

REVISED AGENDA

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
AUGUST 21, 2018
5:30 pm – Meeting in 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) Oath of Office | <i>Cindy Ensley</i> |
| | a. Brenda Wilson (reappointed by Board of Education, 2018-2022) | |
| | (5) Public Comment | |
| III. | Consent Agenda (<i>motion</i>) | <i>Bill Taylor</i> |
| | (1) Approve Board of Trustees Meeting Minutes (June 22, 2018) | |
| IV. | Curriculum Report (<i>info</i>) | <i>Kathleen Gallman, VP</i> |
| V. | Spring Administrative Program Review Summary (<i>info</i>) | <i>Kathleen Gallman</i> |
| VI. | Financial Reports | <i>Cindy Patterson, Interim VP</i> |
| | (1) Fiscal Year 2017-2018 Yearend Financial Report (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| VII. | Personnel Report (<i>April 1-June 30, 2018</i>) (<i>info</i>) | <i>Cindy Patterson</i> |
| VIII. | Facilities Reports | <i>Cindy Patterson</i> |
| | (1) 4 th Quarter Space Usage Report (April-June 2018)(<i>info</i>) | |
| | (2) Facilities Update (<i>info</i>) | |
| IX. | Old Business | |
| | (1) Approve BP 2.4 Drug & Alcohol Use Policy (<i>motion</i>) | <i>Ray Staats, President</i> |
| | (2) Repeal BP 6.3 Drugs & Alcohol Policy (<i>motion</i>) | <i>Ray Staats</i> |

- X. New Business
- (1) Approve CCC Foundation Revised Bylaws *(motion)* Ray Staats
 - (2) Approve CCC Foundation Board Members *(motion)* Ray Staats
(Jacqueline Atkinson, Carole Kemp, Susan Moffat-Thomas)
 - (3) Approve STEM Building Contractor and Revised 3-1 *(motion)* Ray Staats
 - (4) Approve WFD Fee Changes *(motion)* Gery Boucher, VP
 - (5) Craven County Budget Approval *(info)* Ray Staats
 - (6) Receive 2018-2019 Board Meeting Schedule *(info)* Bill Taylor
- XI. Reports
- (1) President Ray Staats
 - (2) Attorney David Ward
 - (3) Chair Bill Taylor
 - (4) Student Trustee Stevie Gaskins
 - (5) Foundation President Jeff Williams
- XII. Adjournment Bill Taylor

NOTICE OF MEETINGS

NOTICE OF THE 2018-2019 MEETINGS OF THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE

Pursuant to North Carolina General Statutes Section 143-318.12 and Craven Community College Board of Trustees Bylaws and Policies, NOTICE is hereby given for the following:

Board of Trustees Meeting

The Board of Trustees of Craven Community College will meet eight times during fiscal year 2018-2019 at 5:30 pm in the Ward Boardroom of the Brock Administration Building on the New Bern Campus, unless otherwise noted.

August 21, 2018

September 18, 2018

*October 16, 2018

December 11, 2018

February 19, 2019

*March 19, 2019

April 16, 2019

**June 21, 2019 Annual Board Retreat & Meeting

*** (5:00 pm dinner-Naumann Community Room; 6:00pm meeting in Ward Boardroom)**

**** (9:00 am-2:30 pm Retreat; 3:00 pm – 5:00 pm Meeting; location to be determined)**

Changes, if any, will be posted to the College website www.cravencc.edu

This Notice is published on August 8, 2018 pursuant to directions by the Chair of the Board of Trustees.

Date posted: August 8, 2018

Place posted: Ward Boardroom exterior exit door, Brock Administration Building

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

August 21, 2018

Mr. Steve Cella

Ms. Cora Chadwick

Mr. Ken Crow

Ms. Jennifer Dacey

Mr. Ronald Knight

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Kevin Roberts

Ms. Robin Schaefer

Mr. Bill Taylor

Mr. Whit Whitley

Ms. Brenda Wilson

Ms. Stevie Gaskins, 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
Thomas F. Mark, Chairman
Scott C. Dacey, Vice Chairman
Jason R. Jones
George S. Liner
Theron L. McCabe
Johnnie Sampson, Jr.
Steve Tyson

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

Craven County



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

RECEIVED

MAY 14 2018

President's Office

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

May 10, 2018

Mrs. Jennifer Dacey
139 Trent Shores Drive
New Bern, NC 28562

Dear Mrs. Dacey:

This is to inform you that on Monday, May 7, 2018 the Board of Commissioners reappointed you to serve on the Craven Community College Board of Trustees, and to thank you for accepting another term. The contribution you are making as a member of this Board is very much appreciated and the Craven County Commissioners have asked me to pass along our sincere thanks for your willingness to continue to serve the community in this way.

On behalf of the entire Board of Commissioners, I would like to thank you for your willingness to continue serving on this Board.

Sincerely,

A handwritten signature in cursive script that reads "Thomas F. Mark".

Thomas F. Mark, Chairman
Craven County Board of Commissioners

TFM:ajm

Cc: Dr. Raymond Staats



Board of Education

DAVID E. HALE, *Chairman* • KIMBERLY RICE SMITH, *Vice Chairman*

FRANCES H. BOOMER • CARROLL G. IPOCK, II • STEFANIE KING • BEATRICE R. SMITH • JOSEPH L. WALTON

MEGHAN S. DOYLE, EDD, *Superintendent*

June 19, 2018

RECEIVED

JUL 09 2018

President's Office

Dr. Raymond Staats
800 College Court
New Bern, NC 28562

Dear Dr. Staats:

During the Craven County Board of Education special called meeting on June 19, 2018, the board agreed and acted to re-appoint Mrs. Brenda Wilson to serve on the Board of Trustees of Craven Community College for another four-year term, from July 1, 2018 – June 30, 2022.

I am pleased to inform you of the action taken by the board. Please let us know if you need additional information related to this appointment.

Sincerely,

Dr. Meghan S. Doyle
Superintendent

OATH OF OFFICE
BOARD OF TRUSTEES
CRAVEN COMMUNITY COLLEGE

I, *Brenda Wilson*, do solemnly swear that I will support the Constitution of the United States.

I, *Brenda Wilson*, 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, *Brenda Wilson*, 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, Brenda Wilson

Sworn to and subscribed before me,
this the 21st day of August, 2018.



Cynthia G. Ensley, Notary
Craven County, North Carolina



CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
JUNE 22, 2018

The Craven Community College Board of Trustees met on Friday, June 22, 2018, in the Ward Boardroom of the Brock Administration Building on the New Bern campus with Board Chair Bill Taylor presiding. The meeting was called to order at 2:41 pm following the annual Board retreat.

Roll Call

President Raymond Staats called the roll.

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

Voting members absent were: Ms. Robin Schaefer

Ex Officio members absent: SGA President, Mr. Lloyd Griffith, 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; Dr. Page Varnell, 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 Cella motioned to accept the agenda as presented; Trustee Wilson seconded the motion and all approved.

Conflict of Interest Declaration

Chair Taylor read the conflict of interest statement. No conflicts were noted by members.

Public Comment

Chair Taylor called for public comment and none were expressed.

Consent Agenda

Trustee Knight motioned to accept the minutes (attached) of the April 17, 2018 meeting as presented; Trustee Chadwick seconded the motion and the motion passed unanimously.

Summer Curriculum Enrollment

VP Boucher highlighted the increase in head count and FTE in Summer 2018 versus Summer 2017 for informational purposes (attached).

Finance

President Staats requested the Board approve a budget resolution to authorize the President to continue funding college operations from July 1, 2018 (attached) until the NCCCS-approved fiscal year 2018-2019 budget is available for final board approval. Trustee Wilson motioned to approve the resolution; Trustee Roberts seconded the motion and the motion passed unanimously.

Facilities Update

Usage Report (February – May 2018): VP Varnell presented the facilities usage report (attached) for informational purposes.

Quarterly Facilities Update: For informational purposes, VP Varnell's report included updates on First Stop, VOLT Center, and STEM building, along with planned and completed maintenance projects on both campuses.

Old Business

Summary of Board's Self-Evaluation 2018: Chair Taylor stated the Board reviewed the compiled results of the Board's annual self-evaluation during the annual retreat.

Approve Nominating Committee's Recommendation for Board Officers 2018-2019: Committee Chair Roberts thanked Trustees Chadwick and Whitley for serving with him on the committee. On behalf of the committee, Committee Chair Roberts presented the recommended slate: Chair – Bill Taylor; Vice Chair – Allison Morris; and Secretary – Ray Staats. Trustee Mattocks motioned to approve the slate of officers; Trustee Dacey seconded the motion and the motion passed unanimously. Officers assume their one-year roles effective July 1, 2018.

Aviation Management & Career Pilot Technology Program: VP Gallman referred to the NCCCS's approval of the new program effective with the Spring 2019 term. She also noted that approval from SACSCOC is pending.

New Business

Approve WFD Class Visitation Plan 2017-2020: VP Boucher noted the program auditor suggested that the Board review all three semesters of classroom visits. Attached plan is revised to show the Board will review Fall, Spring, and Summer terms. Trustee Wilson motioned to approve the revised plan; Trustee Knight seconded the motion and the motion passed unanimously.

Ratify PRE Greenville Tower Lease: VP Varnell asked the Board to ratify the May 16, 2018 signing of the tower lease by Board Chair Bill Taylor. The leasing company insisted on immediate acceptance of the lease. Attorney Norment noted that Ward and Smith, PA had previously reviewed and recommended executing the lease. Trustee Whitley motioned to ratify the signing of the lease; Trustee Chadwick seconded the motion and the motion passed unanimously.

Approve Holiday Schedule: The State Board of Community Colleges amended the holiday leave policy (1C SBCCC 200.94) to avoid potential inequities between community college and State employees participating in the same retirement system (attached). President Staats shared the twelve (12) paid holidays that the College will observe in fiscal year 2018-2019 (attached). The President conducted a survey of employees to determine their preference regarding the college's closure during the holiday break in December. The majority of employees preferred the option of using annual leave and maintaining the college's closure that week. During FY 19, the College will close for four days in addition to the holiday schedule, with all employees being charged annual leave. Trustee Roberts motioned to approve the scheduling of twelve (12) paid holidays; Trustee Knight seconded the motion and the motion passed unanimously.

Receive BP 2.4 Drug & Alcohol Use Policy for Approval in August 2018: President Staats explained that two board policies (BP 2.4 Drug & Alcohol Use and BP 6.3 Drugs & Alcohol) were redundant and had been combined into one policy, BP 2.4 Drug & Alcohol Use. VP Boucher

highlighted two new instructional courses to manufacture beer and wine for home-use that will require Board approval of the manufacture and consumption of alcoholic beverages during instruction. President Staats stated that procedures would be adopted to accompany the policy prior to initiating the instructional courses. Approval of the policy will sought at the August board meeting along with repeal of BP 6.3.

Reports

President: President Staats reported on the new WFD funding in the 2018-2019 budget, NC Public Media coverage of New Bern in September, Duke Energy Apprenticeship Program Grant, VOLT Center/City Garage/Law Enforcement Simulator and upcoming Foundation Celebration on July 24.


