# AMENDED AGENDA

**APRIL 9, 2013, BOARD AGENDA**
**SPRING MEETING OF THE TRUSTEES OF**
**CRAVEN COMMUNITY COLLEGE**
**7:00P.M.-BUSINESS MEETING, WARD BOARDROOM, NEW BERN CAMPUS**

I. Call to Order — Carol Mattocks, Chair

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

III. Consent Agenda *(motion)*
   A. Approval of Board of Trustee Minutes (January 18, 2013)
   B. *Walk-in:* Approval of Special Emergency Called Meeting Minutes (March 28, 2013)
   C. Approval of Committee Meeting Minutes
   D. Approval of Financial Reports
   E. Accept Quarterly Personnel Report (Dec 2012-Feb 2013)

IV. Administrative Reports/Committee Chair Comments
   A. Academic & Student Affairs
      A. Sustainable Agriculture Program Termination from NCCCS *(info)*
      B. SACS Response Letter to 5th Year Interim Report *(info)*
      C. SACS Quarterly Communications Report *(info)*
      D. Grants Activity Report
      E. Continuing Education & Accountability & Credibility-Tri-annual Auditing Plan *(motion)*
      F. Continuing Education Accountability & Credibility Policy *(motion)*
   B. Facilities
      1. Department of Labor Visit-February 27 & 28, 2013 *(info)*
   C. Finance
      1. Proposed Course Fees for 2013-2014 *(motion)*
      2. Office of State Controller-Financial Statement Audit results for Year ending June 30, 2012 *(info)*
   D. Personnel
      1. Mercer Phase II Priority *(motion)*

V. Report from the President
   A. Quarterly Report Highlights

VI. Unfinished Business

VII. New Business
   A. Recommendation for Naming Honor-Student Quad-Dr. James Congleton *(motion)*
   B. Recommendation for Naming Honor-Community Room-Patricia & Bill Naumann *(motion)*

VIII. Report from the Student Trustee

IX. Report from the Attorney

X. Chair's Comments
   A. Nominating Committee Appointment

XI. Other Items
   A. Accept Evaluation of Ethics Commission SEI for Karla Page Jones *(info)*
   B. Request Approval for Private Sale *(motion)*
   C. *Walk-in:* Approval of CCC-Foundation Board Members (J. Collier, M.L. Infinito, J.Williams)

XII. Closed Session {143-318.11(a)(6)}

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/College Events**

- April 10-12, 2013: NCACCT Law Seminar, Raleigh
- April 16, 2013: Community Fabric Awards (NB Convention Center)
- May 9, 2013 Convocation (Orringer Aud)
- May 11, 2013: Platform Party Breakfast, 8:00 am, Ward Boardroom
  Dress for Commencement, Ward Boardroom, 8:30 am
- June 24, 2013 Finance Committee Meeting, 3:00 pm, Ward Boardroom
  Personnel Committee Meeting, 4:00 pm, Ward Boardroom
- June 25, 2013 Facilities Committee Meeting, 3:00pm, Ward Boardroom
  Academic & Student Affairs Committee Mtg, 4:00 pm, Ward Boardroom
- July 16, 2013 Summer BOT Meeting

# AMENDED 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 11, 2013, at 5:30 p.m.; and

- The Personnel Committee will meet on:
  Monday, March 11, 2013, at 6:30 p.m.; and

- The Facilities Committee will meet on:
  Tuesday, March 12, 2013, at 4:30 p.m.; and

- The Academic & Student Affairs Committee will meet on:
  Tuesday, March 12, 2013, at 5:30 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.*

**Board of Trustee Meeting:**

The Regular Spring Meeting of the Craven Community College Board of Trustees will take place on Tuesday, April 9, 2013, 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.*

This amended notice is published on March 8, 2013, pursuant to directions by the Chair of the Board of Trustees.

Date posted: March 8, 2013
Place posted: Administrative Suite, Brock Admin. Building

# 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 11, 2013, at 5:30 p.m.; and

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  Monday, March 11, 2013, at 6:30 p.m.; and

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  Tuesday, March 12, 2013, at 4:30 p.m.; and

- The Academic & Student Affairs Committee will meet on:
  Tuesday, March 12, 2013, at 5:30 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.*

**Board of Trustee Meeting:**

The Regular Spring Meeting of the Craven Community College Board of Trustees will take place on Tuesday, April 9, 2013, 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 February 25, 2013, pursuant to directions by the Chair of the Board of Trustees.

Date posted: February 25, 2013
Place posted: Administrative Suite, Brock Admin. Building

**BOARD OF TRUSTEES**

**ROLL CALL**

**April 9, 2013**

Mr. Gary Baldree

Mrs. Trish 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

Ms. Katelyn Sekela, SGA President

**Agenda Review/Conflict of Interest Declarations**

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

# Section III

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Winter Meeting
January 18, 2013

I. The Craven Community College Board of Trustees held its winter meeting on Friday, January 18, 2013, at Carolina Colours, immediately following the winter retreat, with Mrs. Carol Mattocks, Chair, presiding. The business meeting was called to order at 2:05 p.m.

II. Mrs. Carol Mattocks, Chair, (in the absence of Dr. Catherine Chew) 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 ~~Katelyn Sekela (SGA President).~~
Dr. Minus 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; Mr. Jamie Norment, Attorney, Ward & Smith; and Mr. David Ward, Attorney, Ward & Smith.

A. Agenda Review/Conflict of Interest Declaration read by Chair Carol Mattocks, no conflicts noted by members.
B. Public Comments-none

IX. Report from the Attorney

A. Closed Session {143-318.11(a)(3)(6)}
At 2:08 p.m., on a motion made by Ronald Knight, seconded by Kevin Roberts, and unanimously approved, the Board of Trustees of Craven Community College pursuant to North Carolina General Statues 143-318.11(a)(3)(6) entered into Closed Session to discuss a personnel matter and to consult with the attorneys.
At 3:10 p.m., came out of Closed Session. Mrs. Mattocks indicated there was no formal action to be taken.

Others present at this time: Katelyn Sekela, SGA President; Dr. Layne Harpine, VP-Cherry Point-Havelock, Military Affairs & Workforce Development; Dr. Daryl Minus, EVP; Mrs. Page Jones Varnell, VP-Administrative Services; Mrs. Annette Walker, FA.

III. Consent Agenda

A.-E. Mrs. Mattocks called attention to items A-E of section III, Consent Agenda. Mrs. Mattocks called for a motion to approve items A-E of the Consent Agenda as presented.
Motion: Earline Sills Williams  Second: Brenda Wilson  Motion passed unanimously.

IV. Administrative Reports/Committee Chair Comments

A. Academic & Student Affairs
1. Sustainable Agriculture Update-Earline Sills Williams deferred to Dr. Minus to bring the Trustees up to date on the status of this item. Dr. Minus informed the Trustees the needs assessment was not strong; there are questions about the community commitment to the program; CCC Administration has reviewed sustainable agriculture programs at other colleges; SACS is requesting additional information on the credentials of program faculty; and discussions have been had with the NCCCS about discontinuing the program. Dr. Minus recommends not pursuing the program.
Ms. Williams motioned to terminate the sustainable agriculture program effective immediately.
Second: Dan Pritchett.  Motion passed unanimously.

B. Facilities
1. Facilities/Infrastructure Projects Update FY 2013-Gary Baldree deferred to Page Jones Varnell. Mrs. Varnell reviewed various facilities projects. Over Christmas break the following renovations were completed: work at Havelock Campus and Brock Building bathrooms on the first floor. In addition,

Student Center quad drawings are being redone for clarity; the roof of Orringer Aud is being replaced -bids are going out in February; and a fitness trail is being considered and grant opportunities are being sought. *Gary Baldree requested an update on the Community Life Building at the March Facilities committee meeting.* This item is for information only.

C. Finance-Dan Pritchett deferred to Page Jones Varnell. Mrs. Varnell noted the budget reports were routine. Mrs. Varnell gave a budget outlook update: CCC is in the third year of declining enrollment next year, CCC and all community colleges will need to contribute to the state for the unemployment insurance fund. It is estimated that CCC will need to contribute up to $80,000.
Mrs. Mattocks inquired how far CCC is with security measures on campus. Mrs. Varnell replied the ENS system and video cameras have been installed and are functioning properly; security drills begin next week. Future security measures include keyless entry (hope to implement in Brock and Student Center this year) and video cameras in halls and classrooms are being considered. Mrs. Mattocks suggested additional security upgrades (ie: keyless entry) be moved to the 2013-14 facility plan; safety is a top priority of the College. Judge Crow stressed, as he has before, data from cameras and future keyless systems needs to be archived longer than 30 days; he suggested dialogue with the NBPD and/or Sheriff for suggestions. This item is for information only.

D. Personnel-These items are for information only.
   1. Diversity Ad Hoc Committee Progress-Mr. Naumann reviewed information Vickie Moseley Jones shared with the committee at the December meeting. The Ad Hoc Committee is in place and meeting regularly to create a plan. Mrs. Varnell shared the committee is comprised of 14 people and has established focus groups to review select issues. A five year diversity plan should be presented to the committee at the June meeting.
   2. President's Evaluation Process/Timeline-Mr. Naumann distributed packets and discussed the timeline for the President's evaluation process. The packets include a memo from Dr. Chew re: goals, the evaluation instrument, a timeline and a self-addressed stamped envelope for return. Completed evaluations are due no later than February 15th.

V. Report from the President-Dr. Minus presented in the absence of Dr. Chew.
   A. SACS Fifth Year Report Update-Dr. Minus noted the SACS fifth year report was submitted; there has been no response to date.
   B. Quarterly Report Update-Dr. Minus mentioned the report is in the packet for the Trustees review.

VI. Unfinished Business
   A. Athletics Report/Decision-Mrs. Mattocks reviewed the information in the packet; it includes summary notes, a review of research into athletics programs and funding, and recommendations. Based on more than a year's review, the administration recommends the College not pursue the establishment of an athletics program at this time.
   Bill Naumann moved to adopt the Administrations recommendation not to pursue the establishment of an athletics program at this time. Second: Ron Knight. Motion passed unanimously.

VII. New Business
   A. Capital Improvement Account-Dan Pritchett deferred to Page Jones Varnell. Mrs. Varnell requested, on behalf of Craven Community College, the approval to create a capital improvement account. The exact dollar amount of the request will be known by the end of February and will not exceed $600,000; the dollars come from State Funds. The actual projects for the capital improvement account will be finalized with the facilities committee. NCCCS has informed the Colleges this will probably be the last year they can request a capital improvement account. Dan Pritchett called for a motion to accept the Capital Improvement Account as requested.
   Motion: Bill Naumann Second: Earline Sills Williams Motion passed unanimously.
   B. Proposed County Capital Request FY 2014-Page Jones Varnell distributed a handout for review, a copy of which is in the final packet for review. The County Capital request information was devised from information and suggestions discussed at the Special Finance Committee Meeting on January 4th. It was suggested the College request an additional $145,000 from the County for the upcoming fiscal year; the

handout reflects that suggestion and the uses for the additional dollars. Dan Pritchett called for a motion to accept the Proposed County Capital Request FY 2014 as presented.
Motion: Ron Knight Second: Brenda Wilson Motion passed unanimously.

VIII. Report from the Student Trustee
Katelyn Sekela, SGA President, provided an update on the college clubs, ongoing and future campus events. A copy of her report is included in the packet for the record. This item is for information only.

IX. Report from the Attorney
A. Closed Session –closed session took place at the beginning of this meeting.

X. Chair's Comments-Mrs. Mattocks thanked all Trustees for their time and participation in today's retreat.

XI. Other Items-none.

XII. Adjournment-The Chair, Mrs. Mattocks, adjourned the meeting at approximately 3:55 p.m.

Respectfully Submitted,

Carol J. Mattocks
Carol Mattocks, Chair

January 18, 2013
Date

Daryl Minus, Acting Secretary

January 18, 2013
Date

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Special Emergency Called Meeting
March 28, 2013

I. The Craven Community College Board of Trustees held a Special Emergency Called Meeting on Thursday, March 28, 2013, at 7:00 pm, in the Ward Boardroom of the Brock Building on the New Bern Campus, with Mrs. Carol Mattocks, Chair, presiding. The meeting was called to order at 7:00 p.m.

II. Dr. Catherine Chew 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 and Mr. Earl Wright.
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~~; Mr. Jamie Norment, Attorney, Ward & Smith; and Mr. David Ward, Attorney, Ward & Smith.
A. Agenda Review/Conflict of Interest Declaration read by Chair Carol Mattocks, no conflicts noted by members.

III. Closed Session {143-318.11(a)(3)and (6)}
At 7:10 p.m., on a motion made by Bill Naumann, seconded by Dan Pritchett, and unanimously approved, the Board of Trustees of Craven Community College pursuant to North Carolina General Statues 143-318.11(a)(3)and(6) entered into Closed Session to discuss a personnel matter and to consult with the attorneys.
At 9:08 p.m., the Board came out of Closed Session. Mrs. Mattocks indicated there was no formal action to be taken.

IV. Adjourn-With no further action to be taken, the Chair, Mrs. Mattocks, adjourned the meeting at approximately 9:11 p.m.

Respectfully Submitted,

Carol J. Mattocks
Carol Mattocks, Chair

March 28, 2013
Date

Catherine Chew
Catherine Chew, Secretary

March 28, 2013
Date

# MARCH 28, 2013, BOARD AGENDA
## SPECIAL EMERGENCY CALLED MEETING OF THE TRUSTEES OF CRAVEN COMMUNITY COLLEGE
## 7:00P.M.-BUSINESS MEETING, WARD BOARDROOM, NEW BERN CAMPUS

| | |
|---|---|
| I. Call to Order | Carol Mattocks, Chair |
| II. Roll Call | Catherine Chew, Secretary |
| A. Agenda Review/Conflict of Interest Declaration | Carol Mattocks, Chair |
| III. Closed Session {143-318.11(a)(3)(6)} | |
| IV. Adjourn | |

# SPECIAL EMERGENCY CALLED MEETING NOTICE

## NOTICE OF SPECIAL EMERGENCY CALLED 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:

**Special Emergency Called Board of Trustee Meeting:**

A Special Emergency Called Board Meeting of the Craven Community College Board of Trustees will take place on Thursday, March 28, 2013, 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.*

This notice is published on March 26, 2013, pursuant to directions by the Chair of the Board of Trustees.

Date posted: March 26, 2013
Place posted: Administrative Suite, Brock Admin. Building

**MINUTES**

# Academic & Student Affairs Committee Agenda
## Craven Community College
## Brock Administration Building Boardroom
## March 12, 2013, at 5:30 p.m.

I. Ms. Earline Sills Williams, Chair, called the meeting to order at 5:45 p.m.

II. Members Present: Ms. Earline Sills Williams, ~~Mrs. Bennett, Judge Crow~~, Mrs. Carol Mattocks and Mrs. Brenda Wilson. Others Present: Dr. Chew, Ms. Collin, Mrs. Gallman and Dr. Harpine

III. Learning and Student Success Update-These items are for information only. Kathleen Gallman introduced these items to the committee members.

A. Spring Semester Enrollment-Kathleen noted spring enrollment including B-Term is 3,295. FTE is down approximately 5%; headcount is down, but students are enrolling in more classes.

