

# BOARD OF TRUSTEES

## MEETING AGENDA

APRIL 20, 2021

5:30 pm - Naumann Community Room  
New Bern Campus

- |       |   |                              |
|-------|---|------------------------------|
| I.    | Call to Order   | <i>Allison Morris, Chair</i> |
| II.   | Administrative Items  |                              |
|       | (1) Roll Call   | <i>Ray Staats, Secretary</i> |
|       | (2) Agenda Review and Adoption ( <i>motion</i> )  | <i>Allison Morris</i>        |
|       | (3) Conflict of Interest Declaration  | <i>Allison Morris</i>        |
|       | (4) Public Comment  | <i>Allison Morris</i>        |
|       | (5) Statements of Economic Interest 2021 Filings  | <i>Cindy Ensley</i>          |
| III.  | Consent Agenda ( <i>motion</i> )  | <i>Allison Morris</i>        |
|       | (1) Approve Board of Trustees Meeting Minutes (March 16, 2021)                                    |                              |
| IV.   | Workforce Development   | <i>Gery Boucher, VP</i>      |
|       | (1) Spring WFD Update   |                              |
|       | (2) WFD Accountability/Credibility Policy Report ( <i>motion</i> )<br>(Fall, Spring, Summer 2020) |                              |
| V.    | Student Fee Schedule Amendment FY 2021-22 ( <i>motion</i> )                                       | <i>Jim Millard, VP</i>       |
| VI.   | Facilities 5-Year (2022-2026) Plan ( <i>info</i> )  | <i>Jim Millard</i>           |
| VII.  | County Budget Proposal FY 2021-22 ( <i>motion</i> )   | <i>Ray Staats</i>            |
| VIII. | Old Business  | <i>Allison Morris</i>        |
| IX.   | New Business  | <i>Allison Morris</i>        |
|       | (1) Review Revised Board Policy for Approval in June 2021   | <i>Ray Staats</i>            |
|       | a. BP 6.7 College Parking ( <i>info</i> )   |                              |

- X. Reports  
(1) President *Ray Staats*  
(2) Chair *Allison Morris*  
(3) Attorney *Jamie Norment*  
(4) Student Trustee *Kaycee Bailey*  
(5) Foundation Board President *David McFadyen*
- XI. Closed Session – Personnel Matters {G.S. 143-318.11(a)(6)} *Allison Morris*
- XII. Adjournment *Allison Morris*

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

**April 20, 2021**

Ms. Jennifer Dacey

Dr. Jim Davis

Mr. Ronald Knight

Ms. E.T. Mitchell

Ms. Allison Morris

Dr. Ervin Patrick

Ms. Sandra Phelps

Mr. Kevin Roberts

Mr. Bill Taylor

Mr. Tabari Wallace

Mr. Whit Whitley

Ms. Brenda Wilson

Ms. Kaycee Bailey, Student Trustee (ex officio)

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

**Agenda Review/Conflict of Interest Declarations**

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

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

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

Roll Call

President Raymond Staats called the roll.

Voting members present were: Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Allison Morris, Ms. Sandra Phelps, Mr. Kevin Roberts Mr. Bill Taylor, Mr. Tabari Wallace (arrived 5:54 pm), Mr. Whit Whitley, and Ms. Brenda Wilson

Voting members absent were: Dr. Jim Davis, Ms. E.T. Mitchell, and Dr. Ervin Patrick

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

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

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

Agenda Review and Adoption

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

Conflict of Interest Declaration

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

Public Comment

Chair Morris called for public comment and none was expressed.

Appointment Letter for Trustee Sandra Phelps

Executive Assistant Cindy Ensley presented Trustee Phelps' appointment letter from Governor Cooper (attached).

Statements of Economic Interest 2021 Filing

Executive Assistant Cindy Ensley reported that filings were almost 100%, noting the last filing was in process.

Consent Agenda

Trustee Knight motioned to accept the minutes (attached) of the February 16, 2021 meeting as presented; Trustee Roberts seconded the motion and the motion was unanimously approved.

Student Services Update

VP Gery Boucher reported on curriculum enrollment, Campus Life activities, COVID funding, and new initiatives to enhance counseling and advising of students (attached).

Student Fee Schedule FY 2021-22

VP Millard presented the course fee schedule (attached) for approval, noting that Aviation fees would be adjusted and presented for approval at the April 2021 meeting.

