

AGENDA

**BOARD OF TRUSTEES
WINTER MEETING – JANUARY 23, 2015
CRAVEN COMMUNITY COLLEGE
BUSINESS MEETING
IMMEDIATELY FOLLOWING ANNUAL BOARD RETREAT
CAROLINA COLOURS PAVILION**

- I. Call to Order *Kevin Roberts, Chair*
- II. Roll Call *Catherine Chew, Secretary*
A. Welcome new Trustee – Jennifer Dacey
B. Agenda Review/Conflict of Interest Declaration *Kevin Roberts, Chair*
C. Public Comment
- III. Consent Agenda (*motion*) *Kevin Roberts, Chair*
A. Approval of Board of Trustees Meeting Minutes (October 21, 2014)
B. Approval of Special Called Board of Trustees Meeting Minutes (December 1, 2014)
C. Approval of Committee Meeting Minutes
a. Finance Committee (December 1, 2014)
b. Personnel Committee (December 1, 2014)
c. Academic and Student Affairs Committee (December 15, 2014)
- IV. Facilities Committee Meeting Minutes (December 15, 2014) *Kevin Roberts, Chair*
A. E-cigarette Policy (*motion*)
B. SGA Request for Additional Designated Smoking Area (*motion*)
- V. Resolution for Stephen Nuckolls as Foundation Emeritus (*motion*) *Kevin Roberts, Chair*
- VI. Reports
A. Chair *Kevin Roberts, Chair*
a. Approval of Presidential Profile via unanimous emails November 2014 (*motion*)
b. Update on Presidential Search
B. President *Catherine Chew, President*
a. NCCCS Education Program Audit Update
b. Resolution to the General Assembly supporting NC Community Colleges (*motion*)
c. FedEx Partnership
C. Attorney
- VII. Adjournment

BOARD OF TRUSTEES

ROLL CALL

January 23, 2015

Mr. Gary Baldree

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. Earline Sills Williams

Ms. Brenda Wilson

Mr. Jon Segal (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?

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF FALL MEETING
OCTOBER 21, 2014

The Craven Community College Board of Trustees held its fall meeting on Tuesday, October 21, 2014 in the Ward Boardroom of the Brock Administration Building on the campus of Craven Community College with Board Chairman Bill Naumann presiding. The business meeting was called to order at 7:15 pm.

Roll Call

Dr. Catherine Chew called the roll.

Members present were: Mr. Gary Baldree, Judge Ken Crow, Mr. Ron Knight, Ms. Rosanne Leahy, ~~Ms. Carol Mattocks~~, Ms. Allison Morris, Mr. Bill Naumann, Mr. Kevin Roberts, Mayor Chuck Tyson, Ms. Earline Sills Williams, Ms. Brenda Wilson, Mr. Bill Taylor, Mr. Jon Segal, and Ms. Alison Grose (SGA President).

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. Kathleen Gallman, Associate Vice President of Academic Affairs and Student Engagement; Ms. Judy Eurich, Executive Director of Institutional Advancement; Ms. Beth Andrews, Faculty, and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees. Guests present were Mr. Bob West and Mr. Tom Blickensderfer. Chairman Naumann declared a quorum present for the meeting.

Agenda Review/Conflict of Interest Declaration

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

B. Public Comments - Mr. Bob West of New Bern and Mr. Tom Blickensderfer of Havelock appeared before the Board of Trustees to thank the College for their years of service providing a program for mentally disabled adult students and to express their concerns for the upcoming changes in the Compensatory Education (CED) Program. Both have students in the program and wish to see some type of program continue for all CED students, regardless of their ability to show progress (letter attached). Chairman Naumann thanked Mr. West and Mr.

Blickensderfer for their attendance and assured them the Board would review the letter and their requests at an upcoming meeting. *(Mr. West and Mr. Blickensderfer excused themselves from the meeting at this point.)*

Dr. Chew reminded the BOT that the CED program changes had been addressed during the Academic Services and Student Affairs Committee meeting. The program changes and timeline were included in the Committee minutes of the meeting and are a result of statewide requirements.

Consent Agenda

A. Approval of Board of Trustees Summer Meeting Minutes of June 23, 2014

Chairman Naumann called for approval of the minutes (attached). Trustee Sills-Williams requested that the minutes reflect she voted against implementation of Phase II of the Mercer Study. Chairman Naumann acknowledged her request to amend the minutes. Motion by Trustee Kevin Roberts and second by Trustee Gary Baldree to approve the amended minutes; motion passed unanimously.

B. Approval of Board of Trustees Special Called Meeting Minutes of September 22, 2014

Chairman Naumann called for approval of the minutes (attached). Motion by Trustee Rosanne Leahy; second by Trustee Ronald Knight; motion passed unanimously.

C. Approval of the Committee Meeting Minutes of September 8, 15 and 22, 2014

Chairman Naumann called for approval of the minutes (attached). Motion by Trustee Ronald Knight and second by Trustee Kevin Roberts; motion passed unanimously.

Presidential Search

A. Chairman Naumann expressed his gratitude to NCCCS President Scott Ralls for his insights regarding the presidential search (process and attributes) delivered at the dinner prior to the board meeting. He also stated that each participant on the search advisory panel established at the September 22, 2014 meeting had agreed to serve in the process to find the next president of Craven Community College.

Bill Naumann, Rosanne Leahy and Ronald Knight – College Board of Trustees

Page Varnell - College Administration

Beth Andrews - College Faculty

Stephanie Duncan – Havelock Chamber of Commerce (Small Business/College Foundation perspective)

Nancy Alexander – New Bern Chamber of Commerce (Small Business/health care perspective)
Mary Beth Fennel – Fleet Readiness Center - East (Military perspective)
Thomas Mark – Chair of Craven County Commissioners (County perspective)
Todd Bradley – Principal of Craven Early College (Board of Education perspective)
John Wilson – Human Resources Director of B/S/H/ (Large business/manufacturing perspective)
B. Introduction of Shoemaker & Associates Search Firm

Chairman Naumann introduced Mr. Larry Shoemaker, President of Cornerstone International Group and founder of Shoemaker & Associates and Dr. Anne McNutt, consultant with Shoemaker, specializing in community college leadership searches. Dr. McNutt's prior experience as a community college president will offer invaluable insight. Mr. Shoemaker indicated the goal of this visit was to gain knowledge about the position and the college. College challenges for the next 3-5 years (performance based funding, student-driven/data-directed, generation of revenue to supplement diminishing state funds) were discussed along with institutional attributes (working relationship with military/bases, relating to a broad range of students, preserving campus relationships) and changes that may be necessary (visibility and marketing) to successfully meet the challenges.

(Trustee Ronald Knight left the meeting at 7:30 due to a prior commitment.)

Mr. Shoemaker highlighted a preliminary process that would allow for the new president to begin work at Craven Community College by the proposed target date of August 1, 2015:

- Develop & agree on the attributes
- Discuss key academic contacts (early November 2014)
- Agree to job announcement
- Run ads (January 2015)
- Recruiting (January 2015)
- Screening
- Select panel of quarter finalists
- Hold remote interviews (SKYPE, etc.)
- Evaluate and choose semi-finalists
- Review written documentation from semi-finalists

Hold possible face-to-face meetings with semi-finalists
Deliver list of finalists to the Board
Assessment and background checks
On-site interviews with college and community
Interface with NCCCS to meet their needs in the process

Mr. Shoemaker reminded the Board of the need to adhere to the approved search process, refer all applicants to Shoemaker, maintain confidentiality of the applicants, and respect the role of the search advisory panel. He also advised against making premature assumptions about any of the candidates. Dr. McNutt discussed the importance of priorities in selecting the next president making sure the right fit was the ultimate hiring outcome.

C. Assessment Tool Results

Mr. Shoemaker thanked those who had completed and returned their assessment to him and stated the results showed the following preferences in the five designated categories:

- Style – influencer, compliant
- Values – taking responsibility as a leader, financially economic
- Thinking – global, scientific
- Emotional Thinking – mature, self-confident
- Rational Thinking – higher than average intelligence, strong verbal and numeric

Based on the feedback from the assessment tool, two additional questionnaires were distributed to the board regarding candidate characteristics and knowledge/experience; both forms were gathered at the close of the meeting (attached).

D. Attributes Discussion

A roundtable discussion ensued on the desired attributes of the next president. Mr. Shoemaker announced the characteristics that were identified in the assessment tool included vision, passion, strategic risk-taker, team player and builder, urgency/buy-in to the position, plan and lead change, results oriented, communicator, fiscal manager, fundraising experience, developing external partnerships and community college experience.

E. Next Steps

Shoemaker & Associates will compile a profile of the presidential candidate and a timeline of the process within the next ten days for the Board's review based on additional feedback of BOT members during the meeting, along with the assessment tool results and the two additional questionnaires completed by the Board at the conclusion of the meeting. Chairman Naumann stated the Search Advisory Panel will begin their work after the Board approves the profile and timeline.

New Business

Chairman Naumann announced his resignation from the Board effective at the end of December 2014; he and his wife are relocating out of state. He expressed his deep appreciation to the Board and thanked each one for their assistance to him and their dedication to the college.

Adjournment

With no further business to be presented, Chairman Naumann called for a motion to adjourn. Motioned by Trustee Earline Sills-Williams, seconded by Trustee Gary Baldree and unanimously approved, the meeting adjourned at 9:01 pm by Chairman Naumann.

