

BOARD OF TRUSTEES

MEETING AGENDA

MARCH 16, 2021

5:30 pm - Naumann Community Room
New Bern Campus

- | | | |
|-------|---|------------------------------|
| I. | Call to Order | <i>Allison Morris, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption (<i>motion</i>) | <i>Allison Morris</i> |
| | (3) Conflict of Interest Declaration | <i>Allison Morris</i> |
| | (4) Public Comment | <i>Allison Morris</i> |
| | (5) Appointment Letter for Trustee Phelps (<i>info</i>) | <i>Cindy Ensley</i> |
| | (6) Statements of Economic Interest 2021 Filing Deadline | <i>Cindy Ensley</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Allison Morris</i> |
| | (1) Approve Board of Trustees Meeting Minutes (February 16, 2021) | |
| IV. | Student Services Update | <i>Gery Boucher, VP</i> |
| | (1) Student Services Report (<i>info</i>) | |
| | (2) Spring Enrollment (<i>info</i>) | |
| V. | Student Fee Schedule FY 2021-22 (<i>motion</i>) | <i>Jim Millard, VP</i> |
| VI. | Strategic Plan Assessment Goal 1 Update (<i>info</i>) | <i>Ray Staats</i> |
| VII. | Old Business | <i>Allison Morris</i> |
| VIII. | New Business | |
| | (1) Assign Board of Trustees Self-Evaluation (<i>info</i>) | <i>Allison Morris</i> |
| | (2) Finalize NCCCS 3-1 Academic Support Center Construction Project #2326 (<i>motion</i>) | <i>Jim Millard</i> |
| IX. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Chair | <i>Allison Morris</i> |
| | (3) Attorney | <i>Jamie Norment</i> |
| X. | Adjournment | <i>Allison Morris</i> |

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

March 16, 2021

Ms. Jennifer Dacey

Dr. Jim Davis

Mr. Ronald Knight

Ms. E.T. Mitchell

Ms. Allison Morris

Dr. Ervin Patrick

Ms. Sandra Phelps

Mr. Kevin Roberts

Mr. Bill Taylor

Mr. Tabari Wallace

Mr. Whit Whitley

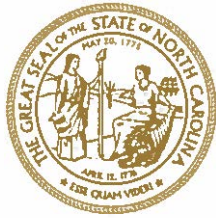
Ms. Brenda Wilson

Ms. Kaycee Bailey, Student Trustee (ex officio)

Mr. David McFadyen, CCC Foundation President (ex officio)

Agenda Review/Conflict of Interest Declarations

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



STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR

ROY COOPER
GOVERNOR

December 18, 2020

Ms. Sandra K. Phelps
P.O. Box 1385
New Bern, North Carolina 28563

Dear Sandra:

I am pleased to appoint you to serve as a member of the Craven Community College Board of Trustees. Pursuant to N.C. Gen. Stat. § 115D-12, your appointment is effective immediately. Your term will expire on June 30, 2024.

Your board or commission is covered by the State Ethics Act. As a result, you must participate in ethics training within six months of your appointment and every two years thereafter, and you will be required to file a Statement of Economic Interest by April 15 of each year.

I am grateful for your willingness to serve the people of North Carolina. Your leadership and commitment to this Commission are key to our efforts to strengthen our communities and improve the quality of life for our people.

Please read the enclosed instructions carefully so that we may complete the appointment process. If you have any questions or need additional information, please contact the Office of Boards and Commissions at (919) 814-2077.

With kind regards, I am

Very truly yours,

A handwritten signature in black ink that reads "Roy Cooper".

Roy Cooper

cc: Dr. Raymond Staats

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 16, 2021

The Craven Community College Board of Trustees met on Tuesday, February 16, 2021 in the Naumann Community Room with Board Chair Allison Morris presiding. The meeting was called to order at 5:30 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Ms. Jennifer Dacey, Dr. Jim Davis, Mr. Ron Knight, Ms. Allison Morris, Ms. E.T. Mitchell, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Bill Taylor, Mr. Whit Whitley, and Ms. Brenda Wilson

Voting members absent were: Mr. Kevin Roberts, Mr. Tabari Wallace

Ex Officio members present were: Ms. Kaycee Bailey, SGA President; Mr. David McFadyen, CCC Foundation Board President

Others present were: Mr. Steve Cella, Trustee 2016-2020; Dr. Raymond Staats, College President and Board Secretary; Mr. Charles Ellis for Mr. Jamie Norment, Attorney, Ward and Smith; Dr. Kathleen Gallman, Vice President for Instruction; Mr. Jim Millard, Vice President for Administration; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees.

Chair Morris declared a quorum present for the meeting and welcomed everyone to the February board meeting.

Agenda Review and Adoption

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

Conflict of Interest Declaration

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

Public Comment

Chair Morris called for public comment and none was expressed.

Recognition and Appreciation of Service

President Ray Staats thanked out-going Trustee Steve Cella for his four years of service on the Board and presented him with an appreciation plaque. Mr. Cella was grateful for the opportunity and wished the board the best.

(Mr. Cella departed the meeting after the presentation)

Statement of Economic Interest and Oath of Office

Executive Assistant Cindy Ensley administered the oath of office to newly appointed trustee Ms. Sandra Phelps. The Governor appointed Trustee Phelps to replace Trustee Cella for a term beginning in December 2020 and ending June 30, 2024. The Statement of Economic Interest evaluation letter was shared noting no actual conflict of interest or the likelihood of a conflict of interest.

