REVISED AGENDA

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES WINTER MEETING
FEBRUARY 21, 2014 at 1:30 P.M.
CAROLINA COLOURS

I.	Call to Order	*Bill Naumann, Chair*
II.	Roll Call	*Catherine Chew, Secretary*
	A. Conflict of Interest Declaration	*Bill Naumann, Chair*
	B. Public Comment	
III.	Consent Agenda *(motion)*	*Bill Naumann, Chair*
	A. Approval of Board of Trustee Minutes (October 15, 2013)	
	B. Approval of Committee Minutes & Recommendations	
IV.	New Business and Discussion Items	
	A. *Walk-in*: Foundation Director Emeritus Policy *(motion)*	*Bill Naumann, Chair*
	B. North Carolina Community Foundation Resolution *(motion)*	*Bill Naumann, Chair*
	C. Foundation Board Member Nomination *(motion)*	*Bill Naumann, Chair*
	1. Stephanie Duncan	
	D. Direct Student Loan Program *(info)*	*Page Jones-Varnell*
V.	Reports	
	A. President	
	B. Attorney	
	C. Board Chair	
VI.	Adjournment	

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

BOARD OF TRUSTEES MEETINGS AND CONFERENCES

• Tuesday, February 25, 2014 3:00 p.m. – 5:00 p.m.	Shared Learning Session – Liberal Arts and University Transfer
• Tuesday, March 25, 2014 9:00 a.m. – 11:00 a.m.	Shared Learning Session – Student & Learning Support Services
• April 9 – 11, 2014	NCACCT Law/Legislative Seminar – Raleigh, N.C. (New Trustee Orientation, Reappointed Trustee Training and Ethics Training Will Be Offered)
• April 25, 2014	Craven Community College Convocation
• Tuesday, April 29, 2014 3:00 p.m. – 5:00 p.m.	Shared Learning Session – Havelock-Cherry Point Campus
• May 17, 2014	Craven Community College Commencement

Amended Meeting Notice

NOTICE OF THE WINTER MEETING OF THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE

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

Board of Trustees Meeting:

The regular Winter Meeting of the Craven Community College Board of Trustees is rescheduled to take place in the afternoon of Friday, February 21, 2014, at 2:00 p.m. at the Carolina Colours Pavilion. The Winter Retreat will also take placed on February 21, 2014 prior to the Winter Meeting at the same location. The retreat is for planning purposes and no official business will take place during this session.

This Notice is published on February 17, 2014, pursuant to directions by the Chair of the Board of Trustees.

Date posted: February 17, 2014
Place posted: Ward Boardroom, Brock Administration 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 10, 2014, at 4:00 p.m.; and

- The Personnel Committee will meet on:
  Monday, March 10, 2014, at 5:00 p.m.; and

- The Facilities Committee will meet on:
  Monday, March 17, 2014, at 4:00 p.m.; and

- The Academic & Student Affairs Committee will meet on:
  Monday, March 17, 2014, at 5:00 p.m.

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

Board of Trustee Meeting:

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

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

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

Date posted: March 1, 2014
Place posted: Ward Boardroom, Brock Administration Building

Section II

BOARD OF TRUSTEES

ROLL CALL

February 21, 2014

Mr. Gary Baldree

Judge Ken Crow

Mr. Ronald Knight

Ms. Rosanne Leahy

Judge Peter Mack Jr.

Mrs. Carol Mattocks

Ms. Allison Morris

Mr. Bill Naumann

Mr. Kevin Roberts

Mayor Chuck Tyson

Ms. Earline Sills Williams

Mrs. Brenda Wilson

Agenda Review/Conflict of Interest Declarations

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

Section III

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Fall Meeting
October 15, 2013

I. The Craven Community College Board of Trustees held its fall meeting on Tuesday, October 15, 2013 in the Ward Boardroom of the Brock Building on the New Bern Campus with Mr. Bill Naumann, Chair, presiding. The business meeting was called to order at 7:00 p.m.

II. Dr. Catherine Chew called the roll.
Members present: Mr. Gary Baldree, Judge Ken Crow, Mr. Ronald Knight, Mrs. Rosanne Leahy, ~~Judge Peter Mack Jr.~~, Mrs. Carol Mattocks, Mrs. Allison Morris, Mr. Bill Naumann, Mr. Steven Perry, Mr. Kevin Roberts, Mayor Chuck Tyson, ~~Ms. Earline Sills Williams~~ and Mrs. Brenda Wilson. Dr. Chew declared a quorum present for the meeting.
Others present: Dr. Catherine Chew, President; Ms. Joanne Payne, Executive Assistant to the President and Board of Trustees; Dr. Daryl Minus, EVP; Dr. Layne Harpine, VP, Havelock-Cherry Point Campus/Military Affairs/Workforce Development; Mrs. Page Varnell, VP, Administrative Services; Ms. Judy Eurich, Executive Director for Institutional Advancement; Ms. Quincy Lieske, Faculty Council Chair; Mr. David Ward, Attorney, Ward & Smith; Ms. Terri W. Sharp, Clerk of Superior Court.

A. Agenda Review/Conflict of Interest Declaration read by Chair Bill Naumann. No conflicts noted by members.
B. Ms. Terri Sharp administered the Oath of Office to Trustees Rosanne Leahy, Allison Morris, Chuck Tyson and Ron Knight.
C. Mr. Naumann recognized the long and exemplary service of Mr. Dan Pritchett and Mr. Earl Wright, whose terms expired. He also recognized Mrs. Carol Mattocks for her service as Chair of the Board of Trustees for the past two years.

III. Consent Agenda

A. Mr. Naumann called for a motion to approve the Minutes of the July 16, 2013 Board of Trustees meeting. Motion: Kevin Roberts Second: Allison Morris Motion passed unanimously. Kevin Roberts addressed the Board regarding the letter of support from the CCC Board of Trustees endorsing the initiative to name the 43 Connector for Mr. Raines. This initiative was passed at the July Board of Trustees meeting. Mr. Roberts stated that there are still some questions about the resolution and he will report back to the Board once the resolution is complete.
B. Approval of Committee Minutes & Recommendations- Brenda Wilson noted that Earline Sills Williams's name was misspelled in the Academic & Student Affairs Minutes for Monday, September 23, 2013. Mr. Naumann called for a motion to approve the Committee Minutes as amended. Motion: Gary Baldree Second: Carol Mattocks Motion passed unanimously.

IV. New Business and Discussion Items

A. Foundation Board Member Nomination – Mr. Naumann called for a motion to approve the nomination of Ricardo H. Correia J.D. to the CCC Foundation Board of Directors. Motion: Judge Ken Crow Second: Kevin Roberts Motion passed unanimously.

B. Public Radio East Board Member Nominations: Mr. Naumann called for a motion to approve the nomination of Mr. Charles Cushman and Mrs. Carol Irons to the Public Radio East Board of Directors. Motion: Carol Mattocks Second: Kevin Roberts Motion passed unanimously.

C. ACCT Seattle Conference Update – Brenda Wilson gave a thorough presentation about the events and sessions that she attended at the conference. She was very impressed with the programs and learned a lot. Kevin Roberts also gave an overview of the programs he attended at the conference.

V. Institutional Advancement Presentation – Judy Eurich gave a presentation on the various components of the Institutional Advancement Department. She presented organizational charts, marketing and communications plans for 2013-2014 and summarized the mission of the College Foundation and the results of the recent Campus Campaign. The presentation was well received by the Board and Carol Mattocks requested a copy of the presentation. Judy will send a copy to the members of the Board.

VI. Reports

A. President – Dr. Chew gave updates on the various groups that have been hosted by the College: ECU's Center of Innovation & Workforce Development; and Leadership Craven. Dr. Chew presented at the Eastern Region's Chamber of Commerce meeting in Kinston. She also gave a summary report on how CCC is engaging with high schools during the fall semester noting that we have the largest enrollment of graduating high school students entering Craven Community College; an average of 25% from surrounding school districts.

B. Student Trustee – SGA President Steven Perry reported on the activities of the Student Government Association. He noted that there have been some challenges associated with getting students involved with the SGA at Craven. They are reaching out to new students with scheduled open forums and a suggestion box and a Facebook page. They are also hoping to engage with the Havelock campus. Gary Baldree asked what funding the SGA receives from the College. Steven replied that he was not sure how much they received. Mr. Baldree requested that Steven report back to the Board when he has a budget.

C. Faculty Council – Ms. Quincy Lieske, Faculty Council Chair, gave a summary of the Charter and Terms of Reference for the newly formed CCC Faculty Council along with how the Council is structured. She also reported on the initiatives for the Council in 2013-2014 and summarized the CCC Faculty Council Executive Team and Delegates for 2013-2014.

D. Attorney David Ward had no report.

E. Board Chair – Bill Naumann urged Trustees to contribute to the Campus Campaign and to participate in the Community Fabric Awards. He informed the Trustees that there will be an ACCT Legislative Summit in Washington, D.C. in February if anyone is interested in attending. Bill Naumann distributed an article titled *Three Principles of Trustee Leadership*. He also summarized the importance of attending committee meetings and maintaining an active role on the Board of Trustees. Bill Naumann reviewed the three goals of the Board of Trustees.

VII. Closed Session {1143-318.11(1)(6)} Mr. Naumann called for a motion to enter into a closed session. Motion: Chuck Tyson Second: Carol Mattocks Motion passed unanimously.

Following the Closed Session and returning to the Open Session, the Trustees reassembled and invited in the public. The President returned to the meeting and no other persons were present. A motion was made by Trustee Tyson and seconded by Trustee Knight to approve the New Employment Agreement -- 2013 between the Board of Trustees of Craven Community College and Catherine Chew, as President. The vote was unanimous.

VIII. Adjournment -- A motion was made, seconded, and was unanimously approved to adjourn the meeting, and the Chair adjourned the meeting.

Respectfully submitted:

______________________________	October 15, 2013
Bill Naumann, Chair	Date
______________________________	October 15, 2013
Catherine Chew, Secretary	Date

AGENDA

Finance Committee
Craven Community College
Ward Boardroom, Brock Building
December 2, 2013, 4:00 P.M.

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

Others: *Dr. Catherine Chew, President*
Mrs. Page Jones-Varnell, Vice President for Administrative Services
Dr. Daryl Minus, EVP of Learning and Student Success
Ms. Joanne Payne, Recorder

I.	Call to Order	Brenda Wilson
II.	Members Present	Brenda Wilson
III.	Student Activity Budget 2013-14	Dr. Daryl Minus
IV.	Financial Reports	Page Jones-Varnell

A. Year-to-date Budget Comparison Reports-State, County & Institutional (July 1, 2013-November 15, 2013) *(motion)*
B. Write-Offs and Uncollectible Accounts *(motion)*
C. Cash Balances *(info)*

IV.	Student Accident Insurance Fee Update	Page Jones-Varnell
V.	Direct Loan Program	Page Jones-Varnell
VI.	Adjourn	Brenda Wilson

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

FINANCE COMMITTEE
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
December 2, 4:03 P.M.

