

BOARD OF TRUSTEES

MEETING AGENDA - REVISED

FEBRUARY 16, 2021

5:30 pm - Naumann Community Room
New Bern Campus

- | | | |
|------|--|------------------------------|
| I. | Call to Order | <i>Allison Morris, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption (<i>motion</i>) | <i>Allison Morris</i> |
| | (3) Conflict of Interest Declaration | <i>Allison Morris</i> |
| | (4) Public Comment | <i>Allison Morris</i> |
| | (5) Recognition and Appreciation of Service | <i>Ray Staats</i> |
| | a. Stephen Cella (2016-2020) | |
| | (6) Statement of Economic Interest and Oath of Office | <i>Cindy Ensley</i> |
| | a. Sandra Phelps (appointed by The Governor, 2020-24) | |
| | (7) Statements of Economic Interest 2021 Filing Deadline | <i>Cindy Ensley</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Allison Morris</i> |
| | (1) Approve Board of Trustees Meeting Minutes (December 8, 2020) | |
| IV. | Financial Reports | <i>Jim Millard, VP</i> |
| | (1) Financial Report 2 nd Quarter FY 2020-21 (Oct-Dec) (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| V. | Personnel Report 2 nd Quarter FY 2020-21 (Oct-Dec) (<i>info</i>) | <i>Jim Millard</i> |
| VI. | Facilities | <i>Jim Millard</i> |
| | (1) Facilities Usage Report 2 nd Quarter FY 2020-21 (Oct-Dec) (<i>info</i>) | |
| VII. | Instructional Update | <i>Kathleen Gallman, VP</i> |
| | (1) Curriculum Report (<i>info</i>) | |
| | (2) Fall Program Reviews (<i>info</i>) | |

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|-------|--|--|
| VIII. | <p>Old Business</p> <p>(1) Approve Revised Board Policies (reviewed in December 2020)</p> <p> a. BP 2.8 Employee Categories and Benefits (<i>motion</i>)</p> <p> b. BP 2.15 Recruitment, Selection, and Hiring (<i>motion</i>)</p> <p> c. BP 2.27 Sexual & Other Unlawful Harassment (Employees) (<i>motion</i>)</p> <p> d. BP 3.11 Admissions (<i>motion</i>)</p> <p> e. BP 3.12 Sexual & Other Unlawful Harassment (Title IX) (<i>motion</i>)</p> | <p><i>Allison Morris</i></p> <p><i>Ray Staats</i></p> |
| IX. | <p>New Business</p> <p>(1) Assign Ad Hoc Committee for President's Evaluation (<i>info</i>)</p> <p>(2) President's Annual Evaluation and Timeline (<i>info</i>)</p> <p>(3) Receive Public Radio East Financial/Audit Reports (<i>info</i>)</p> <p> a. PRE (WTEB-FM) Year-ends 6.30.19 & 6.30.20</p> <p> b. PRE Foundation Year-ends 6.30.19 & 6.30.20</p> | <p><i>Allison Morris</i></p> <p><i>Cindy Ensley</i></p> <p><i>Jim Millard</i></p> |
| X. | <p>Reports</p> <p>(1) President</p> <p>(2) Chair</p> <p>(3) Student Trustee</p> <p>(4) Foundation Board President</p> <p>(5) Attorney</p> | <p><i>Ray Staats</i></p> <p><i>Allison Morris</i></p> <p><i>Kaycee Bailey</i></p> <p><i>David McFadyen</i></p> <p><i>Charles Ellis</i></p> |
| XI. | <p>Closed Session {G.S. 143-318.11(a)(3)}</p> | <p><i>Allison Morris</i></p> |
| XII. | <p>Adjournment</p> | <p><i>Allison Morris</i></p> |

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

February 16, 2021

Ms. Jennifer Dacey

Dr. Jim Davis

Mr. Ronald Knight

Ms. E.T. Mitchell

Ms. Allison Morris

Dr. Ervin Patrick

Ms. Sandra Phelps

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?

STATE ETHICS COMMISSION

POST OFFICE BOX 27685

RALEIGH, NC 27611

PHONE: 919-814-3600

Via Email

December 15, 2020

The Honorable Roy A. Cooper III
Governor of North Carolina
20301 Mail Service Center
Raleigh, North Carolina 27699-0301

**Re: Evaluation of Statement of Economic Interest Filed by Ms. Sandra K. Phelps
Prospective Appointee to the Craven Community College Board of Trustees**

Dear Governor Cooper:

Our office has received **Ms. Sandra K. Phelps'** 2020 Statement of Economic Interest as a prospective appointee to the **Craven Community College Board of Trustees (the "Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act (the "Act").

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

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

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

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Ms. Phelps would fill the role of an at-large member on the Board.

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

When this letter cites an actual or potential conflict of interest under N.C.G.S. § 138A-24(e), the conflict must be recorded in the minutes of the applicable board and brought to the membership's attention by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with the Act. N.C.G.S. § 138A-15(c).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

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

Sincerely,

A handwritten signature in cursive script that reads "Mary Roerden".

Mary Roerden, SEI Unit
State Ethics Commission

cc: Sandra K. Phelps
Attachment: Ethics Education Guide

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 8, 2020
VIA WEBEX

The Craven Community College Board of Trustees met virtually utilizing WebEx on Tuesday, December 8, 2020, with Board Chair Allison Morris presiding. The meeting was called to order at 5:40 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, Dr. Ervin Patrick, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Tabari Wallace, Mr. Whit Whitley, and Ms. Brenda Wilson

Voting members absent were: Dr. Jim Davis

Ex Officio members present were: Ms. Kaycee Bailey, SGA President, 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; Dr. Julia Hamilton, Dean of Technology Services; Ms. Christina Sobrido, IT Specialist; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees.

Chair Morris declared a quorum present for the meeting and thanked everyone for adapting to the meeting's virtual platform. President Staats announced that Dr. Hamilton and Ms. Sobrido were assisting with the virtual technology.

Agenda Review and Adoption

Chair Morris reviewed the revised agenda (attached). Trustee Mitchell motioned to accept the agenda as presented; Trustee Patrick seconded the motion. Ms. Ensley conducted a roll call vote, announcing 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 September 15, 2020 meeting as presented; Trustee Patrick seconded the motion. Ms. Ensley conducted a roll call vote, announcing the motion was unanimously approved.

Financial Reports

Fiscal Year 2020-21 1st Quarter Financial Report: VP Millard highlighted the reports for July – September 2020 (attached). Trustee Whitley motioned to approve the reports as presented; Trustee Patrick seconded the motion. Ms. Ensley conducted a roll call vote, announcing the motion was unanimously approved.

Write-Offs and Uncollectable Accounts: VP Millard presented the report (attached). Trustee Mitchell motioned to accept the report as presented; Trustee Wilson seconded the motion. Ms. Ensley conducted a roll call vote, announcing the motion was unanimously approved.

Cash Balances: VP Millard reported on the cash balances (attached) for informational purposes.

Personnel Report

For informational purposes, VP Millard reviewed the Personnel Report for July - September 2020 (attached).

Facilities Reports

Fiscal Year 2020-21 1st Quarter Facilities Usage Report: VP Millard stated no facilities were leased during the first quarter due to COVID-19 (attached). President Staats added this practice will continue through the spring semester 2021.

Facilities Update: VP Millard highlighted completed construction/renovation projects and facility improvements (attached) for informational purposes.

Strategic Plan: Goal 4 Progress Report

For informational purposes, President Staats highlighted the progress on the Community Service & Engagement Assessment goal for fourth quarter 2020 (attached). Trustee Wallace expressed kudos for the EMT Career and College Promise pathway established at West Craven High School for fall enrollment 2021.

Old Business from October Canceled Meeting

Fall Enrollment Update: VP Boucher discussed the fall 2020 enrollment statistics.

Student Services Report: VP Boucher reviewed the online opportunities for students to receive assistance in advising, counseling, admissions, and financial aid. He also announced the Panther Pantry had distributed more than \$13,000 in food to students, staff, and faculty since the fall of 2018.

Spring Administrative Program Review: VP Gallman shared the report noting that the Title III (Connect 2 Success) grant ends next fall and is not renewable.

New Business

Review Revised Board Policies for Approval in February 2021: President Staats explained changes to the following policies for review and subsequent approval at the next board meeting.

- BP. 2.8 Employee Categories and Benefits
- BP 2.15 Recruitment, Selection, and Hiring
- BP 2.27 Sexual & Other Unlawful Harassment (Employees)
- BP 3.11 Admissions
- BP 3.12 Sexual & Other Unlawful Harassment (Title IX)

BP 3.8 Student Grievance Policy: President Staats reviewed the administrative edit to the board policy (attached) for informational purposes.

Annual Security Report: VP Millard shared the security report (attached) for calendar year 2019 noting no reportable incidents.

CAPTE Continuing Accreditation of PTA Program: VP Gallman noted the continuing accreditation decision for the Physical Therapist Assistant Program (attached). The next self-study report and on-site visit are due in the fall of 2026.

Craven CC Foundation Board of Directors Nominations: On behalf of the Foundation Board, President Staats presented three director nominations for ratification (attached):

Dr. Bettina Meeks
Ms. Hannah Mitchell
Mr. David Walker

Trustee Mitchell motioned to approve the nominations as presented; Trustee Whitley seconded the motion. Ms. Ensley conducted a roll call vote, announcing the motion was unanimously approved.

Reports

President: President Staats gave a COVID update on positive and quarantined cases within the College and explained there is no direct impact on the College from Governor Cooper's Executive Order 181 effective 12-11-20. He also noted the dates of the College's closure over the winter break. The College will host a tour of the Volt Center for Carteret Community College later in December.

Attorney: Nothing to report.

Chair: Nothing to report.

Student Trustee: SGA President Kaycee Bailey was unable to verbally give her report (attached) due to an audio difficulty.

Adjournment

With no further business to be presented, Chair Morris adjourned the meeting at 6:35 pm and wished everyone a Merry Christmas.

