Agenda

January 18, 2013, Board Agenda
Winter Meeting of the Trustees of
Craven Community College
3:00p.m.-Business Meeting
Carolina Colours

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 (Oct 16, 2012)
   B. Approval of Committee Meeting Minutes
   C. Approval of Special Finance Committee Minutes (Jan 4, 2013)
   D. Approval of Financial Reports
   E. Accept Quarterly Personnel Report (June-Aug 2012)

IV. Administrative Reports/Committee Chair Comments
   A. Academic & Student Affairs
      1. Sustainable Agriculture Update
   B. Facilities
      1. Facilities/Infrastructure Projects Update FY 2013 *(info)*
   C. Finance
   D. Personnel
      1. Diversity Ad Hoc Committee Progress *(info)*
      2. President's Evaluation Process/Timeline *(info)*

V. Report from the President
   A. SACS Fifth Year Report Update
   B. Quarterly Report Highlights

VI. Unfinished Business
   A. Athletics Report/Decision

VII. New Business
   A. Capital Improvement Account *(motion)*
   B. Proposed County Capital Request FY 2014 *(motion)*

VIII. Report from the Student Trustee

IX. Report from the Attorney
   A. Closed Session {143-318.11(3)}

X. Chair's Comments

XI. Other Items

XII. Adjournment

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

Upcoming Trustee Events

- March 11, 2013: Finance Committee, Ward Boardroom (5:30pm)
  Personnel Committee, Ward Boardroom (6:30pm)
- March 12, 2013: Facilities Committee, Ward Boardroom (4:30pm)
  Academic & Student Affairs Committee, Ward Boardroom (5:30pm)
- April 9, 2013: Spring Board Meeting
- April 10-12, 2013: NCACCT Law Seminar, Raleigh
- April 16, 2013: Community Fabric Awards (NB Convention Center)
- April 25, 2013: NCACCP Spring Meeting Event at the History Center
- May 11, 2013: Commencement

MEETING NOTICE

WINTER COMMITTEE MEETING SCHEDULE AND
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:

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

- The Facilities Committee will meet on:
  Monday, December 10, 2012, at 3:30 p.m.; and

- The Academic & Student Affairs Committee will meet on:
  Monday, December 10, 2012, at 4:30 p.m.; and

- The Finance Committee will meet on:
  Monday, December 10, 2012, at 5:30 p.m.; and

- The Personnel Committee will meet on:
  Monday, December 10, 2012, at 6:30 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 Winter Meeting of the Craven Community College Board of Trustees will take place on Friday, January 18, 2013, at Carolina Colours. The time of the meeting will be announced on the agenda, distributed at a later time. The winter retreat will also take place on January 18, 2013, at Carolina Colours. The retreat is for planning purposes and no official business will take place during this session.

This Notice is published on November 19, 2012, pursuant to directions by the Chair of the Board of Trustees.

Date posted: November 19, 2012
Place posted: Brock Administration Office

MEETING NOTICE

**SPECIAL FINANCE COMMITTEE MEETING AND
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:

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

- A special meeting of the Finance Committee will be held on:
  Friday, January 4, 2013, at 3:30 p.m., in the Ward Boardroom of the Brock Administration Building on the New Bern Campus.

Board of Trustee Meeting:

The Regular Winter Meeting of the Craven Community College Board of Trustees will take place on Friday, January 18, 2013, at 3:00 p.m. at Carolina Colours.

The winter retreat will also take place on January 18, 2013, at Carolina Colours. The retreat is for planning purposes and no official business will take place during this session.

This Notice is published on December 14, 2012, pursuant to directions by the Chair of the Board of Trustees.

Date posted: December 14, 2012
Place posted: Brock Administration Office

BOARD OF TRUSTEES

ROLL CALL

January 18, 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

MINUTES

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Fall Meeting
October 16, 2012

I. The Craven Community College Board of Trustees held its fall meeting on Tuesday, October 17, 2012, the Ward Boardroom of the Brock Building on the New Bern Campus with Mrs. Carol Mattocks, Chair, presiding. The business meeting was called to order at 5:35 p.m.

II. Dr. Catherine Chew, Secretary, called the roll.
Members Present: Mr. Gary Baldree, Mrs. Trish Clark Bennett, Judge Ken Crow, Mr. Ronald Knight, Judge Peter Mack, Mrs. Carol Mattocks, Mr. Bill Naumann, Mr. Daniel Pritchett, Mr. Kevin Roberts, Ms. Earline Sills Williams, Mrs. Brenda Wilson, ~~Mr. Earl Wright~~ and Katelyn Sekela (SGA President).
Dr. Chew declared a quorum present for the meeting.
Others present for the meeting: Dr. Catherine Chew, President; Ms. Lisa Collin, Executive Assistant to the President & Board of Trustees; Mrs. Jennifer Dacey, President, CCC-F; Mrs. Judy Eurich, Director of Marketing, Communications and Development Liaison; Mr. Layne Harpine, VP Cherry Point-Havelock, Military Affairs & Workforce Development; Mr. Lind Hartsell, Health Instructor; Mr. Jim Millard, Dean, Career Programs; Dr. Daryl Minus, VP-SS; Mrs. Page Varnell, VP-AS; and Mrs. Annette Walker, FA; Mr. David Ward, Attorney, Ward & Smith.
   A. Agenda review/Conflict of Interest Declaration read by Chair Carol Mattocks, no conflicts noted by members.
   B. Oaths of Office, Reappointed Member-Kevin Roberts
   Mrs. Mattocks noted Mr. Roberts, after receiving a notice of reappointment to the Board of Trustees from the Board of Education expiring June 30, 2016, received his oath of office from Ms. Jan Cahoon, Clerk of Superior Court. Mr. Roberts appeared before Ms. Cahoon, at her office; the notarized oath of office is included in the board packet for the record.
   C. Campus Campaign Update-Jennifer Dacey, President, CCC-F, updated the Trustees on the status of the campus campaign, urged the Trustees to participate and handed out personalized letters from the Foundation with donation cards included. To date, 104 employees have contributed more than $18,000. This year for the first time, Foundation Board Members donated gifts to be raffled in an "Angel" promotion. The angel raffle is a weekly raffle of special gifts for people who donated $60 or more dollars for the year to the campaign. Mrs. Mattocks and Mr. Naumann also encouraged the Trustees to participate and announced their goal of 100% Trustee participation. They both felt it is an important message to the faculty and staff for full Board participation. Mr. Naumann also referenced the Roles and Responsibilities recently adopted by the Board-in which this is addressed. This item is for information only.
   D. Public Comments-none
   E. Closed Session 143-318-11(a)(6)
   At 5:45pm, on a motion made by Bill Naumann, seconded by Peter Mack, and unanimously approved, the Board of Trustees of Craven Community College pursuant to North Carolina General Statutes 143-318-11(a)(6) entered into Closed Session to discuss personnel issues. At 6:15pm, the Board of Trustees of Craven Community College returned to Open Session.

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 Consent Agenda items A-E as presented.

Motion: Bill Naumann Second: Dan Pritchett Motion passed unanimously.

IV. Committee Reports

A. Academic & Student Affairs Committee

1. SACS Communications Update-Dr. Minus presented this item to the Trustees. Dr. Minus reviewed the report, noted it is the standard update and required by SACS to be presented to the Trustees. This item is for information only.
2. Policy Amendment BP 6.2-Protection from Imminent Threats-Dr. Minus introduced this item to the Trustees. BP 6.2 needs to be amended and the one sentence highlighted in the packet needs to be removed. Approval of this amendment will allow the College to go forward with developing policy.
   Mrs. Mattocks called for a motion to approve Policy Amendment BP 6.2-Protection from Imminent Threats as presented.
   Motion: Earline Williams Second: Ron Knight Motion passed unanimously.

