

REVISED AGENDA

CRAVEN COMMUNITY COLLEGE BOARD OF TRUSTEES MARCH 19, 2019

5:30 pm – Meeting in Ward Boardroom, New Bern Campus

- | | | |
|-------|--|------------------------------|
| I. | Call to Order | <i>Bill Taylor, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption | <i>Bill Taylor</i> |
| | (3) Conflict of Interest Declaration | <i>Bill Taylor</i> |
| | (4) Public Comment | <i>Bill Taylor</i> |
| | (5) Oath of Office | <i>Cindy Ensley</i> |
| | a. Bill Taylor (reappointed by Governor, 2018-2022) | |
| III. | Consent Agenda (<i>motion</i>) | <i>Bill Taylor</i> |
| | (1) Approve Board of Trustees Meeting Minutes (February 19, 2019) | |
| IV. | Spring Enrollment (<i>info</i>) | <i>Gery Boucher, VP</i> |
| V. | Student Services Report (<i>info</i>) | <i>Gery Boucher</i> |
| VI. | Facilities 5-Year Plan (<i>info</i>) | <i>Jim Millard, VP</i> |
| VII. | Strategic Plan: Goal 1 (<i>info</i>) | <i>Ray Staats</i> |
| VIII. | Old Business | |
| IX. | New Business | |
| | (1) Approve NCCCS 3-1 Form for Project 2479 (Curbing)(<i>motion</i>) | <i>Jim Millard</i> |
| | (2) Approve 2019-2020 Student Fee Schedule (<i>motion</i>) | <i>Jim Millard</i> |
| | (3) Approve 2019-2020 County Fiscal Year Budget Proposal (<i>motion</i>) | <i>Ray Staats</i> |
| | (4) Board Self-Evaluation and Timeline (<i>info</i>) | <i>Bill Taylor</i> |
| X. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Attorney | <i>David Ward</i> |
| | (3) Chair | <i>Bill Taylor</i> |
| XI. | Adjournment | <i>Bill Taylor</i> |

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

March 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

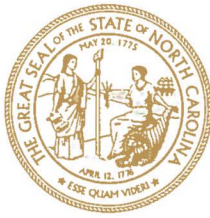
Ms. Brenda Wilson

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?



STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR

ROY COOPER
GOVERNOR

January 31, 2019

Mr. William W. Taylor
504 Lilliput Drive
New Bern, North Carolina 28562

Dear Bill:

I am pleased to reappoint you to serve as a member of the Craven Community College Board of Trustees. Pursuant to N.C. Gen. Stat. § 115D-12, your reappointment is effective immediately. Your term will expire on June 30, 2022.

Your board or commission is covered by the State Ethics Act. As a result, please remember that you must participate in ethics training every two years, and you are required to file a Statement of Economic Interest by April 15 of each year.

Thank you for continuing to serve the people of North Carolina. I am grateful that you are willing to give your time and talents to move North Carolina forward.

Please read the enclosed instructions carefully so that we may complete the reappointment process. If you have any questions, 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". The signature is stylized and cursive.

Roy Cooper

cc: Dr. Raymond Staats




STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR

ROY COOPER
GOVERNOR

I, William W. Taylor, do solemnly swear (affirm) that I will support the Constitution of the United States.

I, William W. Taylor, do solemnly swear (affirm) that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said state, not inconsistent with the Constitution of the United States.

I, William W. Taylor, do solemnly swear (affirm) that I will well and truly execute the duties of my office as a member of the Craven Community College Board of Trustees according to the best of my skill and ability, according to law, so help me God.



William W. Taylor

Craven County, NC

Sworn to and subscribed before me, this

the 1st day of March, 2019.

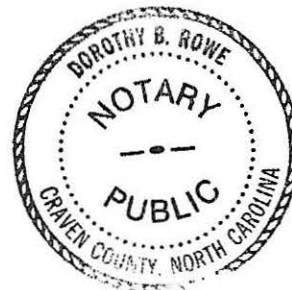
Dorothy B. Rowe

Signature

Dorothy B. Rowe

Print

My commission expires on 5-21-20.



CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
FEBRAURY 19, 2019

The Craven Community College Board of Trustees met on Tuesday, February 19, 2019, in the Ward Boardroom of the Brock Administration Building on the New Bern campus with Board Chair Bill Taylor presiding. The meeting was called to order at 6:04 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Ms. Cora Chadwick, Mr. Steve Cella, Mr. Ken Crow, 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: Ms. Robin Schaefer

Ex Officio members present were: Ms. Stevie Gaskins, SGA President, Mr. Jeff Williams, CCC Foundation Board President

Others present were: Dr. Raymond Staats, College President and Board Secretary; Mr. David Ward, Attorney, Ward and Smith; Dr. Kathleen Gallman, Vice President for Instruction; 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 agenda (attached). Trustee Knight motioned to accept the agenda as presented; Trustee Roberts 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.

Annual SEI Filing

Ethics Liaison Cindy Ensley reminded the trustees of the April 15th deadline for filling the 2019 Statement of Economic Interest. Each trustee along with the college president and chief financial officer are required to file annually.

