

AGENDA

CRAVEN COMMUNITY COLLEGE BOARD OF TRUSTEES FEBRUARY 19, 2019

5:00 pm – Dinner in Naumann Community Room

6:00 pm – Meeting in Ward Boardroom

- | | | |
|-------|---|------------------------------|
| I. | Call to Order | <i>Bill Taylor, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption | <i>Bill Taylor</i> |
| | (3) Conflict of Interest Declaration | <i>Bill Taylor</i> |
| | (4) Public Comment | <i>Bill Taylor</i> |
| | (5) Annual SEI Filing | <i>Cindy Ensley</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Bill Taylor</i> |
| | (1) Approve Board of Trustees Meeting Minutes (December 11, 2018) | |
| IV. | Financial Reports | <i>Jim Millard, VP</i> |
| | (1) Fiscal Year 2018-19 2 nd Quarter Financial Report (<i>Oct-Dec 2018</i>)(<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| V. | 2 nd Quarter Personnel Report (<i>Oct-Dec 2018</i>) (<i>info</i>) | <i>Jim Millard</i> |
| VI. | Facilities Reports | <i>Jim Millard</i> |
| | (1) 2 nd Quarter Space Usage Report (<i>Oct-Dec 2018</i>)(<i>info</i>) | |
| VII. | Curriculum Report (<i>info</i>) | <i>Kathleen Gallman, VP</i> |
| VIII. | Fall Program Review Summary (<i>info</i>) | <i>Kathleen Gallman</i> |
| IX. | Old Business | |
| | (1) Approve BP 5.1 Sound Fiscal & Management Policy (<i>motion</i>) | <i>Ray Staats</i> |
| | (2) Approve BP 6.5 Tobacco & Nicotine Prohibition Policy (<i>motion</i>) | <i>Ray Staats</i> |
| X. | New Business | |
| | (1) Accreditation Action - Physical Therapist Assistant Program (<i>info</i>) | <i>Kathleen Gallman</i> |
| | (2) Approve Architect for Academic Support Center (<i>motion</i>) | <i>Ray Staats</i> |
| | (3) Approve FEMA PA Forms/Resolution for Hurricane Florence Damage (<i>motion</i>) | <i>Jim Millard</i> |
| | (4) Approve NCCCS Form 3-1 for Project 2467 (Roof Repairs) (<i>motion</i>) | <i>Jim Millard</i> |
| | (5) Approve NCCCS Form 3-1 for Project 2468 (Water Intrusion) (<i>motion</i>) | <i>Jim Millard</i> |

- (6) Approve NCCCS Form 3-1 for Project 2469 (HVAC) *(motion)*
- (7) President's Annual Evaluation Timeline *(info)*
- (8) Appoint Presidential Evaluation Committee

Jim Millard
Bill Taylor
Bill Taylor

XI. Reports

- (1) President
- (2) Attorney
- (3) Chair
- (4) Student Trustee
- (5) Foundation President

Ray Staats
David Ward
Bill Taylor
Stevie Gaskins
Jeff Williams

XII. Adjournment

Bill Taylor

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

February 19, 2019

Mr. Steve Cella

Ms. Cora Chadwick

Mr. Ken Crow

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Kevin Roberts

Ms. Robin Schaefer

Mr. Bill Taylor

Mr. Whit Whitley

Ms. Brenda Wilson

Ms. Stevie Gaskins, Student Trustee (ex officio)

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

Agenda Review/Conflict of Interest Declarations

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

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 11, 2018

The Craven Community College Board of Trustees met on Tuesday, December 11, 2018, in the Ward Boardroom of the Brock Administration Building on the New Bern campus with Board Chair Bill Taylor presiding. The meeting was called to order at 5:30 pm.

Roll Call

President Raymond Staats called the roll.

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

Voting members absent were: Mr. Ken Crow, Ms. Robin Schaefer

Ex Officio members present were: Ms. Stevie Gaskins, SGA President

Ex Officio members absent were: Mr. Jeff Williams, CCC Foundation Board President

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

Chair Taylor declared a quorum present for the meeting.

Agenda Review and Adoption

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

Conflict of Interest Declaration

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

Public Comment

Chair Taylor called for public comment and none was expressed.

Consent Agenda

Trustee Whitley motioned to accept the minutes (attached) of the October 16, 2018 meeting as presented; Trustee Knight seconded the motion and the motion passed unanimously.

Financial Reports

Fiscal Year 2018-2019 First Quarter Financial Report: VP Jim Millard presented reports for the period July 1, 2018–September 30, 2018 (attached). To help with comparisons, President Staats noted that all reports are now quarterly. Trustee Wilson motioned to approve the reports; Trustee Roberts seconded the motion and the motion passed unanimously.

Write-Offs and Uncollectable Accounts: VP Millard highlighted the report (attached) noting a decrease in write-offs compared to the same period as last year. Trustee Chadwick motioned to approve the report; Trustee Knight seconded the motion and the motion passed unanimously.

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

Personnel Report

For information purposes, VP Millard reviewed the Personnel Report for July -September 2018 (attached).

Facilities Update

Quarterly Usage Report (July – September 2018): VP Millard presented the facilities usage report (attached) for informational purposes.

Strategic Plan Assessment Goal 4

For information purposes, President Staats shared a status report on the fourth quarter strategic plan assessment covering Goal 4: Community Service & Engagement (attached). He noted that this report completes one year of monitoring the strategic goals set by the Board of Trustees.

Old Business

No report.

New Business

BP 6.5 Tobacco & Nicotine Prohibition Policy Revision: President Staats noted that Ward and Smith had reviewed and modified the policy to address vaping on campus. The policy is for review with a request for approval at the February 2019 board meeting.

BP 5.1 Sound Fiscal & Management Practices Policy Revision: Language modified to meet the latest SBCC requirements, per President Staats. This policy is also presented for review and motion in February 2019.

SACSCOC Approval AAS Aviation Management & Career Pilot Technology Program: VP Kathleen Gallman informed the Board of SACSCOC's approval of the new aviation program (attached). Start date of the program will be the fall semester of 2019.

Reports

President: President Staats reported that 75 students had been awarded a total of \$71,855 of the \$408,000 allotment to the college by state legislation for hurricane relief to assist students in continuing their education. He also noted that fall enrollment was down by 5.8% and currently the spring enrollment is down 11.5% but the hurricane relief funds should help to increase enrollment for the spring and summer semesters. A construction update was given on the First Stop, STEM Building, VOLT Center, and Academic Support Center projects. The 2019 Workforce Development Legislative Agenda from the NCCCS was reviewed. President Staats notified the Board of the December 7th death of former college trustee Col. Bill Etter, USMC (Ret) and shared a compiled list of college trustees, by appointing agency, since 1968.

Attorney: No report.

Chair: No report.

Student Trustee: SGA President Stevie Gaskins shared her report (attached) noting a new public information officer, Rocky Gonzales.

Foundation President: Chair Taylor and President Staats highlighted the written Foundation report (attached).

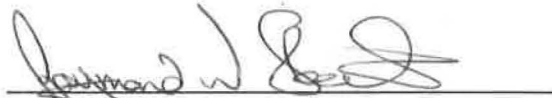
Adjournment

With no further business to be presented, Chair Taylor adjourned the meeting at 7:01 pm.

Respectfully submitted:

A handwritten signature in cursive script, reading "William W. Taylor", written over a horizontal line.

William W. Taylor, Chair
February 19, 2019

A handwritten signature in cursive script, reading "Raymond W. Staats", written over a horizontal line.

Raymond W. Staats, Secretary
February 19, 2019

ce 12/13/18

FY 2018-2019 Budget Comparison as of December 31, 2018	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
	Budget	Expenses	Remaining	% Spent	Budget	Expenses	Remaining	% Spent	Budget	Expenses	Remaining	% Spent	Budget	Expenses	Remaining	% Spent
	50% of year	YTD	Balance		YTD	Balance	YTD		Balance	YTD	Balance		YTD	Balance		
Administrative																
Salaries & Benefits	591,607	280,163	311,444	47%	2,386,834	1,136,291	1,250,543	48%	2,921,353	1,376,365	1,544,988	47%	2,677,711	1,268,588	1,409,123	47%
519 Contracted Services					76,200	14,713	61,487	19%	117,075	14,315	102,760	12%	42,259	5,875	36,384	14%
523 Instructional Supplies																
525 Motor Vehicle Supplies					534	193	341	36%								
526 Office Supplies	1,052	160	892	15%	27,769	11,692	16,077	42%	15,708	2,526	13,182	16%	16,366	1,597	14,769	10%
527 Other Supplies	2,149	205	1,944	10%	116,227	11,484	104,743	10%	7,899	3,713	4,186	47%	14,975	3,931	11,044	26%
528 Audio-Visual Supplies					200	0	200	0%								
531 Staff Development	24,400	5,050	19,350	21%	93,120	15,605	77,515	17%	44,209	9,305	34,904	21%	36,631	5,865	30,766	16%
532 Comm/Postage/Software					150,833	105,241	45,592	70%	1,652	687	965	42%	18,405	269	18,136	1%
534 Printing & Binding	722	0	722	0%	1,000	367	633	37%					59,727	21,990	37,737	37%
535 Repairs & Maintenance	3,678	1,839	1,839	50%	228,486	150,567	77,919	66%	10,157	3,082	7,075	30%	2,058	746	1,312	36%
536 Freight					340	189	151	56%								
537 Advertising					18,841	2,579	16,262	14%					136,890	49,074	87,817	36%
538 Data Processing																
539 Other Current Services	1,337	700	637	52%	607,168	24,208	582,960	4%	5,795	725	5,070	13%	459,724	82,640	377,084	18%
541 Rental of Property	400	0	400	0%									2,000	0	2,000	0%
543 Lease/Rental Other Equipme					38,811	17,045	21,766	44%	15,076	4,580	10,496	30%				
544 Data Processing Software					48,933	4,455	44,478	9%	36,181	0	36,181	0%	1,878	0	1,878	0%
546 Memberships & Dues	19,727	18,082	1,646	92%	7,897	1,743	6,154	22%	17,025	7,361	9,664	43%	3,522	600	2,922	17%
548 NEIT Admin																
55x Equipment					849,174	2,096	847,078	0%	2,587	2,586	1	100%	2,779	1,601	1,178	58%
558 Building																
Total Administrative:	645,072	306,198	338,874	47%	4,652,367	1,498,468	3,153,899	32%	3,194,717	1,425,246	1,769,471	45%	3,474,925	1,442,775	2,032,150	42%
Instructional																
Salaries & Benefits									7,737,917	3,580,460	4,157,457	46%	919,591	382,037	537,554	42%
519 Contracted Services									35,550	470	35,080	1%	155,087	39,196	115,892	25%
523 Instructional Supplies					207,423	0	207,423	0	111,163	20,163	91,000	18%	44,499	3,053	41,446	7%
524 Repair Supplies																

50% of year

[illegible]

**Craven Community College
Institutional Funds Budget
As of December 31, 2018**

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending					0.00	7,861.62
00	130 Title IX/Cleary	49,855.00	6,750.55	43,104.45	13.54%	49,855.00	58,139.29
01	133 Discretionary	80,348.00	13,911.33	66,436.67	17.31%	99,662.51	107,956.78
01	134 Unrestricted Overhead Receipts	7,028.00	0.00	7,028.00	0.00%	6,152.32	39,558.80
01	136 Foundation	360,892.00	155,280.27	205,611.73	43.03%	152,549.00	294,689.10
01	137 Financial Aid Matching	1,190.00	1,189.31	0.69	99.94%	8.36	286.60
01	221 Applied Music	743.00	0.00	743.00	0.00%	1,728.57	17,418.23
01	227 Extra Curricular Activities	58,714.00	26,251.93	32,462.07	44.71%	595.40	6,237.10
01	250 Curriculum-Self Supporting	42,595.00	20,351.25	22,243.75	47.78%	13,273.11	81,588.36
01	312 Fire College					90.19	11,658.54
01	340 WFD-Self Supporting	552,064.00	178,541.95	373,522.05	32.34%	143,222.09	864,704.97
01	411 Learning Resource Center	904.00	0.00	904.00	0.00%	474.00	23,500.13
01	460 Customized Ind Train Support	48,349.00	9,653.42	38,695.58	19.97%	7,544.22	51,373.59
01	461 Small Business Support Fund					0.92	121.28
01	610 VOLT Center	47,808.00	0.00	47,808.00	0.00%	24,210.85	72,018.13
02	131 College Work Study	71,909.00	40,639.16	31,269.84	56.51%	40,639.16	0.04
02	134 Restricted Overhead Receipts	97,535.00	73,781.48	23,753.52	75.65%	18,956.62	143,971.31
02	138 Returned Check Fee Fund	584.00	3.92	580.08	0.67%	199.33	18,794.91
02	220 NCSU Engineering	40,821.00	20,939.32	19,881.68	51.30%	40,242.51	62,434.28
02	227 ENCORE	20,000.00	7,679.80	12,320.20	38.40%	16,990.92	12,169.51
02	228 Grants -NSF SEAS/Bosch	374,817.00	24,830.80	349,986.20	6.62%	44,677.07	249,328.97
02	291 Specific Fees - Lab/DE/ASC	557,570.00	347,241.57	210,328.43	62.28%	199,797.66	1,583,614.18
02	292 System-Wide Fees-Comp Tech	541,607.00	57,388.08	484,218.92	10.60%	131,067.14	1,653,692.51
02	293 Patron Fees	37,251.00	15,218.22	22,032.78	40.85%	13,891.24	261,095.21
02	314 Grants - Workforce Development/BS					8.72	126.50
02	392 System-Wide Fees - WFD Comp	149.00	0.00	149.00	0.00%	68.74	8,906.35
02	521 C-Step Grant	8,000.00	2,047.43	5,952.57	25.59%	10,000.00	7,888.77
02	531 Professional Liability Ins	9,440.00	6,779.00	2,661.00	71.81%	4,751.39	20,809.53
02	532 Student Insurance	4,596.00	2,011.49	2,584.51	43.77%	3,425.28	104.75
02	533 Transcript Fees	49,506.00	14,357.98	35,148.02	29.00%	22,313.61	217,894.62