B. Facilities

1. Facilities/Infrastructure Update-Page Varnell presented this item to the Trustees. Mrs. Varnell reviewed the update which includes construction projects for 2011-2017, and mentioned various projects planned for the 2012-2013 fiscal year, including the roof replacement on Orringer Auditorium and lot resurfacing. Dr. Chew encouraged each Trustee to try the esthetician program-they offer $5.00 facials and many staff members do utilize this program-including Dr. Chew. Mr. Baldree noted he attended the Sustainability Planning Meeting last week with the energy consultant. Good ideas were presented and he felt good about the direction the committee members are going in. This item is for information only.

C. Finance

1. NCCCS College FY 2012-2013 Budget-Page Varnell presented this item to the Trustees. This is the NCCCS Budget for Craven Community College as of July 1, 2012. The State requests the Chair provide a signature indicating the Trustees reviewed and approved this budget. A copy of the approval is included in the final Board packet.
   Mrs. Mattocks called for a motion to approve the NCCCS College FY 2012-2013 Budget as presented.
   Motion: Dan Pritchett Second: Kevin Roberts Motion passed unanimously.

D. Personnel

1. Diversity Update & Creation of Ad Hoc Committee -Mr. Naumann presented this item to the Trustees. Vickie Moseley-Jones, Director of Human Resources, is chairing a college task force working on creating a diversity plan. Mrs. Moseley-Jones presented the timeline for completion to the Personnel Committee last month and an overview of the committee charge-a copy of which is included in the packet for the record. The Task Force plans to present a diversity plan in spring 2013; the committee will monitor the efforts of the task force until that time. This item is for information only.

V. Report from the President

Dr. Chew provided and reviewed the Quarterly Snapshot. The handout has been included in the Board Packet for the record. She mentioned two things she is most proud of: Officer Branaman's community garden and the Medallion Awards from the NC Media and Public Relations Association. NCMPR – National Council for Marketing and Public Relations
Dr. Chew mentioned fall enrollment is down, this was expected and it is being monitored.
Dr. Chew reviewed the SACS Accreditation process for the Trustees. A copy of which is included in the packed for the record. She feels, based on the 5 year reaffirmation process and her recent experiences on a SACS Reaffirmation Committee, that Craven Community College will be well prepared when the ten year report is due.

Dr. Chew introduced Judy Eurich, Director of Marketing, Communications and Development Liaison the liaison to the Foundation. Judy spoke briefly about the new FYE handbook for new students and each Trustee viewed a copy of it. The handbook is expected to be a valuable tool for new students.
This item is for information only.

VI. Unfinished Business

A. Athletics Cultivation Update-Dr. Chew deferred to Lind Hartsell, Health Instructor, for an update. Mr. Hartsell provided an athletics program status and noted the CCC-F Board did not favor a program at this time because of the lack of facilities. At this time this is no firm individual or business commitment to an athletics program. The commitment is difficult without a timeline and program being decided upon. Dr. Chew reminded the Trustees, consideration of an athletics program will be decided upon in Jan 2013. This item is for information only.

B. Student Activity Fees Budget 2012-13-Dr. Minus reviewed this item for the Trustees. A copy of the Student Activities Fund operational budget for 2012-13 is included in the packet for the record. Dr. Minus expressed the desire to expand programs such as intramural and clubs. This item is for information only.

VII. New Business

A. ACCT-Three Trustees attended the ACCT Conference in Boston last week-Brenda Wilson, Earline Williams and Ken Crow. They each thought the conference was wonderful and educational and provided a report of the conference.
Brenda Wilson-Attended a session where Byron Pitts, journalist was a speaker-he had a very inspirational story about a young student. Mrs. Wilson felt most sessions were data focused, not unlike the focus at Craven.
Ken Crow-Judge Crow's biggest takeaway was also the focus on data. He felt the biggest problem facing schools is the fight for dollars, obtaining students and retaining them.
Earline Williams-Ms. Williams also spoke to the focus on being data driven and also noted students who are mandated to programs such as orientation, attend them and do better. Ms. Williams provided a written review of the conference, a copy of which is included in the packet for the record. This item is for information only.

VIII. Report from the Student Trustee

Dr. Chew introduced Katelyn Sekela, the newly elected SGA President. Katelyn spoke to the Trustees about her background-she began at Craven in fall 2010 and she loves it here, it is a family for her; she is in a dual degree program for composites and machining; she is a member of PTK and the machining club; she drives 1 hour to the campus each day; and lives in Jacksonville. Katelyn outlined the events and activities of the SGA. A copy of the report is included in the packet for the record. This item is for information only.

IX. Report from the Attorney

David Ward noted there are no major legal problems at this time.

X. Chair's Comments-Carol Mattocks reminded the Trustees the winter retreat will be a continuation of the focus from last year's. They will continue to address how the Trustees can collaborate or work more closely with the CCC-F and there will be an update on the advising plan. Mr. Naumann inquired about the BOT self-evaluation. It was decided, the evaluation and computation of the results will take place before the retreat. Mr. Naumann will work with Lisa Collin and each Trustee will receive the evaluation within the next few weeks. This item is for information only.

XI. Other Items

A. Accept State Ethics Commission SEI Evaluation for Kenneth Crow-a copy of the evaluation is included for Trustee review. An actual conflict was not found, but potential for one does exist. Judge Crow is not prohibited from serving. This item is for information only.

B. Approval of CCC-Foundation Board Members-Mrs. Mattocks presented this item to the Trustees. The CCC-F is recommending the following individuals serve on the CCC-F Board: Janet Lamb and Jonathan Segal. A brief background of each is included in the packet for the Trustees review. Mrs. Mattocks called for a motion to approve the recommendations of the CCC-Foundation Board to include two new members as presented.
Motion: Dan Pritchett Second: Earline Sills Williams Motion passed unanimously.

C. Request to Hold Surplus Sale throughout FY 2013-Mrs. Mattocks presented this item to the Trustees. Board approval is needed for the College to hold an equipment surplus sale. Mrs. Mattocks called for a motion to approve the request to hold a surplus sale throughout FY 2013.
Motion: Peter Mack Second: Ron Knight Motion passed unanimously.

XII. Dan Pritchett moved to adjourn, Bill Naumann seconded. The motion passed unanimously, and the Chair adjourned the meeting at approximately 7:40 P.M.

Respectfully submitted,

Carol Mattocks

Carol Mattocks

October 16, 2012

Date

Catherine Chew

Catherine Chew, Secretary

October 16, 2012

Date

MINUTES

ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
December 10, 2012, at 4:30 P.M.

I. Ms. Earline Sills Williams, Chair, called the meeting to order at 5:35 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, Mr. Harpine and Dr. Minus

III. Student Services-Dr. Minus summarized the following items; A-F are for information only:

A. Spring 2013 Semester Enrollment-Dr. Minus introduced this item to the committee members. As of last week, spring curriculum headcount and FTE are down about 15%. Fall 2012 ended with lower enrollment than the previous year. Fall 2012 headcount was down approx. 10%; FTE was down about 7%. The Learning & Student Success Unit is being proactive by offering alternative scheduling options for students that have not been available in recent semesters and held "Super Saturday" on December 8th. The event had 75 participants and SGA, Club members, Ambassadors, student services staff, and faculty were all on hand to enroll students and provide information. *There will be a student success & retention focus at the BOT retreat next month.*

B. SACS Update -Dr. Minus introduced this item to the committee members. Mary Clark, interim dean, is currently at the SACS annual meeting and we hope to have news tomorrow about the outcome of CCC's 5 year report which was submitted in September 2012.

C. Articulation Agreement with Wesleyan College-Dr. Minus introduced this item to the committee members. CCC has entered into an agreement with this 4-yr institution. Wesleyan will accept CCC students with a 2.0 gps or above, 22 years of age or older, and will offer financial aid packages to mirror other local public institutions. Kathleen Gallman has been working with MOC for an MOU for an RN to BSN program. When the MOU is complete, CCC will be able to offer this program.