I. In the absence of Finance Chair Roberts, Ms. Brenda Wilson called the meeting to order at 4:00 pm.

II. Members Present: Mr. Bill Naumann, Judge Ken Crow, Mr. Chuck Tyson, Ms. Brenda Wilson, Mr. Gary Baldree, ~~Mr. Kevin Roberts~~
Others Present: Dr. Catherine Chew, Ms. Joanne Payne, Mrs. Page Jones-Varnell and Dr. Daryl Minus

III. Student Activity Budget 2013-14 -- Dr. Minus reviewed each line item in the Student Activity Budget. Mr. Baldree requested that actual expenses be reported at the end of the year. Ms. Varnell stated that projected expenses as well as actual expenses can be reported at each Finance Committee meeting beginning with the March, 2014 meeting.

IV. Financial Reports

A State, County and Institutional Budget Comparison Report – Page Varnell gave an overview of the State, County and Institutional budgets. STATE: Ms. Varnell indicated that we are 37 percent into the fiscal year and have spent 27 percent of the budget. Jennifer Haygood from the System Office has warned that there is an 80 percent chance there will be a reversion of State funds. We will know this month whether there will actually be a reversion. There is also an increase in our State funds over what it was at the last Finance Committee meeting. This increase comes from several sources: a CIT (Customized Industry Training) project through Workforce Development, a North Carolina Back to Work allocation, and a longevity allocation for employees who have ten years or more of service. This has resulted in an additional $340,000 in our budget over what it was at the last committee meeting. COUNTY: This month CCC employees will receive a supplement provided by the County totaling approximately $199,000. This expense will be reflected in the next Budget Comparison Report. INSTITUTIONAL: Page Varnell addressed the negative balances for several of the grants and explained that the negative balances are the result of timing based on the report because we have to request the funds back or we request them in advance depending on which grant it is and where we are in the time period. Mr. Baldree requested that the Harold Bate Foundation be broken out into a separate line item from the broader Foundation Grants. Ms. Varnell said that she will list it separately in future reports. Ms. Wilson called for a motion to approve the State, County and Institutional Budget Comparison Report. Mayor. Chuck Tyson motioned. Mr. Bill Naumann seconded. Motion passed unanimously.

B. Write-Offs and Uncollectible Accounts – Ms. Varnell reviewed this report and discussion ensued regarding the high amount of uncollectible accounts and the reasons for the high amounts. There was also discussion about methods of collection and timelines for collection. Ms. Wilson called for a motion to accept the Write-Offs and Uncollectible Accounts report. Mr. Naumann motioned. Mayor Chuck Tyson seconded. Motion passed unanimously.

C. Cash Balances – Ms. Varnell reviewed the Report of Cash Balances as of November 27, 2013. The total cash balance (local and special funds) is $5,625,887.64.

D. Student Accident Insurance Fee Update – Ms. Varnell presented the opinion from Ward and Smith regarding governmental immunity. The attorneys concluded that the College does not risk waiving any governmental immunity protections by requiring students to purchase insurance under the Student Accident Policy. Mr. Naumann called for a motion to accept the implementation of the student accident insurance fee of $1.40 per student. Chuck Tyson seconded. Motion passed unanimously. Judge Crow asked Ms. Varnell to send him a copy of the insurance policy so that he could assess what coverage the $1.40 fee will buy.

V. Direct Loan Program -- Ms. Varnell stated that out of the 58 community colleges in the State, only 20 of those colleges are planning to offer direct loans next year because of the default rate. This year the College has approximately 400 students with direct loans. These students would still be eligible for student loans, but not from our institution. Our most recent default rate is 13.8 percent. The new rate will not be released until February of 2014. There was discussion about student loan debt and the possibility of student loan defaults surpassing those of the recent housing market. It is advisable to cut our losses now rather than see default rates of over 30 percent in the future. CCC financial aid staff will educate those 400 students as to what is getting ready to happen so they can plan accordingly. Mr. Naumann requested that Ms. Varnell bring this subject to the attention of the full Board of Trustees at the January, 2014 Board of Trustees meeting. Judge Crow asked Ms. Varnell to prepare a worst case scenario of the cascading effect of losing students who can no longer get a direct loan and how it will affect our budget overall.

Adjourn-The meeting adjourned at 5:12 p.m.

CRAVEN
COMMUNITY COLLEGE

2013-2014 Campus Life & Student Engagement Events/Activities (Projected Revenue From Student Activity Fees: $174,019)	**Projected Expenses**
SGA (4) and Ambassadors (10) tuition and books	**$34,800**
CCC SGA & Ambassadors (apparel)	**$1,268**
Promotional Items (pens, bags, etc.)	**$5,500**
Photo ID Cards/Equipment/Supplies	**$2,000**
Craven Panther Baseball (annual stipend)	**$6,700**
CCC Student Club/Organization Allocations	**$2,750**
Study Abroad Allocation (Travel for Students)	**$12,500**
Key Campus Life & Student Engagement Events: **MLK/Black History Month** ($3,000) **CCC Founders Day** ($12,000) **Graduation** ($10,000) **Valentines Celebration** ($1,000) **Turkey Bowl & Christmas Function** ($2,000) **FYE Excursion** ($500) **Welcome Week** ($5,100) **Veterans Celebration** ($1,000)	**$35,513**
Scholarships: PTK Student Travel (Regional and International Convention)	**$6,000**
N4CSGA Spring Conferences (SGA) and membership fee	**$3,300**
Spring High School Luncheon	**$2,000**
Salary (Campus Life & Student Engagement Coordinator and Assistant)	**$20,358**
Total Projected Expenses for 2013-2014 Academic Year	**$132,689**

Craven Community College
Budget Comparison Report
State Funds

FY 2013-2014 Budget Comparison as of November 15, 2013 37.5% of year	President's Office/Foundation/Marketing				VP of Administrative Services				EVP of Academic Affairs/VP of Student Services				VP-HV/MA/WD			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative																
Salaries & Benefits	691,275	202,414	488,861	29%	2,037,383	592,706	1,444,677	29%	2,480,299	753,616	1,726,683	30%	1,492,970	474,103	1,018,867	32%
519 Contracted Services	11,539	2,466	9,073	21%	74,791	8,311	66,480	11%	140,241	31,402	108,839	22%	8,176	3,350	4,826	41%
523 Instructional Supplies			-		-	-	-		-	-	-		-	-	-	
525 Motor Vehicle Supplies			-				-				-				-	
526 Office Supplies	5,406	277	5,129	5%	40,569	8,049	32,520	20%	18,084	8,307	9,777	46%	5,754	1,611	4,143	28%
527 Other Supplies	710	204	506	29%	62,510	12,031	50,479	19%	11,586	1,350	10,236	12%	3,811	917	2,894	24%
528 Audio-Visual Supplies			-				-				-				-	
531 Staff Development	25,304	14,131	11,173	56%	43,256	12,471	30,785	29%	28,893	4,684	24,209	16%	44,499	14,319	30,180	32%
532 Communication/Postage			-		121,194	-	121,194	0%	100	9	91	9%	185	137	48	74%
534 Printing & Binding	50,000	994	49,006	2%					1,289	-	1,289	0%	1,507	-	1,507	0%
535 Repairs & Maintenance			-		110,725	37,022	73,703	33%	9,784	2,098	7,686	21%	649	649	-	100%
536 Freight					33	20	13	60%					27	27	0	99%
537 Advertising	75,000	12,389	62,611	17%	10,000	4,048	5,952	40%	3,020	-	3,020	0%	1,355	645	710	48%
538 Data Processing									-	-	-					
539 Other Current Services	3,788	3,438	350	91%	319,312	18,385	300,927	6%	33,614	4,341	29,273	13%	1,422	-	1,422	0%
541 Rental of Property	150	-	150	0%												
543 Lease/Rental Other Equipme			-		45,000	18,694	26,306	42%	-	-	-		16,053	5,234	10,819	33%
544 Data Processing Software			-		90,434	11,029	79,405	12%	7,211	-	7,211	0%	-	-	-	
546 Memberships & Dues	17,440	8,831	8,610	51%	11,830	7,052	4,778	60%	14,319	100	14,219	1%	1,690	1,390	300	82%
548 NEIT Admin													2,497	-	2,497	0%
55x Equipment					338,331	2,542	335,789	1%					5,495	5,495	0	
Total Administrative:	**880,612**	**245,143**	**635,469**	**28%**	**3,305,368**	**732,361**	**2,573,007**	**22%**	**2,748,440**	**805,908**	**1,942,532**	**29%**	**1,586,090**	**507,876**	**1,078,214**	**32%**
Instructional																
Salaries & Benefits					-	-	-		6,428,826	1,843,367	4,585,459	29%	1,772,319	501,055	1,271,264	28%
519 Contracted Services							-		52,729	1,041	51,688	2%	82,548	25,494	57,054	31%
523 Instructional Supplies					175,572	-	175,572	0%	150,281	18,065	132,216	12%	88,821	5,196	83,625	6%
524 Repair Supplies									-	-	-				-	
525 Motor Vehicle Supplies									836	355	481	43%			-	
526 Office Supplies							-		90	-	90	0%	-	-	-	
527 Other Supplies					-	-	-		16,777	3,566	13,211	21%	6,145	221	5,924	4%
528 Audio-Visual Supplies							-		95	-	95	0%			-	
531 Staff Development							-		73,106	15,210	57,896	21%	11,140	2,375	8,765	21%
532 Communication							-		-	-	-		-	-	-	
534 Printing & Binding							-		2,500	-	2,500	0%	-	-	-	
535 Repairs & Maintenance							-		37,125	20,878	16,247	56%	-	-	-	
536 Freight									111	64	47	58%			-	
537 Advertising							-		-	-	-		7,822	400	7,422	5%
539 Other Current Services					-	-	-		11,647	6,314	5,333	54%	15,472	36	15,436	0%
541 Rental of Property							-		2,500	2,500	-	100%				
543 Lease/Rental Other Equipme							-		510	165	345					
544 Data Processing Software							-		10,084	999	9,085	10%				
546 Memberships/Accredita & Dues							-		25,513	11,828	13,685	46%				
55x Equipment					-	-	-		291,597	12,479	279,118	4%	169,821	-	169,821	0%
Total Instructional:	-	-	-		**175,572**	-	**175,572**	**0%**	**7,104,327**	**1,936,830**	**5,167,497**	**27%**	**2,154,088**	**534,778**	**1,619,310**	**25%**
Total Admin & Instructional:	**880,612**	**245,143**	**635,469**	**28%**	**3,480,940**	**732,361**	**2,748,579**	**21%**	**9,852,767**	**2,742,738**	**7,110,029**	**28%**	**3,740,178**	**1,042,654**	**2,697,524**	**28%**