FUND PURPOSE		BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	534 TRIO/Title III Grants	747,052.00	266,260.11	480,791.89	35.64%	266,037.44	(27,694.46)
02	790 Orringer Hall Fund	4,734.00	0.00	4,734.00	0.00%	4,209.70	32,965.22
02	791 Public Radio East	1,032,300.00	584,234.82	448,065.18	56.60%	385,836.73	(135,775.72)
02	795 Career Fair					4.35	561.22
02	796 Testing Centers	14,402.00	203.78	14,198.22	1.41%	3,087.89	41,293.16
02	797 Public Radio East Foundation	733,637.00	316,402.68	417,234.32	43.13%	299,713.12	150,383.83
02	823 SEOG	177,138.00	84,708.20	92,429.80	47.82%	84,708.20	0.00
02	824 Pell	4,460,769.00	2,175,376.19	2,285,392.81	48.77%	2,150,376.19	(25,000.00)
02	830 NCCC Target Asst/LTHT	7,897.00	3,600.00	4,297.00	45.59%	7,099.00	3,499.00
02	831 Golden Leaf Scholars	14,221.00	6,886.00	7,335.00	48.42%	8,809.00	1,287.00
02	833 NCCG	229,770.00	96,808.00	132,962.00	42.13%	98,438.00	1,630.00
02	834 Teacher Assistant Sch Fund	19,911.00	11,650.00	8,261.00	58.51%	11,650.00	0.00
02	835 State Aid Scholarships	153,697.00	54,967.00	98,730.00	35.76%	55,343.00	376.00
02	840 General Scholarships	202,450.00	95,876.05	106,573.95	47.36%	163,448.81	355,224.36
02	841 Endowment/Other Scholarships	138,601.00	64,552.43	74,048.57	46.57%	65,432.43	1,380.00
05	710 Clearwire Distribution	3,295.00	0.00	3,295.00	0.00%	1,678.97	18,901.91
05	720 Bookstore	149,233.00	73,391.47	75,841.53	49.18%	69,517.17	846,169.51
05	730 Food Service	31,706.00	31,706.00	0.00	100.00%	15,468.74	4,910.46
05	740 Campus Access	148,072.00	97,238.25	50,833.75	65.67%	35,921.41	65,568.53
05	770 Student Activity Funds	211,513.00	151,439.51	60,073.49	71.60%	115,312.50	193,071.76
06	810 J. Wrenn Emergency Loan Fu	529.00	0.00	529.00	0.00%	1,204.65	42,904.97
07	910 Buildings & Grounds	6,289,955.00	1,078,628.66	5,211,326.34	17.15%	1,347,691.63	3,457,181.83
08	792 Public Radio East Endowment	10,000.00	10,000.00	0.00	100.00%	541.75	70,031.21
08	850 Endowments	138,601.00	202,570.54	(63,969.54)	146.15%	63,554.04	2,244,891.98
Total		17,983,758.00	6,431,347.95	11,552,410.05	36%	6,301,480.65	13,221,705.73

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

**Craven Community College
As of December 31, 2018**

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

	Student ID #	Term	INTUI Tuition/Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	LABFB Lab Fee	LABFA Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	RETCK Return Check	SHVA HV Aviation Supply Fee	STSUP Student Support	FA Overage	Total
	XXXX	2017FA						504.25										504.25
	XXXX	2017FA						53.77										53.77
	XXXX	2017FA						220.39										220.39
	XXXX	2017FA						105.82										105.82
	XXXX	2017FA										616.97						616.97
	XXXX	2017FA	36.34		42.12	57.76	18.05		120.33									274.60
	XXXX	2017FA	216.09		8.29	11.37	3.55		23.70									263.00
	XXXX	2017CE3			-			715.20										715.20
	XXXX	2017CE3						715.20										715.20
	XXXX	2017CE3		39.26											320.52			359.78
	XXXX	2017CE3						715.20										715.20
	XXXX	2017FA	125.40		11.55	15.84	4.95		8.25							8.71		174.70
			377.83	39.26	61.96	84.97	26.55	3,029.83	152.28	-	-	616.97	-	-	320.52	8.71	-	4,718.88

Pamela Gibbs Millis
(Requested by)

Jim Millard
Vice President for Administration

Sponsor Issues	537.60
Payment Plan	174.70
WFD	2,505.38
MISC-Chargeback, Emergency Loan, Return check	1,501.20
\$ 4,718.88	

Total Collected this period	\$ 2,004.32	YTD Write Offs July 2018-December 2018	\$ 57,086.36
Debt Setoff	-	Prior Year Write Offs July 2017 - December 2017	\$ 59,805.73
Total Fees Paid to collection agency	400.87		
Net proceeds	<u>1,603.45</u>	120 Days past due	\$105,426.79
		Percentage of Total Accounts Receivable	0.2945%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	31-Dec	30-Sep	Variance
Local Funds	\$1,515,813.49	\$2,080,611.26	-\$564,797.77
Special Funds	<u>\$9,821,379.12</u>	<u>\$7,409,031.31</u>	<u>\$2,412,347.81</u>
Total	\$11,337,192.61	\$9,489,642.57	\$1,847,550.04

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:	1.945720%	1.701980%	0.243740%

Craven Community College Personnel Report
October 1, 2018 – December 31, 2018

New Hires	Position Title		Effective	Monthly/Annually
Brandi Wilson	Administrative Assistant- TRiO (PT Regular)		12/3/18	\$1,628/\$19,536
Jeanette Lee	Institutional Advancement Specialist		12/17/18	\$2,584/\$31,008
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
James Millard	Dean of Career Programs	Vice President for Administration	10/22/18	\$8,584/\$103,008
Holly Desrosier	Administrative Assistant (PT Regular)	Administrative Specialist	11/1/18	\$2,584/\$31,008
Ricky Meadows	Executive Director of Career Programs	Dean of Career Programs	11/1/18	\$7,167/\$86,004
Michelle Lepp	Senior Administrative Assistant (PT Regular)	Senior Administrative Assistant – Health Programs	11/15/18	\$2,667/\$32,004
Joseph Lee	IT Technician (PT Temporary)	IT Technician (PT Regular)	12/1/18	\$1,508/\$18,096

Resignations/ Terminations/Retirements	Position	Effective	Reason
Donna Anderson	Nursing Faculty	12/17/18	Resignation
Shona Mitchell	Cosmetology Faculty	12/17/18	Resignation
Nicole Mena	Tutoring Coordinator	12/20/18	Resignation
Craven Community College Job Searches October 1, 2018 – December 31, 2018			
Position	Opening Date	Closing Date	
Administrative Assistant- TRiO (PT Regular)	10/5/18	10/31/18	
Administrative Assistant- PRE (PT Regular)	10/5/18	10/31/18	
Institutional Advancement Specialist	10/12/18	10/28/18	
Communications Faculty	10/22/18	11/16/18	
English Faculty/ACA Coordinator	10/22/18	11/16/18	
Nursing Faculty	11/5/18	11/18/18	
Executive Director of Career Programs	11/9/18	11/30/18	
Cosmetology Faculty	11/27/18	12/7/18	

CCC Facilities Usage Report
October - December 2018

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
Ward & Smith, P.A.	10/3/2018	Profit	Naumann Community Room	\$227.50	4/19/2018	28
Full Circle Enterprises	10/4/2018	Profit	Naumann Community Room	\$130.00	10/4/2018	30
NC Department of Environmental Quality, Division of Coastal Management	10/9/2018	Gov	AMC 104 Naumann			8
Craven Smart Start/Childcarte Resource & Referral	10/12/2018	Edu	Community Room			40
New Bern Historical Society	10/19/2018	Non-Profit	AMC 102			50
NC Council for Women & Youth Involvement	11/2/2018	Gov	AMC 102 Naumann			36
Full Circle Enterprises	11/8/2018	Profit	Community Room	\$130.00	11/8/2018	34
Food Bank of Central and Eastern North Carolina for SHIP	11/9/2018	Non-Profit/Gov	BIT 106, 107, 110 Naumann			
NC Symphony Society, Inc.	11/14/2018	Non-Profit	Community Room			20
Craven County	11/13/2018	Gov	Orringer			
Boy Scout Troup, Neuse Basin District	11/26/2018	Non-Profit	Orringer			105
Human Resources Unlimited	11/30-12/1/2018	Profit	BIT 209	\$1,040.00	11/1 & 30/2018	20
LCA Advertising & Promotions, Inc.	12/13/2018	Profit	Orringer	\$350.00	11/13 & 12/13/2018	250
NC Department of Environmental Quality, Division of Coastal Management	12/6/2018	Gov	AMC 104 Naumann			6
Full Circle Enterprises	12/6/2018	Profit	Community Room	\$130.00	12/6/2018	38
NC Department of Revenue	12/3-7, 2018	Gov	AMC 102			45
NC Department of Revenue	12/11/2018	Gov	AMC 102			
Kiddie Kollege Learning Center, Inc.	12/11/2018	Profit	Orringer	\$162.50	12/6/2018	125
NC Department of Environmental Quality, Division of Water Resources	12/19/2018	Gov	AMC 102			50
Trent Park Elementary School	12/20/2018	Edu	Orringer			250

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

SOUND FISCAL AND MANAGEMENT PRACTICES

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

Approval: April 19, 2011

Revision: [PROPOSED, February 19, 2019]

SOUND FISCAL AND MANAGEMENT PRACTICES

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

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

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

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

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TOBACCO AND NICOTINE PROHIBITION

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

Approval: April 19, 2011

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

TOBACCO AND NICOTINE PROHIBITION

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

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

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

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

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

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CRAVEN COMMUNITY COLLEGE
NEW BERN CAMPUS
STUDENT CENTER BUILDING
ACADEMIC SUCCESS CENTER RENOVATION

ARCHITECTURAL & ENGINEERING DESIGN SELECTION COMMITTEE

Todd Murphey, Procurement & Fixed Assets Officer
Cindy Patterson, Financial Services & Purchasing Executive Director
John Melville, Facilities Executive Director
Jim Millard, Vice President for Administration

The Committee met on January 7, 2019 and reviewed presentations from JKF Architecture and MBF Architects. The Committee recommends JKF Architecture for architectural and engineering design for the Academic Success Center renovation project.



December 13, 2018

Todd Murphrey, Procurement and Fixed Assets Officer
Craven Community College
800 College Court
New Bern, NC 28562

RE: Architectural and Engineering Design Services for the Academic Success Center Renovation

Dear, Mr. Murphrey:

It is my pleasure to submit to Craven Community College (CCC), JKF ARCHITECTURE, to provide Architectural and Engineering Design Services for the Academic Success Center Renovation in New Bern. Our Design Team is uniquely qualified for this exciting project given our diverse background and experience on campus. By choosing JKF ARCHITECTURE, you will receive:

- Expert experience successfully delivering specialized renovation projects for Community Colleges;
- Strong familiarity with CCC, particularly through a number of recent projects;
- A LEED-accredited Design Team with ability to deliver energy efficient projects that save taxpayer dollars;
- Our proven ability to commit to your timetable, while completing tasks on-time and within budget.

Our Firm is dedicated to supporting the North Carolina Community College System and our portfolio of work for 11 different Colleges, including CCC, is a testament to that commitment. For CCC, JKF ARCHITECTURE is currently completing construction on the renovation of the first floor of Barker Hall. This approximately 12,000 SF renovation modernizes student services, providing students with a "one-stop" location for all their needs. In addition, the renovation updates the interior lobby, ensures ADA compliance, creates space for students to recharge, modernizes the office suite, and delivers a new entrance into Public Radio East, which broadcasts live from the CCC campus. Our Team is also beginning construction on the new STEM Building on the Havelock-Cherry Point Campus that will include labs, collaborative space, dynamic classrooms, conferencing, and faculty offices.

You are assured continuity through the entire planning, design, and construction process, derived through my dual role as the College's single Point-of-Contact and the Principal Architect of JKF ARCHITECTURE. This model streamlines communication, protects your interests at all times, and ensures the highest-caliber results. Most important to your success is JKF ARCHITECTURE'S ability to understand the distinct needs of our client. Our principal architect, John Farkas, has visited the existing space to review project needs. We are intimately familiar with the campus and currently have a number of projects underway, which will allow us to save on travel costs and other resources as we complete this renovation.

Our Design Team has significant experience completing multi-faceted renovation projects for Community Colleges and Universities across Eastern North Carolina. We are committed to creating a built-environment in the Academic Success Center that maximizes efficiency, minimizes long-term maintenance costs, and provides students and staff a unique space to work, learn, and grow. The goals identified in your Request for Qualifications strongly align with our proven capabilities. We sincerely look forward to the opportunity to further review our qualifications, our work, and the level of commitment we will bring to the CCC, with you and the selection committee.

Sincerely,

John K. Farkas, AIA, LEED AP, BD+C
President and Principal Architect

Brian A. Farkas, MPA
Director of Development and Client Relations

625 Lymndale Court, Suite F
Greenville, NC 27858
252-355-1068 (T)
252-355-0126 (F)
jkfarch.com

WELCOME TO JKF ARCHITECTURE - CELEBRATING 20 YEARS IN 2018!

JKF ARCHITECTURE was founded in 1998 by John K. Farkas, AIA in Greenville, NC. John is a licensed architect in North Carolina, South Carolina, Virginia, and New Jersey, with over 28 years experience in Eastern North Carolina. Over the last 20 Years, JKF ARCHITECTURE has evolved into a seven-person firm serving a diverse range of public agencies and clientele throughout North Carolina.



JKF ARCHITECTURE has successfully completed numerous projects involving a diverse portfolio of master plan updates, new construction, additions, alterations, repairs, and **renovations**. These projects have included public, religious, institutional, historically significant, residential, and commercial facilities. In addition, we have completed numerous specialty projects involving roof replacements, ADA accessibility studies and implementation plans, master plans, building programming, and facility assessments.



The success of JKF ARCHITECTURE can be attributed to our commitment to providing a unequalled level of personalized and effective professional services. Our experience has taught us that a successful project depends on an architect's ability to take the time to understand the client, insure their needs are translated into effective documents, and a tenacious approach to managing the implementation during construction.

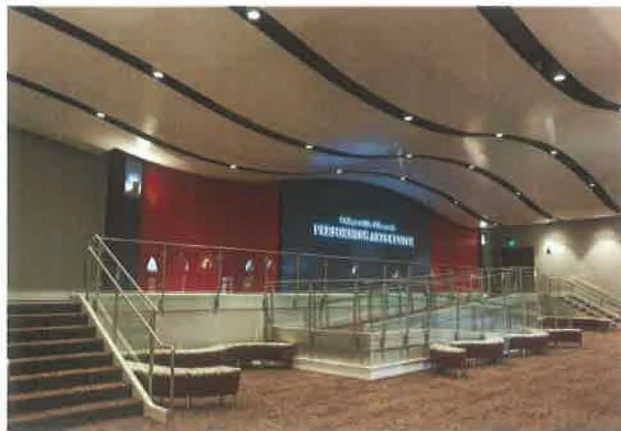


We know that continuity will reduce, if not eliminate, breakdowns in communication both during design and construction. Our clients expect there to be one architect to lead them through all phases of a project. This is a commitment that very few firms can make, but it is what we do the best.

JKF ARCHITECTURE is celebrating 20 Years in 2018 and is uniquely qualified to complete the Academic Success Center Renovation for Craven Community College. Our references will attest to our Design Team's competence and ability to complete projects the right way.

JKF ARCHITECTURE clients include:

- Craven Community College
- East Carolina University
- Pitt Community College
- College of The Albemarle
- Lenoir Community College
- Wilson Community College
- Martin Community College
- Sampson Community College
- Pamlico Community College
- Beaufort County Community College
- Roanoke-Chowan Community College



Our Mission: To deliver successful client-focused architecture, planning, and design solutions, powered by an energized and innovative Design Team.

Learn more about our Team at jkf-arch.com!



SPECIALIZED OR APPROPRIATE EXPERTISE FOR THIS PROJECT

JKF ARCHITECTURE can provide Craven Community College with a full-range of professional architectural and engineering services to meet project and building needs.



PRE-DESIGN SERVICES:

- Advanced Planning Design Services
- Existing Building Assessment, Code Assessment
- Energy and Sustainability Evaluation
- Life-cycle Cost Analysis and Modeling
- Long Range and Master Planning
- Project/Building/Space Programming and "Turn-key" Budgeting
- Building Envelop Evaluations, Remediation Strategies, and Implementation Plans

DESIGN SERVICES:

- Schematic Design
- Design Development
- Construction Documentation
- Bidding
- Construction Administration
- Project Close-out
- Post-Construction Services

ADDITIONAL SERVICES:

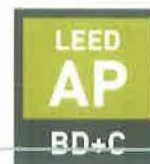
- Energy Efficiencies and Sustainability (LEED, etc.)
- Day-lighting and Cost-Benefit Modelling
- Accessibility Studies, Removal of Barriers
- Project Management
- Interior Design and Furnishing Procurement
- Project Estimating and Budgeting
- Renderings and 3D Modeling/ Visualization

Relevant Certifications and Memberships:

JKF ARCHITECTURE maintains updated certifications and memberships with relevant national, state, and local professional organizations.



