

REVISED AGENDA

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
DECEMBER 12, 2017
5:30 pm – 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 24, 2017) | |
| IV. | Financial Reports | <i>Cindy Patterson</i> |
| | (1) Year-to-date Budget Comparison Reports-State, County & Institutional
(July 1, 2017-November 15, 2017) (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| V. | Old Business | |
| VI. | New Business | |
| | (1) Receive Board Policies for Approval February 2018 (<i>info</i>) | |
| | a. BP 4.14 Course Audits | <i>Kathleen Gallman, VP</i> |
| | b. BP 4.15 Excused Absences and Refunds for Military Students | |
| | c. BP 6.7 College Parking | <i>Cindy Patterson</i> |
| | (2) Administrative Edits to Board Policies (<i>info</i>) | <i>Kathleen Gallman</i> |
| | a. BP 4.11 Early College | |
| | b. BP 4.12 Concurrent Enrollment of High School Students | |
| | (3) Lease of Tower Space for Public Radio East (<i>info</i>) | <i>Cindy Patterson</i> |
| | (4) Public Radio East Signal Change (<i>info</i>) | <i>Cindy Patterson</i> |
| | (5) Craven CC Foundation Board Members (<i>motion</i>)
(Sharon Bland, Lee Knott) | <i>Ray Staats</i> |
| VII. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Attorney | <i>Jamie Norment</i> |
| | (3) Chair | <i>Bill Taylor</i> |
| VIII. | Adjournment | <i>Bill Taylor</i> |

MEETING NOTICE

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

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

Board of Trustees Meeting

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

August 15, 2017

September 19, 2017

*October 24, 2017

December 12, 2017

February 20, 2018

*March 20, 2018

April 17, 2018

**June 15, 2018 Annual Board Retreat & Meeting

*** (5:00 pm dinner-Naumann Community Room; 6:00pm meeting in Ward Boardroom)**

**** (8:30 am-1:30 pm Retreat; 2:00 pm – 4:00 pm Meeting; location to be determined)**

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

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

Date posted: August 1, 2017

Place posted: Ward Boardroom exterior exit door, Brock Administration Building

BOARD OF TRUSTEES

ROLL CALL

December 12, 2017

Mr. Steve Cella

Ms. Cora Chadwick

Mr. Ken Crow

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Kevin Roberts

Ms. Robin Schaefer

Mr. Bill Taylor

Mr. Whit Whitley

Ms. Brenda Wilson

Mr. Tyler Toohey, SGA President (ex officio)

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

Agenda Review/Conflict of Interest Declarations

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

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
OCTOBER 24, 2017

The Craven Community College Board of Trustees met on Tuesday, October 24, 2017, in the Ward Boardroom of the Brock Administration Building on the New Bern campus with Board Chair Bill Taylor presiding. The meeting was called to order at 6:04 pm.

Roll Call

President Raymond Staats called the roll.

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

Voting members absent were: Ms. Allison Morris, Ms. Robin Schaefer

Ex Officio members present: Mr. Tyler Toohey, SGA President; Mr. Lloyd Griffith, Foundation 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; Dr. Page Varnell, Vice President for Administration; Mr. Gery Boucher, Vice President for Students ; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees.

Chair Taylor declared a quorum present for the meeting.

Agenda Review and Adoption

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

Conflict of Interest Declaration

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

Public Comment

Chair Taylor called for public comment and none were expressed.

Consent Agenda

Trustee Wilson motioned to accept the minutes of the August 15, 2017 meeting as presented; Trustee Roberts seconded the motion and the motion passed unanimously.

Trustee Dacey motioned to accept the minutes of the September 19, 2017 meeting as presented; Trustee Mattocks seconded the motion and the motion passed unanimously.

Student Services and Fall Enrollment Reports

VP Boucher presented a curriculum enrollment analysis along with an update on student services and the QEP for information only.

Personnel Report (August 2017-September 2017)

For informational purposes, VP Varnell reviewed the personnel report through September 30, 2017 (attached).

Old Business

Approve Fiscal Year 2017-18 Budget (DCC 2-1): VP Varnell reviewed the college budget for fiscal year 2017-2018 (attached) highlighting state funds of \$20,280,679, county funds of \$4,042,448, and \$10,074,234 from institutional funds for a total allocation of \$34,397,361. President Staats shared a 5-year budget analysis. Trustee Roberts motioned to accept the budget as presented and outlined above; Trustee Wilson seconded the motion and the motion passed unanimously. Chairman Taylor signed the NCCCS DCC 2-1 signature page indicating the Board had approved the county budget of \$4,042,448.

Approve Board Policy 2.16 Voluntary Shared Leave Program: Trustee Chadwick motioned to approve the revised policy; Trustee Knight seconded the motion and the motion passed unanimously.

Approve Board Policy 2.22 Other Employee Benefits: Trustee Mattocks motioned to approve the new policy; Trustee Roberts seconded the motion and the motion passed unanimously.

