

# AGENDA

**CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
DECEMBER 10, 2019**

**5:30 pm – Meeting in the Ward Boardroom, New Bern Campus**

- |       |  |                              |
|-------|--|------------------------------|
| I.    | Call to Order  | <i>Allison Morris, Chair</i> |
| II.   | Administrative Items   |                              |
|       | (1) Roll Call  | <i>Ray Staats, Secretary</i> |
|       | (2) Agenda Review and Adoption ( <i>motion</i> )                                       | <i>Allison Morris</i>        |
|       | (3) Conflict of Interest Declaration   | <i>Allison Morris</i>        |
|       | (4) Public Comment   | <i>Allison Morris</i>        |
| III.  | Consent Agenda ( <i>motion</i> )   | <i>Allison Morris</i>        |
|       | (1) Approve Board of Trustees Meeting Minutes (October 15, 2019)                       |                              |
| IV.   | Financial Reports  | <i>Jim Millard, VP</i>       |
|       | (1) FY 2019-20 1 <sup>st</sup> Quarter Financial Report (Jul-Sep)( <i>motion</i> )     |                              |
|       | (2) Write-Offs and Uncollectable Accounts ( <i>motion</i> )                            |                              |
|       | (3) Cash Balances ( <i>info</i> )  |                              |
| V.    | Personnel Report FY 2019-20 1 <sup>st</sup> Quarter ( <i>info</i> )                    | <i>Jim Millard</i>           |
| VI.   | Facilities Report FY 2019-20 1 <sup>st</sup> Quarter ( <i>info</i> )                   | <i>Jim Millard</i>           |
| VII.  | Strategic Plan: Goal #4 Progress Report ( <i>info</i> )                                | <i>Ray Staats, President</i> |
| VIII. | Old Business   |                              |
|       | (1) Barker Hall/First Stop (Project 2184) NCCCS 3-1 Close-Out Report ( <i>motion</i> ) | <i>Jim Millard</i>           |
|       | (2) National League for Nursing Pre-Certification Status Awarded ( <i>info</i> )       | <i>Kathleen Gallman, VP</i>  |
| IX.   | New Business   |                              |
|       | (1) Proposed Leases for Expansion of the Volt Complex ( <i>info</i> )                  | <i>Ray Staats</i>            |
|       | (a) Small Business Center  |                              |
|       | (b) Former City Garage   |                              |
|       | (2) National Council for Marketing & Public Relations Awards ( <i>info</i> )           | <i>Gery Boucher, VP</i>      |

- X. Reports
  - (1) President
  - (2) Attorney
  - (3) Chair

*Ray Staats*  
*Jamie Norment*  
*Allison Morris*

- XI. Adjournment

*Allison Morris*

**CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
ROLL CALL**

**December 10, 2019**

Mr. Steve Cella

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Carol Mattocks

Ms. Allison Morris

Dr. Ervin Patrick

Mr. Kevin Roberts

Dr. Robin Schaefer

Mr. Bill Taylor

Mr. Tabari Wallace

Mr. Whit Whitley

Ms. Brenda Wilson

Ms. Grace Beauchamp, Student Trustee (ex officio)

Mr. Jeff Williams, CCC Foundation President (ex officio)

**Agenda Review/Conflict of Interest Declarations**

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

CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING MINUTES  
OCTOBER 15, 2019

The Craven Community College Board of Trustees met on Tuesday, October 15, 2019, in the Ward Boardroom of the Brock Administration Building on the New Bern campus, with Board Chair Allison Morris presiding. The meeting was called to order at 6:05 pm.

Roll Call

President Raymond Staats called the roll.

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

Voting members absent were: Ms. Jennifer Dacey, Mr. Tabari Wallace

Ex Officio members present were: Ms. Grace Beauchamp, Student Trustee and Mr. Jeff Williams, CCC Foundation Board President

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

Chair Morris declared a quorum present for the meeting.

Agenda Review and Adoption

Chair Morris reviewed the agenda (attached). Trustee Wilson motioned to accept the revised agenda as presented; Trustee Roberts seconded the motion and the motion was unanimously approved.

Conflict of Interest Declaration

Chair Morris read the conflict of interest statement. Members noted no conflicts.

Public Comment

Chair Morris called for public comment and none was expressed.

#### Consent Agenda

Trustee Knight motioned to accept the minutes (attached) of the August 20, 2019 meeting as presented; Trustee Mattocks seconded the motion and the motion passed unanimously.

#### Student Services and Fall Enrollment Report

VP Gery Boucher compared curriculum enrollment from Fall 2018 to Fall 2019 showing a 1.1% gain in full-time-equivalent (FTE). He also noted several services offered by Student Services to enhance the campus experience for current and new students (full report attached).

#### Old Business

None noted

#### New Business

*Annual Security Report:* For informational purposes, VP Millard highlighted the annual security report, noting no incidents in 2018. The entire annual report can be found on the college website ([http://cravencc.edu/wp-content/uploads/admin/annual\\_security\\_report.pdf](http://cravencc.edu/wp-content/uploads/admin/annual_security_report.pdf)).

*Academic Support Center Project Bidding Delegation of Authority:* President Staats outlined the tentative timeline: 30-day bid process to start on or about 11.15.19 with a projected bid date hear 12.15.19. The bid date is after the December Board of Trustees meeting, resulting in a delay to begin the project until the Board meets again in February 2020. President Staats asked the Board to delegate authority to the President, in consultation with the Board Chair (Morris) and the past Board Chair (Taylor), to award the bid. Trustee Patrick motioned to delegate authority as requested. Trustee Roberts seconded the motion and the motion passed unanimously.