	Budget	Expenses	Remain Bal	% Spent
College Totals	**17,954,497**	**4,762,896**	**13,191,601**	**27%**

FY 2014 Budget Comparison
County Funds
as of Nov 15, 2013
37.5% of year

FY 2014 Budget Comparison November 15, 2013 37.5% 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	334,732	12,948	321,784	4%	837,674	265,294	572,380	32%	157,313	51,791	105,522	33%				
Hourly Salaries			-						88,909	28,271	60,638	32%				
519 Contracted Serv (Legal)	65,000	13,963	51,037	21%			-				-					
519 Contracted Serv (Security Srvs.)			-						52,300	19,455	32,845	37%				
519 Contracted Serv (Janitor)					59,800	20,333	39,467	34%								
519 Contracted Serv (Waste removal)					12,300	3,731	8,569	30%								
519 Contracted Serv (Pest control)					3,800	1,200	2,600	32%								
519 Contracted Serv (Lawns/Grounds)					25,500	6,525	18,975	26%								
519 Contracted Serv (Misc Services)	3,335	-	3,335	0%	51,500	24,437	27,063	47%								
521 Custodial Supplies					46,500	7,084	39,416	15%	3,200	155	3,045	5%				
522 Maintenance Supplies					54,100	24,690	29,410	46%			-					
523 Instructional Supplies			-								-					
524 Repair Supplies					16,600	1,129	15,471	7%			-					
525 Motor Vehicle Supplies	950	426	524	45%	13,200	3,522	9,678	27%	2,675	47	2,628	2%				
526 Office Supplies	442	-	442	0%	4,400	2,116	2,284	48%	1,050	-	1,050	0%				
527 Other Supplies	304	-	304	0%	14,338	8,208	6,130	57%	2,500	153	2,348	6%				
528 Audio-Visual Supplies			-								-					
531 Staff Development	735	-	735	0%	6,031	265	5,766	4%	-		-					
532 Communication	3,139	435	2,704	14%	108,120	25,108	83,012	23%	-	-	-					
533 Utilities					939,750	397,735	542,015	42%			-					
534 Printing & Binding			-								-					
535 Repairs & Maintenance	56,751	481	56,270	1%	295,265	48,305	246,960	16%	9,500	269	9,231	3%				
536 Freight	30	-	30	0%												
537 Advertising			-								-					
539 Other Current Services	13,035	448	12,587	3%	3,550	-	3,550	0%	200	-	200	0%				
541 Rental of Property	2,000	-	2,000	0%	-	-	-				-					
543 Lease/Rental Other Equipme			-													
544 Data Processing Software			-		4,100	-	4,100	0%								
545 General Admini (Insurance)	160,302	123,903	36,400	77%												
546 Memberships & Dues					200	25	175	13%								
55X Equipment													425,000	-	425,000	0%
							-									
Totals	640,755	152,603	488,152	24%	2,496,728	839,707	1,657,021	34%	317,647	100,141	217,506	32%	425,000	-	425,000	0%

College Totals	Budget	Expenses	Remain Bal	% Spent
Regular Operating	3,455,130	1,092,451	2,362,679	32%
Capital Outlay	425,000	-	425,000	0%

Craven Community College
Institutional Funds Budget
For the period July 1, 2013 through November 15, 2013

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT		REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	210.00	(210.00)			210.00	8,071.62
01	122 Unemployment Reserve	16.00	-	16.00	0.00%		7.50	5,085.01
01	133 Discretionary	27,664.00	16,779.93	10,884.07	60.66%		43,783.13	34,411.41
01	134 Unrestricted Overhead Receipts	3,278.00	-	3,278.00	0.00%		593.48	969.62
01	136 Foundation	184,450.00	50,535.62	133,914.38	27.40%		66,791.34	98,855.45
01	137 Financial Aid Matching	1,000.00	435.11	564.89	43.51%		1,000.47	595.05
01	221 Applied Music	755.00	-	755.00	0.00%		1,077.54	3,912.21
01	227 Extra Curricular Activities	27,342.00	17,920.67	9,421.33	65.54%		3,073.46	10,056.95
01	250 Curriculum-Self Supporting	537,839.00	161,863.47	375,975.53	30.10%		44,981.74	361,218.95
01	312 Fire College	4,586.00	3,496.40	1,089.60	76.24%		4,566.38	23,249.15
01	340 WFD-Self Supporting	405,914.00	84,870.58	321,043.42	20.91%		84,483.13	600,136.34
01	411 Learning Resource Center	1,849.00	-	1,849.00	0.00%		918.97	16,614.65
01	460 Customized Industry Training Support	20,986.00	8,517.65	12,468.35	40.59%		11,060.06	19,653.06
01	461 Small Business Support Fund	120.00	60.00	60.00	50.00%		0.33	198.91
02	131 College Work Study	60,640.00	19,840.13	40,799.87	32.72%		19,840.13	-
02	134 Restricted Overhead Receipts	13,506.00	1,034.00	12,472.00	7.66%		2,971.54	169,624.34
02	138 Returned Check Fee Fund	1,647.00	7.12	1,639.88	0.43%		102.27	14,591.03
02	139 Foundation Grants	108,000.00	51,530.00	56,470.00	47.71%		58,000.00	6,470.00
02	220 NCSU Engineering	25,000.00	9,633.04	15,366.96	38.53%		-	2,650.97
02	227 ENCORE	12,026.00	7,700.69	4,325.31	64.03%		12,003.82	4,333.21
02	228 Grants -NSF	211,959.00	32,757.13	179,201.87	15.45%		29,920.87	(5,365.40)
02	229 NCAMA Grant	464,254.00	132,807.78	331,446.22	28.61%		330,090.35	178,413.70
02	291 Specifc Fees - Lab/DE/ASC	277,585.00	104,049.56	173,535.44	37.48%		133,293.61	630,626.18
02	292 System-Wide Fees-Computer Tech	363,672.00	31,959.10	331,712.90	8.79%		47,065.65	578,105.67
02	293 Patron Fees	37,898.00	18,060.45	19,837.55	47.66%		14,166.01	163,101.78
02	314 Grants - Workforce Development		1,030.18	(1,030.18)			1,011.00	2,068.39
02	392 System-Wide Fees - Con Ed Computer	590.00	-	590.00	0.00%		26.89	11,361.43
02	521 C-Step Grant	10,000.00	1,043.68	8,956.32	10.44%		-	(1,043.68)
02	531 Professional Liability Ins	7,288.00	7,288.00	-	100.00%		4,090.22	3,331.19
02	532 Student Insurance	107.00	68.00	39.00	63.55%		76.48	338.68
02	533 Transcript Fees	35,684.00	16,302.19	19,381.81	45.68%		11,257.94	77,754.78
02	534 TRIO Grant	248,161.00	44,649.73	203,511.27	17.99%		33,490.88	(22,188.27)
02	790 Orringer Hall Fund	1,552.00	649.12	902.88	41.82%		495.36	13,461.70
02	791 Public Radio East	934,010.00	417,071.46	516,938.54	44.65%		327,539.90	82,852.99
02	795 Career Fair	2,301.00	-	2,301.00	0.00%		0.78	534.96
02	796 Testing Centers	12,906.00	-	12,906.00	0.00%		3,897.34	26,444.68
02	797 Public Radio East Foundati	680,620.00	226,501.33	454,118.67	33.28%		230,781.79	264,969.79

Craven Community College
Institutional Funds Budget
For the period July 1, 2013 through November 15, 2013

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT		REVENUES YEAR TO DATE	FUND BALANCE
02	823 SEOG	96,485.00	49,770.00	46,715.00	51.58%		49,770.00	-
02	824 Pell	6,550,000.00	3,001,216.73	3,548,783.27	45.82%		2,862,764.10	(138,452.63)
02	830 NCCC Targeted Financial As	7,475.00	770.00	6,705.00	10.30%		7,475.00	6,705.00
02	831 Golden Leaf Scholars	11,846.00	4,007.00	7,839.00	33.83%		5,012.85	1,018.55
02	833 NCCG	130,000.00	81,099.00	48,901.00	62.38%		81,637.00	2,295.83
02	834 Teacher Assistant Sch Fund	19,550.00	5,603.00	13,947.00	28.66%		1,000.00	(4,603.00)
02	835 State Aid Scholarships	143,103.00	84,298.00	58,805.00	58.91%		84,335.00	743.02
02	840 General Scholarships	152,516.00	52,923.58	99,592.42	34.70%		105,019.62	216,641.77
02	841 Endowment Scholarships	126,724.00	58,000.97	68,723.03	45.77%		56,581.16	4,832.53
05	710 Clearwire Distribution	2,950.00	750.00	2,200.00	25.42%		1,231.27	14,787.50
05	720 Bookstore	176,987.00	173,838.97	3,148.03	98.22%		81,467.11	611,104.70
05	730 Food Service	26,014.00	26,014.00	-	100.00%		8,537.14	(17,426.86)
05	740 Campus Access	67,655.00	29,676.64	37,978.36	43.86%		29,397.65	202,107.31
05	770 Student Activity Funds	174,019.00	50,915.31	123,103.69	29.26%		88,507.72	112,437.63
06	810 J. Wrenn Emergency Loan Fu	241.00		241.00	0.00%		1,151.41	43,091.38
07	910 Buildings & Grounds	645,105.00	231,015.81	414,089.19	35.81%		100,123.89	607,005.01
08	792 Public Radio East Endowment			-			77.66	52,601.92
08	850 Endowments	126,724.00	58,385.31	68,338.69	46.07%		148,985.92	1,848,523.62
	Reporting Fund Balance Only							
	Minimal Activity Expected 2013-14							
02	313 Weyerhauser Scholarship - Con Ed						3.70	2,512.95
02	324 General Ed - GED Testing						0.37	253.40
02	355 Golden Leaf Grant - Robotics							(1,616.57)
02	793 CISCO Networking Academy						0.19	135.43
02	794 Red Hat Academy						2.91	1,969.89
07	901 Repairs & Renovations							-
07	911 Institute for Aeronautical						119.27	80,791.08
07	915 Info/Tech Building							46.63
	Total	13,182,599.00	5,376,956.44	7,805,642.56	41%		5,235,871.30	7,032,972.59

