

BOARD OF TRUSTEES

FINAL - MEETING AGENDA

DECEMBER 8, 2020

5:30 pm - WebEx

- | | | |
|-------|--|-----------------------|
| I. | Call to Order | Allison Morris, Chair |
| II. | Administrative Items | |
| | (1) Roll Call | Ray Staats, Secretary |
| | (2) Agenda Review and Adoption (<i>motion</i>) | Allison Morris |
| | (3) Conflict of Interest Declaration | Allison Morris |
| | (4) Public Comment | Allison Morris |
| III. | Consent Agenda (<i>motion</i>) | Allison Morris |
| | (1) Approve Board of Trustees Meeting Minutes (September 15, 2020) | |
| IV. | Financial Reports | Jim Millard, VP |
| | (1) Financial Report FY 2020-21 1 st Quarter (Jul-Sep) (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| V. | Personnel Report FY 2020-21 1 st Quarter (Jul-Sep) (<i>info</i>) | Jim Millard |
| VI. | Facilities | Jim Millard |
| | (1) Facilities Usage Report FY 2020-21 1 st Quarter (Jul-Sep) (<i>info</i>) | |
| | (2) Facilities Update (<i>info</i>) | |
| VII. | Strategic Plan: Goal 4 Progress Report (<i>info</i>) | Ray Staats, President |
| VIII. | Old Business from October Canceled Meeting | Allison Morris |
| | (1) Fall Enrollment Update (<i>info</i>) | Gery Boucher, VP |
| | (2) Student Services Report (<i>info</i>) | Gery Boucher |
| | (3) Spring Administrative Program Review (<i>info</i>) | Kathleen Gallman, VP |
| IX. | New Business | |
| | (1) Review Revised Board Policies for approval in February 2021 | Ray Staats |
| | a. BP 2.8 Employee Categories and Benefits (<i>info</i>) | |
| | b. BP 2.15 Recruitment, Selection, and Hiring (<i>info</i>) | |
| | c. BP 2.27 Sexual & Other Unlawful Harassment (Employees) (<i>info</i>) | |
| | d. BP 3.11 Admissions (<i>info</i>) | |
| | e. BP 3.12 Sexual & Other Unlawful Harassment (Title IX) (<i>info</i>) | |

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|-----|---|-------------------------|
| | (2) BP 3.8 Student Grievance Policy (administrative edit)(<i>info</i>) | <i>Ray Staats</i> |
| | (3) Annual Security Report (<i>info</i>) | <i>Jim Millard</i> |
| | (4) CAPTE Continuing Accreditation of PTA Program (<i>info</i>) | <i>Kathleen Gallman</i> |
| | (5) Craven CC Foundation Board of Directors Nominations (<i>motion</i>) | <i>Ray Staats</i> |
| X. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Attorney | <i>Jamie Norment</i> |
| | (3) Chair | <i>Allison Morris</i> |
| | (4) Student Trustee | <i>Kaycee Bailey</i> |
| XI. | Adjournment | <i>Allison Morris</i> |

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

December 8, 2020

Mr. Steve Cella

Ms. Jennifer Dacey

Dr. Jim Davis

Mr. Ronald Knight

Ms. E.T. Mitchell

Ms. Allison Morris

Dr. Ervin Patrick

Mr. Kevin Roberts

Mr. Bill Taylor

Mr. Tabari Wallace

Mr. Whit Whitley

Ms. Brenda Wilson

Ms. Kaycee Bailey, Student Trustee (ex officio)

Mr. David McFadyen, 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
SEPTEMBER 15, 2020

The Craven Community College Board of Trustees met on Tuesday, September 15, 2020, in the Naumann Community Room in Ward Hall with Board Chair Allison Morris presiding. The meeting was called to order at 5:30 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Mr. Steve Cella, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Allison Morris, Ms. E.T. Mitchell, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Tabari Wallace, Mr. Whit Whitley, and Ms. Brenda Wilson

Voting members absent were: Dr. Jim Davis, Dr. Ervin Patrick

Ex Officio members present were: Ms. Kaycee Bailey, SGA President

Ex Officio members absent were: Mr. David McFadyen, 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; Mr. Jim Millard, Vice President for Administration; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees.

Chair Morris declared a quorum present for the meeting and thanked Vice Chair Whitley for presiding at the last meeting in her absence.

Agenda Review and Adoption

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

Conflict of Interest Declaration

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

Public Comment

Chair Morris called for public comment and none was expressed.

Consent Agenda

Trustee Wilson motioned to accept the minutes (attached) of the August 18, 2020 meeting as presented; Trustee Knight seconded the motion and the motion was unanimously approved.

WFD Update

President Staats presented an update on Workforce Development for informational purposes (attached).

Strategic Plan: Goal 3 Progress Report

For informational purposes, President Staats highlighted the progress on the College Environment goal for third quarter 2020 (attached).

Old Business

None reported.

New Business

Approve 2020-21 Budget DCC 2-1: VP Jim Millard presented the College budget for fiscal year 2020-21 totaling \$36,354,802 (\$21,094,219 state funds, \$4,316,287 county funds, and \$10,944,296 institutional funds). President Staats shared an analysis of budget trends and payroll trends for FY14-FY21. Trustee Roberts motioned to accept the budget as presented; Trustee Knight seconded the motion and the motion was unanimously approved.

Proposed Law Enforcement Simulator Site Lease: President Staats reviewed the 10-year lease with the City of New Bern for space at the Volt Center for the law enforcement training – simulator center (attached). The City's Public Works department is managing the \$250,000-renovation to the existing building with additional financial support from the Bate Foundation (\$50,000) and College Foundation (\$50,000). Construction is expected to take four months followed by simulator purchase/installation and training, with first simulations expected in early spring 2021. Trustee Mitchell motioned to approve the lease as presented; Trustee Whitley seconded the motion and the motion was unanimously approved.

Resolution of Support for myFutureNC: As President Staats explained, myFutureNC is a statewide nonprofit organization focused on educational attainment and is the result of cross-sector collaboration between leaders in education, business, and government in NC. The intended goal is to increase the number of NC citizens (ages 25-44) with post-secondary

credentials to 2 million by the year 2030. This program is endorsed by the NCCCS and NCACCT, with hopes that all 58 community colleges in NC will also support myFutureNC. Trustee Mitchell motioned to approve the resolution as presented; Trustee Wilson seconded the motion and the motion was unanimously approved (resolution attached).

Reports

President: President Staats gave a COVID update announcing the numerous funding sources available to students and the college to assist during the pandemic. He also shared a progress report on the completion of the Academic Support Center. The college has completed its actions in response to the recent breach of Blackbaud's data.

Attorney: Nothing to report.

Chair: Nothing to report.

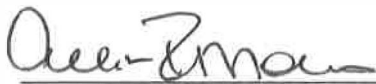
Student Trustee: SGA President Kaycee Bailey announced the goals of the SGA for 2020-21 and their plans to brainstorm ideas for campus life activities during COVID (report attached).

Trustee Mitchell left the meeting at 6:13 pm for a prior commitment.

Adjournment

With no further business to be presented, Chair Morris adjourned the meeting at 6:16 pm.

Respectfully submitted:



Allison R. Morris, Chair
December 8, 2020



Raymond W. Staats, Secretary
December 8, 2020

Craven Community College
State Funds Budget Comparison Report
As of September 30, 2020 - 25% of the Year

FY 2020-2021 Budget Comparison as of September 30, 2020 25% of year	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative																
Salaries & Benefits	659,754	147,977	511,777	22%	2,732,916	676,247	2,056,669	25%	3,053,722	732,637	2,321,085	24%	2,905,426	722,374	2,183,052	25%
519 Contracted Services					48,504	22,285	26,219	46%	111,600	7,599	104,001	7%	87,813	24,150	63,663	28%
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	842	0	842	0%	33,420	3,197	30,223	10%	14,959	1,254	13,705	8%	13,484	1,433	12,051	11%
527 Other Supplies	1,999	114	1,885	6%	180,638	778	179,860	0%	8,891	4,917	3,974	55%	10,450	227	10,223	2%
528 Audio-Visual Supplies					160	0	160	0%								
531 Staff Development	5,179	1,787	3,392	35%	35,886	140	35,746	0%	18,988	8,796	10,192	46%	5,887	99	5,788	2%
532 Comm/Postage/Software					132,910	25,765	107,145	19%	49,827	13	49,814	0%	14,724	4,823	9,901	33%
534 Printing & Binding	524	0	524	0%									47,782	5,539	42,243	12%
535 Repairs & Maintenance	1,471	919	552	63%	144,321	63,083	81,238	44%	8,120	2,774	5,346	34%	1,647	746	901	45%
536 Freight					210	0	210	0%								
537 Advertising					17,483	2,279	15,204	13%					116,103	20,740	95,363	18%
538 Data Processing																
539 Other Current Services	864	354	510	41%	68,867	17,220	51,647	25%	4,177	69	4,108	2%	65,913	6,349	59,564	10%
541 Rental of Property	3,200	0	3,200	0%									1,600	0	1,600	0%
543 Lease/Rental Other Equipme					32,993	6,420	26,573	19%	12,480	1,678	10,802	13%				
544 Data Processing Software					41,888	2,448	39,440	6%	4,545	0	4,545	0%	1,502	0	1,502	0%
546 Memberships & Dues	15,782	14,818	964	94%	6,318	1,360	4,958	22%	11,480	13,497	(2,017)	118%	2,480	1,336	1,144	54%
548 NEIT Admin																
55x Equipment					583,276	51,984	531,292	9%					414	414	(0)	100%
558 Building																
560 Scholarship													220,973	0	220,973	0%
Total Administrative:	689,615	165,970	523,645	24%	4,059,790	873,207	3,186,583	22%	3,298,789	773,234	2,525,555	23%	3,496,198	788,232	2,707,966	23%
Instructional																
Salaries & Benefits									7,780,461	1,703,615	6,076,846	22%	1,240,795	172,248	1,068,547	14%
519 Contracted Services									11,729	11,729	(0)	100%	165,224	21,395	143,829	13%
523 Instructional Supplies					407,484	0	407,484	0%	45,417	9,100	36,317	20%	44,018	3,869	40,149	9%
524 Repair Supplies																
525 Motor Vehicle Supplies									27	27	0	100%				
526 Office Supplies																
527 Other Supplies									5,155	25	5,130	0%	7,217	710	6,507	10%
528 Audio-Visual Supplies									6,200	0	6,200	0%				
531 Staff Development									4,261	135	4,126	3%	1,476	0	1,476	0%
532 Comm/Postage/Software									48,800	13,414	35,386	27%	6,401	15	6,386	0%
534 Printing & Binding									-	0	0	0%				
535 Repairs & Maintenance									36,959	24,832	12,127	67%	778	778	(0)	100%
536 Freight									48	14	34	29%				
537 Advertising									-	0	0	0%	1,760	0	1,760	0%
539 Other Current Services									21,291	4,937	16,354	23%	7,968	650	7,318	8%
541 Rental of Property													2,000	2,000	0	100%
543 Lease/Rental Other Equipme													12,200	0	12,200	0%
544 Data Processing Software									867	867	(0)	100%				
545 Insurance													1,154	1,154	0	100%
546 Memberships/Accredita & Dues									13,032	600	12,432	5%				
55x Equipment									71,974	1,993	69,981	3%				
556 Books									11,416	2,405	9,011	21%				
560 Scholarship													8,807	0	8,807	0%
Total Instructional:					407,484	0	407,484	0%	8,057,637	1,773,691	6,283,946	22%	1,499,798	202,819	1,296,979	14%
Total Admin & Instructional:	689,615	165,970	523,645	24%	4,467,274	873,207	3,594,067	20%	11,356,426	2,546,925	8,809,501	22%	4,995,996	991,051	4,004,945	20%

	Budget	Expenses	Remain Bal	% Spent
College Totals	21,509,311	4,577,152	16,932,159	21%

26%

Craven Community College
Institutional Funds Budget
As of Sept 30, 2020 - 25% of the Year

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending					-	7,861.62
00	130 Title IX/Cleary	28,581.00	10,251.37	18,329.63	36%	92.04	47,430.17
01	133 Discretionary	96,453.00	(261.38)	96,714.38	0%	2,885.20	88,273.37
01	134 Unrestricted Overhead Receipts	9,220.00	-	9,220.00	0%	1,991.95	44,976.92
01	136 Foundation	298,947.00	86,947.38	211,999.62	29%	23,475.31	312,116.55
01	137 Financial Aid Matching	9,295.00	373.14	8,921.86	4%	30.11	11,426.82
01	221 Applied Music	2,590.00	-	2,590.00	0%	(146.46)	24,131.31
01	227 Extra Curricular Activities	350.00	-	350.00	0%	109.39	42,632.49
01	250 Curriculum-Self Supporting	15,920.00	2.00	15,918.00	0%	(24,380.62)	116,804.58
01	312 Fire College	-	-	-	0%	31.20	12,110.32
01	340 WFD-Self Supporting	491,250.00	112,692.50	378,557.50	23%	38,119.58	596,217.76
01	411 Learning Resource Center	1,300.00	-	1,300.00	0%	125.60	25,827.64
01	460 Customized Ind Train Support	15,711.00	4,018.70	11,692.30	26%	1,517.79	32,036.36
01	461 Small Business Support Fund	-	-	-	0%	0.33	126.00
01	610 VOLT Center	2,400.00	-	2,400.00	0%	226.04	87,743.87
02	131 College Work Study	87,509.00	9,765.00	77,744.00	11%	9,765.00	-
02	134 Restricted Overhead Receipts	82,019.00	7,599.00	74,420.00	9%	5,968.84	130,913.84
02	138 Returned Check Fee Fund	620.00	-	620.00	0%	142.89	20,729.43
02	139 CARES Act/NCCF WorkReady	829,509.00	34,440.00	795,069.00	4%	-	(34,086.80)
02	220 NCSU Engineering	69,566.00	6,972.14	62,593.86	10%	41.13	12,137.25
02	227 ENCORE	15,025.00	4,140.76	10,884.24	28%	2.66	(2,300.94)
02	228 Grants -NSF SEAS/Bosch/NCCF	316,902.00	38,083.43	278,818.57	12%	8.38	247,135.43
02	291 Specific Fees - Lab/DE/ASC	586,099.00	345,149.81	240,949.19	59%	422,464.70	2,166,288.83
02	292 System-Wide Fees-Comp Tech	612,126.00	39,498.40	572,627.60	6%	46,520.01	2,106,090.77
02	293 Patron Fees	32,063.00	297.36	31,765.64	1%	919.55	292,872.41
02	314 Grants - Workforce Development/BS	248,138.00	92,096.81	156,041.19	37%	23,795.03	(76,394.70)
02	392 System-Wide Fees - WFD Comp	180.00	-	180.00	0%	(55.74)	9,255.38
02	412 LSTA COVID-19 Grant	-	999.64	(999.64)	0%	999.64	-
02	521 C-Step Grant	12,500.00	322.85	12,177.15	3%	(4,997.63)	(322.85)
02	531 Professional Liability Ins	7,409.00	6,308.00	1,101.00	85%	(6,345.48)	22,048.49

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532 Student Insurance	5,652.00	3,482.05	2,169.95	62%	1,573.59	(1,876.57)
02	533 Transcript Fees	44,168.00	7,016.39	37,151.61	16%	9,265.39	278,567.88
02	534 TRIO/Title III Grants	837,705.00	137,327.87	700,377.13	16%	109,231.57	(39,554.63)
02	790 Orringer Hall Fund	-	-	-	0%	125.57	48,739.42
02	791 Public Radio East	916,062.00	221,751.65	694,310.35	24%	173,022.70	(45,750.39)
02	795 Career Fair	-	-	-	0%	1.51	583.01
02	796 Testing Centers	15,451.00	-	15,451.00	0%	2,880.33	46,853.98
02	797 Public Radio East Foundation	620,689.00	131,044.94	489,644.06	21%	155,941.94	162,423.21
02	823 SEOG	96,485.00	34,285.86	62,199.14	36%	34,285.86	-
02	824 Pell	4,500,000.00	1,727,761.99	2,772,238.01	38%	1,702,837.99	(25,000.00)
02	829 Cares Act	553,422.00	421,000.00	132,422.00	76%	421,000.00	-
02	830 NCCC Target Asst/LTHT	8,062.00	-	8,062.00	0%	-	-
02	831 Golden Leaf Scholars	19,102.00	-	19,102.00	0%	-	-
02	833 NCCG	233,847.00	65,115.00	168,732.00	28%	65,991.00	876.00
02	834 Teacher Assistant Sch Fund	10,265.00	5,500.00	4,765.00	54%	6,511.00	1,011.00
02	835 State Aid Scholarships	124,398.00	65,592.00	58,806.00	53%	77,358.00	21,266.00
02	840 General Scholarships	240,874.00	65,290.69	175,583.31	27%	68,148.83	304,230.80
02	841 Endowment/Other Scholarships	164,154.00	58,078.85	106,075.15	35%	55,555.21	900.00
05	710 Clearwire Distribution	7,911.00	-	7,911.00	0%	1,384.86	30,036.60
05	720 Bookstore	121,929.00	7,497.00	114,432.00	6%	9,355.62	860,347.20
05	730 Food Service	25,245.00	-	25,245.00	0%	2,347.47	16,299.61
05	740 Campus Access	59,213.00	32,292.43	26,920.57	55%	16,154.45	41,456.20
05	770 Student Activity Funds	197,516.00	21,014.06	176,501.94	11%	37,362.97	230,870.60
06	810 J. Wrenn Emergency Loan Fu	800.00	(2,717.94)	3,517.94	-340%	344.35	39,043.44
07	910 Buildings & Grounds	1,109,764.00	136,290.95	973,473.05	12%	71,359.10	2,290,351.27
08	792 Public Radio East Endowment	-	-	-	0%	187.41	72,745.13
08	850 Endowments	162,654.00	55,055.21	107,598.79	34%	181,390.01	2,797,208.98
Total		13,947,050.00	3,992,375.91	9,954,674.09	29%	3,746,923.17	13,475,711.06

