

REVISED AGENDA

CRAVEN COMMUNITY COLLEGE

BOARD OF TRUSTEES

APRIL 17, 2018

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 | |
| | (5) Filing of Statements of Economic Interest | <i>Cindy Ensley</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Bill Taylor</i> |
| | (1) Approve Board of Trustees Meeting Minutes (March 20, 2018) | |
| IV. | WFD Report (<i>info</i>) | <i>Gery Boucher, VP</i> |
| V. | WFD Accountability/Credibility Policy Reports 2017(<i>info</i>) | <i>Gery Boucher</i> |
| VI. | County FY Budget Proposal (<i>motion</i>) | <i>Page Varnell, VP</i> |
| VII. | Personnel Report (<i>February 1-March 31, 2018</i>) (<i>info</i>) | <i>Page Varnell</i> |
| VIII. | Old Business | |
| | (1) Approve BP 2.35 Family and Medical Leave Revised Policy (<i>motion</i>) | <i>Ray Staats</i> |
| IX. | New Business | |
| | (1) Approve Instructional Contract Spring 2018 NCSU 2+2 Engineering Program (<i>motion</i>) | <i>Kathleen Gallman, VP</i> |
| | (2) Receive BP 2.28 Tuition Exemption Policy Deletion Notification (<i>motion</i>) | <i>Ray Staats</i> |
| | (3) Appoint Nominating Committee for Board Officers 2018-2019 (<i>info</i>) | <i>Bill Taylor</i> |
| | (4) Receive 2017-2018 NC Program Compliance Review Results, FY 2016-2017 Records (<i>info</i>) | <i>Kathleen Gallman</i> |
| | (5) Receive 2016-2017 State Financial Audit Results (<i>info</i>) | <i>Page Varnell</i> |
| | (6) ACCT GLI Conference Update (<i>info</i>) | <i>Carol Mattocks</i>
<i>Cora Chadwick</i> |

- | | | |
|------|--|-----------------------|
| X. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Attorney | <i>David Ward</i> |
| | (3) Chair | <i>Bill Taylor</i> |
| | (4) Student Trustee | <i>Tyler Toohey</i> |
| | (5) Foundation President | <i>Lloyd Griffith</i> |
| XI. | Personnel Matters - Closed Session {G.S. 143-318.11(a)(6)} | <i>Bill Taylor</i> |
| XII. | Adjournment | <i>Bill Taylor</i> |

AMENDED MEETING NOTICE

NOTICE OF THE 2017-2018 MEETINGS OF THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE

Pursuant to North Carolina General Statutes Section 143-318.12 and Craven Community College Board of Trustees Bylaws and Policies, NOTICE is hereby given for the following:

Board of Trustees Meeting

The Board of Trustees of Craven Community College will meet eight times during fiscal year 2017-2018 at 5:30 pm in the Ward Boardroom of the Brock Administration Building on the New Bern Campus, unless otherwise noted.

August 15, 2017

September 19, 2017

*October 24, 2017

December 12, 2017

February 20, 2018

*March 20, 2018

April 17, 2018

**June 22, 2018 Annual Board Retreat & Meeting

*** (5:00 pm dinner-Naumann Community Room; 6:00pm meeting in Ward Boardroom)**

**** (8:30 am-1:30 pm Retreat; 2:00 pm – 4:00 pm Meeting; location to be determined)**

Changes, if any, will be posted to the College website www.cravencc.edu

This Notice is published on August 1, 2017 pursuant to directions by the Chair of the Board of Trustees and amended March 20, 2018.

Date posted: August 1, 2017 (original) and March 20, 2018 (amended)

Place posted: Ward Boardroom exterior exit door, Brock Administration Building

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
MARCH 20, 2018

The Craven Community College Board of Trustees met on Tuesday, March 20, 2018, in the Ward Boardroom of the Brock Administration Building on the New Bern campus with Board Chair Bill Taylor presiding. The meeting was called to order at 6:00 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Mr. Steve Cella, Mr. Ken Crow, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Allison Morris, Mr. Kevin Roberts, Ms. Robin Schaefer, Mr. Bill Taylor, and Ms. Brenda Wilson.

Voting members absent were: Ms. Cora Chadwick (excused/at conference), Ms. Carol Mattocks (excused/at conference), and Mr. Whit Whitley

Ex Officio members present: Mr. Tyler Toohey, SGA President

Ex Officio members absent: Mr. Lloyd Griffith, CCC Foundation Board President

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

Chair Taylor declared a quorum present for the meeting.

Agenda Review and Adoption

Chair Taylor reviewed the revised agenda (attached). Trustee Schaefer 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. No conflicts were noted by members.

Public Comment

Chair Taylor called for public comment and none were expressed.

Consent Agenda

Trustee Roberts motioned to accept the minutes (attached) of the February 20, 2018 meeting as presented; Trustee Wilson seconded the motion and the motion passed unanimously.

Spring Enrollment

VP Boucher indicated an increase in enrollment in curriculum courses during 2017. WFD had a slight decrease in FTE due to cessation of training requirements at the local prison facility, and an increase in self-support FTE.

Student Services Report

VP Boucher gave an update on several new initiatives in student services along with a much improved self-service financial aid webpage to help students manage their financial aid.

Student Fee Schedule

VP Varnell presented the fee schedule for 2018-2019 (attached). President Staats explained the removal of the student support fee. Trustee Dacey motioned to accept the student fee schedule as presented; Trustee Knight seconded the motion and the motion passed unanimously.

Facilities 5-Year Plan

For informational purposes, VP Varnell highlighted the capital requests for 2019-2023 (attached) totaling \$500,000 per year.

Old Business

No old business presented.

New Business

Board's Annual Self-Evaluation and Timeline: Board Liaison Ensley distributed the evaluation and reviewed the timeline for the board's self-evaluation indicating return deadline of April 17, 2018.

Receive Board Policy BP 2.35 Family and Medical Leave: President Staats presented the revision of the board policy for family and medical leave, explaining the areas affected by the revision. Policy approval will be presented at the April 2018 board meeting.

Craven Community College
Board of Trustees Meeting Minutes
March 20, 2018
Page Three

Reports

President: President Staats reported on the College's annual excellence awards, preliminary audit reports, the VOLT Center project, Founder's Day Ball and plans for the annual Board Retreat.

