AGENDA

APRIL 24, 2012, BOARD AGENDA
SPRING MEETING OF THE TRUSTEES OF
CRAVEN COMMUNITY COLLEGE
6:00P.M.-DINNER, STUDENT CENTER ROOM 115, NEW BERN CAMPUS
7:00P.M.-BUSINESS MEETING, WARD BOARDROOM, NEW BERN CAMPUS

I. Call to Order — Bill Naumann, Vice Chair

II. Roll Call — Catherine Chew, Secretary
   A. Agenda Review/Conflict of Interest Declaration — Bill Naumann, Vice Chair
   B. Public Comments — Bill Naumann, Vice Chair

III. Consent Agenda *(motion)*
   A. Approval of Board of Trustee Minutes (Jan 24, 2012, Mar 27, 2012)
   B. Approval of Committee Meeting Minutes
   C. Accept Quarterly Personnel Report (Dec 2011-Feb 2012)

IV. Administrative Reports/Committee Chair Comments
   A. Academic & Student Affairs
      1. SACS Communications Update *(info)*
      2. BP 4.12-Concurrent Enrollment of High School Students Policy-amendment *(motion)*
   B. Finance
      1. Approval of Financial Reports *(motion)*
      2. Proposed County Budget FY 2012-2013 *(motion)*
      3. Proposed Course Fees FY 2012-2013 *(motion)*
      4. BP 5.5-Electronic Signature Policy-new *(motion)*
   C. Joint Facilities/Finance Committee Meeting
      1. Facilities Projects 2012-2016-revised *(info)*

V. Report from the President
   A. Quarterly Report Highlights
   B. Strategic Priorities Update

VI. Unfinished Business

VII. New Business
   A. *Walk-in item: CCC-Foundation Bylaws-revised (motion)*
   B. *Walk-in item: Capital Improvement Account*

VIII. Report from the Student Trustee

IX. Report from the Attorney

X. Chair's Comments

XI. Other Items
   A. Accept State Ethics Commission SEI evaluations for all Board Members *(info)*

XII. Closed Session 143-318-11(a)(6)-President's Annual Evaluation

XIII. 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

Upcoming Trustee Events

April 17, 2012:	Community Fabric Awards Receptions, Convention Center (11:30am)
May 7, 2012:	Barber Program Open House (5-7pm) in the Student Center room 115.
May 9, 2012:	Convocation, information TBA
May 11, 2012:	Pharmacy Tech Pinning Ceremony (5:00pm) in Orringer Aud Nurse Pinning Ceremony (ADN) (7:00pm) in Orringer Aud
May 12, 2012:	Graduation, Ward Boardroom (8:00am).
June 25, 2012: DATE CHANGED	Finance Committee, Ward Boardroom (5:30pm) Personnel Committee, Ward Boardroom (6:30pm)
June 26, 2012: DATE CHANGED	Facilities Committee, Ward Boardroom (4:30pm) Academic & Student Affairs Committee, Ward Boardroom (5:30pm)
July 17, 2012:	Summer Board of Trustee Meeting
Sept.5-7, 2012:	NCACCT Law Seminar, location TBA
Oct. 10-13, 2012:	ACCT Leadership Congress, Boston, MA

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 19, 2012, at 5:30 p.m.; and

- The Personnel Committee will meet on:
  Monday, March 19, 2012, at 6:30 p.m.; and

- The Facilities Committee will not meet this quarter.

- The Academic & Student Affairs Committee will meet on:
  Tuesday, March 20, 2012, at 4:30 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.*

Called Board of Trustee Meeting:

A Called Board of Trustee Meeting will take place on Tuesday, March 27, 2012, at 4:30 p.m. 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 24, 2012, at 7:00 p.m. in *the Ward Boardroom of the Brock Administration Building boardroom, 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, 2012, pursuant to directions by the Chair of the Board of Trustees.

Date posted: March 1, 2012
Place posted: Administrative Suite, Brock Admin. Building

BOARD OF TRUSTEES

ROLL CALL

April 24, 2012

Mr. Gary Baldree

Mrs. Trish Clark Bennett

Judge Ken Crow

Mr. Ronald Knight

Judge Peter Mack, Jr.

Mrs. Carol Mattocks

Mr. Bill Naumann

Mr. Dan Pritchett

Mr. Kevin Roberts

Ms. Earline Sills Williams

Mrs. Brenda Wilson

Mr. Earl Wright

<u>Student Government President</u>
Mr. Van Cuthbertson

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

MINUTES

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Winter Meeting
January 24, 2012

I. The Craven Community College Board of Trustees held its winter meeting on Tuesday, January 24, 2012, in the Ward Boardroom located in the Brock Administration Building on the New Bern Campus with Mrs. Carol Mattocks, Chair, presiding. The board meeting was called to order at 6:00 p.m.

II. Dr. Catherine Chew, Secretary, called the roll.
Members Present: Mr. Gary Baldree, Mrs. Trish Clark Bennett, Judge Ken Crow, Mr. Ronald Knight, Judge Peter Mack, Mrs. Carol Mattocks, Mr. Bill Naumann, Mr. Daniel Pritchett, Mr. Kevin Roberts, Ms. Earline Sills Williams, ~~Mrs. Brenda Wilson~~, Mr. Earl Wright, and Mr. Van Cuthbertson, SGA President.
Dr. Chew declared a quorum present for the meeting.
Others present for the meeting: Dr. Catherine Chew, President; Ms. Lisa Collin, Executive Assistant to the President; Dr. Maria Fraser-Molina, EVP/CAO; Mr. Layne Harpine, Dean, Workforce Development & Community Outreach; Dr. Daryl Minus, Vice President of Student Services; Mr. Jamie Norment, Attorney, Ward & Smith; Mrs. Page Varnell, Vice President of Administrative Services; and Mrs. Annette Walker, FA
   A. Agenda review/Conflict of Interest Declaration read by Chair Carol Mattocks, no conflicts noted by members.
   B. Public Comments-None

III. Consent Agenda
   A.-D. Mrs. Mattocks called attention to items A-D of section III, Consent Agenda.
   Mrs. Mattocks called for a motion to approve Consent Agenda items A-E as presented.
   Motion: Bill Naumann Second: Dan Pritchett Motion passed unanimously.

IV. Administrative Reports/Committee Chair Comments
   A. Academic & Student Affairs Committee
      1. SACS Communications Update - Dr. Fraser-Molina presented this item to the members. Dr. Fraser-Molina reviewed the SACS communications updated and noted SACS required it be reviewed by the Trustees. This item is for information only.
      2. BP 4.13 SACS Substantive Change Policy-Dr. Fraser-Molina presented this item to the members. She noted approval of this policy will help Craven comply with SACS requirements.
      Mrs. Mattocks called for a motion to approve the BP 4.13 SACS Substantive Change Policy.
      Motion: Earline Sills Williams Second: Ronald Knight Motion passed unanimously.
      3. Hospitality Management Instructional Service Agreement with Carteret CC-Dr. Fraser-Molina presented this item to the members. Dr. Fraser-Molina noted Craven is entering into this agreement with Carteret, who will remain the host college. Craven will offer the general education courses; Carteret will offer the major courses which most will be available online.
      Mrs. Mattocks called for a motion to approve this item as presented.
      Motion: Ronald Knight Second: Earline Sills Williams. Motion passed unanimously.

B. Finance

1. Approval of Financial Reports-Page Varnell reviewed the state and county budget reports for the period ending Nov 30, 2011. Mrs. Varnell noted there was a $162,000 callback due to unrealized receipts, (enrollment was not what was anticipated). At this time, a reversion is not anticipated.
   Mr. Pritchett called for a motion to approve the financial reports as presented.
   Motion: Bill Naumann Second: Kevin Roberts Motion passed unanimously.

C. Personnel

1. Review of the President's Performance Process-Bill Naumann reviewed the evaluation timeline proposal. He mentioned it was developed for two reasons: to institutionalize the process and to create a timeline. The evaluations will be mailed to the Trustees in mid-February. This item is for information only.

D. Facilities-The Facilities Committee did not meet this quarter.

V. Report from the President-this item if for informational purposes only.

A. Dr. Chew provided and reviewed the Quarterly Snapshot. The handout has been included in the Board Packet for the record. Dr. Chew also handed out and reviewed selections from this year's fact book.

VI. Unfinished Business

A. Athletics Ad Hoc Committee Update-Carol Mattocks reviewed the notes from the Ad Hoc Committee Meeting; a copy of the notes has been included in the packet for the record. The review included the Golf Program update; Student Activity Fees & Club Status updates; the revised athletic budget; potential names for a Panther Booster Club; a summary of the discussion; and recommendations.
   Carol Mattocks made a motion to approve the recommendations submitted from the Ad Hoc committee, they are:
   a. Discontinue the Golf Program effective 2012-13 AY
   b. Eliminate the Athletic Director Position for the 2012-13 AY (Administration to work with the AD to repurpose the position to include faculty/teaching responsibilities and development/fundraising responsibilities)
   c. Begin immediately to "test the waters" and assess fundraising abilities; attempt to establish a CCC Panther Booster Club that could be grown into a sizeable endowment that will support an Athletic program; identify possible grant opportunities
   d. BOT to revisit the Athletic discussion in January 2013 to determine how fundraising/development efforts have evolved and whether or not to continue
   e. Maria Fraser-Molina and Mark Faithful will explore in detail how Lenoir CC and Pitt CC fund their athletic programs; report to the BOT at the July 2012 meeting
   f. Daryl Minus will work with the marketing consultant to create an information piece that could be utilized in fundraising efforts
   g. The college will commit 25% of SAF for 2012-13 to put in a reserve fund for support of a future Athletic program
   Motion: Gary Baldree Second: Dan Pritchett Motion passed unanimously.
   Further discussion on this item included a passionate statement from Mr. Baldree in support of a future athletics program. Mr. Baldree also made two motions, later withdrawn. The first was a motion that the present Athletics Director be named Executive Director of the Panther's Club; the other was a motion for the immediate establishment of a Panther's Club. During discussion, Mr. Naumann did remind the

Members that administration is tasked with College operations and the Board's role involves matters of setting policy.

VII. New Business

A. Walk-in: Revision to BOT Bylaws-Bill Naumann reviewed this item. The revisions are minor and do not substantively alter the last reversion in October 2011.
Mrs. Mattocks called for a motion to approve the Revisions to the BOT Bylaws as presented.
Motion: Pete Mack Second: Ken Crow Motion passed unanimously.

VIII. Report from the Student Trustee
Mr. Van Cuthbertson provided a report for the Trustees. A hardcopy of which is included in the Board Packet for review.

IX. Report from the Attorney-Jamie Norment. There are no significant issues to report.

X. Chair's Comments-There was no report to present.

XI. Other Items

A. Walk-in: Approval of Foundation Board Member-Frank Amato. Mrs. Mattocks asked the Trustees to review the bio of Mr. Amato provided with the item. Mr. Baldree noted Mr. Amato is active is Havelock Rotary, a local businessman, involved in the community and an overall good guy. This sentiment was confirmed by various other Trustees.
Mrs. Mattocks called for a motion to approve this item as presented.
Motion: Gary Baldree Second: Pete Mack Motion passed unanimously.

XII. With no other business to discuss, Mr. Pritchett moved to adjourn. Mr. Naumann seconded. The motion passed unanimously, and the Chair adjourned the meeting at approximately 7:45 P.M.

Respectfully submitted,

Carol J. Mattocks
Carol Mattocks, Chair — Date: January 24, 2012

Catherine Chew
Catherine Chew, Secretary — Date: January 24, 2012

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Called Board Meeting
March 27, 2012

I. The Craven Community College Board of Trustees held a Called Board Meeting on Tuesday, March 27, 2012, in the Ward Boardroom of the Brock Building on the New Bern Campus. Mrs. Carol Mattocks, Chair, presided. The meeting was called to order at 4:35 p.m.

II. Dr. Catherine Chew, Secretary, called the roll. Members present: Mr. Gary Baldree, Mrs. Trish Clark Bennett, Judge Ken Crow, Mr. Ronald Knight, Judge Peter Mack, Mrs. Carol Mattocks, Mr. Bill Naumann, Mr. Daniel Pritchett, Mr. Kevin Roberts, Ms. Earline Sills Williams, Mrs. Brenda Wilson, Mr. Earl Wright, and ~~Mr. Van Cuthbertson, SGA President~~.
Dr. Chew declared a quorum present for the meeting.

Others present: Dr. Catherine Chew, President; Ms. Lisa Collin, Executive Assistant to the President and Board of Trustees;

A. Agenda review/Conflict of Interest Declaration read by Chair Carol Mattocks, no conflicts noted by members.

III. Walk-in item: Nominating Committee Appointment -Mrs. Mattocks presented this walk-in item for the members. Mrs. Mattocks selected Mr. Baldree Chair of the Nominating Committee, members to include Ken Crow and Ron Knight. The nominating committee will develop a proposed slate of Officers and Standing Committee chairs to serve for the following year. The nominating committee will present such slate at the summer Board of Trustee meeting for consideration, deliberation and approval. The officers term will commence on October 1.