REQUEST FOR APPROVAL
WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

January 2013 Board Meeting

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

Name	Term	INTUI Tuition/ Registration	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	LABFA Lab Fee	FA Overage	LABFH Lab fee	LABFB Lab fee	Total
Rashad Abdullah	2012SP	189.15	11.38	5.69	3.56	126.34	12.00					348.12
Michael Balance	2012SP	277.60	16.70	8.35	5.21	182.29					36.53	526.68
Caitlin Bataille	2012SP	997.14	10.30	5.14	3.21					3.21		1,019.00
Tiffany Bee	2012SP	555.37	26.72	13.26	8.35	311.09	12.53					927.32
Heather Borrego	2012SP	449.29	4.63	2.32	1.46		12.31					470.00
Halston Bowen	2012SP	1,034.00	32.00	16.00	10.00	-	30.00	10.00				1,132.00
Benjamin Brinson	2012SP					26.73						26.73
Shaena Brown	2012SP	118.68	5.72	2.85	1.78	-	5.35					134.38
Van Cuthbertson	2012SP										5.00	5.00
Cole Dunlap	2012SP	131.66	10.56	5.28	3.30							150.80
Jeffery Geibel	2012SP	200.81	6.04	3.02	1.89		11.32					223.08
Latoya Grady	2012SP	380.09	17.42	8.71	5.44	112.01	8.17					531.84
Christopher Hicks	2012SP	116.37	8.00	3.99	2.50	102.91						233.77
Tereasa Hodges	2012SP	174.15	8.82	4.41	2.76	205.34	18.61					414.09
Reece Johnson	2012SP	199.48	8.00	3.99	2.50	-	11.25					225.22
Crystal Jones	2012SP	594.65	19.08	9.54	5.96		35.77					665.00
Monalie Jones	2012SP	16.62	8.00	4.00	2.50							31.12
Tammeeka Jones	2012SP					49.35						49.35
Saraye Keith	2012SP	450.58	16.68	8.34	5.21	385.44	7.82					874.07
Olita Lipford	2012SP	189.20	11.38	3.58	5.69	231.78	1.33					442.94
Bernard Lupton	2012SP	229.75	15.79	7.90	4.91	73.09	14.81					346.25
Keshia Manual	2012SP	49.87	8.00	4.00	2.50							64.37
Dale Martin	2012SP	565.25	27.20	13.60	8.50		25.50					640.05
Joseph Miller-Hall	2012sp				16.00							16.00
Melvin Morris	2012SP					174.06						174.06
Shereitta Myrick	2012SP	199.48	8.00	4.00	2.49	192.08						406.05
Lisa Ortiz	2012SP	399.00	32.00	16.00	10.00		30.00					487.00
Jason Parker	2012SP	199.50	16.00	8.00	5.00		15.00					243.50
Miguel Payton	2012SP	221.99	17.09	8.55	5.34	158.94	18.03					429.94
Roddrick Pugh	2012SP	258.24	7.77	3.88	2.43	161.28	10.92					444.52
Jeremiah Ramsey	2012SP					413.20						413.20
Michael Reynolds	2012SP	148.46	5.50	2.75	1.72		2.57					161.00
Brittany Schaidell	2012SP	49.87	8.00	4.00	2.50		3.75					68.12
Bryant Shipman	2012SP	93.23			6.51							99.74
Matthew Small	2012SP		19.00									19.00
Tatiana Sowell	2012SP	175.13	6.42	3.21	2.01		13.54					200.31
David Spain	2012SP	931.00	32.00	16.00	10.00	635.16	30.00					1,654.16
Pete Spencer	2012SP	139.44	9.59	4.79	3.00	36.21	4.49					197.52
Alex Sullivan	2012SP	132.50				608.21						740.71
Summer Swindell	2012SP	233.16	10.44	5.22	3.26	212.19		4.89				469.16
Keawannah White	2012SP	399.00	32.00	16.00	10.00		30.00					487.00
John Wiggins	2012SP	821.00	28.22	14.11	8.82	764.08						1,636.23
Dellmareon Williams	2012SP	218.67	8.77	4.38	2.74	286.22				2.74		523.52
Wondy Williford	2012SP					90.20						90.20
Ladonna Wilson	2012SP	631.20	32.00	16.00	10.00	457.16	45.00					1,191.36
Robert Young	2012SP	175.41	12.06	6.03	3.77	120.18	5.65					323.10
		12,345.89	557.28	289.38	170.30	6,115.54	415.72	14.89	-	5.95	41.53	19,956.58

(Requested by)

(Vice President for Administrative Services)

Total Collected	$	894.63
Debt Setoff	$	661.59
Total Fees Paid to collection agency		150.13
Net proceeds	$	1,406.09

YTD Write Offs	$ 45,825.62
Prior Year Write Offs July 2012-Jan 2013	$ 31,255.33

FA Issues	1,906.11
Sponsor Issues	2,431.56
Pending FA/Bookstore Chg Students aid r	10,422.00
Return 2 Title 4	2,355.00
Nelnet Payment Plan	1,059.30
Pending FA/Withdrew Aid removed	1,782.61
	$ 19,956.58

CRAVEN COMMUNITY COLLEGE

REPORT OF CASH BALANCES AS OF NOVEMBER 27, 2013

Local Funds		**$2,440,464.29**
Special Funds		**$3,185,423.35**
	Total	**$5,625,887.64**

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 November 27, 2013, the interest rate was 0.47060% as compared to the prior interest rate of 0.42881% for August 31, 2013.

WARD AND SMITH, P.A. JAMES W. NORMENT, Attorney at Law

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New Bern, NC 28563-0867

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November 14, 2013

MEMORANDUM

TO: Ms. Page Varnell

FROM: Jeremy M. Wilson
James W. Norment

COPY: Mr. David L. Ward

RE: Student Accident Insurance Policy
Our File 720659-00001

Craven Community College ("College") plans to require accident insurance coverage for degree-seeking students. The cost of coverage, expected to be $1.40 per student per semester, would be covered by a mandatory student fee. The College has identified an insurance policy available through Doug Sutton Insurance as its preferred choice. This policy ("Student Accident Policy") would provide up to $25,000 in coverage to students for injuries or death sustained while the insured student is participating in official College events. (For specific coverage details, the policy must be consulted.) This memorandum assumes that the College has determined that the new insurance policy is adequate and achieves the desired purpose. We are not providing legal advice on the suitability of the insurance policy itself. Instead, this memorandum focuses on the College's exposure to legal liability if the insurance comes into force.

Will the Student Accident Policy result in the waiver of any applicable governmental immunity protections?

The proposed insurance coverage does not waive the College's sovereign immunity. As creatures of the State, community colleges have sovereign immunity (often referred to interchangeably as "governmental immunity"). The doctrine applies when a state entity is sued for conduct associated with performance of its governmental functions. Absent some specific waiver, "the immunity provided by the doctrine is absolute and unqualified."

Only the General Assembly can effectuate a waiver of governmental immunity. There are various mechanisms by which the General Assembly has authorized a government entity—including a community college—to waive its immunity. Entering a contract, for instance, is deemed an implied consent to sue for any breach of that contract. Community colleges also fall under the State Tort Claims Act (N.C. Gen. Stat. § 143-291(a)), which waives a community college's immunity for negligence on the part of its officers, employees, or other agents up to a certain threshold. Chapter 115D of the General Statutes provide additional waivers when a community college purchases liability insurance. When a community college purchases liability insurance it expressly consents to be sued for any negligent acts falling under the policy up to the amount of the policy limit. Section 115D-24 codifies this principle:

> The board of trustees of any institution, by obtaining liability insurance as provided in G.S. 115D-53, is authorized to waive its governmental immunity from liability for the death or injury of person or for property damage caused by the negligence or tort of any agent or employee of the board of trustees when the agent or employee is acting within the scope of his authority or the course of his employment....Governmental immunity shall be deemed to have been waived by the act of obtaining liability insurance, but only to the extent that the board is indemnified for the negligence or torts of its agents and employees and only as to claims arising after the procurement of liability insurance and while such insurance is in force.

Section 115D-58.12 similarly regulates the type of liability insurance that may be purchased and the proceedings for any resulting lawsuit. Currently, the College does purchase liability insurance, and its exposure to liability is covered by that policy. But the Student Accident Policy is not part of the College's liability insurance coverage.

The College itself is not receiving any type of insurance coverage through the Student Accident Plan. The individual students are the "covered person[s]" pursuant to the terms of the Student Accident Policy.

Does the fact that the College plans to require coverage expose it to liability?

There is no identifiable authority stating that a community college's requirement that students purchase accident insurance constitutes waiver of any applicable governmental immunity protections. North Carolina law authorizes community colleges to charge tuition and fees as regulated by the State Board of Community Colleges, N.C. Gen. Stat. § 115D-39, and also provides broader authority to the board of trustees to make such rules and take such actions as are necessary to further the purpose of a given institution, see, e.g., N.C. Gen. Stat. § 115D(20)(7). Section 2D.0201 of Title 23 of the North Carolina Administrative Code provides specific authority for imposing a fee to cover the cost of student insurance.

And because the College is not securing coverage as an insured party—let alone any type of *liability* insurance—the Student Accident Policy does not fall under the purview of § 115D-24 or related authority. Without a specific statutory waiver, the College maintains its sovereign immunity protections, and the Student Accident Policy is not a waiver.

Are there any other types of liability associated with the Student Accident Policy?

The College is entering into a contractual relationship with Doug Sutton Insurance for it to provide the Student Accident Policy to specific students. Entering into a contract establishes a waiver of governmental immunity for any liability created by the contract itself. If a dispute arises with Doug Sutton Insurance regarding its contractual relationship with the College, there could be potential liability.

CONCLUSION

The College does not risk waiving any governmental immunity protections by requiring students to purchase insurance under the Student Accident Policy. The primary increased exposure results from contractual obligations between the College and Doug Sutton Insurance. The College is liable for the negligent acts of its employees and other agents under its own liability insurance coverage, but that is not new.

REVISED AGENDA

PERSONNEL COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
December 2, 2013, 5:00 P.M.

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

Others: *Dr. Catherine Chew, President*
Mrs. Page Jones-Varnell, Vice President for Administrative Services
Dr. Layne Harpine, Vice President of Havelock, Cherry Point Military Affairs, WFD
Ms. Joanne Payne, Recorder

I.	Call to Order	Brenda Wilson
II.	Members Present	Brenda Wilson
III.	Reports A. Quarterly Personnel Report B. Performance Appraisal Review C. 360 Administrative Evaluation	Page Jones-Varnell
IV.	Diversity Plan Update	Dr. Layne Harpine
V.	Closed Session {1143-318.11 (1) (6)}	
VI.	Adjournment	Brenda Wilson

Personnel Committee Charge

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

MINUTES

PERSONNEL COMMITTEE
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
December 2, 2013, 5:00 P.M.