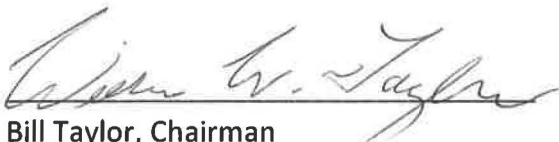
Attorney: Attorney Norment noted the need for a memorandum of understanding to accompany the tower lease between PRE and US Cellular, which his office is handling.

Chair: No report.

Adjournment

With no further business to be presented, Chair Taylor adjourned the meeting at 6:55 pm.

Respectfully submitted:



Bill Taylor, Chairman
April 17, 2018



Raymond W. Staats, Secretary
April 17, 2018

ce 3/28/18



Enriching Lives, Creating Futures

WORKFORCE DEVELOPMENT REPORT

April 2018

UPDATES

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- FRC East – Direct Hiring Event – March 16, 2018
 - 1,100 Individuals attended
 - Col. Harper, III, CO FRC East sent a Letter of Appreciation
- Duke Energy Foundation Luncheon – April 27th at Noon
 - Tools for Advanced Manufacturing for Veterans
- CTE Month (Craven County Schools)
 - Six WFD Staff toured West Craven and Havelock High Schools

UPDATES

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- Craven County Business Outreach – 6 per month
 - Partnering with:
 - Eastern Carolina Workforce Development Board
 - NCWorks
 - Craven County Schools
 - Craven County Economic Development
- NC Community College System Short-Term Training Grant
 - \$38,726 received to support HVAC Programs

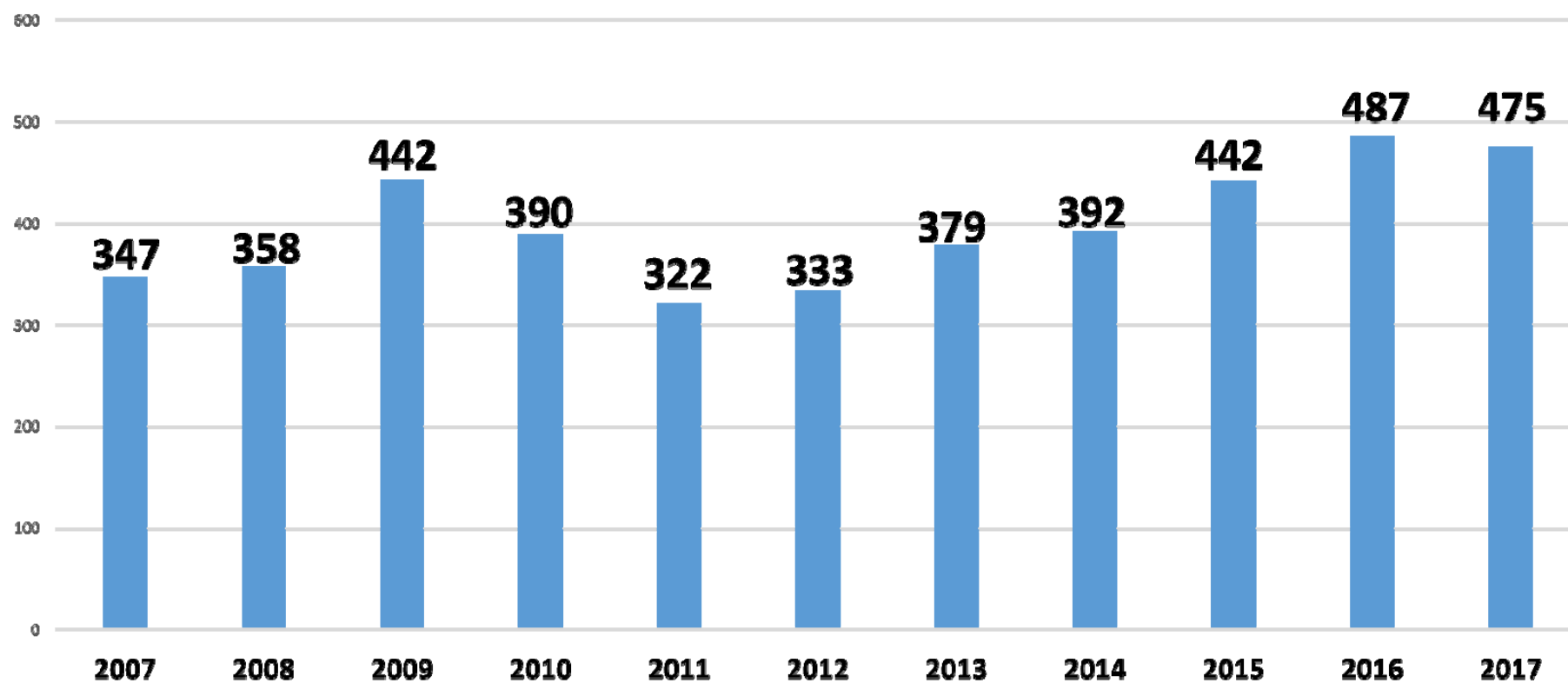
WFD Enrollment



WFD FTE	
YEAR	FTE
2015	442
2016	487
2017	475
% Change 2016/17	-2.5%

Self-Support FTE	
YEAR	FTE
2015	18.43
2016	21.77
2017	30.05
FTE Total	38%

WFD FTE 10-Year Trend



Enriching Lives, Creating Futures



800 College Court, New Bern, NC 28562
252-638-7248

305 Cunningham Blvd., Havelock, NC 28532
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www.cravencc.edu

June 5, 2017

To: Gery Boucher, Vice President for Students

Re: Accountability/Credibility Policy Report for **Spring 2017**

Continuing Education Accountability and Credibility Policy Report

In accordance with Craven Community College's Internal Audit Plan for the Continuing Education Accountability and Credibility Plan, fifty (50) percent of all off-campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited each semester by the instructor's supervisor or a designated representative approved in writing by the senior continuing education administrator. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator or designee will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the summary for **Spring 2017** of class visits made to classes under the responsibility of the Vice President for Students along with classes in the Basic Skills program:

Classes meeting <u>off campus</u> criteria	61			
Number visited by supervisor	46	Percentage: 75%	Target: 50%	*Met
Number visited by Senior Admin	22	Percentage: 36%	Target: 10%	*Met
Classes meeting <u>on campus</u> criteria	67			
Number visited by supervisor	50	Percentage: 75%	Target: 25%	*Met

Submitted by:

Margaret Chance

WFD Manager of Administration & Operations

cc Kathleen Gallman, Vice President of Instruction

Cindy Ensley, Executive Assistant to the President & Board of Trustees ✓

Robin Matthews, Dean of Workforce Development



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September 13, 2017

To: Gery Boucher, Vice President for Students

Re: Accountability/Credibility Policy Report for **Summer 2017**

Continuing Education Accountability and Credibility Policy Report

In accordance with Craven Community College's Internal Audit Plan for the Continuing Education Accountability and Credibility Plan, fifty (50) percent of all off-campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited each semester by the instructor's supervisor or a designated representative approved in writing by the senior continuing education administrator. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator or designee will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the summary for **Summer 2017** of class visits made to classes under the responsibility of the Vice President for Students along with classes in the Basic Skills program:

Classes meeting <u>off campus</u> criteria	39			
Number visited by supervisor	29	Percentage: 74%	Target: 50%	*Met
Number visited by Senior Admin	18	Percentage: 46%	Target: 10%	*Met
Classes meeting <u>on campus</u> criteria	91			
Number visited by supervisor	53	Percentage: 58%	Target: 25%	*Met

Submitted by:

Margaret Chance

WFD Manager of Administration & Operations

cc Kathleen Gallman, Vice President of Instruction

Cindy Ensley, Executive Assistant to the President & Board of Trustees ✓

Robin Matthews, Dean of Workforce Development



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March 16, 2018

To: Gery Boucher, Vice President for Students

Re: Accountability/Credibility Policy Report for **Fall 2017**

Continuing Education Accountability and Credibility Policy Report

In accordance with Craven Community College's Internal Audit Plan for the Continuing Education Accountability and Credibility Plan, fifty (50) percent of all off-campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited each semester by the instructor's supervisor or a designated representative approved in writing by the senior continuing education administrator. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator or designee will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the summary for **Fall 2017** of class visits made to classes under the responsibility of the Vice President for Students along with classes in the Basic Skills program:

Classes meeting <u>off campus</u> criteria	65			
Number visited by supervisor	43	Percentage: 66%	Target: 50%	*Met
Number visited by Senior Admin	16	Percentage: 25%	Target: 10%	*Met

Classes meeting <u>on campus</u> criteria	73			
Number visited by supervisor	55	Percentage: 75%	Target: 25%	*Met

Submitted by:

Margaret Chance
WFD Manager of Administration & Operations

cc Kathleen Gallman, Vice President of Instruction
Cindy Ensley, Executive Assistant to the President & Board of Trustees ✓
Robin Matthews, Dean of Workforce Development



**Proposed County Budget
FY 2018-2019**

PURPOSE	OBJECT WITH DESCRIPTION	BUDGET REQUEST 2017-2018	BUDGET INCREASE/ (DECREASE)	BUDGET REQUEST 2018-2019
	511100 President	15,000.00	-	15,000.00
	518100 Social Security	1,148.00	-	1,148.00
	518200 Retirement	2,298.00	272.00	2,570.00
110 Executive Management		18,446.00	272.00	18,718.00
	518100 Social Security	14,420.00	-	14,420.00
	518200 Retirement	28,879.00	6,327.00	35,206.00
	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	-	2,500.00
	541200 Rental of Other Facilities	2,000.00	-	2,000.00
	545000 Property Insurance	89,220.00	-	89,220.00
	545100 Motor Vehicle Insurance	9,222.00	-	9,222.00
	545200 Liability Insurance	42,982.00	-	42,982.00
	545300 Other Insurance	27,500.00	-	27,500.00
	545400 Bonding Payments	250.00	-	250.00
130 General Administration		489,741.00	6,327.00	496,068.00
	511300 FT Professional Staff	170,165.00	3,403.00	173,568.00
	512000 FT Support Staff	30,435.00	1,000.00	31,435.00
	514000 FT Svc/Maint/Skilled Cr	546,274.00	18,144.00	564,418.00
	514010 PT Svc/Maint/Skilled Cr	98,486.00	(34,500.00)	63,986.00
	514050 Supvr Svc/Maint/Skilled Cr	90,160.00	2,000.00	92,160.00
	518100 Social Security	70,649.00	157.00	70,806.00
	518200 Retirement	126,395.00	21,197.00	147,592.00
	518300 Medical Insurance	124,917.00	750.00	125,667.00
	518500 Unemployment Compensation	16,965.00	-	16,965.00
	518700 Longevity Payments	2,600.00	-	2,600.00
	519090 Waste Removal	8,875.00	-	8,875.00
	519100 Security Service Agreement	92,648.00	-	92,648.00
	519110 Pest Control Svcs Agreement	4,000.00	-	4,000.00
	519120 Lawns and Grounds Services	22,000.00	-	22,000.00
	519130 Misc Service Contracts/Other Contracted Serv	73,512.00	-	73,512.00
	521000 Custodial Supplies	42,000.00	-	42,000.00
	521400 Clothing & Uniforms	4,730.00	-	4,730.00
	522000 Maintenance Supplies	54,000.00	-	54,000.00
	524000 Repair Supplies	4,000.00	-	4,000.00
	525000 Gasoline	6,000.00	-	6,000.00
	525100 Diesel Fuel, Oil, Lubricants, Fluids	1,000.00	-	1,000.00
	525300 Tires and Tubes; Mtr Veh Replacement Parts	800.00	-	800.00
	526000 Office/Other Supplies	10,000.00	-	10,000.00
	531110 In-State Ground Transporta	2,000.00	-	2,000.00
	531140 In-State Lodging	1,250.00	-	1,250.00
	531150 In-State Meals	750.00	-	750.00
	531190 In-State Other Travel Expense	250.00	-	250.00
	531210 Out-of-State Ground Trans	-	-	-
	531220 Out-of-State Air Trans	-	-	-
	531240 Out-of-State Lodging	-	-	-
	531250 Out-of-State Meals	-	-	-
	531290 Out-of-State Other Travel Exp	-	-	-
	531500 Registration Fees & Other Employee Training	1,100.00	-	1,100.00
	532200 Telephone & Comm (includes cellular & ISP)	76,500.00	-	76,500.00
	532800 Electronic Services & Software	2,204.00	-	2,204.00
	533100 Heat	8,500.00	-	8,500.00
	533200 Water	17,000.00	-	17,000.00
	533300 Electricity	836,000.00	(13,000.00)	823,000.00
	533400 Garbage/Sewage Disposal	30,399.00	-	30,399.00
	535100 Equipment Repairs	68,000.00	-	68,000.00
	535200 Repair to Facilities	338,197.00	-	338,197.00
	535300 Motor Vehicle Repairs	3,000.00	-	3,000.00
	535400 Maint Agreements	42,500.00	-	42,500.00
	539500 Other Current Expense	6,000.00	-	6,000.00
610 Plant Operation		3,034,261.00	(849.00)	3,033,412.00
Requested Operational Budget		3,542,448.00	5,750.00	3,548,198.00
Requested Capital Budget		500,000.00		500,000.00
TOTAL COUNTY FUNDS		4,042,448.00		4,048,198.00