**THE AMERICAN
INSTITUTE
OF ARCHITECTS**



PAST PERFORMANCE ON SIMILAR PROJECTS

JKF ARCHITECTURE has significant similar experience on new construction projects for the State of North Carolina, including multiple projects for **Craven Community College**.

Craven Community College (CCC), New Havelock-Cherry Point Campus STEM Building:

JKF ARCHITECTURE was selected to design the 16,417 SF building to house the STEM Early College High School and other programs designated by Craven Community College. The facility is located on the College's Havelock-Cherry Point Campus, with close proximity to the local military base. The building is proceeding *on schedule* and will include general purpose classrooms, collaborative learning spaces, faculty offices, conference areas, as well as lab-studio space for both the STEM Early College High School and the joint Craven Community College-NC State Engineering Program.

The cost of this project is estimated at \$4,557,500 and completion is targeted for the end of 2020.



PAST PERFORMANCE ON SIMILAR PROJECTS

JKF ARCHITECTURE has significant similar experience on new construction projects for the State of North Carolina, including multiple projects for **Craven Community College**.

Craven Community College (CCC), Barker Hall Student Services Renovation:

CCC selected Greenville-based JKF ARCHITECTURE for the repair and complete renovation of the first floor of Barker Hall, located on their Main Campus in New Bern, North Carolina. This approximately 12,000 SF renovation modernizes student services, providing students with a "one-stop" location for all their needs. In addition, the renovation updates the interior lobby, ensures ADA compliance, creates space for students to recharge, modernizes the office suite, and delivers a new entrance into Public Radio East, which broadcasts live from the CCC campus.

Many of the proposed spaces in the renovation are envisioned as places for both individuals and groups to study and work in a collaborative and innovative environment, while having Student Services readily available. The project cost \$976,900 and is nearing completion.



PAST PERFORMANCE ON SIMILAR PROJECTS

JKF ARCHITECTURE has significant similar experience on new construction projects for the State of North Carolina, including multiple projects for Community Colleges.

Pitt Community College (PCC), New Science and Technology Building:

Funded by a 2013 Pitt County bond referendum and a US Department of Commerce EDA Grant, this 80,000 SF, two-story state-of-the-art building will house life science programming, as well as advanced manufacturing and industrial training programs for the College. The building includes a dynamic STEM Center with Collaborative Spaces, General Purpose Classrooms, Advanced Science Labs, Flexible Industrial Bays, Large-capacity Lecture/Meeting Space, and Faculty Offices. This project will support Pitt County's industrial recruitment and advanced manufacturing efforts, offering a space that helps employers find a readily available, highly-skilled workforce. The project bid \$3 million under budget in August 2015 and was awarded "Public Project of the Year" by *Business North Carolina* in November 2017. The building earned a Merit Award from the North Carolina State Building Commission in April 2018.



Pitt Community College (PCC), Goess Student Center, Phase I and Phase II:

This 35,000 SF building is the home of Student Services, providing students with a "one-stop" location for all their administrative functions. This includes the Registrar, Financial Aid, Cashier, Counseling, and Student Government Offices and activity spaces. The building has become the central focus for student life by including a new dining room and food service facility. A large multi-purpose room accommodates over 500 people in various configurations. The cost was \$6 million and was completed on time and within budget in December 2008.

After the success of Phase I, JKF ARCHITECTURE designed a 15,000 SF addition to the Student Center. The new space includes a bookstore, student lounge, as well as a Counseling/Tutoring Center. The project was completed on time and within budget.



PAST PERFORMANCE ON SIMILAR PROJECTS

JKF ARCHITECTURE has significant similar experience on new construction projects for the State of North Carolina, including multiple projects for Community Colleges.

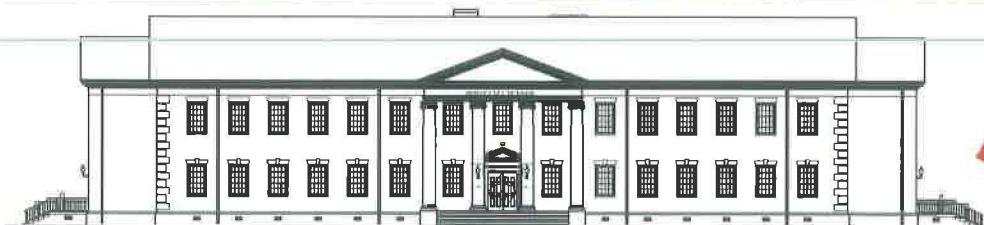
East Carolina University (ECU), College of Education Academic Success Center Renovation:

Located in the Rivers Building at ECU, this complete renovation included a new space for students to consult professional advisors on important academic issues, while supporting the efforts of the College of Education. The project was successfully executed in a relatively accelerated time frame and with a limited budget. The project was completed *on time* in May 2014 at a cost of \$280,000.



Pitt Community College (PCC), Humber Building Renovation:

PCC selected JKF ARCHITECTURE for the \$2.5 million, comprehensive interior renovation of the Humber Building, located on their main campus in Winterville, NC. The project encompassed over 60,000 SF and included life-safety upgrades, programmatic floor plan changes, new doors throughout, new exterior aluminum windows and doors, new HVAC and plumbing, ADA upgrades, new electrical, and new fire alarm systems. The project was completed *on time* and *within budget* in 2006.



ADEQUATE STAFF AND PROPOSED DESIGN TEAM FOR PROJECT

JKF ARCHITECTURE and our engineering consultants have a combined staff of over 50 people that are fully committed to the successful delivery of the Academic Success Center Renovation for Craven Community College. Our project team represents all the necessary disciplines required and worked successfully together on many other specialized, renovation projects. From site improvements to plumbing, mechanical, and electrical engineering, our team is fully integrated. We will develop solutions to your project that are economical, meet specific programmatic needs, and are easily maintained over time. Our entire team provides project stakeholders with many opportunities for input.



"Our philosophy is simple. Your architect should be there to personally meet all your needs throughout the entire design and construction process."

-John Farkas



John K. Farkas, AIA, LEED AP BD+C
Principal and Project Architect

Mark Ziegler, Associate AIA, Project Designer
Jair Hernandez, Architectural Designer
Jackie Farkas, Administration and Interior Designer
Brittany Tucker, ASID, Interior Designer
Brian Farkas, MPA, Director of Client Relations and Development



Atlantec Engineers, PA
Raleigh, NC
Jim DelPapa, Jr. PE
Mechanical, Electrical, and
Plumbing Engineering Design



NRW Engineering
Virginia Beach, VA
Kevin Roomsburg, PE
Structural Engineering Design



Matrix Health & Safety
Raleigh, NC
C. Britt Webster, CIH
HAZMAT Testing and
Remediation Design

Document Quality Control and Coordination of the Various Disciplines:

JKF ARCHITECTURE'S success with quality control and coordination is evident in our proven track record for cost control. We maintain "living" and up-to-date documentation of all our projects that form the basis for our library procedures and techniques that work. We also engage our consultants continuously throughout the process. We use CONDOC and project keynotes to increase coordination between drawings and specs. We are also utilizing REVIT to increase coordination.

CURRENT WORLOAD AND STATE PROJECTS AWARDED

Based on our current workload, JKF ARCHITECTURE'S Team can successfully deliver the Academic Success Center Renovation to Craven Community College. We are operating at 50% design capacity, leaving plenty of available resources to complete this project fully.

State-awarded projects include work with Craven Martin, Lenoir, Pitt, and Sampson Community Colleges. JKF ARCHITECTURE is also completing work for the NC Departments of Health and Human Services, Public Safety, and Transportation. The team has only one other project in Schematic Design, so there is plenty of available capacity to quickly get to work on this project, based on the Owner's direction and availability.



PROPOSED DESIGN APPROACH FOR THE PROJECT

We understand the commitment it takes to complete a project as important as this. JKF ARCHITECTURE will prioritize all of the goals for the successful renovation and delivery of the Academic Success Center for Craven Community College.

First Steps and Schedule:

The first steps of the process is developing a milestone schedule that you can count on. JKF ARCHITECTURE will commit to meeting this schedule and providing the necessary resources to complete the NC DOJ project on time and within budget. Many key factors in developing an effective schedule include site analysis, building availability, agency approvals, and ultimately final design and implementation.

JKF ARCHITECTURE will meet with the intended users to review the Owner's needs for the Academic Success Center and confirm operational parameters by identifying all programmatic spaces and their sizes. From this, our Design Team will also:

- Deliver a "Turn-key" budget breakdown;
- Identify critical code and approval issues (ADA, etc.); and
- Identify and work with HAZMAT consultant on any abatement efforts where appropriate/necessary, working with the Owner to mitigate impacts on the project timeline.

Interior Design Concepts and Solutions:

While our scope within the building is limited, JKF ARCHITECTURE will account for the design impacts of this project on the Student Center as a whole. Our in-house Interior Design Team has the skills to create dynamic, collaborative learning environments that integrate the various functions required by the Academic Success Center (support services, tutoring, employability lab, etc.) with a positive overall aesthetic appeal. Based on experience designing similar spaces, maximizing flexibility is key.

Any changes should integrate into the College's "fabric" by acknowledging the past, working within existing campus design guidelines, and looking to the future. We strive to deliver a timeless design the College can be proud of.

JKF ARCHITECTURE will create a variety of collaborative spaces that are inviting and relaxing to students. The development of spaces that inspire learning and achieving "academic success" are critical. The design should explore multiple forms of technology to students and recognize the wide array of abilities and learning styles.

Familiarity with the City of New Bern and Craven County Government Regulations, Ordinances, and Inspection Procedures:

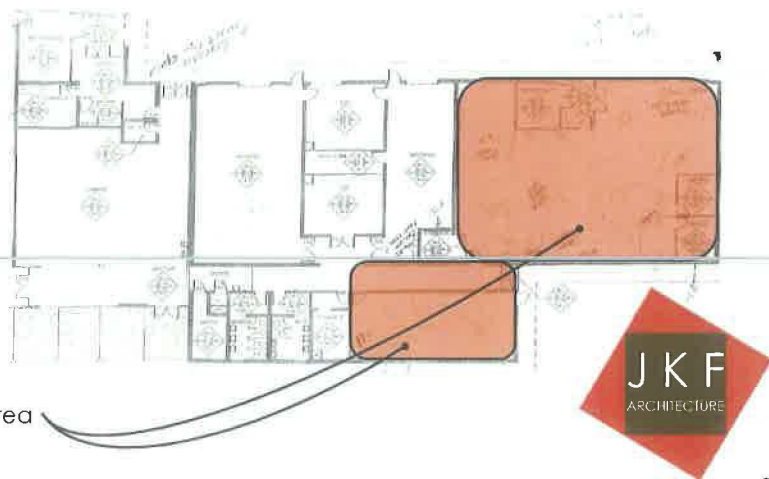
Having personally worked in New Bern for a number of years, John Farkas has experience and familiarity with Local Regulations, Ordinances, and Inspection Procedures associated with any project.



Working with CCC Stakeholders in 2016.



Collaborative, Multi-use Spaces



Proposed Renovation Area

RECENT EXPERIENCE WITH PROJECT COSTS AND SCHEDULES

JKF ARCHITECTURE is proud of its record for controlling both costs and schedules. Through tenacious administration of the construction contract, our Team has developed a reputation and track record of effectiveness in delivering completed client projects on time and within budget.

Project:	Budget	Bid	Change Orders
Craven CC Barker Hall Renovation Hertford County Government	\$ 1,197,030	\$ 976,900	\$ -
Social Services Renovation	\$ 2,285,357	\$ 2,208,000	\$ -
Pitt CC New Science Building	\$ 16,987,000	\$ 14,081,000	\$ -
Pitt CC Student Center, Phase II	\$ 2,730,000	\$ 2,825,000	\$ 8,000
Pitt CC New Academic Classroom Bldg. Beaufort CC Building #12	\$ 11,400,000	\$ 7,393,799	\$ 195,149
Allied Health and Nursing Building	\$ 6,500,000	\$ 4,840,116	\$ 40,469

CONSTRUCTION ADMINISTRATION CAPABILITIES

JKF ARCHITECTURE'S construction administration record is second to none. As Project Architect and Principal, John Farkas will be the Owner and Contractor's sole point-of-contact throughout the entire project, with redundancy provided by multiple members of the team. This continuity ties the design and construction process together, helps overall quality control, and reduces miscommunication during construction. Our philosophy has been deemed successful by the three Certificates of Merits received from the North Carolina State Building Commission. These awards are testimonials to our efforts on behalf of clients. Our Firm is committed to maintaining the same standard of excellence.

If there is a true issue with the design, then our process gives the Architect an opportunity to provide a practical, cost effective design solution. In conjunction with our highly successful design approach, our construction administration philosophy allows us to represent the Owner's interests at all times, mitigates "design flaws," and prevents "value engineering."

PROXIMITY TO AND FAMILIARITY WITH THE PROJECT AREA

Our Team is familiar with Craven Community College, including the Student Center, having a number of projects for the College currently underway. The proximity of these existing projects will benefit CCC as we can maximize our time and resources. JKF ARCHITECTURE can maintain the necessary presence during both design and construction. We will visit the site regularly during construction and will be quickly available to the site should any critical issues arise.

HISTORY OF MAJOR TECHNICAL OR LEGAL PROBLEMS

All JKF ARCHITECTURE projects have been completed without any major technical or legal problems.

OTHER FACTORS THAT MAY BE APPROPRIATE FOR THIS PROJECT

Our reputation for satisfying the requirements of the State Construction Office are highly regarded and JKF ARCHITECTURE'S strong relationship with the agency will be an asset to Craven Community College (CCC) through the entire life of the Academic Success Center Renovation.

