

AMENDED AGENDA

APRIL 15, 2014 BOARD AGENDA SPRING MEETING OF THE TRUSTEES OF CRAVEN COMMUNITY COLLEGE

6:00 P.M. – DINNER, NAUMANN COMMUNITY ROOM

7:00 P.M. – BUSINESS MEETING, BROCK WARD BOARDROOM, NEW BERN CAMPUS

- I. Call to Order *Bill Naumann, Chair*
- II. Roll Call *Catherine Chew, Secretary*
 - A. Agenda Review/Conflict of Interest Declaration *Bill Naumann, Chair*
 - B. Public Comment
- III. Consent Agenda (*motion*) *Bill Naumann, Chair*
 - A. Approval of Board of Trustee Minutes (February 21, 2014)
 - B. Approval of Committee Minutes & Recommendations
- IV. New Business and Discussion Items
 - A. State Budget Update (*info*) *Catherine Chew*
 - B. SACSCOC Monitoring Report (*info*) *Daryl Minus*
 - C. Facilities Update (*info*) *Ben Hancock*
 - D. Foundation Board Member Nomination (*motion*) *Bill Naumann, Chair*
 - 1. Helmut Weisser
 - E. Website Update (*info*) *Judy Eurich*
 - F. BOT Self-Evaluation and President's Evaluation (*info*) *Bill Naumann, Chair*
- V. Reports
 - A. President
 - B. Student Trustee
 - C. Faculty Council
 - D. Attorney (*Barbering Program*)
 - E. Board Chair (*Nominating Committee Appointment*)
- VI. Closed Session {G.S. 143-318.11(a)(2)(3)}
- VII. Adjournment

Strategic Plan – Many Voices One Vision: Craven 2015

Goal #1: Teaching & Learning in the 21st Century

Goal#2: Partnerships & Programs in a Diverse Community

Goal #3: Resources & Development in a Global Community

AGENDA

**APRIL 15, 2014 BOARD AGENDA
SPRING MEETING OF THE TRUSTEES OF
CRAVEN COMMUNITY COLLEGE
6:00 P.M. – DINNER, NAUMANN COMMUNITY ROOM
7:00 P.M. – BUSINESS MEETING, BROCK WARD BOARDROOM, NEW BERN CAMPUS**

- | | | |
|------|---|----------------------------------|
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| | D. Foundation Board Member Nomination (<i>motion</i>) | <i>Bill Naumann, Chair</i> |
| | 1. Helmut Weisser | |
| | E. Website Update (<i>info</i>) | <i>Judy Eurich</i> |
| | F. BOT Self-Evaluation and President's Evaluation (<i>info</i>) | <i>Bill Naumann, Chair</i> |
| V. | Reports | |
| | A. President | |
| | B. Student Trustee | |
| | C. Faculty Council | |
| | D. Attorney (<i>Barbering Program</i>) | |
| | E. Board Chair (<i>Nominating Committee Appointment</i>) | |
| VI. | Adjournment | |

Strategic Plan – Many Voices One Vision: Craven 2015
Goal #1: Teaching & Learning in the 21st Century
Goal #2: Partnerships & Programs in a Diverse Community
Goal #3: Resources & Development in a Global Community

BOARD OF TRUSTEES MEETINGS AND CONFERENCES

- Tuesday, April 22, 2014
12:00 pm – 1:30 pm
CCC Community Fabric Awards
New Bern Riverfront Convention Center
- Tuesday, April 29, 2014
3:00 p.m. – 5:00 p.m.
Shared Learning Session – Havelock Campus
Havelock Redd Bldg. Room #117
- Friday, May 2, 2014
10:00 am – 11:30 am
CCC Convocation
Orringer Auditorium
- Saturday, May 17, 2014
8:00 am
CCC Commencement
Meet Brock Ward Boardroom
- Tuesday, June 3, 2014
6:00 pm – 8:00 pm
Board of Trustees Summer Dinner/Meeting
NauMeet Brock Ward Boardroom

MEETING NOTICE

SPRING COMMITTEE MEETING SCHEDULE AND NOTICE OF THE SPRING MEETING 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 Policies, NOTICE is hereby given for the following:

Committee Meetings of the Board of Trustees of Craven Community College:

- The Finance Committee will meet on:
Monday, March 10, 2014, at 4:00 p.m.; and
- The Personnel Committee will meet on:
Monday, March 10, 2014, at 5:00 p.m.; and
- The Facilities Committee will meet on:
Monday, March 17, 2014, at 4:00 p.m.; and
- The Academic & Student Affairs Committee will meet on:
Monday, March 17, 2014, at 5:00 p.m.

All Committee Meetings will take place in *the Ward Boardroom, of the Brock Administration Building, located on the New Bern Campus of Craven Community College.*

Board of Trustee Meeting:

The regular Spring Meeting of the Craven Community College Board of Trustees will take place on Tuesday, April 15, 2014, at 7:00 p.m. in *the Ward Boardroom, of the Brock Administration Building, located on the New Bern Campus of Craven Community College.*

The Trustees will meet at 6:00 p.m. prior to the Spring Meeting for dinner in *room 115 of the Student Center on the New Bern Campus.*

This Notice is published on March 1, 2014, pursuant to directions by the Chair of the Board of Trustees.

Date posted: March 1, 2014

Place posted: Ward Boardroom, Brock Administration Building

Section II

BOARD OF TRUSTEES

ROLL CALL

April 15, 2014

Mr. Gary Baldree

Judge Ken Crow

Mr. Ronald Knight

Ms. Rosanne Leahy

Judge Peter Mack Jr.

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Bill Naumann

Mr. Kevin Roberts

Mayor Chuck Tyson

Ms. Earline Sills Williams

Ms. Brenda Wilson

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?

Section III

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF WINTER MEETING
FEBRUARY 21, 2014

The Craven Community College Board of Trustees held its winter meeting on Friday, February 21, 2014 at Carolina Colours in New Bern with Board Chairman Bill Naumann presiding. The business meeting was called to order at 1:30 pm.

Roll Call

Dr. Catherine Chew called the roll.

Members present were: Mr. Gary Baldree, Judge Ken Crow, Mr. Ron Knight, ~~Mrs. Rosanne Leahy~~, Judge Peter Mack Jr., Mrs. Carol Mattocks, Mrs. Allison Morris, Mr. Bill Naumann, Mr. Kevin Roberts, Mayor Chuck Tyson, Mrs. Earline Sills Williams, and Mrs. Brenda Wilson.

Others present were: Dr. Catherine Chew, President; Mrs. Cindy Ensley, Executive Assistant to the President and Board of Trustees; Dr. Daryl Minus, EVP, Learning and Student Success; Mrs. Page Varnell, VP, Administrative Services; Mr. Jamie Norment, Attorney, Ward and Smith. Dr. Chew declared a quorum present for the meeting.

Agenda Review/Conflict of Interest Declaration

- A. Chairman Naumann reviewed agenda and read the conflict of interest declaration. No conflicts noted by members.
- B. No public comment.

Consent Agenda

- A. Approval of Board of Trustees Minutes of October 15, 2013
- B. Approval of Committee Minutes and Recommendations

Chairman Naumann called for approval of the minutes and associated committee minutes and recommendations. After a brief clarification of the write-offs and uncollectable accounts, Chairman Naumann called for a motion. Motion by Ron Knight; second by Kevin Roberts; motion passed unanimously.

New Business and Discussion Items

- A. Foundation Director Emeritus Policy - Presented and reviewed with a mistake noted in paragraph two, sentence three, "10 years" should read "6 years" to match 1.b. under procedure. Attorney Norment commented that the title is bestowed and not automatic. Chairman Naumann called for a motion to approve. Motion by Gary Baldree; second by Peter Mack; motion passed unanimously.
- B. NC Community Foundation Resolution - Chairman Naumann called for a motion to approve the beneficiary resolution for the Margaret Rawls Stancil Endowment to Craven Community College through the NC Community Foundation. Motion by Ken Crow; second by Kevin Roberts; motion passed unanimously.
- C. Foundation Board Member Nomination – Chairman Naumann called for a motion to approve the nomination of Stephanie Duncan to the CCC Foundation Board of Directors. Motion by Brenda Wilson; second by Carol Mattocks; motion passed unanimously.
- D. Reinvest in NC's Community Colleges Resolution – Chairman Naumann presented the resolution and Dr. Chew explained the importance and need for support. A mistake was noted in the last paragraph, "... reflects the value the provide" should read "... reflects the value they provide." Chairman Naumann called for a motion approve. Motion by Peter Mack; second by Gary Baldree; motion passed unanimously.
- E. Direct Student Loan Program – As requested by Judge Crow in the Finance Committee meeting, Mrs. Varnell presented a worst case scenario of the cascading effect of losing students who can no longer get a direct loan and how it will affect our overall budget. Approximately 288 current students currently obtaining direct loans at Craven would not be able to obtain those loans next fall. Of the 288, 211 of these would be eligible for a Pell grant. Financial Aid will reach out to these students to talk with them about their options and scholarships they can apply for. The newest default rate for non-payment is 19.7% compared to 13.8% previously at CCC.

