

AGENDA

CRAVEN COMMUNITY COLLEGE

BOARD OF TRUSTEES

AUGUST 18, 2020

5:30 pm - Meeting in Naumann Community Room, New Bern Campus

- | | | |
|-------|---|-----------------------------------|
| I. | Call to Order | <i>Allison Morris, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Recognition and Appreciation of Service | <i>Ray Staats</i> |
| | a. Carol Mattocks (2006-2020) | |
| | (3) Statement of Economic Interest Evaluation and Oath of Office | <i>Cindy Ensley</i> |
| | a. ET Mitchell (appointed by County Commissioners; 2020-24) | |
| | (4) Agenda Review and Adoption (<i>motion</i>) | <i>Allison Morris</i> |
| | (5) Conflict of Interest Declaration | <i>Allison Morris</i> |
| | (6) Public Comment | <i>Allison Morris</i> |
| | (7) Trustee Training/Professional Development (<i>info</i>) | <i>Cindy Ensley</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Allison Morris</i> |
| | (1) Approve Board of Trustees Meeting Minutes (June 10, 2020) | |
| IV. | Instructional Update (<i>info</i>) | <i>Kathleen Gallman, VP</i> |
| V. | Financial Reports | <i>Jim Millard, VP</i> |
| | (1) Financial Report FY 2019-20 4 th Quarter (Apr-Jun)(<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| VI. | Personnel Report FY 2019-20 4 th Quarter (Apr-Jun)(<i>info</i>) | <i>Jim Millard</i> |
| VII. | Facilities Usage Report FY 2019-20 4 th Quarter (Apr-Jun)(<i>info</i>) | <i>Jim Millard</i> |
| VIII. | Old Business | |
| | (1) Officer Nominating Committee Report (<i>info</i>) | <i>Jennifer Dacey, Cmte Chair</i> |
| | (2) Election of Officers (<i>motion</i>) | <i>Allison Morris</i> |
| | (3) County Budget FY 2020-21 (<i>info</i>) | <i>Ray Staats</i> |

- IX. New Business
- (1) Approve 2020-23 WFD Accountability/Integrity Plan and Classroom Visitation Plan (*motion*) *Gery Boucher, VP*
 - (2) Receive Amended Resource Officer Contract (*info*) *Jim Millard*
 - (3) Approve CCC Foundation Revised Bylaws (*motion*) *Ray Staats*
 - (4) Approve New Degree Programs (*motion*) *Kathleen Gallman*
 - a. Associate in Arts in Teacher Preparation (AATP)(A1010T)
 - b. Associate in Science in Teacher Preparation (ASTP)(A1040T)
- X. Reports
- (1) President *Ray Staats*
 - (2) Attorney *Jamie Norment*
 - (3) Chair *Allison Morris*
 - (4) Foundation President *David McFadyen*
- XI. Adjournment *Allison Morris*

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

August 18, 2020

Mr. Steve Cella

Ms. Jennifer Dacey

Dr. Jim Davis

Mr. Ronald Knight

Ms. E.T. Mitchell

Ms. Allison Morris

Dr. Ervin Patrick

Mr. Kevin Roberts

Mr. Bill Taylor

Mr. Tabari Wallace

Mr. Whit Whitley

Ms. Brenda Wilson

Ms. Kaycee Bailey, Student Trustee (ex officio)

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

Agenda Review/Conflict of Interest Declarations

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

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

Administrative Staff

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



RECEIVED Administration Building
406 Craven Street
New Bern, NC 28560
Fax 252-637-0526
jveit@cravencountync.gov
President's Office

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

June 18, 2020

The Honorable E. T. Mitchell
Craven County Board of Commissioners
406 Craven Street
New Bern, NC 28560

Dear Commissioner Mitchell:

The Craven County Board of Commissioners, while meeting in regular session on Monday, June 15, 2020 voted to appoint you to serve on the Craven Community College Board of Trustees. The next few years will continue to be a period of rapid growth and exciting challenges. Your community pride and commitment to your fellow citizens will undoubtedly be an asset to Craven County.

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

Sincerely,

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

Thomas F. Mark, Chairman
Craven County Board of Commissioners

TFM:ajm

cc: Dr. Raymond Staats



STATE ETHICS COMMISSION

POST OFFICE BOX 27685

RALEIGH, NC 27611

PHONE: 919-814-3600

Via Email

August 4, 2020

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

**Re: Evaluation of Statement of Economic Interest Filed by Ms. Etteinne B. Mitchell
Appointee to the Craven Community College Board of Trustees**

Dear Chairman Mark:

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

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

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

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

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

Ms. Mitchell fills the role of an at-large member on the Board. She is the chair of the nonprofit company, Transformation Venture Capital, whose goal is to obtain affordable housing solutions. Because the nonprofit can accept real and personal property and the Board has the authority to transfer real and personal property, she has the potential for a conflict of interest. Therefore, Ms. Mitchell should exercise appropriate caution in the performance of her public duties should issues involving Transformation Venture Capital come before the Board for official action.

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

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

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

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

Sincerely,

A handwritten signature in cursive script that reads "Mary Roerden".

Mary Roerden, SEI Unit
State Ethics Commission

cc: Etteinne B. Mitchell
Cindy Ensley, Ethics Liaison

Attachment: Ethics Education Guide

NCACCT AND ETHICS TRAINING - VIRTUAL

FRIDAY, AUGUST 28, 2020

9:00 AM – 12:30 PM

Board Chair Allison Morris

Board Vice Chair Whit Whitley

Trustee Bill Taylor

Trustee Jennifer Dacey

Trustee Brenda Wilson

Reappointed Trustee Kevin Roberts

Newly Appointed Trustee ET Mitchell

Newly Appointed Trustee Jim Davis

President Ray Staats

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
JUNE 10, 2020

The Craven Community College Board of Trustees met on Wednesday, June 10, 2020, in the Naumann Community Room in Ward Hall with Board Chair Allison Morris presiding. The meeting was called to order at 1:00 pm. Prior to the meeting, the Board recognized President Staats for his five years of service to the College.

Roll Call

President Raymond Staats called the roll.

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

Voting members absent were: Mr. Tabari Wallace

Ex Officio members present were: Ms. Grace Beauchamp, SGA President

Ex Officio members absent were: Mr. Jeff Williams, CCC Foundation Board President

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

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

Statement of Economic Interest Evaluation and Oath of Office

Executive Assistant Cindy Ensley administered the oath of office to newly appointed Trustee Jim Davis. The Craven County Board of Commissioners appointed Trustee Davis to fill the vacancy created by the February 2020 resignation of Trustee Schaefer (attached). Trustee Davis' term will end on June 30, 2021. The Statement of Economic Interest evaluation letter (attached) noted a potential for a conflict of interest but does not prohibit him from serving on the Board.

Executive Assistant Cindy Ensley administered the oath of office to newly reappointed Trustee Kevin Roberts. The Craven County Board of Education reappointed Trustee Roberts to another four-year term, July 1, 2020 – June 30, 2024 (attached).

Agenda Review and Adoption

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

Conflict of Interest Declaration

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

Public Comment

Chair Morris called for public comment and none was expressed.

SEI Filings

Ethics Liaison Ensley reported all trustees and employees had filed their 2020 Statements of Economic Interest by the deadline.

Student Trustee

Student Trustee Grace Beauchamp gave her final report to the Board as President of the SGA (attached). She thanked the Board for the privilege of serving with them. President Staats recognized her service as Student Trustee and presented her with a service medallion along with the NCCCS Academic Excellence Award as the College's representative.

(Student Trustee Beauchamp left the meeting at this point)

Consent Agenda

Trustee Knight motioned to accept the minutes (attached) of the March 31, 2020 meeting as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Spring Enrollment/Student Services Report

VP Gery Boucher presented the March report (attached) for Student Services and spring enrollment, which was unable to be presented previously due to the College's COVID-19 closure during March. He noted that enrollment had recovered since Hurricane Florence's impact in 2018.

Trustee Mattocks asked that Trustees be involved in efforts to increase enrollment and suggested a message that could be shared via social media.

Summer Enrollment/Workforce Development Report

VP Boucher highlighted the decrease in curriculum enrollment and the estimated increase in workforce development enrollment in the summer report (attached). He also noted several new partnerships with local businesses to train perspective employees for jobs immediately available upon completion of training.

WFD Accountability/Credibility Policy Report

For informational purposes, VP Boucher remarked on the class visitation summaries (attached) for the fall, spring, and summer 2019 terms, noting that all target goals were met. Trustee Mattocks motioned to approve the report as presented; Trustee Taylor seconded the motion and the motion was unanimously approved.

Financial Reports

Fiscal Year 2019-20 3rd Quarter Financial Report: VP Jim Millard presented reports for January 2020-March 2020 (attached) noting 69% of budgeted funds spent as of the end of the quarter. Trustee Patrick motioned to approve the report as presented; Trustee Wilson seconded the motion and the motion was unanimously approved.

Write-Offs and Uncollectable Accounts: VP Millard highlighted the report (attached). Trustee Roberts motioned to approve the report as presented; Trustee Knight seconded the motion and the motion was unanimously approved.

Cash Balances: VP Millard reported on the cash balances (attached) for informational purposes.

Personnel Report

For informational purposes, VP Millard reviewed the Personnel Report for January 2020 – March 2020 (attached).

Facilities Update

5-Year Plan 2021-25 Revised: VP Jim Millard presented a revised 5-year facilities plan (attached) based on a reduction of county capital outlay for fiscal year 2020-21.

