

REVISED AGENDA

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
SPRING MEETING – APRIL 7, 2017
IMMEDIATELY FOLLOWING ANNUAL BOARD RETREAT
(approximate start time 1:30-2:00 pm)
Doubletree by Hilton Hotel
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) Public Comment | |
| | (5) 2017 Statements of Economic Interest | <i>Cindy Ensley</i> |
| | | |
| III. | Consent Agenda (<i>motion</i>) | <i>Kevin Roberts</i> |
| | (1) Approve Board of Trustees Meeting Minutes (January 17, 2017) | |
| | (2) Approve Committee Meeting Minutes | |
| | a. Academic and Student Affairs Committee (March 6, 2017) | |
| | b. Facilities Committee (March 13, 2017) | |
| | c. Finance/Personnel Committee (March 13, 2017) | |
| | | |
| IV. | Committee Action Items | |
| | (1) Approve New Programs AAS-Industrial Systems Technology and
AAS-Mechatronics Engineering Technology | |
| | a. Vice President Report | <i>Kathleen Gallman</i> |
| | b. Committee Recommendation (<i>motion</i>) | <i>Ken Crow</i> |
| | (2) Approve Curriculum Program D45580 Termination | |
| | a. Vice President Report | <i>Kathleen Gallman</i> |
| | b. Committee Recommendation (<i>motion</i>) | <i>Ken Crow</i> |
| | (3) Approve Fall 2016 WFD Accountability/Credibility Policy Report | |
| | a. Vice President Report | <i>Gery Boucher</i> |
| | b. Committee Recommendation (<i>motion</i>) | <i>Ken Crow</i> |
| | (4) Approve Student Fee Schedule 2017-2018 | |
| | a. Vice President Report | <i>Page Varnell</i> |
| | b. Committee Recommendation (<i>motion</i>) | <i>Allison Morris</i> |
| | | |
| | (5) Approve Creation of Capital Improvement Account for Future | |

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|-------|--|-------------------------------|
| | Academic Success Center (<i>motion</i>) | |
| | a. Vice President Report | Page Varnell |
| | b. Committee Recommendation (<i>motion</i>) | Allison Morris |
| | (6) Approve Instructional Contract for Spring 2018 NCSU 2+2 Engineering Program (<i>walk-in item; motion</i>) | Ray Staats |
| V. | Old Business | |
| | (1) Summary of Board's Self-Evaluation 2017 | Kevin Roberts |
| VI. | New Business | |
| | (1) Appoint Nominating Committee for Board Officers and Committee Chairs for 2017-2018 (<i>info</i>) | Kevin Roberts |
| | (2) Approve Public Radio East Board Members (<i>motion</i>)
(Susan Braaten, Linda Staunch, Tom Wilson, Meena Murphy, Cathy Diamond) | Ray Staats |
| | (3) Approve New Board of Trustees Meeting Schedule (<i>motion</i>) | Ray Staats |
| VII. | Reports | |
| | (1) President | Ray Staats |
| | (2) Attorney | David Ward |
| | (3) Chair | Kevin Roberts |
| | (4) Student Trustee | Ray Staats for D J Johnson |
| | (5) Foundation President | Ray Staats for Lloyd Griffith |
| VIII. | Personnel Matters - Closed Session {G.S. 143-318.11(a)(6)} | Kevin Roberts |
| IX. | Adjournment | Kevin Roberts |

MEETING NOTICE

NOTICE OF THE SPRING MEETING OF THE BOARD OF TRUSTEES IN CONJUNCTION WITH THE ANNUAL BOARD RETREAT OF CRAVEN COMMUNITY COLLEGE

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

Board of Trustees Meeting:

The regular spring meeting and annual retreat of the Craven Community College Board of Trustees will take place on Friday, April 7, 2017 at the Doubletree by Hilton Hotel in New Bern. The retreat will begin at 8:30 am with the Board meeting immediately following the conclusion of the annual Board retreat (approximate time 2:00 pm). *The retreat is for planning purposes and no official business will take place during this session.*

This Notice is published on March 24, 2017, pursuant to directions by the Chair of the Board of Trustees.

Date posted: March 24, 2017

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

BOARD OF TRUSTEES

ROLL CALL

April 7, 2017

Mr. Steve Cella

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. Lloyd Griffith, 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
MINUTES OF WINTER MEETING
JANUARY 17, 2017

The Craven Community College Board of Trustees held its winter meeting on Tuesday, January 17, 2017 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 meeting was called to order at 7:00 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Mr. Stephen Cella, Ms. Cora Chadwick, Mr. Ken Crow, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Rosanne Leahy, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mr. Bill Taylor, Mayor Chuck Tyson, and Ms. Brenda Wilson.

Ex Officio members present: Mr. Lloyd Griffith, Foundation President, Mr. D. J. Johnson, SGA President

Others present were: Dr. Raymond Staats, President; Mr. David Ward, Attorney, Ward and Smith; Dr. Page Varnell, Vice President for Administration; 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 (attached) and asked if there were revisions or additions. Trustee Tyson motioned to accept the agenda as presented; Trustee Taylor seconded the motion and all approved.

Conflict of Interest Declaration

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

Public Comment

Chairman Roberts called for public comment and none were expressed.

2017 Statements of Economic Interest

Ms. Ensley reminded all trustees of the annual April 15th deadline for filing statements of economic interest as required by the NC Ethics Commission.

Consent Agenda

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

Board of Trustees Summer Meeting Minutes of November 1, 2016
Academic & Student Affairs Committee Meeting Minutes of November 28, 2016
Facilities Committee Meeting Minutes of November 28, 2016
Finance/Personnel Committee Meeting Minutes of December 12, 2016

Trustee Knight motioned to accept the minutes as presented; Trustee Wilson seconded the motion and the motion passed unanimously.

Committee Action Items

Approve Revision of Board Policy BP 2.33 Online Social Media Networking: VP Boucher explained the revision by the legal team to bring the policy up-to-date (attached). Trustee Crow motioned to accept the revised board policy as recommended by the Academic & Student Affairs Committee; Trustee Mattocks seconded the motion and the motion passed unanimously.

Approve Revision of Board Policy BP 3.3 Student Code of Conduct: VP Boucher and Dr. Staats explained the reasons for revising the policy (attached) based upon first amendment due process. Trustee Crow motioned to accept the revised board policy as recommended by the Academic & Student Affairs Committee; Trustee Mattocks seconded the motion and the motion passed unanimously.

Approve Revision of Board Policy BP 8.7 Campus Access and Public Communication: VP Varnell reviewed the details of the legal team's revision of the policy (attached). Dr. Staats explained the complexity of access to the campus. Trustee Morris motioned to accept the revised board policy as recommended by the Finance/Personnel Committee; Trustee Mattocks seconded the motion and the motion passed unanimously.

Approve New Board Policy BP 3.9 Family Relocation Tuition: VP Boucher explained the need to have a policy (attached) to support the general statute surrounding family relocation due to employment transfers. Trustee Mattocks motioned to accept the new board policy as Craven

recommended by the Academic & Student Affairs Committee; Trustee Wilson seconded the motion and the motion passed unanimously.

Receive US Department of Education Title IV Review of NC State Audit FY 2014-2015 Records: For informational purposes, VP Boucher shared the findings from the audit summary citing two concerns (attached) which have been corrected to the satisfaction of the Dept. of Education.

Old Business

Approve Strategic Plan 2017-2022 and Vision Statement (Revised Board Policy 1.2): President Staats reviewed the process to compile the 2017-2022 strategic plan (attached) and to create a new vision statement to accompany the strategic plan. He asked for a motion to approve both the strategic plan and the new vision statement. Trustee Leahy presented the motion as requested; Trustee Knight seconded the motion and the motion passed unanimously.

New Business

Approve Revision of Board Policy 2.27 Sexual and Other Unlawful Harassment: President Staats and Attorney Ward reviewed the reasons for updating the existing policy. Trustee Knight motioned to accept the revised policy (attached) as presented; Trustee Chadwick seconded the motion and the motion passed unanimously.

Receive Update on Reformatting of Board Policies: President Staats explained the revision of the numbering system of the board policies and assigning numbers to the associated procedures that support board policies. The Board will continue to approve new policies and changes to existing policies with ELT being responsible for procedures. Dr. Staats announced that BP 8.1 and BP 8.7 had been renumbered.

Approve Curriculum Program A40160 Termination: VP Gallman explained that the A40160 Computer Engineering Technology program had been replaced by another program and the last enrollment of students for this program was 2012-13. She asked for approval to terminate the program. Trustee Mattocks motioned to terminate the program; Trustee Wilson seconded the motion and the motion passed unanimously.

Receive President's Evaluation and Timeline: Chairman Roberts shared the timeline for the return of the annual evaluation of the president. Ms. Ensley noted the only change to the evaluation was the scoring section as requested by the Board last year. Ms. Ensley will compile the results and the Finance/Personnel Committee will review at its March meeting.

Receive Board's Evaluation and Timeline: Chairman Roberts reviewed the purpose of the board evaluating itself and shared the timeline for the return of the annual self-evaluation. Deadline for return of both evaluations to Ms. Ensley is Friday, February 24, 2017. The results of the evaluations will be discussed at the April 2017 board meeting.

Approve Board Resolution to support EDA Grant/First Stop WDC Project: President Staats explained the need to approve the resolution authorizing him to accept the EDA grant on behalf of the College and to negotiate a 10-year lease with the City of New Bern for the WDC space at First Street. Attorney Ward presented the resolution for review and approval. Trustee Chadwick motioned to approve the resolution; Trustee Knight seconded the motion and the motion passed unanimously.

Reports

President: Dr. Staats reported the College had been recognized as the 2016 Chamber- Member-of-the-Year by the Havelock Chamber of Commerce.

President Staats presented his quarterly report (attached) along with an update on the First Stop construction project outlining the schematics-to-occupancy schedule. He also presented a white paper on FTE Trends & Analysis noting the peak in FTE occurred in 2010-11 with a downward trend since that time on the curriculum side. Workforce Development has grown significantly each of the past five years, and today enrolls more students than at the height of the last recession.

Attorney: Attorney Ward commented on the revision of board policies for compliance in today's environment and noted there are no major litigations at this time.

Chair: Chairman Roberts discussed the annual board retreat/spring board meeting with the board agreeing to meet on Friday, April 7th. Board members were asked to send their ideas for discussion topics to Ms. Ensley by February 3rd. The April 11th board of trustees meeting will be canceled.

Student Trustee: Mr. Johnson acknowledged the new SGA executive board members noting that many will graduate in May 2017. He also highlighted campus activities from his written report (attached).

Foundation President: Mr. Griffith invited all trustees to attend the 7th annual Community Fabric Awards on April 18, 2017. A big change to this year's event is the opportunity to nominate an educator from the community or the college for the Leadership in Education award. He also shared information from his report (attached) on the Lifetime Learning Center activities and community involvement.

Adjournment

With no further business to be presented, Chairman Roberts adjourned the meeting at 8:30 pm.

Respectfully submitted:



Kevin M. Roberts, Chairman
April 7, 2017



Raymond W. Staats, Secretary
April 7, 2017

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

Monday, March 6, 2017 at 4:00 P.M.

Members: *Mr. Ken Crow, Chair*
 Mr. Steve Cella
 Ms. Jennifer Dacey
 Mr. Ron Knight
 Ms. Carol Mattocks
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Mr. Gery Boucher, VP for Students
 Dr. Cynthia Bellacero, Executive Director of Institutional Effectiveness
 Ms. Cindy Ensley, Recorder

- | | |
|--|--------------------------|
| 1. Call to Order | <i>Ken Crow, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. SACSCOC Update (<i>info</i>) | <i>Cynthia Bellacero</i> |
| 4. Curriculum Program Review Summary (<i>info</i>) | <i>Cynthia Bellacero</i> |
| 5. Summer Camps (<i>info</i>) | <i>Cynthia Bellacero</i> |
| 6. Program Review (<i>motion</i>) | <i>Cynthia Bellacero</i> |
| a. New Programs: AAS-Industrial Systems Technology; AAS-Mechatronics | |
| b. Termination of Programs: Diploma-Pharmacy Technology | |
| 7. Small Business Center (<i>info</i>) | <i>Gery Boucher</i> |
| 8. Community Education Outreach Program (<i>info</i>) | <i>Gery Boucher</i> |
| 9. Enrollment Update (<i>info</i>) | <i>Gery Boucher</i> |
| 10. WFD Accountability/Creditability Policy Report Fall 2016 (<i>motion</i>) | <i>Gery Boucher</i> |
| 11. Adjournment | <i>Ken Crow, 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

MONDAY, MARCH 6, 2017 AT 4:00 P.M.

- I. Committee Chair Ken Crow called the meeting to order at 4:06 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Mr. Steve Cella, Mr. Ken Crow, Ms. Jennifer Dacey, Ms. Carol Mattocks and Board Chairman Kevin Roberts (4:14pm).
Members Absent: Mr. Ron Knight
Others Present: Dr. Raymond Staats, President; Dr. Cynthia Bellacero, Executive Director of Institutional Effectiveness; Mr. Gery Boucher, Vice President for Students; and Ms. Cindy Ensley, Recorder.
- III. SACSCOC Update
The response to SACSCOC was mailed in mid-February, well before the March 6, 2017 deadline, as announced by Executive Director (ED) Bellacero. The College should hear from SACSCOC in August with their review and recommendations.
- IV. Curriculum Program Review Summary
ED Bellacero reviewed the five-year program review process and presented on seven curriculum programs that were reviewed by committee in the fall.
- V. Summer Camps
ED Bellacero distributed a flyer on summer camps available at Craven indicating the addition of five new camps for 2017. Registration forms can be found on the college website.
- VI. Program Review
ED Bellacero explained the procedure for adding new programs starting with local industry input and research, review by the College's Curriculum and Academic Policy (CAP) committee, approval by the Board of Trustees, SACSCOC approval and application to the state. She also reviewed the occasional need to terminate a program.

Approval is requested to apply to the NC Community College System Office for the addition of AAS degrees in Industrial Systems Technology and Mechatronics Engineering Technology and to

terminate the diploma in Pharmacy Technology. Trustee Mattocks motioned to approve the request as stated; Trustee Dacey seconded the motion and the motion passed unanimously.

VII. Small Business Center

VP Boucher touched on the activities of the SBC and the external engagement with the community with the WIBO program, a 16-week workshop designed to instruct minorities on building a profitable business, staffed by volunteer instructors. He also spoke about online training opportunities.

VIII. Community Education Outreach Program

VP Boucher commented on the efforts of program director Greg Singleton to align the non-profit organizations in the community to help create a consolidated effort to offer training.

IX. Enrollment Update

FTE for the B-term is down (7.4%) in curriculum and up in WFD (10.2%). The decline in curriculum enrollment is consistent with surrounding community colleges as reported by VP Boucher.

X. WFD Accountability/Credibility Policy Report Fall 2016

VP Boucher presented a summary of the Fall 2016 visits to Continuing Education classrooms indicating compliance on the required number of visits by supervisors and senior administrator. Trustee Mattocks motioned to approve the report as presented; Trustee Dacey seconded the motion and the motion passed unanimously.

XI. Adjournment

With no further business to discuss, Committee Chair Crow adjourned the meeting at 5:10 pm.