B. SACS Update

1) Fifth Year Report-Response Letter-CCC has been asked to submit a referral report and provide additional information for 6 standards identified. Report is due to SACS by Sept 9, 2013. Full accreditation is due in 2017. SACS fully accepted CCC's QEP, which is great news since the QEP was changed. Mrs. Mattocks inquired about retention, outcomes and completion data and would like regular reports; the data is continually analyzed. Dr. Chew commented that data and the measurement of learning outcomes is a challenge all institutions are dealing with nationwide. The NCCCS is in the process of creating a system-wide dashboard. This is expected to be a two year project.

2) Sustainable Agriculture Notification and Termination Approval by State Board-NCCCS has received and approved the program termination request. This was discussed with Dr. Mills, Superintendent of the BOE, before requesting our official termination.

3) New River Notification-Composites Program- This is a partnership with Coastal Carolina CC. The composites courses will be taught by Craven faculty and students will take their general education courses at Coastal; no FTE will be shared between colleges.

C. K-12 Partnerships (CTE, Counselors, Science Outreach, etc.)-April 10th is the next Educational Partnership meeting with the BOE. The meetings are held each semester. The purpose is to build partnerships with the schools. CCC has hosted a CTE meeting with 85 people in attendance, and later this week there will be a Counselor's luncheon. Ms. Williams would like to know how many HS counselors attend the counselor's luncheon.

D. Grant Activity Report-The report will be available in the full board packet for review.

**Other information--Project Potential-Mrs. Mattocks brought this up. This is a program where community colleges offer 8th graders, who meet certain criteria, an opportunity for a degree. The 8th graders must pledge certain criteria such as to stay in school, keep good grades and graduate. Mrs. Mattocks says the incentive seems to be working at the colleges engaged in similar programs.
**Math/Science day earlier this month-200 middle school students on campus. Focus was Space-This is the 5th year they were on campus.
**Summer camps are being planned. There will be two sessions of Space Camp, 2 sessions of Marine Biology & an Engineering Camp. CCC is still waiting for a reply on the grant for the Health Programs Camp.

IV. Havelock-Cherry Point, Military Affairs & WFD Update-Dr. Harpine introduced these items to the committee members.

A. Auditing Plan-ConEd Accountability & Credibility Report-The NCCCS requires each college to provide an auditing plan, approved by the Board of Trustees, every three years. Dr. Harpine reviewed the report which has no major changes. It is attached and will require the Trustee Chair's signature after final Board Approval is given.
Ms. Williams called for a motion to approve this item as presented.
Motion: Brenda Wilson Second: Carol Mattocks

B. ConEd Accountability and Credibility Policy-This is the fall report. There was nothing noteworthy to address.
Ms. Williams called for a motion to approve this item as presented.
Motion: Brenda Wilson Second: Carol Mattocks

C. Helicopter Donation-Dr. Harpine distributed a picture of the helicopter. It bares the college logo and colors and can be used as a marketing tool-either stationary or in parades. There will be a reception at the Havelock Campus later this summer to celebrate the helicopter donation and opening of the Military Affairs Center.

D. Military Affairs Center-Located in the REDD Building; renovations for the center were completed over the winter break with the exception of some signage and furniture, which is arriving soon. The Center will serve our vast military population. There is a coordinator, a part-time veterans' administration representative 3 days/week and financial aid officer on the campus to assist the military. CCC currently services about 2% of the military population; Dr. Harpine sees a great opportunity to increase the college's services to the military.

**Updates-The Federal sequestration is affecting the civilian population financially through tuition waiver assistance programs that have been put on hold and through potential furloughs resulting in less expendable cash. The GI Bill and other forms of aid still exist, awareness of available resources is key.

**RCS and Vanceboro job training sites are going well. RCS held their second graduation; Vanceboro had their first.

**Ms. Williams inquired about a concern she had brought to Dr. Minus about a situation with ConEd students in the nail class. All students were to be contacted and they have not been. What is the status? Dr. Harpine will look into this.

**Ms. Williams discussed a former high school student of hers who wants to come to Craven. Ms. Williams relayed the former student and a friend came to First Stop to inquire about classes and financial aid. They were told all info they need is online. They went to Wayne CC and received personal attention. Discussion took place about the customer service struggles the college has in First Stop, and in particular, at the front desk and with the phones. Ms. Williams will have the students contact Lisa Collin for assistance.

V.Adjourn-With no other items to be discussed, the meeting was adjourned at 7:00 pm.

# AGENDA

**ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA**
**CRAVEN COMMUNITY COLLEGE**
**WARD BOARDROOM, BROCK BUILDING**
**March 12, 2013, at 5:30 P.M.**

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

***Others:*** *Dr. Catherine Chew, President*
*Kathleen Gallman, Special Assistant to the EVP*
*Layne Harpine, Vice President*
~~*Dr. Daryl Minus, EVP*~~

I. Call to Order — Earline Williams, Chair

II. Members Present — Earline Williams, Chair

III. Learning & Student Success Updates *(info)* — Kathleen Gallman
   A. Spring Semester Enrollment
   B. SACS Update
      1. Fifth Year Report-Response Letter
      2. Sustainable Agriculture Notification and Termination Approval by State Board
      3. New River Notification-Composites Program
   C. K-12 Partnerships (CTE, Counselors, Science Outreach, etc.)
   D. Grants Activity Report

IV. Havelock-Cherry Point, Mil. Affairs & Workforce Dev. Update — Layne Harpine
   A. Auditing Plan-Continuing Education Accountability & Credibility Report-req. every three years *(motion)*
   B. Continuing Education Accountability & Credibility Policy *(motion)*
   C. Helicopter Donation *(info)*
   D. Military Affairs Center *(info)*

V. Adjournment — Earline Williams, Chair

**Academic & Student Affairs Committee Charge**

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

# MINUTES

**Facilities Committee Meeting Minutes**
**Craven Community College**
**Brock Administration Building Boardroom**
**March 12, 2013, 4:30 P.M.**

I. Gary Baldree, Chair, called the meeting to order at 4:30 pm.

II. Members Present: Mr. Baldree, Mrs. Mattocks, Ms. Williams, Mrs. Wilson and Mr. Wright
Others Present: Dr. Catherine Chew, Ms. Lisa Collin and Mrs. Page Varnell.

III. Department of Labor Site Visit Update- Page Varnell introduced this item to the committee. At the urging of the Trustees and invitation by CCC, the Department of Labor recently spent two days on the New Bern Campus reviewing Health and Safety Procedures. The college has areas that require significant improvement. A report with findings and required improvements will be sent to Mss. Varnell within the next few weeks. An action plan to rectify the issues by the designated deadline will be created. The committee members request the highest level of safety measures be implemented at the college.

IV. Current Projects Update-These items are for information only.
   A. Orringer Roof-Page Varnell introduced this item to the committee. The RFP for roof replacement has been completed and the lowest bid came in at $139,878. Roof replacement will begin after graduation and should take 3-4 weeks to complete. Additional funds from County capital monies will be used to repair/replace air handlers in Brock.
   B. Student Quad-Page Varnell introduced this item to the committee. Drawings for the quad are being worked on and will incorporate the new gift of art sculptures donated from Dr. Congleton. L3SP is coming to CCC next week to discuss layout and design for the quad and placement of the sculptures.
   C. Video Camera Storage-Page Varnell introduced this item to the committee. Page surveyed other community colleges and spoke with the county about the length of time videos are stored. CCC is going to store video for 60 days; known incidents will be stored for 7 years; video from license plates readers will be stored for 5 years at a cost of $10,000. The least expensive storage for the video capture of 5 cameras for 5 years is approximately $140,000/yr-this is due to the quality of the video; because of budget constraints the cost is prohibitive to store the data in this timeframe. The Facilities Committee members agree with CCC's plan for video storage and an update on the cost and procedure will be provided to the Trustees at their spring meeting.
   D. The Capital Improvement Account Update was presented to the committee by Page Varnell for review. The capital improvement account request was made for $545,000. Monies allocated will allow $295,000 for keyless entry; $50,000 for the Orringer Art lab; and $200,000 for the Brock Stairs renovations. State Board is expected to approve the request this week.

V. Feasibility of the Community Life Building-(CLB)-Page Varnell introduced this item to the committee. The cost to build the CLB is between $17-21 million as per the January 2011, proposal. At this time, funding is not available for the CLB. Mr. Baldree inquired about the priority level for the CLB. Yes, the CLB is a top priority for a building for the New Bern Campus when funds are available. Mr. Baldree suggested exploring advocacy and awareness opportunities by the BOT's.

VI. Facilities Usage Report-Page Varnell introduced this item to the committee. Page handed out the facilities usage report for Dec 2012-Feb 2013; this item is for information only.

VII. Adjourn-With no other items to be considered, the meeting adjourned at 5:40 pm.

**AGENDA**

**FACILITIES COMMITTEE AGENDA**
**CRAVEN COMMUNITY COLLEGE**
**WARD BOARDROOM, BROCK BUILDING**
**March 12, 2013, at 4:30 P.M.**

***Members:*** *Mr. Gary Baldree, Chair*
*Ms. Earline Sills Williams*
*Mrs. Brenda Wilson*
*Mr. Earl Wright*
*Mrs. Carol Mattocks, Board Chair*

***Others:*** *Dr. Catherine Chew, President*
*Page Varnell, Vice President*

| | |
|---|---|
| I. Call to Order | Gary Baldree, Chair |
| II. Members Present | Gary Baldree, Chair |
| III. Department of Labor Site Visit Update *(info)* | Page Varnell |
| IV. Current Projects Update *(info)*<br>A. Orringer Roof<br>B. Student Quad<br>C. Video Camera Storage | Page Varnell |
| V. Feasibility of Community Life Building *(info)* | Page Varnell |
| VI. Adjournment | Gary Baldree, Chair |

**Facilities Committee Charge**

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

**MINUTES**

# Finance Committee
# Craven Community College
# Brock Administration Building Boardroom
# March 11, 2013; 5:30 p.m.

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

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

III. Financial Reports

A. The year to date budget comparison reports-State, County & Institutional were introduced to the committee by Page Jones Varnell, VP of Administrative Services. Page reviewed the State budget comparison for July 1st-Feb 28, 2013. CCC is 59% spent as of Feb 28, 2013. $545,000 was requested for the capital account-approval for the account was provided at the winter BOT meeting. The State Board should approve the Capital improvement account this week.
Page reviewed the County Funds budget comparison report for July 1st-Feb 28, 2013. The lowest roof bid is approximately $140,000; additional funds from the County Capital budget will be used to repair air handlers in Brock. The roof work will begin after graduation.
Mr. Pritchett called for a motion to accept the State & County funds budget as presented.
Motion: Ron Knight; Second: Bill Naumann
Page reviewed the Institutional Funds budget report for July 1-Feb 28, 2013. Page reviewed various line items and discussed the negative fund balances vs. the timing of this report.
Mr. Pritchett called for a motion to accept this item as presented.
Motion: Bill Naumann; Second: Kevin Roberts

B. The Write-Off of Uncollectible Accounts was introduced to the committee by Page Varnell. $21,871.44 in un-collectibles is noted on the report. The amount is unusually high and reflects years 2010 and 2011. Page noted potential reasons include: Financial Aid issues, Sponsor issues, Pending Financial Aid and misc. issues. The Trustees inquired about the College's write-off process and recommended the College review the write-off procedure and revise it them as needed. Mr. Naumann recommends once an account is sent to a collection agency, CCC should write it off immediately/monthly. The Trustees also inquired as to what loss exposure there may be for year 2012. Mrs. Mattocks inquired if the large amount owed is directly related to retention struggles. Page will explore the terms of the present contract with the collection agency and report back at the next meeting.
Mr. Pritchett called for a motion to accept this item as presented.
Motion: Ron Knight; Second: Bill Naumann

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

D. The Capital Improvement Account Update was presented to the committee by Page Varnell for review. The capital Improvement Account request was made for $545,000. Monies allocated will allow $295,000 for keyless entry; $50,000 for the Orringer Art lab; and $200,000 for the Brock Stairs renovations. State Board should approve this week. This item is for information only.

IV. State Budget YR 13-14-These items are for information only.

A. Expected Shortfall-Scenario 1: projected $610,000 shortfall and this number will likely change. Scenario 2: $710,000 shortfall. Page reviewed a draft budget management measures outline. Page reviewed potential positions that would be eliminated, redeployed, left vacant and/or added under the structure/reorganization needed to balance the state budget. Besides full-time personnel, additional savings may be realized through operational cost savings and a decrease in part-time employees and adjunct instructors. The scenario implemented will depend on the exact shortfall amount and discussions and decisions of Cabinet and the ELT.

B. Feasibility of Mercer Phase II Implementation-Presently, Phase II would cost the college approximately $80,000—annually. CCC feels it is unlikely they are able to move forward with Phase

II in 2013-2014 due to the expected budget shortfall. Mrs. Mattocks indicated implementation is a priority, but the funds need to be available.

V. Audit Results-Page Varnell introduced this item to the Committee Members. The exit interview for the financial audit from the NC Office of the State Auditor for FY ending June 30, 2012. The auditors felt the office has financial integrity and credited Page's leadership along with Cindy's leadership and expertise in the field. Dr. Chew noted the auditors felt the audit results were a reflection of a positive business office environment and happy staff members. Dr. Chew mentioned it was the best exit interview in her tenure at CCC. This item is for information only.

VI. The Proposed Course Fees were introduced to the committee members by Page Jones Varnell. Page reviewed the proposed course fees for FY 2013-2014. In her review of the proposal, she noted the fees that would be eliminated, decreased or increased. The fees must be voted on annually at the spring BOT meeting.
Dan Pritchett called for a motion to accept this item as presented.
Motion: Kevin Roberts; Second: Ron Knight

VII. Adjourn-The meeting adjourned at 6:40 p.m.

# AGENDA

**FINANCE COMMITTEE**
**CRAVEN COMMUNITY COLLEGE**
**WARD BOARDROOM, BROCK BUILDING**
**March 11, 2013, 5:30 p.m.**

| | |
|---|---|
| ***Members:*** | *Mr. Dan Pritchett, Chair*<br>*Mr. Ronald Knight*<br>*Mr. Bill Naumann*<br>*Mr. Kevin Roberts*<br>*Mrs. Carol Mattocks, Board Chair* |
| ***Others:*** | *Dr. Catherine Chew, President*<br>*Mrs. Page Varnell, VP of Administrative Services* |

| | | |
|---|---|---|
| I. | Call to Order | Dan Pritchett, Chair |
| II. | Members Present | Dan Pritchett, Chair |
| III. | Financial Reports<br>A. Year-to-date Budget Comparison Reports-State, County & Institutional (July 2012-present) *(motion)*<br>B. Write-Offs and Uncollectible Accounts *(motion)*<br>C. Cash Balances *(info)*<br>D. Capital Improvement Account Update *(info)* | Page Varnell |
| IV. | State Budget YR 13-14 *(info)*<br>A. Expected Shortfall<br>B. Feasibility of Mercer Phase II Implementation | Page Varnell |
| V. | Audit Results | Page Varnell |
| VI. | Proposed Course Fees | |
| VII. | Adjourn | Dan Pritchett |

**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 11, 2013, 6:30 P.M.**

I. Chairman Naumann called the meeting to order at 6:45 pm.

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

III. Reports-This item is for information only.
   A. The Quarterly Personnel Action Report for Dec 2012-Feb 2013 was presented to the committee by Mrs. Page Varnell. Page reviewed the terminology of the report and the hiring process differences for permanent and temporary positions. The committee members reviewed the report.

IV. Merit Pay and Annual Earned Pay Increase Update-Page Varnell introduced this item to the committee members. A committee was formed last year at the request of the BOT's to review this issue. They submitted their proposal to the ELT in February. ELT has suggested changes and the procedures will be reviewed/discussed again by the original committee. Once feedback is gained from the committee, the proposed procedure will be brought back to the Personnel Committee for review upon completion. This item is for information only.

