

AGENDA

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
SUMMER BUSINESS MEETING – JUNE 22, 2015
6:00 PM – Dinner in Naumann Community Room
7:00 PM – Meeting in Ward Boardroom, Brock Building, New Bern Campus**

- I. Call to Order *Kevin Roberts, Chair*
- II. Roll Call *Catherine Chew, Secretary*
 - A. Agenda Review/Conflict of Interest Declaration *Kevin Roberts, Chair*
 - B. Public Comment
- III. Consent Agenda (*motion*) *Kevin Roberts, Chair*
 - A. Approval of Board of Trustees Meeting Minutes (April 21, 2015)
 - B. Approval of Special Called Board of Trustees Meeting Minutes
April 27, 2015; May 1, 2015; May 4, 2015; May 7, 2015; May 18, 2015;
May 26, 2015
 - C. Approval of Committee Meeting Minutes
 - a. Finance Committee Meeting (June 1, 2015)
 - b. Personnel Committee Meeting (June 1, 2015)
 - c. Academic and Student Affairs Committee Meeting (June 8, 2015)
 - d. CANCELED: Facilities Committee Meeting (June 8, 2015)
- IV. Marketing Perception Study *Deborah Kania*
- V. Academic Affairs 2015 Program Review (*info*) *Daryl Minus*
- VI. Nominating Committee Recommendations 2015-2016 (*motion*) *Earline Sills Williams*
- VII. Reports
 - A. Chair *Kevin Roberts, Chair*
 - B. President *Catherine Chew, President*
 - C. Attorney *David Ward*
- VIII. Personnel Matters {G.S. 143-318.11(a)(6)}
- IX. Unfinished Business *Kevin Roberts, Chair*
 - A. Summary of Board's Self-Evaluation
 - B. Review of Board's Goals for 2015-2016
 - C. Acceptance of 2015-2016 Board and Committee Meetings Schedule
- X. Adjournment

Strategic Plan – Many Voices One Vision: Craven 2017
Goal #1: Teaching & Learning in the 21st Century
Goal#2: Partnerships & Programs in a Diverse Community
Goal #3: Resources & Development in a Global Community

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 Bylaws and 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 1, 2015, at 4:00 p.m.; and
- The Personnel Committee will meet on:
Monday, June 1, 2015, at 5:00 p.m.; and
- The Facilities Committee will NOT meet this quarter; and
- The Academic & Student Affairs Committee will meet on:
Monday, June 8, 2015, at 5:00 p.m.

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

Board of Trustees Meeting:

The regular Summer meeting of the Craven Community College Board of Trustees will take place on Monday, June 22, 2015, at 7:00 p.m. in *the Ward Boardroom, of the Brock Administration Building, located on the New Bern Campus of Craven Community College.*

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

This Notice is published on May 26, 2015, pursuant to directions by the Chair of the Board of Trustees.

Date posted: May 26, 2015

Place posted: Ward Boardroom door, Brock Administration Building

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPRING MEETING
APRIL 21, 2015

The Craven Community College Board of Trustees held its spring meeting on Tuesday, April 21, 2015 in the Ward Boardroom of the Brock Administration Building on the New Bern campus of Craven Community College with Board Chairman Kevin Roberts presiding. The business meeting was called to order at 6:00 pm.

Roll Call

Dr. Catherine Chew called the roll.

Members present were: Mr. Gary Baldree, Ms. Jennifer Dacey (6:10 pm), Mr. Ron Knight, Ms. Rosanne Leahy, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mayor Chuck Tyson (6:40 pm), Ms. Earline Sills Williams (6:10 pm), Ms. Brenda Wilson, Mr. Bill Taylor, Mr. Jon Segal and Ms. Alison Grose.

Members absent were: Judge Ken Crow

Others present were: Dr. Catherine Chew, President; Mr. David Ward, Attorney, Ward and Smith; Ms. Page Varnell, Vice President of Administrative Services; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees. Chairman Roberts declared a quorum present for the meeting.

Agenda Review/Conflict of Interest Declaration

A. Chairman Roberts reviewed the agenda and read the conflict of interest declaration. No conflicts noted by members.

B. Public Comments – None noted.

Consent Agenda

Approval of Board of Trustees Winter Meeting Minutes of January 23, 2015; Special Called Board of Trustees Meeting Minutes of April 8, 2015; Facilities Committee Meeting Minutes of March 16, 2015; and Academic and Student Affairs Committee Meeting Minutes of March 16, 2015. Chairman Roberts called for approval of the above referenced minutes (attached).

Trustee Mattocks motioned to accept all and Trustee Wilson seconded; motion passed unanimously. It was noted the Personnel Committee Meeting scheduled for March 9, 2015 had been canceled. Trustee Knight requested the information be presented at the next committee meeting. Dr. Chew explained that she and Ms. Varnell wanted to be sensitive to the length of the BOT meeting because of the Presidential Search discussion and then asked if there was a specific item in question. Trustee Knight inquired about the SAP and didn't know exactly what

this was. Dr. Chew and Ms. Varnell clarified that it was the Student Assistance Program (SAP) which is similar to the Employee Assistance Program we have instituted. Trustee Knight was fine with holding off on the SAP discussion until the next Personnel Committee Meeting.

Finance Committee Meeting Minutes (March 9, 2015)

A. Student Fee Schedule

Vice President Varnell reviewed the student fee schedule (attached) for fiscal year July 1, 2015 – June 30, 2016 (that was approved in committee) noting fees had not been increased in several years.

B. Craven County Budget Proposal (information)

For informational purposes, Vice President Varnell stated that she and Dr. Chew had met with Jack Veit and Rick Hemphill with the Craven County government requesting the same amount of funding as last year. The College did request a one-time allotment of \$50,000 to fund a STEM building study on the Havelock campus that will take approximately 3-5 months to complete during the next fiscal year.

C. Financial Audit Results for Year-end June 30, 2014 (information)

Dr. Chew presented the financial statement audit letter from the Office of the State Auditor (attached) announcing “no deficiencies in internal control” for fiscal yearend June 30, 2014. She gave kudos to the Business Office and VP Varnell for the fine work they are doing.

With no further discussion, Chairman Roberts called for a motion to approve the student fee schedule as presented and accept the minutes of the March 9, 2015 Finance Committee Meeting. Trustee Knight motioned and Trustee Leahy seconded; motion passed unanimously.

New Program – Associate in Engineering

Dr. Chew explained that the College must receive approval from its trustees to present new programs. She presented the request to submit to the NCCCS an application for a program of study for an Associate in Engineering (A10500) degree (attached) to be offered in the Fall 2015. After discussion, Trustee Baldree motioned to approve the application for submission to offer the Associate in Engineering degree as presented by Dr. Chew. Trustee Sills-Williams seconded the motion and the motion passed unanimously.

Reports

A. Chair

PTK Conference - Chairman Roberts gave a brief overview of his trip to the PTK annual conference where Dr. Chew was recognized for her exemplary work with the College's chapter of Phi Theta Kappa. The students and faculty of Craven Community College and the PTK organization are extremely important to the student success agenda.

Board of Trustees Self-Evaluations and Evaluation of the President – Packages were presented to each trustee present (attached). Chairman Roberts reviewed the timeline for the annual evaluation of the President and the self-evaluation of the Board of Trustees. He noted the “distribute” and “return” dates were slightly different from the presentation at the winter retreat.

B. President - Dr. Chew shared with the Board that Mr. Donell Bryant, Director of the Barbering Program at Craven, had been recognized by the NC Board of Barber Examiners for outstanding leadership. This is the first time the NC Barber Board has presented this award.

C. Student Trustee – SGA President Ms. Grose presented her report (attached) from the SGA Executive Board acknowledging several accomplishments throughout the school year. Dr. Chew announced that Ms. Grose had received an outstanding leadership award from the Eastern Division of N4CSGA.

D. Attorney – no report.

A brief discussion ensued regarding safety and security on campus with Vice President Varnell reviewing the safety measures in place at the college.

Update on Presidential Search and Schedule

Closed Session – {G.S. 143-318.11(a)(6)} Chairman Roberts called for a motion to enter into closed session to discuss a personnel matter. Trustee Morris motioned to enter into closed session with the Board, Attorney Ward and Ms. Ensley; Trustee Sills-Williams seconded and all approved. Following the closed session of the meeting of the Board of Trustees, the Board reconvened back to regular session by motion from Trustee Knight and second by Trustee Mattocks with unanimous approval. Chairman Roberts announced the Board had discussed the candidates interviewing for President of Craven Community College.

Craven Community College
Board of Trustees Spring Meeting Minutes
April 21, 2015
Page Four

Adjournment

With no further business to be presented, Chairman Roberts adjourned the meeting at 7:40 pm.

Respectfully submitted:

Kevin Roberts, Chairman
June 22, 2015

Catherine Chew, Secretary
June 22, 2015

ce 4/29/15

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPECIAL CALLED MEETING
APRIL 27, 2015

The Craven Community College Board of Trustees held a special called meeting on Monday, April 27, 2015 in the Ward Boardroom of the Brock Administration Building on the campus of Craven Community College with Board Chairman Kevin Roberts presiding. The business meeting was called to order at 12:50 pm.

Roll Call

Executive Assistant to the President and Board of Trustees Cindy Ensley called the roll in the excused absence of Dr. Catherine Chew.

Members present were: Mr. Gary Baldree, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Rosanne Leahy, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mayor Chuck Tyson, Ms. Earline Sills Williams, Ms. Brenda Wilson, and Mr. William Taylor.

Members absent were: Judge Ken Crow, Mr. Jon Segal, ex officio

Others present were: Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees. Chairman Roberts declared a quorum present for the meeting.

Conflict of Interest Declaration

- A. Chairman Roberts read the conflict of interest declaration. No conflicts noted by members.
- B. No public comment noted.

Welcome

Chairman Roberts welcomed everyone to the meeting and thanked those who participated in the open forum earlier in the day for Presidential semi-finalist Dr. Jay Carraway. Dr. Carraway thanked the trustees for the opportunity of an interview.

Closed Session

Chairman Roberts called for a motion to go into closed session to proceed with the interview of Dr. Jay Carraway. At 1:00 pm upon motion by Trustee Knight, second by Trustee Wilson, and unanimous approval, the Board of Trustees of Craven Community College and Cindy Ensley, pursuant to North Carolina General Statute 143-318.11(a)(6), entered into closed session.

Craven Community College
Board of Trustees Special Called Meeting Minutes
April 27, 2015
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At 2:15 pm upon motion by Trustee Knight, second by Trustee Sills-Williams, and unanimous approval, the Closed Session ended and returned to regular session.

Chairman Roberts informed those present that while in closed session the interview for semi-finalist Dr. Jay Carraway was conducted.

Adjournment

With no further business, Chairman Roberts adjourned the meeting at 2:20 pm.

Respectfully submitted:

Kevin Roberts, Chair
June 22, 2015

Cindy Ensley, Acting Secretary
June 22, 2015

ce 5/15/15

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPECIAL CALLED MEETING
MAY 1, 2015

The Craven Community College Board of Trustees held a special called meeting on Friday, May 1, 2015 in the Ward Boardroom of the Brock Administration Building on the campus of Craven Community College with Board Chairman Kevin Roberts presiding. The business meeting was called to order at 1:00 pm.

Roll Call

Executive Assistant to the President and Board of Trustees Cindy Ensley called the roll in the excused absence of Dr. Catherine Chew.

Members present were: Mr. Gary Baldree, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mayor Chuck Tyson, Ms. Earline Sills Williams, Ms. Brenda Wilson, and Mr. William Taylor.

Members absent were: Judge Ken Crow, Ms. Rosanne Leahy, Mr. Jon Segal - ex officio

Others present were: Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees. Chairman Roberts declared a quorum present for the meeting.

Conflict of Interest Declaration

A. Chairman Roberts read the conflict of interest declaration. No conflicts noted by members.

B. No public comment noted.

Welcome

Chairman Roberts welcomed everyone to the meeting and thanked those who participated in the open forum earlier in the day for Presidential semi-finalist Dr. Ray Staats. Dr. Staats thanked the trustees for the opportunity of an interview.

Closed Session

Chairman Roberts called for a motion to go into closed session to proceed with the interview of Dr. Ray Staats. At 1:05 pm upon motion by Trustee Knight, second by Trustee Sills-Williams, and unanimous approval, the Board of Trustees of Craven Community College and Cindy Ensley (recorder), pursuant to North Carolina General Statute 143-318.11(a)(6), entered into closed session.

Craven Community College
Board of Trustees Special Called Meeting Minutes
May 1, 2015
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At 2:24 pm upon motion by Trustee Mattocks, second by Trustee Sills-Williams, and unanimous approval, the closed session ended and returned to regular session.

Chairman Roberts informed those present that while in closed session the interview for semi-finalist Dr. Ray Staats was conducted.

Adjournment

With no further business, Chairman Roberts adjourned the meeting at 2:27 pm.

Respectfully submitted:

Kevin Roberts, Chair
June 22, 2015

Cindy Ensley, Acting Secretary
June 22, 2015

ce 5/15/15

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPECIAL CALLED MEETING
MAY 4, 2015

The Craven Community College Board of Trustees held a special called meeting on Monday, May 4, 2015 in the Ward Boardroom of the Brock Administration Building on the campus of Craven Community College with Board Chairman Kevin Roberts presiding. The business meeting was called to order at 1:00 pm.

Roll Call

Executive Assistant to the President and Board of Trustees Cindy Ensley called the roll in the excused absence of Dr. Catherine Chew.