Craven Community College
Board of Trustees Meeting Minutes
February 21, 2014
Page Three

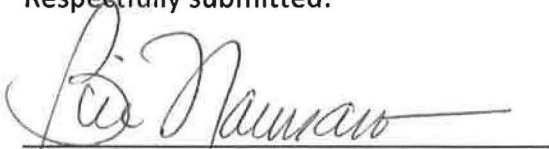
Reports

- A. President – Dr. Chew gave a brief update on the possible decline of enrollment due to opting out of the direct student loan program. She also gave a short summary of the changes in developmental testing in reading, writing, and math.
- B. Attorney – Mr. Norment stated there are no legal issues to be discussed.
- C. Board Chair – Chairman Naumann thanked the Board members for their sincere dedication to their duties and to the College.

Adjournment

With no further business to be presented, Chairman Naumann called for a motion to adjourn. Motion by Ronald Knight; second by Carol Mattocks; motion unanimously approved. Meeting was adjourned by Chairman Naumann at 2:05 pm.

Respectfully submitted:



Bill Naumann, Chair

February 21, 2014



Catherine Chew, Secretary

February 21, 2014

AGENDA

**FINANCE COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, March 10, 2014 at 4:00 P.M.**

Members: *Mr. Kevin Roberts, Chair*
 Mr. Gary Baldree
 Mrs. Brenda Wilson
 Mayor Chuck Tyson
 Judge Ken Crow
 Mr. Bill Naumann, Board Chair

Others: *Dr. Catherine Chew, President*
 Mrs. Page Jones-Varnell, Vice President for Administrative Services
 Mrs. Cindy Ensley, Recorder

- | | | |
|------|---|----------------------|
| I. | Call to Order | Kevin Roberts, Chair |
| II. | Members Present | Kevin Roberts, Chair |
| III. | Financial Reports | Page Jones-Varnell |
| | A. Year-to-date Budget Comparison Reports – State, County & Institutional
(July 1, 2013 – February 28, 2014) (<i>motion</i>) | |
| | B. Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | C. Cash Balances (<i>info</i>) | |
| IV. | Proposed County Budget 2014-2015 | Page Jones-Varnell |
| | A. Security Funding | |
| | B. Library Renovation Funds | |
| | C. Employee Annual Supplement | |
| V. | Student Credit Card Usage & Fees | Page Jones-Varnell |
| VI. | Adjournment | Kevin Roberts, Chair |

Finance Committee Charge

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

MINUTES

**FINANCE COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
B100 CONFERENCE ROOM, BROCK BUILDING
MARCH 10, 2014 AT 4:00 P.M.**

- I. Chair Kevin Roberts called the meeting to order at 4:00 pm.
- II. Members Present: Mr. Gary Baldree, Mrs. Brenda Wilson, Mayor Chuck Tyson, Judge Ken Crow, and ~~Board Chair Bill Naumann~~.
Others Present: ~~Dr. Catherine Chew~~, Mrs. Page Varnell, Mrs. Cindy Ensley and Ms. Sue Book with the New Bern Sun-Journal.
- III. Financial Reports
 - A. Year-to-date Budget Comparison Reports – State, County & Institutional
Page Varnell, VP of Administrative Services, presented an analysis of the budget versus expenditures from July 1, 2013 through February 28, 2014 (attached) indicating an overall expenditure of 57% of state funds, 60% of county funds, and 69% of institutional funds (credits due on grants). She elaborated on several line items and answered questions posed by the committee. Mayor Tyson requested the committee receive the financial documents a couple of days in advance for review before the committee meeting.
 - B. Write-Offs and Uncollectable Accounts
Mrs. Varnell discussed the uncollectable receivables (attached) indicating a YTD total of \$65,219 (July 2013-Feb 2014) as compared to \$51,924 (July 2012-Feb 2013). She stated that the majority uncollectable in Workforce Development came from students taking classes without paying in advance – this administrative error has been corrected. Mrs. Varnell stated that the College is able to collect some of the write-offs through state garnishment, which is accomplished by the State not the College. Discussion ensued on the accounts with high balances with Judge Crow inquiring about the steps taken to collect. Mrs. Varnell said the College uses holds on accounts, statements, a collection agency, and lastly the State. With no further discussion, Chair Roberts called for a vote to approve all reports presented. Mayor Tyson motioned, Mrs. Wilson seconded, and the motion was unanimous.
 - C. Cash Balances
A report of the cash balances as of February 28, 2014 was presented (attached) with totals. Discussion followed regarding interest rates on the \$35,000 at First Citizens Bank and the remaining funds deposited with the NC State Treasurer with the committee asking Mrs. Varnell to look into higher interest rates. The report was given for informational purposes only.
- IV. Proposed County Budget 2014-2015
 - A. Security Funding
Mrs. Varnell reported that the Havelock campus is without a security officer and we are planning to discuss future options with the County for 2014-2015 budget.
 - B. Library Renovation Funds
Mrs. Varnell presented a revision of the capital requests for fiscal years 2015-2019 (attached). The revisions are based on the College's ability to pay for some items with funds from other sources. Renovations for the library in Barker Hall have been placed on hold given other related community projects that are still under discussion. Ben Hancock,

Special Assistant to the President, is overseeing facilities and is working on a master maintenance plan.

C. Employee Annual Supplement

Mrs. Varnell stated the County traditionally gives a supplement in December to full-time employees of the College. After in-depth discussion, Mayor Tyson motioned to discuss the possibility of increasing the supplement with the County, Judge Crow seconded the motion and the motion passed unanimously.

V. Student Credit Card Usage & Fees

Mrs. Varnell reported that the College currently pays 2.3% of every dollar charged on a credit card via official payments. Question was asked if the fees are the same for use of credit card versus a debit card. Mrs. Varnell will inquire and get back to the committee. Discussion was held on ways to encourage students to pay with cash instead of credit.

VI. Adjournment

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

FY 2013-2014 Budget Comparison as of February 28, 2014 67% of year	President's Office/Foundation/Marketing				VP of Administrative Services				EVP of Academic Affairs/VP of Student Services				VP-HV/MA/WD			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative																
Salaries & Benefits	692,200	447,213	244,987	65%	2,055,167	1,176,489	878,678	57%	2,479,374	1,532,636	946,738	62%	1,480,841	961,539	519,302	65%
519 Contracted Services	11,441	3,197	8,244	28%	86,793	24,746	62,047	29%	142,248	64,882	77,366	46%	8,429	5,124	3,305	61%
523 Instructional Supplies			-		-	-	-		-	-	-		-	-	-	
525 Motor Vehicle Supplies			-		-	-	-		-	-	-		-	-	-	
526 Office Supplies	3,255	1,392	1,863	43%	31,569	16,381	15,188	52%	24,045	10,569	13,476	44%	5,714	2,728	2,986	48%
527 Other Supplies	663	251	412	38%	66,059	37,474	28,585	57%	14,365	2,434	11,931	17%	6,769	1,595	5,174	24%
528 Audio-Visual Supplies			-		-	-	-		-	-	-		-	-	-	
531 Staff Development	24,236	18,526	5,710	76%	47,016	27,108	19,908	58%	31,205	10,488	20,717	34%	45,114	23,332	21,782	52%
532 Communication/Postage			-		94,482	-	94,482	0%	100	9	91	9%	185	125	60	67%
534 Printing & Binding	50,000	8,979	41,021	18%					1,289	-	1,289	0%	2,307	949	1,358	41%
535 Repairs & Maintenance			-		152,256	88,181	64,075	58%	9,884	7,692	2,192	78%	649	649	-	100%
536 Freight					33	20	13	60%					27	27	0	99%
537 Advertising	75,000	31,974	43,026	43%	9,339	6,018	3,321	64%	3	-	3	0%	955	645	310	68%
538 Data Processing									-	-	-					
539 Other Current Services	4,000	3,715	285	93%	175,910	33,231	142,679	19%	32,921	13,656	19,265	41%	1,000	334	666	33%
541 Rental of Property	350	-	350	0%												
543 Lease/Rental Other Equipme			-		45,000	28,861	16,139	64%	-	-	-		19,678	11,661	8,017	59%
544 Data Processing Software	50	50	0	99%	90,465	18,104	72,361	20%	4,411	-	4,411	0%	-	-	-	
546 Memberships & Dues	20,342	18,439	1,903	91%	10,840	7,152	3,688	66%	13,605	1,365	12,240	10%	1,690	1,390	300	82%
548 NEIT Admin													3,032	-	3,032	0%
55x Equipment					338,531	45,032	293,499	13%					37,395	5,495	31,900	15%
Total Administrative:	881,537	533,735	347,802	61%	3,203,460	1,508,797	1,694,663	47%	2,753,450	1,643,732	1,109,718	60%	1,613,785	1,015,592	598,193	63%
Instructional																
Salaries & Benefits					-	-	-		6,420,080	4,077,743	2,342,337	64%	1,761,029	1,107,550	653,479	63%
519 Contracted Services							-		51,374	22,262	29,112	43%	108,317	53,739	54,577	50%
523 Instructional Supplies					106,007	-	106,007	0%	155,278	32,444	122,834	21%	82,743	20,868	61,875	25%
524 Repair Supplies									-	-	-				-	
525 Motor Vehicle Supplies							-		1,836	1,097	739					

