AGENDA

JULY 17, 2012, BOARD AGENDA
SUMMER MEETING OF THE TRUSTEES OF
CRAVEN COMMUNITY COLLEGE
6:00P.M.-DINNER, STUDENT CENTER ROOM 115, NEW BERN CAMPUS
(TOPIC: PROPOSED MILITARY AFFAIRS CENTER)
7:00P.M.-BUSINESS MEETING, WARD BOARDROOM, NEW BERN CAMPUS

I. Call to Order — Carol Mattocks, Chair

II. Roll Call — Catherine Chew, Secretary
   A. Agenda Review/Conflict of Interest Declaration — Carol Mattocks, Chair
   B. Oaths of Office, Reappointed Members — Jan Cahoon, County Clerk
      {Gary Baldree (Gov.); Kevin Roberts (BOE)}
   C. Public Comments — Carol Mattocks, Chair

III. Consent Agenda *(motion)*
   A. Approval of Board of Trustee Minutes (Apr 24, 2012)
   B. Approval of Committee Meeting Minutes
   C. Approval of Financial Reports
   D. Accept Quarterly Personnel Report (Mar-May 2012)
   E. Accept Annual Recruitment Report (July 2011-May 2012)
   F. Approve Continuing Education & Credibility Report

IV. Administrative Reports/Committee Chair Comments
   A. Academic & Student Affairs
      1. Program Review Summary *(info)*
      2. SACS Communications Update *(info)*
      3. Grants Activity Report *(info)*
   B. Facilities
      1. Facilities Updates *(info)*
      2. Security System Update *(info)*
      3. Facilities Usage Report *(info)*
   C. Finance
      1. State Budget Update *(info)*
      2. Proposed Salary Increase/Merit *(motion)*
      3. County Budget Update *(info)*
   D. Personnel
      1. Roles & Responsibilities of a Trustee *(motion)*
      2. Trustees Self Evaluation Instrument *(motion)*

V. Report from the President
   A. Quarterly Report Highlights

VI. Unfinished Business
   A. Athletics Update *(info)*
   B. Nominating Committee Officer Recommendations for 2012-2013 *(motion)*

VII. New Business

VIII. Report from the Student Trustee

IX. Report from the Attorney

X. Chair's Comments

XI. Other Items
   A. Accept Calendar of Events for FY 2012-2013 *(info)*
   B. Approval of CCC-Foundation Board Members (Chase, Elmore & Stallings) *(motion)*

XII. Adjournment

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

Upcoming Trustee Events

- Sept.5-7, 2012: NCACCT Law Seminar, Asheville
- Sept. 17, 2012: Finance Committee, Ward Boardroom (5:30pm)
  Personnel Committee, Ward Boardroom (6:30pm)
- Sept. 18, 2012: Facilities Committee, Ward Boardroom (4:30pm)
  Academic & Student Affairs Committee, Ward Boardroom (5:30pm)
- Sept. 22, 2012: BOT/Foundation Social @ Dr. Chew's home
- Sept. 27, 2012: Annual Legislative Breakfast, Community Room (8:30am)
- Oct. 10-13, 2012: ACCT Leadership Congress, Boston, MA
- Oct. 16, 2012: Summer Board of Trustee Meeting
- Dec. 14, 2012: College Holiday Party, Carolina Colours
- Jan. 18, 2013: Annual Retreat and Winter Board Meeting
- Apr. 16, 2013: Community Fabric Awards (NB Convention Center)
- May 11, 2013: Commencement

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 25, 2012, at 5:30 p.m.; and

- The Personnel Committee will meet on:
  Monday, June 25, 2012, at 6:30 p.m.; and

- The Facilities Committee will meet on:
  Tuesday, June 26, 2012, at 4:30 p.m.; and

- The Academic & Student Affairs Committee will meet on:
  Tuesday, June 26, 2012, 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 Summer Meeting of the Craven Community College Board of Trustees will take place on Tuesday, July 17, 2012, at 7:00 p.m. in *the Ward Boardroom of the Brock Administration Building boardroom, located on the New Bern Campus of Craven Community College.*

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

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

Date posted: June 4, 2012
Place posted: Administrative Suite, Brock Admin. Building

BOARD OF TRUSTEES

ROLL CALL

July 17, 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

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?

NOTICE OF REAPPOINTMENT
Pursuant to G.S. 143-47.7

APR 30 2012

Notice is given that ***Mr. Gary H. Baldree Sr.***

is hereby appointed to the following public office:
Craven Community College Board of Trustees

Citation to Law or Other Authority Authorizing the Appointment:
General Statute §115D-12

Specific Statutory Qualification for the Public Office (if applicable):
At-large

Address of Appointee:
516 Lilliput Drive, New Bern, NC 28562

County of Residence of the Appointee: ***Craven***

Date Term of Appointment Began: ***10/16/1995***

Date Term of Appointment Ends: ***6/30/2016***

Date of Reappointment: ***4/24/2012***

Signature:
s/ Bev Perdue

Office of Appointing Authority:
Office of the Governor, Boards and Commissions

Distribution:

Governor
Secretary of State
Senate President Pro Tempore
Speaker of the House
Department of Cultural Resources
Ethics Commission
Board Contact

OATH OF OFFICE

BOARD OF TRUSTEES

CRAVEN COMMUNITY COLLEGE

I, **Gary Baldree, Sr.**, do solemnly swear that I will support the Constitution of the United States.

I, **Gary Baldree, Sr.**, do solemnly swear 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, **Gary Baldree, Sr.**, do solemnly swear that I will well and truly execute the duties of my office as a member of the Board of Trustees of Craven Community College according to the best of my skill and ability, according to law, so help me, God.

G Bl

Signature

Sworn to and subscribed before me,

this the 17 day of July, 2012

Jan W. Carlson

Clerk of Superior Court

Craven County, North Carolina

Craven County Board Of Education

MAR 16 2012

Dr. Lane Mills
Superintendent

March 16, 2012

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

Dear Dr. Chew:

During the Board meeting on March 15, 2012, the Craven County Board of Education re-appointed Mr. Kevin Roberts to serve on the Board of Trustees of Craven Community College effective July 1, 2012 through June 30, 2016.

We are pleased to inform you of the action taken by our Board and request you to contact us at anytime we may assist you.

Sincerely,

Carroll Ipock, II
Chairman

CI:mf

c: Mr. Kevin Roberts
P O Drawer C
New Bern, NC

Section III

MINUTES

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Spring Meeting
April 24, 2012

I. The Craven Community College Board of Trustees held its spring meeting on Tuesday, April 24, 2012, in the Ward Boardroom located in the Brock Administration Building on the New Bern Campus with Mr. William C. Naumann, Vice-Chair, presiding. The board meeting was called to order at 7:00 p.m.

II. Dr. Catherine Chew, Secretary, called the roll.
Members Present: Mr. Gary Baldree, Mrs. Trish Clark Bennett, Judge Ken Crow, ~~Mr. Ronald Knight~~, ~~Judge Peter Mack~~, ~~Mrs. Carol Mattocks~~, Mr. Bill Naumann, Mr. Daniel Pritchett, Mr. Kevin Roberts, Ms. Earline Sills Williams, Mrs. Brenda Wilson, Mr. Earl Wright, and ~~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; Ms. Terri Colon, FA; Ms. Cindy Ensley, Executive Assistant; Dr. Maria Fraser-Molina, EVP/CAO; Mrs. Suzanne Gifford, Executive Director, CCC-F; Mr. Layne Harpine, Vice President of Havelock, Military Affairs and Workforce Development; Dr. Daryl Minus, Vice President of Student Services; Mr. Jamie Norment, Attorney, Ward & Smith; Mrs. Page Varnell, Vice President of Administrative Services.
   A. Agenda review/Conflict of Interest Declaration read by Mr. Naumann, no conflicts noted by members.
   B. Public Comments-None

III. Consent Agenda
   A. Mr. Naumann called attention to item A of section III, Consent Agenda.
   Mr. Naumann called for a motion to approve Consent Agenda item A as presented.
   Motion: Dan Pritchett Second: Brenda Wilson. Motion passed unanimously.
   B. Mr. Naumann called attention to item B of section III, Consent Agenda.
   Mr. Naumann called for a motion to approve Consent Agenda item B as presented.
   Motion: Dan Pritchett Second: Earline Sills Williams. Motion passed unanimously.
   C. Mr. Naumann called attention to item C of section III, Consent Agenda.
   This item is for information only.

IV. Administrative Reports/Committee Chair Comments
   A. Academic & Student Affairs Committee
      1. SACS Communications Update - Dr. Fraser-Molina presented this item to the members. Dr. Fraser-Molina reviewed the SACS communications updated and noted SACS required it be reviewed by the Trustees. This item is for information only.
      2. BP 4.12-Concurrent Enrollment of High School Students Policy-amendment-Dr. Fraser-Molina presented this item to the members. She noted it is a slight amendment to the current policy.
      Mr. Naumann called for a motion to approve the BP 4.12-amendment.
      Motion: Earline Sills Williams Second: Gary Baldree Motion passed unanimously.
   B. Finance

1. Approval of Financial Reports-Page Varnell reviewed the state and county budget reports for the period ending Feb 2012. Mrs. Varnell noted there was a 1% callback of state funds in February due to a tuition shortfall. As for county funds, the employee supplement was paid in December; there was no other line items noted.
   A motion was called to approve the financial reports as presented.
   Motion: Dan Pritchett Second: Kevin Roberts Motion passed unanimously.
2. Proposed County Budget FY 2012-2013-Page Varnell reviewed the Proposed County Budget for the 2012-2013 FY. Dr. Chew & Mrs. Varnell met with County Manager Jack Veit and County Controller Rick Hemphill and presented the budget and future needs. The college will be asking for an addition $90,000 of capital funds to be used for a new roof on Orringer Auditorium. Mr. Veit and Mr. Hemphill were supportive of the college's five-year plan format and receptive to the needs of the college.
   A motion was called to approve the Proposed County Budget FY 2012-2013 for presentation to the County Commissioners.
   Motion: Dan Pritchett Second: Kevin Roberts Motion passed unanimously.
3. Proposed Course Fees FY 2012-2013-Page Varnell reviewed the Course Fees. There are two new fees; the barber board insurance fee and a permit fee. Both relate to the new barber program. All other fees remain the same.
   A motion was called to approve the Proposed Course Fees FY 2012-2013.
   Motion: Dan Pritchett Second: Earline Sills Williams Motion passed unanimously.
4. BP 5.5-Electronic Signature Policy-new-Page Varnell reviewed the policy. An electronic signature is common in businesses. It will allow faculty and staff to electronically sign documents.
   A motion was called to approve the BP 5.5-Electronic Signature Policy.
   Motion: Dan Pritchett Second: Earline Sills Williams Motion passed unanimously.

