REVISED AGENDA

JULY 16, 2013, BOARD AGENDA
SUMMER MEETING OF THE TRUSTEES OF
CRAVEN COMMUNITY COLLEGE
6:00 P.M. – DINNER IN COMMUNITY ROOM 115 IN STUDENT CENTER
7:00 P.M.-BUSINESS MEETING, WARD BOARDROOM, NEW BERN CAMPUS

I. Call to Order — Carol Mattocks, Chair

II. Roll Call — Catherine Chew, Secretary
  A. Agenda Review/Conflict of Interest Declaration — Carol Mattocks, Chair
  B. Public Comments — Carol Mattocks, Chair
  C. Remembrance and Recognition of Service – Marvin Raines — Carol Mattocks, Chair

III. Consent Agenda *(motion)*
  A. Approval of Board of Trustee Minutes (April 9, 2013)
  B. Approval of Committee Meeting Minutes
  C. Approval of Financial Reports
  D. Accept Quarterly Personnel Report (March 1, 2013-May 30, 2013)

IV. Administrative Reports/Committee Chair Comments
  A. Academic & Student Affairs
    A. NCCCS Program Audit 2012-2013 Report *(motion)*
    B. SACS Quarterly Communications Report *(info)*
    C. Project Potential Update *(info)*
  B. Facilities
    1. Brock Stairs Project Bid with LS3P *(motion)*
    2. New Bern City Generator *(info)*
  C. Finance
    1. 2013-2014 State Budget Update *(info)*
    2. 2013-2014 County Budget Update *(info)*
  D. Personnel

V. Report from the President
  A. Our Identity Document
  B. NCCCS 2011-2012 Performance Measures Summary
  C. Annual Report 2012-2013

VI. Unfinished Business
  A. Board of Trustees Self Evaluation (Fall 2012)
  B. Board of Trustees Goals 2013-2014

VII. New Business
  1. Nominating Committee Recommendations for 2013-2014 *(motion)*
  2. Congleton Student Quad Design from LS3P *(info)*

VIII. Report from the Attorney

IX. Chair's Comments
  A. Recognition of Earl Wright and Appreciation of Service

X. Other Items
  A. Accept Board of Trustees Meeting & Conference/Retreat Schedule for FY 2013-2014 *(info)*
  B. Approval of CCC-Foundation Board Members (D. Dysinger, L. Griffith, L. Schulze, Y. Wold) *(motion)*

XI. Closed Session {143-318.11(1)(6)}

XII. Adjournment

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

Upcoming College Events

- Sept. 2013 - Dec. 2013 — Foundation's VIP Ambassador Program

  Session #1 – Thursday, September 19, 2013 - 1:00 p.m. to 5:00 p.m.

  Session #2 – Thursday, October 17, 2013 – 1:00 p.m. to 5:00 p.m.

  Session #3 – Thursday, November 21, 2013 – 1:00 p.m. to 5:00 p.m.

  Session #4 – Thursday, December 12, 2013 – 11:00 a.m. to 1:00 p.m.

- August 13, 2013 — College Assembly – First Day Back (Orringer Auditorium)
- August 27 & 28, 2013 — Library and ASC Open House, 11:00 a.m. – 1:00 p.m. and 5:30 p.m.-7:00 p.m.
- Sept. 21, 2013 — Trustee and Foundation Social at the home of Carol and Bob Mattocks 6:00 p.m.
- October 2, 2013 — Career Fair 2013 – Student Center Room 115, 1:00 p.m.-1:45 p.m.

CALLED MEETING NOTICE

CALLED MEETING NOTICE OF THE FACILITIES COMMITTEE OF THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE
JUNE 5, 2013

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:

Facilities Committee Called Meeting:

A Called Meeting of the Craven Community College Facilities Committee of the Board of Trustees will take place on Wednesday, June 5, 2013, at 10:00 a.m. in *the Ward Boardroom of the Brock Administration Building, located on the New Bern Campus of Craven Community College.*

This Notice is published on May 30, 2013, pursuant to directions by the Chair of the Board of Trustees.

Date posted: May 30, 2013
Place posted: Administrative Suite, Brock Admin. Building

MEETING NOTICE

SUMMER COMMITTEE MEETING SCHEDULE AND NOTICE OF THE SUMMER 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, June 24, at 3:00 p.m.; and

- The Personnel Committee will meet on Monday, June 24, at 4:00 p.m.; and

- The Academic & Student Affairs Committee will meet on Tuesday, June 25 at 4:00 p.m.

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

Board of Trustees Meeting

The Regular Summer Meeting of the Craven Community College Board of Trustees will take place on Tuesday, July 16, 2013, at 7:00 p.m. in the *Ward Boardroom of the Brock Administration Building, located on the New Bern Campus of Craven Community College.*

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

This **NOTICE** is published on June 12, 2013, pursuant to directions by the Chair of the Board of Trustees.

Date posted: June 12, 2013
Place posted: Administrative Suite, Brock Administration Building

BOARD OF TRUSTEES

ROLL CALL

July 16, 2013

Mr. Gary Baldree

Mrs. Trish Bennett

Judge Ken Crow

Mr. Ronald Knight

Judge Peter Mack, Jr.

Mrs. Carol Mattocks

Mr. Bill Naumann

Mr. Dan Pritchett

Mr. Kevin Roberts

Ms. Earline Sills Williams

Mrs. Brenda Wilson

Mr. Earl Wright

Ms. Katelyn Sekela, SGA President

Agenda Review/Conflict of Interest Declarations

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

Section III

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Spring Meeting
April 9, 2013

I. The Craven Community College Board of Trustees held its spring meeting on Tuesday, April 9, 2013, in the Ward Boardroom of the Brock Building on the New Bern Campus with Mrs. Carol Mattocks, Chair, presiding. The business meeting was called to order at 7:00 p.m.

II. Dr. Catherine Chew called the roll.
Members present: Mr. Gary Baldree, ~~Mrs. Trish Clark Bennett~~, Judge Ken Crow, Mr. Ronald Knight, ~~Judge Peter Mack,~~ Mrs. Carol Mattocks, Mr. Bill Naumann, Mr. Daniel Pritchett, Mr. Kevin Roberts, Ms. Earline Sills Williams, Mrs. Brenda Wilson, Mr. Earl Wright and Stephen Perry (SGA Vice President).
Dr. Chew declared a quorum present for the meeting.
Others present: Dr. Catherine Chew, President; Ms. Lisa Collin, Executive Assistant to the President and Board of Trustees; Ms. K. Page Jones, VP-Administrative Services; Mr. Daryl Minus-EVP; Mr. Jamie Norment, Attorney, Ward & Smith; Ms. Annette Walker, Faculty Association President
Agenda Review/Conflict of Interest Declaration read by Chair Carol Mattocks, no conflicts noted by members.
A. Public Comments-none

III. Consent Agenda
A.-E. Mrs. Mattocks called attention to items A-E of section III, Consent Agenda. Without objection, the January 9, 2013, minutes were amended at Section IV.A.1 to reflect a change requested by Trustee Williams and such amended minutes were incorporated into the consent agenda. Mrs. Mattocks called for a motion to approve items A-E of the Consent Agenda as presented.
Motion: Brenda Wilson Second: Bill Naumann Motion passed unanimously.

IV. Administrative Reports/Committee Chair Comments
A. Academic & Student Affairs
1. Sustainable Agriculture Program Termination from NCCCS-Earline Sills Williams deferred to Dr. Minus to bring the Trustees up to date on the status of this item. Dr. Minus informed the Trustees the NCCCS approved the termination of this program effective spring 2013. This item is for information.
2. SACS Response Letter to 5th Year Interim Report-Earline Sills Williams deferred to Dr. Minus to discuss this item. Dr. Minus reviewed the response from SACS and the findings were very positive overall. He credited the staff who worked on the final report. Seventeen standards were responded to and reviewed by SACS; several items will require additional info that will be easily obtained and a follow-up response is due September 2013. Dr. Minus cited a couple of examples noted in the SACS response letter: first was Comprehensive Standard 3.3.1.1 on student learning outcomes and the use of data (many institutions are cited for this standard and administration anticipated that we would need to collect more longitudinal data); second was the QEP Impact Report (many institutions are cited for this as well) which received a very favorable review. The initial QEP topic (LEEP) needed to be changed because of an unsuccessful launch; our current focus is now on the FYE. Dr. Chew gave kudos to Dr. Minus for his outstanding efforts on the QEP. The Trustees congratulated Dr. Minus and his team for their efforts and the positive findings of the 5th Year Report. This item is for information.
3. SACS Quarterly Communications Report-Earline Sills Williams deferred to Dr. Minus to discuss this item. Dr. Minus noted the report was routine and in the packet for review. This item is for information.
4. Grants Activity Report- Earline Sills Williams deferred to Dr. Minus to discuss this item. Dr. Minus noted the report was routine and in the packet for review. This item is for information.
5. ConEd & Accountability & Credibility-Tri Annual Auditing Plan-Earline Sills Williams deferred to Lisa Collin to discuss this item. It is required that Craven adopt an auditing plan and that it be

reviewed and approved by the Trustees every three years. This is the updated report and mirrors the report approved three years ago-there are no substantial changes.
Carol Mattocks called for a motion to approve this item as presented.
Motion: Earline Sills Williams Second: Ronald Knight Motion passed unanimously.

6. ConEd Accountability & Credibility Policy-Earline Sills Williams deferred to Lisa Collin to discuss this item. This is the routine report reviewed three times a year by the BOT that provides information on classroom visits. In the future, based on information noted in the auditing plan, this item will be presented to the Trustees annually at their first meeting of the year.
Carol Mattocks called for a motion to approve this item as presented.
Motion: Earline Sills Williams Second: Ronald Knight Motion passed unanimously.

B. Facilities
   1. Department of Labor Visit-Gary Baldree deferred to Page Jones to discuss this item. Ms. Jones noted the Department of Labor reviewed health and safety measures at Craven during their two day visit in February. There were sanctions pertaining to safety any equipment utilized by students in violation was shut down immediately and until the compliant has been resolved. The Department of Labor allows 30 days to correct issues and a 30 day extension may be requested. Ms. Jones indicated a plan has been created and that all corrections will be completed within 60 days. This item is for information.