REQUEST FOR APPROVAL WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

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

Name	Student ID #	Term	INTUI Tuition/Registration	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	LABFB Lab Fee	SUMFE Summer Supply Fee	RETCK Return Check	STINS Student Ins	FA Overage	Total
	XXX2575	2019SP	76.00										610.00	686.00
	XXX0850	2019SP											1,608.22	1,608.22
	XXX3746	2019SP											824.68	824.68
	XXX9613	2019SP					91.34						100.00	191.34
	XXX6730	2019SP											1,042.85	1,042.85
	XXX8649	2019SP											922.85	922.85
	XXX0029	2019SP											740.73	740.73
	XXX2036	2019SP											313.60	313.60
	XXX1546	2019SP											574.56	574.56
	XXX9005	2019SP											185.36	185.36
	XXX6270	2019SP											704.05	704.05
	XXX2080	2019SP											1,504.20	1,504.20
	XXX5495	2019SP											1,315.05	1,315.05
	XXX7665	2019SP											454.05	454.05
	XXX9278	2019SP											494.01	494.01
	XXX0349	2018FA											470.53	470.53
	XXX0116	2018FA											650.97	650.97
	XXX5880	2019SU	304.00	17.50	48.00	15.00			10.00	10.00		1.40		405.90
	XXX2080	2019SU	456.00	17.50	48.00	15.00	529.51	50.00		20.00		1.40		1,137.41
	XXX2933	2019SU	260.61	8.57	23.51	7.35		24.49		9.80		0.69		335.02
			1,096.61	43.57	119.51	37.35	620.85	74.49	10.00	39.80	-	3.49	12,515.71	14,561.38
Kisha B. Simpson (Requested by)			Jim Millard Vice President for Administration											
Return of Title IV			\$ 12,683.05	Total Collected this period				\$ 9,301.85	YTD Write Offs July 2020-Sept. 2020			\$	14,561.38	
Sponsor Issues			335.02	Debt Setoff				807.72	Prior Year Write Offs July 2019 -Sept. 2019			\$	14,455.05	
FA Issues			1,543.31	Total Fees Paid to collection agency				1,860.36						
			\$ 14,561.38						120 Days past due			\$	3,593.56	
				Net proceeds				\$ 8,249.21	Percentage of Total Accounts Receivable				2.8040%	

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	30-Sep	30-Jun	Variance
Local Funds	\$2,351,039.65	\$2,367,052.22	-\$16,012.57
Special Funds	\$9,606,896.22	\$9,563,966.94	\$42,929.28
Total	\$11,957,935.87	\$11,931,019.16	\$26,916.71

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.

	30-Sep	30-Jun	Variance
STIF Interest Rate:	0.637510%	1.195320%	-0.557810%

Craven Community College Personnel Report
July 1, 2020 – September 30, 2020

New Hires	Position Title	Effective	Monthly/Annually
Elizabeth Tolson	Student Helpdesk Technician	7/1/20	\$2,500/\$30,000
Jonathan Weldin	Student Helpdesk Technician (Part-time Regular)	7/15/20	\$1,634/\$19,608
Laura Madore	Faculty, Criminal Justice	8/17/20	\$4,889/\$44,001
Isabelle Moore	Accounting Assistant/Cashier	8/17/20	\$2,750/\$33,000
Sarah Nichols	Faculty, Nursing	8/17/20	\$5,667/\$51,003
Caleb Wetherington	Faculty, Welding	8/17/20	\$4,778/\$43,002
Rebecca Arthur	Testing Proctor (Part-time Regular)	9/1/20	\$1,634/\$19,608
Bobby King	Evening Director- Havelock (Part-time Regular)	9/15/20	\$1,560/\$18,720

Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Monica Bloomberg	Administrative Assistant (Part-time Regular)	Enrollment Services Specialist	7/1/20	\$2,667/\$32,004
Maureen Abraham	Simulation Lab Coordinator/Nursing Faculty	Director of Nursing	8/1/20	\$6,417/\$77,004
Kelsie McBride	Nursing Faculty	Simulation Lab and Clinical Services Coordinator/Nursing Faculty	8/1/20	\$5,417/\$65,004
Gregory Register	Systems Administrator	Director of Management Information Systems	8/1/20	\$4,667/\$56,004
Tara Howry	Director of Nursing Programs	Faculty, Nursing	8/17/20	\$6,188/\$55,692
Jeanette Lee	Institutional Advancement Specialist	Senior Administrative Assistant- PRE	9/1/20	\$2,875/\$34,500
Antoinette Williams	Administrative Assistant- Workforce Development (Part-time Regular)	Senior Administrative Assistant- Volt Center	9/1/20	\$2,542/\$30,504
Jay Eldred	Academic Advisor (Full-time Temporary)	Admissions Specialist	9/15/20	\$2,917/\$35,004
Chelsea Robinson	Student Recruitment Coordinator	Campus Life Coordinator	9/15/20	\$3,334/\$40,008

Resignations/ Terminations/Retirements	Position	Effective	Reason
Jimsey Keith	Enrollment Services Specialist (Part-time Regular)	7/7/20	Resignation
Emily Stewart	Campus Life Coordinator	7/16/20	Resignation
Christa Baker	Foundation Operations Coordinator	7/30/20	Resignation
Deborah Joyner	Director of Management Information Systems	7/31/20	Retirement
James Hickox	Military Advisor/NTC Proctor (Part-time Regular)	8/7/20	Resignation
Christine Johnson	Administrative Assistant- Workforce Development	8/28/20	Resignation
Kathryn Radcliffe	Nursing Faculty	8/28/20	Resignation
Brandi Wilson	Admissions Specialist	8/31/20	Resignation
Christopher Horne	IT Technician (Part-time Regular)	9/11/20	Resignation
Teressa Vansickle	Chair, English, Communications & Humanities	9/15/20	Resignation
Christa Bryant	Administrative Assistant, Career Programs (Full-time Temporary)	9/18/20	Resignation
Emily Paley	Administrative Assistant, WFD (Part-time Regular)	9/18/20	Resignation

Craven CC Facilities Usage Report
July - September 2020

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Estimated Number of Attendees
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No facilities were leased during this quarter.

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

Facilities Update

12.8.20



Capital Construction Project

*Tutoring
Supplemental Instruction
Academic Counseling
Peer Mentoring*

- **Academic Support Center**
 - Completion due mid December 2020



Completed Construction Projects – 2020 - 2021

Volt Center

*Workforce Development
Diesel & Heavy Equipment Programs
Small Business Center*



Completed Facility Improvements – 2020 - 2021

Signage & Parking Lots



BEFORE ...

... AFTER



Completed Facility Improvements – 2020 - 2021

Havelock



BEFORE ...

... AFTER





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Strategic Plan 2017-22

Community Service & Engagement Assessment: Fourth Quarter 2020



Strategic Plan 2017-22 Assessment

Community Service & Engagement

ENGAGE COLLEGE ALUMNI

Narrative:

- Launched “**My Craven Story**” video series with success stories from previous students



Strategic Plan 2017-22 Assessment

Community Service & Engagement

INCREASE DONOR BREADTH AND LONG TERM COMMITMENT

Major Financial Gifts

- Harold H. Bate Foundation (\$110K)
- David & Anna Hurst (\$10K)
- Jon & Karen Segal (\$10K)

New Endowments

- Margaret Bagg (\$25K)
- Military Engineering/Math (\$25K)
- Kiwanis (\$19K)

Major Equipment Gifts

- Cessna 421C Airplane
- Aerostar 600-A Airplane
- Baldwin Grand Piano

Major Crisis Funding

- Conversion of Community Fabric Awards Sponsorships to COVID-19 Student Relief Fund (\$36K)

Strategic Plan 2017-22 Assessment

Community Service & Engagement

MAINTAIN PHYSICAL PRESENCE IN HISTORICALLY UNDERSERVED NEIGHBORHOODS

Narrative:

- S.T.E.P. Job Readiness Boot Camp
 - Provide educational opportunities in Vanceboro and surrounding towns
 - Class offerings start 1-18-21 at West Craven VFW Post 11119
- New Bern Boys and Girls Club
 - Student Recruitment Coordinator attends virtual meetings with the organization
 - Plans to offer virtual sessions for college and career prep

Strategic Plan 2017-22 Assessment

Community Service & Engagement

MAINTAIN PHYSICAL PRESENCE IN HISTORICALLY UNDERSERVED NEIGHBORHOODS

Narrative:

- Reviving Life Ministries – provide college information to those struggling with addiction
- Small Business Center – moved to Volt Center – June 2020

Strategic Plan 2017-22 Assessment

Community Service & Engagement

AGGRESSIVELY RESPOND TO EMERGING BUSINESS AND INDUSTRY TRENDS

Narrative:

- FRC East Apprenticeship Program – joint Curriculum and Workforce Development
 - 19 Students Fall 2020 – Spring 2021
- Diesel Program – Spring 2021
 - Part One – Engines - January - June 2021 - 360 hours
 - Part Two – Systems: Transmissions, Rear Ends, Brakes, Hydraulics – July–December 2021 - 360 hours
 - Partnering with Volvo and Caterpillar for equipment

Strategic Plan 2017-22 Assessment

Community Service & Engagement

SERVE AS COMMUNITY CONVENER TO BUILD LOCAL PARTNERSHIPS

Narrative:

- Increase Career and College Promise (CCP) Workforce Continuing Education Pathways
 - Havelock High School
 - Pharmacy Technician, Nurse Aide I, Firefighter Block I, II and III
 - New Bern High School
 - Pharmacy Technician
 - West Craven High School
 - Pharmacy Technician
 - Emergency Medical Technician

Strategic Plan 2017-22 Assessment

Community Service & Engagement

SERVE AS COMMUNITY CONVENER TO BUILD LOCAL PARTNERSHIPS

Narrative:

- Law Enforcement Simulator
 - Lease 128 Rhem Street from City of New Bern – 10-year lease
 - Building renovations complete January 2021
 - Simulator projected end of January 2021
 - Training projected by March 2021

Strategic Plan 2017-22 Assessment

Community Service & Engagement

EXPAND THE ADULT ENRICHMENT PROGRAM

Narrative:

- Received sponsorships totaling \$7,000
 - Craven County ABC Board, C/A Heating and Air Conditioning, Carpet One Floor & Home, New Bern *Sun Journal*
- 60+ volunteer instructors, contracted instructors, presenters & community partners
- Special event sales: \$10,676
- Classes affected by COVID Closure

ADULT ENRICHMENT PROGRAM

	FY 2018	FY 2019	FY 2020
Students Enrolled	484	621	791
Classes Run	83	92	116
Net Revenue	\$15,376	\$22,473	\$15,757

Strategic Plan 2017-22 Assessment

Community Service & Engagement

ESTABLISH A MASTER MARKETING PLAN

Narrative:

- Initiated student-centered website design project
- Expanded retention efforts with email marketing, digital targeting, and mailers for applied/not-enrolled students
- Partnered with Interact marketing agency to survey marketing preferences of target demographics
- Expanded reach on MCAS-CP with banner and digital advertising



Strategic Plan 2017-22 Assessment

Community Service & Engagement

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

Narrative:

- Developed new branding and “We Are Here for You” campaign videos to match ‘COVID’ environment
- Developed virtual experiences/videos for Summer Open House, Convocation and Nursing Orientation
- Launched “In the Know,” a weekly podcast promoting Craven CC programs and events
- Promoted Craven CC as the “First Choice” for Online Learning



Strategic Plan 2017-22 Assessment

Community Service & Engagement

USE ASSESSMENT TO IMPROVE MARKETING EFFECTIVENESS

Narrative:

- Conducted unit's first Administrative Program Review
 - Expanded MARCOM team to include a new position (communications specialist)
- First Place (Gold) from NCMPR District 2
 - Interior Signage/Displays for the wall display at the Volt Center
 - Excellence in Writing for the story "Weathering the Storm"
- Website Redesign Committee partnered with website design firm to create "Tree Testing" and student surveys that will shape navigation on the new site
- Google Analytics measured website traffic from Jan-Nov 2017 to Jan-Nov 2020
 - 26% more new users (208,867 vs. 165,603)
 - 27% more sessions (639,091 vs. 504,145)

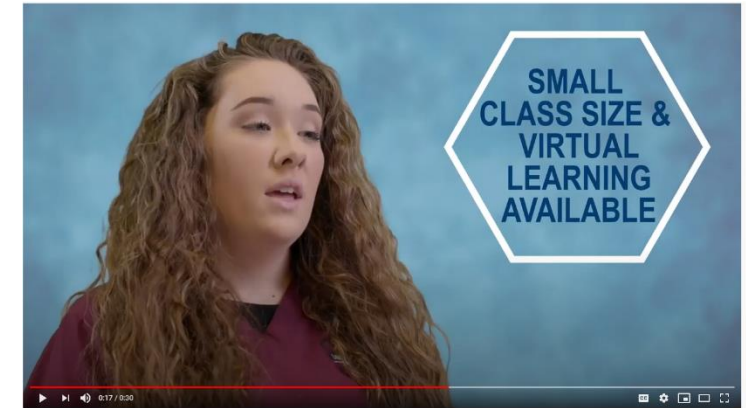
Strategic Plan 2017-22 Assessment

Community Service & Engagement

PROMOTE A STUDENT-CENTERED IDENTITY

Narrative:

- Used student interviews in Spring 2021 Video Ad Campaign
- Invited students to “**In the Know**” Podcast to promote campus life, SGA and ambassadors
- Conducted focus groups and survey testing for developing new website



Move Forward this Spring at Craven Community College



Strategic Plan 2017-22 Assessment

Community Service & Engagement

IMPLEMENT AN ANNUAL LEGISLATIVE PLAN

Narrative:

- NCCCS 2021 Legislative Plan
 - “Hold Harmless” funding for colleges impacted by COVID-induced enrollment shortfalls
 - Salary Equity – State employees received 2.5% for each of FY 20 and FY 21. NCCCS received no increases
 - Modernize Workforce Development Technology
- Long Term Priorities
 - Salary parity within Southeast Region
 - Cybersecurity



Strategic Plan 2017-22
Community Service & Engagement
Assessment: Fourth Quarter 2020



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FALL ENROLLMENT

October 2020



Curriculum Enrollment

FALL ENROLLMENT		
	Head Count	FTE
Fall 2020	2769	1065.22
Fall 2019	2980	1138.07
% Change	-7.1%	-6.4%

STUDENT SERVICES REPORT

October 2020



Student Services Report

Updates

- **Drive-Thru Graduation**

- Created, organized, and executed first Drive-Thru Graduation
- 160 students participated
- Received positive feedback from parents and students



Student Services Report

Updates

- **Academic Advising**

- WebEx virtual advising available to all students
- Advising Adventures video series created for Career, LAUT, and Health Programs

- **Counseling**

- Director of Advising and Counseling, Bill Bondurant, presented on Craven CC Counseling Model at the UNC System/NCCC Behavioral Health
- Topics, Tools, and Tips for mindful living available on Moodle
 - September – Suicide Prevention
 - October – Depression
 - November – Anxiety
 - December - Addiction



Student Services Report

Updates

- **Financial Aid Office**

- WebEx Virtual financial aid sessions available to students
- Partnered with Craven County Schools to offer Zoom meetings to parents and students on scholarship opportunities and completing application
- Awarded \$622,250 of CARES Act funds to 384 qualified students

- **Admissions**

- Virtual admission sessions available to students on WebEx

- **Recruitment**

- Hosted Virtual Open House with Marketing during Summer 2020
- Co-hosted Craven podcast, “In the Know,” promoting programs and events

Student Services Report

Updates

- **Campus Life**

- 9/11 Memorial video and event – Ward Hall
 - Video of faculty, staff, and students thanking First-Responders was created and shown at event
- Constitution Day Event – September 17th
- Panther Pantry
 - Purchased supplies and shelving from the International Paper Grant
 - Reopened Panther Pantry - will utilize online form to create packaged bags for pickup