Facilities Usage Report Fiscal Year 2019-20 3rd Quarter: VP Millard reviewed the facilities usage for January 2020 – March 2020 (attached). He stated the use of facilities by external constituents had been curtailed through December 2020 due to COVID-19.

Strategic Plan Assessment Goals 1 & 2 Update

Due to a canceled meeting in March, both goals were presented at the June meeting (attached) for information.

Old Business

Approve BP 4.9 Live Client Projects Board Policy: With no board meeting in May, the revised board policy (attached) was emailed to the board for review. President Staats briefed the board on the revision. Trustee Taylor motioned to approve; Trustee Roberts seconded the motion and the motion was unanimously approved.

New Business

Approve Final 3-1 Construction Projects Close Outs: VP Jim Millard presented the five completed projects (attached) and explained the close out process.

- a. NCCCS Project #2093 STEM Building: Trustee Patrick motioned to approve the close out; Trustee Knight seconded the motion and the motion was unanimously approved.
- b. NCCCS Project #2467 Hurricane Florence Multi-Roof Repairs: Trustee Whitley motioned to approve the close out; Trustee Taylor seconded the motion and the motion was unanimously approved.

- c. NCCCS Project #2468 Hurricane Florence Water Intrusion: Trustee Knight motioned to approve the close out; Trustee Mattocks seconded the motion and the motion was unanimously approved.
- d. NCCCS Project #2469 Hurricane Florence Chiller Replacement: Trustee Wilson motioned to approve the close out; Trustee Patrick seconded the motion and the motion was unanimously approved.
- e. NCCCS Project #2479 Hurricane Florence Curbing Repairs: Trustee Patrick motioned to approve the close out; Trustee Roberts seconded the motion and the motion was unanimously approved.

Approve FY 2020-21 Continuing Budget Resolution: President Staats presented the continuing budget resolution giving authority to pay salaries and other ordinary expenses until the fiscal year budget resolution is available to be approved by the Board. Trustee Whitley motioned to approve; Trustee Roberts seconded the motion and the motion was unanimously approved.

Ward Hall Naming Resolution: President Staats presented a resolution (attached) to rename the Student Center Building to Ward Hall in honor of David L. Ward, Jr., the college's attorney from 1968 until his retirement in December 2019. Trustee Taylor motioned to approve; Trustee Knight seconded the motion and the motion was unanimously approved.

Approve Amended Student Accounts Fee Chart: VP Millard explained the need to delete the WFD parking fees. Trustee Knight motioned to approve the revised fee chart (attached) as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Approve City Garage Building Lease: President Staats presented the lease (attached) for additional space on the Volt Complex for a diesel mechanic and heavy equipment operator workforce training center. The lease will require a one-time payment of \$175,000 to the City of New Bern. These funds will be used by the City to complete renovations and up fit of the facility. The College will use local funds. Trustee Taylor motioned to approve the lease; Trustee Patrick seconded the motion and the motion was unanimously approved.

Financial Statement Audit Results FY 2018-19: VP Millard shared the positive results of the recent financial audit by the Office of the State Auditor for fiscal year 2018-19 (attached).

Compliance Review Results FY 2018-19: VP Gallman shared the NCCCS Compliance Examiner report, which identified no findings from the fiscal year 2018-19 compliance review. The report included a routine coaching letter with suggested improvements (reports attached).

NC Retirement Plan Contribution-Based Benefit Cap: President Staats explained the legislation that requires notification to the Board of employees who retire on or after January 1, 2015, with an average final compensation of \$100,000 or higher. The College has one employee that falls into this category (report attached.)

Appoint Board Officer Nominating Committee for FY 2020-21: Board Chair Morris appointed Trustees Dacey, Wallace, and Wilson to the committee with Trustee Dacey as chair. The committee was tasked with a recommended slate of officers for fiscal year 2020-21 that includes a chair, vice chair, and secretary (President Staats customarily fills the secretary position). The recommended slate of officers will be presented at the August 2020 board meeting.

FY 2020-21 Board of Trustees Meeting Schedule: For informational purposes, Executive Assistant Ensley presented the meeting schedule for fiscal year 2020 – 2021 with August 18, 2020 being the next scheduled board meeting.

Reports

President: President Staats updated the Board on several important issues:

- ~ SB 816 for funding community college enrollment growth
- ~ COVID-19's effect on summer enrollment and safety measures implemented on the campuses
- ~ CARES Act funding to provide student aid and institutional aid to cope with COVID-19
- ~ Drive-through Commencement set for Saturday, June 27th at 8:00 am

Attorney: Attorney Jamie Norment shared recent legislation allowing an inmate to earn an associate's degree while incarcerated. At the present time, this legislation does not affect the College, which does not conduct degree programs in prison facilities.

Chair: Board Chair Morris thanked President Staats and the Vice Presidents for taking measures during the pandemic to continue the College's mission of teaching and learning.

Foundation President: President Staats reported for the Foundation President (attached) announcing that last year's campus and community campaigns did well, in spite of COVID-19. A major impact to the Foundation budget was the cancellation of the Community Fabric Awards, which was canceled due to COVID-19.

(Trustee Tabari Wallace joined the meeting at this point)

Closed Session

At 2:55 pm upon a motion by Trustee Roberts, seconded by Trustee Patrick, 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 Norment and Executive Assistant Ensley remain in the Closed Session at the pleasure of the Board.

At 3:10 pm upon a motion by Trustee Patrick, seconded by Trustee Knight, and unanimous approval, the Closed Session ended and Regular Session resumed. The public was invited to join the Regular Session.

Chair Morris stated the president's performance evaluation and employment contract had been reviewed in Closed Session. Trustee Mattocks motioned to provide a resolution of support (attached) for President Staats, Trustee Patrick seconded the motion and the motion was unanimously approved. Trustee Whitley motioned to award President Staats fifteen (15) days (8 hrs/day) of meritorious leave to be used by June 30, 2021. Trustee Roberts seconded the motion and the motion was unanimously approved.

Chair Morris instructed Executive Assistant Ensley to prepare the letter to the NCCCS indicating completion of the review process for her signature after she and Vice Chair Whitley review the evaluation and contract changes with President Staats.

Adjournment

With no further business to be presented, Chair Morris adjourned the meeting at 3:13 pm.

Respectfully submitted:



Allison R. Morris, Chair
August 18, 2020



Raymond W. Staats, Secretary
August 18, 2020

cc 8/1/20

Instructional Update

Dr. Kathleen Gallman



COVID-19 and the Classroom

- Students, faculty, and staff must HAVE a mask
- 6 feet apart or a mask
- Smaller class sizes
- Increased instruction online
- Alternate hybrid option for Craven Early College students
- Human Resources and Health Department working together
- Internal Control Procedure, Checklists

New Programs and Initiatives

- Associate in Arts and Associate in Science in Teacher Preparation Programs
 - Proposed Spring or Fall 2021
 - CCP pathways planned for each track
- Curriculum Program Review (delayed due to COVID-19)
- TRiO Student Support Services grant renewed (2020-25)
- FRCE Apprenticeship – cohort of 20
- Improved student tracking through Aviso Retention software



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[illegible]

Craven Community College
County Funds
As of June 30, 2020 - 100% of the Year

[illegible]

Craven Community College
Institutional Funds Budget
As of June 30, 2020 - 100% of the Year

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending					-	7,861.62
00	130 Title IX/Cleary	28,581.00	21,751.97	6,829.03	76%	614.50	52,775.51
01	133 Discretionary	105,057.00	91,261.51	13,795.49	87%	82,066.29	114,577.27
01	134 Unrestricted Overhead Receipts	12,286.00	12,286.00	-	100%	9,460.83	42,951.47
01	136 Foundation	348,089.00	237,747.69	110,341.31	68%	256,611.96	370,693.91
01	137 Financial Aid Matching	12,298.00	475.67	11,822.33	4%	12,379.70	11,904.03
01	221 Applied Music	2,571.00	(75.00)	2,646.00	-3%	5,380.31	23,749.77
01	227 Extra Curricular Activities	38,756.00	20,181.00	18,575.00	52%	8,312.29	30,746.50
01	250 Curriculum-Self Supporting	23,970.00	(14.43)	23,984.43	0%	18,806.37	124,519.68
01	312 Fire College	-	-	-	0%	266.55	12,079.12
01	340 WFD-Self Supporting	885,136.00	826,097.83	59,038.17	93%	509,676.52	653,267.51
01	411 Learning Resource Center	1,190.00	-	1,190.00	0%	1,436.76	25,702.04
01	460 Customized Ind Train Support	21,028.00	15,057.19	5,970.81	72%	1,928.20	34,371.42
01	461 Small Business Support Fund	-	-	-	0%	2.78	125.67
01	610 VOLT Center	59,498.00	59,498.55	(0.55)	100%	50,136.15	87,517.83
02	131 College Work Study	96,969.00	96,968.91	0.09	100%	96,968.91	-
02	134 Restricted Overhead Receipts	78,727.00	52,698.42	26,028.58	67%	34,627.86	132,593.50
02	138 Returned Check Fee Fund	935.00	4.00	931.00	0%	912.09	20,575.99
02	220 NCSU Engineering	225,184.00	214,296.45	10,887.55	95%	48,369.69	16,711.46
02	227 ENCORE	18,224.00	18,223.95	0.05	100%	16,971.16	1,689.14
02	228 Grants -NSF SEAS/Bosch/NCCF	414,553.00	156,661.26	257,891.74	38%	162,468.81	290,688.39
02	291 Specific Fees - Lab/DE/ASC	658,252.00	529,498.44	128,753.56	80%	510,980.39	2,073,950.44
02	292 System-Wide Fees-Comp Tech	580,765.00	84,840.15	495,924.85	15%	280,838.27	2,080,495.58
02	293 Patron Fees	40,887.00	34,912.53	5,974.47	85%	31,215.95	290,485.64
02	314 Grants - Workforce Development/BS	484,998.00	267,744.07	217,253.93	55%	271,872.00	8,245.71
02	392 System-Wide Fees - WFD Comp	170.00	-	170.00	0%	245.61	9,284.13
02	521 C-Step Grant	12,500.00	7,502.37	4,997.63	60%	11,533.50	4,997.63
02	531 Professional Liability Ins	10,358.00	8,760.00	1,598.00	85%	9,194.77	29,909.69
02	532 Student Insurance	9,419.00	8,684.50	734.50	92%	9,063.70	(420.94)
02	533 Transcript Fees	49,339.00	9,193.36	40,145.64	19%	44,432.07	277,238.15