C. Finance-Dan Pritchett deferred to Page Jones to review these items.
   1. Proposed Course Fees for 2013-2014-Ms. Jones reviewed this item and noted most of the fees are normal/routine fees, not changed from last year. There are two categories of fees which changed: fees eliminated due to course eliminations and additional fees, mostly related to software/online text books in the nursing program.
   Mr. Pritchett called for a motion to approve this item as presented.
   Motion: Kevin Roberts Second: Ron Knight Motion passed unanimously
   2. Office of the State Controller-Financial Statement Audit Results for Year Ending June 30, 2012-Ms. Jones noted the Office of the State Auditor completed their financial audit for the year ending June 2012 and proudly announced the findings of no deficiencies. The State Auditor specifically commented on the financial integrity of the office and he also mentioned the positive work environment and climate they had observed. He noted that when employees are happy, they make fewer mistakes. Ms. Jones credited Cindy Patterson with putting in strong internal controls. Audit reports are required by the state and findings are available on the NCS Auditors website. This item is for information.

D. Personnel-Bill Naumann deferred to Page Jones to review these items.
   1. Mercer Phase II Priority-Ms. Jones relayed information concerning the budget for 2013-14. Next fiscal year, Craven is expecting a substantial shortfall. To implement Phase II, approximately $80,000 is needed; it impacts 45 people. Ms. Jones noted the Trustees have indicated Phase II is to be a priority and a commitment the Trustees want to honor if monies are available. At this point, the Trustees recommend holding off on implementing Phase II until more solid information about the 2013-14 budget is known. This item will be addressed at the summer Personnel Committee Meeting.

Due to a personal commitment, Judge Crow left the meeting.

V. Report from the President
   A. Dr. Chew reviewed the quarterly report, a copy of which is available in the packet for review. Dr. Chew noted enrollment has decreased slightly and mentioned that Charles Boney from LS3P is working on a landscape plan for placement of the sculptures donated by Dr. Congleton. Redesign of the front entrance of the Brock Administration Building was also discussed. A special facilities meeting will be called to review the design plans. She also updated the Trustees on the Aviation program and VIP Ambassador program.

VI. Unfinished Business-None

VII. New Business

A. Recommendation for Naming Honor-Student Quad-Dr. James Congleton-According to the College policy concerning naming rights, the President may recommend naming opportunities to the Trustees as they arise. Dr. Chew reviewed the March 2013, memo addressed to the Trustees outlining the many contributions of Dr. Congleton, (a copy of which is in the packet for review), and recommends naming the student quad after Dr. Congleton. This request has been reviewed by the CCC-Foundation and they fully support it. A dedication reception would take place later this summer, after the completion of the landscaping.
   Dan Pritchett called for a motion to approve this item as presented.
   Motion: Dan Pritchett   Second: Brenda Wilson   Motion passed unanimously.
   Dr. Chew mentioned the Margaret Stencil rose garden will be completed this summer and a similar reception will be held for it.
B. Recommendation for Naming Honor –Community Room-Patricia & Bill Naumann-Dr. Chew reviewed the March 2013, memo addressed to the Trustees outlining the many contributions of Patricia and Bill Naumann. A copy of the memo is in the packet for review. A reception/naming ceremony would be held later this spring.
   Dan Pritchett called for a motion to approve this item as presented.
   Motion: Kevin Roberts   Second: Ron Knight   Bill Naumann abstained.

VIII. Report from the Student Trustee

Stephan Perry, SGA Vice President, provided an update on the college clubs, ongoing and future campus events. A copy of the report is included in the packet for the record. In addition to the written report, Mr. Perry provided information about the May 4th Founder's Day Ball; it will be held at the Flame, the theme is "Faces of Craven", and the cost is $20/pp-Trustees are welcome and encouraged to attend. Mr. Perry also spoke about student issues on the campus. They include: wifi access-scheduled to be upgraded this summer; designated faculty/staff parking areas; instituting a fall semester graduation ceremony; lack of consistency with advisors, and a better understanding of Higher One. This item is for information only.

IX. Report from the Attorney-None

A. Chair's Comments-Mrs. Mattocks reviewed the "Project Potential" program with the full board as she previously did with the Academic & Student Affairs Committee. This is the program which offers 8th graders an opportunity for a college scholarship. The 8th graders, from at risk populations, must pledge to meet certain criteria and are assigned a mentor. There are similar programs such as "vision." Mrs. Mattocks inquired if the Trustees would like to consider implementing a similar program. The Trustees feel it is worth researching and referred this item back to the Academic & Student Affairs Committee to review.
B. Nominating Committee Appointments-Mrs. Mattocks thanked the Trustees for their consistent participation and dedication as board members. She discussed the process for appointing nominating committee members. The bylaws state that the Chair appoints three members to a nominating committee; the committee will recommend a slate of officers for the next year for Board approval (Chair, V. Chair, Secretary) and the Committee Chairs. Lisa Collin will email trustees the four committee options and ask them to rank their preference for serving after chairs are selected. Mrs. Mattocks appointed: Ken Crow, Earl Wright & Brenda Wilson to the nominating committee; Mrs. Wilson will chair the committee. The nominating committee will make their recommendations at the July meeting and the officers will begin their term in October.

X. Other Items

A. Accept Evaluation of Ethics Commission SEI for Karla Page Jones-Ms. Jones reviewed this item. It's the routine notice from the Ethics Commission stating no conflicts. It was prompted by the submission of Ms. Jones statement of economic interest. This item if for information only.
B. Request Approval for Private Sale-Ms. Jones reviewed this item. The BLET program has extra tires it would like to sell to the Pollocksville Police Department and needs Board approval to do so.
   Mrs. Mattocks made a motion to approve this item as presented.
   Motion: Dan Pritchett   Second: Ron Knight   Motion passed unanimously

C. Walk-in: Approval of CCC-Foundation Board members-Mrs. Mattocks reviewed this item. The proposed members received positive comments from the Trustees who were happy to support their appointment. Mrs. Mattocks made a motion to approve this item as presented.
Motion: Gary Baldree Second: Brenda Wilson Motion passed unanimously.

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

At 8:35 p.m., on a motion made by Dan Pritchett, seconded by Ronald Knight, and unanimously approved, the Board of Trustees of Craven Community College pursuant to North Carolina General Statues 143-318.11(a)(6) entered into Closed Session to discuss personnel matters.

At 9:50 p.m., the BOT came out of Closed Session. Open Session continued.

A. Mr. Naumann made the following motion: The Board of Trustees hereby supports Dr. Chew through a vote of confidence and authorizes the Chair and Vice-Chair to finalize with Dr. Chew a contract extension of up to two years. The motion was seconded by Mr. Roberts.
B. After discussion, the motion was adopted, with Trustees Mattocks, Pritchett, Naumann, Roberts, Wilson, and Wright voting aye and Trustees Baldree, Knight, and Williams voting no. Mrs. Mattocks explained that the finalized contract would be presented to the Board for approval at a later meeting.

XIII. Adjournment-The Chair adjourned the meeting at approximately 10:05 p.m.

Respectfully Submitted,

Carol Mattocks, Chair — April 9, 2013 Date

Catherine Chew, Secretary — April 9, 2013 Date

MINUTES

ACADEMIC & STUDENT AFFAIRS COMMITTEE
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
June 25, 2013, 4:00 P.M.

I. Ms. Earline Sills Williams, Chair, called the meeting to order at 4:00 p.m.

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

III. Learning and Student Success Unit Realignment -These items are for information only. Dr. Minus introduced these items to the committee members.

A. Unit Realignment – Dr. Minus presented an overview of the realignment of the Learning and Student Services Unit. This budget-nuetral realignment was brought about due to the abrupt resignation of the Dean of Student Development, Casey Cornelius, and the need to better position the College to meet the new NCCCS Performance Measures. Dr. Minus provided the committee with an organizational chart that outlines the realignment effective July 1, 2013 and discussed the major personnel changes that have been made. The Director of Enrollment Services and two Administrative Assistant positions in Student Services have been eliminated. Kathleen Gallman has been promoted to Associate Vice President of Academic Affairs and Student Engagement. The new structure integrates academic affairs student services in ways that will assist the College with improving retention and completion.

IV. Enrollment/Retention Initiatives

A. Advising Model – Dr. Minus noted that in the 2011-2102 academic year the College was tasked with coming up with a new academic advising model to help students complete and be retained. The goal was not completed in that year due to the challenges with integrating Academic Affairs and Student Services. Through collaborative leadership and participation from staff/faculty across the College this year, an enhanced college-wide advising model has been created in time for the Fall 2013 registration cycle. Training for faculty has been ongoing and a comprehensive training manual has been created. Dr. Minus and Kathleen Gallman described the journey that the students will now take from their intake experiences through their assignment to faculty mentors. Dr. Chew gave kudos to the team on the their significant accomplishments in the area of advising this year.

B. College Scheduler - Dr. Minus detailed the new software that will reduce the time that advisors will have to spend with students on class scheduling issues. With this software students will be able to prioritize their classes, build in their own breaks and build their own schedules to better accommodate what is going on in their lives. This is no drain on our current IT sources, as it is a separate platform. CCC will be the first college/university in North Carolina to use this software. Judge Crow asked if we have a licensing agreement to use the software. Dr. Minus stated that the College pays an annual licensing fee. Dr. Minus and Kathleen Gallman emphasized that this tool is not tied to WebAdvisor, it simply assists students with planning their course schedule prior to registering for the courses. The system will, hopefully, also allow students to maximum full time loads which can help ~~to~~ stabilize enrollment. Students will be trained on the system as they come in for Fall registration.

V. Program Updates

A. 2012 -13 Program Audit- Dr. Minus outlined the steps involved in the audit. CCC has no exceptions. CCC had only one finding on the curriculum side, which resulted in a management letter (not included in the audit report). The cause of the finding was the use of white-out to make corrections on records. Con Ed had one finding (concern) included in the audit report that involved over reporting/under reporting student membership hours.

B. Basic Skills Site Visit - Dr. Minus summarized the findings of the report. The total numbers in the report with regard to how CCC fared are not favorable. CCC's overall score on the federal outcomes measures of level completion is -44 (+1 or higher is required to meet the outcomes measures). The post-test score for our program was also considerably below the state requirements. CCC expected to see challenges identified in the report findings due to a change in the program assessment methodology mid-way through the 2012-2103 academic year. This switch was made mid-stream, from "goal-setting" to the "advancement of functional levels." Therefore, the results were based on mixed assessment methodologies. A corrective action plan will be implemented to move toward getting the benchmarks met.