Statements of Economic Interest 2021 Filing

Executive Assistant Cindy Ensley reminded the trustees of the April 15th deadline to file the 2021 statements and thanked those who had already completed this task.

Consent Agenda

Trustee Patrick motioned to accept the minutes (attached) of the December 9, 2020 meeting as presented; Trustee Knight seconded the motion and the motion was unanimously approved.

Financial Reports

Fiscal Year 2020-21 2nd Quarter Financial Report: VP Millard highlighted the reports for October – December 2020 (report attached) noting that additional COVID funds had been used where applicable. Trustee Whitley motioned to approve the reports as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Write-Offs and Uncollectable Accounts: VP Millard presented the report (attached) noting the State had suspended collection of past due debts during the pandemic. Trustee Knight

motioned to accept the report as presented; Trustee Wilson seconded the motion and the motion was unanimously approved.

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

Personnel Report

For informational purposes, VP Millard reviewed the Personnel Report for October – December 2020 (attached).

Facilities Reports

Fiscal Year 2020-21 2nd Quarter Facilities Usage Report: VP Millard reminded the Board that leasing of facilities had been suspended through the 2021 spring semester for COVID-19 safety precautions (attached).

Instructional Update

Fall Program Reviews: VP Gallman highlighted the programs that were reviewed in the fall and the recommendations from the committee (attached).

Curriculum Report: For informational purposes, VP Gallman compared the delivery of classes from spring 2020 to spring 2021 and the improved process for assessing general education learning outcomes (GELOs) (attached).

Old Business

Approve New and Revised Board Policies: President Staats reviewed the board policies presented in December 2020.

BP. 2.8 Employee Categories and Benefits: Trustee Taylor motioned to accept the board policy as presented; Trustee Mitchell seconded the motion and the motion was unanimously approved.

BP 2.15 Recruitment, Selection, and Hiring: Trustee Patrick motioned to accept the board policy as presented; Trustee Taylor seconded the motion and the motion was unanimously approved.

BP 2.27 Sexual & Other Unlawful Harassment (Employees): Trustee Mitchell motioned to accept the board policy as presented; Trustee Knight seconded the motion and the motion was unanimously approved.

BP 3.11 Admissions: Trustee Patrick motioned to accept the new board policy as presented; Trustee Whitley seconded the motion and the motion was unanimously approved.

BP 3.12 Sexual & Other Unlawful Harassment (Title IX): Trustee Patrick motioned to accept the board policy as presented; Trustee Wilson seconded the motion and the motion was unanimously approved.

New Business

Assign Ad Hoc Committee for President's Evaluation: Board Chair Morris selected Kevin Roberts, E.T. Mitchell, and Brenda Wilson to serve on the 2021 committee, along with the Chair and Vice Chair. The committee will dissolve after the completion of the evaluation process.

President's Annual Evaluation and Timeline: EA Ensley highlighted the timeline for the evaluation process and distributed the evaluation packets.

Public Radio East (PRE) Financial/Audit Reports: For informational purposes, VP Millard reviewed the PRE (WTEB-FM) and PRE Foundation financial/audit reports for years ended June 2019 and June 2020, noting compliance with *Government Auditing Standards*.

Reports

President: President Staats gave an update on COVID, CARES Act funding, enrollment changes, progress on website renovations, programs at the Volt Center. He announced the recent virtual ribbon cutting ceremony for the new Academic Support Center on January 21, 2021 and the upcoming ribbon cutting of the Law Enforcement Training Center on March 9, 2021. This year's Commencement will occur Saturday, May 15, 2021, most likely as a drive-through event function. President Staats also shared information regarding a new memorandum of understanding with the Craven-Pamlico Re-entry Council.

Chair: Chair Morris encouraged all trustees to consider participating in the Foundation's annual campus campaign to show support of the Foundation's mission to help students.

Student Trustee: SGA President Kaycee Bailey delivered her report as attached.

Foundation Board President: Foundation Board President David McFadyen reported on plans for the 11th Annual Community Fabric Awards, progress with campus and community campaigns, and increased scholarships and endowments.

Attorney: No report.

At 6:31 pm, Board Chair Morris noted the need to move into closed session to consult with the college attorney as allowed by General Statute 143-318.11(a)(3) with President Staats, Attorney Charles Ellis, and EA Cindy Ensley remaining present. Trustee Mitchell motioned to move into closed session; Trustee Knight seconded the motion and the motion passed unanimously.

At 6:54 pm, Trustee Patrick motioned to end the closed session and return to the regular session. Trustee Wilson seconded the motion and the motion passed unanimously.

Board Chair Morris stated that no formal action had been taken during the closed session.

Adjournment

With no further business to be presented, Chair Morris adjourned the meeting at 6:55 pm and thanked everyone for their participation.

