AMENDED AGENDA

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
WINTER MEETING – FEBRUARY 8, 2016
6:00 PM – Dinner in Naumann Community Room, Student Center Building
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) Reading of Statements of Economic Interest	*Cindy Ensley*
	a. Ken Crow	
	b. Chuck Tyson	
	(5) Public Comment	
III.	Consent Agenda *(motion)*	*Kevin Roberts*
	(1) Approval of Board of Trustees Meeting Minutes (October 20, 2015)	
	(2) Approval of Special Called Board of Trustees Meeting Minutes (November 17, 2015)	
	(3) Approval of Committee Meeting Minutes	
	a. Special Called Facilities Committee (February 4, 2015) (previous omission)	
	b. Facilities Committee (December 14, 2015)	
	c. Academic and Student Affairs Committee (December 14, 2015)	
	d. Finance Committee (January 11, 2016)	
	e. Personnel Committee (January 11, 2016)	
IV.	Old Business	
	(1) Approval of Closed Session Minutes (June 22, 2015){G.S. 143-318.11(a)(6)} (previous omission)	
V.	New Business	
	(1) Approval of Revised Policies *(motion)*	*Raymond Staats*
	a. Board Policy 1.1 – Mission	
	b. Board Policy 1.2 – Vision Statement	
	c. Board Policy 1.4 – Board Policy Principles and General Definitions	
	(2) Resolution of Support for Connect NC Bond *(motion)*	*Raymond Staats*
	(3) Board Self-Evaluation	*Kevin Roberts*
	a. Approval of Evaluation Instrument *(motion)*	
	b. Timeline	
	(4) President's Evaluation and Timeline	*Kevin Roberts*
	(5) Approval of CCC Foundation Board Members *(motion)* (John Haroldson, Linster Strayhorn and Craig Warren)	*Raymond Staats*

VI. Reports

(1) Chair — *Kevin Roberts*

(2) President — *Raymond Staats*

(3) Student Trustee — *DJ Johnson, SGA President*

(4) Attorney — *David Ward*

VII. 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

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
WINTER MEETING – JANUARY 22, 2016
Immediately Following Annual Board Retreat
Carolina Colours Pavilion

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) Reading of Statements of Economic Interest — *Cindy Ensley*
  a. Ken Crow
  b. Chuck Tyson
(5) Public Comment

III. Consent Agenda *(motion)* — *Kevin Roberts*
(1) Approval of Board of Trustees Meeting Minutes (October 20, 2015)
(2) Approval of Special Called Board of Trustees Meeting Minutes (November 17, 2015)
(3) Approval of Committee Meeting Minutes
  a. Special Called Facilities Committee (February 4, 2015) (previous omission)
  b. Facilities Committee (December 14, 2015)
  c. Academic and Student Affairs Committee (December 14, 2015)
  d. Finance Committee (January 11, 2016)
  e. Personnel Committee (January 11, 2016)

IV. Old Business

V. New Business
(1) Approval of Revised Policies *(motion)* — *Raymond Staats*
  a. Board Policy 1.1 – Mission
  b. Board Policy 1.2 – Vision Statement
  c. Board Policy 1.4 – Board Policy Principles and General Definitions
(2) Resolution of Support for Connect NC Bond *(motion)* — *Raymond Staats*
(3) Board Self-Evaluation — *Kevin Roberts*
  a. Approval of Evaluation Instrument *(motion)*
  b. Timeline
(4) President's Evaluation and Timeline — *Kevin Roberts*
(5) Approval of CCC Foundation Board Members *(motion)* — *Raymond Staats*
  (John Haroldson, Linster Strayhorn and Craig Warren)

VI. Reports
(1) Chair
(2) President
(3) Attorney

VII. 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

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.

REVISED MEETING NOTICE

NOTICE OF THE WINTER 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:

Board of Trustees Meeting:

Due to inclement weather, the January 22, 2016 regular winter meeting and annual retreat of the Craven Community College Board of Trustees was canceled. The quarterly Board meeting has been rescheduled for Monday, February 8, 2016.

> Dinner will take place in the Naumann Community Room in the Student Center Building at 6:00 pm.
>
> Meeting will take place in the Ward Boardroom in the Executive Suite of the Brock Administration Building at 7:00 pm.

The retreat has been canceled and will not be rescheduled at this time.

This Notice is published on January 29, 2016, pursuant to directions by the Chair of the Board of Trustees.

Date posted: January 29, 2016
Place posted: Ward Boardroom exterior exit door, Brock Administration Building

WINTER COMMITTEE MEETINGS SCHEDULE AND NOTICE OF THE WINTER 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 Facilities Committee will meet on:
  Monday, December 14, 2015, at 4:00 pm; and

- The Academic & Student Affairs Committee will meet on:
  Monday, December 14, 2015, at 5:00 p.m.

- The Finance Committee will meet on:
  Monday, January 11, 2016, at 4:00 p.m.; and

- The Personnel Committee will meet on:
  Monday, January 11, 2016, at 5:00 p.m.; and

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 winter meeting and annual retreat of the Craven Community College Board of Trustees will take place on Friday, January 22, 2016 at Carolina Colours Pavilion in New Bern. The retreat will begin at 8:30 am with the Board meeting immediately following the conclusion of the annual Board retreat (approximate time 2:45 pm). *The retreat is for planning purposes and no official business will take place during this session.*

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

Date posted: December 8, 2015
Place posted: Ward Boardroom exterior exit door, Brock Administration Building

BOARD OF TRUSTEES

ROLL CALL

February 8, 2016

Mr. Gary Baldree

Ms. Cora Chadwick

Judge Ken Crow

Ms. 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 ETHICS COMMISSION

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

GEORGE L. WAINWRIGHT, JR.
CHAIRMAN

PERRY Y. NEWSON
EXECUTIVE DIRECTOR

November 4, 2015

Mr. Steve Tyson, Chairman
Craven County Commissioners
405 Craven Street
New Bern, NC 28560-4971

Via Email

Re: Evaluation of Statement of Economic Interest Filed By **the Hon. Kenneth Crow Trustee—~~Beaufort~~ Community College**
Craven

Dear Chairman Tyson:

Our office is in receipt of **Hon. Kenneth Crow's** 2015 No Change Form and 2014 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 on this entity.

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.

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.

Mr. Crow is a Superior Court Judge. He disclosed a membership interest in several real estate LLCs. Mr. Crow should exercise appropriate caution in the performance of his public duties should issues regarding the real estate interests held by the businesses with which he is associated come before the Board for official action or otherwise seek to conduct business with the Community College.

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,

DLatta

Diana Latta
SEI Unit

cc: Hon. Kenneth Crow
Ms. Cindy Ensley, Ethics Liaison
Chairman of the Board

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

November 4, 2015

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

Via Email

Re: Evaluation of Statement of Economic Interest Filed By **Mayor Charles F. Tyson Jr.** **Trustee—Craven Community College**

Dear Governor McCrory:

Our office is in receipt of **Mayor Charles F. Tyson'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 on this entity.

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.

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.

Mayor Tyson will fill the role of an At-Large member on the Board. He is the owner of Tyson & Hooks Realty, Inc. He owns threshold amounts of interest in multiple publicly-owned companies, including Duke Energy, FirstSouth BankCorp, RBC and Wells Fargo, which could seek to market their products or services to Craven Community College. As such, he has the potential for a conflict of interest and should exercise appropriate caution in the performance of his public duties should any entity in which he has a financial interest come before the Trustees for official action or otherwise seek to conduct business with the College.

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,

DLatta

Diana Latta
SEI Unit

cc: Mayor Charles F. Tyson Jr.
Ms. Cindy Ensley, Ethics Liaison
Chairman of the Board

Attachment: Ethics Education Flyer

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF FALL MEETING
OCTOBER 20, 2015

The Craven Community College Board of Trustees held its fall meeting on Tuesday, October 20, 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. Raymond Staats called the roll.
Voting members present were: Mr. Gary Baldree, Ms. Cora Chadwick, Judge Ken Crow, Ms. Jennifer Dacey, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mr. Bill Taylor, Mayor Chuck Tyson, and Ms. Brenda Wilson.
Ex Officio members present: Mr. Jon Segal, CCC Foundation Board President; and Mr. DJ Johnson, SGA President.
Voting members absent were: Mr. Ron Knight and Ms. Rosanne Leahy
Others present were: Dr. Raymond Staats, President; Mr. David Ward, Attorney, Ward and Smith; Dr. Daryl Minus, Executive Vice President of Learning and Student Success; Ms. Kathleen Gallman, Associate Vice President for Academic Affairs and Student Engagement; Mr. Gery Boucher, Associate Vice President of Innovation & Workforce Solutions; Ms. Judy Eurich, Executive Director of Institutional Advancement; Ms. Cindy Patterson, Executive Director of Financial Services & Purchasing; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees. Chairman Roberts declared a quorum present for the meeting.

Agenda Review and Adoption

Chairman Roberts reviewed the agenda before asking for a motion to adopt. Trustee Wilson motioned to accept the agenda as presented; Trustee Baldree seconded the motion and all approved.

Conflict of Interest Declaration

Chairman Roberts read the conflict of interest statement. No conflicts were noted by members.

Oaths of Office

Trustees Chadwick (appointment by Governor), Dacey (appointment by County Commissioners), Mattocks (reappointment by County Commissioners) and Crow (reappointment by County Commissioners) were recognized. An informal ceremony ensued to accompany their appointment letters and executed oaths of office.

Statements of Economic Interest

All trustees are required to file a statement of economic interest before taking office and then annually afterwards with the NC Ethics Commission. Statements for Trustees Chadwick and Dacey were presented with potential conflicts identified for Trustee Dacey (attached). It was noted the potential conflicts do not prohibit serving as a trustee on the Board.

The president and chief financial/administrative officer of the college are also required to file annual statements of economic interest. There were no conflicts or potential for conflicts noted for President Staats and Vice President Varnell (attached).

Public Comment

Chairman Roberts called for public comment and none were expressed.

Consent Agenda

Chairman Roberts called for approval of the following referenced minutes (attached):

Board of Trustees Summer Meeting Minutes of June 22, 2015
Finance Committee Meeting Minutes of September 14, 2015
Personnel Committee Meeting Minutes of September 14, 2015
Facilities Committee Meeting Minutes of September 21, 2015
Academic and Student Affairs Committee Meeting Minutes of September 21, 2015
Special Called Facilities Committee Meeting Minutes of October 12, 2015

Trustee Tyson motioned to accept the minutes as presented; Trustee Wilson seconded the motion and the motion passed unanimously.

STEM Building Feasibility Study

Trustee Taylor, Facilities Committee chair, motioned for the Board to approve the committee's recommendation to award the feasibility study to JKF Architecture. Trustee Mattocks seconded the motion and the motion passed unanimously after discussion.

Renaming of Bosch-Siemens Building

On behalf of the Facilities Committee, Trustee Taylor, Facilities Committee Chair, motioned for the Board to allow Bosch to remove all reference to Siemens on the Bosch-Siemens building at their request and expense. Trustee Taylor explained that Bosch and Siemens had terminated their business relationship. Trustee Baldree seconded the motion and after discussion, the motion passed unanimously.

Board Policy 2.27 – Sexual and Other Prohibited Harassment

Ms. Patterson stated the revision to Board Policy 2.27 (last paragraph) was necessary to meet the requirements of Title IX and the Clery Act. Trustee Wilson motioned to approve the revision; Trustee Mattocks seconded and the motion passed unanimously.

Board Policy 3.1 – Student Rights and Responsibilities

Attorney David Ward explained the identical paragraph as in BP 2.27 was required for BP 3.1. Trustee Mattocks motioned to approve the revision; Trustee Tyson seconded and the motion passed unanimously.