*BLET Program Re-Accreditation:* VP Gallman announced the 5-year re-accreditation of the following criminal justice training programs: Instructor, Speed Measuring Instrument, and Basic Law Enforcement. No deficiencies were noted in the renewal audit. Renewal accreditation will expire 11.14.24.

*NCSEAA Program Review Final Determination:* President Staats noted there were no compliance issues found in the recent audit by the North Carolina State Education Assistance Authority (NCSEAA). The audit reviewed the college's use of State education lottery scholarship funds for academic years 2015-2016 and 2016-2017.

### Reports

*President:* President Staats shared a draft of the dedication plaque for the Science, Technology, Engineering and Mathematics (STEM) Center asking for feedback on the design. A similarly designed plaque for the Volt Center will be coordinated with the City of New Bern. He invited all trustees to attend the October 22<sup>nd</sup> New Bern Chamber Business Before Hours at the Volt Center beginning at 7:30 am. The House passed SB 61, a community college "mini budget," that contains all of the community college items that were included in the budget, HB 966, except for salary increases and capital funding (being addressed in separate bills). SB 61 goes to the Senate next. If the bill passes the Senate, it will go next to The Governor. President Staats welcomed SGA President Grace Beauchamp to her first meeting as Student Trustee.

*Attorney:* No report.

*Chair:* Chair Morris announced that her intent is to attend the WFD Conference in January 2020 along with Trustees Roberts and Taylor, President Staats and VP Boucher.

*Student Trustee:* SGA President Grace Beauchamp shared an updated report (attached) from last month.

*Foundation President:* Jeff Williams, President of the Craven CC Foundation Board of Directors, touched on key points from his attached report, specifically noting the success of this year's campus campaign as contributions continue to arrive. The 2020 Community Fabrics Award will be held at the New Bern Riverfront Convention Center on April 28, 2020.

Craven Community College  
Board of Trustees Meeting Minutes  
October 15, 2019  
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Adjournment

With no further business to be presented, Chair Morris adjourned the meeting at 6:36 pm.

Respectfully submitted:



Allison R. Morris, Chair  
December 10, 2019



Raymond W. Staats, Secretary  
December 10, 2019

ce 10/16/19







**Craven Community College  
Institutional Funds Budget  
As of September 30, 2019 - 25% of the Year**

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending					-	7,861.62
00	130 Title IX/Cleary	28,581.00	6,994.97	21,586.03	24%	-	66,918.01
01	133 Discretionary	78,576.00	5,653.18	72,922.82	7%	1,231.78	119,351.09
01	134 Unrestricted Overhead Receipts	12,286.00	-	12,286.00	0%	1,583.06	47,359.70
01	136 Foundation	352,433.00	61,603.50	290,829.50	17%	56,999.14	347,225.28
01	137 Financial Aid Matching	12,298.00	387.56	11,910.44	3%	-	(387.56)
01	221 Applied Music	2,571.00	(75.00)	2,646.00	-3%	2,004.45	20,373.91
01	227 Extra Curricular Activities	38,544.00	19,860.94	18,683.06	52%	689.50	23,443.77
01	250 Curriculum-Self Supporting	23,970.00	-	23,970.00	0%	1,899.85	107,598.73
01	312 Fire College	-	-	-	0%	52.93	11,865.50
01	340 WFD-Self Supporting	443,452.00	66,630.93	376,821.07	15%	65,395.94	967,282.83
01	411 Learning Resource Center	1,190.00	-	1,190.00	0%	279.15	24,544.43
01	460 Customized Ind Train Support	10,676.00	4,421.15	6,254.85	41%	495.89	44,746.15
01	461 Small Business Support Fund	-	-	-	0%	0.54	123.43
01	610 VOLT Center	48,894.00	-	48,894.00	0%	12,335.71	109,215.94
02	131 College Work Study	90,217.00	15,991.24	74,225.76	18%	15,991.24	-
02	134 Restricted Overhead Receipts	78,727.00	10,704.18	68,022.82	14%	4,787.26	144,747.14
02	138 Returned Check Fee Fund	935.00	4.00	931.00	0%	217.26	19,881.16
02	220 NCSU Engineering	205,184.00	13,160.82	192,023.18	6%	795.55	170,272.95
02	227 ENCORE	17,069.00	1,338.13	15,730.87	8%	11.36	1,615.16
02	228 Grants -NSF SEAS/Bosch/NCCF	410,736.00	35,581.29	375,154.71	9%	25,478.97	274,783.43
02	291 Specific Fees - Lab/DE/ASC	546,739.00	120,059.03	426,679.97	22%	270,861.56	2,243,266.11
02	292 System-Wide Fees-Comp Tech	284,834.00	59,611.73	225,222.27	21%	92,302.11	1,917,187.84
02	293 Patron Fees	34,634.00	7,314.39	27,319.61	21%	6,682.20	293,550.03
02	314 Grants - Workforce Development/BS	440,638.00	-	440,638.00	0%	5.12	4,122.90
02	392 System-Wide Fees - WFD Comp	170.00	-	170.00	0%	40.40	9,078.92
02	521 C-Step Grant	12,500.00	322.84	12,177.16	3%	11,533.50	12,177.16
02	531 Professional Liability Ins	10,358.00	6,760.00	3,598.00	65%	2,565.25	25,280.17
02	532 Student Insurance	7,419.00	-	7,419.00	0%	2,462.83	1,662.69
02	533 Transcript Fees	49,339.00	1,537.49	47,801.51	3%	11,285.51	251,747.46

