

REVISED AGENDA

**BOARD AGENDA
SUMMER MEETING OF THE TRUSTEES
CRAVEN COMMUNITY COLLEGE
JUNE 23, 2014 AT 3:00 PM
WARD BOARDROOM, BROCK BUILDING, 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 (April 15, 2014)
 - B. Approval of Personnel Committee Minutes & Recommendations
- IV. New Business and Discussion Items *Page Varnell*
 - A. Financial Reports
 - a. State/County/Institutional Funds Report (*motion*)
 - b. Write-Offs Report (*motion*)
 - c. State & County 2014-15 Budget Update (*info*)
 - d. Mercer – Phase II Recommendation (*motion*)(*walk-in*)
 - B. Program Audit Results 2013-14 (*info*) *Catherine Chew*
 - C. Foundation Board Member Nomination (Lyle Schulze)(*motion*) *Bill Naumann, Chair*
 - D. Nominating Committee Recommendations (2014-15)(*motion*) *Earline Sills-Williams*
- V. Reports
 - A. President
 - B. Attorney
 - C. Board Chair
- VI. Closed Session {G.S. 143-318.11(6)}
- 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

**JUNE 23, 2014 BOARD AGENDA
SUMMER MEETING OF THE TRUSTEES
CRAVEN COMMUNITY COLLEGE**

3:00 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 (April 15, 2014)
 - B. Approval of Personnel Committee Minutes & Recommendations
- IV. New Business and Discussion Items
 - A. Financial Reports *Page Varnell*
 - a. State/County/Institutional Funds Report (*motion*)
 - b. Write-Offs Report (*motion*)
 - c. State & County 2014-15 Budget Update (*info*)
 - B. Program Audit Results 2013-14 (*info*) *Daryl Minus*
 - C. Nominating Committee Recommendations (2014-15)(*motion*) *Earline Sills-Williams*
- V. Reports
 - A. President
 - B. Attorney
 - C. Board Chair
- VI. Closed Session {G.S. 143-318.11(6)}
- 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

BOARD OF TRUSTEES MEETINGS AND CONFERENCES

- Monday, June 23, 2014
3:00 pm – 5:00 pm
Board of Trustees Summer Meeting
Ward Boardroom
- Wednesday, August 13, 2014
College Assembly for Professional Development
- September 3-5, 2014
(9/3) 2:00 pm – (9/5) 12:00 pm
NCACCT Leadership Seminar
Charlotte Marriott City Center, Charlotte, NC
- September 8, 2014
4:00 pm – 5:00 pm
Finance Committee Meeting
Ward Boardroom
- September 8, 2014
5:00 pm – 6:00 pm
Personnel Committee Meeting
Ward Boardroom
- September 13, 2014
Dr. Jim Congleton Dedication/Garden Party
- September 15, 2014
4:00 pm – 5:00 pm
Facilities Committee Meeting
Ward Boardroom
- September 15, 2014
5:00 pm – 6:00 pm
Academic & Student Affairs Committee Meeting
Ward Boardroom
- September 27, 2014
Curriculum Open House/Community Day at CCC
- October 21, 2014
6:00 pm (dinner)
7:00 pm (meeting)
Fall Board of Trustees Dinner/Meeting
Naumann Community Room
Ward Boardroom
- October 22-25, 2014
2014 ACCT Annual Leadership Seminar
Chicago, IL
- February 9-12, 2015
2015 ACCT National Legislative Summit
Washington, DC
- April 18-21, 2015
2015 AACC Annual Meeting
San Antonio, TX

AMENDED MEETING NOTICE

NOTICE OF THE SUMMER 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:

Board of Trustees Meeting:

The regular Summer Meeting of the Craven Community College Board of Trustees is rescheduled to take place on Monday, June 23, 2014, at 3:00 p.m. in *the Ward Boardroom, of the Brock Administration Building, located on the New Bern Campus of Craven Community College.*

This Notice is published on May 29, 2014, pursuant to directions by the Chair of the Board of Trustees.

Date posted: May 29, 2014

Place posted: Ward Boardroom, Brock Administration Building

MEETING NOTICE

SUMMER COMMITTEE MEETING SCHEDULE AND NOTICE OF THE SUMMER 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 Personnel Committee will meet on:
Monday, May 19, 2014, at 4:00 pm; and
- The Finance Committee will meet on:
Tuesday, May 20, 2014 at 4:00 pm; and
- The Facilities and Academic & Student Affairs Committees will not meet this quarter.

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 Trustees Meeting:

The regular Summer Meeting of the Craven Community College Board of Trustees will take place on Tuesday, June 3, 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 Summer Meeting for dinner in *room 115 of the Student Center on the New Bern Campus.*

This Notice is published on May 12, 2014, pursuant to directions by the Chair of the Board of Trustees.

Date posted: May 12, 2014

Place posted: Ward Boardroom, Brock Administration Building

Section II

BOARD OF TRUSTEES

ROLL CALL

June 23, 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 SPRING MEETING
APRIL 15, 2014

The Craven Community College Board of Trustees held its spring meeting on Tuesday, April 14, 2014 in the Ward Boardroom of the Brock Administration Building on the campus of Craven Community College with Board Chairman Bill Naumann presiding. The business meeting was called to order at 7:00 pm.