V. Feasibility of Mercer Phase II Implementation- See notes from Finance Committee Meeting. This item was not discussed at this meeting; the same members were at the Finance Committee Meeting for this discussion.

**Update-Department of Labor visit-Before moving on to other items, Page Varnell introduced this item to the committee. At the urging of the Trustees and invitation by CCC, the Department of Labor recently spent two days on the New Bern Campus reviewing Health and Safety Procedures. The college has areas that require significant improvement. A report with findings and required improvements will be sent to Ms. Varnell within the next few weeks. An action plan will be created to rectify the issues by the designated deadline. The highest level of safety measures will be implemented at the college.

VI. President's Evaluation Process/Timeline-The BOT are on track with the annual review process.

VII. Closed Session 143-318.11(1)(6)-At 7:15 pm, on a motion made by Ron Knight, seconded by Dan Pritchett, and unanimously approved, the Personnel Committee of the Board of Trustees of Craven Community College pursuant to NC General 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 8:16 pm, on a motion made by Dan Pritchett, seconded by Ron Knight, the Personnel Committee of the Board of Trustees of Craven Community College came out of Closed Session.

VIII. Adjourn: With no other items to be discussed, the meeting was adjourned at 8:19 pm.

# AGENDA

**PERSONNEL COMMITTEE AGENDA**
**CRAVEN COMMUNITY COLLEGE**
**WARD BOARDROOM, BROCK BUILDING**
**March 11, 2013, at 6:30 p.m.**

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

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

| | | |
|---|---|---|
| I. | Call to Order | Bill Naumann |
| II. | Members Present | Bill Naumann |
| III. | Reports *(info)*<br>A. Review of Quarterly Personnel Report | Page Varnell |
| IV. | Merit Pay and Annual Earned Pay Increase Update *(info)* | Page Varnell |
| V. | Feasibility of Mercer Phase II Implementation *(info)* | Page Varnell |
| VI. | President's Evaluation Process/Timeline *(info)* | Bill Naumann |
| VII. | Closed Session 143-318.11.(a)(6) | Bill Naumann |
| VIII. | Adjournment | Bill Naumann |

**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

| FY 2012-2013 Budget Comparison as of Feb. 28, 2013 | President's Office/Foundation/Marketing | | | | VP of Administrative Services | | | | EVP of Academic Affairs/VP of Student Services | | | | VP-HV/MA/WD | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 67% of year | Budget | Expenses YTD | Remaining Balance | % Spent | Budget | Expenses YTD | Remaining Balance | % Spent | Budget | Expenses YTD | Remaining Balance | % Spent | Budget | Expenses YTD | Remaining Balance | % Spent |
| **Administrative** | | | | | | | | | | | | | | | | |
| Salaries & Benefits | 591,929 | 404,122 | 187,807 | 68% | 2,334,611 | 1,229,023 | 1,105,588 | 53% | 2,839,766 | 1,864,348 | 975,418 | 66% | 1,391,635 | 905,087 | 486,548 | 65% |
| 519 Contracted Services | 54,712 | 19,460 | 35,252 | 36% | 130,687 | 80,088 | 50,599 | 61% | 36,900 | 26,208 | 10,692 | 71% | - | - | - | |
| 523 Instructional Supplies | | | - | | - | - | - | | 500 | - | 500 | 0% | - | - | - | |
| 525 Motor Vehicle Supplies | | | - | | | | - | | | | - | | | | - | |
| 526 Office Supplies | 4,400 | 2,011 | 2,389 | 46% | 35,828 | 20,172 | 15,656 | 56% | 21,054 | 15,534 | 5,520 | 74% | 10,963 | 2,521 | 8,442 | 23% |
| 527 Other Supplies | 7,930 | 221 | 7,709 | 3% | 35,833 | 21,541 | 14,292 | 60% | 13,306 | 8,906 | 4,400 | 67% | 4,480 | 1,317 | 3,163 | 29% |
| 528 Audio-Visual Supplies | | | - | | | | - | | | | - | | | | - | |
| 531 Staff Development | 29,727 | 15,021 | 14,706 | 51% | 57,721 | 19,778 | 37,943 | 34% | 60,957 | 21,707 | 39,250 | 36% | 33,134 | 14,512 | 18,622 | 44% |
| 532 Communication/Postage | - | (13) | 13 | | 85,482 | 74,370 | 11,112 | 87% | 160 | 101 | 59 | 63% | 300 | 209 | 91 | 70% |
| 534 Printing & Binding | 53,742 | 33,768 | 19,974 | 63% | 1,000 | - | 1,000 | 0% | 694 | - | 694 | 0% | 1,779 | 1,542 | 237 | |
| 535 Repairs & Maintenance | - | - | - | | 100,433 | 53,996 | 46,437 | 54% | 8,630 | 7,222 | 1,408 | 84% | 624 | 624 | - | 100% |
| 536 Freight | | | | | 10 | - | 10 | 0% | | | | | | | | |
| 537 Advertising | 52,500 | 36,297 | 16,203 | 69% | 18,012 | 8,509 | 9,503 | 47% | - | - | - | | 3,600 | 150 | 3,450 | 4% |
| 538 Data Processing | | | | | | | | | 2,400 | - | 2,400 | 0% | | | | |
| 539 Other Current Services | 2,920 | 323 | 2,597 | 11% | 47,957 | 29,896 | 18,061 | 62% | 35,568 | 16,732 | 18,836 | 47% | 1,300 | 420 | 880 | 32% |
| 541 Rental of Property | 150 | 150 | - | 100% | | | | | | | | | | | | |
| 543 Lease/Rental Other Equipme | | | - | | 43,554 | 27,991 | 15,563 | 64% | 13,400 | - | 13,400 | | 16,053 | 7,788 | 8,265 | 49% |
| 544 Data Processing Software | - | - | - | | 89,145 | 52,199 | 36,946 | 59% | 9,531 | 9,529 | 2 | 100% | - | - | - | |
| 546 Memberships & Dues | 16,615 | 13,809 | 2,806 | 83% | 11,410 | 7,636 | 3,775 | 67% | 7,400 | 6,684 | 716 | 90% | 2,095 | 1,644 | 451 | 78% |
| 548 NEIT Admin | | | | | | | | | | | | | 11,208 | - | 11,208 | 0% |
| 55x Equipment | | | | | 637,889 | 279,233 | 358,656 | 44% | | | | | 9,070 | 2,820 | 6,250 | 31% |
| **Total Administrative:** | **814,625** | **525,169** | **289,456** | **64%** | **3,629,572** | **1,904,432** | **1,725,140** | **52%** | **3,050,266** | **1,976,973** | **1,073,293** | **65%** | **1,486,241** | **938,634** | **547,607** | **63%** |
| **Instructional** | | | | | | | | | | | | | | | | |
| Salaries & Benefits | | | | | - | - | - | | 6,528,645 | 4,293,548 | 2,235,097 | 66% | 1,891,514 | 1,199,170 | 692,344 | 63% |
| 519 Contracted Services | | | | | | | - | | 74,827 | 4,000 | 70,827 | 5% | 106,499 | 31,625 | 74,874 | 30% |
| 523 Instructional Supplies | | | | | 476,363 | - | 476,363 | 0% | 182,197 | 43,337 | 138,860 | 24% | 106,381 | 28,887 | 77,494 | 27% |
| 524 Repair Supplies | | | | | | | | | 50 | (25) | 75 | -50% | | | - | |
| 525 Motor Vehicle Supplies | | | | | | | - | | 2,100 | 836 | 1,264 | 40% | | | - | |
| 526 Office Supplies | | | | | | | - | | 1,889 | 223 | 1,666 | 12% | - | - | - | |
| 527 Other Supplies | | | | | - | - | - | | 31,846 | 6,390 | 25,456 | 20% | 5,059 | 668 | 4,391 | 13% |
| 528 Audio-Visual Supplies | | | | | | | - | | 1,000 | - | 1,000 | 0% | | | - | |
| 531 Staff Development | | | | | | | - | | 130,863 | 24,298 | 106,565 | 19% | 25,983 | 12,276 | 13,707 | 47% |
| 532 Communication | | | | | | | - | | - | - | - | | - | - | - | |
| 534 Printing & Binding | | | | | | | - | | 902 | 823 | 79 | | - | - | - | |
| 535 Repairs & Maintenance | | | | | | | - | | 33,430 | 19,442 | 13,988 | 58% | - | - | - | |
| 536 Freight | | | | | | | | | 400 | 60 | 340 | 15% | | | - | |
| 537 Advertising | | | | | | | - | | - | - | - | | 1,500 | - | 1,500 | 0% |
| 539 Other Current Services | | | | | | | - | | 17,442 | 3,725 | 13,717 | 21% | 913 | 663 | 250 | 73% |
| 541 Rental of Property | | | | | | | - | | 3,100 | 2,500 | 600 | 81% | | | - | |
| 543 Lease/Rental Other Equipme | | | | | | | - | | 600 | - | 600 | | - | - | - | |
| 544 Data Processing Software | | | | | | | - | | 32,128 | 15,242 | 16,886 | 47% | | | | |
| 546 Memberships/Accredita & Dues | | | | | | | - | | 24,220 | 13,773 | 10,447 | 57% | - | - | - | |
| 55x Equipment | | | | | - | - | - | | 62,166 | 26,784 | 35,382 | 43% | | | | |
| **Total Instructional:** | - | - | - | | **476,363** | - | **476,363** | **0%** | **7,127,805** | **4,454,955** | **2,672,850** | **63%** | **2,137,849** | **1,273,288** | **864,561** | **60%** |
| **Total Admin & Instructional:** | **814,625** | **525,169** | **289,456** | **64%** | **4,105,935** | **1,904,432** | **2,201,503** | **46%** | **10,178,071** | **6,431,928** | **3,746,143** | **63%** | **3,624,090** | **2,211,922** | **1,412,168** | **61%** |

| | Budget | Expenses | Remain Bal | % Spent |
|---|---|---|---|---|
| **College Totals** | **18,722,721** | **11,073,451** | **7,649,270** | **59%** |

| FY 2013 Budget Comparison February 28, 2013 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 & PT Regular Salaries & FT Temp | 278,674 | 247,492 | 31,182 | 89% | 825,393 | 554,303 | 271,090 | 67% | 230,268 | 151,574 | 78,694 | 66% | | | | |
| Hourly Salaries | | | - | | | | | | 19,988 | 10,634 | 9,354 | 53% | | | | |
| 519 Contracted Serv (Legal) | 75,000 | 22,910 | 52,090 | 31% | | | - | | | | - | | | | | |
| 519 Contracted Serv (Security Srvs.) | | | - | | | | | | 46,627 | 30,905 | 15,722 | 66% | | | | |
| 519 Contracted Serv (Janitor) | | | | | 66,718 | 44,169 | 22,549 | 66% | | | | | | | | |
| 519 Contracted Serv (Waste removal) | | | | | 11,940 | 6,308 | 5,632 | 53% | | | | | | | | |
| 519 Contracted Serv (Pest control) | | | | | 4,000 | 2,340 | 1,660 | 59% | | | | | | | | |
| 519 Contracted Serv (Lawns/Grounds) | | | | | 55,366 | 15,833 | 39,533 | 29% | | | | | | | | |
| 519 Contracted Serv (Misc Services) | 2,450 | - | 2,450 | 0% | 52,592 | 35,212 | 17,380 | 67% | | | | | | | | |
| 521 Custodial Supplies | | | | | 33,679 | 24,719 | 8,960 | 73% | 5,960 | 1,200 | 4,760 | 20% | | | | |
| 522 Maintenance Supplies | | | | | 34,922 | 15,903 | 19,019 | 46% | | | - | | | | | |
| 523 Instructional Supplies | | | - | | | | | | | | - | | | | | |
| 524 Repair Supplies | | | | | 16,081 | 4,952 | 11,129 | 31% | | | - | | | | | |
| 525 Motor Vehicle Supplies | 1,100 | 734 | 366 | 67% | 13,200 | 5,557 | 7,643 | 42% | 2,570 | 901 | 1,669 | 35% | | | | |
| 526 Office Supplies | 750 | - | 750 | 0% | 800 | 714 | 86 | 89% | 1,300 | 270 | 1,030 | 21% | | | | |
| 527 Other Supplies | 200 | (1) | 201 | -1% | 10,053 | 5,278 | 4,775 | 52% | 4,148 | 2,279 | 1,869 | 55% | | | | |
| 528 Audio-Visual Supplies | | | - | | | | | | | | - | | | | | |
| 531 Staff Development | 25 | - | 25 | 0% | 5,391 | 1,637 | 3,754 | 30% | - | | - | | | | | |
| 532 Communication | 675 | - | 675 | 0% | 214,158 | 105,410 | 108,748 | 49% | - | - | - | | | | | |
| 533 Utilities | | | | | 860,788 | 617,157 | 243,631 | 72% | | | - | | | | | |
| 534 Printing & Binding | | | - | | | | | | | | - | | | | | |
| 535 Repairs & Maintenance | 58,611 | 4,249 | 54,362 | 7% | 279,401 | 184,555 | 94,846 | 66% | 12,840 | 7,208 | 5,632 | 56% | | | | |
| 537 Advertising | | | - | | | | | | | | - | | | | | |
| 539 Other Current Services | 10,285 | 583 | 9,702 | 6% | 3,777 | 1,365 | 2,412 | 36% | 200 | 19 | 181 | 10% | | | | |
| 541 Rental of Property | 2,000 | 904 | 1,096 | 45% | - | - | - | | | | - | | | | | |
| 543 Lease/Rental Other Equipme | | | - | | | | | | | | | | | | | |
| 544 Data Processing Software | | | - | | | | | | | | | | | | | |
| 545 General Admini (Insurance) | 213,000 | 62,533 | 150,467 | 29% | | | | | | | | | | | | |
| 546 Memberships & Dues | | | | | 200 | - | 200 | | | | | | | | | |
| 55X Equipment | | | | | | | | | | | | | 300,000 | 37,764 | 262,236 | 13% |
| | | | | | | | - | | | | | | | | | |
| Totals | 642,770 | 339,403 | 303,367 | 53% | 2,488,459 | 1,625,410 | 863,049 | 65% | 323,901 | 204,990 | 118,911 | 63% | 300,000 | 37,764 | 262,236 | 13% |

| College Totals | Budget | Expenses | Remain Bal | % Spent |
|---|---|---|---|---|
| Regular Operating | 3,455,130 | 2,169,803 | 1,285,327 | 63% |
| Capital Outlay | 300,000 | 37,764 | 262,236 | 13% |