Curriculum Program Review Overview

OFFICE OF INSTITUTIONAL EFFECTIVENESS

MARCH 6, 2017



Program Review Process

- ▶ 5-year cycle
- ▶ Programs conduct an in-depth self-study report
- ▶ Reviewed by a college-wide committee (CPRC)
- ▶ Programs give formal presentation of self-study to CPRC
- ▶ CPRC makes observations and recommendations
- ▶ Summary of recommendations presented to programs for comments, updates, or clarifications
- ▶ ELT makes final observations & recommendations
- ▶ Summary provided to BOT
- ▶ 1-year follow-up reports conducted by programs

Basic Skills

Strengths:

- ▶ Exceeded NCCCS performance measure goal for GED Pass Rates
- ▶ Exceeded NCCCS performance measure system average for Basic Skills Progress
- ▶ Establishment of Pearson Vue Testing Center
- ▶ NCWorks Career Pathways Initiative

Recommendations:

- ▶ Focus on recruiting, enrolling, & retaining committee students
- ▶ Work with Grants Coordinator to identify potential CRC testing funds
- ▶ Development of a proactive & formalized student advising model

Associate in Fine Arts

Strengths

- ▶ Moving from A10200A (Art) & A10200M (Music) concentrations to A10600 (Visual Arts) and A10700 (Music) per NCCCS realignment
- ▶ Recent updating of art and music studio space which raised course enrollment caps
- ▶ Collaboration with new Adult Enrichment Program in WFD

Recommendations:

- ▶ Broaden PT faculty recruitment & student enrollment efforts
- ▶ Track program graduates more formally
- ▶ Identify how enhancement of facilities have affected student retention and completion

Aviation Systems Technology (A60200)

Strengths:

- ▶ Program considered best in NC
- ▶ Successful job placement of graduates
- ▶ Efforts to encourage completion of degree after licensure

Recommendations:

- ▶ Explore feasibility of additional FT staff and/or content experts
- ▶ Explore new ways encourage degree completion or stackable credentialing
- ▶ Align WFD offerings with curriculum offerings

Computer-Integrated Machining Technology (A50210)

Strengths:

- ▶ Quality of instructors & innovative teaching methods
- ▶ Active & engaged advisory committee
- ▶ Successful graduate job placement
- ▶ Maintaining NIMS certification

Recommendations:

- ▶ Encourage certificate completors to attain degree completion
- ▶ Consider including graduation fees into existing fee structure or using club funds
- ▶ Explore grant funding for mobile manufacturing lab

Manufacturing Technology (A50320)

Strengths:

- ▶ Quality of instructors & innovative teaching methods
- ▶ Cultivation of relationships with industry leaders
- ▶ Awarded the Manufacturing Technology Apprenticeship Program through B/S/H

Recommendations:

- ▶ Explore potential funding sources to upgrade equipment
- ▶ Explore grant funding for mobile manufacturing lab
- ▶ Explore innovative ways to increase program enrollment

Medical Assisting (A45400)

Strengths:

- ▶ Ability to implement standards & guidelines developed by Commission on Accreditation of Allied Health Education Program earlier than required
- ▶ 23% program growth in last 10 yrs.
- ▶ New clinical placement process which includes student interviews
- ▶ Program curriculum improvements supporting retention & completion

Recommendations:

- ▶ Encourage graduates to take board certification exams & consider establishing a fee to cover exam cost
- ▶ Reconsider addition of HIT 114 and instead include HIT 110
- ▶ Explore feasibility of additional FT staff, recruit PT faculty
- ▶ Track whether & what programs applicants not admitted enroll in

Welding Technology (A50420)

Strengths:

- ▶ Quality of instructors & innovative teaching methods
- ▶ Offering AAS in Welding Technology
- ▶ Attainment of Duke Energy Grant to support improvement of teaching facilities
- ▶ Successful marketing efforts geared toward high school students
- ▶ Collaboration with WFD to offer entry level welding training

Recommendations:

- ▶ Propose strategies to transition WFD students into curriculum program
- ▶ Recruit PT faculty to support growth forecast in program
- ▶ Explore funding sources to expand welding lab space

Other Updates

Pharmacy Technology

- ▶ On hold, slated for closure

SACSCOC On-Site Committee Response Report

- ▶ Submitted!

AY	Enrollment	Graduates
2010-2011	10	1
2011-2012	5	5
2012-2013	9	6
2013-2014	12	10
2014-2015	12	11
2015-2016	7	5
2016-2017	0	N/A



Great Explorations

Summer

Camps 2017 @ Craven's
New Bern Campus

STEM Robotics

Rising 6th - 9th graders

June 12-16, \$160

Campers will learn how to construct a radio-controlled robot from cardboard boxes, wheels, gear motors and a robot 'brain.' Students will master piloting their robot in an obstacle course. The week will culminate with a robot tournament.

Creative Creatures

Rising 1st - 4th graders

June 19-23, \$160

Showcase reception on Tuesday, July 11 at 5 p.m.

Campers will enjoy learning techniques to pinch, roll and pull clay into imaginative or realistic animal sculptures. Learn about a different animal habitat each day, such as the Amazon rain forest or the Australian outback.

Mad Scientist Camp (Junior High)

Rising 6th - 9th graders

June 19-23, \$160

Campers will operate a cannon that fires rubber bands, then discover how the distance and path of a projectile varies with potential energy, projectile weight and angle of launch. Other topics include: paper airplanes, physics of music, slime and polymers, gross-ology, magnets, crystal formation, engines, gravity, obstacle course, egg drop and more!

3-D Printing & Electronics: Drone Design I & II

Rising 6th - 9th graders

June 19-30 and July 17-28,

\$300

2 two-week sessions! (Each session is ten days)

Campers will learn design, construction and flight concepts by designing, 3-D printing and flying a mini-drone. They will learn basic 3-D design and electronics principles. Campers will install electric motors and fly the drones with instructor supervision. *Note: Regulations require the drone materials remain college property.

Junior Mad Scientist Camp I & II

Rising 3rd - 5th graders

June 26-30 and July 24-28

\$160

2 one-week sessions!

Campers will make slime, putty and bouncy balls while learning about polymers and exploring molecular action. Other topics include: rubber band cannons, paper airplanes, physics of music, gross-ology, magnets, crystal formation, egg drop and more!

Let's Bowl! Pottery Camp

Rising 6th - 9th graders

June 26-30, \$160

Showcase reception on Tuesday, July 11 at 5 p.m.

"Bowling" has never been so messy! Create fun and functional bowls of all shapes and sizes. Campers will enjoy using techniques to pinch, roll and mold clay into usable dishes, while gaining experience on the pottery wheel.

Arts and Crafts Camp

Rising 6th - 8th graders

July 10-14, \$160

Showcase reception on July 14th at 1 p.m.

Be inspired by art and cultures throughout history and modern day. Be creative! Activities will include tie-dyeing, mask making, block printing, mosaics and more.

Science for Little Hands

Rising 1st - 2nd graders

July 17-21, \$160

Explore science through experiments in physics, natural science and paleontology. Activities include: exploring bubble formation, digging for fossils (and making our own), exploring simple machines and how they work.

NCSU Middle School Engineering Camp

Rising 7th - 9th graders

July 17-21, \$250

The NCSU College of Engineering, in partnership with Craven's Havelock Campus is offering an engineering experience through hands-on, creative investigations and design activities such as making wind turbines, solar-powered boats, SNAP robotics programming and more! Register through www.engr.ncsu.edu/mes by April 22.

Shark Geek

Rising 9th - 12th graders

July 18-21, \$160

Learn about shark biology, evolution and ecology (*fossil collecting!*), anatomy and physiology (*dissections!*), and diversity and conservation (*aquarium trip!*). Visit the Aurora Fossil Museum to collect and identify shark fossils and travel to a NC Aquarium to see sharks and watch them feed!

Camp Schedules: weekly camp schedules on back

REGISTRATION DEADLINE:

Monday, May 8, 2017

To register: See reverse side for New Bern camp registration form.

CRAVEN
COMMUNITY COLLEGE



**Registration and Payment Information
for New Bern Campus Camps only**
Register for the NCSU Middle School Engineering
Camp online www.engr.ncsu.edu/mes by April 22.

Great Explorations Summer Camps @ Craven 2017

Space is limited and the camps fill quickly. Please register early.

Please return this form with payment to: Craven Summer Camp Registration
CCC Student Accounts Office, CCC Student Center, Room 104
Craven Community College, 800 College Court
New Bern, NC 28562

NOTE: Please circle the program(s) that interest you and provide a total (below). One form per participant, please.

Camps by date	Grades	Dates/Times	Register by	Tuition
STEM Robotics June 12-16	Rising 6th – 9th graders	Monday – Thursday: 8:30 a.m. – 12:30 p.m. Friday: 8:30 a.m. – 2:30 p.m.	Monday, May 8, 2017	\$160
Creative Creatures June 19-23	Rising 1st – 4th graders	Monday – Friday: 8:30 a.m. – 12:30 p.m. <i>Showcase reception on Tues., July 11, 5 p.m.</i>	Monday, May 8, 2017	\$160
Mad Scientist Camp June 19-23	Rising 6th – 9th graders	Monday – Thursday: 8:30 a.m. – 12:30 p.m. Friday: 8:30 a.m. – 2:30 p.m.	Monday, May 8, 2017	\$160
3-D Printing: Drone Design June 19-23, 26-30 (1st session)	Rising 6th – 9th graders	Monday – Friday: 8:30 a.m. – 12:30 p.m.	Monday, May 8, 2017	\$300
Junior Mad Scientist I June 26-30 (1st session)	Rising 3rd – 5th graders	Monday – Thursday: 8:30 a.m. – 12:30 p.m. Friday: 8:30 a.m. – 2:30 p.m.	Monday, May 8, 2017	\$160
Let's Bowl! June 26-30	Rising 6th – 9th graders	Monday – Thursday: 8:30 a.m. – 12:30 p.m. Friday: 8:30 a.m. – 2:30 p.m. <i>Showcase reception on Tues., July 11, 5 p.m.</i>	Monday, May 8, 2017	\$160
Arts and Crafts July 10-14	Rising 6th – 8th graders	Monday – Thursday: 8:30 a.m. – 12:30 p.m. Friday: 8:30 a.m. – 2:30 p.m. <i>Showcase reception on Fri., July 14, 1 p.m.</i>	Monday, May 8, 2017	\$160
Science for Little Hands July 17-21	Rising 1st and 2nd graders	Monday – Thursday: 8:30 a.m. – 12:30 p.m. Friday: 8:30 a.m. – 2:30 p.m.	Monday, May 8, 2017	\$160
3-D Printing: Drone Design July 17-21, 24-28 (2nd session)	Rising 6th – 9th graders	Monday – Friday: 8:30 a.m. – 12:30 p.m.	Monday, May 8, 2017	\$300
Shark Geek July 18-21 (four day camp)	Rising 9th – 12th graders	Tuesday – Thursday: 9 a.m. – 3 p.m. Friday: 9 a.m. – 4:30 p.m.	Monday, May 8, 2017	\$160
Junior Mad Scientist II July 24-28 (2nd session)	Rising 3rd – 5th graders	Monday – Thursday: 8:30 a.m. – 12:30 p.m. Friday: 8:30 a.m. – 2:30 p.m.	Monday, May 8, 2017	\$160

Total _____

Student's Name: _____

Grade Just Completed: _____ Phone Number(s): _____ cell _____

Parent(s)/Name(s): _____

Address: _____ City _____ State _____ Zip _____

E-mail: _____

Circle T-Shirt Size: YS YM YL AS AM AL AXL AXXL

For additional camp information and registration details: CravenCC.edu/SummerCamps

CCC Maps/Directions: www.cravencc.edu/maps

For questions, contact Patricia Toon at (252) 638-0141 or ToonP@cravencc.edu



www.CravenCC.edu/SummerCamps

Course Requirements



Third Semester (Summer – Year 1)

9 Credit Hours

Course	Credit Hours	Title	Notes
MAT 110	3	Mathematical Measures	
---	3	Humanities Elective	
---	3	Social/Behavioral Science	
Total: 9			

Fourth Semester (Fall – Year 2)

18 Credit Hours

Course	Credit Hours	Title	Notes
ELC 117	4	Motors and Controls	
ELN 231	3	Industrial Controls	
AHR 110	5	Intro to Refrigeration	
ELN 260	4	Programmable Logic Controllers	
MNT 110	2	Intro to Maintenance Procedures	
Total: 18			

Fifth Semester (Spring – Year 2)

12 Credit Hours

Course	Credit Hours	Title	Notes
CIS 113	1	Computer Basics	
DFT 152	3	CAD II	
MNT 111	3	Maintenance Practices	
MNT 165 or WBL 112	2	Mechanical Industrial Systems or Work Based Learning	
MEC 111	3	Machine Processes I	
Total: 12			

Third Semester (Summer – Year 1)

9 Credit Hours

Course	Credit Hours	Title	Notes
MAT 110	3	Mathematical Measures	
---	3	Humanities Elective	
---	3	Social/Behavioral Science	
Total: 9			

Fourth Semester (Fall – Year 2)

18 Credit Hours

Course	Credit Hours	Title	Notes
ELC 117	4	Motors and Controls	
ELN 231	3	Industrial Controls	
AHR 110	5	Intro to Refrigeration	
ELN 260	4	Programmable Logic Controllers	
MNT 110	2	Intro to Maintenance Procedures	
Total: 18			

Fifth Semester (Spring – Year 2)

12 Credit Hours

Course	Credit Hours	Title	Notes
CIS 113	1	Computer Basics	
DFT 152	3	CAD II	
MNT 111	3	Maintenance Practices	
MNT 165 or WBL 112	2	Mechanical Industrial Systems or Work Based Learning	
MEC 111	3	Machine Processes I	
Total: 12			

Electives

Students may select a total of 2 credits from the following options.

2 Credit Hours

Course	Credit Hours	Title	Notes
WBL 112	2	Work Based Learning I	
WBL 122	2	Work Based Learning II	
Total: 2			

Part-Time Students

Graduation Requirements

Minimum cumulative grade point average of 2.0; successful completion of all course requirements and the minimum number of credit hours for the specific degree; minimum of 18 semester hours completed at Craven Community College; submission of graduation application to the Cashiers Office by published deadlines. (See college catalog for details.)

For More Information:

The First Stop

Student Center Room 100
(252) 638-7200
admissions@cravencc.edu

Dean of Career Programs, Jim Millard

Office: 122A, Advanced Manufacturing Center
(252) 638-7372
millardj@cravencc.edu

**MECHATRONICS ENGINEERING TECHNOLOGY
AAS Degree**

Required Courses

(75 credit hours)

The following suggested schedule is based on full-time enrollment. Students may also complete the program through part-time enrollment.

For information about prerequisites and co-requisites, please refer to the catalog.

Suggested Full-Time Schedule

First Semester (Fall – Year 1)

16 Credit Hours

Course	Credit Hours	Title	Notes
ACA 111	1	College Student Success	
ENG 111	3	Expository Writing	
ELC 131	4	DC/AC Circuit Analysis	
DFT 152	2	CAD II	
ISC 112	2	Industrial Safety	
ATR 115	4	Intro to Mechatronics	

Total: 16

Second Semester (Spring – Year 1)

16 Credit Hours

Course	Credit Hours	Title	Notes
ATR 112	3	Intro to Automation	
ELC 135	3	Electrical Machines	
ELN 133	4	Digital Electronics	
ENG 114	3	Professional Research & Reporting	
HYD 110	3	Hydraulics/Pneumatics I	

Total: 16

Third Semester (Summer – Year 1)

9 Credit Hours

Course	Credit Hours	Title	Notes
MAT 121	3	Algebra/Trig I	
---	3	Humanities Elective	
---	3	Social/Behavioral Science	
Total: 9			

Fourth Semester (Fall – Year 2)

16 Credit Hours

Course	Credit Hours	Title	Notes
ELC 117	4	Motors and Controls	
ELC 213	4	Instrumentation	
ELC 136	4	Electrical Machines II	
ELN 260	4	Programmable Logic Controllers	
Total: 16			

Fifth Semester (Spring – Year 2)

18 Credit Hours

Course	Credit Hours	Title	Notes
CIS 110	3	Introduction to Computers	
DFT 154	3	Intro to Solid Modeling	
PHY 131	4	Physics-Mechanics	
ATR 212	3	Industrial Robots	
ATR 219 or WBL 112	2	Automation Troubleshooting or Work Based Learning	
MEC 130	3	Mechanisms	
Total: 18			

Electives

Students may select a total of 2 credits from the following options.

2 Credit Hours

Course	Credit Hours	Title	Notes
WBL 112	2	Work Based Learning I	
WBL 122	2	Work Based Learning II	
Total: 2			

Part-Time Students

Graduation Requirements

Minimum cumulative grade point average of 2.0; successful completion of all course requirements and the minimum number of credit hours for the specific degree; minimum of 18 semester hours completed at Craven Community College; submission of graduation application to the Cashiers Office by published deadlines. (See college catalog for details.)

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millardj@cravencc.edu

Curriculum Program Termination Form

Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.

College Name: Craven Community College

Curriculum Title: Pharmacy Technology Curriculum Code: D45580

Contact Person: Kathleen Gallman, Chief Academic Officer Phone Number: (252) 638 - 7233

Email Address: gallmank@cravencc.edu

Termination Semester: ☒ Fall ☐ Spring ☐ Summer **2017**

Termination is for (check appropriate settings): ☒ Campus ☐ Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: _____

Date that captive/co-opted facility was notified of termination of program: _____

Reason(s) for Terminating Curriculum: ☒ Low Enrollment* ☐ No Enrollment*
☐ Other* College must include factors below in addition to reason checked.

***Describe what factors contributed to low/no enrollment:**

(Required in order to proceed with termination): The college is unable to sustain enrollment in the Pharmacy Tech program due to the lack of degree requirement prior to being eligible to take the National Certification Examination. Craven Community College offers the Continuing Education Pharmacy Technician counterpart, which many students are choosing due to its low cost and shorter duration.

Is the curriculum program part of a collaborative/Level III ISA plan? ☐ Yes ☒ No

If so, have participating colleges been notified of termination? ☐ Yes ☐ No N/A

Please see section 6 of the CPRM for information concerning termination of ISAs.

Will the program or any courses in the program be moved to Continuing Education?

☐ Yes ☒ No Continuing Education counterpart already exists

Is equipment available for transfer? ☐ Yes ☒ No Pharmacy Tech equipment will continue to be utilized by our Continuing Education pharmacy offering

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

This is a formal notice to terminate the curriculum program as identified above.