Respectfully submitted:



Allison R. Morris, Chair
February 16, 2021



Raymond W. Staats, Secretary
February 16, 2021

Craven Community College
State Funds Budget Comparison Report
As of December 31, 2020 - 50% of the Year

**FY 2020-2021 Budget Comparison
as of December 31, 2020
50% 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	573,685	293,928	279,757	51%	2,481,630	1,329,426	1,152,204	54%	2,990,322	1,484,357	1,505,965	50%	3,000,853	1,456,277	1,544,576	49%
519 Contracted Services					187,492	88,416	99,076	47%	102,536	15,573	86,963	15%	89,063	53,610	35,453	60%
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	1,172	871	301	74%	32,986	7,215	25,771	22%	13,322	4,353	8,969	33%	9,893	2,925	6,968	30%
527 Other Supplies	1,669	212	1,457	13%	167,005	70,184	96,821	42%	11,662	6,087	5,575	52%	6,661	612	6,049	9%
528 Audio-Visual Supplies					160	0	160	0%								
531 Staff Development	5,179	1,982	3,197	38%	14,274	1,920	12,354	13%	17,308	11,238	6,070	65%	9,622	1,098	8,524	11%
532 Comm/Postage/Software					208,361	84,407	123,954	41%	28,512	4,229	24,283	15%	25,281	4,823	20,458	19%
534 Printing & Binding	524	0	524	0%					1,600	0	1,600	0%	46,582	17,755	28,827	38%
535 Repairs & Maintenance	3,945	1,839	2,106	47%	193,517	119,797	73,720	62%	9,132	2,774	6,358	30%	1,218	746	472	61%
536 Freight					210	15	195	7%								
537 Advertising					13,638	2,419	11,219	18%					116,103	46,851	69,252	40%
538 Data Processing																
539 Other Current Services	864	354	510	41%	70,432	23,853	46,579	34%	577	69	508	12%	43,211	12,493	30,718	29%
541 Rental of Property	3,200	0	3,200	0%									1,337	0	1,337	0%
543 Lease/Rental Other Equipme					33,312	13,636	19,676	41%	10,123	2,950	7,173	29%				
544 Data Processing Software					3,983	3,409	574	86%	8,110	0	8,110	0%	502	0	502	0%
546 Memberships & Dues	15,782	15,561	222	99%	7,951	1,776	6,175	22%	14,162	14,162	0	100%	2,630	1,336	1,294	51%
548 NEIT Admin																
55x Equipment					615,053	27,415	587,638	4%					414	414	(0)	100%
558 Building																
560 Scholarship																
Total Administrative:	606,020	314,747	291,273	52%	4,030,004	1,773,888	2,256,116	44%	3,207,366	1,545,793	1,661,573	48%	3,353,370	1,598,941	1,754,429	48%
Instructional																
Salaries & Benefits					43,131	43,130	1	100%	7,769,843	3,607,942	4,161,901	46%	1,157,320	468,213	689,107	40%
519 Contracted Services									12,772	12,307	465	96%	201,475	49,965	151,510	25%
523 Instructional Supplies					407,484	0	407,484	0%	67,495	21,452	46,043	32%	42,518	18,505	24,013	44%
524 Repair Supplies																
525 Motor Vehicle Supplies									27	27	0	100%				
526 Office Supplies																
527 Other Supplies									8,909	3,855	5,054	43%	7,713	2,316	5,397	30%
528 Audio-Visual Supplies									6,200	938	5,262	15%				
531 Staff Development									4,340	291	4,049	7%	1,476	0	1,476	0%
532 Comm/Postage/Software									47,298	26,130	21,168	55%	5,701	1,334	4,367	23%
534 Printing & Binding																
535 Repairs & Maintenance									44,431	26,694	17,737	60%	779	778	1	100%
536 Freight									48	14	34	29%				
537 Advertising													1,760	200	1,560	11%
539 Other Current Services									39,583	30,871	8,712	78%	27,848	13,103	14,745	47%
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									2,682	2,681	1	100%				
545 Insurance													1,154	1,154	0	100%
546 Memberships/Accredita & Dues									13,132	6,415	6,717	49%				
55x Equipment									132,425	80,039	52,386	60%				
556 Books									11,416	5,231	6,185	46%				
560 Scholarship													229,780	32,988	196,792	14%
Total Instructional:					450,615	43,130	407,485	10%	8,160,601	3,824,887	4,335,714	47%	1,691,724	590,557	1,101,167	35%
Total Admin & Instructional:	606,020	314,747	291,273	52%	4,480,619	1,817,019	2,663,600	41%	11,367,967	5,370,680	5,997,287	47%	5,045,094	2,189,498	2,855,596	43%

	Budget	Expenses	Remain Bal	% Spent
College Totals	21,499,700	9,691,944	11,807,756	45%

**Craven Community College
Institutional Funds Budget
As of Dec 31, 2020 - 50% of the Year**

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	-	-	0%	-	7,861.62
00	130 Title IX/Cleary	28,581.00	10,251.37	18,329.63	36%	136.83	47,474.96
01	133 Discretionary	96,453.00	5,932.03	90,520.97	6%	28,999.32	108,194.08
01	134 Unrestricted Overhead Receipts	9,220.00	-	9,220.00	0%	3,366.87	46,351.84
01	136 Foundation	295,047.00	114,710.49	180,336.51	39%	63,190.17	324,068.30
01	137 Financial Aid Matching	9,295.00	628.40	8,666.60	7%	45.33	11,186.78
01	221 Applied Music	2,590.00	-	2,590.00	0%	229.69	24,507.46
01	227 Extra Curricular Activities	350.00	-	350.00	0%	165.98	42,689.08
01	250 Curriculum-Self Supporting	15,920.00	5.84	15,914.16	0%	(24,135.27)	117,046.09
01	312 Fire College	-	-	-	0%	-	12,079.12
01	340 WFD-Self Supporting	627,347.00	237,467.19	389,879.81	38%	158,854.90	592,178.39
01	411 Learning Resource Center	1,300.00	-	1,300.00	0%	288.96	25,991.00
01	460 Customized Ind Train Support	17,211.00	5,038.70	12,172.30	29%	4,886.25	34,384.82
01	461 Small Business Support Fund	-	-	-	0%	0.50	126.17
01	610 VOLT Center	2,400.00	-	2,400.00	0%	343.00	87,860.83
02	131 College Work Study	87,509.00	27,347.07	60,161.93	31%	32,966.86	5,619.79
02	134 Restricted Overhead Receipts	82,019.00	7,699.00	74,320.00	9%	10,088.35	134,933.35
02	138 Returned Check Fee Fund	620.00	-	620.00	0%	238.08	20,824.62
02	139 CARES Act/NCCF WorkReady	829,509.00	337,501.77	492,007.23	41%	337,501.77	353.20
02	220 NCSU Engineering	69,566.00	19,912.93	49,653.07	29%	50,718.75	49,874.08
02	227 ENCORE	15,025.00	5,153.39	9,871.61	34%	15,006.93	11,690.70
02	228 Grants -NSF SEAS/Bosch/NCCF	316,902.00	58,101.81	258,800.19	18%	18,435.28	245,543.95
02	291 Specific Fees - Lab/DE/ASC	719,508.00	617,574.10	101,933.90	86%	485,456.27	1,956,856.11
02	292 System-Wide Fees-Comp Tech	612,126.00	144,244.59	467,881.41	24%	73,000.71	2,027,825.28
02	293 Patron Fees	32,063.00	3,068.51	28,994.49	10%	2,227.08	291,408.79
02	314 Grants - Workforce Development/BS	245,058.00	229,496.20	15,561.80	94%	218,934.17	(18,654.95)
02	392 System-Wide Fees - WFD Comp	1,593.00	592.49	1,000.51	37%	1,622.12	10,340.75
02	412 LSTA COVID-19 Grant	1,000.00	999.64	0.36	100%	999.64	-
02	521 C-Step Grant	12,500.00	1,291.40	11,208.60	10%	7,502.37	11,208.60
02	531 Professional Liability Ins	7,409.00	6,308.00	1,101.00	85%	(5,258.56)	23,135.41

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%	2,269.53	(1,180.63)
02	533 Transcript Fees	44,168.00	9,473.96	34,694.04	21%	17,312.70	284,157.62
02	534 TRIO/Title III Grants	802,847.00	273,037.06	529,809.94	34%	273,567.05	(10,928.34)
02	790 Orringer Hall Fund	-	-	-	0%	190.53	48,804.38
02	791 Public Radio East	902,088.00	403,990.99	498,097.01	45%	477,058.14	76,045.71
02	795 Career Fair	-	-	-	0%	2.28	583.78
02	796 Testing Centers	15,451.00	916.99	14,534.01	6%	10,184.70	53,241.36
02	797 Public Radio East Foundation	628,189.00	330,996.99	297,192.01	53%	337,354.60	143,883.82
02	823 SEOG	96,485.00	34,915.86	61,569.14	36%	34,915.86	-
02	824 Pell	4,500,000.00	2,049,227.23	2,450,772.77	46%	2,024,303.23	(25,000.00)
02	829 Cares Act	553,422.00	451,750.00	101,672.00	82%	451,750.00	-
02	830 NCCC Target Asst/LTHT	8,062.00	4,101.00	3,961.00	51%	8,062.00	3,961.00
02	831 Golden Leaf Scholars	19,102.00	-	19,102.00	0%	-	-
02	833 NCCG	233,847.00	82,210.00	151,637.00	35%	83,060.00	850.00
02	834 Teacher Assistant Sch Fund	10,265.00	6,511.00	3,754.00	63%	6,511.00	-
02	835 State Aid Scholarships	124,398.00	88,286.00	36,112.00	71%	91,286.00	12,500.00
02	840 General Scholarships	240,874.00	90,509.85	150,364.15	38%	189,355.82	400,218.63
02	841 Endowment/Other Scholarships	164,154.00	70,976.87	93,177.13	43%	68,234.08	680.85
05	710 Clearwire Distribution	7,911.00	-	7,911.00	0%	2,734.79	31,386.53
05	720 Bookstore	121,929.00	62,335.91	59,593.09	51%	52,628.95	848,781.62
05	730 Food Service	25,245.00	25,000.00	245.00	99%	6,423.89	(4,623.97)
05	740 Campus Access	66,550.00	42,964.09	23,585.91	65%	22,983.32	37,613.41
05	770 Student Activity Funds	197,516.00	40,205.53	157,310.47	20%	53,552.42	227,868.58
06	810 J. Wrenn Emergency Loan Fu	800.00	(3,186.35)	3,986.35	-398%	396.18	39,563.68
07	910 Buildings & Grounds	1,110,724.00	678,902.07	431,821.93	61%	829,383.40	2,505,764.45
08	792 Public Radio East Endowment	-	-	-	0%	284.37	72,842.09
08	850 Endowments	162,654.00	67,234.08	95,419.92	41%	531,602.48	3,135,242.58
Total		14,180,454.00	6,647,166.10	7,533,287.90	47%	7,061,219.67	14,135,217.37

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	31-Dec	30-Sep	Variance
Local Funds	\$1,922,432.12	\$2,351,039.65	-\$428,607.53
Special Funds	<u>\$9,588,716.09</u>	<u>\$9,606,896.22</u>	<u>-\$18,180.13</u>
Total	\$11,511,148.21	\$11,957,935.87	-\$446,787.66

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.