New Business

Annual Security Report: VP Varnell highlighted the annual security report indicating the full report can be found on the college website.

Approve New Degree Program AAS-Aviation Management & Career Pilot Technology: VP Gallman highlighted the new program (attached) that is slated for implementation in the fall of 2018. President Staats cited the program is a one-of-a-kind offering in eastern North Carolina. Trustee Wilson motioned to approve the new program; Trustee Knight seconded the motion and the motion passed unanimously.

Receive Public Radio East (PRE) Foundation 2016 Financial Audit: VP Varnell highlighted the audit for information purposes, indicating no findings, and that the PRE Foundation Board had previously approved the audit.

Receive Craven CC Foundation 2016 Financial Audit: VP Varnell shared the 2016 audit for informational purposes, indicating no findings, and that the Craven CC Foundation Board had previously approved the audit.

Law Enforcement Training Simulator: For information purposes, VP Boucher presented a concept of a partnership with local law enforcement agencies to provide firearm training via a simulator. Details such as equipment cost and location of the simulator are being discussed.

Student Ambassador Program Board Resolution: President Staats read the resolution (attached) honoring Dr. David and Mrs. Anna Hurst in their unselfish support of the Student Ambassador Program through their ongoing support since 2014 and their generous endowment bequest of one million dollars. Trustee Knight motioned to approve the resolution; Trustee Roberts seconded the motion and the resolution was unanimously approved.

First Stop Construction Bids, Preferred Alternative: VP Varnell asked the Board to approve a preferred alternative for door hardware in the First Stop construction project so it will integrate with the current door hardware within the college. Trustee Knight motioned to approve the preferred alternative for door hardware; Trustee Mattocks seconded the motion and the motion passed unanimously.

First Stop Construction Bids, Bid Acceptance Process: VP Varnell announced the bid opening for First Stop project is October 31, 2017 which will require Board approval. President Staats offered three options; 1. Authorize him to approve the lowest reasonable bid, 2. Call a special-called Board meeting, or 3. Wait until the December 12, 2017 Board meeting. Trustee Knight motioned to authorize President Staats, in consultation with Chair Taylor, to approve the lowest reasonable bid. Trustee Roberts seconded the motion and the motion passed unanimously.

WDC Lease with City of New Bern, Memorandum of Lease: Attorney Ward presented a memorandum of lease, required by the Economic Development Administration (EDA), which puts third parties on notice of the College's lease with the City and protects the College's leasehold interest in the event the City sells the property during the term of the lease. Trustee Chadwick motioned to approve the memorandum; Trustee Wilson seconded the motion and the motion passed unanimously.

WDC Lease with City of New Bern, Subordination Agreement: Attorney Ward presented a subordination agreement, required by the EDA, to confirm the College's lease rights are subject to the Covenant of Use signed previously. Trustee Chadwick motioned to approve the subordination agreement; Trustee Cella seconded the motion and the motion passed unanimously.

Reports

President: President Staats reported on the security incident on campus on October 16, 2017 noting the quick and proactive response by Security in securing the campus and isolating the suspect. He also noted the communication failures with the emergency notification system and the Regroup faculty/staff messaging system which are both being investigated.

Attorney: Attorney Ward noted the litigation involving a fall from a bicycle has been resolved.

Chair: No report given.

Student Trustee: SGA President Tyler Toohey reported on Student Government Association activities for the fall semester (attached).

Craven Community College
Board of Trustees Meeting Minutes
October 24, 2017
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Foundation President: Reviewed activities since the first of September (attached) along with an invitation to attend the Veterans Memorial Park dedication on the Havelock campus on November 9th at 4:30.

Adjournment

With no further business to be presented, Chair Taylor adjourned the meeting at 8:26 pm.

Respectfully submitted:

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

Bill Taylor, Chairman
December 12, 2017

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

Raymond W. Staats, Secretary
December 12, 2017

ce 11/30/17

37.5% of year

College Totals

Regular Operating

Capital Outlay

Craven Community College
Institutional Funds Budget
For the period July 1, 2017 through November 15, 2017