D. Advanced Manufacturing Grant Showcase-Dr. Minus introduced this item to the committee members. This program has quickly become a flagship program for CCC. The grant team has hosted showcases for the public with great success. Committee members were invited to the presentation at the January 2nd assembly. Components of the NCAMA model will eventually be applied to other programs at CCC.

E. Sustainable Agriculture Program Update-Dr. Minus introduced this item to the committee members. Through additional analysis, Dr. Minus mentioned there are some reservations about launching this program. Concerns include: the potential for student participation in the program, the market and employment trend analysis doesn't seem as strong as initially articulated, and costs to sustain the program after the start-up costs which the (approx.. $130,000) Sustainable Agriculture grant does cover. *Ms. Williams suggested discussing concerns about the program with Dr. Mills, CC BOE, for insight as to student and community need.* Program status will be revisit by this committee at the next meeting.

F. Grants Activity Report- Dr. Minus introduced this item to the committee members and reviewed recent submissions noted on the grant.

IV. Havelock-Cherry Point, Mil Affairs & WFD Update

A. Military Affairs Center- -Layne. Harpine introduced this item to the committee members. The specially designed space for the MAC at Havelock is currently under renovation. The MAC is a place military, family members' and veterans can obtain CCC services. The VA representative has moved from the New Bern Campus to the Havelock Campus. This item is for information only.

B. Expansion of RCS Program Model to Vanceboro-Layne. Harpine introduced this item to the committee members. Some basic educational services (GED, basic computer, reading/writing/math) and vocational trainings have been offered at the Vanceboro Rhema Religious Services location this fall. The first graduation will be held on Thurs, Dec 13th at 5pm. Future plans are to expand program offerings in Vanceboro and introduce CCC programs in Havelock. This item is for information only.

C. Continuing Education Accountability & Credibility Policy- Layne Harpine noted the semester is not yet complete for an accurate report. This item will be available for the members review at the March Committee Meeting.

V. Adjournment-With no other items to be discussed, the meeting was adjourned at 5:25 pm.

AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
December 10, 2012, at 4:30 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)* — Dr. Minus
   A. Spring Semester Enrollment and Super Saturday Registration & Advising
   B. SACS Update
   C. Articulation Agreement with Wesleyan College
   D. Advanced Manufacturing Grant Showcase
   E. Sustainable Agriculture Program Update
   F. Grants Activity Report

IV. Havelock-Cherry Point, Mil. Affairs & Workforce Dev. Update — Layne Harpine
   A. Military Affairs Center *(info)*
   B. Expansion of RCS Program Model to Vanceboro *(info)*
   C. Continuing Education Accountability & Credibility Policy *(motion)*

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
December 10, 2012, 3:35 P.M.

I. Gary Baldree, Chair, called the meeting to order at 4:30 pm.
II. Members Present: Mr. Gary Baldree, Mrs. Mattocks, Ms. Williams, Mrs. Wilson and Mr. Wright
Others Present: Dr. Catherine Chew, Ms. Lisa Collin, Mr. Larry Henderson and Mrs. Page Varnell.
III. Facilities-These items are for information only.
  A. Current Projects-These items are for information only.
    1. Military Affairs Center- Page Varnell introduced this item to the committee members. The main building on the Havelock Campus is being renovated to function as a Military Affairs Center. Renovations will be completed during the Christmas break.
    2. Brock Bathrooms- Page Varnell introduced this item to the committee members. The bathrooms on the first floor of brock will be renovated during the upcoming Christmas break. They were not part of the project when the first floor was renovated in summer 2011.
  B. Review Proposed Projects-FY 2013-These items are for information only.
    1. Student Quad Renovations- Page Varnell introduced this item to the committee members. Page handed-out a preliminary sketch of proposed updates to the student quad area for review and feedback from the committee members. The designs include multi-color and/or patterned concrete, movable and fixed furniture, green space, a future rose garden, an art sculpture and a permanent home for the flagpoles. The college is in the process of researching the cost for both sketches. Renovation of the quad area is scheduled for spring 2013. The committee members would like to see a more defined sketch; *Page will discuss with Sadaf Hassan and provide the sketch to the members.*
    2. Brock Front Entry Stairway/Renovation- Page Varnell introduced this item to the committee members. Page reviewed the report from Darden J. Eure & Associates and reviewed the preliminary sketches for review and feedback from the committee members. Funds would be sought from either a capital equipment fund or additional county funds. *The committee members would like a more defined drawing; Page will obtain a new drawing and provide it to the members.*
    3. Orringer Roof and Art Classrooms- Page Varnell introduced this item to the committee members. The room on Orringer will be replaced in spring 2013. The projected cost will be less than originally considered; the cost is projected at about $170,000 rather than $300,000. The balance from the $300,000 held for this project will be used to replace the air handlers in the Brock Administration Building; they have never been replaced.
    The art classes need an outdoor area; the cost to build and renovate projected between $30,000 & $50,000 and would be funded by additional county dollars.
    4. Walking/Fitness Trail- Page Varnell introduced this item to the committee members. A walking/fitness trail was proposed to Dr. Chew by a faculty member with in the last year. Page provided a rough sketch of the location of the proposed sketch around the campus. The trail would be made of a spongy type of material with stations strategically placed along it. The trail would be 1.2 miles in length and 6 foot wide; grant opportunities are being looked into for funding. The cost is roughly $200,000 for the trail and stations.
  C. Facilities Usage Report-Page Varnell introduced this item to the committee members. The report is for the months of Sept-Nov 2012. This item is for information only.
IV. Sustainability Committee Update- Page Varnell introduced this item to the committee members. The sustainability committee members are working with the consultant and are researching ways to save money and creating a timeline for implementation. There will also be an awareness campaign for faculty and staff. This item is for information only.
V. Updates: Dr. Chew updated the committee members on two things: Zaxby's will open later this month and have hired 25 students to work at the new restaurant; and the Auditor was here today to pick up the information for this year's audit and she was very positive as to the order of CCC records as opposed to just a few years ago.
VI. Adjournment-With no other items to be discussed, the meeting adjourned at 4:25 pm.

AGENDA

FACILITIES COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
December 10, 2012, at 3:30 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
Larry Henderson, Director of Facilities

I.	Call to Order	Gary Baldree, Chair
II.	Members Present	Gary Baldree, Chair
III.	Facilities	Page Varnell

A. Current Projects Update *(info)*
   1. Military Affairs Center
   2. Brock Bathrooms

B. Review Proposed Projects-FY 2013 *(info)*
   1. Student Quad Renovations
   2. Brock Front Entry Stairway/Renovation
   3. Orringer Roof and Art Classrooms
   4. Walking/Fitness Trail

C. Facilities Usage Quarterly Report *(info)*

IV. Sustainability Committee Update *(info)*

V. 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
December 10, 2012; 5:35 P.M.

I. Chair Pritchett called the meeting to order at 5:40 pm.

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

III. Financial Reports

A. The year to date budget comparison reports-State, County & Institutional were introduced to the committee by Page Varnell, VP of Administrative Services. Page reviewed the State budget comparison for July 1st-Nov 30th, 2012. CCC has expended some equipment dollars for the implementation of phase 1 of VOIP. There are no other noteworthy expenditures.
Mr. Pritchett called for a motion to accept this item as presented.
Motion: Ron Knight; Second: Bill Naumann
Page reviewed the County Funds budget comparison report for July 1st-Nov 30th, 2012. Employee supplements are paid in December and will be taken from County funds. There are no significant expenditures on this report.
Mr. Pritchett called for a motion to accept this item as presented.
Motion: Bill Naumann; Second: Kevin Roberts
Page reviewed the Institutional Funds budget report for July 1-Nov 30, 2012. 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: Ron Knight; Second: Kevin Roberts

B. The Write-Off of Uncollectible Accounts was introduced to the committee by Page Varnell. $9,541.02 in un-collectibles is noted on the report.
Mr. Pritchett called for a motion to accept this item as presented.
Motion: Kevin Robert; Second: Ron Knight

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

IV. Preliminary County Budget/Capital Requests for FY 2013 and State Capital Improvement Account-these items are for information only.

