

## AGENDA

### CRAVEN COMMUNITY COLLEGE

### BOARD OF TRUSTEES

JUNE 10, 2020

**1:00 pm - Meeting in Naumann Community Room, New Bern Campus**

- |       |   |                              |
|-------|---|------------------------------|
| I.    | Call to Order   | <i>Allison Morris, Chair</i> |
| II.   | Administrative Items  |                              |
|       | (1) Roll Call   | <i>Ray Staats, Secretary</i> |
|       | (2) Statement of Economic Interest Evaluation and Oath of Office                            | <i>Cindy Ensley</i>          |
|       | a. Jim Davis (fill R Schaefer vacancy for 2020-21, appointed by County Commissioners)       |                              |
|       | b. Kevin Roberts (reappointed by Board of Education; 2020-24)                               |                              |
|       | (3) Agenda Review and Adoption ( <i>motion</i> )  | <i>Allison Morris</i>        |
|       | (4) Conflict of Interest Declaration  | <i>Allison Morris</i>        |
|       | (5) Public Comment  | <i>Allison Morris</i>        |
|       | (6) SEI Filings   | <i>Cindy Ensley</i>          |
| III.  | Student Trustee   |                              |
|       | (a) Report by SGA President   | <i>Grace Beauchamp</i>       |
|       | (b) Recognition of Service  | <i>Ray Staats</i>            |
| IV.   | Consent Agenda ( <i>motion</i> )  | <i>Allison Morris</i>        |
|       | (1) Approve Board of Trustees Meeting Minutes (March 31, 2020)                              |                              |
| V.    | Spring Enrollment/Student Services Report ( <i>info</i> )                                   | <i>Gery Boucher, VP</i>      |
| VI.   | Summer Enrollment/WFD Report ( <i>info</i> )  | <i>Gery Boucher</i>          |
| VII.  | WFD Accountability/Credibility Policy Report ( <i>motion</i> )<br>(Fall/Spring/Summer 2019) | <i>Gery Boucher</i>          |
| VIII. | Financial Reports   | <i>Jim Millard, VP</i>       |
|       | (1) Financial Report FY 2019-20 3 <sup>rd</sup> Quarter (Jan-Mar)( <i>motion</i> )          |                              |
|       | (2) Write-Offs and Uncollectable Accounts ( <i>motion</i> )                                 |                              |
|       | (3) Cash Balances ( <i>info</i> )   |                              |
| IX.   | Personnel Report FY 2019-20 3 <sup>rd</sup> Quarter (Jan-Mar)( <i>info</i> )                | <i>Jim Millard</i>           |

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

**June 10, 2020**

Mr. Steve Cella

Ms. Jennifer Dacey

Dr. Jim Davis

Mr. Ronald Knight

Ms. Carol Mattocks

Ms. Allison Morris

Dr. Ervin Patrick

Mr. Kevin Roberts

Mr. Bill Taylor

Mr. Tabari Wallace

Mr. Whit Whitley

Ms. Brenda Wilson

Ms. Grace Beauchamp, Student Trustee (ex officio)

Mr. Jeff Williams, CCC Foundation President (ex officio)

**Agenda Review/Conflict of Interest Declarations**

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

Board of Commissioners  
Thomas F. Mark, Chairman  
Jason R. Jones, Vice Chairman  
Denny Bucher  
George S. Liner  
Theron L. McCabe  
Etteinne "E.T." Mitchell  
Johnnie Sampson, Jr.

Administrative Staff  
Jack B. Veit, III, County Manager  
Gene Hodges, Assistant County Manager  
Nan E. Holton, Clerk to the Board  
Amber M. Parker, Human Resources Director  
Craig Warren, Finance Director



Administration Building  
406 Craven Street  
New Bern, NC 28560  
Fax 252-637-0526  
cravencountync.gov

RECEIVED

MAR 11 2020

President's Office

Commissioners 252-636-6601  
Manager 252-636-6600  
Finance 252-636-6603  
Human Resources 252-636-6602

March 4, 2020

Mr. James Davis  
3600 Wedgewood Drive  
New Bern, NC 28562

Dear Mr. Davis:

The Craven County Board of Commissioners, while meeting in regular session on Monday, March 2, 2020 voted to appoint you to serve on the Craven Community College Board of Trustees. The next few years will continue to be a period of rapid growth and exciting challenges. Your community pride and commitment to your fellow citizens will undoubtedly be an asset to Craven County.

By a copy of this letter, I am asking Dr. Raymond Staats to contact you with the necessary information concerning the Board's meeting times. On behalf of the entire Board of Commissioners, I would like to thank you for your willingness to serve.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas F. Mark".

Thomas F. Mark, Chairman  
Craven County Board of Commissioners

TFM:ajm

cc: Dr. Raymond Staats





## STATE ETHICS COMMISSION

POST OFFICE BOX 27685

RALEIGH, NC 27611

PHONE: 919-814-3600

### Via Email

April 22, 2020

Mr. Thomas Mark, Chairman  
Craven County Board of Commissioners  
406 Craven Street  
New Bern, North Carolina 28560

Re: Evaluation of Statement of Economic Interest Filed by Dr. James E. Davis Jr.  
Appointee to the Craven Community College Board of Trustees

Dear Chairman Mark:

Our office has received **Dr. James E. Davis Jr.'s** 2020 Statement of Economic Interest as an appointee to the **Craven Community College Board of Trustees (the "Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act (the "Act").

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

**We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.**

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Dr. Davis fills the role of an at-large member on the Board. He is the Vice President of Nursing and Chief Nursing Officer at CarolinaEast Medical Center (CEMC). Because CEMC provides substantial grants to benefit the College's nursing programs, Dr. Davis has the potential for a conflict of interest. Accordingly, Dr. Davis should exercise appropriate caution in the performance of his public duties should issues involving CEMC come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

When this letter cites an actual or potential conflict of interest under N.C.G.S. § 138A-24(e), the conflict must be recorded in the minutes of the applicable board and brought to the membership's attention by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with the Act. N.C.G.S. § 138A-15(c).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have any questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,



Mary Roerden, SEI Unit  
State Ethics Commission

cc: Dr. James E. Davis Jr.  
Cindy Ensley, Ethics Liaison  
Nan Holton, Clerk to the Board

Attachment: Ethics Education Guide



## Board of Education

DAVID E. HALE, *Chairman* • FRANCES H. BOOMER, *Vice Chairman*

NAOMI E. CLARK • CARROLL G. IPOCK, II • STEFANIE KING • BEATRICE R. SMITH • KIMBERLY R. SMITH

MEGHAN S. DOYLE, EDD, *Superintendent*

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MAY 20 2020  
President's Office

May 13, 2020

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

Dear Dr. Staats:

During the Craven County Board of Education meeting on February 18, 2020, the board agreed and acted to re-appoint Mr. Kevin Roberts to serve on the Board of Trustees of Craven Community College for another four-year term, from July 1, 2020 – June 30, 2024.

I am pleased to inform you of the action taken by the board. Please let us know if you need additional information related to this appointment.

Sincerely,

Dr. Meghan S. Doyle  
Superintendent

## **Student Government Association Spring Semester Board of Trustees Report**

### **SGA Roster**

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

President: Grace Beauchamp  
Vice President: Vacant  
Secretary: Nicholas Conner  
Treasurer: Rachel Conner  
Parliamentarian: Matthew Chrusciel  
Public Information Officer: Mirachelle Fletcher

#### ***Senators***

Nicholas Montero  
Azeem Brown  
Greg Hill  
Victoria Hill  
Michael Keesecker  
Matthew Bircher  
Nyi Ngwe  
Jessica Valenzuela  
Noah Kirby

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

- Black History Month was held on March 6<sup>th</sup> and was a success. Even though it was delayed a week due to inclement weather, the event was a success many students and organizations attended. Our campus gospel choir, 3CGC, preformed and inspired the whole audience with upbeat, feel-good music. Our special Guest Speaker, Dr. Omar Simpson had an intimate workshop with students before the main public event.
- The Hurst Ambassadors hosted Instagram takeovers to connect with students despite the distance. Each Ambassador wrote a short summary of their major, involvement, and plans following Craven CC with a picture of themselves with Craven Gear.

### ***SGA Events***

- Posted videos for student success on our social media platforms. Each Executive Board Member recorded a short video of them using tips and tricks they've used to help stay motivated and on task in their classes.

CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
SPECIAL-CALLED MEETING MINUTES  
MARCH 31, 2020

In light of Governor Cooper's March 30, 2020 Stay-at-Home order, the Craven Community College Board of Trustees met on Tuesday, March 31, 2020, via teleconference call with Board Chair Allison Morris presiding. The meeting was called to order at 5:00 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Mr. Steve Cella, Ms. Jennifer Dacey, Ms. Carol Mattocks, Ms. Allison Morris, Dr. Ervin Patrick, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Tabari Wallace, Mr. Whit Whitley, and Ms. Brenda Wilson

Voting members absent were: Mr. Ron Knight

Ex Officio members absent were: Ms. Grace Beauchamp, SGA; President Mr. Jeff Williams, CCC Foundation Board President

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

Chair Morris declared a quorum present for the meeting and thanked everyone for attending via teleconference call.

Agenda Review and Adoption

Chair Morris reviewed the agenda (attached). Trustee Taylor motioned to accept the agenda as presented; Trustee Patrick seconded the motion. Executive Assistant Cindy Ensley recorded the votes via a roll call with the motion unanimously approved.

Conflict of Interest Declaration

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

Public Comment

Chair Morris called for public comment and none was expressed.

#### Consent Agenda

Trustee Whitley motioned to accept the minutes (attached) of the February 18, 2020 meeting as presented; Trustee Roberts seconded the motion. Executive Assistant Ensley recorded the votes via a roll call with the motion unanimously approved.

#### New Business

*Approve Student Fees FY 2020-21:* VP Jim Millard reviewed changes to the student fee chart for fiscal year 2020-21. President Staats explained the increase in the Aviation Management & Career Pilot program noting a miscalculation in the number of flight hours instructed by Tradewinds. Trustee Taylor motioned to approve the student fees as presented. Trustee Roberts seconded the motion. Executive Assistant Ensley recorded the votes via a roll call with the motion unanimously approved.

*Approve County Budget Proposal FY 2020-21:* President Staats presented a detailed county budget proposal along with a summary. The College is requesting a 3.95% increase over FY 2019-20 due to increases in utilities, insurance, telecommunications, and personnel benefits for county paid employees. Trustee Wilson motioned to approve the county budget proposal as presented. Trustee Mattocks seconded the motion. Executive Assistant Ensley recorded the votes via a roll call with the motion unanimously approved.

#### COVID-19 Report

President Staats shared the College's response to the ever-changing conditions concerning COVID-19. He highlighted the status of current projects, complete revamping of face-to-face instruction to online instruction to allow students to continue their education, unfortunate shutdown of most workforce development classes due to class-size restrictions, and the special leave in place to continue to pay college personnel through the end of April.



Craven Community College  
Board of Trustees Special-Called Meeting Minutes  
March 31, 2020  
Page Three

Adjournment

With no further business to be presented, Chair Morris adjourned the special-called meeting at 5:30 pm.

Respectfully submitted:

A handwritten signature in cursive script, appearing to read "Allison R. Morris", written over a horizontal line.

Allison R. Morris, Chair  
June 10, 2020

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

Raymond W. Staats, Secretary  
June 10, 2020

ce 4/1/20

# SPRING ENROLLMENT AND STUDENT SERVICES

MARCH 2020





# Curriculum Enrollment

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	Head Count	FTE
Spring 2020	2887	1104
Spring 2019	2702	1030
% Change	6.8%	7.2%

\*\*Data as of 2/25/2020 - Before Start of B-Term

# Student Services Update

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- **Spring Open House**
  - Tuesday, April 7, 5:30 pm - 7:30 pm
  - Guided tours to explore transfer, career technical, health, and workforce development programs
- **Campus Life**
  - Black History Events: Havelock and New Bern campuses
  - Founders' Day Ball scheduled Friday, March 27, 6:00 pm at Copper Ridge on the Neuse
    - Tickets are available - \$15 staff, faculty and community; \$10 for students
  - Panther Fest: Wednesday, April 22, 11:00 am – 1:00 pm, Havelock
- **Financial Aid**
  - Collaboration with Craven County Schools promoting "Finish the FAFSA" initiative

# Student Services Update

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- **Counseling Services**

- To date 200 students have utilized services
  - 16 referrals made to RHA Health Services
  - Counseling services provided to 10 faculty and staff members
  - 12 workshops conducted
- Promise Place, a sexual assault resource, provides services on campus at no charge to students

- **Partnerships and Collaborations**

- Boys & Girls Club of the Coastal Plain (BGCCP)
  - Craven Club is a 7-week experience for high school students
  - Craven Club meets Thursdays June 18 – August 6 from 9:30 am – 12:00 pm
  - Field trips to New Bern campus, Havelock campus, and the Volt Center
  - Graduation Tuesday, August 11

# Student Services Update

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- **Presentations**

- Third Annual Behavioral Health Convening – February 11, 2020
  - Sponsored by UNC System Office and NCCCS in Chapel Hill
  - “Campus and Community Resources for Students in Distress and Crisis”
    - Presented by Bill Bondurant and Kelly Taylor
- NC Community College System Conference – October 11-13, 2020, Raleigh, NC
  - Proposal to present “Stacking Layers of Support to Promote Student Success”
    - Focus on admissions engagement, advising strategies, academic support, campus life, and counseling services



# QUESTIONS?



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

CravenCC.edu | 252-638-7200



# SUMMER ENROLLMENT 2020

Curriculum and Workforce Development



# SUMMER ENROLLMENT

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CURRICULUM ENROLLMENT		
	Head Count	FTE
Summer 2020	1200	284.88
Summer 2019	1292	297.55
Summer 2018	1463	315.85
Summer 2017	1314	287.74

Source: Executive Director, Office of Institutional Effectiveness, 6/1/2020

# SUMMER ENROLLMENT

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WORKFORCE DEVELOPMENT ENROLLMENT		
	Head Count	FTE
Summer 2020	490	*160.93
Summer 2019	635	111.13
Summer 2018	698	98.57
Summer 2017	847	110.23

\*Estimated Enrollment

Source: Executive Director, Office of Institutional Effectiveness, 6/1/2020





## SUMMER ENROLLMENT 2020



*Craven County's First Choice for  
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# WORKFORCE DEVELOPMENT REPORT

May 2020



# Workforce Development Report

## *Updates*

---

- Volt
  - American Red Cross
    - 13 Classes – Starting 1/14/2020
    - 132 American Red Cross Scholarships Awarded
    - \$105,531.25 Grant Funds Expended as of 4/15/20
  - Manufacturing Career Pathway mock production lines provided by:
    - B/S/H/
    - Chatsworth Products, Inc.
    - Moen Inc.
  - Small Business Center/Maker's Space
    - Under Renovation
    - Estimated Move Summer 2020

# Workforce Development Report

## *Updates*

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- Project Skill Start - Juvenile Criminal Prevention Council (JCPC) Grant
  - Program Goals:
    - Extend vocational skills training to youth referred by Craven County Court Counselors
    - Provide NCCER Level 1 and 2 training/certifications to youth ages 16-18 years old
    - Reduce number of unemployed or underemployed court-involved youth
  - \$41,860 Received Spring 2020
- Job Readiness Boot camp
  - Craven County Jails
    - Working with Sheriff Hughes to offer Boot Camp in Craven County jail

# Workforce Development Report

## *Updates*

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- FRC East Apprenticeship Fall 2020
  - 20 students to be selected
- College and Career Readiness (“CCR”)
  - June 2019 transferred to WFD
  - Plans to offer GED courses in Craven County jail
  - Greenhouse Initiatives Started January 2020 with Transitions Academy Students

# Workforce Development Report

## *Enrollment*

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### WFD FTE

Year

FTE

2016	588.8
2017	669.2
2018	603.2
2019	546.0
2020	565.0*

### Self-Support FTE

Year

FTE

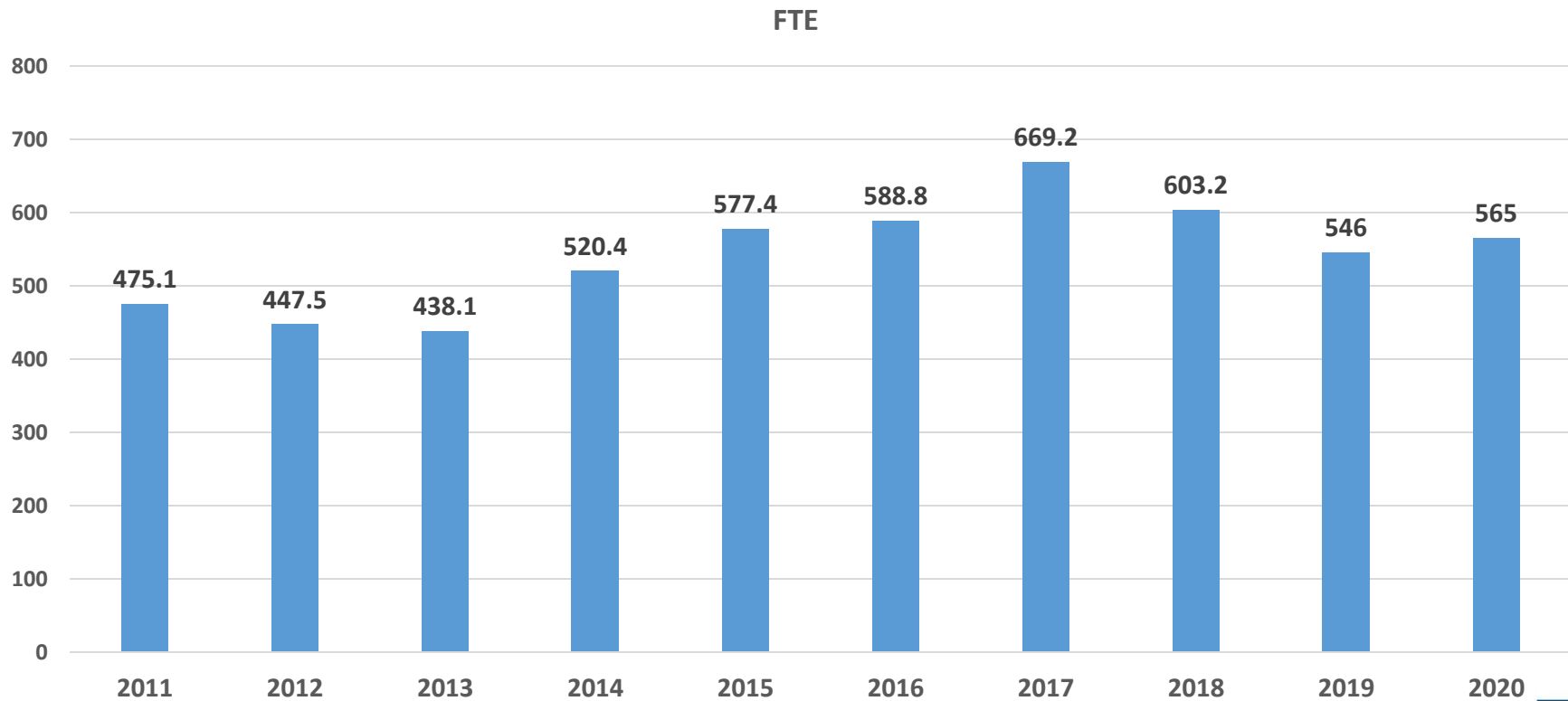
2016	22.97
2017	41.41
2018	38.84
2019	35.03
2020	21.46

\* Estimated FTE, Spring Semester ends 5-15-20

\* FTE ↑ 3.48 % over 2019

# Workforce Development Report

## *FTE 10-Year Trend*







# WORKFORCE DEVELOPMENT REPORT

APRIL 2020



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

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

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

March 9, 2020

To: Gery Boucher, Vice President for Students

Re: Accountability/Credibility Policy Report for **Spring 2019**

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### **Workforce Continuing Education Class Visitation Report**

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

Find listed below the summary for **Spring 2019** of class visits:

Classes meeting <u>off campus</u> criteria	43			
Number visited by supervisor	30	Percentage: 70%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	21	Percentage: 49%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	71			
Number visited by supervisor	48	Percentage: 68%	Target: 25%	<b>*Met</b>

Submitted by:

A handwritten signature in blue ink, appearing to read "Margaret Chance", is written over a light blue horizontal line.