Roll Call

Dr. Catherine Chew called the roll.

Members present were: Mr. Gary Baldree, Judge Ken Crow, Mr. Ron 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 and SGA President Sean Ross.

Others present were: Dr. Catherine Chew, President; Dr. Daryl Minus, EVP, Learning and Student Success; Mr. David Ward, Attorney, Ward and Smith; Mr. Adam Garfinkel, Faculty Council Representative; Ms. Judy Eurich, Executive Director of Institutional Advancement; Mr. Ben Hancock, Special Assistant to the President; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees. Chairman Naumann declared a quorum present for the meeting.

Agenda Review/Conflict of Interest Declaration

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

B. No public comment. Trustee Mack addressed the Board stating he has served as a College Trustee for twelve years or more and is not seeking re-election in June. He has enjoyed his tenure and expressed appreciation for the opportunity to serve the College. Chairman Naumann thanked Trustee Mack for his service; Trustee Mack left the meeting at 7: 10 pm.

Consent Agenda

A. Approval of Board of Trustees Minutes of February 21, 2014

B. Approval of Committee Minutes and Recommendations

Chairman Naumann called for approval of the minutes and associated committee minutes and recommendations. Motion by Ron Knight; second by Earline Sills-Williams; motion passed unanimously.

New Business and Discussion Items

A. State Budget Update - Dr. Chew reported the projection for the state budget allocation for the college may not have a shortfall for fiscal year 2014-15, which is very different from previous years. If the community college budget priorities get through the legislature, there may even be a surplus. Governor McCrory has asked for prudent spending for the remainder of fiscal year 2013-14.

B. SACSCOC Monitoring Report – Dr. Minus restated the two standards for which Craven was cited in the February 7, 2014 letter from SACSCOC, CS 3.3.1.1 Institutional effectiveness: education programs and CS 3.4.11 Academic program coordination. The College has been placed on “monitoring” status – which is routine for institutions that need to address certain standards in more detail. An institution being monitored has to demonstrate compliance within a two-year period and Craven’s first monitoring report to address the two standards is due September 5, 2014. Proactive, collaborative steps are currently being taken to address both standards. Dr. Minus stated that CS 3.3.1.1 will require significant effort to address, in order to ensure that the College comprehensively demonstrates its use of SLO data to make continuous instructional enhancements and improvements.

C. Facilities Update – Ben Hancock instructed the Board on signing into ReGroup – the new mass notification system for emergency notifications. Mr. Hancock reviewed several ongoing campus projects – Brock stairs, Margaret Rawls Stancil Rose Garden revitalization, Orringer Auditorium seating and carpet – visual improvements will be seen on campus by the fall semester.

D. Foundation Board Member Nomination – Chairman Naumann presented the request to ratify the election of Helmut Weisser to the College Foundation Board of Directors and called for a motion approve. Several Board members commented about how fortunate the Foundation was to have recruited Mr. Weisser. Motion by Earline Sills-Williams; second by Carol Mattocks; motion passed unanimously.

E. Website Update – Judy Eurich reported on the June 17th launch date of the newly revised College website. She commended Deborah Kania, Director of Marketing, Communications & Development Liaison and her team for their efforts in bringing this project to fruition. Ms. Eurich announced the 2014 Community Fabric Awards are completely sold out grossing \$78,000 in support. Trustees Knight and Sills-Williams expressed their concerns on allowing donors to list their names with political affiliations. Chairman Naumann stated the CFA should not be

used as a platform for politics – it may appear as an endorsement. There was consensus that the Foundation should not accept contributions from a political entity particularly during a campaign.

F. BOT Self-Evaluation and President's Evaluation Process – Chairman Naumann reviewed the timeline and process for both evaluations (attached). Completed forms are due by May 5, 2014 to Cindy Ensley using the stamped, self-addressed envelope provided in the packet. The evaluation of the president is confidential with Ms. Ensley being the only person to see the returned forms. She will prepare a summary of the results for review by the Personnel Committee on May 19th followed by full board review on June 3rd. Chairman Naumann will work with Ms. Ensley on the summary format that will be presented.

Reports

A. President – Dr. Chew gave a brief update on the recent American Association of Community Colleges 94th annual conference and the different levels of staff that were able to attend. She suggested the Board may want to consider attending next year. Dr. Chew spoke of the outreach connections by the College – middle school students hosted on campus, Career Expo, Skills USA, summer camps, and student art show. Naumann Community Room will get some new artwork after the student art show.

B. SGA President Sean Ross – Mr. Ross reported that he and Joseph Guice had worked diligently since last fall to improve organization and communication within the student government association. Communication has improved, more students are involved, student atmosphere is much improved, events have been increased, and the SGA will start out with a full executive board in the spring semester. Mr. Ross stated the Founder's Day ball was a huge success. He feels confident that the executive board will continue to be committed to making improvements.

C. Faculty Council – Adam Garfinkel reported the following:

- * faculty's engagement with student advising going well
- * faculty's council meeting monthly with Dr. Minus for open line of communication
- * open door policy with top administration is appreciated
- * faculty is working more closely with Institutional Effectiveness
- * student learning outcomes (SLO's) are important to faculty

- * faculty council sub-committee has developed a faculty sabbatical proposal
- * current concerns for faculty are emphasis on teaching and learning, job descriptions, and faculty image.

