REVISED AGENDA

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES FALL MEETING
OCTOBER 15, 2013
6:00 P.M. – DINNER IN NAUMANN COMMUNITY ROOM
7:00 P.M. – BUSINESS MEETING, WARD BOARDROOM, NEW BERN CAMPUS

I.	Call to Order	*Bill Naumann, Chair*
II.	Roll Call	*Catherine Chew, Secretary*
	A. Conflict of Interest Declaration	*Bill Naumann, Chair*
	B. Oath of Office (Ron Knight, Rosanne Leahy, Allison Morris, Chuck Tyson)	*Terri W. Sharp*
	C. Recognition of Service (Dan Pritchett, Earl Wright, Carol Mattocks)	*Bill Naumann, Chair*
	D. Public Comment	
III.	Consent Agenda *(motion)*	*Bill Naumann, Chair*
	A. Approval of Board of Trustee Minutes (July 16, 2013)	
	B. Approval of Committee Minutes & Recommendations	
IV.	New Business and Discussion Items	
	A. Foundation Board Member Nominations *(motion)*	*Bill Naumann, Chair*
	1. Ricardo H. Correia J.D.	
	B. Public Radio East Board Member Nominations *(motion)*	*Bill Naumann, Chair*
	1. Mr. Charles Cushman	
	2. Mrs. Carol Irons	
	C. ACCT Seattle Conference Update	*Brenda Wilson and Kevin Roberts*
V.	Meeting Topic: Institutional Advancement	*Judy Eurich*
VI.	Reports	
	A. President	
	B. Student Trustee	
	C. Faculty Council	
	D. Attorney	
	E. Board Chair	
VII.	Closed Session {1143-318.11(1)(6)}	
VIII.	Adjournment	

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

BOARD OF TRUSTEES MEETINGS AND CONFERENCES

Tuesday, October 29, 2013 9:00 a.m. – 11:00 a.m.	Shared Learning Session – Workforce Development
Tuesday, November 19, 2013 1:00 p.m. – 3:00 p.m.	Shared Learning Session – Career Programs
Monday, December 2, 2013 4:00 p.m.	Finance Committee Meeting, Ward Boardroom
Monday, December 2, 2013 5:00 p.m.	Personnel Committee Meeting, Ward Boardroom
Monday, December 9, 2013 4:00 p.m.	Facilities Committee Meeting, Ward Boardroom
Monday, December 9, 2013 5:00 p.m.	Academic & Student Affairs Committee Meeting, Ward Boardroom
Wednesday, January 29, 2014 8:00 a.m. – 3:00 p.m.	NCACCT Training for Carteret CC, Pamlico CC and Craven CC, Naumann Community Room
Friday, January 31, 2014 Day Long Event	CCC Board of Trustees Annual Retreat and Board Meeting, Location TBA
February 10 – 13, 2014	ACCT National Legislative Summit, Washington, D.C.

BOARD OF TRUSTEES

ROLL CALL

October 16, 2013

Agenda Review/Conflict of Interest Declarations

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

MEETING NOTICE

FALL COMMITTEE MEETING SCHEDULE AND NOTICE OF THE FALL MEETING OF THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE

Pursuant to North Carolina General Statutes Section 143-318.12 and Craven Community College Board of Trustees Policies, **NOTICE** is hereby given for the following:

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

- The Finance Committee will meet on Monday, September 16, at 4:00 p.m.; and
- The Personnel Committee will meet on Monday, September 16, at 5:00 p.m.; and
- The Facilities Committee will meet on Monday, September 23, at 4:00 p.m.; and
- The Academic & Student Affairs Committee will meet on Monday, September 23, 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 Fall Meeting of the Craven Community College Board of Trustees will take place on Tuesday, October 15, 2013, at 7:00 p.m. in the *Ward Boardroom of the Brock Administration Building, located on the New Bern Campus of Craven Community College.*

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

This **NOTICE** is published on August 27, 2013, pursuant to directions by the Chair of the Board of Trustees.

Date posted: August 27, 2013
Place posted: Administrative Suite, Brock Administration Building

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
Minutes of Summer Meeting
July 16, 2013

I. The Craven Community College Board of Trustees held its summer meeting on Tuesday, July 16, 2013 in the Ward Boardroom of the Brock Building on the New Bern Campus with Mrs. Carol Mattocks, Chair, presiding. The business meeting was called to order at 7:00 p.m.

II. Dr. Catherine Chew called the roll.
Members present: Mr. Gary Baldree, ~~Mrs. Trish Clark Bennett~~, Judge Ken Crow, ~~Mr. Ronald Knight~~, ~~Judge Peter Mack~~, Mrs. Carol Mattocks, Mr. Bill Naumann, Mr. Daniel Pritchett, Mr. Kevin Roberts, Ms. Earline Sills Williams, Mrs. Brenda Wilson, and ~~Mr. Earl Wright~~. Dr. Chew declared a quorum present for the meeting.
Others present: Dr. Catherine Chew, President; Ms. Joanne Payne, Executive Assistant to the President and Board of Trustees; Dr. Daryl Minus-EVP; Dr. Layne Harpine- VP, Havelock-Cherry Point Campus/Military Affairs/Workforce Development; Mr. Jamie Norment, Attorney, Ward & Smith; Ms. Betty Hatcher, Dean of Liberal Arts & University Transfer; Ms. Judy Eurich, Executive Director for Institutional Advancement; Ms. Cindy Patterson,Director, Financial Services and Purchasing.
Agenda Review/Conflict of Interest Declaration read by Chair Carol Mattocks. No conflicts noted by members.

A. Public Comments – none.
B. Mrs. Mattocks brought the Board up to date on Board of Trustee appointees.
C. Dan Pritchett paid tribute to Marvin Raines, a former member of the Board of Trustees who passed away recently and is fondly remembered for his contributions to the community and his devotion to his family; Mr. Raines was a good New Bernian and will be deeply missed. Brenda Wilson noted that the community is writing letters of support to name the 43 Connector for Mr. Raines. Dan Pritchett motioned that the CCC Board of Trustees write a letter of support for this initiative. Kevin Rogers informed the Board that a standard resolution is available and that he will forward it to the appropriate people. Brenda Wilson seconded the motion. Motion passed unanimously.

III. Consent Agenda
A-D. Mrs. Mattocks called for a motion to approve items A-D of the Consent Agenda as presented. Motion: Dan Pritchett, Second: Bill Naumann. Motion passed unanimously.

IV. Administrative Reports/Committee Chair Comments
A. Academic & Student Affairs – Dr. Minus reported on the following:
1. NCCCS Program Audit 2012-2013 Report – This audit covers the Spring semester of 2011 through the Spring semester of 2012. CCC had zero exceptions in this audit report. There was one minor finding on the Curriculum side and one minor concern on the Continuing Education side. CCC received an overall very good report from the auditor. The auditor praised Craven for its organization and its progress over the past few years. Kevin Roberts motioned to accept the audit report. Second: Dan Pritchett. Motion passed unanimously.

2. SACS Quarterly Communication Report - CCC sent correspondence to SACS in April of 2012. In that communication Marine Corps Air Station Cherry Point and the Havelock Cherry Point Campus were incorrectly identified as two separate instructional sites. After much investigation and a detailed search for documentation it was determined that MCAS Cherry Point and the Havelock Cherry Point Campus are one in the same. SACS has since written to the College and rescinded all of their prior requests for documentation. Dr. Minus praised the work and cooperation of the Institutional Effectiveness staff to rectify this situation in favor of the College.

3. Project Potential Update – Dr. Chew provided a brief overview of the project. The Academic and Student Affairs Committee addressed this item at their recent meeting. Mrs. Earline Sills Williams asked that the committee members review the materials and suggested that maybe a committee should be formed. After much discussion and recognizing that the "devil was in the details" as noted by Judge Crow, it was agreed that the project would be referred back to the Academic and Student Affairs Committee for follow up and further discussion.

B. Facilities

1. Brock Stairs Project Bid with LS3P – Gary Baldree deferred to Cindy Patterson to discuss this item. Ms. Patterson informed the Board that a recommendation had been made by the Facilities Committee to proceed with LS3P for this project given their experience and the number of staff needed to handle a project of this size. Mr. Baldree motioned that the Board accept the LS3P proposal for the Brock stairs project. The cost is $200,000. Mr. Naumann seconded. Motion was approved unanimously.
2. City of New Bern Generator – Ms. Patterson informed the Trustees that the City of New Bern has requested that CCC switch out their generator for one that has more capacity. This would be of benefit to the College because the cost savings realized would outweigh the increased fee that the City is asking us to pay (increase from $3,000 to $6,000).

C. Finance – Dan Pritchett deferred to Cindy Patterson to give the Finance report.

1. 2013-2014 State Budget Update – Ms. Patterson reported that the State has yet to reach a consensus on the budget.
2. 2013-2014 County Budget Update – Ms. Patterson reported that the County is going to give the College the full $3.88 million that was requested. $3.455 million is for the operating budget and $425,000 is for capital expenses.

D. Personnel

Mr. Naumann presented the Personnel report. The original plan was to present Dr. Chew's new contract for approval at this meeting. The State has not approved a budget yet and will probably not do so until mid-August. As soon as the budget is approved the contract process can be completed and it may be necessary to have a called meeting of the Trustees. Travel and upcoming conferences were discussed.The Board of Trustees has a budget of $16,000 to cover all travel expenses for the year, including ethics training, new Trustee training, and attendance at state and national community college Trustee meetings. Dr. Chew and Mr. Naumann will meet within the next two weeks to draft a proposal to determine how to best optimize participation in all of the training and state/national meetings so that everyone has an equal opportunity to participate. Mr. Naumann deferred to Dr. Minus to report on current searches. Dr. Chew acknowledged Judy Eurich as the new Executive Director of Institutional Advancement. Dr. Minus summarized the faculty and staff positions that have recently been filled and others that are currently being advertised.

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

V. Report from the President

   A. Our Identity Document – Dr. Chew summarized the document and directed the Trustees to the back of the document that contains the organization charts that will help to identify key staff members and their roles at the College.

   B. Annual Report - Dr. Chew presented the Annual Report for 2012-2013. This Report highlights the accomplishments of the College for the year. She mentioned that it had been a year of tremendous accomplishments by college staff and faculty. This is an internal document and is also displayed on the College website. Dan Pritchet commended the College and recommended that a copy of the Annual Report be mailed to all County Commissioners along with a letter. Ms. Williams requested that a copy also be sent to Dr. Lane Mills. Dr. Chew recommended that the Report and a letter be signed by herself and Mr. Naumann.

   C. 2013-2014 Strategic Priorities – Dr. Chew shared the document and specifically cited the overview graph that showcases the linkages among the NCCCS performance indicators, college priorities and unit priorities. She reported that it has taken many years to align the budget and planning process at the college; this document represents tremendous progress with measureable outcomes and targets.

   D. NCCCS 2011-2012 Performance Measures Summary - Dr. Chew reviewed the summarized report card and how Craven performed against the other community colleges in the state. We will be measured on how we do on the eight measures listed on the Performance Summary. This report card will be shared with the CCC staff so that they are aware of what our targets are and how we are performing. Performance- based funding is included in the Governor's budget; there is a formula for how colleges will receive the funding.

VI. Unfinished Business

   A. Board of Trustees Self Evaluation (Fall 2012) Mrs. Mattocks reviewed the self-evaluation tally.There are some areas that the Board scored themselves above the mean and some that are below the mean. Mrs. Mattocks read all of the comments from individual Trustees and Mr. Naumann mentioned that the problem with the 2012 Self Evaluation is that it was not discussed a year ago when it was administered. No decision was reached on whether or when it would be administered again.

   B. Board of Trustees Goals 2013-2014

   There was considerable discussion regarding goals and how to measure them. Mrs. Mattocks distributed a list of three goals to the Trustees that were created during the January retreat. Mrs. Williams suggested that "public schools" in the third goal be replaced with "all secondary schools" to include private schools in the initiative. The Trustees agreed. Mr. Naumann stated that all of these goals are measurable. He encouraged the Trustees not to wait a year to get a measurement on where the Board stands on the goals. Achievement should be measured at least on a semi-annual basis. Discussion ensued on the possibility of creating a Dashboard and on what items are measureable or not measureable mid-year. For example, measuring student retention or successful course completion is difficult to provide mid-year while fundraising goals would be easy to report and measure. Mr. Naumann volunteered to meet with Dr. Chew to determine a list of 4 or 5 things that the Board can measure on an interim basis and bring it to the next meeting as a proposal.

VII. New Business

1. Nominating Committee Recommendations for 2013-2014 – Mrs. Wilson presented a slate of officers as follows: Chair – Bill Naumann, Vice Chair – Kevin Roberts, Academic and Student Affairs Chairman – Earline Sills Williams, Facilities Committee Chair – Gary Baldree, Finance Committee Chair – Dan Pritchett, Personnel Committee Chair- Brenda Wilson. Brenda Wilson motioned that the slate of officers be approved as presented. Second: Gary Baldree. Passed by unanimous vote.
2. Congleton Student Quad Design from LS3P – Dr. Chew presented the concept design for the Congleton Student Quad submitted by LS3P. She reviewed placement of the various pieces on campus and mentioned that she will share this design proposal with Dr. Congleton to make sure he is comfortable with it.
3. Dr. Chew informed the Board that the helicopter dedication at the Havelock campus will be on Wednesday, September 18, at 1:00 p.m.

VIII. Report From the Attorney – Mr. Norment had nothing to report.

IX. Chair's Comments

A. Recognition of Earl Wright and Appreciation of Service – Mr. Wright was not in attendance. The Board agreed to invite Mr. Wright to the next meeting so that he can receive proper recognition for his service on the Board.

X. Other Items

A. Board of Trustees Meeting & Conference/Retreat Schedule for FY 2013-2014. Joanne Payne distributed the schedule. She noted that the dates and times for the committee meetings have changed.

B. Approval of CCC-Foundation Board Members – Mrs. Mattocks presented the slate of new Foundation Board members: D. Dysinger, L. Griffith, L. Schulze and Y. Wold. Kevin Roberts motioned to accept the slate, Bill Naumann seconded. The motion passed unanimously.

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

At 8:43 p.m. on a motion made by Carol Mattocks, seconded by Gary Baldree, and unanimously approved, the Board of Trustees of Craven Community College pursuant to North Carolina General Statues {143-318.11(a)(6)} entered into closed session to discuss personnel matters. Mr. Jamie Norment, attorney, recorded the minutes of the closed session.

Respectfully submitted:

__________________________	July 16, 2013
Carol Mattocks, Chair	Date
__________________________	July 16, 2013
Catherine Chew, Secretary	Date

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEE GOALS 2013-14

The following goals were discussed at the Board retreat held at Carolina Colours in January, 2013 and amended at the July 16, 2013 Board of Trustees meeting.

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

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

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

Ricardo H. Correia J.D.

Motivational Speaker and Training Professional

Ricardo "Rico" H. Correia is a dynamic motivational speaker, training professional, and published author with over 25 years' experience in the field of professional and personal development. Rico's focus is to improve organizational communication, motivation and productivity. Rico has spent the past 15 years as one of the nation's top organizational improvement consultants for major league sports teams and leagues. He has provided motivational and success skills training to all players in Major League Soccer, New York Knicks, Cleveland Cavaliers, Philadelphia Phillies, 12 NFL teams, 5 NHL teams, New York Rangers and numerous professional sports organizations. In addition, he has designed customized training and improvement programs for high profile companies, no-profit organizations, housing authorities, sales teams and organizations such as New York Stock Exchange, Associated Press, Avis, Cablevision, Madison Square Garden, Hartford Civic Center, Howard Rubenstein Associates, Scottrade Center, UCONN Foundation and Abbott Capital Management.

Rico's specialty areas include the development and delivery of training programs on *Capitalizing on Emerging Markets, Respect in the Workplace, Sexual Harassment Awareness and Prevention Conflict Resolution, Process Improvement, Managing for Productivity*. He is a nationally recognized speaker and addresses organizations, associations, and corporations on the key elements of achieving personal and professional success.

Rico is currently employed by the New Bern Housing Authority as Director of Development. In addition, he was formerly the VP of Human Resources and Administration for SRI Surgical, Director of Human Resources for ESPN and VP Regulatory Affairs and Operations for CH2M Hill. Rico holds a JD from the Suffolk University School of Law in Business and Employment Law and is a graduate of the University of Massachusetts.

PUBLIC RADIO EAST

THE NEWS AND CLASSICAL MUSIC NETWORK 89.3 WTEB

THE NEWS AND IDEAS NETWORK 88.5 WZNB / 90.3 WKNS / 91.5 WBJD / 88.1 GREENVILLE

MEMORANDUM

To: Dr. Catherine Chew

From: Charles Wethington

Date: September 10, 2013

Subject: Pre Board Nomination

In accordance with the By-Laws of the Public Radio East Foundation, I am submitting to you, for approval by the Craven Community College Board of Trustees, the nomination of Mr. Charles Cushman and Mrs. Carol Irons, for membership on the Public Radio East Foundation Board of Directors.

Mr. Charles Cushman is an attorney in New Bern and the grandson of Dr. Charles Barker.

Mrs. Carol Irons is active in Pitt County philanthropy, and she and her husband, Tom Irons have supported Public Radio East for decades.

Thank You

BARKER HALL 800 COLLEGE COURT NEW BERN, NC 28562 252.638.3434 FAX 252.638.3538 WWW.PRENC.ORG

CHARTER & TERMS OF REFERENCE FOR THE CRAVEN COMMUNITY COLLEGE FACULTY COUNCIL

Effective Spring 2013

ARTICLE I. NAME

Section 1. The name of this organization is the Craven Community College Faculty Council.

ARTICLE II. PURPOSE

Section 1. The Craven Community College Faculty Council is a key Faculty body from which the Administration may seek advice and recommendations on policy matters and to which the Administration may communicate with Faculty on campus-wide academic policy issues and decisions. In its focus on campus-wide issues, the Faculty Council recognizes there are other venues for Faculty advice, input, and consultation at Craven Community College, including specific unit, center, and departmental faculties and other standing and ad hoc committees.

The Council will be responsible for gathering the views of the Faculty on matters brought to the Council by Faculty and communicating them to the Administration effectively and constructively. Administration may seek the advice of the Council, through the Executive Team Chair, in making appointments of Faculty to campus-wide or college committees.

Individual Council branches may bring issues to the Faculty Council Executive Team for dissemination or discussion within the Council body or as a channel to Administration. Issues brought to the Council that affect Faculty may be forwarded but not all concerns will fall within the advocacy function of the Council. Though the Council recognizes the right of individual faculty to voice concerns, no faculty may speak on behalf of Council unless authorized by the Chair.

The Craven Community College Faculty Council will:

- Serve as a forum to express and communicate Faculty opinions about issues which affect faculty and to advocate for faculty on relevant matters.
- Respond to expressed needs of the College in support and fulfillment of its mission, policies, and initiatives.
- Act in an advisory capacity with Administration on Faculty matters.
- Advance an appreciation of Professionalism and Respect between College Administration and Faculty.
- Facilitate the sharing of ideas that support quality education.

ARTICLE III. STRUCTURE

Section 1. The Council will consist of:

1. All Faculty
2. Academic Branch Delegates
3. Executive Team

Initial Agenda for Faculty Council Recommendations 2013-2014

Fall 2013

- ✓ Proposal for Faculty Sabbatical Guidelines (Dr. Chew; Bruce Waugh; Jessica Saxon)
- ✓ Proposal for dissemination of Foundation monies to faculty projects (Dr. Chew; Annette Walker)
- ✓ Recommendations for SOI questions, format, and use (Quincy Lieske; Dr. Minus; Mary Clark)
- ✓ Recommendations for GELO formation process (Faculty At Large; Dr. Minus; Mary Clark)
- ✓ Recommendations for faculty appraisal process (Donald Carpenetti; Dr. Minus; Vickie Moseley-Jones)

Spring 2014

- ✓ Recommendations on enhanced advising model (Bob Husson; Dr. Minus)
- ✓ Recommendations on Independent Study Policy (Adam Garfinkel; Diane Tyndal; Dr. Minus)

CCC Faculty Council Executive Team 2013-2014

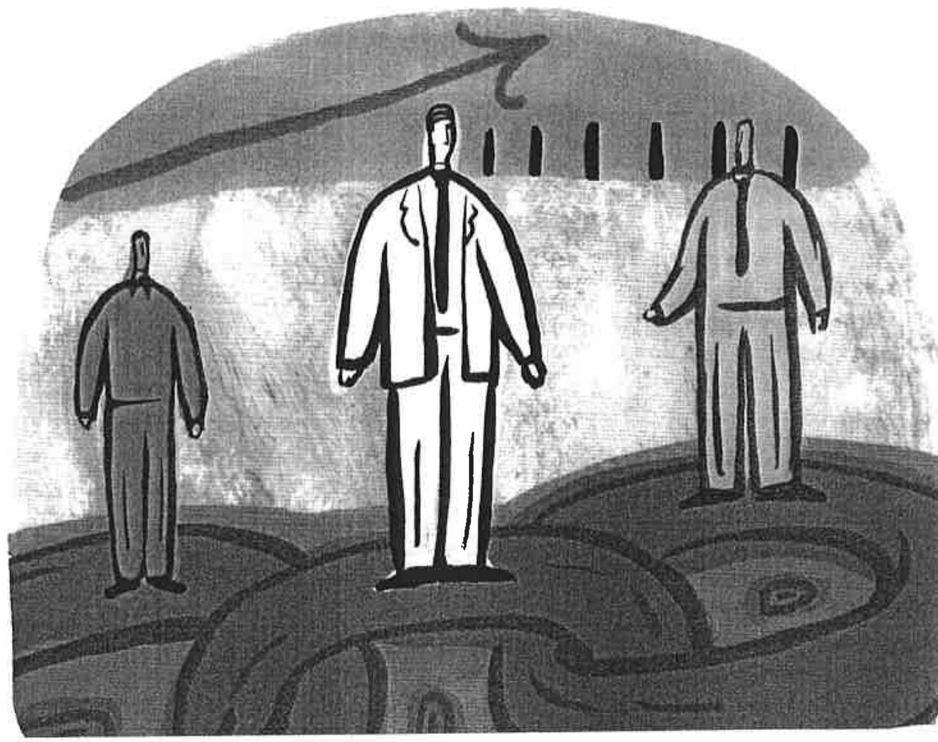
Quincy Lieske, MLA (ENG/HUM/HV)	Chair	
Jessica Saxon, MA (ENG)	Vice-Chair	
Dr. Donald Carpenetti (CHM)	Secretary/Treasurer	
Dr. Bruce Waugh	Communications Officer	
Adam Garfinkel, JD	Parliamentarian	Non-Voting
Annette Walker, MS	NCCCFA representative	

Delegates 2013-2014		**Academic branch**	**Maximum # of Delegates**
Shawn Rubio	XXXXX	Aviation	1
Ken Hunter	XXXXX	BLET , COSMO, Athletics	1
Bob Husson	unfilled	Business, Technology, and Education	2
Elizabeth Spencer	XXXXX	Communications and Fine Arts	1
Kaisy Wilkerson-Mills	unfilled	English & reading	2
Donna Bell	unfilled	Industrial Transportation and Svc.	2
Hannah Tonissen	Ravi Sharma	Math	2
Joyce Belfance	Barbara Scholz	Nursing	2
Beverly Craft	Alexa Tarplee	PT Asst., Pharm Tech, Med Asst., HIT	2
Cindy Seymour	Julia Jenkins	Science	2
Robert Scull	Graham Spann	Social Sciences and Humanities	2
		Full Time FC delegates	19
Elizabeth Steiner	Elizabeth Tolson	Adjunct (At large)	2

Three Principles of Trustee Leadership

Alamo Colleges' chancellor outlines three key factors that determine whether institutions 'flourish or fail.'

By Bruce Leslie



GIVEN THE ENORMOUS CHANGES, challenges, and opportunities facing the entire educational industry and every individual college, a critical foundation of effective organizational stewardship that will foster the imperatives of change is harmony. Harmony among trustees — and especially between trustees and the CEO — creates the environment necessary for the board and CEO to implement the strategic changes that are absolutely required today.

For over 30 years as a CEO, I have worked directly for four community college boards and served on numerous community-based and business boards. This experience has affirmed that trustees and CEOs must fundamentally trust each other in order to achieve the optimum relationship necessary for an organization's success. Establishing and maintaining trust requires mutually respectful behaviors — in other words, harmony. Trustees of any and all organizations must assert the lead to establish the foundation for the organization's success.