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	40,805.00	8,484.63	32,320.37	20.79%	40,805.00	32,320.37
01	133 Discretionary	65,152.00	2,933.50	62,218.50	4.50%	44,448.34	81,999.00
01	134 Unrestricted Overhead Receipts	9,813.00	0.00	9,813.00	0.00%	3,471.07	32,088.44
01	136 Foundation	280,690.00	146,566.40	134,123.60	52.22%	144,721.46	284,527.53
01	137 Financial Aid Matching	1,033.00	475.03	557.97	45.99%	6.46	1,674.63
01	221 Applied Music	1,805.00	0.00	1,805.00	0.00%	1,320.98	14,573.29
01	227 Extra Curricular Activities	28,270.55	26,978.61	1,291.94	95.43%	1,059.47	20,824.37
01	250 Curriculum-Self Supporting	20,501.00	12,577.50	7,923.50	61.35%	4,240.37	80,680.35
01	312 Fire College	0.00	0.00	0.00		34.42	11,450.04
01	340 WFD-Self Supporting	415,793.00	134,970.42	280,822.58	32.46%	196,666.79	853,726.63
01	411 Learning Resource Center	2,200.00	0.00	2,200.00	0.00%	233.06	22,356.84
01	460 Customized Ind Train Support	45,741.00	14,289.69	31,451.31	31.24%	8,321.53	41,728.92
01	461 Small Business Support Fund	0.00	0.00	0.00		0.35	119.14
01	610 VOLT Center	47,500.00	0.00	47,500.00		19,791.69	19,791.69
02	131 College Work Study	77,897.00	15,390.64	62,506.36	19.76%	15,390.64	0.00
02	134 Restricted Overhead Receipts	55,325.00	8,112.09	47,212.91	14.66%	10,797.09	219,120.49
02	138 Returned Check Fee Fund	375.00	11.43	363.57	3.05%	294.92	18,319.01
02	139 NCCF Community Up Grant	62.00	61.49	0.51	99.18%	0.17	0.00
02	139 Harold H. Bate Grant	110,887.00	40,155.04	70,731.96	36.21%	50,000.00	20,792.86
02	220 NCSU Engineering	97,279.00	20,042.51	77,236.49	20.60%	45,176.38	76,442.87
02	227 ENCORE	20,100.00	6,677.58	13,422.42	33.22%	9,447.12	13,342.34
02	228 Grants -NSF SEAS/Bosch	197,417.00	22,466.77	174,950.23	11.38%	51,874.37	36,020.04
02	291 Specific Fees - Lab/DE/ASC	600,541.00	172,716.86	427,824.14	28.76%	282,667.15	1,796,201.61
02	292 System-Wide Fees-Comp Tech	272,477.00	103,429.73	169,047.27	37.96%	125,669.53	1,294,193.75
02	293 Patron Fees	40,612.00	20,198.11	20,413.89	49.73%	13,338.34	256,666.09
02	314 Grants - Workforce Development/BS	0.00	0.00	0.00		5.99	2,730.65
02	392 System-Wide Fees - WFD Comp	126.00	0.00	126.00	0.00%	37.80	12,599.99
02	521 C-Step Grant	8,000.00	1,125.34	6,874.66	14.07%	7,096.53	6,874.66
02	531 Professional Liability Ins	10,650.00	7,022.00	3,628.00	65.93%	4,932.99	16,824.45

FUND PURPOSE		BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532 Student Insurance	7,502.00	2,699.70	4,802.30	35.99%	3,567.18	(212.87)
02	533 Transcript Fees	49,416.00	7,844.39	41,571.61	15.87%	16,584.09	178,691.86
02	534 TRIO/Title III Grants	1,058,054.00	489,121.06	568,932.94	46.23%	230,903.55	(257,750.19)
02	790 Orringer Hall Fund	6,445.00	1,295.98	5,149.02	20.11%	1,992.59	26,691.57
02	791 Public Radio East	1,185,875.00	371,014.00	814,861.00	31.29%	207,157.97	24,812.95
02	795 Career Fair	0.00	0.00	0.00		1.64	551.15
02	796 Testing Centers	12,142.00	948.21	11,193.79	7.81%	2,914.79	32,231.49
02	797 Public Radio East Foundation	842,050.00	178,453.10	663,596.90	21.19%	211,145.76	160,845.04
02	823 SEOG	96,485.00	55,644.63	40,840.37	57.67%	49,644.63	(6,000.00)
02	824 Pell	4,415,000.00	2,327,536.40	2,087,463.60	52.72%	1,981,656.91	(345,879.49)
02	830 NCCC Target Asst/LTHT	6,000.00	0.00	6,000.00	0.00%	7,897.00	7,897.00
02	831 Golden Leaf Scholars	15,000.00	5,844.00	9,156.00	38.96%	8,792.00	1,868.00
02	833 NCCG	200,000.00	116,939.00	83,061.00	58.47%	118,139.00	0.00
02	834 Teacher Assistant Sch Fund	13,500.00	5,597.00	7,903.00	41.46%	5,597.00	0.00
02	835 State Aid Scholarships	150,000.00	72,520.00	77,480.00	48.35%	72,520.00	0.00
02	840 General Scholarships	235,499.00	83,830.12	151,668.88	35.60%	87,021.76	268,763.27
02	841 Endowment/Other Scholarships	97,888.00	58,153.25	39,734.75	59.41%	28,920.32	(5,297.22)
05	710 Clearwire Distribution	3,150.00	0.00	3,150.00	0.00%	1,079.56	15,007.10
05	720 Bookstore	161,702.00	43,787.19	117,914.81	27.08%	6,497.83	726,772.21
05	730 Food Service	37,722.00	33,250.00	4,472.00	88.14%	7,946.05	(2,612.32)
05	740 Campus Access	89,547.00	82,248.31	7,298.69	91.85%	36,995.80	115,971.70
05	770 Student Activity Funds	174,233.00	64,442.54	109,790.46	36.99%	88,743.75	220,057.98
06	810 J. Wrenn Emergency Loan Fu	400.00	0.00	400.00	0.00%	2,476.60	44,595.57
07	910 Buildings & Grounds	8,280,254.00	489,864.19	7,790,389.81	5.92%	224,637.49	2,098,599.52
08	792 Public Radio East Endowment	670.00	0.00	670.00	0.00%	236.50	78,676.47
08	850 Endowments	97,388.00	28,876.13	68,511.87	29.65%	141,849.04	2,217,445.84
Total		19,686,973.55	5,284,594.57	14,402,378.98	27%	4,626,768.82	10,877,578.30