- **Finish Line Grant**

- \$34,805 expended to 47 students
- Funds Remaining \$15,195



Student Services Report

October 2020

Gery Boucher, VP for Students



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Department	Strengths	Committee Recommendations
Institutional Advancement	<ol style="list-style-type: none"> 1. Endowment Growth & Scholarship Disbursement 2. Increased Grant Funding & External Partnerships 3. Outreach/Support with Hurricane Florence & COVID-19 4. Strong Relationships with Internal & External Stakeholders 	<ul style="list-style-type: none"> ➤ Channel innovation in the wake of COVID-19 and economic uncertainty. ➤ Research/benchmark best practices and trends at peer institutions. ➤ Cultivate engagement with Craven alumni. ➤ Expand scholarship opportunities (i.e. “Craven Commitment” for CCP Students).
Marketing & Communications	<ol style="list-style-type: none"> 1. Promoting the College brand 2. Increased visibility on the web, television, billboards, social media, and within the community at-large 3. Implementation of Craven Compass 4. Effective Modular Marketing Pieces 	<ul style="list-style-type: none"> ➤ There is a strong need for a comprehensive strategic marketing plan, which would be a part of a larger strategic enrollment management plan. ➤ Launch a newly designed student-centered website. ➤ Thoroughly evaluate marketing/outreach to determine the return on investment. ➤ The department and College would greatly benefit from a full-time Communications Specialist.
Security	<ol style="list-style-type: none"> 1. Expansion of the College’s Security Staff 2. The department’s proactive approach in responding to all recommendations from the prior program review 3. Technology Upgrades (Surveillance Systems, RAVE) 4. Commitment to Professionalism & Customer Service 	<ul style="list-style-type: none"> ➤ Work with Facilities to improve campus lighting, particularly in parking lots. ➤ Increase security visibility on campus. Faculty and staff feel safer as they see security periodically canvassing the campus. ➤ Continue educating the campus on emergency preparedness. ➤ Provide building-by-building trainings/simulations on what to do in the event of a fire, tornado, or other disaster.
Student Services	<ol style="list-style-type: none"> 1. First Stop & Streamlined Efficiency for Students 2. Strong Collaboration with Internal & External Stakeholders 3. Expansion of Career and College Promise (CCP) & Pathways from Workforce Development to Curriculum 4. Cultivating Strong, Positive Relationships with Students (Campus Life, Ambassadors, SGA) 	<ul style="list-style-type: none"> ➤ The Committee strongly recommends the creation of a robust strategic enrollment management plan, one that encompasses a marketing plan, as well as the goals of various departments on campus. ➤ Review the College’s advising model, consider best practices, and evaluate the best ways to serve/advise students. ➤ Implement a Customer Management System (CMS) to streamline tasks and aid in outreach efforts. ➤ Ensure adequate resources and staffing are allocated to meet the needs of the growing CCP population. ➤ At the expiration of the grant, there will continue to be a strong need to serve this population of students. ➤ Continue to offer embedded tutoring in RISE courses and utilize professional tutors to work with students. ➤ Pursue grants and other sources of funding for professional development. ➤ The Committee recommends consolidating the three Title III positions into one position, a Retention Specialist, whose job would primarily be to work with the College’s most at-risk students.
Title III (Connect 2 Success)	<ol style="list-style-type: none"> 1. High-quality, expansive support services 2. Increased success in gateway English and math courses 3. Provided professional development opportunities for many faculty and staff working with Title III populations 4. Expanded tutoring services & embedding tutoring in RISE courses 	

EMPLOYMENT CATEGORIES AND BENEFITS

Legal Authority: NCGS 115D-20(2), 1C SBCCC 200.94

Approved: DRAFT, December 8, 2020 for Board Review/approval in February 2021

Previous Edition: April 11, 2011

EMPLOYMENT CATEGORIES AND BENEFITS

As permitted by NCGS Section 115D-20(2), the Board has delegated authority for employing all personnel, other than the President, to the President of the College. The employment authority granted to the President includes employee hires, non-renewals, terminations, resignations, retirements, promotions, demotions, and lateral transfers.

The Board authorizes the President to establish those College Procedures necessary to administer the College's employment actions. The President shall provide a summary report of employee actions to the Board on a quarterly basis.

Designated Categories and Benefits

The Board designates the following categories and benefits for Craven Community College employees:

Full-Time Regular. Employed for a minimum of nine (9) months annually and works at least 30 hours (generally, 40 hours) weekly:

- May be employed "at will" or with an annual contract
- Eligible for all standard fringe benefits including State Retirement, State Health Plan, supplemental retirement plans, and supplemental benefit plans
- Earns state service credit
- Eligible for longevity pay based on total state service credit
- Eligible for holiday pay and leave benefits (except faculty)

Part-Time Regular. Employed for a minimum of nine (9) months annually and works less than 30 hours weekly:

- May be employed "at will" or with an annual contract
- Eligible for State Health Plan by paying both employee and employer portions of premiums
- Eligible for supplemental retirement plans
- Earns state service credit if employed at least 20 hours weekly
- Eligible for prorated holiday pay and leave benefits if (except faculty) if employed at least 20 hours weekly

Full-Time Temporary. Employed “at will,” typically for less than twelve (12) months duration, with no expectation of recurring employment, and works at least 30 hours (generally, 40 hours) weekly.

- Eligible for State Health Plan if employed continuously for at least three (3) months
- Eligible for holiday pay and leave benefits if employed continuously for more than six (6) months

Part-Time Temporary. Employed “at will,” typically for less than twelve (12) months duration, with no expectation of recurring employment, and works less than 30 hours weekly. These employees do not accrue benefits or leave.

BP – 2.15

RECRUITMENT, SELECTION, AND HIRING

Legal Authority: NCGS 115D-20; 1C SBCCC 200.94-200.98

Approved: DRAFT, December 8, 2020 for Board Review/approval in February 2021

Previous Edition: April 19, 2011

RECRUITMENT, SELECTION, AND HIRING

The President shall implement and execute recruitment, selection, and hiring procedures to ensure each employee position at the College is filled with the most suitable and best qualified candidate from among a diverse pool of applicants. The College's recruitment, selection, and hiring procedures shall be free of unlawful discrimination, institutional biases, and inappropriate external influences, and shall comply with all federal, state, and local laws and regulations, including but not limited to the Civil Rights Act of 1964, to ensure equal employment opportunity. The President shall provide a summary report of hiring actions to the Board on a quarterly basis.

The College is an equal opportunity employer and will not discriminate against any applicant or employee on the basis of age, race, color, religion, sex (including pregnancy and sexual orientation), gender (including gender identity and status as a transgender or transsexual individual), national origin, genetic information, disability, or other legally protected status.

Background Checks

The President shall implement procedures to conduct background investigations on all applicants prior to beginning employment at the College. In addition, the President of the College is authorized to conduct background investigations on incumbent employees when judged to be in the best interest of the College. The College may deny initial or continued employment, based on adverse information obtained via background investigation.

In the event that a report on an applicant or incumbent employee is obtained from a Consumer Reporting Agency, the College will comply with the requirements of the Fair Credit Reporting Act.

SEXUAL & OTHER UNLAWFUL HARASSMENT (EMPLOYEES)

Legal Authority: 34 CFR Part 106.45; 1C SBCCC 200.95

Approval: DRAFT, December 1, 2020 for Board Review/approval in February 2021

Previous Editions: April 19, 2011; October 20, 2015; January 17, 2017

SEXUAL & OTHER UNLAWFUL HARASSMENT

The Board will not tolerate unlawful harassment of employees including harassment of an individual because of that person's race, color, age, religion, gender, sexual orientation, national origin, disability, veteran status, or other legally protected status. Any employee who engages in any form of unlawful harassment will be disciplined. Discipline may include, but is not limited to, transfer, demotion, suspension, or discharge. The College also forbids retaliation of any type against an employee for reporting any type of unlawful harassment.

Sexual harassment is also prohibited under the Civil Rights Restoration Act of 1987 as applicable, which states in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." No member of the campus community, guest, or visitor may act to deny, deprive, or limit the opportunities and/or benefits of any member of the college community on the basis of sex.

Reports of misconduct or questions regarding sexual and unlawful harassment, including concerns about noncompliance, should be directed to the College's Executive Director of Human Resources.

Prohibited Conduct

The College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community.

Acts of sexual harassment include those committed by any person upon any other person, irrespective of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as conduct on the basis of sex or that is sexual that satisfies one or more of the following:

- *Quid Pro Quo*: A student or an employee of the College conditions the provision of an aid, benefit, or service of the College, on an individual's participation in unwelcome sexual conduct

- Sexual Harassment: unwelcome conduct, as determined by a “reasonable person,” to be so severe and/or pervasive, and objectively offensive, that it effectively denies a person equal access to the College’s or limits opportunities or benefits
- Sexual Assault: Any sexual act directed against another person, without the consent of that person, including instances in which that person is incapable of giving consent
- Hostile Environment: Severe and/or pervasive conduct towards another person that is objectively offensive (i.e., a “reasonable person” would find it to be) and subjectively offensive (i.e., the person who is the object of the conduct finds it to be offensive and unwelcome).
- Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship
 - b. The type of relationship
 - c. The frequency of interaction between the persons involved in the relationship
- Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of jurisdiction.
- Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Neither the definitions nor any other provisions in this policy are intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. That an employee’s speech or expression is deemed offensive by others does not by that fact alone mean it constitutes discrimination or harassment.

In applying these definitions, the speech or expression shall be considered in its context and totality consistent with the following standard: the alleged victim subjectively views the conduct as illegal discrimination or harassment and the conduct is objectively severe or pervasive enough that a reasonable person would agree that the conduct is discriminatory or harassing.

The College prohibits any form of sexual or other unlawful harassment involving any of its employees in the employment relationship. Harassment, retaliation, coercion, interference, or intimidation of an employee due to his or her race, color, religion, gender, sexual orientation, age, national origin, disability, or other legally protected status is strictly forbidden, (*Title VII of the Civil Rights Act of 1964*). Occasional compliments of a socially acceptable nature do not constitute harassment absent other compelling factors. Furthermore, this Policy does not limit employees from reasonably and legally

speaking to, discussing, presenting, teaching, assigning, and/or testing upon any material and subject that could be considered controversial.

Complaints by Employees

Employees, without any fear of reprisal, have the responsibility to bring any form of sexual or other unlawful harassment (whether by a co-worker, a student, or someone else encountered during the course of performing their job duties) to the attention of their supervisor or department head, so that an appropriate investigation may be begun into the circumstances of the incident and the alleged harassment. If an employee is uncomfortable with reporting the harassment to his or her supervisor or department head, the employee should go directly to the Executive Director of Human Resources or to any member of the President's Executive Leadership Team. Any person who receives a report of sexual or other unlawful harassment must notify the Executive Director of Human Resources immediately.

The President shall promulgate and implement appropriate procedures that will provide employees with information as well as the means of obtaining assistance and remedy in the event of a report of sexual and/or other unlawful harassment prohibited by this Policy.

BP – 3.11

ADMISSIONS

Legal Authority: NCGS 115D-1, 115D-2.1, 115D-39, and 116-143; 1D SBCCC 200.95, 300.4(c), 400.2, and 400.11

Approved: DRAFT, December 1, 2020 for Board Review/approval in February 2021
Previous Editions:

ADMISSIONS

Craven Community College is an *open-door* admissions higher education institution. The College will normally admit all applicants who meet the criteria set forth in this policy. In addition, the College admits students without regard to race, color, national origin, religion, age, sex, sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information.

Admission to the College, however, does not guarantee admission into specific College programs. Students may be selected into competitive admissions programs once they have met the requirements and demonstrated the aptitude for those programs.

The President of the College shall implement admissions Procedures consistent with this policy.

Secondary School Accreditation

Admission to the College will not be denied based on the accreditation status of a secondary school located in North Carolina, unless accreditation was conducted by a State agency. In addition, the College will not use such accreditation status in any decision related to the admission to programs of study or the distribution of loans, scholarships, or other educational activity at the College. The term “accreditation” shall include certification or any other similar approval process.

Residency Determination

North Carolina law prescribes specific requirements for establishing residency for tuition classification purposes. In general, a North Carolina resident for tuition purposes is a person who has established and maintained legal residence in North Carolina for at least 12 months. For dependent persons (as defined by IRS tax code), residency is determined as that of the parent or legal guardian.

Other persons not meeting the 12-month legal residence requirement may be classified as North Carolina residents for tuition purposes only if they fall within one of the limited categories authorized by the North Carolina Legislature. All other persons are ineligible for classification as a North Carolina “resident for tuition purposes” and will be charged out-of-state tuition.

State statutes require the College to utilize the statewide Residency Determination Service (RDS) for new and returning students. All applicants (with the exception of Career and College Promise applicants) must complete a Residency Determination request to determine their tuition status (in state or out of state)

prior to completing and submitting an Admissions application. Students may be required to submit supporting documentation during this process within timeframes required by RDS.

Undocumented Immigrants

The College shall admit an undocumented immigrant, defined, for purposes of this Policy, as any person not lawfully present in the United States, only if the applicant has attended and graduated from a United States public high school, private high school, or home school that operates in compliance with state or local law. In addition, it is the policy of the College that:

- Federal immigration classifications will be used to determine whether a person is an undocumented immigrant,
- Undocumented immigrants who are admitted shall comply with all federal and state laws regarding financial aid,
- Undocumented immigrants are not considered a North Carolina resident for tuition purposes, and are charged out-of-state tuition whether or not the person resides in North Carolina,
- When considering admission to a specific program, the College must take into account any federal law that prohibits states from granting professional licenses to undocumented immigrants, and
- For classes or programs of study having capacity limitations, applicants lawfully present in the United States shall have admissions priority over an undocumented immigrant.

Admission of Minors

Career and College Promise (CCP). The purpose of CCP is to offer structured opportunities for qualified high school students to dually enroll in College courses that provide pathways leading to a certificate, diploma, or degree as well as provide entry-level job skills. Academic credits earned through CCP enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required.

The College collaborates with Craven County Schools to offer the following CCP pathways:

- College Transfer,
- Career and Technical Education,
- Workforce Continuing Education, and
- Cooperative Innovative High Schools—Craven Early College and Early College EAST.

Minors not Enrolled in High School. Minors, 16 years old or older, who are not currently enrolled in a public or private educational agency, may be admitted to a Career and College Readiness or Continuing Education program at the College if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to either program is the best educational option for the student.

Emancipated Minor. The minor must provide legal documentation of emancipation. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older.

Refusal of Admission

The College may refuse admission to any applicant:

1. Who poses an articulable, imminent safety threat of any kind to the College, the student body, faculty or staff, or to any individual. Any person denied admission for this reason shall be given an opportunity to appeal the denial.
2. Who, having applied for a College program that requires a student to possess a firearm, cannot show eligibility to possess a firearm. Any person denied admission for this reason shall be given an opportunity to appeal the denial.
3. Who is currently under suspension or expulsion from another institution of higher education.
4. Who is not a resident of North Carolina, seeks enrollment in any distance education course, and the applicant is a resident of a state where the College is not authorized to provide distance education in that state.
5. Who refuses to provide a social security number during admission and enrollment processing, with the exception of:
 - a. Students taking courses for which no academic credit is offered;
 - b. Nonresident alien students;
 - c. Students whose qualified tuition and related expenses are entirely waived or paid entirely with scholarships; or
 - d. Students for whom the College does not maintain a separate financial account and whose qualified tuition and related expenses are covered by a formal billing arrangement between the College and the student's employer or a governmental entity.

The President of the College shall implement Procedures and establish the standards for refusing admission to individuals.

SEXUAL & OTHER UNLAWFUL HARASSMENT (TITLE IX)

Legal Authority: 34 CFR Part 106.45; 1C SBCCC 200.95

Approval: DRAFT, December 1, 2020 for Board Review/approval in February 2021

Previous Editions:

SEXUAL & OTHER UNLAWFUL HARASSMENT (TITLE IX)

The Board will not tolerate the sexual harassment of students including harassment of an individual because of their sex, sexual orientation, and/or gender identity. Any College employee (*see BP 2.7, Sexual & Other Unlawful Harassment*), or student who engages in any form of sexual harassment towards another person on campus will be disciplined. Discipline may include, but is not limited to, suspension or expulsion. The College also forbids retaliation of any type against a student for reporting any type of sexual harassment.

Sexual harassment is also prohibited by Title IX of the Education Amendments Act of 1972 (and the Civil Rights Restoration Act of 1987 as applicable), which states in part: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." No member of the campus community, guest, or visitor may act to deny, deprive, or limit the educational, employment, residential, or social access, opportunities and/or benefits of any member of the College community on the basis of sex.

Reports of misconduct or questions regarding Title IX or sexual and unlawful harassment, including concerns about noncompliance, should be directed to the College's Title IX Coordinator.

Prohibited Conduct

The College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community.