Proposed Student Fees for Workforce Development

The Finance Committee approved the CDL Class-B licensure (a new program) and the revised fees for the ACT WorkKeys Program which arrived after the last approval process. Trustee Wilson motioned to accept the committee's recommendation; Trustee Chadwick seconded and the motion passed unanimously.

Old Business

None noted.

Approval of CCC Foundation Board Members

Dr. Staats presented a request from CCC Foundation Board to ratify the following individuals as Foundation board members: Ashley Martin, Jeff Quinn, Dick Reingold, Susan Moffat-Thomas, Amy Wang and Anne Schout. Trustee Tyson motioned to approve; Trustee Baldree seconded and the motion passed unanimously.

President's Contract Considerations

Attorney Ward noted Dr. Staats would like to exercise the insurance option as listed in his employment agreement under Section 10e and requests that his dental and vision insurances be paid since he has declined the health insurance. Another item in the employment agreement under Section 10f awards the president an additional ten days of paid leave for meritorious service at the Board's discretion after 90 days of employment. Board Chairman Roberts called for a motion to approve the two requests. Trustee Tyson motioned to approve; Trustee Taylor seconded and the motion passed unanimously.

December Finance and Personnel Committee Meeting Date Change

Due to the conflict with the SACSCOC annual conference December 5-8, the Finance and Personnel Committee meetings are requested to be changed from December 7th to January 11, 2016 at the same appointed times. Trustee Taylor motioned to approve the change; Trustee Mattocks seconded the motion and all approved.

Reports

A. Chair – Chairman Roberts welcomed SGA President DJ Johnson and College President Dr. Raymond Staats to their first board meeting. He thanked the Board for their dedication to the process of hiring a new president.

B. President – Dr. Staats recognized the leadership team for their assistance since he arrived on campus July 20th and reported on the following:

Security: He presented a brief on college physical security outlining a comprehensive approach to security. Trustee Crow suggested the camera recording system have the ability to archive recordings for a thirty-day period.

Personnel: VP Page Varnell is on family medical leave until November 30. He recognized Ms. Cindy Patterson for assuming Ms. Varnell's duties in her absence.

Budget: Governor McCrory has signed the budget which will require a special called meeting to approve the college budget once it arrives from the NCCCS office.

Bond Referendum: If it passes, the March 2016 bond referendum will give CCC a little over five million dollars ($5 million) for repairs and restoration to campus buildings. The two projects currently underway are the renovation of the Barker Building for a student success center and library/commons area as well as a new STEM building on the Havelock campus.

SACSCOC: Dr. Staats gave kudos to Dr. Minus and Ms. Gallman on completion of the second monitoring report submitted in September. SACSCOC will notify the College of their acceptance or rejection of the report in December at the SACSCOC conference. We are aggressively working on our 10-year reaffirmation report which is due March 1, 2016. Policies and procedures are being reviewed to ensure SACSCOC compliance.

Foundation: The Campus Campaign has collected just under $31,000. Foundation Board President Segal encouraged all trustees to make a donation. Dr. Staats asked the trustees to consider hosting a "College 101" event with a small group of friends and neighbors to hear about the college and the foundation from Dr. Staats and Judy Eurich.

Enrollment: Dr. Staats reported enrollment was roughly flat through B-term with curriculum slightly down and workforce development and career/college promise slightly up.

(Trustee Crow left the meeting at 8:09 pm for a prior commitment)

C. Student Trustee – Mr. Johnson gave a report (attached) on the members of the SGA Executive Board/Senate, the upcoming N4CSGA State Conference in Hickory and topics of interest to be discussed, club updates and two SGA workshops on Domestic Violence Awareness month.

D. Attorney – Mr. Ward reminded the trustees to review the revision of the bylaws sent to them via email recently and to ask questions before the Board meets to approve.

Adjournment

With no further business to be presented, Chairman Roberts adjourned the meeting at 8:18 pm.

Respectfully submitted:

Kevin M. Roberts, Chairman
January 22, 2016

Raymond W. Staats, Secretary
January 22, 2016

ce 12/10/15

AGENDA

SPECIAL CALLED BOARD OF TRUSTEES MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Tuesday, November 17, 2015 at 5:30 P.M.

I.	Call to Order	*Kevin Roberts, Chair*
II.	Administrative Items	
	(1) Roll Call	*Ray Staats, Secretary*
	(2) Agenda Review and Adoption	*Kevin Roberts*
	(3) Conflict of Interest Declaration	*Kevin Roberts*
	(4) Public Comment	
III.	Acceptance of Fiscal Year 2015-16 College Budget *(motion)*	*Ray Staats, President*
IV.	Approval of Fiscal Year 2015-16 Employee Pay Rates *(motion)*	*Ray Staats*
V.	Approval of Bylaws Revision *(motion)*	*Kevin Roberts*
VI.	Adjournment	*Kevin Roberts, Chair*

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

Meeting Notice

SPECIAL CALLED 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:

SPECIAL CALLED Meeting of the Board of Trustees of Craven Community College:

- The Board of Trustees will meet on Tuesday, November 17, 2015, at 5:30 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 following:

  Approval of Bylaws revision
  Acceptance of fiscal year 2015-2016 budget
  Approval of fiscal year 2016 employee pay rates

This Notice is published on November 10, 2015, pursuant to directions by the Chair of the Board of Trustees.

Date posted: November 10, 2015
Place posted: Ward Boardroom exterior exit door, Brock Administration Building

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MINUTES OF SPECIAL CALLED MEETING
NOVEMBER 17, 2015

The Craven Community College Board of Trustees held a special called meeting on Tuesday, November 17, 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 meeting was called to order at 5:32 pm.

Administrative Items

(1) Roll Call

Dr. Raymond Staats called the roll.

Members present were: Ms. Cora Chadwick, Judge Ken Crow (5:44 pm), Ms. Jennifer Dacey, Mr. Ron Knight, Ms. Rosanne Leahy, Ms. Carol Mattocks, Ms. Allison Morris, Mr. Kevin Roberts, Mr. Bill Taylor, Mayor Chuck Tyson, and Ms. Brenda Wilson.

Members absent were: Mr. Gary Baldree

Others present were: Dr. Raymond Staats, President; Mr. David Ward, Attorney, Ward and Smith; Ms. Cindy Patterson, Executive Director of Financial Services & Purchasing; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees. Chairman Roberts declared a quorum present for the meeting.

(2) Agenda Review and Adoption

Chairman Roberts reviewed the agenda (attached) and called for a motion to accept. Trustee Tyson motioned to accept the agenda as presented; Trustee Knight seconded the motion and the motion passed unanimously.

(3) Conflict of Interest Declaration

Chairman Roberts read the conflict of interest declaration asking for any known conflicts to be disclosed. No conflicts were noted.

(4) Public Comment – None noted.

Acceptance of Fiscal Year 2015-16 College Budget

President Staats reviewed the college budget for fiscal year 2015-16 (attached) highlighting state funds of $18,481,413, county funds of $4,032,948, and $13,716,249 from institutional funds for a total allocation of $36,230,610. Chairman Roberts called for a motion to approve the budget as presented. Trustee Knight motioned to accept the budget as presented and outlined above; Trustee Taylor seconded the motion and the motion passed unanimously after a brief discussion. Chairman Roberts signed the NCCCS DCC 2-1 signature page indicating the

Board had approved the state budget of $4,032,948. Ms. Patterson will be responsible for obtaining Craven County Manager Jack Veit's signature on the form; and then returning it to the system office by the December 4, 2015 deadline.

Approval of Fiscal Year 2015-16 Employee Pay Rates

President Staats reviewed guidelines from the State regarding salary increases to college employees. He cited the compensation reserve funds provided by the General Assembly to help colleges address low salaries and challenges with employee recruitment and retention. In conjunction with the Executive Leadership Team, President Staats recommended a 1% pay increase to permanent full-time and part-time college employees effective January 1, 2016 (cost analysis attached). The NCCCS office advised against making the increase retroactive to July 1, 2015 due to retirement contribution issues; and, advised the Board of Trustees to approve any across-the-board pay increases. President Staats stated the General Assembly appropriated funds for a one-time bonus of $750 to permanent full-time employees (pro-rated for permanent part-time) payable in December 2015. Chairman Roberts called for a motion to accept the recommendation of a 1% pay increase as outlined above. Trustee Wilson motioned; Trustee Mattocks seconded and the motion passed unanimously.

President Staats shared that a few employees would be eligible for an additional pay increase after earning an educational degree above the requirements of their position as outlined in college procedure. He also noted that certain hard-to-hire positions would be allocated increases in their associated pay ranges to help attract better qualified applicants. Trustee Tyson questioned the ongoing allocation from the State after the two years of special compensation reserve funds; Dr. Staats explained the funding was permanent.

(Trustee Crow joined the meeting at 5:44 pm)

Approval of Bylaws Revision

The Trustees were provided a copy of the proposed bylaws revision on October 14, 2015 for review and comment along with a letter from Attorney Jamie Norment outlining the substantive changes (attached). The Board discussed each of the thirteen proposed changes resulting in a motion by Trustee Tyson to require an affirmative vote by two-thirds majority of voting board members to modify board policies and board bylaws (for example, eight of twelve must vote in the affirmative). Trustee Knight seconded the motion and the motion passed unanimously. Upon further review, reference to an "annual meeting" was noted which needs to be removed. Trustee Taylor motioned to approve the bylaws as amended; Trustee Knight seconded the motion and the motion passed unanimously.

Adjournment

With no further business to be presented, Chairman Roberts adjourned the meeting at 6:10 pm.

Respectfully submitted:

Kevin Roberts, Chairman
January 22, 2016

Raymond Staats, Secretary
January 22, 2016

ce 12/17/15

AGENDA

SPECIAL CALLED FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Wednesday, February 4, 2015 at 4:00 P.M.

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

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

I. Call to Order — *Gary Baldree, Chair*

II. Roll Call — *Gary Baldree, Chair*

III. STEM Building Discussion
   A. Review of 2006 Master Facilities Plan
   B. Review Summary Notes from Internal STEM Building Discussions
   C. Preparation for County Budget STEM Building Overview

IV. Next Steps
   A. STEM Conference
   B. NC State Meeting

V. Adjournment — *Gary Baldree, Chair*

Facilities Committee Charge

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

MEETING NOTICE

CALLED 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 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 Wednesday, February 4, 2015, at 4:00 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 next steps in planning for the STEM building project.

This Notice is published on January 30, 2015, pursuant to directions by the Chair of the Board of Trustees.

Date posted: January 30, 2015
Place posted: Ward Boardroom door, Brock Administration Building

MINUTES

SPECIAL CALLED FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
FEBRUARY 4, 2015 AT 4:00 P.M.

I. In the absence of the Committee Chairman Gary Baldree, Board Chairman Kevin Roberts 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 Chairman Kevin Roberts.
Others Present: Dr. Catherine Chew, Ms. Page Varnell, and Ms. Cindy Ensley. Acting Chairman Roberts declared a quorum present for the meeting.

III. STEM Building Discussion
   A. Review of 2006 Master Facilities Plan – Dr. Chew reviewed the plan along with the initial potential drawings for a building and its location on the Havelock campus.
   B. Review Summary Notes from Internal STEM Building Discussion – Dr. Chew shared preliminary discussion notes summarized from four internal meetings since October 2014 (attached). Committee members requested an on-site visit to the Havelock campus to see firsthand the space concerns.
   C. Preparation for County Budget STEM Building Overview – Dr. Chew shared the outdated 2008 preliminary estimated project costs for information purposes only.