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	534 TRIO/Title III Grants	481,184.00	133,207.96	347,976.04	28%	87,665.92	(73,391.32)
02	790 Orringer Hall Fund	10,672.00	-	10,672.00	0%	1,739.74	41,239.60
02	791 Public Radio East	921,011.00	266,479.56	654,531.44	29%	107,202.88	(176,537.91)
02	795 Career Fair	-	-	-	0%	2.56	571.22
02	796 Testing Centers	13,177.00	70.64	13,106.36	1%	2,307.86	56,182.29
02	797 Public Radio East Foundation	675,083.00	86,099.41	588,983.59	13%	130,065.25	198,899.60
02	823 SEOG	99,294.00	36,238.42	63,055.58	36%	12,838.42	(23,400.00)
02	824 Pell	5,000,000.00	1,755,899.42	3,244,100.58	35%	1,730,908.91	(25,066.51)
02	830 NCCC Target Asst/LTHT	7,099.00	5,231.40	1,867.60	74%	-	(5,231.40)
02	831 Golden Leaf Scholars	14,682.00	2,905.00	11,777.00	20%	2,905.00	-
02	833 NCCG	191,431.00	101,547.00	89,884.00	53%	100,793.00	(754.00)
02	834 Teacher Assistant Sch Fund	21,862.00	3,000.00	18,862.00	14%	3,000.00	-
02	835 State Aid Scholarships	109,507.00	55,182.00	54,325.00	50%	73,182.00	18,000.00
02	840 General Scholarships	210,807.00	94,992.38	115,814.62	45%	68,901.05	285,866.80
02	841 Endowment/Other Scholarships	108,481.00	37,993.20	70,487.80	35%	71,469.20	33,210.00
05	710 Clearwire Distribution	3,438.00	-	3,438.00	0%	863.76	21,562.83
05	720 Bookstore	261,791.00	8,199.80	253,591.20	3%	55,728.08	935,748.71
05	730 Food Service	33,571.00	-	33,571.00	0%	4,827.77	27,882.43
05	740 Campus Access	82,171.00	19,234.62	62,936.38	23%	25,917.19	39,894.60
05	770 Student Activity Funds	181,688.00	54,775.17	126,912.83	30%	58,294.24	211,418.63
06	810 J. Wrenn Emergency Loan Fu	738.00	(48.68)	786.68	-7%	177.86	40,736.34
07	910 Buildings & Grounds	5,155,115.00	2,269,044.21	2,886,070.79	44%	1,185,112.06	1,626,739.93
08	792 Public Radio East Endowment	-	-	-	0%	317.94	71,274.37
08	850 Endowments	66,981.00	39,259.20	27,721.80	59%	33,726.67	2,554,984.13
<b>Total</b>		<b>16,892,753.00</b>	<b>5,407,173.08</b>	<b>11,485,579.92</b>	<b>32%</b>	<b>4,345,935.42</b>	<b>13,126,726.29</b>

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

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

Name	Student ID #	Term	INTUI Tuition/Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	SFDL Supply Fee CDL	SSHS Self Support Health & Serv	LABFB Lab Fee	LABFA Lab Fee	SUMFE Summer Supply Fee	RETCK Return Check	EBK3 Ebook Fee	STINS Student Ins	STSUP Student Support	FA Overage	Total	
	XX7376	2019SP																		64.02	64.02
	XX4898	2016SP																		502.18	502.18
	XX0055	2016FA	160.83		16.63	22.81	7.13	38.72										11.88		258.00	258.00
	XX8900	2017FA						201.47												401.81	603.28
	XX3998	2017FA	684.00		-	-	-	-	75.00									30.00		789.00	789.00
	XX3023	2017FA						411.69												771.25	1,182.94
	XX2374	2017FA						89.47												358.43	447.90
	XX6142	2017FA	204.28		35.00	48.00	15.00	671.98	75.00			10.00						75.00		344.02	1,478.28
	XX9013	2017FA						403.87												749.22	1,153.09
	XX9980	2017FA			46.69		20.20	366.02	-											102.53	535.44
	XX8907	2017FA																		178.85	178.85
	XX0472	2017SP																		213.33	213.33
	XX5921	2017SP																		731.68	731.68
	XX9175	2017SP																		728.83	728.83
	XX6743	2017SU																		393.00	393.00
	XX4034	2017SU																		324.82	324.82
	XX4209	2017SU																		542.64	542.64
	XX3144	2017CE2								300.00											300.00
	XX0552	2017CE3									5.00										5.00
	XX084	2017CE3									5.00										5.00
	XX7476	2017CE3									5.00										5.00
	XX5311	2017CE3									5.00										5.00
	XX3066	2017CE3									5.00										5.00
	XX6371	2017CE3									5.00										5.00
	XX8617	2017CE3									5.00										5.00
	XX9535	2018SU	532.00		17.50	48.00	15.00		50.00					30.00			1.40	25.00			718.90
	XX2893	2018SU	342.00		8.75	24.00	7.50		25.00					15.00			0.70	17.50			440.45
	XX2512	2018SU					20.03		25.00					10.00		53.38	2.80	50.00		232.72	393.93
	XX6662	2018SU																		280.22	280.22
	XX6651	2018SU																		577.93	577.93
	XX8618	2018SU																		86.27	86.27
	XX8618	2018FA																		322.08	322.08
	XX8196	2018SU																		535.63	535.63
	XX8734	2018SU																		288.22	288.22
	XX9919	2018SU																		349.14	349.14
																					-
			1,923.11	-	124.57	183.04	44.63	2,183.22	250.00	300.00	35.00	10.00	-	55.00	-	53.38	4.90	209.38	9,078.82	14,455.05	

Kisha B. Simpson  
(Requested by)