Acts of sexual harassment include those committed by any person upon any other person, irrespective of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as conduct on the basis of sex or that is sexual that satisfies one or more of the following:

- *Quid Pro Quo*: A student or an employee of the College conditions the provision of an aid, benefit, or service of the College, on an individual's participation in unwelcome sexual conduct

- Sexual Harassment: Unwelcome conduct, as determined by a “reasonable person,” to be so severe, pervasive, and objectively offensive, that it effectively denies a person equal access to the College’s education program or activity
- Sexual Assault: Any sexual act directed against another person, without the consent of that person, including instances in which that person is incapable of giving consent
- Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship
 - The type of relationship
 - The frequency of interaction between the persons involved in the relationship
- Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of jurisdiction.
- Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

Neither the definitions nor any other provisions in this policy are intended to operate as speech codes, promote content and viewpoint discrimination or suppress minority viewpoints in the academic setting. That a student's speech or expression is deemed offensive by others does not by that fact alone mean it constitutes discrimination or harassment.

In applying these definitions, the speech or expression shall be considered in its context and totality consistent with the following standard: the alleged victim subjectively views the conduct as illegal harassment and the conduct is objectively severe and pervasive enough that a reasonable person would agree that the conduct is harassing.

The College prohibits any form of sexual or other unlawful harassment involving any of its employees in the employment relationship or involving any of its students in the educational relationship. Harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her race, color, religion, gender, sexual orientation, age, national origin, disability, or other legally protected status is strictly forbidden. Occasional compliments of a socially acceptable nature do not constitute harassment absent other compelling factors. Similarly, circumstances such as the nature of course materials, educational programs, or other educational activity will be considered before a determination is made that behavior in such a context is prohibited conduct. Furthermore, this Policy does not limit employees and students from reasonably and legally speaking to, discussing, presenting, teaching, assigning, and/or testing upon any material and subject that could be considered controversial.

Complaints by Students

Students, without any fear of reprisal, are encouraged to bring any form of sexual or other unlawful harassment (whether by another student, a staff member, or someone else encountered during the course of their education at the College) to the attention of the College's Title IX Coordinator, Confidential Advocate, or Clery Compliance Officer, so that an appropriate investigation may be initiated to look into the circumstances of the incident and the alleged harassment.

The President shall promulgate and implement appropriate procedures that will provide students with information as well as the means of obtaining assistance and remedy in the event of a report of sexual and/or other unlawful harassment prohibited by this Policy.

BP – 3.8

STUDENT GRIEVANCES

Legal Authority: NCGS 115D-20; 1B SBCCC 400.1; 1C SBCCC 200.95

Approved: April 19, 2011 (reviewed: December 1, 2020)

Previous Editions:

STUDENT GRIEVANCES

The Board authorizes the College to address student grievances in a way that promotes fairness and equitable treatment of all students according to their rights and responsibilities. The President shall implement an appropriate system for addressing and resolving student grievances. Any resulting Procedures should include following.

Scope. A student grievance is an allegation that a College action or decision has an undue negative effect on the student at the College, other than Title IX grievances and grade, tuition, disability, or residency appeals, which are governed by other College Policies and Procedures.

Student Right to Review. A student may request a review of a College decision or action alleged to have an undue negative effect on the student at the College.

Procedure. The College's Procedure for dealing with student grievances shall include the opportunity for informal mediation and resolution as well as a formal hearing as established by the President.

Timeliness. A grievance should be presented within a reasonable period after the instance giving rise to the grievance occurs. The President may establish deadlines for reporting consistent with this Policy. The College shall address grievances as soon as practicable.

2020

Annual Security Report



The 2020 Craven Community College Annual Security Report contains emergency information and statistics for the calendar years 2017, 2018 and 2019.

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A Message from the Director of Security & Emergency Management

Welcome to Craven Community College. The mission of the Campus Security Department is to provide a safe and secure environment consistent with the educational goals of this diverse institution, to enhance the well-being of students, faculty, staff, and visitors, and to protect all College property. As a cohesive unit, the Security Department works closely with our School Resource Officers, the Craven County Sheriff's Department, and our Administrative Team to ensure the safety and well-being of our campus community. However, we acknowledge there are no risk-free environments. The tools and resources we provide supplement and support our vigilant community, which includes you.



The College has adopted the policies, procedures and practices set forth in this report. These are designed in the best interest of everyone's safety and enacted to minimize and prevent losses due to criminal activity, damage to College and personal property and most importantly, serious injury to members of the campus community.

This Annual Security Report (ASR) complies with the latest requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It presents not only crime statistics, but also information to help users stay safe while at the College. Please familiarize yourself with its content, and do not hesitate to reach out to the departments and programs listed in this report for more information regarding available resources.

We appreciate your cooperation in abiding by College policies and procedures, and in assisting us in making our campus a great place to obtain an education, work and visit. Remember, if you "See Something, Say Something".

We are at your service. Thank you for your commitment to safety and security.

Tim Hall

Director of Security & Emergency Management

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Annual Security Report

This report contains emergency information, crime definitions, and crime statistics for the calendar years 2017, 2018, and 2019. It is designed to provide information concerning safety and security on all Craven Community College campuses should an emergency occur.

This report is available to all current and prospective students and employees. Each member of the College community receives notification via email for the annual posting of this report. Individuals may obtain a copy of this report by contacting the Campus Security Office at 800 College Court, New Bern NC 28562, by calling 252-638-7261 or by visiting the Craven Community College website at:

http://cravencc.edu/wp-content/uploads/admin/annual_security_report.pdf

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

In November 1990, the Crime Awareness and Campus Security Act (Title II, Public Law 101-542) was signed into law. This law requires colleges and universities to produce and make available certain policy statements and statistics about campus crime. In November 1999, this Act was renamed The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Clery Act requirements:

- Publish an annual report every year, by October 1st, that contains three years of campus crime statistics and certain campus security policy statements
- Disclose crime statistics for the campus public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have "significant responsibility for student and campus activities"
- Provide "timely warning" notices of those crimes that have occurred and pose an ongoing threat to students and employees
- Disclose in a public crime log "any crime that occurred on campus or within the patrol jurisdiction of the campus security department and is reported to the campus security department"

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Overview of Campus Security

Security Mission Statement

The mission of Campus Security is to provide a safe, secure environment consistent with the educational goals of this diverse institution, to enhance the well-being of students, faculty, staff and visitors, and to protect all College property.

Security Vision Statement

To be a center of excellence for security and emergency management known for leadership, innovation and service for the benefit of a safe campus where staff, faculty, students and community stakeholders unite to enhance the quality of life.

A college community, like any other community, experiences accidents, crimes, and injuries. No wall exists to protect the college from dangers that exist in the surrounding community. Unfortunately, absolute safety cannot be guaranteed to anyone. Therefore, students, employees, and visitors are also responsible for taking measures to protect themselves and their possessions. This document is provided as a part of Craven Community College's commitment to safety and security and is in compliance with federal law, specifically The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or simply, the Clery Act.

Security Contact Information

Emergency: 252-670-9915
Non-Emergency: 252-638-7261



Comments and Feedback

If you wish to provide comments or feedback regarding a Campus Security Officer, please contact:

Tim Hall, Director of Security & Emergency Management

hallt@cravencc.edu

252-638-0156

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Campus Security Hours and Locations

New Bern Campus

The Security Department operates 24 hours a day, 7 days a week, on the New Bern Campus. School Resource Officers and Craven County Sheriff's Deputies are also available on campus Monday-Thursday between the hours of 8 a.m. and 9 p.m. and Friday between the hours of 8 a.m. and 12 p.m. The Security Office is located in the Brock Building, Suite 131.

Havelock Campus

Campus Security Officers are available Monday-Friday between the hours of 8 a.m. and 5 p.m. and on weekends that the campus is open, between the hours of 8 a.m. and 5 p.m. School Resource Officers and Craven County Sheriff's Deputies are available Monday-Thursday between the hours of 8 a.m. and 9 p.m. and Friday between the hours of 8 a.m. and 12 p.m. The Security office is located in the Redd Building, Suite 104.

Volt Center

Campus Security Officers are available Monday through Thursday from 8 a.m. to 9 p.m. and Friday from 8 a.m. to 5 p.m. Campus Security Officers are available on weekends that the center is open, between the hours of 8:00 a.m. and 5 p.m.

Personnel

The Craven Community College Campus Security Department is composed of Campus Security Officers, School Resource Officers, and Craven County Sheriff's Deputies.

Campus Security

Craven Community College Campus Security Officers are non-sworn, unarmed personnel with no powers of arrest. Campus Security Officers enforce the rules and regulations set forth by the Craven Community College Board of Trustees. Campus Security Officers routinely patrol the College campus grounds, parking lots and buildings. Officers respond to College emergency calls and requests for assistance. In addition to enforcing College policies, Campus Security Officers are responsible for a full range of public safety services including, but not limited to, detecting and deterring criminal activity, reporting crimes committed on campus, responding to medical and fire emergencies, and enforcing College policies regarding the use of controlled substances, alcohol and weapons. The territorial jurisdiction of the Campus Security Department includes all property owned or leased by the College and that portion of any public road or highway passing through such property and immediately adjoining it. Anyone who has been a victim of a crime, or knows of anyone who has been a victim of a crime, is encouraged to report that crime to a Campus Security Officer.

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Partnerships with Local Law Enforcement Agencies

The Campus Security Department has a professional working relationship with the City of New Bern Police Department (NBPD), Havelock Police Department, the Craven County Sheriff's Department (CCSD), the NC State Bureau of Investigation (SBI), the Federal Bureau of Investigation (FBI) and the NC Highway Patrol. This cooperation includes investigations of alleged crimes, emergency response, special event coordination, training, prevention efforts, campaigns on campus and large scale exercises.

Craven Community College operates under a written MOU with the Craven County Sheriff's Office to provide two full-time sworn School Resource Officers. Resource Officers act as a law enforcement officer with the primary purpose of keeping the peace on college campuses. Resource Officers also provide guidance to students, share law enforcement experiences and perspectives with College classes, and perform other duties as assigned by the College and approved by the Sheriff. Resource Officers are required to be properly licensed, trained and skilled in the performance of their duties to be assigned at the College.

Craven Community College also employs part-time Craven County Sheriff's Deputies in the event that law enforcement assistance is needed. The School Resource Officers and Deputies have full powers of arrest and are responsible for enforcing federal, state and local laws along with certain College policies.

Within the designated city limits of New Bern, New Bern Police Department has the jurisdiction to enforce local statutes and ordinances at on-campus and non-campus areas. Within the designated city limits of Havelock, the Havelock Police Department has the jurisdiction to enforce local statutes and ordinances at on-campus and non-campus areas.

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Reporting Criminal Incidents or Emergencies

Students, employees and guests are encouraged to accurately and promptly report all crimes and public safety-related incidents or emergencies to the Campus Security Department and the appropriate law enforcement agency, when the victim of a crime elects to, or is unable to, make such a report. Reports can be made as follows:

- To report any life-threatening emergency, call 911 or 9-911 from any campus phone
- To report a crime, or a non-emergency security or public safety related matter at the New Bern Campus, call Campus Security at extension 7400 or 7261 from an on-campus phone, or from outside the College phone system, call 252-638-7400 or 252-638-7261. Reports on the New Bern Campus may also be made in person to the Security Office located in the Brock Building, Suite 131
- To report a crime, or a non-emergency security or public safety related matter at the Havelock Campus, call 252-444-3343
- To report a crime, or a non-emergency security or public safety related matter at the Volt Center, call 252-617-0324.

Campus Security Officers are available 24/7 to answer calls on the New Bern Campus. Upon receiving a report of a crime or an emergency, a Security Officer will respond. The response may include, but is not limited to, filing a written report, taking witness statements, making a disciplinary referral or dispatching a Resource Officer if needed. The Director of Security and Emergency Management reviews all incident reports and, when appropriate, forwards reports to the Behavioral Intervention Team (BIT). The Security Department investigates a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the BIT. If further assistance is required during the investigation, the Security Department will contact the School Resource Officer.

Voluntary and Confidential Reporting of Crimes

Crimes and other serious incidents can be reported on a voluntary and confidential basis, such as an anonymous report of sexual assault, domestic or dating violence and stalking, for inclusion in the annual disclosure of crime statistics. Complainants or witnesses may anonymously report an incident by calling Campus Security at 252-638-7261 or contacting a Campus Security Authority. With the anonymous information, Campus Security Officers can keep an accurate record of incidents, determine if there is a pattern of crime and alert the College to the potential danger. In the event a victim is unable to report a crime, we encourage any member of the College community to do so on their behalf. An anonymous report may also be filed online at: <http://cravencc.edu/anonymous-reporting-form/>.

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Campus Security Authorities

All Campus Security Officers are considered Campus Security Authorities (CSA). A CSA is any College official with significant responsibility for campus activity. In addition, the Office of the Dean of Student Services, the Campus Life Office, the Office of the Director of Student Services for the Havelock Campus, Title IX Coordinators and advisors of College sanctioned clubs, groups or activities are considered CSAs and are responsible for reporting all crimes covered by the Clery Act to the Campus Security Department. CSAs receive training on how to report crimes in compliance with the Clery Act. The Director of Security and Emergency Management maintains a list of College CSAs, which is published annually on the Craven Community College website at <http://cravencc.edu/clery-act/>.

Anyone who has been a victim of a crime, or knows of anyone who has been a victim of a crime, is encouraged to report that information to a Campus Security Officer or a Campus Security Authority (CSA) for the purpose of timely warning reporting if necessary, and to facilitate collection of statistics for the annual security report.

The following information is gathered by CSAs to ensure proper statistical information is reported:

- Date incident reported
- Date of incident (to the extent it can be determined)
- Approximate time of incident
- Location of incident
- Brief description of alleged criminal activity
- Gender of victim

Responsible Employees

Responsible employees are required to report all the details of an incident involving sexual harassment, discrimination or sexual misconduct to the Title IX Coordinator. A report made to a "responsible employee" constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation. Craven Community College considers all employees to meet the definition of a responsible employee.

Information reported to a responsible employee will be shared only with people responsible for handling the College's response to the report. A responsible employee should not share information with law enforcement without the Complainant's consent or unless the Complainant has also reported the incident to law enforcement.

Before a Complainant reveals any information to a responsible employee, the employee should ensure that the Complainant understands the employee's reporting obligations, and, if the

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Complainant wants to maintain confidentiality, direct them to the Title IX Coordinator and the Title IX Coordinator will direct the Complainant to a confidential source.

If the Complainant wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the Complainant that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Title IX Coordinator of the Complainant's request for confidentiality.

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Key Incident Reporting Contacts

Campus Security Department Contacts

Campus Security Officers
New Bern – 252-638-7261
Havelock – 252-444-3343
Vot Center – 252-617-0324

Title IX Contacts

Denise Salerno
Executive Director of Human Resources and
Title IX Coordinator
Brock Building, Room 237
252-638-7225
horned@cravencc.edu

Bill Bondurant
Director of Advising and Counseling
and Deputy Title IX Coordinator
Barker Hall, Room 109
252-638-7222
bondurantr@cravencc.edu

Zomar Peter
Dean of Student Services
Barker Hall, Room 108a
252-638-4597
peterz@cravencc.edu

Law Enforcement Contacts

Cpl. Michael S. Gaskins, Resource Officer
New Bern Campus
Brock Building, Suite 131
252-514-4178
gaskinsmi@cravencc.edu

Cpl. Clinton York Resource Officer
Havelock Campus
Redd Building, Office 104
252-444-3343
yorkc@cravencc.edu

Craven County Sheriff's Department
252-636-6620

New Bern Police Department
252-672-4100

Havelock Police Department
252-447-3212

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Reporting Exceptions

Pastoral counselors and professional counselors acting within the scope of their license or certification are not considered a Campus Security Authority (CSA), under the Clery Act. Craven Community College does not utilize pastoral or professional counseling on campus. Students are referred to the Student Services Department and employees are referred to the Employee Assistance Program offered through McLaughlin Young.

Craven Community College has no officially recognized student organizations with non-campus locations. Any person(s) participating in College-sponsored, off-campus activities should report criminal incidents to the local law enforcement agency having jurisdiction and contact the Campus Security Department at 252-638-7261.

Daily Crime Log

A daily crime log is available at the Campus Security Office for review during normal business hours, excluding holidays. If there is no one in the office during business hours, please call 252-638-7261 to have a Campus Security Officer meet you. The information in the daily crime log includes the nature, date, time, general location, and disposition of each crime. Names are omitted for confidentiality and for the purpose of Clery Act reporting. Information may be withheld if release of the information may jeopardize an ongoing investigation.

Timely Warning Notices

A campus wide "timely warning" will be issued in the event that a situation arises involving a Clery Act crime, either on or off campus, that, in the professional judgement of the Director of Security and Emergency Management or their designee, constitutes an immediate ongoing or continuing threat to the health or safety of the College community.

Members of the College who know of a crime or other serious incident should report the incident immediately by phone to the Campus Security Department at 252-638-7261, so that a timely warning can be issued, if warranted. The College is not required to issue a timely warning with respect to crimes reported to a pastoral or professional counselor.

The Director of Security and Emergency Management or a member of the Executive Leadership Team is responsible for confirming the legitimacy of an emergency or dangerous situation. Upon confirmation of an emergency or dangerous situation, the College's Emergency Management Plan will be activated based on the emergency or dangerous situation that exists.

The Director of Security and Emergency Management, or designee, will determine the content of the notification. Timely warnings are provided to students and employees in a manner that is timely, that

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withholds the names of victims as confidential, and that will aid in the prevention of similar occurrences.