IV. Next Steps
   A. STEM Conference – Vice President Varnell stated she will be attending a STEM conference in Florida in late February to learn more about STEM projects.
   B. NC State Meeting – Dr. Chew is working on the meeting with NC State University to discuss NCSU's Engineering Program needs for space and growth.

Members of the Facilities Committee suggested that the President and VP meet with Jack Veit and Rick Hemphill (county management personnel) to brief them on the Library renovation project and to update them on discussions regarding the STEM building. Members felt it would be a good idea if Board Chairman Roberts attended the meeting as well to demonstrate the Board's support for the projects.

V. Adjournment
With no further business to discuss, Acting Chairman Roberts adjourned the meeting at 4:45 pm.

/ce

Havelock STEM Building Planning

Preliminary Discussions/Summary Notes (Feb. 2015)

Scheduled Meetings:

(1) **October 7, 2014:** Meeting with ELT (Catherine, Daryl, Page, Kathleen, Gery), Wally and Vince at the Havelock Campus to brainstorm "needs" (programmatic and space) to be considered as we move forward with the initial internal planning.

(2) **December 3, 2014:** Meeting with Cabinet to share ideas from the October meeting at Havelock and to brainstorm additional ideas/suggestions for consideration.

(3) **December 16, 2014:** Meeting with Alan Quinn, Principal of Early College East (ECE), Wally Calabrese, Dean of the Havelock Campus and ELT to provide an update on discussions and process for moving forward with the STEM building project and to gain an understanding of ECE needs currently and in the future.

(4) **January 23, 2015:** Update at the Board of Trustees retreat and decision to bring the BOT Facilities Committee together for a "special called" meeting to review the 2008 Master Facilities Plan and to discuss next steps.

Current Usage:

- HVL Team presented trend data on one or more courses being taken at the HVL campus; also shared a daily room utilization chart for morning, afternoon and evening classes
- NCSU Engineering program has recently been ABET accredited; a solid partnership exits and this program is expected to grow; currently utilizing (1) a "make-shift" lab that includes faculty office space, (2) one dedicated classroom including teleconferencing capability with the Raleigh campus and (3) one faculty office
- Early College East is operating at full capacity with 200 students and utilizes 4 dedicated classrooms; instructional space on the Middle School Campus adjacent the college is inadequate; currently has 3 flexible spaces and 3 learning cottages (trailers)
- Compensatory Education has one dedicated classroom; this program will continue on the HVL campus and incorporate the new Transitions Academy model

Space Considerations/Ideas:

- Addition of more science lab(s) to support increased curriculum offerings, proposed NCSU Engineering program growth/opportunities (potential new or expanded AAS/Diploma/Certificate program options and general support for overall STEM focus)
- Create an identity for First Stop (front door of the college with integrated services) and Administrative Functions

- Military Affairs Center services need to be expanded and an identified space for Vets, active-duty military, etc.
- Additional Faculty Offices for college faculty; ECE teachers do not need faculty space as their desks are located in the classroom
- Additional flexible classroom spaces that can accommodate Workforce Development and/or mobile computer lab usage by a variety of curriculum programs and/or faculty
- Include collaborative learning spaces; desks on wheels to reconfigure as necessary; partitions on wheels that allow for flexibility
- ECE would like a multipurpose learning lab with flexible space that could accommodate ECE, NCSU and FRC-East; need a space to design projects and a place to create/test projects; would include their 3-D printers, robotics, milling, etc.
- Create an adjunct workroom
- Academic Skills Center needs a dedicated testing center
- Conference meeting space
- Additional storage space
- Tiered classroom like the B/S/H classroom to handle larger groups
- Student lounge area for students to hang out (inside and outside)
- Create an outdoor courtyard
- Kitchen/Café for college students and for events/staff; ECE food service for students would be helpful; they currently eat at the Middle School or approximately 60% bring their own lunches
- Reception space/community room
- Parking
- Library moved to new STEM Building and use current library space for an incubator
- Add bays to the IAT for Automotive options

Programmatic Considerations/Ideas:

- Health Information Technology (primarily on-line program with great job opportunities; extremely portable for military dependents, corpsmen/women; explore other health options/programs beyond HIT)
- BioTech
- Engineering Tech
- Sustainable Technologies (Solar, Windmills, potential of State's exploration with off-shore resources, fracking and ancillary jobs/training required that we don't currently have expertise in)

- Aviation (building on this stellar program; what other options should we consider, e.g., Flight School)
- Consider national certification programs (for portability)
- F35 – what will we need in anticipation
  - Electronics
  - Avionics
  - Calibration
- BLET/CJ/Forensics (consider moving the entire program?)
- Welding program expansion to HVL High School students

Next Steps/Action Items to Consider:

(1) Catherine to reach out to Chancellor Woodson about meeting in Raleigh to discuss initial steps of STEM planning and to get their thoughts/ideas on programming and funding; include Jerome (NCSU Dean) and BOT Chair in the discussion; make certain to keep Bob & Carol Mattocks in the loop on communications

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
DIVISION OF FINANCE AND BUSINESS
ADMINISTRATIVE AND FACILITY SERVICES
PROPOSED RENOVATION / REHABILITATION OR CAPITAL IMPROVEMENT PROJECT
FOR THE BIENNIUM 2009 - 2011

COMMUNITY COLLEGE: Craven Community College DATE: 29-May-08
PROJECT IDENTIFICATION: Havelock Campus - STEM Center (Science Technology Engineering & Math) - **PRIORITY 2**
PROJECT LOCATION/COUNTY: Havelock Campus/Craven County
PROJECT DESCRIPTION & JUSTIFICATION: (Attach additional data as necessary to indicate need, size, function of improvements and master plan.)

This project (Priority 2) to be located on the Havelock Campus of Craven Community College is a STEM (Science, Technology, Engineering and Math) Center that will serve as a site for a 200 student "early college" / high-school focused on STEM curriculum. The primary goal of the STEM Center project is to target "at risk" students who typically would not pursue higher education. Concieved as a collaborative building to serve several institutions including Cartaret Community College, Craven County Public Schools, North Carolina State University, East Carolina University ("University Connections/Distance Learning") and the North Carolina Department of Public Instruction, this facility will house Laboratories and Classrooms for Chemistry, Biology, Physics, Earth Sciences, Mathmatics, Computers,Radiography, and Dental Hygiene/Dental Assitanting programs. Support space for the Center includes administrative offices, auditorium and cafeteria. Please see the attached "Cost Model/Program" Prepared by Clark Patterson Lee dated May 28, 2008.

CURRENT ESTIMATED CONSTRUCTION COST*	QTY	UNIT	COST PER UNIT	TOTAL
A. **Land Requirement**	0	NA		$0
B. **Site Preparation**				
1. Demolition	0	NA		$0
2. Site Work***	1	Lump Sum	$ 300,000.00	$300,000
C. **Construction**				
1. Utility Services**	1	Lump Sum	$ 50,000.00	$50,000
2. Building Construction	63787	SF	$ 9,121,541.00	$ 9,121,541.00
3. Plumbing	63787	SF	$ 924,912.00	$ 924,912.00
4. HVAC	63787	SF	$ 1,849,823.00	$ 1,849,823.00
5. Electrical	63787	SF	$ 1,549,675.00	$ 1,549,675.00
6. Other:	0	Lump Sum		$0
D. **Equipment**				
1. Fixed	1	Lump Sum		$600,000
2. Moveable	1	Lump Sum		$300,000

ESTIMATED CONSTRUCTION COSTS		$ 14,695,951
OWNER'S PROJECT COSTS		$34,000
CONTINGENCIES	3 % (% of Estimated Construction Costs)	$ 440,879
DESIGN FEE	10 % (% of Estimated Construction Costs + **Contingencies**)	$ 1,513,683
ESTIMATED COSTS	Sum of **Estimated Construction Costs + Owner's Costs + Contingencies + Design Fee**)	$ 16,684,512

Escalation % = 0.67 per month multiplied by number of months
(From Est. Date to mid-point of construction) = 30 months 20.1 %

ESCALATION COST INCREASE	**(Estimated Construction Costs x Escalation %)**	$ 3,353,587.01
TOTAL ESTIMATED PROJECT COSTS	**(Estimated Costs + Escalation Cost Increase)**	**$ 20,038,099**

* Attach basis and justification for estimate. Include description, quantities, units, special features, similar cost on recent projects, etc.
** Attach explanation of any special building, mechanical, or electrical service requirements with appropriate distance to existing water, gas, electrical or other utility service.
*** Include items such as grading, roads, walks, parking, etc.

APPROVED BY: ______________________ **TITLE:** ______________ **DATE:** ________
(President or Chief Business Officer)

NCCCS 3-9
April 2008

Project Name: Craven Community College - Havelock Campus STEM Project

Description	Quantity	Unit	$/Unit	Total
A Land Requirement				
Total		NA		$0
				$0
B Site Preparation				
1. Demolition				
Asbestos	0	NA	0	$0
Total				$0
2. General				
Grading - Site Preparation	1	lump sum	50,000	$50,000
Surface Parking	50	4000	200,000	$50,000
Total				$100,000
C Construction				
1. Utility Services				
Steam	0	NA	0	$0
Chilled water	0	NA	0	$0
Domestic water	0	NA	0	$15,000
Sanitary sewer	0	NA	0	$10,000
Storm water	0	NA	0	$15,000
Electrical	0	NA	0	$10,000
Total				$50,000
2. General Construction				
Demolition	0	NA		
New Construction	63787	SF	143	$9,121,541
Total				$9,121,541
3. Plumbing				
Plumbing	63787	SF	13	$797,338
Fire Protection	63787	SF	2	$127,574
Total				$924,912
4. HVAC				
HVAC	63787	SF	29	$1,849,823
	0	0	0	$0
		ea	0	$0
Total				$1,849,823

5. Electrical				
Lighting, Power & Data	63787	SF	16	$1,020,592
Fire Alarm	63787	SF	9	$574,083
				$0
Total				$1,594,675
6. Other Construction Cost				
Landscaping and irrigation	1	Lump Sum	50,000	$50,000
Total				$50,000
D Equipment				
1 Fixed				
Casework (Lobby)	1	Lump Sum	10,000	$10,000
Testing Carrels	1	Lump Sum	10,000	$10,000
Casework (Work Room)	1	Lump Sum	5,000	$5,000
Total				$25,000
2 Moveable				
Lab Equipment	1	Lump Sum	600,000	$600,000
Classroom/Office Furniture	1	Lump Sum	300,000	
Total				$600,000
Owner's Project Costs				
Geotechnical Testing		ea	5,000	5,000
Surveying		ea	15,000	15,000
Programming		ea	NA	$0
General infrastructure assessment		ea	14,000	14,000
Chilled water and steam assessments		NA	0	$0
Electrical assessment		NA	0	$0
Parking Assessment		NA	0	$0
Sanitary Sewer assessments		NA	0	$0
Domestic water assessment		NA	0	$0
Storm Water Assessments		NA	0	$0
		NA	0	$0
		NA	0	$0
				$0
Owner's Reserve		ea	0	$0
Total				$34,000

AGENDA

FACILITIES COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, December 14, 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* *Dr. Page Varnell, Vice President for Administrative Services* *Ms. Cindy Ensley, Recorder*

1. Call to Order	*Bill Taylor, Chair*
2. Members Present Roll Call	*Cindy Ensley*
3. Facilities Project Update (*info)*	*Page Varnell*
4. Facilities Usage Quarterly Report *(info)*	*Page Varnell*
5. Facilities Safety Audit Report *(info)*	*Page Varnell*
6. Student Success Center *(info)*	*Ray Staats*
7. Adjournment	*Bill Taylor, Chair*

Facilities Committee Charge

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

MINUTES

Facilities Committee Meeting
Craven Community College
Ward Boardroom, Brock Building
December 14, 2015 at 4:00 P.M.