Signature, President

Date

Signature, Board of Trustees Chair

Date

Please fax, mail or scan/email this form to:
frazellej@nccommunitycolleges.edu
Fax #: (919) 807-7173

Jennifer Frazelle, Director Academic Programs
NC Community College System Office
5016 Mail Service Center
Raleigh, NC 27699-5016

Small Business Center Memorandum

To: Gery Boucher

Date: 02/23/2017

From: Alex Frelier

Ref.: Entrepreneurship Initiatives

The following is a summary update on key new initiatives currently under way at the Small Business Center of Craven Community College (SBC). These initiatives complement the traditional efforts of the SBC which are focused on entrepreneurship seminars at the college and one-on-one confidential business counseling. They are also anchored on new partnerships both within the college and with outside institutions.

Community-Centered Entrepreneurship Training

The Choice Neighborhood Initiative report established goals to support the development of under-served communities in New Bern. They included, among others, the expansion of available training opportunities and the fostering of entrepreneurship within these communities. Working toward these goals, the SBC has partnered with The Entrepreneurship Center and with Swiss Bear Development Corporation to roll out a new training initiative delivered outside the walls of the college. This effort aims to:

- a) Deliver a program in the proximity of under-served communities to broaden accessibility;
- b) Establish a format of integrated courses with a defined curriculum and instruction methodology;
- c) Take a step towards integrating the Entrepreneur Center's mission with the Small Business Center's function as training program coordinator;
- d) Expand the visibility of CCC as central node of entrepreneurship programs: in the past, multiple entities created programs often competing with each other for limited educational resources and for the public's attention. These entities have expressed an interest in a unified approach.

In order to execute this initiative promptly, curriculum and materials have been sourced from Workshop in Business Opportunities (WIBO). WIBO is a NY non-profit that provides a community-based approach to entrepreneurial training intended to revitalize the commons by stimulating participants' engagement and mobilizing their entrepreneurial spirit as a path to economic independence. The Entrepreneurship Center funds the program through a Z. Smith Reynolds Foundation grant and Swiss Bear, as trustee, administers disbursements. The SBC focuses on coordination and program execution.

The first of sixteen classes took place on February 21st at Riverside SDA Church. The Charter class is comprised of individuals nominated by leading community members including Chair of the Minority Business Council Theresa Lee, 4th Ward City Alderman Johnny Ray Kinsey, President of the Uptown Professional Association Ms. Mary Peterkin, Mr. Corey Purdie, and Mr. Mark Best. Volunteer discussion leaders participate with SBC staff: the first one was Deborah Kania, CCC's Director of Communications.

Inside-the-Fence Entrepreneurship Training

While the program described above takes entrepreneurship training beyond the college walls, the SBC has identified opportunities "inside the fence" to extend its services to students enrolled in trade-oriented college programs. Students developing skills as barbers, cosmetologists, welders, truck drivers, etc. will often become self-employed and launch businesses in their various trades. Our first initiative is a special Book-keeping and Business Taxes seminars to be delivered to the cosmetology & barber school students on March 14th from 1-4 PM. This experience will enrich, complement, and add new value to the students' trade education. Potentially, other initiatives that foster entrepreneurship could be more broadly promoted to all students on campus.

Business & Economic Development Event

In partnership with ECU's Small Business & Technology Center, the New Bern Chamber of Commerce and the Havelock Chamber of Commerce, the SBC is participating in the coordination of an event at the New Bern Chamber to facilitate the participation of local sub-contractors in a \$49M water treatment project at Cherry Point. The PRIME Contractor is Garney Federal (see garney.com), a national player in water infrastructure projects. At the event, local subs will learn how to engage the PRIME and what requirements they must meet to participate in the government project. This local business development outreach effort will give companies in Craven County a leg-up on the competition. The target date for the event is set for Wednesday, March 8th.

Specifically, the \$49 Million project constructs a multi-story reinforced concrete masonry unit building with pile foundation, reinforced concrete slab and floors, structural steel framing, brick masonry exterior, steel trusses, and standing seam metal roof. The new building will house the chemical feed systems, high service pumps, multimedia pressure filters, membrane filtration skids, storage tanks, generators, post treatment chemical feed systems, administrative space, laboratory space and a communication room. Sub-contractors are required for site work (earth works, clearing, temporary roads, fencing, parking lots), utilities (trenching, electrical, communication, potable water, sewer, storm sewer, natural gas), concrete construction (poured-in-place slabs, foundations, walls, curbs), building (dry wall, steel studs, interior finishes, electrical, roofing, insulation), landscaping (irrigation, sod, plants), material supplies (ready-mix, aggregates, piles, construction materials), traffic control.

Entrepreneurship Training for Formerly Incarcerated Individuals

With the support of our grant-writer, Monica Minus, the SBC has coordinated application for a \$75,000 grant aimed at promoting entrepreneurship training for formerly incarcerated individuals. Access to jobs can be extremely difficult for formerly incarcerated individuals and this effort aims to increase their entrepreneurial and self-employment skills. This effort has the express support of the NC Craven-Pamlico Reentry Council and was pursued in coordination with CCC's Workforce Readiness Director, Mr. Greg Singleton. In order to increase the program participation and success, we have also sought out the support of the Craven County Correctional Institute where training can be held for inmates scheduled to be released within 12 to 18 months. Qualified participants can be identified from the Cognitive Behavioral Intervention Course and from the Keys to Freedom Course and nominated to participate in the Entrepreneurship program.

Expanded Online Training

Given their busy schedule, business owners and entrepreneurs find it hard to attend 3 hour seminars in the evenings. In addition, many key topics related to small business ownership revolve around the effective use of the Internet and various online marketing processes. During this session the SBC has added two-online offerings focused on key Google processes for businesses. These offerings have been popular and entrepreneurs can complete the process fully on-line. They've included: **Google-ize Your Business**, focused on Search Engine Optimization, attracting and nurturing customers online, getting reviews, etc.; and **Get Your Business Online** to help business owners get listed on "Google My Business" so they can optimize their business listings, set up their profiles on Google Maps, etc. In the future, we would foresee further expansion of the online offering through outside partnerships.



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

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

www.cravencc.edu

February 6, 2017

To: Kathleen Gallman, Vice President of Instruction

Re: Accountability/Credibility Policy Report for **Fall 2016**

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 2016** 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	58			
Number visited by supervisor	42	Percentage: 72%	Target: 50%	*Met
Number visited by Senior Admin	16	Percentage: 28%	Target: 10%	*Met
Classes meeting <u>on campus</u> criteria	80			
Number visited by supervisor	63	Percentage: 79%	Target: 25%	*Met

Submitted by:

Margaret Chance
WFD Manager of Administration & Operations

cc Gery Boucher, Vice President for Students
Cindy Ensley, Executive Assistant to the President & Board of Trustees
Robin Matthews, Dean of Workforce Development

AGENDA

FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, March 13, 2017 at 5:00 P.M.

Members: *Mr. Chuck Tyson, Chair*
 Mr. Ron Knight
 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
 Mr. Eddie Foster, Executive Director, Environmental Safety & Corporate Training
 Ms. Cindy Ensley, Recorder

- | | |
|--|---------------------------|
| 1. Call to Order | <i>Chuck Tyson, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Safety Updates (<i>info</i>) | <i>Eddie Foster</i> |
| 4. Facilities Usage Quarterly Report (<i>info</i>) | <i>Page Varnell</i> |
| 5. Facilities Projects Update (<i>info</i>) | <i>Page Varnell</i> |
| a. STEM Building | |
| b. Testing Center | |
| c. Library | |
| d. First Stop | |
| e. WDC at First Street | |
| f. Other | |
| 6. Security Updates (<i>info</i>) | <i>Page Varnell</i> |
| 7. President's Update (<i>info</i>) | <i>Ray Staats</i> |
| 8. Adjournment | <i>Chuck Tyson, 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 13, 2017 AT 5:00 P.M.**

- I. Committee Chair Chuck Tyson called the meeting to order at 5:36 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Committee Chair Chuck Tyson, Mr. Ron Knight, Mr. Bill Taylor, Ms. Brenda Wilson, and Board Chair Kevin Roberts
Members Absent: Ms. Carol Mattocks
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President for Administration; Mr. Eddie Foster, Executive Director of Environmental Safety and Corporate Training, and Ms. Cindy Ensley, Recorder
- III. Safety Update
Executive Director Foster highlighted safety plans and training, campus inspections, special internal and external training, and OSHA EPA Data for two years. He also acknowledged Craven's recognition by the Environmental Health and Safety Institute of Blue Ridge Community College as one of the top safety compliant community colleges in the state.
- IV. Facilities Usage Quarterly Report
VP Varnell reviewed the December 2016-February 2017 quarterly report (attached).
- V. Facilities Projects Update
 - a. STEM Building – State Board of Community Colleges approved request to decrease size of the STEM building from 60,000 square feet to 16,578 square feet.
 - b. Testing Center – Small project that will be completed over the summer 2017 on the 2nd floor of Barker Hall in part of the library to house student testing.
 - c. Library – Paint, flooring, lighting and new ceiling tiles will transform the library.
 - d. First Stop – Renovation of first floor of Barker Hall for the new First Stop area for students is being worked on by JKF Architecture.
 - e. WDC at First Street – City of New Bern will be managing the grant; meeting with EDA next week to hear about compliance requirements.
 - f. Other – Emergency generator added to the BIT building to support the computer

infrastructure in case of a power outage. Signs on campus have been updated.

VI. Security Updates

VP Varnell gave a brief update on the tabletop exercise held in December with Craven's Crisis Response Team and local agencies.

VII. President's Report

President Staats stated WDC at First Street is scheduled to be operational January 2018 but would not be surprised if it were early spring. Bids for First Stop should come sometime in late summer with the STEM Building about two to three months later.

VIII. Adjournment

With no further business to discuss, Committee Chair Tyson adjourned the meeting at 6:20 pm.



Enriching Lives, Creating Success

Safety Update

March 13, 2017

Safety Plans and Training



- Developed Hazardous Communications and Blood Borne Pathogens written programs and placed training for both on Moodle as part of the mandatory annual training for all employees
- Developed other required written safety programs to include; Electrical, LOTO, Machine Guarding, Grounds, Heat Related Hazards, Forklift and delivered required training
- Completed an inventory of all chemicals known to be present and implemented MSDS online to update MSDS's to SDS's

Enriching Lives, Creating Success

Safety Committee and Campus Inspections



- Developed a working Safety Committee from faculty and staff members across all areas of campus
- Safety Committee members serve as our inspection teams
- To date over 150 inspections have been completed
- Inspection findings have decreased as awareness for safety across both campuses has grown
- Findings most often found would include containers without labels and housekeeping issues

Enriching Lives, Creating Success

DOL (OSHA) EPA Data Request



- January 2018, the Bureau of Labor and Statistics requested our Recordable Incidents for 2016 and 2017
- For 2016, we had a total of 12 near miss incidents and three recordable incidents
- 67% of the total incidents recorded were the result of a *Slip, Trip or Fall*
- 100% of the recordable incidents were the result of a *Slip, Trip or Fall*
- To date for 2017, we have one OSHA recordable incident which resulted in a back strain
- Campus specific training for the *Slip, Trip, Fall* hazards has been developed and is currently being conducted
- Tier Two report for Hazardous Chemicals was developed with two chemicals exceeding storage threshold for reporting: Diesel Fuel and Propane

Enriching Lives, Creating Success

Special Internal Training



- Custodial Staff and Security Personnel are currently completing a 24 Hour Hazardous Waste Operator training
- This will allow our trained personnel to respond to chemical spills and incidents where the release of potential blood borne pathogen materials are involved
- Working with HR to provide voluntary Hepatitis B vaccinations to employees with potential risk of exposure to blood borne pathogens as a part of their job



Enriching Lives, Creating Success

Special External Training



- Safety Team (Eddie and Vanessa) attended safety certification training at the Safety and Health Council of North Carolina and were both awarded certifications in Advanced Safety and Manager of Environmental, Safety and Health (MESH)
- Safety Team presented at the EHSI Safety Leadership Conference in Asheville, NC in April of 2016
- 2017 EHSI Safety Leadership Conference will be held here at Craven Community College on April 11 – 13
- Keith Williams and I will attend certified Fall Protection training in Charlotte; this will enable us to provide updated training to personnel on both campuses



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Special Projects

CRAVEN
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- Keith Williams, Vanessa Cruz and I completed a mold remediation project in the auditorium and the music room over the Thanksgiving and Christmas Holidays
- Chuck Arrowood from Blue Ridge Community College provided third party testing of both areas and test results showed both areas within acceptable levels for mold spores



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Program Recognition

CRAVEN
COMMUNITY COLLEGE

- Environmental Health and Safety Institute of Blue Ridge Community College, who monitor the safety for all 58 community colleges, have recognized Craven Community College as one of the top safety compliant community colleges in the state
- We continue to work towards the OSHA Sharp and the OSHA Star awards with our mentor Curt Pope at Tandemloc, who received the Sharp award in 2015/2016



Enriching Lives, Creating Success

EXTERNAL USERS OF FACILITIES

December, January, February

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
Kiddie Kollege Learning Center, Inc.	12/13/2016	Profit	Orringer Auditorium	\$162.50	12/13/2016	85
Eastern Carolina Council	12/15/2016	Gov	AMC 102	N/A		22
East Carolina University, School of Social Work	1/7, 1/28, 2/11, 2/25, 3/18, 4/1 & 4/22/2017/2017 - 4/22/2017	Edu	Perdue 123	N/A		7
NC Department of Environmental Quality, Division of Coastal Management	1/11/2017	Gov	AMC 104	N/A		6
Experimental Aircraft Assn., Chapter 1171 (Flyin' Bears)	1/23, 2/27, 3/27, 4/24, 5/22, 6/26, 9/25, 10/23 & 11/20/2017	BLC	Brock 100	N/A		10 to 22
Craven Smart Start/Childcare Resources & Referral	1/12 & 1/28/2017	Edu	AMC 102	N/A		27 / 26
NC Wildlife Resources Commission	1/25/2017	Gov	AMC 102 & Orringer Auditorium	N/A		30 / 60
Ancient Free & Accepted Masons of NC - Berne Lodge, #724	2/18/2017	Non-profit	Orringer Auditorium	\$180.00	1/31 & 2/16/2017	50
NC Coalition Against Sexual Assault & NC Coalition Against Domestic Violence	2/24/2017	Non-profit	AMC 102	N/A	*	12
Trillium Health Resources	2/27-2/28/2017	Gov	Naumann Community Room	N/A		30

Fees are not charged to the following organizations: (BLC) Craven Business Leadership Circle (Gov) Government - federal, state, county, municipal (Edu) Education

* Fee waived by P. Varnell in recognition of MOU with Promise Place

CRAVEN COMMUNITY COLLEGE

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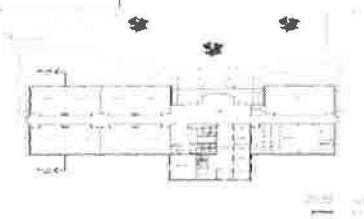
Facilities Update



Capital Priorities – Five Projects

CRAVEN
COMMUNITY COLLEGE

#1 - Stem



#2 – Testing Center



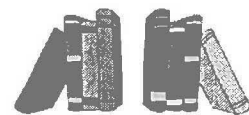
#3 – First Stop



#4 – Academic Success Center



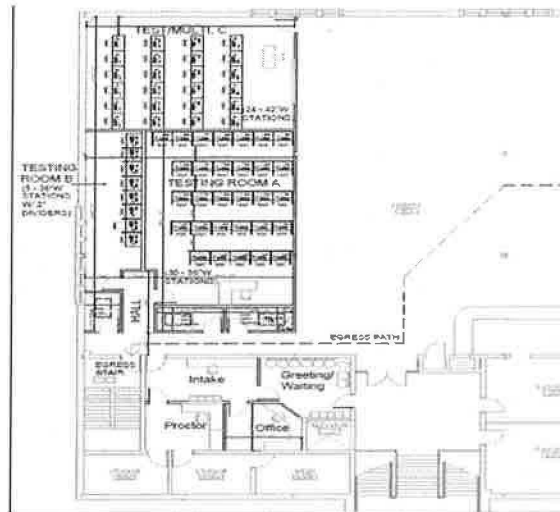
#5 – Library



Enriching Lives, Creating Success

Preliminary Drawings – Testing Center

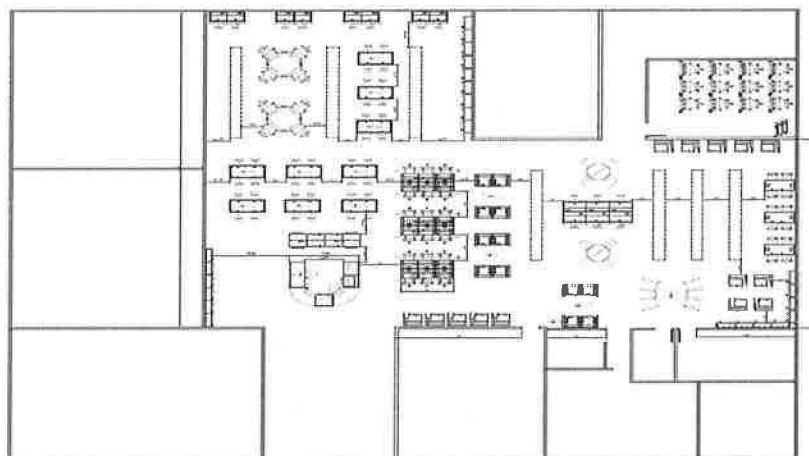
CRAVEN
COMMUNITY COLLEGE



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Preliminary Drawings – Library