Respectfully submitted:



Allison R. Morris, Chair
March 16, 2021



Raymond W. Staats, Secretary
March 16, 2021

SPRING ENROLLMENT AND STUDENT SERVICES

MARCH 2021



Curriculum Enrollment

	Head Count	FTE
Spring 2021	2571	989.56
Spring 2020	2886	1104.69
% Change	-10.9%	-10.4%

**Data as of 3/1/2021

Student Services Update

- **Campus Life**

- Black History Events
 - Havelock Campus - February 17 and 18
 - New Bern Campus - February 24 and 25
- Fall 2020
 - Food drive to restock Panther Pantry - \$1,340 donations
- November 2020
 - Thanksgiving food bags provided to 43 students and staff in need at \$20 per bag
- December 2020
 - Sponsored ugly sweater contest during Christmas season
- March 15-26, 2021
 - March Madness Oculus Event
 - Co-sponsored by SGA and College Library

Student Services Update

- **Financial Aid**

- Cares Act Funding I
 - Awarded \$754,672 to assist 399 students affected by COVID
- CRRSAA – HEERF II
 - Received \$754,672 to assist students affected by COVID through January 2022

Student Services Update

- **Advising**

- “Advising Adventures” - videos available on Moodle
 - *October 2020 -Transfer Degrees* – 33 views
 - *November 2020 - Business Administration* – 46 views
 - *January 2021 - Nursing and Allied Health Programs* - 29 views

- **Counseling**

- “Let’s Talk Mental Health” - videos available on Moodle
 - *December 2020 - Substance Abuse and Addiction* -140 views
 - *November 2020 – Anxiety* -105 views
 - *January 2021 – Address Your Stress* - 23 views

- **New Student Orientation (NSO)**

- Revamped online New Student Orientation video

Student Services Update

- **New Initiative**

- Customer Relationship Management System (CRM)
 - Purchased Fire Engine RED software
 - Creates communication plan for all prospective Curriculum and WFD students
- Finish First NC
 - Identifies students nearing completion of degree, diploma or certificate
 - Implemented Spring 2021
 - Since implementation, 454 credentials have been awarded to 239 students

- **System Office Awards**

- 3 Students nominated for the System Office awards
 - Governor Robert W. Scott Student Leadership Award – Ty-Shon Best
 - The Dallas Herring Achievement Award – De'ja Morris
 - NCCCS Academic Excellence Award – Riley Annabel

QUESTIONS?

*Craven County's First Choice for
Teaching and Learning*

CravenCC.edu | 252-638-7200

Craven Community College

Fee Chart

2021-2022 DRAFT

BOT DRAFT 3/16/21

Course/Area	Current Fee	Change/New	Basis/Additional Comments in RED
Business Office & Student Services:			
Student Activity Fee	\$ 35.00		Flat fee for curriculum students charged Fall and Spring semesters
Student Activity Fee - Summer	\$ 17.50		Flat fee for curriculum students charged for Summer semester
Travel Insurance to Study Abroad	up to \$100.00		One time for study abroad participants
Transcript	\$ 10.00		
Campus Access, Parking & Security	\$ 15.00		Flat fee for curriculum students charged Fall, Spring and Summer semesters
Computer Use & Technology	\$ 48.00		All curriculum students charged Fall, Spring and Summer semesters
Professional Liability Insurance	\$ 16.00		Required for curriculum nursing and allied classes as well as a variety of WFD classes (EMT, Phlebotomy, Health Care Technician, Dental Asst, Vet Asst, Animal Grooming, Personal Trainer, CNA I & II, Manicurist, Barbering)
Student Accident Insurance: Curriculum	\$ 1.25	\$ 1.20	Mandatory insurance per semester - rate reduced by insurance supplier
Student Accident Insurance: WFD	\$ 0.60		Mandatory insurance per semester
Returned Check	\$ 20.00		Per check returned by Financial Institution
Placement Testing Fee	\$ 3.00		Fee to be charged for Re-testing
Graduation Fees			
Graduation Fee	\$ 15.00		All graduating students. Includes processing, certificates, postage and one diploma cover
Diploma Cover	\$ 15.00		Charged per each additional diploma cover
Cap, Gown and Tassel	\$ 30.00		Approximate and Non-Refundable
Associate Degree (hood)	\$ 30.00		Approximate and Non-Refundable
Academic Support/Distance Learning:			
Library Fees:			
Library Fines	\$ 0.10		Per day for overdue books
Library Fines	\$ 1.00		Per day for overdue videos
Printing Fee	\$ 0.10		Per page to print from computers for personal use (If it is for educational purposes this is not charged)
Printing Fee	\$ 0.10		Per page for photocopies
Printing Fee (3D)		\$3.00/\$1.00	Printing cost for first hour/Printing cost per hour after first hour up to 8 hours cap
Replacement Fee	\$ 1.00		Replacement library card
Placement Testing Fee for non-students	\$ 5.00		NC-DAP DRE DMA (Transferring to other community colleges)
Summer School Supply Fee	\$ 10.00		
MAT Exam	\$ 90.00		The Miller Analogies Test (MAT) exam will be offered to local residents seeking a Master's Degree; the fee covers the cost of the exam and administrative costs.
NABCEP Testing & Proctoring Fee		\$ 150.00	North American Board of Certified Energy Practitioners (NABCEP) Exam requested by WFD \$125.00 and \$25.00 proctoring fee
Test Proctoring Fee	\$ 25.00		To provide support for proctoring tests for students from other educational institutions unless associated with partnerships with the college
Distance Education Fee	\$ 25.00		Per course in all on-line and hybrid Curriculum courses
Liberal Arts:			
Music - MUS 161, 162, 261 262	\$ 320.00		Typically one student per course, specialized instruction
MAT - 110, 121, 143, 152, 263, 285, 280	\$ 74.71		Course Material Fee/Access to Software; add MAT 280
MAT - 171, 271	\$ 112.08		Course Material Fee - One time fee for MAT 171 allows 2 year(s) for students to access Pearson Software which includes electronic book to complete MAT 171, MAT 172; One time fee for MAT 271 allows 2 year(s) for students to access Pearson Software which includes electronic book to complete MAT 271, 272, 273
Science - BIO, CHM & PHY	\$ 30.00		Supply Fee (seated & hybrid classes only)
Science - AST 111, BIO 163, PHY 110	\$ 66.72		Course Material Fee
Science - BIO 168, BIO 169, PHY 251, PHY 252	\$ 73.39		Course Material Fee
Science - GEL 111	\$ 53.38		Course Material Fee
Science - BIO 111	\$ 128.09		Course Material Fee - One time fee for BIO 111 allows 2 year(s) for students to access Pearson Software which includes electronic book to complete BIO 111, 112
ART - 121, 122, 131, 132, 171, 231, 232, 240, 241, 261, 262, 264, 265, 266, 267, 271, 275, 281, 282, 283, 284, 285, 286, 288	\$ 35.00		Supply Fee