Respectfully submitted:

Kevin Roberts, Chair
January 23, 2015

Catherine Chew, Secretary
January 23, 2015

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPECIAL CALLED MEETING
DECEMBER 1, 2014

The Craven Community College Board of Trustees held a special called meeting on Monday, December 1, 2014 in the Ward Boardroom of the Brock Administration Building on the campus of Craven Community College with Board Chairman Bill Naumann presiding. The business meeting was called to order at 5:05 pm.

Roll Call

Dr. Catherine Chew called the roll.

Members present were: ~~Mr. Gary Baldree~~, Judge Ken Crow, ~~Mr. Ron Knight~~, Ms. Rosanne Leahy, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Bill Naumann, Mr. Kevin Roberts, Mayor Chuck Tyson, ~~Ms. Earline Sills Williams~~, Ms. Brenda Wilson, and Mr. William Taylor.

Others present were: Dr. Catherine Chew, President; Ms. Page Varnell, Vice President of Administrative Services; Mr. David Ward, Attorney, Ward and Smith; Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees. There were no callers on the call-in line. Chairman Naumann declared a quorum present for the meeting.

Agenda Review/Conflict of Interest Declaration

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

B. No public comment.

Resignation of Chair Bill Naumann

Chairman Naumann explained that the Board must accept his previously submitted resignation by motion and vote. Chairman Naumann read his motion to resign – “I hereby give formal notice of my resignation from the BOT effective January 1, 2015, and request acceptance of such resignation.” Trustee Taylor motioned to accept the resignation, Trustee Tyson seconded the motion and the motion passed without opposition (reluctantly).

Appointment of Interim Officers

Chairman Naumann noted that the by-laws do not address the replacement of an Officer of the Board in the middle of a term; this will need to be changed in the near future. Upon advice from legal counsel, Chairman Naumann expressed the following recommendation for a motion “that Kevin Roberts be elected Chair and Rosanne Leahy be elected Vice Chair of the BOT, effective January 1, 2015, and that their interim terms of office extend until, in accordance with

Article III, Section 7 of the Trustees By-Laws, a Chair and Vice Chair are duly elected at the regularly scheduled July meeting of the BOT; and that upon such election, the interim positions will terminate in accordance with the succession timing outlined in the by-laws.” Trustee Tyson motioned to accept Chairman Naumann’s recommendation as stated with a second from Trustee Mattocks; the motion was unanimously approved.

By-Law Changes

Attorney Ward will review the by-laws and present a change proposal at the January 2015 board meeting.

Presidential Search Update

Chairman Naumann announced the Search Advisory Committee (SAC) will hold its first meeting on Tuesday, December 2nd. The Board reviewed the position posting on the College website. Chairman Naumann reminded all Trustees to send any inquiries for the President’s job to Larry Shoemaker, search firm consultant.

Adjournment

With no further business to be presented, Chairman Naumann called for a motion to adjourn. Motioned by Trustee Roberts, seconded by Trustee Morris and unanimously approved, the meeting adjourned at 5:25 pm by Chairman Naumann.

Respectfully submitted:

Kevin Roberts, Chair
January 23, 2015

Catherine Chew, Secretary
January 23, 2015

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AGENDA

**FINANCE COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, December 1, 2014 at 4:00 P.M.**

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

Others: *Dr. Catherine Chew, President*
Dr. Daryl Minus, Executive Vice President of Learning and Student Success
Ms. Page Varnell, Vice President for Administrative Services
Ms. Cindy Ensley, Recorder

- I. Call to Order *Brenda Wilson, Chair*
- II. Members Present *Brenda Wilson, Chair*
- III. Budget Request Signoff for NCCCS FY 2014-2015 (*motion*) *Page Varnell*
- IV. Financial Reports *Page Varnell*
 - A. Year-to-date Budget Comparison Reports – State, County & Institutional (9/1/14 – 11/20/14) (*motion*)
 - B. Write-Offs and Uncollectable Accounts (*motion*)
 - C. Cash Balances (*info*)
- V. Student Activities Budget and Update *Daryl Minus*
- VI. Enrollment Update *Daryl Minus*
- VII. Legislative Budget Priorities 2015-2017 *Catherine Chew*
- VIII. Adjournment *Brenda Wilson, Chair*

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
DECEMBER 1, 2014 AT 4:00 P.M.**

- I. Committee Chair Brenda Wilson called the meeting to order at 4:00 pm.
- II. Members Present: Judge Ken Crow (at 4:30 pm), Ms. Rosanne Leahy, Mr. Bill Taylor, Mayor Chuck Tyson, Ms. Brenda Wilson, and Board Chair Bill Naumann.
Others Present: Dr. Catherine Chew, Ms. Page Varnell, Ms. Cindy Patterson, and Ms. Cindy Ensley. Chair Wilson declared a quorum present for the meeting.
- III. Budget Request Signoff for NCCCS FY 2014-2015
VP for Administrative Services, Ms. Page Varnell, explained the purpose of the budget request signoff identifying \$37,249,326 as total budget for the College (\$18,961,284 State funds, \$3,982,948 County funds, \$14,305,094 Institutional funds). Trustee Tyson motioned to approve the budget request, Trustee Naumann seconded and the motion was unanimously approved.
- IV. Financial Reports
 - A. Year-to-date Budget Comparison Reports – State, County & Institutional
Ms. Varnell presented an analysis of the budget versus expenditures from September 1, 2014 through November 20, 2014 (attached) indicating an overall expenditure of 36% of state funds, 39% of county funds, and 37% of institutional funds. She elaborated on several line items, including the annual supplement from the county for all full-time permanent employees that will be increased this year by \$100 per employee. The projected 2% hold-back as recommended by the NC Community College System finance office was again discussed. Trustee Naumann commended Ms. Varnell on the good readable financial reports. Trustee Taylor motioned and Trustee Leahy seconded to approve the reports; the motion passed unanimously.
 - B. Write-Offs and Uncollectable Accounts
Ms. Varnell discussed the uncollectable receivables (attached) indicating an YTD total of \$41,877.66 (July 2014-Sept 2014) representing 1.549% of total accounts receivable. Trustee Naumann expressed concern about the rising amount of write-offs and asked Ms. Varnell to look into alternative ways to get this percentage lowered. With no further discussion, Chair Wilson called for a vote to approve the report presented. Trustee Tyson motioned, Trustee Naumann seconded, and the vote was unanimous.
 - C. Cash Balances
A report of the cash balances as of November 26, 2014 was presented (attached) with totals. Ms. Cindy Patterson, Executive Director of Financial Services and Purchasing, elaborated on the variances between the August and November reports. She also noted the increased STIF interest rate from the August reporting. The report was given for informational purposes only. *(Trustee Ken Crow joined the meeting at this point.)*

V. Student Activities Budget and Update

Dr. Minus reviewed the total projected expenses for academic year 2014-2015 showing expenditures of 48% of the allotted money. To answer the Committee's questions, he explained that funds should be adequate, the bulk of expenses happen in the fall semester and that funds were being used for diverse activities that enhance student engagement opportunities.

VI. Enrollment Update

Dr. Minus reported to the Committee that enrollment headcount is currently down by 16.5% for the SP2015 semester – an increase from the 8% reduction in the fall semester. FTE is down by 14.6%. The national average for enrollment is a 10% reduction. Retention is a primary focus point for academic and student affairs operations according to Dr. Minus. The Learning & Student Success Unit is implementing aggressive approaches to impact FTE such as extended college-wide service/registration hours (via faculty and staff collaboration); proactive academic advising strategies; additional marketing; and credit audits to encourage registration and academic progress towards goal completion. Dr. Chew informed the Committee that Gery Boucher and his team is concentrating on new programs to generate self-support revenue that can help offset declining curriculum enrollment/FTE. Strategic innovation is the push for curriculum and workforce development programs.

VII. Legislative Budget Priorities 2015-2017

Dr. Chew reviewed the “draft” from the NCCCS office for the 2015-2017 budget priorities specifically identifying the faculty/staff salary gap (North Carolina is currently 15th of the 16 southern states), the gap in high schools to lead students to the community college, and the need for up-to-date technical equipment to train students in technology-based jobs.

VIII. Adjournment

With no further business to discuss, the meeting adjourned at 5:00 pm by motion from Trustee Tyson, second by Trustee Naumann and unanimous vote.