Recently, I had the opportunity to briefly address the nation's community college trustees at the 2013 ACCT Leadership Congress in Boston. I encouraged trustees to act according to three principles that determine whether their organization flourishes or fails. In my view, the three primary principles are:

1. **Stewardship:** All trustees, individually and collectively, must stand united for the best interests of the students, protecting the community's investment in the college's assets, including the employees, and continuously seek a collaborative consensus among themselves and the CEO. The individual trustee must set aside the personal agenda, and often the agenda of particular groups or individuals who have the trustee's ear, maturely discuss and debate issues, take a vote, and then respect the majority decision. The board acts by majority decision, not by individual preference. The board that permits individual directives to the CEO, or even worse, those reporting to the CEO, reaps havoc for the leader and organization and contradicts the effective benefits of cohesive, trusting stewardship.
2. **Strategic Leadership:** All trustees, individually and collectively, must affirm a clear, strategic agenda for the CEO and organization. A board's success is determined by clear, transparent direction. This is expressed in policy and resolutions made by the board voting in formal session. They provide intent to the organization. The more closely aligned policies and resolutions are to the strategic agenda, the greater the positive impact and effectiveness of the Board, CEO, and organization.
3. **Delegation:** All trustees, individually and collectively, must establish clear strategic charges for the CEO, who is the board's only employee. They

must delegate the implementation of their policies to her/him and clarify expected results. The board and CEO must communicate continuously, and the board must formally update its charges and regularly and visibly support the CEO in the implementation of the agenda. The board that ensures employees and students understand that the CEO is acting on its behest will enable a more harmonious relationship. In return, the board should expect the CEO to provide full and continuous information on the implementation of the board's agenda, especially before controversies arise so the trustees understand the context and complexities of the issues and can assure the CEO that they will stand with him/her. It is only in this environment of mutual respect that real institutional progress can be made. Courage has always been a key requirement for a CEO, but is especially critical in today's dramatically changing environment. A board cannot expect the CEO to lead, take risks, and challenge the status quo unless the trustees are fully supportive and back him/her if challenged. That's honest stewardship and strategic leadership because it is through the CEO that the board acts. If there is no clear strategic and philosophic agenda, trustees may become at odds with each other and with the CEO, and personal agendas prevail. Those opposed to change will seize the opening and the CEO will be jeopardized, sending the board's agenda into disarray to the detriment of the institution and its stakeholders.

Trustees of any and all organizations must assert the lead to establish the foundation for the organization's success.

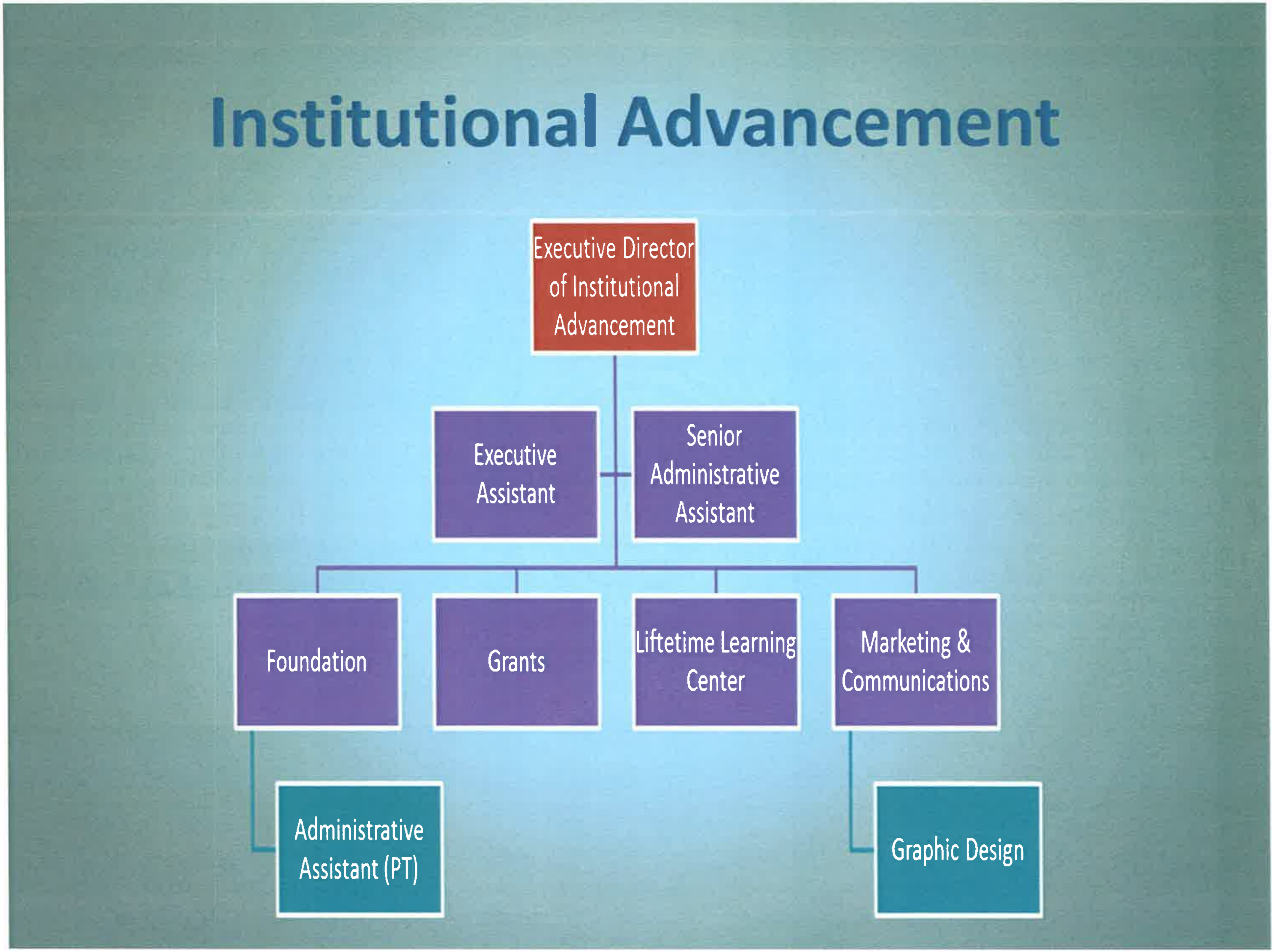
These principles are fundamental, but often an individual trustee asserts his/her personal agenda by contending that stewardship requires "speaking out for one's constituency or representing the stakeholder's 'trust.'" Such personal agendas must either win the support of the majority of trustees or be set aside. Certainly, a trustee with major disagreements with the CEO should seek to resolve them privately with the assistance of the full board. If the disagreement is with fellow trustees, then she/he should consider collective strategies that achieve a more productive direction. In extreme situations, the trustees collectively must assert their stewardship responsibility with their peer and address the problem collectively. Otherwise, trust and harmony are lost, and it is the CEO and organization that suffer the consequences of a distracted or dysfunctional board.

Bruce Leslie is chancellor of The Alamo Colleges in Texas. This article was originally published on the author's Huffington Post *blog,* www.huffingtonpost.com/bruce-leslie, *on March 12, 2013.*

CRAVEN

COMMUNITY COLLEGE

KNIGHT


Institutional Advancement
Executive Director of Institutional Advancement
Executive Assistant
Senior Administrative Assistant
Foundation
Grants
Liftetime Learning Center
Marketing & Communications
Administrative Assistant (PT)
Graphic Design

2012-2013 Grants

Grant funding totaled $546,904

- **Jack Kent Cooke Foundation** - College's Student Transfer Excellence Program (C-Step)
- **National Science Foundation** – Scholars in Engineering and Science (SEAS) Program
- **American Chemical Society** –new Chemistry Club
- **Walmart Community Grant** – purchase of digital cameras and printers for students at Havelock campus
- **NCCCS Office** –Minority Male Mentoring Program and Science Outreach Day
- **NCCCS Early Childhood Education Fund** – the new accelerated Saturday Early Childhood Education Program

2013-2014 Grants

Awarded:

- **NC Back to Work** - $120,000 – training grant

  Focus on construction trades & National Center for Construction Education and Research certification

Submissions:

- **CarolinaEast Foundation** – science curriculum expansion
- **Harold H. Bate Foundation** – Clermont Plantation Archaeology Project with East Carolina University and Tryon Palace
- **Duke Energy Foundation** – will submit for $250,000

Marketing and Communications

- Responsible for all internal and external promotions and communications
- In-house advertising agency for the college
- Maintain a consistent editorial and graphic identity for the college

CRAVEN COMMUNITY COLLEGE

Marketing & Communications

Highlights from 2012-2013

- Launched the “I Am Craven” ad campaign
- Mascot for promotions and special events

  New costume
- Grew presence on social media especially Facebook
- Won two gold Medallion Awards from the NCMPR – CFAs promotion & *Craven* magazine


Nicole Mena
Associate in Arts in
Elementary Education
CRAVEN
COMMUNITY COLLEGE


222-9832
CRAVEN
COMMUNITY COLLEGE


NCMPR
National Council for Marketing & Public Relations
Connecting
Community College
Communicators


facebook
Promote Page
Add to Favorites
Enriching lives
Creating futures
CRAVEN
COMMUNITY COLLEGE
Craven Community College
1,773

Marketing & Communications

Plans for 2013-2014

- Redesign of the college website
- Develop comprehensive marketing & crisis communication plans
- Continue to grow social media outreach
- Increased use of Knight the Panther for promotions and community outreach

CRAVEN
COMMUNITY COLLEGE

Foundation

The Mission

- To support the college and to foster growth, progress and general welfare
- To support programs, services, and activities of the college
- To provide an alternative vehicle for contributions to support programs, services and activities that are not funded through traditional resources
- To broaden the base of the college's support
- To lend support and prestige to fund raising efforts
- To communicate to the public the college's mission and responsiveness to local needs

Board of Directors

- Jennifer Dacey (President)
- Jonathan Segal (President elect)
- Page Jones-Varnell (Treasurer)
- Jacqueline B. Atkinson
- Sallie Hume Baxter
- Dr. Catherine Chew
- Dr. John Cho, MD
- Jeb Collier
- Ricardo H. Correia J.D. (pending approval)
- David Dysinger
- William T. Fuller
- Brian Gatchel
- Lloyd Griffith
- Rick Hemphill
- Chip Hughes

Board of Directors

- Mary Lou Infinito
- Carole Kemp
- Janet Lamb
- Linda MacDonald (Director Emeritus)
- Bill Naumann (Chair, Board of Trustees)
- Stephen Nuckolls (Past president)
- Lyle R. Schulze
- Cheryl B. Smith
- Nancy Stallings
- Maj Gen. Michael P. Sullivan (USMC ret)
- Terry Tait
- Jeff Williams
- Yvonne Wold

CRAVEN
COMMUNITY COLLEGE
Foundation

In 2012-2013, the Foundation awarded over $107,000 in scholarships to 175 students.

The Foundation supports:

CRAVEN COMMUNITY COLLEGE Foundation

In Support of Campus Efforts Over the Last Year

STUDENT SUPPORT

- ✓ Developmental Studies scholarship
- ✓ Classes for GED graduates
- ✓ Early College Book Discussion Group
- ✓ Library Movie Night
- ✓ Cyber Collective competition

PROGRAM SUPPORT

- ✓ Mini-tab license renewal
- ✓ Software for History & Humanities
- ✓ Prizes for Manufacturing Week
- ✓ Printer/copier for Basic Skills

FACULTY & STAFF

- ✓ Study Abroad Ecuador
- ✓ Faculty & Staff Excellence Awards
- ✓ Unsung Heros (HR)

COMMUNITY OUTREACH

- ✓ Annual luncheon for area high school guidance counselors
- ✓ Relay for Life
- ✓ RCS Program (Student certification)
- ✓ Craven Arts Festival
- ✓ Wounded Warrior benefit
- ✓ Neuse River Bridge Run

2013-2014 Campus Campaign

- In-house campaign that includes administration, faculty, staff, BOT and the Foundation Board
- Exceeded our goal of $35,000

2013-2014
Annual Campaign

- Four "touches" this year
- Fall appeal – mid-November
- Winter appeal – Happy New Year postcard
- Spring appeal – inside the Craven magazine
- Post CFAs – outreach to event attendees
- Goal is $20,000

Other Initiatives

- **VIP Ambassador Program** – 17 community members – 2^{nd} class in fall 2013
  - Education, business and industry, healthcare, civic organizations, nonprofits, and active retirees
- **Community Fabric Awards** – April 22, 2014
  - Sponsorships and Nominations

Other Initiatives

- **50th Anniversary** – Celebration begins in August 2014 through July 2015

- **Lifetime Learning Center** – international films; regional and international trips; Broadway shows; and new Explorations in the Arts

Questions?

MINUTES

Finance Committee
Craven Community College
Brock Administration Building Boardroom
September 16, 2013, 4:00 P.M.

I. Chair Roberts called the meeting to order at 4:00 pm.

II. Members Present: Mr. Bill Naumann, Judge Ken Crow, ~~Mr. Chuck Tyson~~, ~~Ms. Brenda Wilson~~, Mr. Kevin Roberts, Mr. Gary Baldree
Others Present: Dr. Catherine Chew, Ms. Joanne Payne & Mrs. Page Jones-Varnell

III. Financial Reports

A. Mrs. Jones-Varnell gave a brief overview of the funds (State, County and Institutional) for the benefit of the new Committee members. She reviewed the year-to-date reports for each fund. Mrs. Jones-Varnell noted that under the V.P. of Administrative Services Unit there is a one percent hold of $175,000 which is maintained for reversion purposes as required by the NCCCS. In the past the revision monies have ranged from 2 to 3 percent. Dr. Chew reviewed the performance-based allocation figures and reviewed the tiered concept of funding. In the County funding report, Ms. Page-Varnell reviewed the projects which will necessitate capital outlay and noted that they are scheduled for later this fiscal year in the spring. Mr. Roberts called for a motion to approve the Budget Reports. Mr. Baldree motioned, Mr. Naumann seconded. Approved unanimously.

B. Write-Offs – Mrs. Jones-Varnell indicated that the write-offs are somewhat larger than usual. She reviewed all categories and scenarios that have contributed to this situation. Mr. Roberts called for a motion to accept the write-offs report as presented. Mr. Naumann motioned, Mr. Baldree seconded. Approved unanimously. After the vote, discussion ensued about showing historical information on the amount of the write-offs and the Committee members requested that Mrs. Page-Varnell report the year-to-date and previous year amount of write-offs at each Committee meeting going forward.

C. Cash Balances *(information only)* Mrs. Jones-Varnell gave a brief report on the balance of funds.

D. Final 2013-2014 State Budget – Mrs. Jones-Varnell presented the State budget as of July 1, 2013. She explained the differences in the July budget and current budget.
Mr. Roberts called for a motion to accept the 2013-2014 budget. Mr. Baldree motioned, Judge Crow seconded. Approved unanimously.

E. Approval of Student Accident Insurance Fee *(motion)* Mrs. Jones-Varnell reviewed a proposed fee of $1.40 for accident insurance for all students. This fee will be included in student fees. Discussion ensued regarding the legal ramifications of enforcing the fee. Judge Crow recommended that Mrs. Jones-Varnell get an opinion from David Ward at Ward and Smith as to the vulnerability and immunities of the College. The Committee agreed that if David Ward suggests that we go ahead and implement the insurance coverage then it can be presented at the October 15 Board of Trustees meeting. Mrs. Jones-Varnell will report David Ward's findings to Mr. Roberts who will report back to the Finance Committee. Mr. Baldree requested that Mrs. Jones-Varnell report to the next Finance Committee on the proposed budget for the student activity fees for 2013-2014.

IV. Adjourn-The meeting adjourned at 5:07 p.m.

AGENDA

Finance Committee
Craven Community College
Ward Boardroom, Brock Building
September 16, 2013, 4:00 P.M.

Members: *Mr. Kevin Roberts, Chair*
Mr. Gary Baldree
Judge Ken Crow
~~*Mr. Chuck Tyson*~~
~~*Ms. Brenda Wilson*~~
Mr. Bill Naumann, Board Chair

Others: *Dr. Catherine Chew, President*
Mrs. Page Jones-Varnell, Vice President for Administrative Services
Ms. Joanne Payne, Recorder

I. Call to Order — Kevin Roberts

II. Members Present — Kevin Roberts

III. Financial Reports — Page Jones-Varnell
- A. Year-to-date Budget Comparison Reports-State, County & Institutional (July 2013-Augst 31, 2013) *(motion)*
- B. Write-Offs and Uncollectible Accounts *(motion)*
- C. Cash Balances *(info)*
- D. Final 2013-2014 State Budget

IV. Approval of Student Accident Insurance Fee *(motion)* — Page Jones-Varnell

V. Adjourn — Kevin Roberts

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

Craven Community College
Budget Comparison Report
State Funds

FY 2013-2014 Budget Comparison as of August 31, 2013	President's Office/Foundation/Marketing				VP of Administrative Services				EVP of Academic Affairs/VP of Student Services				VP-HV/MA/WD			
17% of year	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative																
Salaries & Benefits	725,486	95,893	629,593	13%	1,889,262	296,051	1,593,211	16%	2,605,192	371,546	2,233,646	14%	1,448,573	233,509	1,215,064	16%
519 Contracted Services	12,900	-	12,900	0%	78,526	1,627	76,899	2%	95,149	13,534	81,615	14%	30,100	5,100	25,000	17%
523 Instructional Supplies			-		-	-	-		-	-	-		-	-	-	
525 Motor Vehicle Supplies			-				-				-				-	
526 Office Supplies	5,406	-	5,406	0%	40,609	859	39,750	2%	16,487	1,910	14,577	12%	5,864	-	5,864	0%
527 Other Supplies	748	-	748	0%	62,010	1,575	60,435	3%	11,006	223	10,783	2%	1,828	194	1,634	11%
528 Audio-Visual Supplies			-				-				-				-	
531 Staff Development	24,782	3,545	21,237	14%	43,216	2,250	40,966	5%	28,922	1,246	27,676	4%	31,042	4,889	26,153	16%
532 Communication/Postage			-		121,694	-	121,694	0%	100	-	100	0%	185	-	185	0%
534 Printing & Binding	50,000	-	50,000	0%					2,675	-	2,675	0%	1,797	-	1,797	0%
535 Repairs & Maintenance			-		107,690	26,160	81,530	24%	9,628	300	9,328	3%	649	649	-	100%
536 Freight					8	7	1	94%								
537 Advertising	75,000	7,693	67,307	10%	10,000	1,909	8,091	19%	3,020	-	3,020	0%	815	467	349	57%
538 Data Processing									-	-	-					
539 Other Current Services	450	-	450	0%	321,337	10,686	310,651	3%	33,329	-	33,329	0%	1,422	-	1,422	0%
541 Rental of Property	150	-	150	0%												
543 Lease/Rental Other Equipme			-		45,000	9,764	35,237	22%	-	-	-		16,053	2,716	13,337	17%
544 Data Processing Software			-		87,734	8,672	79,062	10%	7,211	-	7,211	0%	-	-	-	
546 Memberships & Dues	17,440	14,523	2,918	83%	11,830	460	11,370	4%	14,709	-	14,709	0%	1,690	1,390	300	82%
548 NEIT Admin													490	-	490	0%
55x Equipment					621,475	-	621,475	0%					5,495	5,495	0	
Total Administrative:	912,362	121,654	790,708	13%	3,440,391	360,020	3,080,371	10%	2,827,428	388,759	2,438,669	14%	1,546,003	254,408	1,291,595	16%
Instructional																
Salaries & Benefits					-	-	-		6,294,946	723,851	5,571,095	11%	1,725,788	202,615	1,523,173	12%
519 Contracted Services							-		67,194	366	66,828	1%	83,033	13,769	69,264	17%
523 Instructional Supplies					175,572	-	175,572	0%	260,555	1,706	258,849	1%	67,765	975	66,790	1%
524 Repair Supplies									-	-	-				-	
525 Motor Vehicle Supplies							-		836	-	836	0%			-	
526 Office Supplies							-		90	-	90	0%	-	-	-	
527 Other Supplies					-	-	-		14,811	819	13,992	6%	3,245	383	2,862	12%
528 Audio-Visual Supplies							-		595	-	595	0%			-	
531 Staff Development							-		31,985	2,747	29,238	9%	10,587	910	9,677	9%
532 Communication							-		-	-	-		-	-	-	
534 Printing & Binding							-		2,500	-	2,500	0%	-	-	-	
535 Repairs & Maintenance							-		36,465	14,675	21,790	40%	-	-	-	
536 Freight									11	-	11	0%			-	
537 Advertising							-		-	-	-		4,522	400	4,122	9%
539 Other Current Services					-	-	-		17,772	226	17,546	1%	936	36	900	4%
541 Rental of Property							-		2,500	2,500	-	100%				
543 Lease/Rental Other Equipme							-		-	-	-					
544 Data Processing Software							-		10,084	-	10,084	0%				
546 Memberships/Accredita & Dues							-		24,243	5,420	18,823	22%				
55x Equipment					-	-	-		47,621	3,198	44,423	7%	4,471	-	4,471	0%
Total Instructional:	-	-	-		175,572	-	175,572	0%	6,812,208	755,506	6,056,702	11%	1,900,347	219,088	1,681,259	12%
Total Admin & Instructional:	912,362	121,654	790,708	13%	3,615,963	360,020	3,255,943	10%	9,639,636	1,144,265	8,495,371	12%	3,446,350	473,496	2,972,854	14%

	Budget	Expenses	Remain Bal	% Spent
College Totals	17,614,311	2,099,436	15,514,875	12%

FY 2014 Budget Comparison
County Funds
as of August 31, 2013
17% of year

FY 2014 Budget Comparison August 31, 2013	General Institution				Maintenance				Security				Capital			
17% of year	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
FT & PT Regular Salaries & FT Temp	282,166	6,496	275,670	2%	890,240	134,407	755,833	15%	157,313	25,712	131,601	16%				
Hourly Salaries			-						88,909	12,255	76,654	14%				
519 Contracted Serv (Legal)	65,000	3,965	61,035	6%			-				-					
519 Contracted Serv (Security Srvs.)			-						52,300	7,842	44,458	15%				
519 Contracted Serv (Janitor)					59,800	7,321	52,479	12%								
519 Contracted Serv (Waste removal)					12,300	1,866	10,434	15%								
519 Contracted Serv (Pest control)					3,800	420	3,380	11%								
519 Contracted Serv (Lawns/Grounds)					25,500	3,434	22,066	13%								
519 Contracted Serv (Misc Services)	3,335	-	3,335	0%	51,500	609	50,891	1%								
521 Custodial Supplies					46,500	6,839	39,661	15%	3,200	-	3,200	0%				
522 Maintenance Supplies					45,300	10,257	35,043	23%			-					
523 Instructional Supplies			-								-					
524 Repair Supplies					16,600	199	16,401	1%			-					
525 Motor Vehicle Supplies	1,350	132	1,218	10%	13,200	1,241	11,959	9%	2,675	-	2,675	0%				
526 Office Supplies	1,000	-	1,000	0%	4,400	2,116	2,284	48%	1,050	-	1,050	0%				
527 Other Supplies	304	-	304	0%	13,238	2,202	11,036	17%	2,500	-	2,500	0%				
528 Audio-Visual Supplies			-								-					
531 Staff Development	735	-	735	0%	6,031	75	5,956	1%	-		-					
532 Communication	2,675	-	2,675	0%	108,120	11,776	96,344	11%	-	-	-					
533 Utilities					939,750	164,687	775,063	18%			-					
534 Printing & Binding			-								-					
535 Repairs & Maintenance	56,351	111	56,240	0%	305,165	18,653	286,512	6%	9,500	-	9,500	0%				
536 Freight	30	-	30	0%												
537 Advertising			-								-					
539 Other Current Services	13,035	-	13,035	0%	3,550	-	3,550	0%	200	-	200	0%				
541 Rental of Property	2,000	-	2,000	0%	-	-	-				-					
543 Lease/Rental Other Equipme			-													
544 Data Processing Software			-		4,100	-	4,100	0%								
545 General Admini (Insurance)	160,208	13,357	146,851	8%												
546 Memberships & Dues					200	-	200	0%								
55X Equipment													425,000	-	425,000	0%
							-									
Totals	588,189	24,061	564,128	4%	2,549,294	366,100	2,183,194	14%	317,647	45,809	271,838	14%	425,000	-	425,000	0%

College Totals	Budget	Expenses	Remain Bal	% Spent
Regular Operating	3,455,130	435,970	3,019,160	13%
Capital Outlay	425,000	-	425,000	0%