Craven Community College

Fee Chart

2021-2022 DRAFT

Course/Area	Current Fee	Change/New	Basis/Additional Comments in RED
ART 135	\$ 40.00		Supply Fee
Health Programs:			
Admission Test (TEAS) for: Nursing, Physical Therapist Assistant	\$ 75.00		Entrance Test Fee (Good for 12 months)
Admission Test (TEAS) for: Medical Assisting	\$ 75.00		Entrance Test Fee (Good for 12 months)
Associate Deg. Nursing (A.D.N.) 5 Semester Plan- beginning with Fall cohort	\$ 440.00	\$ 525.00	Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; previously, the fee was spread over 4 semesters; the nursing department is adding the electronic health record, accreditation module, and clinical management to the current package, increasing the cost to the students; subsequently, the cost will be spread over 5 semesters
Physical Therapist Assistant - PTA 270	\$ 90.00		Course Material Fee
Physical Therapist Assistant - PTA 110	\$ 15.00		Course Material Fee
Physical Therapist Assistant - PTA 150	\$ 60.00		Course Material Fee
Practical Nursing (PN)	\$ 500.00	\$ 625.00	Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; the nursing department is adding the electronic health record, accreditation module, and clinical management to the current package, increasing the cost to the students
NUR 214 - LPN to RN Transition Course	\$ 440.00	\$ 525.00	Fee for supplemental instruction (testing, e-texts); the nursing department is adding the electronic health record, accreditation module, and clinical management to the current package, increasing the cost to the students
Nursing Badge Replacement	\$ 60.00		
Career Programs:			
Automotive Lab Fees - ATT 140; AUT 114A, 116A, 141A, 151A, 163A, 181A, 221A, 231A, 141,116, 151, 163, 181, 183, 213, 221, 231, 281; TRN 110, 120, 140, 140A	\$ 45.00		Supply Fee
Basic Law Enforcement Lab Fees	\$ 65.00		BLET class includes: CJC 100, Supply Fee
Business Program Lab Fees - CTI 289, CTS 240, NET 125,126,225, 226; NOS 110, 130, 230, NOS 231, NOS 232	\$ 10.00		Supply Fee
Cosmetology Lab Fee - COS 112, 114, 116, 118, 119, 120, 125, & 126	\$ 10.00		Supply Fee
Cosmetology Lab Fee - COS 112A, 112B, 114A, 114B, 116A, 116B, 118A, & 118B	\$ 5.00		Supply Fee
Industrial Program Lab Fees:			
Composite Manufacturing core classes - MEC 188, 189, 212, 215	\$ 275.00		Supply Fee
Composite Manufacturing core classes - MEC 130	\$ 35.00		Supply Fee
Composite Manufacturing core classes - MEC 145	\$ 150.00		Supply Fee
Composite Manufacturing core classes - MEC 187	\$ 225.00		Supply Fee
Mechanical Engineering Tech, Electronic/ Electrical & Machining classes - BPR 111, 121, DDF 211, 212, 213, 214; DFT 111, 151, 152, 153; ELC 113, 117, 131, 135, 138, 139; ELN 131, 132, 133, 231, 232, 234, 260	\$ 35.00		Supply Fee
Machining/Manufacturing classes - MAC 111, 112, 113, 122, 124, 126, 241, 242, 243, 244, 245,246, 222, 224, 234, 233; MEC 111; HYD 110	\$ 85.00		Supply Fee
Machining/Manufacturing classes - MAC 117	\$ 150.00		Supply Fee
Machining/Manufacturing classes - MNT 110, 111, 165; ISC 132; SST 110	\$ 35.00		Supply Fee