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College	CURRENT OPERATING									PLANT FUND		CURRENT & CAPITAL TOTAL
	1XX Institutional Support	2XX Curriculum Instruction	3XX Continuing Education	4XX Academic Support	5XX Student Support	6XX Plant Op & Maint.	7XX Proprietary/ Other	8XX Student Aid	Subtotal	9XX Capital (ex. CI)	CI Projects	
Craven CC												
State	\$ 4,932,523	\$ 7,387,363	\$ 1,638,750	\$ 2,397,065	\$ 1,420,792	\$ -	\$ -	\$ -	\$ 17,776,493	\$ 812,977	\$ 371,814	\$ 18,961,284
County	\$ 541,462	\$ 3,207	\$ -	\$ -	\$ -	\$ 2,938,279	\$ -	\$ -	\$ 3,482,948	\$ 28,000	\$ 472,000	\$ 3,982,948
Institutional	\$ 462,106	\$ 1,944,831	\$ 185,299	\$ 39,606	\$ 401,906	\$ -	\$ 2,097,505	\$ 7,521,055	\$ 12,652,308		\$ 1,652,786	\$ 14,305,094
Total	\$ 5,936,091	\$ 9,335,401	\$ 1,824,049	\$ 2,436,671	\$ 1,822,698	\$ 2,938,279	\$ 2,097,505	\$ 7,521,055	\$ 33,911,749	\$ 840,977	\$ 2,496,600	\$ 37,249,326

18,961,284 State Budget as shown above
 371,814 less CI projects (Brock stairs, Keyless entry & Orringer Kiln Room)
 18,589,470 state budget less CI projects

18,589,470 Total state budget on BOT reports - in agreement

3,982,948 County Budget as shown above

3,482,948 Regular Operating as shown on BOT reports
 500,000 Capital Outlay as shown on BOT reports
 3,982,948 Total County Budget on BOT reports - in agreement

14,305,094 Institutional Budget as shown above
 371,814 plus CI projects that are state funded - this plus the 1,241,962 equals the 1,613,776 as shown on the BOT reports
 14,676,908 Total institutional budget on BOT reports - in agreement

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
COLLEGE BUDGET: FY 2014-15**

REQUIRED BUDGET REQUEST SIGN-OFF

The attached College Budget has been reviewed and approved on

_____, 2014 by the Board of Trustees of

Craven Community College

_____, Chairman.

The attached College Budget has been reviewed and approved in

the amount of \$3,982,948.00 on _____, 2014

by the County Manager of Craven County.

_____, County Manager.

FY 2014-2015 Budget Comparison
 County Funds
 as of November 20, 2014
 39% of year

FY 2014-2015 Budget Comparison November 20, 2014 39% 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	281,823	19,502	262,321	7%	613,984	246,887	367,097	40%	293,497	117,555	175,942	40%				
519 Contracted Services	69,027	23,229	45,798	34%	392,894	180,780	212,114	46%	97,800	23,355	74,445	24%				
521 Custodial Supplies/Uniforms					48,510	16,091	32,419	33%	1,600	1,573	27	98%				
522 Maintenance Supplies					48,510	14,884	33,626	31%								
523 Instructional Supplies																
524 Repair Supplies					8,020	2,706	5,314	34%								
525 Motor Vehicle Supplies	1,117	495	622	44%	8,922	4,668	4,254	52%	3,213	55	3,158	2%				
526 Office Supplies					400	21	379	5%	100	-	100	0%				
527 Other Supplies					13,256	6,155	7,101	46%	17,649	10,576	7,073	60%				
528 Audio-Visual Supplies																
531 Staff Development					5,350	214	5,136	4%	603	602	1	100%				
532 Communication					76,932	30,778	46,154	40%								
533 Utilities					878,899	375,681	503,218	43%								
534 Printing & Binding																
535 Repairs & Maintenance	90	90	0	100%	430,362	136,676	293,686	32%	16,135	2,734	13,401	17%				
536 Freight																
537 Advertising																
538 Data Processing																
539 Other Current Services	1,793	221	1,572	12%	4,890	2,479	2,411	51%	300	-	300	0%				
541 Rental of Property	3,800	1,847	1,953	49%												
543 Lease/Rental Other Equipme					3,549	1,379	2,170	39%								
544 Data Processing Software																
545 General Admini (Insurance)	159,923	131,556	28,367	82%												
546 Memberships & Dues																
55X Equipment													500,000	18,769	481,231	4%
Totals	517,573	176,941	340,632	34%	2,534,478	1,019,398	1,515,080	40%	430,897	156,449	274,448	36%	500,000	18,769	481,231	4%
College Totals	Budget	Expenses	Remain Bal	% Spent												
Regular Operating	3,482,948	1,352,788	2,130,160	39%												
Capital Outlay	500,000	18,769	481,231	4%												

**Craven Community College
Institutional Funds Budget
For the period July 1, 2014 through November 20, 2014**

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-					7,861.62
01	133 Discretionary	40,000.00	22,176.85	17,823.15	55.44%	276.73	29,355.14
01	134 Unrestricted Overhead Receipts	4,000.00	20.00	3,980.00	0.50%	894.88	4,764.79
01	136 Foundation	177,115.00	79,349.03	97,765.97	44.80%	96,385.49	154,662.94
01	137 Financial Aid Matching	150.00	147.93	2.07	98.62%	2,468.48	2,320.55
01	221 Applied Music	900.00	-	900.00	0.00%	1,291.22	6,525.20
01	227 Extra Curricular Activities	22,406.00	19,635.55	2,770.45	87.64%	2,575.34	12,382.39
01	250 Curriculum-Self Supporting	380,000.00	122,897.40	257,102.60	32.34%	81,112.25	707,949.27
01	312 Fire College	4,500.00	-	4,500.00	0.00%	40.25	23,365.34
01	340 WFD-Self Supporting	180,505.00	92,715.42	87,789.58	51.36%	59,622.67	607,278.19
01	411 Learning Resource Center	1,850.00	-	1,850.00	0.00%	991.52	18,540.96
01	460 Customized Ind Train Support	37,755.00	14,915.91	22,839.09	39.51%	14,752.75	44,428.02
01	461 Small Business Support Fund	1.00	-	1.00	0.00%	0.20	116.24
02	131 College Work Study	79,198.00	26,585.08	52,612.92	33.57%	20,144.62	(6,440.46)
02	134 Restricted Overhead Receipts	53,907.00	30,621.51	23,285.49	56.80%	2,951.21	156,987.78
02	138 Returned Check Fee Fund	1,500.00	38.22	1,461.78	2.55%	763.29	16,660.55
02	139 Fndton Grants (Duke/NCCF)	5,399.00	4,056.95	1,342.05	75.14%	-	1,342.05
02	139 Harold H. Bate Grant	100,837.00	23,141.50	77,695.50	22.95%	47,600.00	30,095.30
02	220 NCSU Engineering	38,424.00	8,361.94	30,062.06	21.76%	-	6,955.12
02	227 ENCORE	20,000.00	6,398.83	13,601.17	31.99%	20,001.78	15,410.51
02	228 Grants -NSF	393,503.00	49,712.32	343,790.68	12.63%	12,812.63	(34,334.62)
02	229 NCAMA Grant	94,280.00	40,139.47	54,140.53	42.57%	40,639.93	(7,485.85)
02	291 Specifc Fees - Lab/DE/ASC	546,352.00	181,704.92	364,647.08	33.26%	132,225.53	855,309.91
02	292 System-Wide Fees-Comp Tech	361,496.00	36,274.01	325,221.99	10.03%	45,346.29	689,862.77
02	293 Patron Fees	87,470.00	19,278.98	68,191.02	22.04%	13,272.82	198,475.55
02	314 Grants - Workforce Development	59.00	-	59.00	0.00%	315.82	3,285.69
02	392 System-Wide Fees - WFD Comp	235.00	-	235.00	0.00%	90.18	11,714.53
02	521 C-Step Grant	18,780.00	561.52	18,218.48	2.99%	-	8,218.25
02	531 Professional Liability Ins	7,075.00	-	7,075.00	0.00%	4,432.46	7,279.84

Craven Community College
Institutional Funds Budget
For the period July 1, 2014 through November 20, 2014

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532 Student Insurance	4,500.00	4,219.00	281.00	93.76%	3,502.11	(405.44)
02	533 Transcript Fees	33,500.00	3,812.97	29,687.03	11.38%	12,416.80	58,203.03
02	534 TRIO Grant	338,051.00	105,374.76	232,676.24	31.17%	89,521.69	(24,029.22)
02	790 Orringer Hall Fund	4,500.00	1,521.00	2,979.00	33.80%	1,235.62	14,416.80
02	791 Public Radio East	971,555.00	338,128.34	633,426.66	34.80%	194,705.50	(7,230.35)
02	795 Career Fair	500.00	-	500.00	0.00%	0.92	537.62
02	796 Testing Centers	9,800.00	8,000.00	1,800.00	81.63%	3,835.15	28,300.22
02	797 Public Radio East Foundation	682,650.00	190,344.01	492,305.99	27.88%	202,256.22	243,737.89
02	823 SEOG	96,485.00	54,408.06	42,076.94	56.39%	54,408.06	-
02	824 Pell	6,493,453.00	2,779,122.29	3,714,330.71	42.80%	2,530,325.22	(248,797.07)
02	830 NCCC Targeted Financial As	5,500.00	(320.00)	5,820.00	-5.82%	7,232.00	7,552.00
02	831 Golden Leaf Scholars	14,500.00	3,938.00	10,562.00	27.16%	-	(3,938.00)
02	833 NCCG	164,000.00	69,882.00	94,118.00	42.61%	88,842.00	19,169.00
02	834 Teacher Assistant Sch Fund	17,500.00	11,402.00	6,098.00	65.15%	2,250.00	(9,152.00)
02	835 State Aid Scholarships	172,000.00	71,875.00	100,125.00	41.79%	91,391.00	19,516.00
02	840 General Scholarships	164,355.00	81,391.97	82,963.03	49.52%	66,154.26	360,851.16
02	841 Endowment Scholarships	196,131.00	97,804.00	98,327.00	49.87%	80,287.29	(14,797.59)
05	710 Clearwire Distribution	3,500.00	750.00	2,750.00	21.43%	468.40	16,526.54
05	720 Bookstore	185,000.00	22,201.98	162,798.02	12.00%	73,320.09	664,279.33
05	730 Food Service	25,000.00	-	25,000.00	0.00%	8,061.53	8,111.86
05	740 Campus Access	65,000.00	15,669.54	49,330.46	24.11%	25,683.44	206,236.93
05	770 Student Activity Funds	150,000.00	67,907.06	82,092.94	45.27%	78,368.40	143,672.71
06	810 J. Wrenn Emergency Loan Fu	1,000.00	580.08	419.92	58.01%	181.22	42,951.16
07	910 Buildings & Grounds	1,652,786.00	532,178.56	1,120,607.44	32.20%	337,006.69	1,379,265.06
08	792 Public Radio East Endowment	-	-	-		99.39	57,838.34
08	850 Endowments	196,131.00	61,586.89	134,544.11	31.40%	-	1,864,619.45
Total		14,305,094.00	5,300,510.85	9,004,583.15	37%	4,552,561.34	8,400,323.00