Margaret Chance  
Workforce Development Compliance Manager

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



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March 9, 2020

To: Gery Boucher, Vice President for Students

Re: Accountability/Credibility Policy Report for **Summer 2019**

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### Workforce Continuing Education Class Visitation Report

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

Find listed below the summary for **Summer 2019** of class visits:

Classes meeting <u>off campus</u> criteria	38			
Number visited by supervisor	27	Percentage: 71%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	15	Percentage: 39%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	68			
Number visited by supervisor	33	Percentage: 49%	Target: 25%	<b>*Met</b>

Submitted by:

A handwritten signature in blue ink, appearing to read "Margaret Chance", is written over a light blue horizontal line.

Margaret Chance

Workforce Development Compliance Manager

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



800 College Court, New Bern, NC 28562  
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305 Cunningham Blvd., Havelock, NC 28532  
252-444-6005

www.cravencc.edu

March 9, 2020

To: Gery Boucher, Vice President for Students

Re: Accountability/Credibility Policy Report for **Fall 2019**

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### Workforce Continuing Education Class Visitation Report

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

Find listed below the summary for **Fall 2019** of class visits:

Classes meeting <u>off campus</u> criteria	47			
Number visited by supervisor	31	Percentage: 66%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	17	Percentage: 36%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	80			
Number visited by supervisor	43	Percentage: 54%	Target: 25%	<b>*Met</b>

Submitted by:

Margaret Chance  
Workforce Development Compliance Manager

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



FY 2019-2020 Budget Comparison as of March 31, 2020	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
75% of year	Budget	Expenses	Remaining		Budget	Expenses	Remaining		Budget	Expenses	Remaining		Budget	Expenses	Remaining	
		YTD	Balance	% Spent		YTD	Balance	% Spent		YTD	Balance	% Spent		YTD	Balance	% Spent
<b>Administrative</b>																
Salaries & Benefits	607,058	456,565	150,493	75%	2,596,109	1,730,962	865,148	67%	3,055,508	2,174,689	880,819	71%	2,748,330	2,031,797	716,533	74%
519 Contracted Services					134,731	48,640	86,091	36%	93,087	20,938	72,149	22%	42,308	17,394	24,914	41%
523 Instructional Supplies																
525 Motor Vehicle Supplies					169	169	0	100%								
526 Office Supplies	1,052	414	638	39%	29,367	14,846	14,521	51%	15,735	12,594	3,141	80%	10,897	7,273	3,624	67%
527 Other Supplies	2,499	1,751	748	70%	212,213	212,079	134	100%	26,192	25,518	674	97%	9,780	2,497	7,283	26%
528 Audio-Visual Supplies					200	0	200	0%								
531 Staff Development	20,418	12,396	8,022	61%	97,133	32,100	65,033	33%	56,456	11,094	45,362	20%	41,017	18,641	22,376	45%
532 Comm/Postage/Software					140,350	65,527	74,823	47%	25,795	25,093	702	97%	28,418	26,191	2,227	92%
534 Printing & Binding	773	101	672	13%									60,131	27,289	32,842	45%
535 Repairs & Maintenance	3,678	1,839	1,839	50%	215,092	123,676	91,416	57%	13,150	8,188	4,962	62%	1,608	1,284	324	80%
536 Freight					263	0	263	0%								
537 Advertising					18,841	7,081	11,760	38%					150,141	66,958	83,183	45%
538 Data Processing																
539 Other Current Services	3,079	2,031	1,048	66%	64,227	37,728	26,499	59%	5,425	565	4,860	10%	63,253	47,484	15,769	75%
541 Rental of Property	4,000	0	4,000	0%									1,172	0	1,172	0%
543 Lease/Rental Other Equipme					36,378	26,938	9,440	74%	15,600	6,348	9,252	41%				
544 Data Processing Software					51,260	8,974	42,286	18%	2,136	0	2,136	0%	2,241	0	2,241	0%
546 Memberships & Dues	19,727	15,736	3,992	80%	7,897	5,344	2,553	68%	9,080	9,080	0	100%	2,100	1,409	691	67%
548 NEIT Admin																
55x Equipment					495,633	454,432	41,201	92%	11,900	5,943	5,957	50%	1,205	1,205	(0)	100%
558 Building																
<b>Total Administrative:</b>	<b>662,284</b>	<b>490,833</b>	<b>171,451</b>	<b>74%</b>	<b>4,099,863</b>	<b>2,768,493</b>	<b>1,331,370</b>	<b>68%</b>	<b>3,330,064</b>	<b>2,300,050</b>	<b>1,030,014</b>	<b>69%</b>	<b>3,162,601</b>	<b>2,249,422</b>	<b>913,179</b>	<b>71%</b>
<b>Instructional</b>																
Salaries & Benefits									7,399,645	5,348,870	2,050,775	72%	1,327,673	775,347	552,326	58%
519 Contracted Services									19,955	1,195	18,760	6%	267,055	121,812	145,243	46%
523 Instructional Supplies					102,976	0	102,976	0%	186,068	78,582	107,486	42%	59,021	32,833	26,188	56%
524 Repair Supplies					</											

Craven Community College  
County Funds  
As of March 31, 2020 - 75% of the Year

[illegible]

**Craven Community College**  
**Institutional Funds Budget**  
**As of March 31, 2020 - 75% of the Year**

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending					-	7,861.62
00	130 Title IX/Cleary	28,581.00	13,174.97	15,406.03	46%	399.34	61,137.35
01	133 Discretionary	81,541.00	20,770.12	60,770.88	25%	74,660.52	177,662.89
01	134 Unrestricted Overhead Receipts	12,286.00	12,286.00	-	100%	6,085.77	39,576.41
01	136 Foundation	350,123.00	176,266.42	173,856.58	50%	241,290.24	416,853.46
01	137 Financial Aid Matching	12,298.00	397.20	11,900.80	3%	12,328.14	11,930.94
01	221 Applied Music	2,571.00	(75.00)	2,646.00	-3%	4,580.71	22,950.17
01	227 Extra Curricular Activities	38,544.00	20,181.00	18,363.00	52%	8,129.44	30,563.65
01	250 Curriculum-Self Supporting	23,970.00	3.70	23,966.30	0%	3,348.82	109,044.00
01	312 Fire College	-	-	-	0%	214.41	12,026.98
01	340 WFD-Self Supporting	443,452.00	340,770.84	102,681.16	77%	309,299.83	938,217.81
01	411 Learning Resource Center	1,190.00	-	1,190.00	0%	1,228.18	25,493.46
01	460 Customized Ind Train Support	13,398.00	13,397.75	0.25	100%	1,874.90	35,977.56
01	461 Small Business Support Fund	-	-	-	0%	2.22	125.11
01	610 VOLT Center	48,894.00	-	48,894.00	0%	33,755.27	130,635.50
02	131 College Work Study	90,217.00	70,224.48	19,992.52	78%	70,224.48	-
02	134 Restricted Overhead Receipts	78,727.00	52,255.13	26,471.87	66%	24,487.10	122,896.03
02	138 Returned Check Fee Fund	935.00	4.00	931.00	0%	547.07	20,210.97
02	220 NCSU Engineering	225,184.00	139,568.77	85,615.23	62%	48,096.92	91,166.37
02	227 ENCORE	17,069.00	12,234.63	4,834.37	72%	16,959.87	7,667.17
02	228 Grants -NSF SEAS/Bosch/NCCF	411,023.00	135,563.80	275,459.20	33%	85,121.43	234,438.47
02	291 Specific Fees - Lab/DE/ASC	547,456.00	441,430.36	106,025.64	81%	476,008.19	2,127,046.32
02	292 System-Wide Fees-Comp Tech	584,834.00	538,669.62	46,164.38	92%	230,368.63	1,576,196.47
02	293 Patron Fees	39,634.00	32,031.20	7,602.80	81%	28,605.17	290,756.19
02	314 Grants - Workforce Development/BS	482,498.00	203,122.36	279,375.64	42%	261,416.77	62,412.19
02	392 System-Wide Fees - WFD Comp	170.00	-	170.00	0%	163.67	9,202.19
02	521 C-Step Grant	12,500.00	5,221.74	7,278.26	42%	11,533.50	7,278.26
02	531 Professional Liability Ins	10,358.00	6,760.00	3,598.00	65%	6,949.28	29,664.20
02	532 Student Insurance	7,419.00	7,074.00	345.00	95%	5,825.62	(2,048.52)
02	533 Transcript Fees	49,339.00	8,870.76	40,468.24	18%	33,819.41	266,948.09

FUND PURPOSE		BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	534 TRIO/Title III Grants	483,184.00	442,015.64	41,168.36	91%	443,209.94	(26,654.98)
02	790 Orringer Hall Fund	10,672.00	-	10,672.00	0%	9,223.62	48,723.48
02	791 Public Radio East	917,770.00	734,037.98	183,732.02	80%	650,357.67	(100,941.54)
02	795 Career Fair	-	-	-	0%	10.34	579.00
02	796 Testing Centers	13,177.00	12,275.39	901.61	93%	14,026.33	55,696.01
02	797 Public Radio East Foundation	675,083.00	469,357.52	205,725.48	70%	469,303.71	154,879.95
02	823 SEOG	99,294.00	78,988.42	20,305.58	80%	78,988.42	-
02	824 Pell	5,000,000.00	4,020,400.67	979,599.33	80%	3,995,400.67	(25,076.00)
02	830 NCCC Target Asst/LTHT	8,340.00	7,649.40	690.60	92%	8,340.00	690.60
02	831 Golden Leaf Scholars	14,682.00	-	14,682.00	0%	-	-
02	833 NCCG	228,203.00	227,332.00	871.00	100%	228,203.00	871.00
02	834 Teacher Assistant Sch Fund	21,862.00	8,300.00	13,562.00	38%	10,265.00	1,965.00
02	835 State Aid Scholarships	129,079.00	114,891.00	14,188.00	89%	129,079.00	14,188.00
02	840 General Scholarships	218,117.00	204,737.74	13,379.26	94%	203,038.87	310,259.26
02	841 Endowment/Other Scholarships	108,481.00	92,840.95	15,640.05	86%	98,081.95	4,975.00
05	710 Clearwire Distribution	3,438.00	-	3,438.00	0%	6,958.53	27,657.60
05	720 Bookstore	261,791.00	208,123.79	53,667.21	79%	177,697.37	857,794.01
05	730 Food Service	36,536.00	34,671.00	1,865.00	95%	21,945.19	10,328.85
05	740 Campus Access	82,171.00	109,832.32	(27,661.32)	134%	60,127.49	(16,492.80)
05	770 Student Activity Funds	185,159.00	133,457.51	51,701.49	72%	140,377.72	214,819.77
06	810 J. Wrenn Emergency Loan Fu	4,938.00	3,533.92	1,404.08	72%	753.42	37,729.30
07	910 Buildings & Grounds	5,491,119.00	4,217,814.71	1,273,304.29	77%	3,735,291.51	2,228,148.88
08	792 Public Radio East Endowment	-	-	-	0%	1,288.05	72,244.48
08	850 Endowments	66,981.00	56,581.95	10,399.05	84%	(168,109.11)	2,335,825.60
<b>Total</b>		<b>17,674,288.00</b>	<b>13,427,045.76</b>	<b>4,247,242.24</b>	<b>76%</b>	<b>12,311,183.59</b>	<b>13,072,101.78</b>

# REQUEST FOR APPROVAL WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

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

Name	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	LABFH Lab Fee	ELOAN Emergency Loan	RETCK Return Check	PLIAB Prof Liab Ins	STINS Student Ins	FA Overage	Total
	XXX746	2019SP	190.00	-	6.56	9.00	2.82	226.03	25.00							0.27		459.68
	XXX994	2019SP	197.53		8.75	12.00	3.75		25.00		7.50					0.35		254.88
	XXX511	2019SP	456.00		3.89	5.33	1.67	90.60			7.50	200.00			16.00	0.15		781.14
	XXX150	2019SP											509.46					509.46
	XXX002	2018FA							5.00							1.40		6.40
	XXX765	2018FA	200.85		35.00	48.00	15.00		50.00							1.40		350.25
	XXX613	2019SP	145.00													1.40		146.40
	XXX269	2019SP	328.20															328.20
	XXX496	2019SP											331.75					331.75
	XXX677	2019SP	114.00						12.50									126.50
	XXX014	2019SP	85.00														321.00	406.00
	XXX034	2019SP	281.04		18.49	25.36	7.92		-		15.85					0.74		349.40
	XXX209	2019SP											516.93					516.93
	XXX897	2019SP															828.88	828.88
	XXX379	2019SP	114.00		8.74	12.00	3.74		12.50							0.34		151.32
	XXX759	2019SP	228.00						25.00				511.87					764.87
	XXX317	2019SP	228.00		8.75	12.00	3.75			2.50						0.35		255.35
			2,567.62	-	90.18	123.69	38.65	316.63	155.00	2.50	30.85	200.00	1,870.01	-	16.00	6.40	1,149.88	6,567.41

Kisha B. Simpson  
(Requested by)

Jim Millard  
Vice President for Administration

Return of Title IV	\$ 1,489.76
FA Issues	502.20
Payment Plan	678.45
MISC-Chargeback, Emergency Loan, Return check	2,123.01
Withdrew 25% Charge	1,773.99
	<u>\$ 6,567.41</u>

Total Collected this period	\$ 8,193.57
Debt Setoff	20,306.53
Total Fees Paid to collection agency	1,638.71
Net proceeds	<u>26,861.39</u>

YTD Write Offs July 2019-Mar 2020	\$ 57,179.25
Prior Year Write Offs July 2018 - Mar 2019	\$ 63,445.53
120 Days past due	\$ 93,356.02
Percentage of Total Accounts Receivable	1.8615%



**CRAVEN COMMUNITY COLLEGE  
REPORT OF CASH BALANCES**

<b>STIF Account:</b>	<b>31-Mar</b>	<b>31-Dec</b>	<b>Variance</b>
<b>Local Funds</b>	\$1,988,020.87	\$1,683,404.27	\$304,616.60
<b>Special Funds</b>	<u>\$9,627,990.70</u>	<u>\$10,664,959.55</u>	<u>-\$1,036,968.85</u>
<b>Total</b>	\$11,616,011.57	\$12,348,363.82	-\$732,352.25

**NOTE:** A balance of \$100,000 is maintained in an interest bearing account with First Citizens Bank.  
All funds over the \$100,000 are on deposit with the North Carolina State Treasurer.

	<b>31-Mar</b>	<b>31-Dec</b>	<b>Variance</b>
<b>STIF Interest Rate:</b>	1.958860%	1.979600%	-0.020740%

**Craven Community College Personnel Report**  
**January 1, 2020 – March 31, 2020**

<b>New Hires</b>	<b>Position Title</b>		<b>Effective</b>	<b>Monthly/Annually</b>
Angela Foster	Communications Faculty		1/8/20	\$5,223/\$47,007
Michael Sagaser	Mathematics Faculty		1/8/20	\$5,223/\$47,007
Mary White	Nursing Faculty		1/13/20	\$5,778/\$52,002
Megan Gill	Librarian		3/16/20	\$3,750/\$45,000
Matthew Humphrey	Groundskeeper (Full-time Temporary)		3/16/20	\$2,254/\$27,048
<b>Reassignments/ Promotions</b>	<b>From</b>	<b>To</b>	<b>Effective</b>	<b>Monthly/Annually</b>
Eric Sexton	Tutor, TRiO (Part-time Temporary)	Administrative Assistant, TRiO (Part-time Regular)	1/2/20	\$1,628/\$19,536
Sandra McKibbin	Workforce Development Coordinator I In-Service	Director, Service Programs	1/15/20	\$4,250/\$51,000
James Hickox	Admissions Specialist (Part-time Temporary)	Military Advisor/NTC Proctor (Part-time Regular)	1/17/20	\$1,950/\$23,400
Doyle Owings	IT Technician (Part-time Regular)	IT Technician (Full-time)	2/1/20	\$2,667/\$32,004
Bethany Brake	Testing Proctor (Part-time Temporary)	Testing Proctor (Part-time Regular)	3/16/20	\$1,634/\$19,608
Lydia Finlayson	Financial Aid Advisor I	Assistant Director of Financial Aid	3/16/20	\$4,167/\$50,004
Sabrina Holland	Administrative Assistant- Title III (Part-time Temporary)	Student Success Coach- Title III (Full-time)	3/16/20	\$3,334/\$40,008
Lakissha Kludy	Testing Proctor (Part-time Temporary)	Testing Proctor (Part-time Regular)	3/16/20	\$1,634/\$19,608

<b>Resignations/ Terminations/Retirements</b>	<b>Position</b>	<b>Effective</b>	<b>Reason</b>
Robin Gockley	Administrative Assistant, LAUT (Part-time Regular)	2/12/20	Resignation
Alice Jarnagin	Administrative Assistant, PRE (Part-time Regular)	2/20/20	Resignation
Jasmine Roach	Accounting Assistant, Cashier	2/28/20	Resignation
George Olsen	Producer/ATC Host, PRE	2/29/20	Retirement
Brandon Norris	Groundskeeper	3/6/20	Resignation
Colleen Francis	Student Success Coordinator- Title III	3/13/20	Resignation
Amanda Tusing	Student Success Coordinator- Title III	3/20/20	Resignation
Maureen DeRosia	Senior Administrative Assistant- Havelock	3/31/20	Retirement