Consent Agenda

Trustee Wilson motioned to accept the minutes (attached) of the December 11, 2018 meeting as presented; Trustee Mattocks seconded the motion and the motion passed unanimously.

Financial Reports

Fiscal Year 2018-2019 2nd Quarter Financial Report: VP Jim Millard presented reports for the period October 1–December 31, 2018 (attached). Trustee Chadwick 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). Trustee Whitley 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 October-December 2018 (attached).

Facilities Update

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

Curriculum Report

VP Kathleen Gallman reported on the enrollment increase in Career and College Promise (CCP) showing 300% in growth since academic year 2014-15. The growth is on the career side and several classes were added in Havelock to accommodate the need. Apprenticeships programs

continue to grow with Bosch and other industry partners. The Duke Energy Grant awarded to the College in 2018 has facilitated that growth.

Fall Curriculum Program Review Summary

Due to Hurricane Florence, the scheduled curriculum reviews were not held. Three of the six reviews will be conducted with the spring administrative program review and three more will be reviewed in fall of 2019.

Old Business

BP 6.5 Tobacco & Nicotine Prohibition Policy Revision: Trustee Roberts motioned to approve the policy as it was presented at the last board meeting; Trustee Wilson seconded the motion and the motion passed unanimously.

BP 5.1 Sound Fiscal & Management Practices Policy Revision: Trustee Mattocks motioned to approve the policy as it was presented at the last board meeting; Trustee Chadwick seconded the motion and the motion passed unanimously.

New Business

Accreditation Action – Physical Therapist Assistant Program: For informational purposes, VP Gallman informed the Board of CAPTE's decision to place the program on warning; the program is still accredited. Corrective actions were taken immediately to comply with the Standards and Required Elements. A follow-up report to CAPTE is due March 1, 2019. If the report is received favorably by CAPTE, the program will be removed from warning status with no further action required.

Architect for Academic Support Center: President Staats presented the two bids received for the project (MBF Architects and JKF Architecture) and reported the committee's recommendation of JKF Architecture. Trustees noted concern that no local firms had been selected for recent projects. VP Millard relayed the committee's decisions, which included consideration of the merits of selecting locally. Overall, the committee made its recommendation based on a comprehensive evaluation. Trustee Chadwick motioned to approve JKF Architecture; Trustee Wilson seconded the motion and the motion passed unanimously.

FEMA PA Forms/Resolution for Hurricane Florence Damage: In order to recoup the \$25,000 deductible on the liability insurance policy, the College is required to file an application for FEMA assistance. Trustee Knight motioned to execute and file the required resolution and application for FEMA assistance; Trustee Wilson seconded the motion and the motion passed unanimously.

NCCCS Form 3-1 for Project 2467 (Roof Repairs): President Staats noted that board approval is necessary based on the potential use of state funds for each of the three projects. Trustee Chadwick motioned to approve the capital improvement project to repair multiple roofs damaged by Hurricane Florence at an estimated cost of \$352,646. Trustee Wilson seconded the motion and the motion passed unanimously.

NCCCS Form 3-1 for Project 2468 (Water Intrusion): Trustee Whitley motioned to approve the capital improvement project to repair ceiling tiles, sheetrock and flooring damaged by Hurricane Florence at an estimated cost of \$6,218. Trustee Roberts seconded the motion and the motion passed unanimously.

NCCCS Form 3-1 for Project 2469 (HVAC): Trustee Mattocks motioned to approve the capital improvement project to repair multiple roofs damaged by Hurricane Florence at an estimated cost of \$352,646. Trustee Wilson seconded the motion and the motion passed unanimously.

President's Annual Evaluation Timeline: The evaluation tool is unchanged from last year. Trustees will complete the evaluation and return to Executive Assistant Ensley by March 19, 2019.

Appoint Presidential Evaluation Committee: Chair Taylor asked Trustees Morris, Mattocks, Knight and Wilson to serve on this year's committee, along with himself as chair.

Reports

President: President Staats reported on:

First Stop Project - JKF Architecture hired a Completion Contractor to finish the renovation due to a lack of progress by the General Contractor to timely complete the job and to address discrepancies.

VOLT-WFD Training Center Project – Soft opening anticipated in late April

STEM Building Project – On schedule

Future Projects – If renovation funds can be found, additional WFD programs may be housed in the City Garage and the Rhem Street building.

Hurricane Florence – Relief funds have helped increase spring enrollment.

Legislative Outreach – The College briefed Senator Sanderson and Representatives Speciale and Kidwell on legislative issues affecting community colleges at a recent breakfast on campus.

New Equipment on Havelock Campus - A flight simulator will be installed in the current Institute of Aviation Technology library.

Commencement Speaker – Linda Stauch, former CFA recipient, will be the 2019 commencement speaker.

PTK – Dr. Staats will be presented the PTK Paragon Award in April and will be serving as the NC representative on the PTK Presidents Advisory Board for two years.

Trustee Reappointment – Just prior to the meeting, The Governor's Office notified the College of Bill Taylor's reappointment.

Attorney: No report.

