

AGENDA

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPRING MEETING – APRIL 19, 2016
6:00 PM – Dinner in Naumann Community Room, Student Center Building
7:00 PM – Meeting in Ward Boardroom, Brock Building
New Bern Campus**

- | | | |
|------|---|------------------------------|
| I. | Call to Order | <i>Kevin Roberts, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption | <i>Kevin Roberts</i> |
| | (3) Conflict of Interest Declaration | <i>Kevin Roberts</i> |
| | (4) 2016 Statements of Economic Interest Filing | <i>Cindy Ensley</i> |
| | (5) Public Comment | |
| III. | Consent Agenda (<i>motion</i>) | <i>Kevin Roberts</i> |
| | (1) Approval of Board of Trustees Meeting Minutes (February 8, 2016) | |
| | (2) Approval of Committee Meeting Minutes | |
| | a. Finance Committee (March 7, 2016) | |
| | b. Personnel Committee (March 7, 2016) | |
| | c. Facilities Committee (March 14, 2016) | |
| | d. Academic and Student Affairs Committee (March 14, 2016) | |
| IV. | Committee Action Items | |
| | (1) Approve Student Fee Schedule (<i>motion</i>) | <i>Page Varnell</i> |
| | (2) Receive Financial Audit Results for Year-end June 30, 2015 (<i>info</i>) | |
| | (3) Approve 2016-19 WFD Accountability/Credibility Audit Plan (<i>motion</i>) | <i>Gery Boucher</i> |
| | (4) Approve Fall 2014 and Fall 2015 Policy Reports (<i>motion</i>) | |
| V. | Old Business | |
| | (1) Summary of Board's Self-Evaluation (<i>info</i>) | <i>Kevin Roberts</i> |
| | (2) Annual Retreat (<i>info</i>) | |
| VI. | New Business | |
| | (1) Approve Student Support Fee (<i>walk-in</i>)(<i>motion</i>) | <i>Page Varnell</i> |
| | (2) Approve FY2017 Continuing Budget Resolution (<i>walk-in</i>)(<i>motion</i>) | <i>Ray Staats</i> |
| | (3) Appoint a Nominating Committee for Board Officers and
Committee Chairs (<i>info</i>) | <i>Kevin Roberts</i> |
| | (4) Recognition of Gary Baldree and Appreciation of Service | <i>Kevin Roberts</i> |

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|-------|---|----------------------|
| VIII. | Reports | |
| | (1) Chair | <i>Kevin Roberts</i> |
| | (2) President | <i>Ray Staats</i> |
| | (3) Student Trustee | <i>DJ Johnson</i> |
| | (4) Attorney | <i>David Ward</i> |
| IX. | Personnel Matters {G.S. 143-318.11(a)(6)} | <i>Kevin Roberts</i> |
| X. | Adjournment | <i>Kevin Roberts</i> |

***Strategic Plan – Many Voices One Vision: Craven
2017***

Goal #1: Teaching & Learning in the 21st Century

Goal#2: Partnerships & Programs in a Diverse Community

Goal #3: Resources & Development in a Global Community

BOARD OF TRUSTEE GOALS 2015-16

***Goal #1 Improve the retention and completion rates of the CCC student
population on an annual basis.***

***Goal #2 Support the CCC Foundation and its efforts to increase the endowment.
And assist the College in its efforts to secure other funds.***

***Goal #3 Increase collaboration between CCC and all secondary schools with a
goal toward increased enrollment and success of Craven County students.***

Section II

BOARD OF TRUSTEES

ROLL CALL

April 19, 2016

Mr. Gary Baldree

Ms. Cora Chadwick

Mr. Ken Crow

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Rosanne Leahy

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Kevin Roberts

Mr. Bill Taylor

Mayor Chuck Tyson

Ms. Brenda Wilson

Mr. DJ Johnson, SGA President (ex officio)

Mr. Jon Segal, 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?

Section III

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF WINTER MEETING
FEBRUARY 8, 2016

The Craven Community College Board of Trustees held its winter meeting on Monday, February 8, 2016 in the Ward Boardroom of the Brock Administration Building on the New Bern campus of Craven Community College with Board Chairman Kevin Roberts presiding. The business meeting was called to order at 7:00 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Mr. Gary Baldree, Judge Ken Crow (7:18 pm), Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Rosanne Leahy, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mr. Bill Taylor, and Mayor Chuck Tyson.

Ex Officio members present: Mr. DJ Johnson, SGA President.

Voting members absent were: Ms. Cora Chadwick, Ms. Brenda Wilson

Others present were: Dr. Raymond Staats, President; Mr. David Ward, Attorney, Ward and Smith; Ms. Kathleen Gallman, Vice President for Instruction; Mr. Gery Boucher, Vice President for Students; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees. Chairman Roberts declared a quorum present for the meeting.

Agenda Review and Adoption

Chairman Roberts reviewed the agenda before asking for a motion to adopt. Trustee Mattocks motioned to accept the agenda as presented; Trustee Tyson seconded the motion and all approved.

Conflict of Interest Declaration

Chairman Roberts read the conflict of interest statement. No conflicts were noted by members.

Statements of Economic Interest

As required, statements were read by Ms. Ensley for Trustees Crow and Tyson identifying potential conflicts that do not prohibit serving as a trustee on the Board (attached).

Public Comment

Chairman Roberts called for public comment and none were expressed.

Consent Agenda

Chairman Roberts called for approval of the following referenced minutes (attached):

Board of Trustees Fall Meeting Minutes of October 20, 2015
Special Called Board of Trustees Meeting Minutes of November 17, 2015
Special Called Facilities Committee Meeting Minutes of February 4, 2015
Facilities Committee Meeting Minutes of December 14, 2015
Academic and Student Affairs Committee Meeting Minutes of December 14, 2015
Finance Committee Meeting Minutes of January 11, 2016
Personnel Committee Meeting Minutes of September 14, 2015

Chairman Roberts called for a motion to approve the above referenced meeting minutes. Trustee Knight motioned to accept the minutes as presented; Trustee Leahy seconded the motion and the motion passed unanimously.

Old Business

Chairman Roberts explained the need to move into closed session to approve closed session meeting minutes pertaining to a personnel issue from June 2015. At 7:14 pm upon motion by Trustee Mattocks, second by Trustee Dacey, and unanimous approval, the Board of Trustees of Craven Community College, pursuant to North Carolina General Statute 143-318.11(a)(6), entered into Closed Session to discuss personnel matters with the request that President Staats, Attorney Ward and Ms. Ensley remain in the Closed Session at the pleasure of the Board.

(Trustee Crow joined the meeting at 7:19 pm)

At 7:45 pm upon motion by Trustee Knight, second by Trustee Mattocks, and unanimous approval, the Closed Session ended and returned to Regular Session. The public was invited to join the Regular Session.

Chairman Roberts announced that the closed session meeting minutes from June 2015 were reviewed during the closed session with no action taken. He called for a motion to approve the closed session meeting minutes of June 22, 2015 as presented during closed session. Trustee

Knight motioned to approve the minutes as presented, Trustee Dacey seconded the motion and all approved.

New Business

Approval of Revised Policies

President Staats referenced the three board policies (attached) emailed to the board for review noting the need to revise as part of the College's preparation for SACSCOC reaffirmation. Revisions to BP 1.1 - Mission and BP 1.2 – Vision Statement contain technical changes and BP 1.4 – Board Policy Principles and General Definitions contain administrative changes. After review, Chairman Roberts called for a motion to approve the revised board policies. Trustee Tyson motioned to approve the revised board policies as presented, Trustee Knight seconded the motion and the motion passed unanimously.

Resolution of Support for "Connect NC Bond" Referendum

President Staats presented the resolution (attached) asking the Board of Trustees to endorse the "Connect NC Bond" referendum which will provide \$5.37 million dollars to Craven Community College, if it passes on March 15, 2016. Chairman Roberts called for a motion to approve the resolution to support the Connect NC Bond. Trustee Baldree motioned to approve, Trustee Knight seconded, and the motion passed unanimously.

Board Self-Evaluation Tool

Chairman Roberts asked for comments or revisions regarding the draft self-evaluation tool (attached) sent to Trustees via email for review. No concerns were noted by the Board. Chairman Roberts called for a motion to approve the draft self-evaluation tool as final. Trustee Leahy motioned to approve the self-evaluation tool, Trustee Mattocks seconded the motion and the motion passed unanimously.

Evaluation Timeline

Chairman Roberts presented the revised timeline (attached) for the President's evaluation and the Board's self-evaluation reminding the Trustees of the deadline to submit the evaluations to Ms. Ensley.

Approval of CCC Foundation Board Members

President Staats presented a request from CCC Foundation Board to ratify the following individuals as Foundation board members: John Haroldson, Linster Strayhorn and Craig Warren. Trustee Baldree motioned to approve; Trustee Tyson seconded and the motion passed unanimously.

Reports

A. Chair – Chairman Roberts discussed rescheduling the retreat. Trustees indicated a desire to reschedule for a half-day session to discuss goals of the Board of Trustees for the forthcoming year. President Staats and Chairman Roberts will investigate and report back to the Board.

B. President – Dr. Staats spoke on the following:

Enrollment: Spring numbers show increase in Workforce Development, Career and College Promise, and Early College. Curriculum side shows a decrease resulting in the College “holding par” thus far this year.

Reorganization: Departure of Dr. Minus necessitated a small reorganization at the executive leadership level resulting in one less member and a more defined focus on instruction, students and administration.

Refocus in Fundraising: Changes to occur in Institutional Advancement to allow focus on major donor cultivation along with scholarship fundraising.

Connect NC Bond: If passed, will help the College build a STEM building on the Havelock campus and complete a student success center including a new library on the New Bern campus. Additional fundraising will be necessary. If the bond does not pass, the College will need to find another funding source to move forward with the projects.

Priorities: SACSCOC reaffirmation; completion of reorganization with minimal disruption; renovation projects; and strategic planning.

C. Student Trustee President – SGA President DJ Johnson reported on campus life activities and events for the spring semester highlighting community service efforts.

D. Attorney - no report.

Craven Community College
Board of Trustees Winter Meeting Minutes
February 8, 2016
Page Five

Adjournment

With no further business to be presented, Chairman Roberts adjourned the meeting at 8:45 pm.

Respectfully submitted:

A handwritten signature in black ink, appearing to read "Kevin M. Roberts", written over a horizontal line.

Kevin M. Roberts, Chairman
April 19, 2016

A handwritten signature in black ink, appearing to read "Raymond W. Staats", written over a horizontal line.

Raymond W. Staats, Secretary
April 19, 2016

ce 2/18/16

MINUTES

**FINANCE COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
MARCH 7, 2016 AT 4:00 P.M.**

- I. In the excused absence of Committee Chairman Chuck Tyson, Board Chairman Kevin Roberts called the meeting to order 4:18 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting and that Board Chairman Roberts would be substituting for the chair as a non-voting participant.
Members Present: Mr. Ken Crow, Mr. Bill Taylor, Ms. Brenda Wilson, and Board Chairman Kevin Roberts
Members Absent: Committee Chair Chuck Tyson, Ms. Carol Mattocks
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President for Administration; and Ms. Cindy Ensley, Recorder
- III. Finance Reports
 - a. Year-to-date Budget Comparison Reports – Ms. Patterson reviewed the state, county and institutional funds reports from July 1, 2015 through February 5, 2016 indicating all are tracking on target. She noted the System Office had requested no additional callback beyond the January callback of \$135,419 although tuition receipts have declined. Board Chairman Roberts called for a motion to approve the reports as presented. Trustee Taylor motioned to accept the reports as presented, Trustee Wilson seconded the motion and the motion passed unanimously.
 - b. Write-Offs and Uncollectable Accounts – Ms. Patterson highlighted the \$31,213 write-off noting financial aid issues and Title 4 returns contributed the most to the total. She discussed the year-long write-off process allowed by the State. Board Chairman Roberts called for a motion to approve the report as presented; Trustee Wilson motioned to accept the report, seconded by Trustee Taylor and approved unanimously.
 - c. Cash Balances – For information purposes, Ms. Patterson presented the cash balances as of February 28, 2016.
- IV. Student Fee Schedule for 2016-2017
Dr. Varnell distributed the fee schedule and highlighted the fee changes indicated in red asking the committee to approve the fees. Trustee Taylor motioned to approve the fees as presented, Trustee Wilson seconded and the motion carried unanimously.
- V. State Financial Statement Audit Results for Yearend June 30, 2015
Dr. Varnell reviewed the audit findings of the Office of the State Auditor for fiscal yearend June 30, 2015 noting that no deficiencies were identified in internal control considered to be material weaknesses or other matters that are required to be reported under *Government*

Auditing Standards. Dr. Varnell gave kudos to Ms. Patterson and her staff for a job well done.

VI. County Budget Discussion Fiscal Year 2016-2017

Dr. Varnell stated the College will not be asking the County for an increase in its budget for the next fiscal year. It will be budget neutral with \$3.48 million for operating expenses and ~~\$550k~~ for capital outlay. However, the College will probably ask for an increase next year, due to the STEM building and library construction projects due to increased utilities and maintenance costs.

\$500,000
amended
4/19/16
Censley

VII. Resource Officer Contract with Craven County

Dr. Varnell reviewed the updated resource officer contract from the County for Board approval and signature. She stated each campus has one armed deputy sheriff law enforcement officer/resource officer in a full-time capacity provided by the County Sheriff's office at a contract fee of \$90,000 per year.

VIII. Custodial Update

Dr. Varnell stated the contracted night-cleaning service was not working for various reasons and the service was being terminated. In-house staff will be hired to provide 2nd shift night-cleaning. The change from contracted to in-house service will be budget neutral.

IX. Adjournment

With no further business to discuss, Board Chairman Roberts adjourned the meeting at 4:50 pm.

ce/4.13.16

AGENDA

**FINANCE COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, March 7, 2016 at 4:00 P.M.**

Members: Mr. Chuck Tyson, Chair
Mr. Ken Crow
Ms. Carol Mattocks
Mr. Bill Taylor
Ms. Brenda Wilson
Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: Dr. Ray Staats, President
Dr. Page Varnell, Vice President for Administration
Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing
Ms. Cindy Ensley, Recorder

- | | |
|--|--------------------|
| 1. Call to Order | Chuck Tyson, Chair |
| 2. Members Present Roll Call | Cindy Ensley |
| 3. Finance Reports | Cindy Patterson |
| a. Year-to-date Budget Comparison Reports – State, County & Institutional
(July 1, 2015-February 5, 2016) <i>(motion)</i> | |
| b. Write-Offs and Uncollectable Accounts <i>(motion)</i> | |
| c. Cash Balances <i>(info)</i> | |
| 4. Approval of Student Fee Schedule for 2016-2017 <i>(motion)</i> | Page Varnell |
| 5. State Financial Statement Audit Results for Year-end June 30, 2015 <i>(info)</i> | Page Varnell |
| 6. County Budget Discussion FY 2016-2017 <i>(info)</i> | Page Varnell |
| 7. Resource Officer Contract with Craven County <i>(info)</i> | Page Varnell |
| 8. Custodial Update <i>(info)</i> | Page Varnell |
| 9. Adjournment | Chuck Tyson, Chair |

Finance Committee Charge

- a. Recommend approval of operating and capital budget
- b. Recommend approval of annual audits of college accounts by the NCCCS/OSBM
- c. Recommend approval of banking procedures
- d. Recommend approval of changes in tuition and fees
- e. Review grant submissions and awards
- f. Other responsibilities as assigned by the Board Chair