**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	RTCK Check Fee	SFWLD Welding Supply Fee	STSUP Student Support	FA Overage	STIN Student Ins	Total
xxxx	2014FA																552.89		552.89
xxxx	2014FA																448.65		448.65
xxxx	2014FA	90.35					625.55												715.90
xxxx	2014FA	156.45						15.00											171.45
xxxx	2014FA						81.10										955.65		1,036.75
xxxx	2014FA																521.27		521.27
xxxx	2016SP	300.59		35.00	48.00	15.00	205.76	75.00		15.00							60.84	1.40	756.59
xxxx	2016SP						740.40										211.46		951.86
xxxx	2016SP						666.40										399.79		1,066.19
xxxx	2016SP						340.42										370.63		711.05
xxxx	2016SP						69.79										1,946.48		2,016.27
xxxx	2016SP																312.65		312.65
xxxx	2016SP																634.42		634.42
xxxx	2016SU																592.04		592.04
xxxx	2016SP																384.32		384.32
xxxx	2016SP	123.19					390.99										344.61		858.79
xxxx	2014SU																415.70		415.70
xxxx	2014FA						231.46										1,448.74		1,680.20
xxxx	2015FA																139.09		139.09
xxxx	2015FA						85.44										156.31		241.75
xxxx	2016SU																260.25		260.25
xxxx	2016FA																280.31		280.31
xxxx	2016SP						541.84										451.82		993.66
xxxx	2016SU																718.72		718.72
xxxx	2016SP	478.02		35.00	48.00	15.00	488.36	100.00									13.24	1.40	1,179.02
xxxx	2015FA						1,056.51										538.11		1,594.62
xxxx	2015FA																806.37		806.37
xxxx	2016SP						368.45												368.45
xxxx	2016SP						490.78										170.98		661.76
xxxx	2016FA																1,281.63		1,281.63
xxxx	2016SP						249.47										417.03		666.50
xxxx	2016FA																1,900.68		1,900.68
xxxx	2016SP	192.26		35.00	48.00	15.00	259.75	125.00									72.85	1.40	749.26
xxxx	2015FA						408.36										1,128.69		1,537.05
xxxx	2016SP																626.13		626.13
xxxx	2016SP						35.05										697.07		732.12
xxxx	2016SP																777.16		777.16
xxxx	2015FA																531.72		531.72
xxxx	2016SP	461.66		35.00	48.00	15.00		125.00		15.00							292.60	1.40	993.66
xxxx	2016SP																718.45		718.45
xxxx	2016SP						448.86										821.45		1,270.31
xxxx	2016SP						439.50												439.50
xxxx	2016SP						700.05										180.53		880.58
xxxx	2016SP	584.37															49.90		634.27
xxxx	2015SP																594.60		594.60
xxxx	2015SP																475.59		475.59
xxxx	2015SP																27.69		27.69
xxxx	2015SP						158.70										566.13		724.83
xxxx	2015SP						128.71										814.78		943.49
xxxx	2015SU																402.65		402.65
xxxx	2015SU																678.94		678.94
xxxx	2015SU																124.98		124.98
xxxx	2015SU																671.71		671.71
xxxx	2016SP																352.65		352.65
xxxx	2016FA	418.00		35.00	48.00	15.00	565.82												1,081.82
xxxx	2016FA	304.00		8.70		21.89		18.40									850.07		1,203.06
xxxx	2016FA	45.06																	45.06
xxxx	2016FA						443.80												443.80
xxxx	2016SP	608.00		35.00	48.00	15.00	622.63			18.75								1.40	1,348.78
xxxx	2014FA						231.25												231.25
xxxx	2016SU	133.00		-	48.00	15.00						12.50						1.40	209.90