Timely Warning Delivery Methods

The Director of Security and Emergency Management, or designee, will issue timely warning notices to current students and current employees using various delivery methods. Delivery methods are chosen based on the nature of the crime or emergency, if the crime or emergency is considered a continuing danger to the College community, and if the notification does not pose a risk to law enforcement efforts. Timely warning notices may be delivered by any or all of the following methods:

Emergency Notification System (ENS) - This system includes: verbal commands, LED boards, strobe lights, and interior/exterior speakers.

E-mail notifications through Outlook - Depending on the nature and location of an emergency, Craven Community College may send a message to all current students and employees to their College e-mail account.

Cisco Voice Over IP – VoIP carry voice calls over an internet protocol IP network with features such as call routing, voicemail, contact centers, and more.

Rave- Text Alert Emergency Notification - Allows text message notification to all members of Craven Community College who have a mobile number on record. To sign up for emergency text alerts visit:

<https://www.getrave.com/login/cravencc>

Website Posting – Notices are posted on the College website at the following address:

<http://cravencc.edu/>

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Emergency Response and Evacuation Procedures

Emergency Management Philosophy

Craven Community College utilizes an approach that facilitates mitigation, preparedness, response and recovery to ensure operational continuity. This approach includes plans and procedures to address incidents from an all hazards approach as well as staffing, equipment and systems designed to support emergency response activities.

The President of Craven Community College, authorizes the Emergency Management Plan (EMP) and has appointed the Director of Security and Emergency Management to develop, implement, administer, evaluate and maintain the plan. The Emergency Management Plan is reviewed and updated annually.

Emergency Management Plan

Craven Community College established an Emergency Management Plan (EMP) to minimize the impact of an emergency on students, employees, visitors, and facilities. The EMP guides the emergency response of personnel and resources on all campuses. The plan provides policies and procedures and assigns roles and responsibilities necessary to respond effectively to an emergency. The College utilizes the National Incident Management System (NIMS) as the basis for its approach.

The plan works in conjunction with area first responders and is subordinate to local, state and federal plans during a disaster declared by these authorities. A copy of the plan is provided to the Craven County Emergency Management Office, the Craven County Sheriff's Department, New Bern Police and Fire Departments and Havelock Police and Fire Departments. Proposed changes to the plan shall be submitted to the Director of Security and Emergency Management.

Emergency Reference Guide

An Emergency Reference Guide for students and employees is posted in classrooms and office suites throughout the campus. The guide includes information and safety recommendations for severe weather, hazardous material, infectious spills or fluids, emergency contact numbers, fire, evacuation, hostile intruder, bomb threat, medical emergency/first aid kit and AED locations, reporting safety concerns/violations or threats, and campus-wide emergency lock downs.

Crisis Response Team

Craven Community College utilizes a Crisis Response Team (CRT) to assist with coordination, development, implementation, evaluation and maintenance of the College's emergency response. This team consists of employees from throughout the campus with members appointed by the Vice President for Administration. Taking into account the safety of the community, they will determine the content of the notification and can initiate the notification system. The Crisis Response Team

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receives annual training on how to write content of notifications and how to initiate the notification system.

Evacuation Procedures

Evacuation procedures are included in the Emergency Management Plan. Each building has an emergency evacuation map with all emergency routes from each of the various rooms in the building specified on the plan. College employees should become familiar with proper escape routes from each building and lead students and guests from the building during a drill or real emergency.

In the event of an emergency, follow the evacuation map for that building. Elevators are not to be used in drills or real emergencies where the building must be evacuated quickly. People who are unable to use stairs should wait in a stairway "area of rescue". Members of the Campus Security Department, Crisis Response Team, or law enforcement will assist in the rescue and may use evacuation chairs located in the second floor stairways. Individuals should report to the Emergency Rally Point designated for their location. Rally Point Maps are located in classrooms. No one should re-enter a building until the "all clear" announcement is given.

Emergency Notifications

Upon notification of an emergency or dangerous situation, the Campus Security Department and/or School Resource Officer will be utilized to confirm the validity and significance of the situation. In the event that an emergency notification is necessary, the College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

On-campus events that pose a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees are communicated through the Emergency Notification System, email, telephone system, Rave and/or the website. Emergency events that affect the New Bern Campus will be communicated to the entire campus, and will not be communicated on the Havelock Campus or the Volt Center. Emergency events that affect the Havelock Campus will be communicated to the entire Havelock Campus, and will not be communicated on the New Bern Campus or the Volt Center. The Director of Security and Emergency Management, the Campus Security Department and/or Crisis Response Team, is responsible for initiating the notification system and ensuring that only the impacted campus is notified.

The content of emergency notifications is determined by the Director of Security and Emergency Management or designee, based on an assessment of the situation, whether the situation constitutes an ongoing or continuing threat and how much information is appropriate to disseminate at different

2020 Annual Security Report

points in time. Follow-up information to emergencies is provided through the Emergency Notification System, email, telephone system, Rave and/or the website.

The Campus Security Department and the Communications Office work together to alert the larger community about incidents affecting the College campus and the College's response to those incidents. Multiple communication channels are utilized including but not limited to radio, TV, newspaper and social media. The Director of Communications or designee, is responsible for developing all community releases, with the input of the Director of Security and Emergency Management

Testing Emergency Response and Evacuation Procedures

Preparation and practice are the best ways to successfully handle any emergency event. For this reason, the Emergency Management Office schedules, plans and executes several types of tests each year that address emergency response and evacuation on a campus-wide scale. Tests are designed to evaluate emergency plans and capabilities and can include fire drills, active shooter exercises and weather drills, which include a shelter-in-place contingency. These tests may involve both the College and the community at large. Tests may be announced or unannounced. The Director of Security and Emergency Management in conjunction with the Crisis Response Team, is responsible for developing measurable goals for each emergency response or evacuation test conducted and designing assessments to determine if the test met its goals. At the conclusion of each exercise the Director of Security & Emergency Management, the Security Department, and the Crisis Response Team (CRT) hold a debriefing to review the test through means such as surveys, interviews or observations.

The Director of Security and Emergency Management is responsible for documenting a description of each test conducted, the date/time started/ended, the outcome and whether the test was announced or unannounced. Craven Community College will publish, through various methods, a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

Fire Drills

Craven Community College is classified as a Business Group (B) in the North Carolina State Fire Codes (NCFC), because the College does not have on-campus residence halls. In accordance with NCFC 405, table 405.2, Craven Community College is required to conduct fire and evacuation drills on an annual basis. Evacuation is used to safeguard students and employees when a threat exists in a portion of, or in the entire building. These drills include removal from class until the "all clear" announcement, at which time the class will reconvene. The evacuation drills are designed to prepare buildings for an organized evacuation in case of fire and are used to educate and train occupants on issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits, rally points and the sound of the fire alarm. Fire drills also provide the College

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an opportunity to test the operation of fire alarms or related emergency notification system components.

Weather Drills

Shelter-in-place drills are used to safeguard students and employees when a threat exists outside of the College that demands taking immediate shelter within the College. Drills are conducted annually to familiarize students and employees with shelter-in-place procedures.

Active Shooter Exercises

Lockdown exercises are used to safeguard students and staff when a threat exists within the building and evacuation is not possible. The goal is to secure all or part of the campus to prevent a perpetrator from entering College facilities. Because the College takes a proactive stance in regards to the threat of shooters on campus, the Campus Security Office holds two types of Active Shooter Exercises so the College community, as well as the community-at-large, is prepared to respond and work together cohesively to ensure the best outcome.

1. **Active Shooter Table Top Exercise:** This exercise includes key community emergency-response organizations and is designed to discuss how to successfully handle and meet the following objections:
 - a. communications/interoperability
 - b. incident command/unified command
 - c. mass casualty
 - d. scene perimeter/security
 - e. public information/media
2. **Large Scale Active Shooter Exercise:** This is a “mock” scenario for an active shooter on campus. Several response agencies attend and actively participate in the exercise where we meet the objectives as discussed in the Table Top Exercise as listed above.

Active Shooter/Armed Assailant Threat on Campus – Response Options

The College community should be prepared to take self-protection measures appropriate to the emergency. Authorities will respond immediately and assertively to a report of an active shooter. A CCC Active Shooter Video has been made available to employees and students to show their different survival response options during such a horrific event:

<https://www.youtube.com/watch?v=2pLa0yjROVc>

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Active Shooter or Armed Assailant situations are unpredictable and evolve quickly, even before police arrive, so you must be prepared to protect your life. The action you are recommended to take is to Run, Hide, or Fight:

“RUN” - Evacuate the Building or Area:

- If you are in a building or area where actual shooting is occurring, get away from the threat, towards a designated rally point.
- If you think you can escape, then do so. GET OUT.
- Once outside the building, run towards the designated rally point with your hands visible and raised above your head.
- You may have to wait for law enforcement or CRT Members to meet you at the rally point.

If you're in a building where you have not observed a threat yet, sounds of gunfire is not close, or if you cannot safely get out, then you may want to hide.

“HIDE” - Secure the immediate area – whether a classroom, closet, or office:

- If able, lock or barricade the door. Block the door using whatever is available: desks, tables, file cabinets, other furniture, books, etc.
- After locking and/or securing the door, stay behind solid objects away from the door as much as possible. Don't let anyone in or you could be vulnerable.
- If a suspect(s) enters your room and leaves, lock or barricade the door behind them.
- If safe to do so, allow others to seek refuge with you.
- Hide so you can't be found by the suspect(s).
- Avoid hiding in restrooms, as they typically cannot be secured.
- When hiding, take appropriate steps to reduce your vulnerability:
 - Close blinds
 - Block windows and/or cover windows
 - Turn off radios and computers
 - Silence cell phones
 - Turn off lights
 - Keep people calm and quiet
 - Do not sound the fire alarms. This may cause others to flee the buildings and put them at risk
 - Call 911 immediately as well as Security at (252) 638-7261 (New Bern) or (252) 444-3343 (Havelock) or (252) 617-0324 (Vot Center) if it is safe to do so
- When in Hallways and other Open Areas:
 - If you are indoors, seek concealment in an open room or behind a substantial object
 - Do not expect those in barricaded room to open the room to admit you because they have no way of knowing that you are not the suspected shooter
 - Consider trying to escape if you know where the assailant is and there appears to be a safe escape route immediately available to you
 - If in doubt, find the safest area available and secure it the best way you can
 - **If you are out-of-doors** seek concealment behind cars, dumpsters, or other large objects Use extreme caution when moving across campus because this makes you a

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visible target

- If you spot the suspected shooter, call 911 immediately as well as Security at (252) 638-7261 (New Bern) or (252) 444-3343 (Havelock) or (252) 617-0324 (Vot Center) and tell them:
 - Exact location of the incident and if the suspect is still shooting
 - Condition of the victim(s) and the number of victim(s)
 - Brief description of the clothing worn by the suspected shooter(s), vehicle description, and direction of shots fired
 - Type of weapon used (handgun, rifle, shotgun etc.)
 - Direction of travel or location of the suspect
 - Anything you may have heard the shooter say

"FIGHT" - Stop the threat:

As a last resort, and only if your life is in imminent danger, attempt to disrupt or incapacitate the suspect(s). Numerous people in a room may be able to disable the shooter versus doing nothing and becoming an easy target. Do not allow yourself to be an easy target! Possible actions you can take:

- Acting as aggressively as possible against him/her.
- Tackle the suspect(s).
- Throwing items and improvising weapons (textbooks, laptops, etc.).
- Commit to your actions...your life depends on it!

Secure/Un-Secure areas:

- The assailant may not stop until his/her objectives have been met or until engaged and stopped by law enforcement.
- Always consider the risk of exposure posed by opening the door for any reason.
- Attempts to rescue people outside a secure area should only be attempted if it can be accomplished without further endangerment to the people inside the secured area.
- Be aware that the assailant may bang on the door, yell for help, or otherwise attempt to entice you to open the door of a secured area.
- If there is any doubt about a threat to the safety of the individuals inside the room, the area needs to remain secured.
- Concealed Carry Permit (CCW) holders use caution if you go to your vehicle to grab a firearm as responding law enforcement officers may believe you are the threat.

Police Goal & Response:

- Law enforcement's goal is to **locate, contain, and stop** the shooter.
- Everyone in the building will be considered a suspect.
- When the team of officers makes contact with you inside the building, do not run towards them.

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- Keep your hands visible and respond to their commands.
- Officers will engage with gunfire, anyone that is armed or moves on them in what can be perceived as an aggressive manner.
- If you are near the suspects when officers make entry, the best thing to do is drop as low as you can and stay there, with your hands visible until the team commands you to get up.

Injured Persons:

- Initial responding officers will not treat the injured or begin evacuation until the threat is neutralized.
- You will need to explain this to others in an attempt to calm them.
- Begin immediate first aid to those injured if able.
- Once the shooter(s) is contained, officers will begin treatment and evacuation.

Evacuation:

- Safety corridors will be established by law enforcement. This may be time consuming to set-up.
- Remain in secure areas until instructed otherwise - the Emergency Notification System can be used to call an all-clear and provide additional instructions.
- You may be searched – leave your personal belongings behind.
- You will be escorted out of the building by law enforcement personnel.

Final Adjudication of Incident:

- Once the perpetrator has been stopped and contained, law enforcement will declare whether the campus can be reopened.

Need Training or Have Questions?

The Campus Security Department provides training for employees and students on “Active Shooter” Run, Hide, Fight survival response options upon request. For more information or to schedule a training session, please contact: Tim Hall, Director of Security & Emergency Management at 252-638-0156 or via email at hallt@cravencc.edu.

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Access to Campus Facilities

Most College facilities are open to the public during the day and evening hours when classes are in session. During times the College is officially closed, College buildings are locked. Employees must obtain prior approval from their Department Head before being admitted to campus facilities during non-business hours. All Department Heads are encouraged to contact the Security Department at 252-638-7261 for employee access during non-business hours. When the campus is closed, students are admitted only when accompanied by a College employee. Craven Community College does not have any campus residences.

Security Technology

A video surveillance system is in place to monitor College facilities. Cameras are monitored during business hours by the Campus Security Department. These cameras help to:

- maintain secure facilities
- protect students and employees
- deter crimes
- prevent vandalism
- monitor parking lots
- assist to ensure College policies are properly followed

Locks on Classroom Doors

As a security measure, Craven Community College recommends that classroom doors **should** be in the locked position at all times. Some considerations are:

- If a door is open, keep it in the locked position. This ensures the ability to shelter in place quickly
- If a door is shut during class, it should be locked
- If you have a classroom where these expectations cannot be met, contact Campus Security immediately

Keyless Entry System

The keyless entry system has been installed on various campus perimeter doors and interior locations throughout the College. The system has many advantages, allowing the Campus Security Department and others to monitor the status and history of use for doors as well as to lock and unlock doors remotely. Access is controlled through key fobs and access cards. Access cards are issued through a supervisory request to the Campus Security Department and Information Technology Department.

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Emergency Phones

The New Bern campus and the Havelock campus have emergency call boxes, which connect callers directly to the Control Room 24 hours a day, 7 days a week. There are call boxes/stations on the New Bern and Havelock campuses that are located at the main entrance of each building. These campuses also have two call boxes in the parking lots. The boxes are activated by pressing the call button, which alerts the emergency number and/or 911. Campus Security can immediately identify the location of the caller even if the caller is unable to verbally communicate.

Security Considerations in the Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Security Officers regularly patrol the campuses and report malfunctioning lights and other unsafe physical conditions to the Facilities Department via phone or by sending a helpdesk ticket for correction. Other members of the College community are encouraged to report equipment safety hazards to the Director of Environmental Health & Safety at 252-672-1751 or email williamske@cravencc.edu or to the Executive Director of Facilities at 252-638-7260 or email melvillej@cravencc.edu.

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Crime Prevention Education and Awareness

Security Awareness Programs

Throughout the year, Craven Community College provides education for employees and students with the overall goal of reducing crime-related incidents and informing employees and students about campus security procedures and practices. While the content of each program and training vary, the intent is to inform the College community about the prevention of crimes, the availability of related services and to encourage students and employees to be responsible for their own security and the security of others.

For the most recent program offerings and dates, please refer to the following:

Campus Security Training Calendar: <http://cravencc.edu/campus-security-calendar/>

A list of the College's program offerings can be found below:

Crime Prevention Programs, Trainings & Workshops

Title	Description
Run, Hide, Fight Options	Training by the Director of Security and Emergency Management covering response to active shooter situations. Offered each semester or by request.
New Employee Orientation	Human Resources program for orientation of new full-time and part-time regular employees. Orientations are typically scheduled monthly for new employees. Information on campus security procedures and practices is included.
New Student Orientation	Student Services program for orientation of new students. Orientations are typically scheduled prior to the fall semester for new students. The Campus Security Department presents the 411 on campus security procedures and practices.
411 on Campus Security	The Campus Security Department presents the 411 on campus security procedures and practices. This program also includes information about the bystander campaign to encourage students and employees to be responsible for their own security and the security of others. This program is offered at least once per semester.
Stalking and Cyberstalking	These workshops are presented by the School Resource Officer/Craven Co. Sheriff's Deputy to bring awareness to students and promote prevention. This program is typically offered once per academic year.
Drinking & Driving	Presented by the Campus Security Department in conjunction with the NC State Highway Patrol. This program is typically offered once per academic year.

