

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
JUNE 12, 2019**

**1:00 pm – Immediately Following the Board Retreat
Upstairs Meeting Room at Persimmons Restaurant**

- | | | |
|-------|---|------------------------------|
| I. | Call to Order | <i>Bill Taylor, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption | <i>Bill Taylor</i> |
| | (3) Conflict of Interest Declaration | <i>Bill Taylor</i> |
| | (4) Public Comment | <i>Bill Taylor</i> |
| | (5) 2019 SEI Filings | <i>Cindy Ensley</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Bill Taylor</i> |
| | (1) Board of Trustees Meeting Minutes (April 16, 2019) | |
| | (2) Resolution of Support for President Staats' Job Performance | |
| IV. | Summer Enrollment Report (<i>info</i>) | <i>Gery Boucher, VP</i> |
| V. | Financial Reports | <i>Jim Millard, VP</i> |
| | (1) Fiscal Year 2018-19 3 rd Quarter Financial Report (Jan-Mar) (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| VI. | Personnel Report 3 rd Quarter 2018-19 (<i>info</i>) | <i>Jim Millard</i> |
| VII. | Facilities Report 3 rd Quarter 2018-19 (<i>info</i>) | <i>Jim Millard</i> |
| VIII. | Old Business | |
| | (1) Nominating Committee's Recommended Slate of Officers 2019-20 (<i>motion</i>) | <i>Bill Taylor</i> |
| | (2) Approve BP 5.6 Foreign National Compliance Policy (<i>motion</i>) | <i>Ray Staats</i> |
| | (3) Accreditation Action - Physical Therapist Assistant Program (<i>info</i>) | <i>Kathleen Gallman, VP</i> |
| | (4) Summary of Board's Self-Evaluation (<i>info</i>) | <i>Bill Taylor</i> |
| IX. | New Business | |
| | (1) Approve Barker Hall First Stop Supplemental Agreement to JKF Architecture (<i>motion</i>) | <i>Jim Millard</i> |
| | (2) Approve General Contractor for IAT Roof Repair (<i>motion</i>) | <i>Jim Millard</i> |

- (3) Approve Fiscal Year 2019-2020 Continuing Budget Resolution (*motion*) *Ray Staats*
- (4) Receive 2019-2020 Board Meeting Schedule (*info*) *Bill Taylor*
- (5) Recognition and Appreciation of Service *Ray Staats*
 - a. Cora Chadwick (2015-2019)
 - b. Ken Crow (2011-2019)
 - c. Bill Taylor (Chair, 2017-2019)

- X. Reports *Ray Staats*
 - (1) President *David Ward*
 - (2) Attorney *Bill Taylor*
 - (3) Chair

- XI. Adjournment *Bill Taylor*

REVISED NOTICE OF MEETINGS

NOTICE OF THE 2018-2019 MEETINGS OF THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE

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

Board of Trustees Meeting

The Board of Trustees of Craven Community College will meet eight times during fiscal year 2018-2019 at 5:30 pm in the Ward Boardroom of the Brock Administration Building on the New Bern Campus, unless otherwise noted.

August 21, 2018

September 18, 2018 (CANCELED DUE TO HURRICANE FLORENCE)

*October 16, 2018

December 11, 2018

February 19, 2019

*March 19, 2019

April 16, 2019

****June 12, 2019 Annual Board Retreat & Meeting (PERSIMMONS RESTAURANT)**

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

**** (9:00 am-1:00 pm Retreat; 1:00 pm – 3:00 pm Meeting; Upstairs Meeting Room at Persimmons Restaurant)**

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

This Notice is published on August 8, 2018 pursuant to directions by the Chair of the Board of Trustees.

Date posted: August 8, 2018; Date updated: June 3, 2019

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

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

June 12, 2019

Mr. Steve Cella

Ms. Cora Chadwick

Mr. Ken Crow

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Kevin Roberts

Ms. Robin Schaefer

Mr. Bill Taylor

Mr. Whit Whitley

Ms. Brenda Wilson

Ms. Stevie Gaskins, 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?

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
APRIL 16, 2019

The Craven Community College Board of Trustees met on Tuesday, April 16, 2019, in the Ward Boardroom of the Brock Administration Building on the New Bern campus with Board Chair Bill Taylor presiding. The meeting was called to order at 5:30 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Mr. Steve Cella, Mr. Ken Crow, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Carol Mattocks (left at 5:50 pm), Ms. Allison Morris, Mr. Kevin Roberts, Ms. Robin Schaefer, Mr. Bill Taylor, and Mr. Whit Whitley

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

Ex Officio members present were: Ms. Stevie Gaskins, SGA President

Ex Officio members absent were: 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 Taylor declared a quorum present for the meeting.

Agenda Review and Adoption

Chair Taylor reviewed the agenda (attached). Trustee Mattocks motioned to accept the agenda as presented; Trustee Roberts seconded the motion and all approved.

Conflict of Interest Declaration

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

Public Comment

Chair Taylor called for public comment and none was expressed.

2019 SEI Filings

Executive Assistant Cindy Ensley reported that all Statements of Economic Interest had been filed by the April 15, 2019 deadline with one exception.

Consent Agenda

Trustee Knight motioned to accept the minutes (attached) of the March 19, 2019 meeting as presented; Trustee Mattocks seconded the motion and the motion passed unanimously.

WFD Report

VP Gery Boucher noted that although WFD enrollment was definitely impacted by Hurricane Florence, the College continues to establish new partnerships and apprenticeships with local businesses, including Fleet Readiness Center East (report attached).

WFD Accountability/Credibility Policy Report

VP Boucher shared the Fall, Spring, and Summer 2018 class visitation reports (attached). Trustee Schaefer motioned to accept the reports as presented; Trustee Wilson seconded the motion and the motion passed unanimously.

Old Business

No report.

New Business

Academic Support Center Renovation Design Agreement: VP Millard highlighted the agreement with JKF Architecture for design fees of \$65,000 to design the new Academic Support Center to be located in the old First Stop in the Student Center Building. Trustee Roberts motioned to approve the agreement; Trustee Knight seconded the motion and the motion passed unanimously.

(Trustee Mattocks left at 5:50 pm for a prior commitment)

Receive New BP 5.6 Foreign National Compliance Policy: Although the College has been compliant with state requirements in this area since they were implemented three years ago, President Staats explained the College really recently became aware of the requirement to

memorialize the requirement in a local Board of Trustees-approved policy. Policy approval will be requested at the June meeting.

Appoint Board Officer Nomination Committee: Chair Taylor appointed Trustees Mattock, Knight, and Whitley to a committee to nominate the next chair, vice chair, and secretary for the next term of office beginning July 1, 2019. Trustee Wilson motioned to approve the committee selection; Trustee Roberts seconded the motion and the motion passed unanimously.

Reports

President: President Staats reported on the constructions projects, Fire Academy partnership with the City of New Bern to train firefighters, and the awarding of Hurricane Florence Relief Scholarships. The most recent donation of five sculptures to the Congleton collection has been installed on campus. The Community Fabric Awards will be held at the Havelock Tourist & Convention Center on Thursday, April 18th. Recipients of the Excellence Awards are recognized as Eddie Sabat, Excellence in Teaching; Amanda Bennett, Adjunct Excellence in Teaching; and Jeff Schulze, Staff Excellence.

Attorney: No report.

Chair: No report.

Student Trustee: SGA President Stevie Gaskins shared her last report (attached). She also expressed her gratitude for the learning experience of serving on the board of trustees.

Foundation President: In the absence of Foundation President Jeff Williams, President Staats reported on the funds raised for this year's campus and community campaigns (attached).

Closed Session

At 6:28 pm upon motion by Trustee Knight, second by Trustee Roberts, and unanimous approval, the Board of Trustees of Craven Community College, pursuant to North Carolina General Statute 143-318.11(a)(6), entered into Closed Session to discuss personnel matters with the request that Attorney Jamie Norment and Executive Assistant Cindy Ensley remain in the Closed Session at the pleasure of the Board.

At 7:30 pm upon a motion by Trustee Knight, second by Trustee Wilson, and unanimous approval, the Closed Session ended and Regular Session resumed. The public was invited to join the Regular Session.

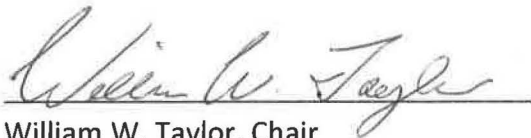
Chair Taylor stated the president's performance evaluation and employment contract had been reviewed in Closed Session. Trustee Whitley motioned to provide a resolution of support for President Staats; award 12 days of meritorious leave to be used by June 30, 2020; increase supplemental salary paid from county funds from \$15,000 to \$30,000 annually; and extend the President's current employment contract to expire June 30, 2022. Trustee Knight seconded the motion and the motion was unanimously approved.

