,266.92	43.04	-	-	-	-	-	2,347.16
XXX478	2015sp	432.00	-	-	16.00	-	-	30.00	-	-	-	-	-	478.00
XXX353	2015sp	-	-	-	-	-	-	-	-	-	-	-	473.34	473.34
XXX169	2015sp	-	-	-	-	-	-	-	-	-	-	-	780.85	780.85
XXX655	2015sp	286.34	-	13.78	6.87	4.31	766.73	12.92	-	-	-	-	-	1,090.95
XXX987	2015sp	371.79	-	17.89	8.92	5.59	443.19	16.78	-	-	-	-	-	864.16
XXX054	2015sp	-	-	-	-	-	-	-	-	-	-	-	410.58	410.58
XXX419	2015sp	264.12	-	12.71	6.34	3.97	-	11.92	-	-	-	-	273.15	572.21
XXX202	2015sp	-	-	-	-	-	-	-	-	-	-	-	874.39	874.39
XXX365	2015sp	89.05	-	4.29	2.14	1.34	-	4.01	-	-	-	-	700.99	801.82
XXX388	2015sp	-	-	-	-	-	-	-	-	-	-	-	645.88	645.88
XXX595	2015sp	-	-	-	-	-	-	-	-	-	-	-	225.58	225.58
XXX771	2015sp	-	-	-	-	-	-	-	-	-	-	-	271.65	271.65
XXX029	2015sp	606.43	-	29.18	14.55	9.12	-	-	-	27.37	-	-	-	686.65
XXX797	2015sp	-	-	-	-	-	-	-	-	-	-	-	568.26	568.26
XXX378	2015sp	141.34	-	6.80	3.39	2.13	-	6.38	-	-	-	-	50.35	210.39
XXX584	2015sp	940.05	-	45.24	22.58	14.14	-	-	-	42.41	-	-	-	1,064.40
XXX600	2015sp	751.28	-	36.15	18.03	11.30	-	33.90	-	-	-	-	494.73	1,345.39
XXX291	2015sp	-	-	-	-	-	-	-	-	-	-	-	307.55	307.55
XXX748	2015sp	89.95	-	4.33	2.16	1.35	-	4.06	-	-	-	-	-	101.85
XXX540	2015sp	369.63	-	17.79	8.87	5.58	16.67	-	-	-	-	-	127.42	545.94
XXX295	2015sp	271.59	-	13.07	6.52	4.08	439.54	12.26	-	-	-	-	-	747.06
XXX598	2015sp	129.01	-	6.21	3.10	1.94	-	5.81	-	-	-	-	614.86	760.93
XXX427	2015sp	-	-	-	-	-	-	-	-	-	-	-	772.22	772.22
XXX361	2015sp	-	-	-	-	-	-	-	-	-	-	-	726.00	726.00
XXX318	2015sp	1,361.30	-	65.51	20.47	32.67	-	61.42	-	-	-	-	-	1,541.37
XXX287	2015sp	491.46	-	23.65	11.80	7.39	-	22.17	-	-	-	-	46.08	602.55
XXX527	2015sp	-	-	-	-	-	-	-	-	-	-	-	417.36	417.36
XXX531	2015sp	649.07	-	31.24	15.58	9.76	-	29.28	-	-	-	-	861.63	1,596.56
XXX464	2015sp	56.84	-	2.74	1.36	0.86	-	2.56	-	-	-	-	390.85	455.21
XXX807	2015sp	-	-	-	-	-	-	-	-	-	-	-	1,037.49	1,037.49
XXX011	2015sp	-	-	-	-	-	-	-	-	-	-	-	583.21	583.21
XXX052	2015sp	252.30	-	12.14	6.06	3.79	-	11.38	-	-	-	-	57.85	343.52
XXX114	2015sp	-	-	-	-	-	-	-	-	-	-	-	578.65	578.65
XXX749	2015sp	-	-	-	-	-	-	-	-	-	-	-	672.65	672.65
XXX652	2015sp	351.54	-	16.91	8.44	5.29	-	15.88	-	-	-	-	-	398.04
XXX597	2015sp	634.78	-	30.55	15.24	9.55	-	28.63	-	-	-	-	-	718.75
XXX061	2015sp	44.21	-	2.13	1.06	0.67	-	1.99	-	-	-	-	-	50.06
XXX126	2015sp	12.88	-	-	-	-	-	-	-	-	-	-	-	12.88
XXX631	2015sp	104.00	-	-	-	-	-	-	-	-	-	-	-	104.00
XXX073	2015sp	72.00	-	4.00	2.00	1.42	-	3.75	-	-	-	-	-	83.17
XXX386	2015sp	72.00	-	-	-	-	-	-	-	-	-	-	-	72.00

XXX532	2015sp	855.27	-	41.16	20.53	12.86	-	38.58	-	-	-	-	-	968.40
XXX843	2015sp	275.52	-	13.31	6.64	4.16	-	12.48	-	-	-	-	-	312.11
XXX320	2015sp	394.25	-	18.97	9.46	5.93	-	17.79	-	-	-	-	-	446.40
XXX687	2015sp	305.69	-	14.71	7.34	4.60	-	13.79	-	-	-	-	-	346.13
XXX351	2015sp	57.56	-	2.77	1.38	0.87	-	2.60	-	-	-	-	-	65.18
XXX824	2015sp	115.11	-	5.54	2.76	1.73	-	5.19	-	-	-	-	-	130.33
XXX767	2015sp	97.05	-	4.67	2.33	1.46	-	4.38	-	-	-	-	-	109.89
XXX538	2015sp	934.40	-	44.97	22.43	14.05	-	42.16	-	-	-	-	-	1,058.01
XXX068	2015sp	741.33	-	35.68	17.79	11.15	-	33.45	-	-	-	-	-	839.40
XXX708	2015sp	127.18	-	6.12	3.05	1.91	-	5.74	-	-	-	-	-	144.00
XXX982	2015sp	256.47	-	12.34	6.16	3.86	-	11.57	-	-	-	-	-	290.40
XXX209	2015sp	151.38	-	7.28	3.63	2.28	-	6.83	-	-	-	-	-	171.40
XXX887	2015sp	54.00	-	-	-	-	-	-	-	-	-	-	-	54.00
XXX185	2015sp	164.20	-	7.90	3.94	2.47	-	7.41	-	-	-	-	-	165.92
XXX074	2015sp	166.66	-	8.02	4.00	2.51	-	7.52	-	-	-	-	-	188.71
		16,052.52	-	740.61	373.18	243.85	3,664.25	637.86	-	69.78	-	-	17,827.01	39,609.06

Parola G. Miller

Requested By

Page Vannell
Vice President For Administration

FA Issues/Withdrew Charged 25%	\$ 3,708.50	Total Collected this period	\$ 888.52
Sponsor Issues	983.40	Debt Setoff	1,195.86
WFD	-	Total Fees Paid to collection agency	1,049.81
Return 2 Title 4	34,026.73	Net proceeds	<u>\$1,034.57</u>
MISC-Chargeback, Emergency Loan	890.43		
	<u>\$ 39,609.06</u>		

YTD Write Offs July 2016-Aug 2016	\$	39,609.06
Prior Year Write Offs July 2015-Aug 2015	\$	46,034.75
120 Days past due	\$	211,909.59
Percentage of Total Accounts Receivable		1.8144%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

	31-Aug	6-May	Variance
Local Funds	\$1,361,999.51	\$1,555,858.15	-\$193,858.64
Special Funds	<u>\$7,613,708.22</u>	<u>\$8,215,514.84</u>	<u>-\$601,806.62</u>
Total	\$8,975,707.73	\$9,771,372.99	-\$795,665.26