**Craven Community College**
**Institutional Funds Budget**
**For the period July 1, 2012 through Feb. 28, 2013**

| FUND | PURPOSE | BUDGET | EXPENDITURES YEAR TO DATE | REMAINING BALANCE | % SPENT | | REVENUES YEAR TO DATE | FUND BALANCE |
|---|---|---|---|---|---|---|---|---|
| 01 | 121 Flex Spending | | | - | | | 5,000.00 | 13,071.62 |
| 01 | 122 Unemployment Reserve | 40.00 | | 40.00 | 0.00% | | 4.00 | 5,063.29 |
| 01 | 133 Discretionary | 38,775.00 | 27,793.80 | 10,981.20 | 71.68% | | 44,960.75 | (4,040.28) |
| 01 | 134 Unrestricted Overhead Receipts | 5,576.00 | - | 5,576.00 | 0.00% | | 595.71 | 890.79 |
| 01 | 136 Foundation | 218,594.00 | 86,941.12 | 131,652.88 | 39.77% | | 130,052.66 | 104,273.91 |
| 01 | 137 Financial Aid Matching | - | 520.25 | (520.25) | N/A | | | (801.60) |
| 01 | 221 Applied Music | 550.00 | - | 550.00 | 0.00% | | 2,435.00 | 2,382.82 |
| 01 | 227 Extra Curricular Activities | 27,203.00 | 22,586.41 | 4,616.59 | 83.03% | | 1,653.42 | (4,891.51) |
| 01 | 250 Curriculum-Self Supporting | 180,000.00 | 174,173.18 | 5,826.82 | 96.76% | | 28,196.56 | 64,447.78 |
| 01 | 312 Fire College | 7,000.00 | 4,976.34 | 2,023.66 | 71.09% | | 4,699.12 | 23,631.68 |
| 01 | 340 WFD-Self Supporting | 330,506.00 | 245,804.84 | 84,701.16 | 74.37% | | 214,877.60 | 375,294.63 |
| 01 | 411 Learning Resource Center | 1,900.00 | 1,688.79 | 211.21 | 88.88% | | 1,238.64 | 13,371.42 |
| 01 | 460 Customized Industry Training Support | 11,500.00 | 2,854.39 | 8,645.61 | 24.82% | | 7,156.72 | 13,983.16 |
| 01 | 461 Small Business Support Fund | | | - | | | 0.28 | 358.42 |
| 02 | 131 College Work Study | 60,640.00 | 46,229.66 | 14,410.34 | 76.24% | | 23,106.08 | (23,123.58) |
| 02 | 134 Restricted Overhead Receipts | 19,100.00 | - | 19,100.00 | 0.00% | | 3,007.12 | 158,263.31 |
| 02 | 138 Returned Check Fee Fund | 1,000.00 | 71.50 | 928.50 | 7.15% | | 364.93 | 13,004.35 |
| 02 | 139 Harold H. Bate Foun Grant | 75,000.00 | 35,000.00 | 40,000.00 | 46.67% | | 35,000.00 | - |
| 02 | 220 NCSU Engineering | 25,000.00 | 21,532.23 | 3,467.77 | 86.13% | | 25,000.00 | 23,910.45 |
| 02 | 227 ENCORE | 21,157.00 | 16,899.21 | 4,257.79 | 79.88% | | 8,759.82 | 4,267.80 |
| 02 | 228 Grants -NSF | 19,542.00 | 23,685.28 | (4,143.28) | 121.20% | | 12,988.38 | (8,199.88) |
| 02 | 229 NCAMA Grant | 1,211,096.00 | 743,979.35 | 467,116.65 | 61.43% | | 755,600.25 | (2,562.91) |
| 02 | 291 Specifc Fees - Lab/DE/ASC | 239,500.00 | 69,812.89 | 169,687.11 | 29.15% | | 205,874.81 | 508,237.07 |
| 02 | 292 System-Wide Fees-Computer Tech | 195,938.00 | 35,801.69 | 160,136.31 | 18.27% | | 85,540.56 | 497,003.05 |
| 02 | 293 Patron Fees | 32,500.00 | 17,186.51 | 15,313.49 | 52.88% | | 22,084.48 | 136,196.03 |
| 02 | 313 Weyerhauser Scholarship - Con Ed | | | - | | | 1.98 | 2,502.23 |
| 02 | 314 Grants - Workforce Development | 10,158.00 | 18,817.81 | (8,659.81) | 185.25% | | 15,180.00 | 5,966.27 |
| 02 | 324 General Ed - GED Testing | | | - | | | 0.20 | 252.33 |
| 02 | 355 Golden Leaf Grant - Robotics | 157,438.00 | - | 157,438.00 | 0.00% | | 126,318.06 | 273,794.06 |
| 02 | 392 System-Wide Fees - Con Ed Computer | 500.00 | 5.00 | 495.00 | 1.00% | | 473.54 | 11,196.53 |
| 02 | 521 C-Step Grant | 10,000.00 | 3,637.75 | 6,362.25 | 36.38% | | 10,000.00 | 6,224.35 |
| 02 | 531 Professional Liability Ins | 6,500.00 | 6,477.00 | 23.00 | 99.65% | | 6,210.00 | 4,821.47 |
| 02 | 532 Student Insurance | 150.00 | 62.00 | 88.00 | 41.33% | | 58.28 | 343.11 |
| 02 | 533 Transcript Fees | 45,700.00 | 40,925.18 | 4,774.82 | 89.55% | | 22,625.92 | 65,089.02 |

**Craven Community College**
**Institutional Funds Budget**
**For the period July 1, 2012 through Feb. 28, 2013**

| FUND | PURPOSE | BUDGET | EXPENDITURES YEAR TO DATE | REMAINING BALANCE | % SPENT | | REVENUES YEAR TO DATE | FUND BALANCE |
|---|---|---|---|---|---|---|---|---|
| 02 | 534 TRIO Grant | 211,447.00 | 123,343.24 | 88,103.76 | 58.33% | | 123,343.24 | (10,133.57) |
| 02 | 790 Orringer Hall Fund | 3,500.00 | 2,150.83 | 1,349.17 | 61.45% | | 696.91 | 13,720.31 |
| 02 | 791 Public Radio East | 1,063,668.00 | 637,273.08 | 426,394.92 | 59.91% | | 546,078.18 | 112,046.94 |
| 02 | 793 CISCO Networking Academy | 534.00 | 400.00 | 134.00 | 74.91% | | 0.42 | 134.74 |
| 02 | 794 Red Hat Academy | 1,961.00 | - | 1,961.00 | 0.00% | | 1.55 | 1,961.48 |
| 02 | 795 Career Fair | 1,900.00 | - | 1,900.00 | 0.00% | | 0.23 | 300.31 |
| 02 | 796 Testing Centers | 7,400.00 | - | 7,400.00 | 0.00% | | 5,687.00 | 15,350.28 |
| 02 | 797 Public Radio East Foundati | 694,590.00 | 383,127.49 | 311,462.51 | 55.16% | | 459,244.66 | 201,368.97 |
| 02 | 823 SEOG | 96,485.00 | 83,790.00 | 12,695.00 | 86.84% | | 83,604.36 | (185.64) |
| 02 | 824 Pell | 6,900,000.00 | 5,348,299.79 | 1,551,700.21 | 77.51% | | 5,351,984.01 | 2,009.22 |
| 02 | 830 NCCC Targeted Financial As | 7,175.00 | 6,125.00 | 1,050.00 | 85.37% | | 7,175.00 | 1,050.00 |
| 02 | 831 Golden Leaf Scholars | 12,828.00 | 9,106.85 | 3,721.15 | 70.99% | | 12,828.00 | 3,721.15 |
| 02 | 833 NCCG | 160,000.00 | 121,022.00 | 38,978.00 | 75.64% | | 124,308.00 | 5,518.83 |
| 02 | 834 Teacher Assistant Sch Fund | 29,000.00 | 21,771.00 | 7,229.00 | 75.07% | | 15,650.00 | (5,250.00) |
| 02 | 835 State Aid Scholarships | 140,000.00 | 128,222.00 | 11,778.00 | 91.59% | | 135,421.00 | 8,111.04 |
| 02 | 840 General Scholarships | 110,000.00 | 108,905.92 | 1,094.08 | 99.01% | | 71,577.24 | 123,226.95 |
| 02 | 841 Endowment Scholarships | 15,810.00 | 10,270.00 | 5,540.00 | 64.96% | | 2,503.90 | (3,403.74) |
| 05 | 710 Clearwire Distribution | 2,905.00 | 750.00 | 2,155.00 | 25.82% | | 1,703.58 | 12,565.23 |
| 05 | 720 Bookstore | 160,000.00 | 73,914.51 | 86,085.49 | 46.20% | | 141,670.56 | 661,697.52 |
| 05 | 730 Food Service | 27,500.00 | 14,000.00 | 13,500.00 | 50.91% | | 16,506.19 | 2,556.19 |
| 05 | 740 Campus Access | 71,400.00 | 20,180.43 | 51,219.57 | 28.26% | | 51,727.70 | 195,399.86 |
| 05 | 770 Student Activity Funds | 143,875.00 | 108,954.83 | 34,920.17 | 75.73% | | 159,521.83 | 76,015.78 |
| 05 | 775 Student Leadership | 45,000.00 | 48,514.10 | (3,514.10) | 107.81% | | 50,000.00 | 1,485.90 |
| 06 | 810 J. Wrenn Emergency Loan Fu | 2,500.00 | 992.85 | 1,507.15 | 39.71% | | 130.85 | 42,140.06 |
| 07 | 901 Repairs & Renovations | 11,692.00 | 7,055.39 | 4,636.61 | 60.34% | | - | (7,055.39) |
| 07 | 910 Buildings & Grounds | 304,400.00 | 296,257.57 | 8,142.43 | 97.33% | | 173.67 | 294,230.90 |
| 07 | 911 Institute for Aeronautical | 7,000.00 | 1,440.69 | 5,559.31 | 20.58% | | 63.57 | 79,010.25 |
| 07 | 915 Info/Tech Building | 9,447.00 | 9,400.00 | 47.00 | 99.50% | | | 46.63 |
| 08 | 792 Public Radio East Endowment | | | - | | | 9,826.50 | 52,389.21 |
| 08 | 850 Endowments | 15,810.00 | - | 15,810.00 | 0.00% | | 141,628.85 | 1,722,823.34 |
| | **Total** | 13,210,390.00 | 9,212,729.75 | 3,997,660.25 | 70% | | 9,312,121.87 | 5,887,073.94 |

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

| Name | Student ID # | Term | INTUI Tuition/ Registration | OTTUI Out of State Tuition | ACTFE Activity Fee | CTFCU Computer Fee | CACCF Campus Access | BKST Books | LABFA Lab Fee | ELOAN Emergency Loan | SUMFE Summer Supply Fee | FA Overage | LABFH Lab fee | LABFB Lab fee | Total |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Edward Finch | 644513 | 2010SP | 17.64 | | 0.94 | 0.47 | 0.29 | 21.17 | | | | | | | 40.51 |
| Samantha Gramley | 690498 | 2010SP | | | | 16.00 | | | | | | | | | 16.00 |
| Christine Greene | 681699 | 2010SP | 37.50 | | 4.00 | 4.00 | 2.50 | | | | | | | | 48.00 |
| Sara Hand | 673546 | 2010SP | | | | 16.00 | | | | | | | | | 16.00 |
| Samantha Ireland | 689916 | 2010SP | | | | 16.00 | | | 10.00 | | | | | | 26.00 |
| William Barber | 369003 | 2010SU | | | | | 10.00 | | | | | | | | 10.00 |
| Mikeala Ledesma | 484145 | 2010SU | 9.16 | | | 0.29 | 0.18 | | | | 0.37 | | | | 10.00 |
| Mandy O'Connor | 378264 | 2010SU | 1.73 | | 0.12 | 0.09 | 0.06 | | | | | | | | 2.00 |
| Jennifer Ringgold | 576494 | 2010SU | 2.61 | | 0.23 | 0.21 | 0.13 | 5.32 | | | | | | | 8.50 |
| Michelle L. Anderson | 678677 | 2011SP | 847.50 | | 32.00 | 16.00 | 10.00 | | 10.00 | | | | | | 915.50 |
| Jennifer Bailey | 699645 | 2011SP | 1.94 | | 0.11 | 0.08 | 0.05 | 0.99 | | 2.64 | | | | | 5.81 |
| William T. Barber | 369003 | 2011SP | 734.50 | | 32.00 | 16.00 | 10.00 | | | | | | | | 1,002.50 |
| Dawn A. Brown | 576281 | 2011SP | 734.50 | | 32.00 | 16.00 | 10.00 | | | | | | 15.00 | | 807.50 |
| Alyson L. Bullion | 694732 | 2011SP | 339.00 | | | | | | | | | | | | 339.00 |
| Marcus Burden | 650661 | 2011SP | 16.00 | | 1.01 | 0.50 | 0.31 | 6.42 | | | | | | | 24.24 |
| Ebonnee N. Campbell | 687727 | 2011SP | 275.29 | | 32.00 | 16.00 | 10.00 | | | | | | | | 333.29 |
| Richard Carawon | 674481 | 2011SP | 211.35 | | 16.00 | 16.00 | 10.00 | 388.98 | | | | | | | 642.33 |
| Steven J. Carpenter | 655728 | 2011SP | 296.00 | | 13.97 | 6.99 | 4.37 | 100.10 | | | | | | 8.73 | 430.16 |
| Heather Charboneau | 700788 | 2011SP | 113.00 | | | | | | | 545.75 | | | | | 658.75 |
| Lesley A. Clark | 182228 | 2011SP | | | 16.00 | | | | | | | | | | 16.00 |
| Jeffrey A. Collins | 377425 | 2011SP | 42.37 | | 4.00 | 4.00 | 2.50 | | | | | | | | 52.87 |
| Corey L. Cooper | 369626 | 2011SP | 332.01 | | 15.67 | 7.83 | 4.90 | 127.56 | | | | | | | 487.97 |
| Natondrea S. Dillahunt | 650633 | 2011SP | 169.50 | | 16.00 | 16.00 | 10.00 | 199.23 | | | | | | | 410.73 |
| Neslie L. Feltz | 689987 | 2011SP | 56.50 | | | | | | | | | | | | 56.50 |
| Christian C. Ford | 693794 | 2011SP | 26.50 | | 16.00 | 16.00 | 10.00 | | | | | | | | 68.50 |
| Timothy A. Fuller | 699471 | 2011SP | 156.42 | | 5.86 | 2.93 | 1.83 | 180.06 | | | | | | | 347.10 |
| Edna C. Gladson | 281390 | 2011SP | 334.78 | | 23.71 | 23.70 | 14.81 | | | | | | | | 397.00 |
| Ashley N. Hall | 695449 | 2011SP | 28.25 | | | | | | | | | | | | 28.25 |
| Shawnia M. Holloway | 471409 | 2011SP | 678.00 | | 32.00 | 16.00 | 10.00 | | | | | | | | 736.00 |
| Raymond H. Hopkins | 695250 | 2011SP | 847.50 | | 32.00 | 16.00 | 10.00 | | | | | | | 63.00 | 968.50 |
| Natalie J. Inge | 374905 | 2011SP | 56.50 | | 4.00 | 4.00 | 2.50 | | 2.50 | | | | | | 69.50 |
| Jamal A. Inman | 275961 | 2011SP | 135.98 | | 6.42 | 6.42 | 4.01 | 46.43 | | | | | | | 199.26 |
| Marion R. Johnson | 648427 | 2011SP | 678.00 | | 32.00 | 16.00 | 10.00 | | | | | | | | 736.00 |
| Crystal Y. Jones | 673502 | 2011SP | | | | | | 285.30 | | | | | | | 285.30 |
| Latoya M. Jones | 468980 | 2011SP | 69.80 | | 6.59 | 6.59 | 4.12 | 64.33 | | | | | | | 151.43 |
| Sonia D. Jordan | 698030 | 2011SP | 269.38 | | 19.15 | 16.00 | 10.00 | | | | | | | | 314.53 |
| Armard R. Kelly | 281373 | 2011SP | | | | | | 147.08 | | | | | | | 147.08 |
| Brittany N. Kiely | 688892 | 2011SP | - | | - | - | - | 635.39 | | | | | | | 635.39 |
| D'Andre J. Koonce | 680712 | 2011SP | 734.50 | | 32.00 | 16.00 | 10.00 | 472.21 | | | | | | | 1,264.71 |
| Johnathon C. Logan | 691324 | 2011SP | | 1,739.50 | 32.00 | 16.00 | 10.00 | | | | | | | | 1,797.50 |
| Patricia N. McCullough | 387399 | 2011SP | | | | | | | | | | 622.17 | | | 622.17 |
| Joshua Moore | 697154 | 2011SP | 198.63 | | 32.00 | 16.00 | 10.00 | | | | | | | | 256.63 |
| Tiffany R. Murphy | 695570 | 2011SP | 210.43 | | 9.93 | 4.97 | 3.10 | 156.50 | | | | | | | 384.93 |
| Denesheica A. Newby | 176072 | 2011SP | 443.50 | | 32.00 | 16.00 | 10.00 | | | | | | | | 501.50 |
| Elizabeth J. Pegram | 473488 | 2011SP | 277.80 | | 16.00 | 16.00 | 10.00 | 65.68 | | | | | | | 385.48 |
| Wilberta L. Penn | 687952 | 2011SP | 395.50 | | 32.00 | 16.00 | 10.00 | 331.33 | | | | | | | 784.83 |
| Brayan P. Selzer | 678497 | 2011SP | - | | - | - | - | 18.32 | | | | | | | 18.32 |
| Stephanie N. Sherman | 684271 | 2011SP | 748.62 | | 32.00 | 16.00 | 10.00 | 393.56 | | | | | | | 1,200.18 |
| Shaneikqua I. Smith | 699362 | 2011SP | 565.00 | | 32.00 | 16.00 | 10.00 | | | | | | | | 623.00 |
| Ivan R. Staten | 469175 | 2011SP | | | | | | 163.23 | | | | | | | 163.23 |
| Pamela S. Tripp | 476542 | 2011SP | 11.46 | | 32.00 | 16.00 | 10.00 | 362.74 | | | | | | | 432.20 |
| Lapetra D. Ward | 686420 | 2011SP | 678.00 | | 32.00 | 16.00 | 10.00 | 602.29 | | | | | | | 1,338.29 |
| Antoinette P. White | 468373 | 2011SP | 339.00 | | 16.00 | 16.00 | 10.00 | | | | | | | | 381.00 |
| Jennifer L. Wright | 695387 | 2011SP | 20.50 | | 32.00 | 16.00 | 10.00 | 145.73 | | | | | | | 224.23 |
| Rusti Becker | 90722 | 2011FA | | | | 16.00 | | | | | | | | | 16.00 |
| Matthew Chaffee | 643214 | 2011FA | 15.15 | | 0.65 | 0.32 | 0.20 | | 0.30 | | | | | | 16.62 |
| Bradley Vazquez | 706121 | 2011FA | 16.62 | | | | | | | | | | | | 16.62 |
| | | | 12,173.92 | 1,739.50 | 756.36 | 505.39 | 285.86 | 4,919.95 | 22.80 | 548.39 | 0.37 | 622.17 | 15.00 | 71.73 | 21,871.44 |