xxxx	2016FA	133.00		6.12	8.40	2.62		6.25								7.87		0.24	164.50
xxxx	2016FA	200.00																	200.00
xxxx	2016FA	228.00		17.50	6.88	15.00		25.00											292.38
xxxx	2016SP																377.60		377.60
xxxx	2016FA	133.00		8.74	9.00	3.74		51.80											206.28
xxxx	2016SP	183.57						377.53											561.10
xxxx	2016FA							145.98											145.98
xxxx	2016FA	228.00				15.00										15.00			258.00
xxxx	2016FA	228.00		35.00	48.00	15.00		25.00								15.00		1.40	367.40
xxxx	2016FA	228.00						17.25								3.37			248.62
xxxx	2017SP	76.00		6.56	9.00	2.81		6.25								4.69		0.26	105.57
xxxx	2016FA	532.00		22.28	30.54	9.54		319.23		25.00						28.63		0.89	968.11
xxxx	2016FA	323.00		8.73	12.00	3.74				18.75						11.23		0.34	377.79
xxxx	2016FA	912.00		35.00	48.00	15.00		841.35		-						45.00		1.40	1,897.75
xxxx	2016SU	224.00																	224.00
xxxx	2016FA	76.00		8.75	12.00	3.75										6.25		0.35	107.10
xxxx	2016FA							170.00											170.00
xxxx	2016FA	228.00		35.00	48.00	15.00		-		25.00						15.00		1.40	367.40
xxxx	2017SP	148.32		7.95	10.89	3.41		-		12.50		3.75				10.23		0.30	197.35
xxxx	2016SP							251.27											251.27
xxxx	2016FA	228.00		8.07	11.07	3.46		-		-		2.50				10.38		0.32	263.80
xxxx	2016FA																695.47		695.47
xxxx	2016FA												10.00	20.00					30.00
xxxx	2016SP							329.00			829.84								1,158.84
xxxx	2016CE3												117.60						117.60
xxxx	2016FA										692.27								692.27
xxxx	2016SP												147.40	20.00					167.40
xxxx	2016FA	532.00		35.00	48.00	15.00		-		50.00							35.00	1.40	716.40
xxxx	2016FA	228.00		32.75	48.00	15.00		-		100.00						30.90			454.65
xxxx	2016SU	456.00		-	48.00	15.00				25.00		20.00						1.40	565.40
xxxx	2016SP	228.00								25.00									253.00
xxxx	2016SU	456.00		-	48.00	15.00				50.00		20.00						1.40	590.40
xxxx	2016CE2		180.00												75.00			0.60	255.60
xxxx	2016FA	202.90																	202.90
xxxx	2016FA	518.82		35.00	48.00	15.00		100.00								45.00		1.40	763.22
xxxx	2016FA	19.42																	19.42
xxxx	2016FA	193.10																	193.10
xxxx	2016FA	526.08		17.50	24.00	5.00		25.00		7.50								0.47	605.55
xxxx	2016SU	152.00		-	24.00	7.50		-		12.50			5.00					0.70	201.70
		11,716.16	180.00	538.65	899.67	300.57	13,561.36	988.15	21.25	889.84	692.27	57.50	275.00	40.00	75.00	248.55	29,299.09	22.67	59,805.73

Kisha B. Simpson
(Requested by)

Vice President for Administration

FA Issues/Withdrew Charged 25%	\$ 13,011.14	Total Collected this period	\$ 12,658.75	YTD Write Offs July 2016-Nov 2017	\$ 59,805.73
Sponsor Issues	2,579.85	Debt Setoff	329.57	Prior Year Write Offs July 2015-Nov 2016	\$ 59,685.03
WFD	255.60	Total Fees Paid to collection agency	2,612.65		
Return 2 Title 4	39,807.14	Net proceeds	10,375.67	120 Days past due	\$131,506.99
MISC-Chargeback, Emergency Loan, Retur	2,166.11			Percentage of Total Accounts Receivable	4.9250%
Payment Plan	1,985.89				
	<u>\$ 59,805.73</u>				

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	15-Nov	15-May	Variance
Local Funds	\$2,404,349.93	\$2,327,490.31	\$76,859.62
Special Funds	<u>\$8,607,962.85</u>	<u>\$8,444,980.83</u>	<u>\$162,982.02</u>
Total	\$11,012,312.78	\$10,772,471.14	\$239,841.64

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.

	15-Nov	15-May	Variance
STIF Interest Rate:	1.242030%	1.106960%	0.135070%

BP – 4.14

COURSE AUDITS

Legal Authority: NCGS 115D-5, 1D SBCCC 700.1, 1E SBCCC 1000.1, 1E SBCCC 1000.2

Approval: (February 20, 2018)

Revision:

COURSE AUDITS

The Board of Trustees authorizes the President to offer curriculum and non-curriculum courses for audit.

Auditing a course allows a student to take a class without receiving a grade, academic credit, continuing education unit, or certificate of completion. The president shall determine the curriculum and non-curriculum course available for students to audit. Audited courses will not be considered in determining full-time or part-time enrollment status and may not satisfy enrollment requirements for graduation purposes.

Students may only enroll to audit a course during designated enrollment periods. Students may change from audit to credit status only during the course registration period. Students may change a course from credit to audit through the last day to withdraw.

Tuition and fees for audited courses are assessed at the same rate as that charged for enrolling in credit courses. Audited courses are not eligible for financial aid.