Chair: Chair Taylor expressed his appreciation to be able to continue to serve on the Board of Trustees for another term.

Student Trustee: SGA President Stevie Gaskins shared her report (attached) noting three new senators are applying for executive board positions for next year. She reminded all trustees of the Founder's Day Ball on March 29, 2019.

Foundation President: Foundation President Jeff Williams highlighted his report (attached) noting the April 18, 2019 Community Fabric Awards at the Havelock Tourist & Event Center.

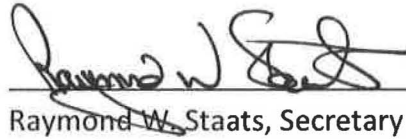
Adjournment

With no further business to be presented, Chair Taylor adjourned the meeting at 7:30 pm.

Respectfully submitted:



William W. Taylor, Chair
March 19, 2019



Raymond W. Staats, Secretary
March 19, 2019

ce 2/27/19



Enriching Lives, Creating Futures

**SPRING ENROLLMENT
AND
STUDENT SERVICES
March 2019**

Curriculum Enrollment



	Head Count	FTE
Spring 2019	2732	1037.11
Spring 2018	2847	1096.27
% Change	-4.0%	-5.4%

**Data as of 3/6/2019 - Beginning of B-Term

Student Services Update

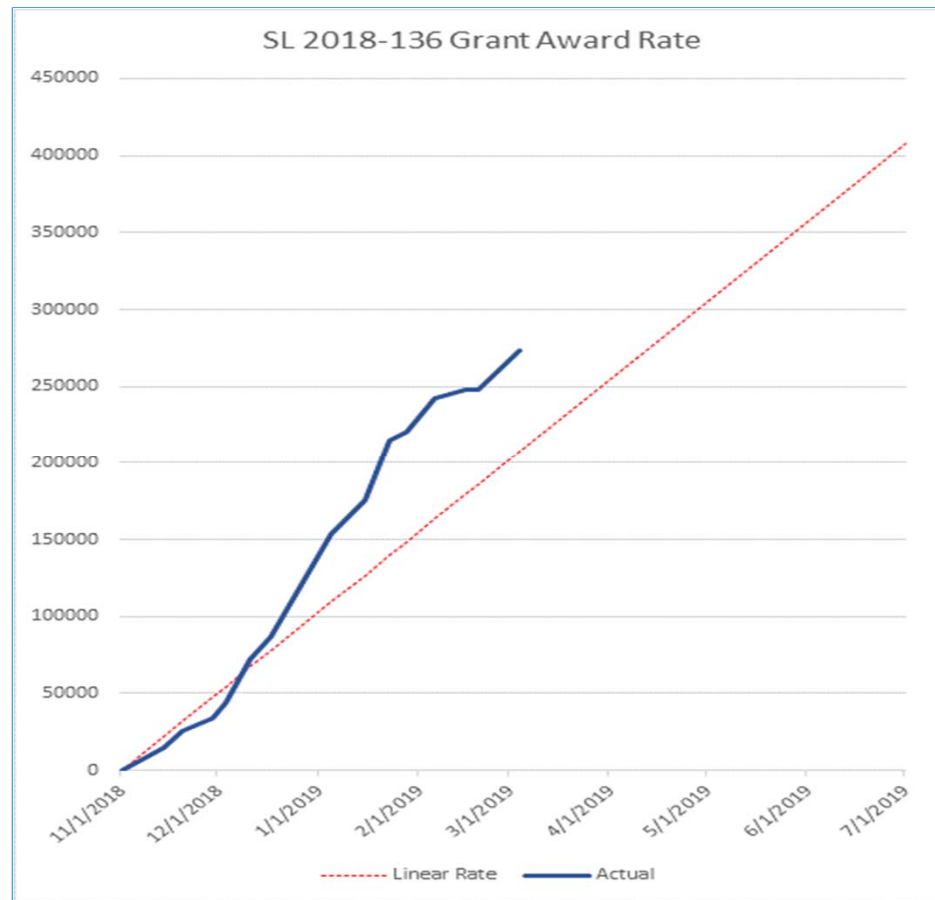
• **Counseling Services**

- Marketing campaign conducted
- Brochure developed to inform faculty and staff about referral process
- To date 30 students have utilized services
 - 10 referrals made to RHA Health Services
 - Counseling services provided to 4 faculty and staff members
 - 3 workshops conducted
- Networking with mental health agencies in the area

• **Continued Hurricane Relief Initiatives**

- Hurricane Florence Disaster Recovery Funds
- Student Life and Phi Theta Kappa Store remains open

Student Services Update



Enriching Lives, Creating Futures

Student Services Update

- **Mongoose Software**

- A texting platform used as an easy and effective way to communicate with students
- Implementation and training scheduled, Summer 2019

- **Spring Open House**

- Tuesday, March 12, 2019, 5:30 pm - 7:30 pm
- Provided students with a unique opportunity to gather information
- Students explored transfer, career technical, health, and workforce development programs

- **Campus Life**

- Founders' Day Ball scheduled for Friday, March 29, 2019 at 6 pm
 - Copper Ridge on the Neuse – Tickets are available - \$15 staff, faculty and community; \$10 for students