C. Joint Facilities/Finance Committee Meeting

1. Facilities Projects 2012-2016-revised-Page Varnell reviewed the facilities projects for 2012-2016. Mrs. Varnell mentioned some of the projects currently underway including VOIP, the food service area and the EMS. This form will be shared with the County during the budget presentation and will be updated as needed. This item is for information only.

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.

B. Dr. Chew provided an update on the strategic priorities. She worked from a power point, a copy of which is included in the Board Packet for the record. Dr. Chew discussed the Board accomplishments and the three goals of the strategic plan. Suzanne Gifford gave an update on the Community Fabric Awards. Mrs. Gifford noted an estimate of 585 people attended; total expenses were $16,825; gift in-kind totaled $9,850; and an estimates net proceeds to date is $22,305. A copy of the financial report is included in the Board Packet for the record.

VI. Unfinished Business-none

VII. New Business

A. Walk-in: CCC-Foundation Bylaws-revised-Mr. Norment presented this item. He highlighted the changes and worked from a power point, a copy of which is included in the Board Packet for the record. The copy of the power point reviews the changes to the bylaws.
A motion was called to approve the CCC-Foundation ByLaws-revised as presented.
Motion: Brenda Wilson Second: Kevin Roberts Motion passed unanimously.

B. Walk-in: Capital Improvement Account-Page Varnell presented this item. Mrs. Varnell is requesting Board support to move $300,000 from State Funds to a capital funds account. These dollars will primarily be used for the renovations of the second floor of the Brock Administration Building.
A motion was called to approve the Capital Improvement Account as presented.
Motion: Dan Pritchett Second: Trish Bennett Motion passed unanimously.

VIII. Report from the Student Trustee
Ms. Collin provided the report from the Student Trustee on behalf of Mr. Van Cuthbertson. Ms. Collin relayed Mr. Cuthberson's apology for missing the meeting; he was feeling ill. The Founder's Day Ball was a huge success and the SGA thanks the Trustees for their support. Ms. Collin also relayed Mr. Cuthbertson's appreciation for the opportunity to serve on the Board, he has learned so much and hopes to take that knowledge with him in life.

IX. Report from the Attorney-Jamie Norment. There are no significant issues to report.

X. Chair's Comments-There was no report to present.

XI. Other Items
A. Accept State Ethics Commission SEI evaluations for all Board Members-Ms. Collin presented this item to the Board. This item is the letter of response for each Trustee on their SEI forms from 2011. It is for information only.

XII. Closed Session
At 7:50pm, on a motion made by Earl Wright, seconded by Earline Sills Williams, and unanimously approved, the Board of Trustees of Craven Community College pursuant to North Carolina General Statutes 143-318-11(a)(6) entered into Closed Session to discuss personnel issues.

At 8:30pm, the Board of Trustees of Craven Community College returned to Open Session. Upon a motion by Dan Pritchett and seconded by Earline Sills Williams, the Board unanimously adopted a resolution of support for President Chew. The resolution is attached and incorporated into these minutes. Vice Chair Naumann reported that the Board's review of the President's Evaluation would be reported to the Community College System as required by the North Carolina General Statues.

XIII. With no other business to discuss and without objection, Mr. Naumann adjourned the meeting at 8:40pm.

Respectfully submitted,

______________________	April 24, 2012
Bill Naumann, Vice Chair	Date
______________________	April 24, 2012
Catherine Chew, Secretary	Date

MINUTES

ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
June 26, 2012, at 5:30 P.M.

I. Ms. Earline Sills Williams, Chair, called the meeting to order at 5:30 p.m.

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

III. Student Services-Kathleen Gallman summarized the following items; they are for information only:
   A. Enrollment Update- Craven's curriculum summer enrollment as of June 18, 2012 is 1222, FTE is 274. At the end of summer 2011 term, headcount was 1690 and FTE was 445. Our numbers are slightly lower, but anticipated due to streamlining summer offerings; many tier-one funded courses have been moved from the summer to fall or spring semesters.
   B. Dean of Student Development Search-Second round interviews are in process. Four people are being considered in the second round. It is anticipated the Dean will start in mid-August.

IV. Academic Affairs-Dr. Fegley summarized the following items; they are for information only.
   A. Program Review Summary-Dr. Fegley reviewed the process, including the briefing sessions that were held to familiarize participants with the process. There were 5 areas reviewed. Each committee member received a handout snapshot of the strengths and recommendations for their review. Dr. Chew and Dr. Fegley spoke to the impact of the lack of jobs (both in the private sector and at FRC-E) on some students in some of our programs. Next year's process will include an external review process.
   B. SACS Update-Dr. Fegley reviewed the update, a copy of which was in each committee member's packet. Dr. Fegley discussed new SACS requirements and the process the College has taken to be sure we are in compliance. Dr. Fegley also discussed the process and analysis taken recently to review all offerings at all locations to be sure the College is following all SACS guidelines and processes.
   The ISA for Hospitality Management with Carteret Community College has been approved.
   Dr. Fegley noted the performance measures summary is also included in the committee member's handout. New measures, by SACS, will be used for future reports.
   C. Grant Activity Report-A copy of the report is in each committee member's packet for review. Dr. Fegley reviewed the report and noted those pre-highlighted for the members are mostly Federal grants Craven has traditionally not applied for.

V. Havelock/Workforce Development/Military Affairs-Dr. Chew summarized the following items; they are for information only.
   A. Continuing Education Accountability & Credibility Report-This is a normal report that comes before the committee members during the summer, fall and winter meetings. It will also go before the full board for their review and approval.
   B. Aviation Program Update-This item was addressed during the program review summary discussion.
   C. Boots on the Ground Initiative-Dr. Chew introduced this item to the committee members. It is an iniative which will connect training to employment opportunities. Surveys are being conducted to access needs.

VI. Closed Session (personnel matter 143-318-11(1)(6)
At 6:20 pm, on a motion made by Brenda Wilson, seconded by Trish Bennett and unanimously approved, the Academic & Student Affairs Committee of the Board of Trustees of Craven Community College pursuant to NC General Statues 143-318-11(a)(6) entered into Closed Session to discuss personnel issues. Lisa Collin, Jill Fegley and Kathleen Gallman were dismissed from the meeting.
At 6:42 pm, on a motion made by Brenda Wilson, seconded by Ken Crow, the Academic & Student Affairs Committee of the Board of Trustees of Craven Community College came out of Closed Session. Ms. Williams indicated the Committee Members had discussed a personnel issue while in closed session. There was no action taken.

VII. Adjournment-With no other items to be discussed, the meeting was adjourned at 6:45 pm.

AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
June 26, 2012, 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*
Kathleen Gallman, Dean of Health Services
Dr. Jill Fegley, Dean, Learning Support

I. Call to Order	Earline Williams, Chair
II. Members Present	Earline Williams, Chair
III. Student Services A. Summer Enrollment B. Dean of Student Development Search	Kathleen Gallman
IV. Academic Affairs A. Program Review Summary B. SACS Update C. Grants Activity Report	Jill Fegley
V. Havelock/Military Affairs/Workforce Development A. Continuing Education Accountability & Credibility Report B. Aviation Program Update C. Boots on the Ground Initiative	Catherine Chew
VI. Closed Session (personnel matter 143-318-11(a)(6))	Catherine Chew
VII. Adjournment	Earline Williams, Chair

Academic & Student Affairs Committee Charge

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

MINUTES

Facilities Committee Meeting Minutes
Craven Community College
Brock Administration Building Boardroom
June 26, 2012, 4:30 p.m.

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

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

III. Facilities Update-These items are for information only.
This item was presented by Page Varnell. Mrs. Varnell provided a handout of the Facilities/Infrastructure Projects for 2011-2017 and reviewed the renovations. There was discussion about the renovations by the Trustees. VOIP will be implemented in phases, the roof in Orringer is scheduled for replacement in 2013; a landscape plan for both campuses is in discussion, a plan for the quad between near the Student Center will be considered-bookstore funds can be used for this, and a short-term and long-term plan for sustainability is being considered by a committee led by Larry Henderson. An informal tour of the renovations in Brock and the Student Center will be available after the meeting to any committee member interested in viewing the renovations in progress.

A. Brock Hall Renovations-Page Varnell introduced this item to the committee members. $300,000 of state funds were placed into a Capital Improvement account and have been set aside for the 2nd floor of Brock Administration Building renovations. Renovations are coming along nicely and may be completed by Aug 1st. There will be a continuous flow between the first and second floors-the same flooring, similar paint colors, etc.

B. Student Center Renovations-Page Varnell introduced this item to the committee members. The following will be completed this summer: TRIO, Career & Transfer Center, food service, faculty offices and community room enhancements. Renovations included flooring and paint. Cost is approximately $70,000.

C. Faculty Suite Renovations-Page Varnell introduced this item to the committee members. Faculty suites in Student Center and Orringer have been renovated with new flooring and paint. Cost is approximately $8,000. At this time, there are no plans to purchase new furniture for the suites.

IV. Security System Status Report-Page Varnell introduced this item to the committee members. Page explained the difference between the emergency notification system and the security system. The emergency notification system is tied into the national weather service; there are horns, LED boards, strobe lights and emergency call boxes. Select staff is trained to launch the notification system at remote locations during an actual emergency. Launching the system takes less than 60 seconds. The security system includes cameras on the New Bern and Havelock Campus both in internally and externally. There is a license plate reader coming on and off campus. There is a command center in the security office. The system can be added to in the future.

V. Closed Session (personnel matter 143-318-11(a)(6))
At 4:55 pm, on a motion made by Brenda Wilson, seconded by Earline Williams and unanimously approved, the Facilities Committee of the Board of Trustees of Craven Community College pursuant to NC General Statues 143-318-11(a)(6) entered into Closed Session to discuss personnel issues. Lisa Collin and Larry Henderson were dismissed from the meeting.
At 5:25 pm, on a motion made by Earline Williams, seconded by Brenda Wilson, the Facilities Committee of the Board of Trustees of Craven Community College came out of Closed Session. Mr. Baldree indicated the Committee Members had discussed a personnel issue while in closed session. There was no action taken.

VI. Adjournment-With no other items to be discussed, the meeting adjourned at 5:27 pm.

AGENDA

FACILITIES COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
June 26, 2012, at 4:30 P.M.