CRAVEN
COMMUNITY COLLEGE

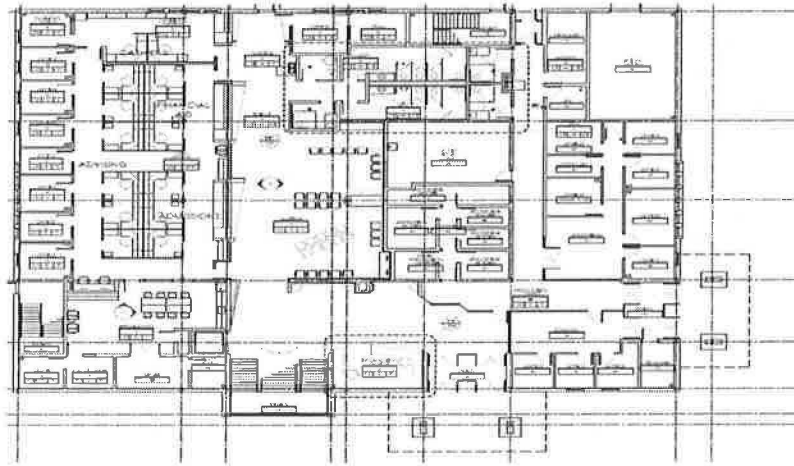


Entrance

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Preliminary Drawings – First Stop

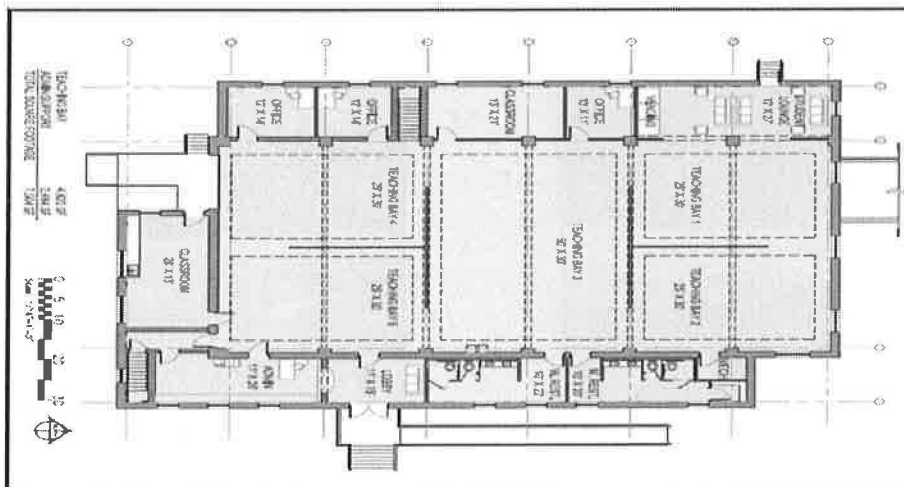
CRAVEN
COMMUNITY COLLEGE



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Preliminary Drawings – First Street

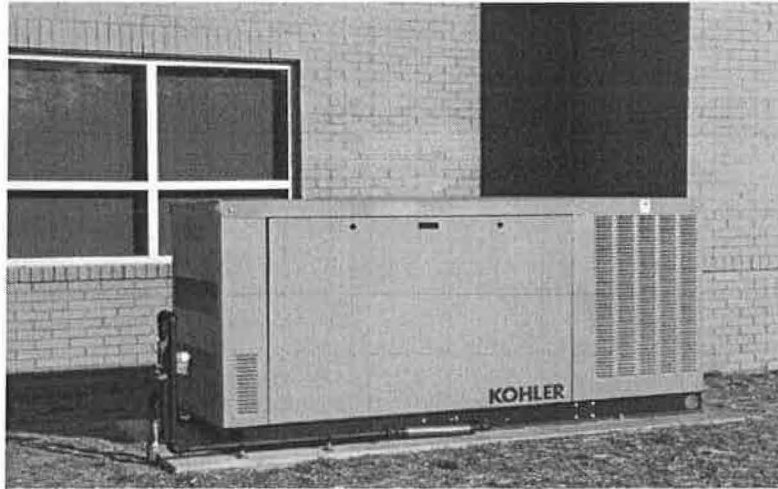
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Completed Facility Improvements - BIT

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Completed Facility Improvements - Perdue

CRAVEN
COMMUNITY COLLEGE



Completed Facility Improvements – Parking Lots & Roadways

CRAVEN
COMMUNITY COLLEGE



Completed Facility Improvements - Signage

CRAVEN
COMMUNITY COLLEGE



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Planned Facility Improvements - 2018



- **Bender**
 - Roof A/C Units
 - Classrooms/Bathrooms
- **HVAC System Controls**
- **Roofing Maintenance and Repairs**
 - Following our Five-Year Plan
- **Parking Lot/Road Refurbishments**
 - On-going
- **Havelock**
 - Chiller Replacement

Enriching Lives, Creating Success

Security Update 2016-2017



- Invited to join the Crystal Coast Disaster Coalition, the Craven County Schools Crisis Team and the International Association of Emergency Managers
- Assisted the Craven County Health Department with development of their Emergency Management Plan and in planning an upcoming large scale exercise
- Added our sixth member to Craven's Security Coalition; Randolph Community College from Asheboro asked to join our team which was originally established in 2015 with three members
- Crisis Response Team (CRT) participated in FEMA ICS 100 training
- CRT along with local agencies held a successful tabletop exercise on December 8





Thank you.

Enriching Lives, Creating Success

AGENDA

FINANCE/PERSONNEL COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, March 13, 2017 at 4:00 P.M.

Members: *Ms. Allison Morris, Chair*
 Ms. Cora Chadwick
 Ms. Rosanne Leahy
 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
 Mr. Gery Boucher, Vice President for Students
 Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing
 Ms. Denise Horne, Executive Director, Human Resources
 Ms. Cindy Ensley, Recorder

- | | |
|---|------------------------------|
| 1. Call to Order | <i>Allison Morris, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Student Fee Schedule (<i>motion</i>) | <i>Gery Boucher</i> |
| 4. Title IX, VAWA, Campus Save Act, Clery Act (<i>info</i>) | <i>Denise Horne</i> |
| 5. Financial Reports | <i>Cindy Patterson</i> |
| a. Year-to-date Budget Comparison Reports – State, County & Institutional
(July 1, 2016 – February 17, 2017) (<i>motion</i>) | |
| b. Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| c. Cash Balances (<i>info</i>) | |
| 6. Capital Improvement Account Creation for Academic Success Center (<i>motion</i>) | <i>Page Varnell</i> |
| 7. County Budget 2017-2018 (<i>info</i>) | <i>Page Varnell</i> |
| 8. Quarterly Personnel Report & Openings (<i>info</i>) | <i>Page Varnell</i> |
| 9. President's Report (<i>info</i>) | <i>Ray Staats</i> |
| 10. Review President's Evaluation in Closed Session {G.S.143-318.11(a)(6)} | <i>Allison Morris</i> |
| 11. Adjournment | <i>Allison Morris, Chair</i> |

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

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

FINANCE-PERSONNEL COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

MARCH 13, 2017 AT 4:00 P.M.

- I. Committee Chair Allison Morris 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: Committee Chair Allison Morris, Ms. Cora Chadwick, Ms. Rosanne Leahy, Mr. Bill Taylor and Board Chair Kevin Roberts
Members Absent: Ms. Brenda Wilson
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President for Administration; Mr. Gery Boucher, Vice President for Students; Ms. Cindy Patterson, Executive Director of Financial Services & Purchasing; Ms. Denise Horne, Executive Director of Human Resources; and Ms. Cindy Ensley, Recorder.
- III. Student Fee Schedule
VP Varnell presented the annual fee schedule highlighting the changes for 2017-2018 (attached). Some fees, such as nursing fees, are based on vendor requirements. VP Boucher stated the drop in fees for the forestry/heavy equipment operation was due to a change in the program. Trustee Chadwick motioned to approve the 2017-2018 student fee schedule; Trustee Leahy seconded the motion and the motion passed unanimously.
- IV. Title IX, VAWA, Campus SaVE, Clery Act
Executive Director Horne explained the various federal protection laws enforced and monitored by the College. Students, staff and faculty are educated and trained to know their rights and responsibilities. The annual campus security report is posted on the College website.
- V. Financial Reports
 - a. Year-to-date Budget Comparison Reports – State, County & Institutional (July 1, 2016-February 17, 2017) – Ms. Patterson reviewed the three budget reports (attached). Trustee Leahy motioned to approve the reports as presented; Trustee Chadwick seconded and the motion passed unanimously.
 - b. Write-Offs and Uncollectable Accounts – Ms. Patterson noted a reduction in year-to-date write-offs from the same period last year. Trustee Chadwick motioned to approve the report (attached); Trustee Taylor seconded and the motion passed unanimously.
 - c. Cash Balances – Ms. Patterson presented the report (attached) for informational purposes.

VI. Capital Improvement Account Creation for Academic Success Center

The State allows community colleges to utilize equipment dollars for capital improvement projects related to various equipment installations. VP Varnell requested to move \$700,000 from state funds, and \$500 from institutional funds to support the \$700,500 estimated project cost of the anticipated renovation of the existing First Stop area in the Student Center Building to house the new Academic Success Center. This center will provide tutoring services for the entire college. Trustee Leahy motioned to approve the Capital Improvement Account creation. Trustee Chadwick seconded the motion and the motion passed unanimously. President Staats announced it will be fall to winter 2017 before the Board is asked to officially approve the project.

VII. County Budget 2017-2018

President Staats and VP Varnell will meet with the County Manager and Finance Officer on April 5, 2017 to present the College's request for county funds for fiscal year 2017-2018. In addition to the normal funding, \$47,500 will be requested to fund half the agreed-upon expenses associated with the WDC at First Street.

VIII. Quarterly Personnel Report & Openings

VP Varnell presented the December 1, 2016 - February 28, 2017 report (attached) for informational purposes. Additional data has been added to the report to show all job searches since the last report, not just the current searches open at the time of the report.

IX. President's Report

Due to recent issues at Martin Community College, the State Board of Community College is working to draft governance language to address concerns on the removal of trustees for cause, term limits for trustees, and organization of boards/meetings. These changes, if approved, may increase the number of board meetings from four to six per year and limit the number of terms a trustee may serve consecutively. Another legislative issue being considered is House Bill #251 allowing guns on campus in classrooms per President Staats.

X. Review President's Evaluation

Committee Chair Morris indicated the need to move into closed session pursuant to NC General Statute 143-318.11(a)(6) to discuss the annual performance evaluation of the President as required by contract and the NC Community College System. Trustee Taylor motioned for the committee to enter into closed session at 4:55 pm with Recorder Cindy Ensley remaining in attendance. Trustee Chadwick seconded the motion and the motion passed unanimously.

At 5:31 pm upon a motion by Trustee Taylor, second by Trustee Chadwick, and unanimous approval, the closed session ended and returned to regular session.

Committee Chair Morris acknowledged the Committee had reviewed the compiled results of Dr. Ray Staats' annual performance evaluation including contract considerations to be presented to

the full Board at the April 7, 2017 meeting.

XI. Adjournment

With no further business to discuss, Committee Chair Morris adjourned the meeting at 5:35 pm.

CRAVEN COMMUNITY COLLEGE

Fees for 2017-2018

Course/Area	Current Fee	Proposed	Basis
Student Activity Fee	\$ 35.00	\$ 35.00	Flat fee for curriculum students charged Fall and Spring semesters.
Student Activity Fee--Summer	17.50	\$ 17.50	Flat fee for curriculum students charged for summer semester.
Student Support Fee	1-3 cr hr = \$15 4-6 cr hr = \$25 7-9 cr hr = \$35 10+ cr hr = \$45	1-3 cr hr = \$15 4-6 cr hr = \$25 7-9 cr hr = \$35 10+ cr hr = \$45	Tiered fee to fund additional tutors and advisors as well as provide additional support services.
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	\$ 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
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
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 New fee will begin with incoming class/cohort Fall 2017	\$ 220/Sem	\$ 200.00	Nursing fee tied to each semester of the ADN program for supplemental instruction/assessment/testing/e- texts for nursing students and subject to change annually by HESI. Students pay the same fee per semester for 4 consecutive semesters of study. New fee will apply to 1st year classes (1st Cohort) Fall 2017 (NUR 111 and NUR 112) and 2nd year classes (2nd Cohort) in Fall 2018 (NUR 212 and NUR 213).
Practical Nursing (PN) New fee will begin with incoming class/cohort Fall 2017	\$ 135/Sem	\$ 100.00	Nursing fee tied to each semester of the PN program for supplemental instruction/assessment/testing/e- texts for nursing students. Fee applied to NUR 101, 102, and 103.
NUR 214 - LPN to RN Transition Course New fee will begin with incoming class Spring 2018	\$ 325.00	\$ 300.00	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, 163, 183, 181, 221, 231 TRN 120, 140, 140A	\$ 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:			
American Hotel and Lodging Assc Hospitality		\$ 74.40	Covers book and exam
Avionics Course		\$ 81.40	Student Materials

Aviation Sheet Metal Fabrication - ASMF-7138	\$ 65.00	\$ 74.40	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	\$ 1,469.40	For the FAA General/Power plant- AMPP 7191 and the FAA General/Airframe - AMAF7193 - For each course a student is required to pay the 1,420.00 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	\$ 1,819.40	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	Remove	I - Skills Zone Part Materials - from i-skillszone.com
Conflict Resolution	\$ 25.00	Remove	Thomas Kilman Instrument
Core Communication	\$ 36.00	Remove	CORE Pac Materials
CRC Certificate Exam Fee	\$ 36.00	\$ 42.00	Reading for Information, Locating Information, and Applied Mathematics (ACT going up on cost of test)
CRC Certificate replacement fee	\$ 5.00	\$ 5.00	Supply fee
DDI Courses		\$ 50.00	Student Materials
EKG Technician	\$ 10.00	\$ 10.00	Supply fee
EKG Technician Refresher	\$ 10.00	\$ 10.00	Supply fee
EMT Basic		\$ 10.00	Fee for consumables used in program (IVS, gloves, needles, etc.)
EMT Intermediate	\$ 40.00	\$ 60.00	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility. (\$20 added for consumables used in Program)
EMT /Paramedic Part 1	\$ 40.00	\$ 60.00	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility. (\$20 added for consumables used in Program)
Environmental Safety Diploma Certification 1		\$ 30.00	OSHA Cards and registered mail
Environmental Safety Diploma Certification 2	\$ 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	\$ 24.40	Supply Fee to cover OSHA Card and CPR Card
HRDQ Personal Style Inventory		\$ 20.00	New Fee - used in Advanced Manufacturing Tools for Veterans
HR Certificate Prep	\$ 480.00	Remove	SHRM Learning System
HVAC	\$ 10.00	\$ 10.00	Supply Fee
EPA Refrigerant Certification		\$ 30.00	Supply Fee (Will start using ESCO book and on-line exam)
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	\$ 75.00	\$ 74.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 2	\$ 75.00	\$ 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 Welding Levels 1, 2 & 3	\$ 169.40	\$ 194.40	Supply Fee per level (Going up to cover cost of materials and NCCER book replacement)
NCCER Welding Level 4	\$ 379.40	\$ 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	\$ 8.00	\$ 15.00	Going up \$7.00 due to mailing certified mail. A replacement card is \$60, decision made to send certified.
30 Hr OSHA General Industry card	\$ 8.00	\$ 15.00	Going up \$7.00 due to mailing certified mail. A replacement card is \$60, decision made to send certified.
10 Hr OSHA Construction card	\$ 8.00	\$ 15.00	Going up \$7.00 due to mailing certified mail. A replacement card is \$60, decision made to send certified.
10 Hr OSHA General Industry card	\$ 8.00	\$ 15.00	Going up \$7.00 due to mailing certified mail. A replacement card is \$60, decision made to send certified.
Pharmacy Technician	\$ 10.00	\$ 10.00	Supply Fee
Phlebotomy	\$ 50.00	\$ 50.00	Supply Fee
Quick Books Familiarization	\$ 5.00	Remove	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	\$ 15.00	To be used for assessments, certificates and frames
Sordill Consulting Courses	\$ 15.00	\$ 15.00	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	\$ 14.00	Cost of the exam (ACT going up on cost of exam)
Applied Technology	\$ 12.00	\$ 14.00	Cost of the exam (ACT going up on cost of exam)
Locating Information	\$ 12.00	\$ 14.00	Cost of the exam (ACT going up on cost of exam)
Reading for Information	\$ 12.00	\$ 14.00	Cost of the exam (ACT going up on cost of exam)
Observation	\$ 15.00	\$ 18.00	Cost of the exam (ACT going up on cost of exam)
Team Work	\$ 15.00	\$ 18.00	Cost of the exam (ACT going up on cost of exam)
Business Writing	\$ 17.50	\$ 20.00	Cost of the exam (ACT going up on cost of exam)
Listening and Understanding	\$ 20.00	\$ 22.00	Cost of the exam (ACT going up on cost of exam)
Listening Only	\$ 17.50	\$ 20.00	Cost of the exam (ACT going up on cost of exam)
Writing Only	\$ 17.50	\$ 20.00	Cost of the exam (ACT going up on cost of exam)
Performance Test	\$ 17.50	\$ 20.00	Cost of the exam (ACT going up on cost of exam)
Workplace Observation	\$ 17.50	\$ 20.00	Cost of the exam (ACT going up on cost of exam)