Craven Community College

Fee Chart

2021-2022 DRAFT

Course/Area	Current Fee	Change/New	Basis/Additional Comments in RED
Machining/Manufacturing classes - MAC 111A, 111B, 112A, 112B, 113A, 113B, 241A, 241B, 242A, 242B, 243A, 243B, 244A, 244B, 245A, 245B, 246A, & 246B	\$ 45.00		Supply Fee
Welding Technology Program			
Welding classes - WLD 110, 112, 115, 116, 121, 122, 131, 132, 141, 221, 231, 261	\$ 40.00		Supply Fee
Welding classes - WLD 115A, 115B, 116A, 116B, 121A & 121B	\$ 25.00		Supply Fee
Welding classes - WLD 151, 251	\$ 85.00		Supply Fee
Welding Certification to CU Credit	\$ 25.00		AWS Certified Welder Program > SMAW Plate (would get credit for WLD 115; GMAW Plate would get credit for WLD 122; FCAW Plate would get credit for WLD 121; GTAW Plate would get credit for WLD 131; SMAW Pipe would get credit for WLD 215; GTAW Pipe (Carbon Steel) would get credit for WLD 231
Havelock:			
American Hotel and Lodging Assc Hospitality	\$ 74.40		Covers book and exam
Avionics Course	\$ 81.40		Student Materials
Aviation Sheet Metal Fabrication - ASMF-7138	\$ 74.40		Supply Fee
Aviation Lab Fees	\$ 126.00		AVI 110, 120, 130, 230, 240, 250, 260 (includes 3 kits & lab consumables)
Aviation Mgmt & Career Pilot - AER 110	\$ 3,722.00		Airline/Commercial/Professional Pilot and Flight Crew; interpret aeronautical charts and apply navigational principles
Aviation Mgmt & Career Pilot - AER 151	\$ 7,050.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical exam for the private pilot certificate
Aviation Mgmt & Career Pilot - AER 161	\$ 13,100.00		Airline/Commercial/Professional Pilot and Flight Crew; plan and execute an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam
Aviation Mgmt & Career Pilot - AER 171	\$ 14,580.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate
Aviation Mgmt & Career Pilot - AER 281	\$ 6,501.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in right seat operation and CFI maneuvers as specified in the FAA Practical Test Standards
Aviation Mgmt & Career Pilot - AER 285	\$ 12,875.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical examination for a multi-engine rating
FAA Preparatory Exam	\$ 319.40		Supply fees for FAA General/Powerplant- AMPP 7191 and FAA General/Airframe - AMAF7193
Workforce Development Fees:			
American Heart Assoc. Certificate Card	\$ 17.50		BLS for Health Care Providers, Advanced Cardiac Life Support Initial and Recertification, Pediatric Advanced Life Support Initial and Recertification, & HeartSaver (First Aid CPR, AED, Adult, PEDS, Infants, Adults).
BLS for Health Care Provider	\$ 5.00		New Registration; Includes American Heart Association Card
BLS Family & Friends CPR (book with card)	\$ 2.00		New Registration; Includes American Heart Association Card
BLS HeartSaver/First Aid/CPR/AED Course Card	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver CPR AED Completion Card	\$ 17.50		New Registration; Includes American Heart Association Card
Pediatric HeartSaver CPR/First Aid AED	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver First Aid ONLY Card	\$ 17.50		New Registration; Includes American Heart Association Card
Auto-Detailing Certification Prep	\$ 19.40		Supply fee to cover the cost of consumables and other course materials
CDL Class A	\$ 1,819.40		Supply fee for the Commercial Driving License Class A license course
CDL Class B	\$ 819.40		Supply fee for the Commercial Driving License Class B license course
CRC Certificate Exam Fee	\$ 42.00		Reading for Information, Locating Information, and Applied Mathematics
CRC Certificate Replacement Fee	\$ 5.00		Supply fee
DDI Courses	\$ 50.00		Student Materials
EKG Technician	\$ 10.00		Supply fee
EKG Technician Refresher	\$ 10.00		Supply fee
Emergency Medical Responder Initial Testing	\$ 22.00		Fee to cover EMS electronic testing software
EMT Initial (Supply, Ins, Shirt, Testing)	\$ 99.60	\$ 100.00	Fee for consumables used in program (IVS, gloves, needles, etc.) & to cover EMS electronic testing software. Insurance \$16.60; Supply Fee \$10 changed to \$10.40 ; Shirt \$25; EMS Testing \$48
AEMT (Ins, Supply Fee, Shirt, Testing)	\$ 126.60		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables & to cover EMS electronic testing software. Insurance \$16.60; Supply Fee \$20; Shirt \$25; EMS Testing \$65

