

BOARD OF TRUSTEES

MEETING AGENDA

JUNE 9, 2021

12:00 pm - Naumann Community Room
New Bern Campus

- | | | |
|-------|---|-----------------------|
| I. | Call to Order | Allison Morris, Chair |
| II. | Administrative Items | |
| | (1) Roll Call | Ray Staats, Secretary |
| | (2) Agenda Review and Adoption (<i>motion</i>) | Allison Morris |
| | (3) Conflict of Interest Declaration | Allison Morris |
| | (4) Public Comment | Allison Morris |
| III. | Consent Agenda (<i>motion</i>) | Allison Morris |
| | (1) Approve Board of Trustees Meeting Minutes (April 20, 2021) | |
| IV. | Summer Enrollment (<i>info</i>) | Gery Boucher, VP |
| V. | Financial Reports | Jim Millard, VP |
| | (1) Financial Report 3 rd Quarter FY 2020-21 (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 FY 2020-21 (Jan-Mar)(<i>info</i>) | Jim Millard |
| VII. | Facilities Usage Report 3 rd Quarter FY 2020-21 (Jan-Mar)(<i>info</i>) | Jim Millard |
| VIII. | Strategic Plan Assessment Goal 2 Update (<i>info</i>) | Ray Staats |
| IX. | Old Business | Allison Morris |
| | (1) Approve New Board Policy from April Review | Ray Staats |
| | a. BP 6.7 College Parking (received in April) (<i>motion</i>) | |
| X. | New Business | Allison Morris |
| | (1) Approve Continuing Budget Resolution FY 2021-22 (<i>motion</i>) | Ray Staats |
| | (2) Receive Board Policies for Review with Approval in August (<i>info</i>) | Ray Staats |
| | a. BP 3.11 Admissions | |
| | b. BP 4.16 Credit for Prior Learning | |
| | c. BP 8.4 Information Security | |

- (3) BP 8.1 Acceptable Use of College Technology (*administrative edit/info*) Ray Staats
- (4) Appoint Board Officer Nominating Committee FY 2021-22 (*info*) Allison Morris
- (5) Receive 2021-22 Board of Trustees Meeting Schedule (*info*) Cindy Ensley

- XI. Reports
 - (1) President Ray Staats
 - (2) Chair Allison Morris
 - a. Board's Self-evaluation Overview
 - (3) Attorney Jamie Norment

- XII. Adjournment Allison Morris

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

June 9, 2021

Ms. Jennifer Dacey

Dr. Jim Davis

Mr. Ronald Knight

Ms. E.T. Mitchell

Ms. Allison Morris

Dr. Ervin Patrick

Ms. Sandra Phelps

Mr. Kevin Roberts

Mr. Bill Taylor

Mr. Tabari Wallace

Mr. Whit Whitley

Ms. Brenda Wilson

Ms. Kaycee Bailey, Student Trustee (ex officio)

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

Agenda Review/Conflict of Interest Declarations

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

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
APRIL 20, 2021

The Craven Community College Board of Trustees met on Tuesday, April 20, 2021 in the Naumann Community Room with Board Vice Chair Whit Whitley presiding in the absence of Board Chair Allison Morris. The meeting was called to order at 5:30 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Ms. Jennifer Dacey, Dr. Jim Davis (arrived 5:34 pm), Mr. Ron Knight, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Tabari Wallace (arrived 5:39 pm), Mr. Whit Whitley, and Ms. Brenda Wilson

Voting members absent were: Ms. E.T. Mitchell; Ms. Allison Morris

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

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

Acting Chair Whitley declared a quorum present for the meeting and welcomed everyone to the April board meeting.

Agenda Review and Adoption

Acting Chair Whitley reviewed the agenda (attached). Trustee Roberts motioned to accept the agenda as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Conflict of Interest Declaration

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

Public Comment

Acting Chair Whitley called for public comment and none was expressed.

Statements of Economic Interest 2021 Filing

Executive Assistant Cindy Ensley reported that all filings were completed by the April 15th deadline.

Consent Agenda

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

Workforce Development Update

Spring 2021 Report: VP Gery Boucher reported on programs and partnerships at the Volt Center, the Dept. of Defense SkillBridge program, and Project Skill Start (attached). He announced the partnership with the Craven-Pamlico Re-Entry Council, through a grant from the North Carolina Department of Public Safety (NCDPS), to provide educational opportunities and job training to formerly incarcerated individuals.

Accountability/Credibility Policy Report: VP Boucher highlighted the compliance reports for the fall, spring and summer of 2020 (attached). Trustee Patrick motioned to approve as presented; Trustee Wilson seconded the motion and the motion was unanimously approved.

Student Fee Schedule FY 2021-22 Amendment

VP Jim Millard presented the amended course fee schedule (attached) for approval, noting that aviation fees had been adjusted to reflect changes in flight and ground hours. Trustee Knight motioned to approve the amended fee schedule as present; Trustee Patrick seconded the motion and the motion was unanimously approved.

Facilities 5-Year (2022-2026) Plan

For informational purposes, VP Millard highlighted the facility needs over the next five years (attached) noting the budget of \$500,000 per year.

County Budget Proposal FY 2021-2022

President Staats reviewed the proposed budget request (attached) indicating an increase of \$172,000 over last year's request. Trustee Roberts motioned to approve the budget request as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Old Business

None reported.

New Business

Review Revised Board Policy for Approval in June: President Staats explained the changes to BP 6.7, College Parking, (attached) for review and subsequent approval at the June board meeting.

Reports

President: President Staats gave an update on COVID impacts to the College, new COVID related federal legislation, NCCCS legislative request for a 5% salary increase for community college employees to align with the previous salary increases to other state employees, and the kitchen project at the Volt.

Commencement will be a drive-through event on Saturday, May 15th, beginning at 8:00 am.

He also announced the 2021 recipients of the Community Fabric Awards - Carol Mattocks for Individual Leadership; Chick-fil-A (Tom Pike) for Business Leadership; and Ricky Meadows for Leadership in Education.