C. Physical Therapist Assistant Program – Kathleen Gallman informed the committee that the commission that regulates and accredits our Physical Therapist Program has placed the program on warning. Kathleen provided background information on events leading up to the warning. CCC submitted a report to the commission in February, 2013. The commission was pleased with all standards in the report except the admissions criteria standard. Although the commission liked how CCC was accepting students, this information was not being communicated to students through the CCC website. This information is now on our website and that will be communicated to the commission by the September deadline. Kathleen is confident that the program will return to good standing with the commission.

D. SOC Degree Network System – Dr. Chew informed the committee about SOS, which is an accreditation program that they do of the educational services provided on bases and we pass this with flying colors every year.

VI. Other

A. Summer Camps – Kathleen Gallman shared the pamphlet of summer camps with the committee. There are five sessions of camps going on this summer.

B. Grants – Dr. Minus reviewed the status of grants that had been submitted and received. The Bate Foundation has awarded CCC $100,000 for student scholarships.

C. PTK – Dr. Minus informed the committee that PTK representatives attended the regional convention in San Jose in April. They continue to maintain their Five Star designation. He also mentioned that Dr. Chew received the Shirley B. Gordon Award of Distinction for her efforts in promoting the goals of PTK. Kate Amerson is stepping down from her advisory role in PTK.

VII. Project Potential of Lexington – Ms. Earline Williams suggested that a committee representative of members of the school system, the community and the community college who have a vision and a desire to raise money. That committee will need to read the materials about the Project and discuss fundraising efforts. She informed the committee that PIE (Partnership In Education) raises money from donations from teachers. The Project needs to establish guidelines and have a chairperson to stay on top of it as it progresses. There will be a follow up at the next committee meeting.

VIII. Adjournment – The meeting was adjourned at 5:35 p.m.

AGENDA

Academic & Student Affairs Committee Agenda
Craven Community College
Ward Boardroom, Brock Building
June 25, 2013, at 4:00 P.M.

Members:	*Ms. Earline Williams, Chair* *~~Mrs. Trish Clark Bennett~~* *Judge Ken Crow* *Mrs. Brenda Wilson* *Mrs. Carol Mattocks, Board Chair*
Others:	*Dr. Catherine Chew, President* *Kathleen Gallman, Special Assistant to the EVP* *~~Layne Harpine, Vice President~~* *Dr. Daryl Minus, EVP*

I. Call to Order	Earline Williams, Chair
II. Members Present	Earline Williams, Chair
III. Learning & Student Services Unit Realignment	Dr. Minus
IV. Enrollment/Retention Initiatives	
A. Advising Model and Progress to Date	Dr. Minus
B. College Scheduler	Dr. Minus
V. Program Updates	
A. 2012-2013 Program Audit	Dr. Minus
B. Basic Skills Site Visit	Dr. Minus
C. Physical Therapy Assistant	Kathleen Gallman
D. SOC Degree Network System	Dr. Chew
VI. Other	
A. Summer Camps	Kathleen Gallman
B. Grants	Dr. Minus
C. PTK	Dr. Minus
VII. Project Potential of Lexington Discussion	Earline Williams, Chair
VIII. Adjournment	Earline Williams, Chair

Academic & Student Affairs Committee Charge

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

MINUTES

FACILITIES COMMITTEE
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
Wednesday, June 5, 2013, 10:00 a.m.

I. Chair Baldree called the meeting to order at 10:05 a.m.

II. Members Present: Gary Baldree, Brenda Wilson and Carol Mattocks
Others Present: Dr. Catherine Chew, Ms. Joanne Payne, Mr. Martin Guion, Mr. Charles Wethington, and Ms. Cindy Patterson

III. Bids for Brock Stairs Project

A. Cindy Patterson presented an update on the bids for the Brock stairs renovation. Letters of interest have been received from the advertisement for the architects and the committee met and reviewed the qualifications. Based on the State qualifications of adequate staff and previous work with community colleges, the committee recommends either LS3P or JKF Architecture. They both have extensive experience with community colleges and in particular LS3P worked on the Bosch & Siemens Building at Craven. Gary Baldree inquired as to why we would select a firm without first getting a bid. Cindy Patterson responded that a project with less than a $500,000 budget is an informal project and a different procedure is followed. The Systems Office has approved $200,000, so we need to stay within that limit or go back to the approval process. Hence, a vote was taken on who the committee wants to use, not on the proposal. Brenda Wilson motioned to use LS3P as the architect for the stairs renovation. Carol Mattocks seconded. The motion carried unanimously.

IV. Student Quad Landscape Plan

Cindy Patterson informed the committee that the budget for this project is $100,000. Once we receive drawings from the architect we will move forward. Dr. Chew reviewed the suggestions of architect Charles Boney from LS3P as to where the sculpture should be located. The sculptures will be placed throughout the campus, not just in the Quad area. There was group discussion as to the location for each piece of sculpture and the landscape features. Dr. Chew stressed that all of this discussion is preliminary. A second meeting with Charles Boney will be held on Monday, June 10, when a more detailed plan will be presented to the staff. This item is for information only.

V. Orringer Renovations

A. Roof Recovering - Cindy Patterson informed the committee that things are going well. Budget is $170,000. Not as much work is required to remove the insulation as was originally thought, so we will be receiving a credit. This item is for information only.

B. Cindy reported on the work being done on the Orringer Art Lab expansion. The work will take place in three phases: Phase 1) Capital improvements project funded through the State ($50,000) to complete an outside storage area that will house the two kilns which will allow more room for the classroom space, Phase 2) Remove non-load bearing walls to open up four classrooms into two large classrooms with a door accessing the outside area ($5,000), Phase 3) Outdoor work space ($55,000). Dr. Chew commented that the initial quote of $50,000 for the entire project was a miscalculation. Martin will work with Tripp Eure to stay within these budget guidelines and Tripp is in the process of drawing up plans for the expansion. This item is for information only.

C. Proposal for New Generator

Charles Wethington gave a presentation to the committee regarding the offer from the city of New Bern to swap out our current generator for a generator owned by the city. The current generator is located on the south edge of the campus under the Public Radio East tower. It was installed by the city in 1997. The city has a more powerful generator available that they are willing to swap out for our current generator at no extra cost to the college; however, there will be an increased cost in the monthly fee we pay to the city which will be offset somewhat by the cost savings we should realize in the coincidental peak charges. The city will absorb the costs involved in the move and the installation of the generator, approximately $100,000. Charles gave a power point presentation about switching out the generator. The power point presentation is attached to the minutes. Our generator is currently running at maximum capacity. City of New Bern Director of Electric Utilities Jon Rynne has indicated that once our current generator expires the city of New Bern will not replace the generator under the current system. Charles recommended approval of the generator swap. Brenda Wilson motioned to accept the city's offer. Carol Mattocks seconded. Discussion ensued. Motion passed unanimously. City would like an answer by July 1. Charles will speak with Jon Rynne to see if he will wait to proceed until the BOT approves the generator swap at the July 17 meeting. Charles to follow up with the committee. Power point will be forwarded to the full BOT, along with the timeline scenario.

VI. Non-agenda Items

Gary Baldree requested an update on the OSHA audit items. Martin responded that all of the safety issues have been abated. The welding and the health report issues are being worked on this week. We have an extension until June 19. With the help of Eddie Foster and others a Hygiene Plan and a Hazardous Communication Plan have been written and submitted. We will then submit what aspects of the plans have been completed and when. Brenda asked about the Havelock campus and Martin responded that they have not been rated. We are instructing Havelock on all safety measures. Carol asked about campus security. Martin responded that items like lighting and cameras are being improved and, when completed, coverage will be extensive. Emergency messages can now be broadcast over the phones and several test runs have been conducted on this procedure.

Dr. Chew informed the committee that two meetings were held to discuss campus safety. One meeting was at the courthouse with Judge Mills and the other was on the CCC campus with probation officer Gary London and Dr. Chew, Steve Carter, Martin Guion and Zee Blakely. If a student goes through the court system they will let us know. CCC now has an assigned probation officer. Dr. Chew also informed the committee that at the meeting of the North Carolina Community College Presidents hosted by CCC in New Bern in April a presentation was given on establishing a safety and emergency management plan. This item is for information only.

VII. The meeting was adjourned at 11:22 a.m.

AGENDA

FACILITIES COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
June 5, 2013, at 10:00 A.M.

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

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

I. Call to Order	Gary Baldree, Chair
II. Members Present	Gary Baldree, Chair
III. Bids for Brock Stairs Project	Cindy Patterson
IV. Landscape Plan for Student Quad	Cindy Patterson
V. Orringer Renovations A. Roof B. Art Lab Expansion	Cindy Patterson
VI. Switch Out of Generator	Charles Wethington
VII. Adjournment	Gary Baldree, Chair

Facilities Committee Charge

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

MINUTES

FINANCE COMMITTEE
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
June 24, 2013, 3:00 P.M.

I. Chair Pritchett called the meeting to order at 3:00 pm.

II. Members Present: Dan Pritchett, Ron Knight, Bill Naumann, Kevin Roberts and Carol Mattocks. Others Present: Dr. Catherine Chew, Ms. Joanne Payne & Ms. Cindy Patterson

III. Financial Reports

A. Cindy Patterson reviewed the State Funds Budget report as of May 31, 2013. The fiscal year ends this month. We did receive word from the State that they will release all of the cash that we requested. There was no decrease in funding at the end of the year. If we get all of our invoices in, we should be able to pay out everything. Mr. Naumann asked if we are ahead of budget in all four spending areas. Cindy confirmed that we are. Ms. Mattocks asked if we were going to return any funds to the State. Cindy replied that we are working hard not to return much at all. Mr. Roberts inquired as to what are big lingering expenses that need to be paid. Cindy replied that we have some major equipment purchases and IT upgrades and some outstanding travel expenses. Payroll has already been taken care of. Dr. Chew told the committee that the management of funds has greatly improved. Cindy agreed, saying that the budget managers are becoming more involved and are now doing their budget transfer requests themselves. Cindy reviewed the County Funds Budget as of May 31. In the Maintenance area we have spent approximately 87 percent and Securities 85 percent. Capital is 15 percent because we have projects going on during the summer because it is the most opportune time to do capital improvements on campus. Mr. Naumann inquired about accountability to the County about how money is spent. Cindy replied that no reporting is required. Some of the areas of the Institutional Fund have a negative fund balance. These are reimbursable funds for which we will be receiving payment. These negative balances should be cleared out by the end of the month. Mr. Pritchett called for a motion to accept the financials as presented. Motion: Bill Naumann, Second: Kevin Roberts. Motion carried unanimously.