Chair Taylor instructed Executive Assistant Ensley to contact the two trustees absent from the meeting to review the compiled results of the 12 evaluations. After discussing with President Staats, the required letter to the NCCCS indicating completion of the review process will be signed by Chair Taylor and mailed by the June 30, 2019 deadline.

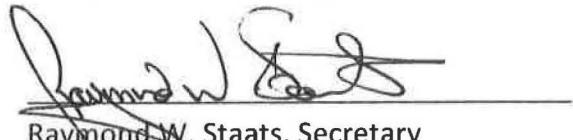
Adjournment

With no further business to be presented, Chair Taylor adjourned the meeting at 7:45 pm.

Respectfully submitted:



William W. Taylor, Chair
June 12, 2019



Raymond W. Staats, Secretary
June 12, 2019

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

Whereas: Dr. Raymond W. Staats has been President of Craven Community College since July 2015; and

Whereas: Each year, the Board of Trustees of Craven Community College reviews the performance of the President through an evaluation instrument; and

Whereas: At the conclusion of the current evaluation process, the Board of Trustees of Craven Community College stated they recognize the exemplary performance of Dr. Raymond W. Staats during the past year; and

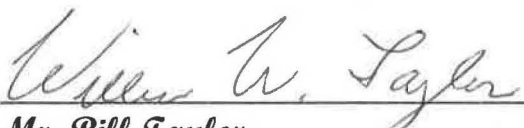
Whereas: In recognition of his exemplary performance, the Board of Trustees of Craven Community College does hereby commend Dr. Staats for his leadership and passion, dedication to the College, visibility and involvement in the community and outreach to all of his constituents, including the Board of Trustees;

Now, Therefore, Be It Resolved That:

The Board of Trustees of Craven Community College express their profound appreciation to Dr. Raymond W. Staats and wish him to continue as President of the College; and

Now, Therefore, Be It Further Resolved That:

This action to be a part of the minutes of the April 2019 meeting of the Craven Community College Board of Trustees.



Mr. Bill Taylor
Chair, Board of Trustees



Mrs. Allison Morris
Vice Chair, Board of Trustees

SUMMER ENROLLMENT



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

Source: Executive Director, Office of Institutional Effectiveness, 5/30/19



SUMMER ENROLLMENT



WORKFORCE DEVELOPMENT ENROLLMENT		
	Head Count	FTE
Summer 2019	635	110.89
Summer 2018	698	98.57
Summer 2017	847	110.23

Source: Executive Director, Office of Institutional Effectiveness, 5/30/19



Craven Community College
State Funds Budget Comparison Report
As of March 31, 2019 - 75% of the Year

FY 2018-2019 Budget Comparison as of March 31, 2019 75% of year	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative																
Salaries & Benefits	598,617	429,870	168,747	72%	2,403,252	1,706,784	696,468	71%	2,934,539	2,064,275	870,264	70%	2,683,138	1,888,069	795,069	70%
519 Contracted Services					77,849	24,186	53,663	31%	112,428	21,971	90,457	20%	46,881	13,326	33,555	28%
523 Instructional Supplies																
525 Motor Vehicle Supplies					460	119	341	26%								
526 Office Supplies	1,052	358	694	34%	30,235	19,406	10,829	64%	15,297	6,428	8,869	42%	14,925	3,807	11,118	26%
527 Other Supplies	2,125	260	1,865	12%	126,431	15,401	111,030	12%	6,501	4,472	2,029	69%	15,747	8,995	6,752	57%
528 Audio-Visual Supplies					200	0	200	0%								
531 Staff Development	24,424	6,242	18,182	26%	85,125	28,998	56,127	34%	46,268	15,235	31,033	33%	33,932	10,238	23,694	30%
532 Comm/Postage/Software					152,993	142,784	10,209	93%	21,829	20,918	911	96%	10,884	9,478	1,406	87%
534 Printing & Binding	722	0	722	0%	367	367	0	100%					54,727	32,891	21,836	60%
535 Repairs & Maintenance	3,678	2,758	920	75%	236,887	194,233	42,654	82%	10,708	10,156	552	95%	1,638	746	892	46%
536 Freight					340	189	151	56%								
537 Advertising					18,506	6,384	12,122	34%					147,853	78,382	69,471	53%
538 Data Processing																
539 Other Current Services	1,337	700	637	52%	554,619	40,492	514,127	7%	5,386	1,288	4,098	24%	456,974	332,129	124,845	73%
541 Rental of Property	400	0	400	0%									2,000	0	2,000	0%
543 Lease/Rental Other Equipme					39,112	25,250	13,862	65%	15,076	6,842	8,234	45%				
544 Data Processing Software					22,575	16,226	6,349	72%	18,300	0	18,300	0%	1,878	0	1,878	0%
546 Memberships & Dues	19,727	18,257	1,471	93%	8,236	5,069	3,167	62%	17,890	13,246	4,644	74%	3,100	725	2,375	23%
548 NEIT Admin																
55x Equipment					201,580	36,493	165,087	18%	2,587	2,586	1	100%	23,151	1,975	21,176	9%
558 Building																
Total Administrative:	652,082	458,445	193,637	70%	3,958,767	2,262,383	1,696,384	57%	3,206,809	2,167,416	1,039,393	68%	3,496,828	2,380,761	1,116,067	68%
Instructional																
Salaries & Benefits									7,716,602	5,470,066	2,246,536	71%	859,488	559,457	300,031	65%
519 Contracted Services									30,748	9,176	21,572	30%	153,221	75,488	77,733	49%
523 Instructional Supplies					165,858	0	165,858	0	191,572	92,594	98,978	48%	54,653	23,559	31,094	43%
524 Repair Supplies																
525 Motor Vehicle Supplies									750	221	529	29%				
526 Office Supplies									5,472	2,473	2,999	45%	7,323	884	6,439	12%
527 Other Supplies									2,630	2,186	444	83%				
528 Audio-Visual Supplies									64,957	27,593	37,364	42%	8,027	3,043	4,984	38%
531 Staff Development									73,084	65,258	7,826	89%	5,507	5,076	431	92%
532 Comm/Postage/Software																
534 Printing & Binding																
535 Repairs & Maintenance									36,453	18,792	17,661	52%	545	0	545	0%
536 Freight									73	71	2	97%				
537 Advertising													2,060	456	1,604	22%
539 Other Current Services									15,366	13,579	1,787	88%	15,467	5,848	9,619	38%
541 Rental of Property																
543 Lease/Rental Other Equipme													2,546	1,633	913	64%
544 Data Processing Software									6,252	2,249	4,003	36%				
546 Memberships/Accredita & Dues									10,264	10,264	0	100%	285	285	0	100%
55x Equipment									653,599	157,503	496,096	24%	168,679	89,112	79,567	53%
556 Books									17,474	12,852	4,622	74%				
560 Scholarship													15,000	13,405	1,595	89%
Total Instructional:					165,858	0	165,858	0	8,825,296	5,884,877	2,940,419	67%	1,292,801	778,247	514,554	60%
Total Admin & Instructional:	652,082	458,445	193,637	70%	4,124,625	2,262,383	1,862,242	55%	12,032,105	8,052,293	3,979,812	67%	4,789,629	3,159,009	1,630,620	66%
College Totals	21,598,441	13,932,129	7,666,312	65%												

