AGENDA

JANUARY 24, 2012, BOARD AGENDA
WINTER MEETING OF THE TRUSTEES OF
CRAVEN COMMUNITY COLLEGE
6:00P.M.-BUSINESS MEETING, WARD BOARDROOM, NEW BERN CAMPUS

I. Call to Order — Carol Mattocks, Chair

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

III. Consent Agenda *(motion)*
   A. Approval of Board of Trustee Minutes (Oct 18, 2012)
   B. Approval of Committee Meeting Minutes
   C. Approval of the Continuing Education & Credibility Report
   D. Accept Quarterly Personnel Report (Mar 2011-May 2011)

IV. Administrative Reports/Committee Chair Comments
   A. Academic & Student Affairs
      1. SACS Communications Update *(info)*
      2. BP 4.13-SACS Substantive Change Policy-new *(motion)*
      3. Hospitality Management Instructional Service Agreement with Carteret CC *(motion)*
   B. Finance
      1. Approval of Financial Reports
   C. Personnel
      1. Review of the President's Performance Process *(info)*
   D. Facilities-did not meet this quarter

V. Report from the President
   A. Quarterly Report Highlights

VI. Unfinished Business
   A. Athletics Ad Hoc Committee Update
      1. Summary Notes *(motion)*
      2. Recommendations *(motion)*

VII. New Business
   A. *Walk-in: Revision to BOT Bylaws (motion)*

VIII. Report from the Student Trustee

IX. Report from the Attorney

X. Chair's Comments

XI. Other Items
   A. *Walk-in: Approval of Foundation Board Member-Frank Amato*

XII. Adjournment

Upcoming Trustee Events

*	January 30, 2012:	Reception for Layne Harpine, Havelock Visitors Center (4:30-6pm)
*	February 7, 2012:	Joint Facilities/Finances Committee Meeting, Ward Boardroom (3:00pm)
*	March 19, 2012:	Finance Committee, Ward Boardroom (5:30pm) Personnel Committee, Ward Boardroom (6:30pm)
*	March 20, 2012:	Academic & Student Affairs Committee, Ward Boardroom (4:30pm)
*	March 27, 2012:	Special Called Board of Trustee Meeting, Ward Boardroom (4:30pm)
*	April 11-13, 2012:	NCACCT Seminar, Raleigh NC (necessary meetings on April 12)
*	April 17, 2012:	Community Fabric Awards Receptions, Convention Center (11:30am)
*	April 24, 2012:	Spring Board of Trustee Meeting, Ward Boardroom (6pm-dinner/7pm-mtg)
*	May 9, 2012:	Convocation, information TBA
*	May 12, 2012:	Graduation, information TBA
*	June 18, 2012:	Finance Committee, Ward Boardroom (5:30pm) Personnel Committee, Ward Boardroom (6:30pm)
*	June 19, 2012:	Facilities Committee, Ward Boardroom (4:30pm) Academic & Student Affairs Committee, Ward Boardroom (5:30pm)
*	July 17, 2012:	Summer Board of Trustee Meeting

MEETING NOTICE

AMENDED

**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 Trustee Meeting:

The Regular Winter Meeting of the Craven Community College Board of Trustees will take place at 6:00 pm, on Tuesday, January 24, 2012, in the Ward Boardroom of the Brock Administration Building, located on the New Bern Campus of Craven Community College.

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

- A joint meeting of the Facilities and Finance Committee will meet on:
  Tuesday, February 7, 2012, at 3:00 p.m., in the Ward Boardroom

This Notice is published on January 4, 2012, pursuant to directions by the Chair of the Board of Trustees.

Date posted: January 4, 2012
Place posted: Ward Boardroom, Brock Administration Building

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 Finance Committee will meet on:
  Monday, December 12, 2011, at 5:30 p.m.; and

- The Personnel Committee will meet on:
  Monday, December 12, 2011, at 6:30 p.m.; and

- The Facilities Committee will not meet this quarter.

- The Academic & Student Affairs Committee will meet on:
  Thursday, December 15, 2011, at 5:30 p.m.

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

Board of Trustee Meeting:

The Regular Winter Meeting of the Craven Community College Board of Trustees will take place on the morning of Friday, January 20, 2012, 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 20, 2012, 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 21, 2011, pursuant to directions by the Chair of the Board of Trustees.

Date posted: November 21, 2011
Place posted: Ward Boardroom, Brock Administration Building

BOARD OF TRUSTEES

ROLL CALL

January 24, 2012

Mr. Gary Baldree

Mrs. Trish Clark Bennett

Judge Ken Crow

Mr. Ronald Knight

Judge Peter Mack, Jr.

Mrs. Carol Mattocks

Mr. Bill Naumann

Mr. Dan Pritchett

Mr. Kevin Roberts

Ms. Earline Sills Williams

Mrs. Brenda Wilson

Mr. Earl Wright

Student Government President
Mr. Van Cuthbertson

Agenda Review/Conflict of Interest Declarations

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

Section III

MINUTES

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Fall Meeting
October 18, 2011

I. The Craven Community College Board of Trustees held its fall meeting on Tuesday, October 18, 2011, in the Brock Administration Building Boardroom on the New Bern Campus with Mrs. Carol Mattocks, Chair, presiding. The Trustees gathered at 6:00 pm for dinner in the Community Room #115 of the Student Center. The board meeting was called to order at 7:00 p.m. in the Brock Board Room.

II. Dr. Catherine Chew, Secretary, called the roll.
Members Present: Mr. Gary Baldree, Mrs. Trish Clark Bennett, Judge Ken Crow, Mr. Ronald Knight, Judge Peter Mack, Mrs. Carol Mattocks, Mr. Bill Naumann, Mr. Daniel Pritchett, Mr. Kevin Roberts, Ms. Earline Sills Williams, ~~Mrs. Brenda Wilson~~, Mr. Earl Wright, and Mr. Van Cuthbertson, SGA President.
Dr. Chew declared a quorum present for the meeting.
Others present for the meeting: Dr. Catherine Chew, President; Ms. Lisa Collin, Executive Assistant to the President; Dr. Maria Fraser-Molina, EVP/CAO; Mr. Layne Harpine, Dean, Workforce Development & Community Outreach; Dr. Daryl Minus, VPSS; Ms. Jan Cahoon, Assistant County Clerk; Mrs. Kary Porter, Vice President of Administrative Services; Mrs. Annette Walker, FA; and Mr. David Ward, Attorney, Ward & Smith

A. Agenda review/Conflict of Interest Declaration read by Chair Carol Mattocks, no conflicts noted by members.
B. Oaths of Office, Newly Appointed Members
Ms. Jan Cahoon, Clerk of Superior Court, swore in newly appointed members Mrs. Trish Clark Bennett, 4 year term, and Kevin Roberts, 1 year term replacing Linward Brown, Board of Education appointees; and Judge Ken Crow, 4 year term, a Craven County Commissioner appointee.
C. Public Comments-None

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. Administrative Reports/Committee Chair Comments
A. Academic & Student Affairs Committee
1. SACS Communications Update & Performance Measures- Dr. Fraser-Molina presented this item to the members. Dr. Fraser-Molina reviewed the SACS notifications and reviewed the chart of performance measures. This item is for informational purposes only.
2. Program Review Summary-Dr. Fraser-Molina presented this item to the members. She noted the programs reviewed the strengths identified during the process and the recommendations for the program. The goal of the program review process is to increase retention and completion. This item is for informational purposes only.
3. High School/Dual Enrollment Program-Dr. Fraser-Molina presented this walk in item to the members. Dr. Fraser-Molina noted this is a legislative mandate to simplify the way

programs are provided to high school students. The rationale for the program is to support completion of programs for students. The new high school/dual enrollment program will need to be implemented by January 2012. This item is for informational purposes only.

B. Finance

1. Approval of Financial Reports-Kary Porter reviewed the state and county budget reports for the period ending Aug 31, 2011. Mrs. Porter reviewed the allowable uses of state and county funds for the new Trustees information. There was nothing of significant interest on the reports this quarter.
   As for the Write-Off's and Uncollectible Accounts-Mrs. Porter noted this quarter there is $3822.22 in requested write-off's. This amount is consistent with other quarters.
   The Cash Balance as of August 31, 2011, is $4,296,607.55.
   Dan Pritchett called for a motion to approve the financial reports as presented.
   Motion: Bill Naumann Second: Peter Mack Motion passed unanimously.

C. Personnel

1. Travel Guidelines-Bill Naumann presented this item to the Trustees. Mr. Naumann read the item to the members and there was brief discussion.
   Bill Naumann called for a motion to accept the Travel Guidelines as presented.
   Motion: Dan Pritchett Second: Gary Baldree Motion passed unanimously.
2. Proposed By-Law Changes-Bill Naumann presented this item to the Trustees. Mr. Naumann reviewed each of the changes, some substantive and some cleaning up the verbiage. The Trustees agreed to amend Article I, Sect 3 (k), after much discussion.
   Bill Naumann called for a motion to accept the Proposed By-Law Changes with Article I, Sect 3 (k) to read "To support the Craven Community College Foundation."
   Motion: Peter Mack Second: Ken Roberts Motion passed unanimously.

D. Facilities-Dr. Chew noted projects for the upcoming year are in the discussion stages in Cabinet and once decided, the Trustees will be briefed. Renovations in the Brock Administration Building are nearly complete.

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

A. Dr. Chew provided and reviewed the Quarterly Snapshot. The handout has been included in the Board Packet for the record. Dr. Chew also reviewed flyers from some recent happenings on campus. They include the 9/11 dedication ceremony, the program from the Hangar Luncheon and the CCC Leadership Academy-a new leadership opportunity for employees and staff.

B. Academic Affairs Update-Dr. Fraser-Molina provided a handout with her update. The handout has been included in the Board Packet for the record. Dr. Fraser-Molina stressed the focus being data driven accountability and excellence.

VI. Unfinished Business

A. Athletics Ad Hoc Committee Update-Peter Mack updated the Trustees on the recommendations of the Ad Hoc Committee to fund golf, volleyball and baseball with $75,000 from student activity fees and secure additional funds through booster clubs and fundraising. Dan Pritchett noted the recommendations of the Finance Committee are to have a long term financial plan in place and comprehensive survey results before moving forward. Van Cuthbertson reviewed the findings of a brief student survey done during welcome week; there is support for athletics but not very much support for the use of 50% of student activity fees to fund athletics. Final determination is for the Finance Committee and Athletics Ad Hoc Committee to reconvene, gather additional information, form a long term financial plan and further research athletics before the Trustees make a final decision. Judge Crow would like to join the meeting.

VII. New Business-none

VIII. Report from the Student Trustee
Mr. Van Cuthbertson provided a report for the Trustees. A hardcopy of which is included in the Board Packet for review. A copy of the student survey results from the survey completed during welcome week is also included in the Board Packet for review. In addition, Van submitted a letter to the Trustees asking for college support to represent the SGA of Craven Community College on the state level. The Trustees feel Van would be a wonderful representative of the students and the college. Dan Pritchett called for a motion to recommend Van Cuthbertson represent the SGA of Craven Community College on the state level.
Motion: Bill Naumann Second: Ken Crow Motion passed unanimously.