The Board of Trustees annual retreat will be June 9, 2021 at the Volt Center to include a demonstration of the law enforcement simulator.

Chair: Nothing to report.

Attorney: Nothing to report.

Student Trustee: SGA President Kaycee Bailey gave her report (attached) and thanked the Board for the learning opportunity while serving as Student Trustee. President Staats recognized Ms. Bailey's service as Student Trustee and presented her with a medallion.

Foundation Board President: Foundation Board President David McFadyen reported on the 11th Annual Community Fabric Awards and the success of the campus and community campaigns to raise money for student scholarships (attached).

Closed Session

At 6:30 pm, upon a motion by Trustee Patrick, seconded 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 6:56 pm, upon a motion by Trustee Dacey, seconded by Trustee Wallace, and unanimous approval, the Closed Session ended and Regular Session resumed. The public was invited to re-join the Regular Session.

Acting Chair Whitley stated the president's performance evaluation and employment contract had been reviewed in Closed Session. Trustee Patrick motioned to approve the performance evaluation as compiled and presented during Closed Session. Trustee Roberts seconded the motion and the motion was unanimously approved. Trustee Wilson motioned to issue a resolution of support for President Staats; award fifteen (15) days (8 hrs/day) of meritorious paid leave to be used by June 30, 2022; and increase President Staats' annual supplemental compensation by \$15,000 with an effective date of July 1, 2021. Trustee Patrick seconded the motion and the motion was unanimously approved.

Executive Assistant Cindy Ensley will prepare the letter to the NCCCS State Board of Community Colleges indicating completion of the review process for signature by Chair Morris after she and Vice Chair Whitley review the evaluation and contract changes with President Staats.

Craven Community College
Board of Trustees Meeting Minutes
April 20, 2021
Page Five

Adjournment

With no further business to be presented, Acting Chair Whitley adjourned the meeting at 6:59 pm and thanked everyone for their participation.

Respectfully submitted:

A handwritten signature in black ink, appearing to be 'RW', written over a horizontal line.

Robert Whitley, Jr., Acting Chair
June 9, 2021

A handwritten signature in blue ink, appearing to be 'Raymond W. Staats', written over a horizontal line.

Raymond W. Staats, Secretary
June 9, 2021

ce 5/18/21

SUMMER ENROLLMENT 2021

Curriculum and Workforce Development



SUMMER ENROLLMENT

CURRICULUM ENROLLMENT		
	Head Count	FTE
Summer 2021	1243	278.66
Summer 2020	1216	280.90
Summer 2019	1289	294.20

*Estimated Enrollment Summer 2021 as of 5/26/2021

Source: Executive Director, Office of Institutional Effectiveness

SUMMER ENROLLMENT

WORKFORCE DEVELOPMENT ENROLLMENT		
	Head Count	FTE
Summer 2021*	1200	175.00
Summer 2020	1225	180.00
Summer 2019	1499	132.00

*Estimated Enrollment Summer 2021 as of 5/26/2021

Source: Dean, Workforce Development



SUMMER ENROLLMENT 2021



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

CravenCC.edu | 252-638-7200

FY 2020-2021 Budget Comparison as of March 31, 2021	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
	Budget	Expenses	Remaining	% Spent	Budget	Expenses	Remaining	% Spent	Budget	Expenses	Remaining	% Spent	Budget	Expenses	Remaining	% Spent
	75% of year	YTD	Balance		YTD	Balance	YTD		Balance	YTD	Balance		YTD	Balance		
Administrative																
Salaries & Benefits	593,735	445,260	148,475	75%	2,720,605	1,899,351	821,254	70%	2,970,386	2,240,240	730,146	75%	2,959,986	2,175,790	784,196	74%
519 Contracted Services					225,489	197,546	27,943	88%	32,234	23,255	8,979	72%	88,159	63,088	25,071	72%
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	1,272	1,208	64	95%	30,118	13,385	16,733	44%	14,127	8,443	5,684	60%	11,199	3,671	7,528	33%
527 Other Supplies	1,394	324	1,070	23%	190,782	169,887	20,895	89%	30,902	13,775	17,127	45%	9,254	2,355	6,899	25%
528 Audio-Visual Supplies					160	0	160	0%								
531 Staff Development	4,536	1,915	2,621	42%	13,754	3,642	10,112	26%	16,494	12,305	4,189	75%	6,396	2,729	3,667	43%
532 Comm/Postage/Software					222,361	138,533	83,828	62%	54,972	27,471	27,501	50%	25,940	20,434	5,506	79%
534 Printing & Binding	524	0	524	0%					1,600	1,503	97	94%	35,934	18,873	17,061	53%
535 Repairs & Maintenance	3,945	2,758	1,187	70%	155,440	136,620	18,820	88%	9,446	6,460	2,986	68%	1,368	746	622	55%
536 Freight					184	15	169	8%								
537 Advertising					9,683	8,348	1,335	86%					128,211	78,197	50,014	61%
538 Data Processing																
539 Other Current Services	864	723	141	84%	65,684	44,191	21,493	67%	217	69	148	32%	34,281	19,844	14,437	58%
541 Rental of Property	3,200	0	3,200	0%												
543 Lease/Rental Other Equipme					33,312	26,935	6,377	81%	8,847	6,195	2,652	70%				
544 Data Processing Software					4,762	4,313	449	91%	8,615	8,470	145	98%	302	0	302	0%
546 Memberships & Dues	16,600	15,736	865	95%	7,141	2,121	5,020	30%	14,162	14,162	0	100%	2,430	1,461	969	60%
548 NEIT Admin																
55x Equipment					374,811	93,879	280,932	25%					17,846	624	17,222	3%
558 Building																
560 Scholarship																
Total Administrative:	626,070	467,924	158,146	75%	4,054,286	2,738,766	1,315,520	68%	3,162,002	2,362,346	799,656	75%	3,321,306	2,387,814	933,492	72%
Instructional																
Salaries & Benefits					43,131	43,130	1	100%	7,632,308	5,421,640	2,210,668	71%	1,117,332	763,286	354,046	68%
519 Contracted Services									13,343	12,677	666	95%	165,206	91,008	74,198	55%
523 Instructional Supplies					271	0	271	0%	93,914	57,210	36,704	61%	150,302	57,629	92,673	38%
524																