(Requested by)

Vice President for Administrative Services

| | | |
|---|---|---|
| Total Collected | $889.83 | |
| Total fees paid to collection agency | 420.84 | we have to pay the collection fee for the accounts that are student appeals |
| Net proceeds | $468.99 | |

Write-Offs and Uncollectible Accounts

| | |
|---|---|
| FA Issues | 7,350.18 |
| Sponsor Issues | 4,026.37 |
| Pending FA | 9,882.77 |
| Misc issues | 612.12 |
| | 21,871.44 |

**CRAVEN COMMUNITY COLLEGE**

**REPORT OF CASH BALANCES AS OF FEBRUARY 28, 2013**

| | | |
|---|---|---|
| Local Funds | | **$1,670,421.65** |
| Special Funds | | **$3,786,457.43** |
| | **Total** | **$5,456,879.08** |

NOTE: A balance of $35,000 is maintained in an interest bearing account with First Citizens Bank. All funds over the $35,000 are on deposit with the North Carolina State Treasurer. As of February 28, 2013, the interest rate was 0.42475% as compared to the prior interest rate of 0.48230% for November 30, 2012.

**Craven Community College Quarterly Personnel Report**
**December 1, 2012-February 28, 2013**

| New Hires | Position Title | Effective | Monthly/Annually |
|---|---|---|---|
| Jonathan Irwin | **Information Systems Specialist (Full-Time Temporary)** | 12/1/2012 | 3,167/38,000 |
| Melanie Truett | Physical Therapy Assistant/Faculty | 1/2/2013 | 4,834/43,500 |
| Jolie Huffman | Pharmacy Technology Programs/Coordinator/Faculty | 1/2/2013 | 4,278/38,500 |
| Alexa Tarplee | Medical Assisting Faculty | 1/2/2013 | 4,334/39,000 |
| James Adkins | Military Affairs Center Coordinator **(Full-Time Temporary)** | 2/1/2013 | 3,500/42,000 |
| Joanne Payne | Special Projects Assistant to the Director of Marketing **(Full-Time Temporary)** | 2/4/2013 | 2,917/35,000 |
| Jennifer Erlitz | Administrative Assistant-WFD | 2/15/2013 | 2,111/25,500 |

| Reassignments/ Promotions | From | To | Effective | Reason/ Annual Or Stipend |
|---|---|---|---|---|
| Penny Cleland | Administrative Assistant-WFD | Data Coordinator | 1/2/2013 | Promotion/ 31,000 annual |
| Jessica Saxon | English Faculty | Chair of English **(Interim)** | 1/3/2013 | Promotion/ 357 stipend (1/3/13-5/11/13) |

| Resignations/ Terminations/Retirements | Position | Effective | Reason |
|---|---|---|---|
| Janet Sellers | Administrative Assistant-WFD | 12/31/2012 | Resignation |
| Tyrone Jones | Medical Assisting Faculty | 1/1/2013 | Resignation |
| Tanya McGhee | Chair, Math & Science | 1/2/2013 | Resignation |
| Nina Taylor | Program Auditor-WFD | 2/28/2013 | Resignation |
| Kathleen Girelli | Workforce Development Coordinator-I | 2/28/2013 | Resignation |

# Section IV

PRESIDENT'S OFC.
FEB 28 2013
RECEIVED

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
***Dr. R. Scott Ralls, President***

February 11, 2013

Dr. Cathe ine Chew, President
Craven C mmunity College
800 College Court
New Bern, North Carolina 28562

Dear Dr. Chew:

On behalf of the North Carolina State Board of Community Colleges, I am approving your request for termination of the following program effective Spring 2013:

Sustainable Agriculture (A15410)

Our records have been updated to reflect the program termination. We appreciate your assistance in helping us maintain the accuracy of the status of programs for your college.

With kindest regards, I am

Sincerely,

R. Scott Ralls

RSR/ES/gr
c: Dr. Daryl Minus
Dr. Sharon E. Morrissey
Mr. Wesley Beddard
Ms. Jennifer Frazelle
Ms. Elizabeth Self
Ms. Elizabeth Spragins
Ms. Rebecca Sayers

SACS COC
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS
COMMISSION ON COLLEGES

PRESIDENT'S OFC.
JAN 23 2013
RECEIVED

January 15, 2013

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

Dear Dr. Chew:

The Committee on Fifth-Year Interim Reports reviewed the institution's compliance with the 17 select standards of the *Principles of Accreditation* outlined in the Commission's Fifth-Year Interim Report. Based only on those reviewed standards, the institution is requested to submit a Referral Report to the Commission on Colleges due **September 9, 2013**, addressing the following referenced standards of the *Principles*:

**CS 3.3.1.1 (Institutional effectiveness: educational programs)**
The institution did not provide sufficient evidence of broad-based use of data. The institution should provide evidence of the broad-based use of data to make improvements in its educational programs (to include student learning outcomes).

**CS 3.4.11 (Academic Program Coordination)**
The institution has assigned program coordination for the Criminal Justice and Basic Law Enforcement Training programs to an interim staff person. According to the institution's job description for the position, the individual filling this role must have a master's degree in an appropriate field. The assigned program coordinator has a BS in Business Administration and is a law enforcement officer. The institution should adequately document details of the qualifications of the program coordinator for the Criminal Justice and Basic Law Enforcement Training programs to demonstrate that the institution assigns responsibility for program coordination to persons academically qualified in the field.

**FR 4.1 (Student Achievement)**
The institution provided its evaluation criteria, but the institution did not provide the expected threshold of achievement for each criterion and the rationale for why each target is appropriate. The institution should identify the expected thresholds of achievement for the criteria presented and provide a rationale for why those levels are appropriate.

**FR 4.5 (Student Complaints)**
The institution presented adequate procedures for addressing written student complaints. Appropriate statements were published in the 2012-2013 College Catalog and the Student Handbook. However, the institution did not provide sufficient evidence to illustrate that it follows its student complaint procedures. A very general description of a complaint without timelines or authentic documentation was included in the response, but no example of a real student complaint with actual documentation was included. A further report is requested and should document that the institution follows its procedures for resolving written student complaints.

SACSCOC



**FR. 4.6 (Recruitment Materials)**
While the college did provide an example of a marketing brochure, the institution has not demonstrated compliance because the College did not address recruitment presentations. The institution should document that it accurately represents its practices and policies in recruitment presentations.

**3.13.1 (Accrediting Decisions of Other Agencies)**
The institution indicated in its response for 3.13.1 that the standard was not applicable. However, in the Institutional Summary submitted, the institution lists various programmatic accrediting bodies with which it has a relationship, (such as CAAHEP for the Medical Assisting Program), which are federally recognized agencies as noted on the Department of Education website: http://ope.ed.gov/accreditation/Agencies.aspx.

The institution should (1) list federally recognized agencies that currently accredit the institution and its programs, (2) provide the date of the most recent review by each agency and indicate if negative action was taken by the agency and the reason for such action, (3) provide copies of statements used to describe itself for each of the accrediting bodies, (4) indicate any agency that has terminated accreditation, the date, and the reason for termination, and (5) indicate the date and reason for the institution voluntarily withdrawing accreditation with any of the agencies.

**QEP Impact Report**
The Committee also reviewed the institution's QEP Impact Report. The Report was accepted with the following comments:

The QEP, *Learning through Effective Educational Planning (LEEP),* was designed to engage health-related students at earlier stages of their college experiences by assisting them with choosing educational plans best suited to their interests, abilities, and goals. After two years of attempted implementation, which included a change in leadership and other major institutional changes, the institution built on the objectives of LEEP and initiated a new direction to reach a broader student population and make more of an impact on learning with a new QEP entitled *E3: Engage, Enrich, Empower.* The new QEP was a comprehensive First Year Experience initiative that was designed to improve the experience of new students and impact student retention. Despite a shaky start, the institution kept moving ahead to successfully implement its modified project. Assessment data demonstrate positive results for improving learning, and through a substantial financial commitment, the institution has sufficiently demonstrated sustained support for the project.

Reports requested by the Committee on Fifth-Year Interim Reports will be forwarded to the Committees on Compliance and Reports (C & R), standing committees of SACSCOC Board of Trustees, for action at the meeting immediately following the due date of the Referral Report. The review by C & R will begin a two-year monitoring period within which your institution must document compliance with all the identified standards above.

Guidelines for the Referral Report are enclosed. Because it is essential that institutions follow these guidelines, please make certain that those responsible for preparing the report receive the document. Please send **four copies** to the Commission staff member assigned to your institution.

SACS COC

Dr. Catherine Chew
January 15, 2013
Page three

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

Sincerely,

Belle S. Wheelan

Beile S. Wheelan, Ph.D.
President

BSW:sr

Enclosure

cc: Dr. Crystal A. Baird

SACS COC

*Southern Association of Colleges and Schools*
*Commission on Colleges*
*1866 Southern Lane*
*Decatur, Georgia 30033-4097*

# REPORTS SUBMITTED FOR COMMITTEE OR COMMISSION REVIEW

## - Policy Statement -

Institutions accredited by the Commission on Colleges are requested to submit various reports to an evaluation committee or to the Commission's Board of Trustees for review. Those reports include:

Response Report to the Visiting Committee
Monitoring Report or Referral Report

When submitting a report, an institution should follow the directions below, keeping in mind that the report will be reviewed by a number of readers, most of whom will be unfamiliar with the institution.

## Information Pertaining to the Preparation of All Reports

*Preparation of a Title Page*

For any report requested, an institution should prepare a title page that includes the following:

1. Name of the institution
2. Address of the institution
3. Dates of the committee visit *(not applicable for the Referral Report)*
4. The kind of report submitted
5. Name, title, and contact numbers of person(s) preparing the report

*Presentation of Reports*

For any report requested, an institution should

1. ***For print copies***, copy all documents front and back, double-space the copy, and use no less than an 11 point font. If the report requires binding beyond stapling, do not submit the report in a three-ring binder. Ring binders are bulky and must be removed before mailing to the readers.

2. ***For electronic copies***, copy the report and all attachments onto an electronic memory device (e.g., external hard-drive, DVD, CD, or flash/thumb drive). Provide the name of the person who can be contacted if the readers have problems accessing the information. Provide ***one print copy*** of the response without the attachments.

   Each electronic memory device smaller than 4" by 4" should be submitted in a paper or plastic envelope not smaller than 4 x 4 inches and the envelope should be labeled with the name of the institution, the title of the report, and the list of document contents. The electronic memory device should be labeled with the name of the institution and the title of the report.

Each electronic memory device larger than 4" by 4" should be in a paper or plastic envelope and clearly labeled with the name of the institution, the title of the report, and the list of document contents. The electronic memory device should be labeled with the name of the institution and the title of the report.

3. Provide a clear, complete, and concise report. If documentation is required, ensure that it is appropriate to demonstrating fulfillment of the requirement. Specify actions that have been taken and, when possible, document their completion.

4. When possible, excerpt passages from text and incorporate the narrative into the report. Provide definitive evidence, not documents that only address the process (e.g., do not include copies of letters or memos with directives).

5. Specify actions that have been taken and provide documentation that such actions have been completed. Avoid vague responses indicating that the institution plans to address a problem in the future. If any actions remain to be accomplished, the institution should present an action plan, a schedule for accomplishing the plan, and evidence of commitment of resources for accomplishing the plan.

6. When possible and appropriate, provide samples of evidence of compliance rather than all documents pertaining to all activities associated with compliance.

7. Reread the report before submission and eliminate all narrative that is not relevant to the focus of the report. If sending electronic copies, ensure that all devices are virus free and have been reviewed for easy access by reviewers external to your institution.

## Information Specific for the Response to the Visiting Committee Report

Definition: A Response Report addresses the findings of a visiting committee. It provides updated or additional documentation regarding the institution's compliance with the *Principles of Accreditation*.

Audience: The Response Report, along with the Committee Report and other documents, is reviewed by the Commission on Colleges' Board of Trustees and is subject to the review procedures of the Commission's standing committees, including the continuation of a monitoring period, the imposition of a sanction, or a change of accreditation status.

Report Presentation: Structure the response so that it addresses committee recommendations in the order that they appear in the report. Tabs should separate each response to a recommendation.

For each recommendation, provide the number of the Core Requirement, Comprehensive Standard, or Federal Requirement and state the recommendation exactly as it appears in the visiting committee report. Describe the committee's concerns that led to the recommendation by either summarizing the concerns or inserting verbatim the complete narrative in the report pertaining to the recommendation. Provide a response with documentation.

Due Date: The Response Report is due on the day indicated in the transmittal letter from Commission staff accompanying the visiting committee report.

