

## REVISED AGENDA

**CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
DECEMBER 11, 2018  
5:30 pm – Meeting in Ward Boardroom, New Bern Campus**

- |       |                                                                                              |                              |
|-------|----------------------------------------------------------------------------------------------|------------------------------|
| I.    | Call to Order                                                                                | <i>Bill Taylor, Chair</i>    |
| II.   | Administrative Items                                                                         |                              |
|       | (1) Roll Call                                                                                | <i>Ray Staats, Secretary</i> |
|       | (2) Agenda Review and Adoption                                                               | <i>Bill Taylor</i>           |
|       | (3) Conflict of Interest Declaration                                                         | <i>Bill Taylor</i>           |
|       | (4) Public Comment                                                                           |                              |
| III.  | Consent Agenda ( <i>motion</i> )                                                             | <i>Bill Taylor</i>           |
|       | (1) Approve Board of Trustees Meeting Minutes (October 16, 2018)                             |                              |
| IV.   | Financial Reports                                                                            | <i>Jim Millard, VP</i>       |
|       | (1) Fiscal Year 2018-2019 1 <sup>st</sup> Quarter Financial Report ( <i>motion</i> )         |                              |
|       | (2) Write-Offs and Uncollectable Accounts ( <i>motion</i> )                                  |                              |
|       | (3) Cash Balances ( <i>info</i> )                                                            |                              |
| V.    | Personnel Report ( <i>July 1-September 30, 2018</i> ) ( <i>info</i> )                        | <i>Jim Millard</i>           |
| VI.   | Facilities Reports                                                                           | <i>Jim Millard</i>           |
|       | (1) 1 <sup>st</sup> Quarter Space Usage Report ( <i>July-September 2018</i> )( <i>info</i> ) |                              |
| VII.  | Strategic Plan Assessment Goal 4 ( <i>info</i> )                                             | <i>Ray Staats</i>            |
| VIII. | Old Business                                                                                 |                              |
| IX.   | New Business                                                                                 |                              |
|       | (1) Receive BP 6.5 Tobacco & Nicotine Prohibition Policy ( <i>motion in February</i> )       | <i>Ray Staats</i>            |
|       | (2) Receive BP 5.1 Sound Fiscal & Management Practices Policy ( <i>motion in Feb</i> )       | <i>Ray Staats</i>            |
|       | (3) SACSCOC Approval AAS Aviation Management & Career Pilot Technology( <i>info</i> )        | <i>Kathleen Gallman, VP</i>  |
| X.    | Reports                                                                                      |                              |
|       | (1) President                                                                                | <i>Ray Staats</i>            |
|       | (2) Attorney                                                                                 | <i>Jamie Norment</i>         |
|       | (3) Chair                                                                                    | <i>Bill Taylor</i>           |
|       | (4) Student Trustee                                                                          | <i>Stevie Gaskins</i>        |
|       | (5) Foundation President                                                                     | <i>Jeff Williams</i>         |
| XI.   | Adjournment                                                                                  | <i>Bill Taylor</i>           |

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

**December 11, 2018**

Mr. Steve Cella

Ms. Cora Chadwick

Mr. Ken Crow

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Kevin Roberts

Ms. Robin Schaefer

Mr. Bill Taylor

Mr. Whit Whitley

Ms. Brenda Wilson

Ms. Stevie Gaskins, 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 16, 2018

The Craven Community College Board of Trustees met on Tuesday, October 16, 2018, in the Ward Boardroom of the Brock Administration Building on the New Bern campus with Board Chair Bill Taylor presiding. The meeting was called to order at 5:30 pm.

Roll Call

President Raymond Staats called the roll.

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

Voting members absent were: Mr. Steve Cella, Mr. Ron Knight

Ex Officio members absent were: Ms. Stevie Gaskins, SGA President and Mr. Jeff Williams, CCC Foundation Board President

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

Chair Taylor declared a quorum present for the meeting.

Agenda Review and Adoption

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

Conflict of Interest Declaration

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

Oath of Office

Reappointed by the Craven County Board of Commissioners for the term July 1, 2018-June 30, 2022, Trustee Jennifer Dacey was administered the oath of office.

Craven Community College  
Board of Trustees Meeting Minutes  
October 16, 2018  
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Public Comment

Chair Taylor called for public comment and none were expressed.

Consent Agenda

Trustee Schaefer motioned to accept the minutes (attached) of the August 21, 2018 meeting as presented; Trustee Chadwick seconded the motion and the motion passed unanimously.

WFD Report

For informational purposes, VP Boucher provided an update on Workforce Development (attached).

Student Services/Fall Enrollment Report

VP Boucher reviewed curriculum enrollment (attached) that was trending normally prior to Hurricane Florence. He also reviewed a number hurricane relief funds available to staff and students to help with the aftermath of the hurricane.

Approve Fiscal Year 2018-2019 Budget

Interim VP Patterson presented the FY 2018-2019 budget of \$39,395,922 for approval (attached).

State: \$25,458,158

County: \$4,048,198

Institutional: \$9,889,566

Trustee Roberts motioned to approve the FY 2018-2019 budget; Trustee Chadwick seconded the motion and the motion passed unanimously. Chair Taylor will sign the required DCC 2-1 budget approval form for the NCCCS office (attached).

Strategic Plan Assessment Goal 3

For information purposes, President Staats shared a status report on the third quarter strategic plan assessment covering Goal 3: College Environment (attached).

Old Business

No report.

New Business

*Hurricane Florence Aftermath Report:* Interim VP Patterson gave an update on campus damage from Hurricane Florence. The Havelock campus sustained major damage to the IAT roof, ceiling tiles, flooring, and light fixtures. Extensive landscaping damage and uprooted trees, flooding in the server room, and water-stained ceiling tiles affected the New Bern campus.

*Annual Security Report:* Colleges are required to produce and post an annual security report. Interim VP Patterson shared the 2018 annual report, which is posted in its entirety on the College website.

Reports

*President:* President Staats shared a detailed assessment of the impact of Hurricane Florence including physical damage and projected loss of FTE. In addition, a number of faculty and staff suffered major damage to their homes. In addition to resources allocated by the State, the College Foundation, Human Resources Department, and Phi Theta Kappa chapter have all implemented relief efforts for those affected most by the hurricane.