FY 2014 Budget Comparison
County Funds
as of Feb. 28, 2014
67% of year

[illegible]

Craven Community College
Institutional Funds Budget
For the period July 1, 2013 through February 28, 2014

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT		REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	210.00	(210.00)				7,861.62
01	122 Unemployment Reserve	5,108.00	5,091.65	16.35	99.68%		14.14	-
01	133 Discretionary	33,958.00	29,908.07	4,049.93	88.07%		49,037.96	26,538.10
01	134 Unrestricted Overhead Receipts	3,278.00	-	3,278.00	0.00%		1,101.95	1,478.09
01	136 Foundation	186,967.00	81,492.18	105,474.82	43.59%		116,343.55	117,451.10
01	137 Financial Aid Matching	1,000.00	749.47	250.53	74.95%		1,001.08	281.30
01	221 Applied Music	755.00	-	755.00	0.00%		2,250.72	5,085.39
01	227 Extra Curricular Activities	28,733.00	19,615.15	9,117.85	68.27%		3,084.05	8,373.06
01	250 Curriculum-Self Supporting	537,839.00	171,832.13	366,006.87	31.95%		46,343.08	352,611.63
01	312 Fire College	4,586.00	3,496.40	1,089.60	76.24%		4,596.78	23,279.55
01	340 WFD-Self Supporting	405,914.00	160,344.50	245,569.50	39.50%		109,187.83	549,367.12
01	411 Learning Resource Center	1,849.00	1.00	1,848.00	0.05%		1,351.47	17,046.15
01	460 Customized Industry Training Support	22,415.00	10,266.91	12,148.09	45.80%		27,680.15	34,523.89
01	461 Small Business Support Fund	170.00	143.36	26.64	84.33%		0.59	115.81
02	131 College Work Study	60,640.00	37,184.63	23,455.37	61.32%		37,347.01	162.38
02	134 Restricted Overhead Receipts	13,506.00	1,034.00	12,472.00	7.66%		5,549.23	172,202.03
02	138 Returned Check Fee Fund	1,647.00	24.92	1,622.08	1.51%		163.20	14,634.16
02	139 Foundation Grants (Duke/NCCCCF)	8,000.00	1,530.00	6,470.00	19.13%		8,000.00	6,470.00
02	139 Harold H. Bate Grant	100,000.00	77,401.29	22,598.71	77.40%		100,000.00	22,598.71
02	220 NCSU Engineering	38,624.00	17,548.51	21,075.49	45.43%		25,000.00	19,735.50
02	227 ENCORE	20,026.00	16,115.81	3,910.19	80.47%		21,012.49	4,926.76
02	228 Grants -NSF	211,959.00	65,808.84	146,150.16	31.05%		30,207.68	(38,130.30)
02	229 NCAMA Grant	494,841.00	213,620.49	281,220.51	43.17%		376,678.06	144,188.70
02	291 Specific Fees - Lab/DE/ASC	347,405.00	200,080.43	147,324.57	57.59%		240,212.23	641,513.93
02	292 System-Wide Fees-Computer Tech	363,672.00	51,244.04	312,427.96	14.09%		86,623.51	598,378.59
02	293 Patron Fees	37,898.00	30,111.65	7,786.35	79.45%		24,204.57	161,089.14
02	314 Grants - Workforce Development		2,799.76	(2,799.76)			1,011.00	298.81
02	392 System-Wide Fees - Con Ed Computer	590.00	-	590.00	0.00%		131.84	11,466.38
02	521 C-Step Grant	10,000.00	2,217.40	7,782.60	22.17%		-	(2,217.40)
02	531 Professional Liability Ins	7,288.00	7,288.00	-	100.00%		6,409.78	5,650.75
02	532 Student Insurance	214.00	214.00	-	100.00%		176.96	293.16
02	533 Transcript Fees	38,284.00	20,677.97	17,606.03	54.01%		20,697.31	82,818.37
02	534 TRIO Grant	248,161.00	126,103.18	122,057.82	50.82%		129,518.92	(7,613.68)
02	790 Orringer Hall Fund	3,000.00	1,979.68	1,020.32	65.99%		2,796.30	14,432.08
02	791 Public Radio East	941,508.00	702,930.16	238,577.84	74.66%		565,636.67	35,091.06
02	795 Career Fair	2,301.00	-	2,301.00	0.00%		1.47	535.65
02	796 Testing Centers	15,359.00	12,000.00	3,359.00	78.13%		8,300.74	18,848.08

Craven Community College
Institutional Funds Budget
For the period July 1, 2013 through February 28, 2014

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT		REVENUES YEAR TO DATE	FUND BALANCE
02	797 Public Radio East Foundati	680,620.00	392,568.07	288,051.93	57.68%		447,601.14	315,722.40
02	823 SEOG	96,485.00	91,988.10	4,496.90	95.34%		92,150.20	162.10
02	824 Pell	6,550,000.00	5,594,629.84	955,370.16	85.41%		5,599,357.19	4,727.35
02	830 NCCC Targeted Financial As	7,475.00	995.24	6,479.76	13.31%		7,475.00	6,479.76
02	831 Golden Leaf Scholars	11,846.00	6,391.54	5,454.46	53.96%		10,935.85	4,557.01
02	833 NCCG	160,000.00	150,309.00	9,691.00	93.94%		165,380.00	16,828.83
02	834 Teacher Assistant Sch Fund	19,550.00	5,603.00	13,947.00	28.66%		1,000.00	(4,603.00)
02	835 State Aid Scholarships	168,103.00	156,497.00	11,606.00	93.10%		178,685.00	22,894.02
02	840 General Scholarships	167,193.00	113,871.61	53,321.39	68.11%		145,569.07	196,243.19
02	841 Endowment Scholarships	127,354.00	92,008.20	35,345.80	72.25%		55,787.47	(29,968.39)
05	710 Clearwire Distribution	2,950.00	750.00	2,200.00	25.42%		1,976.59	15,532.82
05	720 Bookstore	238,513.00	204,774.50	33,738.50	85.85%		153,215.85	651,917.91
05	730 Food Service	26,014.00	26,014.00	-	100.00%		17,051.29	(8,912.71)
05	740 Campus Access	67,655.00	41,213.26	26,441.74	60.92%		52,264.31	213,437.35
05	770 Student Activity Funds	174,019.00	83,147.45	90,871.55	47.78%		159,157.29	150,855.06
06	810 J. Wrenn Emergency Loan Fu	2,041.00	2,010.43	30.57	98.50%		313.40	40,242.94
07	910 Buildings & Grounds	803,981.00	267,946.29	536,034.71	33.33%		124,429.64	594,380.28
08	792 Public Radio East Endowment			-			5,101.99	57,626.25
08	850 Endowments	127,354.00	57,773.91	69,580.09	45.36%		141,850.72	1,841,999.82
Reporting Fund Balance Only								
Minimal Activity Expected 2013-14								
02	313 Weyerhauser Scholarship - Con Ed						6.98	2,516.23
02	324 General Ed - GED Testing						0.70	253.73
02	355 Golden Leaf Grant - Robotics						39,450.63	37,834.06
02	793 CISCO Networking Academy						0.37	135.61
02	794 Red Hat Academy						5.48	1,972.46
07	901 Repairs & Renovations							-
07	911 Institute for Aeronautical						224.89	80,896.70
07	915 Info/Tech Building							46.63
Total		13,628,648.00	9,359,557.02	4,269,090.98	69%		9,450,663.37	7,265,164.08