Attorney: No report.

Chair: No report.

Adjournment

With no further business to be presented, Chair Taylor adjourned the meeting at 4:04 pm.

Respectfully submitted:



William W. Taylor, Chair

August 21, 2018



Raymond W. Staats, Secretary

August 21, 2018



RISE

Requisite Instruction for Student Excellence

SUMMARY:

RISE is a new, state-mandated model for developmental education in North Carolina. The transition from the current developmental education program to RISE is part of a broader effort to improve student success in completing gateway math and English courses. The RISE model includes co-requisite developmental courses to be offered with gateway math and English courses.

IMPETUS FOR CHANGE:

- Current system of placement through Multiple Measures, with an unweighted high school GPA of 2.6 as the primary measure to bypass remediation, and the NC DAP assessment as a placement tool for math, reading, and English has failed to provide accurate placement for gateway math and English courses
- Successes in other states (e.g. Georgia, Tennessee, West Virginia, and Indiana)
- Shared experiences with current model from faculty and staff across the State

WHAT IT MEANS FOR CRAVEN:

- Craven is one of 19 NC community colleges chosen to pilot RISE in Spring 2019; System-wide implementation is planned for Fall 2020
- Impact will be college-wide
 - Curriculum – new developmental course development; scheduling challenges include pairing of gateway and co-requisite courses and working the RISE model into students' desired pathways (gateway and co-requisite courses = up to 9 hours/week)
 - Student Services – impact on financial aid expected (pilot schools will report implications); there will be a learning curve for academic and faculty advisors; other issues need to be worked out such as the grade assignment for developmental co-requisite courses and the course repeat policy related to RISE (e.g. student passes gateway course but not developmental counterpart)
 - Early College – scheduling challenges include fitting the number of hours for college gateway courses and their co-requisites into the high school day
 - Testing Center – the number of students placement testing should decrease with RISE
 - Tutoring Center – flexible scheduling and adapting to faculty/student requests
- Need for collaboration with K-12; Model will compliment Career and College Ready Graduate (CCRG) initiative to be implemented by K-12/community colleges by Fall 2020
- Expected alignment with Career and College Promise (CCP)
- Marketing and communication to both internal and external stakeholders will be important for a smooth roll-out
- RISE committee members from across the college are split among the following subcommittees: Curriculum, Student Services, Academic Support, and Marketing and Communications



2017-18 ADMINISTRATIVE PROGRAM REVIEW SNAPSHOT

Department	Strengths	Recommendations
Customized Training	<ol style="list-style-type: none"> 1. Agility/Ability to accommodate training requests 2. Efforts to expand the number of businesses that qualify under the State's customized training program (CTP) 	<ul style="list-style-type: none"> ➤ Collect data on economic and employment impacts of the CTP ➤ Create a Fact Sheet for promotional/marketing purposes to share with area employers
Institutional Effectiveness	<ol style="list-style-type: none"> 1. Pursuit of software to streamline collection of outcomes processes 2. Organization of SACS and other documents within the department (DocEScan) 3. Cycle of Review for College Plans – CP 1.10.2 	<ul style="list-style-type: none"> ➤ Find innovative ways to share data with College community ➤ Communicate the ways in which IE can support other department's work ➤ Move ALL room booking to central location ➤ ADA compliance should reside in IE
Technology Services	<ol style="list-style-type: none"> 1. Separation of Technology Services and Facilities positive move (Dean of Tech.) 2. Strides made in planning/implementing efforts to upgrade dated systems 3. Improvements in security of College's information systems 4. Reduction in operating costs 	<ul style="list-style-type: none"> ➤ View a single sign-on regime as a priority ➤ New position to focus on campus security ➤ Address part-time staff turn-over (hire FT) ➤ Disseminate analytics on website; use as a guide for improvement
TRiO Student Support Services	<ol style="list-style-type: none"> 1. Staff commitment and enthusiasm remarkable 2. The program's instructional support coordinator is home grown and currently in MAEd program 3. Student testimonials were great 	<ul style="list-style-type: none"> ➤ Need more quiet space in TRiO for studying and working with tutors; establish "quiet hours" and expand with use of Library space ➤ Benchmark with other programs to inform future program improvements ➤ Work with IE to develop surveys designed to inform program improvements ➤ Offer services for both transfer and applied

[illegible]

100% of yea

College Totals

Regular Operating

Capital Outlay

Craven Community College
Institutional Funds Budget
For the period July 1, 2017 through June 30, 2018

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	40,805.00	25,770.16	15,034.84	63.15%	40,805.00	15,034.84
01	133 Discretionary	68,752.00	66,197.38	2,554.62	96.28%	48,974.86	23,261.64
01	134 Unrestricted Overhead Receipts	9,813.00	0.00	9,813.00	0.00%	9,014.03	37,631.40
01	136 Foundation	417,963.00	309,507.23	108,455.77	74.05%	320,702.89	295,455.93
01	137 Financial Aid Matching	1,033.00	705.92	327.08	68.34%	25.44	1,462.72
01	221 Applied Music	1,805.00	0.00	1,805.00	0.00%	2,437.35	15,689.66
01	227 Extra Curricular Activities	77,565.00	40,588.99	36,976.01	52.33%	24,971.04	31,125.56
01	250 Curriculum-Self Supporting	58,001.00	40,782.50	17,218.50	70.31%	44,591.44	92,826.42
01	312 Fire College					152.73	11,568.35
01	340 WFD-Self Supporting	557,756.00	386,044.21	171,711.79	69.21%	531,025.60	937,011.65
01	411 Learning Resource Center	2,200.00	0.10	2,199.90	0.00%	902.45	23,026.13
01	460 Customized Ind Train Support	70,741.00	40,018.97	30,722.03	56.57%	48,996.32	56,674.43
01	461 Small Business Support Fund					1.57	120.36
01	610 VOLT Center	47,500.00	0.00	47,500.00	0.00%	47,807.28	47,807.28
02	131 College Work Study	77,897.00	53,145.24	24,751.76	68.23%	53,145.24	0.00
02	134 Restricted Overhead Receipts	56,217.00	33,780.38	22,436.62	60.09%	32,115.57	214,770.68
02	138 Returned Check Fee Fund	375.00	28.36	346.64	7.56%	584.72	18,591.88
02	139 NCCF Community Up Grant	62.00	61.49	0.51	99.18%	0.17	0.00
02	139 Harold H. Bate Grant	110,887.00	124,596.27	(13,709.27)	112.36%	113,709.69	0.00
02	220 NCSU Engineering	97,279.00	55,642.25	41,636.75	57.20%	47,356.38	43,023.13
02	227 ENCORE	20,100.00	17,173.68	2,926.32	85.44%	9,565.62	2,964.74
02	228 Grants -NSF SEAS/Bosch	260,667.00	56,262.44	204,404.56	21.58%	285,886.80	236,236.80
02	291 Specific Fees - Lab/DE/ASC	636,066.00	532,627.78	103,438.22	83.74%	587,647.43	1,741,270.97
02	292 System-Wide Fees-Comp Tech	814,930.00	286.15	814,643.85	0.04%	296,597.41	1,568,265.21
02	293 Patron Fees	40,612.00	38,253.09	2,358.91	94.19%	37,299.29	262,572.06
02	314 Grants - Workforce Development/BS					17.46	2,742.12
02	392 System-Wide Fees - WFD Comp	20,162.00	3,870.81	16,291.19	19.20%	149.11	8,840.49
02	521 C-Step Grant	8,000.00	8,000.00	0.00	100.00%	7,096.53	0.00
02	531 Professional Liability Ins	10,650.00	7,022.00	3,628.00	65.93%	10,218.99	22,110.45

FUND PURPOSE		BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532 Student Insurance	7,502.00	8,318.70	(816.70)	110.89%	8,203.03	(1,196.02)
02	533 Transcript Fees	49,416.00	9,631.51	39,784.49	19.49%	49,507.20	209,827.85
02	534 TRIO/Title III Grants	1,105,760.00	887,613.51	218,146.49	80.27%	837,878.48	(49,267.71)
02	790 Orringer Hall Fund	6,445.00	2,741.55	3,703.45	42.54%	4,734.06	27,987.47
02	791 Public Radio East	1,175,975.00	1,133,321.21	42,653.79	96.37%	977,253.41	48,548.62
02	795 Career Fair					7.36	556.87
02	796 Testing Centers	12,142.00	6,258.21	5,883.79	51.54%	14,402.35	38,409.05
02	797 Public Radio East Foundation	842,050.00	798,619.29	43,430.71	94.84%	829,472.45	143,058.10
02	823 SEOG	113,758.00	113,757.63	0.37	100.00%	113,757.63	0.00
02	824 Pell	5,135,488.00	5,135,487.10	0.90	100.00%	5,135,487.10	0.00
02	830 NCCC Target Asst/LTHT	7,897.00	7,897.00	0.00	100.00%	7,897.00	0.00
02	831 Golden Leaf Scholars	15,000.00	14,221.00	779.00	94.81%	14,665.00	(636.00)
02	833 NCCG	229,770.00	229,770.00	0.00	100.00%	230,970.00	0.00
02	834 Teacher Assistant Sch Fund	19,911.00	19,911.00	0.00	100.00%	19,911.00	0.00
02	835 State Aid Scholarships	157,500.00	153,697.00	3,803.00	97.59%	153,697.00	0.00
02	840 General Scholarships	166,130.00	68,146.11	97,983.89	41.02%	91,536.46	290,881.18
02	841 Endowment/Other Scholarships	104,844.00	93,348.80	11,495.20	89.04%	69,913.09	500.00
05	710 Clearwire Distribution	3,150.00	0.00	3,150.00	0.00%	3,295.40	17,222.94
05	720 Bookstore	161,702.00	63,005.43	98,696.57	38.96%	165,561.87	866,618.01
05	730 Food Service	37,722.00	33,250.00	4,472.00	88.14%	31,706.09	21,147.72
05	740 Campus Access	117,547.00	117,350.69	196.31	99.83%	85,157.98	129,031.50
05	770 Student Activity Funds	174,233.00	150,425.04	23,807.96	86.34%	189,981.73	235,313.46
06	810 J. Wrenn Emergency Loan Fu	554.59	554.59	0.00	100.00%	626.41	42,190.79
07	910 Buildings & Grounds	8,684,409.00	1,422,111.95	7,262,297.05	16.38%	1,429,462.04	3,377,765.63
08	792 Public Radio East Endowment	670.00	0.00	670.00	0.00%	1,049.49	79,489.46
08	850 Endowments	97,388.00	69,366.32	28,021.68	71.23%	348,608.87	2,383,908.48
Total		21,934,801.59	12,379,169.04	9,555,632.55	56%	13,416,540.91	13,579,303.92