Student Services Update

- **Craven Works**

- Craven Community College will collaborate with employers and community partners on Friday, March 22nd, 1 pm - 6 pm at Temple Church

- **Financial Aid**

- Collaboration with Financial Aid, College Recruiter and Craven County Schools Board of Education promoting “Finish the FAFSA” initiative. As a result, all three high schools plan to host a FAFSA event
 - March 7th – Havelock High School; 1:00 pm – 3:00 pm
 - March 15th – New Bern High School; 8:30 am – 1:00 pm
 - Date Pending – West Craven High School



Enriching Lives, Creating Futures

Strategic Plan 2017-22

*Teaching and Learning
Assessment: First Quarter 2019*

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
- Received approval for Aviation and Career Pilot Technology, AAS
 - New Flight Simulator for IAT
- AEP: Stop the Cravin'! Substance Abuse Education, Prevention & Intervention Symposium
 - March 14, 2019, Orringer Hall, 8:30 am – 12:30 pm, Free Event



Strategic Plan 2017-22 Assessment

Teaching and Learning



EXPAND DISTANCE LEARNING PRESENCE THROUGH ALL APPROPRIATE COURSE OFFERINGS

Narrative:

- Community of Online reDesigners (CORD): Ten faculty participants in second year (up 2 from 2017)
 - The goal of CORD is to offer online courses at Craven that adhere to a high standard of course design and that are accessible to all students

Trend Data:

Curriculum FTE by Delivery Method		
	2016-17	2017-18
Distance Learning	767.73	876.84
Hybrid (online & F2F)	317.49	280.00
Traditional (seated)	1320.24	1357.13
Other (e.g., independent study)	11.00	16.89
Total	2416.46	2530.86

FIGURE 1: CURRICULUM FTE by DELIVERY; SOURCE: DATA WAREHOUSE



Strategic Plan 2017-22 Assessment

Teaching and Learning



ADVOCATE GROWTH OF EARLY COLLEGE PROGRAMS

Trend Data:

ACADEMIC YEAR	CEC ENROLLMENT	ECE ENROLLMENT
2013-14	208	190
2014-15	202	218
2015-16	211	212
2016-17	204	205
2017-18	202	193
2018-19	214	184

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:

- Growing CU options by increasing number of courses offered at high schools
 - Offered Criminal Justice and Welding courses for Havelock High School students
- New WFD pathways under development
- CCP Advisor Hired
- Developed new marketing materials for CCP



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:

- New Job Readiness Boot Camp Locations:
 - Havelock (Spring 2019), Vanceboro (Spring 2019), Craven County Jail (May 2019)
- Volt Center – April/May 2019
- Basic Skills
 - Partnerships with NC Works, Craven Literacy Council, Religious Community Services, and Interfaith Refugee Ministries
 - The Housing Authority - New Bern Towers

Trend Data:

Craven CC Classes Held at Religious Community Services (RCS)			
	Classes Held	Number of Students	FTE
CY 2018	37	352	9.78
CY 2017	25	188	3.83
CY 2016	14	74	8.45
CY 2015	3	17	5.77

FIGURE 1: RCS; DATA PROVIDED BY DEAN, WFD



Strategic Plan 2017-22 Assessment

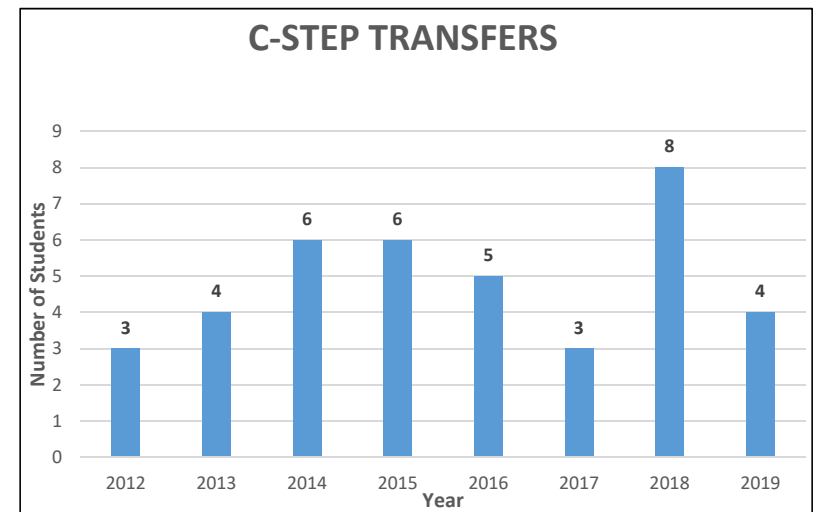
Teaching and Learning



GROW ACADEMIC AND CAREER PATHWAYS

Narrative:

- C-Step: Collaboration with UNC Chapel Hill; students obtain AA or AS with guaranteed transfer to UNC
- 3 new A.A.S. Programs
 - Industrial Systems Technology
 - Mechatronics Engineering Technology
 - Aviation Management and Career Pilot Technology
- WFD – Health
 - New Offerings in Havelock – Nurse Aide and Pharmacy Technician



