

REVISED AGENDA

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
AUGUST 20, 2019**

5:30 pm – Meeting in the Ward Boardroom, New Bern Campus

- | | | |
|-------|---|------------------------------|
| I. | Call to Order | <i>Bill Taylor, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption | <i>Bill Taylor</i> |
| | (3) Conflict of Interest Declaration | <i>Bill Taylor</i> |
| | (4) Public Comment | <i>Bill Taylor</i> |
| | (5) Recognition and Appreciation of Service | <i>Ray Staats</i> |
| | a. Cora Chadwick (2015-2019) | |
| | b. Bill Taylor (Chair, 2017-2019) | |
| | (6) Statement of Economic Interest Evaluation and Oath of Office | <i>Cindy Ensley</i> |
| | a. Ervin Patrick (newly appointed by the County Commissioners, 2019-23) | |
| | b. Tabari Wallace (newly appointed by The Governor, 2019-23) | |
| III. | Consent Agenda (<i>motion</i>) | <i>Bill Taylor</i> |
| | (1) Approve Board of Trustees Meeting Minutes (June 12, 2019) | |
| IV. | Curriculum Report (<i>info</i>) | <i>Kathleen Gallman, VP</i> |
| V. | Spring Administrative and Curriculum Program Reviews (<i>info</i>) | <i>Kathleen Gallman</i> |
| VI. | Financial Reports | |
| | a. Year-End Review 4 th Quarter 2018-19 (<i>motion</i>) | <i>Jim Millard, VP</i> |
| VII. | Personnel Report 4 th Quarter 2018-19 (<i>info</i>) | <i>Jim Millard</i> |
| VIII. | Facilities (<i>info</i>) | <i>Jim Millard</i> |
| | (1) Facilities Update | |
| | (2) Facilities Usage Report 4 th Quarter 2018-19 | |
| IX. | Old Business | |
| | (1) Election of Officers (<i>motion</i>) | <i>Bill Taylor</i> |

- (2) Accreditation Actions (*info*) *Kathleen Gallman*
- X. New Business
- (1) Review Board Policy 1.9 Evaluation of the President (*info*)(*approval in Sept*) *Ray Staats*
 - (2) Student Fee Changes (*motion*) *Jim Millard*
- XI. Reports
- (1) President *Ray Staats*
 - (2) Attorney *Jamie Norment*
 - (3) Chair *Bill Taylor*
 - (4) Foundation President *Jeff Williams*
- XII. Transfer of the Gavel *Bill Taylor*
- XIII. Adjournment

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

August 20, 2019

Mr. Steve Cella

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Ervin Patrick

Mr. Kevin Roberts

Ms. Robin Schaefer

Mr. Bill Taylor

Mr. Tabari Wallace

Mr. Whit Whitley

Ms. Brenda Wilson

Ms. Grace Beauchamp, Student Trustee (ex officio)

Mr. Jeff Williams, CCC Foundation President (ex officio)

Agenda Review/Conflict of Interest Declarations

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

Board of Commissioners
George S. Liner, Chairman
Thomas F. Mark, Vice-Chairman
Denny Bucher
Jason R. Jones
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



Administration Building
406 Craven Street
New Bern, NC 28560
Fax 252-637-0526
manager@cravencountync.gov

RECEIVED
JUN 13 2019
President's Office

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

June 6, 2019

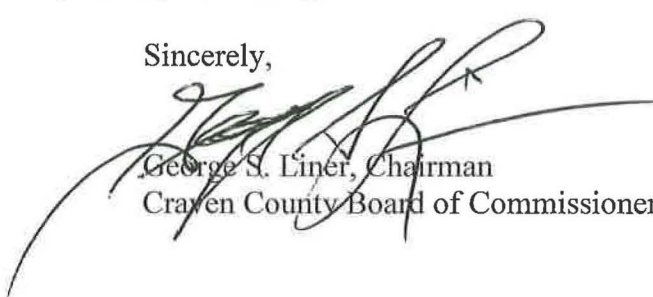
Mr. Ervin Patrick
106 Kit Court
New Bern, NC 28562

Dear Mr. Patrick:

The Craven County Board of Commissioners, while meeting in regular session on Monday, June 3, 2019 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,



George S. Liner, Chairman
Craven County Board of Commissioners

GSL:ajj

cc: Dr. Raymond Staats



STATE ETHICS COMMISSION

POST OFFICE BOX 27685

RALEIGH, NC 27611

PHONE: 919-814-3600

Via Email

July 23, 2019

George S. Liner, Chairman
Craven County Board of Commissioners
406 Craven Street
New Bern, North Carolina 28560-4971

**Re: Evaluation of Statement of Economic Interest Filed by Dr. Ervin D. Patrick
Appointee to the Craven Community College Board of Trustees**

Dear Chairman Liner:

Our office has received **Dr. Ervin D. Patrick's** 2019 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 or the likelihood for a conflict of interest.

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

George S. Liner, Chairman
July 23, 2019
Page 2 of 2

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).

Dr. Patrick fills the role of a member chosen by the Craven County Board of Commissioners. He is the director of human resources for the Craven County Schools.

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,



Mary Roerden, SEI Unit
State Ethics Commission

cc: Dr. Ervin D. Patrick
Cindy Ensley, Ethics Liaison
Attachment: Ethics Education Guide

OATH OF OFFICE
BOARD OF TRUSTEES
CRAVEN COMMUNITY COLLEGE

I, *Ervin Patrick*, do solemnly swear that I will support the Constitution of the United States.

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

I, *Ervin Patrick*, do solemnly swear that I will well and truly execute the duties of my office as a member of the Board of Trustees of Craven Community College according to the best of my skill and ability, according to law, so help me, God.

Ervin D. Patrick

Signature, Ervin Patrick

Sworn to and subscribed before me,
this the 20th day of August, 2019.

Cynthia G. Ensley

Cynthia G. Ensley, Notary

Craven County, North Carolina

My commission expires: September 15, 2023





STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR

ROY COOPER
GOVERNOR

July 1, 2019

Mr. Tabari A. Wallace
1809 Garden Street
New Bern, North Carolina 28560

Dear Tabari:

I am pleased to appoint you to serve as a member of the Craven Community College Board of Trustees. Pursuant to N.C. Gen. Stat. § 115D-12, your appointment is effective immediately. Your term will expire on June 30, 2023.