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

Others: *Dr. Catherine Chew, President*
Mrs. Page Varnell, VP of Administrative Services
Mr. Larry Henderson, Director of Facilities

I. Call to Order	Gary Baldree, Board Chair
II. Members Present	Gary Baldree, Board Chair
III. Facilities Updates A. Brock Hall Renovations B. Student Center Renovations C. Faculty Suite Renovations	Page Varnell
IV. Security System Status Report	Page Varnell
V. Closed Session (personnel matter 143-318-11(a)(6))	Catherine Chew
VI. Adjournment	Gary Baldree, Board 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 25, 2012, 5:30 P.M.

I. Chair Pritchett called the meeting to order at 5:35 pm.

II. Members Present: Dan Pritchett, Bill Naumann, Kevin Roberts, Ron Knight and Carol Mattocks. Peter Mack joined the meeting for Closed Session.
Others Present: Dr. Catherine Chew, Ms. Lisa Collin and Mrs. Page Varnell.

III. Financial Reports

A. The year to date budget comparison reports were introduced to the committee by Page Varnell, VP of Administrative Services. Page reviewed the State budget comparison. Approximately 87% of the budget was spent as of May 31st, 92% of the year. Trustees complimented Page on the management of the budget.
Page also reviewed the County Funds budget comparison report. Several renovations have taken place since the County report was prepared. Costs for those renovations will be taken from this budget year.
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 are $16,179.22 in un-collectibles noted on the report; $2,360 was recovered.
Mr. Pritchett called for a motion to present this item to the full board for its approval.
Motion: Bill Naumann; Second: Kevin Roberts.

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

IV. A. Mercer Recommendations-Phase 1-This item was introduced to the committee members by Page Varnell. Phase 1 will be implemented effective July 1, 2012, at a cost of approx. $46,000.

B. Status of Budget Discussions

1. & 2. Governor's version & House version-This item was introduced to the committee members by Page Varnell. Page handed out a Budget Tracking Sheet for FY 2012-2013, and a conference highlights page; she reviewed it for the committee. The budget still needs to be approved at the State level. This item is for information only. There was additional discussion about the state employee projected pay raise of 1.2%. Page offered cost projections for a 1.8% or 3% additional pay raise above the 1.2%. Trustees discussed across the board pay raises vs. merit raises vs. one time bonuses vs. bonus time or a combination of. One time bonuses would not impact the budget annually. Any raises would come from state dollars. Page was asked to consider a total employee raise of 3% (1.2%-from state vote & a bonus piece built in to total no more than 3%-provided the state budget is passed, Page should have a recommendation for the July 17th summer meeting).

C. Status of the County Budget-This item was introduced to the committee members by Page Varnell. Additional capital outlay dollars were awarded to Craven. A copy of the adopted budget summary was distributed for review. This item is for information only.

D. Mercer Recommendations-Phase 2(?)-This item remains on hold for future discussion.

V. Closed Session (personnel matter 143-318-11(a)(6))

At 6:25 pm, on a motion made by Bill Naumann, seconded by Kevin Roberts and unanimously approved, the Finance Committee of the Board of Trustees of Craven Community College pursuant to NC General Statute 143-318-11(a)(6) entered into Closed Session to discuss personnel issues. Lisa Collin was dismissed from the meeting.

At 6:53 pm, on a motion made by Kevin Roberts, seconded by Bill Naumann, the Finance Committee of the Board of Trustees of Craven Community College came out of Closed Session. Mr. Pritchett indicated the Committee Members had discussed a personnel issue while in closed session. There was no action taken.

VI. Adjournment-The meeting adjourned at 6:55 p.m.

AGENDA

FINANCE COMMITTEE
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
June 25, 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 A. Year-to-date Budget Comparison Reports-State & County (July 2011-present) *(motion)* B. Write-Offs and Uncollectible Accounts *(motion)* C. Cash Balances *(info)*	Page Varnell
IV.	Potential Salary Increases 2012-2013 A. Mercer Recommendations-Phase I B. Status of Budget Discussions 1. Governor's version 2. House version C. Status of County Budget D. Mercer Recommendations-Phase II (?)	Page Varnell
V.	Closed Session (personnel matter 143-318-11(a)(6))	Catherine Chew
VI.	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
June 25, 2012, 6:30 P.M.

I. Chairman Naumann called the meeting to order at 7:00 pm.

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

III. Reports
   A. The Quarterly Personnel Action Report for Mar-May 2012 was presented to the committee by Mrs. Page Varnell. The committee members reviewed the item. This item is for information only.
   B. Review of Annual Recruitment Report-This item was presented to the committee by Mrs. Page Varnell. This is a new report comprised at the request of the committee at a previous meeting. This report will be developed and presented to the committee members annually. CCC has more a considerable higher number of female applicants than male. This item is for information only.
   C. Current Searches-This item was presented to the committee by Page Varnell. Page reviewed the positions which have been filled since May 31st, when the above report had been completed. This item is for information only.

IV. Updates
   A. Roles & Responsibilities of a Trustee-This item was presented to the committee by Bill Naumann. Mr. Naumann reviewed the handout and feedback was discussed. It was agreed this would be a good document to share with appointing authorities and at new trustee orientations.
   B. Trustees Self-Evaluation Instrument-This item was presented to the committee by Bill Naumann. Mr. Naumann reviewed the handout. It follows the layout of the President's Evaluation and offers the necessary measurement tool. It was agreed to use this evaluation form during the next self-evaluation process.

   Both these items will be presented to the full Board at their summer meeting for review.

V. Closed Session (143-318-11(a)(6)

   At 7:10 pm, on a motion made by Ron Knight, seconded by Peter Mack and unanimously approved, the Personnel Committee of the Board of Trustees of Craven Community College pursuant to NC General Statute 143-318-11(a)(6) entered into Closed Session to discuss personnel issues. Lisa Collin was dismissed from the meeting.

   At 7:20 pm, on a motion made by Peter Mack, seconded by Ron Knight, the Personnel Committee of the Board of Trustees of Craven Community College came out of Closed Session. Mr. Naumann indicated the Committee Members had discussed a personnel issue while in closed session. There was no action taken.

VI. Adjournment: With no other items to be discussed, the meeting was adjourned at 7:22 pm.

AGENDA

PERSONNEL COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
June 25, 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 B. Review of Annual Recruitment Report C. Current Searches	Page Varnell
IV.	Updates A. Roles & Responsibilities of a Trustee B. Trustees Self Evaluation Instrument	Bill Naumann, Chair
V.	Closed Session (personnel matter 143-318-11(a)(6))	
VI.	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
Budget Comparison Report
State Funds

FY 2012 Budget Comparison as of May 31, 2012	President's Office/Foundation				EVP of Academic Affairs				VP of Administrative Services				[redacted]							
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	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative																				
Salaries & Benefits	408,489	373,072	35,417	91%	1,452,867	1,328,622	124,245	91%	1,519,617	1,357,680	161,937	89%	1,300,387	1,181,269	119,118	91%	1,305,183	1,194,021	111,162	91%
519 Contracted Services	9,313	9,312	1	100%	40,054	37,553	2,501	94%	67,855	47,355	20,500	70%	15,386	11,635	3,751	76%	57,595	23,508	34,087	41%
523 Instructional Supplies			-		13,299	12,612	687	95%	-	-	-		237	-	237	0%			-	
525 Motor Vehicle Supplies			-				-				-				-				-	
526 Office Supplies	1,684	1,340	344	80%	10,144	9,606	538	95%	31,999	25,291	6,708	79%	15,693	15,576	117	99%	4,551	4,548	3	100%
527 Other Supplies	715	714	1	100%	6,927	4,846	2,081	70%	48,871	47,751	1,120	98%	6,201	6,201	(0)	100%	7,585	7,527	58	99%
528 Audio-Visual Supplies			-				-				-				-				-	
531 Staff Development	13,363	13,252	111	99%	17,655	15,942	1,713	90%	41,255	41,255	(0)	100%	19,149	18,639	510	97%	8,131	8,123	8	100%
532 Communication/Postage	253	96	157	38%	58	57	1	98%	73,886	69,839	4,047	95%	292	(292)	584	-100%			-	
534 Printing & Binding	2,493	1,938	555	78%	2,047	440	1,607	21%	113	112	1	99%	-		-		24,992	15,382	9,610	62%
535 Repairs & Maintenance	-	-	-		2,265	2,265	-	100%	72,394	70,782	1,612	98%	599	599	-	100%	934	934	-	100%
536 Freight									11	11	0	97%								
537 Advertising			-		1,228	-	1,228	0%	16,784	16,300	484	97%			-		71,607	62,361	9,246	87%
538 Student Service Data Proc																	2,288	2,288	-	100%
539 Other Current Services	404	385	19	95%	1,773	1,329	444	75%	558,185	40,790	517,395	7%	5,979	5,844	135	98%	29,597	27,948	1,649	94%
543 Lease/Rental Other Equipme			-		-	-	-		56,049	55,779	270	100%	16,057	15,981	76	100%	14,735	-	14,735	0%
544 Data Processing Software	-	-	-		14,413	14,413	-	100%	93,931	93,878	53	100%	-	-	-				-	
546 Memberships & Dues	14,253	14,253	-	100%	585	585	-	100%	11,630	11,630	1	100%	-	-	-		2,441	2,061	380	84%
55x Equipment									343,972	343,972	0	100%	10,429	10,417	13	100%	2,324	2,324	0	100%
Total Administrative:	**450,967**	**414,362**	**36,605**	**92%**	**1,563,315**	**1,428,269**	**135,046**	**91%**	**2,936,552**	**2,222,424**	**714,128**	**76%**	**1,390,409**	**1,265,869**	**124,540**	**91%**	**1,531,963**	**1,351,025**	**180,938**	**88%**
Instructional																				
Salaries & Benefits					6,655,830	6,080,238	575,592	91%	105,533	-	105,533	0%	2,012,693	1,919,089	93,604	95%	266,153	250,128	16,025	94%
519 Contracted Services					60,188	26,711	33,477	44%			-		51,772	32,300	19,472	62%				
523 Instructional Supplies					431,098	304,160	126,938	71%	5,760	-	5,760	0%	87,843	82,567	5,276	94%				
524 Repair Supplies					37	36	1	98%							-					
525 Motor Vehicle Supplies					1,142	1,142	0	100%			-				-					
526 Office Supplies					5,211	4,208	1,003	81%			-		1,325	1,131	194	85%	-		-	
527 Other Supplies					16,319	14,865	1,454	91%	1,414	-	1,414	0%	2,226	2,138	88	96%	1,052	1,051	1	100%
528 Audio-Visual Supplies					2,767	665	2,102	24%			-				-					
531 Staff Development					80,954	62,708	18,246	77%			-		18,079	17,938	141	99%	1,770	1,768	2	100%
532 Communication					41	6	35	16%			-		100	28	72	28%				
534 Printing & Binding					2,389	1,699	690	71%			-		1,593	1,569	24	98%				
535 Repairs & Maintenance					11,515	2,044	9,471	18%			-		-	-	-		-		-	
536 Freight					248	247	1	100%							-					
537 Advertising					-	-	-				-		189	23	167	12%				
539 Other Current Services					27,132	25,331	1,801	93%			-		5,450	4,308	1,142	79%	-		-	
541 Rental of Property					2,500	2,500	-	100%			-				-					
543 Lease/Rental Other Equipme					-	-	-				-		300	218	82	73%				
544 Data Processing Software					14,120	13,064	1,056	93%			-						1,700	1,700	-	100%
546 Memberships/Accredita & Dues					15,070	14,818	252	98%			-		750	750	-	100%	-		-	
548 NEIT Admin					-	-	-						8,126	-	8,126	0%				
55x Equipment					198,797	153,730	45,067	77%	-	-	-		17,619	14,245	3,374	81%	-		-	
Total Instructional:	-	-	-		**7,525,358**	**6,708,172**	**817,186**	**89%**	**112,707**	-	**112,707**	**0%**	**2,208,065**	**2,076,302**	**131,763**	**94%**	**270,675**	**254,648**	**16,027**	**94%**
Total Admin & Instructional:	**450,967**	**414,362**	**36,605**	**92%**	**9,088,673**	**8,136,441**	**952,232**	**90%**	**3,049,259**	**2,222,424**	**826,835**	**73%**	**3,598,474**	**3,342,171**	**256,303**	**93%**	**1,802,638**	**1,605,672**	**196,966**	**89%**