**CRAVEN COMMUNITY COLLEGE  
FIVE-YEAR FACILITIES PLAN (FY21-25)**

County Fiscal Year	Facilities Needs	Requested Amount
<b>2021</b>		
	Student Center Chiller Back Unit (\$90K deferred to FY22)	\$ -
	Redd Refurbishments (HV) (reduced project scope - \$10K)	\$ 120,000
	Roofing Repairs	\$ 48,000
	Brock First Floor (reduced project scope - \$30K)	\$ 30,000
	Parking Lot/Road Repairs/NB-14	\$ 137,000
	Bender Heating	\$ 38,000
	<b>Total</b>	<b>\$ 373,000</b>
<b>2022</b>		
	Student Center Chiller Back Unit (from FY21)	\$ 90,000
	Kelso Chiller (\$90K deferred to FY24)	\$ -
	BIT upstairs Refurbishments Classrooms/offices	\$ 95,000
	Roofing repairs	\$ 47,000
	Parking Lot/Road Repairs/NB-6, NB-9	\$ 118,000
	Bender HVAC controls up-date/ end of life	\$ 36,000
	Library Refurbishments (HV)	\$ 30,000
	Painting & Grounds	\$ 2,000
	Perdue HVAC up-grades end of life	\$ 32,000
	Orringer heating and cooling controls	\$ 50,000
	<b>Total</b>	<b>\$ 500,000</b>
<b>2023</b>		
	BIT downstairs up-grades	\$ 143,000
	End of life AX. 12/31/21 Bosch IAT Redd Library	\$ 20,000
	Barker Air handler #1 & 3	\$ 120,000
	Bosch classrooms office	\$ 80,000
	Roofing Repairs	\$ 45,000
	Parking Lot/Road Repairs/NB-7, H-3, H-5	\$ 42,000
	Painting & Grounds	\$ 20,000
	Transformer Maintenance	\$ 30,000
	<b>Total</b>	<b>\$ 500,000</b>
<b>2024</b>		
	Kelso Chiller (from FY22)	\$ 90,000
	Bosch Chiller (\$90K deferred to FY25)	\$ -
	Parking Lot/Road Repairs NB-8, NB-12,H-8,H-9	\$ 34,000
	Roofing Repairs	\$ 50,000
	BIT Rest rooms up-dates	\$ 35,000
	Kelso Hall Machine lab Epoxy up-date	\$ 60,000
	Bosch Rest rooms up-dates	\$ 25,000
	Roof Repacement/Kelso	\$ 176,000
	Brock 2nd floor business office carpet paint	\$ 30,000
	<b>Total</b>	<b>\$ 500,000</b>
<b>2025</b>		
	Bosch Chiller (from FY24)	\$ 90,000
	BIT Chiller (\$100K deferred to FY26)	\$ -
	Roofing Repairs	\$ 45,000
	Road Repairs	\$ 50,000
	Painting/Grounds	\$ 30,000
	Roof Replacement	\$ 200,000
	Flooring: Bosch Epoxy up-dates Labs	\$ 75,000
	<b>Total</b>	<b>\$ 490,000</b>
<b>2026</b>		
	BIT Chiller (from FY25)	\$ 100,000

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

Craven CC Facilities Usage Report  
January - March 2020

**EXTERNAL USERS OF FACILITIES**

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Estimated Number of Attendees
Craven Concerts	1/27/2020	Non-Profit	Orringer	\$280.00	1/23/2020	150
Carolinas District of Kiwanis International	1/17, 1/18/2020	Non-Profit	Naumann, Brock 200, 205, 207			60
Cone Advisory Group	1/30, 2/6, 2/11, 2/18/2020	Profit	Naumann	\$720.00	12/11/2019	40
New Bern Historical Society	1/8, 1/9, 1/11, 1/15, 1/16, 1/18, 1/22, 1/23, 1/24, 1/25, 1/26, 1/29, 1/30, 1/31, 2/1, 2/2/2020	Non-Profit	Orringer			60
American Red Cross	2/6/2020	Non-Profit	Naumann			75
Jordan Driving School	2/1, 2/8, 2/15, 2/29/2020	Non-Profit	Brock 207	\$750.00	1/8/2020	35
Advance Auto Parts	1/27, 3/9, 3/10/2020	Profit	AMC 102/Naumann			30
Full Circle Enterprises	2/13, 3/11/2020	Profit	Naumann	\$260.00	1/23, 3/2/2020	25
Department of Environmental Quality	2/19/2020	Gov	AMC 102			45
Ward & Smith PA	2/18, 2/19/2020	Profit	AMC 104	\$2,080.00	2/3/2020	12
NC Wildlife Resources	2/19/2020	Gov	AMC 102			40

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

# Strategic Plan 2017-22

Teaching and Learning - Assessment: First Quarter 2020



# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

REGULARLY CONDUCT AND IMPLEMENT RESULTS OF NEEDS ASSESSMENTS FOR UNIVERSITY TRANSFER, CAREER, WORKFORCE DEVELOPMENT, HEALTH SCIENCES, AND ADULT ENRICHMENT PROGRAMS

### Narrative:

- Curriculum Pathway Master Plan: Plan will depict academic pathways for students from high school completion through university transfer; continuous process
  - New AA in Teacher Education
  - Partnership TEACH
  - Credit for Prior Learning (starting in Career Programs)
- AEP: Stop the Cravin'! A Substance Use Education, Prevention, & Intervention Symposium
  - March 27, 2020, Orringer Auditorium, 8:30 am – 1:30 pm, Free Event
- FRC-East Apprenticeship: 36 students enrolled in current cohort that ends May 4<sup>th</sup>
  - FRC-East projecting 20 apprenticeships for AY2021



# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### EXPAND DISTANCE LEARNING PRESENCE THROUGH ALL APPROPRIATE COURSE OFFERINGS

#### Narrative:

- Community of Online reDesigners (CORD): 16 courses redesigns completed

#### Trend Data:

Curriculum FTE by Delivery Method			
	2016-17	2017-18	2018-19
Distance Learning	31.8%	34.7%	36.6%
Hybrid (online & F2F)	13.1%	11.1%	10.4%
Traditional (seated)	54.6%	53.6%	52.5%
Other (e.g. independent study)	< 1%	< 1%	< 1%

# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### ADVOCATE GROWTH OF EARLY COLLEGE PROGRAMS

#### Trend Data

ACADEMIC YEAR	CEC ENROLLMENT	ECE ENROLLMENT	TOTAL ENROLLMENT
2014-15	202	218	420
2015-16	211	212	423
2016-17	204	205	409
2017-18	202	193	395
2018-19	214	184	398
2019-20	220	201	421

FIGURE 1: EARLY COLLEGE ENROLLMENT; DATA PROVIDED BY CEC AND ECE ADMINISTRATION

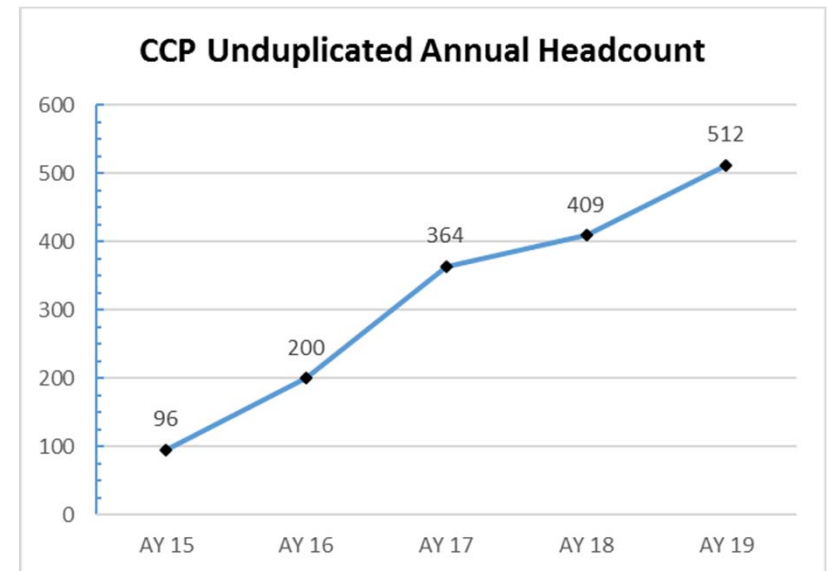
# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### DEVELOP INCREASED EDUCATIONAL OPPORTUNITIES FOR HIGH SCHOOL AGE STUDENTS TO ACCESS THE COLLEGE'S ACADEMIC PROGRAMS

#### Narrative:

- Increasing number of courses offered at high schools
  - Criminal Justice and Welding courses for Havelock High School students
  - Now offering CCP courses at New Bern Christian Academy
- New WFD pathways under development
  - Manufacturing Pathway offered to high school students in the evening
  - Certified Nursing Assistant 1 (CNA1) planned for West Craven High School, Fall 2020



# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

ENHANCE PROGRAMS THAT REACH OUT TO EDUCATIONALLY DISADVANTAGED POPULATIONS; DEVELOP AND SUSTAIN STUDENTS FOR COLLEGE-LEVEL ENTRY

### Narrative:

- RCS Classroom reopened February 2020 (Hurricane Florence Damage)
  - Job Readiness Boot Camp classes started February 2020
- College and Career Readiness
  - Greenhouse opened January 2020 for Transitions Academy Students
  - Students maintain the garden measuring plant growth, greenhouse temperature, plant propagation and entomology
  - Students incorporated an aquaponics pond
    - Growing carnations and geraniums



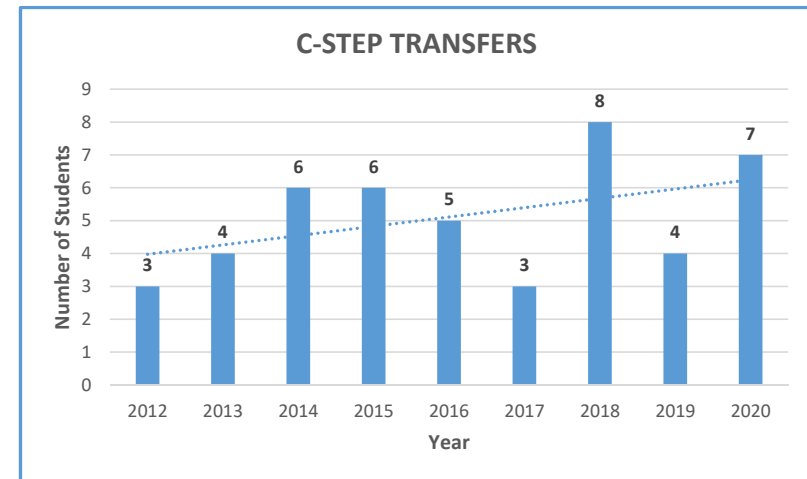
# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### GROW ACADEMIC AND CAREER PATHWAYS

#### Narrative:

- C-Step: Collaboration with UNC Chapel Hill; students obtain AA or AS with guaranteed transfer to UNC
  - 1.1 million dollar award from NC GlaxoSmithKline Foundation to fund expanded community college partnership
  - Enhance STEM mentorship
- FRC-East Apprenticeship
- WFD – Volt
  - Developing Diesel Mechanic and Heavy Equipment Programs





# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

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### INCREASE STUDENT APPRENTICESHIP OPPORTUNITIES

#### Narrative:

- B/S/H/ Apprentice Program in Manufacturing Technology/Mechatronics
  - AY 2014-16 – 6 students
  - AY 2016-18 – 5 students
  - AY 2020-21 – 5 students
- Duke Energy Funded Apprenticeship Grant (began AY 2018-19)
  - Partnership with Bosch – paying tuition/books for 5 apprentices
  - Partnership with Chatsworth, City of New Bern, and others

# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

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### ACHIEVE NLNAC ACCREDITATION OF ASSOCIATE DEGREE NURSING PROGRAM

#### Narrative:

- Alignment of Associate Degree Nursing (ADN) program with NLNAC standards in progress
- Currently in Pre-accreditation Status, 10/18/19-10/31/22, for both Associate Degree Nursing (ADN) and Practical Nursing (PN)
- 2 year process

# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### PURSUE NEW NATIONAL CERTIFICATIONS OF CAREER AND WORKFORCE DEVELOPMENT PROGRAMS

#### Narrative:

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

# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### EXPAND VETERAN'S ADMINISTRATION RECOGNITION OF WORKFORCE DEVELOPMENT PROGRAMS

#### Narrative:

- NCCER Electrician, Carpentry, and Diesel Technician programs will be submitted for VA approval during AY2021 (deferred from AY2019)
- Partnering with ECU to apply for National Science Foundation Grant for Solar Photovoltaic Systems Training for transitional service members
- Implemented Informer Report to track WFD Veteran students

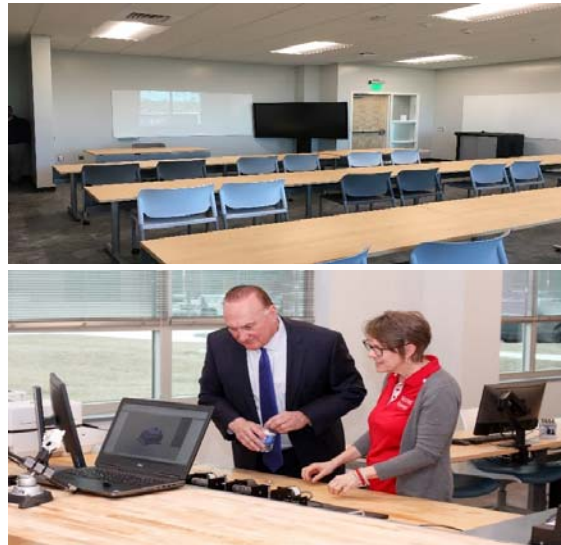
# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### STEM CENTER

#### Narrative:

- Classes began January 2020
- Ribbon cutting ceremony held February 18, 2020



*Liberal Arts & University Transfer courses  
Workforce Development courses  
Early College East  
NC State Mechanical Engineering*





# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### OPEN THE VOLT WORKFORCE DEVELOPMENT CENTER

#### Narrative:

- Classes began in WDC June 2019
- Small Business Center and new Makers Space will relocate to 209 First Street during May/June 2020
  - Lease Agreement through May 14, 2029 signed in Feb 2020
- Lease for City Garage in negotiation



# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

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### PROMOTE GROWTH OPPORTUNITIES IN STUDENT WRITING SKILLS IN COLLEGE CURRICULA

#### Narrative:

- Writing Lab to be included in new Academic Support Center (ASC)
  - ASC projected opening date: late 2020
- “Don’t Cancel Class” Initiative
  - Implemented Spring 2019
  - To date, utilized by 11 instructors with 19 classes covered

# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

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

#### Narrative:

- Continuing project: Alignment of general education offerings with program schedule
  - Maximize student options through coordinated offerings on the New Bern and Havelock campuses
  - Increase general education offerings through Career & College Promise (CCP)
  - Initiated inter-departmental scheduling meetings with Deans and Chairs



# Questions or Comments?



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

CravenCC.edu | 252-638-7200



# Strategic Plan 2017-22

Student-Centered Experience - Assessment: Second Quarter 2020





# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

### EXECUTE THE QUALITY ENHANCEMENT PLAN

#### Narrative:

- Fall 2019 Enrollment – 2,964
  - 2,177 of 2,964 returned Spring 2020
  - Retention rate – 73.4%
- QEP Fall 2019 Cohort – 193
  - 171 of 193 returned spring 2020
  - Retention rate - 88.8%

#### Trend Data:

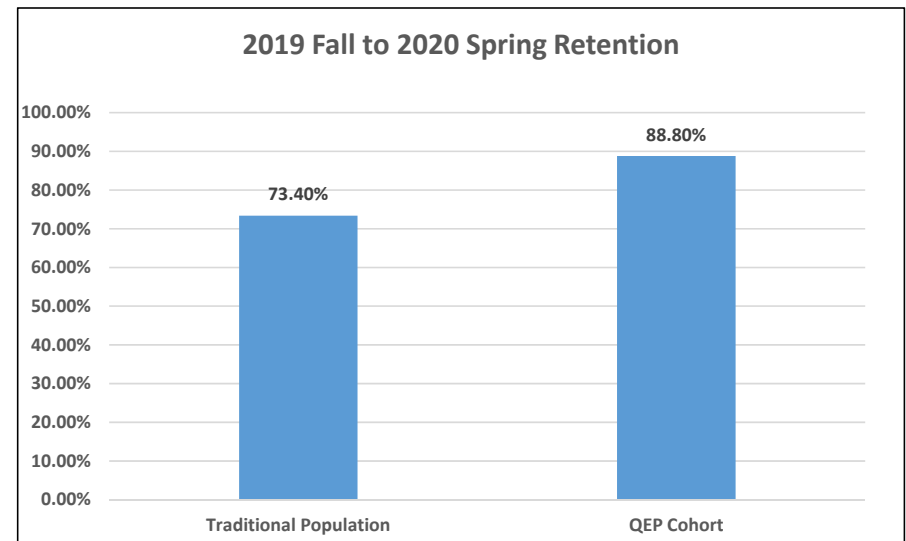


Figure 1: Fall to Spring Retention; Source: Dean, Student Services

# Strategic Plan 2017-22 Assessment

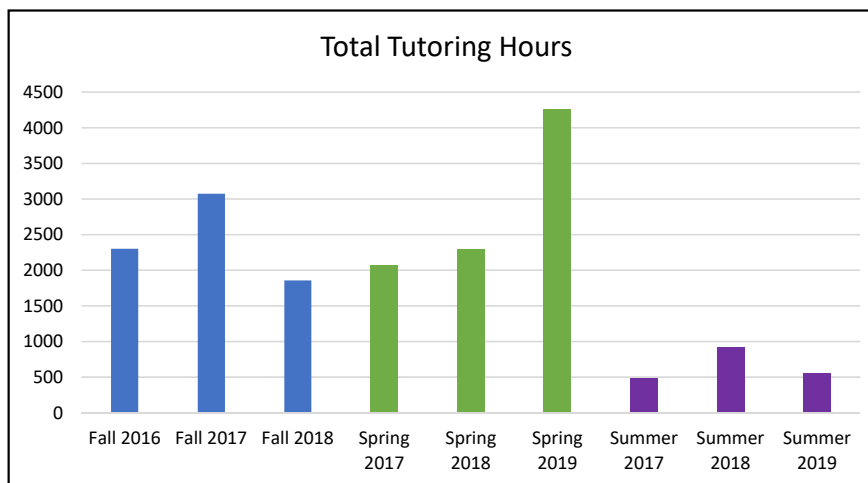
## *Student-Centered Experience*

### PROVIDE COMPREHENSIVE QUALITY ACADEMIC SUPPORT SERVICES

#### Narrative:

- Supplemental Instruction in all Co-requisite RISE courses
- Significant increase in tutoring hours over the past three years
  - Increased faculty and student awareness
  - Significant increase in the number of tutors

#### Trend Data:



2016-17=4850 hours  
2017-18=6250 hours  
2018-19=6683 hours

Spring 2018:  
ASC relocated  
to Kelso

Fall 2018:  
Hurricane  
Florence

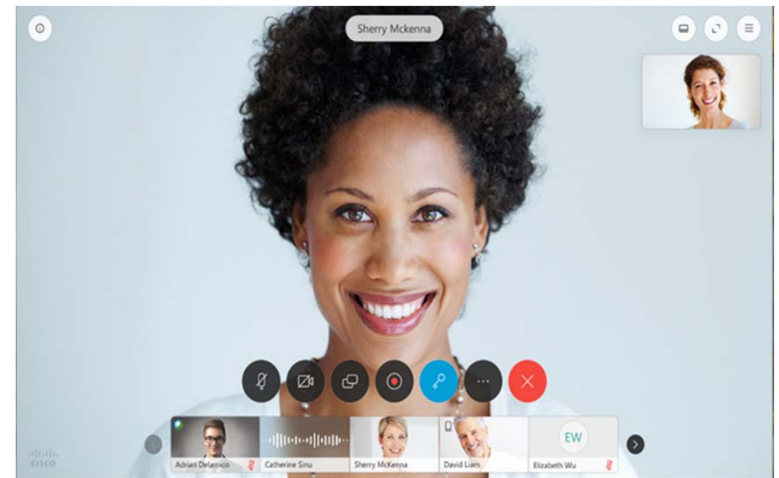
# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

### IMPLEMENT “FULL-SERVICE” SUPPORT FOR ONLINE STUDENTS

#### Narrative:

- Website Redesign in Process
  - Student Focused
  - Launch June 30, 2021
  - Vendor Proposal Review – in progress



# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

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### INTEGRATE CURRICULUM AND WORKFORCE DEVELOPMENT SUPPORT

#### Narrative:

- Workforce Development and Student Services offered tours at the Volt Center
- Student Services advisors are cross-trained on WFD programs and admission requirements
- Student Services recruiters and WFD staff jointly attend high school recruitment events

# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

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### OPTIMIZE SERVICES AVAILABLE TO STUDENTS