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

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-		-			8,071.62
01	122 Unemployment Reserve	16.00	-	16.00	0.00%	3.61	5,081.12
01	133 Discretionary	27,664.00	5,882.65	21,781.35	21.26%	7,854.94	9,380.50
01	134 Unrestricted Overhead Receipts	3,278.00	-	3,278.00	0.00%	0.26	376.40
01	136 Foundation	154,500.00	18,340.50	136,159.50	11.87%	19,717.16	83,976.39
01	137 Financial Aid Matching	1,000.00	323.91	676.09	32.39%	-	(294.22)
01	221 Applied Music	755.00	-	755.00	0.00%	2.12	2,836.79
01	227 Extra Curricular Activities	26,630.00	16,865.94	9,764.06	63.33%	3,065.76	11,103.98
01	250 Curriculum-Self Supporting	537,839.00	157,280.77	380,558.23	29.24%	41,928.44	362,748.35
01	312 Fire College	4,586.00	-	4,586.00	0.00%	3,406.73	25,585.90
01	340 WFD-Self Supporting	405,914.00	43,701.10	362,212.90	10.77%	15,905.28	572,727.97
01	411 Learning Resource Center	1,849.00	-	1,849.00	0.00%	500.85	16,196.53
01	460 Customized Industry Training Support	12,986.00	1,261.44	11,724.56	9.71%	187.23	16,036.44
01	461 Small Business Support Fund	120.00	-	120.00	0.00%	0.18	258.76
02	131 College Work Study	60,640.00	8,927.58	51,712.42	14.72%	8,927.58	-
02	134 Restricted Overhead Receipts	13,506.00	34.00	13,472.00	0.25%	544.74	168,197.54
02	138 Returned Check Fee Fund	1,647.00	-	1,647.00	0.00%	10.24	14,506.12
02	139 Foundation Grants	108,000.00	-	108,000.00	0.00%	58,000.00	58,000.00
02	220 NCSU Engineering	25,000.00	3,783.32	21,216.68	15.13%	-	8,500.69
02	227 ENCORE	12,026.00	-	12,026.00	0.00%	-	30.08
02	228 Grants -NSF	211,959.00	7,492.90	204,466.10	3.54%	12,241.37	2,219.33
02	229 NCAMA Grant	464,254.00	80,609.78	383,644.22	17.36%	262,438.49	162,959.84
02	291 Specifc Fees - Lab/DE/ASC	258,455.00	31,155.80	227,299.20	12.05%	35,931.60	606,157.93
02	292 System-Wide Fees-Computer Tech	115,740.00	11.10	115,728.90	0.01%	15,141.97	578,129.99
02	293 Patron Fees	37,898.00	4,274.47	33,623.53	11.28%	4,144.66	166,866.41
02	392 System-Wide Fees - Con Ed Computer	590.00	-	590.00	0.00%	28.14	11,362.68
02	521 C-Step Grant	10,000.00	-	10,000.00	0.00%	-	-
02	531 Professional Liability Ins	7,288.00	7,288.00	-	100.00%	1,992.72	1,233.69
02	532 Student Insurance	107.00	62.00	45.00	57.94%	22.24	290.44
02	533 Transcript Fees	35,684.00	-	35,684.00	0.00%	5,948.07	88,747.10
02	534 TRIO Grant	219,124.00	18,246.14	200,877.86	8.33%	9,002.43	(20,273.13)
02	790 Orringer Hall Fund	1,552.00	142.09	1,409.91	9.16%	284.86	13,758.23
02	791 Public Radio East	934,010.00	240,777.99	693,232.01	25.78%	76,548.06	8,154.62
02	795 Career Fair	2,301.00	-	2,301.00	0.00%	0.37	534.55
02	796 Testing Centers	12,906.00	-	12,906.00	0.00%	1,259.61	23,806.95
02	797 Public Radio East Foundati	592,500.00	82,367.08	510,132.92	13.90%	99,057.88	277,380.13
02	823 SEOG	96,485.00	-	96,485.00	0.00%	-	-

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

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	824 Pell	6,550,000.00	25,312.68	6,524,687.32	0.39%	24,834.31	(478.37)
02	830 NCCC Targeted Financial As	7,175.00	-	7,175.00	0.00%	-	-
02	831 Golden Leaf Scholars	11,846.00	4,917.15	6,928.85	41.51%	-	(4,904.45)
02	833 NCCG	130,000.00	-	130,000.00	0.00%	-	1,757.83
02	834 Teacher Assistant Sch Fund	19,550.00	4,500.00	15,050.00	23.02%	-	(4,500.00)
02	835 State Aid Scholarships	140,000.00	-	140,000.00	0.00%	3,103.00	3,809.02
02	840 General Scholarships	152,516.00	710.00	151,806.00	0.47%	15,934.82	179,770.55
02	841 Endowment Scholarships	126,724.00	-	126,724.00	0.00%	7,693.65	13,945.99
05	710 Clearwire Distribution	2,950.00	750.00	2,200.00	25.42%	494.31	14,050.54
05	720 Bookstore	165,809.00	504.60	165,304.40	0.30%	4,929.63	707,901.59
05	730 Food Service	26,014.00	2,107.48	23,906.52	8.10%	2,107.84	50.36
05	740 Campus Access	67,655.00	368.14	67,286.86	0.54%	9,389.85	211,408.01
05	770 Student Activity Funds	174,019.00	10,990.95	163,028.05	6.32%	27,123.59	90,977.86
06	810 J. Wrenn Emergency Loan Fu	241.00		241.00	0.00%	398.72	42,338.69
07	910 Buildings & Grounds	545,105.00	152,987.00	392,118.00	28.07%	65.19	584,975.12
08	792 Public Radio East Endowment			-		37.40	52,561.66
08	850 Endowments	126,724.00	-	126,724.00	0.00%	31,453.64	1,789,376.65
	Reporting Fund Balance Only						
	Minimal Activity Expected 2013-14						
02	313 Weyerhauser Scholarship - Con Ed					1.79	2,511.04
02	314 Grants - Workforce Development						2,087.57
02	324 General Ed - GED Testing					0.18	253.21
02	355 Golden Leaf Grant - Robotics						(1,616.57)
02	793 CISCO Networking Academy					0.09	135.33
02	794 Red Hat Academy					1.40	1,968.38
07	901 Repairs & Renovations						-
07	911 Institute for Aeronautical					57.44	80,729.25
07	915 Info/Tech Building						46.63
	Total	12,645,137.00	931,976.56	11,713,160.44	7%	811,724.44	7,053,805.61

In accordance with Section 4, page 4 37-4 38 of the North Carolina Community College System Accounting Procedures Manual, a request is hereby made to write-off the following accounts as uncollectible:

Name	Term	INTUI Tuition/ Registration	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	LABFA Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	RETCK Return Check	RTCK Check Fee	PLIAB Prof Liab Ins	WBLET BLET	FA Overage	CTFCE Comp Tech Con ed	LABFH Lab fee	DIPLO Diploma	LABFB Lab fee	CEDOE Tuition	STIN Student Ins	Other Write-offs Description	Other Write-offs Amount	Total
Nicholas Atkins	2011FA	349.45	16.82	8.41	5.25	295.20	23.64																	698.77
Caryn Carl	2011FA	592.86	23.77	11.89	7.43	377.08	33.44																	1,046.47
Carrie Carter	2011FA	332.50	32.00	16.00	10.00	-	30.00																	420.50
Courtney Anne Dagnino	2011FA	219.45	10.56	5.28	3.30		14.85																	253.44
Cari Dall	2011FA	127.43	10.22	5.11	3.19		9.58																	155.53
Devon Dawson	2011FA	959.55	19.80	9.90	6.19		18.56																	1,014.00
Zawkeeyaw Dunn	2011FA	413.09	15.29	7.65	4.78	235.01	14.34	4.77																694.93
Amber Evans	2011FA					309.04																		309.04
Chad M. Fenlon	2011FA								487.00															487.00
Nicole Norman	2011FA														287.00									287.00
Salena Fonville	2011FA	260.78	20.91	10.46	6.54	285.06	29.40																	613.15
Sherri Gaskins	2011FA	168.43	5.79	2.89	1.81	113.09	10.85																	302.88
Alfredo Gonzalez	2011FA	465.50	32.00	16.00	10.00		15.00																	538.50
Michael Goodman	2011FA	283.15	13.63	6.81	4.26	178.62	12.77																	499.24
Malik Gray	2011FA	66.49	32.00	16.00	10.00		3.75																	128.24
Jonathan Hardee	2011FA	91.45	5.50	2.75	1.72		2.58																	104.00
Amber Harris	2011FA	148.37	10.20	5.10	3.19	118.80	9.56																	295.22
Lindsay Harrison	2011FA	117.73	6.30	3.15	1.97	-	8.85																	138.00
Que Shnandu Hearns	2011FA	260.07	12.51	6.26	3.91	176.36																		459.11
Ashley Martinez	2011FA	266.00	32.00	16.00	10.00		30.00																	354.00
Chelsea Hodges	2011FA	97.91	6.73	3.37	2.10	48.50	9.47																	168.08
Elizabeth Holt	2011FA	614.45	21.12	10.56	6.60	-	-																	652.73
Regina Jones	2011FA	114.11	10.98	5.49	3.43	65.21	5.15																	204.37
Melissa Lewis	2011FA														694.00									694.00
Jessica Maharaj	2011FA	526.67	21.12	10.56	6.60																			564.95
Dennis McClellan	2011FA														1,153.00									1,153.00
Misty McSorley	2011FA					442.07																		442.07
Jamila Mitchell	2011FA	415.53	16.66	8.33	5.21	179.27																		625.00
Tabatha Peterson	2011FA		32.00	16.00	10.00																			58.00
Jeffrey Pettigrew	2011FA	665.00	32.00	16.00	10.00																			723.00
Courtney Powell	2011FA	60.15	3.22	1.61	1.01	4.51																		70.50
Shadawnia Richardson	2011FA	242.63	11.68	5.84	3.65	168.13	21.88																	453.81
Denise Robinson	2011FA	116.37	8.00	3.99	2.50	-	3.75																	134.61
[illegible]	2011FA	[illegible]	[illegible]																					[illegible]
Shannon Sandland	2011FA	408.47	16.30	8.15	5.09		10.19																	448.20
Michael Styron	2011FA	315.46	11.68	5.84	3.64		10.95												45.98					393.55
David Taing	2011FA	99.74	16.00	8.00	5.00		7.50																	136.24
Emily Vislavsky	2011FA	153.61	10.56	5.28	3.30																			172.75
Lamar Wiggins	2011FA														247.86									247.86
Holly Woolard	2011FA										564.00													564.00
																								-
																								-
		9,748.40	549.35	274.88	171.67	2,995.95	336.08	4.77	487.00	-	564.00	-	-	-	2,381.86	-	-	-	45.98	-	-	-	-	17,559.72

BJ Varnell
(Requested by)

Vice President for Administrative Services

Total Collected	$ 3,284.78
Debt Setoff	$ 979.01
Total Fees Paid to collection agency	719.06
Net proceeds	$ 3,524.73

FA Issues	3,218.50
Sponsor Issues	1,423.50
Pending FA/Bookstore Chg Students a	3,555.65
Return 2 Title 4	4,361.35
Nelnet Payment Plan	2,535.35
Pending FA/Withdrew Aid removed	354.00
[illegible]	856.00
Unpaid Emer Loan/Ret Ck	1,051.00
	$17,355.35

CRAVEN COMMUNITY COLLEGE

REPORT OF CASH BALANCES AS OF AUGUST 31, 2013

Local Funds		**$2,264,037.26**
Special Funds		**$4,823,924.35**
	Total	**$7,087,961.61**

NOTE: A balance of $35,000 is maintained in an interest bearing account with First Citizens Bank. All funds over the $35,000 are on deposit with the North Carolina State Treasurer. As of August 31, 2013, the interest rate was 0.42881% as compared to the prior interest rate of 0.4124% for May 31, 2013.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2013-14 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Craven Community College

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Revenue Detail (excluding capital improvement projects)				
State	$ 17,557,153			$ 17,557,153
*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.				
County Funds				
County Appropriations (list each county separately below):				
Craven County		$ 3,483,130		$ 3,483,130
				$ -
				$ -
(If necessary, add lines above for add'l counties)				
Misc. County Revenue		$ 5,960		$ 5,960
Total County Funds		$ 3,489,090		$ 3,489,090
Institutional Funds				
Federal Sources:				
Federal Pell and other Federal student aid grants			$ 6,646,485	$ 6,646,485
Federal Direct Loans				$ -
Federal Work-Study Program			$ 60,640	$ 60,640
Other Federal Grants (list):				$ -
TRiO			$ 219,124	$ 219,124
NSF SEAS			$ 146,957	$ 146,957
Overhead Receipts			$ 16,215	$ 16,215
CPB Grant			$ 136,000	$ 136,000
				$ -
(If necessary, add lines above)				
Total Revenues From Federal	$ -	$ -	$ 7,225,421	$ 7,225,421
Fees:				
Parking Fees			$ 67,000	$ 67,000
Student Activity Fees			$ 173,780	$ 173,780
Course Specific Fees			$ 256,785	$ 256,785
Technology Fees			$ 114,650	$ 114,650
Self-Supporting Course Fees			$ 923,117	$ 923,117

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2013-14 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Craven Community College

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Revenue Detail (excluding capital improvement projects)				
Other Fees (list, if applicable):				$ -
Testing Center Fees			$ 11,100	$ 11,100
Library Fees			$ 1,800	$ 1,800
Professional Liability/Student Accident Insurance			$ 7,380	$ 7,380
Transcript/Diploma Fees			$ 35,400	$ 35,400
Returned Check Fee			$ 1,600	$ 1,600
(If necessary, add lines above)				
Total Revenues from Fees	$ -	$ -	$ 1,592,612	$ 1,592,612
Proprietary/Other Revenues:				
Bookstore Receipts			$ 163,500	$ 163,500
Vending/Food Service Receipts			$ 26,000	$ 26,000
Live Projects/Patron Fees			$ 37,400	$ 37,400
Internal Service Funds				$ -
Interest Income			$ 12,381	$ 12,381
NC Community College Grant Funds			$ 130,000	$ 130,000
Education Lottery Scholarship Funds			$ 140,000	$ 140,000
Gifts and Donations			$ 692,100	$ 692,100
Private (non-Federal) Grants			$ 755,627	$ 755,627
Endowment Income			$ 126,724	$ 126,724
Other Miscellaneous Sources (list, if applicable):				$ -
Clearwire Distribution			$ 2,905	$ 2,905
Facilities Rental			$ 1,500	$ 1,500
Testing Center Commission			$ 1,750	$ 1,750
PRE Underwriting			$ 240,000	$ 240,000
(If necessary, add lines above)				
Total Revenues from Proprietary/Other Sources:	$ -	$ -	$ 2,329,887	$ 2,329,887
Total Institutional Sources			**$ 11,147,920**	**$ 11,147,920**
Total Estimated Revenues	**$ 17,557,153**	**$ 3,489,090**	**$ 11,147,920**	**$ 32,194,163**
Fund Balance Appropriated			109700	$ 109,700

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2013-14 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Craven Community College

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Expenditure Detail (excluding capital improvement projects)				
100 INSTITUTIONAL SUPPORT				
110 Executive Management	$ 867,763	$ 40,145		$ 907,908
120 Financial Services	$ 725,546			$ 725,546
130 General Administration	$ 1,678,843	$ 495,397		$ 2,174,240
140 Information Systems - Admin.	$ 849,661			$ 849,661
TOTAL INSTITUTIONAL SUPPORT	$ 4,121,813	$ 535,542	$ 279,481	**$ 4,936,836**
200 INSTRUCTIONAL - CURRICULUM				
210 Certificate				$ -
220 Associate Degree	$ 7,711,869	$ 3,356		$ 7,715,225
230 Diploma				$ -
240 Transitional				$ -
TOTAL INSTRUCTIONAL - CURRICULUM	$ 7,711,869	$ 3,356	$ 1,687,652	**$ 9,402,877**
300 CONTINUING EDUCATION				
310 Occupational Education	$ 867,496			$ 867,496
311 Occupational Support	$ 251,841			$ 251,841
320 Basic Skills Plus	$ 8,551			$ 8,551
321 Adult Basic Education/ESL	$ 268,933			$ 268,933
322 Adult High School & GED	$ 75,542			$ 75,542
323 Compensatory Education	$ 66,445			$ 66,445
324 GED Testing	$ 10,529			$ 10,529
325 Basic Skills 5% Admin				$ -
363 Small Business Center	$ 105,111			$ 105,111
364 Customized Training - Bus & Ind Support	$ 50,000			$ 50,000
370 NC Military Business Center (FTCC)				$ -
371 NC Research Campus - Kannapolis (RCCC)				$ -
TOTAL CONTINUING EDUCATION	$ 1,704,448	$ -	$ 411,090	**$ 2,115,538**

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2013-14 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Craven Community College

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Expenditure Detail (excluding capital improvement projects)				
400 ACADEMIC SUPPORT				
410 Library/Learning Center	$ 221,308			$ 221,308
421 Curriculum - Admin.	$ 938,715			$ 938,715
422 Continuing Education - Admin.	$ 521,859			$ 521,859
430 Information Systems - Academic				$ -
TOTAL ACADEMIC SUPPORT	$ 1,681,882	$ -	$ 14,955	$ 1,696,837
500 STUDENT SUPPORT				
510 Student Services	$ 1,634,751			$ 1,634,751
530 Child Care	$ 28,985			$ 28,985
TOTAL STUDENT SUPPORT	$ 1,663,736	$ -	$ 260,203	$ 1,923,939
600 OPERATION & MAINTENANCE OF PLANT				
610 Plant Operation		$ 2,651,153		$ 2,651,153
620 Plant Maintenance		$ 271,039		$ 271,039
TOTAL OPERATION & MAINTENANCE OF PLANT	$ -	$ 2,922,192	$ -	$ 2,922,192
700 PROPRIETARY/OTHER			$ 1,369,702	$ 1,369,702
800 STUDENT AID			$ 7,234,537	$ 7,234,537
900 CAPITAL OUTLAY (excluding capital improvement projects)				
920 Equipment	$ 672,535	$ 28,000		$ 700,535
923 Basic Skills/Literacy Equipment				$ -
930 Instructional Resources (Books)				$ -
940 Equipment - State CATEGORICAL Funds	$ 870			$ 870
TOTAL CAPITAL OUTLAY	$ 673,405	$ 28,000	$ -	$ 701,405
TOTAL EXPENDITURES	$ 17,557,153	$ 3,489,090	$ 11,257,620	$ 32,303,863

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2013-14 BUDGET (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)
OPTIONAL WORKSHEET

College Name: Craven Community College

	3 Institutional Budget
Expenditure Detail (excluding capital improvement projects)	
INSTITUTIONAL BUDGET DETAIL	
01 CURRENT UNRESTRICTED	
1XX Institutional Support	$ 196,688
2XX Instruction	$ 562,320
3XX Continuing Education	$ 410,500
4XX Academic Support	$ 14,955
5XX Student Support	
6XX Plant Operations & Maint.	
7XX Proprietary/Other	
8XX Student Aid	
9XX Capital Outlay (excluding capital improvements)	
TOTAL CURRENT UNRESTRICTED	$ 1,184,463
02 CURRENT RESTRICTED	
1XX Institutional Support	$ 82,793
2XX Instruction	$ 1,125,332
3XX Continuing Education	$ 590
4XX Academic Support	
5XX Student Support	$ 260,203
6XX Plant Operations & Maint.	
7XX Proprietary/Other	$ 1,003,269
8XX Student Aid	$ 7,234,296
9XX Capital Outlay (excluding capital improvements)	
TOTAL CURRENT RESTRICTED	$ 9,706,483

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

COLLEGE FY 2013-14 BUDGET (EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

OPTIONAL WORKSHEET

College Name: Craven Community College

		3 Institutional Budget
Expenditure Detail (excluding capital improvement projects)		
05 PROPRIETARY/OTHER (colleges will vary)		
72X Bookstore	$	121,809
73X Vending/Food Service		
74X Parking	$	67,655
76X Internal Services		
77X Student Activity	$	174,019
Other Proprietary/Other Activities (list below):		
Clearwire Distribution 710	$	2,950
(If necessary, add lines above)		
9XX Capital Outlay (excluding capital improvements)		
TOTAL PROPRIETARY	$	366,433
06 LOAN FUNDS		
8XX Student Aid	$	241
Total Institutional		
1XX Institutional Support	$	279,481
2XX Instruction	$	1,687,652
3XX Continuing Education	$	411,090
4XX Academic Support	$	14,955
5XX Student Support	$	260,203
6XX Plant Operations & Maint.	$	-
7XX Proprietary/Other	$	1,369,702
8XX Student Aid	$	7,234,537
9XX Capital Outlay (excluding capital improvements)	$	-
TOTAL INSTITUTIONAL	$	11,257,620

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2013-14 CAPITAL IMPROVEMENTS BUDGET

College Name: Craven Community College

	1 State	2 County	3 Institutional	4 Total
Capital Improvement Revenues				
State Funds (funds reimbursed by System Office)*	$ 545,105			$ 545,105
County Funds				
County Appropriation for CI Projects		$ 397,000		$ 397,000
County GO Bond Funds				$ -
Other County Revenue/Financing				$ -
Fund Balance for CI Projects				$ -
County Subtotal		$ 397,000		$ 397,000
Institutional Funds				
Federal Grant				$ -
Private Gift/Donation				$ -
Private Grant(s) and Other Sources (list below):				$ -
				$ -
				$ -
				$ -
(If necessary, add lines above)				
Institutional Subtotal			$ -	$ -
Total Capital Improvement Project Revenues	$ 545,105	$ 397,000	$ -	$ 942,105
Capital Improvement Expenditures				
910 Buildings and Grounds		$ 397,000		$ 397,000
Repairs and Renovations/New Construction	$ 545,105			$ 545,105
Total Expenditures	$ 545,105	$ 397,000	$ -	$ 942,105
NET (Est. Revenues - Expenditures)	$ -	$ -	$ -	$ -

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2013-14 BUDGET
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)

College Name: Craven Community College

	1 State Budget	2 County Budget	3 Institutional Budget	4 Total Budget
Summary of Revenues (excluding capital improvement projects)				
State*	$ 17,557,153			$ 17,557,153
County Funds		$ 3,489,090		$ 3,489,090
Institutional Funds			$ 11,147,920	$ 11,147,920
Operating Revenue Subtotal	$ 17,557,153	$ 3,489,090	$ 11,147,920	$ 32,194,163
Fund Balance Appropriated		$ -	$ 109,700	$ 109,700
Total Funds Available	**$ 17,557,153**	**$ 3,489,090**	**$ 11,257,620**	**$ 32,303,863**
Summary of Expenditures (excluding capital improvement projects)				
1XX Institutional Support	$ 4,121,813	$ 535,542	$ 279,481	$ 4,936,836
2XX Curriculum Instruction	$ 7,711,869	$ 3,356	$ 1,687,652	$ 9,402,877
3XX Continuing Education	$ 1,704,448	$ -	$ 411,090	$ 2,115,538
4XX Academic Support	$ 1,681,882	$ -	$ 14,955	$ 1,696,837
5XX Student Support	$ 1,663,736	$ -	$ 260,203	$ 1,923,939
6XX Plant Operations & Maint.	$ -	$ 2,922,192	$ -	$ 2,922,192
7XX Proprietary/Other	$ -	$ -	$ 1,369,702	$ 1,369,702
8XX Student Aid	$ -	$ -	$ 7,234,537	$ 7,234,537
9XX Capital Outlay (excluding capital improvements)	$ 673,405	$ 28,000	$ -	$ 701,405
Total Budgeted Expenditures	**$ 17,557,153**	**$ 3,489,090**	**$ 11,257,620**	**$ 32,303,863**
Net (Est. Revenues - Expenditures)	**$ -**	**$ -**	**$ -**	**$ -**

*Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE FY 2013-14 BUDGET

	CURRENT OPERATING									PLANT FUND		
	1XX	2XX	3XX	4XX	5XX	6XX	7XX	8XX		9XX		
College	Institutional Support	Curriculum Instruction	Continuing Education	Academic Support	Student Support	Plant Op & Maint.	Proprietary/ Other	Student Aid	Subtotal	Capital (ex. CI)	CI Projects	CURRENT & CAPITAL TOTAL
Craven Community College												
State	$ 4,121,813	$ 7,711,869	$ 1,704,448	$ 1,681,882	$ 1,663,736	$ -	$ -	$ -	$ 16,883,748	$ 673,405	$ 545,105	$ 18,102,258
County	$ 535,542	$ 3,356	$ -	$ -	$ -	$ 2,922,192	$ -	$ -	$ 3,461,090	$ 28,000	$ 397,000	$ 3,886,090
Institutional	$ 279,481	$ 1,687,652	$ 411,090	$ 14,955	$ 260,203	$ -	$ 1,369,702	$ 7,234,537	$ 11,257,620	$ -	$ -	$ 11,257,620
Total	$ 4,936,836	$ 9,402,877	$ 2,115,538	$ 1,696,837	$ 1,923,939	$ 2,922,192	$ 1,369,702	$ 7,234,537	$ 31,602,458	$ 701,405	$ 942,105	$ 33,245,968

MINUTES

PERSONNEL COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
BROCK ADMINISTRATION BUILDING BOARDROOM
September 16, 2013, 5:00 P.M.