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

	31-Aug	6-May	Variance
STIF Interest Rate:	1.123840%	0.706860%	0.416980%

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT

☐ New Project ☒ Amended Project ☐ Final – Project Close Out
Select appropriate submission

College Craven Community College

Project Name STEM Building on Havelock Campus NCCCS Project No. 2093

I. TYPE OF PROJECT:

- | | | |
|--|---|---|
| ☒ New Facility | ☐ Roof Replacement | ☐ Infrastructure Repairs |
| ☐ Renovation of Existing Facility | ☐ HVAC | ☐ Property Purchase (Land) |
| ☐ Addition to Existing Facility | ☐ Life Safety | ☐ Facility Purchase |

II. DESCRIPTION OF PROJECT:

This project for a STEM classroom building to be located on our Havelock Campus is being scaled down from the proposed 60,000 sq ft as cited in our original 3-1 submission to a one-story building with a maximum of 16,578 sq ft and parking lot expansion of 51 additional spaces. This project will primarily house our engineering program (partnership with NC State University) and Early College East.

Capital Improvement Approval Process Instructions

To establish a **New Project**

- Submit the NCCCS 3-1 identified as a "**New Project**" for State Board approval
 - The "**Project Name**" should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, "Repairs & Renovations;" "Roof Replacements," etc.
 - "**Project Description**" should be specific and not generic. Please do not use "Various Campus Renovations" or "Misc. Repairs."
 - Projects must be approved by the college's Board of Trustees. Section V should have the Board Chairman and the College President's signature.
 - For new facilities, a county representative's signature (County Manager, County Finance Officer, etc) is **required**.
 - For projects that includes county funding that is not included in the county's yearly appropriation (as shown on the College's Budget Summary), such as, bonds, special appropriations, or funds borrowed from a financial institution, a county representative's signature (County Manager, County Finance Officer, etc) is **required**.

To **Amend a Project**

To receive approval for a **funding increase/decrease**

- Submit a NCCCS 3-1 identified as "**Amended Project**"
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts.
 - Due to increased project costs and the need for additional funds, an amended 3-1 must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a final 3-1 for Project Close Out.

Project Close Out

- When the project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a "**Final – Project Close Out**" 3-1 must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.

NOTE: "**Amended Project**" and "**Final - Project Close Out**" 3-1 submissions will require approval by the State Board only when there is an increase in state funding from state funds that have not previously been approved for a capital improvement project. The Executive VP of Finance and Operations/CFO (System Office) will approve all other "**Amended Project**" and "**Final - Project Close Out**" submissions.

Page 5, Section VI

Certification 1. The County's signature is required on the "New Project" 3-1 if the county is providing the funding outside of the colleges' normal county appropriation for an R&R project.

Certification 2. The County's signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 6. NCCCS 3-1 Attachment

"Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects" is only required to be completed for "**New Facilities**".

NOTE: County signatures are not required on "**Amended Project**" or "**Final - Project Close Out**" 3-1's unless funding from county bonds has increased.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Property (Land) (Include total acreage) _____
2. Site Grading and Improvements (not in III B) _____ \$258,639
- Subtotal "A"** \$258,639

B. CONSTRUCTION

1. General Contract \$3,641,556
2. Other Contracts
Subtotal Contracts \$3,641,556
3. Designer's Fees \$396,469
4. Contingency \$117,007
5. Other Fees \$23,300
- Subtotal Fees \$536,776
- Subtotal "B"** \$4,436,971

C. OTHER COST

1. Initial Equipment (not in III B) \$500,000
Adv. Planning & Survey of
Property
2. Miscellaneous(specify) \$54,244.00 _____
3. Worked Performed by Owner _____
- Subtotal "C"** \$554,244

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$4,991,215

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... \$50,000
2. Duly Authorized Bonds - County... _____
3. Donations..... _____
4. Federal Funds..... _____
5. Other (Please identify- parking fees,
vending, rental, bookstore, etc.) _____
- Subtotal "A"** \$50,000

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM)

C. STATE EQUIPMENT FUNDS \$500,000

D. STATE FUNDS (i.e. DOT, Golden Leaf, etcetera).....

E. STATE ALLOCATION

1. Budget Code 46620 \$4,441,215
2. Budget Code _____
3. Budget Code _____
- Subtotal "E"** \$4,441,215

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$4,991,215

PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

V. CERTIFICATION BY THE BOARD OF TRUSTEES OF THE LOCAL COLLEGE

To the State Board of Community Colleges:

We, the Board of Trustees of Craven Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of NC Connect Bond State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated October 18, 2016
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

President

VI. **CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS**

County Manager/Financial Officer:

Certification 1.

I certify that I have examined this application (Project No. 2093)
from Craven Community College (college) and
if shown, county funds in the amount of \$50,000 are available for
the planning and construction of this project.

Signature _____

Title County Manager

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the
NCCCS 3-1 Attachment, Page 6) it is estimated that the college will expend an additional
\$123,641 per year in support of this new construction. I certify that this document has
been reviewed, and that the information stated herein will be shared with the proper
county officials to seek an appropriate adjustment to the college's budget as the new
facility is brought online.

Signature _____

Title County Manager

=====

VII. **CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY**

(Note: Required only for acquisition of or construction on a new site or where **federal funds** are involved. Not required for long term lease.)

I, _____ duly licensed attorney of the State of
North Carolina, do hereby certify that I have examined the public records of _____

_____ County, North Carolina, from January 1, 1925, to this date
concerning title to the property upon which the improvements set out in the foregoing
application are proposed to be made, and I find from said examination that a fee simple title
free from all claims or encumbrances, is vested in _____

by deed recorded in (specify book and page) _____

_____, in the Office of the Register of Deeds except
as noted below: (Attach copy of deed)

This, the _____ day of _____, 20____

Signature _____

**CERTIFICATION OF LOCAL BUDGET SUPPORT
ESTIMATED OPERATING/UTILITY ANNUAL COST
FOR CAPITAL IMPROVEMENT PROJECTS**

Date: 9/2/16

College: Craven Community College

Contact Name: Cindy A. Patterson

Project Name: STEM Building Proj. 2093

Project Completion Date: est. 8/15/2019

State Funds Authorized:

Local Funds Authorized:

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator) additional annual cost	\$43,250	\$44,115	\$44,997	\$45,897	\$46,815	\$45,015
Plant Maintenance additional annual cost	\$33,219	\$33,551	\$33,887	\$34,226	\$34,568	\$33,890
Other Operating Cost additional annual cost						
Electric	\$41,445	\$41,859	\$42,278	\$42,701	\$43,128	\$42,282
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$2,155	\$2,177	\$2,198	\$2,220	\$2,243	\$2,199
Telecommunications	\$250	\$253	\$255	\$258	\$260	\$255
Total Average Annual Cost (used in Section IX of the 3-1)						\$123,641

I certify that the county has reviewed this information as a part of the approval process.