IV. BOT Retreat Follow-up and Next Steps-Mrs. Mattocks presented S. Bounds follow-up items with the Board Members (the letter from Mr. Bounds was provided for review). Findings 1-7 were discussed and are presently being developed in Committees or are already being implemented. There was discussion about how to strengthen the relationship between the Trustees and the Foundation members and it was decided the CCC-F Executive Director should attend various Trustee Meetings and an annual joint CCC-F/Trustee Meeting should be considered.

V. Closed Session (143-318-11(a)(6)
At 4:45 pm, on a motion made by Dan Pritchett, seconded by Ronald Knight and unanimously approved, the Board of Trustees of Craven Community College pursuant to NC Generate Statute 143-318-11(a)(6) entered into Closed Session to discuss personnel matters. Lisa Collin and Dr. Catherine Chew were dismissed from the meeting.
At 5:30 pm, on a motion made by Bill Naumann, seconded by Ronald Knight, the Board of Trustees of Craven Community College came out of Closed Session. Mrs. Mattocks indicated the Committee Members had discussed the President's annual evaluation while in closed session. Mr. Naumann indicated the Personnel Committee will make a recommendation at the spring Board Meeting to provide a written commendation of a job well done by Dr. Chew to the State Office.

VI. Adjournment
There being no other business, Kevin Roberts motioned the meeting be adjourned. The motion was seconded by Peter Mack. The meeting was adjourned at 5:35 p.m.

Respectfully submitted,

Carol J. Mattocks

Carol J. Mattocks, Chair — March 27, 2012 Date

Catherine Chew, Secretary — March 27, 2012 Date

AGENDA

MARCH 27, 2012, BOARD AGENDA
CALLED MEETING OF THE TRUSTEES OF
CRAVEN COMMUNITY COLLEGE
4:30P.M.-WARD BOARDROOM

I. Call to Order	Carol Mattocks, Chair
II. Roll Call	Catherine Chew, Secretary
A. Agenda Review/Conflict of Interest Declaration	Carol Mattocks, Chair
III. *Walk-in Item: Nominating Committee Appointment*	*Carol Mattocks, Chair*
IV. BOT Retreat Follow-up and Next Steps	Carol Mattocks, Chair
V. Review of President's Annual Evaluation Results Closed Session 143-318-11(a)(6)	Bill Naumann
VI. Adjournment	Carol Mattocks, Chair

Upcoming Events:

-April 17, 2012:Community Fabric Awards at the NB Convention Center at noon.
-April 21, 2012:Founder's Day Ball "South of the Border" at Carolina Colours at 6:00 pm. (Tickets needed).
-April 24, 2012:Spring BOT Meeting in the Ward Boardroom at 7:00 pm. Dinner is in the Student Center room 115 at 6:00 pm.
-May 9, 2012: Convocation-information to be announced.
-May 12, 2012: Commencement, meet in the Ward Boardroom at 8:00 am

MINUTES

Joint Facilities & Finance Committee
Craven Community College
Ward Boardroom, 3:00 P.M., February 7, 2012

I. Chairman Mattocks called the meeting to order at 3:00 pm.

II. Dr. Catherine Chew, Secretary, called the roll.
Members Present: ~~Gary Baldree, Facilities Committee Chair;~~ Ronald Knight; Carol Mattocks, Board Chair; Bill Naumann; Dan Pritchett, Finance Committee Chair; Kevin Roberts; Earline Sills Williams; ~~Brenda Wilson~~; and ~~Earl Wright~~
Dr. Chew declared a quorum present for the meeting.
Others Present:
Catherine Chew, Lisa Collin, Maria Fraser-Molina, Larry Henderson and Page Varnell

III. Facilities Update-Page Varnell reviewed the handout of a draft outline of the Facilities Projects for 2012-2016. These items are for information.
   A. Brock Hall-Page Varnell discussed this item. The downstairs of Brock Hall is just about finished; a few pieces of furniture are still on order. Sadaf Hassan is working on a renovations plan for the second floor. The second floor plan will involve less renovation and focus on continuity from the first floor.
   B. Current Projects-Page Varnell discussed this item. Renovations are presently being done in the Student Center in areas for Career & Transfer Center, TRIO, and the food service area. Flounders Seafood will offer food service on campus beginning Feb 13th. They will work out of a trailer until the renovations in the food service area of the Student Center are complete. Enhancements to the Community Room are also being considered.
   In Barker Hall-two classrooms for basic skills will be renovated as well as a brick lattice wall outside to camouflage the heat pump
   In Perdue-water will be available in the SIM Lab (monies are available from the CarolinaEast donation) and the Biology room will be retrofitted for Chemistry.
   C. Long Term Renovation Needs-Brock Entry renovations. The options vary from updating the stairway, tearing the stairs down and rebuilding, to enclosing and the pricing varies from $85,000-$430,000 for these options. The stairway is rusting and damaging the concrete.
   D. County Plan-Dr. Chew discussed the handout titled Possible Funding of CCC Capital Outlay. The Trustees feel it would be helpful if the projects from the County funding list is extracted and projects highlighted which will use county funding and create a prioritized needs list. If the County project priority list is revised, Mr. Pritchett & Mr. Naumann offered to go back to the County with the revised list for the Commissioners review. It was agreed the commitment to the County regarding capital projects will be honored. If additional funds are available other renovations may also take place. Craven County capital funding is done on a 5 year cycle; CCC needs to consider what the College needs will be in 2017.
   Page Varnell & Larry Henderson are creating a comprehensive routine maintenance schedule to handle updates such as painting, furniture, carpets, lots, etc. Page also mentioned there is a desire to renovate the student quad area between the Brock Building and the Student Center.

IV. Discussion Items
   A. Master Facilities Plan-Dr. Chew introduced this item to the Committee Members. The present Master Plan has three priorities: Create a one-stop; build a STEM facility; build a Community Life Building. In 2010, LS3P created a design of the future Community Life Building. Dr. Chew reviewed a handout of cost projection and program of spaces. Low cost projection is $16,776,292 and high cost projection is $20,900,458. Most likely a bond would be needed to fund this building.

Options: Do we need to begin a dialogue with the County and try to seek bond approval with other projects of theirs?; Mr. Pritchett suggested he would discuss this with Mr. Hemphill and at a later time. Dr. Chew will discuss with Jack Veit during budget hearings with the County. This item is for information.

B. Mercer study-Phase I & II Implementation-Dr. Chew gave a brief overview and background for new Trustees. Two years ago, the Mercer group did a classification and compensation study across the college which included faculty and staff. The results: Phase I-effects 25 employees at an estimated cost of $48,453; Phase II-effects 55 employees at an estimated cost of $133,714; some employees in Phase I & II overlap. The System Office, due to the wage freeze, would not allow the adjustments. According to the information Page received today, employees' salaries will continue to be frozen in FY-2013. Another college, after their compensation study, gave raises to those positions that had increased duties. An appeal would be needed to any employee whose salary would increase by more than 10% or $10,000. The concern: What about those employees who are not part of Phase I & II who may also have had increased duties? There was discussion on this item and bringing the 25 employees to the minimum of their pay range. Results: The Trustees asked Administration to seek out alternative ways to implement Phase I if at all possible and to explore ways of implementing Phase II. Page Varnell was asked to contact the System Office for options and to make the case that Phase I is not really a pay increase, but rather a pay adjustment. Further discussion will be needed to determine next steps.

V. Adjournment

With no other items to be discussed, the meeting was adjourned at 4:40 pm.

AGENDA

JOINT FACILITIES AND FINANCE COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
February 7, 2012, at 3:00 P.M.

Members:	*Mrs. Carol Mattocks, Board Chair* *Mr. Gary Baldree, Facilities Committee Chair* *Mr. Dan Pritchett, Finance Committee Chair* *Mr. Ronald Knight* *Mr. Bill Naumann* *Mr. Kevin Roberts* *Ms. Earline Sills Williams* *Mrs. Brenda Wilson* *Mr. Earl Wright*
Others:	*Dr. Catherine Chew, President* *Dr. Maria Fraser-Molina, EVP/CAO* *Mr. Layne Harpine, VP of Havelock, Military Affairs & Workforce Development* *Dr. Daryl Minus, VP of Student Services* *Mrs. Page Varnell, VP of Administrative Services*

I. Call to Order	Chair
II. Members Present	Chair
III. Facilities Update	
A. Brock Hall	
B. Current Projects (Spring & Summer)	
C. Long Term Renovation Needs	
D. County Plan	
IV. Discussion Items	
A. Master Facilities Plan	
B. Mercer Study – Phase I & II Implementation	
V. Adjournment	Chair

MINUTES

Finance Committee
Craven Community College
Brock Administration Building Boardroom
March 19, 2012, 5:30 P.M.

I. Chair Pritchett called the meeting to order at 5:30 pm.

II. Members Present: Dan Pritchett, Bill Naumann, Kevin Roberts and Carol Mattocks
Others Present: Dr. Catherine Chew, Ms. Lisa Collin and Mrs. Page Varnell.

III. Financial Reports

A. The year to date budget comparison reports were introduced to the committee by Page Varnell, VP of Administrative Services. Page reviewed the State budget comparison and noted a 1% call back which took place in December; there was an employee purchasing deadline of March 15th; and for the first time excess funds can be used for capital projects and these dollars can be carried over to the next year. The state funds report was altered to reflect the budget for the newly formed VP of Havelock.
Page also reviewed the County Funds budget comparison report.
Mr. Pritchett called for a motion to present this item to the full board for its approval.
Motion: Kevin Roberts; Second: Bill Naumann.

B. The Write-Off of Uncollectible Accounts was introduced to the committee by Page Varnell.
Mr. Pritchett called for a motion to present this item to the full board for its approval.
Motion: Bill Naumann; Second: Kevin Roberts.

C. The Cash Balances was presented to the committee by Page Varnell for review. This item is for information purposes.

IV. The County Budget Proposal for FY 2012-2013 was introduced by Dr. Catherine Chew. Dr. Chew briefly reviewed the process of going before the County Commissioners for Kevin Roberts, the newest Trustee. Dr. Chew & Page reviewed the proposed local budget and the proposed handout. The proposed local budget handout compares the 2011-2012, budget request and the 2012-2013, budget request. The college anticipates increases in FY-2012-2013, related to employee medical costs and retirement costs; the College is not requesting an increase of funds from the County. Craven is requesting additional capital funds, based on the County's prior commitment to fund the capital funds increase this year. The county budget request will be submitted the end of April.
Mr. Pritchett called for a motion to present this item to the full board for its approval.
Motion: Bill Naumann; Second: Kevin Roberts.

V. The Fee Revisions (FY 2012-2013) was introduced to the committee by Page Varnell. There are two changes in fees from the FY 2011-2012. They are: a fee for the new barbering course and a fee for insurance for the new barbering course.
Mr. Pritchett called for a motion to present this item to the full board for its approval.
Motion: Bill Naumann; Second: Carol Mattocks.

VI. The Electronic Signature Policy, BP 5.5 was introduced to the committee by Page Varnell. It is a common policy at other institutions and will assist with distance learning and other programs at the college.
Mr. Pritchett called for a motion to present this item to the full board for its approval.
Motion: Bill Naumann; Second: Carol Mattocks

VII. The Recommendations regarding implementation of Phase I Mercer Study (salary reallocations) was presented to the committee by Page Varnell. Page feels the College can move forward with implementing Phase I and read the clause from the NCCCS response which allows Craven to implement Phase I. Implementing this phase would bring 25 employees to the minimum salary of their pay level.

Mr. Pritchett called for a motion to present this item to the full board for their approval. .

Motion: Carol Mattocks; Second: Bill Naumann.

MISC:

A. Energy Meeting-Dr. Chew reviewed this item. Dr. Chew, Page Varnell & Larry Henderson met today with representatives from Piedmont Gas about converting the campus to natural gas. Dr. Chew also reviewed the costs of energy use at Craven as related to the other 57 community colleges, as prepared by the NC State consultant hired by the state to do the study. Craven is in the top 25% of energy use compared to the other colleges. Craven plans to review ways to conserve energy.
B. The Enrollment & Budget Management & Strategic Decisions 2009-2012, was distributed to the committee and reviewed by Dr. Chew. The report spoke of funds, reduction strategies, enhancements and investments.

VIII. Adjournment-The meeting adjourned at 6:25 p.m.

AGENDA

FINANCE COMMITTEE
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
March 19, 2012; 5:30 P.M.