Strategic Plan 2017-22 Assessment

Teaching and Learning



INCREASE STUDENT APPRENTICESHIP OPPORTUNITIES

Narrative:

- B/S/H/ apprentice program in Manufacturing Technology – AAS
 - AY 2014-16 – 6 students
 - AY 2016-18 – 5 students
- B/S/H/ pilot program underway in Home Appliance Repair (began AY 2017-18)
 - 5 students apprenticing
- Duke Energy Funded Apprenticeship Grant (began AY 2018-19)
 - Tandemloc, Inc. (1)
 - Atlantic Veneer Corporation (2)
 - Veneer Technologies, Inc. (1)
 - Carolina Technical Plastics (1)
 - Chatsworth Products, Inc. (1)
 - City of New Bern (3)
 - Craven CC (1)



Enriching Lives, Creating Futures

Strategic Plan 2017-22 Assessment

Teaching and Learning



ACHIEVE NLNAC ACCREDITATION OF ASSOCIATE DEGREE NURSING PROGRAM

Narrative:

- Alignment of ADN program with NLNAC standards in progress
- New Director of Nursing hired Summer 2018
- Full staff of nursing instructors obtained January 2019
- Application to NLNAC pending in Fall 2019



Strategic Plan 2017-22 Assessment

Teaching and Learning



PURSUE NEW NATIONAL CERTIFICATIONS OF CAREER AND WORKFORCE DEVELOPMENT PROGRAMS

Narrative:

Program	Agency	Course Type
Early Childhood	NAEYC	Curriculum
Machining and Manufacturing	NIMS	Curriculum
Business Programs	ACBSP	Curriculum
Physical Therapist Assistant	CAPTE	Curriculum
Medical Assisting	CAAHEP	Curriculum
Health Information Technology	CAHIIM	Curriculum
Information Technology	Cisco, Red Hat	Curriculum
Avionics Electronic Technician	NCATT	WFD
Fire-Rescue Training Academy	OSFM	WFD
Diesel Technician (Fall 2019)	ASE	WFD



Enriching Lives, Creating Futures

Strategic Plan 2017-22 Assessment

Teaching and Learning



EXPAND VETERAN'S ADMINISTRATION RECOGNITION OF WORKFORCE DEVELOPMENT PROGRAMS

Narrative:

- NCCER Electrician, Carpentry, and Diesel Technician programs will be submitted for VA approval during AY2019
- Partner with ECU to obtain National Science Foundation Grant to provide Solar Photovoltaic Systems Training for transitional service members



Strategic Plan 2017-22 Assessment

Teaching and Learning



CONSTRUCT THE STEM BUILDING

Narrative:

- Notice to proceed: December 3, 2018
- Status as of March 2019: Project is 27% complete
- Estimated Beneficial Occupancy Date: November 2019



Strategic Plan 2017-22 Assessment

Teaching and Learning



OPEN THE VOLT WORKFORCE DEVELOPMENT CENTER

Narrative:

- Estimated Occupancy Date: Late April 2019



Enriching Lives, Creating Futures

Strategic Plan 2017-22 Assessment

Teaching and Learning



PROMOTE GROWTH OPPORTUNITIES IN STUDENT WRITING SKILLS IN COLLEGE CURRICULA

Narrative:

- “Smarthinking” is an online tutoring software that provides academic support, including writing assistance, to both seated and online students
- Writing Lab to be included in new Academic Support Center design
 - ASC projected opening date: July 2020
- Began “Don’t Cancel Class” initiative Spring 2019
 - 13 requests to date



Strategic Plan 2017-22 Assessment

Teaching and Learning



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

Narrative:

- Current project: Alignment of general education offerings with program schedule
 - Maximize student options through coordinated offerings on the New Bern and Havelock campuses
 - Increase general education offerings through CCP
 - Initiated scheduling meetings with all Deans/Chairs – Fall 2018



Strategic Plan 2017-22 Assessment
Teaching and Learning



Questions or Comments



Instructions
NCCCS 3-1 Form
Capital Improvement Project Approval

NOTE: PLEASE E-MAIL ALL REQUESTS TO CIProjects@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 Curbing Repair - Hurricane Damaged **NCCCS Project No.** 2479

Campus New Bern Campus **County** Craven

I. TYPE OF PROJECT:

- | | | |
|--|---|--|
| <input type="checkbox"/> New Facility | <input type="checkbox"/> Roof Replacement | <input checked="" 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.**

Due to trees that were uprooted during Hurricane Florence, the curbing at the edge of the parking lot for the Bender Building was damaged.