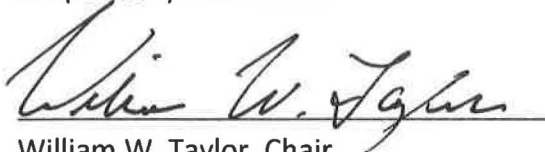
*Attorney:* No report.

*Chair:* No report.

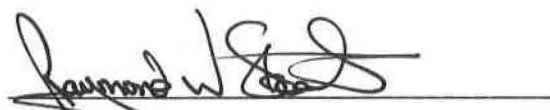
Adjournment

With no further business to be presented, Chair Taylor adjourned the meeting at 6:59 pm.

Respectfully submitted:



William W. Taylor, Chair  
December 11, 2018



Raymond W. Staats, Secretary  
December 11, 2018

FY 2018-2019 Budget Comparison as of September 30, 2018	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
	Budget	Expenses	Remaining		Budget	Expenses	Remaining		Budget	Expenses	Remaining		Budget	Expenses	Remaining	
	25% of year	YTD	Balance	% Spent		YTD	Balance	% Spent		YTD	Balance	% Spent		YTD	Balance	% Spent
<b>Administrative</b>																
Salaries & Benefits	583,937	143,179	440,758	25%	2,399,100	578,637	1,820,463	24%	2,936,596	705,134	2,231,462	24%	2,644,170	618,874	2,025,296	23%
519 Contracted Services					82,990	2,344	80,647	3%	89,499	5,141	84,358	6%	45,608	159	45,449	0%
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	1,052	21	1,031	2%	29,367	4,197	25,170	14%	15,357	1,090	14,267	7%	16,616	1,529	15,087	9%
527 Other Supplies	2,499	147	2,352	6%	34,529	2,042	32,487	6%	6,100	2,523	3,577	41%	11,704	1,589	10,115	14%
528 Audio-Visual Supplies					200	0	200	0%								
531 Staff Development	24,400	1,611	22,789	7%	93,306	6,297	87,009	7%	41,877	3,903	37,974	9%	37,437	1,978	35,459	5%
532 Comm/Postage/Software					144,743	38,193	106,550	26%	1,652	(7)	1,659	0%	18,405	269	18,136	1%
534 Printing & Binding	773	0	773	0%	1,000	367	633	37%					59,727	15,873	43,854	27%
535 Repairs & Maintenance	1,839	919	920	50%	197,691	42,280	155,411	21%	10,100	1,102	8,998	11%	2,058	746	1,312	36%
536 Freight					263	189	74	72%								
537 Advertising					18,841	1,980	16,861	11%					136,809	28,309	108,500	21%
538 Data Processing																
539 Other Current Services	936	0	936	0%	678,139	15,906	662,233	2%	6,875	515	6,360	7%	52,137	6,007	46,130	12%
541 Rental of Property	400	0	400	0%									2,000	0	2,000	0%
543 Lease/Rental Other Equipme					31,985	8,048	23,937	25%	15,600	2,201	13,399	14%				
544 Data Processing Software					51,260	4,320	46,940	8%	36,181	0	36,181	0%	1,878	0	1,878	0%
546 Memberships & Dues	19,727	10,830	8,898	55%	7,897	1,335	6,562	17%	17,000	7,361	9,639	43%	3,100	500	2,600	16%
548 NEIT Admin													421	0	421	0%
55x Equipment					728,224	0	728,224	0%					1,177	0	1,177	0%
558 Building																
<b>Total Administrative:</b>	<b>635,563</b>	<b>156,707</b>	<b>478,856</b>	<b>25%</b>	<b>4,499,535</b>	<b>706,136</b>	<b>3,793,399</b>	<b>16%</b>	<b>3,176,837</b>	<b>728,964</b>	<b>2,447,873</b>	<b>23%</b>	<b>3,033,247</b>	<b>675,831</b>	<b>2,357,416</b>	<b>22%</b>
<b>Instructional</b>																
Salaries & Benefits									7,681,209	1,684,827	5,996,382	22%	922,632	200,998	721,634	22%
519 Contracted Services									31,590	1,070	30,520	3%	158,098	20,932	137,167	13%
523 Instructional Supplies					207,423	0	207,423	0	115,595	4,319	111,276	4%	42,589	670	41,919	2%
524 Repair Supplies																
525 Motor Vehicle Supplies																

25% of year

[illegible]

**Craven Community College**  
**Institutional Funds Budget**  
For the period July 1, 2018 through September 30, 2018

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
00	130 Title IX/Cleary	49,855.00	100.00	49,755.00	0.20%	0.00	14,934.84
01	133 Discretionary	80,348.00	10,264.67	70,083.33	12.78%	12,921.78	24,862.71
01	134 Unrestricted Overhead Receipts	7,028.00	0.00	7,028.00	0.00%	4,077.91	37,484.39
01	136 Foundation	360,892.00	51,937.26	308,954.74	14.39%	19,636.66	259,619.77
01	137 Financial Aid Matching	1,152.00	742.35	409.65	64.44%	5.66	730.86
01	221 Applied Music	743.00	0.00	743.00	0.00%	1,150.14	16,839.80
01	227 Extra Curricular Activities	69,922.27	25,582.18	44,340.09	36.59%	23,482.23	29,793.68
01	250 Curriculum-Self Supporting	33,220.00	10,976.25	22,243.75	33.04%	3,367.99	81,058.24
01	312 Fire College					51.72	11,620.07
01	340 WFD-Self Supporting	529,810.00	83,908.31	445,901.69	15.84%	65,902.57	881,873.91
01	411 Learning Resource Center	904.00	0.00	904.00	0.00%	245.33	23,271.46
01	460 Customized Ind Train Support	48,349.00	4,825.62	43,523.38	9.98%	3,901.40	52,558.57
01	461 Small Business Support Fund					0.53	120.89
01	610 VOLT Center	47,808.00	0.00	47,808.00	0.00%	12,117.61	59,924.89
02	131 College Work Study	71,909.00	18,328.57	53,580.43	25.49%	18,328.55	0.02
02	134 Restricted Overhead Receipts	95,392.00	14,487.04	80,904.96	15.19%	12,635.33	196,944.46
02	138 Returned Check Fee Fund	584.00	0.00	584.00	0.00%	137.29	18,736.79
02	220 NCSU Engineering	45,821.00	13,732.24	32,088.76	29.97%	153.04	29,551.89
02	227 ENCORE	16,977.00	1,070.55	15,906.45	6.31%	11.55	1,799.39
02	228 Grants -NSF SEAS/Bosch	174,511.00	37,332.40	137,178.60	21.39%	29,475.20	221,625.50
02	291 Specific Fees - Lab/DE/ASC	383,565.00	142,770.78	240,794.22	37.22%	143,909.26	1,732,196.57
02	292 System-Wide Fees-Comp Tech	500,427.00	12,105.18	488,321.82	2.42%	92,177.17	1,660,085.44
02	293 Patron Fees	37,251.00	3,018.34	34,232.66	8.10%	4,316.90	263,720.75
02	314 Grants - Workforce Development/BS					5.00	122.78
02	392 System-Wide Fees - WFD Comp	149.00	0.00	149.00	0.00%	39.42	8,877.03
02	521 C-Step Grant	8,000.00	322.84	7,677.16	4.04%	0.00	(386.64)
02	531 Professional Liability Ins	9,440.00	6,779.00	2,661.00	71.81%	3,102.39	19,160.53
02	532 Student Insurance	4,596.00	0.01	4,595.99	0.00%	2,426.59	1,117.54
02	533 Transcript Fees	49,506.00	5,593.79	43,912.21	11.30%	11,157.74	215,502.94