D. Attorney – David Ward reported on the letter from the NC Board of Barbers indicating the need for a “substantial wall of ceiling height” to separate the barbering school from the cosmetology school. The College was originally given a one-year waiver to house both programs in the same physical location. Mr. Ward suggested a few options on handling the letter and after an in-depth discussion, the Board suggested Dr. Chew get a cost estimate to house the barbering program in a separate space on campus and to invite representatives from the NC Barbering Board to visit the College to solicit their input on what is needed to meet the requirements.

E. Board Chair – Bill Naumann reminded the Board of the final learning session sponsored by the Havelock-Cherry Point Campus on April 29th beginning at 3:00 pm. Chairman Naumann announced that he would appoint Trustees Sills-Williams (chair), Leahy, and Crow had agreed to serve as the nominating committee to recommend officers and committee chairs for the upcoming fiscal year. The committee will report their recommendations at the June board meeting.

Closed Session {G.S. 143-318.11(a)(2)(3)} Chairman Naumann announced a short recess before entering into a closed session. Following the Closed Session, the meeting returned to the Open Session.

Adjournment

With no further business to be presented, Chairman Naumann called for a motion to adjourn. Motion by Trustee Crow; second by Trustee Knight. Motion unanimously approved. Meeting was adjourned by Chairman Naumann at 9:25 pm.

Respectfully submitted:

Bill Naumann, Chair
April 15, 2014

Catherine Chew, Secretary
April 15, 2014

ce 4/28/14

AGENDA

**PERSONNEL COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, May 19, 2014 at 4:00 P.M.**

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

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

- | | |
|---------------------------------------|---------------------------|
| I. Call to Order | Brenda Wilson, Chair |
| II. Members Present | Brenda Wilson, Chair |
| III. Quarterly Personnel Report | Page Varnell |
| IV. Closed Session {GS 143-318.11(6)} | |
| A. Review of President's Evaluation | Bill Naumann, Board Chair |
| B. Personnel Matter | Catherine Chew |
| 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
WARD BOARDROOM, BROCK BUILDING
MAY 19, 2014 AT 4:00 P.M.**

- I. Chair Brenda Wilson called the meeting to order at 4:00 pm.
- II. Members Present: Ms. Rosanne Leahy, ~~Mr. Kevin Roberts~~, Mr. Ronald Knight, ~~Judge Ken Crow~~, and Board Chair Bill Naumann.
Others Present: Dr. Catherine Chew, Ms. Page Varnell, and Ms. Cindy Ensley. Chair Wilson declared a quorum present for the meeting.
- III. Quarterly Personnel Report
Page Varnell, VP of Administrative Services, presented the Quarterly Personnel Report for the period March 1, 2014 – May 13, 2014 (attached). She highlighted the new hire, promotions/reassignments, and resignations/terminations/retirements. Mr. Naumann asked for an explanation of state-funded employees. Ms. Varnell explained that the majority of college staff employees were paid by state dollars with the exception of security and facilities and a few grant-funded positions.
- IV. Closed Session {GS 143-318.11(6)}
At 4:35 pm, Mr. Knight motioned for the committee to enter into a Closed Session to discuss a personnel issue; Mr. Naumann seconded the motion and the motion was unanimously approved. Ms. Ensley was excused from the meeting. After the personnel issue was discussed, President Chew and Ms. Varnell were excused from the meeting by Chair Brenda Wilson for the committee to discuss the President's annual evaluation. At 5:14 pm, on a motion made by Mr. Naumann and seconded by Mr. Knight, the committee came out of Closed Session. Chair Wilson stated no action was taken during the closed session.
- V. Adjournment
With no further business to discuss, Chair Wilson adjourned the meeting at 5:15 pm.

Craven Community College Quarterly Personnel Report
March 1, 2014-May 13, 2014

New Hires	Position Title		Effective	Monthly/Annually
Veronica Abreu	Senior Administrative Assistant-HV/CP		5/1/2014	\$2,500/\$30,000
Reassignments/ Promotions	From	To	Effective	Reason Monthly/Annually
Robin Matthews	Director of WFD	Interim-Dean of Workforce Development	3/1/2014	Promotion \$6,000/\$72,000
Belinda Barnhill	Interim-Dean of Health Programs	Chair, Nursing & Continuing Education	4/21/2014	Return to Chair \$6,387/\$76,644
Misty McMillian	Multi-Media Designer	Interim-Assistant Project Coordinator/Success Manager	3/3/2014	Promotion \$3,638/\$43,656
Jackie Thomas	Campus Security Officer	Coordinator of Security Services	3/18/2014	Promotion \$3,076/\$36,912
Kimberly Clark	Part-Time	Full-Time Temp Campus Life Assistant	3/18/2014	\$2,600/\$31,200
Resignations/ Terminations/Retirements	Position		Effective	Reason
Misty McMillian	Interim-Assistant Project Success Coordinator/Manager		4/30/2014	Resignation