Members:	*Mr. Dan Pritchett, Chair* *Mr. Ronald Knight* *Mr. Bill Naumann* *Mr. Kevin Roberts*
Others:	*Dr. Catherine Chew, President* *Mrs. Page Varnell, VP of Administrative Services*

I.	Call to Order	Dan Pritchett, Chair
II.	Members Present	Dan Pritchett, Chair
III.	Financial Reports A. Year-to-date Budget Comparison Reports – State & County (July-present) *(motion)* B. Write-Offs and Uncollectible Accounts *(motion)* C. Cash Balances *(info)*	Page Varnell
IV.	County Budget Proposal (2012-2013)	Page Varnell
V.	Fee Revisions (FY 2012-2013) *(motion)*	Page Varnell
VI.	Policy-Electronic Signature Policy BP 5.5 *(motion)*	Page Varnell
VII.	Recommendations Regarding Implementation of Phase I Mercer Study (Salary Reallocation)	Page Varnell
VIII.	Adjournment	Dan Pritchett, Chair

Finance Committee Charge

a. Recommend approval of operating and capital budgets
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

PERSONNEL COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
March 19, 2012, 6:30 P.M.

I. Chairman Naumann called the meeting to order at 6:30 pm.

II. Members Present: Mr. Bill Naumann, Peter Mack, Carol Mattocks and Mr. Dan Pritchett.
Others Present: Dr. Catherine Chew, Ms. Lisa Collin and Mrs. Page Varnell.

III. Reports

A. The Quarterly Personnel Action Report for Dec-Mar 2012 was presented to the committee by Mrs. Page Varnell. The committee members reviewed the item. This item is for information purposes.

IV. The Retreat Recommendations/ Consultant Report was presented to the Committee Members by Carol Mattocks. Mrs. Mattocks handed out the report prepared by Stuart Bounds, consultant, and discussed his findings. Carol Mattocks would like this committee to develop a self-evaluation form; Mr. Naumann will research instruments other colleges use and recommendations from the System Office and be sure this item is placed on the agenda for the next personnel committee meeting. Mr. Naumann has been working to develop a list of attributes and responsibilities which could be submitted to appointing authorities so they can be advised of the needs of the Board. As for establishing annual board priorities: committees will be asked to submit priorities and the board will review them at the July summer board meeting. This item is for information purposes.

V. Closed Session (143-318-11(a)(6)

At 6:45 pm, on a motion made by Dan Pritchett, seconded by Peter Mack and unanimously approved, the Personnel Committee of the Board of Trustees of Craven Community College pursuant to NC Generate Statute 143-318-11(a)(6) entered into Closed Session to discuss personnel issues. Lisa Collin, Dr. Catherine Chew and Page Varnell were dismissed from the meeting.

At 7:33 pm, on a motion made by Carol Mattocks, seconded by Dan Pritchett, the Personnel Committee of the Board of Trustees of Craven Community College came out of Closed Session. Mr. Naumann indicated the Committee Members had discussed the President's annual evaluation while in closed session. There was no action taken.

VI. Adjournment: With no other items to be discussed, the meeting was adjourned at 7:35 pm.

AGENDA

PERSONNEL COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
March 19, 2012, at 6:30 p.m.

Members: *Mr. Bill Naumann, Chair*
Mr. Ronald Knight
Judge Peter Mack, Jr.
Mr. Dan Pritchett

Others: *Dr. Catherine Chew, President*
Mrs. Page Varnell, VP of Administrative Services

I.	Call to Order	Bill Naumann, Chair
II.	Members Present	Bill Naumann, Chair
III.	Reports A. Review of Quarterly Personnel Report	Page Varnell
IV.	Review Retreat Recommendations and Consultants Report A. Board Self-Assessment	Carol Mattocks
V.	Review the President's Evaluation (closed session 143-318-11(a)(6))	Bill Naumann, Chair
VI.	Adjournment	Bill Naumann, 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

ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
March 20, 2012, 4:30 P.M.

I. Ms. Earline Sills Williams, Chair, called the meeting to order at 4:30 p.m.

II. Members Present: Ms. Earline Sills Williams, Judge Ken Crow, Mrs. Carol Mattocks and Mrs. Brenda Wilson.
Others Present: Dr. Chew, Ms. Collin, Ms. Cindy Ensley, Mr. Harpine and Dr. Fraser-Molina

III. Student Services-Dr. Chew summarized the following items; they are for information only:
  A. Enrollment Update- Craven's spring 2012 is down 2.3% FTE from spring 2011. Dr. Chew reviewed area college's unofficial FTE numbers and everyone is down, some over 10%. State-wide enrollment is lower than it was last year.
  B. Career & Transfer Center-Zomar Peters oversees the center. It will assist students with placements, internships, resume writing, and articulation agreements, etc.
  C. Personnel Update-The ELT has been meeting to prepare for the anticipated budget shortfall. Dr. Chew briefed the committee members on of the decisions that have been made concerning program changes/eliminations. She also discussed the addition of a dean of student development position in student services.

IV. Academic Affairs-Dr. Fraser-Molina summarized the following items:
  A. NCAMA Grant Update-(NC Advanced Manufacturing Alliance)-Robeson CC is the lead institution. There are ten colleges involved in the alliance. Craven's share of the $18.8 million award is $1.6 million. The objectives are to improve retention, build programs that meet industry needs, and strengthen online and technology-enabled learning. This item is for informational purposes only.
  B. New Program Opportunities-CCC is moving forward with hospitality, biotechnology, sustainable agriculture, honors program, digital media technology, and ophthalmic medical assistant. These programs are in various states from in the research phase, pending state approval to existing ISA with neighboring community colleges. This item is for informational purposes only.
  C. Globalization Update-Dr. Fraser-Molina reviewed the recent globalization initiatives, they include: the Duke Dominican Republic Murals Project, Peru's study abroad, faculty participation in travel abroad to Japan and Germany, and a website dedicated to global initiatives just to name a few. This item is for informational purposes only.
  D. SACS Communications Update-The report is a routine report. SACS mandates the BOT's are notified of substantial updates. The report is in the packet for review. This item is for informational purposes.
  E. Personnel/Searches Update-The following positions will be filled: Spanish faculty, chemistry faculty, HIT/MOA faculty, nursing faculty, director of distance learning and professional development, ESOL coordinator, dean of career programs, and math faculty. The director of public safety programs has been put on hold. This item is for informational purposes only.
  F. Policy-Concurrent Enrollment of High School Students BP 4.12-Dr. Fraser-Molina reviewed the policy. It is a legislative mandate.
  Ms. Williams called for a motion to approve this item as presented and send it to the full board for approval.
  Motion: Brenda Wilson, Second: Carol Mattocks.

V. Havelock/Workforce Development/Military Affairs-These items are for informational purposes.
  A. The RCS update was presented to the committee by Layne Harpine. In less than four months, workforce development team members cleaned, painted and outfitted the Annex behind the soup kitchen to host classes. The classes are at capacity and are going well. The first graduation is planned for the end of April. Enrollment includes: 24 in commercial cleaning; 12 in green construction; 9 in GED; and 9 in ESL. The medical assistant program will begin the first week of April, 12 are enrolled. CarolinaEast

Medical has donated the bed and equipment. 50 students are signed up for the next medical assistant program offering.

B. The "Boots on the Ground" update was presented to the committee by Layne Harpine. This program connects the training to employment opportunities. This program is partnering with NB & Havelock Chambers, EDC, ESC and rehabilitation services. Companies such as Hatteras and Walmart are interest in interviewing students for potential employment opportunities.

VI. Adjournment-With no other items to be discussed, the meeting was adjourned at 5:35 pm.

AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
March 20, 2012, at 4:30 P.M.

Members: *Ms. Earline Williams, Chair*
Mrs. Trish Clark Bennett
Judge Ken Crow
Mrs. Brenda Wilson

Others: *Dr. Catherine Chew, President*
Dr. Maria Fraser-Molina, EVP of Academic Affairs, CAO
Mr. Layne Harpine, VP of Havelock-Cherry Point, Military Affairs & Workforce Development
Dr. Daryl Minus, VP of Student Services

I.	Call to Order	Earline Williams, Chair
II.	Members Present	Earline Williams, Chair
III.	Student Services	Daryl Minus
	A. Spring 2012 Enrollment Update *(info)*	
	B. First Year Experience Update *(info)*	
	C. Career/Transfer Center Initiatives *(info)*	
	D. Personnel Update *(info)*	
IV.	Academic Affairs	Maria Fraser-Molina
	A. NCAMA Grant Update *(info)*	
	B. New Program Opportunities *(info)*	
	C. Globalization Update *(info)*	
	D. SACS Communications Update *(info)*	
	E. Personnel/Searches Update *(info)*	
	F. Policy-Concurrent Enrollment of High School Students BP 4.12 *(motion)*	
V.	Havelock/Military Affairs/Workforce Development	Layne Harpine
	A. RCS Update *(info)*	
	B. "Boots on the Ground" Update *(info)*	
VI.	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

Craven Community College Quarterly Personnel Report
December 1, 2011-February 28, 2012

New Hires	Position Title	Effective	Monthly/Annually
Patrick Standifer	Administrative Assistant-WFD	12/1/2011	$2,333/28,000
Clifford House	Machining Faculty	1/3/2012	$4,311/38,800
Adam Garfinkle	Business/Marketing Faculty	1/3/2012	$5,333/48,000
Yasmin Santiago	Senior Administrative Assistant/Institutional Effectiveness	1/17/2012	$2,667/32,000
Cindy Russo	Senior Administrative Assistant/Career Programs	2/1/2012	$2,416/28,996
Cynthia Ensley	Executive Assistant to the VP of Havelock/Cherry Point/Military Affairs/WFD	2/1/2012	$2,766/33,197
Wendy Walker-Fox	Project Coordinator/Success Manger	2/15/2012	$3,750/45,000

Reassignments/ Promotions	From	To	Effective	Reason/ Annual
Eddie Foster	Director of Customized Training/OE WFD	Executive Director of Operation for New Bern Campus	1/1/2012	Promotion/ $68,052
Layne Harpine	Dean, WFD & Community Affairs	VP of Havelock-Cherry Point/Military Affairs/WFD	1/1/2012	Promotion/ $98,000
Walter Calabrese	Chair, Havelock Campus	Executive Director of Operation Havelock-Cherry Point Campus	1/1/2012	Promotion/ $69,432
Mary Ann Caudle	Library Assistant (Full-time temp)	Library Assistant (Full-time reg)	1/3/2012	Promotion/ $35,500
Betty Hatcher	Chair, Communications & Fine Arts	Interim, Dean of Liberal Arts & University Transfer	1/3/2012	Promotion/ $72,948
Zomar Peter	Academic Advisor	Career/Transfer Coordinator	2/15/2012	Promotion/ $49,820
Pamela Baldwin	Administrative Assistant/Liberal Arts & University Transfer	Senior Administrative Assistant	7/1/2011	Promotion/ $28,996

Resignations/ Terminations/Retirements	Position	Effective	Reason
Keila Dumicz	Nursing Faculty	12/2/2011	Resignation
Gery Boucher	Dean, Havelock Campus	12/2/2011	Resignation
Terry Reger	Con Ed Support Manager	12/31/2011	Retirement
Velinda Clark	Nursing Faculty	12/31/2011	Resignation
Robert Vogelien	Mathematics Faculty	1/1/2012	Retirement
Samuel Lee	Facilities Maintenance Tech II	1/25/2012	Termination

Section IV

Department of Research, Evaluation, Assessment and Planning Update
March 5, 2012

SACS notifications

- On January 6, 2012 the College sent a copy of the Career and College Promise Articulation Agreement between Craven Community College and Craven County Schools to SACS. In a letter dated January 20, 2012 SACS accepted notification of the Pathways and requested no additional information.
- Dr. Belle Wheelan, SACS President, contacted Dr. Catherine Chew on January 25, 2012 to inform her of the changes to the *Principles of Accreditation* adopted at the December 2011 Annual Meeting. The College is expected to use the new standards when submitting our Fifth-Year Compliance Certification in September 2012.
- On February 3, 2012 the College sent a letter to SACS clarifying the status of local high schools as off-site instructional locations. At this time, more than 25% (but less than 49%) of a program's credits can be articulated from each area high school. This level of off-site instruction only requires that SACS be notified. If more than 50% of a program is offered at an off-site location then SACS requires a substantive change prospectus and six months prior notice.
- SACS was also notified of the Instructional Service Agreement for Hospitality Management (A25110) between Carteret Community College and Craven Community College effective fall 2012.
- A substantive change prospectus was sent to SACS in March 2012 for the new Sustainable Agriculture program (A15410).

Legal Authority: Session Law 2011-145, the Appropriations Act of 2011, CC11-026, CC11-029, and CC11-030

Approval: April 2011
Revision: April 2012

CONCURRENT ENROLLMENT OF HIGH SCHOOL STUDENTS

The Board authorizes the President to implement, in coordination with the Craven County Public Schools and/or a private high school, a concurrent enrollment program. The President may negotiate such agreements with the Craven County Public Schools, public charter school(s), and/or private high school(s) as may be necessary for the efficient operation of this Policy. Concurrent enrollment allows high school, juniors and seniors to be enrolled in high school and in the College at the same time. High school juniors and seniors may be admitted to approved *Career and College Promise Pathways* under the following conditions:

1. Upon recommendation of the chief administrative officer of the Craven County Public Schools or, in the case of a private high school the chief administrative officer of such private high school, and approval of the President;

2. Upon approval of the student's program by the chief administrative officer of the Craven County Public Schools or, in the case of a private high school the chief administrative officer of such private high school, and the President; and

3. Upon certification by the chief administrative officer of the Craven County Public Schools or, in the case of a private high school the chief administrative officer of such private high school, that the student is taking the equivalent of one-half of a full-time schedule in the high school and is making progress toward graduation.