Craven Community College
County Funds
As of March 31, 2021 - 75% of the Year

[illegible]

Craven Community College
Institutional Funds Budget
As of Mar 31, 2021 - 75% of the Year

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	-	-	0%	-	7,861.62
00	130 Title IX/Cleary	28,581.00	16,431.37	12,149.63	57%	160.76	41,318.89
01	133 Discretionary	96,453.00	6,374.72	90,078.28	7%	31,793.57	110,545.64
01	134 Unrestricted Overhead Receipts	9,220.00	-	9,220.00	0%	6,702.28	49,687.25
01	136 Foundation	295,047.00	116,160.00	178,887.00	39%	122,927.50	382,356.12
01	137 Financial Aid Matching	9,295.00	608.93	8,686.07	7%	54.39	11,215.31
01	221 Applied Music	2,590.00	-	2,590.00	0%	1,529.90	25,807.67
01	227 Extra Curricular Activities	350.00	-	350.00	0%	199.97	42,723.07
01	250 Curriculum-Self Supporting	15,920.00	10.34	15,909.66	0%	(24,014.42)	117,162.44
01	312 Fire College	-	-	-	0%	57.05	12,136.17
01	340 WFD-Self Supporting	637,612.00	278,421.68	359,190.32	44%	226,963.09	619,332.09
01	411 Learning Resource Center	1,300.00	-	1,300.00	0%	620.68	26,322.72
01	460 Customized Ind Train Support	17,211.00	5,624.07	11,586.93	33%	5,781.91	34,695.11
01	461 Small Business Support Fund	-	-	-	0%	0.60	126.27
01	610 VOLT Center	2,400.00	-	2,400.00	0%	413.23	87,931.06
02	131 College Work Study	87,509.00	40,454.41	47,054.59	46%	40,454.41	-
02	134 Restricted Overhead Receipts	82,019.00	7,888.37	74,130.63	10%	25,858.97	150,514.60
02	138 Returned Check Fee Fund	620.00	4.11	615.89	1%	442.39	21,024.82
02	139 CARES Act/NCCF WorkReady	3,314,346.00	783,703.94	2,530,642.06	24%	783,703.94	353.20
02	220 NCSU Engineering	69,566.00	28,300.41	41,265.59	41%	50,753.90	41,521.75
02	227 ENCORE	15,025.00	9,736.28	5,288.72	65%	15,014.88	7,115.76
02	228 Grants -NSF SEAS/Bosch/NCCF	316,902.00	93,625.63	223,276.37	30%	35,580.64	227,165.49
02	291 Specific Fees - Lab/DE/ASC	931,536.00	884,824.91	46,711.09	95%	750,995.00	1,955,144.03
02	292 System-Wide Fees-Comp Tech	612,126.00	264,078.57	348,047.43	43%	152,395.48	1,987,386.07
02	293 Patron Fees	32,063.00	8,169.03	23,893.97	25%	4,696.72	288,777.91
02	314 Grants - Workforce Development/BS	248,058.00	237,413.65	10,644.35	96%	229,429.60	(16,076.97)
02	392 System-Wide Fees - WFD Comp	1,593.00	934.66	658.34	59%	1,630.21	10,006.67
02	412 LSTA COVID-19 Grant	1,000.00	999.64	0.36	100%	999.64	-
02	521 C-Step Grant	12,500.00	5,431.58	7,068.42	43%	7,502.37	7,068.42
02	531 Professional Liability Ins	7,409.00	6,308.57	1,100.43	85%	(957.69)	27,435.71

FUND PURPOSE		BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532 Student Insurance	5,652.00	6,197.29	(545.29)	110%	4,449.93	(1,715.47)
02	533 Transcript Fees	44,168.00	10,053.72	34,114.28	23%	29,948.16	296,213.32
02	534 TRIO/Title III Grants	804,847.00	462,548.39	342,298.61	57%	462,681.55	(11,325.17)
02	790 Orringer Hall Fund	-	-	-	0%	229.54	48,843.39
02	791 Public Radio East	903,270.00	661,304.91	241,965.09	73%	716,922.70	58,596.35
02	795 Career Fair	-	-	-	0%	2.75	584.25
02	796 Testing Centers	22,560.00	9,876.57	12,683.43	44%	11,114.95	45,212.03
02	797 Public Radio East Foundation	653,189.00	504,194.10	148,994.90	77%	529,194.10	162,526.21
02	823 SEOG	96,485.00	98,545.86	(2,060.86)	102%	98,545.86	-
02	824 Pell	4,500,000.00	3,774,580.37	725,419.63	84%	3,749,656.37	(25,000.00)
02	829 Cares Act	1,308,094.00	553,422.00	754,672.00	42%	553,422.00	-
02	830 NCCC Target Asst/LTHT	8,062.00	5,376.00	2,686.00	67%	8,062.00	2,686.00
02	831 Golden Leaf Scholars	19,102.00	-	19,102.00	0%	-	-
02	833 NCCG	233,847.00	158,627.00	75,220.00	68%	158,627.00	-
02	834 Teacher Assistant Sch Fund	10,465.00	7,511.00	2,954.00	72%	7,511.00	-
02	835 State Aid Scholarships	164,399.00	160,889.39	3,509.61	98%	157,399.00	6,009.61
02	840 General Scholarships	241,074.00	174,896.55	66,177.45	73%	203,343.86	329,819.97
02	841 Endowment/Other Scholarships	164,154.00	128,520.29	35,633.71	78%	126,035.50	938.85
05	710 Clearwire Distribution	7,911.00	-	7,911.00	0%	4,069.35	32,721.09
05	720 Bookstore	195,535.00	132,491.60	63,043.40	68%	53,504.49	779,501.47
05	730 Food Service	25,245.00	25,000.00	245.00	99%	9,540.68	(1,507.18)
05	740 Campus Access	66,550.00	53,329.21	13,220.79	80%	45,391.72	49,656.69
05	770 Student Activity Funds	199,284.00	84,593.59	114,690.41	42%	108,750.53	238,678.63
06	810 J. Wrenn Emergency Loan Fu	800.00	(6,618.77)	7,418.77	-827%	428.18	43,028.10
07	910 Buildings & Grounds	1,209,409.00	769,352.84	440,056.16	64%	1,035,301.29	2,621,231.57
08	792 Public Radio East Endowment	-	-	-	0%	342.60	72,900.32
08	850 Endowments	162,654.00	125,035.50	37,618.50	77%	603,416.46	3,149,255.14
Total		17,895,007.00	10,695,232.28	7,199,774.72	60%	11,149,582.54	14,175,514.06