Number of Copies: See the transmittal letter from Commission staff accompanying the visiting committee report.

## Information Specific to the Preparation of a Monitoring Report or a Referral Report

| | |
|---|---|
| Definition: | These reports address recommendations and continued concerns of compliance usually identified by the Committee on Compliance and Reports or the Executive Council (or, for a Referral Report, identified by the Committee on Fifth-Year Interim Reports). It usually follows the C & R Committee's review of an institution's response to a visiting committee report. |
| Audience: | The Monitoring Report and the Referral Report are reviewed by the Commission on Colleges Board of Trustees and are subject to the review procedures of the Commission's standing committees, including the continuation of a monitoring period, the imposition of a sanction, or a change of accreditation status. |
| Report Presentation: | *For a Monitoring Report*, structure the response so that it addresses committee recommendations in the order that they appeared in the report. Tabs should separate each response to a recommendation.<br><br>For each recommendation, (1) restate the number of the Core Requirement, Comprehensive Standard, or Federal Requirement, the number of the recommendation, and the recommendation exactly as it appeared in the visiting committee report; (2) provide a brief history of responses to the recommendation if more than a first response (to include an accurate summary of the original concerns of the visiting committee, a summary of each previous institutional response and an explanation of what had been requested by the Commission); (3) cite verbatim the current request of the Commission that is related to the recommendation (reference notification letter from the President of the Commission); and (4) prepare a response to the recommendation.<br><br>*For a Referral Report*, structure the response so that it addresses the concerns described in the letter from the Commission's President in the order that they appeared. Tabs should separate each response to each standard cited.<br><br>For each standard cited, (1) restate the number of the Core Requirement, Comprehensive Standard, or Federal Requirement exactly as it appeared in the letter; (2) cite verbatim the current request of the Commission that is related to the standard cited (reference notification letter from the President of the Commission); and (3) prepare a response to the recommendation. |
| Due Date: | The Monitoring Report and the Referral Report are due on the date specified in the Commission President's notification letter. Requests for extensions to the date must be made to the President of the Commission two weeks in advance of the original due date. *(See Commission policy "Deadlines for Submitting Reports.")* |
| Number of Copies: | See the letter from the President of the Commission requesting the Report. |

**Document History**
*Edited and Revised for the Principles of Accreditation: December 2003*
*Updated: January 2007, January 2010, May 2010, January 2012*

SACSCOC Communications for 1st Quarter

January – March 2013

| Correspondence to SACS | | Correspondence from SACS | |
|---|---|---|---|
| **Date** | **Nature** | **Date** | **Nature** |
| January 7, 2013 | Additional information required for A.A.S. Sustainable Agriculture degree program | | |
| January 8, 2013 | Institutional Profile for General Information and Enrollment Fall 2012 | | |
| | | January 11, 2012 | Change from Dr. Rudy Jackson to Dr. Crystal Baird as the College's contact with SACS. |
| | | January 11, 2013 | Response to a letter sent to SACS on April 4, 2012 indicating there were several lapses in notification of substantive change. Additional information in the form of a prospectus and substantive change report is required by April 15, 2013. |
| | | January 15, 2013 | Response to the Fifth Year Interim Report. Additional information in the form of a Referral Report is required by September 9, 2013. |
| February 4, 2013 | Agreement with Coastal Carolina CC and New River Air Station to offer certificate and A.A.S. Composites degree programs | | |
| February 18, 2013 | Termination of A.A.S. Sustainable Agriculture degree program. | | |

Grants Activity Report
As of February 28, 2013

| Project | Project Director | Funder | Funds Awarded | Fiscal Year Award | Period | Usage | Comments |
|---|---|---|---|---|---|---|---|
| ***Grants Funded and in Progress*** | | | | | | | |
| Carl D. Perkins | J. Millard | NCCCS | $194,483.00 | $128,483.00 | 7/1/2012-6/30/2013 | substitute pay, travel, materials, supplies, | Partner: Pamlico CC & Brunswick |
| | | | | | | contracted services, profess. develop. | $66,000 allocated |
| ASPIRE III | G .Kramer | NCCCS | $9,416.77 | $9,416.77 | 08/2012-06/30/2013 | profiles, events, workshops, travel, testing assistance staff, Career Readiness Certification | there is always a reserve since funds are given as needed, it is reimbursable and no deadline to be spent. |
| Student Support Services (SSS) | D. Minus L.Johnson | US DEPT of ED (Federal TRIO) | $1,091,060.00 | $211,447.00 | 09/10-08/15 (5 year span) | program coordinator salary, travel, supplies, equipment | TRIO programs budget reduced by 3% |
| Robotics and Welding | E. Foster | Golden LEAF | $147,476.00 | $147,476.00 | 9/15/2011-9/14/2013 | robotics equipment | equipment p.o. in the cue//grant extended |
| NCAMA | J. Millard W. Walker-Fox | Dept. of Labor | $1,627,262.00 | $1,086,709.00 | 01/01/12-06/30/2015 (3yr) | Total for state 18.8 million | FY 2012 ends 9/30/2012 |
| Virtual Machines (VM) | B. Waugh | NSF-Advanced Tech Education Program | $31,725.00 | $13,185.00 | 6/30/2011-5/31/14 (3 year) | Personnel, equipment, supplies | collaboration with Durham Tech as lead total award $199,458,one time roll over for yr one |
| WorkReady CRC | G. Kramer | Eastern Region WorkReady Communities | $3,300.00 | $3,300.00 | 4/18/2012 | employer seminars and funding for CRC testing | |
| C-STEP | B. Hatcher | Jack Kent Cooke Foundation | $10,000.00 | $10,000.00 | 6/30/2013 (end of cycle) | Partnership with UNC Chapel Hill C-STEP Program | |
| Scholars in Engineering and Science (SEAS) | T. McGhee J. Cofield V. Castellana | National Science Foundation | $460,036.00 | $159,198.00 | 8/15/2012-7/31/2017 (5 year) | Scholarships for Associate in Science Degree majors with academic excellence and financial need | $ 300,838 will be awareded FY 2013 |
| ACS Student Club | D. Carpenetti | American Chemical Society | $500.00 | $500.00 | 8/11/2012-10/11/2012 | start up funds for Chemistry Club | |
| Images of Social Justice | Q. Lieske | Walmart Community Grant | $800.00 | $800.00 | 8/6/20102-8/6/2013 | Digital cameras & photo printer for English, Humanities, Philosophy & Religion courses on Havelcok Campus | |
| Minority Male Mentoring | L. Johnson | NCCCS | $23,617.00 | $23,617.00 | 8/1/2012-6/30/2013 | Provide a coach, transfer transition program, career and academci counseling & service learning opportunity. | |
| NC Space Grant | S. Jones | NCCCS | $2,000.00 | $2,000.00 | | Science Outreach Day | |
| Bridging Cultures Muslim Journeys Bookshelf | C. Campbell | National Endowment of the Humanties | Materials only | | | 25 pre-selected books, DVD w/series of short videos on art & architecture, 2 films & 1 yr subscription of Oxford Islamic Studies Online | |
| | | | | | | | |
| | | **TOTAL** | **$3,575,258.77** | **$1,796,131.77** | | | |
| | | | | | | | |
| | | | | | | | |

| Grant Proposals Submitted | | | Funds requested | | | | |
|---|---|---|---|---|---|---|---|
| Ecuador Study Abroad Trip | S. Hughson | National Educators Association Foundation | $2,000.00 | | | Professional Development for faculty and cultural preparation for study abroad | Submitted October 15 |
| Ecuador Study Abroad Trip | G. Spann | National Educators Association Foundation | $2,000.00 | | | Professional Development for faculty and cultural preparation for study abroad | Submitted October 15 |
| MOTIVATE | D. Tyndall | National Science Foundation (Advanced | $80,000.00 | | | Virtual Internship for CTI students//Merging Online Teaching Infrastructure with Virtual-Internship for Advance Technological Ed | Submitted October 17/ Partner with ECU which is the lead instituition |
| Accelerated ECE Saturday Cohort | T. Colon<br>D. Tyndall | NCCCS (Early Child Ed. Fund) | $49,951.30 | | | Saturday classes for childcare providers 2 year grant cycle | Submitted 11/6/2012 |
| Health Science Boot Camp | B. Barnhill<br>K. Gallman | NCCCS (College Access Challenge) | $8,135.00 | | | Saturday classes for childcare providers 2 year grant cycle | Submitted January 11, 2013 |
| WIA: Adult & Dislocated Worker | M. Best | EWDB- DOL | $425,638.00 | | | access to training resources, Joblink/one-Stop Center 12 month grant cycle | Submitted January 17, 2013 |
| Craven Red Flag Campaign | C. Cornelius | Red Flag Campaign | | | | public awareness campaign addressing & promoting prevention against dating violence. Promise Place, Coastal Womens Shelter, CCSAP | Submitted January 18, 2013 |
| iPads for ESL Students | Z. Blakely | Dollar General Literacy Foundation | $14,600.00 | | | purchase 20 ipads for ESL usage, partnering with Interfaith Refugee Ministry & Annunciation Catholic School | Submitted February 28, 2013 |
| **Future Grant Proposals** | | | | | | | |
| Biotech Lab Equipment | J. Cofield | NC Biotech Center | $15,000.00 | | | freezer, thermal cycler and other equip to perform PCR and DNA restriction enzyme digestions. | Preproposal due March 20 |
| Walking/Fitness Trail | TBA | Various Funding Agencies | $100,000 to $200,000 | | | | |
| Susan Harwood Training Grant | TBA | Dept. of Labor/OSHA | $170,000.00 | | | Provide workforce safety and training for employers and workers. FRC East interested in collaborating. 12 month grant cycle | Projected RFP February 2013 |

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# Accountability and Credibility Plan for Continuing Education
## Internal Audit Plan
## 2013

1. On-site visits to each class

   A. The instructor's supervisor, or a designated representative as approved in writing by the chief continuing education officer, will make at least one visit each semester to fifty percent (50%) of all off-campus and distance education (defined in C below) continuing education classes (excluding self-supporting and community service classes) and will maintain written documentation for such visits.
   (1) Classes which meet 12 hours or less may be excluded from a visit by the college representative.
   (2) Twenty-five percent (25%) of the on-campus classes will be visited and documented as noted above.

   B. The chief continuing education officer will visit a ten percent (10%) sample of randomly selected off-campus and distance education continuing education classes each semester with no pre-notification of these visits and will maintain written documentation of such visits. The chief continuing education officer may delegate this visitation requirement to an appropriate upper level administrator/supervisor, provided the delegation is approved in writing by the college president. Registration periods may not be considered as one of the chief continuing education officer's unannounced class visits.

   C. An off-campus class is defined as any class not held in college owned or leased property or held in a center which is not under the supervision of a resident supervisor or director who is on-site during the entire period the instruction is taking place. A distance education class is defined as a class that is offered through distance education technology (including information highway, internet, and telecourses) and which does not physically meet on campus for at least half of the time scheduled. For internet courses for which it is not possible to physically visit the class, visitation will be conducted electronically, using a system that allows the instructor's supervisor and senior continuing education officer to log on and check the activity in the class. Documentation of each visit will be noted on the visitation log. System Office Program Auditors will also have access to this system so that they may do unannounced class visits for these classes as well.

2. Student Membership Verification

A. In situations where the class meets physically with the instructor or other college staff, student signatures on appropriate forms (class receipt forms, class registration forms, etc.) are required for student membership verification. If the form must be signed by a teacher (most likely ABE or Compensatory Education) appropriate measures consisting of the co-signature of the person assisting with the form will be taken to assure that the students are enrolled properly. In all instances, State Board of Community College Code (SBCCC) and System's Accounting Procedures Manual will be followed.

B. In situations where the class does not meet physically (such as internet or other distance education courses), one of the following two criteria is required for student membership verification:

(1) Evidence of payment of applicable registration fee by the students will include the student registration form and money roster with appropriate contract number to link a specific student's payment to the specific class enrollment.

(2) In cases where no registration fee is paid (i.e., the student is 65 or older, etc.) the electronic certification by the student, such as an electronic signature on an e-mail if available or an actual signature will be required for student membership verification in the course.

3. College Approval Process for Conducting a Continuing Education Class

A. The senior continuing education officer is responsible for approving the establishment/offerings of all continuing education classes consistent with the mission and role of the North Carolina College System.

B. Craven Community College will maintain an up-to-date master schedule, including day, time, and location of all continuing education classes. Direction to all off-campus classes will be on file.

C. Of classes meeting more than 12 hours, fifty percent (50%) will complete course evaluation forms. The evaluation will be used by the coordinator in planning future courses, evaluating the effectiveness of the course, and in evaluating the effectiveness of the instructor in meeting stated objectives for the course.

4. College Responsibility for Accuracy in Reporting Practices in Continuing Education Programs

The college president, having overall responsibility for college administration, will take appropriate measure to ensure that the internal audit plan is applied and maintained consistent with the local board approved plan. A process for reporting internal audit result to the president on a regular basis will consist of documentation of class visitation compliance being forwarded through the Executive Vice President/Chief Instructional Officer at the conclusion of each semester. The president or his designee will maintain this documentation and ensure that it is available for audit review. A report of the internal audit will be submitted to the Board of Trustees at their first meeting each calendar year.

Approved on 4/09/13, 2013.