Craven Community College Personnel Report

February 1, 2018 – March 31, 2018

New Hires	Position Title		Effective	Monthly/Annually
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Nathaniel Stout	Admissions Specialist I	Academic Advisor	2/15/18	\$3,750/\$45,000
Diana Dargon	Enrollment Specialist (Part-time Regular)	Senior Administrative Assistant-Distance Learning (Full-time)	3/15/18	\$2,751/\$33,012
Christopher Rowe	IT Technician (Part-time Regular)	IT Technician (Full-time)	3/15/18	\$2,750/\$33,000

Resignations/ Terminations/Retirements	Position	Effective	Reason
Jane Simmons	Facilities Maintenance Technician I	3/12/18	Resignation
Craven Community College Job Searches February 1, 2018 – March 31, 2018			
Position	Opening Date	Closing Date	
WFD Administrative Assistant	January 24, 2018	February 7, 2018	
Basic Skills Coordinator- ABE & AHS	February 8, 2018	March 1, 2018	
WFD Support Services Manager	February 8, 2018	February 21, 2018	
Admissions Specialist I	February 15, 2018	March 2, 2018	
Adult Enrichment Coordinator	March 8, 2018	March 21, 2018	
Facilities Maintenance Technician I	March 14, 2018	March 29, 2018	
History Instructor	March 26, 2018	April 20, 2018	

FAMILY AND MEDICAL LEAVE

Legal Authority: 29 USC, Chapter 28

Approval: April 19, 2011

Revision: April 17, 2018

FAMILY AND MEDICAL LEAVE

The Family and Medical Leave Act (FMLA) is a federal law originally enacted in 1993 and amended in 2008 and 2009. The overall purpose of the FMLA is to provide a balance between the demands of the workplace and the needs of families by providing job-protected, unpaid leave to eligible employees. The FMLA amendments of 2008 and 2009 extended the FMLA to certain military-related situations. The amendments provided leave for qualifying military exigencies and leave for families of covered military members.

The Board of Trustees has adopted and implemented this policy in accordance with state and federal laws. The Board delegates adoption, amendment and implementation of its procedures to the President of the College. In the event of any conflict between this policy and applicable law, employees will be afforded all rights by law.

Employment Eligibility for FMLA

Employees who have worked at least twelve (12) months or 52 weeks and at least 1,250 hours as an employee of the College during the (12) twelve month period prior to the requested leave are eligible for leave under the FMLA.

The twelve (12) months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven (7) years. Separate periods of employment will be counted if the break in service exceeds seven (7) years due to National Guard or Reserve military service obligations or when there is a written agreement stating the employer's intention to rehire the employee after the service break. The 1,250 hours include only those hours actually worked for the College. Paid leave and unpaid leave, including FMLA leave, are not included.

Eligible Purposes for FLMA Leave

The FMLA entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves any period of incapacity. The College may require certifications of illness of the employee, spouse, child or parent to verify the validity of the leave request. The employee requesting leave due to his or her own serious health condition may be required to obtain a fitness-for-duty certification before

returning to work. Costs associated with any return to work certification will be at the employee's expense.

1. Eligible employees are entitled to twelve (12) workweeks of leave in a 12-month period for:

- Birth of a child and to care for the newborn child within one year of birth;
- Placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
- Care for the employee's spouse, child, or parent who has a serious health condition;
- A serious health condition that makes the employee unable to perform one or more of the essential functions of their job;
- Any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on "covered active duty";
 - Examples of qualifying exigencies include but are not limited to: attending certain military events, arranging or providing for alternative child care or school, addressing certain financial and legal arrangements, addressing issues arising from short-notice deployment, attending certain counseling sessions and attending post-deployment reintegration briefings.

2. Eligible employees are entitled to twenty-six (26) workweeks of leave during a single 12-month period for "military caregiver leave." This type of leave is to care for a covered service member (that has not been discharged from the military as disabled) with a serious injury or illness, and the eligible employee is the service member's spouse, child, parent or next of kin.

3. Eligible spouses who are both employed by the College are limited to a combined total of twelve (12) workweeks of leave in a 12-month period for the following FMLA-qualifying reasons:

- Birth of a child and bonding with the newborn child;
- Placement with the employee for adoption or foster care and bonding with the newly-placed child; or
- Care of a child with a serious health condition.

4. Eligible spouses who are both employed by the College are also limited to a combined total of twenty-six (26) workweeks of leave in a single 12-month period to care for a covered service member with a serious injury or illness for "military caregiver leave," if each spouse is a parent, child, or next of kin of the service member. When spouses take military caregiver leave as well as other FMLA leave in the same leave year, each spouse is subject to the combined limitations for the reasons for leave listed above.

FMLA and Paid Leave

FMLA runs concurrent with any leave being exhausted. The College requires employees to use any accrued paid leave while taking FMLA leave time. Paid Leave accrual exhaustion during FMLA leave will occur in the following order:

- Compensatory and Petty Leave time accruals;
- Sick Leave, Annual Leave or Bonus Leave accruals; and, finally,
- Any Shared Leave accruals acquired through the Voluntary Shared Leave policy

After exhaustion of these paid leave sources, FMLA is designated as unpaid leave.

If an employee is exhausting Compensatory, Petty, Sick, Annual, Bonus and/or Shared Leave, the pay status will be the same as if the employee was working. If an absence will (or does) last for more than five days, and the reason would otherwise qualify for FMLA, the time will be charged against the employee's FMLA entitlement.

Accrued leave may not be applied during periods of FMLA leave if the employee is receiving workers' compensation benefits, except under terms of the OSHR Workers' Compensation Supplemental Leave Schedule. Any FMLA leave that is not covered by short-term disability, workers' compensation or accrued leave will be without pay.

Intermittent leave or a reduced leave schedule may be available based on medical necessity or in the event of childbirth or adoption. Intermittent leave is defined as leave taken in separate blocks of time due to a single illness or injury. A reduced leave schedule is defined as leave that reduces an employee's usual number of working hours per workweek. Intermittent leave must be taken in quarter-hour increments. Leave to care for or bond with a newborn child or for a newly placed adopted or foster child may only be taken intermittently with the College's approval and must conclude within twelve (12) months after the birth or placement.