Students may audit courses on a space available basis and may not displace students taking a course for credit. Auditing students may not be counted in determining whether a course section meets minimum enrollment requirements. A class cannot be made up of solely auditing students.

Senior Citizens

Senior citizens (age 65 or older) may audit courses at Craven Community College free of registration and tuition fees. Fees other than registration or tuition must be paid by the senior citizen. Courses that may be audited tuition free by a senior citizen exclude the following:

- Lifetime Learning Program/Adult Enrichment Program
- Self-Supporting programs
- Business and Industry Training (Customized Training courses)
- Ed2Go courses

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EXCUSED ABSENCES AND REFUNDS FOR MILITARY STUDENTS

Legal Authority: NCGS 115D-5(x); Session Law 2017-155 (House Bill 486); 1B SBCCC 500.1; 1E SBCCC 900.4

Approval: (February 20, 2018)

Revision:

EXCUSED ABSENCES AND REFUNDS FOR MILITARY STUDENTS

The Board of Trustees recognizes the unique challenges faced by students who are members of the U.S. Armed Forces and National Guard (referred to as "Military Students"). In particular, these Military Students are subject to short-notice temporary or permanent duty transfers that may interrupt their academic progress. This Policy allows excused absences and certain refunds when a Military Student cannot complete their coursework due to the following conditions:

- The student is an active duty or reserve member of the U.S. Armed Forces and is placed on temporary duty assignment (also known as TDA, TDT, TAD, TDI, or TDY) or is issued a permanent change of station order (also known as a PCS) in accordance with their obligation to the military and such duty conflicts with their coursework; or
- The student is a member of the National Guard and is activated for State Active Duty, Title 32 Full-Time National Guard Duty, or Title 10 Active Duty to support military operations and such duty conflicts with their coursework.

The President of the College shall establish Procedures to implement this Policy, including specifically the following provisions:

- The Military Student is provided an opportunity to receive an excused absence whenever the above conditions exist.
- The Military Student is given opportunity to make up course work or tests that are missed during the excused absence.
- The Military Student is given the opportunity, when feasible, to continue classes and course work through distance learning participation during the excused absence.
- The Military Student may exercise the option of receiving an incomplete (I) grade for the course(s) not completed during the excused absence. This option will allow the student to complete the coursework in a reasonable amount of time consistent with any deadlines set by the President and related Procedures.
- The Military Student will be permitted to drop, without academic or financial penalty, the course(s) not completed as a result of the excused absence.

- Military Students who are unable to complete their coursework due to an excused absence granted pursuant to this Policy shall, upon request by the student, receive a full refund of tuition and registration fees for the unfinished coursework; and the College shall buy back the student's textbooks through the College's bookstore operations to the extent allowable under the College's buy back Procedures.

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DRAFT

BP – 6.7

COLLEGE PARKING

Legal Authority: NCGS 115D-21

Approval: (February 20, 2018)

Revision:

COLLEGE PARKING

Parking regulations are required to help ensure a safe campus for all students, faculty, staff and visitors. The Board directs the President to implement parking regulations as may be necessary or preferable for the safe and efficient operation of the College. All parking regulations shall comply with North Carolina General Statutes Section 115D-21.

Parking regulations shall include at least the following provisions:

- Parking is permitted in designated areas only.
- Parking in state-mandated Handicap parking spaces requires a state-issued permit.
- Staff, faculty, and student vehicles parked on campus must display a current and appropriate parking permit. The president may establish a reasonable registration and permit fee.
- Visitors must display a temporary parking permit or park in designated visitor spaces.
- A monetary fine may be established by the President, not to exceed \$25 per occurrence, for the violation or repeated violation of applicable parking regulations. Fines collected pursuant to this policy shall be remitted to the Civil Penalty and Forfeiture Fund in accordance with North Carolina General Statutes Section 115C-457.2.
- Regulations for the towing or booting of vehicles parked in violation of this policy.
- Requirements for proper signage and notice.
- A hearing procedure for appeals of a fine or a towing/booting.

The President may delegate the administration and enforcement of regulations adopted pursuant to this Policy to an appropriate College department, resource officer, or contractor experienced in parking regulation.

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BP – 4.11

EARLY COLLEGE

Legal Authority: 23 NCAC 02C.305; NCGS 115C-238.50-55; NCGS 115D-41

Approval: April 19, 2011

Revision: December 12, 2017

EARLY COLLEGE

The Board affirms its commitment to improving educational opportunities for high school students. The Board authorizes the President to cooperate with the Craven County Public Schools in order to establish one or more Craven Early College High Schools, which may be located at one or more of the College's campuses. Cooperation may include, but is not limited to, the development of a memorandum of understanding or other agreement with the Craven County Public Schools that is consistent with the following directives:

1. The administration of the Craven Early College High Schools shall be vested in a principal, subject to appointment and supervision by Craven County Public Schools.
2. All teachers for the Craven Early College High Schools shall be appointed by, and be employees of, the Craven County Public Schools.
3. All decisions for operation of the Craven Early College High Schools, inclusive of academic policy, curriculum, textbooks, student eligibility and selection, faculty selection, and course content shall be made by the Craven County Public Schools.
4. Students enrolled in the Craven Early College High Schools shall be eligible to enroll in selected College curriculum and non-curriculum courses, as allowed by North Carolina law and North Carolina Community College System regulations. The high school students shall meet all course pre-requisites and be judged by the College as able to benefit from the course(s).
5. To the fullest extent possible, all Board policies shall apply to public school students enrolled in the Craven Early College High Schools including, but not limited to, Equal Opportunity, Student Rights, Student Records, Student Code of Conduct, Acceptable Use of Technology, and Drug and Alcohol Use.
6. Students enrolled in the Craven Early College High Schools shall be reasonably supervised by personnel of the Craven County Public Schools and have access to the campuses of the College.
7. Course tuition and fees, insurance costs and other pertinent charges for Craven Early College High Schools shall be borne by the Craven County Public Schools; however, the College may supplement the charges with special purpose fees to be paid by the enrolled students, when approved by the President.
8. The College shall cooperate with the Craven County Public Schools to identify the classrooms and other physical spaces to be dedicated to the Craven Early College High Schools.

9. The President shall seek prior approval from the Board for the termination or closure of the Craven Early College High Schools.

The College shall track and conduct such research, as necessary, to determine the academic progress and course success of students enrolled in the Craven Early College High Schools for college-level courses and shall provide the Principal with the report to assess student success and program impact.

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CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS

Legal Authority: 23 NCAC 02C.305; NCGS 115C-238.50-55; NCGS 115D-41

Approval: April 19, 2011

Revisions: April 24, 2012; December 12, 2017

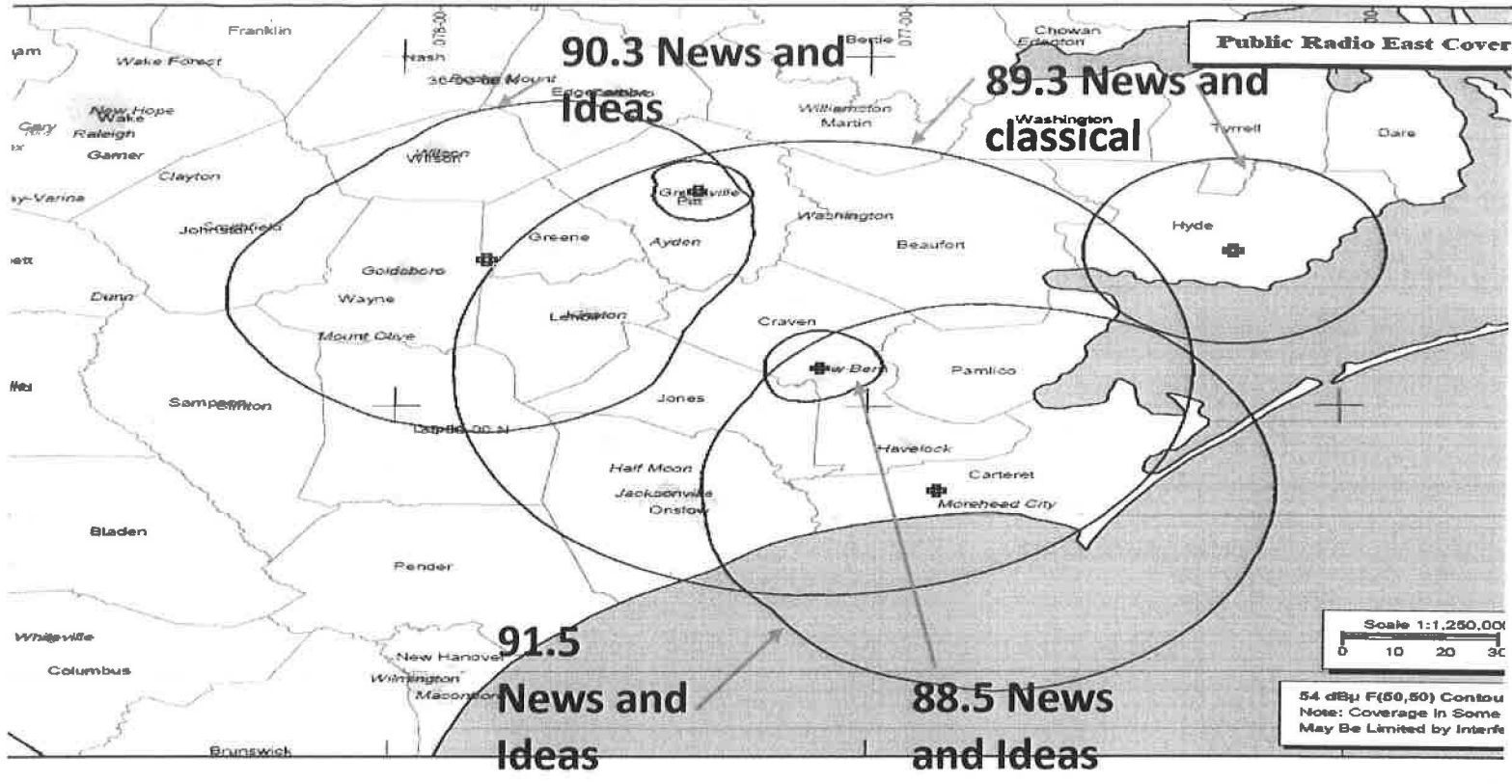
CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS

The Board authorizes the President to implement, in coordination with the Craven County Public Schools, public charter school, and private schools, a concurrent enrollment program. The President may negotiate such agreements as may be necessary for the efficient operation of this Policy. Concurrent enrollment allows high school students to be enrolled in high school and the College at the same time. High school students may be admitted to approved Career and College Promise (CCP) Pathways under the following conditions:

1. Upon the recommendation of the chief administrative officer of the Craven County Public Schools, public charter school, or private school, as applicable, and the approval of the President;
2. Upon the approval of the student's program by the chief administrative officer of the Craven County Public Schools, public charter school, or private school, as applicable, and the approval of the President;
3. Upon the certification by the chief administrative officer of the Craven County Public Schools, public charter school, or private school, as applicable, that the student is taking the equivalent of at least one half of a full-time schedule in the high school and is making satisfactory progress toward graduation.

Once admitted, College policies and procedures for concurrently enrolled high school students are the same as for all other College students.

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CRAVEN COMMUNITY COLLEGE Foundation

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www.CravenCC.edu

800 College Court
New Bern, NC 28562
Telephone: (252) 638-7351
Fax: (252) 638-4232

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

November 2, 2017

Craven Community College Board of Trustees,

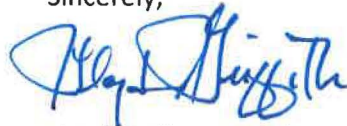
The Craven Community College Foundation Board of Directors met on October 25, 2017 and voted unanimously to recommend the following individuals to serve on the Foundation Board:

- Sharon Morris Bland, BSW, MAEd – Assistant Vice Chancellor for Academic Program Development (Retired)
- Lee E. Knott, CPA – Brinkley, Elam & Knott, PA, tax preparer

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

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

Sincerely,



Lloyd Griffith, President
Craven CC Foundation



Charles Wethington, Executive Director
Institutional Advancement

ENC



2017-2018

Proposed Foundation Board Members

Sharon M. Bland, BSW, MAEd

Assistant Vice Chancellor for Academic Program Development (Retired)

Sharon is a resident of northwestern Craven County. A graduate of West Craven High School, Hardbarger Business College and East Carolina University, she holds a Bachelor of Social Work, graduating Summa Cum Laude; an MAEd in Adult Education, inducted as a member of Phi Kappa Phi Honorary Society while in graduate school; and a Graduate Certificate in Gerontology from ECU as well as a Graduate Certificate in Academic Advising from Kansas State University. Sharon served in various roles during her twenty-five year tenure at ECU, including academic advisor, editor of the university's SACS reports for two report cycles, publication of the university's printed undergraduate and graduate curriculum catalogs and assistant vice chancellor and coordinator of academic program development, guiding the development and approval of new degree programs across the academic affairs and health sciences divisions of the university. She was in the first cohort of the ECU Leadership Development Program, was among the first inductees into the ECU Service Society and served as United Way Campaign main campus chairperson for two years.

Sharon and her husband, Shade, live in the Epworth Community west of Vanceboro. She is the managing partner of Serenity Holdings, LLC. Sharon serves as treasurer of Epworth United Methodist Church and is engaged in various areas of the church. An active member of Community Christian Fellowship, Sharon teaches Bible-based courses for that organization. She served eight years on the Craven County Planning Board; was a charter member of the Vanceboro Jr. Woman's Club, serving in several leadership roles; and has been involved in various community projects. In her spare time she enjoys golf, Bridge, travel and spending time on the coast of the Carolinas.

Lee E. Knott, CPA

Brinkley, Elam & Knott, PA, tax preparer

Lee Knott is a native of New Bern. He graduated from New Bern High School in 1992 and earned an undergraduate degree from the University of North Carolina at Chapel Hill in 1996. After graduating from college, he worked for Wachovia Bank in several locations in eastern North Carolina. In 2001, Knott returned to the University of North Carolina at Chapel Hill to pursue his masters in accounting. Following graduation, he worked for PricewaterhouseCoopers in Washington, DC.

He and his wife, Mae Blount, and moved back to New Bern in 2003. He is currently one of the principals at Brinkley, Elam & Knott, PA, a small accounting firm.

Knott has served as a board member of the Merci Clinic, New Bern Golf & Country Club, Craven Arts Council and Tryon Palace Foundation. He has also served as a finance committee member of Christ Episcopal Church. He has three children: Mary Stewart, Charlie and Edith.