IX. Report from the Attorney-David Ward announced pending lawsuits are moving along smoothly. There are no significant issues to report.

X. Chair's Comments-Carol Mattocks briefed the Trustees on the ACCT conference held last week in Dallas, TX. She, Bill Naumann, Dr. Minus & Dr. Chew attended and presented at the conference. It was an informational conference and the presentation went very well.
Mrs. Mattocks restated her focus for the Board is trustee development. The winter board meeting will be held at the retreat on January 20, 2012, at Carolina Colours. If you want a particular topic included at the retreat, please contact Mrs. Mattocks.
Mrs. Mattocks emphasized the importance of having a physical presence on campus and encouraged Trustees to attend any campus events they are able to.

XI. Other Items
A. Approval of CCC-Foundation Board Members -Mrs. Mattocks introduced this item and reviewed the attached bios on the proposed members.
Mrs. Mattocks called for a motion to approve the CCC-Foundation Board Members as presented.
Motion: Peter Mack Second: Earline Sills Williams Motion passed unanimously.

XII. With no other business to discuss, Mr. Pritchett moved to adjourn. Mr. Naumann seconded. The motion passed unanimously, and the Chair adjourned the meeting at approximately 8:40 P.M.

Respectfully submitted,

____________________ October 18, 2011
Carol Mattocks, Chair Date

____________________ October 18, 2011
Catherine Chew, Secretary Date

MINUTES

ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
December 15, 2011, 5:30 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. Trish Clark Bennett, Judge Ken Crow, Mrs. Carol Mattocks and Mrs. Brenda Wilson.
Others Present: Dr. Chew, Ms. Collin, Mr. Harpine, Dr. Minus and Dr. Fraser-Molina

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

A. Enrollment Update- fall 2011 FTE 1397; headcount 3573; as compared to Fall 2010 FTE of 1364, headcount 3681. The final numbers will be presented to the Full Board at the winter meeting.

B. Foundations of Excellence Self-Study Update- Dr. Minus reviewed the timeline, process and purpose of the Foundations of Excellence self-study. Aligned with the John N. Gardner Institute for Excellence in Undergraduate Education, the study gave CCC an opportunity to review our processes of recruiting, admissions, orientation, support, advising, and teaching first-year students from a research perspective. Dr. Minus reviewed some findings of the dimensions reports, including strengths and opportunities. A summary of the recommendations were provided to the Committee Members for their review.

C. Emergency Management System & Threat Assessment-The CCC Emergency Notification System is currently being tested and will be fully operational soon. It will allow warnings and resolutions to emergency situations to be announced in a much more coordinated way. It is an internal and external system connecting voice commands, email, LED monitors, and call boxes in each building on both campuses.
Security Department: Body armor will be given to each security member. The Threat Assessment procedure has been developed for use at both campuses and will be implemented as needed.

IV. Academic Affairs

A. The ConEd Accountability & Credibility Report due was not available at this meeting. Due to the term dates, the report has yet to be completed. The report will be presented to the Full Board at the winter meeting.

B. The SACS Communications Update was presented to the committee members by Dr. Fraser-Molina. The five-year report to SACS is due by September 15, 2012. Dr. Fraser-Molina also discussed a potential new program, "Sustainable Agriculture." If it is decided to offer this program, the program would have to be submitted for approval to the System Office and a SACS prospectus will need to be submitted. This item is for informational purposes only.

C. The Hospitality Management ISA with Carteret CC-This item was presented to the committee members by Dr. Fraser-Molina for review. We are entering into the Instructional Service Agreement with Carteret. General Education courses would be taken at Craven and core program courses at Carteret either online or hybrid. An aggressive promotion is planned. This item will be presented to the Board at the winter meeting for approval; Chair Mattocks will need to sign the agreement.

D. The SACS Substantive Change Policy was presented to the committee members by Dr. Fraser-Molina. The policy states the College will notify SACS of any substantive changes to programs as required by our accreditation.
Ms. Williams called for a motion to approve this Policy and refer it to the Full Board for approval. Motion: Brenda Wilson Second: Trish Bennett

V. Havelock/Workforce Development/Military Affairs Realignment Plan-Dr. Chew reviewed the plan for the Committee Members and handed out a draft or the organization chart. Effective January 1, 2012, Layne Harpine will be the VP of the Havelock Cherry-Point Campus, Military Affairs and

Workforce Development. Dr. Chew reviewed the process the ELT considered during this restructure. This item is for informational purposes only.

E. Adjournment-With no other items to be discussed, the meeting was adjourned at 6:40 pm.

AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
December 15, 2011, at 5:30 P.M.

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

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

I. Call to Order	Earline Williams, Chair
II. Members Present	Earline Williams, Chair
III. Student Services	Daryl Minus
A. Fall 2011 Enrollment Update *(info)*	
B. Foundations of Excellence Self-Study Update *(info)*	
C. Emergency Management System & Threat Assessment *(info)*	
IV. Academic Affairs	Maria Fraser-Molina
A. Continuing Education Accountability & Credibility Report *(motion)*	
B. SACS Communications Update *(info)*	
C. Hospitality Management ISA with Carteret CC *(info)*	
D. Policy Approval-SACS Substantive Change *(motion)*	
V. Havelock/Workforce Development/Military Affairs Realignment Plan	Catherine Chew
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

FINANCE COMMITTEE
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
Jan 4, 2012, 5:30 P.M.

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

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

III. Financial Reports

A. After a brief introduction and welcome to Page Varnell, new VP of Administrative Services, the year to date budget comparison reports for state and county were presented to the committee by Page Varnell for review. Mrs. Varnell discussed select line items on both the state and county funds reports. Craven CC returned $162,000 to the State due to a tuition call back. The emergency notification system is just about complete and we hope to have it live very soon. Bid for security cameras should go out by the end of January.
Mr. Pritchett called for a motion to present this item to the full board for its approval.
Motion: Bill Naumann; Second: Kevin Roberts.

B. The Write-Off of Uncollectible Accounts was introduced to the committee by Page Varnell; there were no write-off's for this quarter.

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

IV. The Athletics Ad Hoc Committee Update was presented to the committee by Dr. Chew. The meeting ended with a request for more information. A follow-up meeting is scheduled for Monday, January 9th to review the requested information. After the meeting, Mrs. Varnell reviewed the student activity fees collected and expended since 2008. The projection to be collected this fiscal year is approximately $200,000; not the $300,000 originally anticipated. Discussion consisted of a review of the available funds and a golf program update. Members present questioned if there were funds available for a viable athletics program. *A more detailed explanation of the usage of the student activity funds was requested (the club, how much was expended and what was it used on-generally).* This item is for information purposes.

V. The Havelock/Workforce Development/Military Affairs realignment plan was presented by Dr. Chew. Dr. Chew handed out the new org structure for the College which includes the newest VP, the new executive directors of the NB & Havelock Campus, and a list of advantages of the new structure. A reception will be held on January 30th at the Havelock Chamber to introduce and welcome Layne to the Havelock Community.
College update presented by Dr. Chew: Welcome back spring semester had 85 comment cards returned; of the 85, 2 are not pleased with the direction the college is headed in.
This item is for information purposes.

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

AGENDA

FINANCE COMMITTEE
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
January 4, 2012; 5:30 P.M.

Members: *Mr. Dan Pritchett, Chair*
Mr. Ronald Knight
Mr. Bill Naumann
Mr. Kevin Roberts

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

I. Call to Order — Dan Pritchett, Chair

II. Members Present — Dan Pritchett, Chair

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

IV. Athletics Ad Hoc Committee/ Finance Committee Update

V. Havelock /Workforce Development/Military Affairs Realignment Plan — Catherine Chew

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
Jan 4, 2012, 6:30 P.M.

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

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

III. Reports
   A. The Quarterly Personnel Action Report for Sept-Nov 2011 was presented to the committee by Mrs. Page Varnell. The committee members reviewed the item. This item is for information purposes.

IV. Review of the President's Performance Process was presented to the Committee Members by Mr. Naumann. Mr. Naumann reviewed a draft of the timeline proposal and handed out a copy of the timeline proposal for the Committee's review. A copy of the evaluation instrument was also available for review by the members. All Committee Members approved of this process. This item is for information purposes.

V. The request to develop a needs based profile for future board member vacancies was introduced by Mr. Naumann. The instrument would be used to present to appointing authorities to help them fill vacancies on the BOT's. The instrument would include a few general responsibilities, commitments of a Trustee, and a fluid section to be filled in on as needed basis. Mr. Naumann will present a draft of the profile for review at an upcoming meeting.

VI. The Havelock/Workforce Development/Military Affairs realignment plan was presented by Dr. Chew. Dr. Chew handed out the new org structure for the College which includes the newest VP, the new executive directors of the NB & Havelock Campus, and a list of advantages of the new structure. A reception will be held on January 30th at the Havelock Chamber to introduce and welcome Layne to the Havelock Community.
College update presented by Dr. Chew: Welcome back spring semester had 85 comment cards returned; 2 of those indicated displeasure with the direction the college is headed in.
This item is for information purposes.

VII. Adjournment: With no other items to be discussed, the meeting was adjourned at 7:00 pm.

AGENDA

PERSONNEL COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
January 4, 2012, at 6:30 p.m.