Members present were: Mr. Gary Baldree, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Rosanne Leahy, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mayor Chuck Tyson, Ms. Earline Sills Williams, Ms. Brenda Wilson, and Mr. William Taylor.

Members absent were: Judge Ken Crow, Mr. Jon Segal - ex officio

Others present were: Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees. Chairman Roberts declared a quorum present for the meeting.

Conflict of Interest Declaration

- A. Chairman Roberts read the conflict of interest declaration. No conflicts noted by members.
- B. No public comment noted.

Welcome

Chairman Roberts welcomed everyone to the meeting and thanked those who participated in the open forum earlier in the day for Presidential semi-finalist Dr. John Hauser. Dr. Hauser thanked the trustees for the opportunity of an interview.

Closed Session

Chairman Roberts called for a motion to go into closed session to proceed with the interview of Dr. John Hauser. At 1:05 pm upon motion by Trustee Mattocks, second by Trustee Knight, and unanimous approval, the Board of Trustees of Craven Community College and Cindy Ensley (recorder), pursuant to North Carolina General Statute 143-318.11(a)(6), entered into closed session.

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Board of Trustees Special Called Meeting Minutes
May 4, 2015
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At 2:15 pm upon motion by Trustee Leahy, second by Trustee Knight, and unanimous approval, the closed session ended and returned to regular session.

Chairman Roberts informed those present (Trustees Mattocks and Wilson left the closed session at 1:30) that while in closed session the interview for semi-finalist Dr. John Hauser was conducted.

Adjournment

With no further business, Chairman Roberts adjourned the meeting at 2:27 pm.

Respectfully submitted:

Kevin Roberts, Chair
June 22, 2015

Cindy Ensley, Acting Secretary
June 22, 2015

ce 5/15/15

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPECIAL CALLED MEETING
MAY 7, 2015

The Craven Community College Board of Trustees held a special called meeting on Thursday, May 7, 2015 in the Ward Boardroom of the Brock Administration Building on the campus of Craven Community College with Board Chairman Kevin Roberts presiding. The business meeting was called to order at 6:00 pm.

Roll Call

Executive Assistant to the President and Board of Trustees Cindy Ensley called the roll in the excused absence of Dr. Catherine Chew.

Members present were: Mr. Gary Baldree, Judge Ken Crow Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Rosanne Leahy, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mr. William Taylor, Mayor Chuck Tyson, Ms. Earline Sills Williams, Ms. Brenda Wilson, and Mr. Jon Segal, Ex Officio.

Members absent were: none

Others present were: Mr. David Ward, Attorney, Ward and Smith; Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees; and Ms. Crystal Garrett, Staff Reporter for the New Bern Sun Journal. Chairman Roberts declared a quorum present for the meeting.

Conflict of Interest Declaration

- A. Chairman Roberts read the conflict of interest declaration. No conflicts noted by members.
- B. No public comment noted.

Closed Session

At 6:07 pm upon motion by Trustee Knight, second by Trustee Mattocks, and unanimous approval, the Board of Trustees of Craven Community College pursuant to North Carolina General Statute 143-318.11(a)(6) entered into Closed Session to discuss personnel matters with the request that David Ward and Cindy Ensley remain in the closed session at the pleasure of the Board.

(Trustee Crow left the meeting at 7:42 for a prior commitment.)

Craven Community College
Board of Trustees Special Called Meeting Minutes
May 7, 2015
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At 7:47 pm upon motion by Trustee Taylor, second by Trustee Knight, and unanimous approval, the closed session ended and returned to regular session.

Adjournment

With no further business to be presented, Chairman Roberts adjourned the meeting at 7:50 pm.

Respectfully submitted:

Kevin Roberts, Chair
June 22, 2015

Cindy Ensley, Acting Secretary
June 22, 2015

ce 5/20/15

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPECIAL CALLED MEETING
MAY 18, 2015

The Craven Community College Board of Trustees held a special called meeting on Monday, May 18, 2015 in the Ward Boardroom of the Brock Administration Building on the campus of Craven Community College with Board Chairman Kevin Roberts presiding. The business meeting was called to order at 4:07 pm.

Roll Call

Executive Assistant to the President and Board of Trustees Cindy Ensley called the roll in the excused absence of Dr. Catherine Chew.

Members present were: Mr. Gary Baldree, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Carol Mattocks, Mr. Kevin Roberts, Mr. William Taylor, Mayor Chuck Tyson, Ms. Earline Sills Williams, Ms. Brenda Wilson, and Mr. Jon Segal, Ex Officio.

Members absent were: Judge Ken Crow, Ms. Rosanne Leahy, Ms. Allison Morris

Others present were: Mr. David Ward, Attorney, Ward and Smith; Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees; and Ms. Crystal Garrett, Staff Reporter for the New Bern Sun Journal. Chairman Roberts declared a quorum present for the meeting.

Conflict of Interest Declaration

- A. Chairman Roberts read the conflict of interest declaration. No conflicts noted by members.
- B. No public comment noted.

Closed Session

At 4:10 pm upon motion by Trustee Knight, second by Trustee Tyson, and unanimous approval, the Board of Trustees of Craven Community College pursuant to North Carolina General Statute 143-318.11(a)(6) entered into closed session to discuss personnel matters with the request that David Ward and Cindy Ensley remain in the closed session at the pleasure of the Board.

Craven Community College
Board of Trustees Special Called Meeting Minutes
May 18, 2015
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At 5:29 pm upon motion by Trustee Tyson, second by Trustee Wilson, and unanimous approval, the closed session ended and returned to regular session.

Adjournment

With no further business to be presented, Chairman Roberts adjourned the meeting at 5:30 pm.

Respectfully submitted:

Kevin Roberts, Chair
June 22, 2015

Cindy Ensley, Acting Secretary
June 22, 2015

ce 5/21/15

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPECIAL CALLED MEETING
MAY 26, 2015

The Craven Community College Board of Trustees held a special called meeting on Tuesday, May 26, 2015 in the Ward Boardroom of the Brock Administration Building on the campus of Craven Community College with Board Chairman Kevin Roberts presiding. The business meeting was called to order at 4:07 pm.

Roll Call

Executive Assistant to the President and Board of Trustees Cindy Ensley called the roll in the excused absence of Dr. Catherine Chew.

Members present were: Mr. Gary Baldree, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Rosanne Leahy, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mr. William Taylor, Mayor Chuck Tyson, Ms. Brenda Wilson, and Mr. Jon Segal, Ex Officio.

Members absent were: Judge Ken Crow, Ms. Earline Sills Williams

Others present were: Mr. Jamie Norment, Attorney, Ward and Smith; Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees; and Ms. Crystal Garrett, Staff Reporter for the New Bern Sun Journal. Chairman Roberts declared a quorum present for the meeting.

Conflict of Interest Declaration

- A. Chairman Roberts read the conflict of interest declaration. No conflicts noted by members.
- B. No public comment noted.

Closed Session

At 4:09 pm upon motion by Trustee Knight, second by Trustee Mattocks, and unanimous approval, the Board of Trustees of Craven Community College pursuant to North Carolina General Statute 143-318.11(a)(6) entered into closed session to discuss personnel matters with the request that Jamie Norment and Cindy Ensley remain in the closed session at the pleasure of the Board.

Craven Community College
Board of Trustees Special Called Meeting Minutes
May 26, 2015
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At 5:05 pm upon motion by Trustee Knight, second by Trustee Wilson, and unanimous approval, the closed session ended and returned to regular session. Mr. Segal and Ms. Garrett rejoined the meeting at this point.

Board Chairman Roberts stated that during the closed session the Board reviewed the terms of employment that had been negotiated with Dr. Raymond Staats. Trustee Tyson made a motion to approve the negotiated employment agreement and authorize Board Chairman Roberts to execute same. Trustee Knight seconded the motion and the motion passed unanimously. Board Chairman Roberts announced that the State Board of Community College would be informed of this decision and that the employment agreement would not final until Dr. Staats had been formally approved by the State Board.

Adjournment

With no further business to be presented, Chairman Roberts adjourned the meeting at 5:13 pm.

Respectfully submitted:

Kevin Roberts, Chair
June 22, 2015

Cindy Ensley, Acting Secretary
June 22, 2015

ce 6/15/15

AGENDA

**FINANCE COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, June 1, 2015 at 4:00 P.M.**

Members: *Ms. Brenda Wilson, Chair*
 Judge Ken Crow
 Mayor Chuck Tyson
 Ms. Rosanne Leahy
 Mr. Bill Taylor
 Mr. Kevin Roberts, Board Chair

Others: *Dr. Catherine Chew, President*
 Ms. Page Varnell, Vice President for Administrative Services
 Ms. Penny Cleland, Recorder for Cindy Ensley

- | | |
|--|-----------------------------|
| I. Call to Order | <i>Brenda Wilson, Chair</i> |
| II. Members Present Roll Call | <i>Brenda Wilson, Chair</i> |
| III. Financial Reports | <i>Page Varnell</i> |
| A. Year-to-date Budget Comparison Reports – State, County
& Institutional (July 1, 2014- May 15, 2015)(<i>motion</i>) | |
| B. Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| C. Cash Balances (<i>info</i>) | |
| IV. Proposed Student Fee for New Commercial Driving License
Program (<i>motion</i>) | <i>Page Varnell</i> |
| V. College Update | <i>Catherine Chew</i> |
| VI. Adjournment | <i>Brenda Wilson, Chair</i> |

Finance Committee Charge

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

MINUTES

**FINANCE COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
JUNE 1, 2015 AT 4:00 P.M.**

- I. Board Chairman Kevin Roberts called the meeting to order at 4:00 pm in the delayed absence of Committee Chair Brenda Wilson.

- II. Dr. Catherine Chew called the roll.

Members Present: Ms. Rosanne Leahy (4:02 pm), Mr. Bill Taylor, Mayor Chuck Tyson, Ms. Brenda Wilson (4:05 pm), and Board Chair Kevin Roberts.

Members Absent: Judge Ken Crow

Others Present: Dr. Catherine Chew, Ms. Page Varnell, Ms. Cindy Patterson, Mr. Jon Segal, and Ms. Penny Cleland, Substitute Recorder.

While waiting on a quorum to arrive, Board Chairman Roberts welcomed Foundation Board President Jon Segal to the meeting and explained to the committee that the Foundation may be assisting with some upcoming campus projects and it would be beneficial to keep the Foundation informed. Committee meetings like board meetings are open to the public except for certain topics that are discussed in closed session. Trustee Tyson concurred with the invitation. Committee Chair Brenda Wilson declared a quorum present for the meeting.

- III. Financial Reports

- A. Year-to-date Budget Comparison Reports – State, County & Institutional

Ms. Varnell presented an analysis of the budget versus expenditures from July 1, 2014 through May 15, 2015 (attached) indicating an overall expenditure of 87% of state funds, 75% of county funds, and 70% of institutional funds. She explained the College is waiting on the State to release the approved budget for 2015-16 before we can finalize the College's budget. The reversion of state funds was also explained.

- B. Write-Offs and Uncollectable Accounts

Ms. Varnell discussed the uncollectable receivables (attached) indicating a YTD total of \$84,397.96 (July 2014-April 2015); this is a \$5,000 drop from last year this time.

Committee Chair Wilson called for a vote to approve the financial reports as presented. Trustee Tyson motioned, Trustee Roberts seconded, and the vote was unanimous.

- C. Cash Balances

A report of the cash balances as of May 21, 2015 was presented (attached) with totals.

Ms. Varnell reviewed the variances between the May and February reports. The report was given for informational purposes only.

- IV. Ms. Varnell presented the request to add a fee for the new Commercial Driver's License (CDL) program to the previously approved student fee schedule for 2015-16 fees. The proposed fee

is \$1820 and includes gas and maintenance on the trucks. Committee Chair Wilson asked for a motion to approve the requested fee. Trustee Roberts motioned, Trustee Tyson seconded and all approved.

Ms. Varnell distributed reports on contracted services, advertising, and staff development requested via email by Trustee Tyson. The staff development report was incomplete and will be sent via email to the Committee. Trustee Tyson was appreciative of the details and satisfied with the reports.

V. College Updates

Dr. Chew commented that the general revenues were better than expected. She gave a brief status report on the House budget for 2015-16 indicating a possible 2% salary increase and 40 hours of bonus leave for employees; the budget is now in the Senate for approval. Dr. Chew shared that summer enrollment is down 15% from last summer and advised this may be due to the redesign of math and reading assessments required to enter community college. She also felt we could do a better job in our scheduling and marketing. A memorandum of understanding has been signed with NC Wesleyan College to offer students the option of earning a bachelor's degree in business and criminal justice through NCWC on the campus of Craven. We received our projected FTE for next fiscal year from Jennifer Haygood; 2977, down from 3100.

Ms. Varnell reported on the success of the county-wide Active Shooter Drill that occurred on campus on May 29th. Foundation Board Director Segal asked if the College had sufficient funds to complete the proposed student success center remodel and Ms. Varnell replied that funds were available. Trustee Taylor inquired about the status of the firm that will conduct the feasibility study of the new STEM building. Ms. Varnell indicated the County has not given final approval to the requested budget as yet.