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

Student ID #	Term	INTUI Tuition/Registration	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	LABFA Lab Fee	RETCK Return Check	RTCK Check Fee	FA Overage	LABFH Lab fee	Total
XX8270	2013SP										254.34		254.34
XX3409	2013SP					335.03							335.03
XX9107	2013SP	355.94	32.00	16.00	10.00	290.89							704.83
XX0058	2013SP	142.00	32.00	10.00	16.00								200.00
XX2341	2013SP	120.75				112.09	11.25						244.09
XX6417	2013SP										98.53		98.53
XX4903	2013SP	279.00											279.00
XX1870	2013SP	66.70				125.42							192.12
XX3933	2013SP					175.29							175.29
XX5396	2013SP												404.00
XX0454	2013SP	67.52				451.55							519.07
XX7747	2013SP	189.75	8.00	4.00	2.50	584.85		3.75					792.85
XX0102	2013SP	207.00	32.00	16.00	10.00	289.56	15.00						569.56
XX9426	2013SP					526.76							526.76
XX5906	2013SP										549.24		549.24
XX7619	2013SP	172.50	6.14	3.07	1.93	831.58	11.25						1,026.47
XX1669	2013SP										1,648.44		1,648.44
XX7134	2013SP	89.00			10.00								99.00
XX8791	2013SP	45.00											45.00
XX2507	2013SP	62.40	32.00	10.00	16.00		3.80						124.20
XX7925	2013SP	207.00	31.00										238.00
XX0874	2013SP	255.97											255.97
XX6684	2013SP		32.00	16.00	10.00		5.00						63.00
XX9428	2013SP	276.00					15.00						291.00
XX1540	2013SP	69.00	32.00	10.00	16.00								127.00
XX9222	2013SP	195.15											195.15
XX0758	2013SP		14.00										14.00
XX1783	2013SP	207.00					15.00						222.00
XX3006	2013SP	224.25	7.98	3.99	2.50								238.72
XX6628	2013SP	138.00	8.00	4.00	2.50		3.75						156.25
XX9233	2013SP	51.75	4.00	2.00	1.25								59.00
XX7529	2013SP	164.45	18.15	9.07	5.67	641.02						5.67	844.03
XX5945	2013SP	503.76	58.41	29.20	18.25		27.38						637.00
XX0237	2013SP	457.38											457.38
XX0436	2013SP	190.94	12.65	6.32	3.95	135.14	11.87						360.87

XX4590	2013SP	355.37	13.73	6.87	4.29	300.86	12.88						694.00
XX6976	2013SP	87.79	10.18	5.09	3.18	48.13	4.77						159.14
XX6345	2013SP	87.25											87.25
XX1252	2013SP	255.44	9.87	4.94	3.09	352.57					3.08		628.99
XX3997	2013SP	41.47	1.60	0.80	0.50	44.05	2.26						90.68
XX1048	2013SP	399.37	31.40	15.25	7.40								453.42
XX3928	2013SP						15.00						15.00
XX4994	2013SP	625.96	22.33	11.16	6.98	53.45		122.12					842.00
XX0583	2013SP	389.13	15.04	7.52	4.70	184.75	7.05						608.19
XX5249	2013SP	475.47	13.78	6.89	4.31	92.18		75.37					668.00
XX6147	2013SP	326.07	12.60	6.30	3.94	328.34	15.75						693.00
XX0111	2013SP	450.43	17.41	8.70	5.44			95.20					577.18
XX2461	2013SP	115.85	6.72	3.36	2.10		12.58						140.61
XX2901	2013SP	182.61	14.11	7.06	14.11	156.88	13.23						388.00
XX1014	2013SP	443.09	18.68	9.34	5.84	100.02	35.03						612.00
XX1653	2013SP	438.03	20.31	10.16	6.35	426.22	28.56						929.63
XX7493	2013SP								5.00	20.00			25.00
													-
		9,411.54	568.09	243.09	198.78	6,586.63	266.41	296.44	5.00	20.00	2,550.55	8.75	20,559.28

Kisha B. Simpson

(Requested by)

Page Vaneff

(Vice President for Administrative Services)

Total Collected	\$ 662.47
Debt Setoff	265.65
Total Fees Paid to collection agency	(801.61)
Net proceeds	<u>\$ 126.51</u>

YTD Write Offs	\$ 41,877.66
Prior Year Write Offs July 2013-Jan 2014	\$ 45,825.65
120 Days past due	\$178,723.92
Percentage of Total Accounts Receivable	1.5490%

FA Issues	\$ 8,519.62
Sponsor Issues	1,674.32
Withdrew-Charged 25%	453.97
Return 2 Title 4	9,886.37
MISC-Returned Check	25.00
	<u>\$ 20,559.28</u>

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES AS OF NOVEMBER 26, 2014**

	26-Nov	31-Aug	Variance
Local Funds	\$1,900,577.33	\$1,765,255.15	\$135,322.18
Special Funds	<u>\$5,913,374.72</u>	<u>\$6,302,280.55</u>	<u>-\$388,905.83</u>
Total	\$7,813,952.05	\$8,067,535.70	-\$253,583.65

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.

	26-Nov	31-Aug	Variance
STIF Interest Rate:	0.508860%	0.397850%	0.111010%

AGENDA

PERSONNEL COMMITTEE MEETING

CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, December 1, 2014 at 5:30 P.M.

Members: *Mr. Kevin Roberts, Chair*
Mr. Ronald Knight
Ms. Rosanne Leahy
Judge Ken Crow
Ms. Allison Morris
Mr. Bill Naumann, Board Chair

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

- | | | |
|------|---|------------------------------------|
| I. | Call to Order | <i>Kevin Roberts, Chair</i> |
| II. | Members Present | <i>Kevin Roberts, Chair</i> |
| III. | Quarterly Personnel Report & Openings | <i>Page Varnell</i> |
| IV. | 360 Administrative Review Update | <i>Page Varnell</i> |
| V. | College Update
A. Legislative Budget Priorities 2015-2017
B. Enrollment | <i>Catherine Chew/Page Varnell</i> |
| VI. | Adjournment | <i>Kevin Roberts, 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
DECEMBER 1, 2014 AT 5:30 PM**

- I. Chair Kevin Roberts called the meeting to order at 5:30 pm.
- II. Members Present: Judge Ken Crow, ~~Mr. Ron Knight~~, Ms. Rosanne Leahy, Ms. Allison Morris, Mr. Kevin Roberts, and Board Chair Bill Naumann.
Others Present: Dr. Catherine Chew, Ms. Page Varnell, and Ms. Cindy Ensley. Chairman Roberts declared a quorum present for the meeting.
- III. Quarterly Personnel Report and Openings
Ms. Page Varnell, VP of Administrative Services, presented the Quarterly Personnel Report for the period September 1, 2014 – November 30, 2014 (attached). She highlighted the new hires, reassignments/promotions, and resignations/terminations/retirements. Ms. Varnell reported on the current position openings (attached).
- IV. 360 Administrative Review Update
The 360 Leadership Assessment is a tool designed to help a supervisor improve upon their supervisory skills. It will be administered to unit supervisors when their units are scheduled for a program review (about every three years). Supervisors will ask a cross-section of college employees to complete an online assessment.
- V. College Update
 - A. Legislative Budget Priorities 2015-2017
Dr. Chew reviewed the “draft” from the NCCCS office for the 2015-2017 budget priorities (attached) specifically identifying the faculty/staff salary gap (North Carolina is currently 15th of the 16 southern states), the gap in high schools to lead students to the community college, and the need for up-to-date technical equipment to train students in technology-based jobs.
 - B. Enrollment
Dr. Chew reported to the Committee that enrollment headcount is currently down by 16.5% for the SP2015 semester – an increase from the 8% reduction in the fall semester. The national average is a 10% reduction. Recruitment and retention are the major focus points by Dr. Minus and his team.
- VI. Adjournment
With no further business to discuss, Chairman Roberts adjourned the meeting at 5:55 pm by motion from Trustee Naumann, second by Trustee Crow and approval by all.