Title IX/Clery Act/VAWA/Campus SaVE

Denise Horne
Executive Director of Human Resources
Craven Community College

What Is Title IX

- ▶ Part of the Higher Education Amendments of 1972
 - ▶ No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance
 - ▶ Sexual Harassment and gender based harassment added in 1997 and 2001
 - ▶ 2011 Dear Colleague Letter defined sexual violence as a form of sexual harassment
- ▶ Enforced by the Office of Civil Rights, US Department of Education

Title IX Definitions

- ▶ Sexual Harassment
 - ▶ Unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature
- Gender Based Harassment
 - ▶ Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature
- Sexual Violence
 - ▶ Rape, sexual assault, sexual battery, sexual abuse and sexual coercion
 - ▶ Physical sexual acts where a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability

College Responsibilities

- ▶ Disseminate a notice of nondiscrimination
- ▶ Designate at least one employee to be the Title IX Coordinator
- ▶ Adopt and publish grievance procedures providing for the prompt and equitable resolution of complaints
- ▶ Identify individuals who serve as a Responsible Employee
- ▶ Provide Title IX training to employees and students
- ▶ Take action to ensure that complainant can continue education/work free of gender discrimination, sexual harassment or sexual violence
 - ▶ Make accommodations for the complainant as needed/requested

Responsible Employee

- ▶ Responsible Employee
 - ▶ Any person who has the authority to take action to redress sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct by students to the Title IX Coordinator, or who a student reasonably believes has this authority or duty
 - ▶ The US Department of Education deems a college to be “on-notice” if a “responsible employee” knew, or in the exercise of reasonable care should have known about an incident of sexual harassment or sexual violence

Training

- ▶ Provide specific training for new and continuing students on what constitutes sexual harassment, sex discrimination, sexual assault and sexual violence
- ▶ Train individuals identified as Responsible Employees on when, how, what and to whom to report issues under Title IX

Location of Title IX Incidents

- ▶ Any incident involving a student/employee while attending a college sponsored event, function or in conjunction with the educational/working process must be reported, no matter the location of the incident
 - ▶ Example 1:
 - ▶ A student/employee is assaulted while attending a college sponsored conference in another city
 - ▶ Example 2:
 - ▶ A student is being sexually harassed during an academic internship at a local business

Clery Act

- ▶ Crime Awareness and Campus Security Act passed in 1990, which amended the Higher Education Act of 1965 (HEA)
 - ▶ 1998 amendments renamed the law the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
 - ▶ Requirements include:
 - ▶ Clery Act crime statistics and security related policy requirements
 - ▶ Clery Act crime log

Clery Act Crime Statistics and Security Policy Requirements

- ▶ Collect, classify and count crime reports and crime statistics
 - ▶ Criminal Offenses- criminal homicide; sexual assault; robbery; aggravated assault; burglary; motor vehicle theft; and arson
 - ▶ Hate Crimes- any of the above mentioned offenses, and any incidents of larceny, simple assault, intimidation or destruction/vandalism of property that is motivated by bias
 - ▶ Arrests and Referrals for Disciplinary Action for weapons, drug abuse violations and liquor law violations
 - ▶ Statistics for reported Clery Act crimes that occur (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on noncampus buildings or property that the college owns or controls
- ▶ Publish an Annual Security Report and submit crime statistics to the Department of Education
- ▶ Issue campus alerts
 - ▶ Timely warning for a Clery Act crime that represents an ongoing threat
 - ▶ Emergency notification upon confirmation of a significant emergency or dangerous situation

Clery Act Crime Log

- ▶ For colleges that maintain a campus police or security department:
 - ▶ Daily crime log of all alleged criminal incidents
 - ▶ Open to immediate public inspection for the most recent 60 day period
 - ▶ Archived logs must be kept for seven years

Campus Security Authorities Under the Clery Act

- ▶ Campus Security Authority (CSA)
 - ▶ Campus security department
 - ▶ Any official with significant responsibility for student and campus activities
- ▶ Report to the office designated to collect crime report information, those allegations of Clery Act crimes that are reported to them in their capacity as a CSA
- ▶ CSA's should be trained at least once per year

Violence Against Women Act (VAWA)

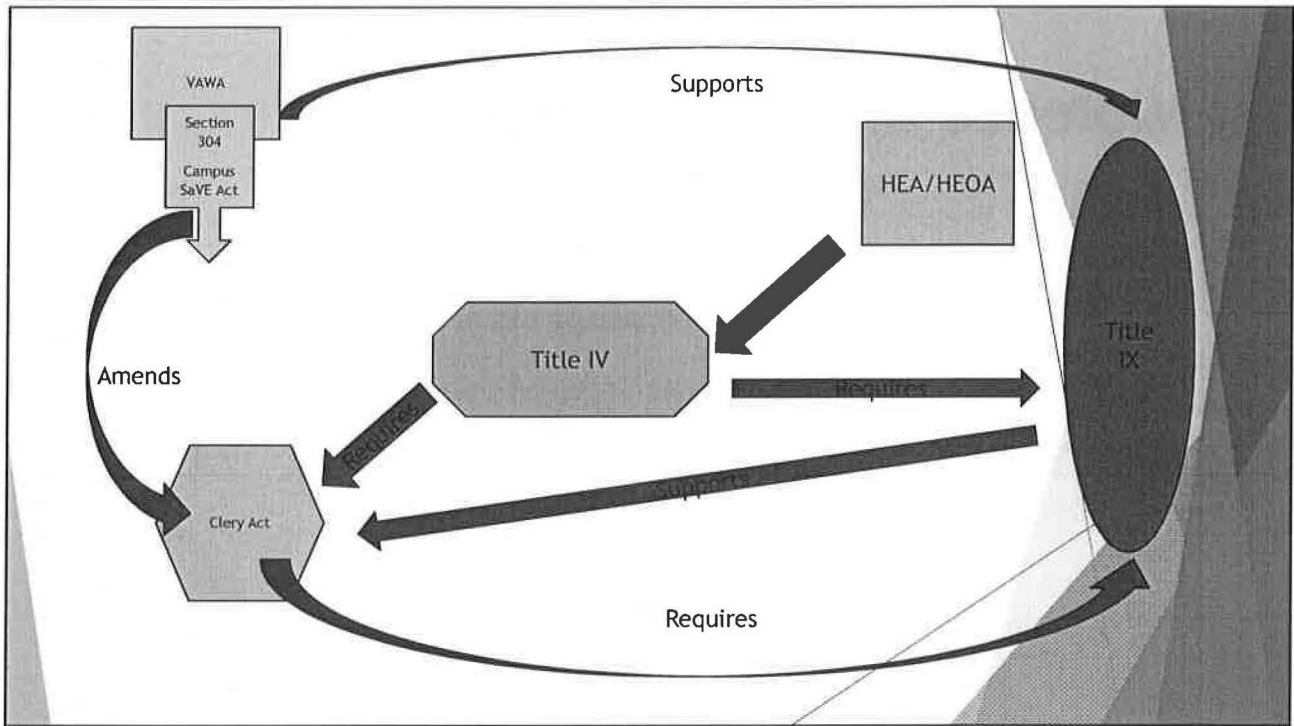
- ▶ Initially passed in 1994 to acknowledge domestic violence and sexual assault as crimes
- ▶ Reauthorized in 2013 and amended the Clery Act
- ▶ Adopt certain student discipline procedures, such as for notifying purported victims of their rights (protective measures, accommodations, right to an advisor)
 - ▶ Focus on victim's needs
- ▶ Requires colleges to include certain policies, procedures and programs in their Annual Security Report

Violence Against Women Act (VAWA)

- ▶ Adopt programs to address and prevent campus sexual violence
 - ▶ Primary prevention- programming informed by research or assessed for value, effectiveness or outcome; directed at incoming students and new employees
 - ▶ Ongoing prevention and awareness campaigns- programming sustained over time and focusing on increasing understanding; directed at current students and employees

Campus Sexual Violence Elimination (SaVE) Act

- ▶ Section 304 of VAWA
 - ▶ Added another category of crime statistics that must be disclosed in Clery Act reporting:
 - ▶ Dating Violence
 - ▶ Domestic Violence
 - ▶ Stalking
 - ▶ Adds national origin and gender identity to the hate crime categories under the Clery Act
 - ▶ Students must have a clear description of the college's disciplinary process and know the range of possible sanctions



Craven Community College
State Funds Budget Comparison Report
As of February 17, 2017 - 62.5% of the Year

[illegible]

FY 2016-2017 Budget Comparison
County Funds
as of February 17, 2017

62.5% of year

FY 2016-2017 Budget Comparison February 17, 2017 62.5% 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	264,531	240,262	24,269	91%	945,802	553,735	392,067	59%	319,525	205,128	114,397	64%				
519 Contracted Services	61,754	55,524	6,230	90%	100,745	65,475	35,270	65%	93,765	91,978	1,787	98%				
521 Custodial Supplies/Uniforms					42,381	21,552	20,829	51%	568	252	316	44%				
522 Maintenance Supplies					41,616	28,467	13,149	68%								
523 Instructional Supplies					342	337	5	99%								
524 Repair Supplies					14,647	10,205	4,442	70%								
525 Motor Vehicle Supplies					8,224	3,479	4,745	42%	800	414	386	52%				
526 Office Supplies					274	273	1	100%								
527 Other Supplies					33,684	22,321	11,363	66%	12,007	8,450	3,557	70%				
528 Audio-Visual Supplies																
531 Staff Development					7,941	7,286	655	92%	6,486	1,935	4,551	30%				
532 Communication					81,296	50,032	31,264	62%								
533 Utilities					873,631	548,838	324,793	63%								
534 Printing & Binding																
535 Repairs & Maintenance					352,811	89,681	263,130	25%	9,793	3,919	5,874	40%				
536 Freight																
537 Advertising																
538 Data Processing																
539 Other Current Services	7,275	3,134	4,141	43%	267	174	93	65%								
541 Rental of Property	345	0	345	0%												
543 Lease/Rental Other Equipme					2,192	929	1,263	42%								
544 Data Processing Software																
545 General Admini (Insurance)	200,031	174,992	25,039	87%												
546 Memberships & Dues					25	25	0	100%	190	190	0	100%				
55X Equipment													500,000	149,706	350,294	30%
Totals	533,936	473,912	60,024	89%	2,505,878	1,402,811	1,103,067	56%	443,134	312,267	130,867	70%	500,000	149,706	350,294	30%
College Totals	Budget	Expenses	Remain Bal	% Spent												
Regular Operating	3,482,948	2,188,989	1,293,959	63%												
Capital Outlay	500,000	149,706	350,294	30%												

Craven Community College
Institutional Funds Budget
For the period July 1, 2016 through February 17, 2017

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending					0.00	7,861.62
01	133 Discretionary	80,000.00	25,697.28	54,302.72	32.12%	60,075.58	163,898.23
01	134 Unrestricted Overhead Receipts	5,368.00	0.00	5,368.00	0.00%	4,145.06	22,854.44
01	136 Foundation	265,062.00	136,609.62	128,452.38	51.54%	132,779.95	236,724.22
01	137 Financial Aid Matching	3,000.00	1,114.44	1,885.56	37.15%	3,006.40	2,057.41
01	221 Applied Music	2,075.00	0.00	2,075.00	0.00%	1,748.94	13,194.98
01	227 Extra Curricular Activities	30,875.00	22,485.43	8,389.57	72.83%	2,183.79	17,137.92
01	250 Curriculum-Self Supporting	69,980.00	47,033.25	22,946.75	67.21%	21,947.74	334,116.74
01	312 Fire College					63.71	11,366.25
01	340 WFD-Self Supporting	381,727.00	220,478.80	161,248.20	57.76%	330,308.84	708,263.76
01	411 Learning Resource Center	1,300.00	89.36	1,210.64	6.87%	914.18	21,627.29
01	460 Customized Ind Train Support	38,200.00	23,140.75	15,059.25	60.58%	12,238.24	40,944.13
01	461 Small Business Support Fund					0.66	118.29
02	131 College Work Study	79,089.00	43,105.17	35,983.83	54.50%	43,105.17	21.47
02	134 Restricted Overhead Receipts	53,550.00	3,348.31	50,201.69	6.25%	13,170.37	197,886.67
02	138 Returned Check Fee Fund	200.00	25.94	174.06	12.97%	138.38	17,640.87
02	139 Fndton Grants (Duke/NCCF)					0.00	61.32
02	139 Harold H. Bate Grant	105,751.00	41,058.18	64,692.82	38.83%	100,000.00	64,692.93
02	220 NCSU Engineering	80,178.00	15,162.73	65,015.27	18.91%	41,829.20	66,845.06
02	227 ENCORE	20,015.00	8,753.98	11,261.02	43.74%	20,054.88	16,920.00
02	228 Grants -NSF/Duke Energy	276,123.00	238,956.30	37,166.70	86.54%	27,592.60	(10,009.72)
02	291 Specifc Fees - Lab/DE/ASC	456,819.00	150,138.35	306,680.65	32.87%	433,931.24	1,697,665.96
02	292 System-Wide Fees-Comp Tech	309,969.00	188,614.64	121,354.36	60.85%	200,530.29	1,025,445.94
02	293 Patron Fees	38,309.00	21,987.56	16,321.44	57.40%	25,882.55	264,535.72
02	314 Grants - Workforce Development					20.63	2,649.59
02	392 System-Wide Fees - WFD Comp	125.00	0.00	125.00	0.00%	70.00	12,506.14
02	521 C-Step Grant	8,000.00	2,144.71	5,855.29	26.81%	8,000.00	5,855.29
02	531 Professional Liability Ins	10,000.00	7,098.00	2,902.00	70.98%	7,526.67	15,365.22
02	532 Student Insurance	8,000.00	6,676.50	1,323.50	83.46%	5,647.07	(1,458.48)

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	533 Transcript Fees	34,492.00	12,351.58	22,140.42	35.81%	29,682.13	139,350.17
02	534 TRIO Grant	990,110.00	177,004.23	813,105.77	17.88%	170,921.29	(13,486.75)
02	790 Orringer Hall Fund	8,000.00	2,534.02	5,465.98	31.68%	4,286.75	26,208.92
02	791 Public Radio East	992,090.00	409,376.41	582,713.59	41.26%	566,177.66	326,297.30
02	795 Career Fair					3.08	547.13
02	796 Testing Centers	10,974.00	9,394.00	1,580.00	85.60%	6,698.66	24,835.86
02	797 Public Radio East Foundation	730,250.00	441,375.00	288,875.00	60.44%	427,867.43	159,343.03
02	823 SEOG	105,400.00	100,981.66	4,418.34	95.81%	100,981.66	0.00
02	824 Pell	5,050,000.00	3,639,047.37	1,410,952.63	72.06%	3,614,047.37	(25,064.00)
02	830 NCCC Target Asst/LTHT	8,500.00	1,750.00	6,750.00	20.59%	7,723.00	5,973.00
02	831 Golden Leaf Scholars	13,000.00	5,874.00	7,126.00	45.18%	5,873.00	2,247.00
02	833 NCCG	185,000.00	183,263.00	1,737.00	99.06%	182,995.00	(268.00)
02	834 Teacher Assistant Sch Fund	15,500.00	8,500.00	7,000.00	54.84%	8,500.00	0.00
02	835 State Aid Scholarships	140,394.00	140,394.00	0.00	100.00%	140,370.00	(24.00)
02	840 General Scholarships	157,080.00	164,657.84	(7,577.84)	104.82%	154,457.60	242,124.31
02	841 Endowment Scholarships	64,654.00	50,507.20	14,146.80	78.12%	51,791.97	12,242.18
05	710 Clearwire Distribution	2,150.00	0.00	2,150.00	0.00%	2,200.72	22,800.35
05	720 Bookstore	174,000.00	51,467.61	122,532.39	29.58%	87,753.90	722,280.47
05	730 Food Service	35,000.00	30,000.00	5,000.00	85.71%	24,592.97	9,467.29
05	740 Campus Access	74,400.00	28,575.17	45,824.83	38.41%	59,029.25	162,664.62
05	770 Student Activity Funds	174,630.00	104,196.60	70,433.40	59.67%	142,336.08	225,892.29
06	810 J. Wrenn Emergency Loan Fu	1,000.00	4,542.74	(3,542.74)	454.27%	229.56	38,395.40
07	910 Buildings & Grounds	1,837,582.00	386,211.63	1,451,370.37	21.02%	364,008.68	1,816,759.05
08	792 Public Radio East Endowment					4,793.92	72,606.83
08	850 Endowments	61,651.00	51,065.49	10,585.51	82.83%	111,039.62	1,969,219.52
Total		13,189,572.00	7,206,788.85	5,982,783.15	55%	7,765,273.44	10,897,201.23