References:

Mr. Latif Kaid, PE
Director of Design
NC State Construction Office
(919) 807-4095

Mr. Doug Edwards
Project Monitor
NC State Construction Office
(919) 605-2516

Mr. Ricky Hill
Dir. of Facilities Services
East Carolina University
(252) 328-6776



STANDARD
FORM (SF)

254

Architect-Engineer
and Related Services
Questionnaire

1. Firm Name/Business Address:

625 Lynndale Court, Suite F
Greenville, NC 278581a. Submittal is for ☐ Parent Company ☐ Branch or Subsidiary Office2. Year Present Firm
Established:

1998

3. Date Prepared:

12-13-2018

4. Specify type of ownership and check below if applicable

Sub-S

- ☒ A. Small Business
- ☐ B. Small Disadvantaged Business
- ☐ C. Women-owned Business

5. Name of Parent Company, if any:

Not applicable

5a. Former Parent Company Name(s), if any and Year(s) Established:

Not applicable

6. Name of not more than Two Principals to Contact: Title/Telephone

1) John K. Farkas, AIA, LEED AP, BD+C: President/(252)355-1068

2)

7. Present Offices: City / State / Telephone / No. Personnel Each Office

625 Lynndale Court, Suite F
Greenville, NC 278587a. Total Personnel 6

8. Personnel by Discipline: (List each person only once, by primary function.)

<u>1</u> Administrative	<u> </u> Electrical Engineers	<u> </u> Oceanographers
<u>1</u> Architects	<u> </u> Estimators	<u> </u> Planners: Urban/Regional
<u> </u> Chemical Engineers	<u> </u> Geologists	<u> </u> Sanitary Engineers
<u> </u> Civil Engineers	<u> </u> Hydrologists	<u> </u> Soils Engineers
<u> </u> Construction Inspectors	<u>2</u> Interior Designers	<u> </u> Specification Writers
<u>2</u> Draftsmen	<u> </u> Landscape Architects	<u> </u> Structural Engineers
<u> </u> Ecologists	<u> </u> Mechanical Engineers	<u> </u> Surveyors
<u> </u> Economists	<u> </u> Mining Engineers	<u> </u> Transportation Engineers

9. Summary of Professional Services Fees Received:

(Insert index number)

Last 5 Years (most recent year first)

	20 17	20 16	20 15	20 14	20 13
Direct Federal contract work, including overseas	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
All other domestic work	<u>5</u>	<u>5</u>	<u>5</u>	<u>5</u>	<u>4</u>
All other foreign work*	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>

*Firms interested in foreign work, but without such experience, check here: ☒

Ranges of Professional Services Fees

INDEX

1. Less than \$100,000
2. \$100,000 to \$250,000
3. \$250,000 to \$500,000
4. \$500,000 to \$1 million
5. \$1 million to \$2 million
6. \$2 million to \$5 million
7. \$5 million to \$10 million
8. \$10 million or greater

079	P	8 Sampson Community College New Welding Building and Activities Building Addition in Clinton, NC	Sampson Community College 1801 Sunset Avenue Clinton, NC 28328	4192	2019
079	P	9 Sampson Community College 2016-2021 Master Plan Update in Clinton, NC	Sampson Community College 1801 Sunset Avenue Clinton, NC 28328	21.614	8/2016
029	P	10 Pitt Community College New Early College High School in Winterville, NC	Pitt Community College 1986 Pitt Tech Road Winterville, NC 28590	3400	2018
072	P	11 NC Dept. of Cultural and Natural Resources, Douglas Building Complex Repairs and Renovations in New Bern, NC	NC Dept. of Natural and Cultural Resources 109 E. Jones Street Raleigh, NC 27601	820	2019
072	P	12 NC Dept. of Health and Human Services O'Berry Renovation (ELC-1) in Goldsboro, NC	NC Dept. of Health and Human Services Goldsboro, NC	4300	2017
029	P	13 Craven Community College STEM Classroom Building (Havelock Campus) in Havelock, NC	Craven Community College 800 College Court New Bern, NC 28562	3000	1/2018
029	P	14 Sampson Community College North Building Roof Replacement in Clinton, NC	Sampson Community College 1801 Sunset Avenue Clinton, NC 28328	100	5/2015
072	P	15 Hertford County Government Department of Social Services Renovation in Winton, NC	Hertford County Government 115 Justice Drive, Suite 1 Winton, NC 27986	2100	3/2017
079	P	16 Beaufort County Community College 2015-2020 Master Plan Update in Washington, NC	Beaufort County Community College 5337 US Highway 264 Washington, NC 27889	15	6/2015
072	P	17 NC Dept. of Transportation Morehead City DMV Addition in Morehead City, NC	1 S. Wilmington Street Raleigh, NC 27601	505	2017
072	P	18 NC Dept. of Transportation Elizabeth City District Engineer's Office in Elizabeth City, NC	1 S. Wilmington Street Raleigh, NC 27601	1000	2017
008 029	P	19 College of The Albemarle Performing Arts Center (PAC) Renovation in Elizabeth City, NC	1208 N Road Street Elizabeth City, NC 27909	52	6/2017



December 12, 2018

Mr. Todd Murphrey
Purchasing
Craven Community College
800 College Ct.
New Bern, NC 28562

RE: Academic Success Center Renovation
Qualifications for Architectural Services

Dear Todd:

On behalf of MBF Architects, P.A., I would like to submit our credentials for consideration in regard to your Request for Qualifications for the **Academic Success Center Renovation**. Our firm has extensive experience working with the State of North Carolina, local governments and private clients. Recently, we have successfully completed projects for NC DENR Division of Marine Fisheries, MCAS Cherry Point, MCB Camp Lejeune, Wayne Community College and Craven Community College.

MBF Architects, P.A. is a long established architectural firm located in Craven County. We choose to pursue projects in our immediate area because it enables the client and designer to meet frequently to discuss project parameters. Also, the short distance allows us to closely monitor the progress of construction, and keep abreast of developments as they occur. Communication skills and construction administration are our strengths, and the combination of these advantages ensures that the client receives a finished product of quality.

Our submittal is structured in accordance with the State Construction Office Selection Criteria as currently published on their website. I believe that you will find sufficient information therein to evaluate our qualifications, including our SF 254.

Thank you for your time and consideration, and I hope that we have the opportunity to review this project in detail in the near future.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'D. Eure'.

Darden J. Eure, III, AIA, NCARB
MBF Architects, P.A.

DETAILED FIRM QUALIFICATIONS

MBF Architects, P.A.

Academic Success Center Renovation Craven Community College

(1) Specialized or appropriate expertise in the type of project.

MBF Architects, P.A. has provided architectural services for more than 1,000,000 square feet of Federal, Municipal, County and State projects, and has an additional 250,000 square feet of experience in working with Community Colleges and Schools.

Our **Community College** experience includes the following types of curriculum space: Administration, Library, Learning Resource Center, Vocational Trades, Auditorium, Performing Arts Venue, Student Services, Registration, Admissions, Bookstore, Gym, Various Science Laboratories, Cosmetology, Nursing, Allied Health, Accounting, Office Technology, Information Technology, Data Center, Continuing Education, Art and Music, Basic Law Enforcement Training, Computer Aided Machine Shop, Aeronautical Technology, Aircraft Maintenance and Repair Building, Emergency Evacuation Shelter, General Classroom Accommodations, Roof Replacements, Building Evaluation, Facility and Master Planning and Repair and Renovation Services.

Our Federal, Municipal, County and State experience includes the following types of space: Administration, Library, Courthouse, Mental Health, Health Department, Social Services Department, Police Station, Fire Station, Emergency Management Services, Head Start Classrooms, Light Vehicle Repair Garage, Medium and Heavy Tactical Vehicle Repair Garage, Town Hall, Animal Shelter, Recreation Center, Swimming Pool Enclosure, Public School Facilities for grades K through 12, Warehouse, Helipad, Aircraft Hangar, Aircraft Maintenance Facility, Watercraft Maintenance Facility, Jail Compliance Improvements, Streetscape Improvements, Building Demolition, Elevator Replacement, Accessibility and Life Safety Improvements, Building Evaluation, Facility and Master Planning and Repair and Renovation Services.

Our experience with Privately Owned facilities includes the following types of space: Administration, Light Industrial, Bank, Newspaper, Family Life Center, Nonprofit, Nursing Home Compliance Improvements, Small Commercial Development, Small Commercial Upfits, Shopping Center, Multi Family Housing, Land Planning and Development, School Facilities for grades 5 through 12, Building Evaluation, Building Code Summary and Compliance, Facility and Master Planning and Campground Advanced Planning.

(2) Past performance on similar projects.

MBF Architects, P.A. is able to demonstrate successful working relationships with public and private clients. Evidence of our track record is found in our list of repeat clientele, not the size or scale of the work. Reference Item (6) for detailed project information.

(3) Adequate staff and proposed design or consultant team for the project.

MBF Architects, P.A. will assemble a design team of no fewer than nine professionals and their support staff for this project. Fields represented include architecture, planning, structural engineering, plumbing engineering, mechanical engineering, electrical engineering, and other specialty consultants as required. In house staff totals seven employees, of which a minimum of three will be directly involved in this commission. Reference Item (5) for the design process and approach.

MBF Architects, P.A.

ENGINEERING CONSULTANTS

William L Faulkenberry, AIA, NCARB
Darden J. Eure, III, AIA, NCARB

Kaydos-Daniels Engineers, PLLC
Structural Consultant, Raleigh

Key Staff Members for this Project
Staff of 7 Personnel, New Bern Office

EnTech Engineering, P.A.
Mechanical Consultant, Goldsboro

(4) Current workload and projects awarded.

MBF Architects, P.A. currently has several projects in progress, both privately and publicly funded. They are as follows:

Construction:	Communications Office Renovations Contract Closeout underway NC Division of Marine Fisheries
	Magnolia Building Roof Replacement Under construction, scheduled to be completed December 2018 Wayne Community College
	Marine SOF Motor T and Watercraft Maintenance Facility Under construction, scheduled to be completed December 2019 NAVFAC MIDLANT, MCB Camp Lejeune
	Maintenance Building Fire Alarm and Roof Replacement Under construction, scheduled to be completed January 2019 NC Division of Marine fisheries
Design:	Main Building Roof Replacement Construction Document Phase in progress NC Division of Marine fisheries
<hr/>	
	Academy Building Maintenance and Repairs Construction Document Phase in progress NC Department of Natural and Cultural Resources, Tyron Palace
	F-35 Lift System Repair Facility Contract Award in progress NAVFAC MIDLANT, MCAS Cherry Point

(5) Proposed design approach for the project including design team and consultants.

MBF Architects, P.A. has provided architectural services for clients in eastern North Carolina since 1993. From the beginning, the process of combining architectural ideas with consultant input was recognized as the key to a successful problem solving method. To this day, a design team approach is utilized for all projects.

As with any team, a high level of effectiveness is dependent upon the cooperation and continuity of each individual member. We find it advantageous to consistently work with the same core of consultants. This previous experience in working together enhances communications and guarantees the level of cooperation needed to achieve project objectives.

Often, projects require special consulting services to address unique portions of the work. As these needs are identified, the core design team is expanded to include specialists, and their input is coordinated into all aspects of the design. Ultimately, form, function and aesthetics are molded into a finished product that is tailored to meet the client's needs.

As a service oriented firm, we are committed to assisting our clients through all phases of capital improvement projects including advance planning, building design, construction administration, follow up evaluation, warranty resolution and maintenance planning. MBF Architects, P.A. has made a conscience decision to pursue commissions within a limited geographical area. By minimizing travel time, we are able to frequently examine site conditions, meet with client contact persons, and monitor construction progress. Hands on management is critical to keeping the client informed and controlling the pace of the project.

Unlike other firms our size, MBF Architects, P.A. has four architects and a planner on staff. Each commission is assigned a project manager, who is also a firm principal, to oversee the design process from its conception through the completion of the work. Continuity across all aspects of the design is critical to the success of the project. The project manager takes a lead role

in defining the problem, developing concepts with the client, selecting the best solutions, coordinating contract documents, and managing construction activities. Reference Item (7) for detailed construction administration capabilities.

(6) Recent experience with project costs and schedules.

We have selected four similar projects, the majority of which have been active in the last five years. Craven Community College's Havelock Campus represent a project funded in part by Craven County, part by State Bond Funds, and oversight by the State of North Carolina. The Craven Community College's New Bern Campus Master Plan Update represents a project funded by Craven County. The Kelso Hall Shop Addition represents a project funded in part by a grant from the Economic Development Administration (EDA) and oversight by the State of North Carolina. Pamlico Community College's Life Care Learning Center represents work funded by the Higher Education Bond, USDA and EDA Grant Monies, in addition to NCCCS Facility Grant combined with Local Funds and oversight by the State of North Carolina. The quality of our work is such that each of these clients has retained the services of MBF Architects P.A. on multiple occasions. There is no better reference than a repeat client.

Project:	Havelock Campus Master Plan and Complete Design
Client:	Craven Community College
Project Budget:	\$8,250,000.00
Contract Award:	\$6,901,937.00
Negotiated A/E Fee:	\$ 547,000.00
Final A/E Fee:	\$ 596,912.00

Project:	Master Plan Update New Bern Campus
Client:	Craven Community College
Negotiated A/E Fee:	\$ 28,000.00
Final A/E Fee:	\$ 28,000.00

Project:	Kelso Hall Shop Addition
Client:	Craven Community College
Project Budget:	\$1,104,000.00
Contract Award:	\$ 749,000.00
Negotiated A/E Fee:	\$ 120,460.00
Final A/E Fee:	\$ 120,460.00

Project:	Life Care Learning Center
Client:	Pamlico Community College
Project Budget:	\$3,541,537.00
Contract Award:	\$3,145,994.00
Negotiated A/E Fee:	\$ 252,000.00
Final A/E Fee:	\$ 308,200.00

(7) Construction administration capabilities.

Just as communication with the Owner is critical in defining the scope of work to be provided, we believe that communication is also key to successfully executing the construction of the building.

First, MBF Architects, P.A. makes site visits a minimum of once a week on average over the duration of the project. A formal Monthly Meeting is held once a month where representatives of all contracting parties meet to review job progress and affect coordination of the work.

Second, site observations and meetings have very little significance if there is no record of the communications exchanged. In addition to Monthly Meeting reports, MBF Architects, P.A. maintains a project log where all on site and off site communications are recorded. From this log, weekly reports are typed and distributed. Significant changes or clarifications to the contract documents are always supplemented by both written text and drawings to minimize misunderstandings and fully explain the direction to be undertaken.

Third, MBF Architects, P.A. begins evaluating the quality of workmanship immediately following the Notice to Proceed. Observations and work requiring additional attention are listed on a running punch list that is updated and regularly issued. An item on the punch list is not removed until the responsible trade furnishes the corrective action needed, and the Architect deems the work acceptable. By identifying unacceptable trade work early, the Contractor is notified of problems while there is still time to take corrective action; therefore, the overall quality of the finished product is elevated to a higher standard.

(8) Proximity to and familiarity with the area where the project is located.

MBF Architects, P.A. is located at 317-C Pollock Street, New Bern in Craven County, **approximately 5 miles from the Craven Community College campus.**

(9) Record of successfully completed projects without major legal or technical problems.

MBF Architects, P.A. has a very successful record best demonstrated by the number of clients that choose to work with us again on subsequent projects. We encourage you to seek references from any of the Owners listed on our SF 254 and any of the Contractors listed herein. With few exceptions, almost all of our projects have been successful in part because potential technical or legal problems, whether large or small, were identified and resolved by the Architect before they escalated beyond the control of the contracting parties.

Any firm that has extensive experience, such as MBF Architects, P.A., has been involved with a project affected by litigation. However, we have also learned that a strong scope of construction administration services enables us to thoroughly document the progress of the work, conversations, intermediate resolutions and activities that will build a comprehensive case for the use of the Owner should such a situation arise. Reference Item (7) for detailed construction administration capabilities.

(10) Other factors which may be appropriate for the project.

Mission Statement

MBF Architects, P.A. recognizes the value of firm principals working directly with the client to define the design problem, generate multiple solutions to the problem, and select the most appropriate solution, or combination of solutions, to solve the problem.

Careful project monitoring, throughout the design and construction process, provides a continuity that allows decisions to be made without compromising project scale, function or budget.

Expert consultant advice is solicited as necessary to ensure that each project meets all performance criteria requested by the client and required of the selected design solution.

A design team approach is the most effective means of providing a diversity of experience and expertise that is guaranteed to create alternatives that meet the client's goals.

Lastly, no plan will be implemented without legible, accurate, and thorough construction documents that clearly communicate methods, materials and the design intent of the selected solution.

Respectfully Submitted,



Darden J. Eure, III, AIA, NCARB
MBF Architects, P.A.