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

Name	Student ID #	Term	INTUI Tuition/Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	CTFCE Computer Fee-Con Ed	COMSV Community Service	SELF Self Support-Lifetim Learning	SUPHS Supply Fee-Health & Services	SUPBI Supply Fee Bus, Ind & Tech	HVBIT Self Support BIT	SSHS Self Support Health & Serv	RETCK Return Check	RTCK Check Fee	PLIAB Prof Liab Ins	FA Overage	Total
Alearea Best	707091	2012SP	284.36		10.53	5.29	3.25	130.09	19.74												453.28
Rebecca Brown	698869	2012SP	368.28		11.08	5.54	3.46	226.08	25.96												640.40
Tyshawn Fonville	705528	2012SP	396.20		15.89	7.94	4.96														424.99
Bryant Franks	673449	2012SP	129.72		15.60	7.80	4.88														158.00
Oclavious Harvey	698780	2012SP	382.63		14.16	7.08	4.43	85.24													493.54
Ebony Hayes	670902	2012SP						39.75													39.75
Paul Kinsella	488445	2012SP	259.20		17.82	8.91	5.57														291.50
Aaron Midgette	373931	2012SP	306.14		11.33	5.67	3.54	78.32													405.00
Kimberly Polierier	709147	2012SP	487.07		16.08	8.04	5.02		9.42												525.63
Darline Smallwood	706575	2012SP																		2,775.00	2,775.00
Jonathan Tyson	571548	2012SP	931.00		32.00	16.00	10.00														989.00
Yanika Whitfield	673890	2012SP	253.87		9.40	4.70	2.94	198.09													469.00
Louis Williams	689810	2012SP																		698.66	698.66
Jason Bailey	655706	2008CE2		60.00																	60.00
John Lewis	87623	2008CE1		55.00																	55.00
Helen Scott	90574	2007CE3								5.00											5.00
Chiquita Ward	91395	2012CE1															5.00	20.00			25.00
Kenneth Porteous	172441	2010CE3		5.00																	5.00
Michelle Gibbs	175541	2008CE2		60.00															16.00		76.00
Krystal Collins	178105	2011CE2															191.00	20.00			211.00
Gwendolyn Harris	177284	2007CE3															50.00	20.00			70.00
Candace Cohn	182058	2010CE2															191.00	20.00			211.00
Jack Lewis	182110	2008ce3								5.00											5.00
Dianne Lewis	182168	2008CE3								5.00											5.00
Deval Taylor	182749	2008CE2		60.00															16.00		76.00
Holly Woolard	186342	2008CE3		10.00									3.00						16.00		29.00
Elizabeth Pitts	277221	2007CE3		55.00																	55.00
Amber Morris	279786	2008CE1											5.00								5.00
Janice Hiser	369452	2009CE3		50.00																	50.00
Donald Shivar	373445	2008CE1		50.00																	50.00
Danny Moore	373555	2010CE1		65.00																	65.00
Carolyn Hiatt	377551	2008CE1																	16.00		16.00
George Lushella	378198	2008CE1											5.00								5.00
Rolinda Brown	378381	2012CE1		140.00																	140.00
Tonya Bryant	379175	2009CE1												13.00							13.00
Ryan Zurawski	384311	2009CE2		60.00															16.00		76.00
Emma Burrell	386702	2007CE3		5.00																	5.00
Betty-Lou Mitchell	467270	2009CE1										5.00									5.00
Thomas Barbert	467371	2008CE3		60.00																	60.00
Eddie Daniels	471925	2008CE3		65.00																	65.00
Katherine Wright	479337	2008CE1												13.00							13.00
Rhonda Harmon	483427	2008CE1		55.00																	55.00
Virginia Norgard	484392	2008CE3		50.00																	50.00
Helen Saiter	485307	2008CE1											5.00								5.00
Candace Howell	567397	2008CE2		60.00															16.00		76.00
William Belli	567505	2008CE3		50.00																	50.00
Christine Whitefleet	582925	2008CE3		50.00																	50.00
Curtis Heath	661962	2007CE3																	16.00		16.00
Nicole Hudspeth	663177	2009CE2															20.00				20.00
Melissa Snow	687512	2009CE3															120.00	20.00			140.00
			3,798.47	1,065.00	153.89	76.97	48.05	757.57	55.12	15.00	-	5.00	18.00	26.00	-	-	577.00	100.00	112.00	3,473.86	10,281.73

(Requested by)

(Vice President for Administrative Services)

Total Collected \$ 225.00
 Debt Setoff \$ 4,485.86
 Total Fees Paid to collection agency 372.84
 Net proceeds \$ 4,339.02

YTD Write Offs 65,219.13
 Prior Year Write Offs July 2012-Feb 2013 51,924.23

65,219.13
 51,924.23

Sponsor Issues 989.00
 Workforce Development 1,918.00
 Return 2 Title 4 6,925.23
 Pending FA/Withdrew Aid removed 449.50
 \$ 10,281.73

CRAVEN COMMUNITY COLLEGE

REPORT OF CASH BALANCES AS OF FEBRUARY 28, 2014

Local Funds	\$2,559,762.35
Special Funds	\$4,989,461.49
Total	\$7,549,223.84

NOTE: A balance of \$35,000 is maintained in an interest bearing account with First Citizens Bank. All funds over the \$35,000 are on deposit with the North Carolina State Treasurer. As of February 28, 2014, the interest rate was 0.44927% as compared to the prior interest rate of 0.47060% for November 27, 2013.

DRAFT

	Craven Community College		
	Revised Capital Requests 2015-2019		
County Fiscal Year	Facilities Needs		Requested Amount
2015	Perdue Roof		\$ 150,000
	Orringer Auditorium		\$ 175,000
	Perdue Chiller		\$ 150,000
	Grounds/Painting		\$ 25,000
	Total		\$ 500,000
2016	Brock/Student Center Chiller		\$ 150,000
	Orringer Classrooms		\$ 150,000
	Kelso Classrooms		\$ 40,000
	Havelock Chiller (Coils)		\$ 160,000
	Total		\$ 500,000
2017	Student Center Chiller		\$ 150,000
	Perdue Classrooms		\$ 160,000
	Parking Lot Refurbishments		\$ 150,000
	Grounds/Painting		\$ 40,000
	Total		\$ 500,000
2018	Bender Roof A/C Units		\$ 100,000
	Barker Air Handlers		\$ 200,000
	Kelso Bathrooms/Offices		\$ 50,000
	Grounds/Painting		\$ 45,000
	Exterior Windows/Doors		\$ 105,000
	Total		\$ 500,000
2019	Student Center Air Handlers		\$ 170,000
	Grounds/Painting		\$ 50,000
	Brock Roof		\$ 160,000
	Exterior Windows/Doors		\$ 120,000
	Total		\$ 500,000
	2015-2019 Total		\$ 2,500,000

Note: Items may change depending on program needs and funding, such as grants.

AGENDA

**PERSONNEL COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, March 10, 2014 at 5:00 P.M.**

Members: *Mrs. Brenda Wilson, Chair*
 Mrs. Rosanne Leahy
 Judge Ken Crow
 Mr. Ronald Knight
 Mr. Kevin Roberts
 Mr. Bill Naumann, Board Chair

Others: *Dr. Catherine Chew, President*
 Mrs. Page Jones-Varnell, Vice President for Administrative Services
 Mrs. Cindy Ensley, Recorder

- | | |
|---------------------------------|----------------------|
| I. Call to Order | Brenda Wilson, Chair |
| II. Members Present | Brenda Wilson, Chair |
| III. Quarterly Personnel Report | Page Jones-Varnell |
| IV. Contractual Services | Page Jones-Varnell |
| V. Adjournment | Brenda Wilson, Chair |

Personnel Committee Charge

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

MINUTES

**PERSONNEL COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
B100 CONFERENCE ROOM, BROCK BUILDING
MARCH 10, 2014 AT 5:00 P.M.**

- I. Chair Brenda Wilson called the meeting to order at 5:00 pm.
- II. Members Present: Mrs. Rosanne Leahy, Mr. Kevin Roberts, Mr. Ronald Knight, Judge Ken Crow, and Board Chair Bill Naumann.
Others Present: Dr. Catherine Chew, Mrs. Page Varnell, Mrs. Cindy Ensley and Ms. Sue Book with the New Bern Sun-Journal.
- III. Quarterly Personnel Report
Page Varnell, VP of Administrative Services, presented the Quarterly Personnel Report for the period December 1, 2013 – February 28, 2014 (attached). She highlighted the new hires, promotions/reassignments, and resignations/terminations/retirements. Judge Crow asked for clarification on “full-time temporary” status for Ben Hancock. Dr. Chew stated that Hancock was hired to formulate the emergency management plan and that he had been tasked with managing facilities as well as security. We are discussing a long-term plan that utilizes Hancock’s talents.
- IV. Contractual Services
Mrs. Varnell discussed an upcoming RFP for janitorial services.
- V. Other Business
Chair Wilson asked about the April Trustee NCACCT training in Raleigh. Dr. Chew stated she was not aware of any requests to attend. Discussion ensued on the required training; Dr. Chew assured the committee that she would check into the status of compliance by each trustee. Trustee terms of office were also discussed with Board Chair Naumann and Dr. Chew agreeing to review the roster.
Board Chair Naumann discussed the upcoming evaluation of the President and the self-evaluation of the Board of Trustees giving a timeline of tasks to be accomplished by June 12, 2014.
- VI. Adjournment
With no further business to discuss, Chair Wilson adjourned the meeting at 5:20 pm.

Craven Community College Quarterly Personnel Report
December 1, 2013-February 28, 2014