Section IV

Craven Community College Budget Comparison Report State Funds

FY 2013-2014 Budget Comparison as of May 8, 2014 86% of year	President's Office/Foundation/Marketing				VP of Administrative Services				EVP of Academic Affairs/VP of Student Services				HV/MA/WD			
	Budget	Expenses	Remaining	% Spent	Budget	Expenses	Remaining	% Spent	Budget	Expenses	Remaining	% Spent	Budget	Expenses	Remaining	% Spent
		YTD	Balance			YTD	Balance			YTD	Balance			YTD	Balance	
Administrative																
Salaries & Benefits	692,200	566,202	125,998	82%	2,058,304	1,504,252	554,052	73%	2,483,655	2,044,184	439,471	82%	1,491,306	1,181,306	310,000	79%
519 Contracted Services	11,441	3,745	7,696	33%	93,352	93,352	0	100%	142,248	92,644	49,604	65%	7,679	5,124	2,555	67%
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	3,350	2,672	678	80%	29,997	24,265	5,732	81%	26,075	19,208	6,867	74%	9,119	5,099	4,020	56%
527 Other Supplies	663	587	76	88%	83,855	73,917	9,938	88%	11,505	8,687	2,818	76%	14,309	3,276	11,033	23%
528 Audio-Visual Supplies			-				-									
531 Staff Development	23,365	17,680	5,685	76%	55,376	41,619	13,757	75%	29,126	24,380	4,746	84%	48,083	26,629	19,454	58%
532 Communication/Postage			-		91,222	28,395	62,827	31%	10	9	1	92%	185	121	64	65%
534 Printing & Binding	50,000	13,082	36,918	26%					1,289	-	1,289	0%	2,307	1,624	683	70%
535 Repairs & Maintenance			-		140,377	126,811	13,566	90%	9,884	7,692	2,192	78%	649	649	-	100%
536 Freight					33	20	13	60%					27	27	0	99%
537 Advertising	75,000	46,916	28,084	63%	10,118	10,118	0	100%	3	-	3	0%	955	645	310	68%
538 Data Processing									-	-	-					
539 Other Current Services	4,029	3,919	110	97%	145,365	38,790	106,575	27%	43,145	23,575	19,570	55%	1,055	589	466	56%
541 Rental of Property	350	150	200	43%												
543 Lease/Rental Other Equipme			-		45,000	39,275	5,725	87%	-	-	-		22,678	16,094	6,584	71%
544 Data Processing Software	50	50	0	99%	57,390	55,939	1,451	97%	40,405	40,405	0	100%	-	-	-	
546 Memberships & Dues	20,342	19,874	468	98%	10,040	7,152	2,888	71%	13,300	9,138	4,162	69%	2,440	1,390	1,050	57%
548 NEIT Admin	747	746	1	100%									3,032	-	3,032	0%
55x Equipment					358,331	219,604	138,727	61%					37,395	5,495	31,900	15%
Total Administrative:	881,537	675,623	205,914	77%	3,178,760	2,263,508	915,252	71%	2,800,645	2,269,922	530,723	81%	1,639,219	1,248,067	391,152	76%
Instructional																
Salaries & Benefits									6,454,339	5,193,325	1,261,014	80%	1,746,219	1,401,634	344,586	80%
519 Contracted Services						-			51,344	23,345	27,999	45%	111,867	72,954	38,912	65%
523 Instructional Supplies					29,484	-	29,484	0%	168,361	141,615	26,746	84%	93,191	58,586	34,605	63%
524 Repair Supplies										-	-				-	
525 Motor Vehicle Supplies						-			1,836	1,097	739	60%			-	
526 Office Supplies						-			1,200	415	785	35%	-	-	-	
527 Other Supplies					-	-	-		24,811	17,324	7,487	70%	5,973	338	5,635	6%
528 Audio-Visual Supplies															-	
531 Staff Development						-			75,965	48,838	27,127	64%	18,721	13,035	5,686	70%
532 Communication						-				-	-		-	-	-	
534 Printing & Binding						-			1,819	999	820	55%	-	-	-	
535 Repairs & Maintenance						-			33,931	25,823	8,108	76%	866	866	-	100%
536 Freight									282	224	58	79%			-	
537 Advertising						-							7,822	3,445	4,377	44%
539 Other Current Services					-	-	-		9,096	7,022	2,074	77%	19,762	12,553	7,209	64%
541 Rental of Property						-			2,800	2,500	300	89%				
543 Lease/Rental Other Equipme						-			875	475	400	54%				
544 Data Processing Software						-			10,401	7,230	3,171	70%				
546 Memberships/Accredita & Dues						-			23,725	19,489	4,236	82%				
55x Equipment					-	-	-		404,887	112,089	292,798	28%	118,911	50,405	68,506	42%
Total Instructional:	-	-	-		29,484	-	29,484	0%	7,265,672	5,601,810	1,663,862	77%	2,123,332	1,613,814	509,518	76%
Total Admin & Instructional:	881,537	675,623	205,914	77%	3,208,244	2,263,508	944,736	71%	10,066,317	7,871,732	2,194,585	78%	3,762,551	2,861,881	900,670	76%