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	RTCK Check Fee	SFWLD Welding Supply Fee	STSUP Student Support	Total
XXXX	2017SP	181.00		9.63	12.70	13.23	22.32	19.85									258.73
XXXX	2017SP	304.99		29.21	38.52	12.04	306.08									20.07	710.91
XXXX	2017SU	200.24		13.28	33.72	10.54		17.56				8.58				12.50	296.42
XXXX	2017SP	686.08		19.75	25.32	17.52	276.21	64.33								23.57	1,112.78
XXXX	2017SU												10.00	20.00			30.00
XXXX	2017SP	76.00															76.00
XXXX	2017SU							75.00									75.00
XXXX	2017SU	152.00		8.75	24.00	8.20		-				10.50				19.50	222.95
XXXX	2017SU	114.00		8.75	24.00	8.20		12.50				4.94				7.56	179.95
XXXX	2017SP	493.99		18.20	24.00	7.50		50.00								22.50	616.19
		2,208.30	-	107.57	182.26	77.23	604.61	239.24	-	-	-	24.02	10.00	20.00	-	105.70	3,578.93

Pamela Gibbs Millis
(Requested by)

Cynthia A. Patterson
Interim Vice President for Administration

FA Issues/Withdrew Charged 25%	\$2,378.84
Sponsor Issues	151.00
Payment Plan	1,019.09
MISC-Chargeback, Emergency Loan, Return check	30.00
	<u>\$3,578.93</u>

Total Collected this period	\$ 12,981.12
Debt Setoff	3,390.97
Total Fees Paid to collection agency	2,596.24
Net proceeds	<u>13,775.85</u>

YTD Write Offs July 2017-June 2018	\$ 73,701.40
Prior Year Write Offs July 2016 - June 2017	\$117,526.24

120 Days past due \$ 81,473.15

Percentage of Total Accounts Receivable 0.2320%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	30-Jun	9-May	Variance
Local Funds	\$1,868,979.99	\$1,861,521.77	\$7,458.22
Special Funds	<u>\$9,944,487.67</u>	<u>\$8,609,575.40</u>	<u>\$1,334,912.27</u>
Total	\$11,813,467.66	\$10,471,097.17	\$1,342,370.49

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	9-May	Variance
STIF Interest Rate:	1.620130%	1.535150%	0.084980%

Craven Community College Personnel Report

April 1, 2018 – June 30, 2018

New Hires	Position Title		Effective	Monthly/Annually
Christa Baker	Workforce Development Support Services Manager		4/3/18	\$3,125/\$37,500
Christine Johnson	Administrative Assistant- Workforce Development		4/3/18	\$2,292/\$27,504
Megan Johnson	Adult Enrichment Coordinator		5/1/18	\$2,917/\$35,004
Dennis Moore	Facilities Maintenance Technician I		5/15/18	\$2,084/\$25,008
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Curnisha Jones	Administrative Assistant- Student Services (Part-time Regular)	Admissions Specialist I	4/3/18	\$2,917/\$35,004
Nakia Royal	Administrative Assistant-PRE (Part-time Regular)	Senior Administrative Assistant-PRE	5/1/18	\$2,667/\$32,004

Resignations/ Terminations/Retirements	Position	Effective	Reason
Sara Belleperche	Administrative Assistant- Safety (Part-time Regular)	4/24/18	Resignation
Matthew Herrmann	Chair of English, Communications & Humanities	4/30/18	Resignation
Milagros Feigenbaum	Facilities Maintenance Technician I	5/4/18	Resignation
Tracy Calcutt	Director of Nursing Programs	5/12/18	Resignation
Pamela Henderson	Faculty, Communications	5/12/18	Resignation
Brian Kmec	Faculty, History	5/12/18	Resignation
Michael Williams	Faculty, Machining	5/12/18	Retirement
Dale Spear	General Manager, PRE	5/15/18	Resignation
Jason Sykes	Facilities Maintenance Technician III	5/23/18	Resignation
Jill McGuire	Assistant General Manager, PRE	5/31/18	Retirement
Cynthia Bellacero	Executive Director of Institutional Effectiveness	6/14/18	Resignation
Katherine Clowers	Librarian (Part-time Regular)	6/30/18	Resignation
John Fonville	Registrar	6/30/18	Retirement
Sherreka Gibbs	Senior Administrative Assistant- WFD	6/30/18	Non-Renewal

Craven Community College Job Searches April 1, 2018 – June 30, 2018

Position	Opening Date	Closing Date
History Faculty	March 26, 2018	April 20, 2018
Director of Nursing Programs	April 12, 2018	May 11, 2018
Chair of English, Communications & Humanities	April 16, 2018	May 7, 2018
General Manager, Public Radio East	April 23, 2018	May 18, 2018
Facilities Maintenance Technician I	April 30, 2018	May 11, 2018
Senior Administrative Assistant-WFD	May 1, 2018	May 15, 2018
Development Director, Public Radio East	May 9, 2018	May 31, 2018
Director of Admissions and Student Records	May 24, 2018	June 14, 2018
Executive Director of Institutional Effectiveness	May 29, 2018	June 26, 2018
Reference Librarian (PT Regular)	June 18, 2018	July 13, 2018
Electronics Engineering Technology Faculty	June 19, 2018	July 13, 2018
Machining Faculty	June 19, 2018	July 13, 2018
Facilities Maintenance Technician I	June 20, 2018	June 30, 2018
Facilities Maintenance Technician II	June 20, 2018	June 30, 2018

CCC Facilities Usage Report

April - June 2018

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
NC Department of Environmental Quality, Division of Coastal Management	4/4/2018	Gov	AMC 104			7
St. Mark's Church of Christ	4/15/2018	Non-Profit	Orringer	\$240.00	4/20/2018	200
Craven County Democratic District	4/16/2018	Non-Profit	IAT Hangar	\$75.00	4/12/2018	85
NC Department of Environmental Quality, Division of Coastal Management	4/16/2018	Gov	AMC 104			6
Full Circle Enterprises	4/19/2018	Profit	Naumann Community Room	\$130.00	4/19/2018	28
Craven Smart Start/Childcare Resources & Referral	4/16, 4/23, 4/24, 4/30/2018	Edu	AMC 102/Naumann Community Room			9 to 22
University of North Carolina - Chapel Hill/Cecil G. Sheps Center for Health Services Research	4/20/2018	Edu	Naumann Community Room			37
NC Department of Administration - Council for Women and Youth Involvement	4/25/2018	Gov	AMC 102			32
New Bern Chamber of Commerce	4/26/2018	BLC	Orringer Auditorium			45
North Carolina Courts System	4/28/2018	Gov	Naumann Community Room			14
NC Department of Environmental Quality, Division of Coastal Management	5/3/2018	Gov	AMC 102			16
Full Circle Enterprises	5/3/2018	Profit	Naumann Community Room	\$130.00	5/3/2018	30
East Carolina University School of Social Work	5/12, 19; 6/2, 6/9, 6/16/2018	Edu	Perdue 123			9
University of North Carolina - Chapel Hill/Highway Safety Research Center	5/18/2018	Edu	Naumann Community Room			23
NC Department of State Treasurer, Teachers' and State Employees' Retirement System	5/23/2018	Gov	Orringer			250+
Community of Excellence/Craven Arts Council	6/2/2018	Non-Profit	Orringer	\$200.00	3/23/2018	75
Kiddie Kollege Learning Center, Inc.	6/5/2018	Profit	Orringer	\$162.50	6/5/2018	125
Full Circle Enterprises	6/7/2018	Profit	Naumann Community Room	\$130.00	6/7/2018	30

CCC Facilities Usage Report

April - June 2018

Neuse Basin District Cub Scouts	6/11-6/15/2018	Non-Profit/ Waived	Perdue 139, 140, 141, 142, 144 and Grounds	135
University of North Carolina - Chapel Hill/Highway Safety Research Center	6/15/2018	Edu	Naumann Community Room	20

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

BP – 2.4

DRUG AND ALCOHOL USE

Legal Authority: 1C SBCCC 200.94; 34 CFR Part 86

Approval: April 19, 2011

Revision: [DRAFT – August 2018]

DRUG AND ALCOHOL USE

It is the policy of Craven Community College to provide employees and students an environment that is free of drugs and alcohol. In compliance with the Drug-Free Schools and Communities Act of 1989, the College will adopt and implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its premises and as a part of any of its activities. In compliance with the Drug-Free Workplace Act of 1988, the College prohibits the unlawful manufacture, distribution, dispensation, possession, use, or sale of a controlled substance or alcohol during work time and breaks, on College premises or as part of any College-sponsored activity, while driving a College owned vehicle and/or while driving any vehicle for a College-sponsored, sanctioned or required activity.

The following are limited exceptions to the prohibitions of this policy:

- The President is authorized to waive prohibition of the use, possession, distribution and/or dispensation of alcohol for College-sanctioned events that do not involve significant student participation.
- Unopened (sealed) alcoholic beverages, in their original containers, are permitted in personally owned vehicles parked on College property.
- An instructional course that requires the use, possession, distribution or dispensation of alcohol. The Board authorizes the President to conduct, upon receiving the necessary State Board of Education and NC Alcoholic Beverage Control Commission approvals, the following instructional programs:
 - A brewing, distillation and fermentation program pursuant to N.C.G.S. § 18B-1114.6. The purpose of the brewing, distillation and fermentation program is solely educational.
 - A viticulture and enology program pursuant to N.C.G.S. § 18B-1114.4. The purpose of a viticulture and enology program is solely educational.
 - The President shall develop applicable Procedures prior to initiating these instructional programs.

Definitions

Drug: Any “controlled substance” as defined at 21 U.S.C. § 802 and listed on Schedules I through V of 21 U.S.C. § 812, as revised from time to time, and as defined by other federal laws and regulations. Controlled substances also includes those substances listed on Schedules I through VI in Article 5 of

Chapter 90 of the North Carolina General Statutes and as defined by other state or local laws and regulations. Generally, these are drugs that have a high potential for abuse. Such drugs include but are not limited to heroin, marijuana, cocaine, opiates, amphetamines, phencyclidine (PCP) and crack cocaine. Also included within this definition are any legal drugs that have been obtained illegally or are not being taken as prescribed by a licensed physician, and substances that are not intended for human consumption (such as glue).

Alcohol: Means the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols, including methyl and isopropyl alcohol. Alcohol includes any beverage containing at least one-half of one percent (0.5%) by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages and any other beverages regulated by the North Carolina ABC Commission under Chapter 18B of the North Carolina General Statutes.

College campus: The buildings, grounds, parking lots, and other property of the College, or any other location where the business or an activity of the College is being performed or carried out.

Conviction: A plea of or a finding of guilt (including a plea of nolo contendere) and the imposition of a judgment by a judge sitting with or without a jury in any federal or state court or military tribunal.

Prohibited Conduct for Students

No student shall manufacture, distribute, dispense, possess, use, sale or be under the influence of any drug or alcoholic beverage before, during or after school hours on College premises, at any College location, or at College-sponsored events or activities. A student's legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed drugs or over-the-counter drugs.

Any student who violates this policy while on College premises or as part of any College-sponsored activity will be subject to disciplinary action.

Instructors have the discretion to determine whether a student may be under the influence of drugs or alcohol. If an instructor suspects a student is under the influence of drugs or alcohol, he or she has the authority to contact campus security to remove the student from the classroom. Instructors must notify the Dean of Enrollment Management or designee of this alleged violation of the Code of Student Conduct as soon as possible.