I. Committee Chairman Bill Taylor called the meeting to order at 4:03 pm.

II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Ms. Jennifer Dacey, Mr. Bill Taylor, and Mayor Chuck Tyson
Members Absent: Ms. Cora Chadwick, Mr. Gary Baldree, Board Chairman Kevin Roberts
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President of Administrative Services; and Ms. Cindy Ensley, Recorder

III. Facilities Project Update
Dr. Varnell reported on the completed capital improvements and the ones in progress.

IV. Facilities Usage Quarterly Report
Dr. Varnell presented the September – November 2015 usage report (attached) answering a question on what types of organizations pay to use college facilities.

V. Facilities Safety Audit Report
Dr. Varnell reported the Environmental Health and Safety Institute visited the campus on November 4, 2015 to conduct a safety inspection. As noted in the attached report, a few deficiencies were discovered and have been corrected. The safety inspector noted that Craven could easily serve as a model for any of the NC community colleges. The goal is to become certified with the State of NC under the Carolina Star Program with OSHA certifying our regulatory compliance.

VI. Student Success Center
Dr. Staats reported on the ongoing meetings with the architects to lower the initial estimated costs of the proposed library addition to the Student Center building.

VII. Other Business Discussed
Dr. Staats gave a brief update on the following:
* Bosch-Siemens name removed from the Bosch AMC building; new signage ordered
* Leaving CDL program on campus for now
* Number of city and county projects in the discussion stage; will keep committee updated
* "Jobs For Life" re-entry program

VIII. Adjournment

With no further business to discuss, Committee Chairman Taylor adjourned the meeting at 4:30 pm.

ce/1.11.16

Blue Ridge COMMUNITY COLLEGE *Environmental Health and Safety Institute*

November 10, 2015

Eddie Foster
Craven Community College
800 College Court
New Bern, NC 28562

Dear Mr. Foster:

Attached is a summary of services provided by the Environmental Health and Safety Institute (EHSI) for Craven Community College on November 4, 2015. If you have any questions, or if you would like to schedule another visit, please call Chuck at 828-694-1738 or me at 828-694-1749.

Please take a moment to explore our updated website at www.blueridge.edu/ehsi. Here you will find a wide range of resources that will be useful to all aspects of your college's safety program. There is also a calendar page that shows all of the online training events scheduled through EHSI's SafetyNet online training service at ehsi.webex.com. SafetyNet has proven to be a useful resource as EHSI has utilized it to deliver OSHA required training to thousands of college employees across the state. To find out more about SafetyNet, or to schedule an online class for your College, please contact Anne McKay at ehsi@blueridge.edu or (828) 694-1767.

Sincerely,

J. Allen McCullough

J. Allen McCullough MESH, CESCO
Director-EHSI

cc. Dr. Ray Staats, President

Environmental Health and Safety Institute Visit Report

College: Craven Community College
Location: New Bern, NC
Date of Visit: November 4, 2015
Visited By: Chuck Arrowood
Primary Contact: Eddie Foster

Visit Activities:

Fume Hood Testing

EHSI tested the fume hoods in the science labs to determine if they meet the standards set forth in SEFA 1-2002 5.3.4 *Laboratory Fume Hoods Recommended Practices*. All hoods were determined to be operating within the acceptable operating range. [OSHA 29CFR1910.1450(e)(3)(iii)]

Location	Tested (Feet per Minute)	Pass/Fail
Perdue 153	125	Pass
151-1	134	Pass
151-2	105	Pass
150-A	133	Pass
150-1	112	Pass
150-2	96	Pass
150-3	104	Pass
119	130	Pass
115	134	Pass
Redd 114-1	135	Pass
114-2	133	Pass

Safety Audit

EHSI conducted a campus-wide safety inspection. The following items were noted:

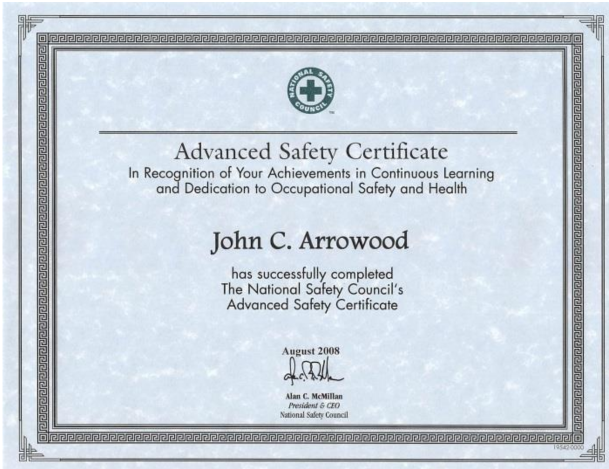
Location	**Findings**	**Reference**
Student Center Hallway	Exit signs blocked by hanging signs	1910.37(b)(2)
AMC-105	Machinery not anchored	1910.212(b)
Bookstore 104-A	Fire extinguisher blocked	1910.157(c)(1)
Bookstore 104-A	Blocked emergency exit door	1910.37(a)(3)
Redd-131	Extension cords plugged together in series	1910.305(a)(2)(iv)[A]
Redd-131	Powerstrip used as permanent wiring	1910.305(g)(1)(iv)[D]
IAT	Exit sign needed at front door	1910.37(b)(2)
IAT	Machinery not anchored	1910.212(b)

Recommendations

- EHSI recommends that the CO2 fire extinguisher in the Bookstore 104-A be replaced by an ABC fire extinguisher.
- EHSI recommends that laboratory glassware be stored on shelves lower than shoulder level.
- EHSI recommends that paper notes covering electrical panel doors in the Bookstore 104-A be removed to readily identify the panel location.

Summary

EHSI was very impressed with the safety program at Craven Community College. For a safety manager, having the employees know that you are a benefit to them is half the battle. As we toured the campus, Eddie Foster and Vanessa Cruz were well received by the staff we encountered.
Also backing from the top is important as well. Administrators conveyed that safety was a priority on campus and the Safety Department had their full support. The safety program at Craven could serve as a model for any of North Carolina's Community Colleges.



Advanced Safety Certificate

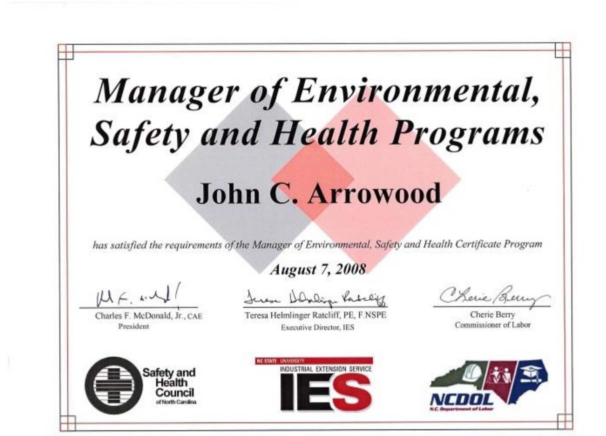
In Recognition of Your Achievements in Continuous Learning and Dedication to Occupational Safety and Health

John C. Arrowood

has successfully completed The National Safety Council's Advanced Safety Certificate

August 2008

Alan C. McMillan
President & CEO
National Safety Council



Manager of Environmental, Safety and Health Programs

John C. Arrowood

has satisfied the requirements of the Manager of Environmental, Safety and Health Certificate Program

August 7, 2008

Charles F. McDonald, Jr., CAE President	Teresa Helmlinger Ratcliff, PE, F.NSPE Executive Director, IES	Cherie Berry Commissioner of Labor

Safety and Health Council of North Carolina — NC STATE UNIVERSITY INDUSTRIAL EXTENSION SERVICE IES — NCDOL N.C. Department of Labor

National Registry of Environmental Professionals

Be it known to all persons that the following individual pursuant to the requirements for education, experience and examination established by the National Registry of Environmental Professionals is entitled to all of the rights and privileges by the body and to be duly registered by it.

This is to certify that

John Arrowood

is a

Environmental and Safety Compliance Officer

This certificate will remain valid only if it bears the seal of the current year, unless revoked, suspended or invalidated by order of the Board of Directors of the National Registry of Environmental Professionals.

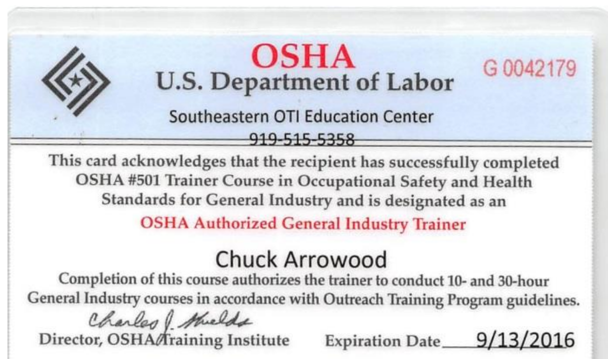
Witness our hand

This Day **03/01/2012**

Executive Director

Registration Number **CESCO 667912568**

This certificate is the property of the National Registry of Environmental Professionals and must upon demand be returned.



OSHA

U.S. Department of Labor

G 0042179

Southeastern OTI Education Center

919-515-5358

This card acknowledges that the recipient has successfully completed OSHA #501 Trainer Course in Occupational Safety and Health Standards for General Industry and is designated as an

OSHA Authorized General Industry Trainer

Chuck Arrowood

Completion of this course authorizes the trainer to conduct 10- and 30-hour General Industry courses in accordance with Outreach Training Program guidelines.

Charles J. Shields

Director, OSHA Training Institute — Expiration Date 9/13/2016

CCC Facilities Usage Report

Date of report: November 23, 2015
September, October, November 2015

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Number of Attendees
Port City Community Church	9/17/2015	Non-profit	Orringer Auditorium	$ 540.00	9/11/2015	285
NC Wildlife Resources Commission	9/20/2015	Gov	Redd 128	$		26
Experimental Aircraft Assn. (EAA), Chpt. 1171	9/28/2015	Non-profit	Orringer Auditorium	$		40
NC Department of Transportation	10/13/2015	Gov	Naumann Com. Rm.	$		5
The Journeys Group	10/20/2015	Profit	AMC 102	$ 195.00	10/1/15	36
Alzheimer's Assn. Eastern North Carolina	10/22/2015	Non-profit	Orringer Auditorium	$ 120.00	11/18/15	25
Catholic Daughters of the Americas	10/25/2015	Non-profit	Orringer Auditorium	$ 120.00	8/14/15	70
NC Department of Public Safety	10/28-29/2015	Gov	AMC 102	$		36
NC Housing Finance Agency	11/4/2015	Gov	AMC 102	$		8
Ward & Smith, PA	11/10/2015	Profit	Naumann Com. Rm.	$ 260.00	10/27/15	30
East Carolina Council of Governments Area Agency on Aging	11/20/2015	Gov	BIT 106, 108 & 111	$		TBD
East Carolina University - Chancellor Search Forum	11/30/2015	Edu	Naumann Com. Rm.	$		TBD

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, December 14, 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*
	Ms. Kathleen Gallman, VP for Instruction/Chief Academic Officer
	Ms. Cindy Ensley, Recorder

1. Call to Order	*Allison Morris, Chair*
2. Members Present Roll Call	*Cindy Ensley*
3. SACSCOC Update *(info)*	
a. 2nd Monitoring Report Status	*Ray Staats*
b. Accreditation Reaffirmation Update	*Kathleen Gallman*
4. Enrollment Update *(info)*	*Kathleen Gallman*
5. 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
December 14, 2015 at 5:00 P.M.