Your board or commission is covered by the State Ethics Act. As a result, you must participate in ethics training within six months of your appointment and every two years thereafter, and you will be required to file a Statement of Economic Interest by April 15 of each year.

I am grateful for your willingness to serve the people of North Carolina. Your leadership and commitment to this Commission are key to our efforts to strengthen our communities and improve the quality of life for our people.

Please read the enclosed instructions carefully so that we may complete the appointment process. If you have any questions or need additional information, please contact the Office of Boards and Commissions at (919) 814-2077.

With kind regards, I am

Very truly yours,

A handwritten signature in black ink that reads "Roy Cooper".

Roy Cooper

cc: Dr. Raymond Staats



STATE ETHICS COMMISSION

POST OFFICE BOX 27685

RALEIGH, NC 27611

PHONE: 919-814-3600

Via Email

May 7, 2019

The Honorable Roy A. Cooper III
Governor of North Carolina
20301 Mail Service Center
Raleigh, North Carolina 27699-0301

**Re: Evaluation of Statement of Economic Interest Filed by Mr. Tabari A. Wallace
Prospective Appointee to the Craven Community College Board of Trustees**

Dear Governor Cooper:

Our office has received **Mr. Tabari A. Wallace's** 2019 Statement of Economic Interest as a prospective 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 or the likelihood for a conflict of interest.

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

The Honorable Roy A. Cooper III
May 7, 2019
Page 2 of 2

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).

Mr. Wallace would fill the role of an at-large member on the Board. He is the principal for Craven County Schools' West Craven High School and serves on the Teaching Fellows Commission.

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,



Mary Roerden, SEI Unit
State Ethics Commission

cc: Tabari A. Wallace
Attachment: Ethics Education Guide

OATH OF OFFICE
BOARD OF TRUSTEES
CRAVEN COMMUNITY COLLEGE

I, *Tabari Wallace*, do solemnly swear that I will support the Constitution of the United States.

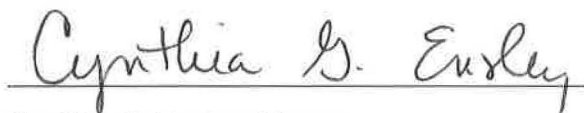
I, *Tabari Wallace*, do solemnly swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution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

I, *Tabari Wallace*, do solemnly swear that I will well and truly execute the duties of my office as a member of the Board of Trustees of Craven Community College according to the best of my skill and ability, according to law, so help me, God.



Signature, Tabari Wallace

Sworn to and subscribed before me,
this the 20th day of August, 2019.



Cynthia G. Ensley, Notary

Craven County, North Carolina

My commission expires: September 15, 2023



CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
JUNE 12, 2019

The Craven Community College Board of Trustees met on Wednesday, June 12, 2019, in the conference room at Persimmons Restaurant, in New Bern, with Board Chair Bill Taylor presiding. The meeting was called to order at 1:00 pm.

Roll Call

President Raymond Staats called the roll.

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

Voting members absent were: Ms. Cora Chadwick

Ex Officio members absent were: Ms. Stevie Gaskins, SGA President; Mr. Jeff Williams, CCC Foundation Board President

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

Chair Taylor declared a quorum present for the meeting.

Agenda Review and Adoption

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

Conflict of Interest Declaration

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

Public Comment

Chair Taylor called for public comment and none was expressed.

2019 SEI Filings

Executive Assistant Ensley reported that all Statements of Economic Interest had been filed.

Consent Agenda

Trustee Roberts motioned to accept the minutes (attached) of the April 16, 2019 meeting as presented and the resolution of support for President Staats' 2018-2019 job performance; Trustee Knight seconded the motion and the motion passed unanimously.

Summer Enrollment

VP Gery Boucher reported the comparisons between summer enrollment data for 2017, 2018 and 2019 for both curriculum and workforce development (report attached).

Financial Reports

Fiscal Year 2018-2019 3rd Quarter Financial Report: VP Millard presented reports for the period January – March 2019 (attached). Trustee Whitley motioned to accept the reports as presented; Trustee Roberts seconded the motion and the motion passed unanimously.

Write-Offs and Uncollectable Accounts: VP Millard highlighted the report (attached). Trustee Knight motioned to accept the report as presented; Trustee Mattocks seconded the motion and the motion passed unanimously.

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

Personnel Report

For informational purposes, VP Millard reviewed the Personnel Report for January – March 2019 (attached).

Facilities Report

Quarterly Usage Report (January-March 2019): VP Millard reviewed the Facilities Usage Report for January – March 2019 (attached) for informational purposes.

Old Business

Nominating Committee's Recommended Slate of Officers 2019-20: Trustee Mattocks reported on behalf of the committee (Carol Mattocks, Whit Whitley, and Ron Knight) the following recommended slate of officers for 2019-2020:

Chair – Allison Morris
Vice Chair – Whit Whitley
Secretary – Ray Staats

Trustee Roberts motioned to approve the recommendation as presented; Trustee Schaefer seconded the motion and the motion passed unanimously. Chair Taylor thanked the committee for their work and announced the election and seating of officers would occur at the August meeting as required by North Carolina General Statute Chapter 115D-18.

BP 5.6 Foreign National Compliance Policy: Trustee Schaefer motioned to approve the new policy as presented at the last board meeting for review. Trustee Knight seconded the motion and the motion passed unanimously. President Staats stated the accompanying procedure and internal control process would follow.

Accreditation Action – Physical Therapist Assistant Program: For informational purposes, VP Gallman informed the Board of CAPTE's (Commission on Accreditation in Physical Therapy Education) decision to remove the program from warning status and continue accreditation status with the next self-study report and on-site visit in Spring 2026. No interim reports will be required.

Summary of Board's Self-Evaluation: Chair Taylor reported the Board had reviewed the compiled results of the Board's annual self-evaluation during the annual retreat.