FUND PURPOSE		BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	534 TRIO/Title III Grants	747,052.00	122,942.80	624,109.20	16.46%	122,361.83	(28,052.76)
02	790 Orringer Hall Fund	4,734.00	0.00	4,734.00	0.00%	1,303.90	30,059.42
02	791 Public Radio East	1,032,300.00	380,859.27	651,440.73	36.89%	127,168.95	(191,067.95)
02	795 Career Fair					2.50	559.37
02	796 Testing Centers	14,402.00	0.00	14,402.00	0.00%	805.79	39,214.84
02	797 Public Radio East Foundation	714,483.00	90,103.90	624,379.10	12.61%	90,179.02	167,293.69
02	823 SEOG	177,138.00	57,933.20	119,204.80	32.71%	57,933.20	0.00
02	824 Pell	4,460,769.00	1,812,962.65	2,647,806.35	40.64%	1,779,797.12	(33,165.53)
02	830 NCCC Target Asst/LTHT	7,897.00	180.00	7,717.00	2.28%	7,099.00	6,919.00
02	831 Golden Leaf Scholars	14,221.00	2,481.00	11,740.00	17.45%	2,936.00	(181.00)
02	833 NCCG	229,770.00	79,723.00	150,047.00	34.70%	79,723.00	0.00
02	834 Teacher Assistant Sch Fund	19,911.00	6,300.00	13,611.00	31.64%	8,650.00	2,350.00
02	835 State Aid Scholarships	153,697.00	40,918.00	112,779.00	26.62%	40,918.00	0.00
02	840 General Scholarships	202,450.00	67,702.01	134,747.99	33.44%	67,314.30	292,763.89
02	841 Endowment/Other Scholarships	138,601.00	52,210.96	86,390.04	37.67%	17,085.02	(34,625.94)
05	710 Clearwire Distribution	3,295.00	0.00	3,295.00	0.00%	848.54	18,071.48
05	720 Bookstore	149,233.00	13,372.85	135,860.15	8.96%	60,919.26	897,590.22
05	730 Food Service	31,706.00	0.00	31,706.00	0.00%	6,210.16	27,357.88
05	740 Campus Access	128,857.00	12,512.69	116,344.31	9.71%	26,024.74	140,397.42
05	770 Student Activity Funds	207,157.00	98,090.37	109,066.63	47.35%	91,894.06	223,002.46
06	810 J. Wrenn Emergency Loan Fu	529.00	1,686.41	(1,157.41)	318.79%	171.75	40,185.66
07	910 Buildings & Grounds	5,593,035.00	552,822.96	5,040,212.04	9.88%	11,624.15	2,646,920.05
08	792 Public Radio East Endowment	10,000.00	10,000.00	0.00	100.00%	310.66	69,800.12
08	850 Endowments	138,601.00	16,585.02	122,015.98	11.97%	84,780.07	2,452,103.53
<b>Total</b>		<b>16,807,997.27</b>	<b>3,863,264.47</b>	<b>12,944,732.80</b>	<b>23%</b>	<b>3,150,797.98</b>	<b>12,639,106.54</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:

	Student ID #	Term	INTUI Tuition/Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	LABFB Lab Fee	LABFA Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	RETCK Return Check	PLIAB Prof Liab Ins	STINS Student Ins	STSUP Student Support	FA Overage	Total
	XXXX	2017FA	145.94		26.88	18.43	-	182.12	57.61								9.61		440.59
	XXXX	2017SP	641.34		61.37	36.82	12.58		76.72										828.83
	XXXX	2017FA	228.00		8.76	12.00	3.73			73.75						0.36	11.23		337.83
	XXXX	2017FA	443.43																443.43
	XXXX	2017FA	224.43		25.84	35.44	11.07	99.37	18.45							1.40	25.00		441.00
	XXXX	2017FA	65.44		4.31	5.90	1.85	9.03	3.07		15.00					1.40	35.00		141.00
	XXXX	2017FA	228.00					515.34	12.50								7.48		763.32
	XXXX	2017FA	120.02		13.82	18.95	6.47		19.74								9.88		188.88
	XXXX	2017FA	269.85		35.00	48.00	15.00		6.25		3.75					1.40	15.00		394.25
	XXXX	2017FA	228.00		35.00	48.00	15.00		25.00							1.40	15.00		367.40
	XXXX	2017FA	73.39									443.17							516.56
	XXXX	2017FA	1,028.33		36.43	49.96	17.07		15.61										1,147.40
	XXXX	2017FA	912.00		35.00	48.00	15.00		75.00							1.40	35.00		1,121.40
	XXXX	2017SP																24.89	24.89
	XXXX	2016FA			35.00	48.00	-			144.26					16.00	1.40	15.00	1,029.30	1,288.96
	XXXX	2016SU				46.75	-		50.00				40.00			2.80		268.60	408.15
	XXXX	2016FA	209.39		35.00	48.00	15.00	1,027.54	25.00	10.00						1.40	75.00	280.53	1,726.86
	XXXX	2017SP						144.92										726.00	870.92
	XXXX	2016FA						485.27										380.68	865.95
	XXXX	2016FA	57.00					196.55									1.88	914.04	1,169.47
	XXXX	2016FA	669.62		20.00		15.00											735.00	1,439.62
	XXXX	2016FA	399.00		35.00	48.00	15.00	129.60	25.00							1.40	25.00	427.09	1,105.09
	XXXX	2016FA																2,195.58	2,195.58
	XXXX	2016SP																411.02	411.02
	XXXX	2016SP																113.83	113.83
	XXXX	2016SP																863.23	863.23
	XXXX	2017SP	250.01		35.00	48.00	15.00	61.41	50.00							1.40	35.00	27.19	523.01
	XXXX	2016FA																945.82	945.82
	XXXX	2016SP																355.86	355.86
	XXXX	2016SU						429.35	3.41				50.00			1.40		141.25	625.41
	XXXX	2017SP																641.42	641.42
	XXXX	2017SP	278.90		35.00	48.00	15.00		100.00		15.00					1.40	55.00	130.60	678.90
	XXXX	2017SP																837.48	837.48
	XXXX	2017SP						547.16										856.24	1,403.40
	XXXX	2016FA	410.81		35.00	48.00	15.00	1,094.45	175.00							1.40	75.00	278.15	2,132.81
	XXXX	2016FA						380.42										543.86	924.28
	XXXX	2017SP						891.39										674.38	1,565.77
	XXXX	2016FA																866.15	866.15
	XXXX	2016SP																645.20	645.20
	XXXX	2017SP	38.36		70.00	96.00	30.00		25.00	75.00						2.80	90.00	499.60	926.76
	XXXX	2017SP						121.20										1,099.52	1,220.72
	XXXX	2016FA	603.68		35.00	48.00	15.00	164.26	100.00							1.40	45.00		1,012.34
	XXXX	2016FA						159.86								4.20	91.52	288.74	544.32
	XXXX	2016SP																602.47	602.47
	XXXX	2017SP																658.20	658.20
	XXXX	2017SP																505.05	505.05
	XXXX	2017SP						179.92										1,092.23	1,272.15
	XXXX	2017SP																888.51	888.51
	XXXX	2016SP																669.98	669.98
	XXXX	2016SP																587.88	587.88
	XXXX	2017SP	400.20		35.00	48.00	15.00	389.90	75.00							1.40	75.00	84.70	1,124.20
	XXXX	2016SP																932.49	932.49
	XXXX	2017SP	4.43		35.00	48.00	15.00	343.95	75.00							1.40	55.00	368.65	946.43
	XXXX	2017SP						89.94										703.26	793.20
	XXXX	2016FA																787.56	787.56
	XXXX	2017FA	228.00														10.00		238.00
	XXXX	2017FA	88.94		7.72	14.05	4.39		43.88										158.98
	XXXX	2017FA	752.59		49.51	29.71	10.15	62.07	92.83							-			996.86
	XXXX	2017FA	601.92		52.80	31.68	10.82		49.50										746.72
	XXXX	2017FA	300.96		39.60	31.68	10.82		33.00										416.06
	XXXX	2017FA	601.92		23.10	31.68	10.82		49.50								29.70		746.72
	XXXX	2017FA	32.39		4.97	6.82	2.33		3.55								2.14		52.20
	XXXX	2017FA	136.55		10.48	14.37	4.49		7.49							1.40	25.00		199.78
			10,672.84	-	875.59	1,056.24	316.59	7,705.02	1,293.11	303.01	33.75	443.17	90.00	-	16.00	32.56	868.44	25,082.23	48,788.55

Pamela Gibbs Millis  
(Requested by)

FA Issues/Withdrew Charged 25%	\$ 3,979.13
Sponsor Issues	238.00
Payment Plan	3,317.32
MISC-Chargeback, Emergency Loan, Return check	3,152.76
Return to Title IV	38,101.34
	<u>\$48,788.55</u>

Jim Millard

Vice President for Administration

Total Collected this period	\$11,851.65	YTD Write Offs July 2018-November 2018	\$ 52,367.48
Debt Setoff	617.68	Prior Year Write Offs July 2017 - November 2017	\$ 59,805.73
Total Fees Paid to collection agency	<u>2,370.31</u>		
Net proceeds	<u>10,099.02</u>	120 Days past due	\$ 73,566.31
		Percentage of Total Accounts Receivable	7.8362%

**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>	\$2,080,611.26	\$1,868,979.99	\$211,631.27
<b>Special Funds</b>	<u>\$7,409,031.31</u>	<u>\$9,944,487.67</u>	<u>-\$2,535,456.36</u>
<b>Total</b>	\$9,489,642.57	\$11,813,467.66	-\$2,323,825.09

**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>	1.701980%	1.620130%	0.081850%

**Craven Community College Personnel Report**  
**July 1, 2018 – September 30, 2018**

New Hires	Position Title		Effective	Monthly/Annually
Ben Donnelly	General Manager- PRE		8/1/18	\$6,667/\$80,004
Brandon Norris	Facilities Maintenance Technician II		8/1/18	\$2,334/\$28,008
Rose Sexton	Administrative Assistant- Enrollment Services (Part-time Regular)		8/1/18	\$1,634/\$19,608
Herbert Crimp	Electronics Engineering Technology Faculty		8/14/18	\$5,112/\$46,008
Anne Morini	Industrial Systems Technology Faculty (Full-time Temporary)		8/14/18	\$4,667/\$42,003
Colleen Price	Nursing Faculty (Full-time Temporary)		8/14/18	\$5,556/\$50,004
Lindsey Sugg	Machining and Manufacturing Technology Faculty (Full-time Temporary)		8/14/18	\$4,778/\$43,002
James Underwood	History Faculty		8/14/18	\$5,112/\$46,008
Kimberly Banks	Administrative Assistant- Workforce Development		8/15/18	\$2,292/\$27,504
Tina Proctor	Director of Admissions and Student Records		8/15/18	\$4,584/\$55,008
Philip D'Andrea	Facilities Maintenance Technician I		8/20/18	\$2,084/\$25,008
David Townsend	Executive Director of Institutional Effectiveness		9/4/18	\$5,834/\$70,008
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Yuko Boyd	Assistant Registrar	Registrar	7/1/18	\$4,161/\$49,932
Tara Brocklesby	Basic Skills Assessment Retention Specialist I	Basic Skills Coordinator- ABE and AHS	7/1/18	\$3,250/\$39,000
Tara Howry	Nursing Faculty	Director, Nursing Programs	7/1/18	\$6,084/\$73,008
Lashawna Humphrey	Administrative Assistant- WFD	Senior Administrative Assistant- WFD	7/1/18	\$2,750/\$33,000
Sonia Mizelle	Administrative Assistant- TRiO (PT Temporary)	Administrative Assistant- TRiO (PT Regular)	7/1/18	\$1,628/\$19,536
Dianne Meadows	Administrative Assistant, Academic Support (PT Temporary)	Administrative Assistant, Academic Support (PT Regular)	7/1/18	\$1,661/\$19,932
Cindy Russo	Senior Administrative Assistant	Career Programs Support Services Manager	7/1/18	\$3,125/\$37,500
Teressa Vansickle	ACA Coordinator/English Faculty	Chair, English, Communications and Humanities	7/1/18	\$5,250/\$63,000
Brandy Caton	Data Assessment Specialist- Title III	Data and Assessment Coordinator	8/1/18	\$3,084/\$37,008
Joi Taylor	Basic Skills Assistant (PT Temporary)	Data Management Specialist	9/17/18	\$2,667/\$32,004