Strategic Plan Assessment Goal 1 Update

For informational purposes, President Staats highlighted progress on the Teaching and Learning assessment goal (attached).

Old Business

None reported.

New Business

*Assign Board of Trustees Self-Evaluation:* Board Chair Morris shared the timeline for the self-evaluation, reminding trustees to return them to Cindy Ensley by the April 20<sup>th</sup> board meeting (attached).

*Finalize NCCCS 3-1 Academic Support Center Construction Project #2326:* VP Millard highlighted the cost of completing the project (attached). Trustee Taylor motioned to approve the close-out report as presented; Trustee Roberts seconded the motion and the motion was unanimously approved.

Reports

*President:* President Staats gave an update on COVID impacts to the College, new COVID funding legislation, NCCCS' legislative request for a 5% salary increase for community college employees, and the kitchen project at the Volt. He also announced the 2021 recipients of the Community Fabric Awards:

Carol Mattocks for Individual Leadership  
Chick-fil-A (Tom Pike) for Business Leadership  
Ricky Meadows for Leadership in Education


*Chair:* Chair Morris expressed her appreciation to the board for their visionary leadership and thanked President Staats and the executive leadership team for meeting the needs of the local community.


*Attorney:* Attorney Norment encouraged trustees to attend the virtual professional education seminar provided by the NCACCT in April.

Adjournment

With no further business to be presented, Chair Morris adjourned the meeting at 6:18 pm and thanked everyone for their participation.

Respectfully submitted:

  
Whit Whitley, Chair  
April 20, 2021

  
Raymond W. Staats, Secretary  
April 20, 2021



# WORKFORCE DEVELOPMENT REPORT

April 2021



# Workforce Development Report

## Updates

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- Volt Center
  - Diesel Mechanic Program
    - Purchased \$35,000 in equipment
    - Cape Fear CC donated 2 diesel trucks
  - Law Enforcement Training Center
    - NBPD officers started Quarterly Firearm's Training – March 22
      - Mondays and Wednesdays – 4 hours per day – 90 officers to complete
    - 2 Craven Co. Sheriff's Dept. Firearms Instructors completed "Train the Trainer"
  - Moen Warehouse Operations Training
    - 24-Hour Course
    - 1st course April 6 – 8
    - Moen to donate tugger truck, 2 pallet jack forklifts, order picker, and charger



# Workforce Development Report

## *Updates*

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- Volt Center (continued)
  - NCCER Basic Masonry classes
    - Level 1 class
      - January 11
      - August 16
    - Level 2 class - May 24
- Career and College Promise Pathway – Fall 2021
  - West Craven High School – Emergency Medical Technician
  - Havelock High School – Nurse Aide I
  - New Bern High School – Pharmacy Technician

# Workforce Development Report

## *Updates*

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- Department of Defense SkillBridge
  - Program to provide service members the opportunity to participate in WFD training
  - Approved program
    - Emergency Medical Services (EMS)
  - Future program submissions
    - CDL
    - Diesel Technician
    - HVAC
  - Fall 2021 first classes expected to start

# Workforce Development Report

## *Updates*

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- Partner with Craven-Pamlico Re-Entry Council
  - Applied for \$250,000 grant
  - Request for Proposal delivered to NC Dept of Public Safety February 8, 2021
  - Awarded contract from NC Dept of Public Safety March 8, 2021
- Project Skill Start - Juvenile Criminal Prevention Council (JCPC) Grant
  - \$42,000 received for FY 2021 – 2022
  - 7 completed NCCER core curriculum – August 2020 – February 2021
  - February 2021 – August 2021 – 4 students enrolled
  - 3 referrals pending