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

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

I.	Call to Order	Bill Naumann, Chair
II.	Members Present	Bill Naumann, Chair
III.	Reports A. Review of Quarterly Personnel Report	Page Varnell
IV.	Review the President's Performance Process	Bill Naumann, Chair
V.	Develop a Needs Based Profile for Future Board Member vacancies	Bill Naumann, Chair
VI.	Havelock/Workforce Development/Military Affairs Realignment Plan	Catherine Chew
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

CRAVEN
COMMUNITY COLLEGE

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

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

Continuing Education
Brock Building

MEMORANDUM

To: Dr. Maria Fraser-Molina, Executive Vice President/Chief Instructional Officer
From: Layne J. Harpine, Vice President of HV Campus, Military Affairs, and WFD
Date: 1/12/12
Re: Accountability/Credibility Policy Report for Fall 2011

Continuing Education Accountability and Credibility Policy Report

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

Find listed below the semester summary from Fall 2011 of class visits made to classes under the responsibility of the Vice President of HV Campus, Military Affairs, and WFD:

Fall 2011

Classes meeting off campus criteria	160	
Classes visited by supervisor	155	97%
Senior visited	26	16%
Classes meeting on campus criteria	116	
Classes visited by supervisor	85	73%

***Policy Criteria Met**

Layne J Harpine
VP of HV Campus, Military Affairs, and WFD

January 12, 2012
Date

M. Fraser-Molina
Executive Vice President

1-13-12
Date

Craven Community College Quarterly Personnel Report
September 1, 2011-November 30, 2011

New Hires	Position Title	Effective	Monthly/Annually
Shawn Rubio	Aviation Faculty	9/15/2011	4,333/39,000
Jacqueline Hritz	Academic Support Specialist	10/3/2011	3,310/39/720
Lori Giles	Basic Skills Assessment/Retention Specialist II	10/3/2011	3,250/39,720
Veronica Shaul	Accounting Assistant/Cashier	11/1/2011	2,417/29,004
Jeannie Zielinski	Senior Administrative Assistant-Healt Programs **(Full-time Temp)**	11/1/2011	2,433/29,196
Sandy Bayliss-Carr	Basic Skills Coordinator **(Full-time Temp)**	11/1/2011	2,958/35,496
Janet Sellers	Administrative Assistant-WFD	11/15/2011	2,292/27,504

Reassignments/ Promotions	From	To	Effective	Reason/ Annually
Cheryl Martin	Sr. Admin. Assistant	Accounting Assistant-Purchasing	11/1/2011	Lateral/ $35,376
Page Jones	Dean, Learning Support	VP Administrative Services	11/7/2011	Promotion/ $98,000
Jill Fegley	Director, Research & Planning	Dean, Institutional Effectiveness/Learning Support	11/7/2011	Promotion/ $75,000
Valarie Kite	Senior Administrative Assistant	Research and Assessment Specialist	11/7/2011	Promotion/ $38,004

Resignations/ Terminations	Position	Effective	Reason
Katrina Ramsey-Arnold	Basic Skills Coordinator	10/25/2011	Resignation
Jacqueline Kiernan	Basic Skills Coordinator	10/28/2011	Resignation
Kary Porter	VP of Administrative Services	10/31/2011	Resignation

Section IV

Department of Research, Evaluation, Assessment and Planning Update
December 9, 2011

SACS notifications

- On October 31, 2011 the College received a letter from SACS requesting that we submit a 5th Year Interim Report documenting on-going compliance with 14 of the 78 standards in the *Principles of Accreditation*. In addition to the Fifth-Year Compliance Certification, the College must also submit an Impact Report on the Quality Enhancement Plan (QEP). Both reports are due September 15, 2012.
- The Institutional Effectiveness Committee has a 5th Year Report Subcommittee and a QEP Subcommittee that have been tasked with gathering the data and information necessary to write the two interim reports. Both subcommittees have met several times and will have a draft report by the end of April.

Other relevant information

- On November 14, 2011 the College held a planning meeting to discuss the new Sustainable Agriculture program. The meeting was well attended by local Advisory Committee members, as well as, by interested representatives from other community colleges. Lots of positive feedback and guidance was given. The next step is to survey the community at large to hopefully gather data that would support the need for this new offering. High school and college student survey responses showed a high level of interest in this new program. Following completion of the community survey an application will be made to the North Carolina State Board of Community Colleges. A SACS prospectus will also have to be submitted prior to offering this new program.

SACS SUBSTANTIVE CHANGE POLICY – BP 4.13

Legal Authority: NCGS 115D-1; NCGS 115D-5; 23 NCAC 2C .0603

Approval:
Revision:

REPORTING OF SUBSTANTIVE CHANGE

Craven Community College (CCC) will notify the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) of institutional and programmatic changes in accordance with the Policy on Substantive Change for Accredited Institutions of the Commission on Colleges. The College will seek approval prior to the initiation of changes and will submit a substantive change prospectus to the SACSCOC, if required.

The President will keep the Board of Trustees informed of substantive change notifications. CCC will comply with the directives of the SACSCOC upon notification of proposed changes.

Return to Table of Contents

HOSPITALITY MANAGEMENT (A25110)

Instructional Service Agreement
Between
Carteret Community College
And
Craven Community College

1. This agreement applies specifically to the Hospitality Management (A25110) Program.

2. Carteret Community College agrees to provide an instructor, facilities, equipment, and necessary supplies/material to conduct a Hospitality Management (A25110) Program. Craven Community College agrees to provide the necessary instructors, facilities, equipment, and supplies/materials for classes related to the Hospitality Management (A25110) Program that are offered by Craven Community College.

3. Carteret Community College agrees to accept qualified students each academic year from Craven Community College as space is available on a first come, first serve basis.

4. Carteret Community College reserves the right to refuse a college recommended applicant if they do not meet the pre-requisites for the HOSPITALIY MANAGEMENT courses.

5. Carteret Community College and Craven Community College will review the conditions of the agreement annually. A meeting will be scheduled every October to discuss changes to the HOSPITALITY MANAGEMENT curriculum and their effects on this agreement.

6. Carteret Community College will claim FTEs for all courses provided by Carteret Community College for students participating in the Agreement.

7. Craven Community College will claim FTEs for all courses provided by Craven Community College for students participating in this Agreement.

8. To receive the Hospitality Management (A25110) AAS Degree from Carteret Community College, students must complete at least 25% of the coursework applied to the degree at Carteret Community College; of that 25%, no less than 19 hours must be major coursework with the HRM and CUL prefix.

9. In the event that components of this program are offered through distance learning (North Carolina Information Highway (NCIH), Internet, or other distance technology), the associated costs and FTE will be shared in accordance to the policy set forth by the North Carolina Community College System and in compliance with the policies of Carteret Community College and Craven Community College.

10. Co-op assignments will be made to provide the student with minimum travel time from his/her home, when possible.

11. Carteret Community College and Craven Community College will include details of this agreement in their local publications, including the general catalog.

12. Carteret Community College will assist Craven Community College in the orientation of staff to program intent and program content.

13. In consultation with Carteret Community College, Craven Community College will promote the HOSPITALITY MANAGEMENT Program and benefits of participating in this agreement within the service area of Craven Community College.

14. Craven Community College may designate a representative to the Hospitality Management (A25110) Program Advisory Committee.

15. This Instructional Service Agreement is to continue unless terminated in writing by either party, sixty (60) days before the beginning of a new semester. Termination to be effective the following academic year to allow enrolled students a chance to complete the program. Carteret Community College is responsible for submitting notification of termination, signed by both college presidents, to the North Carolina Community College System Office.

The operational responsibilities of Craven Community College within this agreement include the following:

- To advise Hospitality Management students during registration to ensure they are taking the proper courses for transfer into the Hospitality Management Program at Carteret Community College. To monitor each participating student intending to make application to Carteret Community College and to ensure that the student has met the course requirements. Upon application to the Hospitality Management Program at Carteret Community College, student grades are sent to Carteret Community College for all courses completed at Craven Community College.

- To contact the Hospitality Management Curriculum Area Coordinator at Carteret CC, with advising questions concerning registration of Hospitality Management students at Craven Community College.

- To provide information to verify transcripts, admission requirements, and satisfactory progress in all classes taken at Craven Community College.

- To respond to changes made to the Hospitality Management Program of Study annually upon notification from Carteret Community College.

Carteret Community College has the following operational responsibilities:

- To identify courses which are equivalent to or which can be substituted for Carteret Community College courses.

- To coordinate the admission, academic placement, and advisement of students from Craven Community College.

- To inform Craven Community College of any changes in the Hospitality Management (A25110) program or admission requirements for Hospitality Management Program by April 1st of each academic year and to allow sixty days (60) for a response from Craven Community College.

- To comply with the North Carolina Community College System curriculum standards for Hospitality Management (A25110), the criteria for accreditation by the Commission on Colleges for the Southern Association of Colleges and Schools (SACS), and the appropriate national or state accrediting body.

- To award an Associate Degree to students who complete Carteret Community College's requirements in the Hospitality Management (A25110) program.

- To communicate any changes in the agreement with the North Carolina Community College System Office.

COURSEWORK IN HOSPITALIY MANAGEMENT (A25110) PROGRAM
NOTE: Boldface courses represent program core

The following courses must be taken at Craven Community College:

ACA 115 Success and Study Skills	1
CIS 111 Basic PC Literacy or CIS 110 Introduction to Computers	2/3
ENG 111 Expository Writing	3
MAT 110 Mathematical Measurements or MAT 115 Mathematical Models	3
ACC 120 PRIN OF FINANCIAL ACCT	4
ENG 114 Prof Research & Reporting	3
ACC 150 Accounting Software Applications	2
HRM 245 HUMAN RESOURCE MGMT-HOSPITALITY	3
*Humanities/Fine Arts Elective	3
**Soc/Behavioral Science Elective	3
Total	**27/28**

The following courses must be taken at Carteret Community College:

CUL 110 SANITATION & SAFETY	2
HRM 110 INTRO TO HOSP & TOURISM	3
HRM 140 LEGAL ISSUES-HOSPITALITY	3
CUL 135 Food & Beverage Service	2
HRM 150 Training for Hospitality	3
HRM 225 Beverage Management	3
HRM 235 Quality Mgmt-Hospitality	3
CUL 120 Purchasing	2
CUL 142 Fundamentals of Food	5
HRM 120 Front Office Procedures	3
HRM 210 Meetings & Event Planning	3
HRM 240 MARKETING FOR HOSP	3
HRM 215 Restaurant Management	3
HRM 220 COST CONTROL-FOOD & BEV	3
HRM 280 MGMT PROBLEMS-HOSP	3
Total	**44**

The following courses may be taken at either Carteret Community College or Craven Community College:

COE 112 CO-OP WORK EXPERIENCE I	2
Total	**2**

Total Hours for Degree:
73/74

(Attachment 3)
Level-Three Instructional Service Agreement (ISA)

The Level-Three ISA should be utilized when two or more colleges plan to jointly offer a curriculum program by sharing resources. Level-Three should only be used when a certificate, diploma or degree is awarded. One or more of the participating colleges must be approved to offer the curriculum program. FTE may be shared between the participating colleges. (The following agreement format is suggested.)

College Approved to Offer the Curriculum: ***Carteret Community College***

Participating College: ***Craven Community College***

Contact Person: ***Shana Olmstead*** ***Carteret Community College*** ***252-222-6264***
(Name) (College) (Phone Number)

Curriculum Program Code and Title: ***A25110 Hospitality Management***

Proposed Starting Semester: ☑ **Fall** ☐ **Spring** ☐ **Summer** **Year 2012/13**

Plan for Delivery of the Course(s): See ISA Agreement page 4 for detailed information

☐ **NC Information Highway:** In the event that components of this program are offered through distance learning (North Carolina Information Highway (NCIH), Internet, or other distance technology), the associated costs and FTE will be shared in accordance to the policy set forth by the North Carolina Community College System and in compliance with the policies of the degree granting institution and participating colleges.

☐ Other ______

Proration of Resources: Carteret Community College agrees to provide an instructor, facilities, equipment, and necessary supplies/material to conduct a Hospitality Management Program. Craven Community College agrees to provide the necessary instructors, facilities, equipment, and supplies/materials for classes related to the Hospitality Management Program that are offered by Craven Community College.