<b>Resignations/ Terminations/Retirements</b>	<b>Position</b>	<b>Effective</b>	<b>Reason</b>
Briana Fisher	Enrollment Services Specialist I (Part-time Regular)	7/12/18	Resignation
Opal Harris	Testing Coordinator	7/31/18	Retirement
Page Varnell	Vice President for Administration	7/31/18	Resignation
Ashley Legarde	Institutional Advancement Specialist	8/27/18	Resignation

Francisco Hernandez	IT Technician (Part-time Regular)	8/31/18	Resignation
Nakia Royal	Senior Administrative Assistant- PRE	8/31/18	Resignation
Sonia Mizelle	Administrative Assistant- TRiO (Part-time Regular)	9/28/18	Resignation
<b>Craven Community College Job Searches July 1, 2018 – September 30, 2018</b>			
<b>Position</b>	<b>Opening Date</b>	<b>Closing Date</b>	
Reference Librarian (PT Regular)	June 18, 2018	July 13, 2018	
Electronics Engineering Technology Faculty	June 19, 2018	July 13, 2018	
Machining Faculty	June 19, 2018	July 13, 2018	
Data Management Specialist, Basic Skills	July 9, 2018	August 3, 2018	
Vice President for Administration	August 1, 2018	August 22, 2018	

CCC Facilities Usage Report  
July - September 2018

**EXTERNAL USERS OF FACILITIES**

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
Full Circle Enterprises	7/5/2018	Profit	Naumann Community Room	\$130.00	7/5/2018	30
MasTec, Inc.	7/9/2018	Profit	Orringer	\$520.00	7/3/2018	175
NC Department of Health & Human Svcs.	7/10/2018	Gov	Brock 205 & 212			50
NC Department of Public Safety	8/2/2018	Gov	Perdue 123 & 149			84
Community of Excellence/Craven Arts Council	8/11/2018	Non-Profit	Orringer	\$200.00	9/26/2018	65
Full Circle Enterprises	8/16/2018	Profit	Naumann Community Room	\$130.00	8/16/2018	32
NC Department of Environmental Quality, Division of Coastal Management	8/16/2018	Gov	Brock 100			6
Community of Excellence	8/18/2018	BLC	Naumann Community Room & BIT 106, 107, 108, 24 & 215			100
East Carolina University School of Social Work	8/18 - 12/8/2018	Edu	Perdue 123			12
Greenbrier Property Owners Association	8/25/2018	Non-Profit	Orringer	\$80.00	8/15/2018	120
Full Circle Enterprises	9/9/2018	Profit	Naumann Community Room	\$130.00	9/6/2018	32
Coastal United Soccer Association	9/8/2018	Non-Profit	AMC 102	\$100.00	9/7/2018	35

**Events Cancelled/Postponed due to Hurr. Florence**

MasTec, Inc.	9/18/2018	Profit	Orringer	\$260.00	Rescheduled to 10/17/2018
Lewis n' Clark Productions	9/22/2018	Profit	Orringer	\$325.00	Cancelled
Craven Concerts, Inc.	9/26/2018	Non-Profit	Orringer	\$280.00	Rescheduled to 1/28/2019
NC Department of Health & Human Svcs., Division of Vocational Rehabilitation	9/27 - 28/2018	Gov	Nauman Community Room & Brock 100		Cancelled

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



*Enriching Lives, Creating Futures*

## Strategic Plan 2017-22

*Community Service & Engagement  
Assessment: Fourth Quarter 2018*



# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*



### ENGAGE COLLEGE ALUMNI

#### Narrative:

- Alumni Association—initiative planned for 2019-20



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# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*



### INCREASE DONOR BREADTH AND LONG TERM COMMITMENT

#### Narrative:

- Major Financial Gifts
  - HURST STUDENT AMBASSADORS: \$10K annually plus \$1M bequest
  - Harold H. Bate Foundation: \$100K annually -- Scholarships
  - Bosch Community Fund: \$29K -- Youth summer camps
- Major Equipment Gifts
  - B/S/H/ (\$25K): Yale Forklift
  - Bruner (\$12K): RV
  - Johnson (\$7K): Physical Therapy
  - Riley (\$5.5K): Automotive and Welding
  - Gray (\$4K): HVAC Technology
- New Endowments
  - McQuade (\$125K)
  - Smith (\$50K)
  - Disabled American Veterans (\$25K)
  - Veteran's Memorial Park (\$19K)
  - Skidmore (\$18K)
  - NB Chamber YPG (by installment)
  - Craven Co. Habitat for Humanity (by installment)
  - Baldree (by installment)
- Other Major Gifts
  - Congleton: 20<sup>th</sup> Sculpture (5 more pending)
  - Segal: Library Sculpture



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# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*



MAINTAIN PHYSICAL PRESENCE IN HISTORICALLY UNDERSERVED NEIGHBORHOODS

### Narrative:

- Religious Community Services (RCS)
  - Job Readiness Boot Camps, 2017-18: 16 camps; 162 students
  - Craven CC P/T Program Coordinator on-site (10 hrs/wk)
- AGAPE Love in Action “Wisdom Meets Technology”
  - Program at New Bern Towers serves seniors (62+) on limited incomes
- Uptown Business
  - GED pathway program for ex-offender, underemployed and unemployed
- VOLT Center scheduled to open April 2019