# Workforce Development Report

## *Enrollment*

### WFD FTE

Year	FTE
2017	669.2
2018	603.2
2019	546
2020	562
2021	567*

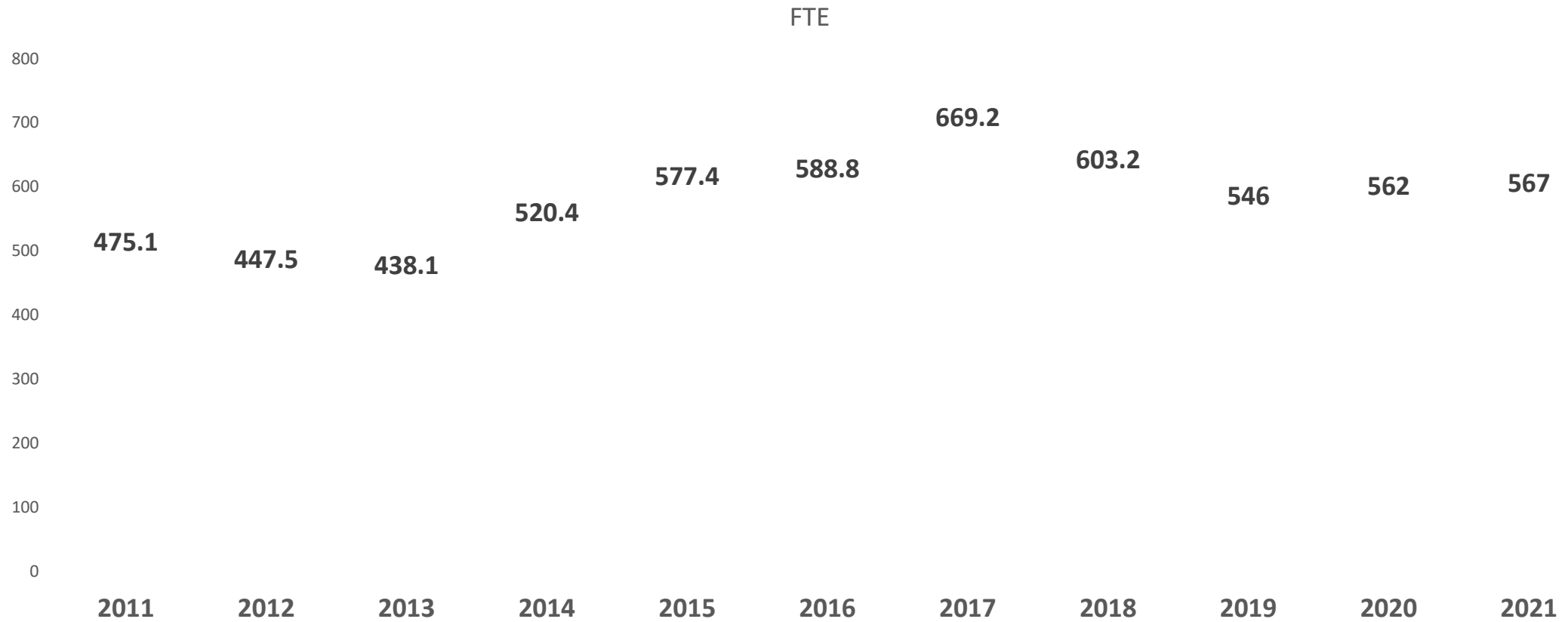
### Self-Support FTE

Year	FTE
2017	41.41
2018	38.84
2019	35.03
2020	21.46
2021	15

\* Estimated FTE, Spring Semester ends 5-15-21

# Workforce Development Report

## *FTE 10-Year Trend*





# WORKFORCE DEVELOPMENT REPORT

APRIL 2021



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

CravenCC.edu | 252-638-7200





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

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

www.cravencollege.edu

March 26, 2021

To: Gery Boucher, Vice President for Students ✓

Re: Accountability/Credibility Policy Report for Spring 2020

**Workforce Continuing Education Class Visitation Plan Report**

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

Find listed below the summary for Spring 2020 of class visits made to classes under the responsibility of the Vice President for Students along with classes in the Basic Skills program:

Classes meeting <u>off campus</u> criteria	42			
Number visited by supervisor	25	Percentage: 60%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	17	Percentage: 40%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	77			
Number visited by supervisor	28	Percentage: 36%	Target: 25%	<b>*Met</b>

Submitted by:

Margaret Chance  
Workforce Development Compliance Manager

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



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March 26, 2021

To: Gery Boucher, Vice President for Students ✓

Re: Accountability/Credibility Policy Report for Summer 2020

### Workforce Continuing Education Class Visitation Plan Report

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

Find listed below the summary for Summer 2020 of class visits made to classes under the responsibility of the Vice President for Students along with classes in the Basic Skills program:

Classes meeting <u>off campus</u> criteria	34			
Number visited by supervisor	19	Percentage: 56%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	16	Percentage: 47%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	38			
Number visited by supervisor	23	Percentage: 61%	Target: 25%	<b>*Met</b>

Submitted by:

Margaret Chance  
Workforce Development Compliance Manager

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



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March 26, 2021

To: Gery Boucher, Vice President for Students ✓

Re: Accountability/Credibility Policy Report for Fall 2020

**Workforce Continuing Education Class Visitation Plan Report**

In accordance with Craven Community College’s Class Visitation 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 2020 of class visits made to classes under the responsibility of the Vice President for Students along with classes in the Basic Skills program:

Classes meeting <u>off campus</u> criteria	54			
Number visited by supervisor	32	Percentage: 59%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	24	Percentage: 44%	Target: 10%	<b>*Met</b>
 Classes meeting <u>on campus</u> criteria	 103			
Number visited by supervisor	68	Percentage: 66%	Target: 25%	<b>*Met</b>

Submitted by:

Margaret Chance  
Workforce Development Compliance Manager

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

# Craven Community College

## REVISED Fee Chart

### 2021-2022

BOT APPROVAL 3/16/21 - Revision Presented 4/20/21

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

# Craven Community College

## REVISED Fee Chart

### 2021-2022

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

# Craven Community College

## REVISED Fee Chart

### 2021-2022

Course/Area	Current Fee	Change/New	Basis/Additional Comments in RED
<b>Welding Technology Program</b>			
Welding classes - WLD 110, 112, 115, 116, 121, 122, 131, 132, 141, 221, 231, 261	\$ 40.00		Supply Fee
Welding classes - WLD 115A, 115B, 116A, 116B, 121A & 121B	\$ 25.00		Supply Fee
Welding classes - WLD 151, 251	\$ 85.00		Supply Fee
Welding Certification to CU Credit	\$ 25.00		AWS Certified Welder Program > SMAW Plate (would get credit for WLD 115; GMAW Plate would get credit for WLD 122; FCAW Plate would get credit for WLD 121; GTAW Plate would get credit for WLD 131; SMAW Pipe would get credit for WLD 215; GTAW Pipe (Carbon Steel) would get credit for WLD 231
<b>Havelock:</b>			
American Hotel and Lodging Assc Hospitality	\$ 74.40		Covers book and exam
Avionics Course	\$ 81.40		Student Materials
Aviation Sheet Metal Fabrication - ASMF-7138	\$ 74.40		Supply Fee
Aviation Lab Fees	\$ 126.00		AVI 110, 120, 130, 230, 240, 250, 260 (includes 3 kits & lab consumables)
Aviation Mgmt & Career Pilot - AER 110	\$ 3,722.00	\$ 2,270.00	Airline/Commercial/Professional Pilot and Flight Crew; interpret aeronautical charts and apply navigational principles - <b>adjusted flight/ground hours</b>
Aviation Mgmt & Career Pilot - AER 151	\$ 7,050.00	\$ 9,490.00	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical exam for the private pilot certificate - <b>adjusted flight/ground hours</b>
Aviation Mgmt & Career Pilot - AER 161	\$ 13,100.00	\$ 11,640.00	Airline/Commercial/Professional Pilot and Flight Crew; plan and execute an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam - <b>adjusted flight/ground hours</b>
Aviation Mgmt & Career Pilot - AER 171	\$ 14,580.00	\$ 19,690.00	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate - <b>adjusted flight/ground hours</b>
Aviation Mgmt & Career Pilot - AER 281	\$ 6,501.00	\$ 6,726.00	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in right seat operation and CFI maneuvers as specified in the FAA Practical Test Standards - <b>adjusted flight/ground hours</b>
Aviation Mgmt & Career Pilot - AER 285	\$ 12,875.00	\$ 9,290.00	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical examination for a multi-engine rating - <b>adjusted flight/ground hours</b>
FAA Preparatory Exam	\$ 319.40		Supply fees for FAA General/Powerplant- AMPP 7191 and FAA General/Airframe - AMAF7193
<b>Workforce Development Fees:</b>			
American Heart Assoc. Certificate Card	\$ 17.50		BLS for Health Care Providers, Advanced Cardiac Life Support Initial and Recertification, Pediatric Advanced Life Support Initial and Recertification, & HeartSaver (First Aid CPR, AED, Adult, PEDS, Infants, Adults).
BLS for Health Care Provider	\$ 5.00		New Registration; Includes American Heart Association Card
BLS Family & Friends CPR (book with card)	\$ 2.00		New Registration; Includes American Heart Association Card
BLS HeartSaver/First Aid/CPR/AED Course Card	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver CPR AED Completion Card	\$ 17.50		New Registration; Includes American Heart Association Card
Pediatric HeartSaver CPR/First Aid AED	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver First Aid ONLY Card	\$ 17.50		New Registration; Includes American Heart Association Card
Auto-Detailing Certification Prep	\$ 19.40		Supply fee to cover the cost of consumables and other course materials
CDL Class A	\$ 1,819.40		Supply fee for the Commercial Driving License Class A license course
CDL Class B	\$ 819.40		Supply fee for the Commercial Driving License Class B license course
CRC Certificate Exam Fee	\$ 42.00		Reading for Information, Locating Information, and Applied Mathematics
CRC Certificate Replacement Fee	\$ 5.00		Supply fee
DDI Courses	\$ 50.00		Student Materials
EKG Technician	\$ 10.00		Supply fee
EKG Technician Refresher	\$ 10.00		Supply fee
Emergency Medial Responder Initial Testing	\$ 22.00		Fee to cover EMS electronic testing software
EMT Initial (Supply, Ins, Shirt, Testing)	\$ 100.00		Fee for consumables used in program (IVS, gloves, needles, etc.) & to cover EMS electronic testing software. Insurance \$16.60; Supply Fee \$10.40; Shirt \$25; EMS Testing \$48
AEMT (Ins, Supply Fee, Shirt, Testing)	\$ 126.60		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables & to cover EMS electronic testing software. Insurance \$16.60; Supply Fee \$20; Shirt \$25; EMS Testing \$65
Paramedic	\$ 189.00		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables, EMS electronic testing software and cost of cards (PALS and ACLS); Insurance \$16.60; Supply Fee from \$42.40; PALS Card \$5; ACLS Card \$5; Shirt \$25; EMS Testing \$95



# Craven Community College

## REVISED Fee Chart

### 2021-2022

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

**Craven Community College  
Capital Requests 2022-2026**

County Fiscal Year	Facilities Needs	Requested Amount	
<b>2022</b>	Bosch Lab Flooring (Epoxy Updates)	\$	57,000
	Roofing Repairs	\$	45,000
	Parking Lot/Road Repairs (NB-6, NB-9)	\$	119,000
	Heat & Air - Upgrade Global Controllers from AX to N4 (Bender)	\$	45,000
	Kelso Chiller	\$	108,000
	Transformer Maintenance	\$	30,000
	New Sidewalk from Kelso to Orringer	\$	46,000
	Painting and Grounds	\$	2,000
	Heat & Air - Upgrade Global Controllers from AX to N4 (Perdue)	\$	48,000
	<b>Total</b>	<b>\$</b>	<b>500,000</b>
<b>2023</b>	BIT Refurbishments (Second Floor Classrooms/Offices/Hallways)	\$	145,000
	Kelso Reburishments (Cosmetology Classroom)	\$	75,000
	Orringer Damper & Global Controls Up-Grades	\$	65,000
	Roofing Repairs	\$	45,000
	Parking Lot/Road Repairs (NB-7, H-3, H-5)	\$	43,000
	Painting and Grounds	\$	20,000
	Kelso Lab Flooring (Epoxy Updates)	\$	47,000
	Heat & Air - Upgrade Global Controllers from AX to N4 (Barker,Brock,Ward,Kelso)	\$	60,000
	<b>Total</b>	<b>\$</b>	<b>500,000</b>
<b>2024</b>	Ward Chiller	\$	108,000
	Parking Lot/Road Repairs (NB-8, NB-12,H-8,H-9)	\$	34,000
	Roofing Repairs	\$	50,000
	BIT Refurbishments (First Floor Classrooms/Offices)	\$	115,000
	Barker Air Handler (#1 & #3)	\$	120,000
	Heat & Air - Upgrade Global Controllers from AX to N4 (Orringer, BIT,Bosch)	\$	42,000
	Heat & Air - Upgrade Global Controllers from AX to N4 (IAT,Redd,Library)	\$	31,000
	<b>Total</b>	<b>\$</b>	<b>500,000</b>
<b>2025</b>	Bosch Chiller	\$	108,000
	Roofing Repairs	\$	45,000
	Road Repairs	\$	50,000
	Painting and Grounds	\$	22,000
	Brock Elevator Replacement	\$	200,000
	Bosch Refurbishments (Classrooms)	\$	75,000
	<b>Total</b>	<b>\$</b>	<b>500,000</b>
<b>2026</b>	BIT Chiller	\$	120,000
	Library Refurbishments (HV)	\$	35,000
	Bender Refurbishments (Offices)	\$	35,000
	Brock Refurbishments (Second Floor Offices)	\$	30,000
	Bosch Refurbishments (Restrooms x 4)	\$	90,000
	BIT Refurbishments (Restrooms x 4)	\$	140,000
	Roofing Repairs	\$	50,000
	<b>Total</b>	<b>\$</b>	<b>500,000</b>

Note: Items may change depending on program needs and funding, such as grants.



**Proposed County Budget  
FY 2021-2022**

PURPOSE	OBJECT WITH DESCRIPTION	BUDGET REQUEST 2020-2021	BUDGET INCREASE/ (DECREASE)	BUDGET REQUEST 2021-2022
	511100 President	30,000.00	-	30,000.00
	518100 Social Security	1,872.00	-	1,872.00
	518200 Retirement	6,432.00	-	6,432.00
	518350 Employer Provided Dental/Vision	598.00	(20.00)	578.00
	531110 In-State Ground Transporta	1,500.00	-	1,500.00
<b>110 Executive Management</b>		<b>40,402.00</b>		<b>40,382.00</b>
	518100 Social Security	15,644.00	(554.00)	15,090.00
	518200 Retirement	43,845.00	904.00	44,749.00
	518700 Longevity Payments	204,500.00	1,900.00	206,400.00
	519000 Legal Services	30,000.00	20,000.00	50,000.00
	539500 Other Current Expense	2,675.00	-	2,675.00
	541200 Rental of Other Facilities	51.00	(51.00)	-
	545000 Property Insurance	117,582.00	-	117,582.00
	545100 Motor Vehicle Insurance	9,425.00	-	9,425.00
	545200 Liability Insurance	108,768.00	690.00	109,458.00
	545300 Other Insurance	26,702.00	534.00	27,236.00
	545400 Bonding Payments	250.00	-	250.00
<b>130 General Administration</b>		<b>559,442.00</b>		<b>582,865.00</b>
	511300 FT Professional Staff	148,392.00	-	148,392.00
	512000 FT Support Staff	31,500.00	-	31,500.00
	514000 FT Svc/Maint/Skilled Cr	679,920.00	66,013.00	745,933.00
	514010 PT Svc/Maint/Skilled Cr	177,842.00	1,577.00	179,419.00
	514050 Supvr Svc/Maint/Skilled Cr	77,616.00	(42,770.00)	34,846.00
	518100 Social Security	85,722.00	6,027.00	91,749.00
	518200 Retirement	202,117.00	17,247.00	219,364.00
	518300 Medical Insurance	182,794.00	(2,505.00)	180,289.00
	518500 Unemployment Compensation	5,000.00	-	5,000.00
	518700 Longevity Payments	5,279.00	(1,086.00)	4,193.00
	519080 Janitorial Services Agreement	53,760.00	18,240.00	72,000.00
	519090 Waste Removal	24,188.00	1,756.00	25,944.00
	519100 Security Service Agreement	94,965.00	235.00	95,200.00
	519110 Pest Control Svcs Agreement	2,880.00	642.00	3,522.00
	519120 Lawns and Grounds Services	5,000.00	(4,000.00)	1,000.00
	519130 Misc Service Contracts/Other Contracted Serv	14,971.00	(2,242.00)	12,729.00
	521000 Custodial Supplies	42,020.00	4,646.00	46,666.00
	521400 Clothing & Uniforms	12,429.00	-	12,429.00
	522000 Maintenance Supplies	50,715.00	1,535.00	52,250.00
	524000 Repair Supplies	12,899.00	-	12,899.00
	525000 Gasoline	4,931.00	-	4,931.00
	525100 Diesel Fuel, Oil, Lubricants, Fluids	500.00	-	500.00
	525500 Other Fuels VOLT	-	1,500.00	1,500.00
	526000 Office/Other Supplies	33,498.00	-	33,498.00
	531110 In-State Ground Transporta	2,500.00	-	2,500.00
	531140 In-State Lodging	3,000.00	-	3,000.00
	531150 In-State Meals	1,258.00	-	1,258.00
	531500 Registration Fees & Other Employee Training	7,900.00	-	7,900.00
	532200 Telephone & Comm (includes cellular & ISP)	68,857.00	5,543.00	74,400.00
	532800 Electronic Services & Software	3,040.00	1,519.00	4,559.00
	533100 Heat	14,547.00	-	14,547.00
	533200 Water	25,610.00	(4,263.00)	21,347.00
	533300 Electricity	893,974.00	36,052.00	930,026.00
	533400 Garbage/Sewage Disposal	38,462.00	(2,749.00)	35,713.00
	535100 Equipment Repairs	10,000.00	-	10,000.00
	535200 Repair to Facilities	228,040.00	35,574.00	263,614.00
	535300 Motor Vehicle Repairs	7,700.00	-	7,700.00
	535400 Maint Agreements	66,888.00	9,152.00	76,040.00
	539500 Other Current Expense	1,095.00	-	1,095.00
	543000 Lease/Rental Other Equipment	7,622.00	1,079.00	8,701.00
	546100 Memberships & Dues	25.00	-	25.00
<b>610 Plant Operation</b>		<b>3,329,456.00</b>		<b>3,478,178.00</b>
<b>Requested Operational Budget</b>		<b>3,929,300.00</b>		<b>4,101,425.00</b>
<b>Requested Capital Budg</b>	<b>Includes \$127 Restoration</b>	<b>500,000.00</b>		<b>500,000.00</b>
<b>TOTAL COUNTY FUNDS</b>		<b>4,429,300.00</b>		<b>4,601,425.00</b>

# Craven County Budget Request – FY22

3/16/21

## Operating Allocation

•	FY21 Baseline Allocation		\$ 3,929,300
•	FY22 Personnel Request (retirement, health insurance, personnel)	+	\$ 28,733
•	FY22 Operating Request (utilities, insurance & telecommunications)	+	\$ 71,392
•	FY22 Volt Center Expansion (SBC, Garage, LE Simulator)	+	\$ 72,000
	<b>TOTAL</b>		<b>\$ 4,101,425</b>

FY20 baseline plus FY21 Personnel FY21 Operating FY21 STEM

0% salary  
1% retirement  
\$200/employee health ins

VOLT:  
p/t security = \$20K  
p/t to f/t custodian = \$19K  
Utilities = \$33K

## Capital Allocation

•	FY15 Baseline Allocation		\$ 500,000
	<b>TOTAL</b>		<b>\$ 500,000</b>

## TOTAL FY22 REQUEST

**\$ 4,601,425**

(+ \$172K; 3.89%)

Increase after Restoration of FY21 capital shortfall = \$4,429,300 baseline

# BP – 6.7

## COLLEGE PARKING

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*Legal Authority: NCGS 115D-21*

*Approved: (DRAFT: April 20, 2021 for Board Review/Approval in June 2021)*

*Previous Editions: February 20, 2018*

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### **COLLEGE PARKING**

Parking procedures are necessary to help ensure a safe campus for all students, faculty, staff and visitors. The Board directs the President to implement parking procedures as may be necessary or preferable for the safe and efficient operation of the College.

Parking procedures shall include at least the following provisions:

- Designated areas where parking is permitted.
- Requirement to display a state-issued permit to park in Handicap parking spaces, which will be enforced by College Resource Officers in accordance with North Carolina state laws.

The President will consider additional procedures, as needed, to ensure the safe and orderly parking and transit of vehicles to and from College campuses, including but no limited to:

- Display of a parking permit on staff, faculty, and student vehicles. The President may establish a reasonable registration and permit fee.
- Issuance of temporary parking permits for visitor parking in designated visitor spaces.
- A monetary fine may be established by the President, not to exceed \$25 per occurrence, for the violation or repeated violation of applicable parking regulations. Fines collected pursuant to this policy shall be remitted to the Civil Penalty and Forfeiture Fund in accordance with North Carolina General Statutes Section 115C-457.2.
- Procedures for the towing or booting of vehicles parked in violation.
- Requirements for parking signage and notices.
- A hearing procedure for appeals of a fine or a towing/booting.

## **Student Government Association**

### **Board of Trustees Report**

**April 20, 2021**

#### **SGA Roster**

##### ***Executive Board***

President: Kaycee Bailey

Vice President: Vacant

Secretary: Victoria Hill

Treasurer: Vacant

Parliamentarian: Vacant

Public Information Officer: Vacant

##### ***Senators***

Nyithazin (Nyi) Ngwe

Phu Aung

Tabita Chavez Lozano

##### ***Campus Life Activities and Events***

- The Black History Month event was held on February 24<sup>th</sup> & 25<sup>th</sup> and was a great success. There were around 40 participants, and the event was featured in the local news.
- A March Madness food drive will be happening from March 22<sup>nd</sup> to April 23<sup>rd</sup>. Clubs and organizations around campus are participating. The winning participant will receive a free lunch.
- We are actively filling Panther Pantry orders. There has been an increase in requests from the Havelock campus.
- An end of the year 'Spring Fling' event will take place on April 21<sup>st</sup>. There will be carnival games and prizes, yard games, free food and drinks, and music.

##### ***SGA Activities***

- The Craven CC Library partnered with SGA to hold the March Madness Oculus Mania contest during mid-March. There were around 30 participants total, and 3 prize winners.
- The Student Nurse Association held a fundraiser on March 22<sup>nd</sup> to raise money to support a club member with his wife's medical expenses, as well as support SNA events and scholarships. They raised over \$400, with SGA fund-matching up to \$200.
- SGA President's graduation speech has been written and will be finalized before the end of April.
- SGA is actively recruiting for next year's board members.



# CRAVEN COLLEGE

## Foundation

April 2021

### Board of Directors

Jacqueline B. Atkinson  
Carol Beeton  
J. Brent Davis  
David Dysinger  
William F. Fuller  
Brenda George  
Lloyd Griffith  
John O. Haroldson  
Tyler Harris  
Carole B. Kemp  
Lee E. Knott  
Linda MacDonald, *Emeritus*  
Ashley Martin-Irizarry  
W. David McFadyen, Jr., *President*  
Bettina Meekins  
Jim Millard, *Treasurer*  
Hannah Mitchell  
Susan Moffat-Thomas  
Allison R. Morris, *Chair*,  
*Craven CC Trustees*  
Stephen Nuckolls, *Emeritus*  
Marjorie Russell  
Anne C. Schout,  
*Vice President/President Elect*  
Tammy Sherron  
Dr. Ray Staats, *Craven CC*  
*President*  
Linster Strayhorn, III  
Amy P. Wang  
Craig A. Warren  
Charles Wethington, *Secretary*  
Jeff Williams, *Past President*  
Yvonne Wold

### Foundation Staff

Charles Wethington,  
*Executive Director*  
Jennifer Baer, *Director*,  
*Lifetime Learning Center*  
Christina Bowman, *Foundation*  
*Operations Coordinator*  
Shelley Adkins, *Institutional*  
*Advancement Specialist*

[www.CravenCC.edu](http://www.CravenCC.edu)

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

501(c)(3) non-profit organization  
Federal Tax ID # 59-17184256

Due to the COVID-19 pandemic the Foundation held a virtual Community Fabric Awards that premiered today April 20<sup>th</sup> at noon. We had a very positive response to the event from our sponsors which made this year's event successful. You may view this year's virtual event at any time on the Foundation website.

The Foundation is pleased to announce the recipients of the 11<sup>th</sup> Annual Community Fabric Awards. This year's recipients were Carol Mattocks for Individual Leadership, Chick-fil-A / Tom Pike for Business Leadership and Craven Community College's own Ricky Meadows for Leadership in Education.

The Community Campaign is at \$64,266, which is an increase of \$8,146. To date the Campus Campaign is at \$34,194, and is down \$4,672 from last year. The total for the combined campaigns amounts is \$98,460. This represents a \$3,474 increase from last year. When coupled with endowment gifts, the Bate grant and special gifts, the total raised by the Foundation this year is \$389,928. This despite current fundraising challenges.

For this academic year, Foundation had \$384,678 available in scholarship funds. The goal for next year is to award \$400,000 in scholarships. This will be driven in large part by the ever-increasing base of endowment scholarships. So far this year we have added more than \$136,000 in endowment gifts. As of December 31, 2020, the Endowment portfolio was at \$3,087,670.

Events and travel scheduled by the Lifetime Learning Center have been cancelled since March of 2020. The Shades of Ireland tour that was originally scheduled for 2020 was postponed and is tentative for June of this year. This will depend on the protocols in place at that time. The Neuse River Bridge Run, which the Foundation is a participating organization, moved to a virtual event this year as well. We are anticipating approximately \$6,000 from this year's event.

Despite the back to back impacts of Hurricane Florence and the pandemic, the Foundation is in good financial standing and continues to show growth in both income and scholarships awarded.

A handwritten signature in black ink, appearing to read "DMcF", with a stylized flourish at the end.

**David McFadyen, President  
Craven Community College Foundation**