#### Narrative:

- Craven CC's Panther Food Pantry
  - Provides students, staff, and faculty immediate relief from food insecurity
  - \$2,000 International Paper grant to provide shelving and supplies for the pantry
- Campus Life office renovated and expanded
- Mental Health
  - Offered 13 mental health workshops 2019-2020



# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

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### OFFER PREDICTABLE AND STUDENT-CENTERED COURSE SCHEDULING

#### Narrative:

- Havelock and New Bern Deans collaborate on schedule to ensure most diverse options for students
  - Decrease in number of duplicate classes
  - Increased communication with area high schools on CCP scheduling
- Developed a student centered year-long schedule at the Volt – implement Fall 2020

# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

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### IMPROVE RESPONSIVENESS TO STUDENT QUERIES AND REQUESTS

#### Narrative:

- Centralized Help Desk – implemented Fall 2019; collaborative effort between Academic Support and IT
- Partnered with public and private high schools to develop a more intentional, systematic plan for school visits
  - New Bern campus, Havelock campus, and Volt Center
- Partnered with Craven CC Foundation on grants from Walmart
  - Awarded \$2,500 from Havelock Walmart for Havelock High School students
  - Awarded \$500 from New Bern Walmart for New Bern High School students
  - Both grants are awarded to purchase CCP textbooks

# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

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### DEVELOP ONLINE ENROLLMENT AND PAYMENT BACK-OFFICE PROCESSES FOR WORKFORCE DEVELOPMENT AND ADULT ENRICHMENT

#### Narrative:

- Transitioned AEP course registration to Instant Enrollment
  - Short-term solution
- NCCC WFD Business Solution - online course registration and payment
  - Long-Term Solution
  - Destiny Solutions, Inc. – program developer
  - August 2020 – Pilot program
  - Spring 2021 – Full implementation

# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

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### MAXIMIZE TECHNOLOGIES THAT ENHANCE STUDENT EXPERIENCES

#### Narrative:

#### **Student Services:**

- Implemented Mongoose – texting platform (Summer 2019)
- Implemented Virtual Advising via WebEx (Spring 2020)
- Use REGROUP to send reminder notifications to students
  - Class Registration
- Constant Contact
  - Email potential students with information
  - Campus life, programs, advising, counseling, and other amenities

#### **Instruction:**

- Virtual tutoring and Faculty meetings with students via WebEx (Spring 2020)
- Faculty Professional Development via WebEx (Spring 2020)

# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

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### REFINE REGISTRATION PROCESSES USING A STUDENT-FRIENDLY EXPERIENCE

#### Narrative:

- With RISE implementation, students are placed into Gateway courses and spend less time enrolled in developmental courses
- Advisors utilize Self-Service to approve student registration requests
- Students toured through program areas and provided opportunity to ask questions/explore options



# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

---

### ENHANCE STUDENT “FIRST CONTACT”

#### Narrative:

- Engage every student completing an admission application by telephone
- Revamped group tours
  - Include hands-on experiments and EMT sim lab
  - Participants receive goodie bag
- Revised International Student web page
- Hired College Recruiter
  - Dedicated to following-up on prospective students and interest cards
  - Collaborates with Marketing to develop materials to engage high school seniors
  - Integrated with admission team
  - Developed ongoing community partnerships: Interfaith Refugee Ministry, Reviving Life Ministries, Boys and Girls Club, and Young Professionals Group

# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

### STREAMLINE ADMISSION PROCESSES

#### Narrative:

- Pair each new student with admission specialist
- Marketing plans:
  - Target messages to high school seniors using Constant Contact
  - Developed “Getting Started” brochure for high school seniors (pictured to the right)
- Partnered with Craven County Schools to organize on-site visits for high school seniors to assist with Residency Determination, admission and financial aid applications



# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

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### USE ASSESSMENT TO INFORM CONTINUOUS IMPROVEMENT

#### Narrative:

- Student Opinion of Instruction
  - Administered in every curriculum class, every semester
  - WFD utilized Student Opinion of Instruction to make curriculum and schedule improvements to FRC East Apprenticeship program
- Services Review provides student input regarding campus resources and services on an annual basis

# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

### TRACK STUDENT PROGRESS VIA ROBUST ANALYTICS

#### Narrative:

- Student Services tracked applications received and students enrolled

#### Trend Data:

	New Applicants	New Applicants Enrolled	Yield	Total Enrollment	New Students % of Total
2015FA	2558	923	36.1%	2897	31.9%
2016FA	2593	875	33.7%	2820	31.0%
2017FA	2441	977	40.0%	2991	32.7%
2018FA	2187	909	41.6%	2852	31.9%
2019FA	2189	1020	46.6%	2888	35.3%

	New Applicants	New Applicants Enrolled	Yield	Total Enrollment	New Students % of Total
2016SP	1469	408	27.8%	2868	14.2%
2017SP	1324	358	27.0%	2763	13.0%
2018SP	918	333	36.3%	2797	11.9%
2019SP	961	305	31.7%	2652	11.5%
2020SP	1180	392	33%	2866	14%

Figures 1 and 2 Sources provided by Dean, Student Services and Institutional Effectiveness

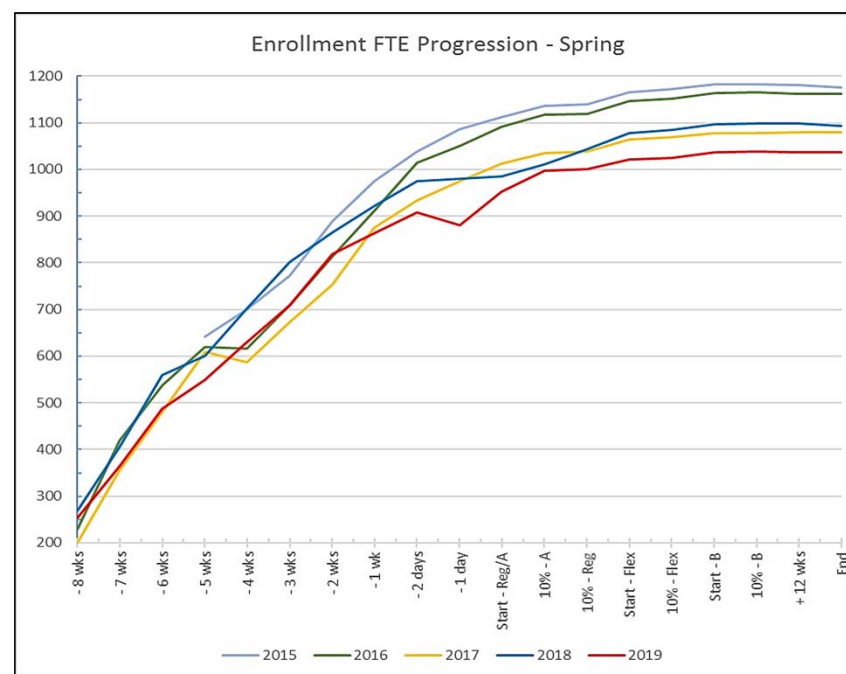
# Strategic Plan 2017-22 Assessment

## *Student-Centered Experience*

### IMPLEMENT THE “DATA DASHBOARD”

#### Narrative:

- Internal Dashboard
  - Curriculum and WFD Enrollment Trends
  - Campus Enrollment Trends
  - Snapshot of Program Enrollment
- NCCCS Dashboard
  - Demographics
  - Enrollment Trends
  - Persistence Rates
  - College Comparisons







## Strategic Plan 2017-22

### Student-Centered Experience

Assessment:  
Second Quarter 2020



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## **LIVE CLIENT PROJECTS**

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*Legal Authority: NCGS 115D-5; NCGS 115D-20; NCGS 115D-31.3; 1 H SBCCC 300.1*

*Approved: DRAFT (Review May via email; Approve June 10, 2020)*

*Previous Edition: April 19, 2011*

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### **LIVE CLIENT PROJECTS**

The College may provide live client projects in which enrolled students, as an integral part of their learning experiences, are able to undertake certain projects or provide services of value to a client end user. Live client projects shall comply with the State Board of Community Colleges policy 1H SBCCC 300.1 (the "State Policy"). In the event there is a conflict between this Policy 4.9 and the State Policy, the State Policy shall control.

Consistent with the State Policy, the College defines live client projects as:

- (1) Educational programs in which students, as part of their educational experiences and as part of the instructional course requirements, repair or remodel non-college owned personal property or real property; or
- (2) Educational programs that construct structures that are sold, produce goods that are sold; or provide services for a fee, such structures, goods or services being the normal and necessary product of learning activities of students.

The Board recognizes the importance of live client projects for student learning and community engagement. As an integral part of the student learning experience, the Board supports the use of live client projects as a method to enhance the educational experience and assure the mastering of practical skills. The utilization of live client projects shall be based on:

- Projects which are appropriate to the current subject material being taught.
- Projects which facilitate meeting current course objectives.
- Projects which can reasonably be accomplished given the time constraints of the current subject matter.

The College shall not engage in live client projects that:

- Repair or remodel property primarily used in for-profit activities or intended for subsequent resale.
- The College determines may unreasonably compete with local business activities.
- Provide wage or other direct/indirect compensation to College employees and students for the live client project.

The Board authorizes the President of the College to conduct live client projects as defined by (1) and (2) above and to develop and implement the appropriate procedures. These procedures shall include, at minimum:

- Specific objective criteria that will be used to select live client project clientele. Any benefits to the client shall be reasonable and secondary to the educational purpose of the live project. For example, the College's students may repair or remodel equipment for a business as long as the subject equipment is not resold by the client as part of the client's regular commercial activities. Methodology for determining client charges. For live projects covered by (1) above, the owner of the property shall supply or pay for all parts required. For live projects covered by (2) above, the College shall charge the client for the fair market value of the goods or services.
- Management of liability issues for student participation in off-campus projects.
- Assignment of liability for the integrity of the finished product or service.
- Required administrative approvals prior to beginning a live client project.
- Management of any live client project funds, receipts, or charges.
- Specific limits that ensure faculty and staff involved in live client projects do not inappropriately benefit from or realize a financial gain due to the live client project.

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

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

College Craven Community College

Project Name STEM Building NCCCS Project No. 2093

Campus Havelock County Craven

### I. TYPE OF PROJECT:

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> New Facility         | <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs        |
| <input type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC             | <input type="checkbox"/> Addition to Existing Facility |
| <input type="checkbox"/> Life Safety                     | <input type="checkbox"/> ADA Compliance   |  |

### II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1, If you checked "Amended Project" please clearly state in description below reason for project amendment.

Project involved new construction of a STEM classroom building of 16,360 sq ft and a parking lot expansion of 51 additional spaces. This project houses our engineering program (partnership with NC State University) and Early College East.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property ☒

Project to be constructed/renovated on leased property ☐

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

### CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years ☐

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds. ☒

**III. ESTIMATED COST OF PROJECT:**

**A. PRE-CONSTRUCTION COSTS**

1. Site Grading and Improvements (not in III B) \_\_\_\_\_

**Subtotal "A".....** \_\_\_\_\_

**B. CONSTRUCTION**

1. General Contract ..... \$4,538,247.21

2. Other Contracts ..... \$39,522.78

Subtotal Contracts..... \$4,577,769.99

3. Designer's Fees..... \$364,489.00

4. Contingency.....

5. Other Fees ..... \$9,710.93

Subtotal Fees ..... \$374,199.93

**Subtotal "B" .....** \$4,951,969.92

**C. OTHER COST**

1. Initial Equipment (not in III B) ..... \$423,243.92

2. Miscellaneous(specify) Adv. Planning & Survey of Property \$54,244.00

3. Worked Performed by Owner  
(material only, not staff salary) \_\_\_\_\_

**Subtotal "C".....** \$477,487.92

**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)** \$5,429,457.84

**IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**

**A. NON-STATE FUNDS**

1. County Appropriation..... \$50,000.00

2. Duly Authorized Bonds - County... \_\_\_\_\_

3. Donations..... \_\_\_\_\_

4. Federal Funds (USDA, EDA, ETC.) \_\_\_\_\_

5. Other (parking fees, vending, rental, bookstore,) Self-support funds \$514,998.92

**Subtotal "A".....** \$564,998.92

**B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) .....** \_\_\_\_\_

**C. STATE EQUIPMENT FUNDS (112 Report -Memo) .....** \$423,243.92

**D. STATE FUNDS (i.e. DOT, Golden Leaf; Not Allocated through the System Office).** \_\_\_\_\_

**E. STATE FUND ALLOCATION**

1. Budget Code 46620 \$4,441,215.00

2. Budget Code \_\_\_\_\_

3. Budget Code \_\_\_\_\_

**Subtotal "E" .....** \_\_\_\_\_

**TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E)** \$5,429,457.84

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



## V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$4,864,458.92 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** \_\_\_\_\_

- As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond Funds must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.



Chairman - Board of Trustees



Chief Administrative Officer/President



**VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS**

**County Manager/Financial Officer:**

Certification 1.

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

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

Certification 2.

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

=====

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

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

I, \_\_\_\_\_ duly licensed attorney of the State of  
North Carolina, do hereby certify that I have examined the public records of \_\_\_\_\_  
\_\_\_\_\_ County, North Carolina, from January 1, 1925, to this date  
concerning title to the property upon which the improvements set out in the foregoing  
application are proposed to be made, and I find from said examination that a fee simple title  
free from all claims or encumbrances, is vested in \_\_\_\_\_  
by deed recorded in (specify book and page) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

This, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_

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

Date:

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

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

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

College Craven Community College

Project Name Multiple Roof Repairs - Hurricane Damaged NCCCS Project No. 2467

Campus New Bern & Havelock County Craven

### I. TYPE OF PROJECT:

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> New Facility                    | <input checked="" type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs        |
| <input type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC                        | <input type="checkbox"/> Addition to Existing Facility |
| <input type="checkbox"/> Life Safety                     | <input type="checkbox"/> ADA Compliance              |  |

### II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1, **If you checked "Amended Project" please clearly state in description below reason for project amendment.**

The force of Hurricane Florence caused damage to several roofs on both campuses. The majority of buildings incurred minor damage. However, the roof for the Institute of Aeronautical Technology on our Havelock campus had approximately one third of the metal roof ripped off which required a temporary roof to be placed until the final roof replacement was completed.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property ☒

Project to be constructed/renovated on leased property ☐

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

### CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years ☐

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds. ☐

III. **ESTIMATED COST OF PROJECT:**

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B) \_\_\_\_\_

**Subtotal "A" .....** \_\_\_\_\_

B. CONSTRUCTION

1. General Contract ..... \$267,721.50

2. Other Contracts \_\_\_\_\_

**Subtotal Contracts.....** \$267,721.50

3. Designer's Fees..... \$35,000.00

4. Contingency..... \_\_\_\_\_

5. Other Fees ..... 33,291.24

**Subtotal Fees .....** \$68,291.24

**Subtotal "B" .....** \$336,012.74

C. OTHER COST

1. Initial Equipment (not in III B) .....

2. Miscellaneous(specify) \_\_\_\_\_

Worked Performed by Owner

3. (material only, not staff salary) \_\_\_\_\_

**Subtotal "C" .....** \_\_\_\_\_

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

\$336,012.74

IV. **SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**

A. NON-STATE FUNDS

1. County Appropriation..... \_\_\_\_\_

2. Duly Authorized Bonds - County... \_\_\_\_\_

3. Donations..... \_\_\_\_\_

4. Federal Funds (USDA, EDA, ETC.) FEMA -0-

5. Other (parking fees, vending, rental,  
bookstore,) Insurance recovery \$325,392.16

**Subtotal "A" .....** \$325,392.16

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

- C. STATE EQUIPMENT FUNDS (112 Report -Memo) .....

- D. STATE FUNDS (i.e. DOT, Golden Leaf; **Not Allocated through the System Office**).

E. STATE FUND ALLOCATION

1. Budget Code 41820 \$10,620.58

2. Budget Code \_\_\_\_\_

3. Budget Code \_\_\_\_\_

**Subtotal "E" .....** \$10,620.58

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

\$336,012.74

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



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

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$10,620.58 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** \_\_\_\_\_

- As part of this certification, the Board of Trustees certify that any **equipment** purchased with the **Connect NC Bond Funds** must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

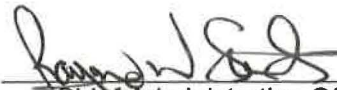
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.



Chairman - Board of Trustees



Chief Administrative Officer/President



**VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS**

**County Manager/Financial Officer:**

Certification 1.

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

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

Certification 2.

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

=====

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

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

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

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

by deed recorded in (specify book and page) \_\_\_\_\_

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

\_\_\_\_\_

This, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature

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

Date:

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

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

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

College Craven Community College

Project Name Water Intrusion Repairs - Hurricane Damaged NCCCS Project No. 2468

Campus New Bern & Havelock County Craven

### I. TYPE OF PROJECT:

- ☐ New Facility ☐ Roof Replacement ☐ Infrastructure Repairs  
☒ Renovation of Existing Facility ☐ HVAC ☐ Addition to Existing Facility  
☐ Life Safety ☐ ADA Compliance

### II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1, If you checked "Amended Project" please clearly state in description below reason for project amendment.

The force of Hurricane Florence caused damage to several roofs on both campuses. Because of the roof damages, the buildings suffered other damages from water intrusion. This included damaged ceiling tiles, sheetrock, and flooring.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property ☒

Project to be constructed/renovated on leased property ☐

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

### CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years ☐

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds. ☐

III. **ESTIMATED COST OF PROJECT:**

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B)

Subtotal "A" .....

B. CONSTRUCTION

1. General Contract .....

2. Other Contracts .....

Subtotal Contracts .....

3. Designer's Fees.....

4. Contingency.....

5. Other Fees ..... \$11,585.65

Subtotal Fees ..... \$11,585.65

Subtotal "B" ..... \$11,585.65

W

C. OTHER COST

1. Initial Equipment (not in III B) .....

2. Miscellaneous(specify) .....

Worked Performed by Owner

3. (material only, not staff salary) .....

Subtotal "C" .....

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

**\$11,585.65**

IV. **SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**

A. NON-STATE FUNDS

1. County Appropriation.....

2. Duly Authorized Bonds - County...

3. Donations.....

4. Federal Funds (USDA, EDA, ETC.) .....

5. Other (parking fees, vending, rental,  
bookstore,) Insurance recovery

\$11,585.65

Subtotal "A" ..... \$11,585.65

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

C. STATE EQUIPMENT FUNDS (112 Report -Memo) .....

D. STATE FUNDS (i.e. DOT, Golden Leaf; **Not Allocated through the System Office**). .....

E. STATE FUND ALLOCATION

1. Budget Code 41820

-0-

2. Budget Code

3. Budget Code

Subtotal "E" .....

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

**\$11,585.65**

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

## V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

Craven Community College

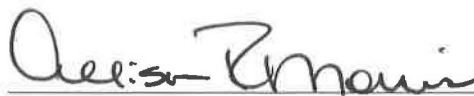
1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$-0-  
**State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** \_\_\_\_\_

- As part of this certification, the Board of Trustees certify that any **equipment** purchased with the **Connect NC Bond Funds** must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

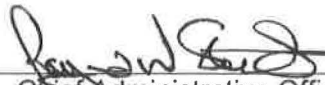
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.



Chairman - Board of Trustees



Chief Administrative Officer/President



**VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS**

**County Manager/Financial Officer:**

Certification 1.

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

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

Certification 2.

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

=====

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

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

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

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

by deed recorded in (specify book and page) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
This, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_  
Signature

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

Date:

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

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

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

College Craven Community College

Project Name Replace Chiller - Hurricane Damaged

NCCCS Project No. 2469

Campus Havelock

County Craven

### I. TYPE OF PROJECT:

☐ New Facility

☐ Roof Replacement

☐ Infrastructure Repairs

☐ Renovation of Existing Facility

☒ HVAC

☐ Addition to Existing Facility

☐ Life Safety

☐ ADA Compliance

### II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1, If you checked "Amended Project" please clearly state in description below reason for project amendment.