New Business

Approve Barker Hall First Stop Supplemental Agreement to JKF Architecture: Chair Taylor explained the reason for the increased cost of \$18,964 (attached). President Staats stated the project remains slightly under budget overall. Trustee Schafer motioned to approve the agreement; Trustee Mattocks seconded the motion and the motion passed unanimously.

Approve General Contractor for IAT (Institute of Aeronautical Technology) Roof Repair: VP Millard reviewed the recommendation of the architect, MBF Architects PA, naming FASCO, Inc. as the low bidder at \$264,972 (attached). Trustee Schaefer motioned to award the bid to FASCO, Inc.; Trustee Wilson seconded the motion and the motion passed unanimously.

Approve Fiscal Year 2019-2020 Continuing Budget Resolution: President Staats presented the continuing budget resolution and explained the necessity of Board approval (attached). Trustee Roberts motioned to approve the resolution as presented; Trustee Knight seconded the motion and the motion passed unanimously.

Receive 2019-2020 Board Meeting Schedule: Chair Taylor presented the 2019-2020 Board meeting schedule (attached) for informational purposes.

Recognition and Appreciation of Service: President Staats presented Trustee Ken Crow with a plaque of appreciation for his service as a Trustee from 2011-2019.

Reports

President: President Staats reported on the 52nd commencement exercise, Hurricane Florence relief grant money, the apprenticeship program with Fleet Readiness Center-East for the maintenance of F-35 aircraft, and the soft opening of the VOLT Workforce Development Training Center. He also gave a brief update on the financial status of Public Radio East (PRE), noting a planned balanced budget for fiscal year 2019-2020.

Attorney: No report.

Chair: No report.

Craven Community College
Board of Trustees Meeting Minutes
June 12, 2019
Page Five

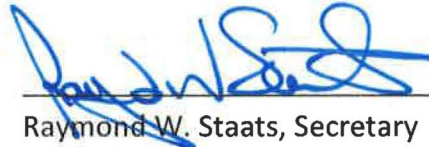
Adjournment

With no further business to be presented, Chair Taylor adjourned the meeting at 2:18 pm.

Respectfully submitted:



William W. Taylor, Chair
August 20, 2019



Raymond W. Staats, Secretary
August 20, 2019

ce 7/2/19

2018-19 ADMINISTRATIVE PROGRAM REVIEW SNAPSHOT

Department	Strengths	Recommendations
<p style="text-align: center;">Center for Teaching & Learning / Distance Learning</p>	<ol style="list-style-type: none"> 1. The CORD program and the number of high-quality online courses it is producing 2. Development of the Hybrid and Online Teacher Training (HOTT) course to promote effective online teaching practices at Craven CC 3. Ongoing efforts with ADA Compliance 4. Extensive trainings and professional development opportunities offered through the CTL 	<ul style="list-style-type: none"> ➤ Find ways to improve the quality of more online courses—i.e. developing an online teacher training, creating a checklist used to assess online courses, etc. ➤ Collaborate with IE to develop needs assessment to gauge interests/needs of faculty/staff regarding PD. ➤ Focus on quality, rather than quantity, of PD offerings through the CTL; expand where/when offered. ➤ Require online/hybrid students to complete DL Orientation (to increase students' likelihood of success).
<p style="text-align: center;">Financial Services</p>	<ol style="list-style-type: none"> 1. Ongoing efforts to streamline and facilitate more efficient, user-friendly processes 2. A long run of clean audits from the State Auditor 3. The Committee applauds the department and its leadership for its work with the tremendous amount of reporting required by both the state and federal government. 	<ul style="list-style-type: none"> ➤ Continue to analyze internal processes to find perfect balance between regulatory compliance and user-friendly processes. ➤ Have information sessions and workshops to aid individuals' understanding of the office and its various functions. ➤ Maintain commitment to open communication/transparency with offices across campus.
<p style="text-align: center;">Havelock / Cherry Point Campus</p>	<ol style="list-style-type: none"> 1. Cross-collaboration and excellent use of available resources—the Havelock campus is commended for its abilities to serve students' various needs with a "lean staff" 2. Establishing the new Aviation Management & Career Pilot program, which begins Fall 2019 3. Making strong, ongoing efforts to serve our military student population 4. Utilizing Starfish, an early alert tool, to improve student retention and better serve students 	<ul style="list-style-type: none"> ➤ Resources/funding for FT faculty member who will guide the Aviation Management program to ensure its success ➤ Continue to find ways to boost enrollment (i.e. work with K-12 partners to boost CCP, think of new programs to offer, strategic scheduling of classes, etc.). ➤ In the near future, some positions to consider to help overall functions of Havelock: (1) FT advisor, (1) FT IT position, and perhaps (1) PT security position (so there is 100% coverage at all times classes are in session) ➤ K-12/CC Advisory Board (recommended for Havelock and New Bern to strengthen relationships with K-12 partners as we seek to grow our CCP population.)