**Craven Community College
Institutional Funds Budget
As of March 31, 2019 - 75% of year**

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending					0.00	7,861.62
00	130 Title IX/Cleary	49,855.00	15,285.62	34,569.38	30.66%	49,855.00	49,604.22
01	133 Discretionary	80,348.00	18,131.95	62,216.05	22.57%	100,204.93	104,278.58
01	134 Unrestricted Overhead Receipts	7,028.00	0.00	7,028.00	0.00%	9,778.60	43,185.08
01	136 Foundation	376,592.00	183,916.20	192,675.80	48.84%	249,791.58	363,295.75
01	137 Financial Aid Matching	1,790.00	1,452.17	337.83	81.13%	10.57	25.95
01	221 Applied Music	743.00	0.00	743.00	0.00%	2,461.48	18,151.14
01	227 Extra Curricular Activities	75,930.00	26,164.01	49,765.99	34.46%	8,397.85	14,127.47
01	250 Curriculum-Self Supporting	42,595.00	21,258.63	21,336.37	49.91%	13,685.29	81,093.16
01	312 Fire College					151.68	11,720.03
01	340 WFD-Self Supporting	654,338.00	321,333.73	333,004.27	49.11%	308,405.41	887,096.51
01	411 Learning Resource Center	904.00	1.30	902.70	0.14%	777.30	23,802.13
01	460 Customized Ind Train Support	48,349.00	14,966.51	33,382.49	30.96%	10,234.43	48,750.71
01	461 Small Business Support Fund					1.56	121.92
01	610 VOLT Center	47,808.00	0.00	47,808.00	0.00%	36,485.78	84,293.06
02	131 College Work Study	71,909.00	64,939.05	6,969.95	90.31%	64,939.05	0.04
02	134 Restricted Overhead Receipts	97,535.00	75,367.11	22,167.89	77.27%	29,968.85	153,397.91
02	138 Returned Check Fee Fund	584.00	7.84	576.16	1.34%	308.57	18,900.23
02	220 NCSU Engineering	40,821.00	30,428.67	10,392.33	74.54%	40,557.41	53,259.83
02	227 ENCORE	20,000.00	13,244.03	6,755.97	66.22%	17,049.69	6,664.05
02	228 Grants -NSF SEAS/Bosch	380,380.00	55,799.73	324,580.27	14.67%	59,414.52	233,097.49
02	291 Specific Fees - Lab/DE/ASC	586,396.00	434,291.12	152,104.88	74.06%	339,344.67	1,636,111.64
02	292 System-Wide Fees-Comp Tech	541,607.00	75,081.82	466,525.18	13.86%	222,893.83	1,727,825.46
02	293 Patron Fees	37,251.00	26,116.31	11,134.69	70.11%	26,503.79	262,809.67
02	314 Grants - Workforce Development/BS					4,014.69	4,132.47
02	392 System-Wide Fees - WFD Comp	149.00	0.00	149.00	0.00%	103.10	8,940.71
02	521 C-Step Grant	10,000.00	4,294.66	5,705.34	42.95%	10,000.00	5,641.54
02	531 Professional Liability Ins	9,440.00	6,779.00	2,661.00	71.81%	7,731.67	23,789.81
02	532 Student Insurance	5,461.00	5,459.99	1.01	99.98%	5,902.12	(866.91)
02	533 Transcript Fees	49,506.00	15,913.20	33,592.80	32.14%	37,747.98	231,773.77
02	534 TRIO/Title III Grants	838,814.00	385,689.63	453,124.37	45.98%	344,932.95	(68,228.47)

FUND		PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	790	Orringer Hall Fund	4,734.00	0.00	4,734.00	0.00%	8,112.11	36,867.63
02	791	Public Radio East	1,032,300.00	801,625.40	230,674.60	77.65%	598,366.09	(140,636.94)
02	795	Career Fair					7.32	564.19
02	796	Testing Centers	14,402.00	12,977.29	1,424.71	90.11%	9,247.77	34,679.53
02	797	Public Radio East Foundation	738,408.00	405,327.93	333,080.07	54.89%	443,913.30	205,658.76
02	823	SEOG	177,138.00	173,793.20	3,344.80	98.11%	159,993.20	(13,800.00)
02	824	Pell	4,460,769.00	4,079,280.36	381,488.64	91.45%	3,867,111.81	(212,168.55)
02	830	NCCC Target Asst/LTHT	7,897.00	5,580.00	2,317.00	70.66%	7,099.00	1,519.00
02	831	Golden Leaf Scholars	14,221.00	13,332.00	889.00	93.75%	14,682.00	714.00
02	833	NCCG	229,770.00	189,162.00	40,608.00	82.33%	189,162.00	0.00
02	834	Teacher Assistant Sch Fund	22,161.00	19,212.00	2,949.00	86.69%	21,012.00	1,800.00
02	835	State Aid Scholarships	153,697.00	109,670.00	44,027.00	71.35%	109,670.00	0.00
02	840	General Scholarships	202,450.00	174,792.07	27,657.93	86.34%	169,635.84	282,495.37
02	841	Endowment/Other Scholarships	138,601.00	116,994.49	21,606.51	84.41%	65,932.43	(50,562.06)
05	710	Clearwire Distribution	3,295.00	0.00	3,295.00	0.00%	2,292.83	19,515.77
05	720	Bookstore	149,233.00	86,624.61	62,608.39	58.05%	110,410.66	873,829.86
05	730	Food Service	31,706.00	31,706.00	0.00	100.00%	22,138.19	11,579.91
05	740	Campus Access	198,265.00	132,335.01	65,929.99	66.75%	60,711.18	55,261.54
05	770	Student Activity Funds	211,513.00	177,341.23	34,171.77	83.84%	159,909.74	211,767.28
06	810	J. Wrenn Emergency Loan Fu	529.00	224.81	304.19	42.50%	440.65	41,916.16
07	910	Buildings & Grounds	6,306,918.00	1,800,031.37	4,506,886.63	28.54%	1,788,446.60	3,176,534.09
08	792	Public Radio East Endowment	10,000.00	10,000.00	0.00	100.00%	911.13	70,400.59
08	850	Endowments	138,601.00	64,432.43	74,168.57	46.49%	199,245.12	2,518,721.17
Total			18,322,741.00	10,200,364.48	8,122,376.52	56%	10,010,105.32	13,161,313.87

**REQUEST FOR APPROVAL
WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS**

**Craven Community College
As of March 31, 2019**

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

	Student ID #	Term	INTUI Tuition/Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	SUPHS Supply Fee-Health & Services	LABFB Lab Fee	LABFA Lab Fee	ELOAN Emergency Loan	STSUP Student Support	Total
	XXX270	2018SP	114.00						12.50						126.50
	XXX891	2018SP											1,043.71		1,043.71
	XXX942	2018SP						80.06							80.06
	XXX129	2018SP	171.00		6.50	8.57	2.68				38.75			8.03	235.53
	XXX008	2018SP	57.00		8.75	12.00	4.10					8.75		3.75	94.35
	XXX547	2018SP	133.00		8.75	12.00	4.10		12.50					8.75	179.10
	XXX693	2018SP	223.21		34.26	46.99	16.06		24.47						344.99
	XXX415	2018SP	57.00						6.25					2.50	65.75
	XXX040	2018SP	126.30		16.49	22.62	7.73		11.78					7.08	192.00
	XXX169	2018SP						713.40							713.40
	XXX175	2017SP	250.19		23.04	31.60	10.80	396.74	8.23					8.23	728.83
	XXX701	2018SP			35.00	48.00	16.40	808.36			65.00			45.00	1,017.76
	XXX409	2018SP						259.99							259.99
	XXX998	2017FA	684.00						75.00					30.00	789.00
	XXX552	2017CE3								5.00					5.00
	XXX084	2017CE3								5.00					5.00
	XXX476	2017CE3								5.00					5.00
	XXX827	2017CE3								5.00					5.00
	XXX899	2017CE3								5.00					5.00
	XXX311	2017CE3								5.00					5.00
	XXX434	2017CE3								5.00					5.00
	XXX066	2017CE3								5.00					5.00
	XXX371	2017CE3								5.00					5.00
	XXX617	2017CE3								5.00					5.00
	XXX655	2018CE1	60.00												60.00
	XXX023	2018SP	266.00		17.50	24.00	8.20		37.50			7.50		17.50	378.20
			2,141.70	-	150.29	205.78	70.07	2,258.55	188.23	50.00	103.75	16.25	1,043.71	130.84	6,359.17

Pamela Gibbs Millis
(Requested by)

Jim Millard

Vice President for Administration

Sponsor Issues	839.00
Payment Plan	378.20
WFD	60.00
MISC-Chargeback, Emergency Loan, Return check	5,081.97
	<u>\$ 6,359.17</u>

Total Collected this period	\$ 3,104.27
Debt Setoff	17,484.25
Total Fees Paid to collection agency	620.85
Net proceeds	<u>19,967.67</u>

YTD Write Offs July 2018-March 2019	\$ 63,445.53
Prior Year Write Offs July 2017 - March 2018	\$ 62,306.98
120 Days past due	\$ 100,566.58
Percentage of Total Accounts Receivable	1.6963%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	31-Mar	31-Dec	Variance
Local Funds	\$1,705,470.71	\$1,515,813.49	\$189,657.22
Special Funds	<u>\$9,541,989.29</u>	<u>\$9,821,379.12</u>	<u>-\$279,389.83</u>
Total	\$11,247,460.00	\$11,337,192.61	-\$89,732.61

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.