I. Committee Chair Allison Morris called the meeting to order at 5:05 pm.

II. Cindy Ensley called the roll and announced that a quorum was not present for the meeting.
Members Present: Judge Ken Crow (5:11 pm), Mr. Ronald Knight, Ms. Allison Morris
Members Absent: Ms. Cora Chadwick, Ms. Carol Mattocks, Board Chairman Kevin Roberts
Others Present: Dr. Raymond Staats, President; Ms. Kathleen Gallman, Vice President for Instruction/CAO; and Ms. Cindy Ensley, Recorder

III. SACSCOC Update
2nd Monitoring Report Status - Dr. Staats reported that SACSCOC had accepted the 2nd monitoring report with no further action required by the College.
Accreditation Reaffirmation Update - Ms. Gallman reported on the compliance certification indicating writing is almost complete and technical review will begin soon. She does not see a problem meeting the March 1, 2016 completion deadline.
QEP Update – Ms. Gallman stated that a quality enhancement plan (QEP) is required by SACSCOC for reaffirmation and the project should address an area of concern or growth within the College. Advising was selected by the College faculty, staff and students as the next QEP topic area. A core committee will begin work on writing the detailed QEP in early 2016, with a due date of August 2016 to SACSCOC.
(Judge Crow joined the meeting at this point, establishing a quorum)

IV. Enrollment Update
Ms. Gallman reported that FTE and headcount were down (8% and 7% respectively) for the spring semester, but registration is in the early stages. She stated the College is doing a better job getting students from registration to payment and hopes to continue to improve the process and registration numbers.

V. Adjournment
With no further business to discuss, Committee Chair Morris adjourned the meeting at 5:15 pm.

ce/1.11.16

AGENDA

FINANCE COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, January 11, 2016 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*
	Dr. Page Varnell, Vice President of Administrative Services
	Ms. Cindy Patterson, Executive Director, Financial Services & Purchasing
	Ms. Cindy Ensley, Recorder

1. Call to Order — *Chuck Tyson, Chair*

2. Members Present Roll Call — *Cindy Ensley*

3. Finance Reports — *Cindy Patterson*
   a. Year-to-date Budget Comparison Reports – State, County & Institutional (July 1, 2015-November 30, 2015) *(motion)*
   b. Write-Offs and Uncollectable Accounts *(motion)*
   c. Cash Balances *(info)*

4. Adjournment — *Chuck Tyson, 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
JANUARY 11, 2016 AT 4:00 P.M.

I. Committee Chairman Chuck Tyson called the meeting to order at 4:00 pm.

II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Ms. Carol Mattocks (4:04 pm), Mr. Bill Taylor, Committee Chairman Chuck Tyson, Ms. Brenda Wilson and Board Chairman Kevin Roberts (4:03 pm)
Members Absent: Judge Ken Crow
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President of Administrative Services; Ms. Cindy Patterson, Executive Director of Financial Services & Purchasing; Jon Segal, CCC Foundation President; and Ms. Cindy Ensley, Recorder

III. Finance Reports
a. Year-to-date Budget Comparison Reports – Ms. Patterson reviewed the state, county and institutional funds reports from July 1, 2015 through November 30, 2015 indicating all are tracking on target. After discussion, Chairman Tyson called for a motion to approve the reports as presented. Trustee Wilson motioned to accept the reports as presented, Trustee Taylor seconded the motion and the motion passed unanimously.
b. Write-Offs and Uncollectable Accounts – Ms. Patterson highlighted the $17,000 write-off noting Workforce Development (WFD) and Title 4 returns contributed the most to the total. She stated that efforts were being made to help reduce the uncollectable debt in WFD. Questions were answered on financial aid overages and year-to-date total write-offs. Chairman Tyson called for a motion to approve the report as presented; Trustee Mattocks motioned to accept the report, seconded by Trustee Wilson and approved unanimously.
c. Cash Balances – For information purposes, Ms. Patterson highlighted an increase of $730,899 in cash balance since August 31, 2015 and a very slight increase in STIF interest rate.

IV. Adjournment
With no further business to discuss, Committee Chairman Tyson adjourned the meeting at 4:22 pm.

ce/1.13.16

Craven Community College
State Funds Budget Comparison Report
As of November 30, 2015 - 42% of the Year

FY 2015-2016 Budget Comparison as of November 30, 2015	President's Office/Foundation/Marketing				VP of Administrative Services				EVP of Learning & Student Services				WFD			
42% of year	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative																
Salaries & Benefits	809,192	362,986	446,206	45%	2,319,267	756,305	1,562,962	33%	3,349,209	1,367,536	1,981,673	41%	809,399	314,078	495,321	39%
519 Contracted Services	41,200	250	40,950	1%	170,650	34,225	136,425	20%	143,586	14,167	129,419	10%				
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	2,740	1,129	1,611	41%	20,390	7,082	13,308	35%	29,679	3,590	26,089	12%	504	157	347	31%
527 Other Supplies	2,115	624	1,491	30%	95,285	22,069	73,216	23%	13,884	1,175	12,709	8%	1,150	447	703	39%
528 Audio-Visual Supplies					400	-	400	0%								
531 Staff Development	37,453	8,118	29,335	22%	66,551	20,004	46,548	30%	66,862	13,604	53,258	20%	18,050	7,578	10,472	42%
532 Comm/Postage/Software	8,600	3,788	4,812	44%	85,068	38,497	46,571	45%	15,998	6,778	9,220	42%				
534 Printing & Binding	60,000	25,460	34,540	42%					1,289	371	918	29%				
535 Repairs & Maintenance					186,171	78,326	107,845	42%	-	-	-		2,225	742	1,483	33%
536 Freight					498	199	299	40%								
537 Advertising	65,000	27,663	37,337	43%	9,500	4,015	5,485	42%	100	-	100	0%				
538 Data Processing																
539 Other Current Services	17,400	11,117	6,283	64%	465,288	22,244	443,044	5%	39,976	9,882	30,094	25%	1,500	500	1,000	33%
541 Rental of Property	300	-	300	0%	500	-	500	0%								
543 Lease/Rental Other Equipme					46,000	15,605	30,395	34%	15,573	3,853	11,720	25%				
544 Data Processing Software	450	-	450	0%	101,375	20,737	80,638	20%	8,449	-	8,449	0%				
546 Memberships & Dues	19,065	12,791	6,274	67%	4,538	450	4,088	10%	16,150	7,689	8,461	48%				
548 NEIT Admin													168	-	168	0%
55x Equipment	1,786	-	1,786	0%	444,615	15,193	429,422	3%	54,367	-	54,367	0%	4,750	-	4,750	0%
Total Administrative:	**1,065,301**	**453,927**	**611,374**	**43%**	**4,016,096**	**1,034,951**	**2,981,145**	**26%**	**3,755,122**	**1,428,645**	**2,326,477**	**38%**	**837,746**	**323,502**	**514,244**	**39%**
Instructional																
Salaries & Benefits									7,087,253	2,802,177	4,285,076	40%	809,725	347,713	462,012	43%
519 Contracted Services									16,126	100	16,026	1%	91,467	31,404	60,063	34%
523 Instructional Supplies					365,001	-	365,001	0%	326,556	1,610	324,946	0%	4,567	(80)	4,647	-2%
524 Repair Supplies																
525 Motor Vehicle Supplies									699	8	691	1%				
526 Office Supplies									1,200	16	1,184	1%				
527 Other Supplies									10,878	670	10,208	6%				
528 Audio-Visual Supplies									7,719	1,829	5,890	24%				
531 Staff Development									102,994	22,724	80,270	22%	500	160	340	32%
532 Comm/Postage/Software									35,335	13,246	22,089	37%				
534 Printing & Binding									1,819	-	1,819	0%				
535 Repairs & Maintenance									11,285	799	10,486	7%				
536 Freight									327	60	267	18%				
537 Advertising																
539 Other Current Services									18,456	7,198	11,258	39%				
541 Rental of Property									1,349	-	1,349	0%				
543 Lease/Rental Other Equipme									1,366	-	1,366	0%				
544 Data Processing Software									3,660	827	2,833	23%				
546 Memberships/Accredita & Dues									19,324	11,040	8,284	57%				
55x Equipment									253,734	28,440	225,294	11%	4,200	819	3,381	20%
556 Books									16,065	7,468	8,597	46%				
Total Instructional:					**365,001**	**-**	**365,001**	0%	**7,916,145**	**2,898,211**	**5,017,934**	**37%**	**910,459**	**380,015**	**530,444**	**42%**
Total Admin & Instructional:	**1,065,301**	**453,927**	**611,374**	**43%**	**4,381,097**	**1,034,951**	**3,346,146**	**24%**	**11,671,267**	**4,326,856**	**7,344,411**	**37%**	**1,748,205**	**703,517**	**1,044,688**	**40%**

	Budget	Expenses	Remain Bal	% Spent
College Totals	**18,865,870**	**6,519,251**	**12,346,619**	**35%**

FY 2015-2016 Budget Comparison
County Funds
as of November 30, 2015
42% of year

FY 2015-2016 Budget Comparison November 30, 2015	General Institution				Maintenance				Security				Capital			
42% of year	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Salaries & Benefits	262,958	18,251	244,707	7%	663,156	285,688	377,468	43%	307,526	130,086	177,440	42%				
519 Contracted Services	75,000	22,421	52,579	30%	348,744	124,652	224,092	36%	93,968	92,444	1,524	98%				
521 Custodial Supplies/Uniforms					40,484	12,852	27,632	32%	712	-	712	0%				
522 Maintenance Supplies					56,366	17,657	38,709	31%								
523 Instructional Supplies																
524 Repair Supplies					7,513	2,609	4,904	35%								
525 Motor Vehicle Supplies	99	99	0	100%	17,936	5,416	12,520	30%	1,000	288	712	29%				
526 Office Supplies					50	-	50	0%								
527 Other Supplies					30,007	27,572	2,435	92%	13,241	3,988	9,253	30%				
528 Audio-Visual Supplies																
531 Staff Development					6,533	1,753	4,780	27%	6,403	5,371	1,032	84%				
532 Communication					76,500	30,797	45,703	40%								
533 Utilities					871,175	357,435	513,740	41%								
534 Printing & Binding																
535 Repairs & Maintenance	37	36	1	98%	390,862	104,733	286,129	27%	18,202	7,701	10,501	42%				
536 Freight																
537 Advertising																
538 Data Processing																
539 Other Current Services	5,314	3,265	2,049	61%	3,000	887	2,113	30%	609	609	0	100%				
541 Rental of Property	2,000	(18)	2,018	-1%												
543 Lease/Rental Other Equipme					1,740	544	1,196	31%								
544 Data Processing Software					104	104	0	100%								
545 General Admini (Insurance)	181,384	143,506	37,878	79%												
546 Memberships & Dues					25	25	-	100%	300	300	-	100%				
55X Equipment													550,000	21,695	528,305	**4%**
Totals	**526,792**	**187,560**	**339,232**	**36%**	**2,514,195**	**972,725**	**1,541,470**	**39%**	**441,961**	**240,786**	**201,175**	**54%**	**550,000**	**21,695**	**528,305**	**4%**

College Totals	Budget	Expenses	Remain Bal	% Spent
Regular Operating	**3,482,948**	**1,401,072**	**2,081,876**	**40%**
Capital Outlay	**550,000**	**21,695**	**528,305**	**4%**