FUND PURPOSE		BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	534 TRIO/Title III Grants	791,627.00	545,162.42	246,464.58	69%	546,633.20	(26,378.50)
02	790 Orringer Hall Fund	10,672.00	-	10,672.00	0%	9,113.99	48,613.85
02	791 Public Radio East	917,770.00	1,008,893.08	(91,123.08)	110%	999,812.83	(26,341.48)
02	795 Career Fair	-	-	-	0%	12.84	581.50
02	796 Testing Centers	25,675.00	22,719.76	2,955.24	88%	15,498.34	46,723.65
02	797 Public Radio East Foundation	664,478.00	637,413.81	27,064.19	96%	617,131.79	134,651.74
02	823 SEOG	109,788.00	92,848.42	16,939.58	85%	92,848.42	-
02	824 Pell	5,000,000.00	4,559,685.67	440,314.33	91%	4,559,685.67	(76.00)
02	829 Cares Act	754,672.00	201,250.00	553,422.00	27%	201,250.00	-
02	830 NCCC Target Asst/LTHT	8,340.00	8,340.00	-	100%	8,340.00	-
02	831 Golden Leaf Scholars	31,673.00	-	31,673.00	0%	-	-
02	833 NCCG	233,847.00	233,847.00	-	100%	233,847.00	-
02	834 Teacher Assistant Sch Fund	12,515.00	10,265.00	2,250.00	82%	10,265.00	-
02	835 State Aid Scholarships	132,898.00	123,398.00	9,500.00	93%	132,898.00	9,500.00
02	840 General Scholarships	220,151.00	226,260.77	(6,109.77)	103%	215,114.64	300,812.00
02	841 Endowment/Other Scholarships	108,481.00	96,496.48	11,984.52	89%	100,186.12	3,423.64
05	710 Clearwire Distribution	3,438.00	-	3,438.00	0%	7,952.67	28,651.74
05	720 Bookstore	261,791.00	233,843.07	27,947.93	89%	193,690.50	848,067.86
05	730 Food Service	36,536.00	34,671.00	1,865.00	95%	25,568.48	13,952.14
05	740 Campus Access	82,171.00	56,172.39	25,998.61	68%	72,404.04	49,443.68
05	770 Student Activity Funds	185,570.00	162,207.35	23,362.65	87%	157,497.94	203,190.15
06	810 J. Wrenn Emergency Loan Fu	3,777.00	3,309.85	467.15	88%	1,571.45	38,771.40
07	910 Buildings & Grounds	6,039,705.00	4,917,059.65	1,122,645.35	81%	3,981,379.06	1,774,991.49
08	792 Public Radio East Endowment	-	-	-	0%	1,601.29	72,557.72
08	850 Endowments	66,981.00	59,822.12	7,158.88	89%	170,179.64	2,670,874.18
Total		19,922,296.00	16,007,922.23	3,914,373.77	80%	14,841,256.90	13,021,298.62

REQUEST FOR APPROVAL WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

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

Name	Student ID #	Term	INTUI Tuition/Registration	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	LABFB Lab Fee	LABFA Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	RETCK Return Check	STINS Student Ins	FA Overage	Total
	XXX2098	2018FA													1,596.30	1,596.30
	XXX3945	2018FA													400.23	400.23
	XXX9276	2018FA													446.59	446.59
	XXX5240	2019SU									288.21					288.21
	XXX3264	2018FA					675.20									675.20
	XXX3044	2018FA	4.58	70.00	96.00	30.00	440.64	50.00						2.80	438.31	1,132.33
	XXX1163	2018FA													703.56	703.56
	XXX9446	2018FA													438.31	438.31
	XXX9055	2018FA													778.57	778.57
	XXX6452	2019SU													360.48	360.48
	XXX3811	2018FA													2,286.00	2,286.00
	XXX8934	2018FA													881.59	881.59
	XXX9757	2019SP													637.26	637.26
	XXX0711	2018FA													1,884.31	1,884.31
	XXX3120	2018FA													385.39	385.39
	XXX1145	2018FA													1,387.92	1,387.92
	XXX9429	2018FA													749.77	749.77
	XXX3111	2018FA													180.03	180.03
	XXX9009	2018FA													973.25	973.25
	XXX7103	2018FA													1,062.85	1,062.85
	XXX3468	2018FA													736.97	736.97
	XXX7293	2018FA													351.84	351.84
	XXX7654	2018FA													729.20	729.20
	XXX3956	2018FA													679.22	679.22
	XXX1325	2018FA													556.87	556.87
	XXX6000	2018FA													759.00	759.00
	XXX0379	2019SP	114.00	8.74	12.00	3.74		12.50						0.34		151.32
	XXX2722	2018FA													1,145.06	1,145.06
	XXX2073	2018FA													1,356.63	1,356.63
	XXX2988	2019SP													1,015.73	1,015.73
																-
			118.58	78.74	108.00	33.74	1,115.84	62.50	-	-	288.21	-	-	3.14	22,921.24	24,729.99

Kisha B. Simpson
(Requested by)

Jim Millard
Vice President for Administration

Return of Title IV	\$ 24,290.46	Total Collected this period	\$ 7,152.22
MISC-Chargeback, Emergency Loan, Return check	288.21	Debt Setoff	9,233.10
Withdrew 25% Charge	151.32	Total Fees Paid to collection agency	1,450.44
	<u>\$ 24,729.99</u>		
		Net proceeds	<u>14,934.88</u>

YTD Write Offs July 2019-Jun 2020	\$ 81,909.24
Prior Year Write Offs July 2018 -Jun 2019	\$ 94,393.90
120 Days past due	\$115,009.07
Percentage of Total Accounts Receivable	10.7112%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	30-Jun	31-Mar	Variance
Local Funds	\$2,367,052.22	\$1,988,020.87	\$379,031.35
Special Funds	<u>\$9,563,966.94</u>	<u>\$9,627,990.70</u>	<u>-\$64,023.76</u>
Total	\$11,931,019.16	\$11,616,011.57	\$315,007.59

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

	30-Jun	31-Mar	Variance
STIF Interest Rate:	1.195320%	1.958860%	-0.763540%

Craven Community College Personnel Report
April 1, 2020 – June 30, 2020

New Hires	Position Title		Effective	Monthly/Annually
Mickey Tillman	WFD Coordinator I – In-Service		4/1/20	\$3,667/\$44,004
Kristi Reed	Assistant Director, Distance Learning & Professional Development		5/1/20	\$4,167/\$50,004
Nicole Mena	Director, Academic Support Center		6/1/20	\$3,834/\$46,008
Jay Eldred	Academic Advisor (Full-time Temporary)		6/2/20	\$3,467/\$41,604
Julia Howard	Financial Aid Advisor I		6/15/20	\$3,167/\$38,004
Anne Morris	Student Success Coach- Title III		6/15/20	\$3,417/\$41,004
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Matthew Humphrey	Groundskeeper (Full-time Temporary)	Groundskeeper (Full-time Regular)	4/24/20	\$2,254/\$27,048
Benjamin Roesser	Student Helpdesk Technician (Part-time Regular)	Student Helpdesk Technician (Full-time Regular)	5/1/20	\$2,254/\$27,048

Resignations/ Terminations/Retirements	Position	Effective	Reason
Kristen Proctor	Director, Academic Support Center	4/14/20	Resignation
Joseph Lee	Student Helpdesk Technician	4/30/20	Resignation
Theresa Hicks	Faculty, Criminal Justice	5/16/20	Resignation
Benjamin Roesser	Student Helpdesk Technician	5/29/20	Resignation
Vicki Feldhaus	Enrollment Services Specialist I	5/31/20	Retirement
Bethany Brake	Testing Proctor (Part-time Regular)	6/30/20	Resignation
Kevin Watson	Developmental Director- Public Radio East	6/30/20	Resignation

Craven CC Facilities Usage Report
April - June 2020

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Estimated Number of Attendees
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No facilities were leased during this quarter.

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

Craven Community College
Board of Trustees
Nominating Committee Report

Appointed Committee: Jennifer Dacey, Chair, Tabari Wallace, Brenda Wilson

Recommended Slate of Officers for 2020 – 2021 (August – August)

Allison Morris – Chair

Whit Whitley – Vice Chair

Raymond Staats – Secretary

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

Administrative Staff

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



RECEIVED
JUL 08 2020
President's Office

Administration Building
406 Craven Street
New Bern, NC 28560

Fax 252-637-0526
jveit@cravencountync.gov

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

July 2, 2020

Dr. Raymond Staats, President
Craven Community College
800 College Ct.
New Bern, North Carolina 28562

Dear Dr. Staats:

On June 15, 2020, the Craven County Board of Commissioners adopted the budget for the Fiscal Year 2020-2021. The following amount has been appropriated for the **Craven Community College**:

Current Expense	\$3,929,300
Capital Outlay	\$ 373,000
Total	\$4,302,300

The Current Expense and Capital Outlay funds will be distributed to you in twelve (12) equal monthly installments.