Continuation of Benefits During FMLA Leave

When an employee is in paid leave status:

- All regular benefits will continue, including health and other insurance coverages
- Annual, sick, petty, and bonus leaves will continue to accrue

When an employee is in unpaid leave status:

- College will continue to pay the College's portion of the health insurance premium.
 - The College shall recover the premiums for health coverage if the employee fails to return to work after the leave period is exhausted unless the employee has a continuation, recurrence, or onset of a serious health condition or other circumstances beyond the employee's control as defined in the federal regulations.
 - The employee will be responsible for paying any employee and dependent health care premiums as well as premiums for elected benefits. The employee will be responsible for paying these premiums each month to the Payroll Office.
 - If the premium payment for the employee's share is more than thirty (30) days late, the College may cease maintaining health insurance coverage (after providing fifteen (15) days' written notice that payment has not been received), or may pay the employee's share and recover the amount paid from the employee. If the fifteen (15) day notice is

provided and the employee fails to pay his or her share of the premium prior to the specified date on which coverage will be dropped, the employee's health insurance may be terminated as of the end of the thirty (30) day grace period.

- Leave accruals do not occur during unpaid FMLA leave.
- The resumption of an employee's benefits upon return from FMLA leave will be subject to any College-wide changes in benefits that have taken place during the period of FMLA leave.

FMLA Leave Calculations

The amount of FMLA leave used by or available to an employee will be calculated using a "rolling year" calculation. The College will review the twelve (12) months previous to the leave request, add all FMLA time the employee used during those previous twelve (12) months, and subtract that total from the employee's 12-week leave allotment. The employee's remaining available balance is equal to twelve (12) weeks less whatever number of days (or hours) the employee used during the 12-months preceding that day. The College cannot change its calculation method to a different method without first giving all employees at least sixty (60) days' notice of the pending change. Employees can take FMLA for more than one qualifying reason in a rolling year, but are limited to a total of twelve (12) weeks (except in the case of military caregiver leave). Eligible employees may take up to twelve (12) workweeks of leave during the 12-month period defined by the rolling year. Unused portions of FMLA leave cannot be carried over between eligibility periods.

When applying approved FMLA leave for an employee, the following time is counted:

- An employee's regularly scheduled shift
- Holidays that occur within a week when an employee is on FMLA leave for that entire week
- Holidays when an employee was scheduled or expected to work
- Holidays will not be counted if FMLA leave is used in increments of less than one week during a week in which a holiday falls.
- If an employee's schedule varies weekly and the College cannot determine how many hours an employee would have worked, the calculation will be based on the average number of hours worked per week in the 12-months prior to the employee taking leave (including overtime, time on leave of absence, etc.).
- When the College closes for longer than one week and employees are not expected to report to work, those days the College is closed do not count against an employee's FMLA leave entitlement.

Return to Work Following FMLA Leave

At the end of the twelve (12) weeks of approved FMLA, or qualifying exigency leave; or twenty-six (26) weeks of military caregiver leave, the employee will return to his or her same position with the College or one with the same pay grade, benefits and other conditions.

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CURRICULUM CONTRACT Spring Semester 2019

This Contract entered between the Board of Trustees of Craven Community College, hereinafter referred to as the College, and North Carolina State University 2+2 Engineering Program, hereinafter referred to as the Contractor, is to provide the terms and conditions under which the Contractor will provide instruction in Introduction to Engineering for students enrolled in the College.

1. The Contractor agrees to provide the following course: **EGR 150 – Introduction to Engineering.**

The course shall consist of two (2) credit hours and three (3) contact hours for a total of 48 contact hours of instruction for the course. Instruction is to be of the type and quality required by the syllabi provided by the NC State University instructor. Failure upon the part of the Contractor to provide such instruction shall render this contract void.

2. The duration of the contract shall be for the time period of the College's semester, **Spring Semester 2019.**

Classes will be scheduled at a mutually agreed upon time as recorded on the College's official schedule. The College reserves the right to cancel any course which does not have an adequate enrollment.

3. Provision for payment under the contract shall not exceed usual and customary cost. Reimbursements of the Contractor for class hours of instruction delivered under the terms of this Contract shall be made at the end of the semester on the calendar of the College. For the period of this Contract, the payment received by the Contractor shall be **\$1,571.04** for a total payment of **One Thousand Five Hundred Seventy One and Zero Four Cents** per course.

The total amount for this contract shall not exceed **One Thousand Five Hundred Seventy One and Zero Four** Cents per course.

Source of Funds is: **11-220-97-519400-35202**

The College agrees to make payment upon completion of services rendered, with approval from the Vice President for Instruction, and receipt of an invoice from the Contractor. Payment of all Federal and State income taxes and Social Security applicable to the compensation received is the responsibility of the Contractor, not the College. No tuition shall be collected by the Contractor from the students taught under this Contract.

4. A performance record shall be kept up-to-date on all students by the Contractor. At the end of the College's semester, a grade report and attendance records for each student shall be furnished to the College by the Contractor. Any missed classes will be made up and documented according to the College's policy.
5. The Dean of Havelock/Cherry Point Campus is responsible for this course and is to serve as the instructional liaison officer between the Contractor and appropriate personnel at the College. The appropriate personnel will include the President, the Vice President for Instruction, the Dean of

Carolina and regulations of State Personnel Commission related to dual or secondary employment by state employees. In the event the Contractor hires, employs or contracts with any employee of the State Department of Community Colleges that fact will be immediately reported to the Comptroller.

16. **NC State University** is licensed as required by the General Statutes of North Carolina and has maintained licensure for a minimum of two years to offer the instruction needed for the courses listed above; and that persons providing engineering instruction are Certified Instructors. If federal funds are used to pay for instruction, payment procedures must meet the requirements of the Southern Association of Colleges and Schools.
17. The Contractor agrees to maintain all pertinent documents and records relating to the Contract for five (5) years following completion of the Contract period.

Attested to this 22 day of MARCH, 2018.

A. Contractor: North Carolina State University 2+2 Engineering Program

Attention: Dr. Bill Fortney
Distance Education Programs
College of Engineering
256 Page Hall, Box 7547
Raleigh, NC 27695-7547

561 578 249

(Federal ID/SS No.)