Craven Community College
Institutional Funds Budget
For the period July 1, 2015 through November 30, 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	25,300.00	8,784.60	16,515.40	34.72%		11,714.82	88,200.66
01	134 Unrestricted Overhead Receipts	7,227.00	-	7,227.00	0.00%		2,264.39	13,397.87
01	136 Foundation	250,480.00	55,378.09	195,101.91	22.11%		69,128.04	186,490.57
01	137 Financial Aid Matching	3,000.00	734.58	2,265.42	24.49%		2.92	724.69
01	221 Applied Music	3,840.00	-	3,840.00	0.00%		1,303.97	10,130.29
01	227 Extra Curricular Activities	26,569.00	18,727.60	7,841.40	70.49%		2,303.92	6,255.67
01	250 Curriculum-Self Supporting	306,650.00	122,611.39	184,038.61	39.98%		25,375.36	189,026.74
01	312 Fire College	100.00	-	100.00	0.00%		27.82	11,242.98
01	340 WFD-Self Supporting	385,576.00	128,726.70	256,849.30	33.39%		122,043.97	519,528.83
01	411 Learning Resource Center	1,672.00	-	1,672.00	0.00%		706.47	20,041.91
01	460 Customized Ind Train Support	38,495.00	15,415.69	23,079.31	40.05%		13,009.96	43,594.61
01	461 Small Business Support Fund	1.00	-	1.00	0.00%		0.29	117.01
02	131 College Work Study	84,405.00	32,220.01	52,184.99	38.17%		32,220.01	-
02	134 Restricted Overhead Receipts	53,760.00	30,594.48	23,165.52	56.91%		7,240.50	188,783.63
02	138 Returned Check Fee Fund	140.00	-	140.00	0.00%		101.75	17,001.68
02	139 Fndton Grants (Duke/NCCF)	2,256.00	2,000.00	256.00	88.65%		-	255.60
02	139 Harold H. Bate Grant	101,736.00	32,389.79	69,346.21	31.84%		47,600.00	21,746.61
02	220 NCSU Engineering	25,000.00	15,559.48	9,440.52	62.24%		1,532.40	9,761.92
02	227 ENCORE	13,134.00	7,706.40	5,427.60	58.68%		-	742.03
02	228 Grants -NSF/Duke Energy	659,595.00	29,575.55	630,019.45	4.48%		100,041.23	322,386.11
02	229 NCAMA Grant	38,967.00	8,910.66	30,056.34	22.87%		9,657.64	(2,611.71)
02	291 Specifc Fees - Lab/DE/ASC	469,793.00	105,818.44	363,974.56	22.52%		177,638.70	1,157,810.33
02	292 System-Wide Fees-Comp Tech	231,775.00	83,364.79	148,410.21	35.97%		118,369.25	772,668.96
02	293 Patron Fees	37,773.00	9,821.39	27,951.61	26.00%		15,805.18	224,310.68
02	314 Grants - Workforce Development	25.00	-	25.00	0.00%		9.35	2,609.22
02	363 Smith Reynolds Grant	11,774.00	4,781.69	6,992.31	40.61%		-	5,902.54
02	392 System-Wide Fees - WFD Comp	450.00	-	450.00	0.00%		165.49	12,478.66
02	521 C-Step Grant	8,000.00	679.70	7,320.30	8.50%		8,000.00	7,320.30

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT		REVENUES YEAR TO DATE	FUND BALANCE
02	531 Professional Liability Ins	9,161.00	(1,562.00)	10,723.00	-17.05%		4,653.76	8,997.27
02	532 Student Insurance	8,294.00	3,994.00	4,300.00	48.16%		3,530.53	(131.46)
02	533 Transcript Fees	34,292.00	11,396.23	22,895.77	33.23%		20,021.22	79,973.55
02	534 TRIO Grant	294,476.00	97,730.86	196,745.14	33.19%		98,170.52	(12,486.06)
02	790 Orringer Hall Fund	4,545.00	1,521.06	3,023.94	33.47%		1,719.94	15,533.22
02	791 Public Radio East	934,010.00	251,972.19	682,037.81	26.98%		223,375.21	143,860.39
02	795 Career Fair	5.00	-	5.00	0.00%		1.33	541.20
02	796 Testing Centers	9,822.00	-	9,822.00	0.00%		3,173.60	16,044.82
02	797 Public Radio East Foundation	682,650.00	202,213.75	480,436.25	29.62%		234,334.00	242,861.69
02	823 SEOG	96,485.00	67,806.90	28,678.10	70.28%		67,806.90	-
02	824 Pell	6,493,453.00	2,525,094.61	3,968,358.39	38.89%		2,500,094.61	(25,000.00)
02	830 NCCC Target Asst/LTHT	10,471.00	788.99	9,682.01	7.54%		7,771.00	7,771.00
02	831 Golden Leaf Scholars	15,200.00	3,776.00	11,424.00	24.84%		6,034.00	2,258.00
02	833 NCCG	157,500.00	85,656.00	71,844.00	54.38%		87,906.00	2,250.00
02	834 Teacher Assistant Sch Fund	19,682.00	1,172.00	18,510.00	5.95%		-	(1,172.00)
02	835 State Aid Scholarships	161,000.00	53,126.00	107,874.00	33.00%		55,475.00	2,349.00
02	840 General Scholarships	143,838.00	117,195.10	26,642.90	81.48%		71,385.94	238,771.66
02	841 Endowment Scholarships	52,783.00	18,797.00	33,986.00	35.61%		29,922.94	15,543.51
05	710 Clearwire Distribution	2,134.00	750.00	1,384.00	35.15%		1,256.93	18,801.03
05	720 Bookstore	158,000.00	35,299.09	122,700.91	22.34%		96,619.63	648,328.91
05	730 Food Service	25,000.00	-	25,000.00	0.00%		15,788.39	15,838.39
05	740 Campus Access	199,910.00	62,600.71	137,309.29	31.31%		36,079.92	180,949.32
05	770 Student Activity Funds	162,500.00	75,014.38	87,485.62	46.16%		92,759.25	163,052.30
06	810 J. Wrenn Emergency Loan Fu	1,000.00	329.13	670.87	32.91%		97.37	43,606.43
07	910 Buildings & Grounds	1,612,416.00	196,540.61	1,415,875.39	12.19%		270,103.27	1,962,392.33
08	792 Public Radio East Endowment	480.00	-	480.00	0.00%		5,244.28	67,455.55
08	850 Endowments	52,000.00	29,922.94	22,077.06	57.54%		(29,051.00)	1,880,155.28
	Total	14,128,600.00	4,554,936.58	9,573,663.42	32%		4,670,537.97	9,556,325.34

REQUEST FOR APPROVAL
WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS

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

Student ID #	Term	INTUI Tuition/ Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	CTFCE Computer Fee-Con Ed	SSCUR Summer Self Support	ELOAN Emergency Loan	SUMFE Summer Supply Fee	FA Overage	Total
XX1303	2010CE3		5.00											5.00
XX9152	2014SU												328.00	328.00
XX6635	2011CE1		16.00											16.00
XX5300	2012CE3		16.00											16.00
XX0325	2011CE1		120.00											120.00
XX0510	2011CE1		16.00											16.00
XX9397	2011CE1		65.00											65.00
XX5120	2012CE3		65.00											65.00
XX7134	2010CE2		185.00											185.00
XX2164	2010CE2		175.00											175.00
XX1557	2014SU			6.85	10.95	6.85		10.27		541.08				576.00
XX1253	2014SU						489.16							489.16
XX7260	2014SU												361.47	361.47
XX3416	2010CE1		195.00											195.00
XX2068	2010CE2		211.00											211.00
XX026	2010CE3		120.00											120.00
XX0726	2010CE1		125.00											125.00
XX3525	2014SU			7.61	4.06	2.54		11.41		163.20				188.82
XX0140	2014SU												1,234.34	1,234.34
XX4554	2012CE2		16.00											16.00
XX5048	2011CE1		16.00											16.00
XX0788	2009CE3		5.00											5.00
XX7882	2011CE1		16.00											16.00
XX7881	2011CE1		16.00											16.00
XX0670	2010CE3		120.00											120.00
XX8957	2012CE3		65.00											65.00
XX1110	2012CE2		16.00											16.00
XX8830	2011CE3		175.00											175.00
XX6098	2014SU												1,525.00	1,525.00
XX7879	2011CE1		16.00											16.00
XX7284	2007CE3		70.00											70.00
XX5818	2014SU												572.65	572.65
XX3784	2012CE2		16.00											16.00
XX7300	2012CE2		65.00											65.00
XX6773	2014SU												183.62	183.62
XX9402	2014SU												178.60	178.60
XX4735	2010CE3		65.00											65.00
XX0945	2009CE2		50.00											50.00
XX2057	2014SU												1,379.33	1,379.33
XX0690	2012CE2		16.00											16.00
XX8716	2012CE2		16.00											16.00
XX7175	2014SU				10.14	6.34		9.51		181.31		12.68		219.98
XX8260	2011CE3		26.31											26.31
XX1677	2014SU												615.16	615.16
XX8302	2012CE2		16.00											16.00
XX1488	2012CE2		16.00											16.00
XX5683	2013CE3		5.00											5.00
XX9380	2010CE3		65.00											65.00

XX6463	2010CE1		175.00											175.00
XX1486	2012CE2		16.00											16.00
XX7465	2009CE3		70.00											70.00
XX4678	2012CE2		16.00											16.00
XX8804	2011CE2		105.26											105.26
XX5146	2011CE2		65.00											65.00
XX2762	2010CE1		125.00											125.00
XX6945	2012CE1		16.00											16.00
XX2088	2014SU				4.64	2.90		13.05		207.31		11.60		239.50
XX1140	2014SU												705.00	705.00
XX0730	2010CE1		125.00											125.00
XX3016	2014SU												798.38	798.38
XX4061	2007CE3		55.00											55.00
XX6847	2012CE2		16.00											16.00
XX0586	2010CE3		120.00											120.00
XX6626	2010CE3		120.00											120.00
XX0344	2010CE3		65.00											65.00
XX6612	2011CE3		65.00											65.00
XX7153	2014SU												12.31	12.31
XX0874	2010CE1		175.00											175.00
XX7502	2013CE3		16.00											16.00
XX9212	2012CE2		16.00											16.00
XX0727	2010CE1		125.00											125.00
XX3746	2012CE2		16.00											16.00
XX0508	2008CE1		50.00											50.00
XX1470	2014SU				4.00	2.50	0.01	7.50	-	107.24	5.00			126.25
XX5625	2014SU												461.20	461.20
XX5477	2011CE2		65.00											65.00
XX4016	2012CE2		16.00											16.00
XX3745	2012CE2		16.00											16.00
XX4941	2014SU												244.12	244.12
XX9054	2014SU				16.00	10.00		30.00		643.50		30.00		729.50
XX9708	2012CE2		16.00											16.00
XX5023	2014SU												938.71	938.71
XX2463	2014SU		-	12.50	8.00	5.00		7.50		178.75				211.75
XX3879	2011CE3		175.00											175.00
XX5217	2014SU				4.64	2.90		13.05		207.31		11.60		239.50
XX2319	2014SU												182.96	182.96
XX1011	2009CE3		5.00											5.00
XX9378	2011CE3		175.00											175.00
XX3744	2012CE2		16.00											16.00
XX7889	2011CE3		65.00											65.00
XX6497	2011CE3		10.00											10.00
														-
		-	4,312.57	26.96	62.43	39.03	489.17	102.29	-	2,229.70	5.00	65.88	9,720.85	17,053.88

Page Varnell

Kisha B. Simpson
(Requested by)

(Vice President for Administrative Services)

FA Issues/Withdrew Charged 25%	$ 1,322.80
Sponsor Issues	920.31
WFD	4,319.76
Return 2 Title 4	9,720.85
MISC-Return Check, Emergency Loan	770.16
	$ 17,053.88

Total Collected this period	$ 3,681.38
Debt Setoff	55.21
Total Fees Paid to collection agency	1,172.56
Net proceeds	$ 2,564.03

YTD Write Offs July 2015-Nov 2015	$ 69,109.89
Prior Year Write Offs July 2014-Nov 2014	$ 42,289.16
120 Days past due	$ 55,893.80
Percentage of Total Accounts Receivable	1.8751%

CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES

	30-Nov	31-Aug	Variance
Local Funds	$1,677,578.50	$1,450,806.38	$226,772.12
Special Funds	$7,846,064.47	$7,341,937.36	$504,127.11
Total	$9,523,642.97	$8,792,743.74	$730,899.23

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.