We look forward to working with you in this next fiscal year. If you have any questions regarding this budget appropriation, please me or Craig Warren at 636-6603.

Sincerely

A handwritten signature in blue ink that reads "Jack B. Veit III".

Jack B. Veit, III.
Craven County Manager

Enclosure

JBV:ajd
xc: Craig A. Warren

Craven Community College
Workforce Continuing Education
Accountability & Integrity Plan 2020-2023

Accountability within the NC Community College Workforce Continuing Education areas encompasses a broad range of concepts including governance, institutional values, programs, industry sectors and community partners. NC Community Colleges are mandated through the State Board of Community College Code (1B SBCCC 400.3, 1D SBCCC 300.4)) to review the programs provided to ensure the occupational training is **relevant** to the workforce, **responsive** to training needs and uses state funds **responsibly**. In addition to SBCCC requirements, colleges are responsible to a number of external agencies to document their programs and processes. These organizations include the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), state credentialing agencies and various grant entities among others.

The following document is *Craven Community College's Workforce Continuing Education Accountability and Integrity Plan*. The plan includes Workforce Development and College and Career Readiness (formally known as Basic Skills) program areas and has been developed based on a state-wide accountability model in which all NC community colleges have had some input or representation. This local plan will be monitored and reviewed at least twice per year as needed by an internal team and reviewed for approval every three (3) years by the Craven Community College Board of Trustees. *This plan replaces the former internal audit plan*. The document supports accountability as it takes into account internal control processes and best business practices while demonstrating compliance measures for state budget reporting.

The plan reflects the College's ongoing effort to:

- Review programs for relevancy and quality
- Develop goals for growth and sustainability
- Ensure state budget compliance
- Respond to demands to align programs with a broad array of governing requirements and industry needs

The accountability and integrity-planning framework provided in this plan encompasses three primary areas:

1. Governance Priorities
2. Academic Integrity/Program Accountability
3. Market Forces

For each area, goals and objectives are outlined that support the mission of both the NC Community College System and the College to foster student success through the delivery of high-quality workforce training programs.

This document lists objectives developed for Workforce Continuing Education accountability and integrity planning for 2020-2023 (effective August 15, 2020 – August 14, 2023). Additional objectives will be added and assessed as we continue to implement accountability processes and measures.

2020-2023 Objectives

- 1. Governance Priorities:** Activities that ensure credibility, establish equitable provision of services, and assure appropriate actions by staff

Goal 1: Demonstrate accountability and credibility of operational functions.

Objective 1: Develop/maintain written processes for core reporting requirements.

Goal 2: Demonstrate operational accountability for data reported for the state.

Objective 1: No material findings identified in biennial review of records.

Objective 2: Address items identified in compliance management letters.

Goal 3: Demonstrate accountability to performance aligned with state and federal agencies.

Objective 1: Pass all external credentialing agency audits and program assessments (including but not limited to DHHS, DOJ, OEMS, OSFM, Board of Barber Examiners, and NCCER).

- 2. Academic Integrity/Program Accountability:** Activities that ensure program quality, integrity and relevance

Goal 1: Students will meet specific course criteria to attain relevant license/credential or demonstrate course completion requirements.

Objective 1: Students will perform at “average college percentage” or above for similar-sized programs on NC Community College Performance Measure requirements for College and Career Readiness Student Progress (Measure #1) and WFD programs reported in Licensure and Certification Passing Rate (Measure #6).

Goal 2: Instructional programs will demonstrate relevancy, rigor, viability, and student success.

Objective 1: Utilize internal program reviews conducted for College and Career Readiness and Workforce Development to demonstrate program relevancy.

Goal 3: Faculty qualifications will support program relevancy and student success

Objective 1: College and Career Readiness faculty hold (or are progressing toward earning) National Reporting System (NRS) recognized credentials. Faculty will hold appropriate qualifications for public safety credential programs and NCCER credentials for applicable trades' classes.

3. Market Forces: Activities that align industry and workforce interests with institutional actions

Goal 1: Demonstrate development or enhancement of connections with workforce and economic development entities to leverage resources and strengths.

Objective 1: Collaborate with workforce partners on grant projects.

Goal 2: Demonstrate proactive and reactive response to industry training needs.

Objective 1: Develop training programs in response to specific businesses or industry sector needs.

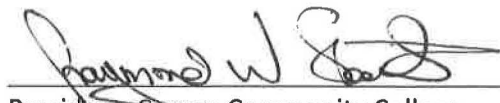
Goal 3: Demonstrate development of a quality NC workforce prepared to succeed in employment.

Objective 1: Develop training programs impacting employability of workforce.

Approved on August 18, 2020.



Chair, Craven Community College Board of Trustees



President, Craven Community College

/mbc 7-28-20

**Craven Community College
Workforce Continuing Education
Class Visitation Plan 2020-2023**

The instructor's supervisor (or a designated representative as approved by the senior WFD administrator) will make at least one class visit to fifty percent (50%) of off-campus and distance education classes and to twenty-five percent (25%) of on-campus WFD classes. The supervisor or designated representative will maintain written documentation of these visits that include the instructor's signature. Classes of 12 hours or less are excluded along with self-supporting, customized training, and community service classes.

The WFD Compliance Manager will visit a ten percent (10%) sample of randomly selected off-campus and distance education WFD classes each term with no pre-notification of these visits and will maintain written documentation of such visits.

Since it is not possible to physically visit internet classes, visitation will be conducted electronically using a system that allows the instructor's supervisor (or designee) or WFD Compliance Manager to log in and check the activity in the class. Documentation of these checks will be provided at the end of the term. If required or requested, North Carolina Community Colleges System Office compliance examiners will also have access to this system so they may do unannounced class visits.

A summary report of the class visitations from the 3 previous terms will be submitted by March 1 of each year for review at the April Board of Trustees meeting. The president or designee will maintain this documentation and ensure it is available for compliance reviews conducted by North Carolina Community College System staff. This class visitation plan is required to be reviewed and approved by the Board of Trustees every three years.

Definitions:

An "off-campus class" is defined as a class held in a location not owned or leased by the college or held in a center which is not under the supervision of a resident supervisor or director who is on-site during the entire period the instruction takes place.

A "distance education class" is a class offered through distance education technology (such as internet and telecourses) and which does not physically meet on campus for at least half of the time scheduled.

Approved on August 18, 2020.



Chair, Craven Community College Board of Trustees



President, Craven Community College

STATE OF NORTH CAROLINA

COUNTY OF CRAVEN

RESOURCE OFFICER CONTRACT

This **RESOURCE OFFICER CONTRACT** (HEREINAFTER THE "Contract"), made and entered into this the 1st day of July, 2020, by and between the BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE, a community college created and administered pursuant to Chapter 115-D of the General Statutes of North Carolina, with its principal administrative office located in New Bern, Craven, County, North Carolina (hereinafter the "College"), and the SHERIFF OF CRAVEN COUNTY, with his principal office in New Bern, Craven County, North Carolina (hereinafter the "Sheriff"), and CRAVEN COUNTY, a body politic and corporate (hereinafter the "County");

WITNESSETH:

WHEREAS, the College operates certain educational facilities and from time to time requires the presence of a law enforcement officer on its main campus and satellite campuses (collectively the "Campus"); and

WHEREAS, the College, the Sheriff, and the County have reached an understanding pursuant to which the Sheriff shall provide law enforcement and security services to the College upon certain terms and conditions.

NOW, THEREFORE, the parties do hereby agree as follows:

1. **Services**. In accordance with the terms and conditions specifically set forth herein, the Sheriff shall provide to the College two qualified full-time deputy sheriffs law enforcement officers (hereinafter the "Resource Officers"), who shall be the employees of the Sheriff and shall perform said duties as set forth in the Contract.
2. **Resource Officers**:

a. The Sheriff shall make available to the College two Resource Officers who shall provide and perform those duties set forth more specifically herein. All duties shall be performed promptly, timely, and in an acceptable and appropriate manner. The Resource Officers shall, without limitation:

- 1) Act as a law enforcement officer with the primary purpose of keeping the peace on the Campus;
- 2) Act as counselor to provide guidance to students;
- 3) Share law enforcement experiences and perspectives with various College classes; and
- 4) Perform all other duties as assigned by the College that have been pre-approved by the Sheriff.

b. The Sheriff and the College may mutually agree to have the Resource Officers undertake any related duties that are necessary to complete those duties described in Section 2.a hereof and any additional duties to which the parties hereto mutually may agree.

c. The Sheriff shall provide the Resource Officers with an appropriately marked law enforcement vehicle at no additional cost to the College.

d. The Sheriff warrants and guarantees that the Resource Officers:

- 1) Are trained properly and skilled in the performance of their duties and are licensed to perform such duties;
- 2) Are assigned primarily to the performance of the duties set forth in this Contract;
- 3) Has adequate experience, training, and education to organize, manage, and schedule his/her duties; and,
- 4) Will appear on campus in uniform while on duty.

e. The Resource Officers shall be on duty at the New Bern and Havelock Campuses forty (40) hours per week, Monday through Friday.

f. In the absence of the Resource Officers, due to sickness or any other cause, the Sheriff shall provide substitute deputy sheriffs who shall meet all of the qualifications of the Resource Officers.

g. The College shall have the right to interview any deputy sheriff under consideration for the Resource Officer position and may approve or disapprove the Sheriffs choice of the Resource Officer. The College's approval shall not be unreasonably withheld in any case. In the event the College disapproves of the Sheriffs choice, the parties hereto shall cooperate in good faith to find a mutually acceptable Resource Officer.

h. During College scheduled closings, the Sheriff may reassign the Resource Officer to other duties unrelated to this Contract only with the College's permission, which shall not be unreasonably withheld.