Darden J. Eure, III, AIA, NCARB

Credentials

Master of Architecture. University of Michigan, 1995
Master of Urban Planning. University of Michigan, 1995
Bachelor of Environmental Design in Architecture. North Carolina State University, 1992
State of North Carolina Architectural Registration Number 8640
National Council of Architectural Registration Boards Certificate Number 54355
Vice President, MBF Architects, P.A.

Memberships and Appointments

Appointed to the City of New Bern Board of Adjustment,
2018-Present
Appointed to Craven County Partners in Education,
2018-Present
Elected Treasurer of the American Institute of Architects, North Carolina Chapter, Eastern Section, 2008-Present
Member of the American Institute of Architects, North Carolina Chapter
Member of the American Planning Association, North Carolina Chapter
Member of the Rotary Club of New Bern, 2010-Present,
Board of Directors, 2012-Present, President 2015-2016

Previous Civic and Professional Participation

Appointed to the City of New Bern Historic Preservation Commission,
2013-2018, Chairman 2017-2018, Vice Chairman, 2013-2016
Troop Committee, Boy Scout Troop 132, Garber United Methodist Church,
2014
Appointed to the Board of Church Location and Building, New Bern District
of the United Methodist Church, 2008-2012
Appointed to the City of New Bern Planning Board, 2003-2012
Appointed to the City of New Bern Preservation Plan Steering Committee,
2010-2011
Appointed to the City of New Bern Historic Preservation Commission,
1997-2003, Vice Chairman, 1999-2003
Appointed to the City of New Bern Land Use Ordinance Update
Committee, 1999-2000
Pack Committee, Cub Scout Pack 13, Centenary Methodist Church, 1998

Honors and Distinctions

Graduated with Distinction. University of Michigan
Graduated Magna Cum Laude. North Carolina State University
Achieved the rank of Eagle Scout, 1984

Professional Background

MBF Architects, P.A., 2015-Present
DARDEN J. EURE, III and ASSOCIATES, P.A., 2009-2015
PETERSON, EURE and ASSOCIATES, P.A., 2003-2009
PETERSON ARCHITECTS + PLANNERS, P.A., 1999-2003
Peterson Architects, P.A., 1995-1999



William L. Faulkenberry, AIA, NCARB

Credentials

Master of Architecture. North Carolina State University, 1982

Bachelor of Environmental Design in Architecture.

North Carolina State University, 1980

State of North Carolina Architectural Registration Number 4862

National Council of Architectural Registration Boards Certificate
Number 34911

President, MBF Architects, P.A.

Memberships and Appointments

Corporate Member of the American Institute of Architects

Member of the American Institute of Architects, North Carolina Chapter

Member of the Society of American Military Engineers

Member of the National Trust for Historic Preservation

Board Member, Swiss Bear, Inc. Downtown Development Corporation,
1991-Present

Member of the Board of Trustees, Garber United Methodist Church,
2015-2017

Previous Civic and Professional Participation

Appointed to the City of New Bern Historic Preservation Commission,
1989-1997, Chairman, 1990-1997

Board Member on the New Bern Preservation Foundation, 1996 -2004,
President 2003

Elected President of the American Institute of Architects, North Carolina
Chapter, Eastern Section, 2007

Honors and Distinctions

Distinguished Leadership Award for Appointed Official, NC Chapter,
American Planning Association, 1997

Professional Background

MBF Architects, P.A., 1993-Present

Applegate Architects, 1986-1993

Bivens & Burnette Architects, PA, 1985-1986

John N. Peterson, AIA Architect, 1982-1985



Representative Projects

HIGHER EDUCATION

New Bern Campus Master Plan Update, Craven Community College, New Bern, Craven County

Kelso Hall Addition, Craven Community College, New Bern, Craven County

Purdue Hall, Craven Community College, New Bern, Craven County

Business and Technology Building, Craven Community College, New Bern, Craven County

Brock Administration Alterations, Craven Community College, New Bern, Craven County

Bender Continuing Education Building, Craven Community College, New Bern, Craven County

Maintenance Building, Craven Community College, New Bern, Craven County

Campus Entrance Sign, Craven Community College, New Bern, Craven County

Havelock Campus Master Plan, Craven Community College, Havelock, Craven County

College - County Library, Craven Community College, Havelock, Craven County

Institute of Aeronautical Technology, Craven Community College, Havelock, Craven County

Redd Building, Craven Community College, Havelock, Craven County

Ned Everett Delamar Center , Pamlico Community College, Grantsboro, Pamlico County

Azalea Overhead Door Enlargements, Wayne Community College, Goldsboro, Wayne County

Student Center Roof Replacement, Craven Community College, New Bern, Craven County

Brock Administration Roof Replacement, Craven Community College, New Bern, Craven County

Barker Hall Roof Replacement, Craven Community College, New Bern, Craven County

Hocutt Building Roof Replacement, Wayne Community College, Goldsboro, Wayne County

Bender Continuing Education Building Roof Replacement, Craven Community College, New Bern, Craven County



Business and Technology Building



Ned Everett Delamar Center



Brock Administration



College -County Library

Representative Projects

STATE CONSTRUCTION PROJECTS

Kelso Hall Addition, Craven Community College, New Bern,
Craven County

Purdue Hall, Craven Community College, New Bern,
Craven County

Business and Technology Building, Craven Community College,
New Bern, Craven County

Brock Administration Alterations, Craven Community College,
New Bern, Craven County

Bender Continuing Education Building, Craven Community
College, New Bern, Craven County

Maintenance Building, Craven Community College, New Bern,
Craven County

Havelock Campus Master Plan, Craven Community College,
Havelock, Craven County

College - County Library, Craven Community College,
Havelock, Craven County

Institute of Aeronautical Technology, Craven Community
College, Havelock, Craven County

Redd Building, Craven Community College, Havelock,
Craven County

Roof Replacements, Three Buildings, Craven Community
College, Havelock, Craven County

Life Care Learning Center, Pamlico Community College,
Grantsboro, Pamlico County

Roof Replacements, Four Buildings, Caswell Developmental
Center, Kinston, Lenoir County

Hocutt Building Roof Replacement, Wayne Community College,
Goldsboro, Wayne County

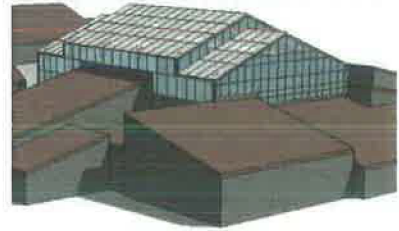
Annual Service Agreements 2011-2012 & 2012-2013,
Wayne Community College, Goldsboro, Wayne County

National Guard Armory Roof Replacement, New Bern,
Craven County

Warehouse Renovations, Phase I, II & III, NC Division of
Marine Fisheries, Morehead City, Carteret County

Hangar Renovations, NC Division of Marine Fisheries,
Morehead City, Carteret County

Conservatory Roof Panel Replacement, NC Division of
Aquariums, Manteo, Dare County



NC Aquarium Conservatory



Business and Technology Building



Life Care Learning Center



College - County Library



Brock Administration

STANDARD FORM (SF) 254 Architect-Engineer and Related Services Questionnaire	1. Firm Name/Business Address: <div style="display: flex; align-items: center;"> <div> MBF Architects, P.A. 317-C Pollock Street New Bern, NC 28560 </div> <div style="margin-left: 20px;"> (EIN: 56-1844774) (Prof. Liability Ins. -YES) </div> </div>					2. Year Present Firm Established: 1993	3. Date Prepared: Jan-18																																																							
1a. Submittal is for <div style="display: flex; justify-content: space-between;"> <input checked="" type="checkbox"/> Parent Company <input type="checkbox"/> Branch or Subsidiary Office </div>					4. Specify type of ownership and check below, if applicable. S Corporation <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 5%; text-align: center;">A.</td> <td>Small Business</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">B.</td> <td>Small Disadvantaged Business</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">C.</td> <td>Woman-owned Business</td> </tr> </table>		<input checked="" type="checkbox"/>	A.	Small Business	<input type="checkbox"/>	B.	Small Disadvantaged Business	<input type="checkbox"/>	C.	Woman-owned Business																																															
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5. Name of Present Company, if any: <div style="display: flex; justify-content: space-between;"> <div> Same as above </div> <div> 5a. Former Parent Company Name(s), if any, and Year(s) Established: DJE, III & Assoc Merged with MBF Architects, P.A.-2015 DARDEN J. EURE, III and ASSOCIATES, P.A. - Est. 2010 PETERSON, EURE and ASSOCIATES, P.A. - Est. 2003 </div> </div>																																																														
6. Names of not more than Two Principals to Contact : Title/Telephone <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 35%;">1) William F. Faulkenberry, AIA, NCARB</td> <td style="width: 25%;">President</td> <td style="width: 40%; text-align: right;">(252) 637-6373</td> </tr> <tr> <td>2) Darden J. Eure, III, AIA, NCARB</td> <td></td> <td style="text-align: right;">(252) 633-1804</td> </tr> </table>							1) William F. Faulkenberry, AIA, NCARB	President	(252) 637-6373	2) Darden J. Eure, III, AIA, NCARB		(252) 633-1804																																																		
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7. Present Offices: City/State Telephone/No. Personnel Each Office: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">New Bern, North Carolina</td> <td style="width: 20%; text-align: center;">(252) 637-6373</td> <td style="width: 50%; text-align: center;">8 Personnel</td> </tr> </table>					New Bern, North Carolina	(252) 637-6373	8 Personnel	7a. Total Personnel: 8																																																						
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9. Summary of Personal Service Fees Received: (Insert index number) <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2"></th> <th colspan="5" style="text-align: center;">Last 5 Years (most recent year first)</th> <th rowspan="2"></th> </tr> <tr> <th style="text-align: center;">2014</th> <th style="text-align: center;">2013</th> <th style="text-align: center;">2012</th> <th style="text-align: center;">2011</th> <th style="text-align: center;">2010</th> </tr> </thead> <tbody> <tr> <td>Direct Federal contract work, including overseas</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td rowspan="4" style="vertical-align: top;"> Ranges of Professional Service Fees INDEX 1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to \$500,000 4. \$500,000 to \$1 million 5. \$1 million to \$2 million 6. \$2 million to \$5 million 7. \$5 million to \$10 million 8. \$10 million or greater </td> </tr> <tr> <td>All other domestic work</td> <td style="text-align: center;">4</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td>All other foreign work*</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> <tr> <td colspan="6"></td> </tr> </tbody> </table>								Last 5 Years (most recent year first)						2014	2013	2012	2011	2010	Direct Federal contract work, including overseas	0	0	0	0	0	Ranges of Professional Service Fees INDEX 1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to \$500,000 4. \$500,000 to \$1 million 5. \$1 million to \$2 million 6. \$2 million to \$5 million 7. \$5 million to \$10 million 8. \$10 million or greater	All other domestic work	4	2	2	2	3	All other foreign work*	0	0	0	0	0																									
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	2014	2013	2012	2011	2010																																																									
Direct Federal contract work, including overseas	0	0	0	0	0	Ranges of Professional Service Fees INDEX 1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to \$500,000 4. \$500,000 to \$1 million 5. \$1 million to \$2 million 6. \$2 million to \$5 million 7. \$5 million to \$10 million 8. \$10 million or greater																																																								
All other domestic work	4	2	2	2	3																																																									
All other foreign work*	0	0	0	0	0																																																									
*Firms interested in foreign work, but without such experience, check here:																																																														

Experience Profile Code Numbers
for use with questions 10 and 11

001 Acoustics: Noise Abatement	039 Garages: Vehicle Maintenance Facilities; Parking Decks	078 Planning (Community, Regional, Area wide and State)
002 Aerial Photogrammetry	040 Gas Systems (Propane; Natural, Etc.)	079 Planning (Site, Installation, and Project)
003 Agricultural Development; Grain; Storage; Farm Mechanization	041 Graphic Design	080 Plumbing & Piping Design
004 Air Pollution Control	042 Harbors; Jetties; Piers; Ship Terminal Facilities	081 Pneumatic Structures; Air Support Buildings
005 Airports: Navais; Airport Lighting; Aircraft Fueling	043 Heating; Ventilating; Air Conditioning	082 Postal Facilities
006 Airports; Terminals & Hangars; Freight Handling	044 Health Systems Planning	083 Power Generation, Transmission, Distribution
007 Arctic Facilities	045 Highrise; Air-Rights-Type Buildings	084 Prisons & Correctional Facilities
008 Auditoriums & Theatres	046 Highways; Streets; Airfields; Paving; Parking Lots	085 Product, Machine & Equipment Design
009 Automation; Controls; Instrumentation	047 Historical Preservation	086 Radar; Sonar; Radio & Radar Telescopes
010 Barracks; Dormitories	048 Hospital & Medical Facilities	087 Railroad; Rapid Transit
011 Bridges	049 Hotels; Motels	088 Recreation Facilities (Parks, Marinas, Etc.)
012 Cemeteries (Planning & Relocation)	050 Housing (Residential, Multi-Family; Apartment; Condominiums)	089 Rehabilitation (Bldg.; Structures; Facilities)
013 Chemical Processing & Storage	051 Hydraulics & Pneumatics	090 Resource Recovery; Recycling
014 Churches; Chapels	052 Industrial Buildings; Manufacturing Plants	091 Radio Frequency Systems & Shieldings
015 Codes; Standards; Ordinances	053 Industrial Processing; Quality Control	092 Rives; Canals; Waterways; Flood Control
016 Cold Storage; Refrigeration; Fast Freeze	054 Industrial Waste Treatment	093 Safety Eng.; Accident Studies; OSHA Studies
017 Commercial Buildings (low rise); Shopping Centers	055 Interior Design; Space Planning	094 Security Sys.; Intruder & Smoke Detection
018 Communications Systems; TV; Microwave	056 Irrigation; Drainage	095 Seismic Designs & Studies
019 Computer Facilities; Computer Service	057 Judicial and Courtroom Facilities	096 Sewage Collection, Treatment and Disposal
020 Conservation and Resource Management	058 Laboratories, Medical Research Facilities	097 Soils & Geologic Studies; Foundations
021 Construction Management	059 Landscape Architecture	098 Solar Energy Utilization
022 Corrosion Control; Cathodic Protection; Electrolysis	060 Libraries; Museums; Galleries	099 Solid Wastes; Incineration; Land Fill
023 Cost Estimating	061 Lighting (Interiors; Display; Theatre, Etc.)	100 Special Environments; Clean Rooms; Etc.
024 Dams (Concrete; Arch)	062 Lighting (Exterior; Streets; Memorials; Athletic Fields, Etc.)	101 Structural Design; Special Structures
025 Dams (Earth; Rock); Dikes; Levees	063 Material Handling Systems; Conveyors; Sorters	102 Surveying; Planting; Map; Flood Plain Studies
026 Desalinization (Process & Facilities)	064 Metallurgy	103 Swimming Pools
027 Dining Halls; Clubs; Restaurants	065 Microclimatology; Tropical Engineering	104 Storm Water Handling & Facilities
028 Ecological & Archeological Investigations	066 Military Design Standards	105 Tel. Systems (Rural: Mobile; Intercom, Etc.)
029 Educational Facilities; Classrooms	067 Mining & Mineralogy	106 Testing & Inspection Services
030 Electronics	068 Missile Facilities (Silos, Fuels, Transport)	107 Traffic & Transportation Engineering
031 Elevators; Escalators; People-Movers	069 Modular Systems Design; Pre-Fabricated Structures or Components	108 Towers (Self-Supporting & Guyed Systems)
032 Energy Conservation; New Energy Sources	070 Naval Architecture; Off -Shore Platforms	109 Tunnels & Subways
033 Environmental Impact Studies, Assessments or Statements	071 Nuclear Facilities; Nuclear Shielding	110 Urban Renewals; Community Development
034 Fallout Shelters; Blast-Resistant Design	072 Office Buildings; Industrial Parks	111 Utilities (Gas & Steam)
035 Field Houses; Gyms; Stadiums	073 Oceanographic Engineering	112 Value Analysis; Life-Cycle Costing
036 Fire Protection	074 Ordnance; Munitions; Special Weapons	113 Warehouses & Depots
037 Fisheries: Fish Ladders	075 Petroleum Exploration; Refining	114 Water Resources; Hydrology; Ground Water
038 Forestry & Forest Products	076 Petroleum and Fuel (Storage and Distribution)	115 Water Supply. Treatment and Distribution
	077 Pipelines (Cross-Country - Liquid & Gas)	116 Wind Tunnels; Res./Testing Facilities Design
		117 Zoning; Land Use Studies
		201 Roof Replacement Projects
		202 Alterations and Renovations
		203 Accessibility
		204 Site Preparation and Infrastructure
		205 Significant Projects, 6 Yrs & More