	30-Nov	31-Aug	Variance
STIF Interest Rate:	0.656550%	0.635630%	0.020920%

AGENDA

PERSONNEL COMMITTEE MEETING
CRAVEN COMMUNITY COLLEGE
WARD BOARDROOM, BROCK BUILDING
Monday, January 11, 2016 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*
Dr. Page Varnell, Vice President for Administrative Services
Ms. Cindy Ensley, Recorder

1. Call to Order	*Brenda Wilson, Chair*
2. Members Present Roll Call	*Cindy Ensley*
3. Quarterly Personnel Report & Openings *(info)*	*Page Varnell*
4. Adjournment	*Brenda Wilson, Chair*

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
JANUARY 11, 2016 AT 5:00 P.M.

I. Committee Chair Brenda Wilson called the meeting to order at 5:00 pm.

II. Cindy Ensley called the roll and announced a quorum present for the meeting.
Members Present: Ms. Jennifer Dacey, Mr. Ronald Knight, Ms. Rosanne Leahy, Ms. Allison Morris, Committee Chair Brenda Wilson, and Board Chairman Kevin Roberts
Members Absent: None
Others Present: Dr. Raymond Staats, President; Dr. Page Varnell, Vice President of Administrative Services; and Ms. Cindy Ensley, Recorder

III. Quarterly Personnel Report & Openings
For informational purposes, Dr. Varnell reviewed the new hires and resignations from September 1, 2015 – November 30, 2015 as indicated in the report. She also highlighted the status of the current job searches.
The Committee was informed of a disability claim by a former employee and updated on a former employee's ongoing litigation.

IV. Adjournment
With no further business to discuss, Committee Chair Wilson adjourned the meeting at 5:20 pm.

ce/1.13.16

Craven Community College Quarterly Personnel Report
September 1, 2015 – November 30, 2015

New Hires	Position Title	Effective	Monthly/Annually
Megan Phillips	Senior Administrative Assistant/LAUT	10/15/2015	$2,542/$30,504
Catherine Little	Business Account Executive/PRE	10/15/2015	$4,209/$50,508
Jenifer Marquis	Director, Distance Learning and Professional Development	11/9/2015	$5,250/$63,000

Reassignments/ Promotions	From	To	Effective	Monthly/Annually

Resignations/ Terminations/Retirements	Position	Effective	Reason
Christine Henderson	Senior Administrative Assistant/LAUT	9/9/2015	Resigned
Michael Anderson	Facilities Maintenance Technician II	10/15/2015	Resigned
Mary Clark	Executive Director of Institutional Effectiveness	10/23/2015	Resigned
Dr. Daryl Minus	Executive Vice President of Learning and Student Success	11/13/2015	Resigned

Craven Community College Current Job Searches as of November 24, 2015

Current Searches	Closes	Screening Date	Current Status
Communications Faculty	Open Until Filled	10/23/15	Level II Interviews
Dean of Health Programs	10/16/15	11/19/15	Level I Interviews
Director, Small Business Center	11/11/15	11/16/15	Committee Reviewing
Executive Director of Institutional Effectiveness	12/04/15	12/7/15	Accepting Applications
Facilities Maintenance Technician II	11/02/15	11/5/15	Position Accepted
Vice President for Instruction	11/09/15	11/11/15	Position Accepted
Vice President for Students	12/04/15	TBD	Accepting Applications

MISSION - BP 1.1

Legal Authority: NCGS 115D-1; NCGS 115D-4.1; NCGS 115D-5; 23 NCAC 2B .0104; 23 NCAC 2B .0205

Approval: April 19, 2011
Revision:

MISSION

Craven Community College is a dynamic and responsive institution of higher education committed to improving and enriching individual lives and society through comprehensive, high quality and accessible learning opportunities that allow students to contribute and compete in a diverse and global community. Consistent with the North Carolina Community College System, the mission of the College is to open the door to high quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well being of individuals by providing:

(1) education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs;

(2) support for economic development through services to and in partnership with business and industry; and

(3) services to communities and individuals which improve the quality of life.

The College Fulfills Its Mission Through:

Adult General, Basic and Secondary Education
Courses and services for students who desire to complete a high school equivalency credential or improve their adult basic education, literacy and English language skills, or for enrolled high school students seeking acceleration opportunities.

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

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

Economic/Workforce Development Education and Special Training
Customized courses specifically designed for, and in collaboration with, business, industry and the military including workforce readiness, job enhancement and technical skill development.

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

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

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

MISSION - BP 1.1

Legal Authority: NCGS 115D-1; NCGS 115D-4.1; NCGS 115D-5; 23 NCAC 2B .0104; 23 NCAC 2B .0205

Approval: April 19, 2011
Revision: January 22, 2016

Consistent with the North Carolina Community College System, the mission of the College is to open the door to high quality, accessible educational opportunities that minimize barriers to post-secondary education, maximize student success, and improve the lives and well-being of individuals.

MISSION

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

(1) education, training and retraining for the workforce, including basic skills and literacy education, occupational and pre-baccalaureate programs;

(2) support for economic development through services to and in partnership with business and industry; and

(3) services to communities and individuals which improve the quality of life.

The College Fulfills Its Mission Through:

Adult General, Basic and Secondary Education
Courses and services for students who desire to complete a high school equivalency credential or improve their adult basic education, literacy and English language skills, or for enrolled high school students seeking acceleration opportunities.

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

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.

VISION STATEMENT - BP 1.2

Legal Authority: NCGS 115D-1; NCGS 115D-5; 23 NCAC 2B .0104; 23 NCAC 2B .0205

Approval: April 19, 2011
Revision:

VISION STATEMENT

By 2015, the 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.

VISION STATEMENT - BP 1.2

Legal Authority: NCGS 115D-1; NCGS 115D-5; 23 NCAC 2B .0104; 23 NCAC 2B .0205

Approval: April 19, 2011
Revision: January 22, 2016

VISION STATEMENT

The College is recognized as a vibrant community college focused on student success and lifelong learning through innovative academic programs, community partnerships, cultural arts programming, military educational services, public radio, and workforce development.

BOARD POLICY PRINCIPLES AND GENERAL DEFINITIONS - BP 1.4

Legal Authority: NCGS 115D-5; NCGS 115D-12; NCGS 115D-13; NCGS 115D-14;
23 NCAC 2C .0100

Approval: April 19, 2011
Revision:

BOARD POLICY PRINCIPLES AND GENERAL DEFINITIONS

Policy Statement

The NCGS and the System have established and granted various powers and duties to the Board of Trustees and the President of the College, including the authority to establish policies and procedures for the efficient and orderly administration of the College. This Policy addresses the sources of authority for Policies and Procedures at the College and the procedures for their adoption and publication. The Board of Trustees delegates authority to the President to implement Policies and Procedures in accordance with Policies and instructions adopted by the Board of Trustees or required by federal or state laws and regulations. The President may promulgate those Administrative Rules deemed necessary or useful for the implementation of the Board's policies.

Definitions**:** The following definitions shall apply to all College policies and procedures unless specifically stated otherwise in a particular policy or procedure.

1. Administrative Rules; Administrative Procedure; AR: Any standard, statement, regulation, rule, or procedure of general applicability adopted by the President or required for the implementation of a Policy.
2. Board: The Board of Trustees of the College.
3. College: Craven Community College.
4. NCAC: The North Carolina Administrative Code.
5. NCGS: The North Carolina General Statutes.
6. Policy: A written guideline, course of action, or directive adopted by the Board of Trustees and applicable to the College.

7. President: The president and chief executive officer of the College. Unless otherwise stated or apparent from the context of usage, "President" also refers to the President's designee.

8. State: The State of North Carolina.

9. State Board: The State Board of Community Colleges.

10. System: The North Carolina Community College System, including the State Board of Community Colleges.

Adoption of Policies, Regulations and Rules

(1) Recommendations for New Policies and Procedures or Changes to Existing Policies and Procedures: Recommendations for new or revised Policies and Procedures may be made by the President on his or her own motion or may be proposed by any member of the College community. Recommendations from other than the President should be submitted to the Administrative Assistant to the President.

(2) Implementation of Policies and Regulations: The President, after consultation with legal counsel and the appropriate executive officer(s), may make revisions to Policies and Procedures required by federal or state laws and regulations or required for implementation of Policies adopted by the Board of Trustees.

(3) Reformatting/Minor Changes: Reformatting, editorial, and minor changes that do not affect the substance of a Policy or Procedure may be made by the President or his or her designee.

(4) Procedure for Adoption of Mandated Policies and Regulations: Proposals are submitted for initial review to the President or his or her designee. If the President or his or her designee concurs with the proposal, the proposed Policy or Procedure may be forwarded to the College's legal counsel for review. After legal review, the proposed Policy or Procedure is forwarded to the President's office for review by the executive officers. Following executive officers' review, the proposal is placed on the President's Cabinet agenda for review. Following review by the President's Cabinet, the President acts on the proposed Policy or Procedure. The President may table, study, reject, or approve the recommendation, and, where appropriate, may forward the recommendation to the Board of Trustees for action.

Content, Format, and Publication

(1) Content: Policies and Procedures create administrative structures, set priorities, assign responsibility, delegate authority, establish accountability, and define reporting requirements. They should be concise, understandable and contain only material essential to the Policy or Procedure.

(2) Format: New Policies and Procedures should be drafted in numerical outline format following the Manual template. Section titles and subtitles should be used where appropriate. Hyperlinks in the body of the regulation are limited to other College Policies, Procedures, and forms. All other references should be listed and hyperlinked in the informational section preceding the text of the Policy or Procedure.

(3) Proposed Revisions: Proposed revisions to Policies and Procedures should be noted by striking out language proposed for deletion and highlighting or underlining language that is new.

(4) Publication of Policies and Procedures: The official site for approved Policies and Procedures is the College's Policy and Procedures Manual website. Upon adoption, Policies and Procedures are to be forwarded to Administrative Assistant to the President for electronic publication on the web page. The Administrative Assistant to the President will assign a number to the Policy or Procedure, edit the title for location and subject matter clarification, insert the effective date (which will be the date the Policy or Procedure is published unless otherwise specified by the President or the Board of Trustees), and edit the informational section preceding the Policy or Procedure to include related Policies, Procedures, forms, and additional relevant information.

(5) Republication of Policies and Procedures: Any electronic republication of a Policy or Procedure by any College unit must be by hyperlink to the Manual web site. Units may publish web pages, handbooks, bulletins, brochures, and similar materials for educational purposes, but notice must be given through a disclaimer or other statement that the Policies and Procedures approved by the Board of Trustees are the controlling official Policies and Procedures of the College. The Manual web site shall state that the official policies and procedures are those approved by the Board of Trustees.