	Budget	Expenses	Remain Bal	% Spent
College Totals	17,990,011	15,721,070	2,268,941	87%

FY 2012 Budget Comparison
County Funds
as of May 31, 2012
92% of year

FY 2012 Budget Comparison May 31, 2012 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	266,635	263,215	3,420	99%	802,780	736,449	66,331	92%	153,376	140,905	12,471	92%				
Hourly Salaries			-						75,005	72,454	2,551	97%				
519 Contracted Serv (Legal)	95,000	43,501	51,499	46%			-				-					
519 Contracted Serv (Security Srvs.)			-						46,152	42,206	3,946	91%				
519 Contracted Serv (Janitor)					55,260	47,690	7,570	86%								
519 Contracted Serv (Lawns/Grounds)					56,466	48,475	7,991	86%								
519 Contracted Serv (Waste removal)					10,956	9,793	1,163	89%								
519 Contracted Serv (Pest control)					4,000	2,920	1,080	73%								
519 Contracted Serv (Misc Services)	8,123	4,803	3,320	59%	40,432	36,889	3,543	91%								
521 Custodial Supplies					32,339	30,450	1,889	94%	6,705	6,637	68	99%				
522 Maintenance Supplies					29,012	20,522	8,490	71%			-					
523 Instructional Supplies			-								-					
524 Repair Supplies					16,947	13,166	3,781	78%			-					
525 Motor Vehicle Supplies	937	937	-	100%	8,124	7,876	248	97%	1,822	1,821	1	100%				
526 Office Supplies	484	484	-	100%	109	109	1	100%	1,131	998	133	88%				
527 Other Supplies	86	85	1	99%	15,370	8,027	7,343	52%	4,704	3,891	813	83%				
528 Audio-Visual Supplies			-								-					
531 Staff Development	25	25	-	100%	944	941	3	100%	-		-					
532 Communication	10,813	592	10,221	5%	189,033	184,203	4,830	97%	4,388	4,387	1	100%				
533 Utilities					795,267	641,700	153,567	81%			-					
534 Printing & Binding			-								-					
535 Repairs & Maintenance	253,458	199,854	53,604	79%	287,342	200,554	86,788	70%	5,322	2,494	2,828	47%				
537 Advertising			-								-					
539 Other Current Services	13,792	12,529	1,263	91%	7,477	6,386	1,091	85%	146	145	1	100%				
541 Rental of Property	1,197	1,122	75	94%	-	-	-				-					
543 Lease/Rental Other Equipme			-													
544 Data Processing Software			-													
545 General Admini (Insurance)	153,971	142,259	11,712	92%												
546 Memberships & Dues																
554 Equipment Motor Vehicles													3,625	3,624	1	100%
555 Equipment Capital Outlay													120,778	96,940	23,838	80%
559 Other Capital Outlay							-						85,597	85,597	0	100%
Totals	804,521	669,406	135,115	83%	2,351,858	1,996,150	355,708	85%	298,751	275,939	22,812	92%	210,000	186,161	23,839	89%
College Totals																
Regular Operating	3,455,130	2,941,495	513,635	85.1%												
Capital Outlay	210,000	186,161	23,839	88.6%												

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

Name	Student ID #	Term	INTUI Tuition/ Registration	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	LABFA Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	RETCK Return Check	RTCK Check Fee	PLIAB Prof Liab Ins	WBLET BLET	FA Overage	CTFCE Comp Tech Con ed	LABFH Lab fee	DIPLO Diploma	LABFB Lab fee	CEDOE Tuition	STIN Student Ins	Other Write-offs Description	Other Write-offs Amount	Total
Kristen Burns	578953	2008SP	271.39	7.54	8.62	5.38	127.04								194.92									614.89
Nikki Carter	577298	2008FA	153.12	3.93	4.49	2.80	188.43																	352.77
Delisa Cooper	182175	2008FA	165.84	3.69	4.21	2.63	262.58	10.53																449.48
Adrian Cruz	369438	2008FA	378.00	14.00	16.00	10.00			418.00															836.00
Lynda Deow	672727	2008FA									55.00	20.00												75.00
Jose Garcia	283500	2007FA	546.00	14.00	16.00	5.00	357.35																	938.35
Demon Gurley	386354	2008SP	588.00	14.00	10.00	16.00																		628.00
Deandre Hargett	275140	2008SP	29.92	1.43	1.63	1.02																		34.00
Phillip Hill	178192	2008FA	294.00	14.00	16.00	10.00																		334.00
Margarette Latham	275730	2008FA		7.00	8.00	10.00																		25.00
Montekele Morris	177465	2008SP	504.00	14.00	16.00	10.00																		544.00
Charles Patterson	671205	2008FA	449.10	10.75	12.43	8.20		8.20																488.68
Horace Taylor	374742	2008SU							63.00															63.00
Terry Wayne	380118	2008SP									712.00	20.00												732.00
Lynda Wescott	664991	2008SP	402.19	11.17	12.77	7.98																		434.11
Shannon Haines	666790	2009FA	450.00	32.00	16.00	10.00		-																508.00
Brittany Hogue	281592	2009FA	487.50	24.00	12.00	7.50											7.50							538.50
Amy Hunt	685553	2009FA	157.50	8.40	8.40	5.25																		179.55
Termisha James	670855	2009FA	200.00	16.00	16.00	10.00		10.00																252.00
Shantreaka Johnson	384796	2009FA	152.13	7.41	3.78	2.34		2.34																168.00
Tina Malone	577296	2009FA	178.08	9.50	4.75	2.96	417.97																	613.24
Stephanie Manning	670824	2009FA									408.00	20.00												428.00
Dianna Moore	375676	2009FA	230.05	12.27	6.13	3.83	282.87																	535.15
James Myers	469454	2009FA							328.99															328.99
Kimberly Nyman	684878	2009FA	50.00																					50.00
Christopher Sandvig	657758	2009FA	179.53	10.45	5.22	3.26	207.08																	405.54
Joshua Storts	678535	2009FA	297.00	21.12	10.56	6.60																		335.28
Aubry Able	995562	2009SP								10.00														10.00
Alyson Bullion	694732	2010sp	399.00																					399.00
Kristen Sloope	662077	2010sp	833.00	32.00	16.00	10.00											25.00							916.00
Nadep	663500	2007FA	7.50																					7.50
UAW-GM	674746	2008FA	504.00	14.00	16.00	10.00		10.00																554.00
Employment Security Comm	90894		415.93	-	16.00	10.00				7.50								210.00	136.00		2.00			797.43
Timmy's Muffler & Alignment	677519	2009CE3																		65.00				65.00
Univ. of NC Wilmington	89515	2007SU														5.00				65.00				70.00
Vocational Rehab Servic	661842	2008FA	126.00	7.00	-	-	79.26																	212.26
Vocational Rehab Servic	661842	2008SP	42.00																					42.00
Carteret Comm College	88272	2009SP											10.00											10.00
Florida prepaid	665460	2008FA	294.00	7.00	8.00	15.00																		324.00
Cameron Willis	574961	2010FA	1,186.50																					1,186.50
Rochelle Boozer	273382	2010fa													694.00									694.00
Stephanie Wise-deceased	648708	2011FA					6.30																	
			9,971.26	318.66	264.99	185.75	1,928.88	41.07	809.99	17.50	1,175.00	60.00	10.00	-	888.92	5.00	32.50	210.00	136.00	130.00	2.00	-	-	16,179.22

(Requested by)

Vice President for Administrative Services

Total Collected	$ 2,360.41
Total Fees Paid to collection agency	-
Net proceeds	$ 2,360.41

CRAVEN COMMUNITY COLLEGE

REPORT OF CASH BALANCES AS OF MAY 31, 2012

		February 29, 2012	**May 31, 2012**
Local Funds		$964,018.08	**$1,321,717.45**
Special Funds		$3,218,853.60	**$3,267,200.90**
	Total	$4,182,871.68	**$4,588,918.35**

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, 2012, the interest rate was 0.51883% as compared to the prior interest rate of 0.61030% for February 29, 2012.