VI. Adjournment

With no further business to discuss, the meeting adjourned at 4:55 pm by motion from Board Chairman Roberts, second by Trustee Tyson and unanimous vote.

pc/ce

Craven Community College
State Funds Budget Comparison Report
As of May 15, 2015 - 87% of the Year

FY 2014-2015 Budget Comparison as of May 15,2015	President's Office/Foundation/Marketing				VP of Administrative Services				EVP of Learning & Student Services				WFD			
87% of year	Budget	Expenses	Remaining		Budget	Expenses	Remaining		Budget	Expenses	Remaining		Budget	Expenses	Remaining	
		YTD	Balance	% Spent		YTD	Balance	% Spent		YTD	Balance	% Spent		YTD	Balance	% Spent
Administrative																
Salaries & Benefits	758,100	628,096	130,004	83%	2,083,349	1,730,495	352,854	83%	3,419,878	2,813,797	606,081	82%	774,867	663,455	111,412	86%
519 Contracted Services	75,139	57,768	17,371	77%	226,895	201,014	25,881	89%	122,183	85,812	36,371	70%	7,629		7,629	0%
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	3,424	2,974	450	87%	33,801	27,058	6,743	80%	26,939	24,054	2,885	89%	4,578	3,639	939	79%
527 Other Supplies	3,497	3,300	197	94%	152,871	137,507	15,364	90%	18,587	12,393	6,194	67%	1,808	696	1,112	38%
528 Audio-Visual Supplies					400	259	141	65%								
531 Staff Development	34,758	32,783	1,975	94%	99,241	69,982	29,259	71%	63,120	54,549	8,571	86%	22,781	13,521	9,260	59%
532 Comm/Postage/Software	3,523	3,523	0	100%	34,679	33,585	1,094	97%	20,123	20,123	0	100%				
534 Printing & Binding	34,706	29,200	5,506	84%									1,053	759	294	72%
535 Repairs & Maintenance					136,370	134,957	1,413	99%	15,116	9,147	5,969	61%	721	721	0	100%
536 Freight					298	279	19	93%					30		30	0%
537 Advertising	87,815	76,649	11,166	87%	15,200	14,411	789	95%	720	619	101	86%	3,000		3,000	0%
538 Data Processing																
539 Other Current Services	4,585	3,832	753	84%	44,272	43,394	878	98%	35,790	35,381	409	99%				
541 Rental of Property	275	275		100%	474	474	0	100%								
543 Lease/Rental Other Equipme					46,231	37,303	8,928	81%	15,573	10,261	5,312	66%				
544 Data Processing Software	47		47	0%	98,776	83,881	14,895	85%	34,431	32,323	2,108	94%	25	25		100%
546 Memberships & Dues	19,186	19,029	157	99%	4,746	907	3,839	19%	9,850	8,690	1,160	88%	1,390	750	640	54%
548 NEIT Admin													6,734	-	6,734	0%
55x Equipment	1,629	1,629	0	100%	636,721	375,058	261,663	59%	7,863	7,727	136	98%				
Total Administrative:	1,026,684	859,057	167,627	84%	3,614,324	2,890,563	723,761	80%	3,790,173	3,114,875	675,298	82%	824,616	683,566	141,050	83%
Instructional																
Salaries & Benefits									7,539,795	6,179,871	1,359,924	82%	692,703	596,214	96,489	86%
519 Contracted Services									26,334	22,890	3,444	87%	216,285	77,884	138,401	36%
523 Instructional Supplies									234,643	234,643	0	100%	11,132	7,582	3,550	68%
524 Repair Supplies																
525 Motor Vehicle Supplies									2,000	1,939	61	97%				
526 Office Supplies																
527 Other Supplies									8,385	7,984	401	95%	162	75	87	46%
528 Audio-Visual Supplies									7,129	5,544	1,585	78%				
531 Staff Development									74,330	73,145	1,185	98%	9,810	4,383	5,427	45%
532 Comm/Postage/Software									21,904	20,891	1,013	95%	30	26	4	88%
534 Printing & Binding									1,819	748	1,071	41%				
535 Repairs & Maintenance									30,356	29,559	797	97%				
536 Freight									277		277	0%				
537 Advertising									1,678	1,675	3	100%	5,220		5,220	0%
539 Other Current Services									13,464	12,074	1,390	90%	161		161	0%
541 Rental of Property									1,800	1,500	300	83%				
543 Lease/Rental Other Equipme									400	-	400	0%				
544 Data Processing Software									4,446	3,767	679	85%				
546 Memberships/Accredita & Dues									25,164	24,882	282	99%				
55x Equipment									147,662	147,325	337	100%				
556 Books									20,979	14,290	6,689	68%	135,914	104,318	31,597	77%
Total Instructional:									8,162,565	6,782,728	1,379,837	83%	1,071,417	790,482	280,935	74%
Total Admin & Instructional:	1,026,684	859,057	167,627	84%	3,614,324	2,890,563	723,761	80%	11,952,738	9,897,603	2,055,135	83%	1,896,033	1,474,048	421,985	78%

FY 2014-2015 Budget Comparison
County Funds
as of May 15, 2015
87% of year

FY 2014-2015 Budget Comparison May 15, 2015 87% 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
Salaries & Benefits	296,804	265,121	31,683	89%	657,709	489,207	168,502	74%	337,487	241,757	95,730	72%				
519 Contracted Services	63,000	54,648	8,352	87%	419,911	298,668	121,243	71%	62,525	8,385	54,140	13%				
521 Custodial Supplies/Uniforms					56,136	44,613	11,523	79%	3,688	3,074	614	83%				
522 Maintenance Supplies					55,178	34,591	20,587	63%								
523 Instructional Supplies					576	350	226	61%								
524 Repair Supplies					8,312	6,615	1,697	80%								
525 Motor Vehicle Supplies	966	773	193	80%	11,522	6,981	4,541	61%	3,248	345	2,903	11%				
526 Office Supplies					1,350	420	930	31%	380	223	157	59%				
527 Other Supplies					33,027	19,481	13,546	59%	26,304	20,127	6,177	77%				
528 Audio-Visual Supplies																
531 Staff Development					5,617	1,511	4,106	27%	5,780	5,123	657	89%				
532 Communication					104,432	68,488	35,944	66%								
533 Utilities					899,490	802,340	97,150	89%								
534 Printing & Binding																
535 Repairs & Maintenance	598	398	200	67%	294,450	113,752	180,698	39%	17,355	4,428	12,927	26%				
536 Freight																
537 Advertising																
538 Data Processing																
539 Other Current Services	800	636	164	80%	3,370	2,627	743	78%	400	74	326	18%				
541 Rental of Property	3,300	3,036	264	92%												
543 Lease/Rental Other Equipme					3,549	1,912	1,637	54%								
544 Data Processing Software					1,070	1,070	-	100%								
545 General Admini (Insurance)	163,462	160,368	3,094	98%												
546 Memberships & Dues					25		25	0%								
55X Equipment					370		370	0%					502,403	232,479	269,924	46%
Totals	528,930	484,982	43,948	92%	2,556,094	1,892,625	663,469	74%	457,167	283,535	173,632	62%	502,403	232,479	269,924	46%
College Totals	Budget	Expenses	Remain Bal	% Spent												
Regular Operating	3,542,191	2,661,141	881,050	75%												
Capital Outlay	502,403	232,479	269,924	46%												

Craven Community College
Institutional Funds Budget
For the period July 1, 2014 through May 15, 2015

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-					7,861.62
01	133 Discretionary	40,000.00	58,427.79	(18,427.79)	146.07%	70,016.18	62,843.65
01	134 Unrestricted Overhead Receipts	4,000.00	20.00	3,980.00	0.50%	4,809.43	8,679.34
01	136 Foundation	245,390.00	167,453.89	77,936.11	68.24%	213,941.40	184,113.99
01	137 Financial Aid Matching	277.00	276.74	0.26	99.91%	2,475.43	2,198.69
01	221 Applied Music	900.00	-	900.00	0.00%	3,552.32	8,786.30
01	227 Extra Curricular Activities	46,171.00	34,132.01	12,038.99	73.93%	32,671.19	27,981.78
01	250 Curriculum-Self Supporting	380,176.00	157,624.55	222,551.45	41.46%	183,341.58	775,451.45
01	312 Fire College	12,295.00	-	12,295.00	0.00%	111.42	23,436.51
01	340 WFD-Self Supporting	702,274.00	221,847.62	480,426.38	31.59%	157,941.82	576,465.14
01	411 Learning Resource Center	1,850.00	-	1,850.00	0.00%	1,668.36	19,217.80
01	460 Customized Ind Train Support	37,755.00	24,771.22	12,983.78	65.61%	26,899.28	46,719.24
01	461 Small Business Support Fund	1.00	-	1.00	0.00%	0.55	116.59
02	131 College Work Study	79,198.00	56,970.52	22,227.48	71.93%	56,970.52	-
02	134 Restricted Overhead Receipts	52,807.00	-	52,807.00	0.00%	19,927.39	204,585.47
02	138 Returned Check Fee Fund	1,500.00	38.22	1,461.78	2.55%	1,015.87	16,913.13
02	139 Fndton Grants (Duke/NCCF)	5,399.00	5,143.40	255.60	95.27%	-	255.60
02	139 Harold H. Bate Grant	100,837.00	72,237.03	28,599.97	71.64%	95,200.00	28,599.77
02	220 NCSU Engineering	51,539.00	22,980.78	28,558.22	44.59%	37,586.37	29,922.65
02	227 ENCORE	20,000.00	12,315.38	7,684.62	61.58%	20,001.78	9,493.96
02	228 Grants -NSF	659,595.00	104,262.89	555,332.11	15.81%	334,610.67	232,912.85
02	229 NCAMA Grant	94,280.00	53,136.73	41,143.27	56.36%	62,819.57	1,696.53
02	291 Specifc Fees - Lab/DE/ASC	546,686.00	57,821.02	488,864.98	10.58%	269,060.27	1,116,028.55
02	292 System-Wide Fees-Comp Tech	361,496.00	41.14	361,454.86	0.01%	94,335.52	775,084.87
02	293 Patron Fees	35,380.00	89.85	35,290.15	0.25%	31,933.47	236,325.33
02	314 Grants - Workforce Development	625.00	566.17	58.83	90.59%	327.70	2,536.91
02	363 Smith Reynolds Grant	25,000.00	6,607.02	18,392.98	26.43%	25,000.00	18,392.98
02	392 System-Wide Fees - WFD Comp	235.00	-	235.00	0.00%	296.42	11,920.77
02	521 C-Step Grant	18,780.00	7,482.47	11,297.53	39.84%	-	1,297.30

Craven Community College
Institutional Funds Budget
For the period July 1, 2014 through May 15, 2015

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	531 Professional Liability Ins	7,075.00	-	7,075.00	0.00%	8,396.36	11,243.74
02	532 Student Insurance	6,500.00	6,400.00	100.00	98.46%	7,388.43	1,299.88
02	533 Transcript Fees	33,500.00	12,789.20	20,710.80	38.18%	30,061.74	66,871.74
02	534 TRIO Grant	307,594.00	194,833.15	112,760.85	63.34%	194,833.15	(8,176.15)
02	790 Orringer Hall Fund	4,500.00	3,042.10	1,457.90	67.60%	3,969.25	15,629.33
02	791 Public Radio East	972,105.00	795,848.18	176,256.82	81.87%	765,829.20	106,173.51
02	795 Career Fair	500.00	-	500.00	0.00%	2.56	539.26
02	796 Testing Centers	19,149.00	15,253.67	3,895.33	79.66%	9,358.30	26,569.70
02	797 Public Radio East Foundation	696,810.00	559,465.56	137,344.44	80.29%	526,970.90	199,331.02
02	823 SEOG	115,206.00	104,808.06	10,397.94	90.97%	104,808.06	-
02	824 Pell	6,493,453.00	5,853,831.11	639,621.89	90.15%	5,792,047.70	(61,783.41)
02	830 NCCC Target Asst/LTHT	7,232.00	6,443.01	788.99	89.09%	7,232.00	788.99
02	831 Golden Leaf Scholars	14,500.00	12,129.80	2,370.20	83.65%	15,243.00	3,113.20
02	833 NCCG	164,000.00	157,922.00	6,078.00	96.29%	156,563.00	(1,150.00)
02	834 Teacher Assistant Sch Fund	20,000.00	19,634.00	366.00	98.17%	11,382.00	(8,252.00)
02	835 State Aid Scholarships	172,000.00	159,964.00	12,036.00	93.00%	160,530.00	566.00
02	840 General Scholarships	153,087.00	134,377.29	18,709.71	87.78%	79,569.99	145,281.57
02	841 Endowment Scholarships	196,131.00	161,141.67	34,989.33	82.16%	163,107.52	4,684.97
05	710 Clearwire Distribution	3,500.00	750.00	2,750.00	21.43%	1,973.22	18,031.36
05	720 Bookstore	185,000.00	71,574.43	113,425.57	38.69%	148,809.05	690,395.84
05	730 Food Service	25,000.00	18,693.20	6,306.80	74.77%	18,692.87	50.00
05	740 Campus Access	80,000.00	23,416.42	56,583.58	29.27%	53,896.89	226,703.50
05	770 Student Activity Funds	166,578.00	129,057.03	37,520.97	77.48%	159,237.04	163,391.38
06	810 J. Wrenn Emergency Loan Fu	1,000.00	782.26	217.74	78.23%	651.45	43,219.21
07	910 Buildings & Grounds	1,553,615.00	967,491.25	586,123.75	62.27%	510,777.61	1,117,723.29
08	792 Public Radio East Endowment	-	-	-		4,401.59	62,140.54
08	850 Endowments	196,131.00	159,382.82	36,748.18	81.26%	195,929.18	1,962,752.70
Total		15,118,612.00	10,633,276.65	4,485,335.35	70%	10,878,176.57	9,216,977.94