B. The requests for write-offs was presented to the committee by Cindy Patterson for review. The amount is $8,309.32 which is significantly less than the previous requests. Cindy included a comparison to see how the write-offs have been tracking. Cindy explained various scenarios that would cause the write-offs to increase. There was discussion about payment of past due student fees and the processes used to collect. Cindy noted that it is preferable for the write-offs to stay as collectibles through at least one income tax period because that is our best chance to get the money back. Mr. Pritchett called for a motion to accept the report as presented. Motion: Kevin Roberts, Second: Bill Naumann. Motion carried unanimously.

C. The cash balances report as of May 31 was presented to the committee by Cindy Patterson. Local funds are at $1.934 million and special funds are at $3.58 million for a total of $5.52 million. The interest rate went down slightly.

IV. State Budget YR 13-14-These items are for information only.
Cindy Patterson informed the committee that we are still waiting on the House and Senate to agree on a budget. Latest information is that the House budget will give us a 7 percent reduction ($1.368 million) and the Senate budget will give us a 6 percent reduction ($1.148 million) If they go with the status quo it will be $1.93 million, which is a 6 percent reduction. Tuition has risen by $2.50 per credit hour and this has been posted on our web site. Discussion ensued about how the college can adjust to the reduction in budget. Dr. Chew stated that the Cabinet and ELT have planned based on the reduced state funding expectation. There was discussion about how the college can supplement the state funds. Dr. Chew stated that we will be continue to be aggressive with seeking and obtaining grants, conduct fundraising through the Foundation and seek out Workforce Development opportunities to earn self-support dollars. Dr. Chew informed the committee that the County has approved our budget request $3.455 million for General Operating budget and $425,000 for capital expenditures and that we are most appreciative of the County's support.

V. Adjourn-The meeting adjourned at 3:58 p.m.

AGENDA

FINANCE COMMITTEE
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
June 24, 2013, 3:00 P.M.

Members:	*Mr. Dan Pritchett, Chair* *Mr. Ronald Knight* *Mr. Bill Naumann* *Mr. Kevin Roberts* *Mrs. Carol Mattocks, Board Chair*
Others:	*Dr. Catherine Chew, President* *Ms. Cindy Patterson, Director, Financial Services and Purchasing*

I.	Call to Order	Dan Pritchett, Chair
II.	Members Present	Dan Pritchett, Chair
III.	Financial Reports A. Year-to-date Budget Comparison Reports-State, County & Institutional (July 2012-May 31, 2013) *(motion)* B. Write-Offs and Uncollectible Accounts *(motion)* C. Cash Balances *(info)*	Cindy Patterson
IV.	State Budget YR 13-14 *(info)*	Cindy Patterson
V.	Adjourn	Dan Pritchett

Finance Committee Charge

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

MINUTES

PERSONNEL COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
June 24, 2013, 4:00 P.M.

I. Chairman Naumann called the meeting to order at 4:00 pm.

II. Members Present: Mr. Bill Naumann, Ron Knight, ~~Peter Mack,~~ Mrs. Carol Mattocks and Mr. Dan Pritchett.
Others Present: Dr. Catherine Chew, Ms. Joanne Payne, Dr. Minus and Ms. Vickie Moseley-Jones

III. Reports-This item is for information only.
   A. The Quarterly Personnel Action Report for March 1, 2013 to May 30, 2013 was presented to the committee by Ms. Vickie Moseley-Jones. The committee members reviewed the report. Mr. Naumann expressed appreciation for the details regarding staff transitions. Mr. Naumann suggested that it would be helpful at each committee meeting to have a list of searches going on so they could get a feel of what personnel the College is looking for. Dr. Chew said these positions are on the College web site and we will make copies of them for future meetings.

IV. Diversity Plan Update – Ms. Moseley-Jones presented an overview of the plan that the Diversity Committee has been working on. The first meeting of the Diversity Committee was in October of 2012. Vickie discussed the composition of the 14-member committee, which the members prefer to refer to as a team. The Diversity Team's mission is to assist the college in the design and implementation of strategies that will advance diversity and create a diverse campus community. Vickie summarized the ground rules agreed upon by the Diversity Team and discussed the tasks involved in achieving the Team's goals. The diversity plan has been submitted and is now with the Executive Leadership Team for approval. Mr. Naumann asked if the plan would be available for the next Personnel Committee meeting. Dr. Chew responded that it would be made available. The Personnel Committee members gave kudos to Vickie and the Diversity Team for their work.

V. Dr. Minus presented a report for Learning & Student Success Realignment. He discussed the need to quickly realign the unit after the abrupt departure of Casey Cornelius. He shared a diagram of the new structure of the unit effective July 1 and discussed resultant personnel changes. Dan Pritchett requested that if this report will be presented at the next Board of Trustees meeting it would be helpful to put names with the positions and indicate whether the position is open or a search is in progress. Daryl summarized how the structure of the student services area has been streamlined to accomplish academic excellence and the changes taking place to adapt to new performance standards. Dr. Chew and Dr. Minus shared various personnel issues and the current status of each. The committee members were appreciative for sharing this information with them because the more they know about the situations the more they can support the College in the community.

VI. President's Evaluation Update – Bill Naumann gave the committee an overview of what has transpired in the process to renew Dr. Chew's contract. The Board of Trustees approved the contract renewal at the April, 2013 Board meeting. Then the Trustees were tasked with determining what resources were available to deal with the renewal and to finalize the details of the contract itself. The State legislature has a new salary structure for college presidents. There may be a freeze on salaries. It will be another 2 to 3 weeks before we know the final resolution of this salary structure, so we cannot determine what resources are available to us at this time to compensate our president. This resolution will probably happen after the next Board of Trustees meeting in July. Mr. Naumann indicated that it might be necessary to call a special meeting of this committee to discuss the details.

VII. Adjourn: With no other items to be discussed, the meeting was adjourned at 5:05 p.m.

AGENDA

PERSONNEL COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
June 24, 2013, 4:00 P.M.

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

Others: *Dr. Catherine Chew, President*
Vickie Moseley-Jones, Director of Human

I.	Call to Order	Bill Naumann
II.	Members Present	Bill Naumann
III.	Reports *(info)* A. Review of Quarterly Personnel Report	Vickie Moseley-Jones
IV.	Diversity Plan Update *(info)*	Vickie Moseley-Jones
V.	Learning & Student Success Realignment Update	Dr. Minus
VI.	President's Evaluation Update *(info)*	Bill Naumann
VII.	Adjournment	Bill Naumann

Personnel Committee Charge

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

Craven Community College
Budget Comparison Report
State Funds

FY 2012-2013 Budget Comparison as of May 31, 2013	President's Office/Foundation/Marketing				VP of Administrative Services				EVP of Academic Affairs/VP of Student Services				VP-HV/MA/WD			
92% of year	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative																
Salaries & Benefits	600,962	553,398	47,564	92%	2,282,761	1,681,918	600,843	74%	2,845,047	2,544,753	300,294	89%	1,404,742	1,232,509	172,233	88%
519 Contracted Services	51,024	22,785	28,239	45%	128,878	105,651	23,227	82%	67,896	36,651	31,245	54%	-	-	-	
523 Instructional Supplies			-		-	-	-		500	-	500	0%	-	-	-	
525 Motor Vehicle Supplies			-				-				-				-	
526 Office Supplies	4,400	3,968	432	90%	36,953	30,957	5,996	84%	22,995	21,464	1,531	93%	11,148	7,580	3,568	68%
527 Other Supplies	7,930	659	7,271	8%	61,814	56,656	5,158	92%	16,335	9,880	6,455	60%	6,839	4,605	2,234	67%
528 Audio-Visual Supplies			-				-				-				-	
531 Staff Development	29,727	21,700	8,027	73%	49,802	33,662	16,140	68%	56,731	32,008	24,723	56%	33,307	23,409	9,898	70%
532 Communication/Postage	-	(13)	13		100,721	98,873	1,848	98%	160	115	45	72%	300	209	91	70%
534 Printing & Binding	53,742	45,958	7,784	86%	1,000	-	1,000	0%	694	690	4	99%	1,962	1,961	1	100%
535 Repairs & Maintenance	-	-	-		97,148	82,355	14,793	85%	8,630	7,222	1,408	84%	624	624	-	100%
536 Freight					-	-	-		-		-					
537 Advertising	52,500	51,988	512	99%	18,012	13,026	4,986	72%	3,020	3,020	-	100%	1,357	150	1,207	11%
538 Data Processing									-	-	-					
539 Other Current Services	2,920	345	2,575	12%	60,427	40,202	20,225	67%	38,338	30,113	8,225	79%	1,250	1,018	232	81%
541 Rental of Property	150	150	-	100%												
543 Lease/Rental Other Equipme			-		43,554	34,644	8,910	80%	13,400	12,162	1,238	91%	16,053	10,301	5,752	64%
544 Data Processing Software	-	-	-		76,585	55,257	21,328	72%	16,031	16,029	2	100%	-	-	-	
546 Memberships & Dues	16,615	13,974	2,641	84%	11,210	10,612	599	95%	7,400	6,684	716	90%	2,095	1,644	451	78%
548 NEIT Admin													4,043	-	4,043	0%
55x Equipment	3,688	3,687	1	100%	432,937	410,403	22,534	95%					17,672	11,414	6,258	65%
Total Administrative:	**823,658**	**718,597**	**105,061**	**87%**	**3,401,802**	**2,654,216**	**747,586**	**78%**	**3,097,177**	**2,720,791**	**376,386**	**88%**	**1,501,392**	**1,295,425**	**205,967**	**86%**
Instructional																
Salaries & Benefits					-	-	-		6,516,114	5,972,112	544,002	92%	1,881,317	1,657,162	224,155	88%
519 Contracted Services							-		75,677	43,334	32,343	57%	62,558	47,635	14,923	76%
523 Instructional Supplies					106,662	-	106,662	0%	172,617	133,946	38,671	78%	88,666	58,259	30,407	66%
524 Repair Supplies									50	(25)	75	-50%				
525 Motor Vehicle Supplies							-		2,100	877	1,223	42%			-	
526 Office Supplies							-		1,649	936	713	57%	-	-	-	
527 Other Supplies					-	-	-		33,583	25,217	8,366	75%	3,303	1,114	2,189	34%
528 Audio-Visual Supplies							-		1,100	620	480	56%			-	
531 Staff Development							-		113,820	65,336	48,484	57%	25,634	21,120	4,514	82%
532 Communication							-		-	-	-		-	-	-	
534 Printing & Binding							-		1,652	1,652	0	100%	-	-	-	
535 Repairs & Maintenance							-		35,450	22,776	12,674	64%	-	-	-	
536 Freight									500	265	236	53%			-	
537 Advertising							-		-	-	-		9,860	3,523	6,337	36%
539 Other Current Services							-		9,917	5,899	4,018	59%	998	748	250	75%
541 Rental of Property							-		2,500	2,500	-	100%			-	
543 Lease/Rental Other Equipme							-		600	-	600	0%	-	-	-	
544 Data Processing Software							-		22,076	16,462	5,614	75%				
546 Memberships/Accredita & Dues							-		23,725	17,860	5,865	75%	-	-	-	
55x Equipment					-	-	-		93,555	92,897	658	99%				
Total Instructional:	-	-	-		**106,662**	-	**106,662**	0%	**7,106,685**	**6,402,664**	**704,021**	**90%**	**2,072,336**	**1,789,562**	**282,774**	**86%**
Total Admin & Instructional:	823,658	718,597	105,061	87%	3,508,464	2,654,216	854,248	76%	10,203,862	9,123,455	1,080,407	89%	3,573,728	3,084,987	488,741	86%