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	LABFB Lab Fee	LABFA Lab Fee	ELOAN Emergency Loan	RETCK Return Check	RTCK Check Fee	FA Overage	Total
XX0037	2015FA	547.80		22.19	30.43	10.40	588.48	47.96							1,224.87
XX9989	2016SP	118.87		9.79	13.41	4.59	114.00	15.73							274.39
XX2844	2015FA	474.35		88.35	39.53	13.51	672.29	20.58							1,288.81
XX1742	2015FA	390.51		21.09	28.93	9.88	75.84	60.26							586.51
XX8956	2016SP	458.00		35.00	48.00	18.40	218.79	50.00							824.19
XX7258	2015FA	207.92		33.69	48.21	15.79		24.08							327.67
XX8774	2016SP	152.00		35.00	48.00	18.40		25.00							278.40
XX5524	2015FA	588.85		32.76	44.93	15.35	1,313.85	29.25							2,025.79
XX2220	2015FA	350.85		24.35	33.40	11.41	361.33	17.39							798.53
XX2656	2015FA	25.94		1.93	2.47	0.84	10.29	1.29		0.84					43.40
XX5819	2016SP	228.00		8.75	12.00	4.10		6.25							259.10
XX7382	2015FA	162.00		8.75	12.00	4.10	69.39	8.25							262.49
XX2952	2016SP	57.00		3.28	4.50	1.54		8.25							72.57
XX2489	2015FA	284.54		17.31	23.71	8.10	301.74	37.05		17.28					689.73
XX2463	2015FA						384.99								384.99
XX2489	2016SP	812.00		35.00	48.00	18.40		50.00							1,081.40
XX0093	2015FA										280.13				280.13
XX5012	2015FA	118.00			7.87	-		12.28							138.15
XX0505	2015FA	229.83		3.85	5.28	1.81				1.85					242.42
XX0570	2016SP	228.00		17.50	24.00	8.20		25.00							302.70
XX1403	2015CE3											62.20	20.00		82.20
		5,531.06	-	378.59	472.67	158.82	4,089.00	434.21	-	19.57	280.13	62.20	20.00	-	11,445.25

Parvula Gibbs Miller

Requested By

Page Vannell
Vice President For Administration

FA Issues/Withdrew Charged 25%	\$ 9,339.24	Total Collected this period	\$ 256.98	YTD Write Offs July 2016-Feb 2017	\$ 71,131.28
Sponsor Issues	-	Debt Setoff	-	Prior Year Write Offs July 2015-Feb 2016	\$ 94,301.50
WFD	82.20	Total Fees Paid to collection agency	1,135.46		
Return 2 Title 4	-	Net proceeds	\$ (878.48)	120 Days past due	\$ 141,362.48
MISC-Chargeback, Emergency Loan	1,341.53			Percentage of Total Accounts Receivable	2.4603%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	17-Feb	15-Nov	Variance
Local Funds	\$1,853,016.98	\$1,727,053.94	\$125,963.04
Special Funds	<u>\$8,603,081.71</u>	<u>\$8,170,727.05</u>	<u>\$432,354.66</u>
Total	\$10,456,098.69	\$9,897,780.99	\$558,317.70

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.

	17-Feb	15-Nov	Variance
STIF Interest Rate:	1.009090%	0.913420%	0.095670%

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT

☒ **New Project** ☐ **Amended Project** ☐ **Final – Project Close Out**
Select appropriate submission

College Craven Community College

Project Name Student Center Building-Academic
Success Center Renovation **NCCCS Project No.** _____

I. TYPE OF PROJECT:

- | | | |
|---|---|---|
| ☐ New Facility | ☐ Roof Replacement | ☐ Infrastructure Repairs |
| ☒ Renovation of Existing Facility | ☐ HVAC | ☐ Property Purchase (Land) |
| ☐ Addition to Existing Facility | ☐ Life Safety | ☐ Facility Purchase |

II. DESCRIPTION OF PROJECT:

This project will involve the renovation of approximately 2,725 sq ft of space currently occupied by our First Stop (Student Services) and Student Accounts offices to house the Academic Success Centers. The renovation will allow for the consolidation of support services and tutoring functions across campus, provide collaborative learning spaces, house the employability lab, and to deliver services in a lab setting which will require transforming current office space into a computer lab setting.

Capital Improvement Approval Process Instructions

To establish a **New Project**

- Submit the NCCCS 3-1 identified as a **"New Project"** for State Board approval
 - The **"Project Name"** should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, "Repairs & Renovations;" "Roof Replacements," etc.
 - **"Project Description"** should be specific and not generic. Please do not use "Various Campus Renovations" or "Misc. Repairs."
 - Projects must be approved by the college's Board of Trustees. Section V should have the Board Chairman and the College President's signature.
 - For new facilities, a county representative's signature (County Manager, County Finance Officer, etc) is **required**.
 - For projects that includes county funding that is not included in the county's yearly appropriation (as shown on the College's Budget Summary), such as, bonds, special appropriations, or funds borrowed from a financial institution, a county representative's signature (County Manager, County Finance Officer, etc) is **required**.

To **Amend a Project**

To receive approval for a **funding increase/decrease**

- Submit a NCCCS 3-1 identified as **"Amended Project"**
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts.
 - Due to increased project costs and the need for additional funds, an amended 3-1 must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a final 3-1 for Project Close Out.

Project Close Out

- When the project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a **"Final – Project Close Out"** 3-1 must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.

NOTE: **"Amended Project"** and **"Final - Project Close Out"** 3-1 submissions will require approval by the State Board only when there is an increase in state funding from state funds that have not previously been approved for a capital improvement project. The Executive VP of Finance and Operations/CFO (System Office) will approve all other **"Amended Project"** and **"Final - Project Close Out"** submissions.

Page 5, Section VI

Certification 1. The County's signature is required on the "New Project" 3-1 if the county is providing the funding outside of the colleges' normal county appropriation for an R&R project.

Certification 2. The County's signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 6. NCCCS 3-1 Attachment

"Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects" is only required to be completed for **"New Facilities"**.

NOTE: County signatures are not required on **"Amended Project"** or **"Final - Project Close Out"** 3-1's unless funding from county bonds has increased.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Property (Land) (Include total acreage) _____
2. Site Grading and Improvements (not in III B) _____
- Subtotal "A"** _____

B. CONSTRUCTION

1. General Contract
2. Other Contracts
- Subtotal Contracts.....
3. Designer's Fees.....
4. Contingency.....
5. Other Fees 700,500
- Subtotal Fees 700,500
- Subtotal "B" 700,500

C. OTHER COST

1. Initial Equipment (not in III B).....
2. Miscellaneous(specify)
3. Worked Performed by Owner

Subtotal "C" _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) _____ **700,500**

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation.....
2. Duly Authorized Bonds - County...
3. Donations.....
4. Federal Funds.....
5. Other (Please identify- parking fees, vending, rental, bookstore, etc.) Self supporting excess fees 500
- Subtotal "A"** _____ **500**

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) _____

C. STATE EQUIPMENT FUNDS _____

D. STATE FUNDS (i.e. DOT, Golden Leaf, etcetera)..... _____

E. STATE ALLOCATION

1. Budget Code 41620 700,000
2. Budget Code
3. Budget Code
- Subtotal "E" 700,000

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) _____ **700,500**

PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

V. CERTIFICATION BY THE BOARD OF TRUSTEES OF THE LOCAL COLLEGE

To the State Board of Community Colleges:

We, the Board of Trustees of Craven Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$700,500 State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated April 7, 2017
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

I certify that I have examined this application (Project No. _____)
from _____ (college) and
if shown, county funds in the amount of _____ are available for
the planning and construction of this project.

Signature _____

Title _____

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the
NCCCS 3-1 Attachment, Page 6) it is estimated that the college will expend an additional
_____ per year in support of this new construction. I certify that this document has
been reviewed, and that the information stated herein will be shared with the proper
county officials to seek an appropriate adjustment to the college's budget as the new
facility is brought online.

Signature _____

Title _____

=====

VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY

(Note: Required only for acquisition of or construction on a new site or where **federal funds** are involved. Not required for long term lease.)

I, _____ duly licensed attorney of the State of
North Carolina, do hereby certify that I have examined the public records of _____

_____ County, North Carolina, from January 1, 1925, to this date
concerning title to the property upon which the improvements set out in the foregoing
application are proposed to be made, and I find from said examination that a fee simple title
free from all claims or encumbrances, is vested in _____

by deed recorded in (specify book and page) _____

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

This, the _____ day of _____ 20____

Signature _____

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

Date:

College:

Contact Name:

Project Name:

Project Completion Date:

State Funds Authorized:

Local Funds Authorized:

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost						
additional annual cost						
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (used in Section IX of the 3-1)						\$0
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

3-1 Attachment

**Craven Community College Quarterly Personnel Report
December 1, 2016 – February 28, 2017**

New Hires	Position Title	Effective	Monthly/Annually
Laureel Butler	Director of TRiO- Educational Opportunity Center	12/1/16	\$3,667/\$44,004
Daniel Friedlander	Coordinator/Faculty, Physical Therapist Assistant	12/1/16	\$6,000/\$72,000
Candida Midyette	Accountant- Grants & Special Projects	12/1/16	\$3,625/\$43,500
Filiberto Solano	Administrative Assistant- TRiO	12/1/16	\$2,167/\$26,004
Ronda Baker	Outreach Specialist TRiO- Educational Opportunity Center	1/3/17	\$3,250/\$39,000
Kristen Proctor	Outreach Specialist TRiO- Educational Opportunity Center	2/1/17	\$3,250/\$39,000
Ashley Legarde	Institutional Advancement Specialist	2/6/17	\$2,584/\$31,008

Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Nicole Mena	TRiO Tutoring Coordinator	Coordinator, Tutoring	12/1/16	\$3,165/\$37,980
Martha Myers	Student Success Coordinator	Director, Title III	12/1/16	\$4,829/\$57,948
Eddie Foster	Director, Customized Training, Environmental Programs and College Safety	Executive Director, Environmental Safety and Corporate Training	1/1/17	\$6,154/\$73,848
Opal Harris	Academic Skills Center Coordinator/Assistant	Coordinator, Testing	1/1/17	\$3,250/\$39,000
Keith Williams	Director, Service Programs	Director, Customized Training and Service Programs	1/1/17	\$4,272/\$51,264
Cheryl Martin	Accounting Assistant	Accountant	1/23/17	\$3,391/\$40,692
Jared Brumbaugh	Producer/Down East Journal- PRE	News Coordinator- PRE	2/1/17	\$3,167/\$38,004
Gregory Singleton	Director, Community Education Outreach (Full-time Temp)	Director, Community Workforce Readiness (Full-time Permanent)	2/1/17	\$4,417/\$53,004

Resignations/ Terminations/Retirements	Position	Effective	Reason
Lealer King	Faculty- Reading	12/31/16	Retirement
Kimberley Clark	Student Life Coordinator	1/3/17	Resignation
Candida Midyette	Accountant- Grants & Special Projects	1/13/17	Resignation
Mark Best	Director, Workforce Readiness & Special Programs	1/31/17	Retirement

Craven Community College Active Job Searches December 1, 2016 – February 28, 2017

Position	Opening Date	Closing Date
Institutional Advancement Specialist	11/21/16	12/5/16
Instructional Support Coordinator- TRiO- Student Support Service	11/28/16	12/30/16
Administrative Assistant- QEP	12/9/16	1/14/17
General Manager- PRE	1/4/17	1/19/17
Data Assessment Specialist- Title III	1/9/17	1/24/17
Student Success Coach- Title III	1/9/17	1/31/17
ACA Coordinator/English Faculty	1/9/17	2/6/17
Campus Life Coordinator	1/18/17	2/1/17
Director of Nursing Programs	2/7/17	Until Filled
Accounting Assistant- Purchasing	2/16/17	3/3/17
Director of Basic Skills Programs	2/21/17	3/10/17
English Faculty	2/27/17	Until Filled

INDUSTRIAL SYSTEMS TECHNOLOGY AAS Degree

Required Courses

(69 credit hours)

The following suggested schedule is based on full-time enrollment. Students may also complete the program through part-time enrollment.

For information about prerequisites and co-requisites, please refer to the catalog.

Suggested Full-Time Schedule

First Semester (Fall – Year 1)

16 Credit Hours

Course	Credit Hours	Title	Notes
ACA 111	1	College Student Success	
ENG 111	3	Expository Writing	
ELC 131	4	DC/AC Circuit Analysis	
WLD 112	2	Basic Welding Processes	
ISC 112	2	Industrial Safety	
MAC 121	2	Introduction to CNC	
BPR 111	2	Print Reading	
Total: 16			

Second Semester (Spring – Year 1)

14 Credit Hours

Course	Credit Hours	Title	Notes
ELC 113	4	Basic Wiring I	
ELN 133	4	Digital Electronics	
ENG 114	3	Professional Research & Reporting	
HYD 110	3	Hydraulics/Pneumatics I	
Total: 14			

Third Semester (Summer – Year 1)

9 Credit Hours

Course	Credit Hours	Title	Notes
MAT 110	3	Mathematical Measures	
---	3	Humanities Elective	
---	3	Social/Behavioral Science	
Total: 9			

Fourth Semester (Fall – Year 2)

18 Credit Hours

Course	Credit Hours		Notes
ELC 117	4	Motors and Controls	
ELN 231	3	Industrial Controls	
AHR 110	5	Intro to Refrigeration	
ELN 260	4	Programmable Logic Controllers	
MNT 110	2	Intro to Maintenance Procedures	
Total: 18			

Fifth Semester (Spring – Year 2)

12 Credit Hours

Course	Credit Hours		Notes
CIS 113	1	Computer Basics	
DFT 152	3	CAD II	
MNT 111	3	Maintenance Practices	
MNT 165 or WBL 112	2	Mechanical Industrial Systems or Work Based Learning	
MEC 111	3	Machine Processes I	
Total: 12			

Electives

Students may select a total of 2 credits from the following options.

2 Credit Hours

Course	Credit Hours	Title	Notes
WBL 112	2	Work Based Learning I	
WBL 122	2	Work Based Learning II	
Total: 2			

Part-Time Students**Graduation Requirements**

Minimum cumulative grade point average of 2.0; successful completion of all course requirements and the minimum number of credit hours for the specific degree; minimum of 18 semester hours completed at Craven Community College; submission of graduation application to the Cashiers Office by published deadlines. (See [college catalog](#) for details.)

For More Information:**The First Stop**

Student Center Room 100
(252) 638-7200
admissions@cravencc.edu

Dean of Career Programs, Jim Millard

Office: 122A, Advanced Manufacturing Center
(252) 638-7372
millardj@cravencc.edu

MECHATRONICS ENGINEERING TECHNOLOGY AAS Degree

Required Courses

(75 credit hours)

The following suggested schedule is based on full-time enrollment. Students may also complete the program through part-time enrollment.

For information about prerequisites and co-requisites, please refer to the catalog.

Suggested Full-Time Schedule

First Semester (Fall – Year 1)

16 Credit Hours

Course	Credit Hours	Title	Notes
ACA 111	1	College Student Success	
ENG 111	3	Expository Writing	
ELC 131	4	DC/AC Circuit Analysis	
DFT 152	2	CAD II	
ISC 112	2	Industrial Safety	
ATR 115	4	Intro to Mechatronics	
Total: 16			

Second Semester (Spring – Year 1)

16 Credit Hours

Course	Credit Hours	Title	Notes
ATR 112	3	Intro to Automation	
ELC 135	3	Electrical Machines	
ELN 133	4	Digital Electronics	
ENG 114	3	Professional Research & Reporting	
HYD 110	3	Hydraulics/Pneumatics I	
Total: 16			

Third Semester (Summer – Year 1)

9 Credit Hours

			Notes
MAT 121	3	Algebra/Trig I	
---	3	Humanities Elective	
---	3	Social/Behavioral Science	
Total: 9			

Fourth Semester (Fall – Year 2)

16 Credit Hours

Course	Credit Hours	Title	Notes
ELC 117	4	Motors and Controls	
ELC 213	4	Instrumentation	
ELC 136	4	Electrical Machines II	
ELN 260	4	Programmable Logic Controllers	
Total: 16			

Fifth Semester (Spring – Year 2)

18 Credit Hours

	Credit		Notes
CIS 110	3	Introduction to Computers	
DFT 154	3	Intro to Solid Modeling	
PHY 131	4	Physics-Mechanics	
ATR 212	3	Industrial Robots	
ATR 219 or WBL 112	2	Automation Troubleshooting or Work Based Learning	
MEC 130	3	Mechanisms	
Total: 18			

Electives

Students may select a total of 2 credits from the following options.

