REVISED AGENDA

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
SUMMER MEETING – JUNE 20, 2017
5:30 PM – Ward Boardroom, Brock Building
New Bern Campus

I. Call to Order — *Bill Taylor, Vice Chair*

II. Administrative Items
(1) Roll Call — *Ray Staats, Secretary*
(2) Agenda Review and Adoption — *Bill Taylor*
(3) Conflict of Interest Declaration — *Bill Taylor*
(4) Public Comment

III. Consent Agenda *(motion)* — *Bill Taylor*
(1) Approve Special Called Facilities Committee Minutes (January 31, 2017)
(2) Approve Special Called Board of Trustees Meeting Minutes (February 9, 2017)
(3) Approve Board of Trustees Meeting Minutes (April 7, 2017)

IV. Summer Enrollment *(info)* — *Ray Staats*

V. Finance — *Page Varnell, VP*
(1) Year-to-date Budget Comparison Reports-State, County & Institutional (July 1, 2016-May 15, 2017) *(motion)*
(2) Write-Offs and Uncollectable Accounts *(motion)*
(3) Cash Balances *(info)*
(4) Approve Fiscal Year 2018 Continuing Budget Resolution *(motion)*

VI. Facilities — *Page Varnell*
(1) Quarterly Usage Report *(info)*
(2) Construction Update *(info)*

VII. Old Business

VIII. New Business

(1) Approve Revision of Board Policy 1.7 Duties of the President *(motion)* — *Ray Staats*

(2) Approve PRE Assignment of Subcarrier Lease *(walk-in, motion)* — *Ray Staats*

(3) Approve Nominating Committee's Recommendations (2017-2018) (for Chair, Vice Chair, and Secretary) *(motion)* — *Chuck Tyson,Cmte Chair*

(4) Receive 2017-2018 Board Meeting Schedule *(info)* — *Cindy Ensley*

(5) Receive Board Policy 3.10 College-Sponsored Student Scholarships *(info)* — *Ray Staats*

(6) Receive Draft of Revised Trustee Bylaws *(info)* — *Ray Staats*

IX. Reports

(1) President — *Ray Staats*

a. Legislative Update

(2) Attorney — *David Ward*

(3) Chair — *Bill Taylor*

X. Personnel Matters - Closed Session {G.S. 143-318.11(a)(6)} — *Bill Taylor*

XI. Recognition and Appreciation of Service — *Ray Staats*

(1) Chuck Tyson (July 2013-June 2017)

XII. Adjournment — *Bill Taylor*

MEETING NOTICE

NOTICE OF THE SUMMER MEETING 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 July 18, 2017 scheduled regular summer meeting of the Craven Community College Board of Trustees has been rescheduled for Tuesday, June 20, 2017 at 5:30 pm in the Ward Boardroom of the Brock Administration Building on the New Bern Campus.

This Notice is published on June 1, 2017, pursuant to directions by the Chair of the Board of Trustees.

Date posted: June 1, 2017
Place posted: Ward Boardroom exterior exit door, Brock Administration Building

BOARD OF TRUSTEES

ROLL CALL

June 20, 2017

Mr. Steve Cella

Ms. Cora Chadwick

Mr. Ken Crow

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Rosanne Leahy

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Kevin Roberts

Mr. Bill Taylor

Mayor Chuck Tyson

Ms. Brenda Wilson

SGA President (ex officio)

Mr. Lloyd Griffith, CCC Foundation President (ex officio)

Agenda Review/Conflict of Interest Declarations

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

MINUTES

SPECIAL CALLED FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
JANUARY 31, 2017 AT 5:00 P.M.

I. In the absence of Committee Chair Chuck Tyson, Board Chair Kevin Roberts called the meeting to order at 5:00 pm.

II. Cindy Ensley called the roll stating a quorum was present for the meeting.
Members Present: Mr. Ron Knight, Ms. Carol Mattocks, Mr. Bill Taylor, Ms. Brenda Wilson, and Board Chair Kevin Roberts
Members Absent: Committee Chair Chuck Tyson
Others Present: Ms. Jennifer Dacey, Trustee; Dr. Raymond Staats, President; Dr. Page Varnell, Vice President for Administration; Mr. Gery Boucher , Vice President for Students; Mr. David Ward, Attorney; Mr. Cliff Parson, Attorney; Ms. Cindy Patterson, Executive Director of Financial Services & Purchasing; and Ms. Cindy Ensley, Recorder

III. Review Draft Lease with City of New Bern for Workforce Development Center at First Street
Dr. Staats distributed a newly revised lease, received from the City just prior to the meeting, reflecting the changes requested from the February 3, 2017 meeting with the City Manager and City Attorney. Attorney Parson noted the concerns of the City can be addressed with redefining of some language and more detail under #9 Repair and Maintenance. He also suggested the inclusion of designated parking spaces for WDC staff and student parking.

(Trustee Mattocks left the meeting for a prior commitment at 5:55 pm)

Attorney Ward mentioned that "exhibit A" referenced in the lease would need review upon receiving. Trustee Knight motioned to approve the lease with modifications in #9 Repairs and Maintenance, inclusion of designated parking spaces, and review of "exhibit A" by legal team. Trustee Wilson seconded the motion and the motion carried unanimously. Dr. Staats thanked the committee for its work. The next version of the lease, with the above amendments, will be presented to the full board at the February 9, 2017 special called meeting for approval.

IV. Adjournment
With no further business to discuss, Board Chair Roberts adjourned the meeting at 6:05 pm.

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CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPECIAL CALLED MEETING
FEBRUARY 9, 2017

The Craven Community College Board of Trustees held a special called meeting on Tuesday, February 9, 2017 in the Ward Boardroom of the Brock Administration Building on the New Bern campus of Craven Community College with Board Chairman Kevin Roberts presiding. The meeting was called to order at 5:38 pm.

Administrative Items

(1) Roll Call

Dr. Raymond Staats called the roll.

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

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

(2) Agenda Review and Adoption

Chairman Roberts reviewed the agenda (attached) and called for a motion to accept. Trustee Knight motioned to accept the agenda as presented; Trustee Mattocks seconded the motion and the motion passed unanimously.

(3) Conflict of Interest Declaration

Chairman Roberts read the conflict of interest declaration asking for any known conflicts to be disclosed. No conflicts were noted.

(4) Public Comment – None noted.

Review/Approve the WDC Lease with City of New Bern

President Staats highlighted the work completed by the Facilities Committee on January 31, 2017 to review and recommend changes to the lease which have been incorporated into the lease agreement dated February 28, 2017. The lease was discussed with the Craven County Board of Commissioners on Monday, February 6 with all seven commissioners in agreement to support the project. Trustee Cella suggested that section #20 be reviewed for possible typos with the use of "lessor" and "lessee."

(Trustee Tyson left the meeting at 5:50 pm for a prior commitment)

Trustee Mattocks motioned to approve the lease with the suggested changes to Section 20; Trustee Wilson seconded the motion and the motion passed unanimously. President Staats relayed that the lease will be presented to the City Board of Aldermen next week followed by the signing of the lease and grant.

Adjournment

With no further business to be presented, Chairman Roberts adjourned the meeting at 6:01 pm.

Respectfully submitted:

Kevin Roberts

Kevin Roberts, Chairman
June 20, 2017

Raymond W. Staats

Raymond Staats, Secretary
June 20, 2017

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CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPRING MEETING
APRIL 7, 2017

The Craven Community College Board of Trustees held its spring meeting on Friday, April 7, 2017, in conjunction with the Board's annual retreat, at the Doubletree by Hilton hotel in New Bern with Board Chairman Kevin Roberts presiding. The meeting was called to order at 1:50 pm.

Roll Call

President Raymond Staats called the roll.
Voting members present were: Mr. Stephen Cella, Ms. Cora Chadwick, Mr. Ken Crow, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Rosanne Leahy, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mr. Bill Taylor, Mayor Chuck Tyson, and Ms. Brenda Wilson.
Ex Officio members absent: Mr. Lloyd Griffith, Foundation President, Mr. D. J. Johnson, SGA President
Others present were: Dr. Raymond Staats, President; Mr. Jamie Norment, Attorney, Ward and Smith; Dr. Page Varnell, Vice President for Administration; Ms. Kathleen Gallman, Vice President for Instruction; Mr. Gery Boucher, Vice President for Students; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees.

Chairman Roberts declared a quorum present for the meeting.

Agenda Review and Adoption

Chairman Roberts reviewed the agenda (attached) and asked if there were revisions or additions. Trustee Dacey motioned to accept the agenda as presented; Trustee Mattocks seconded the motion and all approved.

Conflict of Interest Declaration

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

Public Comment

Chairman Roberts called for public comment and none were expressed.

2017 Statements of Economic Interest

Ms. Ensley stated that all trustees had filed their annual Statement of Economic Interest by the April 15th deadline as required by the NC Ethics Commission.