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# Strategic Plan 2017-22 Assessment

## *College Environment*



### AGGRESSIVELY RESPOND TO EMERGING BUSINESS AND INDUSTRY TRENDS

#### Narrative:

- Duke Energy/Piedmont Natural Gas Apprenticeship Grant (Fall 2018)
  - Apprenticeship program with 7 business and industry partners
- Manufacturing Career Pathway (Fall 2018)
  - Entry-level skills program (96 hours)
- Hatteras Yachts
  - Electrical Mechanical, HVAC/Chiller, Construction, Carpentry and Cabinetry courses to upgrade employee skills
- Weyerhaeuser (Fall 2018)
  - Defensive Driving course
- Volvo (forthcoming in 2019)
  - Heavy Equipment and Diesel program



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# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*



SERVE AS COMMUNITY CONVENER TO BUILD LOCAL PARTNERSHIPS

### Narrative:

- Eastern Carolina Workforce Development Board, NCWorks, County Economic Development and Craven County Public Schools
  - Ongoing partnerships to promote workforce development opportunities
- Craven Pamlico Re-Entry Council
  - Educational opportunities to ex-offenders
- The Entrepreneur Center of Craven County
  - Small Business Center support to local entrepreneurs
- Craven 100 Alliance (C1A)
- New Bern and Havelock Chambers of Commerce
- Swiss Bear Corporation



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# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*



### EXPAND THE ADULT ENRICHMENT PROGRAM

#### Narrative:

- Expanded Adult Enrichment Coordinator position to fulltime (May 2018)
- Expanded program offerings from 10 months to 12 months
- Implemented Instant Enrollment

ADULT ENRICHMENT PROGRAM		
	FY 2017	FY 2018
Students Enrolled	404	484
Classes Run	71	83
Net Revenue	\$17,351	\$15,376



# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*



### ESTABLISH A MASTER MARKETING PLAN

#### Narrative:

- Master Marketing Plan—initiative planned to begin Summer 2019



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# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*



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

#### Narrative:

- Craven Community College Magazine
- Pocket Folder with tagline “We are Craven County’s first choice for teaching and learning”
- “Take the Next Step” brochure
- Spring Open House direct mail postcard
- *New Bern Sun Journal*
  - Weekly articles include student success stories highlighting College programs—health, workforce development, career, and university transfer



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# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*



### PROMOTE A STUDENT-CENTERED IDENTITY

#### Narrative:

- Marketing includes images of Craven CC students in all promotions
- Students are featured in the TV campaign
- Facebook live videos feature students
- Established “Dream Team” focused on improving student centered experience on campus
- New Panther logo under development



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# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*



### USE ASSESSMENT TO IMPROVE MARKETING EFFECTIVENESS

#### Narrative:

- Google Analytics
  - Visitor acquisition on College website
- Meltwater
  - Monitor media coverage of the College
- Webmaster
  - Quarterly review sessions of website data to optimize traffic flow
- Targeted Marketing
  - Analysis of response rates to advertising campaigns
  - Text message-based analysis
- New Executive Director of Institutional Effectiveness
  - Re-engineering analysis tools



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# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*



### IMPLEMENT AN ANNUAL LEGISLATIVE PLAN

#### Narrative:

- College Legislative Newsletter
  - Five editions annually since 2017
  - Sent to state, county, and local legislators and influencers
- Legislative Master Plan—initiative forthcoming



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## **TOBACCO AND NICOTINE PROHIBITION**

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*Legal Authority: NCGS 115D-20.1; NCGS 143-599*

*Approval: April 19, 2011*

*Revisions: January 23, 2015; [PROPOSED February 19, 2019]*

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### **TOBACCO AND NICOTINE PROHIBITION**

The Board is committed to providing students, employees and the public with a safe and healthful campus environment. The use of tobacco, nicotine delivery products, and electronic nicotine delivery systems ("ENDS") on the property or premises of the College's campuses is determined to be detrimental to the health and safety of students, employees and visitors. Accordingly, the use of tobacco, nicotine delivery products and ENDS shall be prohibited by students, employees and visitors in all campus buildings, facilities and vehicles owned or leased by the College, as well as on the property or grounds of the New Bern Campus and the Havelock-Cherry Point Campus except for specifically designated official smoking areas.

The advertisement, promotion, sale, or distribution on any College campus or at any College events of tobacco, nicotine delivery products, or ENDS including non-tobacco merchandise that promotes or advertises tobacco, nicotine delivery products, or ENDS shall be prohibited. Student organizations shall be prohibited from accepting money or gifts from companies promoting the use of tobacco, nicotine delivery products, or ENDS.

Advertisements promoting the use of tobacco, nicotine delivery products, or ENDS shall be prohibited from appearing in any College publications or placed on any College property. For the purposes of this Policy, "tobacco" means any type of tobacco product including, but not limited to cigarettes, cigars, cigarillos, pipes, bids, hookahs, smokeless tobacco or snuff of any type including spit and spitless tobacco. "Nicotine delivery product" means any product, substance, or device containing nicotine that has not completed clinical medical trials and is not recognized by the Food and Drug Administration as a medically acceptable tobacco use cessation product. "ENDS" means any nicotine delivery product that can deliver nicotine through an electronic noncombustible heat source that produces vapor, including without limitation, vapes, vaporizers, vape pens, hookah pens, electronic cigarettes (e-cigarettes or e-cigs), and e-pipes.

Smoking, the use of nicotine delivery products or ENDS, shall be permitted on campus grounds only in specific, designated official smoking areas. All students, employees, students and visitors shall adhere to this Policy and restrict their use of tobacco, nicotine delivery products, and ENDS to such designated areas while on campus.

The President is authorized to establish those College Procedures necessary to ensure compliance with this Policy.