(Signature)

(Date)

B. College:

Cindy Enley

Witness

Cindy Enley

Witness

James W. Taylor

President, Craven Community College

William W. Taylor

Chairman, Board of Trustees

Craven Community College

The Department of Community Colleges approves the expenditure of State or Federal funds to support the terms of this Contract subject to it being performed and executed in compliance with **1D SBCCC 400.5**, a copy of which must be attached to each copy of the foregoing Contract.

Date

State President
Community College System

TUITION EXEMPTION - BP 2.28

Legal Authority: 23 NCAC 2C .0210; 23 NCAC 2D .0202

Approval: April 19, 2011

Revision:

Tuition Exemption

Community College Enrollment Privileges

As allowed by the NCAC, institutional staff members may enroll in one course per semester in the same institution or another institution in the System without tuition charge. This tuition exemption applies to full-time regular employees only.

The course selected for enrollment may be a curriculum or continuing education course, the exception being continuing education courses labeled "Self-supporting." By state mandate, the fee for a self-supporting continuing education course cannot be waived for any individual, regardless of the individual's age or employer. Self-supporting courses are clearly indicated on each edition of the continuing education course schedule.

In general, the tuition-exempt course in which the employee enrolls must meet after the employee's designated working hours unless special circumstances exist. An employee wishing to enroll in a class that meets during his or her established working schedule must coordinate that enrollment with his or her supervisor.

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**GENERAL ASSEMBLY OF NORTH CAROLINA
SESSION 2011**

**SESSION LAW 2011-145
HOUSE BILL 200**

AN ACT TO SPUR THE CREATION OF PRIVATE SECTOR JOBS; REORGANIZE AND REFORM STATE GOVERNMENT; MAKE BASE BUDGET APPROPRIATIONS FOR CURRENT OPERATIONS OF STATE DEPARTMENTS AND INSTITUTIONS; AND TO ENACT BUDGET RELATED AMENDMENTS.

The General Assembly of North Carolina enacts:

PART I. INTRODUCTION AND TITLE OF ACT

TITLE

SECTION 1.1. This act shall be known as the "Current Operations and Capital Improvements Appropriations Act of 2011."

SECTION 8.12.(b) G.S. 115D-5 is amended by adding a new subsection to read:

"(b1) The State Board of Community Colleges shall not waive tuition and registration fees for community college faculty or staff members. Community colleges may, however, use State or local funds to pay tuition and registration fees for one course per semester for full-time community college faculty or staff members employed for a nine-, ten-, eleven-, or twelve-month term."



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Jennifer Haygood
Acting President

March 16, 2018

Dr. Raymond Staats, President
Craven Community College
800 College Court
New Bern, NC 28562

Dear Dr. Staats:

Enclosed is the final report of findings for the Compliance Review, conducted fiscal year 2017-2018 at Craven Community College, pursuant to North Carolina General Statute 115D-5(m). There were no material findings for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the 2016-2017 reporting period.

I commend you and your staff for the excellent manner in which you followed record keeping procedures prescribed by the State Board of Community Colleges (SBCC).

Thank you for cooperating with the North Carolina Community College System (NCCCS) Compliance Services staff during the performance of the compliance review.

Sincerely,

Bryan W. Jenkins, CPA
Executive Director of Accountability & State Board Affairs

- c: William Taylor, Chair, Craven CC Board of Trustees
Beth Wood, North Carolina State Auditor
Elizabeth C. Self, Director of Accountability & Compliance Training
Amanda Tolar, Compliance Examiner

North Carolina Community College System

Compliance Review Final Report for Craven Community College

Review Conducted: Fiscal Year 2017-2018

Records Reviewed: Summer Semester 2016 – Spring Semester 2017

METHODOLOGY

A compliance review was conducted at Craven Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure the data used to allocate State funds among the community colleges were reported accurately for the 2016-2017 reporting period. The review was conducted on a selected sample of the data relevant to this period.

The major components of the Compliance Review conducted during fiscal year 2017-2018 are outlined in SBCCC Numbered Memo CC17-038 FY 2017-2018 Compliance Services College Assignments and Compliance Review Procedures. The scope of the Compliance Review includes, but is not limited to, the major components noted in CC17-038. Based on the various reviews conducted as outlined in CC17-038, additional information may be requested for clarification or to provide a clearly defined way to ensure compliance with North Carolina General Statute § 115D-5 and Title 1 of the State Board of Community Colleges Code.

FINDINGS SUMMARY

Based on the site review, no material findings were identified.

The college personnel responsible for adherence to North Carolina General Statutes and the State Board of Community Colleges Code, as well as other State Board of Community Colleges requirements, and the maintenance of curriculum and continuing education records should be commended for the accuracy and order of their record keeping systems.

The cooperation of the president and staff during the course of the Compliance Review is appreciated.

Submitted: Amanda Tolar, Compliance Examiner

Dates of Compliance Review: January 10 – 26, 2018



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Jennifer Haygood
Acting President

March 16, 2018

Dr. Raymond Staats, President
Craven Community College
800 College Court
New Bern, NC 28562

Dear Dr. Staats:

SUBJECT: Coaching Opportunities Related to Risk Factors Identified During the
FY 2017-2018 Compliance Review (2016-2017 Reporting Period)

During the FY 2017-2018 Compliance Review conducted at Craven Community College, the recommendations discussed below related to class hours reported for budget FTE were identified and discussed with college staff as possible risk factors. These factors are noted in a coaching letter to provide the college information to allow college staff the opportunity to proactively address areas which pose a potential risk for a material finding in future compliance reviews.

For references, the URL for the State Board Code of Community Colleges is:
<http://www.nccommunitycolleges.edu/sbccode>.

Curriculum

Recommendation CURR 1.1 Scheduling and Reporting Class Hours Based on the Combined Course Library (CCL) and State Board of Community College Code

College staff should put internal controls in place to ensure classes are appropriately set up with hours scheduled and reported for budget FTE in compliance with the references listed. In reviewing curriculum records, the following risk factors were identified.

AVI 260 HEB Powerplant Maintenance III was offered Fall Semester 2016 with the class scheduled and held for 216-hours. Class hours were reported as 272-hours for each of the seventeen students enrolled. The class is listed in the CCL as a 272-hour class. Staff should ensure class hours are scheduled based on the CCL. (-952 hours)

MED 260 ND2 MED Clinical Practicum was offered Summer Semester 2016, and the class was set up as a regularly scheduled class with 244-hours scheduled. Based on clinical documentation provided for review, the one student enrolled was only required to complete 200-hours, but completed 214-hours. In discussions with college staff, it was noted they were not aware of the appropriate number of hours for which the class needed to be scheduled and held based on the CCL. College staff need to review the references listed below to ensure class hours are set up with the appropriate number of hours based on the CCL. Lack of knowledge by staff regarding the information provided in the CCL for appropriately scheduling class hours poses a risk for over- or under-reporting class hours for budget FTE.