Consent Agenda

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

Board of Trustees Winter Meeting Minutes of January 17, 2017
Academic & Student Affairs Committee Meeting Minutes of March 6, 2017
Facilities Committee Meeting Minutes of March 13, 2017
Finance/Personnel Committee Meeting Minutes of March 13, 2017

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

Committee Action Items

Approve New Programs AAS-Industrial Systems Technology and AAS-Mechatronics Engineering Technology: VP Gallman highlighted the two new programs (attached) that are slated for implementation in the fall of 2018. The new program application process through the System Office and SACSCOC for approval takes approximately 18 months to complete. Trustee Crow motioned to approve the two new programs as recommended by the Academic & Student Affairs Committee; Trustee Cella seconded the motion and the motion passed unanimously.

Approve Termination of Curriculum Program D45580, Pharmacy Technology: VP Gallman explained the anticipated licensing requirement for pharmacy technicians had been eliminated. As a result, students are choosing to enroll in the non-curriculum program which takes less time to complete. Trustee Crow motioned to approve the termination of the Pharmacy Tech program as recommended by the Academic & Student Affairs Committee; Trustee Taylor seconded the motion and the motion passed unanimously.

Approve Fall 2016 WFD Accountability and Credibility Policy Report: VP Boucher reviewed the purpose of the report (attached) indicating that accountability criteria had been met. Trustee Crow motioned to approve the report as recommended by the Academic & Student Affairs Committee; Trustee Chadwick seconded the motion and the motion passed unanimously.

(Trustee Tyson left the meeting at this point for a prior commitment)

Approve 2017-2018 Student Fee Schedule: VP Varnell reviewed the fee schedule noting changes highlighted in red (attached). Trustee Morris motioned to approve the student fee schedule as recommended by the Finance/Personnel Committee; Trustee Mattocks seconded the motion and the motion passed unanimously.

Approve Creation of Capital Improvement Account for Future Academic Success Center: VP Varnell explained the need to program $700,500 for the renovation of space within the Student Center Building for the new Academic Success Center (attached) to be started after the completion of the new First Stop area in Barker Hall. Trustee Morris motioned to approve the creation of the capital improvement account as recommended by the Finance/Personnel Committee; Trustee Knight seconded the motion and the motion passed unanimously.

Approve Instructional Contract for Spring 2018 NCSU 2+2 Engineering Program (walk-in item): President Staats presented the agreement (attached) for Dr. Bill Fortney of NCSU to teach EGR 150 – Introduction to Engineering for the Spring 2018 semester to students of Craven CC. Trustee Wilson motioned to approve the instructional contract; Trustee Leahy seconded the motion and the motion passed unanimously.

<u>Old Business</u>

Summary of Board's Self-Evaluation 2017: Chairman Roberts thanked the 12 trustees for their participation in the evaluation process and discussion during the retreat. The evaluation indicated a high functioning board that works together to meet the governance needs of the College.

<u>New Business</u>

Appoint Nominating Committee for Board Officers 2017-2018: Chairman Roberts appointed Trustee Tyson as Chair with Trustee Leahy and Trustee Mattocks as members, to present a slate of officers to the Board at the next meeting.

Approve Public Radio East (PRE) Foundation Board Members: President Staats presented a request from PRE to ratify the following individuals as PRE Foundation board members: Susan Braaten, Linda Staunch, Tom Wilson, Meena Murphy, and Cathy Diamond. Trustee Wilson motioned to approve; Trustee Taylor seconded the motion. The motion passed with Trustees Mattock and Crow recused from the vote.

Adopt New Board of Trustees Meeting Schedule for 2017-2018: President Staats asked the Board to increase board meeting frequency to eight times per year (schedule attached) to allow for more timely dissemination of information. Although the number of board meetings would increase, the standing committee meetings would be eliminated resulting in an overall decrease in the number of meetings to be attended by each trustee. The full Board would hear, discuss and approve all matters in lieu of recommendations from the committees. Trustee Morris motioned to approve the 8-meeting per year schedule with the elimination of the standing committees; Trustee Knight seconded the motion and the motion was unanimously approved. Trustee bylaws, along with policies and procedures, will need amending to reflect the change.

Reports

President: President Staats presented his quarterly report (attached) highlighting the facilities projects and the Adult Enrichment Program.

Attorney: Attorney Norment noted there are no ongoing litigations at this time.

Chair: Chairman Roberts thanked the Board for their engaged discussion on strategic planning during the retreat earlier in the day.

Student Trustee: With Mr. Johnson at the state SGA conference, President Staats reviewed Mr. Johnson's last SGA written report (attached), as he graduates in May. President Staats noted that Mr. Johnson had been a very active SGA President during his two years as Student Trustee. Trustee Morris motioned to present a medallion to Mr. Johnson during the May 2017 graduation ceremony; Trustee Mattocks seconded the motion and the motion passed unanimously. Trustee Cella motioned to include a proclamation for leadership excellence in the presentation which Mr. Johnson might be able to use in his future endeavors to obtain employment. Trustee Mattocks seconded the proclamation and the motion passed unanimously.

Foundation President: On behalf of Mr. Griffith, President Staats presented the attached written report.

Closed Session

At 2:35 pm upon motion by Trustee Knight, second by Trustee Mattocks, 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.

(Trustee Crow left the meeting at 2:55pm for a prior commitment)

At 3:35 pm upon 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.

Chairman Roberts stated the president's performance evaluation and employment contract had been reviewed in Closed Session. Trustee Morris motioned to provide a resolution of support for President Staats; Trustee Taylor seconded the motion and the motion passed unanimously. Trustee Morris motioned to award President Staats an additional ten days of paid leave for meritorious service as outlined in Section 10f of his employment contract; Trustee Taylor seconded the motion and the motion passed unanimously. Trustee Morris motioned to extend President Staats' employment contract from July 1, 2017 through July 31, 2020; Trustee Taylor seconded the motion and the motion passed unanimously. The required letter to the NCCCS indicating completion of the review process will be signed by Chairman Roberts and mailed by the June 30, 2017 deadline.

<u>Adjournment</u>
With no further business to be presented, Chairman Roberts adjourned the meeting at 3:38 pm.

Respectfully submitted:

Kevin M. Roberts, Chairman
June 20, 2017

Raymond W. Staats, Secretary
June 20, 2017

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Curriculum & WFD

Enrollment Numbers

Curriculum Summer Enrollment		
	Head Count	FTE
Summer 2017	1270	277.41
Summer 2016	1129	256.34
% Change	+12.5%	+8.2%

WFD Spring Enrollment		
	Head Count	FTE
Spring 2017	3927	166.55
Spring 2016	5185	159.23
% Change	-24.3%	+8.2%

Basic Skills Spring Enrollment		
	Students	FTE
Spring 2017	581	28.82
Spring 2016	691	33.94
% Change	-15.92%	-15.09%

Craven Community College
State Funds Budget Comparison Report
As of May 15, 2017 - 87.5% of the Year

FY 2016-2017 Budget Comparison as of May 15, 2017	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
87.5% of year	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	529,709	436,447	93,262	82%	2,045,728	1,726,956	318,772	84%	2,223,872	1,853,127	370,745	83%	2,464,508	2,034,209	430,300	83%
519 Contracted Services	8,280	8,280	0	100%	47,687	36,719	10,968	77%	92,222	84,394	7,828	92%	61,152	34,549	26,603	56%
523 Instructional Supplies					1,064	1,064	0	100%								
525 Motor Vehicle Supplies																
526 Office Supplies	837	837	0	100%	25,466	25,312	154	99%	11,444	11,444	0	100%	12,612	12,612	0	100%
527 Other Supplies	2,166	2,166	0	100%	455,042	69,544	385,498	15%	33,286	6,943	26,343	21%	8,103	8,054	49	99%
528 Audio-Visual Supplies																
531 Staff Development	18,066	18,066	0	100%	64,548	64,029	520	99%	24,924	24,215	709	97%	31,384	25,373	6,011	81%
532 Comm/Postage/Software					147,399	144,829	2,570	98%	1,212	1,212	0	100%	21,603	21,603	0	100%
534 Printing & Binding	461	461	0	100%	220	104	116	47%					52,372	42,874	9,498	82%
535 Repairs & Maintenance	3,681	919	2,762	25%	174,125	168,994	5,131	97%	9,915	8,261	1,654	83%	1,757	1,757	0	100%
536 Freight					62	62	0	100%	73	73	0	100%	56	56	0	100%
537 Advertising					13,034	12,531	503	96%					116,797	98,791	18,006	85%
538 Data Processing																
539 Other Current Services	552	281	271	51%	62,439	59,028	3,411	95%	4,188	4,188	0	100%	33,950	21,632	12,318	64%
541 Rental of Property	320	320	0	100%					525	525	0	100%				
543 Lease/Rental Other Equipme					38,445	27,242	11,203	71%	10,148	7,567	2,581	75%				
544 Data Processing Software					64,826	64,826	0	100%	260	260	0	100%	192	192	0	100%
546 Memberships & Dues	18,688	18,688	0	100%	4,687	4,687	0	100%	16,274	16,274	0	100%	3,632	3,632	0	100%
548 NEIT Admin													355	0	355	0%
55x Equipment					1,015,411	103,811	911,600	10%					1,049	1,049	0	100%
Total Administrative:	**582,760**	**486,467**	**96,293**	**83%**	**4,160,183**	**2,509,739**	**1,650,444**	**60%**	**2,428,343**	**2,018,482**	**409,861**	**83%**	**2,809,522**	**2,306,383**	**503,139**	**82%**
Instructional																
Salaries & Benefits									7,326,282	6,200,684	1,125,598	85%	994,264	815,070	179,194	82%
519 Contracted Services									37,248	15,038	22,210	40%	159,997	94,344	65,653	59%
523 Instructional Supplies									132,273	103,492	28,781	78%	31,099	26,852	4,247	86%
524 Repair Supplies																
525 Motor Vehicle Supplies									2,327	2,327	0	100%				
526 Office Supplies									293	293	0	100%				
527 Other Supplies									8,091	7,273	818	90%	2,983	2,927	56	98%
528 Audio-Visual Supplies									6,276	6,111	165	97%				
531 Staff Development									83,453	49,107	34,346	59%	1,660	1,660	0	100%
532 Comm/Postage/Software									79,948	66,957	12,991	84%	19	19	(0)	100%
534 Printing & Binding									1,090	89	1,001	8%				
535 Repairs & Maintenance									51,748	36,772	14,976	71%				
536 Freight																
537 Advertising													100	100	0	100%
539 Other Current Services					453,015	0	453,015	0%	50,700	23,659	27,041	47%	2,945	2,945	0	100%
541 Rental of Property									1,250	1,250	0	100%				
543 Lease/Rental Other Equipme																
544 Data Processing Software									4,383	4,155	228	95%				
546 Memberships/Accredita & Dues									14,720	14,720	0	100%				
55x Equipment									62,268	29,772	32,496	48%	11,271	10,270	1,001	91%
556 Books									12,392	11,812	580	95%				
Total Instructional:					**453,015**	**0**	**453,015**	**0**	**7,874,742**	**6,573,512**	**1,301,230**	**83%**	**1,204,338**	**954,188**	**250,151**	**79%**
Total Admin & Instructional:	**582,760**	**486,467**	**96,293**	**83%**	**4,613,198**	**2,509,739**	**2,103,459**	**54%**	**10,303,085**	**8,591,994**	**1,711,091**	**83%**	**4,013,860**	**3,260,570**	**753,290**	**81%**