FY 2014 Budget Comparison
County Funds
as of May 8, 2014
86% of year

FY 2014 Budget Comparison May 8, 2014 86% of year	General Institution				Maintenance				Security				Capital			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
FT & PT Regular Salaries & FT Temp	319,732	237,063	82,669	74%	837,674	664,172	173,502	79%	157,313	126,219	31,094	80%				
Hourly Salaries			-						110,309	84,439	25,870	77%				
519 Contracted Serv (Legal)	65,000	41,078	23,922	63%			-				-					
519 Contracted Serv (Security Svcs.)			-						52,300	360	51,940	1%				
519 Contracted Serv (Janitor)					103,800	78,207	25,593	75%								
519 Contracted Serv (Waste removal)					12,300	9,043	3,257	74%								
519 Contracted Serv (Pest control)					3,800	2,340	1,460	62%								
519 Contracted Serv (Lawns/Grounds)					25,500	15,234	10,266	60%								
519 Contracted Serv (Misc Services)	3,308	-	3,308	0%	54,750	32,292	22,458	59%								
521 Custodial Supplies					46,500	34,356	12,144	74%	1,946	1,386	560	71%				
522 Maintenance Supplies					69,400	42,103	27,297	61%			-					
523 Instructional Supplies			-								-					
524 Repair Supplies					16,800	6,372	10,428	38%			-					
525 Motor Vehicle Supplies	977	977	(0)	100%	13,300	6,341	6,959	48%	1,693	47	1,646	3%				
526 Office Supplies	442	-	442	0%	4,400	2,748	1,652	62%	2,450	1,851	599	76%				
527 Other Supplies	304	-	304	0%	14,938	13,106	1,832	88%	3,120	2,438	682	78%				
528 Audio-Visual Supplies			-								-					
531 Staff Development	735	-	735	0%	6,031	2,215	3,816	37%	-		-					
532 Communication	3,139	435	2,704	14%	78,120	57,175	20,945	73%	-	-	-					
533 Utilities					940,250	750,324	189,926	80%			-					
534 Printing & Binding			-		2,173	2,172	1	100%			-					
535 Repairs & Maintenance	32,351	484	31,867	1%	282,565	281,363	1,202	100%	7,543	1,780	5,763	24%				
536 Freight	30	-	30	0%												
537 Advertising			-								-					
539 Other Current Services	7,135	2,285	4,850	32%	5,950	2,489	3,461	42%	200	-	200	0%				
541 Rental of Property	2,000	164	1,836	8%	-	-	-				-					
543 Lease/Rental Other Equipme			-													
544 Data Processing Software			-		4,100	-	4,100	0%								
545 General Admini (Insurance)	160,552	149,720	10,833	93%												
546 Memberships & Dues					200	25	175	13%								
55X Equipment													425,000	72,469	352,531	17%
Totals	595,705	432,206	163,499	73%	2,522,551	2,002,077	520,474	79%	336,874	218,520	118,354	65%	425,000	72,469	352,531	17%
College Totals	Budget	Expenses	Remain Bal	% Spent												
Regular Operating	3,455,130	2,662,003	802,327	77%												
Capital Outlay	425,000	72,469	352,531	17%												

Craven Community College
Institutional Funds Budget
For the period July 1, 2013 through May 8, 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	43,958.00	53,630.96	(9,672.96)	122.01%	60,675.31	14,452.56
01	134 Unrestricted Overhead Receipts	3,278.00	-	3,278.00	0.00%	1,101.55	1,477.69
01	136 Foundation	186,967.00	122,274.61	64,692.39	65.40%	165,773.85	126,098.97
01	137 Financial Aid Matching	1,000.00	613.72	386.28	61.37%	1,001.44	417.41
01	221 Applied Music	755.00	-	755.00	0.00%	2,256.51	5,091.18
01	227 Extra Curricular Activities	28,733.00	20,140.30	8,592.70	70.09%	4,292.66	9,056.52
01	250 Curriculum-Self Supporting	537,839.00	176,190.07	361,648.93	32.76%	131,174.95	433,085.56
01	312 Fire College	4,586.00	3,496.40	1,089.60	76.24%	4,622.62	23,305.39
01	340 WFD-Self Supporting	405,914.00	202,411.16	203,502.84	49.87%	150,718.78	548,831.41
01	411 Learning Resource Center	6,224.00	4,376.00	1,848.00	70.31%	1,670.09	12,989.77
01	460 Customized Industry Training Support	22,415.00	16,097.77	6,317.23	71.82%	30,086.94	31,099.82
01	461 Small Business Support Fund	170.00	143.36	26.64	84.33%	0.72	115.94
02	131 College Work Study	60,640.00	43,620.25	17,019.75	71.93%	43,620.25	-
02	134 Restricted Overhead Receipts	13,506.00	1,034.00	12,472.00	7.66%	6,032.94	172,685.74
02	138 Returned Check Fee Fund	1,647.00	50.95	1,596.05	3.09%	926.17	15,371.10
02	139 Foundation Grants (Duke/NCCCF)	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	84,324.21	15,675.79	84.32%	100,000.00	15,675.79
02	220 NCSU Engineering	38,624.00	20,430.25	18,193.75	52.90%	26,400.00	18,253.76
02	227 ENCORE	20,026.00	17,530.10	2,495.90	87.54%	21,017.09	3,517.07
02	228 Grants -NSF	231,459.00	73,251.08	158,207.92	31.65%	30,207.68	(45,572.54)
02	229 NCAMA Grant	494,841.00	269,788.18	225,052.82	54.52%	376,678.06	88,021.01
02	291 Specifc Fees - Lab/DE/ASC	347,405.00	52,704.37	294,700.63	15.17%	274,139.01	822,816.77
02	292 System-Wide Fees-Computer Tech	363,672.00	40.14	363,631.86	0.01%	101,350.22	664,309.20
02	293 Patron Fees	37,898.00	352.68	37,545.32	0.93%	34,063.34	200,706.88
02	314 Grants - Workforce Development	1,500.00	1,028.21	471.79		2,511.00	3,570.36
02	392 System-Wide Fees - Con Ed Computer	590.00	-	590.00	0.00%	244.70	11,579.24
02	521 C-Step Grant	10,000.00	4,861.49	5,138.51	48.61%	-	(4,861.49)
02	531 Professional Liability Ins	7,288.00	7,288.00	-	100.00%	7,340.78	6,581.75
02	532 Student Insurance	316.00	246.00	70.00	77.85%	227.32	311.52
02	533 Transcript Fees	38,284.00	38,932.71	(648.71)	101.69%	28,435.55	72,301.87
02	534 TRIO Grant	248,161.00	165,173.53	82,987.47	66.56%	165,173.53	(11,029.42)
02	790 Orringer Hall Fund	3,000.00	2,930.71	69.29	97.69%	3,757.76	14,442.51
02	791 Public Radio East	949,153.00	836,626.93	112,526.07	88.14%	795,746.80	131,504.42
02	795 Career Fair	2,301.00	-	2,301.00	0.00%	2.07	536.25