2018-19 CURRICULUM PROGRAM REVIEW SNAPSHOT

Department	Strengths	Recommendations
Associate in Arts	<ol style="list-style-type: none"> 1. Extensive planning and preparation for the pilot of RISE 2. Implementing a good student learning outcomes (SLO) matrix; used to assess courses on a rotating basis 3. Offering excellent programs for high-achieving students (C-STEP, SEAS, PTK) 4. Utilizing data to drive internal decision-making processes (personnel, scheduling of classes, etc.) 5. Finding innovative ways to cut costs for students (textbook bundles, e-texts) 	<ul style="list-style-type: none"> ➤ Given the need for PSY, another FT PSY position is needed in the future. ➤ Additional PD opportunities for faculty and staff as Craven implements RISE ➤ Classroom/Facilities Repairs—ensuring spaces are conducive to the needs of classes (i.e. ventilation in labs) ➤ Work to create MAT 172 as an online course. Upon completion, the College can then market 100% AS online option ➤ Work with IE to find internal metrics to capture success of AS students (outside of traditional completions and transfer rates). ➤ Continue working with advising staff to ensure students take math and science courses earlier in AS program of study.
Health Information Technology	<ol style="list-style-type: none"> 1. Cohort, hybrid nature of the program 2. Use of up-to-date technologies in the field (i.e. TRELLO) 3. Expanded number and types of clinical settings students can experience in the program 4. The program’s use of its advisory board to drive program decision-making 5. Negotiating articulation agreements with four-year institutions to allow students to expand on their credentials 6. Program leadership’s active, concerted efforts to raise RHIT exam pass rates 7. Program leadership’s involvement in regional and national professional organizations 	<ul style="list-style-type: none"> ➤ Continue making concerted efforts to raise RHIT exam pass rates. ➤ Increase outreach/marketing to create awareness and visibility of the program, particularly to CCP populations. ➤ Hire a FT/PT person to coordinate the MOA program (frees up HIT faculty to focus on HIT). ➤ Reschedule HIT application period to spring—that way faculty can advise students/applicants. ➤ Continue working with Student Services, advising staff, and others so that students are placed into appropriate program—HIT or MOA—and that they are referred to necessary services to ensure their success. ➤ Codify a program enrollment management plan to ensure the program is meeting cohort capacity.
Medical Office Administration	<ol style="list-style-type: none"> 1. Ongoing coordination efforts with adjunct faculty (Program is taught mostly by PT faculty.) 2. Nonselective Health Programs option—allows students a health option; fully online 3. No clinical requirement, but volunteerism is highly encouraged within the program 4. Great use of outcomes assessment (SLOs) to drive decision-making at the course level 	<ul style="list-style-type: none"> ➤ MOA needs a FT advocate/champion for the program. ➤ Market saturation—there is concern that MOA graduates are over-saturating the market and are not finding subsequent employment. ➤ Program needs to ensure its graduates stand out above their peers. Find ways to make program graduates more desirable for employment. ➤ Work with IE to find out about labor market, graduates’ employment, program attrition/retention rates, etc. ➤ Continue working with Student Services and advising staff to ensure students are appropriately placed (MOA vs. HIT). Know advantages of each.

**Craven Community College
Institutional Funds Budget
As of June 30, 2019 - 100% of the Year**

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending					0.00	7,861.62
00	130 Title IX/Cleary	49,855.00	0.00	49,855.00	0.00%	49,855.00	64,889.84
01	133 Discretionary	80,348.00	71,820.92	8,527.08	89.39%	105,304.19	55,688.87
01	134 Unrestricted Overhead Receipts	7,028.00	181.00	6,847.00	2.58%	12,370.16	45,595.64
01	136 Foundation	376,592.00	337,218.60	39,373.40	89.54%	388,752.05	348,392.63
01	137 Financial Aid Matching	1,790.00	1,709.98	80.02	95.53%	11.76	(230.67)
01	221 Applied Music	743.00	0.00	743.00	0.00%	2,604.80	18,294.46
01	227 Extra Curricular Activities	59,280.00	48,966.62	10,313.38	82.60%	31,623.34	14,550.35
01	250 Curriculum-Self Supporting	42,595.00	18,760.00	23,835.00	44.04%	33,372.36	103,278.86
01	312 Fire College					244.22	11,812.57
01	340 WFD-Self Supporting	654,338.00	380,411.74	273,926.26	58.14%	403,112.94	922,726.03
01	411 Learning Resource Center	904.00	1.30	902.70	0.14%	1,240.45	24,265.28
01	460 Customized Ind Train Support	48,349.00	17,481.12	30,867.88	36.16%	10,770.19	46,771.86
01	461 Small Business Support Fund					2.53	122.89
01	610 VOLT Center	47,808.00	0.00	47,808.00	0.00%	49,072.95	96,880.23
02	131 College Work Study	92,484.00	92,866.23	(382.23)	100.41%	92,866.23	0.04
02	134 Restricted Overhead Receipts	97,535.00	56,845.85	40,689.15	58.28%	44,928.47	186,878.79
02	138 Returned Check Fee Fund	584.00	15.84	568.16	2.71%	1,001.59	19,585.25
02	220 NCSU Engineering	65,821.00	51,742.00	14,079.00	78.61%	192,753.43	184,142.52
02	227 ENCORE	20,000.00	17,169.53	2,830.47	85.85%	17,185.74	2,874.60
02	228 Grants -NSF SEAS/Bosch/NCCF	390,380.00	97,309.06	293,070.94	24.93%	175,568.30	307,741.94
02	291 Specific Fees - Lab/DE/ASC	586,396.00	81,899.30	504,496.70	13.97%	410,663.14	2,059,821.93
02	292 System-Wide Fees-Comp Tech	541,607.00	0.00	541,607.00	0.00%	288,543.49	1,868,556.94
02	293 Patron Fees	37,251.00	1,846.51	35,404.49	4.96%	35,221.25	295,796.93
02	314 Grants - Workforce Development/BS					4,023.65	4,141.43
02	392 System-Wide Fees - WFD Comp	149.00	0.00	149.00	0.00%	198.81	9,036.42
02	521 C-Step Grant	10,000.00	8,969.70	1,030.30	89.70%	10,000.00	966.50
02	531 Professional Liability Ins	9,440.00	6,779.00	2,661.00	71.81%	10,422.62	26,480.76
02	532 Student Insurance	7,194.00	7,193.99	0.01	100.00%	7,419.55	(1,083.48)
02	533 Transcript Fees	49,506.00	19,097.85	30,408.15	38.58%	49,782.24	240,623.38
02	534 TRIO/Title III Grants	838,814.00	546,843.27	291,970.73	65.19%	546,856.18	(27,458.88)