Once admitted, the high school students shall be treated the same as all other College students.

Return to Table of Contents

Craven Community College
Budget Comparison Report
State Funds

FY 2012 Budget Comparison as of Feb. 29, 2012 67% of year	President's Office/Foundation				EVP of Academic Affairs				VP of Administrative Services			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative												
Salaries & Benefits	419,300	266,708	152,592	64%	1,572,591	950,728	621,863	60%	1,507,881	964,925	542,956	64%
519 Contracted Services	30,139	9,312	20,827	31%	47,440	25,691	21,749	54%	82,018	22,758	59,260	28%
523 Instructional Supplies					8,327	4,863	3,464	58%	5,760	5,759	1	100%
525 Motor Vehicle Supplies												
526 Office Supplies	3,065	673	2,392	22%	10,002	5,322	4,680	53%	12,735	7,129	5,606	56%
527 Other Supplies	1,173	277	896	24%	7,733	1,233	6,500	16%	49,473	22,815	26,658	46%
528 Audio-Visual Supplies												
531 Staff Development	24,980	8,624	16,356	35%	24,975	11,757	13,218	47%	27,670	26,013	1,657	94%
532 Communication/Postage	253	79	174	31%	41	41	0	100%	63,382	10,701	52,681	17%
534 Printing & Binding	5,098	285	4,813	6%	898		898	0%	1,340	112	1,228	8%
535 Repairs & Maintenance	589		589	0%	2,265	637	1,628	28%	57,394	36,223	21,171	63%
536 Freight									50	11	39	21%
537 Advertising					1,335		1,335	0%	11,658	10,849	809	93%
538 Student Service Data Proc												
539 Other Current Services	365	364	1	100%	1,209	501	708	41%	37,043	31,289	5,754	84%
543 Lease/Rental Other Equipme									56,714	43,475	13,239	77%
544 Data Processing Software	100		100	0%	14,413	14,413		100%	85,600	82,945	2,655	97%
546 Memberships & Dues	15,778	14,118	1,660	89%	1,400	285	1,115	20%	13,327	9,211	4,117	69%
55x Equipment									416,189	175,415	240,774	42%
Total Administrative:	500,840	300,440	200,400	60%	1,692,629	1,015,471	677,158	60%	2,428,234	1,449,630	978,604	60%
Instructional												
Salaries & Benefits					6,825,681	4,319,064	2,506,617	63%	88		88	0%
519 Contracted Services					106,292	22,702	82,590	22%				
523 Instructional Supplies					429,752	132,239	297,513	31%				
524 Repair Supplies					48	31	17	64%				
525 Motor Vehicle Supplies					3,720	575	3,145	15%				
526 Office Supplies					7,515	3,452	4,063	46%				
527 Other Supplies					19,144	7,776	11,368	41%				
528 Audio-Visual Supplies					13,685	665	13,020	5%				
531 Staff Development					82,949	26,619	56,330	32%				
532 Communication					34		34	0%				
534 Printing & Binding					1,707	957	750	56%				
535 Repairs & Maintenance					36,938	569	36,369	2%				
536 Freight					248	247	1	100%				
537 Advertising												
539 Other Current Services					92,852	22,866	69,986	25%				
541 Rental of Property					2,500	2,500		100%				
543 Lease/Rental Other Equipme												
544 Data Processing Software					15,487	3,105	12,382	20%				
546 Memberships/Accredita & Dues					30,790	10,825	19,965	35%				
548 NEIT Admin												
55x Equipment					339,419	83,340	256,079	25%	62,195	55,154	7,041	89%
Total Instructional:					8,007,761	4,637,531	3,370,230	58%	62,283	55,154	7,129	89%
Total Admin & Instructional:	500,840	300,440	200,400	60%	9,700,390	5,653,002	4,047,388	58%	2,490,517	1,504,784	985,733	60%

FY 2012 Budget Comparison as of Feb. 29, 2012 67% of year	[illegible]				[illegible]			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative								
Salaries & Benefits	1,278,994	830,317	448,677	65%	1,380,390	849,343	531,047	62%
519 Contracted Services					50,800	7,515	43,285	15%
523 Instructional Supplies								
525 Motor Vehicle Supplies								
526 Office Supplies	15,329	11,329	4,000	74%	7,400	4,404	2,996	60%
527 Other Supplies	9,090	667	8,423	7%	48,585	566	48,019	1%
528 Audio-Visual Supplies								
531 Staff Development	16,783	12,887	3,897	77%	15,953	5,179	10,774	32%
532 Communication/Postage		(250)	250					
534 Printing & Binding	2,394		2,394	0%	26,698	11,481	15,217	43%
535 Repairs & Maintenance	4,560	599	3,961	13%	1,434	934	500	65%
536 Freight								
537 Advertising					104,500	49,503	54,997	47%
538 Student Service Data Proc					2,288	2,288		100%
539 Other Current Services	12,314	5,766	6,548	47%	31,648	16,975	14,673	54%
543 Lease/Rental Other Equipme	16,071	11,910	4,161	74%				
544 Data Processing Software								
546 Memberships & Dues	100		100	0%	4,088	1,588	2,500	39%
55x Equipment	1,093	1,093	0	100%	2,324		2,324	0%
Total Administrative:	1,356,728	874,317	482,411	64%	1,676,108	949,776	726,332	57%
Instructional								
Salaries & Benefits	2,047,948	1,394,682	653,266	68%	285,990	201,814	84,176	71%
519 Contracted Services	59,391	26,481	32,910	45%				
523 Instructional Supplies	97,309	56,611	40,698	58%				
524 Repair Supplies								
525 Motor Vehicle Supplies								
526 Office Supplies	1,325	1,131	194	85%	-			
527 Other Supplies	3,820	2,047	1,773	54%	1,500	1,051	449	70%
528 Audio-Visual Supplies								
531 Staff Development	20,857	11,741	9,116	56%	2,100	1,768	332	84%
532 Communication	100		100	0%				
534 Printing & Binding	1,082	771	311	71%				
535 Repairs & Maintenance	2,000		2,000	0%				
536 Freight								
537 Advertising	189	23	167	12%				
539 Other Current Services	6,493	3,329	3,164	51%				
541 Rental of Property								
543 Lease/Rental Other Equipme	300	163	137	54%				
544 Data Processing Software					1,700		1,700	0%
546 Memberships/Accredita & Dues	750	750		100%				
548 NEIT Admin	3,880		3,880	0%				
55x Equipment	26,955	23,569	3,386	87%	150		150	0%
Total Instructional:	2,272,399	1,521,298	751,101	67%	291,440	204,634	86,806	70%
Total Admin & Instructional:	3,629,127	2,395,615	1,233,512	66%	1,967,548	1,154,409	813,139	59%

	Budget	Expenses	Remain Bal	% Spent
College Totals	18,288,422	11,008,251	7,280,171	60%

Craven Community College
Budget Comparison Report
County Funds

FY 2012 Budget Comparison February 28, 2012 67% 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 Salaries & FT Temp	266,635	252,978	13,657	95%	819,431	543,480	275,951	66%	153,082	102,884	50,198	67%				
Parttime Salaries									75,005	52,232	22,773	70%				
519 Contracted Serv (Legal)	95,000	34,720	60,280	37%												
519 Contracted Serv (Security Srvs.)									46,152	30,743	15,409	67%				
519 Contracted Serv (Janitor)					68,732	26,127	42,605	38%								
519 Contracted Serv (Lawns/Grounds)					40,431	33,965	6,466	84%								
519 Contracted Serv (Waste removal)					12,498	7,817	4,681	63%								
519 Contracted Serv (Pest control)					4,000	1,960	2,040	49%								
519 Contracted Serv (Misc Services)	7,323	3,405	3,918	46%	40,432	29,442	10,990	73%								
521 Custodial Supplies					27,535	20,039	7,496	73%	6,397	3,029	3,368	47%				
522 Maintenance Supplies					26,948	11,942	15,006	44%								
523 Instructional Supplies																
524 Repair Supplies					7,692	4,712	2,980	61%								
525 Motor Vehicle Supplies	415	413	2	100%	12,675	8,005	4,670	63%	1,814	1,813	1	100%				
526 Office Supplies	112	-	112	0%	109	109	1	100%	872	380	492	44%				
527 Other Supplies	86	85	1	99%	12,488	5,965	6,523	48%	3,061	2,280	781	74%				
528 Audio-Visual Supplies																
531 Staff Development	25	25		100%	1,130	886	244	78%	-							
532 Communication	27,179	27,145	34	100%	162,757	123,504	39,253	76%	4,388	4,387	1	100%				
533 Utilities					840,275	545,894	294,381	65%								
534 Printing & Binding																
535 Repairs & Maintenance	253,509	199,849	53,660	79%	262,110	174,365	87,745	67%	5,081	1,958	3,123	39%				
537 Advertising																
539 Other Current Services	13,787	4,166	9,621	30%	7,570	4,429	3,141	59%	146	145	1	100%				
541 Rental of Property	722	721	1	100%												
543 Lease/Rental Other Equipme																
544 Data Processing Software																
545 General Admini (Insurance)	147,526	114,797	32,729	78%												
546 Memberships & Dues																
554 Equipment Motor Vehicles													3,625	3,624	1	100%
555 Equipment Capital Outlay													120,778	95,371	25,407	79%
559 Other Capital Outlay													85,597	85,597	0	100%
Totals	812,319	638,306	174,014	79%	2,346,813	1,542,643	804,170	66%	295,998	199,851	96,147	68%	210,000	184,592	25,408	88%

College Totals				
Regular Operating	3,455,130	2,380,799	1,074,331	68.9%
Capital Outlay	210,000	184,592	25,408	87.9%

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	Term	INTUI Tuition/ Registration	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	LABFA Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	RETCK Return Check	RTCK Check Fee	PLIAB Prof Liab Ins	WBLET BLET	FA Overage	STIN Student Ins	Other Write-offs Description	Other Write-offs Amount	Total
Samantha Abrante	2010 Fall									190.47	20.00							210.47
Taquana Antunes	2010 Fall	565.00	32.00	16.00	10.00													623.00
Clifton Armstrong	2010 Fall	149.16	10.56	5.28	3.30													168.30
Stephanie Aycock	2010 Fall	197.15	16.00	8.00	5.00		5.00											231.15
William Barber	2010 Fall																	-
Lesa Barkhurst	2010 Fall	163.40	7.71	7.71	4.82													183.64
Stephanie Bernard	2010 Fall	323.20	15.26	7.63	4.77	144.37												495.23
Rochelle Boozer	2010 Fall	300.77	17.03	8.52	5.32	353.84						16.00						701.48
Anthony Courman	2010 Fall													1,560.00				1,560.00
Phillip Davis	2010 Fall	447.48	21.12	10.56	6.60													485.76
Shanta Dowse	2010 Fall	48.67	32.00	16.00	10.00													106.67
Jeffrey Finnell	2010 Fall	211.86	8.00	4.00	2.50													226.36
Kuson Fleming	2010 Fall												1,073.50					1,073.50
																		-
		2,406.69	159.68	83.70	52.31	498.21	5.00	-	-	190.47	20.00	16.00	1,073.50	1,560.00		-	-	6,065.56

(Requested by)

Vice President for Administrative Services

Total Collected
Total Fees Paid to collection agency
Net proceeds $ -

CRAVEN COMMUNITY COLLEGE

REPORT OF CASH BALANCES AS OF FEBRUARY 29, 2012

		November 11, 2011	**February 29, 2012**
Local Funds		$1,044,058.26	**$964,018.08**
Special Funds		$2,566,876.30	**$3,218,853.60**
	Total	$3,610,934.56	**$4,182,871.68**

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 29, 2012, the interest rate was 0.61030% as compared to the prior interest rate of 0.74196% for November 30, 2011.