Disciplinary Sanctions for Students

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the Code of Student Conduct. Disciplinary action including, but not limited to suspension, dismissal or the requirement that the student satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program. The student is expected to comply with any assistance or rehabilitation program prescribed as a condition of his or her enrollment. Participation in any assistance or rehabilitation program will be at the student's own expense.

Any illicit drugs or alcohol found in or on College property will be turned over to the appropriate authorities, and the College will assist in any resulting criminal prosecution.

Prohibited Conduct for Employees

A violation of this drug and alcohol abuse policy occurs when any employee:

Engages in the unlawful manufacture, distribution, dispensing, possession of, sale, purchase, trade, or use of any drug or alcohol while at the workplace, while using equipment owned or leased by the College, while in a vehicle owned or leased by the College or while representing the College away from the workplace, except for the reasonable social use of alcohol in a business/social setting, provided the employee is of legal age.

Reports to the work site impaired by drugs or alcohol, including improper use of drugs prescribed by a physician, and over-the-counter medications. Any employee using prescribed medications under a physician's direction and any employee taking prescription or over-the-counter medication that could alter their ability to perform the duties and responsibilities of their position, must notify the appropriate supervisor. Such employee is responsible for knowing and understanding the effects of any drug being taken. Failure to know or understand will not be a bar to disciplinary action. If, in the opinion of the employee's supervisor, an employee's actions and/or behavior are considered unsafe as a result of using the medication, the employee may be sent home on leave. If any employee reports to the work site while impaired by any of the above, this behavior shall be deemed inappropriate and unacceptable "personal conduct" for the purposes of the College.

Fails to report a conviction for driving while impaired, resulting in suspension or revocation of the employee's license, if the employee's job requires a valid operator's license. In this situation, the employee must report the license suspension or revocation to Human Resources. Human Resources shall determine whether suspension or revocation of the employee's driver's license interferes with a minimum level of job performance. If suspension or revocation of the employee's license is for one (1) year or less, the College may either assign the employee to another job for which he or she is qualified or may dismiss the employee for cause. Failure to notify Human Resources shall be cause for disciplinary action.

Manufactures, distributes, dispenses, possesses, sells, purchases, or uses prohibited drugs or alcohol away from the College campus in a manner that adversely affects the employee's performance, his or her or others' safety at work, or the College's regard or reputation in the community is viewed as inappropriate and unacceptable "personal conduct".

Stores any prohibited drug or unauthorized alcohol in a drawer, desk, cabinet, vehicle, or other repository owned or leased by the College or located at the workplace.

Fails to report in writing to the Human Resources Department any conviction under federal or state criminal drug statutes or conviction of an alcohol-related crime within five (5) calendar days following such conviction.

Commission of any of the above violations can result in disciplinary action, up to and including an unpaid suspension or dismissal.

Drug and Alcohol Testing of Employees

Craven Community College maintains a drug and alcohol-screening program for employees consistent with legal requirements. The President shall adopt and implement appropriate procedures for drug and alcohol testing.

Disciplinary Sanctions for Employees

Violations of this policy may result in disciplinary action up to, and including, an unpaid suspension, non-renewal or dismissal. At the College's sole discretion and in lieu of or in addition to taking disciplinary action, the College may refer an employee to a substance abuse professional or other appropriate agency, for evaluation and possible assistance. The employee will be expected to comply with any assistance or rehabilitation program prescribed as a condition of his or her employment. Participation in any assistance or rehabilitation program will be at the employee's own expense. In addition, the College may require the employee to sign and adhere to a Last Chance Assistance Agreement form or similar agreement provided by the College.

Any illicit drugs or alcohol found in or on College property will be turned over to the appropriate authorities, and the College will assist in any resulting criminal prosecution. The College reserves the right to refer violators of this policy to appropriate authorities for prosecution. Employees who are in violation of alcohol and drug laws may suffer legal consequences ranging from fines up to incarceration.

Enforcement

The College is committed to enforcing this policy and to making sure that students and employees understand its contents and requirements. For this reason, the policy will be published annually in the College's Student Handbook and will be made available to employees along with other personnel policies and procedures of the College.

The College will review its drug and alcohol abuse program biennially or as otherwise required, to determine its effectiveness and implement any changes as needed, and to help ensure that the disciplinary sanctions described in this policy are enforced consistently.

All applicable laws pertaining to alcohol consumption, including laws relating to the sale to, purchase by, or use by underage persons of alcohol, will be enforced on the College campus. Similarly, all applicable federal, state, and local drug laws will be enforced on the College campus.

Employees working under a federal grant or contract that are convicted of violating a federal or state criminal drug statute or alcohol-related crime on College premises or as part of any College-sponsored activity, must report such conviction to the Human Resources department within five (5) calendar days of the conviction. The College will notify the appropriate federal government agency, which made the grant, within ten (10) calendar days of receiving notice thereof. The College shall take appropriate disciplinary action within thirty (30) calendar days from receipt of notice. As a condition of further employment on any federal government grant or contract, the law requires all employees to abide by this policy.

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DRUGS AND ALCOHOL - BP 6.3

Legal Authority: NCGS 115D-20

Approval: April 19, 2011

Revision:

Drugs and Alcohol

The Board does not tolerate the use, possession and distribution of illegal drugs on College property or while participating in College activities wherever located. The Board directs the President to ensure that each student agrees that he or she will not possess, use, sell, distribute or be under the influence of drugs while participating in any College activity. For purposes of this Policy, the term "Drugs" includes all controlled substances listed under 12 U.S.C. § 802, 13 CFR part 1308, and Article V, Chapter 90 of the North Carolina General Statutes. The Board does not tolerate the use of alcohol by any under- aged person or any student, staff, or faculty member on any College property or while engaged in any College activity except when alcohol is served at an event sponsored by the College and approved by the President.

Prohibited Conduct

A student or employee will be subject to disciplinary sanctions, up to and including expulsion or termination, for engaging in any of the following prohibited conduct:

(1) Drug Violations

Engaging in the unlawful manufacture, distribution, dispensing, possession, sale, purchase, or use of any illicit drug while on the College campus, while at school or work or during his or her school or working hours, at a College-sponsored event, while engaged in College business, while representing the College away from the College campus, or while participation in College activities.

Being under the influence of any illicit drug while on the College campus, while at school or work during his or her school or working hours, in a College vehicle or while using College equipment, at a College-sponsored event, while engaged in College business, while representing the College away from the College campus, or while participating in College activities.

Manufacturing, distributing, dispensing, possessing, selling, purchasing, or using an illicit drug away from the College campus in a manner that adversely affects the student's or employee's performance, his or her or others' safety at school or work, or the College's regard or reputation in the community.

If an employee, failing to report to the College a conviction for violation of any criminal drug statute in the workplace (whether entered into upon a verdict or a plea, including a plea of nolo contendere) within five days after the conviction.

"Illicit drugs" are any "controlled substances," as defined at 21 U.S.C. §802 and listed on Schedules I through V of 21 U.S.C §812, as revised from time to time; as defined in and listed on Schedules I through VI in Article 5 of Chapter 90 on the North Carolina General Statutes, as revised from time to time; and as defined by other federal and state laws and regulations (unless the controlled substance has been prescribed and is being taken as prescribed). These are drugs which have a high potential for abuse and include but are not limited to marijuana, opiates, cocaine, amphetamines, and phencyclidine. Also included are other drugs that are illegal under federal, state, or local law; legal drugs that have been obtained illegally or are not being taken as prescribed by a licensed physician; and substances that are not intended for human consumption (such as glue).

(2) Alcohol Violations

Engaging in the unauthorized manufacture, distribution, dispensing, possession, sale, purchase, or use of alcohol while on the College campus, while at school or work or during his or her school or working hours, at a College-sponsored event, while engaged in College business, while representing the College away from the College campus, or while participating in College activities (reasonable use of alcohol may be permitted in a business/social setting, provided the student or employee is of legal age);

Being under the influence of alcohol while on the College campus, while at school or work or during his or her school or working hours, in a College vehicle or while using College equipment, at a College-sponsored event, while engaged in College business, while representing the College away from the College campus, or while participating in College activities; or,

Manufacturing, distributing, dispensing, possessing, selling, purchasing, or using alcohol away from the College campus in a manner that adversely affects an employee's performance at work or adversely affects a student's or employee's or others' safety at school or work.

Students and employees also are prohibited from storing any illicit drug or alcohol in a locker, desk, or other repository owned or leased by the College without prior authorization from appropriate College officials, even if the repository is made available for a student's or employee's use.

Enforcement

All applicable laws pertaining to alcohol consumption, including State laws relating to the sale to, purchase by, or use by underage persons of alcohol, will be enforced on the College campus. Similarly, all applicable federal, State and local drug laws will be enforced on the College campus.

Drug and Alcohol Abuse Policy

In accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act, as amended, the President is directed to implement a Drug and Alcohol Abuse Plan, to which all students and employees are subject. Additional information about the consequences of prohibited drug use and alcohol misuse, as well as information about the College's drug- and alcohol- abuse education programs, is contained in the plan, which shall be distributed annually to students and employees. Appropriate disciplinary action, up to and including expulsion from the College or termination of employment, as applicable, will be taken against any student or employee who violates this Policy or the plan.

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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 April 18, 2012.

Approved by the Craven Community College Board of Trustees as of April 24, 2012.

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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.

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. 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. Notwithstanding Section 7.1, the President, with at least one ex officio member of the Board of Directors, may sign any deeds, leases, mortgages, bonds, contracts or other instruments which lawfully may be executed on behalf of the Corporation, except where required or permitted by law otherwise to be signed and executed and except where the signing and execution thereof will be delegated by the Board of Directors to some other officer or agent. 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.

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, arbitral, 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.

ND: 4842-2939-8031, v. 4

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

Summary of Proposed Amendments – July 24, 2018

1. INDEX

- a. ARTICLE I, Purpose and the Board of Trustees of the College, Section 1.3 Foundation Staffing – changing the word from “Employees” to “Staffing” to remain consistent with verbiage in the text of the Article.
- b. ARTICLE V, Meetings of Directors, Section 5.11 Attendance at Meetings – added this new section to the Article.

2. ARTICLE III, Directors

- a. Section 3.2 Number, Term, and Qualifications – changed to allow a reappointment to the board after only one year (not two years) following an expired term.
- b. Section 3.4 Removal and Resignation – added the last sentence to provide the Board Chair with the discretion to address absences.

3. ARTICLE IV, Committees, Section 4.1 Committees of the Board

- a. (a) Leadership Committee – changed the number of standing committees to four (from five) to reflect the following proposed amendment.
- b. (b) Planning/Events Committee – deleted this section and added it to the new section (c) Resource Development Committee below.
- c. (c) Resource Development Committee – added the deleted section (b) above to the end of this section.
- d. (d) Board Development and Governance Committee – changed verbiage to allow the President and Vice President/President Elect to co-chair this committee or to allow for the President to designate a co-chair.

4. ARTICLE V, Meetings of Directors, Section 5.11 Attendance at Meetings – this is a new section to address board member attendance and to remain in line with ARTICLE III.