/ce

**Craven Community College Quarterly Personnel Report
September 1, 2014-November 30, 2014**

New Hires	Position Title		Effective	Monthly/Annually
Martha Myers	Student Success Coordinator		9/2/2014	\$4,709/\$56,508
Tracey Calcutt	Faculty , Nursing		9/2/2014	\$5,334/\$48,006
Sherreka Gibbs	Senior Administrative Assistant/WFD		10/1/2014	\$2,417/\$29,004
Juvy Clay	Facilities Maintenance Technician I (Full-Time Temporary)		10/8/2014	\$2,000/\$24,000
Paul Damico	Director of Security and Emergency Management Services		11/24/2014	\$5,834/\$70,008
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Milagros Feigenbaum	Facilities Maintenance Technician I	Custodian Lead	10/1/2014	\$2,393/\$28,716
Rebecca Moorner	Senior Administrative Assistant Health Programs- Part-Time	Interim Director, Small Business Center	11/03/2014	\$4,152/\$49,824
Samuel Nelson	Campus Security Full-Time Temporary	Campus Security Full-Time Regular	11/24/2014	\$2,668/\$32,016
Johntee Bryant	Campus Security Full-Time Temporary	Campus Security Full-Time Regular	11/24/2014	\$2,584/\$31,008
Resignations/ Terminations/Retirements	Position		Effective	Reason
Cindy Blot	Director, Small Business Center		9/5/2014	Resignation
Peter Bonacci	Information Technology/Faculty Support Specialist		10/2/2014	Resignation

Craven Community College

Current Searches	Closes	Status
Program Coordinator/Faculty, Criminal Justice and Public Safety Programs (9-month position)	Open Until Filled; Screening to begin on November 3, 2014	In Committee
Computer Instructor Information Systems Specialist-Havelock Campus	Open Until Filled; Screening to begin on November 1, 2014	Cancelled
Coordinator/Instructor, Basic Law Enforcement Training Program (BLET)	Open Until Filled; Screening to begin on November 3, 2014	Level 1 Interviews scheduled
Information Systems Specialist/Web Developer & Programmer	10/24/2014	Position filled effective 12/15/14
Information Systems Specialist/Information Security & Networks Support	10/24/2014	Position filled effective 12/15/14

ACADEMIC & STUDENT AFFAIRS COMMITTEE
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
December 15, 2014 at 5:00 P.M.

Members: *Ms. Earline Williams, Chair*
Ms. Carol Mattocks
Ms. Allison Morris
Ms. Brenda Wilson
Mr. Kevin Roberts
Mr. Bill Naumann, Board Chair

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

- | | | |
|------|---|---------------------------------|
| I. | Call to Order | <i>Earline Williams, Chair</i> |
| II. | Members Present | <i>Earline Williams, Chair</i> |
| III. | Academic Affairs Update | <i>Daryl Minus/Gery Boucher</i> |
| | A. New Program Initiatives
(CDL, Penske, CAD, Lean Six Sigma, MMM, Honors) | |
| | B. Criminal Justice/BLET (Staffing, PD Chiefs Meeting) | |
| IV. | SACSCOC Update | <i>Daryl Minus</i> |
| V. | Student Services Update | <i>Kathleen Gallman</i> |
| | A. Enrollment | |
| | B. Library/Learning Commons | |
| VI. | Legislative Budget Priorities 2015-2017 | <i>Catherine Chew</i> |
| VII. | Adjournment | <i>Earline Williams, Chair</i> |

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
DECEMBER 15, 2014 AT 5:00 P.M.**

- I. Committee Chairman Earline Sills Williams called the meeting to order at 5:00 pm.
- II. Members Present: Chair Earline Sills Williams, Ms. Carol Mattocks, Mr. Kevin Roberts, Ms. Allison Morris, Ms. Brenda Wilson, and Board Chair Bill Naumann.
Others Present: Dr. Catherine Chew, Dr. Daryl Minus, Ms. Kathleen Gallman, Mr. Gery Boucher, and Ms. Cindy Ensley. The roll was called and Chairman Williams declared a quorum present for the meeting.
- III. Academic Affairs Update
 - A. New Program Initiatives
Executive VP of Learning and Student Success, Dr. Daryl Minus gave a mid-year snapshot of new programs and partnerships (attached) with projected implementation dates.

Gery Boucher, Associate VP of Innovation and Workforce Solutions, presented on the development status of the Commercial Driver's License (CDL) program and the evolving partnership with FedEx Custom Critical. The CDL program will be started in Workforce Development and eventually transitioned to Curriculum. Dr. Chew and Gery Boucher will be traveling to Ohio in January to meet with the CEO of FedEx Custom Critical and other company representatives for further discussion.
 - B. Criminal Justice/BLET
Dr. Minus reported on the second forum between the College and the local law enforcement agencies with discussions on improved communication and the educational needs of the agencies. Significant progress has been made on the on-line registration and, overall, the police departments requested that the College serve as the convener of future meetings. Follow-up items were identified and a third forum will be scheduled for March of 2015.
- IV. SACSCOC
Dr. Minus reported that the College is now in the process of preparing for its 10-year accreditation reaffirmation with SACSCOC. The Compliance Certification Report will be due March 1, 2016 and the SACSCOC on-site evaluation team will visit the College October 4-6, 2016. Dr. Chew updated the Committee on the recent SACSCOC conference in Nashville attended by a leadership team from the College. SACSCOC will be discussed with the full board in greater detail at the annual retreat in January.

V. Student Services Update

A. Enrollment

Ms. Kathleen Gallman, Associate VP for Academic Affairs and Student Engagement, reported on enrollment status for the spring semester (attached) indicating a 12% drop in FTE from last spring. She reviewed the factors that have impacted enrollment and went into detail about the strategies being used to improve enrollment.

B. Library/Learning Commons

Ms. Gallman gave an in-depth overview of the planning process showing the initial set of floor plans for the first and second floors of Barker Hall (attached). Costs will be considered before making a final selection for the renovation and additional floor plans will be reviewed if costs need to be reduced.

VI. Legislative Budget Priorities 2015-2017

Dr. Chew shared the “draft” from the NCCCS office for the 2015-17 Budget Priorities specifically identifying the faculty/staff salary gap (North Carolina is currently 15th of the 16 southern states), the gap in high schools to lead students to community colleges, and the need for up-to-date technical equipment to train students in technology-based jobs.

VII. Adjournment

With no further business to discuss, the meeting adjourned at 6:05 pm by motion from Trustee Wilson, second by Trustee Naumann and unanimous vote.

/ce



Academic Affairs Update: BOT Academic & Student Affairs Committee
12/15/14

Program/Initiative	Status	Projected Implementation Timeline	Lead/Responsible Contacts
AAS Welding	NCCCS and SACSCOC approval granted	Fall 2014	J. Millard, M. Clark
AAS Electrical Engineering Technology	Approved by NCCCS; SACSCOC Prospectus in progress	Fall 2015	J. Millard, M. Clark
AAS Industrial Engineering Technology	Approved by NCCCS; SACSCOC Prospectus in progress	Fall 2015	J. Millard, M. Clark
AAS Computer-Aided Drafting Technology	NCCCS Program Planning and SACSCOC Prospectus in progress	Fall 2015	J. Millard, M. Clark
Lean Six Sigma Certificate	SACSCOC approval pending	Spring 2015	J. Millard, M. Clark
Minority Male Mentoring Program (3M)	College received notification of 2014-15 funding from the NCCCS in late September (\$15,228); Program infrastructure developed/student recruitment is underway	Fall 2014	M. Minus
Craven Honors	Lead faculty identified; 175+ PTK and SEAS/C-STEP students to be initially targeted for participation	Spring 2015 (pilot begins)	D. Carpenetti; B. Hatcher
Commercial Driver's License (CDL)	FedEx Partnership evolving; program design & infrastructure being developed; consultant hired to assist the college with launching the program as a Workforce Development offering	MOU/partnership with FedEx to be finalized Spring 2015 (pending outcomes of formal discussions/planning); CDL workforce development offering to be available by Fall 2015; Curriculum CDL planning documentation to be completed Spring 2015	G. Boucher, R. Matthews, J. Millard, D. Minus, M. Clark

Program/Initiative	Status	Projected Implementation Timeline	Lead/Responsible Contacts
Potential Penske Partnership	Craven Team visited the Penske Mooresville Facility in October; discussions in progress regarding our composites program, internships, work-based learning opportunities	Communications and planning to continue; Arranging a date to host Penske representatives for a meeting/tour in Spring 2015	J. Millard, R. Meadows, J. Brown