FY 2015-2016 Budget Comparison as of February 5, 2016	President's Office/Foundation/Marketing				Administration				Instruction & Student Services				WFD			
60% of year	Budget	Expenses	Remaining Balance	% Spent	Budget	Expenses	Remaining Balance	% Spent	Budget	Expenses	Remaining Balance	% Spent	Budget	Expenses	Remaining Balance	% Spent
Administrative		YTD				YTD				YTD				YTD		
Salaries & Benefits	813,364	496,242	317,122	61%	2,345,260	1,062,313	1,282,947	45%	3,355,917	1,901,848	1,454,069	57%	812,203	450,169	362,034	55%
519 Contracted Services	41,025	250	40,775	1%	169,950	40,347	129,603	24%	142,686	32,993	109,693	23%	176	-	176	0%
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	2,740	1,129	1,611	41%	20,390	12,813	7,577	63%	31,613	5,917	25,696	19%	2,004	1,058	946	53%
527 Other Supplies	2,290	624	1,666	27%	75,285	25,869	49,416	34%	13,756	2,636	11,120	19%	3,677	2,018	1,659	55%
528 Audio-Visual Supplies					400	-	400	0%								
531 Staff Development	35,453	8,915	26,538	25%	66,551	27,440	39,111	41%	67,475	15,723	51,752	23%	19,069	11,959	7,110	63%
532 Comm/Postage/Software	8,600	3,788	4,812	44%	95,459	60,581	34,878	63%	10,628	6,802	3,826	64%				
534 Printing & Binding	60,000	37,365	22,635	62%					1,289	371	918	29%				
535 Repairs & Maintenance					178,871	103,095	75,776	58%	13,056	7,432	5,624	57%	2,242	742	1,500	33%
536 Freight					498	217	281	44%								
537 Advertising	70,000	42,265	27,735	60%	10,000	5,937	4,063	59%	100	(30)	130	-30%				
538 Data Processing																
539 Other Current Services	14,400	11,326	3,074	79%	51,322	31,757	19,565	62%	32,476	17,076	15,400	53%	1,500	700	800	47%
541 Rental of Property	300	-	300	0%	500	-	500	0%					3,000	2,000	1,000	67%
543 Lease/Rental Other Equipme					46,000	25,139	20,861	55%	15,573	7,232	8,341	46%				
544 Data Processing Software	350	-	350	0%	48,484	31,034	17,450	64%	6,271	-	6,271	0%				
546 Memberships & Dues	19,165	19,161	4	100%	4,538	450	4,088	10%	16,223	8,603	7,620	53%	750	750	-	100%
548 NEIT Admin													1,619	-	1,619	0%
55x Equipment	1,786	-	1,786	0%	444,615	112,285	332,330	25%	54,367	-	54,367	0%	250	-	250	0%
Total Administrative:	1,069,473	621,065	448,408	58%	3,558,123	1,539,277	2,018,846	43%	3,761,430	2,006,602	1,754,828	53%	846,490	469,396	377,094	55%
Instructional																
Salaries & Benefits									7,581,015	4,190,580	3,390,435	55%	817,732	479,534	338,198	59%
519 Contracted Services									46,126	15,254	30,872	33%	107,090	41,679	65,411	39%
523 Instructional Supplies					195,500	-	195,500	0%	205,879	46,660	159,219	23%	8,977	272	8,705	3%
524 Repair Supplies																
525 Motor Vehicle Supplies									699	394	305	56%				
526 Office Supplies																

FY 2015-2016 Budget Comparison
County Funds
as of February 5, 2016

60% of year

FY 2015-2016 Budget Comparison February 5, 2016 60% of year	General Institution				Maintenance				Security				Capital			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Salaries & Benefits	262,958	241,478	21,480	92%	663,156	410,979	252,177	62%	306,074	200,257	105,817	65%				
519 Contracted Services	75,000	33,653	41,347	45%	344,344	224,887	119,457	65%	94,630	93,747	883	99%				
521 Custodial Supplies/Uniforms					40,550	23,233	17,317	57%	712	623	89	88%				
522 Maintenance Supplies					55,561	28,802	26,759	52%								
523 Instructional Supplies																
524 Repair Supplies					7,560	3,034	4,526	40%								
525 Motor Vehicle Supplies	99	99	0	100%	17,936	6,133	11,803	34%	850	380	470	45%				
526 Office Supplies					50	-	50	0%	150	85						
527 Other Supplies					34,192	30,303	3,889	89%	13,492	6,268	7,224	46%				
528 Audio-Visual Supplies																
531 Staff Development					6,163	1,969	4,194	32%	6,942	6,419	523	92%				
532 Communication					76,500	43,894	32,606	57%								
533 Utilities					871,175	481,064	390,111	55%								
534 Printing & Binding																
535 Repairs & Maintenance	37	36	1	98%	393,677	272,619	121,058	69%	18,202	7,834	10,368	43%				
536 Freight																
537 Advertising																
538 Data Processing																
539 Other Current Services	5,314	3,881	1,433	73%	1,400	812	588	58%	609	609	0	100%				
541 Rental of Property	2,000	(18)	2,018	-1%												
543 Lease/Rental Other Equipme					1,802	1,649	153	92%								
544 Data Processing Software					104	104	0	100%								
545 General Admini (Insurance)	181,384	156,834	24,550	86%												
546 Memberships & Dues					25	25	-	100%	300	300	-	100%				
55X Equipment													550,000	126,433	423,567	23%
Totals	526,792	435,963	90,829	83%	2,514,195	1,529,506	984,689	61%	441,961	316,522	125,439	72%	550,000	126,433	423,567	23%
College Totals	Budget	Expenses	Remain Bal	% Spent												
Regular Operating	3,482,948	2,281,992	1,200,956	66%												
Capital Outlay	550,000	126,433	423,567	23%												

Craven Community College
Institutional Funds Budget
For the period July 1, 2015 through February 5, 2016

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	-			-	7,861.62
01	133 Discretionary	25,300.00	12,633.88	12,666.12	49.94%	11,799.48	84,436.04
01	134 Unrestricted Overhead Receipts	7,227.00	-	7,227.00	0.00%	3,039.02	14,172.50
01	136 Foundation	250,480.00	82,393.55	168,086.45	32.89%	101,756.63	192,103.70
01	137 Financial Aid Matching	3,000.00	734.58	2,265.42	24.49%	4.84	726.61
01	221 Applied Music	3,840.00	-	3,840.00	0.00%	1,970.68	10,797.00
01	227 Extra Curricular Activities	26,569.00	19,080.84	7,488.16	71.82%	2,342.41	5,940.92
01	250 Curriculum-Self Supporting	306,650.00	127,298.89	179,351.11	41.51%	26,927.76	185,891.64
01	312 Fire College	100.00	-	100.00	0.00%	48.97	11,264.13
01	340 WFD-Self Supporting	385,576.00	187,894.43	197,681.57	48.73%	146,623.42	484,940.55
01	411 Learning Resource Center	1,672.00	-	1,672.00	0.00%	974.51	20,309.95
01	460 Customized Ind Train Support	38,495.00	18,336.86	20,158.14	47.63%	24,945.21	52,608.69
01	461 Small Business Support Fund	1.00	-	1.00	0.00%	0.51	117.23
02	131 College Work Study	84,405.00	43,913.05	40,491.95	52.03%	43,913.05	-
02	134 Restricted Overhead Receipts	53,760.00	29,502.00	24,258.00	54.88%	9,882.98	192,518.59
02	138 Returned Check Fee Fund	140.00	-	140.00	0.00%	193.55	17,093.48
02	139 Fndton Grants (Duke/NCCF)	2,256.00	2,000.00	256.00	88.65%	-	255.60
02	139 Harold H. Bate Grant	101,736.00	42,700.70	59,035.30	41.97%	95,200.00	59,035.70
02	220 NCSU Engineering	50,000.00	19,955.29	30,044.71	39.91%	51,588.42	55,422.13
02	227 ENCORE	13,134.00	12,889.40	244.60	98.14%	13,134.00	8,693.03
02	228 Grants -NSF/Duke Energy	479,545.00	215,469.57	264,075.43	44.93%	104,331.94	140,782.80
02	229 NCAMA Grant	38,967.00	8,910.66	30,056.34	22.87%	11,160.66	(1,108.69)
02	291 Specifc Fees - Lab/DE/ASC	474,793.00	87,223.46	387,569.54	18.37%	294,961.45	1,293,728.06
02	292 System-Wide Fees-Comp Tech	231,775.00	122,549.32	109,225.68	52.87%	197,340.64	812,455.82
02	293 Patron Fees	37,773.00	17,665.41	20,107.59	46.77%	22,739.11	223,400.59
02	314 Grants - Workforce Development	25.00	-	25.00	0.00%	16.55	2,616.42
02	363 Smith Reynolds Grant	11,774.00	11,332.89	441.11	96.25%	-	(648.66)
02	392 System-Wide Fees - WFD Comp	450.00	-	450.00	0.00%	183.64	12,496.81
02	521 C-Step Grant	8,000.00	915.86	7,084.14	11.45%	8,000.00	7,084.14

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	531 Professional Liability Ins	9,161.00	(1,562.00)	10,723.00	-17.05%	7,180.96	11,524.47
02	532 Student Insurance	8,294.00	3,994.00	4,300.00	48.16%	5,740.64	2,078.65
02	533 Transcript Fees	34,292.00	19,937.38	14,354.62	58.14%	28,489.76	79,900.94
02	534 TRIO Grant	294,476.00	131,529.43	162,946.57	44.67%	131,509.46	(12,945.69)
02	790 Orringer Hall Fund	4,545.00	2,237.95	2,307.05	49.24%	3,493.62	16,590.01
02	791 Public Radio East	934,010.00	438,793.40	495,216.60	46.98%	524,029.36	257,693.33
02	795 Career Fair	5.00	-	5.00	0.00%	2.35	542.22
02	796 Testing Centers	9,822.00	-	9,822.00	0.00%	5,353.76	18,224.98
02	797 Public Radio East Foundation	682,650.00	391,136.00	291,514.00	57.30%	380,775.92	200,381.36
02	823 SEOG	96,485.00	103,206.90	(6,721.90)	106.97%	67,806.90	(35,400.00)
02	824 Pell	6,493,453.00	4,611,256.25	1,882,196.75	71.01%	2,565,206.18	(2,046,050.07)
02	830 NCCC Target Asst/LTHT	10,471.00	788.99	9,682.01	7.54%	7,771.00	7,771.00
02	831 Golden Leaf Scholars	15,200.00	4,526.00	10,674.00	29.78%	6,034.00	1,508.00
02	833 NCCG	157,500.00	164,359.00	(6,859.00)	104.35%	94,257.00	(70,102.00)
02	834 Teacher Assistant Sch Fund	19,682.00	2,022.00	17,660.00	10.27%	-	(2,022.00)
02	835 State Aid Scholarships	161,000.00	102,438.00	58,562.00	63.63%	59,025.00	(43,413.00)
02	840 General Scholarships	222,086.00	172,721.16	49,364.84	77.77%	92,746.42	204,606.08
02	841 Endowment Scholarships	52,783.00	27,875.08	24,907.92	52.81%	32,509.94	9,052.43
05	710 Clearwire Distribution	2,134.00	750.00	1,384.00	35.15%	1,776.67	19,320.77
05	720 Bookstore	158,000.00	35,595.09	122,404.91	22.53%	101,719.75	653,133.03
05	730 Food Service	25,000.00	5,376.00	19,624.00	21.50%	23,585.59	18,259.59
05	740 Campus Access	199,910.00	154,776.20	45,133.80	77.42%	59,514.98	112,208.89
05	770 Student Activity Funds	170,600.00	108,888.59	61,711.41	63.83%	146,561.08	182,979.92
06	810 J. Wrenn Emergency Loan Fu	10,000.00	5,174.61	4,825.39	51.75%	224.62	38,888.20
07	910 Buildings & Grounds	1,612,416.00	320,719.56	1,291,696.44	19.89%	273,503.27	1,841,613.38
08	792 Public Radio East Endowment	-	-	-	-	5,371.20	67,582.47
08	850 Endowments	52,000.00	32,509.94	19,490.06	62.52%	(55,717.24)	1,850,902.04
Total		14,073,418.00	7,902,450.17	6,170,967.83	56%	5,741,551.62	7,279,825.40

REQUEST FOR APPROVAL WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

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

Student ID #	Term	INTUI Tuition/Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	SUPHS Supply Fee-Health & Services	LABFB Lab Fee	LABFA Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	PLIAB Prof Liab Ins	FA Overage	STIN Student Ins	Total
XX8722	2012SP	199.49		8.00	3.99	2.49		15.00									228.97
XX2356	2014FA	130.22															130.22
XX5269	2010SU	400.00			16.00	10.00				40.00							466.00
XX9199	2010SP	1,036.15		8.00	8.00	5.00											1,057.15
XX9851	2014FA						439.81										439.81
XX1349	2010SP						223.05										223.05
XX1805	2014FA	1.45															1.45
XX7625	2014FA	190.77		14.11	7.07	4.42	328.36	13.25									557.98
XX7615	2010SU						184.79										184.79
XX9947	2010SU	600.00			16.00	10.00							50.00				676.00
XX6531	2010SP	381.90		16.00	16.00	10.00											423.90
XX9313	2010SU	75.00			4.00	2.50	293.59				2.50		2.50				380.09
XX8168	2010SP	278.67		14.86	7.43	4.64	247.32				4.62						557.54
XX7880	2010SP	526.00															526.00
XX2945	2014FA	446.33								10.00							456.33
XX4397	2014FA	49.00														1.40	50.40
XX2341	2014FA						212.17									1.40	212.17
XX2558	2014FA	432.00		32.00	16.00	10.00		30.00								1.40	521.40
XX1683	2010SP	89.08															89.08
XX7979	2011SU	565.00			16.00	10.00							30.00				621.00
XX6789	2010SP	64.00					403.04										467.04
XX5156	2010SP	464.00															464.00
XX2949	2010SP	797.66		8.82	8.82	5.50											820.80
XX0818	2011SP	116.50															116.50
XX722	2010SP	91.82					400.56										492.38
XX0789	2010SU	81.00															81.00
XX2887	2014FA	85.06					569.18										654.24
XX6792	2010SU	347.16		-	7.00	6.00	181.02										541.18
XX2590	2014FA	72.00															72.00
XX5715	2014FA	72.00		32.00	16.00	10.00										1.40	131.40
XX7669	2014FA	288.00		32.00	16.00	10.00		30.00			15.00					1.40	392.40
XX4206	2011FA	179.73										720.00					899.73
XX7474	2010SP											658.00					658.00
XX5892	2011SU	678.00			16.00	10.00							40.00				744.00
XX2944	2014FA											580.08					580.08
XX8199	2014FA	72.07															72.07
XX6382	2014FA	95.83												16.00			111.83
XX9590	2014FA	238.34		21.19	10.59	6.62	-	19.86									296.60
XX2563	2010SU	103.26															103.26
XX6290	2010SP	175.00		16.00	8.00	5.00											204.00
XX293	2010SP	225.00		16.00	8.00	5.00											254.00
XX9243	2014FA	416.66		32.00	16.00	10.00	-	30.00								1.40	506.06
XX8617	2010SP	171.00															171.00
XX4649	2010SP	167.64															167.64
XX3245	2007CE3		35.00														35.00
XX2058	2014CE2													11.00			11.00
XX9089	2014CE2													16.00			16.00
XX1171	2014CE1		180.00											16.00			180.00
XX0498	2014CE2													16.00			16.00
XX7816	2014CE3		70.00											16.00			70.00
XX0428	2014CE2													16.00			16.00
XX9759	2014CE2		180.00						50.00					16.00			246.00

XX9859	2014FA	936.00		32.00	16.00	10.00	284.26	45.00						16.00		1.40	1,340.66
XX1358	2010SU	256.40			10.26	6.41							19.23				292.30
XX5044	2010SP	80.21		4.28	4.28	2.67	16.27										107.71
XX5568	2010SP	176.60		14.13	7.06	4.42	163.73										365.94
XX1879	2011FA														135.68		135.68
XX6527	2010FA	545.17															545.17
XX44241	2010FA														2,985.00		2,985.00
XX8262	2010SP	63.39															63.39
XX4482	2010SP	62.22		10.30	5.15	3.22	216.03	-									296.92
XX6796	2010SP														821.40		821.40
XX8886	2010SP	149.10		7.48	3.74	2.34	324.62			2.34							489.62
XX3021	2014FA														1,026.03		1,026.03
XX1535	2010SP														740.97		740.97
XX6197	2011SU	226.00			16.00	-							10.00				252.00
XX8993	2011SU	56.50			16.00	10.00							10.00				92.50
XX4214	2011SU	2,011.14		-	14.39	8.99	-	26.98									2,061.50
XX5331	2010SP	170.00															170.00
XX9607	2014FA	194.50		-	16.00	10.00		20.00								1.40	241.90
XX0105	2010SP				16.00												16.00
XX8403	2010SU	450.00			16.00	10.00	318.94						30.00				824.94
XX3507	2012FA	276.00		32.00	16.00	10.00				15.00							349.00
XX1973	2010SU	400.00			16.00	10.00	-			25.00			20.00				471.00
XX8591	2011FA	112.03		16.67													128.70
																	-
		16,568.05	465.00	367.84	389.78	225.22	4,806.74	230.09	50.00	75.00	39.46	1,958.08	211.73	107.00	5,709.08	9.80	31,212.87

Page Varnell
Vice President for Administration

(Requested by)

FA Issues/Withdrew Charged 25%	\$ 11,440.47
Sponsor Issues	4,607.54
WFD	590.00
Return 2 Title 4	9,210.79
Payment Plan	1,886.46
MISC-Chargeback, Emergency Loan	3,477.61
	<u>\$ 31,212.87</u>

Total Collected this period	\$ 418.40
Debt Setoff	436.00
Total Fees Paid to collection agency	64.66
Net proceeds	<u>789.74</u>

YTD Write Offs July 2015-Jan 2016	\$ 62,593.13
Prior Year Write Offs July 2014-Jan 2015	\$ 42,289.16
120 Days past due	\$ 83,677.98
Percentage of Total Accounts Receivable	5.7807%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

	28-Feb	30-Nov	Variance
Local Funds	\$1,646,637.40	\$1,677,578.50	-\$30,941.10
Special Funds	<u>\$7,760,878.97</u>	<u>\$7,846,064.47</u>	<u>-\$85,185.50</u>
Total	\$9,407,516.37	\$9,523,642.97	-\$116,126.60

NOTE: A balance of \$35,000 is maintained in an interest bearing account with First Citizens Bank.
All funds over the \$35,000 are on deposit with the North Carolina State Treasurer.