5. Changed the title of the “Vice President of Administrative Services” to the “Vice President for Administration” in both articles to remain consistent with current organizational structure, as follows:

- a. ARTICLE IV, Committees, Section 3.7 Ex-Officio Directors
- b. ARTICLE VI, Officers, Section 6.8 Treasurer

6. Other proposed changes are grammatical and not substantive in nature.

CRAVEN COMMUNITY COLLEGE Foundation

Board of Directors

Shannon Adcock
Carol Becton
Sharon M. Bland
J. Brent Davis
David Dysinger
William T. Fuller
Brenda George
Lloyd Griffith
John O. Haroldson
Tyler Harris
Lee E. Knott
Janet Lamb
Linda MacDonald, *Emeritus*
Ashley R. Martin
W. David McFadyen, Jr.,
Vice President/President Elect
Stephen Nuckolls, *Emeritus*
Marjorie Russell
Anne C. Schout
Jonathan Segal
Tammy Sherron
Dr. Ray Staats, *Craven CC President*
Nancy Stallings
Linster Strayhorn, III
Bill Taylor, *Chair, Craven CC Trustee*
Amy P. Wang
Craig A. Warren
Charles Wethington, *Secretary*
Jeff Williams, *President*
Yvonne Wold

Foundation Staff

Charles Wethington, *Executive Director
of Institutional Advancement*
Jennifer Baer, *Director,
Lifetime Learning Center and
Community Outreach*
Tanya P. Roberts, *Operations Coordinator*
Ashley Legarde, *IA Specialist*

www.CravenCC.edu

800 College Court
New Bern, NC 28562
Telephone: (252) 638-7351
Fax: (252) 638-4232

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

August 6, 2018

Craven Community College Board of Trustees,

The Craven Community College Foundation Board of Directors met on July 24, 2018 and voted unanimously to recommend the following individuals to serve on the Foundation Board:

- Jacqueline Atkinson – jazz/blues historian
- Carole Kemp – retired teacher
- Susan Moffat-Thomas – retired nonprofit director

In accordance with the Foundation Bylaws, Foundation Directors must be ratified by the Craven Community College Board of Trustees. The enclosed document provides details on each of these candidates.

We hereby respectfully submit these candidates and request approval by the Craven Community College Board of Trustees.

Sincerely,



Jeff Williams, President
Craven CC Foundation



Charles Wethington, Executive Director
Institutional Advancement

ENC



2018

Proposed Foundation Board Member

Jacqueline B. Atkinson

Jacqueline previously served on the Foundation board (2009-2016). She considers herself a "North Carolina-Jersey Girl", having been born in NC, and at the age of six moved to NJ. She has a passion for her family, the arts, especially music, and education. Supporting and informing young people in their educational pursuits has been a rewarding opportunity for Jacqueline. She shared her interests with her children, and then, while a student at a local community college, she served as a counselor and program assistant at a California legislated consortium. Jacqueline hopes to return to the Craven Community College's Foundation Board to continue her support of students in their educational endeavors.

Carole Kemp

Carole previously served on the Foundation board (2009-2016). As a native New Bernian and a retired school teacher, Carole has always appreciated the value of a good education. Craven CC is a wonderful institution where people from every walk of life and every age are provided the opportunity to learn. Education at Craven CC is affordable. Further, it allows older and younger adults to incorporate their studies while working and/or taking care of their families. Carole is a graduate of St. Mary's Junior College in Raleigh and completed her education at East Carolina University with a degree in childhood education. She taught at Brinson Memorial Elementary School and West Craven Middle School for ten years. Craven CC is a treasure and Carole states that she feels "grateful to be a very small part of this sacred place."

Susan Moffat-Thomas

Susan previously served on the Foundation board (2015-2016). Susan retired after 35 years in the nonprofit sector, including serving as the Executive Director of the Swiss Bear Downtown Development Corporation, Executive Director of the New Bern Preservation Foundation, member of the New Bern Area Chamber of Commerce and coordinator for the re-start of the Craven CC Adult Enrichment Program. She has also served, and continues to serve, on numerous state and local boards and committees, including the NC Aquarium Society, CarolinaEast Foundation, New Bern Historical Society, Coastal Women's Forum; Colonial Branch English-Speaking Union and the Trent Woods Planning Board. A recipient of the Order of the Long Leaf Pine, Preservation NC Gertrude Caraway Award of Merit, Lifetime Achievement Awards from the New Bern Historical Society and the Christopher Newport University Alumni Society, New Bern Rotary Club Paul Harris Fellow and Rotarian of the Year, Susan has committed herself to serving our community. She has three children, nine grandchildren and is married to John C. Thomas.



August 13, 2018

Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing
Craven Community College
800 College Court
New Bern, NC 28562

RE: Craven Community College New STEM Building – Havelock Campus
SCO ID #15-12661-02A; DCC #2093
JKF Project No. 2017-08

Dear Ms. Patterson:

Bids were received for the above project on Thursday, August 9, 2018. Bidding was promptly closed at 3:00 p.m. All in attendance indicated they received all the addenda, that no one was denied the right to bid, and that no one objected to opening the bids.

After the bid opening, Daniels and Daniels Construction Company, Inc., was the initial apparent low-bidder based on the attached Bid Tabulations, Base Bid plus Alternates #1, #2, and #3, and notified as such. They are the apparent low-bidder and we recommend acceptance of their Bid as follows:

Base Bid	\$ 4,239,000
Alternate Bid No. 1– Two Additional Classrooms	\$ 200,000
Alternate Bid No. 2 –Add New Parking Lot	\$ 118,500
Alternate Bid No. 3 – Preferred Alternate Corbin-Russwin Hardware	\$ -
TOTAL RECOMMENDED AWARD	\$ 4,557,500

Unit Prices are as indicated on the Form of Proposal and the Bid Tabulation and will remain in effect for the life of the project.

I am enclosing the following with this letter:

1. Certified Bid Tabulation Form;
2. Daniels and Daniels Construction Company, Inc., Original Bid Documents including:
 - a. Original Form of Proposal.
 - b. Bid Bond;
 - c. Identification of Minority Participation;
 - d. Affidavit A;
3. Daniels and Daniels Construction Company, Inc., Post Bid Documents including:
 - a. Affidavit C indicating 10.1% MBE participation.

Based on the above recommended Bids, we recommend budget be summarized as follows:

Construction Cost	\$ 4,557,500
Contingency	3% \$ 136,725.00
Owner Reserve for Testing, Geotech, Surveys	\$ 50,000
A/E Fees	\$ 364,489
TOTAL PROJECT BUDGET	\$ 5,108,714

Please forward to State Construction upon approval of your Trustees with the required cover letter for Contract award. If you require any further information, please contact me at your convenience.

ARCHITECTURE
PLANNING
DESIGN

625 Lynndale Court, Suite F
Greenville, NC 27858
Phone: 252-355-1068
Fax: 252-355-0216
j kf@j kf-arch.com (e-mail)
www.j kf-arch.com (Web-site)

August 13, 2018
Craven Community College STEM Building- Havelock
Page 2 of 2

Sincerely,

A handwritten signature in blue ink, appearing to read "John K. Farkas". The signature is fluid and cursive, with a large initial "J" and "K".

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

XC:

- None.

Attachments:

- As noted

File: a:\projects-2017\2017-08\012-007 r2.docx

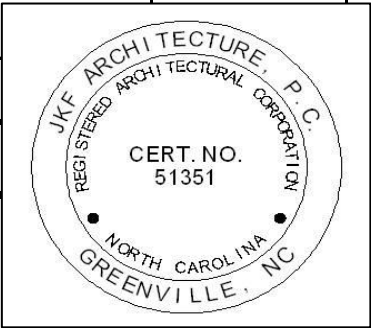
CRAVEN COMMUNITY COLLEGE
New Stem Building
File# 15-12661-02A
NCCS #2093

BID TABULATION FORM

BID DATE: 8-9-2018, 3:00 PM

	Yes	No
Bidding closed at appointed time?	X	
Contractor's Received All Addendum?	X	
Anyone denied the right to Bid?		X
Any objections to opening Bids?		X

Contractor	Lic. No.	Addenda	Bid Bond	Sign & Seal	Iden. MBE A & B or D	Base Bid	Alternate #1	Alternate #2	Alternate #3	Allowance #1	Allowance #2	Unit Price #1	Unit Price #2	Unit Price #3
CONTRACT FOR: GENERAL CONSTRUCTION SINGLE- PRIME														
BURNEY & BURNEY CONSTRUCTION INC.	30238	Y	Y	Y	Y	\$6,000,000	\$375,000	\$80,000	\$0	\$50.00	\$75.00	\$70.00	\$75.00	\$15.00
DANIELS and DANIELS CONSTRUCTION CO., INC.	23697	Y	Y	Y	Y	\$4,239,000	\$200,000	\$118,500	\$0	\$26,400	\$25,700	\$22.00	\$55.00	\$6.50
GROUP III MANAGEMENT, INC.	22369	Y	Y	Y	Y	\$4,830,000	\$260,000	\$240,000	\$2,500	\$26,040	\$12,530	\$21.71	\$62.25	\$11.81
PRIMUS CONTRACTING, INC.	72610	Y	Y	Y	Y	\$4,341,000	\$245,000	\$117,000	\$0	\$26,400	\$27,500	\$22.00	\$55.00	\$75.00
Prepared by: JKF ARCHITECTURE P.C.														
Project Architect: JOHN K. FARKAS, AIA						8/9/2018								



FORM OF PROPOSAL

Craven Community College
STEM Building
File #15-12661-02A; DCC #2093

Contract: General
Bidder: Daniels & Daniels Construction Company, Inc.
Date: August 9, 2018

The undersigned, as bidder, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person than herein mentioned has any interest in this proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud. The bidder further declares that he has examined the site of the work and the contract documents relative thereto, and has read all special provisions furnished prior to the opening of bids; that he has satisfied himself relative to the work to be performed. The bidder further declares that he and his subcontractors have fully complied with NCGS 64, Article 2 in regards to E-Verification as required by Section 2.(c) of Session Law 2013-418, codified as N.C. Gen. Stat. § 143-129(j).

The Bidder proposes and agrees if this proposal is accepted to contract with The Trustees of *Craven Community College* in the form of contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the construction of *The STEM Building* in full in complete accordance with the plans, specifications and contract documents, to the full and entire satisfaction of The Trustees of *Craven Community College and JKF ARCHITECTURE PC* with a definite understanding that no money will be allowed for extra, work except as set forth in the General Conditions and the contract documents, for the sum of:

GENERAL CONSTRUCTION CONTRACT(Single-Prime):

Base Bid:

four million two hundred thirty nine thousand dollars (\$ 4,239,000.00)

List Subcontractors:

Masonry Subcontractor:

manning

License No.

Plumbing Subcontractor:

Manning Masonry

License No.

Mechanical Subcontractor:

James Clayton Plumbing

License No.

Electrical Subcontractor:

Garret Mech

License No.

Triple "R"

License No.

11697

116024

13241-u

General Contractor shall complete all sections for Alternates and Unit Prices for Single-Prime Proposal.

The **General** contractor shall act as project expeditor for all prime contracts. See Supplementary General Conditions.