Craven Community College

Fee Chart

2021-2022 DRAFT

Course/Area	Current Fee	Change/New	Basis/Additional Comments in RED
Paramedic	\$ 166.60	\$ 189.00	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables, EMS electronic testing software and cost of cards (PALS and ACLS); Insurance \$16.60; increased Supply Fee from \$20.00 to \$42.40 PALS Card \$5; ACLS Card \$5; Shirt \$25; EMS Testing \$95
Pediatric Advanced Life Support (PALS)	\$ 5.00		
Advanced Cardio Life Support (ACLS)	\$ 5.00		
Environmental Safety Diploma Certification 1	\$ 30.00		OSHA Cards and registered mail
Environmental Safety Diploma Certification 2	\$ 30.00		Supply fee for Soil Sampling, Water Quality Analysis, and Site Survey
Fire College Fee	\$ 30.00		T-Shirts & Meals
Forestry/Heavy Equipment Operations	\$ 24.40		Supply fee to cover OSHA Card and CPR Card
Home Beer Brewing Class	\$ 49.40		Supply fee to cover consumables
HRDQ Personal Style Inventory	\$ 20.00		For use in Advanced Manufacturing Tools for Veterans
EPA Refrigerant Certification	\$ 30.00		Supply Fee for ESCO book and on-line exam
Leadership	\$ 40.00		Myers Briggs Type Indicator - Scoring & "Introduction to Type"
Medication Aide	\$ 5.00		Supply Fee
National Assoc. of Emer Medical Technician	\$ 15.00		Pre-Hospital Trauma Life Support & Advanced Medical Life Support
NCCER Construction 1	\$ 74.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 2	\$ 74.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 3	\$ 74.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 4	\$ 74.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Welding Levels 1, 2, & 3	\$ 194.40		Supply Fee per level
NCCER Welding Level 4	\$ 379.40		Supply Fee
Nurse Aid One	\$ 15.00		Supply Fee
Nurse Aid Two	\$ 15.00		Supply Fee
Central Sterile Technician	\$ 50.00		Supply Fee
OBD class (On Board Diagnostic)	\$ 7.50		Supply Fee
30 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
30 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail
10 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
10 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail
Pharmacy Technician	\$ 10.00		Supply Fee
Phlebotomy	\$ 50.00		Supply Fee
Small Engine Repair	\$ 10.00		Supply Fee
Diesel Engine Course		\$ 99.40	New Course
Diesel Systems Course		\$ 99.40	New Course
Diesel Generator Repair		\$ 49.40	New course on Diesel Generator Repair and Servicing
56 Hour Forklift		\$ 49.40	Fee for Forklift LP Gas
8 Hr Forklift		\$ 19.40	Fee for Forklift LP Gas
Photovoltaic classes		\$ 19.40	New for Solar Classes
Veterinary Assistant	\$ 5.00		Supply Fee
WFD Green Belt	\$ 15.00		To be used for assessments, certificates and frames
Sordill Consulting Courses	\$ 15.00		Cost per topic-some courses cover more than one topic/Various
Communication	\$ 15.00		Personal Profile (DISC) - Paper
	\$ 22.00		Personal Profile (DISC) - Online
Time Management	\$ 15.00		Time Mastery Profile - Paper
	\$ 22.00		Time Mastery Profile - Online
Workkeys Assessment Tests:			
Applied Mathematics	\$ 14.00		Cost of the exam
Applied Technology	\$ 14.00		Cost of the exam
Graphic Literacy (Was Locating Information)	\$ 14.00		Cost of the exam
Workplace Documents (Was Reading for Info)	\$ 14.00		Cost of the exam
Business Writing	\$ 23.00		Cost of the exam
Workplace Observation	\$ 22.00		Cost of the exam

Strategic Plan 2017-22

Teaching and Learning - Assessment: First Quarter 2021



Strategic Plan 2017-22 Assessment

Teaching and Learning

REGULARLY CONDUCT AND IMPLEMENT RESULTS OF NEEDS ASSESSMENTS FOR UNIVERSITY TRANSFER, CAREER, WORKFORCE DEVELOPMENT, HEALTH SCIENCES, AND ADULT ENRICHMENT PROGRAMS

Narrative:

- Curriculum Pathway Master Plan: Plan will depict academic pathways for students from high school completion through university transfer; continuous process
 - Includes Credit for Prior Learning
 - Certification to Curriculum Crosswalk complete
 - More than 60 certificates articulated across disciplines including WFD
 - New AA and AS in Teacher Education to launch Fall 2021 (includes CCP pathways)
 - CCURE – Community College Undergraduate Research Experience
 - Collaborative with UNCW
 - Craven CC students take free UNCW class taught by Craven CC faculty; Kate Amerson teaching first cohort this Spring

Strategic Plan 2017-22 Assessment

Teaching and Learning

EXPAND DISTANCE LEARNING PRESENCE THROUGH ALL APPROPRIATE COURSE OFFERINGS

Narrative:

- Community of Online reDesigners (CORD): 16 course redesigns completed; 8 to complete in Spring/Summer 2021

Trend Data:

Curriculum FTE by Delivery Method				
	2016-17	2017-18	2018-19	2019-20
Distance Learning	31.8%	34.7%	36.6%	37.2%
Hybrid (online & F2F)	13.1%	11.1%	10.4%	11.1%
Traditional (seated)	54.6%	53.6%	52.5%	49.9%
Other (e.g. independent study)	< 1%	< 1%	< 1%	1.8%

Strategic Plan 2017-22 Assessment

Teaching and Learning

Trend Data

ACADEMIC YEAR	CEC ENROLLMENT	ECE ENROLLMENT	TOTAL ENROLLMENT
2016-17	204	205	409
2017-18	202	193	395
2018-19	214	184	398
2019-20	220	201	421
2020-21	215	204	419