**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:

[illegible]

Kisha B. Simpson
(Requested by)

Jim Millard
Vice President for Administration

Return of Title IV	\$ -	Total Collected this period	\$10,588.42
Payment Plan		Debt Setoff	21,706.41
Sponsor Issues	-	Total Fees Paid to collection agency	2,117.65
FA Issues	-		
	\$ -	Net proceeds	\$30,177.18

YTD Write Offs July 2020-March 2021	\$	14,561.38
Prior Year Write Offs July 2019 -March 2020	\$	57,179.25
120 Days past due	\$	25,784.23
Percentage of Total Accounts Receivable		0.0000%

NOTE: There are no write offs during this period due to the suspension of collections in March/April 2020 as a result of the pandemic.

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	31-Mar	31-Dec	Variance
Local Funds	\$2,131,590.97	\$1,922,432.12	\$209,158.85
Special Funds	<u>\$9,486,481.14</u>	<u>\$9,588,716.09</u>	<u>-\$102,234.95</u>
Total	\$11,618,072.11	\$11,511,148.21	\$106,923.90

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:	0.243070%	0.365380%	-0.122310%

Craven Community College Personnel Report
January 1, 2021 – March 31, 2021

New Hires	Position Title		Effective	Monthly/Annually
Dendray Ballard	Senior Control Room Operator		1/4/21	\$3,167/\$38,004
JoAnne Bartley	Administrative Assistant- TRiO, Student Support Services (PT Regular)		1/4/21	\$1,628/\$19,536
Beth Brown	Student Helpdesk Technician (PT Regular)		1/4/21	\$1,634/\$19,608
Tobin Finizio	Admissions Specialist		1/4/21	\$2,917/\$35,004
Samantha Spencer	Chair, English, Communications and Humanities		1/4/21	\$5,334/\$64,008
Karen Grubb	PTA Clinical Education Coordinator		1/5/21	\$4,500/\$54,000
Erin Racicot	Lead Cosmetology Faculty		1/6/21	\$4,889/\$44,001
Sandra Hunter	Director of TRiO- Student Support Services		1/15/21	\$4,000/\$48,000
Michael Richardson	Campus Security Officer		2/1/21	\$2,709/\$32,508
Samantha McDonald	Academic Advisor- Career and College Promise		2/15/21	\$3,792/\$45,504
Betsy Midgett	Custodian		3/1/21	\$2,084/\$25,008
Jerry Rowe	Custodian		3/1/21	\$2,084/\$25,008
Jorge Vargas	Administrative Assistant, Liberal Arts & University Transfer (PT Regular)		3/2/21	\$1,127/\$13,524
Mikel Laird	Military Advisor/NTC Proctor (PT Regular)		3/15/21	\$1,950/\$23,400
Jeffrey Wilke	Director, Small Business Center		3/15/21	\$4,667/\$56,004
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Tracy Minchin	Senior Administrative Assistant- LAUT	LAUT Support Services Manager	1/1/21	\$3,000/\$36,000
Deborah Kania	Director of the Small Business Center	Business Administration Faculty	1/6/21	\$5,667/\$51,003

Resignations/ Terminations/Retirements	Position	Effective	Reason
Dennis Moore	Custodian	1/8/21	Resignation
Thomas Smith	Custodian	1/27/21	Termination
Paul Branaman	Campus Security Officer	1/29/21	Resignation
JoAnne Bartley	Administrative Assistant- TRiO, Student Support Services (PT Regular)	2/1/21	Resignation
Douglas Woodcock	Military Advisor/NTC Proctor (PT Regular)	2/11/21	Resignation
Walter Calabrese	Dean of Havelock Campus	2/26/21	Resignation
Sabrina Holland	Student Success Coach- Title III	3/5/21	Resignation
Nicole Vandiford	Library Assistant	3/26/21	Resignation
Isabelle Moore	Accounting Assistant- Cashier	3/31/21	Resignation

Craven CC Facilities Usage Report
January - March 2021

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Estimated Number of Attendees
City of New Bern (Board of Aldermen)	3/23/2021	Gov	Orringer Auditorium	\$0.00		80

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

Strategic Plan 2017-22

Student-Centered Experience - Assessment: Second Quarter 2021



Strategic Plan 2017-22 Assessment

Student-Centered Experience

EXECUTE THE QUALITY ENHANCEMENT PLAN

Narrative:

- Fall 2020 Enrollment – 2,631
 - 1,947 of 2,631 returned spring 2021
 - Retention rate 74%
- QEP Fall 2020 Cohort – 117
 - 98 of 117 returned spring 2021
 - Retention rate - 84%

Trend Data:

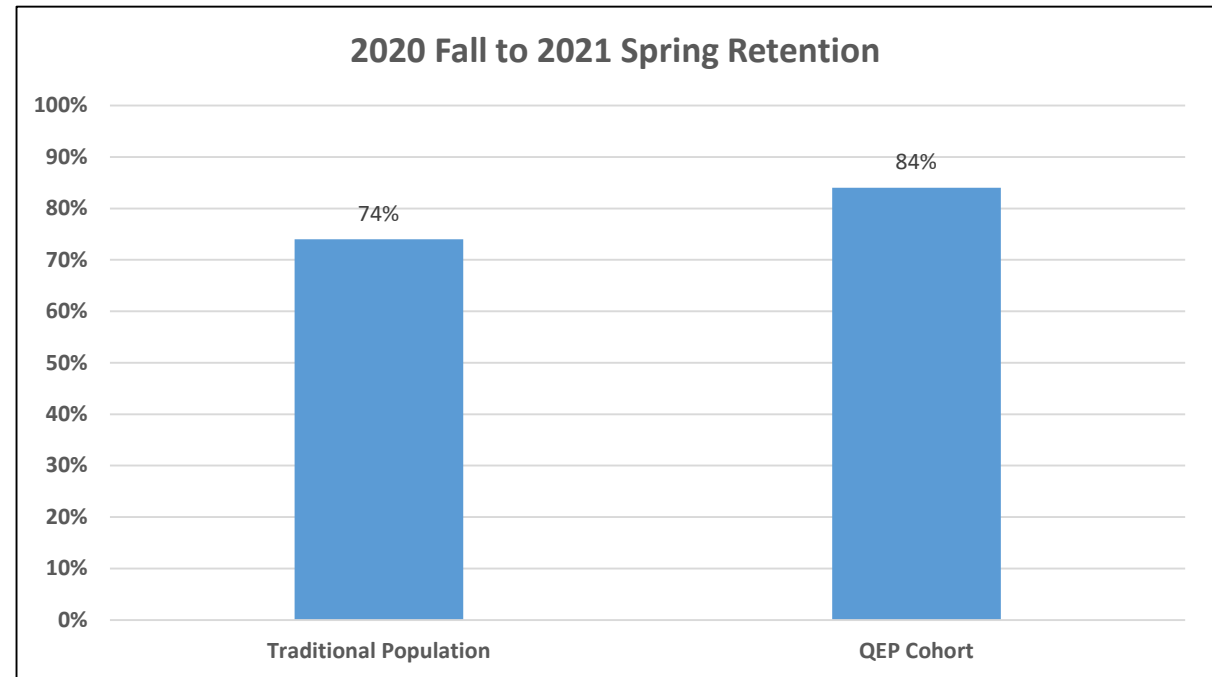


Figure 1: Fall to Spring Retention; Source: Dean, Student Services

Strategic Plan 2017-22 Assessment

Student-Centered Experience

PROVIDE COMPREHENSIVE QUALITY ACADEMIC SUPPORT SERVICES

Narrative:

- Comprehensive Academic Support Center opened November 2020
 - Students receive “one-stop” support
- Expanded Testing Center offerings to external constituents
 - Now offering over 200 tests to WFD and curriculum students
 - Spring 2021
 - Served 1191 students
 - 2588 testing hours
 - Approximately \$18K generated in Spring 2021



Strategic Plan 2017-22 Assessment

Student-Centered Experience

IMPLEMENT “FULL-SERVICE” SUPPORT FOR ONLINE STUDENTS

Narrative:

- Panther Portal
 - Internal site for students, launched April 7, 2021
- Advising
 - “Advising Adventures” - videos available on Moodle
 - *October 2020 - Transfer Degrees* – 33 views
 - *November 2020 - Business Administration* – 46 views
 - *January 2021 - Nursing and Allied Health Programs* - 29 views



Strategic Plan 2017-22 Assessment

Student-Centered Experience

INTEGRATE CURRICULUM AND WORKFORCE DEVELOPMENT SUPPORT

Narrative:

- Student Services provides admission and registration support for WFD Career and College Promise (CCP) students
- Credit for Prior Learning – WFD to Curriculum
 - Certified Lean Six Sigma – ISC 131, 132, 220
 - NCCER Welding Level 1 – WLD 110, 111, 115
 - NCCER Welding Level 2 – WLD 121, 131
 - OSHA 30 – ISC 112

Strategic Plan 2017-22 Assessment

Student-Centered Experience

OPTIMIZE SERVICES AVAILABLE TO STUDENTS

Narrative:

- New Student Orientation (NSO)
 - Revamped online New Student Orientation Video
- Counseling
 - “Let’s Talk Mental Health” - videos available on Moodle
 - December 2020 - *Substance Abuse and Addiction* -140 views
 - November 2020 – *Anxiety* -105 views
 - January 2021 – *Address Your Stress* - 23 views
- Craven CC’s Panther Food Pantry
 - 150 students received assistance from the Pantry during 2020-2021 academic year
 - Outreach expanded to Havelock campus and Volt Center

Strategic Plan 2017-22 Assessment

Student-Centered Experience

OFFER PREDICTABLE AND STUDENT-CENTERED COURSE SCHEDULING

Narrative:

- Career and College Promise Pathway - Fall 2021
 - HHS – Nurse Aide 1
 - NBHS – Pharmacy Technician
 - WCHS – Emergency Medical Technician
- WFD developed predictable core schedule aiding students in career planning
 - WFD Fire Academy – 3-year schedule
 - Implemented Spring 2021
- Havelock and New Bern Deans collaborate on schedule to ensure most diverse options for students
 - Decrease number of duplicate classes
 - Fall 2021 – new Dean to evaluate/re-work Havelock Weekend College program

Strategic Plan 2017-22 Assessment

Student-Centered Experience

IMPROVE RESPONSIVENESS TO STUDENT QUERIES AND REQUESTS

Narrative:

- Customer Relationship Management System (CRM) – Fire Engine Red
 - Currently in stage 3 of implementation
 - Creates communication plan for all prospective Curriculum and WFD students
 - Launch July 1, 2021
- One-Stop Academic Support Center
 - Opened November 20, 2020



Strategic Plan 2017-22 Assessment

Student-Centered Experience

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

Narrative:

- NCCC WFD Business Solution (Modern Campus) - online course registration and payment
 - Fall 2021 - Staff training
 - Spring 2022 - Full implementation