A. Student Quad Renovations- Page Varnell introduced this item to the committee members. Page handed out a preliminary sketch of proposed updates to the student quad area for feedback from the committee members; this was also reviewed with the facilities committee members. The handout was discussed for review and input. The designs include multi-color and/or patterned concrete, movable and fixed furniture, green space, a future rose garden, an art sculpture and a permanent home for the flagpoles. The college is in the process of researching the cost for both sketches. Renovation of the quad area is scheduled for spring 2013. *The facilities committee members wanted to see a more defined sketch; Page will discuss with Sadaf Hassan and provide the sketch to the members.* Bookstore money can be used for this area of renovation.

B. Brock Front Entry/Stairway Renovation- Page Varnell introduced this item to the committee members. Seeking feedback from the committee members, Page reviewed the report and preliminary sketches from Darden J. Eure & Associates and reviewed the options to repair (estim. $75,000), replace with a similar structure (estim. $185,000) or demolish and replace enclosed with in the building (estim. $430,000). Funds would be sought from either a capital equipment fund or additional county funds.

C. Orringer Roof and Art Classrooms- Page Varnell introduced this item to the committee members. The room on Orringer will be replaced in spring 2013. The projected cost will be less than originally considered; the cost is projected at about $170,000, rather than the $300,000 originally quoted. The balance from the $300,000 held for this project will be used to replace the air handlers in the Brock Administration Building; they have never been replaced.

The art classes need an outdoor area; the cost to build and renovate projected between $30,000 & $50,000 and would be funded by additional county dollars. This project has been added to the 5 year renovation plan for the college.

D. Walking/Fitness Trail- Page Varnell introduced this item to the committee members. A walking/fitness trail was proposed to Dr. Chew by a faculty member with in the last year. Page provided a rough sketch of the location of the proposed sketch around the campus. The trail would be made of a spongy type of material with stations strategically placed along it. The trail would be 1.2 miles in length and 6 foot wide; grant opportunities are being looked into for funding. The cost is roughly $200,000 for the trail and stations. Anticipated users would be BLET-CJC, PE-health classes, faculty, staff & students and community members.
Page was instructed to update the 5 year facilities plan and create a list of projects the college would like considered. The facilities committee members will review the plan and list at a special facilities meeting to be scheduled in early January 2013.

V. Dr. Chew added the following updates: 1. As of last week, spring enrollment is down about 15%. Fall 2012 ended with lower enrollment than the previous year. Fall 2012 headcount was down approx. 10%; FTE was down about 7%. Student Services is attempting to be proactive and will offer alternative scheduling options that have not been available in other semesters and held "Super Saturday" this past weekend. About 75 outside people participated in addition SGA, Club members, Ambassadors and student services staff were all on hand to enroll students and provide information; 2. SACS- Mary Clark, interim dean, is currently at the SACS annual meeting and we hope to have a report by tomorrow about the outcome of CCC's 5 year report which was submitted in September 2012; 3. the Auditor was here today to pick up the information for this year's audit and she was very positive as to the order of CCC records as opposed to just a few years ago.

VI. Adjournment-The meeting adjourned at 6:35p.m.

AGENDA

FINANCE COMMITTEE
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
December 10, 2012; 5:30 P.M.

Members: *Mr. Dan Pritchett, Chair*
Mr. Ronald Knight
Mr. Bill Naumann
Mr. Kevin Roberts
Mrs. Carol Mattocks, Board Chair

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

I. Call to Order — Dan Pritchett, Chair

II. Members Present — Dan Pritchett, Chair

III. Financial Reports — Page Varnell
   A. Year-to-date Budget Comparison Reports-State, County & Institutional (July 2012-present) *(motion)*
   B. Write-Offs and Uncollectible Accounts *(motion)*
   C. Cash Balances *(info)*

IV. Preliminary County Budget/Capital Requests for FY 2013 and State Capital Improvement Account *(info)*
   A. Student Quad Renovations
   B. Brock Front Entry/Stairway Renovation
   C. Orringer Roof and Art Classrooms
   D. Walking/Fitness Trail

IV. Adjournment — Dan Pritchett, Chair

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

MINUTES

PERSONNEL COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
December 10, 2012, 6:40 P.M.

I. Chairman Naumann called the meeting to order at 6:30 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, Mrs. Vickie Moseley Jones & Mrs. Page Varnell.

III. Diversity Update-These items are for information only.

   A. NC Diversity & Inclusive Partnership Conference- Vickie Moseley Jones and Page Varnell attended the conference in November. Information/agenda about the conference was handed out to the members for their review.

   B. Diversity Ad Hoc Committee Progress-Vickie Moseley Jones discussed the Diversity Team progress. There are 14 members from all areas of the college and it is a 3 year member commitment. Year 1-develop; year 2-implement; year 3-evaluate. The members meet monthly and have begun to define their goals and vision. *A diversity plan will be presented to the personnel committee members at their June 2013, meeting.*

IV. Reports

   A. The Quarterly Personnel Action Report for Sep-Nov 2012 was presented to the committee by Mrs. Page Varnell. The committee members reviewed the report and provided a brief verbal summary of the reason for individual's resignations. This item is for information only.

V. President's Evaluation Process/Timeline- Mr. Naumann introduced this item to the committee members for review. The timeline was handed out and reviewed and the committee members agree with the timeline. This item will be reviewed at the winter full Board Meeting so all Trustees are aware of the timeline. This item is for information only.

VI. BOT Self Evaluation- Mr. Naumann introduced this item to the committee members for review. Mr. Naumann handed out the self-evaluation tally and reviewed the highest and lowest rankings. There was 100% participation by the Board; *the document will be discussed at the winter retreat with the full Board.* This item is for information only.

VII. Adjournment: With no other items to be discussed, the meeting was adjourned at 7:20 pm.

AGENDA

PERSONNEL COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
December 10, 2012, 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
Vickie Moseley-Jones, Director of Human Resources

I.	Call to Order	Bill Naumann, Chair
II.	Members Present	Bill Naumann, Chair
III.	Diversity Update *(info)* A. NC Diversity & Inclusive Partnership Conference (Raleigh) B. Diversity Ad Hoc Committee Progress	Vickie Moseley-Jones
IV.	Reports *(info)* A. Review of Quarterly Personnel Report	Page Varnell
V.	President's Evaluation Process/Timeline *(info)*	Bill Naumann, Chair
VI.	BOT Self Evaluation *(info)*	Bill Naumann, Chair
VII.	Adjournment	Bill Naumann, Chair

Personnel Committee Charge

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

MINUTES

SPECIAL FINANCE COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
January 4, 2013; 3:30 P.M.

I. Chair Pritchett called the meeting to order at 3:40 pm.

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

III. Five-year Facilities Plan Review

A. Review of the County Capital Plan-A review of the County Capital Plan was introduced to the committee by Page Varnell, VP of Administrative Services. Handouts were provided for the record. Page reviewed the 2012 plan discussed with the County and the updated/revised current plan of both funded projects and continued needs. This is the last year CCC can move state funds to capital improvement funds; the NCCCS suggests a capital improvement account request soon. Page is requesting permission from the Committee to request a $600,000 capital improvement account. The Committee Members support Page moving forward with a capital improvement account request. Some projects shown on the projects list presented to the County will be funded with the capital improvement account rather than County funds and reflected as such on the request. For 2014, a request of $145,000 above the $350,000 requested last year will be made to the County for a total of $495,000. The Committee Members also suggest revising future year projects to reflect a spending need of $495,000 rather than the $350,000 designated at this time. The Committee Members also suggest a list of the capital improvements completed over the past 24 months where non-county funds were used and also indicated the ability to use non-county funds for these projects will not be available to CCC after this year.
Dan Pritchett noted the Capital Outlay County Funding request will be presented to the full Board for their approval.