Craven Community College Quarterly Personnel Report
March 1, 2012-May 31, 2012

New Hires	Position Title	Effective	Monthly/Annually
Misty McMillian	Multimedia Designer	03/01/2012	$3,333/39,996
Danessa Peterson	Coord, Campus Life/Student Engagemen	03/01/2012	$4,125/49,500
Jason Whited	Instructional Designer	03/05/2012	$4,167/50,004
Kathleen Girelli	Workforce Development Coord. I	03/15/2012	$4,067/48,804
Cynthia Patterson	Director of Financial Services & Purchasin	04/02/2012	$6,833/81,996
Cheryl Rogers	Nursing Faculty	04/02/2012	$5,667/51,003

Reassignments/ Promotions	From	To	Effective	Reason/ Annual
Betty Hatcher	Interim, Dean ofLiberal Arts & University Transfer	Dean, LAUT	04/02/201	Promotion/ $75,000
Constance Swinde	Sr. Admin. Assistant	Office Manager-WFD	04/01/201	Promotion/ $31,020

Resignations/ Terminations/Retirements	Position	Effective	Reason
Madelene Brooks	Director of Financial Services	03/09/2012	Resignation
Julia Hamilton	Coord. Center for Teaching & Learning	03/20/2012	Resignation
Angela Jefferson	Sr. Administrative Assistant	03/29/2012	Resignation
Mark Faithful	Dean, Career Programs	03/30/2012	Resignation
Robert Ericksen	Director, Small Business Center	04/01/2012	Retirement
Andrea Matthews	Accounting Assistant	04/03/2012	Resignation
Caroline Parham-Ramsey	Sociology Faculty	05/12/2012	Retirement
Willard Taylor	Machining & Manufacturing Facullty	05/12/2012	Position eliminated
Samuel Lee	Facilities Maintenance Tech II	1/25/2012	Termination

Annual Recruitment Report 2011-12

Job Title	Date Posted	Applications			Ethnicity/Gender						Hired			
		Applications Submitted	With-drew	Accepted	Minority Male	White Male	Total Male Applicants	Minority Female	White Female	Total Female Applicants	Minority Male	White Male	Minority Female	White Female
Academic Support Specialist, TRiO	7/6/2011	76	6	70	9	6	15	16	39	54	0	0	0	1
Aviation Systems Technology Faculty - Full-time, 9	7/7/2011	7	2	5	1	4	5	0	0	0	0	1	0	0
Basic Skills Assessment & Retention Specialist II	8/17/2011	40	1	39	3	6	9	11	19	30	0	0	0	1
Accounting Assistant - Cashier	8/25/2011	26	5	21	0	1	1	4	16	20	0	0	0	1
Accounting Assistant - Purchasing	8/25/2011	16	4	12	0	3	3	2	7	9	0	0	0	1
Administrative Assistant - Workforce Development	8/25/2011	52	10	42	2	1	3	12	27	39	1	0	0	0
Systems Analyst - 12 Month (failed search)	**8/25/2011**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
Chemistry Faculty - Full-Time	9/6/2011	30	6	24	9	8	17	3	4	7	0	0	0	0
Mathematics Faculty - Full-Time	9/6/2011	31	2	29	4	16	20	2	7	9	0	0	0	1
Dean, Liberal Arts and University Transfer	9/6/2011	81	8	73	13	28	41	12	20	32	0	0	0	1
Career/Transfer Center Coordinator	9/8/2011	60	8	52	3	8	11	16	25	41	0	0	1	0
Coordinator of Campus Life and Student Engagement	9/8/2011	62	2	60	4	11	15	16	29	45	0	0	0	1
Business Faculty (Marketing/Management) - Full-	10/11/2011	84	11	73	12	35	47	13	13	26	0	1	0	0
Machining Technology Faculty - Full-Time	10/11/2011	2	0	2	0	2	2	0	0	0	0	1	0	0
Instructional Designer	11/1/2011	22	2	20	3	7	10	3	7	10	0	1	0	0
Nursing Faculty - 9 Months	11/8/2011	3	0	3	0	0	0	1	2	3	0	0	0	0
Project Coordinator/Success Manager (Grant Funded)	11/8/2011	23	0	23	4	5	9	6	8	14	0	0	1	0
Senior Administrative Assistant - Career Programs	11/8/2011	65	5	60	0	3	3	19	38	57	0	0	1	0
Senior Administrative Assistant - Institutional Effectiveness	11/8/2011	42	2	40	0	1	1	13	26	39	0	0	0	1
Workforce Development Coordinator I - New Bern	11/9/2011	61	5	56	5	9	14	16	26	42	0	0	0	1
Library Assistant - Full-Time	11/11/2011	42	1	38	0	3	3	9	26	35	0	0	0	1
Multimedia Designer (Grant Funded) - Full-Time	11/14/2011	3	0	3	0	0	0	0	3	3	0	0	0	1
Senior Administrative Assistant - Havelock-Cherry	11/17/2011	22	2	20	0	1	1	5	14	19	0	0	0	1
Nursing Faculty - 9 Months (Re-Advertised)	12/5/2011	8	0	8	0	0	0	1	7	8	0	0	0	1

Annual Recruitment Report 2011-12

		Applications			Ethnicity/Gender						Hired			
Job Title	Date Posted	Applications Submitted	With-drew	Accepted	Minority Male	White Male	Total Male Applicants	Minority Female	White Female	Total Female Applicants	Minority Male	White Male	Minority Female	White Female
Director of Public Safety Programs - ON HOLD	**1/6/2012**	**33**	**1**	**32**	**2**	**20**	**22**	**5**	**5**	**10**	**0**	**0**	**0**	**0**
Director of Financial Services & Purchasing	2/21/2012	9	1	8	0	3	3	2	3	5	0	0	1	0
Dean of Career Programs	2/21/2012	68	6	62	7	25	32	14	16	30	0	1	0	0
English for Speakers of Other Languages (ESOL) FAILED SEARCH	2/21/2012	7	0	6	0	2	2	4	3	4	0	0	0	0
Nursing Faculty - 9 Months	3/12/2012	5	0	5	0	0	0	0	5	5	0	0	0	1
Chemistry Faculty - Full-Time	3/12/2012	40	0	35	11	12	23	3	9	12	0	0	0	0
Spanish Faculty - Full-Time **IN PROGRESS**	3/12/2012	57	1	50	6	13	19	7	24	31	0	0	0	0
Director of Distance Learning & Professional Devel	3/14/2012	45	3	42	3	9	12	8	22	30	0	0	0	1
Health Information Technology/Medical Office Admin	3/16/2012	13	2	11	0	0	0	3	8	11	0	0	0	1
Dean of Student Development	3/20/2012	90	2	88	21	24	45	20	23	43	0	0	0	0
Director of Marketing, Communications, & Development- **IN PROGRESS**	3/20/2012	70	4	66	1	25	26	2	38	40	0	0	0	0
Mathematics Faculty - Full-Time (04-12)	4/4/2012	52	2	50	14	18	32	9	9	18	0	0	0	1
Sociology Faculty - Full-Time (04-12)	4/4/2012	54	6	48	8	13	21	7	20	27	0	1	0	0
Accounting Assistant - Cashier -IN PROGRESS	5/9/2012	34	0	32	1	1	2	8	22	30	0	0	0	0
Accounting Assistant - Accounts Payable/Payroll - IN PROGRESS	5/9/2012	40	0	39	0	4	4	8	27	35	0	0	0	0
Totals		**1475**	**110**	**1347**	**146**	**327**	**473**	**280**	**597**	**873**	**1**	**6**	**4**	**17**

CRAVEN
COMMUNITY COLLEGE
New Bern Campus
Military Affairs
Workforce Development

800 College Court
New Bern, NC 28562
252-638-7200

305 Cunningham Blvd.
Havelock, NC 28532
252-444-6005
www.cravencc.edu

MEMORANDUM

To: Layne J. Harpine, Vice President of Havelock-Cherry Point Campus, Military Affairs, and Workforce Development
From: Nina Taylor, Program Auditor/Records Specialist
Date: 6/12/12
Re: Accountability/Credibility Policy Report for Spring 2012

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 Spring 2012 of class visits made to classes under the responsibility of the Vice President of Havelock-Cherry Point Campus, Military Affairs, and Workforce Development:

Spring 2012

Classes meeting off campus criteria	162	
Classes visited by supervisor	150	93%
Senior visited	18	11%
Classes meeting on campus criteria	104	
Classes visited by supervisor	85	82%

***Policy Criteria Met**

Nina Taylor
Program Auditor/Records Specialist

June 12, 2012
Date

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

6/14/12
Date

Section IV

2011-2012 Curriculum Program Review Snapshot

Program	Strengths	Recommendations
Associate of Fine Arts (64 students coded)	Elizabeth Spencer and Philip Evancho are passionate, talented, committed, and resourceful faculty members. The program has exceptional community outreach. There is strong student engagement in each program.	Develop and implement strategies that increase program retention and completion rates. Facilities need to be updated to accommodate learning needs and expansion of art programming. Prioritize enrollment of program students in the various classes. Develop a comprehensive recruitment and marketing plan. Expand 2+2 opportunities with 4-year institutions. Develop a comprehensive expansion plan that can be accomplished in phases. Pursue grant opportunities. Develop an equipment replacement plan. Create a database to track students who leave the program. Create an advisory committee.
Aviation (102 students coded)	Lee Ashburn does a great job as the program director. The program has strong faculty and an excellent reputation. The program is a unique offering and has the largest fleet of training aircraft in the southeast. Facilities are state-of-the-art. Outreach to national employment/training opportunities is strong. The scholarship program for the licensure expenses is an asset. Partnerships with WFD and the military are strong. The program is very responsive to meeting the needs of students and area employers.	Develop a comprehensive recruitment and marketing plan to address declining enrollment. Develop a replacement plan for facility and equipment needs. Expand the advisory committee to include regional and national representatives. Continue to work with students to recognize and seek external job opportunities (outside FRC-East). Increase Supplemental Instruction opportunities for students. Expand transfer opportunities. Aggressively research global opportunities for collaboration and job opportunities.
Medical Assisting (141 students coded)	Karen Thomas is a strong advocate for the program and she and Tyrone Jones operate well as a team. The team does a great job of program planning and making continuous improvements. The externship is a strong asset to the program. Requiring the students to take the licensing exam is another positive aspect of the program. Having a cohort makes for a strong program. The program works hard a providing intervention with remediation.	Work with other areas of the college to coordinate service learning initiatives. Work on increasing the number of tablets computers available for students to use. Explore options in Havelock for a new program and also 2+2 opportunitites. Work closely with HIT and MOA to create a pipeline of opportunities for students. Develop a comprehensive recruitment and marketing plan. Explore the viability of adding a second cohort next year.
Welding (52 students coded)	Eric Braddy is a champion for the program and is very engaged with his students. The program is constantly working to improve the equipment and facilities. The program has a good relationship with local businesses and schools.	Work with area high schools to create seamless pathways and to better market the program. Collaborate with the Advanced Manufacturing Grant Initiative. Develop a comprehensive recruitment and marketing plan. Develop a proposal for the AWS Testing Facility (getting one or two bays up to specifications). Explore funding this through the development of a regional consortium. Explore the opportunitiy of offering a certificate program on-site at WCHS. Do a needs assessment of students and local employers to determine if the College should expland to an AAS degree. Develop a replacement plan for facility and equipment needs. Look into grants to accomplish this.
Computer-Integrated Machining Technology (65 students coded)	Tim Best is a champion for the program. The state-of-the-art equipment is a great asset to the program. The advisory committee is engaged and active. The faculty and department chair do a good job with outreach and planning. There seems to be a great deal of job opportunities in the region for graduates.	Develop a comprehensive recruitment and marketing plan to address declining enrollment. Collaborate with the Advanced Manufacturing Grant Initiative. Develop a replacement plan for facility and equipment needs. Pursue grants. Promote the program through high school teachers, the website and the Pathways to Success. Allow students to take hands-on courses alongside their development coursework to retain them. A follow-up review of this program should be conducted in 2 years in light of FRC-East's workforce reduction and the impact it has on program enrollment.