	Budget	Expenses	Remain Bal	% Spent
College Totals	**19,512,903**	**14,848,770**	**4,664,133**	**76%**

FY 2016-2017 Budget Comparison
County Funds
as of May 15, 2017

87.5% of year

FY 2016-2017 Budget Comparison May 15, 2017 87.5% of year	General Institution				Maintenance				Security				Capital			
	Budget	**Expenses YTD**	**Remaining Balance**	**% Spent**	**Budget**	**Expenses YTD**	**Remaining Balance**	**% Spent**	**Budget**	**Expenses YTD**	**Remaining Balance**	**% Spent**	**Budget**	**Expenses YTD**	**Remaining Balance**	**% Spent**
Salaries & Benefits	343,694	245,073	98,621	71%	947,577	792,975	154,602	84%	314,760	177,244	137,516	56%				
519 Contracted Services	100,000	82,758	17,242	83%	99,126	85,789	13,337	87%	93,284	93,036	248	100%				
521 Custodial Supplies/Uniforms					41,176	32,223	8,953	78%	826	410	416	50%				
522 Maintenance Supplies					52,056	36,726	15,330	71%								
523 Instructional Supplies					337	337	0	100%								
524 Repair Supplies					21,999	16,746	5,253	76%								
525 Motor Vehicle Supplies					5,874	3,106	2,768	53%	534	534	0	100%				
526 Office Supplies					273	273	0	100%								
527 Other Supplies					35,021	26,359	8,662	75%	12,005	8,970	3,035	75%				
528 Audio-Visual Supplies																
531 Staff Development					7,558	7,558	0	100%	4,013	4,013	0	100%				
532 Communication					86,165	63,229	22,936	73%								
533 Utilities					801,403	713,546	87,857	89%								
534 Printing & Binding																
535 Repairs & Maintenance					312,940	122,717	190,223	39%	6,293	4,804	1,489	76%				
536 Freight																
537 Advertising																
538 Data Processing																
539 Other Current Services	4,174	4,174	0	100%	174	174	0	100%								
541 Rental of Property	50	50	0	100%												
543 Lease/Rental Other Equipme					2,118	2,027	91	96%								
544 Data Processing Software																
545 General Admini (Insurance)	189,203	189,203	0	100%												
546 Memberships & Dues					25	25	0	100%	290	290	0	100%				
55X Equipment													500,000	209,891	290,109	**42%**
Totals	**637,121**	**521,258**	**115,863**	**82%**	**2,413,822**	**1,903,811**	**510,013**	**79%**	**432,005**	**289,300**	**142,705**	**67%**	**500,000**	**209,891**	**290,109**	**42%**

College Totals	**Budget**	**Expenses**	**Remain Bal**	**% Spent**
Regular Operating	**3,482,948**	**2,714,369**	**768,579**	**78%**
Capital Outlay	**500,000**	**209,891**	**290,109**	**42%**

Craven Community College
Institutional Funds Budget
For the period July 1, 2016 through May 15, 2017

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT		REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending						0.00	7,861.62
01	133 Discretionary	80,000.00	34,819.05	45,180.95	43.52%		67,927.31	162,628.19
01	134 Unrestricted Overhead Receipts	5,368.00	0.00	5,368.00	0.00%		8,176.15	26,885.53
01	136 Foundation	265,062.00	177,698.06	87,363.94	67.04%		206,878.10	269,733.93
01	137 Financial Aid Matching	3,000.00	1,167.13	1,832.87	38.90%		3,012.69	2,011.01
01	221 Applied Music	2,075.00	0.00	2,075.00	0.00%		1,782.29	13,228.33
01	227 Extra Curricular Activities	49,653.00	24,590.46	25,062.54	49.52%		26,639.38	39,488.48
01	250 Curriculum-Self Supporting	233,980.00	215,720.75	18,259.25	92.20%		28,837.83	172,319.33
01	312 Fire College						92.43	11,394.97
01	340 WFD-Self Supporting	433,127.00	297,518.18	135,608.82	68.69%		461,396.83	763,044.50
01	411 Learning Resource Center	1,300.00	89.36	1,210.64	6.87%		1,234.02	21,947.13
01	460 Customized Ind Train Support	38,200.00	26,838.87	11,361.13	70.26%		20,710.61	45,718.38
01	461 Small Business Support Fund						0.95	118.58
02	131 College Work Study	83,586.00	59,494.96	24,091.04	71.18%		59,494.96	21.47
02	134 Restricted Overhead Receipts	53,550.00	5,478.91	48,071.09	10.23%		28,544.22	211,129.92
02	138 Returned Check Fee Fund	200.00	33.56	166.44	16.78%		454.95	17,949.82
02	139 Fndton Grants (Duke/NCCF)						0.00	61.32
02	139 Harold H. Bate Grant	105,751.00	79,402.94	26,348.06	75.08%		100,000.00	26,348.17
02	220 NCSU Engineering	80,178.00	29,033.76	51,144.24	36.21%		42,133.28	53,278.11
02	227 ENCORE	20,015.00	14,347.83	5,667.17	71.69%		20,085.78	11,357.05
02	228 Grants -NSF/Duke Energy	452,626.00	248,536.95	204,089.05	54.91%		47,966.45	783.48
02	291 Specifc Fees - Lab/DE/ASC	456,819.00	268,193.83	188,625.17	58.71%		503,504.37	1,649,183.61
02	292 System-Wide Fees-Comp Tech	309,969.00	268,917.59	41,051.41	86.76%		239,606.07	984,218.77
02	293 Patron Fees	40,056.00	35,785.14	4,270.86	89.34%		36,228.88	261,084.47
02	314 Grants - Workforce Development						30.07	2,659.03
02	392 System-Wide Fees - WFD Comp	125.00	0.00	125.00	0.00%		101.54	12,537.68
02	521 C-Step Grant	8,000.00	5,012.56	2,987.44	62.66%		8,000.00	2,987.44
02	531 Professional Liability Ins	10,000.00	7,098.00	2,902.00	70.98%		10,068.57	17,907.12
02	532 Student Insurance	8,000.00	6,676.50	1,323.50	83.46%		6,807.63	(297.92)