GS143-128(d) requires all single prime bidders to identify their subcontractors for the above subdivisions of work. A contractor whose bid is accepted shall not substitute any person as subcontractor in the place of the subcontractor listed in the original bid, except (i) if the listed subcontractor's bid is later determined by the contractor to be non-responsible or non-responsive or the listed subcontractor refuses to enter into a contract for the complete performance of the bid work, or (ii) with the approval of the awarding authority for good cause shown by the contractor.

ALTERNATE BIDS (See Specification Section 012300 for complete description and time requirements)

Should any of the alternates as described in the contract documents be accepted, the amount written below shall be the amount to be "added to" or "deducted from" the base bid. (Strike out "Add" or "Deduct" as appropriate).

Alternate Bid No. 1 -- Add Two Additional Classrooms.

Total Add/Deduct: two hundred thousand dollars Dollars (\$ 200,000.00)

Alternate Bid No. 2 -- Add New Parking Lot.

Total Add/Deduct: one hundred eighteen thousand five hundred dollars Dollars (\$ 118,500.00)

Alternate Bid No. 3 -- Preferred Alternate: Corbin-Russwin Hardware

Total Add/Deduct: No change Dollars (\$ N/C)

UNIT PRICES (See Specification Section 012200 for complete description and time requirements)

Unit prices quoted and accepted shall apply throughout the life of the contract, except as otherwise specifically noted. Unit prices shall be applied, as appropriate, to compute the total value of changes in the base bid quantity of the work all in accordance with the contract documents

Unit Price No. 1-- Remove and replace unsuitable soils in building pad or parking areas.

Total: twenty two dollars Dollars (\$ 22.00 per CY).

Unit Price No. 2-- Remove and replacement unsuitable soils in footings, foundations, and utility trenches.

Total: fifty five dollars Dollars (\$ 55.00 per CY).

Unit Price No. 3 -- Provide geotechnical fabric, geogrid, or other suitable stabilization material.

Total: Six dollars and fifty cents Dollars (\$ 6.50 per SY).

ALLOWANCES (See Specification Section 012100 for complete description and time requirements)

Allowance quoted are included in the Base Bid amount and accepted shall apply throughout the life of the contract, except as otherwise specifically noted. Unit prices shall be applied, as appropriate, to compute the total value of changes in the base bid quantity of the work all in accordance with the contract documents.

Allowance No. 1-- Remove unsuitable soils.

Total: twenty six thousand four hundred dollars Dollars (\$ 26,400.00).

Allowance No. 2-- Remove unsuitable soils (#57 Stone).

Total: twenty five thousand seven hundred dollars Dollars (\$ 25,700.00).

The bidder further proposes and agrees hereby to commence work under this contract on a date to be specified in a written order of the designer and shall fully complete all work thereunder within the time specified in the Supplementary General Conditions. Applicable liquidated damages shall be stated in the Supplementary General Conditions Article 23.

MINORITY BUSINESS PARTICIPATION REQUIREMENTS:

Provide with the bid - Under GS 143-128.2(c) the undersigned bidder shall identify on its bid (Identification of Minority Business Participation Form) the minority businesses that it will use on the project with the total dollar value

of the bids that will be performed by the minority businesses. Also list the good faith efforts (Affidavit A) made to solicit minority participation in the bid effort.

NOTE: A contractor that performs all of the work with its own workforce may submit an Affidavit (B) to that effect in lieu of Affidavit (A) required above. The MB Participation Form must still be submitted even if there is zero participation.

After the bid opening - The Owner will consider all bids and alternates and determine the lowest responsible, responsive bidder. Upon notification of being the apparent low bidder, the bidder shall then file within 72 hours of the notification of being the apparent lowest bidder, the following:

An Affidavit (C) that includes a description of the portion of work to be executed by minority businesses, expressed as a percentage of the total contract price, which is equal to or more than the 10% goal established. This affidavit shall give rise to the presumption that the bidder has made the required good faith effort and Affidavit D is not necessary;

*** OR ***

If less than the 10% goal, Affidavit (D) of its good faith effort to meet the goal shall be provided. The document must include evidence of all good faith efforts that were implemented, including any advertisements, solicitations and other specific actions demonstrating recruitment and selection of minority businesses for participation in the contract.

Note: Bidders must always submit with their bid the Identification of Minority Business Participation Form listing all MB contractors, vendors and suppliers that will be used. If there is no MB participation, then enter none or zero on the form. Affidavit A or Affidavit B, as applicable, also must be submitted with the bid. Failure to file a required affidavit or documentation with the bid or after being notified apparent low bidder is grounds for rejection of the bid.

PROPOSAL SIGNATURE PAGE

The undersigned further agrees that in the case of failure on his part to execute the said contract and the bonds within ten (10) consecutive calendar days after written notice being given of the award of contract, the certified check, cash or bid bond accompanying this bid shall be paid into the funds of the owner's account set aside for the project, as liquidated damages for such failure; otherwise the certified check, cash or bid bond accompanying this proposal shall be returned to the undersigned.

Respectfully submitted this day of August 9, 2018

Daniels & Daniels Construction Company, Inc.

(Name of firm or corporation making bid)

WITNESS:

By: 

Signature

(Proprietorship or Partnership)

Name: James N. Daniels Jr.

Print or type

Title Chairman of the Board

(Owner/Partner/Pres./V.Pres)

Address PO Box 10337

Goldsboro, NC 27532

ATTEST:

By: 

William P. Barnes III

Title: Corporate Secretary

(Corp. Sec. or Asst. Sec. only)

License No. 23697

Federal I.D. No. 56-1589955

E-mail Address: estimating@danddcc.com

(CORPORATE SEAL)

Addendum received and used in computing bid:

Addendum No. 1 7/19/18

Addendum No. 2 8/01/18

Addendum No. 3 _____

Addendum No. 4 _____

Addendum No. 5 _____

Addendum No. 6 _____

Addendum No. 7 _____

Addendum No. 8 _____

Email Clarification Received 8/7/2017

State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of Wayne

(Name of Bidder)

Affidavit of Daniels & Daniels Construction Company, Inc.

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☒ **1 – (10 pts)** Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☒ **2 – (10 pts)** Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☒ **3 – (15 pts)** Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☒ **4 – (10 pts)** Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☒ **5 – (10 pts)** Attended prebid meetings scheduled by the public owner.
- ☐ **6 – (20 pts)** Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☐ **7 – (15 pts)** Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ **8 – (25 pts)** Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ **9 – (20 pts)** Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ **10 – (20 pts)** Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 08/09/18 Name of Authorized Officer: James N. Daniels Jr.
Signature: _____
Title: Chairman of the Board



State of NC, County of Wayne
Subscribed and sworn to before me this 9th day of August 2018
Notary Public _____
My commission expires 05/19/20

FORM OF BID BOND

KNOW ALL MEN BY THESE PRESENTS THAT _____

Daniels & Daniels Construction Company, Inc. as
principal, and Berkley Insurance Company, as surety, who is
duly licensed to act as surety in North Carolina, are held and firmly bound unto
The Trustees of Craven Community College as obligee,
in the penal sum of Five Percent of Amount Bid 5% DOLLARS, lawful money of
the United States of America, for the payment of which, well and truly to be made, we bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and
severally, firmly by these presents.

Signed, sealed and dated this 9th day of August, 2018

WHEREAS, the said principal is herewith submitting proposal for

Craven Community College - STEM Building
and the principal desires to file this bid bond in lieu of making the cash deposit as required
by G.S. 143-129.

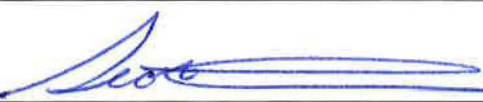
NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that
if the principal shall be awarded the contract for which the bid is submitted and shall
execute the contract and give bond for the faithful performance thereof within ten days after
the award of same to the principal, then this obligation shall be null and void; but if the
principal fails to so execute such contract and give performance bond as required by G.S.
143-129, the surety shall, upon demand, forthwith pay to the obligee the amount set forth in
the first paragraph hereof. Provided further, that the bid may be withdrawn as provided by
G.S. 143-129.1

Daniels & Daniels Construction Company, Inc. (SEAL)

By:  (SEAL)
Charles L. Daniels
Vice-President

(SEAL)

Berkley Insurance Company (SEAL)

By:  (SEAL)
Scott D. Mathers, Attorney-in-Fact



POWER OF ATTORNEY
BERKLEY INSURANCE COMPANY
WILMINGTON, DELAWARE

No. BI-SurePath-a

NOTICE: The warning found elsewhere in this Power of Attorney affects the validity thereof. Please review carefully.

KNOW ALL MEN BY THESE PRESENTS, that BERKLEY INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Delaware, having its principal office in Greenwich, CT, has made, constituted and appointed, and does by these presents make, constitute and appoint: Scott D. Mathers

USI Insurance Services National, Inc.
Raleigh, NC

Surety Bond No.: Bid Bond

Principal: Daniels & Daniels Construction Company, Inc.

Obligee: The Trustees of Craven Community College

Amount of Bond: See Bond Form

its true and lawful Attorney-in-Fact, to sign its name as surety only as delineated below and to execute, seal, acknowledge and deliver any and all bonds and undertakings, with the exception of Financial Guaranty Insurance, providing that no single obligation shall exceed Fifty Million and 00/100 U.S. Dollars (U.S.\$50,000,000.00), to the same extent as if such bonds had been duly executed and acknowledged by the regularly elected officers of the Company at its principal office in their own proper persons.

This Power of Attorney shall be construed and enforced in accordance with, and governed by, the laws of the State of Delaware, without giving effect to the principles of conflicts of laws thereof. This Power of Attorney is granted pursuant to the following resolutions which were duly and validly adopted at a meeting of the Board of Directors of the Company held on January 25, 2010:

RESOLVED, that, with respect to the Surety business written by Berkley Surety, the Chairman of the Board, Chief Executive Officer, President or any Vice President of the Company, in conjunction with the Secretary or any Assistant Secretary are hereby authorized to execute powers of attorney authorizing and qualifying the attorney-in-fact named therein to execute bonds, undertakings, recognizances, or other suretyship obligations on behalf of the Company, and to affix the corporate seal of the Company to powers of attorney executed pursuant hereto; and said officers may remove any such attorney-in-fact and revoke any power of attorney previously granted; and further

RESOLVED, that such power of attorney limits the acts of those named therein to the bonds, undertakings, recognizances, or other suretyship obligations specifically named therein, and they have no authority to bind the Company except in the manner and to the extent therein stated; and further

RESOLVED, that such power of attorney revokes all previous powers issued on behalf of the attorney-in-fact named; and further

RESOLVED, that the signature of any authorized officer and the seal of the Company may be affixed by facsimile to any power of attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligation of the Company; and such signature and seal when so used shall have the same force and effect as though manually affixed. The Company may continue to use for the purposes herein stated the facsimile signature of any person or persons who shall have been such officer or officers of the Company, notwithstanding the fact that they may have ceased to be such at the time when such instruments shall be issued.