Craven Community College
Proposed Local Budget
FY 2012-2013

PURPOSE	OBJECT WITH DESCRIPTION	BUDGET REQUEST 2011-2012	INCREASE/ (DECREASE)	BUDGET REQUEST 2012-2013
	511100 President	30,395.00		30,395.00
	511200 FT Senior Administrator	-		-
	518100 Social Security	2,325.00		2,325.00
	518200 Retirement	3,532.00	818.00	4,350.00
	518300 Medical Insurance	1,135.00		1,135.00
110 Executive Management		**37,387.00**	**818.00**	**38,205.00**
	512000 FT Support	-		-
	518100 Social Security	12,150.00	1,445.00	13,595.00
	518200 Retirement	18,500.00	6,930.00	25,430.00
	518300 Medical Insurance	15,000.00	(1,000.00)	14,000.00
	518500 Unemployment Compensation	2,000.00		2,000.00
	518700 Longevity Payments	177,700.00		177,700.00
	519000 Legal Services	80,000.00		80,000.00
	519130 Misc Service Contracts	30,000.00		30,000.00
	532200 Telephone	146,000.00		146,000.00
	532330 ISP Charges	500.00		500.00
	532500 Cellular Phone Services	17,000.00		17,000.00
	539500 Other Current Expense	2,500.00		2,500.00
	545000 Property Insurance	70,000.00		70,000.00
	545100 Motor Vehicle Insurance	6,000.00		6,000.00
	545200 Liability Insurance	35,000.00		35,000.00
	545300 Other Insurance	27,500.00		27,500.00
	546100 Memberships & Dues	82.00		82.00
130 General Administration		**639,932.00**	**7,375.00**	**647,307.00**
	513000 FT Faculty	2,500.00		2,500.00
	518100 Social Security	195.00	(4.00)	191.00
	518200 Retirement	274.00	84.00	358.00
	518300 Medical Insurance	150.00		150.00
	518700 Longevity Payments	-		-
		3,119.00	**80.00**	**3,199.00**
	514000 FT Svc/Maint/Skilled Cr	681,000.00		681,000.00
	514010 PT Svc/Maint/Skilled Cr	73,500.00		73,500.00
	514050 Supvr Svc/Maint/Skilled Cr	136,000.00		136,000.00
	518100 Social Security	66,976.00	1,148.00	68,124.00
	518200 Retirement	94,935.00	21,978.00	116,913.00
	518300 Medical Insurance	139,347.00	(19,931.00)	119,416.00
	518700 Longevity Payments	-		-
	519080 Janitorial Services Agreement	102,113.00	(1,000.00)	101,113.00
	519090 Waste Removal	4,800.00		4,800.00
	519100 Security Service Agreement	45,880.00		45,880.00

PURPOSE	OBJECT WITH DESCRIPTION	BUDGET REQUEST 2011-2012	INCREASE/ (DECREASE)	BUDGET REQUEST 2012-2013
	519110 Pest Control Svcs Agreement	4,000.00		4,000.00
	519120 Lawns and Grounds Services	20,000.00		20,000.00
	519130 Misc Service Contracts	30,182.00	(565.00)	29,617.00
	521000 Custodial Supplies	40,000.00		40,000.00
	521400 Clothing & Uniforms	4,730.00		4,730.00
	522000 Maintenance Supplies	55,000.00	(3,000.00)	52,000.00
	524000 Repair Supplies	4,000.00		4,000.00
	525000 Gasoline	3,500.00		3,500.00
	525100 Diesel Fuel	500.00		500.00
	525300 Tires and Tubes	300.00		300.00
	526000 Office Supplies	500.00		500.00
	527000 Other Supplies	15,100.00	(500.00)	14,600.00
	531110 In-State Ground Transporta	500.00		500.00
	531140 In-State Lodging	350.00		350.00
	531150 In-State Meals	250.00		250.00
	531190 In-State Other Travel Exp	250.00		250.00
	531500 Registration Fees	300.00		300.00
	533100 Heat	8,500.00		8,500.00
	533200 Water	17,000.00		17,000.00
	533300 Electricity	875,000.00	(72,123.00)	802,877.00
	5333400 Garbage/Sewage Disposal	30,399.00		30,399.00
	535100 Equipment Repairs	66,000.00		66,000.00
	535200 Repair to Facilities	270,000.00		270,000.00
	535300 Motor Vehicle Repairs	3,000.00		3,000.00
	535400 Maint Service Contract	18,000.00		18,000.00
	535410 Maint Agreement - Building	7,500.00		7,500.00
	535430 Maint. Agreement - Equip	15,000.00		15,000.00
	539500 Other Current Expense	6,000.00		6,000.00
	541000 Rental Property-Bldgs/O	-		-
	541200 Rental of Other Facilities	-		-
610 Plant Operation		**2,840,412.00**	**(73,993.00)**	**2,766,419.00**
Current Expense		**3,520,850.00**	**(65,720.00)**	**3,455,130.00**
Capital Outlay		**490,823.00**	**(190,823.00)**	**300,000.00**
TOTAL COUNTY FUNDS		**4,011,673.00**	**(256,543.00)**	**3,755,130.00**

Proposed Course Fees
(2012-2013)

Course/Area	Current Fee	Recommended Fee	Rationale (if any)
WorkForce Development			
Barber Board Student Permit Fee		$ 25.00	Required Fee by the Barbering Board
Barbering Student Insurance Fee		$ 16.00	Liability Insurance--we also charge this for other programs such as phlebotomy, manicurist, etc
Existing Fees/ No Change:			
Student Activity Fee:	$ 32.00	N/A	1-6 credit hours for curriculum students during Fall and Spring semesters
(All curriculum courses)	$ 32.00	N/A	7 or more credit hours for curriculum students during Fall and Spring semesters
International Student Fee - **(Students on F_1 Visas)**	$ 100.00	N/A	This would be to cover SEVIS management, international student advising and support for curriculum students during fall & spring semesters.
Graduation Fee	$ 15.00	N/A	
Diploma Cover	$ 15.00	N/A	Charged per each additional diploma cover
Travel Insurance to study abroad	up to $100.00	N/A	One time for study abroad participants
Transcript	$ 5.00	N/A	Charge is for each copy
Campus Access, Parking & Security	$ 10.00	N/A	Flat fee for curriculum students charged Fall, Spring and Summer semesters
(Curriculum)	$ 2.00	N/A	for each additional parking permit for curriculum students
Parking Fine	$ 5.00	N/A	Unless otherwise posted
Computer Use & Technology	$ 16.00	N/A	All curriculum students charged Fall, Spring and Summer semesters
	$ 5.00	N/A	For con-ed course that uses a college computer lab
Red Hat	$ 100.00	N/A	Tied to specific courses that prepare students for Red Hat Technician (RHCT) or Red Hat Certified Engineer (RHCE) certification
Professional Liability Insurance	$ 16.00	N/A	Required for curriculum nursing classes as well as a variety of WFD classes
			(EMT, Phlebotomy, Health Care Technician, Dental Asst., Vet Asst, Animal Grooming, Personal Trainer, CNA I & II, Manicurist)
Student Accident Insurance	$ 2.00	N/A	Optional insurance that can be purchased by the semester
Returned Check	$ 20.00	N/A	Per check returned by Financial Institution
Placement Testing Fee	$ 3.00	N/A	Fee to be charged for Re-testing
Graduation Fees			
Cap, Gown and Tassel	$ 30.00	N/A	Approximate and Non-Refundable
Associate Degree (hood)	$ 30.00	N/A	Approximate and Non-Refundable
Library Fines	$ 0.10	N/A	Per day for overdue books
	$ 1.00	N/A	Per day for overdue videos
	$ 0.10	N/A	Per page to print from computers* *If it is for educational purposes this is not charged. Only for personal use.
	$ 0.10	N/A	Per page for photocopies
	$ 1.00	N/A	Replacement library card
GED	$ 25.00	N/A	To take the entire exam
Aviation Lab Fees	$ 63.00	N/A	AVI 110, 120, 130, 230, 240, 250, 260 (includes 3kits & lab consumables)
Summer School Supply Fee	$ 10.00	N/A	To provide supplies and other cost to Instruction
Test Proctering Fee	$ 20.00	N/A	To provide support for proctering tests for students from other educational institutions unless associated with partnerships with the college

Proposed Course Fees
(2012-2013)

Liberal Arts:			
Music - MUS 161, 162, 261 262	$ 320.00	N/A	
Science (BIO, CHM & PHY)	$ 15.00	N/A	The majority of the state budget allocated for Liberal Arts funds science labs. The current cost per student is approximately $35.00 in science courses. Our current fee is $10.00 per student, so this request is asking that students pay half of the associated costs for the laboratory experience.
ART 121, 122, 131, 132, 171, 231, 232, 240, 241, 261, 262, 264, 265, 266, 267, 271, 275, 281, 282, 283, 284, 288	$ 35.00	N/A	There are significant expenses involved in delivering these courses (supplies, equipment, model fees, etc.)
ART 135	$ 40.00	N/A	
Nursing:			
Associate Deg. Nursing (A.D.N.) 4 Semester Plan- beginning with Fall cohort	$116/Sem	N/A	Nursing fee tied to each semester of both ADN and PN programs for Assessment Technologies Institute (ATI) supplemental instruction/assessment/testing for nursing students. (Fall Implementation)
Practical Nursing (PN)	$115/Sem	N/A	
Nursing Admissions testing Fee	$ 25.00	N/A	
Nursing Badge Replacement	$ 50.00	N/A	
Nursing Math Test	$ 4.00	N/A	
Test of Essential Academic Skills (TEAS)	$ 25.00	N/A	Nursing Admissions testing also for HIT, and Physical Therapy Assistant Programs
Career Programs:			
Automotive Lab Fees - AUT 114A, 116A, 141A, 151A, 163A, 181A, 221A, 231A, 141, 116, 151, 161, 163, 171, 183, 181, 221, 231	$ 35.00	N/A	
(Classes Include : AUB 134A & 134B)	$ 18.00	N/A	
Basic Law Enforcement Lab Fees	$ 65.00	N/A	BLET class includes: CJC 100
Cosmetology Lab Fee	$ 10.00	N/A	Cosmetology classes include: COS 112, 114, 116, 118, 119, 120, 125, & 126 (add to these courses)
	$ 5.00	N/A	Cosmetology classes include: COS 112A, 112B, 114A, 114B, 116A, 116B, 118A,& 118B
Industrial Program Lab Fees	$ 225.00	N/A	Composite Manufacturing core classes: MEC 188, 189, 212, 215
	$ 25.00	N/A	Mechanical Engineering Tech, & Electronic/ Electrical classes: BPR 111, 121, DDF 211, 212, 213, 214;
			DFT 111, 151, 152, 153; ELC 113, 117, 135, 138, 139; ELN 131, 132, 133, 231, 232, 234, & 260
	$ 75.00	N/A	Machining/Manufactoring classes: MAC 111, 112, 113, 122, 124, 241, 242, 243, 244, 245, 246,222,224, 234, 233 (add to these courses); MEC 111; HYD 110
	$ 35.00	N/A	Machining/Manufactoring classes: MAC 111A, 111B, 112A, 112B, 113A, 113B,241A, 241B, 242A, 242B, 243A, 243B, 244A, 244B, 245A, 245B, 246A, & 246B
	$ 30.00	N/A	Welding Classes: WLD 110, 112, 115, 116, 121, 131, 141, & 261
	$ 15.00	N/A	Welding classes: WLD 115A, 115B 116A, 116B, 121A, & 121B

Proposed Course Fees
(2012-2013)

Havelock:			
Aviation Sheet Metal Fabrication - ASMF-7138	$ 125.00	N/A	We are adding a $125.00 supply fee to cover consumable materials that are used in the course. The federal government had been supplying these materials but the funding has dried up. The students use sheet metal, rivets, drill bills,sanding disks, de-burring tools and other items that they will have to pay for. We may be able to get someone else to sponsor these materials but if not, we have to charge a supply fee.
FAA Preparatory Exam	$ 1,500.00	N/A	For FAA General/Powerplant- AMPP-7191 & FAA General/Airframe - AMAF-7193 - We have in the past charged a $175.00 Tuition fee plus a $1125.00 supply fee. The supply fee took care of consumable materials and paid for the student's FAA Powerplant Exam fee and General Aviation Exam. These test are all written exams. Since we stood up the program, the cost of the written exams has increased from $100.00 to $150. Additionally there is an Oral & Practical Test (O&P) for each subject. When the program was stood up, the cost was $150 for the P/P, $150 for the Airframe and $100 for general or $400 for all test. The cost is now $500.00 for all three so it has went up $100.00 dollars. This is why we are asking for a $200.00 per course cost increase.
Learning Support Center:			
Distance Education Fee	$ 15.00	N/A	Per course in all on-line and hybrid Curriculum courses
	$ 15.00	N/A	Per course in on-line Con Ed courses of more that 12 hrs. (Bb or Moodle format). Ed2Go are exempt
WorkForce Development Fees:			
Employee Development	$ 45.00	N/A	DDI Participant Materials - from Dev. Dimensions International
Various	$ 15.00	N/A	Sordill Consulting - cost per topic-some courses cover more than one topic
Communication	$ 15.00	N/A	Personal Profile (DiSC)- Paper from Sordill Consulting
	$ 22.00	N/A	Personal Profile (DiSC) - Online from Sordill Consulting
Time Management	$ 15.00	N/A	Time Mastery Profile - Paper from Sordill Consulting
	$ 22.00	N/A	Time Mastery Profile - Online from Sordill Consulting
Leadership	$ 40.00	N/A	Myers Briggs Type Indicator - Scoring & "Introduction to Type" from Sordill Consulting
Conflict Resolution	$ 25.00	N/A	Thomas Kilman Instrument from Sordill Consulting
Core Communication	$ 36.00	N/A	CORE Pac Materials - from Comskills.com
Comm In Diff Situations	$ 56.00	N/A	I - Skills Zone Part Materials - from i-skillszone.com
HR Certificate Prep	$ 440.00	N/A	SHRM Learning System - from Holmes Corp.
HR Management	$ 75.00	N/A	HRM Essentials - from Holmes Corp.
Phlebotomy	$ 50.00	N/A	
EKG Technician	$ 10.00	N/A	
EKG Technician Refresher	$ 10.00	N/A	
Medical Laboratory Procedure Tech	$ 47.00	N/A	
Nursing Assistant I	$ 19.00	N/A	
Nursing Assistant II	$ 24.00	N/A	
Physical Therapy Technician	$ 8.00	N/A	Includes $3.00 fee for name tag
Pharmacy Technician	$ 3.00	N/A	
American Heart Assoc. Certification	$ 2.50	N/A	
Medication Aide	$ 5.00	N/A	
Fire College T-Shirts & Meals	$ 30.00	N/A	
BUS 3000 (lean Six Sigma Green, Black & Yellow Belt)	$ 50.00	N/A	Charged Per user in which Minitab software and CCC laptops are used by non-BSH students attending BSH led Six Sigma classes or other BSH training requiring use of minitab/laptops. (Covers appropriate portion of full annual Minitab software subscription)
Blank for bird carving	$ 15.00	N/A	