County Manager/Finance Officer

3-1 Attachment

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT

☐ New Project ☒ Amended Project ☐ Final – Project Close Out
Select appropriate submission

College Craven Community College

Project Name Barker Hall First Stop Renovation NCCCS Project No. 2184

I. TYPE OF PROJECT:

- | | | |
|---|---|---|
| ☐ New Facility | ☐ Roof Replacement | ☐ Infrastructure Repairs |
| ☒ Renovation of Existing Facility | ☐ HVAC | ☐ Property Purchase (Land) |
| ☐ Addition to Existing Facility | ☐ Life Safety | ☐ Facility Purchase |

II. DESCRIPTION OF PROJECT:

This project will involve the renovation of a majority of the first floor of Barker Hall. The current space houses the academic skills center, testing center and administrative offices. The renovation enable the consolidation of services for our students. The renovated space will house enrollment services, career/transfer center, financial aid, testing, and student accounts. By bringing these services together in the same physical space it will allow us to improve the quality of service to students and other stakeholders, facilitate sharing of information, and to improve efficiency for the college.

Capital Improvement Approval Process Instructions

To establish a **New Project**

- Submit the NCCCS 3-1 identified as a **"New Project"** for State Board approval
 - The **"Project Name"** should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, "Repairs & Renovations;" "Roof Replacements," etc.
 - **"Project Description"** should be specific and not generic. Please do not use "Various Campus Renovations" or "Misc. Repairs."
 - Projects must be approved by the college's Board of Trustees. Section V should have the Board Chairman and the College President's signature.
 - For new facilities, a county representative's signature (County Manager, County Finance Officer, etc) is **required**.
 - For projects that includes county funding that is not included in the county's yearly appropriation (as shown on the College's Budget Summary), such as, bonds, special appropriations, or funds borrowed from a financial institution, a county representative's signature (County Manager, County Finance Officer, etc) is **required**.

To **Amend a Project**

To receive approval for a **funding increase/decrease**

- Submit a NCCCS 3-1 identified as **"Amended Project"**
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts.
 - Due to increased project costs and the need for additional funds, an amended 3-1 must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a final 3-1 for Project Close Out.

Project Close Out

- When the project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a **"Final – Project Close Out"** 3-1 must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.

NOTE: **"Amended Project"** and **"Final - Project Close Out"** 3-1 submissions will require approval by the State Board only when there is an increase in state funding from state funds that have not previously been approved for a capital improvement project. The Executive VP of Finance and Operations/CFO (System Office) will approve all other **"Amended Project"** and **"Final - Project Close Out"** submissions.

Page 5, Section VI

Certification 1. The County's signature is required on the "New Project" 3-1 if the county is providing the funding outside of the colleges' normal county appropriation for an R&R project.

Certification 2. The County's signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 6. NCCCS 3-1 Attachment

"Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects" is only required to be completed for **"New Facilities"**.

NOTE: County signatures are not required on **"Amended Project"** or **"Final - Project Close Out"** 3-1's unless funding from county bonds has increased.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Property (Land) (Include total acreage) _____
2. Site Grading and Improvements (not in III B) _____
- Subtotal "A"** _____

B. CONSTRUCTION

1. General Contract **\$1,038,961**
2. Other Contracts _____
- Subtotal Contracts** **\$1,038,961**
3. Designer's Fees..... **\$109,091**
4. Contingency..... **\$51,948**
5. Other Fees _____
- Subtotal Fees** **\$161,039**
- Subtotal "B"** **\$1,200,000**

C. OTHER COST

1. Initial Equipment (not in III B)..... _____
2. Miscellaneous(specify) _____
3. Worked Performed by Owner _____
- Subtotal "C"** _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) **\$1,200,000**

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... **\$160,000**
2. Duly Authorized Bonds - County... _____
3. Donations..... _____
4. Federal Funds..... _____
5. Other (Please identify- parking fees, vending, rental, bookstore, etc.) **Self supporting excess fees \$104,575**
- Subtotal "A"** **\$264,575**

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) _____

C. STATE EQUIPMENT FUNDS _____

D. STATE FUNDS (i.e. DOT, Golden Leaf, etcetera)..... _____

E. STATE ALLOCATIOIN

1. Budget Code **46620** **\$935,425**
2. Budget Code _____
3. Budget Code _____
- Subtotal "E"** **\$935,425**

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) **\$1,200,000**

PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

V. CERTIFICATION BY THE BOARD OF TRUSTEES OF THE LOCAL COLLEGE

To the State Board of Community Colleges:

We, the Board of Trustees of Craven Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$935,425 in NC Connect Bond State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated October 18, 2016

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

I certify that I have examined this application (Project No. 2184)
from Craven Community College (college) and
if shown, county funds in the amount of \$160,000 are available for
the planning and construction of this project.

Signature _____

Title County Manager

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the
NCCCS 3-1 Attachment, Page 6) it is estimated that the college will expend an additional
_____ per year in support of this new construction. I certify that this document has
been reviewed, and that the information stated herein will be shared with the proper
county officials to seek an appropriate adjustment to the college's budget as the new
facility is brought online.

Signature _____

Title _____

=====

VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY

(Note: Required only for acquisition of or construction on a new site or where **federal funds** are involved. Not required for long term lease.)

I, _____ duly licensed attorney of the State of
North Carolina, do hereby certify that I have examined the public records of _____

_____ County, North Carolina, from January 1, 1925, to this date
concerning title to the property upon which the improvements set out in the foregoing
application are proposed to be made, and I find from said examination that a fee simple title
free from all claims or encumbrances, is vested in _____

by deed recorded in (specify book and page) _____

_____, in the Office of the Register of Deeds except
as noted below: (Attach copy of deed)

This, the _____ day of _____ 20____

Signature _____

**CERTIFICATION OF LOCAL BUDGET SUPPORT
ESTIMATED OPERATING/UTILITY ANNUAL COST
FOR CAPITAL IMPROVEMENT PROJECTS**

Date:

College:

Contact Name:

Project Name:

Project Completion Date:

State Funds Authorized:

Local Funds Authorized:

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator) additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost additional annual cost						
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (used in Section IX of the 3-1)						\$0

I certify that the county has reviewed this information as a part of the approval process.

County Manager/Finance Officer

3-1 Attachment

Craven Community College Quarterly Personnel Report
June 1, 2016 – August 31, 2016

New Hires	Position Title	Effective	Monthly/Annually
Veronica Shaul	Accountant/FT Temp	7/1/16	\$3,375/\$40,500
Tracy Minchin	Senior Administrative Assistant/LAUT	7/5/16	\$2,500/\$30,000
Robert Bondurant	Lead Academic Advisor	8/1/16	\$5,000/\$60,000
Denise Horne	Executive Director of Human Resources	8/8/16	\$5,459/\$65,508
Benjamin Hogwood	English Faculty/Havelock	8/10/16	\$4,500/\$40,500
Michael Keirn	Electronics Engineering Technology Faculty	8/10/16	\$4,445/\$40,005
Terry Krupey	Aviation Systems Technology Faculty/Havelock	8/10/16	\$4,889/\$44,001
Tyler Leaser	Mathematics Faculty	8/10/16	\$4,788/\$43,092
Sammy Evans	Welding Faculty	8/11/16	\$4,778/\$43,002
Lori-Ann Sarmiento	Nursing Faculty	8/11/16	\$5,334/\$48,006
Victoria Purser	Assistant Director for Human Resources	8/29/16	\$3,750/\$45,000

Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Sylvia King	Financial Aid Advisor II	Director of Student Services/Havelock	6/15/16	\$4,167/\$50,004
Chris Coffin	Facilities Maintenance Technician II	Assistant Director of Facilities	7/1/16	\$3,625/\$43,500
Ricky Meadows	Chair, Industrial, Transport	Executive Director of Career Programs	7/1/16	\$6,338/\$76,056
Nathaniel Stout	Administrative Assistant/FT Temp	Admissions Specialist I	7/1/16	\$2,792/\$33,504
Jason Sykes	Facilities Maintenance Technician II- Grounds	Facilities Maintenance Technician III- Lead	7/1/16	\$2,580/\$30,960
Jennifer Bumgarner	Director of TRIO/Student Support Services	Executive Director of Academic Support	7/15/16	\$4,750/\$57,000
Kelly Batchelor	Broadcast Supervisor-PRE	Program Director-PRE	8/1/16	\$4,378/\$52,536
Valerie Meadows	PTA Faculty/FT Temp	PTA Faculty/FT Permanent	8/10/16	\$4,723/\$42,507
Shelby Miller	Esthetics Faculty/FT Temp	Esthetics Faculty/FT Permanent	8/10/16	\$4,167/\$37,503

Resignations/ Terminations/Retirements	Position	Effective	Reason
Richard Adamson	Academic Advisor	6/30/16	Retired
Taylor Fornes	Facilities Maintenance Technician II- Grounds	6/30/16	Resigned
Sandra King	Enrollment Services Specialist I	6/30/16	Retired
Holley Spencer	Accountant	6/30/16	Non-Renewal
Vickie Moseley-Jones	Executive Director of Human Resources/Chief Diversity Officer	8/31/16	Retired
Veronica Shaul	Accountant/FT Temp	8/31/16	Resigned
Zipporah Wooten	Administrative Assistant/Switchboard Operator	8/31/16	Resigned

Craven Community College Current Job Searches as of August 31, 2016

Administrative Assistant/Switchboard Operator	Closing Date: August 31, 2016 at 11:59 p.m.	Accepting Applications
Administrative Assistant/Career Programs	Closing Date: September 9, 2016 at 11:59 p.m.	Accepting Applications
Director TRiO- EOC	Closing Date: September 23, 2016 at 11:59 p.m.	Accepting Applications
Outreach Specialist- EOC	Closing Date: September 23, 2016 at 11:59 p.m.	Accepting Applications
PTA Coordinator/Faculty	Open Until Filled	Accepting Applications

SACSCOC SUBSTANTIVE CHANGE - BP 4.13

Legal Authority: NCGS 115D-1; NCGS 115D-5; 23 NCAC 2C .0603

Approval: January 2012

Revision: November 1, 2016

SACSCOC Substantive Change

The Board of Trustees authorizes and directs the President to ensure compliance with the Substantive Change for Accredited Institutions Policy Statement (Policy Statement) as issued by the Southern Association of Colleges and Schools - Commission on Colleges (SACSCOC). The College will notify SACSCOC of institutional and programmatic changes in a timely manner, will seek approval prior to the initiation of changes when required, and will submit a substantive change prospectus to the SACSCOC, if necessary. The President and/or the College's accreditation liaison, who shall be appointed by the President, must take such actions in accordance with the College's Substantive Change Procedure.

For the purposes of complying with the Policy Statement, a substantive change is any change that is a significant modification or expansion of the nature and scope of the College. Substantive changes include, but are not necessarily limited to:

- Any change in the established mission or objectives of the institution.
- Any change in legal status, form of control, or ownership of the institution.
- The addition of courses or programs of study at a degree or credential level different from that which is included in the institution's current accreditation or reaffirmation.
- The establishment of a branch campus.
- Closing a branch campus or institution.
- Acquiring another institution or a program or location of another institution.
- Adding a permanent location at a site where the institution is conducting a teach-out program for a closed institution.
- The addition of courses or programs that represent a significant departure, either in content or method of delivery, from those that were offered when the institution was last evaluated.
- A change from clock hours to credit hours.
- A substantial increase in the number of clock or credit hours awarded for successful completion of a program.
- The establishment of an additional location geographically apart from the main campus at which the institution offers at least 50% of an educational program.
- Entering into a collaborative academic arrangement that includes only the initiation of a dual or joint academic program with another institution.
- Closing a program or off-campus site.

- Entering into a contract by which an entity not eligible for Title IV funding offers 25% or more of one or more of the accredited institution's programs.

All substantive changes subject to the Policy Statement shall be presented to the Board of Trustees through the Academic and Student Affairs Committee. The President shall advise the Board of Trustees whether the substantive change requires approval by the Board of Trustees.

The President shall be responsible for compliance with SACSCOC directives that may be issued after a notice, request for approval, or prospectus has been presented to SACSCOC. No substantive change will be implemented until the President is satisfied that the Policy Statement requirements, including the payment of applicable SACSCOC fees, have been satisfied.

[Return to Table of Contents](#)

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2016-17 BUDGET

College	CURRENT OPERATING									PLANT FUND		CURRENT & CAPITAL TOTAL
	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	\$ 4,288,244	\$ 7,717,074	\$ 2,104,749	\$ 1,804,493	\$ 2,068,922	\$ -	\$ -	\$ -	\$ 17,983,482	\$ 772,642	\$ 109,091	\$ 18,865,215
County	\$ 552,108	\$ -	\$ -	\$ -	\$ -	\$ 2,930,840	\$ -	\$ -	\$ 3,482,948	\$ -	\$ 500,000	\$ 3,982,948
Institutional	\$ 513,517	\$ 1,061,395	\$ 244,548	\$ 38,750	\$ 570,367	\$ -	\$ 1,536,748	\$ 5,711,629	\$ 9,676,954	\$ -	\$ -	\$ 9,676,954
Total	\$ 5,353,869	\$ 8,778,469	\$ 2,349,297	\$ 1,843,243	\$ 2,639,289	\$ 2,930,840	\$ 1,536,748	\$ 5,711,629	\$ 31,143,384	\$ 772,642	\$ 609,091	\$ 32,525,117

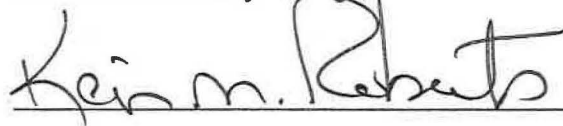
NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE BUDGET: FY 2016-17

REQUIRED BUDGET REQUEST SIGN-OFF

The attached College Budget has been reviewed and approved on

November 1, 2016 by the Board of Trustees of

Craven Community College.

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

, Chairman.

The attached College Budget has been reviewed and approved in

the amount of \$3,982,948.00 on _____, 2016

by the County Manager of Craven County.

_____, County Manager.



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Mr. George Fouts

Interim President

April 20, 2016

Dr. Raymond Staats, President
Craven Community College
800 College Court
New Bern, NC 28562

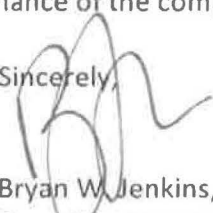
Dear Dr. Staats:

Enclosed is the final report of findings for the fiscal year 2015-2016 Compliance Review conducted at Craven Community College pursuant to North Carolina General Statute 115D-5(m). There were no material findings identified for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the 2014 -2015 reporting period.

I commend you and your staff for the excellent manner in which you followed record keeping procedures prescribed by the State Board of Community Colleges (SBCC).

Thank you for cooperating with the North Carolina Community College System (NCCCS) Compliance Services staff during the performance of the compliance review.

Sincerely,


Bryan W. Jenkins, CPA
Executive Director of Accountability & State Board Affairs

Attachment

c: Mr. Kevin Roberts, Chair, Craven CC Board of Trustees
Beth Wood, NC State Auditor
Jennifer Haygood, Executive Vice President & Chief Financial Officer
Elizabeth C. Self, Director of Accountability & Compliance Training
Nicole J. Wood, Compliance Examiner

North Carolina Community College System

Compliance Review Final Report for Craven Community College

Review Conducted: Fiscal Year 2015-2016

Records Reviewed: 2014 -2015 Reporting Period

METHODOLOGY

A compliance review was conducted at Craven Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure the data used to allocate State funds across community colleges were reported accurately for the 2014 -2015 reporting period. The review was conducted on a selected sample of the data relevant to this period.