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 1,800

Subtotal Contracts..... 1,800

3. Designer's Fees.....

4. Contingency.....

5. Other Fees

Subtotal Fees

Subtotal "B" 1,800

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) 1,800

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 1,800

2. Budget Code

3. Budget Code

Subtotal "E" 1,800

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) 1,800

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 \$1,800 **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** March 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:

Project Name:

College:

Project Completion Date:

Contact Name:

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

CRAVEN COMMUNITY COLLEGE

Fees for 2019-2020

BOT approved 3/19/19

COURSE/AREA	CURRENT FEE	CHANGE/NEW	MAX FEE ALLOWED	BASIS
Student Activity Fee	\$ 35.00		\$ 35.00	Flat fee for curriculum students charged Fall & Spring semesters
Student Activity Fee--Summer	\$ 17.50		\$ 35.00	Flat fee for curriculum students charged for Summer semester
International Student Fee - (Students on F, Visas)	\$ 100.00			This would be to cover SEVIS management, international student advising and support for curriculum students during Fall & Spring semesters
Travel Insurance to Study Abroad	up to \$100.00			One time for study abroad participants
Transcript	\$ 10.00			Charge is for each copy
Campus Access, Parking & Security (Curriculum)	\$ 15.00		no max in code	Flat fee for curriculum students charged Fall, Spring and Summer semesters
WFD 25+ hours	\$ 2.00	\$ 3.00		For each additional parking permit for curriculum students Certain WFD course are eligible for tuition waiver and will also have parking fee waived
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	\$			Mandatory insurance per semester
Student Accident Insurance: WFD	\$ 1.00		48.00	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
Library Fees:				
Library Fines	\$ 0.10			Per day for overdue books
	\$ 1.00			Per day for overdue videos
	\$ 0.10			Per page to print from computers for personal use (If it is for educational purposes this is not charged)
	\$ 0.10			Per page for photocopies
	\$ 1.00			Replacement library card
Placement Testing Fee for Non-Students	\$			NC-DAP DRE DMA (Transferring to other community colleges)
Summer School Supply Fee	\$ 50.00			
Test Proctoring Fee	\$ 20.00			To provide support for proctoring tests for students from other educational institutions unless associated with partnerships with the college
Liberal Arts:				
Music - MUS 161, 162, 261 262	\$ 320.00			Typically one student per course, specialized instruction
Science (BIO, CHM & PHY)	\$ 30.00			Supply Fee (seated classes only)
Science (AST 111, BIO 163, PHY 110)	\$ 66.72			Course Material Fee
Science (BIO 168, BIO 169, PHY 251, PHY 252)	\$			Course Material Fee
Science (GEL 111)	\$ 53.38			Course Material Fee
ART 121, 122, 131, 132, 171, 231, 232, 240, 241, 261, 262, 264, 265, 266, 267, 271, 275, 281, 282, 283, 284, 288	\$ 73.33			Supply Fee
ART 135	\$ 35.00			
ART 135	\$ 40.00			Supply Fee
Health Programs:				
Admission Test (TEAS) for: Nursing, Physical Therapist Assistant	\$ 55.00	\$ 60.00		Entrance Test Fee (Good for 12 months) Formally listed as Nursing Admissions Test (TEAS)
Admission Test (TEAS) for: Medical Assisting	\$	\$ 60.00		Entrance Test Fee (Good for 12 months)
Associate Deg. Nursing (A.D.N.) 4 Semester Plan (beginning with Fall 2018 cohort).	\$ 400.00			Nursing fee tied to each semester of the ADN program for supplemental instruction/assessment/testing/e-texts for nursing students and subject to change annually by ATI. Students pay the same fee per semester for 4 consecutive semesters of study. 2018-2019 was last fee adjustment for 1st year classes (1st Cohort) Fall 2018 (NUR 111 and NUR 112) and 2nd year classes (2nd Cohort) in Fall 2019 (NUR 212 and NUR 213).
Physical Therapist Assistant - PTA 270	\$	\$ 80.00		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)	\$ 400.00			Nursing fee tied to each semester of the PN program for supplemental instruction/assessment/testing/e-texts for nursing students (fee applied to NUR 101, 102, and 103)
NUR 214 - LPN to RN Transition Course	\$ 400.00			Supplemental instruction to be offered for transition students
Nursing Badge Replacement	\$ 60.00			
Career Programs:				
Automotive Lab Fees - AUT 114A, 116A, 141A, 151A, 163A, 181A, 221A, 231A, 141, 116, 151, 163, 183, 181, 221, 231, TRN 120, 140, 140A	\$ 45.00			Supply Fee

COURSE/AREA	CURRENT FEE	CHANGE/NEW	MAX FEE ALLOWED	BASIS
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
Mechanical Engineering Tech, Electronic/ Electrical & Machining Classes: BPR 111, 121, DDF 211, 212, 213, 214; DFT 111, 151, 152, 153; ELC 113, 117, 135, 138, 139; ELN 132, 133, 231, 232, 234, 260	\$ 35.00			Supply Fee
Machining/Manufacturing Classes: MAC 111, 112, 113, 122, 124, 241, 242, 243, 244, 245, 246,222,224, 234, 233; MEC 111; HYD 110	\$ 85.00			Supply Fee
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, 131, 141, 261	\$ 40.00			Supply Fee
Welding Classes: WLD 115A, 115B, 116A, 116B, 121A & 121B	\$ 25.00			Supply Fee
Havelock:				
American Hotel and Lodging Assoc 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	\$ 63.00	\$ 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		\$ 5,583.00		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		\$ 11,165.00		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		\$ 11,165.00		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		\$ 5,583.00		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		\$ 5,583.00		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	\$ 1,675.40			For the FAA General/Power plant- AMPP 7191 and the FAA General/Airframe - AMAF7193 - For each course a student is required to pay the \$1,467.40 supply fee. The supply fee covers the consumable materials, FAA Power plant Exam fee, and General Aviation Exam fee. These tests are all written exams.
Learning Support Center:				
Distance Education Fee	\$ 25.00			Per course in all on-line and hybrid curriculum courses
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, PEDI, 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