3. **Resource Officer Payment**

a. As consideration, the College shall pay the agreed upon annual salaries of the Resource Officers upon receipt of an invoice from the County during the term of this Contract and any extension(s) thereof for the Resource Officer's services. The College shall not be responsible for any additional amount whatsoever, whether to the Sheriff, to the County, the Resource Officers or any taxing authority; and shall not pay or withhold social security taxes, state or federal unemployment taxes, state or federal income taxes or any payment required by a federal, state, or local authority.

b. The Sheriff and the County shall be responsible for the payment of compensation and the provision of any amount including, without limitation, overtime or holiday services and shall pay or withhold, as the case may be, social security taxes, state or federal unemployment taxes, state or federal income taxes or any other tax or payment required by any federal, state or local authority with respect to any such compensation paid or benefits provided by the County to the Resource Officer.

4. **Supervision and Directions.** The Resource Officers shall perform his/her duties under this Contract under the direction of the Sheriff in consultation with the College's Vice President for Administration and the Director of Security and Emergency Management, (hereinafter the "Director"). The College shall have the right to request the Sheriff remove a Resource Officer immediately who, in the College's sole opinion, is not suitable to provide his/her duties to the College. Within one (1) working day after receipt of notice from the College that a Resource Officer is to be removed, the Sheriff shall replace the removed Resource Officer with a temporary Resource Officer while the Sheriff reviews the circumstances of the removal of the Resource Officer.

5. **Equipment and Supplies.** The College shall provide the Resource Officers with an office, telephone and short wave radio while on duty at the Campus. The Resource Officers shall be furnished keys to the buildings and offices of the Campuses, as the College may deem necessary for the Resource Officers to perform the assigned duties. The Resource Officers shall be responsible for the keys and in the event a key is misplaced or otherwise lost by the Resource Officers, the Sheriff shall notify the College immediately of such loss. The Resource Officers shall not loan keys and shall keep the same in his/her possession at all times when on duty. Final payment to the County will not be made upon termination of this Contract until after all keys issued to the Resource Officers have been returned or are accounted for. The Sheriff shall be responsible for any equipment customarily provided to a law enforcement officer employed by the Craven County Sheriff, including an automobile, at no additional expense to the College.

6. **Reports.**

a. During the term of this Contract, including any extension(s) thereof, the Sheriff shall require the Resource Officers to provide the Director with a written progress report during the first week of each month; report will include information about any special projects undertaken during the previous month, shall describe any problems with security or law enforcement on the Campus during the previous month and how the problem was resolved by the Resource Officers, and shall be in such detail and form as requested by the Director from time to time, in his sole discretion.

9. **Term.** Unless sooner terminated pursuant to Section 10, the initial term of this Contract shall commence upon execution and continue thereafter for a period of one (1) year and shall thereafter renew automatically on the Contract anniversary for periods of one (1) year each unless either party gives notice of non-renewal pursuant to Section 10.

10. **Termination.** This Contract may be terminated for cause at any time by either party, if the other party fails to cure any material breach of the Contract within thirty (30) calendar days after being notified in writing of the breach by the party terminating this Contract. This Contract may be terminated by either party without cause by giving at least ninety (90) days' advance written notice.

11. **Waiver.** The failure of the College, the Sheriff, or the County to insist upon performance of any of the terms and conditions of the Contract or the waiver by the College, the Sheriff, or the County of any breach of any of the terms and conditions of this Contract, shall not be construed as thereafter waiving any terms and conditions, but the same shall continue and remain in full force and effect as if no forbearance or waiver had occurred.

12. **Entire Contract.** This Contract constitutes the entire agreement between the College, the Sheriff, and the County with respect to the subject matter herein and supersedes all prior discussions and written and oral agreements with respect thereto.


13. **Severability.** If any of the terms, covenants, conditions, and agreements of this Contract for any reason shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any of the other terms, covenants, conditions, and agreements of this Contract, and any terms, covenants, conditions, and agreements hereof thereafter shall be construed as if such invalid, illegal, or unenforceable terms, covenants, conditions, and agreements were never contained herein.

IN WITNESS WHEREOF, the College has caused this instrument to be executed in triplicate originals in its name by its Chairperson, attested by its Secretary and its seal to be hereto affixed, all by order of its Board of Trustees first duly given; the Sheriff has caused this

instrument to be executed in its name by its Manager, attested by its Clerk to the Board and the seal to be hereto affixed, all by order of the Craven County Board of Commissioners first duly given, this the day and year first above written.

TRUSTEES OF CRAVEN COMMUNITY COLLEGE

ATTESTED BY:

By:  (SEAL)

Board of Trustees Chairperson

 (SEAL)

Secretary

SHERIFF OF CRAVEN COUNTY

By:  (SEAL)

CHIP HUGHES

CRAVEN COUNTY

ATTESTED BY:

By:  (SEAL)

JACK VEIT

Craven County Manager

 (SEAL)

Nan Holton

Clerk, Board of Commissioners

AMENDED AND RESTATED
BYLAWS
OF
THE CRAVEN COMMUNITY COLLEGE FOUNDATION, INC.
(A NONPROFIT CORPORATION)

Adopted by the Craven Community College Foundation, Inc. Board of Directors as of July 28, 2020

Approved by the Craven Community College Board of Trustees as of August 18, 2020

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BYLAWS
OF
THE CRAVEN COMMUNITY COLLEGE FOUNDATION, INC.
(A NONPROFIT CORPORATION)

ARTICLE I

Purpose, the
Board of Trustees of the College and Foundation Employees

Section 1.1 Purpose: The mission of the Corporation, subject to the limitations of the Corporation's Articles of Incorporation, is to support Craven Community College (the "College") and to foster and promote the growth, progress and general welfare of the College; to support programs, services and activities of the College which promote the mission of the College; to provide an alternative vehicle for contributions of funds to support programs, services and activities that are not funded adequately through traditional resources; to broaden the base of the College's support; to lend support and prestige to fund raising efforts in support of the College; and to communicate to the public the College's mission and responsiveness to local needs. The Corporation serves as a supporting foundation for the College with the sole purpose of supporting the College and/or its programs in accord with the College's governance structure, per Comprehensive Standards 3.2.12 and 3.2.2.4 of the Principles of Accreditation of the Commission on Colleges of the Southern Association of Colleges and Schools promulgated by the Corporation's accreditor, and consistent with the provisions of Chapter 115D of the North Carolina General Statutes and Section 501(c)(3) of the Internal Revenue Code.

Section 1.2 Board of Trustees of the College: The Board of Trustees of the College will have the exclusive authority to (1) appoint and remove directors, (2) authorize the President of the College to provide the Corporation with College employees who may serve as the Executive Director of the Corporation and other support staff, (3) approve or reject amendments to the Bylaws and (4) approve or reject the dissolution of the Corporation, but the Corporation's Board of Directors will operate with independent authority for all other matters according to the powers set forth in these Bylaws and the Corporation's Articles of Incorporation.

Section 1.3 Foundation Staffing: The Executive Director of the Corporation and all other staff supporting the Corporation's operation will be employees of the College. Such employees will be subject to all applicable policies, procedures, and regulations of the College.

ARTICLE II

Offices

Section 2.1 Principal Office: The principal office of the Corporation will be located at 800 College Court, Craven Community College, New Bern, North Carolina.

Section 2.2 Registered Office: The registered office of the Corporation required by the North Carolina Nonprofit Corporation Act to be maintained in the State of North Carolina will be the same as the principal office.

Section 2.3 Other Offices: The Corporation may have offices at such other places, either within or without the State of North Carolina, as the Board of Directors from time to time may determine, or as the affairs of the Corporation from time to time may require.

ARTICLE III

Directors

Section 3.1 General Powers: The activities and affairs of the Corporation will be managed and directed by the Board of Directors or by such Leadership Committee or other committees as the Board may establish pursuant to these Bylaws.

Section 3.2 Number, Term, and Qualifications: Not including ex-officio members, the number of directors constituting the Board of Directors will not be less than twenty (20) nor more than thirty (30), as from time to time may be fixed or changed within said minimum and maximum by the Board of Directors. Ex officio directors will not be included in calculating the maximum number of directors. Outside foundations or other funding sources may designate a person to be such entity's representative on the Board of Directors. However, such representative will be subject to election by the Board of Trustees of the College and must adhere to the Board of Director's conflicts of interest policy. Each director will hold office for a term of two (2) years or until such director's death, resignation, retirement, removal, or disqualification. No director may serve more than four (4) consecutive terms, and any director so doing will not be eligible for reappointment to the Board of Directors for at least one (1) year following the expiration of the individual's fourth term. Despite the expiration of a director's term, a director may continue to serve as such until the director's successor is elected, designated, or appointed and qualifies or there is a decrease in the number of directors.