	28-Feb	30-Nov	Variance
STIF Interest Rate:	0.676770%	0.656550%	0.020220%

CRAVEN COMMUNITY COLLEGE

Fees for 2016-2017

Course/Area	Current Fee	Proposed Fee	Basis
Student Activity Fee	\$ 35.00	\$ 35.00	Flat fee for curriculum students charged Fall and Spring semesters.
Student Activity Fee--Summer		\$ 17.50	Flat fee for curriculum students charged for summer semester.
International Student Fee - (Students on F, Visas)	\$ 100.00	\$ 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	up to \$100.00	One time for study abroad participants
Transcript	\$ 10.00	\$ 10.00	Charge is for each copy.
Campus Access, Parking & Security	\$ 15.00	\$ 15.00	Flat fee for curriculum students charged Fall, Spring and Summer semesters
(Curriculum)	\$ 2.00	\$ 2.00	for each additional parking permit for curriculum students
Parking Fine	\$ 5.00	\$ 5.00	Unless otherwise posted
Computer Use & Technology	\$ 48.00	\$ 48.00	All curriculum students charged Fall, Spring and Summer semesters
Professional Liability Insurance	\$ 16.00	\$ 16.00	Required for curriculum nursing and allied classes as well as a variety of WFD classes (EMT, Phlebotomy, Health Care Technician, Dental Asst., Vet Asst, Animal Grooming, Personal Trainer, CNA I & II, Manicurist, Barbering)
Student Accident Insurance: Curriculum	\$ 1.40	\$ 1.40	Mandatory insurance per semester
Student Accident Insurance: WFD	\$ 0.60	\$ 0.60	Mandatory insurance per semester
Returned Check	\$ 20.00	\$ 20.00	Per check returned by Financial Institution
Placement Testing Fee	\$ 3.00	\$ 3.00	Fee to be charged for Re-testing
Graduation Fees			
Graduation Fee	\$ 15.00	\$ 15.00	All graduating students. Includes processing, certificates, postage and one diploma cover
Diploma Cover	\$ 15.00	\$ 15.00	Charged per each additional diploma cover
Cap, Gown and Tassel	\$ 30.00	\$ 30.00	Approximate and Non-Refundable
Associate Degree (hood)	\$ 30.00	\$ 30.00	Approximate and Non-Refundable
Library Fines	\$ 0.10	\$ 0.10	Per day for overdue books
	\$ 1.00	\$ 1.00	Per day for overdue videos
	\$ 0.10	\$ 0.10	Per page to print from computers* *If it is for educational purposes this is not charged. Only for personal use.
	\$ 0.10	\$ 0.10	Per page for photocopies
	\$ 1.00	\$ 1.00	Replacement library card
Placement Testing Fee for non-students		\$ 5.00	NC-DAP DRE DMA (Transferring to other community colleges)
Summer School Supply Fee	\$ 10.00	\$ 10.00	
Test Proctoring Fee	\$ 20.00	\$ 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	\$ 320.00	Typically one student per course, specialized instruction.
Science (BIO, CHM & PHY)	\$ 15.00	\$ 15.00	Supply Fee
ART 121, 122, 131, 132, 171, 231, 232, 240, 241, 261, 262, 264, 265, 266, 267, 271, 275, 281, 282, 283, 284, 288	\$ 35.00	\$ 35.00	Supply Fee
ART 135	\$ 40.00	\$ 40.00	Supply Fee
Health Programs:			
Associate Deg. Nursing (A.D.N.) 4 Semester Plan- beginning with Fall cohort	\$200/Sem	\$ 220/Sem	Nursing fee tied to each semester of the ADN program for supplemental instruction/assessment/testing/e- texts for nursing students. Fee applied to NUR 111; NUR 112 or 114; NUR 113, 211, or 212; and NUR 213. ADN students in the 2nd-year cohort (200 level courses) pay the fee that they began the program with (\$200/semester).

Associate Deg. Nursing (A.D.N.) 4 Semester Plan- 2nd year AND Students	\$200/Sem	\$200/Sem	ADN students in the 2nd-year cohort (200 level courses) pay the fee that they began the program with (\$200/semester). (this will be the last year of this fee)
Practical Nursing (PN)	\$125/Sem	\$ 135/Sem	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	\$ 300.00	\$ 325.00	Supplemental instruction to be offered for transition students
Nursing Admissions Test (TEAS) Change to Health Programs Admissions Test	\$ 55.00	\$ 55.00	Name Change Only
Nursing Badge Replacement	\$ 50.00	\$ 50.00	
Medical Assisting MED 130 Course Fee	\$ 50.00	\$ 50.00	Medical Assisting fee tied to each semester for Northstar Learning supplemental instruction/assessment/testing for students
Career Programs:			
Automotive Lab Fees - AUT 114A, 116A, 141A, 151A, 163A, 181A, 221A, 231A, 141, 116, 151, 161, 163, 171, 183, 181, 221, 231	\$ 45.00	\$ 45.00	Supply Fee
Basic Law Enforcement Lab Fees	\$ 65.00	\$ 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	\$ 10.00	Supply Fee
Cosmetology Lab Fee: COS 112, 114, 116, 118, 119, 120, 125, & 126	\$ 10.00	\$ 10.00	Supply Fee
Cosmetology Lab Fee: COS 112A, 112B, 114A, 114B, 116A, 116B, 118A, & 118B	\$ 5.00	\$ 5.00	Supply Fee
Industrial Program Lab Fees			
Composite Manufacturing core classes: MEC 188, 189, 212, 215	\$ 275.00	\$ 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	\$ 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	\$ 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	\$ 45.00	Supply Fee
Welding Technology Program			
Welding Classes: WLD 110, 112, 115, 116, 121, 131, 141, 261	\$ 40.00	\$ 40.00	Supply Fee
Welding classes: WLD 115A, 115B, 116A, 116B, 121A & 121B	\$ 25.00	\$ 25.00	Supply Fee
Havelock:			
Aviation Sheet Metal Fabrication - ASMF- 7138	\$ 65.00	\$ 65.00	Supply Fee

Aviation Lab Fees	\$ 63.00	\$ 63.00	AVI 110, 120, 130, 230, 240, 250, 260 (includes 3 kits & lab consumables)
FAA Preparatory Exam	\$ 1,420.00	\$ 1,420.00	For the FAA General/ Power plant - AMPP 7191 and the FAA General/ Airframe - AMAF7193 - For each course a student is required to pay the 1,420.00 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	\$ 25.00	Per course in all on-line and hybrid Curriculum courses
Workforce Development Fees:			
American Heart Assoc. Certificate Card	\$ 5.00	\$ 5.00	BLS for Health Care Providers, Advanced Cardiac Life Support Initial and Recertification, Pediatric Advanced Life Support Initial and Recertification, & HeartSaver (First Aid CPR, AED, Adult, PEDS, Infants, Adults)
CDL Class A	\$ 1,820.00	\$ 1,820.00	Supply fee for the Commercial Driving License Class A license course.
CDL Class B	\$ 819.40	\$ 819.40	Supply fee for the Commercial Driving License Class B license course.
Comm In Diff Situations	\$ 56.00	\$ 56.00	I - Skills Zone Part Materials - from i-skillszone.com
Conflict Resolution	\$ 25.00	\$ 25.00	Thomas Kilman Instrument
Core Communication	\$ 36.00	\$ 36.00	CORE Pac Materials
CRC Certificate Exam Fee	\$ 36.00	\$ 36.00	Reading for Information, Locating Information, and Applied Mathematics
CRC Certificate replacement fee	\$ 5.00	\$ 5.00	Supply fee
EKG Technician	\$ 10.00	\$ 10.00	Supply fee
EKG Technician Refresher	\$ 10.00	\$ 10.00	Supply fee
EMT Intermediate	\$ 40.00	\$ 40.00	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility
EMT /Paramedic Part 1	\$ 40.00	\$ 40.00	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility
Environmental Safety Diploma Certification	\$ 30.00	\$ 30.00	Supply fee for Soil Sampling, Water Quality Analysis, and Site Survey
Fire College Fee	\$ 30.00	\$ 30.00	T-Shirts & Meals
Forestry/Heavy Equipment Operations		\$ 1,069.40	Will cover equipment, insurance, repairs and safety equipment
HR Certificate Prep	\$ 480.00	\$ 480.00	SHRM Learning System
HVAC	\$ 10.00	\$ 10.00	Supply Fee
Leadership	\$ 40.00	\$ 40.00	Myers Briggs Type Indicator - Scoring & "Introduction to Type"
Medication Aide	\$ 5.00	\$ 5.00	Supply Fee
National Assoc. of Emer Medical Technician	\$ 15.00	\$ 15.00	PreHospital Trauma Life Support & Advanced Medical Life Support
NCCER Construction 1	\$ 50.00	\$ 75.00	Supply Fee
NCCER Construction 2	\$ 50.00	\$ 75.00	Supply Fee
NCCER Welding	\$ 120.00	\$ 169.40	Supply Fee
NCCER Welding Level 4		\$ 379.40	Supply Fee
Nurse Aid One	\$ 15.00	\$ 15.00	Supply Fee
Nurse Aid Two	\$ 15.00	\$ 15.00	Supply Fee
OBD class (On Board Diagnostic)	\$ 7.50	\$ 7.50	Supply Fee
30 Hr OSHA Construction card	\$ 5.00	\$ 8.00	
30 Hr OSHA General Industry card	\$ 5.00	\$ 8.00	
10 Hr OSHA Construction card	\$ 5.00	\$ 8.00	
10 Hr OSHA General Industry card	\$ 5.00	\$ 8.00	
Pharmacy Technician	\$ 10.00	\$ 10.00	Supply Fee
Phlebotomy	\$ 50.00	\$ 50.00	Supply Fee
Quick Books Familiarization	\$ 5.00	\$ 5.00	Quick Books Software
Small Engine Repair	\$ 10.00	\$ 10.00	Supply Fee
Veterinary Assistant	\$ 5.00	\$ 5.00	Supply Fee
WFD Green Belt		\$ 15.00	To be used for assessments, certificates and frames
Sordill Consulting Courses	\$ 15.00	15	Cost per topic-some courses cover more than one topic/Various
Communication	\$ 15.00	\$ 15.00	Personal Profile (DiSC)- Paper
	\$ 22.00	\$ 22.00	Personal Profile (DiSC) - Online
Time Management	\$ 15.00	\$ 15.00	Time Mastery Profile - Paper
	\$ 22.00	\$ 22.00	Time Mastery Profile - Online

Workkeys Assessment Tests:			
Applied Mathematics	\$ 12.00	\$ 12.00	Cost of the exam
Applied Technology	\$ 12.00	\$ 12.00	Cost of the exam
Locating Information	\$ 12.00	\$ 12.00	Cost of the exam
Reading for Information	\$ 12.00	\$ 12.00	Cost of the exam
Observation	\$ 15.00	\$ 15.00	Cost of the exam
Team Work	\$ 15.00	\$ 15.00	Cost of the exam
Business Writing	\$ 17.50	\$ 17.50	Cost of the exam
Listening and Understanding	\$ 20.00	\$ 20.00	Cost of the exam
Listening Only	\$ 17.50	\$ 17.50	Cost of the exam
Writing Only	\$ 17.50	\$ 17.50	Cost of the exam
Performance Test		\$ 17.50	Cost of the exam
Workplace Observation		\$ 17.50	Cost of the exam

STATE OF NORTH CAROLINA
Office of the State Auditor

JAN 28 2016

RECEIVED



Beth A. Wood, CPA
State Auditor

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<http://www.ncauditor.net>

January 20, 2016

Dr. Raymond W. Staats, President
Craven Community College
New Bern, NC COURIER #16-62-01

Dear Dr. Staats:

We have completed the financial statement portion of our audit at Craven Community College for the year ended June 30, 2015. In planning and performing our audit, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered the 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 financial statements, in all material respects, 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 the 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 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. These audit results will be discussed at a meeting to be scheduled and will be included in a report for the College.

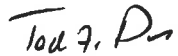
The purpose of this communication, which is an integral part of our audit, is to describe, for management and those charged with governance, the scope of our testing of internal control and the results of that testing. Accordingly, this communication is not intended to be and should not be used for any other purpose.

Dr. Raymond W. Staats, President
January 20, 2016
Page 2

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
Audit Manager

BAW/TFP:dr

cc: Ms. Page Varnell, Vice President of Administrative Services

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

RESOURCE OFFICER CONTRACT

This **RESOURCE OFFICER CONTRACT** (hereinafter the "Contract"), made and entered into this the 10th day of November 2015, by and between the TRUSTEES OF CRAVEN COMMUNITY COLLEGE, a community college created and administered pursuant to Chapter 115-D of the General Statutes of North Carolina, with its principal administrative office located in New Bern, Craven County, North Carolina (hereinafter the "College"), and the SHERIFF OF CRAVEN COUNTY, with his principal office in New Bern, Craven County, North Carolina (hereinafter the "Sheriff") and CRAVEN COUNTY, a body politic and corporate (hereinafter the "County");

W I T N E S S E T H:

WHEREAS, the College operates certain educational facilities and from time to time requires the presence of a law enforcement officer on its main campus and satellite campus (collectively the "Campus"); and,

WHEREAS, the College, the Sheriff and the County have reached an understanding pursuant to which the Sheriff shall provide law enforcement and security services to the College upon certain terms and conditions.

NOW, THEREFORE, the parties do hereby agree as follows:

1. Services. In accordance with the terms and conditions specifically set forth herein, the Sheriff shall provide to the College two qualified full-time deputy sheriff's law enforcement officers (hereinafter the "Resource Officers") who shall be the employees of the Sheriff and shall perform said duties as are set forth in this Contract.