	Budget	Expenses	Remain Bal	% Spent
College Totals	18,109,712	15,581,257	2,528,455	86%

FY 2013 Budget Comparison
County Funds
as of May 31, 2013
92% of year

FY 2013 Budget Comparison May 31, 2013 92% of year	General Institution				Maintenance				Security				Capital			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
FT & PT Regular Salaries & FT Temp	264,320	258,132	6,188	98%	825,393	782,110	43,283	95%	158,634	145,185	13,449	92%				
Hourly Salaries			-						91,622	74,260	17,362	81%				
519 Contracted Serv (Legal)	75,000	31,973	43,027	43%			-				-					
519 Contracted Serv (Security Srvs.)			-						46,627	42,628	3,999	91%				
519 Contracted Serv (Janitor)					66,718	57,567	9,151	86%								
519 Contracted Serv (Waste removal)					11,940	9,145	2,795	77%								
519 Contracted Serv (Pest control)					4,000	2,860	1,340	67%								
519 Contracted Serv (Lawns/Grounds)					45,143	22,605	22,538	50%								
519 Contracted Serv (Misc Services)	2,297	2,135	162	93%	52,592	45,180	7,413	86%								
521 Custodial Supplies					51,878	49,771	2,107	96%	5,960	1,859	4,101	31%				
522 Maintenance Supplies					34,977	27,439	7,538	78%			-					
523 Instructional Supplies			-								-					
524 Repair Supplies					15,965	5,065	10,901	32%			-					
525 Motor Vehicle Supplies	1,108	1,107	1	100%	12,200	8,245	3,955	68%	2,570	950	1,620	37%				
526 Office Supplies	750	-	750	0%	1,885	1,850	35	98%	1,300	641	659	49%				
527 Other Supplies	200	(1)	201	-1%	12,803	9,966	2,837	78%	4,148	2,325	1,823	56%				
528 Audio-Visual Supplies			-								-					
531 Staff Development	398	396	2	100%	2,991	1,955	1,036	65%	-		-					
532 Communication	675	-	675	0%	212,554	120,298	92,256	57%	-	-	-					
533 Utilities					860,788	836,084	24,704	97%			-					
534 Printing & Binding			-								-					
535 Repairs & Maintenance	58,611	9,304	49,308	16%	287,001	200,399	86,602	70%	12,840	7,294	5,546	57%				
536 Freight	30	29	1	97%												
537 Advertising			-								-					
539 Other Current Services	10,285	775	9,510	8%	3,777	1,589	2,188	42%	200	19	181	10%				
541 Rental of Property	2,000	904	1,096	45%	-	-	-				-					
543 Lease/Rental Other Equipme			-													
544 Data Processing Software			-													
545 General Admini (Insurance)	212,750	75,776	136,974	36%												
546 Memberships & Dues					200	-	200	0%								
55X Equipment													300,000	45,023	254,977	15%
							-									
Totals	628,424	380,529	247,895	61%	2,502,805	2,181,926	320,879	87%	323,901	275,161	48,740	85%	300,000	45,023	254,977	15%

College Totals	Budget	Expenses	Remain Bal	% Spent
Regular Operating	3,455,130	2,837,615	617,515	82%
Capital Outlay	300,000	45,023	254,977	15%

Craven Community College
Institutional Funds Budget
For the period July 1, 2012 through May 31, 2013

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT		REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending			-			5,000.00	13,071.62
01	122 Unemployment Reserve	40.00		40.00	0.00%		13.90	5,073.19
01	133 Discretionary	38,775.00	33,078.75	5,696.25	85.31%		54,416.89	130.91
01	134 Unrestricted Overhead Receipts	5,576.00	2,937.00	2,639.00	52.67%		3,312.92	671.00
01	136 Foundation	218,594.00	153,261.82	65,332.18	70.11%		182,006.47	89,907.02
01	137 Financial Aid Matching	1,000.00	1,173.58	(173.58)	117.36%		1,000.00	(454.93)
01	221 Applied Music	550.00	-	550.00	0.00%		2,670.65	2,618.47
01	227 Extra Curricular Activities	31,355.00	23,754.10	7,600.90	75.76%		15,270.66	7,558.04
01	250 Curriculum-Self Supporting	180,000.00	177,210.67	2,789.33	98.45%		213,088.98	246,302.71
01	312 Fire College	7,000.00	4,976.34	2,023.66	71.09%		4,745.32	23,677.88
01	340 WFD-Self Supporting	330,506.00	322,483.92	8,022.08	97.57%		293,342.59	377,080.54
01	411 Learning Resource Center	1,900.00	1,688.79	211.21	88.88%		1,783.60	13,916.38
01	460 Customized Industry Training Support	11,500.00	3,871.97	7,628.03	33.67%		12,181.92	17,990.78
01	461 Small Business Support Fund	351.00	60.00	291.00	17.09%		250.93	549.07
02	131 College Work Study	60,640.00	63,000.63	(2,360.63)	103.89%		66,697.93	3,697.30
02	134 Restricted Overhead Receipts	19,100.00	1,000.00	18,100.00	5.24%		13,542.13	167,798.32
02	138 Returned Check Fee Fund	1,000.00	71.50	928.50	7.15%		1,876.46	14,515.88
02	139 Harold H. Bate Foun Grant	75,000.00	70,000.00	5,000.00	93.33%		70,000.00	-
02	220 NCSU Engineering	33,899.00	30,005.46	3,893.54	88.51%		25,000.00	15,437.22
02	227 ENCORE	21,652.00	21,254.12	397.88	98.16%		8,774.63	(72.30)
02	228 Grants -NSF	93,193.00	31,253.71	61,939.29	33.54%		12,988.38	(15,768.31)
02	229 NCAMA Grant	1,211,096.00	919,336.82	291,759.18	75.91%		755,600.25	(177,920.38)
02	291 Specifc Fees - Lab/DE/ASC	239,500.00	85,446.19	154,053.81	35.68%		234,314.60	521,043.56
02	292 System-Wide Fees-Computer Tech	195,938.00	188,921.52	7,016.48	96.42%		102,338.88	360,681.54
02	293 Patron Fees	32,500.00	23,441.19	9,058.81	72.13%		34,849.10	142,705.97
02	313 Weyerhauser Scholarship - Con Ed			-			6.88	2,507.13
02	314 Grants - Workforce Development	17,124.00	16,747.71	376.29	97.80%		8,214.00	1,070.37
02	324 General Ed - GED Testing			-			0.69	252.82
02	355 Golden Leaf Grant - Robotics	157,438.00	157,430.63	7.37	100.00%		126,318.06	116,363.43
02	392 System-Wide Fees - Con Ed Computer	500.00	5.00	495.00	1.00%		635.37	11,358.36
02	521 C-Step Grant	10,000.00	4,968.98	5,031.02	49.69%		10,000.00	4,893.12
02	531 Professional Liability Ins	6,500.00	6,477.00	23.00	99.65%		7,978.87	6,590.34
02	532 Student Insurance	150.00	126.00	24.00	84.00%		98.96	319.79
02	533 Transcript Fees	45,700.00	40,925.18	4,774.82	89.55%		33,181.45	75,644.55

Craven Community College
Institutional Funds Budget
For the period July 1, 2012 through May 31, 2013

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT		REVENUES YEAR TO DATE	FUND BALANCE
02	534 TRIO Grant	211,447.00	153,605.14	57,841.86	72.64%		144,951.35	(18,787.36)
02	790 Orringer Hall Fund	3,500.00	2,890.38	609.62	82.58%		1,297.10	13,580.95
02	791 Public Radio East	1,063,668.00	832,432.74	231,235.26	78.26%		863,301.83	234,110.93
02	793 CISCO Networking Academy	534.00	400.00	134.00	74.91%		0.69	135.01
02	794 Red Hat Academy	1,961.00	-	1,961.00	0.00%		5.38	1,965.31
02	795 Career Fair	1,900.00	47.84	1,852.16	2.52%		1,950.80	2,203.04
02	796 Testing Centers	7,400.00	-	7,400.00	0.00%		12,046.31	21,709.59
02	797 Public Radio East Foundati	694,590.00	589,480.86	105,109.14	84.87%		627,770.62	163,541.56
02	823 SEOG	96,485.00	86,940.00	9,545.00	90.11%		86,940.00	-
02	824 Pell	6,900,000.00	5,943,523.95	956,476.05	86.14%		5,948,459.17	3,260.22
02	830 NCCC Targeted Financial As	7,175.00	6,125.00	1,050.00	85.37%		7,175.00	1,050.00
02	831 Golden Leaf Scholars	13,918.00	13,917.85	0.15	100.00%		16,034.00	2,116.15
02	833 NCCG	160,000.00	130,771.00	29,229.00	81.73%		130,296.00	1,757.83
02	834 Teacher Assistant Sch Fund	29,000.00	23,992.00	5,008.00	82.73%		18,050.00	(5,071.00)
02	835 State Aid Scholarships	140,000.00	139,446.00	554.00	99.60%		139,667.00	1,133.04
02	840 General Scholarships	123,312.00	123,784.99	(472.99)	100.38%		112,938.91	149,709.55
02	841 Endowment Scholarships	15,810.00	10,320.50	5,489.50	65.28%		2,515.96	(3,442.18)
05	710 Clearwire Distribution	2,905.00	750.00	2,155.00	25.82%		2,455.12	13,316.77
05	720 Bookstore	160,000.00	88,461.93	71,538.07	55.29%		153,367.14	658,846.68
05	730 Food Service	27,500.00	23,969.93	3,530.07	87.16%		23,969.93	50.00
05	740 Campus Access	71,400.00	58,674.53	12,725.47	82.18%		62,318.13	167,496.19
05	770 Student Activity Funds	151,056.00	149,013.67	2,042.33	98.65%		172,402.23	48,837.34
05	775 Student Leadership	51,490.00	48,914.10	2,575.90	95.00%		50,001.18	1,087.08
06	810 J. Wrenn Emergency Loan Fu	2,500.00	(693.11)	3,193.11	-27.72%		207.51	43,902.68
07	901 Repairs & Renovations	20,506.00	13,808.73	6,697.27	67.34%		8,814.00	5,475.27
07	910 Buildings & Grounds	304,400.00	298,354.28	6,045.72	98.01%		599.97	292,560.49
07	911 Institute for Aeronautical	7,000.00	5,010.42	1,989.58	71.58%		217.54	75,594.49
07	915 Info/Tech Building	9,447.00	9,400.00	47.00	99.50%			46.63
08	792 Public Radio East Endowment			-			9,919.78	52,482.49
08	850 Endowments	15,810.00	-	15,810.00	0.00%		236,429.00	1,817,623.49
	Total	13,342,791.00	11,138,251.31	2,204,539.69	83%		11,135,603.12	5,795,503.63