New Hires	Position Title		Effective	Monthly/Annually	
Effierie Johnson	Administrative Assistant-WFD		12/2/2013	\$2,125/\$25,500	
Camille Cooper	Academic Support Specialist/TRiO		12/2/2013	\$3,334/\$40,008	
Mitchell Martin	Military Outreach Specialist/NTC Manager		1/2/2014	\$2,959/\$35,508	
Sarah Whitford	Career/Transfer Center Coordinator		1/2/2014	\$3,625/\$43,500	
Chris Watercott	Accountant Budgeting/Operations		1/2/2014	\$4,000/\$48,000	
Ben Hancock	Special Assistant to the President (Full-Time Temporary)		1/2/2014	\$7,084/\$85,008	
Angela Foster	Biology Faculty (Full-Time Temporary)		1/2/2014	\$4,445/\$40,005	
Megan Askew	Senior Administrative Assistant/WFD		2/3/2014	\$2,417/\$29,004	
Cynthia Ensley	Executive Assistant to the President/BOT		2/17/2014	\$4,334/\$52,008	
Jasmine Roach	Accounting Assistant/Cashier		2/17/2014	\$2,584/\$31,008	
Christine Henderson	Senior Administrative Assistant/LAUT		2/17/2014	\$2,500/\$30,000	
Reassignments/ Promotions	From	To	Effective	Reason/ Annual	
Neal Register	Receiving Assistant	Information Systems Specialist	1/1/2014	Promotion \$3,167/\$38,004	
Angela Hughes	Sr. Administrative Assistant/WFD	Sr. Administrative Assistant/ Havelock Campus	12/15/2013	Lateral \$2,467/\$29,604	
William Lucas	IT Specialist Part-Time	Facilities/Receiving Assistant Full-Time Temporary	1/2/2014	\$2,250/\$27,000	
Chauncey Stevenson	Music Faculty Adjunct	Music Faculty (Full-Time Temporary)	1/2/2014	\$4,334/\$39,006	
Michael Williams	Director of Facilities (Full-Time Temporary)	Director of Facilities (Full-Time Regular)	12/16/2013	\$4,792/\$57,504	
Resignations/ Terminations/Retirements		Position	Effective	Reason	
Charlotte Graham		Budget/Projects Coordinator/Internal Auditor	12/2/2013	Resignation	
Shelley Young		Sr. Administrative Assistant/Havelock Campus	12/31/2013	Retirement	
Robert Scull		Geography/History Faculty	12/31/2013	Retirement	
Lawrence Lafferty		Electronics Faculty	12/31/2013	Retirement	
Steve Carter		Campus Security Chief	12/31/2013	Retirement	
Eric Onufer		Information Systems Technology	12/31/2013	Resignation	
Kay Tosto		Nursing Faculty	12/31/2013	Resignation	
JoAnne Payne		Interim Executive Assistant to the President/BOT	2/17/2014	Resignation	
Mary Ann Caudle		Library Assistant	2/28/2014	Resignation	
Layne Harpine		VP Havelock-Cherry Point/Military Outreach/WFD	2/28/2014	Resignation	

AGENDA

**FACILITIES COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, March 17, 2014 at 4:00 P.M.**

Members: *Mr. Gary Baldree, Chair*
 Mr. Ronald Knight
 Mrs. Carol Mattocks
 Mayor Chuck Tyson
 Mrs. Earline Sills Williams
 Mr. Bill Naumann, Board Chair

Others: *Dr. Catherine Chew, President*
 Mrs. Page Jones-Varnell, Vice President for Administrative Services
 Mr. Ben Hancock, Special Assistant to the President
 Mrs. Cindy Ensley, Recorder

- | | |
|--|---------------------|
| I. Call to Order | Gary Baldree, Chair |
| II. Members Present | Gary Baldree, Chair |
| III. Facilities Projects Update | Page Jones-Varnell |
| IV. Facilities Usage Quarterly Report (info) | Page Jones-Varnell |
| V. County Facilities Report 2014-2015 | Page Jones-Varnell |
| VI. Adjournment | Gary Baldree, Chair |

Facilities Committee Charge

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

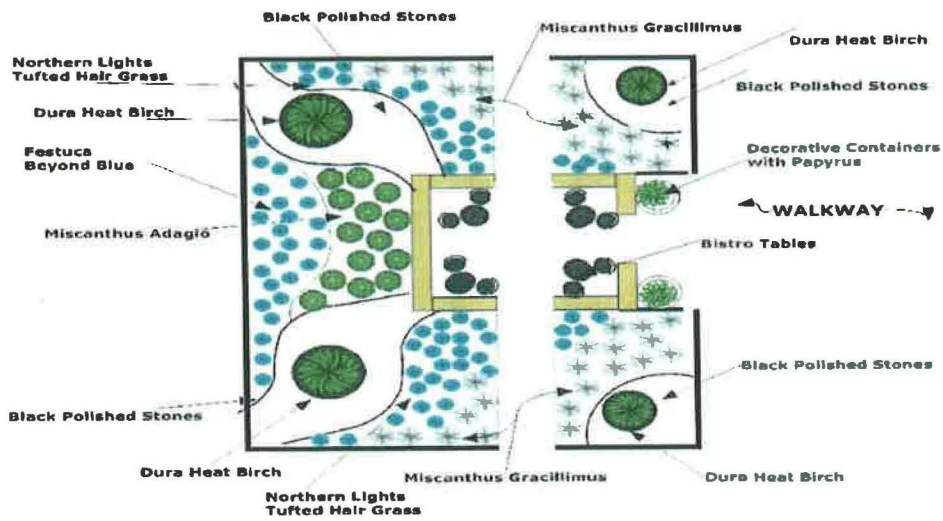
MINUTES

**FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
MARCH 17, 2014 AT 4:00 P.M.**

- I. Chair Gary Baldree called the meeting to order at 4:00 pm.
- II. Members Present: Mr. Ronald Knight, Mrs. Carol Mattocks, Mayor Chuck Tyson, Mrs. Earline Sills Williams and Board Chair Bill Naumann.
Others Present: Dr. Catherine Chew, Mrs. Page Varnell, Mr. Ben Hancock, and Mrs. Cindy Ensley. Chair Baldree declared a quorum present for the meeting.
- III. Facilities Projects Update
Page Varnell, VP of Administrative Services, gave an update on the various campus projects.
 - a. Brock outside stairs project beginning March 18, 2014 (attached design was shared)
 - b. Quad area renovations in-between Brock and the Student Center is near completion
 - c. Orringer Hall - three phases (kiln room, classroom wall removal, courtyard, interior renovations) expected to be finished by summer's end
 - d. Keyless entry system has begun in Havelock and will be completed college-wide by August 31st
 - e. Document scanning system bids have been received to replace outdated Hershey system. Dr. Chew noted this should eliminate the need for physical space to house a lot of paper storage.
 - f. Re-Group – mass notification system via text messages to be implemented by March 31st. Mr. Hancock noted that other colleges were pleased with the vendor and the system's ability to notify students about key events and emergencies.
- IV. Facilities Usage Quarterly Report (*information*)
Mrs. Varnell reviewed the report for third quarter 2013-2014. (attached)
- V. County Facilities Report 2014-2015
Mrs. Varnell discussed the five-year revised capital requests to the County. Going forward for the next five years, the College will be asking the County for \$500,000 each year. Dr. Chew and Mrs. Varnell plan to meet with the County in late April.
 - a. Sustainability plan is being worked on by Mr. Hancock
 - b. Chair Baldree asked for an update on the Department of Labor visit. Mrs. Varnell shared that inspections are needed, and we are working to continue to educate our faculty and staff.
 - c. Mr. Hancock discussed the first tornado drill held March 13, 2014 and that the drill opened up areas of concern which will be addressed. He also reviewed the "active shooter" video for staff, faculty and students with more than 100 viewing the video thus far.
- VI. Adjournment
With no further business to discuss, Chair Baldree adjourned the meeting at 4:45 pm.

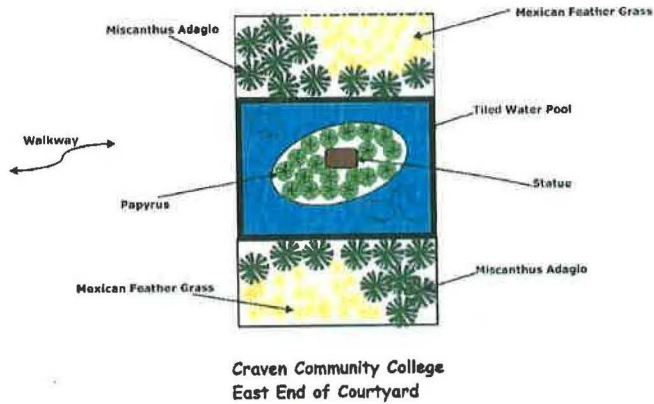






Craven Community College
West End of Courtyard

Pinecone Perennials
Landscape Designer Wendy E. Graveman
1/11/14



Craven Community College
East End of Courtyard

Pinecone Perennials
Landscape Designer Wendy E. Graveman
1/11/14



DURA HEAT BIRCH
35' H
30' W
AT PLANTING 10-12' H.