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	790 Orringer Hall Fund	4,734.00	0.00	4,734.00	0.00%	10,744.34	39,499.86
02	791 Public Radio East	1,032,300.00	983,574.59	48,725.41	95.28%	897,193.96	(23,758.26)
02	795 Career Fair					11.79	568.66
02	796 Testing Centers	14,402.00	486.26	13,915.74	3.38%	13,272.28	51,195.07
02	797 Public Radio East Foundation	738,408.00	644,310.81	94,097.19	87.26%	621,040.52	143,803.10
02	823 SEOG	177,138.00	189,603.20	(12,465.20)	107.04%	189,603.20	0.00
02	824 Pell	4,753,694.00	4,753,693.63	0.37	100.00%	4,753,617.63	(76.00)
02	830 NCCC Target Asst/LTHT	7,897.00	7,099.00	798.00	89.89%	7,099.00	0.00
02	831 Golden Leaf Scholars	17,618.00	17,163.00	455.00	97.42%	17,799.00	0.00
02	833 NCCG	229,770.00	191,431.00	38,339.00	83.31%	191,431.00	0.00
02	834 Teacher Assistant Sch Fund	22,161.00	21,862.00	299.00	98.65%	21,862.00	0.00
02	835 State Aid Scholarships	153,697.00	109,507.00	44,190.00	71.25%	109,507.00	0.00
02	840 General Scholarships	202,450.00	187,925.54	14,524.46	92.83%	213,016.73	313,303.98
02	841 Endowment/Other Scholarships	138,601.00	117,923.99	20,677.01	85.08%	118,423.99	1,000.00
05	710 Clearwire Distribution	3,295.00	0.00	3,295.00	0.00%	3,476.13	20,699.07
05	720 Bookstore	149,233.00	112,654.08	36,578.92	75.49%	137,657.67	875,047.40
05	730 Food Service	31,706.00	31,706.00	0.00	100.00%	33,612.94	23,054.66
05	740 Campus Access	198,265.00	171,502.76	26,762.24	86.50%	75,841.49	31,224.10
05	770 Student Activity Funds	214,747.00	208,940.70	5,806.30	97.30%	182,254.09	202,512.16
06	810 J. Wrenn Emergency Loan Fu	529.00	20.50	508.50	3.88%	1,311.90	42,991.72
07	910 Buildings & Grounds	6,332,470.00	3,147,239.45	3,185,230.55	49.70%	3,184,228.81	3,225,108.22
08	792 Public Radio East Endowment	10,000.00	10,000.00	0.00	100.00%	1,466.97	70,956.43
08	850 Endowments	138,601.00	116,185.74	22,415.26	83.83%	292,793.92	2,560,516.66
Total		18,688,507.00	12,887,958.66	5,800,548.34	69%	14,053,037.99	14,516,652.36

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

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

Student ID #	Term	INTUI Tuition/Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	LABFB Lab Fee	LABFA Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	RETCK Return Check	STSUP Student Support	FA Overage	Total
XXX505	2017SP														966.01	966.01
XXX693	2018SP														1,083.66	1,083.66
XXX984	2017FA														1,105.17	1,105.17
XXX980	2017SP														549.92	549.92
XXX541	2017SP														553.92	553.92
XXX039	2018SP														1,000.90	1,000.90
XXX284	2017FA														359.93	359.93
XXX276	2017SU														526.30	526.30
XXX996	2017SP														1,062.61	1,062.61
XXX976	2017FA														994.56	994.56
XXX487	2017FA														417.73	417.73
XXX223	2018SP														302.32	302.32
XXX424	2017FA														842.20	842.20
XXX233	2017FA														1,092.85	1,092.85
XXX885	2018SP														694.08	694.08
XXX928	2018SP														249.27	249.27
XXX504	2016SU						424.78								322.96	747.74
XXX389	2018FA														673.84	673.84
XXX071	2017FA	24.39		70.00	96.00	32.80	175.08	25.00						90.00	552.52	1,065.79
XXX370	2017SU														842.14	842.14
XXX967	2017SP														308.25	308.25
XXX179	2015FA	63.62		35.00	48.00	16.40	187.08	75.00								425.10
XXX652	2016FA	392.48		35.00	48.00	16.40	348.60	75.00								915.48
XXX283	2016SP														267.60	267.60
XXX498	2018SP						27.64								219.42	247.06
XXX607	2017FA														750.31	750.31
XXX540	2018SP	437.81		31.66	43.43	14.84	736.24	45.23								1,309.21
XXX433	2017FA														513.57	513.57
XXX940	2017SP	131.67					29.67	50.00							181.59	392.93
XXX459	2018SP														313.40	313.40
XXX760	2018SP														1,329.18	1,329.18
XXX612	2017FA														693.84	693.84
XXX745	2017FA														631.83	631.83
XXX379	2017SP														809.13	809.13
XXX303	2018SP	288.94		26.61	36.50	12.47	240.47	19.01								624.00
XXX467	2017SP	129.32		11.83	15.96	5.45	58.04	8.31								225.71
XXX767	2018SU	171.00		4.38	12.00	4.10		12.50				13.33				217.31
XXX867	2018SU	30.95														30.95
XXX894	2018SP	669.66		10.17	32.53	10.17	429.84	50.83								1,203.20
XXX346	2018SP	136.44		12.57	20.18	14.87			15.00							199.06
XXX912	2018SU						245.53									245.53
XXX075	2018SP												80.00			80.00
XXX797	2018SP	214.11		17.93	24.59	8.40	74.37	16.00								355.40
XXX041	2018SP	430.43		84.95	67.96	23.22		35.40								641.96
XXX622	2018SP	731.66		28.08	38.51	13.16	348.88	80.22								1,240.51
XXX910	2018SP	312.81		14.77	20.26	6.92	221.94	23.75								600.45
XXX119	2018SP						428.33									428.33
XXX577	2018SU	142.47		4.10	11.25	3.84	17.20	13.18								192.04
XXX784	2017CE3						417.40									417.40
XXX024	2016FA	162.17		9.34	12.80	4.38		20.00								208.69
		4,466.93	-	396.19	527.97	187.42	4,411.09	549.43	-	15.00	-	13.33	80.00	90.00	20,211.01	30,948.37

Pamela Gibbs
(Requested by)

Jim Millard
Vice President for Administration

Sponsor Issues	192.04
Payment Plan	208.69
WFD	417.40
MISC-Chargeback, Emerg	6,092.41
Return to Title IV	24,037.83
	<u>\$ 30,948.37</u>

Total Collected this period	\$ 4,596.90	YTD Write Offs July 2018-June 2019	\$ 94,393.90
Debt Setoff	6,210.12	Prior Year Write Offs July 2017 - June 2018	\$ 73,701.40
Total Fees Paid to collection agency	<u>919.39</u>		
Net proceeds	<u>\$ 9,887.63</u>	120 Days past due	\$ 40,721.61
		Percentage of Total Accounts Receivable	11.7714%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	30-Jun	31-Mar	Variance
Local Funds	\$2,121,215.93	\$1,705,470.71	\$415,745.22
Special Funds	<u>\$10,810,470.72</u>	<u>\$9,541,989.29</u>	<u>\$1,268,481.43</u>
Total	\$12,931,686.65	\$11,247,460.00	\$1,684,226.65