I. Personnel Committee Chair Brenda Wilson called the meeting to order at 5:17 p.m.

II. Members Present: Ms. Brenda Wilson, Judge Ken Crow, Mr. Ronald Knight, Mrs. Rosanne Leahy, ~~Mr. Kevin Roberts (Committee Chair)~~, Mr. Bill Naumann (Board Chair)
Others Present: Dr. Catherine Chew, Ms. Joanne Payne, Mrs. Page Jones-Varnell, Dr. Layne Harpine

III. Reports-This item is for information only.
   A. The Quarterly Personnel Action Report for September 1, 2013 to November 30, 2013 was presented to the Committee by Mrs. Page Jones-Varnell. The committee members reviewed the report.
   B. Performance Appraisal Review – Mrs. Jones-Varnell informed the Committee members that a committee has met to determine what works well with the Performance Appraisal instrument and what needs to be improved. The points value tied to merit pay was very unpopular with the faculty and staff. Because merit pay is on hold, the points value for the appraisal system has been removed. The self-evaluation will now be attached to the appraisal and placed into the employee's personnel file.
   C. 360 Administrative Evaluation – Mrs. Jones-Varnell informed the Committee that Human Resources will be forming a committee to look into developing an instrument whereby supervisors will be evaluated by their employees. Once this development process is complete the document will be brought to the Personnel Committee as an FYI item.

IV. Diversity Plan Update – Dr. Layne Harpine gave a brief history of this initiative. Subcommittees have been formed in the following areas: 1) Workforce Development, 2) Academic and Workforce Curriculum and 3) Campus Life and Student Engagement. Work has begun in each of these areas in terms of promoting awareness of the diversity initiative. Unit managers will include diversity as an agenda discussion item at every unit meeting. A staff survey is being administered that talks about inclusion awareness. Updates on this initiative are being given at each President's Council meeting to ensure that a larger cross section of the College is informed about what is taking place. There was discussion as to when the plan would emerge from a "draft" to a working document. Dr. Chew stated that in January, 2014, we plan to take "draft" off of the document and develop an accurate timeline of items that need to be addressed with the focus on awareness. Trustee Knight agreed that sufficient time should be given to this project in order to roll it out effectively and to ensure sustainability of the initiative.

V. The Personnel Committee entered into closed session at 5:55 p.m.

Craven Community College Quarterly Personnel Report
September 1, 2013-November 30, 2013

New Hires	Position Title	Effective	Monthly/Annually
Jennifer Bumgarner	Academic Support Specialist-TRiO	9/3/2013	$3,334/$40,008
Courtney Gaylor	Admissions Specialist-I	9/16/2013	$2,767/$33,204
Deborah Kania	Director of Marketing, Communications & Development Liaison	9/16/2013	$4,834/$58,008
Donna Gibbs	Admissions Specialist-I	9/16/2013	$2,767/$33,204
James Ashburn	Automotive Systems Technology Faculty	9/23/2013	$4,445/$40,005
Jennifer Erlitz	Data Coordinator-WFD	10/1/2013	$2,586/$31,032
Kimberly Jones	Admissions Specialist-I	10/14/2013	$2,767/$33,204
Christine Jonas	Controller	11/1/2013	$4,815/$57,780
Brandy Lail	Academic Skills Center Coordinator (Full-Time Temporary)	11/4/2013	$2,600
Stephanie Proctor	Military Outreach Specialist (Full-Time Temporary)	11/12/2013	$2,697/$35,604
Gary Long	Electronics Engineering Technology Faculty (Full-Time Temporary)	11/15/2013	$3,889/$35,001
Lisa McIntosh	Physical Therapy Faculty (Full-Time Temporary)	11/21/2013	$4,445/$40,005

Reassignments/ Promotions	From	To	Effective	Reason/ Annual
Jennifer Bumgarner	Academic Support Specialist-TRiO	Director/TRIO	9/16/2013	Promotion $3,625/$43,500
Penny Cleland	Data Coordinator-WFD	Executive Assistant to the VP of Administrative Services	9/23/2013	Promotion $2,775/$33,300
Zomar Peter	Career/Transfer Center Coordinator	Executive Director of Enrollment & Retention	9/23/2013	Promotion $4,754/$57,048
Jennifer Erlitz	Administrative Assistant	Data Coordinator	10/1/2013	Promotion $2,586/$31,032
Crystal Smith	Health Information Technology Faculty	Chair Allied Health Programs	10/1/2013	Promotion $5,417/$65,004
Martin Guion	Executive Director of Safety, Sustainability & Auxiliary Services	Project Administrator	11/1/2013	Re-assignment no salary change

Resignations/ Terminations/Retirements	Position	Effective	Reason
Larhonda Johnson-Horton	Director, TRiO	8/30/2013	Resignation
Donna Gibbs	Admissions Specialist-I	9/23/2013	Resignation
Jason Whited	Instructional Designer	10/31/2013	Resignation
Surrie McNeill	Nursing Faculty	11/08/2013	Resignation
Kathy Swecker	Military Outreach Specialist	11/20/2013	Resignation
Melanie Truett	PTA Faculty	11/20/2013	Termination

REVISED AGENDA

FACILITIES COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
December 9, 2013 at 4:00 P.M.

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

Others: *Dr. Catherine Chew, President*
Mrs. Page Jones-Varnell, Vice President for Administrative Services
Ms. Joanne Payne, Recorder

I.	Call to Order	Gary Baldree, Chair
II.	Members Present	Gary Baldree, Chair
III.	Facilities Projects Update	Page Jones-Varnell
IV.	Facilities Usage Quarterly Report *(info)*	Page Jones-Varnell
IV.	Department of Labor Visit Update	Page Jones-Varnell
V.	IT Policies *(motion)*	Page Jones-Varnell
VI.	Foundation Retreat and Feedback on Master Plan Priorities	Dr. Catherine Chew
VII.	Adjournment	Gary Baldree, Chair

Facilities Committee Charge

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

MINUTES

FACILITIES COMMITTEE
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
December 9, 2013, 4:00 P.M.

I. Committee Chair Baldree called the meeting to order at 4:00 p.m.

II. Members Present: Mr. Gary Baldree, Mr. Ronald Knight, Mrs. Carol Mattocks, Mr. Chuck Tyson, Ms. Earline Sills Williams and Mr. Bill Naumann, Board Chair
Others Present: Dr. Catherine Chew, Ms. Joanne Payne, Mrs. Page Jones-Varnell, Ms. Monica Minus

III. Facilities Project Update - Page Jones-Varnell reported on facilities projects. The Margaret Stancil rose Garden was dedicated in November. Work is continuing on the Student Quad area. The stairs at the entrance to the Brock building will be finished by June 30, 2014. The Congleton sculptures will all be placed on campus by the end of December. Page Jones-Varnell summarized other projects for winter and spring to include the chiller in Barker, the air handlers in Brock and the piping in the Student Center. Ms. Jones-Varnell also gave an update on the keyless entry installation.

IV. Facilities Usage Quarterly Report – Page Jones-Varnell reviewed the usage of the CCC facilities for the second quarter of the fiscal year.

V. Department of Labor Visit Update – Page Jones-Varnell summarized the report from the February, 2013 Department of Labor visit. There were 18 violations in the Health area and 40 violations in the Safety Area. All violations were corrected within a given time frame. We are working to increase faculty and staff awareness of procedures in these areas. It is not just a Facilities responsibility. Safety briefs will will be given on a regular basis. February is Clean-Up month. Each Friday in February the faculty and staff will work together to clean up and purge their offices and the overall campus.

VI. IT Policies – Ms. Jones-Varnell reviewed the Payment Card Industry Data Security Standards (PCI DSS), a set of comprehensive requirements for enhancing payment account data security. These standards ensure that anyone that the College does business with electronically are PCI compliant. The policy language that was drafted complies with PCI standards and was sent to Ward and Smith for review and approval. Mr. Baldree called for a motion to approve the PCI DSS Compliance Policy. Mrs. Mattocks motioned. Mr. Tyson seconded. Motion passed unanimously. Mr. Tyson requested that at the next Facilities Committee meeting Mrs. Jones-Varnell report on the amount of tuition/fees that are generated through credit cards and the fees that are associated with this credit card usage.

VII. Foundation Retreat and Feedback on Master Plan Priorities – Dr. Catherine Chew reported on the recent CCC Foundation Board retreat. The Foundation requested a 'wish list" in terms of current facilities projects. Dr. Chew presented an update on the 2008 Master Facility Plan with three identified projects: the First Stop, the STEM building and the Community Life Building. Additional projects mentioned included the 21st Century Library and a fitness trail. She also presented ideas on creating an endowment for an executive-in-residence program, an artist-in-residence program and support for a one-semester sabbatical opportunity for faculty. The Foundation was most excited about the STEM building in Havelock. Dr. Chew explained to the Foundation that the Board of Trustees makes the final decision regarding capital projects. Monica Minus delivered a Power Point Presentation on the proposed fitness trail. Discussion followed regarding who would use the trails and the benefits of the trails to the larger community. There was also discussion about possible issues of water drain-off or wet lands. Mr. Baldree suggested that Lucien Vaughan at the YMCA may be a good contact because he had addressed similar issues when attempting to construct a fitness trail. Dr. Chew added that perhaps the Department of Transportation could be a source of funds for the fitness trail. The Hospital Foundation was mentioned as an additional funding opportunity. Mrs. Mattocks inquired about whether the "wish list" items were on the current multi-year Facilities Projects list compiled and presented in the College's budget request to the County. Dr. Chew said that not all the wish list items were included in the plan submitted to the County. Mr. Naumann stated that discussion and prioritization of facility projects would be an agenda item for the Board of Trustees retreat in January, 2014.

VIII. Adjournment – Mr. Baldree requested a motion to adjourn the meeting. Mrs. Mattocks motioned. Mr. Tyson seconded. Motion passed unanimously. The meeting was adjourned at 5:08 P.M.

CCC Facilities Usage Report
2nd Qt. 2013-2014

Date of report: November 25, 2013
Sept., Oct., Nov.

Name of Organization	Date(s) of Use	Type of Organization	Facility(ies)	Fees	Date Fees Received
Craven-Pamlico Animal Services Center	9/10/13	Gov	AMC 102	Waived	N/A
North Carolina Department of Administration, Council for Woman	9/26/13	Gov	AMC 102	Waived	N/A
New Bern MacUsers Group	10/9, 11/13/2013	Individual/Retiree	Perdue 123	Waived	N/A
Harvestime Church	10/11/2013	Non-Profit	Orringer	$200.00	10/8/2013
NC Department of Health & Human Services, Adult Care Licensure Section, Division of Health Service Regulation	10/17/13	Gov	Orringer	Waived	N/A
Valentina Wilson Teen Fashion Academy	10/12, 10/26/2013	Non-Profit	Orringer, AMC 102	$45.00	Pending
First Citizens Bank	11/7/2013	Profit	AMC 102	$585.00	Pending
Craven County SHIIP Program	11/8/13	Gov	BIT 106, 108, 122	Waived	N/A
Eastern Carolina Council of Governments	11/14/2013	Gov	AMC 102	Waived	N/A

Fees are not charged for the following organizations:

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

PCI DSS COMPLIANCE POLICY

Related Board of Trustees Policy: BP
Approval:
Revision:
NC Statewide Technology Standards (ed. August, 2010 Corrections):

PCI DSS Compliance Policy

Purpose: The Payment Card Industry Data Security Standards (PCI DSS), a set of comprehensive requirements for enhancing payment account data security, was developed by the founding payment brands of the PCI Security Standards Council (PCI SSC). The PCI SSC is responsible for the for the development, management, education, and awareness of the PCI Security Standards, while compliance with the PCI DSS is enforced by the individual card system brands, such as American Express, Discover Financial Services, JCB International, MasterCard Worldwide and Visa Inc.