REQUEST FOR APPROVAL
WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

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

Name	Term	INTUI Tuition/ Registration	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	LABFA Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	RETCK Return Check	RTCK Check Fee	PLIAB Prof Liab Ins	WBLET BLET	FA Overage	Other Write-offs Description	Other Write-offs Amount	Total
Crowson, Kellie M.	2011SU	169.48	-	4.00	2.48				10.00								185.96
Feltz, Neslie L.	2011SU	847.50	-	16.00	10.00	626.05			60.00								1,559.55
Fonville-Elie, Velena	2011SU	339.00	-	16.00	10.00	338.34			20.00								723.34
Harris, Sarah E.	2011SU													490.54			490.54
Hendren, Jerri W.	2011SU	400.16	-	14.16	8.85				26.56								449.73
Holt, Joanie L.	2011SU													139.21			139.21
Humphrey, Miranda J.	2011SU					381.90											381.90
Johnson, Jeremy R.	2011SU	134.91	-	4.78	2.98	106.21			8.96								257.84
Jones, Jamie A.	2011SU	226.00	-	16.00	10.00				10.00								262.00
Keys, Jared A.	2011SU	133.11	-	12.57	7.85	149.57			7.85								310.95
Kent, Terrence	2011SU	205.32	-	14.54	9.09	5.56			18.16								252.67
Lafferty, Jessica L.	2011SU	50.00															50.00
Lay, Christina A.	2011SU	169.50							10.00								179.50
Mendez, Eva	2011SU	335.61		10.56	6.60				19.80								372.57
Molina, John R.	2011SU	54.14	-	5.11	3.19	87.82			3.19								153.45
Morgan, Melissa J.	2011SU													303.28			303.28
Murphy, Jessica M.	2011SU	734.50	-	16.00	10.00	776.95			40.00								1,577.45
Roach, Missie S.	2011SU	102.64	-	7.27	4.54	-			4.54								118.99
Tate, Walter A.	2011SU	100.70				108.81											209.51
West, Zukelia N.	2011SU	67.80	-	2.74	1.71	47.98			5.15								125.38
Whitehead, Deann	2011SU	169.50	-	16.00	10.00				10.00								205.50
																	-
																	-
		4,239.87	-	155.73	97.29	2,629.19	-	-	254.21	-	-	-	-	933.03	-	-	8,309.32

Page Jones
(Requested by)

Vice President for Administrative Services

Total Collected	$ 3,085.42
Total Fees Paid to collection agency	1,359.82
Net proceeds	$ 1,725.60

FA Issues
Sponsor Issues
Pending FA/Bookstore Charges Students aid reduced
Return 2 Title 4
Nelnet Payment Plan

Historical View of Write Offs Since FY 09-10

Sep-09	1,604.36	Aug-10	5,497.84	Sep-12	3,314.22	Jul-12	16,185.52	Jul-13	8,309.32
Dec-09	9,429.39					Sep-12	5,535.09		
Feb-10	2,201.65	Feb-11	755.05	Mar-12	4,741.68	Dec-12	9,541.02		
Jun-10	5,255.95	Jun-11	5,022.46			Feb-13	21,871.44		
	18,491.35		11,275.35		8,055.90		53,133.07		8,309.32

CRAVEN COMMUNITY COLLEGE

REPORT OF CASH BALANCES AS OF MAY 31, 2013

Local Funds		**$1,934,554.53**
Special Funds		**$3,586,620.66**
	Total	**$5,521,175.19**

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 May 31, 2013, the interest rate was 0.41214% as compared to the prior interest rate of 0.42475% for February 28, 2013.

Craven Community College Quarterly Personnel Report
March 1, 2013-May 30, 2013

New Hires	Position Title	Effective	Monthly/Annually
Michael Williams	Director of Facilities (Full-Time Temporary)	4/1/2013	$4,167/$50,004
Lydia Finlayson	Financial Aid Advisor-I (Full-Time Temporary)	4/17/2013	$2,959/$35,508
Jeffrey Schulze	WFD, Coordinator-II Business, Industry & Technology	5/15/2013	$3,625/$43,500

Reassignments/ Promotions	From	To	Effective	Reason/ Annual
Sandy Bayliss-Carr	Basic Skills Coordinator (Full-Time Temporary)	Basic Skills Coordinator (Full-Time Regular)	4/1/2013	Regular/$39,000
Martin Guion	Web & IT Project Administrator	Executive Director of Safety Sustainability & Auxiliary Services	4/1/2013	Promotion/$60,036
Margaret Chance	WFD, Coordinator, Business, Ed2Go Coordinator-II	Manager of WFD Administration/Operations	3/1/2013	Promotion/$52,139
JoAnne Payne	Special Projects Assistant to the Director of Marketing	Interim-Executive Assistant to the President & BOT	5/6/2013	Promotion/$40,500

Resignations/ Terminations/Retirements	Position	Effective	Reason
Karen Thomas	Chair, Allied Health Programs	3/29/2013	Resignation
Ronnie Thompson	Night Facilities Supervisor	3/31/2013	Retirement
Sefton Wiggs	Music Director-PRE	4/1/2013	Retirement
Larry Henderson	Director of Facilities	4/1/2013	Retirement
Casey Cornelius	Dean of Student Development	5/3/2013	Resignation
John Upchurch	Faculty, Automotive	5/11/2013	Resignation
Carlos Rick Hughes	Faculty, Automotive	5/11/2013	Retirement
Philip Evancho	Music Director/Faculty	5/11/2013	Retirement
Lisa Collin	Executive Assistant to the President/BOT	5/16/2013	Resignation
Susan Crepeau	Human Resources Technician	5/31/2013	Retirement

Section IV

PRESIDENT'S OFC.
APR 29 2013
RECEIVED

cc: Dr. Minu
BOT

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

April 23, 2013

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

Dear Dr. Chew:

Enclosed is the preliminary audit report of findings from the recent education program audit conducted at Craven Community College pursuant to North Carolina General Statute 115D-5(m). A preliminary concern with one finding was noted for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the period of review Spring Semester 2011 through Spring Semester 2012.

For tracking purposes, please send an email to gardnerm@nccommunitycolleges.edu upon receipt of this report to confirm the report has been received. The college has thirty days from receipt of the preliminary audit report to respond in writing.

If you have questions, please contact me at selfe@nccommunitycolleges.edu or by telephone at 919/807-7224. Thank you for cooperating with the North Carolina Community College System Audit Services staff during the performance of the audit.

Sincerely,

Elizabeth C. Self

Elizabeth C. Self
Executive Director
Audit Services

Enclosure

c: Jennifer Haygood, Vice President
for Operations, Chief Financial Officer
Amanda Tolar, Auditor

SACSCOC Communications for AY 2012-2013
4th Quarter

Correspondence to SACS		Correspondence from SACS	
Date	**Nature**	**Date**	**Nature**
		April 11, 2013	Letter rescinding January 11, 2013 letter requiring the College to send prospectuses for 2 "unreported" off-campus sites and the College's policy and procedures to ensure timely reporting of substantive change.
		April 15, 2013	Letter acknowledging receipt of our notification to terminate the A.A.S. in Sustainable Agriculture program.
April 23, 2013	Beginning Fall 2013 programs will be offered at greater than 25% at West Craven High		
June 26, 2013	2013 Financial Profile – IPEDS Financial Survey		
		July 11, 2013	Letter from SACS acknowledging our correspondence on February 4, 2013 regarding notification of the joint agreement with Coastal Carolina Community College to offer an Associate in Applied Science degree with a concentration in Composites, using classroom facilities at MCAS New River. The agreement was approved.