The major components of the compliance review to be conducted during fiscal year 2015-2016 are outlined in Numbered Memorandum CC15-036 *Compliance Services Update and Review Procedures*. The scope of the compliance review includes, but is not limited to, the major components noted in CC15-036. Based on the various reviews conducted as outlined in CC15-036, additional information may be requested for clarification or to provide a clearly defined way to ensure compliance with North Carolina General Statute § 115D-5 and Title 1 of the State Board of Community Colleges Code.

FINDINGS SUMMARY

Based on the site review, no material findings were identified.

The college personnel responsible for adherence to North Carolina General Statutes and the State Board of Community Colleges Code, as well as other State Board of Community Colleges requirements, and the maintenance of curriculum and continuing education records should be commended for the accuracy and order of their record keeping systems.

The cooperation of the president and staff during the course of the compliance review was appreciated.

Submitted By: Nicole J. Wood, Compliance Examiner

Dates of Compliance Review: December 10, 2015-January 15, 2016



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Mr. George Fouts
Interim President

April 20, 2016

Dr. Raymond Staats, President
Craven Community College
800 College Court
New Bern, NC 28562

Dear Dr. Staats:

**SUBJECT: Coaching Opportunities Related to Risk Factors Identified During the
FY 2015-2016 Compliance Review, (2014-2015 Reporting Period)**

During the FY 2015-2016 Compliance Review conducted at Craven Community College, the following areas in regard to class hours reported for budget FTE were identified and discussed with college staff as possible risk factors. These are noted in a coaching report for the purpose of providing the college information so college staff may proactively address areas which pose a possible higher risk when reporting class hours for budget FTE and could lead to a material finding in future compliance reviews.

Curriculum

Recommendation CURR 1.1 Hours Scheduled Inconsistent With Combined Course Library (CCL)

College staff should put internal controls in place to ensure that class hours are scheduled based on the Combined Course Library (CCL). In reviewing curriculum records, the following factors were noted which present a higher level of risk when reporting class hours for budget FTE:

- PHM 165 NDI, Pharmacy Professional Practice, Tier 1-B, was offered Summer Semester 2014, and the class hours scheduled were inconsistent with the CCL. In discussions with college staff, it was noted that the reason the hours were not scheduled correctly was the Summer Semester 2014 schedule was copied from the same class offered Spring Semester 2014. The full spring semester class was sixteen weeks, and the full summer semester class was eleven weeks. Due to the reduced timeframe summer semester, the summer class was not scheduled based on the CCL, resulting in the over-reporting of

class hours as well as not enough hours offered for credit hours received by student enrolled in the summer semester class.

- ACA 111, College Student Success, was offered Spring Semester 2015, and the class hours scheduled were inconsistent with the CCL. In discussions with college staff, it was noted the class was scheduled for fifteen meeting dates, but class hours were reported for sixteen meeting dates.

References

1D SBCCC 400.97(1)(c) Courses and Standards for Curriculum Classes

1G SBCCC 200.93(a) Reporting of Student Hours in Membership for Curriculum Classes

See Appendix I.

Continuing Education

Recommendation CE 1.1 Calculation of Students Enrolled at Ten Percent Point

College staff should review internal procedures regarding documentation of classes with hours reported for budget FTE as well as ensure all staff involved in verification and reporting of class hours are familiar with the references noted on Appendix I to make certain the appropriate number of class hours are reported for budget FTE. This would help mitigate the risk factors noted below which were found in conducting the compliance review of continuing education records.

- EMS 3044 31737, EMT Basic, was set up as a hybrid class and offered Summer Semester 2014 with the census date miscalculated. Due to this error, a student was reported in membership who did not meet the required criteria.
- MLS 3874 33282, Notary Public Education, was set up as a regularly scheduled class and offered Summer Semester 2014, and a student was graded as incomplete in error. The student had never attended the class, and therefore class hours were reported in error.
- COS 3201 33839, Cosmetology, was set up as a regularly scheduled class and offered Fall Semester 2014, and one student was reported in membership when there was a withdrawal prior to the ten percent point of the class.

Reference

1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education
Classes

See Appendix I.

Recommendation CE 1.2 Classes offered Outside Service Area without Valid Instructional Service Agreement (ISA)

College staff should review internal procedures related to the management of college Instructional Service Agreements (ISA) and ensure all staff involved with Instructional Service Agreements at all levels are familiar with the reference noted in Appendix I as well as the internal procedures related to ISAs. Internal procedures should include a process for regularly reviewing college ISAs to ensure that agreements do not expire while classes are continuing to be held at location(s) outside of the college's designated service area. In a review of continuing education classes, the following risk factors were noted for classes offered outside of the college's designated service area:

- AVI 3012 27654, Aviation Maintenance – Airframe, and AVI 3010 27656, Aviation Maintenance – Power Plant, were offered to students at Camp Lejeune Summer Semester 2014 when that location was outside of the college's designated service area.
- AVI 3012 30917, Aviation Maintenance – Airframe, and AVI 3010 30919, Aviation Maintenance – Power Plant, were offered to students at Camp Lejeune Fall Semester 2014 when that location was outside of the college's designated service area.

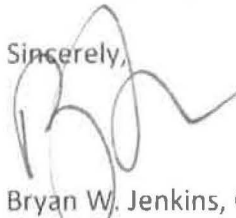
College staff should contact Coastal Carolina Community College and ensure an Instructional Service Agreement is in place if it is the intent of the college to continue to offer classes to students at Camp Lejeune, North Carolina, which is in Coastal Carolina Community College's service area.

Reference

1D SBCCC 300.97(a) Instructional Service Agreements
See Appendix I.

If you have questions, please contact me at jenkinsb@ncccommunitycolleges.edu or by telephone at 919/807-7147. Thank you for cooperating with the North Carolina Community College System Compliance Services staff during the performance of the review.

Sincerely,



Bryan W. Jenkins, CPA
Executive Director of Accountability & State Board Affairs

c: Jennifer Haygood, Executive Vice President & Chief Financial Officer
Elizabeth C. Self, Director of Accountability & Compliance Training
Nicole J. Wood, Compliance Examiner

Craven Community College
APPENDIX I
References

Curriculum

1D SBCCC 400.97 (1)(c) Courses and Standards for Curriculum Classes

The Combined Course Library and curriculum standards for associate degree, diploma, and certificate programs shall be as follows:

- (1) Combined Course Library Curriculum Courses.
 - (a) The Combined Course Library shall contain the following elements for all curriculum program credit courses approved for the North Carolina Community College System.
 - (i) Course prefix;
 - (ii) Course number;
 - (iii) Course title;
 - (iv) Classroom hours and laboratory, clinical, and work experience contact hours, if applicable;
 - (v) Credit hours;
 - (vi) Prerequisites and corequisites, if applicable; and
 - (vii) Course description consisting of three sentences.
 - ...
 - (c) A college shall use the course information (prefix; number; title; classroom, laboratory, clinical, and work experience contact hours; credit hours; prerequisites and corequisites; and course description) as listed in the Combined Course Library.