Controlling Documents

The following order of precedence shall govern in the event of a conflict between any College Policy, Administrative Rule, law or regulation:

(1) Federal law and regulation.
(2) North Carolina law and regulation.
(3) System Policies.
(4) Bylaws of the Board of Trustees.
(5) Board of Trustee Policies.
(6) Administrative Rules.

Board Policy Principles and General Definitions - BP 1.4

Legal Authority: NCGS 115D-5; NCGS 115D-12; NCGS 115D-13; NCGS 115D-14;
23 NCAC 2C .0100

Approval: April 19, 2011
Revision: January 22, 2016

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Definitions**:** The following definitions shall apply to all College policies and procedures unless specifically stated otherwise in a particular policy or procedure.

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5. Policy: A written guideline, course of action, or directive adopted by the Board of Trustees and applicable to the College. College Policies are posted on the College's website.

6. Procedure: A written guideline, course of action, or directive adopted by the President to implement Board Policy, and/or to govern academic, student, or administrative functions of the College. College Procedures are posted on the College's website.

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(2) North Carolina law and regulation.
(3) System Policies.
(4) Bylaws of the Board of Trustees.
(5) Board of Trustee Policies.
(6) College Procedures.

CRAVEN
COMMUNITY COLLEGE

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

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

A RESOLUTION IN SUPPORT OF THE CONNECT NC BOND

WHEREAS, for more than 50 years, Craven Community College has provided educational opportunities, cultural enrichment, and workforce development and training to the citizens of Craven County and surrounding areas; and

WHEREAS, Craven Community College is a key engine of growth for this region's economy by producing a skilled workforce to attract new businesses and industries and by providing higher education for citizens to advance their earning potential and quality of life; and

WHEREAS, Craven Community College must repair, renovate, and modernize its facilities in order to meet the needs of its growing student enrollment and expanding programs and services; and

WHEREAS, $5.37 million of the bond package will transform student registration and advising services on the New Bern campus, and advance STEM academic programs on the Havelock-Cherry Point campus; and

WHEREAS, $350 million will allow the North Carolina Community College System to continue to serve as a national leader in higher education and workforce development; and

WHEREAS, the $2 billion bond package will allow for much needed capital improvements while simultaneously providing construction jobs for local communities.

NOW, THEREFORE BE IT RESOLVED:

That the Craven Community College Board of Trustees strongly supports the Connect NC Bond Act as it will enable North Carolina's systems of higher education to educate and train a highly qualified workforce for the 21st century and will support our state's parks, National Guard, community infrastructure, and agricultural resources.

Furthermore, the Craven Community College Board of Trustees pledges to help educate and inform Craven County Citizenry about the importance of the bonds to the local community and all provisions of the Connect NC Bond Act on this 8th day of February, 2016, in the City of New Bern.

Kevin M. Roberts

Mr. Kevin M. Roberts, Chairman
Board of Trustees

Raymond W. Staats

Dr. Raymond W. Staats, President
Board Secretary

CRAVEN
COMMUNITY COLLEGE

BOARD OF TRUSTEES ANNUAL SELF EVALUATION

SPRING 2016

Circle your response to each question. Use the space at the end of the evaluation to add any additional information.

1. I am able to perform my Board duties free from undue external influence.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

2. The Board is not controlled by a minority of Board members nor by any outside interests or organizations.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

3. I am free of any contractual, employment, or personal or familial interest in the College.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

4. There is a clear distinction between Board responsibilities and those of the President and College Staff.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

5. I understand and am comfortable with my Board roles and responsibilities.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

6. I am actively involved in the Board's policy-making deliberations.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

7. I am kept well-informed of strategic issues important to the College.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

8. My opinions are valued and welcomed during Board discussions.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

9. Board meetings are well organized and an effective use of my time.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

10. I have adequate knowledge of the Board's By-Laws and Policies.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

11. Committee meetings are well organized and an effective use of my time.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

12. The work product and recommendations of the Committees are beneficial to the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

13. There is a climate of mutual trust and respect among Board members.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

14. The Board has an effective annual process for evaluating the President.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

15. Presentations and reports to the Board are thorough and timely.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

16. The Board represents the College positively throughout the local community.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

17. Agendas and pre-meeting materials prepare me for Board discussions and decisions.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

18. The Board communicates a strategic vision for the College and regularly evaluates progress.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

19. I am comfortable with the strategic direction of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

20. The Board makes effective use of my individual experiences and skill sets.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

21. The strategic goals of the College's Foundation align with those of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

22. I am satisfied with the overall conduct and performance of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know

Comments

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Trustee Signature

____

Date

Version: January 2016

Timeline for President's Annual Evaluation
and
Self-Evaluation of the Board of Trustees
2015-2016

February 8, 2016	Board Approves both Evaluation Tools and Timeline
February 11, 2016	Distribute both Evaluation Forms
February 29, 2016	Return both Evaluation Forms to Cindy Ensley
March 7, 2016	Personnel Committee Reviews the Results of President's Evaluation at its Regularly Scheduled Spring Meeting
April 19, 2016	Results of both Evaluations Reviewed by the Full Board at its Regularly Scheduled Spring Meeting
April 25, 2016	Feedback to the President by the Chair and Vice-Chair
April 26, 2016	Chair Submits Letter to the NCCCS Office Indicating the Evaluation was Completed

Directions:

1. Complete the President's Annual Evaluation (3 pages) by marking the appropriate score clearly and adding any additional comments on the last page
2. Sign and date the document, if you desire; it is NOT required
3. Return in the self-addressed, stamped envelope by February 29, 2016

Directions:

4. Complete the Board of Trustees' Annual Self-Evaluation (2 pages) by circling the appropriate score
5. Sign and date the document (REQUIRED)
6. Return in the same self-addressed, stamped envelope by February 29, 2016

CRAVEN
COMMUNITY COLLEGE
Foundation

January 12, 2016

Craven Community College Board of Trustees,

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

- John O. Haroldson – Owner, Haroldson Properties, LLC
- Linster Strayhorn – Senior Pastor, United Missionary Baptist Church
- Craig A. Warren – Finance Director, Craven County Finance Department

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

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

Judy Eurich, Executive Director
Institutional Advancement

ENC

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 Foundation

2015-2016
Proposed Foundation Board Members

John O. Haroldson

Mr. Haroldson graduated from Dartmouth College in 1981, and then received his M.B.A. from Columbia University Graduate School of Business in 1986. With his wife, Katherine, they founded Haroldson Properties, LLC, a commercial real estate management and development firm with properties located primarily in eastern North Carolina.

Mr. Haroldson is a board member of Swiss Bear, a board member and treasurer of The Craven County Community Foundation, a board member and treasurer of The Craven County Series of The North Carolina Symphony, a board member of Wells Fargo Bank local board, a member of the Craven County Tourism Development Authority's New Assets Committee, and Senior Warden of Christ Episcopal Church's Vestry. He is also a past president and board member of the Craven County American Heart Association, past board member of The Craven Regional Medical Center Foundation, and past board member of the Craven County YMCA.

Linster Strayhorn, Senior Pastor, United Missionary Baptist Church

Pastor Linster Leo Strayhorn, III, is a native North Carolinian having graduated from Jones Senior High and earning a BA in Criminal Justice from Shaw University. He has been a pastor with the United Missionary Baptist Church in New Bern for 17 years. Pastor Strayhorn has started several ministries that seek to serve the whole man, including prison, street outreach, soup kitchen, eldercare, Nehemiah Teach One Save One Youth program and Community Gala Benefit for non-profits organizations. He is also a VIP Ambassador for Craven Community College.

Professionally, Pastor Strayhorn has provided mental health services as Executive Director and one of the owners of Excel Human Services and Joshua Enterprise, Inc., a consultant company which provided mental health services to private companies in Eastern North Carolina.

Craig A. Warren, CPA, CLGFO
Finance Director, Craven County Finance Department

Mr. Warren graduated from UNC-W in 2005 with a BS in Business Administration and a Concentration in Accountancy. He served as financial systems specialist and then as fiscal operations manager for Craven County over the past several years. He was recently appointed as finance director. Mr. Warren is a member of the Government Finance Officers Association, the American Institute of Certified Public Accountants and the North Carolina Association of CPA's. Since 2015, he has been a board member for the Craven County Partners in Education.

Student Government Association

Report for Board of Trustees 02/08/2016

SGA Roster

Executive Board:
President: DJ Johnson
Vice President: Thomas Ashworth
Secretary: Robert Josey
Treasurer: Tucker Mentink
Parliamentarian: Crystal Henderson
Public Information Officer: Albina Kornegey

Senators:
Ben Morrow
Sam Thomas – New Addition to the SGA

Campus Life Activities and Events

- Martin Luther King Jr. National day of service was January 18th from 9am to 1pm. We had a total of 90 students, faculty, staff, administration and members of the community volunteer for the Religious Community Services. We made a total of 150 winter care packages and did a number of other service projects such as gardening, street clean up and organizing their warehouse.
- Diversity Event Results: We have had a total of 5 events where we averaged about 45 students per event where they had the opportunity to explore diverse topics through Ted Talks. The topics that were covered were unconscious bias, disabilities, listening to one sided stories, bullying and variation of homosexuality.
- Black History Month Event is Friday February 26th from 6 – 7:30pm where we will be honoring pillars of Craven County. A few honorees are Johnnie Sampson (Craven County Commissioner), Hazel B. Neil (First African American Dept. Chair at Craven), Earl Murphy (first African American Assistant Dean of Basic Adult Education) and a few others. Craven Community College Students are going to be highly involved with this event from speakers to entertainment.
- Founders Day Ball is Friday April 15th. Tickets will go on sale March 1st and they will be $10 for students and $12 for faculty, staff and guests. Attire will be Kentucky Derby themed.
- Community Day is April 16th on the Havelock campus from 10am – 2pm. We have invited the clubs to take part and host a booth, either a food or game booth, to promote their club throughout the community as well as help give back to the community. 2 clubs so far have signed up.

SGA Update:

- Fall State Conference Update: Two of the three legal issues that our Executive Board came up with were highly talked about in the Fall State Conference. Guns on Campus, as well as Teacher Compensation. The issue that will be brought to the Spring State Conference would be the Teacher Compensation. Guns on campus is still a major issue and our Executive Board continues to research and find a way to bring it to legislations attention.
- SGA is currently working on updating the Student Handbook, to better help the needs of the clubs and organizations here on campus.
- Empty Bowls event will be Thursday Feb 11th from 11-2 pm. The SGA and Ambassadors have teamed up to help collect food donations that benefit the Religious Community Services here in New Bern. We will be volunteering at Temple Baptist church to make and serve bread and soup to the community. Bowls will be $25 and all proceeds go to RCS.
- Eastern Divisional Meeting for the Spring Semester is Saturday Feb 20, 2016, at Johnston Community College.
- SGA is hosting the Shoe Drive from March 7th – April 25th. Shoe drive benefits a company called Rerun Shoes, which seeks to help less fortunate children in Africa have shoes in order to receive an education. The great thing about this organization is that they employ and help disabled Americans find employment.
- Spring State Conference will be Friday April 1st – Sunday April 3rd. We will continue to discuss and vote on the legal issue that the N4CSGA will bring to legislation.
- Campus Cookout April 25th, 11am-1pm. come out and enjoy some hot dogs, hamburgers, chips and drinks from the SGA for the students, faculty, staff and administration.
- New Student Orientation July 14th: SGA has been tasked to put together a carnival themed event at the new student orientation. We have invited the clubs to join us and 5 clubs have signed up so far to help put together an event that will welcome the students and allow them to have fun, as well as promote the clubs that we have on campus.