Enrollment Report
12/15/14
Kathleen Gallman, AVP

Current Enrollment Status

	Headcount	FTE
Spring 2015	1880	772.98
Spring 2014	2190	878.75
% Change	-14%	-12%

Factors that Have Impacted Enrollment Decline

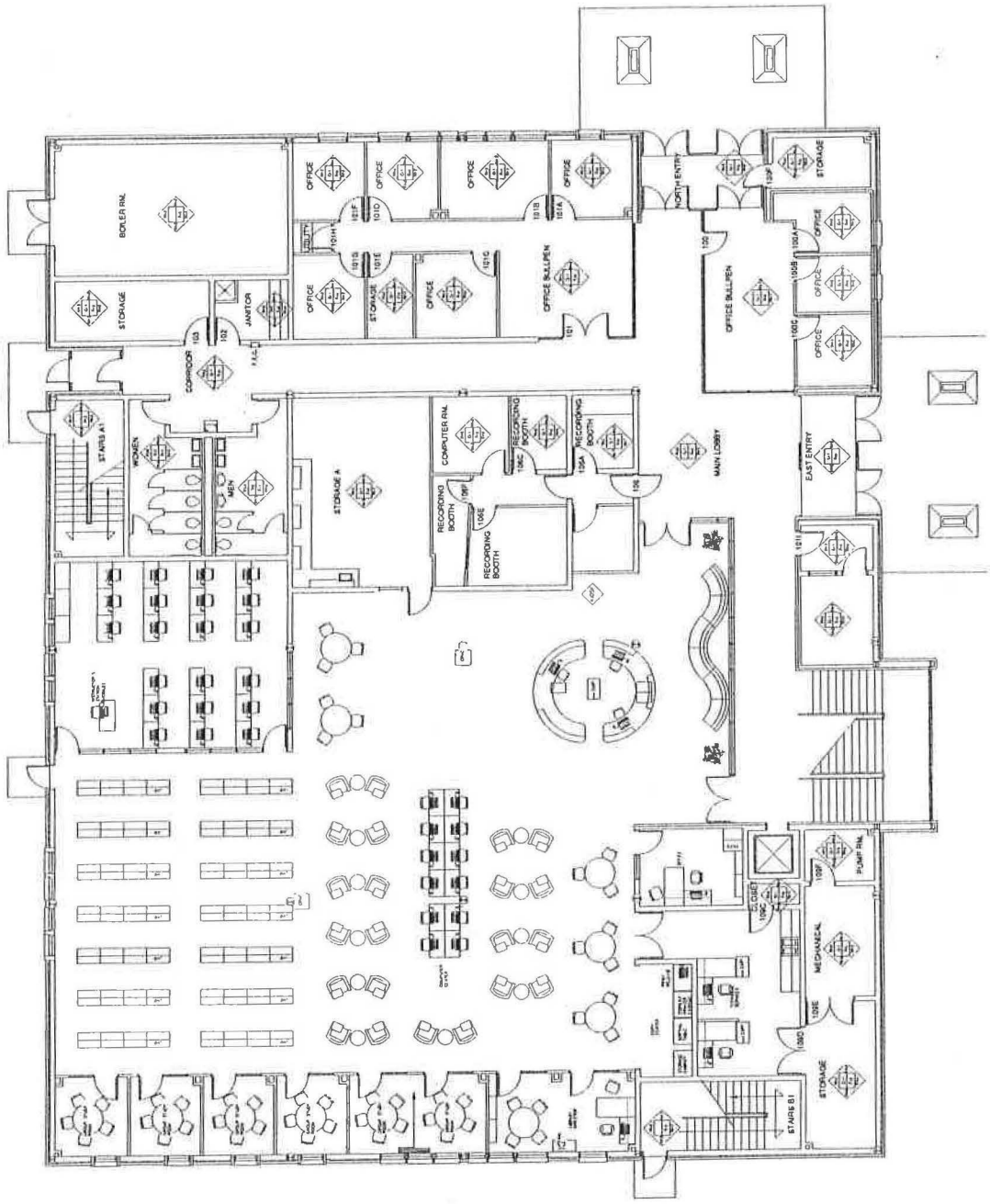
- No longer providing direct loans (accounts for approximately 350 students)
- Developmental Redesign - Fewer developmental course credits offered (approx. 70 FTE)
- Economic upswing
- Fewer high school students
- Lack of integrated student success/retention strategies (college-wide)

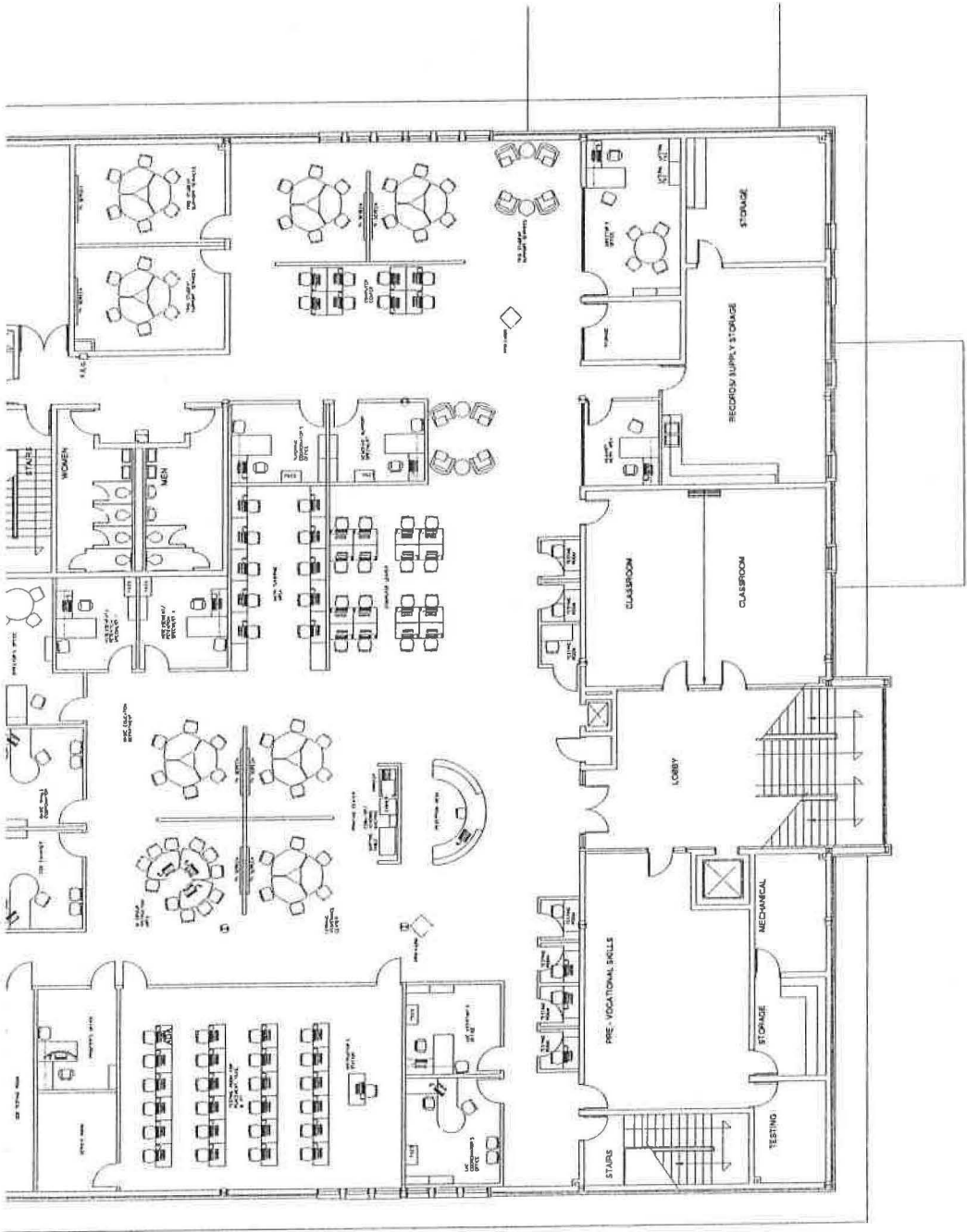
Strategies to Improve Enrollment/Retention:

Strategy	Who	When
Take a few minutes during class time to encourage students to see their advisors and sign up for next semester; Online instructors doing this via Moodle course	Academic Affairs Faculty	Immediately – Deans to notify Faculty
Continuously tracking enrollment in their course sections. For classes that have filled, new ones are opened as staffing allows	Academic Affairs Deans and Chairs	In progress
Extended Hours: Registering 8:00 a.m. – 8:00 p.m.	Student Services First Stop	Immediately beginning December 8th
Students Services is equipping the Community Room with 7 computers (3 LAUT, 2 Health, 2 Career) for registration on January 6th and 7th. Faculty in each Center will rotate through the stations to assist in	Student Services Academic Affairs	January 2014 Deans to create faculty rotation schedule prior to Holiday break

registering students those days (Hours: 8:00 a.m. – 8:00 p.m.). Havelock will be on a similar plan.		
Additional banners at roadside in New Bern and Havelock advertising extended hours	Marketing Facilities	Order ASAP; install once received
Blast December 13 th Sign-Up Saturday through Facebook and Twitter	Marketing	Immediately
Add radio time on V103.3 and KISS radio	Marketing	Week of December 8th
Purchase paid ads on Google and Yahoo – Register Now	Marketing	Week of December 8th
Create/Send direct mail piece to promote final registration on Jan. 6 th and 7 th	Marketing	Week of December 15th
Contact students (540 of them) who have been awarded FA but have not registered	Financial Aid	Immediately
Contact all students selected for verification to guide them through the process	Financial Aid	Immediately
E-mail and phone – through Re-group – Fall 2014 students who haven't registered, and Fall 2013, Spring and Summer 2014 who have stopped out (3433 total students)	Records	Week of December 8th
E-mail applicants from Spring 2015 and Fall, Summer and Spring 2014 who have not enrolled	Records	Week of December 15 th following list clean-up

Barber - 1st Floor





Barker- 2nd Floor

AGENDA

FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, December 15, 2014 at 4:00 P.M.