	31-Dec	30-Sep	Variance
STIF Interest Rate:	0.365380%	0.637510%	-0.272130%

Craven Community College Personnel Report

October 1, 2020 – December 31, 2020

New Hires	Position Title	Effective	Monthly/Annually	
Peyton Cook	Administrative Assistant - Student Records	10/1/20	\$2,334/\$28,008	
Douglas Woodcock	Military Advisor/NTC Proctor (PT Regular)	10/1/20	\$1,950/\$23,400	
Shelley Adkins	Institutional Advancement Specialist	10/5/20	\$2,750/\$33,000	
Sharon Bellrose	Nursing Faculty	10/15/20	\$5,889/\$53,001	
Thomas Smith	Custodian - Volt Center	10/15/20	\$2,084/\$25,008	
Maureen Pitts	Nursing Faculty	11/2/20	\$5,889/\$53,001	
Barbara Rowe	Custodian	11/2/20	\$2,084/\$25,008	
Jimmie Swinson	Trades Instructor - Volt Center	11/2/20	\$3,750/\$45,000	
Evan Warner	IT Technician (PT Regular)	11/2/20	\$1,885/\$22,620	
David Bucksot	Senior Administrative Assistant - Technology Services (PT Regular)	11/16/20	\$1,634/\$19,608	
Fonda Pittman	Administrative Assistant - Workforce Development (PT Regular)	11/16/20	\$1,634/\$19,608	
Vicki Meginnis	Receptionist/Administrative Assistant (PT Regular)	11/30/20	\$1,517/\$18,204	
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Christina Bowman	Administrative Assistant - Small Business Center (PT Temporary)	Foundation Operations Coordinator	10/1/20	\$3,292/\$39,504
Angela Bryan	Senior Administrative Assistant - Technology Services	Systems Administrator	10/1/20	\$3,500/\$42,000
Holly Desrosier	Administrative Specialist	Communications Specialist	10/1/20	\$2,765/\$33,180
Tim Rowe	IT Technician (FT Temporary)	IT Technician (FT Regular)	10/15/20	\$2,600/\$31,200
Eric Sexton	Administrative Assistant- TRiO (PT Regular)	Senior Administrative Assistant - Havelock	10/15/20	\$2,750/\$33,000
Jonathan Weldin	Student Helpdesk Technician (PT Regular)	IT Technician (PT Regular)	11/1/20	\$1,885/\$22,620
Megan Johnson	Adult Enrichment Program Coordinator	Workforce Development Coordinator II - Havelock	11/16/20	\$4,167/\$50,004
Kimberly Jones	Admissions Specialist	Student Recruitment Coordinator	11/16/20	\$3,250/\$39,000
Donna Marshall	Director of TRiO - Student Support Services	Director of Admissions and Student Records	11/16/20	\$4,584/\$55,008

Resignations/ Terminations/Retirements	Position	Effective	Reason
Tina Proctor	Director of Admissions & Student Records	10/2/20	Resignation
Blackwell Stith	IT Technician (PT Regular)	10/2/20	Resignation
Mary White	Nursing Faculty	10/10/20	Resignation
Rita Barrow	Custodian	10/31/20	Retirement
Kimberly Zaccaradelli	WFD Coordinator I - Havelock	11/30/20	Retirement
Valerie Meadows	Physical Therapist Assistant Faculty	12/21/20	Resignation
Austin Dixon	Academic Advisor - College and Career Promise	12/22/20	Resignation
Patricia Batten	Cosmetology Faculty	12/31/20	Retirement
Quent Lupton	Biology Faculty	12/31/20	Resignation
Mark Marsteller	Direction of Aviation Programs	12/31/20	Contract Termination
Nanette Sanders-Cobb	Business Administration Faculty	12/31/20	Retirement
Jackie Thomas	Security Services Coordinator	12/31/20	Retirement

Craven CC Facilities Usage Report
October - December 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

Instructional Update

Dr. Kathleen Gallman



Covid-19 and Curriculum

DATE	DELIVERY	SECTIONS	%	FTE
SPRING 2020	ONLINE	216	32.4	383.87
	HYBRID	103	15.5	105.3
	SEATED	347	52.1	597.99
SPRING 2021	ONLINE	285	45.0	464.48
	HYBRID	117	18.5	235.95
	SEATED	232	36.6	266.25

Covid-19 Vaccination Administration:

- Nursing students assisting with vaccinations at CCHC and Carteret General Hospital

Curriculum Program Review (Fall 2020)

Programs reviewed:

- Accounting/Finance
- Cosmetology
- Esthetics
- Information Technology
- Manufacturing Technology/Composites
- Physical Therapist Assistant

General Education Learning Outcomes

SACSCOC Focus – Craven is changing the process for assessing GELOs; will use a committee approach

- Apply basic mathematical skills and knowledge
- Research, analyze, synthesize, and evaluate information
- Demonstrate the ability to work collaboratively with others in an atmosphere of mutual respect
- Utilize technology to facilitate learning
- Effectively use oral, written, and nonverbal communication skills
- Demonstrate an understanding of global diversity, global events, and global issues

Aviation Management & Career Pilot Program (AMCP)

Issues:

- Scheduling
- Aircraft availability
- Covid-19
- Student behaviors
- Expectation management
- R-ATP Certification

Corrective Actions

- Task Force – Instruction; Student Services; Business Office; Institutional Effectiveness
- External consultant
- Program leadership changes
- Group sessions and individual meetings with all students
- Relationship building with TFSI



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2020-21 FALL CURRICULUM PROGRAM REVIEW SNAPSHOT

Program	Strengths	Committee Recommendations
Accounting & Finance	<ol style="list-style-type: none"> 1. ABCSP Accreditation 2. Flexible course scheduling 3. Holistic advising 4. Work-based learning/internship opportunities 5. Curriculum content relevance assured through engaged advisory committee members 	<ul style="list-style-type: none"> ➤ Improve retention through use of support services. ➤ Improve online student engagement and success. ➤ Explore articulation agreements with 4-year colleges. ➤ Increase visibility through expanded marketing/outreach. ➤ Formalize and document advisory committee input. ➤ Revitalize the IRS's VITA program.
Cosmetology	<ol style="list-style-type: none"> 1. Committed, dedicated faculty 2. High retention rates 3. Consistently high pass rates on state licensure examinations. 4. State-of-the-art equipment and supplies of consumables assure a 'real world' experience 5. Community engagement 	<ul style="list-style-type: none"> ➤ Assess/renovate space to accommodate larger and/or evening cohorts. ➤ Consider offering manicuring/natural hair specialty tracks. ➤ Establish Cosmetology/Esthetics CPP pathways. ➤ Explore available resources to assist students with online learning. ➤ Formalize and document advisory committee input. ➤ Explore, purchase, and implement online booking platform.
Esthetics	<ol style="list-style-type: none"> 1. Use of innovative technologies to recreate/assess online hands-on exercises 2. Consistently high retention and completion rates 3. Updated equipment supports the curriculum 4. Strong community relationships/partnerships 5. Growth of program is limited only by lab space 	<ul style="list-style-type: none"> ➤ Establish CCP Esthetics and Cosmetology pathways. ➤ Undertake strategic planning necessary to realize long-term program vision. ➤ Explore promoting Business/Entrepreneurship certificates given entrepreneurial interests among students. ➤ Formalize and document advisory committee input. ➤ Explore, purchase, and implement an online booking platform.
Information Technology	<ol style="list-style-type: none"> 1. Active, committed, and highly regarded lead faculty 2. Extensive curriculum development over the past few years 3. Consistently high program enrollment 4. Reduced costs of technology necessary for instruction/learning 5. Outreach/connections with local area high schools 	<ul style="list-style-type: none"> ➤ Work with MARCOM to develop a program marketing campaign. ➤ Increase program visibility by participating in career fairs, developing relationships with base officials and other relevant industry principals. ➤ Negotiate articulation agreements with four-year institutions. ➤ Establish work-based learning/ internship opportunities. ➤ Consider what other information technology fields the college might offer. ➤ Formalize and document advisory committee input.

<p>Manufacturing Technology/ Composites</p>	<ol style="list-style-type: none"> 1. Faculty commitment to lifetime learning and student success 2. Well-equipped lab spaces with state-of-the-art equipment 3. Stackable credentials allowing multiple entry and exit points in the program 4. Incorporated fundamental elements of manufacturing technology/composites in other Career Programs to sustain the program 5. Prepared to address industry needs as they develop 	<ul style="list-style-type: none"> ➤ The program has been too dependent on the DoD, and its vagaries have stymied program planning. ➤ Explore what other local/regional industries – boat builders, commercial aircraft manufacturers, NASCAR, etc. – are using composites. ➤ Develop a marketing campaign that focuses on the range of industries using composites. ➤ Recruit industry principals for the Advisory Committee. ➤ Include in the FRCE apprentice program elements of the program of study. ➤ Re-evaluate the machining/manufacturing programs in light of growing interest in industrial systems technology and mechatronics.
<p>Physical Therapy Assistant</p>	<ol style="list-style-type: none"> 1. CAPTE accredited program primed to become the beacon for physical therapy in ENC 2. Sustained, positive relationships with local PT community 3. Significant curriculum improvements and developments since last program review 4. Improved rates of persistence/retention and increased licensure exam success rates 5. Great involvement by students in the program (i.e. PTA Club, various fundraisers) 	<ul style="list-style-type: none"> ➤ The conversion of the previously 9-month clinical coordinator position to a 12-month post will assure leadership can dedicate time to program improvement. ➤ Develop and hone internal processes and/or workflows to better streamline projects and mitigate stressors for both the Program Director and Clinical Coordinator. ➤ Continue working to increase licensure exam scores, so that Craven PTA students perform at or above the level of PTA students at peer institutions. ➤ Increase efforts to diversify incoming student cohorts. ➤ Until there is greater clarity on employment prospects for entry level PTAs, the program’s cap should remain at 22.

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.

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 a 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.

PRESIDENT'S PERFORMANCE EVALUATION 2021

AD HOC COMMITTEE

Allison Morris, Board Chair

Whit Whitley, Board Vice Chair

Kevin Roberts

E.T. Mitchell

Brenda Wilson

Timeline for President's Annual Evaluation 2020-2021

February 16, 2021	Board Receives Evaluation Tool and Timeline Chair Appoints President's Evaluation Committee
March 16, 2021	Return President's Evaluation Form to Cindy Ensley (in the envelope provided by this date)
April 1-9, 2021	President's Evaluation Committee Reviews the Results of President's Evaluation (exact date to be determined)
April 20, 2021	Results of President's Evaluation Reviewed by the Full Board at the April Board Meeting
April 21-30, 2021	Feedback to the President by the Chair and Vice- Chair (exact date to be determined)
May 1, 2021	Chair Submits Letter to the NCCCS Office Indicating the Evaluation was completed

Directions:

1. Complete the President's Annual Evaluation (3 pages) by writing in the appropriate score clearly and adding any additional comments on the last page
2. Sign and date the document – **Your signature is required**
3. Return in the self-addressed, stamped envelope by March 16, 2021 or bring to the March Board meeting if we get to meet in person
4. Please call Cindy Ensley with questions, 252-638-7201

**Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
New Bern, North Carolina**

**Financial Statements and
Independent Auditor's Report**

Years Ended June 30, 2020 and 2019

**Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Table of Contents
June 30, 2020 and 2019**

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S. Preston Douglas & Associates, LLP

CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS

American Institute of CPAs
N. C. Association of CPAs

Independent Auditor's Report

To the Management of Public Radio East (WTEB-FM) and Affiliate
Board of Trustees of Craven Community College
New Bern, North Carolina

We have audited the accompanying combined financial statements of Public Radio East (WTEB-FM) and its affiliate, Public Radio East Foundation, a component unit of Craven Community College, as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise ("Public Radio East")'s basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to Public Radio East's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also involves evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the net position of Public Radio East, as of June 30, 2020 and 2019, and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter - Indirect Administrative Support

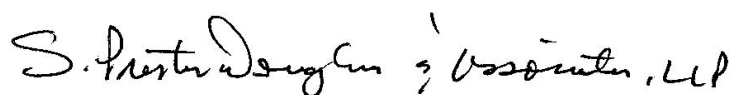
As described in Note 6, Public Radio East no longer reports in-kind revenues and expenses related to Indirect Administrative Support received by the College because Government Accounting Standards does not provide criteria for recognizing Indirect Administrative Support. The reporting change did not impact net position. The 2019 financial information presented in these financial statements have been updated to reflect this change. Our opinion is not modified with respect to this matter.