Strategic Plan 2017-22 Assessment

Student-Centered Experience

MAXIMIZE TECHNOLOGIES THAT ENHANCE STUDENT EXPERIENCES

Narrative:

- Finish First NC
 - Identifies students nearing completion of degree, diploma or certificate
 - Implemented Spring 2021
 - Since implementation, 454 credentials have been awarded to 239 students
- Implemented Virtual Assistant via WebEx for Admission, VA, WFD, Financial Aid, and Advising (Spring 2020)

Strategic Plan 2017-22 Assessment

Student-Centered Experience

REFINE REGISTRATION PROCESSES USING A STUDENT-FRIENDLY EXPERIENCE

Narrative:

- Provided online advising and registration utilizing WebEx
- Assisted students with the financial aid application using WebEx, which allows students to share their screens with the staff member

Strategic Plan 2017-22 Assessment

Student-Centered Experience

ENHANCE STUDENT “FIRST CONTACT”

Narrative:

- Customer Relationship Management System (CRM) - Fire Engine Red
 - Currently in stage 3 of implementation
 - Creates communication plan for all prospective Curriculum and WFD students
 - Launch July 1, 2021
- Provided online advising and registration by utilizing WebEx
- Assisted students with the financial aid application using WebEx, allowing students to share screens with staff member

Strategic Plan 2017-22 Assessment

Student-Centered Experience

STREAMLINE ADMISSION PROCESSES

Narrative:

- Engaged every student who completed an admission application by sending text messages thru AVISO
- Assisted high school students interested in CCP classes by resuming office hours at the local high schools
- Partnered with Craven Early College and Early College East to assist new fall 2021 cohort to complete the admission application

Strategic Plan 2017-22 Assessment

Student-Centered Experience

USE ASSESSMENT TO INFORM CONTINUOUS IMPROVEMENT

Narrative:

- Student Opinion of Instruction
 - Administered in every curriculum class, every semester
 - WFD utilized Student Opinion of Instruction in FRC-East Apprenticeship classes and all CDL classes to make changes and tailor instruction to better suit student needs
- Services Review provides student input regarding campus resources and services on an annual basis

Strategic Plan 2017-22 Assessment

Student-Centered Experience

TRACK STUDENT PROGRESS VIA ROBUST ANALYTICS

Narrative:

- Student Services tracked applications received and students enrolled

Trend Data:

	New Applicants	New Applicants Enrolled	Yield	Total Enrollment	New Students % of Total
2015FA	2558	923	36.10%	2897	31.90%
2016FA	2593	875	33.70%	2820	31.00%
2017FA	2441	977	40.00%	2991	32.70%
2018FA	2187	909	41.60%	2852	31.90%
2019FA	2189	1020	46.60%	2888	35.30%
2020FA	2038	910	45.00%	2635	34.50%
2016SP	1469	408	27.80%	2868	14.20%
2017SP	1324	358	27.00%	2763	13.00%
2018SP	918	333	36.30%	2797	11.90%
2019SP	961	305	31.70%	2652	11.50%
2020SP	1181	390	33.00%	2844	13.70%
2021SP	897	365	41.00%	2457	14.90%

Figure 1 Source provided by Dean, Student Services and Institutional Effectiveness

Strategic Plan 2017-22 Assessment

Student-Centered Experience

IMPLEMENT THE “DATA DASHBOARD”

Narrative:

- Comprehensive Dashboard implemented by NCCCS

Questions or Comments



Strategic Plan 2017-22

Student-Centered Experience

Assessment:
Second Quarter 2021



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BP – 6.7

COLLEGE PARKING

Legal Authority: NCGS 115D-21

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

Previous Editions: February 20, 2018

COLLEGE PARKING

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

Parking procedures shall include at least the following provisions:

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

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

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

FISCAL YEAR 2021 CONTINUING BUDGET RESOLUTION
REQUEST FOR TRUSTEE APPROVAL

In accordance with G. S. 115D-57, BE IT RESOLVED, by the Board of Trustees of Craven Community College, that President Raymond W. Staats is authorized to pay salaries and other ordinary expenses of the College for the interval between the beginning of the 2021-2022 fiscal year (July 1, 2021) and the adoption of the budget resolution by the Board of Trustees.

Approved this 9th day of June, 2021.


Allison Morris, Board Chair

BP – 3.11

ADMISSIONS

Legal Authority: **DoDI 1322.25**; NCGS 115D-1, 115D-2.1, 115D-39, and 116-143; 1D SBCCC 200.95, 300.4(c), 400.2, and 400.11

Approved: **(DRAFT June 9, 2021 for Board Review/Approval August 2021)**
Previous Edition: February 16, 2021

ADMISSIONS

Craven Community College is an *open-door* admissions higher education institution. The College will normally admit all applicants who meet the criteria set forth in this policy. In addition, the College admits students without regard to race, color, national origin, religion, age, sex, sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information.

Admission to the College, however, does not guarantee admission into specific College programs. Students may be selected into competitive admissions programs once they have met the requirements and demonstrated the aptitude for those programs.

The President of the College shall implement admissions Procedures consistent with this policy.

Secondary School Accreditation

Admission to the College will not be denied based on the accreditation status of a secondary school located in North Carolina, unless accreditation was conducted by a State agency. In addition, the College will not use such accreditation status in any decision related to the admission to programs of study or the distribution of loans, scholarships, or other educational activity at the College. The term “accreditation” shall include certification or any other similar approval process.

Residency Determination

North Carolina law prescribes specific requirements for establishing residency for tuition classification purposes. In general, a North Carolina resident for tuition purposes is a person who has established and maintained legal residence in North Carolina for at least 12 months. For dependent persons (as defined by IRS tax code), residency is determined as that of the parent or legal guardian.

Other persons not meeting the 12-month legal residence requirement may be classified as North Carolina residents for tuition purposes only if they fall within one of the limited categories authorized by the North Carolina Legislature. All other persons are ineligible for classification as a North Carolina “resident for tuition purposes” and will be charged out-of-state tuition.