**REQUEST FOR APPROVAL
WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS**

June 2015 Board Meeting

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

Student ID #	Term	INTUI Tuition/Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	CTFCE Computer Fee-Con Ed	COMSV Community Service	SSCUR Summer Self Support	LABFB Lab Fee	LABFA Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	RETCK Return Check	RTCK Check Fee	FA Overage	LABFH Lab fee	Total
XXX228	2014SP																	523.00		523.00
XXX509	2014SP	155.00					109.69													264.69
XXX024	2014SP			32.00	16.00	10.00	242.32	15.00										379.30		694.62
XXX116	2014SP																	978.00		978.00
XXX517	2014SP	33.35		32.00	16.00	10.00	226.31	15.00												332.66
XXX501	2014SP	71.50																		71.50
XXX956	2014SP	214.50						15.00												229.50
XXX856	2014SP																	596.94		596.94
XXX246	2014SP	500.50						15.00					15.00							
XXX551	2014SP																	1,773.02		1,773.02
XXX740	2014SP																	141.60		141.60
XXX104	2014SP													1,033.90						1,033.90
XXX091	2014SP			32.00	16.00	10.00														58.00
XXX505	2014SP	160.86						11.25												172.11
XXX025	2014SP	353.62		32.00	16.00	10.00												446.46		928.08
XXX639	2014SP							15.00				70.00								15.00
XXX177	2014SP			6.50	16.00	-	291.37	30.00												343.87
XXX036	2014SP	71.52																		71.52
XXX654	2014SP			2.00																2.00
XXX990	2014SP			14.75	32.00	-	448.03	15.00										579.97		1,089.75
XXX901	2014SP																	694.00		694.00
XXX561	2014SP	858.00		32.00	16.00	10.00														916.00
XXX682	2014SP						435.69													435.69
XXX600	2014SP	71.50																411.00		482.50
XXX113	2014SP																	705.00		705.00
XXX518	2014SP	715.00		32.00	16.00	10.00	-	15.00										409.50		1,197.50
XXX032	2014SP	165.31					400.05													565.36
XXX167	2014SP																267.48	20.00		287.48
XXX854	2014SP						278.57													278.57
XXX284	2007CE3																50.00	20.00		70.00
XXX075	2009ce3		65.00																	65.00
XXX788	2009ce3		5.00																	5.00
XXX465	2009ce3		70.00																	70.00
XXX011	2009ce3		5.00																	5.00
XXX726	2010CE1		120.00						5.00											125.00
XXX068	2010CE2																191.00	20.00		211.00
XXX303	2010ce3		5.00																	5.00
XXX222	2007SU						19.81													19.81
XXX199	2007SU	84.87		2.51	2.87	0.89	34.20													125.34
XXX354	2008SP			14.00	16.00	10.00														628.00
XXX140	2008SP			4.00	16.00	10.00														30.00
XXX465	2008SP	504.00		14.00	16.00	10.00														544.00
XXX118	2008SP																712.00	20.00		732.00
XXX230	2008SP														10.00					10.00
XXX205	2008FA	451.50		11.75	13.43	10.00														486.68
XXX535	2008FA	335.28																		335.28
XXX758	2008FA	179.53		10.45	5.22	3.26	207.08													405.54
XXX876	2008FA	50.00																		50.00
XXX454	2008FA													328.99						328.99
XXX676	2008FA																	533.15		533.15
XXX824	2008FA																			426.00
XXX296	2008FA	178.06		9.50	4.75	2.96	417.97										408.00	20.00		613.24
XXX855	2008FA	200.00		16.00	16.00	10.00							10.00							252.00
XXX592	2008FA	470.50		32.00	16.00	10.00						10.00								538.50
XXX730	2008FA			7.00	8.00	10.00														25.00
XXX192	2008FA	294.00		14.00	16.00	10.00														334.00
XXX298	2008FA	153.12		3.93	4.49	2.80	188.43													352.77
XXX175	2008FA	165.84		3.69	4.21	2.63	262.58						10.53							449.48
XXX438	2008FA	378.00		14.00	16.00	10.00								418.00						836.00
XXX727	2008FA																55.00	20.00		75.00
																				-
																				-
																				-
		7,403.36	270.00	372.08	298.97	162.54	3,562.10	146.25	5.00	-	-	80.00	35.53	1,780.89	10.00	1,683.48	120.00	8,170.94	-	23,570.64

Kisha B. Simpson
(Requested by)

FA Issues/Withdrew Charged 25%
Sponsor Issues
Payment Plan
Return 2 Title 4
MISC-Return Check, Emergency Loan, WFD
Tuition increase After payments received

\$ 8,280.02
1,491.60
873.78
8,620.87
4,304.37
\$23,570.64

Page Umelle
(Vice President for Administrative Services)

Total Collected this period \$ 996.40
Debt Setoff 14,785.23
Total Fees Paid to collection agency 881.74
Net proceeds \$ 14,899.89

YTD Write Offs \$ 84,397.96
Prior Year Write Offs July 2013-June 2014 \$ 89,848.08
120 Days past due \$ 73,604.97
Percentage of Total Accounts Receivable 2.5917%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

	21-May	27-Feb	Variance
Local Funds	\$2,340,618.14	\$1,978,022.54	\$362,595.60
Special Funds	<u>\$7,275,072.54</u>	<u>\$6,255,662.80</u>	<u>\$1,019,409.74</u>
Total	\$9,615,690.68	\$8,233,685.34	\$1,382,005.34

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.

	21-May	27-Feb	Variance
STIF Interest Rate:	0.544950%	0.456220%	0.088730%

AGENDA

PERSONNEL COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, June 1, 2015 at 5:00 P.M.

Members: *Ms. Rosanne Leahy, Chair*
 Judge Ken Crow
 Ms. Jennifer Dacey
 Mr. Ron Knight
 Ms. Allison Morris
 Mr. Kevin Roberts, Board Chair

Others: *Dr. Catherine Chew, President*
 Ms. Page Varnell, Vice President for Administrative Services
 Ms. Penny Cleland, Recorder for Cindy Ensley

- | | |
|---|-----------------------------|
| I. Call to Order | <i>Rosanne Leahy, Chair</i> |
| II. Members Present Roll Call | <i>Rosanne Leahy, Chair</i> |
| III. Quarterly Personnel Report & Openings (2) | <i>Page Varnell</i> |
| IV. Removal of HR Policy 2.28 Tuition Exemption (<i>motion</i>) | <i>Page Varnell</i> |
| V. Student Assistance Program (<i>info</i>) | <i>Page Varnell</i> |
| VI. Closed Session {G.S. 143-318.11(a)(6)}(<i>motion</i>) | <i>Rosanne Leahy, Chair</i> |
| VII. Adjournment | <i>Rosanne Leahy, Chair</i> |

Personnel Committee Charge

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

MINUTES

**PERSONNEL COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
JUNE 1, 2015 AT 5:00 P.M.**

- I. Committee Chair Rosanne Leahy called the meeting to order at 5:03 pm.
- II. The roll was called by Committee Chair Leahy and a quorum was declared for the meeting.
Members Present: Ms. Rosanne Leahy, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Allison Morris, and Board Chair Kevin Roberts.
Members Absent: Judge Ken Crow
Others Present: Dr. Catherine Chew, Ms. Page Varnell, and Ms. Penny Cleland, Substitute Recorder.
- III. Quarterly Personnel Report & Openings
Due to the cancellation of last quarter's Personnel Committee meeting, Ms. Varnell reported a combined quarterly report from December 1, 2014 – May 31, 2015. Dr. Chew stated that she holds exit interviews with those leaving the college, if they desire. Ms. Varnell reviewed the current job openings at the College through May 26, 2015.
- IV. HR Policy 2.28 Tuition Exemption
Ms. Varnell explained that the policy was no longer a request by the NC Community College System and should be removed from our policies. Committee Chair Leahy asked for a motion to eliminate HR Policy 2.28 Tuition Exemption. Trustee Knight motioned; Trustee Dacey seconded and all approved.
- V. Student Assistance Program
Ms. Varnell presented a copy of the proposed Student Assistance Program (SAP) to each committee member reviewing the benefits to the students and the costs to the College of approximately \$19,000 per year. She advised the proposal had been reviewed by our attorney at Ward and Smith, PA. The Committee was happy to see a service of this type offered to the students of the College.
- VI. College Updates
Dr. Chew reported the summer enrollment for Craven is down 15% from last summer, possibly due to the redesign of the math and reading assessments required to enter community college. She also felt we had room for improvement in scheduling and marketing. Dr. Chew reported on the newly signed partnership with NC Wesleyan College to offer the completion of bachelor degrees in Business and Criminal Justice. She also reported that the College is

moving forward with the Commercial Driver's License (CDL) Program.

VII. Closed Session {G.S. 143-318.11(a)(6)}

At 5:28 pm, upon a motion by Trustee Knight, second by Trustee Dacey, and unanimous approval, the Committee entered into closed session to discuss a personnel matter pursuant to NC G.S. 143-318.11(a)(6) with the request that Dr. Chew, Ms. Varnell and Ms. Cleland be excused.

At 5:40 pm, upon motion by Trustee Knight, second by Trustee Dacey, and unanimous approval, the Closed Session ended and the Committee meeting returned to regular session.

Committee Chair Leahy acknowledged the Committee had reviewed the compiled results of Dr. Chew's annual evaluation and will discuss with the full Board during the June 22, 2015 board meeting.

VIII. Adjournment

With no further business to discuss, Committee Chair Leahy adjourned the meeting at 5:50 pm.

pc/ce

Craven Community College Quarterly Personnel Report
December 1, 2014 – May 31, 2015

New Hires	Position Title		Effective	Monthly/Annually
Matthew Herrmann	Chair, English, Communications & Student Success Skills		1/5/2015	\$5,000/\$60,000
Dr. Amelia Iams	PTA Coordinator/Faculty (Full-Time Temporary)		1/5/2015	\$5,778/\$52,002
Jane Simmons	Facilities Maintenance Technician I		3/9/2015	\$2,343/\$28,116
Michael Anderson	Facilities Maintenance Technician II		3/16/2015	\$2,387/\$28,644
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Gery Boucher	Special Assistant to the EVP/SS	Associate VP of Innovation & Workforce Solutions	12/1/2014	Lateral
William Lucas	Information Systems Specialist/Networking/Security (Full-Time Temporary)	Information Systems Specialist/Networking/Security (Full-Time Regular)	12/15/2014	Promotion \$3,667/\$44,004
Robert Middleswarth	Information Systems Specialist/Web & Programming (Full-Time Temporary)	Information Systems Specialist/ Web& Programming (Full-Time Regular)	12/15/2014	Promotion \$4,001/\$48,012
Nathaniel Stout	Administrative Assistant/Student Services (Part-Time Regular)	Administrative Assistant /Student Services (Full-Time Temporary)	2/2/2015	Promotion \$2,340/\$28,080
John Wetherington	IT Support Specialist (Part-Time)	Information Systems Specialist/Network & Information Security Support (Full-Time Temporary)	2/9/2015	Promotion \$3,250/\$39,000
Donell Bryant	Barbering Instructor/Manager (Full-Time Temporary)	Barbering Instructor/Manager (Full-Time Regular)	3/1/2015	Lateral
Zipporah Simmons	Administrative Assistant/Switchboard Operator (Full-Time Temporary)	Administrative Assistant/Switchboard Operator (Full-Time Regular)	5/1/2015	Lateral
Nicole Mena	TRiO Tutor	TRiO Coordinator (Grant-funded) (Full-Time Temporary)	5/15/2015	Promotion \$2,600/\$31,200
Resignations/ Terminations/Retirements	Position		Effective	Reason
Kenneth Hunter	BLET Faculty		12/18/2014	Non-Renewal
Mason Crum	Executive Director of Facilities & Safety		12/23/2014	Resigned
Courtney Gaylor	Admissions Specialist		12/23/2014	Resigned
Dr. Jennifer Cook	PTA Faculty		12/31/2014	Resigned
Clifford House	Project Coordinator/Success Manager		12/31/2014	Resigned
Barbara Frederick	Facilities Maintenance Technician I		1/31/2015	Retirement
William Lucas	Information Systems Specialist/Network Information & Security		2/18/2015	Resigned
Hester Segar	Membership Coordinator/PRE		2/27/2015	Retirement
Charlene White	Accounting Assistant/AP		3/31/2015	Retirement
Gladys Suggs	Executive Assistant to the EVP of Student Success/Learning		3/31/2015	Resigned
Jack Dodd	Mathematics Faculty		5/16/2015	Resigned
Danielle Higgins	Medical Office Administration Faculty/Program Coordinator		5/16/2015	Resigned
Donna Bell	Drafting Faculty		5/16/2015	Retirement
Sarah Hughson	Spanish Faculty		5/16/2015	Resigned
Dr. Autumn Grubb	Director of Distance Learning/Professional Development		5/28/2015	Resigned

Craven Community College Current Job Searches as 5/26/15

Current Searches	Closes	Status
Mathematics Faculty-Calculus and Statistics	Open Until Filled	Level 1 Interviews conducted
Mathematics-Developmental Re-opened as of 05/08/15	Open Until Filled	In Committee
Physical Therapy Assistant Program Coordinator-Faculty— FT 9 Months	Open Until Filled	Level 1 Interviews conducted
Campus Life Coordinator	04/24/2015	Level 1 Interviews conducted
Medical Office Administration Program Coordinator/Faculty FT- 9 Months	Open Until Filled	Level 1 Interviews Scheduled
Computer-Aided Drafting (CAD) Technology Faculty-FT-9 Months	Open Until Filled	In Committee
Information Systems Specialist- Information Security and Networks Support	05/17/2015	In Committee
Spanish Faculty-FT 9 Months	Open Until Filled; Screening to begin 06/03/2015	Accepting Applications

TUITION EXEMPTION - BP 2.28

Legal Authority: 23 NCAC 2C .0210; 23 NCAC 2D .0202

Approval: April 19, 2011

Revision:

Tuition Exemption

Community College Enrollment Privileges

As allowed by the NCAC, institutional staff members may enroll in one course per semester in the same institution or another institution in the System without tuition charge. This tuition exemption applies to full-time regular employees only.