Enhancement - No major issues were identified; recommendations would enhance the program

Improvement - Some concerns were identified; improvements are required

Discontinue - Serious concerns were raised; program should be discontinued

Department of Research, Evaluation, Assessment and Planning Update
June 18, 2012

SACS notifications

- In an effort to bring the College into compliance with several SACS requirements, the Department of Research, Evaluation, Assessment and Planning conducted a comprehensive internal audit where we examined: 1) the percentage of program credits that students could receive at all off-campus sites (Havelock, Cherry Point, West Craven High School, New Bern High School, and Havelock High School); 2) the number of programs where 25% or more of an approved program was offered via distance learning; and 3) the certificate and diploma offerings to determine their efficacy and to increase their academic rigor. Craven Community College sent SACS a letter on April 4, 2012 informing them of the internal audit findings. The largest deficiency identified was the lack of notification of online offerings. Each time a new course is converted from a seated course to an online course the percentage of programs available online changes and SACS requires notification after a program exceeds 25% and 50% online. Using a cumulative percentage methodology CCC currently has 38 programs (certificates, diplomas or degrees) that can be earned completely online. An additional 42 programs have between 50% and 99% of their offerings available in a 100% online format. SACS had not been notified of any of these changes to our online offerings. The Department of Research, Evaluation, Assessment and Planning has developed a database to track the cumulative online course offerings in order to inform SACS in a timelier manner and the conversion of courses are now required to be approved through the Curriculum and Policy Committee. In light of these compliance issues, the College developed Board Policy 4.13 – SACS Substantive Change Policy which was approved at the January 24, 2012 meeting of the Board. This policy was sent to SACS in an effort to ensure future compliance. The College has not yet heard back from the Commission regarding these admissions of non-compliance.
- On April 20, 2012 SACS clarified that the Career and College Promise articulation agreement with Craven County Schools allows for no more than 49% of a ***certificate*** in the Career and Technical Education Pathway to be articulated from the high schools. If at any time in the future the College articulates 50% or more of a program's credits at an off-campus instructional site such as a high school, SACS policies require six months prior notification and a prospectus for review. The importance of this statement is that the College must plan at least six months in advance for expansion of any on-site classes at the high schools so that SACS receives proper notification and review. The Department of Research, Evaluation, Assessment and Planning has developed a database to track the cumulative course offerings at each off-campus location.
- The April 20, 2012 letter from SACS also accepted notification of the Instructional Service Agreement for Hospitality Management between Carteret Community College and Craven Community College with the caveat that to receive a Hospitality Management A.A.S. degree from Carteret Community College, students must complete at least 25% of the coursework applied to the degree at Carteret Community College.
- The College is still waiting to hear from SACS regarding the substantive change prospectus for the new Sustainable Agriculture program (A15410).

Other relevant information

- On May 18, 2012 the State Board of Community Colleges approved the new Sustainable Agriculture program.

- The 2011 Performance Measure Summary is shown below. Note that the first measure was not included this year due to System-Wide reporting issues. Thus, Craven Community College met 6 out of 7 of the performance measures. Last year our transfer student performance measure was at 93% and this year it dropped significantly to 80%. On a more positive note, last year we were deficient in the passing rates of students in development courses (74%) and this year we increased to 79%. In addition, our persistence rates (curriculum retention, graduation and transfer) went from 66% to 69% which is above the System Average.

Performance Measure	**Standard**	**System Average**	**Craven CC**	**Met**
Progress of Basic Skills Students (composite measure)	-	-	-	
Passing Rates on Licensure/Certification Examinations (aggregate score)	80%	87%	92%	✓
Performance of College Transfer Students	83%	88%	80%	X
Passing Rates in Developmental Courses	75%	80%	79%	✓
Success Rate of Developmental Students in Subsequent College Courses	80%	87%	85%	✓
Student Satisfaction of Completers and Non-Completers	90%	96%	91%	✓
Curriculum Student Retention, Graduation and Transfer	65%	67%	69%	✓
Client Satisfaction with Customized Training	90%	95%	99%	✓

Grants Activity Report- May 2012

Project	Project Director	Funder	Funds Awarded	Fiscal Year Award	Fiscal Year Balance	Period	Usage	Comments
Grants Funded and in Progress								
Carl D. Perkins	D. Tyndall R. Meadows	NCCCS	$42,000.00	$42,000.00	$24,112.87	7/1/2010-6/30/2012	substitute pay, travel, materials, supplies, contracted services, profess. develop.	Partner: Pamlico CC award 20000 (balance $1,091.27)
Comprehensive Family Family Literacy Project	Z. Blakely	NCCCS	$60,000.00	$60,000.00	$42,000.00	7/1/2011-6/30/2012		incumbrance is 24,000
ASPIRE III	G .Kramer	NCCCS	$14,900.00	$14,900.00	$8,000.00	08/2011-06/30/2012	profiles, events, workshops, travel, testing assistance staff, Career Readiness Certification	there is always a reserve since funds are given as needed, it is reimbursable and no deadline to be spent.
Student Support Services(SSS)	D. Minus L.Johnson	US DEPT of ED (Federal TRIO)	$1,091,060.00	$211,447.00	98,564.50	09/10-08/15 (5 year span)	program coordinator salary, travel, supplies, equipment	TRIO programs budget reduced by 3%
NC Military Business Center	B. Ericksen	NCCCS	$32,500.00	$32,500.00	$13,265.19	07/1/11-06/30/2012	manager salary, travel	funds will be reverted due admin. Assist resign in January
Robotics and Welding	E. Foster	Golden LEAF	$147,476.00	$147,476.00	$147,476.00	9/15/2011-9/14/2012	robotics equipment	equipment p.o. in the cue
NCAMA	J. Millard W. Walker-Fox	Dept. of Labor	$1,627,262.00	$1,086,709.00	$877,589.28	01/01/12-06/30/2015 (3yr)	Total for state 18.8 million	funds will roll over from year one
Health Science Bootcamp		NCCCS	$10,120.00	$10,120.00	$10,120.00	11/18/2011-6/30/2012		
WIA- Career Readiness Certification Grant	G.Kramer	NCCCS	$2,140.00	$2,140.00	$490.00	9/1/2011-06/30/2012	funding for dislocated workers to take CRC testing	
Virtual Machines (VM)	B. Waugh	NSF-Advanced Tech Education Program	$31,725.00	$9,104.00	$6,853.75	6/30/2011-5/31/14 (3 year)	Personnel, equipment, supplies	collaboration with Durham Tech as lead total award $199,458,one time roll over for yr one
NC Space Grant	T. McGhee D. Carpenetti	NCCCS	$3,758.00	$3,758.00	$2,325.00	5/30/2012 (end of cycle)	Science Outreach Day and Chemistry Saturdays	
C-STEP	B. Hatcher	Jack Kent Cooke Foundation	$10,000.00	$10,000.00	$6,600.00	6/30/2012 (end of cycle)	Partnership with UNC Chapel Hill C-STEP Program	
WorkReady CRC	G. Kramer	Eastern Region WorkReady Communities	$3,300.00			4/18/2012	employer seminars and funding for CRC testing	
Developmental Ed. Reading/English	B. Hatcher	NCCCS	$3,500.00	$3,500.00	$520.23	1/20/2012-6/30/2012		Karen Nelson is the faculty recipient
		TOTAL	$3,079,741.00	$1,633,654.00	$1,237,916.82			
Grant Proposals Submitted			***Funds requested***					

Scholars in Engineering and Science (SEAS)	T. McGhee J. Fegley	National Science Foundation	$460,036.00				Scholarships for 2+2 Engineering and Science Education students	
Sustainable Agriculture	J. Fegley	USDA	$136,500.00				start up costs for sustainable agriculture program 30% of funding allocated for Craven County Public Schools Agriculture Program	
Sustainability Across the Curriculum	C. Seymour	NEA Foundation	$3,876.00				Professional Development for Faculty to incorporate sustainability into class curriculum	Notification Sept. 15
SeedNC	D. Tyndall	Dept. of Labor	$499,931.00				Industry specific curriculum to assist individuals with skills & resources to start their own business. CCC's focus is home health care, early childhood ed & manufacturing	Collaboration with 7 NC community colleges and NCSU. The lead institution is Fayetteville Tech. Submitted MAY 23, 2012
Biotechnology Curriculum Expansion	J. Cofield S. Jones	Educational Enhancement Grant	$15,132.00				Biotech lab equipment & materials to perform PCR & DNA restriction enzymes digestion	Letter of Inquiry submitted
Future Grant Proposals								
Veterans Upward Bound	W. Calabrese	Dept. of Ed	$250,000.00				Supports projects designed to prepare, motivate and assist military veterans in the development of academic skills for success in higher ed	RFP projected for July
WIA: Adult & Dislocated Worker	TBA	Dept. of Labor	$338,000.00				access to training resources, Joblink/one-Stop Center 12 month grant cycle	Projected RFP December 2012
Susan Harwood Training Grant	TBA	Dept. of Labor/OSHA	$170,000.00				Provide workforce safety and training for employers and workers. FRC East interested in collaborating. 12 month grant cycle	Projected RFP February 2013