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:	2.031460%	2.148900%	-0.117440%

Craven Community College Personnel Report

April 1, 2019 – June 30, 2019

New Hires	Position Title		Effective	Monthly/Annually
Patricia Voliva	WFD Coordinator I - Health Programs		4/1/19	\$3,959/\$47,508
Leonard Romano	Academic Support Specialist		5/1/19	\$3,042/\$36,504
Austin Dixon	Academic Advisor- Career and College Promise		6/3/19	\$3,792/\$45,504
Colleen Wincentsen	Medical Office Administration Program Coordinator (Part-time Regular)		6/17/19	\$2,167/\$26,004
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Jeff Schulze	WFD Coordinator II - BIT	Director, Trade Programs - Volt Center	4/1/19	\$4,430/\$53,160
Arleen Correa	Administrative Assistant (Part-time Regular)	Senior Administrative Assistant - Facilities (Full-time Regular)	4/15/19	\$2,667/\$32,004
Eddie Foster	Executive Director, Environmental Safety and Corporate Training	Executive Director - Volt Center	4/15/19	\$6,404/\$76,848
Antoinette Williams	Administrative Assistant - WFD (Part-time Temporary)	Administrative Assistant - WFD (Part-time Regular)	4/15/19	\$1,508/\$18,096
Christa Baker	WFD Support Services Manager	Foundation Operations Coordinator	5/1/19	\$3,417/\$41,004
Tammy Nyberg	Senior Administrative Assistant to the Dean of Technology Services	Administrative Assistant- Facilities	5/1/19	\$2,675/\$32,100
Kimberly Banks	Administrative Assistant - WFD	Senior Administrative Assistant - Facilities	6/1/2019	\$2,625/\$31,500
Angela Bryan	Admissions Specialist II	Senior Administrative Assistant - Technology Services	6/1/19	\$2,917/\$35,004
Lashawna Humphrey	Senior Administrative Assistant - WFD	WFD Support Services Manager	6/1/19	\$3,125/\$37,500
Sandy Bayliss-Carr	Basic Skills Coordinator	Director, College and Career Readiness	6/15/19	\$4,459/\$53,508
Pamela Gibbs	Accounting Assistant	Accountant - Grants and Special Projects	6/15/19	\$3,375/\$40,500

Resignations/ Terminations/Retirements	Position	Effective	Reason
Valerie Crowder	News Reporter - PRE	4/17/19	Resignation
Colleen Price	Nursing Faculty	5/10/19	Resignation
Dawnelle Holadia	Nursing Faculty	5/11/19	Resignation
Patricia Johnson Kerlin	Psychology/Sociology Faculty	5/11/19	Resignation
Ravi Sharma	Physics Faculty	5/11/19	Retirement
Arleen Correa	Senior Administrative Assistant - Facilities	5/16/19	Resignation
Kornkamol Diskul	Military Advisor/NTC Proctor (Part-time Regular)	5/23/19	Resignation
Cheryl Martin	Accountant- Grants and Special Projects	5/31/19	Retirement
Joi Taylor	Data Management Specialist - Basic Skills	6/6/19	Resignation
Edith Boesen	Library Assistant	6/13/19	Resignation

Vincent Castellana	Chair of Havelock Campus	6/26/19	Deceased
Catherine Campbell	Director of Library Services	6/30/19	Retirement
Susan Crepeau	PRE Membership Technician (Part-time Regular)	6/30/19	Position Eliminated
Craven Community College Job Searches April 1, 2019 – June 30, 2019			
Position	Opening Date	Closing Date	
Business Account Executive - PRE (Repost)	4/1/19	4/26/19	
Physics Faculty	4/1/19	4/30/19	
Director of Library Services	4/8/19	4/30/19	
MOA Program Coordinator (PT)	4/8/19	5/3/19	
Nursing Faculty (3 Positions)	4/8/19	5/3/19	
STEM Faculty- Havelock	4/8/19	5/3/19	
Assistant VA Certifying Officer (PT)	4/12/19	6/1/19	
Accountant- Grants and Special Projects	4/23/19	5/14/19	
WFD Support Services Manager	4/23/19	5/10/19	
Business Account Executive - PRE (Repost)	4/30/19	5/15/19	
Senior Administrative Assistant- Facilities (Internal Posting Only)	5/9/19	5/16/19	
Data Management Specialist - CCR	5/22/19	6/5/19	
Administrative Assistant- WFD	6/5/19	6/14/19	
Senior Administrative Assistant - WFD	6/5/19	6/14/19	
Admissions Specialist	6/5/19	6/14/19	
Library Assistant	6/12/19	7/1/19	
College and Career Readiness Coordinator	6/13/19	6/28/19	
Custodian (PT)	6/20/19	6/27/19	
Admissions Specialist- Health (PT)	6/20/19	7/19/19	
Accounting Assistant - Collections	6/26/19	7/17/19	
Assistant Director of Human Resources	6/26/19	7/16/19	

Facilities Update

8.20.19



Capital Construction Priorities

- **First Stop**
 - Ribbon cutting April 2019
- **VOLT**
 - Occupancy May 2019
- **STEM**
 - Ground Breaking Dec 2018; estimated BOD Oct 2019
- **Academic Support Center**
 - Design Stage July 2019

Completed Construction Project

- **First Stop - Ribbon Cutting Ceremony held on April 16, 2019**



*Registration
Financial Aid
Advising
Veteran's Services
Student Accounts*



Completed Construction Project

- Volt - Occupancy May 2019



*Construction
HVAC
Plumbing
Electrical
Small Engine Repair*



Pending Construction Projects

- **STEM Building**

- Notice to Proceed: December 3, 2018
- Anticipated Completion: October 20, 2019

*Liberal Arts & University Transfer courses
Workforce Development courses
Early College EAST
NC State Mechanical Engineering*