References

1D SBCCC 400.8 Courses for Curriculum Programs

1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum Classes

Continuing Education

Recommendation CE 1.1 Scheduling and Reporting Clinical Hours

College staff should review internal procedures and work flows to ensure staff involved in verifying and reporting class hours are familiar with the references listed below to ensure class hours are reported for budget FTE in compliance with State Board of Community Colleges Code. It was difficult to determine the number of clinical hours attended by students when reviewing many of the continuing education occupational extension classes which reported clinical hours. For each content area, specific documentation concerns were somewhat different. Generally, however, there was a lack of clear and concise documentation. Risk factors are documented below by class:

EMS Classes – For EMS classes reviewed, it was noted student clinical time overlapped with student class time. The documentation for clinical hours often did not have time listed as a.m., p.m., or military time. This lack of clarity made it difficult to determine the exact amount of overlap between class time and clinical time. The documentation was difficult to read and follow, as the handwriting on the documentation was not always legible. Detailed information is listed below.

Summer Semester 2016

EMS 3031 39722 – class and clinical overlap for students (-16.5 hours)

EMS 3044 40092 - class and clinical overlap for students (-5 hours)

EMS 3045 42797 - class and clinical overlap for students (-2 hours)

Fall Semester 2016

EMS 3044 42711 - class and clinical overlap for students (-1 hours)

EMS 3044 42713 - class and clinical overlap for students (-2 hours)

EMS 3044 42714 - class and clinical overlap for students (-9 hours)

MLA 3022 Phlebotomy – Summer Semester 2016, Fall Semester 2016, and Spring Semester 2017

In discussions with staff, it was determined MLA classes have sixteen-hours of clinical, and enrolled students may go to several sites in the area. It was difficult to determine which hours were held at the various off-campus clinical sites, and which hours were clinicals completed on campus. No time logs for the off-campus clinical sites were provided for review. The only documentation provided for the clinicals was the Stick Log which showed the number and types of sticks enrolled students completed. Clinical hours need to be documented separately from the Stick Log, as the Stick Log does not show time in and out and location.

NUR 3240 Nurse Aide Levels I and II – Summer Semester 2016, Fall Semester 2016, and Spring Semester 2017; NUR 3241 – Fall Semester 2016

The hours held at clinical sites could be determined, but there was no documentation to show where the students were for clinicals included in the file. In discussions with staff, it was determined this information was done at the local class level and purged when the classes were graded. Therefore, there was no way to determine where enrolled students were when they completed clinicals. The clinicals were part of the scheduled hours, but the locations were not noted on the documentation.

HSE 3266 Activity Director – Fall Semester 2016

Clinical hours were scheduled up to the time class hours started for some students. While not technically an overlap, students did not have time to get from clinical to class.

References

1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes
Clarification of Documentation for “Non-Regularly Scheduled” Clinical/Laboratory Hours within
“Regularly Scheduled” Courses*

For the reference listed above, the URL is

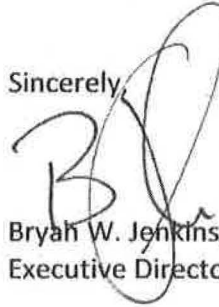
http://www.ncccommunitycolleges.edu/sites/default/files/basic-pages/workforce-continuing-education/clarification_clinical_hours_final.pdf

*This reference is not a numbered memorandum, but guidance provided through the Workforce Development and Continuing Education unit at the North Carolina Community College System Office.

Dr. Raymond Staats, President
Craven Community College, FY 2017-2018 Coaching Letter
Page 4

If you have questions, please contact me at jenkinsb@nccommunitycolleges.edu or by telephone at 919/807-7147. Thank you for cooperating with the North Carolina Community College System Compliance Services staff during the performance of the review.

Sincerely,

A handwritten signature in black ink, appearing to read 'B. Jenkins', is written over the word 'Sincerely,'.

Bryan W. Jenkins, CPA
Executive Director of Accountability & State Board Affairs

- c: Elizabeth C. Self, Director of Accountability & Compliance Training
- Amanda Tolar, Compliance Examiner
- Margaret Roberton, Associate Vice President, Continuing Education

STATE OF NORTH CAROLINA
Office of the State Auditor



Beth A. Wood, CPA
State Auditor

RECEIVED

MAR 19 2018

President's Office

2 S. Salisbury Street
20601 Mail Service Center
Raleigh, NC 27699-0600
Telephone: (919) 807-7500
Fax: (919) 807-7647
<http://www.ncauditor.net>

March 15, 2018

Dr. Raymond W. Staats, President
Craven Community College
800 College Court
New Bern, North Carolina 28562

Dear Dr. Staats:

We have completed our financial statement audit at Craven Community College for the year ended June 30, 2017. In planning and performing our audit, in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; we considered Craven Community College's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of Craven Community College's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's basic financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or other matters that are required to be reported under *Government Auditing Standards*. However, material weaknesses may exist that have not been identified. An exit conference to discuss the results of our audit has been scheduled for March 21, 2018.

The purpose of this letter is solely to describe the scope of our testing of internal control over financial reporting, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control over financial reporting. This letter is an integral part of an audit performed in accordance with *Government Auditing Standards* in

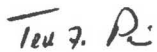
Dr. Ray Staats, President
March 15, 2018
Page 2

considering Craven Community College's internal control over financial reporting. Accordingly, this letter is not suitable for any other purpose.

We express our appreciation to you and your staff for the cooperation extended to us during our audit. Please contact me if you have any questions or concerns about the audit.

Sincerely,

BETH A. WOOD, CPA
STATE AUDITOR

A handwritten signature in dark ink, appearing to read "Ted F. Price".

Ted F. Price, CPA
Financial Audit Director

BAW/TFP:dw

cc: Ms. Page Varnell, Vice President of Administration
Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing

STATE OF NORTH CAROLINA
Office of the State Auditor



Beth A. Wood, CPA
State Auditor

2 S. Salisbury Street
20601 Mail Service Center
Raleigh, NC 27699-0600
Telephone: (919) 807-7500
Fax: (919) 807-7647
<http://www.ncauditor.net>

AUDITOR'S TRANSMITTAL

The Honorable Roy Cooper, Governor
The General Assembly of North Carolina
Board of Trustees, Craven Community College

We have completed a financial statement audit of Craven Community College for the year ended June 30, 2017, and our audit results are included in this report. You will note from the independent auditor's report that we determined that the financial statements are presented fairly in all material respects.