	31-Mar	31-Dec	Variance
STIF Interest Rate:	2.148900%	1.945720%	0.203180%

**Craven Community College Personnel Report
January 1, 2019 – March 31, 2019**

New Hires	Position Title		Effective	Monthly/Annually
Timothy Rowe	IT Technician (PT Regular)		1/2/19	\$1,508/\$18,096
Kevin Watson	Development Director- PRE		1/2/19	\$4,250/\$51,000
Jessica Davis	Nursing Faculty		1/3/19	\$5,556/\$50,004
Colin Griffin	ACA Coordinator/Faculty		1/3/19	\$4,889/\$44,001
Amanda Mercer	Cosmetology Faculty		1/3/19	\$4,356/\$39,204
Mark Marsteller	Director of Aviation Programs (FT Temporary)		1/15/19	\$6,000/\$72,000
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Cierra Gnida	Administrative Assistant- Safety (PT Temporary)	Administrative Assistant- Safety (PT Regular)	1/1/19	\$1,508/\$18,096
Kristen Proctor	Student Success Coordinator	Director, Academic Support Center	1/1/19	\$3,750/\$45,000
Sarah Sawyer	Career and College Promise Coordinator	Executive Director, Career Programs	1/1/19	\$5,000/\$60,000
Colleen Price	Nursing Faculty (FT Temporary)	Nursing Faculty (FT Regular)	1/3/19	\$5,778/\$52,002
Anne Morini	Industrial Systems Technology Faculty (FT Temporary)	Industrial Systems Technology Faculty (FT Regular)	3/1/19	\$5,000/\$45,000
Sandra McKibbin	Law Enforcement Training Coordinator (PT Temporary)	WFD Coordinator I- In-Service (FT Regular)	3/1/19	\$3,167/\$38,004
Mark Marsteller	Director of Aviation Programs (Full-time Temporary)	Director of Aviation Programs (FT Regular)	3/15/19	\$6,250/\$75,000

Resignations/ Terminations/Retirements	Position	Effective	Reason
Laura Beeker	Director, Basic Skills Programs	1/23/19	Resignation
Greg Purvis	Director, Aviation Programs	1/31/19	Resignation
Barbie Williams	Assistant VA Certifying Official (PT Regular)	3/1/19	Resignation
Catherine Little	Business Account Executive, PRE	3/5/19	Resignation
Tanya Roberts	Foundation Operations Coordinator	3/29/19	Resignation

Craven Community College Job Searches January 1, 2019 – March 31, 2019

Position	Opening Date	Closing Date
WFD Coordinator I – Health Programs	1/3/19	1/31/19
Academic Advisor- CCP	1/7/19	1/25/19
Academic Support Specialist	2/7/19	2/28/19
Communication Faculty	2/21/19	3/22/19
Business Account Executive- PRE	2/22/19	3/7/19
Foundation Operations Coordinator	3/8/19	3/31/19

CCC Facilities Usage Report

January - March 2019

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
MasTec, Inc.	1/1/2019	Profit	Orringer Auditorium	\$585.00	1/2/2019	150
Full Circle Enterprises	1/3/2019	Profit	Naumann Community Room	\$130.00	1/4/2019	32
Craven County Health Department	1/9/2019	Gov	AMC 102			40
NC Symphony Society, Inc.	1/9/2019	Non-Profit	Naumann Community Room			18
North Carolina Pro Bono Resource Center	1/12/2019	Edu	Naumann Community Room, BIT 108, 110, 118. 208 & 209)			48
East Carolina University, School of Social Work	1/12 - 4/27/2019	Edu	Perdue 123			12
NC Department of Environmental Quality, Division of Coastal Management	1/17/2019	Gov	AMC 112			4
Carolinas District, Kiwanis International	1/19/2019	Non-Profit	Naumann Community Room, Brock 200, 205 & 207			36
NC Department of Environmental Quality, Division of Coastal Management	1/24/2019	Gov	AMC 104			4
NC Department of Environmental Quality, Division of Coastal Management	1/31/2019	Gov	AMC 112			4
NC Department of Environmental Quality, Division of Coastal Management	2/4/2019	Gov	AMC 102			26
NC Symphony Society, Inc.	2/6/2019	Non-Profit	Naumann Community Room			18
North Carolina Wildlife Resources Commission	2/7/2019	Gov	Orringer Auditorium			80
Full Circle Enterprises	2/7/2019	Profit	Naumann Community Room	\$130.00	2/8/2019	32
Yarbrough Financial, Inc.	2/19, 22, 26 & 29/2019	Profit	Brock 100	\$780.00	1/16/2019	12
Integrated Family Services	2/23/2019	Profit	Brock 205	\$200.00	1/31/2019	30
North Carolina Department of Public Safety	2/28/2019	Gov	AMC 102			24
NC Symphony Society, Inc.	3/6/2019	Non-Profit	Naumann Community Room			20
Full Circle Enterprises	3/7/2019	Profit	Naumann Community Room	\$130.00	3/12/2019	30
Habitat for Humanity	3/12/2019	Non-Profit	Naumann Community Room	\$80.00	3/12/2019	28
Coastal Carolina Taxpayers Association	3/22/2019	Non-Profit	Orringer Auditorium	\$120.00	3/21/2019	250
MasTec, Inc.	3/19/2019	Profit	Orringer Auditorium	\$195.00	3/19/2019	130
Craven Smart Start, Childcare Referral Network	3/23/2019	Edu	Orringer Auditorium, Naumann Com. Rm., Brock 200, 205, 206, 207, 212, 213 & 214			140

CCC Facilities Usage Report
January - March 2019

Association of Mexicans in North Carolina	3/23/2019	Non-Profit	AMC 102	50
North Carolina Department of Environmental Quality, Division of Water Resources	3/27/2019	Gov	AMC 104 & 102	35
NC Council for Women & Youth Involvement	3/29/2019	Gov	AMC 102	32

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

FOREIGN NATIONAL COMPLIANCE

Legal Authority: NCGS 115D-20.1; NCGS 143-599

OPR: Vice President for Administration

Approval: June 12, 2019

Revisions:

FOREIGN NATIONAL COMPLIANCE

The North Carolina Office of State Controller (OSC) establishes policies for the withholding and reporting on payments to nonresident aliens (foreign nationals) and foreign vendors in accordance with the Internal Revenue Code (IRC) Section 144. This policy directs the President of the College to establish and maintain procedures that will assure compliance with these OSC policies.

As part of the Foreign National Compliance Program, Craven Community College shall implement written procedures that establish internal business flow process between Human Resources/Payroll, Student Services, and Account Payable/Purchasing, at a minimum. Any payment to foreign employees, vendors, contractors, or students must be tracked. The College will designate a contact person or persons in the areas of Human Resources/Payroll, Student Services, and Accounts Payable/Purchasing to communicate with the North Carolina Community College System (NCCCS) Office and OSC on matters related to foreign nationals. The College will submit a Foreign National College Contacts form assigning the contact(s) for each area and the NCCCS verifying these contacts periodically. The College may select as many contacts in each area as needed, and the same person can be the contact for one or more areas.

The College must submit and maintain a Foreign National College Authorized Signature Form. The designated individuals are responsible for signing a Foreign National Data Gathering Form and the Foreign National Payment Certification Form, certifying that the information being submitted has been reviewed and is accurate to the best of their knowledge. These individuals are also responsible for signing the forms to be submitted to the IRS or foreign person or vendor when necessary. Authorized signature designees will include the Chief Financial Officer and the Executive Director of Human Resources, at a minimum.

When presented with a foreign national vendor, contractor, student, or employee, the College should complete either the Foreign National Vendor Data Gathering Form or the Foreign National Data Gathering Form as required. Once the form has been reviewed and processed, the NCCCS Accounting staff will notify the College of the applicable taxation rules.

No payments will be made to foreign individuals or organizations until an analysis of the facts and circumstances surrounding the transaction has been performed. If payments made by the College to the foreign vendor, contractor, student, or employee are taxable, the College must withhold federal and/or state taxes as applicable. Payments and tax withholdings must be certified to the NCCCS Accounting and Special Projects Division of Business and Finance every quarter using the Foreign National Payment Certification Form.

[Return to Table of Contents](#)



**Commission on Accreditation in Physical Therapy Education
American Physical Therapy Association**

SUMMARY OF ACTION

Physical Therapist Assistant Program
Craven Community College
800 College Court
New Bern, NC 28562

On April 30, 2019, the Commission on Accreditation in Physical Therapy Education made the following decision regarding the physical therapist assistant education program at Craven Community College.