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT		REVENUES YEAR TO DATE	FUND BALANCE
02	533 Transcript Fees	34,492.00	18,772.60	15,719.40	54.43%		42,279.37	145,526.39
02	534 TRIO Grant	990,110.00	338,515.53	651,594.47	34.19%		352,756.94	6,837.60
02	790 Orringer Hall Fund	8,000.00	3,520.53	4,479.47	44.01%		5,730.33	26,665.99
02	791 Public Radio East	992,090.00	793,997.41	198,092.59	80.03%		807,803.14	183,301.78
02	795 Career Fair						4.46	548.51
02	796 Testing Centers	10,974.00	9,394.00	1,580.00	85.60%		11,463.26	29,600.46
02	797 Public Radio East Foundation	741,949.00	599,099.44	142,849.56	80.75%		577,060.24	150,811.40
02	823 SEOG	114,315.00	102,241.66	12,073.34	89.44%		102,241.66	0.00
02	824 Pell	5,050,000.00	4,049,743.82	1,000,256.18	80.19%		3,998,414.82	(51,393.00)
02	830 NCCC Target Asst/LTHT	8,500.00	5,116.60	3,383.40	60.20%		7,723.00	2,606.40
02	831 Golden Leaf Scholars	13,000.00	11,915.60	1,084.40	91.66%		11,712.00	2,044.40
02	833 NCCG	202,736.00	202,736.00	0.00	100.00%		202,661.00	(75.00)
02	834 Teacher Assistant Sch Fund	15,500.00	10,130.00	5,370.00	65.35%		10,500.00	370.00
02	835 State Aid Scholarships	159,716.00	159,716.00	0.00	100.00%		158,758.00	(958.00)
02	840 General Scholarships	198,342.00	182,186.83	16,155.17	91.85%		202,385.41	272,523.13
02	841 Endowment Scholarships	64,654.00	54,204.20	10,449.80	83.84%		61,806.18	18,559.39
05	710 Clearwire Distribution	2,150.00	0.00	2,150.00	0.00%		3,028.31	23,627.94
05	720 Bookstore	174,000.00	53,698.64	120,301.36	30.86%		145,803.55	778,099.09
05	730 Food Service	35,000.00	30,000.00	5,000.00	85.71%		32,037.60	16,911.92
05	740 Campus Access	74,400.00	40,602.18	33,797.82	54.57%		69,736.12	161,344.48
05	770 Student Activity Funds	175,150.00	137,093.11	38,056.89	78.27%		164,213.00	214,872.70
06	810 J. Wrenn Emergency Loan Fu	5,000.00	4,542.74	457.26	90.85%		5,390.14	43,555.98
07	910 Buildings & Grounds	2,132,582.00	510,811.33	1,621,770.67	23.95%		555,972.66	1,884,123.33
08	792 Public Radio East Endowment						10,425.41	78,238.32
08	850 Endowments	61,651.00	61,029.89	621.11	98.99%		210,005.23	2,058,220.73
	Total	14,004,951.00	9,185,522.50	4,819,428.50	66%		9,679,627.19	10,833,553.46

REQUEST FOR APPROVAL
WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

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

Student ID #	Term	INTUI Tuition/ Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	LABFB Lab Fee	LABFA Lab Fee	ELOAN Emergency Loan	RETCK Return Check	RTCK Check Fee	FA Overage	Total
XXX150	2015fa													1,070.06	1,070.06
XXX476	2015su						741.99								741.99
XXX821	2015fa													343.25	343.25
XXX471	2015su													344.07	344.07
XXX143	2016sp													621.96	621.96
XXX204	2015fa													396.63	396.63
XXX126	2015fa													521.24	521.24
XXX634	2014fa													766.41	766.41
XXX623	2015sp						44.96							494.45	539.41
XXX176	2014fa						48.29							484.41	532.70
XXX489	2014fa						421.88							551.19	973.07
XXX441	2015su													450.24	450.24
XXX234	2015fa						57.41							1,148.24	1,205.65
XXX158	2015fa													649.97	649.97
XXX452	2014fa						639.15							192.84	831.99
XXX342	2015su													590.56	590.56
XXX876	2015fa						33.21							1,180.69	1,213.90
XXX765	2015fa						629.43							302.38	931.81
XXX012	2015fa													851.76	851.76
XXX092	2015su						897.55							677.47	1,575.02
XXX378	2015fa													498.00	498.00
XXX483	2015sp													595.52	595.52
XXX369	2014fa			51.65	32.00	2.80	115.82	30.00						69.78	302.05
XXX176	2015fa	72.00		20.48	96.00	1.40	81.66							23.34	294.88
XXX255	2014fa	132.35		32.00	16.00	11.40	987.88	60.00						177.72	1,417.35
XXX865	2014fa						56.68							387.61	444.29
XXX567	2015fa													510.75	510.75
XXX988	2014fa	639.09		32.00	16.00	11.40								5.60	704.09
XXX753	2015sp													689.37	689.37
XXX626	2015fa						244.44							998.71	1,243.15
XXX264	2016sp						562.68							647.30	1,209.98
XXX979	2015fa						423.72							481.11	904.83
XXX204	2014fa													513.02	513.02
XXX890	2015fa													707.00	707.00
XXX922	2015sp													184.71	184.71
XXX787	2015fa						272.22							755.00	1,027.22
XXX014	2015sp						339.77							617.44	957.21
XXX948	2015fa													531.18	531.18
XXX241	2015fa						151.04							614.59	765.63
XXX474	2015sp													689.50	689.50
XXX348	2015fa													479.57	479.57
XXX312	2015sp													616.92	616.92
XXX797	2015fa						166.19								166.19
XXX548	2015su													888.23	888.23
XXX461	2015fa						274.20							742.68	1,016.88
XXX071	2014fa													897.98	897.98
XXX263	2015fa													763.99	763.99
XXX407	2015sp						308.21							576.13	884.34
XXX992	2015fa													523.63	523.63
XXX981	2015su						135.49							276.67	412.16

XXX530	2015su													327.50	327.50
XXX482	2015fa						191.49							794.57	986.06
XXX684	2015fa			70.00	96.00	31.47	606.87	25.00		15.00				277.73	1,122.07
XXX848	2015su													1,248.43	1,248.43
XXX032	2015fa	282.89		58.94	37.72	25.98	468.92	80.88							955.33
XXX689	2016sp	304.00					550.60	25.00							879.60
XXX301	2016sp	532.00		35.00	48.00	16.40	211.79								843.19
XXX133	2016sp			11.14	35.65	27.03	637.96								711.78
XXX010	2015fa	119.82		4.85	6.66	2.27		10.40							144.00
XXX103	2016sp	204.28		8.55	11.73	4.01		24.43							253.00
XXX289	2016sp	261.17		7.52	10.31	3.52	-	21.48							304.00
XXX301	2015su			4.48	3.58	2.55		6.72							114.18
XXX596	2015sp	108.52		2.51	4.02	2.86	134.61	3.77							256.29
XXX048	2016sp	523.77		49.22	47.26	16.15									636.40
XXX151	2015fa	180.00		8.75	11.99	4.10	325.03	18.75							548.62
XXX291	2016sp	25.18		1.93	2.65	0.91	7.84	2.76							41.27
XXX546	2016sp	511.58		19.63	26.93	9.20	271.71	28.05							867.10
XXX721	2016sp	67.33		31.01	42.53	14.53									155.40
XXX532	2015fa	138.28		26.89	36.87	12.60		9.60							224.24
XXX869	2016sp	103.93		5.98	8.22	2.80		4.27							125.20
XXX791	2016sp	114.00		17.50	24.00	8.20		12.50							176.20
		4,320.19	-	500.03	614.12	211.58	11,040.69	363.61	-	15.00	-	-	-	29,749.10	46,911.17

Pamela Gibbs Millis

Requested By

Page Varnell

Vice President For Adminstration

FA Issues/Withdrew Charged 25%	$ 2,678.12
Sponsor Issues	1,412.78
WFD	-
Return 2 Title 4	39,675.37
MISC-Chargeback, Emergency Loan	2,619.26
Payment Plan	525.64
	$ 46,911.17

Total Collected this period	$	268.10
Debt Setoff		28,033.55
Total Fees Paid to collection agency		1,372.48
Net proceeds		26,929.17

YTD Write Offs July 2016-May 2017	$	117,526.24
Prior Year Write Offs July 2015-May 2016	$	127,151.29
120 Days past due	$	97,614.65
Percentage of Total Accounts Receivable		7.8941%

CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES

STIF Account:	15-May	17-Feb	Variance
Local Funds	$2,327,490.31	$1,853,016.98	$474,473.33
Special Funds	$8,444,980.83	$8,603,081.71	-$158,100.88
Total	$10,772,471.14	$10,456,098.69	$316,372.45

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.

	15-May	17-Feb	Variance
STIF Interest Rate:	1.106960%	1.009090%	0.097870%

FISCAL YEAR 2018 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 2017-2018 fiscal year (July 1, 2017) and the adoption of the budget resolution by the Board of Trustees.

Approved this 20th day of June, 2017.