Due to the power fluctuations of Hurricane Florence, the chiller at the Library Building on our Havelock Campus sustained damages that required for it to be replaced. Our insurance with Cincinnati Insurance Company covered all of the \$49,980 expense except for our deductible of \$1,500.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property ☒

Project to be constructed/renovated on leased property ☐

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

### CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years ☐

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds. ☐

**III. ESTIMATED COST OF PROJECT:**

**A. PRE-CONSTRUCTION COSTS**

1. Site Grading and Improvements (not in III B) \_\_\_\_\_

**Subtotal "A" .....** \_\_\_\_\_

**B. CONSTRUCTION**

1. General Contract ..... \$49,980.00

2. Other Contracts \_\_\_\_\_

Subtotal Contracts ..... \$49,980.00

3. Designer's Fees..... \_\_\_\_\_

4. Contingency..... \_\_\_\_\_

5. Other Fees ..... \_\_\_\_\_

Subtotal Fees ..... \_\_\_\_\_

**Subtotal "B" .....** \$49,980.00

**C. OTHER COST**

1. Initial Equipment (not in III B) ..... \_\_\_\_\_

2. Miscellaneous(specify) \_\_\_\_\_

Worked Performed by Owner

3. (material only, not staff salary) \_\_\_\_\_

**Subtotal "C" .....** \_\_\_\_\_

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

\$49,980.00

**IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**

**A. NON-STATE FUNDS**

1. County Appropriation..... \_\_\_\_\_

2. Duly Authorized Bonds - County... \_\_\_\_\_

3. Donations..... \_\_\_\_\_

4. Federal Funds (USDA, EDA, ETC.) \_\_\_\_\_

5. Other (parking fees, vending, rental,  
bookstore,) Insurance recovery

\$48,480.00

**Subtotal "A" .....** \$48,480.00

- B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) .....** \_\_\_\_\_

- C. STATE EQUIPMENT FUNDS (112 Report -Memo) .....** \_\_\_\_\_

- D. STATE FUNDS (i.e. DOT, Golden Leaf; Not Allocated through the System Office).** \_\_\_\_\_

**E. STATE FUND ALLOCATION**

1. Budget Code 41820 ..... \$1,500.00

2. Budget Code ..... \_\_\_\_\_

3. Budget Code ..... \_\_\_\_\_

**Subtotal "E" .....** \$1,500.00

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

\$49,980.00

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



## V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$1,500.00 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** \_\_\_\_\_

- As part of this certification, the Board of Trustees certify that any equipment purchased with the **Connect NC Bond Funds** must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

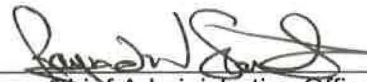
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.



Chairman - Board of Trustees



Chief Administrative Officer/President



**VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS**

**County Manager/Financial Officer:**

Certification 1.

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

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

Certification 2.

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

=====

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

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

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

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

by deed recorded in (specify book and page) \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

This, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_

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

Date:

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

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

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

College Craven Community College

Project Name Curbing Repair - Hurricane Damaged

NCCCS Project No. 2479

Campus New Bern

County Craven

### I. TYPE OF PROJECT:

- ☐ New Facility ☐ Roof Replacement ☒ Infrastructure Repairs  
☐ Renovation of Existing Facility ☐ HVAC ☐ Addition to Existing Facility  
☐ Life Safety ☐ ADA Compliance

### II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1, If you checked "Amended Project" please clearly state in description below reason for project amendment.

It was thought at the time of submission that due to trees that were uprooted during Hurricane Florence, the curbing at the edge of the parking lot for the Bender Building would need to be repaired or replaced. However, facilities staff were able to place the unbroken curbing back into place after the tree was removed.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property ☒

Project to be constructed/renovated on leased property ☐

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

### CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years ☐

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds. ☐



**III. ESTIMATED COST OF PROJECT:**

**A. PRE-CONSTRUCTION COSTS**

1. Site Grading and Improvements (not in III B) \_\_\_\_\_

**Subtotal "A" .....** \_\_\_\_\_

**B. CONSTRUCTION**

1. General Contract ..... \_\_\_\_\_

2. Other Contracts \_\_\_\_\_ -0-

**Subtotal Contracts .....** \_\_\_\_\_ -0-

3. Designer's Fees ..... \_\_\_\_\_

4. Contingency ..... \_\_\_\_\_

5. Other Fees ..... \_\_\_\_\_

**Subtotal Fees .....** \_\_\_\_\_

**Subtotal "B" .....** \_\_\_\_\_ -0-

**C. OTHER COST**

1. Initial Equipment (not in III B) ..... \_\_\_\_\_

2. Miscellaneous(specify) \_\_\_\_\_

Worked Performed by Owner

3. (material only, not staff salary) \_\_\_\_\_

**Subtotal "C" .....** \_\_\_\_\_

**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)** \_\_\_\_\_

-0-

**IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**

**A. NON-STATE FUNDS**

1. County Appropriation..... \_\_\_\_\_

2. Duly Authorized Bonds - County... \_\_\_\_\_

3. Donations..... \_\_\_\_\_

4. Federal Funds (USDA, EDA, ETC.) \_\_\_\_\_

5. Other (parking fees, vending, rental,  
bookstore,) \_\_\_\_\_

**Subtotal "A" .....** \_\_\_\_\_

- B. UNDETERMINED (DO NOT INCLUDE UNDETERMINED FUNDS ON THE 2-16 FORM) .....** \_\_\_\_\_

- C. STATE EQUIPMENT FUNDS (112 Report -Memo) .....** \_\_\_\_\_

- D. STATE FUNDS (i.e. DOT, Golden Leaf; Not Allocated through the System Office).** \_\_\_\_\_

**E. STATE FUND ALLOCATION**

1. Budget Code 41820 \_\_\_\_\_ -0-

2. Budget Code \_\_\_\_\_

3. Budget Code \_\_\_\_\_

**Subtotal "E" .....** \_\_\_\_\_ -0-

**TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E)** \_\_\_\_\_

-0-

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

## V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of -0-  
**State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** \_\_\_\_\_

- As part of this certification, the Board of Trustees certify that any equipment purchased with the **Connect NC Bond Funds** must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

  
Chairman - Board of Trustees

  
Chief Administrative Officer/President



VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

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

Certification 2.

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

Signature \_\_\_\_\_

Title \_\_\_\_\_

=====

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

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

I, \_\_\_\_\_ duly licensed attorney of the State of  
North Carolina, do hereby certify that I have examined the public records of \_\_\_\_\_  
\_\_\_\_\_ County, North Carolina, from January 1, 1925, to this date  
concerning title to the property upon which the improvements set out in the foregoing  
application are proposed to be made, and I find from said examination that a fee simple title  
free from all claims or encumbrances, is vested in \_\_\_\_\_

by deed recorded in (specify book and page) \_\_\_\_\_

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

\_\_\_\_\_  
This, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

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

Date:

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

FISCAL YEAR 2021 CONTINUING BUDGET RESOLUTION  
REQUEST FOR TRUSTEE APPROVAL

In accordance with G. S. 115D-57, BE IT RESOLVED, by the Board of Trustees of Craven Community College, that President Raymond W. Staats is authorized to pay salaries and other ordinary expenses of the College for the interval between the beginning of the 2020-2021 fiscal year (July 1, 2020) and the adoption of the budget resolution by the Board of Trustees.

Approved this 10<sup>th</sup> day of June, 2020.

  
\_\_\_\_\_  
Allison Morris, Board Chair

*Resolution*  
*of the*  
*Board of Trustees*  
*of*  
*Craven Community College*

*Whereas, the Board of Trustees, at its organizational meeting on April 23, 1968, retained David L. Ward, Jr. as College Attorney, and,*

*Whereas, the Board of Trustees, at its meeting on July 17, 1973, retained the law firm of Ward, Smith, Tucker, and Smith, with David L. Ward, Jr. continuing as lead representing counsel, and,*

*Whereas, David L. Ward, Jr. continuously served as College Attorney through his retirement from legal practice on December 31, 2019, and,*

*Whereas, as such, David L. Ward, Jr. is the last, and longest serving, among the College's "Founders," and,*

*Whereas, David L. Ward, Jr. has expressed his personal financial generosity to the College by establishing a scholarship endowment in 2011 for the perpetual benefit of the College's students, and,*

*Whereas, the law firm of Ward and Smith, P.A., under the leadership of David L. Ward, Jr., has, for ten consecutive years, sponsored the Craven Community College Foundation's annual Community Fabric Awards, the last seven as "Presenting Sponsor," and,*

*Whereas, David L. Ward, Jr. served on the selection and hiring committees for all five College Presidents to date, further serving as a highly trusted and valued legal, personal and community advisor to each of them, and,*

*Whereas, three of the College's first four buildings constructed have each been named in honor of the College's "Founders,"*

*Now therefore, the Board of Trustees of Craven Community College resolves, this 10th day of June, Two-Thousand Twenty, that "Building C," located on the New Bern Campus and previously referred to as the Student Center, shall henceforth be named*

*David L. Ward, Jr. Hall*

*In loving and lasting tribute to his devotion, loyalty, and service to the Trustees, Faculty, Staff, and Students of Craven Community College.*

*Be it further resolved that a copy of this resolution be entered permanently into the minutes of The Board of Trustees of Craven Community College.*

*Signed on this 10<sup>th</sup> day of June, Two-Thousand Twenty*

A handwritten signature in cursive script, appearing to read "Allison Morris".

*Allison Morris*

*Chair*

*Craven Community College Board of Trustees*



# Craven Community College

## Fee Chart

### 2020-2021 **REVISED**

BOT approved 3/31/20

Course/Area	Current Fee	Basis
<b>Business Office &amp; Student Services:</b>		
Student Activity Fee	\$ 35.00	Flat fee for curriculum students charged Fall and Spring semesters
Student Activity Fee - Summer	\$ 17.50	Flat fee for curriculum students charged for Summer semester
International Student Fee - (Students on F, Visas)	\$ 0.00	The \$100 fee to cover SEVIS management, international student advising and support for curriculum students during Fall & Spring semesters is now paid by student directly to SEVIS
Travel Insurance to Study Abroad	up to \$100.00	One time for study abroad participants
Transcript	\$ 10.00	
Campus Access, Parking & Security	\$ 15.00	Flat fee for curriculum students charged Fall, Spring and Summer semesters
Curriculum	\$ 0.00	Parking stickers are no longer issued
WFD 25+ hours	\$ 3.00 to \$0.00	Delete the \$3 fee as parking passes are no longer needed and administrative burden to some businesses needing WFD training
Computer Use & Technology	\$ 48.00	All curriculum students charged Fall, Spring and Summer semesters
Professional Liability Insurance	\$ 16.00	Required for curriculum nursing and allied classes as well as a variety of WFD classes (EMT, Phlebotomy, Health Care Technician, Dental Asst, Vet Asst, Animal Grooming, Personal Trainer, CNA I & II, Manicurist, Barbering)
Student Accident Insurance: Curriculum	\$ 1.25	Mandatory insurance per semester
Student Accident Insurance: WFD	\$ 0.60	Mandatory insurance per semester
Returned Check	\$ 20.00	Per check returned by Financial Institution
Placement Testing Fee	\$ 3.00	Fee to be charged for Re-testing
<b>Graduation Fees</b>		
Graduation Fee	\$ 15.00	All graduating students. Includes processing, certificates, postage and one diploma cover
Diploma Cover	\$ 15.00	Charged per each additional diploma cover
Cap, Gown and Tassel	\$ 30.00	Approximate and Non-Refundable
Associate Degree (hood)	\$ 30.00	Approximate and Non-Refundable
<b>Academic Support/Distance Learning:</b>		
<b>Library Fees:</b>		
Library Fines	\$ 0.10	Per day for overdue books
Library Fines	\$ 1.00	Per day for overdue videos
	\$ 0.10	Per page to print from computers for personal use (If it is for educational purposes this is not charged)
	\$ 0.10	Per page for photocopies
	\$ 1.00	Replacement library card
Placement Testing Fee for non-students	\$ 5.00	NC-DAP DRE DMA (Transferring to other community colleges)
Summer School Supply Fee	\$ 10.00	
MAT Exam	\$ 90.00	The Miller Analogies Test (MAT) exam will be offered to local residents seeking a Master's Degree; the fee covers the cost of the exam and administrative costs.
Test Proctoring Fee	\$ 25.00	To provide support for proctoring tests for students from other educational institutions unless associated with partnerships with the college
Distance Education Fee	\$ 25.00	Per course in all on-line and hybrid Curriculum courses
<b>Liberal Arts:</b>		
Music - MUS 161, 162, 261 262	\$ 320.00	Typically one student per course, specialized instruction
MAT - 110, 121, 143, 152, 263, 285	\$ 74.71	Course Material Fee/Access to Software
MAT - 171, 271	\$ 112.08	Course Material Fee - One time fee for MAT 171 allows 2 year(s) for students to access Pearson Software which includes electronic book to complete MAT 171, MAT 172; One time fee for MAT 271 allows 2 year(s) for students to access Pearson Software which includes electronic book to complete MAT 271, 272, 273
Science - BIO, CHM & PHY	\$ 30.00	Supply Fee (seated & hybrid classes only)
Science - AST 111, BIO 163, PHY 110	\$ 66.72	Course Material Fee
Science - BIO 168, BIO 169, PHY 251, PHY 252	\$ 73.39	Course Material Fee
Science - GEL 111	\$ 53.38	Course Material Fee
Science - BIO 111	\$ 128.09	Course Material Fee - One time fee for BIO 111 allows 2 year(s) for students to access Pearson Software which includes electronic book to complete BIO 111, 112
ART - 121, 122, 131, 132, 171, 231, 232, 240, 241, 261, 262, 264, 265, 266, 267, 271, 275, 281, 282, 283, 284, 285, 286, 288	\$ 35.00	Supply Fee
ART 135	\$ 40.00	Supply Fee

# Craven Community College

## Fee Chart

### 2020-2021 **REVISED**

Course/Area	Current Fee	Basis
<b>Health Programs:</b>		
Admission Test (TEAS) for: Nursing, Physical Therapist Assistant	\$ 75.00	Entrance Test Fee (Good for 12 months)
Admission Test (TEAS) for: Medical Assisting	\$ 75.00	Entrance Test Fee (Good for 12 months)
Associate Deg. Nursing (A.D.N.) 4 Semester Plan- beginning with Fall cohort.	\$ 440.00	Nursing fee tied to each semester of the ADN program for supplemental instruction/assessment/testing/e-texts for nursing students and subject to change annually by ATI. Students pay the same fee per semester for 4 semesters of study.
Physical Therapist Assistant - PTA 270	\$ 90.00	Course Material Fee
Physical Therapist Assistant - PTA 110	\$ 15.00	Course Material Fee
Physical Therapist Assistant - PTA 150	\$ 60.00	Course Material Fee
Practical Nursing (PN)	\$ 500.00	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	\$ 440.00	Supplemental instruction to be offered for transition students
Nursing Badge Replacement	\$ 60.00	
<b>Career Programs:</b>		
<b>Automotive Lab Fees</b> - ATT 140; AUT 114A, 116A, 141A, 151A, 163A, 181A, 221A, 231A, 141,116, 151, 163, 181, 183, 213, 221, 231, 281; TRN 110, 120, 140, 140A	\$ 45.00	Supply Fee
<b>Basic Law Enforcement Lab Fees</b>	\$ 65.00	BLET class includes: CJC 100, Supply Fee
<b>Business Program Lab Fees</b> - CTI 289, CTS 240, NET 125,126,225, 226; NOS 110, 130, 230, NOS 231, NOS 232	\$ 10.00	Supply Fee
Cosmetology Lab Fee - COS 112, 114, 116, 118, 119, 120, 125, & 126	\$ 10.00	Supply Fee
Cosmetology Lab Fee - COS 112A, 112B, 114A, 114B, 116A, 116B, 118A, & 118B	\$ 5.00	Supply Fee
<b>Industrial Program Lab Fees:</b>		
Composite Manufacturing core classes - MEC 188, 189, 212, 215	\$ 275.00	Supply Fee
Composite Manufacturing core classes - MEC 130	\$ 35.00	Supply Fee
Composite Manufacturing core classes - MEC 145	\$ 150.00	Supply Fee
Composite Manufacturing core classes - MEC 187	\$ 225.00	Supply Fee
Mechanical Engineering Tech, Electronic/ Electrical & Machining classes - BPR 111, 121, DDF 211, 212, 213, 214; DFT 111, 151, 152, 153; ELC 113, 117, 131, 135, 138, 139; ELN 131, 132, 133, 231, 232, 234, 260	\$ 35.00	Supply Fee
Machining/Manufacturing classes - MAC 111, 112, 113, 122, 124, 126, 241, 242, 243, 244, 245,246, 222, 224, 234, 233; MEC 111; HYD 110	\$ 85.00	Supply Fee
Machining/Manufacturing classes - MAC 117	\$ 150.00	Supply Fee
Machining/Manufacturing classes - MNT 110, 111, 165; ISC 132; SST 110	\$ 35.00	Supply Fee
Machining/Manufacturing classes - MAC 111A, 111B, 112A, 112B, 113A, 113B,241A, 241B, 242A, 242B, 243A, 243B, 244A, 244B, 245A, 245B, 246A, & 246B	\$ 45.00	Supply Fee
<b>Welding Technology Program</b>		
Welding classes - WLD 110, 112, 115, 116, 121, 122, 131, 132, 141, 221, 231, 261	\$ 40.00	Supply Fee
Welding classes - WLD 115A, 115B, 116A, 116B, 121A & 121B	\$ 25.00	Supply Fee