Section 3.3 Election of Directors: The Board Development and Governance Committee of the Corporation's Board of Directors will provide the Board of Trustees of the College with a list of persons the Board Development and Governance Committee has determined are qualified to serve as directors of the Corporation. Except as provided in Section 3.5 of this Article, the directors will be elected and the number of directors for the upcoming year will be determined annually at any meeting of the Board of Trustees of the College.

Section 3.4 Removal and Resignation: Any director may be removed from office at any time with cause by a majority vote of the Board of the Trustees of the College. Any director may resign from office at any time by notifying the Corporation, orally or in writing, of such resignation and, unless otherwise specified herein, acceptance of such resignation will not be necessary to make it effective. The Board Chair will determine if an absence is an excused or unexcused absence and may deem any board member who is absent for three (3) consecutive unexcused meetings to have resigned his or her position.

Section 3.5 Vacancies: If a vacancy occurs in the Board of Directors for any reason except for a vacancy of an ex-officio director position, the Board of Directors may fill the vacancy on an interim basis. If the directors in office do not constitute a quorum of the Board, the directors may fill the vacancy by the affirmative vote of a majority of the remaining directors, or by the sole remaining director, as the case may be. The Board of Trustees of the College will replace the interim director or fill the vacancy with the director at a regular or special meeting of the Board of Trustees of the College.

A vacancy of an ex-officio director position will remain vacant until such time as a person or temporary replacement is designated to fill such position, at which time such person or temporary replacement will become a director.

Section 3.6 Compensation: The Board of Directors will not compensate directors for their services as such but may authorize the reimbursement of any out-of-pocket expenses incurred by directors in attending regular or special meetings of the Board and otherwise in handling the affairs of the Corporation.

Section 3.7 Ex-Officio Directors. The Chairman of the Board of Trustees of the College and the President of the College will be ex officio voting members of the Board of Directors and the Vice President for Administration of the College will be an ex officio nonvoting member.

Section 3.8 Foundation Director Emeritus. The Board of Trustees of Craven Community College may appoint Directors whose term has expired as Foundation Director Emeritus (non-voting) as an honorary title for a director who is retiring from service on the Foundation Board with meritorious service to the College and the Foundation. These appointments will follow Craven Community College Board Policy.

ARTICLE IV

Committees

Section 4.1 Committees of the Board: Each of the Corporation's committees will be comprised of Directors and other interested individuals and have at least three voting members. A quorum for all committees except the Leadership Committee will be established with attendance of at least three voting directors. A quorum for the Leadership Committee will be established by 50% plus one of the members appointed. Only the Directors can serve as a Chair of a Committee. The Board of Directors may establish ad hoc committees for such purposes as the Board of Directors may deem necessary and appropriate. The Corporation will have the following standing committees; provided, however, the Board of Directors may suspend any committee upon finding that the committee's work is not required and the failure of any standing committee to meet is not a violation of these Bylaws:

(a) Leadership Committee: The Leadership Committee will be comprised of the following: (1) the President (2) the Vice President/President Elect, (3) the President of the

College, (4) the chair from each of the four (4) standing committees listed in Subsections 4.1(b)-(e) of this Article and (5) the Director, whose term as President has expired, will be eligible for continued service on the Leadership Committee as Immediate Past-President. The Secretary of the Corporation will be a non-voting member of the Leadership Committee. The President and Vice President/President Elect will serve as chair and vice-chair, respectively. Subject to such restrictions and limitations as may be imposed from time to time by the Board of Directors, the Leadership Committee may exercise in its discretion the full authority of the Board of Directors in the management of the Corporation's affairs and the conduct of its business. However, the Leadership Committee will have no authority as to (i) the dissolution, merger or consolidation of the Corporation with any other entity, the amendment of the charter of the Corporation, or the sale, lease or exchange of all or substantially all the property of the Corporation, (ii) the filling of vacancies on the Board of Directors, (iii) the final adoption of any amendment or repeal of any Bylaw or the adoption of a new Bylaw, (iv) the amendment or repeal of any resolution of the Board of Directors which by its express terms will not be so amendable or repealable, or (v) fixing of compensation of the Directors or any committee of the Board of Directors. At each meeting of the Board of Directors, or from time to time between meetings of the Board of Directors, the President will report significant actions of the Leadership Committee to the Board.

(b) Budget/Audit Committee: The Budget/Audit Committee will supervise and recommend investments and expenditures of funds; present the annual budget of the Corporation for approval by the Board of Directors; review expenditures of current restricted funds on a regular basis, including a review of programs and special events held by the Corporation to ensure that such expenditures were consistent with the policies and agreements of the Corporation; and review the expenditures of unrestricted funds. The Budget/Audit Committee will supervise (1) the integrity of the Corporation's financial statements, (2) the accountant's qualifications, performance and independence, (3) the integrity of the Corporation's internal financial condition and (4) the compliance by the Corporation with legal requirements. The Budget/Audit Committee must provide an open avenue of communication among the independent accountant, management and the Board of Directors.

(c) Resource Development Committee: The Resource Development Committee will be responsible for developing and implementing a planned giving program for individuals and businesses; overseeing the campus campaign, annual fund drive, capital campaign and Business Leadership Circle; recommending real estate acquisitions, whether by gift or purchase, to the Board of Directors; and coordinating with the Budget/Audit Committee to recommend income needs and financial goals. The Resource Development Committee will also develop exceptional public relations between the College, the Corporation and the community; sponsor special events that will promote the best image of the College and Corporation; work with the Executive Director in fulfilling the duties of the committee; and, participate and promote opportunities for engagement and presentations before civic clubs and other public groups in order to promote good will with the general community

(d) Board Development and Governance Committee: The Board Development and Governance Committee will be co-chaired by the President and the Vice President/President Elect or another designee as appointed by the President and will nominate candidates for the Corporation's officers; present to the Board of Directors individuals to submit to the Board of Trustees of the College for appointment as directors; develop an orientation

program for new directors; and develop a director development program. This committee will establish a measure of performance for each Director's continued participation on the board before term renewal.

(e) Scholarship Committee: The Scholarship Committee will supervise and propose policies governing the Corporation's scholarships and other awards. The committee will raise community awareness about scholarship availability.

Section 4.2 Membership: Except for the ex-officio committee members set forth in this Section 4, each committee member will be appointed by the President and serves at the pleasure of the Board of Directors. Except as otherwise provided, each committee chairperson will be elected by the committee. The provisions of these Bylaws governing meetings, action without meeting, notice and waiver of notice, and quorum and voting requirements of the Board of Directors apply to any committees of the Board of Directors established pursuant to this Section. Committee members will serve two-year terms or until such member's death, resignation, removal, disqualification or until their term as Director expires.

Section 4.3 Responsibility of the Board of Directors: The designation of any committee of the Board of Directors and the delegation thereto of the Board's authority will not operate to relieve the Board of Directors, or any member thereof, of any responsibility imposed upon him or her by law.

Section 4.4 Other Committees: Other committees may be designated by resolution adopted by a majority of the directors present at a meeting at which a quorum is present. Such committee will have such duties and responsibilities as may be set forth in the resolution designating the committee.

ARTICLE V

Meetings of Directors

Section 5.1 Regular Meetings: The Board of Directors will provide, by resolution, the time and place, either within or without the State of North Carolina, for the holding of regular meetings.

Section 5.2 Special Meetings: Special meetings of the Board of Directors may be called by or at the request of the President or any two (2) directors. Such meetings may be held either within or without the State of North Carolina.

Section 5.3 Notice of Meetings: The Board of Directors will adopt a regular meeting schedule at the beginning of each fiscal year and each director will be notified of such schedule; thereafter regular meetings of the Board of Directors may be held without further notice. The person or persons calling a special meeting of the Board of Directors, at least five (5) days before the meeting, will give notice thereof by any usual means of communication. To be effective, such notice will specify the purpose for which the meeting is called. Any duly

convened regular or special meeting may be recessed by the Board of Directors to a later time without further notice.

Section 5.4 Special Notice Required. If the North Carolina Nonprofit Corporation Act requires a different notice for any meeting of directors, then notice must be sent pursuant to the North Carolina Nonprofit Corporation Act.

Section 5.5 Waiver of Notice: Any director may waive notice of any meeting before or after the meeting. The waiver must be in writing, signed by the director entitled to the notice, and delivered to the Corporation for inclusion in the minutes or filing with the corporate records. The attendance by a director at, or the participation of a director in, a meeting will constitute a waiver of any required notice of such meeting, unless the director, at the beginning of the meeting (or promptly upon the director's arrival thereat), objects to holding the meeting or to transacting any business at the meeting and does not thereafter vote for or assent to action taken at the meeting.

Section 5.6 Quorum: A majority of the Board of Directors in office immediately before a meeting begins will constitute a quorum for the transaction of business at any meeting of the Board of Directors.

Section 5.7 Voting and Manner of Acting: Each director will be entitled to one (1) vote on all matters that come before the Corporation. Proxy voting is prohibited. Unless a higher vote is required by the Corporation's Articles of Incorporation, these Bylaws, or the North Carolina Nonprofit Corporation Act, the act of the majority of the directors present at a meeting at which a quorum is present will be the act of the Board of Directors.

Section 5.8 Presumption of Assent: A director of the Corporation who is present at a meeting of the Board of Directors or at a meeting of any committee of the Board of Directors at which action on any corporate matter is taken will be presumed to have assented to the action taken unless (a) such director objects during the meeting to holding the meeting or to transacting any business at the meeting, or (b) such director's contrary vote is recorded in the minutes of the meeting, or (c) such director receives approval from the President to recuse himself or herself due to a conflict of interest that prevents voting. Such conflict of interest will be disclosed to the Board of Directors.