Jim Millard  
Vice President for Administration

Return of Title IV	\$ 12,171.70
Sponsor Issues	1,229.45
WFD	335.00
FA Issues/Withdrew Charged 25%	718.90
	<u>\$14,455.05</u>

Total Collected this period	\$ 4,991.92
Debt Setoff	1,119.27
Total Fees Paid to collection agency	998.37
	<u>5,112.82</u>
Net proceeds	

YTD Write Offs July 2019-Sept 2019	\$ 14,455.05
Prior Year Write Offs July 2018 - Sept 2018	\$ -
120 Days past due	\$ 77,383.89
Percentage of Total Accounts Receivable	2.8589%

**CRAVEN COMMUNITY COLLEGE  
REPORT OF CASH BALANCES**

<b>STIF Account:</b>	<b>30-Sep</b>	<b>30-Jun</b>	<b>Variance</b>
<b>Local Funds</b>	\$2,108,879.07	\$2,121,215.93	-\$12,336.86
<b>Special Funds</b>	<u>\$9,834,453.97</u>	<u>\$10,810,470.72</u>	<u>-\$976,016.75</u>
<b>Total</b>	\$11,943,333.04	\$12,931,686.65	-\$988,353.61

**NOTE:** A balance of \$100,000 is maintained in an interest bearing account with First Citizens Bank.  
All funds over the \$100,000 are on deposit with the North Carolina State Treasurer.

	<b>30-Sep</b>	<b>30-Jun</b>	<b>Variance</b>
<b>STIF Interest Rate:</b>	2.043450%	2.031460%	0.011990%

## Craven Community College Personnel Report

July 1, 2019 – September 30, 2019

New Hires	Position Title		Effective	Monthly/Annually
Lisa Greenberg	Assistant VA Certifying Official (Part-time Regular)		7/1/19	\$2,262/\$27,144
Tony Noel	Business Account Executive- PRE		7/1/19	\$3,625/\$43,500
Heather Strelczyk	Military Advisor/NTC Proctor (Part-time Regular)		7/1/19	\$1,950/\$23,400
Wendy White	Director of Library Services		7/1/19	\$4,834/\$58,008
Jami Rodis	Data Management Specialist- CCR		7/15/19	\$2,750/\$33,000
DeWitt King, Jr.	Administrative Assistant- Workforce Development		8/1/19	\$2,292/\$27,504
Aileen Will	Admissions Specialist- Health Programs (Part-time Regular)		8/12/19	\$2,765/\$33,180
Delbert Bauzon	STEM Faculty- Havelock		8/14/19	\$5,223/\$47,007
Timothy Jones	Physics/Mathematics Faculty		8/14/19	\$5,112/\$46,008
Kathryn Radcliffe	Nursing Faculty		8/14/19	\$6,000/\$54,000
Kelley Toler	Nursing Faculty		8/14/19	\$6,000/\$54,000
Rosemary Wallace	Nursing Faculty		8/14/19	\$5,778/\$52,002
Katherine Weis	Coordinator- College and Career Readiness		8/15/19	\$3,500/\$42,000
Kerry Bruner	Assistant Director of Human Resources		9/3/19	\$3,834/\$46,008
Nicole Vandiford	Library Assistant		9/3/19	\$2,334/\$28,008
Robin Gockley	Administrative Assistant- LAUT (Part-time Regular)		9/24/19	\$1,634/\$19,608
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Sabrina Reels	Administrative Assistant- LAUT (Part-time Regular)	Senior Administrative Assistant- WFD	7/15/19	\$2,667/\$32,004
Rodneka Stewart	Administrative Assistant/Switchboard Operator	Admissions Specialist	7/15/19	\$2,917/\$35,004
Lindsey Sugg	Faculty, Machining and Manufacturing Technology, (Full-time Temporary)	Faculty, Machining and Manufacturing Technology, (Full-time Regular)	8/14/19	\$5,000/\$45,000
Rose Sexton	Administrative Assistant- Student Services (Part-time Regular)	Administrative Assistant/Switchboard Operator	8/15/19	\$2,292/\$27,504
Damonte Stancil	Enrollment Services Specialist (Part-time Temporary)	Administrative Assistant- Student Services (Part-time Regular)	9/3/19	\$1,634/\$19,608
Greg Humphrey	Campus Security Officer (Full-time Temporary)	Campus Security Officer (Full-time Regular)	9/16/19	\$2,740/\$32,880

Resignations/ Terminations/Retirements	Position	Effective	Reason
Laureel Butler	Student Recruitment Coordinator	7/30/19	Resignation
Cierra Guthrie	Administrative Assistant- Safety (PT Regular)	7/31/19	Resignation
Jolie Huffman	Admissions Specialist- Health Programs (PT Regular)	7/31/19	Resignation
Victoria Purser	Assistant Director for Human Resources	7/31/19	Resignation
Paul Damico	Executive Director of Security and Emergency Management	8/13/19	Resignation
Pandora Strickland	Administrative Assistant- Facilities	8/31/19	Retirement
Nadia Brewer	Administrative Assistant- QEP	9/3/19	Resignation
Mark King	Librarian	9/8/19	Resignation