# Craven Community College

## Fee Chart

### 2020-2021 **REVISED**

Course/Area	Current Fee	B
Welding classes - WLD 151, 251	\$ 85.00	Supply Fee
Welding Certification to CU Credit	\$ 25.00	AWS Certified Welder Program > SMAW Plate (would get credit for WLD 115; GMAW Plate would get credit for WLD 122; FCAW Plate would get credit for WLD 121; GTAW Plate would get credit for WLD 131; SMAW Pipe would get credit for WLD 215; GTAW Pipe (Carbon Steel) would get credit for WLD 231
<b>Havelock:</b>		
American Hotel and Lodging Assc Hospitality	\$ 74.40	Covers book and exam
Avionics Course	\$ 81.40	Student Materials
Aviation Sheet Metal Fabrication - ASMF-7138	\$ 74.40	Supply Fee
Aviation Lab Fees	\$ 126.00	AVI 110, 120, 130, 230, 240, 250, 260 (includes 3 kits & lab consumables)
Aviation Mgmt & Career Pilot - AER 110	\$ 3,722.00	Airline/Commercial/Professional Pilot and Flight Crew; interpret aeronautical charts and apply navigational principles
Aviation Mgmt & Career Pilot - AER 151	\$ 7,050.00	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical exam for the private pilot certificate
Aviation Mgmt & Career Pilot - AER 161	\$ 13,100.00	Airline/Commercial/Professional Pilot and Flight Crew; plan and execute an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam
Aviation Mgmt & Career Pilot - AER 171	\$ 14,580.00	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate
Aviation Mgmt & Career Pilot - AER 281	\$ 6,501.00	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in right seat operation and CFI maneuvers as specified in the FAA Practical Test Standards
Aviation Mgmt & Career Pilot - AER 285	\$ 12,875.00	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical examination for a multi-engine rating
FAA Preparatory Exam	\$ 319.40	Supply fees for FAA General/Powerplant- AMPP 7191 and FAA General/Airframe - AMAF7193
<b>Workforce Development Fees:</b>		
American Heart Assoc. Certificate Card	\$ 17.50	BLS for Health Care Providers, Advanced Cardiac Life Support Initial and Recertification, Pediatric Advanced Life Support Initial and Recertification, & HeartSaver (First Aid CPR, AED, Adult, PEDS, Infants, Adults).
BLS for Health Care Provider	\$ 5.00	New Registration; Includes American Heart Association Card
BLS Family & Friends CPR (book with card)	\$ 2.00	New Registration; Includes American Heart Association Card
BLS HeartSaver/First Aid/CPR/AED Course Card	\$ 17.50	New Registration; Includes American Heart Association Card
BLS HeartSaver CPR AED Completion Card	\$ 17.50	New Registration; Includes American Heart Association Card
Pediatric HeartSaver CPR/First Aid AED	\$ 17.50	New Registration; Includes American Heart Association Card
BLS HeartSaver First Aid ONLY Card	\$ 17.50	New Registration; Includes American Heart Association Card
Auto-Detailing Certification Prep	\$ 19.40	Supply fee to cover the cost of consumables and other course materials
CDL Class A	\$ 1,819.40	Supply fee for the Commercial Driving License Class A license course
CDL Class B	\$ 819.40	Supply fee for the Commercial Driving License Class B license course
CRC Certificate Exam Fee	\$ 42.00	Reading for Information, Locating Information, and Applied Mathematics
CRC Certificate Replacement Fee	\$ 5.00	Supply fee
DDI Courses	\$ 50.00	Student Materials
EKG Technician	\$ 10.00	Supply fee
EKG Technician Refresher	\$ 10.00	Supply fee
Emergency Medical Responder Initial Testing	\$ 22.00	Fee to cover EMS electronic testing software
EMT Initial (Supply, Ins, Shirt, Testing)	\$ 99.60	Fee for consumables used in program (IVS, gloves, needles, etc.) & to cover EMS electronic testing software. Insurance \$16.60 Supply Fee \$10; Shirt \$25; EMS Testing \$48.
AEMT (Ins, Supply Fee, Shirt, Testing)	\$ 126.60	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables & to cover EMS electronic testing software. Insurance \$16.60; Supply Fee \$20; Shirt \$25; EMS Testing \$65.
Paramedic	\$ 166.60	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables, EMS electronic testing software and cost of cards (PALS and ACLS); Insurance \$16.60; Supply Fee \$20; PALS Card \$5; ACLS Card \$5; Shirt \$25; EMS Testing \$95.
Pediatric Advanced Life Support (PALS)	\$ 5.00	
Pre-Hospital Trauma Life Support (PHTLS)	\$ 0.00	No longer a requirement
Advanced Medical Life Support (AMLS)	\$ 0.00	No longer a requirement
Advanced Cardio Life Support (ACLS)	\$ 5.00	
Environmental Safety Diploma Certification 1	\$ 30.00	OSHA Cards and registered mail
Environmental Safety Diploma Certification 2	\$ 30.00	Supply fee for Soil Sampling, Water Quality Analysis, and Site Survey

# Craven Community College

## Fee Chart

### 2020-2021 **REVISED**

Course/Area	Current Fee	Basis
Fire College Fee	\$ 30.00	T-Shirts & Meals
Forestry/Heavy Equipment Operations	\$ 24.40	Supply fee to cover OSHA Card and CPR Card
Home Beer Brewing Class	\$ 49.40	Supply fee to cover consumables
HRDQ Personal Style Inventory	\$ 20.00	For use in Advanced Manufacturing Tools for Veterans
EPA Refrigerant Certification	\$ 30.00	Supply Fee for ESCO book and on-line exam
Leadership	\$ 40.00	Myers Briggs Type Indicator - Scoring & "Introduction to Type"
Medication Aide	\$ 5.00	Supply Fee
National Assoc. of Emer Medical Technician	\$ 15.00	Pre-Hospital Trauma Life Support & Advanced Medical Life Support
NCCER Construction 1	\$ 74.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 2	\$ 74.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 3	\$ 74.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 4	\$ 74.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Welding Levels 1, 2, & 3	\$ 194.40	Supply Fee per level
NCCER Welding Level 4	\$ 379.40	Supply Fee
Nurse Aid One	\$ 15.00	Supply Fee
Nurse Aid Two	\$ 15.00	Supply Fee
Central Sterile Technician	\$ 50.00	Supply Fee
OBD class (On Board Diagnostic)	\$ 7.50	Supply Fee
30 Hr OSHA Construction card	\$ 15.00	OSHA Cards and certified mail
30 Hr OSHA General Industry card	\$ 15.00	OSHA Cards and certified mail
10 Hr OSHA Construction card	\$ 15.00	OSHA Cards and certified mail
10 Hr OSHA General Industry card	\$ 15.00	OSHA Cards and certified mail
Pharmacy Technician	\$ 10.00	Supply Fee
Phlebotomy	\$ 50.00	Supply Fee
Small Engine Repair	\$ 10.00	Supply Fee
Veterinary Assistant	\$ 5.00	Supply Fee
WFD Green Belt	\$ 15.00	To be used for assessments, certificates and frames
Sordill Consulting Courses	\$ 15.00	Cost per topic-some courses cover more than one topic/Various
Communication	\$ 15.00	Personal Profile (DiSC)- Paper
	\$ 22.00	Personal Profile (DiSC) - Online
Time Management	\$ 15.00	Time Mastery Profile - Paper
	\$ 22.00	Time Mastery Profile - Online
<b>Workkeys Assessment Tests:</b>		
Applied Mathematics	\$ 14.00	Cost of the exam
Applied Technology	\$ 14.00	Cost of the exam
Graphic Literacy (Was Locating Information)	\$ 14.00	Cost of the exam
Workplace Documents (Was Reading for Info)	\$ 14.00	Cost of the exam
Observation	\$ 0.00	Exam no longer offered
Team Work	\$ 0.00	Exam no longer offered
Business Writing	\$ 23.00	Cost of the exam
Listening and Understanding	\$ 0.00	Exam no longer offered
Listening Only	\$ 0.00	Exam no longer offered
Writing Only	\$ 0.00	Exam no longer offered
Performance Test	\$ 0.00	Exam no longer offered
Workplace Observation	\$ 22.00	Cost of the exam

## NORTH CAROLINA

### CRAVEN COUNTY

### LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease"), dated June 9, 2020, for convenience of reference, is made by and between the CITY OF NEW BERN, ("Lessor"), a North Carolina municipal corporation, and THE TRUSTEES OF CRAVEN COMMUNITY COLLEGE ("Lessee"), collectively referred to as the "Parties."

#### WITNESSETH:

THAT WHEREAS, the Lessor owns the real property located at 106 and 114-120 Rhem Street in the City of New Bern, said parcels being identified by Craven County Tax Parcel Numbers 8-010-014, 8-010-013, 8-010-012, 8-010-011, and 8-010-011-A ("Subject Property"); and

WHEREAS, the Lessor has agreed that the Lessee may lease the Subject Property more specifically described herein as the "Premises" for use as a Diesel Mechanic and Heavy Equipment Operator workforce training center, subject to the terms and conditions established herein; and

WHEREAS, the Lessor has determined that the Premises will not be needed by the Lessor for the term of the Lease; and

WHEREAS, the Parties have agreed upon the terms of a Lease and wish to reduce their agreement to writing.

NOW, THEREFORE, the Lessor does hereby let and lease unto said Lessee, and said Lessee does hereby accept as tenant of said Lessor, the Premises, for the term and upon the conditions hereinafter set forth:

1. **INCORPORATION OF RECITALS.** The foregoing WHEREAS paragraphs are incorporated herein as part of the terms and conditions of this Lease.

2. **THE PREMISES.** In consideration of the obligation of Lessee to pay rent as herein provided and in consideration of the other terms, covenants, and conditions hereof, Lessor hereby demises and leases to Lessee, and Lessee hereby leases from Lessor, those certain premises containing a commercial structure of approximately 6,000 square feet, along with such real property as more specifically described and illustrated on Exhibit A attached hereto and incorporated herein by reference, located at 106 and 114-120 Rhem Street in the City of New Bern (the "Premises").



3. **CONDITION OF PREMISES AND TENANT UPFIT.** Lessor agrees that it will deliver the Premises to Lessee upfit and remodeled consistent with details specified on Exhibit B attached hereto and incorporated herein by reference, on or before November 1, 2020 (the "Scheduled Completion Date"). If Lessor should for any reason be unable to deliver the Premises to Lessee by the Scheduled Completion Date, Lessor shall continue to complete such work and shall deliver possession to the Lessee promptly upon completion, but Lessor shall not be liable for any damages to Lessee. The date on which Lessor delivers the Premises to Lessee with a final Certificate of Occupancy, whether before or after the Scheduled Completion Date, shall be the "Completion Date". Lessor warrants that, upon completion of Lessor's Work, the Premises shall be in compliance with all federal, state and local environmental laws, ordinances, rules and regulations (including but not limited to the American with Disabilities Act and the Occupational Safety and Health Act of 1970). In the event of a dispute between Lessor and Lessee with respect to Lessor's Work, and Lessor and Lessee cannot resolve the dispute, then the dispute shall be resolved by arbitration conducted in accordance with the North Carolina Uniform Arbitration Act.

4. **TERM.** The term of this Lease shall commence on a date within thirty (30) days of the Completion Date (the "Commencement Date"), shall continue for the balance of the month in which the Commencement Date occurs and for a period of ten (10) years thereafter, unless sooner terminated or extended in accordance with the terms hereof. Lessor and Lessee agree that they will, promptly following the Commencement Date, execute and deliver a letter agreement acknowledging that Lessee has accepted possession and that this Lease is operative, and reciting the Commencement Date and the date of expiration of the Lease Term. The Parties, by written instrument, may agree to an extension of the lease term prior to the termination of this Lease.

Notwithstanding the foregoing, Lessee may terminate this Lease at any time after the second anniversary of the Commencement Date upon ninety (90) days' advance written notice to Lessor.

5. **RENT.** As rent for the said Premises, the Lessee agrees to maintain the Premises, as set forth herein, and to pay Lessor a one-time sum of ONE HUNDRED SEVENTY-FIVE THOUSAND DOLLARS (\$175,000.00), such payment to be made contemporaneously with the execution of this Lease, plus subsequent annual payments of ONE DOLLAR (\$1.00) to be made

on or before each anniversary date of this Lease; provided that Lessee shall have the option of paying rent for the entire Term at any time in lieu of paying rent annually.

6. **PERMITTED USES.** Lessee agrees to utilize the Premises as a workforce training center, and in conduct of college educational programs, consistent with North Carolina Community College System Policies, Craven Community College Board of Trustees Policies, and College Procedures, and for no other purposes without Lessor's prior written consent.

7. **PROHIBITED USES.** Lessee shall not cause or permit any waste to occur in the Premises and shall not overload the floor, or any mechanical, electrical, plumbing or utility systems serving the Premises. Lessee shall keep the Premises, and every part thereof, in a clean and wholesome condition, free from any objectionable activities or nuisances. Lessee agrees not to permit any Hazardous Material (as defined hereinafter) to be installed, brought, kept, used, stored or discharged upon the Premises in violation of any State, Federal or local environmental laws regulating Lessee's use and occupancy of the Premises. Lessee shall indemnify Lessor for any losses, damages, liability, claim, or expenses (including reasonable attorneys' fees) resulting from a breach of the aforesaid agreement or resulting from the exercise of Lessee's rights to store or use any Hazardous Material in accordance with the provisions of this paragraph. For purposes hereof, the term "Hazardous Material" shall include, without limitation, any substances defined as "hazardous wastes," "hazardous substances," "hazardous materials," or "toxic substances" by the Resource Conservation and Recovery Act of 1976, as amended from time to time, or the regulations promulgated thereunder, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended from time to time, or the regulations promulgated thereunder, the Toxic Substances Control Act, as amended from time to time, or the regulations promulgated thereunder, or any other federal, state or local statute, law, ordinance, code, rule, regulation, order, decree or other requirement or any governmental authority having jurisdiction over the Premises which regulates or imposes liability or standards of conduct concerning any hazardous, toxic, or dangerous waste, substance or material, as now or at any time hereafter in effect. Without limiting the generality of the foregoing, the term "Hazardous Material" shall include dry cleaning solvents and petroleum products outside sealed containers. Notwithstanding the above, Lessee shall not be responsible for any claim, demand, cost, damage, injury, loss, liability or change based on or arising out of the presence of any Hazardous



Materials or conditions on or about the Premises which existed prior to Lessee's occupancy or which was not expressly caused by Lessee, its agents, employees or representatives.

8. **UTILITIES.** All applications and connections for utility services required by Lessee in conjunction with Lessee's use and occupancy of the Premises shall be made in the name of Lessee only, and Lessee shall be solely responsible for obtaining such services and for the payment of all charges for such services as they become due. Such utility services include, but are not limited to, sewer, water, gas, electricity, and telephone services.

9. **REPAIR AND MAINTENANCE.** Lessor shall keep the foundation, exterior walls (except plate glass and exterior doors), HVAC systems, roof, gutters, downspouts, and foundation walls of the Premises, and all interior and exterior water, sewer, electrical and gas systems serving the Premises in good repair, except that Lessor shall not be required to make any repairs occasioned by the act or neglect of Lessee or its employees or agents. For purposes of this Section 9, Lessor's obligation to maintain all interior water, sewer, electrical and gas systems serving the Premises in good repair shall be limited to such portions of the water, sewer, electrical and gas systems located within the walls, floors and ceilings of the commercial structure located on the Premises. In the event that the Premises become in need of repairs required to be made by Lessor hereunder, Lessee shall give prompt written notice to Lessor; and Lessor shall not in any way be responsible for failure to make any such repairs until thirty (30) days shall have passed after its receipt of such written notice (provided, however, that in the event the repair cannot, with reasonable diligence, be completed within such thirty (30) day period, Lessor shall have a reasonable time thereafter to complete such repair so long as Lessor promptly commences and diligently pursues such repair to completion). Should the Premises require an emergency repair, Lessor shall contact the City Manager or Public Works Director by telephone, and Lessor shall take immediate action to address such emergency repair unless Lessee is advised by the City Manager or Public Works Director that Lessor is unable to take immediate action in which case Lessee may take all reasonable steps to resolve such emergency repair at Lessor's expense. Lessor shall maintain the grounds, driveways, and parking areas on the Subject Property and any other property over which Lessee has access rights in good condition and repair, and maintain adequate lighting in such areas, all consistent with Lessor's maintenance standards for its public facilities. Lessor's obligations include the removal of snow

and ice from walkways, driveways, and parking lots in the area surrounding the Premises consistent with Lessor's practices for its public parking areas.

Except for the foregoing Lessor responsibilities, Lessee shall perform all other repairs and maintenance necessary to maintain the Premises, including, but not limited to, needed repairs and replacements to all exterior and interior items unless such items are the responsibility of Lessor as set forth above. Lessee shall perform all preventative maintenance and repairs to the Premises, including without limitation all repairs and replacements to all interior items, to the ceiling, to the lighting system, to all doors and door opening mechanisms, and to all water, sewer, and electrical facilities located within the Premises, unless such items are the responsibility of Lessor as set forth above. Lessee shall promptly replace any cracked or broken plate glass or window glass used in any interior and exterior windows and doors in the Premises.

**10. CARE OF PREMISES BY LESSEE.** Lessee shall keep the inside and outside of all glass in the doors and windows of the Premises clean; shall keep clean all exterior surfaces of the Premises which are not Lessor's responsibility; shall not place or maintain any structures or other articles on the sidewalk or street adjacent to the Premises or elsewhere on the exterior thereof without Lessor's written consent; shall maintain the Premises at its own expense in a clean, orderly and sanitary condition and free of insects, rodents, vermin and other pests; shall not permit undue accumulations of garbage, trash, rubbish and other refuse, and shall keep such refuse in proper containers on the exterior of the Premises in the areas designated therefor by Lessor; and shall maintain temperatures within the Premises sufficient (and open taps to reduce pressure as needed) to prevent the freezing and bursting of water and sewer pipes serving the Premises. All repairs and replacements shall be of quality and class at least equal to the quality and class of the Premises at the time of entry by Lessee.

**11. ALTERATIONS AND IMPROVEMENTS.** Lessee may only make changes, alterations or improvements to the Premises with the prior written consent of Lessor, which consent shall not be unreasonably withheld, conditioned or delayed. If approved by Lessor, such work shall be done in accordance with the requirements of local ordinances and public authorities having jurisdiction thereof. Lessee shall make no such change, alteration or improvement which substantially affects the structural integrity of the Premises or substantially decreases the value of the Premises. All changes, alterations or improvements to the Premises shall remain for the benefit of Lessor unless otherwise provided in a writing signed by Lessor.



**12. CASUALTY AND LIABILITY INSURANCE.** Lessee, at its sole cost and expense, shall maintain for the benefit of Lessor and Lessee, general liability insurance protecting Lessor and Lessee against any claim or claims for damage arising by reason of injury, death or damage occasioned in, upon or adjacent to the Premises, and products liability, such insurance to protect Lessor and Lessee jointly and severally to the combined limit of One Million and No/100 Dollars (\$1,000,000.00) for injury to or death of any one (1) or more persons by the same accident or for damage to property of other persons. Each policy effecting such coverage shall designate Lessor, Lessor's mortgagee, if any, as additional insureds as their respective interests may appear, and shall contain a clause that the insurer will not cancel or materially modify the insurance coverage without first giving Lessor a minimum of thirty (30) days' advance written notice. Further, each such policy shall be carried with a reputable insurance company authorized to do business in North Carolina and reasonably approved by Lessor, and a certificate of insurance shall be provided to Lessor. In the event Lessee at any time shall fail to maintain such insurance or shall fail to pay any and all premiums therefor, Lessor shall have the right and option to effect such insurance and pay any and all premiums therefor; and, in the event of any such payment, Lessee, on the rental date next succeeding the date on which Lessee receives notice of such payment having been made, shall pay to Lessor a sum equal to the amount which was so paid for such insurance premiums, it being expressly understood that Lessor shall have no obligation whatsoever hereunder to effect such insurance or to make such premium payments to cure the default of Lessee.

Lessor shall keep all improvements upon the property of which the Premises are a part insured to the extent of not less than One Hundred percent (100%) of the replacement cost thereof in such amount as may be agreed upon by Lessor and Lessee prior to the commencement of each lease year against loss or damage by fire, with extended coverage. Each such policy shall be carried with a reputable insurance company authorized to do business in North Carolina. Lessee shall reimburse Lessor for the reasonable cost of such insurance within thirty (30) days after receipt of notice from Lessor with supporting information as to the amount due.

**13. DAMAGE OR DESTRUCTION.** In the event the Premises shall be totally or partially damaged or destroyed by fire, flood, act of God or other casualty, the duties, rights and obligations of Lessor and Lessee shall be as follows:

- (a) If the Premises shall be damaged or destroyed so as to render the Premises untenable, Lessor or Lessee may, at either party's election, terminate this Lease by



written notice to the other party not more than thirty (30) days after the occurrence of such damage or destruction. Untenantable shall mean that the improvements upon property of which the Premises are a part shall be damaged or destroyed by fire, the elements, or other casualty to the extent of one-half (1/2) of the replacement cost thereof as determined by the final adjustment of the insurance claim related thereto.