Section V

Performance Measure Evolution

2000-2007	2008-2012	2013-
Progress of basic skills students	Progress of basic skills students	Basic Skills Student Progress
Performance of college transfer students to the university system	Performance of college transfer students to the university system	College Transfer Performance
Passing rates for licensure and certification exams	Passing rates for licensure and certification exams	Licensure and Certification Passing Rate
Success rate of developmental students in subsequent college-level courses	Success rate of developmental students in subsequent college-level courses	Developmental Student Success Rate in College-Level English Courses Developmental Student Success Rate in College-Level Math Courses
Curriculum student progress and success	Curriculum student retention, graduation, and transfer	First Year Progression Curriculum Completion
Passing rates of students in developmental courses	Passing rates of students in developmental courses	GED Diploma Passing Rate
Client satisfaction with customized training	Client satisfaction with customized training	
Student satisfaction of program completers and non-completers	Student satisfaction of program completers and non-completers	
Goal completion of program completers		
Employer satisfaction with graduates		
Employment status of graduates		
Program enrollment		

#8

#8

#12

2011-12 PERFORMANCE SUMMARY

Met Goal
Above Mean, Below Goal
Above Baseline, Below Mean
Below Baseline

	A. BASIC SKILLS PROGRESS	B. GED PASS RATE	C. DEV ENG SUBSEQ SUCCESS	D. DEV MATH SUBSEQ SUCCESS	E. YEAR ONE PROGRESS	F. CURR COMPLET-ION RATE	G. LICENSURE PASS RATE	H. TRANSFER PERFORM	Met Goal	Above Mean, Below Goal	Above Baseline, Below Mean	Below Baseline
System Goal	51.2%	82.0%	74.9%	75.4%	74.6%	45.6%	91.7%	93.6%				
System Baseline	20.6%	49.3%	45.2%	47.5%	53.2%	28.6%	71.0%	71.2%				
College Mean	41.0%	71.1%	63.7%	64.8%	67.7%	41.6%	85.0%	86.7%				
System Totals	41.5%	69.6%	64.5%	64.1%	67.5%	41.1%	86.9%	87.6%				
Alamance CC	30.8%	72.9%	66.9%	62.9%	69.0%	39.6%	80.5%	90.5%	0	4	4	0
Asheville-Buncombe TCC	39.6%	53.7%	61.3%	65.4%	71.0%	40.3%	89.7%	94.9%	1	3	4	0
Beaufort County CC	38.2%	82.5%	65.4%	51.3%	60.3%	48.0%	77.3%	92.3%	2	2	4	0
Bladen CC	45.1%	63.4%	52.1%	61.0%	53.8%	38.1%	72.0%	79.5%	0	1	7	0
Blue Ridge CC	36.0%	65.6%	70.6%	77.9%	75.2%	32.7%	91.8%	98.6%	4	1	3	0
Brunswick CC	46.6%	36.9%	73.8%	59.6%	72.1%	40.2%	85.5%	86.8%	0	5	2	1
Caldwell CC & TI	41.7%	65.5%	65.3%	71.8%	68.2%	46.2%	82.7%	88.0%	1	5	2	0
Cape Fear CC	30.6%	79.2%	63.5%	59.3%	72.0%	49.0%	89.7%	85.6%	1	3	4	0
Carteret CC	27.4%	91.9%	71.9%	68.1%	68.7%	40.6%	78.1%	84.2%	1	3	4	0
Catawba Valley CC	36.9%	67.6%	75.0%	56.3%	69.7%	40.0%	84.9%	94.0%	2	1	5	0
Central Carolina CC	55.2%	69.1%	60.6%	70.8%	65.3%	37.5%	84.5%	90.1%	1	2	5	0
Central Piedmont CC	49.8%	75.1%	77.8%	71.5%	70.3%	36.7%	92.3%	86.9%	2	5	1	0
Cleveland CC	59.8%	73.9%	73.4%	68.9%	64.4%	32.6%	86.8%	81.9%	1	4	3	0
Coastal Carolina CC	37.9%	64.4%	70.0%	62.7%	72.4%	45.1%	94.3%	89.2%	1	4	3	0
College of The Albemarle	48.4%	58.2%	61.0%	75.4%	71.1%	47.2%	82.5%	86.7%	1	3	4	0
Craven CC	31.9%	50.0%	49.6%	72.1%	66.5%	42.5%	86.0%	90.6%	0	4	4	0
Davidson County CC	56.4%	73.3%	61.2%	64.1%	71.7%	49.6%	92.4%	86.6%	3	2	3	0
Durham TCC	36.6%	65.0%	56.0%	68.5%	60.7%	38.2%	90.5%	94.0%	1	2	5	0
Edgecombe CC	51.3%	75.2%	51.0%	42.9%	53.3%	30.7%	84.6%	92.0%	1	2	4	1
Fayetteville TCC	32.6%	82.6%	64.8%	60.4%	58.7%	38.3%	90.6%	87.4%	1	3	4	0
Forsyth TCC	48.8%	75.9%	63.7%	53.6%	68.6%	42.2%	92.9%	88.8%	1	5	2	0
Gaston College	37.3%	76.9%	74.4%	69.8%	73.8%	36.5%	93.4%	85.0%	1	4	3	0
Guilford TCC	26.5%	70.3%	52.8%	66.6%	64.8%	43.2%	88.4%	85.3%	0	3	5	0
Halifax CC	48.4%	55.1%	66.5%	65.3%	58.7%	38.9%	84.9%	63.2%	0	3	4	1
Haywood CC	40.9%	48.9%	70.8%	69.5%	69.2%	38.0%	81.8%	97.1%	1	3	3	1
Isothermal CC	28.9%	69.0%	66.9%	75.5%	68.5%	39.3%	72.4%	89.4%	1	3	4	0
James Sprunt CC	57.8%	70.0%	62.2%	57.1%	75.8%	47.9%	80.9%	92.3%	3	1	4	0
Johnston CC	45.7%	81.8%	80.5%	58.0%	71.3%	44.1%	83.5%	79.7%	1	4	3	0
Lenoir CC	44.8%	67.7%	50.5%	43.1%	66.2%	42.9%	80.2%	86.5%	0	2	5	1
Martin CC	38.2%	67.1%	60.9%	78.6%	72.4%	43.5%	69.4%	100.0%	2	2	3	1
Mayland CC	40.8%	78.7%	64.3%	68.6%	74.5%	49.1%	81.3%	80.0%	1	4	3	0
McDowell TCC	38.3%	70.9%	81.4%	86.7%	70.3%	36.4%	89.8%	83.3%	2	2	4	0
Mitchell CC	41.1%	90.3%	65.1%	60.2%	68.8%	32.7%	90.3%	86.7%	1	5	2	0
Montgomery CC	42.6%	72.7%	79.3%	31.7%	75.6%	50.0%	94.1%	91.7%	4	3	0	1
Nash CC	33.6%	70.1%	52.6%	72.4%	62.7%	29.5%	72.2%	84.6%	0	1	7	0
Pamlico CC	28.1%	53.3%	50.0%	91.3%	60.5%	61.3%	100.0%	*	3	0	4	0
Piedmont CC	40.3%	71.7%	62.4%	71.1%	73.8%	46.5%	74.6%	71.8%	1	3	4	0
Pitt CC	44.1%	68.1%	70.8%	44.1%	64.5%	46.0%	90.8%	88.3%	1	4	2	1
Randolph CC	34.6%	75.8%	76.3%	66.0%	70.1%	42.0%	86.2%	81.0%	1	5	2	0
Richmond CC	46.8%	63.2%	65.8%	64.3%	73.5%	34.7%	83.3%	94.0%	1	3	4	0
Roanoke-Chowan CC	13.1%	72.2%	60.2%	90.0%	66.7%	47.5%	74.5%	*	2	1	3	1
Robeson CC	35.1%	80.6%	52.9%	56.3%	49.0%	37.8%	77.9%	70.0%	0	1	5	2
Rockingham CC	56.0%	76.7%	56.4%	70.6%	69.0%	47.6%	79.5%	98.0%	3	3	2	0
Rowan-Cabarrus CC	37.2%	63.9%	69.4%	67.0%	61.9%	35.0%	79.2%	83.8%	0	2	6	0
Sampson CC	49.0%	82.1%	50.0%	66.3%	68.8%	38.8%	80.5%	74.1%	1	3	4	0
Sandhills CC	26.0%	60.6%	61.6%	54.6%	65.8%	39.5%	92.6%	87.6%	1	1	6	0
South Piedmont CC	48.1%	74.9%	62.5%	51.4%	60.8%	47.4%	82.8%	83.3%	1	2	5	0
Southeastern CC	45.0%	84.2%	55.4%	75.3%	60.2%	42.2%	75.2%	83.9%	1	3	4	0
Southwestern CC	50.8%	81.5%	63.0%	66.8%	74.1%	46.8%	92.4%	93.5%	2	5	1	0
Stanly CC	42.8%	71.8%	67.5%	72.4%	68.4%	46.3%	87.2%	87.7%	1	7	0	0
Surry CC	37.1%	94.5%	65.2%	64.8%	71.2%	44.2%	96.8%	83.0%	2	3	3	0
Tri-County CC	27.3%	79.1%	76.4%	38.6%	77.5%	32.8%	86.8%	77.8%	2	2	3	1
Vance-Granville CC	40.2%	73.6%	58.6%	54.4%	63.8%	34.4%	92.0%	90.3%	1	2	5	0
Wake TCC	38.5%	60.1%	54.7%	63.9%	67.3%	39.1%	91.6%	91.8%	0	2	6	0
Wayne CC	66.5%	71.9%	63.3%	66.4%	73.3%	48.8%	79.6%	80.6%	2	3	3	0
Western Piedmont CC	20.8%	67.0%	66.3%	69.8%	71.8%	45.7%	95.4%	83.9%	2	3	3	0
Wilkes CC	44.6%	91.3%	56.1%	75.7%	73.6%	43.9%	81.4%	89.4%	2	4	2	0
Wilson CC	58.2%	74.5%	46.2%	72.2%	65.8%	39.5%	78.5%	90.9%	1	3	4	0

* Less than 5 students

Section VI

Craven Community College Board of Trustees
Self-Evaluation
Fall 2012

TALLY FORM

INSTRUCTIONS: Please provide your honest feedback about the Board and the College. Below is a list of qualities exhibited by well-run boards. First, please rate our Board as follows: 4 = agree – this is a strength of ours; 3 = agree – we do a good job of this; 2 = agree – but we need to improve; 1 = this item needs immediate attention; 0 = Don't know. Second, in the comment section on this questionnaire please clarify any responses you wish and make any suggestions you have to improve our Board.

RATING SCALE:	4 = Exceeding Expectations	2 = Working Toward Achievement
	3= Achieving Expectations	1 = Not Acceptable
		0 = Don't Know

1. The Mission Statement is clear to the Board and the staff.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.63
2. The Board fully understands its roles and responsibilities.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.00
3. The entire Board is involved in the decision-making of the Board.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.45
4. Board meetings are well organized and an effective use of my time.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.54
5. A climate of mutual trust and respect exists between the Board and the President.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.00
6. Differences of opinion are voiced and discussed in a welcoming atmosphere.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.18
7. The Board has an effective process for evaluating the President annually.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.72
8. The Board has a clear set of goals and measures progress them.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 2.60
9. The Board is kept informed about the issues important to the College.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.18
10. The Board understands the differences between its responsibilities and those of the staff.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.09
11. Board members understand budgets and financial reports.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.20
12. An annual effective self-evaluation and developmental process is	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.09

in place for the Board.	
13. The Board committees are well organized and effective.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.27
14. Regular and timely reports are received on all matters important to the Board.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.09
15. Each member of the Board feels involved and interested in the Board's work.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.40
16. Board meetings facilitate focus and progress on important College issues.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.18
17. The Board effectively represents the College to the community.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.00
18. All necessary skills, stakeholders and diversity are represented on the Board.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.27
19. The Board and staff have a sense of future and know where they want to be in three years	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 2.45
20. All Board members make a financial contribution to the College and/or support other aspects of fund raising.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 2.66
21. The relationship between the Board and the staff is positive.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.27
22. The Board takes full advantage of the skills and experience of its members.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.50
23. The by-laws of the Board are current and appropriate.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.63
24. The current concept of working committees is effective and productive.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.54
25. Sufficient orientation and training is provided to new Board members.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.18
26. Meeting agenda items contain sufficient background information and recommendations for proper Board preparations.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.45
27. I am satisfied with the College, the Board and my role in it.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ 0 3.18

COMMENTS:

*Some Board Members are too sensitive to "political correctness" and try to insert the Board into business better served by the President and the college staff.