Section 5.9 Action by Directors Without Meeting: Action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting if the action is taken by all members of the Board of Directors and evidenced by one or more written consents signed by each director before such action, describing the action to be taken, and delivered to the Secretary of the Corporation for inclusion in the minutes or filing with the corporate records. To the extent allowed by the North Carolina Nonprofit Corporation Act, a director's consent to action taken without meeting may be in electronic form and delivered by electronic means.

Section 5.10 Participation in Meetings: Members of the Board of Directors may participate in a meeting of such Board through the use of any means of communication, including email, as long as all participating directors may simultaneously hear each other during

the meeting. Participation in a meeting pursuant to this Section 5.10 will constitute presence in person at such meeting.

Section 5.11 Attendance at Meetings: The Board Chair will determine if an absence is an excused or unexcused absence and may deem any board member who is absent for three (3) consecutive unexcused meetings to have resigned his or her position.

ARTICLE VI

Officers

Section 6.1 Number: The officers of the Corporation will consist of a President, a Vice President/President Elect, Secretary, and Treasurer and other officers as the Board of Directors from time to time may elect. No two (2) or more offices may be held by the same person.

Section 6.2 Election and Term: Except for the Secretary and Treasurer, all officers of the Corporation will be elected by the Corporation's Board of Directors. The Board of Directors may consider candidates nominated by the Board Development and Governance Committee. Such elections may be held at any regular or special meeting of the Board. Each officer will hold office for a term of two (2) years or until such officer's death, resignation, retirement, removal, or disqualification, or until the election and qualification of such officer's successor. Officers may serve an unlimited number of terms if duly elected thereto.

Section 6.3 Removal and Resignation: Any officer or agent other than the President may be removed by the Board of Directors at any time with or without cause; but such removal will be without prejudice to the contract rights, if any, of the person so removed. An officer may resign at any time by notifying the Corporation, orally or in writing, of such resignation. A resignation will be effective upon receipt by the Corporation unless it specifies in writing a later effective date. In the event a resignation so specifies a later effective date, the later resignation date will be effective unless the Board of Directors by resolution determines that the resignation is effective upon receipt regardless of any later resignation date. An officer's resignation does not affect the Corporation's contract rights, if any, with such officer. Vacancies of an officer position resulting from removal, resignation, death, or any other reason will be filled by the Board of Directors.

Section 6.4 Compensation: The Board of Directors will not compensate directors for their services as such but may authorize the reimbursement of any out-of-pocket expenses incurred by directors in handling the affairs of the Corporation as its officers.

Section 6.5 President: The President will provide leadership and preside at meetings of the Board of Directors. In general, the President will perform all duties incident to the office of a president and such other duties as from time to time may be assigned by the Board of Directors. Upon expiration of the President's term of office, this Director will serve as Immediate Past President, who is as an ex-officio voting Director and member of the Executive Committee, for 2 years. This appointment will override the term limit as set forth in Section 3.2

Section 6.6 Vice President/President Elect: In the absence of the President or in the event of the President's death, resignation, removal, inability, or refusal to act, the Vice President/President Elect will perform the duties of the President, and when so acting will have all the powers of and be subject to all the restrictions upon the President. The Vice President/President Elect will perform such other duties as from time to time may be assigned by the President or by the Board of Directors.

Section 6.7 Secretary: The Executive Director of the Corporation will serve as the Secretary. The Secretary will keep accurate records of the acts and proceedings of all meetings of directors. The Secretary will give all notices required by law and by these Bylaws. The Secretary will have general charge of the corporate books and records and of the corporate seal, and will affix the corporate seal to any lawfully executed instrument requiring it. The Secretary will keep all records required by law at the principal office of the Corporation. The Secretary will sign such instruments as may require the Secretary's signature. In general, the Secretary will perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the President or by the Board of Directors.

Section 6.8 Treasurer: The Treasurer will be the Craven Community College Vice President for Administration. The Treasurer will have custody of all funds and securities belonging to the Corporation and will receive, deposit, or disburse the same under the direction of the Board of Directors. The Treasurer will maintain appropriate accounting records as may be required by law. In general, the Treasurer will perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or by the Board of Directors.

ARTICLE VII

Contracts, Loans, Checks, and Deposits

Section 7.1 Contracts: Consistent with the purposes of the Corporation as set forth in the Corporation's Articles of Incorporation, the Board of Directors may authorize any officer or officers or any agent or agents, to enter into any contract or to execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. The Board of Directors may enter into employment contracts on such terms and conditions, as the Board deems necessary or desirable.

Section 7.2 Loans: No loans will be contracted on behalf of the Corporation and no evidences of indebtedness will be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or specific in nature and scope. Notwithstanding the foregoing, no loan, guaranty, or other form of security will be made or provided by the Corporation to or for the benefit of any of its directors, officers or employees.

Section 7.3 Checks and Drafts: All checks, drafts or other orders for the payment of money issued in the name of the Corporation will be signed by such officer or officers or such

agent or agents of the Corporation and in such manner as from time to time will be determined by resolution of the Board of Directors.

Section 7.4 Deposits: All funds of the Corporation not otherwise employed from time to time will be deposited to the credit of the Corporation in such depositories, as the Board of Directors will direct.

ARTICLE VIII

General Provisions

Section 8.1 Seal: The corporate seal of the Corporation will consist of two concentric circles between which is the name of the Corporation and in the center of which is inscribed SEAL; and such seal, in the form approved and adopted by the Board of Directors, will be the corporate seal of the Corporation.

Section 8.2 Amendments: Upon approval by the Board of Directors, the President will propose amended or new bylaws to the Board of Trustees of the College. The Board of Trustees of the College may approve or reject the proposed amendments or new bylaws. The Corporation will provide at least five (5) days written notice of any meeting of its Board of Directors at which an amendment to the Bylaws is to be voted upon; such notice will state that the purpose, or one of the purposes, of the meeting is to consider a proposed amendment to the Bylaws; and such notice will contain or be accompanied by a copy or summary of the amendment or state the general nature of the amendment.

Section 8.3 Fiscal Year: The fiscal year of the Corporation will be the same as the fiscal year used by the College.

ARTICLE IX

Indemnification

The Corporation will indemnify, to the fullest extent permitted by law and this Article, any person who is or was a party or is threatened to be made a party to any threatened, pending, or completed action, suit, or proceeding (and any appeal therein), whether civil, criminal, administrative, arbitrative, or investigative and whether brought by or on behalf of the Corporation, by reason of the fact that such person is or was a director or officer of the Corporation, or is or was serving at the request of the Corporation as a director, officer, partner, trustee, employee, or agent of another Corporation, partnership, joint venture, trust, or other enterprise or as a trustee or administrator under an employee benefit plan, or arising out of such party's activities in any of the foregoing capacities, against all liability and litigation expense, including reasonable attorney fees; provided, however, that the Corporation will not indemnify any such person against liability or expense incurred on account of such person's activities which were at the time taken known or believed by such person to be clearly in conflict with the best interests of the Corporation or if such person received an improper personal benefit from such activities. The Corporation likewise will indemnify any such person for all reasonable costs and expenses (including attorney fees) incurred by such person in connection with the enforcement of such person's right to indemnification granted herein.

The Corporation will pay all expenses incurred by any claimant hereunder in defending a civil or criminal action, suit, or proceeding as set forth above in advance of the final disposition of such action, suit, or proceeding upon receipt of and undertaking by or on behalf of such claimant to repay such amount unless it ultimately will be determined that such claimant is entitled to be indemnified by the Corporation against such expenses.

The Board of Directors of the Corporation will take all such action as may be necessary and appropriate to authorize the Corporation to pay the indemnification required by this Bylaw, including without limitation, a determination by a majority vote of disinterested directors (i) that the activities giving rise to the liability or expense for which indemnification is requested were not, at the time taken, known or believed by the person requesting indemnification to be clearly in conflict with the best interests of the Corporation, and (ii) that the person requesting indemnification did not receive an improper personal benefit from the activities giving rise to the liability or expense for which indemnification is requested.

Any person who at any time after the adoption of this Bylaw serves or has served in any of the aforesaid capacities for or on behalf of the Corporation will be deemed to be doing or to have done so in reliance upon, and as consideration for, the right of indemnification provided herein. Such right will inure to the benefit of the legal representatives of any such person and will not be exclusive of any other rights to which such person may be entitled apart from the provision of these Bylaws.

**Program Approval Procedure Associate in Arts in Teacher Preparation (AATP) (A1010T) and
Associate in Science in Teacher Preparation (ASTP) (A1040T)**

Community colleges must receive State Board approval to offer the Associate in Arts in Teacher Preparation (AATP) (A1010T) and Associate in Science in Teacher Preparation (ASTP) (A1040T) degree. The following items should be submitted to the System Office in order to initiate the approval process by the System President:

1. Letter of request from the President of the College indicating the proposed effective term
2. Copy of the proposed program of study which is compliance with the curriculum standard
3. Copy of the minutes from the Board of Trustees meeting(s) where the proposed program was discussed and approved
4. The following certification which is signed by the college President and Board of Trustees chair

AATP/ASTP Program Certification

Please indicate (by checking) the program(s) that your college would like to offer:

Associate in Arts in Teacher Preparation (AATP) (A1010T)



Associate in Science in Teacher Preparation (ASTP) (A1040T)



Please indicate requested effective term:

Fall: ☒

Spring: ☐

Summer: ☐

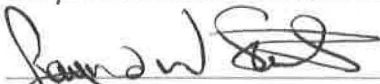
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The AATP/ASTP curriculum program will enhance the workforce of North Carolina and will provide educational and training opportunities consistent with the mission of the college.