2 Credit Hours

Course	Credit Hours	Title	Notes
WBL 112	2	Work Based Learning I	
WBL 122	2	Work Based Learning II	
Total: 2			

Part-Time Students**Graduation Requirements**

Minimum cumulative grade point average of 2.0; successful completion of all course requirements and the minimum number of credit hours for the specific degree; minimum of 18 semester hours completed at Craven Community College; submission of graduation application to the Cashiers Office by published deadlines. (See [college catalog](#) for details.)

For More Information:**The First Stop**

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(252) 638-7372
millardj@cravencc.edu

Curriculum Program Termination Form

Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.

College Name: Craven Community College

Curriculum Title: Pharmacy Technology

Curriculum Code: D45580

Contact Person: Kathleen Gallman, Chief Academic Officer Phone Number: (252) 638 - 7233

Email Address: gallmank@cravencc.edu

Termination Semester: ☒ Fall ☐ Spring ☐ Summer **2017**

Termination is for (check appropriate settings): ☒ Campus ☐ Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: _____

Date that captive/co-opted facility was notified of termination of program: _____

Reason(s) for Terminating Curriculum: ☒ Low Enrollment* ☐ No Enrollment*

☐ Other* College must include factors below in addition to reason checked.

***Describe what factors contributed to low/no enrollment:**

(Required in order to proceed with termination): The college is unable to sustain enrollment in the Pharmacy Tech program due to the lack of degree requirement prior to being eligible to take the National Certification Examination. Craven Community College offers the Continuing Education Pharmacy Technician counterpart, which many students are choosing due to its low cost and shorter duration.

Is the curriculum program part of a collaborative/Level III ISA plan? ☐ Yes ☒ No

If so, have participating colleges been notified of termination? ☐ Yes ☐ No N/A

Please see section 6 of the CPRM for information concerning termination of ISAs.

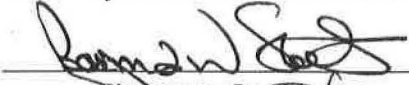
Will the program or any courses in the program be moved to Continuing Education?

☐ Yes ☒ No Continuing Education counterpart already exists

Is equipment available for transfer? ☐ Yes ☒ No Pharmacy Tech equipment will continue to be utilized by our Continuing Education pharmacy offering

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

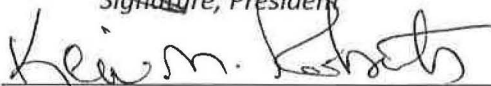
This is a formal notice to terminate the curriculum program as identified above.



Signature, President

4-12-2017

Date



Signature, Board of Trustees Chair

4-12-17

Date

Please fax, mail or scan/email this form to:
frazellej@nccommunitycolleges.edu
Fax #: (919) 807-7173

Jennifer Frazelle, Director Academic Programs
NC Community College System Office
5016 Mail Service Center
Raleigh, NC 27699-5016



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

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

www.cravencc.edu

February 6, 2017

To: Kathleen Gallman, Vice President of Instruction

Re: Accountability/Credibility Policy Report for **Fall 2016**

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 2016** 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	58			
Number visited by supervisor	42	Percentage: 72%	Target: 50%	*Met
Number visited by Senior Admin	16	Percentage: 28%	Target: 10%	*Met
Classes meeting <u>on campus</u> criteria	80			
Number visited by supervisor	63	Percentage: 79%	Target: 25%	*Met

Submitted by:

A handwritten signature in blue ink, appearing to read "Margaret Chance".

Margaret Chance
WFD Manager of Administration & Operations

cc Gery Boucher, Vice President for Students
Cindy Ensley, Executive Assistant to the President & Board of Trustees
Robin Matthews, Dean of Workforce Development

Craven Community College

Fees for 2017-2018

Course/Area	Current Fee	Proposed	Basis
Student Activity Fee	\$ 35.00	\$ 35.00	Flat fee for curriculum students charged Fall and Spring semesters.
Student Activity Fee--Summer	17.50	\$ 17.50	Flat fee for curriculum students charged for summer semester.
Student Support Fee	1-3 cr hr = \$15 4-6 cr hr = \$25 7-9 cr hr = \$35 10+ cr hr = \$45	1-3 cr hr = \$15 4-6 cr hr = \$25 7-9 cr hr = \$35 10+ cr hr = \$45	Tiered fee to fund additional tutors and advisors as well as provide additional support services.
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 (Curriculum)	\$ 15.00 \$ 2.00	\$ 15.00 \$ 2.00	Flat fee for curriculum students charged Fall, Spring and Summer semesters 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	\$ 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
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
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 New fee will begin with incoming class/cohort Fall 2017	\$ 220/Sem	\$ 200.00	Nursing fee tied to each semester of the ADN program for supplemental instruction/assessment/testing/e- texts for nursing students and subject to change annually by HESI. Students pay the same fee per semester for 4 consecutive semesters of study. New fee will apply to 1st year classes (1st Cohort) Fall 2017 (NUR 111 and NUR 112) and 2nd year classes (2nd Cohort) in Fall 2018 (NUR 212 and NUR 213).
Practical Nursing (PN) New fee will begin with incoming class/cohort Fall 2017	\$ 135/Sem	\$ 100.00	Nursing fee tied to each semester of the PN program for supplemental instruction/assessment/testing/e- texts for nursing students. Fee applied to NUR 101, 102, and 103.
NUR 214 - LPN to RN Transition Course New fee will begin with incoming class Spring 2018	\$ 325.00	\$ 300.00	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, 163, 183, 181, 221, 231 TRN 120, 140, 140A	\$ 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:			
American Hotel and Lodging Assc Hospitality		\$ 74.40	Covers book and exam
Avionics Course		\$ 81.40	Student Materials

Aviation Sheet Metal Fabrication - ASMF-7138	\$ 65.00	\$ \$74.40	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	\$1,469.40	For the FAA General/ Power plant - AMPP 7191 and the FAA General/ Airframe - AMAF7193 - For each course a student is required to pay the 1,420.00 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	\$1,819.40	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	Remove	I - Skills Zone Part Materials - from i-skillszone.com
Conflict Resolution	\$ 25.00	Remove	Thomas Kilman Instrument
Core Communication	\$ 36.00	Remove	CORE Pac Materials
CRC Certificate Exam Fee	\$ 36.00	\$42.00	Reading for Information, Locating Information, and Applied Mathematics (ACT going up on cost of test)
CRC Certificate replacement fee	\$ 5.00	\$ 5.00	Supply fee
DDI Courses		\$ 50.00	Student Materials
EKG Technician	\$ 10.00	\$ 10.00	Supply fee
EKG Technician Refresher	\$ 10.00	\$ 10.00	Supply fee
EMT Basic		\$ 10.00	Fee for consumables used in program (IVS, gloves, needles, etc.)
EMT Intermediate	\$ 40.00	\$ 60.00	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility. (\$20 added for consumables used in Program)
EMT /Paramedic Part 1	\$ 40.00	\$ 60.00	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility. (\$20 added for consumables used in Program)
Environmental Safety Diploma Certification 1		\$ 30.00	OSHA Cards and registered mail
Environmental Safety Diploma Certification 2	\$ 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	\$ 24.40	Supply Fee to cover OSHA Card and CPR Card
HRDQ Personal Style Inventory		\$ 20.00	New Fee - used in Advanced Manufacturing Tools for Veterans
HR Certificate Prep	\$ 480.00	Remove	SHRM Learning System
HVAC	\$ 10.00	\$ 10.00	Supply Fee
EPA Refrigerant Certification		\$ 30.00	Supply Fee (Will start using ESCO book and on-line exam)
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	\$ 75.00	\$ 74.40	Supply Fee (Includes Carpentry, HVAC, Electircian, Plumbing and any other consturction courses)
NCCER Construction 2	\$ 75.00	\$ 74.40	Supply Fee (Includes Carpentry, HVAC, Electircian, Plumbing and any other consturction courses)
NCCER Construction 3		\$ 74.40	Supply Fee (Includes Carpentry, HVAC, Electircian, Plumbing and any other consturction courses)
NCCER Welding Levels 1,2 & 3	\$ 169.40	\$ 194.40	Supply Fee per level (Going up to cover cost of materials and NCCER book replacement)
NCCER Welding Level 4	\$ 379.40	\$ 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	\$ 8.00	\$ 15.00	Going up \$7.00 due to mailing certified mail. A replacement card is \$60, decision made to send certified.
30 Hr OSHA General Industry card	\$ 8.00	\$ 15.00	Going up \$7.00 due to mailing certified mail. A replacement card is \$60, decision made to send certified.
10 Hr OSHA Construction card	\$ 8.00	\$ 15.00	Going up \$7.00 due to mailing certified mail. A replacement card is \$60, decision made to send certified.
10 Hr OSHA General Industry card	\$ 8.00	\$ 15.00	Going up \$7.00 due to mailing certified mail. A replacement card is \$60, decision made to send certified.
Pharmacy Technician	\$ 10.00	\$ 10.00	Supply Fee
Phlebotomy	\$ 50.00	\$ 50.00	Supply Fee
Quick Books Familiarization	\$ 5.00	Remove	Quick Books Software
Small Engine Repair	\$ 10.00	\$ 10.00	Supply Fee

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT

☒ **New Project** ☐ **Amended Project** ☐ **Final – Project Close Out**
Select appropriate submission

College Craven Community College

Project Name Student Center Building-Academic
Success Center Renovation **NCCCS Project No.** _____

I. TYPE OF PROJECT:

- | | | |
|---|---|---|
| ☐ New Facility | ☐ Roof Replacement | ☐ Infrastructure Repairs |
| ☒ Renovation of Existing Facility | ☐ HVAC | ☐ Property Purchase (Land) |
| ☐ Addition to Existing Facility | ☐ Life Safety | ☐ Facility Purchase |

II. DESCRIPTION OF PROJECT:

This project will involve the renovation of approximately 2,725 sq ft of space currently occupied by our First Stop (Student Services) and Student Accounts offices to house the Academic Success Centers. The renovation will allow for the consolidation of support services and tutoring functions across campus, provide collaborative learning spaces, house the employability lab, and to deliver services in a lab setting which will require transforming current office space into a computer lab setting.

Capital Improvement Approval Process Instructions

To establish a **New Project**

- Submit the NCCCS 3-1 identified as a **"New Project"** for State Board approval
 - The **"Project Name"** should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, "Repairs & Renovations;" "Roof Replacements," etc.
 - **"Project Description"** should be specific and not generic. Please do not use "Various Campus Renovations" or "Misc. Repairs."
 - Projects must be approved by the college's Board of Trustees. Section V should have the Board Chairman and the College President's signature.
 - For new facilities, a county representative's signature (County Manager, County Finance Officer, etc) is **required**.
 - For projects that includes county funding that is not included in the county's yearly appropriation (as shown on the College's Budget Summary), such as, bonds, special appropriations, or funds borrowed from a financial institution, a county representative's signature (County Manager, County Finance Officer, etc) is **required**.

To **Amend a Project**

To receive approval for a **funding increase/decrease**

- Submit a NCCCS 3-1 identified as **"Amended Project"**
 - If the original 3-1 submission only included partial funding for the project cost, once additional funds (state or non-state) are identified, an amended 3-1 must be submitted.
 - Once bids are received, and funding level changes because funding is not sufficient to award contracts, an amended 3-1 must be submitted to increase funding (state or non-state) before approval will be given to award contracts.
 - Due to increased project costs and the need for additional funds, an amended 3-1 must be submitted for approval, no matter the source of the additional funds.

NOTE: If the original submission of the 3-1 included full funding available, bids are received and funding is sufficient to award contracts, the college will not need to submit an amended 3-1 for approval. The college will be required to submit a final 3-1 for Project Close Out.

Project Close Out

- When the project is complete, a final inspection is conducted, and final reports and as-built drawings are submitted to and approved by State Construction, a **"Final – Project Close Out"** 3-1 must be submitted to close-out the project. This submission is required to record actual expenditures for each contract/agreement - design (architect); commissioning; special inspections; general contract (plus change orders); other contracts; other fees; work performed by owner (if this applies), etc.

NOTE: **"Amended Project"** and **"Final - Project Close Out"** 3-1 submissions will require approval by the State Board only when there is an increase in state funding from state funds that have not previously been approved for a capital improvement project. The Executive VP of Finance and Operations/CFO (System Office) will approve all other **"Amended Project"** and **"Final - Project Close Out"** submissions.

Page 5, Section VI

Certification 1. The County's signature is required on the "New Project" 3-1 if the county is providing the funding outside of the colleges' normal county appropriation for an R&R project.

Certification 2. The County's signature is required for the construction of a new facility, regardless of the source of funds available to construct the new facility. Signatures for this statement require the completion of the NCCCS 3-1 Attachment (See Page 6).

Page 6. NCCCS 3-1 Attachment

"Certification of Local Budget Support Estimated Operating Utility Annual Cost for Capital Improvement Projects" is only required to be completed for **"New Facilities"**.

NOTE: County signatures are not required on **"Amended Project"** or **"Final - Project Close Out"** 3-1's unless funding from county bonds has increased.

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Property (Land) (Include total acreage) _____
2. Site Grading and Improvements (not in III B) _____

Subtotal "A"..... _____

B. CONSTRUCTION

1. General Contract _____
2. Other Contracts _____
- Subtotal Contracts..... _____
3. Designer's Fees..... _____
4. Contingency..... _____
5. Other Fees 700,500
- Subtotal Fees 700,500

Subtotal "B" 700,500

C. OTHER COST

1. Initial Equipment (not in III B)..... _____
2. Miscellaneous(specify) _____
3. Worked Performed by Owner _____

Subtotal "C"..... _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) 700,500

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... _____
2. Duly Authorized Bonds - County... _____
3. Donations..... _____
4. Federal Funds..... _____
5. Other (Please identify- parking fees, vending, rental, bookstore, etc.) Self supporting excess fees 500

Subtotal "A" 500

B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) _____

C. STATE EQUIPMENT FUNDS _____

D. STATE FUNDS (i.e. DOT, Golden Leaf, etcetera)..... _____

E. STATE ALLOCATIOIN

1. Budget Code 41620 700,000
2. Budget Code _____
3. Budget Code _____

Subtotal "E" 700,000

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) 700,500

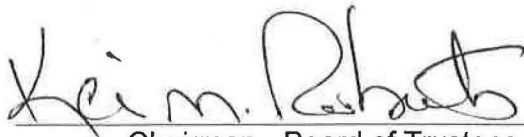
PLEASE NOTE: Total SOURCES OF FUNDS in Section IV must equal TOTAL ESTIMATED COST OF PROJECT in Section III.

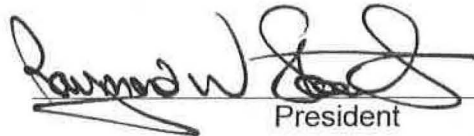
V. CERTIFICATION BY THE BOARD OF TRUSTEES OF THE LOCAL COLLEGE

To the State Board of Community Colleges:

We, the Board of Trustees of Craven Community College
(College), do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$700,500 State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated April 7, 2017
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.


Chairman - Board of Trustees


President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

I certify that I have examined this application (Project No. _____)
from _____ (college) and
if shown, county funds in the amount of _____ are available for
the planning and construction of this project.

Signature _____

Title _____

(The following certification must be completed for New Facility Projects Only)

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the
NCCCS 3-1 Attachment, Page 6) it is estimated that the college will expend an additional
_____ per year in support of this new construction. I certify that this document has
been reviewed, and that the information stated herein will be shared with the proper
county officials to seek an appropriate adjustment to the college's budget as the new
facility is brought online.

Signature _____

Title _____

=====

VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY

(Note: Required only for acquisition of or construction on a new site or where **federal funds** are involved. Not required for long term lease.)

I, _____ duly licensed attorney of the State of
North Carolina, do hereby certify that I have examined the public records of _____

_____ County, North Carolina, from January 1, 1925, to this date
concerning title to the property upon which the improvements set out in the foregoing
application are proposed to be made, and I find from said examination that a fee simple title
free from all claims or encumbrances, is vested in _____

by deed recorded in (specify book and page) _____

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

This, the _____ day of _____, 20____

Signature _____

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

Date:

Project Name:

College:

Project Completion Date:

Contact Name:

State Funds Authorized:

Local Funds Authorized:

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost						
additional annual cost						
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (used in Section IX of the 3-1)						\$0
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

3-1 Attachment

INSTRUCTIONAL CONTRACT Spring Semester 2018

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

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

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

2. The duration of the contract shall be for the time period of the College's semester, **Spring Semester 2018**.

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

3. Provision for payment under the contract shall not exceed usual and customary cost. Reimbursements of the Contractor for class hours of instruction delivered under the terms of this Contract shall be made at the end of the semester on the calendar of the College. For the period of this Contract, the payment received by the Contractor shall be **\$1,535.52** for a total payment of **One Thousand Five Hundred Thirty Five Dollars and Fifty Two Cents** per course.

The total amount for each contract shall not exceed **One Thousand Five Hundred Thirty Five Dollars and Fifty Two Cents** per course.

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

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

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

the Registrar, the Vice President for Administration, and the Executive Director of Financial Services.