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Drug & Alcohol	Presented by the Campus Security Department in conjunction with law enforcement officials. This program is typically offered once per academic year.
Bystander Campaign	The Bystanders initiative begins with the Clery Compliance Officer and is created and administered by the SGA. The Bystander Campaign is presented during all new student orientations.

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Drug and Alcohol Policy

The Board of Trustees of Craven Community College believes that all students and employees of the College have the right to study and work in an environment free from the influence of illicit drugs and alcohol. Employees, students and visitors at Craven Community College are expected to be acquainted with and abide by state laws and College policies regarding alcohol and drugs.

In compliance with the requirements of the Drug-Free Workplace Act of 1988, Drug-Free Schools and Communities Act, and any other related laws, the Board of Trustees of Craven Community College has adopted the following.

Drug and Alcohol Use- BP 2.4

A student or employee of the College will be subject to disciplinary sanctions, up to and including expulsion or termination for engaging in any of the following prohibited conduct:

- Engaging in the unlawful or unauthorized manufacture, distribution, dispensing, possession, sale, purchase or use of any illicit drug or alcohol while on the College campus, while at school or work or during his or her school or working hours, at a College-sponsored event, while engaging in College business, while representing the College away from the College campus, or while participating in College activities;
- Being under the influence of any illicit drug or alcohol while on the College campus, while at school or work during his or her school or working hours, in a College vehicle, while using College equipment, at a College-sponsored event, while engaged in College business, while representing the College away from the College campus, or while participating in College activities (reasonable use of alcohol may be permitted in a business/social setting, provided the student or employee is of legal age);

Other Applicable Drug and Alcohol Laws

All applicable state laws pertaining to alcohol consumption, including laws relating to the sale to, purchase by, or use by underage persons of alcohol, will be enforced on the College campus. Similarly, all applicable federal, state and local drug laws will be enforced on the College campus.

Drug and Alcohol Abuse Education Programs

Recognizing the serious consequences resulting from the inappropriate use of drugs and alcohol, Craven Community College has established a Drug and Alcohol Abuse Prevention Program (DAAPP). The DAAPP includes information on standards of conduct, legal sanctions, health risks, resources available, prevention programs, disciplinary sanctions and educational programs. The DAAP is available online at: [Drug and Alcohol Abuse Prevention Program \(DAAPP\)](#).

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The Annual Disclosure of Crime Statistics

The Director of Security and Emergency Management publishes and distributes the College's Annual Security Report (ASR), which includes the annual disclosure of crime statistics. This report is available to all current and prospective students and employees.

Campus crime, arrests, and referral statistics include those reported to Campus Security and designated campus officials (including but not limited to Vice Presidents, Deans, Department Heads, and local law enforcement agencies). Additionally, a request is made annually for Campus Security Authorities to provide statistical information to include in the report.

All agencies within the jurisdiction as specified by the Clery geography for Craven Community College were contacted for the production of this report. Documentation for all communication and data is stored in the Office of the Director of Security and Emergency Management.

The annual crime statistics published in this report are submitted to the U.S. Department of Education. These statistics are gathered by the U.S. Department of Education and made available to the public on their website: <http://ope.ed.gov/security/>.

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Clery Act Crime Definitions

Criminal Homicide

- **Murder and Non-negligent Manslaughter:** the willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** the killing of another person through gross negligence.

Sexual Assault

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

Forcible Sex Offenses:

- **Rape:** the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Non-Forcible Sex Offenses:

- **Incest:** sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.

Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary

The unlawful entry of a structure to commit a felony or a theft.

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Motor Vehicle Theft

The theft or attempted theft of a motor vehicle.

Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The categories of bias are the victim's actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability.

Any of the above-mentioned crimes, with the exception of Manslaughter by Negligence, that manifest evidence that the victim was intentionally selected because of the perpetrator's bias should be reported as hate crimes. For *Clery Act* reporting the College is also required to include the following crimes only if they are hate crimes:

- **Larceny-Theft:** the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.
- **Simple Assault:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation:** to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property:** to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

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Domestic Violence

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

Arrests and Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws

Arrests for Violation of Weapons, Drug Abuse and Liquor Laws: all violations of weapons, drug abuse and liquor laws that lead to an individual being processed by arrest, citation or summons.

- **Weapons** – the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.
- **Drug Law Violations:** the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
- **Liquor Law Violations:** the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Disciplinary Referrals for Violation of Weapons, Drug Abuse and Liquor Laws: the referral of any person to any official who initiates a disciplinary action of which a record is established and which may result in the imposition of a sanction.

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Clery Act Geography Definitions

On Campus Geography

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area defined above, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

Public Property Geography

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

Non Campus Buildings or Property Geography

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

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Annual Fire Safety Report and Missing Student Policy

Annual Fire Safety Report

Craven Community College is a non-residential institution of higher education with no on-campus student housing facilities. Therefore, the College is not required by the Clery Act to maintain an annual fire safety report.

Missing Students

Craven Community College is a non-residential institution of higher education with no on-campus student housing facilities. Therefore, the College is not required by the Clery Act to report missing students.

North Carolina Sex Offender and Public Protection Registry

The federal Campus Sex Crimes Prevention Act of 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under State law, of each institution of higher education in that state at which the person is employed, carries on a vocation or is a student. In the State of North Carolina, convicted sex offenders must register with the Sheriff of the county where they reside and maintain registration with the Sheriff in the county where they attend school or work.

The North Carolina Sex Offender and Public Protection Registry was established in January 1996 with the General Assembly's enactment of Chapter 14, Article 27A of the North Carolina General Statutes. The Registry is accessible at the following web address: <http://sexoffender.ncsbl.gov/>. Information about offenders residing in the College's immediate service area of Craven County may be obtained through search options available on this website. A written request for a paper copy of the countywide registry may also be made at the Craven County Sheriff's Office.

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Policies and Procedures Related to Dating Violence, Domestic Violence, Sexual Assault and Stalking

Craven Community College is committed to providing and promoting an atmosphere in which students can engage fully in the learning process and employees can realize their maximum potential in the workplace. Sexual harassment, sexual misconduct and/or discrimination endanger the environment of tolerance, civility and mutual respect that must prevail if Craven Community College is to fulfill its mission. Therefore, the College prohibits any acts of sexual harassment, discrimination, sexual misconduct or sexual violence in all forms to include but not limited to, dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the Clery Act.

Violence Against Women Act Definitions

Dating Violence

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purpose of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Domestic Violence

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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- **Rape:** the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- **Fondling:** the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest:** sexual intercourse between two persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** sexual intercourse with a person who is under the statutory age of consent.

Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress. For purposes of this definition:

- **Course of conduct** means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Definitions in North Carolina

Definition of Dating Violence in the State of North Carolina

Dating Violence is not explicitly defined in North Carolina State's code.

Domestic Violence

North Carolina's legal definition of domestic violence is:

§ 50B-1.

1. Domestic violence means the commission of one or more of the following acts upon an aggrieved party or upon a minor child residing with or in the custody of the aggrieved party by a person with whom the aggrieved party has or has had a personal relationship, but does not include acts of self-defense:
 - a. Attempting to cause bodily injury, or intentionally causing bodily injury; or

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- b. Placing the aggrieved party or a member of the aggrieved party's family or household in fear of imminent serious bodily injury or continued harassment, as defined in G.S. 14-277.3A, that rises to such a level as to inflict substantial emotional distress; or
 - c. Committing any act defined in G.S. 14-27.2 through G.S. 14-27.7.
2. For purposes of this section, the term "personal relationship" means a relationship wherein the parties involved:
- a. Are current or former spouses;
 - b. Are persons of opposite sex who live together or have lived together;
 - c. Are related as parents and children, including others acting in loco parentis to a minor child, or as grandparents and grandchildren. For purposes of this subdivision, an aggrieved party may not obtain an order of protection against a child or grandchild under the age of 16;
 - d. Have a child in common.

Sexual Assault

North Carolina's legal definition of sexual assault is:

§ 14-27.2. First-degree rape.

A person is guilty of rape in the first degree if the person engages in vagina intercourse:

- 1. With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or
- 2. With another person by force and against the will of the other person, and:
 - a. Employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or
 - b. Inflicts serious personal injury upon the victim or another person; or
 - c. The person commits the offense aided and abetted by one or more other persons.
- 3. Any person who commits an offense defined in this section is guilty of a Class B1 felony.

§ 14-27.3. Second-degree rape.

A person is guilty of rape in the second degree if the person engages in vaginal intercourse with another person:

- 1. By force and against the will of the other person; or
- 2. Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know the other person is mentally disabled, mentally incapacitated, or physically helpless.
- 3. Any person who commits the offense defined in this section is guilty of a Class C felony.

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§ 14-27.4. First-degree sexual offense.

A person is guilty of a sexual offense in the first degree if the person engages in a sexual act:

1. **With a victim who is a child under the age of 13 years and the defendant is at least 12 years old and is at least four years older than the victim; or**
2. **With another person by force and against the will of the other person, and:**
 - a. **Employs or displays a dangerous or deadly weapon or an article which the other person reasonably believes to be a dangerous or deadly weapon; or**
 - b. **Inflicts serious personal injury upon the victim or another person; or**
 - c. **The person commits the offense aided and abetted by one or more other persons.**
3. **Any person who commits an offense defined in this section is guilty of a Class B1 felony.**

§ 14-27.5. Second-degree sexual offense.

A person is guilty of a sexual offense in the second degree if the person engages in a sexual act with another person:

1. **By force and against the will of the other person; or**
2. **Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.**
3. **Any person who commits the offense defined in this section is guilty of a Class C felony.**

§ 14-27.5A. Sexual battery.

A person is guilty of sexual battery if the person, for the purpose of sexual arousal, sexual gratification, or sexual abuse, engages in sexual contact with another person:

1. **By force and against the will of the other person; or**
2. **Who is mentally disabled, mentally incapacitated, or physically helpless, and the person performing the act knows or should reasonably know that the other person is mentally disabled, mentally incapacitated, or physically helpless.**
3. **Any person who commits the offense defined in this section is guilty of a Class A1 misdemeanor.**

Stalking

- **A Course of Conduct.** Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means is in the presence of, or follows, monitors, observes, threatens, or communicates to or about a person, or interferes with a person's property constitutes a course of conduct.
- **Harasses or Harassment.** It is when someone will knowingly conduct, including written or printed communication or transmission, telephone, cellular, or other wireless telephonic

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communication, facsimile transmission, pager messages or transmissions, answering machine or voice mail messages or transmissions, and electronic mail messages or other computerized or electronic transmission directed at a specific person that torments, terrorizes, or terrifies that person and that serves no legitimate purpose.

- **A Reasonable Person.** One is considered a reasonable person in the victim's circumstances.
- **Substantial Emotional Distress.** Significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling is considered substantial emotional distress.
- **Offense.** A defendant is guilty of stalking if the defendant willfully on more than one occasion harasses another person without legal purpose or willfully engages in a course of conduct directed at a specific person without legal purpose and the defendant knows or should know that the harassment or the course of conduct would cause a reasonable person to do any of the following:
 - Fear for the person's safety, the safety of the person's immediate family or close personal associates.
 - Suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.
- **Classification.** A violation of this section is a Class A1 misdemeanor.
- **Jurisdiction.** Pursuant to N.C.G.S. 15A-134, if any part of the offense occurred within North Carolina, including the defendant's course of conduct or the effect on the victim, then the defendant may be prosecuted in this State.

Definition of Consent in the State of North Carolina

The State of North Carolina does not define consent by statute.

Current case law in North Carolina employs the concept that a threat of serious bodily harm which reasonably places fear in a person's mind is sufficient to demonstrate the use of force and the lack of consent. *State v. Morrison*, 94 N.C. App. 517, 522, 380, S.E. 2d 608, 611 (1989).

Additionally, submission, including submission due to fear, fright, coercion or realization that in the particular situation resistance is futile is not consent. *State v. Ricks* 34 N.C. App. 734, 735, 239 S.E.2d 602, 603 (1977).

It is a crime to engage in sexual activity with a physically helpless person, which includes a person who is unconscious, when the person performing the act knows or should have reasonably known the other person was physically helpless. N.C.G.S. 14-27.20; §14-27.22; §14-27.27; §14-27.33.

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It is a crime to engage in sexual activity with a mentally incapacitated person when the person performing the act knows or should have reasonably known the other person was mentally incapacitated. N.C.G.S. 14-27.20; §14-27.22; §14-27.27; §14-27.33.

In North Carolina, the age when a person is able to consent is 16 years old. N.C.G.S. 14-27.30.

Definition of Consent at Craven Community College

Consent is defined at Craven Community College for educational and awareness purposes. For the purposes of Clery Act reporting, all sexual assaults that are reported to a campus security authority must be included in the College's Clery Act statistics and, if reported to the campus security department, must be included in the crime log, regardless of the issue of consent.

Consent is:

- knowing, and
- voluntary, and
- clear permission
- by word or action
- to engage in sexual activity.

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain their consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

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Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on Craven Community College to determine whether its policy has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying "no" may be part of the kink and thus consensual, so the college's evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to policy that assumes non-kink relationships as a default.

Bystander Intervention

Bystander intervention is the practice of employing safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training at the College, highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose, and motivates them to intervene as stakeholders in the safety of the community.

Risk Reduction

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you reduce your risk of experiencing a non-consensual sexual act:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor "NO" clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.

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- **Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.**
- **Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.**

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Educational Programming

In an effort to reduce the risk of sexual misconduct as well as the crimes of rape, sexual assault, stalking, dating violence and domestic violence occurring among its students and employees, Craven Community College utilizes a range of campaigns, strategies and initiatives to promote awareness, educational, risk reduction and prevention programming.

It is the policy of Craven Community College to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults) and stalking each year. Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first semester.

Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management and bystander intervention) and discuss institutional policies on sexual misconduct as well as the Violence Against Women Act and the North Carolina definitions of domestic violence, dating violence, sexual assault, and stalking in reference to sexual activity. Programs also highlight the College's prohibition of the crimes of domestic violence, dating violence, sexual assault and stalking and the definition of consent in the State of North Carolina and the definition of consent at the College, used to inform decision-making in reference to sexual activity. Programs also offer information on risk reduction that strives to empower victims, how to recognize warning signals, and how to avoid potential attacks, and do so without victim-blaming approaches and information on bystander intervention. Programs discuss procedures the College will follow when one of these crimes is reported and highlight disciplinary actions that may be imposed in cases of alleged dating violence, domestic violence, sexual assault and stalking. Programs are informed by evidence-based research and/or are assessed for their effectiveness. A list of the College's program offerings can be found below:

Primary and Ongoing Prevention Training	
Title	Description
New Employee Orientation	Human Resources program for orientation of new full-time and part-time regular employees. Orientations are typically scheduled bi-monthly for new employees. Human Resources presents information on campus security procedures and practices.
New Student Orientation	Student Services program for orientation of new students. Orientations are typically scheduled prior to the fall semester for new students. The Campus Security Department presents the 411 on campus security procedures and practices.

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411 on Campus Security	The Campus Security Department presents the 411 on campus security procedures and practices. This program also includes information about the bystander campaign to encourage students and employees to be responsible for their own security and the security of others. This program is offered at least once per semester.
Title IX and Sexual Misconduct	Training program in SafeColleges required for new employees. Continuing employees receive this mandatory training every Fall. Students are issued this training every semester.
Sexual Violence Awareness for Employees (Campus SaVE Act)	Training program in SafeColleges required for new employees. Continuing employees receive this mandatory training every Fall.
Sexual Harassment: Staff-to-Staff	Training program in SafeColleges required for new employees. Continuing employees receive this mandatory training every Fall.
Stalking and Cyberstalking	These workshops are presented by the School Resource Officer/Craven Co. Sheriff's Deputy to bring awareness to students and promote prevention.
Let's Talk About Sex	Sexual assault awareness workshop presented in conjunction with Promise Place.
Love Shouldn't Hurt	Domestic violence awareness workshop presented in conjunction with Coastal Women's Shelter.
Healthy Dating Workshop	Healthy dating workshop that deals with dating violence, presented in conjunction with Promise Place.
Know Your Rights	Discussion of Title IX. Presented at student and new employee orientations.
Campus Security Authority Training	Employees designated as Campus Security Authorities complete enhanced discrimination, harassment and safety training every year, which, at a minimum, includes the requirements of Title IX and the Clery Act, the proper method for reporting sexual harassment and sexual misconduct, and the College's responsibilities for responding to allegations of sexual harassment and sexual misconduct.
Protection Orders	Presented by Coastal Women's Shelter and the Craven County Sheriff's Department.
Bystander Campaign	The Bystanders initiative begins with the Clery Compliance Officer and is created and administered by the SGA. The Bystander Campaign is presented during all new student orientations.