B. Proposed Future Facilities Projects-This item was discussed with the Committee Members in item A, the review of the county capital plan. Discussion took place regarding long term projects and funding strategies. This item is for information only.

IV. Adjournment-The meeting adjourned at 4:50p.m.

AGENDA

Special Finance Committee Meeting
Craven Community College
Ward Boardroom, Brock Building
January 4, 2013; 3:30 P.M.

Members: *Mr. Dan Pritchett, Chair*
Mr. Ronald Knight
Mr. Bill Naumann
Mr. Kevin Roberts
Mrs. Carol Mattocks, Board Chair

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

I. Call to Order	Dan Pritchett, Chair
II. Members Present	Dan Pritchett, Chair
III. Five-Year Facilities Plan Review A. Review of County Capital Plan B. Proposed Future Facilities Projects	Page Jones Varnell
IV. Adjournment	Dan Pritchett, Chair

Finance Committee Charge

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

Craven Community College
Budget Comparison Report
State Funds

FY 2012-2013 Budget Comparison as of Nov. 30, 2012	President's Office/Foundation/Marketing				VP of Administrative Services				EVP of Academic Affairs/VP of Student Services				VP-HV/MA/WD			
42% 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	595,087	260,025	335,062	44%	1,920,248	772,552	1,147,696	40%	2,832,931	1,199,816	1,633,115	42%	1,484,554	606,948	877,606	41%
519 Contracted Services	51,587	17,366	34,221	34%	123,142	57,562	65,580	47%	35,370	12,500	22,870	35%	-	-	-	
523 Instructional Supplies			-		-	-	-		500	-	500	0%	-	-	-	
525 Motor Vehicle Supplies			-				-				-				-	
526 Office Supplies	4,400	1,380	3,020	31%	31,854	6,896	24,958	22%	19,649	11,488	8,161	58%	16,441	902	15,539	5%
527 Other Supplies	7,930	175	7,755	2%	35,212	9,905	25,307	28%	12,761	7,584	5,177	59%	5,753	550	5,203	10%
528 Audio-Visual Supplies			-				-				-				-	
531 Staff Development	29,353	12,615	16,738	43%	56,960	13,792	43,168	24%	60,646	15,144	45,502	25%	30,235	9,483	20,752	31%
532 Communication/Postage	-	-	-		75,255	41,621	33,634	55%	110	35	75	32%	300	209	91	N/A
534 Printing & Binding	54,069	28,805	25,264	53%	1,000	-	1,000	0%	894	-	894	0%	1,000		1,000	
535 Repairs & Maintenance	-	-	-		77,179	29,335	47,844	38%	3,250	1,628	1,622	50%	624	624	-	100%
536 Freight					10	-	10	0%								
537 Advertising	52,500	16,909	35,591	32%	18,091	5,440	12,651	30%	-	-	-		3,600	150	3,450	4%
538 Data Processing									2,400	-	2,400	0%				
539 Other Current Services	3,270	73	3,197	2%	49,074	12,383	36,691	25%	31,816	8,585	23,231	27%	850	210	640	25%
543 Lease/Rental Other Equipme			-		56,000	13,132	42,868	23%	13,400	-	13,400		16,053	3,620	12,433	23%
544 Data Processing Software	-	-	-		123,345	44,339	79,006	36%	15,211	710	14,501	5%	-	-	-	
546 Memberships & Dues	17,485	10,594	6,891	61%	11,950	7,486	4,465	63%	3,200	900	2,300	28%	595	595	-	100%
548 NEIT Admin													9,455	-	9,455	0%
55x Equipment					635,889	115,560	520,329	18%					2,820	-	2,820	0%
Total Administrative:	**815,681**	**347,942**	**467,739**	**43%**	**3,215,209**	**1,130,004**	**2,085,205**	**35%**	**3,032,138**	**1,258,390**	**1,773,748**	**42%**	**1,572,280**	**623,292**	**948,988**	**40%**
Instructional																
Salaries & Benefits					-	-	-		6,956,767	2,582,218	4,374,549	37%	1,827,373	725,969	1,101,404	40%
519 Contracted Services							-		74,827	4,000	70,827	5%	70,929	13,765	57,164	19%
523 Instructional Supplies					491,363	-	491,363	0%	180,014	23,303	156,711	13%	104,745	15,420	89,325	15%
524 Repair Supplies									50	-	50	0%			-	
525 Motor Vehicle Supplies							-		2,100	548	1,552	26%			-	
526 Office Supplies							-		1,789	6	1,783	0%	667	-	667	0%
527 Other Supplies					-	-	-		23,471	1,089	22,382	5%	4,687	217	4,470	5%
528 Audio-Visual Supplies							-		1,000	-	1,000	0%			-	
531 Staff Development							-		109,360	13,713	95,647	13%	22,894	9,127	13,767	40%
532 Communication							-		-	-	-		-	-	-	
534 Printing & Binding							-		-	-	-		328	328	0	100%
535 Repairs & Maintenance							-		28,092	16,335	11,757	58%	-	-	-	
536 Freight									250	-	250	0%			-	
537 Advertising							-		-	-	-		1,700	-	1,700	0%
539 Other Current Services							-		19,286	1,486	17,800	8%	913	664	249	73%
541 Rental of Property							-		3,100	2,500	600	81%			-	
543 Lease/Rental Other Equipme							-		-	-	-		-	-	-	
544 Data Processing Software							-		32,758	5,175	27,583	16%				
546 Memberships/Accredita & Dues							-		24,220	4,074	20,146	17%	750	750	-	100%
55x Equipment					-	-	-		64,129	8,435	55,694	13%	-	-	-	
Total Instructional:	-	-	-		**491,363**	-	**491,363**	**0%**	**7,521,213**	**2,662,882**	**4,858,331**	**35%**	**2,034,986**	**766,238**	**1,268,748**	**38%**
Total Admin & Instructional:	**815,681**	**347,942**	**467,739**	**43%**	**3,706,572**	**1,130,004**	**2,576,568**	**30%**	**10,553,351**	**3,921,272**	**6,632,079**	**37%**	**3,607,266**	**1,389,531**	**2,217,736**	**39%**

	Budget	Expenses	Remain Bal	% Spent
College Totals	**18,682,870**	**6,788,748**	**11,894,121**	**36%**

FY 2013 Budget Comparison
County Funds
as of November 30, 2012
42% of year

FY 2013 Budget Comparison November 30, 2012 42% 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	278,865	17,835	261,030	6%	825,876	352,044	473,832	43%	158,634	67,698	90,936	43%				
Hourly Salaries			-						91,622	33,582	58,040	37%				
519 Contracted Serv (Legal)	75,000	8,551	66,449	11%			-				-					
519 Contracted Serv (Security Srvs.)			-						46,627	19,517	27,110	42%				
519 Contracted Serv (Janitor)					66,718	34,325	32,393	51%								
519 Contracted Serv (Waste removal)					12,340	2,719	9,621	22%								
519 Contracted Serv (Pest control)					4,000	1,060	2,940	27%								
519 Contracted Serv (Lawns/Grounds)					61,000	11,466	49,534	19%	-							
519 Contracted Serv (Misc Services)	2,700	-	2,700	0%	52,592	30,467	22,125	58%								
521 Custodial Supplies					33,455	16,532	16,923	49%	6,700	830	5,870	12%				
522 Maintenance Supplies					33,615	9,605	24,010	29%			-					
523 Instructional Supplies			-								-					
524 Repair Supplies					20,650	4,066	16,584	20%			-					
525 Motor Vehicle Supplies	1,100	528	572	48%	13,000	3,363	9,637	26%	2,570	715	1,855	28%				
526 Office Supplies	750	-	750	0%	500	359	141	72%	1,300	111	1,189	9%				
527 Other Supplies	200	-	200	0%	11,701	4,688	7,013	40%	4,148	2,279	1,869	55%				
528 Audio-Visual Supplies			-								-					
531 Staff Development	25	-	25	0%	5,591	1,637	3,954	29%	-		-					
532 Communication	675	(39)	714	-6%	213,658	68,155	145,503	32%	-	-	-					
533 Utilities					860,788	385,765	475,023	45%			-					
534 Printing & Binding			-								-					
535 Repairs & Maintenance	90,611	39	90,572	0%	233,034	99,382	133,652	43%	12,100	6,283	5,817	52%				
537 Advertising			-								-					
539 Other Current Services	12,785	11	12,775	0%	7,550	1,003	6,547	13%	200	19	181	10%				
541 Rental of Property	1,500	802	698	53%	-	-	-				-					
543 Lease/Rental Other Equipme			-													
544 Data Processing Software			-													
545 General Admini (Insurance)	210,750	1,295	209,455	1%												
546 Memberships & Dues					200	-	200									
55X Equipment													300,000	11,175	288,825	4%
							-									
Totals	674,961	29,021	645,940	4%	2,456,268	1,026,634	1,429,634	42%	323,901	131,035	192,866	40%	300,000	11,175	288,825	4%