Proposed Course Fees
(2012-2013)

Bird Carving	$	25.00	N/A
Food fee Latino Cooking	$	15.00	N/A
Food fee Jealthy Cooking Techniques	$	20.00	N/A
Entry Fee New Bern Academy in Civil War	$	2.00	N/A
One Stroke Decorative Painting	$	30.00	N/A
Decorative Painting	$	20.00	N/A
Porcelain Art	$	18.00	N/A
Airbrush- Automotive	$	60.00	N/A
Beginning Pottery	$	35.00	N/A
Senior Exempt/grant -supported	$	50.00	N/A
Activity Director	$	5.00	N/A
OBD class (On Board Diagnostic)	$	16.50	N/A
Workkeys Assesment Tests:			
Applied Mathematics	$	10.00	N/A
Applied Technology	$	10.00	N/A
Locating Information	$	10.00	N/A
Reading for Information	$	10.00	N/A
Observation	$	10.00	N/A
Team Work	$	10.00	N/A
Business Writing	$	10.00	N/A
Listening and Writing	$	10.00	N/A
Listening Only	$	10.00	N/A
Writing Only	$	10.00	N/A
Key train	$	50.00	N/A

Revised 06/15/11; 6/21/11; 07/12/11

ELECTRONIC SIGNATURE POLICY – BP 5.5

Legal Authority: N.C.G.S. 66-58.1, N.C.G.S. 66-311

Approval:
Revision:

ELECTRONIC SIGNATURE POLICY

Craven Community College (CCC) recognizes an electronic signature as a valid signature from faculty, staff, and students. An electronic signature is defined as any electronic process signifying an approval to terms, and/or ensuring the integrity of the document, presented in electronic format.

An electronic signature is a valid signature from faculty, staff, and students if the communication occurs through a college-issued account. Students use electronic signatures for processes such as registering for classes, checking financial aid awards, paying student bills, etc. Faculty and staff use electronic signatures for processes such as submitting grades or attendance records, accessing campus computers, accessing course management systems, etc. Electronic signatures from accounts not issued by the college will not be accepted.

CCC recognizes faculty, staff and student electronic signatures by their unique username and password. CCC assigns usernames and passwords to faculty, staff and admitted students. These individuals are required to change their password upon initial login. It is the responsibility and obligation of each individual to keep their login ID and their password private so others cannot use their credentials. Once logged in, the student or employee is responsible for any information they provide, update, or remove. CCC will take steps to ensure the passwords are protected and kept confidential. Furthermore, users are responsible for logging out of all systems and exercising the necessary precautions when using publicly accessible computers. Students and employees are also responsible for adhering to the requirements of the acceptable use of college technology policy (BP 8.4).

This policy is in addition to all applicable federal and state statutes, policies, guidelines, and standards.

Return to Table of Contents

DRAFT

Facilities/Infrastructure Projects 2012-2016

Note: Items in yellow are needed but funding is not currently identified or allocated.

Sidewalks Security Cameras VOIP Phase 1 Landscape Design Plan for both Campuses Landscape Design Plan for Quad NB Signage Plan	VOIP Phase 2 Landscape Phase 1 F Signage	$150,000.00 $25,000.00 $50,000.00	Landscape Havelock Landscape Phase 2 NB Keyless Entry Phase 1	$25,000.00 $25,000.00 $100,000.00	Keyless Entry Phase 2 Grounds	$100,000.00 $25,000.00		
TRIO Career and Transfer Center Food Service Faculty Offices Community Room Enhancement (foundation)	Flooring Paint Landscape Quad	$50,000.00 $25,000.00 $35,000.00						
2 Classrooms for Basic Skills Brick Lattice Wall			Barker/Library Chiller	$200,000.00 $80,000.00				
First Floor Second Floor (CI ACCOUNT TBD)	Air handlers Front Steps	$140,000.00 $185,000.00	Second Floor Classrooms Parking Lots Seal	$100,000.00 $18,000.00				
Water for Sim Lab Bio Room Retrofit for Chemistry					Paint	$5,000.00	Roof Chiller	$250,000.00 $150,000.00
Stage/Curtains Faculty Offices (Carpet, Paint)	Roof Art Expansion	$281,000.00 $30,000.00			Art Classroom Renovatic Theater Enhancements	$175,000.00	Paint	$5,000.00
	Paint	$10,000.00	Parking Lots Seal	$18,000.00	Chiller	$150,000.00		
PTK	Parking Lots Seal	$18,000.00					Paint	$5,000.00
					Parking Lots Seal	$18,000.00	Paint	$5,000.00
Retrofit Classroom for Business Use	Painting Retrofit Classrooms	$5,000.00 $10,000.00	Painting Retrofit Classroom	$5,000.00 $10,000.00	Parking Lots Seal	$18,000.00	Grounds	$15,000.00

Note:

1. Some items are estimates, not based on bids
2. Projects may be funded from multiple sources

Edited on 4.4.2012

Section V

Craven Community College
Quarterly Snapshot – April 2012
Prepared for:
Board of Trustees

Listed below are highlights of the College's efforts to fulfill its mission and to reach out to the community.

Enrollment Data

Spring 2012 Curriculum Enrollment	Headcount = 3525	FTE = 1341
Spring 2011 Curriculum Enrollment	Headcount = 3825	FTE = 1372

Academic Affairs
- The Early Childhood Education program has received its first-ever accreditation from the National Association for the Education of Young Children; numerous programs are undergoing or preparing for accreditations including Business, Automotive, Nursing, Pharmacy Tech and Physical Therapy Assistant. The Early Childhood Program just received its first ever accreditation.
- All LPN graduates passed the recent NCLEX exam; program has a 100 percent average pass rate for the past three years.
- Several camps are planned for summer including: Out-to-Sea Marine Biology Camp, Beauty Boot Camp, Encore Music Camp, Health Programs Camp, Engineering Camp and an Art Camp.
- Philip Evancho, Music Faculty, presented two-pre-symphony lectures; excellent attendance.
- Jessica Saxon, English Faculty, awarded a grant from the Freeman Institute to attend a workshop on Japanese Studies; Quincy Lieske, English Faculty, received a grant to participate in a summer Institute entitled "Landmarks of American History and Culture" in Concord, MA.

Student Services
- Barry Wallace will participate in the highly selective 2012-2013 NCCCS Student Leadership Development Program (SDLP); Psychology major with a 4.0; serves as a student ambassador; excelling as a participant in the college's TRIO and C-STEP programs.
- Hosted a February luncheon for guidance counselors from each of the county's public high schools and both Early Colleges; organized by the Enrollment Services Department; provided Craven officials an opportunity to brief school system counselors and other administrators on new programs and initiatives.
- Established a new Career/Transfer Center staffed by a full-time coordinator; provides a variety of services including assistance for employers who are looking for interns or want to post a position, help for students involved in job searches, and initiation of new articulation agreements with colleges and universities to create additional pathways for students.

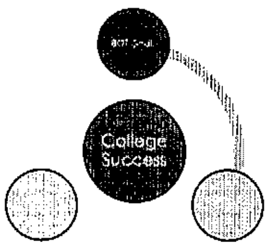
Havelock-Cherry Point, Military Affairs & Workforce Development
- Two Airframe and Power Plant classes at MCAS New River and Cherry Point will be offered this semester; recruitment efforts have paid dividends; 40 students will participate.
- Awarded 22 students with completion certificates at RCS on April 2nd for the Commercial Cleaning and the Construction Trades Programs; 50 people in attendance for the celebration and the Burmese students presented an artistic rendition of a bamboo hut in a gesture of gratitude to the college; seven students have already been awarded employment opportunities.
- Boots-on-the-Ground surveys are completed; data is being captured through team visits.

Administrative Services
- Food service is currently provided by Flounders Seafood House; the food service area and other spaces in the Student Center are being remodeled; should be completed this summer.
- An efficiency study of our Datatel Colleague processes and procedures has been completed; areas identified for improvement will be addressed.
- Met with representatives from NCSU who completed the Energy Assessment for Craven Community College; assessment included all of the 58 community colleges; objective of the assessment was to identify potential energy conservation measures and evaluate them for economic feasibility.

BOARD OF TRUSTEES SPRING MEETING

ALIGNMENT OF GOALS

- Strategic Plan = *Many Voices One Vision: Craven 2015*
- Looking Back to Prepare for Looking Ahead
- Remarkable accomplishments



A BUSY BOARD – ACCOMPLISHMENTS!

- Endorsed college reorganization
- Comprehensive review of college policies & by-laws
- Handled Tobacco-Free Campus Policy Challenges
- Recommended Compensation & Classification Study
- Instituted New Presidential Performance Review Process
- Established a Capital Improvement Plan and Obtained County Support
- Transitioned to Paperless Board & Committee Meetings
- Participated in Board Development Opportunities (NCCCT, ACCT, Retreats)

GOAL #1 = TEACHING & LEARNING
IN THE 21ST CENTURY

- Strengthen the student learning experience from entry to exit
  - *Foundations of Excellence: National Experts; Hired First Year Experience Coordinator; Created Annual & Long Term Plan*
- Provide learners with enhanced opportunities for civic engagement and leadership development
  - *Phi Theta Kappa: 300th Celebration; Five Star Chapter*
- Incorporate multicultural content and experiences into classes and co-curricular activities
  - *World View, IIE, CCID, Dominican Republic, Germany, Peru*
- Support alternative learning opportunities, technology usage and information literacy
  - *Transitioned to Moodle Platform; Hired New Instructional Designer, New Multimedia Designer; Created New Director of Distance Learning & Professional Development Position*

GOAL #2 =PARTNERSHIPS & PROGRAMS
IN A DIVERSE COMMUNITY

- Identify and develop responsive programs and enhanced support systems to serve new and expanded markets
  - *Credit Programs - Physical Therapy Assistant, Pharmacy Tech, Composites, Hospitality, Esthetician, Entrepreneurship; Non-credit Programs – Environmental, EMS, RCS & New River*
- Position the College as the central focus for community cultural opportunities and for visual, applied and performing arts programming
  - *Craven County Alliance for the Arts; Orringer renovations including new stage, sound system, curtains, classroom/studio space, Mac Lab*
- Strengthen and expand partnerships with colleges and universities, K-12 schools and businesses and industries
  - *Southern Illinois University, C-STEP, Duke & UNC-Chapel Hill; Early College East; New Bern and Havelock Chambers of Commerce*

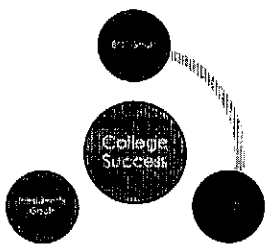
GOAL #3 = RESOURCES & DEVELOPMENT
IN A GLOBAL ECONOMY

- Support continuous professional development and recruit highly qualified and team-oriented colleagues
  - *Added 40+ full-time positions within past 3 years in all Units (AA, SS, AS, WD); Created Center for Teaching & Learning; NISOD, League for Innovation, World View, CCID, etc.*
- Revitalize the College Foundation and secure federally funded and private foundation grants to address strategic priorities
  - *Hired new Executive Director; Launched the Community Fabric Awards event; Secured $4.4+ million in grants the past two years*
- Seek funding for implementation of the Facilities Master Plan for the New Bern and Havelock-Cherry Point Campuses
  - *Completed architectural drawings by LS3P for the Community Life Building*
- Enhance physical facilities, infrastructure and landscapes that support "Going Green" systems to sustain the environment
  - *Brock Admin & WD Suites, Automotive, Cosmetology, Student Center, Perdue Simulation Lab, Havelock Corporate Training Room, VOIP, Security System, Wiring in Brock & SC, Craven Cafe*

ABSOLUTELY REMARKABLE!