- **Academic Support Center**

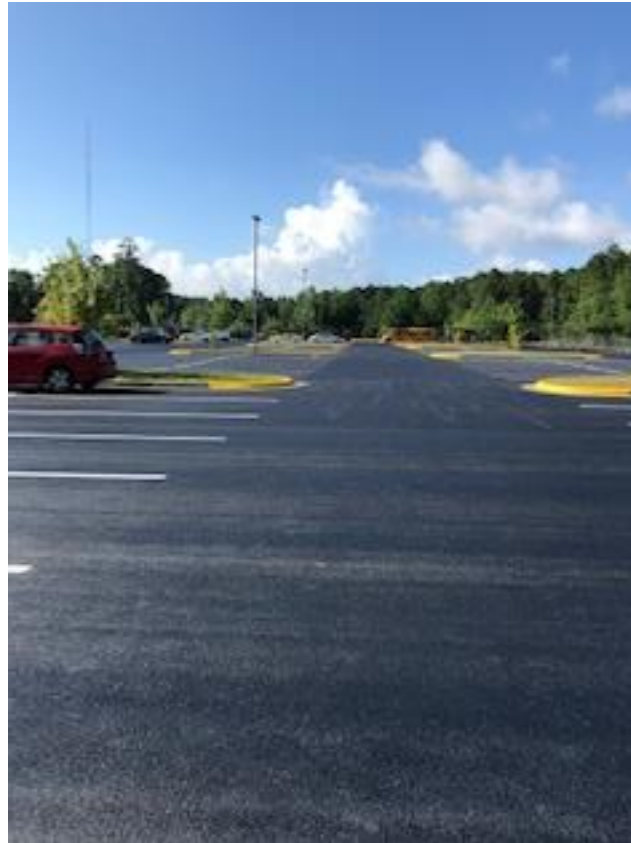
- Architect Selected: February 19, 2019
- Estimated Bid Date: January 2020
- Anticipated Completion: Fall 2020

*Tutoring
Supplemental Instruction
Academic Counseling
Peer Mentoring*



Completed Facility Improvements – 2018-2019

Parking Lots/Road Repairs



New Bern



Havelock

Completed Facility Improvements – 2018-2019

Flooring – IAT Hangar (HV)



Completed Facility Improvements – 2018-2019

Flooring – Automotive (NB)



BEFORE ...



... AFTER



Completed Facility Improvements – 2018-2019

Sidewalk and Lighting

- New walkway lights



- Roundabout sidewalks with seating and artwork



Planned Facility Improvements – 2019-2020

- IAT Refurbishments (HV)
- Roofing Repairs (NB, HV)
- Painting and Grounds (NB, HV)
- Parking Lots/Road Repairs (NB, HV)
- IAT #2 Chiller (HV)
- Student Center Refurbishments – Halls & Offices (NB)
- Perdue Refurbishments –Classrooms (NB)



CRAVEN COMMUNITY COLLEGE

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

CravenCC.edu | 252-638-7200

CCC Facilities Usage Report
April - June 2019

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Estimated Number of Attendees
Craven Concerts, Inc.	4/1/2019	Non-Profit	Orringer Auditorium	\$280.00	3/28/2019	280
NC Symphony Society, Inc.	4/3/2019	Non-Profit	Naumann Community Room			18
City of New Bern	4/3/2019	Gov	Orringer Auditorium			100
Full Circle Enterprises	4/4/2019	Profit	Naumann Community Room	\$130.00	1/4/2019	32
Craven Smart Start/Childcare Resource Center	4/4/2019	Edu	Naumann Community Room, AMC 102			35
Yarbrough Financial, Inc.	4/9, 13,16, 20/2019	Profit	Brock 100, Brock 205	\$520.00	4/9/2019	10
NC State University, Cooperative Extension - Craven County Center	4/12/2019	Edu	Brock 200, 205, 206, 207, 212, 213, 214, 215, Naumann Community Room, Student Center Lounge, Orringer Auditorium			150
St. Mark Church of Christ	4/14/2019	Non-Profit	Orringer Auditorium	\$260.00	4/12/2019	280
NC Department of Insurance	4/16/2019	Gov	Orringer Auditorium			280
Cone Advisory Group	4/25/2019	Profit	Naumann Community Room	\$195.00		50
NC Department of Environmental Quality, Division of Coastal Management	4/25/2019	Gov	AMC 104			9
Neuromuscular Disease Support Organization	4/27/2019	Non-Profit	Naumann Community Room, AMC 102	\$280.00	4/11/2019	50
NC Symphony Society, Inc.	5/1/2019	Non-Profit	Naumann Community Room			18
Full Circle Enterprises	5/2/2019	Profit	Naumann Community Room	\$130.00	5/15/2019	12
NC Department of State Treasurer - Retirement System	5/30/2019	Gov	Orringer Auditorium			280
NC Department of Environmental Quality, Division of Coastal Management	5/30/2019	Gov	AMC 104			4
University of NC Highway Safety Research Center	5/31/2019	Edu	Naumann Community Room			30
NC Symphony Society, Inc.	6/5/2019	Non-Profit	Naumann Community Room			18

CCC Facilities Usage Report
April - June 2019

Neuse Basin District Cub Scouts	6/17 - 6/21/2019	Non-Profit	Perdue 139, 140, 141, 143, 144, Naumann Community Room, Student Center Lounge			125
NC State University, Cooperative Extension - Craven County Center	6/21/2019	Edu	Brock 200, 202, 205, 206, 207, 212, 213, 214, 215, BIT 106, 107, 214, 214, 218, Perdue 123, 139, 140, 141, 144, 149, AMC 102, Naumann Community Room, Student Center Lounge, Orringer 111, 127 and Orringer Auditorium			250
Bellydance Evolution	6/22/2019	Profit	Orringer Auditorium	\$585.00	2/26/2019	285
Advance Auto - CTI Training	6/24 - 6/29/2019	Edu	Naumann Community Room			30
Craven County Department of Social Services	6/25 - 6/26/2019	Gov	Naumann Community Room			60
NC Department of Environmental Quality, Division of Coastal Management	6/27/2019	Gov	AMC 102			50

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

Medical Assisting Education Review Board
20 N. Wacker Drive, Suite 1575
Chicago, IL 60606
Phone: 800/228-2262
www.maerb.org

August 6, 2019

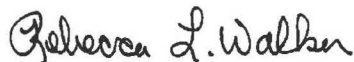
Raymond Staats, PhD
President
Craven Community College
800 College Ct
New Bern, NC 28562-4900

Dear Dr. Staats:

Based upon the receipt of the Progress Report submitted by May 1, 2019, the Medical Assisting Education Review Board (MAERB) has maintained Continuing Accreditation, with the next comprehensive review to occur no later than Fall 2026 for the Diploma Medical Assisting program at Craven Community College (New Bern, North Carolina). Due to the documentation provided with the recent Progress Report, all the citations have been removed.

