

Amended AGENDA

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
FALL MEETING – OCTOBER 20, 2015
6:00 PM – Dinner in Naumann Community Room
7:00 PM – Meeting in Ward Boardroom, Brock Building, New Bern Campus**

- I. Call to Order *Kevin Roberts, Chair*

- II. Administrative Items
 - (1) Roll Call *Raymond Staats, Secretary*
 - (2) Agenda Review and Adoption *Kevin Roberts*
 - (3) Conflict of Interest Declaration *Kevin Roberts*
 - (4) Oaths of Office *Cindy Ensley*
 - a. Jennifer Dacey (newly appointed by County Commissioners, 2015-2019)
 - b. Cora Chadwick (newly appointed by Governor, 2015-2019)
 - c. Carol Mattocks (reappointed by County Commissioners, 2015-2019)
 - d. Ken Crow (reappointed by County Commissioners, 2015-2019)
 - (5) Statements of Economic Interest *Cindy Ensley*
 - (6) Public Comment

- III. Consent Agenda (*motion*) *Kevin Roberts*
 - (1) Approval of Board of Trustees Meeting Minutes (June 22, 2015)
 - (2) Approval of Committee Meeting Minutes
 - a. Finance Committee (September 14, 2015)
 - b. Personnel Committee (September 14, 2015)
 - c. Facilities Committee (September 21, 2015)
 - d. Academic and Student Affairs Committee (September 21, 2015)
 - e. Special Called Facilities Committee (October 12, 2015)

- IV. Committee Recommendations to the Board
 - (1) Approval of Firm to Conduct STEM Building Feasibility Study (*motion*) *Bill Taylor, Facilities Com Chair*
 - (2) Renaming of Bosch-Siemens Building on New Bern Campus (*motion*) *Bill Taylor*
 - (3) Board Policy 2.27–Sexual and Other Prohibited Harassment (*motion*) *Cindy Patterson, Finance Dir*
 - (4) Board Policy 3.1–Student Rights and Responsibilities (*motion*) *Cindy Patterson*
 - (5) Proposed Student Fees for Workforce Development (*motion*) *Cindy Patterson*

- V. Old Business

- VI. New Business
- (1) Approval of CCC Foundation Board Members *(motion)* Raymond Staats
(Ashley Martin, Jeff Quinn, Richard Reingold, Susan Moffat-Thomas,
Anne Schout, Amy Wang)
 - (2) President's Contract Considerations *(motion)* David Ward, Attorney
 - (3) December Finance and Personnel Committee Meetings Date Change *(motion)* Cindy Ensley
- VII. Reports
- (1) Chair Kevin Roberts
 - (2) President Raymond Staats
 - (3) Student Trustee DJ Johnson, SGA President
 - (4) Attorney David Ward
- VIII. Adjournment

Strategic Plan – Many Voices One Vision: Craven 2015

- Goal #1: Teaching & Learning in the 21st Century***
Goal#2: Partnerships & Programs in a Diverse Community
Goal #3: Resources & Development in a Global Community

BOARD OF TRUSTEE GOALS 2015-16

- Goal #1 Improve the retention and completion rates of the CCC student population on an annual basis.***
Goal #2 Support the CCC Foundation and its efforts to increase the endowment. And assist the College in its efforts to secure other funds.
Goal #3 Increase collaboration between CCC and all secondary schools with a goal toward increased enrollment and success of Craven County students.

AGENDA

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
FALL MEETING – OCTOBER 20, 2015
6:00 PM – Dinner in Naumann Community Room
7:00 PM – Meeting in Ward Boardroom, Brock Building, New Bern Campus**

- I. Call to Order *Kevin Roberts, Chair*

- II. Administrative Items
 - (1) Roll Call *Raymond Staats, Secretary*
 - (2) Agenda Review and Adoption *Kevin Roberts*
 - (3) Conflict of Interest Declaration *Kevin Roberts*
 - (4) Oaths of Office *Cindy Ensley*
 - a. Jennifer Dacey (newly appointed by County Commissioners, 2015-2019)
 - b. Cora Chadwick (newly appointed by Governor, 2015-2019)
 - c. Carol Mattocks (reappointed by County Commissioners, 2015-2019)
 - d. Ken Crow (reappointed by County Commissioners, 2015-2019)
 - (5) Statements of Economic Interest *Cindy Ensley*
 - (6) Public Comment

- III. Consent Agenda (*motion*) *Kevin Roberts*
 - (1) Approval of Board of Trustees Meeting Minutes (June 22, 2015)
 - (2) Approval of Committee Meeting Minutes
 - a. Finance Committee (September 14, 2015)
 - b. Personnel Committee (September 14, 2015)
 - c. Facilities Committee (September 21, 2015)
 - d. Academic and Student Affairs Committee (September 21, 2015)
 - e. Special Called Facilities Committee Meeting Minutes (October 12, 2015)

- IV. Facilities Committee Recommendations *Bill Taylor, Facilities Committee Chair*
 - (1) Approval of Firm to Conduct STEM Building Feasibility Study (*motion*)
 - (2) Renaming of Bosch-Siemens Building on New Bern Campus (*motion*)

- V. Old Business
 - (1) Extension of College Mission Statement 2015-2017 (*motion*) *Raymond Staats, President*

- VI. New Business
 - (1) Approval of CCC Foundation Board Members (*motion*) *Raymond Staats*
(Ashley Martin, Jeff Quinn, Richard Reingold, Susan Moffat-Thomas,
Anne Schout, Amy Wang)
 - (2) President's Contract Considerations (*motion*) *David Ward, Attorney*
 - (3) December Finance and Personnel Committee Meetings Date Change (*motion*)

- VII. Reports
 - (1) Chair
 - (2) President
 - (3) Student Trustee
 - (4) Attorney
- VIII. Adjournment

***Strategic Plan – Many Voices One Vision: Craven
2017***

Goal #1: Teaching & Learning in the 21st Century

Goal#2: Partnerships & Programs in a Diverse Community

Goal #3: Resources & Development in a Global Community

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

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

1. Improve the retention and completion rates of the Craven Community College student population on an annual basis.
2. Support the Craven Community College Foundation and its efforts to increase the endowment. And assist the College in its efforts to secure other funds.
3. Increase collaboration between Craven Community College and all secondary schools with a goal toward increased enrollment and success of Craven County students.

MEETING NOTICE

FALL COMMITTEE MEETINGS 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 Bylaws and Policies, NOTICE is hereby given for the following:

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

- The Finance Committee will meet on:
Monday, September 14, 2015, at 4:00 p.m.; and
- The Personnel Committee will meet on:
Monday, September 14, 2015, at 5:00 p.m.; and
- The Facilities Committee will meet on:
Monday, September 21, 2015, at 4:00 pm; and
- The Academic & Student Affairs Committee will meet on:
Monday, September 21, 2015, at 5:00 p.m.

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

Board of Trustees Meeting:

The regular Fall meeting of the Craven Community College Board of Trustees will take place on Tuesday, October 20, 2015, at 7:00 p.m. in *the Ward Boardroom, of the Brock Administration Building, located on the New Bern Campus of Craven Community College.*

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

This Notice is published on September 11, 2015, pursuant to directions by the Chair of the Board of Trustees.

Date posted: September 11, 2015

Place posted: Ward Boardroom exterior exit door, Brock Administration Building

Section II

BOARD OF TRUSTEES

ROLL CALL

October 20, 2015

Mr. Gary Baldree

Ms. Cora Chadwick

Judge Ken Crow

Mrs. Jennifer Dacey

Mr. Ronald Knight

Ms. Rosanne Leahy

Ms. Carol Mattocks

Ms. Allison Morris

Mr. Kevin Roberts

Mr. Bill Taylor

Mayor Chuck Tyson

Ms. Brenda Wilson

Mr. DJ Johnson, SGA President (ex officio)

Mr. Jon Segal, CCC Foundation President (ex officio)

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?



STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR

PAT McCrory
GOVERNOR

PRESIDENT'S OFC.

JUN 2 2015

RECEIVED

File

May 26, 2015

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

Dear Dr. Chew:

It gives me great pleasure to inform you that Ms. Cora B. Chadwick has been appointed to the Craven Community College Board of Trustees. Her term will begin July 1, 2015 and will expire on June 30, 2019. I am confident her knowledge and leadership will complement the current board and provide new ideas as you work to address issues facing your institution.

Thank you for your commitment and service to education in North Carolina.

Sincerely,

A handwritten signature in black ink that reads "Pat McCrory". The signature is stylized with a large, looped "P" and a long, sweeping underline.

Pat McCrory
Governor of North Carolina

OATH OF OFFICE
BOARD OF TRUSTEES
CRAVEN COMMUNITY COLLEGE

I, Cora Chadwick, do solemnly swear that I will support the Constitution of the United States.

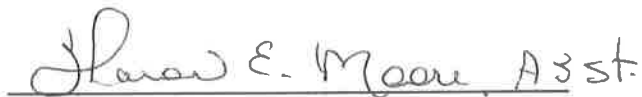
I, Cora Chadwick, do solemnly swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of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

I, Cora Chadwick, 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 3rd day of August, 2015.



Clerk of Superior Court
Craven County, North Carolina

Board of Commissioners
Steve Tyson, Chairman
Scott C. Dacey, Vice Chairman
Jason R. Jones
George S. Liner
Thomas F. Mark
Theron L. McCabe
Johnnie Sampson, Jr.



Administrative Staff
Jack B. Veit, III, County Manager
Gene Hodges, Assistant Manager-Operations/Facilities
Rick Hemphill, Assistant Manager-Finance/Administration
Gwendolyn M. Bryan, Clerk to the Board
Amber M. Parker, Human Resources Director

JUN 22 2015

RECEIVED

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

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

June 12, 2015

Mrs. Carol Mattocks
5307 Trent Woods Drive
New Bern, NC 28562

Dear Mrs. Mattocks:

This is to inform you that on Monday, June 1, 2015 the Board of Commissioners reappointed you to serve on the Craven Community College Board of Trustees, and to thank you for accepting another term. The contribution you are making as a member of this Board is very much appreciated and the Craven County Commissioners have asked me to pass along our sincere thanks for your willingness to continue to serve the community in this way.

By copy of this letter, I am informing Dr. Catherine Chew of your appointment. On behalf of the entire Board of Commissioners, I would like to thank you for your willingness to continue serving on this Board.

Sincerely,

A handwritten signature in blue ink, appearing to read "Steve Tyson".

Steve Tyson, Chairman
Craven County Board of Commissioners

ST:ajm

Xc: Dr. Catherine Chew

OATH OF OFFICE
BOARD OF TRUSTEES
CRAVEN COMMUNITY COLLEGE

I, Carol Mattocks, do solemnly swear that I will support the Constitution of the United States.

I, Carol Mattocks, 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, Carol Mattocks, 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.

Carol J. Mattocks
Signature

Sworn to and subscribed before me,
this the 21st day of August, 2015.

Jeri W. Sharp
Clerk of Superior Court
Craven County, North Carolina

Board of Commissioners
Steve Tyson, Chairman
Scott C. Dacey, Vice Chairman
Jason R. Jones
George S. Liner
Thomas F. Mark
Theron L. McCabe
Johnnie Sampson, Jr.

Administrative Staff

Jack B. Veit, III, County Manager
Gene Hodges, Assistant Manager-Operations/Facilities
Rick Hemphill, Assistant Manager-Finance/Administration
Gwendolyn M. Bryan, Clerk to the Board
Amber M. Parker, Human Resources Director



PRESIDENT'S OFFICE
JUN 22 2015
RECEIVED
Administration Building
406 Craven Street
New Bern, NC 28560
Fax 252-637-0526
manager@cravencountync.gov

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

June 12, 2015

The Honorable Kenneth Crow
11 Bullens Creek Drive
New Bern, NC 28562

Dear Judge Crow:

This is to inform you that on Monday, June 1, 2015 the Board of Commissioners reappointed you to serve on the Craven Community College Board of Trustees, and to thank you for accepting another term. The contribution you are making as a member of this Board is very much appreciated and the Craven County Commissioners have asked me to pass along our sincere thanks for your willingness to continue to serve the community in this way.

By copy of this letter, I am informing Dr. Catherine Chew of your appointment. On behalf of the entire Board of Commissioners, I would like to thank you for your willingness to continue serving on this Board.

Sincerely,


Steve Tyson, Chairman
Craven County Board of Commissioners

ST:ajm

Xc: Dr. Catherine Chew

OATH OF OFFICE
BOARD OF TRUSTEES
CRAVEN COMMUNITY COLLEGE

I, Ken Crow, do solemnly swear that I will support the Constitution of the United States.

I, Ken Crow, 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, Ken Crow, 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.

Kenneth F Crow
Signature

Sworn to and subscribed before me,
this the 10 day of AUGUST, 2015.

Jenni W. Sharp

Clerk of Superior Court
Craven County, North Carolina

Board of Commissioners
Steve Tyson, Chairman
Scott C. Dacey, Vice Chairman
Jason R. Jones
George S. Liner
Thomas F. Mark
Theron L. McCabe
Johnnie Sampson, Jr.

Administrative Staff
Jack B. Veit, III, County Manager
Gene Hodges, Assistant Manager-Operations/Facilities
Rick Hemphill, Assistant Manager-Finance/Administration
Gwendolyn M. Bryan, Clerk to the Board
Amber M. Parker, Human Resources Director



PRESIDENT'S OFFICE

JAN 20 2015

RECEIVED

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

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

January 8, 2015

Mrs. Jennifer Dacey
139 Trent Shores Drive
New Bern, NC 28562-7741

Dear Mrs. Dacey:

The Craven County Board of Commissioners, while meeting in regular session on Monday, November 17, 2014 voted to appoint you to serve on the Craven Community College Board of Trustees, to a term to expire in November, 2018. The next few years will continue to be a period of rapid growth and exciting challenges. Your community pride and commitment to your fellow citizens will undoubtedly be an asset to Craven County.

By a copy of this letter, I am asking Dr. Catherine Chew to contact you with the necessary information concerning the Board's meeting times. On behalf of the entire Board of Commissioners, I would like to thank you for your willingness to serve.

Sincerely,

A handwritten signature in black ink that reads "Thomas F. Mark".

Thomas F. Mark, Chairman
Craven County Board of Commissioners

TFM:ajm

xc: Dr. Catherine Chew

OATH OF OFFICE
BOARD OF TRUSTEES
CRAVEN COMMUNITY COLLEGE

I, Jennifer Dacey, do solemnly swear that I will support the Constitution of the United States.

I, Jennifer Dacey, 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, Jennifer Dacey, 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 17th day of April, 2015.



Clerk of Superior Court
Craven County, North Carolina



STATE ETHICS COMMISSION

1324 MAIL SERVICE CENTER

RALEIGH, NC 27699-1324

WWW.ETHICSCOMMISSION.NC.GOV

GEORGE L. WAINWRIGHT, JR.
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

May 22, 2015

The Honorable Patrick L. McCrory
Governor of North Carolina
20301 Mail Service Center
Raleigh, NC 27699-0301

Via email

Re: Evaluation of Statement of Economic Interest Filed By Ms. Cora B. Chadwick
Prospective Appointee – Craven Community College Board of Trustees

Dear Governor McCrory:

Our office is in receipt of **Ms. Cora B. Chadwick's** 2015 Statement of Economic Interest as a prospective appointee to the **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 or the potential for a conflict of interest.

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.

Ms. Craven will fill the role of an At-Large member on the Board. She is a patient services representative with PORT Human Services.

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,

A handwritten signature in cursive script that reads "Beth Carpenter".

Beth Carpenter
SEI Unit

cc: Ms. Cora B. Chadwick

Attachment: Ethics Education Flyer



STATE ETHICS COMMISSION
1324 MAIL SERVICE CENTER
RALEIGH, NC 27699-1324

George L. Wainwright, Jr., Chair
Jane F. Finch, Vice Chair

Commissioners:
Barbara K. Allen
Francis X. DeLuca
William P. Farthing, Jr.
Clarence G. Newsome
J. LeRoy Roberts

Perry Y. Newson, Executive Director

Phone: 919-715-2071
Fax: 919-715-1644
Email: ethics.commission@doa.nc.gov
www.ethicscommission.nc.gov

March 4, 2015

The Honorable Steve Tyson, Chair
Craven County Commissioners
1320 McCarthy Boulevard
New Bern, NC 28562

Via Email

Re: Evaluation of Statement of Economic Interest Filed By Ms. Jennifer J. Dacey
Craven Community College Board of Trustees

Dear Chairman Tyson:

Our office is in receipt of **Ms. Jennifer Dacey's 2015** Statement of Economic Interest as a member of **Craven Community College Board of Trustees ("the Trustees")**. 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 in this position.

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 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 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 if the public servant knows the public servant or a person with which the public servant is associated may incur a reasonably foreseeable financial benefit from the matter under consideration.

Ms. Dacey fills the role of an at large member of the Board of Trustees, and is also an officer and director for the Craven Community College Foundation. She disclosed that she also owns a threshold amount of stock including but not limited to Microsoft, AT&T and Cisco Systems. In light of this interest, Ms. Dacey should exercise appropriate caution in the performance of her public duties should these companies or any of the other companies she has stock interest in have issues before the Trustees for official action or otherwise seek to conduct business with the College.

The Honorable Steve Tyson, Chairman
March 4, 2015
Page Two

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 this Chapter.

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,

A handwritten signature in dark ink, appearing to read "D. Latta-Faison", with a stylized flourish at the end.

Diana Latta-Faison
SEI Unit, Paralegal

cc: Ms. Jennifer Dacey
Ethics Liaison

Attachment: Ethics Education Flyer



STATE ETHICS COMMISSION

1324 MAIL SERVICE CENTER

RALEIGH, NC 27699-1324

WWW.ETHICSCOMMISSION.NC.GOV

GEORGE L. WAINWRIGHT, JR.
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

August 11, 2015

Dr. R. Scott Ralls, President
NC Community College System
5013 Mail Service Center
Raleigh, North Carolina 27699

Via Email

Re: Evaluation of Statement of Economic Interest Filed By Raymond W. Staats
President, Craven Community College

Dear President Ralls:

Our office is in receipt of **Raymond W. Staats'** 2015 Statement of Economic Interest as an employee of the **Craven Community College**. 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 or the potential for a conflict of interest.

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.

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.

President Ralls
August 11, 2015
Page 2 of 2

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,

A handwritten signature in cursive script, appearing to read "D. Latta".

Diana Latta
SEI Unit

cc: Raymond Staats

Attachment: Ethics Education Flyer



STATE ETHICS COMMISSION

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

GEORGE L. WAINWRIGHT, JR.
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

July 22, 2015

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

Via email

Re: Evaluation of Statement of Economic Interest Filed By Ms. Karla P. Varnell
Vice President of Finance and Administrative Services—Craven Community College

Dear President Chew:

Our office is in receipt of Ms. Karla Varnell's 2015 Statement of Economic Interest as an employee of Craven Community College ("the College"). 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 or the potential for a conflict of interest.

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.

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.

Craven Community College, President Chew

July 22, 2015

Page 2 of 2

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,

A handwritten signature in cursive script, appearing to read "D. Latta".

Diana Latta
SEI Unit

cc: Ms. Karla Varnell

Attachment: Ethics Education Flyer

Section III

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SUMMER MEETING
JUNE 22, 2015

The Craven Community College Board of Trustees held its summer meeting on Tuesday, June 22, 2015 in the Ward Boardroom of the Brock Administration Building on the New Bern campus of Craven Community College with Board Chairman Kevin Roberts presiding. The business meeting was called to order at 7:00 pm.

Roll Call

Dr. Catherine Chew called the roll.

Members present were: Mr. Gary Baldree, Judge Ken Crow, Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mr. Bill Taylor, Mayor Chuck Tyson, and Mr. Jon Segal.

Members absent were: Ms. Rosanne Leahy, Ms. Earline Sills Williams, Ms. Brenda Wilson

Others present were: Dr. Catherine Chew, President; Mr. David Ward, Attorney, Ward and Smith; Dr. Daryl Minus, Executive Vice President of Learning and Student Success; Ms. Page Varnell, Vice President of Administrative Services; Ms. Judy Eurich, Executive Director of Institutional Advancement; Ms. Deborah Kania, Director of Marketing, Communications and Development Liaison; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees. Chairman Roberts declared a quorum present for the meeting.

Agenda Review/Conflict of Interest Declaration

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

B. Public Comments – None noted.

Consent Agenda

Approval of Board of Trustees Spring Meeting Minutes of April 21, 2015; Special Called Board of Trustees Meeting Minutes of April 27, 2015, May 1, 2015, May 4, 2015, May 7, 2015, May 18, 2015 and May 26, 2015; Finance Committee Meeting Minutes of June 1, 2015; Personnel Committee Meeting Minutes of June 1, 2015; and Academic and Student Affairs Committee Meeting Minutes of June 8, 2015. It was noted that the Facilities Committee Meeting had been canceled. Chairman Roberts called for approval of the above referenced minutes (attached). Motion to accept all meeting minutes as presented was made, seconded, and approved unanimously.

Marketing Perception Study

Ms. Deborah Kania, Director of Marketing, Communications and Development Liaison, shared the results of a recent survey with 153 residents and 56 business leaders responding. Craven has creditability; strengths are location and cost with good ratings on effectiveness. Areas that could use improvements are college transfer and high school students. Ms. Kania will send the Board the full report via email. Next year, a marketing plan using the student enrollment plan will be conducted. Dr. Minus stated a transfer counselor from Craven has been placed at New Bern High School and West Craven High Schools 2-3 days a week with plans to add one day a week to Havelock High School. Trustee Tyson suggested an open house for school counselors to learn about CCC.

Academic Affairs 2015 Program Review

Dr. Minus presented a snapshot of the 2014-2015 curriculum program review (attached).

Nominating Committee Recommendations

Committee Chair Mattocks presented a slate of officers and committee chairs for the board's consideration for 2015-2016.

Kevin Roberts, Board Chair
Rosanne Leahy, Board Vice Chair
President of CC College, Board Secretary
Academic & Student Affairs Committee Chair, Allison Morris
Finance Committee Chair, Chuck Tyson
Personnel Committee Chair, Brenda Wilson
Facilities Committee Chair, Bill Taylor

Motion was made by Trustee Mattocks to accept the slate as presented; motion seconded by Trustee Tyson, and approved unanimously.

(Trustee Crow left the meeting at 7:55 for a prior commitment)

Reports

- A. Chair – Chairman Roberts reported on his visit to the NCCCS state board meeting regarding the approval process for the new president.
- B. President – Dr. Chew shared with the Board that Trustees Mattocks and Crow had been reappointed by the Craven County Board of Commissioners for another four-year term and Mrs. Cora Chadwick was appointed by the Governor to fill the seat held by Trustee Sills Williams. VP Varnell gave a brief update on active shooter drill on campus recently noting areas of improvement and scheduling of the same type of drill on Havelock campus.
- C. Student Trustee – no report available over summer.
- D. Attorney – Attorney Ward acknowledged the execution of Dr. Raymond Staats' contract as the next president of the college with a start date of July 20, 2015.

Closed Session

At 8:35 pm upon motion by Trustee Mattocks, second by Trustee Tyson, and unanimous approval, the Board of Trustees of Craven Community College pursuant to North Carolina General Statute 143-318.11(a)(6) entered into Closed Session to discuss personnel matters with the request that David Ward and Cindy Ensley remain in the Closed Session at the pleasure of the Board.

At 9:02 pm upon motion by Trustee Mattocks, second by Trustee Baldree, and unanimous approval, the Closed Session ended and returned to Regular Session. The public was invited to join the Regular Session.

Chairman Roberts stated the president's performance evaluation had been reviewed and finalized. Trustee Baldree motioned to pass a resolution of support for Dr. Catherine Chew (attached), Trustee Tyson seconded the motion and all approved. Chairman Roberts signed the letter to the NCCCS indicating completion of the review process that was required by June 30, 2015.

Unfinished Business

A. Summary of Board's Self-Evaluation

After a full discussion of the results of the Board's self-evaluation, it was decided to revamp the evaluation to a shorter, more focused, evaluation based on measurable outcomes.

B. Review of Board's Goals for 2015-2016

Chairman Roberts reviewed the goals (attached) and asked for input. After much discussion, the following decisions were made:

1. Revisit the goals at the annual retreat for revision; include WFD
2. Put goals at bottom of board agendas as reminders
3. Report quarterly on the three goals indicating progress

C. Acceptance of 2015-2016 Board and Committee Meetings Schedule

Cindy Ensley presented the proposed schedule of meetings. Decision was made to change the summer meeting back to the July timeframe. Ms. Ensley will revise the schedule and send via email to all trustees.

Adjournment

With no further business to be presented, Chairman Roberts adjourned the meeting at 9:35 pm.

Respectfully submitted:

Kevin Roberts, Chairman
October 20, 2015

Cindy Ensley, Acting Secretary
October 20, 2015

AGENDA

FINANCE COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, September 14, 2015 at 4:00 P.M.

Members: *Mr. Chuck Tyson, Chair*
 Mr. Ken Crow
 Ms. Carol Mattocks
 Mr. Bill Taylor
 Ms. Brenda Wilson
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing
 Ms. Cindy Ensley, Recorder

- | | |
|---|---------------------------|
| 1. Call to Order | <i>Chuck Tyson, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Finance Reports | <i>Cindy Patterson</i> |
| a. Year-to-date Budget Comparison Reports – State, County & Institutional
(July 1, 2015-August 31, 2015) <i>(motion)</i> | |
| b. Write-Offs and Uncollectable Accounts <i>(motion)</i> | |
| c. Cash Balances <i>(info)</i> | |
| 4. Proposed Student Fees for WFD <i>(motion)</i> | <i>Cindy Patterson</i> |
| 5. State Budget Update & Bond Update <i>(info)</i> | <i>Cindy Patterson</i> |
| 6. Adjournment | <i>Chuck Tyson, Chair</i> |

Finance Committee Charge

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

MINUTES

**FINANCE COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
SEPTEMBER 14, 2015 AT 4:00 P.M.**

- I. Committee Chair Chuck Tyson called the meeting to order at 4:00 pm.
- II. Cindy Ensley called the roll.
Members Present: Mr. Bill Taylor, Mayor Chuck Tyson, and Board Chair Kevin Roberts.
Members Absent: Judge Ken Crow, Ms. Carol Mattocks, and Ms. Brenda Wilson
Others Present: Dr. Raymond Staats, Ms. Cindy Patterson, Mr. Jon Segal, and Ms. Cindy Ensley, Recorder.

Ms. Ensley stated a quorum of committee members was not present and pursuant to the Board of Trustees Bylaws and Policies, Board Chairman Roberts will be a voting member for this meeting.

- III. Financial Reports
- A. Year-to-date Budget Comparison Reports – State, County & Institutional
Ms. Patterson, Executive Director of Financial Services and Purchasing, (in absence of Dr. Varnell who is out on family medical leave) presented an analysis of the budget versus expenditures from July 1, 2015 through August 31, 2015 (attached) indicating an overall expenditure of 12% of state funds, 18% of county funds, and 6% of institutional funds. She explained the College is waiting on the State to release the final approved budget for 2015-16 and these budget numbers are preliminary. Once the College receives the final budget from the State, the College budget will be amended and presented to the Board for approval. Discussion ensued regarding measures to reduce utilities. Ms. Patterson will follow-up with the City of New Bern for possible ways to reduce utilities. Committee Chair called for a vote to approve the financial reports as presented. Trustee Taylor motioned, Trustee Roberts seconded, and the vote was unanimous.
- B. Write-Offs and Uncollectable Accounts
Ms. Patterson discussed the uncollectable receivables (attached) indicating a YTD total of \$46,034.75 (July 2015-August 2015). Ms. Patterson explained the majority of these write-offs come from student disqualifying themselves (unearned “f” for grade, attendance issues) using federal aid money. She also explained that write-offs go to collection after twelve months. Committee Chair Tyson called for a vote to approve the write-offs and Uncollectible Accounts report as presented. Trustee Taylor motioned, Trustee Roberts seconded, and the vote was unanimous.

C. Cash Balances

A report of the cash balances as of August 31, 2015 was presented (attached) with totals. Ms. Patterson reviewed the variances between the August and May reports. The report was given for informational purposes only.

- IV. Ms. Patterson presented Workforce Development's request to add a new fee for the Commercial Driver's License (CDL) program for a class-B license and to amend exam fees for the ACT WorkKeys Program that arrived after the last approval process (attached). Committee Chair Tyson asked for a motion to approve the requested fee and fee changes. Trustee Roberts motioned, Trustee Taylor seconded and all approved.
- V. State Budget Update and Bond Update
Ms. Patterson stated the budget is in limbo awaiting approval on the State level with the last information being two weeks old. Dr. Staats reported on the numerous bits of information on the bond distribution being shared among the NCCCS presidents.
- VI. Adjournment
With no further business to discuss, Committee Chair Tyson adjourned the meeting at 4:40 pm.

ce/10.9.15

FY 2015-2016 Budget Comparison as of August 31, 2015 17% of year	President's Office/Foundation/Marketing				VP of Administrative Services				EVP of Learning & Student Services				WFD			
	Budget	Expenses	Remaining		Budget	Expenses	Remaining		Budget	Expenses	Remaining		Budget	Expenses	Remaining	
		YTD	Balance	% Spent		YTD	Balance	% Spent		YTD	Balance	% Spent		YTD	Balance	% Spent
Administrative																
Salaries & Benefits	809,193	142,820	666,373	18%	1,840,402	287,993	1,552,409	16%	3,349,228	549,017	2,800,211	16%	801,354	124,858	676,496	16%
519 Contracted Services	41,200	-	41,200	0%	163,650	8,007	155,644	5%	67,369	135	67,234	0%	4,000	-	4,000	0%
523 Instructional Supplies	-															
525 Motor Vehicle Supplies	-															
526 Office Supplies	3,740	468	3,272	13%	20,390	1,767	18,623	9%	29,579	569	29,010	2%	1,859	140	1,719	8%
527 Other Supplies	1,115	233	882	21%	103,935	15,950	87,985	15%	16,404	57	16,347	0%	1,075	124	951	12%
528 Audio-Visual Supplies	-															
531 Staff Development	37,453	2,269	35,184	6%	62,051	8,877	53,174	14%	60,274	5,204	55,070	9%	9,430	1,853	7,577	20%
532 Comm/Postage/Software	3,600	-	3,600	0%	67,218	8,481	58,737	13%	1,442	222	1,220	15%				
534 Printing & Binding	40,000	16,042	23,958	40%					1,289	-	1,289	0%				
535 Repairs & Maintenance	-				142,671	13,718	128,953	10%	10,556	-	10,556	0%	750	742	8	99%
536 Freight	-				298	37	261	12%								
537 Advertising	90,000	13,970	76,030	16%	6,000	1,103	4,897	18%	100	-	100	0%				
538 Data Processing	-															
539 Other Current Services	17,400	11,017	6,383	63%	373,856	8,490	365,366	2%	39,977	509	39,468	1%	750	500	250	67%
541 Rental of Property	300	-	300	0%	500	-	500	0%								
543 Lease/Rental Other Equipme	-				46,000	4,370	41,630	10%	15,573	1,310	14,263	8%				
544 Data Processing Software	450		450	0%	105,175	6,862	98,313	7%	8,449	-	8,449	0%				
546 Memberships & Dues	19,065	10,105	8,960	53%	4,038	450	3,588	11%	15,050	7,049	8,001	47%				
548 NEIT Admin	-															
55x Equipment	1,786	-	1,786	0%	358,873	-	358,873	0%	54,367	-	54,367	0%	4,750	-	4,750	0%
Total Administrative:	1,065,302	196,925	868,377	18%	3,295,057	366,105	2,928,952	11%	3,669,657	564,072	3,105,585	15%	823,968	128,217	695,751	16%
Instructional																
Salaries & Benefits									7,443,888	792,570	6,651,318	11%	865,352	123,702	741,650	14%
519 Contracted Services									40,976	-	40,976	0%	91,467	2,205	89,262	2%
523 Instructional Supplies					365,001	-	365,001	0%	190,818	-	190,818	0%	4,100	-	4,100	0%
524 Repair Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies									1,200	-	1,200	0%	120	-	120	0

FY 2015-20165 Budget Comparison
County Funds
as of August 31, 2015
17% of year

FY 2015-2016 Budget Comparison August 31, 2015 17% of year	General Institution				Maintenance				Security				Capital			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Salaries & Benefits	305,712	12,075	293,637	4%	671,731	107,240	564,491	16%	306,061	57,870	248,191	19%				
519 Contracted Services	79,363	7,163	72,200	9%	325,418	8,839	316,579	3%	97,800	91,782	6,018	94%				
521 Custodial Supplies/Uniforms					46,730	1,614	45,116	3%								
522 Maintenance Supplies					39,871	3,271	36,600	8%								
523 Instructional Supplies																
524 Repair Supplies					4,000	2,168	1,832	54%								
525 Motor Vehicle Supplies	100	99	1	99%	9,800	2,021	7,779	21%	1,000	162	838	16%				
526 Office Supplies					200		200	0%	100		100	0%				
527 Other Supplies					15,200	12,046	3,154	79%	5,500	678	4,822	12%				
528 Audio-Visual Supplies																
531 Staff Development					5,350	80	5,270	1%	4,500	2,217	2,283	49%				
532 Communication					76,500	12,372	64,128	16%								
533 Utilities					878,899	154,390	724,509	18%								
534 Printing & Binding																
535 Repairs & Maintenance	37	36	1	98%	422,107	37,708	384,399	9%	25,000	6,816	18,184	27%				
536 Freight																
537 Advertising																
538 Data Processing																
539 Other Current Services	3,000	2,928	72	98%	4,000	649	3,351	16%	1,700	225	1,475	13%				
541 Rental of Property	2,000	(18)	2,018	-1%												
543 Lease/Rental Other Equipme																
544 Data Processing Software					104	104	-	100%								
545 General Admini (Insurance)	150,750	97,557	53,193	65%												
546 Memberships & Dues					25	25	-	100%	300	300	-	100%				
55X Equipment													550,000	10,919	539,081	2%
Totals	540,962	119,840	421,122	22%	2,499,935	342,527	2,157,408	14%	441,961	160,050	281,911	36%	550,000	10,919	539,081	2%
College Totals	Budget	Expenses	Remain Bal	% Spent												
Regular Operating	3,482,858	622,417	2,860,441	18%												
Capital Outlay	550,000	10,919	539,081	2%												

Craven Community College
Institutional Funds Budget
For the period July 1, 2015 through August 31, 2015

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	-			-	7,861.62
01	133 Discretionary	25,000.00	5,089.48	19,910.52	20.36%	10,183.05	90,364.01
01	134 Unrestricted Overhead Receipts	7,227.00	148.50	7,078.50	2.05%	609.77	11,594.75
01	136 Foundation	246,525.00	20,509.38	226,015.62	8.32%	14,498.62	166,729.86
01	137 Financial Aid Matching	3,000.00	583.44	2,416.56	19.45%	1.69	874.60
01	221 Applied Music	3,840.00	-	3,840.00	0.00%	11.77	8,838.09
01	227 Extra Curricular Activities	26,569.00	18,724.41	7,844.59	70.47%	2,279.34	6,234.28
01	250 Curriculum-Self Supporting	306,650.00	110,415.74	196,234.26	36.01%	24,724.14	200,571.17
01	312 Fire College	100.00	-	100.00	0.00%	14.46	11,229.62
01	340 WFD-Self Supporting	385,576.00	49,603.89	335,972.11	12.86%	83,232.13	559,839.80
01	411 Learning Resource Center	1,672.00	-	1,672.00	0.00%	273.30	19,608.74
01	460 Customized Ind Train Support	33,495.00	4,596.03	28,898.97	13.72%	5,344.76	46,749.07
01	461 Small Business Support Fund	1.00	-	1.00	0.00%	0.15	116.87
02	131 College Work Study	84,405.00	13,047.87	71,357.13	15.46%	13,047.87	-
02	134 Restricted Overhead Receipts	53,760.00	1,014.00	52,746.00	1.89%	2,044.82	213,168.43
02	138 Returned Check Fee Fund	140.00	-	140.00	0.00%	21.69	16,921.62
02	139 Fndton Grants (Duke/NCCF)	2,256.00	2,000.00	256.00	88.65%	-	255.60
02	139 Harold H. Bate Grant	101,736.40	-	101,736.40	0.00%	47,600.00	54,136.40
02	220 NCSU Engineering	25,000.00	4,681.03	20,318.97	18.72%	28.38	19,136.35
02	227 ENCORE	13,134.00	62.00	13,072.00	0.47%	-	8,386.43
02	228 Grants -NSF/Duke Energy	659,595.00	15,649.81	643,945.19	2.37%	90,395.01	326,665.63
02	229 NCAMA Grant	35,608.00	6,262.40	29,345.60	17.59%	1,382.82	(8,238.27)
02	291 Specifc Fees - Lab/DE/ASC	469,793.00	45,599.14	424,193.86	9.71%	42,156.75	1,082,547.68
02	292 System-Wide Fees-Comp Tech	231,775.00	32,063.86	199,711.14	13.83%	31,623.10	737,223.74
02	293 Patron Fees	37,773.00	3,982.24	33,790.76	10.54%	4,563.69	218,908.34
02	314 Grants - Workforce Development	25.00	-	25.00	0.00%	4.80	2,604.67
02	363 Smith Reynolds Grant	11,774.00	1,622.50	10,151.50	13.78%	-	9,061.73
02	392 System-Wide Fees - WFD Comp	450.00	-	450.00	0.00%	135.81	12,448.98
02	521 C-Step Grant	8,000.00	-	8,000.00	0.00%	-	-

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	531 Professional Liability Ins	9,161.00	-	9,161.00	0.00%	2,916.69	5,698.20
02	532 Student Insurance	8,294.00	-	8,294.00	0.00%	1,005.81	1,337.82
02	533 Transcript Fees	34,292.00	5,520.05	28,771.95	16.10%	9,325.52	75,154.03
02	534 TRIO Grant	281,550.00	49,619.56	231,930.44	17.62%	35,595.35	(26,949.93)
02	790 Orringer Hall Fund	4,545.00	608.44	3,936.56	13.39%	550.54	15,276.44
02	791 Public Radio East	934,010.00	119,399.80	814,610.20	12.78%	80,523.99	133,581.56
02	795 Career Fair	5.00	-	5.00	0.00%	0.69	540.56
02	796 Testing Centers	9,822.00	-	9,822.00	0.00%	883.31	13,754.53
02	797 Public Radio East Foundation	682,650.00	80,585.00	602,065.00	11.80%	72,724.05	202,880.49
02	823 SEOG	96,485.00	19,926.90	76,558.10	20.65%	19,926.90	-
02	824 Pell	6,493,453.00	12,697.68	6,480,755.32	0.20%	-	(12,697.68)
02	830 NCCC Target Asst/LTHT	7,771.00	788.99	6,982.01	10.15%	7,771.00	7,771.00
02	831 Golden Leaf Scholars	15,200.00	-	15,200.00	0.00%	-	-
02	833 NCCG	157,500.00	-	157,500.00	0.00%	-	-
02	834 Teacher Assistant Sch Fund	19,682.00	-	19,682.00	0.00%	-	-
02	835 State Aid Scholarships	160,000.00	-	160,000.00	0.00%	-	-
02	840 General Scholarships	69,150.00	1,056.76	68,093.24	1.53%	12,535.27	296,059.33
02	841 Endowment Scholarships	51,783.00	21,008.00	30,775.00	40.57%	21,508.00	4,917.57
05	710 Clearwire Distribution	2,134.00	-	2,134.00	0.00%	508.28	18,802.38
05	720 Bookstore	158,000.00	9,329.58	148,670.42	5.90%	5,956.30	583,635.09
05	730 Food Service	25,000.00	-	25,000.00	0.00%	6,021.87	6,071.87
05	740 Campus Access	58,910.00	25,971.64	32,938.36	44.09%	9,674.36	191,172.83
05	770 Student Activity Funds	159,500.00	16,775.00	142,725.00	10.52%	21,322.94	149,855.37
06	810 J. Wrenn Emergency Loan Fu	1,000.00	-	1,000.00	0.00%	177.92	44,016.11
07	910 Buildings & Grounds	1,553,615.00	105,177.71	1,448,437.29	6.77%	2,381.73	1,786,033.69
08	792 Public Radio East Endowment	480.00	-	480.00		80.29	62,291.56
08	850 Endowments	52,000.00	21,508.00	30,492.00	41.36%	18,286.73	1,935,907.95
Total		13,820,871.40	825,628.83	12,995,242.57	6%	703,855.46	9,318,950.58

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

Student ID #	Term	INTU/ Tuition/ Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	FA Overage	CTFCE Comp Tech Con ed	Total
XX0504	2014sp								1,413.64		1,413.64
XX9102	2014sp								951.00		951.00
XX3728	2014sp								622.00		622.00
XX9870	2014sp								233.93		233.93
XX5173	2014sp								325.52		325.52
XX5689	2014sp								284.80		284.80
XX7543	2014sp								702.00		702.00
XX7582	2014sp								1,045.00		1,045.00
XX4029	2014sp								472.00		472.00
XX4723	2014sp								467.35		467.35
XX3240	2014sp								451.30		451.30
XX3413	2014sp	291.99		18.67	9.33	5.83	187.60	17.50			530.92
XX7321	2014sp								971.10		971.10
XX2756	2014sp								550.94		550.94
XX9288	2014sp	498.66		20.29	10.14	6.34	550.93	9.51			1,095.87
XX1413	2014sp								636.00		636.00
XX0463	2014sp								562.00		562.00
XX9092	2014sp								752.24		752.24
XX2091	2014sp								772.15		772.15
XX7296	2014sp								594.67		594.67
XX8179	2014sp								258.58		258.58
XX5265	2014sp								486.00		486.00
XX2461	2014sp	1,857.95		33.14	11.28	7.05					1,920.00
XX1475	2014sp								774.46		774.46
XX2620	2014sp								837.80		837.80
XX6699	2014sp								1,244.14		1,244.14
XX7710	2014sp								682.00		682.00
XX3624	2014sp								519.06		519.06
XX0749	2014sp	16.73									16.73
XX6161	2014sp								702.00		702.00
XX2632	2014sp								2,023.34		2,023.34
XX5927	2014sp								363.00		363.00
XX5691	2014sp								875.00		875.00
XX194	2014sp								1,017.00		1,017.00
XX3220	2014sp								580.00		580.00
XX1834	2014sp								961.36		961.36
XX7263	2014sp								195.66		195.66
XX0250	2014sp								411.06		411.06
XX6985	2014sp								476.01		476.01
XX5639	2014sp								794.00		794.00
XX2213	2014sp								608.00		608.00
XX4852	2014sp								477.60		477.60
XX3338	2014sp	241.25		15.43	7.71	4.82	44.12	14.46			327.79
XX7994	2014sp								763.23		763.23
XX1834	2014sp								159.85		159.85
XX6399	2014sp	279.55		10.43	5.21	3.26		19.55			318.00
XX0331	2014sp								448.00		448.00
XX4820	2014sp								1,061.00		1,061.00
XX6159	2014sp								137.43		137.43
XX4272	2014sp								856.33		856.33
XX0276	2014sp								289.00		289.00
XX4584	2014sp								651.34		651.34
XX6905	2014sp	1,617.48		57.64	28.83	18.02		27.03			1,749.00
XX6297	2014sp	525.00		26.11	13.05	8.16	454.83	48.95			1,076.10
XX2136	2014sp								1,345.00		1,345.00
XX1342	2014sp	100.39		3.20	1.60	1.00		3.01			109.20
XX9049	2014sp								525.87		525.87
XX1197	2014sp								465.00		465.00
XX9385	2014sp								589.00		589.00
XX7377	2014sp								458.79		458.79
XX1069	2014sp	333.85		31.46	15.73	9.83	252.10	18.43	661.39		1,322.79
XX4635	2014sp								191.67		191.67
XX0055	2014sp								902.83		902.83
XX0888	2014sp								338.80		338.80

XX0454	2014sp									706.00		706.00
XX1332	2009CE1			60.00								60.00
XX8022	2009CE3			120.00								120.00
XX9528	2009CE1			20.00								20.00
XX5428	2009CE1			55.00								55.00
XX1198	2009CE1			55.00								55.00
XX2552	2009CE3			70.00								70.00
XX9385	2009CE3			65.00								65.00
XX3113	2009CE3			65.00								65.00
XX9075	2009CE3			65.00								65.00
XX8186	2008CE3			50.00								50.00
XX1977	2008CE3			50.00								50.00
XX1770	2008CE3			50.00								50.00
XX7078	2008CE3			50.00								50.00
XX5994	2008CE3			50.00								50.00
XX9482	2008CE1			60.00								60.00
XX5993	2008CE3			50.00								50.00
XX8909	2008CE1			55.00								55.00
XX4738	2008CE3			50.00								50.00
XX7222	2008CE3			50.00								50.00
												-
				5,762.85	1,090.00	216.37	102.88	64.31	1,489.58	158.44	36,644.24	- 45,539.25

Page Vannell

Kisha B. Simpson
(Requested by)

FA Issues/Withdraw Charged 25%	6,102.47
Sponsor Issues	2,347.20
WFD	1,090.00
Return 2 Title 4	35,982.85
MISC-Return Check, Emergency Lc	16.73

Total Collected this period
Debt Setoff
Total Fees Pd to collection agency
Net proceeds

\$ 2,033.42
1,447.56
1,013.57
\$ 2,467.41

YTD Write Offs \$46,034.75
Prior Year Write Offs July 2014-Sept 2014 \$21,729.88
120 Days past due \$45,598.50
Percentage of Total Accounts Receivable 5.0072%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

	31-Aug	21-May	Variance
Local Funds	\$1,450,806.38	\$2,340,618.14	-\$889,811.76
Special Funds	<u>\$7,341,937.36</u>	<u>\$7,275,072.54</u>	<u>\$66,864.82</u>
Total	\$8,792,743.74	\$9,615,690.68	-\$822,946.94

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.

	31-Aug	21-May	Variance
STIF Interest Rate:	0.635630%	0.544950%	0.090680%

WFD - PROPOSED FEES

Course	Description	Proposed New Fee
CDL Class "B"	Books, fuel, maintenance, etc.	\$819.40
Workkeys Exam(s)	Old Fee	Proposed New Fee
Applied Mathematics	\$10.00	\$12.00
Applied Technology	\$10.00	\$12.00
Locating Information	\$10.00	\$12.00
Reading for Information	\$10.00	\$12.00
Observation	\$10.00	\$15.00
Team Work	\$10.00	\$15.00
Business Writing	\$17.30	\$17.50
Listening and Understanding	\$17.30	\$20.00
Listening	\$17.30	\$17.50
Writing	\$17.30	\$17.50
CRC Exam	\$30.00	\$36.00

AGENDA

**PERSONNEL COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, September 14, 2015 at 5:00 P.M.**

Members: *Ms. Brenda Wilson, Chair*
 Ms. Rosanne Leahy
 Ms. Jennifer Dacey
 Mr. Ronald Knight
 Ms. Allison Morris
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing
 Ms. Cindy Ensley, Recorder

- | | |
|--|-----------------------------|
| 1. Call to Order | <i>Brenda Wilson, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Quarterly Personnel Report & Openings (<i>info</i>) | <i>Cindy Patterson</i> |
| 4. Student Assistance Program Update (<i>info</i>) | <i>Cindy Patterson</i> |
| 5. State Budget Update & Bond Update (<i>info</i>) | <i>Cindy Patterson</i> |
| 6. Adjournment | <i>Brenda Wilson, Chair</i> |

Personnel Committee Charge

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

MINUTES

**PERSONNEL COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
SEPTEMBER 14, 2015 AT 5:00 P.M.**

- I. In the absence of Committee Chair Brenda Wilson, Board Chairman Kevin Roberts called the meeting to order at 5:12 pm.
- II. The roll was called by Recorder Ms. Cindy Ensley and a quorum was declared for the meeting.
Members Present: Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Allison Morris, and Board Chairman Kevin Roberts.
Members Absent: Ms. Rosanne Leahy, Ms. Brenda Wilson
Others Present: Dr. Raymond Staats, Ms. Cindy Patterson, and Ms. Cindy Ensley, Recorder.
- III. Quarterly Personnel Report & Openings
For informational purposes, Ms. Patterson reported on the quarterly report from June 1, 2015 – August 31, 2015 and the current job openings at the College as of September 2, 2015.
- IV. Student Assistance Program
Ms. Patterson reviewed the Student Assistance Program (SAP) distributing a summary of the program. She stated the program is being utilized on a small scale.
- V. State Budget Update and Bond Update
Ms. Patterson stated we are awaiting final approval from the State on the budget. We do anticipate money will be allocated to salary increases over the next two years with the College having flexibility in awarding the increases. It is anticipated that each fulltime College employee will receive a one-time \$750 bonus in their December paycheck in 2015. Dr. Staats reported we are awaiting information on the bond update.
- VI. Adjournment
With no further business to discuss, Board Chairman Roberts adjourned the meeting at 5:21 pm.

ce/10.9.15

Craven Community College Quarterly Personnel Report
June 1, 2015 – August 31, 2015

New Hires	Position Title		Effective	Monthly/Annually
Pamela Millis	Accounting Assistant/AP/AR		6/1/2015	\$2,833/\$33,996
James Ward	BLET Coordinator/Instructor		7/1/2015	\$3,750/\$45,000
Elaine Rouse	Information Systems Specialist Network/Security		7/15/2015	\$4,000/\$48,000
Leo Melton	Facilities Maintenance Specialist - Trades		8/1/2015	\$3,084/\$37,008
Thomas Gill	Director, Military Affairs Resource Center (Full-Time Temporary)		8/10/2015	\$4,667/\$56,004
Edward Sabat	Mathematics Faculty		8/12/2015	\$4,440/\$39,960
Theresa Hicks	CJC Coordinator/Instructor		8/17/2015	\$5,556/\$50,004
Michelle Smith	Mathematics Faculty		8/12/2015	\$4,667/\$42,003
Dr. Shelly Hines-Brooks	Spanish Faculty		8/12/2015	\$4,778/\$43,002
Mark Marsteller	Aviation Systems Technology Faculty (Full-Time Temporary)		8/12/2015	\$4,445/\$40,005
Tanya Roberts	Executive Assistant to the Executive Director of Institutional Advancement		8/13/215	\$3,334/\$40,008
Christine Hurst	Accountant/Budgeting/Operations		8/25/2015	\$3,959/\$47,508
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Nicole Mena	TRiO Tutor (Part-Time Regular)	TRiO Coordinator (Full-Time Temporary)	6/01/2015- 2/29/2016	Promotion \$2,600 /\$31,200
Bambi Edwards	Dean of Technology Services	Dean of Technology /Facilities	6/1/2015	Promotion \$6,834/\$82,008
Tammy Nyberg	IT Services Support (Part-Time Regular)	Senior Administrative Assistant to the Dean of Technology/Facilities (Full-Time Temporary)	6/1/2015	Promotion \$2,417/\$29,004
Diana Dargon	Distance Learning Support Specialist (Part-Time Regular)	Distance Learning Support Specialist (Full-Time Temporary)	6/1/2015- 2/29/2016	Promotion \$2,600 /\$31,200
Kimberly Clark	Campus Life Assistant (Full-Time Temporary)	Campus Life Coordinator (Full-Time Regular)	6/15/2015	Promotion \$2,917/\$35,004
Constance King	Office Manager/WFD	Office Manager/Career and Transfer Center	6/8/2015	Lateral
John Melville	Facilities Maintenance Specialist - Trades	Director of Facilities	7/1/2015	Promotion \$4,167/\$50,004
Robin Matthews	Interim Dean of Workforce Development	Executive Director of Workforce Solutions	7/1/2015	Reassignment \$5,659/\$67,908
Juvy Clay	Facilities Maintenance Technician-I (Full-Time Temporary)	Facilities Maintenance Technician I (Full-Time Regular)	7/15/2015	Lateral \$2,000/\$24,000
Gale Evancho	Executive Assistant to the AVP of Academic Affairs/Student Engagement	Executive Assistant to the EVP of Learning and Student Success	7/1/2015	Lateral
Veronica Abreu	Senior Administrative Assistant Havelock/Cherry Point	Director of Instructional Services/ Student Support/HV/CP Campus	8/1/2015	Promotion \$3,625/\$43,500
Dr. Amelia Iams	PTA Program Coordinator/Faculty (Full-Time Temporary)	PTA Program Coordinator/Faculty (Full-Time Regular)	8/12/2015	Lateral \$5,889/\$53,001

Resignations/ Terminations/Retirements	Position	Effective	Reason
Michael Williams	Executive Director of Facilities	6/30/2015	Non-Renewal
Lorraine DiBella	Executive Assistant to the Executive Director of Institutional Advancement	6/30/2015	Non-Renewal
James Adkins	Military Affairs Coordinator	6/30/2015	Non-Renewal
Chris Watercott	Accountant/Budgeting/Operations	7/23/2015	Resigned
Michael Foster	Business Account Executive PRE	8/31/2105	Retirement
Amy Derck	Director of Student Services/Havelock Campus	8/31/2015	Retirement

Craven Community College Current Job Searches as of September 2, 2015

Current Searches	Closes	Status
Senior Administrative Assistant, LAUT	Open Until Filled; Screening to begin Sept. 2, 2015	Accepting Applications
Director of Distance Learning and Professional Development	September 15, 2015 Re-advertised	Accepting Applications
Business Account Executive, PRE	closed	Level I interviews scheduled for 9/3 & 9/4

The Best Kept Secret for Students



What's the Secret?

Your college knows that there are times when life, school, or work can be stressful. That's why they have partnered with McLaughlin Young to provide you with a student assistance program (SAP). A SAP is a college-sponsored benefit that offers the support and resources you need to address personal challenges and concerns. Best of all, it's free for you and your household.

Reasons to Use

A SAP is designed to help with all kinds of life situations. Examples include, but are not limited to marital difficulties, family problems, parenting, stress, balancing work and family, relationship issues, work-related concerns, depression, alcohol and drug use/abuse, grief and loss, elder care, healthy living, and crisis events.

You are Covered

McLaughlin Young offers you and your immediate household members unlimited access to:

- Free, confidential help with personal or work-related concerns
- Referrals to other sources for assistance
- 24-hour emergency coverage

SAP is Confidential

Confidentiality is an essential part of the SAP. Your college will not know of your participation in the services nor have access to any information without your consent. The only exceptions are when someone's safety is in question.

How our SAP Works

When you call the SAP, you are offered a needs assessment by an experienced, licensed counselor. If it is determined that the concern can be resolved through problem-solving sessions, the student assistance professional will assist in resolution. If it is determined that a referral is needed for ongoing support, the SAP will connect you with the most cost-effective resources for care.

How to Access

Simply call 800-633-3353 or 704-529-1428 to access the SAP. A student assistance professional may assess your situation prior to scheduling an appointment to ensure that you are receiving the most appropriate care.

AGENDA

FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, September 21, 2015 at 4:00 P.M.

Members: *Mr. Bill Taylor, Chair*
 Mr. Gary Baldree
 Ms. Cora Chadwick
 Ms. Jennifer Dacey
 Mr. Chuck Tyson
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing
 Mr. Eddie Foster, Director, Customized Training & Safety
 Ms. Cindy Ensley, Recorder

- | | |
|--|---------------------------|
| 1. Call to Order | <i>Bill Taylor, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Safety Update | <i>Eddie Foster</i> |
| 4. Facilities Project Update (info) | <i>Cindy Patterson</i> |
| 5. Facilities Usage Quarterly Report (info) | <i>Cindy Patterson</i> |
| 6. State Budget & Bond Update (info) | <i>Cindy Patterson</i> |
| 7. Review Proposals for STEM Building Study (motion) | <i>Cindy Patterson</i> |
| 8. Bosch Building Rename (motion) | <i>Cindy Patterson</i> |
| 9. Student Success Center (info) | <i>Ray Staats</i> |
| 10. Adjournment | <i>Bill Taylor, Chair</i> |

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

**FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
SEPTEMBER 21, 2015 AT 4:00 P.M.**

- I. Committee Chair Bill Taylor called the meeting to order at 4:00 pm.
- II. Cindy Ensley called the roll and a quorum was present for the meeting. Committee Chair Taylor welcomed new Trustee Cora Chadwick.
Members Present: Ms. Cora Chadwick, Ms. Jennifer Dacey, Mr. Bill Taylor, Mayor Chuck Tyson, and Board Chairman Kevin Roberts.
Members Absent: Mr. Gary Baldree
Others Present: Dr. Raymond Staats, Ms. Cindy Patterson, Mr. Eddie Foster, and Ms. Cindy Ensley, Recorder.
- III. Safety Update
Eddie Foster, Director of Customized Training and Safety, presented a summary of the safety initiatives implemented thus far, including but not limited to; routine inspections, routine committee meetings, automated external defibrillators installed in all buildings and both campuses with staff trained in its use, sharp containers installed, and first aid kits distributed. In the future, the Safety Committee plans to implement online safety training, a shared drive for safety programs and an accident injury/illness prevention program. *(Mr. Foster was excused from the meeting after his presentation).*
- IV. Facilities Project Update
Ms. Patterson presented a listing of completed projects and projects in process (attached) for information purposes.
- V. Facilities Usage Quarterly Report
Due to the cancellation of the Summer Facilities Committee Meeting, Ms. Patterson presented reports for March – May 2015 and June – August 2015 (attached) reminding the Committee that usage of facility space is a service offered by the College, not a money maker.
- VI. State Budget Update and Bond Update
Ms. Patterson stated the budget outcome from the State level is looking better than anticipated; a number of community college priorities will be achieved it appears. Fulltime College employees will get a one-time bonus of \$750 in their December 2015 paycheck. Money should be allocated over the next two years for salary increases allowing the College flexibility in awarding the increases. We are still awaiting the final budget approval from the State level which will be shared with the Board of Trustees when available. Dr. Staats

reported the bond is separate from the budget and is somewhat uncertain at this time.

VII. Review Proposals for STEM Building Study

Ms. Patterson explained that an internal committee had reviewed proposals from fifteen (15) firms and unanimously agreed to submit to the Facilities Committee three selections to consider as a recommendation to the Board of Trustees. Ms. Patterson summarized proposals from JKF Architecture, Little Diversified Architectural Consulting, and Moseley Architects. After much discussion, the Committee asked to have the three proposals to review and call another meeting to approve a recommendation.

VIII. Renaming of the Bosch-Siemens Advanced Manufacturing Building

Ms. Patterson reported the College had received a request from Bosch to remove the “Siemens” name from the building as their relationship with Siemens had terminated. Bosch is willing to pay the cost (estimated at \$7,500) to change the various signs on the building itself. There is an additional cost of approximately \$700 to change the various signs in the College parking lots. Trustee Tyson motioned to make the changes as requested at Bosch’s expense, Trustee Dacey seconded the motion and the motion passed unanimously.

IX. Student Success Center

Dr. Staats informed the Committee that the First Stop area needs to be included in the Student Success Center to centralize student admission/assistance. This will most likely require the Library to be moved to the existing Student Center building. The architect is working on a feasibility/cost proposal for these changes. Dr. Staats reported he had met with the Bate Foundation Board to discuss their potential support of building projects on campus.

X. Adjournment

With no further business to discuss, Committee Chair Taylor adjourned the meeting at 4:58 pm.

ce/10.9.15

Completed Projects	Completed during the summer
Bender Cost: \$34,096	Classrooms were painted and the lobby furniture and teacher's desks and chairs were replaced.
Kelso Cost: \$ 6,075	Classrooms 102, 107, 109, 120, offices 116, 117, 118, 119, restrooms and hallways were painted.
Brock Cost: \$ 131,690	Classrooms were painted and classroom furniture replaced as needed.
Perdue Cost: \$11,367	Lobby furniture replaced.
Projects	Update as of September 11, 2015
Barker Hall/Student Success Center/Student Center	Barker project on hold. Engaged Darden J. Eure & Associates to furnish drawings & estimates for proposed renovations to Student Center building to accommodate placement of library. Cindy and Kathleen working on concept drawings and space allocation.
Barker Boiler Cost: \$20,155	Mechworks will replace the boiler. The work is expected to begin in 4 to 6 weeks.
Brock/Stud Ctr shared chiller Estimate: \$95,255	The shared chiller will be replaced. Bids are being received and the work is expected to be done during the Christmas break.
Havelock Chiller Coils (repairs) Estimate: pending	The existing coils have been damaged during past hurricanes.
Roofs based on 5 year plan Estimates: New Bern – 2015 Forecast \$24, 874 Havelock – 2015 Forecast \$31,901	BIRS Roofing submitted the 5 year plan. Recommendations for the 2015-16 year consisted of roof maintenance and minor repairs to correct blistering, holes/splits, flashing, caulking, etc. BIRS is expected to begin this in the next 3 months.
Kelso Renovations – classrooms/bathrooms/hallways Budget: \$95,000	Plans include: paint classrooms not listed above, replace ceiling tiles, replace hallway floor tiles and remodel bathrooms with new stalls and new floor tiles. Currently receiving quotes. This work is planned to be completed during Spring break.
Orringer Renovations – classrooms/hallways Budget: \$90,000	Plans include: paint classrooms, replace ceiling tiles, replace floor tiles and lighting. Currently receiving quotes. This work is planned to be completed during Spring break.
Orringer Stage Estimate: pending	Plans are to replace the floor with a dark oak. Currently receiving quotes and suggestions from several stage experts. Work is expected to be completed over the Christmas break.
Student Center – Piping Estimate: pending	Plans are to remove the asbestos using Enviro-Pro and then replace with new insulation. Currently receiving quotes. Planned to be completed over the Christmas break.
Roads/Parking Lots Estimates: Year 1 - NB1, NB2, NB5 - \$100,286 Year 2 - NB 6, NB7, NB9, NB14, H5 - \$105,431	Avolis Engineering, P.A. submitted Payment Condition Survey with a 5 year plan. Year 1 includes various Patch and Resurface and Year 2 includes various Patch, Seal and Stipe. These are planned to be completed during the Summer.

CCC Facilities Usage Report

Date of report: June 3, 2015

Mar., Apr., May 2015

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
BSH Home Appliances	3/6/2015	BLC	Brock 100	\$ -	N/A	16
Guilford Technical Community College	3/18-19/2015	Edu	Naumann CR	\$ -	N/A	52
NC Dept. of Transportation - Concrete School	3/24-3/27/2015	Gov	AMC 102	\$ -	N/A	18
			Orringer Auditorium; Brock 200, 202, 205, 206, 207, 212, 213, 214, 215; BIT 106, 107, 214, 215, 218; and			
Craven Smart Start - Building Brighter Futures	3/28/2015	Gov	Naumann CR AMC 102 (AM and PM	\$ -	N/A	240
Craven Smart Start	4/23/2015	Gov	Sessions	\$ -	N/A	30/26
Ward & Smith, P.A.	5/12/2015	Profit	Naumann CR	\$ 260.00	5/4/15	42
East Carolina University, School of Social Work	Summer 2015	Edu	Perdue 123	\$ -	N/A	24
Kiddie Kollege Learning Center	5/14/2015	Profit	Orringer Auditorium	\$ 162.50	5/7/15	130
Childcare Network, No. 77	5/30/2015	Profit	Orringer Auditorium	\$ 192.00	6/3/15	225

Fees are not charged for the following organizations:

(BLC)	Craven Business Leadership Circle
(Gov)	Government - federal, state, county, municipal
(Edu)	Education

CCC Facilities Usage Report

Date of report: September 8, 2015

June, July, August 2015

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
Happy Feet School of Dance	6/5-6/6/2015	Profit	Orringer Auditorium	\$ 455.00	5/21/2015	285
CCHC Fdtn.-Journey of Hope Cancer Support Ctr.	6/7/2015	Nonprofit	Orringer Auditorium	\$ 160.00	3/24/2015	52
NC Dept. of Environment & Natural Resources - Division of Coastal Management	6/11/2015	Gov	BIT 106	\$ -	N/A	16
NC Wildlife Resources Commission	6/16/2015	Gov	Orringer Auditorium	\$ -	N/A	50
Craven County Board of Elections	6/18/2015	Gov	Orringer Auditorium	\$ -	N/A	50
NC Wildlife Resources Commission	6/28/2015	Gov	IAT 118	\$ -	N/A	2
NC Wildlife Resources Commission	7/11/2015	Gov	IAT 118	\$ -	N/A	18
Craven Area Rural Transit System (CARTS)	7/16/2015	Gov	Naumann Com. Room	\$ -	N/A	3
			Orringer Auditorium; BIT 106, 107, 214, & 215; Naumann Com.			
Community of Excellence	8/15/2015	BLC	Room	\$ -	N/A	65
Community of Excellence	8/22/2015	Non-profit	Orringer Auditorium	\$ 250.00	8/17/2015	285
	Fall Term Saturdays: 8/22-					
East Carolina University School of Social Work	12/12/2015	Edu	Perdue 123	\$ -	N/A	24/26

Fees are not charged for the following organizations:

(BLC)	Craven Business Leadership Circle
(Gov)	Government - federal, state, county, municipal
(Edu)	Education

AGENDA

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING

Craven Community College

Ward Boardroom, Brock Building

Monday, September 21, 2015 at 5:00 P.M.

Members: Ms. Allison Morris, Chair
Ms. Cora Chadwick
Mr. Ken Crow
Ms. Carol Mattocks
Mr. Ronald Knight
Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: Dr. Ray Staats, President
Dr. Daryl Minus, EVP of Learning and Student Success
Ms. Kathleen Gallman, AVP for Academic Affairs and Student Engagement
Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing
Ms. Cindy Ensley, Recorder

- | | |
|---|-----------------------|
| 1. Call to Order | Allison Morris, Chair |
| 2. Members Present Roll Call | Cindy Ensley |
| 3. Overview of Committee Responsibilities (<i>info</i>) | Daryl Minus |
| 4. State Budget Update & Bond Update (<i>info</i>) | Cindy Patterson |
| 5. Board Policy Revisions (<i>motion</i>) | Cindy Patterson |
| a. BP 2.27 – Sexual and Other Prohibited Harassment | |
| b. BP 3.1 – Student Rights and Responsibilities | |
| 6. SACSCOC Update (<i>info</i>) | Daryl Minus |
| a. 2nd Monitoring Report Status | |
| b. Accreditation Reaffirmation Update | |
| 7. Enrollment Update (<i>info</i>) | Kathleen Gallman |
| 8. Career and College Promise Update (<i>info</i>) | Kathleen Gallman |
| 9. Adjournment | Allison Morris, Chair |

Academic & Student Affairs Committee Charge

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

MINUTES

ACADEMIC & STUDENT AFFAIRS COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

SEPTEMBER 21, 2015 AT 5:00 P.M.

- I. Committee Chair Allison Morris called the meeting to order at 5:03 pm.
- II. Cindy Ensley called the roll and a quorum was declared present for the meeting. Chair Morris welcomed new Trustee Cora Chadwick.
Members Present: Ms. Cora Chadwick, Mr. Ron Knight, Ms. Carol Mattocks, Chair Allison Morris, and Board Chairman Kevin Roberts.
Members Absent: Trustee Ken Crow
Others Present: Dr. Raymond Staats, Dr. Daryl Minus, Ms. Kathleen Gallman, Ms. Cindy Patterson, and Ms. Cindy Ensley.
- III. Overview of Committee Responsibilities
At the request of Committee Chair Morris, Dr. Minus reviewed the responsibilities of the Committee as presented at the bottom of the meeting agenda. He also reminded the Committee that the heart of the College is its students.
- IV. State Budget Update and Bond Update
Ms. Patterson stated that the budget appears to be better than previously thought but we are still awaiting the final approval from the State. It looks like every fulltime College employee may receive a \$750 bonus in their December 2015 paycheck. The College may have access to money for the next two years for salary increases with the flexibility of allocation of the funds. There will most likely be a tuition increase for the spring 2016 semester. Ms. Patterson stated the Board will be updated as the final approval from the State level is completed. Dr. Staats stated that most of the NCCCS priorities appear to be funded. He also mentioned the bond will be separate from the budget and it is unresolved at this time.
- V. Board Policy Revisions
Ms. Patterson reviewed the recommended changes to Board Policies on Sexual & Other Prohibited Harassment (BP2.27) and Student Rights & Responsibilities (BP 3.1) (both attached). After discussion, Trustee Knight motioned to approve the recommended changes, Trustee Mattocks seconded the motion and the motion passed unanimously. *(At this point, Ms. Patterson was excused from the meeting)*
- VI. SACSCOC Update
 - A. Dr. Minus reported the 2nd monitoring report had been submitted on September 8, 2015 demonstrating compliance with CS 3.3.1.1. He stated we are confident of a favorable report back from SACSCOC sometime in December. Dr. Minus said this was the last standard from the 5th Year

Review that had not been addressed. Dr. Staats explained the process and review by SACSCOC for a 2nd monitoring report. If SACSCOC does not accept the progress reported, the College may be placed on probation.

B. Accreditation Reaffirmation Update

Dr. Minus explained the 10 Year accreditation reaffirmation process; Craven's reaffirmation is scheduled for 2017. The Compliance Certification Report is due March 1, 2016. The Report will be reviewed by a SACSCOC off-site committee, followed by a visit from the SACSCOC on-site review team October 4 – 6, 2015. Staff and faculty are working to complete the Compliance Certification Report before the end of the Fall 2015 semester. Craven's SACSCOC Reaffirmation Leadership Team will participate in a consultative session with Dr. Crystal Baird, our assigned SACSCOC Vice President, to discuss our progress on the Compliance Certification Report in early January 2016.

Dr. Staats informed the Committee that Mary Clark, Executive Director of Institutional Effectiveness and SACSCOC Liaison, has resigned to take a job at a college closer to her home. Her resignation is effective October 23, 2015. The Director of Institutional Effectiveness position is currently being advertised, but in the meantime, Dr. Minus has been named SACSCOC liaison for the College. Dr. Minus, Kathleen Gallman and Diane Tyndall will take the lead on coordinating accreditation reaffirmation activities to keep the College moving forward with the process.

Dr. Minus also mentioned that the College is currently engaged in the selection of a Quality Enhancement Plan (QEP) topic. The QEP is an institutional initiative focused on student learning and is also a required component of the SACSCOC accreditation reaffirmation process.

VII. Enrollment Update

Ms. Gallman presented an update on the Fall 2015 curriculum enrollment figures, indicating a .08% FTE decline from Fall 2014 (attached). She also noted that Craven's curriculum enrollment is recovering (the college was showing over a 7% curriculum enrollment decline from the previous year in Fall 2014).

VIII. Career and College Promise (CCP) Update

Ms. Gallman presented a comparison of Fall 2014, Spring 2015 and Fall 2015 of CCP enrollment, showing an overall increase of 152%. She discussed a few key elements that have helped result in this positive change including the addition of an advisor presence at New Bern and West Craven high schools. Ms. Gallman noted an equalization of CCP and AP course credits, effective with this year's incoming high school Freshman. She also stated that work has begun with Havelock High School to increase their participation in the CCP program.

IX. Other Business

Dr. Minus briefly reviewed Craven's participation in the NC Space Grant (High Altitude Balloon Payload Design Competition in April 2016, accreditation of the Pharmacy Technology Program, and the Independent Comprehensive Articulation Agreement with 22 of the state's 36 independent colleges and universities (attached).

X. Adjournment

With no further business to discuss, Committee Chair Morris adjourned the meeting at 5:35 pm.

SEXUAL AND OTHER PROHIBITED HARASSMENT - BP 2.27

Legal Authority: 23 NCAC 2C .0210

Approval: April 19, 2011

Revision: TBD

Purpose

The Board will not tolerate prohibited harassment of employees or students including harassment of an individual because of that person's sex, sexual orientation, gender, race, religion, color, national origin, age, disability, genetic information, veteran's status, or any other classification protected by law. Any employee who engages in any form of prohibited harassment will be disciplined. Discipline may include, but is not limited to, transfer, demotion, suspension, or discharge. The college also forbids retaliation of any type against an employee or student for reporting any type of prohibited harassment.

Prohibited Conduct

The College prohibits any form of sexual or other prohibited harassment involving any of its employees in the employment relationship or involving any of its students in the educational relationship, whether it be in the form of an employee harassing an employee or student. Harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her race, color, religion, gender, sexual orientation, age, national origin, disability, or other legally protected status is strictly forbidden. The foregoing provisions are amplified and complemented by the following:

- (1) **Sexual Harassment.** Sexual harassment does not require physical contact but involves conduct that merely creates an unwelcome environment, as follows:

Employees: Sexual harassment involving an employee includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to the conduct is made a term or condition of the employee's employment (either explicitly or implicitly); when submission to or rejection of the conduct is used as a basis for employment decisions affecting the employee; or when the conduct is sufficiently severe, persistent, or pervasive to interfere with the employee's work performance or to create an intimidating, hostile, or offensive working environment.

Occasional compliments of a socially acceptable nature do not constitute sexual harassment. Similarly, circumstances such as the nature of course materials, educational programs, or other educational activity will be considered before a determination is made that behavior in such a context is prohibited conduct.

Verbal or physical conduct of a sexually provocative, uncivil, or disrespectful nature at the College, whether or not it would be judged illegal as a matter of law, is unwelcome by the College and will not be tolerated. Nothing in these policies creates rights inconsistent with a zero tolerance for prohibited behavior. Furthermore, the College has the final word in interpreting these policies.

Definitions

- "Unwelcome" signifies conduct that is not requested or invited and is regarded as offensive or undesirable.
- "Conduct of a sexual nature" refers to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including, but not limited to:
 - Sexual advances
 - Sexual touching
 - Sexual graffiti
- Displaying or distributing sexually explicit objects, drawings, pictures, and written materials
- Sexual gestures
- Sexual or "dirty" jokes
- Requests for sexual favors
- Touching oneself sexually or talking about one's sexual activity in front of others
- Spreading rumors about or rating other employees or students as to sexual activity or performance

(2) **Other Prohibited Harassment.** Other prohibited harassment involving an employee or student may consist of verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, sexual orientation, age, national origin, disability, or other legally protected status, or that of his or her relatives, friends, or associates, and has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment; has the purpose or effect of interfering unreasonably with an individual's work or has the purpose or effect of denying or limiting a person's ability to participate in or benefit from the College program; or otherwise adversely affects an individual's employment or educational opportunities.

Any act, comment, or behavior that constitutes sexual or other prohibited harassment is strictly prohibited and will not be tolerated of any employee or student. This prohibition covers not only the relationship with other persons encountered in the

course of performing his or her job duties but also each student's relationships with other persons encountered in the course of participating in the College's education programs or activities.

Verbal or physical conduct that shows hostility or aversion towards a protected status, class, trait or condition, whether or not it would be judged illegal as a matter of law, is unwelcome by the College and will not be tolerated. Nothing in these policies creates rights inconsistent with a strict application of a zero tolerance for such prohibited behavior. Furthermore, the College has the final word in interpreting these policies.

Complaints by Employees

Employees, without any fear of reprisal, have the responsibility to bring any form of sexual or other prohibited harassment (whether by a co-worker, a student, or someone else encountered during the course of performing their job duties) to the attention of their supervisor or department head, so that an appropriate investigation may be begun into the circumstances of the incident and the alleged harassment. If an employee is uncomfortable with reporting the harassment to his or her supervisor or department head, the employee should go directly to the Director of Human Resources or to one of the chief administrators. Any person who receives a report of sexual or other prohibited harassment should notify the Director of Human Resources immediately, to obtain assistance in coordinating any investigation.

College's Response to Complaints

- (1) **Investigation.** An employee who is reporting suspected sexual or other prohibited harassment is encouraged to provide as much information about the incident(s) as possible, and to assist the College in following up with the complaint. One or more impartial members of the College administration will be responsible for interviewing the person making the complaint, the person(s) accused of engaging in sexual or other prohibited harassment, and any witnesses named by those involved or others who the College believes may have relevant information. Designated College officials also will be responsible for reviewing any relevant documentation or other evidence provided by those involved.

The College's goal is to conduct and conclude its investigation promptly, so that an appropriate resolution of the matter may be reached as soon as reasonably possible. The extent of the College's investigation will depend upon the circumstances, including the nature of the harassment allegations and the College's ability to contact and obtain information from those involved. Interim measures may be taken to help avoid potential harassment or retaliation during the investigation process. Fact-finding and the determinations to be made from the facts shall be solely the province of the College.

- (2) **Propriety.** The College will keep all information relating to harassment allegations

and investigations as confidential as reasonably possible under the circumstances, consistent with the College's legal obligations and with the need to investigate allegations of harassment and to take corrective and/or disciplinary action with the College determines that prohibited harassment or another violation of College policy has occurred.

- (3) **Corrective/Disciplinary Action.** Following the College's investigation of any alleged sexual or other prohibited harassment, a review of the results of the investigation with the person or persons involved will be conducted. If appropriate, corrective and/or disciplinary action will be taken. This may result in immediate termination of employment for the employee.

Complaints by Students

The Board directs the President to promulgate and implement procedures and programs that will provide students with information as well as the means of obtaining assistance and remedy in the event of discrimination or harassment on the basis of any legally protected trait, characteristic, condition, or classification.

[Return to Table of Contents](#)

STUDENT RIGHTS AND RESPONSIBILITIES - BP 3.1

Legal Authority: NCGS I 15D-20

Approval: April 19, 2011

Revision: TBD

Student Rights and Responsibilities

The Board directs the President to establish appropriate student services that will ensure that student rights and responsibilities are integrated into the academic and extracurricular programs of the College. The rights and responsibilities of students are inherent and outlined in College policies and procedures. These policies and procedures are developed to ensure that students have a positive educational experience while attending the College and that the institution operates in a manner that fulfills its mission.

In addition, the Board is committed to providing nondiscriminatory educational opportunities. The College prohibits discrimination against students based upon gender, race, color, religion, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other characteristic protected by law. The President shall ensure that the College does not unlawfully discriminate in any education decision such as admission, student services, or graduation.

Complaints by Students

The Board directs the President to promulgate and implement procedures and programs that will provide students with information as well as the means of obtaining assistance and remedy in the event of discrimination or harassment on the basis of any legally protected trait, characteristic, condition, or classification.

[Return to Table of Contents](#)



Executive Summary Second Monitoring Report

On January 13, 2015, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requested that Craven Community College submit a Second Monitoring Report to address comprehensive standard (CS) 3.3.1.1. Our report, submitted on September 8, 2015, affirmed that the institution has been engaged in ongoing, comprehensive assessment activities and demonstrates compliance with CS 3.3.1.1 by providing thorough documented evidence of the following:

1) **comprehensive, ongoing Curriculum Program Review (CPR)** of all academic programs on a five year cycle since 2012; 2) **comprehensive, ongoing program learning outcomes assessment** of all academic programs through 2014-15; and 3) **implementation of continuous improvement strategies** that enhance program learning outcomes assessment across the institution.

Comprehensive Curriculum Program Review

Since 2012, more than two-thirds of Craven's academic programs have undergone program review using the comprehensive CPR model. To demonstrate ongoing compliance with CS 3.3.1.1, a spreadsheet that summarizes CPR results for all programs that have undergone Curriculum Program Review since 2012 is provided as evidence. The documentation provided emphasizes how Curriculum Program Review Committee recommendations have translated into specific action steps that strengthened and/or enhanced each of the academic programs under review.

Comprehensive Learning Outcomes Assessment

The evidence validates that the College has identified learning outcomes for each of its educational programs as published in each academic year's course catalog. These outcomes have been developed through a collaborative effort by academic leadership and faculty and are assessed through the regular collection of student learning outcomes within individual courses. To demonstrate ongoing compliance with CS 3.3.1.1, a spreadsheet that documents comprehensive evidence of learning outcomes assessment for all programs at the College through AY 2014-15 is provided in the report. This documentation highlights the College's use of results to enhance learning with direct assessment connections to the institution's General Education Learning Outcomes (GELOs).

Continuous Improvement: Learning Outcomes Assessment Handbook

The College's *Learning Outcomes Assessment Handbook*, approved by Faculty Council and College Leadership in Spring 2014 formally outlines the College's procedures for assessing student learning outcomes to include general education learning outcomes; data collection procedures; and use of data to drive continuous improvement. The *Learning Outcomes Assessment Handbook* also serves as a centralized resource as well as an institutional guide for ensuring consistency in implementation of the learning outcomes assessment process. Evidence provided by the College demonstrates how the Liberal

Arts and University Transfer (LAUT) Center modeled the program outcome assessment process outlined in the *Learning Outcome Handbook* in 2014-2015. This modeling process set the stage for all academic programs to use the parameters in the *Learning Outcomes Assessment Handbook* to identify learning outcomes, assessment measures, and benchmarks for AY 2015-2016.

Closing the Loop

To document and enhance the “closing the loop” process, the college uses two reports: the *Program Review Report* and the *End of the Year Report*. Starting with those programs that had undergone program review in AY 2012-2013, the College implemented the *Program Review Report* as a follow-up report to the CPR process to document “closing the loop” activities. In AY 2014-2015, LAUT faculty completed *End of the Year Reports* that outline the results of the year’s assessment activities and recommended programmatic and instructional improvements. Starting in AY 2015-16, the *End of Year Report* process will be implemented college-wide. Evidence provided by the College documents the use of the *Program Review and End of Year Reports* to continuously improve its academic programs.



CS 3.3.1.1 (Institutional Effectiveness)

The institution identifies expected outcomes, assesses the extent to which it achieves these outcomes, and provides evidence of improvement based on analysis of the results in educational programs, to include student learning outcomes.

SACSCOC Response

The SACSCOC letter dated January 13, 2015 outlined action taken by the Board of Trustees of the Southern Association of Colleges and Schools (in response to the College's First Monitoring Report) and reads as follows:

The institution has presented limited evidence to demonstrate that it defines student learning outcomes for each of its educational programs, assesses the extent to which those outcomes are achieved, and uses the results to make improvements. While the institution reports having implemented a new Curriculum Program Review (CPR) model in spring 2012, evidence of the implementation is lacking. To illustrate its ongoing assessment of program-level student learning outcomes, the institution provided a sample of six student learning outcomes from various programs, descriptions of the methods of assessment, benchmarks for each outcome, and use/planned use of assessment results to make improvements. No explanation was given regarding the sufficiency or relevance of the sampling as presented.

While the student learning outcomes, assessments, results and use of results presented seemed reasonable, the sample appeared insufficient in number, scope, and detail to represent the programs offered by the institution. Annual Student Learning Assessment Report End of Year Summaries were referenced in the institution's Learning Outcomes Assessment Handbook, but none were provided as evidence. Documentation of the institution's in-depth program review process to occur every five years was also very limited, with the institution offering only a table of excerpted examples of recommendations made through the program review process and actions taken or planned as a result for eight programs. Again, no explanation was given for the sufficiency or relevance of the sampling presented.



Fall 2015 Enrollment to Date (Regular Term 10% Point):

	Headcount	FTE
Fall 2015	2831	1121.51
Fall 2014	2823	1130.49
% Change	0.3%	-0.8%

Career and College Promise (CCP) Enrollment:

Schools	FA 14	SP 15	FA 15	% Growth 2014-15
<i>West Craven HS</i>	17	33	51	200%
<i>New Bern HS</i>	23	44	78	239%
<i>Havelock HS</i>	10	23	8	-20%
<i>Private</i>	1	2	9	800%
<i>Home School</i>	12	9	23	92%
<i>Other</i>	0	0	3	Non-Regional
Total enrolled	63	89	159	152%

Data Reported by: Kathleen Gallman, AVP, Academic Affairs & Student Engagement
August 27, 2015



**Board of Trustees Academic & Student Affairs Committee
Information Updates: Learning & Student Success Unit
September 21, 2015**

1. NC Space Grant (High Altitude Balloon Payload Design Competition)

The System Office, in partnership with NC Space Grant (North Carolina State University) received a NASA grant last year to fund student competition in the State. The High Altitude Balloon Payload Design (and launch/retrieval) Competition was piloted with the grant and four participating colleges (Central Piedmont, Catawba Valley, Mitchell, and Rowan-Cabarrus). Teams from these colleges along with their faculty advisor, designed payloads that were lifted high up into the atmosphere (some reached more than 90,000 feet), conducted some experiments and photographed the earth, and were retrieved following the balloons' decent back to earth. Three of the balloons were successfully retrieved. However, all four teams were successful – in terms of the amount of learning and experience gained by the participants.

A team from Craven will participate in this year's competition and will begin preparation in late October 2015 toward an April launch date. Each participating team will be allocated \$22,859 to support faculty release (\$3,000), travel to launch site and retrieval (\$2,000), component purchases/supplies (\$11,859), and scholarship funds of between \$500 and \$1000 per team member (\$6,000 total).

This year's competing colleges will be:

Central Piedmont CC
Catawba Valley CC
Durham Tech CC
Rowan Cabarrus CC
Pitt CC
Craven CC
Edgecombe CC
Guilford Tech CC
Southwestern CC
Randolph CC

Three colleges are on a waiting list: Wilkes CC, AB Tech CC, and Wake Tech CC

2. Pharmacy Technology Program Accreditation

The Pharmacy Technician Accreditation Commission met on May 6, 2015 and voted to continue accreditation of the pharmacy technician program at Craven Community College. The American Society of Health-System Pharmacists (ASHP) and Accreditation Council for Pharmacy Education

(ACPE) Board of Directors reviewed and accepted the Commission's actions on June 8, 2015 and June 27, 2015.



3. Independent Comprehensive Articulation Agreement (ICAA)

The presidents of the NC Community College System and NC Independent Colleges and Universities signed a revised Independent Comprehensive Articulation Agreement (ICAA) that better defines transfer options for students between the two systems, saving North Carolinians money and potentially shortening the time to degree attainment.

The agreement will translate into increased access and opportunity for NC community college students and more clearly define pathways to success at both public and private higher education institutions in the State. The ICAA is consistent with the recently signed comprehensive articulation agreement between North Carolina Community Colleges and the University of North Carolina system, meaning students will have the same transfer guarantees regardless of the type of senior North Carolina institution they attend.

The ICAA:

- Identifies foundational courses that will transfer to all signatory institutions to meet general education requirements.
- Improves the success of transferring students through required coursework that ensures students will map their academic pathway to the desired independent institution.
- Encourages community college students to complete an Associate in Arts (AA) or an Associate in Science (AS) degree before transferring by guaranteeing entry as juniors with full transfer credit.

Thus far 22 of the state's 36 independent colleges and universities have signed the agreement:

Barton College	Meredith College	Livingstone College
Belmont Abbey College	Methodist University	Mars Hill University
Bennett College	Montreat College	William Peace University
Brevard College	North Carolina Wesleyan College	Wingate University
Campbell University	Pfeiffer University	
Chowan University	Salem College	
Guilford College	Shaw University	
Lees-McRae College	St. Andrews University	
Lenoir-Rhyne University	University of Mount Olive	

AGENDA

SPECIAL FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, October 12, 2015 at 5:00 P.M.

Members: *Mr. Bill Taylor, Chair*
 Mr. Gary Baldree
 Ms. Cora Chadwick
 Ms. Jennifer Dacey
 Mr. Chuck Tyson
 Mr. Kevin Roberts, Board Chair, Committee Ex-Officio

Others: *Dr. Ray Staats, President*
 Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing
 Ms. Cindy Ensley, Recorder

- | | |
|---|---------------------------|
| 1. Call to Order | <i>Bill Taylor, Chair</i> |
| 2. Members Present Roll Call | <i>Cindy Ensley</i> |
| 3. Review Proposals for STEM Building Study (<i>motion</i>) | <i>Cindy Patterson</i> |
| 4. Adjournment | <i>Bill Taylor, Chair</i> |

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

SPECIAL CALLED FACILITIES COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE

WARD BOARDROOM, BROCK BUILDING

OCTOBER 12, 2015 AT 5:00 P.M.

- I. Committee Chair Bill Taylor called the meeting to order at 5:00 pm.
- II. Cindy Ensley called the roll stating a quorum was present for the meeting.
Members Present: Mr. Gary Baldree, Ms. Cora Chadwick, Ms. Jennifer Dacey, Mr. Bill Taylor, Mayor Chuck Tyson, and Board Chairman Kevin Roberts.
Members Absent:
Others Present: Dr. Raymond Staats, Ms. Cindy Patterson, and Ms. Cindy Ensley, Recorder.
- III. Review Proposals for STEM Building Study
After confirmation that all committee members had read the proposals from JKF Architecture, Little Diversified Architectural Consulting, and Moseley Architects, Committee Chair Taylor called for discussion. It was noted that all three firms have some local presence. JKF comes highly recommended by Pitt Community College. Dr. Staats and Committee Chair Taylor were impressed with the extensive proposal from JKF and their exploration of funding sources. Motion was made by Trustee Tyson to recommend the Greenville, North Carolina firm of JKF Architecture to provide the feasibility study for the proposed STEM Building. Trustee Chadwick seconded the motion and the motion carried unanimously.
- IV. Adjournment
With no further business to discuss, Committee Chair Taylor adjourned the meeting at 5:07 pm.

ce/10.16.15

The committee reviewed the submissions of fifteen firms and unanimously agreed to recommend the following to the board.

JKF Architecture

- Prior experience with STEM buildings.
- Highly recommended by Pitt CC where it has worked on 6 construction projects since 2002. STEM building bid 14% under budget.
- Beaufort CC has also used the company repeatedly since 1993.
- John Farkas (Principal) personally oversees and executes every aspect of the project. He personally visits the site at least weekly and at critical construction points. Weekly site visits will be unannounced.
- Was able to bring representatives from each of the firms they partner with to answer question.
- Helped Pitt CC get a \$2M EDA grant. Has experience with EDA and USDA grant processes.
- Has worked on a phased building project over an 8 year period.
- Provides a "turnkey" budget breakdown.
- Familiar with the area and the influence of the base on the project.
- Focused on the flexibility and adaptability of classroom and lab space.
- Has been in contact with the college several times over the past two years. They are eager to partner with us.

Little Diversified Architectural Consulting

- Partnered with ENGAGE - who specializes in STEM education planning.
- Stakeholder list included outside agencies apart from the college.
- Familiar with Havelock's campus and made recommendations for placement of the buildings.
- Local architect Lee Dixon aware of weather related ordinances and base related influences.
- Lee Dixon will be on-site more than once per week, especially during the first two – three months of construction.
- Referenced the traffic pattern of the Havelock campus.
- Presented overview of how the building would fit into the campus and Havelock City.
- Only one to give examples of how reduce cost based on the programs and number of students. Designing a smaller building to fit the number of students.
- Suggested a Cafetorium for efficient space utilization.
- Presentation was well prepared and partners present.
- Assisted in grant for \$250K for purchase of solar panels. Focused on energy savings.

Moseley Architects

- Presentation was well prepared and many partners present.
- Specializes in higher education design.
- Understands trends – labs moving toward cross discipline collaborative spaces. Scale up classrooms.
- Provided 3D presentation of options for building location. Can provide visuals to assist with fund raising.
- Provided pros and cons of those location choices.
- Tripp Eure is on the team and has prior experience with Craven CC.
- Prior STEM building design experience. STEM building at Richard Bland College won national award.
- Nancy Sturm brings specialized expertise in STEM building design.
- Would provide information for acquisition of EDA grant.

RESCHEDULED MEETING NOTICE

CALLLED FACILITIES COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE

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

Facilities Committee Meeting of the Board of Trustees of Craven Community College:

- The Facilities Committee will meet on Monday, October 12, 2015, (rescheduled from October 5, 2015) at 5:00 p.m. in *the Ward Boardroom, of the Brock Administration Building, located on the New Bern Campus of Craven Community College.*

The purpose of the meeting will be to discuss the proposals for a feasibility study for the STEM building project and decide on a recommendation of a firm to be presented to the full board at its next meeting.

This Notice is published on October 8, 2015, pursuant to directions by the Chair of the Board of Trustees.

Date posted: October 8, 2015

Place posted: Ward Boardroom exterior exit door, Brock Administration Building

MEETING NOTICE

CALLLED FACILITIES COMMITTEE MEETING OF THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE

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

Facilities Committee Meeting of the Board of Trustees of Craven Community College:

- The Facilities Committee will meet on Monday, October 5, 2015, at 5:00 p.m. in *the Ward Boardroom, of the Brock Administration Building, located on the New Bern Campus of Craven Community College.*

The purpose of the meeting will be to discuss the proposals for a feasibility study for the STEM building project and decide on a recommendation of a firm to be presented to the full board at its next meeting.

This Notice is published on October 1, 2015, pursuant to directions by the Chair of the Board of Trustees.

Date posted: October 1, 2015

Place posted: Ward Boardroom exterior exit door, Brock Administration Building

Section IV

Cindy Patterson - Craven CC STEM Building (RFP 92-15-012) - JKF Architecture's Statement of Qualifications

From: "Brian A. Farkas, MPA" <baf@jkg-arch.com>
To: <murphret@cravencc.edu>
Date: 8/13/2015 8:49 AM
Subject: Craven CC STEM Building (RFP 92-15-012) - JKF Architecture's Statement of Qualifications
CC: "John K. Farkas, AIA LEED-AP BD+C" <jkf@jkg-arch.com>

Good morning, Mr. Murphrey:

I hope you're having a great week.

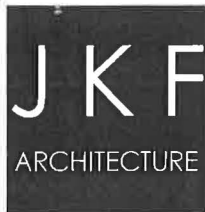
Per JKF ARCHITECTURE'S recent Statement of Qualifications to Craven Community College, I wanted to update you on one of our projects identified in the submission as relevant to the STEM Building. We are very pleased to report that the new 80,000 SF Science Building at Pitt Community College, which will house a STEM program, bid 12% under budget last Thursday. This is exciting news for PCC and Craven Community College can expect the same level of diligent service when it comes to maximizing your resources and saving money. I respectfully ask that you incorporate this updated information into our submission, as appropriate.

Mr. Rick Owens, Vice President of Administrative Services at Pitt Community College, is happy to speak with anybody on the selection committee on this recent success. He can be reached at (252) 493-7442 or rowens@email.pittcc.edu.

Thanks for your time and consideration. Please feel free to contact me if I can answer and additional questions or provide more information to the selection committee. We are looking forward to the College's decision and hope to have the opportunity to work together on this exciting project!

Kindest Regards,
Brian Farkas

Brian A. Farkas, MPA
Director of Client Relations and Development
JKF ARCHITECTURE PC
P.O. Box 20662
Greenville, NC 27858
252-355-1068 (Office)
252-714-5126 (Cell)
252-355-0216 (Fax)
baf@jkg-arch.com



July 21, 2015

Mr. Todd Murphrey, Procurement and Fixed Assets Officer
Craven Community College
800 College Court
New Bern, NC 28562

RE: Advanced Planning Architectural/Engineering Design Services for a New STEM Building

Dear Mr. Murphrey:

It is my pleasure to submit, JKF ARCHITECTURE, to provide Advanced Planning Design Services to Craven Community College for a new STEM Building on the Havelock Campus. Our Design Team is uniquely qualified for your projects given our diverse background and experience. By choosing JKF ARCHITECTURE, you will receive:

- Expert recent experience successfully designing Science and Technology Buildings Community Colleges;
- An effective **local** presence on-site during both the design and construction phases of your project;
- Our proven ability to commit to your timetable, while completing tasks on-time and within budget.

Our recent experience includes completing design and construction documents for a new 80,000 SF Science and Technology Building for Pitt Community College. This new facility will include a new STEM Center, Science Tutorial and Learning Labs, as well as Labs for Physical Sciences, Earth Sciences, Life Science, and Biotechnology. This facility will also serve as a connection to business and industry with flex-lab space that has the ability to adapt to the unique needs of specialized science and technology industries. Labs that integrate lecture and hands-on experimentation are also featured.

Also for Pitt Community College, JKF ARCHITECTURE designed the Herman Simon Building, a facility that integrated similar elements, such as dynamic and flexible lab space, which your project also identifies. Building on our experience, our Design Team will deliver a final product that reflects the unique needs of Craven Community College and serves its student population for years to come.

Most important to your success is JKF ARCHITECTURE'S ability to facilitate an understanding of the distinct needs of our client through our integrated programming processes. We know what it takes to deliver a truly effective STEM Facility for Craven Community College. JKF ARCHITECTURE has extensive experience designing buildings featuring the same programmatic elements as the proposed STEM Building in Havelock. In order to hit the ground running on this project, our Team has researched and reviewed strategic documents such as the *Many Voices One Vision: Craven 2015*, as well as *Our Identity 2014-2015*, to make sure we understand some of the early expectations for your project and we are fully qualified to incorporate program-specific needs based on Craven Community College's past assessments.

Our Firm is dedicated to supporting the North Carolina Community College System and our portfolio of work for eight different Community Colleges is a testament to that commitment. In the last six months alone, JKF ARCHITECTURE completed a major addition to the Pitt Community College Student Center (Phase II), and delivered a five-year update to Beaufort Community College's Master Plan. Regardless of the size or scope of the specific project, JKF ARCHITECTURE will apply its tenacious design and construction standards to meet and exceed your expectations. I would call your attention to JKF ARCHITECTURE'S recent work for nearby Pitt Community College, where our efforts on the Russell Classroom Building earned a Merit Award from the North Carolina State Construction Office.

We look forward to the opportunity to review our qualifications, our work, and the level of commitment we will continue to bring to Craven Community College, with you and the selection committee.

Sincerely,

A handwritten signature in dark ink, appearing to read 'John K. Farkas', is written over a horizontal line. Below the signature, the name 'John K. Farkas' and his credentials are printed.

John K. Farkas, AIA LEED-AP, BD+C
President

**ARCHITECTURE
PLANNING
DESIGN**

P.O. Box 20662
Greenville, NC 27858
Phone: 252-355-1068
Fax: 252-355-0216
jkf@jkf-arch.com (e-mail)
www.jkf-arch.com (Web-site)

Firm Profile

JKF ARCHITECTURE was founded in 1998 by John K. Farkas, AIA in Greenville, NC. John is a licensed architect in North Carolina, South Carolina, Virginia, and New Jersey, with over 22 years experience in Eastern North Carolina (24 years overall). Over time, JKF ARCHITECTURE has evolved into a seven-person firm serving a diverse range of public agencies and clientele throughout North Carolina.



JKF ARCHITECTURE has successfully completed numerous projects involving a diverse portfolio of new construction, additions, alterations, and renovations. These projects have included public, religious, institutional, historically significant, residential, and commercial facilities. In addition, we have completed numerous specialty projects involving roof replacements, ADA accessibility studies and implementation plans, master plans, building programming, and facility assessments.



The success of JKF ARCHITECTURE can be attributed to our commitment to providing a unequalled level of personalized and effective professional services. Our experience has taught us that a successful project depends on an architect's ability to take the time to understand the client, insure their needs are translated into effective documents, and a tenacious approach to managing the implementation during construction.



We know that continuity will reduce, if not eliminate, breakdowns in communication both during design and construction. Our clients expect there to be one architect to lead them through all phases of a project. This is a commitment that very few firms can make, but it is what we do the best.

JKF ARCHITECTURE is uniquely qualified to successfully complete the STEM Building for Craven Community College. Our references will attest to the competence and reputation of our design team.

Our current clients include:

- Pitt Community College
- Beaufort County Community College
- Pamlico Community College
- Roanoke-Chowan Community College
- Sampson Community College
- Wilson Community College
- College of The Albemarle
- East Carolina University
- City of Greenville, NC
- Hertford County Schools
- NC Department of Public Safety
- NC Department of Transportation
- NC Department of Health and Human Services
- NC Department of Environment and Natural Resources



JKF
ARCHITECTURE

JKF ARCHITECTURE Services and Specialized Expertise

JKF ARCHITECTURE can provide Craven Community College a full-range of traditional and non-traditional professional architectural services to meet your project and building needs.

PRE-DESIGN SERVICES:

- Advanced Planning Design Services
- Existing Building Assessment, Code Assessment
- Energy and Sustainability Evaluation
- Life-cycle Cost Analysis and Modeling
- Long Range and Master Planning
- Project/Building/Space Programming and "Turn-key" Budgeting
- Roof and Building Envelop Evaluations, Remediation Strategies, and Implementation Plans



DESIGN SERVICES:

- Schematic Design
- Design Development
- Construction Documentation
- Bidding
- Construction Administration
- Project Close-out
- Post-Construction Services

ADDITIONAL SERVICES:

- Energy Efficiencies and Sustainability (LEED Accreditation)
- Day-lighting and Cost-Benefit Modeling
- Accessibility Studies, Removal of Barriers
- Project Management
- Interior Design, Furnishings, and Equipment Procurement
- Project Estimating and Budgeting
- Renderings and 3D Modeling/ Visualization

JKF ARCHITECTURE can provide a full-range of unique Public Safety and/or Emergency Management experience to complement the building needs of the STEM Building on the Havelock Campus.

PUBLIC SAFETY AND EMERGENCY MANAGEMENT EXPERTISE:

Protecting people, property, and assets at all times is critical. JKF ARCHITECTURE understands this necessity and has worked to ensure it has the skills, expertise, and perspective to anticipate Client needs and provide an unparalleled level of Design Service.

Prior to joining JKF ARCHITECTURE in 2014, Brian Farkas worked at the National Institute of Environmental Health Sciences (NIEHS) to spearhead and implement a number of Emergency Management Programs to safeguard the Institute.

As Craven Community College moves forward with the STEM Building, JKF ARCHITECTURE adds a full-range of unique, professional Public Safety and Emergency Management expertise to make sure the building design meets all your programmatic goals and keeps students safe.

Certifications and Memberships:

JKF ARCHITECTURE maintains updated certifications memberships with relevant National, State, and local Professional Organizations that relevant to your project.

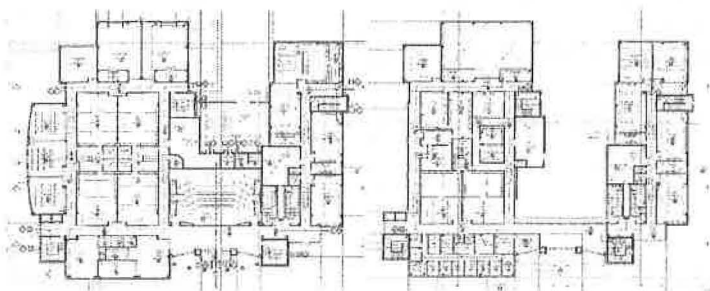


Past Performance on Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the New Construction, Addition, and Renovation of Community College Buildings, Including those with STEM programming.

Pitt Community College (PCC) Science Building: Funded by a 2013 Pitt County bond referendum and a US Department of Commerce EDA Grant, this 80,000 SF, two-story state-of-the-art building will house life science programming, as well as advanced manufacturing and industrial training programs for the College. The buildings includes a dynamic STEM Center, General Purpose Classrooms, Advanced Science Labs, Flexible Industrial Bays, Large-capacity Lecture/Meeting Space, and Faculty Offices. The estimated project cost for this project is \$20 million and is scheduled to be complete by early 2017. JKF ARCHITECTURE completed all the advanced planning for this project.

This project will support Pitt County's industrial recruitment and advanced manufacturing efforts, offering a space that helps employers find a readily available, highly-skilled workforce.



1st Floor

2nd Floor

JKF
ARCHITECTURE

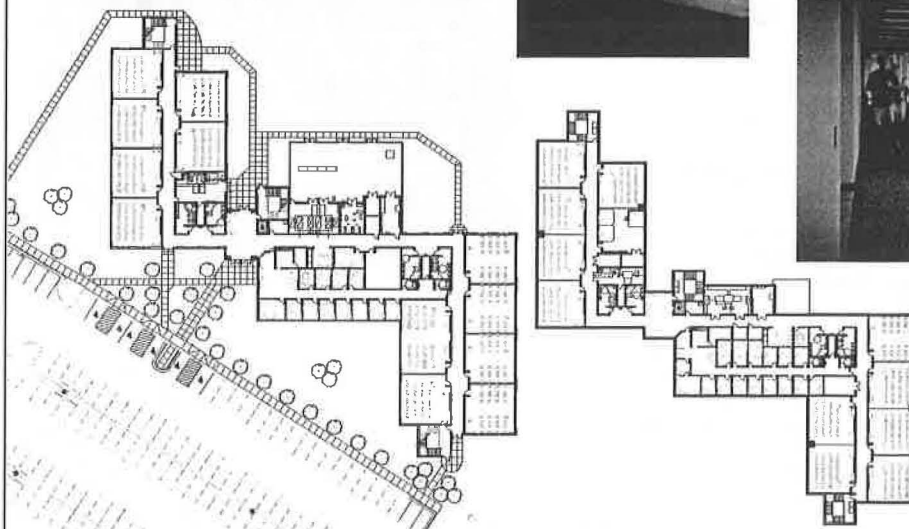
Past Performance on Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the New Construction, Addition, Renovation, and Alteration of Buildings for Community Colleges in the State of North Carolina.



Pitt Community College (PCC) Academic Classroom Building: This 54,000 SF, two-story building included General Purpose Classrooms, Labs, and Faculty Offices. Construction began in December, 2010 and was completed, on schedule, in July, 2012. Estimated project cost was \$11.8 million, but bid for \$7.4 million in September, 2010.

This Project satisfies the State's requirements for energy and resource savings. JKF ARCHITECTURE earned Merit Award Recognition from the NC State Construction Office for its superior professional service on this project and a Design Award from the AIA North Carolina Eastern Section in 2014.



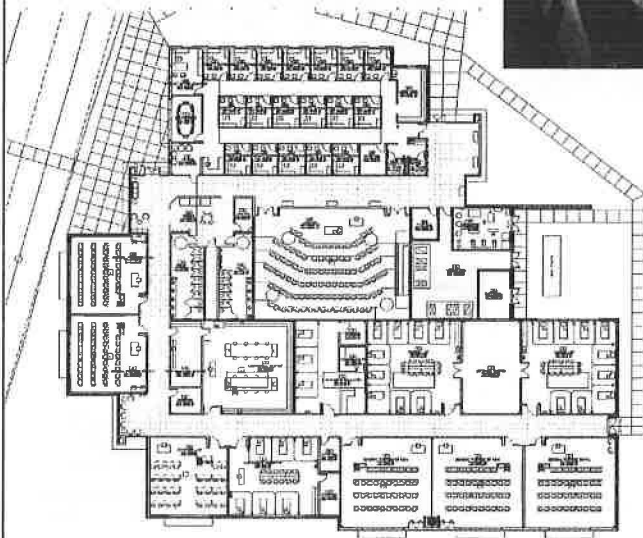
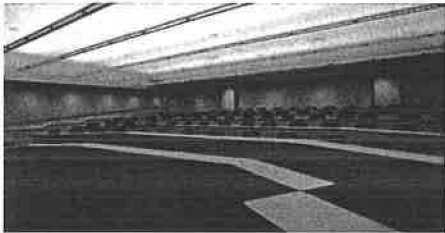
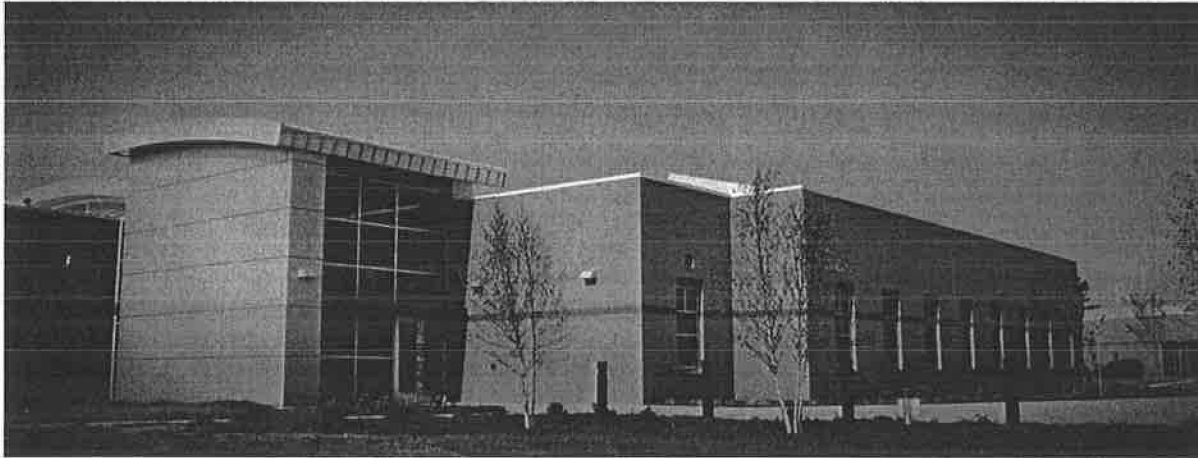
JKF
ARCHITECTURE

Past Performance on Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the New Construction, Addition, Renovation, and Alteration of Buildings for Community Colleges in the State of North Carolina.



Beaufort County Community College (BCCC) Allied Health & Nursing Building #12: Design of this 30,000 SF, 1-story building for BCCC Allied Health and Nursing included Nursing Labs, Simulation Labs, a 100-seat Lecture Hall, General Purpose Classrooms, a Medical Technology Lab, Nursing Assistant Classroom/Lab, and Faculty Offices. Construction on this project was completed on schedule in June, 2012 at a cost of \$6.2 million. The project utilized USDA Rural Development Loans and EDA Grants.



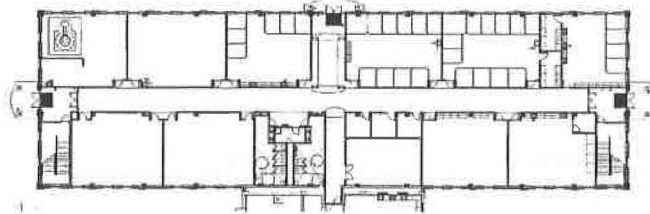
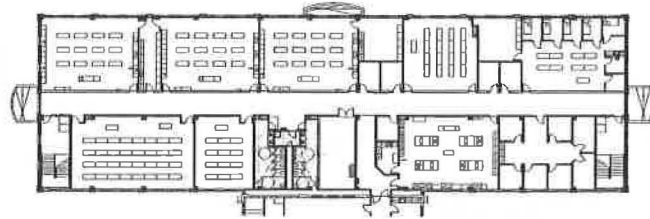
J K F
ARCHITECTURE

Past Performance on Similar Projects

JKF ARCHITECTURE has significant experience in projects involving the New Construction, Addition, and Renovation of Community College Buildings, including those with dynamic laboratory space.

Pitt Community College (PCC), Herman Simon Building Addition: JKF ARCHITECTURE delivered this two-story addition to the Fulford Building for PCC's Allied Health and Nursing program. The project was completed *on time* in August, 2010. The estimated project cost was \$6.6 million, but bid for significantly less at a cost of \$4.6 million. The addition houses:

- ✓ New Biology Labs;
- ✓ Chemistry Labs;
- ✓ Lecture Space;
- ✓ General Purpose Classrooms;
- ✓ Nursing Labs;
- ✓ Radiology Labs;
- ✓ Sleep Disorder Center.



JKF
ARCHITECTURE

Proposed Project Team

Adequate Staff and Overall Capacity of Qualified Staff Resources:

JKF ARCHITECTURE and our consultants have a combined staff of over 50 people that are fully committed to this project, representing all the necessary disciplines required. The JKF ARCHITECTURE Design Team includes highly qualified engineering consultants who have worked successfully on other projects, including projects for Craven Community College's Havelock Campus.

Current Workload and State Projects Awarded:

Based on our current workload, JKF ARCHITECTURE'S Design Team has the capacity to successfully deliver the STEM Building to Craven Community College.



JKF ARCHITECTURE

Greenville, NC

John K. Farkas, AIA, LEED AP, BD+C
Principal and Project Architect

Mark C. Ziegler, Associate AIA Project Designer
Alex W. Hatcher, Associate AIA, Intern Architect
Cameron E. Lasater, Associate AIA, Intern Architect
Jackie M. Farkas, Administration and Interior Designer
Brittany D. Tucker, Interior Designer
Brian A. Farkas, MPA, Dir. of Client Relations and Devel.

JKF ARCHITECTURE's philosophy is simple. You hired an architect and that architect should be there to personally meet all your needs throughout the entire design and construction process.

There is strength in the continuity of a project. JKF ARCHITECTURE'S unique approach:

- Builds Client Trust and Confidence;
- Enables Clients to make the right decisions, quickly;
- Mitigates financial exposure and cost over-runs; and
- Streamlines the Design and Construction Process.



HERA

Atlanta, GA

Carlos Perez-Rubio, RA LEED AP
David Miller, LEED AP

Research and Laboratory Design



NRW Engineering

Virginia Beach, VA

Kevin Roomsburg, PE

Structural Engineering Design



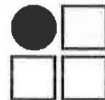
Rivers & Associates

Greenville, NC

Steve Janowski, PE

Dan Withers, PE

Civil Engineering Design



Stanford White, Inc.

Raleigh, NC

H. Daniel Robertson, PE

William M. Smith, PE

Plumbing, Mechanical,
and Electrical Design

Craven Community College is assured that John Farkas will personally oversee and execute every aspect of this project on the College's behalf. JKF ARCHITECTURE is the most qualified to provide you with the highest level of professional architectural services necessary to meet your needs and support the Col-



Proposed Design Approach

We understand the commitment it takes to complete a project as important and prominent as this. JKF ARCHITECTURE will ascertain and prioritize all of the goals for completion of this new construction project for Craven Community College. We are ready to work.

Our Design Approach:

The first steps of the process is developing a milestone schedule that you can count on. JKF ARCHITECTURE will commit to meeting this schedule and providing the necessary resources to complete your project on time and within budget. Many key factors in developing an effective schedule include site analysis, agency approvals, and ultimately final design and implementation.

JKF ARCHITECTURE will meet with the intended users to review the Owner's needs for the building and confirm operational parameters. Also, given the size and scope of the project, we will facilitate all the Advanced Planning requirements for Energy and Sustainability, should any State funds ultimately be used for this project. Our Design Team will also:

- Develop a "Turn-key" budget breakdown and development;
- Develop and identify all programmatic spaces, their sizes, and their character;
- Identify critical code and agency approval issues (e.g. ADA Accessibility, etc.);
- Solicit survey and geotechnical investigations;
- Identify sustainable design options, including possible LEED certification;
- Assist in application for EDA or other Federal Grant Programming; and
- Identify local planning and zoning issues (e.g. Stormwater Mgmt., CAMA, Soil Erosion, etc.).

Our consultants are an integral part of the early phase of this project, including those with experience on the Havelock Campus (Stanford White worked on at least three buildings). In addition, we have included Laboratory Design Specialists (HERA Laboratory Consultants) who will help us effectively address the labs associated with the STEM Building in the original Request for Qualifications and who assisted us on Pitt Community College's Science Building during programming.

We will develop solutions to your building program that are economical, meet specific programmatic needs while allowing future flexibility and growth, and are easily maintained over time. Most importantly will our process for providing the project stakeholders with the maximum opportunity for input and inclusion throughout this project. We will facilitate a number of "Charrette" based forums, allowing stakeholder input into project decisions (e.g. additional types of spaces that may be needed, etc.) that will impact the outcome of the project.

Our mission throughout this process to understand all the parameters that affect the day-to-day operation of the STEM Building and to make sure it reflects the needs of Craven Community College well into the future.

Designing for Energy Efficiency and Keeping Maintenance Costs Low:

JKF ARCHITECTURE can perform Life-Cycle Cost Modeling of building systems options most appropriate to this project. JKF ARCHITECTURE will ensure that maintenance and operations considerations are discussed on Day 1 of the design process. From materials to building systems, our discussions and selections depend on your capacity and Life-Cycle Cost Models, so Craven Community College can make the long-term, informed decisions.



Design Approach (Continued)

Campus Aesthetics:

JKF ARCHITECTURE will ensure that our design solution accounts for aesthetic impact of this project on the surrounding community. From a design viewpoint, any changes should integrate into the Havelock Campus' existing "fabric," acknowledging the past and looking to the future.

Document Quality Control and Coordination of the Various Disciplines:

JKF ARCHITECTURE'S success with quality control and coordination is evident in our proven track record for cost control. We maintain "living" and up-to-date documentation of all our projects that form the basis for our library procedures and techniques that work. We also engage our consultants continuously throughout the process. We use CONDOC and project keynotes to increase coordination between drawings and specs. We are also utilizing REVIT to increase coordination.

Controlling Project Costs and Schedules

JKF ARCHITECTURE has an excellent reputation for controlling costs and keeping projects on schedule, including on all of our projects on behalf of North Carolina's Community Colleges.

Project:	Budget	Bld	Change Orders	%
Beaufort County Community College (BCCC)				
Library Resource Center Renovation	\$ 345,000	\$ 340,984	\$ 3,434	1.01%
Beaufort CCC Building #10				
Basic Law Enforcement Training Ctr.	\$ 2,900,000	\$ 2,150,000	\$ 1,900	0.09%
Beaufort CCC Public Service Building #11 (Includes \$91,247 of Owner-requested adds)	\$ 2,829,000	\$ 3,147,030	\$ 96,223	3.06%
Beaufort CC Building #12				
Allied Health and Nursing Building	\$ 6,500,000	\$ 4,840,116	\$ 40,469	0.84%
Pitt Community College (PCC)				
Humber Building Renovation (Change Orders Exclude \$71,903 in Owner-requested adds)	\$ 2,592,842	\$ 2,585,350	\$ 55,537	2.15%
Pitt CC Student Center, Phase I (Change Orders Exclude \$355,463 in Owner-requested adds)	\$ 5,225,126	\$ 5,767,913	\$ 13,170	0.23%
Pitt CC Student Center, Phase II	\$ 2,730,000	\$ 2,825,000	\$ -	0.00%
Pitt CC Herman Simon Building	\$ 6,646,326	\$ 5,700,000	\$ 77,779	1.36%
Pitt CC New Academic Classroom Bldg.	\$ 11,400,000	\$ 7,393,799	\$ 195,149	2.64%
Pitt CC New Science Building	\$ 20,000,000	TBD	\$ -	0.00%



Construction Administration Capabilities

JKF ARCHITECTURE'S construction administration record is second to none. Unlike large firms, we believe in continuity throughout a project. As Project Architect and Principal, John Farkas will be the Owner and Contractor's sole point-of-contact throughout the entire project. This continuity ties the design and construction process together, helps overall quality control, and reduces miscommunication during construction.

JKF ARCHITECTURE believes a direct relationship between Craven Community College and the Principal Architect from start to finish is how a project should be done and our philosophy has been deemed successful by the two Certificates of Merits received from the North Carolina Office of State Construction. Both of these awards are testimonials to our efforts on behalf of JKF ARCHITECTURE'S clients. Our Firm is committed to maintaining the same standard of excellence on your behalf.

Typically, the Architect is required to visit the site at intervals appropriate to the stage of construction. JKF ARCHITECTURE will visit the project site no less than once per week during construction and will be on campus within 50 minutes should any critical issues arise. This regular, on-site meeting throughout construction administration provides JKF ARCHITECTURE additional opportunities to protect the College's investment and ensure that the Contractor is carrying out the designer's intent. If there is a true issue with the design, then our process gives the Architect an opportunity to provide a practical, cost effective design solution. In conjunction with our highly successful design approach, our construction administration philosophy allows us to represent the Owner's interests at all times, mitigates "design flaws," and prevents "value engineering."

Proximity to and familiarity with the area where the project is located:

JKF ARCHITECTURE is Eastern North Carolina's local resource for premier architectural solutions. Our Design Team is intimately familiar with the site for this proposed addition, having visited the Havelock Campus, and can significantly maintain the necessary presence during design and construction. We will visit the project site no less than once a week during construction, and will be available to the site within 50 minutes should any critical issues arise.

Record of successfully completed projects without major technical or legal problems:

All JKF ARCHITECTURE projects, including all past projects for eight other North Carolina Community Colleges have been completed without any major technical or legal problems. We will deliver this project to Craven Community College on-time, within budget, and with the level of quality that our valued Clients deserve.

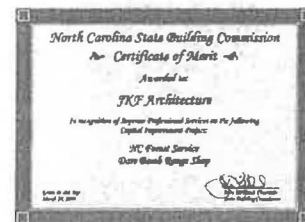
Other factors that may be applicable for the project:

JKF ARCHITECTURE has an excellent working relationship with the NC State Construction Office (SCO) and can effectively facilitate all phases required by the State Construction Office Manual. Our reputation for satisfying the requirements of the State Construction Office are highly regarded and JKF ARCHITECTURE'S strong relationship with them will be an asset to Craven Community College through both Design and Construction Administration.

JKF ARCHITECTURE'S Design Team includes LEED Accredited Professionals who are committed to sustainable, cost-saving solutions for your project. While Craven Community College may not choose to officially LEED certify the project, our Firm will go the extra mile to make sure the College retains the added value of maximizing the overall efficiency and sustainability of the STEM Building.



2013 Merit Award
NC State Construction Office



2009 Merit Award
NC State Construction Office

JKF
ARCHITECTURE

STANDARD FORM (SF) 254

Architect-Engineer
and Related Services
Questionnaire

1. Firm Name/Business Address:

JKF ARCHITECTURE PC

P.O. Box 20662

625 Lynndale Court, Suite F

Greenville, NC 27858

252-355-1068



2. Year Present Firm
Established:

1998

3. Date Prepared:

7-21-2015

4. Specify type of ownership and check below if applicable

☒ A. Small Business

☐ B. Small Disadvantaged Business

☐ C. Women-owned Business

1a. Submittal is for ☐ Parent Company ☐ Branch or Subsidiary Office

5. Name of Parent Company, if any:

5a. Former Parent Company Name(s), if any and Year(s) Established:

6. Name of not more than Two Principals to Contact: Title/Telephone

1) John K. Farkas, AIA, 252-355-1068 or 252-714-5144

2)

7. Present Offices: City / State / Telephone / No. Personnel Each Office

7a. Total Personnel 7

8. Personnel by Discipline: (List each person only once, by primary function.)

<u>2</u> Administrative	<u> </u> Electrical Engineers	<u> </u> Oceanographers	<u> </u>
<u>3</u> Architects	<u> </u> Estimators	<u> </u> Planners: Urban/Regional	<u> </u>
<u> </u> Chemical Engineers	<u> </u> Geologists	<u> </u> Sanitary Engineers	<u> </u>
<u> </u> Civil Engineers	<u> </u> Hydrologists	<u> </u> Soils Engineers	<u> </u>
<u> </u> Construction Inspectors	<u>1</u> Interior Designers	<u> </u> Specification Writers	<u> </u>
<u>1</u> Draftsmen	<u> </u> Landscape Architects	<u> </u> Structural Engineers	<u> </u>
<u> </u> Ecologists	<u> </u> Mechanical Engineers	<u> </u> Surveyors	<u> </u>
<u> </u> Economists	<u> </u> Mining Engineers	<u> </u> Transportation Engineers	<u> </u>

9. Summary of Professional Services Fees Received:

Last 5 Years (most recent year first)

(Insert index number)

Direct Federal contract work, including overseas

All other domestic work

All other foreign work*

2014 2013 2012 2011 2010

5 4 4 4 4

*Firms interested in foreign work, but without such experience, check here: ☒

Ranges of Professional Services Fees
INDEX

1. Less than \$100,000
2. \$100,000 to \$250,000
3. \$250,000 to \$500,000
4. \$500,000 to \$1 million
5. \$1 million to \$2 million
6. \$2 million to \$5 million
7. \$5 million to \$10 million
8. \$10 million or greater

10. Profile of Firm's Project Experience, Last 5 Years								
Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1) 008	3	83	11) 072	6	775	21)		
2) 029	21	4,426	12) 079	10	215	22)		
3) 027	6	640	13) 088	5	221	23)		
4) 031	2	35	14) 089	53	2,763	24)		
5) 035	3	128	15) 003	1	88	25)		
6) 039	6	258	16) 110	1	18	26)		
7) 046	3	13	17) 201	8	71	27)		
8) 048	6	750	18) 202	2	120	28)		
9) 050	4	25	19)			29)		
10) 055	1	6	20)			30)		

11. Project Examples, Last 5 Years					
Profile Code	"P", "C", "JV", or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)
029 058	P	1 Pitt Community College Science Building Greenville, NC	Pitt Community College Pitt Tech Road Winterville, NC	20000	1/2017
029	P	2 Beaufort Co. Community College Allied Health & Nursing Building #12 Washington, NC	Beaufort County Community College Washington, NC	7000	6/2012
029	P	3 Pitt Community College New Academic Classroom Building Pitt Community College	Pitt Community College Greenville, NC	8500	6/2012
C29	P	4 Pitt Community College Herman Simon Bldg. Addition Pitt Community College	Pitt Community College Greenville, NC	6500	2/2010
029	P	5 Ammonia Refrigeration Building Sampson Community College Clinton, NC	Sampson Community College NC Hwy. 24 Clinton, NC	850	6/2010
027 029 072	P	6 New Student Services Building Pitt Community College Greenville, NC	Pitt Community College Greenville, NC	6500.0	3/2009
029	P	7 Goess Student Center Addition, Phase II Pitt Community College Greenville, NC	Pitt Community College Greenville, NC	3000	12/2014

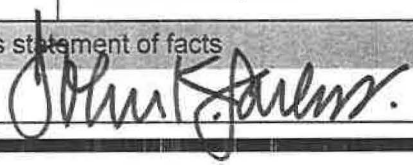
089 027	P	8 Building "G" Kitchen Renovation Wilson, NC	Wilson Community College Wilson, NC	225	11-1-2012
060 089	P	9 Greene Co. Library Addition & Renovation Snow Hill, NC	Neuse Regional Library Kingston, NC	844	5/2012
089 027	P	10 Student Lounge & Bookstore Renovation, Johnson Bldg. Pamlico Community College	Pamlico Community College Bayboro, NC	200	12/2008
089 029	P	11 Early College Renovations Roanoke-Chowan Community College Ahoskie, NC	Roanoke-Chowan Community College Ahoskie, NC	280	8/2008
089 029	P	12 Pitt Community College Greenville Center Renovations Greenville, NC	Pitt Community College Greenville, NC	220	1-1-2008
029	P	13 New Boat Training Building Edenton, NC	College of The Albemarle Elizabeth City, NC	300	5/2006
029	P	14 Building #11- Public Services Building Beaufort County Community College Washington, NC	Beaufort County Community College Washington, NC	3500.0	12/2005
029	P	15 Building #2 & #3 Renovations Beaufort County Community College Washington, NC	Beaufort County Community College Washington, NC	500.0	12/2005
089	P	16 LRC Renovations Beaufort County Community College Washington, NC	Beaufort County Community College Washington, NC	250.0	2/2000
079	P	17 Campus Master Plan 2008-2013 Beaufort County Community College Wahington, NC	Beaufort County Community College Wahington, NC	25	6/2008
029	P	18 C.S. Brown Developmental Center Classroom Addition Winton, NC	Hertford County Schools 701 North Martin Street Winton, NC 27986	1500	5/2010
089 060	P	19 ECU Fletcher Music Library Renovation Study East Carolina University Greenville, NC	East Carolina University Greenville, NC	700	5/1/2013

072 088	P	20 NCDOT Currituck Welcome Center Currituck, NC	NC Dept. of Transportation Raleigh, NC	1500	8/2015
089 008	P	21 New Dance Studio Renovation East Carolina University School of Theater Arts	East Carolina University Greenville, NC	3600	12/2016
055 072	P	22 Hertford County Social Services Study Winton, NC	Hertford County Winton, NC	11	6/1/2014
072	P	23 NCDOT Greenville SHP/DMV Office Building & Garage Greenville, NC	NCDOT Raleigh, NC	6500	1/2018
029 089	P	24 Humber Building Renovations Pitt Community College Greenville, NC	Pitt Community College Greenville, NC	2500.0	3/2004
089 058		25 Jernigan Building Lab/ Classroom Renovation Roanoke-Chowan Community College Ahoskie, NC	Roanoke-Chowan Community College Ahoskie, NC	200.0	5/2005
089 027	P	26 DHHS Walter B. Jones ADATC Cafeteria Renovations Greenville, NC	NC Dept. of Health & Human Services Raleigh, NC	584	2/2013
089	P	27 Stair Repair & Toilet Room Renovation Wilson< NC	Wilson Community College Wilson, NC	200	9-1-2011
048	P	28 Kitty Askins Hospice Expansion 3HC Home Health & Hospice, Inc. Goldsboro, NC	Home Health & Hospice Wayne Memorial Drive Goldsboro, NC	3800.0	9/2008
072	P	29 New Office Building for Carolina Donor Services Arlington Blvd.	Carolina Donor Services Greenville, NC	1600	5/2008
089	P	30 New Public Safety Campus Master Plan Vance-Granville Community College Henderson, NC	Vance-Granville Community College Henderson, NC Dr. Randy Parker	5	8-2005

12. The foregoing is statement of facts

Date:

Signature: _____



Typed Name and Title: John K. Farkas, AIA, LEED-AP

7-21-2015



Architectural and Engineering Design Services for a:

New STEM Building on the Havelock Campus

CRAVEN
COMMUNITY COLLEGE

Design Team



JKF ARCHITECTURE



John K. Farkas, AIA, LEED Principal/Project Manager

Responsible for all design, planning, Owner communication, bidding, and will oversee all construction administration.

- **Mark C. Ziegler**, Associate AIA
- **Alex W. Hatcher**, Associate AIA, Intern Architect
- **Cameron E. Lasater**, Associate AIA, Intern Architect
- **Jacquelyn M. Farkas**, Administration and Interior Design
- **Brittany D. Tucker**, Interior Design
- **Brian A. Farkas, MPA**, Director of Client Relations and Development

**Architecture
Design/Planning
Project Management**

NRW Engineering

Structural Engineering

- **Kevin Roomsburg, PE**

Rivers & Associates

Civil Engineering and Landscape Architecture

- **Steve Janowski, PE**

Stanford White

PME Engineering

- **William (Bill) Smith, PE**

HERA Laboratory Planners

Laboratory Design Consultants

- **David Miller, LEED AP**

Stewart Acoustical Consultants

Acoustical Consultants

- **Noral D. Stewart, PhD FASA FASTM INCE**



CRAVEN
COMMUNITY COLLEGE

New STEM Building on the Havelock Campus

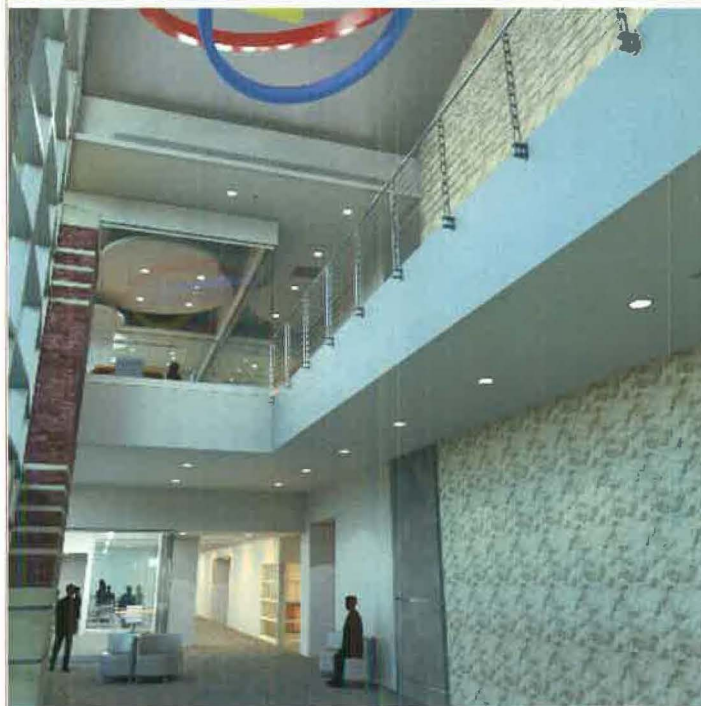
Relevant Experience
Across Eastern North Carolina

Relevant Experience

✓ Pitt Community College New Science and Technology Building



- 80,000 SF, 2-stories
- Bid **14% under budget** in August, 2015
- Scheduled to open in February 2017
- Includes STEM Center as major part of building program
- Advanced Manufacturing, Industrial Training, and Advanced Science Labs all incorporated into design
- JKF ARCHITECTURE helped secure **\$2 million grant** from EDA



Relevant Experience

✓ Pitt Community College Russell Academic Classroom Building



- 54,000 SF, 2-stories
- Bid **37% under budget** in September, 2010
- Opened **on time** in July 2012
- Earned Merit Award Recognition from NC State Construction Office in 2013
- Earned Design Award from NC AIA Eastern Section in 2014
- SB668 Compliant
- Includes General Purpose Classrooms, Labs, and Faculty Offices



Relevant Experience

✓ Pitt Community College Herman Simon Building Addition



- 80,000 SF Project
- Bid **roughly 15% under budget** in mid-2009
- Opened **on time** in August, 2010
- Includes Biology, Chemistry, Nursing, and Radiology Labs
- Sleep Disorder Center, Lecture Space, and General Purpose Classrooms all incorporated into design



Relevant Experience

✓ Pitt Community College Goess Student Center, Phases I and II



- Combined, both phases total 50,000 SF
- Both phases bid **within budget**
- Both phases opened **on time** (I in 2008 and II in 2015)
- Includes "one-stop" location for student services functions.
- Large multi-purpose rooms accommodate over 500 people
- Phase II added bookstore, counseling, and tutoring center.





Relevant Experience

✓ Beaufort County Community College Allied Health and Nursing Building

- 30,000 SF Project
- Bids roughly **25% under budget** in August, 2010
- Opened **on time** in June, 2012
- Included Nursing and Nursing Assistant Labs, Simulation Labs, and Medical Tech. Labs
- 100-seat Lecture Hall, General Purpose Classrooms, and Faculty Offices all incorporated into design



- JKF ARCHITECTURE helped secure USDA Rural Development Loans and EDA Grants





Relevant Experience

✓ Beaufort County Community College Public Services Building

- 28,000 SF Project
- Bid **within budget** (\$3.1 million) in 2004
- Opened **on time** in 2006
- Houses Cosmetology and Early Childhood Development Programs



Relevant Experience

✓ Community Colleges Across Eastern North Carolina

- Roanoke-Chowan Community College
- Pamlico Community College
- Sampson Community College
- Wilson Community College
- Carteret Community College
- College of The Albemarle



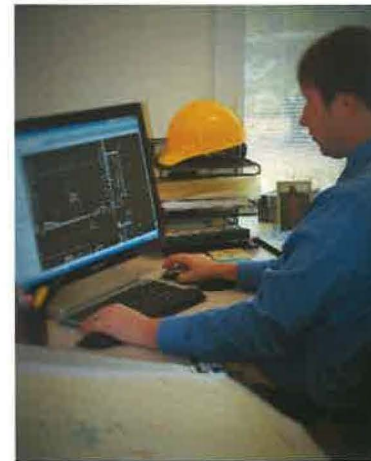
Relevant Experience

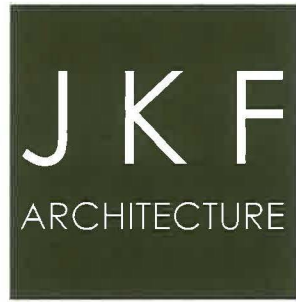
An Advocate for Our Client

- JKF ARCHITECTURE maintains an **excellent working relationship** with the NC State Construction Office (SCO) in Raleigh
- Minimal downtime during SCO reviews
- Minimal comments during SCO reviews
- Excellent ability to close-out and quickly pass final inspection
- **Multiple recognitions** by State Building Commission for **project excellence**



Awarded for "recognizing those companies that demonstrate the competencies and efforts necessary to realize excellence in the design and construction of projects for the State of North Carolina."





New STEM Building on the Havelock Campus

Design Approach and Considerations



Design Approach and Considerations

JKF ARCHITECTURE will ascertain and prioritize all of the goals for Craven Community College's STEM Building with User Representatives through an iterative programming approach we call a 'Charrette'. The first steps of the process will be to develop:

- **Owner's definition of overall project and educational goals...set level of expectations;**
- **A listing of the required spaces, size, adjacencies and their description;**
- **Determine design parameters and preferences;**
- **Operation & maintenance preferences for Building Systems (i.e. PME);**
- **A "Turn-key" budget breakdown and development;**
- **Identification of critical Code and agency approval issues...Sound Attenuation**
- **Survey acquisition and environmental assessments;**
- **The latest trends in Laboratory Design;**
- **Determine LEED requirements, if desired;**
- **Perform Advanced Planning for Sustainable, Energy Efficient Building (Determine if required for the rest of the project)**
- **Our consultants will be an integral part of this early phase of the project. We will develop solutions to your building program that are economical, meet specific programmatic needs while allowing future flexibility and growth, and are easily maintained over time.**
- **Discuss all options.**

Design Considerations: Site/Location

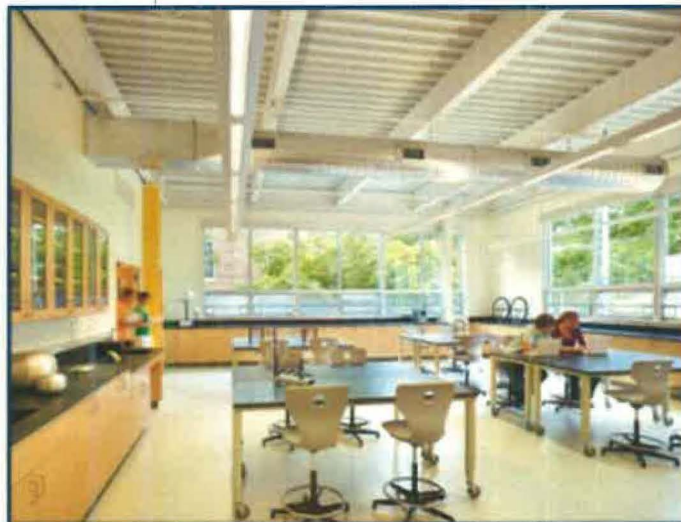
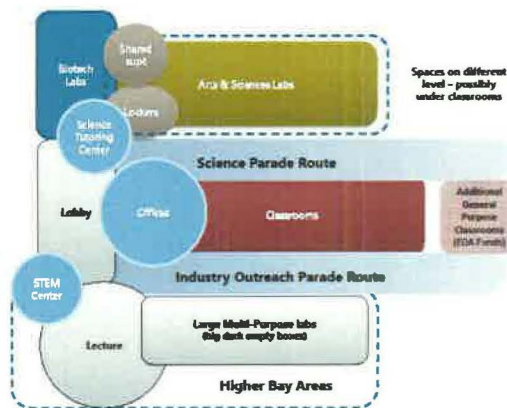
- 65,000 SF Proposed Building in Havelock
- Building Orientation/Location?
- Campus Connectivity and Master Plan Compliance
- Stormwater mitigation
- Parking and Traffic Flow On-site
- Compliance with Noise Ordinance, Zone GS, 75 dB with a reduction of 30 dB (Marine Corps Air Station Cherry Point)



Design Considerations

- Development of Space Program
- Adjacency Diagram & Space Relationships
- Lab Trends
- Interior Integration

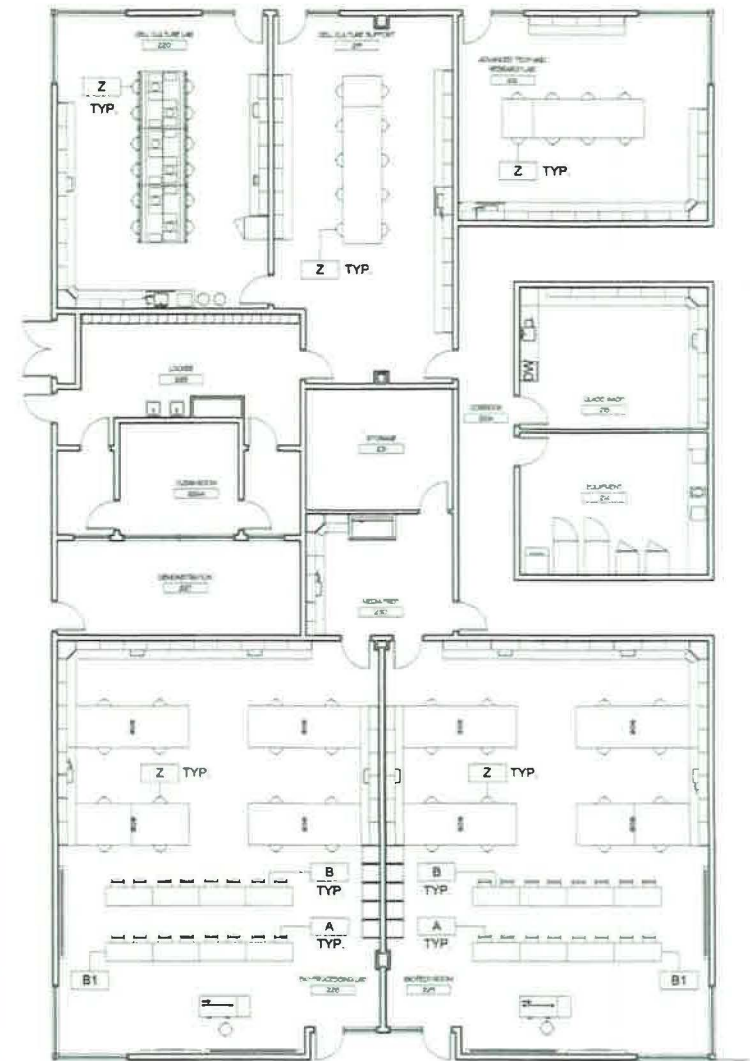
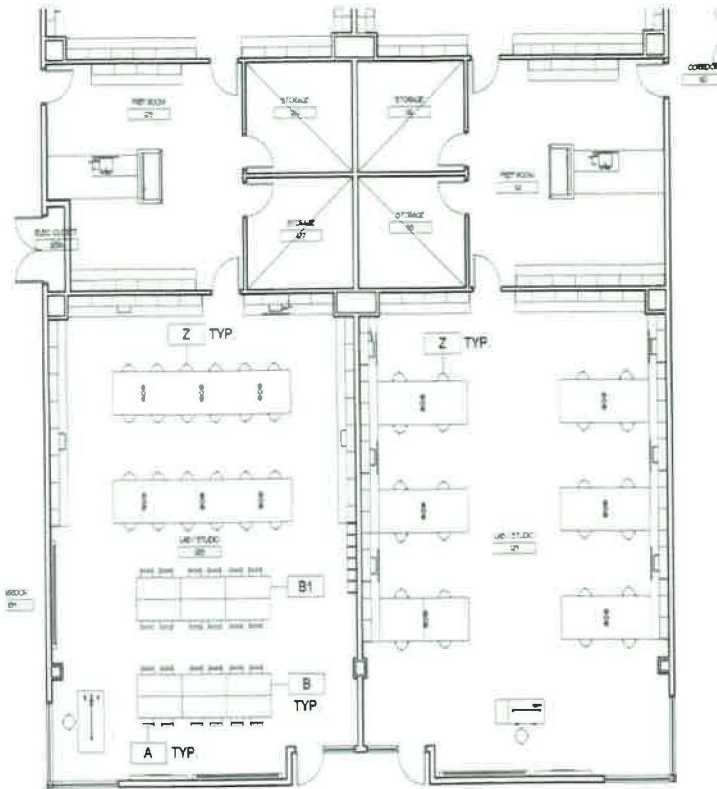
Overall Diagram – Plan View



111	Clean Room Lab	200	Working in conjunction with the spaces listed below - the two classroom sections (one class 10/00 - one class 100) will be used to simulate cGMP type environments, sterile filling, weigh and balance and formulation, etc. Locate adjacent to Cell Culture and Biotechnology labs.
112	Demonstration	200	Viewing and demonstration area for clean rooms.
113	Ante Room	50	Decontamination and body decontamination.
114	Exit/Decon	50	Exit passage and disposal area for bottles and materials to prevent cross-contamination.
Arts & Sciences			
115	Lab/ Studio (Geology)	1,500	Room with lecture and lab area for 24 students, flexible lecture area, lab stations, perimeter counters & equipment. Wet area/ dry area.
116	Prep Room	242	
117	Storage	121	
118	Lab/ Studio (Astronomy)	1,500	Room with lecture and lab area for 24 students, flexible lecture area, lab stations, perimeter counters & equipment. Wet area/ dry area.
119	Prep Room	242	
120	Storage	121	
121	Lab/ Studio (Physics)	1,500	Room with lecture and lab area for 24 students, flexible lecture area, lab stations, perimeter counters & equipment. Wet area/ dry area.
122	Prep Room	242	
123	Storage	121	
124	Lab/ Studio (Microbiology)	1,500	Room with lecture and lab area for 24 students, flexible lecture area, lab stations, perimeter counters & equipment. Wet area/ dry area.
125	Prep Room	242	
126	Storage	121	
127	Lab/ Studio (Engineering)	1,500	Room with lecture and lab area for 24 students, flexible lecture area, lab stations, perimeter counters & equipment. Wet area/ dry area.
128	Prep Room	242	
129	Storage	121	
131	Science Classroom (Biology)	1,000	Movable tables with 24 seats, plug in power, instructor table.
132	Science Classroom (Biology)	1,000	Movable tables with 24 seats, plug in power, instructor table.
133	Science Classroom (Biology)	1,000	Movable tables with 24 seats, plug in power, instructor table.
134	Science Classroom (Biology)	1,000	Movable tables with 24 seats, plug in power, instructor table.
135	Science Classroom (Biology)	1,000	Movable tables with 24 seats, plug in power, instructor table.
136	Science Classroom (Biology)	1,000	Movable tables with 24 seats, plug in power, instructor table.
137	Science Prep/Storage	250	Serves 2 Science Labs
138	Science Prep/Storage	250	Serves 2 Science Labs
139	Science Prep/Storage	250	Serves 2 Science Labs
140	Lecture (Biology)	3,000	120 seats, tiered for Chemistry/Biology, Smart technology, Jabs/Lemonation Area
141	Classroom	900	22 Students, "Smart" Technology Classroom
142	Classroom	900	Seat 40
143	Stew Center	750	Student seating, advisor PC stations, showing, display, information kiosks - locate near lobby or along "Tour Route"
144	Science Tutoring Center	1,000	Individual to small group tutoring & collaborative spaces/areas.
145	Science Tutorial & Independent Research Labs - Suggested new Areas	600	Three 200sf labs to support tutorial work or individual research project.
146	Lab- Multipurpose	1,500	"Big DARK empty box" - Engineering, Robotics, Electronics, Business Training, volume space, Movable walls
147	Lab Storage	500	

Design Considerations

- Studio Lab
- Flexibility
- Adaptability
- Infrastructure
- Shared Spaces
- Sound Attenuation
- Interior Environment
- Engineering Integration



Design Considerations

- Effective Budget Management

- Turn-key

Budget Analysis:

Cost per SF New Construction	\$	208
Cost per SF Renovation	\$	-
Building Cost	\$	14,100,944
Demo Existing Building	\$	-
	\$	-
New Emergency Generator/ Fire Pump	\$	110,000
Lab Casework	\$	520,000
Bio-Hoods	\$	10,000
Lab Hoods (Ducted)	\$	40,000
Add for Elevators	\$	120,000
Add for Stair Towers	\$	115,000
Subtotal Building Cost	\$	15,015,944

Earthwork, clearing, grading, fill, seeding	4.00	Ac.	\$	160,000
Site Demolition	1.00		\$	45,000
Curb & Gutter	500.00	LF	\$	17,000
New Roadway	5,000.00	SF	\$	100,000
New Sidewalks	10,000.00	SF	\$	40,000
Detention Pond	-	LS	\$	-
Water/ Sewer	400.00	LF	\$	32,000
Storm Water Management/ Drainage	10.00	Ea	\$	25,000
Landscaping	1.00	LS	\$	50,000
Parking	65.00	Sps	\$	188,500
Site Lighting	15.00	Ea	\$	33,000
Site Cost Total	\$	690,500		

Construction Cost

	\$	15,706,444	
Contingency	\$	471,193	3%
Construction Cost & Contingency	\$	16,177,637	
Geotechnical Survey	\$	6,000	
Location/ Topo Survey	\$	7,500	
Winterville Impact Fees	\$	12,000	
Commissioning Agent	\$	-	
Construction Testing	\$	30,000	
Special Inspections	\$	-	(Included in A/E Fee)
Project Printing, Reimb. (Mileage)	\$	-	(Included in A/E Fee)
LEED CERTIFICATION	\$	-	(Included in A/E Fee)
Furnishing & Equipment	\$	-	0%

Subtotal \$ 16,233,137

Owner Reserve \$ 157,068

A/E Fees (Budget) \$ 1,609,794 9.95%

Estimated Total Project Cost \$ 18,000,000

Past Budget Performance

- ***Our record on Budget Management and Quality Control is a testament to our ability to maintain your budget.***
- ***Integration of A/E Systems is 1st Priority. Eliminates or reduces Change Orders.***

Performance on Recent Projects:				
Project:	Budget	Bid	Change Orders	%
BCCC #10 Law Enforcement Training Center	\$ 2,900,000	\$ 2,150,000	\$ 1,900	0.09%
BCCC #11 Public Service Building (Change Orders include \$91,247 of Owner requested adds)	\$ 2,829,000	\$ 3,147,030	\$ 96,223	3.06%
BCCC #12 Allied Health & Nursing Building	\$ 6,500,000	\$ 4,840,116	\$ 40,469	0.84%
Pitt Community College Humber Building Renovation (Change Orders Exclude \$71,903 in Owner requested Scope Increase)	\$ 2,592,842	\$ 2,585,350	\$ 55,537	2.15%
Pitt Community College Student Center (Change Orders Excludes \$355,463 in Owner Requested Scope Increase)	\$ 5,225,126	\$ 5,767,913	\$ 13,170	0.23%
Pitt Community College Simon Building	\$ 6,646,326	\$ 5,700,000	\$ 77,779	1.36%
Pitt Community College Charles Russell Academic Classroom Building	\$ 11,400,000	\$ 7,393,799	\$152,230 (Fire Pump) \$21,764 All Other Changes	2.1% for Fire Pump, 0.3% for All Others
Pitt Community College New Science Building	\$ 16,100,000	\$ 14,100,000	\$ -	0.00%



Project Phases

- ***SCHEMATIC DESIGN PHASE:***

Develops Schematic Plan and options, acquires surveys and soil borings, outline Structural, PME systems, Zoning Compliance check, Agency submittals and approval, update project budget, develop renderings...

- ***DESIGN DEVELOPMENT PHASE:***

Develops Plans, Elevations, Sections, specialty plans, Civil, Structural, and PME systems single line and equipment selection, outline specifications, update project budget, Agency submittals and approval...

- ***CONSTRUCTION DOCUMENT PHASE:***

Prepare Construction Documents for bidding, Contract Documents, update project budget, Agency submittals and approval...

- ***BIDDING PHASE:***

Public Advertise and Bid solicitation including mandatory Pre-bid Conference. Highly recommend Contractor Pre-Qualification. Architect recommend award and prepare Contracts for Construction.



JKF
ARCHITECTURE



CRAVEN
COMMUNITY COLLEGE

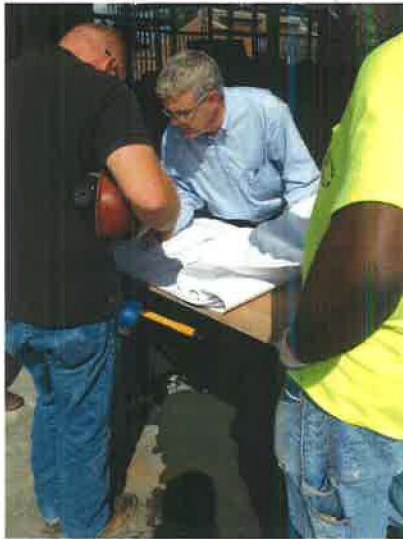
New STEM Building on the Havelock Campus

Construction Administration



Construction Administration

JKF Architecture Project are successful because the Architect leads every step of the process and:



- Insures Quality Construction Documents;
- Provides Tenacious Administration of the Contract for Construction;
- Establishes a presence and high expectations on-site;
- Successfully closes-out the Project On-time, Within Budget, and with Quality Assured; and
- Personalizes Service.

JKF ARCHITECTURE will be on-site a minimum of once per week, and can be on-site multiple days per week if required, due to our close proximity.

The logo for JKF Architecture, featuring the letters 'J K F' in a large, white, sans-serif font, with the word 'ARCHITECTURE' in a smaller, white, sans-serif font below it, all set against a dark green square background.

J K F
ARCHITECTURE

CRAVEN
COMMUNITY COLLEGE

New STEM Building on the Havelock Campus

Questions and Open Discussion

...the experience...

...the expertise...

...the local commitment...

**...to successfully complete
your project.**

CRAVEN
COMMUNITY COLLEGE

J K F
ARCHITECTURE

SEXUAL AND OTHER PROHIBITED HARASSMENT - BP 2.27

Legal Authority: 23 NCAC 2C .0210

Approval: April 19, 2011

Revision: TBD

Purpose

The Board will not tolerate prohibited harassment of employees or students including harassment of an individual because of that person's sex, sexual orientation, gender, race, religion, color, national origin, age, disability, genetic information, veteran's status, or any other classification protected by law. Any employee who engages in any form of prohibited harassment will be disciplined. Discipline may include, but is not limited to, transfer, demotion, suspension, or discharge. The college also forbids retaliation of any type against an employee or student for reporting any type of prohibited harassment.

Prohibited Conduct

The College prohibits any form of sexual or other prohibited harassment involving any of its employees in the employment relationship or involving any of its students in the educational relationship, whether it be in the form of an employee harassing an employee or student. Harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her race, color, religion, gender, sexual orientation, age, national origin, disability, or other legally protected status is strictly forbidden. The foregoing provisions are amplified and complemented by the following:

- (1) **Sexual Harassment.** Sexual harassment does not require physical contact but involves conduct that merely creates an unwelcome environment, as follows:

Employees: Sexual harassment involving an employee includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to the conduct is made a term or condition of the employee's employment (either explicitly or implicitly); when submission to or rejection of the conduct is used as a basis for employment decisions affecting the employee; or when the conduct is sufficiently severe, persistent, or pervasive to interfere with the employee's work performance or to create an intimidating, hostile, or offensive working environment.

Occasional compliments of a socially acceptable nature do not constitute sexual harassment. Similarly, circumstances such as the nature of course materials, educational programs, or other educational activity will be considered before a determination is made that behavior in such a context is prohibited conduct.

Verbal or physical conduct of a sexually provocative, uncivil, or disrespectful nature at the College, whether or not it would be judged illegal as a matter of law, is unwelcome by the College and will not be tolerated. Nothing in these policies creates rights inconsistent with a zero tolerance for prohibited behavior. Furthermore, the College has the final word in interpreting these policies.

Definitions

- "Unwelcome" signifies conduct that is not requested or invited and is regarded as offensive or undesirable.
- "Conduct of a sexual nature" refers to sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, including, but not limited to:
 - Sexual advances
 - Sexual touching
 - Sexual graffiti
- Displaying or distributing sexually explicit objects, drawings, pictures, and written materials
- Sexual gestures
- Sexual or "dirty" jokes
- Requests for sexual favors
- Touching oneself sexually or talking about one's sexual activity in front of others
- Spreading rumors about or rating other employees or students as to sexual activity or performance

(2) **Other Prohibited Harassment.** Other prohibited harassment involving an employee or student may consist of verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, gender, sexual orientation, age, national origin, disability, or other legally protected status, or that of his or her relatives, friends, or associates, and has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment; has the purpose or effect of interfering unreasonably with an individual's work or has the purpose or effect of denying or limiting a person's ability to participate in or benefit from the College program; or otherwise adversely affects an individual's employment or educational opportunities.

Any act, comment, or behavior that constitutes sexual or other prohibited harassment is strictly prohibited and will not be tolerated of any employee or student. This prohibition covers not only the relationship with other persons encountered in the

course of performing his or her job duties but also each student's relationships with other persons encountered in the course of participating in the College's education programs or activities.

Verbal or physical conduct that shows hostility or aversion towards a protected status, class, trait or condition, whether or not it would be judged illegal as a matter of law, is unwelcome by the College and will not be tolerated. Nothing in these policies creates rights inconsistent with a strict application of a zero tolerance for such prohibited behavior. Furthermore, the College has the final word in interpreting these policies.

Complaints by Employees

Employees, without any fear of reprisal, have the responsibility to bring any form of sexual or other prohibited harassment (whether by a co-worker, a student, or someone else encountered during the course of performing their job duties) to the attention of their supervisor or department head, so that an appropriate investigation may be begun into the circumstances of the incident and the alleged harassment. If an employee is uncomfortable with reporting the harassment to his or her supervisor or department head, the employee should go directly to the Director of Human Resources or to one of the chief administrators. Any person who receives a report of sexual or other prohibited harassment should notify the Director of Human Resources immediately, to obtain assistance in coordinating any investigation.

College's Response to Complaints

- (1) **Investigation.** An employee who is reporting suspected sexual or other prohibited harassment is encouraged to provide as much information about the incident(s) as possible, and to assist the College in following up with the complaint. One or more impartial members of the College administration will be responsible for interviewing the person making the complaint, the person(s) accused of engaging in sexual or other prohibited harassment, and any witnesses named by those involved or others who the College believes may have relevant information. Designated College officials also will be responsible for reviewing any relevant documentation or other evidence provided by those involved.

The College's goal is to conduct and conclude its investigation promptly, so that an appropriate resolution of the matter may be reached as soon as reasonably possible. The extent of the College's investigation will depend upon the circumstances, including the nature of the harassment allegations and the College's ability to contact and obtain information from those involved. Interim measures may be taken to help avoid potential harassment or retaliation during the investigation process. Fact-finding and the determinations to be made from the facts shall be solely the province of the College.

- (2) **Propriety.** The College will keep all information relating to harassment allegations

and investigations as confidential as reasonably possible under the circumstances, consistent with the College's legal obligations and with the need to investigate allegations of harassment and to take corrective and/or disciplinary action with the College determines that prohibited harassment or another violation of College policy has occurred.

- (3) **Corrective/Disciplinary Action.** Following the College's investigation of any alleged sexual or other prohibited harassment, a review of the results of the investigation with the person or persons involved will be conducted. If appropriate, corrective and/or disciplinary action will be taken. This may result in immediate termination of employment for the employee.

Complaints by Students

The Board directs the President to promulgate and implement procedures and programs that will provide students with information as well as the means of obtaining assistance and remedy in the event of discrimination or harassment on the basis of any legally protected trait, characteristic, condition, or classification.

[Return to Table of Contents](#)

STUDENT RIGHTS AND RESPONSIBILITIES - BP 3.1

Legal Authority: NCGS I 15D-20

Approval: April 19, 2011

Revision: TBD

Student Rights and Responsibilities

The Board directs the President to establish appropriate student services that will ensure that student rights and responsibilities are integrated into the academic and extracurricular programs of the College. The rights and responsibilities of students are inherent and outlined in College policies and procedures. These policies and procedures are developed to ensure that students have a positive educational experience while attending the College and that the institution operates in a manner that fulfills its mission.

In addition, the Board is committed to providing nondiscriminatory educational opportunities. The College prohibits discrimination against students based upon gender, race, color, religion, sexual orientation, national origin, age, disability, genetic information, veteran's status, or any other characteristic protected by law. The President shall ensure that the College does not unlawfully discriminate in any education decision such as admission, student services, or graduation.

Complaints by Students

The Board directs the President to promulgate and implement procedures and programs that will provide students with information as well as the means of obtaining assistance and remedy in the event of discrimination or harassment on the basis of any legally protected trait, characteristic, condition, or classification.

[Return to Table of Contents](#)

WFD - PROPOSED FEES

Course	Description	Proposed New Fee
CDL Class "B"	Books, fuel, maintenance, etc.	\$819.40
Workkeys Exam(s)	Old Fee	Proposed New Fee
Applied Mathematics	\$10.00	\$12.00
Applied Technology	\$10.00	\$12.00
Locating Information	\$10.00	\$12.00
Reading for Information	\$10.00	\$12.00
Observation	\$10.00	\$15.00
Team Work	\$10.00	\$15.00
Business Writing	\$17.30	\$17.50
Listening and Understanding	\$17.30	\$20.00
Listening	\$17.30	\$17.50
Writing	\$17.30	\$17.50
CRC Exam	\$30.00	\$36.00

Section V



STRATEGIC PRIORITIES

■ Teaching and Learning in the 21st Century

Craven Community College will provide students with an engaging learning experience within and beyond the classroom.

- Retain and engage students from entry to completion of their educational goals
- Provide learners with enhanced opportunities for civic engagement and leadership development
- Incorporate multicultural content and experiences into classes and co-curricular activities
- Support alternative learning opportunities, technology usage and information literacy



■ Partnerships and Programs in a Diverse Community

Craven Community College will strengthen alliances and serve as a recognized catalyst for regional economic, social and cultural development.

- Identify and develop responsive programs and enhanced support systems to serve new and expanded markets
- Position the college as the central focus for community cultural opportunities and for visual, applied and performing arts programming
- Strengthen and expand partnerships with colleges and universities, K-12 schools and businesses and industries
- Develop career pathways for career and technical programs

■ Resources and Development in a Global Economy

Craven Community College will strengthen capacity through fiscal accountability, institutional advancement and resource development.

- Support continuous professional development and recruit highly qualified, team-oriented colleagues
- Grow the endowment by securing federally funded and private foundation grants and gifts that address strategic priorities
- Seek funding for the STEM (Science, Technology, Engineering and Math) building on the Havelock Campus
- Enhance physical facilities, infrastructure and landscapes that support "Going Green" systems to sustain the environment

Craven Community College Board of Trustees

Mr. Kevin Roberts, Chair
Ms. Rosanne Leahy, Vice Chair
Mr. Gary Baldree Sr.
Mr. Ken Crow
Ms. Jennifer Dacey
Mr. Ronald Knight
Mr. William W. Taylor
Ms. Carol Mattocks
Ms. Allison Morris
Mr. Chuck Tyson
Ms. Earline Sills Williams
Ms. Brenda Wilson
Student Trustee Ex-Officio
Foundation President Ex-Officio

Craven Community College Leadership Team

Gery Boucher
Walter Calabrese
Mary Clark
Bambi Edwards
Judy Eurich
Kathleen Gallman
Betty Hatcher
Robin Matthews
Jim Millard
Daryl Minus
Vickie Moseley-Jones
Cindy Patterson
Page Jones-Varnell

Craven Community College Foundation Board Members

Jonathan Segal, President
Jeb Collier, Vice President/President Elect
Jacqueline B. Atkinson
Sallie Hume Baxter
Dr. John Cho
J. Brent Davis
Stephanie Duncan
David Dysinger
William T. Fuller
Brian J. Gatchel
Lloyd Griffith
Rick Hemphill
Chip Hughes
Mary Lou Infinito
Carole Kemp
Janet Lamb
W. David McFadyen, Jr.
Lyle R. Schulze
Tammy Sherron
Cheryl B. Smith
Nancy Stallings
Michael P. Sullivan, USMC Maj. Gen., retired
Terry Tait
Helmut Weissner
Jeff Williams
Yvonne Wold
Kevin Roberts, CCC Board Chair
Linda MacDonald, Director Emeritus
Stephen Nuckolls, Director Emeritus
Dr. Catherine Chew, CCC President
Page Jones-Varnell, VP for Administrative Services, Foundation Treasurer
Judy Eurich, Executive Director of Institutional Advancement

Havelock Campus
(252) 444-2119

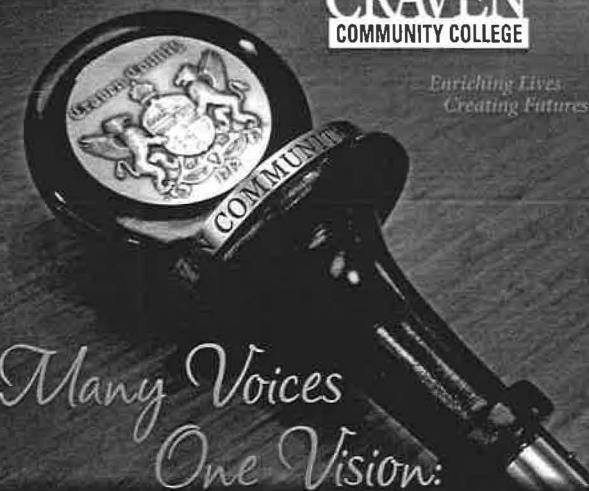
New Bern Campus
(252) 638-7200

Cherry Point Office
(252) 444-6005

www.CravenCC.edu

CRAVEN
COMMUNITY COLLEGE

Enriching Lives
Creating Futures



*Many Voices
One Vision:*

Craven 2017

**DYNAMIC
RESPONSIVE
INNOVATIVE**

Vision Statement

By 2017, Craven Community College will be recognized as a vibrant community college focused on student success and lifelong learning through innovative community partnerships, cultural arts programming, military educational services, public radio and workforce training.

ENRICHING INDIVIDUAL LIVES AND SOCIETY

Dear College Supporter,

We are a college on the move and we are excited about the future! Many new initiatives are taking place on both our New Bern and Havelock campuses. We are devoted to academic excellence and to student success based on each individual's unique goals. Embracing our comprehensive nature means we are committed to workforce development and career programs as well as the cultural arts and university transfer programs.

The distinctive role that community colleges play in higher education demonstrates our pride in being nimble and responsive. We are deeply embedded in the communities we serve.

The document *Many Voices One Vision: Craven 2017* represents an update of the original strategic planning process spearheaded by national community college experts, Dr. Dick Alfred and Dr. Pat Carter. Many meaningful conversations with local stakeholders and staff from a wide variety of sectors provided insights that led to a new mission statement, core values and strategic priorities that continue to serve as our guidepost. In the 2014-15 academic year, the college's Board of Trustees, Executive Leadership Team and Cabinet revisited the priorities and made modifications based on current economic and demographic trends.

Responding to the American Association of Community College's *National Completion Agenda*, the state's *NC Jobs Plan Report* and Craven County's *Economic Development Plan*, the college continues to evolve its array of program offerings and delivery models. Craven Community College reflects the changing economy and work environment and we are diligently working to address the needs and demographics of our students and employees.

Take a moment to read more about us, or better yet, take a moment and come visit us. We would relish the opportunity to give you a tour of either campus. See our state-of-the-art facilities including the Nursing Simulation lab, B/S/H Advanced Manufacturing Center and Aeronautical Institute of Technology. We also invite you to take delight in enjoying our impressive new sculpture collection gifted to the College by Dr. Jim Congleton. We look forward to having you on campus as a visitor, or as a student pursuing your dreams and aspirations!

Board of Trustees

College Leadership

Foundation Board of Directors

MISSION STATEMENT

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

Craven Community College fulfills this Mission through:

■ Adult General, Basic and Secondary Education

Courses and services for students who desire to complete a high school equivalency credential or improve their adult basic education, literacy and English language skills, or for enrolled high school students seeking accelerated opportunities

■ Cultural, Citizenship and Community Enrichment

Activities, services, group travel and special projects in response to cultural needs and quality of life interests of community populations and for the leisure and enrichment of adults and youth served

■ College Readiness Studies

Courses and services for students in need of further growth and development of academic and basic skills preparation for acceptance into a curriculum and to succeed in college programs

■ Economic/Workforce Development Education and Special Training

Customized courses specifically designed for, and in collaboration with, business, industry and the military including workforce readiness, job enhancement and technical skill development

■ Career and Technical Education

Programs, courses and services for students who plan to enter the workforce or upgrade their career training, professional skills and work performance

■ Student Development

Programs and services to support and enhance student academic, career and personal skill development and growth, and assure success for diverse and ever-changing student populations

■ University-Parallel Education

Programs and coursework for the freshman and sophomore years of an undergraduate education for students who plan to continue studies toward the baccalaureate or pursue postsecondary liberal arts studies

CORE VALUES

We proudly share these Core Values as the foremost principles which serve as a foundation to guide and direct our attitudes, behaviors and decisions:

■ Diversity

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

■ Integrity

We place fairness and honesty at the center of our teaching, services and operations, and uphold high ethical standards.

■ Learning

We revere learning and scholarship as transformational and multidimensional, and embrace education as dynamic, life-long and limitless for all.

■ Quality

We set high and challenging standards for our personal, professional and organizational performance, and advocate continuous improvement.

■ Respect

We work together in a cooperative environment of civility, courtesy and humility.

■ Trust

We value honesty and transparency, and responsibly manage the capital, fiscal and human resources entrusted upon us by our citizens.



ENGAGING AND INFLUENCING OUR COMMUNITY

Section VI

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

October 14, 2015

Board of Directors

Jacqueline B. Atkinson
Sallie Hume Baxter
John Cho, M.D.
Jeb Collier, *Vice President/
President Elect*
J. Brent Davis
Stephanie Duncan
David Dysinger
Judy Eurich, *Secretary*
William T. Fuller
Lloyd Griffith
Rick Hemphill
Chip Hughes
Mary Lou Infinito
Carole Kemp
Janet Lamb
Linda MacDonald, *Director Emeritus*
W. David McFadyen, Jr.
Stephen Nuckolls, *Director Emeritus*
Kevin Roberts, *Chair, CCC Trustee*
Jonathan Segal, *President*
Tammy Sherron
Dr. Ray Staats, *CCC President*
Nancy Stallings
Michael P. Sullivan
Page Varnell, *Treasurer*
Helmut Weisser
Jeff Williams
Yvonne Wold

Foundation Staff

Judy Eurich, *Executive Director
of Institutional Advancement*
Jennifer Baer, *Director,
Lifetime Learning Center and
Community Outreach*
Tanya P. Roberts, *Executive Assistant*

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*

Craven Community College Board of Trustees,

The Craven Community College Foundation Executive Committee met on July 14, 2015 and voted unanimously to recommend the following individuals to serve on the Foundation Board:

- Ashley R. Martin – Client Services Manager, A&J Holding, Inc.
- Jeff Quinn – Risk Advisor, SIA Stallings Insurance Group
- Richard “Dick” Reingold – VP & General Manager, WCTI-TV12
- Susan Moffat-Thomas – Executive Director (Ret.), Swiss Bear Downtown Development Corporation
- Amy P. Wang – Attorney, Ward and Smith, P.A.

Subsequently, the full Foundation Board met on July 22, 2015 and voted unanimously to approve the candidates.

The Craven Community College Foundation Executive Committee met on September 8, 2015 and voted unanimously to recommend the following individual to serve on the Foundation Board:

- Anne Schout – various community initiatives

Subsequently, the full Foundation Board was queried and voted by email. All responding members, a majority, voted unanimously to approve the candidate.

In accordance with the Foundation Bylaws, Foundation directors must be ratified by the Craven Community College Board of Trustees.

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

Sincerely,

Jon Segal, President
CCC Foundation

ENC



Judy Eurich, Executive Director
Institutional Advancement



2015-2016
Proposed Foundation Board Members

Ashley R. Martin
Financial Advisor
A&J Holding, Inc.

Ms. Martin received her bachelor's degree in business administration at California State University Stanislaus in 2010. She has earned her Series 7 and 66 licenses, several insurance licenses, currently working on series 24, and will begin her CFP designation once that is complete.

Susan Moffat-Thomas
Executive Director, Retired
Swiss Bear Downtown Development Corporation

Ms. Moffat-Thomas was born and raised in Alpena, Michigan and graduated from Christopher Newport University in 1980 with a Bachelor of Arts in history. Ms. Moffat-Thomas moved to New Bern in 1981 and worked for the Chamber of Commerce as the membership administrator in 1983, was the executive director of the New Bern Preservation Foundation from December 1983 until she was hired as the executive director of Swiss Bear Downtown Development Corporation in August 1985. She retired in December 2014.

Jeff Quinn, AAI, CRIS
Risk Advisor
SIA Stallings Insurance Group

Mr. Quinn is a graduate of New Bern High School as well as Craven Community College. He now works for SIA Group as a risk advisor assisting businesses of all sizes, tailoring their insurance programs to best fit their specific needs.

Richard "Dick" Reingold
VP & General Manager
WCTI-TV12

Mr. Reingold received his MBA at Northwestern University's Kellogg Graduate School of Management and has since been a career broadcaster, almost all at local TV stations. As the new VP and General Manager of WCTI-TV12, he is in charge of the company's second biggest market.

Anne Schout

Anne Schout, a native Charlottean, graduated from the University of North Carolina at Chapel Hill with a degree in Chemistry in 1971. She spent the next nine years as a chemist, first doing cancer research at UNC, then working for the North Carolina Department of Agriculture and finally Collins and Aikman, Inc. She has served on several boards including the Historic Downtown Resident's Association and the New Bern Preservation Foundation and is one of the co-chairs of the George Washington Celebration for 2015 and 2016.

Amy P. Wang

Attorney

Ward and Smith, P.A.

Ms. Wang was born in Kansas City, Kansas, graduated from the University of Virginia (1992) and from Wake Forest University School of Law in Winston-Salem (1996). Ms. Wang has served on the boards of several New Bern non-profits including the Craven Arts Council and Gallery, Carolina Coastal Classroom, Inc., and the New Bern Heart Society, where she chaired the 2015 New Bern Heart Ball for the American Heart Association. She is also a Craven Community College VIP Ambassador.

REQUEST TO CHANGE MEETING DATE
OF FINANCE AND PERSONNEL COMMITTEE MEETINGS
CURRENTLY SCHEDULED FOR MONDAY, DECEMBER 7, 2015.

Dr. Staats will be attending the annual conference of the SACSCOC (accreditation organization for the College) December 5-8, 2015 with several others from the College.

We'd like to reschedule these two committee meetings to Monday, January 11, 2016 at the same times:

Finance Committee at 4:00 pm

Personnel Committee at 5:00 pm

Thank you for your consideration.

Section VII

To: Craven Community College Board of Trustees

From: DJ, SGA President

Date: October 20th, 2015

Subject: Student Government Association Report

▪ SGA Board:

The SGA consists of a full Executive Board and a Senate with the following members:

- DJ Johnson – President
- Thomas Ashworth – Vice President
- Robert Josey – Secretary
- Crystal Henderson – Parliamentarian
- Albina Kornegay – Public Information Officer
- Tucker Mentink – Treasurer
- Ben Morrow – Senator

• N4CSGA State Conference:

- October 30 – November 1, Hickory Convention Center. Three topics we are bringing up to state conference to bring up are performance based funding, teacher compensation, and guns on campus. We are currently researching more into the legal issues.

• Club updates:

- We have a total of 18 clubs and organizations that are currently active. We have 4 new clubs this semester (the wave, AAUW, C5 and the Theater Club). One more club, the Political club that is being discussed by E.L.T

• Etiquette Workshop Sponsored by the Dr. and Anna Hurst.

- 50 students signed up and learned a few tips and tricks on proper etiquette.

• Awareness month

- October is Domestic Violence Awareness month and we will be holding two workshops this week. One is the New Bern Domestic Violence & Sexual Assault workshop Oct 20, and on Oct 21st we have the Bullied and the Beautiful.