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	796 Testing Centers	15,359.00	12,000.00	3,359.00	78.13%	9,344.51	19,891.85
02	797 Public Radio East Foundati	680,620.00	561,716.11	118,903.89	82.53%	605,164.68	304,137.90
02	823 SEOG	96,485.00	91,980.00	4,505.00	95.33%	91,980.00	-
02	824 Pell	6,550,000.00	6,217,910.49	332,089.51	94.93%	6,202,803.49	(15,107.00)
02	830 NCCC Targeted Financial As	7,475.00	4,461.24	3,013.76	59.68%	7,475.00	3,013.76
02	831 Golden Leaf Scholars	11,846.00	12,707.54	(861.54)	107.27%	10,935.85	(1,758.99)
02	833 NCCG	160,000.00	164,396.00	(4,396.00)	102.75%	164,478.00	1,839.83
02	834 Teacher Assistant Sch Fund	19,550.00	13,903.00	5,647.00	71.12%	10,403.00	(3,500.00)
02	835 State Aid Scholarships	168,103.00	171,807.00	(3,704.00)	102.20%	172,832.00	1,731.02
02	840 General Scholarships	167,193.00	138,350.66	28,842.34	82.75%	160,293.71	186,488.78
02	841 Endowment Scholarships	127,354.00	96,093.43	31,260.57	75.45%	93,620.36	3,779.27
05	710 Clearwire Distribution	2,950.00	750.00	2,200.00	25.42%	2,477.74	16,033.97
05	720 Bookstore	238,513.00	227,479.06	11,033.94	95.37%	163,436.59	639,434.09
05	730 Food Service	26,014.00	26,014.00	-	100.00%	23,495.29	(2,468.71)
05	740 Campus Access	67,655.00	47,633.16	20,021.84	70.41%	59,949.09	214,702.23
05	770 Student Activity Funds	174,019.00	99,113.60	74,905.40	56.96%	174,558.56	150,290.18
06	810 J. Wrenn Emergency Loan Fu	2,141.00	142.93	1,998.07	6.68%	498.87	42,295.91
07	910 Buildings & Grounds	978,981.00	446,327.50	532,653.50	45.59%	299,514.87	591,084.30
08	792 Public Radio East Endowment	-	-	-	-	5,165.93	57,690.19
08	850 Endowments	127,354.00	95,602.71	31,751.29	75.07%	213,871.98	1,876,192.28
	Reporting Fund Balance Only		-			-	-
	Minimal Activity Expected 2013-14					-	-
02	313 Weyerhauser Scholarship - Con Ed					9.78	2,519.03
02	324 General Ed - GED Testing					0.98	254.01
02	355 Golden Leaf Grant - Robotics					39,450.63	37,834.06
02	793 CISCO Networking Academy					0.51	135.75
02	794 Red Hat Academy					7.67	1,974.65
07	901 Repairs & Renovations					-	-
07	911 Institute for Aeronautical					314.65	80,986.46
07	915 Info/Tech Building						46.63
Total		13,846,870.00	10,654,808.22	3,192,061.78	77%	11,091,347.57	7,610,597.08

REQUEST FOR APPROVAL WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

June 23, 2014 BOT Meeting

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 #	Tenn	INTUI Tuition/Registration	CEDOE Contin Ed Occup	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	CTFCE Computer Fee-Con Ed	ELOAN Emergency Loan
.XX8580	2012SP	465.50		-	-	-	30.00		
		465.50	-	-	-	-	30.00	-	-

(Requested by)

Page Vorne ll
(Vice President for Administrative Services)

Total Collected	\$ 1,105.91
Debt Setoff	\$33,104.88
Total Fees Paid to collection agency	470.09
Net proceeds	<u>\$33,740.70</u>

YTD Write Offs	\$56,602.85
Prior Year Write Offs July 2012-June 2013	\$60,233.55

FA Issues	
Sponsor Issues	495.50
Withdrew-Charged 25%	
Return 2 Title 4	
Netnet Payment Plan	
Pending FA/Withdraw Aid	
	<u>\$ 495.50</u>

CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES AS OF MAY 8, 2014

Local Funds	\$2,573,912.84
Special Funds	\$5,310,961.52
Total	\$7,884,874.36

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 May 8, 2014, the interest rate was 0.41900% as compared to the prior interest rate of 0.44927% for February 28, 2014.



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

R. Scott Ralls, Ph.D.

President

PRESIDENT'S OFC.

MAY 29 2014

RECEIVED

May 23, 2014

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

Dear Dr. Chew:

Enclosed is the final report of audit findings for the education program audit conducted fiscal year 2013-2014 at Craven Community College pursuant to North Carolina General Statute 115D-5(m). There were no audit exceptions or areas of concern identified for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the period of review Spring Semester 2012 through Spring Semester 2013.

I commend you and your staff for the excellent manner in which you followed record keeping procedures prescribed by the State Board of Community Colleges (SBCC).

Thank you for cooperating with the North Carolina Community College System (NCCCS) Audit Services staff during the performance of the audit.

Sincerely,

Jennifer Haygood
Executive Vice President for Operations
Chief Financial Officer

Enclosure

c: Mr. William Naumann, Chair, Craven CC Board of Trustees
Elizabeth Self, Executive Director, NCCCS Audit Services
ec: Beth Wood, NC State Auditor

North Carolina Community College System

Final Audit Report for Craven Community College

Audit Conducted: Fiscal Year 2013-2014

Records Reviewed: Spring Semester 2012-Spring Semester 2013

AUDIT METHODOLOGY

An education program audit was conducted at Craven Community College by the North Carolina Community College System Audit Services staff on the maintenance of records and the reporting of student membership hours as well as certain college procedures for Spring Semester 2012 through Spring Semester 2013.

The major components of the annual program audits to be conducted during the 2013-2014 fiscal year are outlined in Numbered Memorandum CC13-018 *Education Program Audit Procedures FY 2013-2014*. The scope of the program audit reviews include, but are not limited to, the major components noted in CC13-018. Based on the various audit reviews conducted as outlined in CC13-018, additional information may be requested for clarification or to provide a clearly defined audit trail to ensure compliance with North Carolina General Statute 115D-5 and the State Board of Community Colleges Code (formerly the North Carolina Administrative Code).

Class visits are conducted on a random basis during the period of review but may be conducted at other times if necessary. If concerns are noted which result from these visits, the college is notified. Program reviews/class visits conducted for the current fiscal year to date are listed in Attachment I, Summary of Class Visits Conducted FY 2013-2014.

FINDINGS SUMMARY

Based on the site review, no audit exceptions or areas of concern were identified.

The college personnel responsible for adherence to North Carolina General Statutes and the State Board of Community Colleges Code, as well as other State Board of Community Colleges requirements, and the maintenance of both Curriculum and Continuing Education records should be commended for the accuracy and order of their record keeping systems.

The cooperation of the president and staff during the course of the audit was appreciated.

SUBMITTED BY: Terry McCauley
AUDIT DATES: March 10-24, 2014

Craven Community College
Summary of Class Visits Conducted FY 2013-2014

Course Prefix and Number	Section	Instructor	Location	Date of Visit	Students Enrolled	Attendance at Time of Visit	Notes if Applicable.
COS 112	ND1	D. Taylor	Main Campus	03/10/14	15	9	
COS 126	ND1	S. Miller	Main Campus	03/10/14	12	12	
COS 240	ND1	E. Ipock	Main Campus	03/10/14	15	9	
Total Curriculum Class Visits/Program Reviews to Date: 3							

Course Prefix and Number	Section	Instructor	Location	Date of Visit	Students Enrolled	Attendance at Time of Visit	Notes if Applicable.
BSP 2000	31232	R. Edwards	Vanceboro Farm Life Elementary School	03/10/14	12	9	
BSP 2000	31227	C. Slater	Main Campus	03/19/14	9	8	
CAR 3112	31636	T. Stewart	Religious Community Services (RCS) Annex	03/10/14	10	7	
CAS 3120	31164	Ed2go	Online	03/17/14	16	16	
CAS 3120	31314	L. Minervini	Main Campus	03/10/14	5	4	
CJC 3952	32117	J. Surles	Main Campus	03/10/14	13	13	
EDU 3001	31181	Ed2go	Online	03/17/14	1	1	
HRD 3005	31342	B. Mason	Main Campus	03/10/14	9	5	
MLA 3022	31530	C. Clark	Main Campus	03/10/14	-	-	*1
NUR 3241	31751	Katie Jenkins	Main Campus	03/19/14	11	9	*2
*1 – Per staff, class was rescheduled due to lack of enrollment and inclement weather.							
*2 – Staff confirmed that students were off-site participating in clinicals.							
Total Continuing Education/Literacy Class Visits/Program Reviews to Date: 10							

Lyle R. Schulze

Vice President & General Manager WCTI-TV

VP Programming, Bonten Media Group, Inc.