CCC Facilities Usage Report

4th Qt. 2012

Date of report: June, 2012

EXTERNAL USERS OF FACILITIES

Name of Organization	Date of Use	Sent	Re - Ceived	Signed by VPF	Type of Business	Facility	Fees	Date Fees Received
First Citizens Bank	4/25/12	3/26/12	4/10/12	4/12/12	Profit	AMC 102	$487.50	5/3/2012
Kiddie Kollege Learning Center	6/5/12	3/26/12	3/26/12	3/28/12	Profit	Orringer	$195.00	3/26/2012
Mac Users Group	4/18/12	3/29/12	4/4/12	4/4/12	Non-profit	Perdue 123	Waived	
Mac Users Group	5/16/12	3/29/12	4/4/12	????	Non-profit	Perdue 123	Waived	
BSH Home Appliances	6/7/12	4/3/12	6/4/12	6/4/12	BLC	AMC 102	waived	
New Bern Soccer Association	9/1/12	4/27/12			Nonprofit	Perdue 149	$87.50	
NC State Highway Patrol	Jun 25-26	5/2/12	6/18/12	6/18/12	Gov.	BIT 108	free	
NC Retirement Systems/DeVane	7/10/12	5/4/12	5/12/12	5/14/12	Gov.	Orring. Aud	free	
Childcare Network Graduation	5/24/12	5/4/12	5/21/12	5/24/12	Profit	Orring. Aud	$260.00	5/21/2012
Community of Excellence	8/18/12	5/22/12	5/31/12	6/4/12	Nonprofit	Orring Aud	waived(CC)	
NC Dept/Sec. State/Tom Morgan	6/21/12	5/22/12	6/14/12	6/18/12	Gov.	OrringAud	free	
NC Retirement Systems/L. Halisky	7/11/12	5/23/12	5/30/12	6/4/12	Gov.	Perdue 123	free	
			TOTAL FEES				$877.50	

Fees are waiv	Business Leadership Circle)
(BLC)	Business Leadership Circle)
(Gov.)	Government
(Edu)	Education
(Nprofit)	Non-profit business fees are lower than for (Profit) profit business fees.
Profit	

File

Craven County

1712

Administration Building
406 Craven Street
New Bern, NC 28560
Fax 252-637-0526
manager@cravencounty.com

Commissioners 252-636-6601
Manager 252-636-6600
Finance 252-636-6603
Human Resources 252-636-6602

June 13, 2012

RECEIVED
JUN 14 2012
By______

Dr. Catherine Chew President
Craven Community College
Post Office Box 885
New Bern, North Carolina 28562

Dear Dr. Chew:

On June 13, 2012, the Craven County Board of Commissioners adopted the budget for Fiscal Year 2012-2013. The following amounts were appropriated for **Craven Community College**:

Current Expense	**$3,455,130.00**
Capital Outlay	**$ 300,000.00**
Interest-Community College	**$ 30,679.00**
Principal – Community College	**$ 113,200.00**
Total	**$3,899,009.00**

The Current Expense and Capital Outlay funds will be distributed to you in twelve (12) equal monthly installments.

Craven County will pay the debt service.

We look forward to working with you in this next fiscal year. If you have any questions, please call Rick Hemphill or me.

Sincerely,

Jack B. Veit III

Jack B. Veit III.
Craven County Manager

JBV:ajn

xc: Richard F. Hemphill

Craven Community College Board of Trustees
Roles and Responsibilities

In order to effectively evaluate its own performance, the Board needs to have agreement on its more significant roles and responsibilities. While the responsibilities of the Board are articulated in several places, the more strategic responsibilities against which performance can be measured fall into seven categories.

Trustee Roles and Responsibilities

1) **Establish the broad-based policies that govern the operations of the College.** The emphasis here is on "broad-based" policy development, not detailed policies and procedures that the CEO and staff should author and implement. While many decisions regarding the mission statement and policies will result from an effective Board-President partnership, it is vital for the Board to maintain its focus on discussing and communicating to the President the values and important viewpoints that will guide the College.
2) **See that a long-range, strategic plan for the College is in place**. The College should have a plan (typically looking out 3 to 5 years) outlining what the College intends to be in the future and how it will get there.
3) **Select, hire and evaluate the President of the College, and delegate to the President the responsibility and authority to develop and implement operating plans and budgets consistent with the strategic plan**. While it may be tempting to the Board to spend time with staff as a way of staying in touch, it is the President who is accountable for creating and nurturing a healthy and supportive environment. The key to a successful Board-President relationship is a clear delineation of Board and staff roles. When clarity exists, there is little reason for the Board to be delving into the details of the College's daily routines.
4) **Accept full responsibility for the financial well-being of the College**. While it's easy for the Board to take its legal obligations seriously, it also must be concerned about the longer term financial well-being of the College. While much of the funding is handled by the staff and the Foundation, the Board needs to make sure that proper resources are in place to ensure the continuing financial viability of the College, and to assist in funding development where possible.
5) **Develop and maintain communication links and beneficial relationships with various community organizations, funders, officials, and other stakeholders in the College's success**. Board members are in an advantageous position in the community that can be used to strategically foster important ties to key groups and individuals. Community connections need to be a key focus for the Trustees.
6) **Ensure evaluation of progress against plan on an ongoing basis**. The Board, in conjunction with the President, needs to set up a series of measurements against which progress against plan can be periodically reported. The Board also needs to set up its own measurements for Role #7 (see below).
7) **Provide for the continuous self-evaluation and renewal of the board itself.** The Board needs to develop and implement on a regular basis a tool for evaluating its own performance. Based on this evaluation, Board improvement plans should be implemented.

SELF EVALUATION INSTRUMENT
BOARD OF TRUSTEES
CRAVEN COMMUNITY COLLEGE

Month & Year

INSTRUCTIONS: Check the appropriate selection according to the following scale and provide additional comments.

RATING SCALE: 4 = Agree-this is a strength of ours 3 = Agree-we do a good job of this
N= I don't know 2 = Agree-but we need to improve 1 = this item needs immediate attention

1. The Mission Statement is clear to the Board and the staff.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
2. The Board fully understands its roles and responsibilities.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
3. The entire Board is involved in the decision-making of the Board.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
4. Members support Board policy and actions to the public and staff.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
5. A climate of mutual trust and respect exists between the Board and the President.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
6. Differences of opinion are voiced and discussed in a welcoming atmosphere.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
7. The Board has an effective process for evaluating the President annually.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
8. The Board has a clear set of goals and measures progress against them.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
9. The Board is kept informed about the issues important to the College	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
10. The Board understands the differences between its responsibilities and those of the staff.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
11. Board members understand the College's budgets and financial reports.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
12. An annual effective self-evaluation and developmental process is in place for the Board.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
13. The Board committees are well organized and effective.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
14. Regular and timely reports are received on all matters important to the Board.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
15. Each member of the Board feels involved and interested in the Board's work.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N

16. The Board effectively represents the College to the community.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
17. All necessary skills, stakeholders and diversity are represented on the Board.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
18. The Board and staff have a sense of future and know where they want to be in three years.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
19. All Board members make a financial contribution to the College and/or support other aspects of fund raising.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
20. The relationship between the Board and the staff is positive.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
21. The Board takes full advantage of the skills and experience of its members.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
22. The by-laws of the Board are current and appropriate.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
23. The current concept of working committees is effective and productive.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
24. Sufficient orientation and training is provided to new Board members.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
25. Meeting agenda items contain sufficient background information and recommendations for proper Board preparations.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N
26. I am satisfied with the College, the Board and my role in it.	❑ 4 ❑ 3 ❑ 2 ❑ 1 ❑ N

COMMENTS:	(Please clarify any responses and make any suggestions you have for Board improvement.)

Signature Date

Section V

Craven Community College
Quarterly Snapshot – July 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

Summer 2012 Curriculum Enrollment	Headcount = 1222	FTE = 274 (as of 06/18/12)
Summer 2011 Curriculum Enrollment	Headcount = 1690	FTE = 445 (end of term data)

Learning & Student Success

- Physical Therapy Assistant Program received the highest accreditation rating from the Commission on Accreditation in Physical Therapy Education (CAPTE).
- Dynamic, new marketing materials for all areas of the College are in the final stages of development.
- New programs on the horizon in Sustainable Agriculture and Honors.
- Numerous faculty searches have been conducted in the areas of Chemistry, Math, Sociology, Spanish, etc. and several important administrative positions are near completion including Dean of Career Programs, Dean of Student Development, Director of Distance Learning and Professional Development and Director of Marketing, Communications and Development Liaison; all newcomers will be on board by August 15st.
- Academic Excellence Award winner, Rachel Wheeler, was honored along with representatives of the state's other 57 colleges at the "Great Within the 58" Ceremony in Raleigh.
- Trio program graduated 46 students with an associate's degree and/or diploma in spring 2012.
- Career/Transfer Services partnered with the Employment Security Commission to host the Twin Rivers Career Fair on May 1st; 27 employers were present and 250 participants attended.

Havelock-Cherry Point, Military Affairs & Workforce Development

- *Boots on the Ground* initiative has resulted in visits and surveys with 150 businesses-to-date; very positive outcomes i.e., local business of Cieszko Construction in Havelock had no idea what the college had to offer sent personnel out of town to get required OSHA and HAZ certification; we will be do training in 5 areas for a total of $15K in contracted services.
- New offering created within the EMS program entitled Tactical Combat Casualty Care; designed for military medics, corps men/women and para-rescue men/women who are preparing to deploy in support of combat operations; Craven will be one of only a few in NC to offer this program.
- Barbering program Open House and Orientation was held on May 7th in the Community Room with 40+ individuals interested in enrollment in the program; the first module of a 1600 hour licensing program began the first of June at full capacity with 15 students; a waiting list exists for the next session.
- Met with WalMart's Corporate Regional Market Manager to share information about Workforce Development training programs and to discuss immediate openings for students in the trades programs; Foundation donations, scholarships, co-ops, immediate student placements, and on-site customized programs were topics of discussion for future partnership opportunities.

Administrative Services

- Obtained a $300,000 Capital Improvement Account and began renovations on Brock 2nd floor--completion date is 2nd week in August.
- Facilities renovations (paint/carpet) completed this summer include faculty suites in Orringer and Student Center.
- Video Camera/Surveillance system is currently being installed on both campuses and should be fully functional by 2nd week in July

Craven Community College
Quarterly Snapshot – July 2012

Continued

Foundation

- The Foundation hosted a Convocation lunch for faculty and staff; over 200 staff participants and several Trustees.
- The Lifetime Learning Center showed its last film of the Explorations series, "The Grandfather" (estimated that 300 people attended between the two showings) and took its final Broadway trip of the season to see "Westside Story" (34 participants). The Lifetime Learning Center and Public Radio East completed a successful international trip on the Danube with 12 travelers. The last week of June the LLC will be taking 32 participants on a regional trip to Asheville.
- Cultivation of potential BLC members and donor prospects is being actively pursued. The Foundation recently received a commitment from Jon (Retired President from ENC Freedom Communication) & Karen Segal to transfer $10,500 from the D.R. Segal Memorial Scholarship Fund from the Orange County CA Community Foundation to the CCC-Foundation.
- The Foundation is in the beginning stages of developing an alumni program. Initial steps were taken with the 2012 graduating class during rehearsal when they were asked to complete a survey; approximately 90 alumni were entered into the database.