State statutes require the College to utilize the statewide Residency Determination Service (RDS) for new and returning students. All applicants (with the exception of Career and College Promise applicants) must complete a Residency Determination request to determine their tuition status (in state or out of state)

prior to completing and submitting an Admissions application. Students may be required to submit supporting documentation during this process within timeframes required by RDS.

Undocumented Immigrants

The College shall admit an undocumented immigrant, defined, for purposes of this Policy, as any person not lawfully present in the United States, only if the applicant has attended and graduated from a United States public high school, private high school, or home school that operates in compliance with state or local law. In addition, it is the policy of the College that:

- Federal immigration classifications will be used to determine whether a person is an undocumented immigrant,
- Undocumented immigrants who are admitted shall comply with all federal and state laws regarding financial aid,
- Undocumented immigrants are not considered a North Carolina resident for tuition purposes, and are charged out-of-state tuition whether or not the person resides in North Carolina,
- When considering admission to a specific program, the College must take into account any federal law that prohibits states from granting professional licenses to undocumented immigrants, and
- For classes or programs of study having capacity limitations, applicants lawfully present in the United States shall have admissions priority over an undocumented immigrant.

Admission of Minors

Career and College Promise (CCP). The purpose of CCP is to offer structured opportunities for qualified high school students to dually enroll in College courses that provide pathways leading to a certificate, diploma, or degree as well as provide entry-level job skills. Academic credits earned through CCP enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required.

The College collaborates with Craven County Schools to offer the following CCP pathways:

- College Transfer,
- Career and Technical Education,
- Workforce Continuing Education, and
- Cooperative Innovative High Schools—Craven Early College and Early College EAST.

Minors not Enrolled in High School. Minors, 16 years old or older, who are not currently enrolled in a public or private educational agency, may be admitted to a Career and College Readiness or Continuing Education program at the College if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to either program is the best educational option for the student.

Emancipated Minor. The minor must provide legal documentation of emancipation. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older.

Refusal of Admission

The College may refuse admission to any applicant:

1. Who poses an articulable, imminent safety threat of any kind to the College, the student body, faculty or staff, or to any individual. Any person denied admission for this reason shall be given an opportunity to appeal the denial.
2. Who, having applied for a College program that requires a student to possess a firearm, cannot show eligibility to possess a firearm. Any person denied admission for this reason shall be given an opportunity to appeal the denial.
3. Who is currently under suspension or expulsion from another institution of higher education.
4. Who is not a resident of North Carolina, seeks enrollment in any distance education course, and the applicant is a resident of a state where the College is not authorized to provide distance education in that state.
5. Who refuses to provide a social security number during admission and enrollment processing, with the exception of:
 - a. Students taking courses for which no academic credit is offered;
 - b. Nonresident alien students;
 - c. Students whose qualified tuition and related expenses are entirely waived or paid entirely with scholarships; or
 - d. Students for whom the College does not maintain a separate financial account and whose qualified tuition and related expenses are covered by a formal billing arrangement between the College and the student's employer or a governmental entity.

The President of the College shall implement Procedures and establish the standards for refusing admission to individuals.

Student Recruitment

The College shall not engage in student recruitment practices that are, or may be reasonably perceived as, unfair, deceptive, or abusive. Prohibited practices include, but are not limited to, multiple unsolicited contacts (3 or more) by phone, email, or in-person, or engaging in same-day recruitment and registration for the purpose of securing enrollments.

The College shall not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including military Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

CREDIT FOR PRIOR LEARNING

Legal Authority: 1D SBCCC 800

Approved: (DRAFT: June 9, 2021 for Board Review/Approval August 2021)
Previous Edition

CREDIT FOR PRIOR LEARNING

The College shall provide students with opportunities to demonstrate college-level knowledge and skills through learning experiences gained outside of a curriculum or non-curriculum course. The President of the College shall establish consistent Procedures for evaluating and awarding undergraduate college credit for prior learning.

Definitions

Certification. An industry-recognized credential or designation that is obtained once the student has successfully passed a certification exam. Certification differs from licensure in that certification is a validation of specific industry-valued competencies and not a legal requirement for practicing a profession.

Continuing Education. Continuing Education programs provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations.

College-level learning. Knowledge, skills, and competencies equivalent to those expected of a student who successfully completes the corresponding curriculum course.

Credit for Prior Learning (CPL). Curriculum credit awarded for college-level learning obtained through prior learning experiences other than curriculum coursework. This definition does not include curriculum credit transferred from another accredited US institution of higher education.

Credit for Prior Learning standard. A designated amount of academic credit the College shall award for college-level learning that fulfills established criteria.

Curriculum course. A course listed in the North Carolina Combined Course Library that has been determined to have a specified number of credit and contact hours and that is applied for credit to the student's official transcript.

Licensure. Legal status granted by a government entity that provides permission to practice a profession. Licensure restricts practice of the profession to individuals who have met specific qualifications in education, professional experience, and/or have successfully passed an examination.

Prior Learning Assessment. An evaluation of whether a student has obtained the requisite level of verifiable college-level learning outside of the traditional learning environment for curriculum credit.

CPL Methods

The College may award CPL using the following prior learning methods. The President of the College shall ensure that College Procedures meet all requirements set forth in 1D SBCCC 800.3 through 1D SBCCC 800.10.

- (1) Registered Apprenticeships
- (2) Certifications and licensures
- (3) Courses listed in high school to community college articulation agreements
- (4) Military education and training
- (5) Standardized examinations
- (6) Challenge exams/Proficiency
- (7) Portfolio assessment
- (8) Public Safety Training (PST) prefix courses

CPL Requirements and Restrictions

The College may award curriculum CPL when the documentation of prior learning meets or exceeds a demonstration of learning outcomes standards for awarding credit for the corresponding curriculum course. CPL for advanced courses does not negate the requirement to meet requisite learning outcomes.

The College may only award curriculum CPL that is directly applicable to a student's declared curriculum program of study.