Entities Affected by this Policy: All departments that collect, maintain or have access to credit card information must comply with this PCI DSS Compliance Policy. These currently include:

- Student Account Offices (New Bern and Havelock) accept and process credit cards for payment of tuition and fees, transcripts, parking fines, etc.
- Foundation - Accepts and processes credit card donations, special events, and fund raising.
- Public Radio East (PRE) – Accept and processes credit card donations, special events and fundraising.

Third party vendors that process, transmit or store credit card information for Craven Community College must be PCI compliant and approved by the Director of Financial Services and Purchasing and the Director of Technology Services. The current third party vendors approved by Directors are:

- Official Payments and Nelnet – Student Accounts
- Blackbaud - Foundation
- Sun Trust/Intellapay– PRE

Third party vendors covered by this policy will be required to conduct their own PCI DSS assessment, and must provide sufficient evidence to Craven Community College to verify that the scope of the service providers' PCI DSS assessment covered the services provided to Craven Community College and that the relevant PCI DSS requirements were examined and determined to be in place.

Requirements:

Craven Community College requires compliance with all applicable PCI DSS requirements.

A Credit Card Security Incident Response Plan will be observed and implemented by an Incident Response Team.

Appropriate training will be provided to staff with security breach response responsibilities.

Enforcement:

The Director of Financial Services and Purchasing and the Director of Technology Services and the Appropriate Department Head will investigate any reported violations of this policy, lead investigations about credit card security breaches and may terminate access to protected information of any users who fail to comply with the policy.

Revised: December 9, 2013

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A Craven Community College Fitness Trail Makes Sense!

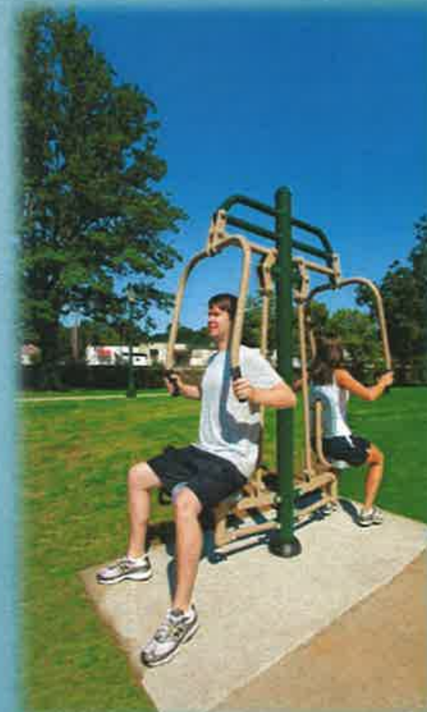
- Basic Law Enforcement Training
- Physical Education Classes
- Employee Health & Wellness
- Community Comes to Campus

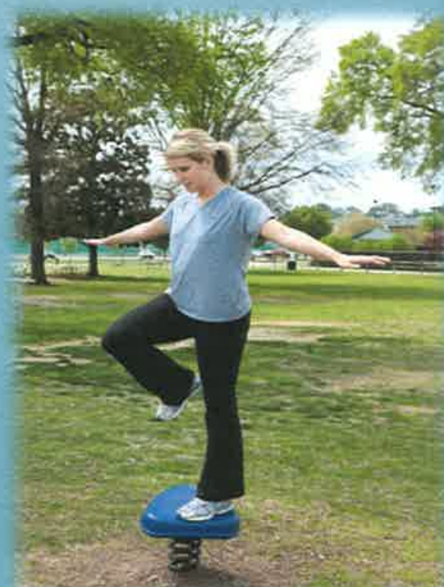
CRAVEN ON THE MOVE!

PHASE I
INSTALLATION & SURFACING

PHASE II

12 FITNESS STATIONS
STUDENT CLUB SPONSORED FUNDRAISER
ESTIMATE: $50,000



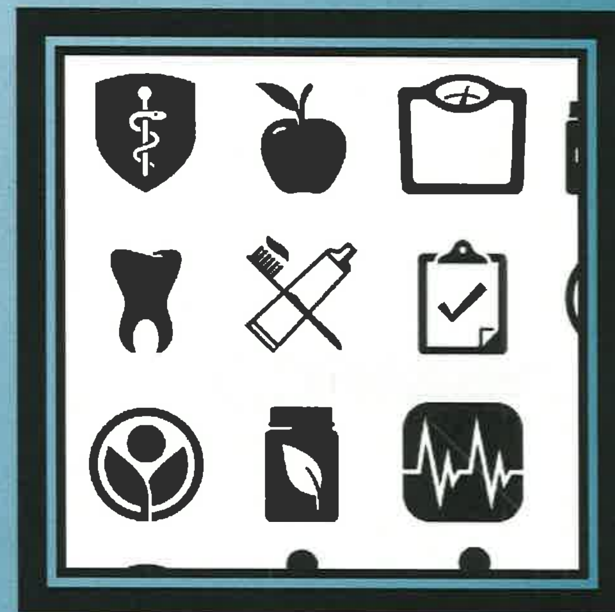


PHASE I Quotes

Estimate 1 (December 2012)
Poured in Place Surfacing: **$219,450**
- Install over asphalt

Estimate 2 (April 2013)
Asphalt: **$295,664**
- Clearing
- Surveying*
- Tree/Shrub/Fire Hydrant Relocation*
- Excavate Unclassified Dirt*
- Install Handicap Ramps*
- Install Curb and Gutter

Estimate 3 (September 2013)
Asphalt: **$94,165**
Rock with no asphalt: **$36,165**
- Removal of curb and gutter
- Undercut
- Signs and striping



AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
December 9, 2013, at 5:00 P.M.

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

Others: *Dr. Catherine Chew, President*
Kathleen Gallman, Associate VP for Academic Affairs and Student Engagement
Dr. Layne Harpine, VP of Havelock, Cherry Point Military Affairs, WFD
Dr. Daryl Minus, EVP of learning and Student Success
Ms. Joanne Payne, Recorder

I. Call to Order	Earline Williams, Chair
II. Members Present	Earline Williams, Chair
III. Learning & Student Success	
A. SACS Reaffirmation Timeline	Dr. Daryl Minus
B. New Options for Fall 2014	Dr. Daryl Minus
- Annual Schedule	
- Certificates/Degrees	
- Comprehensive Articulation Agreement with UNC System	
C. Enrollment Update	Kathleen Gallman
IV. Havelock/Workforce Development/Military Affairs Update	Dr. Layne Harpine
A. Weekend College	
B. Military Affairs Center Data	
C. Workforce Development	
V. Adjournment	

Academic & Student Affairs Committee Charge

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

MINUTES

ACADEMIC & STUDENT AFFAIRS COMMITTEE
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
December 9, 2013 at 5:00 P.M.

I. Ms. Earline Sills Williams, Chair, called the meeting to order at 5:15 p.m.

II. Members Present: Ms. Earline Sills Williams, ~~Mrs. Rosanne Leahy~~, ~~Judge Peter Mack~~, Mrs. Carol Mattocks, Ms. Allison Morris, Mr. Bill Naumann

Others Present: Dr. Chew, Ms. Payne, Mrs. Gallman, Dr. Minus and Dr. Harpine

III. Learning and Student Success – Dr.Minus introduced the following items to the committee members:

A. SACS Reaffirmation Timeline – Dr. Minus reviewed the timeline for SACS reaffirmation. The College is currently 3 years out from reaffirmation. This is an institutional initiative that will require significant effort from all areas of the College. We will find out the result from our 5th Year Referral Report Submission in January 2014. The Board of Trustees will be kept informed as the reaffirmation process unfolds.

B. New Options for Fall 2014 – Dr. Minus gave a presentation on the innovative work being done in Academic Affairs, including implementation of the Completion By Design approach – which will become the system-wide framework for success in terms of our programs, operations and data-driven decision-making. Dr. Minus emphasized focuses on Quality, Teaching, 21st Century Skills, and Innovation (QTSI) as strategic themes that will guide Academic Affairs moving forward. Starting Fall 2014, combinations of Friday, weekend, evening, and cohort-based course/program offerings will be strategically implemented. It is critical for Academic Affairs to move through strategic transitions over the next three years to be positioned to develop and implement a Learning Master Plan. College-wide collaboration with Marketing is critical to the success and viability of alternative course/program scheduling.

Comprehensive Articulation Agreement with UNC System – Dr. Minus reviewed the components of the agreement, which has the potential to drastically improve transfer articulation for community college students. The CAA guarantees admission to the UNC system for students who transfer 60 semester hours of academic credit for completion of an A.A. or A.S. degree with a grade of "C" or better. This proposed agreement goes before the State Board in February, 2014. Discussion ensued regarding transfer of credits and what is – or is not – transferrable. Historically, transfer of credits to UNC's from community colleges has been sporadic. Under the proposed agreement, the UNC System will be required to maintain – and provide defined, transfer pathways for community college students.

C. Enrollment Update – Kathleen Gallman reviewed enrollment numbers for Spring, 2014. We are very close to where we were last year. She also reviewed the progress that has been made with new enrollment management strategies. Ms. Gallman also reviewed the financial aid that has been awarded. We have already exceeded the total for last year's awards and served more students.

IV. Havelock/Workforce Development/Military Affairs Update

A. Dr. Harpine reviewed the weekend college initiative that was started at the Havelock Campus. Dr. Harpine shared enrollment numbers with the Committee. Even though the weekend college is a pilot program for the Havelock campus, the goal is to expand it across the College.

B. Military Affairs Center Data – Dr. Harpine summarized the initiative to serve a unique student population at the Havelock campus. He reviewed a tracking mechanism that showed significant growth in Active Duty, Civilian, Dependents and Veterans who come to ask for service, i.e. advising, placement testing, funding sources, etc. This information is tracked by month and by quarter.