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## **SOUND FISCAL AND MANAGEMENT PRACTICES**

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*Legal Authority: NCGS 115D-20, 115D-58.16, 143D-7; 1A SBCCC 200.4*

*Approval: April 19, 2011*

*Revision: [PROPOSED, February 19, 2019]*

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### **SOUND FISCAL AND MANAGEMENT PRACTICES**

The Board authorizes the President to implement procedures, practices, and controls necessary to ensure that all of the College's funds are properly handled. The President shall ensure that:

- Funds are expended prudently and consistently within the approved budget.
- The budget is executed with sound stewardship of state financial resources, ensuring whenever possible that the percentage of state current operating funds remaining unexpended at the end of a fiscal year does not exceed five percent of the College's budget for such funds or five times the system-wide percentage, whichever is higher.
- Institutional fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as anticipated reimbursement. If any institutional fund account has a negative balance at year-end, the negative fund balance, after the posting of all accrual entries, shall be reviewed by the President. In the event the negative balance is not due to a planned reason, the President shall develop a plan to rectify the negative balance, and the information shall be reported to the Board at its first scheduled meeting following year-end.
- Expenditures are tracked consistent with the North Carolina Community College System's (NCCCS) Chart of Accounts, as outlined in the NCCCS Accounting Procedures Manual.
- Financial reports are provided to the Board quarterly.
- A system of financial controls is maintained in accordance with N.C. General Statutes Section 143D-7.
- The College does not overdraw accounts. The President shall ensure that bank accounts are reconciled and any discrepancies and a plan for resolution are identified within 30 business days from the end of the prior month. In the event of noncompliance with this requirement more than once during a fiscal year, the situation shall be reported to the Board at its first scheduled meeting following the month of non-compliance.
- Complete and accurate financial statements are submitted to the North Carolina Office of the State Controller by the prescribed deadline.
- Audits are conducted consistent with N.C. General Statutes Sections 115D-20(9) and 115D-58.16.
- All findings identified in audits, compliance reviews, SACSCOC reviews or other monitoring reviews are addressed and resolved.

Employees of the College may collect and handle funds only after authorization by the President. When funds are collected, they are to be safeguarded, receipted, and handled in strict compliance with procedures prescribed by the President. Funds collected shall be turned in to the designated College office on the day they are collected (or the next Business Day if the designated College office is closed or unavailable). All funds received by the designated College office are required to be deposited in a bank no later than the next business day following collection.

The President shall actively seek to fill leadership and supervisory positions in a timely manner with individuals of high competence, and provide a vacancy report to the Board as information at least semi-annually.

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RECEIVED

DEC 03 2018

President's Office

November 27, 2018

Dr. Kathleen Gallman  
Vice President for Instruction  
Craven Community College  
800 College Court  
New Bern, NC 28562

Dear Dr. Gallman:

Thank you for your letter of August 10, 2018, in response to our letter dated July 13, 2018, requesting additional information for the Associate of Applied Science (A.A.S.) in Aviation Management and Career Pilot Technology degree program, effective January 2019. Specifically, requested was information on program approval, programmatic issues, and faculty.

While the program had been approved by the Board of Trustees at the time of prospectus submission, program approval was pending from the North Carolina Community College (NCCCS) System. Your letter included documentation of NCCCS approval.

The program will be housed on the Havelock-Cherry Point Campus, with all flight time conducted at Tradewind Aviation International, LLC. We requested clarification on the percentage of program hours to be offered at the Tradewind Aviation site. Your letter noted that 11 credit hours—15% of total program credit—will be instructed at Tradewind Aviation International, LLC.

We also requested a copy of descriptions for all courses in the new program as well as discussion of how the identified program learning outcomes will be assessed. Course descriptions were transmitted with your letter. The institution is currently testing the Taskstream Accountability Management System with full implementation scheduled for 2019, which will provide a process for evaluating program learning outcomes and assuring alignment with FAA (Federal Aviation Administration) curriculum and outcomes. A draft learning outcomes matrix delineated program outcomes mapped to curriculum courses, assessment methods (oral/written/practical tests), and expected success benchmarks.

Finally, we requested a Faculty Roster Form for faculty scheduled to teach in the new program. A Faculty Roster Form for three full-time and two part-time faculty noted academic degrees and other certifications; faculty qualifications appear appropriate.

As noted in the original prospectus review, library services are provided by the Havelock Public Library with one-on-one orientation/instruction for students upon request. Resources are also



Page 2  
Dr. Gallman  
November 27, 2018

available from the main campus library, and remote access to services and resources was noted. Several print volumes and additional e-book titles to support the program were noted, and examples of electronic resources for aviation publications were included. Student support services provided at the Havelock-Cherry Point Campus include an academic skills center, career/transfer center, and Military Affairs Resource Center, among others.

Each program performs an annual program review which includes performance measures such as employer satisfaction and passing rates on certification examinations with results reported to the NCCCS. All new programs additionally are required to undergo a Three-Year Accountability Assessment with submission to the NCCCS.

**The Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges reviewed the materials seeking approval of the A.A.S. in Aviation Management and Career Pilot Technology program. It was the decision of the Board to approve the program and include it in the scope of the current accreditation.**

At its meeting in June 2018, the Board of Trustees approved modification of the "*Substantive Change Policy for SACSCOC Accredited Institutions Policy Statement*," for any type of substantive change requiring approval. If an approved substantive change has not been implemented within two years of action by the SACSCOC Board of Trustees, the institution will need to submit a new prospectus for the change or application for a level change.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.  
President

BSW/MAC:iy

cc: Dr. Raymond Staats, President ✓  
Dr. David L. Townsend, Executive Director of Institutional Effectiveness  
Dr. Crystal A. Baird



# 2019 WORKFORCE DEVELOPMENT LEGISLATIVE AGENDA

## North Carolina's Community Colleges

- Help **700,000 students annually** achieve a better life through high-school equivalency, career & technical education (CTE), short-term workforce training, and high-quality, affordable college-transfer programs.
- Are **essential in closing the skills gap** for NC employers.
- Are a **driving force in the State's economy**. Former students contributed over \$19.6 billion in State income, and for every \$1 in State investment, \$4.10 was gained in benefits to the State -- a 14.7% ROI (2015 EMSI report).
- **BUT** continue to **suffer from approximately \$53 million in budget ("management flex") cuts** made during the 2008 recession that have not been restored, thus undercutting our efforts to prepare the State's workforce.
- Have difficulty recruiting and retaining faculty and staff. At an average of \$47,362 annually, NC Community College **faculty salaries are 41<sup>st</sup> in the nation & 28% below the national average** (based on Southern Regional Education Board (SREB) data.)

