

**OCTOBER 16, 2012, BOARD AGENDA  
FALL MEETING OF THE TRUSTEES OF  
CRAVEN COMMUNITY COLLEGE  
5:30P.M.-DINNER AND BUSINESS MEETING  
WARD BOARDROOM, NEW BERN CAMPUS**

- I. Call to Order Carol Mattocks, Chair
- II. Roll Call Catherine Chew, Secretary
  - A. Agenda Review/Conflict of Interest Declaration Carol Mattocks, Chair
  - B. Oaths of Office, Reappointed Member {Kevin Roberts (BOE)} Carol Mattocks, Chair
  - C. Campus Campaign Update Jennifer Dacey, CCC-F President
  - D. Public Comments Carol Mattocks, Chair
  - E. Closed Session 143-318-11(a)(6)
- III. Consent Agenda (*motion*)
  - A. Approval of Board of Trustee Minutes (July 17, 2012)
  - B. Approval of Committee Meeting Minutes
  - C. Approval of Financial Reports
  - D. Accept Quarterly Personnel Report (June-Aug 2012)
  - E. Approve Continuing Education & Credibility Report
- IV. Administrative Reports/Committee Chair Comments
  - A. Academic & Student Affairs
    - 1. SACS Communications Update (*info*)
    - 2. Policy Amendment: BP 6.2-Protection from Imminent Threats (*motion*)
  - B. Facilities
    - 1. Facilities/Infrastructure Projects Update 2011-2017 (*info*)
  - C. Finance
    - 1. NCCCS College FY 2012-2013 Budget (*motion*)
  - D. Personnel
    - 1. Diversity Update & Creation of Ad Hoc Committee (*info*)
- V. Report from the President
  - A. Quarterly Report Highlights
- VI. Unfinished Business
  - A. Athletics Cultivation Update (*info*)
  - B. Student Activity Fees Budget 2012-13 (*info*)
- VII. New Business
  - A. ACCT Updates
- VIII. Report from the Student Trustee
- IX. Report from the Attorney
- X. Chair's Comments
- XI. Other Items
  - A. Accept State Ethics Commission SEI evaluation for Kenneth Crow (*info*)
  - B. Approval of CCC-Foundation Board Members (Lamb & Segal) (*motion*)
  - C. Request to Hold a Surplus Sale Throughout FY 2013 (*motion*)
- XII. Adjournment

### **Upcoming Trustee Events**

- November 6, 2012: CCC-F Scholarship Dinner (6:00pm at the Flame)
- December 10, 2012: Finance Committee, Ward Boardroom (5:30pm)  
Personnel Committee, Ward Boardroom (6:30pm)
- December 11, 2012: Facilities Committee, Ward Boardroom (4:30pm)  
Academic & Student Affairs Committee, Ward Boardroom (5:30pm)
- December 14, 2012: College Holiday Party at Carolina Colours
- January 18, 2013: Annual Retreat and Winter Board Meeting
- March 11, 2013: Finance Committee, Ward Boardroom (5:30pm)  
Personnel Committee, Ward Boardroom (6:30pm)
- March 12, 2013: Facilities Committee, Ward Boardroom (4:30pm)  
Academic & Student Affairs Committee, Ward Boardroom (5:30pm)
- April 9, 2013: Spring Board Meeting
- April 10-12, 2013: NCACCT Law Seminar, Raleigh
- April 16, 2013: Community Fabric Awards (NB Convention Center)
- April 25, 2013: NCACCP Spring Meeting Event at the History Center
- May 11, 2013: Commencement

Amended Sept. 10, 2012

## 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 17, 2012, at 5:30 p.m.; and
- The Personnel Committee will meet on:  
Monday, September 17, 2012, at 6:00 p.m.; and
- The Facilities Committee will meet on:  
Tuesday, September 18, 2012, at 4:30 p.m.; and
- The Academic & Student Affairs Committee will meet on:  
Tuesday, September 18, 2012, at 5:30 p.m.

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

#### **Board of Trustee Meeting:**

The Regular Fall Meeting of the Craven Community College Board of Trustees will take place on *Tuesday, October 16, 2012, at 5:30 p.m. in the Ward Boardroom of the Brock Administration Building boardroom, located on the New Bern Campus of Craven Community College and will include a light dinner during the meeting.*

This Notice is published on September 10, 2012, pursuant to directions by the Chair of the Board of Trustees.

Date posted: September 10, 2012

Place posted: Administrative Suite, Brock Admin. Building

# MEETING NOTICE

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

### **Board of Trustee Meeting:**

The Regular Fall Meeting of the Craven Community College Board of Trustees will take place on Tuesday, October 16, 2012, at 7:00 p.m. in the *Ward Boardroom of the Brock Administration Building boardroom, located on the New Bern Campus of Craven Community College.*

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

This Notice is published on August 27, 2012, pursuant to directions by the Chair of the Board of Trustees.

Date posted: August 27, 2012

Place posted: Administrative Suite, Brock Admin. Building

**BOARD OF TRUSTEES**

**ROLL CALL**

**October 16, 2012**

Mr. Gary Baldree

Mrs. Trish Bennett

Judge Ken Crow

Mr. Ronald Knight

Judge Peter Mack, Jr.

Mrs. Carol Mattocks

Mr. Bill Naumann

Mr. Dan Pritchett

Mr. Kevin Roberts

Ms. Earline Sills Williams

Mrs. Brenda Wilson

Mr. Earl Wright

Ms. Katelyn Sekela, SGA President

**Agenda Review/Conflict of Interest Declarations**

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



## Craven County Board Of Education

**Dr. Lane Mills**  
Superintendent

**Carroll G. Ipock, II**  
Chairman  
**Linda M. Thomas**  
Vice Chairman  
**Frances H. Boomer**  
**Rebecca M. Kafer**  
**Beatrice R. Smith**  
**Kimberly R. Smith**  
**Joseph L. Walton**

March 16, 2012

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

Dear Dr. Chew:

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

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

Sincerely,

**Carroll Ipock, II**  
Chairman

CI:mf

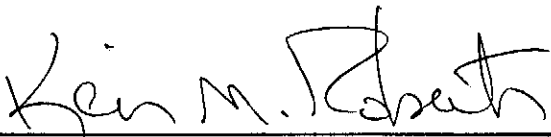
c: **Mr. Kevin Roberts**  
**P O Drawer C**  
**New Bern, NC**

OATH OF OFFICE  
BOARD OF TRUSTEES  
CRAVEN COMMUNITY COLLEGE

I, **Kevin Roberts**, do solemnly swear that I will support the Constitution of the United States.

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

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

  
\_\_\_\_\_  
Signature

Sworn to and subscribed before me,  
this the 31 day of August 2012

  
\_\_\_\_\_  
Clerk of Superior Court  
Craven County, North Carolina

## Section III

# MINUTES

## CRAVEN COMMUNITY COLLEGE BOARD OF TRUSTEES Minutes of Summer Meeting July 17, 2012

- I. The Craven Community College Board of Trustees held its summer meeting on Tuesday, July 17, 2012, the Ward Boardroom of the Brock Building on the New Bern Campus with Mrs. Carol Mattocks, Chair, presiding. The Trustees gathered at 6:00 pm for dinner in the Community Room, of the Student Center. The business meeting was called to order at 7:00 p.m.
- II. Dr. Catherine Chew, Secretary, called the roll.  
Members Present: Mr. Gary Baldree, ~~Mrs. Trish Clark Bennett~~, Judge Ken Crow, Mr. Ronald Knight, Judge Peter Mack, Mrs. Carol Mattocks, Mr. Bill Naumann, Mr. Daniel Pritchett, ~~Mr. Kevin Roberts~~, Ms. Earline Sills Williams, Mrs. Brenda Wilson, and Mr. Earl Wright.  
Dr. Chew declared a quorum present for the meeting.  
Others present for the meeting: Dr. Catherine Chew, President; Ms. Lisa Collin, Executive Assistant to the President & Board of Trustees; Mrs. Suzanne Gifford, Executive Director, CCC-F; Mr. Layne Harpine, VP Cherry Point-Havelock, Military Affairs & Workforce Development; Mr. Jim Millard, Dean, Career Programs; Dr. Daryl Minus, VP-SS; Ms. Jan Cahoon, Assistant County Clerk; Mr. Jamie Norment, Attorney, Ward & Smith; Mrs. Page Varnell, VP-AS; and Mrs. Annette Walker, FA  
  - A. Agenda review/Conflict of Interest Declaration read by Chair Carol Mattocks, no conflicts noted by members.
  - B. Oaths of Office, Reappointed Members  
Ms. Jan Cahoon, Clerk of Superior Court, swore in reappointed member Mr. Gary Baldree, a Governor appointee. Mr. Baldree is reappointed to a four year term, expiring June 30, 2016. Mr. Kevin Roberts, a Board of Education appointee, was absent and will be sworn in at a later time. Jamie Norment indicated the swearing in can be done in Ms. Cahoon's Office and submitted to the Trustees at their next meeting.
  - C. Public Comments  
None
- III. Consent Agenda  
  - A.-F. Mrs. Mattocks called attention to items A-F of section III, Consent Agenda.  
Mrs. Mattocks called for a motion to approve Consent Agenda items A-F as presented.  
Motion: Dan Pritchett                      Second: Brenda Wilson   Motion passed unanimously.
- IV. Committee Reports  
  - A. Academic & Student Affairs Committee
    1. Program Review Summary-Dr. Minus presented this item to the Trustees. This item is a snapshot of the 2011-2012 Curriculum Program Review. Five programs were reviewed and noted strengths and weaknesses can be found on the snapshot. This item is for information only.
    2. SACS Communications Update-Dr. Minus presented this item to the Trustees. Dr. Minus noted the item is standard. He reviewed the performance measures as compared to the standard, system average and those at Craven CC. Dr. Minus reminded the Trustees the SACS fifth year report is due on September 17, 2012. This item is for information only.

3. Grants Activity Report-Dr. Minus presented this item to the Trustees. Dr. Minus reviewed the grant activity report and noted Federal Grants which have been secured which the College had not had previously; these grants have allowed the College to offer opportunities we would not have otherwise been able to. This item is for information only.
- B. Facilities
1. Facilities Update-Page Varnell presented this item to the Trustees. Facility projects underway or completed over the next year include: VOIP; a new roof on Orringer; a landscape plan for both campuses; a renovated quad area between the Student Center and the Brock Building; the second floor of the Brock Building; the Student Center has new furniture, a new floor, and a new food service area; and renovated faculty suites in the Student Center and Orringer. This item is for information only.
  2. Security System Update-Page Varnell presented this item to the Trustees. The college has installed two systems: an emergency notification system and a video surveillance system. The emergency notification system allows mass notification on both campuses and is connected to the national weather service. It has voice commands, LED signs, exterior horns, emergency door systems, strobe lights and strategically located call boxes. The execution time is less than one minute. The video surveillance system is in the final stages of being installed on both campuses. There are 60 strategically placed cameras on the New Bern Campus and 4 on Havelock. The cameras can pan, zoom, tilt or be still and include two license plate readers. The video records in thirty day loops. Two of the Trustees suggested keeping the dvd's of the video's at least five years. This item is for information only.
  3. Facilities Usage Report-Page Varnell presented this item to the Trustees for their review. This item is for information only.
- C. Finance
1. State Budget Update-Page Varnell presented this item to the Trustees. The State has provided funding to colleges from the Compensation Increase Reserve Fund which allows for a 1.2% salary increase for full-time employees effective July 1, 2012 and 1 week of bonus leave for full-time employees that must be expended by June 30, 2013; the leave cannot be carried over. This Compensation Increase Reserve funding may be used for merit pay increases, across the board salary increases, bonuses, to employ new personnel or offset the management flexibility reduction. Mrs. Varnell and her team will be reviewing the budget guidelines in greater detail since the info had just been received. This item is information only.
  2. Proposed Salary Increase/Merit-Page Varnell presented this item to the Trustees. Phase 1 of the Mercer Study was implemented July 1, 2012; there are not plans to implement Phase 2 during this fiscal year. The goal this year is to develop a merit based pay system that will be discussed and approved by the BOT's. Mrs. Varnell reviewed the instructions of the Finance Committee which were to research the cost of additional salary increases and/or bonuses for full-time employees above the 1.2% allocated by the state totaling 3%. Mrs. Varnell reviewed the costs to Craven CC associated if a 2% salary increase is given and if a 1% bonus is given to full-time employees.  
Dan Pritchett motioned to approve the full-time employee pay increase noted above for a total of a 3% (which includes the 1.2% from the state) the pay increase effective July 1, 2012.  
Motion: Dan Pritchett      Second: Bill Naumann      Motion passed 9/1.  
Opposed: Earline Sills Williams-to the 3% total.
  3. County Budget Update-Page Varnell presented this item to the Trustees. Mrs. Varnell noted the amount allocated to Craven CC from Craven County for the FY 2012-2013 is \$3,8992,009.00. This includes an additional \$90,000 for capital outlay. Dan Pritchett commented on the outstanding job that has been done by the Executive Leadership Team

this year managing the budget and thanked Mrs. Varnell for her efforts. This item is for information only.

D. Personnel

1. Roles & Responsibilities of a Trustee-Mr. Naumann presented this item to the Trustees. The purpose of the roles & responsibilities is for it to be used as a tool for appointing authorities, to be given to and reviewed with new Trustees at Orientation and as a guide for existing Trustees. Discussion took place on item #1 "Establish the broad-based policies that govern the operations of the College." Mr. Naumann offered the following clarity and intent of this item: it was intended the Trustees focus on policy and the long term and not be involved in the daily details. Discussion also took place on item #4 "Accept full responsibility for the financial well-being of the College." This discussion led to a concern about diversity among hiring at the College. It was decided to have a deeper discussion regarding diversity addressed in the Personnel Committee. Jamie Norment did comment that the form is legally appropriate for the role of the Trustees. Bill Naumann motioned to approve this item on Roles and Responsibilities of the CCC Board of Trustees.  
Motion: Bill Naumann      Second: Ron Knight      Motion passed unanimously.
2. Trustees Self Evaluation Instrument-Mr. Naumann presented this item to the Trustees. After a brief review it was noted a process needs to be developed for administration and analysis. The Personnel Committee will develop a process for review by the full Board. Bill Naumann motioned to approve the Trustees Self-Evaluation Instrument as presented.  
Motion: Bill Naumann      Second: Earline Sills Williams      Motion passed unanimously.

V. Report from the President

Dr. Chew provided and reviewed the Quarterly Snapshot. The handout has been included in the Board Packet for the record.

Dr. Chew deferred to Suzanne Gifford to share details about a very nice donation transfer request from the Orange County CA Community Foundation to CCC-F in the amount of \$10,500 that resulted from a contact made through the Community Fabric Awards Celebration.

An inquiry by Trustee Baldree was made about the discontinuation of the adult enrichment program. Discussion ensued. The President reported the following data supporting the decision and reminded Trustees that this was discussed with them during the budget reduction strategies that would be implemented. It was noted during the last year, (summer, fall & spring) Adult Enrichment advertised 148 classes; 112 of those were canceled; 36 here held. Total FTE generated was 12. Suzanne Gifford provided details on the overall deficits of the program: as of June 30, 2012, the total deficit amount was \$69,612.50; over the past 7 fiscal years, the program ran a deficit 5 of those years; the highest deficit amount was in 2009-2010 for \$43,637.04. The deficit was caused by costs such as advertising, supplies and salaries for both the coordinator and the instructor. Due to class cancellations and costs associated with the Adult Enrichment Program, it was discontinued for the FY-2012-2013 following two years of analysis. Those who inquire at the College about Adult Enrichment courses are referred to local businesses who offer the same courses. This item is for information only.

VI. Unfinished Business

- A. Nominating Committee Officer Recommendations for 2012-2013-Mr. Baldree presented this item to the Trustees. The nominating committee was comprised of Mr. Baldree, Chair; Mr. Knight and Judge Crow. After meeting, the committee recommends the current officers and chairs serve an additional year. Mr. Baldree has reached out to each of them and they have agreed. The FY 2012-2013 officers are: Carol Mattocks, Chair; Bill Naumann, Vice Chair & Personnel Committee Chair; Earline Sills Williams, Academic & Student Affairs,

Chair; Gary Baldree, Facilities Committee Chair; and Dan Pritchett, Finance Committee Chair.

Gary Baldree motioned to approve the Nominating Committee Officer Recommendations for 2012-2013, as presented.

Motion: Gary Baldree      Second: Ronald Knight      Motion passed unanimously.

- B. Athletics Update-Dr. Chew presented an update to the Trustees. Dr. Chew reviewed the three page handout, included in the Board packet for review. Dr. Chew reviewed the highlighted items on page one of the handout and deferred to Suzanne Gifford to relay the athletics fundraising interest of the CCC-F. Ms. Gifford noted at last weeks' CCC-F Executive Committee meeting the 4 members present were concerned if the College would have athletics engaged students, concerned about a lack of facilities, concerned about fundraising for program that does not exist and concerned about what other sources of funding there would be. In their hearts, their preference would be to focus on fundraising for students and existing campus needs; they would however follow the wishes of the Trustees and if asked to fundraise for athletics, they would. Trustee Baldree mentioned he did not intend for CCC-F members to fundraise, but rather the CCC-F to be a home for the funds. Dr. Chew reiterated that given the proposed cost of the program and limitations regarding funding sources, the Foundation and establishment of some sort of endowment would be essential. Dr. Chew and Page Varnell reviewed page 2 of the handout-the Athletics Research from Pitt CC & Lenoir CC and the overview of their programs, facilities and budgets. Page 3 of the handout is a memo from Grant Writer, Monica Minus, noting the limited available grant resources for athletic programs. After discussion, Mrs. Mattocks encouraged the Trustees to consider exploring what the Board's vision for the College and athletics is. A decision needs to be reached at the Winter BOT retreat. ELT members were asked to prepare a list of other needs of the college and have Lind Hartsell continue to explore community interest in Athletics. This item is for information only.
- A. Other discussion-Earline Sills Williams asked for clarity and information on the facilities projects. Earline Sills Williams requested that information be shared with the facilities committee and that the committee meet more regularly. She did not recall seeing information presented in the past. Ms. Mattocks reminded her that the BOT had been informed and that she had reviewed past minutes to make sure after attending the Facilities Committee meeting. The President reiterated that the College had only recently developed a 5-6 year plan at the request of the Finance Committee that was shared with Craven County officials during this budget cycle. It was suggested that Lisa Collin provide Trustee Williams with the information and Mrs. Varnell, would provide the costs associated with the 20-11-12 projects on the facilities handout. Mrs. Varnell explained she had not included since she was a newcomer to the position and it was her understanding that the Facilities List was intended for future projects, not reporting on current projects. This item is for information only.

#### VII. New Business

None

#### VIII. Report from the Student Trustee

None. Mr. Cuthbertson has graduated. Elections for Student Officers will take place when the school year resumes.

#### IX. Report from the Attorney

None.

- X. Chair's Comments-Carol Mattocks reminded the Trustees about the winter retreat and the agenda to include the self-evaluation and the recommendations by Stuart Bounds. Many of Mr. Bounds recommendations have been completed; those outstanding will be discussed at the retreat. Mrs. Mattocks reminded the Trustees of the State requirements for trainings and mentioned which Trustees are out of compliance. She also encouraged the Trustees to take advantage of professional development opportunities, including a national conference. Trustees are to contact Mrs. Mattocks by the end of next week, (July 26<sup>th</sup>), if they are interested in attending the NAACT meeting in September in Asheville or the ACCT meeting in October in Boston. This item is for information only.
- XI. Other Items
- A. Accept Calendar of Events for FY 2012-2013. Each Trustee was asked to review the dates and note them on their calendars. This item is for information only.
- B. Approval of CCC-Foundation Board of Directors-Mrs. Gifford presented this item to the Trustees. The CCC-F is recommending the following individuals serve on the CCC-F Board: Scott Chase, Cresswell Elmore and Nancy Stallings. A brief background of each is included in the packet for the Trustees review. Mrs. Mattocks called for a motion to approve the recommendations of the CCC-Foundation Board to include three new members as presented. Motion: Brenda Wilson Second: Earline Sills Williams Motion passed unanimously.
- XII. Trustee Pritchett moved to adjourn, Trustee Naumann seconded. The motion passed unanimously, and the Chair adjourned the meeting at approximately 9:20 P.M.

Respectfully submitted,

Carol J. Mattocks  
Carol Mattocks

July 17, 2012  
Date

Catherine Chew  
Catherine Chew, Secretary

July 17, 2012  
Date

# MINUTES

## ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA CRAVEN COMMUNITY COLLEGE BROCK ADMINISTRATION BUILDING BOARDROOM September 18, 2012, at 5:30 P.M.

- I. Ms. Earline Sills Williams, Chair, called the meeting to order at 5:35 p.m.
- II. Members Present: Ms. Earline Sills Williams, ~~Mrs. Bennett~~, Judge Crow, Mrs. Carol Mattocks and Mrs. Brenda Wilson.  
Others Present: ~~Dr. Chew~~, Ms. Collin, ~~Mrs. Gallman~~, Mr. Harpine and Dr. Minus
- III. Student Services-Dr. Minus summarized the following items; A-F are for information only:
  - A. Fall Semester Enrollment-fall 2012 enrollment headcount is 3149, down 11%; FTE is 1211, down 8%. There is still time to increase enrollment, B-Term starts in October. It is expected CCC enrollment will be down this year. System colleges are reporting the same trend. Student services and academic affairs will focus on retention with a focus on advising, student follow-up/engagement, class offerings and analyzing financial aid processes. The committee members would like to discuss retention-the reasons why students are not being retained and see actual numbers/statistics at the winter retreat.
  - B. SACS Update & Fifth Year Report-Dr. Minus reviewed the SACS Update and handed out a summary of the fifth-year interim review; reviewed the SACS report process and the most cited standards; a copy of the summary is attached for the record. The SACS fifth-year interim report was due September 17<sup>th</sup> and was turned in on time. Dr. Minus noted the positives learned during report compilation and a few of the weaknesses. The report will be posted online.
  - C. Grants Activity Report-Dr. Minus introduced this item to the committee members. He suggested the committee members review it but did bring the members attention to the NSF Scholars in Engineering Grant as well as several grant initiatives submitted and led by faculty.
  - D. Sustainable Agriculture Grant Next Steps-Dr. Minus introduced this item to the committee members. This grant award is \$136,500 over three years to support the start-up of the College's new Sustainable Agriculture Grant and Certificate Program; 30% of funding allocated for Craven County Public Schools Agriculture Program. Immediate next steps for the grant project include hiring a consultant to assist with start-up and hiring a full-time faculty member for the program.
  - E. Dean of Student Development Appointment-Dr. Minus introduced this item to the committee members. Casey J. Cornelius will join CCC on October 15<sup>th</sup>; he has two master degrees and prior to his appointment to Dean served as the Associate Dean of Student Educational Services at Delta College in Michigan. The position was a Director and has been upgraded to Dean; it will oversee all areas of Student Services.
  - F. Global Art Project Dominican Republic Artists Initiative-Dr. Minus introduced this item to the committee members. This is a three part project: travel to Dominican Republic in Fall 2011; built teams across Craven County to focus on enhancing the sense of community through art; Dominican Republic artists will come to New Bern this Fall to create murals throughout the community.
  - G. Admissions "Threat Assessment" Amendment-Dr. Minus introduced this item to the committee members. An amendment is need to BP 6.2 "Protection from Imminent Threats." The amendment keeps CCC in compliance with the State. Procedures will be developed to accompany this policy.  
Ms. Williams asked for a motion to send this policy amendment to the full board for approval.  
Motion: Brenda Wilson                      Second: Ken Crow
- IV. Partnerships-Mr. Harpine summarized the following items; they are for information only.
  - A. Camp Lejeune (Advanced Mfg. Grant)-Layne. Harpine introduced this item to the committee members. The Marine Corps is interested in an accelerated, customized academic program; a copy of the Education Center Program Proposal was handed out for review. A copy of the proposal is included in the record.
  - B. Habitat for Humanity (House #53)-Layne. Harpine introduced this item to the committee members. He discussed CCC's Green Building Trades initiative. He spoke to House #53, Habitat's first completely handicap accessible home and a letter from Habitat for Humanity thanking CCC for student participation. A copy of the e-mail/memo is included in the record.
- V. Workforce Development
  - A. Continuing Education Accountability & Credibility Policy Report-This is a normal report that comes before the committee members during the summer, fall and winter meetings.  
Ms. Williams asked for a motion to send this item to the full board for approval.  
Motion: Brenda Wilson                      Second: Ken Crow
- VI. Adjournment-With no other items to be discussed, the meeting was adjourned at 6:30 pm.

# AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE AGENDA  
CRAVEN COMMUNITY COLLEGE  
WARD BOARDROOM, BROCK BUILDING  
September 18, 2012, at 5:30 P.M.

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

**Others:** Dr. Catherine Chew, President (absent)  
Kathleen Gallman, Special Assistant to the EVP  
Layne Harpine, Vice President  
Dr. Daryl Minus, EVP

- I. Call to Order Earline Williams, Chair
- II. Members Present Earline Williams, Chair
- III. Updates Dr. Minus
- A. Fall Semester Enrollment
  - B. SACS Update & Fifth Year Report
  - C. Grants Activity Report
  - D. Sustainable Agriculture Grant Next Steps
  - E. Dean of Student Development Appointment
  - F. Global Art Project Dominican Republic Artists Initiative
  - G. Admissions "Threat Assessment" Amendment
- IV. Partnerships Layne Harpine
- A. Camp Lejeune (Advanced Mfg. Grant)
  - B. Habitat for Humanity (House #53)
- V. Workforce Development Layne Harpine
- A. Continuing Education Accountability & Credibility Policy (*motion*)
- VI. Adjournment Earline Williams, Chair

**Academic & Student Affairs Committee Charge**

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

# MINUTES

**Facilities Committee Meeting Minutes  
Craven Community College  
Brock Administration Building Boardroom  
September 18, 2012, 4:30 P.M.**

- I. Gary Baldree, Chair, called the meeting to order at 4:30 pm.
- II. Members Present: Mr. Gary Baldree, Mrs. Mattocks, Ms. Williams, Mrs. Wilson and ~~Mr. Wright~~  
Others Present: ~~Dr. Catherine Chew~~, Ms. Lisa Collin, Mr. Larry Henderson, and Mrs. Page Varnell.
- III. Facilities-These items are for information only.
  - A. FY 2012-Facilities/Infrastructure Projects Expenditures-This item was presented by Page Varnell. Page provided a Facilities/Infrastructure Projects handout for 2011-2017; a copy of which is included for the record. Present projects were reviewed with the committee members; discussion about recently completed projects such as Brock, Food Service and the Student Center occurred with committee members, Page Varnell & Larry Henderson. The committee members would like an update, at future meetings, of various companies that the college is using to complete projects on campus, so that they are aware when in the community. Larry Henderson stated that local companies are utilized when possible.
  - B. FY 2013 Projects-Page Varnell introduced this item to the committee members. Page reviewed future projects for 2012-2013; special mention was made to select projects such as card swipe entry; signage, art expansion, air handlers and the front steps of Brock. Many of these projects are contingent on special funding. The committee members would like to see the plans for the student center quad before construction begins and would like signage at Havelock at the same time as it's done in New Bern.
  - C. Facilities Usage Report-Page Varnell introduced this item to the committee members. The report is for the months of June-Aug 2012, and shows lighter than normal use; summer is typically a time when less community groups are holding meetings at CCC. The scheduling and coordination of room reservations are done through the library.
- IV. Energy Efficiency Study-These items are for information only.
  - A. Brief Overview
  - B. NC State Consultant
  - C. Sustainability Committee Plan  
Page Varnell introduced these items to the committee members. Consultants from NC State University partnered with the NC Community College system and conducted a study of the 58 community college. In this study, CCC does not do well with energy conservation and sustainability. The study also provided recommendations about conserving energy. In immediate response to the study, the "green team" has been converted to a "sustainability committee." The college will begin working with an energy consultant from NCSU this year to explore ways CCC can be more sustainable. The college immediately took small measures such as removing lamps from vending machines and unplugging the water fountain coolers. The study does highlight the practices already observed at CCC. The first meeting of the newly created sustainability committee is planned for September 26<sup>th</sup>; Gary Baldree would like to be present. The committee members would like an annual report showing estimated costs savings annually. Page & Larry Henderson are meeting with Wilson CC in November to review their energy efficiency plan and see what ideas Craven can adopt.
  - D. Adjournment-With no other items to be discussed, the meeting adjourned at 5:20 pm.

# AGENDA

**FACILITIES COMMITTEE AGENDA  
CRAVEN COMMUNITY COLLEGE  
WARD BOARDROOM, BROCK BUILDING  
September 18, 2012 at 4:30 P.M.**

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

**Others:**       *Dr. Catherine Chew, President (absent)*  
                  *Page Varnell, Vice President*  
                  *Larry Henderson, Director of Facilities*

- |                                                            |                     |
|------------------------------------------------------------|---------------------|
| I. Call to Order                                           | Gary Baldree, Chair |
| II. Members Present                                        | Gary Baldree, Chair |
| III. Facilities                                            | Page Varnell        |
| A. FY 2012 Facilities/Infrastructure Projects Expenditures |                     |
| B. FY 2013 Projects                                        |                     |
| C. Facilities Usage Report                                 |                     |
| IV. Energy Efficiency Study                                | Page Varnell        |
| A. Brief Overview                                          |                     |
| B. NC State Consultant                                     |                     |
| C. Sustainability Committee Plan                           |                     |
| V. Adjournment                                             | Gary Baldree, Chair |

**Facilities Committee Charge**

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

# MINUTES

**FINANCE COMMITTEE  
CRAVEN COMMUNITY COLLEGE  
BROCK ADMINISTRATION BUILDING BOARDROOM  
September 17, 2012; 5:30 P.M.**

- I. Chair Pritchett called the meeting to order at 5:40 pm.
- II. Members Present: Dan Pritchett, Bill Naumann, Kevin Roberts, Ron Knight and Carol Mattocks.  
Others Present: ~~Dr. Catherine Chew~~, Ms. Lisa Collin & Mrs. Page Varnell.
- III. Financial Reports
  - A. The year to date budget comparison reports were introduced to the committee by Page Varnell, VP of Administrative Services. Page reviewed the State budget comparison for July 1<sup>st</sup>-Aug 31<sup>st</sup>, 2012. About two percent is being held for a possible reversion later this year. If the money is not reverted it can be used for other projects.  
Page reviewed the County Funds budget comparison report for July 1<sup>st</sup>-Aug 31<sup>st</sup>, 2012. We are at the 17% of the year point and have spent about 14%. Some funds have been used for training in security and a few security equipment needs. The renovations to the second floor of Brock were approx. \$300,000 and not paid by county funds.  
Page reviewed the Institutional Funds budget report for July 1-Aug 31, 2012. These funds have not been presented to and reviewed by the Trustees in a few years. The report is sorted by purpose and some of the budget column figures are estimated and will change throughout the year.  
Page reviewed the NCCCS College FY 2012-2013 Budget. Board approval will be needed at the October meeting and signed by Chair Mattocks.  
Mr. Pritchett called for a motion to present this item to the full board for its approval.  
Motion: Ron Knight; Second: Bill Naumann.
  - B. The Write-Off of Uncollectible Accounts was introduced to the committee by Page Varnell. \$5,535.09 in un-collectibles is noted on the report.  
Mr. Pritchett called for a motion to present this item to the full board for its approval.  
Motion: Bill Naumann; Second: Kevin Roberts.
  - C. The Cash Balances was presented to the committee by Page Varnell for review. This item is for information purposes.
- IV. Adjournment-The meeting adjourned at 6:00 p.m.

# AGENDA

**FINANCE COMMITTEE  
CRAVEN COMMUNITY COLLEGE  
WARD BOARDROOM, BROCK BUILDING  
September 17, 2012; 5:30 P.M.**

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

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

- |                                                                                                |                      |
|------------------------------------------------------------------------------------------------|----------------------|
| I. Call to Order                                                                               | Dan Pritchett, Chair |
| II. Members Present                                                                            | Dan Pritchett, Chair |
| III. Financial Reports                                                                         | Page Varnell         |
| A. Year-to-date Budget Comparison Reports-State & County (July 2012-present) ( <i>motion</i> ) |                      |
| B. Write-Offs and Uncollectible Accounts ( <i>motion</i> )                                     |                      |
| C. Cash Balances ( <i>info</i> )                                                               |                      |
| IV. Adjournment                                                                                | Dan Pritchett, Chair |

**Finance Committee Charge**

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

# MINUTES

**PERSONNEL COMMITTEE AGENDA  
CRAVEN COMMUNITY COLLEGE  
BROCK ADMINISTRATION BUILDING BOARDROOM  
September 17, 2012, 6:00 P.M.**

- I. Chairman Naumann called the meeting to order at 6:05 pm.
- II. Members Present: Mr. Bill Naumann, Ron Knight, Peter Mack, Carol Mattocks and Mr. Dan Pritchett.  
Others Present: ~~Dr. Catherine Chew~~, Ms. Lisa Collin, Mrs. Vickie Moseley Jones & Mrs. Page Varnell.
- III. Reports
  - A. The Quarterly Personnel Action Report for Mar-May 2012 was presented to the committee by Mrs. Page Varnell. The committee members reviewed the item. Special note was made of the resignations and terminations by the committee members. The committee members asked Page to provide a brief verbal summary at personnel committee meetings sharing the reason for resignations or feedback from exit interviews. This item is for information only.
  - B. The Mercer Phase II Update was presented to the committee by Mrs. Page Varnell. Phase I was implemented July 1, 2012. The cost to implement Phase II is approx. \$61,000m, would affect 27 people and would need to be sustained annually. Due to declining enrollment and the impact on our budget and the need to sustain the cost of implementing, Page recommends not implementing Phase II at this time. This item will be revisited at the next committee meeting. This item is for information only.
- IV. Diversity-information items only.
  - A. The College Status for diversity was introduced to the committee by Mr. Naumann. Mr. Naumann deferred to Page to review diversity at the College over the past ten years. Page reviewed three charts: Employee by Status and Race; Comparison by Race; and Comparison by Gender. Information for all three charts used the same data comparison information. Mr. Naumann shared a memo from Dr. Chew re: Diversity Handout and a notice of the Charge of the Diversity Ad Hoc Committee; the memo, notice and graphs are included in the packet for the record.
  - B. The Process for Creation of a Diversity Plan was introduced to the committee by Mr. Naumann. Mr. Naumann deferred to Vickie Moseley Jones to outline the Diversity Ad Hoc Committee Charge and Purpose. The projected plan finalization date is April 2013. Mr. Naumann invited Vickie to attend the next Personnel Committee meeting to brief the committee members and offered any assistance the committee can provide to Vickie and the Ad Hoc committee members. It was agreed at this meeting that the Committee is satisfied with the Diversity Strategy outlined at this meeting as a direction that the Personnel Committee Members endorse. The Personnel Committee will report back to the full Board regarding this position and assume responsibility to monitor the College's progress in this regard moving forward.
- V. Adjournment: With no other items to be discussed, the meeting was adjourned at 6:45 pm.

# AGENDA

**PERSONNEL COMMITTEE AGENDA  
CRAVEN COMMUNITY COLLEGE  
WARD BOARDROOM, BROCK BUILDING  
September 17, 2012, at 6:00 p.m.**

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

**Others:**       *Dr. Catherine Chew, President (absent)*  
                  *Page Varnell, VP of Administrative Services*  
                  *Vickie Moseley-Jones, Director of Human Resources*

- |      |                                             |                      |
|------|---------------------------------------------|----------------------|
| I.   | Call to Order                               | Bill Naumann, Chair  |
| II.  | Members Present                             | Bill Naumann, Chair  |
| III. | Reports                                     | Page Varnell         |
|      | A. Review of Quarterly Personnel Report     |                      |
|      | B. Mercer Phase II Update                   |                      |
| IV.  | Diversity                                   | Page Varnell         |
|      | A. College Status                           |                      |
|      | B. Process for Creation of a Diversity Plan | Vickie Moseley-Jones |
| V.   | Adjournment                                 | Bill Naumann, Chair  |

**Personnel Committee Charge**

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

**Craven Community College  
Budget Comparison Report  
State Funds**

| FY 2012 Budget Comparison<br>as of August 30, 2012 | President's Office/Foundation/Marketing |                 |                      |            | VP of Administrative Services |                 |                      |            | EVP Learning and Student Success |                 |                      |            | EVP Academic Affairs |                 |                      |            |
|----------------------------------------------------|-----------------------------------------|-----------------|----------------------|------------|-------------------------------|-----------------|----------------------|------------|----------------------------------|-----------------|----------------------|------------|----------------------|-----------------|----------------------|------------|
| 17% of year                                        | Budget                                  | Expenses<br>YTD | Remaining<br>Balance | % Spent    | Budget                        | Expenses<br>YTD | Remaining<br>Balance | % Spent    | Budget                           | Expenses<br>YTD | Remaining<br>Balance | % Spent    | Budget               | Expenses<br>YTD | Remaining<br>Balance | % Spent    |
| <b>Administrative</b>                              |                                         |                 |                      |            |                               |                 |                      |            |                                  |                 |                      |            |                      |                 |                      |            |
| Salaries & Benefits                                | 631,651                                 | 97,296          | 534,355              | 15%        | 1,890,352                     | 299,647         | 1,590,705            | 16%        | 2,816,508                        | 487,285         | 2,329,223            | 17%        | 1,356,230            | 232,872         | 1,123,358            | 17%        |
| 519 Contracted Services                            | 48,942                                  | 16,992          | 31,950               | 35%        | 93,170                        | 26,483          | 66,687               | 28%        | 35,300                           | 5,144           | 30,156               | 15%        | 10,415               | 5,935           | 4,480                | 57%        |
| 523 Instructional Supplies                         | -                                       | -               | -                    | -          | -                             | -               | -                    | -          | 125                              | -               | 125                  | 0%         | 4,250                | 241             | 4,009                | 6%         |
| 525 Motor Vehicle Supplies                         | -                                       | -               | -                    | -          | -                             | -               | -                    | -          | -                                | -               | -                    | -          | -                    | -               | -                    | -          |
| 526 Office Supplies                                | 3,400                                   | 1,125           | 2,275                | 33%        | 30,668                        | 2,170           | 28,498               | 7%         | 18,632                           | 1,792           | 16,840               | 10%        | 17,151               | -               | 17,151               | 0%         |
| 527 Other Supplies                                 | 8,000                                   | 23              | 7,977                | 0%         | 34,269                        | 3,717           | 30,552               | 11%        | 7,653                            | (116)           | 7,769                | -2%        | 7,143                | 175             | 6,968                | 2%         |
| 528 Audio-Visual Supplies                          | -                                       | -               | -                    | -          | -                             | -               | -                    | -          | -                                | -               | -                    | -          | -                    | -               | -                    | -          |
| 531 Staff Development                              | 26,870                                  | 2,855           | 24,015               | 11%        | 56,810                        | 4,628           | 52,182               | 8%         | 55,733                           | 9,368           | 46,365               | 17%        | 29,635               | 2,761           | 26,874               | 9%         |
| 532 Communication/Postage                          | -                                       | -               | -                    | -          | 73,155                        | 30,565          | 42,590               | 42%        | 60                               | -               | 60                   | 0%         | -                    | (30)            | 30                   | N/A        |
| 534 Printing & Binding                             | 31,252                                  | 6,715           | 24,537               | 21%        | 1,000                         | -               | 1,000                | 0%         | 650                              | -               | 650                  | 0%         | -                    | -               | -                    | -          |
| 535 Repairs & Maintenance                          | -                                       | -               | -                    | -          | 75,179                        | 24,419          | 50,760               | 32%        | 3,250                            | -               | 3,250                | 0%         | 624                  | 624             | -                    | 100%       |
| 536 Freight                                        | -                                       | -               | -                    | -          | 10                            | -               | 10                   | 0%         | -                                | -               | -                    | -          | -                    | -               | -                    | -          |
| 537 Advertising                                    | 77,500                                  | 3,658           | 73,842               | 5%         | 9,091                         | 2,087           | 7,004                | 23%        | -                                | -               | -                    | -          | 3,600                | -               | 3,600                | 0%         |
| 538 Data Processing                                | -                                       | -               | -                    | -          | -                             | -               | -                    | -          | 2,400                            | -               | 2,400                | 0%         | -                    | -               | -                    | -          |
| 539 Other Current Services                         | 3,200                                   | 66              | 3,134                | 2%         | 49,224                        | 7,563           | 41,661               | 15%        | 30,225                           | 190             | 30,036               | 1%         | 850                  | -               | 850                  | 0%         |
| 543 Lease/Rental Other Equipme                     | -                                       | -               | -                    | -          | 56,000                        | 12,854          | 43,146               | 23%        | 15,000                           | -               | 15,000               | -          | 16,053               | 3,352           | 12,701               | 21%        |
| 544 Data Processing Software                       | -                                       | -               | -                    | -          | 127,445                       | 36,757          | 90,688               | 29%        | 15,211                           | 710             | 14,501               | 5%         | -                    | -               | -                    | -          |
| 546 Memberships & Dues                             | 18,500                                  | 6,754           | 11,746               | 37%        | 11,950                        | 7,486           | 4,465                | 63%        | 3,200                            | 900             | 2,300                | 28%        | 595                  | 595             | -                    | 100%       |
| 55x Equipment                                      | -                                       | -               | -                    | -          | 637,018                       | 49,208          | 587,810              | 8%         | -                                | -               | -                    | -          | 2,820                | -               | 2,820                | 0%         |
| <b>Total Administrative:</b>                       | <b>849,315</b>                          | <b>135,485</b>  | <b>713,830</b>       | <b>16%</b> | <b>3,145,341</b>              | <b>507,584</b>  | <b>2,637,757</b>     | <b>16%</b> | <b>3,003,947</b>                 | <b>505,274</b>  | <b>2,498,673</b>     | <b>17%</b> | <b>1,449,366</b>     | <b>246,526</b>  | <b>1,202,840</b>     | <b>17%</b> |
| <b>Instructional</b>                               |                                         |                 |                      |            |                               |                 |                      |            |                                  |                 |                      |            |                      |                 |                      |            |
| Salaries & Benefits                                | -                                       | -               | -                    | -          | -                             | -               | -                    | -          | 6,911,567                        | 779,594         | 6,131,973            | 11%        | 1,946,501            | 263,534         | 1,682,967            | 14%        |
| 519 Contracted Services                            | -                                       | -               | -                    | -          | -                             | -               | -                    | -          | 18,251                           | 1,000           | 17,251               | 5%         | 7,790                | 6,660           | 1,130                | 85%        |
| 523 Instructional Supplies                         | -                                       | -               | -                    | -          | 446,038                       | -               | 446,038              | 0%         | 317,206                          | 9,204           | 308,002              | 3%         | 102,480              | 2,997           | 99,483               | 3%         |
| 524 Repair Supplies                                | -                                       | -               | -                    | -          | -                             | -               | -                    | -          | 50                               | -               | 50                   | 0%         | -                    | -               | -                    | -          |
| 525 Motor Vehicle Supplies                         | -                                       | -               | -                    | -          | -                             | -               | -                    | -          | 2,100                            | 132             | 1,968                | 6%         | -                    | -               | -                    | -          |

FY 2013 Budget Comparison  
County Funds  
as of August 30, 2012  
17% of year

| FY 2013 Budget Comparison<br>August 30, 2012<br>17% of year | General Instruction |                 |                      |            | Maintenance |                 |                      |         | Security |                 |                      |         | Capital |                 |                      |         |
|-------------------------------------------------------------|---------------------|-----------------|----------------------|------------|-------------|-----------------|----------------------|---------|----------|-----------------|----------------------|---------|---------|-----------------|----------------------|---------|
|                                                             | Budget              | Expenses<br>YTD | Remaining<br>Balance | %<br>Spent | Budget      | Expenses<br>YTD | Remaining<br>Balance | % Spent | Budget   | Expenses<br>YTD | Remaining<br>Balance | % Spent | Budget  | Expenses<br>YTD | Remaining<br>Balance | % Spent |
| FT & PT Regular Salaries & FT Temp                          | 280,865             | 7,168           | 273,697              | 3%         | 825,876     | 135,543         | 690,333              | 16%     | 158,510  | 25,950          | 132,560              | 16%     |         |                 |                      |         |
| Hourly Salaries                                             |                     |                 | -                    |            |             |                 |                      |         | 93,164   | 12,146          | 81,018               | 13%     |         |                 |                      |         |
| 519 Contracted Serv (Legal)                                 | 75,000              | 4,006           | 70,994               | 5%         |             |                 | -                    |         |          |                 |                      |         |         |                 |                      |         |
| 519 Contracted Serv (Security Svcs.)                        |                     |                 | -                    |            |             |                 |                      |         | 46,275   | 7,746           | 38,529               | 17%     |         |                 |                      |         |
| 519 Contracted Serv (Janitor)                               |                     |                 |                      |            | 75,000      | 19,589          | 55,411               | 26%     |          |                 |                      |         |         |                 |                      |         |
| 519 Contracted Serv (Waste removal)                         |                     |                 |                      |            | 10,400      | 1,356           | 9,044                | 13%     |          |                 |                      |         |         |                 |                      |         |
| 519 Contracted Serv (Pest control)                          |                     |                 |                      |            | 4,000       | 580             | 3,420                | 15%     |          |                 |                      |         |         |                 |                      |         |
| 519 Contracted Serv (Lawns/Grounds)                         |                     |                 |                      |            | 56,000      | 6,076           | 49,924               | 11%     |          |                 |                      |         |         |                 |                      |         |
| 519 Contracted Serv (Misc Services)                         | 2,700               | -               | 2,700                | 0%         | 80,000      | 22,499          | 57,501               | 28%     |          |                 |                      |         |         |                 |                      |         |
| 621 Custodial Supplies                                      |                     |                 |                      |            | 33,455      | 3,186           | 30,269               | 10%     | 6,700    | 553             | 6,147                | 8%      |         |                 |                      |         |
| 522 Maintenance Supplies                                    |                     |                 |                      |            | 24,650      | 3,739           | 20,911               | 15%     |          |                 | -                    |         |         |                 |                      |         |
| 523 Instructional Supplies                                  |                     |                 | -                    |            |             |                 |                      |         |          |                 | -                    |         |         |                 |                      |         |
| 524 Repair Supplies                                         |                     |                 |                      |            | 14,200      | 91              | 14,110               | 1%      |          |                 | -                    |         |         |                 |                      |         |
| 525 Motor Vehicle Supplies                                  | 1,100               | 177             | 923                  | 16%        | 13,000      | 1,091           | 11,909               | 8%      | 1,950    | 570             | 1,380                | 29%     |         |                 |                      |         |
| 526 Office Supplies                                         | 750                 | -               | 750                  | 0%         | 500         | -               | 500                  | 0%      | 1,300    | -               | 1,300                | 0%      |         |                 |                      |         |
| 527 Other Supplies                                          | 200                 | -               | 200                  | 0%         | 9,200       | 3,499           | 5,701                | 38%     | 4,500    | 1,883           | 2,617                | 42%     |         |                 |                      |         |
| 528 Audio-Visual Supplies                                   |                     |                 | -                    |            |             |                 |                      |         |          |                 | -                    |         |         |                 |                      |         |
| 531 Staff Development                                       | 25                  | -               | 25                   | 0%         | 5,000       | 1,245           | 3,755                | 25%     | -        |                 | -                    |         |         |                 |                      |         |
| 532 Communication                                           | 725                 | (22)            | 747                  | -3%        | 208,500     | 25,287          | 183,213              | 12%     | 5,400    | -               | 5,400                | 0%      |         |                 |                      |         |
| 533 Utilities                                               |                     |                 |                      |            | 869,500     | 154,918         | 714,582              | 18%     |          |                 | -                    |         |         |                 |                      |         |
| 534 Printing & Binding                                      |                     |                 | -                    |            |             |                 |                      |         |          |                 | -                    |         |         |                 |                      |         |
| 535 Repairs & Maintenance                                   | 48,180              | 12              | 48,168               | 0%         | 259,865     | 56,380          | 203,485              | 22%     | 4,855    | 2,307           | 2,548                | 48%     |         |                 |                      |         |
| 537 Advertising                                             |                     |                 | -                    |            |             |                 |                      |         |          |                 | -                    |         |         |                 |                      |         |
| 539 Other Current Services                                  | 13,035              | -               | 13,035               | 0%         | 7,550       | 136             | 7,414                | 2%      | 200      | -               | 200                  | 0%      |         |                 |                      |         |
| 541 Rental of Property                                      | 1,500               | 160             | 1,340                | 11%        | -           | -               | -                    |         |          |                 | -                    |         |         |                 |                      |         |
| 543 Lease/Rental Other Equipme                              |                     |                 | -                    |            |             |                 |                      |         |          |                 |                      |         |         |                 |                      |         |
| 544 Data Processing Software                                |                     |                 | -                    |            |             |                 |                      |         |          |                 |                      |         |         |                 |                      |         |
| 545 General Admini (Insurance)                              | 211,500             | 195             | 211,305              | 0%         |             |                 |                      |         |          |                 |                      |         |         |                 |                      |         |
| 546 Memberships & Dues                                      |                     |                 |                      |            | -           | -               | -                    |         |          |                 |                      |         |         |                 |                      |         |
| 55X Equipment                                               |                     |                 |                      |            |             |                 |                      |         |          |                 |                      |         | 300,000 | 2,149           | 297,851              | 1%      |
|                                                             |                     |                 |                      |            |             |                 | -                    |         |          |                 |                      |         |         |                 |                      |         |
|                                                             |                     |                 |                      |            |             |                 |                      |         |          |                 |                      |         |         |                 |                      |         |
| Totals                                                      | 635,580             | 11,696          | 623,884              | 2%         | 2,496,696   | 435,215         | 2,061,481            | 17%     | 322,854  | 51,155          | 271,699              | 16%     | 300,000 | 2,149           | 297,851              | 1%      |
|                                                             |                     |                 |                      |            |             |                 |                      |         |          |                 |                      |         |         |                 |                      |         |
|                                                             |                     |                 |                      |            |             |                 |                      |         |          |                 |                      |         |         |                 |                      |         |
| <b>College Totals</b>                                       |                     |                 |                      |            |             |                 |                      |         |          |                 |                      |         |         |                 |                      |         |
| Regular Operating                                           | 3,485,139           | 485,499         | 2,999,640            | 14%        |             |                 |                      |         |          |                 |                      |         |         |                 |                      |         |
| Capital Outlay                                              | 240,690             | 2,149           | 238,541              | 1%         |             |                 |                      |         |          |                 |                      |         |         |                 |                      |         |

**Craven Community College  
Institutional Funds Budget**

For the period July 1, through August 31, 2012

| FUND | PURPOSE                              | BUDGET       | EXPENDITURES<br>YEAR TO DATE | REMAINING<br>BALANCE | %<br>SPENT | REVENUES<br>YEAR TO DATE | FUND<br>BALANCE |
|------|--------------------------------------|--------------|------------------------------|----------------------|------------|--------------------------|-----------------|
| 01   | 121 Flex Spending                    | -            | -                            | -                    |            | 5,000.00                 | 13,071.62       |
| 01   | 122 Unemployment Reserve             | 40.00        | -                            | 40.00                | 0.00%      | 2.05                     | 5,061.34        |
| 01   | 133 Discretionary                    | 27,500.00    | 9,461.70                     | 18,038.30            | 34.41%     | 20.00                    | (30,648.93)     |
| 01   | 134 Unrestricted Overhead Receipts   | 5,576.00     | -                            | 5,576.00             | 0.00%      | 44.33                    | 339.41          |
| 01   | 136 Foundation                       | 214,000.00   | 26,064.05                    | 187,935.95           | 12.18%     | 20,058.56                | 55,156.88       |
| 01   | 137 Financial Aid Matching           | -            | 404.06                       | (404.06)             |            | -                        | (685.41)        |
| 01   | 221 Applied Music                    | 550.00       | -                            | 550.00               | 0.00%      | -                        | (52.18)         |
| 01   | 227 Extra Curricular Activities      | 26,070.00    | 20,909.10                    | 5,160.90             | 80.20%     | 1,399.92                 | (3,467.70)      |
| 01   | 250 Curriculum-Self Supporting       | 180,000.00   | 152,274.84                   | 27,725.16            | 84.60%     | 28,689.81                | 86,839.37       |
| 01   | 312 Fire College                     | 7,000.00     | 1,261.79                     | 5,738.21             | 18.03%     | 1,809.68                 | 24,456.79       |
| 01   | 340 WFD-Self Supporting              | 309,200.00   | 49,148.90                    | 260,051.10           | 15.90%     | 51,733.57                | 408,806.54      |
| 01   | 411 Learning Resource Center         | 1,900.00     | -                            | 1,900.00             | 0.00%      | 507.86                   | 14,329.43       |
| 01   | 460 Customized Industry Training Sup | 11,500.00    | 1,551.90                     | 9,948.10             | 13.49%     | 3.74                     | 8,132.67        |
| 01   | 461 Small Business Support Fund      | -            | -                            | -                    |            | 0.14                     | 358.28          |
| 02   | 131 College Work Study               | 60,640.00    | 12,789.21                    | 47,850.79            | 21.09%     | 12,789.21                | -               |
| 02   | 134 Restricted Overhead Receipts     | 19,100.00    | -                            | 19,100.00            | 0.00%      | 803.09                   | 156,059.28      |
| 02   | 138 Returned Check Fee Fund          | 1,000.00     | 71.50                        | 928.50               | 7.15%      | 125.08                   | 12,764.50       |
| 02   | 139 Harold H. Bate Foun Grant        | 75,000.00    | -                            | 75,000.00            | 0.00%      | 35,000.00                | 35,000.00       |
| 02   | 220 NCSU Engineering                 | 25,000.00    | 3,292.11                     | 21,707.89            | 13.17%     | -                        | 17,150.57       |
| 02   | 227 ENCORE                           | 12,407.00    | 251.22                       | 12,155.78            | 2.02%      | 5.02                     | 12,160.99       |
| 02   | 228 Grants -NSF                      | 17,542.00    | 2,732.73                     | 14,809.27            | 15.58%     | 9,204.71                 | 8,969.00        |
| 02   | 229 NCAMA Grant                      | 1,211,096.00 | 57,128.29                    | 1,153,967.71         | 4.72%      | 171,738.62               | 100,426.52      |
| 02   | 291 Specifc Fees - Lab/DE/ASC        | 239,500.00   | 19,402.96                    | 220,097.04           | 8.10%      | 36,077.51                | 388,849.70      |
| 02   | 292 System-Wide Fees-Computer Tec    | 98,000.00    | 1,179.54                     | 96,820.46            | 1.20%      | 17,863.67                | 463,948.31      |
| 02   | 293 Patron Fees                      | 32,500.00    | 3,484.40                     | 29,015.60            | 10.72%     | 1,881.22                 | 129,694.88      |
| 02   | 313 Weyerhauser Scholarship - Con E  | -            | -                            | -                    |            | 1.01                     | 2,501.26        |
| 02   | 314 Grants - Workforce Development   | -            | 2,597.91                     | (2,597.91)           |            | 750.00                   | 7,756.17        |
| 02   | 324 General Ed - GED Testing         | -            | -                            | -                    |            | 0.10                     | 252.23          |
| 02   | 355 Golden Leaf Grant - Robotics     | 157,438.00   | -                            | 157,438.00           | 0.00%      | 126,318.06               | 273,794.06      |
| 02   | 392 System-Wide Fees - Con Ed Com    | 500.00       | 5.00                         | 495.00               | 1.00%      | 139.34                   | 10,862.33       |
| 02   | 521 C-Step Grant                     | 10,000.00    | -                            | 10,000.00            | 0.00%      | -                        | (137.90)        |
| 02   | 531 Professional Liability Ins       | 6,500.00     | 6,477.00                     | 23.00                | 99.65%     | 1,658.00                 | 269.47          |
| 02   | 532 Student Insurance                | 150.00       | 2.00                         | 148.00               | 1.33%      | 2.14                     | 346.97          |
| 02   | 533 Transcript Fees                  | 35,700.00    | 1,151.57                     | 34,548.43            | 3.23%      | 5,801.70                 | 88,038.41       |

**Craven Community College  
Institutional Funds Budget**

For the period July 1, through August 31, 2012

| FUND | PURPOSE                         | BUDGET               | EXPENDITURES<br>YEAR TO DATE | REMAINING<br>BALANCE | %<br>SPENT   | REVENUES<br>YEAR TO DATE | FUND<br>BALANCE     |
|------|---------------------------------|----------------------|------------------------------|----------------------|--------------|--------------------------|---------------------|
| 02   | 534 TRiO Grant                  | 211,447.00           | 27,526.63                    | 183,920.37           | 13.02%       | 12,911.61                | (24,748.59)         |
| 02   | 790 Orringer Hall Fund          | 3,500.00             | 524.25                       | 2,975.75             | 14.98%       | 6.14                     | 14,656.12           |
| 02   | 791 Public Radio East           | 932,226.00           | 133,670.65                   | 798,555.35           | 14.34%       | 98,913.44                | 168,484.63          |
| 02   | 793 CISCO Networking Academy    | -                    | -                            | -                    |              | 0.21                     | 534.53              |
| 02   | 794 Red Hat Academy             | -                    | -                            | -                    |              | 0.79                     | 1,960.72            |
| 02   | 795 Career Fair                 | 1,900.00             | -                            | 1,900.00             | 0.00%        | 0.12                     | 300.20              |
| 02   | 796 Testing Centers             | 7,400.00             | -                            | 7,400.00             | 0.00%        | 1,832.90                 | 11,496.18           |
| 02   | 797 Public Radio East Foundati  | 594,590.00           | 83,501.60                    | 511,088.40           | 14.04%       | 85,654.78                | 127,404.98          |
| 02   | 823 SEOG                        | 96,485.00            | -                            | 96,485.00            | 0.00%        | -                        | -                   |
| 02   | 824 Pell                        | 6,900,000.00         | 45,093.12                    | 6,854,906.88         | 0.65%        | 58,758.24                | 11,990.12           |
| 02   | 830 NCCC Targeted Financial As  | 6,000.00             | -                            | 6,000.00             | 0.00%        | -                        | -                   |
| 02   | 831 Golden Leaf Scholars        | 6,414.00             | 1,500.00                     | 4,914.00             | 23.39%       | -                        | (1,500.00)          |
| 02   | 833 NCCG                        | 160,000.00           | 475.00                       | 159,525.00           | 0.30%        | -                        | 1,757.83            |
| 02   | 834 Teacher Assistant Sch Fund  | 29,000.00            | 871.00                       | 28,129.00            | 3.00%        | -                        | -                   |
| 02   | 835 State Aid Scholarships      | 140,000.00           | 350.00                       | 139,650.00           | 0.25%        |                          | 562.04              |
| 02   | 840 General Scholarships        | 110,000.00           | 2,900.00                     | 107,100.00           | 2.64%        | 17,220.27                | 174,875.90          |
| 02   | 841 Endowment Scholarships      | 15,810.00            | -                            | 15,810.00            | 0.00%        | 2.00                     | 4,364.36            |
| 05   | 710 Clearwire Distribution      | 2,905.00             | 750.00                       | 2,155.00             | 25.82%       | 488.70                   | 11,350.35           |
| 05   | 720 Bookstore                   | 160,000.00           | 6,129.11                     | 153,870.89           | 3.83%        | 5,257.64                 | 593,070.00          |
| 05   | 730 Food Service                | 27,500.00            | -                            | 27,500.00            | 0.00%        | 1,933.16                 | 1,983.16            |
| 05   | 740 Campus Access               | 49,000.00            | 281.87                       | 48,718.13            | 0.58%        | 10,845.37                | 174,416.09          |
| 05   | 770 Student Activity Funds      | 125,500.00           | 31,708.28                    | 93,791.72            | 25.27%       | 30,692.04                | 24,432.54           |
| 05   | 775 Student Leadership          | 15,000.00            | -                            | 15,000.00            | 0.00%        | -                        | -                   |
| 06   | 810 J. Wrenn Emergency Loan Fu  | 2,500.00             | 389.99                       | 2,110.01             | 15.60%       | 15.78                    | 42,627.85           |
| 07   | 910 Buildings & Grounds         | 300,000.00           | 300,000.00                   | -                    | 100.00%      | 88.87                    | 290,403.67          |
| 07   | 911 Institute for Aeronautical  | -                    | -                            | -                    |              | 32.53                    | 80,419.90           |
| 07   | 915 Info/Tech Building          | -                    | -                            | -                    |              | -                        | 9,446.63            |
| 07   | 792 Public Radio East Endowment | -                    | -                            | -                    |              | 17.22                    | 42,579.93           |
| 08   | 850 Endowments                  | 15,810.00            | -                            | 15,810.00            | 0.00%        | 36,153.42                | 1,617,347.91        |
|      |                                 |                      |                              |                      |              |                          |                     |
|      |                                 |                      |                              |                      |              |                          |                     |
|      | <b>Total</b>                    | <b>12,698,396.00</b> | <b>1,007,313.28</b>          | <b>11,691,082.72</b> | <b>8.00%</b> | <b>890,253.37</b>        | <b>5,670,621.91</b> |

Page Jones

**Vice President for Administrative Services**

### Write-Offs and Uncollectible Accounts

**CRAVEN COMMUNITY COLLEGE****REPORT OF CASH BALANCES AS OF AUGUST 31, 2012**

|               | May 31, 2012          | August 31, 2012       |
|---------------|-----------------------|-----------------------|
| Local Funds   | \$1,321,717.45        | <b>\$1,500,750.07</b> |
| Special Funds | \$3,267,200.90        | <b>\$3,684,591.16</b> |
| <b>Total</b>  | <b>\$4,588,918.35</b> | <b>\$5,185,341.23</b> |

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, 2012, the interest rate was 0.47467% as compared to the prior interest rate of 0.51883% for May 31, 2012.

# Craven Community College Quarterly Personnel Report

June 1, 2012-August 31, 2012

| New Hires           | Position Title                                                      | Effective | Monthly/Annually |
|---------------------|---------------------------------------------------------------------|-----------|------------------|
| James Millard       | Dean of Career Programs                                             | 6/25/12   | 7,000/84,000     |
| Dr. Autumn Grubb    | Director, Distance Learning/Professional Development                | 7/2/12    | 5,000/60,000     |
| Mary Clark          | Interim, Dean of Institutional Effectiveness/Learning Support       | 7/9/12    | 5,442/65,304     |
| Alison Baker        | Accounting Assistant/Cashier                                        | 7/25/12   | 2,583/31,000     |
| Holly Spencer       | Accounting Assistant/ AP/Payroll                                    | 7/25/12   | 2,833/34,000     |
| Judy Lekoski-Eurich | Director of Marketing, Communication & Development Liaison          | 8/1/12    | 6,000/72,000     |
| Greg Register       | Facilities/Receiving Assistant                                      | 8/13/12   | 2,542/30,500     |
| Penny Cleland       | Administrative Assistant-WFD                                        | 8/1/12    | 2,111/25,326     |
| Beth Andrews        | Math Faculty                                                        | 8/14/12   | 5,222/47,007     |
| Dr. Milton Spann    | Sociology Faculty                                                   | 8/14/12   | 5,667/51,000     |
| Beverly Craft       | Health Information Technology/Medical Office Administration Faculty | 8/4/12    | 5,556/50,000     |
| Dr. Carmela Byrnes  | Chemistry Faculty                                                   | 8/14/12   | 5,334/48,006     |
| Tara Howry          | Nursing Faculty                                                     | 8/14/12   | 5,778/52,000     |
| Sarah Hughson       | Spanish Faculty                                                     | 8/14/12   | 4,328/38,952     |

| Reassignments/<br>Promotions | From                                     | To                                                              | Effective | Reason/<br>Annual            |
|------------------------------|------------------------------------------|-----------------------------------------------------------------|-----------|------------------------------|
| Dr. Daryl Minus              | VP of Student Services                   | Executive VP of Learning and Student Success                    | 7/1/12    | Promotion/<br>118,000        |
| Kathleen Gallman             | Dean, Health Programs                    | Special Assistant to the Executive VP & Dean of Health Programs | 7/1/12    | Promotion/<br>87,096         |
| Belinda Barnhill             | Director of Nursing Programs             | Chair, Nursing & Continuing Education                           | 7/1/12    | Promotion/<br>75,144         |
| Karen Thomas                 | Medical Assisting Faculty                | Chair, Allied Health Programs                                   | 7/1/12    | Promotion/<br>53,307         |
| Greg Purvis                  | Aviation Systems Faculty                 | Director of Aviation Programs                                   | 7/1/12    | Promotion/<br>62,004         |
| Sherry Forrest               | Director of Educational Partnerships     | Academic Advisor                                                | 7/1/12    | Lateral/<br>no salary change |
| Lindwood Hartsell            | Director, Athletic/Head Coach Instructor | Faculty, Physical Education Faculty                             | 8/14/12   | Lateral/<br>55,000           |
| Pamela Flannery              | English Faculty Adjunct                  | English Faculty (Full Time Temp)                                | 8/13/12   | Promotion/<br>40,100         |
| Pamela Baldwin               | Senior Administrative Assistant          | Executive Assistant to the VP of Administrative Services        | 8/27/12   | Promotion/<br>33,200         |

| <b>Resignations/<br/>Terminations/Retirements</b> | <b>Position</b>                                             | <b>Effective</b> | <b>Reason</b>       |
|---------------------------------------------------|-------------------------------------------------------------|------------------|---------------------|
| Netashia Kennedy                                  | Senior Administrative Assistant                             | 6/30/12          | Termination         |
| Sandy Wall                                        | Public Information Officer                                  | 6/30/12          | Position Eliminated |
| Denise Carr-Dale                                  | Director of Student Development                             | 6/30/12          | Position Eliminated |
| Carlton Banks                                     | Facilities/Receiving Assistant                              | 6/30/12          | Resignation         |
| Dr. Jill Fegely                                   | Dean of Institutional Effectiveness<br>and Learning Support | 7/13/12          | Resignation         |
| Mr. James Ashburn                                 | Director of Aviation Programs                               | 7/31/12          | Resignation         |
| Rick McCormac                                     | WFD Coordinator II-Service Program                          | 8/10/12          | Resignation         |
| Gloria Sanders                                    | Physical Therapy Assistant Faculty                          | 8/13/12          | Resignation         |
| Dawn Gibson                                       | English Faculty                                             | 8/17/12          | Resignation         |
| Kasey Melvin                                      | Psychology Faculty                                          | 8/17/12          | Resignation         |
|                                                   |                                                             |                  |                     |



New Bern Campus  
Military Affairs  
Workforce Development

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

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

## MEMORANDUM

To: Layne J. Harpine, Vice President of Havelock-Cherry Point Campus, Military Affairs,  
and Workforce Development  
From: Nina Taylor, Program Auditor/Records Specialist  
Date: 9/6/12  
Re: Accountability/Credibility Policy Report for Summer 2012

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### Continuing Education Accountability and Credibility Policy Report

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

Find listed below the semester summary from Summer 2012 of class visits made to classes under the responsibility of the Vice President of Havelock-Cherry Point Campus, Military Affairs, and Workforce Development:

#### Summer 2012

|                                     |     |     |
|-------------------------------------|-----|-----|
| Classes meeting off campus criteria | 109 |     |
| Classes visited by supervisor       | 77  | 71% |
| Senior visited                      | 12  | 11% |
| Classes meeting on campus criteria  | 77  |     |
| Classes visited by supervisor       | 64  | 83% |

#### \*Policy Criteria Met

  
Program Auditor/Records Specialist

September 6, 2012  
Date

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

September 6, 2012  
Date

## Section IV

## Department of Research and Planning Update

### September 2012

#### *SACS Update*

- On August 13, 2012 written notification was sent to Dr. Belle Wheelan, President of SACS, identifying Mary Clark as the SACS Accreditation Liaison – effective July 31, 2012; the College received approval of the notification on September 6, 2012 from Dr. Wheelan.
- In a letter dated January 25, 2012, the College was advised of revisions to the *Principles of Accreditation*, which governs the requirements for completing the SACS Fifth-Year Interim Report; a comprehensive report due on the 5<sup>th</sup> year of an institution's 10-year accreditation cycle. These revisions were adopted and were placed into effect as of January 1, 2012. The College was notified that although not initially required, the revisions and additional standards were to be applied to the College's report due on September 17, 2012. With the departure of Dr. Jill Fegley, Mary Clark (Interim Director of Institutional Effectiveness and Professional Development), and the Research and Planning staff worked to complete the College's Fifth-Year Interim Report and submitted a draft of the document to the Executive Leadership Team for review on August 24<sup>th</sup>.
- 
- The Executive Leadership Team worked with Research and Planning to refine the Fifth-Year Interim Report; the report was mailed on September 13<sup>th</sup> to meet the September 17, 2012 submission deadline.

## **PROTECTION FROM IMMINENT THREATS - BP 6.2**

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*Legal Authority: NCGS 115D-20*

*Approval: April 19, 2011*

*Revision:*

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### **Protection from Imminent Threats**

The College is committed to providing the best possible education for all of its students and a good working environment for all of its employees. In striving to achieve this goal, it is important to ensure the physical and emotional safety for all students, staff, and faculty members. In addition to typical safety and security concerns, the College may encounter circumstances that require immediate or extraordinary response to a threat of bodily harm to a person on the College's campus. The Board authorizes the President to exercise those powers available under State law and regulation to protect the College community from the threat of imminent bodily harm. Specifically, and without limitation, the Board authorizes the President to implement the following policies.

**Denial of Admission [Effective after approval by the State Rules Commission]**

|                                    |
|------------------------------------|
| Proposal: remove<br>this statement |
|------------------------------------|

The Board authorizes the President to refuse admission to any applicant if it is necessary to protect the health or safety of the applicant or other individuals. When making a health and safety determination, the President may refuse admission to an applicant where there is an articulable, imminent, and significant threat to the application or other individuals. Whenever the President refuses admission on the basis of a health or safety threat, the following must be documented:

1. Detailed facts supporting the rationale for denying admission.
2. The time period within which the refusal to admit will be effective and the supporting rationale for the designated time period.
3. The conditions upon which the applicant that is refused would be eligible to be admitted.

The President must offer the right of appeal to any person denied admission under this Policy. The appeal process must comply with applicable laws and reasonably ensure the safety of those involved.

**Threat Assessment of an Existing Student or College Employee [Effective Immediately]**

The President shall develop and implement a threat assessment process that will help ensure the safety of the College community. A threat assessment is a way to assess a person's particular physical, emotional and psychological well-being and help that person

receive the assistance he or she needs in order to continue being a productive member of the College community.

While some threat assessment resolutions may result in disciplinary action against the person, it is the intention of the Board that through the threat assessment process, resources and assistance can be provided to the person in such a way that the person can continue to be a part of the College community. Ultimately, the Board is committed to ensuring that the College can continue to be a friendly and safe environment for students and staff.

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**Note:**

1. Some items are estimates
2. Projects may be funded from multiple sources
3. Items in yellow are expected to be County Funded
4. Items in Brown are for discussion

8.30.2012

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
**COLLEGE FY 2012-13 BUDGET**  
**(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: Craven Community College

|                                                                                                              | 1             | 2                   | 3                    | 4                   |
|--------------------------------------------------------------------------------------------------------------|---------------|---------------------|----------------------|---------------------|
|                                                                                                              | State Budget  | County Budget       | Institutional Budget | Total Budget        |
| <b>Revenue Detail (excluding capital improvement projects)</b>                                               |               |                     |                      |                     |
| State                                                                                                        | \$ 18,408,034 |                     |                      | \$ 18,408,034       |
| *Includes Federal funds that are allocated to colleges by the State Board and are processed through the 112. |               |                     |                      |                     |
| <b>County Funds</b>                                                                                          |               |                     |                      |                     |
| County Appropriations (list each county separately below):                                                   |               |                     |                      |                     |
| Current Operating                                                                                            |               | \$ 3,455,130        |                      | \$ 3,455,130        |
| Capital Outlay                                                                                               |               | \$ 28,000           |                      | \$ 28,000           |
|                                                                                                              |               |                     |                      | \$ -                |
| (If necessary, add lines above for add'l counties)                                                           |               |                     |                      |                     |
| Misc. County Revenue                                                                                         |               | \$ 7,600            |                      | \$ 7,600            |
| <b>Total County Funds</b>                                                                                    |               | <b>\$ 3,490,730</b> |                      | <b>\$ 3,490,730</b> |

**Institutional Funds****Federal Sources:**

|                                                   |      |              |              |
|---------------------------------------------------|------|--------------|--------------|
| Federal Pell and other Federal student aid grants |      | \$ 6,996,485 | \$ 6,996,485 |
| Federal Direct Loans                              |      |              | \$ -         |
| Federal Work-Study Program                        |      | \$ 60,640    | \$ 60,640    |
| Other Federal Grants (list):                      |      |              | \$ -         |
| TRiO                                              |      | \$ 211,447   | \$ 211,447   |
| Overhead Receipts                                 |      | \$ 24,676    | \$ 24,676    |
|                                                   |      |              | \$ -         |
|                                                   |      |              | \$ -         |
|                                                   |      |              | \$ -         |
| (If necessary, add lines above)                   |      |              |              |
| Total Revenues From Federal                       | \$ - | \$ -         | \$ 7,293,248 |

**Fees:**

|                             |            |            |
|-----------------------------|------------|------------|
| Parking Fees                | \$ 49,000  | \$ 49,000  |
| Student Activity Fees       | \$ 125,500 | \$ 125,500 |
| Course Specific Fees        | \$ 239,500 | \$ 239,500 |
| Technology Fees             | \$ 98,500  | \$ 98,500  |
| Self-Supporting Course Fees | \$ 450,820 | \$ 450,820 |

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGE FY 2012-13 BUDGET  
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: Craven Community College

|                                                                | 1                    | 2                   | 3                    | 4                    |
|----------------------------------------------------------------|----------------------|---------------------|----------------------|----------------------|
|                                                                | State Budget         | County Budget       | Institutional Budget | Total Budget         |
| <b>Revenue Detail (excluding capital improvement projects)</b> |                      |                     |                      |                      |
| Other Fees (list, if applicable):                              |                      |                     |                      | \$ -                 |
| Testing Center Fees                                            |                      |                     | \$ 7,400             | \$ 7,400             |
| Library Fees                                                   |                      |                     | \$ 1,900             | \$ 1,900             |
| Professional Liability/Student Accident Ins                    |                      |                     | \$ 6,150             | \$ 6,150             |
| Transcript/Diploma Fees                                        |                      |                     | \$ 35,700            | \$ 35,700            |
| (If necessary, add lines above)                                |                      |                     |                      |                      |
| Total Revenues from Fees                                       | \$ -                 | \$ -                | \$ 1,014,470         | \$ 1,014,470         |
| <b>Proprietary/Other Revenues:</b>                             |                      |                     |                      |                      |
| Bookstore Receipts                                             |                      |                     | \$ 160,000           | \$ 160,000           |
| Vending/Food Service Receipts                                  |                      |                     | \$ 27,500            | \$ 27,500            |
| Live Projects/Patron Fees                                      |                      |                     | \$ 32,500            | \$ 32,500            |
| Internal Service Funds                                         |                      |                     |                      | \$ -                 |
| Interest Income                                                |                      |                     | \$ 4,640             | \$ 4,640             |
| NC Community College Grant Funds                               |                      |                     | \$ 160,000           | \$ 160,000           |
| Education Lottery Scholarship Funds                            |                      |                     | \$ 140,000           | \$ 140,000           |
| Gifts and Donations                                            |                      |                     | \$ 1,851,076         | \$ 1,851,076         |
| Private (non-Federal) Grants                                   |                      |                     | \$ 1,462,490         | \$ 1,462,490         |
| Endowment Income                                               |                      |                     | \$ 15,810            | \$ 15,810            |
| Other Miscellaneous Sources (list, if applicable):             |                      |                     |                      | \$ -                 |
| Clearwire Distribution                                         |                      |                     | \$ 2,905             | \$ 2,905             |
|                                                                |                      |                     |                      | \$ -                 |
|                                                                |                      |                     |                      | \$ -                 |
|                                                                |                      |                     |                      | \$ -                 |
| (If necessary, add lines above)                                |                      |                     |                      |                      |
| Total Revenues from Proprietary/Other Sources:                 | \$ -                 | \$ -                | \$ 3,856,921         | \$ 3,856,921         |
| <b>Total Institutional Sources</b>                             |                      |                     | <b>\$ 12,164,639</b> | <b>\$ 12,164,639</b> |
| <b>Total Estimated Revenues</b>                                | <b>\$ 18,408,034</b> | <b>\$ 3,490,730</b> | <b>\$ 12,164,639</b> | <b>\$ 34,063,403</b> |
| <b>Fund Balance Appropriated</b>                               |                      |                     | 12407                | \$ 12,407            |

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
**COLLEGE FY 2012-13 BUDGET**  
**(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: Craven Community College

|                                                                    | 1                   | 2                 | 3                    | 4                    |
|--------------------------------------------------------------------|---------------------|-------------------|----------------------|----------------------|
|                                                                    | State Budget        | County Budget     | Institutional Budget | Total Budget         |
| <b>Expenditure Detail (excluding capital improvement projects)</b> |                     |                   |                      |                      |
| <b>100 INSTITUTIONAL SUPPORT</b>                                   |                     |                   |                      |                      |
| 110 Executive Management                                           | \$ 766,443          | \$ 39,979         |                      | \$ 806,422           |
| 120 Financial Services                                             | \$ 790,971          |                   |                      | \$ 790,971           |
| 130 General Administration                                         | \$ 1,488,499        | \$ 541,882        |                      | \$ 2,030,381         |
| 140 Information Systems - Admin.                                   | \$ 907,597          |                   |                      | \$ 907,597           |
| <b>TOTAL INSTITUTIONAL SUPPORT</b>                                 | <b>\$ 3,953,510</b> | <b>\$ 581,861</b> | <b>\$ 299,556</b>    | <b>\$ 4,834,927</b>  |
| <b>200 INSTRUCTIONAL - CURRICULUM</b>                              |                     |                   |                      |                      |
| 210 Certificate                                                    | \$ 119,726          |                   |                      | \$ 119,726           |
| 220 Associate Degree                                               | \$ 7,747,097        | \$ 3,469          |                      | \$ 7,750,566         |
| 230 Diploma                                                        | \$ 548,548          |                   |                      | \$ 548,548           |
| 240 Transitional                                                   |                     |                   |                      | \$ -                 |
| <b>TOTAL INSTRUCTIONAL - CURRICULUM</b>                            | <b>\$ 8,415,371</b> | <b>\$ 3,469</b>   | <b>\$ 1,759,165</b>  | <b>\$ 10,178,005</b> |
| <b>300 CONTINUING EDUCATION</b>                                    |                     |                   |                      |                      |
| 310 Occupational Education                                         | \$ 949,917          |                   |                      | \$ 949,917           |
| 311 Occupational Support                                           | \$ 281,262          |                   |                      | \$ 281,262           |
| 320 Basic Skills Plus                                              |                     |                   |                      | \$ -                 |
| 321 Adult Basic Education/ESL                                      | \$ 307,820          |                   |                      | \$ 307,820           |
| 322 Adult High School & GED                                        | \$ 49,528           |                   |                      | \$ 49,528            |
| 323 Compensatory Education                                         | \$ 82,844           |                   |                      | \$ 82,844            |
| 324 GED Testing                                                    | \$ 15,189           |                   |                      | \$ 15,189            |
| 325 Basic Skills 5% Admin                                          |                     |                   |                      | \$ -                 |
| 363 Small Business Center                                          | \$ 104,307          |                   |                      | \$ 104,307           |
| 364 Customized Training - Bus & Ind Support                        | \$ 50,000           |                   |                      | \$ 50,000            |
| 370 NC Military Business Center (FTCC)                             |                     |                   |                      | \$ -                 |
| 371 NC Research Campus - Kannapolis (RCCC)                         |                     |                   |                      | \$ -                 |
| <b>TOTAL CONTINUING EDUCATION</b>                                  | <b>\$ 1,840,867</b> | <b>\$ -</b>       | <b>\$ 474,138</b>    | <b>\$ 2,315,005</b>  |

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGE FY 2012-13 BUDGET  
(EXCLUDING CAPITAL IMPROVEMENT PROJECTS)**

College Name: Craven Community College

|                                                                    | <b>1</b>            | <b>2</b>             | <b>3</b>                    | <b>4</b>            |
|--------------------------------------------------------------------|---------------------|----------------------|-----------------------------|---------------------|
|                                                                    | <b>State Budget</b> | <b>County Budget</b> | <b>Institutional Budget</b> | <b>Total Budget</b> |
| <b>Expenditure Detail (excluding capital improvement projects)</b> |                     |                      |                             |                     |
| <b>400 ACADEMIC SUPPORT</b>                                        |                     |                      |                             |                     |
| 410 Library/Learning Center                                        | \$ 224,503          |                      |                             | \$ 224,503          |
| 421 Curriculum - Admin.                                            | \$ 1,059,077        |                      |                             | \$ 1,059,077        |
| 422 Continuing Education - Admin.                                  | \$ 632,383          |                      |                             | \$ 632,383          |
| 430 Information Systems - Academic                                 |                     |                      |                             | \$ -                |
| <b>TOTAL ACADEMIC SUPPORT</b>                                      | \$ 1,915,963        | \$ -                 | \$ 13,400                   | \$ 1,929,363        |
| <b>500 STUDENT SUPPORT</b>                                         |                     |                      |                             |                     |
| 510 Student Services                                               | \$ 1,572,932        |                      |                             | \$ 1,572,932        |
| 530 Child Care                                                     | \$ 29,275           |                      |                             | \$ 29,275           |
| <b>TOTAL STUDENT SUPPORT</b>                                       | \$ 1,602,207        | \$ -                 | \$ 263,297                  | \$ 1,865,504        |
| <b>600 OPERATION &amp; MAINTENANCE OF PLANT</b>                    |                     |                      |                             |                     |
| 610 Plant Operation                                                |                     | \$ 2,642,431         |                             | \$ 2,642,431        |
| 620 Plant Maintenance                                              |                     | \$ 227,369           |                             | \$ 227,369          |
| <b>TOTAL OPERATION &amp; MAINTENANCE OF PLANT</b>                  | \$ -                | \$ 2,869,800         | \$ -                        | \$ 2,869,800        |
| <b>700 PROPRIETARY/OTHER</b>                                       |                     |                      | \$ 1,903,521                | \$ 1,903,521        |
| <b>800 STUDENT AID</b>                                             |                     |                      | \$ 7,463,969                | \$ 7,463,969        |
| <b>900 CAPITAL OUTLAY (excluding capital improvement projects)</b> |                     |                      |                             |                     |
| 920 Equipment                                                      | \$ 640,545          | \$ 35,600            |                             | \$ 676,145          |
| 923 Basic Skills/Literacy Equipment                                |                     |                      |                             | \$ -                |
| 930 Instructional Resources (Books)                                | \$ 39,571           |                      |                             | \$ 39,571           |
| 940 Equipment - State CATEGORICAL Funds                            |                     |                      |                             | \$ -                |
| <b>TOTAL CAPITAL OUTLAY</b>                                        | \$ 680,116          | \$ 35,600            | \$ -                        | \$ 715,716          |
| <b>TOTAL EXPENDITURES</b>                                          | \$ 18,408,034       | \$ 3,490,730         | \$ 12,177,046               | \$ 34,075,810       |

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGE FY 2012-13 CAPITAL IMPROVEMENTS BUDGET**

College Name: Craven Community College

|                                                   | 1                 | 2                 | 3             | 4                 |
|---------------------------------------------------|-------------------|-------------------|---------------|-------------------|
|                                                   | State             | County            | Institutional | Total             |
| <b>Capital Improvement Revenues</b>               |                   |                   |               |                   |
| State Funds (funds reimbursed by System Office)*  | \$ 300,000        |                   |               | \$ 300,000        |
| <b>County Funds</b>                               |                   |                   |               |                   |
| County Appropriation for CI Projects              |                   | \$ 272,000        |               | \$ 272,000        |
| County GO Bond Funds                              |                   |                   |               | \$ -              |
| Other County Revenue/Financing                    |                   |                   |               | \$ -              |
| Fund Balance for CI Projects                      |                   |                   |               | \$ -              |
| County Subtotal                                   |                   | \$ 272,000        |               | \$ 272,000        |
| <b>Institutional Funds</b>                        |                   |                   |               |                   |
| Federal Grant                                     |                   |                   |               | \$ -              |
| Private Gift/Donation                             |                   |                   |               | \$ -              |
| Private Grant(s) and Other Sources (list below):  |                   |                   |               | \$ -              |
|                                                   |                   |                   |               | \$ -              |
|                                                   |                   |                   |               | \$ -              |
|                                                   |                   |                   |               | \$ -              |
| (If necessary, add lines above)                   |                   |                   |               |                   |
| Institutional Subtotal                            |                   |                   | \$ -          | \$ -              |
| <b>Total Capital Improvement Project Revenues</b> | <b>\$ 300,000</b> | <b>\$ 272,000</b> | <b>\$ -</b>   | <b>\$ 572,000</b> |
| <b>Capital Improvement Expenditures</b>           |                   |                   |               |                   |
| 910 Buildings and Grounds                         |                   | \$ 272,000        |               | \$ 272,000        |
| Repairs and Renovations/New Construction          | \$ 300,000        |                   |               | \$ 300,000        |
| <b>Total Expenditures</b>                         | <b>\$ 300,000</b> | <b>\$ 272,000</b> | <b>\$ -</b>   | <b>\$ 572,000</b> |
| <b>NET (Est. Revenues - Expenditures)</b>         | <b>\$ -</b>       | <b>\$ -</b>       | <b>\$ -</b>   | <b>\$ -</b>       |

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGE FY 2012-13 BUDGET

|                          |               |               |              |              |              |              |              |              |               | PLANT FUND |             |               |  |
|--------------------------|---------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------|------------|-------------|---------------|--|
|                          | 1XX           | 2XX           | 3XX          | 4XX          | 5XX          | 6XX          | 7XX          | 8XX          |               | 9XX        |             |               |  |
|                          | Institutional | Curriculum    | Continuing   | Academic     | Student      | Plant Op &   | Proprietary/ |              |               | Capital    |             |               |  |
| College                  | Support       | Instruction   | Education    | Support      | Support      | Maint.       | Other        | Student Aid  | Subtotal      | (ex. CI)   | CI Projects |               |  |
| Craven Community College |               |               |              |              |              |              |              |              |               |            |             |               |  |
| State                    | \$ 3,953,510  | \$ 8,415,371  | \$ 1,840,867 | \$ 1,915,963 | \$ 1,602,207 | \$ -         | \$ -         | \$ -         | \$ 17,727,918 | \$ 680,116 | \$ 300,000  | \$ 18,708,034 |  |
| County                   | \$ 581,861    | \$ 3,469      | \$ -         | \$ -         | \$ -         | \$ 2,869,800 | \$ -         | \$ -         | \$ 3,455,130  | \$ 35,600  | \$ 272,000  | \$ 3,762,730  |  |
| Institutional            | \$ 299,556    | \$ 1,759,165  | \$ 474,138   | \$ 13,400    | \$ 263,297   | \$ -         | \$ 1,903,521 | \$ 7,463,969 | \$ 12,177,046 | \$ -       | \$ -        | \$ 12,177,046 |  |
| Total                    | \$ 4,834,927  | \$ 10,178,005 | \$ 2,315,005 | \$ 1,929,363 | \$ 1,865,504 | \$ 2,869,800 | \$ 1,903,521 | \$ 7,463,969 | \$ 33,360,094 | \$ 715,716 | \$ 572,000  | \$ 34,647,810 |  |

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGE BUDGET: FY 2012-13**

**REQUIRED BUDGET REQUEST SIGN-OFF**

The attached College Budget has been reviewed and approved on

October 16, 2012 by the Board of Trustees of

Craven Community College.

Carol J. Mattocks, Chairman.

The attached College Budget has been reviewed and approved in

the amount of \$3,762,730.00 on \_\_\_\_\_, 20\_\_\_\_

by the County Commissioners of \_\_\_\_\_ County.

\_\_\_\_\_, Chairman.



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Havelock, NC 28532  
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Office of the President

## MEMORANDUM

### Board of Trustees

Carol J. Mattocks  
Chair

Bill Naumann  
Vice Chair

Gary Baldree, Sr.

Trisha Bennett

Ken Crow

Ronald Knight

Peter Mack, Jr.

Daniel Pritchett

Kevin Roberts

Earline Sills Williams

Brenda Wilson

Earl Wright

SGA President

Date: September 6, 2012  
To: Bill Naumann, Personnel Chair  
From: Catherine Chew  
Re: Diversity Update

At the July Board of Trustees meeting it was requested that the Personnel Committee have a deeper conversation about several diversity questions that were posed; specifically the percentages of Black/African American vs. White hires, female vs. male hires and perceptions of staff diversity within the Administrative Suite. Attached are statistics that have been compiled for the Committee's review.

I am very proud of the efforts we have made to be inclusive over the past four years and to model the "values" the College community identified and articulated for the first time in the institution's strategic plan, *Many Voices One Vision: Craven 2015*. Diversity is one of six values identified with input from the college community in 2009. It is defined as *"We recognize the dignity, worth and potential of all persons and proudly celebrate the rich diversity of our local and global community."*

Recognizing diversity encompasses much more than race, gender or ethnicity and it is much broader than a statistic; we are also responsible for shaping attitudes, raising awareness, educating others and modeling the way. There is a strong commitment to all six values that have been identified. Highlighted below are just some of the ways in which we are "walking the talk" as it pertains to the Diversity value:

- All search committees receive an orientation and training from the HR Director prior to serving; process, appropriate search strategies and affirmative action policies are included; advertisements posted in a variety of professional association materials and recruitment websites.
- The HR Department follows Board hiring policies and utilizes procedures that have been vetted and collectively agreed upon by Cabinet.
- The Diversity Value is included in numerous print materials (College Catalog, Our Identity Document, etc.) and prominently displayed everywhere on campus as a visual reminder of what is important to us (newly installed Values Banners on outside light posts throughout NB and Havelock Campuses; newly installed Values Banners displayed in every building on both campuses).

- All promotional and informational materials including newspaper ads, Holiday cards, magazines, Pathways to Success, brochures, etc. include visual images that showcase the diversity of our students and staff.
- In 2010, the African American Community Connections was established for the first time to welcome, inform and sustain relationships with the community. Approximately 60 guests attended the first luncheon and we have continued to host this group on campus with excellent attendance annually. Many positive outcomes have resulted from this outreach: groups such as the Delta Sorority utilizing our facility for their annual Christmas party and the C.L. King group presenting to our Minority Male Mentoring Club. Implementation of the Barbering program this semester was a recommendation of the AA Community Connections participants. Presentations to the Climbers Club and other African American non-profits are a result of relationships developed through this effort.
- In 2009, the Executive Leadership Team met on-site at Craven Terrace with Mr. George to discuss ways we could support the African American Community. Workforce Development has launched successful programs at the Uptown Business Association and Religious Community Services to meet the needs of low income citizens.
- The Student Engagement Office has planned numerous programs and activities for Black History Month for students, staff and the public.
- Annually, the College supports the NAACP and buys an ad and sponsors 8-10 staff to attend the dinner banquet; President attends Martin Luther King Day celebration.
- We have supported and strengthened multicultural offerings/programming; faculty, students and staff engaged in global travel to the Dominican Republic, Peru, Germany.
- We worked hard to obtain SEVIS status to admit international students and admitted our first student this fall semester.
- The College's Holiday Socials in 2011, focused on cultural diversity, awareness and understanding; teams from each building selected cuisine from a different county or region of the world.
- Student Ambassadors are selected with sensitivity to race, age, gender program of study, etc. to reflect our diverse student body; this year we have our first Burmese Student Ambassador.

#### Next Steps/Issues to Address:

1. A comprehensive Diversity Plan will be created utilizing a committee with stakeholders from across the campus. Vickie Moseley-Jones, HR Director, will chair the Committee. A "draft" plan will be presented to the BOT.
2. Our current Affirmative Action statement will need to be reviewed and broadened to include protected groups that are currently omitted.
3. Our facilities need to be more accessible to those who are physically handicapped and there needs to be greater sensitivity to inclusion in publications and promotions of the College.



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September 2012

**Charge to the Diversity Ad Hoc Committee:** To assist the College in the design and implementation of strategies that advance diversity: enhancing access and opportunity for all in order to create a diverse campus community; promoting personal and professional growth of all students, faculty and staff; fostering mutual respect; valuing differences; and preparing our students for a competitive global community.

**Scheduled Meetings:**

|                    |           |                   |           |
|--------------------|-----------|-------------------|-----------|
| September 18, 2012 | 3:00-4:00 | January 15, 2013  | 3:00-4:00 |
| October 16, 2012   | 3:00-4:00 | February 19, 2013 | 3:00-4:00 |
| November 20, 2012  | 3:00-4:00 | March 19, 2013    | 3:00-4:00 |

Projected Finalized Plan--April 2013

**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.

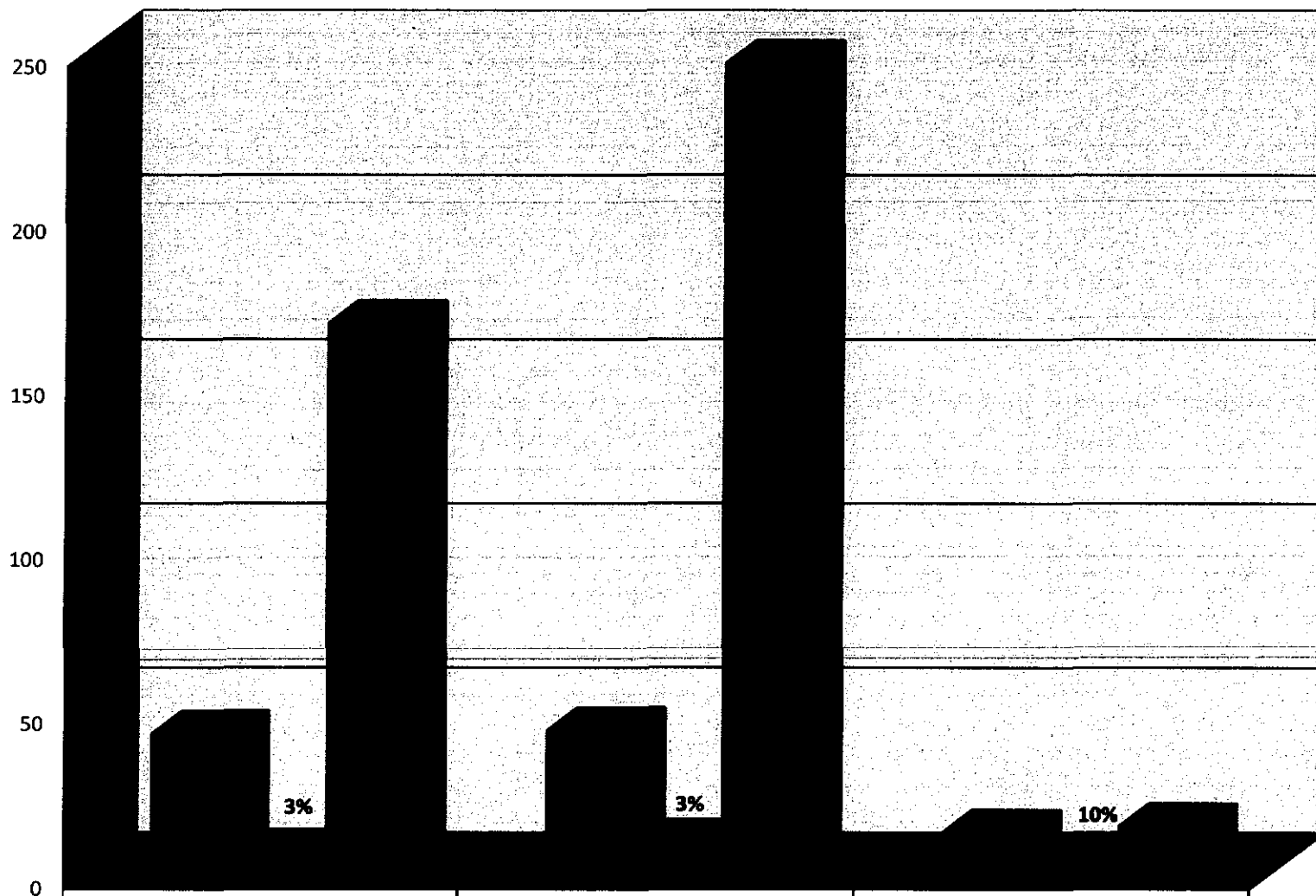
**Recommended Goals**

- Cultivate a community in which students and employees demonstrate respect toward one another.
- Recommend efforts to increase participation, retention and success of students, faculty and staff from historically underrepresented groups.

Diversity involves the following:

- Equal Opportunity/Non-Discrimination Policies
- Core Principles
- Equity
- Multicultural Services-programs and celebrations that enhance the college environment by increasing awareness and appreciation of different cultures; and culminates in an annual award such as Champions or Heroes of Diversity similar as instituted at Delta College in Michigan
- Student Engagement Services-open and constructive dialogue about areas of difference and appreciation of varied backgrounds on campus; can include **race, ethnicity, sex and sexual orientation**.
- Disability Services- equal opportunity and access to education for students who have experienced barriers to their learning as a result of a disability.
- Curriculum Development- classes offered which specifically embed diversity
- Global Initiative
- Lifelong Learning Initiatives
- North Carolina Diversity & Inclusion Partners-(consists of private and public colleges)

## Employee by Status and Race

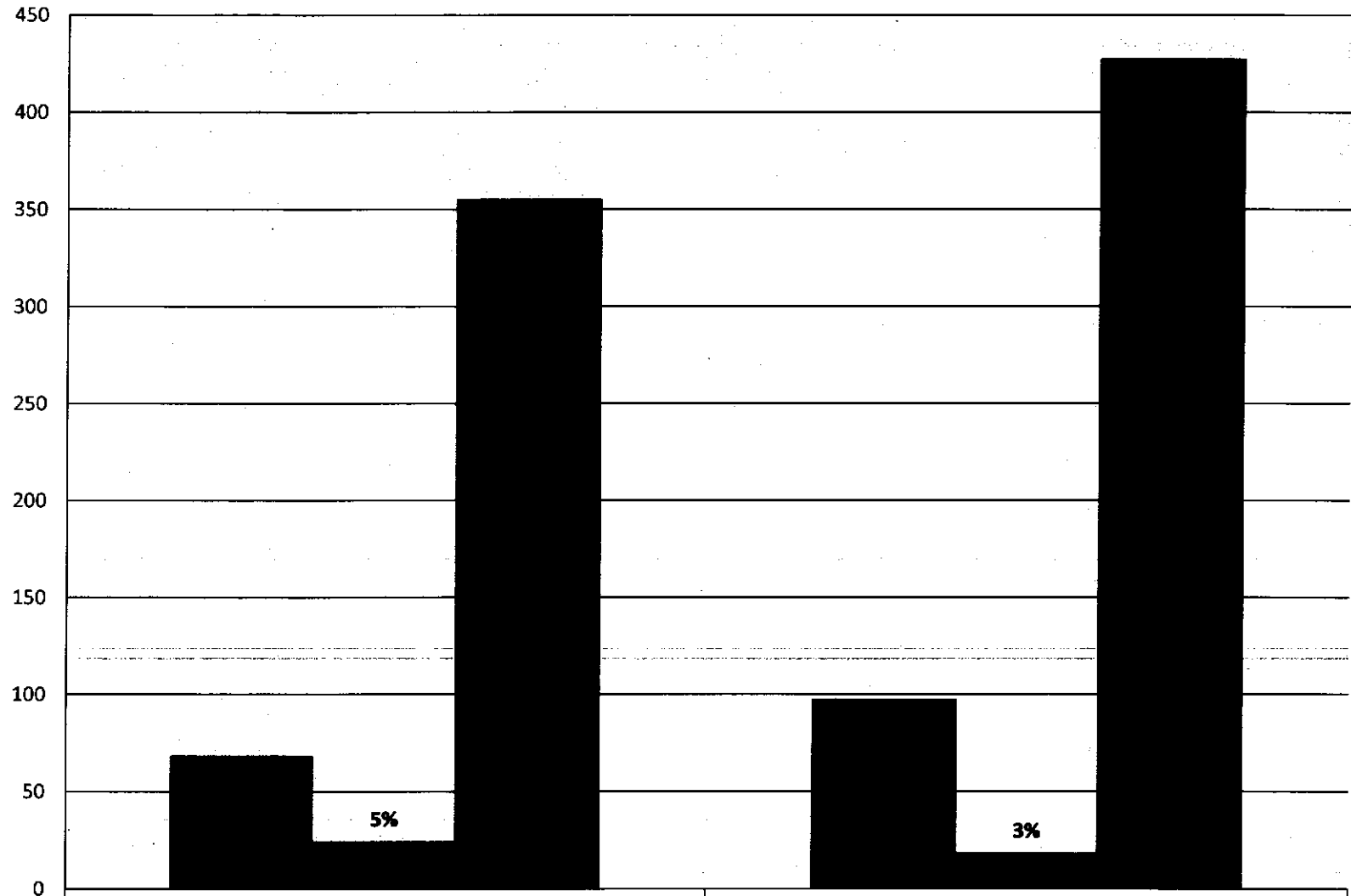


|                       | Full-Time | Part-Time | Student Emp |
|-----------------------|-----------|-----------|-------------|
| ■ Black, Non-Hispanic | 42        | 43        | 12          |
| ■ Other, Combined     | 6         | 9         | 3           |
| ■ White, Non-Hispanic | 167       | 246       | 14          |

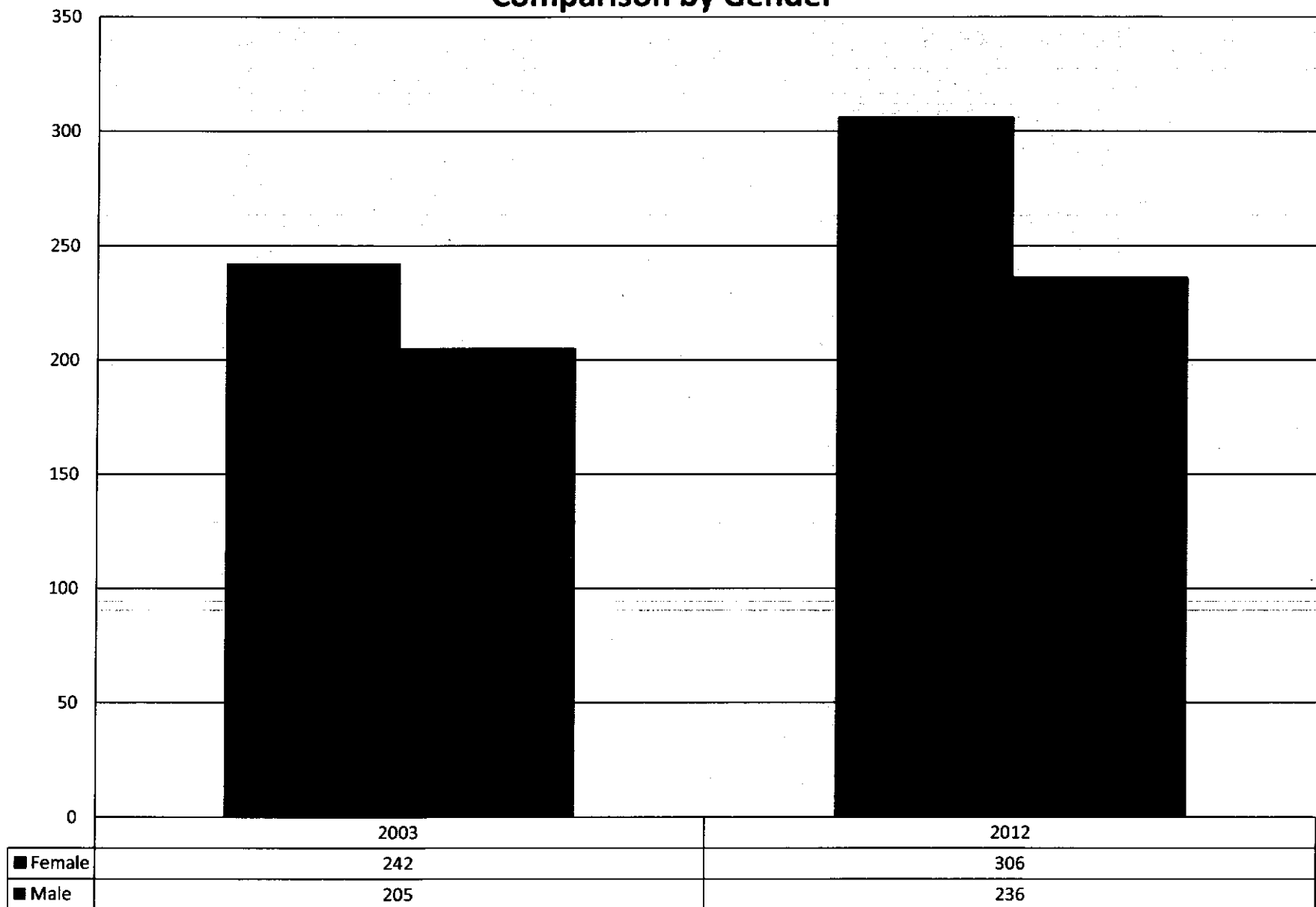
Total 5/31/12 Payroll = 542

Source: Informer 9/17/12

### Comparison by Race



|         |     |     |
|---------|-----|-----|
| ■ Black | 68  | 97  |
| ■ Other | 24  | 18  |
| ■ White | 355 | 427 |

**Comparison by Gender**

Source: Data Warehouse 8/28/12

Informer 09/17/12

## Section V



## **Craven Community College Quarterly Snapshot – October 2012**

***Prepared for:  
Board of Trustees***

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

### **Enrollment Data (as of October 15, 2012)**

|                                 |                   |             |
|---------------------------------|-------------------|-------------|
| Fall 2012 Curriculum Enrollment | Headcount = 3,250 | FTE = 1,242 |
| Fall 2011 Curriculum Enrollment | Headcount = 3,542 | FTE = 1,376 |

### **Learning & Student Success**

- ❖ Twelve Machining Club students and faculty member, Tim Best, raised \$13,000 to spend 5 days at the International Manufacturing Show in Chicago, IL.
- ❖ Ten students participated in workshops and classes during the Craven Arts Festival; eight students received scholarships from the College Foundation; they also assisted in staffing the information booth.
- ❖ Associate Degree Nursing 2012 graduates had a 100% pass rate on the NCLEX exam.
- ❖ Planning for the new Sustainable Agriculture degree program is underway after receiving the \$136,500 grant award from the USDA's National Institute of Food and Agriculture.
- ❖ Professor Kate Amerson and Pamela Baldwin present "Voices of New Bern" at the NCCCS Conference in Raleigh.
- ❖ Advanced Manufacturing project is being viewed as a model for other Alliance colleges to follow; 30 students are currently enrolled in the first cohort at New River Air Station.
- ❖ Study Abroad program will take interested students, staff/community members to Ecuador in 2013.
- ❖ Dominican Republic collaborative project with Duke and UNC-Chapel Hill culminates in the arrival of 6+ Dominican artists to Craven County for a two week homestay in October; 5 murals will be painted in New Bern and Havelock; a welcome reception and dinner will be held on October 29<sup>th</sup>.
- ❖ NCCCS awarded Craven a \$20,000 Minority Male Mentoring Program Grant for 2012-1; 3M IMPACT (Institutional Measures for Promoting Achievement and Transfer).

### **Havelock-Cherry Point, Military Affairs & Workforce Development**

- ❖ Business Round Table monthly meetings were started in July by the Small Business Center; 29 attendees including 17 business owners during the month of October; this is the third event and it continues to grow and prosper each month.
- ❖ Workforce Development Employability Lab has been established in the Business & Information Technology Building; open five days a week; designed to meet individualized needs of students with job search counseling, resume writing, interview skills counseling, career readiness certification testing and training, and co-ops and job placement.
- ❖ Golden LEAF grant for \$118,000.00 provides support for creation of the robotics training program to serve BSH and others.
- ❖ Rhema in Action Outreach Ministries in Vanceboro requested that the College create a training program similar to the RCS partnership; various new training programs for 25+ students is scheduled to begin the first week in October.
- ❖ FAA Airframe & Power Plant certification classes are growing; 20 students enrolled in Airframes and 19 in Power Plants at MCAS New River; 13 students enrolled in Airframes and 13 Power Plants at the Havelock Campus; total of 66 students.
- ❖ Veteran's Assistance Counselor will be joining the Havelock Campus Oct 15th full-time as part of the establishment of the Military Affairs Center; dedicated space is being created to better serve the military population.



## Craven Community College Quarterly Snapshot – Oct 2012

*Continued*

### Foundation

- ❖ Jon & Karen Segal finalized the establishment of a \$20,000 scholarship endowment; the Segal's have recently moved back to New Bern; both are community-oriented and interested in being involved with the College after attending the Community Fabric Awards (CFA) event in the spring.
- ❖ Foundation scholarships were awarded to 124 students during Fall 2012; total amount of \$72,254 was gifted to students; annual Scholarship Dinner is scheduled for Tuesday, November 6th at 6:00 p.m. at The Flame.
- ❖ CarolinaEast Medical Center's Nurses Association generously donated 100 new premium-level stethoscopes to Craven's nursing program.
- ❖ The Campus Campaign is progressing nicely; new this year are incentives for giving to the campaign; Foundation Board members and others were "Angels" and have donated 20 gifts as incentives to be raffled to employees giving a minimum of \$60.00; as of October 11<sup>th</sup> \$18,879 has been raised from 104 employee givers; 34 are first-time givers. An Alumni Steering Committee has been created to establish an Alumni Association.
- ❖ The Lifetime Learning Center kicked-off "Explorations" with the first international film showing of **The First Grader**; over 500 people attended both showings.

### Outreach Efforts (*sampling*)

- ❖ Over 100 pounds of vegetables including squash, beans and cucumbers were donated to the needy in the College's name from CCC's community garden initiative led by Officer Paul Branaman.
- ❖ College will receive two Medallion Awards from the NC Media and Public Relations Association District 2; one for the Community Fabric Awards (event category) and one for the Magazine (special promotions category).

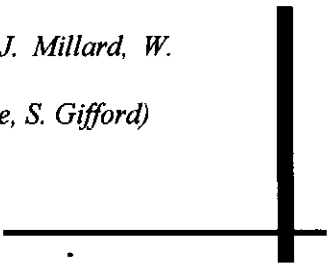
### Sept 2012

- ❖ NCACCT Fall Leadership Seminar (*C. Chew, K. Crow, K. Roberts*)
- ❖ Governor Perdue & Robert Eaves Dinner (*C. Chew, C. Mattocks*)
- ❖ Arts Alliance Reception (*C. Chew, ELT, Cabinet, C. Mattocks, E. Williams*)
- ❖ SACS Reaffirmation Committee in Tennessee (*C. Chew*)
- ❖ Hosted the NCAMA Project Coordinators (*C. Chew, J. Millard, W. Walker-Fox*)

### Aug 2012

- ❖ Piedmont Services Opportunities (*C. Chew, P. Varnell*)
- ❖ Economic Development Tour of New Bern & Havelock Campus (*C. Chew, L. Harpine, J. Eurich*)
- ❖ CCC-Foundation Social hosted by Mr. & Mrs. MacDonald (*C. Chew, S. Gifford*)
- ❖ NAACP Annual Banquet (*C. Chew, B. Hatcher, J. Millard, V. Moseley Jones, N. Taylor*)

### July 2012

- ❖ NCAMA Grant/Composite Meeting with Coastal Carolina (*C. Chew, L. Harpine, J. Millard, W. Walker-Fox*)
  - ❖ Military Affairs Center Meeting with CarolinaEast Health System (*C. Chew, L. Harpine, S. Gifford*)
- 

## **SACS Accreditation Overview for Board of Trustees**

*(October 2012)*

**Reaffirmation** – every 10 years; includes off-site review and on-site visit; compliance or non-compliance with 12+ Core Requirements, 14+ Comprehensive Standards, 9+ Federal Requirements, and Quality Enhancement Plan (QEP); all aspects of the college are reviewed such as, mission, governance, educational programming, faculty credentials, financial and physical resources, grading, publications, Foundation, etc.

**Fifth Year Report** – mid cycle review to assess progress since the reaffirmation visit; includes only an **off-site review**; self-evaluation of compliance or non-compliance with 2+ Core Requirements, 9+ Comprehensive Standards, 8+ Federal Requirements and QEP.

### **Most Cited Issues According to SACS:**

*CS 3.3.1.1 Institutional Effectiveness: Educational Programs, to include Student Learning Outcomes – 57.2%*

*CR 2.8 Number of Full-time Faculty – 48.7%*

*CS 3.4.11 Qualified Academic Coordinators – 35.5%*

*FR 4.5 Student Complaints – 23%*

*CS 3.11.3 Physical Facilities – 17.1%*

### **Craven Community College's 10-Year Reaffirmation Granted in 2007**

**(Site Visit – October 2-4, 2006)**

- Off-Site Review Committee identified 17 non-compliance issues (College submitted “Focused Report” w/responses on August 21, 2006)
- On-Site Review Committee identified 3 non-compliance issues and made recommendations regarding the QEP; a “Monitoring Report” was submitted to SACS on September 7, 2007.
  - CS 3.3.1: (Institutional Effectiveness) The Committee recommends that the college demonstrate that it is engaged in integrated planning and evaluation of its educational programs and support services, and that results of assessment are used for improvement.
  - CS 3.3.1 (Institutional Effectiveness) The Committee recommends that the college regularly evaluate its educational programs to provide useful results for improving student outcomes.
  - CS 3.5.1 (College-Level Competencies) The Committee recommends that the college define and assess general education outcomes and demonstrate that graduates have attained general education competencies
- QEP
  - CR 2.12 The Committee recommends that the institution refine the focus of the QEP plan to include the strategic goal for the QEP, to identify the objectives to support the goal, and to explicitly tie the student learning outcomes to the objectives.

## Section VI



**Student Activities Fund  
2012-2013 Operational Budget**

| <b>2012-2013 Campus Life &amp; Student Engagement Events/Activities<br/>(Projected Revenue From Student Activity Fees: \$200,000)</b>                                                                                                                                                       | <b>Projected Expenses</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| SGA, Student Activities Board, and Ambassadors tuition and books                                                                                                                                                                                                                            | <b>\$49,000</b>           |
| CCC Ambassadors (apparel)                                                                                                                                                                                                                                                                   | <b>\$1,000</b>            |
| Photo ID Cards/Equipment/Supplies                                                                                                                                                                                                                                                           | <b>\$3,000</b>            |
| Student Leadership Academy                                                                                                                                                                                                                                                                  | <b>\$2,000</b>            |
| Campus Life & Student Engagement Promotional Items                                                                                                                                                                                                                                          | <b>\$8,150</b>            |
| Craven Panther Baseball                                                                                                                                                                                                                                                                     | <b>\$5,000</b>            |
| CCC Club Allocations (12 @ \$250 Each Semester)<br>Biology Club, Automotive Club, Welders Club, Collegiate Veteran's Association, Future Business Leaders, Student Nurses Association, Study Abroad Club, Machinist Club, Criminal Justice Club, Phi Theta Kappa, Encore, Planeswalker Club | <b>\$6,000</b>            |
| Study Abroad Allocation (Travel for Students)                                                                                                                                                                                                                                               | <b>\$5,000</b>            |
| Celebration/Events<br>For example:<br>MLK/Black History Month<br>CCC Founders Day<br>Valentine's Dance<br>Turkey Bowl & Christmas Function<br>Welcome Week                                                                                                                                  | <b>\$16,700</b>           |
| PTK Student Travel (Regional and International Convention)                                                                                                                                                                                                                                  | <b>\$5,000</b>            |
| N4CSGA Fall & Spring Conferences (SGA)                                                                                                                                                                                                                                                      | <b>\$4,000</b>            |
| Memberships/Dues/Resources                                                                                                                                                                                                                                                                  | <b>\$500</b>              |
| Reserve (25% for Athletics)                                                                                                                                                                                                                                                                 | <b>\$50,000</b>           |
| Partial Salary (Campus Life & Student Engagement Coordinator)                                                                                                                                                                                                                               | <b>\$31,000</b>           |
| <b>Total Projected Expenses for 2012-2013 Academic Year</b>                                                                                                                                                                                                                                 | <b>\$186,350</b>          |

## Section VII

## 2012 ACCT Leadership Congress

The primary focus of the ACCT Annual Leadership Congress was student success. The theme for this conference was "Leveraging Student Success Through Partnership, Innovation & Evidence". Some of the sessions attended were 'Moving the Student Success Agenda Forward: Governance Institute for Student Success', 'The Completion Arch: Measuring Community College Student Progress and Success', 'What Matters In Improving Student Success?: And What Does That Have to Do with Governing Boards?', 'Building the Trustee to Student Success Story' 'Trustee Engagement in Student Success & Completion Initiatives in North Carolina', 'Retention = Revenue + Student Success', 'New Pathways for Improving Developmental Education and Student Success', 'Enhancing Board Support and Becoming Champions for Change', 'Fostering a College-Going Culture', and ending Saturday morning with 'Student Success : What is Really Working for Community College's to Enable Success for Students?'. There was a special presentation Thursday morning for Trustees and Presidents of North Carolina and Florida by the Governance Institute for Student Success which is funded by the Bill and Melinda Gates Foundation. The presentation was to provide those in attendance information on how GISS is helping trustees and presidents of colleges in Ohio and Washington provide opportunities for the success of their students. Community Colleges in North Carolina will receive information in the future to join GISS to "share and learn best practices in policy, engagement, use of data, and accountability measures to increase student success and completion in their colleges and their states'.

Submitted by Earline Williams  
10/16/12

The consensus of the majority of the sessions attended was the trustees must gather data to determine why students are not remaining in community colleges to receive a certificate, degree, or transfer to another college. Trustees represent the public interest in the community college and the trust of the community. They are stewards of the mission and are responsible for the financial and academic integrity of the school. At some point, the mission of the school will be tested by or challenged by the success of the students. Trustees may have to change the format of the board meetings to focus more on the success of students in their college. Some form of student data should be presented at all board meetings. Trustees must have the courage to do what is necessary for the success of all students. Colleges cannot go forward until they know where they are. Schools should be spending money on things that work to help students be successful. Trustees should do what is right and what works at their community college. Colleges cannot go forward until they know where they are. Data is important!

In today's society, a person born poor is more likely to stay poor. The American Dream is at risk. The United States ranks 16<sup>th</sup> in the world for completions of college degrees among 25-34 year olds. By 2018, 2/3 of all jobs will require certification or a degree. 28% of first time full time students actually graduate with an associate degree or certificate within 3 years. Community Colleges face more barriers than 4 year institutions. Educational experiences of college students must be redesigned. Most successful community colleges realize they must follow the students from the moment they enter the door of the school (both full time students and part time students). There must be guidance in selection the courses of student, offering of tutoring, study skills, intervention, etc. when needed. Nothing should be optional for

students (orientation, labs, etc.). Excellence must be expected from all students. Success must be the goal of all students, the college, the community, and the trustees. Early intervention is also necessary for the success of the students.

Some data can be obtained from the College Board. Some companies have software that will enable schools to track students by alerting the college when students are having problems (PEARSON).

A handwritten signature in black ink, appearing to read "Shirley", with a long horizontal flourish extending to the right.

## Section VIII

# **Student Government Association**

## **Student Report**

October 16<sup>th</sup>, 2012

submitted by: Katelyn Sekela

### **Meetings, Meetings, Meetings!**

-The Student Government Association has held its first monthly General Assembly Meeting with all of the clubs on campus.

\*Out the the thirteen clubs accounted for on the roster for active clubs eight were present in the meeting.

\*Matters pertaining to new rules and procedures for obtaining health permits for on and off campus events were discussed as well as general announcements from the individual clubs.

### **Events on Campus!**

-Student Activities Board, SGA, and Ambassadors held a Volunteer expo.

-Phi Theta Kappa is collecting food for RCS.

\* Each month there will be certain items to focus on.

-Phi Theta Kappa held an International Film Festival

- Craven Early College held a spaghetti dinner.

- The Machinist Club helped take part in New Bern's Oktoberfest by cooking the food for the event.

- The Automotive Club took the initiative to hold a car wash on campus.

- Student Activities Board is hosting a Student versus Faculty game at Strike Zone.

### **Future Events!**

-Student Leadership Academy will be held in the spring semester, this is a chance for students to take initiative to help their community in many different volunteering opportunities.

-The Founders Day Ball is coming up again, it will be held in April.

-SGA is planning to attend the North Carolina Comprehensive Community College Student Government Association (N4CSGA) conference at the end of the month in Wilmington, North Carolina.

## Section XI



## STATE ETHICS COMMISSION

1324 MAIL SERVICE CENTER  
RALEIGH, NC 27699-1324  
WWW.ETHICSCOMMISSION.NC.GOV

ROBERT L. FARMER  
CHAIRMAN

PERRY Y. NEWSON  
EXECUTIVE DIRECTOR

July 27, 2012

The Honorable Lee Kyle Allen, Chair  
Craven County Commissioners  
406 Craven Street  
New Bern, NC 28560

*Via email*

Re: Evaluation of Statement of Economic Interest Filed By Mr. Kenneth F. Crow  
Craven Community College Board of Trustees

Dear Chairman Allen:

Our office is in receipt of Mr. Kenneth F. Crow's 2012 Statement of Economic Interest as a member of Craven Community College Board of Trustees ("the Board"). We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act.

**We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.**

N.C.G.S. Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of N.C.G.S. Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

The State Government Ethics Act establishes ethical standards for certain public servants, including conflict of interest standards. N.C.G.S. §138A-31 prohibits public servants from using their positions for their financial benefit or for the benefit of a member of their extended family or a business with which they are associated. N.C.G.S. §138A-36(a) prohibits public servants from participating in certain official actions from which the public servant, his or her client(s), a member of the public servant's extended family, or a business or non-profit with which the public servant or a member of the public servant's immediate family is associated may receive a reasonably foreseeable financial benefit.

Mr. Crow has disclosed a membership interest in several real estate LLCs. Mr. Crow should exercise appropriate caution in the performance of his public duties should issues regarding the real estate interests held by the businesses with which he is associated come before the Craven Community College Board of Trustees for official action or otherwise seek to conduct business with the Community College. This would include recusing himself to the extent that those interests would influence or could reasonably appear to influence his actions.

The Honorable Lee Kyle Allen  
July 27, 2012  
Page 2 of 2

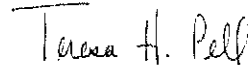
In addition to the conflicts standards noted above, N.C.G.S. §138A-32 prohibits public servants from accepting gifts, directly or indirectly (1) from anyone in return for being influenced in the discharge of their official responsibilities, (2) from a lobbyist or lobbyist principal, or (3) from a person or entity which is doing or seeking to do business with the public servant's agency, is regulated or controlled by the public servant's agency, or has particular financial interests that may be affected by the public servant's official actions. Exceptions to the gifts restrictions are set out in N.C.G.S. §138A-32(e).

Pursuant to N.C.G.S. §138A-15(c), when an actual or potential conflict of interest is cited by the Commission under N.C.G.S. §138A-24(e) with regard to a public servant sitting on a board, the conflict shall be recorded in the minutes of the applicable board and duly brought to the attention of the membership by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with the State Government Ethics Act.

Finally, the State Government Ethics Act mandates that all public servants attend an ethics and lobbying education presentation. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have any questions concerning our evaluation or the ethical standards governing public servants under the State Government Ethics Act.

Sincerely,



Teresa H. Pell  
Attorney, SEI Unit

THP:ab

cc: Mr. Kenneth F. Crow  
Ms. Catherine Chew, Ethics Liaison  
Chair of the Board of Trustees

Attachment: Ethics Education Flyer

# **CRAVEN** **COMMUNITY COLLEGE** **Foundation**

## **Board of Directors**

Frank Amato  
Jacqueline B. Atkinson  
Sallie Hume Baxter  
J. Scott Chase  
Catherine Chew, *CCC President*  
John Cho, M.D.  
Jennifer J. Dacey, *President*  
Judy L. Farsaie  
William T. Fuller  
Brian J. Gatchel  
Suzanne Gifford, *Secretary*  
Rick Hemphill  
Chip Hughes  
Jason R. Jones  
Page Jones-Varnell, *Treasurer*  
Carole Kemp  
Linda MacDonald  
Carol Mattocks, *Chair, CCC Trustee*  
Stephen Nuckolls, *Interim Vice President/President Elect*  
Cheryl B. Smith  
Nancy Stallings  
Michael P. Sullivan  
Terry Tait  
Mary Anne Wachter

## **Foundation Staff**

Suzanne Gifford, *Executive Director*  
Jennifer Baer, *Coordinator of Foundation Outreach and the Lifetime Learning Center*  
Lorraine DiBella, *Executive Assistant to the Foundation*  
Sean Ratchford, *Administrative Assistant to the Foundation*

**[www.cravencc.edu](http://www.cravencc.edu)**

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

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

October 16, 2012

Craven Community College Board of Trustees,

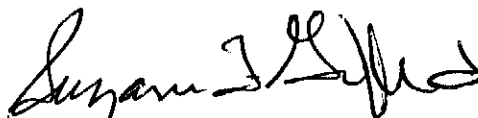
The Craven Community College Foundation Executive Committee met on October 9, 2012 and voted unanimously to recommend the following individuals to serve on the Foundation Board. Subsequently, the full Board was queried and voted by email. All responding members, a majority, voted unanimously to approve the candidates.

- Janet Lamb
- Jonathan Segal

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

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

With Best Regards,



Suzanne F. Gifford  
Executive Director

**Jonathan Segal**  
**438 Gatewood Drive**  
**New Bern, NC 28562**  
**(252) 633-2555**  
**(949) 489-9899 cell**  
**JonSegal@Rocketmail.com**

Mr. Jonathan Segal retired in 2010 as president of Freedom Newspapers, a division of Freedom Communications. He had also been a company Senior Vice President since 1999. As president of Freedom's Newspaper Division, he was responsible for the company's portfolio including 31 daily newspapers in 10 states. The papers ranged in size from the 250,000-circulation Orange County Register to 8,000-circulation dailies in Seymour, Indiana and Clovis New Mexico. The division also included 75 weekly newspapers. Total circulation of the newspaper division was approximately 1 million.

Prior to becoming division president, Mr. Segal served as President of the Eastern Community Newspapers division for eight years. Before joining the company's corporate office, he served as Senior Publisher of Freedom's six North Carolina dailies for seven years.

Mr. Segal graduated from the University of Texas at Austin in 1971 with an honors degree in Journalism. He began his newspaper career delivering papers and working in various newspaper positions during the summer while he was in school.

At his retirement, the Hoiles Family Council acknowledged Mr. Segal's contributions to the company by presenting him with the "Honorary Family Award," the first time in the company's history such an award was given. Mr. Segal has stayed active in the industry and with family businesses. He has been a speaker at the Inland Press Association Family Newspaper Conference and has joined the boards of newspaper companies in Washington, PA and in Schenectady, NY.

In terms of civic endeavors, Mr. Segal has at various times has served as President of the Gastonia East Rotary Club, president of the Gaston County Chamber of Commerce, and a board member of the Gaston County United Way. He has also remained active as past president of the Southern Newspaper Publishers Association and as a board member of PAGE, a newspaper purchasing cooperative. In California, he served on the board of Taller San Jose, an organization providing training and mentoring for at-risk Hispanic youths.

He is married and has two grown children. In April, 2012, he and his family moved to New Bern, NC.

**Janet Lamb**  
**2217 Hidden Harbor Drive**  
**New Bern, NC 28562-7327**  
**252-349-6198**  
**[newbernsold@gmail.com](mailto:newbernsold@gmail.com)**

Janet's first career was in nursing. After graduating from Portsmouth General School of Nursing in her home town of Portsmouth Virginia, she worked in the Maternal-Child Care Health field as a Registered Nurse for two years. In 1983 she graduated from UCLA Medical School's Women's Health Care Nurse Practitioner program. She worked in this field until moving to New Bern in 1996 and has since has been employed as a Real Estate Broker. Janet was named Realtor of the year in 2010.

In addition to listing and selling real estate, Janet spends much of her time working on publicity for both The New Bern Area Chamber of Commerce Downtown Council and New Bern Breakfast Rotary Club. She has served on the boards of The Chamber and The Craven Arts Council, as a member of Tryon Civitan, and as co-chair of New Bern's 300<sup>th</sup> Anniversary opening event, First Night. Janet is a 1998 graduate of Leadership Craven.

Married to Don since 1987, the Lamb's blended family includes two daughters, one son, five grandchildren and one great-granddaughter.



**PURCHASING OFFICE**

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New Bern, NC 28562  
(252) 638-7263

Fax: (252) 672-8471  
[murphret@cravencc.edu](mailto:murphret@cravencc.edu)  
[www.cravencc.edu](http://www.cravencc.edu)

September 19, 2012

Craven Community College Board of Trustees

Subject: Request to hold surplus sales throughout FY13

This letter serves as a request for approval for the College to conduct surplus sales throughout this fiscal year to dispose of serviceable property owned by the College which is no longer needed. Your approval would provide us the ability to conduct these sales as needed through June 30, 2013. These sales will be advertised as required by N.C. General Statute 160A-270.

Thank you for your consideration of this request.

Sincerely,

A handwritten signature in black ink that reads "Todd Murphrey".

Todd Murphrey  
Procurement & Fixed Assets Officer

Approved:

A handwritten signature in black ink that reads "Carol J. Mattocks".  
Carol J. Mattocks, Chair  
Board of Trustees

10-16-12  
Date