**Craven Community College Job Searches July 1, 2019 – September 30, 2019**

<b>Position</b>	<b>Opening Date</b>	<b>Closing Date</b>
Library Assistant	6/12/19	7/1/19
Admissions Specialist- Health (PT)	6/20/19	7/19/19
Custodian- Volt Center (PT)	6/20/19	6/27/19
Accounting Assistant- Collections	6/26/19	7/17/19
Assistant Director of Human Resources	6/26/19	7/16/19
Administrative Assistant/Switchboard Operator	7/10/19	7/25/19
Chair, Havelock Campus	7/11/19	8/16/19
Student Helpdesk Technician	7/29/19	8/16/19
Student Helpdesk Technician (PT)	7/29/19	8/16/19
Administrative Assistant- Academic Support (PT)	7/29/19	8/16/19
Director of Security & Emergency Management	8/5/19	8/26/19
Administrative Assistant- LAUT (PT)	8/7/19	8/19/19
Accounting Assistant	8/8/19	8/22/19
Environmental Health and Safety Coordinator	8/15/19	9/5/19
Custodian	8/19/19	9/4/19
Administrative Assistant- Student Records (PT)	8/23/19	9/5/19
Student Recruitment Coordinator	9/3/19	9/13/19
Faculty- Communications	9/3/19	9/27/19
Campus Security Officer- Havelock	9/11/19	9/25/19
Admissions Specialist	9/25/19	10/11/19

Craven CC Facilities Usage Report  
July - September 2019

**EXTERNAL USERS OF FACILITIES**

<b>Name of Organization</b>	<b>Date(s) of Use</b>	<b>Type of Organization</b>	<b>Facility</b>	<b>Fees</b>	<b>Date Fees Received</b>	<b>Estimated Number of Attendees</b>
MasTec, Inc.	7/8/2019	Profit	Orringer Auditorium	\$260.00	7/1/2019	250
NC Division of Coastal Management	7/10, 8/20/2019	Gov	AMC 104			4
Full Circle Enterprises	7/11/2019	Profit	Naumann Community Room	\$65.00	6/17/2019	32
New Bern Historical Society (auditions)	7/10, 7/13/2019	Non-Profit	Orringer Auditorium			25
NC Department of Insurance	7/18/2019	Gov	Orringer Auditorium			270
Full Circle Enterprises	8/1/2019	Profit	Naumann Community Room	\$65.00	7/30/2019	32
US Census Bureau	8/2, 8/9/2019	Gov	Naumann Community Room			20
Greenbrier Property Owners Associaton	8/10/2019	Profit	Orringer Auditorium	\$120.00	8/6/2019	278
Craven County Democratic Party	8/12/2019	Non-Profit	Orringer Auditorium	\$100.00	7/1/2019	100
NC Council for Women & Youth Involvement	8/23/2019	Gov	AMC 102			40
Craven Area Rural Transist System	8/26/2019	Gov	Naumann Community Room			25
Advance Auto Parts	8/5, 8/6/2019	Profit	Naumann Community Room			30
NC State University-NC Cooperative Extension	9/14, 9/21, 9/28/2019 8/17, 8/24, 8/31, 9/14,	Gov	AMC 102			30
East Carolina University	9/21, 9/28/2019	Gov	Perdue 123			25
Red Cross	7/9, 9/10/2019	Non-Profit	Naumann Community Room			75
NC Department of Environmental Quality	9/24/2019	Gov	AMC 104			4
Human Resources Unlimited	9/21/2019	Profit	BIT 209	\$200.00	9/16/2019	20
Sound Rivers	9/19/2019	Non-Profit	Orringer Auditorium	\$100.00	9/16/2019	150
NC Dept of Environmental Quality	9/24/2019	Gov	AMC 104			4

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



# Strategic Plan 2017-22

Community Service & Engagement Assessment: Fourth Quarter 2019



# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

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### ENGAGE COLLEGE ALUMNI

#### Narrative:

- Alumni Association - shifting initiative to 2020-21 to complete training of new office personnel

# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

### INCREASE DONOR BREADTH AND LONG TERM COMMITMENT

#### Narrative:

- Major Financial Gifts
  - David & Anna Hurst: \$10K
    - Student Ambassadors
  - Harold H. Bate Foundation: \$110K
    - Scholarships
- Major Equipment Gifts
  - Moen \$15K: Faucet Assembly Simulator
- New Endowments
  - Russell/Ipock (\$47K Barwick Trust)
  - Hatcher (by installment)
  - Hawkins (\$17.5K pending agreement)
- Other Major Gifts
  - Congleton: 5 Additional Sculptures

# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

### MAINTAIN PHYSICAL PRESENCE IN HISTORICALLY UNDERSERVED NEIGHBORHOODS

#### Narrative:

- Religious Community Services (RCS)
  - Expanded STEP
  - RCS to share financial cost and provide additional office space for STEP Program Assistant
  - New “Basic Training” 4-day class for students not ready for Boot Camp
    - This project includes College & Career Readiness Dept., NC Vocational Rehab and Literacy Council
- College & Career Readiness hired Part-time Outreach Specialist
  - Mark Best – 8/6/2019
- VOLT Center opened June 2019
  - 85 students completed courses
  - 39 students offered jobs
  - 100 students currently enrolled

# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

### MAINTAIN PHYSICAL PRESENCE IN HISTORICALLY UNDERSERVED NEIGHBORHOODS

#### Narrative:

- Small Business Center
  - Collaborations with Craven Economic Development, SBA, YUP and other organizations to investigate HUB and Contracting for underserved populations
  - Spring 2020 move to Volt Center
- C-Step students collaborative with Habitat for Humanity – Fall 2019
  - House painting



# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

### AGGRESSIVELY RESPOND TO EMERGING BUSINESS AND INDUSTRY TRENDS

#### Narrative:

- Awarded American National Red Cross Grant
  - Amount \$218,318.80; Term of Grant: 11/1/19 through 7/30/20
  - Purpose of grant is to increase the capacity of individuals trained in trades in an effort to increase Eastern NC's resiliency to recover from future hurricanes or natural disasters
- FRC East Apprenticeship Program – joint CE and CU
  - Industrial Systems Technology
  - 37 Students Fall 2019 – Spring 2020
- SubaruU – pending Spring 2020
  - Web-based manufacturer specific vehicle systems training integrated into existing automotive curriculum
- NC DOT Highway Construction Trades Academy (HCTA) Grant (pending)
  - Proposal Sent September 2019 – awaiting response
  - Purpose: *"Train participants... Graduate completers... Connect a talent pipeline to employment."*
  - Letters of Support from 14 Local Collaborative Partners

# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

### SERVE AS COMMUNITY CONVENER TO BUILD LOCAL PARTNERSHIPS

#### Narrative:

- Craven County Sheriff's Office and Craven Pamlico Re-Entry Council
  - Offer "Keys to Success" for female population inside Craven County Jail
    - 35-hour class provides students with strong soft skills introduction to better transition to employment
- Habitat for Humanity of Craven Co and 1st Flight Federal Credit Union
  - Starting a 1st Home Buyers Academy under WFD/HRD Economic Literacy
  - Taught under WFD/HRD Economic Literacy ensuring buyers become financially aware and prepared
- Hosted Industrial Council Quarterly Meeting at Volt Center
  - October 23<sup>rd</sup> – Tour of Volt and Luncheon
  - Local Businesses including FRC East attended – approximately 30 attendees
- K-12 and Private School Partnerships strengthening
  - Increase in CCP offerings – both career and transfer
- Collaborative with Tryon Palace to fix historical clock

# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

### EXPAND THE ADULT ENRICHMENT PROGRAM

#### Narrative:

- Offered 7 special events serving 1,057 attending participants
  - 3 free events and 4 ticketed
- Received Sponsorships totaling \$6,500
  - Craven County ABC Board, Attorneys Oliver & Cheek, Randy Gray, CPA, The Insurance Center
- Offered 30 new classes
- 60+ volunteer instructors, contracted instructors, presenters & community partners

ADULT ENRICHMENT PROGRAM		
	FY 2018	FY 2019
Students Enrolled	484	621
Classes Run	83	92
Net Revenue	\$15,376	\$22,473



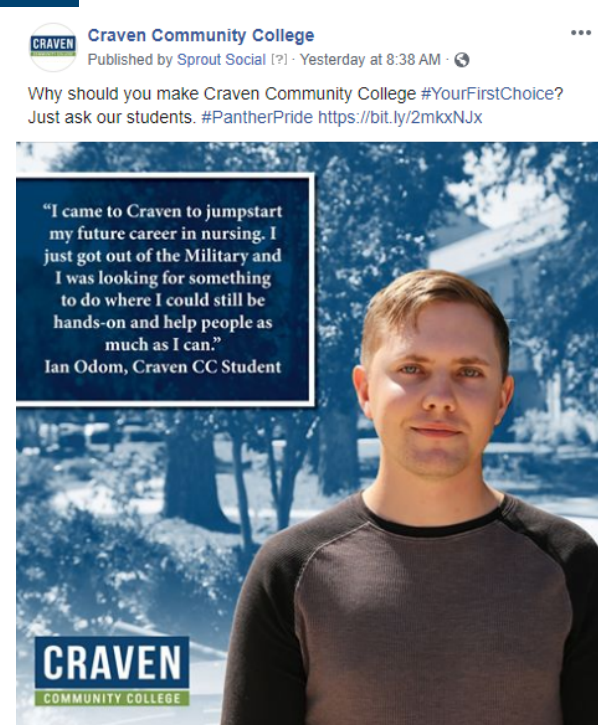
# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

### ESTABLISH A MASTER MARKETING PLAN

#### Narrative:

- "First Choice" Marketing Campaign
- Launch new institutional and Panther logo
- Sub Campaign
  - Tagline: Imagine More. Be More. Expect More.
- Annual marketing campaign calendar



# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

### MARKET THE COLLEGE AS “FIRST CHOICE” FOR TEACHING AND LEARNING

#### Narrative:

- Videos promoting all program areas
- Webpage and social media posts
- Retractable banners
- Billboards
- First Place (Gold) from NCMPR District 2
  - “Successful Recruitment or Marketing Program”
- Promotion of Aviation Program
  - Earned media (TV and print)
  - Promotional video
  - Brochure

<https://www.newbernow.com/2019/08/nc-flight-school-craven-cc-announce-aviation-pilot-training-program.html>  
<https://www.witn.com/content/news/Aviation-program-takes-flight-at-Craven-Community-College-558623011.html>  
<https://www.wnct.com/news/officials-celebrate-new-aviation-program-at-craven-community-college/>

- Fall classes direct mail postcard



# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

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### PROMOTE A STUDENT-CENTERED IDENTITY

#### Narrative:

- Developed social media campaign with student faces and quotes
  - Facebook live videos feature students
- Direct mail postcard included student faces and quotes
- Students are featured in the new Volt Center promos
- Coordinating with campus life to have Ambassadors at public events such as
  - MumFest
  - Havelock Chili Fest
- Marketing includes images of Craven CC students in all promotions
- Students are featured in the TV campaign

# Fall B-Term Commercial

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[Fall B-Term Commercial](#)

# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

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### USE ASSESSMENT TO IMPROVE MARKETING EFFECTIVENESS

#### Narrative:

- Targeted Marketing
  - Assessed contact lists provided by admissions department to create targeted prospects
  - Launched Constant Contact email marketing campaigns to students in current pipeline
  - Test campaigns with Altice (Suddenlink) cable and New Bern *Sun Journal* digital marketing for WFD demos
  - Digital banner advertising retargeted to former students
  - Text message-based analysis

# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

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### IMPLEMENT AN ANNUAL LEGISLATIVE PLAN