BOARD RETREAT FOLLOW-UP

- Recommendation from consultant Dr. Stuart Bounds (January 20, 2012):
  - *"Establish a list of Board priorities for the coming year. These should relate to the Board as an institution within the overall governing structure of the College. Once established, they should be a critical element in your annual self-assessment process."*



Community Fabric Awards

Monday, April 17, 2012 - New Bern Riverfront Convention Center -Budget and Goals

Expenses						Gifts In-kind Value	
Invitations / MONTE PRINTING	2000 Invitations - cost $1,776.45, less $ 1,000 in-kind gift			$786.97	In-Kind	$1,000.00	Gold
Tickets/ The Graphics Shack	600 custom tickets			$0.00	In-Kind	$100.00	Friend
Postage	1800 sent at .45 each (some sent interoffice)			$811.75			
Facilities & Equipment Rental	New Bern Convention Center			$1,385.00			
	Big Screen & Projection Rental			$641.05			
Police Dept.	1 off duty NB PD officer to manage traffic - three hours 11 am - 2pm			$75.00			
Decorations	Table Decorations, Flowers, Ribbons & Signs	60 tables & stage		$1,030.23			
	CFA Logo - Large Banners			$365.00			
	Country Aire Rentals - Table Clothes			$560.00			
	Pinecone Perennials - large colorful pots/plants			$0.00	In Kind	$250.00	Bronze
Advertising	Advertising / Paid (NB Chamber - SJ Thank You Advert)			$1,201.00			
	Sun Journal			$0.00	In Kind	$5,000.00	Gold
	The Bear - 97.9 FM			$0.00	In Kind	$500.00	Silver
	Public Radio East	60 messages ROS		$0.00	IN-kind	$3,000.00	Gold
Photography	Photos of Awardees (Keepsake Photography)	(1 @ $134)		$134.00			
Creation of Fabric Awards	Artist Fees per award x 3 awards	(3 @ $150)		$450.00			
Food /Catering	Budget set per person- INCLUSIVE-tax & tip		$16.00	$9,360.00	585		
		Total Expenses		**$16,825.00**		**$9,850.00**	**Total In Kind**

Revenues

TICKETS/ATTENDANCE				PARTICIPATION 2012	2011	Change
40	Business Leadership Circle (Transfer - Foundatior	$16.00	$640.00	40		
148	Individual Tickets -CCC & general communtity	$25.00	$3,700.00	148		
8	Presenting Sponsor - Nautilus Wealth Mgmt	$3,500.00	$3,500.00	1	1	0
86	Gold Sponsors	$1,000.00	$10,000.00	10	11	-1
93	Silver Sponsors	$500.00	$9,500.00	19	11	+8
86	Bronze Sponsors	$250.00	$7,400.00	30	19	+11
64	Friends of the College	$100.00	$4,200.00	42	34	+8
0	Extra Donations		$190.00			
60	comp total /Volunteers and Honored Guests		$0.00			
		Total # of sponsors		102	76	+26
585	**Attendance**			585	532	+53
		Total Cash Revenues	**$39,130.00**			
Capacity + 600		Less Expenses	-$16,825.00			
Attendance = 585		**Net Proceeds**	**$22,305.00**			

Updated JLB -April 24, 2012 **CFA Estimated Net Proceeds** **$22,305.00**

Section VII

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

Adopted by the Craven Community College Foundation, Inc. Board of Directors as of _______, 2012.

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

Index

ARTICLE VII

<u>Contracts, Loans, Checks, and Deposits</u>

ARTICLE VIII

<u>General Provisions</u>

ARTICLE IX

<u>Indemnification</u>

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

ARTICLE I

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

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

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

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

ARTICLE II

Offices

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

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

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

ARTICLE III

Directors

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

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

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

Section 3.4 Removal and Resignation: Any director may be removed from office at any time with cause by a majority vote of the Board of the Trustees of the College. Any director may resign from office at any time by notifying the corporation, orally or in writing, of such resignation and, unless otherwise specified herein, acceptance of such resignation shall not be necessary to make it effective.

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

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

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

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

ARTICLE IV

Committees

Section 4.1 Committees of the Board: Each of the corporation's committees shall be comprised of Directors and other interested individuals and have at least three voting members. Only the Directors can serve as a Chair of a Committee. The Board of Directors may establish ad hoc committees for such purposes as the Board of Directors may deem necessary and appropriate. The corporation shall have the following standing committees; provided, however, the Board of Directors may suspend any committee upon finding that the committee's work is not required and the failure of any standing committee to meet is not a violation of these Bylaws:

(a) Leadership Committee: The Leadership Committee shall be comprised of the following: . (1) the President (2) the Vice President/President Elect, (3) the President of the College, (4) the chair from each of the five standing committees listed in Subsections 4.1(b)-(f) of this Article, and (5) the Director, whose term as President has expired, shall be eligible for continued service on the Leadership Committee as Immediate Past-President. The Secretary of the corporation shall be a non-voting member of the Leadership Committee. The President and Vice President/President Elect shall serve as chair and vice-chair, respectively. Subject to such restrictions and limitations as may be imposed from time to time by the Board of Directors, the Leadership Committee may exercise in its discretion the full authority of the Board of Directors in the management of the corporation's affairs and the conduct of its business. However, the Leadership Committee shall have no authority as to (i) the dissolution, merger or consolidation of the corporation with any other entity, the amendment of the charter of the corporation, or the sale, lease or exchange of all or substantially all the property of the corporation, (ii) the filling of vacancies on the Board of Directors, (iii) the final adoption of any amendment or repeal of any Bylaw or the adoption of a new Bylaw, (iv) the amendment or repeal of any resolution of the Board of Directors which by its express terms shall not be so amendable or repealable, or (v) fixing of compensation of the Directors or any committee of the Board of Directors. At each meeting of the Board of Directors, or from time to time between meetings of the Board of Directors, the President shall report significant actions of the Leadership Committee to the Board.

(b) Planning/Events Committee: The Planning/Events Committee shall develop exceptional public relations between the College, the corporation and the community; sponsor special events that will promote the best image of the College and corporation; work with the Executive Director in fulfilling the duties of the committee; and participate and promote opportunities for engagement and presentations before civic clubs and other public groups in order to promote good will with the general community.

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

(d) Resource Development Committee: The Resource Development Committee shall be responsible for developing and implementing a planned giving program for individuals and businesses; overseeing the campus campaign, annual fund drive, capital campaign and Business Leadership Circle; recommending real estate acquisitions, whether by gift or purchase, to the Board of Directors; and coordinating with the Budget/Audit Committee to recommend income needs and financial goals.

(e) Board Development and Governance Committee: The Board Development and Governance Committee shall be chaired by the Vice President/President Elect and shall nominate candidates for the corporation's officers; present to the Board of Directors individuals to submit to the Board of Trustees of the College for appointment as directors; develop an orientation program for new directors; and develop a director development program. This committee shall establish a measure of performance for each Director's continued participation on the board before term renewal.

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

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

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

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

ARTICLE V

Meetings of Directors

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

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

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

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

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

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

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

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

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

Section 5.10 Participation in Meetings: Members of the Board of Directors may participate in a meeting of such Board through the use of any means of communication, including email, as long as all participating directors may simultaneously hear each other during the meeting. Participation in a meeting pursuant to this Section 5.10 shall constitute presence in person at such meeting.

ARTICLE VI

Officers

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

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

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

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

Section 6.5 President: The President shall provide leadership and preside at meetings of the Board of Directors. Notwithstanding Section 7.1, the President, with at least one ex officio member of the Board of Directors, may sign any deeds, leases, mortgages, bonds, contracts or other instruments which lawfully may be executed on behalf of the corporation, except where required or permitted by law otherwise to be signed and executed and except where the signing and execution thereof shall be delegated by the Board of Directors to some other officer or agent. In general, the President shall perform all duties incident to the office of a president and such other duties as from time to time may be assigned by the Board of Directors.

Section 6.6 Vice President/President Elect: In the absence of the President or in the event of the President's death, resignation, removal, inability, or refusal to act, the Vice President/President Elect shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice

President/President Elect shall perform such other duties as from time to time may be assigned by the President or by the Board of Directors.

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

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

ARTICLE VII

Contracts, Loans, Checks, and Deposits

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

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

Section 7.3 Checks and Drafts: All checks, drafts, or other orders for the payment of money issued in the name of the corporation shall be signed by such officer or officers or such agent or agents of the corporation and in such manner as from time to time shall be determined by resolution of the Board of Directors.

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

ARTICLE VIII

General Provisions

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

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

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

ARTICLE IX

Indemnification

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

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

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

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

ND: 4842-2939-8031, v. 3

Craven Community College Foundation

Bylaws Revision 2012

Background and Context

- Creature of Statute and IRC
- The Foundation is "operated, exclusively for the benefit of, to perform the functions of, or to carry out the purposes of" the College
- The Foundation is "supervised, or controlled by" the College
- Parent-subsidiary relationship

Foundation Staffing (1.2 and 1.3):

- College employees support the Foundation
- Remain subject to College President's chief executive officer authority
- IF Foundation's "sole purpose…is to support the" College
- Clarification revision

Directors (Art III)

- **Directors:**
  - **20 to 30 Directors, not including ex officio**
  - **Foundation Board can set number of directors from 20 to 30**
  - **Ex officio vacancies filled when position filled**
  - **Ex officio voting: Trustee chair, College President**
  - **Ex officio non-voting: College VP**

Committee Structure (Art. IV)

- Leadership Committee
- Planning/Events Committee
- Budget/Audit Committee
- Resource Development Committee
- Board Development and Governance Committee
- Scholarship Committee

Committees

- May include non-director volunteers
- Directors chair
- Committee driven operations

Meetings in the 21st Century

- Allow action by consent minutes when proper
- Allow electronic participation in meetings

Officers

- Nominations
- Succession plan: Vice President/President Elect

Section XI

STATE ETHICS COMMISSION
1324 MAIL SERVICE CENTER
RALEIGH, NC 27699-1324
WWW.ETHICSCOMMISSION.NC.GOV

ROBERT L. FARMER
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

February 6, 2012

The Honorable Beverly E. Perdue
Governor of North Carolina
20301 Mail Service Center
Raleigh, NC 27699-0301

Via email

Re: Evaluation of Statement of Economic Interest Filed By **Mr. Gary H. Baldree, Sr.**
Craven Community College Board of Trustees

Dear Governor Perdue:

Our office is in receipt of **Mr. Gary H. Baldree's** 2011 Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S.") also known as the State Government Ethics Act ("SGEA" or "the Act").

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

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

The Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration.

Mr. Baldree has disclosed that he is a board member for First Citizens Bank & Trust which could seek to market services or products to the College. In light of this interest, Mr. Baldree should exercise appropriate caution in the performance of his public duties, should issues regarding First Citizens Bank & Trust come before the Board for official action or otherwise seek to do business with the College. This would include recusing himself to the extent that his interests would influence or could reasonably appear to influence his actions.

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

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with this Chapter.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

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

Sincerely,

Teresa H. Pell

Teresa H. Pell
SEI Attorney

THP:ab

cc: Mr. Gary H. Baldree
Ms. Catherine Chew, Ethics Liaison
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

STATE ETHICS COMMISSION
1324 MAIL SERVICE CENTER
RALEIGH, NC 27699-1324
WWW.ETHICSCOMMISSION.NC.GOV

ROBERT L. FARMER
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

February 6, 2012

The Honorable Carroll G. Ipock, II, Chair
Craven County Schools Board of Education
3600 Trent Road
New Bern, NC 28562

Via Email

The Honorable Linda Thomas, Vice Chair
Craven County Schools Board of Education
3600 Trent Road
New Bern, NC 28562

Re: Evaluation of Statement of Economic Interest Filed By **Ms. Trisha C. Bennett**
Craven Community College Board of Trustees

Dear Chairman Ipock and Vice Chair Thomas:

Our office is in receipt of **Ms. Trisha C. Bennett's** 2011 Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S.") also known as the State Government Ethics Act ("SGEA" or "the Act").

We did not find an actual conflict of interest or the potential for a conflict of interest.

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

The Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration.

In addition to the conflicts standards noted above, N.C.G.S. §138A-32 prohibits public servants from accepting gifts, directly or indirectly (1) from anyone in return for being influenced in the discharge of their official responsibilities, (2) from a lobbyist or lobbyist principal, or (3) from a person or entity which

PHONE: 919-715-2071 FAX: 919-715-1644 E-MAIL: ETHICS.COMMISSION@DOA.NC.GOV

is doing or seeking to do business with the public servant's agency, is regulated or controlled by the public servant's agency, or has particular financial interests that may be affected by the public servant's official actions. Exceptions to the gifts restrictions are set out in N.C.G.S. §138A-32(e).