Outreach Efforts *(sampling)*

June 2012

- Military Partnership Opportunities Meeting *(C. Chew, L. Harpine, S. Gifford, N. Kellum, R. Leggett, H. Overholt)*
- NCCC Foundation Celebration of Life for Margaret Stencil *(C. Chew, S. Gifford)*
- Military Affairs Briefing & Update with FRC-E@ Cherry Point *(C. Chew, L. Harpine, L. Ashburn)*

May 2012

- Climbers Club check presentation (C. Chew, *S. Gifford)*
- Barber Program Open House *(C. Chew, L. Harpine, M. Best)*
- Salute to the Veterans Banquet *(C. Chew, L. Harpine, J. Brown, W. Calabrese, S. King, R. Hughes, R. Husson, N. Sanders-Cobb)*
- Nurse Pinning Ceremony *(M. Fraser-Molina)*
- CCC-Foundation Luncheons-3 *(C. Chew, S. Gifford)*
- New Bern Chamber Reverse Drawing *(C. Chew)*
- Boy Scouts Distinguished Citizen Award *(C. Chew, S. Gifford, V. Moseley-Jones)*

April 2012

- Presentation at the AACC Conference-Orlando *(C. Chew)*

Section VI

Athletic Update for Board of Trustees
Quarterly Meeting - July 17, 2012

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

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

Status Report on Assessing Fundraising Abilities *(Lind Hartsell & Suzanne Gifford)*

- SG will present "Athletics" to the Executive Committee and Foundation Board to assess interest
- LH says that Booster Clubs are not common to community colleges (differs from university)
- LH expressed ideas for fund raising events (Golf Tournament, Gong Show, Walking Club)
- Status report with Chew, Minus, Hartsell and Gifford at the end of August on the success of individual cultivation efforts/interest

Status Report on Grant Sources for Athletic Programming

- See attached memo from Monica Minus (grant writer)

Status Report on Funding of Athletic Programs at PCC and LCC *(Page Varnell)*

- See attached research on PCC and LCC funding and administrative code information

Status Report on Student Activity Fees 2012-13 *(Page Varnell)*

- Estimated Fees for 2012-13 = 200,000 (25% = $50,000)

Athletics Research: Pitt Community College and Lenoir Community College *(Presented July 2012)*

<u>Pitt Community College</u> (2011-12 FTE = 7859)

Approximately 80% of the athletic program's budget at Pitt comes from the student activity fee fund. Approximately 50% of the activity fee is devoted to the athletic program. Other sources of funds include the foundation, gate receipts, sale of clothing at games and the Booster Club. Pitt's FTE for 2011-2012 was 7,859 for curriculum students. Pitt's activity fee is $21 Fall & Spring semester, and $15 during the summer semester.

Type of Coach	# of Coaches	# of Games 2011-2012
Softball Coaches	3	50
Baseball Coaches	2	58
Basketball Coaches	1	36
Volleyball Coaches	2	39

- Pitt has a baseball field. The building adjacent to this field was provided by the foundation
- Pitt has a gymnasium
- Pitt Community College has an active Spirit club (cheerleaders) and Bulldog Booster Club
- Athletic director works in student services as a recruiter/student activities coordinator full-time. His salary is split-coded to between state funds and Student Activity Fees
- Part-time coaches are used

<u>Lenoir Community College</u> (2011-12 FTE = 4321)

Approximately 50% of the activity fee is devoted to the athletic program. Additional monies are obtained from the foundation. It was discussed with their CFO that "one major difficulty with an athletic program is skyrocketing insurance costs. In 2006, it was estimated that insurance costs were $8,000 whereas today it is over $27,000". At one point Lenoir took out a catastrophic insurance policy which had a cheaper rate initially, but went right up after the first year. Lenoir's FTE for 2011-2012 was 4321 for curriculum students. Activity fee is based on credit hours taken up to a $32 semester maximum.

Type of Coach	# of Coaches	# of Games 2011-2012
Baseball Coaches	3	39
Basketball Coaches	2	57
Volleyball Coaches	1	21

- 1800 Seat Gymnasium
- Locker room facilities
- Weight Room/Gymnastic rooms
- Baseball fields
- Athletic director and Assistant Athletic director salary is split-coded to between state funds and Student Activity Fees.

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1. ***It should be noted that obtaining information was difficult. One CFO stated "athletics is such a 'hot topic' and I am concerned that whatever is said may come back to 'bite me'".***
2. *"Consistent with 23 NCAC 02C .0110(c), Section 8.10 of S.L. 2011-145 amends G.S. 115D-42.1 to clarify that **no** State funds, student tuition receipts, or student financial aid funds shall be used to create, support, maintain, or operate an intercollegiate athletics program at a community college"*

CRAVEN COMMUNITY COLLEGE

MEMO

TO: Dr. Catherine Chew, President

FROM: Monica P. Minus, Grant Writer

DATE March 5, 2012

RE: Athletic Program Grant Sources

The grant opportunities available for athletic program expansion are limited to public school systems serving kindergarten through 12^{th} grade. However, one opportunity may be through The Leon Levine Foundation located in North Carolina. In 2009, this foundation gave $2 million to Queens University of Charlotte for a state-of–the-art center for wellness, recreational activities and indoor varsity athletics.

The Board of Directors does not accept unsolicited proposals for funding. If there is an interest in requesting funding then a letter of inquiry must be submitted to gain an invitation to submit a formal proposal.

Section XI

Calendar of Events
For July 2012-July 2013

DATE	EVENT	LOCATION
July 17, 2012	Summer Board Meeting	Ward Boardroom @ 7:00 pm; Dinner @ 6:00 pm in Student Center room 115
September 5-7, 2012	NCACCT Fall Leadership Seminar	Asheville, NC
September 17, 2012	Finance Committee Personnel Committee	Ward Boardroom @ 5:30 pm Ward Boardroom @ 6:30 pm
September 18, 2012	Facilities Committee Acad & Student Affairs Committee	Ward Boardroom @ 4:30 pm Ward Boardroom @ 5:30 pm
October 10-13, 2012	ACCT Leadership Congress	Boston, MA
October 16, 2012	Fall Board Meeting	Ward Boardroom @ 7:00 pm; Dinner @ 6:00 pm in Student Center room 115
December 10, 2012	Finance Committee Personnel Committee	Ward Boardroom @ 5:30 pm Ward Boardroom @ 6:30 pm
December 11, 2012	Facilities Committee Acad & Student Affairs Committee	Ward Boardroom @ 4:30 pm Ward Boardroom @ 5:30 pm
**January 18, 2013	Annual Retreat and Winter Board Meeting	Location TBA, Day long event
March 11, 2013	Finance Committee Personnel Committee	Ward Boardroom @ 5:30 pm Ward Boardroom @ 6:30 pm
March 12, 2013	Facilities Committee Acad & Student Affairs Committee	Ward Boardroom @ 4:30 pm Ward Boardroom @ 5:30 pm
April 9, 2013	Spring Board Meeting	Ward Boardroom @ 7:00 pm; Dinner @ 6:00 pm in Student Center room 115
June 17, 2013	Finance Committee Personnel Committee	Ward Boardroom @ 5:30 pm Ward Boardroom @ 6:30 pm
June 18, 2013	Facilities Committee Acad & Student Affairs Committee	Ward Boardroom @ 4:30 pm Ward Boardroom @ 5:30 pm
July 16, 2013	Summer Board Meeting	TBD

CRAVEN
COMMUNITY COLLEGE
Foundation

www.cravencc.edu

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New Bern, NC 28562
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a non-profit organization
Federal Tax ID # 59-1718436

July 17, 2012

Craven Community College Board of Trustees,

The Craven Community College Foundation Executive Committee met on June 12, 2012 and voted unanimously to recommend the following individuals to serve on the Foundation Board. Subsequently, the full Board was queried online (email vote) as recently established by Foundation bylaws. All responding members voted unanimously to approve the candidates.

- Scott Chase
- Cresswell Elmore
- Nancy Stallings

A short biography of the proposed members is attached for your review.

In accordance with the Foundation Bylaws, these individuals must be ratified by the Craven Community College Board of Trustees. I hereby respectfully submit these names and request approval by the Craven Community College Board of Trustees.

With Best Regards,

Suzanne F. Gifford
Executive Director

Jonathan "Scott" Chase, AICP
100 Inge Court
New Bern, NC 28562
910-470-6025
jscottchase@alumni.ecu.edu

Mr. Chase has served as the Director of Planning & Inspections for the City of Havelock since 2006. Previously, he held planning positions in Burgaw, Carolina Beach and Goldsboro. From 1999 to 2002, Scott was director of the Wayne County Museum in Goldsboro. Scott also has private sector experience managing land use designs and permitting for various development projects. He holds a Bachelor's degree from East Carolina University and earned a Level 2 Building Code Enforcement certification at Carteret Community College. Scott is professionally affiliated with the Military Growth Task Force, the Super 70 Highway Commission and the Down East Rural Planning Organization. In 2005, Scott was nominated as Public Servant of the Year by the NC American Society for Public Administration.

Cresswell Elmore
120 Allen Drive
New Bern, NC 28562
571-431-9980
celmore3@suddenlink.net

A South Carolina native, Mr. Elmore moved to the "Big Apple" following high school graduation and there earned his aircraft & power plant (A&P) mechanic's certification and flight engineer rating from Queens College and New York University. This background led him to a 22- year career in aviation including four years in the U.S. Army. Cresswell recently retired as vice president of the logistics group at General Dynamics Information Technology where he managed a staff of 500+ employees. His primary role was the provision of acquisition support necessary to sustain and maintain operations required for the Navy's fleet of aircraft. Today Cresswell is the president of Elmore, LLC, a New Bern consulting firm. He is a hands-on, people-person who enjoys meeting and greeting employees and passing on his experience at the grass-roots level. "The fact that I have seen changes in this industry from the bottom-up allows me to draw upon the previous work to help younger employees better understand the profession," he said.

Nancy Richardson Stallings
20 Batts Hill Road
New Bern, NC 28562
252-633-5923
nancystallings@coldwellbankerhomes.com

Ms. Stallings is a successful real estate agent with Coldwell Banker Willis-Smith. Her previous professional experiences include Global TransPark Foundation, Craven and Pamlico Counties (Transportation Consultant), Eastern Aviation Fuels and NC DOT. Nancy is a native of Asheboro, NC and studied at UNC-Wilmington, NC State and UNC-Charlotte where she received a Bachelor's degree in 1970. She has sat on numerous boards including the ECU Board of Visitors, NC Arts Advocates Board, Lenoir County Airport Commission, NC Global TransPark Authority, UNC-Wilmington Board of Trustees and currently, the North Carolina Battleship Commission. Nancy is a two-time recipient of the "Order of the Long Leaf Pine" (1979 and 1992).