C. Workforce Development - An ICR Report (enrollment data) is submitted three times each year at the end of each of the terms. Our fall report will be submitted the middle of January. We currently stand at 1,443 classes for 6,825 students. Completion rate is at 90 percent. We are tracking below last year due to sequestration and the economic downturn, but hope to end the year with similar enrollments as last fiscal year.

Ms. Allison Morris lauded the Career Programs Trustee Shared Learning Session. She offered kudos for all of the staff who were involved in the Session. Mrs. Carol Mattocks agreed that it was an excellent Session.

VI. Adjournment – Mrs. Earline Sills Williams requested a motion to adjourn. Mrs. Mattocks motioned. Mr. Naumann seconded. Motion passed unanimously. The meeting was adjourned at 6:25 p.m.

Timeline for SACSCOC Compliance Audit

Class of 2017 Track A Schools – Undergraduate Only

Planning Activities	Starting Readiness Audit Process	Formation & Training of Leadership Team	Start Preparation of Compliance Certification Narratives and Supporting documentation	Orientation of Leadership Team in Atlanta	Work on Compliance Certification	Continue to work on Compliance Certification	Compliance Certification Due	Off-Site Peer Review Conducted	Quality Enhancement Plan & Focused Reports Due	On-Site Peer Review conducted	Review by the Commission on Colleges
January or earlier if possible	March	July	November-January	January	February – December	January – February	March	March - May	Six weeks in advance of the on-site visit	September – November	June
2014 Three Years Prior to Reaffirmation				2015 Two Years to Reaffirmation		2016 One Year Prior to Reaffirmation					2017 Year of Reaffirmation

CRAVEN COMMUNITY COLLEGE

thinking THE BOX

New Curriculum Options & Opportunities for 2014 & Beyond

Daryl Minus, EVP/CAO

Current Academic Programs Landscape at the College

- Currently classes are not generally offered on Fridays
- Opportunities for accelerated course/program offerings
- Opportunities to expand course offerings through evening, weekend, and cohort-based programming
- Need to enhance strategic exploration of new degree/certificate options

RE-Imagine

CRAVEN COMMUNITY COLLEGE

Strategic Academic Visioning Foundations: Not "Flying Blind"

- Competitive Analysis/Internal Scanning/Resource Capacity & Funding
- Identified Themes for Academic Affairs (QTSI)
- NCCCS Performance Measures
- SuccessNC & Completion by Design Frameworks
- AACC 21st Century Report

Snapshot of Innovative Options in 2014: Course Delivery

- Year-Long Course Schedule (March 1, 2014)
- "Early Bird" Certificate in Business Administration (Transfer Prep): 6:30 a.m. to 7:45 a.m. (Monday – Thursday)
- Evening cohort programs for: AAS in Business Administration and Certificate/AAS in Automotive Systems Technology
- "Saturday-Only" Certificate, Diploma, AAS in Electronics Engineering Technology

CRAVEN COMMUNITY COLLEGE

Snapshot of Innovative Options in 2014: Course Delivery

- Wednesday/Friday AA & AS course options from 8:00 a.m. to 3:30 p.m.
- Continued focus on developing the Weekend College
- Accelerated Associates of Arts cohort program that can be completed in the evenings and online (Students can start Fall 2014 and earn an AA by December 2015)

CRAVEN COMMUNITY COLLEGE

Snapshot of Innovative Options in 2014: Certificates, Degrees, and Initiatives

- Microsoft Specialist Certificate
- Medical Scribe Certificate – post Medical Assisting credential
- AAS in Welding
- AAS in Industrial Technology
- CCC Honors Program

CRAVEN COMMUNITY COLLEGE

Innovative Options Under Exploration & Review: Next Wave of Certificates, Degrees

- Nursing Assistant Certificate
- Phlebotomy Certificate
- EKG Certificate
- Health Care Technician Certificate
- Emergency Medical Science
- Digital Effects & Animation Technology
- Enhancement of Digital Design & Drafting Concentration (MET)

CRAVEN COMMUNITY COLLEGE

Two Key Impact Points For Academic Innovation: 2013-2016

1) <u>Strategic</u> Transitions

RE-Imagine

CRAVEN COMMUNITY COLLEGE

Two Key Impact Points For Academic Innovation: 2013-2016

2) Integration of College-Wide Marketing Efforts

The proposed *CAA* includes the following components and guarantees:

- 30 hours of Universal General Education Transfer Component courses; each course is guaranteed to transfer for general education credit to any of the state's 16 public universities.
- Guaranteed completion of lower-division general education requirements for students who complete the A.A. or A.S. degree prior to transfer.
- Guaranteed transfer of 60 semester hours of academic credit upon admission to a UNC institution for students who complete the A.A. or A.S. degree with a grade of "C" or better in all courses and an overall GPA of 2.0; students should follow a university's published degree plan in selecting the 30 hours beyond the UGETC to complete the degree.
- Assurance that a student who completes the A.A. or A.S. degree will satisfy UNC's minimum admission requirements and minimum course requirements.
- A Transfer Assured Admissions Policy that assures admission to one of the 16 institutions, under certain conditions as stated in the *CAA*.

The table below outlines the differences between the 1997 *CAA* and the proposed 2014 *CAA:*

Current CAA	**Revised CAA**
64-65 Semester Hours of Credit for A.A. and A.S.	60-61 Semester Hours of Credit for A.A. and A.S.
44 Semester Hour General Education Core	30 Semester Hours of Universal General Education Transfer Courses, plus 15 additional Semester Hours of General Education courses selected from the Transfer Course List
20 Semester Hours of additional general education, pre-major, and/or elective courses	15 Semester Hours of pre-major courses
No transfer guarantees unless general education core is completed	**Each** Universal General Education Course transfers, regardless of completion of degree
Lots of course choices in general education core and in remaining hours	Highly structured University General Education Component, with limited elective choices
Students often making uninformed or less than optimal choices resulting in repetition of courses or loss of credits	Published four-year degree plans that identify community college courses that provide pathways leading to associate degree completion, admission into the major, and baccalaureate completion.

Registration and Enrollment Update – Spring 2014
December 9, 2013

Enrollment to Date:

TERM	HEADCOUNT	FTE
Spring 2014	2190	876
Spring 2013	2235	882

Holding steady with last year's numbers

Enrollment Management Strategies:

- Purge Delay
- "Fast Lane"
- FA presence in the Triage area
- Super Saturday registration event
- Marketing – TV, radio

Financial Aid:

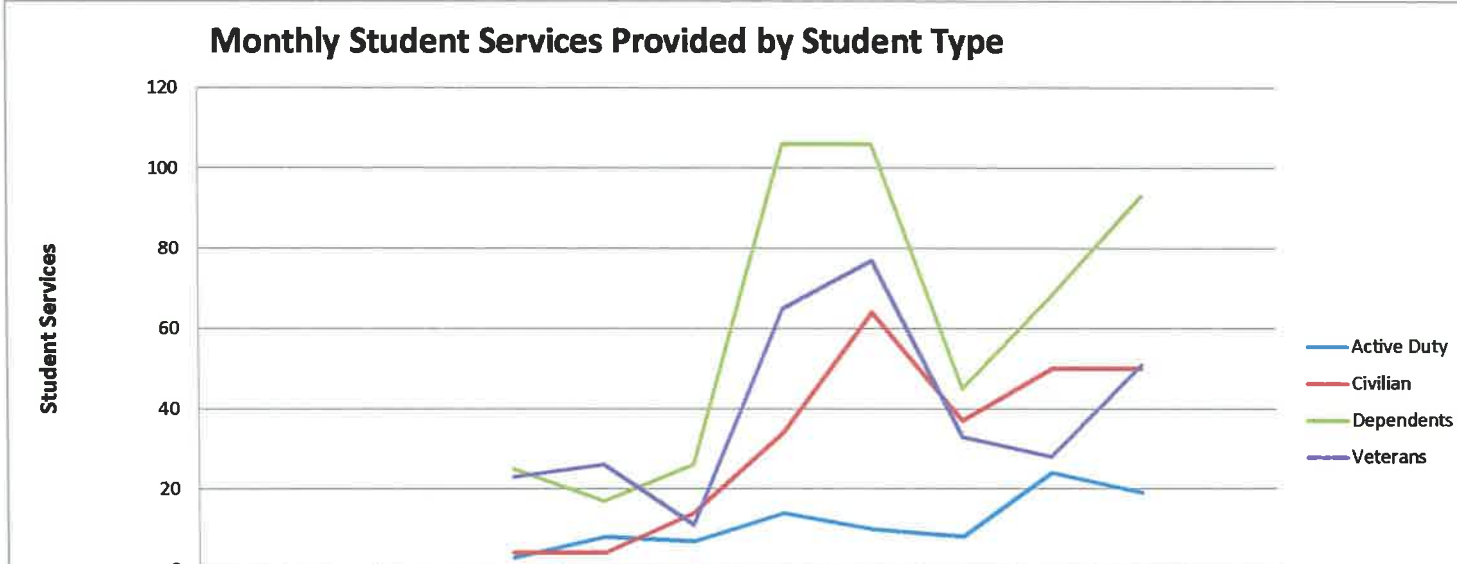
MONTH/YEAR	STUDENTS SERVED	AMOUNT AWARDED
Dec 2014 (2013-14 AY)	3,762	$12,499,543
Jan 2013 (2012-13 AY)	3,618	$11,337,685

Military Affairs Center (MAC) Analysis
Monthly Data Comparisons

I. 2013 Monthly Student Services Provided by Student Type

Quarterly Student Services

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Q1	Q2	Q3	Q4	Total
Active Duty				3	8	7	14	10	8	24	19		93	0	18	32	43	93
Civilian				4	4	14	34	64	37	50	50		257	0	22	135	100	257
Dependents				25	17	26	106	106	45	68	93		486	0	68	257	161	486
Veterans				23	26	11	65	77	33	28	51		314	0	60	175	79	314
	0	0	0	55	55	58	219	257	123	170	213	0	1150	0	168	599	383	1150



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Active Duty				3	8	7	14	10	8	24	19	
Civilian				4	4	14	34	64	37	50	50	
Dependents				25	17	26	106	106	45	68	93	
Veterans				23	26	11	65	77	33	28	51	

The numbers strictly capture the students assisted by MAC Coordinator Jim Adkins. Counted were Active Duty Military, Civilians, Military Dependents, and Veterans. Contacts were in-person, e-mails and phone calls requesting help with student services. Student Services include Advising, Registration, Withdrawals, Placement Tests Scoring Interpretation, Info/Program Changes, Enrollment Verifications, and MYCAA (military spouse program).

Section IV

BOARD POLICY: FOUNDATION DIRECTOR EMERITUS AWARD (BP: 7.7)

Approval: Foundation Board of Directors, February 5, 2014

Craven Community College Foundation hereby establishes the position of Foundation Director Emeritus as an honorary title for a director who is retiring from service on the Foundation Board with meritorious service to the College and the Foundation. The title of Director Emeritus is reserved for those retiring directors who have had distinguished service and whose extraordinary contributions set them apart from their peers. The term of Director Emeritus may extend into perpetuity. Achieving the status of Director Emeritus is to be viewed as the highest honor that the College may bestow upon a Foundation Board member.