Proration of FTE (if applicable): Carteret Community College will claim FTEs for all courses provided by Carteret Community College for students participating in the Agreement. Craven Community College will claim FTEs for all courses provided by Craven Community College for students participating in this Agreement.

Termination Time Frame and Conditions: This Instructional Service Agreement is to continue unless terminated in writing by either party sixty (60) days before the beginning of a new semester. Termination to be effective the following academic year to allow enrolled students a chance to complete the program. Carteret Community College is responsible for submitting notification of termination, signed by both college presidents, to the North Carolina Community College System Office.

College awarding the degree: **Carteret Community College**

Other Terms of the Agreement: ______________________________

This Agreement meets the requirements of 23 NCAC 2E.0604(c) and has been mutually agreed upon by the president and board of trustees for each institution. Signing this document certifies that appropriate and adequate resources are available between participating colleges and that the joint utilization of physical facilities, equipment, materials and instructional faculty have been considered in the offering of this curriculum. Signing this document certifies that the program is established according to the guidelines of the appropriate accrediting agency or licensing authority and that only the college providing the instruction will record the letter grade on the student transcript. Signing this document also certifies that the participating college(s) shall not create, offer or advertise an independently awarded lower-level credential.

Institution: **Craven Community College**

Catherine Chew 1-22-12

Signature, President Date

Carol J. Mattocks 1/24/12

Signature, Board of Trustees Chair Date

Institution: **Carteret Community College**

1/17/12

Signature, President Date

James H Walker 1/17/12

Signature, Board of Trustees Chair Date

North Carolina Community College System Office Use Only:

Date Received: ______________ **Recommendation:** Approve ☐ Disapprove ☐

Signature of Program Coordinator Date
Program Services

Signature of Vice President Date
Academic and Student Services

Signature of President, NCCCS Date

Original signatures should be utilized. A stamped or electronic Board of Trustee signature may be utilized if the agreement is accompanied by approved Board Minutes.

Please send three originals to the System Office for approval. This agreement must be approved by the System Office President prior to implementation of the curriculum. Notification of termination of this agreement must be sent to the System Office President by the college which grants the award, prior to the effective termination date. Each college must maintain a signed copy of this agreement at the local institution.

CRAVEN COMMUNITY COLLEGE

REPORT OF CASH BALANCES AS OF NOVEMBER 30, 2011

	August 31, 2011	**November 30, 2011**
Local Funds	$1,101,343.30	**$1,044,058.26**
Special Funds	$3,195,264.25	**$2,566,876.30**
Total	$4,296,607.55	**$3,610,934.56**

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, 2011, the interest rate was 0.74196% as compared to the prior interest rate of 1.02968% for August 31, 2011.

State Funds FY 2012 Budget Comparison as of Nov 30, 2011 42% of year	President's Office				EVP of Academic Affairs				VP of Administrative Services				[redacted]				[redacted]			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	[redacted]							
Administrative																				
Salaries & Benefits	189,635	77,536	112,099	41%	2,413,275	992,743	1,420,532	41%	1,499,589	599,276	900,313	40%	219,144	85,540	133,604	39%	1,356,540	528,764	827,776	39%
519 Contracted Services	10,665		10,665	0%	54,305	16,924	37,381	31%	44,525	19,424	25,101	44%	35,844	7,342	28,502	20%	50,000	800	49,200	2%
523 Instructional Supplies																				
525 Motor Vehicle Supplies																				
526 Office Supplies	1,791	163	1,628	9%	26,433	6,449	19,984	24%	8,088	3,765	4,323	47%	1,616	235	1,381	15%	9,610	4,295	5,315	45%
527 Other Supplies	900	57	843	6%	18,989	1,770	17,219	9%	78,596	12,726	65,870	16%	821	220	601	27%	49,000	406	48,594	1%
528 Audio-Visual Supplies																				
531 Staff Development	22,002	5,756	16,246	26%	34,941	15,914	19,027	46%	22,832	15,182	7,650	66%	2,923	360	2,563	12%	14,615	3,734	10,882	26%
532 Communication/Postage	10		10	0%	41		41	0%	53,711	7,156	46,555	13%	200	122	78	61%				
534 Printing & Binding	1,350		1,350	0%	5,316		5,316	0%	1,500	-	1,500	0%	4,300		4,300	0%	26,500	5,215	21,285	20%
535 Repairs & Maintenance					4,560	390	4,170	9%	72,302	10,818	61,484	15%	589		589	0%	500		500	0%
536 Freight									50	11	39	21%								
537 Advertising									9,000	8,025	975	89%					104,500	44,503	59,997	43%
539 Other Current Services	269	195	74	72%	24,029	5,750	18,279	24%	43,275	22,527	20,748	52%					31,598	8,285	23,313	26%
543 Lease/Rental Other Equipme					10,000	7,973	2,027	80%	54,707	30,311	24,396	55%								
544 Data Processing Software					9,100	8,819	281	97%	80,771	80,172	599	99%	100		100	0%				
546 Memberships & Dues	12,773	11,188	1,585	88%	1,000	285	715	29%	13,960	9,171	4,790	66%	1,700	40	1,660	2%	3,875	1,588	2,287	41%
Total Administrative:	**239,395**	**94,895**	**144,500**	**40%**	**2,601,989**	**1,057,016**	**1,544,973**	**41%**	**1,982,906**	**818,562**	**1,164,344**	**41%**	**267,237**	**93,858**	**173,379**	**35%**	**1,646,738**	**597,588**	**1,049,150**	**36%**
Instructional																				
Salaries & Benefits					9,347,086	3,604,790	5,742,296	39%	181,997		181,997	0%					231,990	140,731	91,259	61%
519 Contracted Services					123,235	10,563	112,672	9%												
523 Instructional Supplies					607,000	90,742	516,258	15%												
524 Repair Supplies					176	47	129	27%												
525 Motor Vehicle Supplies					3,720	346	3,374	9%												
526 Office Supplies					5,180	1,131	4,049	22%									500		500	0%
527 Other Supplies					30,768	5,213	25,555	17%									1,500	1,051	449	70%
528 Audio-Visual Supplies					17,137	665	16,472	4%												
531 Staff Development					87,941	28,354	59,587	32%									1,500	356	1,144	24%
532 Communication					134		134	0%												
534 Printing & Binding					1,650	383	1,268	23%												
535 Repairs & Maintenance					58,000	393	57,607	1%									500		500	0%
536 Freight					713	247	466	35%												
537 Advertising					1,200		1,200	0%												
539 Other Current Services					92,054	23,275	68,779	25%									200		200	0%
541 Rental of Property					2,500	2,500	-	100%												
543 Lease/Rental Other Equipme					300	109	191	36%												
544 Data Processing Software					7,858	3,105	4,753	40%												
546 Memberships/Accredita & Dues					34,570	10,149	24,421	29%									1,100		1,100	0%
548 NEIT Admin					2,983		2,983	0%												
555 Minor Equipment					1,674		1,674	0%									150		150	0%
Total Instructional:					**10,425,879**	**3,782,011**	**6,643,868**	**36%**	**181,997**		**181,997**	**0%**					**237,440**	**142,139**	**95,301**	**60%**
Total Admin & Instructional:	**239,395**	**94,895**	**144,500**	**40%**	**13,027,868**	**4,839,027**	**8,188,841**	**37%**	**2,164,903**	**818,562**	**1,346,341**	**38%**	**267,237**	**93,858**	**173,379**	**35%**	**1,884,178**	**739,726**	**1,144,452**	**39%**

	Budget	Expenses	Remain Bal	% Spent
College Totals	**17,583,581**	**6,586,069**	**10,997,512**	**37%**

County Funds																
FY 2012 Budget Comparison November 30, 2011	**General Institution**				**Maintenance**				**Security**				**Capital**			
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**
FT & PT Regular Salaries & FT Temp	244,302.00	17,072.58	227,229.42	7%	997,257.00	344,613.54	652,643.46	35%	188,470.00	64,707.53	123,762.47	34%				
Hourly Salaries									95,000.00	30,785.70	64,214.30	32%				
519 Contracted Serv (Legal)	90,000.00	25,633.88	64,366.12	28%												
519 Contracted Serv (Security Srvs.)									42,500.00	19,204.86	23,295.14	45%				
519 Contracted Serv (Janitor)					96,000.00	15,670.18	80,329.82	16%								
519 Contracted Serv (Lawns/Grounds)					28,000.00	26,124.57	1,875.43	93%								
519 Contracted Serv (Waste removal)					8,025.00	2,403.30	5,621.70	30%								
519 Contracted Serv (Pest control)					4,000.00	1,180.00	2,820.00	30%								
519 Contracted Serv (Misc Services)	12,000.00		12,000.00	0%	38,481.00	21,045.00	17,436.00	55%								
521 Custodial Supplies					38,800.00	7,580.72	31,219.28	20%	2,000.00	1,121.83	878.17	56%				
522 Maintenance Supplies					32,000.00	9,294.23	22,705.77	29%								
523 Instructional Supplies																
524 Repair Supplies					2,000.00	876.19	1,123.81	44%								
525 Motor Vehicle Supplies					9,175.00	6,425.37	2,749.63	70%	2,500.00	1,813.40	686.60	73%				
526 Office Supplies					50.00	-	50.00	0%	300.00	121.52	178.48	41%				
527 Other Supplies					10,055.00	5,567.23	4,487.77	55%	4,200.00	1,084.63	3,115.37	26%				
528 Audio-Visual Supplies																
531 Staff Development					825.00	886.41	(61.41)	107%	100.00		100.00	0%				
532 Communication					148,776.00	85,628.49	63,147.51	58%								
533 Utilities					923,800.00	340,284.22	583,515.78	37%								
534 Printing & Binding																
535 Repairs & Maintenance					280,014.00	128,019.49	151,994.51	46%	1,100.00	960.06	139.94	87%				
537 Advertising																
539 Other Current Services	9,000.00	3,372.50	5,627.50	37%	12,000.00	4,376.65	7,623.35	36%	400.00	145.30	254.70	36%				
541 Rental of Property																
543 Lease/Rental Other Equipme																
544 Data Processing Software																
545 General Admini (Insurance)	134,000.00	87,335.00	46,665.00	65%												
546 Memberships & Dues																
555 Equipment Capital Outlay														62,279.76		N/A
559 Other Capital Outlay													210,000.00		210,000.00	0%
Totals	**489,302.00**	**133,413.96**	**355,888.04**	**27%**	**2,629,258.00**	**999,975.59**	**1,629,282.41**	**38%**	**336,670.00**	**119,944.83**	**216,625.17**	**36%**	**210,000.00**	**62,279.76**	**147,720.24**	**30%**
College Totals																
Regular Operating	**3,455,130.00**	**1,253,334.38**	**2,201,795.62**	**36.3%**												
Capital Outlay	**210,000.00**	**62,279.76**	**147,720.24**	**29.7%**												

President's Evaluation Timeline Proposal

- First week of February: Tickler on Lisa's calendar to contact Mr. Naumann regarding the President's Evaluation.