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Procedures Complainant's Should Follow

Reports of sexual harassment, discrimination and sexual misconduct, including sexual assault, dating violence, stalking and domestic violence are taken seriously at Craven Community College. If you are a victim of sexual misconduct, including but not limited to, dating violence, domestic violence, sexual assault or stalking, you are urged to contact the Campus Security Office or the Title IX Coordinator immediately. These crimes can also be reported to any Campus Security Authority (CSA).

The Executive Director of Human Resources is designated as the Title IX Coordinator and ADA/504 Coordinator. The Title IX Coordinator has the primary responsibility for coordinating the college's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual harassment, and retaliation prohibited under this policy. The Title IX Coordinator can be reached at 252-638-7225 or in person in the Human Resources Office, Room 237 Brock Administration Building, Monday-Thursday from 8:00 am - 5:00 pm and Friday from 8:00 am - 2:00 pm. Summer semester hours are Monday-Thursday from 8:00 am - 5:00 pm.

Crime reports to Campus Security can be made at 252-670-2367 (emergency) or 252-638-7261 (non-emergency), 24 hours a day. To report crimes on the Havelock Campus, please call 252-444-3343. To report crimes at the Volt Center, please call 252-617-0324. For emergencies or crimes in progress, dial 911.

Any College employee who becomes aware of allegations of sexual misconduct should immediately report the issue to the Title IX Coordinator, to allow the College to conduct an investigation.

Off-Campus Student Organizations

The College does not have any officially recognized student organizations with non-campus locations. On-campus student organizations and/or classes that engage in off-campus activities should report crime incidents to the local law enforcement agency where the incident occurred and to the Campus Security Office at 252-638-7261.

Employees participating in College-sponsored off-campus activities should also report crime incidents to the local law enforcement agency where the incident occurred and to the Campus Security office at 252-638-7261.

Collection of Evidence

After an incident of sexual assault, domestic violence, dating violence or stalking, the Complainant should consider seeking medical attention. For immediate and urgent medical concerns, go directly to the emergency department of your local hospital. If on campus, you can call the Campus Security

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Office 252-638-7261 or the Title IX Coordinator 252-638-7225, for transportation without having to make a report. For less immediate medical concerns, schedule an appointment with your primary care physician or an urgent care facility.

In North Carolina, evidence may be collected even if you choose not to make a report to law enforcement. If you do not wish to make a report to law enforcement, please notify the Sexual Assault Nurse Examiner at the medical facility.

It is important that victims of sexual assault do not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 120 hours (5 days) so evidence may be preserved.

Typically, if law enforcement is involved or will be involved, they will obtain evidence from the scene, so it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow law enforcement to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.

In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents that may be useful to College disciplinary proceedings or law enforcement investigations.

As time passes, evidence may dissipate or become lost or unavailable. This makes investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a Complainant chooses not to make a complaint regarding an incident, he/she should still consider speaking with the Campus Security Office or law enforcement to preserve evidence in the event they change his/her mind at a later date.

Reporting and Investigation Process

When appropriate upon receipt of notice, the Title IX Coordinator will cause a prompt, fair and impartial process to be initiated, commencing with an investigation, which may lead to the imposition of sanctions upon a responding student or other accused individual. Procedures detailing the investigation and resolution process of the College can be found online here:

<http://cravencc.edu/title-ix/>

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The Title IX Coordinator is ultimately responsible for assuring in all cases that the behavior is brought to an end, the College acts to reasonably prevent its recurrence, and the effects on the Complainant and community are remedied.

Allegations against Students

Anyone who believes that, due to the conduct of a College employee or another student, he/she has been the victim of sexual misconduct or who feels that he/she has been retaliated against for his/her good faith reporting of allegations or his/her participation in an investigation of alleged prohibited harassment or discrimination, should file a Title IX complaint with the Title IX Coordinator in the Human Resources Office.

Allegations against Employees

Any individual who believes that, due to the conduct of another College employee or student, he/she has been the victim of sexual misconduct or who feels that he/she has been retaliated against for his/her good faith reporting of allegations or his/her participation in an investigation of alleged prohibited harassment or discrimination, should file a Title IX complaint with the Title IX Coordinator in the Office of Human Resources to initiate an investigation.

Coordination with Law Enforcement

A College investigation with respect to Title IX is separate from a criminal investigation. It is the policy of Craven Community College not to notify local law enforcement when sexual misconduct occurs, unless a Complainant wishes or there is an emergency threat to health or safety.

A Complainant can file a police report for criminal investigation (pertaining to complaints alleging harassment or sexual misconduct that constitutes a criminal offense, such as assault, battery, rape or another form of violence or sexual violence) at any time, including during the duration of a Title IX investigation. The Title IX Coordinator will assist Complainant's in notifying law enforcement authorities, if they so choose.

Although the College strongly encourages all members of its community to report criminal violations of sexual misconduct to law enforcement, it is the Complainant's choice whether to make such a report and Complainant's have the right to decline involvement with the police.

The Title IX Coordinator will coordinate with a criminal investigation as permitted by law. The Title IX investigation will continue to go forward during any criminal investigation.

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Orders of Protection

Craven Community College employs interim protection measures such as interim suspensions and/or no contact orders in any case where a student's or employee's behavior represents a risk of violence, threat, pattern or predation. If a student or employee is accused of sexual misconduct, other gender-based violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, he/she is subject to action in accordance with the Student Code of Conduct, in the student handbook, or the Policies and Procedures of the College.

Protective measures for Complainants are available from the campus whether a Complainant chooses to report to local law enforcement and/or campus authorities, and irrespective of whether a Complainant pursues a formal complaint through the Craven Community College resolution process. Contact the Title IX Coordinator at 252-638-7225 or in Room 237 of the Brock Administration Building, if you need assistance with protective measures at the College. The Title IX Coordinator will also assist in any needed advocacy for students or employees who wish to obtain protective or restraining orders from local authorities. Craven Community College will abide by all "no-contact" orders, restraining orders or any civil or criminal order issued by the proper authority. The Campus Security Office and/or the Title IX Office, when notified by the victim, obtains copies of all such orders and retains a copy on file.

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Campus Procedures for Addressing Sexual Misconduct, Dating Violence, Domestic Violence, Sexual Assault or Stalking

Title IX Policy

Title IX of the Education Amendments of 1972 states that: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Craven Community College is committed to providing a learning and working environment that promotes respect, responsibility and accountability in an environment free of sexual misconduct and discrimination. This refers to all forms of sexual discrimination, including: discrimination against pregnant and parenting students, sexual harassment, sexual assault and sexual violence by employees, students or third parties. Sexual misconduct and sexual violence are interpreted to include acts of dating violence, domestic violence, sexual assault and stalking.

If you feel you have been subjected to sexual harassment, discrimination or sexual misconduct, you should seek assistance as soon as possible. The College's Title IX Coordinator is Denise Horne, Executive Director of Human Resources. The Title IX Coordinator is responsible for implementing and monitoring Craven Community College's Title IX compliance. The Deputy Title IX Coordinator is Robert Bondurant, Director of Advising and Counseling.

When concerns are brought to the attention of the Title IX Coordinator or Deputy Coordinator or when they suspect that sexual or gender discrimination may be present, they are bound to initiate and oversee timely investigations.

Expectations with Respect to Consensual Relationships

Romantic or sexual relationships between individuals in unequal positions (such as teacher and student, supervisor and employee) may be less consensual than perceived by the individuals whose position confers power. The relationship also may be viewed in different ways by each of the parties, particularly in retrospect. Furthermore, circumstances may change, and conduct that was previously welcome may become unwelcome. Even when both parties have consented at the outset to a romantic or sexual involvement, this past consent may not remove grounds for a later charge of a violation of applicable policy/procedure.

Craven Community College BP 2.32, states, "It is the policy of the Board that faculty members or administrative staff shall not initiate, pursue, or be involved in any amorous or sexual relationships with any student whom they are in a position to evaluate or supervise by virtue of their teaching, research, or administrative responsibilities.

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Written Explanations of Student and Employee Rights and Options

When a student or employee reports to the College that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, the College will provide the student or employee with a written explanation of the student's or employee's rights and options.

Protective Measures

Craven Community College is able to offer reasonable academic or work environment supports, modifications to academic schedules or work assignments, security escorts, counseling access and other supports and resources as needed by an individual, following an allegation of sexual misconduct. These supports are available regardless of whether the Complainant chooses to report the crime to campus security or local law enforcement. The College is also able to offer information about legal assistance and student financial aid considerations for student Complainants. Written information about the above options and requests for such options should be made through the Title IX Coordinator.

Complainant Notification

Upon written request, Craven Community College will disclose to the Complainant of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College against a student who is the Respondent of such crime or offense. If the Complainant is deceased because of such crime or offense, the next of kin of such Complainant shall be treated as the alleged Complainant for purposes of this paragraph.

On and Off Campus Resources

The Title IX Coordinator will provide written information to offer assistance for Complainants and Respondents in the form of interim or long-term measures and other assistance as may be appropriate and available on campus or in the community.

Craven Community College does not offer any on-campus health, mental health, victim advocacy, legal assistance or visa and immigration assistance. Counseling services for students are available in the First Stop or via referral to community resources. Student financial aid resources are available through the Financial Aid Department, located in the First Stop. Counseling services for employees are available through the Employee Assistance Program. For more information about these programs, please contact: Denise Horne, Executive Director of Human Resources and Title IX Coordinator, at 252-638-7225 or via email at horned@cravencc.edu.

The Title IX Coordinator maintains written information for students and employees about existing resources available within the larger community. If the Complainant so desires, that individual will be connected with an off-campus counselor, as well as an off-campus victims advocate. The College

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also maintains information on health, mental health, legal assistance, visa and immigration assistance and other services. No person is required to take advantage of these services and resources; however, the College provides them in the hopes of offering help and support without condition or qualification.

Confidentiality & Privacy

The College will protect the Complainant's and other necessary parties' privacy to the extent possible. Complainants personally identifying information will not be included in any publicly available recordkeeping, including Clery Act reporting and disclosures such as the annual security report and the daily crime log. Individually identifying information for or about an individual, includes information likely to disclose the location of a Complainant, regardless of whether the information is encoded, encrypted, hashed or otherwise protected, including:

- A first and last name;
- A home or other physical address;
- Contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
- A social security number, driver's license number, passport number or student identification number; and
- Any other information, including date of birth, racial or ethnic background, or religious affiliation that would serve to identify any individual.

In some situations, including those in which disciplinary action is a possible outcome, due process may require disclosure to persons accused. The Title IX Coordinator is responsible for determining what information about a Complainant should be disclosed and to whom this information will be disclosed.

The College is required by law to investigate complaints under this policy, but that investigation may be limited by the information provided by the Complainant and the Complainant's willingness to pursue a formal complaint. The College will make every reasonable effort to abide by the Complainant's request to remain anonymous; however, the College has to balance confidentiality with the safety of other members of the community. Factors that will be considered in determining whether to disclose a complaint or report of misconduct to an accused party include:

- The seriousness of the alleged conduct;
- The Complainant's age;
- Whether there have been other complaints about the same individual; and/or
- The Respondent's rights to receive information about the allegations if the information is maintained by the College as an "education record," under the Family Educational Rights and Privacy Act (FERPA).

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If the College proceeds with an investigation or other response to the report, then the Title IX Coordinator will notify the Complainant before the Respondent is contacted.

Craven Community College will also maintain privacy in relation to any accommodations or protective measures afforded to a Complainant, except to the extent necessary to provide the accommodations and/or protective measures. Typically, if faculty members or administrators are asked to provide accommodations for a specific student, they are told that such accommodations are necessary under Title IX or the Clery Act, but they are not given any details of the incident, or what kind of incident it is. The Title IX Coordinator is responsible for ensuring that the College discloses only that information which is necessary to provide the accommodations or protective measures in a timely manner. A Complainant will be informed before their personally identifying information is shared, if the College believes the personally identifying information is necessary to provide an accommodation or protective measure. The notification to the Complainant will include which information will be shared, with whom it will be shared and why. Irrespective of state law or public records access provisions, information about Complainant's are maintained privately in accordance with Title IX and FERPA.

Handling Confidential Reports

If the Complainant would like to remain anonymous, the Title IX Coordinator will:

- **Explain that the College endeavors to investigate the allegations, as presented, without revealing the Complainant's identity, but the College cannot ensure complete confidentiality and may be limited in its ability to take disciplinary action if the Complainant desires to remain anonymous**
- **Explain that the College has an obligation to investigate as well as document the allegations and advise the Complainant about the right to make a confidential report for statistical inclusion in the annual security report**
- **To the extent practicable, provide resources and internally manage the Complainant's situation, as the College would if they did not request anonymity**
- **Ask the Complainant to acknowledge and sign a document confirming that he/she has requested anonymity and acknowledge that the College might be unable to take disciplinary action against the Respondent.**

How to Report Crimes Anonymously

There are several ways to report a crime anonymously. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. The College is required to keep an accurate record of the number of incidents

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involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

If you are the victim of a crime at Craven Community College or while participating in a College-sponsored off-campus activity and do not want to pursue action through the College or the criminal justice system, you may still want to consider making a confidential report. Confidential crime reporting forms can be found on the College web site at <http://cravencc.edu/anonymous-reporting-form/>.

With your permission, the Title IX Coordinator, the CSA, or a Campus Security Officer can file a report on the details of the incident without revealing personally identifying information about the Respondent. Reports filed in this manner are counted by the Clery Compliance Officer and disclosed in the College's Annual Crime Statistics.

Reports of crimes may also be made anonymously to Craven County Crime Stoppers at 252.633.5141. They will keep the caller's identity confidential and will refer crimes that occur on campus to the Campus Security Office.

If You Change Your Mind

A Complainant who at first requests confidentiality may later decide to file a complaint with the College or report the incident to local law enforcement and thus have the incident fully investigated. The Title IX Coordinator will provide the Complainant with assistance if the Complainant wishes to do so.

NOTE: If the College determines the Respondent poses a serious and immediate threat to the College community, the College may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the Complainant.

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Investigation Principles for Complaints of Sexual Misconduct

The College will investigate and act upon information provided about allegations of sexual misconduct and Title IX violations.

The College will notify all parties that the process from the initial investigation to the result will be conducted in a prompt, fair and impartial manner. Consistent with the goal to maximize educational and work opportunities and minimize the disruptive nature of the investigation and resolution, the Title IX Coordinator will seek to resolve all reports within one academic semester, depending on when the report is received. In general, an investigation may last up to sixty (60) business days, from receipt of notice from the Complainant of the intent to proceed with an investigation and sufficient information for the Title IX Coordinator to determine that the report raises a potential issue under the College's policies. Adjudication will generally take up to thirty (30) business days from the date of the investigative finding. Business days do not include weekends or holidays. The Title IX Coordinator may set reasonable time frames for required actions under the policy. Those time frames may be extended for good cause as necessary to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, accommodate delays by the parties, account for College breaks or vacations or address other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged conduct. Any extension of the time frames, and the reason for extension, will be shared with the parties in writing.

Investigations and resolutions will be consistent with the College's policies and transparent to parties. In any complaint of sexual misconduct, sexual assault, stalking, dating violence, domestic violence or other sex or gender-based discrimination covered under federal laws or Title IX, the Complainant and the Respondent are entitled to the same opportunities to fully participate in the process. This includes any meeting, conference, hearing, appeal or other procedural action. Both parties will be provided timely and equal access to any information that will be used during informal and formal disciplinary meetings and hearings.

Conflict of Interest

All proceedings pursuant to these policies and procedures will be conducted by officials who do not have a conflict of interest or bias for or against the Complainant or Respondent.

If a conflict of interest is identified before an investigation has begun, the Title IX Coordinator will provide a secondary individual to assist with or take over the investigation.

If a conflict of interest is identified after an investigation has begun, the Investigator can continue to investigate if, after full disclosure of a potential conflict of interest, the Complainant and the

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Respondent are given the opportunity to request a secondary individual to complete the investigation.

If the parties feel the Investigator can remain unbiased, they will be asked to sign a continuation agreement before the Investigator can continue.

Training of Officials

The Title IX Coordinator is responsible for assuring that training is conducted annually for all coordinators, investigators, hearing officers, panelists and appeals officers. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and the Clery Act. Training will help those decision-makers in the process of conducting an investigation and hearing process that protects the safety of Complainant's and promotes accountability for those who commit offenses.

Role of Advisors

In any complaint of sexual misconduct, sexual assault, stalking, dating violence or domestic violence the Complainant and the Respondent are entitled to the same opportunities for a support person of their choice to guide and accompany them throughout the campus resolution process. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them.

The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake, interviews, hearings and appeals. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. The College cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the College is not obligated to provide one.

All advisors are subject to the same campus rules, whether they are attorneys or not. Advisors may not address campus officials in a meeting, interview or hearing unless invited to. Advisors may confer quietly with their advisees as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation. Advisors will typically be given an opportunity to meet in advance of any interview or hearing with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the College an opportunity to clarify the role the advisor is expected to take. Advisors are expected to refrain from interference with the College investigation and resolution. Any advisor who steps out of their role in any meeting under the campus resolution process will be warned once and only once. If

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the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.