I. Chairman Naumann called a closed session to begin the Personnel Committee meeting a 5:10 pm. The Committee came out of closed session at 5:46 p.m.

II. Members Present: Mr. Bill Naumann, Mr. Ron Knight, ~~Ms. Brenda Wilson~~, ~~Ms. Rosanne Leahy~~, Mr. Kevin Roberts and Judge Ken Crow.
Others Present: Dr. Catherine Chew, Ms. Joanne Payne, Dr. Layne Harpine and Ms. Page Jones-Varnell.

III. Reports and Updates -This item is for information only.
A. The Quarterly Personnel Action Report for June 1, 2013- August 31, 2013 was presented to the committee by Ms. Page Jones-Varnell. The committee members reviewed the report. Ms. Jones-Varnell reported on the positions that have been advertised versus those that have been filled.
B. Employability Issues
1. Health Care Act Implications: Ms. Jones-Varnell explained the changes that the College is making due to the Health Care Act. She explained how these changes will affect the adjunct faculty. It will be necessary to cut back on the hours of existing adjunct faculty and to hire additional adjunct faculty to make up those hours.
2. Family Medical Leave Requests – Ms. Jones-Varnell reported that the College has had a large number of FMLA requests recently. Discussion ensued on when to grant extensions to FMLA after 12 weeks. College attorney Joe Austin advised that if there is a definite date applied to the extension (i.e that person needs two more weeks and will return on a specific date), then that is a reasonable request. However, if an extension is requested because that person needs to be re-evaluated, that would be a never-ending cycle and Mr. Austin advised that at that point we should not extend. The Committee agreed to follow Mr. Austin's advice.
3. Contract Language Changes – Ms. Jones-Varnell reported that there have been instances recently of staff and faculty giving very short notices of their resignation. Language will be added to the contract stating that a two-week working notice is required from staff and that they cannot use their annual leave as part of that notice. Faculty will be required to give a 40-day working notice.

IV. Diversity Plan Update – Dr. Layne Harpine distributed a draft of the Diversity Action Plan to each committee member. He gave an overview of the background of the Diversity Team and the composition of its members. There are 3 sub-committees that looked at 1) workforce diversity, 2) academic and workforce development curriculum and 3) campus life and student engagement. The ELT has reviewed the draft plan and will present it to the Cabinet at their retreat on September 27. The expectation is that each Cabinet member will have the opportunity to weigh in on the goals that are already set and any changes or recommendations they may have about the Plan. Discussion ensued regarding the Plan. Dr. Chew noted that we are behind on the timeline and that we will be adjusting the timeline based on the work that still needs to be done. Mr. Naumann advised that after the Cabinet retreat it will be very important to move out of the draft stage of the Plan quickly because it is an important issue for the College and we need to demonstrate that we are not just studying the issue but are intent on making it happen.

V. Adjourn: With no other items to be discussed, the meeting was adjourned at 6:23 p.m.

AGENDA

Personnel Committee Agenda
Craven Community College
Ward Boardroom, Brock Building
September 16 2013, 5:00 P.M.

Members: *~~Mrs. Brenda Wilson~~, Committee Chair*
Judge Ken Crow
Mr. Ronald Knight
~~Ms. Rosanne Leahy~~
Mr. Kevin Roberts
Mr. Bill Naumann, Board Chair

Others: *Dr. Catherine Chew, President*
Mrs. Pages Jones-Varnell, Vice President for Administrative Services
Dr. Layne Harpine, Vice President of Havelock,Cherry Point Military Affairs, WFD
Ms. Joanne G. Payne, Recorder

I.	Call to Order	Bill Naumann
II.	Members Present	Bill Naumann
III.	Reports and Updates A. Review of Quarterly Personnel Report *(info)* B. Employability Issues -Health Care Act Implications -Family Medical Leave Requests -Contract Language Changes	Page Jones-Varnell
IV.	"Draft" Diversity Plan and Next Steps	Dr. Layne Harpine
V.	Closed Session {143-318.11 (1) (6) }	
VI.	Adjournment	Bill Naumann

Personnel Committee Charge

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

Craven Community College Quarterly Personnel Report
June 1, 2013-August 30, 2013

New Hires	Position Title	Effective	Monthly/Annually
Quent Lupton	Chair, Math, Science & Social Science	6/3/2013	$5,000/$60,000
Katherine Tuttle	Human Resources Technician	6/3/2013	$2,834/$34,008
Mary Clark	Director of Institutional Effectiveness	07/01/2013	$4584/$55,008
Christine Jonas	Accountant Budgeting/Operations (Full-Time Temporary)	7/1/2013	$4,500/$54,000
Angela Bryan	Admissions Specialist II (Full-Time Temporary)	7/29/2013	$2,959/$35,508
Dr. Magfirah Dahlan-Taylor	Humanities/Philosophy/Religion/Political Science Faculty	8/13/2013	$5,000/$45,000
Julia Jenkins	Biology Faculty (Full-Time Temporary)	8/13/2013	$4,177/$37,593
Teressa Van Sickle	English Faculty	8/13/2013	$4,778/$43,002

Reassignments/ Promotions	From	To	Effective	Reason/ Annual
Belinda Barnhill	Chair, Nursing & Continuing Education	Interim-Dean of Health Programs	7/1/2013	$6835/$82,020 Promotion
Eddie Foster	Executive Director of Operations for New Bern Campus	Executive Director of Customized Training and Environmental/Safety Institute	7/1/2013	Lateral
Kathleen Gallman	Special Assistant to the EVP/Dean of Health Programs	Associate VP, Academic Affairs Student Engagement	7/1/2013	$7475/$89,700 Promotion
Judy Eurich	Director of Marketing, Communications & Development Liaison	Executive Director of Institution Advancement	8/1/2013	$6420/$77,040 Promotion

Resignations/ Terminations/Retirements	Position	Effective	Reason
John Smith	Director of Enrollment Services	6/30/2013	Position Eliminated
Velda Whitfield	Administrative Assistant	6/30/2013	Position Eliminated
Ivy Garris	Administrative Assistant	6/30/2013	Position Eliminated
Christie Gray	Accountant Budgeting/Operations	6/30/2013	Non-renewal
Jessalyn Skilling	Admissions Specialist	6/30/2013	Resignation
Wendy Walker-Fox	Project Coordinator/Success Manager	7/10/2013	Resignation
Shawn Moore	Biology Faculty	8/9/2013	Resignation
Pamela Baldwin	Executive Assistant to VP Administration	08/09/2013	Resignation

Craven Community College

Diversity Action Plan (DRAFT #1)

Submitted by the CCC Diversity Team (Spring Semester 2013)

Contents

Executive Summary

When we started the process of developing a diversity plan in October, there was much discussion about what is diversity, what does it look like at Craven Community College, why are we doing this, will it matter? We have since discovered that the word "diversity", though easily spoken, is not easy to embrace, enhance, empower, evolve, or execute. Instead, we learned that it is a challenge, a slow process, a culture change, a concern and is misunderstood by most.

Where do we begin and how will this process end was another concern of the team. We found that what we "thought" was diversity and inclusion, somehow managed to only be a look around our campus to ensure that there was an adequate representation of Caucasians, African Americans, Hispanics, and Asians. What we did not consider were other affinity groups such as religious, lesbian, gay, bi-sexual, transgender, disabled, military, ethnicity, and all other nuances that make us unique yet similar.

We discovered that when we sought to determine the goals of this committee, we first named ourselves a "team" before we actually understood diversity. A team, by definition is "a group of people forming one side in a sports competition or a number of people organized to function cooperatively as a group". After seven months together, we discovered there is not much diversity if we form one side only or function as a group. This process has taught us that the diversity of our group allowed us the opportunity to discover the differences in opinion that embraces diversity. We would have never known how diverse we were if we had not elected early on to "agree to disagree". As a result we became a Diversity Team after proclaiming "many voices; one vision, diversity.

We took a snapshot of the College's current diversity efforts and then visualized how we want it to look within the next five years. Goals were established based on a review of current data that provided the backdrop for our premise that the College should be reflective of the diversity in our service area; Craven County *(Chart 7)*. A review of our curriculum *(Chart 1)* and workforce development *(Chart 2)* student population mirrors the ethnic demographics of Craven County. In addition, the College's workforce *(Chart 4)* is representative of the ethnic diversity of our county. We noted, however that although similar in ethnic make-up of the County, the College's workforce is not diverse as it relates to the underrepresented in broad spectrum throughout the College administration *Chart 5*. We felt that there should be more diversity among those areas in the College that are underrepresented. The plan recommends objectives such as redesigning the search committee process, establishing mentors for leadership development, succession planning as well as promoting the use of our Veteran's preference in hiring policy.

Another goal of the team was to devise ways to infuse diversity into college curriculum, so that students will be exposed to and experience local and global diversity in a relevant manner within their course of study. Recommended objectives are a program evaluation of each unit that will demonstrate how each unit introduces, expands, and reinforces diversity in the classroom; as well as adding volumes of resources that focus on diversity within the library are other ways of providing students access to diversity.

Campus life and student engagement goals are recommended to develop programs and ideas that foster inclusion on campus, and address potential areas of student concerns. The overall objectives in achieving this goal is to establish a standing committee that will access the culture of diversity for our students, sponsoring weeklong diversity oriented activities, and implementing a monthly diversity awareness campaign by various groups, clubs or departments on campus.

In conclusion, we learned a great deal about diversity through this process, but most importantly, we learned that diversity is necessary in order for the College to move forward. It is the desire of the Diversity Team that our recommendations are reviewed and supported by the College's leadership team. As stated in "The Inclusion Breakthrough" Executive Book Summaries, February 2013, "Only the organization's senior executives can provide the commitment, resources and credibility required to convince people in the organization to stop behaving in the ways they have always behaved and to start adopting new, unfamiliar ways that initially feel awkward, embarrassing and risky."

A five-year course of action for our diversity plan will include the following:

Year One: ***Evolving Diversity***-in its infancy our initiative will take annual strides to increase campus knowledge about diversity.

Year Two: ***Enhancing Diversity***- annually we will increase the momentum of diversity offerings at the college through campus events, course offerings, and other areas of interest.

Year Three: ***Empowering through Diversity***-we will encourage and support diversity initiatives at the College that will empower affinity groups to participate throughout the institution.

Year Four: ***Embracing Diversity***-we will capture the spirit of diversity through training, professional development and branding.

Year Five: ***Execute!*** All diversity efforts should be up, running, established and exceeding the measurements of success.

Diversity Action Plan

I. College mission and guiding principals

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.

Core Value

Diversity – We recognize the dignity, worth and potential of all persons and proudly celebrate the rich diversity of our local and global community.

Charge to the Diversity Team

To assist the College in the design and implementation of strategies that advance diversity: enhance access and opportunity for all in order to create a diverse campus community; promote personal and professional growth of all students, faculty and staff; foster mutual respect; value differences; and prepare our students to compete in a global community and workforce.

This committee was appointed by the Executive Leadership Team. It is composed of a cross section of College employees and students from different ethnic backgrounds as well as individuals from across the organizational structure. Please see team members on next page.

II. Diversity is Not....

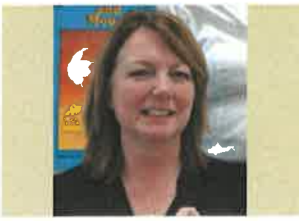
- About reaching quotas
- About hiring less qualified employees
- Affirmative action
- Just black and white
- About compliance
- About special treatment for some people
- About ethnic food celebrations
- Wearing different colored shoes on each foot
- Something to fear

III. Diversity Is...

"The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical abilities, religious belief, political beliefs, geography or other ideologies. It is the exploration of these differences in a safe, positive and nurturing environment. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions of diversity contained within each individual." *The 1999 Summer Internship Diversity Steering Committee, University of Oregon.*

IV. The Diversity Team

Dr. Cynthia Bellacero
Chair, Social Sciences, Humanities & Foreign Languages



Dr. Terri Colon
Faculty, Early Childhood Education

Casey Cornelius
Dean of Student Development

Judy Eurich
Director of Marketing, Communications & Development Liaison

Millicent McLean
Academic Advisor

Jill McGuire
Assistant general Manager, Public Radio East

Nicole Mena
Student Government Association Representative

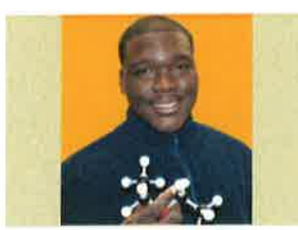
James Millard
Dean of Career Programs

Vickie Moseley-Jones
Director of Human Resources

Zomar Peter
Coordinator, Career Transfer Center

Nanette Sanders-Cobb
Faculty, business Administration

Robert Scull
Faculty, History/Geography



Barry Wallace
College Ambassador

Kim Zaccardelli
Continuing Education Coordinator – Havelock

(back)

Sub-Committees

Individual members were assigned to sub-committees and were asked to establish goals, objectives, success measures, and actions steps for the following areas:

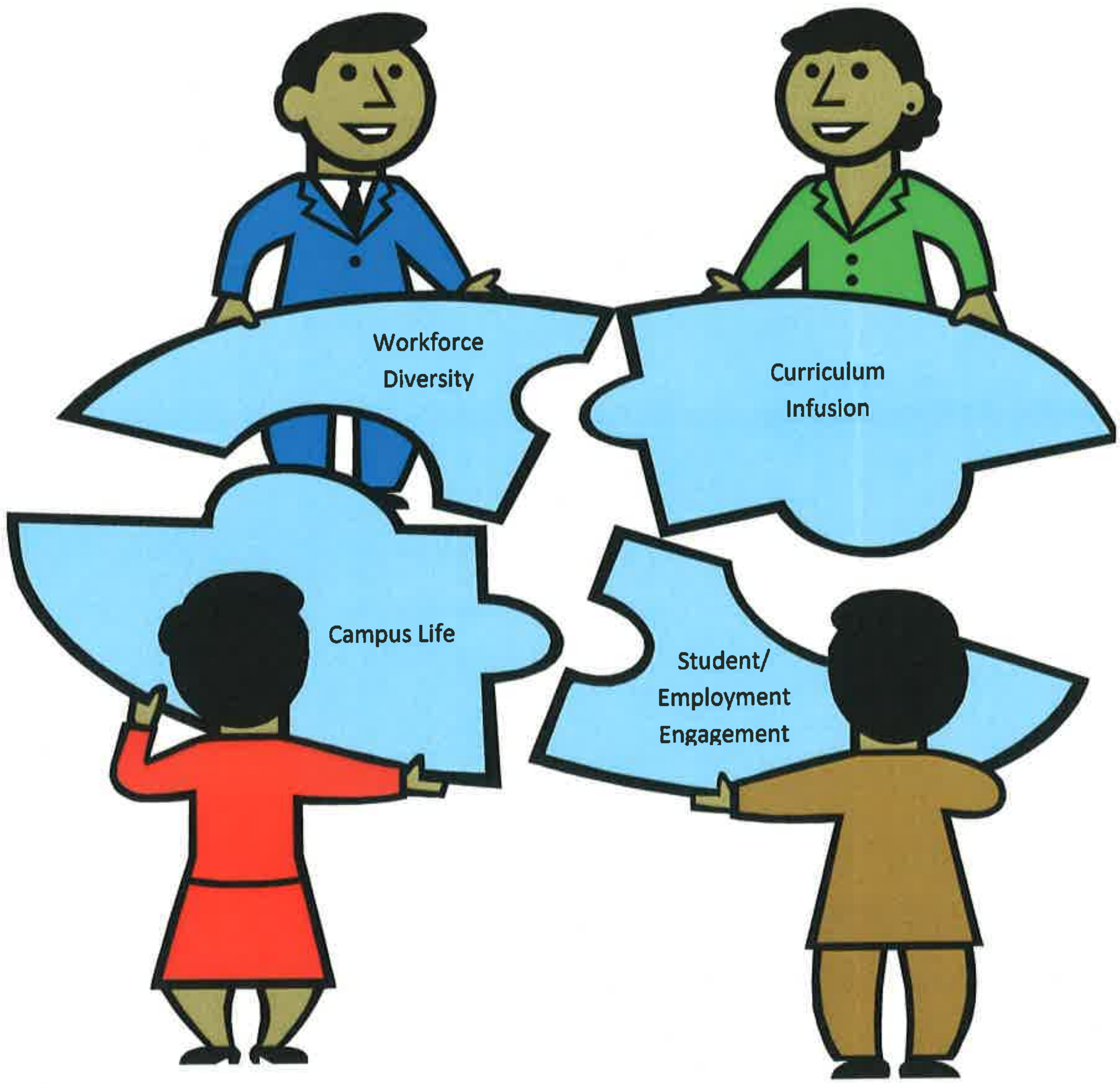
- CCC Workforce diversity
- Academic and workforce development curriculum
- Campus life and student engagement

The Committees are:

Workforce Diversity -Vickie Moseley-Jones, Judy Eurich, Jill McGuire, and Zomar Peter

Curriculum Infusion- Dr. Terri Colon, Dr. Cynthia Belleraco, James Millard, Nanette Sanders-Cobb, Robert Scull, and Barry Wallace

Campus Life/Student Engagement- Casey Cornelius, Mitt McLean, Nicole Mena, and Kim Zaccardelli



V. History of diversity efforts at Craven Community College.

- Diversity is articulated in the institution's strategic plan, "Many Voices One Vision: Craven 2015.
- Diversity is one of six core values identified by the College; "We recognize the dignity, worth and potential of all persons and proudly celebrate the rich diversity of our local and global community."
- All Job Search committees receive an orientation and training from the Human Resources Department prior to serving.
- Vacancy announcements are strategically placed in a variety of professional association materials, recruitment websites and minority media outlets throughout the state and nationally depending on the type position advertised.
- The Human Resources Department follows Board of Trustees approved policies and procedures to assure compliance and consistency in our hiring process.
- The Diversity Core value is included in numerous print materials (College Catalog, Our Identity Document) and is prominently displayed everywhere on campus as a visual reminder of what is important to us by means of banners on both the New Bern and Havelock Campuses.
- In 2010, the African American Community Connections was established to welcome, inform and sustain relationships with the community. These meetings are scheduled quarterly.
- In partnership with the African American Community Connections committee, the College has initiated a successful Barbering Program.
- Annually the College supports the NAACP Banquet by advertising sponsorship and reserving a table for staff members to attend.
- The President and leadership staff attend the annual Martin Luther King Day celebrations.
- In 2011 the College obtained the Student & Exchange Visitors Information System (SEVIS) status to admit international students. We currently have admitted three international students.
- The Spring 2013-Liberal Arts Lecture Series included the following events:
  - Celebrating Nina Simone's 80th Birthday, presented by Willie E. Atkinson & Jacqueline B. Atkinson local Jazz & Blues vocalist
  - Living Abroad in Southern Spain, presented by Professor Sarah Hughson
  - Ecuador: Social & Ecological Interaction in the Galapagos Islands of Ecuador: Challenges to Island Sustainability in a World Heritage Site
  - Sustainable Tourism, presented by Professor Pat Long, East Carolina University
- Black History Month is celebrated annually and in 2013, the Foundation Outreach/Lifetime Learning Center sponsored a Gospel to Pop presentation on "Samson and Delilah: From Pulpits to Pop Stars.
- Black History Month 2013 the Office of Student Development presented "Freedom Lost: Restoration, A Black History Documentary by writer/director Tom Swift.

- The CCC Globalization Task Force meets quarterly and is tasked with establishing and cultivating global competencies in our student body and faculty. As such, it will explore and recommend programs and other interventions that help students and faculty understand the interconnectedness of peoples and systems, to include a general knowledge of history and world events, and recognition of and appreciation for different cultural values and attitudes.
- The College has established the Community "VIP" Ambassador Program 2013 to deepen the community's support and understanding of programs, services, and initiatives of the College. After graduating from the program, each of the current 12 will act as a Craven Community College advocate and help foster relationships that encourage involvement throughout the community.
- The College joined the North Carolina Diversity & Inclusion Partners, which is a consortium of public and private institutions of higher education in the state of North Carolina. It was established to coordinate a statewide network among chief diversity officers, equal opportunity compliance officers, human resources practitioners, experts in multicultural affairs and other professionals interested in issues related to equal opportunity/affirmative action and diversity in higher education. Craven Community College has joined this partnership. The HR Director and Vice President for Administrative Services have attended the following conferences & workshops:
    - NC-DIP Partners 2011 Conference-December 2011 (Duke University)Diversity in Higher Education: Strategy, Structure and Change-November 2012 (North Carolina State University)
    - Diversity & Inclusion Symposium- March 2013 (Wake Forest University)
    - WFD has instituted a program with Religious Community Services which consist of a janitorial services training, building & trades for the Burmese community and an African American church in Vanceboro.
- Mural artist from the Dominican Republic visited our campus in October 2012 for two weeks and painted murals on both the New Bern and Havelock campuses, Craven Early College and in the city of New Bern.

VI. Diversity of our Students, Faculty and Staff and Community

- Curriculum student enrollment during the academic year 2012-2013 was 3325. Approximately 65% were white; 21% were African American; 6% were Hispanic; 2.3 were biracial; 2.2% were Asian; 2% were American Indian/Alaska Native; and 1% was Hawaiian/Pacific Island. *(See Chart 1)*
- Workforce Development student enrollment during the Fall 2012 is consistent with curriculum in terms of diversity. Fifty-five percent were white; 33% African American; 6% Hispanic; 2.4% Asian; American Indian/Alaska Native and 2% are bi-racial. *(See Chart 2)*
- The number of College full-time faculty, staff and administrators for the 2012-2013 academic year include the following:
    - Chart 3- Full-time Faculty and Staff by Position
    - Chart 4-Full-time Faculty and Staff by Ethnicity
    - Chart 5 Full-time Faculty and Staff by Position and Ethnicity
    - Chart 6- Full-time Faculty and Staff by Gender

- Craven County's diversity make up for 2010-2012 was 72% white; 22% Black/African American; 2.1% Asian; 2.4% bi-racial; 6.5% Hispanic; *(See Chart 7)*

VII. Resources Used to Review Current Trends in Diversity

- East Carolina University Institutional Diversity Action Plan
- Delta College Final Report-President's Diversity Task Force
- Duke University Office for Institutional Equity
- Central Piedmont Community College-Office of Equal Opportunity
- College of the Albemarle's Diversity Plan
- Fayetteville Technical Community College Diversity Plan
- Southern Cross University-Equity and Diversity Plan 2011-2015
- Wake Technical Community College-Cultural Diversity Plan 2010
- U.S. Office of Personnel Management- Diversity & Inclusion Guide
- University of Oregon-Strategic Diversity Action Plan
- Wake Forest University-Office of Diversity & Inclusion

- Articles that we read to enhance our knowledge of diversity
    - "Leading A Community College Diversity Initiative" Leadership Vol.17.3
      This article discussed how leader of Delta College in Michigan developed a collective institutional process to gather information from each area relative to progress on the diversity initiative, and how diversity as a strategic priority for the College is a continuous improvement process ensuring that the College's culture embraces diversity, fosters respect for members of every group and expands global awareness.
    - "The Inclusion Breakthrough" Executive Book Summaries, February 2013. Provides a summary of how to build a diversity platform for change; how to create a momentum for diversity in your organization; how to make diversity & inclusion a way of life; and how to leverage learning and challenge the new status quo. It suggests that all this can be achieved by thinking of diversity "out of the box".
    - "Building A Diverse Universe", Discovery Magazine, Fall 2013. This article offers a look at how the YMCA is addressing different dimensions of diversity while working to establish strategic frameworks for their long-term diversity & inclusion goals in their service communities.

Essential Elements of Implementing a Campus Diversity Plan

VIII. Committee Recommendations and Goals

Student Goal 1: Students will be exposed to and experience local and global diversity within their individual course of study.

Faculty and Staff Goal: Faculty will create awareness of opportunities to infuse local and global diversity into program areas.

Curriculum Infusion				
Objectives	**Recommended Person or Unit to be responsible**	**Resources Needed**	**Measurements of Success**	**Action Steps**
• **Program evaluation:** Each Program will demonstrate how its curriculum introduces, expands, and reinforces diversity as defined by Craven's Core value definition of diversity.	• Dean • Department Chairs, • Program Directors or Lead Instructors in the absence of a Program Director.	• Programs of study • Definition of diversity • Textbooks • Global Task force • Library: ➢ DVD's ➢ Website ➢ Videos ➢ I University ➢ Teleconference Guest lecturers Field Trip	• Programs will identify which courses have content and or measurable assignments that are connected to the specific elements of diversity as defined in the following categories: ➢ Global diversity ➢ Climatic diversity ➢ Social/political diversity ➢ Economic diversity ➢ Historical diversity ➢ Geographic diversity Within these categories are the subject of: ➢ Gender ➢ Race/ethnicities ➢ Religion ➢ Sexual orientation ➢ Socioeconomic status ➢ Age ➢ Physical Abilities	• Programs will be reviewed by the end of the 2013-2014 academic year. • Programs will be mapped to various areas of diversity noting which resources are used to introduce, reinforce, and expand diversity • Programs that may lack diversity content can: I. Add a class that is rich in diversity in whichever category it fits best. (E.g. humanities or geography etc.) II. Add a list of course electives for students to choose from that infuses diversity. III. Make a plan to incorporate diversity in the program of

• **Program evaluation continued…**				study content that can be mapped to various areas of diversity noting which resources are used to introduce, reinforce and expand diversity within current course offerings.