Other Matters - Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 25, 2020 on our consideration of Public Radio East's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Public Radio East's internal control over financial reporting and compliance.



Lumberton, North Carolina
November 25, 2020

Management's Discussion and Analysis

**Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Management's Discussion and Analysis
June 30, 2020**

The information in this section is intended to provide a general overview of Public Radio East (WTEB-FM) and its affiliate, Public Radio East Foundation (Foundation), a component unit of Craven Community College's financial statements and is based upon the information contained in the financial statements accompanying this discussion and analysis. The entity is referred to as ("Public Radio East") or ("PRE") for the purposes of these financial statements. The user is encouraged to reference the appropriate section of the financial statements for the supporting detailed information.

Overview of the Financial Statements

Public Radio East's discussion and analysis (MD&A) provides an overview of Public Radio East's financial performance during the fiscal years ended June 30, 2020 and 2019, based on currently known facts and conditions; and is designed to assist readers in understanding the accompanying financial statements. The MD&A, financial statements and notes are the responsibility of Public Radio East's management. Since the MD&A is designed to focus on current activities, resulting change, and currently known facts, it should be read in conjunction with Public Radio East's financial statements and the related footnote disclosures.

Basic Financial Statements

The basic financial statements present information for Public Radio East as a whole, in a format designed to make the statements easier for the reader to understand. The statements in this section include the Statements of Net Position; the Statements of Revenues, Expenses, and Changes in Net Position; and the Statements of Cash Flows.

The Statements of Net Position presents information on all of Public Radio East's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of Public Radio East is improving or deteriorating.

The Statements of Revenues, Expenses, and Changes in Net Position report Public Radio East's results of operation for the fiscal year. It presents the revenues earned by Public Radio East and the expenses incurred by Public Radio East, both operating and nonoperating, and any other revenues, expenses, gains, and losses. It is intended to summarize and simplify the user's analysis of the cost of various public radio services to students and the public.

The Statements of Cash Flows provides information regarding Public Radio East's cash receipts and cash payments during the reported period. This statement reports cash receipts, cash payments, and net changes in cash resulting from operations, investing, and financing activities. The statement reconciles the beginning cash as of July 1, 2019, to the ending cash as of June 30, 2020. The statement also includes comparative information.

The Notes to Financial Statements provide additional information that is essential to a complete understanding of the data provided in the basic financial statements.

**Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Management's Discussion and Analysis (continued)
June 30, 2020**

Condensed Statements of Net Position

The Statement of Net Position presents the assets (current and noncurrent), liabilities (current and noncurrent), and net position (total assets minus total liabilities) of Public Radio East. This statement provides a fiscal snapshot of Public Radio East's financial position as of June 30, 2020 and 2019.

Condensed Statements of Net Position

	2020	2019	Increase (Decrease)
ASSETS			
Current assets	\$ 254,203	\$ 261,030	\$ (6,827)
Property and equipment, net	307,744	309,847	(2,103)
Total assets	561,947	570,877	(8,930)
LIABILITIES			
Current liabilities	9,795	15,335	(5,540)
Noncurrent liabilities	31,345	37,066	(5,721)
Total liabilities	41,140	52,401	(11,261)
NET POSITION			
Net investment in capital assets	307,744	309,847	(2,103)
Unrestricted	213,063	208,629	4,434
Total net position	\$ 520,807	\$ 518,476	\$ 2,331

Notable changes in the Condensed Statements of Net Position include:

- Total assets decreased by \$8,930 due to the decrease in cash and cash equivalents of \$27,760, an increase in receivables of \$20,933, as well as the decrease in property and equipment, net of depreciation of \$2,103. The decrease in cash and cash equivalents is mainly from the depletion of capital campaign funds to cover repairs, maintenance, and new equipment needed to maintain operations. An additional grant of \$75,000 was received from the Corporation for Public Broadcasting from the emergency stabilization funds for public media included in the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and assisted to maintain programming and services to continue to provide essential information, educational content and services to the American people. The increase in receivables is due to the recognition of underwriting revenues that have been billed and are due, but were not received as of June 30, 2020.
- Total liabilities decreased by \$11,261, due mainly to a decrease in accrued vacation payable in Public Radio East at the end of the fiscal year of \$8,292 and a decrease in accounts payable and accrued expenses of \$2,969.
- Total net position increased by \$2,331, resulting primarily from the decrease in total assets being less than the decrease in total liabilities.

**Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Management's Discussion and Analysis (continued)
June 30, 2020**

Condensed Statement of Revenues, Expenses, and Changes in Net Position

The Statement of Revenues, Expenses, and Changes in Net Position reports the activity of Public Radio East during the year and is subdivided into three major components: operating revenues, operating expenses, and non-operating revenues. Revenues are reported by major source. Depreciation is recognized and presented as an operating expense. Intradepartmental transfers are eliminated.

Condensed Statements of Revenues, Expenses, and Changes in Net Position

	2020	2019	Increase (Decrease)
Operating revenues:			
Pledges and contributions	\$ 560,900	\$ 576,083	\$ (15,183)
Grants	378,471	295,018	83,453
Other operating revenues	58,160	44,984	13,176
Total operating revenues	997,531	916,085	81,446
Operating expenses:			
Programming and production	482,913	575,136	(92,223)
Broadcasting and engineering	85,409	69,710	15,699
Program information and promotion	68,342	38,325	30,017
Management and general	219,574	194,065	25,509
Fundraising and membership development	67,320	110,816	(43,496)
Underwriting	73,815	62,805	11,010
Total operating expenses	997,373	1,050,857	(53,484)
Operating income (loss)	158	(134,772)	134,930
Nonoperating revenues:			
Interest	2,173	2,603	(430)
Other nonoperating revenues	-	5,518	(5,518)
Total nonoperating revenues	2,173	8,121	(5,948)
Change in net position	2,331	(126,651)	128,982
Net position, July 1	518,476	645,127	(126,651)
Net position, June 30	\$ 520,807	\$ 518,476	\$ 2,331

**Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Management's Discussion and Analysis (continued)
June 30, 2020**

Condensed Statements of Revenues, Expenses, and Changes in Net Position (continued)

Notable changes in the Condensed Statements of Revenues, Expenses, and Changes in Net Position include:

- Beginning with FY20, management determined that the indirect admin support was to be recorded only in the financial statement notes. As discussed in Note 6, this did not have an impact on the change in net position in FY20 or FY19 as the in-kind revenues and expenses related to indirect administrative support net to \$0.
- Other operating revenues mostly consists of funds from donated vehicles. This has ranged from \$24,000 to \$34,500 over the past four years.
- Total operating expenses decreased by \$53,484, driven mostly by decreases in expenditures in programming and production. From FY19 to FY20, two vacant positions within programming and production have not been filled. Across the board, expenses have been reduced where possible to accommodate cash flow needs. When employees have resigned or retired, this became an opportunity to examine and shift the job duties and discuss the need for those positions.
- Net position decreased by \$2,331 largely due to a decrease in operating expenses and an overall increase in revenues during the year.

Economic Forecast

Public Radio East is comprised of two separate networks broadcast over five transmitting stations. It is licensed by the Federal Communications Commission to the Board of Trustees of Craven Community College, (Craven) and does not receive any direct financial support from Craven. The funding needed to operate the stations is the responsibility of PRE. Public Radio East Foundation is a separate 501(c)(3) and was formed to support the operations of PRE. PRE Foundation funds are blended with the operation funds of PRE for the purpose of this financial statement.

Membership revenue was slightly down between FY20 and FY19 with a total of \$560,900, reflecting an overall reduction of \$15,183 or 3 percent. Revenue was trending upward before complications from the COVID-19 pandemic disrupted station fundraising efforts and the financial situation of individual donors. We are budgeting \$560,689 in expected membership receipts during FY21. This estimate is close to what we experienced in FY20.

Data tracking has been improved by the ongoing optimization of our Allegiance membership software. We are in the process of integrating modules that directly interface with our credit card and ACH transactions as well as the web interface for processing donations. Once this is complete the resulting increase in efficiency will free up personnel for other tasks allowing us to run better with a smaller staff.

Listener trends are consistent with what they have been since format changes were made back in FY19. Listenership was trending upward until the COVID-19 pandemic caused severely reduced commuting in the community. The audience is typically largest during morning and afternoon commute. Even with the abnormal conditions, audience numbers were effectively unchanged between FY19 and FY20. As the number of people commuting increases, we expect listenership to improve.

We have seen an increase in underwriting revenues for FY21 over FY20 in the first two months by more than \$19,000. The difference is attributed to the lack of an underwriting staff member for several months at the end of FY19 and the resulting loss of business from annual clients who typically renew during that window keeping last fiscal year's income abnormally low. With the stability produced by new personnel, we expect to reach our budgeted goal of \$220,000 in spite of the instability in the industry due to the ongoing COVID-19 pandemic.

**Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Management's Discussion and Analysis (continued)
June 30, 2020**

Economic Forecast (continued)

Public Radio East experienced some financial difficulties over the last several years and needed corrective measures put in place. With the current administrative teams in place – both at PRE and at Craven Community College – we feel that the necessary corrective measures have been enacted and that Public Radio East is now on the right track.

Contacting the College's Financial Management

Our financial statements are designed to provide the citizens of North Carolina with a general overview of the PRE's finances and show accountability of all funds received. Questions concerning any of the information found in this report or requests for additional information should be directed to Cindy A. Patterson, Executive Director of Financial Services and Purchasing, Craven Community College, 800 College Court, New Bern, NC 28562.

Financial Statements

Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Statements of Net Position
June 30, 2020 and 2019

Exhibit A-1

ASSETS	2020	2019
Current assets:		
Cash and cash equivalents (Notes 1 and 2)	\$ 97,858	\$ 125,618
Pledges receivable, net (Note 7)	156,345	135,412
Total current assets	254,203	261,030
Noncurrent assets:		
Property and equipment, net of depreciation (Note 3)	307,744	309,847
Total noncurrent assets	307,744	309,847
Total assets	\$ 561,947	\$ 570,877
LIABILITIES		
Current liabilities:		
Accounts payable and accrued expenses	4,900	7,869
Current vacation payable	4,895	7,466
Total current liabilities	9,795	15,335
Noncurrent liabilities:		
Accrued vacation payable	31,345	37,066
Total noncurrent liabilities	31,345	37,066
Total liabilities	41,140	52,401
NET POSITION		
Net investment in capital assets	307,744	309,847
Unrestricted	213,063	208,629
Total net position	\$ 520,807	\$ 518,476

The notes to the financial statements are an integral part of this statement.

Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Statements of Revenues, Expenses, and Changes in Net Position
Years Ended June 30, 2020 and 2019

Exhibit A-2

REVENUES	<u>2020</u>	<u>2019</u>
Operating revenues:		
Pledges and contributions	\$ 560,900	\$ 576,083
Underwriting contributions	141,951	133,336
Grants received and expended currently:		
Affiliate grant	25,000	35,708
Community service grants from CPB	211,520	125,974
Other income	58,160	44,984
Total operating revenues	<u>997,531</u>	<u>916,085</u>
 EXPENSES		
Operating expenses:		
Programming and production	482,913	575,136
Broadcasting and engineering	85,409	69,710
Program information and promotion	68,342	38,325
Management and general	219,574	194,065
Fundraising and membership development	67,320	110,816
Underwriting	73,815	62,805
Total operating expenses	<u>997,373</u>	<u>1,050,857</u>
Operating income (loss)	<u>158</u>	<u>(134,772)</u>
 NONOPERATING REVENUES		
Interest	2,173	2,603
Other nonoperating revenues	-	5,518
Total nonoperating revenues	<u>2,173</u>	<u>8,121</u>
Change in net position	<u>2,331</u>	<u>(126,651)</u>
 NET POSITION		
Net position, beginning	<u>518,476</u>	<u>645,127</u>
Net position, ending	<u>\$ 520,807</u>	<u>\$ 518,476</u>

The notes to the financial statements are an integral part of this statement.

Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Statements of Cash Flows
Years Ended June 30, 2020 and 2019

Exhibit A-3
Page 1 of 1

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Received from other fundraising and contributions	\$ 992,532	\$ 915,963
Cash paid to employees and fringe benefits	(525,179)	(562,829)
Cash paid to vendors and suppliers	(457,939)	(469,158)
Other operating revenues	-	5,758
Net cash used in operating activities	<u>9,414</u>	<u>(110,266)</u>
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Noncapital gifts and endowments received	<u>(15,444)</u>	<u>(10,667)</u>
Net cash provided by noncapital and related financing activities	<u>(15,444)</u>	<u>(10,667)</u>
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES		
Acquisition and construction of Capital Assets	<u>(23,903)</u>	<u>-</u>
Net cash used by capital financing activities	<u>(23,903)</u>	<u>-</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest earnings	<u>2,173</u>	<u>2,603</u>
Net cash provided by investing activities	<u>2,173</u>	<u>2,603</u>
Net increase (decrease) in cash and cash equivalents	<u>(27,760)</u>	<u>(118,330)</u>
Cash and cash equivalents, beginning of year	<u>125,618</u>	<u>243,948</u>
Cash and cash equivalents, end of year	<u>\$ 97,858</u>	<u>\$ 125,618</u>

The notes to the financial statements are an integral part of this statement.

Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Statements of Cash Flows
Years Ended June 30, 2020 and 2019

Exhibit A-3
Page 2 of 2

	2020	2019
RECONCILIATION OF OPERATING LOSS		
TO NET CASH USED BY OPERATING ACTIVITIES		
Operating income (loss)	\$ 158	\$ (134,772)
Adjustments to reconcile operating loss to		
net cash used by operating activities -		
Miscellaneous nonoperating income (expense)	-	5,758
Depreciation	26,006	25,709
Changes in assets and liabilities:		
Receivables, net	(5,489)	(122)
Accounts payable and accrued liabilities	(2,969)	1,304
Accrued vacation payable	(8,292)	(8,143)
Net cash provided by (used for) operating activities	\$ 9,414	\$ (110,266)
RECONCILIATION OF CASH AND CASH EQUIVALENTS		
Current assets:		
Cash and cash equivalents	97,858	125,618
Total cash and cash equivalents	\$ 97,858	\$ 125,618
NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES		
Increase in receivables related to nonoperating income	\$ 15,444	\$ 10,667
Loss on disposal of capital assets	-	(240)
Net cash used by financing activities	\$ 15,444	\$ 10,427

The notes to the financial statements are an integral part of this statement.

Notes to the Financial Statements

Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Notes to the Financial Statements
June 30, 2020

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

Public Radio East is a public service radio station whose purpose is to serve the education and cultural needs of Eastern North Carolina. Public Radio East is an entity owned and governed by the Board of Trustees of Craven Community College (College). The College is a component unit of the North Carolina Community College System. Public Radio East Foundation (Foundation) has been established as the gift receiving organization which solicits funds to be used to support Public Radio East. The Foundation is owned and operated by the College. The Foundation's board consists of not less than 15 nor more than 25 directors. As such, the accompanying statements of net position and related statements of revenues, expenses, and changes in net position include assets owned by the College and the Foundation designated for use by Public Radio East. Public Radio East is funded mainly by federal grants, indirect support from the College, community fundraising and underwriting contributions. The entity consisting of Public Radio East and the Foundation is referred to as ("Public Radio East") or ("PRE") for the purposes of these financial statements.

B. Basis of Presentation

The accompanying financial statements are presented in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB).

Pursuant to the provisions of GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, as amended by GASB Statement No. 35, Basic Financial Statements - and Management's Discussion and Analysis - for Public Colleges and Universities*, the full scope of Public Radio East's activities is considered to be a single business-type activity and accordingly, is reported within a single column in the basic financial statements.

C. Basis of Accounting

The financial statements of Public Radio East have been prepared using the economic resource measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred, regardless of the timing of the cash flows.

Nonexchange transactions, in which Public Radio East receives (or gives) value without directly giving (or receiving) equal value in exchange, include both monetary and in-kind donor contributions. Revenue is recognized, net of estimated uncollectible amounts, as soon as all eligibility requirements imposed by the provider have been met, if probable of collection.

D. Cash and Cash Equivalents

All deposits and expenditures of Public Radio East are maintained by the College's accounting office. PRE's cash accounts are combined with the College's central depository account. PRE cash accounts are "dedicated" with College cash receipts and assigned a percentage of participation based on amounts held. The College maintains its deposits in designated official depositories which are secured as required by State Law.

Public Radio East considers all highly liquid assets with a maturity of three months or less to be cash equivalents.

**Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Notes to the Financial Statements (continued)
June 30, 2020**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Investments

Generally, investments are reported at fair value, as determined by quoted market prices or estimated amounts determined by management if quoted market prices are not available. Because of the inherent uncertainty in the use of estimates, values that are based on estimates may differ from the values that would have been used had a ready market existed for the investments. The net increase (decrease) in the fair value of investments is recognized as a component of investment income.

F. Receivables

Receivables consist of pledges that are verifiable, measurable, and expected to be collected and available for expenditures. Reported receivables are expected to be collected.

G. Restricted Assets

Certain resources are reported as restricted assets because restrictions on asset use change the nature or normal understanding of the availability of the asset. Resources that are not available for current operations and are reported as restricted include resources restricted or designated for the acquisition or construction of capital assets and resources whose use is limited by external parties or statute.

H. Net Position

Public Radio East's net positions are classified as follows:

Net Investment in Capital Assets - This represents Public Radio East's total investment in capital assets.

Restricted Net Position - The component of net position that reports the constraints placed on the use of net position by either external parties and/or enabling legislation.

Unrestricted Net Position - Unrestricted net position includes resources derived from contributions, grants, interest income, underwriting fees, and the board designated quasi-endowment.

Restricted and unrestricted resources are tracked using a fund accounting system and are spent in accordance with established fund authorities. Fund authorities provide rules for the fund activity and are separately established for restricted and unrestricted activities. When both restricted and unrestricted funds are available for expenditure, the decision for funding is transactional based within the departmental management system in place at PRE.

I. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

**Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Notes to the Financial Statements (continued)
June 30, 2020**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

J. Revenue and Expense Recognition

Public Radio East classifies its revenues and expenses as operating or nonoperating in the accompanying Statement of Revenues, Expenses, and Changes in Net Position. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with Public Radio East’s principal ongoing operations. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with Public Radio East’s principal ongoing operations. Operating expenses are all expense transactions incurred other than those related to capital and noncapital financing or investing activities as defined by *GASB Statement No. 9, Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*.

Nonoperating revenues include activities that have the characteristics of nonexchange transactions. Revenues from nonexchange transactions that represent subsidies or gifts to the Foundation, as well as investment income, are considered nonoperating since these are investing, capital, or noncapital financing activities. Capital contributions are presented separately after nonoperating revenues and expenses.

K. Income Taxes

Public Radio East and its affiliate are exempt from federal and state income taxes under Internal Revenue Service Code 501(c)(3).

L. Property and Equipment

Public Radio East follows the College policy to expense property additions less than \$5,000 in the year purchased. Fixed assets are reported at cost or, in the case of donated property, at estimated fair value determined as of the date of receipt. Depreciation is computed on a straight-line basis over the estimated used lives of the asset as follows:

Asset Category	Estimated Useful Lives (in years)
Transmitters and towers	10-50
Studio and technical equipment	10-40
Furniture, fixtures, and equipment	10-50

M. Donated Materials and Services

Donated materials are recorded as contributions at their estimated fair values at the date of donation. Contributions of services are recognized in the financial statements if the services enhance or create nonfinancial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. During the years ended June 30, 2020 and 2019, there was no donated equipment or services.

**Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Notes to the Financial Statements (continued)
June 30, 2020**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

N. Corporation for Public Broadcasting Community Service Grants

The Corporation for Public Broadcasting ("CPB") is a private, nonprofit grant-making organization responsible for funding numerous television and radio stations. CPB distributes annual Community Service Grants ("CSG's") to qualifying public broadcasting entities. CSG's are used to augment the financial resources of public broadcasting entities and thereby to enhance the quality of programming and expand the scope of public broadcasting services.

The CSG's are reported on the accompanying financial statements as unrestricted revenues since time and purpose restrictions were all met in the current period.

O. Indirect Administrative Support

Public Radio East receives administrative support from the College. Indirect administrative support consists of allocated institutional support and physical plan costs incurred by the College for which Public Radio East receives benefits. The College also provides office, studio and tower facilities, the benefit for which is included as a building use allowance at the approved rate.

P. Program Underwriting

Revenues for program underwriting are recorded on a pro-rata basis for the period covered. Underwriting is a term for funds (and in-kind gifts) given by businesses to help support Public Radio East's mission as a non-commercial radio service working in the public interest. The companies who provide underwriting funds, or in-kind goods and/or services, are acknowledged on-air through tightly regulated announcements which, under FCC rules, may not employ wording that is considered commercial in nature. As a nonprofit station, underwriting is an essential element of radio programs. According to National Public Radio guidelines, underwriting is defined as third-party pieces read aloud by the station personnel that are technical and informative, allowing listeners to form their own opinion about the product or service. Unlike advertising, underwriting spots cannot include calls to action and cannot persuade an audience to buy, purchase or donate to a cause.

Q. Functional Allocation of Expenses

The costs of providing the various program services and other activities have been summarized on a functional basis in the statement of activities and in the statement of functional expenses. Accordingly, certain costs have been allocated among the program and supporting services on the basis of benefits received.

**Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Notes to the Financial Statements (continued)
June 30, 2020**

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

R. Advertising Costs

Advertising costs are expensed in the period in which they are incurred.