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with this Chapter.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

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

Sincerely,

Teresa H. Pell

Teresa H. Pell
SEI Attorney

THP:ab

cc: Ms. Trisha C. Bennett
Ms. Catherine Chew, Ethics Liaison
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

STATE ETHICS COMMISSION
1324 MAIL SERVICE CENTER
RALEIGH, NC 27699-1324
WWW.ETHICSCOMMISSION.NC.GOV

ROBERT L. FARMER
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

February 6, 2012

The Honorable Lee Kyle Allen, Chair
Craven County Commissioners
406 Craven Street
New Bern, NC 28560

Via Email

Re: <u>Evaluation of Statement of Economic Interest Filed By</u> **<u>Mr. Kenneth F. Crow</u>**
Craven Community College Board of Trustees

Dear Chairman Allen:

Our office is in receipt of **Mr. Kenneth F. Crow's** 2011 Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S.") also known as the State Government Ethics Act ("SGEA" or "the Act").

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

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

The Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration.

Mr. Crow has disclosed membership in several real estate business associations including Coastal Atlantic Partners, LLC which could seek to do business with the College. In light of this interest, Mr. Crow should exercise appropriate caution in the performance of his public actions should issues regarding the real estate interests held by the businesses with which he is associated come before the Board for official action or otherwise seek to do business with the College. This would include recusing himself to the extent that his interests would influence or could reasonably appear to influence his actions.

PHONE: 919-715-2071 FAX: 919-715-1644 E-MAIL: ETHICS.COMMISSION@DOA.NC.GOV

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

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with this Chapter.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

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

Sincerely,

Teresa H. Pell

Teresa H. Pell
SEI Attorney

THP:ab

cc: Mr. Kenneth F. Crow
Ms. Catherine Chew, Ethics Liaison
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

STATE ETHICS COMMISSION

1324 MAIL SERVICE CENTER
RALEIGH, NC 27699-1324
WWW.ETHICSCOMMISSION.NC.GOV

February 6, 2012

The Honorable Carroll G. Ipock, II, Chair
Craven County Schools Board of Education
3600 Trent Road
New Bern, NC 28562

Via Email

The Honorable Linda Thomas, Vice Chair
Craven County Schools Board of Education
3600 Trent Road
New Bern, NC 28562

Re: Evaluation of Statement of Economic Interest Filed By **Mr. Ronald X. Knight**
Craven Community College Board of Trustees

Dear Chairman Ipock and Vice Chair Thomas:

Our office is in receipt of **Mr. Ronald X. Knight's** 2011 Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S.") also known as the State Government Ethics Act ("SGEA" or "the Act").

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

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

The Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration.

Mr. Knight is employed with CenturyLink, a telecommunications company that could seek to do business with the College. In light of this interest, Mr. Knight should exercise appropriate caution in the performance of his public duties should issues regarding CenturyLink come before the Board for official action or otherwise seek to do business with the College. This would include recusing himself to the extent that his interests would influence or could reasonably appear to influence his actions.

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

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with this Chapter.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

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

Sincerely,

Teresa H. Pell

Teresa H. Pell
SEI Attorney

THP:ab

cc: Mr. Ronald X. Knight
Ms. Catherine Chew, Ethics Liaison
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

STATE ETHICS COMMISSION
1324 MAIL SERVICE CENTER
RALEIGH, NC 27699-1324
WWW.ETHICSCOMMISSION.NC.GOV

ROBERT L. FARMER
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

February 6, 2012

The Honorable Beverly E. Perdue
Governor of North Carolina
20301 Mail Service Center
Raleigh, NC 27699-0301

Via email

Re: Evaluation of Statement of Economic Interest Filed By **Mr. Peter Mack, Jr.**
Craven Community College Board of Trustees

Dear Governor Perdue:

Our office is in receipt of **Mr. Peter Mack, Jr.'s** 2011 Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S.") also known as the State Government Ethics Act ("SGEA" or "the Act").

We did not find an actual conflict of interest or the potential for a conflict of interest.

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

The Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration.

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

PHONE: 919-715-2071 FAX: 919-715-1644 E-MAIL: ETHICS.COMMISSION@DOA.NC.GOV

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with this Chapter.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

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

Sincerely,

Teresa H. Pell

Teresa H. Pell
SEI Attorney

THP:ab

cc: Mr. Peter Mack, Jr.
Ms. Catherine Chew, Ethics Liaison
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

STATE ETHICS COMMISSION
1324 MAIL SERVICE CENTER
RALEIGH, NC 27699-1324
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ROBERT L. FARMER
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

February 6, 2012

The Honorable Lee Kyle Allen, Chair
Craven County Commissioners
406 Craven Street
New Bern, NC 28560

Via Email

Re: Evaluation of Statement of Economic Interest Filed By **Ms. Carol J. Mattocks**
Craven Community College Board of Trustees

Dear Chairman Allen:

Our office is in receipt of **Ms. Carol J. Mattocks'** 2011 Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S.") also known as the State Government Ethics Act ("SGEA" or "the Act").

We did not find an actual conflict of interest or the potential for a conflict of interest.

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

The Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration.

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

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with this Chapter.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

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

Sincerely,

Teresa H. Pell

Teresa H. Pell
SEI Attorney

THP:ab

cc: Ms. Carol J. Mattocks
Ms. Catherine Chew, Ethics Liaison
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

STATE ETHICS COMMISSION

1324 MAIL SERVICE CENTER
RALEIGH, NC 27699-1324
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ROBERT L. FARMER
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

February 6, 2012

The Honorable Lee Kyle Allen, Chair
Craven County Commissioners
406 Craven Street
New Bern, NC 28560

Via Email

Re: Evaluation of Statement of Economic Interest Filed By **Mr. William C. Naumann**
Craven Community College Board of Trustees

Dear Chairman Allen:

Our office is in receipt of **Mr. William C. Naumann's** 2011 Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S.") also known as the State Government Ethics Act ("SGEA" or "the Act").

We did not find an actual conflict of interest or the potential for a conflict of interest.

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

The Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration.

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

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with this Chapter.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

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

Sincerely,

Teresa H. Pell

Teresa H. Pell
SEI Attorney

THP:ab

cc: Mr. William C. Naumann
Ms. Catherine Chew, Ethics Liaison
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

STATE ETHICS COMMISSION

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RALEIGH, NC 27699-1324
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ROBERT L. FARMER
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

February 6, 2012

The Honorable Beverly E. Perdue
Governor of North Carolina
20301 Mail Service Center
Raleigh, NC 27699-0301

Via email

Re: Evaluation of Statement of Economic Interest Filed By **Mr. Daniel F. Pritchett**
Craven Community College Board of Trustees

Dear Governor Perdue:

Our office is in receipt of **Mr. Daniel F. Pritchett's** 2011 Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S.") also known as the State Government Ethics Act ("SGEA" or "the Act").

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

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

The Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration.

Mr. Pritchett is a Senior Vice President for First Citizens Bank & Trust which could seek to market services or products to the College. In light of this interest, Mr. Pritchett should exercise appropriate caution in the performance of his public duties, should issues regarding First Citizens Bank & Trust come before the Board for official action or otherwise seek to do business with the College. This would include recusing himself to the extent that his interests would influence or could reasonably appear to influence his actions.

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

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with this Chapter.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

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

Sincerely,

Teresa H. Pell

Teresa H. Pell
SEI Attorney

THP:ab

cc: Mr. Daniel F. Pritchett
Ms. Catherine Chew, Ethics Liaison
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

STATE ETHICS COMMISSION
1324 MAIL SERVICE CENTER
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ROBERT L. FARMER
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

February 6, 2012

The Honorable Carroll G. Ipock, II, Chair
Craven County Schools Board of Education
3600 Trent Road
New Bern, NC 28562

Via Email

The Honorable Linda Thomas, Vice Chair
Craven County Schools Board of Education
3600 Trent Road
New Bern, NC 28562

Re: Evaluation of Statement of Economic Interest Filed By **Mr. Kevin M. Roberts**
Craven Community College Board of Trustees

Dear Chairman Ipock and Vice Chair Thomas:

Our office is in receipt of **Mr. Kevin M. Roberts'** 2011 Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S.") also known as the State Government Ethics Act ("SGEA" or "the Act").

We did not find an actual conflict of interest or the potential for a conflict of interest.

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

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

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with this Chapter.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

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

Sincerely,

Teresa H. Pell

Teresa H. Pell
SEI Attorney

THP:ab

cc: Mr. Kevin M. Roberts
Ms. Catherine Chew, Ethics Liaison
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

STATE ETHICS COMMISSION

1324 MAIL SERVICE CENTER
RALEIGH, NC 27699-1324
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ROBERT L. FARMER
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

February 6, 2012

The Honorable Beverly E. Perdue
Governor of North Carolina
20301 Mail Service Center
Raleigh, NC 27699-0301

Via email

Re: Evaluation of Statement of Economic Interest Filed By **Ms. Earline S. Williams**
Craven Community College Board of Trustees

Dear Governor Perdue:

Our office is in receipt of **Ms. Earline S. Williams'** 2011 Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S.") also known as the State Government Ethics Act ("SGEA" or "the Act").

We did not find an actual conflict of interest or the potential for a conflict of interest.

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

The Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration.

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

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with this Chapter.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

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

Sincerely,

Teresa H. Pell

Teresa H. Pell
SEI Attorney

THP:ab

cc: Ms. Earline S. Williams
Ms. Catherine Chew, Ethics Liaison
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

STATE ETHICS COMMISSION
1324 MAIL SERVICE CENTER
RALEIGH, NC 27699-1324
WWW.ETHICSCOMMISSION.NC.GOV

ROBERT L. FARMER
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

February 6, 2012

The Honorable Carroll G. Ipock, II, Chair
Craven County Schools Board of Education
3600 Trent Road
New Bern, NC 28562

Via Email

The Honorable Linda Thomas, Vice Chair
Craven County Schools Board of Education
3600 Trent Road
New Bern, NC 28562

Re: Evaluation of Statement of Economic Interest Filed By **Ms. Brenda K. Wilson**
Craven Community College Board of Trustees

Dear Chairman Ipock and Vice Chair Thomas:

Our office is in receipt of **Ms. Brenda K. Wilson's** 2011 Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S.") also known as the State Government Ethics Act ("SGEA" or "the Act").

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

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

The Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration.

Ms. Wilson is employed with Keller Williams Realty which could do business with the College. In light of this interest, Ms. Wilson should exercise appropriate caution in the performance of her public duties

PHONE: 919-715-2071 FAX: 919-715-1644 E-MAIL: ETHICS.COMMISSION@DOA.NC.GOV

should issues regarding real estate listings by Keller Williams Realty come before the Board. This would include recusing herself to the extent that her interests would influence or could reasonably appear to influence her actions.

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

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with this Chapter.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

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

Sincerely,

Teresa H. Pell

Teresa H. Pell
SEI Attorney

THP:ab

cc: Ms. Brenda K. Wilson
Ms. Catherine Chew, Ethics Liaison
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

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ROBERT L. FARMER
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

February 6, 2012

The Honorable Lee Kyle Allen, Chair
Craven County Commissioners
406 Craven Street
New Bern, NC 28560

Via Email

Re: Evaluation of Statement of Economic Interest Filed By **Mr. Earl Wright**
Craven Community College Board of Trustees

Dear Chairman Allen:

Our office is in receipt of **Mr. Earl Wright's** 2011 Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S.") also known as the State Government Ethics Act ("SGEA" or "the Act").

We did not find an actual conflict of interest or the potential for a conflict of interest.

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

The Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration.

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

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with this Chapter.

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

Sincerely,

Teresa H. Pell

Teresa H. Pell
SEI Attorney

THP:ab

cc: Mr. Earl Wright
Ms. Catherine Chew, Ethics Liaison
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

Section XII

Resolution of the Board of Trustees of Craven Community College

Whereas: Dr. Catherine Chew has been President of Craven Community College since October 2008; and

Whereas: Each year, the Board of Trustees of Craven Community College reviews the performance of the President through an evaluation instrument; and

Whereas: At the conclusion of the current evaluation process, the Board of Trustees of Craven Community stated they recognize the exemplary performance of Dr. Catherine Chew during the past year; and

Whereas: In recognition of her exemplary performance, the Board of Trustees of Craven Community College does hereby commend Dr. Chew for her leadership and passion, dedication to the College, visibility and involvement in the community and outreach to all of her constituents, including the Board of Trustees;

Now, Therefore, Be It Resolved That:

The Board of Trustees of Craven Community College express their profound appreciation to have Dr. Catherine Chew at the helm of the College and it is the hope and expectation of the Board that this relationship will be a continuing one; and

Now, Therefore, Be It Further Resolved That:

This action be a part of the minutes of the Spring 2012, Meeting of the Craven Community College Board of Trustees.

Carol J. Mattocks

Mrs. Carol J. Mattocks
Chair, Board of Trustees

Mr. William Naumann
Chair, Personnel Committee