Goal 2: To increase students' access to resources that celebrate the rich diversity of our local and global community through additional volumes and exposure in the Craven Community College Library.

Objectives	Recommended person or unit to be responsible	Resources	Measurements of Success	Action Steps
• To add 15 items of resources that focus on diversity within library holdings per year. • This plan will move forward annually with the same measurable goal.	• Librarian: • Programs will make recommendations to the librarian regarding their needs for diverse materials. • The librarian will also search for volumes to enhance the diversity collection.	• Library funds • Deans • Department Chairs • Faulty • Staff • Global Task Force	• A listing of volumes and other resources are reported annually. • An increase of circulation within these selected volumes per year.	• Ask program directors to make selections and report them to the Director of Library Services

Goal 3: To develop programs and ideas that foster inclusion on campus, and address potential areas of concerns of students.

Campus Life/Student Engagement Diversity Recommendations				
Objectives	**Recommended Person or Unit to be Responsible**	**Resources Needed**	**Measurement of Success**	**Action Steps**
• Create a standing committee to assess the culture of diversity for Craven students- "Deans Committee on Student Diversity and Inclusion"	• Dean of Student Development	• Student clubs and groups, Staff and faculty, webmaster, library, marketing, budget	• Committee is actively working (meeting regularly, surveying students, soliciting ideas) and responsive to the needs of students	• Form committee with students, staff, and faculty. Possibly appoint by position, ex: SGA President, MMEG member. • September 2013
• Hold one, week -long diversity oriented activity for students per semester.	• Executive VP of Learning and Student Success, • Dean of Student Development, • Deans Committee on Diversity, • SGA, SAB, Student Clubs	• Club/Student involvement, Webmaster, Publicity, Campus Facilities, Library, • Student activities budget allocated for these activities. Participation card to obtain participant data.	• To ensure at least 10% of student body participate with a goal to increase participation each year.	• Solicit input from student body regarding activities, • Coordinate with student groups, • Designate a week each semester on the Student Life Calendar, plan and implement activities. • Spring 2014
• Implement a monthly diversity awareness campaign (a campus wide student directed display)	• Executive VP of Learning and Student Success, • Dean of Student Development, • Deans Committee on Diversity, SGA, SAB, Student Clubs.	• Student clubs and groups, Staff and faculty, webmaster, library, marketing, budget for display.	• Level of participation and types of info being provided, after action reports for records, student feedback on what is being learned.	• Establish expectations, have SGA implement and document campaign initiatives at general assembly meeting. • Each month a different group, club, or campus department, will prepare a poster, or an electronic image that

				can be put on campus TV screens or in student information areas that will inform and educate on different topics of diversity. • Fall 2014 on-going engagement opportunities.

Goal 4: Craven Community College's workforce is representative of the diverse student and community population in Craven County.

Workforce Diversity				
Objectives	**Recommended Person or unit to be Responsible**	**Resources Needed**	**Measurement of Success**	**Action Steps**
• Redesign the Search Committee selection process to include diversity.	• Human Resources • Unit VP • Deans • Directors • Center for Teaching and Learning	• Training modules developed. • HR and professional development staff. • Center for Teaching and Learning	• A new search committee selection process is approved and implemented.	• Establish a committee to redesign the search committee process. • Establish criteria to include a cross-section of the community college campus not just members of the hiring department. • All recommended search committee members MUST be reviewed by HR to ensure diversity on the committee

				• The college will require mandatory training that can be delivered in person or online in order to serve on a search committee. • Each full-time employee is required to serve on at least one committee per year. • No employee will serve on a search committee more than twice a year except under extenuating circumstances.
• Increase the number of underrepresented groups within faculty & staff within the next five years.	• ELT • Human Resources • Deans • Directors	• Demographic information from Institutional Effectiveness, Data Warehouse and the US Census Bureau. • Additional travel budget for recruitment purposes.	• The Personnel Report to the BOT will be revised to include HR's recruitment efforts, along with the race/sex of individuals hired each quarter. • The college will strive to hire more underrepresented groups that will reflect the student and community population of Craven County.	• Increase our recruitment efforts, through the use of minority recruitment sources. • Attend job fairs at institutions with Master's degree programs and that historically admit a higher % of students of color. • Determine the demographic make-up of the college. Student and community

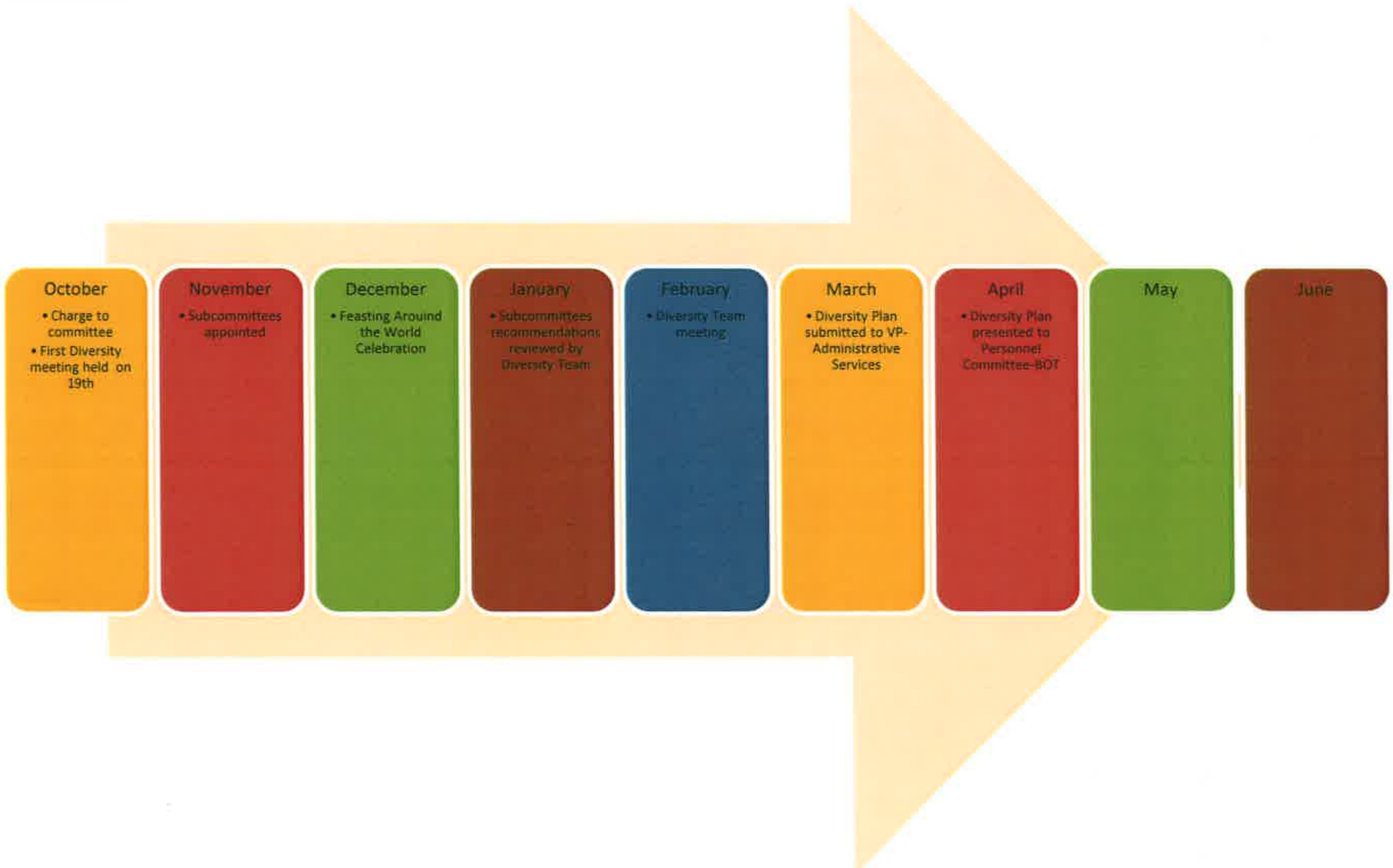
				population. • When applicants are qualified, every effort should be made to ensure new personnel reflect our diversity goals.
• Coach, mentor and provide professional development opportunities that will prepare underrepresented employees for leadership positions.	• ELT • HR Director • Deans	• Funds for Professional development opportunities in leadership. • Funds for speakers to address leadership and diversity/inclusion in the workplace. • A mentoring and coaching program.	• Current employees should be allowed to apply internally for a position before it is advertised to the public at large. • The number of mentors and coaches working with employees. • The number of diverse employees who are prepared to move into leadership positions.	• Increase the use of mentoring and internship programs by encouraging CCC Leadership Craven graduates to mentor other staff personnel. • Benchmark internal leadership programs at other CC such as Wake Tech CC. • Post positions internally first before opening them externally. • Encourage internal promotion and opportunities for growth within the College especially for underrepresented groups. • "Grow your own" initiative. • Utilize employees who have completed the

				leadership academy as mentors, coaches and possible promotion.
• Initiate a succession planning program	• ELT • Human Resources • Deans • Directors • Department Chairs	•	• A ready pool of candidates moving into senior level positions due to retirement, resignations, etc. • Performance management techniques to include planning, developing, monitoring, rating and rewarding.	• Establish/identify a pool of talented employees early and prepare them for long-term needs of the College. • Implementing development strategies, i.e. coaching, mentoring, assessment, shadowing, planned assignments.
• Promote Veteran and military family members preference in hiring process	• ELT • Human Resources • Deans	• Increase recruitment advertising budget.	• Maintain records of Veterans hired under the College's Veteran's Preference policy.	• Promotion of the Veteran's Preference Policy to local military bases.

IX. Time Lines

Following on the next five pages:

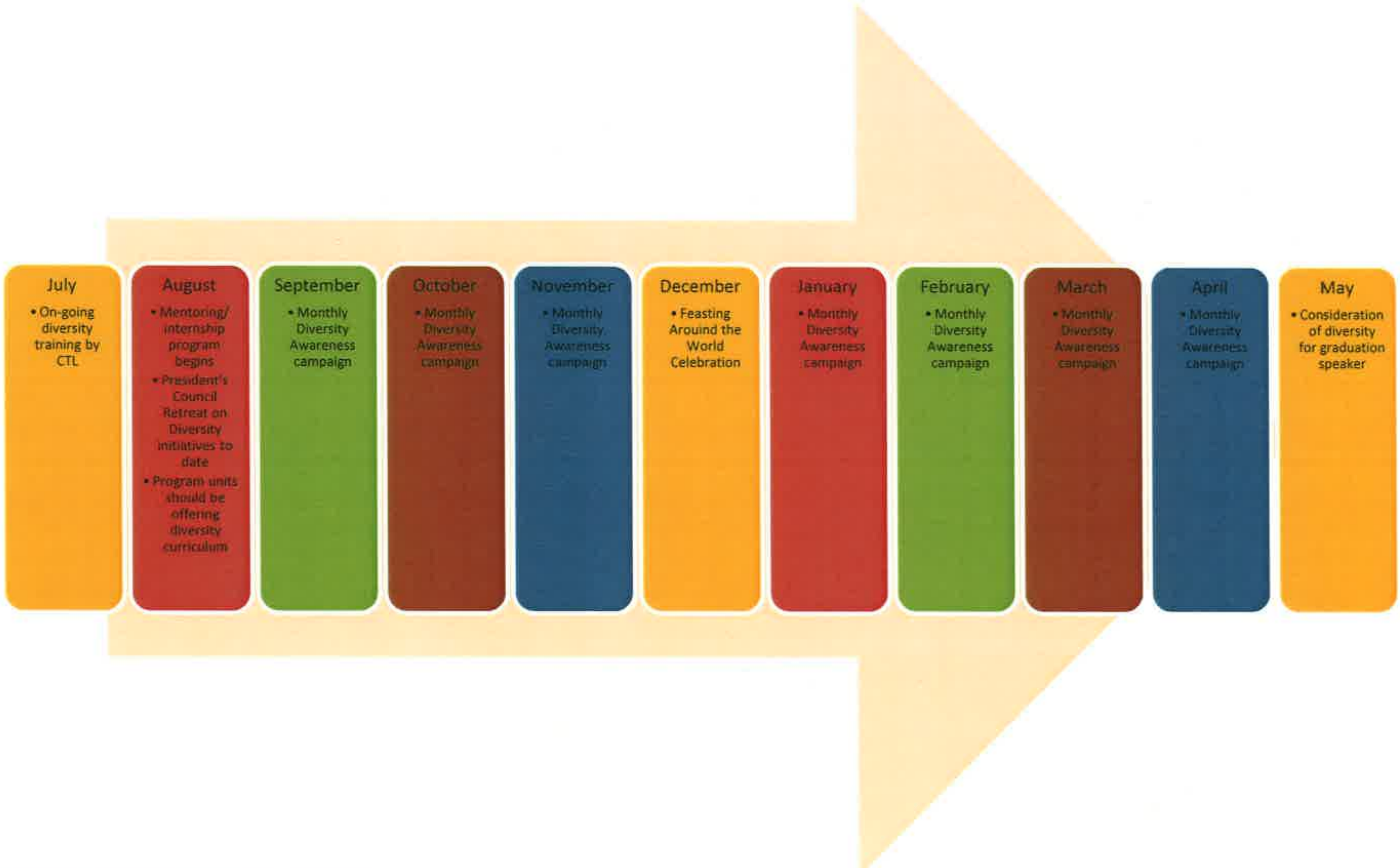
2012-2013


October
• Charge to committee
• First Diversity meeting held on 19th
November
• Subcommittees appointed
December
• Feasting Around the World Celebration
January
• Subcommittees recommendations reviewed by Diversity Team
February
• Diversity Team meeting
March
• Diversity Plan submitted to VP-Administrative Services
April
• Diversity Plan presented to Personnel Committee-BOT
May
June

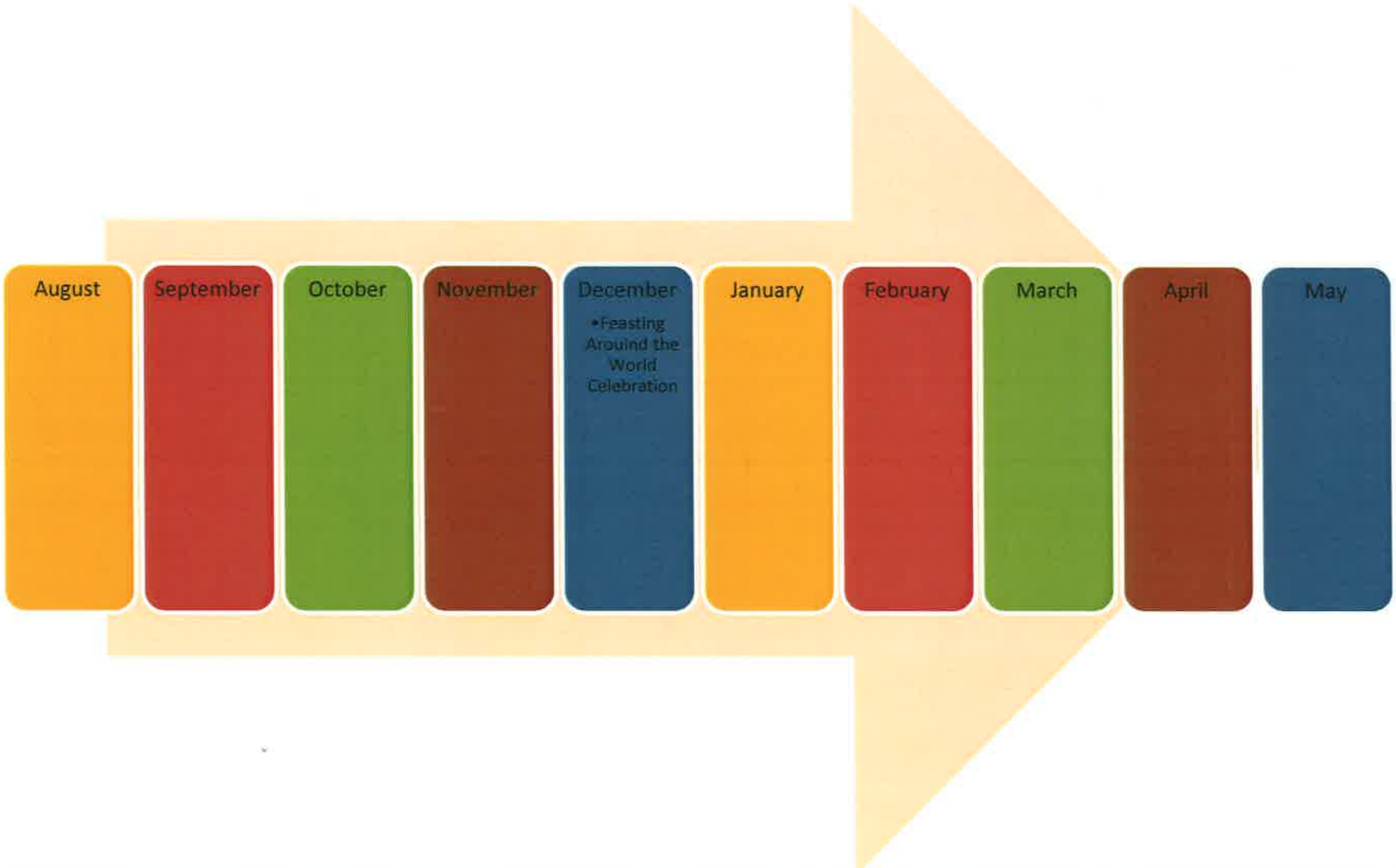
2013-2014


July
• Diversity Professional Development Sub-committee established to develop training
August
• Fall Opening Day keynote Speaker from NC-DIP
September
• Deans Committee on Student Diversity & Inclusion formed
• Instructional Units begin program evaluation on how to infuse diversity into classroom
October
• Establish Sub-committee to redesign search committee process
December
• Feasting Around the World Celebration
January
• Online mandatory training of new search committee process
February
• Online mandatory training of new search committee process
March
• Week long diversity activity for students
• Online mandatory training of new search committee process
April
• Online mandatory training of new search committee process
May
• Completion of program reviews by units
• Online mandatory training of new search committee process
June
• Online mandatory training of new search committee process

2014-2015


July
• On-going diversity training by CTL
August
• Mentoring/ internship program begins
• President's Council Retreat on Diversity initiatives to date
• Program units should be offering diversity curriculum
September
• Monthly Diversity Awareness campaign
October
• Monthly Diversity Awareness campaign
November
• Monthly Diversity Awareness campaign
December
• Feasting Arouind the World Celebration
January
• Monthly Diversity Awareness campaign
February
• Monthly Diversity Awareness campaign
March
• Monthly Diversity Awareness campaign
April
• Monthly Diversity Awareness campaign
May
• Consideration of diversity for graduation speaker

2015-2016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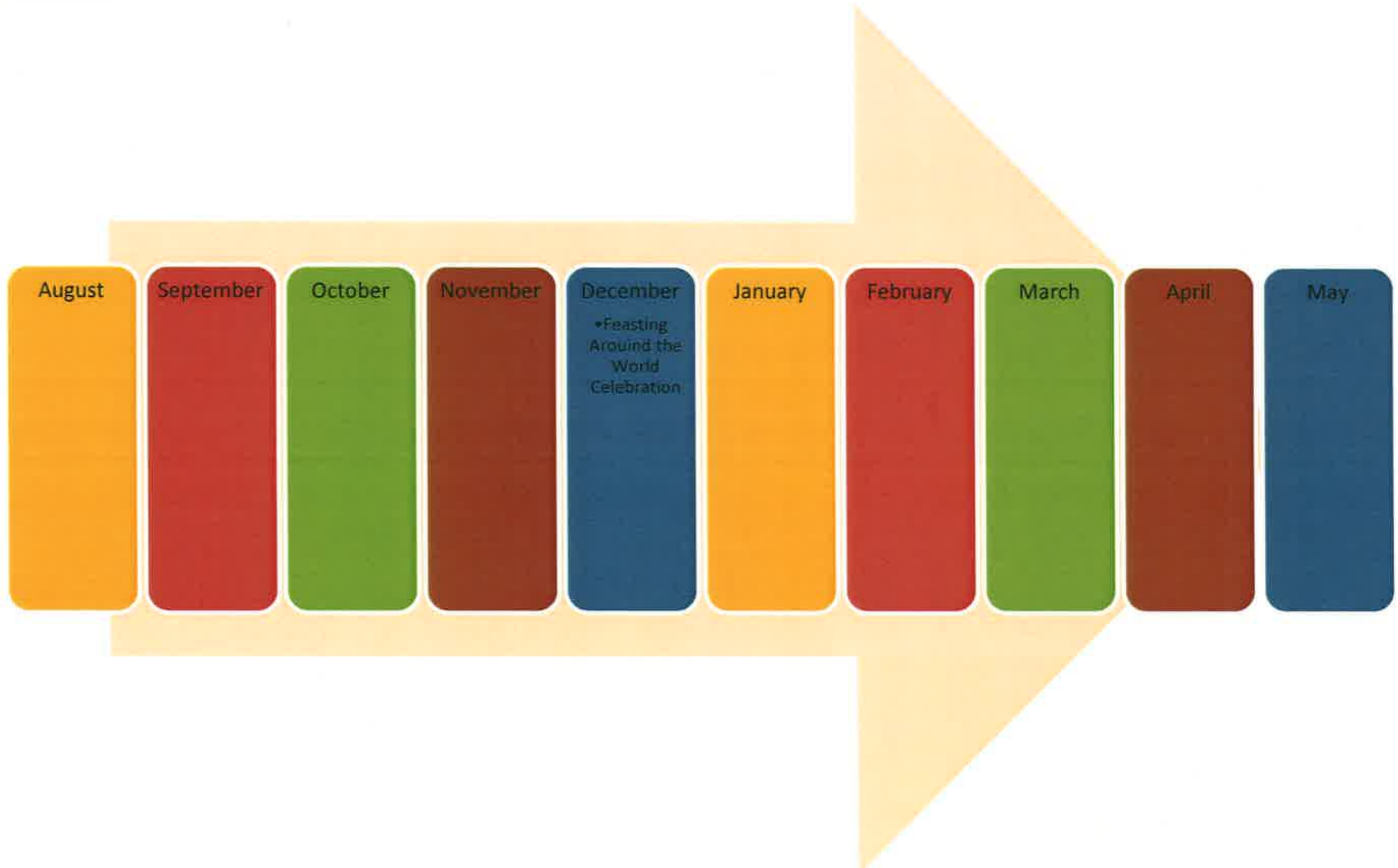
2016-2017


August
September
October
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December
•Feasting Around the World Celebration
January
February
March
April
May

THANK YOU!