S. Basis of Consolidation

The consolidated financial statements comprise the financial statements of Public Radio East and its subsidiary, Public Radio East Foundation, as of the balance sheet date. The financial statements of the subsidiary are prepared for the same reporting date as Public Radio East.

NOTE 2 – DEPOSITS

All funds of Public Radio East are deposited in College board designated official depositories and are required to be collateralized in accordance with North Carolina General Statute 115D 58.7. Official depositories may be established with any bank or savings and loan association whose principal office is located in North Carolina. The amount shown on the Statement of Net Position as cash and cash equivalents includes deposits in private financial institutions with a carrying amount of \$97,858 and bank balance of \$102,381 at June 30, 2020. At June 30, 2019, cash and cash equivalents included deposits in private financial institutions with a carrying amount of \$125,618 and bank balance of \$127,707.

The North Carolina Administrative Code (20 NCAC 7) requires all depositories to collateralize public deposits in excess of federal depository insurance coverage by using one of two methods, dedicated or pooled. Under the dedicated method, a separate escrow account is established by each depository in the name of each local governmental unit and the responsibility of monitoring collateralization rests with the local unit. Under the pooling method, each depository establishes an escrow account in the name of the State Treasurer to secure all of its public deposits. This method shifts the monitoring responsibility from the local unit to the State Treasurer.

Custodial credit risk is the risk that in the event of a bank failure, the College's deposits may not be returned to it. As of June 30, 2020 and 2019, the College's bank balance in excess of federal depository insurance coverage was covered under the dedicated method.

Details of "dedicated" cash held by Craven Community College at June 30, 2020 and 2019 were as follows:

	<u>2020</u>	<u>2019</u>
Public Radio East accounts	\$ 25,300	\$ 34,380
Public Radio East Foundation accounts	72,558	91,238
Total cash and cash equivalents	<u>\$ 97,858</u>	<u>\$ 125,618</u>

Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Notes to the Financial Statements (continued)
June 30, 2020

NOTE 3 – CAPITAL ASSETS

A summary of changes in capital assets for the year ended June 30, 2020 and 2019 is presented as follows:

	Balance			Balance		
	July 1, 2019	Increases	Decreases	July 1, 2018	Increases	Decreases
Capital assets being depreciated:						
Transmitters and towers	\$ 713,929	\$ -	\$ -	\$ 713,929	\$ -	\$ -
Studio and technical equipment	198,217	-	-	204,524	-	6,307
Furniture, fixtures, and equipment	25,669	23,903	-	25,669	-	-
Total capital assets being depreciated:	<u>937,815</u>	<u>23,903</u>	<u>-</u>	<u>944,122</u>	<u>-</u>	<u>6,307</u>
Less accumulated depreciation for:						
Transmitters and towers	\$ 461,236	\$ 21,829	\$ -	\$ 439,405	\$ 21,831	\$ -
Studio and technical equipment	151,825	3,550	-	154,342	3,550	6,067
Furniture, fixtures, and equipment	14,907	627	-	14,579	328	-
Total accumulated depreciation	<u>627,968</u>	<u>26,006</u>	<u>-</u>	<u>608,326</u>	<u>25,709</u>	<u>6,067</u>
Capital assets, net	<u>\$ 309,847</u>			<u>\$ 335,796</u>		

Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Notes to the Financial Statements (continued)
June 30, 2020

NOTE 4 – CORPORATION FOR PUBLIC BROADCASTING COMMUNITY SERVICE GRANTS

The Community Service Grants received and expended during the year ended June 30, 2020 and 2019 were as follows:

Date Approved	2020	2019
January 18, 2019	\$ -	\$ 88,182
April 9, 2019	-	37,792
November 25, 2019	95,564	-
April 6, 2020	40,956	
April 28, 2020	75,000	-
Total	\$ 211,520	\$ 125,974

NOTE 5 – QUASI-ENDOWMENT

Public Radio East’s quasi-endowment consists of funds designated by the Board of Directors of the Foundation to function as an endowment and are invested in the College’s STIF Account. There are no donor restrictions imposed on the endowment. Changes in endowment net position for the years ended June 30, 2020 and 2019 were as follows:

	2020	2019
Endowment net assets at beginning of year	\$ 70,956	\$ 79,490
Investment income	1,602	1,466
Transfer to Operating	-	(10,000)
Total	\$ 72,558	\$ 70,956

Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Notes to the Financial Statements (continued)
June 30, 2020

NOTE 6 – INDIRECT ADMINISTRATIVE SUPPORT

Public Radio East receives administrative support from the College. Indirect administrative support consists of allocated institutional support and physical plant costs incurred by the College for which Public Radio East receives benefits. As of June 30, 2020, Public Radio East no longer reports in-kind revenues and expenses related to indirect administrative support received by the College because Government Accounting Standards do not provide criteria for recognizing indirect administrative support. The reporting change did not impact net position. The 2019 financial information presented in these financial statements have been updated to reflect this change. Our opinion is not modified with respect to this matter.

As a part of the radio station grant requirements provided by the Corporation for Public Broadcasting, Public Radio East is required to report its calculation of indirect administrative support as a footnote disclosure. Indirect administrative support for the year ended June 30, 2020 and 2019 are as follows:

	<u>2020</u>	<u>2019</u>
Institutional support	\$ 407,027	\$ 472,853
Occupancy	1,921	3,841
Total indirect support	<u>\$ 408,948</u>	<u>\$ 476,694</u>

NOTE 7 – RECEIVABLES

Receivables at June 30, 2020 and 2019, were as follows:

	<u>2020</u>	<u>2019</u>
Current receivables:		
Unrestricted pledges from media fund drives	\$ 172,531	\$ 164,375
Allowances for uncollectible pledges and present value discounts	(34,937)	(28,963)
Underwriting receivable	13,468	-
Allowances for uncollectible underwriting	(328)	-
Prepaid items	5,611	
Total current receivables	<u>\$ 156,345</u>	<u>\$ 135,412</u>

NOTE 8 – BENEFIT PLANS

Substantially all of the permanent employees of Public Radio East are included in the College Retirement Plan (“Plan”). The Plan is a cost sharing multiple employer defined benefit pension plan administered by the North Carolina State Treasurer. Benefit and contribution provisions for the Plan are established by North Carolina general statutes. For the years ended June 30, 2020 and 2019, Public Radio East contributed \$69,797 and \$68,483 to the Plan.

**Public Radio East (WTEB-FM) and Affiliate
(A Component Unit of Craven Community College)
Notes to the Financial Statements (continued)
June 30, 2020**

NOTE 9 – RISK MANAGEMENT

Public Radio East is exposed to various risks of loss related to torts; theft of, damage to, and the destruction of assets; errors and omissions; and natural disasters. These exposures to loss are handled through Craven Community College via a combination of methods, including participation in various risk pools administered by the State of North Carolina, and the purchase of commercial insurance and self-retention of certain risks.

NOTE 10 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through November 25, 2020, the date on which the financial statements were available to be issued.

Independent Auditor's Report



S. Preston Douglas & Associates, LLP
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS

American Institute of CPAs
N. C. Association of CPAs

**Independent Auditor's Report
on Internal Control over Financial Reporting
and on Compliance and Other Matters Based on an
Audit of Financial Statements Performed in Accordance with
*Government Auditing Standards***

To the Management of Public Radio East (WTEB-FM) and Affiliate
Board of Trustees of Craven Community College
New Bern, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Public Radio East (WTEB-FM) and its affiliate, Public Radio East Foundation (Foundation), a component unit of Craven Community College, as of and for the years ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise Public Radio East's basic financial statements, and have issued our report thereon dated November 25, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Public Radio East's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Public Radio East's internal control. Accordingly, we do not express an opinion on the effectiveness of Public Radio East's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of Public Radio East's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

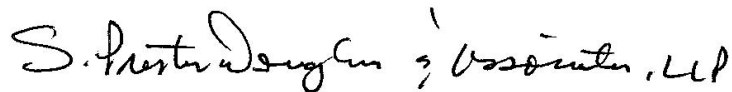
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Public Radio East's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of Public Radio East's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Public Radio East's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "S. Preston Douglas, CPA". The signature is written in a cursive style with a large initial "S".

Lumberton, North Carolina
November 25, 2020

Public Radio East Foundation
(A Component Unit of Craven Community College)
New Bern, North Carolina

Financial Statements and
Independent Auditor's Report

Years Ended June 30, 2020 and 2019

Public Radio East Foundation
(A Component Unit of Craven Community College)
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June 30, 2020 and 2019

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S. Preston Douglas & Associates, LLP

CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS
American Institute of CPAs
N. C. Association of CPAs

Independent Auditor's Report

To the Board of Directors
Public Radio East Foundation
New Bern, North Carolina

We have audited the accompanying financial statements of Public Radio East Foundation (a nonprofit corporation), which comprise the statements of net position as of June 30, 2020 and 2019 and the related statements of revenues, expenses, and changes in net position and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also involves evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our audit opinion.

Opinion


In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Public Radio East Foundation as of June 30, 2020 and 2019, and the respective changes in financial position and cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters - Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated November 25, 2020 on our consideration of Public Radio East Foundation's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grants agreements, and other matters. The purpose of the report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Public Radio East Foundation's internal control over financial reporting and compliance.



Lumberton, North Carolina
November 25, 2020

Management's Discussion and Analysis

Public Radio East Foundation
(A Component Unit of Craven Community College)
Management's Discussion and Analysis
June 30, 2020 and 2019

The information in this section is intended to provide a general overview of Public Radio East Foundation (the "Foundation"), a component unit of Craven Community College's financial statements and is based upon the information contained in the financial statements accompanying this discussion and analysis. The user is encouraged to reference the appropriate section of the financial statements for the supporting detailed information.

Overview of the Financial Statements

The Foundation's discussion and analysis (MD&A) provides an overview of the Foundation's financial performance during the fiscal year ended June 30, 2020, based on currently known facts and conditions; and is designed to assist readers in understanding the accompanying financial statements. The MD&A, financial statements and notes are the responsibility of the Foundation's management. Since the MD&A is designed to focus on current activities, resulting change, and currently known facts, it should be read in conjunction with the Foundation's financial statements and the related footnote disclosures.

Basic Financial Statements

The basic financial statements present information for the Foundation as a whole, in a format designed to make the statements easier for the reader to understand. The statements in this section include the Statements of Net Position; the Statements of Revenues, Expenses, and Changes in Net Position; and the Statements of Cash Flows.

The Statements of Net Position presents information on all of the Foundation's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Foundation is improving or deteriorating.

The Statements of Revenues, Expenses, and Changes in Net Position report the Foundation's results of operation for the fiscal year. It presents the revenues earned by the Foundation and the expenses incurred by the Foundation, both operating and nonoperating, and any other revenues, expenses, gains, and losses. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Foundation is improving or deteriorating.

The Statements of Cash Flows provides information regarding the Foundation's cash receipts and cash payments during the reported period. This statement reports cash receipts, cash payments, and net changes in cash resulting from operating, investing, and financing activities. The statement reconciles the beginning cash as of July 1, 2019, to the ending cash as of June 30, 2020. The statement also includes comparative information.