1G SBCCC 200.93(a) Reporting of Student Hours in Membership for Curriculum Classes

- (a) Academic Semester. The academic semester for all credit courses shall be designed so that all classes may be scheduled to include the number of instructional hours shown in the college catalog and the approved curriculum program of study compliance document and reported for FTE purposes (see 1D SBCCC 400.95(a) and 1H SBCCC 200.87(a)(3)). Instructional hours include scheduled class and laboratory sessions as well as examination sessions. Length of semesters or courses may vary as long as credit hours are assigned consistent with 1G SBCCC 100.1 and as long as membership hours are reported consistent with the other provisions of this Rule. Also, note 1G SBCCC 200.99 which identifies the reporting periods for submission of Institution Class Reports.

Craven Community College
APPENDIX I
References

Continuing Education

**1G SBCCC 200.94(a)(c) Reporting of Student Hours in Membership for Continuing Education
Classes**

(a) Regularly Scheduled Classes.

- (1) **Definition of Regularly Scheduled Class.** A class is considered to be regularly scheduled if it meets all of the following criteria:
 - (A) Assigned definite beginning and ending time;
 - (B) Specific predetermined days and time the class meets;
 - (C) Specific schedule is included on the Institution Master Schedule or other official college documents;
 - (D) Class hours are assigned consistent with State Board approval and official college documents; and
 - (E) Identified class time and dates are the same for all students registered for the class excluding clinical or work experience:
 - (i) Classes which have a regularly scheduled lecture section and a non-regularly scheduled laboratory section will satisfy the criteria. The census date (10% point) shall be determined from the regularly scheduled portion of the class. Verification of student participation in the laboratory section of the class shall be available for review; or
 - (ii) A student is considered absent if that student did not attend during the specified times or days the class was scheduled to meet.
- (2) **Definition of Student Membership.** A student is considered to be in class membership when the student meets all of the following criteria:
 - (A) Enrolled as evidenced by payment of the applicable registration fees, or obtained a waiver as defined in Paragraph (a) of Rule 1E SBCCC 400.99.
 - (B) Attended one or more classes held prior to or on the 10 percent point in the class; and
 - (C) Has not withdrawn or dropped the class prior to or on the 10 percent point of the class.
- (3) **Student Membership Hour.** A student membership hour is one hour of scheduled class or laboratory for which the student is enrolled. A college shall provide a minimum of 50 minutes of instruction for each scheduled class hour. A college shall not report more hours per student than the number of class hours scheduled in official college documents. Colleges shall not report more hours per student than the number of hours specified in the instructor's contract.
- (4) **Calculation of Student Membership Hours for Regularly Scheduled Classes.** Student membership hours are obtained by multiplying the number of students in membership at the 10 percent point in the class by the total number of hours the class is scheduled to meet as stated in official college documents.

Craven Community College
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- (5) Maintenance of Records of Student Membership Hours. Accurate attendance records shall be maintained for each class. Attendance records shall be signed by the instructor or lead instructor, verifying their accuracy, and shall be maintained by the college until released from all audits as provided in the Public Records Retention & Disposition Schedule for Institutions in the Community College System. Student membership hours shall be summarized in the Institution's Class Report and certified by the president or designee. ...
- (c) Classes Identified as Extension Non-Traditional Delivery.
 - (1) Definition. Due to the methodology by which instruction is delivered, non-traditional delivery classes are not consistent with the definitions of regularly scheduled or non-regularly scheduled classes described in this Rule. Non-traditional delivery classes are defined as those classes which are offered through media such as internet, telecourses, videocassette, and other electronic media excluding classes offered via the North Carolina Information Highway.
 - (2) For those classes identified as non-traditional delivery, student attendance in class or in an orientation session, submission of a written assignment or a submission of examination is the basis for the determination of class membership at the 10 percent point of the class. Student membership hours in such classes shall be calculated by multiplying the number of students in membership, as defined in the prior sentence, times the number of instructional hours delivered which are determined as follows:
 - (A) Determine the number of hours of instruction delivered via non-traditional delivery; and
 - (B) Add the number of hours of class meetings.

1D SBCCC 300.97(a) Instructional Service Agreements

(a) Level One Instructional Service Agreement.

- (1) A college may offer continuing education courses in an area assigned to another college by providing a written, level one instructional service agreement under the following conditions:
 - (A) Resources are solely provided by the college requesting permission to enter into another college's service area; and
 - (B) The requesting college does not share the FTE with the other college(s).
For the purposes of this rule, "an area assigned to another college" shall include an online class that is set up to specifically target students in another college's service area.
- (2) The level one instructional service agreement shall:
 - (A) Be approved by each local board of trustees unless the board has delegated authority to the president to enter into level one instructional service agreements;
 - (B) Be signed by the presidents of each participating college;
 - (C) Specify the course(s) or program(s) to be delivered into the other college's service area;

Craven Community College
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- (D) Specify the plan for delivery of the instruction;
- (E) Specify the conditions and time frame for termination of the agreement; and
- (F) Be maintained on file at all colleges involved for audit purposes.

NAMING HONORS - BP 7.4

Legal Authority: NCGS 115D-14; NCGS 115D-15; NCGS 115D-20

Approval: April 19, 2011

Revision: November 1, 2016

The Board of Trustees, upon recommendation by the President of the College, may elect to memorialize individuals, groups, or entities, through the naming of campus buildings, rooms, spaces, or exhibits. This Policy provides overall guidance for such designations. The President of the College is authorized to develop and maintain procedures to implement this Policy.

RATIONALE FOR NAMING DESIGNATIONS

1. A singular contribution of time or talent that has had a significant positive impact on the institution over an extended period of years. For example, Kelso and Brock Halls are named in honor of the college's first Chair of the Board of Trustees, and the college's first president, respectively.
2. All or a significant portion of the cost of construction or renovation of a facility, room, space, or exhibit. The President of the College shall develop consistent contribution thresholds for naming recommendations.

PERMANENCY OF NAMES

1. In general, a name designation will be maintained throughout the useful life of the facility, room, space, or exhibit.
 - a. Demolition or major renovation shall terminate the designation. The Board, however, in its judgment, may elect to transfer the name to another commensurate and appropriate location.
 - b. In the case of a renovation, the original benefactor, when practical, may be given the opportunity to offer an appropriate gift to the college for the purpose of sustaining the name designation, prior to the consideration by the Board of naming gifts from other benefactors.

2. For gifts from a corporation, trade, or professional organization, the Board of Trustees may elect to make a naming designation for a specified length of time, subject to conditions agreed upon between the benefactor and the college. In such case, the designation shall automatically terminate upon the end of the agreed period or upon breach of the agreement by the benefactor.
3. The Board may elect to remove a naming designation, at its sole and final judgment, in the event of,
 - a. A legal, moral or ethical impropriety on the part of the benefactor or its successors that brings public disgrace to the college,
 - b. The dissolution of the benefactor corporate, trade, or professional organization that renders the named designation moot or inappropriate, or,
 - c. The verified request of the benefactor.

CRAVEN COMMUNITY COLLEGE Foundation

October 20, 2016

Board of Directors

Jacqueline B. Atkinson
Sallie Hume Baxter
J. Brent Davis
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Foundation Staff

Charles Wethington, *Executive Director
of Institutional Advancement*
Jennifer Baer, *Director,
Lifetime Learning Center and
Community Outreach*
Tanya P. Roberts, *Executive Assistant*

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Fax: (252) 638-4232

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

Craven Community College Board of Trustees,

The Craven Community College Foundation Board of Directors met on August 10, 2016 and voted unanimously to recommend the following individuals to serve on the Foundation Board:

- Sabrina Bengel – Owner, Bengel Hospitality
- Susan Forbes – President, Forbes News Agency
- Tyler Harris – Director, Community Plans & Liaison, MCAS Cherry Point (retired)
- Marjorie Russell – Community Member
- Greg Smith – Owner, Mitchell Hardware

Pending approval by the Foundation Board of Directors at the October 26, 2016 meeting, we also recommend the following individual to serve on the Foundation Board:

- Brenda George – NCGA Attorney, retired

In accordance with the Foundation Bylaws, Foundation Directors must be ratified by the Craven Community College Board of Trustees. The enclosed document provides greater details on each of these candidates.