Appendix

Chart 1 **Curriculum Student Enrollment**

Back to: Executive Summary Sect. VI. Charts

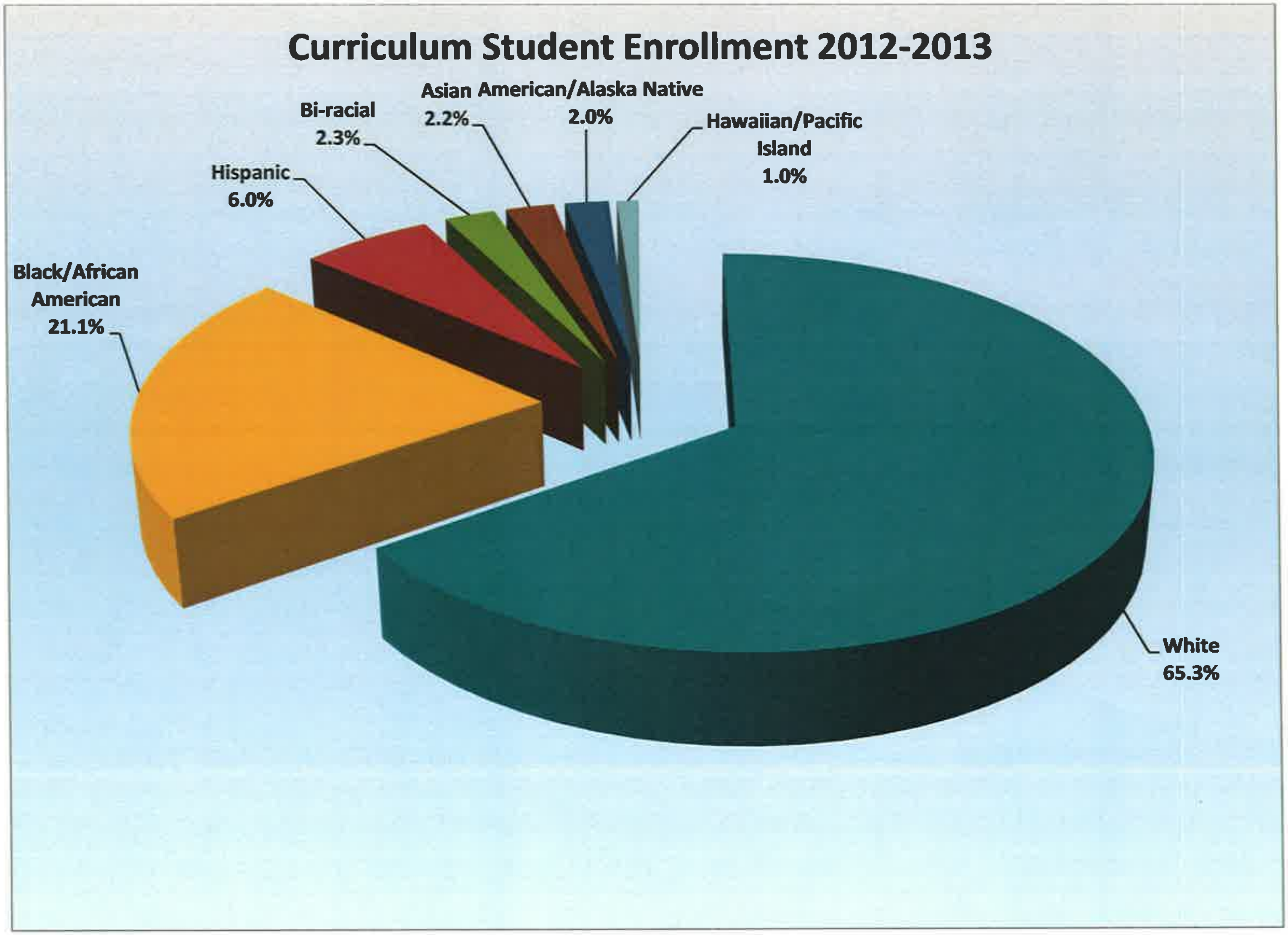


Chart 2 **Workforce Development Students**

Back to: Executive Summary Sect. VI. Charts

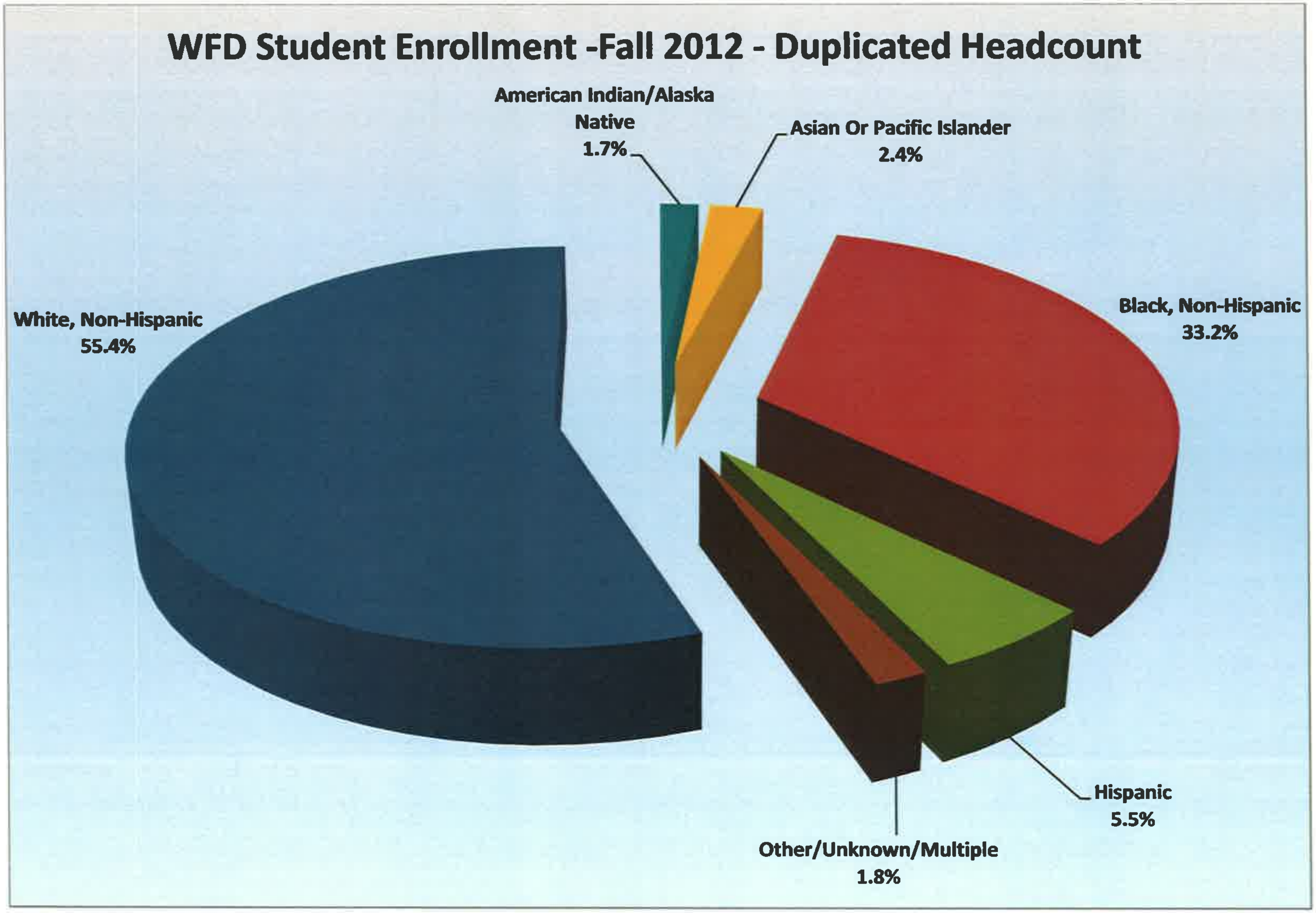


Chart 3 **Full-time Faculty and Staff by Position**

Back to: Executive Summary Sect. VI. Charts

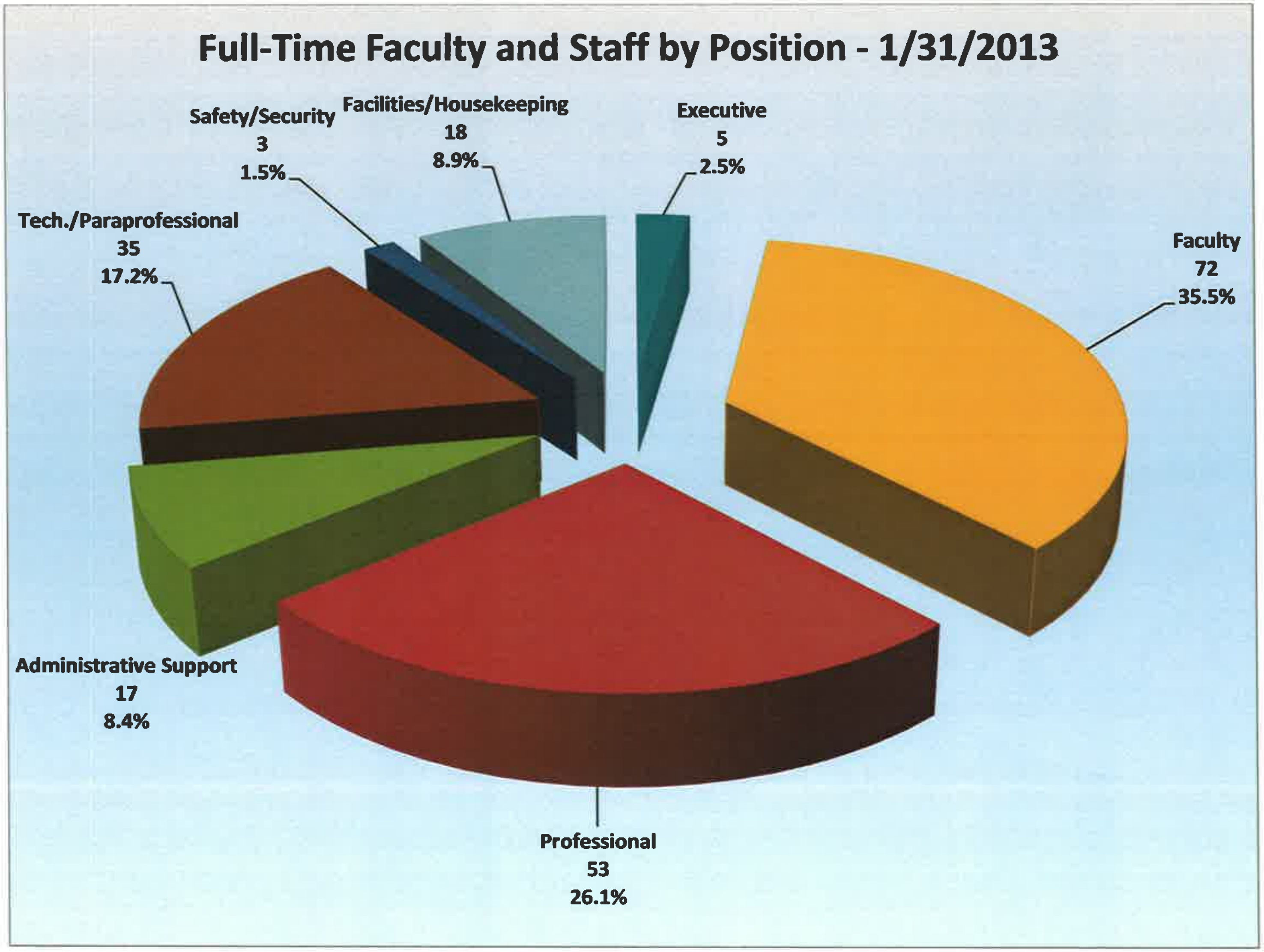


Chart 4 **Full-time Faculty and Staff by Ethnicity**

Back to: Executive Summary Sect. VI. Charts

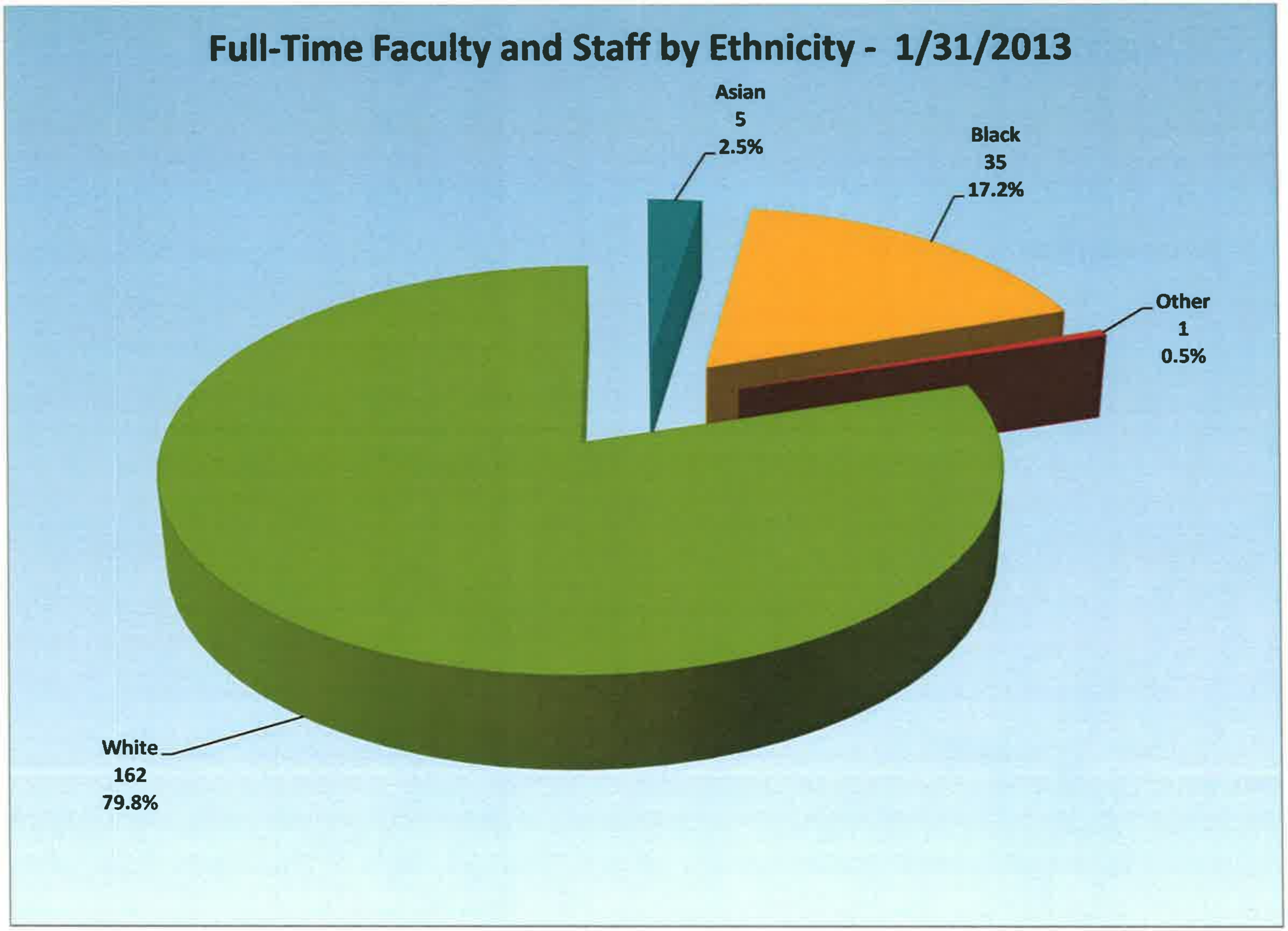


Chart 5 **Full-time Faculty and Staff by Position and Ethnicity**

Back to: Executive Summary Sect. VI. Charts

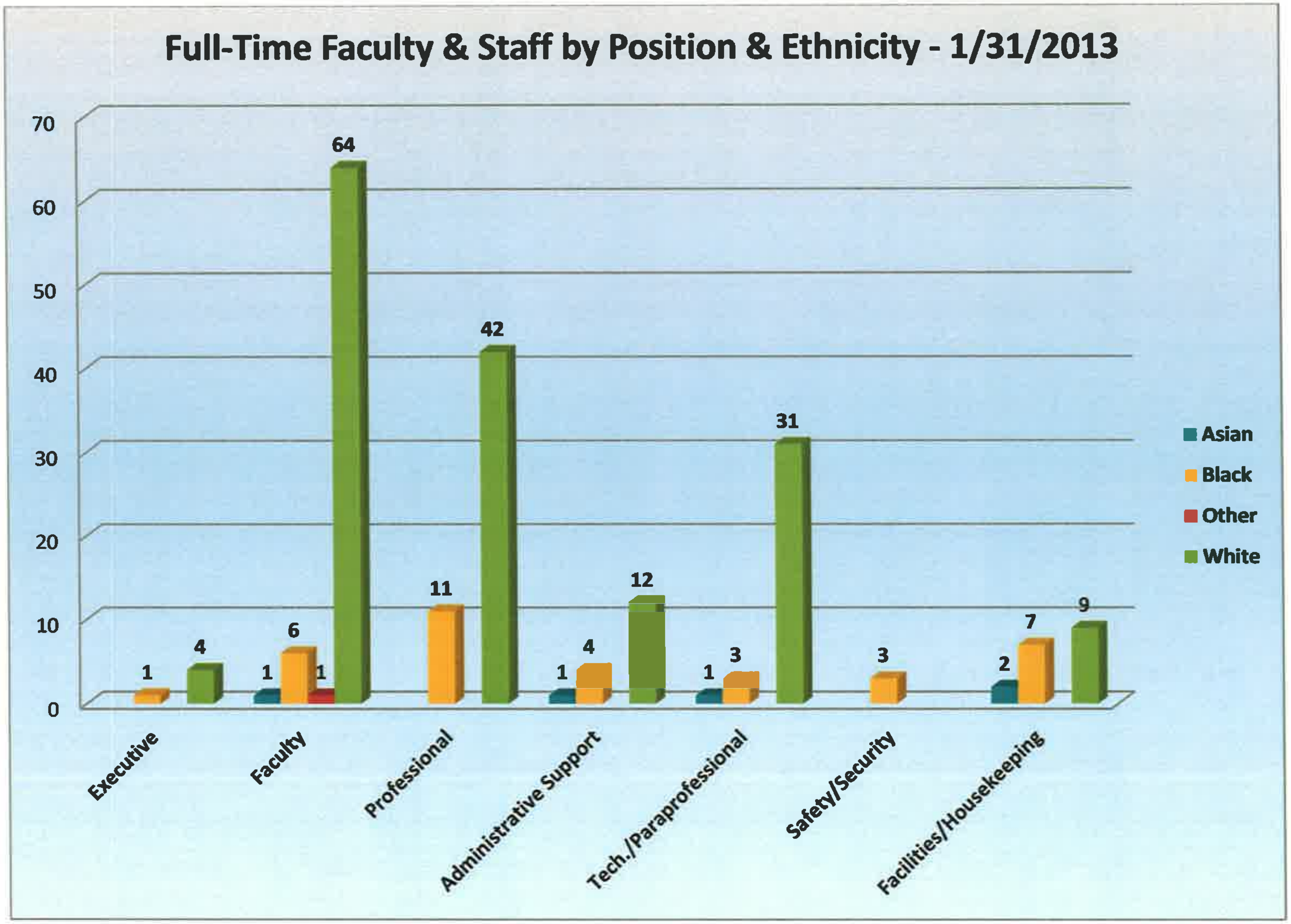


Chart 6 **Full-time Faculty and Staff by Gender**

Back to: Executive Summary Sect. VI. Charts

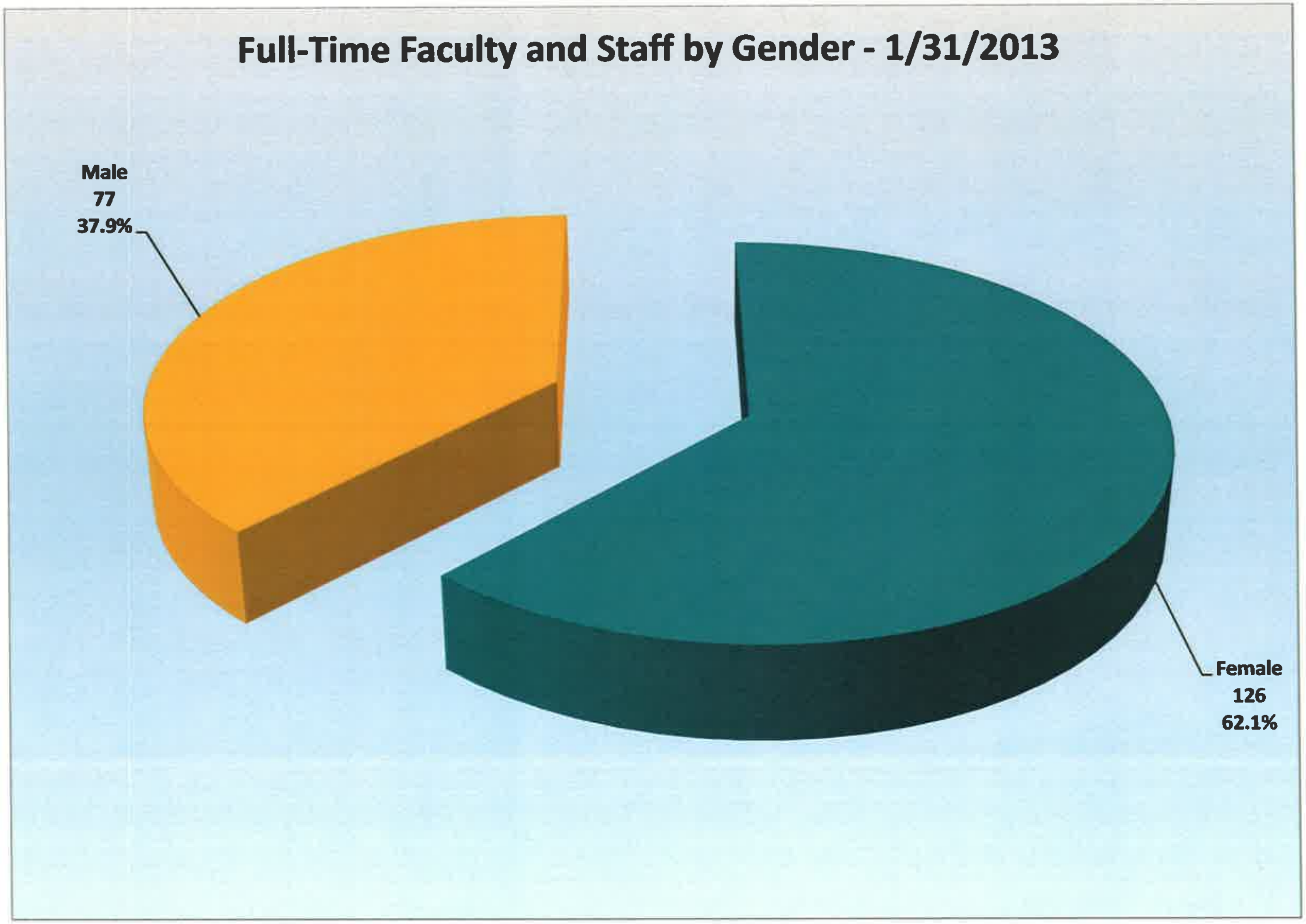
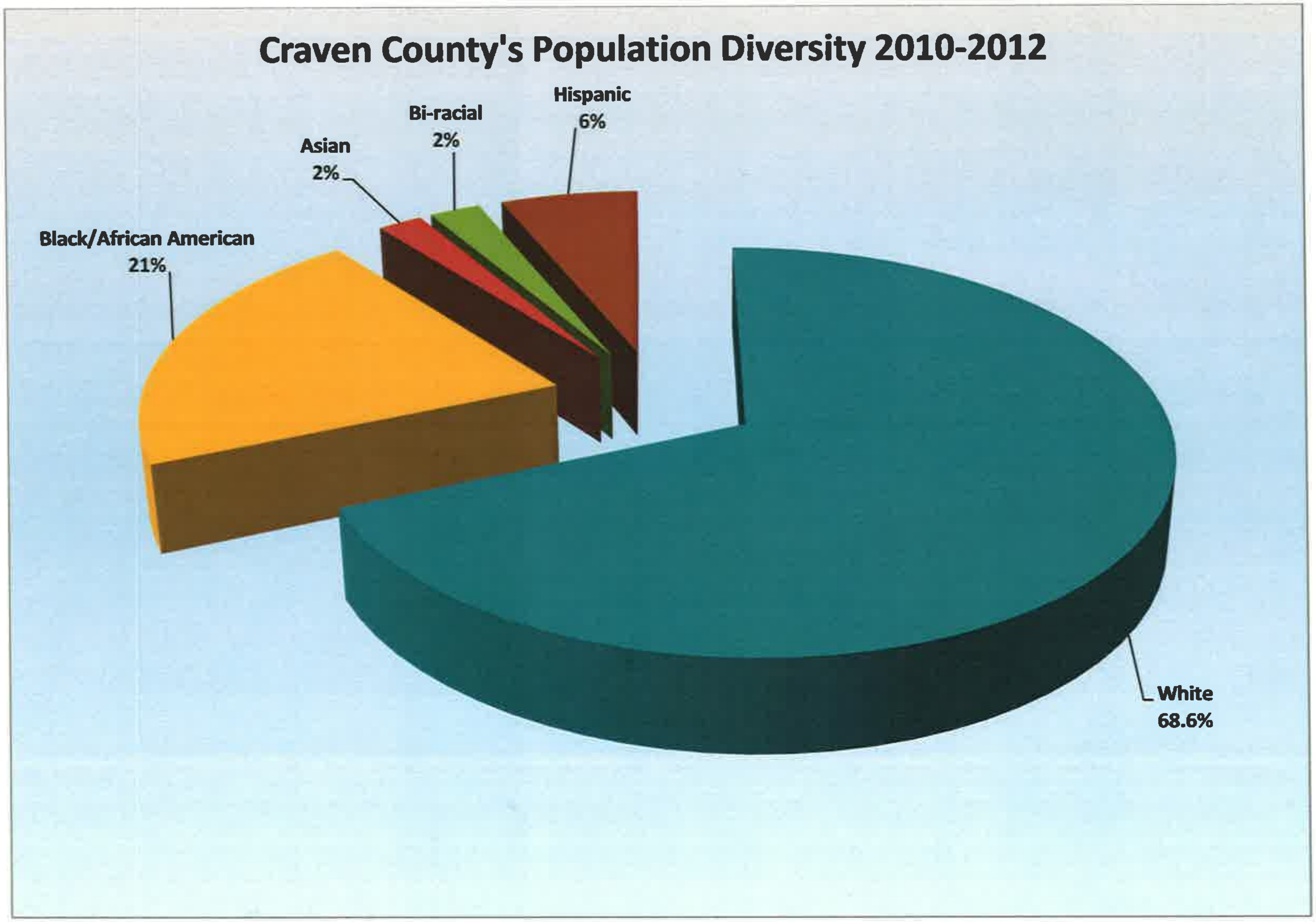


Chart 7 **Craven County's Population Diversity 2010-2012**

Back to: Executive Summary Sect. VI. Charts



MINUTES

Facilities Committee
Craven Community College
Brock Administration Building Boardroom
Monday, September 23, 2013, 4:00 p.m.