*The Board, on occasion, attempts to insert itself into issues that should be delegated to the ELT. Sometimes it appears that "personal agendas" are given more priority by some Board Members than the best interests of the College. We need to do a better job of goal-setting, measurements, and collaborative decision-making.

*The college is run like a business with thoughtfulness for the students and teachers.

*Board development needs to be ongoing. We need to move from a Board that critiques the President's goals and objectives to one that takes leadership in setting goals and objectives for the college collaboratively with the President. This process is underway.

*For a public entity Board, the Craven group is working very well together. As a whole, the Board is far superior then other state and national community college boards.

*I believe the alignment processes and data-driven decisions the College has adopted will bring it closer to the goals and vision that have been set.

*Areas to Improve: #11-Hard to improve upon, those stats are more difficult for some; #12-Isn't this our first self-evaluation? Great Start; #17-Medical representation?; $19-It seems everyone is excited about the College's future, but is there agreement on a 3-yr plan?; #27-The improvement needed here is all me. Being new is no fun, I'm learning.
It seems to me this Board wants to work together and usually does. 100% involvement by 100% of any board is a lofty goal, overall, very good board.

*There are some key elements that need to be adjusted between the board, the President and the College Community, which is all inclusive of staff, faculty and the student population, that will promote mutual respect and trust. I believe that the elements are either in place or accessible for academic and institutional excellence; however we still have some areas involving both communications and planning must be redirected to improvements.

*We have a great Board, but I feel there is confusion about the ultimate responsibilities of the Board. We seem to be more concerned about not offending the President and her role. There are things the Board is not aware of that they should know (ex: college having problems with contractors). We have asked to know the activities going on at the college. We go for months not knowing. The Board should be more visible. This is a lack of respect for the Board. Staff/faculty are hesitant to talk to Board Members. We have lost too many great staff/faculty members.

*While there is always room to improve in areas, good things are happening at our college. I think we should open communication between the board and the staff and faculty. My fault, but our committee didn't meet a couple times when we had a lot going on campus.

Board Goals 2013-14 Discussion

The following goals were discussed at the Board retreat held at Carolina Creations in January 2013.

1. Improve the retention and completion rates of the Craven Community College student population on an annual basis.

2. Support an annual increase in the Craven Community College Foundation and grant funding.

3. Increase collaboration between Craven Community College and the public schools with a goal toward increased enrollment of Craven County students. *(Should private schools be considered?)*

Section X

Board of Trustees
Meeting & Conference/Retreat Schedule
July 2103-2014

DATE	EVENT	LOCATION
July 16, 2013	Summer Board Meeting	Ward Boardroom @ 7:00 p.m. Dinner @ 6:00 p.m. in Naumann Community Room in Student Center
September 4-6, 2013	NCACCT Fall Leadership Seminar	Wilmington, N.C.
September 16, 2013	Finance Committee Personnel Committee	Ward Boardroom @ 4:00 p.m. Ward Boardroom @ 5:00 p.m.
September 23, 2013	Facilities Committee Acad & Student Affairs Committee	Ward Boardroom @ 4:00 p.m. Ward Boardroom @ 5:00 p.m.
October 2-5, 2013	ACCT Leadership Congress	Seattle, Washington
October 15, 2013	Fall Board Meeting	Ward Boardroom @ 7:00 p.m. Dinner @ 6:00 p.m. in Naumann Community Room in Student Center
December 2, 2013	Finance Committee Personnel Committee	Ward Boardroom @ 4:00 p.m. Ward Boardroom @ 5:00 p.m.
December 9, 2013	Facilities Committee Acad & Student Affairs Committee	Ward Boardroom @ 4:00 p.m. Ward Boardroom @ 5:00 p.m.
January 31, 2014	Annual Retreat and Winter Board Meeting	Location TBA, Day-long Event
March 10, 2014	Finance Committee Personnel Committee	Ward Boardroom @ 4:00 p.m. Ward Boardroom @ 5:00 p.m.
March 17, 2014	Facilities Committee Acad & Student Affairs Committee	Ward Boardroom @ 4:00 p.m. Ward Boardroom @ 5:00 p.m.
April 15, 2014	Spring Board Meeting	Ward Boardroom @ 7:00 p.m. Dinner @ 6:00 p.m. in Naumann Community Room in Student Center
June 23, 2014	Finance Committee Personnel Committee	Ward Boardroom @ 4:00 p.m. Ward Boardroom @ 5:00 p.m.
June 30, 2014	Facilities Committee Acad & Student Affairs Committee	Ward Boardroom @ 4:00 p.m. Ward Boardroom @ 5:00 p.m.
July 15, 2014	Summer Board Meeting	Havelock-Cherry Point Campus

CRAVEN
COMMUNITY COLLEGE
Foundation

www.cravencc.edu

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

July 16, 2013

Craven Community College Board of Trustees,

The Craven Community College Foundation Executive Committee met on June 11, 2013 and voted unanimously to recommend the following individuals to serve on the Foundation Board.

- David Dysinger - Director of Product Development and Product Management, BSH Home Appliances
- Lloyd Griffith, M.Div., MA – Parish Associate, First Presbyterian Church
- Lyle Schulze – VP and General Manager, WCTI 12
- Yvonne Wold – Plant Manager, Moen, Inc.

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

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

Best Regards,

Jennifer J. Dacey

Jennifer Dacey, President
CCC Foundation

Judy Eurich

Judy Eurich, Director of Marketing, Communications and Development Liaison

ENC

David Dysinger
119 Partridge Dr.
New Bern, NC 28562
Home: (252) 288-6574
Cell: (252) 649-9510
dwdysinger@gmail.com

David Dysinger is the Director of Product Development and Product Manager - Cooking Products Division for BSH Home Appliances in New Bern, NC. He joined the company in 2000 and has held various positions in the areas of design engineering, product development and project management in both the United States and Germany. His current projects include new platform development of the Bosch Wall Oven/ Slide-In Range which will be introduced in 2014. Prior to his employment with BSH Home Appliances, David was a project engineer for A.O. Smith Water Products Company in South Carolina and a mechanical engineer for Duke Engineering and Services in Illinois.

David holds a BS in Mechanical Engineering from Purdue University and has earned a Lean Six Sigma Green Belt.

Lloyd Griffith, M.Div., M.A.
232 Drake Landing
New Bern, NC 28560
252-675-6196
lgriffith@embarqmail.com

Career

- 2005 – present, Parish Associate, First Presbyterian Church, New Bern, NC
  - spiritual formation and small group ministries.
- 1991 – 2005 Director, Camp Sea Gull
  - Camp Sea Gull, Arapahoe, NC, a branch of the YMCA of the Triangle
- 1989 – 1991 Marriage and Family Therapist
  - Coastal Counseling, New Bern, NC
- 1980 -1989 Director, Camp Becket-in-the-Berkshires
  - Camp Becket, Pittsfield, MA, Two State YMCA
- 1967 – 1980 Personnel Director, Camp Sea Gull
  - YMCA, Raleigh, NC

Education

- Certificate in Spiritual Formation, Columbia Seminary, Decatur, GA 2006
- MA in Counseling Psychology, Lesley University, Cambridge, MA 1989
- MA in American Christianity, Duke Divinity School, Durham, NC 1965
- BA in History, Duke University, Durham, NC 1962

Boards

- Board of Directors, Twin Rivers YMCA, 2005 - 2010
- Board of Directors, Camp Albemarle, Newport, NC, 2008 – present

Lyle R. Schulze

Vice President & General Manager WCTI-TV
VP Programming, Bonten Media Group, Inc.
225 Glenburnie Drive
New Bern, NC 28560
252-636-6803 (o)

- 35 year broadcast management career. Managed broadcast operations in the following markets: Milwaukee (WITI-TV-CBS & WVTV-TV Independent), Charlotte, NC (WJZY-TV, Independent), Houston, TX (KPRC-TV-NBC, KHWB-TV-CW), Evansville, IN (WAZE-TV CW), Lansing, MI (WSYM-TV FOX), Palm Springs, CA (KMIR-TV NBC/KPSE-TV MyNet), Greenville/New Bern, NC (WCTI-TV ABC, WFXI-TV FOX).
- January 2013, appointed to Executive VP of Programming position in Bonten Media Group, Inc., parent company of WCTI-TV/WFXI-TV. Additional responsibilities for program acquisitions for 39 stations in this group. These responsibilities are in addition to his duties as VP & General Manager of WCTI-TV and WFXI-TV.
- 20+ years of experience as TV station Program Director, Marketing Director, News and Operations Manager and Director of Engineering.
- 10 years' experience as a VP & General Manager of television stations with positive margin, earnings and news ratings growth.
- Multiple Emmy Award winner
- Multiple Edward R. Murrow award winner
- "Station of the Year" winner 2010, 2011 within Bonten Media Group, Inc.

Yvonne Wold

Moen, Inc.
101 Industrial Park
New Bern, NC 29562
252-638-3300 x6203
Yvonne.wold@moen.com

Yvonne Wold has been employed by Moen, Inc., the number one faucet brand in North America, for ten years. For the past year, she has held the position of plant manager in New Bern, employing more than 650 Moen associates. Prior to joining Moen, Yvonne worked at Lenox China and Texas Instruments in Operations positions of increasing responsibility. She is best known for her ability to connect people, processes and technology. Yvonne holds a degree in Industrial Engineering from North Carolina State University.

Yvonne supports and actively participates in the myriad of community involvement and charitable activities in the Moen, New Bern plant and is proud that her plant was awarded the Community Fabric Award for Business in 2013. Prior to moving to New Bern, she has been involved with groups for which she has a passion including the American Red Cross, United Way, and a number of education focused groups. Yvonne is the mother of two sons, Kristopher and Derek.