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

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

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|---|----------------------------|
| I. Call to Order | <i>Gary Baldree, Chair</i> |
| II. Members Present | <i>Gary Baldree, Chair</i> |
| III. Facilities Projects Update | <i>Page Varnell</i> |
| IV. Facilities Usage Quarterly Report (<i>info</i>) | <i>Page Varnell</i> |
| V. Smoking Issues | <i>Page Varnell</i> |
| A. SGA Request (<i>motion</i>) | |
| B. E-Cigarettes/Policy (<i>motion</i>) | |
| VI. College Update | <i>Catherine Chew</i> |
| A. Legislative Budget Priorities 2015-2017 | |
| B. STEM Building Update (<i>info</i>) | |
| VII. Adjournment | <i>Gary Baldree, 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
DECEMBER 15, 2014 AT 4:00 P.M.**

- I. In the absence of Committee Chair Gary Baldree, Board Chair Bill Naumann called the meeting to order at 4:00 pm.
- II. Members Present: ~~Chair Gary Baldree~~, Ms. Carol Mattocks, Mr. Bill Taylor, Mayor Chuck Tyson, Ms. Earline Sills-Williams, and Board Chair Bill Naumann.
Others Present: Dr. Catherine Chew, Ms. Page Varnell, and Ms. Cindy Ensley. Acting Chairman Naumann declared a quorum present for the meeting.
- III. Facilities Projects Update
VP for Administrative Services, Ms. Page Varnell, spoke on the following projects:
 - A. Completed concrete sidewalks outside Brock Building
 - B. Investigating need for backup generators in case of major power outages
 - C. Addressing water seepage under the stage in Orringer Hall
 - D. Continuing to move forward to finalize plans to renovate Barker Hall creating a modernized library and a shared services area to enhance support to students. Trustee Naumann suggested the County be informed of the project at some point.
 - E. Installed walkway lighting to Orringer Hall
 - F. Getting quotes for fire suppression in Brock Building & BIT Building IT server rooms
 - G. Outside vendor replacing air handlers in Brock Building – estimated completion date is mid-May 2015. Trustee Taylor suggested a performance bond be required on major projects to add another layer of security to getting jobs completed.

Internally, the College will begin updating the repair assessment plan to include HVAC, roofs, parking lots, etc.
- IV. Facilities Usage Quarterly Report
Ms. Varnell presented the second quarter 2014-2015 facilities usage by external constituents. For calendar year 2014, a total of \$5800 has been collected for 51 different uses of College facilities.
- V. Smoking Issues
 - A. SGA Request – On behalf of the SGA, Dr. Chew presented the SGA’s request for an additional smoking area on campus near the automotive study/repair area. After discussion, the Committee agreed to recommend to the Board that no additional smoking areas be designated on campus.
 - B. E-Cigarettes and Policy – Ms. Varnell stated that electronic cigarettes are popular on Campus; and given the uncertainty of health risks, she informed the Committee that it was necessary to revise the tobacco policy to include unregulated nicotine. A revised policy was distributed (attached) for consideration and was created with our attorneys, Ward and Smith.

The Committee's recommendation to the Board is to adopt the revised policy as presented.

VI. College Update

A. Legislative Budget Priorities 2015-2017 – Dr. Chew shared the “draft” from the NCCCS office for the 2015-17 Budget Priorities specifically identifying the faculty/staff salary gap (North Carolina is currently 15th of the 16 southern states), the gap in high schools to lead students to community colleges, and the need for up-to-date technical equipment to train students in technology-based jobs.

B. STEM Building Update – Dr. Chew briefed the Committee on the initial brainstorming sessions held internally by ELT, Cabinet, Havelock staff and Early College East.

VII. Adjournment

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

/ce

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
East Carolina University, School of Social Work	Fall 2014 Term	Edu	Perdue 123	\$0.00	N/A	17
Coastal United Soccer Association	9/5/2014	Non-profit	AMC 102	\$80.00	9/4/2014	40
East Carolina University, School of Social Work	9/11/2014	Edu	Perdue 123	\$0.00	N/A	15
New Bern MacUsers Group	9/10, 10/8, 11/23/2014	Non-profit	Perdue 123	\$0.00	N/A	Unknown
New Bern Police Department	10/4/2014	Gov	Orringer	\$0.00	N/A	80
Ratio Theatre Company	10/10-12; 10/17-18/2014	Non-profit	Orringer	\$300.00	12/5/2014	Unknown
NC Department of Admin., Council for Women	10/14/2014	Gov	Orringer	\$0.00	N/A	45
New Bern Area Chamber of Commerce, Leadership Craven Alumni Assn.	10/15/2014	BLC	Orringer	\$0.00	N/A	200
Ward and Smith, P.A.	10/15/2014	Profit	Naumann CR	\$260.00	10/28/2014	28
ECU and Eastern Area Health Educ. Center	10/21/2014	Edu	AMC102	\$0.00	N/A	33
New Bern Area Chamber of Commerce, Leadership Craven	11/6/2014	BLC	Naumann CR	\$0.00	N/A	28
Ward and Smith, P.A.	11/6, 11/20/2014	Profit	Brock 100	\$1,000.00	11/20/2014	14
Happy Feet School of Dance	11/14-15/2014	Profit	Orringer	\$600.00	10/14/2014	150/80
Craven County SHIP Program	11/21/2014	Gov	BIT 107, 108, 110 & 111	\$0.00	N/A	60

Fees are not charged to the following organizations:
 (BLC) Craven Business Leadership Circle
 (Gov) Government - federal, state, county, municipal
 (Edu) Education

TOBACCO AND UNREGULATED NICOTINE PROHIBITION - BP 8.1

Legal Authority: NCGS 115D-20.1; NCGS 143-599

Approval: April 19, 2011

Revision: January 23, 2015

Tobacco and Unregulated Nicotine Prohibition

The Board is committed to providing students, employees and the public with a safe and healthful campus environment. The use of tobacco and unregulated nicotine delivery products on the property or premises of the College's campuses is determined to be detrimental to the health and safety of students, employees and visitors. Accordingly, the use of tobacco and unregulated nicotine delivery products shall be prohibited by students, employees and visitors in all campus buildings, facilities and vehicles owned or leased by the College, as well as on the property or grounds of the New Bern Campus and the Havelock-Cherry Point Campus except for specifically designated official smoking areas.

The advertisement, promotion, sale, or distribution on any College campus or at any College events of tobacco and unregulated nicotine delivery products, including non-tobacco merchandise promoting or advertising tobacco or unregulated nicotine delivery products, shall be prohibited. Student organizations shall be prohibited from accepting money or gifts from companies promoting the use of tobacco or unregulated nicotine delivery products. Advertisements promoting the use of tobacco or unregulated nicotine delivery products shall be prohibited from appearing in any College publications or placed on any College property. For the purposes of this Policy, "tobacco" means any type of tobacco product including, but not limited to cigarettes, cigars, cigarillos, pipes, bids, hookahs, smokeless tobacco or snuff of any type including spit and spitless tobacco. "Unregulated nicotine delivery product" means any product, substance, or device containing nicotine that has not completed clinical medical trials and is not recognized by the Food and Drug Administration as a medically acceptable tobacco use cessation product. Unregulated nicotine products include any type of electronic cigarettes, e-cigs, vaporizers, pipes, and similar items that are designed to deliver nicotine, among other substances, to a user in the form of a vapor that is inhaled and exhaled or through any other non-medically approved method.

Smoking, including the use of unregulated nicotine products that produce vapor, shall be permitted on campus grounds only in specific, designated official smoking areas. All students, employees, students and visitors shall adhere to this Policy and restrict their use of tobacco and unregulated nicotine products to such designated areas while on campus.

The President is authorized to establish those College Administrative Rules necessary to ensure compliance with this Policy.

This policy shall be effective January 23, 2015.

TOBACCO AND UNREGULATED NICOTINE PROHIBITION - BP 8.1

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Legal Authority: NCGS 115D-20.1; NCGS 143-599

Approval: April 19, 2011

Revision: _____, 20

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THE ADVERTISEMENT, PROMOTION, SALE, OR DISTRIBUTION ON ANY COLLEGE CAMPUS OR AT ANY COLLEGE EVENTS OF TOBACCO AND UNREGULATED NICOTINE DELIVERY PRODUCTS, INCLUDING NON-TOBACCO MERCHANDISE PROMOTING OR ADVERTISING TOBACCO OR UNREGULATED NICOTINE DELIVERY PRODUCTS, SHALL BE PROHIBITED. STUDENT ORGANIZATIONS SHALL BE PROHIBITED FROM ACCEPTING MONEY OR GIFTS FROM TOBACCO-COMPANIES PROMOTING THE USE OF TOBACCO OR UNREGULATED NICOTINE DELIVERY PRODUCTS. ADVERTISEMENTS PROMOTING THE USE OF TOBACCO OR UNREGULATED NICOTINE DELIVERY PRODUCTS SHALL BE PROHIBITED FROM APPEARING IN ANY COLLEGE PUBLICATIONS OR PLACED ON ANY COLLEGE PROPERTY. FOR THE PURPOSES OF THIS POLICY, "TOBACCO" MEANS ANY TYPE OF TOBACCO PRODUCT INCLUDING, BUT NOT LIMITED TO CIGARETTES, CIGARS, CIGARILLOS, PIPES, BIDS, HOOKAHS, SMOKELESS TOBACCO OR SNUFF OF ANY TYPE INCLUDING SPIT AND SPITLESS TOBACCO. "UNREGULATED NICOTINE DELIVERY PRODUCT" MEANS ANY PRODUCT, SUBSTANCE, OR DEVICE CONTAINING NICOTINE THAT HAS NOT COMPLETED CLINICAL MEDICAL TRIALS AND IS NOT RECOGNIZED BY THE FOOD AND DRUG ADMINISTRATION AS A MEDICALLY ACCEPTABLE TOBACCO USE CESSATION PRODUCT. UNREGULATED NICOTINE PRODUCTS INCLUDE ANY TYPE OF ELECTRONIC CIGARETTES, E-CIGS, VAPORIZERS, PIPES, AND SIMILAR ITEMS THAT ARE DESIGNED TO DELIVER NICOTINE, AMONG OTHER SUBSTANCES, TO A USER IN THE FORM OF A VAPOR THAT IS INHALED AND EXHALED OR THROUGH ANY OTHER NON-MEDICALLY APPROVED METHOD.

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The President is authorized to establish those College Administrative Rules necessary to ensure compliance with this Policy.