#### Narrative:

- NCCCS 2019-20 Legislative Plan
  - Short-term Workforce Training
  - Workforce Development Focused IT
  - Workforce Development Multi-campuses
  - Stabilize Budgets for Hurricane Florence Impacted Colleges
  - RDS Funding Reform
  - Capital Funding
- Preliminary NCCCS 2020-21 Legislative Plan: 3 Priorities
  - Employee Salaries
  - Workforce Development Tiered Funding Equity
  - Technology Modernization





*Craven County's First Choice for  
Teaching and Learning*

CravenCC.edu | 252-638-7200

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

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

Campus New Bern      County Craven

### I. TYPE OF PROJECT:

- New Facility                       Roof Replacement                       Infrastructure Repairs  
 Renovation of Existing Facility       HVAC                                       Addition to Existing Facility  
 Life Safety                               ADA Compliance

### II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1, **If you checked "Amended Project" please clearly state in description below reason for project amendment.**

Project involved renovation of the majority of the first floor of Barker Hall taking spaces previously allocated for the academic skills center, testing center and administrative offices to consolidate services for our students into a First Stop facility. The renovated space houses enrollment services, career/transfer center, financial aid, and student accounts/cashier. By bringing these services together in the same physical space it allow us to improve the quality of service to the students and other stakeholders, facilitates sharing of information, and improves efficiency for the college.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property

Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

### CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years



Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds.

**III. ESTIMATED COST OF PROJECT:**

**A. PRE-CONSTRUCTION COSTS**

1. Site Grading and Improvements (not in III B)

Subtotal "A" ..... \$ \_\_\_\_\_

**B. CONSTRUCTION**

1. General Contract .....	\$ 863,129.89	
2. Other Contracts .....	\$ 78,751.51	
Subtotal Contracts.....		\$ 941,881.40
3. Designer's Fees.....	\$ 135,181.91	
4. Contingency.....		
5. Other Fees .....	\$ 16,558.79	
Subtotal Fees .....		\$ 151,740.70
Subtotal "B" .....		\$ 1,093,622.10

**C. OTHER COST**

1. Initial Equipment (not in III B) .....	_____	
2. Miscellaneous(specify) .....	_____	
Worked Performed by Owner		
3. (material only, not staff salary) .....	_____	
Subtotal "C" .....		_____

**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$ 1,093,622.10**

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

**A. NON-STATE FUNDS**

1. County Appropriation.....	\$ 158,197.10	
2. Duly Authorized Bonds - County...	_____	
3. Donations.....	_____	
4. Federal Funds (USDA, EDA, ETC.) .....	_____	
5. Other (parking fees, vending, rental, bookstore,)	_____	
Subtotal "A" .....		\$ 158,197.10

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

**C. STATE EQUIPMENT FUNDS (112 Report -Memo) .....**

**D. STATE FUNDS (i.e. DOT, Golden Leaf; Not Allocated through the System Office). .....**

**E. STATE FUND ALLOCATION**

1. Budget Code _____ 46620	\$ 935,425.00
2. Budget Code _____	_____
3. Budget Code _____	_____
Subtotal "E" .....	\$ 935,425.00

**TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$ 1,093,622.10**

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

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

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 funds **State funds** reflected on Page 3, 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** 12/10/19

- As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond Funds must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

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, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, 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



Chief Administrative Officer/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. \_\_\_\_\_ )  
from \_\_\_\_\_ (college) and  
if shown, county funds in the amount of \_\_\_\_\_ are available for  
the planning and construction of this project.

Signature \_\_\_\_\_  
Title \_\_\_\_\_

**(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 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:

Project Name:

College:

Project Completion Date:

Contact Name:

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
<b>Total Average Annual Cost (used in Section IX of the 3-1)</b>						<b>\$0</b>

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

\_\_\_\_\_  
County Manager/Finance Officer

3-1 Attachment



**Commission for Nursing  
Education Accreditation**

RECEIVED

NOV 14 2019

President's Office

October 31, 2019

Tara Howry, MSN, RN  
Director of Nursing Programs  
Craven Community College  
800 College Court  
New Bern, NC 25862

Dear Ms. Howry:

The National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) Board of Commissioners met on October 17-18, 2019 to review the pre-accreditation candidacy applications received during the August 2019 submission cycle.

We are pleased to inform you that the NLN CNEA Board of Commissioners voted that pre-accreditation status be **granted** for the following program:

Associate Degree in Nursing

**The pre-accreditation status is effective for three years, beginning October 18, 2019 and terminating October 31, 2022.**

This action was taken based upon evidence supporting a reasonable conclusion that the program will be able to demonstrate full compliance with the standards within the allotted three-year pre-accreditation time frame. As stated in the NLN CNEA's Pre-Accreditation Candidacy Policy, the granting of pre-accreditation status **does not guarantee that a program will be accredited by the NLN CNEA.** Upon application for initial accreditation by NLN CNEA, programs will be expected to demonstrate full compliance with the NLN CNEA Standards of Accreditation.

The program will have a **maximum of three years within which to complete the accreditation process (including Board of Commissioner action) and achieve initial accreditation with the NLN CNEA. Failure to complete the process within the three year window outlined in this letter may result in termination of the program's pre-accreditation status.** Programs may voluntarily withdraw from NLN CNEA pre-accreditation status upon formal request from the chief academic nurse administrator.

As per NLN CNEA policy, the NLN CNEA reserves the right to terminate the pre-accreditation status of any program under the following conditions:

- 1) Accreditation status of the governing institution changes;
- 2) State regulatory status of the nursing program changes; or
- 3) Other substantive institutional or program changes occur affecting the stability of the nursing program.