Craven Community College

(Community College Name)

has assessed the need for this program and the facilities and resources required to maintain a viable program and certifies that the college can operate this program efficiently and effectively within the facilities and resources available to the college. We have evidence of sufficient student demand to offer the program and will provide master's credentialed faculty for each course provided under the AATP/ASTP degree.



Signature, President of College

8/18/20

Date



Signature, Board of Trustees Chair

8/18/20

Date

5. Once a college receives a letter of approval for the proposed addition, the college should enter the program of study (POS) electronically. Approval of the electronic POS must be received prior to implementation of the program.

Please email completed AATP/ASTP application materials to:

Dr. Lisa Eads, Director of Academic Programs

eadsl@nccommunitycolleges.edu

College Transfer Information and Approval Procedures

Editorial Revision 05/20/20

**Associate in Arts
in
Teacher Preparation (A1010T)
Curriculum Standard**

Effective Term:
Fall 2020

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

GENERAL EDUCATION (45 SHC)

The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT

(All Universal General Education Transfer Component courses will transfer for equivalency credit.)

English Composition (6 SHC)

The following two English composition courses are required.

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Select three courses from the following from at least two different disciplines (9 SHC)

Communications

COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)

Humanities/Fine Arts

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences

Select two courses from the following from at least two different disciplines (6 SHC):

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Math (3-4 SHC)

Select one course from the following:

MAT 143	Quantitative Literacy	(3 SHC)
MAT 152	Statistical Methods I	(4 SHC)
MAT 171	Pre-calculus Algebra	(4 SHC)

Natural Sciences (4 SHC)

Select 4 SHC from the following course(s):

AST 111	Descriptive Astronomy (3 SHC)	and	AST 111A Descriptive Astronomy Lab (1SHC)
AST 151	General Astronomy I (3 SHC)	and	AST 151A General Astronomy Lab I (1SHC)
BIO 110	Principles of Biology		(4 SHC)
BIO 111	General Biology I		(4 SHC)
CHM 151	General Chemistry I		(4 SHC)
GEL 111	Introductory Geology		(4 SHC)
PHY 110	Conceptual Physics (3 SHC)	and	PHY 110A Conceptual Physics Lab (1 SHC)

ADDITIONAL GENERAL EDUCATION HOURS (17-18 SHC)**Other Required General Education (3 SHC)**

The following course is required:

SOC 225	Social Diversity	(3 SHC)
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An additional 14-15 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. *Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

Total General Education Hours Required: 45

OTHER REQUIRED HOURS (15 SHC)**Education (14 SHC)**

The following courses are required:

EDU 187	Teaching and Learning for All*	(4 SHC)
EDU 216	Foundations of Education	(3 SHC)
EDU 279	Literacy Development and Instruction	(4 SHC)
EDU 250	Teacher Licensure Preparation	(3 SHC)

**Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

Academic Transition (1 SHC)

The following course is required:

ACA 122	College Transfer Success	(1 SHC)
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****One semester hour of credit may be included in a 61 SHC associate in arts program of study. The transfer of this hour is not guaranteed.***

Total Semester Hours Credit (SHC) in Program: 60-61*

**Associate in Science
in
Teacher Preparation (A1040T)
Curriculum Standard**

Effective Term:
Fall 2020

The Associate in Science in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

GENERAL EDUCATION (45 SHC)

The general education common course pathway includes study in the areas of English composition; humanities and fine arts; social and behavioral sciences; natural sciences and mathematics.

UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT

(All Universal General Education Transfer Component courses will transfer for equivalency credit.)

English Composition (6 SHC)

The following two English composition courses are required.

ENG 111	Writing & Inquiry	(3 SHC)
ENG 112	Writing/Research in the Disciplines	(3 SHC)

Select two courses from the following from at least two different disciplines (6 SHC)

Communications

COM 120	Introduction to Interpersonal Communication	(3 SHC) or
COM 231	Public Speaking	(3 SHC)

Humanities/Fine Arts

ART 111	Art Appreciation	(3 SHC)
ART 114	Art History Survey I	(3 SHC)
ART 115	Art History Survey II	(3 SHC)
DRA 111	Theatre Appreciation	(3 SHC)
ENG 231	American Literature I	(3 SHC)
ENG 232	American Literature II	(3 SHC)
ENG 241	British Literature I	(3 SHC)
ENG 242	British Literature II	(3 SHC)
MUS 110	Music Appreciation	(3 SHC)
MUS 112	Introduction to Jazz	(3 SHC)
PHI 215	Philosophical Issues	(3 SHC)
PHI 240	Introduction to Ethics	(3 SHC)

Social/Behavioral Sciences (3 SHC)*Select one course:*

ECO 251	Principles of Microeconomics	(3 SHC)
ECO 252	Principles of Macroeconomics	(3 SHC)
HIS 111	World Civilizations I	(3 SHC)
HIS 112	World Civilizations II	(3 SHC)
HIS 131	American History I	(3 SHC)
HIS 132	American History II	(3 SHC)
POL 120	American Government	(3 SHC)
PSY 150	General Psychology	(3 SHC)
SOC 210	Introduction to Sociology	(3 SHC)

Math (8 SHC)*Select two courses from the following:*

MAT 171	Precalculus Algebra	(4 SHC)
MAT 172	Pre-calculus Trigonometry	(4 SHC)
MAT 263	Brief Calculus	(4 SHC)
MAT 271	Calculus I	(4 SHC)
MAT 272	Calculus II	(4 SHC)

Natural Sciences (8 SHC)*Select 8 SHC from the following course(s):*

AST 151 General Astronomy I (3 SHC)	and	AST 151A General Astronomy Lab I (1SHC)
BIO 110 Principles of Biology		(4 SHC)
BIO 111 General Biology I (4 SHC)	and	BIO 112 General Biology II (4 SHC)
CHM 151 General Chemistry I (4 SHC)	and	CHM 152 General Chemistry II (4 SHC)
GEL 111 Introductory Geology		(4 SHC)
PHY 110 Conceptual Physics (3 SHC)	and	PHY 110A Conceptual Physics Lab (1 SHC)
PHY 151 College Physics I (4 SHC)	and	PHY 152 College Physics II (4 SHC)
PHY 251 General Physics I (4 SHC)	and	PHY 252 General Physics II (4 SHC)

ADDITIONAL GENERAL EDUCATION HOURS (14-15 SHC)**Other Required General Education (3 SHC)***The following course is required:*

SOC 225	Social Diversity	(3 SHC)
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An additional 11-12 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. *Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

Total General Education Hours Required: 45

OTHER REQUIRED HOURS (15 SHC)**Education (14 SHC)**

The following courses are required:

EDU 187	Teaching and Learning for All*	(4 SHC)
EDU 216	Foundations of Education	(3 SHC)
EDU 279	Literacy Development and Instruction	(4 SHC)
EDU 250	Teacher Licensure Preparation	(3 SHC)

**Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a B or better may substitute that course for EDU 187 Teaching and Learning for All.*

Academic Transition (1 SHC)

The following course is required:

ACA 122 College Transfer Success	(1 SHC)
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****One semester hour of credit may be included in a 61 SHC associate in science program of study. The transfer of this hour is not guaranteed.***

Total Semester Hours Credit (SHC) in Program: 60-61*

CRAVEN COMMUNITY COLLEGE Foundation

August 2020

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

The Foundation Board elected new officers during the July 28, 2020 meeting. As the newly elected President, I am excited to take this leadership role and with the support of the many talented and hardworking members of the Board, I look forward to an exciting two years of helping students of Craven Community College meet their educational goals. Anne Schout was elected Vice President/President Elect.

The Foundation ended fiscal year 2020 strong considering the difficulties in fundraising in the 4th quarter due to COVID-19. Financially, we ended the fiscal year with an increase in our cash balance of \$8,566. Funding for the year included \$94,636 from the combined Campus and Community Campaigns. In addition, The Harold H. Bate Foundation awarded a grant of \$110,000, which was a 10% increase over the previous year.

\$36,100 in sponsorships from the cancelled Community Fabric Awards were converted into a newly created COVID-19 Student Relief Fund and these funds were distributed to 56 students to assist with tuition, fees and books; as well as for financial assistance for food, utilities and housing costs. The Lifetime Learning Center had to cancel planned trips and events in the fourth quarter. It is anticipated that the Lifetime Learning Center will finish the year with a slight positive cash flow once final accounting journal entries are made. The Neuse River Bridge Run was cancelled due to the COVID-19 pandemic. This resulted in a loss of approximately \$7,000 in anticipated income.

Our endowment portfolio grew by \$104,805. The endowment portfolio took a hit in the market downturn in February and March, but regained a large part of those losses in the 4th quarter ending the year with a net gain on investments of \$129,026. The Fund Balance of the Foundation increased by \$117,335, with a closing balance of \$3,333,126. \$28,547 was transferred into the reserve account.

The Craven CC Foundation Board approved a motion to transfer \$50,000 from the reserve account for the proposed Law Enforcement Training Simulator.

In terms of scholarship funds awarded for the 2020 academic year, we provided students with \$284,417 in financial assistance. In addition the Foundation has received 3 airplanes on behalf of the College for the Aviation Programs. These include a Cessna 421-C, an EAA Biplane and most recently an Aerostar 600A. These airplanes are a tremendous asset for the College's Aviation Programs.



W. David McFadyen, Jr. President
Craven Community College Foundation Board of Directors