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 31st day of June, 2017

(Seal)  Attest:
By Ira S. Lederman
Executive Vice President & Secretary

Berkley Insurance Company
By Jeffrey M. Hafter
Senior Vice President

STATE OF CONNECTICUT)
COUNTY OF FAIRFIELD) ss:

Sworn to before me, a Notary Public in the State of Connecticut, this 8th day of June, 2017, by Ira S. Lederman and Jeffrey M. Hafter who are sworn to me to be the Executive Vice President and Secretary, and the Senior Vice President, respectively, of Berkley Insurance Company

MARIA C. RUNDBAKEN
NOTARY PUBLIC
MY COMMISSION EXPIRES APRIL 30, 2019

Maria C. Rundbaken
Notary Public, State of Connecticut

CERTIFICATE

I, the undersigned, Assistant Secretary of BERKLEY INSURANCE COMPANY, DO HEREBY CERTIFY that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and that the authority of the Attorney-in-Fact set forth therein, who executed the bond or undertaking to which this Power of Attorney is attached, is in full force and effect as of this date.

Given under my hand and seal of the Company, this 9th day of August, 2018

(Seal) 

Vincent P. Forte
Vincent P. Forte

State of North Carolina - AFFIDAVIT C - Portion of the Work to be Performed by HUB Certified/Minority Businesses
County of Wayne

(Note this form is to be submitted only by the apparent lowest responsible, responsive bidder.)

If the portion of the work to be executed by HUB certified/minority businesses as defined in GS143-128.2(g) and 128.4(a),(b),(e) is equal to or greater than 10% of the bidders total contract price, then the bidder must complete this affidavit.
This affidavit shall be provided by the apparent lowest responsible, responsive bidder within **72 hours** after notification of being low bidder.

Affidavit of Daniels & Daniels Construction Company, Inc. I do hereby certify that on the
(Name of Bidder)

Craven Community College-STEM Building
(Project Name)

Project ID# 15-2661-02A;DCC #2093 Amount of Bid \$ 4,557,500.00

I will expend a minimum of 10.1 % of the total dollar amount of the contract with minority business enterprises. Minority businesses will be employed as construction subcontractors, vendors, suppliers or providers of professional services. Such work will be subcontracted to the following firms listed below.
Attach additional sheets if required

Name and Phone Number	*Minority Category	**HUB Certified Y/N	Work Description	Dollar Value
Triple-R Electric, Inc. (252) 523-3558	F	Y	Electrical	\$460, 410.00

*Minority categories: Black, African American (B), Hispanic (H), Asian American (A) American Indian (I), Female (F) Socially and Economically Disadvantaged (D)

** HUB Certification with the state HUB Office required to be counted toward state participation goals.

Pursuant to GS143-128.2(d), the undersigned will enter into a formal agreement with Minority Firms for work listed in this schedule conditional upon execution of a contract with the Owner. Failure to fulfill this commitment may constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of this commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 08/10/18 Name of Authorized Officer: Damon R. Jones

Signature: [Signature]

Title: Chief Operating Officer



State of NC County of Wayne
Subscribed and sworn to before me this 10th day of August 2018
Notary Public [Signature]
My commission expires 05/19/20

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
CAPITAL IMPROVEMENT PROJECT

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

College Craven Community College

Project Name STEM Building on Havelock Campus NCCCS Project No. 2093

I. TYPE OF PROJECT:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> New Facility | <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs |
| <input type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC | <input type="checkbox"/> Property Purchase (Land) |
| <input type="checkbox"/> Addition to Existing Facility | <input type="checkbox"/> Life Safety | <input type="checkbox"/> Facility Purchase |

II. DESCRIPTION OF PROJECT:

This project for a STEM classroom building to be located on our Havelock Campus is being scaled down from the proposed 60,000 sq ft as cited in our original 3-1 submission to a one-story building with a maximum of 16,578 sq ft and parking lot expansion of 51 additional spaces. This project will primarily house our engineering program (partnership with NC State University) and Early College East.

Capital Improvement Approval Process Instructions

To establish a **New Project**

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

To **Amend a Project**

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

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

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

Project Close Out

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

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

Page 5, Section VI

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

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

Page 6. NCCCS 3-1 Attachment

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

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

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

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

Subtotal "A"..... _____

B. CONSTRUCTION

1. General Contract \$4,557,500
2. Other Contracts _____
- Subtotal Contracts.....** \$4,557,500
3. Designer's Fees..... \$364,489
4. Contingency..... \$136,725
5. Other Fees \$50,000
- Subtotal Fees** \$551,214
- Subtotal "B"** \$5,108,714

C. OTHER COST

1. Initial Equipment (not in III B)..... \$500,000
 Adv. Planning & Survey of
 Property
2. Miscellaneous(specify) \$54,244.00 _____
3. Worked Performed by Owner _____

Subtotal "C"..... \$554,244

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$5,662,958

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... \$50,000
2. Duly Authorized Bonds - County... _____
3. Donations..... _____
4. Federal Funds..... _____
5. Other (Please identify- parking fees, vending, rental, bookstore, etc.) Self-support
 \$671,743
- Subtotal "A"** \$721,743

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

C. STATE EQUIPMENT FUNDS \$500,000

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

E. STATE ALLOCATIOIN

1. Budget Code 46620 \$4,441,215
2. Budget Code _____
3. Budget Code _____
- Subtotal "E"** \$4,441,215

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$5,662,958

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

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

To the State Board of Community Colleges:

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

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


Chairman - Board of Trustees


President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

I certify that I have examined this application (Project No. 2093)
from Craven Community College (college) and
if shown, county funds in the amount of \$50,000 are available for
the planning and construction of this project.

Signature _____

Title County Manager

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the
NCCCS 3-1 Attachment, Page 6) it is estimated that the college will expend an additional
\$123,641 per year in support of this new construction. I certify that this document has
been reviewed, and that the information stated herein will be shared with the proper
county officials to seek an appropriate adjustment to the college's budget as the new
facility is brought online.

Signature _____

Title County Manager

=====

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

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

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

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

by deed recorded in (specify book and page) _____

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

This, the _____ day of _____, 20____

Signature

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

Date: 9/2/16

College: Craven Community College

Contact Name: Cindy A. Patterson

Project Name: STEM Building Proj. 2093

Project Completion Date: est. 8/15/2019

State Funds Authorized:

Local Funds Authorized:

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$43,250	\$44,115	\$44,997	\$45,897	\$46,815	\$45,015
Plant Maintenance						
additional annual cost	\$33,219	\$33,551	\$33,887	\$34,226	\$34,568	\$33,890
Other Operating Cost						
additional annual cost						
Electric	\$41,445	\$41,859	\$42,278	\$42,701	\$43,128	\$42,282
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$2,155	\$2,177	\$2,198	\$2,220	\$2,243	\$2,199
Telecommunications	\$250	\$253	\$255	\$258	\$260	\$255
Total Average Annual Cost (used in Section IX of the 3-1)						\$123,641

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

County Manager/Finance Officer

3-1 Attachment

**Instructions
NCCCS 3-1 Form
Capital Improvement Project Approval
Continued**

To Close Out a Project

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

NOTE: “Amended Project” and “Final Project Close Out” submissions will require approval by the State Board if the total project cost has increased by more than 10%. The Associate VP of Finance and Operations College Accounting) will approve all other “Amended Project” and “Final Project Close Out” submissions.

County signatures are not required on a 3-1 for an “Amended Project” or “Final – Project Close Out,” unless funding from county bonds has increased.

Page 6, Section VI

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

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

Page 7. NCCCS 3-1 Attachment

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

Note: The NCCCS 3-9 form (Found on the NCCCS website) is a tool which can be used to help a college come up with a utility estimate for the building.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

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

College Craven Community College

Project Name STEM Building NCCCS Project No. 2093

Campus Havelock County Craven

I. TYPE OF PROJECT:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> New Facility | <input type="checkbox"/> Roof Replacement | <input type="checkbox"/> Infrastructure Repairs |
| <input type="checkbox"/> Renovation of Existing Facility | <input type="checkbox"/> HVAC | <input type="checkbox"/> Addition to Existing Facility |
| <input type="checkbox"/> Life Safety | <input type="checkbox"/> ADA Compliance | |

II. DESCRIPTION OF PROJECT: Description must include all pertinent information regarding the project as addressed in the instructions on Page 1, **if you checked "Amended Project" please clearly state in description below reason for project amendment.**

Bids received higher than amount reflected on original 3-1 for this STEM classroom building of approximately 16,578 sq ft and parking lot expansion of 51 additional spaces. This project will primarily house our engineering program (partnership with NC State University) and Early College East.

In the above description, provide specific details and describe all aspects to be included in the project.

Project to be constructed/renovated on college owned property ☒

Project to be constructed/renovated on leased property ☐

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

CONNECT NC BOND FUNDED PROJECTS ONLY:

If equipment is included as part of the project, please certify that the equipment has a useful life of 10+ years ☐

Please acknowledge that furniture is not allowed as part of a Connect NC Bond (Bond Funds) projects and the college will not be reimbursed from Bond Funds. ☒

III. ESTIMATED COST OF PROJECT:

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B) _____

Subtotal "A" _____

B. CONSTRUCTION

1. General Contract \$4,557,500

2. Other Contracts _____

Subtotal Contracts \$4,557,500

3. Designer's Fees \$364,489

4. Contingency \$136,725

5. Other Fees \$50,000

Subtotal Fees \$551,214

Subtotal "B" \$5,108,714

C. OTHER COST

1. Initial Equipment (not in III B) \$500,000

Adv. Planning & Survey of
Property

2. Miscellaneous(specify) \$54,244 _____

Worked Performed by Owner

3. (material only, not staff salary) _____

Subtotal "C" \$554,244

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$5,662,958

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriation..... \$50,000

2. Duly Authorized Bonds - County... _____

3. Donations..... _____

4. Federal Funds (USDA, EDA, ETC.) _____

5. Other (parking fees, vending, rental,
bookstore,) Self-support funds \$671,743

Subtotal "A" \$721,743

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

C. STATE EQUIPMENT FUNDS (112 Report -Memo) \$500,000

D. STATE FUNDS (i.e. DOT, Golden Leaf; Not Allocated through the System Office). _____

E. STATE FUND ALLOCATION

1. Budget Code 46620 \$4,441,215

2. Budget Code _____

3. Budget Code _____

Subtotal "E" \$4,441,215

TOTAL SOURCES OF FUNDS (Sum of Section IV A, B, C, D, E) \$5,662,958

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

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$4,941,215.00 **State funds** reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees **dated** August 21, 2018

- As part of this certification, the Board of Trustees certify that any **equipment** purchased with the **Connect NC Bond Funds** must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefore will not be reimbursed.

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

3. That a fee simple title is held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

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


Chairman - Board of Trustees


Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

County Manager/Financial Officer:

Certification 1.

I certify that I have examined this application (Project No. 2093)
from Craven Community College (college) and
if shown, county funds in the amount of \$50,000 are available for
the planning and construction of this project.

Signature _____

Title County Manager

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the
NCCCS 3-1 Attachment, Page 6) it is estimated that the college will expend an additional
\$123,641 per year in support of this new construction. I certify that this document has
been reviewed, and that the information stated herein will be shared with the proper
county officials to seek an appropriate adjustment to the college's budget as the new
facility is brought online.