The course selected for enrollment may be a curriculum or continuing education course, the exception being continuing education courses labeled "Self-supporting." By state mandate, the fee for a self-supporting continuing education course cannot be waived for any individual, regardless of the individual's age or employer. Self-supporting courses are clearly indicated on each edition of the continuing education course schedule.

In general, the tuition-exempt course in which the employee enrolls must meet after the employee's designated working hours unless special circumstances exist. An employee wishing to enroll in a class that meets during his or her established working schedule must coordinate that enrollment with his or her supervisor.

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McLAUGHLIN YOUNG GROUP
A People Approach To Profitability

Supporting Healthy and Productive Employees

A Proposal for a Student Assistance Program (Revision 2)

Presented to:

Craven Community College

Presented by:

McLaughlin Young Group

Gregg Hunter, M.Ed., LPC
Director of Client Services

704.285.7944
ghunter@mygroup.com

March 24, 2015

Executive Summary

McLaughlin Young Group is pleased to present this Proposal for Student Assistance Program services. We are a unique EAP/SAP partner because:

Long-term Partner: The first two client organizations to sign contracts with McLaughlin Young, both on the same day April 1, 1987, have retained us as their EAP partner for 27 years. 15 clients have retained us for more than 20 years. If you are looking for, not just a provider, but a sustainable partner, these long-standing relationships are indicative of how we define partnership.

Enhanced Management Products and Services: The quality and sophistication of our products and services for HR / Managers / Student Services further differentiate us from other EAPs/SAPs.

- We have streamlined our formal referral process by assigning each client organization a primary contact for these cases. We have exceptional follow-up and case management, including a satisfaction survey for each manager who makes the referrals.
- Our team includes professionals who have been specifically trained to provide management consultations, manage formal referrals, and coordinate fitness for duty cases.
- Our critical incident response is customized to meet an organization's unique needs and includes coaching leaders and administration on how to lead during a crisis.

International EAP Provider: We provide EAP/SAP services in more than 200 countries and over 140 languages.

Human Resources "Resource": McLaughlin Young is an Approved Provider by the HR Certification Institute making us a resource for HR professionals needing training for PHR / SPHR. We offer monthly webinars and onsite training programs at our corporate headquarters for general and/or strategic credit hours.

Breadth of Services: We further differentiate ourselves as an EAP/SAP partner by our ability to provide solutions at all levels of an organization – from the student to frontline employee to the CEO. McLaughlin Young's capabilities include:

Supporting Healthy and Productive Employees

- Employee/Student Assistance Program
- Work-Life Balance
- Health and Wellness

Developing Trusted and Effective Leaders

- Leadership Assessment
- Leadership Development
- Team Building

Improving Organizational Performance

- Organizational Assessment
- Employee Engagement
- Change Management

The contents of the proposal include:

Corporate Background: McLaughlin Young was founded as an EAP provider in Charlotte, NC in 1987. The company has remained privately owned and operated by Founder R. John Young, Ph.D. and is a member of the McLaughlin Young Group. McLaughlin Young has remained an independent EAP/SAP provider; we are not associated with a healthcare facility or embedded in a health insurance plan. We have been recognized as a Best Place to Work by *The Charlotte Business Journal*.

Experience: McLaughlin Young is celebrating 27 years as an EAP provider.

References: McLaughlin Young is an International provider representing a variety of organizations ranging from nonprofit organizations to educational institutions to Fortune 500 companies. Our population counts range from small businesses with seven employees to organizations with more than 70,000 employees. We would be more than happy to provide you with references upon request.

Our first two clients from April 1, 1987, Piedmont Natural Gas and Cummins Atlantic, LLC, have provided the following testimonials to our 27 year partnership:

"Beginning in 1987, Piedmont Natural Gas was the first client of McLaughlin Young's EAP service. Piedmont likes long-term partnerships with our vendors, but only when the partnerships are successful. We are still using McLaughlin Young's EAP service and have always found that they are responsive in emergency situations, have practical guidance in ways to approach the situation and have a network that is able to respond wherever needed."

~Donna R. Ball, HR Business Consultant-Benefits, Piedmont Natural Gas

"For the past 25 years, McLaughlin Young Group has been providing great value to our people when they have needed it most. Helping them focus on solutions for the challenges they face both at work and in their personal lives is a huge benefit for them and us."

~Steven H. Jordan, V.P. & COO, Cummins Atlantic LLC

Staffing and Qualifications: McLaughlin Young requires the highest level of experience within the EAP industry with all clinicians having at least a Master's degree and five years of clinical experience. McLaughlin Young's provider network includes 40,000 clinicians in more than 200 countries.

This is a preliminary offer which may be accepted up to 90 days from the date submitted. The pricing in this proposal is guaranteed for one year.

Supporting Healthy and Productive Students

Our Student Assistance Program (SAP) is designed to assist in the identification and resolution of productivity problems associated with students impaired by personal concerns. Examples include relationship problems, work-related concerns, depression, drug and alcohol abuse, and grief and loss. These and many other issues affect job or school performance, work-life balance, and overall mental and physical health.

McLaughlin Young is dedicated to Supporting Healthy and Productive Students. We recommend the following benefits and services in order to support your student population.

STUDENT ASSISTANCE PROGRAM

SAP Consultation

Help is available 24 hours a day, 7 days a week, and 365 days a year through McLaughlin Young's toll-free 1-800 number. All callers immediately hear a live voice when they call. At no time are our phones answered by automation (i.e. voicemail). Our clients experience the same level of service after hours and on weekends. We are equipped to handle calls in more than 140 languages.

McLaughlin Young provides confidential and professional SAP services for students and family members who may be experiencing personal, medical, school or work related concerns. Problems addressed by the SAP include but are not limited to: emotional, family, marital, alcohol, drug, financial, legal and other personal issues. SAP services include providing information, assessment, short-term problem resolution, and crisis intervention.

Face-to-Face Counseling Sessions

When students and family members access services through our 1-800 number, they are offered a face-to-face counseling session in order for an experienced, licensed counselor to conduct a thorough needs assessment. Clients are assigned a case manager who will remain their contact throughout the process and ensure their needs are met.

Experienced EAP Professionals

EAP/SAP Provider Requirements



McLaughlin Young EAP/SAP providers must have the following requirements/credentials:

- Doctorate or master's degree in the counseling field
- Minimum of five years post-graduate clinical experience
- State licensure (LPC, LCSW, LMFT, LCAS)
- Forty hours of professional training and development, including at least three hours of ethics training, every two years
- Substance Abuse Professional required when dealing with substance abuse issues
- Documented professional liability insurance
- Knowledge of available community resources for referrals

Provider Network

Since 1987, we have been developing our provider network, which currently includes almost 40,000 clinicians and consultants in 200 countries.

National Provider Network by Zip Code



We are committed to timely response to all calls or requests for assistance.

- **Response Standards:**
 - Life threatening emergencies seen face-to-face within one hour of call.
 - Non-life threatening emergencies seen face-to-face within six hours of call.
 - Urgent issues seen within 48 hours of call.
 - Routine issues seen within five-business days (majority within three).
- **Access Standards:**
 - Normal access for face-to-face is within 25 miles or 30 minutes.
 - Rural access for face-to face is within 40 miles or less.
 - Telephone access is immediate and available 24/7.

Our provider network database permits us to search by language, insurance panels, and specialties, such as practice, treatment, age, and demographic. When locating a provider for a client, we take into consideration the nature of the problem, location of the client, appropriateness of male or female counselor, primary language spoken by the client, and appointment availability.

HR / MANAGEMENT / STUDENT SERVICES SUPPORT

Consultations

When seeking advice on managing problematic students, constructively confronting students, or referring troubled students, HR, department heads, and student services have unlimited access to our trained professionals. Our counselors assist in developing action plans and coaching the leadership personnel to successful interventions, thus relieving them of anxiety and reluctance to confront a problematic student.

Policy Development

We provide consultation to help HR and student services develop policies and procedures regarding issues ranging from violence to drug and alcohol intervention. As a strong EAP/SAP partner, we want to help you deal with potential problems in a preventative manner.

Formal Referrals

McLaughlin Young provides organizations with unlimited formal referrals. Our systematic feedback to HR, department heads, and student services includes notification of compliance with appointments, treatment status, and recommendations to leadership. This model is followed on every formal referral on a weekly basis or as otherwise agreed upon. Consultation is provided for any return to school case for coordination of mutually positive transition.

To ensure that the client institution's needs are met, we conduct a follow-up survey one month after the closing date of each formal referral case. The referring manager simply completes an online survey providing feedback on the referral process, improvements in the student's performance, and areas for improvement.

Substance Abuse Screening

McLaughlin Young is experienced at screening for substance abuse during the initial assessment. If there is prior suspicion of substance abuse, HR or student services benefit from making a formal referral which ensures they are made aware of compliance as well as treatment status and recommendations.

Coordination of Fitness for Duty

Institutions never look forward to dealing with difficult situations on campus or in the workplace, but knowing the SAP is a resource to provide support and guidance can ease their discomfort. McLaughlin Young provides a variety of resources that can help when responding to safety concerns. One of the most crucial roles of the SAP is in helping colleges sort the behavioral issues that a student is exhibiting. We can also help in identifying what kind of response is needed.

Critical Incident Response

Our professional staff is trained by industry leaders in critical incident response to the advanced level that includes major disasters. We bring an immediate response to an organization that has suffered from a critical incident. Our response includes immediate telephonic support, organizational briefing, and follow-up assessment.



Supporting a Resilient Company

McLaughlin Young recognizes that both institutions and individuals move through trauma at different paces. We use the resiliency model to support your institution through a critical incident such as:

- Student death
- Campus violence
- Campus injury
- Natural disaster

WORK-LIFE SERVICES

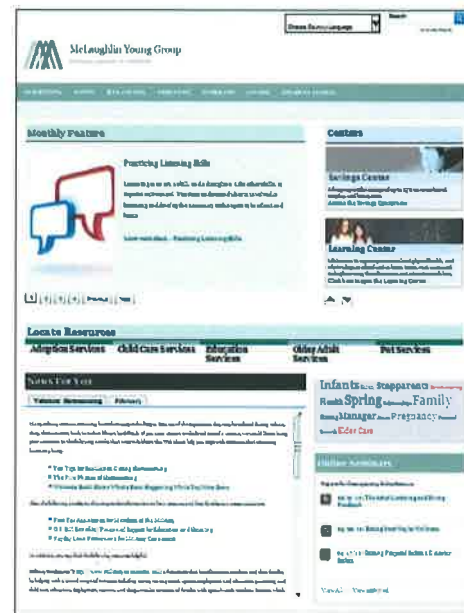
Balancing the competing demands of work or school and family life can be a very difficult and frustrating task. Work-life services provide extra support to manage life's frequent challenges. They are designed to support issues related to child care, elder care, education, daily living, legal, financial, and wellness.

Work-life services are available 24 hours per day, 7 days per week via a toll-free number and a website. It is important to note that our call center is open and staffed 24/7 and that all calls are answered by degreed and highly trained care consultants; we do not employ customer service representatives. All calls are guaranteed to be answered live within 30 seconds.

Web-Based Services

McLaughlin Young's state-of-the-art website features an extremely comprehensive level of resource articles, assessments, and audio and video files covering emotional well-being, health and wellness, and workplace issues as well as child care, elder care, adoption, and education. The search feature allows for instant retrieval of relevant articles, tip sheets, tools, and resources specific to a particular work-life topic.

Throughout the website, a range of content types are provided—articles, resource links, calculators, self-assessments, audio and video files, online courses, and online seminars—to appeal to different types of learners and web customers. We license content from premier sources such as Nolo (a respected provider of legal information for consumers and small businesses) and Peterson's (a well-established source of personalized solutions for education and career achievement).



Below is a comprehensive listing of the features of the website:

- English and Spanish sites available
- Entirely customizable layout and content options
- 7 content divisions: Parenting, Aging, Balancing, Thriving, Living, Working, and International
- 61 content modules – the feature article is updated monthly on each Module Page and the Homepage
- Searchable databases for child care providers, elder care and related services, adoption resources, attorneys, certified financial planners, pet sitting, private and public high schools and colleges, and volunteer opportunities
- 40 financial calculators
- 70 interactive health and emotional health assessments

- Over 300 streaming audio files and 30 video files covering a range of health and emotional health topics
- Live, monthly, online seminars each month with archiving of past seminars
- More than 5,000 regularly updated articles
- Reviewed and annotated “best of the Web” resource links
- News for You updated at least monthly, now featuring the option to add customized tabs
- Monthly features on the Homepage and Module Pages
- Monthly interactive polls
- Optional access to TaxACT
- Search and Advanced Search features
- A new Homepage featuring new articles and resources each month
- Skill Builders: 18 online training programs offering printable certificates of completion
- Learning Center: an interactive feature with articles, personal plans, assessments, audio advice, and quick tips on a wide range of employee effectiveness, physical, and emotional well-being issues
- Savings Center: a discount shopping program offering students up to 25% discounts on name-brand goods and services
- Relocation Center: an interactive program that allows users to preview communities across the United States, providing vital statistics and a comparison feature
- 106 ready-to-use legal forms provided by Nolo
- WebMD access to medical and health information
- Many options available to include company-specific benefits information
- The site is kept current and up-to-date by a team of dedicated staff

Child Care Services

Finding care options for children can be a time consuming and confusing process. McLaughlin Young offers child care services, including a **child care locator**, to ensure that individuals can easily locate options and understand what is available to them.