College Totals	Budget	Expenses	Remain Bal	% Spent
Regular Operating	3,455,130	1,186,690	2,268,440	34%
Capital Outlay	300,000	11,175	288,825	4%

Craven Community College
Institutional Funds Budget
For the period Sept. 1 through Nov. 30, 2012

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	32,500.00	20,264.95	12,235.05	62.35%		39,110.00	(2,362.18)
01	134 Unrestricted Overhead Receipts	5,576.00	-	5,576.00	0.00%		595.71	890.79
01	136 Foundation	217,692.00	67,229.53	150,462.47	30.88%		47,803.85	41,736.69
01	137 Financial Aid Matching	-	520.25	(520.25)	N/A			(801.60)
01	221 Applied Music	550.00	-	550.00	0.00%		960.00	907.82
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	168,748.83	11,251.17	93.75%		26,645.44	68,321.01
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	310,506.00	151,433.99	159,072.01	48.77%		89,398.60	344,186.48
01	411 Learning Resource Center	1,900.00	1,500.00	400.00	78.95%		915.74	13,237.31
01	460 Customized Industry Training Support	11,500.00	2,833.05	8,666.95	24.64%		7,156.72	14,004.50
01	461 Small Business Support Fund	-	-	-			0.28	358.42
02	131 College Work Study	60,640.00	30,094.65	30,545.35	49.63%		23,106.08	(6,988.57)
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%		284.93	12,924.35
02	139 Harold H. Bate Foun Grant	75,000.00	-	75,000.00	0.00%		35,000.00	35,000.00
02	220 NCSU Engineering	25,000.00	7,920.53	17,079.47	31.68%		25,000.00	37,522.15
02	227 ENCORE	12,407.00	9,838.39	2,568.61	79.30%		5,009.82	7,578.62
02	228 Grants -NSF	19,542.00	7,446.19	12,095.81	38.10%		12,151.06	7,201.89
02	229 NCAMA Grant	1,211,096.00	578,670.38	632,425.62	47.78%		236,525.86	(356,328.33)
02	291 Specifc Fees - Lab/DE/ASC	239,500.00	49,976.16	189,523.84	20.87%		122,130.68	444,329.67
02	292 System-Wide Fees-Computer Tech	167,938.00	3,526.34	164,411.66	2.10%		51,432.33	495,170.17
02	293 Patron Fees	32,500.00	5,921.70	26,578.30	18.22%		13,534.48	138,910.84
02	313 Weyerhauser Scholarship - Con Ed	-	-	-			1.98	2,502.23
02	314 Grants - Workforce Development	10,158.00	2,656.57	7,501.43	26.15%		3,480.00	10,427.51
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%		358.54	11,081.53
02	521 C-Step Grant	10,000.00	1,559.28	8,440.72	15.59%		10,000.00	8,302.82
02	531 Professional Liability Ins	6,500.00	6,477.00	23.00	99.65%		4,482.00	3,093.47
02	532 Student Insurance	150.00	60.00	90.00	40.00%		52.28	339.11
02	533 Transcript Fees	35,700.00	34,715.82	984.18	97.24%		13,837.89	62,510.35

Craven Community College
Institutional Funds Budget
For the period Sept. 1 through Nov. 30, 2012

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT		REVENUES YEAR TO DATE	FUND BALANCE
02	534 TRIO Grant	211,447.00	93,269.47	118,177.53	44.11%		93,269.47	(10,133.57)
02	790 Orringer Hall Fund	3,500.00	1,380.07	2,119.93	39.43%		286.91	14,081.07
02	791 Public Radio East	932,226.00	420,306.79	511,919.21	45.09%		389,756.58	172,691.63
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%		4,146.00	13,809.28
02	797 Public Radio East Foundati	694,590.00	214,948.84	479,641.16	30.95%		248,146.32	158,449.28
02	823 SEOG	96,485.00	45,990.00	50,495.00	47.67%		45,990.00	-
02	824 Pell	6,900,000.00	2,775,447.99	4,124,552.01	40.22%		2,764,434.88	(12,688.11)
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	6,414.00	5,841.45	572.55	91.07%		6,414.00	572.55
02	833 NCCG	160,000.00	63,205.00	96,795.00	39.50%		62,374.00	1,401.83
02	834 Teacher Assistant Sch Fund	29,000.00	15,871.00	13,129.00	54.73%		8,250.00	(6,750.00)
02	835 State Aid Scholarships	140,000.00	68,873.00	71,127.00	49.20%		67,724.00	(236.96)
02	840 General Scholarships	110,000.00	81,477.63	28,522.37	74.07%		23,031.90	102,109.90
02	841 Endowment Scholarships	15,810.00	6,089.00	9,721.00	38.51%		2,503.90	777.26
05	710 Clearwire Distribution	2,905.00	750.00	2,155.00	25.82%		2,362.94	13,224.59
05	720 Bookstore	160,000.00	47,796.95	112,203.05	29.87%		78,858.59	625,003.11
05	730 Food Service	27,500.00	9,000.00	18,500.00	32.73%		9,333.77	383.77
05	740 Campus Access	49,000.00	6,603.93	42,396.07	13.48%		31,777.38	189,026.04
05	770 Student Activity Funds	143,875.00	81,655.21	62,219.79	56.75%		96,536.28	40,329.85
05	775 Student Leadership	45,000.00	29,313.97	15,686.03	65.14%		30,000.00	686.03
06	810 J. Wrenn Emergency Loan Fu	2,500.00	230.26	2,269.74	9.21%		130.85	42,902.65
07	901 Repairs & Renovations	11,692.00	2,238.13	9,453.87	19.14%			(2,238.13)
07	910 Buildings & Grounds	300,000.00	300,000.00	-	100.00%		173.67	290,488.47
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	-	9,447.00	0.00%		-	9,446.63
08	792 Public Radio East Endowment	-	-	-			33.66	42,596.37
08	850 Endowments	15,810.00	-	15,810.00	0.00%		104,371.61	1,685,566.10
Total		12,971,807.00	5,457,287.24	7,514,519.76	42%		4,986,803.67	5,317,198.25