- Mid-February: Mail President's evaluation form, memo requesting completion of evaluation form with timeline for return of form & upcoming meetings pertaining to the evaluation, and Dr. Chew's memo of report on annual goals for 2011-2012.

- First week of March: Evaluation form due from Trustees. It will be send to CCC to Mr. Naumann's attention. Once received, the responses will be tabulated as they were in 2011.

- March 19th: Discussion of the President's evaluation with the Personnel Committee Members at this regularly scheduled meeting.

- First week of April: Special Called BOT meeting-discuss the evaluation results with the full board.

- Week of April 9th: Mr. Naumann & Mrs. Mattocks discuss the evaluation results with Dr. Chew and allow her time to respond in writing if she chooses.

- April 24th: Spring Board Meeting to formally finalize the evaluation and give Dr. Chew an opportunity to address the Board regarding her assessment, if needed. Afterwards, Mr. Naumann will formulate a letter of the evaluation findings to be sent to the system office by June 30th as required.

Section V

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

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

Enrollment Data

Spring 2012 Curriculum Enrollment	Headcount = 3322	FTE = 1260 (Regular and A-Terms only)
Spring 2011 Curriculum Enrollment	Headcount = 3671	FTE = 1405 (All Terms)

Academic Affairs
- Five faculty traveled to the Dominican Republic in mid-December; worked with artists and educators to increase cultural understanding through art.
- One of ten schools to receive federal funding as part of the NC Advanced Manufacturing Alliance; focus of the grant is to address gaps in current education/training programs associated with manufacturing; will receive approximately $1.7 million for personnel, equipment, technology and testing over the next 3 years.
- Health Programs Center was awarded a $10,120 grant to implement 2 week-long camps for middle-school students (priority given to those who are under-served); focus of the camps will be on the introduction of five healthcare programs and diversity in the healthcare profession.
- College Fact Book has been completely redesigned and is available online.

Student Services
- TRiO/Student Support Services (SSS) program has a cohort of 180 students; four TRIO/SSS alumni are currently attending ECU, UNC-W, Fayetteville State University, and NC Central University.
- Student Services Departments at both campuses recently partnered to provide "FASFA/TRiO/VA Days" at the MCAS Cherry Point Education & Training Center; Craven staff spoke with Marines and their dependents about various options for post-secondary education.
- Marketing Department created a new design for the *"Pathways to Success Curriculum Guide"*; the publication's attractive format emphasizes new college programs/initiatives and highlights student success stories.

Havelock-Cherry Point, Military Affairs & Workforce Development
- Received special certification and approval from the EPA to instruct Lead Worker, Lead Supervisor and Lead RRP training; one of a handful of colleges in the eastern U.S. with this status; training to begin January 21st; NC EPA has already referred several students to Craven.
- Created a strong partnership with Religious Community Services to provide training at their annex; approximately 50 students are enrolled in Trades, Commercial Cleaning, GED and English-as-a-Second-Language classes.
- Completed Lamination/Gel Coat training courses for Hatteras Yachts as part of the Cabo project; two additional courses have been requested along with a third in Electrical Mechanical.

Administrative Services
- New performance evaluation instrument is complete and training will be offered to all supervisors.
- Student Center is undergoing several renovations; TRIO Space and Career & Transfer Center are in the final stages.
- The Emergency Notification System is complete and functioning.
- Technology Services is working with security in the final planning stages for installation of aVideo/Surveillance Camera System.
- Food Service proposals for the New Bern Campus are currently being reviewed.

Craven Community College
Quarterly Snapshot – January 2012

Continued

Foundation

- Hosted the Havelock Hangar Luncheon in October and the Campus Tour in November with 70 people in attendance; raised $2,400.
- Partnered with the Sun Journal to host a three day Holiday Home & Gift Show; 5000 were in attendance; net $9,196 for the Foundation.
- Scholarship Dinner at the Flame had 350 people in attendance which is double from last year.
- Community Fabric Awards Leadership Recognition Reception was held in November to unveil the new display; 70 people attended the reception.
- Lifetime Learning Center had record attendance for the *Best of Broadway Radio City Rockettes* show at the Durham Performing Arts Center; 100 people participated.
- Three "friend raising" social events were sponsored by Board Members: Georgiana Bircher, Brian Gatchel and Chip Hughes hosted a Flotilla Oyster Roast at the Bircher's home; Sallie Baxter and Carole Kemp hosted a Holiday Cheer Social at the Baxter's home; and Linda MacDonald hosted an evening gathering at her home.

Outreach Efforts *(sampling)*

January 2012
- BOT Social at the Mattocks home with the Executive Leadership Team and Spouses
- Hosted Lenoir CC & Wayne CC Presidents & VP's on the New Bern Campus

December 2011
- Various Foundation Board Member Socials *(C. Chew, S. Gifford)*
- Delta Sigma Theta Sorority Banquet *(C. Chew, M. Best)*
- Governor's Economic Development Announcement at BSH *(C. Chew, L. Harpine)*
- Six Community Holiday Events Gatherings *(C. Chew)*

November 2011
- CCC Foundation Members Campus Welcome & Tour *(C. Chew, L. Harpine, S. Gifford)*
- Hosted Janet Cowell, NCS Treasurer, on the New Bern Campus *(C. Chew, D. Minus)*
- CCC Foundation Scholarship Dinner *(ELT, Cabinet, BOT's & CCC-F Members)*
- Hosted the African American Community Connections Meeting *(C. Chew, L. Harpine, M. Best)*
- Attended the BOE Dacee Meeting *(C. Chew, presenter; M. Fraser-Molina; G. Baldree; T. Bennett; B. Naumann; K. Roberts; B. Wilson; E. Williams, E. Wright)*
- Presented at Breakfast Rotary *(C. Chew)*
- Attended the AACC Commission on Global Education Meeting in Washington, DC *(C. Chew)*
- Attended the Merci Clinic Gala *(C. Chew, M. Fraser-Molina)*

October 2011
- Ward Boardroom Dedication *(Cabinet and BOT's)*
- Attended the Aerospace Summit *(M. Fraser-Molina)*
- Toured New River Air Station *(C. Chew)*
- Open House for Cosmetology Lab *(C. Chew, B. Wilson, E. Williams)*

Section VI

Craven Community College
Board of Trustees - Athletic Ad hoc Committee & Finance Committee Meeting
Monday, January 09, 2012 @ 3:30 p.m.

SUMMARY NOTES & FOLLOW-UP ACTION ITEMS

Chair/Convener:	Peter Mack (absent) Carol Mattocks
Trustees Present:	Gary Baldree, Bill Naumann, Dan Pritchett,
Trustees Absent:	Ken Crow, Van Cuthbertson (Student Trustee), Kevin Roberts, Earl Wright
Staff Present:	Catherine Chew (Recorder), Mark Faithful, Maria Fraser- Molina, Daryl Minus, Page Varnell

I. **Golf Update** – Maria Fraser-Molina reported there are now 6 students who are members of the Golf Team with less than half of the students who actively participated. The one student who was reported to the BOT in August as joining the team from South Lenoir High School (out of our service area) elected to become an Ambassador and not play golf.

II. **Update on Student Activity Fees (SAF) and Clubs Status** – Page Varnell handed out a summary of revenues generated for Student Activity fees for 2007-08, 2008-09, 2009-10, 2010-11 and July 1 – Dec. 12, 2011. Also included on the handout was an accounting of expenditures through Dec. 12, 2012. Daryl Minus reported there were 15 clubs that were active during the Fall semester with a total of 230 students involved. Both VP's explained that the SAF information shared with the BOT at the August meeting, which was significantly higher, were "projections" based on best guess enrollment. The projected SAF for 2011-12 to be used for planning purposes is around $200,000.

III. **Revised Athletic Budget** – Mark Faithful provided a handout with a projected budget for Volleyball and Baseball segmented by nonrecurring and recurring costs. He also provided a one-page handout that showed projected administrative costs and approximate total costs for Year #1 Panning/Recruiting ($89,000) and Year #2 First Season of Competition ($137,000). Dan Pritchett suggested that we should probably add another 30% for contingency funding to the budget projection to make the budget more realistic.

IV. Potential Names for a Panther Booster Club – Gary Baldree read off a long list of names of people he had spoken to who were interested in an Athletic program at Craven. Bill Naumann asked Gary what he thought an approximate amount of money that might be generated by these individuals and his reply was $10,000.

V. Discussion – There was much discussion by all of the people present concerning the pros and cons of moving forward or not moving forward with an Athletic program. Based on limited SAF funds and the projected cost of the having a Volleyball and Baseball program, there seemed to be a consensus (although not unanimous) that the College was not in a position to fully support the program which would require using more than 70% of the SAF on Athletics alone. This would leave very few resources to support clubs, student activities, leadership programs, etc. Gary Baldree expressed concern that he did not understand how other colleges like Pitt CC and Lenoir CC could have a program, but we could not. Page reiterated that the numbers she had provided were accurate.

VI. Recommendations to go forward from the meeting to the full Board for approval:

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

AGENDA

ATHLETICS AD HOC COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK ADMINISTRATION BUILDING
January 9, 2012 @ 3:00 pm

Members:	*Judge Peter Mack, Chair* *Mr. Gary Baldree* *Judge Ken Crow* *Mr. Ronald Knight* *Mr. Bill Naumann* *Mr. Dan Pritchett* *Mr. Kevin Roberts* *Mr. Earl Wright*
Others:	*Dr. Catherine Chew, President* *Mr. Mark Faithful, Dean of Career Programs* *Ms. Page Varnell, VP of Administrative Services* *Mr. Van Cuthbertson, President, SGA*

I. Call to Order	Peter Mack, Chair
II. Members Present	Peter Mack, Chair
III. Update and Follow-up Requests from November 28, 2011, Meeting	
A. Update on Current Golf Program	Maria Fraser-Molina
B. Update on Student Activity Fees and Clubs Status	Page Varnell & Daryl Minus
C. Revised Athletic Budget	Mark Faithful
D. Potential Names for a Panther Booster Club	Gary Baldree

IV. Discussion
- A. Funding - Primary Issue
  1. If we proceed, how will adequate funding be obtained to handle **start-up costs** for a Baseball Program for men and a Volleyball program for women?
  2. If we proceed, what is the long-term plan for **sustaining** a quality Athletic Program?

V. . Recommendations for the January 2012 BOT Meeting

VI. Adjournment	Peter Mack, Chair

Craven Community College
Board of Trustees - Athletic Ad hoc Committee & Finance Committee Meeting
Monday, November 28, 2011 @ 3:30 p.m.