CCC Facilities Usage Report
4th Quarter - 2016-17

Date of report: 5/18/2017
March, April, May 2017

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
My Girl Talk 8.0	3/11/2017	Non-profit	Naumann Com. Room	$ 160.00	3/10/2017	44
North Carolina Council for Women & Youth Involvement	3/22/2017	Gov	AMC 102			28
Craven Smart Start/Childcare Rsc. & Referral	3/25/2017	Gov	Orringer, Brock & BIT			110
NC Department of Environmental Quality, Coastal Management Division	3/29/2017	Gov	AMC 104			8
NC Department of Transportation	3/30/2017	Gov	Naumann Com. Room			12
North Carolina Bar Association	4/1/2017	Non-profit	BIT 106, 107 & 108			24
NC Wildlife Resources Commission	4/6/2017	Gov	Orringer Auditorium			41
Eastern Carolina Council	4/20/2017	Gov	Naumann Com. Room			65
NC Wildlife Resources Commission	4/24/2017	Gov	Orringer Auditorium			20
Tried by Fire	4/29/2017	Non-profit	Naumann Com. Room	$ 135.00	4/11/2017	30
Craven Area Rural Transit System (CARTS)	5/3/2017	Gov	Naumann Com. Room			25
East Carolina University	5/13-6/17/2017	Edu	Perdue 123			9
Wendy Osserman Dance Company	5/15-16/2017	Non-profit	Orringer Auditorium	$ 680.00	5/31/2017	100
Kiddie Kollege Learning Center, Inc.	5/23/2017	Profit	Orringer Auditorium	$ 162.50	5/23/2017	185
NC Department of Environmental Quality, Coastal Management Division	5/24/2017	Gov	AMC 104			8
NC Wildlife Resources Commission	5/31/2017	Gov	Orringer Auditorium			65

Fees are not charged to the following organizations:

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

BP – 1.7

DUTIES OF THE PRESIDENT

Legal Authority: NCGS 115D-20; 23 NCAC 2C .0209

Approval: April 19, 2011
Revision: June 20, 2017

DUTIES OF THE PRESIDENT

The President shall be the chief executive officer of the College. As such, the President shall have the primary responsibility for the execution of policies formulated and adopted by the Board.

The President shall faithfully, industriously and, to the best of the President's ability, perform all duties as described in the President's job description and additional duties assigned from time to time by the Board. In addition, the President shall fulfill all duties imposed upon community college presidents by law or regulation and shall ensure that the College operates in accordance with all applicable federal and state laws and regulations.

The President shall devote full time, skill, labor and attention to the operation of the College and shall have responsibility to organize, reorganize and arrange the administrative staff, including instruction and business affairs, which in his or her judgment best serves the College. The President shall have the responsibility, subject to the policies of the College as established and amended, for all personnel matters, including selection, assignment, transfer and termination subject to Board approval. By way of example and not limitation of the President's duties and responsibilities, the President is responsible for the following duties:

(1) Coordinate and provide oversight of all administrative and managerial aspects of the institution.

(2) Ensure sound fiscal management of the institution.

(3) Provide for distribution of College resources to ensure effective fulfillment of the College's mission, goals and priorities.

(4) Create a College environment that appreciates and reflects diversity both in the student body and the workforce, and support the vision statement for the College.

(5) Advise the Board of financial and budgetary needs of the institution and recommend the items to be included in the current expense budget and the capital outlay budget.

(6) Lead the College institutional effectiveness and goal setting process, and using a team approach, ensure development and execution of College strategic planning and continuous improvement.

(7) Establish the College's organizational structure.

(8) Make all final decisions regarding the employment and dismissal of all College employees as delegated by the Board.

(9) Recommend policies to the Board when deemed in the best interest of student learning and the needs of the institution.

(10) Administer all College policies and procedures fairly and effectively.

(11) Shape and maintain the educational policies of the College and recommend additions, elimination, and change in programs and services provided by the institution deemed in the best interest of students, the local community, and the State of North Carolina.

(12) Ensure that all educational programs are educationally sound, financially viable, and meet all recommendations and requirements of accrediting bodies, local and state law, and the standards of the North Carolina State Board of Community Colleges.

(13) Appoint and work with local advisory committees to ensure educational programs address local workforce development needs.

(14) Consult with the Board leadership on the agenda for meetings of the Board.

(15) Oversee management of the College Foundation Board, and working through the College Foundation and ensure that the Foundation Board receives, accepts, and ensures fiscal accountability for private donations, bequests, and the like.

(16) Encourage professional development and growth of all College employees, and supports professional development opportunities that enhance both individual professional growth and College priorities.

(17) Promote effective supervision of all employees including development and effective execution of an employee evaluation system that fosters individual growth and accountability.

(18) Actively seek private donations to the College and Public Radio East through their Foundations.

(19) Actively engage in community involvement and encourage community engagement on behalf of the College among all College faculty and staff.

(20) Promote and market the College to foster a positive image for the institution and enhance student recruitment.

(21) Represent the College in various capacities on local, state, and national boards, task forces, and organizations.

(22) Oversee management of Public Radio East and its employees, supervisors and all constituents and oversee the management of the Public Radio East Foundation Board and ensure that the Foundation Board receives, accepts, and ensures fiscal accountability for private donations, bequests, and the like.

(23) Approve the College's academic calendar (Board authority delegated to President).

(24) Approve Level 1 and Level 2 Instructional Service Agreements (Board authority delegated to President).

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STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

ASSIGNMENT OF SUBCARRIER LEASE

THIS ASSIGNMENT OF SUBCARRIER LEASE made and entered into as and for the 20th day of June, 2017 ("Assignment"), by and between **RADIO READING SERVICES OF EASTERN NORTH CAROLINA, INC.**, a nonprofit corporation organized under the laws of the State of North Carolina ("Assignor"); and **RADIO READING SERVICES, INC.**, also a North Carolina nonprofit corporation, doing business as Triangle Radio Reading Service ("Assignee"); and **CRAVEN COMMUNITY COLLEGE**, host of the facilities referred to in that certain Subcarrier Lease described more fully below which is the subject of this Assignment ("College"); collectively sometimes referred to herein as Parties, individually sometimes as a Party:

WITNESSETH:

WHEREAS, in accordance with that certain Agreement between Assignor and Assignee, dated the 20th day of June, 2017, Assignor desires to assign to Assignee all of Assignor's rights in a Subcarrier Lease dated November 22, 1991 ("Subcarrier Lease"), by and between the Assignor and the Lessor Board of Trustees of the College, the terms and conditions of which are incorporated by reference; and,

WHEREAS, College is agreeable to the Assignment upon the further terms and conditions set forth in this Assignment.

NOW, THEREFORE, for and in consideration of the premises and the mutual covenants and promises made by the Parties, the receipt and sufficiency of which are acknowledged, the Parties hereby agree as follows:

1. Assignor hereby assigns to Assignee, and Assignee hereby accepts this Assignment and assumes the Subcarrier Lease and all of its terms effective the 20th day of June, 2017.
2. Assignor by this Assignment relinquishes all right, title and interest in the Subcarrier Lease and Assignee accepts all rights and obligations thereunder.
3. College authorizes and ratifies the Assignment retaining all of Lessor's rights and privileges contained in the Subcarrier Lease, together with the additional right to terminate the lease for any reason upon delivery of thirty (30) days written notice to Assignee.
4. Assignor furthermore represents that immediately prior to the Assignment it is the lawful owner of the rights of the lessee under the Subcarrier Lease free and clear of encumbrances and has not previously pledged or assigned its rights heretofore.
5. Assignee furthermore represents and warrants that it has full corporate authority to make this Assignment to Assignee.
6. This Assignment shall be governed by and construed in accordance with the laws of the State of North Carolina.

[SIGNATURES ARE ON THE FOLLOWING PAGE.]

IN WITNESS WHEREOF, the Parties have properly caused this Assignment to be duly executed, and delivered as and for the date first above written.

RADIO READING SERVICES OF EASTERN NORTH CAROLINA, INC.

By:______________________________

President

ATTEST:______________________________

Secretary

RADIO READING SERVICES, INC. DBA TRIANGLE RADIO READING SERVICE

By:______________________________

President

ATTEST:______________________________

Secretary

THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE

By:______________________________

Board Chair

ATTEST:______________________________

Secretary

CRAVEN COMMUNITY COLLEGE BOARD OF TRUSTEES RESOLUTION

In Support of the

AMENDMENT TO THE FIRST STREET WORKFORCE DEVELOPMENT CENTER LEASE WITH THE CITY OF NEW BERN

WHEREAS, workforce training and preparation is a critical portion of Craven Community College's (the "College") mission, and;

WHEREAS, the College requires new instructional space to meet Craven County's current and projected workforce training requirements, and;

WHEREAS, the City of New Bern is re-developing an 8-acre parcel on First Street, and has partnered with the College to renovate the former electrical generation facility on this site into a 7,500 square foot Workforce Development Center (the "WDC"), and;

WHEREAS, the College has entered into an agreement with the City of New Bern dated February 28, 2017 (the "Lease") to lease the WDC space for a period of ten (10) years and upon certain other terms, all of which are incorporated herein by reference; and

WHEREAS, the City of New Bern has acquired a $549,000 Golden LEAF grant and a $1,300,000 US Department of Commerce Economic Development Administration (EDA) grant to fully fund necessary renovations, and;

WHEREAS, because the City of New Bern is required to renovate the former electrical generation facility, the EDA is requiring that the City of New Bern execute and record a mortgage securing the City's obligations under the EDA grant; and

WHEREAS, the EDA has requested that the College and the City of New Bern amend the Lease in order to (i) affirmatively obligate the College to comply with all applicable federal, state and local nondiscrimination laws, and (ii) subordinate the College's leasehold rights to the EDA as the holder of the mortgage on the WDC property.