CPL may be used to fulfill program requirements except for mandatory institutional requirements. Examples may include, but are not limited to, requirements of external agencies that specifically prohibit the use of CPL to fulfill the program requirements.

CPL cannot be used to satisfy the College's institutional credit requirements, which prescribes the minimum percentage of credit hours a student must earn through instruction offered by the institution awarding the credential. No greater than seventy-five percent (75%) of the credit hours required for graduation from a curriculum program of study may be earned through CPL.

Any CPL awarded by the College shall be reflected in the student's records by the College's Registrar Office without quality points assigned, except for allowances for graded military credit as described in 1D SBCCC 800.6.

Course Credit CPL standards approved by the North Carolina Community College System shall be considered for transfer from any North Carolina Community College.

To be eligible to receive CPL, students must meet all of the following criteria:

- Meet all admission requirements for their program of study,
- Be enrolled in a curriculum program to which the credit will directly apply; and,
- Request a prior learning assessment and provide all required documentation.

Nothing in this Policy shall be construed to supersede limitations imposed by an accreditation, credentialing, licensure, or other external agency on the application of CPL towards credentials under their purview. In such instances, the College shall document the applicable limitations in the student's file.

The President of the College shall establish Procedures for students to request a prior learning assessment.

Student CPL Appeal

The President of the College shall develop a Procedure to allow student appeal of a CPL decision.

INFORMATION SECURITY

Legal Authority: NCGS 143B-1376

Approved: (DRAFT June 9, 2021 for Board Review/Approval August 2021)

Previous Editions: none

INFORMATION SECURITY

The College requires a secure computer technology network infrastructure to support the College's teaching and learning mission. The network's design, implementation, and maintenance must integrate requirements for confidentiality, availability, and integrity.

The President of the College shall develop Procedures that, at a minimum:

- Protect the College's infrastructure and the Personally Identifiable Information (PII) of all faculty, staff, students and associates of the College from internal and external threats.
- Provide a consistent and repeatable framework for which Information Technology assets can be securely connected to the North Carolina state network.
- Support the State of North Carolina's initiative to establish uniform standards that manage technology, mitigate risk, and increase consistency and accessibility.
- Implement the standards, guidelines, and expectations contained in the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 – *Security and Privacy Controls*, as required by the North Carolina Department of Information Technology.

ACCEPTABLE USE OF COLLEGE TECHNOLOGY

Legal Authority: NCGS 115C-102.5; NCGS 115C-102.6; NCGS 115C-102.7

Approved: April 19, 2011 (reviewed: May 11, 2021)

Previous Editions: none

ACCEPTABLE USE OF COLLEGE TECHNOLOGY

The Board directs the President of the College to implement those Procedures necessary to ensure College owned or operated computing resources are reserved for the educational, institutional, research, and administrative computing needs of the faculty, staff, contractor, third party, and all other individuals authorized by the College. The Board authorizes personal use of the College's computing resources to the extent such use does not interfere with the College's official functions, result in direct costs to the College, cause embarrassment to or legal action against the College, or interferes with employees' normal performance of assigned duties.

The College's computing resources include, but are not limited to, all College computers and computing/digital hardware, access to internet or to any College intranet provided through College owned or operated computing and networking resources, online and offline storage, and all communications equipment and mediums. Access to College computer and information systems is a privilege that may be rescinded at any time at the sole discretion of the College. All users are required to exercise responsible behavior when utilizing them.

The College monitors access to and use of College technology resources and reserves the right, without prior notice, to access and inspect the College's technology resources and to acquire and maintain all logs and other documentation and data retrieved. Users do not have an expectation of privacy regarding their use of College technology resources, and by accessing and using them, users expressly consent to such monitoring, access, inspection, and evaluation by the College. Information and data stored on College technology systems and in College user accounts, including but not limited to email, may be subject to inspection under the North Carolina State Public Records Law.

CRAVEN COMMUNITY COLLEGE
OFFICER NOMINATING COMMITTEE
FISCAL YEAR 2021-2022

Board Chair Allison Morris appointed the following to serve on the officer nominating committee and tasked them to present a recommended slate of officers at the August 2021 board meeting.

Bill Taylor, Chair

Ron Knight

Jim Davis

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
2021-2022 MEETING SCHEDULE**

<u>DATE OF MEETING</u>	<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
JULY 2021		No meeting in July	
AUGUST 2021			
Tuesday, August 17	5:30 pm - 7:30 pm	Aug BOT Meeting (refreshments)	Ward Boardroom
SEPTEMBER 2021			
Tuesday, September 21	5:30 pm - 7:30 pm	Sep BOT Meeting (refrehments)	Ward Boardroom
OCTOBER 2021			
Tuesday, October 19	5:00 pm - 5:45 pm	Dinner with Students	Naumann Community Room
	6:00 pm - 8:00 pm	Oct BOT Meeting	Ward Boardroom
NOVEMBER 2021		No meeting in November	
DECEMBER 2021			
Tuesday, December 14	5:30 pm - 7:30 pm	Dec BOT Meeting (refreshments)	Ward Boardroom
JANUARY 2022		No meeting in January	
FEBRUARY 2022			
Tuesday, February 15	5:30 pm - 7:30 pm	Feb BOT Meeting (refreshments)	Ward Boardroom
MARCH 2022			
Tuesday, March 15	5:00 pm - 5:45 pm	Dinner with Students	Naumann Community Room
	6:00 pm - 8:00 pm	Mar BOT Meeting	Ward Boardroom
APRIL 2022			
Tuesday, April 19	5:30 pm - 7:30 pm	Apr BOT Meeting (refreshments)	Ward Boardroom
MAY 2022		No meeting in May	
JUNE 2022			
Wednesday, June 8	9:00 am - 1:00 pm	Annual Board Retreat	TBD
Wednesday, June 8	1:00 pm - 3:00 pm	Jun BOT Meeting	TBD
* meetings in Ward Boardroom may be relocated to Naumann Community Room for social distancing, if needed			