I. In the absence of Mr. Gary Baldree Chair, Mr. Bill Naumann, Board Chair called the meeting to order at 4:03 p.m.

II. Dr. Catherine Chew, in the absence of Mr. Gary Baldree, called the Roll.
Members Present: ~~Mr. Gary Baldree~~, Mr. Ronald Knight, ~~Mrs. Carol Mattocks,~~ ~~Mr. Chuck Tyson~~, Ms. Earline Sills Williams, Mr. Bill Naumann.
Others Present: Dr. Catherine Chew, Mrs. Page Jones-Varnell and Mrs. Gale Evancho, in the absence of Mrs. Joanne Payne, served as Recorder.

III. Updates

A. Page Jones reported the Orringer Roof that was replaced this summer has now been completed. They are waiting on one final inspection to look at the foam. Afterwards, this project will be complete.

B. The Student Quad area has now been demolished. Project should be completed by October 11. This timeline doesn't include the wall and art. The art will be put in place after the Student Quad project has closed. Page Jones also indicated they may do something with the columns on the Student Center.

C. Page Jones has included Brock Stair Replacement drawings, pictures and information she received from LS3P. Page mentioned the drawings included an area for flags. It was brought to Dr. Catherine Chew's attention that we do not have the county flags displayed. She feels since the county funds the college, we should consider putting the Craven County flags on the New Bern and Havelock campuses along with the North Carolina, State and the American flag. We have not received a projected schedule/timeline from the architect yet. The architect will handle the bids. Hopefully, it will be during the spring, however, a delay may occur since there is rust under the landing of the stairs. We have a budget of $200,000.00 for the removal and replacement of the stairs and it is going to cost $200,000.00 to complete this project.

D. Page Jones reviewed with this committee a rough drawing of changes that will occur to the Art Lab in Orringer. Looking at the drawings, you will notice they will take two classrooms and make it ceramics and two classrooms for sculpture. An outside space will be added to the building for kilns for ceramics and for doing other types of art that need to be done outside like wood, etc. These projects will be done in phases in order to work around class schedules. The first two phases will be completed before Christmas or during the break and the third phase in the spring.

E. Keyless entry will begin in the Barker Building and will be a pilot. This will help determine if there are any issues that need to be addressed or added before moving forward.

F. Generator - A new pad will have to be laid. The new generator will be set up and put on line. The old one will then be removed. Drawings are being done and the project should be completed before Christmas.

G. The welding program is growing and there are now 12 welding stations in the welding area. Ventilation systems will be added over each of the welders. This should occur during the fall semester. We are in the planning phase.

IV. The meeting was adjourned at 4:26 p.m.

AGENDA

FACILITIES COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
September 23, 2013, 4:00 P.M.

Members: *Mr. Gary Baldree, Chair*
Mr. Ronald Knight
Mrs. Carol Mattocks
Mr. Chuck Tyson
Ms. Earline Sills Williams
Mr. Bill Naumann, Board Chair

Others: *Dr. Catherine Chew, President*
Mrs. Page Jones-Varnell, Vice President for Administrative Services
Ms. Joanne Payne, Recorder

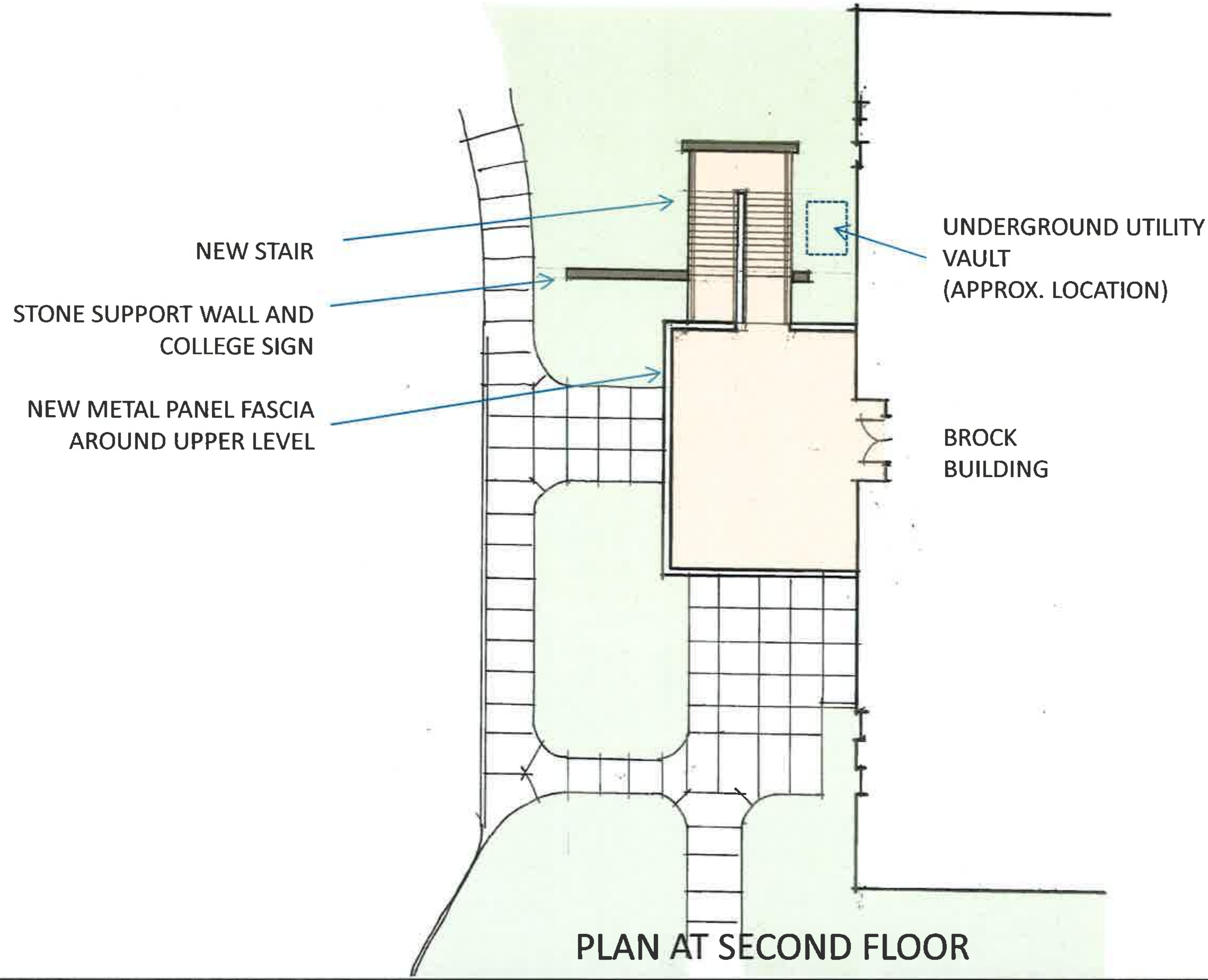
I.	Call to Order	Gary Baldree, Chair
II.	Members Present	Gary Baldree, Chair
III.	Updates	Page Jones

A. Roof
B. Student Quad
C. Brock Stairs
D. Art Lab
E. Keyless Entry
F. Generator
G. Ventilation in welding area

IV.	Adjournment	Gary Baldree, Chair

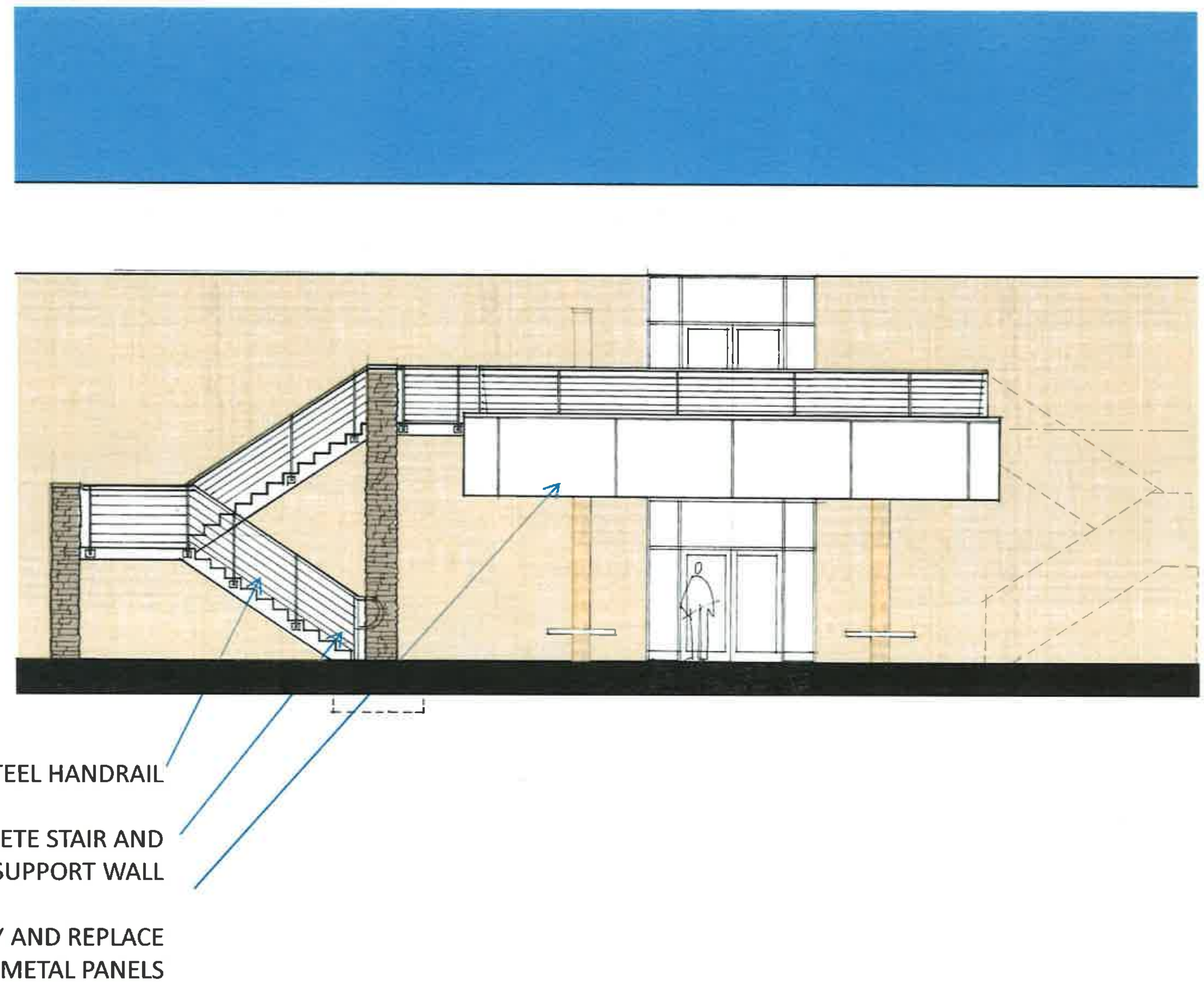
Facilities Committee Charge

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



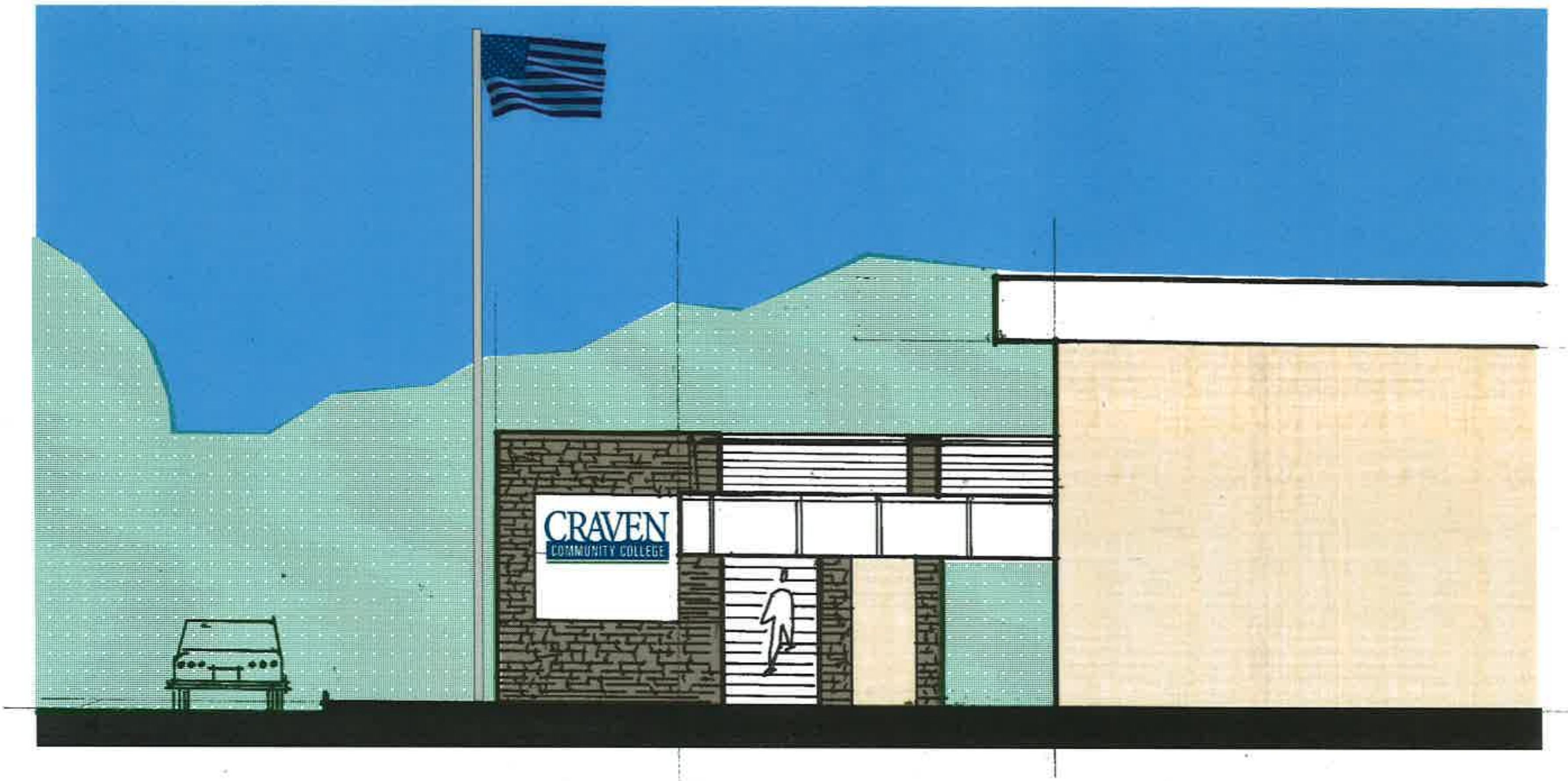
PLAN AT SECOND FLOOR

Craven Community College
BROCK BUILDING STAIR REPLACEMENT



Craven Community College

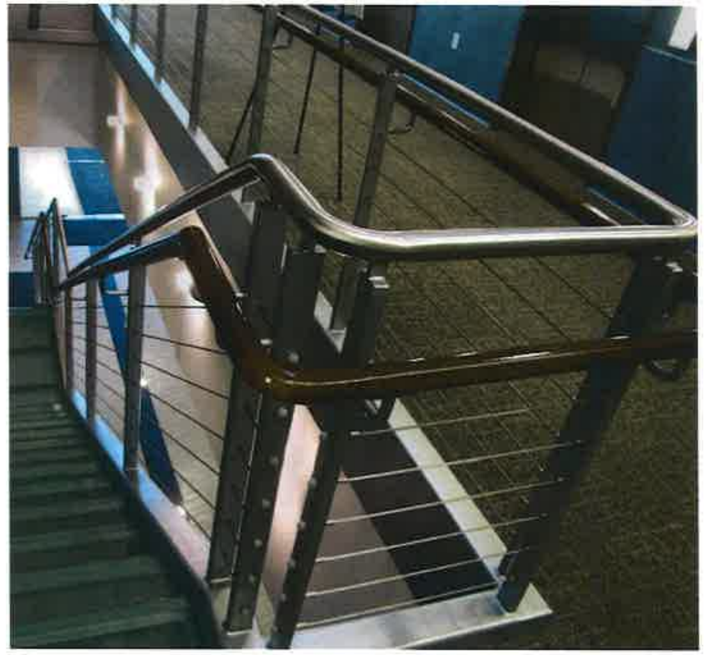
BROCK BUILDING STAIR REPLACEMENT



SIDE ELEVATION FROM DRIVEWAY

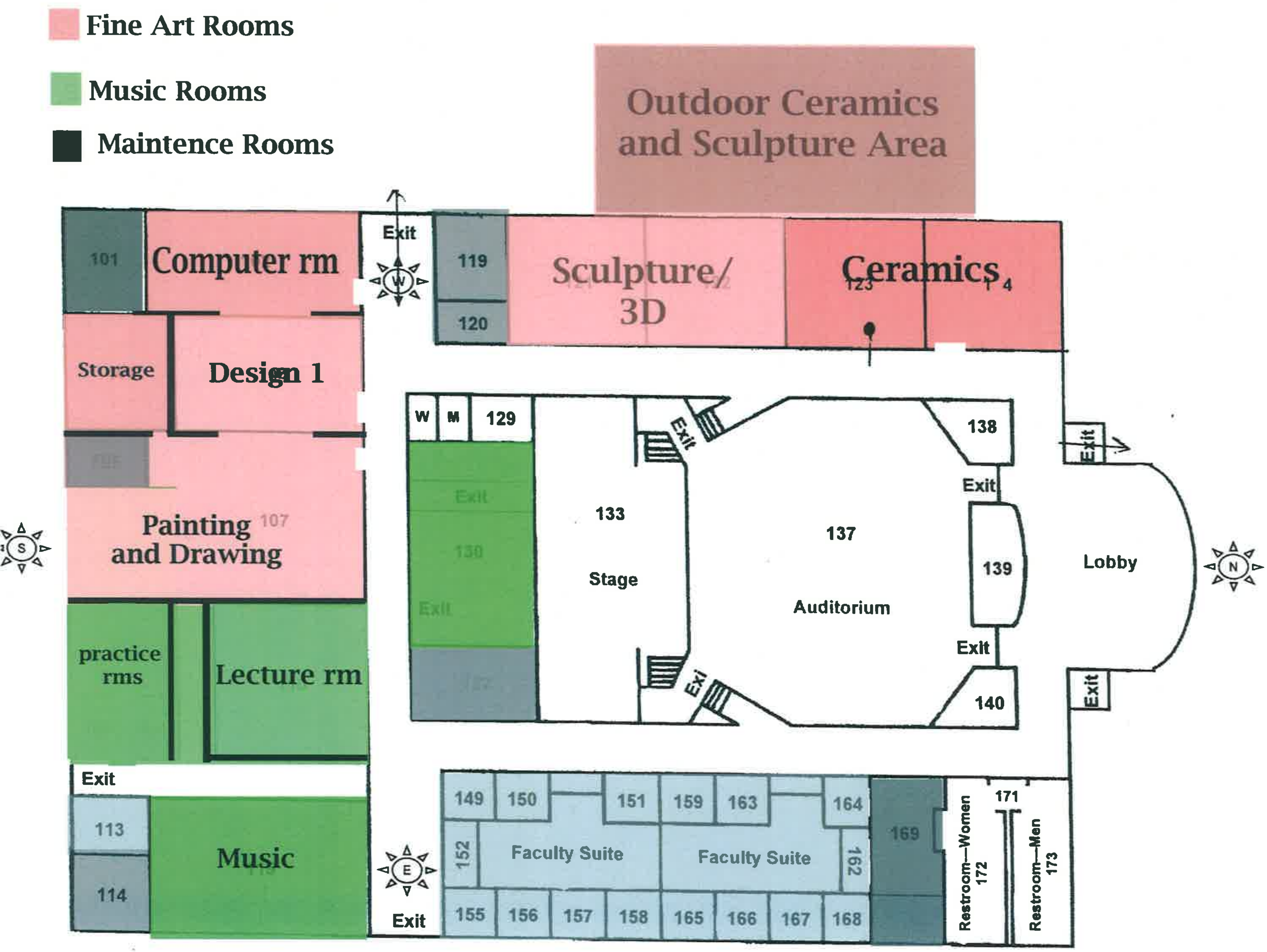
Craven Community College
BROCK BUILDING STAIR REPLACEMENT





Craven Community College

BROCK BUILDING STAIR REPLACEMENT


Fine Art Rooms
Music Rooms
Maintence Rooms
Outdoor Ceramics and Sculpture Area
101
Computer rm
Exit
W
119
120
Sculpture/ 3D
Ceramics
Storage
Design 1
Painting and Drawing
107
practice rms
Lecture rm
Exit
113
114
Music
E
Exit
W
M
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Stage
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Auditorium
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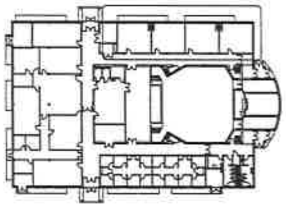
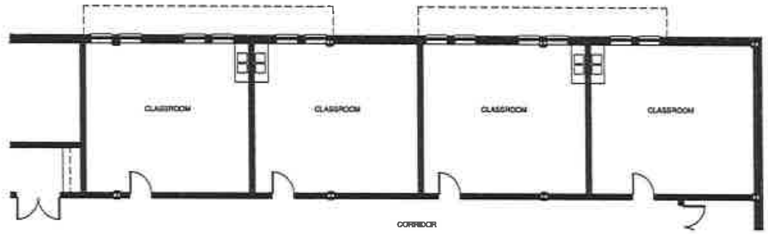
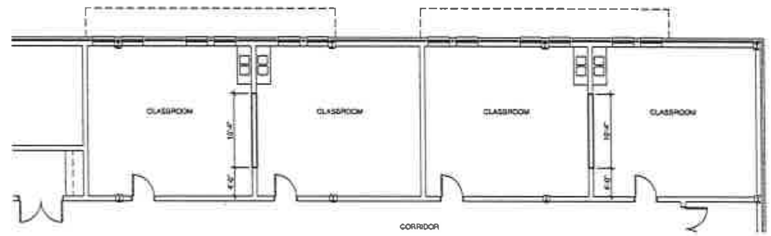
Restroom—Women 172
Restroom—Men 173



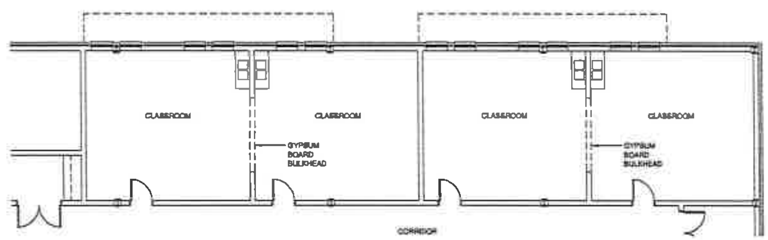
KEY PLAN



PARTIAL EXISTING FLOOR PLAN



CLASSROOM ALTERATION DEMOLITION PLAN



CLASSROOM ALTERATION FLOOR PLAN

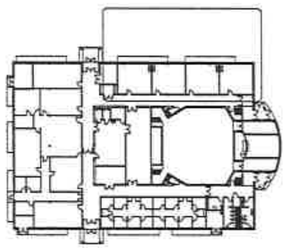
DARDEN J. EURE III ASSOCIATES, P.A.