Status: ACCREDITATION

Action Taken: Remove Warning and Continue Accreditation

Effective Date: April 30, 2019

Information Used to

Make Decisions: Compliance Report received March 1, 2019

Reason for Decision: The Commission's decision to remove warning and continue accreditation status is based on the program's demonstration of general compliance with the intent of the Standards and Required Elements and on the professional manner in which the program has addressed the Commission's previous concerns.

The program is reminded that the status of accreditation has been continued based on the program described in the materials reviewed by the Commission. The institution and program are responsible for notifying CAPTE of all substantive changes in the program prior to implementation. Unexpected substantive changes are to be reported immediately after they occur. (See Part 9 of CAPTE's Rules of Practice and Procedure for more information about reporting changes.)

Next Activity: Self-study Report and On-site Visit in Spring 2026

NOTICES

REQUIRED STATEMENT OF ACCREDITATION STATUS

Once a program has been accredited, and for as long as it remains accredited, the program must use the statement provided in §8.20 on all educational and promotional materials, including the institution/program web site, where the program's accreditation status is disclosed.

[INSERT Name of Program] at [INSERT Name of Institution] is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 1111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation@apta.org; website: <http://www.capteonline.org>. If needing to contact the program/institution directly, please call [INSERT Direct Program Phone Number] or email [INSERT Direct Program Email Address].

NOTE: If the institution offers other physical therapy programs not subject to accreditation by CAPTE (e.g., transitional DPT, post-professional degree program, residency or fellowship), the above statement must be edited to clearly indicate that the additional programs are not accredited by CAPTE. Additionally, the information available to the public regarding these programs must clearly state that they are not accredited by CAPTE.

ACCURATE PUBLIC DISCLOSURE OF THIS DECISION BY THE INSTITUTION

The institution and program must make accurate public disclosure of the accreditation or pre-accreditation status awarded to the program. Further, the United States Department of Education (USDE) requires all recognized accrediting agencies to provide for the public correction of incorrect or misleading information an institution or program releases about accreditation or pre-accreditation status, contents of reports of on-site reviews, and accreditation or pre-accreditation actions with respect to the institution or program [34 CFR 602.23(d) and 602.23(e)]. If the institution or program chooses to disclose any additional information, beyond the accreditation or pre-accreditation status that is within the scope of the USDE rule, such disclosure also must be accurate. Any public disclosure of information within the scope of the rule must include the agency's street address, email address and phone number: Commission on Accreditation in Physical Therapy Education, 1111 North Fairfax Street, Alexandria, Virginia 22314; accreditation@apta.org; (703) 684-2782 or (703) 706-3245. If the Accreditation staff finds that an institution or program has released incorrect or misleading information within the scope of the USDE rule, then, acting on behalf of CAPTE the Accreditation staff will make public correction, and reserves the right to disclose this Summary of Action in its entirety for that purpose.

PUBLIC NOTICE OF DECISIONS BY CAPTE

Following all decisions, including decisions to place a program on warning, probation or show cause, or to deny candidacy, withdraw candidacy, withhold accreditation, or withdraw accreditation, the Accreditation staff will, within 24 hours of the official notification of the programs and institutions of the decisions, provide notice to the public by placing notice of the decisions on its web site.

RESPONSIBILITY TO REPORT CHANGE(S)

The institution and program are responsible for notifying CAPTE of all reportable changes in the program prior to implementation. Unexpected changes are to be reported immediately after they occur. Reportable changes, some of which may require pre-approval, are described in Part 9 of CAPTE's *Rules of Practice and Procedure* (<http://www.capteonline.org/AccreditationHandbook/>). **It is the program's responsibility to be familiar with these expectations and to provide notification of program changes as required.**

Commission's Findings and Reasons for Decision:

The Commission on Accreditation in Physical Therapy Education judged the program to be in compliance with the following previously cited required elements: 2A, 2B1, 2B5, 2C, 2D, 4F and 6F.

The Commission has now deemed the program to be in compliance with all of the Standards and Required Elements for Accreditation of Physical Therapist Assistant Education Programs. The Commission appreciates the thorough and professional manner in which these obligations have been addressed.

ARTICLE 14

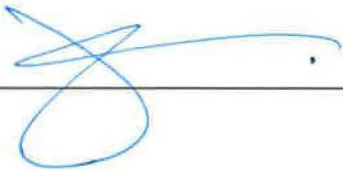
SUPPLEMENTAL AGREEMENT

Amendment # 3: (May-9-2019)

For additional services in connection with providing extended construction administration services from December 6, 2018 through March 18, 2019 (\$12,360) and providing services related to Owner initiation of ARTICLE 28 - OWNER'S RIGHT TO DO WORK (\$6,604), the lump sum fee is hereby increased by **\$18,964** to a new total of **\$133,555**.

IN WITNESS WHEREOF the Owner and the Designer have executed this Agreement, the day and year first above written.

Witness:



Designer
JKF Architecture, P.C.

By: _____

Date: _____


5.14.2019



Owner
The Trustees of Craven Community College

Witness:

By: _____

(Name & Title)

Date: _____



May 14, 2019

Mrs. Cindy Patterson
Executive Director
Financial Services & Purchasing
Craven Community College
800 College Court
New Bern, NC 28562

pattersonc@cravencc.edu

RE: IAT Roof Repairs
Craven Community College
Havelock, Craven County
MBFA Job No: 1833

Dear Mrs. Patterson:

Attached please find documentation summarizing the Informal Bid Opening of May 13, 2019 for the above referenced project. We recommend that contracts be awarded to the apparent low bidder in accordance with their proposal as follows:

General Construction	FASCO, Incorporated	\$ 264,972.00
----------------------	---------------------	---------------

In accordance with Informal Bid requirements, we forward Certified Bid Tabulations, Bid Summaries, Forms of Proposal and evidence of MBE participation for the apparent low bidder. By copy of this communication, apparent low bidders are to forward Affidavit C, Portion of Work by Minority Firms or Affidavit D, Good Faith Efforts, as applicable and with supporting documentation where required.

Forward a letter summarizing the Contract Award as stated above to authorize preparation of contracting documents.

Sincerely,

A handwritten signature in blue ink, appearing to read 'D. Eure', is written over a light blue circular stamp.

Darden J. Eure, III, AIA, NCARB
eure@mbfarchitects.com
MBF Architects, P.A.

Cc: FASCO, Incorporated, fasco@fascoinc.com

SINGLE PRIME

BID TABULATIONS

Bid Date: May 13, 2019

General

IAT Roof Repairs

3:00 PM

Construction

Havelock, Craven County

MBFA No: 1833

Bruin Builders, LLC

Lic No: 62374

FASCO, Incorporated

Lic No: 8015

L.A. Downey & Son, Inc.

Lic No: 1774

Lic No: _____

Base \$288,000.00

\$264,972.00

\$632,449.00

- NBS Contractor received plans, but no bid submitted.
- DQ Disqualified Bid
- * Asterisks indicate Alternates selected by the Owner.

Owner:
Craven Community College



Certified on the True Copy
May 13, 2019
MBF Architects, P.A.

SINGLE PRIME
General
Construction

BID SUMMARY
IAT Roof Repairs
Havelock, Craven County

Bid Date: May 13, 2019
3:00 PM
MBFA No: 1833

Bid Tab

Cost per Unit

FASCO, Incorporated
License No. 8015

Apparent Low Bid: \$264,972.00 \$83.53

Other Bids Received: \$288,000.00 \$90.79
\$632,449.00 \$199.38

Hurricane Roof Repairs

Average of
Three Lowest Bids: \$395,140.33 \$124.57

Estimated Bid: \$292,586.00 \$92.24

Over/(Under) Estimate: (\$27,614.00) (\$8.71)

Project Size 3,172 SF

Negotiated Contract: \$264,972.00

Owner:
Craven Community College



Certified on the True Copy

May 13, 2019

MBF Architects, P.A.

0.09 SINGLE PRIME GENERAL CONSTRUCTION
Section 00 42 10

FORM OF PROPOSAL
IAT Roof Repairs
Craven Community College
 New Bern, Craven County
 MBFA No: 1833

BIDDER: FASCO, Inc.

DATE: May 13, 2019

The undersigned, as Bidder, hereby declares that the only persons interested in this proposal as principals are named herein and that no other persons have any interest in this proposal or the resulting contract; that this proposal is made without connection with any other person, company or party submitting a bid or proposal; and that it is fair and in good faith without collusion or fraud. The Bidder further declares that the site of the work and the Instruments of Service relative thereto have been examined, that related information furnished prior to the bid opening has been received and that a satisfactory understanding of the work to be performed has been developed.