Legislative Priority	2019-2021
<b>Fully Fund Short-Term Workforce Training.</b> Complete funding for short-term workforce training programs to achieve full funding parity with traditional academic programs.	<b>\$11,520,449 R*</b>
<b>Fund Workforce Development Focused IT</b> <ul style="list-style-type: none"> <li>• Upgrade IT system serving all 58 community colleges, including online registration for workforce development courses.</li> <li>• Ensure colleges have direct access to IT staff by exempting System Office IT staff from transfer to the Dept. of Information Technology.</li> </ul>	<b>\$15,000,000 R*</b>
	<b>Statutory Change</b>
<b>Increase Faculty &amp; Staff Compensation.</b> Attracting & retaining faculty & staff to prepare North Carolina's future workforce is challenging, especially in high-demand, high-skilled areas such as nursing and the trades.	<b>Work towards Nat'l avg.</b>
<b>Eliminate Barriers to Enrollment.</b> Simplify the Residency Determination System (RDS). Community colleges are <b>losing over 5,000 potential students annually</b> because of an overly complex RDS system further eroding efforts to close the skills gap.	<b>Statutory Change</b>
<b>Fund Workforce Focused Multi-Campuses</b> <ul style="list-style-type: none"> <li>• Forsyth Tech Transportation Campus</li> <li>• Wake Tech RTP Campus</li> <li>• Richmond CC Scotland Co. Campus</li> <li>• Guilford Tech Aviation Campus</li> </ul>	<b>\$2,266,348 R*</b>
<b>Stabilize Budgets for Hurricane Florence Impacted Colleges.</b> Due to the devastating impacts of Hurricane Florence, several colleges will likely see enrollment declines in Fall 2018 & Spring 2019.	<b>Funding request will be made after Spring 2019 enrollment census</b>
<b>Expand Career Coach Program</b> <ul style="list-style-type: none"> <li>• Career coaches are embedded in high schools to assist students with determining career goals &amp; identifying community college programs that align with the student's goals. Currently, there are only 64 career coaches in the entire State. These funds would provide for an additional 20-30 career coaches.</li> <li>• Eliminate or reduce the local match requirement for colleges in economically distressed counties.</li> </ul>	<b>\$2,800,000 R*</b>
	<b>Statutory Change</b>

## **Student Government Association**

### **Board of Trustees Report**

**December 11, 2018**

#### **SGA Executive Board:**

President, Stevie Gaskins

Vice President, Olivia Brautigam

Secretary, Gabe Hargett

Treasurer, Rachel Connor

Parliamentarian, Ru Fletcher

Public Information Officer, Rocky Gonzales

#### **Senators:**

Maurice Cunningham

Michael Kelley

Nicholas Conner

Tamia Davis

Cristino Romero-Rios

#### **Campus Life Activities:**

- N4CSGA Conference October 19-21, 2018: In October, the SGA went to the N4CSGA conference in Fayetteville where we had the opportunity to vote on statewide issues and initiatives. We also participated in workshops and learned how to better serve our community college and student body.
- General Assembly October 31, 2018: On Halloween, we kicked off our first general assembly of the school year. Each member of our executive board gave a report on what they as individuals have been doing for the SGA and the student body.
- Student Leadership Academy: This semester a few members of the SGA had the privilege of being a part of Craven Community College's first class to go through the Student Leadership Academy. We had our last class on November 19 and directly after, we had our graduation celebration.
- Thanksgiving Meal Bags and Lunch November 19-20, 2018: Local businesses and other donors came together to have a Thanksgiving Feast for Craven CC students. Donations

included food from Strange & Sons Catering, The Chelsea, Bojangles', Panera Bread, Starbucks, Dr. David and Anna Hurst, and The Tiny Tornado. Academy Sports + Outdoors donated footballs and soccer balls for post-meal game time. Lidl US donated 100 bags of nonperishable food items for the Thanksgiving Meal Bags and Walmart donated a \$100 gift card for the cause. These meal bags were given out to students who were affected by Hurricane Florence.

# CRAVEN COMMUNITY COLLEGE Foundation

## Board of Directors

Shannon P. Adcock  
Jacqueline B. Atkinson  
Carol Becton  
Sharon M. Bland  
J. Brent Davis  
David Dysinger  
William T. Fuller  
Brenda George  
Lloyd Griffith  
John O. Haroldson  
Tyler Harris  
Carole B. Kemp  
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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, *Operations Coordinator*

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In August, the Foundation kicked off its annual campaigns. This year, Sharon Bland from Vanceboro and Shannon Adcock from Havelock are serving as our co-chairs for the Community Campaign and Ricky Meadows, Dean of Career Programs, and Emily Stewart, Campus Life Coordinator are serving as our co-chairs for the Campus Campaign. To date, both campaigns have raised \$36,363.

Due to the impact of Hurricane Florence, we have had to do like so many and readjust our priorities and goals. Fortunately, the college has received tremendous financial support from the state and from our own community. The Foundation board agreed to allot up to \$30,000 from our reserve funds for financial support for full-time and permanent part-time staff and faculty who suffered significant damage and loss. We are also assisting with the disbursement of funding from the state that is specific to students impacted by the storm. Most of our requests for support include replacing laptops, calculators and textbooks. And, several events for the Foundation and the Lifetime Learning Center were canceled and will certainly result in lower than anticipated earnings. However, we have worked diligently to re-group, amend plans and adjust our expectations.

Looking forward, we are excited to announce our first Community Fabric Awards (CFA) kick-off dinner in January at the New Bern Golf and Country Club. It is a way for us to thank our CFA sponsors, bring together previous CFA recipients and encourage nominations for the CFA on April 18, 2019.

To wrap up this year, the Lifetime Learning Center will travel to DPAC with 20 people to see the much-talked-about Broadway show, *Hamilton*; and, Dr. David and Mrs. Anna Hurst and the Hurst Student Ambassadors will travel together to see *Elf*. The *Christmas at Biltmore Estate* trip sold out. Jennifer Baer took 42 people on this three-day adventure to ring in the holiday season. There is already a tremendous buzz about next year's international trip, *Spectacular Scandinavia*.

Though we have all struggled with the after effects of Hurricane Florence, we are working together to provide support and encouragement to our students, staff and faculty. Together we will continue to make Craven CC Craven County's first choice for teaching and learning!

Sincerely,



Jeff Williams, President  
Craven CC Foundation Board of Directors