DARDEN J. EURE, III AND ASSOCIATES, P.A.
502 Pollock Street (28560), P.O. Box 329, New Bern, North Carolina 28563
Phone: (252) 633-1804 Facsimile: (252) 633-2543

CRAVEN COMMUNITY COLLEGE
ART STUDIO ALTERATIONS AND ADDITIONS
ORRINGER HALL
NEW BERN CRAVEN COUNTY

REVISIONS

COMMISSION NUMBER: 09-13-1547
DRAWN BY: REL
15-NOV-13
SHEET A2.0



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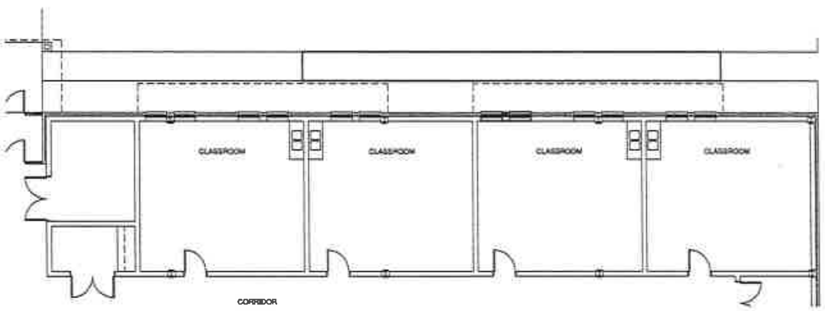
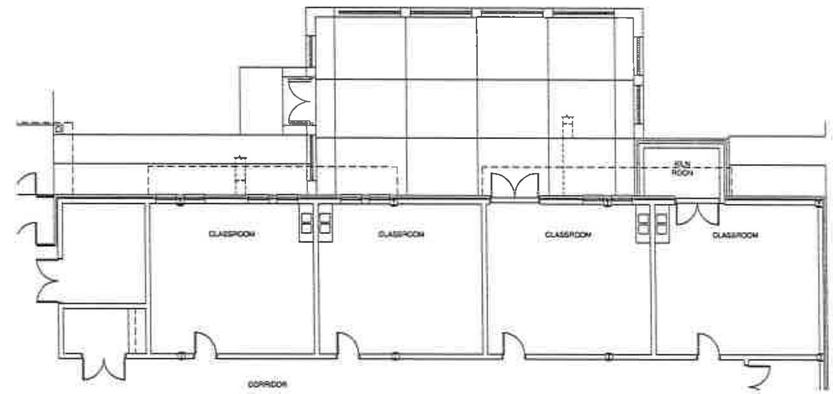


COURTYARD DEMOLITION PLAN



COURTYARD PLAN

DARDEN J. EURE III AND ASSOCIATES, PA

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CRAVEN COMMUNITY COLLEGE
ART STUDIO ALTERATIONS AND ADDITIONS
ORRINGER HALL
NEW BERN CRAVEN COUNTY

REVISIONS

COMMISSION NUMBER: 09-13-1547	15-NOV-13
DRAWN BY: REL	SHEET A3.0 OF

AMENDED MINUTES

Academic & Student Affairs Committee
Craven Community College
Brock Administration Building Boardroom
Monday, September 23, 2013, 5:00 p.m.

I. Ms. Earline Sills Williams, Chair called the meeting to order at 5:00 p.m.

II. Dr. Catherine Chew called the roll.
Members Present: Ms. Earline Sills Williams, ~~Mrs. Rosanne Leahy~~, ~~Judge Peter Mack~~, ~~Mrs. Carol Mattocks~~, Mrs. Allison Morris, Mr. Bill Naumann.
Others Present: Dr. Catherine Chew, Kathleen Gallman, Dr. Layne Harpine, Dr. Daryl Minus, and Mrs. Gale Evancho, in the absence of Mrs. Joanne Payne, served as Recorder.

III. Learning and Student Success

A. Kathleen Gallman presented updates on fall 2013 Enrollment and Registration. Fall 2013 curriculum headcount is 3264 compared to 3132 for fall 2012. Curriculum FTE is at 1270; compared to 1204 in fall 2012. This represents a 4% FTE increase without including B-term registration.

A registration debriefing with staff/faculty from Student Services and Academic Affairs highlighted several opportunities for enhancing registration experiences for students. "Fast lanes" will be uniformly implemented at both campuses to minimize wait times and further streamline services to students.

The Financial Aid Department generated more awards due to the college's participation in the NCCCS Financial Aid Simplification Project. "Schedule Planner", a user-friendly software platform, became a helpful tool for assisting seasoned students with generating multiple class schedule options.

To address the critical need of enhancing switchboard operations, the College used VoIP's *"Attendant Console"* function to equip staff to answer incoming calls at their work-stations. Calls were answered quickly and messages returned promptly – which drastically improved customer service and contributed to increased enrollment.

A primary goal of the new advising system is to create pathways for students to register for fall classes during the spring semester. This will allow the College to focus on registering new students in the summer. Student Services will be working with Academic Affairs to create a master registration timeline that is applicable to both campuses. The need for a marketing plan that aligns with academic master and enrollment management plan is a priority.

B. Dr. Daryl Minus presented the update on the SACS Fifth-Year Referral Report, which was due to SACS on September 9, 2013. A handout with the findings from the SACS Committee on Fifth Year Interim Reports was provided to the Academic & Student Affairs committee for review/discussion. Dr. Minus emphasized that the College's Quality Enhancement Plan Impact Report was accepted by the SACS Committee with no recommendations. The College submitted its Referral Report on time and was instructed to provide additional information/documentation on only six of the 20 standards/requirements. The College expects to receive a response from SACS on its Referral Report submission in January 2014. The College continues to be engaged in significant work to continuously improve its educational programs, processes, and operations.

C. 2012-2013 Program Review Summary
Dr. Minus provided a snapshot of the 2012-2013 Curriculum Program Review, which included program strengths and recommendations for improvement/enhancement. Six programs were reviewed during this cycle: Associate in Arts, Automotive Systems Technology, Business Administration, Early Childhood Education, Mechanical Engineering Technology, and Nursing. All curriculum programs had commendations highlighted, with opportunities to enhance areas related to strengthening course/program assessment; student recruitment/retention; and completion efforts. Automotive Systems Technology and Mechanical Engineering Technology emerged as two programs with definite concerns; each has been required to participate in the 2013-2014 Curriculum Program Review process.

Similar to the Curriculum Program Review format, Dr. Minus also provided a snapshot of the 2012-2013 Administrative Program Review. Four programs were reviewed during this cycle; Institutional Effectiveness, Technology Services, TRIO/Student Support Services, and Workforce Development. No major issues of concern surfaced among the 4 administrative areas reviewed. Potential enhancement opportunities include automated registration/tuition payment processes for Workforce Development, and preparation for renewing the TRIO/Student Support Services Grant Project.

IV. Workforce Development and Military Affairs Update

1. Workforce Development - Dr. Layne Harpine referred the committee to the Workforce Development System Verification Report for summer 2013 which reflected an unduplicated head count for 2013 as 2791; compared to 2974 in 2012. He indicated WFD goes through same procedures as curriculum. They look at enrollment as it relates to Tier 1 funding. Not only did they grow in FTE but they grew their programs to attract more students, including new students.
2. Military Affairs – Dr. Layne Harpine referred the committee to the Military Affairs Center Analysis, Monthly Data Comparisons through August 2013. Chart shows increase in students served since last year. Dependents are who we serve the most. This report shows we have some opportunities like how we serve our dependents in comparison to our active duty and/or veterans that might be going elsewhere. This is the beginning stages to capture, reflect and analyze this important data so we can position ourselves to service this unique population.

V. Project Potential Discussion – Ms. Earline Sills Williams asked that this item be deferred to a later meeting

VI. Meeting adjourned at 6:00 p.m.

AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
September 23, 2013, 5:00 P.M.

Members:	*Ms. Earline Williams, Chair* *Ms. Rosanne Leahy* *Judge Peter Mack* *Mrs. Carol Mattocks* *Ms. Allison Morris*
Others:	*Dr. Catherine Chew, President* *Kathleen Gallman, Associate VP for Academic Affairs and Student Engagement* *Dr. Layne Harpine, VP of Havelock, Cherry Point Military Affairs, WFD* *Dr. Daryl Minus, EVP*

I. Call to Order	Earline Williams
II. Members Present	Earline Williams
III. Learning and Student Success	
A. Fall 2013 Enrollment and Registration Update	Kathleen Gallman
B. SACS Fifth-Year Interim Report	Dr. Daryl Minus
C. 2012-2013 Program Review Summary	Dr. Daryl Minus
IV. Workforce Development and Military Affairs Update	Dr. Layne Harpine
V. Project Potential Discussion	Earline Williams
VI. Adjournment	Earline Williams

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

Fall Registration and Enrollment Update

Kathleen Gallman

Current Enrollment and FTE

- Curriculum enrollment as of the first day of Flex Term
  - Fall 2013 → 3264 duplicated headcount
  - Fall 2012 → 3132 duplicated headcount
  - We are up 4%
- Curriculum FTE = approximately 1270; Same time last fall approximately 1204

Registration

What worked well?

- Teamwork – help from all over the College
  - Academic Affairs
  - Learning Support
  - Basic Skills
  - Facilities and IT
- Triage – kept students in Student Center
- Ambassadors

Registration

What worked well?

- FA – processed more applications and awarded more FA (CFI was positive)
- Schedule Planner – more helpful for seasoned student
- Jabber and new VoIP system
- Havelock's "Move to the Front of the Line"
- Web Advisor

Registration

What worked well?

- Switchboard rotation
- Online payment
- Student wait time down – NB and Havelock
- Customer Service
- CURRICULUM ENROLLMENT UP DURING A TIME OF GREAT TRANSITION AND STAFFING CHALLENGES!

Registration

What do we need to fix?

- Need an Express Lane for current/returning students
- Consider registering returning students in the Spring for Fall classes
- Need FA presence in Triage
- Need more advisors and staggered hours during registration

Registration

What do we need to fix?

- Bring ambassadors to Havelock
- No partial payment allowed via online payment
- Payment plan intimidating; consider spreading
- Provisional Enrollment
- CCP/Early College

Registration

What do we need to fix?

- Master registration timeline (both New Bern and Havelock)
- Provisional Enrollment – need to be on the same page in terms of defining provisional enrollment
- Marketing plan – to align with academic master and enrollment management plans

QUESTIONS?

CS 3.3.1.1 (Institutional effectiveness: educational programs)
The institution did not provide sufficient evidence of broad-based use of data. The institution should provide evidence of the broad-based use of data to make improvements in its educational programs (to include student learning outcomes).

CS 3.4.11 (Academic Program Coordination)
The institution has assigned program coordination for the Criminal Justice and Basic Law Enforcement Training programs to an interim staff person. According to the institution's job description for the position, the individual filling this role must have a master's degree in an appropriate field. The assigned program coordinator has a BS in Business Administration and is a law enforcement officer. The institution should adequately document details of the qualifications of the program coordinator for the Criminal Justice and Basic Law Enforcement Training programs to demonstrate that the institution assigns responsibility for program coordination to persons academically qualified in the field.

FR 4.1 (Student Achievement)
The institution provided its evaluation criteria, but the institution did not provide the expected threshold of achievement for each criterion and the rationale for why each target is appropriate. The institution should identify the expected thresholds of achievement for the criteria presented and provide a rationale for why those levels are appropriate.

FR 4.5 (Student Complaints)
The institution presented adequate procedures for addressing written student complaints. Appropriate statements were published in the 2012-2013 College Catalog and the Student Handbook. However, the institution did not provide sufficient evidence to illustrate that it follows its student complaint procedures. A very general description of a complaint without timelines or authentic documentation was included in the response, but no example of a real student complaint with actual documentation was included. A further report is requested and should document that the institution follows its procedures for resolving written student complaints.

FR 4.6 (Recruitment Material)
While the college did provide an example of a marketing brochure, the institution has not demonstrated compliance because the College did not address recruitment presentations. The institution should document that it accurately represents its practices and policies in recruitment presentations.

3.13.1 (Accrediting Decisions of other Agencies)
The institution indicated in its response for 3.13.1 that the standard was not applicable. However, in the Institutional Summary submitted, the institution lists various programmatic accrediting bodies with which it has a relationship, (such as CAAHEP for Medical Assisting Program), which are federally recognized agencies as noted on the Department of Education website: http://ope.ed.gov/accreditation/Agencies.aspx.

The institution should (1) list federally recognized agencies that currently accredit the institution and its programs, (2) provide the date of the most recent review by each agency and indicate if negative action was taken by the agency and the reason for such action, (3) provide copies of statements used to describe itself for each of the accrediting bodies, (4) indicate any agency that has terminated accreditation, the date, and the reason for termination, and (5) indicate the date and reason for the institution voluntarily with drawing accreditation with any of the agencies.

2012 - 2013 Curriculum Program Review Snapshot

Program	Strengths	Recommendations
Associate in Arts (1698 students coded)	Program leadership is to be commended for: the development and delivery of quality curriculum that incorportates teaching social diversity, global issues, leadership and lifelong learning; maintaining the quality of its Program dispite recent shifts in leadership; ongoing efforts to better measure and address student retention issues; regular reviews of curriculum and relevant standards to assure content has a strong foundation in liberal arts; creating, tracking, assessing and reporting on course level learning outcomes; and assuring that all faculty meet or exceed the credentialing requirements established by SACSCOC.	Program leadership should: continue to gauge student intent to assure that graduation rate data is more reflective of the Program's quality and success; concentrate on developing a strong faculty advising component; investigate and implement alternative scheduling initiatives to meet the needs of students; address the faculty to student ratio in liberal arts; and continue to work on cultivating and implementing an advisory group and leverage relationships with external organizations/partments to benefit curriculum enhancements and student success.
Automotive Systems Technology (75 students coded)	Program leadership is to be commended for: its Program growth; successful negotiation of an articulation agreement with ECU; incoming classes filled to capacity; receiving a glowing report after a recent comprehensive Department of Labor OSHA inspection of the Automotive Lab which deemed the lab a model for others to emulate; pursuing reaffirmation of the Program's accreditaion by NATEF to include ASE standards; connections within the community which have contributed significantly to the growth and success of the Program; and effective graduate tracking which has provided data and information on student and Program successes.	Program leadership should: assure that all ASE standards are met and incorporate them into the course and Program level SLOs; improve persistence to degree completion; assure that the cooperative arrangements with local dealerships and repair shops meet SACSCOC requirements; investigate incorporating new technology such as hybrid or electric into the curriculum; take advantage of planned staffing transition to review the Program critically; explore schedule adjustments and other options to appeal to military students and others in the Havelock area that are involved in motor transport maintenence. **An Action Plan is Recommended: Program Leadership is asked to consider having the Automotive Systems Technology Program placed under Curriculum Program Review again in 2014.**
Business Administration (184 students coded) *Operations Management* *(31 students coded)*	Program leadership is to be commended for: aligning Student Learning Outcomes with Program Outcomes and General Education Learning Outcomes; engaging in a thoughtful strategic planning process and revising the Program's mission statement to better reflect the College's strategic priorities; setting the goal of securing the accreditation of the international Accrediting Council of Business Schools and Programs (ACBSP); and boasting a high quality curriculum that is regularly reviewed and adjusted in close consultation with its Advisory Committee to assure outcomes meet the needs of the local business community.	Program leadership should: review and revise, as appropriate, the Microeconomics curriculum and associated SLOs to assure students gain an adequate foundation in economic principles; pursue efforts to expand full-time faculty, likely necessary for securing Program accreditation and better meet the needs of students; explore online and hybrid models that allow greater faculty flexibility and student accountability to improve retention and completion; strengthen the role of the Advisory Committee in promoting the Program to include military representation; ensure adequate Moodle 2.2 training is provided to adjunct faculty; develop a cohesive plan for tracking Program graduates to better evaluate job placement potential; explore synergies between curriculum and WFD programs and consider ways to market the Program to students completing Basic Skills programs; work with Institutional Effectiveness to gather completion and retention data for the Program to support retention and ACBSP accreditation efforts.

Early Childhood Education (151 students coded)	Program leadership is to be commended for: securing the Program's accreditation by the National Association for the Education of Young Children (NAEYC) and for being selected to serve as a mentor to other institutions seeking NAEYC accreditation; securing a $49,952 grant from the federal Race to the Top Program; for employing a qualitative approach to teaching methods to assure student success and completion; the breadth of experience in the public shcool system and in the child care/daycare industry represented by adjunct faculty; engaging in systematic planning and for building strong partnerships with local businesses and institutions that provide opportunities for student recruitment and placement upon completion.	Program leadership should: focus on measures to reduce the time to completion; explore ways to improve and expand marketing of the Program, particularly among the military community and beyond the high schools; investigate offering a summer program to increase enrollment and to meet the needs of students; re-energize the Advisory Committee and task it with assuring that local daycare centers understand the connections between the number of credentialed professionals employed and the star rating on which their funding is based; explore engaging a second full-time faculty member; efforts to promote the Program should market the strong connection and value of the Associate degree for those transferring to an ECU education program; efforts should be made to share with other departments some of the teaching methods used; collaborate with faculty and Institutional Effectiveness to develop new strategies to integrate SLO data and assessment findings with planning and curriculum decision-making; explore options to create an Educationsal Resource Center in the newly created Education Hub that includes Dr. Colon and the Wachovia/Wells Fargo Partnership; explore ways to address the needs of "Education Majors" in general and promote additional options outside the Early Childhood Education programs.
Mechanical Engineering Technology (37 students coded)	Program leadership is to be commended for: program equipment and technology resources; the program's certificate offerings which are designed to recognize completion of significant elements of the two-year degree program thus preparing students interested in pursuing a four-year degree and to transition into other career programs.	Program leadership should: double efforts at recruitment, including innovative approaches that appeal to high school students and others interested in high technology fields and/or realign the Program's focus on certificate programs that advance existing skills; consider whether the Program is better placed within WFD; focus on obtaining post-graduate data as a way of evaluating what adjustments might be warranted; establish a protocol for continuous improvement where greater focus is placed on assuring that student learning and program outcomes are evaluated and assess regularly; take advantage of STEM initiatives in middle and high schools to generate interest in the Program to include a possible summer camp; continue to enhance communications with industry contacts and integrate recommendations and feedback into continuous program improvement intitiatives. **An Action Plan is Recommended: Program Leadership is asked to consider having the Mechanical Engineering Technology Program placed under Curriculum Program Review again in 2014.**
Nursing (153 students coded) *Practical Nursing* (24 students coded)	Program leadership is to be commended for: the continued recognition of the Program for excellence in both preparing students to succeed in nursing and providing local and invested stakeholders with the highest quality nursing staff; graduates' remarkable high pass rates on licensure exams; implementation of the Writing Across the Curriculum effort; implementation of test mapping measures to assue that all components on licensure exams and SLOs are addressed; and efforts to maintain the Program's institutional history given that a significant number of current staff will be retiring in the next five years.	Program leadership should: address retention rates perhaps with the expansion of remedial offerings in core areas or enhancements in the nursing club; continue to pursue Program accreditation by the National League of Nursing Accrediting Commision (NLNAC); continue to explore and pursue opportunities to incorporate into the curriculum use of iPad and other tablet technology; and efforts should be made to merge the NLNAC accreditation process with the Program's student learning outcomes.

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
Institutional Effectiveness	Program leadership is to be commended for: its accomplishments despite recent significant staffing changes to include CPR and APR, the 5th Year Interim Report to SACS, advances in how data is collected and analyzed, implementation of strategic planning, budgeting, and assessment processes tied to accreditation standards; a robust plan for addressing a number of future challenges; movement toward SAS-based data collection and analysis; newly established and improved relationships with other units and departments within the College, favoring a more collaborative and supportive approach to assuring compliance.	Program leadership should: continue to market its ability and commitment to providing faculty and administrative staff with the tools to evaluate affectiveness, on both the New Bern and Havelock campuses with data and analyses needed to inform decisions; evaluate the Room Booking function; evaluate and work with administration to address the need for a second research assistant.
Technology Services	Program leadership is to be commended for: its staff who are its greatest resource and whose efforts at communicating regularly with the College community is to be commended; its Help Desk feature which has greatly improved service delivery including response times and accuracy; staff's efforts to stay abreast of technology trends which has lead to the decision to implement VoIP; relationship with the Technology Services Committee; and for its long-term planning efforts.	Program leadership should: work more closely with WFD programs and Public Radio East (PRE) to proactively expand the technology resources available especially with regard to automated registration and tuition payment processes for WFD and for PRE to enhance its capacity to develop and deliver programing, manage fundraising, and maintain appropriate standards of accountability; assure that the College's website remains a primary focus; do more to educate staff about the breadth of activities in which Technology Services is involved to include Havelock, Vanceboro and Religious Community Services (RCS), and to assure the free flow of information between the Executive Leadership and the Department on technology related issues.
TRiO	Program leadership is to be commended for: being passionate and fully committed to assuring the success of the program's target population, serving as a catalyst for other student support services; the Program's strong assessment approach; the high rate of achievement of its participants, with the present cohort reaching or exceeding all established benchmarks set by the Department of Education; collaboration and connection with counterparts at other two- and four-year institutions, involvement with a number of regional organizations have strengthened the Program and resulted in the Director's appointment to the role of mentor for new TRiO program directors.	Program leadership should: revise marketing and outreach materials to more clearly define the qualifications for participation in the Program and support services offered; explore and take advantage of opportunities to better educate staff and faculty on the requirements for participating the Program through brief updates at regular meetings and faculty advising training; fill the vacant Academic Support Specialist position as soon as possible; begin developing its proposal for renewed funding from the DOE to include a negotiated indirect cost rate to offset costs associated with the College hosting the Program.

Workforce Development	Program leadership is to be commended for: its enthusiasm, passion, and proactive efforts to grow the various components of WFD; the Department's ability to respond quickly to requests for customized training; the significant growth rates in its Emergency Medical Services programs and the Small Business Center; its innovative and responsive approaches to serving the community; its strong relationship with the military; having received no exceptions to its most recent State audit, despite earlier issues that resulted in significant losses in State funding.	Program leadership should: collaborate more closely with Career Programs to develop pathways for current WFD students into degree programs, and to offer Career Program graduates opportunitites for advancing or maintaining career credentials through WFD; collaborate with curriculum staff to share data collected through its partnerships throughout Craven County; evaluate marketing materials to ensure program strengths, contact information and variation of media are highlighted; explore ways to prioritize funding to support the infrastructure necessary for online registration and tuition payment; collaborate with others on campus to ensure the viability of customized programs; collaborate more closely with the Office of Institutional Effectiveness to collect, analyze, and share data about WFD programs and students they serve; efforts should be made to clarify the distinctions between the programs of the HRD center and the services offered through the Career and Transfer Center.

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

Workforce Development System Verification Report
Reporting Period: Term 02* Summer 2013

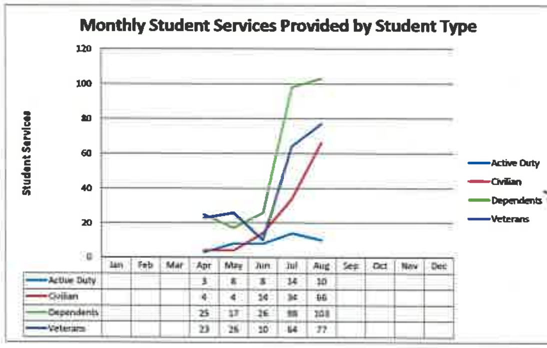
	Regular & Corrections			Registrations	
	Records	Hours	FTE	Total	Unduplicated
2013ce2	408	91,575	133	4,689	2,791
2012ce2	396	81,309	118	4,464	2,974

MILITARY AFFAIRS CENTER ANALYSIS
MONTHLY DATA COMPARISONS THROUGH AUGUST 2013

The numbers strictly capture the students assisted by MAC Coordinator Jim Adkins.
Counted were Active Duty Military, Civilians, Military Dependents, and Veterans.
Contacts were in-person, e-mails and phone calls requesting help with student services.
Student Services include Advising, Registration, Withdrawals, Placement Tests Scoring Interpretation, Info/Program Changes, Enrollment Verifications, and MYCAA (military spouse program)

2013 Monthly Student Services Provided by Student Type / **Quarterly Student Services by Student Type**

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Q1	Q2	Q3	Q4	Total
Active Duty				3	8	8	14	10					43	0	19	24	0	43
Civilian				4	4	14	34	66					122	0	22	100	0	122
Dependents				25	17	26	98	103					269	0	68	201	0	269
Veterans				23	26	10	64	77					200	0	59	141	0	200
	0	0	0	55	55	58	210	256	0	0	0	0	634	0	168	466	0	634



The numbers strictly capture the students assisted by Jeff Quinn, Veterans Administration Coordinator while in Havelock.
Contacts were in-person and via phone requesting assistance with student services.
Student Services include Advising and Certifying Veterans for Eligibility of Educational Benefits

Monthly Veterans Administration Student Services in Havelock via In-Person and Phone by Year

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
2012					7	10	16	20	18	31	49	65	216
2013	120	81	57	69	81	69	183	240					900
	120	81	57	69	88	79	199	260	18	31	49	65	1116