SUMMARY NOTES & FOLLOW-UP ACTION ITEMS

Chair/Convener:	Peter Mack
Trustees Present:	Gary Baldree, Ken Crow, Van Cuthbertson (Student Trustee), Bill Naumann, Dan Pritchett, Kevin Roberts, Earl Wright
Staff Present:	Catherine Chew (Recorder), Mark Faithful, Page Varnell

I. **Golf Update** – Mark Faithful reported there are 7 students who are currently members of the Golf Team. Four matches have been played at the Greenbrier Golf Club this Fall and official games begin in the Spring semester with 5 or 6 official matches. Two additional students may be interested in joining the team.

II. **Proposed Athletic Budget Reviewed and Discussed** – Mark Faithful indicated that he believed the proposed Five Year Budget created by former VP Kary Porter may be somewhat misleading and may not be an accurate reflection of the true costs associated with the start-up of a Baseball and Volleyball program. Bill Naumann and Dan Pritchett expressed concerns about the format being difficult; they suggested expenses such as the van be removed since the vehicle would be used for other college and student activities/travel. Catherine Chew reported that the college does need to create a small fleet of vehicles for staff and student usage when travelling to conferences, events, etc. When the Student Trustee was asked to share his view about creating an Athletic program, he said he would *personally* like to have an Athletic program, but from the perspective of SGA President, he questioned spending student activity fees on Athletics when so few students would be involved or interested in participating. Ken Crow explained that while he appreciated the student perspective, he also believed that an Athletic program is a way to get the external community involved and can create a sense of college spirit.

When Mark made the comment he believed we could offer an Athletic program with Baseball and Volleyball that would cost in the range of $125,000 most of the Committee members and staff were more comfortable with the possibility of moving forward. Ken Crow felt strongly that additional fees should not be passed along to students to fund the program and Gary Baldree said he believed the Bate Foundation may support the program to some degree (he did not mention an amount) if the College was committed. Catherine wanted to make it clear when staffing was considered in the budget process/plan we should not count on another full-time faculty appointment in Health/PE given the immediate demands and needs for faculty in other disciplines and programs critically important to the college. Part-time coaches as opposed to full-time faculty positions should be the consideration.

III. **Next Steps** - A healthy and open dialogue took place with all in attendance and the following action items were agreed to:

1. Mark Faithful and Page Varnell will work together to determine an accurate and realistic budget that can be easily understood. (Catherine voiced a concern about vastly different budget projections in the past ranging from a 2009 proposal of $21,000 to a $200,000+ budget presented by Lind Hartsell at the January 2011 BOT retreat; the budget that will be presented needs to include solid numbers that we can trust and that do not keep changing.)

2. Page Varnell will provide an accurate account of Student Activity Fees collected and expended during 2011 as well as any fund balance that currently exists from previous years.

3. Gary Baldree will create a list of potential names for a Panther Booster Club and a model/structure for giving.

4. Mark Faithful will provide a list of the names of the current Athletic Advisory Committee.

5. Lisa Collin will schedule a follow-up meeting the first part of January to review new data/information.

The next meeting will provide an opportunity to further analyze the proposed budget and to discuss the feasibility of whether the college can support and fund the start-up and sustainability of an Athletic program. A short-term and long-term plan needs to be established for a responsible recommendation to the full Board of Trustees.

AGENDA

ATHLETICS AD HOC COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
November 28, 2011 @ 3:30 pm

Members: *Judge Peter Mack, Chair*
Mr. Gary Baldree
Judge Ken Crow
Mr. Ronald Knight
Mr. Bill Naumann
Mr. Dan Pritchett
Mr. Kevin Roberts
Mr. Earl Wright

Others: *Dr. Catherine Chew, President*
Mr. Mark Faithful, Dean of Career Programs
Ms. Page Varnell, VP of Administrative Services
Mr. Van Cuthbertson, President, SGA

I. Call to Order — Peter Mack, Chair

II. Members Present — Peter Mack, Chair

III. Athletics Discussion
   A. Update on Current Golf Program
   B. Funding: the primary issue
      1. If we proceed, how will adequate funding be obtained to handle **start-up costs** for a Baseball Program for men and a Volleyball program for women
      2. If we proceed, what is the long-term plan for **sustaining** a quality Athletic Program

IV. Recommendations for January 2012 BOT Meeting

V. Adjournment — Peter Mack, Chair

Section VII

AMENDED DRAFT

Updated: Oct 18, 2011
As approved by the
Board of Trustees

BYLAWS OF THE TRUSTEES OF CRAVEN COMMUNITY COLLEGE

ARTICLE I

BOARD OF TRUSTEES

SECTION 1. Name: The official title of the Board of Trustees of Craven Community College (the "Board of Trustees") is "The Trustees of Craven Community College," which also is the official corporate name of Craven Community College (the "College").

SECTION 2. Jurisdiction: The Board of Trustees is a body corporate possessing all powers related thereto, including, but not limited to powers to acquire, hold, and transfer real and personal property, to enter into contracts, to institute and defend legal actions and suits, and to exercise such other rights and privileges as may be necessary for the management and administration of the College in accordance with the provisions of Chapter 115D of the North Carolina General Statutes and other applicable laws, rules, and regulations.

The Board of Trustees holds title to all real and personal property donated to the College by private persons or purchased with funds provided by the College's tax-levying authorities.

SECTION 3. Powers and Duties of Trustees: The Board of Trustees constitutes the local administrative board of the College, with such powers and duties as are provided in Chapter 115D of the North Carolina General Statutes and as are delegated to it by the North Carolina State Board of Community Colleges (the "State Board"). The powers and duties of the Trustees include but are not limited to the following:

(a) To elect the President of the College for such term and under such conditions as the Board of Trustees may fix, subject to the approval of the State Board, and to evaluate the President annually and notify the State Board in writing that its evaluation has been completed by July 1 of each year;

(b) To elect or employ all other personnel of the College upon nomination by the President, subject to standards established by the State Board, which power hereby is delegated by the Board of Trustees to the President of the College;

(c) To purchase any land, easement, or right-of-way which shall be necessary for the proper operation of the College, upon approval of the State Board and, if necessary, to acquire land by condemnation in the same manner and under the same procedures as provided in Chapter 40A of the North Carolina General Statutes. For purposes of condemnation, the determination by the Board of Trustees as to the location and the amount of land to be taken and the necessity therefore shall be conclusive.

(d) To apply the standards and requirements for admission and graduation of students and other standards established by the State Board:

(e) To receive and accept donations, gifts, bequests, and the like from private donors and to apply them or invest any of them and apply the proceeds for purposes and upon the terms which the donor may prescribe and which are consistent with the provisions of Chapter 115D of the North Carolina general Statutes and the regulations of the State Board:

(f) To provide all or part of the instructional services for the College by contracting with other public or private organizations or institutions in accordance with regulations and standards adopted by the State Board.

(g) To perform such other acts and do such other things as may be necessary or proper for the exercise of the foregoing specific powers, including the adoption and enforcement of all reasonable rules, regulations, and bylaws for the government and operation of the College under Chapter 115D of the North Carolina General Statutes and for the discipline of students;

(h) To encourage the establishment of private, nonprofit corporations to support the College, to approve any assignment by the President of the College of any College employees to assist with the establishment and operation of any such corporations and any decision by the President of the College to make available office space, equipment, supplies, and other related resources to any such corporation, and to review the annual financial audit report of any such corporation;

(i) To enter into guaranteed energy savings contracts pursuant to Part 2 of Article 3B of Chapter 143 of the North Carolina General Statutes; and,

(j) To perform all other acts and do all other things as the Board of Trustees may be authorized to perform and do under Chapter 115D of the North Carolina General Statutes and other applicable laws, rules, and regulations.

(k) To support the Craven Community College Foundation.

(l) To ensure the ~~Community's interest~~ interests of the general public are fairly represented when debating and discussing issues and when making policy decisions.

(m) To support the College and its ~~A~~administration in the public domain.

(n) To engage annually in Board development and self-appraisal activities.

SECTION 4. Office of Record: The Board of Trustees shall maintain its office of record on the premises of the College in Craven County.

ARTICLE II

MEMBERSHIP OF THE BOARD

SECTION I. Number and Selection: The Board of Trustees shall consist of thirteen (13) members, who shall be selected by the following agencies:

(a) Group One – Four (4) Trustees elected by the New Bern-Craven County Board of Education;

(b) Group Two – Four (4) Trustees elected by the Board of Commissioners of Craven County.

(c) Group Three – Four (4) Trustees appointed by the Governor; and,

(d) Group Four – The ~~Chairperson~~ President of the Student Council of the College, who shall be an ex officio, nonvoting member.

All Trustees shall be residents of Craven County or of counties contiguous thereto with the exception of the ~~Chairperson~~ President of the Student Council.

SECTION 2. Terms of Office of Trustees: Except for the ~~Chairperson~~ President of the Student Council, each member of the Board of Trustees shall be appointed for a four-year term. All terms shall commence on ~~October 1~~ July 1 of the year~~.~~

SECTION 3. Removal of Trustees: Should the State Board have sufficient evidence that any member of the Board of Trustees is not capable of discharging or is not discharging the duties of his or her office as required by law or lawful regulation, or is guilty of immoral or disreputable conduct, the State Board shall so notify the Chair of the Board of Trustees (unless the Chair is the offending member, in which case the other members of the Board of Trustees shall be notified). Upon receipt of such notice, a meeting of the Board of Trustees shall be held for the purpose of investigating the charges, at which meeting a representative of the State Board may appear to present evidence of the charges. The allegedly offending member shall be given at least ten (10) business days' written notice of the meeting, which notice shall be deemed proper and adequate, and the findings of the remaining members of the Board of trustees shall be recorded, along with the action taken, in the minutes of the Board of Trustees. If the charges are found to be true by an affirmative vote of two-thirds of the members of the Board of Trustees, the Board of Trustees shall declare the office of the offending member to be vacant and shall notify the appropriate appointing agency of the vacancy. Likewise, the Board of Trustees may hold a hearing in accordance with this Section upon evidence known or presented to it of such conduct by a member of the Board of Trustees as would justify notification by the State Board as described in Section 3.

The Board of Trustees also may declare vacant the office of a member of the Board of Trustees who does not attend three consecutive meetings ~~(whether Regular or Standing Committee meeting)~~ of the Board of Trustees without justifiable cause and prior notification. Upon such event, the Board of trustees shall notify the appropriate appointing agency of the vacancy. Should a Board of Trustees member frequently not attend Regular, Standing or Ad Hoc Committee meetings the Chair will discuss with the individual the importance of participation and attendance.

SECTION 4. Vacancies: Any vacancy in any of the groups of Trustees described in Section 1 of this Article II occurring for whatever reason shall be filled for the remainder of the unexpired term of the Trustee by the agency authorized in Section 1of this Article II to select the Trustees of that group and in the manner in which regular selections are made. Should the selection of a Trustee not be made by the agency having the authority to do so within sixty (60) calendar days after the date on which a vacancy occurs, whether by creation or expiration of a term or for any other reason, the Governor shall fill the vacancy by appointment for the remainder of the unexpired term.