The results of our tests disclosed no deficiencies in internal control over financial reporting that we consider to be material weaknesses in relation to our audit scope or any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

North Carolina General Statutes require the State Auditor to make audit reports available to the public. Copies of audit reports issued by the Office of the State Auditor may be obtained through one of the options listed in the back of this report.

A handwritten signature in cursive script that reads "Beth A. Wood".

Beth A. Wood, CPA
State Auditor

Student Government Association

Board of Trustees Report 4/17/2018

Executive Board:

President: Tyler Toohey
Vice President: Christina Hardtle
Secretary: Christina Fletcher
Treasurer: Artrisa Moore
Parliamentarian: Maurice Cunningham
Public Information Officer: Stevie Gaskins

Senators:

Rachel Conner
Olivia Brautigam
Abigail Uldrich
Ebony Mobly

Campus Life Activities & Events:

- The Neuse River Bridge Run was held on March 24th with registration being the day prior. As representatives of campus life at Craven many SGA members and Hurst Ambassadors volunteered with registration, greeting, check-in, and other various tasks.
- The Campus Life Health Fair took place on March 27th from 11-1pm. There were 100 people in attendance. There were 16 booths with various advertisements for health and wellness, including resources for addiction recovery and mental health services. Our very own Campus Security hosted a drunk driving simulation activity and the NBPd demonstrated the seatbelt convincer, our event contributed to the highest participation rate they have ever had. Prizes, t-shirts, and food were given out as an incentive for visiting booths.
- On March 28th the SGA live streamed the March General Assembly meeting. There were more than 30 representatives, advisors, and guests present. Refreshments were provided for attendees.
- Also on March 28th the SGA supported Mrs. Nikki Proctor in hosting the “Donut” Stress workshop. More than 30 students, faculty, and staff attended the workshop. Donuts, coffee, and additional advertising were provided by the SGA. This event was live streamed.
- On March 29th the SGA held its first Panera Bread Fundraiser from 4-8pm. The club with the most participants won 25% of the proceeds which was Phi Theta Kappa. We had 5 other clubs participate and several community members.
- Lastly, from April 6-8th the SGA attended the N4CSGA Spring Conference in Durham, NC. There were 41 schools present with a total of over 300 delegates, advisors, and guests. With the generosity of the Craven CC Foundation, and our fundraising efforts we were able to send 6 of our SGA members. This was a great opportunity for some of our 2018-2019 applicants to be introduced to our world and for our entire group to learn from other colleges.

CRAVEN **COMMUNITY COLLEGE** **Foundation**

Board of Directors

Shannon Adcock
Sallie Hume Baxter
Carol Becton
Sharon M. Bland
J. Brent Davis
David Dysinger
Susan Forbes
William T. Fuller
Brenda George
Lloyd Griffith, *President*
John O. Haroldson
Tyler Harris
Lee E. Knott
Janet Lamb
Linda MacDonald, *Emeritus*
Ashley R. Martin
W. David McFadyen, Jr.
Stephen Nuckolls, *Emeritus*
Marjorie Russell
Anne C. Schout
Jonathan Segal
Tammy Sherron
Dr. Ray Staats, *CCC President*
Nancy Stallings
Linster Strayhorn, III
Bill Taylor, *Chair, CCC Trustee*
Dr. Page Varnell, *Treasurer*
Amy P. Wang
Craig A. Warren
Charles Wethington, *Secretary*
Jeff Williams, *VP/President Elect*
Yvonne Wold

Foundation Staff

Charles Wethington, *Executive Director
of Institutional Advancement*
Jennifer Baer, *Director,
Lifetime Learning Center and
Community Outreach*
Tanya P. Roberts, *Operations Coordinator*
Ashley Legarde, *IA Specialist*

www.CravenCC.edu

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

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

April 2018

The first quarter of 2018 ended with the following totals for each of the campaigns: community campaign \$49,014.60 (as of 03.28.18) and the campus campaign \$33,703. In addition, the Foundation continues to best utilize all funds to which we are entrusted to meet the needs of our students. Often, this comes in the form of requests by staff to assist particular students with specific needs who cannot access other forms of financial aid. It is with these smaller scholarships that can make all the difference for a student.

Unfortunately, the year also began with the tragic and sudden passing of Greg Smith. Greg was not only a member of the Foundation Board, he was also serving as the Chair of this year's Community Campaign and is featured in our "Because of You" videos. In response to his passing, the Foundation worked with Greg's family to ensure that our use of his name, words, photos and videos were within their sphere of comfort. Nothing was used without first engaging them. The Foundation Executive Committee then established the *Gregory Fitzgerald Smith Scholarship Endowment* to provide funding for those students who otherwise would not qualify for financial assistance because they are enrolled in less than six credit hours. This population is one that Greg felt strongly about – those who only take one course at a time while continuing to work and raise families. With the announcement of this endowment, we began immediately receiving donations. To date, we have over \$18,500 already to fully vest this endowment that will secure Greg's legacy here at Craven CC.

The 8th Annual Community Fabric Awards event will be held on Tuesday, April 24, 2018. This significant event promotes the college's role in developing and extending community values. It will again be held at the New Bern Riverfront Convention Center at noon. This year the simplified nomination process was a success and will be used going forward. This year's recipients are: J. Troy Smith, Jr. for Individual Leadership, Trent Cadillac Buick GMC for Business Leadership and Jorge Benitez for Leadership in Education. We are very excited to be honoring these community leaders and appreciate the continued support of our community sponsors.

The Lifetime Learning Center (LLC) has sold out several upcoming trips: 33 people will go on the *Great Smoky Mountain Railway and Cherokee, NC* (May 1 - 4), 25 people will enjoy *Exploring Greece and Its Islands* (May 20 – June 3) and 43 will venture to *Cape Cod & the Islands* (June 10 – 16). In addition to these trips, trips to DPAC to see several Broadway shows were sold out, the *Let's Talk About* book reading and discussion series continues to be an engaging success and the Friday International Film Series has been at full capacity for both the afternoon and evening shows. With the generous support of the Hurst's funding, the LLC took 14 students to *The Phantom of the Opera*.



Lloyd Griffith, President
Craven CC Foundation Board of Directors