The Bidder proposes and agrees if this proposal is accepted to contract with **Craven Community College** in accordance with **Section 00 52 00, Form of Contract**, to furnish materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete construction of the **IAT Roof Repairs** in full and complete accordance with the Instruments of Service, to the full and entire satisfaction of **MBF Architects, P.A.** and **Craven Community College** with a definite understanding that no money is allowed for extra work except as set forth in the Instruments of Service, for the sum of:

SINGLE PRIME GENERAL CONSTRUCTION CONTRACT:

Base Bid: Two hundred sixty four thousand, nine hundred seventy two

Dollars (\$ 264,972⁰⁰)

Under single prime contracts, the **General Contractor** acts as the Project Expediter.

The bidder further agrees hereby to commence work under this contract on a date specified in a written order and fully complete work thereunder within the time specified in **Section 00 73 00, Supplementary General Conditions**. The applicable liquidated damages amount is also stated in **Section 00 73 00, Supplementary General Conditions**.

MINORITY BUSINESS PARTICIPATION REQUIREMENTS:

Provide with the bid, in accordance with GS 143-128.2(c), identification of the minority businesses used on the project and the total dollar value of the bid performed by minority businesses on the IDENTIFICATION OF MINORITY BUSINESS PARTICIPATION form. List the good faith efforts made to solicit minority participation on AFFIDAVIT A, LISTING OF GOOD FAITH EFFORT form.

NOTE: A contractor that performs the entirety of work with its own workforce may submit AFFIDAVIT B, INTENT TO PERFORM WITH OWN WORKFORCE form in lieu of Affidavit A required above. The IDENTIFICATION OF MINORITY BUSINESS PARTICIPATION form must still be submitted even if there is zero participation.

After the bid opening, the Owner considers bids and alternates received to determine the lowest responsible, responsive bidder. Upon notification of being the apparent low bidder, the Bidder must then file within seventy-two hours the following:

AFFIDAVIT C, PORTION OF WORK BY MINORITY FIRMS form that includes descriptions of the work executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the **10%** goal established.

OR

If less than the **10%** goal, provide an AFFIDAVIT D, GOOD FAITH EFFORTS form. The document must include evidence of good faith efforts implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

NOTE: Bidders must always submit with their bid the IDENTIFICATION OF MINORITY BUSINESS PARTICIPATION form listing minority business contractors, vendors and suppliers that are used. If there is no minority business participation, then enter none or a zero on the form. AFFIDAVIT A, LISTING OF GOOD FAITH EFFORT or AFFIDAVIT B, INTENT TO PERFORM WITH OWN WORKFORCE, as applicable, also must be submitted with the bid. Failure to file a required affidavit with the bid or documentation after being notified as the apparent low bidder is grounds for bid rejection.

PROPOSAL SIGNATURE PAGE:

The undersigned further agrees that in the event of failure to execute said contract and bonds within **ten** consecutive calendar days after being given written notice of the contract award, the certified check, cash or bid bond accompanying this bid is paid into the account of the Owner set aside for the project, as liquidated damages for such failure. Otherwise the certified check, cash or bid bond accompanying this proposal is returned to the undersigned.

Respectfully submitted this 13th day of May, 2019

FASCO, Inc.

(Name of firm or corporation making bid)

WITNESS:

By: M. Glenn Smith
Signature

Name: M. Glenn Smith

Print or Type

Title: Vice president
(Owner/Partner/President/Vice President)

Address P.O. Box 1697

Kinston, NC 28503

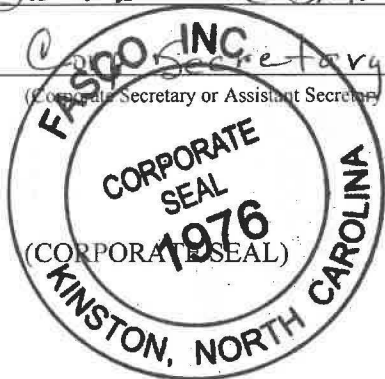
License No. 8015

Federal I.D. No. 56-1128303

ATTEST:

By: Barbara N. Smith

Title: Corporate Secretary
(Corporate Secretary or Assistant Secretary only)



Initial addendae received and incorporated within this bid: none

Addendum 1 _____ Addendum 3 _____ Addendum 5 _____

Addendum 2 _____ Addendum 4 _____ Addendum 6 _____

Identification of HUB Certified/ Minority Business Participation

I, FASCO, Inc.

(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #

Work Type

*Minority Category

**HUB Certified (Y/N)

Firm Name, Address and Phone #	Work Type	*Minority Category	**HUB Certified (Y/N)

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$) 0.

State of North Carolina AFFIDAVIT A - Listing of Good Faith Efforts

County of Lenoir

(Name of Bidder)

Affidavit of FASCO, Inc.

I have made a good faith effort to comply under the following areas checked:

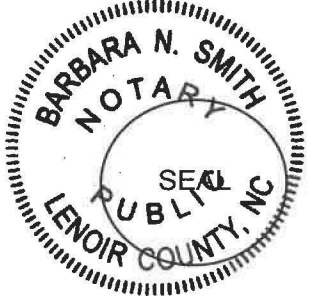
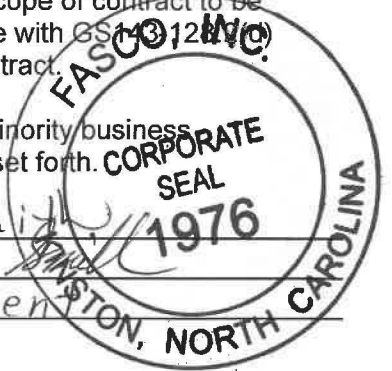
Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- 1 - (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 --(10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 - (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 - (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 - (10 pts) Attended prebid meetings scheduled by the public owner.
- 6 - (20 pts) Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 - (15 pts) Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 - (25 pts) Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 - (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts) Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS 143-121. Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 5/13/2019 Name of Authorized Officer: M. Glenn Smith
Signature: M. Glenn Smith
Title: Vice President



State of NC, County of Lenoir
Subscribed and sworn to before me this 13th day of May 2019
Notary Public Barbara N. Smith
My commission expires 8/14/2021

FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT _____
Fasco, Inc.

as principal, and _____ Granite Re, Inc. _____
, as surety, who is duly licensed to act as surety in North Carolina, are held and firmly
bound unto _____ Craven Community College _____ as
obligee, in the penal sum of Five Percent of Amount Bid (5% of Bid) DOLLARS, lawful
money of the United States of America, for the payment of which, well and truly to be made,
we bind ourselves, our heirs, executors, administrators, successors and assigns,
jointly and severally, firmly by these presents.

Signed, sealed and dated this 13th day of May, 2019

WHEREAS, the said principal is herewith submitting proposal for Craven Community College
1833 IAT Roof Repairs, Havelock NC Campus
and the principal desires to file this bid bond in lieu of making the cash deposit as required
by G.S. 143-129.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that if
the principal shall be awarded the contract for which the bid is submitted and shall
execute the contract and give bond for the faithful performance thereof within ten days
after the award of same to the principal, then this obligation shall be null and void; but if
the principal fails to so execute such contract and give performance bond as required by
G.S. 143-129, the surety shall, upon demand, forthwith pay to the obligee the amount set
forth in the first paragraph hereof. Provided further, that the bid may be withdrawn as
provided by G.S. 143-129.1

Fasco, Inc.
M. Glenn Smith
M. Glenn Smith, Vice President

(SEAL)
CORPORATE SEAL
1976
KINSTON, NORTH CAROLINA

Granite Re, Inc.
T. Turnbull
Tyler Turnbull
Attorney-In-Fact

(SEAL)



GRANITE RE, INC.
GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of OKLAHOMA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

TYLER TURNBULL; SCOTT PELIN; MATTHEW ROSE its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

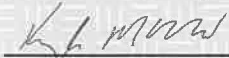
TYLER TURNBULL; SCOTT PELIN; MATTHEW ROSE may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Secretary/Treasurer, this 13th day of March, 2018.





Kenneth D. Whittington, President



Kyle P. McDonald, Treasurer

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

On this 13th day of March, 2018, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Secretary/Treasurer of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Secretary/Treasurer of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Secretary/Treasurer, respectively, of the Company.