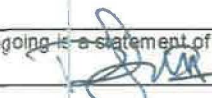
10. Profile of Firm's Project Experience, Last 5 Years

Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1) 008	1	27	11) 072	12	4,421	21)		
2) 014	5	304	12) 079	4	65	22)		
3) 015	2	4	13) 201	5	111	23)		
4) 029	4	23	14) 202	6	195	24)		
5) 047	1	3	15)			25)		
6) 048	5	212	16)			26)		
7) 049	1	34	17)			27)		
8) 050	4	71	18)			28)		
9) 052	4	6	19)			29)		
10) 060	2	15	20)			30)		

11. Project Examples, Last 5 Years

Profile Code (*Fee Only)	"P", "C" "JV", or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (Proj. Budget in thousands)	Completion Date (Actual or Estimated)
029	P	1. Orringer Hall Art Studio, Bid Packages 1 thru 3 New Bern, Craven County	Craven Community College New Bern, NC 2,059 SF Alterations, 1,368 SF Addition	110	2014
029	P	2. Cashier Office Enclosure Goldsboro, Wayne County	Wayne Community College Goldsboro, NC 804 SF Alterations	80	2013
202	P	3. Brock Administration Alterations New Bern, Craven County	Craven Community College New Bern, NC 7,909 SF Interior Alts & Rens	355	2011
029	P	4. Information Science/Computer Technology Center Building H, Business & Technology Building New Bern, Craven County	Craven Community College New Bern, NC 38,000 SF, 12 Acres	5,246	2008
029	P	5. Life Care Learning Center Grantsboro, Pamlico County	Pamlico Community College Grantsboro, NC 20,000 SF, 2.0 Acres	3,555	2008
088	P	6. Stanley White Renovations New Bern, Craven County	City of New Bern New Bern, NC 2,981 SF Addition, 15,076 SF Renovation	1,158	2011
014	P	7. Ministry Center Swansboro, Onslow County	Swansboro United Methodist Church Swansboro, NC 18,887 SF, 1.65 Acres	3,850	2015
072	P	8. Office & Administration Building Jacksonville, Onslow County	MCB Camp Lejeune Jacksonville, NC 5,182 SF Alterations & Renovations	958	2012

072	P	9. Battalion Headquarters & Aid Station Jacksonville, Onslow County	MCB Camp Lejeune Jacksonville, NC 26,602 SF Alterations & Renovations	3,763	2013
072	P	10. Human Resources for Civilian Employees Jacksonville, Onslow County	MCB Camp Lejeune Jacksonville, NC 7,676 SF Alterations & Renovations	1,384	2013
072	P	11. Server Room Upgrade, Tactical Training Jacksonville, Onslow County	MCB Camp Lejeune Jacksonville, NC 1,094 SF Alts & Rens, Three Buildings	268	2013
072	P	12. Secure Compartmented Info Facility Jacksonville, Onslow County	MCB Camp Lejeune Jacksonville, NC 56,313 SF	34,064	2016
072	P	13. Battalion Headquarters & Aid Station Jacksonville, Onslow County	MCB Camp Lejeune Jacksonville, NC 15,727 SF	9,608	2016
072	P	14. Radar Air Traffic Control Simulator & Training Jacksonville, Onslow County	MCB Camp Lejeune Jacksonville, NC 6,577 SF	4969	2016
072	P	15. Containerized Flight Training Device Jacksonville, Onslow County	New River Air Station Jacksonville, NC 2,723 SF	3,312	2016
072	P	16. Redundant Server Farm, Retire Data Backup Jacksonville, Onslow County	New River Air Station Jacksonville, NC 12,500 SF, Alterations & Renovations	501	2015
072	P	17. KC130J Enlisted Air Crew Trainer Facility Havelock, Craven County	MCAS Cherry Point Havelock, NC 9,225 SF	4,500	2015
048	P	18. Regimental Aid Station Jacksonville, Onslow County	MCB Camp Lejeune Jacksonville, NC 3,663 Alterations & Renovations	1,774	2012
048	P	19. Operating & Procedure Room Alts Jacksonville, Onslow County	MCB Camp Lejeune Jacksonville, NC 9,900 SF Alterations & Renovations	1,355	2014
048	P	20. EVS Expansion & Renovation New Bern, Craven County	CarolinaEast Medical Center New Bern, NC 7,967 SF Alts & Rens, 5,869 SF Addition	2,073	2015
205/029	P	21. Institute of Aeronautical Technology, Redd CR Building, College-County Library Havelock, Craven County	Craven Community College New Bern, NC Total of 49,601 SF, 15 Acres	7,750	2003
204	P	22. Phase I, Havelock Campus Sitework Havelock, Craven County	Craven Community College New Bern, NC Total of 49,601 SF, 15 Acres	500	2001
205/079*	P	23. Havelock Campus Master Plan Havelock, Craven County	Craven Community College New Bern, NC 15 Acres	20	1998

205/029	P	24. Building F, Perdue Hall New Bern, Craven County	Craven Community College New Bern, NC 32,524 SF	3,081	1998
12. The foregoing is a statement of facts Signature: <u></u> Type Name and Title: <u>Darden J. Eure, III, AIA, NCARB</u> Date: <u>12-Dec-18</u>					



**North Carolina Department of Public Safety
Division of Emergency Management**

APPLICANT: __Craven Community College__ DISASTER: Hurricane Florence
FEMA- 4393-DR-NC

PUBLIC ASSISTANCE CFDA# 97.036

STATE – APPLICANT DISASTER ASSISTANCE AGREEMENT

This Agreement made by and between the State of North Carolina, Dept. of Public Safety, Division of Emergency Management (“the State”) and __Craven Community College__ (“the Applicant”) shall be effective on the date signed by the State and the Applicant. It shall apply to all disaster assistance funds provided by or through the State to the Applicant as a result of the disaster called **Hurricane Florence**, and pursuant to the Disaster Declaration made by the President of the United States numbered FEMA - 4393 - DR-NC.

The designated representative of the Applicant (Applicant’s Agent) certifies that:

1. He/She has legal authority to apply for assistance on behalf of the Applicant pursuant to a resolution duly adopted or passed by the Applicant’s governing body.
2. The Applicant shall provide all necessary financial and managerial resources to meet the terms and conditions of receiving Federal and State disaster grant assistance.
3. The applicant shall use disaster assistance funds solely for the purpose for which these funds are provided and as approved by the Governor’s Authorized Representative (GAR).
4. The Applicant is aware of and shall comply with cost-sharing requirements of Federal and State disaster assistance: specifically that Federal assistance is limited to 75% of eligible expenditures, and that State assistance is limited to 25% of the eligible costs. Alternate projects selected by the Applicant may be eligible for only 75% of the approved Federal share of estimated eligible costs.
5. The Applicant shall provide the following completed documentation to the State:
 - Designation of Applicant’s Agent;
 - State-Applicant Disaster Assistance Agreement
 - Private Non-Profit Organization Certification (if required);
 - Summary of Documentation Form itemizing actual costs expended for large project payment requests;
 - Monthly Progress Reports;
 - Copies of Single Audit Reports as applicable.

If the Applicant fails to provide any of the above documentation, the State will be under no obligation to reimburse the Applicant for eligible expenses.

6. The Applicant shall establish and maintain a proper accounting system to record expenditures of disaster assistance funds in accordance with generally accepted accounting principals or as directed by the Governor's Authorized Representative. If applicable, the Applicant shall conduct audit(s) pursuant to the Single Audit Act of 1984, 31 U.S.C. §7501 et. seq., 44 C.F.R. Part 14, OMB Circular A-133, "Audits of States, Local Governments and Non-profit Organizations," and applicable North Carolina laws, rules and regulations.
7. The Applicant shall provide to the State monthly Progress Reports for all open large projects funded by State and Federal disaster assistance grants. The first Progress Report will be due on the 10th day of the first month following initiation of the project and subsequent Progress Reports will be due on the 10th day of each and every month thereafter until project completion. Forms and reporting requirements will be provided by the Governor's Authorized Representative.
8. The Applicant, its employees and agents, including consultants, contractors and subcontractors to be paid with funds provided under this Agreement, shall give State and Federal agencies designated by the Governor's Authorized Representative, full access to and the right to examine all records and documents related to the use of disaster assistance funds.
9. The Applicant shall return to the State, within thirty (30) days of a request by the Governor's Authorized Representative, any funds advanced to the Applicant that are not supported by audit or other Federal or State review of documentation maintained by the Applicant.
10. The Applicant shall comply with all applicable codes and standards in the completion of eligible work to repair or replace damaged public facilities.
11. The Applicant shall comply with all applicable provisions of Federal and State statutes, rules and regulations regarding the procurement of goods and services and regarding contracts for the repair and restoration of public facilities.
12. The Applicant shall begin and complete all items of work within the time limits established by the Governor's Authorized Representative and in accordance with applicable Federal and State statutes, rules and regulations.
13. The Applicant shall request a final inspection within ninety (90) days after completion of each and every large project funded under this Agreement, or within ninety (90) days after the expiration of the time limit established for each project under Paragraph 12 above, whichever occurs first. Applicant shall present all supporting documentation to State and/or Federal inspectors at the time of final inspection. **The State, as Grantee, reserves the right to conduct a final inspection of any large project after expiration of the ninety- (90) day period and to reimburse Applicant only for costs documented at the time of final inspection.**

14. The Applicant shall comply with all applicable Federal and State statutes, rules and regulations for publicly financed or assisted contracts including, but not limited to, non-discrimination, labor standard, and access by the physically handicapped.
15. The Applicant's Designated Agent shall execute and comply with the Lobbying Prohibition document incorporated herein as Attachment A.
16. The Applicant's Designated Agent shall execute and comply with the Statement of Assurances (SF 424D) document incorporated herein as Attachment B.
17. The Applicant shall not enter into cost-plus-percentage-of-cost contracts for debris removal, emergency protective measures, or completion of disaster restoration or repair work.
18. The Applicant shall not enter into contracts for which payment is contingent upon receipt of State or Federal funds.
19. The Applicant shall not enter into any contract with any entity that is debarred or suspended from participation in Federal Assistance. The State and/or FEMA will not be under any obligation to reimburse Applicant for payments made to a debarred or suspended contractor. Applicant may search for debarred or suspended contractors on the "Excluded Parties List System" (EPLS) at the following website: www.sam.gov.
20. The Applicant shall comply with the provisions of 42 U.S.C. §5155 (Section 312 of the Stafford Act) which prohibits duplication of benefits. Applicant shall notify State immediately if any other source of funds is available to offset disaster assistance provided pursuant to this Agreement. Applicant agrees that eligible costs under this Agreement will be reduced by duplicate benefits received from any other source.
21. The Applicant shall comply with all uniform grant administration requirements required by State and Federal statutes, rules and regulations, including but not limited to, the Robert T. Stafford Disaster Relief and Emergency assistance Act, Public Law 93-288, as amended, Title 44 of the Code of Federal Regulations, applicable OMB Circulars, and policy guidance issued by the Federal Emergency Management Agency (FEMA).
22. If the Applicant pays contractors, subcontractors or consultants with funds provided through this Agreement then the Applicant shall include language in all contracts that binds the contractor, subcontractor or consultant to the terms and conditions of this Agreement with the State. Contractual arrangements with contractors, subcontractors or consultants shall in no way relieve the Applicant of its responsibilities to ensure that all funds provided through this Agreement are administered in accordance with all State and Federal requirements.

FOR THE APPLICANT:

2-20-2019
Date

56-0893718
Applicant's Federal Tax I.D.
Number (required)

BY: 
Signature

Dr. Raymond W. Staats
Typed Name

President
Title

FOR THE STATE:

Date

BY: _____
Signature

Typed Name

Title

ATTACHMENT A

LOBBYING PROHIBITION

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of any State or Federal agency, a member of the N.C. Legislature, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-L, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all recipients of funds under this Agreement shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

Craven Community College
Name of Applicant

BY:


Signature of Applicant's Designated Agent

ATTACHMENT B-1

OMB Approval No. 0348-0042

ASSURANCES-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington DC 20503

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY


NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of the project costs) to ensure proper planning, management and completion of the project described in this application
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply by the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-2763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended relating to nondiscrimination in the sale, rental, or financing of housing ; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

ATTACHMENT B-2

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of under ground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE President
APPLICANT ORGANIZATION Craven Community College	DATE SUBMITTED 2-20-2019

North Carolina Division of Emergency Management

Craven Community College

4393-DR-NC

2018

Month: 07 Day: 01

56 - 0893718

Applicant's Federal Information Processing Standards (FIPS) Number

SECONDARY AGENT

Agent's Name **Cynthia Patterson**

Organization	Craven Community College
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Official Position	Executive Director of Financial Services
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Mailing Address	800 College Court
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City, State, Zip **New Bern, NC 28562**

Daytime Telephone (252) 638-7304

Facsimile Number (252) 672-7507

Pager or Cellular Number

Pager or Cellular Number

BE IT RESOLVED BY the governing body of the Organization (a public entity duly organized under the laws of the State of North Carolina) that the above-named Primary and Secondary Agents are hereby authorized to execute and file applications for federal and/or state assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or as otherwise available. BE IT FURTHER RESOLVED that the above-named agents are authorized to represent and act for the Organization in all dealings with the State of North Carolina and the Federal Emergency Management Agency for all matters pertaining to such disaster assistance required by the grant agreements and **the assurances printed on the reverse side hereof.** BE IT FINALLY RESOLVED that the above-named agents are authorized to act severally. PASSED AND APPROVED this 19 day of February, 2019.

CERTIFYING OFFICIAL

Name **Dr. Raymond W. Staats**

Official Position **President**

Daytime Telephone (252) 638-7202

I, William W. Taylor, (Name) duly appointed and Chair (Title)
of the Governing Body, do hereby certify that the above is a true and correct copy of a resolution passed and
approved by the Governing Body of Craven Community College (Organization) on the 19th day of
February, 2019.