The MAERB thanks you and your colleagues for your commitment to continuous quality improvement in medical assistant education, as demonstrated by your participation in programmatic accreditation.

Sincerely,



Rebecca L. Walker, CMA (AAMA), BS, CPC, MAERB Chair

cc: Joseph Newton, DC, Dean of Health Programs
Alexa Tarplee, CET, AAS, Medical Assisting Program Director
Connie M. Morgan, CMA (AAMA), MEd, RN, MAERB Co-Vice Chair
Karon G. Walton, CMA (AAMA), MEd, MAERB Co-Vice Chair
Sarah R. Marino, PhD, Executive Director, MAERB

EVALUATION OF THE PRESIDENT

Legal Authority: 23 NCAC 2C.0209, 1C SBCCC 300.98

Approval: April 19, 2011

Revision: DRAFT: September 17, 2019

EVALUATION OF THE PRESIDENT

Board Responsibilities. The Board shall conduct an annual evaluation of the President during the spring semester of each year. The evaluation shall be conducted in accordance with Title 23, Section 02C.0209 of the North Carolina Administrative Code and Title 1, State Board of Community Colleges Code, Chapter C, Section 300.98. The results of the evaluation shall be shared with the President during a closed session meeting of the Trustees, if a closed session is permitted under law.

Methodology and Instrumentality. The Board shall evaluate the performance of the President using an evaluation instrument and methodology proposed by the Presidential Evaluation Committee in consultation with the President, but the evaluation shall, at a minimum, include the following categories:

1. General Administration;
2. Relationships, including:
 - o Internal relationships with faculty, staff, students, and trustees, and
 - o External relationships with business and industry, the media, governmental bodies, and the general public;
3. Personal attributes;
4. Personnel administration;
5. Fiscal and facilities administration;
6. Academic administration;
7. Review of performance against stated goals.

Reporting Requirements. Prior to June 30th of each year, the Board shall, in writing, notify the State Board of Community Colleges of the following:

1. The time period for which the President was evaluated and the date the evaluation was completed;
2. Description of the methodology used for the evaluation;

3. Certification that the evaluation included a written assessment of the President's performance in each of the categories identified above;
4. Certification that the full Board received a copy and discussed the evaluation results and the results were discussed with the President;
5. Certification that the full Board received a copy of and reviewed the President's contract. The Board shall note in the Board meeting minutes that they have reviewed the contract;
6. A listing of Board members in attendance at the meeting when the President's evaluation was conducted, and;
7. Certification that appropriate action, as defined by the Board, has been taken if the President's performance is less than satisfactory in any of the categories identified above;

Presidential Evaluation Committee Responsibilities. The committee chair shall coordinate the President's evaluation process, working cooperatively with the President and the Board Chair.

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PROPOSED CHANGES TO STUDENT FEES

August 20, 2019

Course/Exam	Current Fee	Proposed Fee	Reasoning
MAT Exam	\$00.00	\$90.00	The Miller Analogies Test (MAT) exam will be offered to local residents seeking a Master's Degree; the proposed fee covers the cost of the exam and administrative costs.
FAA Preparatory Exam	\$1675.40	\$319.40	MCAS Cherry Point now has the testing capability for the General Exam, Power Plant written and Air Frame written exams at no cost to the service member. Veterans can file with Veterans Administration for reimbursement of test fees. Because of this change, we are reducing the cost of the course. The \$319.40 will cover materials used during the course.

CRAVEN COMMUNITY COLLEGE Foundation

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

August 2019

The Foundation ended this last fiscal year strong. Financially, we ended the fiscal year with an increase in our cash balance of \$75,254. Funding for the year included \$51,159 in proceeds from the Community Fabric Awards; \$26,636 in proceeds from the Lifetime Learning Center and \$92,494 from the combined Campus and Community Campaigns. In addition, The Harold H. Bate Foundation awarded a grant of \$100,000.

Our endowment portfolio grew by \$205,270. This included the establishment of the New Bern Chamber Young Professional Group, the Hatcher, and the Durocher – Craven County Habitat for Humanity endowments. In addition we had major gifts added to the Russell/Ipock (\$47,139) and Christopher McQuade (\$24,494) endowments. The endowment portfolio took a hit in the market downturn in December, but regained those losses in the 3rd and 4th quarters ending the year with a net gain on investments of \$163,279.

In terms of scholarship funds awarded for the last academic year, we provided 420 students with \$278,900 in financial assistance. In addition we assisted one (1) faculty member and two (2) staff members with tuition assistance. We also assisted 15 faculty and staff members that received significant damage as a result of Hurricane Florence with \$500 grants.

The Lifetime Learning Center has seen a tremendous interest in planned travel events, both domestic and international and ended fiscal year 2019 far exceeding the anticipated goal. Planning is now well underway for the next year. Programs for 2019-20 will include a continuation of the very popular International Film Series, day trips to see performances and exhibits, North Carolina adventures, a visit to New York City and the Hudson Valley and a 14-day tour of Ireland in June.

Throughout this last year, the Foundation has continued to facilitate relationships with our campus community as well as our community-at-large. We have a number of events for the upcoming year that will build on these relationships and continue to grow our efforts to raise funds for the benefit of Craven CC. Our board of directors is strong, engaged and energetic. We look forward to another great year!

Sincerely,



Jeff Williams, President
Craven CC Foundation Board of Directors