Notary Public

My Commission Expires:
August 8, 2021
Commission #: 01013257

GRANITE RE, INC.
Certificate

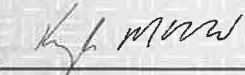
THE UNDERSIGNED, being the duly elected and acting Secretary/Treasurer of Granite Re, Inc., an Oklahoma Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

"RESOLVED, that the President, any Vice President, the Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this

13th day of May, 2019





Kyle P. McDonald, Secretary/Treasurer

0.09 SINGLE PRIME GENERAL CONSTRUCTION
Section 00 42 10

FORM OF PROPOSAL
IAT Roof Repairs
Craven Community College
New Bern, Craven County
MBFA No: 1833

BIDDER: Bruin Builders, LLC

DATE: 5/13/19

The undersigned, as Bidder, hereby declares that the only persons interested in this proposal as principals are named herein and that no other persons have any interest in this proposal or the resulting contract; that this proposal is made without connection with any other person, company or party submitting a bid or proposal; and that it is fair and in good faith without collusion or fraud. The Bidder further declares that the site of the work and the Instruments of Service relative thereto have been examined, that related information furnished prior to the bid opening has been received and that a satisfactory understanding of the work to be performed has been developed.

The Bidder proposes and agrees if this proposal is accepted to contract with **Craven Community College** in accordance with **Section 00 52 00, Form of Contract**, to furnish materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete construction of the **IAT Roof Repairs** in full and complete accordance with the Instruments of Service, to the full and entire satisfaction of **MBF Architects, P.A.** and **Craven Community College** with a definite understanding that no money is allowed for extra work except as set forth in the Instruments of Service, for the sum of:

SINGLE PRIME GENERAL CONSTRUCTION CONTRACT:

Base Bid: two hundred eighty eight thousand dollars

Dollars (\$ ~~2~~ \$288,000⁰⁰)

Under single prime contracts, the **General Contractor** acts as the Project Expediter.

The bidder further agrees hereby to commence work under this contract on a date specified in a written order and fully complete work thereunder within the time specified in **Section 00 73 00, Supplementary General Conditions**. The applicable liquidated damages amount is also stated in **Section 00 73 00, Supplementary General Conditions**.

PROPOSAL SIGNATURE PAGE:

The undersigned further agrees that in the event of failure to execute said contract and bonds within **ten** consecutive calendar days after being given written notice of the contract award, the certified check, cash or bid bond accompanying this bid is paid into the account of the Owner set aside for the project, as liquidated damages for such failure. Otherwise the certified check, cash or bid bond accompanying this proposal is returned to the undersigned.

Respectfully submitted this 13 day of May, 20 19

Bruin Builders, LLC
(Name of firm or corporation making bid)

WITNESS:

(Proprietorship or Partnership)

By: [Signature]
Signature

Name: Lee Hiner
Print or Type

Title: manager
(Owner/Partner/President/Vice President)

Address P.O. Box 3038

ATTEST:

New Bern, NC 28564

By: _____

License No. 62374

Title: _____
(Corporate Secretary or Assistant Secretary only)

Federal I.D. No. 20-3577970

(CORPORATE SEAL)

Initial addendae received and incorporated within this bid:

Addendum 1 ✓ Addendum 3 _____ Addendum 5 _____

Addendum 2 _____ Addendum 4 _____ Addendum 6 _____

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Bruin Builders, LLC

PO Box 3038, New Bern, NC 28564

as Principal, hereinafter called the Principal, and North American Specialty Insurance Company

1200 Main Street, Suite 800, Kansas City, MO 64105

a corporation duly organized under the laws of the State of NH

as Surety, hereinafter called the Surety, are held and firmly bound unto Craven Community College

205 Cunningham Blvd., Havelock, NC 28532

as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount Bid

Dollars (\$ 5%),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for IAT Roof Repairs

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 13th day of May, 2019

Bruin Builders, LLC

(Principal)

(Seal)

(Witness)

By: 

(Title)

North American Specialty Insurance Company

(Surety)

(Seal)


(Witness)



By: 

Attorney-in-Fact Heather Burroughs

(Title)

SWISS RE CORPORATE SOLUTIONS

NORTH AMERICAN SPECIALTY INSURANCE COMPANY
WASHINGTON INTERNATIONAL INSURANCE COMPANY

GENERAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, THAT North American Specialty Insurance Company, a corporation duly organized and existing under laws of the State of New Hampshire, and having its principal office in the City of Kansas City, Missouri, and Washington International Insurance Company, a corporation organized and existing under the laws of the State of New Hampshire and having its principal office in the City of Kansas City, Missouri, each does hereby make, constitute and appoint: Heather Burroughs

Principal: Bruin Builders, LLC
Obligee: Craven Community College
Bond Description: IAT Roof Repairs
Bond Number: Bid Bond
Bond Amount: See Bond Form

Its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its act and deed, bonds or other writings obligatory in the nature of a bond on behalf of each of said Companies, as surety, on contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract or suretyship executed under this authority shall exceed the amount of: FIFTY MILLION (\$50,000,000.00) DOLLARS

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both North American Specialty Insurance Company and Washington International Insurance Company at meetings duly called and held on the 9th of May, 2012:

RESOLVED, that any two of the Presidents, any Managing Director, any Senior Vice President, any Vice President, any Assistant Vice President, the Secretary or any Assistant Secretary be, and each or any of them hereby is authorized to execute a Power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings and all contracts of surety, and that each or any of them hereby is authorized to attest to the execution of any such Power of Attorney and to attach therein the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures or facsimile seal shall be binding upon the Company when so affixed and in the future with regard to any bond, undertaking or contract of surety to which it is attached.



By [Signature]
Steven P. Anderson, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company



By [Signature]
Michael A. Ito, Senior Vice President of Washington International Insurance Company
& Senior Vice President of North American Specialty Insurance Company

IN WITNESS WHEREOF, North American Specialty Insurance Company and Washington International Insurance Company have caused their official seals to be hereunto affixed, and these presents to be signed by their authorized officers this 1st day of February, 2019.

North American Specialty Insurance Company
Washington International Insurance Company

State of Illinois
County of Cook ss:

On this 1st day of February, 2019, before me, a Notary Public personally appeared Steven P. Anderson, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company and Michael A. Ito, Senior Vice President of Washington International Insurance Company and Senior Vice President of North American Specialty Insurance Company, personally known to me, who being by me duly sworn, acknowledged that they signed the above Power of Attorney as officers of and acknowledged said instrument to be the voluntary act and deed of their respective companies.



[Signature]
M. Kenny, Notary Public

I, Jeffrey Goldberg, the duly elected Assistant Secretary of North American Specialty Insurance Company and Washington International Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by said North American Specialty Insurance Company and Washington International Insurance Company, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 13th day of May, 2019.

[Signature]
Jeffrey Goldberg, Vice President & Assistant Secretary of
Washington International Insurance Company & North American Specialty Insurance Company

State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of Craven

(Name of Bidder)

Affidavit of Bruin Builders, LLC

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- 1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 – (10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- 6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 – (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 5/13/19 Name of Authorized Officer: Lee Hiner
 Signature: [Signature]
 Title: manager



State of NC, County of Craven
 Subscribed and sworn to before me this 13 day of May 2019
 Notary Public Julie E Thompson
 My commission expires 5-13-19

Identification of HUB Certified/ Minority Business Participation

I, Bruce Budas (Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work Type	*Minority Category	**HUB Certified (Y/N)
N/A			

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$) 0.00.

0.09 SINGLE PRIME GENERAL CONSTRUCTION
Section 00 42 10

FORM OF PROPOSAL

IAT Roof Repairs

Craven Community College

New Bern, Craven County

MBFA No: 1833

BIDDER: LA DOWNEY & SON INC.

DATE: 05-13-2019

The undersigned, as Bidder, hereby declares that the only persons interested in this proposal as principals are named herein and that no other persons have any interest in this proposal or the resulting contract; that this proposal is made without connection with any other person, company or party submitting a bid or proposal; and that it is fair and in good faith without collusion or fraud. The Bidder further declares that the site of the work and the Instruments of Service relative thereto have been examined, that related information furnished prior to the bid opening has been received and that a satisfactory understanding of the work to be performed has been developed.

The Bidder proposes and agrees if this proposal is accepted to contract with **Craven Community College** in accordance with **Section 00 52 00, Form of Contract**, to furnish materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete construction of the **IAT Roof Repairs** in full and complete accordance with the Instruments of Service, to the full and entire satisfaction of **MBF Architects, P.A.** and **Craven Community College** with a definite understanding that no money is allowed for extra work except as set forth in the Instruments of Service, for the sum of:

SINGLE PRIME GENERAL CONSTRUCTION CONTRACT:

Base Bid:

SIX HUNDRED THIRTY TWO THOUSAND FOUR HUNDRED FORTY NINE DOLLARS

Dollars (\$ 632,449.⁰⁰)

Under single prime contracts, the **General Contractor** acts as the Project Expediter.