COURSE/AREA	CURRENT FEE	CHANGE/NEW	MAX FEE ALLOWED	BASIS
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 Medial Responder Initial Testing	\$			Fee to cover EMS electronic testing software
EMT Initial (Supply, Ins, Shirt, Testing)	22.00			Fee for consumables used in program (IVS, gloves, needles, etc.) & to cover EMS electronic testing software. Insurance \$16.60; Supply Fee \$10; Shirt \$25; EMS Testing \$48.
	\$ 83.00	\$ 99.60		
AEMT (Ins, Supply Fee, Shirt, Testing)	125.00	\$ 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.
Paramedic	203.50	\$ 188.60		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, PHTLS, AMLS and ACLS); Insurance \$16.60; Supply Fee \$20; PALS Card \$6; ACLS Card \$6; AMLS Card \$10; PHTLS Card \$10; Shirt \$25; EMS Testing \$95.
Pediatric Advanced Life Support (PALS)	\$			
Pre-Hospital Trauma Life Support (PHTLS)	\$ 6.00			
Advanced Medical Life Support (AMLS)	\$ 10.00			
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 Association of Emergency 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
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
Locating Information	\$ 14.00			Cost of the exam
Reading for Information	\$ 14.00			Cost of the exam
Observation	\$ 18.00			Cost of the exam
Team Work	\$ 18.00			Cost of the exam
Business Writing	\$ 20.00			Cost of the exam
Listening and Understanding	\$ 22.00			Cost of the exam

COURSE/AREA	CURRENT FEE	CHANGE/NEW	MAX FEE ALLOWED	BASIS
Listening Only	\$ 20.00			Cost of the exam
Writing Only	\$ 20.00			Cost of the exam
Performance Test	\$ 20.00			Cost of the exam
Workplace Observation	\$ 20.00			Cost of the exam
Delete:				
Medical Assisting MED 130 Course Fee	\$ 50.00	\$0.00		Medical Assisting fee tied to each semester for Northstar Learning supplemental instruction/assessment/testing for students