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	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	LABFA Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	RETCK Return Check	RTCK Check Fee	PLIAB Prof Liab Ins	WBLET BLET	FA Overage	Other Write-offs Description	Other Write-offs Amount	Total
William Barber	369003	2010FA	229.00															229.00
Joseph Godwin	187911	2010FA							842.50									842.50
Shaneka Gulledge	681284	2010FA	67.23	3.46	1.73	1.08												73.50
Sandy Harrell	647616	2010FA					272.02											272.02
Jayne Holzkamm	697048	2010FA		14.00	16.00	10.00												40.00
Tashi James	90042	2010FA	27.88	2.63	2.63	1.65												34.79
Michael Johnson	663313	2010FA	65.87	4.14	2.07	1.30												73.38
LaToya Jones	379061	2010FA	226.00	16.00	8.00	5.00		5.00										260.00
Candace Lemon	173962	2010FA							736.00									736.00
Kendra Lionetti	369034	2010FA	186.45	10.56	5.28	3.30												205.59
Gail Lovick	577808	2010FA	141.23	8.00	4.00	2.50	314.51											470.24
Jason Curry	683077	2010FA	353.38	25.09	12.54	7.84	231.48	16.68										647.01
Junia McDaneil	281000	2010FA	239.69	10.44	5.22	3.26	134.47											393.08
Alexis Moore	685661	2010FA	223.75	10.56	10.54	6.60												251.45
David Rolliosn	647183	2010FA	340.83	16.09	8.04	5.03	242.59											612.58
Ambehr Russo	373315	2010FA					524.20											524.20
John Schlotter	646044	2010FA	406.50	16.00	-	10.00												432.50
Martha Sidney	688652	2010FA	74.57	5.28	5.28	3.30		3.30										91.73
Leia Skyes	183923	2010FA	226.00	16.00	16.00	10.00												268.00
Jessica Tart	374116	2010FA	452.00	32.00	16.00	10.00		20.00										530.00
Terra Turner	695270	2010FA	372.89	21.12	10.56	6.60		6.60										417.77
Stephanie Valentine	660802	2010FA	385.94	13.66	6.83	4.27		8.54										419.24
Jeremiah White	671024	2010FA	202.83	10.10	8.08	5.05		30.28										256.34
Teresa White	662650	2010FA	98.87	8.00	3.99	2.50												113.36
Quatisha Williams	680141	2010FA	73.52	-	5.88	3.68	73.48			3.68								160.24
Cameron Willis	574981	2010FA	1,186.50															1,186.50
																		-
																		-
			5,580.93	243.13	148.67	102.96	1,792.75	90.40	1,578.50	3.68	-	-	-	-	-	-	-	9,541.02

(Requested by)

Vice President for Administrative Services

Total Collected	$	397.86
Total Fees Paid to collection agency		240.38
Net proceeds	$	157.48

CRAVEN COMMUNITY COLLEGE

REPORT OF CASH BALANCES AS OF NOVEMBER 30, 2012

		November 30, 2012
Local Funds		**$1,690,934.40**
Special Funds		**$3,910,415.58**
	Total	**$5,601,349.98**

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 30, 2012, the interest rate was 0.48230% as compared to the prior interest rate of 047467% for August 31, 2012.

Craven Community College Quarterly Personnel Report
September 1, 2012-November 30, 2012

New Hires	Position Title	Effective	Monthly/Annually
Casey Cornelius	Dean of Student Development	10/15/12	6,834/82,000
Cynthia Blot	Director of the Small Business Center	10/15/12	3,627/43,500
Sarah Whitford	Administrative Assistant/LAUT	11/1/12	2,500/30,000
Jamie Maynard	Accountant-Grants & Special Projects	11/1/12	3,667/44,000
Christie Gray	Accountant-Budgeting/Operations	11/1/12	4,000/48,000
Keith Williams	Workforce Development Coordinator II Service Programs	9/1/12	3,627/43,500

Reassignments/ Promotions	From	To	Effective	Reason/ Annual
Sean Ratchford	Administrative Assistant/IA Part-Time	Administrative Assistant/IA **(Full-Time Temporary)**	10/22/12	Promotion/ 25,332

Resignations/ Terminations/Retirements	Position	Effective	Reason
Diane Lavoie	Accountant Grants & Special Projects	9/7/12	Resignation
Steve Watson	Accountant- Budget/Financial Reporting	9/26/12	Resignation
Dr. Maria Fraser-Molina	Executive VP/Chief Academic Officer	9/30/12	Contract Non-Renewal
Danessa Peterson	Coordinator, Campus Life & Student Engagement	10/5/12	Resignation
Patrick Standifer	Administrative Assistant-WFD	10/15/12	Resignation
Valerie Kite	Research and Assessment Specialist	10/31/12	Resignation
Susan Gifford	Executive Director of the Foundation	10/31/12	Resignation
Fred Cooze	Director of the Academic Skills Center	10/31/12	Resignation
Jacqueline Hritz	TRiO Academic Support Specialist	11/30/12	Resignation
Dr. Wendy Toler	Pharmacy Technology Coordinator/ Faculty	11/30/12	Resignation

Section IV

Proposed Process - 2013 CCC President Evaluation

Amended Jan 4, 2013

10-Dec	Process Review by the Personnel Committee
18-Jan	Distribute Evalution Forms
15-Feb	Evaluation Forms Returned
11-Mar	Results Reviewed by the Personnel Committee
9-Apr	Results Reviewed by the Full Board
10-Apr	Feedback to the President by Chair and Vice-Chair
May	Full Board Meting with President (if necessary)

Section V

Craven Community College
Quarterly Snapshot – January 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 October 15, 2012)

Spring 2013 Curriculum Enrollment	Headcount = 3,003	FTE = 1,189 (as of Jan 16, 2013)
Spring 2012 Curriculum Enrollment	Headcount = 3,322	FTE = 1,311

Learning & Student Success

- A reception for the Dominican Republic Artists was held on October 29th; murals were painted on the New Bern and Havelock-Cherry Point Campuses, as well as at designated locations in the community.
- Transfer Day was held on November 7th; 14 colleges and universities were in attendance and 73 students participated.
- The first college-wide "Super Saturday" event for prospective students was held on December 8th and was a big success; enthusiastic students, faculty, and staff were on hand to provide information about registration and programs of study.
- Two students, March Koser & Ethan Warwick, current members of the Craven Community College Cyber Collective (C5), placed in Round 1 of the National Cyber League Competition.
- Student Ambassadors assisted the American Red Cross in disaster relief efforts by raising money for those affected by Hurricane Sandy.
- A memorandum of agreement is in process with the Marine Corp Air Station at New River to provide college credits for prior work experience in the composites program.
- The first cohort of students is being recruited for the NSF Grant – Scholars in Engineering & Science (SEAS); scholarships for science, technology, engineering, or math majors who have completed less than 12 hours at Craven, have a record of high academic performance, and demonstrate financial need are eligible.

Administrative Services

- Implementation of Phase I of VOIP has begun; Phase II will begin in the spring.
- Members from the Unit participated in the Diversity in Higher Education Conference provided by the NC Diversity and Inclusion partners
- A consultant from NC State University is assisting in the development of a comprehensive sustainability plan.
- The Student Center renovations, including the Dominican Republic mural, along with newly provided food service, have transformed the area into an active hub for students.

Havelock-Cherry Point, Military Affairs & Workforce Development

- The college is partnering with RHEMA Ministries in Vanceboro to replicate successful programs offers at Religious Community Services; 30 students are enrolled in Commercial Cleaning, 6 in Green Building Trades Construction, and 6 in the Basic Skills program; approximately $7500 in tuition assistance was provided by the Target Assistance Grant and $1200 through Golden Leaf.
- Employability labs have been established on both the New Bern and Havelock campuses; the labs will provide assistance in developing and refining skills that lead directly to jobs.
- The FAA audit of the aviation maintenance program on December 4th resulted in no recommendations for improvement; Craven's program continues to be a model statewide and nationally.
- Fourteen Aviation Technology students successfully completed the AAS program on October 31st; nine students have acquired full time positions in the aviation field.
- KUKA robots were delivered to the Bosch Building in January and development of the training curriculum is currently underway.