The President of the College, in consultation with the Board of the Foundation, shall establish a procedure for selecting retiring directors of the Foundation who have served a minimum of 6 years on the Foundation Board and who have made meritorious and extraordinary contributions to the College and the Foundation. The appointment as Director Emeritus will come with all the rights and privileges established by the Foundation.

Directors Emeritus shall be welcome to attend, on a voluntary basis, all open meetings of the Board as a nonvoting person and shall not be counted in the limitation of numbers of voting directors nor as part of a quorum.

PROCEDURE: FOUNDATION DIRECTOR EMERITUS AWARD

Granting Director Emeritus status confers recognition for many years of outstanding service and is considered an honor bestowed on persons who have made extraordinary and sustained contributions to the Foundation and the College.

1. Minimum Eligibility Requirements

    a. Official retirement from the Foundation Board

    b. A minimum of actively serving on the Foundation Board for 6 years and demonstrated service in leadership capacity/roles (President, Vice President, Committee Chair, Leadership Committee, etc.)

    c. Significant contributions to the Foundation through exemplary and extraordinary service to the Foundation Board by personal service and/or financial contributions.

2. Selection Process

    a. A proposal nomination for Director Emeritus status may be made by the Nominating Committee of the Foundation and/or the President of the College to the Leadership Committee of the Foundation.

    b. The Leadership Committee is charged with weighing each of the eligibility requirements in order to determine the extent to which the individual has made significant and sustained contribution to the Foundation and the mission of the College. Meritorious contributions may be exemplified in different ways. It is expected that the Leadership Committee will look for a record of achievement that establishes the candidate as a Director of extraordinary distinction.

c. Final approval for Director Emeritus status is granted by the Foundation Board.

d. There is no quota on the number of Directors Emeritus awarded in a given year, nor cumulatively.

e. Director Emeritus status will usually occur at the end of his or her term, but may occur at any time after the minimum years of service has been met.

f. The title of Director Emeritus will be announced by the President to the Foundation Board and the Board of Trustees. The awardee will be honored during the Spring Convocation and the Commencement Ceremony and will be seated with the Platform party.

Those who accept the emeritus will be:

- Expected to offer continued support and participate in Foundation initiatives commensurate with abilities.
- Invited to the College Foundation Board meetings (but shall not be voting members).
- May be asked to serve on Foundation Committees and to participate in fundraising and/or friend-raising events.

Directors Emeritus will have certain privileges to include:

- Invitations to all Foundation retreats and appropriate orientations.
- Invitations to all appropriate College and Foundation functions.
- Mailing of all appropriate College information and materials.
- Other benefits as may from time to time be made available.

NORTH CAROLINA
COMMUNITY FOUNDATION

PRESIDENT'S OFC.
JAN 10 2013
RECEIVED

January 6, 2014

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

Dear Dr. Chew:

It is my pleasure to inform you that a generous donor has named Craven Community College as one of several designated charitable beneficiaries of an endowment fund established through the North Carolina Community Foundation (NCCF). The particulars of the gift are noted below.

Our standard policies require that we obtain a resolution of acceptance of this gift from the authorizing bodies of each charitable beneficiary. I am attaching a document that may be used by your organization for this purpose.

I would be delighted to answer any questions you might have about this matter, and I hope you will feel free to contact me by email at bjenkins@nccommunityfoundation.org, or call me in Raleigh at 919-256-6932.

Cordially,

Beth Boney Jenkins
Vice President for Development

Name of Endowed Fund: *The Margaret Rawls Stancil Endowment*
Language of agreement outlining any restrictions on use of gift: *no restrictions placed*
Timing of disbursement of gift: *Perpetual gift to be made annually, generally in February*
Initial gift date: *mid-February 2014*
Estimated initial gift: *$2900*

As referenced in the Beneficiary Resolution, this endowment fund is owned by the NCCF and other than the annual gift distribution, no portion of the endowment should be considered an asset of Craven Community College.

Beneficiary Resolution

Be It Resolved that ***Craven Community College***, a non-profit corporation or charitable organization, does hereby affirm its knowledge of and approval of receiving annual funding from the **Margaret Rawls Stancil Endowment** as a designated beneficiary of said endowment, pursuant to the Agreement signed by the Donor and NCCF. The Agreement establishes the endowment with the purpose of providing funding for general charitable uses by certain non-profit corporations, among them ***Craven Community College***. The Endowment is to be owned and managed by the NCCF as provided by said Agreement and held by the NCCF as a component fund thereof, and

Be it further Resolved that ***Craven Community College*** authorizes its officers and directors to execute and deliver to NCCF any instruments or documents necessary or useful to effect the organization's designation and continuation as a charitable beneficiary of the Endowment, and further agrees to use the distribution from the Endowment for the specified purpose: ***for general charitable uses.***

Adopted on 2/21/14 [date] by such organization's governing body at a meeting duly called and held, at which a quorum was present and acting throughout.

Signed this 21 day of Feb., 2014.

Corporate seal if applicable

Secretary or Authorized Officer

STEPHANIE DUNCAN

Executive Director – Havelock Chamber of Commerce

Stephanie Duncan has served as the Executive Director of the Havelock Chamber of Commerce since July, 2008. Responsibilities of the Executive Director include budgeting, fundraising, event planning, public relations and serving on the Havelock Chamber of Commerce subcommittees: Havelock Military Affairs, Havelock Chili Festival, Education and Ambassador.

Stephanie serves as the Havelock Chamber of Commerce representative on the Craven County Tourism Development Authority Board of Directors, Craven County Schools Partners in Education, Craven Smart Start Board of Directors and City of Havelock EPA Brownfield's Steering Committee.

Since 2010, Stephanie has served as an adjunct instructor for Craven Community College in the Work Force Development / Continuing Education Department working with employees from Fleet Readiness Center East. Stephanie's primary focus of instruction is leadership skills.

Additionally, Stephanie has served as Secretary for the Havelock / Cherry Point Rotary Club for the past four years.

Stephanie received her Bachelor's degree in Liberal Studies in 1998 from Northern Arizona University and her Master's of Management from University of Phoenix in 2006.

Stephanie previously worked with Target Stores in Store Management from 1986 – 2004, Eyemasters Optical in Store Management (2004-2006) and Desert Mountain Insurance Services with Physicians and Surgeons Professional Liability Insurance (2006-2008).

Stephanie and her husband, Terry, moved to New Bern, NC in January, 2008, from the Phoenix metro area. Terry was transferred to MCAS Cherry Point by his employer, Boeing Aerospace.

The Developmental Dividend: Reinvest in North Carolina's Community Colleges

Community colleges are essential to North Carolina's economic recovery because we can:

- **Put taxpayers back to work** in better careers.
- **Close the skills gap for employers**, creating opportunities for job creation and retention.
- **Save North Carolina families money**, providing a great educational value.

The "Developmental Dividend" – Creating Efficiencies Leading to Savings: Efficiency has been a recurring theme for state leaders since the Great Recession – looking for improved results while using fewer resources and allowing the savings or dividends to be used for other priorities. By redesigning how we provide developmental education, community colleges are creating significant instructional efficiencies that are:

- Helping students move more quickly into pathways leading to career or college opportunities,
- Reducing the cost of education for North Carolina families and saving taxpayer dollars, and
- Stretching student loan dollars farther and putting success within reach.

We call the savings associated with these efficiencies the "Developmental Dividend." This efficient redesign has led to a reduction in the number of full-time equivalent students enrolled at many of our community colleges.

Reinvesting the Developmental Dividend and Other Funds: Recent research says that ***over half of all STEM jobs do not require a four-year degree.*** Reinvesting the developmental dividend efficiencies, as well as non-recurring funds in our current budget, will enable support for the strategic priorities that we all agree are critical for North Carolina's economic success: closing the skills gap and increasing the quality of educational and training programs.

- **Closing the Skills Gap - $16.8 million: These savings would go toward increased funding for the highest-cost curriculum programs and short-term, credential-focused courses that prepare students for immediate employment** in fields with demonstrated skills gaps such as health sciences, engineering, construction, manufacturing, transportation, and biotechnology fields.

- **Increasing Quality - $20.1 million: While funding the highest cost programs is critical, we must also ensure quality instruction and student services by raising the level of support for all instruction.** These reinvested funds would enable colleges to determine local solutions for improving student success and meeting industry needs.

Community college faculty and staff – the keys to successful student outcomes – continue to be paid significantly less than national and regional averages. North Carolina's average faculty salary ranks 11th in the 16-state Southeast Regional Education Board (SREB) area and 41st nationally. The public, two-year college average faculty salary for the nation and the SREB region are 30 percent and 10 percent greater, respectively, than the North Carolina average. **We ask the General Assembly to provide the funds to support all educators in North Carolina being paid a salary that reflects the value they bring to our students and our State.**

A RESOLUTION URGING THE GENERAL ASSEMBLY TO SUPPORT NORTH CAROLINA'S ECONOMIC RECOVERY BY REINVESTING FUNDS IN THE STATE'S COMMUNITY COLLEGES

WHEREAS, Craven Community College helps North Carolina increase its competitive advantage by developing and training a quality workforce that are essential to the State's economic recovery;

WHEREAS, Craven Community College ***helps taxpayers*** go back to work in better careers;

WHEREAS, Craven Community College ***helps employers*** by closing the skills gap thereby creating opportunities for job creation and retention;

WHEREAS, Craven Community College ***helps families*** by providing high-quality, cost-effective education;

WHEREAS, Craven Community College faculty and staff are highly-trained, experienced and dedicated employees who are the key to student success but whose salaries are significantly less than the national average,

NOW, THEREFORE BE IT RESOLVED THAT THE CRAVEN COMMUNITY COLLEGE BOARD OF TRUSTEES strongly urges the General Assembly to invest in North Carolina's future by reinvesting approximately $36.8 million in the State's community colleges to:

> Close the skills gap by funding a fourth tier of instruction that will prepare students for immediate employment in higher-paying jobs in the health sciences, engineering, construction, manufacturing, transportation, and biotechnology fields. This reinvestment will enable Craven Community College to support programs such as Nursing, Composites, Health Information Technology, and Automotive Technology.
>
> Increase the quality of instruction and student support by increasing funding for all tier levels. This reinvestment will enable Craven Community College to provide important support services for students such as tutors, library materials and state-of-the-art learning laboratories.

AND FURTHER RESOLVES to urge the General Assembly to recognize the importance of faculty and staff by appropriating funds to support a salary increase that reflects the value they provide to the State.