NOW, THEREFORE, BE IT RESOLVED, that the Craven Community College Board of Trustees hereby agrees that (i) in connection with the Lease, the College will comply with all applicable federal, state, and local nondiscrimination laws, and (ii) its rights under the Lease are subordinate to the EDA as the holder of the mortgage on the WDC property. The Board authorizes the President of the College to execute an Amendment to Lease Agreement which will obligate the College as set forth above.

This the 20th day of June, 2017.

Kevin M. Roberts
Chairman, Board of Trustees

Dr. Raymond W. Staats
Secretary, Board of Trustees &
President of the College

ND: 4847-4802-4906, v. 1

BOARD OF TRUSTEES
2017-2018 MEETING SCHEDULE

DATE OF MEETING	TIME	EVENT	LOCATION
JUNE 2017			
Tuesday, June 20	5:30 pm - 7:30 pm	June Board of Trustees Meeting (no dinner)	Ward Boardroom
JULY 2017		No meeting in July - summer break	
AUGUST 2017			
Tuesday, August 15	5:30 pm - 7:30 pm	August Board of Trustees Meeting (no dinner)	Ward Boardroom
SEPTEMBER 2017			
Tuesday, September 19	5:30 pm - 7:30 pm	September Board of Trustees Meeting (no dinner)	Ward Boardroom
OCTOBER 2017			
Tuesday, October 24	5:00 pm - 5:45 pm	October Board of Trustees Dinner w/Curriculum Students	Naumann Community Room
Tuesday, October 24	6:00 pm - 8:00 pm	October Board of Trustees Meeting	Ward Boardroom
NOVEMBER 2017		No meeting in November - fall break	
DECEMBER 2017			
Tuesday, December 12	5:30 pm - 7:30 pm	December Board of Trustees Meeting (no dinner)	Ward Boardroom
JANUARY 2018		No meeting in January - winter break	
FEBRUARY 2018			
Tuesday, February 20	5:30 pm - 7:30 pm	February Board of Trustees Meeting (no dinner)	Ward Boardroom
MARCH 2018			
Tuesday, March 20	5:00 pm - 5:45 pm	March Board of Trustees Dinner w/WFD Students	Naumann Community Room
Tuesday, March 20	6:00 pm - 8:00 pm	March Board of Trustees Meeting	Ward Boardroom
APRIL 2018			
Tuesday, April 17	5:30 pm - 7:30 pm	April Board of Trustees Meeting (no dinner)	Ward Boardroom
MAY 2018		No meeting in May - commencement	
JUNE 2018			
Friday, June 15	8:30 am - 1:30 pm	Annual Board Retreat	TBD
Friday, June 15	2:00 pm - 4:00 pm	June Board of Trustees Meeting	TBD

Prepared by C Ensley 6/7/2017

BP – 3.10

COLLEGE-SPONSORED STUDENT SCHOLARSHIPS

Legal Authority: NCGS 115D-20, 115D-40.1, 115D-5; 2A SBCCC 400.1

Approval: August 15, 2017
Revision:

COLLEGE-SPONSORED STUDENT SCHOLARSHIPS

Scholarships provide unparalleled opportunities for students to begin and continue in their academic endeavors. The availability and sound management of scholarship funds are essential to the College's success.

The President of the College shall establish and maintain College-sponsored Student Scholarship Procedures that:

- Ensure sound fiscal management, with appropriate management controls, of annual and endowed scholarship fund accounts;
- Establish effective coordination and business practices with the Craven Community College Foundation and other agencies, organizations or individuals who are sources of scholarship funds;
- Provide for consistent and transparent selection and award processes that are free from, or the perception of, any form of unlawful discrimination;
- Require the accountable disbursement of scholarship funds to students.

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BYLAWS OF THE TRUSTEES
OF CRAVEN COMMUNITY
COLLEGE

Updated: November 17, 2015
[[August 15 or September 19, 2017]]
As approved by the Board of Trustees/ce

~~**Amended November 17, 2015**~~

TABLE OF CONTENTS

ARTICLE I

BOARD OF TRUSTEES

SECTION 1. Name: The official title of the Board of Trustees of Craven Community College (the "Board of Trustees") is "The Trustees of Craven Community College," which also is the official corporate name of Craven Community College (the "College").

SECTION 2. Jurisdiction: The Board of Trustees is a body corporate possessing all powers related thereto, including, but not limited to powers to acquire, hold, and transfer real and personal property, to enter into contracts, to institute and defend legal actions and suits, and to exercise such other rights and privileges as may be necessary for the management and administration of the College in accordance with the provisions of Chapter 115D of the North Carolina General Statutes and other applicable laws, rules, and regulations.

The Board of Trustees holds title to all real and personal property donated to the College by private persons or purchased with funds provided by the College's tax-levying authorities.

SECTION 3. Powers and Duties of Trustees: The Board of Trustees constitutes the local administrative board of the College, with such powers and duties as are provided in Chapter 115D of the North Carolina General Statutes and as are delegated to it by the North Carolina State Board of Community Colleges (the "State Board"). The powers and duties of the Board of Trustees include, but are not limited to, the following:

(a) To elect the President of the College ("President") for such term and under such conditions as the Board of Trustees may fix, subject to the approval of the State Board, and to evaluate the President annually and notify the State Board in writing that its evaluation has been completed by July 1 of each year;

(b) To elect or employ all other personnel of the College upon nomination by the President, subject to standards established by the State Board, which power hereby is delegated by the Board of Trustees to the President;

(c) To approve an annual budget that is preceded by sound planning and is subject to sound fiscal procedures consistent with Article 4A of Chapter 115D of the North Carolina General Statutes;

(d) To purchase any land, easement, or right-of-way which shall be necessary for the proper operation of the College, upon approval of the State Board and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Chapter 40A of the North Carolina General Statutes. For purposes of condemnation, the determination by the Board of Trustees as to the location and the amount of land to be taken and the necessity therefore shall be conclusive;

(e) To apply the standards and requirements for admission and graduation of students and other standards established by the State Board;

(f) To receive and accept donations, gifts, bequests, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of Chapter 115D of the North Carolina general Statutes and the regulations of the State Board;

(g) To provide all or part of the instructional services for the College by contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board;

(h) To encourage the establishment of private, nonprofit corporations to support the College, to approve any assignment by the President of any College employees to assist with the establishment and operation of any such corporations and any decision by the President to make available office space, equipment, supplies, and other related resources to any such corporation, and to review the annual financial audit report of any such corporation;

(i) To enter into guaranteed energy savings contracts pursuant to Part 2 of Article 3B of Chapter 143 of the North Carolina General Statutes;

(j) To perform all other acts and do all other things as may be necessary or proper for the exercise of the specific powers set forth herein or as may additionally be authorized under Chapter 115D of the North Carolina General Statutes and other applicable laws, rules, and regulations;

(k) To support the Craven Community College Foundation;

(l) To ensure the interests of the general public are fairly represented when debating and discussing issues and when making policy decisions;

(m) To support the College and its administration in the public domain; and

(n) To engage annually in Board development and self-appraisal activities.

SECTION 4. Office of Record: The Board of Trustees shall maintain its office of record at the Office of the President, which shall be located on the premises of the College in Craven County.

ARTICLE II

MEMBERSHIP OF THE BOARD

SECTION 1. Number and Selection: The Board of Trustees shall be composed of Trustees selected in accordance with Section 115D-12 of the North Carolina General Statutes.

SECTION 2. Terms: Trustees shall serve their terms in accordance with Section 115D-13 of the North Carolina General Statutes.

SECTION 3. Removal of Trustees: As allowed by Section 115D-19 of the North Carolina General Statutes, if the State Board has sufficient evidence that any member of the Board of Trustees is not capable of discharging or is not discharging the duties of his or her office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall so notify the Chair of the Board of Trustees (unless the Chair is the offending member, in which case the other members of the Board of Trustees shall be notified). Upon receipt of such notice, a meeting of the Board of Trustees shall be held for the purpose of investigating the charges, at which meeting a representative of the State Board may appear to present evidence of the charges. The allegedly offending member shall be given at least ten (10) business days' written notice of the meeting, which notice shall be deemed proper and adequate, and the findings of the remaining members of the Board of Trustees shall be recorded, along with the action taken, in the minutes of the Board of Trustees. If the charges are found to be true by an affirmative vote of two-thirds of the members of the Board of Trustees, the Board of Trustees shall declare the office of the offending member to be vacant and shall notify the appropriate appointing agency of the vacancy. In addition, the Board of Trustees may hold a hearing in accordance with Section 115D-19 of the North Carolina General Statutes upon evidence known or presented to it of conduct covered by this Section by a member of the Board of Trustees.

The Board of Trustees also may declare vacant the office of a member of the Board of Trustees who does not attend three consecutive meetings of the Board of Trustees or fails to participate within six months of appointment in a trustee orientation and education session sponsored by the North Carolina Association of Community College Trustees without justifiable cause and prior notification. Upon such event, the Board of Trustees shall notify the appropriate appointing agency of the vacancy.

SECTION 4. Vacancies: Any Trustee vacancy, occurring for whatever reason, shall be filled for the remainder of such Trustee's unexpired term by the agency authorized to select the Trustee and in the manner in which regular selections are made. Should the selection of a Trustee not be made by the agency having the authority to do so within sixty (60) calendar days after the date on which a vacancy occurs, whether by creation or expiration of a term or for any other reason, the Governor shall fill the vacancy by appointment for the remainder of the unexpired term.

SECTION 5. Conflicts of Interest:

(a) Goods, Wares, and Merchandise. No member of the Board of Trustees, nor any officer, agent, manager, instructor, or employee of the Board of Trustees, shall have any pecuniary interest, either directly or indirectly, proximately or remotely, in supplying any goods, wares, or merchandise of any nature or kind whatsoever for the College; shall act as agent for any manufacturer, merchant, dealer, publisher, or author for any article of merchandise to be used by the College; or shall receive, directly or indirectly, any gift, emolument, reward, or promise of reward for his or her influence in recommending or procuring the use of any manufactured article, goods, wares, or merchandise of any nature or kind whatsoever by the College.

(b) Business Transactions. Except as expressly permitted by law, no member of the Board of Trustees, nor any employee of the Board of Trustees, shall enter into or otherwise participate in, directly or indirectly, any business transaction involving College funds with any firm, corporation, partnership, person, or association which at any time during the preceding two (2) year period had a financial association with such member or employee. The fact that a person owns ten percent (10%) or less of the stock of a corporation or has a ten percent (10%) or less ownership interest in any other business entity, or is an employee of that corporation or other business entity, shall not be deemed to make the person one who "had a financial association" with the corporation or other business entity; provided, however, that the Board of Trustees shall authorize the business transaction at issue with such corporation or other business entity by specific resolution, on which such person shall not vote.

(c) Employment. No person who is currently or has been employed on a full-time basis by the College within the prior five years or who is a spouse or child of a person currently employed on a full-time basis by the College shall serve on the Board of Trustees. No member of the Board of Trustees shall apply for employment with or shall serve as an employee of the College in any capacity, whether as a part-time, full-time, temporary, or regular employee, or otherwise, while he or she is serving as a member of the Board of Trustees, nor shall a former member of the Board of Trustees serve as an employee of the College in any capacity within five years of the end of the latest year of service as a Trustee.

ARTICLE III

ORGANIZATION OF THE BOARD OF TRUSTEES

SECTION 1. Officers: The officers of the Board of Trustees shall consist of a Chair, a Vice-Chair, and a Secretary, each of whom shall be elected by the Board of Trustees. Both the Chair and the Vice-Chair shall be elected from the membership of the Board of Trustees; the Secretary may be (but is not required to be) elected from the membership of the Board of Trustees. The President shall be the executive officer of the Board of Trustees and shall serve upon appointment by and at the pleasure of the Board of Trustees, subject to any valid employment agreement the Board of Trustees may enter into with the President. Officers of the Board of Trustees shall be elected and installed during the June~~July~~ meeting of the Board of Trustees (or other such date allowed by this section). The new terms of office shall commence immediately after installation, such installation occurring as near as practicable to the end of the meeting where the officers are elected. If extenuating circumstances prevent the Board of Trustees from meeting, electing, or installing officers at the July meeting, the then-serving officers shall continue to serve until their replacements have been elected and installed at such time as the Board of Trustees determines is appropriate.

SECTION 2. Term: The Chair, the Vice-Chair, and the Secretary shall be elected for terms of one year each and shall be eligible for re-election by the Board of Trustees following the expiration of a term as set forth herein. Except as allowed in Section 8 of Article III of these Bylaws, a Trustee may serve a maximum of two consecutive terms in each of the offices of Chair and Vice-Chair (for example, two years as Vice-Chair and two years as Chair), but may serve again in either such office following a period of at least one year out of such office. The terms of the officers shall commence on July 1. ~~on the date of the first meeting of the Board of Trustees following the beginning of the College's fiscal year~~. The ~~O~~officers shall serve until their successors are elected notwithstanding any limitations on the number of terms set forth herein.

SECTION 3. Chair: The Chair shall call meetings of the Board of Trustees and preside at all meetings of the Board of Trustees, shall appoint members of all committees of the Board of Trustees after the Board of Trustees has elected committee chairs, may serve as an ex-officio voting member (and be counted toward quorum) in any committee meeting otherwise lacking a quorum, shall facilitate discussion and decision making by the Board of Trustees, shall execute all contracts and other documents on authority by and in the name of the Board of Trustees, shall serve as the representative and spokesperson of the Board of Trustees, shall act as liaison with the President and provide counsel and consultation to the President, and shall discharge all other functions delegated to him or her by the Board of Trustees.

SECTION 4. Vice-Chair: The Vice-Chair shall preside at all meetings of the Board of Trustees in the absence of the Chair, shall perform all duties of the Chair with full authority during the absence or disability of the Chair, and shall discharge any other functions delegated to him or her by the Board of Trustees.

SECTION 5. Secretary: The Secretary shall keep an accurate record of the proceedings of the Board of Trustees; shall have custody of the Corporate Seal of the Board of Trustees and shall affix it to official documents and attest to same by his or her signature; shall have custody of all official records and documents of the Board of Trustees, shall prepare and maintain an indexed compilation of all bylaws of the Board of Trustees and any amendments thereto and a copy of all rules, regulations, policies, and procedures relating to the operation of the Board of Trustees and any amendments thereto, the whole of which shall be known as the Operating Manual of the Trustees of Craven Community College; and shall issue, upon direction by the Chair or President, as applicable, notice of meetings of the Board of Trustees to members of the Board of Trustees and to the President. The President may serve as Secretary, but if the President does not serve as Secretary, then the President shall assist the Secretary in the performance of these duties and may serve as Acting Secretary in the event the person holding the office of Secretary is unable to do so.

SECTION 6. President: The President, as the executive officer of the Board of Trustees, shall attend and participate in, without vote, all meetings of the Board of Trustees, except where his or her absence is expressly desired or during any portions of such meetings when the Board of Trustees is in closed session (unless otherwise requested by the Board of Trustees); shall submit recommended policies, procedures, and policy decisions to the Board of Trustees or any committee thereof when requested to do so by the Board of Trustees or such committee or when the President deems it to be in the best interest of the College to do so; shall recommend all curriculum programs and non-curriculum programs which the President deems to be in the best interests of the citizens of the College's service area as established by the State Board and to contribute to the overall mission of the College and which are educationally and financially feasible and are not in conflict with the requirements of the North Carolina General Statutes, the standards of the State Board, or other applicable laws, rules, or regulations, and shall monitor the quality and viability of such programs and instruction and advise the Board of Trustees concerning the status of such programs and instruction; shall establish the monthly and annual salaries or hourly rates of pay for full-time and part-time College personnel other than the President within the budget approved for the College by the State Board and in accordance with regulations approved by the State Board; shall advise the Board of Trustees on the financial and budgetary needs of the College; and shall perform all other acts and do all other things as the President may be authorized to perform and do under Chapter 115D of the General Statutes and other applicable laws, rules, and regulations, and/or as are delegated to him or her by the Board of Trustees, in compliance with all applicable policies and procedures established by the Board of Trustees.

SECTION 7. Nominating Committee: Prior to the June~~July~~ Meeting of the Board of Trustees, the Chair shall appoint a Nominating Committee consisting of at least three Trustees who shall prepare a proposed slate of officers and Standing Committee chairs to serve for the following year. The chair of the Nominating Committee should ideally have previously served as a Chair of the Board of Trustees. The Nominating Committee shall present such slate at the Board of Trustees June~~July~~ Meeting, or at such other time the Board of Trustees determines is appropriate, for the Board's consideration, revision, deliberation and approval.

SECTION 8. Vacancies: In the event of a vacancy in the Vice-Chair, Secretary, or committee chair's position, the Chair shall appoint a Trustee to the vacant position on an interim basis until the Board selects a Trustee to serve the remainder of the vacant position's term. In the event the Chair's position becomes vacant, the Vice-Chair shall assume the office of Chair and serve for the remainder of such term. The Board shall select a Vice-Chair to fill the then-vacant Vice-Chair's position at such time the Board determines appropriate. If a Trustee is elected to fill an unexpired term of the office of Chair or Vice-Chair that has been vacated prior to expiration of the current term, then the Trustee filling such unexpired term shall serve the remainder of that term. If less than six months remain in the unexpired term, the Trustee may serve for up to two more consecutive years in that office. If more than six months remain in the term being filled, then the Trustee may serve in that capacity for one year following the expiration of the term being filled.

ARTICLE IV

MEETINGS OF THE BOARD OF TRUSTEES

SECTION 1. Regular Meetings: The regular meetings of the Board of Trustees shall be held on the campus of the College ~~on the third Tuesday of the first month of each calendar quarter at 7:00 p.m.~~seven times annually, plus one meeting to be held in conjunction with a Board retreat.~~, unless t~~The Chair ~~shall fix~~ may set another time and/or place for ~~the~~ any meeting of the Board upon proper notice. The Board of Trustees shall cause a current copy of any schedule of regular meetings established by it (whether as specified herein or otherwise), showing the time and place of the regular meetings, to be kept on file with the Secretary. If the Board of Trustees or the Chair changes the Board of Trustees' schedule of regular meetings, the Board of Trustees shall cause a revised schedule of regular meetings to be filed with the Secretary at least seven calendar days before the date of the first meeting held pursuant to the revised schedule.