Child care resources related to:

- | | |
|---------------------------|------------------------------|
| • Child care centers | • Lactation support |
| • Family day care centers | • Summer camps |
| • Back-up care | • Adoption |
| • Sick child care | • Public and private schools |
| • Nannies | • Tutors |



Growing Families

McLaughlin Young provides access to free, confidential resources, information, and referrals for those thinking about or in the process of growing their family. Families and parents can learn more about:

- Adoption
- Pregnancy and infertility
- Prenatal care
- Nursing your infant
- Family leave and returning to work
- Child care, back-up care, and sick child care
- Resources for all educational and developmental stages

Adoption Services

McLaughlin Young's web-based services include an **adoption locator** database. It provides a list of services, professionals, community support groups and important resources, as well as information on international adoptions. These listings include provider names and contact information.

In addition to the adoption locator database, our adoption services include articles, online seminars, resources, and legal documents. The services address a number of topics including, but not limited to, adopting children with special needs, adoption process, international adoption, open and closed adoption, domestic adoption, and legal and financial issues associated with adoption.



Parenting Resources

McLaughlin Young provides access to 400 articles, 10 audio files, 10 online seminars, and five online training modules for parents, step-parents, expectant parents, and grandparents. Topics include:

- Addressing children's self-esteem
- Communicating with your children
- Parenting multiples
- Staying organized
- Step-parenting
- Talking with teens and young adults

Education Resources

McLaughlin Young provides students with the resources they need to make informed education decisions. These can range from locating a new school due to relocation to assisting a college-bound high school student. Our education resources include an **education locator** which searches from pre-school to adult learning.

Education resources related to:

- Pre-schools
- Public and private schools K-12
- Tutors
- Colleges and universities
- Technical schools
- Continuing education
- Adult education classes



Working Caregivers

Providing dependent care is unlike any other work or life responsibility—you're always on-duty, and there's no such thing as a deadline extension. McLaughlin Young provides assistance and support resources for these and other dependent care topics:

- Child care, elder care, and care for special needs
- Caregiver stress and work-life balance
- Support groups and community resources
- Child, adolescent, and geriatric health concerns
- Child safety and senior safety
- Unexpected events and caregiving emergencies

Older Adult Services

Serving as a caregiver for an older family member or friend is not a simple job. McLaughlin Young supports individuals with this enormous responsibility. Our services address issues such as housing options, caregiver support, and grief and loss.

Older adults can search topics such as aging well, older adult health, and planning for the future. In planning for the future, seniors can get their affairs in order, such as creating living wills and planning for long term care. McLaughlin Young provides legal and financial resources to support seniors and care givers with these important preparations.

Older adult resources related to:

- Assisted living facilities
- Nursing homes
- Adult daycare programs
- Care giver support
- Retirement communities
- Elder hostels
- Meals-On-Wheel programs
- Home safety
- Elder driving
- Geriatric case managers
- Hospice



Older Adult Services Locator

Information related to a particular older care provider is only as current as the most recent published data of the state in which that provider is located. You are encouraged to check each individual provider's status to confirm licensure and contact information.

Search for Older Adult Services:

Select the type of care, resources, or service to search for:

Now, enter your location:

Address/Intersection:

City:

State:

Postal or ZIP Code:

Search within: miles of your location

Pet Services

McLaughlin Young provides information, resources, and tools related to pets, including adoption and selection, being an advocate, caring for pets, encouraging good behavior, nutrition, pet transportation, and safety. Our pet services include:

- **Pet locator:** Find adoptable pets, locate shelters and rescue groups, or post to a classified ad bulletin board about lost and found pets, pets wanted, and more.
- **Pet sitter locator:** Simply search by zip code to find a pet sitter or narrow your search by selecting specific services required, such as overnight pet boarding, grooming, and daily dog walks.

Relocation Center

Our relocation center provides users with inside information on a community, including the schools, hospitals, and places of worship. It also provides statistics on housing costs, types of housing, age, income, and more. The relocation center is a helpful tool for those considering or in the process of relocating.



Life's Transitions

No matter how much things change, one thing stays the same—life moves on. Regardless of what might be around the corner, McLaughlin Young provides information and assistance, on these and other topics, to smooth the road ahead.

- Moving and relocation
- Unexpected life events
- Career development or transition
- Workplace restructuring
- Returning to school
- Retirement
- Adjusting to an empty nest

Daily Living Resources

Web-based resources and articles related to the following topics are easily accessible through our web site:

- | | |
|-------------------------------|----------------------------|
| • Consumer issues | • Dining and entertainment |
| • Emergency services | • Relocation |
| • Home maintenance and repair | • Community volunteering |
| • Pet care | |
| • Travel and recreation | |

LEGAL AND FINANCIAL SERVICES

Some of the key differentiators/unique capabilities of our legal and financial services include:

- 24/7 live access to work-life consultants
- Our telephonic legal service provides immediate access to our own network of attorneys who cannot self-refer.
- Referrals made to in-person attorneys are confirmed before being shared with the member.
- There is no limit to the length of the financial consultation.
- Integration with our work-life service provides the most comprehensive level of support for students.
- We provide individuals who utilize the legal service with a comprehensive "Next Steps" letter that provides detailed information about what to expect and how to proceed.
- Fastest turnaround time in the industry: less than 12 business hours or six business hours for emergencies.

Legal Services

McLaughlin Young contracts with a nationwide network of attorneys to provide consultation to students and family members regarding their legal concerns. Using our unique case management system, the caller initiates contact with a legal consultant who conducts the intake, confirms appropriateness and availability of the lawyer, and follows up to ensure client's satisfaction and resolution

Our in-house legal consultants hold a bachelor's degree in a related field, plus two to three years of related experience as a law clerk, paralegal, or legal assistant.

Callers can obtain consultation for any legal issue, with the exception of those involving disputes or actions between an employee/dependent and their employer or the EAP or for business/school issues. Following are the top 10 reasons that employees use the legal service.

- | | |
|--------------------------------|-------------------------------|
| • Divorce/custody issues | • Bankruptcy |
| • Criminal | • Personal injury/malpractice |
| • Estate planning/wills/trusts | • Small claims |
| • Real estate | • Adoption |
| • Landlord/tenant | • Will preparation |

Our legal services include two types of services to meet students' needs. Offering both advice and local referral services ensures that all students' legal needs are addressed in an appropriate manner.

- **Advice:** More than 50% of individuals requiring legal assistance do not want or need to retain a lawyer. Their concerns can be resolved through a free telephonic advice service.
- **Local Referral:** For individuals who have an immediate need for in-person legal consultation, we refer the client to a conveniently located lawyer with the appropriate expertise. These local lawyers provide a free half-hour consultation, and, in most instances, agree to discount their hourly fees by 25% if additional assistance is required.

Financial Services

McLaughlin Young's qualified financial counselors and educators are available without an appointment Monday through Friday with pre-scheduled counseling sessions available on Saturday, during the day or evening. [Note: Counselors do not sell or endorse specific products and make referrals only to nonprofit services.]

If desired by the caller, an appointment convenient to his or her schedule may be made with McLaughlin Young for a detailed consultation (usually lasting about one hour) regarding the caller's most pressing financial issues. We will send the caller any worksheets and educational materials related to the topic of their scheduled conversation and a reminder of the appointment date. On the day and time of the appointment, it is the caller's responsibility to initiate the call.

After the appointment is finished, McLaughlin Young will e-mail and/or mail a summary of goals and steps to the caller, along with any additional, applicable, educational materials, as well as a quality survey.

The most common financial issues addressed include:

- Bankruptcy
- Budgeting (to cope with reduction in household earnings; to reduce debt; to save; household budgeting)
- Buying a home for the first time
- Major life event planning
- College fund planning
- Credit card debt (lowering rates; consolidating debt)
- Retirement planning
- Foreclosure prevention

ID Theft Recovery

Our legal and financial services include Integrated ID Recovery, which provides individuals with a toll-free, telephonic, 30-minute consultation with a certified consumer credit counselor. The professional will objectively assess the caller's situation, create an action plan, and provide the knowledge and tools to implement that plan most effectively. The consumer credit counselor helps the caller assess his or her risk level and identify steps to resolve potential identity theft. The service also provides appropriate educational materials.



Savings Center

The savings center helps you save time and money with great discounts redeemable online, through catalogs, and select in-store merchants.

- Wide array of discounts from leading name-brand retailers
- Savings of up to 25 percent

WEB-BASED TRAINING AND DEVELOPMENT:

The following webinars and on-line training modules are unlimited and available 24/7 on our web site.

Webinars: Monthly webinars are offered live during the month and then archived on our web site. The webinar will address a different topic each month. Topics for 2014 have included:

- JANUARY: Debit or Credit: Managing Credit, Debt and Avoiding Issues
- FEBRUARY: Are You Taking Your Health to Heart? Heart Health Awareness
- MARCH: What's Your Plan? Making the Rest of Your Life the Best of Your Life
- APRIL: Can We Talk? Yes, Counseling Can Help
- MAY: Who's Watching the Kids? Finding the Right Care for Your Family
- JUNE: Will You Still Love Me Tomorrow? Communication Strategies to Keep Couples Close
- JULY: Is It Hot in Here? Anger – Learning to Keep Your Cool
- AUGUST: Where's my Lunchbox? Family Readiness for the Start of the School Year
- SEPTEMBER: Is It Time? Knowing When Your Aging Relative Needs Help
- OCTOBER: What Is My First Step? Getting a Handle on Addiction
- NOVEMBER: What's on the Menu? Healthy Eating for You and Your Family
- DECEMBER: How Much Is Too Much? Being Resilient to Stress

Training Modules: Online modules with certificate of completion are available. Employees can take at their own free will or organizations can require certain training programs be completed. The employee can show proof through the certificate of completion. Topics include:

- Appreciating Personality Differences
- Cultural Diversity in the Workplace
- Nobody Likes a Bully: Bullying in the Workplace
- Recognizing a Troubled Employee
- Sexual Harassment in the Workplace
- Effective Communication
- Drug-Free Workplace
- Compliance Accountability
- Business Etiquette and Professionalism
- Emotional Intelligence for Success
- Estate Planning: Five Essential Documents
- Handling Criticism Well
- Self-Care: Remaining Resilient
- Caring For Aging Relatives
- Eating Your Way to Wellness
- Maximizing Your Day: Effective Time Management
- Say What You Mean the Right Way: Healthy Forms of Communication
- The Art of Conflict Resolution

HEALTH AND WELLNESS

Health Assessments and Tools

Our web site includes several health assessments and tools such as:

- Health Assessments
 - Personal profiles
 - Health risks
 - Life/work style
 - Conditions/symptoms
- Web MD: Online physician directory and health information resources
- MedlinePlus: Content from U.S. National Library of Medicine and National Institute of Medicine

Health and Wellness Resources

Our site includes articles, resources, multimedia files, etc. for the following topics:

- Live Healthy
- Healthy Eating
- Medical Care
- Individual Health
- Health Challenges

Web Site

SAP clients have access to numerous tools and resources through our web site, which you can access through www.mygroup.com.



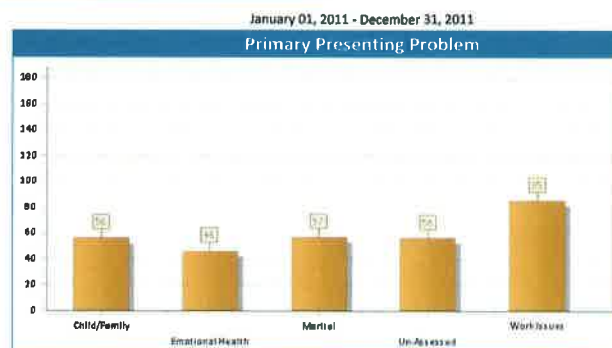
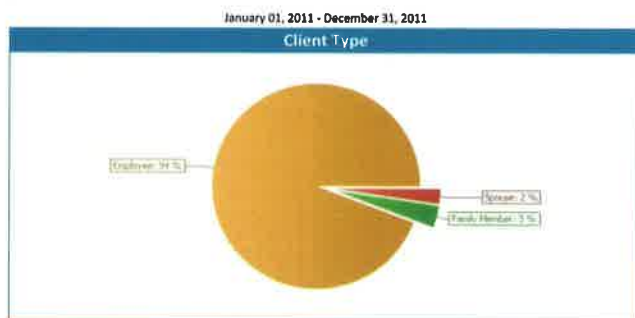
Utilization

PROMOTION OF SERVICES

- Monthly Flyer for Work-Life Topic of the Month
- Handouts (i.e. Holiday Tips, Back-to-School, Election Year Talk)
- Announcement Letter
- Employee Orientation Video (available on CD and online)
- Supervisor Training Video (available on CD and online)

REPORTING

- Utilization report: McLaughlin Young's EAP Software was updated in 2012 to ensure that we provide our clients with the most comprehensive utilization reports. These are distributed quarterly or upon request.