The College expects an advisor to adjust their schedule to allow them to attend campus meetings when scheduled. The College does not typically change scheduled meetings to accommodate an advisor's inability to attend. The College will, however make provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available. A party may elect to change advisors during the process, and is not locked into using the same advisor throughout.

Notice of Outcome

Parties will be informed, in writing of the results, including the finding, the sanctions (if any), and the rationale for the result. Written delivery of this outcome to both parties will occur simultaneously, without undue delay between notifications. All parties will be informed of the College's appeal processes, and their rights to exercise a request for appeal. Should any changes in outcome occur prior to finalization, both parties will be informed simultaneously in writing. Both parties will be notified in writing, simultaneously, when the results of the resolution process become final.

Standard of Evidence

During any institutional disciplinary proceeding arising from an allegation of dating violence, domestic violence, sexual assault or stalking, the standard that will be used is the preponderance of evidence. The preponderance of evidence standard states that it is "more likely than not" that the alleged conduct occurred. In campus hearings, legal terms like guilt, innocence, burden of proof, etc. are not applicable. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources. A decision is made based solely upon the evidence and testimony presented during the proceeding.

Appeals

An appeal of a disciplinary decision is limited to allegations that the decision violates due process rights, meaning there has been a material deviation from the substantive and/or procedural due process standards adopted by Craven Community College. Appeals allow information presented at a hearing to be re-argued; however, it cannot include evidence that "no reasonable person" could have reached the conclusion made in the original decision. The Sexual Misconduct Appeal Form, along with instructions, can be found online at: <http://cravencc.edu/campus-security/title-ix-sexual-misconduct-appeal-form/>.

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Sanctions

College Disciplinary Actions

For offenses including sexual misconduct or other gender based violence, which typically include the crimes of domestic violence, dating violence, sexual harassment, sexual misconduct, sexual assault and stalking, sanctions range from verbal or written warning to expulsion or termination of employment. Serious and violent incidents and acts of non-consensual sexual intercourse usually result in suspension, expulsion or termination of employment. Lying to investigators (and/or failing to participate in an investigation) can result in additional consequences under the Code of Student Conduct or the employment policies and procedures of the College.

The College in accordance with procedural safeguards applicable to disciplinary actions against students and employees will impose penalties. The penalties and due process applicable to students are set forth in the Student Handbook. The penalties and due process applicable to employees are set forth in the College's policies and procedures.

External Penalties

Under federal and state law, domestic violence, dating violence, sexual assault and stalking are criminal acts, which also subject perpetrators to criminal and civil penalties. In addition to any sanction that may be imposed by the College for violations of this policy, an individual who commits domestic violence, dating violence, sexual assault or stalking may be subject to criminal sanctions and personal civil liabilities independent of those imposed by the College. The Complainant or the Respondent have the right to file a complaint with the appropriate local, state or federal agency or in a court of jurisdiction.

Retaliation

Both Title IX and the Clery Act provide protections for whistleblowers who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. Craven Community College does not retaliate against those who raise concerns of non-compliance. Any concerns should be brought to the immediate attention of the Title IX Coordinator and/or to officials of the U.S. Department of Education.

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Definitions

Bystander is a witness or anyone who sees a dangerous or potentially dangerous situation.

Complainant is an individual alleging conduct prohibited under Title IX.

Conduct of a sexual nature refers to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including, but not limited to:

- Sexual advances;
- Sexual touching;
- Sexual graffiti;
- Displaying or distributing sexually explicit objects, drawings, pictures, and written materials;
- Sexual gestures;
- Sexual or “dirty” jokes;
- Requests for sexual favors;
- Touching oneself sexually or talking about one's sexual activity in front of others; or
- Spreading rumors about or rating other employees or students as to sexual activity or performance.

Hostile Environment is conduct that is directed toward a particular person or persons based upon the person's race/ethnicity, color, creed, national origin, religion, sex, sexual orientation, age, veteran status, political affiliation, genetic information, gender-identity, or disability. The conduct is unwelcome; severe or pervasive; objectively offensive; and unreasonably interferes with the target person's employment, academic pursuits, or participation in College-sponsored activities as to effectively deny equal access to the College's resources and opportunities. Hostile environment is determined by looking at the totality of the circumstances, including the frequency of the allegedly harassing conduct, its severity, whether it is physically threatening or humiliating, and whether the conduct unreasonably interferes with an individual's work performance, academic advancement, and participation in extracurricular activities or access to College services. Continuing verbal, nonverbal, or physical conduct of a sexual nature when the person or persons the conduct is directed toward has indicated clearly by word, writing, or action, this conduct is unwanted also constitutes sexual harassment. This includes unwelcome sexual advances and requests for sexual favors. In some cases, a single incident may be severe enough to constitute harassment. Examples of conduct that could create or contribute to hostile environment harassment may include but are not limited to:

- Unwelcome jokes about sex or sexual orientation;

2020 Annual Security Report

- Offensive or degrading physical contact or coercive behavior, including stroking, patting or similar physical contact; or
- Pictures, posters, graffiti or written materials displayed in a workplace or classroom which are objectively sexually offensive or obscene, and exceed the bounds of free speech protected by the Constitution.

Respondent is an individual accused of a violation under Title IX.

Retaliation is any act by a College employee or student of reprisal, interference, restraint, penalty, discrimination, coercion or harassment against an employee or student for using applicable policies responsibly.

Sex Discrimination - actions that subject individuals to unequal treatment on the basis of their sex, including but not limited to the improper exclusion of individuals from meetings or College activities.

Sexual Harassment - does not require physical contact but involves conduct that merely creates an unwelcome environment, as follows:

- Sexual harassment involving an employee or student includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to the conduct is made a term or condition of the employee's employment (either explicitly or implicitly); when submission to or rejection of the conduct is used as a basis for employment decisions affecting the employee; or when the conduct is sufficiently severe, persistent, or pervasive to interfere with the employee's work performance or to create an intimidating, hostile, or offensive working environment.
- Occasional compliments of a socially acceptable nature do not constitute sexual harassment. Similarly, circumstances such as the nature of course materials, educational programs, or other educational activity will be considered before a determination is made that behavior in such a context is prohibited conduct.
- Verbal or physical conduct of a sexually provocative, uncivil, or disrespectful nature at the College, whether or not it would be judged illegal as a matter of law, is unwelcome by the College and will not be tolerated. Nothing in these policies creates rights inconsistent with a zero tolerance for prohibited behavior. Furthermore, the College has the final word in interpreting these policies.

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Sexual Misconduct - includes the following:

Sexual Assault - an actual, attempted, or threatened sexual act with another person without that person's consent. Sexual assault is often a criminal act that can be prosecuted under State law, as well as form the basis for discipline under applicable College policy or regulations. Sexual assault includes but is not limited to:

- Involvement without consent in any sexual act in which there is force, expressed or implied, or use of duress, or deception upon the victim. Forced sexual intercourse is included in this definition as are the acts commonly referred to as "date rape" or "acquaintance rape." This definition also includes the coercing, forcing, or attempt to coerce or force sexual intercourse or a sexual act on another;
- Involvement in any sexual act when the victim is unable to give consent;
- Intentional and unwelcome touching, or coercing, forcing, or attempting to coerce or force another to touch a person's intimate parts;
- Offensive, illegal sexual behavior that is directed at another such as indecent exposure or voyeurism; or
- Non-forcible sex acts, including unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by State law, or between persons who are related to each other within degrees wherein marriage is prohibited by law.

Sexual Violence is a severe form of sexual harassment that includes sexual assault and any sexual act that is completed or attempted against a victim's will or when a victim is unable to consent. The act may involve actual or threatened physical force, use of weapons, coercion, intimidation, or pressure.

Title IX of the Education Amendments of 1972 (20U.S.C. § 1681) is an all-encompassing federal law that prohibits discrimination based on sex in any federally funded education program or activity. "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Sexual misconduct may be so severe, persistent/pervasive, and objectively offensive as to limit, deprive, or deny educational access, benefits or opportunities.

Unwelcome signifies conduct that is not requested or invited and is regarded as offensive or undesirable.

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Crime Statistics – All Campuses			
Murder/Non-Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Fondling	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Incest	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Statutory Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Robbery	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Aggravated Assault	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Burglary	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Motor Vehicle Theft	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0

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Arson	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Hate Crimes	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Domestic Violence	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Dating Violence	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Stalking	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Arrests- On Campus	2017	2018	2019
Weapons	1	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Non-Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Public Property	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	1	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- On Campus	2017	2018	2019
Weapons	1	0	0
Drug Abuse Violations	3	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Non-Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Public Property	2017	2018	2019

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Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

*There were no reported Hate Crimes for the years 2017, 2018 or 2019.

**There were no Unfounded Crimes for the years 2017, 2018 or 2019.

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Crime Statistics – New Bern Campus			
Murder/Non-Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Fondling	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Incest	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Statutory Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Robbery	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Aggravated Assault	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Burglary	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Motor Vehicle Theft	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0

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Arson	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Hate Crimes	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Domestic Violence	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Dating Violence	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Stalking	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Arrests- On Campus	2017	2018	2019
Weapons	1	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Non-Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Public Property	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	1	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- On Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	3	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Non-Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Public Property	2017	2018	2019

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Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

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Crime Statistics – Havelock Campus			
Murder/Non-Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Negligent Manslaughter	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Fondling	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Incest	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Statutory Rape	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Robbery	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Aggravated Assault	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Burglary	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Motor Vehicle Theft	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0

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Arson	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Hate Crimes	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Domestic Violence	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Dating Violence	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Stalking	2017	2018	2019
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Arrests- On Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Non-Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Public Property	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- On Campus	2017	2018	2019
Weapons	1	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Non-Campus	2017	2018	2019
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Public Property	2017	2018	2019

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Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

2020 Annual Security Report



800 College Court
New Bern, NC 28562
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**Commission on Accreditation in Physical Therapy Education
American Physical Therapy Association**

SUMMARY OF ACTION

**Physical Therapist Assistant Program
Craven Community College
800 College Court
New Bern, NC 28562**

On November 3, 2020, the Commission on Accreditation in Physical Therapy Education made the following decision regarding the physical therapist assistant education program at Craven Community College.

Status: ACCREDITATION

Action Taken: Continue Accreditation

Effective Date: November 3, 2020

**Information Used to
Make Decisions:** Compliance Report received September 1, 2020

Reason for Decision: The Commission's decision to continue accreditation status is based on the program's level of compliance with the Standards and Required Elements and on the professional manner in which the program has addressed the Commission's previous concerns.

The program is reminded that the status of accreditation has been continued based on the program described in the materials reviewed by the Commission. The institution and program are responsible for notifying CAPTE of all substantive changes in the program prior to implementation. Unexpected substantive changes are to be reported immediately after they occur. (See Part 9 of CAPTE's Rules of Practice and Procedure for more information about reporting changes.)

Next Activity: Self-study Report and On-site Visit in Fall 2026

CRAVEN COMMUNITY COLLEGE **Foundation**

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Telephone: (252) 638-7351
Fax: (252) 638-4232

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

December 7, 2020

Craven Community College Board of Trustees,

The Craven Community College Foundation Board voted unanimously to forward the nominations of the following to the Trustees for ratification

- Dr. Bettina Meekins
- Hannah Mitchell
- David Walker

In accordance with the Foundation By-Laws, these names are presented to the Board of Trustees for approval.

Best Regards,



**Charles Wethington,
Executive Director
Craven Community College Foundation**

David Walker:

Mr. Segal: it is my hope that all is well with you and yours.

It is a tremendous honor to be considered for a seat on the Board of Directors.

My wife Thelma and I have lived in Havelock since 1979. We love to travel as often as possible and spend quality time with our family.

I retired from MCAS Cherry Point in 2008 where I served as the Education Services Officer. In this position I provided a varied array of educational services to the Marines, Sailors and family members of Cherry Point, in which Craven Community College played a major role as one of our on-base schools.

I graduated from West Carteret High School in Morehead City and went on to graduate from Fayetteville State University with a BS Degree in Mathematics and Education. I taught school in Carteret County at Smyrna Elementary and East Carteret High School.

I am active in my Church, Craven Corner Missionary Baptist Church, where I serve as a Deacon, teach Sunday School, and sing in the Male Chorus.

I maintain a clean and healthy lifestyle and try to treat others as I would like to be treated.

Please advise if additional information is needed

Humbly submitted
David G. Walker

Dr. Bettina Meekins:

Bio for Dr Bettina Meekins I was born in Miami, Florida and graduated from the public-school system at age 16. I joined the work force and began nighttime classes at Miami-Dade Community College where I discovered my passion for science. Transitioning to a full-time student, I obtained my AA degree and transferred to the University of Miami to complete my BS degree in Chemistry, graduating summa cum laude. I completed my medical degree at the University of Miami, graduating with honors, and entered Duke Eye Center to complete my Ophthalmology residency and Oculo-Plastic Surgery Fellowship. As a scholarship recipient and commissioned officer in the US Navy during my medical training, I later fulfilled a four year military obligation stationed at Portsmouth Naval Hospital. During this time, I was deployed to Jubail, Saudi Arabia, as a staff physician for Fleet Hospital 5, a "Mash" like tent hospital, during Desert Shield/ Desert Storm. After resigning my commission, I joined Coastal Eye Clinic in New Bern and practiced full time for 24 years before retiring in 2015.

I am married to Charles Meekins, a retired military officer and financial consultant, and we have two boys, each married with two children, one an ophthalmologist and the other a dentist. Since retiring, I have become a Master Gardener and volunteer in a community garden in addition to working my own

vegetable garden, take pottery wheel lessons, started a book club, enjoy cooking, and was traveling extensively until the pandemic.

As a product of a community college system, I have the experience and personal insight to help support the mission of CCC as it fulfills the academic needs of its students.

Hannah Mitchell:

October 23, 2020

Dear Craven Community College Foundation members,

My name is Hannah Mitchell. It is an honor to be nominated to serve! CCC is an integral part of the New Bern community. Its nursing, business, cosmetology, etc. classes, the Volt Center, library, staff, scholarships, community involvement and you, the Foundation, all contribute in a mighty way to our young people's education and quality of life.

I grew up in Rocky Mount NC, graduating from UNC Chapel Hill in 1978, majoring in English. At the time of my marriage in 1986, I was working for a national medical office software company headquartered in Raleigh. That job required constant travel (often out of state). After the birth of my 1st child, I began my new career as chief cook and bottle washer-- and washer of everything else (3 children in 4 years)! My husband, Ed Mitchell, works with a residential marina community called River Dunes. We moved to New Bern in 1998 and raised our 3 daughters here starting in elementary school. New Bern is a special place in which to live.

For 22 years my job was CEO of the Mitchell household. I was very active in our girls' schools and their extra-curricular activities. Many years of classroom volunteering, PTO Boards, school newsletters, fundraising, etc. I consider the raising of our children as my greatest and most important accomplishment. They are now well educated, married and thriving in their careers.

During our years in New Bern, along with child raising, I have worked with several non-profit and church-related organizations. A brief listing includes:

Garber Church Sunday school teacher, Stephen Minister and various committees

MERCI Clinic Board of Directors for 9 years (Secretary) and newsletter

Meals on Wheels delivery in Duffyfield

Duffyfield Phoenix Project BOD-- Secretary

EPIC Pregnancy Center BOD

Ladies Tennis Association BOD

Community Christian Fellowship BOD

Neuse River Bridge Run Committee

Part-time property manager and event planning.

I feel that I can add value to your organization and I have the time and energy to devote to your mission.

Thank you for your consideration.

Hannah Mitchell

Student Government Association

Board of Trustees Report

December 8th, 2020

SGA Roster

Executive Board

President: Kaycee Bailey
Vice President: Angel Medina
Secretary: Victoria Hill
Treasurer: Vacant
Parliamentarian: Vacant
Public Information Officer: Vacant

Senators

Nyithazin (Nyi) Ngwe
Phu Aung
Tabita Chavez Lozano

Campus Life Activities and Events

- Campus Life held a Constitution Day trivia booth on the 17th of September.
- The Math and Engineering club held a pumpkin launch contest on the 5th of November.
- The Physical Therapist Assistants club hosted a fundraiser event for the Onslow Women's Shelter and the Coastal Women's Shelter. They raised about a thousand dollars.
- The Physical Therapist Assistants club held a Chipotle fundraiser on the 21st of November to help pay for their board exams.
- The Panther Pantry is now open, with Ambassadors and SGA assisting. We are actively seeking donations to keep the pantry stocked.

SGA Activities

- We have elected two new board members, in the roles of Vice President and Secretary.
- The SGA Facebook and Instagram are now active, and are gaining new followers every day.
- SGA held a Spirit Week during the week of Halloween. There was good participation from students and staff.
- Campus Life is hosting a food drive, with SGA helping to fill and deliver Thanksgiving meal bags for Craven families. The food drive will remain open until the 20th of November, and extra food will be used to help stock the Panther Pantry. We've currently received 52 requests for bags.
- SGA will be decorating the Campus Life office for the holidays, and will be holding socially distant holiday events the week before exams (December 7th-11th).