MISCANTHUS GRACILLIMUS w/ Bronze plumes



4-5' tall
3'-wide

MEXICAN FEATHER GRASS
NORTHERN LIGHTS



SHORT
12-24" H
15" W

EXTERNAL USERS OF FACILITIES

Name of Organization	Date of Use	Type of Organization	Facility	Fees	Date Fees Received
Kiddie Kollege Learning Center	12/10/13	Profit	Orringer	\$162.50	12/5/13
Our House Home Care	12/12/13	Profit	Orringer	\$65.00	12/12/13
Ratio Theatre Company	12/11-15/13	Profit	Orringer	\$300.00	12/13/13
Childcare Network No. 77	12/19/13	Profit	Orringer	\$260.00	12/16/13
NC Dept. of Health & Human Svcs. - Nutrition Svcs. Branch	1/8-9/14	Gov	AMC 102	\$0.00	N/A
East Carolina University, School of Social Work	Spring 2014	Edu	Perdue 123	\$0.00	N/A
Eastern Dermatology & Pathology	1/25/14	Profit	Barker 108	\$585.00	1/24/2014
NC Dept. of Transportation	2/10/14	Gov	AMC 102	\$0.00	N/A
BSH Home Appliances Corporation	1/30/14	BLC	Naumann Com. Rm.	\$0.00	N/A
New Bern Area Soccer Assn.	2/21/14	Non-Profit	AMC 102	\$120.00	2/20/2014
NC Department of Administration, Council for Woman	2/25/14	Gov	AMC 102	\$0.00	N/A
New Bern Housing Authority	2/26-28/14	Gov	AMC102/AMC 104	\$0.00	N/A

Fees are not charged for the following organizations:

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

	Craven Community College		
	Revised Capital Requests 2015-2019		
County Fiscal Year	Facilities Needs		Requested Amount
2015	Perdue Roof		\$ 150,000
	Orringer Auditorium		\$ 175,000
	Perdue Chiller		\$ 150,000
	Grounds/Painting		\$ 25,000
	Total		\$ 500,000
2016	Brock/Student Center Chiller		\$ 150,000
	Orringer Classrooms		\$ 150,000
	Kelso Classrooms		\$ 40,000
	Havelock Chiller (Coils)		\$ 160,000
	Total		\$ 500,000
2017	Student Center Chiller		\$ 150,000
	Perdue Classrooms		\$ 160,000
	Parking Lot Refurbishments		\$ 150,000
	Grounds/Painting		\$ 40,000
	Total		\$ 500,000
2018	Bender Roof A/C Units		\$ 100,000
	Barker Air Handlers		\$ 200,000
	Kelso Bathrooms/Offices		\$ 50,000
	Grounds/Painting		\$ 45,000
	Exterior Windows/Doors		\$ 105,000
	Total		\$ 500,000
2019	Student Center Air Handlers		\$ 170,000
	Grounds/Painting		\$ 50,000
	Brock Roof		\$ 160,000
	Exterior Windows/Doors		\$ 120,000
	Total		\$ 500,000
		2015-2019 Total	\$ 2,500,000

Note: Items may change depending on program needs and funding, such as grants.

AGENDA

**ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, March 17, 2014 at 5:00 P.M.**

Members: Mrs. Earline Williams, Chair
Mrs. Rosanne Leahy
Judge Peter Mack
Mrs. Carol Mattocks
Mrs. Allison Morris
Mr. Bill Naumann, Board Chair

Others: Dr. Catherine Chew, President
Kathleen Gallman, Associate VP for Academic Affairs and Student Engagement
Mrs. Cindy Ensley, Recorder

- | | |
|--|-------------------------|
| I. Call to Order | Earline Williams, Chair |
| II. Members Present | Earline Williams, Chair |
| III. Learning and Student Success | Kathleen Gallman |
| A. Spring Enrollment & Retention Update | |
| B. SACSCOC Monitoring Report | |
| C. NC Diagnostic Assessment & Placement Update | |
| D. Career & College Promise Update | |
| E. Articulation Agreements in Process | |
| - Johnson C Smith University | |
| - University of Phoenix | |
| IV. Adjournment | Earline Williams, Chair |

Academic & Student Affairs Committee Charge

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

MINUTES

**ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
MARCH 17, 2014 AT 5:00 P.M.**

- I. Chair Earline Sills Williams called the meeting to order at 5:00 pm.
- II. Members Present: Mrs. Rosanne Leahy, ~~Judge Peter Mack~~, Mrs. Carol Mattocks, Mrs. Allison Morris, and ~~Board Chair Bill Naumann~~.
Others Present: Dr. Catherine Chew, Mrs. Kathleen Gallman, and Mrs. Cindy Ensley. Chair Williams declared a quorum present for the meeting.
- III. Learning and Student Success
Reporting for Dr. Daryl Minus, Kathleen Gallman, Associate VP of Academic Affairs and Student Engagement, gave an update on the following:
 - a. Spring Enrollment & Retention Update – After B-term purge, enrollment numbers show a head count of 3239 students with an FTE of 1234. Compared to last Spring headcount is down 55 students but FTE is up 6. More attention is being focused on closer working relationships with students.
 - b. SACSCOC – Reaffirms every 10 years with a 5-year interim report. Six recommendations were made based on the Fifth Year Report that was submitted September 2013. The attached SACSCOC (add date) letter cited several items that need to be addressed. Mrs. Gallman stated all items are being addressed and will be reported to SACSCOC. Dr. Chew shared that the two recommendations cited most often at most community colleges are the Student Learning Outcomes and Faculty Credentials. Planning is underway to be prepared for the site visit in 2016.
 - c. NC Diagnostic Assessment & Placement Update – Mrs. Gallman gave an in-depth review of the new NCCCS diagnostic testing explaining the Math component would be implemented in Spring 2014 and the English/Reading component in Spring 2015.
 - d. Career & College Promise – High school students take college courses while attending high school. A new pathways initiative began in February 2014 to simplify the process for students and their families. Some courses are being taught at the high schools also. Students take college course tuition-free but pay expenses for books, supplies and travel.
 - e. Articulation Agreements in Process – Mrs. Gallman gave information on Johnson C. Smith University and the University of Phoenix articulation agreements being worked on presently.
- IV. Adjournment
With no further business to discuss, Chair Williams adjourned the meeting at 6:05 pm.



PRESIDENT'S OFC.
FEB 10 2014
RECEIVED

February 7, 2014

Dr. Catherine Chew
President
Craven Community College
800 College Court
New Bern, NC 28562

Dear Dr. Chew:

The following action regarding your institution was taken by the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges during its meeting held on December 9, 2013:

The SACSCOC Board of Trustees reviewed the institution's Referral Report from the submission of the institution's Fifth-Year Interim Report in December 2012. The institution is requested to submit a First Monitoring Report due **September 5, 2014**, addressing the following referenced standards of the *Principles*:

CS 3.3.1.1 (Institutional effectiveness: educational programs)

The institution presented an overview of the Comprehensive Program Review process but provided very little documentation upon which to build a case for compliance. Two program review reports (Early Childhood and Cosmetology) were provided as part of the Referral Report, a sample size which seems insufficient given the number and variety of programs offered by the institution. For those two programs, reasonable student learning outcomes have been identified and assessed, but it is unclear whether results are used to make improvements. The institution should document that it identifies expected outcomes including student learning outcomes for each of its educational programs, assesses the extent to which it achieves those outcomes; and provides evidence of improvement based on analysis of results. If sampling is used, provide a representative sample that reflects the full array of educational programs offered, including those programs offered at off-site locations and via distance education, and describe the method of selection.

CS 3.4.11 (Academic program coordination)

The institution should clearly document and justify the qualifications of the Coordinator of the AAS in the Criminal Justice Technology Degree Program.

Guidelines for the monitoring report are enclosed. Because it is essential that institutions follow these guidelines, **please make certain that those responsible for preparing the report receive the document. If there are any questions about the format, contact the Commission staff member assigned to your institution.** When submitting your report, please send **four copies** to your Commission staff member.



Dr. Catherine Chew
February 7, 2014
Page Two

Please note that Federal regulations and Commission policy stipulate that an institution must demonstrate compliance with all requirements and standards of the *Principles of Accreditation* within two years following SACSCOC Board of Trustees' initial action on the institution. At the end of that two-year period, if the institution does not comply with all the standards and requirements of the *Principles*, representatives from the institution may be required to appear before the Board, or one of its standing committees, to answer questions as to why the institution should not be removed from membership. If the Board determines good cause at that time, it may extend the period for coming into compliance for a minimum of six months and a maximum of two years and must place the institution on Probation. If the institution has been placed on Probation within the two-year period, extension of accreditation beyond the two-year period for good cause is dependent on the amount of time the institution has already been on Probation. An institution may be on Probation for a maximum of two years. If the Board does not determine good cause or if the institution does not come into compliance within two years while on Probation, the institution must be removed from membership. (*See enclosed Commission policy "Sanctions, Denial of Reaffirmation, and Removal from Membership."*)

We appreciate your continued support of the activities of SACS Commission on Colleges. If you have questions, please contact the Commission staff member assigned to your institution.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW:sf

Enclosures

cc: Dr. Crystal A. Baird

NC DAP ASSESSMENT

**The North
Carolina
Diagnostic
Assessment
and
Placement**

NC DAP

- **Assesses students' understanding of Math, English and Reading Skills**
- **Craven will implement:**
 - **Math – April 30, 2014**
 - **English and Reading – Spring 2015 (the State is currently testing and norming this portion)**

MULTIPLE MEASURES VS. NC DAP

- Students are exempt from NC DAP if they:
 - Graduated from HS within the past 5 years
 - Have successfully completed 4 appropriate math courses (see list below)
 - Have a 2.6 GPA or higher OR the appropriate ACT/SAT scores
- Math Options:
 - Advanced Functions and Modeling
 - Analytical Geometry
 - AP Statistics
 - Calculus
 - Discrete Math
 - Integrated Math IV
 - International Baccalaureate Math
 - Mindset
 - Pre-Calculus
 - Probability & Statistics
 - trigonometry

NC DAP ASSESSMENT

■ Math

- 72 Questions
- Arithmetic, Geometry & Algebra
- Cut score of seven (7)
- May be taken as DMA 010-030, DMA 040-060, or 010-060 online
- Paper/pencil versions of each module are available

■ English and Reading

- 3 sections
- 30 multiple choice covering reading skills
- 20 multiple choice covering writing and editing skills
- Essay – must be typed (exceptions for ADA students)

\$3 to retest; can test x2 in 6 mos.