Date: February 19, 2019

Signature:

Rev. 06/02

APPLICANT ASSURANCES

The applicant hereby assures and certifies that it will comply with the FEMA regulations, policies, guidelines and requirements including OMB's Circulars No. A-95 and A-102, and FMC 74-4, as they relate to the application, acceptance and use of Federal funds for this Federally assisted project. Also, the Applicant gives assurance and certifies with respect to and as a condition for the grant that:

1. It possesses legal authority to apply for the grant, and to finance and construct the proposed facilities; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. It will comply with the provisions of: Executive Order 11988, relating to Floodplain Management and Executive Order 11990, relating to Protection of Wetlands.
3. It will have sufficient funds available to meet the non-Federal share of the cost for construction projects. Sufficient funds will be available when construction is completed to assure effective operation and maintenance of the facility for the purpose constructed.
4. It will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the grant program(s) have been met.
5. It will provide and maintain competent and adequate architectural engineering supervision and inspection at the construction site to insure that the completed work conforms with the approved plans and specifications; that it will furnish progress reports and such other information as the Federal grantor agency may need.
6. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State and local agencies for the maintenance and operation of such facilities.
7. It will give the grantor agency and the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
8. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by the Physically Handicapped," Number A117.1-1961, as modified (41 CFR 101-17-7031). The applicant will be responsible for conducting inspections to insure compliance with these specifications by the contractor.
9. It will cause work on the project to be commenced within a reasonable time after receipt of notification from the approving Federal agency that funds have been approved and will see that work on the project will be prosecuted to completion with reasonable diligence.
10. It will not dispose of or encumber its title or other interests in the site and facilities during the period of Federal interest or while the Government holds bonds, whichever is the longer.
11. It agrees to comply with Section 311, P.L. 93-288 and with Title VI of the Civil Rights Act of 1964 (P.L. 83-352) and in accordance with Title VI of the Act, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. If any real property or structure is provided or improved with the aid of Federal financial assistance extended to the Applicant, this assurance shall obligate the Applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.
12. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
13. It will comply with the requirements of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and Federally assisted programs.
14. It will comply with all requirements imposed by the Federal grantor agency concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with OMB Circular A-102, P.L. 93-288 as amended, and applicable Federal Regulations.
15. It will comply with the provisions of the Hatch Act which limit the political activity of employees.
16. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of State and local governments.
17. (To the best of his/her knowledge and belief) the disaster relief work described on each Federal Emergency Management Agency (FEMA) Project Application for which Federal Financial assistance is requested is eligible in accordance with the criteria contained in 44 Code of Federal Regulations, Part 206, and applicable FEMA Handbooks.
18. The emergency or disaster relief work therein described for which Federal Assistance is requested hereunder does not or will not duplicate benefits received for the same loss from another source.
19. It will (1) provide without cost to the United States all lands, easements and rights-of-way necessary for accomplishments of the approved work; (2) hold and save the United States free from damages due to the approved work or Federal funding.
20. This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, reimbursements, advances, contracts, property, discounts of other Federal financial assistance extended after the date hereof to the Applicant by FEMA, that such Federal Financial assistance will be extended in reliance on the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the applicant, its successors, transferees, and assignees, and the person or persons whose signatures appear on the reverse as authorized to sign this assurance on behalf of the applicant.
21. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1973. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Director, Federal Emergency Management Agency as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
22. It will comply with the insurance requirements of Section 314, PL 93-288, to obtain and maintain any other insurance as may be reasonable, adequate, and necessary to protect against further loss to any property which was replaced, restored, repaired, or constructed with this assistance.
23. It will defer funding of any projects involving flexible funding until FEMA makes a favorable environmental clearance, if this is required.
24. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966, as amended, (16 U.S.C. 470), Executive Order 11593, and the Archeological and Historic Preservation Act of 1966 (16 U.S.C. 469a-1 et seq.) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
25. It will, for any repairs or construction financed herewith, comply with applicable standards of safety, decency and sanitation and in conformity with applicable codes, specifications and standards; and, will evaluate the natural hazards in areas in which the proceeds of the grant or loan are to be used and take appropriate action to mitigate such hazards, including safe land use and construction practices.

STATE ASSURANCES

The State agrees to take any necessary action within State capabilities to require compliance with these assurances and agreements by the applicant or to assume responsibility to the Federal government for any deficiencies not resolved to the satisfaction of the Regional Director.

Public Assistance Management Costs Selection

In accordance with Section 1215 of the Disaster Recovery Reform Act of 2018, the Federal Emergency Management Agency (FEMA) has established the Public Assistance Management Costs Interim Policy¹ (Interim Policy).

Recipients and Subrecipients may select the option to receive management costs per the Interim Policy or to receive project specific Direct Administrative Costs (DAC). The selection must be submitted to FEMA in writing, using this form or any other written correspondence, no later than February 12, 2019. If FEMA does not receive written notification by February 12, 2019, the respective Recipient or Subrecipient will receive management cost contributions pursuant to the Interim Policy.

Applicant Name: Craven Community College

We elect to:

- ☐ Receive management costs in accordance with the Interim Policy
☒ Receive administrative costs through project specific DAC

We understand that this selection applies to all our projects under DR-4393-NC regardless of the project's obligation status and regardless of whether a project is open or closed.



Signature of Authorized Representative

2.19.19

Date

Dr. Raymond W. Staats, President

Printed Name and Title of Authorized Representative

¹ The Interim Policy is located at www.fema.gov/media-library/assets/documents/174133

FEMA has also issued a Fact Sheet to assist Recipients and Subrecipients with understanding the differences between the options. The Fact Sheet is available at www.fema.gov/media-library/assets/documents/90743

Instructions
NCCCS 3-1 Form
Capital Improvement Project Approval
NOTE: PLEASE E-MAIL ALL REQUESTS TO CIPProjects@ncccommunitycolleges.edu

PLEASE USE THE NCCCS 3-1 – P FORM FOR THE ACQUISITION AND/OR DISPOSAL OF REAL PROPERTY

To establish a New Project

- Submit the NCCCS 3-1 Form (3-1) identified as a “**New Project**” for State Board approval. (email or call the System Office for a project number)
 - “**Project Name**” should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, “Repairs & Renovations;” “Roof Replacements,” etc.
 - “**Project Description**” should be specific and not generic. Please do not use “Various Campus Renovations” or “Misc. Repairs.” Include all pertinent information regarding the project. If a new facility, include the square footage and the academic programs and/or administrative function associated with the facility. If the project is for repair and renovation, include all pertinent information regarding the repair or renovation (i.e. HVAC replacement, Roof Replacement, ADA updates, etc.) and the academic programs and/or administrative function associated with the facility being repaired or renovated.
 - Projects must be approved by the college’s Board of Trustees. Section V should have the Board Chairman and the College President’s signature.
 - For new facilities, a county representative’s signature (County Manager and/or County Finance Officer) is **required**.
 - For projects that includes county funding that is not included in the county’s yearly appropriation (as shown on the College’s Budget Summary), such as, bonds, special appropriations, or funds borrowed from a financial institution, a county representative’s signature (County Manager and/or County Finance Officer) is **required**.

To Amend a Project (To receive approval for a **funding increase/decrease)**

- Submit a NCCCS 3-1 Form (3-1) identified as “**Amended Project**”
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts
 - Due to increase project costs and the need for additional funds, a 3-1 – Amended Project, must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a 3-1 Final - Project Close Out.

NOTE: The NCCCS 3-9 form (Proposed capital needs priorities) can be used as a guide to with populating the estimated operating utility cost.

**Instructions
NCCCS 3-1 Form
Capital Improvement Project Approval
Continued**

To Close Out a Project

- Submit a NCCCS 3-1 Final - Project Close Out (Formal Projects regardless of fund source)
 - When a **Formal** project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a 3-1 **Final – Project Close Out** must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.
 - When an **Informal** project involving **State Funds**, a 3-1 Final - Project Close Out should be submitted for actual expenditures.

NOTE: “Amended Project” and “Final Project Close Out” submissions will require approval by the State Board if the total project cost has increased by more than 10%. The Associate VP of Finance and Operations College Accounting) will approve all other “Amended Project” and “Final Project Close Out” submissions.

County signatures are not required on a 3-1 for an “Amended Project” or “Final – Project Close Out,” unless funding from county bonds has increased.

Page 6, Section VI

Certification 1. The County’s signature is required on the 3-1 for a “New Project” if the county is providing the funding outside of the colleges’ normal county appropriation for an R&R project.

Certification 2. The County’s signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 7. NCCCS 3-1 Attachment

“Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects” is only required to be completed for “New Facilities”.

Note: The NCCCS 3-9 form (Found on the NCCCS website) is a tool which can be used to help a college come up with a utility estimate for the building.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

☒ **New Project** ☐ **Amended Project** ☐ **Final – Project Close Out**
Select appropriate submission

College Craven Community College

Project Name Multiple Roof Repairs - Hurricane Damaged **NCCCS Project No.** 2467

Campus New Bern & Havelock Campuses **County** Craven

I. TYPE OF PROJECT:

- | | | |
|--|--|--|
| <input type="checkbox"/> New Facility | <input checked="" type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs |
| <input type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC | <input type="checkbox"/> Addition to Existing Facility |
| <input type="checkbox"/> Life Safety | <input type="checkbox"/> ADA Compliance | |

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

The force of Hurricane Florence caused damage to several roofs on both campuses. The majority of buildings incurred minor damage. However, the roof for the Institute of Aeronautical Technology on our Havelock campus had approximately on third of the metal roof ripped off which required a temporary roof to be placed until it can be fixed.

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

Project to be constructed/renovated on college owned property ☒

Project to be constructed/renovated on leased property ☐

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

CONNECT NC BOND FUNDED PROJECTS ONLY:

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

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

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

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

Subtotal "A"..... _____

B. CONSTRUCTION

1. General Contract 315,000

2. Other Contracts 2,646

Subtotal Contracts..... 317,646

3. Designer's Fees..... 35,000

4. Contingency.....

5. Other Fees

Subtotal Fees 35,000

Subtotal "B" 352,646

C. OTHER COST

1. Initial Equipment (not in III B)

2. Miscellaneous(specify)

Worked Performed by Owner

3. (material only, not staff salary)

Subtotal "C"..... _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) 352,646

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation.....

2. Duly Authorized Bonds - County... ..

3. Donations.....

4. Federal Funds (USDA, EDA, ETC.)

5. Other (parking fees, vending, rental,
bookstore,)

Subtotal "A"..... _____

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

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

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

E. STATE FUND ALLOCATION

1. Budget Code 41820 352,646

2. Budget Code

3. Budget Code

Subtotal "E" 352,646

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) _____

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

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Craven Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$352,646 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** February 19, 2019

- As part of this certification, the Board of Trustees certify that any **equipment** purchased with the **Connect NC Bond Funds** must have a useful life of 10+ years.
 - As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.


Chairman - Board of Trustees


Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

I certify that I have examined this application (Project No. _____)
from _____ (college) and
if shown, county funds in the amount of _____ are available for
the planning and construction of this project.

Signature _____

Title _____

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the
NCCCS 3-1 Attachment, Page 6) it is estimated that the college will expend an additional
_____ per year in support of this new construction. I certify that this document has
been reviewed, and that the information stated herein will be shared with the proper
county officials to seek an appropriate adjustment to the college's budget as the new
facility is brought online.

Signature _____

Title _____

=====

VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY

(Note: Required only for construction on a new site or where **federal funds** are involved.
Not required for long term lease.)

I, _____ duly licensed attorney of the State of
North Carolina, do hereby certify that I have examined the public records of _____

_____ County, North Carolina, from January 1, 1925, to this date
concerning title to the property upon which the improvements set out in the foregoing
application are proposed to be made, and I find from said examination that a fee simple title
free from all claims or encumbrances, is vested in _____

by deed recorded in (specify book and page) _____

_____, in the Office of the Register of Deeds except
as noted below: (Attach copy of deed)

This, the _____ day of _____ 20____

Signature

**CERTIFICATION OF LOCAL BUDGET SUPPORT
ESTIMATED OPERATING/UTILITY ANNUAL COST
FOR CAPITAL IMPROVEMENT PROJECTS**

Date:

College:

Contact Name:

Project Name:

Project Completion Date:

State Funds Authorized:

Local Funds Authorized:

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost						
additional annual cost						
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (used in Section IX of the 3-1)						\$0
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

3-1 Attachment

Instructions
NCCCS 3-1 Form
Capital Improvement Project Approval
NOTE: PLEASE E-MAIL ALL REQUESTS TO CIPProjects@ncccommunitycolleges.edu

PLEASE USE THE **NCCCS 3-1 – P FORM** FOR THE ACQUISITION AND/OR DISPOSAL OF REAL PROPERTY

To establish a **New Project**

- Submit the NCCCS 3-1 Form (3-1) identified as a **“New Project”** for State Board approval. (email or call the System Office for a project number)
 - **“Project Name”** should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, “Repairs & Renovations,” “Roof Replacements,” etc.
 - **“Project Description”** should be specific and not generic. Please do not use “Various Campus Renovations” or “Misc. Repairs.” Include all pertinent information regarding the project. If a new facility, include the square footage and the academic programs and/or administrative function associated with the facility. If the project is for repair and renovation, include all pertinent information regarding the repair or renovation (i.e. HVAC replacement, Roof Replacement, ADA updates, etc.) and the academic programs and/or administrative function associated with the facility being repaired or renovated.
 - Projects must be approved by the college’s Board of Trustees. Section V should have the Board Chairman and the College President’s signature.
 - For new facilities, a county representative’s signature (County Manager and/or County Finance Officer) is **required**.
 - For projects that includes county funding that is not included in the county’s yearly appropriation (as shown on the College’s Budget Summary), such as, bonds, special appropriations, or funds borrowed from a financial institution, a county representative’s signature (County Manager and/or County Finance Officer) is **required**.

To **Amend a Project** (To receive approval for a **funding increase/decrease**)

- Submit a NCCCS 3-1 Form (3-1) identified as **“Amended Project”**
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts
 - Due to increase project costs and the need for additional funds, a 3-1 – Amended Project, must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a 3-1 Final - Project Close Out.

NOTE: The NCCCS 3-9 form (Proposed capital needs priorities) can be used as a guide to with populating the estimated operating utility cost.

Instructions
NCCCS 3-1 Form
Capital Improvement Project Approval
Continued

To Close Out a Project

- Submit a NCCCS 3-1 Final - Project Close Out (Formal Projects regardless of fund source)
 - When a **Formal** project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a 3-1 **Final – Project Close Out** must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.
 - When an **Informal** project involving **State Funds**, a 3-1 Final - Project Close Out should be submitted for actual expenditures.

NOTE: “Amended Project” and “Final Project Close Out” submissions will require approval by the State Board if the total project cost has increased by more than 10%. The Associate VP of Finance and Operations College Accounting) will approve all other “Amended Project” and “Final Project Close Out” submissions.

County signatures are not required on a 3-1 for an “Amended Project” or “Final – Project Close Out,” unless funding from county bonds has increased.

Page 6, Section VI

Certification 1. The County’s signature is required on the 3-1 for a “New Project” if the county is providing the funding outside of the colleges’ normal county appropriation for an R&R project.

Certification 2. The County’s signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 7. NCCCS 3-1 Attachment

“Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects” is only required to be completed for “New Facilities”.

Note: The NCCCS 3-9 form (Found on the NCCCS website) is a tool which can be used to help a college come up with a utility estimate for the building.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

☒ **New Project** ☐ **Amended Project** ☐ **Final – Project Close Out**
Select appropriate submission

College Craven Community College

Project Name Water Intrusion Repairs - Hurricane Damaged **NCCCS Project No.** 2468

Campus New Bern & Havelock Campuses **County** Craven

I. TYPE OF PROJECT:

- | | | |
|---|---|--|
| <input type="checkbox"/> New Facility | <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs |
| <input checked="" type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC | <input type="checkbox"/> Addition to Existing Facility |
| <input type="checkbox"/> Life Safety | <input type="checkbox"/> ADA Compliance | |

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

The force of Hurricane Florence caused damage to several roofs on both campuses. Because of the roof damages, the buildings suffered other damages from water intrusion. This included damaged ceiling tiles, sheetrock, and flooring.