2. Resource Officers.

- a. The Sheriff shall make available to the College two Resource Officers who shall provide and perform those duties set forth more specifically herein. All duties shall be performed promptly, timely and in a good and appropriate manner. The Resource Officers shall, without limitation:
 - 1) Act as a law enforcement officer with the primary purpose of keeping the peace on the Campus;
 - 2) Act as counselor to provide guidance to students;
 - 3) Share law enforcement experiences and perspectives with various College classes; and
 - 4) Perform all other duties as assigned by the College that have been pre-approved by the Sheriff.
- b. The Sheriff and the College may mutually agree to have the Resource Officers undertake any related duties that are necessary to complete those duties described in Section 2.a. hereof and any additional duties to which the parties hereto mutually may agree.
- c. The Sheriff shall provide the Resource Officers with an appropriately marked law enforcement vehicle at no additional expense to the College.
- d. The Sheriff warrants and guarantees that the Resource Officers:
 - 1) Are trained properly and skilled in the performance of their duties and is licensed to perform such duties;
 - 2) Is assigned primarily to the performance of the duties set forth in this Contract;
 - 3) Is not currently enrolled as a student in any College

program;

- 4) Has adequate experience, training and education to organize, manage and schedule his/her duties; and,
 - 5) Will appear on campus in uniform while on duty.
- e. The Resource Officers shall be on duty at the New Bern and Havelock Campus forty (40) hours per week, Monday through Friday, 7:30 a.m. to 4:00 p.m., which includes an assigned 30-minute lunch break.
- f. In the absence of the Resource Officers, due to sickness or any other cause, the Sheriff shall provide a substitute deputy sheriffs who shall meet all of the qualifications of the Resource Officers.
- g. The College shall have the right to interview any deputy sheriff under consideration for the Resource Officer position and may approve or disapprove the Sheriffs choice of the Resource Officer. The College's approval shall not be unreasonably withheld in any case. In the event the College disapproves the Sheriff's choice, the parties hereto shall cooperate in good faith to find a mutually acceptable Resource Officer.
- h. During College vacation periods, the Sheriff may reassign the Resource Officer to other duties unrelated to this Contract only with the College's permission, which shall not be unreasonably withheld.

3. Resource Officer Payment

- a. As consideration, the College shall pay a total of \$90,000 per year, paid upon receipt of invoice from the County, during the term

of this Contract and any extension(s) thereof for the Resource Officer's services. The College shall not be responsible for any additional amount whatsoever, whether to the Sheriff, to the County, the Resource Officers or any taxing authority; and shall not pay or withhold social security taxes, state or federal unemployment taxes, state or federal income taxes or any payment required by an federal, state or local authority.

- b. The Sheriff and the County shall be responsible for the payment of compensation and the provision of any amount including, without limitation, overtime or holiday services and shall pay or withhold, as the case may be, social security taxes, state or federal unemployment taxes, state or federal income taxes or any other tax or payment required by any federal, state or local authority with respect to any such compensation paid or benefits provided by the County to the Resource Officer.

4. Supervision and Directions. The Resource Officers shall perform his/her duties under this Contract under the direction of the Sheriff in consultation with the College's Director of Facilities and Security (hereinafter the "Director"). The College shall have the right to request the Sheriff to remove the Resource Officer immediately who, in the College's sole opinion, is not suitable to provide his/her duties to the College.

Within one (1) working day after receipt of notice from the College that the Resource Officer is to be removed, the Sheriff shall replace the removed Resource Officer with a temporary Resource Officer while the Sheriff reviews the circumstances of the removal of the Resource Officer.

5. Equipment and Supplies. The College shall provide the Resource Officers with an office, telephone and short wave radio while on duty at the Campus. The

Resource Officers shall be furnished keys to the buildings and offices of the Campus, as the College may deem necessary for the Resource Officers to perform the duties assigned. The Resource Officers shall be responsible for the keys and in the event a key is misplaced or otherwise lost by the Resource Officers, the Sheriff shall notify the College immediately of such loss. The Resource Officers shall not loan keys and shall keep the same in his possession at all times that he is on duty. Final payment to the County will not be made upon termination of this Contract until after all keys issued to the Resource Officers have been returned or accounted for. The Sheriff shall be responsible for any equipment customarily provided to a law enforcement officers employed by the Craven County Sheriff, including an automobile at no additional expense to the College.

6. Reports.

- a. During the term of this Contract, including any extension(s) thereof, the Sheriff shall require the Resource Officers to provide the Director with a written progress report during the first week of each month, which report shall include information about any special projects undertaken during the previous month, shall describe any problems with security or law enforcement on the Campus during the previous month and how the problem was resolved by the Resource Officers, and shall be in such detail and form as requested by the Director from time to time, in his sole discretion.
- b. The Sheriff shall require the Resource Officers to provide the Director with a written report that describes any criminal act against public law or unplanned event that causes or has the potential to cause injury to people or damage to property or

equipment within twenty-four (24) hours of the occurrence of the matter described in the report. The report shall be in such detail and form as requested by the Director.

7. Independent Contractor Relationship. The College and the Sheriff agree that this Contract shall create an independent contractor relationship between them. The Sheriff shall be solely and entirely responsible for the acts of the Resource Officers. Neither the Sheriff nor the Resource Officers shall be deemed to be an employee, agent or servant of the College. Nothing in this Contract authorizes or shall be construed as authorizing the Sheriff or the Resource Officers to make any contract, agreement, warranty or representation on behalf of or in the name of the College or to assume or create any debt or other obligation in the name of the College.

8. Insurance and Indemnification.

- a. The County shall maintain in full force and effect during the term of this Contract a general comprehensive liability insurance policy with coverage in an amount of not less than Two Million Dollars (\$2,000,000) for any acts or omissions by the Resource Officers that occur or claims to have occurred that are made during the term of the Contract, together with an "umbrella coverage" of One Million Dollars (\$1,000,000).
- b. The County shall provide and maintain for the Resource Officer workers' compensation insurance in accordance with the requirements of North Carolina law.
- c. The Sheriff and the County agree to defend, indemnify and hold harmless the College and its trustees, officers, agents and employees, to the extent it may legally do so, from and against any

and all liabilities and expenses (excluding attorneys' fees) of whatever kind or nature incurred by the College or its trustees, officers, agents and employees as a direct or indirect consequence of injury, sickness, disease or death to persons; injury to or destruction of property, including without limitation, the cost of use of property; or any other loss or cause of action resulting from the negligence or misconduct of any Resource Officer.

9. Term. Unless sooner terminated pursuant to Section 10, the initial term of this Contract shall commence upon execution and continue thereafter for a period of one (1) year, through and including June 30, 2016, and shall thereafter automatically renew for periods of one (1) year each, unless either party gives notice of non-renewal pursuant to Section 10.

10. Termination. This Contract may be terminated for cause at any time by either party, if the other party fails to cure any material breach of this Contract within thirty (30) calendar days after being notified in writing of the breach by the party terminating this Contract. This Contract may be terminated by either party without cause by giving at least ninety (90) days' advance written notice.

11. Waiver. The failure of the College, the Sheriff or the County to insist upon the performance of any of the terms and conditions of this Contract or the waiver by the College, the Sheriff or the County of any breach of any of the terms and conditions of this Contract, shall not be construed as thereafter waiving any terms and conditions, but the same shall continue and remain in full force and effect as if no forbearance or waiver had occurred.

12. Entire Contract. This Contract constitutes the entire agreement between the College and the Sheriff with respect to the subject matter herein and supersedes all

prior discussions and written and oral agreements with respect thereto.

13. Severability. If any of the terms, covenants, conditions and agreements of this Contract for any reason shall be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any of the other terms, covenants, conditions and agreements of this Contract, and any terms, covenants, conditions and agreements hereof thereafter shall be construed as if such invalid, illegal or unenforceable terms, covenants, conditions and agreements were never contained herein.

IN WITNESS WHEREOF, the College has caused this instrument to be executed in triplicate originals in its name by its Chairperson, attested by its Secretary and its seal to be hereto affixed, all by order of its Board of Trustees first duly given; the Sheriff has caused this instrument to be executed in proper form; and the County has caused this instrument to be executed in its name by its Manager, attested by its Clerk to the Board and the seal to be hereto affixed, all by order of the Craven County Board of Commissioners first duly given, this the day and year first above written.

TRUSTEES OF CRAVEN COMMUNITY COLLEGE

By: _____ (SEAL)

Board of Trustees Chairperson

ATTESTED BY:

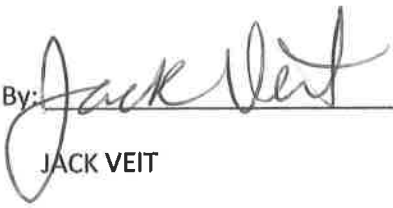
Secretary

(SEAL)

SHERIFF OF CRAVEN COUNTY

By:  (SEAL)
JERRY G. MONETTE

CRAVEN COUNTY

By:  (SEAL)
JACK VEIT
Craven County Manager

ATTESTED BY:


GWENDOLYN M. BRYAN

Clerk, Board of Commissioners

(Seal)

This instrument has been preaudited in the
manner required by the Local Government
Budget and Fiscal Control Act.



AGENDA

**PERSONNEL COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, March 7, 2016 at 5:00 P.M.**

Members: *Ms. Brenda Wilson, Chair*
 Ms. Rosanne Leahy
 Ms. Jennifer Dacey
 Mr. Ronald Knight
 Ms. Allison Morris
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Dr. Page Varnell, Vice President for Administration
 Ms. Cindy Ensley, Recorder

- | | |
|--|-----------------------------|
| 1. Call to Order | <i>Brenda Wilson, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Quarterly Personnel Report & Openings (<i>info</i>) | <i>Page Varnell</i> |
| 4. Resource Officer Contract with Craven County (<i>info</i>) | <i>Page Varnell</i> |
| 5. Custodial Update (<i>info</i>) | <i>Page Varnell</i> |
| 6. Review President's Evaluation in Closed Session {G.S. 143-318.11(a)(6)} | <i>Brenda Wilson</i> |
| 7. Adjournment | <i>Brenda Wilson, Chair</i> |

Personnel Committee Charge

- a. Review full-time appointments, resignations and terminations
- b. Establish, review and update periodically a Code of Ethical Conduct and ensure that management has established a system to enforce this Code of Conduct for all College personnel
- c. Recommend approval of affirmative action policies
- d. Conduct performance evaluation of the President
- e. Other responsibilities as assigned by the Board Chair

MINUTES

**PERSONNEL COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
MARCH 7, 2016 AT 5:00 P.M.**

- I. Committee Chair Brenda Wilson called the meeting to order at 5:02 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Ms. Jennifer Dacey, Mr. Ronald Knight, Ms. Rosanne Leahy, Ms. Allison Morris, Committee Chair Brenda Wilson, and Board Chairman Kevin Roberts
Members Absent: None
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President for Administration; and Ms. Cindy Ensley, Recorder
- III. Quarterly Personnel Report & Openings
For informational purposes, Dr. Varnell reviewed the new hires and resignations from December 1, 2015 – February 29, 2016 as indicated in the report. She also highlighted the status of the current job searches.
- IV. Resource Officer Contract with Craven County
Dr. Varnell reviewed the updated resource officer contract from the County for Board approval and signature. She stated each campus has one armed deputy sheriff law enforcement officer/resource officer in a full-time capacity provided by the County Sheriff's office at a contract fee of \$90,000 per year.
- V. Custodial Update
Dr. Varnell stated the contracted night-cleaning service was not working for various reasons and the service was being terminated. In-house staff will be hired to provide 2nd shift night-cleaning. The change from contracted to in-house service will be budget neutral.
- VI. Review President's Performance Evaluation
Chairman Wilson asked for a motion to enter into closed session pursuant to North Carolina General Statute 143-318.11(a)(6) to discuss the President's performance evaluation as required by contract and the NC Community College System. Trustee Knight motioned for the committee to enter into closed session at 5:14 pm with Recorder Cindy Ensley remaining in the session. Trustee Leahy seconded the motion and the motion was unanimously approved.

At 5:39 pm upon motion by Trustee Knight, second by Trustee Dacey, and unanimous approval, the Closed Session ended and returned to regular session.

Committee Chair Wilson acknowledged the Committee had reviewed the compiled results of

Dr. Ray Staats' annual performance evaluation and will discuss with the full Board at the April 19, 2016 board meeting.

VII. Adjournment

With no further business to discuss, Committee Chair Wilson adjourned the meeting at 5:40 pm.

ce/4.13.16

Craven Community College Quarterly Personnel Report
December 1, 2015 – February 29, 2016

New Hires	Position Title		Effective	Monthly/Annually
Jason Sykes	Facilities Maintenance Technician-II/Grounds		12/1/2015	\$2,387/\$28,644
Pamela Henderson	Communications Faculty		1/5/2016	\$4,723/\$42,507
Valerie Meadows	Physical Therapist Assistant Faculty – Full-Time Temporary		1/5/2016	\$4,612/\$41,508
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Kathleen Gallman	Associate VP of Academic Affairs/Student Engagement	Vice President for Instruction	12/1/2015	\$8,642/\$103,704 Promotion
Gale Evancho	Executive Assistant to the Associate VP of Academic Affairs/Student Engagement	Executive Assistant to the Vice President for Instruction	12/1/2015	\$3,705/\$44,460 Promotion
Crystal Smith	Chair of Allied Health Programs	HIT Faculty/Coordinator	1/1/2016	\$6,305/\$56,745
Cynthia Bellacero	Chair, Social Sciences, Humanities & Foreign Languages	Executive Director of Institutional Effectiveness	1/1/2016	\$5,695/\$68,340 Promotion
Carolyn Jones	Acting Chair of Nursing & Continuing Education	Interim Dean of Health Programs	1/1/2016	\$7,565/\$90,780 Promotion
Nicole Mena	TRiO Tutoring Coordinator (Full-Time Temporary)	TRiO Tutoring Coordinator (Full-Time Regular)	2/1/2016	\$2,959/\$35,508 Lateral
Tammy Nyberg	Senior Administrative Assistant to the Dean of Technology/Facilities (Full-Time Temporary)	Senior Administrative Assistant to the Dean of Technology/Facilities (Full-Time Regular)	2/1/2016	\$2,500/\$30,000 Lateral
Gerald Boucher	AVP of Innovations and Workforce Solutions	Vice President for Students	2/3/2016	\$8,167/\$98,004 Promotion
Robin Matthews	Executive Director of Workforce Solutions	Dean of Workforce Development	2/15/2016	\$6,150/\$73,800 Promotion
Zomar Peter	Executive Director of Enrollment and Retention	Dean of Enrollment Management	2/15/2016	\$5,460/\$65,520 Promotion
Resignations/ Terminations/Retirements	Position		Effective	Reason
Linda Adkisson	Accounting Assistant/Cashier		12/31/2015	Retirement
Debra LaCasse	PTA Faculty		12/31/2015	Resigned
Kerry Cox	Communications Faculty		12/31/2015	Retirement
Tom Gill	Military Affairs Resource Officer (Full-Time Temporary)		1/31/2016	Contract Ended
Robert Middleswarth	Information Systems Specialist/Programming		2/16/2016	Resigned

Craven Community College Current Job Searches as of February 22, 2016

Current Searches	Closes	Screening Date	Current Status
Coordinator of the Military Affairs Resource Center (MARC)	2/16/16	2/17/16	In Committee
Director, Small Business Center	2/22/16	2/23/16	In Committee
Information Systems Specialist/Programmer	2/19/16	TBD	Extended Search
Executive Assistant to the Vice President for Students	2/28/16	2/29/16	Accepting Applications
Assistant Veteran Affairs Certifying Officer	Open till filled	2/15/16	In Committee

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

RESOURCE OFFICER CONTRACT

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 - 1) Act as a law enforcement officer with the primary purpose of keeping the peace on the Campus;
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and all liabilities and expenses (excluding attorneys' fees) of whatever kind or nature incurred by the College or its trustees, officers, agents and employees as a direct or indirect consequence of injury, sickness, disease or death to persons; injury to or destruction of property, including without limitation, the cost of use of property; or any other loss or cause of action resulting from the negligence or misconduct of any Resource Officer.

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12. Entire Contract. This Contract constitutes the entire agreement between the College and the Sheriff with respect to the subject matter herein and supersedes all

prior discussions and written and oral agreements with respect thereto.

13. Severability. If any of the terms, covenants, conditions and agreements of this Contract for any reason shall be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any of the other terms, covenants, conditions and agreements of this Contract, and any terms, covenants, conditions and agreements hereof thereafter shall be construed as if such invalid, illegal or unenforceable terms, covenants, conditions and agreements were never contained herein.

IN WITNESS WHEREOF, the College has caused this instrument to be executed in triplicate originals in its name by its Chairperson, attested by its Secretary and its seal to be hereto affixed, all by order of its Board of Trustees first duly given; the Sheriff has caused this instrument to be executed in proper form; and the County has caused this instrument to be executed in its name by its Manager, attested by its Clerk to the Board and the seal to be hereto affixed, all by order of the Craven County Board of Commissioners first duly given, this the day and year first above written.

TRUSTEES OF CRAVEN COMMUNITY COLLEGE

By: _____ (SEAL)

Board of Trustees Chairperson

ATTESTED BY:

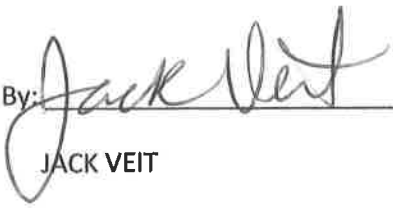
Secretary

(SEAL)

SHERIFF OF CRAVEN COUNTY

By:  (SEAL)
JERRY G. MONETTE

CRAVEN COUNTY

By:  (SEAL)
JACK VEIT
Craven County Manager

ATTESTED BY:


GWENDOLYN M. BRYAN

Clerk, Board of Commissioners

(Seal)

This instrument has been preaudited in the
manner required by the Local Government
Budget and Fiscal Control Act.



AGENDA

**FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, March 14, 2016 at 4:00 P.M.**

Members: *Mr. Bill Taylor, Chair*
 Mr. Gary Baldree
 Ms. Cora Chadwick
 Ms. Jennifer Dacey
 Mr. Chuck Tyson
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Dr. Page Varnell, Vice President for Administration
 Ms. Cindy Ensley, Recorder
 Mr. John Farkas, JKF Architecture

- | | |
|--|---------------------------|
| 1. Call to Order | <i>Bill Taylor, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. STEM Building Design Update (<i>info</i>) | <i>John Farkas</i> |
| 4. Facilities Projects Update (<i>info</i>) | <i>Page Varnell</i> |
| 5. Facilities Usage Quarterly Report (<i>info</i>) | <i>Page Varnell</i> |
| 6. Open End Design Agreement (<i>motion</i>) | <i>Page Varnell</i> |
| 7. Custodial Update (<i>info</i>) | <i>Page Varnell</i> |
| 8. Adjournment | <i>Bill Taylor, Chair</i> |

Facilities Committee Charge

- a. Recommend approval for new building construction projects including all phases from concept and design to construction and occupancy
- b. Review and monitor progress on the College's Master Facilities Plan
- c. Recommend approval of policies for the use of college facilities by outside organizations
- d. Other responsibilities as assigned by the Board Chair

MINUTES

**FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
MARCH 14, 2016 AT 4:00 P.M.**

- I. Committee Chairman Bill Taylor called the meeting to order at 4:00 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Mr. Gary Baldree, Ms. Cora Chadwick (4:05 pm), Ms. Jennifer Dacey, Mr. Bill Taylor, and Mayor Chuck Tyson
Members Absent: Board Chairman Kevin Roberts
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President of Administration; Ms. Cindy Ensley, Recorder
Guests: Mr. Jon Segal, Foundation Board President; Mr. John Farkas, JKF Architecture, and Ms. Cameron Lasaster, JKF Architecture.
- III. STEM Building Design Update
Mr. John Farkas of JKF Architecture briefed the committee on the advanced planning process for the proposed STEM building project in Havelock. Additional parking may be required and classrooms may need to be reduced to meet the estimated budget. Dr. Staats reminded the committee that without the NC Connect Bond Referendum passage, the STEM building project goes on hold.
- IV. Facilities Project Update
Dr. Varnell updated the committee on the status of campus projects for informational purposes.
- V. Facilities Usage Quarterly Report
Dr. Varnell presented the December 2015 – February 2016 usage report (attached) for informational purposes.
- VI. Open-End Design Agreement
Dr. Varnell requested approval of an open-end design agreement - an annual service agreement for professional design services provided on a routine or as needed basis for miscellaneous projects less than \$300,000. Financial Services Department presented four firms and recommends The East Group from Greenville, North Carolina. Trustee Chadwick motioned to approve The East Group, Trustee Tyson seconded the motion and the motion passed unanimously.

VII. Custodial Update

Dr. Varnell stated the contracted night-cleaning service was not working for a number of reasons and the service was being terminated. In-house staff will be hired to provide 2nd shift night-cleaning. The change from contracted to in-house will be budget neutral.

VIII. Updates from President Staats

Duke Energy will be awarding a grant to the Workforce Development Aviation Program.
NC Connect Bond Referendum vote is March 15.

College will be partnering with City of New Bern in their proposed City Market
Workforce Development Training Center to provide instruction in continuing education
programs.

IX. Adjournment

With no further business to discuss, Committee Chairman Taylor adjourned the meeting at
4:44 pm.

ce/4.8.16

CCC Facilities Usage Report
3rd Quarter - FY2016

Date of report: March 1, 2016
December, 2015; January, February 2016

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
NC Department of Public Safety	12/9/2015	Gov	AMC 102	\$ -	N/A	40
Coastal Community Action	12/14/2015	Non-profit	Naumann Com. Rm.	\$ 80.00	12/4/2015	38
Kiddie Kollege Learning Center	12/15/2015	Profit	Orringer Auditorium	\$ 162.50	12/11/2015	130
NC Wildlife Resources Commission	1/20/2016	Gov	Orringer Auditorium	-	N/A	15
	1/25, 2/22, 3/28, 4/25, 5/23, 8/22, 9/26,					
Experimental Aircraft Association, Chapter 1171	10/24/2016	Non-profit	Brock 100	-	N/A	10 to 25
Trillium Health Resources	1/20/2016	Gov	AMC 102	-	N/A	18
East Carolina University	1/30/2016	Edu	Perdue 139, 140, 141	-	N/A	2 to 4
	1/29, 2/23, 3/21, 4/25/2016					
Ward & Smith, P.A.		Profit	Naumann Com. Rm.	\$1,300.00	12/7/2015	22
NC Department of Environmental Quality, Division of Coastal Management	2/17/2016	Gov	AMC 104	\$ -	N/A	8
					11/18/2015 &	
Omega Psi Phi Fraternity, Alpha Nu Chapter	2/21/2016	Non-profit	Orringer Auditorium	\$ 140.00	2/10/2016	90

Fees are not charged for the following organizations:

(BLC)	Craven Business Leadership Circle
(Gov)	Government - federal, state, county, municipal
(Edu)	Education

CRAVEN COMMUNITY COLLEGE
PROPOSAL FOR
IPS 92-16-002 OPEN-END ARCHITECTURAL/DESIGN
FOR INFORMAL PROJECTS



SUBMITTED BY:
The East Group

REQUEST FOR PROPOSALS DATED:
December 16, 2015

SUBMITTED ON:
January 05, 2016



January 5, 2016

Mr. Todd Murphy
Craven Community College
800 College Court
New Bern, NC 28562

RE: Letter of Interest for Craven Community College
IPS 92-16-002 Open-End Architectural/Design Agreement for Informal Projects

Dear Mr. Murphy:

We are pleased to submit the enclosed qualifications of The East Group in response to Craven Community College's request for letters of interest for Open-End Architectural / Design Agreement for Informal Projects.

Our staff of 32-professionals at our main office in Greenville, NC provide comprehensive design services to our clients throughout eastern North Carolina. We also have a Raleigh office with staff offering supplemental assistance to our Greenville office when needed. Twenty-three of our employees hold professional registrations offering Engineering in the Civil, Structural, Mechanical, and Electrical disciplines, as well as Surveying, Architecture, Interior Design, and Landscape Architecture. Because our structure allows us to easily adjust our resources to meet out clients ever-changing needs, we are regularly selected for open-end agreements.

We currently have "on-call" agreements with the City of Jacksonville and the City of Greenville. We also work regularly with East Carolina University for informal projects of varying sizes and scopes. In addition, we have on-call, time and material purchase orders in place with nearly a dozen of our industrial and healthcare clients. We value our clients and they value us; therefore, 90% of our work is for repeat clients. We've included references with our select project experience. We encourage you to speak with these client references so you can hear about their experiences with us first-hand.

Our relationships with these clients involve assisting them with scope development, budgeting, and scheduling of various projects to meet the needs of the organizations. We work hand-in-hand with these clients to specifically understand each project's needs and goals and we then allocate the appropriate resources to meet those needs and goals. The diversity of our team and the balance between disciplines allows us to cross utilize staff and provide flexibility to meet project demands and schedules. We would apply this same approach to our relationship with Craven Community College by considering ourselves an extension of your staff.

As requested in the December 16, 2015 request for letters of interest, we have include four copies of our Letter or Interest along with our SF-254. Thank you for your consideration and the opportunity to present our qualifications for this work and please let us know if you require any additional information.

Sincerely,
THE EAST GROUP, P.A.



Michelle Clements, PE
Team Manager



Corporate Office

324 Evans St
Greenville,
NC 27858

Tel 252.758.3746

Fax 252.830.3954

Raleigh Office

4325 Lake Boone Trail
Suite 311

Raleigh,
NC 27607

Tel 919.784.9330

Fax 919.784.9331

www.eastgroup.com

ENGINEERING

ARCHITECTURE

SURVEYING

TECHNOLOGY



OUR FIRM

The East Group is a 41-year old engineering and architecture design firm with a diverse group of professionals dedicated to bringing our

clients focused, innovative solutions and results. Our process includes the full range of pre-design services through construction administration and project close out. We were founded in 1975 and are based in Greenville with 32 employees in Greenville, 11 in Raleigh, and 5 located on-site at various industrial facilities in eastern NC. Twenty-three of our employees hold professional registrations and certifications offering Engineering in the Civil, Structural, Mechanical, and Electrical disciplines, as well as Surveying, Architecture, Interior Design, and Landscape Architecture.

From the start of our relationship, we provide a single point of contact in our team manager, Michelle Clements, PE. She is based in Greenville and is regularly client contact for multi-disciplinary teams.

Contact Person

Michelle Clements, PE
324 Evans Street, Greenville, NC 27858
michelle.clements@eastgroup.com
252-756-3746
www.eastgroup.com

PROXIMITY TO PROJECT

Our Greenville, NC headquarters has been serving the design needs of higher education and public sector clients for over 40 years. The close proximity of our Greenville office to your New Bern and Havelock-Cherry Point campuses provides you with streamlined access to our multi-disciplinary staff.

EXPERIENCE WITH MUNICIPAL, COUNTY AND STATE PROJECTS

We have established relationships with dozens of municipalities throughout the east, as well as State regulatory agencies. We navigate various funding requirements and local regulations, ordinances and inspection procedures on a daily basis and work closely and collaboratively with review and regulatory agencies to understand and meet requirements.

EXPERIENCE WITH LOCAL AND HUB CONSTRUCTION CONTRACTORS

In our 40-years working in eastern NC, we have worked with an extensive number of local contractors, including several that are HUB certified. Successful projects are often the result of effective relationships with qualified contractors, which is our goal for every project.

SUCCESSFUL PAST PERFORMANCE

We believe in building long-term relationships, not just completing projects. Our long-term relationship with East Carolina University is a testament to our commitment. We very often perform work for ECU similar to what is noted in the Craven Community College request for LOIs. Notable projects include:

- Main Campus Student Union Site Design
- Aycock Residence Hall Courtyard Design
- Bus Stop Site Designs
- Ragsdale-Whichard Access Improvements
- 10th Street Parking Lot Streambank Stabilization
- Blount House Generator
- Brody Parking Lot C Improvements
- East Carolina Heart Institute Site Design
- Golf Facility Pavement Repair & Eros. Cont.
- Minges Coliseum Asphalt Pavement Repairs
- Security Camera Additions
- Service Road Traffic Calming
- Student Health Center Renovations & Additions
- Transit Facility Site Design
- West End Dining Hall Site Design
- Howell Science Building Wall Strengthening
- Hendrix Theater Seating Replacement
- Medenhall Great Room & Trustee Suite Renov.
- Howell Science Renovations
- Bate Classroom Building Renovations
- Student Health Center Renovations

RECORD OF SUCCESSFUL PROJECTS

We also have a record of completing projects without major legal or technical problems. We also work diligently to design our work to match the owner's budget and schedule using the methodologies detailed in our approach. However, in today's economic environment, it is sometimes challenging to align the desired design with available funds, as well as project schedules. We are pretty good at it though, as the following three recent State Construction Office Project examples indicate:

East Carolina Health Science Campus CC CT Simulator

Construction Budget: \$300,000
Actual Cost: \$268,500

East Carolina Health Science Campus Warren Life Sciences Building Fire Alarm Replacement and Upgrade

Construction Budget: \$270,000
Actual Cost: \$268,000

East Carolina Health Transit Operations Facility

Construction Budget: \$490,000
Actual Cost: \$407,000

TEAM

ADEQUATE STAFF

The East Group's is a team of **47** multi-disciplinary professionals including the following professionals; twenty-three who are all licensed in the State of North Carolina:

Employment Profile

Civil Engineer	2
Electrical Engineer	5
Mechanical Engineer	6
Structural Engineer	1
Surveyor	3
Landscape Architect	1
Architect	3
Interior Designer	2
Engineer Intern	2
Construction Inspector	2
Project Manager	5
Designer / CAD Draftsperson	14
Administrator	4

We are structured to provide on-going consulting to clients throughout the east. Because our structure allows us to easily adjust our resources to meet our clients ever-changing needs, we are regularly selected for open-end agreements. We currently

have an "on-call" agreement with the City of Jacksonville and the City of Greenville. In addition, we have on-call, T&M purchase orders in place with nearly a dozen of our industrial and healthcare clients. Our relationships with these clients involve assisting them with scope development, budgeting, and scheduling of various projects to meet the needs of the organizations. We work hand-in-hand with these clients to specifically understand each project's needs and goals and we then allocate the appropriate resources to meet those needs and goals. The diversity of our team and the balance between disciplines allows us to cross utilize staff and provide flexibility to meet project demands and schedules. We would apply this same approach to our relationship with Craven Community College by considering ourselves an extension of your staff.

Additionally, we do not anticipate significant organizational changes in upcoming year. There are also no major pending projects that would impact our ability to dedicate necessary personnel and resources. An East Group Team members' average tenure is more than 10 years; thus we can say with a high degree of confidence that the Team members proposed herein will be available to execute this Project.

Our proposed team is illustrated below with brief bios on the following page:

All staff identified in this organization chart are located in our Greenville, NC office on a full-time basis.



Team Management

Michelle Clements, PE
THE EAST GROUP

Discipline Leadership

ARCHITECTURE & INTERIORS	STRUCTURAL ENGINEERING	ELECTRICAL ENGINEERING	CIVIL ENGINEERING	LANDSCAPE ARCHITECTURE
Richard Johnson, AIA, LEED AP BD+C	Rich Eckert, PE	David Meeks, PE	Todd Tripp, PE	Myriah Shewchuk, RLA

BRIEF BIOS*



MICHELLE CLEMENTS, PE

ROLE: TEAM MANAGEMENT

EDUCATION:
NCSU / BS Civil Engineering

PROFESSIONAL:
Professional Engineer of NC

PRACTICING SINCE: 1995



DAVID MEEKS, PE

ROLE: ELECTRICAL ENGINEERING

EDUCATION:
ECU / BS Industrial Technologies

PROFESSIONAL:
Professional Engineer of NC

PRACTICING SINCE: 1997



RICHARD JOHNSON, AIA, LEED AP

ROLE: ARCHITECTURE

EDUCATION:
NCSU / BS Civil Engineering/ M Arch

PROFESSIONAL:
Registered Architect—NC
LEED Accredited Professional

PRACTICING SINCE: 1977



TODD TRIPP, PE

ROLE: CIVIL ENGINEERING

EDUCATION:
NCSU / BS Civil Engineering

PROFESSIONAL:
Professional Engineer of NC

PRACTICING SINCE: 1986



RICH ECKERT, PE

ROLE: STRUCTURAL ENGINEERING

EDUCATION:
NCSU / BS & MS Civil Engineering

PROFESSIONAL:
Professional Engineer of NC

PRACTICING SINCE: 1979



MYRIAH SHEWCHUK, RLA, LEED AP

ROLE: LANDSCAPE ARCHITECTURE

EDUCATION:
Penn State University / BLA

PROFESSIONAL:
Registered Land. Arch—NC
LEED Accredited Professional

PRACTICING SINCE: 2001

* Brief bios of discipline leads are provided above. Full resumes can be provided.

We understand the Craven Community College Open-End agreement may involve the scope items bulleted below. We have selected a team of well-qualified individuals who have the demonstrated and relevant experience necessary to develop and successfully deliver your projects. Our team is qualified to perform tasks such as:

The East Group Team Experience relevant to Typical Work of On-Call Agreement	Michelle Clements	Richard Johnson	Rich Eckert	David Meeks	Todd Tripp	Myriah Shewchuk
Building Additions and Renovations	●	●	●	●	●	●
Structural Repair			●			
Roof Replacements		●	●			
Roadway and Parking Lots	●			●	●	●
Water and Sewer	●			●	●	
Landscape						●
Long-range Maintenance Plans	●	●	●	●	●	●

EAST CAROLINA UNIVERSITY BUS STOPS

EAST CAROLINA UNIVERSITY, GREENVILLE, NC | 2014

The East Group provided site and electrical design, permitting through SCO, bidding assistance, construction observation and construction administration for five separate bus stops for ECU. Utilizing a previously approved prototype plan for an open-air bus stop shelter designed for ECU by others. The East Group adapted the prototype to each individual site to meet each location's requirements for hardscape, drainage, bike parking, electrical, and communications. The work required a new electrical and lighting system at each site to be connected and coordinated with existing ECU services. The East Group provided electrical design to bring power and data to each bus stop shelter from an adjacent campus building.

SERVICES:

- Civil and electrical engineering
- Construction drawings and specifications
- Bidding assistance
- Construction observation and administration

COST: \$ 525,000 (total site/MEP design & construction)

REFERENCE:

Michael Talton, Project Manager, East Carolina University
Facilities Engineering and Architectural Services
252-328-6856, TALTONM@ecu.edu



ONslow COUNTY PARKING LOT

ONslow COUNTY, JACKSONVILLE, NC | 2014

Design of phase 1 and Phase 2 of a new parking lot in downtown Jacksonville to replace the parking lot taken up by the Onslow County Detention Center. Parking lot connected Tallman and Court Sts. to US Bus 17. Included a new stormwater pond for treatment of the runoff and was designed to meet City of Jacksonville design standards.

SERVICES:

- Survey
- Civil Design
- Construction administration for Phase I

COST: \$ 300,000 (construction)

Reference:

Randy Jones, Director
Onslow County Facilities & Assess Management
910-455-0334, Randy_Jones@onslowcountync.gov



ROANOKE CHOWAN COMM. HEALTH CENTER

AHOSKIE, NC | 2010

The development of the new Roanoke Chowan Community Health Center and the ECU Dental Distance Learning Center in Ahoskie required the extension of a gravity sewer main for service. The gravity sewer main was designed to provide future growth and in accordance with Town of Ahoskie design requirements.

SERVICES:

- Architecture, Surveying, Civil MEP, Structural
- Permitting
- Periodic construction inspection
- Testing and final certification

COST: \$ 80,000 (design & construction)

REFERENCE:

Kirk Rogers, Director
Town of Ahoskie Public Works
252-332-5165, kirkrogers@ahoskie.org

REPAIRS TO TRAFFIC SERVICES BUILDING

CITY OF GREENVILLE, NC | 2011

An existing metal building with masonry walls experienced masonry cracking and settlement. The East Group provided evaluation and design services for repairs, including the installation of helical piers. The East Group also provided construction administration services for the City of Greenville including periodic inspection services and coordination with the contractor.

SERVICES:

- Structural evaluation
- Design for repairs
- Construction administration
- Periodic construction observation

COST: \$ 40,000 (design and construction)

REFERENCE:

Scott Godefroy, City Engineer
City of Greenville Public Works
252-329-4525, sgodefroy@greenvillenc.gov

EAST CAROLINA UNIVERSITY AYCOCK HALL COURTYARD

ECU, GREENVILLE, NC | 2015

The East Group designed a "sunken" courtyard at Aycock Hall in conjunction with basement renovations designed by a Greenville architecture firm. This project will tie the spaces together by excavating 3-4' of the site to allow floor to ceiling basement windows/doors that open to the courtyard. The courtyard includes terraced "rooms" for diverse uses to compliment the basement improvements. Improvements include decorative pedestrian walks and plazas, seat walls, bicycle storage, lawn, furnishings, decorative lighting, and ornamental vegetation.

The sunken nature of the design adjacent to the basement required thorough stormwater design assessment. The plan includes a combination of permeable decorative brick pavers at the lower level combined with a gravity stormwater line to existing lines to protect the basement from large storm events.

SERVICES:

- Landscape Architecture, Civil Engineering, Surveying
- Schematic Design to Construction Documents
- NC State Construction Office plan submission
- Cost estimates
- Bidding

COST: \$ 500,000 (site only)

REFERENCE:

Albi McLawhorn, AIA, Director, MHAworks, Greenville, NC
252-329-0119, amclawhorn@Mhaworks.com

Bill Chatfield, PM

ECU Facilities Engineering & Architecture
252-328-6858, chatfieldw@ecu.edu



UPTOWN PARKING DECK

CITY OF GREENVILLE, NC | 2015

The East Group is provided mechanical, electrical and plumbing engineering for a new 275 space parking deck located in Uptown Greenville. The lighting includes highly energy efficient light fixtures and full cutoff roof lighting to reduce neighborhood light intrusion. Also includes HVAC for elevator equipment rooms, data/security equipment rooms and electrical rooms.

SERVICES:

- MEP Engineering, Construction observation

COST: \$ 5 million

REFERENCE:

Joey Rowland, Walker Parking Consultants



EAST CAROLINA UNIVERSITY WEST END CAMPUS IMPROVEMENTS

ECU, GREENVILLE, NC | 2004

The East Group designed site improvements for the West End Dining Hall and surrounding West End Campus. The site includes stepped brick walls and columns that follow the sloped topography of the site to create well defined open spaces for formal and informal gatherings, which are a focal point of ECU's West End Campus. Collaborating with NC-based landscape architecture and architecture firms, The East Group provided site planning and design including grading, storm drainage, loading docks, pavements, and site utilities.

SERVICES:

- Civil Engineering, Surveying
- NC State Construction Office plan submission
- Cost estimates
- Bidding, Construction administration and Observation

COST: \$ 12.5 million (including building and site)

REFERENCE:

Gina Shoemaker, PM

ECU Facilities Engineering & Architecture
252-328-6858, battenm@ecu.edu

MUNICIPAL BUILDING REROOF

CITY OF GREENVILLE, NC | 2015

The East Group is providing full design, construction drawings, bidding, and CA services for reroofing and waterproofing the existing Greenville Municipal Building. The area of the roof is 8671 square feet. The project is currently in the construction phase.

REFERENCE:

Ken Jackson, City of Greenville Public Works
252-329-4480

6TH STREET/DICKINSON AVENUE RELOCATION

CITY OF GREENVILLE, NC | 2009

The East Group provided survey, design and construction staking for the relocation of a portion of Dickinson Avenue. This project also included the renovation to three parking lots owned by the City of Greenville, Jarvis United Methodist Church and Sheppard Memorial Library. Survey services for this project included boundary and topographic as well as the recombination of all three properties to the agreement of all the parties. Civil design included road, sidewalk, and utility relocation design.

REFERENCE: Ken Jackson (see above)



HVAC SYSTEM FOR ADMIN. BLDG. SERVER ROOM

CITY OF GREENVILLE, NC

This project consists of designing a new HVAC system for the Greenville City Administration Building server room. Scope included a new ground floor mechanical room with two redundant Liebert CRAC units, ductwork between the ground floor mechanical room and the 2nd floor server room, and new ducts and diffusers in the 2nd floor ceiling. It also included architectural design for the new mechanical room and electrical design for new power wiring and a larger generator.

REFERENCE: Ken Jackson (see above)

ENGINEERING CENTER ROOF REPLACEMENT

GREENVILLE UTILITIES COMMISSION, GREENVILLE, NC

The existing Engineering Center was a one story steel framed structure with sloped translucent fiberglass roof panels. This project involved replacing the fiberglass panels with a metal roof system and adding a suspended acoustical tile ceiling. Our role was to perform site investigations and analyze existing structure for new roof and ceiling system, design support framing for new roof and prepare and issue sketches for support framing, and coordinate with roofing engineer and general contractor during analysis and design.

REFERENCE:

Kevin Keyser, Greenville Utilities Comm.
252-551-1491



EAST CAROLINA UNIVERSITY CARDIOVASCULAR INSTITUTE

ECU, GREENVILLE, NC | 2008

The East Carolina University Cardiovascular Institute project was a new 156,000 SF building located on ECU's Health Science Campus. The East Group collaborated with a NC-based architecture and landscape architecture firms to provide site design, surveying, and periodic site inspection during construction. Site improvements included two new parking lots, drives, walks, relocation of a 10" water main, grading and drainage, and site utilities.

SERVICES:

- Civil Engineering, Surveying
- Schematic Design to Construction Documents
- NC State Construction Office plan submission
- Cost estimates
- Bidding, Construction administration and Observation

COST: \$60million (total)

REFERENCE:

Gina Shoemaker, PM
ECU Facilities Engineering & Architecture
252-328-6858, battenm@ecu.edu



VIDANT CANCER CENTER

VIDANT MEDICAL CENTER, GREENVILLE, NC | 2016

The new Cancer Center for Vidant Medical Center includes a new 6-story building with a 137,000 sf footprint. The East Group partnered with HDR to provide complete building and site design. The East Group's Civil Engineering and Landscape Architecture group designed the improvements to an 8.5 acre site including a new parking lot, realignment of a portion of the Hospital Loop Road, new stormwater features including an underground detention facility, relocation of water and sewer utilities, a dewatering pumping station, two healing gardens, one staff courtyard, and hardscape and landscape areas for the facility.

SERVICES:

- Landscape Architecture, Civil Engineering, Surveying, MEP Engineering, Architecture, Interior Design
- Multiple stakeholder presentations and meetings
- Schematic Design to Construction Documents
- Bidding assistance
- Construction administration/observation (mid-2015+)

COST: \$ 120 million (total)

REFERENCE:

Jay Walton, Vice-President
Vidant Health Facilities and Properties
252-847-4587, jwalton@vidanthhealth.com



CITY OF WASHINGTON ON-CALL STORMWATER REVIEW

CITY OF WASHINGTON, NC | ON-GOING

Since 2012 The East Group has provided technical services to the City of Washington Environmental Health & Protection Office to insure that new development plans comply with the City Stormwater Ordinance. The Ordinance provides for both peak flood attenuation and nutrient export control. The City forwards stormwater management plans to The East Group for independent review and comment on an ongoing basis.

SERVICES:

- Review of proposed development stormwater measures

COST: on-going time & materials basis

REFERENCE:

Adam Waters, Water Resources Superintendent
City of Washington Public Works
252-975-9310, awaters@washintonnc.gov

WOODMEN COMMUNITY CENTER

CITY OF KINSTON, NC | 2012

The Woodmen of the World Community Center includes a 60,000 SF community center and water park situated on 17-acres land along the Neuse River once occupied by an industrial facility. The East Group's civil engineering team collaborated with an out-of-state architect to provide site design for the facility. Services included topographic survey, grading/erosion control/drainage plan, utility plan; as well as site plan submittals to the City of Kinston and stormwater and erosion and sediment control plans to NCDENR. The East Group also provided construction administration and observation for site related work.

SERVICES:

- Civil engineering and surveying
- Topographic survey
- Grading/erosion control/drainage plan, utility plan
- Site plan submittals to the City of Kinston
- Stormwater and erosion and sediment control plans to NCDENR.
- Construction administration and observation for site related work.

COST: \$4 million for water park and site

REFERENCE:

Bill Ellis, Director
Lenoir County / City of Kinston Recreation & Parks
bill.ellis@ci.kinston.nc.us
252-560-1050

Our typical project approach is outlined below; however, our approach varies by project. Our technical approach is developed to meet each project's unique needs; therefore, our first step in any project is to meet with you to determine your needs and then refine our approach. Then we analyze the building and/or site to gather information, research the relevant rules and regulations, and begin to formulate a design solution. As the design develops, we continue to communicate with you to ensure that there are no complications or issues with the design plan. We prepare the detailed design drawings, specifications and contract documents necessary to obtain permits and to bid the project. If you wish, we can conduct the bidding process, facilitate the award, and execute the contracts. As we move into the construction phase, The East Group conducts progress meetings to ensure that all parties are aware of the construction process and to minimize any construction issues. The East Group also conducts inspections to ensure compliance with the contract documents and will monitor the contract to manage any change order requests.

PRELIMINARY DESIGN

- Study of existing systems and structures.
- Conceptualize multiple options.
- Coordinate with other disciplines for feasibility of interfacing systems.
- Involvement with Craven Community College's Engineering and Construction Departments for design standards.
- Initial selection of equipment and materials.

FINAL DESIGN

- Regular design team coordination meetings.
- Perform all necessary calculations.
- Specification of equipment and suggested routing of utilities.
- Repeated site visits to ensure design intent can be met.
- Develop the design to appropriate intervals, as needed, for client input and review.
- Benchmark pricing to ensure the project is still within budget.
- Generate clear and complete working drawings and project specifications.
- Ensure the project can be competitively bid as designed and properly constructed as bid.
- Employ computer-aided design and a computerized specification system.
- Incorporate owner comments into the design.
- Submission of drawing packages to proper officials for approval.

BIDDING

- Assist Craven Community College in bidding the projects.
- Conduct pre-bid meetings.
- Conduct/participate in bid opening.
- Assist in reviewing contractor bids and qualifications.
- Prepare construction contracts for Craven Community College's approval.

CONSTRUCTION ADMINISTRATION

- Pre-construction meeting.
- Shop drawing / submittal review
- Pay application review / approval.
- Construction progress meetings / inspections.
- Close-out documents.



Typical On-Call Services Process

**STANDARD
FORM (SF)**

254

Architect-Engineer
And Related Services
Questionnaire

1. Firm Name/Business Address:

**The East Group, P.A.
324 Evans Street
Greenville, NC 27858**

2. Year Present Firm
Established

1975

3. Date Prepared:

January 4, 2016

4. Specify type of ownership and check below, if applicable.

☒

A. Small Business

B. Small Disadvantaged Business

C. Woman-owned Business

1a. Submittal is for



☒

Parent Company



Branch or Subsidiary Office

5. Name of Parent Company, if any:

N/A

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

N/A

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

1) **Tony Khoury, PE, Managing Principal – (252) 758-3746 x128**

2) **Keith House, PE, Managing Principal, Healthcare Team Leader – (252) 758-3746 x129**

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

7a. Total Personnel 47

Headquarters: Greenville, NC / (252) 758-3746 / 36

Branch Office: Raleigh, NC / (919) 784-9330 / 11

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

4 Administrative

5 Electrical Engineers

— Oceanographers

3 Architects

— Estimators

— Planners: Urban/Regional

— Chemical Engineers

— Geologists

— Sanitary Engineers

2 Civil Engineers

— Hydrologists

— Soils Engineers

1 Construction Inspectors

2 Interior Designers

— Specification Writers

19 Draftsmen

1 Landscape Architects

1 Structural Engineers

— Ecologists

6 Mechanical Engineers

3 Surveyors

— Economists

— Mining Engineers

— Transportation Engineers

9. Summary of Professional Services Fees

Received: (Insert index number)

Last 5 Years (most recent year first)

Direct Federal contract work, including overseas

2015

2014

2013

2012

2011

1

1

1

1

1

All other domestic work

7

7

7

7

7

All other foreign work *

—

—

—

—

—

Ranges of Professional Services Fees
INDEX

1. Less than \$100,000

2. \$100,000 to \$250,000

3. \$250,000 to \$500,000

4. \$500,000 to \$1 million

5. \$1 million to \$2 million

6. \$2 million to \$5 million

7. \$5 million to \$10 million

8. \$10 million or greater

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

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

Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1) 009	4	7	11) 044	24	362	21) 089	4	25
2) 015	1	5	12) 048	461	11,340	22) 101	208	796
3) 016	1	1	13) 049	2	11	23)		
4) 017	3	7	14) 050	3	38	24)		
5) 019	1	11	15) 055	13	72	25)		
6) 021	32	5	16) 061	1	5	26)		
7) 023	2	13	17) 072	18	587	27)		
8) 029	8	70	18) 079	48	571	28)		
9) 036	3	4	19) 080	15	223	29)		
10) 043	21	217	20) 083	7	147	30)		

11. Project Examples, Last 5 Years

Profile Code	"P," "C," "JV," or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)
010	C	1) Aycock Residence Hall Courtyard East Carolina University, Greenville, NC	East Carolina University Facilities Engineering & Architectural Serv. 1001 East Fourth Street Greenville, NC 27835	\$500	2011
046	P	2) Transit Stops East Carolina University, Greenville, NC	East Carolina University Facilities Engineering & Architectural Serv. 1001 East Fourth Street Greenville, NC 27835	\$400	2013
046	P	3) Transit Operation Center Improvements East Carolina University, Greenville, NC	East Carolina University Facilities Engineering & Architectural Serv. 1001 East Fourth Street Greenville, NC 27835	\$450	2015
043	P	4) Mendenhall Replacement of Steam and Condensate East Carolina University, Greenville, NC	East Carolina University Facilities Service Center 945 East 14th Street, Eppes #3 Greenville, NC 27858	\$250	2014
046	P	5) Physician's East Farmville Parking Lot Farmville, NC	Physician's East 1850 W. Arlington Blvd. Greenville, NC 27834	\$120	2011
046	P	6) Onslow County Parking Lot Revisions Onslow County, NC	Onslow County 242 Georgetown Road Jacksonville, NC 28540	\$85	2012
008	P	7) Hendrix Theater Seating Replacement East Carolina University, Greenville, NC	East Carolina University Facilities Service Center 945 East 14th Street, Eppes #3 Greenville, NC 27858	\$12 (design only)	2011

029	P	8) Mendenhall Great Room & Trustee Suite East Carolina University, Greenville, NC	East Carolina University Facilities Service Center 945 East 14th Street, Eppes #3 Greenville, NC 27858	\$5 (design only)	2012
029	P	9) Student Health Center Renovations East Carolina University, Greenville, NC	East Carolina University Facilities Service Center 945 East 14th Street, Eppes #3 Greenville, NC 27858	\$20 (design only)	2012
029	P	10) Howell Science Renovations East Carolina University, Greenville, NC	East Carolina University Facilities Service Center 945 East 14th Street, Eppes #3 Greenville, NC 27858	\$18 (design only)	2012
029	P	11) Bate Classroom Renovations East Carolina University, Greenville, NC	East Carolina University Facilities Service Center 945 East 14th Street, Eppes #3 Greenville, NC 27858	\$9 (design only)	2013
029	P	12) EAHEC Office and Education Center Greenville, NC	EAHEC 2000 Venture Tower Drive Greenville, NC 27834	\$7,000	2016
055	P	13) County Office Building Interior Design Beaufort County, Greenville, NC	Beaufort County 111 West Second St. Washington, NC 28502	\$3 (design only)	2015
055	P	14) GUC Admin Bldg First Floor Renovations Greenville, NC	Greenville Utilities Commission PO Box 1847 Greenville, NC 27835	\$25 (design only)	2015
101	P	15) Lenoir County Building Investigation Lenoir County, Kinston, NC	Lenoir County PO Box 3289 Kinson, NC 28502	\$2 (design only)	2011
101	P	16) Howell Science Walls Strengthening East Carolina University, Greenville, NC	East Carolina University Facilities Service Center 945 East 14th Street, Eppes #3 Greenville, NC 27858	\$1,500	2014
101	P	17) Repairs to Cracked Traffic Serv Bldg Greenville, NC	City of Greenville Department of Public Works 1500 Beatty Street Greenville, NC 27834	\$75	2011
101	P	18) Kent Road Retaining Wall Greenville, NC	City of Greenville Department of Public Works 1500 Beatty Street Greenville, NC 27834	\$15 (design only)	2011
072	P	19) Former GUC Building Reroof Greenville, NC	City of Greenville Department of Public Works 1500 Beatty Street Greenville, NC 27834	\$162	2012

072	P	20) Reroofing Waterproofing Exterior Walls Greenville, NC	City of Greenville Department of Public Works 1500 Beatty Street Greenville, NC 27834	\$405	2012
101	P	21) Convention Center Structural Evaluation Greenville, NC	City of Greenville Department of Public Works 1500 Beatty Street Greenville, NC 27834	\$0.5	2012
088	P	22) Greenville Aquatics Center Renovations Greenville, NC	City of Greenville Department of Public Works 1500 Beatty Street Greenville, NC 27834	\$27 (design only)	2015
043	P	23) Rivers Bldg Hood Replacement East Carolina University, Greenville, NC	East Carolina University Facilities Service Center 945 East 14th Street, Eppes #3 Greenville, NC 27858	\$8 (design only)	2013
048	P	24) Central Plant Improvements Vidant Edgecombe Hospital, Tarboro, NC	Vidant Medical Center Facilities + Properties PO Box 6028 Greenville, NC 27835	\$954	2015
048	P	25) South and East Sprinkler Renovations Vidant Medical Center, Greenville, NC	Vidant Medical Center Facilities + Properties PO Box 6028 Greenville, NC 27835	\$950	2014
043	P	26) Cooling Tower Replacement Pasquotank Correctional Institution Elizabeth City, NC	NC Dept of Administration 301 N. Wilmington St, suite 450 Raleigh, NC 27601	\$200	2014
048	P	27) Generator & ATS Replacement Vidant Edgecombe Hospital, Tarboro, NC	Vidant Medical Center Facilities + Properties PO Box 6028 Greenville, NC 27835	\$231	2012
048	P	28) Electrical Infrastructure Upgrades Vidant Roanoke-Chowan Hospital Ahoskie, NC	Vidant Medical Center Facilities + Properties PO Box 6028 Greenville, NC 27835	\$1,735	2012
048	P	29) Chiller #1 Replacement Outer Banks Hospital, Nags Head, NC	Vidant Medical Center Facilities + Properties PO Box 6028 Greenville, NC 27835	\$267	2015
048	P	30) HVAC Improvements Onslow Memorial Hospital, Jacksonville, NC	Onslow Memorial Hospital 317 Western Boulevard Jacksonville, NC 28540	\$2,000	2015

12. The foregoing is a statement of facts

Signature:

Tony Khoury

Typed Name and Title: Tony Khoury - Principal

AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, March 14, 2016 at 5:00 P.M.

Members: *Ms. Allison Morris, Chair*
 Ms. Cora Chadwick
 Mr. Ken Crow
 Ms. Carol Mattocks
 Mr. Ronald Knight
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Ms. Kathleen Gallman, VP for Instruction
 Mr. Gery Boucher, VP for Students
 Ms. Cindy Ensley, Recorder

- | | |
|---|------------------------------|
| 1. Call to Order | <i>Allison Morris, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. SACSCOC Update (<i>info</i>) | |
| a. 2 nd Monitoring Report Decision | <i>Ray Staats</i> |
| b. Accreditation Reaffirmation Update | <i>Kathleen Gallman</i> |
| c. QEP Update | <i>Kathleen Gallman</i> |
| d. Program Updates (additions & deletions) | <i>Kathleen Gallman</i> |
| 4. Enrollment Update (<i>info</i>) | <i>Gery Boucher</i> |
| 5. Accountability and Credibility of Internal Audit Plan for WFD (ConEd) | <i>Gery Boucher</i> |
| a. Approve 2016-2019 Audit Plan (<i>motion</i>) | |
| b. Approve Fall 2014/Spring 2015/Summer 2015/Fall 2015 Policy Reports (<i>motion</i>) | |
| 6. Adjournment | <i>Allison Morris, Chair</i> |

Academic & Student Affairs Committee Charge

- a. Recommend approval of degree and certificate programs
- b. Recommend approval of developmental education programs
- c. Recommend approval of monitoring processes and evaluation of curricula/programs
- d. Recommend approval of academic support services
- e. Recommend approval of student support services
- f. Recommend approval of admission policies
- g. Recommend approval of graduation requirements
- h. Other responsibilities as assigned by the Board Chair

MINUTES

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

MARCH 14, 2016 AT 5:00 P.M.

- I. Committee Chair Allison Morris called the meeting to order at 5:00 pm.
- II. Cindy Ensley called the roll and announced that a quorum was present for the meeting.
Members Present: Ms. Cora Chadwick, Judge Ken Crow (5:03 pm), Mr. Ronald Knight, Ms. Carol Mattocks, and Ms. Allison Morris
Members Absent: Board Chairman Kevin Roberts
Others Present: Dr. Raymond Staats, President; Ms. Kathleen Gallman, Vice President for Instruction; Mr. Gery Boucher, Vice President for Students, and Ms. Cindy Ensley, Recorder
- III. SACSCOC Update
2nd Monitoring Report Decision by SACSCOC - Dr. Staats reported that SACSCOC had accepted the 2nd monitoring report with no further action required by the College.
Accreditation Reaffirmation Update - Ms. Gallman reported the compliance report was mailed before the March 1st deadline. She distributed a timeline for reaffirmation tracks (note: Craven is on timeline A). Ms. Gallman anticipates a few focus reports will be requested from SACSCOC on some items which are normal for the majority of reaffirmation processes.
QEP Update – Ms. Gallman distributed a timeline on the QEP process to be completed by August 2016. The QEP committee has been selected and budgeting for the QEP will next topic of discussion.
Program Updates – Ms. Gallman announced that SACSCOC had approved the closure of the A.A.S. in Mechanical Engineering Technology program due to low enrollment effective fall 2015 and the addition of the A.A.S. in Computer-Aided Technology program effective spring 2016.
- IV. Enrollment Update
Mr. Boucher reported that FTE and headcount were down approximately 1.5% in curriculum enrollment and slightly up in workforce development enrollment for B-term. He announced an open house for students on the New Bern campus on Monday, March 21.
- V. Accountability and Creditability of Internal Audit Plan for Workforce Development
Mr. Boucher summarized the written plan for 2016-2019 explaining that the plan addresses the need for auditing of classrooms that are not managed by SACSCOC. He asked for approval of the plan which requires approval by the board every three years. Trustee Mattocks motioned to accept the plan, Trustee Knight seconded the motion and the motion passed unanimously.
Annually, the board should approve the accountability and credibility report for the fall

semester. Mr. Boucher presented the fall 2014 and fall 2015 reports for approval. Due to the transition in leadership, the fall 2014 report was overlooked for submission. Trustee Knight motioned to accept both reports, Trustee Chadwick seconded and the motion carried unanimously.

VI. Update from President Staats

~ Graduation is Saturday, May 14th; Greg Smith will be the guest speaker

VII. Adjournment

With no further business to discuss, Committee Chair Morris adjourned the meeting at 5:16 pm.

ce/4.8.16

Time Line for Reaffirmation Tracks

Reaffirmation Year: 2017

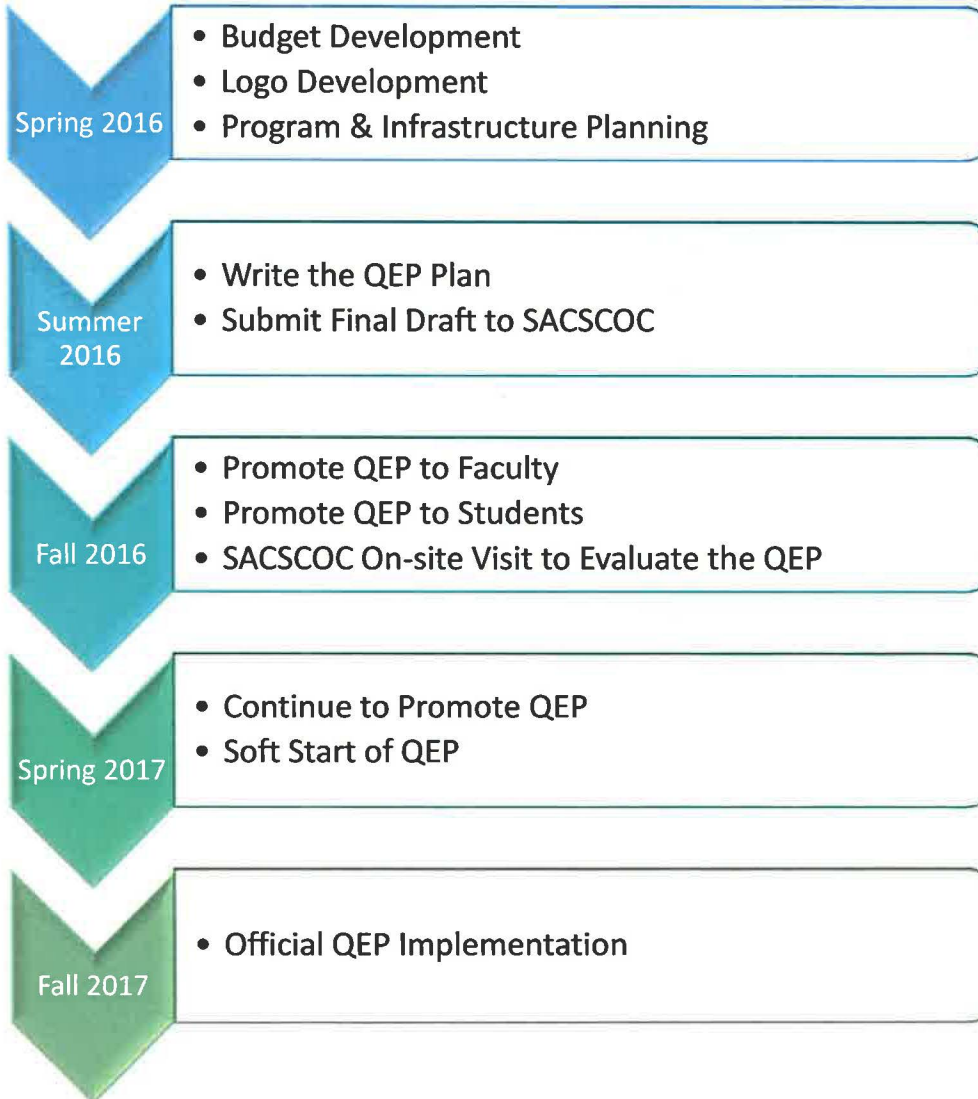
Track A: Time line for institutions offering only undergraduate programs

Track B: Time line for institutions offering graduate and undergraduate programs or only graduate programs

	Track A	Track B
	<u>2014</u>	<u>2014</u>
Orientation of Leadership Teams	December 9	December 9
	<u>2016</u>	<u>2016</u>
Compliance Certification Due	March 1	September 12
Off-Site Peer Review Conducted	April 19-22	Nov. 8-11
	<u>2016</u>	<u>2017</u>
Quality Enhancement Plan Due (and optional Focused Report)	4-6 weeks in advance of On-site Review	4-6 weeks in advance of On-site Review
On-Site Peer Review Conducted	Sept. 19 – Nov. 14	Jan. 23 – April 7
	<u>2017</u>	<u>2017</u>
Review by the SACSCOC Board of Trustees	June 13-16	Dec. 1-4



QEP Timeline





800 College Court, New Bern, NC 28562
252-638-7200

305 Cunningham Blvd., Havelock, NC 28532
252-444-6005

www.cravencc.edu

**Accountability and Credibility/Internal Audit Plan
for Workforce Development (WFD) 2016-2019**

1.) Class Visits

- A. The instructor's supervisor (or a designated representative as approved by the senior WFD administrator) will make at least one class visit to fifty percent (50%) of off-campus and distance education classes and to twenty-five percent (25%) of on-campus WFD classes. The supervisor or designated representative will maintain written documentation of these visits that include the instructor's signature. Classes of 12 hours or less are excluded along with self-supporting, customized training, and community service classes.
- B. The WFD Manager will visit a ten percent (10%) sample of randomly selected off-campus and distance education WFD classes each term with no pre-notification of these visits and will maintain written documentation of such visits. The senior WFD administrator may delegate this visitation requirement to an appropriate upper level administrator/supervisor provided the delegation is approved in writing by the college president.
- C. Since it is not possible to physically visit internet classes, visitation will be conducted electronically using a system that allows the instructor's supervisor (or designee) or WFD Manager to log in and check the activity in the class. Documentation of these checks will be provided at the end of the term. If required, North Carolina Community Colleges System Office compliance examiners will also have access to this system so they may do unannounced class visits.
- D. Definitions:
 - i) An off-campus class is defined as a class held in a location not owned or leased by the college or held in a center which is not under the supervision of a resident supervisor or director who is on-site during the entire period the instruction takes place.
 - ii) A distance education class is a class offered through distance education technology (such as internet and telecourses) and which does not physically meet on campus for at least half of the time scheduled.

2.) Student Membership Verification

- A. In situations where the class meets physically with the instructor or other college staff, student signature on the appropriate form (e.g., class registration form) may be used for student membership verification.
- B. In situations where the class does not meet physically (such as internet or other distance education classes) or in the absence of a student's signature on the appropriate form, the student membership verification requires:
 - i) evidence of fee payment or appropriate waiver of applicable registration fee; and
 - ii) signature of instructor(s) on class attendance roster that lists the student's name.

- C. In all instances, State Board of Community College Code (SBCCC) and North Carolina Community College System's Accounting Procedures Manual will be followed.

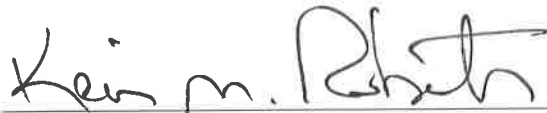
3.) College Approval Process for Conducting a WFD Class

- A. The senior WFD administrator is responsible for approving the establishment/offerings of all WFD classes consistent with the mission and role of the North Carolina Community College System.
- B. An up-to-date master schedule including day, time, and location of WFD classes will be maintained in the Colleague system. Driving directions to all off-campus locations will be on file.

4.) College Responsibility for Accuracy in Reporting Practices in WFD Programs

- A. The college president, having overall responsibility for college administration, will take appropriate measures to assure that the internal audit plan is applied and maintained consistent with the local board-approved plan.
- B. A process for reporting internal audit results to the president on a regular basis will consist of documentation of class visitation compliance being forwarded to the vice president for students at the conclusion of each term. A report of the internal audit results from the fall term will be submitted by February 1 of each year for inclusion in the Academic & Student Affairs March committee meeting and for review at the April Board of Trustees meeting.
- C. The president or designee will maintain this documentation and ensure it is available for compliance reviews conducted by North Carolina Community College System staff.
- D. This plan is required to be reviewed and approved by the Board of Trustees every three years.

Approved on April 19, 2016.



Chairman, Craven Community College Board of Trustees



President, Craven Community College

/mbc 2-5-16



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

305 Cunningham Blvd., Havelock, NC 28532
252-444-6005

www.cravencc.edu

February 4, 2016

To: Kathleen Gallman, Vice President of Instruction

Re: Accountability/Credibility Policy Report for **Fall 2014**

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 2014** of class visits made to classes under the responsibility of the Associate Vice President of Innovation and Workforce Solutions along with classes in the Basic Skills program:

Classes meeting <u>off campus</u> criteria	79			
Number visited by supervisor	59	Percentage: 75%	Target: 50%	*Met
Number visited by Senior Admin	25	Percentage: 32%	Target: 10%	*Met
Classes meeting <u>on campus</u> criteria	73			
Number visited by supervisor	56	Percentage: 77%	Target: 25%	*Met

Submitted by:

Margaret Chance
WFD Manager of Administration & Operations

cc Gery Boucher, Associate Vice President of Innovation & Workforce Solutions
Cindy Ensley, Executive Assistant to the President & Board of Trustees
Robin Matthews, Executive Director of Workforce Solutions



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February 4, 2016

To: Kathleen Gallman, Vice President of Instruction

Re: Accountability/Credibility Policy Report for **Fall 2015**

Continuing Education Accountability and Credibility Policy Report

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Find listed below the summary for **Fall 2015** of class visits made to classes under the responsibility of the Associate Vice President of Innovation and Workforce Solutions along with classes in the Basic Skills program:

Classes meeting <u>off-campus</u> criteria	75			
Number visited by supervisor	61	Percentage: 81%	Target: 50%	*Met
Number visited by Senior Admin	25	Percentage: 33%	Target: 10%	*Met
Classes meeting <u>on campus</u> criteria	85			
Number visited by supervisor	75	Percentage: 88%	Target: 25%	*Met

Submitted by:

Margaret Chance

WFD Manager of Administration & Operations

cc Gery Boucher, Associate Vice President of Innovation & Workforce Solutions
Cindy Ensley, Executive Assistant to the President & Board of Trustees
Robin Matthews, Executive Director of Workforce Solutions

STUDENT SUPPORT FEE
REQUEST FOR TRUSTEE APPROVAL

The QEP (Quality Enhancement Plan) is required by SACSCOC and our new Student Support Services agenda requires funding. We are requesting to implement a Student Support Fee to fund the QEP initiative. The fee would be used to fund additional tutors and advisors for our students, as well as, provide additional support services. The proposed fee would be effective Fall 2016 and is based on contact/credit hours.

1-3 hours = \$15

4-6 hours = \$25

7-9 hours = \$35

10+ hours = \$45

FISCAL YEAR 2017 CONTINUING BUDGET RESOLUTION
REQUEST FOR TRUSTEE APPROVAL

In accordance with G. S. 115D-57, BE IT RESOLVED, by the Board of Trustees of Craven Community College, that President Raymond W. Staats is authorized to pay salaries and other ordinary expenses of the College for the interval between the beginning of the 2016-2017 fiscal year (July 1, 2016) and the adoption of the budget resolution by the Board of Trustees.

Approved this 19th day of April, 2016.



800 College Court
New Bern, NC 28562
252-638-7200
(Fax) 252-638-4232

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

CRAVEN COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION

In Recognition of

GARY BALDREE, SR.

Trustee: 1995 – 2016

Chair: 2001 – 2003 and 2009 – 2011

WHEREAS, Gary Baldree, Sr., has served faithfully and diligently as a member of the Craven Community College Board of Trustees for more than 20 years, and:

WHEREAS, Gary Baldree, Sr., gave outstanding leadership while leading the Board as Chair from 2001 – 2003 and 2009 – 2011, and;

WHEREAS, Gary Baldree, Sr. has exhibited a lasting dedication and commitment to the success and growth of the College during his long and distinguished service, and;

WHEREAS, Gary Baldree, Sr., has earned the deep respect and affection of his fellow Trustees and the faculty, staff, administration and students of the College for his selfless and enduring service;

BE IT RESOLVED, THEREFORE, that the Craven Community College Board of Trustees commends and thanks Gary Baldree, Sr., for his outstanding leadership and devotion to the College and to the citizens of Craven County, North Carolina, this 19th day of April, 2016.


Kevin M. Roberts, Board Chairman


Raymond W. Staats, Board Secretary

Section VII

My first nine months serving the College have been exceptionally rewarding. The College is a very special place filled with amazing faculty and staff. I've also had the opportunity to interact with a wide array of students—the best part of the job. I'm experiencing my first North Carolina spring (and loving it) and am excitedly looking forward to graduation exercises in less than a month. We're privileged to have Mr. Greg Smith, of Mitchell's Hardware, as our commencement speaker. I know he's going to be an inspiration to our students.

COLLEGE LEADERSHIP

In February, we completed the hiring process for the new Vice President for Students (VPS), finishing a four month transition period that reorganized the ELT and replaced Dr. Daryl Minus, who departed as Executive VP last October. Mr. Gery Boucher assumed his position on February 15, 2016. He brings great energy and vision to the Executive Leadership Team.

We merged Workforce Development and Enrollment Management functions to serve under the VPS. To facilitate this, we created two Deans positions, and promoted Ms. Zomar Peter to Dean of Enrollment Management and Mr. Robin Matthews to Dean of Workforce Development.

We chose to search internally for both the new Vice President for Instruction (VPI) last fall and VPS. This decision was carefully considered, and I was in weekly consultation with our Board Chair throughout the process. I'm grateful for the patient discussions with Mr. Roberts and his thoughtful guidance. We agree that transparent personnel processes are very important and our team was diligent in following long-established College practices. Our internal talent pool for these positions was deep and diverse, and each search produced several finalist candidates (67% female, 17% minority), all of whom possessed looked-for experiences and personal attributes for selection and future success. A particular driving factor was the preparation, under a tight time constraint, of our SACSCOC Compliance Certification. Ms. Gallman, our new VPI, using her long NC and Craven experience and outstanding organization and leadership skills, proved to be absolutely pivotal to submitting a high quality report on time. I'm especially pleased that this selection process enabled us to recognize and reward four individuals who have been outstanding in their previous College positions, while at the same time maintaining a sense of continuity for our staff that has seen a tremendous level of leadership personnel turnover in recent years.

CONSTRUCTION

The College is grateful to our community members for resoundingly passing the Connect NC Bond referendum in March. The passage will mean \$5.376M of infrastructure funding for the College. We anticipate the first cash flows from the state to become available in August. At the July meeting, we plan to present for Trustee approval construction proposals for the STEM building on the Havelock campus and bid selections to begin renovations on Barker Hall to house the new First Stop Center.

We've been approached by the Craven County Manager, Mr. Jack Veit, as to the possibility of a joint County/College Library partnership, as future new construction on the main campus. There have been several discussions on this prospect in the past few years. Such an endeavor would likely take at least five years to complete. We are currently performing some due diligence on this idea, and are planning to propose to the County Commission in May that they approve funding for a formal study to take place during FY17. While this proceeds, we will place on hold our current plan for constructing a library as a new addition to the Student Center. Should the joint project prove to not be feasible in the next year, we'll return to the plan we've prepared. While this is a the second shift in our plans for

renovation of Barker Hall in the past year, we believe there is significant positive potential in the county proposal to merit our consideration before irreversibly committing to the Library construction project.

FISCAL YEAR 2017 BUDGET

This month we briefed Mr. Veit on our FY17 county funding request, which will be in the same amount requested in each of the past two years. We'll present it to the full commission in May. The estimates for our state allocation remain somewhat in flux. The current estimate is for \$300K, or 1.6%, less than last year. There are several initiatives proposed for this year's legislative session that we hope will offset this reduction. For example, the NC Association of Community College Presidents (NCACCP) is advocating that funds scheduled to be taken from the budget due lower FTE throughout the system be instead directed towards funding student-retention focused activities. Being an election year, there are also a few competing proposals to increase educator salaries. While hopeful, we are not yet assured of any new funding this year.

FACILITIES

The refurbishment projects for Orringer and Kelso Halls are underway. We completed the hallways with ceramic tile during the spring break, and we'll continue with classroom work in both buildings during the summer.

Our new Housekeeping staff came on board April 15. They replace an outside vendor whose contract we opted not to continue for evening cleaning.

OPERATING HOURS

Following graduation exercises on Sat, May 14, the College will move to its summer operating schedule. As in previous years, the College will be largely closed on Friday, with published operating hours being 8:00AM to 5:30PM, Monday through Thursday. The week prior to classes starting in the fall, we'll return to a five-day academic year schedule. However, we'll keep the extended schedule Monday through Thursday from 8:00AM to 5:30PM, offset a shortened Friday of 8:00AM to 2:30PM. We believe this schedule will better accommodate students who need staff services after typical daytime working hours.

ACCREDITATION

The SACSCOC Reaffirmation Off-Site Committee is meeting this week in Atlanta to review our Compliance Certification report. In several weeks we'll receive their evaluation, and then we'll attend to the "areas of focus" they identify in preparation for the October on-site visit. We've been briefed that recent schools have addressed, on average, 15-20 areas identified during this phase.

Our QEP will address "Advising Communities" and our committee work is in full swing. We expect to submit this report in July. At our next Board meeting, we'll present details on the full QEP.

ACADEMICS

We conducted a successful balloon launch as part of our NASA/NC Space Grant project by students and faculty. The students will present their final presentation in a few weeks.

On April 20, 22 of our Career Programs students will compete in Greensboro for Skills USA. Top competitors will progress to national competitions in Kansas this fall.

STUDENT SERVICES

This fall we will implement the system-mandated "multiple measures" process for student placements into curriculum courses. This process establishes a hierarchy of alternate measures to establish student readiness for college-level courses rather than the current one-size-fits-all approach of

placement exams. NCCCS pilot schools have reported excellent results so far in placement, retention, and completion.

STRATEGIC PLANNING

On May 18, the Trustees and the ELT will attend a retreat at Carolina Colours for the purpose of strategic planning. Ms. Janet Peregoy will be our facilitator. She has been assisting the Foundation's strategic planning, and I think the Trustees will greatly appreciate her practical and technology and jargon free approach.

I recommend to the Trustees we not discard the excellent strategic planning elements that currently exist. For example, in our current plan, the "strategic priorities" are a well-articulated discussion of activities essential to a successful College, albeit not particularly forward looking. I propose retaining these as "mission priorities," and then focus our planning efforts on the strategic directions the Trustees desire moving forward. As the College's leadership develops the full Strategic Plan later this year, we'll generate objectives and measures for both the existing mission priorities and the Trustee's strategic guidance from the retreat.

I also recommend we leave the mission and vision statements to a separate consideration, as these two items tend to consume a disproportionate discussion time; I'd like our priority to be on articulating the Trustees' strategic guidance.

OUTREACH

The College was a major partner with the County Economic Development office for April 12th *Craven Works* event at the Convention Center. By all measures, it was a huge success, with more than 1100 job-seekers talking with the 48 employers there.

We are in planning discussions with Mary Peterkin and Vivian Dudley (Uptown Business & Professional Association) to explore a *Learn-N-Earn* program for entry level workforce development. In concept, students will attend school four hours daily for GED, employment skills, and technical training, and then be on the job as an "apprentice" the remaining four hours. We are reaching out to prospective business partners. We are exploring whether the College itself can be one of these partners by employing these students to perform part-time grounds maintenance activities.

On April 8th, we signed an updated Articulation Agreement with the University of Mount Olive. The significant addition to this agreement is the inclusion of many of our Associate in Applied Science programs.

I'm currently serving on the City of New Bern's Utility Advisory Committee. I've been able to gain some excellent insight to the operations of this city function, as well as interact with a number of local leaders. The College, of course, is one of the city's top electricity customers.

FOUNDATION

On July 1, Mr. Lloyd Griffith will begin as the Craven CC Foundation's 17th President, succeeding Mr. Jon Segal, who has served well these last two years. Mr. Jeb Collier will continue to serve, for the third year, as Vice President. Mr. Griffith is currently the Resource Development Committee chairperson. I look forward to his excellent energy, vision, and sense of service to the Foundation.

Student Government Association
Report for Board of Trustees 04/19/2016

SGA Roster

Executive Board:

President: DJ Johnson

Vice President: Thomas Ashworth

Secretary: Robert Josey

Treasurer: Tucker Mentink

Parliamentarian: Crystal Henderson

Public Information Officer: Albina Kornegey

Senators:

Ben Morrow

Sam Thomas

Campus Life Activities and Events

- Faculty and Staff Appreciation Day was Tuesday April 12th, where we had a total of 120 students write little notes to show their thanks and appreciation to individual faculty and staff members and posted them on the glass window in the student center for all to see. We then sent each card to the respected faculty member along with balloons so they could know how much they are appreciated.
- Founders Day Ball is Friday April 15th from 6 – 11pm. Tickets are \$10 for students and \$12 for guests. Attire will be Kentucky Derby themed.
- Community Day is Saturday, April 16th on the Havelock campus from 10am – 2pm.

SGA Update:

- Fundraising: We have raised \$300 dollars with only 2 Subway fundraisers. All proceeds go to the SGA which we plan on dispersing to the most active clubs as a reward for their participation, and using for future events.
- N4CSGA Spring State Conference was held April 1st – April 3rd. The legal issue that was voted for was Faculty Compensation, the issue that our SGA presented at the Fall State Conference. Craven CC along with South Piedmont CC brought forth a motion that was seconded and passed to be the Legal Issue for the 2015-2016 N4CSGA to bring to legislation. We have a petition, drafted by the N4CSGA, to get signatures to help with our campaign, and we are also trying to meet with our local reps to discuss our concerns.
- Shoe Drive: March 7th – April 25th. Shoe drive benefits a company called Rerun Shoes, which seeks to help less fortunate children in Africa have

shoes in order to receive an education. Last day to collect shoes will be Monday April 25th, so if you have any lightly worn shoes, feel free to drop them off to the SGA office.

- Campus Cookout April 25th, 11am-1pm. come out and enjoy some hot dogs, hamburgers, chips and drinks from the SGA for the students, faculty, staff and administration.
- N4CSGA Elections