Quality Assurance

FEATURES

- **Confidentiality & HIPAA:** As an EAP/SAP provider, confidentiality is of the utmost importance to McLaughlin Young. A HIPAA compliance officer is on staff who monitors and addresses any concerns regarding confidentiality and conducts updates and training for the EAP staff periodically to ensure continuing compliance.
- **Confidentiality & FERPA:** MYES acknowledges its understanding that The Board of Trustees of Craven Community College and Craven Community College (collectively "College") are subject to the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g (FERPA) and the FERPA Regulations found in 34 CFR Part 99. FERPA protects the privacy of student "educational records." Educational records include records in any medium that directly relate to a student and are maintained by or on behalf of an educational institution such as the College. MYES agrees that it will not request nor acquire possession of student educational records protected under FERPA in the course of providing EAP services to the College. MYES, furthermore acknowledging that if it should inadvertently acquire student educational records, it does hereby covenant and agree to protect such student educational records that may come into its possession as confidential. MYES also agrees to indemnify and hold the College, its Trustees, administrators, employees, and agents harmless from any loss, cost, expense or liability including attorneys' fees and other costs incurred in remediation, which may be caused directly by any negligent act or omission of MYES in releasing student educational records in violation of FERPA.
- **Account management:** Client organizations are assigned a primary contact who is supported by an account management team. The account manager is responsible for ensuring a seamless implementation process for new client organizations.
- **Case management:** Each client who accesses services is assigned a case manager who monitors the case and conducts appropriate follow-up.
- **Surveys:** Client satisfaction surveys, client organization satisfaction surveys, and training evaluations are all distributed to measure client satisfaction.

What Our Clients Are Saying



"McLaughlin Young Group offers an array of professional services that can assist our employees manage a myriad of issues that touch our personal and work lives."

~Sharon Howard, Human Resource Consultant at the North Carolina Office of State Personnel, North Carolina State Government

2013 CLIENT FEEDBACK

The 2013 client organization satisfaction surveys, which are completed online by HR or management, yielded the following results for McLaughlin Young:

- The EAP provides value to our organization. 100%
- Our managers and supervisors are satisfied with the EAP services. 97%
- The EAP responds in a timely manner to our needs. 97%
- Our EAP account manager responds promptly to our needs. 100%
- I would recommend McLaughlin Young to other companies. 100%

Supporting Healthy and Productive Students Pricing

	Up to 3 Session Model
Number of Students	1,250
Per Student Per Month Fee	\$1.25

In summary, the following services are included in the pricing above:

SAP Consultation and Counseling

- Face-to-face and telephonic counseling

HR / Management Support

- Consultations
- Policy development
- Formal referrals
- Substance abuse screening
- Coordination of fitness for duty or "psychological assessments"
- Critical incident response (up to three hours of onsite services per year)

Work-Life Services

- Web-based resources and locators for adoption, child care, parenting, education, elder/adult care, pet care, prenatal/postnatal care, special needs, and summer care

Web-Based Services

- 5,000+ articles and resources
- Learning Center, Relocation Center, and Savings Center
- English and Spanish content

Legal Services, Financial Services & ID Theft Recovery

- Legal advice, referrals and discounted attorney fees
- Telephonic appointments with qualified financial counselors and educators
- Consultation with certified consumer credit counselor

Training and Development

- 18 online training modules (web-based training)
- Monthly webinars on work-life topics

Health and Wellness

- Web-based resources and online health risk assessments

Promotion of Services

- Customized Flyers in PDF format for Craven Community College to distribute
- Quarterly utilization reports or upon request
- Account management

Please note that discounted rates apply to EAP clients for McLaughlin Young services, such as onsite training programs, mid-level management and executive coaching, psychometric assessments, team building workshops, etc. Onsite training programs and webinars for HRCI credits are offered at an additional fee.

AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

Monday, June 8, 2015 at 5:00 P.M.

Members: Ms. Earline Sills Williams, Chair
Ms. Jennifer Dacey
Ms. Carol Mattocks
Ms. Allison Morris
Ms. Brenda Wilson
Mr. Kevin Roberts, Board Chair

Others: Dr. Catherine Chew, President
Dr. Daryl Minus, Executive VP of Learning and Student Success
Ms. Kathleen Gallman, Associate VP for Academic Affairs and Student Engagement
Mr. Gery Boucher, Associate VP of Innovation and Workforce Solutions
Ms. Cindy Ensley, Recorder

- | | |
|---|-------------------------------|
| I. Call to Order | Earline Sills Williams, Chair |
| II. Members Present Roll Call | Earline Sills Williams, Chair |
| III. 2015 Curriculum Program Review summary | Daryl Minus |
| IV. Skills USA and ACBSP Accreditation | Daryl Minus |
| V. Summer Enrollment and NC Wesleyan College MOU | Kathleen Gallman |
| VI. Workforce Development Current Projects Update | Gery Boucher |
| VII. Adjournment | Earline Sills 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

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

JUNE 8, 2015 AT 5:00 P.M.

- I. Committee Chairman Earline Sills Williams called the meeting to order at 5:00 pm.
- II. The roll was called and Chairman Sills Williams declared a quorum present for the meeting.
Members Present: Ms. Jennifer Dacey, Ms. Carol Mattocks, Ms. Allison Morris, Chair Earline Sills Williams, and Ms. Brenda Wilson.
Members Absent: Board Chairman Kevin Roberts
Others Present: Dr. Catherine Chew, Dr. Daryl Minus, Ms. Kathleen Gallman, Mr. Gery Boucher, and Ms. Cindy Ensley.
- III. 2015 Curriculum Program Review Summary
Dr. Minus presented a snapshot of the 2014-15 programs sighting areas of improvement and suggested corrective actions. Dr. Chew said the cross-functional review is a tool for improvement for the faculty and leadership in making program improvements for the success of our students.
- IV. Skills USA and ACBSP Accreditation
Craven's business programs were recently accredited for 10 years by the ACBSP making Craven the second community college in NC to be honored with the distinction stated Dr. Minus. He also reported that our students completed in a state-wide Skills USA competition and five students will be competing on a national level in Kentucky. Dr. Minus announced that Ricky Meadows, Chair of Industrial, Transportation and Service Programs at Craven was named Advisor of the Year by Skills USA.

Dr. Minus reported on the completion of a Title III grant worth \$1.7 million over a 5-year period that, if awarded, would help strengthen institutional programs and help equip the proposed student success center.
- V. Summer Enrollment and NC Wesleyan College MOU
Ms. Gallman reported that Summer 2015 curriculum enrollment is down 13% in head count and 14.6% in FTE citing a decline in students enrolling in developmental classes. A brief review of the 2015-2020 Strategic Enrollment Management Plan was presented detailing the goal to increase enrollment over the next three years. Dr. Chew stated more information will be presented at the June board meeting. The College has partnered with NC Wesleyan College to offer completion of three bachelor's degrees on the campus of Craven at competitive rates and discounts to military students.
- VI. Workforce Development Current Projects Update
Gery Boucher reported on the Commercial Driver's License (CDL) Program and the College's

partnership with FedEx Custom Critical. Six other trucking companies are interested in our graduates also. The first class begins in July with 14 students currently enrolled. Boucher also stated that the visit by executives from FedEx Custom Critical has been rescheduled for early July.

VII. Adjournment

With no further business to discuss, Committee Chair Sills Williams adjourned the meeting at 5:57 pm.

/ce



STRATEGIC ENROLLMENT MANAGEMENT PLAN

2015-2020

Prepared by:

**Gery Boucher, AVP for Innovation and Workforce Solutions
Kathleen Gallman, AVP for Academic Affairs and Student Engagement
Zomar Peter, Executive Director of Enrollment and Retention**

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Introduction

This Enrollment Management Plan was developed to provide a strategic process aimed at optimizing enrollment and meeting the needs of students and the community. Developed following a thorough evaluation of current programs, services and data sets, the 5-year plan is intended to be dynamic, fluid, and used as a guide to drive enrollment decisions at Craven Community College.

The Strategic Enrollment Management Team began their work in September 2014, meeting weekly to move through the stages of plan development. These meetings culminated in a draft Enrollment Management Plan, which was presented to the college's Executive Leadership Team in June 2015. Plan implementation begins in Fall 2015.

College Mission

Craven Community College is a dynamic and responsive institution of higher education committed to improving and enriching individual lives and society through comprehensive, high quality and accessible learning opportunities that allow students to contribute and compete in a diverse and global community.

Craven Community College fulfills this Mission through:

- **Adult General, Basic and Secondary Education** Courses and services for students who desire to complete a high school equivalency credential or improve their adult basic education, literacy and English language skills, or for enrolled high school students seeking acceleration opportunities.
- **Cultural, Citizenship and Community Enrichment** Activities, services, group travel and special projects in response to cultural needs and quality of life interests of community populations and for the leisure enjoyment and enrichment of adults and youth served.
- **Developmental Education Studies** Courses and services for students in need of further growth and development of academic and basic skills preparation for acceptance into a curriculum and to succeed in college programs.
- **Economic/Workforce Development Education and Special Training** , Customized courses specifically designed for, and in collaboration with, business, industry and the military including workforce readiness, job enhancement and technical skill development.
- **Occupational and Technical Education** Programs, courses and services for students who plan to enter the workforce or upgrade their career training, professional skills and work performance.
- **Student Development** Programs and services to support and enhance student academic, career and personal skill development and growth, and assure success for diverse and ever-changing student populations.

- **University-Parallel Education** Programs and coursework for the freshman and sophomore years of an undergraduate education for students who plan to continue studies toward the baccalaureate or pursue post-secondary liberal arts studies.

Adopted Board of Trustees April 20, 2010

The Enrollment Management Team

The Enrollment Management Team (EMT) consists of individuals from academic, workforce development, marketing and student services areas of the College. Membership includes:

TEAM MEMBER	TITLE	DEPARTMENT
Gery Boucher	AVP, Innovation and Workforce Solutions; EMT Co-Chair	Workforce Development
Kathleen Gallman	AVP, Academic Affairs and Student Engagement; EMT Co-Chair	Academic Affairs/Student Engagement
Zomar Peter	Executive Director, Enrollment and Retention; EMT Co-Chair	Enrollment Services
Bambi Edwards	Dean, Technology Services	Technology Services
Deborah Joyner	Systems Administrator	Technology Services
Deborah Kania	Director, Marketing, Communications, and Development Liaison	Institutional Advancement
Gale Evancho	Executive Assistant to the EVP/AVP	Learning and Student Success
Jennifer Bumgarner	Director, TRiO/Student Support Services	Academic Affairs/Student Engagement
John Fonville	Registrar	Enrollment Services
Kyle Warner	Faculty	Liberal Arts/University Transfer
Margaret Chance	Manager, Workforce Development Administration & Operations	Workforce Development
Marti Myers	Student Success Coordinator	Academic Affairs/Student Engagement
Walter Calabrese	Dean, Learning & Operations – Havelock/Cherry Point Campus	Learning and Student Success

The Charge

Develop a five-year strategic enrollment plan that aligns with the College's mission, strategic plan and Craven Community College's unit goals/priorities

Guiding Principles

The following guiding principles were adopted by the committee prior to carrying out the charge:

1. Create a plan that is collaborative, data driven and focused on student learning and success
2. Maintain a non-judgmental attitude when evaluating current programs and services; "take the people out" and refrain from defending practices in a particular area
3. Maintain team integrity; be honest and forthright and actively listen to all points of view
4. Create a plan that is dynamic and fluid and can be implemented regardless of the fiscal climate

Enrollment Management Defined

A college-wide, data driven process designed to optimize the college's recruitment, enrollment, support and retention efforts in alignment with its mission and strategic plan. The process involves the collaboration of all institutional units and focuses on fostering fiscal stability and health.

The Process

We utilized an enrollment management funnel to conduct a SWOT analysis of the following areas: Recruitment, Admissions, Registration, and Retention. In addition, the committee reviewed 2014-15 Fact Book data, local high school data, 2014 NCCCS Performance Measures data, and national and local labor statistics and Environmental Scan. The committee also completed the Student Financial Stability Self- Assessment Instrument and garnered information from the College's recent Market Perception Survey.