Carol J. Mattocks
Chairman, Craven Community College Board of Trustees

Catherine Chew
President, Craven Community College

/ce
2/25/13

CRAVEN COMMUNITY COLLEGE
New Bern Campus
Military Affairs
Workforce Development

PRESIDENT'S OFC.
JAN 16 2013
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Havelock, NC 28532
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# MEMORANDUM

To: Layne J. Harpine, Vice President of Havelock-Cherry Point Campus, Military Affairs, and Workforce Development
From: Nina Taylor, Program Auditor/Records Specialist
Date: 1/16/13
Re: Accountability/Credibility Policy Report for Fall 2012

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**Continuing Education Accountability and Credibility Policy Report**

In accordance with Craven Community College's Internal Audit Plan for the Continuing Education Accountability and Credibility Plan, fifty (50) percent of all off campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited by the instructor's supervisor or a designated representative approved in writing by the senior continuing education administrator each semester. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the semester summary from Fall 2012 of class visits made to classes under the responsibility of the Vice President of Havelock-Cherry Point Campus, Military Affairs, and Workforce Development:

**Summer 2012**

| | | |
|---|---|---|
| Classes meeting off campus criteria | 175 | |
| Classes visited by supervisor | 173 | 99% |
| Senior visited | 21 | 12% |
| Classes meeting on campus criteria | 110 | |
| Classes visited by supervisor | 91 | 83% |

***Policy Criteria Met**

Nina Taylor
Program Auditor/Records Specialist

January 16, 2013
Date

VP of HV-CP Campus, Military Affairs, & WFD

1/16/13
Date

***Proposed Course Fees***
***(2013-2014)***

| Course/Area | Current Fee | Recommended Fee | Rationale (if any) |
|---|---|---|---|
| **Additions/Deletions/Changes** | | | |
| Red Hat | $ 100.00 | eliminate | Tied to specific courses that prepare students for Red Hat Technician (RHCT) or Red Hat Certified Engineer (RHCE) certification. Eliminating Red Hat Courses |
| Automotive Lab Fees(Classes Include : AUB 134A & 134B) | $ 18.00 | eliminate | Autobody classes have been eliminated from curriculum |
| Blank for bird carving | $ 15.00 | eliminate | Adult enrichment classes eliminated |
| Bird Carving | $ 25.00 | eliminate | Adult enrichment classes eliminated |
| Food fee Latino Cooking | $ 15.00 | eliminate | Adult enrichment classes eliminated |
| Food fee Healthy Cooking Techniques | $ 20.00 | eliminate | Adult enrichment classes eliminated |
| Entry Fee New Bern Academy in Civil War | $ 2.00 | eliminate | Adult enrichment classes eliminated |
| One Stroke Decorative Painting | $ 30.00 | eliminate | Adult enrichment classes eliminated |
| Decorative Painting | $ 20.00 | eliminate | Adult enrichment classes eliminated |
| Porcelain Art | $ 18.00 | eliminate | Adult enrichment classes eliminated |
| Airbrush- Automotive | $ 60.00 | eliminate | Adult enrichment classes eliminated |
| Beginning Pottery | $ 35.00 | eliminate | Adult enrichment classes eliminated |
| Senior Exempt/grant -supported | $ 50.00 | eliminate | CCC no longer has this grant |
| Pharmacy Technician | $ 3.00 | eliminate | No longer needed |
| Nursing Assistant I | $ 19.00 | eliminate | No longer needed |
| Nursing Assistant II | $ 24.00 | eliminate | No longer needed |
| Medical Assisting MED 130 Course Fee | $ - | $ 50.00 | Northstar Learning is a software product that was implemented in Fall 2013, based on certification exam results and an initiative to provide remediation opportunities to Health Programs students (in this case, Medical Assisting students). It offers supplemental instruction, practice exams and other review related to the Medical Assisting. The College is currently paying $3675/3 years for this software and the $50 per student fee would defray this cost. NOTE: The implementation of this software aligns with the implementation of the ATI supplemental instruction software implemented in the Nursing Programs (nursing students pay a fee each semester for ATI access). |
| GED | $ 25.00 | $ 35.00 | As determined by the NC Community College System Office January 1. To take the entire exam |
| Aviation Sheet Metal Fabrication - ASMF-7138 | $ 125.00 | $ 70.00 | We are lowering the supply fee to $70 from $125 due to lower consumable costs. The students use sheet metal, rivets, drill bills, sanding disks, de-burring tools and other items. |
| Associate Deg. Nursing (A.D.N.) 4 Semester Plan- beginning with Fall cohort | $116/Sem | $260/Sem | 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). New ATI bundle package specifically for NC Community College nursing curriculum including a pre-paid live NCLEX review session to be held at CCC. Would decrease text book cost for students because e-texts are included in this package. |
| Practical Nursing (PN) | $115/Sem | $344/Sem | 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). New ATI bundle package specifically for NC Community College nursing curriculum including a pre-paid live NCLEX review session to be held at CCC. Would decrease text book cost for students because e-texts are included in this package. |

***Proposed Course Fees***
***(2013-2014)***

| | | | Existing Fees/ No Change: |
|---|---|---|---|
| Student Activity Fee: | $ 32.00 | N/A | Flat fee for curriculum students charged Fall and Spring semesters |
| (All curriculum courses) | | | |
| 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. |
| | | | |
| | | | |
| 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 |
| 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, Barbering) |
| 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 | | | |
| Graduation Fee | $ 15.00 | N/A | All graduating students. Includes processing, certificates, postage and one diploma cover |
| Diploma Cover | $ 15.00 | N/A | Charged per each additional diploma cover |
| 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 |
| | | | |
| | | | |
| Summer School Supply Fee | $ 10.00 | N/A | To provide supplies and other cost to Instruction |
| | | | |
| Test Proctoring Fee | $ 20.00 | N/A | To provide support for proctoring tests for students from other educational institutions unless associated with partnerships with the college |

***Proposed Course Fees***
***(2013-2014)***

| | | | |
|---|---|---|---|
| **Liberal Arts:** | | | |
| **Music** - MUS 161, 162, 261 262 | $ 320.00 | N/A | |
| **Science** (BIO, CHM & PHY) | $ 15.00 | N/A | Students pay $15 per course for the laboratory experience, materials, etc. |
| **ART** 121, 122, 131, 132, 171, 231, 232, 240, 241, 261, 262, 264, 265, 266, 267, 271, 275, | $ 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:** | | | |
| Nursing Admissions testing Fee | $ 25.00 | N/A | |
| Nursing Badge Replacement | $ 50.00 | N/A | |
| Nursing Math Test | $ 4.00 | N/A | |
| **Career Programs:** | | | |
| 141A, 151A, 163A, 181A, 221A, 231A, 141, | $ 35.00 | 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 |
| | $ 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/Manufacturing classes: MAC 111, 112, 113, 122, 124, 241, 242, 243, 244, 245, 246,222,224, 234, 233; MEC 111; HYD 110 |
| | $ 35.00 | N/A | Machining/Manufacturing 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 |
| **Havelock:** | | | |
| Aviation Lab Fees | $ 63.00 | N/A | AVI 110, 120, 130, 230, 240, 250, 260 (includes 3 kits & lab consumables) |
| FAA Preparatory Exam | $ 1,500.00 | N/A | For FAA General/Power plant- AMPP-7191 & FAA General/Airframe - AMAF-7193 - The supply fee covers the consumable materials, FAA Power plant Exam fee and General Aviation Exam. These tests are all written exams. |
| **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 |

***Proposed Course Fees***
***(2013-2014)***

| **WorkForce Development Fees:** | | | |
|---|---|---|---|
| Barber Board Student Permit Fee | $ 25.00 | N/A | Required Fee by the Barbering Board |
| 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 | |
| Physical Therapy Technician | $ 8.00 | N/A | Includes $3.00 fee for name tag |
| 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) |
| Activity Director | $ 5.00 | N/A | |
| OBD class (On Board Diagnostic) | $ 16.50 | N/A | |
| Workkeys Assessment 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 | |

PRESIDENT'S OFC.

MAR 08 2013

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STATE OF NORTH CAROLINA

# Office of the State Auditor

Beth A. Wood, CPA
State Auditor

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March 4, 2013

Dr. Catherine Chew, President
Craven Community College
New Bern, North Carolina COURIER #16-62-01

Dear Dr. Chew:

We have completed our financial statement audit at Craven Community College for the year ended June 30, 2012. The results of our tests disclosed no deficiencies in internal control that we consider to be material weaknesses in relation to our audit scope at the College or any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. An exit conference to discuss the results of our audit has been scheduled for March 7, 2013.

We express our appreciation to you and your staff for the cooperation extended to us during our audit. Please contact me if you have any questions or concerns about the audit. This letter is considered part of our confidential audit documentation until the release of the audit report, at which time it may be made available to interested parties upon request.

Sincerely,

BETH A. WOOD, CPA
STATE AUDITOR

Joyce D. Boni

Joyce D. Boni, CPA
Audit Manager

BAW/JDB:ae

cc: Mrs. Page Jones Varnell, Vice President of Administrative Services
Mrs. Cindy Patterson, Director of Financial Services and Purchasing
Mrs. Carol Mattocks, Chair, Board of Trustees

# Section V

# Craven Community College
# Quarterly Snapshot – April 2013
***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 (as of April 1, 2013)

| | | |
|---|---|---|
| Spring 2013 Curriculum Enrollment | Headcount = 3,199 | FTE = 1,310 |
| Spring 2012 Curriculum Enrollment | Headcount = 3,472 | FTE = 1,450 |

## Learning & Student Success

- Craven has received a $49,952 grant from the State Board of Community Colleges to improve Early Childhood Education (ECE). CCC was one of eight community colleges selected.
- The Middle School Math & Science Outreach Day was held in March; 160 middle school students from 6 county middle schools participated in hands-on experiments and activities facilitated by Craven faculty , staff, and students.
- The Commission on Accreditation of Allied Health Education Programs (CAAHEP) has awarded continuing accreditation to Craven's Medical Assisting Diploma Program through 2017.
- Phi Theta Kappa Honor Society and the Family History Society of Eastern NC hosted CCC Alumnus Tony Bryant and his film premiere of A Living History: The Churches of New Bern on March 15th. 200 people attended; Tony received the PTK Appreciation Award at the International Convention in San Jose, CA.
- Barry Wallace, a student ambassador and member of Phi Theta Kappa has been selected as a 2013 Coca-Cola Gold Scholar; selection was based on scores earned in the All-USA Community College Academic Team competition, for which more than 1,800 applications were received this year.
- The 2012-2013 CCC Excellence Award recipients are Jessica Saxon (Excellence in Teaching), Ryan Delcambre (Adjunct Excellence in Teaching), and Cindy Patterson (Staff Excellence).
- Kate Amerson and Donald Carpenetti received the John & Suanne Rouche Excellence Award at the League for Innovations Conference in Dallas, TX.
- Ann Lindsay, Compensatory Education Instructor, won the Arc of Craven County's Distinguished Educator of the Year Award for 2012.

## Administrative Services

- VOIP is now fully installed on both campuses.
- NC Department of Labor had a two-day voluntary visit in February assessing the New Bern Campus for health and safety efforts.
- The Financial Audit was successfully completed with positive comments about the College's financial integrity and pleasant work environment.
- Planning is underway to design the Student Quad/Brock Entry and incorporate Dr. Jim Congleton's sculpture collection that was gifted to the Foundation.

## Havelock-Cherry Point, Military Affairs & Workforce Development

- The Military Affairs Center is fully operational with a temporary coordinator who is providing specialized services, advising and data collection.
- Nine of thirteen students from the fall aviation technology class gained employment through various regional business partners.
- Workforce development customized training programs have grown from one project to five approved projects in the first quarter; this places Craven Community College in a tie regionally for the most approved training projects.

# Craven Community College
# Quarterly Snapshot – Apr 2013
*Continued*

**Foundation/Marketing**

- The first-ever VIP Ambassador Program was initiated with 12 participants; excellent feedback and excitement about the college.
- Community Fabric Award (CFA) sponsorship goal has been reached with nearly $40,000 in gift contributions and three Diamond sponsorships of $5,000.
- CFA award recipients named: Retired General Tom Braaten (Individual), MOEN (Business) and Jessica Saxon (Educator).
- Dr. Jim Congleton has graciously donated his outdoor sculpture collection to the college; plans are underway to create a landscape plan that will showcase the beautiful works of art.
- Judy Eurich and Nancy Childs attended the National Council for Marketing and Public Relations national conference in Chicago, IL.

**Outreach Efforts** *(sampling)*

**April 2013**
- Attended the International Phi Theta Kappa Conference in San Jose, CA *(C. Chew)*
- Hosted the Advanced Manufacturing Awareness Week Event *(C. Chew, d. Minus, J. Millard)*
- Middle School Field Trip hosting 250 students on campus and providing tours and hands-on activities *(D. Minus, J. Millard)*
- LERN Conference in Ft. Lauderdale, FL *(L. Harpine)*

**Mar 2013**
- Attended the annual NC Economic Development Commission State of the Region Conference *(L. Harpine)*
- Hosted Craven County Counselors & Principals *(C. Chew, C. Cornelius, J. Smith)*
- Presented at James Sprunt CC's Leadership Seminar *(C. Chew)*
- Attended PTK Awards Reception-Clemmons, NC *(C. Chew)*

**Feb 2013**
- Hosted management team from MOEN *(C. Chew, L. Harpine, J. Eurich, B. Fortney, E. Foster, J. Millard)*
- NCSU Emerging Issues Forum *(C. Chew, J. Millard)*
- Presented at Christian Coalition Meeting *(C. Chew, C. Mattocks)*
- Black History Month Film Series

**Jan 2013**
- Economic Forecast Luncheon *(C. Chew, L. Harpine, J. Millard)*
- Annual Chamber Banquet
- CC African American Initiative *(L. Harpine, M. Best, E. Foster)*
- CC Arts Alliance *(J. Baer)*

# Section VII

CRAVEN COMMUNITY COLLEGE

800 College Court
New Bern, NC 28562
252-638-7200
(Fax) 252-638-4232

305 Cunningham Blvd.
Havelock, NC 28532
252-444-6005
(Fax) 252-444-1918
www.cravencc.edu

Office of the President

MEMO



| | |
|---|---|
| To: | Board of Trustees |
| From: | Dr. Catherine Chew |
| Date: | March 2013 |
| Re: | Student Quad |

As you are well aware the College recently received an incredibly generous gift of sixteen outdoor sculptures from Dr. Jim Congleton. In consultation with the Foundation's Leadership Committee, I am recommending that we name the Student Quad after Dr. Jim Congleton as a way of honoring an individual who has given a tremendously important gift to the College; one that will have a lasting impact on the learning environment and culture.

This magnificent collection is literally going to change the face and feel of the College. Our students, staff and the community will have the opportunity to see and experience exceptional art at its finest. Dr. Congleton's only request is that the collection not be separated. The collection will be placed throughout the New Bern Campus, and will become a focal point of the newly renovated Student Quad area.

I would like to provide a brief background on Dr. Congleton's affiliation with Craven Community College. Jim has been an ardent supporter of Public Radio East (PRE) since its inception. His significant financial contributions have allowed the station to flourish. He is a popular host for PRE's live, on-air campaigns and one can always be assured his commentary will be during prime time. Beyond PRE, he has been involved in the College's strategic planning process and he has been supportive of numerous Foundation events and campaigns.

While the College has been fortunate enough to be the recipient of Jim's generosity, the entire community has benefited from his kind heart in ways too numerous to list or mention in a memo. Highlighted below are just a few of the wonderful contributions this man has made to individuals and organizations throughout North Carolina:

- Appointed by the Governor to serve on the Tryon Palace Commission and served as the Finance Officer for 20 years
- Appointed by the Governor to serve on the Executive Fine Arts Committee
- Serves on the Board of Directors for the New Bern Symphony
- Serves on the Board of Directors for Public Radio East
- Serves on the Craven Arts Council and recently honored with a Bernie Award for his contributions to the cultural arts

- Commissioned and donated the outdoor Spider Lily sculpture to the City of New Bern
- Member of the New Bern Historical Preservation Committee and Colonial Branch of the English Speaking Union
- Serves as President of the UNC Dental Alumni Association; created an endowment for the UNC Dental School to provide scholarships to pediatric dental students
- Creates a Christmas Wonderland for 30+ years at his dental office for children and adults to enjoy during the holiday season
- Has opened his home and gardens countless times for community functions, political receptions, fundraisers, weddings, etc.

In summary, I believe anyone who would glance at this list would say, "Now, that is a life worth living!" Some might even say, since he was an Eagle Scout, that the signs of his character appeared early in life. Those of us who know him would not argue. We are blessed that he's been a good scout his entire life and naming the Student Quad in his honor would be a small token of appreciation for both his generosity and this incredible gift to Craven Community College.

CRAVEN
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www.cravencc.edu

Office of the President



# MEMO

To: Board of Trustees
From: Dr. Catherine Chew
Date: March 2013
Re: Community Room

As the Foundation Board becomes more engaged in friend raising and fundraising for the College, there are opportunities to recognize deserving members of our community who have given unselfishly of their financial resources, time and talents. In collaboration with the Leadership Committee of the Foundation, I respectfully request that the Community Room in the Student Services Building on the New Bern Campus be named in honor of Patricia and Bill Naumann. It is a fitting tribute to two individuals who have contributed much to Craven Community College and the community-at-large.

The Naumann's have been generous donors to the College including a significant gift to support the creation of the Nursing Simulation Lab, consistent and significant giving to the annual and campus campaigns and generous contributions to special events such as sponsorship for the Community Fabric Awards. They also contribute financially to the North Carolina Community College Foundation (NCCCF). Bill was appointed to the NCCCF Board in 2011 and currently serves as treasurer. Beyond their financial contributions, Bill has been actively involved in the life of the College.