We hereby respectfully submit these candidates and request approval by the Craven Community College Board of Trustees.

Sincerely,



Lloyd Griffith, President
CCC Foundation



Charles Wethington, Executive Director
Institutional Advancement

ENC



Prospective New Board Members – 2016

Sabrina Bengel

Owner, Bengel Hospitality

Sabrina has served as alderman of the City of New Bern, representing the First Ward. She also served as Mayor Pro-Tem. She played a key role in the development and building of the New Bern Riverfront Convention Center. She also conceived and organized BBQ in Blue Jeans, New Bern Firemen's Museum's annual fundraiser. In 2012, Sabrina was appointed to the North Carolina Travel & Tourism Board of Directors by Governor Pat McCrory. Sabrina has served as a board member of East Carolina University Alumni Association, New Bern Area Chamber of Commerce, Craven Arts Council, and the CarolinaEast Medical Center Foundation. She also previously served as a member of the Craven Community College Foundation. She was named Woman of Achievement by the North Carolina Federation of Women's Club in 2011. Sabrina's initiatives have always been to market and promote downtown New Bern.

Local residents and tourists alike have likely dined at Baker's Kitchen, Lawson's Landing and Ribeyes Steakhouse, all owned and operated by Bengel Hospitality. She has been an active member in committees and organizations, including Craven County Tourism Development Authority Board (chair), Swiss Bear Downtown Development Corporation (board member), and the New Bern Breakfast Rotary Club, where she served for three years as the Chair of the Christmas Gala that raised funds for many local nonprofits in New Bern.

Susan Forbes

Forbes News Agency

Susan Forbes is a media and crisis communications strategist, with more than 20 years of experience in broadcast journalism and media relations. Her ten-year career as a network television producer at CNN has helped her clients secure media coverage in more than 120 countries since 2002.

Her productions have aired on AP Television News, BBC World Service, CNN, CNN International, CNN en Español, Lebanese Broadcasting Corporation, Middle East Broadcasting, TV Azteca, United Nations Television, and Voice of America, among others. She has served as a senior media relations strategist and producer for the Centers for Disease Control and Prevention (CDC), TenCate USA, the office of the U.S. Surgeon General, United Nations Television, World Bank, and World Health Organization.

Susan recently moved to New Bern with her fiancé, Lee Johnson, Executive Director of Tryon Palace.

Brenda George

NC General Assembly attorney (Retired)

Brenda George was a staff attorney and principal legislative analyst for the NC General Assembly from 1988 to 2014. During this time, she was in the non-partisan Research Division of the legislature, serving as counsel to standing and special committees of the House and Senate; she drafted, analyzed, critiqued and interpreted proposed legislation and prepared detailed comparative analysis of successive versions of complex legislation; was the lead attorney for the legislature's Special Committee on Prisons that led to formation of the NC Sentencing and Policy Advisory Commission and Subsequent implementation of the state's Structured Sentencing plan for punishment of convicted criminal defendants; and she has expertise in alcoholic beverage control, motor vehicle law and information technology.

Brenda is a member of the Wilson Temple United Methodist Church in Raleigh, the New Bern Alumnae Chapter of Delta Sigma Theta Sorority and the New Bern Historical Society. She is married to Bernard George, a retired city planner and a native New Bernian.

Tyler B. Harris

Director, Community Plans & Liaison, MCAS Cherry Point (Retired)

Tyler Harris was born and raised in New Bern, NC. He graduated from East Carolina University with a BA in Political Science and degree in Urban and Regional Planning.

In 1974, he accepted the position of Craven County Planning Director. He was then appointed as Assistant County Manager and later served as County Manager for nine years. With a long time connection in the quad county area, he was selected as the Community Planner for MCAS Cherry Point in 1993.

Tyler was a federal civil service employee for 21 years at MCAS Cherry Point and worked with the Commanding and Executive Officers with regards to community matters, advising them of current issues and local concerns.

Within the local community government, he maintained close associations with local Mayors, County Commissioners, City/County Managers, Planners, four Chambers of Commerce and their Military Affairs Committees (MAC) in association with their support of Active Duty and military family members of MCAS Cherry Point.

Marjorie Russell

Marjorie was born in west Craven County, attended Craven County schools and graduated from Farm Life High School. She worked in an orphanage as a house parent at Presbyterian Homes for Children and was accepted in the first radiology class at Lenoir Memorial Hospital. She went to work with three orthopedic surgeons in private practice for about 20 years and worked at PhysiciansEast for five years. Before retiring, she mentored and let students shadow her as an x-ray tech for 7 years.

Today, Marjorie enjoys history, traveling, reading, going to the beach and gardening in her flower beds.

Greg Smith

Owner and Manager, Mitchell Hardware

Greg, the store and its employees are active in the community and support many local causes. Mitchell Hardware has sponsored or supported causes such as the Coastal Women's Shelter's annual "Operation Jammies" drive, the Lion's Club annual "Broom Sale" supporting the visually impaired in Craven and Pamlico counties, the local Boy Scouts of America, and the New Bern Fireman's Museum, to name a few. The store also sells tickets for dozens of annual events that benefit numerous organizations. Greg is the consummate ambassador for downtown New Bern and has been a tireless advocate for its revitalization and continued economic vitality. Greg chairs the Downtown Business Council, is the immediate past president of the New Bern Area Chamber of Commerce, and has enthusiastically helped lead a wide variety of community events such as the 300th anniversary parade. Mitchell Hardware was the recipient of the Excellence in Business Leadership Award at the foundation's 2014 Community Fabric Awards.



**Craven Community College Foundation Board Members
2016-2017**

Jacqueline Atkinson
Sallie Baxter
Sabrina Bengel *
Brent Davis
David Dysinger
Susan Forbes *
William Fuller
Brenda George *
Lloyd Griffith, President
John Haroldson
Tyler Harris *
Mary Lou Infinito
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Janet Lamb
Linda MacDonald, Director Emeritus
David McFadyen, Jr.
Ashley Martin
Stephen Nuckolls, Director Emeritus
Jeff Quinn
Richard Reingold
Kevin Roberts, Ex officio voting member
Marjorie Russell *
Anne Schout
Jonathan Segal
Tammy Sherron
Greg Smith *
Dr. Ray Staats, President, Ex officio voting member
Nancy Stallings
Linster Strayhorn, III
Dr. Page Varnell, Vice President for Administration, Treasurer
Amy Wang
Craig Warren
Helmut Weisser
Charles Wethington, Executive Director of Institutional Advancement, Secretary
Jeff Williams, Vice President/President Elect
Yvonne Wold

*pending Board of Trustee's approval

**BOARD OF TRUSTEES
PROFESSIONAL DEVELOPMENT PRIORITIES
2016-2019**

	DATES	LOCATION	ATTENDEES	ATTENDEES	ATTENDEES	ATTENDEES
FY 2016-17 Schedule						
ACCT Legislative Summit	2/13-16/17	Washington, DC	Dacey	Tyson		
NCACCT Law/Legislative	3/29-31/17	Raleigh, NC	Cella	Roberts	Taylor	Staats
AACC 97th Conference	4/22-25/17	New Orleans, LA	Morris	Roberts	Staats	

FY 2017-18 Priorities						
Chadwick						
Crow						
Mattocks						
NCACCT Leadership	8/23-25/17	Wilmington, NC	Knight	Leahy	Morris	Tyson

FY 2018-19 Priorities						
Leahy						
Knight						
Wilson						

Must Attend After Appointment or Reappointment

Must Attend if Reappointed

FACILITY PROJECTS

First Street Workforce Development Center (WDC). The City of New Bern (Ms. Cindy Blot) received a \$549K Golden LEAF grant that will jump start the project. Over the summer, New Bern Aldermen approved the site permit for the project. The City is awaiting EDA response on their \$1.4M grant application which was submitted in June. If the grant is awarded, we anticipate construction to begin in time for the College to begin offering instruction by January 2018.