The Notes to Financial Statements provide additional information that is essential to a complete understanding of the data provided in the basic financial statements.

Public Radio East Foundation
(A Component Unit of Craven Community College)
Management's Discussion and Analysis (continued)
June 30, 2020 and 2019

Condensed Statements of Net Position

The Statements of Net Position presents the assets (current and noncurrent), liabilities (current and noncurrent), and net position (total assets minus total liabilities) of the Foundation. This statement provides a fiscal snapshot of the Foundation's financial position as of June 30, 2020 and 2019.

	2020	2019	Increase (Decrease)
ASSETS			
Current assets	\$ 210,152	\$ 226,650	\$ (16,498)
Total assets	210,152	226,650	(16,498)
LIABILITIES			
Current liabilities	68	760	(692)
Total liabilities	68	760	(692)
NET POSITION			
Unrestricted	210,084	225,890	(15,806)
Total net position	\$ 210,084	\$ 225,890	\$ (15,806)

Notable changes in the Condensed Statements of Net Position include:

- Total assets decreased by \$16,498, primarily due to the decrease in cash and cash equivalents as well as the increase in pledges receivable. The decrease in cash and cash equivalents is mainly from the depletion of capital campaign funds to cover repairs, maintenance, and new equipment needed to maintain operations.
- Total liabilities decreased by \$692, due to a decrease in accounts payable at the end of the fiscal year.

Public Radio East Foundation
(A Component Unit of Craven Community College)
Management's Discussion and Analysis (continued)
June 30, 2020 and 2019

Statements of Revenues, Expenses, and Changes in Net Position

The Statements of Revenues, Expenses, and Changes in Net Position reports the activity of the Foundation during the year and is subdivided into two major components: operating revenues and operating expenses. Revenues are reported by major source.

Statements of Revenues, Expenses, and Changes in Net Position

	2020	2019	Increase (Decrease)
REVENUES			
Operating revenues:			
Contributions and grants	\$ 585,900	\$ 611,791	\$ (25,891)
Interest income	1,967	2,119	(152)
Other income	35,160	19,265	15,895
Total operating revenues	623,027	633,175	(10,148)
EXPENSES			
Operating expenses:			
Payments and direct support to PRE	585,016	605,922	(20,906)
Advertising, marketing, promotion, postage, and contract services	1,490	7,119	(5,629)
Legal and accounting	4,800	4,800	-
Computer software & maintenance	26,527	27,468	(941)
Electric processing fees	9,232	7,799	1,433
Office expenses and travel	11,768	885	10,883
Total operating expenses	638,833	653,993	(15,160)
Change in net position	(15,806)	(20,818)	5,012
NET POSITION			
Net position at beginning of year	225,890	246,708	(20,818)
Net position at end of year	\$ 210,084	\$ 225,890	\$ (15,806)

Public Radio East Foundation
(A Component Unit of Craven Community College)
Management's Discussion and Analysis (continued)
June 30, 2020 and 2019

Statements of Revenues, Expenses, and Changes in Net Position (continued)

Notable changes in the Statements of Revenues, Expenses, and Changes in Net Position include:

- Total operating revenues decreased by \$10,148. This was largely the result of a decrease in contributions and grants. Revenues were affected by interruptions in fundraising due to the COVID-19 pandemic.
- Total operating expenses decreased by \$15,160, driven largely by decreases in expenditures across the board. Expenses have been reduced where possible to accommodate cash flow needs.
- The net position decreased by \$15,806 largely due to decreased contributions and grant revenues compared to FY19.

Economic Forecast

Public Radio East Foundation is a 501(c)(3) and was formed to support the operations of PRE.

Membership revenue was slightly down between FY19 and FY20 with a total of \$560,900 reflecting an overall reduction of \$15,183 or 3 percent. Revenue was trending upward before complications from the COVID-19 pandemic disrupted station fundraising efforts and the financial situation of individual donors. We are budgeting \$560,689 in expected membership receipts during FY21. This estimate is close to what we experienced in FY20.

Data tracking has been improved by the ongoing optimization of our Allegiance membership software. We are in the process of integrating modules that directly interface with our credit card and ACH transactions as well as the web interface for processing donations. Once this is complete the resulting increase in efficiency will free up personnel for other tasks allowing us to run better with a smaller staff.

Listener trends are consistent with what they have been since format changes were made back in FY19. Listenership was trending upward until the COVID-19 pandemic caused severely reduced commuting in the community. The audience is typically largest during morning and afternoon commute. Even with the abnormal conditions, audience numbers were effectively unchanged between FY19 and FY20. As the number of people commuting increases, we expect listenership to improve.

Public Radio East experienced some financial difficulties over the last several years and needed corrective measures put in place. With the current administrative teams in place – both at PRE and at Craven Community College – we feel that the necessary corrective measures have been enacted and that Public Radio East is now on the right track.

Contacting the College's Financial Management

Our financial statements are designed to provide the citizens of North Carolina with a general overview of the PRE's finances and show accountability of all funds received. Questions concerning any of the information found in this report or requests for additional information should be directed to Cindy A. Patterson, Executive Director of Financial Services and Purchasing, Craven Community College, 800 College Court, New Bern, NC 28562.

Basic Financial Statements

Public Radio East Foundation
(A Component Unit of Craven Community College)
Statements of Net Position
June 30, 2020 and 2019

Exhibit A-1

	2020	2019
ASSETS		
Current assets:		
Beneficial interests in assets held by Craven Community College	\$ 72,558	\$ 91,238
Pledges receivable (net)	137,594	135,412
Total current assets	210,152	226,650
Total assets	\$ 210,152	\$ 247,810
LIABILITIES		
Current liabilities:		
Accounts payable	\$ 68	\$ 760
Total current liabilities	68	760
Total liabilities	68	1,102
NET POSITION		
Unrestricted	210,084	225,890
Total net position	\$ 210,084	\$ 225,890

The notes to the financial statements are an integral part of this statement.

Public Radio East Foundation
(A Component Unit of Craven Community College)
Statement of Revenues, Expenses, and Changes in Net Position
Years Ended June 30, 2020 and 2019

Exhibit A-2

	2020	2019
REVENUES		
Operating revenues:		
Contributions and grants	\$ 585,900	\$ 611,791
Interest income	1,967	2,119
Other income	35,160	19,265
Total operating revenues	623,027	633,175
EXPENSES		
Operating expenses:		
Payments and direct support to PRE	585,016	605,922
Advertising, marketing, promotion, postage, and contract services	1,490	7,119
Legal and accounting	4,800	4,800
Computer software & maintenance	26,527	27,468
Electric processing fees	9,232	7,799
Offices expenses and travel	11,768	885
Total operating expenses	638,833	653,993
Change in net position	(15,806)	(20,818)
NET POSITION		
Net position, beginning	225,890	246,708
Net position, ending	\$ 210,084	\$ 225,890

The notes to the financial statements are an integral part of this statement.

Public Radio East Foundation
(A Component Unit of Craven Community College)
Statements of Cash Flows
Years Ended June 30, 2020 and 2019

Exhibit A-3
Page 1 of 2

	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Received from other fundraising and contributions	\$ 35,160	\$ 19,265
Cash paid to vendors and suppliers	(54,509)	(48,413)
Payments and direct support to PRE	(585,016)	(605,922)
Net cash used by operating activities	(604,365)	(635,070)
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES		
Noncapital grants received	(2,182)	35,708
Noncapital gifts and endowments received	585,900	565,294
Net cash provided by financing activities	583,718	601,002
CASH FLOWS FROM INVESTING ACTIVITIES		
Interest earnings	1,967	2,119
Net cash provided by investing activities	1,967	2,119
Net increase (decrease) in cash and cash equivalents	(18,680)	(31,949)
Cash and cash equivalents, beginning of year	91,238	123,187
Cash and cash equivalents, end of year	\$ 72,558	\$ 91,238

The notes to the financial statements are an integral part of this statement.

Public Radio East Foundation
(A Component Unit of Craven Community College)
Statement of Cash Flows (continued)
Years Ended June 30, 2020 and 2019

Exhibit A-3
Page 2 of 2

	2020	2019
RECONCILIATION OF OPERATING LOSS TO NET CASH USED BY OPERATING ACTIVITIES		
Operating income (loss)	\$ (15,806)	\$ (20,818)
Adjustments to reconcile operating loss to net cash used by operating activities -		
Changes in assets and liabilities:		
Increase in pledges receivable	(2,182)	(10,789)
Decrease in accounts payable	(692)	(342)
	\$ (18,680)	\$ (31,949)
RECONCILIATION OF CASH AND CASH EQUIVALENTS		
Current assets:		
Cash and cash equivalents	\$ 72,558	\$ 70,956
Restricted cash and cash equivalents	-	20,282
	\$ 72,558	\$ 91,238

The notes to the financial statements are an integral part of this statement.

Notes to the Financial Statements

Public Radio East Foundation
(A Component Unit of Craven Community College)
Notes to the Financial Statements
June 30, 2020 and 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Financial Reporting Entity

The Foundation was formed to receive charitable contributions and grants which are to be used exclusively for support of Public Radio East (“PRE”). PRE is owned and operated by Craven Community College (the “College”), which is part of the North Carolina Community College System.

In support of PRE, the Foundation engages in the following activities:

1. Participates in membership drives for dues and contributions to support efforts to benefit PRE.
2. Organizes major giving campaigns that encourage individual contributions to the Foundation.
3. Promotes PRE throughout Eastern North Carolina and makes financial distributions to the College for the benefit of PRE.
4. Pays funds directly to third parties for authorized expenditures for the benefit of PRE.

The Board of Directors of the Foundation is determined by the Board of Trustees of the College. The Foundation’s board consists of not less than 15 nor more than 25 directors. The Foundation’s assets and operations are included in the financial statements of the College as a controlled entity. The College provides administrative, accounting, and payroll services for the Foundation.

B. Basis of Presentation

The accompanying financial statements are presented in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB).

Pursuant to the provisions of GASB Statement No. 34, *Basic Financial Statements - and Management’s Discussion and Analysis - for State and Local Governments, as amended by GASB Statement No. 35, Basic Financial Statements - and Management’s Discussion and Analysis - for Public Colleges and Universities*, the full scope of the Foundation’s activities is considered to be a single business-type activity and accordingly, is reported within a single column in the basic financial statements.

C. Basis of Accounting

The financial statements of the Foundation have been prepared using the economic resource measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred, regardless of the timing of the cash flows.

Nonexchange transactions, in which the Foundation receives (or gives) value without directly giving (or receiving) equal value in exchange, include both monetary and in-kind donor contributions. Revenue is recognized, net of estimated uncollectible amounts, as soon as all eligibility requirements imposed by the provider have been met, if probable of collection.

The Foundation uses the allowance method to determine uncollectible unconditional pledges receivable. The allowance is based on prior years’ experience and management’s analysis of specific promises made.