225 Glenburnie Drive

New Bern, NC 28560

252-636-6803 (o)

252-638-2575 (f)

252-422-5072 (c)

- 35 year broadcast management career. I have managed broadcast operations in the following markets: Milwaukee (WITI-TV-CBS & WVTM-TV Independent), Charlotte, NC (WJZY-TV, Independent), Houston, TX (KPRC-TV-NBC, KHQB-TV-CW), Evansville, IN (WAZE-TV CW), Lansing, MI (WSYM-TV FOX), Palm Springs, CA (KMIR-TV NBC/KPSE-TV MyNet), Greenville/New Bern, NC (WCTI-TV ABC, WFXI-TV FOX).
- January 2013, appointed to Executive VP of Programming position in Bonten Media Group, Inc., parent company of WCTI-TV/WFXI-TV. Additional responsibilities for program acquisitions for 39 stations in our group. These responsibilities are in addition to my duties as VP & General Manager of WCTI-TV and WFXI-TV.
- 20+ years of experience as TV station Program Director, Marketing Director, News and Operations Manager and Director of Engineering.
- 10 years' experience as a VP & General Manager of television stations with positive margin, earnings and news ratings growth.
- Multiple Emmy Award winner.
- Multiple Edward R. Murrow award winner.
- "Station of the Year" winner 2010, 2011 within Bonten Media Group, Inc.
- Married to Maureen, 34 years. Three sons: Dr. Eric Schulze, Molecular Biologist, Food And Drug Administration, Capt. Benjamin Schulze, Organic Chemist & PhD Candidate, Wright-Patterson AFB, Dayton, Ohio United States Air Force, A1C Patrick Schulze, PMEL United States Air Force, Ramstein AFB, Ramstein, Germany

RESOLUTION
ESTABLISHING THE POSITION OF
FOUNDATION TRUSTEE
BY
THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE

WHEREAS, the College is a community college created and administered pursuant to Chapter 115D of the General Statutes of North Carolina and accredited by various governmental and educational accrediting agencies and boards; and,

WHEREAS, the Foundation is a nonprofit corporation established by the College pursuant to Chapter 115D law and recognized by the Internal Revenue Services as a Section 501(c)(3) tax-exempt nonprofit corporation; and,

WHEREAS, the support of the private sector is instrumental in achieving the vision, mission, and goals of the College; and,

WHEREAS, the Foundation assists the College in attracting the support of individuals, corporations, foundations, and organizations that desire to advance the vision, mission, and goals of the College through voluntary efforts and philanthropic financial support; and,

WHEREAS, the activities of the Foundation will advance the College's fundraising, advocacy, public relations, and the educational and community service goals and benefit the students, faculty, staff, and the communities served by the College; and,

WHEREAS, the Foundation is the primary fund-raising supporter of the College; and,

WHEREAS, the College desires to enhance the spirit of cooperation and coordination by inviting the president of the Foundation to sit with the College's trustees at meetings of the Board of Trustees; and,

WHEREAS, because of the legal status of the College's Board of Trustees, it is prudent and beneficial to have a clear statement about the responsibilities, authority, and the relationship of the Board of Trustees and the president of the Foundation invited to participate in Board of Trustees meetings through this resolution.

THEREFORE BE IT RESOLVED, the Board of Trustees hereby establishes the position of Foundation Trustee;

BE IT FURTHER RESOLVED, that the College shall invite annually the Foundation's president to serve as the Foundation Trustee;

BE IT FURTHER RESOLVED, that the Foundation Trustee is an advisory ex officio nonvoting position and serves at the pleasure of the Board of Trustees;

BE IT FURTHER RESOLVED, that any person serving as a Foundation Trustee:

1. May sit with the trustees at meetings of the Board of Trustees or its committees except where such participation is inconsistent with the desires of the Board of Trustees or with applicable law;
2. Upon request and recognition, may participate in Board of Trustees or committee discussions by providing input or reports on issues relevant to the Foundation's purpose;
3. May not make motions or vote on any Board of Trustees decision; and
4. May not be counted for purposes of establishing a quorum.

REPORT FROM NOMINATING COMMITTEE

2014-2015 RECOMMENDATIONS

Presented by Committee Chair, Earline Sills-Williams

Board Chairman

Bill Naumann

Personnel Committee Chair

Kevin Roberts

Finance Committee Chair

Brenda Wilson

Facilities Committee Chair

Gary Baldree

Academic & Student Affairs Committee Chair

Earline Sills-Williams

Section V



50th Anniversary Celebration – Events

A Garden Party

To honor Dr. Jim Congleton and the Dedication of the Congleton Quad

Saturday, September 13

5 p.m. to 7 p.m.

Invitations to follow

Community Day

Saturday, September 27

10 a.m. to 2 p.m.

New Bern Campus

- Entertainment featuring country music artist and alumnus, Bryan Mayer, ENCORE!, Craven Community Chorus and Mowing the Lawn
- “Be Cher to See Cher” Look-a-Like Contest sponsored by Beasley Broadcasting
- Open House – activities by the various academic departments on campus and booths manned by the various student clubs and organizations
- “Your story” video booth – Tell us about your experience at CCC.
- “Check Out Our Alumni” – Chat with our alums in the Godwin Memorial Library
- Lifetime Learning Center – International Film Series – best films from over the decades
- Workforce Development – fire truck and EMS equipment display and hazmat demonstration
- Photos with Knight the Panther
- Food, fun and more