THIS POLICY SHALL BE EFFECTIVE DECEMBER 15, 2009.

FOUNDATION DIRECTOR EMERITUS RESOLUTION

WHEREAS, Stephen Nuckolls, has served on the Craven Community College Foundation Board of Directors since 2007; and

WHEREAS, his leadership and vision revitalized the Foundation and provided a stabilizing force in keeping the Foundation moving forward during a time of transition in its history; and

WHEREAS, acknowledging the importance of strong leadership for the Foundation, he served as president, past president, and then again as interim president while serving as a mentor to the Leadership Committee. He also provided his service to the Budget and Audit Committee and the search committees for three executive directors; and

WHEREAS, Stephen, who was also starting CCHC, a new entity in Craven County, at the time he first joined the board, gave generously of his time and energy to assist the Foundation with its restructuring which included a revision of its bylaws, and initiating a more formal process for recruiting and presenting nominations for new members for the Board of Directors; and

WHEREAS, his knowledge of finance assisted the Foundation with creating a mechanism for its financial reporting and for calculating endowment scholarship funds ensuring good stewardship over the funds raised by the Foundation; and,

WHEREAS, Stephen is a strong advocate for the mission of the Foundation - to provide scholarships and funds for new and emerging initiatives - he worked to revamp and revitalize the Business Leadership Circle, helped the board launch the Foundation's signature fundraising event, the Community Fabric Awards which has raised over \$100,000 in the past four years, and contributed both his personal and business funds to support the work of the Foundation.

NOW, THEREFORE, I, Dr. Catherine Chew, president of Craven Community College, am proud to bestow the title of DIRECTOR EMERITUS upon STEPHEN NUCKOLLS, with sincere thanks and gratitude for his dedication, commitment and service to the Craven Community College Foundation, past, present and future, and to the mission of our college, on this twenty-third day of January, 2015.

Dr. Catherine Chew, President
Craven Community College

Mr. Jon Segal, President
Craven Community College Foundation

Craven Community College

Presidential Profile for 2014 Search Process

Expectations

The next president of Craven Community College will be an energetic leader whose career has reflected success in a number of areas. He or she will be expected to:

- Serve as a strong advocate for Craven Community College and sustain and enhance its position as a leading institution of higher education.
- Maintain as the top priority the success of all students at the college, including those enrolled in workforce and transfer programs; be engaged with students, faculty, and staff.
- Promote long and short-term planning initiatives in concert with internal and external constituents;
- Maintain awareness and understanding of regional and national trends in community colleges: guide efforts in successfully identifying and implementing programs and services that address the challenges facing the College, its students, and the community.
- Encourage and develop innovative ideas that support educational, civic, and economic growth and development.
- Embrace emerging technologies that enhance student learning and the overall effectiveness of the College.
- Encourage and celebrate diversity and inclusion in all forms; value diverse perspectives, experiences and traditions as an institutional strength.
- Understand and navigate the needs of multiple constituency groups. Direct strong, collaborative relationships through regular, direct contact with internal and external college stakeholders, including the Board of Trustees, the Foundation Board, faculty, staff, students, alumni, community members, the business community, K-12 and higher education partners, and civic leaders.

- Manage the operating and capital budgets in a transparent manner based upon mission, vision and values of the College. Identify and introduce alternative methods to increase funding and position the College to thrive: cultivate and attract public and private funds by connecting with key corporate and business leaders, public officials, and prospective donors.

Professional and Personal Qualifications

The successful candidate must have integrity, energy, and passion for the community college and the students it serves along with an influencing, collaborative, and inclusive style. The new President must be capable of and motivated to assume leadership of a successful college and help it navigate the changing dynamics of education and community support. This individual must be strategic, data-focused and have the ability to utilize the resources and anecdotal knowledge within the College to work with key constituents to create and implement the vision for the future. The new president must exhibit strong emotional intelligence.

Qualified candidates' careers are expected to reflect:

- Demonstrated interpersonal and communication skills, with both internal and external constituencies; an active listener who is responsive to college and community needs.
- Visibility both on campus and in the community, evidenced by having taken an active role in college and community activities, balancing internal and external efforts.
- An accessible, caring and open approach resulting in a welcoming, friendly environment for all constituencies.
- A sound appreciation of education; a demonstrated understanding of what teaching and learning look like today as well as a good grasp of the influencers, as well as the trends, that will impact education of the future.
- A proven track record of planning, evaluating risks and championing the implementation of strategic priorities.
- Strong leadership; having an inclusive, participative style that engages multiple constituencies in decision-making, yet when required is willing to make tough decisions; able to foster a culture where stakeholders are motivated.

- Business acumen; possessing a strong belief that to be successful, organizations must be fiscally sound, evidenced by a strong record of fiscal management; having the capability to understand financial statements and the willingness to take steps that ensure continuing financial viability; having had responsibility for significant budgets.
- A data-driven decision-maker who values assessment across all College functions and programs, evidenced by having worked successfully in such an environment.
- A successful track record in a senior management position within a community college is strongly preferred, although significant senior management success in another public or private enterprise will also be considered.
- An earned doctorate is preferred. A master's degree may be acceptable if coupled with substantial senior-level experience relevant to the College.
- Evidence of five years of successful experience in a significant management position within a community college or another complex organization.
- Experience raising funds, through both traditional as well as creative approaches in the public and private sectors, is an advantage.
- Knowledge of and experience working in partnership with the military would be highly desirable.
- Knowledge and expertise with regional accreditation processes is desirable.
- Collegiate-level teaching and/or counselling experience would be an asset.

Approved unanimously via email November 2014

B. Naumann, K. Roberts, E. Sills-Williams, C. Mattocks, A. Morris, B. Wilson, G. Baldree, C. Tyson, W. Taylor, K. Crow, R. Leahy, R. Knight



2015-17 Budget Priorities

1) Closing the Salary Gap: Faculty and Staff Salaries

North Carolina Community Colleges cannot be the best when our faculty are paid among the worst. We now rank 15th out of 16 southeastern states. We aspire to rise to a ranking at the middle of states within the Southeastern Region (SREB), a spot now occupied by community college faculty in Mississippi.

Over the next two years, allow colleges to retain the **\$59 million in recurring funds** now returned to the state as part of previous management flexibility cuts, and invest those funds in faculty and staff salaries. Such an investment could improve North Carolina's average faculty salary by over 5%.

2) Closing the Interest Gap: NC Works Career Coaches

Overcoming an "interest gap" among young people is imperative to increasing both interest and enrollment in high school to community college pathways that lead to good paying technical careers. **\$7 million in recurring funds** – phased in over two years – will establish a fund to match business, philanthropy and local funding to place local community college-employed career coaches in high schools. The program will model successful NC efforts in Lee, Harnett and Chatham counties, as well as state programs in Virginia and Arkansas.

3) Closing the Technology Gap: Equipment and Technology

To prepare a workforce with current skills, community colleges must have current technology and equipment. Colleges are placing significant emphasis on STEM programs for technicians and health care workers that lead to well-paying new jobs. Community colleges are increasing facility footprints to allow for additional enrollment in these programs, but struggle to equip shops and labs with updated technical equipment. **\$10 million in nonrecurring funds** for equipment will provide an important infusion of funds to support new technology-based jobs.

In addition, our System operates one of the largest college information systems among higher education in the United States. It is imperative that this IT system move to a new operating platform before the current platform reaches end-of-life. Before State ITS will give final approval for this platform migration, we must move at least half of the colleges to a hosted "cloud" environment, which is expected to be more technically efficient. **\$5 million in recurring funds** would provide support to pilot up to nine colleges in a hosted environment in FY 2015-16.



2015-17 Budget Priorities

	2015-16	2016-17 (additional to 2015-16)
Faculty and Staff Salaries	\$25 million R	\$24 million R
NC Works Career Coaches	\$3.5 million R	\$3.5 million R
Equipment and Technology <ul style="list-style-type: none"> • STEM Equipment • CIS Modernization 	\$10 million NR \$ 5 million R	TBD
Performance-Based Funding <ul style="list-style-type: none"> • Employment-Related Measure 		Pending outcome of Performance Measures Committee
Total	\$33.5 million R \$10 million NR	\$27.5 million+ R

NOW, THEREFORE LET IT BE RESOLVED THAT THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE strongly urges the General Assembly to invest in North Carolina’s community colleges by:

Closing the Salary Gap for Community College Instructors and Staff by allowing colleges to retain \$59 million now returned to the State as a part of management flexibility cuts and invest those funds in instructor and staff salaries;

Closing the Interest Gap by appropriating \$7 million in recurring funds over two years to establish a fund to match business, philanthropic and local funding to place community college-employed career coaches in high schools;

Closing the Technology Gap by:

Appropriating \$10 million in non-recurring funds for equipment to provide a significant infusion of funds to support equipment for programs leading to well-paying jobs; and,

Appropriating \$5 million in recurring funds to provide support to pilot up to nine colleges to move to a hosted “cloud” environment as required by State ITS which is expected to be more technically efficient and allow colleges to begin to move to a new platform;

Authorizing year-round funding for Universal General Education Transfer Courses (UGETC) which transfers to all UNC constituent institutions;

Supporting veterans and their dependents by funding in-state tuition for veterans and dependents as required by federal law.

Adopted by unanimous approval on January 23, 2015 by the Board of Trustees of Craven Community College.

Kevin Roberts, Chairman
Board of Trustees
Craven Community College

Catherine Chew, President
Craven Community College

/ce
1/23/15