6. The Executive Assistant to the Vice President for Instruction is responsible to serve as general college liaison officer between the Contractor and appropriate personnel at the College. The appropriate personnel will include the President, the Vice President for Instruction, the Dean of Liberal Arts & University Transfer, the Vice President for Students, the Registrar, the Vice President for Administration, the Controller, and the Principals of Craven Early College and Early College-EAST.
7. The students enrolled in the Contractor's course(s) shall conform to, and be subject to, all rules and regulations of the Contractor and the College, unless such rules and regulations are contrary to the terms or spirit of this Contract.
8. Each student enrolled in the course(s) offered by the Contractor shall be required to pay the regular tuition and fees required by the College within the tuition and fees limitations approved by the State Board of Community Colleges, **1E SBCCC 200.1**. Within the fee authorized by, **1E.SBCCC 300.1**, there shall be included a sum to be applied by the College for the purpose of providing the student with Health and Accident insurance coverage.
9. In order for a student to participate in these courses, said student must be acceptable to both contracting parties. No student shall be denied admission due to race, age, color, creed, sex, political affiliation, or handicapping condition. Student shall be able to enroll in these courses in accordance with the College's calendar for admission for any academic semester.
10. The supervision of student instruction during these contracted courses shall be the responsibility of the College and the Contractor, and any negligence involved in said supervision shall be the responsibility of the Contractor. Liability insurance protecting the Contractor and the College shall be maintained by the Contractor.
11. No instructor or personnel of the Contractor shall be considered employees of the College.
12. The College reserves the right to supervise the courses to the extent necessary to ensure the quality of the instructional courses and to protect the interests of the student, the College, and the State of North Carolina. Representative of the College, the State Board of Community Colleges, the Department of Community Colleges, and the State Auditor are authorized to examine all books, records, and accounts of the Contractor insofar as they relate to the transactions with the NC Community College System pursuant to the performance of this Contract or to costs charged to this Contract.
13. The parties to this Contract understand that in the educational process many unforeseen events can occur. Due to this fact, the parties to this Contract undertake to cooperate and consult with each other when developments so demand.
14. Either party to this Contract may withdraw from said Contract at any time upon written notice to the opposite party, but it is provided that the Contract shall nevertheless remain in force as affecting any student in the course (s) until the student shall have completed his or her engineering course(s).
15. The Contractor will not hire, employ or contract with any person currently employed by the State Board of Community Colleges to furnish any material or perform any service on this Contract without first assuring that such person has complied with applicable laws of the State of

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

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

Attested to this 4 day of April, 2017.

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

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

561 578 249
(Federal ID/SS No.)

William B. Fortney
(Signature)

4/4/17
(Date)

B. College:

Cindy Ersky

Witness

Cindy Ersky

Witness

Raymond W. Edwards

President, Craven Community College

Kevin M. Roberts

Chairman, Board of Trustees
Craven Community College

The Department of Community Colleges approves the expenditure of State or Federal funds to support the terms of this Contract subject to it being performed and executed in compliance with **1D SBCCC 400.94**, a copy of which must be attached to each copy of the foregoing Contract.

Date

State President
Community College System

January 2017
Public Radio East Foundation
Board of Directors
Recommendations for CCC Board of Trustees

Mrs. Susan Braaten:

Susan is Craven County's expert in Apple and PC technology. Until recently she provided Keller Williams Real Estate with technology support services and technology training. She currently conducts classes at Craven Community College on iPad and iPhone functions and use. She has served on the Board of Directors of the American Red Cross, Coastal Carolina Chapter and was a Key Volunteer Coordinator for the US Marine Corps. A native of Fredonia, Kansas she holds a BA from University of Mary Washington.

Mrs. Linda Staunch

One of the most active individuals in Eastern North Carolina. Linda is President and CEO of Linda Associates in New Bern. She serves as Chairman of the North Carolina Community Foundation, President of the NC Symphony Board in New Bern, is a member of the executive board of the UNC Lineberger Comprehensive Cancer Center in Chapel, and serves on the board of the Twin Rivers YMCA. Linda was the first female member and the first President of the New Bern Rotary Club and is a Paul Harris Fellow. Linda is a graduate of Peace College and the University of North Carolina in Chapel Hill. She also holds a Master's Degree from East Carolina University in Greenville.

Mr. Tom Wilson

Tom graduated with his J.D., magna cum laude, from Saint Louis University in 2003. He serves a founding partner with the New Bern law firm of Green Wilson. His areas of practice include state and federal criminal law, criminal and civil appeals, and environmental law.

Dr. Meena Murphy

Meena practices Internal Medicine and is on the staff of Physicians East in Greenville. She is a graduate of the Brody School of Medicine, interned at the University of South Carolina Medical Center and was a resident at the Virginia Commonwealth University Health Systems. She is married to Dr. Rich Murphy with Eastern Dermatology of Eastern North Carolina. They are both avid Public Radio East fans and been active in various capital projects conducted by PRE.

Mrs. Cathy Diamond

Cathy is a Certified Registered Nurse Anesthetist in Greenville. She has served in the medical community for almost 30 years. She is preparing to retire and because of her strong feelings about Public Radio East, she wants to be active and helpful in the PRE communities.

DRAFT BOARD OF TRUSTEES SCHEDULE (8 MEETINGS ANNUALLY)

Ver: 3/29/17

		Board	Academics	Students	Finance	Personnel	Facilities	Construction	President
JAN		Winter Break							
FEB		Assign President's Eval	Curriculum Report; Fall Program Reviews		2QTR Finance Report	2QTR Personnel Report	Facilities Update	Update	Foundation Report
MAR	Dinner (WFD Student Guests)	Assign BOT Self Eval		Student Services Report; Spring Enrollment	Approve Student Fees		Facilities 5-Year Plan	Update	Strategic Plan: Goal 1
APR		Approve President's Eval; Appoint Nomination Cmte	WFD Report & Accountability Report		County FY Budget Proposal	3QTR Personnel Report		Update	Foundation Report; Legislative Report
MAY		Commencement							
JUN	Retreat (Fri)	Elect Board Officers; Discuss BOT Self Eval		Summer Enrollment	3QTR Finance Report; FY Budget CR (if req'd)		Facilities Update	Update	Strategic Plan: Goal 2
JUL		Summer Break							
AUG		Seat Board Officers	Curriculum Report; Spring Program Reviews		Approve FY Budget	4QTR Personnel Report		Update	Foundation Report; Legislative Report
SEP			WFD Report				Facilities Update	Update	Strategic Plan: Goal 3
OCT	Dinner (Curriculum Student Guests)			Student Services Report; Fall Enrollment		1 QTR Personnel Report		Update	Foundation Report
NOV		Fall Break							
DEC					1QTR Finance Report			Update	Strategic Plan: Goal 4

CONSENT AGENDA:

WFD Accountability Reports, Board Minutes

ACTION ITEMS:

Finance Reports, County Budget Proposal, FY Budget CR, FY Budget, President's Eval

INFO ITEMS:

Curriculum Reports, Program Reviews, Legislative Reports, Foundation Reports, Strategic Plan Reports
Facility Updates, Personnel Reports, WFD Report

PERIODIC APPROVALS:

Audit Reports, Program Initiation/Terminations, Architect Selections, Board Policies, Real Estate Actions

PERIODIC INFO:

Salary COLAs, Gifts of Personal Property, SACSCOC Actions, SBCC Actions



Indicates movement of agenda items for 6-meeting annual schedule.

ACCREDITATION

We submitted our final response to the On-Site Report on February 17, three weeks ahead of schedule. SACSCOC Commissioners will vote on the College's accreditation at their June meeting.

FACILITY PROJECTS

First Street Workforce Development Center (WDC). The Economic Development Authority (EDA) Grant approved the grant on January 19th. As expected, EDA required grant acceptance within 30 days, which set in motion a flurry of activity to formalize the approvals by the College's Board of Trustees, City of New Bern Alderman, and the Craven County Commission. A great team effort yielded a successful 10-year lease agreement between the College and the City, and the City Manager and I formally accepted the grant. Key planners met with the EDA representative (by phone conference) to kick-off the project on March 16th. City planners will lead the next phase to design, bid, and renovate the building. The College's team will participate in meetings to ensure design requirements for our instructional programs are met.

Bid Date	May 1, 2017
Occupancy	~ January 2018

First Stop. We've completed the series of schematic design meetings with John Farkas and his JKF Architecture team. The next step is to prepare and send the construction documents to the State Construction office for approval.

Schematic Design / Design Development	complete
Construction Documents	June 2, 2017
Approved for Bid	September 1, 2017
Construction Start	~ December 2017
Occupancy	~ August 2018

STEM Building. The State Construction Office approved the project in March, and we have begun schematic design meetings with JKF Architecture.

Schematic Design / Design Development	~ October 2017
Construction Documents	~ March 2018
Approved for Bid	~ June 2018
Construction Start	~ September 2018
Occupancy	~ August 2019

Testing Center. We're working with the East Group to design a 3,000 sq. ft. Testing Center on the second floor of Barker Hall. This is considered an "informal project" with a cost of <\$300K. The Godwin Library will get a little smaller, which is facilitated by reducing the physical stacks that are no longer relevant in a technology-enabled library setting. We anticipate the Center will be ready for the Fall semester.

Library Renovation. The Godwin Library will receive a long overdue facelift this summer. The East Group is also overseeing this informal project with a budget of \$200K. Library stacks will be eliminated or moved, collaboration spaces will be created, and librarian service points will be modernized, along with new paint, carpet, and some furniture.

CAMPUS IMPROVEMENTS

On March 27th, we followed up on last fall's successful tree planting event, this time by planting 27 bushes along Brock Hall and the Student Center. We had many more student participants than we needed, and once again the work done was enjoyable!

ADULT ENRICHMENT (AE)

We're nearing completion of the first year for the return of the AE program, with the spring more busy than the first semester last fall. More than 300 students have now participated in 50 course offerings. This summer, we will do an evaluation of the program, and set goals for the forthcoming year, with our destination being a long-term self-sustaining program.

LEGISLATION

It's a busy legislative year. The NCCCS is tracking about 90 separate bills that might have an impact on Community Colleges. The following are some of the most significant...

- HB 12. Moves the appointment authority for governor-appointed Trustees of several colleges, including Craven CC, to the General Assembly (a/o Apr 6: Passed House; Senate Rules)
- H132. Provides community college scholarships to graduating high school students with at least a 3.5 unweighted GPA. (a/o Apr 6: House Education)
- HB 251/S204. Allows concealed carry on UNC and Community College campuses (a/o Apr 6: House Judiciary)
- HB 359. Expands CCP program to allow high school students to take non-curriculum courses leading to an industry credential. (a/o Apr 6: House Education)
- HB485. Provides an excused absence policy for National Guard members called to active duty. (a/o Apr 6: House Education)
- HB486/S100. Provides expanded Tuition Assistance to National Guard members. (a/o Apr 6: House Education)
- HB568. Prohibits the use of institutional funds for political purposes. (a/o Apr 6: House Rules)
- S325. \$1B Tax Cut (a/o Apr 6: Passed Senate, referred to House)
- S420. Changes community college governance to allow the State Board of Community Colleges (SBCC) to remove local Boards of Trustees in certain circumstances, and requires local boards to meet once every two months. (a/o Apr 6: Senate Rules)
- S438. Allows senior citizens to audit six credit hours per semester. FTE is not earned. (a/o Apr 6: Senate Rules)
- S430/H537. Governor's Budget (a/o Apr 6: Senate Rules)
- S467. Terminates defined pension plan for new state employees effective Jun 1, 2018. (a/o Apr 6: Senate Appropriations)
- S510. Requires action of surplus state property, with auctions to be held on community college campuses. (a/o Apr 6: Senate Rules)
- S597. Transfers administration of state apprenticeship programs from Commerce to the NCCCS. (a/o Apr 6: Senate Rules)
- S646. Universal, automatic voter registrations, to include registrations at community colleges. (a/o Apr 6: Senate Rules)

MISCELLANEOUS

I had the pleasure this semester to serve as keynote speaker for the Phi Theta Kappa (PTK) and Kappa Beta Delta (KBD) induction ceremonies. Craven Community College's Alpha Phi Nu PTK chapter has held distinction as a "five-star chapter" for six consecutive years. Our, KBD Delta Theta chapter was chartered a year ago. During the PTK ceremony, the surprise announcement was made that my wife Dawn and I were both to be inducted that night as well—we were deeply humbled and honored!

Wally Calabrese and I participated as pre-recorded panelists for a conference presentation titled, *Challenges and Opportunities in the Development and Continuation of Academic Partnerships with Industry and Government Organizations*. Along with North Carolina State University panelists, Dr. Linda Krute and Dr. Bill Fortney, and Mark Meno from Fleet Readiness Center East, the discussion was presented at the American Society for Engineering Education Conference for Industry and Education Collaboration in Jacksonville, FL, in February.

We announced our annual Excellence in Education Awards on March 2nd. As is the College's tradition, the Executive Leadership Team surprised the selectees in their offices and classrooms with a crowd of people and balloons. They will be again honored during the Community Fabric Awards, with a formal presentation during the 2017 Commencement. They are:

- Faculty Member of the Year: Kyle Warner (English)
- Staff Member of the Year: Mitt McLean (Academic Advisor)
- Adjunct Instructor of the Year: Emily Stewart (History)

I'm also pleased to announce that Family Emeriti Diane Tyndall will serve as our Commencement Speaker this year.

The College hosted two state-level conferences this spring—the NCCCS Institutional Informational Processing System (IIPS) Conference and the NC Computer Instruction Association Conference. Finally, this semester I've served on two community Focus Groups, for the Twin Rivers YMCA and the Coastal Carolina Regional Airport.

Student Government Association

Report for Board of Trustees

SGA Roster

Executive Board

President: DJ Johnson

Vice President: Ethan Garris

Secretary: Robert Josey

Treasurer: Tyler Toohey

Parliamentarian: Jessica Owen

Public Information Officer: Maurice Cunningham

Senators

John-Mark Forrest

Christina Hardtle

Josh Htoo

Campus Life Activities and Events:

- Founders Day Ball was held on Friday March 31st, from 6-11pm. It was a night filled with entertainment, dancing, delicious food and fun at The Flame. We had a couple members of the administration team in attendance and we recognized them for all the great things they do for the college.
- Community Day is Saturday, April 8th at the Havelock Campus from 11am – 2pm; unfortunately, the SGA is unable to participate as it coincides with the SGA State conference.
- Hands on Health Fair will be held Wednesday April 26th, from 11am – 2pm on the New Bern Campus. Learn simple tips on how to get your health back on track and prevent illnesses and much more. All Trustees are invited come out and take part in this event.

SGA Events:

- Eastern Divisional Meeting was held on Saturday February 25th at the College of the Albemarle. Campus issues were being discussed as a division and workshops were held focusing on leadership, making campus life more successful and getting students involved.
- 2nd Community Service event was held March 25th, from 8-12pm, at the Cove City Community Center. Although small in the number of volunteers, the group was able to accomplish a list of items from the person in charge of the community center.
- Elections for the 2017-2018 SGA Executive Board run March 29th through April 7th. New executive board will be announced April 10th.
- Spring State Conference will be held Friday April 7th – Sunday April 9th at the Sheraton Imperial Hotel and Convention Center in Durham. This conference will be geared toward choosing the one legal issue affecting students across the state, and bringing it to legislatures attention to implement change.

CRAVEN COMMUNITY COLLEGE Foundation

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Jennifer Baer, *Director,
Lifetime Learning Center and
Community Outreach*
Tanya P. Roberts, *Foundations Operations
Coordinator*

www.CravenCC.edu

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

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

March 2017

Institutional Advancement is now fully staffed with Ashley Legard as the full-time IA Specialist to assist with the accounting needs of the department. Tanya Roberts is now the Foundation Operations Coordinator and is able to work closely with Charles on strategic objectives, including the refining of the scholarship process. To formalize this process, the Foundation is working with others on campus to clearly outline the tracking of the funding from receipt to award. Charles has had several meetings with potential large donors as he continues to develop and nurture these relationships.

The 7th Annual Community Fabric Awards will be held at noon on Tuesday, April 18, 2017. The winners have been announced and sponsorships are coming on board. Our winners this year are: Dr. Jim Congleton for Individual Leadership; Century 21 Zaytoun-Raines for Business Leadership; and David Wang of The Epiphany School of Global Studies for Leadership in Education. We are at 87% of our \$55,000 goal for profits from this event and anticipate it to be a sellout crowd. Over 1,500 invitations were mailed on March 24th and hopefully you have received yours by now.

The Lifetime Learning Center continues to extend educational and entertaining opportunities to the community. Jennifer has already sold out her May trip to San Antonio and will soon begin selling a fall trip to Spain. A couple of weeks ago, the LLC partnered with Vidant Health and offered a free showing of "Being Mortal." After a viewing of the film, there was a great discussion about advance directives moderated by Mary Lou Infinito, also a Craven Community College Foundation Board Member. Twice in the last few months, an LLC participant has made a substantial donation to the Foundation as a direct result of their engagement with the LLC events. Charles is working with one of these donors to set up an endowment to provide scholarships for the medical fields of study.

Lloyd Griffith, President, Craven Community College Foundation Board of Directors