STEM Building. Design specifications are in work.

First Stop. Design specifications are in work.

COLLEGE LEADERSHIP

Denise Horne officially took the reins as the College's new Human Resources Executive Director on September 1.

ACCREDITATION

The SACSCOC Reaffirmation On-Site Committee visited October 3-6. It was a very successful visit, and we received the committee's preliminary report. The committee cited five standards that will require our response prior to the final accreditation decision next June. Two standards, 3.1.1.2 and 3.1.1.3, concern assessment processes for Administrative and Student support, respectively. We will apply the lessons learned last year for Standard 3.1.1.1, Student Learning Outcomes, which is now cited as a model process. Two standards, 3.3.2.a and 3.3.2.b, apply to our Quality Enhancement Plan (QEP). The committee requires more detailed documentation of our execution planning from initiation and completion, along with more development of our assessment plan. Finally, Standard 3.8.3 is cited with respect to professional staff manning at the Havelock branch library.

All five of the standards will be readily addressed. Our Institutional Effectiveness team will prepare the response, which is due to SACSCOC on March 6, 2017.

GRANTS

The College received three significant grants during the past several months, all of which support our student services mission.

The College received a follow-on five year grant (first grant awarded in 2011) of \$1.1M for TRIO Student Support Services. The grant provide opportunities for academic development, assist students with basic college requirements, and to motivate students toward the successful completion of their postsecondary education. The goal of SSS is to increase the college retention and graduation rates of its participants.

The second TRIO grant awarded was \$1.2M for the Educational Opportunity Centers program. It will provides counseling and information on college admissions to qualified adults who want to enter or continue a program of postsecondary education. The program also provides services to improve the financial and economic literacy of participants. An important objective of the program is to counsel participants on financial aid options, including basic financial planning skills, and to assist in the application process. The goal of the EOC program is to increase the number of adult participants who enroll in postsecondary education institutions.

Most recently, the College was awarded a \$1.74 million, 5-year, Title III "Connect 2 Success" grant. The grant will provide resources such as tutoring and advising that will greatly assist students to persist and complete their programs of study. The addition of the Title III funding compliments our Quality Enhancement Plan—Advising, Community, Engagement.

ADULT ENRICHMENT PROGRAM

We kicked off the Adult Enrichment program, under Ms. Susan Moffat-Thomas' leadership, in September. The community response has been excellent. To date we've offered more than 20 courses attended by more than 100 students. Our marketing to date has been largely word-of-mouth. As the programming and our marketing tools mature, we expect a great deal of growth and continued success.

HURRICANE MATTHEW

The College fared well during the onset of Hurricane Matthew on Oct 8-9. Small debris and branches were the only visible effects on the two campuses, plus the Havelock campus experienced a power outage that was restored on Oct 10. However, the College remained closed the week of Oct 10-14 for two reasons. First, severe flooding in the north and western parts of Craven County made travel hazardous and power wasn't restored in some areas until Wednesday, which affected a significant number of faculty, staff, and students. Second, Craven County Schools were also closed through the week, generating logistical issues for employees, and impacting the ability of Early College and College and Career Promise to attend classes.

Our "B" term was slated to begin on Wed, Oct 12, and we delayed this start until Tue, Oct 18, and we extended the registration period accordingly. Early analysis of fall semester FTE indicates the storm ultimately had a minimal impact to the number of students registering for classes. The minimized impact was due in very large part to the flexibility of the College team working extended hours on Oct 17-18 to process registrations.

FOUNDATION

At the August (delayed from July) meeting, Mr. Lloyd Griffith accepted the gavel as the Craven CC Foundation's 17th President, succeeding Mr. Jon Segal.

The Wine & Chocolate event on Sep 27 was a resounding success. There were 109 community members in attendance and the event raised approximately \$8000! Special thanks are deserved for Anne Schout, Janet Lamb and the Foundation for a very well executed event!

CRAVEN **COMMUNITY COLLEGE** **Foundation**

November 2016

Board of Directors

Jacqueline B. Atkinson
Sallie Hume Baxter
J. Brent Davis
David Dysinger
William T. Fuller
Lloyd Griffith, *President*
John O. Haroldson
Mary Lou Infinito
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Janet Lamb
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Fax: (252) 638-4232

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

Thank you for the invitation to report on the work of your Foundation. I am Lloyd Griffith, President of the Foundation, Parish Associate of First Presbyterian Church and former Director of Camp Sea Gull in Arapahoe.

The Foundation is excited to welcome Charles Wethington as the Executive Director of Institutional Advancement. Charles is no stranger to the Craven family having worked with Public Radio East for over 26 years. He transitioned from his role as General Manager to the Foundation September 1st.

Our Lifetime Learning Center led by Jennifer Baer is off another great season providing many opportunities for travel and growth in our community. This educational outreach has been extended by the Foundation's financial support of the resurrection of the Adult Enrichment Program led by Susan Moffat-Thomas. She has already established an exciting list of special interest courses that started last month.

The Foundation's Annual Campaign for scholarships and enrichment grants is well underway. David Bucksot and Joshua Crouse are Honorary Co-Chairs of this year's campus phase of the Campaign. David began his engineering studies this fall and hopes to continue his studies in neuroscience and psychiatry with a goal of helping others as a physician. Joshua, a former Marine who both works and goes to school full time, plans to further his education at East Carolina University following his graduation from Craven. The Campus Campaign consists of gifts from faculty and staff of Craven Community College, as well as members of the Foundation Board and the College Trustees.

W. David McFadyen, Jr. (CCC alum and former District Attorney) is this year's Chair of the community phase of the Campaign. The Foundation Community Campaign letters were mailed September 30th to over 3,000 families in Craven County. Last year's Campaign raised nearly \$300,000 for 470 scholarships. The need is great and we would like to do even better this year!

The "Fall for Wine & Chocolate" event was attended by over 100 individuals. This first time event was a pairing of wines and chocolates led by Chef Sadrudin Abdullah at the New Bern Golf and Country Club on September 27th. Through the support of generous sponsors (Hearne's Fine Jewelry, Envee Spa

and Thornbury Brides) and proceeds from attendees, the event netted over \$8,000 in support of the General Scholarship Fund of the Foundation.

The Foundation is gearing up for its 7th Annual Community Fabric Awards (CFA). It is scheduled for Tuesday, April 18th. Please be sure to mark this on your calendar.

Thank you for approving the nominees for the Foundation. Attached to the agenda is a list of the current members of the Foundation. These individuals do a great job in supporting the mission of the College and raising the funds needed for the Foundation in support of our students.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Lloyd Griffith", written in a cursive style.

Lloyd Griffith, President