SECTION 2. Special or Emergency Meetings: Special or emergency meetings of the Board of Trustees may be called by or at the request of the Chair or the President or by a quorum of the members of the Board of Trustees. Such meetings shall be held on the campus of the College, if at all possible, at a time fixed by the person or persons calling such meeting. An emergency meeting shall be called only because of generally unexpected circumstances that require immediate consideration by the Board of Trustees. The business to be transacted at any special or emergency meeting shall be confined to business set forth in the notice of such meeting. If practical, Trustee participation in special or emergency meetings by electronic means will be permissible if personal attendance is not possible.

SECTION 3. Notice of Meetings and Agendas:

a) Regular meetings held~~help~~ at the regular appointed time may consider any business of the Board of Trustees without prior notice, but special and emergency meetings shall be restricted to those topics published in the notice.

b) Special and emergency meeting notices shall contain a general description of the topics to be covered during such meeting or as otherwise required by the North Carolina Open Meetings Law.

c) The Chair, in coordination with the President, shall take reasonable steps to prepare an agenda for each meeting, but such agenda is not required and is intended only for use as a means to facilitate meeting business.

d) Notice of regular, special, and emergency meetings:

i. Shall be provided to the public as required by the North Carolina Open Meetings Law; and

ii. Shall be provided to the Trustees, through any reasonable means, including but not limited to e-mail, determined appropriate by the Chair or President, at least forty-eight hours in advance of regular and special meetings and as soon as practicable in the case of emergency meetings.

SECTION 4. Waiver of Notice: Any member of the Board of Trustees or the President may waive notice of any meeting. The attendance by any such person at a meeting shall constitute a waiver of notice of such meeting, except where the person attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not properly called or convened. Notice required by the North Carolina Open Meetings Law may not be waived.

SECTION 5. Reserved:

SECTION 6. Quorum: Seven voting members of the Board of Trustees in attendance at a meeting shall constitute a quorum for the transaction of business. Each member present, except for ~~the~~ ex officio nonvoting trustees~~ representing the Student Government Association and the Craven Community College Foundation~~, shall have one vote.

SECTION 7. Manner of Acting: The act of the majority of the Trustees voting shall constitute an official action of the Board of Trustees. No proxy voting by any Trustee shall be allowed at any meeting. In the event of a tie vote, the motion or other issue upon which the vote is being taken shall fail.

SECTION 8. Order of Business: The regular order of business at meetings of the Board of Trustees may be in any order that facilitates the meeting, but such regular order should include whenever practical, the following agenda items:

a) Call to order, roll call, and announcement of conflicts of interest statement.

b) Consideration and disposition of minutes.

c) Reports of committees.

~~i. Items relating to education;~~

~~ii. Items relating to personnel;~~

~~iii. Items relating to finance; and~~

~~iv. Items relating to other subjects.~~

d) Unfinished business.

e) New business.

f) Report by the President.

The Chair, in coordination with the President, or the Board, upon motion, may alter this order of business in order to better facilitate the meeting's business.

SECTION 9. Closed Sessions: A closed session shall be held at any meeting upon a motion of any member of the Board of Trustees duly made and adopted at an open meeting. Each closed session shall be undertaken for the discussion of matters authorized to be discussed in closed session pursuant to Section 143-318.11 of the North Carolina General Statutes or any other applicable statute, as the same from time to time may be amended. Procedures for a closed session shall be determined by the Board of Trustees and shall be carried out pursuant to the North Carolina Open Meetings Law. The Board of Trustees shall periodically (at least annually) review closed session minutes while in closed session for the purpose of determining which closed session minutes must be made available to the public in accordance with the North Carolina Public Records Law.

SECTION 10. Parliamentary Rules. The most recent edition of Robert's Rules of Order shall be followed in conducting the meetings of the Board of Trustees; provided, however, the Chair may deviate from Robert's Rules of Order with the consent of the Board of Trustees.

SECTION 11. Individual or Group Appearances: Any individual or organized group who desires to appear before the Board of Trustees shall state in writing the purpose of such appearance and, if a group is making the request, the name of each person who is to appear as a spokesman. The request must be filed with the Chair at least five business days in advance of the meeting at which the appearance is desired so that the matter may be properly addressed during the meeting. Individuals or organized groups who appear before the Board of Trustees pursuant to this Section 11 may be permitted to have the floor for a maximum of ten minutes. In the event any person willfully interrupts, disturbs, or disrupts any Board of Trustees meeting, the Chair may direct such person to leave the meeting.

ARTICLE V

COMMITTEES OF THE BOARD OF TRUSTEES

SECTION 1. Establishment and Types of Committees: The Board of Trustees may establish the duties and responsibilities of such ~~standing~~ committees ~~("Standing Committees") and such ad hoc committees~~ as it deems to be necessary to secure, promote, and protect the College's welfare and to assist the Board of Trustees in performing its obligations. ~~Other than those Standing Committees already established pursuant to this Section, an ad hoc or new Standing~~Other than committees established pursuant to these Bylaws, a ~~C~~committee shall be established by resolution of the Board of Trustees that states the purpose and general mission of the committee. The President, Chair, or the Board of Trustees (after a motion and affirmation) may refer matters to a committee consistent with the stated purpose and general mission of the committee. ~~The Standing Committees of the Board of Trustees are:~~

~~a) Finance,~~

~~b) Personnel,~~

~~c) Facilities, and~~

~~Academic and Student Affairs.~~

SECTION 2. Service of Committee Members: The Chair, in consultation with the ~~Standing Committee Chairs~~Vice Chair and the President, shall appoint the members of all committees. Each person designated by the Chair to serve as a member of a ~~Standing C~~committee shall serve in such capacity for one year from the date of his or her appointment, until the duration of his or her term as a member of the Board of Trustees expires, or until the dissolution of the committee, whichever is sooner. If a Board of Trustees member frequently fails to attend committee meetings, the Chair will discuss with the individual the importance of participation and attendance. The Chair may remove any committee member who fails to participate in the committee's work.

SECTION 3. Reconstitution or Dissolution of Committees: Any committee established by the Board of Trustees may be reconstituted or dissolved by resolution of the Board of Trustees or in accordance with the resolution establishing such committee.

~~**SECTION 3.**~~**SECTION 4. Presidential Evaluation Committee:** Each February, the Chair shall appoint a committee for the purpose of presenting the President's annual evaluation to the Board of Trustees. The committee shall consist of the Chair, Vice-Chair, and three additional trustees selected by the Chair. The committee shall automatically dissolve following the full Board of Trustee's approval of the Presidential evaluation.

ARTICLE VI

POLICIES, RULES, AND REGULATIONS

SECTION 1. General Provisions: The Board of Trustees may make or amend such policies, rules, and regulations as may be authorized by law and as may be required in its judgment for the effective discharge of its responsibilities and the effective operation of the College. The Board of Trustees may delegate to the President the authority to establish and implement operational regulations and rules consistent with the policies of the Board of Trustees.

SECTION 2. Notification and Publication: The Secretary shall be responsible for ensuring that each member of the Board of Trustees and the President has access to a copy of all current bylaws, policies, rules, and regulations of the Board of Trustees.

ARTICLE VII

OATH OF OFFICE

SECTION 1. Oath: Each member of the Board of Trustees upon his or her appointment or reappointment shall take the oath of office as required by Section 11-7 of the North Carolina General Statutes. Anyone taking this oath may use the word "affirm" in the place the word "swear" and may omit the phrase "so help me God" where such words appear in the oath. Unless otherwise altered by law or practice of the appointing agency not inconsistent with Section 11-7, the oath shall be:

> "I, ___________, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability; so help me God."

SECTION 2. Execution and Filing. The oath shall be executed and taken as provided by Section 11-7.1 of the North Carolina General Statutes, as the same from time to time may be amended. An original and one copy of the oath shall be filed in the College's office of record.

ARTICLE VIII

AMENDMENT OF BYLAWS AND BOARD OF TRUSTEES POLICIES

SECTION 1. Amendment: Amendment of these Bylaws or amendment to policies addressing Board of Trustees governance issues shall be by an affirmative vote of at least two-thirds of the serving Trustees (for example, at least eight of twelve serving members of the Board of Trustees must vote in the affirmative). Amendments may be voted on at any properly called and noticed meeting of the Board of Trustees and only after each Trustee has received a written notice, which shall set forth the specific amendment(s), at least five business days prior to the meeting.

SECTION 2. Effect of Law: In the event that any provision of law or regulation applicable to the College shall be or become inconsistent with these Bylaws, the Board of Trustees, to the extent required by such law or regulation, shall adhere to the same, whether or not such law or regulation has been incorporated into these Bylaws by amendment.

~~Updated: November 17, 2015~~
~~As approved by the Board of Trustees/ce~~

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