SECTION 5: Conflicts of Interest:

(a) Goods, Wares, and Merchandise. No member of the Board of Trustees, nor any officer, agent, manager, instructor, or employee of the Board of Trustees, shall have any pecuniary interest, either directly or indirectly, proximately or remotely, in supplying any goods, wares, or merchandise of any nature or kind whatsoever for the College; shall act as agent for any manufacturer, merchant, dealer, publisher, or author for any article of merchandise to be used by the College; or shall receive, directly or indirectly, any gift, emolument, reward, or promise of reward for his or her influence in recommending or procuring the use of any manufactured article, goods, wares, or merchandise of any nature or kind whatsoever by the College.

(b) Business Transactions. Except as expressly permitted by law, no member of the Board of Trustees, nor any employee of the Board of Trustees, shall enter into or otherwise participate in, directly or indirectly, any business transaction involving College funds with any firm, corporation, partnership, person, or association which at any time during the preceding two (2) year period had a financial association with such member or employee. The fact that a person owns ten percent (10%) or less of the stock of a corporation or has a ten percent (10%) or less ownership interest in any other business entity, or is an employee of that corporation or other business entity, shall not be deemed to make the person one who "had a financial association" with the corporation or other business entity; provided, however, that the Board of Trustees shall authorize the business transaction at issue with such corporation or other business entity by specific resolution, on which such person shall not vote.

(c) Employment. No person who has been employed on a full-time basis by the College within the prior five years or who is a spouse or child of a person currently employed on a full-time basis by the College shall serve on the Board of Trustees. No member of the Board of Trustees shall apply for employment with or shall serve as an employee of the College in any capacity, whether as a part-time or full-time or temporary or regular employee, or otherwise, while he or she is serving as a member of the Board of Trustees.

ARTICLE III

ORGANIZATION OF THE BOARD OF TRUSTEES

SECTION I. Office of the Board of Trustees: The officers of the Board of Trustees shall consist of a Chair, a Vice-Chair, and a Secretary, each of whom shall be elected by the Board of Trustees. Both the Chair and the Vice-Chair shall be elected from the membership of the Board of Trustees; the Secretary may be (but is not required to be) elected from the membership of the Board of Trustees. The President of the College shall be the executive officer of the Board of Trustees and shall serve upon appointment by and at the pleasure of the Board of Trustees.

SECTION 2. Term. The Chair, the Vice-Chair, and the Secretary shall be elected for terms of one (1) year each and shall be eligible for re-election by the Board of Trustees following the expiration of any term; provided, however, that the Chair and the Vice-Chair may not serve in either office for more than two (2) consecutive years but may serve again in either such office following a period of at least one (1) year out of such offices. The terms of the officers shall commence on October 1.

SECTION 3. Chair. The Chair shall call meetings of the Board of Trustees and preside at all meetings of the Board of Trustees, shall appoint members of all committees of the Board of Trustees, may serve as an ex-officio voting member in any committee meeting lacking a quorum, shall facilitate discussion and decision making by the Board of Trustees, shall execute all contracts and other documents on authority by and in the name of the Board of Trustees, shall serve as the representative and spokesperson of the Board of Trustees, shall act as liaison with the President of the College and provide counsel and consultation to the President, and shall discharge all other functions delegated to him or her by the Board of Trustees.

SECTION 4. Vice-Chair. The Vice-Chair shall preside at all meetings of the Board of Trustees in the absence of the Chair, shall perform all duties of the Chair with full authority during the absence or disability of the Chair, and shall discharge any other functions delegated to him or her by the Board of Trustees ~~or the President~~.

SECTION 5. Secretary: The Secretary shall keep an accurate record of the proceedings of the Board of Trustees; shall have custody of the Corporate Seal of the Board of Trustees and shall affix it to official documents and attest to same by his or her signature; shall have custody of all official records and documents of the Board of Trustees, shall prepare and maintain an indexed compilation of all bylaws of the Board of Trustees and any amendments thereto and a copy of all rules, regulations, policies, and procedures relating to the operation of the Board of Trustees and any amendments thereto, the whole of which shall be known as the Operating Manual of the Trustees of Craven Community College; and shall issue, upon direction by the Chair or President, as applicable, notice of meetings of the Board of Trustees to members of the Board of Trustees and to the President of the College.

SECTION 6. President: The President of the College, as the executive officer of the Board of Trustees, shall attend and participate in, without vote, all meetings of the Board of Trustees, except where his or her absence is expressly desired or during any portions of such meetings when the Board of Trustees is in closed session (unless otherwise requested by the Board of Trustees); shall submit recommended policies, procedures, and policy decisions to the Board of Trustees or any committee thereof when requested to do so by the Board of Trustees or such committee or when the President deems it to be in the best interest of the College to do so; shall recommend all curriculum programs and non-curriculum programs which the President deems to be in the best interests of the citizens of the College's service area as established by the State Board and to contribute to the overall mission of the College and which are educationally and financially feasible and are not in conflict with the requirements of the North Carolina General Statutes, the standards of the State Board, or other applicable laws, rules, or regulations, and shall monitor the quality and viability of such programs and instruction and advise the Board of Trustees concerning the status of such programs and instruction; shall establish the monthly and annual salaries or hourly rates of pay for full-time and part-time College personnel other than the President within the budget approved for the College by the State Board and in accordance with regulations approved by the State Board; shall advise the Board of Trustees on the financial and budgetary needs of the College; and shall perform all other acts and do all other things as the President may be authorized to perform and do under Chapter 115D of the North Carolina General Statutes and other applicable laws, rules, and regulations, and/or as are delegated to him or her by the Board of Trustees, in compliance with all applicable policies and procedures established by the Board of Trustees.

SECTION 7. Nominating Committee. Prior to the July Meeting of the Board of Trustees, the Chair shall appoint a Nominating Committee consisting of at least three Trustees to develop a proposed slate of Officers and Standing Committee chairs to serve for the following year. The chair of the Nominating Committee will ideally have previously served as a Chair of the Board of Trustees. The Nominating Committee will present such slate at the Board of Trustees July Meeting for the Board's consideration, deliberation and approval.

ARTICLE IV

MEETINGS OF THE BOARD OF TRUSTEES

SECTION 1. Regular Meetings: The regular meetings of the Board of Trustees shall be held on the campus of the College on the third Tuesday of the first month of each calendar quarter at 7:00 p.m., unless the Chair shall fix another time and/or place for the meeting. The Board of Trustees shall cause a current copy of any schedule of regular meetings established by it (whether as specified herein or otherwise), showing the time and place of the regular meetings, to be kept on file with the Secretary. If the Board of Trustees or the Chair changes the Board of Trustees' schedule of regular meetings, the Board of Trustees shall cause a revised schedule of regular meetings to be filed with the Secretary at least seven (7) calendar days before the date of the first meeting held pursuant to the revised schedule.

SECTION 2. Special or Emergency Meetings: Special or emergency meetings of the Board of Trustees may be called by or at the request of the Chair or the President or by a quorum of the members of the Board of Trustees. Such meetings shall be held on the campus of the College, if at all possible, at a time fixed by the person or persons calling such meeting. An emergency meeting shall be called only because of generally unexpected circumstances that require immediate consideration by the Board of Trustees. The business to be transacted at any emergency meeting shall be confined to business connected with the emergency. If practical, Trustee participation by ~~phone~~ some other electronic means will be permissible if attendance is not possible.

SECTION 3. Notice of Meetings:

(a) Regular Meetings. Members of the Board of Trustees and the President shall be notified by the Secretary in writing, orally, by telephone, or by other appropriate electronic means of the time and place of all regular meetings of the Board of Trustees, which notice shall be given at least seventy-two (72) hours in advance of the meeting. Notice to others may be provided by announcement made in open session at any regular meeting, stating the time and place at which the next regular meeting is to be held. If the meeting is to be held at any time or place not shown on the schedule of regular meetings, it shall be considered a special meeting, and notice to members of the Board of Trustees and others shall be provided in the manner described for special meetings.

(b) Special Meetings. Members of the Board of Trustees and the President shall be notified by the Secretary in writing, orally, by telephone, or by other appropriate electronic means of the time and place of all special meetings of the Board of Trustees, which notice shall be given at least seventy-two (72) hours in advance of the meeting. The notice of special meeting shall state the purpose or purposes of the meeting. Notice to others shall be provided in the following manner.

(1) By announcement made in open session at any special meeting that is recessed, stating the time and place at which the meeting is to be continued; or,

(2) For any other special meeting, by written notice of the meeting stating its purpose or purposes;

(A) Posted on the principal bulletin board of the College, and,

(B) Mailed or delivered to each newspaper, wire service, radio station, and television station that has filed a written request for notice with the Secretary or with some other person designated by the Board of Trustees, and to any person who has filed such a written request. The notice shall be ~~posed~~ posted and mailed or delivered at least forty-eight (48) hours before the time of the meeting.

(c) Emergency Meetings. Members of the Board of Trustees and the President shall be notified by the Secretary in writing, orally, by telephone, or by other appropriate electronic means of the time and place of all emergency meetings of the Board of Trustees, which notice shall be given at least six (6) hours in advance of the meeting. The notice of emergency meeting shall state the purpose or purposes of the meeting. Notice to others shall be provided in the following manner:

(1) By announcement made in open session at any emergency meeting that is recessed, stating the time and place at which the meeting is to be continued; or,

(2) For any other emergency meeting, by notice of the meeting given to each local newspaper, local wire service, local radio station, and local television station that has filed a written request for emergency notice (which request must include the newspaper's wire service's or station's telephone number) with the Secretary or with some other person designated by the Board of Trustees. The notice shall be given either by telephone or by the same method used to notify the members of the Board of Trustees and shall be given immediately after notice of the emergency meeting has been given to members of the Board of Trustees.

SECTION 4. Waiver of Notice: Any member of the Board of Trustees or the President may waive notice of any meeting. The attendance by any such person at a meeting shall constitute a waiver of notice of such meeting, except where the person attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not properly called or convened.

SECTION 5. Annual Meeting: The regular meeting of the Board of Trustees held in October of each year shall be the annual meeting of the Board of Trustees, at which time officers of the Board of Trustees, elected at the July meeting, shall be installed.

SECTION 6. Quorum: Seven (7) members of the Board of Trustees in actual attendance at a meeting shall constitute a quorum for the transaction of business. Each member present, except for the Chairperson of the Student Council, shall have one (1) vote.

SECTION 7. Manner of Acting: The act of the majority of the members present shall be the act of the Board of Trustees. No proxy voting by any Trustee shall be allowed at any meeting. In the event of a tie vote, the motion or other issue upon which the vote is being taken shall fail.

SECTION 8. Agenda: Except in the case of an emergency meeting, the Chair shall receive agenda items from the President, members of the Board of Trustees, and all other sources at least ~~ten (10)~~ five (5) business days prior to the meeting for which they were prepared. The President shall provide the Chair with a list of those items to be presented to the Board of Trustees, accompanied by the President's recommendations and, where appropriate, with copies of all documents to be presented as information or for action by the Board of Trustees. At the request of the President or the members of the Board of Trustees, the Chair may add items to the agenda not included in the prepared agenda.