NC Career and College Promise

An Overview



High School Students Can Get a Jump Start on College

- ▶ Tuition-free college courses
- ▶ High school students attend college courses while still in high school
- ▶ Students can choose University Transfer or Technical Pathways
- ▶ Early College falls under the CCP Initiative
 - Craven Early College – New Bern
 - Early College East – Havelock



Eligibility – University Transfer

- ▶ Be a high school junior or senior (11th or 12th grade)
- ▶ Have a GPA of 3.0
- ▶ Demonstrate college readiness in ALL domains (English, Math and Reading)

OR

- ▶ Receive a State-approved Waiver – Provisional Enrollment
 - Cumulative HS GPA of 3.5
 - Completion of 2 years of HS English (“C” or better)
 - Completion of HS Algebra II or higher (“C” or better)
 - Written permission from HS Principal



Eligibility – Career Technical Pathway

- ▶ High school juniors & seniors
- ▶ GPA of 3.0 OR
- ▶ Recommendation by high school principal
- ▶ High school freshmen & sophomores
- ▶ Must meet all pre/co-requisites for chosen career pathway



Maintaining Eligibility

- ▶ Students must:
 - Continue to make progress towards high school graduation
 - Maintain a 2.0 GPA in college course work



CCP – University Transfer Pathway Revision (begins Fall 2014)

Old Pathway

- ▶ Core 44 College Transfer Pathway
 - Business and Economics
 - Engineering and Mathematics
 - Humanities and Social Science
 - Life and Health Sciences

New Pathway

- ▶ College Transfer
 - Associate in Arts
 - Associate in Science

Aligns with New CAA...and discontinuation of pre-majors

CCP – Career Technical Pathways

- ▶ Automotive: Electrical
- ▶ Automotive: Undercar
- ▶ Business Admin. – Customer Service
- ▶ Business Admin. – Transfer Prep
- ▶ Computer–Integrated: Machining Technology
- ▶ CTI: Cyber Security
- ▶ CTI: Computer Technician
- ▶ CITI: A+ Prep
- ▶ Criminal Justice: College T/F Prep/BLET
- ▶ Early Childhood: Child Development
- ▶ Electronic Engineering Technology
- ▶ Entrepreneurship
- ▶ MOA: Medical Office Receptionist
- ▶ Welding

Career Technical Options for 9th and 10th graders

Additional Information

- ▶ Student may enroll in ONE College Transfer program of study at a time
- ▶ Programs of study may be changed with proper approvals
- ▶ Students may register only for courses in their approved pathways
- ▶ Fall and Spring courses are tuition-free; books, supplies and travel are the responsibility of the student



CCP – The Application Process

- ▶ Meet with high school counselor
- ▶ Complete CCP Application
- ▶ Request official high school transcript
- ▶ Complete Craven Community College application online
- ▶ Schedule placement test or provide official ACT/SAT/PLAN/PSAT scores
- ▶ Complete Craven Community College Orientation
- ▶ Schedule meeting with college advisor/get registered (family involvement recommended)



Application Deadlines

- ▶ For Fall 2014
 - Friday, August 1, 2014
- ▶ For Spring 2015
 - Monday, December 1, 2014



Craven's CCP Students

▶ Spring 2014

- Total enrollment = 80 students
 - 27 NBHS
 - 16 WCHS
 - 15 Home School
 - 15 HHS
 - 3 Epiphany
 - 4 Other Private



Classes on Location

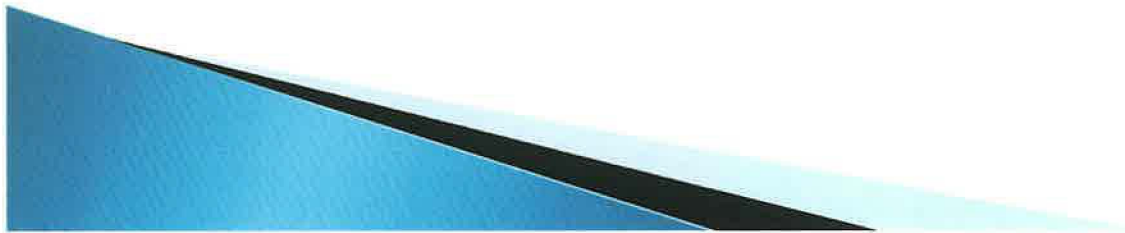
- ▶ Many students come to campus to take CCP classes. However, Craven currently offers classes at the high schools as well.
 - NBHS – currently offering Sociology 210 (Introduction to Sociology)
 - WCHS – currently offering Sociology 210 and English 111 (Expository Writing)

Planning for Fall 2014 – slated to teach Introduction to Psychology and Music Appreciation at NBHS; classes at WCHS TBD



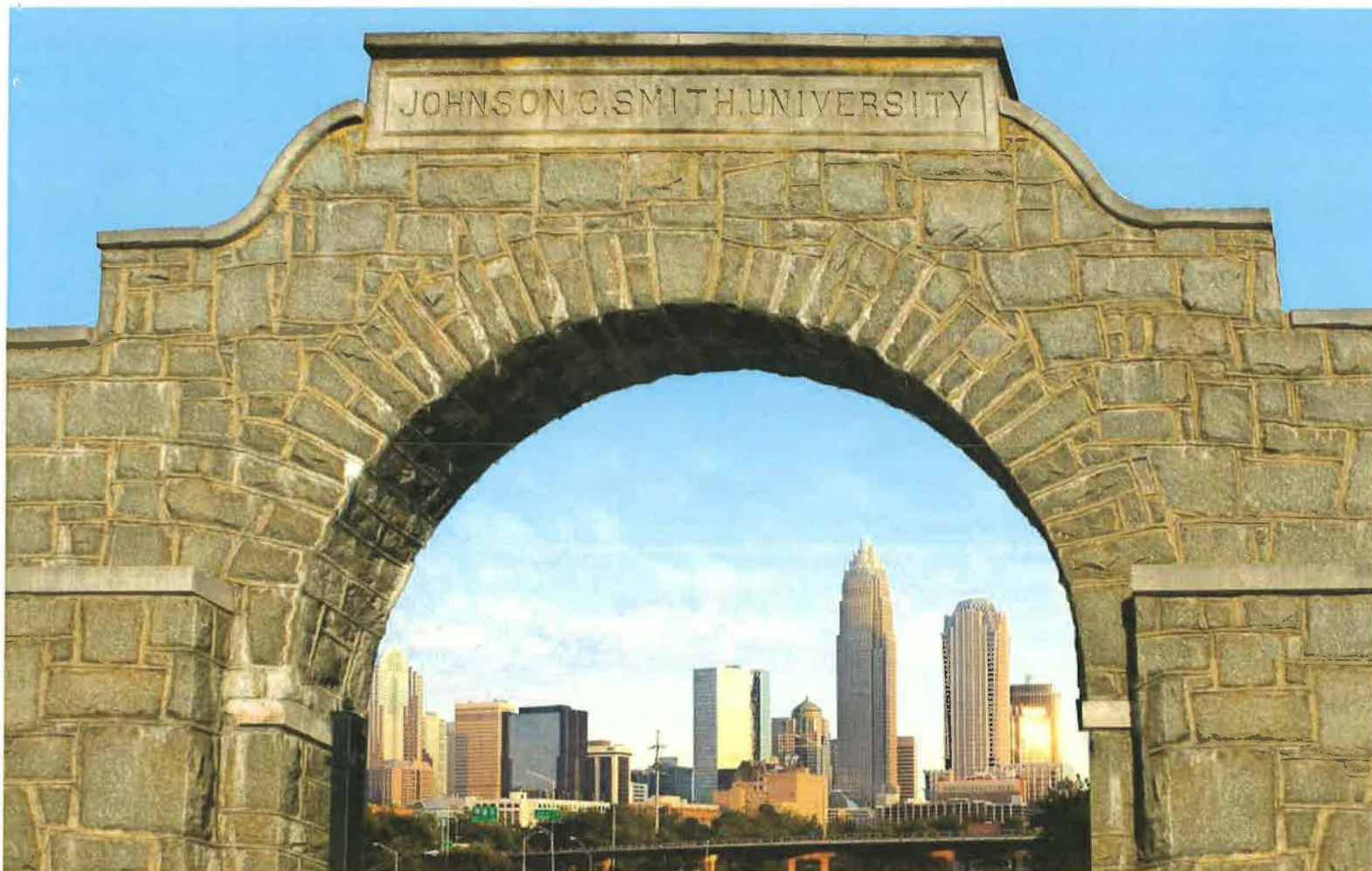
Making Connections

- ▶ Monthly Lunch and Learn sessions at New Bern High and West Craven
- ▶ Annual Counselor Luncheon
- ▶ Open Houses/Information Sessions
- ▶ Planning meetings w/ counselors



Questions?





JOHNSON C. SMITH UNIVERSITY

THE GROWING EDGE

Johnson C. Smith University is an independent, urban university located in Charlotte. The University continues to gain a national reputation for integrating the liberal arts with business, the sciences and technology in innovative, socially conscious ways to empower tomorrow's diverse entrepreneurial citizens and leaders.

Today, JCSU offers a progressive curriculum with 22 fields of study to more than 1,300 students who come from a variety of ethnic, socioeconomic and geographic backgrounds. The enriching environment enables students to explore and grow – intellectually, socially, culturally and spiritually – and develop a sense of social responsibility.

JCSU is committed to hiring expert faculty members who prepare students for rewarding careers by helping them to develop the professional and social skills needed for workforce success.

The University has strong community relationships and strategic partnerships with businesses, corporations and professional groups. As an active community partner, JCSU serves as a catalyst for building and sustaining assets in the surrounding neighborhoods and throughout the city.

Johnson C. Smith University continues to evolve into a 21st century university that will build upon its long legacy of producing compassionate and forward-thinking leaders.



JOHNSON C. SMITH UNIVERSITY

QUICK FACTS

1,387 STUDENTS
(FALL 2013)



53.9%
IN-STATE



42.6%
OUT-OF-STATE
(includes U.S. Territories)



40.8%
MALE



59.2%
FEMALE



3.5%
INTERNATIONAL

ACCREDITATIONS

Southern Association of Colleges and Schools (SACS)
Council on Social Work Education (CSWE)

103

FULL-TIME
FACULTY

11:1

STUDENT/
FACULTY RATIO

Small classrooms
encourage intimate
personalized instruction

82%

FACULTY WITH DOCTORATES
AND TERMINAL DEGREES

84 of our 103 full-time faculty
hold doctorate or terminal degrees,
which is higher than state
and national averages



22

UNDERGRADUATE MAJORS

Metropolitan College offers undergraduate
degree programs for adult learners

49%

STUDENTS LIVE
ON CAMPUS

CAMPUS LIFE

- 15 NCAA Division II sports teams
- 9 fraternities and sororities
- 60 total student organizations



ALL STUDENTS RECEIVE
A FREE PASSPORT

\$53

MILLION
ENDOWMENT

SPECIAL RECOGNITIONS

- Ranked 14th among Historically Black Colleges and Universities by U.S. News & World Report (2013)
- Member of the Clinton Global Initiative University (2013, 2012)
- Named to The President's Higher Education Community Service Honor Roll (2013, 2012, 2011, 2010)
- The men's track and field team had the highest grade point average among all NCAA Division II institutions (2013)
- Biddle Memorial Hall, at the center of campus, sits on the highest point in Charlotte. Constructed in 1883, the Romanesque-style building was listed on the National Register of Historic Places in 1975.

**CRAVEN COMMUNITY COLLEGE**

New Students AY13

39

New Students AY12

55

New Students AY11

49

New Students AY10

65

Current Enrollment

67

Students Enrolled AY13

147

Students Enrolled AY12

163

Students Enrolled AY11

152

Students Enrolled AY10

161

Historical Enrollment

749

AY10 - AY13 New Students by Top Programs

1	BSN	14
2	BS/P	13
3	BSB/M	12
4	AAGS	11
5	BSM	11
6	AAPSY	10
7	AAHCA	9
8	BSHA/HM	9

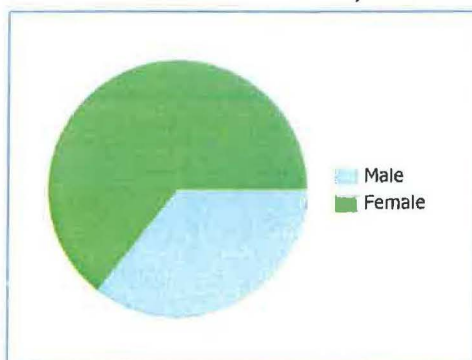
AY10 - AY13 New Students by College

Business	69
Criminal Justice & Security	16
Education	11
Humanities	18
Info Systems & Technology	14
Natural Sciences	29
Nursing	14
Social Sciences	37

AY10 - AY13 New Students by Applied Transfer Credit

AY10	Less than 12 Credits	35
AY10	12 - 24 Credits	16
AY10	25 - 48 Credits	9
AY10	49+ Credits	2
AY10	Associate's Degree	3
AY11	Less than 12 Credits	25
AY11	12 - 24 Credits	17
AY11	25 - 48 Credits	5
AY11	49+ Credits	0
AY11	Associate's Degree	2
AY12	Less than 12 Credits	32
AY12	12 - 24 Credits	13
AY12	25 - 48 Credits	9
AY12	49+ Credits	0
AY12	Associate's Degree	1
AY13	Less than 12 Credits	18
AY13	12 - 24 Credits	10
AY13	25 - 48 Credits	6
AY13	49+ Credits	2
AY13	Associate's Degree	3

AY10 - AY13 New Students by Gender



AY10 - AY13 New Students by Modality



Graduates AY13

30

Graduates AY12

28

Graduates AY11

24

Graduates AY10

24

Historical Graduates

267

AY10 - AY13 Graduates by Top Programs

1	BSB/M	14
2	BSM	10
3	AAGS	9
4	AAFB	8
5	BS/P	7
6	BSN	5
7	AAHCA	4
8	AAPSY	4

AY10 - AY13 Graduates by College

Business	49
Criminal Justice & Security	6
Education	4
Humanities	9
Info Systems & Technology	12
Natural Sciences	6
Nursing	5
Social Sciences	15

Section IV



How to Opt-In to CravenCC Alert (Regroup) For Parents and the Community

1. In the Internet browser of your choice, type in or paste: <https://cravencc.reggroup.com/signup>

or click on the CravenCC Alert button on the College Web Page <https://www.cravencc.edu>

2. On the right-hand side of the screen, below the **"Not a Student? Sign Up!"** enter the following information in the designated boxes:

- First Name
- Last Name
- (1 for Country code of the United States is already entered)
- Phone Number (10 digits, no hyphens)
- Click on drop-down for Carrier if it is a cell phone number
- Email Address
- Password

Check boxes for Email, Text and Voice (whichever methods you want to use)

Click "Join"

3. You are now in the CravenCC Alert (Regroup) screen under the "Email | Phone" tab. Additional emails can be added by clicking in the "Enter a valid email" under "Contact E-mail:" and entering another email address. Click "Add" to add that email to the list of email addresses. Under "Contact Phone:" additional phone numbers can be added by clicking on "More." As before, leave a 1 for Country Code. Enter the full 10 digit phone number without dashes and select Text or Voice. There is also an additional drop-down option after the Carrier field where you can choose Type of Number (Home, Work, Cell or Other). To finalize changes, click "Save"

4. Click on the "Join a group" tab at the top. Notice that you are already "Joined" to the CCC Security Alert Group. Please also join the CCC Public Alert Group. Click "Join" to join this group. You are now "Joined" to both groups and you are finished. Click "Log Out."

5. For future reference you can update or change your preferences at any time on the Regroup website at <http://cravencc.reggroup.com/welcome/> by clicking the "Sign in" tab on top and then entering your email address and password.

CRAVEN **COMMUNITY COLLEGE** **Foundation**

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Assistant to the Foundation*

April 11, 2014

Craven Community College Board of Trustees,

The Craven Community College Foundation Executive Committee met on March 31, 2014 and voted to recommend the following individual to serve on the Foundation Board. Subsequently, the full Board was queried and voted by email. All responding members, a majority, voted unanimously to approve the candidates.

- Helmut Weisser

A short biography of the proposed member is attached for your review.

In accordance with the Foundation Bylaws, this individual must be ratified by the Craven Community College Board of Trustees. I hereby respectfully submit Mr. Weisser's name and request approval by the Craven Community College Board of Trustees.

With Best Regards,



Judy Eurich
Executive Director

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*

Helmut Weisser

115 Anchorway, New Bern NC 28562
(252) 633-4824, h-c.weisser@suddenlink.net

Basic Information

Born 4/13/1943 in Stuttgart / Germany
Married with Carmen Weisser for 46 years
Military Service at German Army 1963-1965
Studies in Industrial Engineering and Business Management
Retired in 2008 after 40 years + from Bosch
US – Citizen since 2011

Work Experience

Ongoing Training and preparation for higher assignments at Bosch	1965 - 1980
Supervisor and Manager of various Departments at Bosch in Germany	1967 –1979
Plant Manager Technical of Bosch Optical Ltd. Taiwan	1980 –1984
VP and Plant Manager of Bosch Power Tools Corp. New Bern NC	1985 –1995
CEO and Director of Board of Bosch Power Tools Ltd. China	1995 –2000
CEO and Vice Chairman of Bosch Packaging Technology Ltd. China	2001 – 2003
VP of Bosch Packaging Technology Inc. USA	2004 – 2007
CEO of Bosch Packaging Technology Ltd. China	2007- 2008
Senior Consultant at Bosch Management Systems	since 2008

Other Achievements and Functions

Examiner and Auditor of Master Craftsmen in Germany	1967 -1980
Advisor to Government of Taiwan for Vocational Training	1981 -1984
Recognition of Outstanding Service for Apprenticeship by NC Dep. of Labor	1989
Guest Lecturer at Zhejiang University for International Business	1996 -2002
Friendship and Achievement Medal of Zhejiang Province / China	1998
Honorary Citizen of Zhejiang Province / China	2000
Volunteer at USO of North Carolina	since 2011
Director of Board of Carolina East Foundation	since 2012