D. Cash and Cash Equivalents

The Foundation considers all highly liquid assets with a maturity of three months or less to be cash equivalents. For financial statement purposes, “cash equivalents” are carried as “Beneficial interest in assets held by Craven Community College”. The Foundation does not have a separate bank account. PRE Foundation’s cash is “dedicated” with the College’s cash and assigned a percentage of participation based on amounts held.

Public Radio East Foundation
(A Component Unit of Craven Community College)
Notes to the Financial Statements (continued)
June 30, 2020 and 2019

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

E. Receivables

Receivables consist of pledges that are verifiable, measurable, and expected to be collected and available for expenditures. Reported receivables are expected to be collected.

F. Restricted Assets

Certain resources are reported as restricted assets because restrictions on asset use change the nature or normal understanding of the availability of the asset. Resources that are not available for current operations and are reported as restricted include resources restricted or designated for the acquisition or construction of capital assets and resources whose use is limited by external parties or statutes.

G. Net Position

The Foundation's net positions are classified as follows:

Restricted Net Position - The component of net position that reports the constraints placed on the use of net position by either external parties and/or enabling legislation.

Unrestricted Net Position - Unrestricted net position includes resources derived from contributions, grants, the board designated quasi-endowment, and interest income.

Restricted and unrestricted are tracked using a fund accounting system and are spent in accordance with established fund authorities. Fund authorities provide rules for the fund activity and are separately established for restricted and unrestricted activities. When both restricted and unrestricted funds are available for expenditure, the decision for funding is transactional based within the departmental management system in place at the Foundation.

H. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

I. Donated Materials and Services

The Foundation operates within facilities of the College and receives substantial administrative support from the College and its employees. The College does not charge the Foundation for such services. The value of donated services and facilities is not included in the accompanying financial statements since there is no objective basis available by which to measure the value of such services.

J. Advertising Costs

Advertising costs are expensed in the period in which they are incurred.

Public Radio East Foundation
(A Component Unit of Craven Community College)
Notes to the Financial Statements (continued)
June 30, 2020 and 2019

NOTE 2 – DEPOSITS

All funds of the Foundation are deposited in College board designated official depositories and are required to be collateralized in accordance with North Carolina General Statute 115D 58.7. Official depositories may be established with any bank or savings and loan association whose principal office is located in North Carolina. The amount shown on the Statements of Net Position as cash and cash equivalents includes deposits in private financial institutions with a carrying amount of \$72,558 and bank balance of \$73,120 at June 30, 2020. The amount shown on the Statements of Net Position as cash and cash equivalents includes deposits in private financial institutions with a carrying amount of \$91,238 and bank balance of \$93,326 at June 30, 2019. The North Carolina Administrative Code (20 NCAC 7) requires all depositories to collateralize public deposits in excess of federal depository insurance coverage by using one of two methods, dedicated or pooled. Under the dedicated method, a separate escrow account is established by each depository in the name of each local governmental unit and the responsibility of monitoring collateralization rests with the local unit. Under the pooling method, each depository establishes an escrow account in the name of the State Treasurer to secure all of its public deposits. This method shifts the monitoring responsibility from the local unit to the State Treasurer. Custodial credit risk is the risk that in the event of a bank failure, the College's deposits may not be returned to it. As of June 30, 2020 and 2019, the College's bank balance in excess of federal depository insurance coverage was covered under the dedicated method. Details of dedicated cash held by Craven Community College at June 30, 2020 and 2019 were as follows:

	2020	2019
Public Radio East Foundation accounts	\$ 72,558	\$ 91,238
Total cash and cash equivalents	\$ 72,558	\$ 91,238

NOTE 3 – DISTRIBUTIONS TO PUBLIC RADIO EAST

The Foundation distributes funds to PRE on a monthly basis. The PRE General Manager and Treasurer of the Foundation are responsible for determining that PRE's requests are appropriate and that they are recorded to the proper fund accounts of the College.

NOTE 4 – QUASI-ENDOWMENT

The Foundation's quasi-endowment consists of funds designated by the Board of Directors to function as an endowment and are invested in the College's STIF Account. There are no donor restrictions imposed on the endowment. Changes in endowment net position for the years ended June 30, 2020 and 2019 were as follows:

	2020	2019
Endowment net assets at beginning of year	\$ 70,956	\$ 79,490
Investment income	1,602	1,466
Transfer to operating for equipment replacement	-	(10,000)
Endowment net assets at end of year	\$ 72,558	\$ 70,956

Public Radio East Foundation
(A Component Unit of Craven Community College)
Notes to the Financial Statements (continued)
June 30, 2020 and 2019

NOTE 5 – RECEIVABLES

Receivables at June 30, 2020 and 2019, were as follows:

	June 30, 2020		
	Gross	Less Allowance For Doubtful	Net
	Receivables	Accounts	Receivables
Current receivables:			
Pledges from media fund drives	\$ 172,531	\$ (34,937)	\$ 137,594
Total current receivables	\$ 172,531	\$ (34,937)	\$ 137,594
	June 30, 2019		
	Gross	Less Allowance For Doubtful	Net
	Receivables	Accounts	Receivables
Current receivables:			
Pledges from media fund drives	\$ 164,375	\$ (28,963)	\$ 135,412
Total current receivables	\$ 164,375	\$ (28,963)	\$ 135,412

NOTE 6 – RISK MANAGEMENT

The Foundation is exposed to various risks of loss related to torts; theft of, damage to, and the destruction of assets; errors and omissions; and natural disasters. These exposures to loss are handled through Craven Community College via a combination of methods, including participation in various risk pools administered by the State of North Carolina, and the purchase of commercial insurance and self-retention of certain risks.

Public Radio East Foundation
(A Component Unit of Craven Community College)
Notes to the Financial Statements (continued)
June 30, 2020 and 2019

NOTE 7 – RELATED PARTY TRANSACTIONS

The Foundation, PRE, and the College have common facilities and employees.

During the years ended June 30, 2020 and 2019, members of the Craven Community College Board of Trustees made contributions to the Foundation totaling \$10,000 and \$10,000, respectively.

NOTE 8 – INCOME TAXES

The Foundation is exempt from federal income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code.

NOTE 9 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through November 25, 2020, the date on which the financials were available to be issued.

Compliance Section



S. Preston Douglas & Associates, LLP
CERTIFIED PUBLIC ACCOUNTANTS

MEMBERS

American Institute of CPAs
N. C. Association of CPAs

**Independent Auditor's Report on Internal Control Over Financial Reporting
and on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards***

To the Board of Directors
Public Radio East Foundation
New Bern, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to the financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the accompanying basic financial statements of Public Radio East Foundation, as of and for the fiscal years then ended June 30, 2020 and 2019, and the related notes to the financial statements, which collectively comprise Public Radio East Foundation's basic financial statements, and have issued our report thereon dated November 25, 2020. The financial statements of Public Radio East Foundation were not audited in accordance with *Government Auditing Standards*.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Public Radio East Foundation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Public Radio East Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Public Radio East Foundation's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect, and correct, misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

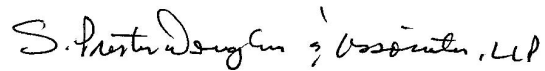
Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Public Radio East Foundation's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion of the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Handwritten signature of S. Peter Douglas in cursive script.

Lumberton, North Carolina
November 25, 2020

Student Government Association

Board of Trustees Report

February 16, 2021

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

- Around \$3,500 has been donated to the Panther Pantry, with some donations coming from Craven County Independent Insurance Agents Association, the City of New Bern, Doctor Hurst, and more. There has also been several food and hygienic donations from staff.
- Campus Life is promoting the Let's Talk video series with the counseling department, and the Advising Adventures video series with the advising department. These videos share helpful information virtually with students.
- There will be a Black History Month event held at the end of February. Details are still being decided.

SGA Activities

- SGA provided students and staff with holiday treats and activities before the holiday break.
- Welcome back treats were placed in buildings for the first two days of the semester.
- SGA is currently looking for socially distant service opportunities and is working out details with Habitat for Humanity.



Foundation

Board of Directors

- Jacqueline B. Atkinson
- Carol Becton
- J. Brent Davis
- David Dysinger
- William T. Fuller
- Brenda George
- Lloyd Griffith
- John O. Haroldson
- Tyler Harris
- Carole B. Kemp
- Lee E. Knott
- Linda MacDonald, *Emeritus*
- Ashley Martin-Irizarry
- W. David McFadyen, Jr., *President*
- Bettina Meekins
- Jim Millard, *Treasurer*
- Hannah Mitchell
- Susan Moffat-Thomas
- Allison R. Morris, *Chair,*
Craven CC Trustees
- Stephen Nuckolls, *Emeritus*
- Marjorie Russell
- Anne C. Schout,
- Vice President/President Elect*
- Tammy Sherron
- Dr. Ray Staats, *Craven CC*
President
- Linster Strayhorn, III
- David Walker
- Amy P. Wang
- Craig A. Warren
- Charles Wethington, *Secretary*
- Jeff Williams, *Past President*
- Yvonne Wold

Foundation Staff

- Charles Wethington,
Executive Director
- Jennifer Baer, *Director,*
Lifetime Learning Center
- Christina Bowman, *Foundation*
Operations Coordinator
- Shelley Adkins, *Institutional*
Advancement Specialist

www.CravenCC.edu

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

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

February 2021

The Craven CC Foundation is preparing for the 11th Annual Community Fabric Awards (CFA) scheduled for Tuesday April 20th as a virtual event. A drive-through CFA Kick-Off event was held at the VOLT Center on January 14th. Ward and Smith, P.A. will continue as the Presenting Sponsor for this year’s event. Nominations for this year’s recipients are open until Friday, February 19th at 5 PM. We encourage you to consider nominating an individual, business and/or educator for excellence in leadership.

Our combined annual campaigns continue to do well. To date, the Campus Campaign has raised \$36,694 and the Community Campaign has raised \$63,391. The combined total raised to date is \$97,085 compared to \$94,986 at the end of FY20. With five (5) months remaining in this fiscal year, we have already surpassed the amount raised in the previous year’s combined campaigns. The Profit and Loss Statement for the Foundation through the end of the second quarter shows operating revenues of \$322,313 and non-operating revenues of \$530,560 (largely driven by the endowment gain on investments of \$386,372). Considering the expenses that have been incurred through that date, this leads to a net income through the end of the second quarter of \$485,382 compared to \$288,998 in the prior year’s second quarter.

The Foundation has \$384,678 in scholarship assistance available to students as well as additional funds for non-scholarship needs (emergency funding). This is an increase of almost \$75,000 over the previous year.

The Foundation continues to show growth in endowment gifts. In the last quarter we have added \$85,000 in endowments, adding the Military Math/Engineering scholarship endowment (\$25k), Honnet (\$20k), Williams (\$15k), and Oglesby (\$25k). This brings the total endowment income in the fiscal year to \$144,000.

Despite the uncertainties caused by the COVID-19 pandemic, the Foundation continues to show growth in both income and scholarship funds available over previous years. This demonstrates the strong support the Foundation continues to receive from the community.

Sincerely,

A handwritten signature in black ink, appearing to read 'W. David McFadyen, Jr.', written in a cursive style.

W. David McFadyen, Jr
President, Craven Community College Foundation