Proposed County Budget
FY 2019-2020

PURPOSE	OBJECT WITH DESCRIPTION	BUDGET REQUEST 2018-2019	BUDGET INCREASE/ (DECREASE)	BUDGET REQUEST 2019-2020
	511100 President	15,000.00	-	15,000.00
	518100 Social Security	1,148.00	(206.00)	942.00
	518200 Retirement	2,570.00	259.00	2,829.00
	518350 Employer Provided Dental/Vision	0.00	615.00	615.00
	531110 In-State Ground Transporta	0.00	1,500.00	1,500.00
110 Executive Management				
	518100 Social Security	14,420.00	1,303.00	15,723.00
	518200 Retirement	35,206.00	3,473.00	38,679.00
	518700 Longevity Payments	205,518.00	-	205,518.00
	519000 Legal Services	50,000.00	-	50,000.00
	519130 Misc Service Contracts	17,250.00	(17,250.00)	-
	539500 Other Current Expense	2,500.00	175.00	2,675.00
	541200 Rental of Other Facilities	2,000.00	(1,949.00)	51.00
	545000 Property Insurance	89,220.00	18,228.00	107,448.00
	545100 Motor Vehicle Insurance	9,222.00	243.00	9,465.00
	545200 Liability Insurance	42,982.00	61,637.00	104,619.00
	545300 Other Insurance	27,500.00	(9,143.00)	18,357.00
	545400 Bonding Payments	250.00	-	250.00
130 General Administration		496,068.00		552,785.00
	511300 FT Professional Staff	173,568.00	(48,627.00)	124,941.00
	512000 FT Support Staff	31,435.00	2,078.00	33,513.00
	512010 PT Support Staff	-	18,096.00	18,096.00
	514000 FT Svc/Maint/Skilled Cr	564,418.00	(3,766.00)	560,652.00
	514010 PT Svc/Maint/Skilled Cr	63,986.00	79,825.00	143,811.00
	514010 PT Svc/Maint/Skilled Cr VOLT	-	69,000.00	69,000.00
	514050 Supvr Svc/Maint/Skilled Cr	92,160.00	(14,544.00)	77,616.00
	518100 Social Security	70,806.00	7,304.00	78,110.00
	518200 Retirement	147,592.00	3,448.00	151,040.00
	518300 Medical Insurance	125,667.00	15,031.00	140,698.00
	518500 Unemployment Compensation	16,965.00	(6,965.00)	10,000.00
	518700 Longevity Payments	2,600.00	3,025.00	5,625.00
	519080 Janitorial Services Agreement	-	54,497.00	54,497.00
	519090 Waste Removal	8,875.00	8,787.00	17,662.00
	519100 Security Service Agreement	92,648.00	1,515.00	94,163.00
	519110 Pest Control Svcs Agreement	4,000.00	(1,120.00)	2,880.00
	519120 Lawns and Grounds Services	22,000.00	(11,831.00)	10,169.00
	519130 Misc Service Contracts/Other Contracted Serv	73,512.00	(58,299.00)	15,213.00
	521000 Custodial Supplies	42,000.00	209.00	42,209.00
	521400 Clothing & Uniforms	4,730.00	7,699.00	12,429.00
	522000 Maintenance Supplies	54,000.00	(4,156.00)	49,844.00
	524000 Repair Supplies	4,000.00	14,160.00	18,160.00
	525000 Gasoline	6,000.00	(1,069.00)	4,931.00
	525100 Diesel Fuel, Oil, Lubricants, Fluids	1,000.00	100.00	1,100.00
	525300 Tires and Tubes; Mtr Veh Replacement Parts	800.00	(800.00)	-
	526000 Office/Other Supplies	10,000.00	20,743.00	30,743.00
	531110 In-State Ground Transporta	2,000.00	3,501.00	5,501.00
	531140 In-State Lodging	1,250.00	4,505.00	5,755.00
	531150 In-State Meals	750.00	2,544.00	3,294.00
	531190 In-State Other Travel Expense	250.00	(250.00)	-
	531500 Registration Fees & Other Employee Training	1,100.00	10,571.00	11,671.00
	532200 Telephone & Comm (includes cellular & ISP)	76,500.00	(21,706.00)	54,794.00
	532800 Electronic Services & Software	2,204.00	896.00	3,100.00
	533100 Heat	8,500.00	(350.00)	8,150.00
	533200 Water	17,000.00	6,515.00	23,515.00
	533300 Electricity	823,000.00	(2,898.00)	820,102.00
	533300 Electricity VOLT	-	19,500.00	19,500.00
	533300 Electricity STEM	-	81,672.00	81,672.00
	533400 Garbage/Sewage Disposal	30,399.00	2,801.00	33,200.00
	533400 Garbage/Sewage Disposal STEM	-	995.00	995.00
	535100 Equipment Repairs	68,000.00	(49,580.00)	18,420.00
	535200 Repair to Facilities	338,197.00	(84,566.00)	253,631.00
	535300 Motor Vehicle Repairs	3,000.00	4,700.00	7,700.00
	535400 Maint Agreements	42,500.00	17,866.00	60,366.00
	539500 Other Current Expense	6,000.00	(3,094.00)	2,906.00
	543000 Lease/Rental Other Equipment	-	5,445.00	5,445.00
	546100 Memberships & Dues	-	625.00	625.00
610 Plant Operation		3,033,412.00		3,187,444.00
Requested Operational Budget		3,548,198.00		3,761,115.00
Requested Capital Budget		500,000.00		500,000.00
TOTAL COUNTY FUNDS		4,048,198.00		4,261,115.00

Timeline for Board of Trustees' Self Evaluation 2018-2019

March 19, 2019	Board Receives Evaluation Tool and Timeline
April 16, 2019	Return Board's Self Evaluation Form to Cindy Ensley in the envelope provided by this date
May 20, 2019	Compilation to Chair and Vice Chair for Review
June 21, 2019	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 16, 2019
4. Call Cindy Ensley at 252-638-7201 with questions



**BOARD OF TRUSTEES ANNUAL SELF EVALUATION
SPRING 2019**

Circle your response to each question. Use the space at the end of the evaluation to add any additional information.

1. I am able to perform my Board duties free from undue external influence.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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2. The Board is not controlled by a minority of Board members nor by any outside interests or organizations.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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3. I am free of any contractual, employment, or personal or familial interest in the College.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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4. There is a clear distinction between Board responsibilities and those of the President and College Staff.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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5. I understand and am comfortable with my Board roles and responsibilities.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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6. I am actively involved in the Board's policy-making deliberations.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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7. I am kept well-informed of strategic issues important to the College.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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8. My opinions are valued and welcomed during Board discussions.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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9. Board meetings are well organized and an effective use of my time.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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10. I have adequate knowledge of the Board's By-Laws and Policies.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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11. I am satisfied that elimination of committees and their associated meetings was in the best interest of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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12. The Board is better prepared with all trustees hearing the full reports in lieu of reading committee minutes and recommendations.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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13. There is a climate of mutual trust and respect among Board members.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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14. The Board has an effective annual process for evaluating the President.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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15. Presentations and reports to the Board are thorough and timely.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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16. The Board represents the College positively throughout the local community.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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17. Agendas and pre-meeting materials prepare me for Board discussions and decisions.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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18. The Board communicates a strategic vision for the College and regularly evaluates progress.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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19. I am comfortable with the strategic direction of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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20. The Board makes effective use of my individual experiences and skill sets.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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21. The strategic goals of the College's Foundation align with those of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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22. I am satisfied with the overall conduct and performance of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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Comments

Trustee Signature

Date