The Plan

Over-Arching Goals for Strategic Enrollment Management at Craven Community College:

1. Identify target population and increase the number enrolled at Craven Community College
2. Develop a proactive marketing/communication system that integrates all college employees and supports recruitment and retention
3. Identify and implement systematic interventions and academic support to improve persistence, retention, and completion
4. Enhance the student experience at Craven Community College to promote enrichment and life-long learning

Goal #1: Identify target population and increase the number enrolled at Craven Community College

Accomplished by:

A) Increasing the number of recent High School students who enroll at Craven Community College by 5% over a 3 year period

- a. Place a college transition advisor in the local high schools (NBHS, WCHS, HHS) by Fall 2015
- b. Promote and increase Career and College Promise enrollment through marketing and increasing the number of curriculum class offerings in the high schools
- c. In conjunction with the Liberal Arts/University Transfer Center, develop a Summer Academy for high school students so that they can “jump start” their college education
- d. Develop a recruitment program that includes both parental and student participation

B) Increasing Active Duty and Dependent Military enrollment by 3% over a 3 year period

- a. Implement the Military Affairs Resource Center (MARC) 5-year strategic plan
- b. In conjunction with the MARC and Enrollment Services, develop a process to identify and track active duty and dependent military enrollees
- c. Increase the marketing of portable programs aboard Marine Corp Air Station (MCAS) Cherry Point
- d. Identify key military bases across the Nation and strategic international sites to recruit online learners

C) Increasing the number of distance learners by 5% over a 3 year period

- a. Promote and market the philosophy that Craven aspires to be a 1st choice for distance learning (DL) for certificate, diploma, associate degree, and WFD programs
- b. Hire a distance learning consultant to assess Craven’s current DL program and offer innovative strategies to increase enrollment
- c. Fully implement Quality Matters (to include online course certification)

- d. Fully staff DL department based on program review and needs of students, faculty, and staff
- e. Conduct an audit of curriculum programs and, where appropriate, identify and transition current programs to fully online offerings

Goal #2: Develop a proactive marketing/communication system that integrates all college employees and supports recruitment and retention

Accomplished by:

A. Analyzing the 2015 Market Perception Survey and create a marketing strategy that makes sense for the institution and is practical and financially reasonable

- a. Redirect the college's marketing efforts to a Sales-Driven (Recruitment-Driven) Organizational model
- b. Develop a branding system that will be used in all communications with internal and external stakeholders
- c. Develop a systematic process of consistent communications that aligns with each phase of the student's college experience (potential student through graduation)
- d. Develop employee training, messages, tools, and templates (in all media) that will enable and compel every Craven employee to be part of the recruiting team
- e. Identify key student champions and equip them with the tools to recruit others

B. Improving the primary portal for College information—the College Website

- a. Improve website content to increase understanding and desire for new and returning students to make Craven Community College their college of choice
- b. Improve website navigation to “make it easy to do business with us.”
- c. Enhance the visibility of program offerings on the website, taking into consideration key target audience and strategic initiatives (e.g., DL)

C. Integrating Workforce Development (WFD) and Curriculum in terms of Marketing

- a. Develop and implement communications and tactics that reduce confusion between WFD and Curriculum
- b. Develop unique cycles of communications for WFD and Curriculum (key targets) that maximize enrollment

D. Enhancing communication to internal and external stakeholders—both students and employees—to ensure consistent messaging

- a. Develop communications to support potential WFD/Curriculum students as they come through the enrollment “funnel” in order to increase retention, satisfaction, and completion
- b. Establish a consistent, college-wide, brand-reinforcing communications system for Enrollment, Financial Aid, Campus Life, Career/Transfer, and other departments in New Bern and Havelock
- c. Improve the use of technologies (e.g., email, mobile, social) and provide graphic/messaging support, using the direction and expertise of the Marketing Department

Goal #3: Identify and implement systematic interventions and academic support to improve persistence, retention, and completion

Accomplished by:

A. Increasing Fall to Fall retention by 10% over a 5 year period

- a. Create a Student Success Center that includes the implementation of proactive, intentional strategies that connect Student Support Services
- b. Create a campus-wide, collaborative relationship between support services and faculty
- c. Develop guidelines for mandatory tutoring for students who are underperforming (e.g., first year students who fall below a “C” in gateway courses)
- d. Tailor Student Success (ACA) courses by discipline and increase the number of full-time faculty teaching ACA to at least 50%; consider full-time faculty teaching ACA for their advisees
- e. Incorporate Emergenetics into ACA classes
- f. Pursue grant opportunities that support student support services (e.g., EOC, Talent Search, Upward Bound)
- g. Elevate the quality of tutoring services through CRLA certification and mentoring
- h. Staff an At Risk Advisor to work with underperforming students

B. Increasing program completion rates to 50% over a 3 year period

- a. Implement Completion By Design recommendations
- b. Explore and implement Reverse Transfer to facilitate student completion of a credential
- c. Evaluate WFD and Curriculum offerings for duplication and applicability and maximize stackable credential options
- d. Implement mandatory advising for first-year students
- e. Provide academic support for determining career pathways through career assessments
- f. Maximize credit for experience and certifications (e.g., military)

Goal #4: Enhance the student experience at Craven Community College to promote enrichment and life-long learning

Accomplished by:

A. Elevating the level of customer service across the College

- a. Implement regular customer service training and consider making it a part of annual Mandatory Training
- b. Implement a system of rewards for exceptional customer service
- c. Develop a “team word” or “team signal” that speaks to quality customer service and student centeredness (i.e. “students come first!”) and is adopted by all college employees
- d. Create and implement a schedule for formative and summative assessment of customer service and create a plan for dissemination of results college-wide

- B. Evaluating and enhancing the current Faculty Advising Model to include credentialing of advisors and customer service training**
- a. Develop a systematic college-wide process and procedure for advising
 - b. Develop mandatory faculty/staff training schedule that encompasses year-round advising
 - c. Provide simplified, consistent faculty/staff advising training through the Center for Teaching and Learning (may require FT staff for CTL)
 - d. Align faculty advising with Student Success (ACA) Course
 - e. Utilize technologies that create efficiencies for faculty/staff advisors and advisees
- C. Review Student Activities and implement key activities that are intentional, occur annually, and have a positive impact on students and the community**
- a. Create a process for determining the overall value/impact of a proposed student activities and assign learning outcomes accordingly
 - b. Implement activities based on budget and degree of impact to students and the community (i.e. fewer activities with greater impact)
 - c. Create an approved process for student activities
 - d. Create a consistent year-long student activities schedule

Curriculum Program Review 2014-2015
Snapshot

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

Program	Strengths	Recommendations
Associate in General Education	Program leadership is to be commended for: embracing the enhanced coding system and conducting more intrusive advising so as to move students out of the AGE major and into students' program of choice; and for working with First Stop advisors to no longer house students in AGE, rather purposefully place students in a program that is part of their educational plan.	Program leadership should: work with faculty and staff to identify an AGE advocate to work with students; employ a more intrusive advising model to assure that students enrolled in the AGE are transitioned to their ultimate goal program in a timely manner; should work with IE to more appropriately analyze the data on the 233 students enrolled in AGE so as to better advise and counsel the students; pursue the establishment of an Exploratory Program to provide resources for students who have not yet chosen a major or who wish to change their major; work with Student Services to identify additional coding that may better track transitional students; and regularly monitor student progress to avoid student burn-out in the AGE program. Significant concerns regarding the content and depth of the AGE self-study were expressed. Because the self-study provided limited insights into possible directions to take with the program, AGE is will be reviewed again in 2015. The next self-study should be more comprehensive, and include the perspectives of faculty, Student Services staff, and others on the purpose and value of the AGE program.

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

Biotechnology	Program leadership is to be commended for increasing course offerings within the existing STEM/Science programs.	Program leadership should: work with IE to develop an alternative way of assessing programs with an Instructional Service Agreement (ISA) as their unique nature is not complimented by our current program review process. As there are no students enrolled in this program, no outreach or marketing about the availability of the program, it is recommended the college research the potential of this ISA and connect with Pitt CC to work on strengthening program participation before moving to terminate it. It is recommended this program be re-evaluated in two years.
Business Administration – Operations Management	Program leadership is to be commended for: their efforts to work with community partners to create pathways within the degree program that meet the current needs of students; the quality of graduates from the program; and recent SACSCOC approval of the program that affords opportunities to engage current manufacturing technology and Marines in the Six Sigma Program, positioning the program in a positive light	Program leadership should: develop a more comprehensive plan for creating structured program pathways to attract students who can transition from the Lean Six Sigma certificate program into the AAS in Business Administration program; develop a more comprehensive and aggressive marketing and outreach plan that promotes the value of this program to others in the county and not limit the program to the Marine Corps; identify a program champion and provide adequate resources to support the new program; and in light of low enrollment – explore enrolling international students, consider OM as an emphasis under Business Administration rather than a stand-alone program, search for opportunities to strengthen the transfer pipeline to ECU Industrial Supervision & Logistics Program. It is recommended that the program be reviewed again next year to determine whether current efforts with the Lean Six Sigma Certificate and structured pathways have realized some success in increasing enrollment. It is further recommended that program leadership work with the new Career Coach to identify pathways for high school students interested in this field of study.

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

Computer Technology Integration	Program leadership is to be commended for: the comprehensive nature of their self-study especially its focus on student retention, completion, and success; proactive approach to meeting industry needs and developing programs that evolve with the field; intrusive advising; the design of a capstone course; CTI course sequencing which stresses “soft-skills” and communication competencies; two state-recognized program champions; and exemplary performance at state, national, and international, cyber-security competitions.	Program leadership should: consider reducing the broad range of programs offered within the program which may result in faculty overload; focus efforts on encouraging students to pursue one of four tracks (generalist, programming, networking, and security); marketing of the program as a recognizable product; focus attention on the issue of long-term staffing as many of the instructors are approaching retirement age; and explore a plan that includes stronger academic planning for students in the program. Program Leadership is encouraged to explore the possibility of awarding credit for prior experience, learning, or certifications, akin to military occupational specialty credit, to military or military affiliated students. There should be a continued focus on creating opportunities for industry certifications and connections with Workforce Development that can enhance employability and advancement in the field.
Entrepreneurship	Program leadership is to be commended for: efforts to align program offerings with the needs and initiatives of the county’s new economic development focus; support a strong faculty presence and intrusive advising model; enhance the program’s curriculum in ways that are responsive to the community’s needs (i.e. critical thinking and soft skills); and their role in developing a program that has been well received at MCAS Cherry Point, serving as a model for similar programs intended for those transitioning out of the military.	Program leadership should: work with Enrollment Services to develop workshops for advisors that highlight Business programs; work with Marketing to develop new strategies for promoting program awareness and visibility to include Career and College Promise Programs; employ a career coach at the local high schools; work with WFD to explore potential pathways between the Centers , innovative partnerships with ECU and NCSU as well as outside the region; work with faculty to evaluate current advising practices and to determine if entrepreneurship classes can be included as electives in other areas; and work with students to develop a Business Club. . Program leadership should coordinate with IE and require Entrepreneurship to be re-evaluated within two years to determine if it would be more prudent to offer Entrepreneurship as a specialization under Business Administration.

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

Pharmacy Technology

Program leadership is to be commended for: comprehensive and thoughtful self-study; their proactive approach to growing the program; eliminating barriers to the program while maintaining the rigor; and commitment to a student-centered approach to instruction and advising.

Program leadership should: do more to leverage the (achievement of students with employers in the region; engage in more personal outreach to connect graduates of the program with employers; engage in stronger recruitment efforts; and create a proposal for expanding and updating the technical/equipment resources for the program.

Competition with WFD's program must be addressed by engaging on a 'return on investment' study on both programs to determine ways to enhance each program rather than compete with one another. The result will be two programs graduating equally competent students.

*Resolution of the Board of Trustees of
Craven Community College*

- Whereas:* Dr. Catherine Chew has been President of Craven Community College since October 2008; and
- Whereas:* Each year, the Board of Trustees of Craven Community College reviews the performance of the President through an evaluation instrument; and
- Whereas:* At the conclusion of the current evaluation process, the Board of Trustees of Craven Community College stated they recognize the exemplary performance of Dr. Catherine Chew during the past year; and
- Whereas:* In recognition of her exemplary performance, the Board of Trustees of Craven Community College does hereby commend Dr. Chew for her leadership and passion, dedication to the College, visibility and involvement in the community and outreach to all of her constituents, including the Board of Trustees;

Now, Therefore, Be It Resolved That:

The Board of Trustees of Craven Community College express their profound appreciation to Dr. Catherine Chew for her past 7 years at the helm of the College; and wish her the very best in her retirement from higher education;

Now, Therefore, Be It Further Resolved That:

This action to be a part of the minutes of the Summer 2015 meeting of the Craven Community College Board of Trustees.

Mr. Kevin Roberts
Chair, Board of Trustees

Ms. Rosanne Leahy
Chair, Personnel Committee



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

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

June 23, 2015

Dr. Linwood Powell, Chair
North Carolina Community College System
5001 Mail Service Center
Raleigh, NC 27699-5001

Dear Dr. Powell:

The Craven Community College Board of Trustees completed its annual performance evaluation of Dr. Catherine Chew, the College's president, on June 22, 2015 for the prior twelve-month period.

Dr. Chew was evaluated on internal and external relationships, personnel administration, academic administration, fiscal and facilities administration, personal attributes and resource development. Performance against established goals was also considered. The process involved participation by the entire Board, extensive discussion and feedback, and direct interaction with Dr. Chew.

The consensus of the Trustees is that Dr. Chew's performance meets or exceeds every measured criterion. As a Board, we, the Trustees, appreciate and support the direction that Dr. Chew has taken Craven Community College in her past seven years as president. This will be our last and final evaluation on Dr. Catherine Chew as she retires from higher education in October 2015.

Respectfully,

Kevin Roberts
Chairman
Craven Community College Board of Trustees

Cc: Mr. Bryan Jenkins, NCCCS

REPORT FROM NOMINATING COMMITTEE

2015-2016 RECOMMENDATIONS

Submitted by Trustee Carol Mattocks, Committee Chair

Board Chair	Kevin Roberts
Board Vice Chair	Rosanne Leahy
Academic & Student Affairs Committee Chair	Allison Morris
Facilities Committee Chair	Bill Taylor
Finance Committee Chair	Chuck Tyson
Personnel Committee Chair	Brenda Wilson

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEE GOALS 2015-16**

The following goals were discussed at the Board retreat held at Carolina Colours in January 2015 and approved at the April 21, 2015 Board of Trustees meeting.

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

2. Support the Craven Community College Foundation and its efforts to increase the endowment. And assist the College in its efforts to secure other funds.

3. Increase collaboration between Craven Community College and all secondary schools with a goal toward increased enrollment and success of Craven County students.