(b) If the Premises are not rendered untenantable by such damage or destruction, this Lease shall remain in full force and effect and Lessor shall promptly commence the required repair or restoration using such insurance proceeds as are available and prosecute the work of repair to completion with reasonable speed and diligence. Lessee shall during any period of repair and restoration continue to operate on the Premises to the extent reasonably practical.

14. **DEFAULT.** If Lessor or Lessee shall fail to perform or comply with any of the agreements or covenants of this Lease and if such nonperformance shall continue for a period of ten (10) days after receipt of notice thereof, or, if such performance cannot be reasonably had within the ten (10) day period, such party shall not in good faith have commenced performance within the ten (10) day period and shall not diligently proceed to the completion of such performance, such event shall constitute a default under this Lease.

15. **REMEDIES.** Upon the occurrence of any default, each party shall have all of the rights and remedies that are available under the laws of the State of North Carolina, including, but not limited to the termination of this Lease.

16. **SIGNAGE.** Lessor shall implement a program for common signage for the Subject Property, which shall include reasonable space on the sign face(s) to identify Lessee's operations, the design of which shall be similar to Lessee's other signage at its existing facilities. Lessee may not install any additional signage without Lessor's consent. Lessor shall be responsible for the cost of the common signage program. Once the common signage is installed on the Premises, Lessee shall be responsible for the cost of any replacement signage necessitated by Lessee.

17. **ASSIGNMENT OR SUBLETTING.** Lessee shall not assign this Lease nor sublet any part of the Premises without written consent of the Lessor.

18. **QUIET POSSESSION.** Lessor agrees that Lessee shall, upon paying the rent and performing the covenants of this Lease, quietly have, hold and enjoy the Premises during the term of this Lease. Lessor acknowledges that Lessee's operations on the Premises may extend beyond customary "business hours" and that Lessee and its invitees will need access to the Premises "around the clock"; therefore, Lessee's access to and use of the Premises shall not be

limited by Lessor. Further, Lessor acknowledges that Lessee's use of the Premises as a workforce development center by its nature may involve noises and odors emanating from the Premises from equipment and machinery, and that such use shall not constitute a nuisance to Lessor or other tenants of the Subject Property. Lessor will disclose in leases with other tenants of the Subject Property the nature of Lessee's use of the Premises and include a provision in the leases that such tenants waive any right to object to Lessee's operations on the Premises.

**19. SURRENDER OF POSSESSION.** Upon expiration of the term of this Lease, Lessee shall surrender the Premises to Lessor in as good condition as the same are at the beginning of the lease term, reasonable wear and tear and casualty excepted.

**20. FIXTURES.** Lessee shall have the right to install in the Premises such fixtures or equipment deemed necessary by Lessee for the conduct of Lessee's operations. So long as Lessee is not in default of the terms of this Lease, all fixtures and equipment installed by Lessee shall remain the property of Lessee and Lessee shall have the right to remove such equipment at any time up to and including the expiration date of this Lease or sooner termination of this Lease for any reason; provided, however, Lessee shall give Lessor ten (10) days' written notice prior to removal of a fixture that has been affixed to the foundation or structural systems of the Premises if the removal would damage in any way the Premises. Lessee shall be responsible for the cost of repairing any damage to the Premises which is caused by such removal. Any fixtures installed by Lessee shall automatically become the property of the Lessor, with Lessee remaining liable for any indebtedness thereon, if such fixtures are not removed by Lessee within a reasonable time after the expiration date of this Lease or sooner termination of this Lease for any reason.

**21. NOTICES.** All notices required to be given with respect to any matter pertaining to this Lease shall be sent by certified mail, return receipt requested, or other nationally recognized overnight courier and shall be deemed delivered upon receipt or refusal if addressed to Lessee or to Lessor at the following addresses:

Lessor

City of New Bern  
Attn: Director of Public Works  
P.O. Box 1129  
New Bern, NC 28560

Lessee

Craven Community College  
Attn: President  
800 College Court  
New Bern, NC 28562



Either Lessor or Lessee may change the address to which notices are to be sent to them by giving written notice of such change of address to the other party as herein provided.

**22. INDEMNIFICATION/LIMITATION OF LIABILITY.** To the extent allowed by law, and as limited by the laws of North Carolina, including the North Carolina Tort Claims Act, the Defense of State Employees Act, and the Excess Liability Policy administered through the North Carolina Department of Insurance, subject to the availability of appropriations and in proportion to and to the extent that such liability for injury or damages is caused by or results from the negligent acts or omissions of Lessee, its officers, agents, contractors, or employees, Lessee shall indemnify Lessor and save it harmless from and against any and all liability for injury or damage to person or property arising from or out of any occurrence in, upon, or at the Premises, or the occupancy or use by Lessee of the Premises, unless the same is caused by the negligence or willful misconduct of Lessor. To the extent allowed by law, and as limited by all state and federal laws, subject to the availability of appropriations and in proportion to and to the extent that such liability for injury or damages is caused by or results from the negligent acts or omissions of Lessor, its agents, contractors, or employees, Lessor shall indemnify Lessee and save it harmless from and against any and all liability for injury or damage to person or property arising from or out of any occurrence in, upon, or at the Subject Property, unless the same is caused by the negligence or willful misconduct of Lessee.

**23. MEMORANDUM OF LEASE.** This Lease shall not be recorded, but Lessor and Lessee, at either's request, shall execute a memorandum of lease for recording purposes which shall contain only the information required by Section 47-118 of the North Carolina General Statutes.

**24. ENTIRE AGREEMENT.** This Lease contains the entire agreement between the Parties with respect to the Premises, and cannot be changed or terminated except by written instrument subsequently executed by the parties hereto.

**25. BINDING EFFECT.** All the terms and conditions of this Lease shall be binding upon and shall apply and inure to the benefit of the parties hereto.

**26. CONSTRUCTION OF LEASE.** In construing and interpreting this lease, the following rules shall apply:

(a) This lease shall be construed with equal weight for the rights of both parties, the terms hereof having been determined by fair negotiations with due consideration for the rights and requirements of both parties.

(b) Pronouns used in this lease importing any specific gender shall be interpreted to refer to corporations, partnerships, men and women, as the identity of the parties hereto, or the parties herein referred to, may require.

(c) Pronouns, verbs and/or other words used in this lease importing the singular number shall be interpreted as plural, and plural words as singular, as the identity of the parties hereto, or the parties or objects herein referred to, may require.

(d) Paragraph headings appearing in this lease are for purposes of easy reference and shall be considered a part of this lease and shall in no way modify, amend, or affect the provisions thereof.

**27. GOVERNING LAW.** This Lease shall be construed and interpreted in accordance with the laws of the State of North Carolina.

**28. COMPLIANCE WITH NONDISCRIMINATION LAWS.** Lessee agrees to comply with all applicable federal, state, and local laws prohibiting discrimination.

IN TESTIMONY WHEREOF, the City has caused this instrument to be executed as its act and deed by the Mayor, and its corporate seal to be hereunto affixed, and attested by its City Clerk, all by the authority of its Board of Aldermen; and the Chair of the Board of Trustees of Craven Community College has executed or caused this document to be duly executed, all as of the day and year first above written.

LESSOR:

**CITY OF NEW BERN**

By:   
DANA E. OUTLAW, MAYOR

ATTEST:

  
BRENDA E. BLANCO, CITY CLERK

(CORPORATE SEAL)



LESSEE:

**THE TRUSTEES OF CRAVEN COMMUNITY  
COLLEGE**

By:   
CHAIR

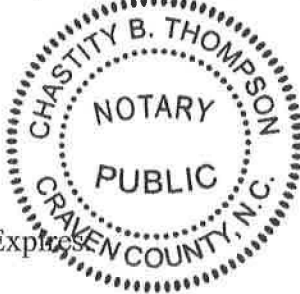
[SEAL]



NORTH CAROLINA  
CRAVEN COUNTY

I, Chastity B. Thompson, a notary public in and for said county and state, do hereby certify that on the 9<sup>th</sup> day of June 2020, before me personally appeared DANA E. OUTLAW with whom I am personally acquainted, who, being by me duly sworn, says that he is the Mayor and that BRENDA E. BLANCO is the City Clerk of the City of New Bern, the municipal corporation described in and which executed the foregoing instrument; that he knows the common seal of said municipal corporation; that the seal affixed to the foregoing instrument is said common seal; that the name of the municipal corporation was subscribed thereto by the said Mayor; that the said common seal was affixed, all by order of the Board of Aldermen of said municipal corporation; and that the said instrument is the act and deed of said municipal corporation.

WITNESS my hand and notarial seal, this the 9<sup>th</sup> day of June 2020.



Chastity B. Thompson  
Notary Public

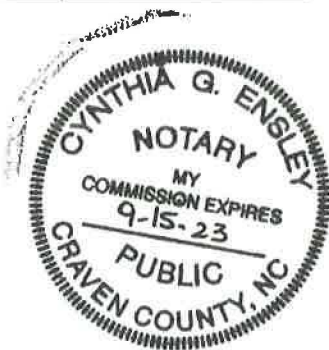
My Commission Expires

12/15/2024

NORTH CAROLINA  
CRAVEN COUNTY

I certify that the following person personally appeared before me this day, acknowledging to me that he signed the foregoing document for the purpose(s) stated therein, in the capacity indicated therein: Allison R. Morris

Date: 6/10/2020






Cynthia G. Ensley  
Signature of Notary Public

Cynthia G. Ensley  
Notary's printed or typed name

My commission expires: 9/15/2023

# Proposed Diesel Repair Training Facility



-  Driveway
-  Proposed Leased Parcels
-  Other Parcels

RHEM ST

120 RHEM ST

118 RHEM ST

116 RHEM ST

114 RHEM ST

112

106 RHEM ST

110

100

107

105

KINGDOM WAY

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community





Date: November 8, 2019 / **Updated May 28, 2020**

To: Amanda Ohlensehlen, Economic and Community Development Manager

From: Matt Montanye, Director of Public Works

Ref: Improvements to the Old City Garage

I have looked into the improvements that we discussed at the Old City Garage and wanted to provide you with a preliminary budget number of \$175,000. This figure is based on rough estimates from local contractor as well as City staff. Below is an itemized list of the cost for the improvements which we are proposing the City will manage.

Parking / Road Improvements:	\$ 48,000.00
HVAC Improvements:	\$ 15,000.00
Electrical Improvements:	\$ 5,000.00
Paint/Repair Building Exterior:	\$ 12,000.00
Interior Garage Improvement :	\$ 70,000.00
Interior Office/Classroom Improvements:	\$ 15,000.00
Contingencies:	\$ 10,000.00
<b>TOTAL</b>	<b>\$175,000.00</b>

Parking Lot / Road Improvements:

This will include milling and resurfacing the road and parking areas as well as removing the concrete around the gas pumps and replacing with fill material and sod. We will also replace some existing curbing and propose to install a sidewalk from the parking area to the front door.

HVAC Improvements:

Purchase and install (2) five-ton units and replace existing duct work.

Electrical Improvements:

Minor electrical repairs related to repairing or replacing existing electrical features that are currently not working properly.

Paint/Repair Building Exterior:

This will include cleaning the exterior of the building, repair any leaks that exist, remove and replace approximately 1,500 fasteners and paint the exterior of the building, doors, door frames, trim, downspouts and any wall mounted fixtures.

Interior Improvements:

This will include cleaning and repainting the garage floor with industrial grade paint and clear coat as well as cleaning, painting and replacing the existing walls of the garage and installing new insulation to the top half of the garage area. We will also work with the college to gut the existing office and parts room in preparation of improvements being made to this area by the college.

Misc. Items:

It should also be noted that the City will also be responsible for removing the fuel tanks, pumps and the canopy as part of the close out of this facility.

Timeline:

As discussed, we are proposing that as soon as an agreement is in place the City will begin the work that will be performed by independent contractors. Any work being performed by City Staff will begin on or before July 1, 2020 and it is anticipated that all work will be completed prior to November 1, 2020.

If you have any questions or need more detailed information regarding this project, please feel free to give me a call at 252-639-7500 or on my cell phone at 252-646-3984.



**Beth A. Wood, CPA**  
State Auditor

STATE OF NORTH CAROLINA  
**Office of the State Auditor**

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

May 5, 2020

Allison Morris, Board of Trustees, Chair  
Craven Community College  
415 Streets Ferry Rd.  
Vanceboro, NC 28586

Dear Ms. Morris:

We have completed our financial statement audit at Craven Community College for the year ended June 30, 2019, and have issued our report thereon dated April 2, 2020. Professional standards require that we advise you of the following matters relating to our audit.

**Auditor's Responsibility**

As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. We made reference to the reports of another auditor as a basis, in part, for our opinion on the basic financial statements. During the course of the audit we performed certain procedures to ensure that the other auditors were independent and professionally competent, which included obtaining certain confirmations directly from the other auditors. We also reviewed the other auditor's reports to ensure that they contained all required information and that the audits were conducted in accordance with generally accepted auditing standards. We did not assume responsibility for, and thus were not required to be involved in the work of the component auditor. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Craven Community College solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.



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

Our consideration of internal control was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. However, material weaknesses may exist that have not been identified.

### **Compliance with Independence Requirements**

We have complied with all relevant independence requirements.

### **Qualitative Aspects of the Entity's Significant Accounting Practices**

#### *Significant Accounting Policies*

Management, along with the Office of the State Controller, has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Craven Community College is included in the notes to the financial statements. There have been no new accounting policies adopted or changes in the application of existing policies during the year ended June 30, 2019, that significantly impact the comparability of the financial statements with those of the prior year.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### **Significant Difficulties Encountered During the Audit**

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. There were no uncorrected financial statement misstatements.

In addition, professional standards require us to accumulate all material corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. No such disagreement arose during the course of the audit.

### **Representations Requested from Management**

We have requested certain representations from management that are included in the attached management representation letter dated April 2, 2020.

### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. To our knowledge, there were no such consultations with other accountants.

### **Other Matters**

This information is intended solely for the use of Craven Community College Board of Trustees, and management of Craven Community College and is not intended to be and should not be used by anyone other than those specified parties. If you have any questions about these matters, please contact Katina Bell at (919) 807-7591.

Sincerely,

BETH A. WOOD, CPA  
STATE AUDITOR



Katina B. Bell, CPA  
Financial Audit Director

BAW/KBB:ae

cc: Dr Raymond W. Staats, President  
Jim Millard, Vice President of Administration  
Cindy Patterson, Executive Director, Financial Services & Purchasing

Attachment

## ATTACHMENT



FINANCIAL SERVICES  
[www.cravencc.edu](http://www.cravencc.edu)

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

Havelock-Cherry Point Campus  
305 Cunningham Blvd  
Havelock, NC 28532  
Tele: (252) 444-6005  
Fax: (252) 444-1918

April 2, 2020

The Honorable Beth A. Wood, State Auditor  
Office of the State Auditor  
2 South Salisbury Street  
20601 Mail Service Center  
Raleigh, North Carolina 27699-0600

Dear Auditor Wood:

We are providing this letter in connection with your audit of the basic financial statements of Craven Community College as of June 30, 2019, and for the year then ended for the purpose of expressing an opinion as to whether the basic financial statements present fairly, in all material respects, the financial position of Craven Community College and the results of its operations and, where applicable, cash flows in conformity with accounting principles generally accepted in the United States of America. We confirm that we are responsible for the fair presentation of Craven Community College's basic financial statements in conformity with the aforementioned accounting principles.

Along with the Office of the State Controller, we are responsible for adopting sound accounting policies, establishing and maintaining internal control, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in the light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of the date of this letter, the following representations made to you during your audit:

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement, for the preparation and fair presentation of the basic financial statements of Craven Community College in conformity with accounting principles generally accepted in the United States of America.
2. We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of

basic financial statements that are free from material misstatements, whether due to fraud or error.

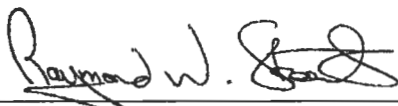
3. We have provided you with:
  - a. Access to all information, of which we are aware that is relevant to the preparation and fair presentation of the basic financial statements, such as records, documentation, and other matters.
  - b. Additional information that you have requested from us for purposes of the audit, including minutes of meetings of Craven Community College Board of Trustees, or summaries of actions of recent meetings for which minutes have not yet been prepared.
  - c. Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
4. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices, nor are we aware of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects we should have considered when preparing the basic financial statements.
5. All transactions have been properly recorded in the accounting records underlying the basic financial statements and supplementary information.
6. We are in agreement with the adjusting journal entries and related notes and cash flow statement changes you have recommended, and they have been posted.
7. We have disclosed to you any risks that we have identified that the basic financial statements may be materially misstated as a result of fraud.
8. We acknowledge our responsibility for the design, implementation, and maintenance of programs and internal controls to prevent and detect fraud.
9. We have no knowledge of any fraud or suspected fraud affecting the entity involving:
  - a. Management.
  - b. Employees who have significant roles in internal control.
  - c. Others where the fraud could have a material effect on the basic financial statements.
10. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity's basic financial statements received in communications from employees, former employees, analysts, governmental agencies, regulators, or others.
11. We have no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
12. The following have been properly recorded or disclosed in the basic financial statements:

- a. Related party relationships and transactions, including revenues, expenditures / expenses, loans, transfers, leasing arrangements, guarantees, and amounts receivable from or payable to related parties.
  - b. Guarantees, whether written or oral, under which Craven Community College is contingently liable.
  - c. All accounting estimates that could be material to the basic financial statements. We believe the estimates and the key factors and assumptions underlying those estimates, including those measured at fair value, are reasonable in the circumstances.
- 13. We are responsible for compliance with all laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations, and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of basic financial statement amounts.
- 14. There are no:
  - a. Violations or possible violations of laws, regulations, or provisions of contracts or grant agreements whose effects should be considered for disclosure in the basic financial statements or as a basis for recording a loss contingency, including applicable budget laws and regulations.
  - b. Items of which we are aware involving pending or threatened litigation, claims, or assessments or unasserted claims or assessments whose effects we should have considered when preparing the basic financial statements, or that are required to be disclosed in the basic financial statements in accordance with accounting principles generally accepted in the United States of America, and we have not consulted legal counsel concerning litigation, claims, or assessments.
  - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by accounting principles generally accepted in the United States of America.
- 15. We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- 16. Craven Community College or State of North Carolina has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 17. To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the date of the basic financial statements and through the date of this letter that would require adjustment to or disclosure in the aforementioned basic financial statements or in the supplementary information.
- 18. With respect to the basic financial statements



- a. All component units, joint ventures, and/or related organizations are properly reported/disclosed.
  - b. All funds and activities are properly classified.
  - c. All funds that meet the GASB criteria for major funds are properly reported as major funds.
  - d. Equity accounts are properly classified.
  - e. Investments are properly valued.
  - f. Provisions for uncollectible receivables have been properly identified and recorded.
  - g. Expenses have been appropriately classified and allocated.
  - h. Revenues are appropriately classified.
  - i. Interfund, internal, and intra-equity activity and balances have been appropriately classified and reported.
  - j. Special and extraordinary items are appropriately classified and reported.
  - k. Capital assets are properly capitalized, reported, and if applicable, depreciated.
19. With respect to information required by the Governmental Accounting Standards Board (GASB) to be presented with the basic financial statements (required supplementary information or RSI, including Management's Discussion and Analysis):
- a. We acknowledge our responsibility for the RSI.
  - b. RSI is presented and measured according to authoritative guidelines on a basis consistent with that of the prior year.
  - c. RSI is consistent with the basic financial statements.
  - d. We have disclosed any significant assumptions or interpretations underlying the measurement or presentation of the RSI.
  - e. Management's discussion and analysis (MD&A) is based on facts, decisions, or conditions currently known to management and does not contain forecasts or other prospective information.

To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the date of the basic financial statements and through the date of this letter that would require adjustment to or disclosure in the aforementioned basic financial statements as pertains to the Craven Community College Foundation, Inc. and Public Radio East and Affiliate, Craven Community College's components.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Vice President for Administration



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Peter Hans, President*

March 5, 2020

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

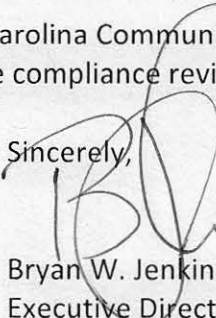
Dear Dr. Staats:

Enclosed is the final report of findings for the compliance review conducted FY 2019-20 at Craven Community College pursuant to North Carolina General Statute 115D-5(m). There were no findings for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the 2018-2019 reporting period.

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

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

Sincerely,

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

c: Allison Morris, Chairman, Craven CC Board of Trustees  
Beth Wood, North Carolina State Auditor  
Tammie S. Hill, Compliance Examiner

## **North Carolina Community College System**

### **Compliance Review Final Report for Craven Community College**

**Review Conducted: FY 2019-20**

**Records Reviewed: Summer Semester 2018 – Spring Semester 2019**

### **METHODOLOGY**

A compliance review was conducted at Craven Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure the data used to allocate State funds among the community colleges were reported accurately for the 2018-2019 reporting period. The review was conducted on a selected sample of the data relevant to this period.

The major components of the compliance review conducted during FY 2019-20 are outlined in SBCCC Numbered Memo CC19-052 FY 2019-20 Compliance Services Review Procedures. The scope of the compliance review includes, but is not limited to, the major components noted in CC19-052. Based on the various reviews conducted as outlined in CC19-052, additional information may be requested for clarification or to provide a clearly defined way to ensure compliance with North Carolina General Statute § 115D-5 and Title 1 of the State Board of Community Colleges Code.

### **FINDINGS SUMMARY**

Based on the site review, no findings were identified.

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

The cooperation of the president and staff during the course of the compliance review is appreciated.

Submitted: Tammie S. Hill, Compliance Examiner

Dates of Compliance Review: January 27 - February 10, 2020



## NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

*Peter Hans, President*

March 5, 2020

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

Dear Dr. Staats:

SUBJECT: Coaching Opportunities Related to Risk Factors Identified During the  
FY 2019-20 Compliance Review (2018-19 Reporting Period)

During the FY 2019-20 Compliance Review conducted at Craven Community College, the recommendations discussed below related to class hours reported for budget FTE were identified and discussed with college staff as possible risk factors. These factors are noted in a coaching letter to provide the college information to proactively address areas which pose a potential risk for a finding in future compliance reviews.

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

### Curriculum

#### Recommendation CU 1.1 – Work-Based Learning (WBL)

College staff should review internal procedures to ensure WBL class hours are accurately reported for budget FTE on the Institution's Class Report (ICR) and ensure staff involved in verifying and reporting class hours are familiar with the references listed below to minimize errors when reporting class hours for budget FTE. College staff should ensure class hours reported for budget FTE for WBL classes offered do not exceed a maximum of 320 class hours per student per semester and accurate WBL workbooks, including time/wage worksheets, are maintained for each student enrolled in a WBL class. The following risk factors were identified for Work-Based Learning class hours reported for budget FTE. A total of 800 hours was over reported with these issues.

- WBL 111 X04 was offered Fall Semester 2018, and class hours were reported for budget FTE for one enrolled student when there was no WBL workbook showing participation in the class. (-160 hours)



- WBL 113 X01 was offered Spring Semester 2019, and 480 class hours were reported for budget FTE for one student enrolled, which exceeded the maximum 320 hours allowed per student per semester. (-160 hours)
- WBL 113 X04 was offered Spring Semester 2019, and 480 class hours were reported for budget FTE for each of the three students enrolled, which exceeded the maximum 320 hours allowed per student per semester. (-480 hours)

#### References

1D SBCCC 300.10 Work-Based Learning  
1D SBCCC 400.1 Curriculum Definitions  
1D SBCCC 400.10 Curriculum Program of Study  
1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum Classes

#### Recommendation CU 1.2 – Basic Law Enforcement Training (BLET)

College staff should make certain internal controls are in place to verify the correct number of students are enrolled in membership at the census date for classes with hours reported for budget FTE per the reference listed. In a review of Basic Law Enforcement Training (BLET) course offerings, the following areas were noted which pose a higher level of risk when reporting BLET class hours for budget FTE.

- During the review of the CJC 100 calendars for all classes held in both Fall Semester 2018 and Spring Semester 2019, it was noted the files contained calendars with the intended schedules. Final calendars noting any changes in the schedule were not included in the files. Therefore, it could not be clearly determined if all class hours originally scheduled were held.
- The census dates for all CJC 100 classes reviewed in both Fall Semester 2018 and Spring Semester 2019, were miscalculated. When setting up the class in the Colleague System, an inaccurate census date was calculated and printed on the attendance record because the actual meeting times and dates of the class were not entered into the system. In order to mitigate the risk of future findings, the census date for BLET classes should be manually calculated based on the final class calendar.
- Due to the miscalculation of the census date for CJC 100 NE1 offered Spring Semester 2019, one student was counted for budget FTE when the student withdrew from the class prior to the actual census date. Documentation within the file was inconsistent. The termination date noted on the student's Criminal Justice Standards Division Student Course Completion Record was different from the last date of attendance noted on sign in/out sheets and from the official withdrawal date noted in Colleague. The student's termination date and the last date of attendance were prior to the census date calculated based on actual class hours. Therefore, the student should not have been counted. (-640 hours)



References

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

Continuing Education

Recommendation CE 1.1 – Scheduling Clinical Hours

College staff should review internal procedures and workflows to ensure staff involved in verifying and reporting class hours are familiar with the references listed below to ensure class hours are reported for budget FTE in compliance with State Board of Community Colleges Code. It was difficult to determine if the correct number of clinical hours were scheduled for two phlebotomy courses offered Spring Semester 2019 (MLA 3022 3 53209 and MLA 3022 4 53211). The courses were reported for a total of 145 hours each which included 40 clinical hours. The documentation provided for review verified the enrolled students participated in the clinicals but did not clearly verify each student had been scheduled for the 40 clinical hours reported. Documentation should clearly show the dates, times, and locations where each student is scheduled to complete the 40 clinical hours. Time logs showing the hours completed by each student should also be in the course files.

Reference

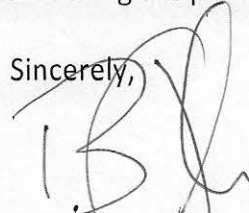
1D 300.9 Clinical Practice (Continuing Education)

1G SBCCC 200.94 Reporting of Student Hours in Membership for Continuing Education Classes

Dr. Raymond Staats, President  
Craven Community College, FY 2019-20 Coaching Letter  
Page 4

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

Sincerely,

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

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

- c: Wesley Beddard, Associate Vice President, Programs  
Kim Gold, Senior Vice President - Chief Academic Officer  
Frank Scuiletti, Senior Program Administrator  
Margaret Roberton, Associate Vice President, Continuing Education  
Tammie S. Hill, Compliance Examiner



# North Carolina

## Total Retirement Plans



*Dale R. Folwell, CPA*  
STATE TREASURER OF NORTH CAROLINA  
DALE R. FOLWELL, CPA

RECEIVED

FEB 20 2020

2/14/2020

BY: \_\_\_\_\_

32505 - CRAVEN COMMUNITY COLLEGE  
ATTN: CHIEF FINANCIAL OFFICER OR BUDGET ADMINISTRATOR  
800 COLLEGE CT  
NEW BERN, NC 28562

Dear 32505 - CRAVEN COMMUNITY COLLEGE:

During the 2014 General Assembly session, contribution-based benefit cap legislation was enacted effective January 1, 2015. This legislation was created to control the practice of "pension spiking," in which a member's compensation substantially increases, resulting in a monthly retirement benefit that is significantly greater than the member and employer contributions would fund. The Contribution-Based Benefit Cap (CBBC) approach was created to protect each system for current and future retirees and to prevent all employers in the Retirement Systems from absorbing the additional liabilities caused by compensation decisions made by other employers. This legislation applies to members who retire on and after January 1, 2015, with an average final compensation of \$100,000 or higher (adjusted annually for inflation), and will directly impact only a small number of those individuals. It requires the member's last employer to pay the additional contribution required to fund the member's benefit in excess of the cap. [G.S. 135-5(a3); 135-4(jj); 128-27(a3); and 128-26(y)]

In order to assist employing agencies with planning and budgeting to comply with the CBBC provisions, we are required to report monthly to each employer a list of those members for whom the employer made a contribution to the Retirement System in the preceding month that are most likely to require an additional employer contribution should they elect to retire in the following 12 months. This letter and the attached report serve as our required monthly notification to your agency under this provision. [G.S. 135-8(f)(2)(f) and G.S. 128-30(g)(2)(b)]

The chief financial officer of your agency is required to provide a copy of the attached report to the chief executive of your agency, as well as to the governing body, including any board which exercises financial oversight. Additionally, the chief financial officer of a public school system is required to provide a copy of the report to the local board of education and notify the board of county commissioners of the county in which the local administrative unit is located that the report was received and how many employees were listed in the report. [G.S. 115C-436(c); 135-8(j); and 128-30(j)]

For the purpose of determining the employees of your agency that are likely to require an additional employer contribution should they elect to retire in the following 12 months, the Retirement System modified the criteria used in the CBBC calculation. This allows for a broad list of potential employees, including those whose compensation average may approach the threshold and attempts to provide your agency with prior notification of a potential cost. The attached report



lists employees of your agency who may be eligible to retire in the next 13 months (at either a reduced or unreduced benefit), whose salary is \$95,000 or greater, and whose estimated monthly retirement benefit exceeds the CBBC based on information in the employee's most recent annual benefits statement. In addition, a lower CBBC Factor (i.e., TSERS is 4.2 and LGERS is 4.4) is applied.

This list is not exhaustive, and members included on this list may or may not exceed the CBBC upon retirement, depending on a number of factors such as the member's average final compensation, the member's age at retirement, and membership service. This is merely a notification of a potential cost that your agency may be required to pay, in the form of a lump-sum payment, due after the member retires.

For those employees hired on or after January 1, 2015, the employer is not required to pay the additional contribution to fund the member's benefit in excess of the Contribution-Based Benefit Cap. The employer has the option to pay all or part of the contribution required in excess of the CBBC; the employee also has the option to pay all or part of the contribution. However, should neither of you choose to pay this additional contribution, the employee's retirement benefit will be capped.

You can calculate the likelihood of whether the retirement benefit of a member listed on the attached report will exceed the CBBC with information available on our website at <https://www.myncretirement.com/employers/employer-training/pension-spiking>.

If you have any questions or need assistance in calculating the likelihood of a potential CBBC liability, please contact us at the address or telephone number listed below.

Sincerely,

Retirement Systems Division  
N.C. Department of State Treasurer

623\_PENSPK



# North Carolina Total Retirement Plans

## North Carolina Department of State Treasurer Retirement Systems Division

3200 Atlantic Ave, Raleigh, NC 27604  
1-877-NCSECURE (1-877-627-3287) toll-free • Fax (919) 855-5800  
[www.myncretirement.com](http://www.myncretirement.com)

*Dale R. Folwell, CPA*  
STATE TREASURER OF NORTH CAROLINA  
DALE R. FOLWELL, CPA



### CONTRIBUTION-BASED BENEFIT CAP REPORT

	Agency	Member ID	Name
Members Hired Before Jan 1, 2015	32505-CRAVEN COMMUNITY COLLEGE	400206	GALLMAN, KATHLEEN

\* PLEASE FORWARD TO YOUR CHIEF FINANCIAL OFFICER OR BUDGET ADMINISTRATOR



**CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
2020-2021 MEETING SCHEDULE**

<u>DATE OF MEETING</u>	<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
<b>JULY 2020</b>		No meeting in July	
<b>AUGUST 2020</b>			
Tuesday, August 18	5:30 pm - 7:30 pm	Aug BOT Meeting (refreshments)	Ward Boardroom
<b>SEPTEMBER 2020</b>			
Tuesday, September 15	5:30 pm - 7:30 pm	Sep BOT Meeting (refrehments)	Ward Boardroom
<b>OCTOBER 2020</b>			
Tuesday, October 20	5:00 pm - 5:45 pm	Oct BOT Dinner w/Students	Naumann Community Room
Tuesday, October 20	6:00 pm - 8:00 pm	Oct BOT Meeting	Ward Boardroom
<b>NOVEMBER 2020</b>		No meeting in November	
<b>DECEMBER 2020</b>			
Tuesday, December 8	5:30 pm - 7:30 pm	Dec BOT Meeting (refreshments)	Ward Boardroom
<b>JANUARY 2021</b>		No meeting in January	
<b>FEBRUARY 2021</b>			
Tuesday, February 16	5:30 pm - 7:30 pm	Feb BOT Meeting (refreshments)	Ward Boardroom
<b>MARCH 2021</b>			
Tuesday, March 16	5:00 pm - 5:45 pm	Mar BOT Dinner w/Students	Naumann Community Room
Tuesday, March 16	6:00 pm - 8:00 pm	Mar BOT Trustees Meeting	Ward Boardroom
<b>APRIL 2021</b>			
Tuesday, April 20	5:30 pm - 7:30 pm	Apr BOT Meeting (refreshments)	Ward Boardroom
<b>MAY 2021</b>		No meeting in May	
<b>JUNE 2021</b>			
Wednesday, June 9	9:00 am - 1:00 pm	Annual Board Retreat	TBD
Wednesday, June 9	1:00 pm - 3:00 pm	Jun BOT Meeting	TBD

# CRAVEN COMMUNITY COLLEGE Foundation

## Board of Directors

Jacqueline B. Atkinson  
Carol Becton  
Sharon M. Bland  
J. Brent Davis  
David Dysinger  
William T. Fuller  
Brenda George  
Lloyd Griffith  
John O. Haroldson  
Tyler Harris  
Carole B. Kemp  
Lee E. Knott  
Janet Lamb  
Linda MacDonald, *Emeritus*  
Ashley Martin-Irizarry  
W. David McFadyen, Jr.,  
*Vice President/President Elect*  
Jim Millard, *Treasurer*  
Susan Moffat-Thomas  
Allison R. Morris, *Chair, Craven  
CC Trustees*  
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Jonathan Segal  
Tammy Sherron  
Dr. Ray Staats, *Craven CC  
President*  
Nancy Stallings  
Linster Strayhorn, III  
Amy P. Wang  
Craig A. Warren  
Charles Wethington, *Secretary*  
Jeff Williams, *President*  
Yvonne Wold

## Foundation Staff

Charles Wethington,  
*Executive Director*  
Jennifer Baer, *Director,  
Lifetime Learning Center*  
Christa Baker  
*Foundation Operations Coordinator*  
Jeanette Lee,  
*Institutional Advancement Specialist*

**www.CravenCC.edu**

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

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

May 2020

At the time of its last report to this Board in February, the Craven CC Foundation was preparing for the 10<sup>th</sup> Annual Community Fabric Awards (CFA) scheduled for Tuesday April 28<sup>th</sup> at the New Bern Riverfront Convention Center. In late February, this year's class of recipients was selected: Deborah Langhans, Educator; New Bern Sun Journal, Business; and Reverend Ethel Sampson, Individual. Momentum and excitement for the event was evident by the \$55,100 in sponsorships that had already been secured well in advance of the event. Since that time, the COVID-19 virus outbreak occurred and forced cancellation of this year's event. Though several alternative scenarios were considered, none provided the opportunity to appropriately honor this year's class of recipients and extend the promised benefits to sponsors who had already committed.

The CFA is a substantial fundraising opportunity that has been vitally important in allowing the Foundation to advance its mission over the last decade. In addition, the Neuse River Bridge Run was cancelled, resulting in a loss of at least \$9,000 to the Foundation this year. Losing these events will significantly impact the Foundation's revenues for FY20 and has required College leadership and the Foundation to swiftly adapt to find alternate ways to be able to provide support to meet the needs of our most financially fragile students. The Foundation is working with our Financial Aid and Student Services teams to quickly identify these students and secure funding and other resources necessary to allow them to continue in their studies with the least amount of disruption possible. In addition, the Foundation reached out to each of the sponsors for this year's CFA and was able to convert \$35,250 in sponsorships from the CFA to a newly created COVID-19 Student Relief Fund. \$1,350 was transferred into other existing scholarship accounts. Some sponsors elected to forward \$14,150 of their CFA sponsorships for 2021. Only \$3,000 was refunded to sponsors and there remains an additional \$1,350 that is pending sponsors' responses.

Despite the dismal impacts resulting from the COVID-19 virus outbreak, our annual campaigns have continued to do well. To date, the Campus Campaign has raised \$38,726 compared to \$35,638 at the end of FY19. The Community Campaign has raised \$55,370 compared to \$56,855 at the end of FY19. The combined total raised to date is \$94,096 compared to \$92,493 at the end of FY19. The Foundation remains on track to award just over \$300,000 in scholarship assistance to students as well as additional funds for non-scholarship needs (emergency funding). The Foundation has

received grant funding from the American Red Cross (\$218,318), International Paper for the Panther Pantry (\$2,000), Bosch Community Fund for Career Programs Summer Camps (\$24,450), Walmart Foundation for Career and College Promise Textbooks (\$2,500) and is in the process of finalizing this year's grant application to the Harold H. Bate Foundation in the amount of \$110,000. Being cognizant of the need to adjust to a new giving reality, the Foundation has shifted its focus now to work on its upcoming FY21 Campaigns. Early staging and planning is already underway by the Foundation staff and the Resource Development Committee will be engaged in the process when it next convenes on June 4<sup>th</sup>.

The third quarter of FY20 began on a positive footing for the Lifetime Learning Center (LLC). January and February films events were well received and well attended. The Explorations in The ARTS February concert event, featuring Molasses Creek, was a sellout performance. Plans were well underway for the Neuse River Bridge Run and registrations for the event were trending higher than the previous year's event. Through the month of February, the LLC was experiencing tremendous interest and response to all planned film, concert, and travel events, both domestic and international for the second half of the year.

News and public health and safety recommendations related to the COVID-19 virus outbreak starting in February and accelerating into March, resulted in a complete upheaval of LLC Spring and Summer programming. In addition, a significant Foundation fundraising event, the Neuse River Bridge Run was canceled.

Events Overview - canceled or postponed due to COVID-19

- Explorations in the ARTS – Concert – **Cain Mill Road** – Saturday, March 20, 2020 - CANCELLED - Tickets purchases refunded
- FND Fundraiser - **Neuse River Bridge Run** – March 27 – 28, 2020 – CANCELLED - Event to resume March 2021 – no proceeds this year
- USA Travel – **Washington D.C., Our Nation's Capital** – March 12-16, 2020 - CANCELLED - \$ 21,584 refunded
- International Film Series – Friday, April 3<sup>rd</sup> – CANCELLED – Film selection **Shoplifters** (Japan) may run in next year's series. TBA
- USA Travel - **New York City and the Hudson River Valley** – POSTPONED to May 14, 2021 departure
- International Travel – **Shades of Ireland** – POSTPONED to June 2021 – departure date TBA

Planning is now underway for FY21 LLC programming. The LLC will work to ensure that postponed events are integrated successfully into the schedule and will also be taking into account a slow start up for fall events and programs. A full schedule events and programs will be planned to start in December of 2020 and running through June of 2021.

Sincerely,



Jeff Williams, President

Craven CC Foundation Board of Directors