FIGURE 1: EARLY COLLEGE ENROLLMENT; DATA PROVIDED BY CEC AND ECE ADMINISTRATION

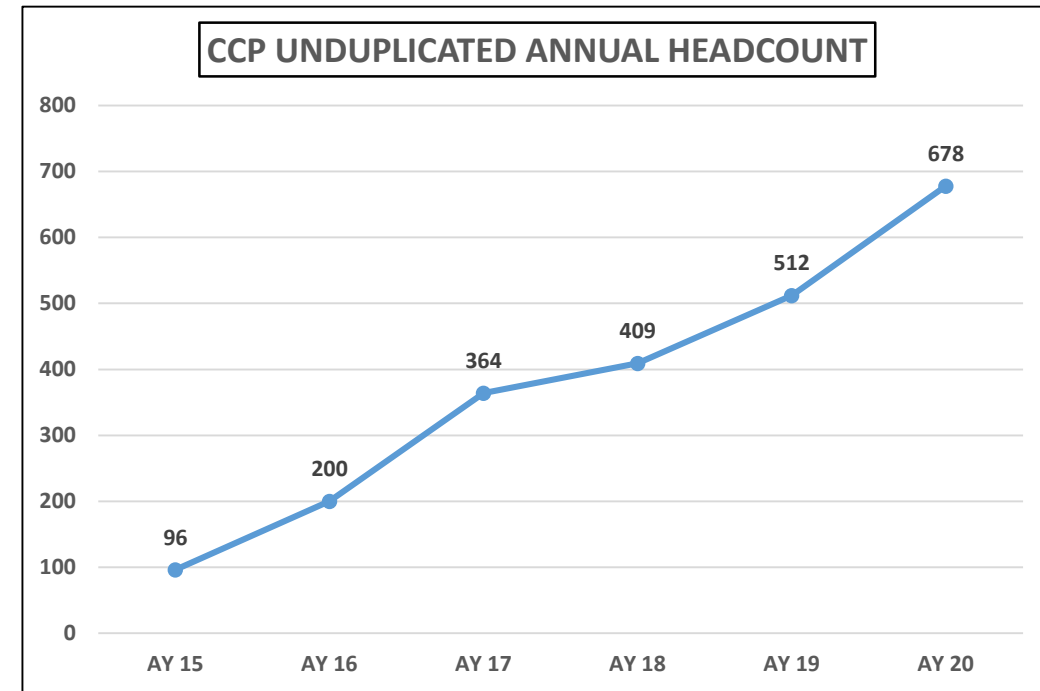
Strategic Plan 2017-22 Assessment

Teaching and Learning

DEVELOP INCREASED EDUCATIONAL OPPORTUNITIES FOR HIGH SCHOOL AGE STUDENTS TO ACCESS THE COLLEGE'S ACADEMIC PROGRAMS

Narrative:

- Increasing number of courses offered at high schools
 - Public, private, and homeschool recruitment
 - State changes allowing 9th and 10th graders to take transfer courses (LAUT)
- WFD CCP pathways approved by NCCCS & DPS
 - West Craven High School – Emergency Medical Technician
 - Havelock High School – Nurse Aide I
 - New Bern High School – Pharmacy Technician



Strategic Plan 2017-22 Assessment

Teaching and Learning

ENHANCE PROGRAMS THAT REACH OUT TO EDUCATIONALLY DISADVANTAGED POPULATIONS; DEVELOP AND SUSTAIN STUDENTS FOR COLLEGE-LEVEL ENTRY

Narrative:

- Opened Vanceboro Job Readiness Boot Camp
 - West Craven VFW Post 11119, 1st Avenue
 - 7 sessions scheduled through July 30, 2021
- Partner with Craven-Pamlico Re-Entry Council
 - Applied for \$250,000 grant
 - Request for Proposal delivered to NC Dept of Public Safety February 8, 2021

Strategic Plan 2017-22 Assessment

Teaching and Learning

GROW ACADEMIC AND CAREER PATHWAYS

Narrative:

- Curriculum
 - Increase in Nursing cohort; PN to RN transition
 - NCWC BSN pathway
- WFD – Volt
 - Diesel Mechanic Program Started January 25, 2021
 - Day and night classes – 18 students total
 - Law Enforcement Training Center
 - Certificate of Occupancy – January 15, 2021
 - Simulator delivered February 23, 2021
 - Ribbon Cutting – March 9, 2021

Strategic Plan 2017-22 Assessment

Teaching and Learning

INCREASE STUDENT APPRENTICESHIP OPPORTUNITIES

Narrative:

- B/S/H/ Apprentice Program in Manufacturing Technology/Mechatronics
 - AY 2014-16 – 6 students
 - AY 2016-18 – 5 students
 - AY 2020-21 – program postponed
 - AY 2021-22 – 5 students (projected)
- B/S/H/ conducting interviews for direct hire of our students

Strategic Plan 2017-22 Assessment

Teaching and Learning

ACHIEVE NLNAC ACCREDITATION OF ASSOCIATE DEGREE NURSING PROGRAM

Narrative:

- Alignment of Associate Degree Nursing (ADN) program with NLNAC standards in progress
- Currently in Pre-accreditation Status for both Associate Degree Nursing (ADN) and Practical Nursing (PN)
- College has two years from Pre-accreditation Status to obtain full accreditation (10/2022)

Strategic Plan 2017-22 Assessment

Teaching and Learning

PURSUE NEW NATIONAL CERTIFICATIONS OF CAREER AND WORKFORCE DEVELOPMENT PROGRAMS

Narrative:

Program	Agency	Course Type
Diesel Technology	DTNA	WFD
Masonry	NCCER	WFD
Solar Voltaic Technology	NABCEP	WFD

FIGURE 1:

- DTNA – Daimler Trucks North America
- NCCER – National Center for Construction Education & Research
- NABCEP – North American Board of Certified Energy Practitioners

Craven CC currently has 18 Curriculum and WFD programs with national certification

Strategic Plan 2017-22 Assessment

Teaching and Learning

EXPAND VETERAN'S ADMINISTRATION RECOGNITION OF WORKFORCE DEVELOPMENT PROGRAMS

Narrative:

- Department of Defense SkillBridge
 - Program to provide service members the opportunity to participate in WFD training
 - Programs submitted (projected)
 - CDL
 - Diesel Technician
 - EMS
 - HVAC
 - Fall 2021 first classes expected to start
 - Paperwork for EMS program submitted Friday, 2/26/21

Strategic Plan 2017-22 Assessment

Teaching and Learning

PROMOTE GROWTH OPPORTUNITIES IN STUDENT WRITING SKILLS IN COLLEGE CURRICULA

Narrative:

- Writing assistance provided through workshops facilitated by the Library
 - Partnership with CEC, FRC East, and GED program
- “Don’t Cancel Class” Initiative
 - Implemented Spring 2019
 - To date, 31 sessions delivered on various soft skills
 - Study skills
 - Time management
 - Resourcefulness
 - Public speaking skills
 - Professional communication

Strategic Plan 2017-22 Assessment

Teaching and Learning

PROMOTE GROWTH OPPORTUNITIES IN STUDENT WRITING SKILLS IN COLLEGE CURRICULA

ACADEMIC SUPPORT CENTER

Narrative:

- Tutoring, Help Desk, Study Space
- Ribbon Cutting held January 2021



Strategic Plan 2017-22 Assessment

Teaching and Learning

IMPROVE THE INTEGRATION OF GENERAL EDUCATION CURRICULA WITH CAREER AND HEALTH SCIENCE PROGRAMS

Narrative:

- Continuing project: Alignment of general education offerings with program schedule
- New process for assessing General Education Learning Outcomes
 - Specific outcomes each semester
 - Committee approach (faculty)



Questions or Comments?



*Craven County's First Choice for
Teaching and Learning*

CravenCC.edu | 252-638-7200

Timeline for Board of Trustees' Self Evaluation 2020-2021

March 16, 2021	Board Receives Evaluation Tool and Timeline
April 20, 2021	Return Board's Self Evaluation Form to Cindy Ensley in the envelope provided by this date, via mail or in-person at the April board meeting
May 21, 2021	Compilation to Chair and Vice Chair for Review
June 9, 2021	Board Reviews at June Retreat

Directions:

1. Complete the Board's Self Evaluation (2 pages) by circling the appropriate score clearly and adding any additional comments on the last page
2. Sign and date the document
3. Return in the self-addressed, stamped envelope by April 20, 2021 (next board meeting) or bring to the April 20th board meeting
4. Call Cindy Ensley at 252-638-7201 with questions

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL Final Project Closeout

AMENDED #2

Is this the Final 3-1 Project Closeout?

Yes

College Craven Community College
Project Name Ward Hall - Academic Support Center Renovation (Note name change) NCCCS Project No. 2326
Campus 1017 Craven CC - Main Campus County Craven

I. TYPE OF PROJECT:

Renovation of Existing Facility

II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.

This project involved the renovation of approximately 2,725 sq ft of space formerly occupied by our First Stop (Student Services) and Student Account offices to house the Academic Support Center. The renovation allowed for the construction of support services and tutoring functions across campus, provide collaborative learning spaces, house the student help desk, and to deliver services in a lab setting which will require transforming current office space into a computer lab setting.

- **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.

This form was prepared by:

Name: Cindy A. Patterson
Signature: *Cindy A. Patterson*
Contact Number: 252-638-7304
Date: 3/2/2021

CPC Signature: *Cindy A. Patterson*

III. ESTMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

- 1. Site Grading and Improvements (not in III B)
- 2. Demolition (not in III B)

Subtotal "A"

B. CONSTRUCTION

- 1. Design Fee
- 2. Construction.....
- 3. Construction Contingency
- 4. Other Contracts
- 5. Other Fees

Subtotal "B"

C. Other Costs

- 1. Initial Equipment.....
- 2. Work Performed by Owner

Subtotal "C"

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

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
65,000.00		65,000.00
728,600.00	29,179.88	757,779.88
72,860.00	(72,860.00)	
	1,907.52	1,907.52
866,460.00	(41,772.60)	824,687.40
0.00	0.00	0.00
\$866,460.00	(\$41,772.60)	\$824,687.40

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriated
- 2. County Bonds
- 3. Other
- 4.
- 5.

Subtotal "A"

B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)

- 1.
- 2.
- 3.

Subtotal "B"

C. STATE FUNDS (Reimbursed by the System Office)

- 1. Budget Code
- 2. Budget Code
- 3. Budget Code
- 4. Budget Code

Subtotal "C"

Total Sources of Funds Available (IV A, B, C)

D. UNIDENTIFIED FUNDS

- 1. Unidentified Funds (Do not include on the NCCCS 2-16)

Subtotal "D"

Total Sources of Funds Including Unidentified

Prior Funds	Changes	Current Funds
166,460.00	(41,772.60)	124,687.40
166,460.00	(41,772.60)	124,687.40
0.00	0.00	0.00
700,000.00		700,000.00
700,000.00	0.00	700,000.00
866,460.00	(41,772.60)	824,687.40
0.00	0.00	0.00
\$866,460.00	(\$41,772.60)	\$824,687.40

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of **Craven Community 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 \$700,000.00 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 3-16-2021.
- 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, therefor 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 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 sessions 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

Certification 1.

I certify that I have examined this application for the project no: 2326
from Craven Community College and if shown, county funds in the
amount of \$0 are available for the planning and construction of this project.

Signature _____
Title _____
Date _____

(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,
Section VIII, Page 5) it is estimated that the college will expend an additional \$0
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 _____
Date _____



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

This, the _____ day of _____, 20____

Signature

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

Date: _____ Project Name: Ward Hall - Academic Support Center Renovation (Note 1)

College: Craven Community College Project Completion Date: _____

Contact Name: _____

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	\$0	\$0	\$0	\$0	\$0	\$0
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 VI 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