Craven Community College
Quarterly Snapshot – Jan 2013
Continued

Foundation/Marketing

- The new marketing campaign, "I Am Craven Community College" was launched; advertising has appeared in the newspaper and on radio; TV commercials were created and appeared in the ECU Bowl Game on Time Warner Cable on December 22nd.
- Two new Craven digital billboards on Route 70 near the Ruby Tuesdays in James City and in Havelock close to the base entrance will promote college events and happenings.
- The Campus Campaign exceeded last year's campaign; nearly $30,000 receipts-to date; 126 individuals made gifts and 36 were new donors.
- The annual campaign was launched in November and includes gifts from 57 individuals totaling nearly $50,000.
- Nominations are now being accepted for the Community Fabric Awards and sponsorships are being solicited by the steering committee; Ward and Smith is the presenting sponsor this year; new Diamond Sponsorships are available for $5,000 that provide exciting opportunities for promotion and visibility in the community.
- The first class of the VIP Ambassador Program will be offered in the spring; the sessions will introduce participants to students, staff, trustees and foundation members; Judy Eurich and Diane Tyndall will facilitate the program.
- The Neuse River Bridge Run was supported by more than 150 Craven staff and students in November; the Foundation is a recipient of proceeds from this community event.

Outreach Efforts *(sampling)*

Dec 2012
- RHEMA Workforce Development Graduation *(C. Chew, L. Harpine, E. Wright)*
- Hosted Housing Director Julian Marsh *(C. Chew, L. Harpine, D. Minus, M. Best)*
- Met the Moen Leadership Team and Toured the Facility *(C. Chew, J. Eurich)*
- Associate Degree Nurse Pinning Ceremony *(D. Minus, K. Gallman)*
- NC Advanced Manufacturing Alliance Showcase *(C. Chew, D. Minus, L. Harpine, J. Millard)*
- Holiday Gatherings-Swiss Bear, Cherry Point, Tryon Palace, Havelock Chamber, etc. *(C. Chew, L. Harpine)*

Nov 2012
- US Marine Corps Birthday Balls *(C. Chew, L. Harpine, J. Millard)*
- Leadership Academy Kick off *(C. Chew)*
- AACC Fall Meeting and Global Commission-Washington DC *(C. Chew)*

Oct 2012
- AAUW Presentation *(C. Chew)*
- Arts Ahoy *(C. Chew)*
- German Fulbright Scholarship Administrators Program *(C. Chew)*

Section VI

Final Athletic Update/Summary for Board of Trustees
Quarterly Meeting – January 18, 2013

Ad hoc Athletic Committee and Finance Committee recommendations approved at the January 2012 BOT meeting:

- **a.** Discontinue the Golf Program effective 2012-13 AY - **Completed**
- **b.** Eliminate the Athletic Director Position for the 2012-13 AY (Administration to work with the AD to repurpose the position to include faculty/teaching responsibilities and development/fundraising responsibilities) - **Completed**
- **c.** Begin immediately to "test the waters" and assess fundraising abilities; attempt to establish a CCC Panther Booster Club that could be grown into a sizeable endowment that will support an Athletic program; identify possible grant opportunities - **Completed**
- **d.** BOT to revisit the Athletic discussion in January 2013 to determine how fundraising/development efforts have evolved and whether or not to continue
- **e.** Maria Fraser-Molina and Mark Faithful will explore in detail how Lenoir CC and Pitt CC fund their athletic programs; report to the BOT at the July 2012 meeting – **Completed**
- **f.** Daryl Minus will work with the marketing consultant to create an information piece that could be utilized in fundraising efforts – **Completed**
- **g.** The college will commit 25% of SAF for 2012-13 to put in a reserve fund for support of a future Athletic program **Completed**

Summary Notes

- Athletics program discussed with the Foundation Executive Committee and they did not endorse fundraising for an athletic program; Suzanne Gifford reported to the BOT. (Reference BOT Minutes, July 17, 2012)
- Lind Hartsell presented challenges with his individual efforts to fundraise, to cultivate donors and to sell an Athletic program without facilities to the BOT. (Reference BOT Minutes, July 17, 2012)
- Monica Minus found few grant opportunities for Athletics funding. (Reference BOT Minutes, July 17, 2012)
- Page Varnell reported on research regarding Lenoir and Pitt CC's Athletic program funding to the BOT. (Reference BOT Minutes, July 17, 2012)
- Daryl Minus provided an update on the 2012-13 Student Activity Fees budget/expenditures and student club activities to the BOT (Reference BOT Minutes, October 16, 2012)
- Van Cuthbertson, SGA President and Student Trustee, reported concerns and lack of interest for an athletic program through an administered student survey that had minimal response to the BOT. (Reference BOT Minutes, October 18, 2011)

Recommendation:

Based on additional information and further review by the Board and Administration that included: (1) uniqueness and restrictions regarding funding an athletic program in NC; (2) lack of fundraising capacity in the community for an athletic program and lack of interest by the Foundation Board; (3) no significant grant sources identified to fund an athletic program; and (4) current research that other colleges are shutting down athletic programs in light of the difficult economic times, the Administration regrettably recommends that the College not pursue the establishment of an athletic program at this time.

Section VII

Craven Community College

Original Capital Funded Projects (as of 6.14.2011)

County Fiscal Year	Project	Total Funded	
2012	Sidewalks/Security Cameras	$ 210,000	Complete
2013	Orringer Roof	$ 300,000	In-Progress
2014	Brock Hall	$ 100,000	
	Barker Hall (library, Academic Skills Center)	$ 200,000	
	Perdue, plumbing	$ 50,000	
2015	Orringer Hall	$ 175,000	
	Grounds	$ 25,000	
	Kelso chiller	$ 150,000	
2016	Perdue chiller	$ 150,000	
	VOIP Phone	$ 200,000	
		$ 1,560,000	

Items in red were orginally funded, but covered by other sources such as grants.

Revised Capital Requests 2014-2017

County Fiscal Year	Facilities Needs		Requested Amount
2014	**Brock Air Handlers**		$ 140,000
	Barker Hall (Chiller)		$ 80,000
	Piping-Student Center Bldg		$ 75,000
	Barker Hall (library, Academic Skills Center)		$ 200,000
		Total	$ 495,000
2015	**Perdue Roof (phase 1)**		$ 150,000
	Orringer Hall		$ 175,000
	Kelso chiller		$ 150,000
	Grounds		$ 25,000
		Total	$ 500,000
2016	Perdue Roof (phase 2)		$ 100,000
	Perdue chiller		$ 150,000
	Keyless Entry (for safety purposes)		$ 250,000
		Total	$ 500,000
2017	**Student Center Chiller**		$ 150,000
	Perdue Classrooms		$ 160,000
	Parking Lot Refurbishments		$ 150,000
	Painting/Grounds		$ 40,000
		Total	$ 500,000
		2014-2017 Total	$ 1,995,000

Note: Over the past 24 months, Brock Hall renovations, Perdue Plumbing, VOIP and Student Center renovations occurred utilizing other funds not typically available

Items in yellow were originally funded

Items in Black are additional requests

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

Section VIII

Student Government Association
Student Report

January 18th, 2013

Meetings, Meetings, Meetings!

-The Student Government Association held its' last General Assembly Meeting for the fall semester on December 6th, 2012.

*Our next meeting will be held in February to have an update on all of the clubs and their statuses.

*Craven's Early College would like to start their own clubs; I have been in regular contact with the students of the Early College and we plan to see if they can start their own version of a campus club.

Events on Campus!

-Phi Theta Kappa is collecting food for RCS year-round.

* Each month there will be certain items to focus on.

-Phi Theta Kappa held an International Film Festival

- The Veterans Club hosted a 5k run on Veteran's Day to help raise money towards scholarships for Veterans here at Craven.

- Student Activities Board hosted a Turkey Bowl on campus. The goal was for students and faculty to bring a gently used blanket, coat or (5) non-perishable food items for a chance to bowl a STRIKE and win a turkey for the upcoming season. Or they could donate the winnings to the local Salvation Army.

-The Student Government Association just finished the Welcome Week Celebration, welcoming all new and returning students with Bingo and having the students create their own street sign.

Future Events!

-The Founders Day Ball is coming up again, it will be held in April.

-SGA is planning to attend the North Carolina Comprehensive Community College Student Government Association (N4CSGA) whole conference sometime in April.