Bill has served the college as vice-president of the Foundation from 2006 to 2008 and was appointed to the College Board of Trustees in 2009 by the County Commissioners. He currently serves as vice-chair. During his tenure as a trustee, he has served on the Finance Committee and has chaired the Personnel Committee. He has spearheaded several very important initiatives for the Board including the redesign of the Presidential Evaluation process, the creation of a Board Self-Assessment instrument, and the articulation of the roles/responsibilities of trustees.

Naming the Community Room after the Naumann's is a fitting tribute to a couple who have been extremely generous to Craven Community College and to the entire North Carolina Community College system, but who have also contributed in significant ways to the community-at-large.

Important contributions they have made to our local community include organizations such as the Craven Arts Council (Patricia served on the Board for 5 years, acted as chair and utilized her business talents/acumen to lead Bank of the Arts through a difficult financial crisis); Tryon Palace Council of Friends (Patricia has served on the Board for 7 years, acted as President since 2009 and led the Board through a challenging economic climate and provided leadership during the capital campaign for the NC History Center); Carolina East Foundation (Patricia served on the Board for 5 years and was involved in Festival of Trees and Bridge Walk fundraisers); Coastal Carolina Airport Authority (Bill has served on the Board since 2006 and is the current chair); New Bern Military Alliance (Bill has served since 2003 and is current co-chair); New Bern Chamber of Commerce (Bill currently serves on the Board and was past chair); and additional Boards Bill serves on are Swiss Bear Board, Craven County Special Economic Development Workgroup, and USMC Scholarship Foundation Carolina Classic.

Also, Bill has served on several regional and state boards including the North Carolina Eastern Region Chambers of Commerce 2006-2010 (past chair), the Tarheel Business Forum 1999-2003 (past chair), the NC Manufacturers' Association 2001-2006, and the NC Rural Center Manufacturing Task Force 2012-present.

The Naumann's moved to New Bern in 1997 when Bill was initially named CEO of Hatteras Yachts. The couple immediately immersed themselves in the community and they have been deeply involved in the College. Upon retirement Bill and Patricia could have made a home for themselves in numerous other places, but they made a conscious decision to reside in eastern North Carolina. The college is a better place because of their shared gifts, both financial and otherwise, and the community is a better place for their decision to call New Bern and eastern North Carolina home.

Cc: J. Dacey<br>
J. Eurich<br>
Foundation File

# Section VIII

CRAVEN COMMUNITY COLLEGE

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New Bern, NC 28562
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Havelock, NC 28532
252-444-6005
www.cravencc.edu

TO: Mrs. Carol Mattocks, Craven Community College Board of Trustees Chair

FROM: Katelyn Sekela, Student Government Association - President
Stephen Perry, Student Government Association - Vice President

DATE: March 25, 2013

SUBJECT: Student Government Association Quarterly Report

- The following student clubs were active during the quarter
  - Automotive Club
  - CCC Ambassadors
  - Criminal Justice Society
  - Enactus
  - Machinists Club
  - Panthers Baseball Club
  - Phi Theta Kappa
  - Planeswalkers Club
  - Science Club
  - Student Activities Board
  - Student Government Association
  - Student Nurse Association
  - College Veteran Association
  - Study Abroad Club
  - Welders' Club

- In December the Student Nurse Association, hosted a pinning Ceremony for the graduating ADN class. The SNA also participated in a campaign for Christmas for residents of Cherry Hospital and donated $250 to Red Cross for victims of Hurricane Sandy.

- Account on Us for Christmas allowed Enactus-Craven Community College (formerly Future Business Leaders) and the Collegiate Veterans Association to assist several needy Craven students and their immediate families during the holiday season. The groups provided assistance to 5 student families.

- The Planeswalkers Club is very active. Ten members participated in a Modern Format Tournament in December. The group hosted Back to School Learn to play Magic Event January 9th during which four new members joined. The Planeswalkers will participate in a Draft tournament April 20th and a Standard Format Tournament May 4th

- The Welders' Club hosted several fundraisers in an effort to educate the college about the club and the science of welding, as well as raise funds for members of the club to attend the 2013 AWS Welding competition. The group raised $716 towards the competition.

- Barry Wallace was selected as a 2013 Coca Cola Gold Scholar! Selection as a Coca-Cola Gold Scholar was based on scores earned in the All-USA Community College Academic Team competition, for which more than 1,800 applications were received this year. This program is sponsored by the Coca-Cola Scholars Foundation and is administered by Phi Theta Kappa Honor Society. Phi Theta Kappa will recognize the 2013 Coca-Cola Community College Academic Team Scholars at this year's Annual Convention, April 4-6, in San Jose, California.
- Craven Panthers Baseball is off to a good start. The team had strong showing in the opening verses Methodist College. Home games are played at the Big Rock Stadium in Morehead City located on

Mayberry Loop Rd. The team is on their way to capturing the District 4 East Championship again this year.

- Phi Theta Kappa, TRiO, and the Career/Transfer Center sponsored the Commit to Complete Transfer Fair. During the event nearly 200 students pledged to complete their degree from Craven Community College. The transfer fair was a collaborative effort to assist Craven's Phi Theta Kappa in promoting the club's national agenda of credential completion among community college students.
- The Science Club hosted a Star Party on Saturday, March 23; starting at 8 p.m. Fisher's Landing. The party gave students the opportunity to view the nighttime sky to see planets, constellations, stars, and the moon with the natural eye and using telescopes. The club served smores and hotdogs.
- A new club has been established. The Health Information Club is now a formerly recognized student organization.
- In March PTK members worked concessions for International Film Series, participated in the RCS Monthly Food Drive, presented Baseball Presentation for New Bern-Craven Regional Library grant, hosted Family History Society of ENC to premiere Tony Bryant's newest film (CCC/PTK alumnus), and attended PTK Carolinas Regional Convention in Clemmons, NC.
- In April PTK executive officers will attend the PTK International Convention in San Jose, CA. Members of the delegation are presenting Peruvian Legacy: Focus on Education; Relay for Life
- Craven Community College's Chapter of Phi Theta Kappa International won the following awards this year:
    - Shirley B. Gordon Award for College Presidents (Dr. Chew)
    - Carolinas Region Distinguished College President (Dr. Chew)
    - Alumni Award of Appreciation (Tony Bryant)
    - Honorable Mention for College Project
    - Distinguished Chapter Officer 2012 (Marlena Brokob)
    - Horizon Award for Advisors (Kathryn Amerson and Pamela Baldwin)
    - Carolinas Region Super Stars
    - Carolinas Region Service Project
    - Carolinas Region Honors in Action Project
    - Coca Cola Scholarship, Gold Level Recipient (Barry Wallace)
    - Distinguished Chapter Team Officers 2012 (Marlena Brokob, Christopher Howe, Alexandra Terry, Toney Johnson, Elaine Rouse, Cameron Bates)
- SGA has been working on several items expressed by students. The group spoke with Campus Security to follow up with and clarify student parking. Students also expressed concern about Wi-Fi access on campus. During the April general assembly meeting SGA will report from our conversations with campus security and IT Services. Students will be happy to learn of the installation of the updated Wi-Fi system, during the Summer 2013, which will allow for greater connectivity campus wide. SGA has also reached out to the Business Office and Financial Aid to inquire ways the group can host a student to student education of the new HigherOne system.

# 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

October 18, 2012

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

Re: Evaluation of Statement of Economic Interest Filed By **Ms. Karla P. Jones**
**Vice President - Administrative Services; Craven Community College**

Dear President Chew:

Our office is in receipt of **Ms. Karla P. Jones'** 2012 Statement of Economic Interest as an employee of **Craven Community College**. 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.

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

The State Government 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 from which the public servant, his or her client(s), a member of the public servant's extended family, or a business or non-profit with which the public servant or a member of the public servant's immediate family is associated may receive a reasonably foreseeable financial benefit.

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 the State Government Ethics Act.

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

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
Attorney, SEI Unit

THP:ab

cc: Ms. Karla P. Jones

Attachment: Ethics Education Flyer

CRAVEN COMMUNITY COLLEGE

**PURCHASING OFFICE**
800 College Court
New Bern, NC 28562
(252) 638-7263
Fax: (252) 672-8471
murphret@cravencc.edu
www.cravencc.edu

MEMO

TO: Craven Community College Board of Trustees

Subject: Request approval for private sale

**Private sale G.S. 160A-267** - Colleges may dispose of property valued at less than $30,000 through a private sale. If a college feels strongly enough that this is the best way to dispose of property, it shall at a regular board meeting adopt a resolution or order authorizing the college president or chief fiscal officer to dispose of the property by private sale at a negotiated price. The resolution or order shall identify the property to be sold and may, but need not, require a minimum price. A notice summarizing the contents of the resolution or order shall be published once after its adoption, and no sale shall be consummated thereunder until 10 days after its publication.

Details of proposed private sale:

Background
Craven Community College purchased thirty six (36) pursuit car tires in October 2009 at a price of $85.10 each for the BLET program. The reason for the large purchase quantity was due to Goodyear discontinuing pursuit car tires in the 15" size, which had previously been available on N.C. state contract. The only ones that we were able to source were from B.F. Goodrich. With the uncertainty of future availability, it was determined to be best to acquire what we could currently locate as most of the BLET vehicles required this size. We currently have twelve (12) remaining and have replaced all but one vehicle that uses the 15" size tire. The BLET program plans to replace that vehicle as soon as budget allows. The BLET program has proposed that four (4) tires be surplused at this time with any remaining tires to be surplused once the current vehicle that uses them is replaced.

Proposal
Sell four (4) of the 15" pursuit car tires to the Pollocksville Police Department at a price of $42.55 each, a discount of 50% due to age and condition.

APPROVE DISAPPROVE

Craven Community College Board of Trustees

Sincerely,

Todd Murphrey

Todd Murphrey
Procurement & Fixed Assets Officer

Cc: Rick Barney
Lisa Collin
Jim Millard
Cindy Patterson

NC @your service E-Procurement www.ncgov.com

# CRCCP0008028: pursuit vehicle tires Pat McCain (replaces item 1 on PO#7949)

Issued on Fri, 23 Oct, 2009
Created on Fri, 23 Oct, 2009 by Cindy Patterson on behalf of Hiram T. Murphrey

**Supplier:**
Colony Tire
3801 M.L. King Jr. Blvd
New Bern, NC 28560
United States
Phone: 1252-636-5525
Fax: 12526363736
Contact: Jason Wilson

**Ship To:**
New Bern Campus
800 College Court
New Bern, NC 28562
United States
Phone: 12526384131

**Deliver To:**
Pat Mccain

**Bill To:**
Accounts Payable
800 College Court
New Bern, NC 28562
United States
Phone: 1252-638-7263
Fax: 1252-672-8471

Entity Description: Craven Community College

| Item | Description | Part Number | Unit | Qty | Need By | Unit Price | Extended Amount |
|---|---|---|---|---|---|---|---|
| 1 | **B.F. Goodrich pursuit tire, size: P22560R15** | | each | 36 | Fri, 23 Oct, 2009 | $85.10USD | $3,301.03USD |

B.F. Goodrich pursuit tire, size: P22560R15

Account Code: 02_355_00_525300_41013

Contract: No
Bill To Code: Accounts Payable
Ship To Code: A01bef01i.o
Order No.: CRCCP0008028
Tax Amount: $237.43USD
Other Costs: $0.00USD
Shipping Method: Best Way
FOB Code: Destination
Terms of Payment: Net 30 Days
Additional Item Info:

| | |
|---|---|
| Total | $3,301.03USD |

**Status: Ordered**

| Approvals |
|---|
| No Approval Requests |

# eRequisition Comments

- COMMENT by Hiram T. Murphrey on Friday, October 23, 2009 at 11:44 AM
  Attn: Tony. Originally ordered on state contract but pursuit tires in this size have been discontinued by Goodyear according to Jeanne. Checked with Bridgestone/Firestone and they do not manufacturer either. Tires needed ASAP (Hiram T. Murphrey, Fri, 23 Oct, 2009)

CRAVEN
COMMUNITY COLLEGE
**Foundation**



April 9, 2013

Craven Community College Board of Trustees,

The Craven Community College Foundation Executive Committee met on March 5, 2013 and voted unanimously to recommend the following individuals to serve on the Foundation Board.

- Jeb Collier - director of communications - D. L. Blain & Co.
- Jeff Williams - CPA – McGladrey
- Mary Lou Infinito – community educator for United Hospice of Coastal Carolina

Subsequently, the full Foundation Board was queried and voted by email. All responding members, a majority, voted unanimously to approve the candidates. In accordance with the Foundation Bylaws, Foundation directors must be ratified by the Craven Community College Board of Trustees.

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

Best Regards,

Jennifer Dacey, President
CCC Foundation

Judy Eurich, Director of Marketing, Communications and Development Liaison

ENC

**www.cravencc.edu**

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

## Jeffrey G. Williams, CPA

Tax Partner
O 252.672.7645
F 252.637.5383
jeff.williams@mcgladrey.com

Jeff joined McGladrey in 1989, and was promoted to Partner in 2001. He is the tax partner in charge of McGladrey's New Bern, North Carolina location as well as the location lead partner for that office. His primary focus is serving the tax planning and tax compliance needs of closely-held businesses. Jeff has worked with many of the well-known manufacturing, construction, and retail businesses in North Carolina. He also focuses on estate and gift planning, bankruptcy planning and compliance, and IRS representation. Additionally, Jeff is the lead partner coordinating the provision of tax services to auto parts retailers throughout the United States. Jeff has been responsible for all aspects of client relationship management, including the coordination and delivery of multiple service lines, and has primary responsibility for managing relationships with clients' executive management team.

**Professional Affiliations**
American Institute of Certified Public Accountants
North Carolina Association of Certified Public Accountants

**Education**
Bachelor of Science degree in Accounting, East Carolina University. 1989.
Bachelor of Science degree in Business Administration, University of North Carolina at Greensboro, 1983.

## Jeb Collier

Director of Communications
O 252.633.0107
F 252.633.3917

Jeb Collier is director of communications at D. L. Blain & Co. He joined the company in October 2007 from Altrius Capital Management where he was chief innovation officer. Mr. Collier brings over 20 years of experience in the financial services industry.

After moving to New Bern in 2003, he held the position of financial specialist at Wachovia Bank. Prior to joining Wachovia, Mr. Collier spent nine years at the American Bankers Association in Washington, DC, and five years with MasterCard International in New York.

Jeb is president of the Board of Directors of the Craven Arts Council & Gallery. He also serves on the Executive Planning Committee for the 2013 New Bern Heart Ball. Mr. Collier holds a BA in Economics from George Washington University in Washington, DC. He and his wife, Roberta, live in New Bern.

(over please)

## Mary Lou Infinito

Community Educator for United Hospice of Coastal Carolina
O 252.633.4311

Mary Lou is the community educator for United Hospice of Coastal Carolina in New Bern and has held that position for the last two years. Mary Lou is currently part of the 2012 – 2013 Leadership Craven class and was honored as the "Volunteer of the Year for 2012" by the New Bern Chamber of Commerce.

She has a diversified career in health care that started with her receiving her nursing degree from her local community college, the County College of Morris in New Jersey. She has held a number of positions including oncology nurse; CPR educator and trainer; blood bank manager; and pharmaceutical representative.

For fun, Mary Lou enjoys every aspect of live theatre – back stage, in the seats and on the stage doing stand-up comedy. She and her husband ,Vincent, also share the joys of 17 grandchildren and 10 nieces and nephews.