The bidder further agrees hereby to commence work under this contract on a date specified in a written order and fully complete work thereunder within the time specified in **Section 00 73 00, Supplementary General Conditions**. The applicable liquidated damages amount is also stated in **Section 00 73 00, Supplementary General Conditions**.

PROPOSAL SIGNATURE PAGE:

The undersigned further agrees that in the event of failure to execute said contract and bonds within ten consecutive calendar days after being given written notice of the contract award, the certified check, cash or bid bond accompanying this bid is paid into the account of the Owner set aside for the project, as liquidated damages for such failure. Otherwise the certified check, cash or bid bond accompanying this proposal is returned to the undersigned.

Respectfully submitted this thirteenth day of May, 20 19
L.A. Downey & Son, Inc.

(Name of firm or corporation making bid)

WITNESS:

[Signature]
(Proprietorship or Partnership)

By: [Signature]
Signature

Name: W. Allen Downey Jr.

Title: President
(Owner/Partner/President/Vice President)

Address: 4457 Arendell St
Marinehead City NC 28557

License No. 1774

Federal I.D. No. 56-0854286

ATTEST:

By: Cheryl D. Downey
Title: Corporate Secretary
(Corporate Secretary or Assistant Secretary only)



Initial addenda received and incorporated within this bid:

Addendum 1 _____ Addendum 3 _____ Addendum 5 _____

Addendum 2 _____ Addendum 4 _____ Addendum 6 _____

IAT Roof Repairs

FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT _____

LA Downey & Son, Inc. _____ as principal, and Philadelphia Indemnity Insurance Company _____, as surety, who is duly licensed to act as surety in North Carolina, are held and firmly bound unto the State of North Carolina* through Craven Community College _____ as obligee, in the penal sum of Five Percent of Amount Bid 5% DOLLARS, lawful money of the United States of America, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed and dated this 13th day of May, 2019

WHEREAS, the said principal is herewith submitting proposal for IAT Roof Repairs

and the principal desires to file this bid bond in lieu of making the cash deposit as required by G.S. 143-129.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that if the principal shall be awarded the contract for which the bid is submitted and shall execute the contract and give bond for the faithful performance thereof within ten days after the award of same to the principal, then this obligation shall be null and void; but if the principal fails to so execute such contract and give performance bond as required by G.S. 143-129, the surety shall, upon demand, forthwith pay to the obligee the amount set forth in the first paragraph hereof. Provided further, that the bid may be withdrawn as provided by G.S. 143-129.1



LA Downey & Son, Inc. (SEAL)

By: [Signature] (SEAL)

Philadelphia Indemnity Insurance Company (SEAL)

By: [Signature] (SEAL)

Phoebe C. Honeycutt, Attorney-in-Fact



*(Community college projects: Delete State of North Carolina as owner and replace with community college name.)

PHILADELPHIA INDEMNITY INSURANCE COMPANY

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

Surety Bond Number: Bid Bond
Principal: LA Downey & Son, Inc.
Obligee: Craven Community College

KNOW ALL PERSONS BY THESE PRESENTS: That PHILADELPHIA INDEMNITY INSURANCE COMPANY (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint Phoebe C. Honeycutt its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed \$25,000,000.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14th of November, 2016.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

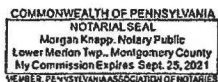
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 27TH DAY OF OCTOBER, 2017.



(Seal)

Robert D. O'Leary Jr., President & CEO
Philadelphia Indemnity Insurance Company

On this 27th day of October, 2017, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the PHILADELPHIA INDEMNITY INSURANCE COMPANY; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



(Notary Seal)

Notary Public: Morgan Knapp
residing at: Bala Cynwyd, PA
My commission expires: September 25, 2021

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 27th day of October, 2017 are true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY,

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 13th day of May, 2019.



Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY

State of North Carolina AFFIDAVIT A - Listing of Good Faith Efforts

County of Durham

Affidavit of L.A. Downey & Son, Inc. (Name of Bidder)

I have made a good faith effort to comply under the following areas checked:

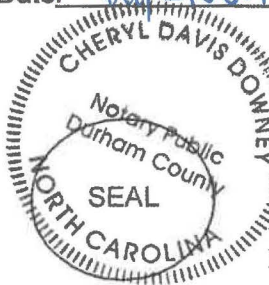
Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- 1 - (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- 2 - (10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- 3 - (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- 4 - (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- 5 - (10 pts) Attended prebid meetings scheduled by the public owner.
- 6 - (20 pts) Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- 7 - (15 pts) Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- 8 - (25 pts) Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- 9 - (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- 10 - (20 pts) Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: May 13, 2019 Name of Authorized Officer: W. Allen Downey Jr
Signature: [Signature]
Title: President



State of N. Carolina County of Durham
Subscribed and sworn to before me this 13th day of May 2019
Notary Public Cheryl Davis Downey
My commission expires October 8, 2020

State of North Carolina --AFFIDAVIT B-- Intent to Perform Contract with Own Workforce.

County of Durham
Affidavit of L.A. Downey B Son, Inc
(Name of Bidder)

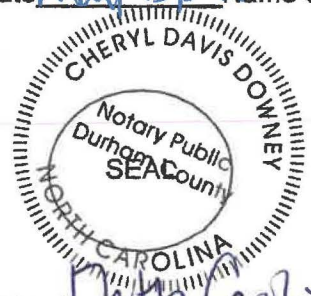
I hereby certify that it is our intent to perform 100% of the work required for the IAT Roof Repairs - Craven Community College contract.
(Name of Project)

In making this certification, the Bidder states that the Bidder does not customarily subcontract elements of this type project, and normally performs and has the capability to perform and will perform all elements of the work on this project with his/her own current work forces; and

The Bidder agrees to provide any additional information or documentation requested by the owner in support of the above statement. The Bidder agrees to make a Good Faith Effort to utilize minority suppliers where possible.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Bidder to the commitments herein contained.

Date May 13, 2019 Name of Authorized Officer: W. Allen Downey Jr.
Signature: [Handwritten Signature]
Title: President



State of North Carolina County of Durham
Subscribed and sworn to before me this 13th day of May 2019
Notary Public Cheryl Davis Downey
My commission expires October 8, 2020

Identification of HUB Certified/ Minority Business Participation

I, L A Downey & Son Inc.
(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #	Work Type	*Minority Category	**HUB Certified (Y/N)
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*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

The total value of minority business contracting will be (\$) - 0 - .

FISCAL YEAR 2020 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 2019-2020 fiscal year (July 1, 2019) and the adoption of the budget resolution by the Board of Trustees.

Approved this 12th day of June, 2019.

**BOARD OF TRUSTEES
2019-2020 MEETING SCHEDULE**

<u>DATE OF MEETING</u>	<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
JULY 2019		No meeting in July	
AUGUST 2019			
Tuesday, August 20	5:30 pm - 7:30 pm	Aug BOT Meeting (refreshments)	Ward Boardroom
SEPTEMBER 2019			
Tuesday, September 17	5:30 pm - 7:30 pm	Sep BOT Meeting (refrehments)	Ward Boardroom
OCTOBER 2019			
Tuesday, October 15	5:00 pm - 5:45 pm	Oct BOT Dinner w/Students	Naumann Community Room
Tuesday, October 15	6:00 pm - 8:00 pm	Oct BOT Meeting	Ward Boardroom
NOVEMBER 2019		No meeting in November	
DECEMBER 2019			
Tuesday, December 10	5:30 pm - 7:30 pm	Dec BOT Meeting (refreshments)	Ward Boardroom
JANUARY 2020		No meeting in January	
FEBRUARY 2020			
Tuesday, February 18	5:30 pm - 7:30 pm	Feb BOT Meeting (refreshments)	Ward Boardroom
MARCH 2020			
Tuesday, March 17	5:00 pm - 5:45 pm	Mar BOT Dinner w/Students	Naumann Community Room
Tuesday, March 17	6:00 pm - 8:00 pm	Mar BOT Trustees Meeting	Ward Boardroom
APRIL 2020			
Tuesday, April 21	5:30 pm - 7:30 pm	Apr BOT Meeting (refreshments)	Ward Boardroom
MAY 2020		No meeting in May	
JUNE 2020			
Wednesday, June 10	9:00 am - 1:00 pm	Annual Board Retreat	TBD
Wednesday, June 10	1:00 pm - 3:00 pm	Jun BOT Meeting	TBD