Signature _____

Title County Manager

=====

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

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

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

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

by deed recorded in (specify book and page) _____

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

This, the _____ day of _____ 20____

Signature _____

WFD Fee Change Request – August 2018

Name of Course	Current Fee	New Fee	Reasons for Change
Emergency Medical Responder	\$0.00	\$22.00	New fee will cover EMS Electronic Testing software. Software will assist in increasing student pass rate.
EMT Basic	\$10.00	\$83.00	Increase in fee covers EMS Electronic Testing to assist in increasing student pass rate and course consumables.
Advanced EMT (EMT Intermediate)	\$60.00	\$125.00	Increase in fee covers EMS Electronic Testing to assist in increasing student pass rate and track student progress.
Paramedic	\$60.00	\$203.50	Increase in fee covers EMS Electronic Testing to assist in increasing student pass rate. In addition, the fee covers the cost of PALS, PHTLS, AMLS and ACLS cards.
Pediatric Advanced Life Support (PALS)	\$0.00	\$6.00	Card now cost \$6.00 by certifying agency.
Pre-Hospital Trauma Life Support (PHTLS)	\$0.00	\$10.00	Card now cost \$10.00 by certifying agency.
Advanced Medical Life Support (AMLS)	\$0.00	\$10.00	Card now cost \$10.00 by certifying agency.
Advanced Cardio Life Support (ACLS)	\$0.00	\$5.00	Card now cost \$5.00 by certifying agency.
Auto-Detailing Certification Prep	New Course	\$19.40	Fee will cover the cost of consumables and other course materials.
Home Beer Brewing Class	New Course	\$49.40	Fee will cover cost of consumables.
FAA Airframe and Powerplant Certification	\$1,467.40	\$1,675.40	Increase in fee will cover the increase of the FAA Oral and Practical exam.

Board of Commissioners
Thomas F. Mark, Chairman
Scott C. Dacey, Vice Chairman
Jason R. Jones
George S. Liner
Theron L. McCabe
Johnnie Sampson, Jr.
Steve Tyson

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
JUL 05 2018
President's Office

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

June 30, 2018

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

Dear Dr. Staats:

On June 18, 2018, the Craven County Board of Commissioners adopted the budget for Fiscal Year 2018-2019. The following amounts were appropriated for **Craven Community College**:

Current Expense	\$3,548,198.00
Capital Outlay	<u>\$ 500,000.00</u>
Total	\$4,548,198.00

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

Craven County will pay the debt service: **\$203,940.00**

We look forward to working with you in this next fiscal year. If you have any questions, please call Craig Warren or me.

Sincerely,

A handwritten signature in cursive script that reads "Jack B. Veit III".

Jack B. Veit III.
Craven County Manager

JBV:ajn

xc: Craig A. Warren

BOARD OF TRUSTEES 2018-2019 MEETING SCHEDULE

<u>DATE OF MEETING</u>	<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
JULY 2018			
No meeting in July			
AUGUST 2018			
Tuesday, August 21	5:30 pm - 7:30 pm	Aug BOT Meeting (no dinner)	Ward Boardroom
SEPTEMBER 2018			
Tuesday, September 18	5:30 pm - 7:30 pm	Sep BOT Meeting (no dinner)	Ward Boardroom
OCTOBER 2018			
Tuesday, October 16	5:00 pm - 5:45 pm	Oct BOT Dinner w/Students	Naumann Community Room
Tuesday, October 16	6:00 pm - 8:00 pm	Oct BOT Meeting	Ward Boardroom
NOVEMBER 2018			
No meeting in November			
DECEMBER 2018			
Tuesday, December 11	5:30 pm - 7:30 pm	Dec BOT Meeting (no dinner)	Ward Boardroom
JANUARY 2019			
No meeting in January			
FEBRUARY 2019			
Tuesday, February 19	5:30 pm - 7:30 pm	Feb BOT Meeting (no dinner)	Ward Boardroom
MARCH 2019			
Tuesday, March 19	5:00 pm - 5:45 pm	Mar BOT Dinner w/Students	Naumann Community Room
Tuesday, March 19	6:00 pm - 8:00 pm	Mar BOT Trustees Meeting	Ward Boardroom
APRIL 2019			
Tuesday, April 16	5:30 pm - 7:30 pm	Apr BOT Meeting (no dinner)	Ward Boardroom
MAY 2019			
No meeting in May			
JUNE 2019			
Friday, June 21	9:00 am - 2:30 pm	Annual Board Retreat	TBD
Friday, June 21	3:00 pm - 5:00 pm	Jun BOT Meeting	TBD

BOARD OF TRUSTEES MEETING SCHEDULE

	Date & Times	Agenda Template						
		Board	Instruction	Students	Finance	Personnel	Facilities	President
JAN	Winter Break							
FEB	Third Tuesday @5:30pm	(C) Assign Ad Hoc Committee for President's Eval	(I) Curriculum Report (I) Fall Program Reviews		(A) 2QTR Finance Report	(I) 2QTR Personnel Report	(I) 2QTR Facilities Report	(I) Foundation Report (I) SGA Report
MAR	Third Tuesday Dinner @ 5:00pm (w/Students) Board @ 6:00pm	(C) Assign BOT Self Eval		(I) Student Services Report (I) Spring Enrollment	(A) Student Fees (A) County FY Budget Proposal		(I) Facilities 5-Year Plan	(I) Strategic Plan: Goal 1
APR	Third Tuesday @5:30pm	(A) President's Evaluation	(I) WFD Report (A) WFD Accountability Report					(I) Foundation Report (I) SGA Report (I) Legislative Report
MAY	Commencement							
JUN	Third Friday Retreat @ 9:00am Board @ 3:00pm	(C) Discuss BOT Self Eval (C) Appoint Board Officer Nomination Cmte		(I) Summer Enrollment	(A) FY Budget CR (A) 3QTR Finance Report	(I) 3QTR Personnel Report	(I) 3QTR Facilities Report	(I) Strategic Plan: Goal 2 (I) Legislative Report
JUL	Summer Break							
AUG	Third Tuesday @5:30pm	(C) Seat New Trustees & Elect Officers	(I) Curriculum Report (I) Spring Program Reviews		(A) FY Closeout Report (A) New FY Budget	(I) 4QTR Personnel Report	(I) 4QTR Facilities Report	(I) Foundation Report (I) SGA Report (I) Legislative Report
SEP	Third Tuesday @5:30pm		(I) WFD Report					(I) Strategic Plan: Goal 3
OCT	Third Tuesday Dinner @ 5:00pm (w/Students) Board @ 6:00pm			(I) Student Services Report (I) Fall Enrollment				(I) Foundation Report (I) SGA Report
NOV	Fall Break							
DEC	Second Tuesday @5:30pm				(A) 1QTR Finance Report	(I) 1QTR Personnel Report	(I) 1QTR Facilities Report	(I) Strategic Plan: Goal 4

(A) = Action Item (I) = Information Item (C) Board Chair

1QTR = Jul 1 - Sep 30 2QTR = Oct 1 - Dec 31 3QTR = Jan 1 - Mar 31 4QTR = Apr 1 - Jun 30

**Student Government Association
Board of Trustees Report
August 21, 2018**

SGA Executive Board:

President, Stevie Gaskins
Vice President, Olivia Brautigam
Secretary, Gabe Hargett
Treasurer, Rachel Connor
Parliamentarian, Christina (Ru) Fletcher
Public Information Officer, Smah Mosabbah

Senators:

Maurice Cunningham
Rocky Gonzales

Campus Life Activities:

- Fall Welcome Back days on August 20th and 21st : staff, faculty, ambassadors, and the SGA will be welcoming students back to school.
 - Holding welcome signs
 - Providing water and snack stations
- Havelock Welcome Back on August 22nd and 23rd : fun, games, and resources at our Havelock location to welcome students back to school.
- Panther Fest on September 6th : Our welcome back resource fair rebranded with fun, games, food, prizes, and helpful resources.
- Drug Abuse Workshop on September 27th : the SGA and ambassadors are encouraged to attend this workshop through the Adult Enrichment Program to educate them on how to bring awareness of substance abuse issues as well as to train them on how to better educate others on the matter.
- ACA Classes: the SGA has partnered with the ACA classes to better reach our fellow peers and share our purpose with our student body.
- Thank You Project: This project is a community outreach project to say thank you to those in our community who have played a part in getting us “college kids” to where we are now. To all the teachers, advisors, family, friends, and community members - we say thank you.
- Fall Conference in October: 2-4 people of the SGA will be selected and then attend the N4CSGA fall conference to gain experience, understanding, and to learn how to manage their position on the SGA well.

CRAVEN COMMUNITY COLLEGE Foundation

Board of Directors

Shannon Adcock
Carol Becton
Sharon M. Bland
J. Brent Davis
David Dysinger
William T. Fuller
Brenda George
Lloyd Griffith
John O. Haroldson
Tyler Harris
Lee E. Knott
Janet Lamb
Linda MacDonald, *Emeritus*
Ashley R. Martin
W. David McFadyen, Jr.,
Vice President/President Elect
Stephen Nuckolls, *Emeritus*
Marjorie Russell
Anne C. Schout
Jonathan Segal
Tammy Sherron
Dr. Ray Staats, *Craven CC President*
Nancy Stallings
Linster Strayhorn, III
Bill Taylor, *Chair, Craven CC Trustee*
Amy P. Wang
Craig A. Warren
Charles Wethington, *Secretary*
Jeff Williams, *President*
Yvonne Wold

Foundation Staff

Charles Wethington, *Executive Director
of Institutional Advancement*
Jennifer Baer, *Director,
Lifetime Learning Center and
Community Outreach*
Tanya P. Roberts, *Operations Coordinator*
Ashley Legarde, *IA Specialist*

www.CravenCC.edu

800 College Court
New Bern, NC 28562
Telephone: (252) 638-7351
Fax: (252) 638-4232

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

August 2018

The Foundation ended this last fiscal year strong. Financially, we ended the fiscal year with a Net Operating Income of \$43,020 combined with the Endowment growth of \$253,592 for a total Net Income for the year of \$296,612. This includes \$51,411 from the Community Fabric Awards; \$38,846 transferred from the Lifetime Learning Center and \$82,718 from the combined Campus and Community Campaigns.

Our endowment portfolio grew by over \$300,000 and we established six new endowments. This includes the *Gregory Fitzgerald Smith Scholarship Endowment* that raised \$25,000 in funds from the community. The Foundation Board of Directors matched these funds and so it is now a \$50,000 endowment.

In terms of scholarship funds awarded, we exceed the previous year by over 29% having provided 411 students with \$274,422.84 in financial assistance.

The Lifetime Learning Center ended the year far exceeding the anticipated goal. Planning is well underway now for the 2018-19 year, which will include a trip in the spring to Norway, Finland and Sweden. During the year, the Foundation has been working behind the scenes to shore up procedures and processes to codify the many activities required of the department. We have also established a number of forms for staff and faculty to access via the website. These forms allow for the application for funds or donations for students, professional development and enrichment activities for students, faculty and staff.

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 new 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