

AGENDA

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
SUMMER MEETING – JULY 19, 2016
6:00 PM – Dinner in Naumann Community Room, Student Center Building
7:00 PM – Meeting in Ward Boardroom, Brock Building
New Bern Campus**

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|------|--|--------------------------------------|
| I. | Call to Order | <i>Kevin Roberts, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption | <i>Kevin Roberts</i> |
| | (3) Conflict of Interest Declaration | <i>Kevin Roberts</i> |
| | (4) Public Comment | |
| | (5) Oath of Office | <i>Cindy Ensley</i> |
| | a. Kevin Roberts, Reappointment by Board of Education (2016-2020) | |
| III. | Consent Agenda (<i>motion</i>) | <i>Kevin Roberts</i> |
| | (1) Approval of Board of Trustees Meeting Minutes (April 19, 2016) | |
| | (2) Approval of Committee Meeting Minutes | |
| | a. Finance Committee (June 6, 2016) | |
| | b. Personnel Committee (June 6, 2016) | |
| | c. Facilities Committee (June 14, 2016) | |
| | d. Academic and Student Affairs Committee (June 14, 2016) | |
| IV. | Committee Action Items | |
| | (1) Approve Withdrawal of Capital Improvement Project for Student Success Center in Barker Hall (<i>motion</i>) | <i>Ray Staats/Page Varnell</i> |
| | (2) Approve Capital Improvement Project for First Stop Renovation in Barker Hall (<i>motion</i>) | <i>Ray Staats/Page Varnell</i> |
| | (3) Approve Architectural Firm for First Stop Renovation (<i>motion</i>) | <i>Bill Taylor, Facilities Chair</i> |
| | (4) Approve Architectural Firm for STEM Building Project (<i>motion</i>) | <i>Bill Taylor, Facilities Chair</i> |
| V. | Old Business | |
| VI. | New Business | |
| | (1) Pharmacy Technology Program (curriculum) (<i>info</i>) | <i>Kathleen Gallman, CAO</i> |
| | (2) Approve Nominating Committee Recommendations (2016-2017) for Chair, Vice Chair and Standing Committee Chairs (<i>motion</i>) | <i>Rosanne Leahy, Comm Chair</i> |
| | (3) Acceptance of 2016-2017 Board/Committee Meeting Schedule (<i>info</i>) | |

- VIII. Reports
- (1) President *Ray Staats*
 - (2) Attorney *David Ward*
 - (3) Chair *Kevin Roberts*
 - a. Transfer of Gavel
- IX. Adjournment *Kevin Roberts*

***Strategic Plan – Many Voices One Vision: Craven
2017***

- Goal #1: Teaching & Learning in the 21st Century***
Goal#2: Partnerships & Programs in a Diverse Community
Goal #3: Resources & Development in a Global Community

BOARD OF TRUSTEE GOALS 2015-16

- Goal #1 Improve the retention and completion rates of the CCC student population on an annual basis.***
Goal #2 Support the CCC Foundation and its efforts to increase the endowment. And assist the College in its efforts to secure other funds.
Goal #3 Increase collaboration between CCC and all secondary schools with a goal toward increased enrollment and success of Craven County students.

BOARD OF TRUSTEES

ROLL CALL

July 19, 2016

Mr. Gary Baldree

Ms. Cora Chadwick

Mr. Ken Crow

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Rosanne Leahy

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Kevin Roberts

Mr. Bill Taylor

Mayor Chuck Tyson

Ms. Brenda Wilson

Mr. DJ Johnson, SGA President (ex officio)

Mr. Jon Segal, CCC Foundation President (ex officio)

Agenda Review/Conflict of Interest Declarations

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

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPRING MEETING
APRIL 19, 2016

The Craven Community College Board of Trustees held its spring meeting on Tuesday, April 19, 2016 in the Ward Boardroom of the Brock Administration Building on the New Bern campus of Craven Community College with Board Chairman Kevin Roberts presiding. The meeting was called to order at 7:00 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Mr. Gary Baldree, Ms. Cora Chadwick, Mr. Ken Crow, Ms. Jennifer Dacey, Ms. Rosanne Leahy, Ms. Carol Mattocks, Mr. Kevin Roberts, Mr. Bill Taylor, Mayor Chuck Tyson, and Ms. Brenda Wilson.

Ex Officio members present: Mr. Jon Segal, Foundation President; Mr. DJ Johnson, SGA President.

Voting members absent were: Mr. Ron Knight and Ms. Allison Morris

Others present were: Dr. Raymond Staats, President; Mr. David Ward, Ward and Smith Attorney; 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 before asking for a motion to adopt. Trustee Tyson motioned to accept the agenda as presented and attached; 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.

Statements of Economic Interest

Ms. Ensley reported that all trustees had filed their required 2016 Statements of Economic Interest by the April 15th deadline.

Public Comment

Chairman Roberts called for public comment and none were expressed.

Consent Agenda

Chairman Roberts called for approval of the Board of Trustees Winter Meeting Minutes of February 8, 2016. Trustee Baldree motioned as presented; Trustee Taylor seconded the motion and the motion passed unanimously.

Chairman Roberts called for a motion to approve the following referenced minutes making mention that the Finance Committee minutes needed an amendment on the second page to state \$500,000 instead of \$550,000 (typing error) under item VI. *County Budget Discussion Fiscal Year 2016-2017*:

Finance Committee Meeting Minutes of March 7, 2016

Personnel Committee Meeting Minutes of March 7, 2016

Facilities Committee Meeting Minutes of March 14, 2016

Academic and Student Affairs Committee Meeting Minutes of March 14, 2016

Chairman Roberts called for a motion to approve the above referenced meeting minutes with the amendment to the Finance Committee meeting minutes. Trustee Taylor motioned to accept the minutes as presented and amended (Finance); Trustee Chadwick seconded the motion and the motion passed unanimously.

Committee Action Items

Approve Student Fee Schedule: VP Varnell reviewed the annual student fee schedule for fiscal year 2016-2017 as attached and made part of the minutes. Trustee Wilson motioned to approve the fee schedule as presented; Trustee Leahy seconded the motion and the motion passed unanimously.

Receive Financial Audit Results for YE 6.30.15: VP Varnell reported on a clean audit for fiscal year 2014-2015 from the State of NC. Auditor Beth Wood visited Craven CC to express her appreciation for a job well done. The attached report was presented for informational purposes and made part of the minutes.

Approve 2016-2019 WFD Accountability/Credibility Audit Plan: VP Boucher presented the revised plan (attached) briefing the trustees on the necessity of the plan and its revision every three years. He also stated that expected upcoming changes from the State could necessitate an additional revision. Trustee Mattocks motioned to approve the 2016-2019 plan as presented; Trustee Wilson seconded the motion and the motion passed unanimously

Approve Fall 2014 and Fall 2015 Policy Reports: VP Boucher explained the results of the two reports (attached) indicating the number of class visits had exceeded the benchmark. Trustee Chadwick motioned to approve the two reports as presented; Trustee Taylor seconded the motion and the motion passed unanimously.

Old Business

Summary of Board's Self-Evaluation: Chairman Roberts led a discussion on the summary of the individual evaluations, thanking the trustees for their input. President Staats requested the retreat focus on strategic planning.

Annual Retreat: President Staats announced the retreat would be on Wednesday, May 18th at Carolina Colours from 8:30 am until 2:00 pm. Janet Peregoy, an effective facilitator, has agreed to facilitate our strategic planning session at the retreat. The "Craven 2017" brochure highlighting the mission and vision statements of the college along with strategic priorities was reviewed by President Staats.

New Business

Approve Student Support Fee: VP Varnell explained the request to implement a student support fee for the new student support services to be offered in support of the QEP (Quality Enhancement Program). The fee will be based on contact/credit hours: 1-3 hours - \$15; 4-6 hours - \$25; 7-9 hours \$35 and 10+ hours - \$45 and would be effective Fall 2016 semester. President Staats shared the success of the federal TRiO model, incorporated into our QEP, which places more focus on tutoring and advising for improved student success. Trustee Taylor motioned to approve the fee as requested; Trustee Dacey seconded the motion and the motion passed unanimously.

Approve FY2017 Continuing Budget Resolution: President Staats explained the need for a resolution to continue paying salaries and other ordinary expenses after year-end June 30, 2016 if the State of NC had not approved the 2016-2017 budget for the college. Chairman Roberts presented the following resolution:

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 2016-2017 fiscal year (July 1, 2016) and the adoption of the budget resolution by the Board of Trustees.

Trustee Taylor motioned to approve the resolution as presented by Chairman Roberts; motion seconded by Trustee Wilson and approved unanimously.

Appoint a Nominating Committee for Board Officers and Committee Chairs: Chairman Roberts announced the appointment of Trustees Leahy, Wilson and Crow to serve on the committee with Trustee Leahy leading as committee chair.

Recognition of Trustee Gary Baldree in Appreciation of Service: Chairman Roberts announced that Trustee Baldree had requested the Governor appoint someone to his seat on the board of trustees at the end of his current term, June 30, 2016. In recognition of 21 years of service to Craven Community College, Chairman Roberts presented Trustee Baldree with a plaque of appreciation for service and outstanding leadership from 1995-2016 including two stints as Board Chairman. After a standing ovation, a motion was made, seconded and approved to recognize Trustee Baldree with the attached resolution from the Board of Trustees.

Reports

Chair: No report given

President: Dr. Staats presented his quarterly report highlighting college leadership, construction projects, and SACSCOC reaffirmation (attached).

Student Trustee: SGA President DJ Johnson reported on several recent campus life activities and events. He also stated he had been asked to consider being president of the SGA on a state level for 2016-17.

Attorney: Attorney Ward informed the board of a hearing scheduled in May before an administrative law judge on a short term disability claim by a former employee.

Foundation President: Mr. Segal expressed his appreciation in serving on the Board of Trustees in his role as Foundation President. He also thanked the Board for its 100% participation in the Foundation's annual fundraising campaign.

Personnel Matters - Closed Session

At 8:20 pm upon motion by Trustee Mattocks, second by Trustee Wilson, 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 Ward and Ms. Ensley remain in the Closed Session at the pleasure of the Board.

At 8:39 pm upon motion by Trustee Mattocks, second by Trustee Wilson, and unanimous approval, the Closed Session ended and returned to Regular Session. The public was invited to join the Regular Session.

Chairman Roberts announced the president's annual performance evaluation had been reviewed with favorable results during President Staats' first seven months on the job. The Chairman and Vice Chairman will meet with the President Staats to review the evaluation results. Chairman Roberts signed the letter to the NCCCS indicating completion of the review process that was required by June 30, 2016. He called for a motion to approve the closed session meeting minutes of the March 7, 2016 Personnel Committee meeting as presented during the closed session. Trustee Leahy motioned to approve the minutes as presented, Trustee Mattocks seconded the motion and all approved.

Craven Community College
Board of Trustees Spring Meeting Minutes
April 19, 2016
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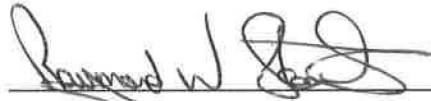
Adjournment

With no further business to be presented, Chairman Roberts adjourned the meeting at 8:40 pm.

Respectfully submitted:

A handwritten signature in dark ink, appearing to read "Kevin M. Roberts", written over a horizontal line.

Kevin M. Roberts, Chairman
July 19, 2016

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

Raymond W. Staats, Secretary
July 19, 2016

ce 6/29/16

AGENDA

FINANCE COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, June 6, 2016 at 4:00 P.M.

Members: *Mr. Chuck Tyson, Chair*
 Mr. Ken Crow
 Ms. Carol Mattocks
 Mr. Bill Taylor
 Ms. Brenda Wilson
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Dr. Page Varnell, Vice President for Administration
 Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing
 Ms. Cindy Ensley, Recorder

- | | |
|---|---------------------------|
| 1. Call to Order | <i>Chuck Tyson, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Finance Reports | <i>Cindy Patterson</i> |
| a. Year-to-date Budget Comparison Reports – State, County & Institutional
(July 1, 2015-May 6, 2016) (<i>motion</i>) | |
| b. Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| c. Cash Balances (<i>info</i>) | |
| 4. Budget Update (<i>info</i>) | <i>Page Varnell</i> |
| 5. President's Report (<i>info</i>) | <i>Ray Staats</i> |
| a. Construction Projects Update | |
| b. SACSCOC Reaffirmation Update | |
| 6. Adjournment | <i>Chuck Tyson, Chair</i> |

Finance Committee Charge

- a. Recommend approval of operating and capital budget
- b. Recommend approval of annual audits of college accounts by the NCCCS/OSBM
- c. Recommend approval of banking procedures
- d. Recommend approval of changes in tuition and fees
- e. Review grant submissions and awards
- f. Other responsibilities as assigned by the Board Chair

MINUTES

**FINANCE COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
JUNE 6, 2016 AT 4:00 P.M.**

- I. In the excused absence of Committee Chairman Chuck Tyson, Board Chairman Kevin Roberts called the meeting to order 4:02 pm.
- II. Cindy Ensley called the roll and announced a quorum was not present for the meeting and that Board Chairman Roberts would be substituting for the chair as a voting participant.
Members Present: Mr. Bill Taylor, Ms. Brenda Wilson, and Board Chairman Kevin Roberts
Members Absent: Committee Chair Chuck Tyson, Mr. Ken Crow, Ms. Carol Mattocks
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President for Administration; Ms. Cindy Patterson, Executive Director of Financial Services and Purchasing; and Ms. Cindy Ensley, Recorder
- III. Finance Reports
 - a. Year-to-date Budget Comparison Reports – Ms. Patterson reviewed the state, county and institutional funds reports from July 1, 2015 through May 6, 2016. Discussion occurred about preparing for year-end close out and final spending of the budget that remained. She noted the remaining capital outlay would be spent on the repaving of the parking lots and roads. Board Chairman Roberts called for a motion to approve the reports as presented. Trustee Taylor motioned to accept the reports as presented, Trustee Wilson seconded the motion and the motion passed unanimously.
 - b. Write-Offs and Uncollectable Accounts – Ms. Patterson highlighted the \$32,850 bad debt and emphasized the collection of \$20,238 of the total bad debt. She also reiterated that the college exercises as much control as possible to help decrease bad debt. Board Chairman Roberts called for a motion to approve the report as presented; Trustee Taylor motioned to accept the report, seconded by Trustee Wilson and approved unanimously.
 - c. Cash Balances – For information purposes, Ms. Patterson presented the cash balances as of May 6, 2016.
- IV. Budget Update
Dr. Varnell discussed with the committee the different positions the House and Senate hold on salaries and flex management. The college is hoping to obtain additional funds for salary increases in the budget once the final budget is approved.

V. President's Report

- a. Dr. Staats reported that the County Commission has appointed an ad hoc committee to investigate the potential for a joint county/college library. There is no timeline for the committee's work. The Facilities Committee will hear a recommendation for the selection of an architectural firm for the First Stop renovation which will in turn be presented to the full board in July for approval. Dr. Staats highlighted the possibility that the STEM building project may be able to apply for an EDA grant (6-month process); further investigation is needed.
- b. The SACSCOC reaffirmation report from the offsite review team was positive with no core or federal requirements cited and only comprehensive standards need clarification. One board policy will need updating.

VI. Adjournment

With no further business to discuss, Board Chairman Roberts adjourned the meeting at 4:55 pm.

ce/6.30.16

Craven Community College
Institutional Funds Budget
For the period July 1, 2015 through May 6, 2016

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	0.00	0.00			0.00	7,861.62
01	133 Discretionary	82,314.00	58,911.78	23,402.22	71.57%	31,988.88	58,347.54
01	134 Unrestricted Overhead Receipts	7,227.00	0.00	7,227.00	0.00%	6,761.72	17,895.20
01	136 Foundation	250,480.00	128,568.94	121,911.06	51.33%	213,488.70	257,660.38
01	137 Financial Aid Matching	3,000.00	825.69	2,174.31	27.52%	6.13	636.79
01	221 Applied Music	3,840.00	0.00	3,840.00	0.00%	2,314.91	11,141.23
01	227 Extra Curricular Activities	26,569.00	21,932.80	4,636.20	82.55%	12,151.68	12,898.23
01	250 Curriculum-Self Supporting	325,400.00	179,109.39	146,290.61	55.04%	46,636.03	153,789.41
01	312 Fire College	100.00	0.00	100.00	0.00%	72.89	11,288.05
01	340 WFD-Self Supporting	435,690.00	196,648.73	239,041.27	45.14%	233,820.84	563,383.67
01	411 Learning Resource Center	1,672.00	0.00	1,672.00	0.00%	1,318.56	20,654.00
01	460 Customized Ind Train Support	38,495.00	34,654.60	3,840.40	90.02%	30,410.93	41,756.67
01	461 Small Business Support Fund	1.00	0.00	1.00	0.00%	0.76	117.48
02	131 College Work Study	84,405.00	64,478.29	19,926.71	76.39%	64,478.29	0.00
02	134 Restricted Overhead Receipts	53,760.00	31,560.83	22,199.17	58.71%	25,628.19	206,204.97
02	138 Returned Check Fee Fund	140.00	0.00	140.00	0.00%	342.02	17,241.95
02	139 Fndton Grants (Duke/NCCF)	2,256.00	2,194.28	61.72	97.26%	0.00	61.32
02	139 Harold H. Bate Grant	101,736.00	81,177.47	20,558.53	79.79%	95,200.00	20,558.93
02	220 NCSU Engineering	50,000.00	31,099.01	18,900.99	62.20%	51,657.34	44,347.33
02	227 ENCORE	21,582.00	15,731.49	5,850.51	72.89%	13,638.68	6,355.62
02	228 Grants -NSF/Duke Energy	690,632.00	283,386.58	407,245.42	41.03%	296,119.46	264,653.31
02	229 NCAMA Grant	38,967.00	7,728.69	31,238.31	19.83%	11,160.66	73.28
02	291 Specifc Fees - Lab/DE/ASC	474,793.00	94,938.38	379,854.62	20.00%	352,620.30	1,343,671.99
02	292 System-Wide Fees-Comp Tech	231,775.00	30.26	231,744.74	0.01%	241,506.44	979,140.68
02	293 Patron Fees	37,773.00	142.00	37,631.00	0.38%	37,369.69	255,554.58
02	314 Grants - Workforce Development	25.00	0.00	25.00	0.00%	24.36	2,624.23
02	363 Smith Reynolds Grant	12,774.00	11,332.89	1,441.11	88.72%	(441.34)	(1,090.00)
02	392 System-Wide Fees - WFD Comp	450.00	0.00	450.00	0.00%	209.94	12,523.11
02	521 C-Step Grant	8,000.00	4,655.41	3,344.59	58.19%	8,000.00	3,344.59
02	531 Professional Liability Ins	9,161.00	(1,562.00)	10,723.00	-17.05%	9,564.26	13,907.77
02	532 Student Insurance	8,294.00	7,054.00	1,240.00	85.05%	7,005.75	283.76
02	533 Transcript Fees	34,292.00	22,096.71	12,195.29	64.44%	41,681.13	90,932.98
02	534 TRIO Grant	294,476.00	185,509.40	108,966.60	63.00%	185,229.84	(13,205.28)
02	790 Orringer Hall Fund	4,545.00	7.65	4,537.35	0.17%	4,505.12	19,831.81

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	791 Public Radio East	934,010.00	781,930.16	152,079.84	83.72%	734,078.68	124,605.89
02	795 Career Fair	5.00	0.00	5.00	0.00%	3.49	543.36
02	796 Testing Centers	9,822.00	0.00	9,822.00	0.00%	11,765.46	24,636.68
02	797 Public Radio East Foundation	682,650.00	531,361.57	151,288.43	77.84%	525,374.35	204,754.22
02	823 SEOG	108,476.00	107,496.90	979.10	99.10%	107,496.90	0.00
02	824 Pell	6,493,453.00	5,132,069.20	1,361,383.80	79.03%	5,095,614.20	(36,455.00)
02	830 NCCC Target Asst/LTHT	10,471.00	5,891.79	4,579.21	56.27%	7,771.00	2,668.20
02	831 Golden Leaf Scholars	15,200.00	9,052.00	6,148.00	59.55%	12,068.00	3,016.00
02	833 NCCG	187,500.00	185,114.00	2,386.00	98.73%	181,811.00	(3,303.00)
02	834 Teacher Assistant Sch Fund	25,425.00	12,198.00	13,227.00	47.98%	8,200.00	(3,998.00)
02	835 State Aid Scholarships	161,000.00	121,425.00	39,575.00	75.42%	120,500.00	(925.00)
02	840 General Scholarships	210,760.00	187,963.05	22,796.95	89.18%	144,463.64	241,081.41
02	841 Endowment Scholarships	52,783.00	28,480.08	24,302.92	53.96%	36,404.94	12,342.43
05	710 Clearwire Distribution	2,134.00	750.00	1,384.00	35.15%	2,787.18	20,331.28
05	720 Bookstore	158,000.00	86,091.69	71,908.31	54.49%	171,621.88	672,538.56
05	730 Food Service	25,000.00	25,000.00	0.00	100.00%	31,402.79	6,452.79
05	740 Campus Access	199,910.00	162,309.88	37,600.12	81.19%	71,871.58	117,031.81
05	770 Student Activity Funds	179,050.00	148,627.00	30,423.00	83.01%	173,929.46	170,609.89
06	810 J. Wrenn Emergency Loan Fu	1,000.00	233.84	766.16	23.38%	508.96	44,113.31
07	910 Buildings & Grounds	1,906,646.00	519,113.29	1,387,532.71	27.23%	570,044.02	1,939,760.40
08	792 Public Radio East Endowment					5,514.71	67,725.98
08	850 Endowments	52,000.00	36,388.02	15,611.98	69.98%	(14,555.06)	1,888,186.14
Total		14,749,919.00	9,543,708.74	5,206,210.26	65%	10,023,149.34	9,920,164.55

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	DEFE Distance Fee	SUPHS Supply Fee-Health & Services	SUPBI Supply Fee Bus, Ind & Te	LABFB Lab Fee	LABFA Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	PLIAB Prof Liab Ins	FA Overage	STIN Student Ins	Total
XXX781	2014fa	312.38		9.92	4.96	3.53	123.40	4.65										458.84
XXX330	2015ce1		123.92															123.92
XXX593	2015ce1		123.92															123.92
XXX183	2010fa	340.83		16.09	8.04	5.03	242.59											612.58
XXX293	2010sp			16.00	8.00	5.00												254.00
XXX298	2015fa	201.44		22.01	11.19	3.50	285.22											523.36
XXX463	2015fa						384.99											384.99
XXX474	2010sp												658.00					658.00
XXX646	2014fa	24.72		3.82	1.83	1.14	25.16	1.72										58.39
XXX669	2014fa	288.00		32.00	16.00	11.40		30.00			15.00							392.40
XXX789	2010su	71.59			3.27	2.05				4.09								81.00
XXX140	2014fa																1.40	1.40
XXX206	2011fa	179.73											720.00					899.73
XXX347	2014fa	708.91		31.51	15.75	11.23	624.83	14.77										1,407.00
XXX591	2011fa	83.17		3.75	1.43	0.89		2.68					36.78					128.70
XXX607	2014fa	219.18		6.09	3.04	2.17		11.42										241.90
XXX812	2014fa	102.60		3.80	1.90	1.35		5.34										114.99
XXX013	2014fa															774.42		774.42
XXX021	2014fa	349.08		176.96	9.70	16.61	316.11				157.57							1,026.03
XXX032	2014fa	197.04			32.00											1.40	1.40	231.84
XXX062	2013sp			57.12	32.00		193.75									57.85	2.80	343.52
XXX098	2014fa															684.92		684.92
XXX103	2014fa															403.20		403.20
XXX126	2014fa						784.92									122.81		907.73
XXX153	2014fa															861.11		861.11
XXX175	2014fa						303.98									624.46		928.44
XXX176	2014fa	432.00		32.00	16.00	11.40	200.41	30.00								711.19		1,433.00
XXX204	2014fa						167.07									450.76		617.83
XXX303	2014fa															617.45		617.45
XXX410	2014fa															610.69		610.69
XXX419	2014fa	82.31		64.00	32.00	20.00	520.08	75.00			30.00					31.52	2.80	857.71
XXX425	2014fa						245.18									381.51		626.69
XXX463	2014fa						817.97	13.97								357.63	1.40	1,190.97
XXX492	2014fa															458.06		458.06
XXX498	2014fa						105.16									854.25		959.41
XXX531	2014fa															520.63		520.63
XXX560	2014fa															780.89		780.89
XXX598	2014fa						464.20									81.72		545.92
XXX647	2014fa	247.57		32.00	16.00	10.00	473.22	75.00								150.38	1.40	1,005.57
XXX657	2014fa															378.54		378.54
XXX659	2014fa						106.45									479.10		585.55
XXX718	2014fa						195.79									723.17		918.96
XXX740	2014fa						768.82	1.05								411.78	1.40	1,183.05
XXX763	2014fa						628.05									467.81		1,095.86
XXX876	2014fa															578.47		578.47
XXX887	2014fa	199.48		22.16	11.08	7.90	394.23	10.39										645.24
XXX926	2014fa															413.99		413.99
XXX929	2014fa															707.56		707.56
XXX945	2014fa						10.06									436.41		446.47
XXX956	2014fa															873.60		873.60
XXX969	2014fa															747.26		747.26
XXX975	2014fa	299.63		64.00	32.00	20.00	525.60	15.00								22.35	3.80	982.38
XXX985	2014fa	350.71		32.00	16.00	10.00										31.60	1.40	441.71
		4,915.37	247.84	625.23	272.19	143.20	8,907.24	290.99	-	4.09	202.57	-	1,414.78	-	-	15,808.49	17.80	32,849.79

Kisha B. Simpson

Requested By

Steph Vanell
Vice President For Administration

FA Issues/Withdrew Charged 25%	\$ 254.00
Sponsor Issues	2,707.73
WFD	1,650.81
Return 2 Title 4	23,371.99
MISC-Chargeback, Emergency Loan	4,865.26

Total Collected this period	\$ 75.00
Debt Setoff	20,238.22
Total Fees Paid to collection agency	1,231.16
Net proceeds	19,082.06

YTD Write Offs July 2015-May 2016	\$ 95,442.92
Prior Year Write Offs July 2014-May 2015	\$ 65,859.80
120 Days past due	\$ 89,848.08
Percentage of Total Accounts Receivable	6.5924%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

	6-May	28-Feb	Variance
Local Funds	\$1,555,858.15	\$1,646,637.40	-\$90,779.25
Special Funds	<u>\$8,215,514.84</u>	<u>\$7,760,878.97</u>	<u>\$454,635.87</u>
Total	\$9,771,372.99	\$9,407,516.37	\$363,856.62

NOTE: A balance of \$35,000 is maintained in an interest bearing account with First Citizens Bank.
All funds over the \$35,000 are on deposit with the North Carolina State Treasurer.

	6-May	28-Feb	Variance
STIF Interest Rate:	0.706860%	0.676770%	0.030090%

AGENDA

PERSONNEL COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, June 6, 2016 at 5:00 P.M.

Members: *Ms. Brenda Wilson, Chair*
 Ms. Rosanne Leahy
 Ms. Jennifer Dacey
 Mr. Ronald Knight
 Ms. Allison Morris
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Dr. Page Varnell, Vice President for Administration
 Ms. Cindy Ensley, Recorder

- | | |
|--|-----------------------------|
| 1. Call to Order | <i>Brenda Wilson, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Quarterly Personnel Report & Openings (<i>info</i>) | <i>Page Varnell</i> |
| 4. Assistance Programs for Students and Employees Update (<i>info</i>) | <i>Page Varnell</i> |
| 5. Human Resources Department Update (<i>info</i>) | <i>Page Varnell</i> |
| 6. President's Report (<i>info</i>) | <i>Ray Staats</i> |
| a. Construction Projects Update | |
| b. SACSCOC Reaffirmation Update | |
| 7. Adjournment | <i>Brenda Wilson, Chair</i> |

Personnel Committee Charge

- a. Review full-time appointments, resignations and terminations
- b. Establish, review and update periodically a Code of Ethical Conduct and ensure that management has established a system to enforce this Code of Conduct for all College personnel
- c. Recommend approval of affirmative action policies
- d. Conduct performance evaluation of the President
- e. Other responsibilities as assigned by the Board Chair

MINUTES

**PERSONNEL COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
JUNE 6, 2016 AT 5:00 P.M.**

- I. Committee Chair Brenda Wilson called the meeting to order at 5:04 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Ms. Jennifer Dacey (5:08), Mr. Ronald Knight, Ms. Rosanne Leahy, and Committee Chair Brenda Wilson
Members Absent: Ms. Allison Morris, Board Chairman Kevin Roberts
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President for Administration; and Ms. Cindy Ensley, Recorder
- III. Quarterly Personnel Report & Openings
For informational purposes, Dr. Varnell reviewed the new hires and resignations from March 1, 2016 – May 31, 2016 as indicated in the report. She also highlighted the status of the current job searches.
- IV. Update on Assistance Programs for Students and Employees
Dr. Varnell updated the committee on the usage of the student assistance program (14 served in a two-year period) and the employee assistance program (10 served in a one-year period). Faculty has been briefed on the program for students so they are aware of what the college can offer to assist students in need.
- V. Human Resources Department Update
Dr. Varnell informed the committee that HR Executive Director Vickie Moseley-Jones announced her retirement effective August 31 after 28 years of service. The college anticipates filling the assistant director position shortly with an advertisement for Ms. Jones' position in the near future.
- VI. President's Report
 - a. Dr. Staats reported that the County Commission has appointed an ad hoc committee to investigate the potential for a joint county/college library. There is no timeline for the committee's work. The Facilities Committee will hear a recommendation for the selection of an architectural firm for the First Stop renovation which will in turn be presented to the full board in July for approval. Dr. Staats highlighted the possibility that the STEM building project may be able to apply for an EDA grant (6-month process); further investigation is needed.

b. The SACSCOC reaffirmation report from the offsite review team was positive with no core or federal requirements cited and only 13 comprehensive standards needing more clarification. One board policy will need updating.

VII. Adjournment

With no further business to discuss, Committee Chair Wilson adjourned the meeting at 5:32 pm.

ce/6.30.16

Craven Community College Quarterly Personnel Report
March 1, 2016 – May 31, 2016

New Hires	Position Title	Effective	Monthly/Annually
Bianca Betts	Accounting Assistant/Accounts Receivable	3/1/2016	\$2,500/\$30,000
Jeanne Balaoing	Executive Assistant to the VP for Students	5/1/2016	\$3,500/\$42,000
Alexander Frelief	Director of the Small Business Center	5/1/2016	\$4,584/\$55,008
Agape Marion	Facilities Maintenance Technician I	4/15/2016	\$2,000/\$24,000
David Tallman	Facilities Maintenance Technician I	4/15/2016	\$2,000/\$24,000
Jinky Vallafuerte	Facilities Maintenance Technician I	4/15/2016	\$2,000/\$24,000
Carinna Smith	Facilities Maintenance Supervisor	4/15/2016	\$2,750/\$33,000
Ledesma Hamrick	Facilities Maintenance Technician I	4/15/2016	\$2,000/\$24,000

Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Christina Sobrido	Information Systems Specialist/Programmer PT	Information Systems Specialist/Programmer	5/9/2016	Promotion \$3,167/\$38,004
Mitchell Martin	Military Affairs Outreach Specialist	Military Affairs Resources Center, Coordinator	4/1/2016	Promotion \$3,417/\$41,004
Patricia Toon	Administrative Assistant/ LAUT-PT	Administrative Assistant/ LAUT-FT Temp	4/11/2016- 6/30/2016	\$2,080/\$24,960

Resignations/ Terminations/Retirements	Position	Effective	Reason
Veronica Abreau	Director of Instructional Services & Student Support-HV	04/22/2016	Resigned
Michelle Chapman	Human Resources Specialist	5/18/2016	Resigned
Judy Eurich	Executive Director of Institutional Advancement	5/31/2016	Resigned
Jolie Huffman	Faculty, Pharmacy Technology Program Coordinator	5/14/2016	Resigned
Gary Long	Electronics Engineering Technology Faculty	5/14/2016	Resigned
Megan Phillips	Senior Administrative Assistant/LAUT	4/8/2016	Resigned
Hannah Tonissen	Mathematics Faculty	5/14/2016	Resigned
Dr. Amelia Iams	Physical Therapy Assistant Program Coordinator/Faculty	5/14/2016	Resigned
Kaisy Wilkerson-Mills	English Faculty	5/14/2016	Resigned
Diane Tyndall	Chair, Business, Technology & Education Programs	5/31/2016	Retired
Cheryl Rogers	Nursing Faculty	5/14/2016	Non-renewal

Craven Community College Current Job Searches as of May 31, 2016

Senior Administrative Assistant for Liberal Arts & University Transfer	Open until Filled	Accepting Applications
Administrative Assistant – Career Programs	Closing Date: June 17, 2016 at 11:59 p.m.	Accepting Applications
Mathematics Faculty	Open until Filled	Accepting Applications
Electronics Engineering Technology Instructor	Open until Filled	Accepting Applications
Nursing Instructor	Open until Filled	Accepting Applications
Physical Therapy Assistant Program Faculty	Open until Filled	Accepting Applications
Physical Therapy Assistant Coordinator Faculty	Open until Filled	Accepting Applications

AGENDA

**FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, June 13, 2016 at 4:00 P.M.**

Members: *Mr. Bill Taylor, Chair*
 Mr. Gary Baldree
 Ms. Cora Chadwick
 Ms. Jennifer Dacey
 Mr. Chuck Tyson
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Dr. Page Varnell, Vice President for Administration
 Mr. Gery Boucher, Vice President for Students
 Ms. Cindy Ensley, Recorder

- | | |
|--|---------------------------|
| 1. Call to Order | <i>Bill Taylor, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. City Market (<i>info</i>) | <i>Gery Boucher</i> |
| 4. Facilities Projects Update (<i>info</i>) | <i>Page Varnell</i> |
| 5. Facilities Usage Quarterly Report (<i>info</i>) | <i>Page Varnell</i> |
| 6. Cyber Insurance (<i>info</i>) | <i>Page Varnell</i> |
| 7. First Stop – Next Steps | <i>Page Varnell</i> |
| a. Selection of Firm (<i>motion</i>) | |
| b. Capital Improvement Project 3-1 Documentation (<i>motion</i>) | |
| 8. STEM Building – Next Steps/Selection of Firm (<i>motion</i>) | <i>Page Varnell</i> |
| 9. Adjournment | <i>Bill Taylor, Chair</i> |

Facilities Committee Charge

- a. Recommend approval for new building construction projects including all phases from concept and design to construction and occupancy
- b. Review and monitor progress on the College's Master Facilities Plan
- c. Recommend approval of policies for the use of college facilities by outside organizations
- d. Other responsibilities as assigned by the Board Chair

MINUTES

**FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
JUNE 13, 2016 AT 4:00 P.M.**

- I. Committee Chairman Bill Taylor called the meeting to order at 4:04 pm.
- II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Ms. Cora Chadwick, Mr. Bill Taylor, Mayor Chuck Tyson, and Board Chairman Kevin Roberts
Members Absent: Mr. Gary Baldree, Ms. Jennifer Dacey
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President for Administration; Mr. Gery Boucher, Vice President for Students; and Ms. Cindy Ensley, Recorder
Guests: Mr. Jon Segal, Foundation Board President
- III. City Market
Mr. Boucher described Craven's interest in offering a more robust construction trades program for the citizens of Craven County enabling local business and industry to hire locally. With limited lab space, college leadership looked outside the college for additional space. In partnering with the City of New Bern in their City Market project (a project to improve the First Street corridor, one of the gateways to New Bern), the college will have potential space for a Workforce Development Training Center to house the construction trades program. In one of the other buildings within the City Market project, the college could offer course work to complete adult high school diplomas, GED's or Basic Skills Plus. The City of New Bern received a \$549,000 grant from Golden LEAF to assist with the project but will need additional money to support the building renovations, equipment, supplies, etc. Next steps of this exciting partnership will be to sign a memorandum of understanding and work out the specifics of a lease.
- IV. Facilities Project Update
Dr. Varnell updated the committee on the status of several campus projects including parking lot and road paving, campus safety program, and emergency response preparation.
- V. Facilities Usage Quarterly Report
Dr. Varnell presented the March – May 2016 usage report (attached) for informational purposes. Dr. Staats informed the committee that in the near future, the college would be assessing the man-hours associated with leasing space at the college which may necessitate an increase in leasing costs.

VI. Cyber Insurance

Dr. Varnell stated the college is receiving more frequent attacks on its website and email system. Initial quotes show the college can purchase five million dollars of coverage for approximately \$22,000 per year.

VII. First Stop – Next Steps

- a. Selection of Firm – Dr. Varnell informed the committee of the two proposals received for architectural services for the First Stop project. After selection committee review of both firms, she'd like to recommend JKF Architecture. Committee Chairman Taylor called for a motion to approve the recommendation of JKF Architecture as presented. Trustee Tyson presented the motion, Trustee Chadwick seconded the motion and the motion passed.
- b. Capital Improvement Project 3-1 – Dr. Varnell explained the need to amend the original NCCCS 3-1 filed on the Student Success Center – Barker Hall (project #2084) to show the project will be discontinued. She also explained the need to approve a new NCCCS 3-1 for the renovation project of the first floor of Barker Hall for a new First Stop area. Both forms need committee recommendation to the full board. Committee Chairman Taylor called for a motion to approve the requests. Trustee Tyson motioned to approve both NCCCS 3-1 forms, Trustee Chadwick seconded the motion and the motion carried.

VIII. STEM Building – Next Steps/Selection of Firm

Dr. Varnell stated the college is allowed to use JKF Architecture as the architect for the STEM building project without further proposals and that is the recommendation from the college. This is the typical path of a new construction project. Committee Chairman Taylor asked for a motion to approve JKF Architecture as manager of the project, since they were awarded the STEM Building study last fall. Trustee Chadwick motioned to accept the recommendation; Committee Chairman Taylor seconded the motion. Trustee Tyson voted against the motion; the motion passed by a margin of 2 to 1.

IX. Adjournment

With no further business to discuss, Committee Chairman Taylor adjourned the meeting at 5:01 pm.

ce/6.30.16

CITY MARKET

Workforce Development Training Center

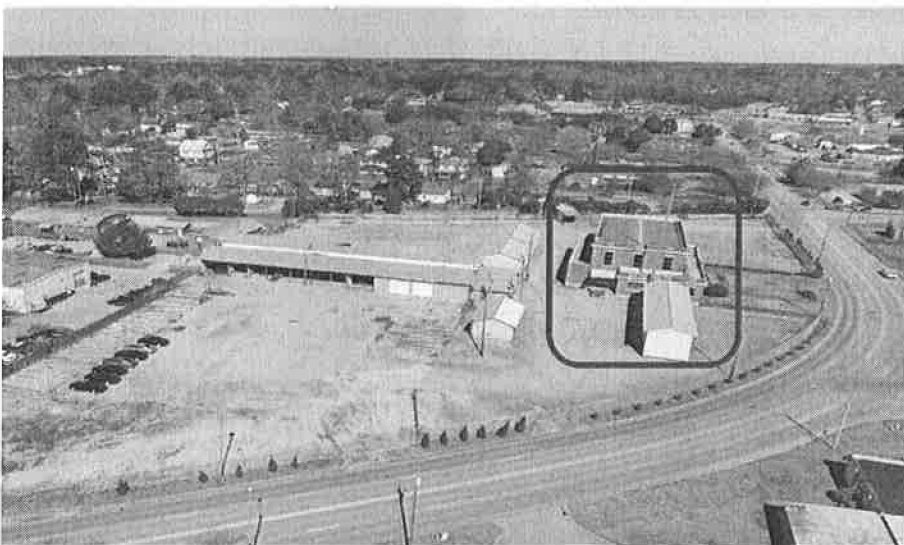
June 2016

Workforce Development Training Center

In 2014-2015 Craven Community College Workforce Development Leadership conducted a number of listening sessions with local business and industry to identify immediate workforce needs. From this effort it was identified that a primary training need existed in the construction trades. Specifically, local business and industry needed a workforce in Craven County trained in construction, heating and air conditioning maintenance, plumbing, and residential and commercial wiring.

At present, Craven Community College WFD offers introductory courses in the construction trades. Although a solid foundation of courses, the current WFD offerings in the construction trades cannot meet the workforce needs of business and industry in the county. The college's WFD team is positioned to offer more robust, comprehensive trades programs utilizing the National Center for Construction Education and Research (NCCER) curriculum. The only obstacle to the implementation of such programs is the limited lab space available at the New Bern and Havelock campuses.

In March 2015, WFD, Leadership and City of New Bern officials visited the proposed City Market location. The City Market property is located at 205 First Street, New Bern. The potential space for the WFD Training Center is the largest brick building on the property. The building has two floors, however, CCC would only be requesting the use of the first floor to include the office space and large open floor space at the front of the building. The space is 5,100 sq. ft. The building was used by the City of New Bern's Maintenance Department as an inventory and supply shop.



Current Aerial View of City of New Bern's Maintenance Department

5,100 Square Feet @
205 First Street | New Bern

In Partnership:
City of New Bern
Craven Community College



Projected Simulation of Training Area

The Space

In August 2015, a site visit was conducted with Craven's President Dr. Ray Staats, WFD Leadership and City officials. From these visits, the college identified a suitable area for the initial development of the WFD Training Center.

The City Market property is located at 205 First Street, New Bern. The potential space for the WFD Training Center is the largest brick building on the property. The building has two floors, however, CCC would only be requesting the use of the first floor to include the office space and large open floor space at the front of the building. The space is 5,100 sq. ft.

This space would be ideal for the WFD Training Center because of the large, open room that could be transformed into a flexible lab setting to support WFD construction trade programs.

The college would also want to use a space in one of the other buildings to support an Adult High School Diploma, GED course or Basic Skills Plus.

In order for the College to offer programming in the proposed space there would have to be some modifications to the building. Currently the building is not climate controlled. The building would need to be outfitted for both heat and air conditioning. The space's electrical circuitry would need to be updated to ensure safety and accommodate the electrical requirements of the equipment used in the course offerings. The office space would need to be updated to include internet capability. Finally, the building will have to be updated to accommodate students who have disabilities under the Americans with Disabilities Act requirements.

Building Modifications

In order for the College to offer programming in the proposed space there would have to be some modifications to the building. Currently the building is not climate controlled. The building would need to be outfitted for both heat and air conditioning. The space's electrical circuitry would need to be updated to ensure safety and accommodate the electrical requirements of the equipment used in the course offerings. The office space would need to be updated to include internet capability. Finally, the building will have to be updated to accommodate students who have disabilities under the Americans with Disabilities Act requirements.



Projected Simulation of Hospitality Training

WFD Trade Center Programs

The WFD team believes there is an opportunity to offer **5 core programs** at the center. Four of the five core programs will utilize NCCER Curriculum as the standard for instruction.

Introduction to Construction (120 hrs.)- \$180.60: Introduces student to basic safety, construction math, hand tools, power tools, construction drawings, rigging, employability skills and material handling. Upon completion, student will receive a 10-hour OSHA safety construction completion card, a certification in forklift operations and a NCCER core curriculum certification.

Electrical- Residential & Commercial Wiring I (135 hrs.)- \$230.60: Introduces student to the basics of residential and commercial wiring to include basic fundamentals of electricity. The student will receive an orientation to the electrical trade, electrical safety, introduction to electrical circuits, electrical theory, introduction to the National Electrical Code, fuse boxes and residential and commercial electrical circuits. Upon completion, student will earn a National Center for Construction Education Research (NCCER) certification in Electrical Systems I.

Electrical Residential & Commercial Wiring II (174 hrs.)- \$230.60: Introduces students to alternating current, motors, electric lighting, conduit bending, pull and junction boxes, conductor installations, cable tray, conductor terminations and ground and bonding. Upon completion, student will earn a National Center for Construction Education Research (NCCER) certification in Electrical Systems II.



HVAC Technology I (120 hrs.) \$230.60: Focuses on HVAC operations, maintenance and troubleshooting on residential and light commercial heating and cooling systems. Course includes the use of diagnostic tools/procedures to identify problems and establish operating efficiencies in accordance with manufacturer guidelines and standards. Upon successful completion, student will earn NCCER certification in HVAC level I.

HVAC Technology II (156 hrs.) \$230.60: Focuses on alternating current, compressors, refrigerants and oils, leak detections, evacuations, and charging, metering devices, heat pumps, basic maintenance and sheet metal duct systems. Upon successful completion, student will earn NCCER certification in HVAC level II.

Construction I (282 hrs.)- \$230.60 Prepares a student for entry-level positions with residential or commercial construction company. Upon completion, student receives a National Center for Construction Education Research (NCCER) certification in core construction principles and painting I.

Construction II (252 hrs.)- \$230.60: Introduce a student to carpentry and weatherization. A Student will learn about building materials, construction drawings (blueprints), floor systems, wall systems, basic stair layouts, and ceiling joist and roof framing. Also a student will learn the fundamentals of building weatherization. Upon completion, student receives certification in Level I Carpentry and the Fundamentals of Weatherization.

Plumbing I (174 hrs.)- \$230.60: Introduces a student to the plumbing profession. A Student will learn topics such as plumbing safety, tools of the trade, introduction to plumbing math, drawing, plastic pipe and fittings, copper pipe and fittings and introduction to drain, waste and vents. Upon completion, student receives NCCER certification in core Plumbing I.

Small Engine Mechanic (80 hrs.) 180.60 : Focuses on small engine repair in accordance with the manufacturer's specifications. Students learn how to troubleshoot, safety, and replace defective components. Upon completion, student will be able to explain basic operation principles of small engines.

Project Goals

Goals include:

- Stand-up a robust WFD Training Center to support the five programs listed above.
- Stand-up an Adult High School Diploma course or GED course.
- Provide construction trades training to local Craven County citizens in the Five Points area.
- Support local business and industry workforce development needs in the construction trades.
- Support the City of New Bern's City Market project and the other tenets such as The New Bern Makers.
- Educate the public about the opportunities for employment in the construction trades.
- Develop the WFD Training Center into a one-stop construction training center for Craven County, citizens, business and industry.

In addition to the programs, there are specific outcomes that we expect to achieve over a five year period.

Offer a minimum of 15 to 20 classes per year.

Train a minimum of 100-150 people a year.

Place a minimum of 100-120 people in jobs with local business and industry a year.

Next Steps

- Work with the City of New Bern as the Community & Economic Development Manager works to attain grants to fund the City Market plan.
- Identify and train instructors to support each program area.
- Develop a list of equipment needs and a proposed budget.



Simulated Photo of Hospitality Training—Hotels and Restaurants

CCC Facilities Usage Report
4th Quarter - FY2016

Date of report: June 1, 2016
March, April, May 2016

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
NC Manufacturing Extension Partnership, NCSU	3/2-3/2016	Edu	AMC 102/Brock 100	\$ -	N/A	19
Craven Smart Start/Child Care Resource & Referral	3/12/2016	Edu	Orringer Auditorium, Naumann Com. Rm. & Brock 200, 205, 206, 207, 212, 213	-	N/A	40
NC Department of Administration, Council for Women	3/31/2016	Gov	Naumann Com. Rm.	-	N/A	42
NC Society of Surveyors, Coastal Chapter	4/22/2016	Non-profit	AMC 102	\$ 360.00	4/12/2016	36
Craven Smart Start/Child Care Resource & Referral	5/3/2016	Edu	AMC 102	-	n/A	32
	5/14, 21; 6/4, 11, 18, 25; 7/9, 16, 23, 30	Edu	Perdue 123	-	N/A	22
East Carolina University	5/17/2016	Profit	Orringer Auditorium	\$162.50	5/11/2016	180
Kiddie Kollege	5/19/2016	Gov	Perdue 123	-	N/A	40
NC Department of Environmental Quality, Division of Coastal Management	5/21/2016	Profit	Naumann Com. Rm.	\$ 65.00	5/10/2016	25
A&B Creative					3/11 &	
Dance Theatre	5/21-22/2016	Profit	Orringer Auditorium	\$ 910.00	5/13/2016	200
NC Department of Health & Human Services, Division of Public Health, Nutrition Svcs.	5/25/2016	Gov	Brock 205	-	N/A	9
NC Department of Transportation, Materials and Tests Unit	5/24-26/2016	Gov	AMC 102	-	N/A	38
NC Department of Health & Human Services, Division of Public Health, Nutrition Svcs.	5/25/2016	Gov	Orringer Auditorium	-	N/A	100+
A&B Creative	5/28/2016	Profit	Barker 107	\$ 25.00	5/26/2016	10

Fees are not charged to the following organizations:

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

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT

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

College Craven Community College

Project Name Student Success Center – Barker Hall NCCCS Project No. 2084

I. TYPE OF PROJECT:

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

II. DESCRIPTION OF PROJECT:

This project will involve the renovation of the library, academic skills center, classrooms and offices located within Barker Hall, with the exception of Public Radio East. The anticipated renovation will flip the location of the library from the second floor to the first floor and moving the learning commons area to the second floor. The additional space that will be available for the learning commons area will allow for increased services for our students, such as tutoring, testing, study spaces, and collaborative learning spaces.

This project has been reconsidered and we will no longer be moving forward with this project.

Capital Improvement Approval Process Instructions

To establish a **New Project**

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

To **Amend a Project**

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

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

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

Project Close Out

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

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

Page 5, Section VI

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

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

Page 6, NCCCS 3-1 Attachment

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

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

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

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

Subtotal "A" _____

B. CONSTRUCTION

1. General Contract -0-
2. Other Contracts _____
- Subtotal Contracts -0-

3. Designer's Fees -0-
4. Contingency -0-
5. Other Fees _____
- Subtotal Fees -0-

Subtotal "B" -0-

C. OTHER COST

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

Subtotal "C" _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) -0-

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... -0-
2. Duly Authorized Bonds - County... _____
3. Donations..... _____
4. Federal Funds..... _____
5. Other (Please identify- parking fees, vending, rental, bookstore, etc.) -0-

Subtotal "A" -0-

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

C. STATE EQUIPMENT FUNDS _____

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

E. STATE ALLOCATIOIN

1. Budget Code _____
2. Budget Code _____
3. Budget Code _____

Subtotal "E" _____

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

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

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

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of -0- State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

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

Signature _____

Title _____

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

Certification 2.

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

Signature _____

Title _____

=====

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

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

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

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

by deed recorded in (specify book and page) _____

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

This, the _____ day of _____ 20____

Signature _____

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

Date:

College:

Contact Name:

Project Name:

Project Completion Date:

State Funds Authorized:

Local Funds Authorized:

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

County Manager/Finance Officer

3-1 Attachment

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT

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

College Craven Community College

Project Name Barker Hall First Stop Renovation **NCCCS Project No.** 2184

I. TYPE OF PROJECT:

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

II. DESCRIPTION OF PROJECT:

This project will involve the renovation of a majority of the first floor of Barker Hall. The current space houses the academic skills center, testing center and administrative offices. The renovation enable the consolidation of services for our students. The renovated space will house enrollment services, career/transfer center, financial aid, testing, and student accounts. By bringing these services together in the same physical space it will allow us to improve the quality of service to students and other stakeholders, facilitate sharing of information, and to improve efficiency for the college.

Capital Improvement Approval Process Instructions

To establish a **New Project**

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

To **Amend a Project**

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

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

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

Project Close Out

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

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

Page 5, Section VI

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

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

Page 6. NCCCS 3-1 Attachment

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

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

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

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

Subtotal "A"..... _____

B. CONSTRUCTION

1. General Contract 450,000
2. Other Contracts _____
- Subtotal Contracts..... 450,000

3. Designer's Fees..... 45,000
4. Contingency..... _____
5. Other Fees _____
- Subtotal Fees 45,000

Subtotal "B" 495,000

C. OTHER COST

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

Subtotal "C"..... _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) 495,000

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

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

Subtotal "A" _____

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

C. STATE EQUIPMENT FUNDS _____

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

E. STATE ALLOCATIOIN

1. Budget Code 46620 495,000
2. Budget Code _____
3. Budget Code _____

Subtotal "E" 495,000

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) 495,000

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

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

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$495,000 State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

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

Signature _____

Title _____

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

Certification 2.

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

Signature _____

Title _____

=====

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

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

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

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

by deed recorded in (specify book and page) _____

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

This, the _____ day of _____ 20____

Signature

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

Date:

Project Name:

College:

Project Completion Date:

Contact Name:

State Funds Authorized:

Local Funds Authorized:

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

County Manager/Finance Officer

3-1 Attachment



April 19, 2016

Mr. Todd Murphrey, Procurement and Fixed Assets Officer
Craven Community College
800 College Court
New Bern, NC 28562

RE: Architectural Design Services for the Renovation of Barker Hall at Craven Community College

Dear, Mr. Murphrey:

It is my pleasure to submit, JKF ARCHITECTURE, to provide Architectural Design Services to Craven Community College for the Renovation of Barker Hall. Our Design Team is uniquely qualified for your projects given our diverse background and experience. By choosing JKF ARCHITECTURE, you will receive:

- Expert experience delivering specialized renovation projects to North Carolina Community Colleges;
- An effective **local** presence on-site during the design and construction phase;
- Our proven ability to commit to your timetable, while completing tasks on-time and within budget.

You are assured continuity through the entire design and construction process for any project, derived through my dual role as the College's single Point-of-Contact and the Principal Architect at JKF ARCHITECTURE. Our Design Team has significant experience completing multi-faceted renovation projects for Community Colleges and Universities across Eastern North Carolina. We are committed to creating a built-environment in Barker Hall that maximizes efficiency, minimizes long-term maintenance costs, and provides students and staff a unique space to work, learn, and grow.

Our Firm is dedicated to supporting the North Carolina Community College System and our portfolio of work for 11 different Colleges, including Craven Community College, is a testament to that commitment. In 2016, JKF ARCHITECTURE provided Advanced Planning Design Services to Craven Community College for the construction of a new STEM building that will include labs, classrooms, and offices in Havelock.

As our portfolio will also detail, JKF ARCHITECTURE recently completed a major renovation for the East Carolina University College of Education's Academic Success Center, which included a new space for students to consult professional advisors on important academic issues, while supporting the efforts of the College. Many of our renovation projects at have been successfully executed in a relatively accelerated time frame and with a limited budget. At all times, great care was taken at all phases to insure the sensitive needs of the client were met at every level.

We have personally visited Craven Community College's New Bern Campus on multiple occasions, working to familiarize ourselves with the specific requirements of any project, including Barker Hall, which may present itself. Based in nearby Greenville, our Firm is in close proximity to the New Bern Campus and can maintain a significant presence on-site during both design and construction.

In the last year, JKF ARCHITECTURE successfully converted a garage to a culinary lab at Wilson Community College, spearheaded major roof repair and recoating projects for two buildings at Beaufort Community College, and completed a major addition to the Pitt Community College Student Center (Phase II). Regardless of the size or scope of the specific project, JKF ARCHITECTURE will apply its tenacious design and construction standards to meet and exceed your expectations.

We look forward to reviewing our qualifications, our work, and the level of commitment we will bring to Craven Community College, with you and the selection committee.

Sincerely,


John K. Farkas, AIA, LEED AP, BD+C
President

**ARCHITECTURE
PLANNING
DESIGN**

P.O. Box 20662
Greenville, NC 27858
Phone: 252-355-1068
Fax: 252-355-0216
jkf@j kf-arch.com (e-mail)
www.jkf-arch.com (Web-site)

JKF ARCHITECTURE was founded in 1998 by John K. Farkas, AIA in Greenville, NC. John is a licensed architect in North Carolina, South Carolina, Virginia, and New Jersey, with over 22 years experience in Eastern North Carolina (24 years overall). Over time, JKF ARCHITECTURE has evolved into a seven-person firm serving a diverse range of public agencies and clientele throughout North Carolina.



JKF ARCHITECTURE has successfully completed numerous projects involving a diverse portfolio of new construction, additions, alterations, and renovations. These projects have included public, religious, institutional, historically significant, residential, and commercial facilities. In addition, we have completed numerous specialty projects involving roof replacements, ADA accessibility studies and implementation plans, master plans, building programming, and facility assessments.



The success of JKF ARCHITECTURE can be attributed to our commitment to providing a unequalled level of personalized and effective professional services. Our experience has taught us that a successful project depends on an architect's ability to take the time to understand the client, insure their needs are translated into effective documents, and a tenacious approach to managing the implementation during construction.



We know that continuity will reduce, if not eliminate, breakdowns in communication both during design and construction. Our clients expect there to be one architect to lead them through all phases of a project. This is a commitment that very few firms can make, but it is what we do the best.

JKF ARCHITECTURE is uniquely qualified to successfully complete the Barker Hall Renovation Project for Craven Community College. Our references will attest to the competence and reputation of our design team.

Our current clients include:

- Craven Community College
- Pitt Community College
- Beaufort County Community College
- Pamlico Community College
- Roanoke-Chowan Community College
- Sampson Community College
- Martin Community College
- Wilson Community College
- College of The Albemarle
- Wayne Community College
- East Carolina University
- NC Department of Public Safety
- NC Department of Transportation
- NC Department of Health and Human Services



Specialized or Appropriate Expertise

JKF ARCHITECTURE can provide Craven Community College with a full-range of traditional and non-traditional professional architectural services to meet your project and building needs.

PRE-DESIGN SERVICES:

- Existing Building Assessment, Code Assessment
- Energy and Sustainability Evaluation
- Life-cycle Cost Analysis and Modeling
- Long Range and Master Planning
- General Consultation
- Project/Building/Space Programming and "Turn-key" Budgeting
- Roof and Building Envelop Evaluations, Remediation Strategies, and Implementation Plans



DESIGN SERVICES:

- Schematic Design
- Design Development
- Construction Documentation
- Bidding
- Construction Administration
- Project Close-out
- Post-Construction Services

ADDITIONAL SERVICES:

- Energy Efficiencies and Sustainability (LEED Accreditation)
- Day-lighting and Cost-Benefit Modeling
- Accessibility Studies, Removal of Barriers
- Project Management
- Interior Design, Furnishings, and Equipment Procurement
- Project Estimating and Budgeting
- Renderings and 3D Modeling/ Visualization

JKF ARCHITECTURE can provide a full-range of unique Public Safety and/or Emergency Management experience to complement building needs of Craven Community College.

Protecting people, property, and assets at all times is critical. JKF ARCHITECTURE understands this necessity and has worked to ensure it has the skills, expertise, and perspective to anticipate Client needs and provide an unparalleled level of Design Service.

Prior to joining JKF ARCHITECTURE in 2014, Brian Farkas worked at the National Institute of Environmental Health Sciences (NIEHS) to spearhead and implement a number of Emergency Management Programs to safeguard the Institute.

As Craven Community College moves forward with the Barker Hall Renovation, JKF ARCHITECTURE adds a full-range of professional Public Safety and Emergency Management expertise to make sure the building design meets all your programmatic goals.

Certifications and Memberships:

JKF ARCHITECTURE maintains updated certifications memberships with relevant National, State, and local Professional Organizations that relevant to your project.



Past Performance on Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the New Construction, Addition, Renovation, and Alteration of Buildings for North Carolina Community Colleges and Universities.

Craven Community College (CCC), Havelock Campus STEM Classroom Building:

JKF ARCHITECTURE was selected to spearhead the advanced planning of a new 14,353 SF STEM Classroom Building in Havelock, NC for Craven Community College. The early concept called for new classrooms, labs, and faculty offices all to be incorporated into the final design. As part of the advanced planning process, JKF ARCHITECTURE participated in public input forums and delivered an early concept to secure stakeholder buy-in. The proposed project budget is estimated at \$3.6 million and is awaiting full design authorization.



East Carolina University (ECU), College of Education Academic Success Center:

Located in the Rivers Building, this complete renovation included a new space for students to consult professional advisors on important academic issues, while supporting the efforts of the College of Education. The project was successfully executed in a relatively accelerated time frame and with a limited budget. The project was completed on time in May, 2014 at a cost of \$280,000.



Pitt Community College (PCC), Robert Lee Humber Building Renovation:

This \$2.5 million, comprehensive renovation of over 60,000 SF included new exterior aluminum windows and doors, life-safety upgrades, programmatic floor plan changes, new interior doors throughout, new HVAC, plumbing/ADA upgrades, as well as new electrical and fire alarm systems. The Project was completed on time by JKF ARCHITECTURE in January, 2006



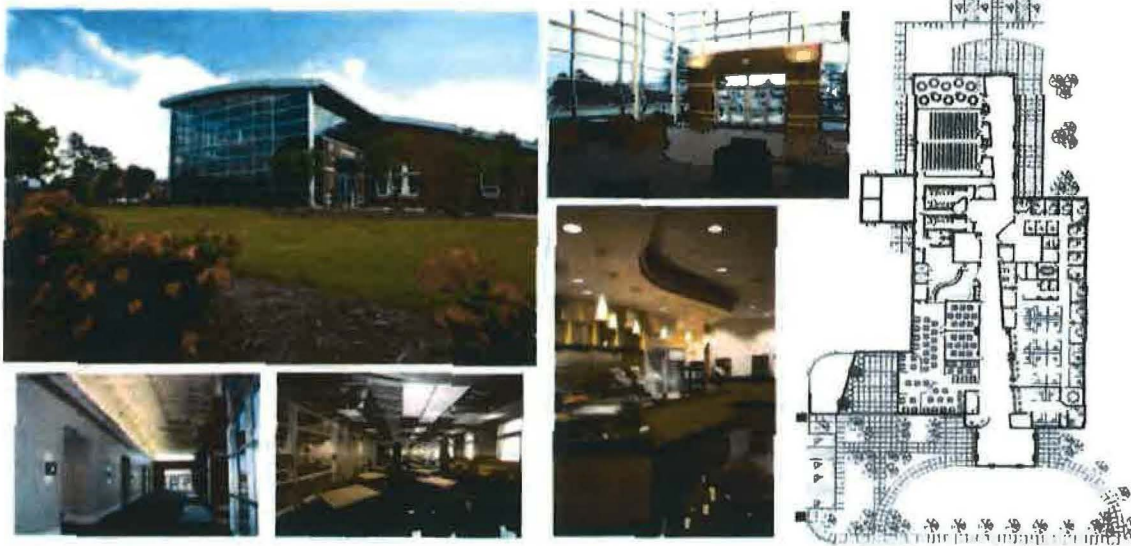
Past Performance on Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the New Construction, Addition, Renovation, and Alteration of Buildings for North Carolina Community Colleges and Universities.

Pitt Community College (PCC) New Student Center, Phase I:

This 35,000 SF building is the home of Student Services, providing student with a "one-stop" location for all their administrative functions. This includes the Registrar, Financial Aid, Cashier, Counseling, and Student Government Offices and activity spaces. The building has become the central focus for student life by including a new dining room and food service facility.

A large Multipurpose Room accommodates over 500 people in various configurations. Faculty Dining and meeting spaces facilitate interaction between students and faculty. The building has two entrances which allow space for casual interaction and large group gatherings. The cost was \$6 million and was completed on time in December of 2008.



Pitt Community College (PCC) Goess Student Center, Phase II: Building on the success of the Phase I project, this addition to the 2006 Student Center includes 15,000 SF of new space including Bookstore, Student Lounge, Counseling and Tutoring Center. The project was completed in 2015.



JKF
ARCHITECTURE

Past Performance on Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the New Construction, Addition, Renovation, and Alteration of Buildings for North Carolina Community Colleges and Universities.

Pitt Community College (PCC) Edward and Joan Warren Building Roof Replacement:

JKF ARCHITECTURE delivered the replacement of the Edward and Joan Warren Building's 20,000 SF shingle roof system for Pitt Community College at a cost of \$240,000. The project was delivered on time and within budget in 2012.



Photo Credit: Pitt Community College

Sampson Community College (SCC) Technology Building and Education Building Roof and Brick Veneer Replacements:

JKF Architecture spearhead the replacement of two buildings (25,000 SF total) at Sampson Community College with a new TPO membrane roofing systems. The Project was completed on time in April, 2014 at a cost of \$425,000. We also replaced the brick veneer including the remediation of thermal elements.



Photo Credit: Sampson Community College

East Carolina University (ECU), Wright Auditorium Window Replacements:

ECU's Wright Auditorium was built in 1924 and hosts some of the finest performing arts events in Eastern North Carolina. The existing windows have had various modifications and replacements over the years. For this project, JKF ARCHITECTURE spearhead the removal of the trademark arched-picture windows that articulate the balance of the façade. All the windows were replaced with new aluminum windows that duplicated their original historical configurations.



J K F
ARCHITECTURE

Past Performance on Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the New Construction, Addition, Renovation, and Alteration of Buildings for North Carolina Community Colleges and Universities.

Beaufort County Community College (BCCC) Master Plan:

This 2006 Comprehensive Campus Plan identified building needs for the next 10 years and was developed through interviews with students, staff, and administration. The Plan, delivered on time, identified over \$30 million in new construction, additions, and renovations.

In June, 2015, JKF ARCHITECTURE delivered a five-year update of the Comprehensive Plan to BCCC, making sure that the original issues identified are still in line with the College's mission and building objectives. The 2015 Update included a new Public Safety Campus for BCCC, located on the eastern part of the Main Campus.



Pitt Community College (PCC), Herman Simon Building Addition:

JKF ARCHITECTURE delivered this two-story addition to the Fulford Building for PCC's Allied Health and Nursing program. The project was completed on time in August, 2010. The estimated project cost was \$6.6 million, but bid for significantly less at a cost of \$4.6 million. The addition houses New Biology Labs, Chemistry Labs, Lecture Space, Nursing Labs, Radiology Labs, and a Sleep Disorder Center.



Pamlico Community College (PCC) Johnson Building Student Center and Bookstore Renovation:

This \$100,000 project included more than doubling the size of the existing bookstore to add new casework, shelving, office space, storage, and display areas. JKF ARCHITECTURE also updated the finishes and space configuration for the existing Student Center. The project was finished on time in Fall, 2008.



Proposed Design Team

Adequate Staff and Overall Capacity of Qualified Staff Resources:

JKF ARCHITECTURE and our consultants have a combined staff of over 50 people that are fully committed to this project, representing all the necessary disciplines required. Our Design Team includes highly-qualified engineering consultants who have worked successfully on other projects.

Current Workload and State Projects Awarded:

Based on our current workload, JKF ARCHITECTURE'S Design Team has the capacity to successfully deliver the Barker Hall Renovation to Craven Community College. Currently, our state-awarded projects include work for the NC Department of Public Safety, NC Department of Transportation, Pitt Community College, and Craven Community College.



JKF ARCHITECTURE

Greenville, NC

John K. Farkas, AIA, LEED AP, BD+C
Principal and Project Architect

Mark C. Ziegler, Associate AIA Project Designer
Alex W. Hatcher, Associate AIA, Intern Architect
Cameron E. Lasater, Associate AIA, Intern Architect
Jackie M. Farkas, Administration and Interior Designer
Brittany D. Tucker, Interior Designer
Brian A. Farkas, MPA, Director of Client Relations and Devel.

JKF ARCHITECTURE's philosophy is simple. You hire an architect and that architect should be there to personally meet all your needs throughout the entire design and construction process.

There is strength in the continuity of a project. JKF ARCHITECTURE'S unique approach:

- Builds Client Trust and Confidence;
- Enables Clients to make the right decisions, quickly;
- Mitigates financial exposure and cost over-runs; and
- Streamlines the Design and Construction Process.

Craven Community College is assured that Principal Architect John Farkas will personally oversee and execute every aspect of this project on the College's behalf. JKF ARCHITECTURE is the most qualified to provide you with the highest level of professional architectural services necessary to meet your needs and support the College's critical mission.



Progressive Design Collaborative

Raleigh, NC

Steve Campbell, PE

Mechanical, Electrical, and
Plumbing Engineering Design



Rivers & Associates

Greenville, NC

Steve Janowski, PE

Civil Engineering Design
Landscape Architecture



RPA Engineering

Greenville, NC

Mark S. Roy, PE

Structural Engineering Design



We understand the commitment it takes to complete any project Craven Community College may have. JKF ARCHITECTURE will ascertain and prioritize all of the goals for the timely completion of the Barker Hall Renovation.

The first steps of the process is developing a milestone schedule that Craven Community College can count on. JKF ARCHITECTURE will commit to meeting this schedule and providing the necessary resources to complete the project on-time. Many key factors in developing an effective schedule include site analysis, agency approvals, and ultimately final design and implementation.



Our consultants are an integral part of this early phase of any project. JKF ARCHITECTURE will develop solutions to your project needs that are economical, meet specific programmatic needs while allowing future flexibility and growth, and are easily maintained over time.

JKF ARCHITECTURE will work early on to develop the framework necessary for the Owner to make informed decisions about the direction of the project. Our mission is to make sure we understand all the parameters that affect the day-to-day operation of the College and we are fully prepared to spearhead the specific needs of this 12,000 SF (approximate) renovation as outlined in the RFQ. JKF ARCHITECTURE will work to make sure that every aspect of the final design satisfies the needs of the owner, ranging from compliance with State and Local regulations to long-term maintenance.

Designing for Energy Efficiency & Low Maintenance Costs:

JKF ARCHITECTURE can perform Life-Cycle Cost Modeling of both existing and proposed building systems options most appropriate to this project. JKF ARCHITECTURE will ensure that maintenance and operations considerations are discussed on Day One of the design process. From materials to building systems, our discussions and selections depend on your capacity and Life-Cycle Cost Models so you can make the long-term, informed decisions.

Design Aesthetics:

JKF ARCHITECTURE will ensure that our design solution accounts for aesthetic impact of this project on the rest of Barker Hall, as well as the rest of the New Bern Campus. Our In-house Interior Design Team has the skills to create environments that integrate the Barker Building's functionality with overall aesthetic appeal. From a design viewpoint, any changes should integrate into the College's campus "fabric;" acknowledging the past, staying in line with any existing design guidelines, and looking to the future.

Document Quality Control and Coordination of the Various Disciplines:

JKF ARCHITECTURE'S success with quality control and coordination is evident in our proven track record for cost control. We maintain "living" and up-to-date documentation of all our projects that form the basis for our library procedures and techniques that work. We also engage our consultants continuously throughout the process. We use CONDOC and project keynotes to increase coordination between drawings and specs. We are also utilizing REVIT to enhance coordination. We continually school ourselves relative to the latest systems and materials, but we do not succumb to "fads." Our Design Team looks for and incorporate long-term, proven solutions to problems.

Familiarity with City of New Bern Regulations, Ordinances, and Inspection Procedures:

Having personally worked in New Bern for a number of years, John Farkas has experience and familiarity with Local Regulations, Ordinances, and Inspection Procedures associated with any project. In addition, our advanced planning work for Craven Community College on the STEM Building has helped our Design Team to familiarize itself with Local Regulations and Procedures in Craven County.

JKF
ARCHITECTURE

Additional Qualifications

Recent Experience with Project Costs and Schedules:

Project:	Budget	Bid	Change Orders	%
Pitt CC New Science Building	\$ 16,987,000	\$ 14,081,000	\$ -	0.00%
Pitt CC Student Center, Phase II	\$ 2,730,000	\$ 2,825,000	\$ 8,000	0.28%
Pitt CC New Academic Classroom Bldg. Beaufort CC Building #12	\$ 11,400,000	\$ 7,393,799	\$ 195,149	2.64%
Allied Health and Nursing Building	\$ 6,500,000	\$ 4,840,116	\$ 40,469	0.84%
Pitt CC Student Center, Phase I	\$ 5,225,126	\$ 5,767,913	\$ 13,170	0.23%
Pitt CC Herman Simon Building	\$ 6,646,326	\$ 5,700,000	\$ 77,779	1.36%
Beaufort CCC Building #10				
Basic Law Enforcement Training Ctr.	\$ 2,900,000	\$ 2,150,000	\$ 1,900	0.09%
Beaufort CCC Public Service Building #11 (Includes \$91247 of Owner-requested adds)	\$ 2,829,000	\$ 3,147,030	\$ 96,223	3.06%
Beaufort CCC LRC Renovation	\$ 345,000	\$ 340,984	\$ 3,434	1.01%

Construction Administration Capabilities:

JKF ARCHITECTURE'S construction administration record is second to none. As Project Architect and Principal, John Farkas will be the Owner and Contractor's sole point-of-contact throughout the entire project. This continuity ties the design and construction process together, helps overall quality control, and reduces miscommunication during construction. Our philosophy has been deemed successful by the two Certificates of Merits received from the North Carolina Office of State Construction. Both of these awards are testimonials to our efforts on behalf of JKF ARCHITECTURE'S clients. Our Firm is committed to maintaining the same standard of excellence on your behalf.

If there is a true issue with the design, then our process gives the Architect an opportunity to provide a practical, cost effective design solution. In conjunction with our highly successful design approach, our construction administration philosophy allows us to represent the Owner's interests at all times, mitigates "design flaws," and prevents "value engineering."

Proximity to and familiarity with the area where the project is located:

JKF ARCHITECTURE is Eastern North Carolina's local resource for premier architectural solutions. Our Design Team is intimately familiar with the site for this proposed addition and can significantly maintain the necessary presence during design and construction. We will visit the project site no less than once a week and will be available to the site within 45 minutes should any critical issues arise.

Record of successfully completed projects without major technical or legal problems:

All JKF ARCHITECTURE projects have been completed without any major technical or legal problems. We will deliver this project to Craven Community College on-time, within budget, and with the level of quality that our valued Clients deserve.

Other factors that may be applicable for the project:

JKF ARCHITECTURE has an excellent working relationship with the NC State Construction Office (SCO) and can effectively facilitate all phases required by the State Construction Office Manual. JKF ARCHITECTURE'S strong relationship with the SCO will be an asset to Craven Community College through both Design and Construction Administration.

JKF ARCHITECTURE has worked very closely with a number of State and Federal agencies when it comes to funding. Our track record is extensive. Should any aspect of the Project's funding utilize Federal Grants for example, our Team is fully prepared to help facilitate the requirements associated with said financial support.



**STANDARD
FORM (SF)**

254

Architect-Engineer
and Related Services
Questionnaire

1. Firm Name/Business Address:

JKF ARCHITECTURE PC
P.O. Box 20662
625 Lynndale Court, Suite F
Greenville, NC 27858
252-355-1068



1a. Submittal is for ☐ Parent Company ☐ Branch or Subsidiary Office

**2. Year Present Firm
Established:**

1998

3. Date Prepared:

04-19-2016

4. Specify type of ownership and check below if applicable

- ☒ A. Small Business
☐ B. Small Disadvantaged Business
☐ C. Women-owned Business

5. Name of Parent Company, if any:

5a. Former Parent Company Name(s), if any and Year(s) Established:

6. Name of not more than Two Principals to Contact: Title/Telephone

- 1) John K. Farkas, AIA, 252-355-1068 (Office) or 252-714-5144 (Mobile)
2)

7. Present Offices: City / State / Telephone / No. Personnel Each Office

7a. Total Personnel 7

8. Personnel by Discipline: (List each person only once, by primary function.)

<u>2</u> Administrative	<u> </u> Electrical Engineers	<u> </u> Oceanographers	<u> </u>
<u>3</u> Architects	<u> </u> Estimators	<u> </u> Planners: Urban/Regional	<u> </u>
<u> </u> Chemical Engineers	<u> </u> Geologists	<u> </u> Sanitary Engineers	<u> </u>
<u> </u> Civil Engineers	<u> </u> Hydrologists	<u> </u> Soils Engineers	<u> </u>
<u> </u> Construction Inspectors	<u>1</u> Interior Designers	<u> </u> Specification Writers	<u> </u>
<u>1</u> Draftsmen	<u> </u> Landscape Architects	<u> </u> Structural Engineers	<u> </u>
<u> </u> Ecologists	<u> </u> Mechanical Engineers	<u> </u> Surveyors	<u> </u>
<u> </u> Economists	<u> </u> Mining Engineers	<u> </u> Transportation Engineers	<u> </u>

9. Summary of Professional Services Fees Received:

Last 5 Years (most recent year first)

(Insert index number)	2015	2014	2013	2012	2011
Direct Federal contract work, including overseas	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
All other domestic work	<u>5</u>	<u>5</u>	<u>4</u>	<u>4</u>	<u>4</u>
All other foreign work*	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>

*Firms interested in foreign work, but without such experience, check here: ☒

**Ranges of Professional Services Fees
INDEX**

1. Less than \$100,000
2. \$100,000 to \$250,000
3. \$250,000 to \$500,000
4. \$500,000 to \$1 million
5. \$1 million to \$2 million
6. \$2 million to \$5 million
7. \$5 million to \$10 million
8. \$10 million or greater

10. Profile of Firm's Project Experience, Last 5 Years

Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1) 008	3	83	11) 072	6	775	21)		
2) 029	21	4,426	12) 079	10	215	22)		
3) 027	6	640	13) 088	5	221	23)		
4) 031	2	35	14) 089	53	2,763	24)		
5) 035	3	128	15) 003	1	88	25)		
6) 039	6	258	16) 110	1	18	26)		
7) 046	3	13	17) 201	8	71	27)		
8) 048	6	750	18) 202	2	120	28)		
9) 050	4	25	19)			29)		
10) 055	1	6	20)			30)		

11. Project Examples, Last 5 Years

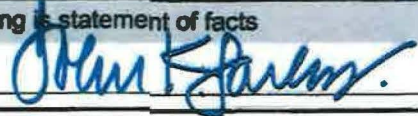
Profile Code	"P", "C", "JV", or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)
029	P	1 Craven Community College STEM Classroom Building Havelock, NC	Craven Community College 800 College Court New Bern, NC 28562	50	3/2016
079	P	2 Beaufort Community College Master Plan Update Washington, NC	Beaufort County Community College 5337 US-264 Washington, NC 27889		3/1/2015
029 058	P	3 Pitt Community College Science Building Greenville, NC	Pitt Community College Pitt Tech Road Winterville, NC	20000	1/2017
029	P	4 Goess Student Center Addition, Phase II Pitt Community College Greenville, NC	Pitt Community College Greenville, NC	3000	3/2015
029	P	5 Pitt Community College New Academic Classroom Building Pitt Community College	Pitt Community College Pitt Tech Road Winterville, NC 28590 Rick Owens 252-493-7442	8500	6/2012
029	P	6 Beaufort Co. Community College Allied Health & Nursing Building #12 Washington, NC	Beaufort County Community College 5337 US-264 Washington, NC 27889 Wesley Adams 252-940-6423	7000	6/2012
029	P	7 Pitt Community College Herman Simon Bldg. Addition Pitt Community College	Pitt Community College Pitt Tech Road Winterville, NC 28590 Rick Owens 252-493-7442	6500	2/2010

029	P	8 Ammonia Refrigeration Building Sampson Community College Clinton, NC	Sampson Community College NC Hwy. 24 Clinton, NC Dr. William Starling 252-592-8081	850	6/2010
027 029 072	P	9 New Student Services Building Pitt Community College Greenville, NC	Pitt Community College Pitt Tech Road Winterville, NC 28590 Rick Owens 252-493-7442	6500.0	3/2009
060 089	P	10 Greene Co. Library Addition & Renovation Snow Hill, NC	Neuse Regional Library Kingston, NC	844	5/2012
039	P	11 Edenton Wildlife Depot NC Wildlife Resources Commission Edenton, NC	NC Wildlife Resources Commission 512 Salisbury Street Raleigh, NC 27604	420.0	12/2005
088	P	12 Washington Baum Bridge Area Improvement NC Wildlife Resources Commission Manteo, NC	NC Wildlife Resources Commission 1751 Varsity Drive Raleigh, NC 27606	600.0	5/2007
039	P	13 Williamston Wildlife Depot NC Wildlife Resources Commission Williamston, NC	NC Wildlife Resources Commission 512 Salisbury Street Raleigh, NC 27604	250.0	12/2003
029	P	14 New Boat Training Building Edenton, NC	College of The Albemarle Elizabeth City, NC	300	5/2006
029	P	15 Building #11- Public Services Building Beaufort County Community College Washington, NC	Beaufort County Community College 5337 US-264 Washington, NC 27889 Wesley Adams 252-940-6423	3500.0	12/2005
029	P	16 Building #2 & #3 Renovations Beaufort County Community College Washington, NC	Beaufort County Community College 5337 US-264 Washington, NC 27889 Wesley Adams 252-940-6423	500.0	12/2005
089 048 031	P	17 Scott Wing Renovation 3rd thru 7th Floors DHHS Wilson Special Care Center Wilson, NC	Dept. of Health & Human Services 2031 Mail Services Center Raleigh, NC 27699 Neal Enevoldsen 919-715-2221	4500.0	4/2006
089	P	18 LRC Renovations Beaufort County Community College Washington, NC	Beaufort County Community College 5337 US-264 Washington, NC 27889 Wesley Adams 252-940-6423	250.0	2/2000
089 060	P	19 ECU Fletcher Music Library Renovation Study East Carolina University Greenville, NC	East Carolina University Greenville, NC Ricky Hill 252-328-6776	700	5/1/2013

060	P	20 Town of Winterville New Library Building Winterville, NC	Town of Winterville, NC Anthony Bowers 252-756-2221	700.0	12/2003
201	P	21 Humber House Renovation & Restoration NC Dept. of Cultural Resources Greenville, NC	NC Dept. of Cultural Resources Raleigh, NC	80.0	5/2005
089	P	22 Edenton & Elizabeth City Armory Renovations NC National Guard Edenton and Elizabeth City, NC	NC National Guard 4105 Reedy Creek Road Raleigh, NC 27607	700.0	2/2005
089 048	P	23 O'Berry Center ELC-4 Renovation DHHS O'Berry Center Goldsboro, NC	NC DHHS Raleigh, NC Neal Enevoldsen 919-715-9704	4000	2/2010
048	P	24 Kitty Askins Hospice Expansion 3HC Home Health & Hospice, Inc. Goldsboro, NC	Home Health & Hospice Wayne Memorial Drive Goldsboro, NC Dean Lee 919-735-8460	3800.0	9/2008
201	P	25 Edenton Armory Roof Replacement NC National Guard Edenton, NC	NC National Guard 4105 Reedy Creek Road Raleigh, NC 27607	150.0	6/2004
029 089	P	26 Humber Building Renovations Pitt Community College Greenville, NC	Pitt Community College Pitt Tech Road Winterville NC 28590 Rick Owens 252-493-7442	2500.0	3/2004
089	P	27 Wright Auditorium Window Replacement East Carolina University Greenville, NC	East Carolina University Greenville, NC Ricky Hill 252-328-6776	350.0	3/2002
072	P	28 New Office Building for Carolina Donor Services Arlington Blvd.	Carolina Donor Services Greenville, NC Lloyd Jordan 252-321-5101	1600	5/2008
036 039 203	P	29 Town of Winterville New Police & Fire Station Building Winterville, NC	Town of Winterville, NC Anthony Bowers 252-756-2221	1800.0	3/2004
035	P	30 Hertford Co. High School Field House Addition Hertford County High School Ahoskie, NC	Hertford County Schools 701 North Martin Street Winton, NC 27986	550	12/2009

12. The foregoing is statement of facts

Signature: _____



Typed Name and Title: John K. Farkas, AIA, LEED AP

Date: _____

04-19-2016

April 8, 2015

RFP 92-16-005 Architectural Agreement for Renovation of Barker Hall – First Floor

CERTIFICATION OF ELIGIBILITY

Under the Iran Divestment Act

Pursuant to G.S. 147-86.59, any person identified as engaging in investment activities in Iran, determined by appearing on the Final Divestment List created by the State Treasurer pursuant to G.S. 147-86.58, is ineligible to contract with the State of North Carolina or any political subdivision of the State. The Iran Divestment Act of 2015, G.S. 147-86.55 *et seq.** requires that each vendor, prior to contracting with the State certify, and the undersigned on behalf of the Vendor does hereby certify, to the following:

1. that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
2. that the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
3. that the undersigned is authorized by the Vendor to make this Certification.

Vendor: JKF Architecture PC

By:  4.19.2016

Signature Date

John K. Farkas, AIA President

Printed Name Title

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address:
<https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx>

and will be updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, please contact Meryl Murtagh at Meryl.Murtagh@nctreasurer.com or (919) 814-3852.

* Note: Enacted by Session Law 2015-118 as G.S. 143C-55 *et seq.*, but has been renumbered for codification at the direction of the Revisor of Statutes.



CRAVEN COMMUNITY COLLEGE

RENOVATION OF BARKER HALL

SMITH SINNETT ARCHITECTURE PA

4600 Lake Boone Trail, Suite 205
Raleigh, North Carolina 27607
919.781.8582

www.smithsinnett.com

April 19, 2016

SMITHSINNETT
architecture

SMITH SINNETT ARCHITECTURE

4600 LAKE BOONE TRAIL SUITE 205 RALEIGH NC 27607 919 278-8822 WWW.SMITHSINNETT.COM HUB CERTIFIED

April 19, 2016

Craven Community College
800 College Court
New Bern, NC 28562

Attn.: Mr. Todd Murphrey
Procurement and Fixed Assets Officer

RE: Request for Qualifications

Dear Mr. Murphrey:

We welcome this opportunity to submit a proposal to Craven Community College for your consideration of our firm to provide professional design services for the Renovation of Barker Hall on your campus. Smith Sinnett Architecture is a certified Historically Underutilized Business (HUB), woman owned business, practicing architecture and planning since 1976. Smith Sinnett Architecture has built an excellent reputation in the state of North Carolina for our work on educational projects. Our recent experience includes design work on projects similar in nature to your enterprise, and we have a proven background in community engagement and teamwork with stakeholders to create facilities that more than fulfill the needs of those utilizing it. Building projects, such as yours, that are focused on renovations and improvements to existing buildings can be unpredictable; Craven Community College needs a design team who will work to eliminate that speculation and produce a well organized project. Smith Sinnett Architecture is the firm you are seeking to meet and exceed your expectations for leadership in design.

Smith Sinnett Architecture has successfully completed countless projects with the State of North Carolina, including numerous higher education facilities. Most recently, we are proud to have received our third State Building Commission Certificate of Merit for RCC's Continuing Education and Industrial Center. Our firm specializes in the educational market and possesses years of in-depth experience with North Carolina universities, colleges, community colleges, and K-12 schools.

We believe, as do our many loyal clients, that there is no North Carolina architectural firm with a more accomplished record in educational planning and design. We have worked with Coastal Carolina Community College, Randolph Community College, Martin Community College, Halifax Community College, the North Carolina Justice Academy, and many others. Smith Sinnett Architecture prides itself on building and maintaining lasting relationships with our clients. Our prime directive is to fully understand your needs, so we can work in your best interest to achieve the successful completion of your project. We feel that with our experience and your guidance we can create a unique education facility of which the community will be proud. Furthermore, we welcome the opportunity to work with you and your staff as the project develops, hope the enclosed information is helpful as you work through this planning phase of the project, and look forward to the conclusion of your selection process so we may expand upon our qualifications in the next stage.

Best Regards,



Rhonda Angerio, AIA
President
Smith Sinnett Architecture
rangerio@smithsinnett.com

IRAN DIVESTMENT CERTIFICATE

April 8, 2015

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1. that the vendor is not identified on the Final Divestment List of entities that the State Treasurer has determined engages in investment activities in Iran;
2. that the vendor shall not utilize on any contract with the State agency any subcontractor that is identified on the Final Divestment List; and
3. that the undersigned is authorized by the Vendor to make this Certification.

Vendor: SMITH SINNETT ARCHITECTURE, P.A.

By:  4.19.16
 Signature Date
RHONDA ANGERIO, AIA PRESIDENT
 Printed Name Title

The State Treasurer's Final Divestment List can be found on the State Treasurer's website at the address: <https://www.nctreasurer.com/inside-the-department/OpenGovernment/Pages/Iran-Divestment-Act-Resources.aspx> and will be updated every 180 days. For questions about the Department of State Treasurer's Iran Divestment Policy, please contact Meryl Murtagh at Meryl.Murtagh@nctreasurer.com or (919) 814-3852.

* Note: Enacted by Session Law 2015-118 as G.S. 143C-55 et seq., but has been renumbered for codification at the direction of the Revisor of Statutes.

SMITH SINNETT ARCHITECTURE PA
SELECTION CRITERIA

1 SPECIALIZATION OR APPROPRIATE EXPERTISE IN THE TYPE OF PROJECT



RANDOLPH COMMUNITY COLLEGE
CONTINUING EDUCATION & INDUSTRIAL CENTER
NC SCO CERTIFICATE OF MERIT - 2014
LEED GOLD

Under the guidance of the State Construction Office, the Continuing Education & Industrial Center Building at Randolph Community College was one of the first projects in North Carolina to go through the Advanced Planning process. Smith Sinnett Architecture was awarded the 2014 State Building Commission "Certificate of Merit" for this renovation.



This project required the evaluation of an adjacent property, including an outdated building, to discern how it could be converted into a machining, technology, and business development center. This facility is the first LEED certified building on the RCC campus.

SIZE
47,283 square feet

SERVICES
Advanced Planning
Architectural
Construction Administration



COASTAL CAROLINA COMMUNITY COLLEGE
MATH AND SCIENCE TECHNOLOGY BUILDING

Coastal Carolina Community College's Math & Science Technology Building includes an academic wing with laboratories, an administrative wing, and a student commons area.

In addition to housing faculty offices, laboratories, and lecture rooms, the program goals included preserving an open space for exterior events, linking the new building to the rest of the campus with a pedestrian "spine", and creating an exciting new image for campus buildings, while respecting the scale, color, and texture of the existing campus facilities.

This project was recognized by the American School & University Magazine for Outstanding Design. It was also named a Project of Distinction by College Planning & Management Magazine and School Planning & Management.

SIZE
52,000 square feet

SERVICES
Facility Planning
Architectural
Construction Administration





1 SPECIALIZATION OR APPROPRIATE EXPERTISE IN THE TYPE OF PROJECT

The following is a comprehensive list demonstrating Smith Sinnett Architecture's extensive experience in working with higher education facilities in the state of North Carolina to plan, design, renovate, and build projects to fulfill the program needs of staff and students and inspire them in their efforts.

COASTAL CAROLINA COMMUNITY COLLEGE

Campus Master Plan 2008
Math & Science Building
Campus Canopies Replacement
Campus Signage Replacement

COLLEGE OF THE ALBEMARLE

Classroom Building Renovation

EAST CAROLINA UNIVERSITY
Brody Clinic Pharmacy Ren.
Annual Contract
Gymnasium Renovations
Feasibility Study
Advanced Planning for Allied
Health and Sciences Building

EDGEcombe COMMUNITY COLLEGE

Campus Master Plan 2008

HALIFAX COMMUNITY COLLEGE
Campus Master Plan 2008
Expansion Study 2014
Advanced Planning for Student
Services Building

MARTIN COMMUNITY COLLEGE

Campus Master Plan 2008

**NORTH CAROLINA
JUSTICE ACADEMY**
Learning Resource Center
Gymnasium/CSI Lab Renovation
Royal Classroom Building
Renovation

**NORTH CAROLINA
STATE UNIVERSITY**
NCSU College of Textiles Ren.
Health and Hazardous Waste
Building
NCSU Annual Services Contract
NCSU DH Hill Library Wayfinding
NCSU Bostian Hall Renovation
NCSU Fountain Dining Hall Ren.
NCSU Mann Hall Renovation
NCSU Dabney Hall Renovation
NCSU Peele Hall Renovation
NCSU Holladay Hall Renovation

RANDOLPH COMMUNITY COLLEGE

Campus Master Plan and Update
Kaussner Warehouse Study
Continuing Ed. & Industrial Center
Early College Classroom Building
Cosmetology Center Renovation
Photography Building Renovation
AE Building Renovations
Welding Shop Renovation
VT Building Classroom Renovation

UNIV. OF NORTH CAROLINA - CHAPEL HILL

Radioactive Waste Storage Facility

**UNIVERSITY OF NORTH
CAROLINA - GREENSBORO**
Chemical Storage Facility
Safety Offices

**WAKE TECHNICAL
COMMUNITY COLLEGE**
Allied Health Bldg. Renovation

WILLIAM PEACE UNIVERSITY
Joyner Hall Renovation
WPU New Bookstore
Little Theatre Renovation
Gymnasium Renovation

2 PAST PERFORMANCE ON SIMILAR PROJECTS

Smith Sinnett Architecture has developed strong relationships with a multitude of clients across the state of North Carolina, including many higher education facilities. Our staff knows that working within the parameters of an educational schedule requires intentional planning and scheduling to complete design and construction with minimum interruptions to the operations of a campus. We pride ourselves on providing excellent service. We are pleased to provide the following references as examples of our past performance on similar projects and encourage you to contact them as evidence of our successful service in meeting the needs of our clients.

RANDOLPH COMMUNITY COLLEGE

Asheboro, NC

Dr. Robert Shackleford, President
336-633-0200

Ms. Daffie Garris, VP of
Administrative Services
336-633-0286

ONslow COUNTY

Jacksonville, NC

Mr. Jeff Hudson, County Manager
910-347-4717

WILLIAM PEACE UNIVERSITY

Raleigh, NC

Mr. John Cranham, Associate
Vice President for Buildings and
Grounds
919-508-2336

3 ADEQUATE STAFF AND PROPOSED CONSULTANT TEAM FOR THE PROJECT

Smith Sinnett Architecture, founded in 1976, welcomes each new opportunity to create or renovate spaces that inspire their inhabitants, while meeting the needs of their occupation. Our principals, Rhonda Angerio, AIA, Robert Carmac, AIA, LEED BD+C, Edward Gordon, ALEP, John Hitch, AIA, Scott McConnell, AIA, and John Sinnett, AIA have been creating state of the art, affordable, and sustainable structures together for more than fifteen years and have combined designing experience totaling more than a hundred years. Our current staff is comprised of ten registered architects, six project designers, two construction administrators, and three administrative staff members. We are active members of the Association for Learning Environments (formerly CEFPI), the American Institute of Architecture (AIA), the Construction Specifications Institute (CSI) and the US Green Building Council. We employ LEED accredited design principles, and the majority of our staff are LEED Accredited Professionals. Our design team consists of creative problem solving firms with the experience necessary to see your vision for these projects fulfilled. Stroud Pence Structural Engineering, Grounded Engineering, and Stanford White will team with us as required to create the perfect balance of knowledge and expertise needed to produce a smooth and successful project.

RHONDA ANGERIO, AIA

PRINCIPAL / PRESIDENT

ROLE: PRINCIPAL IN CHARGE



Rhonda is President of Smith Sinnett Architecture, a Historically Underutilized Business (HUB), woman owned firm. She has over thirty-five years of experience designing and planning public projects. Rhonda has specialized in project management for State Construction projects over the last twenty years. Her collaborative approach to programming and design make her an asset to every project, beginning with initial concept design and following through to the inhabitation of the building. She presently serves as an officer of AIA Triangle and a director for the Council of Educational Facility Planners International.

PROJECT MANAGEMENT / DESIGN EXPERIENCE

- Randolph Community College Continuing Education and Industrial Center
- NCSU Bostian Hall Renovation
- NCSU Fountain Dining Hall Renovation
- NCSU College of Textiles Renovation
- Wake Technical Community College Allied Health Building Renovation
- NC Dept. of Labor Renovation
- NC Division of Veteran's Affairs Renovation
- NC DHHS Lineberger Building Renovation
- NC DHHS Harvey Building Renovation
- Morrow Mountain State Park Boathouse
- Onslow County Multipurpose Complex and Senior Center
- Interact Family Safety and Empowerment Center
- Onslow County Environmental Education Center and Public Library
- Swansboro Public Library Addition and Renovation
- Dixon Middle school
- Northside High School
- Jacksonville Commons Middle School
- Jacksonville Commons Master Plan
- Butner Stem Middle School
- Havelock Middle School
- RRGSD Manning Elementary School

EDUCATION

Bachelor of Architecture
New York Institute of Technology

WORK HISTORY

Smith Sinnett Architecture, 2011-present
Angerio Design pllc, 2000-2010
Smith Sinnett Architecture, 1994-2000
Walker Group/CNI, 1989-1994

PROFESSIONAL REGISTRATION

NCARB Certification
Registered Architect
North Carolina, South Carolina

PROFESSIONAL AFFILIATIONS

A4LE President Elect
NCSU Continuing Ed Instructor
AIA Triangle, President
AIA Triangle, Design Awards, Past Chair



3 ADEQUATE STAFF AND PROPOSED CONSULTANT TEAM FOR THE PROJECT

ROBERT CARMAC

AIA, LEED BD+C, PRINCIPAL
ROLE: PROJECT MANAGER



EDUCATION

Bachelor of Architecture, 2002
University of North Carolina - Charlotte

Bachelor of Arts in Architecture, 2001
University of North Carolina - Charlotte

WORK HISTORY

Smith Sinnett Architecture, P.A., 2003-Present

PROFESSIONAL REGISTRATION

NCARB Certification
Registered Architect North Carolina

PROFESSIONAL AFFILIATIONS

American Institute of Architects
LEED Accredited Professional (LEED AP BD+C)
Construction Specifications Institute, President
CSI NC, President
Green Building Certification Institute - USGBC
AIA Triangle
AIA Triangle, Education Committee
AIA Triangle, Digital Media Committee

PROJECT MANAGEMENT / DESIGN EXPERIENCE

- Randolph Comm. College Continuing Education and Industrial Center Advanced Planning
- Randolph Comm. College Photography Center Advanced Planning
- Randolph Comm. College 2008 Facilities Master Plan
- Randolph Community College Early College Classroom Building
- Randolph Comm. College Cont. Ed. & Industrial Center
- Randolph Comm. College Student Services Welcome Center Addition
- Randolph Comm. College Emergency Services Training Center Addition
- Randolph Comm. College Basic Skills Renovations
- Halifax Comm. College Academic and Student Services Center Advanced Planning
- North Carolina National Guard Regional Readiness Center Advanced Planning
- Franklinville Manufacturing Company (Feasibility Study)
- College of Albemarle Renovations

LES PARKER, AIA, LEED AP BD+C
ARCHITECT

ROLE: PROJECT ARCHITECT



EDUCATION

Bachelor of Arts in Architecture
University of Kentucky

WORK HISTORY

Smith Sinnett Architecture, P.A.,
2014-present
Small Kane Webster Conley,
2006-2014

PROFESSIONAL REGISTRATION

NCARB Certification
Registered Architect North Carolina
LEED Accredited Professional, BD + C

PROFESSIONAL AFFILIATIONS

American Institute of Architects
AIA Triangle CANstruction
Greater Raleigh Chamber of Commerce,
Young Professionals Network

PROJECT MANAGEMENT / DESIGN EXPERIENCE

- Manning Elementary School
- Dixon Middle School
- Corporate and University Campus Planning
- NC DPS- SBI Building 9
- Three Story Elementary School Prototype Study
- UNC Bynum Hall Accessibility Addition Study
- North Carolina National Guard Armories, varied
- NC Licensing Board for General Contractors, LEED Documentation, LEED Gold
- Onslow County Courthouse
- PNC Arena Suite Renovations
- First Citizens Branch Bank, Hope Mills, NC
- First Citizens Bank, Mendenhall Oaks, High Point, NC
- First Citizens Bank, Chandler, AZ
- First Citizens Bank, Roanoke Rapids, NC
- First Citizens Bank Raleigh Campus Study
- First Citizens Bank Upfit, Lindbrook Medical Center
- Wake Med E Tower Administrative Office Upfit

CELISE BRAVO-TAYLOR, ASSOCIATE AIA,

PROJECT DESIGNER

ROLE: DESIGNER



Celise has worked on a wide range of projects, from high-end commercial spaces to healthcare, educational, and recreational projects in the public sector. She is interested in designing spaces that deliver dignity, improve health outcomes, and promote learning opportunities for the communities they serve. Her approach to each project involves close collaboration with the client to fully understand and connect the programmatic requirements of a building with the values of its constituents. She has a keen eye for color and material selection and values this as an important part of the design process. Celise is a team player that brings an open mind to each project. She strives to create vibrant and thoughtful designs that exceed client expectations and positively engage the community at a civic and individual scale.

EDUCATION

Bachelor of Architecture, 2011
North Carolina State University

WORK HISTORY

Smith Sinnett Architecture, P.A.,
2015-present
HH Architecture, 2014-2015
Alliance Architecture, 2012-2014

PROFESSIONAL AFFILIATIONS

AIA Associate

PROJECT MANAGEMENT / DESIGN EXPERIENCE

- Randolph Comm. College Photography Center Renovation Advanced Planning
- Randolph Comm. College Phase I AE Building Restroom Renovation
- Randolph Comm. College Phase II Building HVAC Renovation
- Randolph Comm. College Phase III Building Renovation
- Onslow County Schools Dixon Middle School
- Onslow County Consolidated Human Services Building
- Waccamaw District Park, Waccamaw, NC
- NC Dept. of Cultural Resources Visitor Center Renovations
- WTCC Health Sciences Library Renovation
- Patient Centered Outcome Research Institute
- Royal Sonesta Harbor Court Hotel, Baltimore, MD
- Under Armour Combine Training Center, Baltimore, MD
- Citrix Building, Raleigh, NC



STANFORD WHITE

Stanford White is a multi-discipline consulting engineering firm based in Raleigh, NC. The core service disciplines at Stanford White are mechanical and electrical engineering. Successfully producing engineered designs that work and are cost effective is a direct result of the expertise of their staff of predominantly professional engineers with the capabilities to lead and manage projects. Complementing this professional management approach is a "hands-on" experience, as half of their design and construction observation staff have a construction contracting background. With these personnel resources and the firm's project experience of thirty-five years, Stanford White has built a reputation of providing the highest quality engineering services to clients. Stanford White has engineered more than 1,200 projects in the higher education market, including experience at Craven Community College on the New Institute of Aeronautical Technology, New Business & Information Technology Building, and the STEM School. They have an extensive body of successful work at various higher education facilities including: Guilford Technical Community College, Nash Community College, Southeastern Community College, Sandhills Community College, Western Carolina University, William Peace University, Wake Technical Community College, St. Mary's School, Fayetteville State University, Duke University, Elon University, Johnston Community College, and more.

William Smith, PE, LEED AP, Principal
1620 Midtown Place, Raleigh, NC 27609
T: 919-832-8118 F: 919-832-8120

4 CURRENT WORKLOAD

CLIENT	PROJECT	PHASE
Wake County Schools	Wendell Elementary Study	Study
Town of Apex	Senior Services Center	Schematic Design
Onslow County	Courthouse	Construction Documents
Randolph Community College	Photography Bldg. Ren. & Additions	Design Development
Randolph County	Animal Shelter	Design Development
Roanoke Rapid Graded Schools	Manning Elementary School	Construction Documents
Onslow County Schools	Dixon Middle School	Construction Documents
Onslow County	Consolidated Human Services Building	Construction Documents
NC National Guard	Regional Readiness Center	Final Reporting
Randolph Community College	Cosmetology Center	Construction Administration
Department of Justice, SBI	Building 9 Renovations	Construction Administration

Smith Sinnett Architecture's current workload allows us to begin work on your projects immediately.

5 DESIGN APPROACH FOR THE PROJECT

PROJECT APPROACH

Smith Sinnett Architecture's first priority will be to listen to your project goals. With all our knowledge and planning skills, we alone cannot determine what is appropriate for Craven Community College in this undertaking. We know the most important service we provide throughout the planning process is the value we place on listening to your needs and focusing on ensuring that your vision for Barker Hall becomes a reality. We will support your staff to ensure all tax benefits can be realized and answer any questions from the County Commissioners. At your discretion, we will engage your stakeholders to determine what is most important to them and what most closely aligns with the college's current direction. The design and consultant team will create options for your evaluation and potentially the larger community. By partnering with you, we can be sure there are no surprises, and the finished product exceeds your expectations.

DISCOVERY

Once selected, we will establish initial meetings with your stakeholders to understand the goal of the project. These meetings may include community leaders to help us understand priorities or needs from their perspective. With these meetings underway, we will then use or help secure site specific information, such as surveys and soil borings, to ensure the discovery portion of the project is well documented. We will conduct a series of design review meetings, in excess of phase reviews, to make certain that all instructional concerns are addressed, as well as ensuring the maintenance and technology departments provide input on what their long term goals are for the building.

DESIGN PORTION

The major phases of the design will be broken into the following: Programming, Schematic Design (SD), Design Development (DD), and Construction Documents (CD). These benchmarks help us verify a project is on schedule, within budget and give us an opportunity to receive additional review comments from you.

DESIGN REVIEWS

Based on the size of the building, it will need to be reviewed by the North Carolina Department of Insurance (NCDOI). They will provide comments that must be incorporated into the drawings and specifications for life safety, accessible design, and other code issues. Our approach is to sit down with the reviewers early in the project and ask for their initial suggestions, so we can incorporate them as we work through the project. We typically have two to three similar reviews to reduce addenda and ensure no surprises arise during construction. We will hold numerous meetings with your staff throughout the design process to ensure project success.

6 RECENT EXPERIENCE WITH PROJECT COSTS AND SCHEDULES

Smith Sinnett Architecture advocates for the owner in every venture we undertake. In working with the entire team, we monitor the cost and schedule at each stage to maintain vigilance in controlling both of these key components. The overall success of a project can be determined by excellent quality control in both cost and scheduling.

PROJECT	EST. BID	BID	BUY OUT
DIXON M.S. FOOTING & FOUNDATION PHASE I SNEADS FERRY, NC	\$975,000	\$781,000	N/A
SOUTHWEST E.S. REROOFING JACKSONVILLE, NC	\$388,000	\$337,000	N/A
ONslow COUNTY SHERRIFF'S DEPT. RENOV. JACKSONVILLE, NC	\$869,000	\$651,000	\$622,000
WILLIAM PEACE UNIVERSITY BOOKSTORE RALEIGH, NC	\$984,000	\$941,000	\$917,603
ENVIRONMENTAL EDUC. CENTER & PUBLIC LIBRARY SNEADS FERRY, NC	\$3,850,000	\$3,867,350	\$3,820,528
EARLY CHILDHOOD DEVELOPMENT CENTER ASHEBORO, NC	\$2,220,000	\$2,099,700	\$2,009,700
PERSON COUNTY LEARNING ACADEMY ROXBORO, NC	\$1,800,000	\$1,523,550	\$1,449,228

7 CONSTRUCTION ADMINISTRATION CAPABILITIES

We understand that much of a project's success is based on the construction administration phase. For that reason, we believe in strong oversight and management during the entire construction process. Our principal in charge and project architect stay intimately involved with how the project proceeds during this phase. We schedule project meetings not less than once weekly, which are held on site, with the appropriate consultants, the client's representative, and contractors to discuss the progress of the project and to observe construction. Each of our projects is notable for the close, cooperative relationships forged between members of the construction team. Smith Sinnett Architecture is also pleased to employ two full time construction administrators, Christine Proctor and Carl Smith, AIA, NCARB, CSI, CCS, CCCA, each of whom have dedicated thirty years exclusively in the pursuit of exceptional construction practices. They continue to execute quality projects while simultaneously cultivating excellent working relationships with our clients.

8 PROXIMITY TO AND FAMILIARITY WITH THE AREA WHERE THE PROJECT IS LOCATED

Smith Sinnett Architecture and the consultant team is based in Raleigh, NC, which is just over one hundred miles from Craven Community College. Members on our team have worked with you before, and we have all worked extensively in Eastern North Carolina and are very familiar with the area.

9 RECORD OF SUCCESSFULLY COMPLETED PROJECTS WITHOUT COMPLICATIONS

Smith Sinnett Architecture is happy to report that the firm has been involved with no arbitrations or litigation. We attribute this success to our strong design and construction administration capabilities and our dedication to superb client service.

10 WHY SMITH SINNETT ARCHITECTURE?

"This firm offers integrity in every project. No matter how complex or simple the project, their staff is always friendly, timely and well qualified. You feel the team approach they take with their clients when you speak with any of their employees. Smith Sinnett Architecture understands the importance of listening to clients' needs, offering expert guidance, and embracing the concept of the project. They offer forethought to the impact a project will have on our campus currently and for years to come. These traits are becoming rare with newer companies today, and Randolph Community College views Smith Sinnett as a tremendous asset."

-Dr. Robert S. Shackelford Jr., Ph.D.
President of Randolph Community College

"Smith Sinnett Architecture's reputation for innovative solutions, cost control, and delivery of quality facilities has earned them credibility with our administration and Board of Education... I can recommend Smith Sinnett Architecture for your new facility without reservation. I trust both their abilities and their commitment. Furthermore, I know that they will treat you and your board with the same degree of professionalism and care that we receive."

-Michael R. Mize
Director of Facilities and Maintenance, Asheboro City Schools

STANDARD FORM (SF) 254 Architect-Engineer And Related Services Questionnaire	1. Firm Name/Business Address: Smith Sinnett Architecture, PA 4600 Lake Boone Trail, Suite 205 Raleigh, NC 27607					2. Year Present Firm Established 1976	3. Date Prepared: 01/01/2016																															
	1a. Submittal is for ☒ Parent Company ☐ Branch or Subsidiary Office					4. Specify type of ownership and check below, if applicable.																																
						☐ A. Small Business																																
						☒ C. Woman-owned Business																																
5. Name of Parent Company, if any:			5a. Former Parent Company Name(s), if any, and Year(s) Established: John Knox Smith Associate 1975 Smith/Mills/Perry 1970																																			
6. Names of not more than Two Principals to Contact: Title/Telephone 1) Rhonda Angerio, President (919) 781-8582 2) Edward Gordon, Vice President (919) 781-8582																																						
7. Present Offices: City / State / Telephone / No. Personnel Each Office Headquarters: 4600 Lake Boone Trail, Suite 205 Raleigh, NC 27607 (919) 781-8582						7a. Total Personnel <u>22</u>																																
8. Personnel by Discipline: (List each person only once, by primary function.)																																						
<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">3 Administrative</td> <td style="width: 25%;">___ Electrical Engineers</td> <td style="width: 25%;">___ Oceanographers</td> <td style="width: 25%;">8 Project Designers</td> </tr> <tr> <td>10 Architects</td> <td>___ Estimators</td> <td>___ Planners: Urban/Regional</td> <td>1 Construction Administrator</td> </tr> <tr> <td>___ Chemical Engineers</td> <td>___ Geologists</td> <td>___ Sanitary Engineers</td> <td>___</td> </tr> <tr> <td>___ Civil Engineers</td> <td>___ Hydrologists</td> <td>___ Soils Engineers</td> <td>___</td> </tr> <tr> <td>___ Construction Inspectors</td> <td>___ Interior Designers</td> <td>___ Specification Writers</td> <td>___</td> </tr> <tr> <td>___ Draftsmen</td> <td>___ Landscape Architects</td> <td>___ Structural Engineers</td> <td>___</td> </tr> <tr> <td>___ Ecologists</td> <td>___ Mechanical Engineers</td> <td>___ Surveyors</td> <td>___</td> </tr> <tr> <td>___ Economists</td> <td>___ Mining Engineers</td> <td>___ Transportation Engineers</td> <td>___</td> </tr> </table>							3 Administrative	___ Electrical Engineers	___ Oceanographers	8 Project Designers	10 Architects	___ Estimators	___ Planners: Urban/Regional	1 Construction Administrator	___ Chemical Engineers	___ Geologists	___ Sanitary Engineers	___	___ Civil Engineers	___ Hydrologists	___ Soils Engineers	___	___ Construction Inspectors	___ Interior Designers	___ Specification Writers	___	___ Draftsmen	___ Landscape Architects	___ Structural Engineers	___	___ Ecologists	___ Mechanical Engineers	___ Surveyors	___	___ Economists	___ Mining Engineers	___ Transportation Engineers	___
3 Administrative	___ Electrical Engineers	___ Oceanographers	8 Project Designers																																			
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___ Civil Engineers	___ Hydrologists	___ Soils Engineers	___																																			
___ Construction Inspectors	___ Interior Designers	___ Specification Writers	___																																			
___ Draftsmen	___ Landscape Architects	___ Structural Engineers	___																																			
___ Ecologists	___ Mechanical Engineers	___ Surveyors	___																																			
___ Economists	___ Mining Engineers	___ Transportation Engineers	___																																			
9. Summary of Professional Services Fees Received: (Insert index number)					Ranges of Professional Services Fees INDEX																																	
Last 5 Years (most recent year first) <table style="width: 100%; border: none;"> <tr> <th></th> <th style="text-align: center;">2015</th> <th style="text-align: center;">2014</th> <th style="text-align: center;">2013</th> <th style="text-align: center;">2012</th> <th style="text-align: center;">2011</th> </tr> <tr> <td>Direct Federal contract work, including overseas</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> <tr> <td>All other domestic work</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> <tr> <td>All other foreign work *</td> <td style="text-align: center;">5</td> <td style="text-align: center;">5</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> <td style="text-align: center;">4</td> </tr> </table>						2015	2014	2013	2012	2011	Direct Federal contract work, including overseas	5	5	4	4	4	All other domestic work	5	5	4	4	4	All other foreign work *	5	5	4	4	4	1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to \$500,000 4. \$500,000 to \$1 million 5. \$1 million to \$2 million 6. \$2 million to \$5 million 7. \$5 million to \$10 million 8. \$10 million or greater									
	2015	2014	2013	2012	2011																																	
Direct Federal contract work, including overseas	5	5	4	4	4																																	
All other domestic work	5	5	4	4	4																																	
All other foreign work *	5	5	4	4	4																																	
*Firms interested in foreign work, but without such experience, check here: ☐																																						

10. Profile of Firm's Project Experience, Last 5 Years

Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1) 001	1	\$32	11) 060	1	\$364	21)		
2) 017	1	\$25	12) 072	5	\$2,115	22)		
3) 019	1	\$3	13) 088	2	\$134	23)		
4) 029	8	\$3,142	14) 089	9	\$652	24)		
5) 031	1	\$22	15) 094	2	\$60	25)		
6) 035	1	\$1900	16) 201	5	\$335	26)		
7) 039	1	\$490	17)			27)		
8) 047	2	\$17	18)			28)		
9) 048	3	\$2,059	19)			29)		
10) 055	2	\$2004	20)			30)		

11. Project Examples, Last 5 Years

Profile Code	"P," "C," "JV," or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)
029 035	P	1 Onslow County Schools Dixon Middle School Sneads Ferry, NC	Onslow County Schools 200 Broadhurst Rd. Jacksonville, NC 28540	\$26,000	2017
048 055 072	P	2 Onslow County Consolidated Human Services Building Jacksonville, NC	Onslow County 234 NW Corridor Blvd. Jacksonville, North Carolina 28540	\$14,800	2017
039	P	3 Onslow County Vehicle Maintenance Building Jacksonville, NC	Onslow County 234 NW Corridor Blvd. Jacksonville, North Carolina 28540	\$3,420	2016
029 048	P	4 Randolph Community College Health Sciences and Cosmetic Arts Building Asheboro, NC	Randolph Community College 629 Industrial Park Avenue Asheboro, NC 27205	\$1,620	2016
201	P	5 Randolph Community College Facilities Master Plan Update Asheboro, NC	Randolph Community College 629 Industrial Park Avenue Asheboro, NC 27205	\$44	2015
201	P	6 Halifax Community College Long Range Facilities Master Plan Weldon, NC	Halifax Community College 200 College Drive / P.O. Drawer 809 Weldon, NC 27890	\$90	2015
055 089	P	7 National Guard Goldsboro Readiness Center Exp. & Ren. 10 Goldsboro, NC	North Carolina National Guard 1636 Gold Star Dr Raleigh, NC 27607	\$666	2015

201	P	8 Asheboro City Schools Long Range Facility Needs Assessment Asheboro, NC	Asheboro City School District 1126 South Park Street Asheboro, NC 27203	\$33	2015
201	P	9 National Guard Regional Readiness Center Planning Study	North Carolina National Guard 1636 Gold Star Dr Raleigh, NC 27607	\$230	2015
017	P	10 William Peace University Campus Bookstore Raleigh, NC	William Peace University 15 East Peace Street Raleigh, NC 27604	\$801	2015
029 089	P	11 North Carolina Department of Justice State Bureau of Investigation Building 9 Raleigh, NC	North Carolina Department of Justice 9001 Mail Service Center Raleigh, NC 27699-9001	\$897	2015
094	P	12 North Carolina Department of Revenue Old Revenue Building ADA & Security Renov. Raleigh, NC	North Carolina Department of Revenue Post Office Box 25000 Raleigh, North Carolina, 27640-0640	\$300	2015
089	P	13 Onslow County Halsey Building Demolition Jacksonville, NC	Onslow County 234 NW Corridor Blvd. Jacksonville, North Carolina 28540	\$192	2014
089	P	14 North Carolina National Guard Camp Butner Range Control Building Stem, NC	North Carolina National Guard 1636 Gold Star Dr Raleigh, NC 27607	\$698	2014
048 072	P	15 Carolinas Center for Surgery Jacksonville, NC	Carolinas Center for Surgery 2145 Country Club Road Jacksonville, NC 28546	\$400	2014
001 089	P	16 William Peace University Belk Dining Hall Raleigh, NC	William Peace University 15 East Peace Street Raleigh, NC 27604	\$574	2014
029 047	P	17 Roanoke Rapids Graded School District Armory Building Renovation Roanoke Rapids, NC	Roanoke Rapids Graded School District 536 Hamilton St. Roanoke Rapids, NC	\$559	2014
089	P	18 Onslow County Sherriff's Department Renovation Jacksonville, NC	Onslow County 234 NW Corridor Blvd. Jacksonville, North Carolina 28540	\$650	2014
088	P	19 Town of Apex Nature Park Maintenance Building Apex, NC	Town of Apex 73 Hunter Street / P.O. Box 250 Apex, NC 27502	\$405	2014

089 094	P	20 North Carolina Department of Revenue Security Upgrades Raleigh, NC	North Carolina Department of Revenue Post Office Box 25000 Raleigh, North Carolina, 27640-0640	\$277	2014
029 089	P	21 Uwharrie Charter Academy Renovation Asheboro, NC	Uwharrie Charter Academy 301 Lewallen Road Asheboro, NC 27203	\$125	2014
029 060	P	22 Onslow County Environmental Educ. Center & Public Library Sneads Ferry, NC	Onslow County 234 NW Corridor Blvd. Jacksonville, North Carolina 28540	\$3,867	2014
072 089	P	23 Town of Apex Public Works Expansion Apex, NC	Town of Apex 73 Hunter Street / P.O. Box 250 Apex, NC 27502	\$6,200	2014
088	P	24 North Carolina Division of Parks and Rec. Morrow Mountain State Park Boathouse Albemarle, NC	North Carolina Division of Parks and Rec. 1615 MSC Raleigh N.C. 27699-1615	\$1,119	2013
031 072	P	25 Town of Cary Building B Renovations Cary, NC	Town of Cary 316 N. Academy St. Cary, NC 27513	\$95	2013
019 072	P	26 Town of Cary Finance Department Renovation Cary, NC	Town of Cary 316 N. Academy St. Cary, NC 27513	\$6,412	2013
201	P	27 Onslow County Schools Long Range Facilities Needs Assessment Jacksonville, NC	Onslow County Schools 200 Broadhurst Rd. Jacksonville, NC 28540	\$65	2013
029	P	28 Asheboro City Schools Early Childhood Development Center Asheboro, NC	Asheboro City Schools 1126 South Park St Asheboro, NC 27203	\$2,005	2013
047	P	29 William Peace University Joyner Hall Renovation Raleigh, NC	William Peace University 15 East Peace Street Raleigh, NC 27604	\$120	2012
029	P	30 Randolph Community College Continuing Education and Industrial Center Asheboro, NC	Randolph Community College 629 Industrial Park Avenue Asheboro, NC 27205	\$5,006	2012

12. The foregoing is a statement of facts

Signature: _____

Typed Name and Title: Rhonda Angerio, AIA, President

Date:

01/01/2016

AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING
Craven Community College
WARD BOARDROOM, BROCK BUILDING
Monday, June 13, 2016 at 5:00 P.M.

Members: *Ms. Allison Morris, Chair*
 Ms. Cora Chadwick
 Mr. Ken Crow
 Ms. Carol Mattocks
 Mr. Ronald Knight
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Ms. Kathleen Gallman, VP for Instruction
 Mr. Gery Boucher, VP for Students
 Ms. Cindy Ensley, Recorder

- | | |
|---|------------------------------|
| 1. Call to Order | <i>Allison Morris, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. SACSCOC Update (<i>info</i>) | <i>Kathleen Gallman</i> |
| a. Compliance Certification Initial Report | |
| b. QEP Update | |
| 4. Skills USA (<i>info</i>) | <i>Kathleen Gallman</i> |
| 5. Duke Energy Grant – Aviation (<i>info</i>) | <i>Kathleen Gallman</i> |
| 6. Enrollment Update (<i>info</i>) | <i>Gery Boucher</i> |
| 7. Learn and Earn (<i>info</i>) | <i>Gery Boucher</i> |
| 8. President's Report (<i>info</i>) | <i>Ray Staats</i> |
| a. Facilities Update | |
| 9. Adjournment | <i>Allison Morris, Chair</i> |

Academic & Student Affairs Committee Charge

- a. Recommend approval of degree and certificate programs
- b. Recommend approval of developmental education programs
- c. Recommend approval of monitoring processes and evaluation of curricula/programs
- d. Recommend approval of academic support services
- e. Recommend approval of student support services
- f. Recommend approval of admission policies
- g. Recommend approval of graduation requirements
- h. Other responsibilities as assigned by the Board Chair

MINUTES

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

JUNE 13, 2016 AT 5:00 P.M.

- I. Committee Chair Allison Morris called the meeting to order at 5:14 pm upon a quorum.
- II. Cindy Ensley called the roll and announced a quorum was not present for the meeting and that Board Chairman Roberts would be substituting as a voting participant to create a quorum. Members Present: Ms. Cora Chadwick, Ms. Allison Morris, and Board Chairman Kevin Roberts
Members Absent: Mr. Ken Crow, Ms. Carol Mattocks, Mr. Ronald Knight
Others Present: Dr. Raymond Staats, President; Ms. Kathleen Gallman, Vice President for Instruction; Mr. Gery Boucher, Vice President for Students, and Ms. Cindy Ensley, Recorder
- III. SACSCOC Update
 - a. Compliance Certification Initial Report – Ms. Gallman reported the SACSCOC reaffirmation report from the offsite review team was positive with no core or federal requirements cited and only 13 comprehensive standards (average is 16-19) needing more clarification. A focused report addressing these items will be submitted in August.
 - b. QEP Update – Development of an advising-focused Quality Enhancement Plan is in progress as stated by Ms. Gallman with a submission date of August.
- IV. Skills USA
Ms. Gallman gave a brief history of the college's involvement in Skills USA for the last three years citing many medals at the state level. Two students from Craven CC will be competing at the national level in July.
- V. Duke Energy Grant – Aviation
Ms. Gallman was excited to report on a 2grant of \$167,000 for equipment to be used to enhance programs in avionics on the Havelock campus.
- VI. Enrollment Update
Mr. Boucher reported a small increase for summer enrollment as compared to last year.

VII. Learn and Earn! Program

Mr. Boucher summarized the attached proposal for a learn-and-earn program in partnership with Uptown Business and Professional Organization and local businesses. Local businesses and industry will provide participants the opportunity to earn a fair wage four hours a day while the other four hours are spent in the classroom working on the completion of a High School Equivalency or other academic credential. The college will be the first to put someone to work as a grounds maintenance worker.

VIII. President's Report

Dr. Staats reported that the County Commission has appointed an ad hoc committee to investigate the potential for a joint county/college library. There is no timeline for the committee's work. In the meantime, the R. C. Godwin Memorial Library will remain on the second floor of Barker Hall in its present location. Renovation will begin in the next few months on the Academic Skills area (first floor of Barker Hall) to convert it into a new First Stop area dedicated to student success. The Facilities Committee will make a recommendation to the full board at the July board meeting for the selection of an architectural firm for the First Stop renovation. The parking lots and roadways on the campus will be repaved over the summer months.

IX. Adjournment

With no further business to discuss, Committee Chair Morris adjourned the meeting at 5:51 pm.

ce/7.5.16



SkillsUSA[®]

CHAMPIONSHIPS

2016



The 52nd SkillsUSA National Leadership and Skills Conference — including the SkillsUSA Championships, a showcase of career and technical education students — will be held in Louisville, Ky., June 20-24, 2016. More than 15,000 people, including students, teachers and business partners, participate in the weeklong event.



The SkillsUSA Championships will be held June 22-23, 2016, at the Kentucky Exposition Center. Contests begin locally and continue through the state and national levels. More than 6,000 outstanding career and technical education students — all state contest winners — will compete hands-on in 100 different trade, technical and leadership fields. Contests are run with the help of industry, trade associations and labor organizations, and test competencies set by industry. The championships is a multi-million-dollar event that occupies space equivalent to more than 19 football fields. Leadership contestants will demonstrate skills including extemporaneous speaking and conducting meetings by parliamentary procedure.

In special delegate sessions, hundreds of high school and college/postsecondary student leaders will vote on issues affecting SkillsUSA. Others campaign and will be elected to either high school or college/postsecondary teams of national officers who represent SkillsUSA members nationwide.



**Craven Community College/Uptown Literacy
Learn and Earn!
(A Proposal)
April 2016**

Background:

The Greater Duffyfield/Five Points community is an area of concentrated poverty. It is one of, if not the poorest neighborhoods in New Bern. A total of 59% of the people live below the poverty line. Forty-one percent of the 18 to 24 year old age group have no high school diploma.* **Learn and Earn** is a collaboration between Craven Community College, Uptown Business and Professional Association, Inc. and local businesses to address the education needs and income gap of the residents in the Greater Duffyfield/Five Points community. The intent of **Learn and Earn** is to provide participants the opportunity to complete their High School Equivalency (formally known as GED) or other academic credentials and earn a wage to lessen the financial burden of committing to an education.

The Plan:

Learn and Earn will be a collaboration between Craven Community College, Uptown Business and Professional Association, Inc. and local business and industry. The program will provide participants the opportunity to **LEARN**, working toward the completion of a High School Equivalency or other academic credentials and improved employability skills, while also providing an opportunity to **EARN** a wage, working for a local business or industry.

Craven Community College and Uptown Business and Professional Association, Inc. will provide classroom instruction and one-on-one tutoring. Uptown Business and Professional association, Inc. will provide the High School Equivalency prep course. Craven Community College will provide employability readiness courses and other skills training. Instruction will take place day and evening. Courses will be instructed at the Uptown Training Center located at 912 Queen Street, New Bern, North Carolina and other community facilities.

Local business and industry will provide participants the opportunity to **EARN** a fair wage. Participants will **LEARN** four hours a day and **EARN** four hours a day. The specific hours and times will be determined by the participant and the employer.

Learn and Earn participant requirements:

- Participants will work toward the completion of the High School Equivalency or another academic credential.
- Participants will complete specified employability courses.
- Participants will be provided the opportunity to work for a local employer.

Funding:

There are two primary sources of funding for **Learn and Earn**. First, funding will be provided by local business and industry. Business and Industry will employ program participants at a fair market wage. Second funding will be provided by the local Workforce Innovation and Opportunity Grant (WIOA).

Implementation Date:

August 1, 2016.

*Information from the *uptown 2014 Literacy Prep Program Strategic Plan*.

Next Steps:

1. Draft a MOU between CCC and Uptown Business and Professional Association, Inc.
2. Develop a student agreement contract for the program
3. Recruit 5 to 8 students to conduct a pilot of the program
4. Conduct an Orientation and start the pilot program on July 11, 2016 at the Uptown location
5. Speak to Page Varnell about the possibility of hiring a program participant earlier to test the program prior to the pilot. A student has been identified

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT

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

College Craven Community College

Project Name Student Success Center – Barker Hall NCCCS Project No. 2084

I. TYPE OF PROJECT:

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

II. DESCRIPTION OF PROJECT:

This project will involve the renovation of the library, academic skills center, classrooms and offices located within Barker Hall, with the exception of Public Radio East. The anticipated renovation will flip the location of the library from the second floor to the first floor and moving the learning commons area to the second floor. The additional space that will be available for the learning commons area will allow for increased services for our students, such as tutoring, testing, study spaces, and collaborative learning spaces.

This project has been reconsidered and we will no longer be moving forward with this project.

Capital Improvement Approval Process Instructions

To establish a **New Project**

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

To **Amend a Project**

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

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

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

Project Close Out

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

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

Page 5, Section VI

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

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

Page 6. NCCCS 3-1 Attachment

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

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

III. ESTMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

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

Subtotal "A" _____

B. CONSTRUCTION

1. General Contract -0-
2. Other Contracts _____
- Subtotal Contracts -0-

3. Designer's Fees -0-
4. Contingency -0-
5. Other Fees _____
- Subtotal Fees -0-

Subtotal "B" -0-

C. OTHER COST

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

Subtotal "C" _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) -0-

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation -0-
2. Duly Authorized Bonds - County... _____
3. Donations _____
4. Federal Funds _____
5. Other (Please identify- parking fees, vending, rental, bookstore, etc.) -0-

Subtotal "A" -0-

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

C. STATE EQUIPMENT FUNDS _____

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

E. STATE ALLOCATION

1. Budget Code _____
2. Budget Code _____
3. Budget Code _____

Subtotal "E" _____

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

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

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

To the State Board of Community Colleges:

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

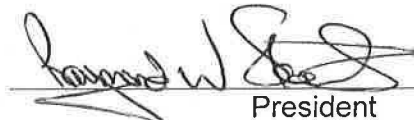
1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of -0- State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated July 19, 2016

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

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.

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


Chairman - Board of Trustees


President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

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

Signature _____

Title _____

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

Certification 2.

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

Signature _____

Title _____

=====

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

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

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

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

by deed recorded in (specify book and page) _____

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

This, the _____ day of _____ 20____

Signature

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

Date:

College:

Contact Name:

Project Name:

Project Completion Date:

State Funds Authorized:

Local Funds Authorized:

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

County Manager/Finance Officer

3-1 Attachment

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT

☒ New Project ☐ Amended Project ☐ Final – Project Close Out

Select appropriate submission

College Craven Community College

Project Name Barker Hall First Stop Renovation

NCCCS Project No. 2184

I. TYPE OF PROJECT:

☐ New Facility

☐ Roof Replacement

☐ Infrastructure Repairs

☒ Renovation of Existing Facility

☐ HVAC

☐ Property Purchase (Land)

☐ Addition to Existing Facility

☐ Life Safety

☐ Facility Purchase

II. DESCRIPTION OF PROJECT:

This project will involve the renovation of a majority of the first floor of Barker Hall. The current space houses the academic skills center, testing center and administrative offices. The renovation enable the consolidation of services for our students. The renovated space will house enrollment services, career/transfer center, financial aid, testing, and student accounts. By bringing these services together in the same physical space it will allow us to improve the quality of service to students and other stakeholders, facilitate sharing of information, and to improve efficiency for the college.

Capital Improvement Approval Process Instructions

To establish a **New Project**

- Submit the NCCCS 3-1 identified as a "**New Project**" for State Board approval
 - The "**Project Name**" should be specific and usually include a building/facility and/or campus name. Please do not use generic project names, such as, "Repairs & Renovations;" "Roof Replacements," etc.
 - "**Project Description**" should be specific and not generic. Please do not use "Various Campus Renovations" or "Misc. Repairs."
 - Projects must be approved by the college's Board of Trustees. Section V should have the Board Chairman and the College President's signature.
 - For new facilities, a county representative's signature (County Manager, County Finance Officer, etc) is **required**.
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To **Amend a Project**

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

- Submit a NCCCS 3-1 identified as "**Amended Project**"
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Project Close Out

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

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

Page 5, Section VI

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Page 6. NCCCS 3-1 Attachment

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

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

III. **ESTIMATED COST OF PROJECT:**

A. PRE-CONSTRUCTION COSTS

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

Subtotal "A" _____

B. CONSTRUCTION

1. General Contract 450,000
2. Other Contracts _____
- Subtotal Contracts 450,000

3. Designer's Fees 45,000
4. Contingency _____
5. Other Fees _____
- Subtotal Fees 45,000

Subtotal "B" 495,000

C. OTHER COST

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

Subtotal "C" _____

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) 495,000

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

A. NON-STATE FUNDS

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

Subtotal "A" _____

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

C. STATE EQUIPMENT FUNDS _____

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

E. STATE ALLOCATIOIN

1. Budget Code 46620 495,000
2. Budget Code _____
3. Budget Code _____

Subtotal "E" 495,000

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) 495,000

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

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

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$495,000 State funds, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated July 19, 2016
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.
3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made as attested to on Page 5, Section VII, by the Attorney for the Board; or, that a long term lease, as described in the North Carolina Community College System Construction Manual, is held by the Board of Trustees.
4. That in formal session with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.


Chairman - Board of Trustees


President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

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

Signature _____

Title _____

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

Certification 2.

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

Signature _____

Title _____

=====

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

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

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

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

by deed recorded in (specify book and page) _____
_____, in the Office of the Register of Deeds except
as noted below: (Attach copy of deed)

This, the _____ day of _____ 20____

Signature

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

Date:

College:

Contact Name:

Project Name:

Project Completion Date:

State Funds Authorized:

Local Funds Authorized:

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator) additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost additional annual cost						
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (used in Section IX of the 3-1)						\$0

I certify that the county has reviewed this information as a part of the approval process.

County Manager/Finance Officer

3-1 Attachment

CRAVEN COMMUNITY COLLEGE

BOARD OF TRUSTEES

NOMINATING COMMITTEE RECOMMENDATIONS FOR 2016-2017

Board Chair	Kevin Roberts
Board Vice Chair	Bill Taylor
Secretary	Raymond W. Staats
Academic & Student Affairs Committee Chair	Ken Crow
Facilities Committee Chair	Chuck Tyson
Finance/Personnel Committee Chair	Allison Morris

Submitted at the July 19, 2016 Board of Trustees meeting.

Rosanne Leahy, Committee Chair

Ken Crow

Brenda Wilson

FISCAL YEAR 2017 BUDGET

In late June, the Craven County Commission approved the FY17 budget, which includes annual funding for the College. We requested level funding this year from last year (which was level from the year before).

The state legislature sent its FY17 budget to the governor on Jul 1. The next step is State Board approval of the budget distribution and NCCCS guidance. Depending on the timing of these final steps, it may be necessary to call a short special Board meeting to approve the full College budget.

FACILITY PROJECTS

City Market Workforce Development Training Center (WDTC). The City of New Bern (Ms. Cindy Blot) received a \$549K Golden LEAF grant that will jump start the project. The City also submitted a "pre-application" for an Economic Development Administration (EDA) grant in June. The EDA responded favorably in its initial review and invited a formal application for a \$1.4M grant, which was submitted last week. I've attached the MOU we recently signed that provides an outline of our relationship with the city with respect to the WDTC; the MOU is required as part of the EDA application process.

Joint County/College Library. I've met twice with county commissioners and manager in the past two months. We've reviewed the initial joint library concept, and the next steps are for the county and library officials to continue to add detail to the potential proposal, as well as to gauge likely community support. I've assured the commissioners that the College is well positioned during the next 12-24 months to await completion of their due diligence processes, and remain "on hold" regarding any commitments for a library project of our own.

Student Success Center (First Stop). I've spoken with Helmut & Carmen Weisser concerning the re-purposing of the Student Success Center naming from an Academic Skills Center (approved by the Board in April 2016) to the current First Stop project. They've asked to see proposed facility diagrams prior to rendering an opinion—I anticipate a next meeting to discuss in September.

Public Safety Training Center. We've continued long-term strategic discussions regarding a comprehensive center that would serve our region's fire and law enforcement agencies, in addition to the College. The meetings have been an excellent forum to facilitate discussions among a very diverse set of organizations. A first draft of a Strategic Concept was prepared for our meeting in May and was presented to the group.

Entrepreneur Center ("The Cube"). The County suffered a set-back on this project when the Golden LEAF Foundation elected to not fund their grant proposal. The Cube team is currently re-grouping and will soon seek alternative financing avenues.

COLLEGE LEADERSHIP

Having served the College more than 29 years, 28 of which as the College's first and only Executive Director of Human Resources, Ms. Vickie Moseley-Jones will retire at the end of August. We're taking this opportunity to do some minor reorganizing, and have created an assistant director position for which we are also seeking candidates.

ACCREDITATION

The SACSCOC Reaffirmation Off-Site Committee gave its report in May. There are 13 items requiring College attention, all from among the Comprehensive Standards. This is less than the recent cohort average of 17-18 areas. It's especially notable there are no concerns within the Core Requirements or Federal Requirements, and that Standard 3.1.1.1, covered by last year's Monitoring

Report, remains resolved. Our accreditation team is assembling the additional requested information that we will send to SACSCOC in early August. At the same time, we will submit our full Quality Enhancement Plan, "Advising Communities," for SACSCOC review in preparation for the on-site team visit in October.

SKILLS USA

On April 20, 22 of our Career Programs students competed in Greensboro for SkillsUSA. Dean Jim Millard led a phenomenal team of students, faculty, and staff to the event. Our students received a medal in all 22 of 22 disciplines we competed in, including two state champions. These champions progressed to the national competition in Kentucky on June 24-26. Both did very well—Josh Calmes earned Bronze (3rd place) among 39 Automotive Service Technology competitors. Isabella Jackson placed 5th among 21 Esthetics Technology.

STRATEGIC PLANNING

On May 18, the Trustees and the ELT attended a retreat at Carolina Colours for the purpose of strategic planning, with Ms. Janet Peregoy as our facilitator. It was a successful session, and the Board laid out its guidance for the college-level strategic planning effort that will take place this fall. The ELT met on Jun 16 and reviewed the consolidated output of the Board's work.

The next step in the process will be for the three Vice Presidents to assemble working groups in their respective areas to flesh out details of the Strategic Plan. The process will include a number of opportunities for individual College faculty and staff to give inputs and to review drafts.

I anticipate bringing a draft Strategic Plan for Board review at our October 2016 meeting, and be ready for final Board approval at the January 2017 meeting.

OUTREACH

Along with Timothy Downs, during the past three months I've visited eight industry facilities (TandemLoc, Carolina Technical Plastics, B/S/H/, Drahtzug Stein, Weyerhaeuser, Aylward Enterprises, Fleet Readiness Center East, and Wheatstone) and met with the respective managers and CEOs. Four more visits (AAR, Chatsworth, Craven Wood Energy and Moen) are scheduled. It's been a great experience. I've learned a great deal about our local industries and have a better understanding of local workforce successes, challenges, and underlying trends. More importantly, we've had a great opportunity to discuss the many ways the College can be a significant resource to meet a wide variety of education and training needs.

On June 22 we conducted our annual African American Community Connections luncheon. More than 50 community leaders attended. College staff, along with our County and City partners presented a wide array of College programs and initiatives that are benefitting our community. There was a great deal of energy in the room. Feedback from the event has been very positive, and our efforts yielded new avenues for discussion and community activity.

ADULT ENRICHMENT PROGRAM

In June, the College hired Ms. Susan Moffat-Thomas in a part time capacity to inaugurate our new Adult Enrichment program. There has been exceptional community interest in re-starting our offerings of personal interest courses. Susan brings phenomenal community organization experience to our team, and is already formulating the first courses to be offered in the September timeframe.

We're very thankful to the Craven CC Foundation for providing a start-up grant that will fund the first 18 months of programming, after which we expect Adult Enrichment to be a fiscally self-sustaining operation.

"LEARN AND EARN" PROGRAM

We have continued our discussions with Mary Peterkin and Vivian Dudley (Uptown Business & Professional Association) to create our *Learn-and-Earn* program for entry level workforce development. I've attached to my report the Memorandum of Understanding that we recently signed to formalize our relationship and the program. Students will attend school four hours daily for GED, employment skills, and technical training, and then be on the job as an "apprentice" the remaining four hours. We are reaching out to prospective business partners. The College itself will be the first employer by hiring a student to work in the grounds maintenance area.

The first student identified to pilot this program found full-time employment (a good "problem" for us to encounter...)—we're in the process of selecting another candidate.

FOUNDATION

At the July meeting, Mr. Lloyd Griffith will accept the gavel as the Craven CC Foundation's 17th President, succeeding Mr. Jon Segal, who has served well these last two years. Mr. Griffith most recently served as the Resource Development Committee chairperson. I look forward to his excellent energy, vision, and sense of service to the Foundation.

In June I attended a national community college fundraising seminar sponsored by the Council for Resource Development (CRD) in Charleston, SC. The seminar was conducted by several national fundraising leaders. I learned a great deal about best practices among Foundations, and will be working with the Foundation Board leadership to adopt some of these in the coming years. My key takeaway from the seminar is the need to focus on the "why" (e.g., what problem needs to be solved) rather than fundraising for its own sake.

MISCELLANEOUS

The College's graduation exercises in May were outstanding. The weather threatened the event, but ultimately turned out nearly perfect. More than 280 graduates walked across the stage, and our commencement speaker, Mr. Greg Smith, was inspiring. We also honored Ms. Diane Tyndall's 30+ years of service with the title of "Professor Emeritus."

Ms. Brenda Redd, wife of our College's 2nd president, Dr. Steve Redd, passed away on Thursday, June 2. Ms. Diane Tyndall and I attended her graveside service, and I expressed condolences on behalf of the Board and the College to the Redd family.

The Harold H. Bate Foundation continued its support of the College this year by providing a \$100,000 grant for FY17 student scholarships. One change this year is that the scholarships are now limited to students residing in Craven, Pamlico, or Jones Counties.

A project I chose to undertake this spring was to read all of the Board minutes for both the Foundation (dating to 1977) and the Board of Trustees (back to 1968). It was a fascinating journey through our institution's history. I learned a great deal about the College's past leaders, the building of the campuses, initiatives undertaken, and the many challenges that were tackled. A particular benefit of this study is that I was able to collect the names and terms of office of the Board of Trustees Chairpersons and the Foundation Presidents. In the near future, we will develop a suitable display that will promote and preserve this part of the College's heritage.

COPY

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE CITY OF NEW BERN, NORTH CAROLINA (Applicant), and CRAVEN COMMUNITY COLLEGE (Co-Applicant)

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between The City of New Bern, North Carolina and Craven Community College.

I. BACKGROUND AND PURPOSE:

The purpose of this Memorandum of Understanding (MOU) is to identify the roles and responsibilities of each entity as it relates to the application of the Economic Development Administration (EDA) grant and ultimate implementation of the City Market plan.

II. ROLES AND RESPONSIBILITIES:

- a. The City of New Bern shall act as the lead applicant, and Craven Community College shall act as the co-applicant in applying for the EDA grant.
- b. If awarded the grant, the City of New Bern shall administer the grant.
- c. The City of New Bern bears the responsibility as lead applicant to identify matching funds for the EDA grant.
- d. Craven Community College shall commit One Hundred Thirty-Five Thousand and No/100 Dollars (\$135,000.00) in support of the six (6) Workforce Development programs identified in the EDA grant.
- e. Craven Community College and the City of New Bern will negotiate for the college to lease the facility for an initial period of ten (10) years.
- f. The College is not responsible for any matching funds beyond the funds identified in this MOU.

III. SIGNATURES: By the signatures below, the Lead Applicant and Co-Applicant agree to the terms stated above.


Dr. Raymond W. Staats, President Date
Craven Community College

Mark Stephens, City Manager Date
City of New Bern, North Carolina

COPY

**Memorandum of Understanding and Partnership
Between
Craven Community College and Uptown Business and Professional Association, Inc.**

In partnership, Craven Community College (CCC) and Uptown Business and Professional Association, Inc. (UBPA) will enhance and expand the educational opportunities for the Greater Duffyfield/Five Points community. This partnership will be realized in the following activities:

CCC agrees to:

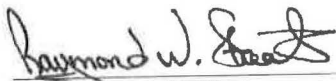
- Collaborate with Uptown Business and Professional Association, Inc., to develop and offer **Learn and Earn!** The program will provide participants the opportunity to LEARN, working toward the completion of a High School Equivalency or other academic credentials and improved employability skills, while also providing an opportunity to EARN a wage, working for a local business or industry.
- Dedicate a single point of contact to work directly with Uptown staff to facilitate program implementation.
- Provide Human Resource Development Courses (HRD) and other skills training.
- Market and promote **Learn and Earn** to the community.
- Provide career information referral services to participants.
- Assist with employee recruitment and job placement of participants.
- Track enrollment, completion, and job placement of students participating in **Learn and Earn**.
- Meet at the close of year (August) to review program success.
- Explore grant opportunities or other external funding to support program.

UBPA agrees to:

- Collaborate with Craven Community College to develop and offer **Learn and Earn!** The program will provide participants the opportunity to LEARN, working toward the completion of a High School Equivalency or other academic credentials and improved employability skills while also providing an opportunity to EARN a wage, working for a local business or industry.
- Dedicate a single point of contact to work directly with Craven's assigned coordinator to facilitate program implementation.
- Market and promote **Learn and Earn** to the community.
- Assist with employee recruitment and job placement.

- Assist in tracking enrollment, completion, and job placement of students participating in **Learn and Earn**.
- Provide mentorship to participants about performance both in the class and at place of employment.
- Meet at the close of year (August) to review program success.
- Explore grant opportunities or other external funding to support course offerings.

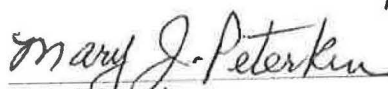
This initial agreement will be from August 1, 2016 until August 1, 2018. This Memorandum of Understanding is subject to annual review in May of each year and may be terminated by either party with one hundred twenty (120) days' notice.



Dr. Raymond W. Staats
President
Craven Community College

6-30-2016

Date



Mary J. Peterkin
Executive Director
Uptown Business and Professional Association, Inc.

7/12/16

Date



Vivian Dudley
Interim Chair of the Board of Directors
Uptown Business and Professional Assoc., Inc.



BOARD OF TRUSTEES – ROSTER OF CHAIRPERSONS

#	TERM	CHAIR	VICE CHAIR
1.	Apr 1968 – Jul 1971	Lynn N. Kelso <i>Kelso Hall named in his honor</i>	Albert M. Salem
2.	Jul 1971 – Jul 1973	Edwin J. Cella	Evelyn C. Hare
3.	Jul 1973 – Jul 1975	Evelyn C. Hare	Charles T. Denham
4.	Jul 1975 – Jul 1977	Charles T. Denham	Dr. Charles T. Barker
5.	Jul 1977 – Jul 1979	Dr. Charles T. Barker <i>Barker Hall named in his honor</i>	James F. Gavin
6.	Jul 1979 – Jul 1981	James F. Gavin	Kathleen S. Orringer
7.	Jul 1981 – Jul 1983	Kathleen S. Orringer <i>Orringer Hall named in her honor</i>	F. Gray Lancaster Jr.
8.	Jul 1983 – Jul 1985	F. Gray Lancaster	Dr. Charles T. Barker
9.	Jul 1985 – Jul 1987	Dr. Charles T. Barker	R. Douglas Nelson
10.	Jul 1987 – Jul 1989	R. Douglas Nelson	Wilbert C. Thomas, Jr. (Jul 1987 – Jul 1988) Donald A. Heath (Jul 1988 – Jul 1989)
11.	Jul 1989 – Jul 1991	Donald A. Heath	Linward E. Brown
12.	Jul 1991 – Jul 1993	Linward E. Brown	Kathleen S. Orringer
13.	Jul 1993 – Jul 1995	Kathleen S. Orringer	Jane M. Stubbs (Jul 1993 – Sep 1994)
14.	Jul 1995 – Jul 1997	Donald A. Heath	Milton E. Gold
15.	Jul 1997 – Jul 1999	Milton E. Gold	Daniel F. Pritchett
16.	Jul 1999 – Jul 2001	Daniel F. Pritchett	Gary Baldree
17.	Jul 2001 – Jul 2003	Gary Baldree	Pat Erb (Jul 2001 – Apr 2002) Earline Stills Williams (Apr 2002 – Jul 2003)
18.	Jul 2003 – Jul 2005	Earline Stills Williams	Donald K. Brinkley
19.	Jul 2005 – Jul 2007	Donald K. Brinkley	Donald A. Heath (Jul 2005 – Jul 2006) Daniel F. Pritchett (Jul 2006 – Jul 2007)
20.	Jul 2007 – Jul 2009	Daniel F. Pritchett	Gary Baldree
21.	Jul 2009 – Jul 2011	Gary Baldree	Carol J. Mattocks
22.	Jul 2011 – Oct 2013	Carol J. Mattocks	William C. Naumann
23.	Oct 2013 – Jan 2015	William C. Naumann <i>ByLaws revised Oct 2011, adjusting Chair terms to run Oct – Oct</i> <i>Resigned: Retired and relocated to Arizona</i>	Kevin M. Roberts
24.	Jan 2015 – present	Kevin M. Roberts <i>ByLaws revised Nov 2015, returning Chair terms to run Jul - Jul</i>	Roseanne Leahy

History Notes:

- Five Chairs have served twice: Barker (#5/#9), Orringer (#7/#13), Heath (#11/#14), Pritchett (#16/#20), and Baldree (#17/#21)
- Stubbs (Vice Chair) passed away in office on Sep 13, 1994
- Two Chairs had previously served as President of the Craven Community College Foundation: Brinkley and Baldree
- The longest consecutive serving Chair to date is Kelso (#1, 39 months); the shortest is Naumann (#24, 15 months)
- Chairs during Presidential search/selection: Kelso (1968), Heath (1990), Baldree (2002), Pritchett (2008), Roberts (2015)