NLN CNEA requires that programs notify NLN CNEA **within sixty days of the change in status**, if any of the above conditions occur. Failure to notify NLN CNEA of program changes of the nature listed above and within the stipulated time frame may also lead to termination of the program's accreditation status.



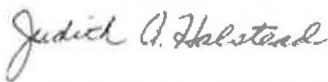
Programs may choose to publicly disclose their NLN CNEA pre-accreditation status. For programs choosing to publicly disclose their pre-accreditation status, they must use the following public statement:

**“The Craven Community College Associate Degree in Nursing program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037, 202-909-2526. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.”**

Programs holding NLN CNEA pre-accreditation status are eligible to apply for initial program accreditation with NLN CNEA. Initial accreditation may be pursued at any time within the three-year pre-accreditation candidacy window of opportunity but must be timed so that all steps of the accreditation process, including CNEA Board of Commissioner action, are completed within the three-year timeline. It is the responsibility of the chief academic nurse administrator to determine the appropriate time for the program(s) to pursue initial accreditation based upon a program self-assessment which indicates the capacity to demonstrate compliance with the NLN CNEA Standards of Accreditation. The program should notify NLN CNEA of their intent to proceed with seeking initial accreditation no earlier than 6 months and no later than 12 months prior to the time of scheduling an on-site program evaluation visit. Please review the NLN CNEA Initial Accreditation Policy for further details and contact NLN CNEA staff for any additional information on applying for initial accreditation.

Congratulations on achieving pre-accreditation status with NLN CNEA. If you have any questions about the accreditation process, please feel free to contact me.

Sincerely,



Judith A. Halstead, PhD, RN, ANEF, FAAN  
Executive Director

Cc: Raymond Staats, PhD, President, Craven Community College  
Julia L. George, MSN, RN, FRE, Chief Executive Officer, North Carolina State Board of Nursing  
Belle S. Wheelan, PhD, President, Southern Association of Colleges and Schools, Commission on Colleges  
Cathleen Shultz, PhD, RN, CNE, ANEF, FAAN, Chair, NLN CNEA Board of Commissioners



**Commission for Nursing  
Education Accreditation**

RECEIVED  
NOV 12 2019  
President's Office

October 31, 2019

Tara Howry, MSN, RN  
Director of Nursing Programs  
Craven Community College  
800 College Court  
New Bern, NC 25862

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We are pleased to inform you that the NLN CNEA Board of Commissioners voted that pre-accreditation status be **granted** for the following program:

Practical Nursing

**The pre-accreditation status is effective for three years, beginning October 18, 2019 and terminating October 31, 2022.**

This action was taken based upon evidence supporting a reasonable conclusion that the program will be able to demonstrate full compliance with the standards within the allotted three year pre-accreditation time frame. As stated in the NLN CNEA's Pre-Accreditation Candidacy Policy, the granting of pre-accreditation status **does not guarantee that a program will be accredited by the NLN CNEA.** Upon application for initial accreditation by NLN CNEA, programs will be expected to demonstrate full compliance with the NLN CNEA Standards of Accreditation.

The program will have a **maximum of three years within which to complete the accreditation process (including Board of Commissioner action) and achieve initial accreditation with the NLN CNEA. Failure to complete the process within the three year window outlined in this letter may result in termination of the program's pre-accreditation status.** Programs may voluntarily withdraw from NLN CNEA pre-accreditation status upon formal request from the chief academic nurse administrator.

As per NLN CNEA policy, the NLN CNEA reserves the right to terminate the pre-accreditation status of any program under the following conditions:

- 1) Accreditation status of the governing institution changes;
- 2) State regulatory status of the nursing program changes; or
- 3) Other substantive institutional or program changes occur affecting the stability of the nursing program.

NLN CNEA requires that programs notify NLN CNEA **within sixty days of the change in status**, if any of the above conditions occur. Failure to notify NLN CNEA of program changes of the nature listed above and within the stipulated time frame may also lead to termination of the program's accreditation status.



RECEIVED  
PRESIDENT'S OFFICE


Programs may choose to publicly disclose their NLN CNEA pre-accreditation status. For programs choosing to publicly disclose their pre-accreditation status, they must use the following public statement:

**“The Craven Community College Practical Nursing program holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC, 20037, 202-909-2526. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.”**

Programs holding NLN CNEA pre-accreditation status are eligible to apply for initial program accreditation with NLN CNEA. Initial accreditation may be pursued at any time within the three-year pre-accreditation candidacy window of opportunity but must be timed so that all steps of the accreditation process, including CNEA Board of Commissioner action, are completed within the three-year timeline. It is the responsibility of the chief academic nurse administrator to determine the appropriate time for the program(s) to pursue initial accreditation based upon a program self-assessment which indicates the capacity to demonstrate compliance with the NLN CNEA Standards of Accreditation. The program should notify NLN CNEA of their intent to proceed with seeking initial accreditation no earlier than 6 months and no later than 12 months prior to the time of scheduling an on-site program evaluation visit. Please review the NLN CNEA Initial Accreditation Policy for further details and contact NLN CNEA staff for any additional information on applying for initial accreditation.

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Sincerely,



Judith A. Halstead, PhD, RN, ANEF, FAAN  
Executive Director

Cc: Raymond Staats, PhD, President, Craven Community College  
Julia L. George, MSN, RN, FRE, Chief Executive Officer, North Carolina State Board of Nursing  
Belle S. Wheelan, PhD, President, Southern Association of Colleges and Schools, Commission on Colleges  
Cathleen Shultz, PhD, RN, CNE, ANEF, FAAN, Chair, NLN CNEA Board of Commissioners