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

Project to be constructed/renovated on college owned property ☒

Project to be constructed/renovated on leased property ☐

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

CONNECT NC BOND FUNDED PROJECTS ONLY:

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

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

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

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

Subtotal "A"..... _____

B. CONSTRUCTION

1. General Contract _____

2. Other Contracts _____

Subtotal Contracts..... _____

3. Designer's Fees..... _____

4. Contingency..... _____

5. Other Fees 6,218

Subtotal Fees 6,218

Subtotal "B" 6,218

C. OTHER COST

1. Initial Equipment (not in III B) _____

2. Miscellaneous(specify) _____

Worked Performed by Owner

3. (material only, not staff salary) _____

Subtotal "C"..... _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) 6,218

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... _____

2. Duly Authorized Bonds - County... _____

3. Donations..... _____

4. Federal Funds (USDA, EDA, ETC.) _____

5. Other (parking fees, vending, rental,
bookstore,) _____

Subtotal "A"..... _____

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

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

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

E. STATE FUND ALLOCATION

1. Budget Code 41820 6,218

2. Budget Code _____

3. Budget Code _____

Subtotal "E" 6,218

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) 6,218

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

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Craven Community College
(College), do hereby certify:

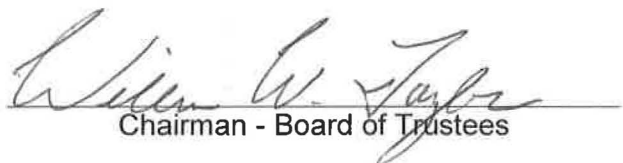
1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$6,218 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** February 19, 2019

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

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.


Chairman - Board of Trustees


Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

I certify that I have examined this application (Project No. _____)
from _____ (college) and
if shown, county funds in the amount of _____ are available for
the planning and construction of this project.

Signature _____

Title _____

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the
NCCCS 3-1 Attachment, Page 6) it is estimated that the college will expend an additional
_____ per year in support of this new construction. I certify that this document has
been reviewed, and that the information stated herein will be shared with the proper
county officials to seek an appropriate adjustment to the college's budget as the new
facility is brought online.

Signature _____

Title _____

=====

VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY

(Note: Required only for construction on a new site or where **federal funds** are involved.
Not required for long term lease.)

I, _____ duly licensed attorney of the State of
North Carolina, do hereby certify that I have examined the public records of _____

_____ County, North Carolina, from January 1, 1925, to this date
concerning title to the property upon which the improvements set out in the foregoing
application are proposed to be made, and I find from said examination that a fee simple title
free from all claims or encumbrances, is vested in _____

by deed recorded in (specify book and page) _____

_____, in the Office of the Register of Deeds except
as noted below: (Attach copy of deed)

This, the _____ day of _____ 20____

Signature

**CERTIFICATION OF LOCAL BUDGET SUPPORT
ESTIMATED OPERATING/UTILITY ANNUAL COST
FOR CAPITAL IMPROVEMENT PROJECTS**

Date:

College:

Contact Name:

Project Name:

Project Completion Date:

State Funds Authorized:

Local Funds Authorized:

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost						
additional annual cost						
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (used in Section IX of the 3-1)						\$0
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

3-1 Attachment

Instructions
NCCCS 3-1 Form
Capital Improvement Project Approval
NOTE: PLEASE E-MAIL ALL REQUESTS TO CIPProjects@nccommunitycolleges.edu

PLEASE USE THE **NCCCS 3-1 – P FORM** FOR THE ACQUISITION AND/OR DISPOSAL OF REAL PROPERTY

To establish a New Project

- Submit the NCCCS 3-1 Form (3-1) identified as a **"New Project"** for State Board approval. (email or call the System Office for a project number)
 - **"Project Name"** should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, "Repairs & Renovations;" "Roof Replacements," etc.
 - **"Project Description"** should be specific and not generic. Please do not use "Various Campus Renovations" or "Misc. Repairs." Include all pertinent information regarding the project. If a new facility, include the square footage and the academic programs and/or administrative function associated with the facility. If the project is for repair and renovation, include all pertinent information regarding the repair or renovation (i.e. HVAC replacement, Roof Replacement, ADA updates, etc.) and the academic programs and/or administrative function associated with the facility being repaired or renovated.
 - Projects must be approved by the college's Board of Trustees. Section V should have the Board Chairman and the College President's signature.
 - For new facilities, a county representative's signature (County Manager and/or County Finance Officer) is **required**.
 - For projects that includes county funding that is not included in the county's yearly appropriation (as shown on the College's Budget Summary), such as, bonds, special appropriations, or funds borrowed from a financial institution, a county representative's signature (County Manager and/or County Finance Officer) is **required**.

To Amend a Project (To receive approval for a **funding increase/decrease)**

- Submit a NCCCS 3-1 Form (3-1) identified as **"Amended Project"**
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts
 - Due to increase project costs and the need for additional funds, a 3-1 – Amended Project, must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a 3-1 Final - Project Close Out.

NOTE: The NCCCS 3-9 form (Proposed capital needs priorities) can be used as a guide to with populating the estimated operating utility cost.

**Instructions
NCCCS 3-1 Form
Capital Improvement Project Approval
Continued**

To Close Out a Project

- Submit a NCCCS 3-1 Final - Project Close Out (Formal Projects regardless of fund source)
 - When a **Formal** project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a 3-1 **Final – Project Close Out** must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.
 - When an **Informal** project involving **State Funds**, a 3-1 Final - Project Close Out should be submitted for actual expenditures.

NOTE: “Amended Project” and “Final Project Close Out” submissions will require approval by the State Board if the total project cost has increased by more than 10%. The Associate VP of Finance and Operations College Accounting) will approve all other “Amended Project” and “Final Project Close Out” submissions.

County signatures are not required on a 3-1 for an “Amended Project” or “Final – Project Close Out,” unless funding from county bonds has increased.

Page 6, Section VI

Certification 1. The County’s signature is required on the 3-1 for a “New Project” if the county is providing the funding outside of the colleges’ normal county appropriation for an R&R project.

Certification 2. The County’s signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 7. NCCCS 3-1 Attachment

“Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects” is only required to be completed for “New Facilities”.

Note: The NCCCS 3-9 form (Found on the NCCCS website) is a tool which can be used to help a college come up with a utility estimate for the building.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

☒ **New Project** ☐ **Amended Project** ☐ **Final – Project Close Out**
Select appropriate submission

College Craven Community College

Project Name Replace Chiller - Hurricane Damaged **NCCCS Project No.** 2469

Campus Havelock Campus **County** Craven

I. TYPE OF PROJECT:

- | | | |
|--|---|--|
| <input type="checkbox"/> New Facility | <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs |
| <input type="checkbox"/> Renovation of Existing Facility | <input checked="" type="checkbox"/> HVAC | <input type="checkbox"/> Addition to Existing Facility |
| <input type="checkbox"/> Life Safety | <input type="checkbox"/> ADA Compliance | |

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

Due to the power fluctuations of Hurricane Florence, the chiller at the Library Building on our Havelock Campus sustained damages that required for it to be replaced. Our insurance with Cincinnatti Insurance Company covered all of the \$49,980 expense except for our deductible of \$1,500.

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

Project to be constructed/renovated on college owned property ☒

Project to be constructed/renovated on leased property ☐

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

CONNECT NC BOND FUNDED PROJECTS ONLY:

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

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

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

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

Subtotal "A" _____

B. CONSTRUCTION

1. General Contract _____

2. Other Contracts 49,980

Subtotal Contracts..... 49,980

3. Designer's Fees..... _____

4. Contingency..... _____

5. Other Fees _____

Subtotal Fees _____

Subtotal "B" 49,980

C. OTHER COST

1. Initial Equipment (not in III B) _____

2. Miscellaneous(specify) _____

Worked Performed by Owner

3. (material only, not staff salary) _____

Subtotal "C" _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) 49,980

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... _____

2. Duly Authorized Bonds - County... _____

3. Donations..... _____

4. Federal Funds (USDA, EDA, ETC.) _____

5. Other (parking fees, vending, rental,
bookstore,) Insurance recovery 48,480

Subtotal "A" 48,480

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

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

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

E. STATE FUND ALLOCATION

1. Budget Code 41820 1,500

2. Budget Code _____

3. Budget Code _____

Subtotal "E" 1,500

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) 49,980

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

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Craven Community College
(College), do hereby certify:

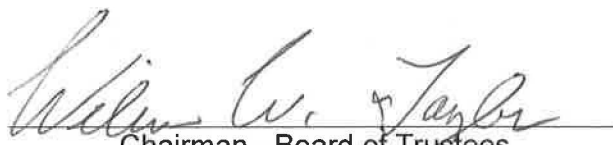
1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$1,500 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** February 19, 2019

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

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.


Chairman - Board of Trustees


Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

I certify that I have examined this application (Project No. _____)
from _____ (college) and
if shown, county funds in the amount of _____ are available for
the planning and construction of this project.

Signature _____

Title _____

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the
NCCCS 3-1 Attachment, Page 6) it is estimated that the college will expend an additional
_____ per year in support of this new construction. I certify that this document has
been reviewed, and that the information stated herein will be shared with the proper
county officials to seek an appropriate adjustment to the college's budget as the new
facility is brought online.

Signature _____

Title _____

=====

VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY

(Note: Required only for construction on a new site or where **federal funds** are involved.
Not required for long term lease.)

I, _____ duly licensed attorney of the State of
North Carolina, do hereby certify that I have examined the public records of _____

_____ County, North Carolina, from January 1, 1925, to this date
concerning title to the property upon which the improvements set out in the foregoing
application are proposed to be made, and I find from said examination that a fee simple title
free from all claims or encumbrances, is vested in _____

by deed recorded in (specify book and page) _____

_____ in the Office of the Register of Deeds except
as noted below: (Attach copy of deed)

_____ This, the _____ day of _____ 20____

Signature _____

**CERTIFICATION OF LOCAL BUDGET SUPPORT
ESTIMATED OPERATING/UTILITY ANNUAL COST
FOR CAPITAL IMPROVEMENT PROJECTS**

Date:

College:

Contact Name:

Project Name:

Project Completion Date:

State Funds Authorized:

Local Funds Authorized:

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost						
additional annual cost						
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (used in Section IX of the 3-1)						\$0
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

3-1 Attachment

Timeline for President's Annual Evaluation 2018-2019

February 19, 2019	Board Receives Evaluation Tool and Timeline Chair Appoints President's Evaluation Committee
March 19, 2019	Return President's Evaluation Form to Cindy Ensley in the envelope provided by this date
April 3-10, 2019	President's Evaluation Committee Reviews the Results of President's Evaluation (exact date to be determined)
April 16, 2019	Results of President's Evaluation Reviewed by the Full Board at the April Board Meeting
April 17-24, 2019	Feedback to the President by the Chair and Vice- Chair (exact date to be determined)
April 30, 2019	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, if you desire; it is **NOT** required
3. Return in the self-addressed, stamped envelope by March 19, 2019
4. Call Cindy Ensley with questions, 252-638-7201

**Student Government Association
Board of Trustees Report
February 19, 2019**

SGA Executive Board:

President, Stevie Gaskins
Vice President, Olivia Brautigam
Secretary, Gabe Hargett
Treasurer, Rachel Conner
Parliamentarian, Ru Fletcher
Public Information Officer, Rocky Gonzales

Senators:

Maurice Cunningham
Michael Kelley
Nicholas Conner
Tamia Davis
Cristino Romero-Rios
Chad McClain
Brianna McClain
Chad Miller

Campus Life Activities:

- Welcome Back for students January 7-10: Staff, faculty, and the SGA welcomed back students to the Spring semester with resource stations in each building along with snacks and beverages for students to grab in between their classes. Panera Bread donated coffee and Captain Ratty's donated hot chocolate for the event.
- The SGA National Day of Service January 19th: The SGA hosted their annual National Day of Service in honor of Martin Luther King Jr.'s Birthday, this year we had to reschedule the day of service to the Saturday before MLK Jr.'s birthday due to the cold weather predicted for that Monday. Despite the date change, approximately 45 students, staff, faculty, and community members came out to serve alongside the SGA at Colonial Capital Humane Society. We helped organize, clean, repair and paint kennels, and so much more.
- Black History Month Celebration February 8th (New Bern Campus): Chris Suggs of Kinston Teens Inc. and Youth Impact Strategies hosted a workshop to discuss the positive impact that young people can have in their communities. The SGA attended the workshop to find out how we can implement Chris's positive ideas in our own community. The SGA had the honor of partnering with the Hurst Ambassadors and the rest of the Campus Life to host this event.

CRAVEN COMMUNITY COLLEGE Foundation

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Foundation Staff

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Jennifer Baer, *Director,
Lifetime Learning Center and
Community Outreach*
Tanya P. Roberts, *Operations Coordinator*
Jeanette Lee, *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 2019

The Craven CC Foundation is excited to announce that we will be hosting this year's Community Fabric Awards (CFA) event at the Havelock Tourist & Event Center on Thursday, April 18, 2019. This venue allows us to reach out to and promote Craven's presence in the eastern end of our county. We anticipate offering tours of the Havelock campus to those who attend the CFA event so we can share the amazing growth and diversity of educational opportunities Craven CC offers.

This year, in an effort to re-engage our past sponsors and past recipients of the CFA, we held a CFA Kick-Off event on Thursday, January 17, 2019 at the New Bern Golf & Country Club. With 72 people in attendance, it was a resounding success. Nominations for this year's recipients is open until Thursday, February 21, 2019 at 5 PM. We encourage you to consider nominating an individual, business or educator for excellence in leadership.

Our annual campaigns are continuing to do well in spite of the challenges posed by Hurricane Florence. The storm affected everyone – donors, staff, faculty and certainly our students. To date, the Campus Campaign has raised \$34,070 compared to \$34,158 at the end of FY18 and the Community Campaign has raised \$47,108 compared to \$52,006.10 at the end of FY18. The total raised is \$81,178 compared to \$86,164.10 at the end of FY18.

Craven CC was the fortunate recipient of \$408,000 in funding from the state to provide our students with financial support because of the storm. We are on track to have disbursed about half of the funds allocating the remaining balance through June 30, 2019. These are primarily for tuition, fees, books, laptops and living expenses. The students represent curriculum, workforce development and basic skills programs – all affected by Hurricane Florence. It is our hope that we are able to support our students and help ensure they can complete their education here at Craven CC in spite of the challenges posed by the weather. Though the funds do not flow through the Foundation, we

were well prepared to process the paperwork immediately and thus, provide relief to students rather expeditiously and efficiently.

Finally, the Lifetime Learning Center has seen a tremendous interest in planned travel events, both domestic and international. 24 are planning to spend 14 days during May on the *Spectacular Scandinavia* excursion to Norway, Sweden and Denmark and 32 are registered to participate in the USA Adventure, *Colorado Rockies, Rails and National Parks* that will depart mid-June.

Sincerely,

A handwritten signature in dark ink, appearing to read 'J. Williams', with a stylized flourish at the end.

Jeff Williams, President

Craven CC Foundation Board of Directors