In the case of an emergency meeting, an agenda need not be prepared; however, only business connected with the emergency will be considered by the Board of Trustees.

SECTION 9. Order of Business: The regular order of business at meetings of the Board of Trustees may be as follows:

(a) Call to order and roll call.
(b) Consideration and disposition of minutes.
(c) Reports of committees.
(d) Report by the President on special items.
(e) Unfinished business.
(f) Consideration of a regular agenda.
  (1) Items relating to education
  (2) Items relating to personnel
  (3) Items relating to finance
  (4) Items relating to other subjects
(g) New Business.

SECTION 10. Closed Session: A closed session shall be held at any meeting upon a motion of any member of the Board of Trustees duly made and adopted at an open meeting. The President shall have the privilege of the floor at all meetings of the Board of Trustees except when in closed session. Each closed session shall be undertaken for the discussion of matters authorized to be discussed in closed session pursuant to Section 143-318.11 of the North Carolina General Statutes or any successor statute, as the same from time to time may be amended. Procedures for a closed session shall be determined by the Board of Trustees and shall be carried out pursuant to the then current North Carolina law on open meetings applicable to the College.

SECTION 11. Parliamentary Rules. Robert's Rules of Order shall be followed in conducting the meetings of the Board of Trustees unless otherwise approved by the Board of Trustees.

SECTION 12. Individual or Group Appearances: Any individual or organized group who desires to appear before the Board of Trustees shall state in writing the purpose of such appearance and the name of each person who is to appear as a spokesman. The statements must be filed with the Chair at least five (5) business days in advance of the meeting at which the appearance is desired so that the matter may be included in the agenda for the meeting.

Individuals or organized groups who appear before the Board of Trustees will be permitted to have the floor for a maximum of ten (10) minutes. In the event any person willfully interrupts, disturbs, or disrupts any Board of Trustees meeting, the Chair may direct such person to leave the meeting.

ARTICLE V

COMMITTEES OF THE BOARD OF TRUSTEES

SECTION I. Establishment and Types of Committees: The Board of Trustees may establish such standing committees and such ad hoc committees as it deems to be necessary to secure, promote, and protect the College's welfare and to assist the Board of Trustees in performing its obligations. Each committee shall be established by resolution, in which the Board of Trustees shall state the purpose and general mission of the committee. The Board of Trustees shall refer such matters to a committee as it shall determine to be consistent with the stated purpose and general mission of the committee or otherwise appropriately referred to the committee. The standing committees shall include, but may not be limited to, Finance, Personnel, Facilities, and Academic & Student Affairs.

SECTION 2. Service of Committee Members: The Chair, in consultation with the Standing committee Chairs and the President, shall appoint the members of all committees. Each person designated by the Chair to serve as a member of a standing committee shall serve in such capacity for one year from the date of his or her appointment, until the duration of his or her term as a member of the Board of Trustees expires, or until the dissolution of the committee, whichever is sooner.

SECTION 3. Reconstitution or Dissolution of Committees: Any committee established by the Board of Trustees may be reconstituted or dissolved by resolution of the Board of Trustees or in accordance with the resolution establishing such committee.

ARTICLE VI

POLICIES, RULES, AND REGULATIONS

SECTION 1. General Provisions: By an affirmative vote of a majority of all of the members of the Board of Trustees, the Board of Trustees may make or amend such policies, rules, and regulations as may be authorized by law and as may be required in its judgment for the effective discharge of its responsibilities and the effective operation of the College.

SECTION 2. Notification and Publication: The Secretary shall be responsible for providing to each member of the Board of Trustees and the President a copy of all current bylaws, policies, rules, and regulations.

ARTICLE VII

OATH OF OFFICE

SECTION 1. Oath: Each member of the Board of Trustees upon his or her appointment or reappointment shall take the following oath:

> "I, ______________________________, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Trustee of Craven Community College, so help me God.
> I, ______________________________, do solemnly and sincerely swear that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain, and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability, so help me God.
> I, ______________________________, do swear that I will well and truly execute the duties of the office of Trustee of Craven Community College according to the best of my skill and ability, according to law, so help me God."

Persons who object on religious grounds to the foregoing oath shall subscribe to the following affirmation:

> "I, ______________________________, so solemnly and

sincerely affirm that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Trustee of Craven Community College, so help me God.

I, ____, do solemnly and sincerely affirm that I will support the Constitution of the United States; that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain, and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, ____, do affirm that I will well and truly execute the duties of the office of Trustee of Craven Community College according to the best of my skill and ability, according to law."

The Oath shall be taken before a justice, judge, magistrate, clerk, assistant clerk, or deputy clerk of the General Court of Justice or as otherwise provided by Section ~~11.7.1~~ 11-7.1 of the North Carolina General Statutes, as the same from time to time may be amended. An original and one copy of the Oath shall be filed in the office of the Secretary.

ARTICLE ~~VII~~ VIII

ADOPTION AND AMENDEMENT OF BYLAWS

SECTION 1. Adoption: Adoption of these Bylaws and any amendments hereto shall be by an affirmative vote of at least nine (9) members of the Board of Trustees at a regular meeting, provided that each member has received notice and a copy of these Bylaws at least five (5) business days prior to the meeting.

SECTION 2. Amendments: Amendments to these Bylaws may be proposed by any member of the Board of Trustees at any regular meeting of the Board of Trustees for decision at a subsequent regular Board meeting. Adoption of amendments shall be by the affirmative vote of at least nine (9) members of the Board of Trustees at a regular meeting.

SECTION 3. Effect of Law: In the event that any provision of Chapter 115D of the North Carolina Statutes, any rule, regulation, or standard adopted and executed by the State Board thereunder, or any other law, rule, regulation, or standard applicable to the College shall be or become inconsistent with these Bylaws, the Board of Trustees, to the extent required by such law, rule, regulation, or standard, shall adhere to same, whether or not such law, rule, regulation, or standard shall have been incorporated into these Bylaws by amendment made in accordance with Article VII, Section 2 hereof.

Section VIII

Good Evening Board of Trustee Members,

On behalf of the 2011-2012 Executive Board my report is as follows: The Executive Board is now fully staffed and we have 3 active Senators. We have have, for better or worse, created interest in the events that have been put on by SGA and made steady progress in improving the quality of our preparation and in the outcome as well. We use the increased attendance, and post event comments "praise and criticism alike" as a measure of the Student Body's engagement. We are of the opinion that engagement is the bottom line. I do not relish in the fact that I have become something of a sounding board for criticism by the Student Body, but I asked for this job.

All of that brings me to the next point I am honor bound to make. You may or may not have noticed I am African American. That being said I am the Student Government Association President and as in all scales of government it's the president's fault. There have recently been some comments in regard to the cultural events at the college and the expenditure of student activity fees, as it supports them. It seems that the only definable constraint on the spending of student activity fees is that it is used only for student activities in an unbiased balance. The following is a passage from Wikipedia, "In the United States, the constitutionality of mandatory student activity fees has been adjudicated several times by the Supreme Court of the United States. Most recently, the court has ruled that public universities may subsidize campus speech by means of a mandatory student activity fee so long as fees are allocated to groups with viewpoint neutrality". Originally that was determined to be politically sensitive as in liberalism v/s conservatism. But of course, race and religion has had a day in court, so to speak, on the subject.

With the numerous and diverse nature of the many cultural events presented this past, and upcoming semester, no one can accuse Craven Community College of being insensitive to minority cultures. But in the expenditure of Student Activity Fees we are in fact being insensitive to the majority, to be straight to the point there are no Caucasian American cultural events. The fact that I am African American and have a certain "affinity" for the nature of said cultural events is irrelevant. I am obligated to be the voice of the entire Student Body, and I must admit that a valid point has been made. We cannot right the wrongs of inequality with state sponsored inequality. I have been taught that it is unprofessional to present a problem and not have some sort of solution at the ready.

I do not offer a solution because a solution to such an issue is beyond me, so then it is squarely place with this capable group of accomplished men and women. In this matter I have fulfilled my obligations to the best of my abilities.

Thank You for your Support.

Van Cuthbertson

SGA President

Section XI

CRAVEN COMMUNITY COLLEGE Foundation

January 18, 2012

Craven Community College Board of Trustees,

The Craven Community College Foundation Board of Directors met on January 18, 2012. At the meeting the following individual was unanimously approved by the Foundation Board members for nomination to the Foundation Board:

Frank Amato

Mr. Amato's resume is attached for your review.

In accordance with the Foundation Bylaws, Mr. Amato must be ratified by the Craven Community College Board of Trustees. I hereby respectfully submit his name and request approval by the Craven Community College Board of Trustees.

With Best Regards,

Suzanne F. Gifford
Executive Director

www.cravencc.edu

800 College Court
New Bern, NC 28562
Telephone: (252) 638-7351
Fax: (252) 638-4232

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

Frank Amato

231 Venturi Drive
New Bern, NC 28560
252.675.7312
frank.amato@nationwide.com

Experience:

2003 to present — Shirley L. Bowling Insurance Agency — Havelock, NC
Associate Agent / Operations Manager

Responsible for day-to-day operations within the Agency while focusing on customer service and sales; Oversee customer service thru leadership and problem solving skills, creative thinking and willingness to go above and beyond; Focus on attaining established goals and objectives set by Nationwide Insurance and Agency Owner.

1999 to 2003 — Andy Jones Insurance Agency — Durham, NC
Associate Agent / Outside Sales

Created large referral network with several car dealerships; Generated sales thru cold calling and customer referrals; Serviced existing book of business while looking for cross-sell opportunities.

1998 to 1999 — Shirley L. Bowling Insurance Agency — Havelock, NC
Associate Agent / Outside Sales
Generated sales thru cold calling and customer referrals; Built referral / network relationships.

Education:

- 2000 LUTCF classes FA201 and FA202 / completed
- 1998 Property & Casualty Insurance License
- 1998 Life & Health Insurance License
- 1998 Bachelor of Science / Construction Management, East Carolina University, Greenville, NC
- 1993 to 1995 Architecture Program, Coastal Carolina Community College, Jacksonville, NC
- 1991 Brick High School, Brick Town, NJ

Community Involvement:

- Past Chairman of the Board (President) / Havelock Chamber of Commerce
- Board of Directors / Havelock Chamber of Commerce / Active Board member
- Military Affairs Committee / Havelock Chamber of Commerce and USMC MCAS Cherry Point / Active member
- Havelock – Cherry Point Rotary / Active member / Past President
- Temple Baptist Church, New Bern, N.C. / Active member
- Sound Fitness / Active member

Interests and Activities:

- Family / Church / Volunteering / Golfing / Boating / Coaching / Running / Exercising / Gardening / Cooking / Sponsoring

References Available Upon Request: