

# BOARD OF TRUSTEES

## MEETING AGENDA

AUGUST 17, 2021

5:30 pm – Naumann Community Room  
New Bern Campus

- |      |   |                              |
|------|---|------------------------------|
| I.   | Call to Order   | <i>Allison Morris, Chair</i> |
| II.  | Administrative Items  |                              |
|      | (1) Roll Call   | <i>Ray Staats, Secretary</i> |
|      | (2) Recognition and Appreciation of Service   | <i>Ray Staats</i>            |
|      | A. Ronald Knight (1993-2021)  |                              |
|      | (3) New Appointment   | <i>Cindy Ensley</i>          |
|      | A. Jennifer O’Neill (Board of Education, 2021-25)                                   |                              |
|      | a. Letter of Appointment  |                              |
|      | b. Statement of Economic Interest Evaluation  |                              |
|      | c. Oath of Office   |                              |
|      | (4) Reappointments and Oaths of Office  | <i>Cindy Ensley</i>          |
|      | A. Allison Morris (Board of Education, 2021-23)                                     |                              |
|      | B. Jim Davis (County Commissioners, 2021-25)  |                              |
|      | C. Whit Whitley (The Governor, 2021-25)   |                              |
|      | (5) Agenda Review and Adoption ( <i>motion</i> )                                    | <i>Allison Morris</i>        |
|      | (6) Conflict of Interest Declaration  | <i>Allison Morris</i>        |
|      | (7) Public Comment  | <i>Allison Morris</i>        |
| III. | Consent Agenda ( <i>motion</i> )  | <i>Allison Morris</i>        |
|      | (1) Approve Board of Trustees Meeting Minutes (June 9, 2021)                        |                              |
| IV.  | Instructional Update ( <i>info</i> )  | <i>Kathleen Gallman, VP</i>  |
|      | (1) Curriculum Report   |                              |
|      | (2) Spring Program Review   |                              |
| V.   | Financial Reports   | <i>Jim Millard, VP</i>       |
|      | (1) Financial Report 4 <sup>th</sup> Quarter FY 2020-21 (Apr-Jun)( <i>motion</i> )  |                              |
|      | (2) Write-Offs and Uncollectable Accounts ( <i>motion</i> )                         |                              |
|      | (3) Cash Balances ( <i>info</i> )   |                              |
| VI.  | Personnel Report 4 <sup>th</sup> Quarter FY 2020-21 (Apr-Jun)( <i>info</i> )        | <i>Jim Millard</i>           |
| VII. | Facilities Usage Report 4 <sup>th</sup> Quarter FY 2020-21 (Apr-Jun)( <i>info</i> ) | <i>Jim Millard</i>           |

- |       |  |   |
|-------|--|---|
| VIII. | <p>Old Business</p> <p>(1) Approve New Board Policies from June Review</p> <p style="padding-left: 20px;">A. BP 3.11 Admissions</p> <p style="padding-left: 20px;">B. BP 4.16 Credit for Prior Learning</p> <p style="padding-left: 20px;">C. BP 8.4 Information Security</p> <p>(2) County Budget for FY 2021-22 <i>(info)</i></p> <p>(3) Receive Officer Nominating Committee Report <i>(info)</i></p> | <p><i>Allison Morris</i></p> <p><i>Ray Staats</i></p><br><p><i>Ray Staats</i></p> <p><i>Allison Morris</i></p>                        |
| IX.   | <p>New Business</p> <p>(1) Election of Officers <i>(motion)</i></p> <p>(2) Approve Final NCCCS 3-1 for Project #2005 Keyless Entry <i>(motion)</i></p> <p>(3) 2020 CCC Foundation Financial Audit <i>(info)</i></p> <p>(4) Approve Foundation Board Members <i>(motion)</i></p>  | <p><i>Allison Morris</i></p> <p><i>Allison Morris</i></p> <p><i>Jim Millard</i></p> <p><i>Ray Staats</i></p> <p><i>Ray Staats</i></p> |
| X.    | <p>Reports</p> <p>(1) President</p> <p>(2) Chair</p> <p>(3) Attorney</p> <p>(4) Foundation President</p>   | <p><i>Ray Staats</i></p> <p><i>Allison Morris</i></p> <p><i>Jamie Norment</i></p> <p><i>David McFadyen</i></p>                        |
| XI.   | <p>Transfer of the Gavel</p> <p>(1) Remarks by New Chair</p>   | <p><i>Allison Morris</i></p>  |
| XII.  | <p>Adjournment</p>   | <p><i>New Chair</i></p>   |

**CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
ROLL CALL**

**August 17, 2021**

Ms. Jennifer Dacey

Dr. Jim Davis

Ms. E.T. Mitchell

Ms. Allison Morris

Ms. Jennifer O'Neill

Dr. Ervin Patrick

Ms. Sandra Phelps

Mr. Kevin Roberts

Mr. Bill Taylor

Mr. Tabari Wallace

Mr. Whit Whitley

Ms. Brenda Wilson

Student Trustee (ex officio)

Mr. David McFadyen, 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?



## Board of Education

FRANCES H. BOOMER, *Chairman* • KIMBERLY R. SMITH, *Vice Chairman*

NAOMI E. CLARK • VICTOR J. DOVE • CARROLL G. IPOCK, II • STEFANIE KING • JAMES M. MURPHY

MEGHAN S. DOYLE, *EDD, Superintendent*

RECEIVED

JUN 21 2021

President's Office

June 16, 2021

Dr. Raymond Staats  
800 College Court  
New Bern, NC 28562

Dear Dr. Staats:

During the Craven County Board of Education board work session on June 15, 2021, the board agreed and acted to appoint Ms. Jennifer O'Neill to serve on the Board of Trustees of Craven Community College, effective July 1, 2021-June 30, 2025.

I am pleased to inform you of the action taken by the board. Please let us know if you need additional information related to this appointment.

Sincerely,



Dr. Meghan S. Doyle  
Superintendent



RECEIVED

JUN 24 2021

President's Office

**STATE ETHICS COMMISSION**

POST OFFICE BOX 27685

RALEIGH, NC 27611

PHONE: 919-814-3600

*Via Email*

June 24, 2021

Frances Boomer, Chairman  
Craven County Board of Education  
3600 Trent Road  
New Bern, North Carolina 28562

**Re: Evaluation of Statement of Economic Interest Filed by Ms. Jennifer O'Neill  
Appointee to the Craven Community College Board of Trustees**

Dear Chairman Boomer:

Our office has received **Ms. Jennifer O'Neill's** 2021 Statement of Economic Interest as an appointee to the **Craven Community College Board of Trustees (the "Board")**. We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act (the "Act").

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

**We did not find an actual conflict of interest or the likelihood for a conflict of interest.**

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

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Ms. O'Neill would fill the role of an at-large member on the Board.

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

When this letter cites an actual or potential conflict of interest under N.C.G.S. § 138A-24(e), the conflict must be recorded in the minutes of the applicable board and brought to the membership's attention by the board's chair as often as necessary to remind all members of the conflict and to help ensure compliance with the Act. N.C.G.S. § 138A-15(c).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. 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 Act.

Sincerely,



Mary Roerden, SEI Unit  
State Ethics Commission

cc: Jennifer O'Neill  
Attachment: Ethics Education Guide



OATH OF OFFICE  
BOARD OF TRUSTEES

I, Jennifer L. O'Neill, do solemnly swear that I will support the Constitution of the United States.

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

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

  
Jennifer L. O'Neill

Sworn to and subscribed before me, this the 17<sup>th</sup> day of August, 2021.



Cynthia G. Ensley, Notary  
Craven County, North Carolina





## Board of Education

FRANCES H. BOOMER, *Chairman* • KIMBERLY R. SMITH, *Vice Chairman*  
NAOMI E. CLARK • VICTOR J. DOVE • CARROLL G. IPOCK, II • STEFANIE KING • KELLI S. MUSE  
MEGHAN S. DOYLE, EDD, *Superintendent*

April 22, 2021

RECEIVED

APR 28 2021

President's Office

Dr. Raymond Staats  
800 College Court  
New Bern, NC 28562

Dear Dr. Staats:

During the Craven County Board of Education board work session on February 16, 2021, the board agreed and acted to re-appoint Mrs. Allison Morris to serve on the Board of Trustees of Craven Community, July 1, 2021-June 30, 2023. To correct the appointment process back to every four years a trustee should be appointed or reappointed by the Board of Education, Trustee Morris' next term should be for a two-year period (July 1, 2021-June 30, 2023).

I am pleased to inform you of the action taken by the board. Please let us know if you need additional information related to this appointment.

Sincerely,

Dr. Meghan S. Doyle  
Superintendent





OATH OF OFFICE  
BOARD OF TRUSTEES

I, Allison R. Morris, do solemnly swear that I will support the Constitution of the United States.

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

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

A handwritten signature in black ink, appearing to read "Allison R. Morris", is written over a horizontal line.

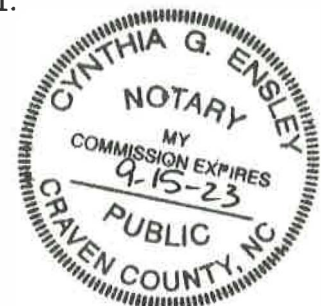
Allison R. Morris

Sworn to and subscribed before me, this the 17<sup>th</sup> day of August, 2021.

A handwritten signature in black ink, appearing to read "Cynthia G. Ensley", is written over a horizontal line.

Cynthia G. Ensley, Notary

Craven County, North Carolina



**Board of Commissioners**

Jason R. Jones, Chairman  
Denny Bucher, Vice Chairman  
George S. Linder  
Thomas F. Mark  
Theron L. McCabe  
Ettienne "E.T." Mitchell  
Beatrice R. Smith

**Administrative Staff**

Jack B. Veit, III, County Manager  
Gene Hodges, Assistant County Manager  
Nan E. Holton, Clerk to the Board  
Amber M. Parker, Human Resources Director  
Craig Warren, Finance Director

# Craven County



**Administration Building**

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

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

June 23, 2021

Dr. James Davis, Jr.  
3600 Wedgewood Drive  
New Bern, NC 28562

Dear Dr. Davis:

This is to inform you that on Monday, June 21, 2021 the Board of Commissioners reappointed you to serve on the Craven Community College Board of Trustees and to thank you for accepting another term. The contribution you are making as a member of this Board is very much appreciated and the Craven County Commissioners have asked me to pass along our sincere thanks for your willingness to continue to serve the community in this way.

On behalf of the entire Board of Commissioners, I would like to thank you for your willingness to continue serving on this Board.

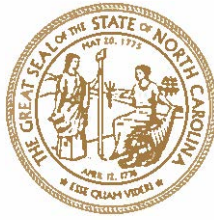
Sincerely,

A handwritten signature in black ink that reads "Jason R. Jones".

Jason R. Jones, Chairman  
Craven County Board of Commissioners

JRJ:ajj

cc: Dr. Raymond Staats



STATE OF NORTH CAROLINA  
OFFICE OF THE GOVERNOR

ROY COOPER  
GOVERNOR

July 1, 2021

Mr. Robert E. Whitley  
103 Neuse Landing Drive  
New Bern, North Carolina 28560

Dear Whit:

I am pleased to reappoint you to serve as a member of the Craven Community College Board of Trustees. Pursuant to N.C. Gen. Stat. § 115D-12, your reappointment is effective immediately. Your term will expire on June 30, 2025.

Your board or commission is covered by the State Ethics Act. As a result, please remember that you must participate in ethics training every two years, and you are required to file a Statement of Economic Interest by April 15 of each year.

Thank you for continuing to serve the people of North Carolina. I am grateful that you are willing to give your time and talents to move North Carolina forward.

Please read the enclosed instructions carefully so that we may complete the reappointment process. If you have any questions, contact the Office of Boards and Commissions at (919) 814-2077.

With kind regards, I am

Very truly yours,

A handwritten signature in black ink that reads "Roy Cooper".

Roy Cooper

cc: Dr. Raymond Staats



OATH OF OFFICE  
BOARD OF TRUSTEES

I, Robert Whitley, Jr., do solemnly swear that I will support the Constitution of the United States.

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

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

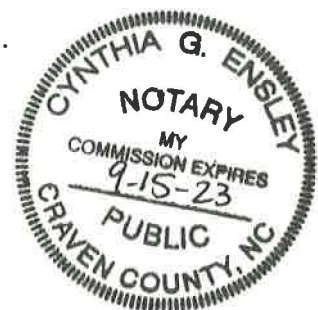
A handwritten signature in black ink, appearing to read "R. Whitley, Jr.", written over a horizontal line.

Robert Whitley, Jr.

Sworn to and subscribed before me, this the 17<sup>th</sup> day of August, 2021.

A handwritten signature in black ink, appearing to read "Cynthia G. Ensley", written over a horizontal line.

Cynthia G. Ensley, Notary  
Craven County, North Carolina



CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING MINUTES  
JUNE 9, 2021

The Craven Community College Board of Trustees met on Wednesday, June 9, 2021 in the Naumann Community Room with Board Chair Allison Morris presiding. The meeting was called to order at 12:00 pm, following the Board's annual retreat.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Ms. Jennifer Dacey, Dr. Jim Davis, Mr. Ron Knight, Ms. E.T. Mitchell, Ms. Allison Morris, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Tabari Wallace, Mr. Whit Whitley, and Ms. Brenda Wilson

Ex-Officio members absent were: Mr. David McFadyen, CCC Foundation Board President

Others present were: Dr. Raymond Staats, College President and Board Secretary; Mr. Jamie Norment, Attorney, Ward and Smith; Dr. Kathleen Gallman, Vice President for Instruction; Mr. Jim Millard, Vice President for Administration; Mr. Gery Boucher, Vice President for Students; and Ms. Cindy Ensley, Executive Assistant to the President and Board of Trustees.

Board Chair Morris declared a quorum present for the meeting and welcomed everyone to the June board meeting.

Agenda Review and Adoption

Board Chair Morris reviewed the agenda (attached). Trustee Knight motioned to accept the agenda as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Conflict of Interest Declaration

Board Chair Morris read the conflict of interest statement. Members noted no conflicts.

Public Comment

Board Chair Morris called for public comment and none was expressed.

#### Consent Agenda

Trustee Mitchell motioned to accept the minutes (attached) of the April 20, 2021 meeting as presented; Trustee Knight seconded the motion and the motion was unanimously approved.

#### Summer Enrollment

VP Gery Boucher reported on curriculum and workforce summer enrollment noting a steady downward trend in curriculum enrollment over the last ten years (attached). The new Longleaf Commitment grant will assist 2021 high school graduates, from low- and middle-income families, to attend community college over the next two years. This grant should increase college enrollment as well as assist students with their higher education goals.

#### Financial Reports

*Fiscal Year 2020-21 3<sup>rd</sup> Quarter Financial Report:* VP Jim Millard highlighted the reports for January – March 2021 (attached). Trustee Patrick motioned to approve the report as presented; Trustee Mitchell seconded the motion and the motion was unanimously approved.

*Write-Offs and Uncollectable Accounts:* VP Millard explained that collection efforts had been suspended by the State since the pandemic, thus a blank report (attached). Trustee Whitley motioned to approve the report as presented; Trustee Knight seconded the motion and the motion was unanimously approved.

*Cash Balances:* The cash balance report was reviewed by VP Millard for informational purposes (attached).

#### Personnel Report

For informational purposes, VP Millard highlighted the 3<sup>rd</sup> quarter (January – March) 2020-21 Personnel Report (attached).

#### Facilities Usage Report

The 3<sup>rd</sup> quarter (January – March) 2020-21 Facilities Usage Report was presented for informational purposes (attached).

Strategic Plan Assessment Goal 2 Update

President Staats reviewed the 2<sup>nd</sup> quarter 2021 Student-Centered Experience Assessment (attached). The 2017-2022 strategic plan is nearing completion and the 2023-2028 planning cycle will begin next spring.

Old Business

*Approve Revised Board Policy:* President Staats reviewed BP 6.7 College Parking (attached) presented for review in April. Trustee Roberts motioned to approve the revised board policy as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

New Business

*Approve Continuing Budget Resolution for FY 2021-22:* President Staats presented the resolution authorizing him to pay salaries and ordinary expenses until such time a budget is presented to the board for approval (attached). Trustee Wilson motioned to approve the continuing budget resolution; Trustee Davis seconded the motion and the motion was unanimously approved.

*Review New and Revised Board Policies for Approval in August:* President Staats explained the policies (attached) for review and subsequent approval at the August 2021 meeting.

BP 3.11 Admissions (revised)

BP 4.16 Credit for Prior Learning (new)

BP 8.4 Information Security (new)

*BP 8.1 Acceptable Use of College Technology Policy:* President Staats reviewed the administrative edits to the board policy (attached) for informational purposes.

*Appoint Board Officer Nominating Committee FY 2021-22:* Board Chair Morris appointed Trustees Taylor, Knight, and Davis to the committee with Trustee Taylor as chair. The committee was tasked to present a recommended slate of officers for fiscal year 2021-22 that includes a chair, vice chair, and secretary (the College President customarily fills the secretary position). The recommended slate of officers will be presented at the August 2021 board meeting.

*Receive 2021-22 Board of Trustees Meeting Schedule:* The schedule of meetings for fiscal year 2021-22 was presented by Executive Assistant Ensley, with August 17, 2021 being the next scheduled board meeting (attached).

Reports

*President:* President Staats gave an update on commencement, new COVID guidelines from the Governor's Office, and federal COVID funding. A special-called board meeting may be necessary to approve the lease for the kitchen project space at the Volt Center upon approval by the City of New Bern Board of Aldermen.

*Chair:* Board Chair Morris acknowledged the satisfactory board self-evaluation, as discussed during the board retreat, and thanked all trustees for their input and devotion to the college and the community.

*Attorney:* Attorney Jamie Norment gave a brief legislative update on State funding.

Adjournment

With no further business to be presented, Board Chair Morris adjourned the meeting at 1:47 pm and thanked everyone for their participation.

Respectfully submitted:



Allison R. Morris, Chair  
August 17, 2021



Raymond W. Staats, Secretary  
August 17, 2021



Department	Strengths	Committee Recommendations
<b>Academic Support Center</b>	<ol style="list-style-type: none"> <li>1. Significantly Increased Support Services</li> <li>2. Brand New, Inviting Space</li> <li>3. Professionalization of Support Staff</li> <li>4. Embedded Tutoring/Developmental Education Support</li> </ol>	<ul style="list-style-type: none"> <li>➤ Increase marketing/visibility of the Center and its numerous services.</li> <li>➤ Continue working with Havelock to ensure equity/equal opportunity of support services.</li> <li>➤ Maximize resources and keep vital services offered under the Title III grant.</li> <li>➤ Consider ways to best utilize/maximize the Aviso retention software for students.</li> </ul>
<b>Testing Center</b>	<ol style="list-style-type: none"> <li>1. Efforts as a New Unit</li> <li>2. Staff Commitment to Student Success</li> <li>3. PearsonVUE/Certified Testing Center</li> <li>4. Revenue-Earning Center</li> </ol>	<ul style="list-style-type: none"> <li>➤ Assure adequate staffing of the center to maintain testing compliance.</li> <li>➤ Continue working to mitigate noise concerns; consider a vending machine in Barker Hall.</li> <li>➤ Expand tests/services offered on the Havelock campus.</li> <li>➤ Improve outreach to ensure constituencies are aware of the Center and its services.</li> </ul>
<b>Grants &amp; Strategic Partnerships</b>	<ol style="list-style-type: none"> <li>1. Expansion of Grant Funding</li> <li>2. Cultivated Strong Relationships with External Partners</li> <li>3. Staff Responsiveness (i.e. Florence, COVID-19)</li> <li>4. Finding the Right Fit in Institutional Effectiveness</li> </ol>	<ul style="list-style-type: none"> <li>➤ Work to clearly define roles and expectations concerning grants processes at the college.</li> <li>➤ Increase stakeholder awareness about Grants &amp; Strategic Partnerships—i.e. grant opportunities, workshops, successes/awards, etc.</li> <li>➤ Integrate “lessons learned” to support continuous improvement.</li> <li>➤ Find opportunities to fill in areas of need (i.e. Title III, Minority Mentoring); seek funding sources for these efforts.</li> </ul>
<b>College &amp; Career Readiness</b>	<ol style="list-style-type: none"> <li>1. Transitions Academy &amp; First Step Classes</li> <li>2. Flexibility and Perseverance in Dealing with an Ever-Changing Environment</li> <li>3. Holistic Advising &amp; Integrating Students into Campus Culture</li> <li>4. Using Data to Drive Decision-Making</li> </ol>	<ul style="list-style-type: none"> <li>➤ Explore the possibility of expanding services (i.e. a second Transitions class) in more off-campus locations.</li> <li>➤ With the uncertainty surrounding the RISE program, consider absorbing RISE under the auspices of CCR.</li> <li>➤ Continue outreach to secondary partners to ensure pathways for students who dropout.</li> <li>➤ Highlight student achievements and expand outreach efforts.</li> </ul>
<b>Human Resources</b>	<ol style="list-style-type: none"> <li>1. Expansion of Departmental Scope (COVID-19/Safety)</li> <li>2. Improved Hiring Processes (Neogov)</li> <li>3. Maintaining Compliance/Safe Colleges Training</li> <li>4. Improved Perceptions/Services Review Commentary</li> </ol>	<ul style="list-style-type: none"> <li>➤ Enrich the onboarding experience for new employees.</li> <li>➤ Consider adopting a 360 evaluation tool to provide a more comprehensive performance assessment.</li> <li>➤ Work to mitigate turnover/human capital loss.</li> <li>➤ Digitize records; move toward electronic record-keeping.</li> </ul>
<b>Public Radio East</b>	<ol style="list-style-type: none"> <li>1. ‘Always On’ in Time of Need (Florence, COVID)</li> <li>2. Expanded Membership/Doing More with Less</li> <li>3. PRE/Craven CC Broadcasting Program of Study</li> <li>4. Space Renovations</li> </ol>	<ul style="list-style-type: none"> <li>➤ Raise funds for major capital repairs and replacements (i.e. transmitter in Newport).</li> <li>➤ Continue working on ways to appeal to broader demographics.</li> <li>➤ Make existing space more welcoming for visitors.</li> <li>➤ Work with faculty and staff to help launch Broadcasting Technology program of study.</li> </ul>

Craven Community College  
State Funds Budget Comparison Report  
As of June 30, 2021 - 100% of the Year

**FY 2020-2021 Budget Comparison  
as of June 30, 2021  
100% of year**

**President's Office & Institutional Advancement**

**Administration**

**Instruction**

**Students & WFD**

	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
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**Administrative**

Salaries & Benefits	587,648	587,648	(0)	100%	2,512,082	2,512,082	0	100%	3,291,496	3,289,689	1,807	100%	2,927,205	2,927,191	14	100%
519 Contracted Services					310,091	310,094	(3)	100%	30,835	30,835	0	100%	80,302	78,695	1,607	98%
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	1,258	1,258	(0)	100%	22,874	22,872	2	100%	12,032	12,027	5	100%	9,248	9,367	(119)	101%
527 Other Supplies	963	962	1	100%	389,028	389,124	(96)	100%	19,719	19,717	2	100%	6,488	6,534	(46)	101%
528 Audio-Visual Supplies																
531 Staff Development	2,833	2,834	(1)	100%	5,795	5,696	99	98%	14,279	14,278	1	100%	4,511	4,350	161	96%
532 Comm/Postage/Software					224,173	224,174	(1)	100%	57,445	57,444	1	100%	25,801	25,801	0	100%
534 Printing & Binding									1,503	1,503	0	100%	35,795	35,795	(0)	100%
535 Repairs & Maintenance	3,677	3,678	(1)	100%	169,747	169,746	1	100%	5,137	5,136	1	100%	984	983	1	100%
536 Freight					15	15	0	100%								
537 Advertising					8,801	8,801	0	100%					130,560	130,559	1	100%
538 Data Processing																
539 Other Current Services	1,094	1,093	1	100%	50,443	50,445	(2)	100%	78	79	(1)	101%	35,202	32,462	2,740	92%
541 Rental of Property																
543 Lease/Rental Other Equipme					32,164	32,164	0	100%	7,403	7,403	0	100%				
544 Data Processing Software					49,559	49,560	(1)	100%	8,470	8,470	0	100%				
546 Memberships & Dues	15,736	15,736	1	100%	1,876	1,876	0	100%	14,407	14,407	0	100%	1,461	1,461	0	100%
548 NEIT Admin																
55x Equipment					174,574	174,453	121	100%					21,507	21,507	0	100%
558 Building																
560 Scholarship																
<b>Total Administrative:</b>	<b>613,209</b>	<b>613,208</b>	<b>1</b>	<b>100%</b>	<b>3,951,222</b>	<b>3,951,100</b>	<b>122</b>	<b>100%</b>	<b>3,462,804</b>	<b>3,460,986</b>	<b>1,818</b>	<b>100%</b>	<b>3,279,064</b>	<b>3,274,705</b>	<b>4,359</b>	<b>100%</b>

**Instructional**

Salaries & Benefits					43,131	43,130	1	100%	7,278,591	7,278,583	8	100%	1,125,237	1,125,237	0	100%
519 Contracted Services									14,246	14,246	0	100%	141,171	139,411	1,760	99%
523 Instructional Supplies									129,135	129,240	(105)	100%	162,458	162,452	6	100%
524 Repair Supplies																
525 Motor Vehicle Supplies									270	270	0	100%				
526 Office Supplies													347	347	(0)	100%
527 Other Supplies									7,395	7,391	4	100%	7,585	7,594	(9)	100%
528 Audio-Visual Supplies									6,189	6,163	26	100%				
531 Staff Development									2,553	2,482	71	97%	73	62	11	85%
532 Comm/Postage/Software									85,259	85,257	2	100%	3,501	3,503	(2)	100%
534 Printing & Binding									294	294	(0)	100%	474	474	0	100%
535 Repairs & Maintenance									66,916	66,828	88	100%	1,192	1,192	(0)	100%
536 Freight									14	13	1	96%				
537 Advertising													1,093	1,091	2	100%
539 Other Current Services									61,916	61,868	48	100%	26,607	26,614	(7)	100%
541 Rental of Property									160	160	0	100%	2,000	2,000	0	100%
543 Lease/Rental Other Equipme													-	(5)	5	0%
544 Data Processing Software									8,916	8,915	1	100%				
545 Insurance													1,154	1,154	0	100%
546 Memberships/Accredita & Dues									12,173	12,173	0	100%				
55x Equipment									555,496	555,095	401	100%	56,794	56,794	0	100%
556 Books									12,175	11,532	643	95%				
560 Scholarship													229,780	199,990	29,790	87%
<b>Total Instructional:</b>					<b>43,131</b>	<b>43,130</b>	<b>1</b>	<b>100%</b>	<b>8,241,698</b>	<b>8,240,511</b>	<b>1,187</b>	<b>100%</b>	<b>1,759,466</b>	<b>1,727,909</b>	<b>31,557</b>	<b>98%</b>

<b>Total Admin &amp; Instructional:</b>	<b>613,209</b>	<b>613,208</b>	<b>1</b>	<b>100%</b>	<b>3,994,353</b>	<b>3,994,231</b>	<b>122</b>	<b>100%</b>	<b>11,704,502</b>	<b>11,701,497</b>	<b>3,005</b>	<b>100%</b>	<b>5,038,530</b>	<b>5,002,614</b>	<b>35,916</b>	<b>99%</b>
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Budget	Expenses	Remain Bal	% Spent
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**College Totals**

<b>21,350,594</b>	<b>21,311,549</b>	<b>39,045</b>	<b>100%</b>
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**Craven Community College  
Institutional Funds Budget  
As of June 30, 2021 - 100% of the Year**

<b>FUND</b>	<b>PURPOSE</b>	<b>BUDGET</b>	<b>EXPENDITURES YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% SPENT</b>	<b>REVENUES YEAR TO DATE</b>	<b>FUND BALANCE</b>
01	121 Flex Spending	-	-	-	0%	-	7,861.62
00	130 Title IX/Cleary	28,581.00	21,820.37	6,760.63	76%	174.06	35,943.19
01	133 Discretionary	94,919.00	54,081.95	40,837.05	57%	40,044.79	71,089.63
01	134 Unrestricted Overhead Receipts	9,220.00	-	9,220.00	0%	8,131.91	51,116.88
01	136 Foundation	305,912.00	227,334.09	78,577.91	74%	236,454.80	384,709.33
01	137 Financial Aid Matching	9,295.00	718.63	8,576.37	8%	60.30	11,111.52
01	221 Applied Music	2,590.00	-	2,590.00	0%	1,926.16	26,203.93
01	227 Extra Curricular Activities	350.00	-	350.00	0%	222.20	42,745.30
01	250 Curriculum-Self Supporting	15,920.00	10.84	15,909.16	0%	(6,989.80)	134,186.56
01	312 Fire College	-	-	-	0%	63.39	12,142.51
01	340 WFD-Self Supporting	701,663.00	427,081.44	274,581.56	61%	281,681.24	525,390.48
01	411 Learning Resource Center	1,300.00	-	1,300.00	0%	803.58	26,505.62
01	460 Customized Ind Train Support	17,211.00	6,184.07	11,026.93	36%	6,346.05	34,699.25
01	461 Small Business Support Fund	-	-	-	0%	0.66	126.33
01	610 VOLT Center	2,400.00	-	2,400.00	0%	459.21	87,977.04
02	131 College Work Study	87,509.00	54,822.88	32,686.12	63%	54,822.88	-
02	134 Restricted Overhead Receipts	87,529.00	8,044.37	79,484.63	9%	35,658.26	160,157.89
02	138 Returned Check Fee Fund	620.00	27.63	592.37	4%	453.37	21,012.28
02	139 CARES Act/NCCF WorkReady	6,158,215.00	991,199.50	5,167,015.50	16%	991,199.50	353.20
02	220 NCSU Engineering	69,566.00	32,322.20	37,243.80	46%	52,639.82	39,385.88
02	227 ENCORE	15,025.00	10,857.62	4,167.38	72%	15,018.16	5,997.70
02	228 Grants -NSF SEAS/Bosch/NCCF	317,040.00	113,402.01	203,637.99	36%	36,905.45	208,713.92
02	291 Specific Fees - Lab/DE/ASC	1,099,986.00	786,712.10	313,273.90	72%	831,161.71	2,133,423.55
02	292 System-Wide Fees-Comp Tech	612,126.00	433,139.57	178,986.43	71%	198,802.26	1,864,731.85
02	293 Patron Fees	32,213.00	10,495.39	21,717.61	33%	6,128.12	287,882.95
02	314 Grants - Workforce Development/BS	248,057.80	246,020.49	2,037.31	99%	239,929.60	(14,183.81)
02	355 NCDPS Reentry Program	233,437.00	49,058.03	184,378.97	21%	45,303.00	(3,755.03)
02	392 System-Wide Fees - WFD Comp	1,593.00	1,276.77	316.23	80%	1,635.32	9,669.67
02	412 LSTA COVID-19 Grant	1,000.00	999.64	0.36	100%	999.64	-
02	521 C-Step Grant	12,500.00	11,245.07	1,254.93	90%	7,502.37	1,254.93

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	531 Professional Liability Ins	7,409.00	6,299.97	1,109.03	85%	1,443.57	29,845.57
02	532 Student Insurance	6,205.00	6,204.33	0.67	100%	5,743.00	(429.44)
02	533 Transcript Fees	44,168.00	20,764.21	23,403.79	47%	38,990.34	294,545.01
02	534 TRIO/Title III Grants	804,847.00	596,329.69	208,517.31	74%	595,246.90	(12,541.12)
02	790 Orringer Hall Fund	-	-	-	0%	255.09	48,868.94
02	791 Public Radio East	1,114,239.00	868,321.81	245,917.19	78%	1,047,177.39	181,834.14
02	795 Career Fair	-	-	-	0%	3.06	584.56
02	796 Testing Centers	22,560.00	19,900.69	2,659.31	88%	14,404.67	38,477.63
02	797 Public Radio East Foundation	653,189.00	662,784.87	(9,595.87)	101%	687,784.87	162,526.21
02	823 SEOG	110,610.00	110,610.36	(0.36)	100%	110,610.36	-
02	824 Pell	4,500,000.00	4,293,687.05	206,312.95	95%	4,293,763.05	-
02	829 Cares Act	4,477,936.00	794,322.00	3,683,614.00	18%	794,322.00	-
02	830 NCCC Target Asst/LTHT	8,062.00	8,062.00	-	100%	8,062.00	-
02	831 Golden Leaf Scholars	19,102.00	-	19,102.00	0%	-	-
02	833 NCCG	233,847.00	161,186.00	72,661.00	69%	161,436.00	250.00
02	834 Teacher Assistant Sch Fund	10,465.00	7,511.00	2,954.00	72%	7,511.00	-
02	835 State Aid Scholarships	166,909.00	166,617.00	292.00	100%	157,117.00	-
02	840 General Scholarships	248,142.00	222,302.00	25,840.00	90%	233,805.37	312,876.03
02	841 Endowment/Other Scholarships	164,154.00	141,851.07	22,302.93	86%	138,927.43	500.00
05	710 Clearwire Distribution	7,911.00	-	7,911.00	0%	5,395.73	34,047.47
05	720 Bookstore	195,535.00	164,774.96	30,760.04	84%	56,344.45	750,058.07
05	730 Food Service	25,245.00	25,000.00	245.00	99%	13,958.03	2,910.17
05	740 Campus Access	66,550.00	63,704.38	2,845.62	96%	58,670.13	52,559.93
05	770 Student Activity Funds	199,284.00	117,389.02	81,894.98	59%	126,660.82	223,793.49
06	810 J. Wrenn Emergency Loan Fu	800.00	(7,032.63)	7,832.63	-879%	1,541.27	44,555.05
07	910 Buildings & Grounds	1,221,691.00	816,603.28	405,087.72	67%	1,036,276.93	2,574,956.77
08	792 Public Radio East Endowment	-	-	-	0%	380.73	72,938.45
08	850 Endowments	162,654.00	137,927.43	24,726.57	85%	779,829.07	3,312,775.82
<b>Total</b>		<b>24,637,291.80</b>	<b>12,891,975.15</b>	<b>11,745,316.65</b>	<b>52%</b>	<b>13,463,198.27</b>	<b>14,292,386.92</b>



**CRAVEN COMMUNITY COLLEGE  
REPORT OF CASH BALANCES**

<b>STIF Account:</b>	<b>30-Jun</b>	<b>31-Mar</b>	<b>Variance</b>
<b>Local Funds</b>	\$2,554,280.41	\$2,131,590.97	\$422,689.44
<b>Special Funds</b>	\$9,722,637.92	\$9,486,481.14	\$236,156.78
<b>Total</b>	\$12,276,918.33	\$11,618,072.11	\$658,846.22

**NOTE:** A balance of \$100,000 is maintained in an interest bearing account with First Citizens Bank.  
All funds over the \$100,000 are on deposit with the North Carolina State Treasurer.

	<b>30-Jun</b>	<b>31-Mar</b>	<b>Variance</b>
<b>STIF Interest Rate:</b>	0.224390%	0.243070%	-0.018680%

## Craven Community College Personnel Report

April 1, 2021 – June 30, 2021

New Hires	Position Title	Effective	Monthly/Annually
Caitlin Gibson	Administrative Assistant, TRiO (PT Regular)	4/1/21	\$1,634/\$19,608
Tiffany Boone	Re-Entry Job Placement Specialist	4/7/21	\$3,167/\$38,004
Angela Wilson-Ward	Re-Entry Coordinator	4/7/21	\$3,334/\$40,008
William Franchi	Director, Aviation Management and Career Pilot Program	5/15/21	\$6,250/\$75,000
Margaret Liddell	Accounting Assistant- Cashier	6/1/21	\$2,667/\$32,004

Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Joseph Boyce	Aviation Systems Technology, Faculty (9 months)	Director, Aviation Systems Technology (12 months)	5/15/21	\$5,500/\$66,000
Rebecca Arthur	Testing Proctor (PT Regular)	Library Assistant (FT Regular)	6/1/21	\$2,500/\$30,000
Lakissha Kludy	Testing Proctor/Assistant (PT Regular)	Testing Proctor (FT Regular)	6/15/21	\$2,254/\$27,048
Mitchell Martin	Military Affairs Resource Coordinator	Student Affairs Coordinator	6/15/21	\$3,625/\$43,500

Resignations/ Terminations/Retirements	Position	Effective	Reason
Philip D'Andrea	Custodian	4/27/21	Resignation
Marcy Latteman	Administrative Assistant- Academic Support (PT Regular)	4/29/21	Resignation
Vicki Meginnis	Receptionist/Administrative Assistant-President's Office (PT Regular)	5/14/21	Resignation
Lesley Clayton	Mathematics, Faculty	5/15/21	Resignation
Anne Morris	Student Success Coach-Title III	5/19/21	Resignation
Aileen Will	Admissions Specialist-Health Programs (PT Regular)	5/21/21	Resignation
Camille Cooper	Academic Success Coordinator-TRiO	5/25/21	Resignation
Linwood Hartsell	Health/Physical Education, Faculty	5/31/21	Retirement
Robert Husson	Information Technology, Faculty	5/31/21	Retirement
Shelley Adkins	Institutional Advancement Specialist	6/3/21	Resignation
Evan Warner	IT Technician (PT Regular)	6/21/21	Resignation
Sherry Forrest	Academic Advisor	6/30/21	Retirement
Samuel Nelson	Campus Security Officer	6/30/21	Non-Renewal



Craven CC Facilities Usage Report  
April - June 2021

**EXTERNAL USERS OF FACILITIES**

<b>Name of Organization</b>	<b>Date(s) of Use</b>	<b>Type of Organization</b>	<b>Facility</b>	<b>Fees</b>	<b>Date Fees Received</b>	<b>Estimated Number of Attendees</b>
City of New Bern (Board of Aldermen)	4/13, 4/27, 5/11	Gov	Orringer Auditorium	\$0.00		80

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

# BP – 3.11

## ADMISSIONS

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*Legal Authority: DoDI 1322.25; NCGS 115D-1, 115D-2.1, 115D-39, and 116-143; 1D SBCCC 200.95, 300.4(c), 400.2, and 400.11*

*Approved: (DRAFT June 9, 2021 for Board Review/Approval August 2021)*  
*Previous Edition: February 16, 2021*

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### **ADMISSIONS**

Craven Community College is an *open-door* admissions higher education institution. The College will normally admit all applicants who meet the criteria set forth in this policy. In addition, the College admits students without regard to race, color, national origin, religion, age, sex, sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information.

Admission to the College, however, does not guarantee admission into specific College programs. Students may be selected into competitive admissions programs once they have met the requirements and demonstrated the aptitude for those programs.

The President of the College shall implement admissions Procedures consistent with this policy.

### **Secondary School Accreditation**

Admission to the College will not be denied based on the accreditation status of a secondary school located in North Carolina, unless accreditation was conducted by a State agency. In addition, the College will not use such accreditation status in any decision related to the admission to programs of study or the distribution of loans, scholarships, or other educational activity at the College. The term “accreditation” shall include certification or any other similar approval process.

### **Residency Determination**

North Carolina law prescribes specific requirements for establishing residency for tuition classification purposes. In general, a North Carolina resident for tuition purposes is a person who has established and maintained legal residence in North Carolina for at least 12 months. For dependent persons (as defined by IRS tax code), residency is determined as that of the parent or legal guardian.

Other persons not meeting the 12-month legal residence requirement may be classified as North Carolina residents for tuition purposes only if they fall within one of the limited categories authorized by the North Carolina Legislature. All other persons are ineligible for classification as a North Carolina “resident for tuition purposes” and will be charged out-of-state tuition.

State statutes require the College to utilize the statewide Residency Determination Service (RDS) for new and returning students. All applicants (with the exception of Career and College Promise applicants) must complete a Residency Determination request to determine their tuition status (in state or out of state)

prior to completing and submitting an Admissions application. Students may be required to submit supporting documentation during this process within timeframes required by RDS.

### **Undocumented Immigrants**

The College shall admit an undocumented immigrant, defined, for purposes of this Policy, as any person not lawfully present in the United States, only if the applicant has attended and graduated from a United States public high school, private high school, or home school that operates in compliance with state or local law. In addition, it is the policy of the College that:

- Federal immigration classifications will be used to determine whether a person is an undocumented immigrant,
- Undocumented immigrants who are admitted shall comply with all federal and state laws regarding financial aid,
- Undocumented immigrants are not considered a North Carolina resident for tuition purposes, and are charged out-of-state tuition whether or not the person resides in North Carolina,
- When considering admission to a specific program, the College must take into account any federal law that prohibits states from granting professional licenses to undocumented immigrants, and
- For classes or programs of study having capacity limitations, applicants lawfully present in the United States shall have admissions priority over an undocumented immigrant.

### **Admission of Minors**

Career and College Promise (CCP). The purpose of CCP is to offer structured opportunities for qualified high school students to dually enroll in College courses that provide pathways leading to a certificate, diploma, or degree as well as provide entry-level job skills. Academic credits earned through CCP enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required.

The College collaborates with Craven County Schools to offer the following CCP pathways:

- College Transfer,
- Career and Technical Education,
- Workforce Continuing Education, and
- Cooperative Innovative High Schools—Craven Early College and Early College EAST.

Minors not Enrolled in High School. Minors, 16 years old or older, who are not currently enrolled in a public or private educational agency, may be admitted to a Career and College Readiness or Continuing Education program at the College if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to either program is the best educational option for the student.

Emancipated Minor. The minor must provide legal documentation of emancipation. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older.

## **Refusal of Admission**

The College may refuse admission to any applicant:

1. Who poses an articulable, imminent safety threat of any kind to the College, the student body, faculty or staff, or to any individual. Any person denied admission for this reason shall be given an opportunity to appeal the denial.
2. Who, having applied for a College program that requires a student to possess a firearm, cannot show eligibility to possess a firearm. Any person denied admission for this reason shall be given an opportunity to appeal the denial.
3. Who is currently under suspension or expulsion from another institution of higher education.
4. Who is a not a resident of North Carolina, seeks enrollment in any distance education course, and the applicant is a resident of a state where the College is not authorized to provide distance education in that state.
5. Who refuses to provide a social security number during admission and enrollment processing, with the exception of:
  - a. Students taking courses for which no academic credit is offered;
  - b. Nonresident alien students;
  - c. Students whose qualified tuition and related expenses are entirely waived or paid entirely with scholarships; or
  - d. Students for whom the College does not maintain a separate financial account and whose qualified tuition and related expenses are covered by a formal billing arrangement between the College and the student's employer or a governmental entity.

The President of the College shall implement Procedures and establish the standards for refusing admission to individuals.

## **Student Recruitment**

The College shall not engage in student recruitment practices that are, or may be reasonably perceived as, unfair, deceptive, or abusive. Prohibited practices include, but are not limited to, multiple unsolicited contacts (3 or more) by phone, email, or in-person, or engaging in same-day recruitment and registration for the purpose of securing enrollments.

The College shall not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including military Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

**CREDIT FOR PRIOR LEARNING**

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*Legal Authority: 1D SBCCC 800*

*Approved: (DRAFT: June 9, 2021 for Board Review/Approval August 2021)  
Previous Edition*

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**CREDIT FOR PRIOR LEARNING**

The College shall provide students with opportunities to demonstrate college-level knowledge and skills through learning experiences gained outside of a curriculum or non-curriculum course. The President of the College shall establish consistent Procedures for evaluating and awarding undergraduate college credit for prior learning.

**Definitions**

*Certification.* An industry-recognized credential or designation that is obtained once the student has successfully passed a certification exam. Certification differs from licensure in that certification is a validation of specific industry-valued competencies and not a legal requirement for practicing a profession.

*Continuing Education.* Continuing Education programs provide education and training opportunities for targeted audiences. Courses are non-credit, short-term, and are offered in a variety of instructional delivery modes and locations.

*College-level learning.* Knowledge, skills, and competencies equivalent to those expected of a student who successfully completes the corresponding curriculum course.

*Credit for Prior Learning (CPL).* Curriculum credit awarded for college-level learning obtained through prior learning experiences other than curriculum coursework. This definition does not include curriculum credit transferred from another accredited US institution of higher education.

*Credit for Prior Learning standard.* A designated amount of academic credit the College shall award for college-level learning that fulfills established criteria.

*Curriculum course.* A course listed in the North Carolina Combined Course Library that has been determined to have a specified number of credit and contact hours and that is applied for credit to the student's official transcript.

*Licensure.* Legal status granted by a government entity that provides permission to practice a profession. Licensure restricts practice of the profession to individuals who have met specific qualifications in education, professional experience, and/or have successfully passed an examination.

*Prior Learning Assessment.* An evaluation of whether a student has obtained the requisite level of verifiable college-level learning outside of the traditional learning environment for curriculum credit.

## **CPL Methods**

The College may award CPL using the following prior learning methods. The President of the College shall ensure that College Procedures meet all requirements set forth in 1D SBCCC 800.3 through 1D SBCCC 800.10.

- (1) Registered Apprenticeships
- (2) Certifications and licensures
- (3) Courses listed in high school to community college articulation agreements
- (4) Military education and training
- (5) Standardized examinations
- (6) Challenge exams/Proficiency
- (7) Portfolio assessment
- (8) Public Safety Training (PST) prefix courses

## **CPL Requirements and Restrictions**

The College may award curriculum CPL when the documentation of prior learning meets or exceeds a demonstration of learning outcomes standards for awarding credit for the corresponding curriculum course. CPL for advanced courses does not negate the requirement to meet requisite learning outcomes.

The College may only award curriculum CPL that is directly applicable to a student's declared curriculum program of study.

CPL may be used to fulfill program requirements except for mandatory institutional requirements. Examples may include, but are not limited to, requirements of external agencies that specifically prohibit the use of CPL to fulfill the program requirements.

CPL cannot be used to satisfy the College's institutional credit requirements, which prescribes the minimum percentage of credit hours a student must earn through instruction offered by the institution awarding the credential. No greater than seventy-five percent (75%) of the credit hours required for graduation from a curriculum program of study may be earned through CPL.

Any CPL awarded by the College shall be reflected in the student's records by the College's Registrar Office without quality points assigned, except for allowances for graded military credit as described in 1D SBCCC 800.6.

Course Credit CPL standards approved by the North Carolina Community College System shall be considered for transfer from any North Carolina Community College.

To be eligible to receive CPL, students must meet all of the following criteria:

- Meet all admission requirements for their program of study,
- Be enrolled in a curriculum program to which the credit will directly apply; and,
- Request a prior learning assessment and provide all required documentation.

Nothing in this Policy shall be construed to supersede limitations imposed by an accreditation, credentialing, licensure, or other external agency on the application of CPL towards credentials under their purview. In such instances, the College shall document the applicable limitations in the student's file.

The President of the College shall establish Procedures for students to request a prior learning assessment.

### **Student CPL Appeal**

The President of the College shall develop a Procedure to allow student appeal of a CPL decision.

**INFORMATION SECURITY**

---

*Legal Authority: NCGS 143B-1376*

*Approved: (DRAFT June 9, 2021 for Board Review/Approval August 2021)*

*Previous Editions: none*

---

**INFORMATION SECURITY**

The College requires a secure computer technology network infrastructure to support the College’s teaching and learning mission. The network’s design, implementation, and maintenance must integrate requirements for confidentiality, availability, and integrity.

The President of the College shall develop Procedures that, at a minimum:

- Protect the College’s infrastructure and the Personally Identifiable Information (PII) of all faculty, staff, students and associates of the College from internal and external threats.
- Provide a consistent and repeatable framework for which Information Technology assets can be securely connected to the North Carolina state network.
- Support the State of North Carolina’s initiative to establish uniform standards that manage technology, mitigate risk, and increase consistency and accessibility.
- Implement the standards, guidelines, and expectations contained in the National Institute of Standards and Technology (NIST) Special Publication (SP) 800-53 – *Security and Privacy Controls*, as required by the North Carolina Department of Information Technology.



**Board of Commissioners**  
Jason R. Jones, Chairman  
Denny Bucher, Vice Chairman  
George S. Liner  
Thomas F. Mark  
Theron L. McCabe  
Ettienne "E.T." Mitchell  
Beatrice R. Smith

**Administrative Staff**  
Jack B. Veit, III, County Manager  
Gene Hodges, Assistant County Manager  
Nan E. Holton, Clerk to the Board  
Amber M. Parker, Human Resources Director  
Craig Warren, Finance Director



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

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

July 6, 2021

Dr. Raymond Staats, President  
Craven Community College  
800 College Ct.  
New Bern, North Carolina 28562

Dear Dr. Staats:

On June 21, 2021, the Craven County Board of Commissioners adopted the budget for the Fiscal Year 2021-2022. The following amount has been appropriated for the **Craven Community College**:

<b>Current Expense</b>	<b>\$4,101,425</b>
<b>Capital Outlay</b>	<b>\$500,000</b>
<b>Total</b>	<b>\$4,601,425</b>

The **Current Expense** and **Capital Outlay** funds will be distributed to you in twelve (12) equal monthly installments.

If your organization received funds from the County in fiscal year 2021, please submit your financial statements to our **Finance Department** or directly to Craig A. Warren, Craven County Finance Office, 406 Craven Street, New Bern, NC 28560 by November 30, 2021. If not received by that date, we will hold checks until it is received.

We look forward to working with you in this next fiscal year. If you have any questions regarding this budget appropriation, please me or Craig Warren at 636-6603.

Sincerely  
  
Jack B. Veit, III.  
Craven County Manager

JBV:ajd  
xc: Craig A. Warren

RECEIVED  
JUL 17 2021

President's Office

**Craven Community College**  
**Board of Trustees**  
**Nominating Committee Report**

Appointed Committee: Bill Taylor- Chair, Jim Davis, and Ron Knight  
Board Chair Allison Morris substituted for B. Taylor

Recommended Slate of Officers for 2021 – 2022 (August – August)

Whit Whitley – Chair

Ervin Patrick – Vice Chair

Raymond Staats – Secretary

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

### Final Project Closeout

AMENDED #1

Is this the Final 3-1 Project Closeout? Yes

College Craven Community College

Project Name Keyless Entry NCCCS Project No. 2005

Campus 2019 Craven CC - Havelock/Cherry Point Campus County Craven

#### I. TYPE OF PROJECT:

Renovation of Existing Facility

#### II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.

Final close out of project that involved modification of the exterior doors to all buildings on the New Bern and Havelock campuses to allow for keyless entry. The new system increases the safety of all campus facilities by allowing the buildings to be locked down immediately from a centralized location or at each building with one swipe of a specialized fob.

- Project to be constructed/renovated on college owned property**
- Project to be constructed/renovated on leased property**  
Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: Cindy A. Patterson

Signature: 

Contact Number: 252-638-7304

Date: 21-Jun-21

CPC Signature: 

#### III. ESTIMATED COST OF PROJECT:

**A. PRE-CONSTRUCTION COSTS**

- 1. Site Grading and Improvements (not in III B) ....
- 2. Demolition (not in III B) .....
- Subtotal "A"**

**B. CONSTRUCTION**

- 1. Design Fee .....
- 2. Construction.....
- 3. Construction Contingency .....
- 4. Other Contracts .....
- 5. Other Fees .....
- Subtotal "B"**

**C. Other Costs**

- 1. Initial Equipment.....
- 2. Work Performed by Owner .....
- Subtotal "C"**

**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)**

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
300,630.58	(470.23)	300,160.35
	470.23	470.23
300,630.58	0.00	300,630.58
	0.00	
0.00	0.00	0.00
<b>\$300,630.58</b>	<b>\$0.00</b>	<b>\$300,630.58</b>

**IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**

**A. NON-STATE FUNDS**

- 1. County Appropriated
- 2. County Bonds
- 3.  ▼ 0
- 4.  ▼
- 5.  ▼
- Subtotal "A"**

**B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)**

- 1.  ▼
- 2.  ▼
- 3.  ▼
- Subtotal "B"**

**C. STATE FUNDS (Reimbursed by the System Office)**

- 1. Budget Code  ▼
- 2. Budget Code  ▼
- 3. Budget Code  ▼
- 4. Budget Code  ▼
- Subtotal "C"**

Total Sources of Funds Available (IV A, B, C)

**D. UNIDENTIFIED FUNDS**

- 1. Unidentified Funds (Do not include on the NCCCS 2-16)
- Subtotal "D"**

**Total Sources of Funds Including Unidentified**

Prior Funds	Changes	Current Funds
0.00	0.00	0.00
0.00	0.00	0.00
104.98		104.98
300,525.60		300,525.60
300,630.58	0.00	300,630.58
300,630.58	0.00	300,630.58
0.00	0.00	0.00
<b>\$300,630.58</b>	<b>\$0.00</b>	<b>\$300,630.58</b>

**V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES**

To the State Board of Community Colleges:

We, the Board of Trustees of **Craven Community College**  
do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$300,630.58 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 8/17/2021

- As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond Funds must have a useful life of 10+ years.
- As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefor will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal sessions with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.



Chairman - Board of Trustees



Chief Administrative Officer/President

Craven Community College  
2005

## VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

### Certification 1.

I certify that I have examined this application for the project no: 2005  
from Craven Community College and if shown, county funds in the  
amount of \$0 are available for the planning and construction of this project.

Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

(The following certification must be completed for New Facility Projects Only)

**Certification 2.**

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1, Section VIII, Page 5) it is estimated that the college will expend an additional \_\_\_\_\_ \$0 per year in support of this new construction. I certify that this document has been reviewed, and that the information stated herein will be shared with the proper county officials to seek an appropriate adjustment to the college's budget as the new facility is brought online.

Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_



**VII. CERTIFICATION OF ATTORNEY AS TO FEE SIMPLE TITLE TO THE PROPERTY**

(Note: Required only for construction on a new site or where federal funds are involved. Not required for long term lease.)

I, \_\_\_\_\_, duly licensed attorney of the State of North Carolina, do hereby certify that I have examined the public records of \_\_\_\_\_ County, North Carolina, from January 1, 1925, to this date concerning title to the property upon which the improvements set out in the foregoing application are proposed to be made, and I find from said examination that a fee simple title free from all claims or encumbrances, is vested in \_\_\_\_\_ by deed recorded in (specify book & page) \_\_\_\_\_ in the Office of the Register of Deeds except as noted below: (Attach a copy of deed)

This, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature \_\_\_\_\_

Craven Community College  
2005

**VIII. CERTIFICATION OF LOCAL BUDGET SUPPORT  
ESTIMATED OPERATING/UTILITY ANNUAL COST  
FOR CAPITAL IMPROVEMENT PROJECTS**

Date: \_\_\_\_\_ Project Name: Keyless Entry  
College: Craven Community College Project Completion Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY	FY	FY	FY	FY	
<b>Staffing (Housekeeping &amp; Facility Operator)</b>						
<b>additional annual cost</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Plant Maintenance</b>						
<b>additional annual cost</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Other Operating Cost</b>						
<b>additional annual cost</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Electric</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fuel (Gas, Oil)</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Water</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Telecommunications</b>	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Average Annual Cost (used In Section VI of the 3-1)</b>						<b>\$0</b>
I certify that the county has reviewed this information as a part of the approval process.						

\_\_\_\_\_  
County Manager/Finance Officer

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**New Bern, North Carolina**

**Financial Statements and  
Independent Auditor's Report**

**Year Ended June 30, 2020**



**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
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**June 30, 2020**

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# S. Preston Douglas & Associates, LLP

CERTIFIED PUBLIC ACCOUNTANTS

## MEMBERS

American Institute of CPAs  
N. C. Association of CPAs

### Independent Auditor's Report

To the Board of Directors  
Craven Community College Foundation, Inc.  
New Bern, North Carolina

We have audited the accompanying financial statements of Craven Community College Foundation, Inc. (Foundation) a component unit of Craven Community College, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Foundation's basic financial statements as listed in the table of contents.

#### ***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit includes performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Foundation's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also involves evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis of our audit opinion.

***Opinion***


In our opinion, the financial statements referred to above present fairly, in all material respects, the net position of Craven Community College Foundation, Inc. as of June 30, 2020, and the changes in financial position and cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

***Other Matters - Required Supplementary Information***

Accounting principles generally accepted in the United States of America require that the management’s discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management’s responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 5, 2021 on our consideration of the Foundation’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation’s internal control over financial reporting and compliance.



Lumberton, North Carolina  
February 5, 2021

## **Management's Discussion and Analysis**

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Management's Discussion and Analysis**  
**June 30, 2020**

The information in this section is intended to provide a general overview of Craven Community College Foundation, Inc.'s (Foundation) financial statements and is based upon the information contained in the financial statements accompanying this discussion and analysis. The user is encouraged to reference the appropriate section of the financial statements for the supporting detailed information.

**Overview of the Financial Statements**

The Foundation's discussion and analysis provides a summary of its basic financial statements which include the Statement of Net Position; Statement of Revenues, Expenses, and Changes in Net Position; and Statement of Cash Flows. The Craven Community College Foundation, Inc. had a total net position of \$3,338,581 at June 30, 2020.

**Basic Financial Statements**

The basic financial statements present information for Foundation as a whole, in a format designed to make the statements easier for the reader to understand. The statements in this section include the Statement of Net Position; the Statement of Revenues, Expenses, and Changes in Net Position; and the Statement of Cash Flows.

The Statement of Net Position presents information on all of the Foundation's assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Foundation is improving or deteriorating.

The Statement of Revenues, Expenses and Changes in Net Position shows how the Foundation's net position changed during the most recent fiscal year. Revenues and expenses are presented in a format that distinguishes between operating and nonoperating revenues and expenses.

The Statement of Cash Flows provides information regarding the Foundation's cash receipts and cash payments during the reported period. This statement reports cash receipts, cash payments, and net changes in cash resulting from operations, investing, and financing activities. The statement reconciles the beginning cash as of July 1, 2019, to the ending cash as of June 30, 2020.

The financial statements provide both long-term and short-term information about the Foundation's overall financial status.

The Notes to Financial Statements provide additional information that is essential to a complete understanding of the data provided in the basic financial statements.

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Management's Discussion and Analysis (continued)**  
**June 30, 2020**

**Condensed Statement of Net Position**

The Statement of Net Position presents the assets (current and noncurrent), liabilities (current and noncurrent), and net position (total assets minus total liabilities) of the Foundation. This statement provides a fiscal snapshot of the Foundation's financial position as of June 30, 2020.

**Condensed Statement of Net Position**

	2020	2019	Increase (Decrease)
<b>ASSETS</b>			
Current assets	\$ 690,615	\$ 657,158	\$ 33,457
Noncurrent assets	2,670,874	2,560,516	110,358
<b>Total assets</b>	<b>3,361,489</b>	<b>3,217,674</b>	<b>143,815</b>
<b>LIABILITIES</b>			
Current liabilities	22,908	1,059	21,849
<b>Total liabilities</b>	<b>22,908</b>	<b>1,059</b>	<b>21,849</b>
<b>NET POSITION</b>			
Restricted:			
Nonexpendable	2,675,471	2,564,733	110,738
Expendable	287,765	300,053	(12,288)
Unrestricted	375,345	351,830	23,515
<b>Total net position</b>	<b>\$ 3,338,581</b>	<b>\$ 3,216,616</b>	<b>\$ 121,965</b>

Notable changes in the Condensed Statement of Net Position include:

- During 2020, the Foundation's current assets increased by \$33,457 largely due to the increase in prepaid items of \$28,068. Events held by the Lifetime Learning Center and the Community Fabric Awards for FY20 had to be postponed until FY21 due to COVID-19 and many of the deposits paid were transferred to the new dates.
- Noncurrent assets increased by \$110,358. This is primarily due to the increase in restricted investments of \$194,764 and a decrease in restricted cash and cash equivalents of \$84,406. A change in the Investment Policy required less invested cash and cash equivalents and allowed the funds to remain in mutual funds until needed.
- Current liabilities increased by \$21,849 due to the increase in unearned revenue of \$22,511 and a decrease of \$662 between accounts payable and due to State of North Carolina component units.
- Total net position at June 30, 2020 increased by \$121,965 due to an increase in restricted nonexpendable of \$110,738, a decrease in restricted expendable of \$12,288 which was primarily a result increased appropriation of endowment assets for scholarships, and an increase in unrestricted net assets of \$23,515 due primarily to a decrease in unrestricted expenditures.

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Management's Discussion and Analysis (continued)**  
**June 30, 2020**

**Condensed Statement of Revenues, Expenses and Changes in Net Position**

The purpose of this statement is to present the revenues received and expenses paid by the Foundation, both operating and nonoperating. The Foundation receives the majority of its funding from nonoperating revenues.

**Condensed Statement of Revenues, Expenses, and Changes in Net Position**

	2020	2019	Increase (Decrease)
Operating revenues:			
Lifetime Learning Center -			
Travel & ticket sales	\$ 71,131	\$ 105,413	\$ (34,282)
Other operating revenues	3,666	81,658	(77,992)
<b>Total operating revenues</b>	<u>74,797</u>	<u>187,071</u>	<u>(112,274)</u>
Operating expenses:			
Supplies and materials	3,185	6,003	(2,818)
Services	108,373	158,155	(49,782)
Scholarships	284,859	291,378	(6,519)
<b>Total operating expenses</b>	<u>396,417</u>	<u>455,536</u>	<u>(59,119)</u>
Nonoperating revenues:			
Noncapital grants	254,700	138,450	116,250
Noncapital gifts, net	172,348	136,051	36,297
Investment gain, net	132,660	165,868	(33,208)
Other nonoperating revenues (expenses)	(144,700)	(29,750)	(114,950)
<b>Total nonoperating revenues</b>	<u>415,008</u>	<u>410,619</u>	<u>4,389</u>
Additions to endowments	28,577	110,554	(81,977)
<b>Increase (decrease) in net position</b>	<u>121,965</u>	<u>252,708</u>	<u>(130,743)</u>
<b>Net position at beginning of year</b>	<u>3,216,616</u>	<u>2,963,908</u>	<u>252,708</u>
<b>Net position at end of year</b>	<u>\$ 3,338,581</u>	<u>\$ 3,216,616</u>	<u>\$ 121,965</u>

The Statement of Revenues, Expenses, and Changes in Net Position reflects an increase in the net assets at year end. Some of the highlights are as follows:

Operating revenues decreased by \$112,274. Revenue generated by the Lifetime Learning Center's travel and ticket sales decreased by \$39,047. Community Fabric Awards fundraising revenues decreased by \$70,485, while other operating revenues increased by \$2,742. Events held by the Lifetime Learning Center and the Community Fabric Awards for FY20 had to be postponed until FY21 due to COVID-19. Many of the revenues received transferred to new dates in FY21 and became unearned revenue while other revenues from sponsors for the FY20 CFAs were reallocated to scholarships for current student needs.

Operating expenditures decreased by \$59,119. Supplies and materials decreased by \$2,818, services decreased by \$49,782, scholarships decreased by \$6,519. Many of this was due to less need related to circumstances from COVID-19.

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Management's Discussion and Analysis (continued)**  
**June 30, 2020**

Nonoperating revenues (expenses) increased overall by \$4,389. Noncapital grants increased by \$116,250. This was primarily due to the Foundation receiving a new grant from the American Red Cross that paid \$115,250 in FY20 and will continue into FY21. The Bate Foundation Grant increased in FY20 by \$10,000 and the Foundation received \$5,000 in new grants which offset reductions in other grants received in FY19. Noncapital gifts increased by \$36,297. The interest income from the interest bearing account increased by \$1,045. Gains on investments in the current year decreased by \$34,253 due to COVID-19. Additionally, there was an increase of \$114,950 in transfer expenses to the College in the 2020 fiscal year due to the increase of grants received.

Additions to endowments decreased overall by \$81,977. This revenue source fluctuates with larger overall amounts in years when numerous or large dollar amount new scholarship endowments are started and lower overall amounts when less scholarship endowments are started and revenues are primarily from existing endowments growing due to continued donations.

**Economic Forecast**

Craven Community College Foundation, Inc. provides financial support to Craven Community College. This support comes in the form of student scholarships, funding for programs and new initiatives, equipment and facilities. The Harold H. Bate Foundation continues its substantial support of scholarships through the Foundation with a commitment of \$110,000 in the current fiscal year. The strong performance of the stock market in general resulted in an increased amount of endowment scholarship funds available. The Foundation is well positioned to cover the proposed budget amount of \$380,000 in student scholarships for fiscal year 2021.

A continuing effort is focused on endowments to create a sustainable source of income for scholarships. Endowments that have been created include the Bagg, Hatcher, and Habitat for Humanity. The combined value of the Foundation's assets continue to grow and are currently at a historical high. As of June 30, 2020, the endowment portfolio, \$2,670,874 and other cash deposits \$652,459 have a combined value of \$3,323,333. The funds on hand will ensure that the Foundation is well positioned to assist the financial needs of students attending Craven Community College.

The Foundation continues to receive support from its fundraising campaigns. The Campus Campaign (in-house campaign) and Community Campaign (external campaign) raised a total of \$94,636 net for fiscal year 2020. This was an increase of \$2,142 over the previous fiscal year, despite the negative impact of the COVID-19 pandemic. This shows the support of the community for the Foundation as many donors faced uncertain economic times. The Foundation consistently solicits new donations from prospective donors and participants cultivated through the Lifetime Learning Center (LLC) program. In addition to providing a cultivation opportunity for donors, the LLC program continues to produce revenue for the Foundation through travel and stage performance event proceeds. Again the current pandemic is causing a reduction in net revenue from the LLC, it is currently anticipated that the last two quarters of fiscal year 2021 will show an uptick in participation.

The 10th annual Community Fabric Awards, the Foundation's premier fundraising event, had to be cancelled due to COVID-19. Despite the cancellation, we were able to convert \$36,100 in sponsorships from donors to a newly created COVID-19 Student Relief Fund. This shows remarkable support from our donors as some of the businesses that agreed to allow us to redirect their sponsorship faced the impact of the pandemic.

The Budget and Audit Committee continually review the performance of its current endowment management services provider and the Investment Policy Statement (IPS). Meetings are scheduled with the endowment management services provider as needed (at least annually) to discuss the portfolio. With review by an external audit and the robust internal financial oversight from Craven Community College, the Foundation is solidly positioned and secure with these management controls.



**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Management's Discussion and Analysis (continued)**  
**June 30, 2020**

**Contacting the Foundation's Financial Management**

Our financial statements are designed to provide the citizens of North Carolina with a general overview of the Foundation's finances and show accountability of all funds received. Questions concerning any of the information found in this report or requests for additional information should be directed to Cindy A. Patterson, Executive Director of Financial Services and Purchasing, Craven Community College, 800 College Court, New Bern, NC 28562.

## **Financial Statements**

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Statement of Net Position**  
**June 30, 2020**

**Exhibit A-1**

**ASSETS**

Current assets:

Cash and cash equivalents	\$	360,098
Restricted cash and cash equivalents		292,361
Receivables, net (Note 5)		9,349
Prepaid items		28,807

<b>Total current assets</b>		690,615
-----------------------------	--	---------

Noncurrent assets:

Restricted cash and cash equivalents - checking		6,290
Restricted cash and cash equivalents - investments		72,481
Restricted investments		2,592,103

<b>Total noncurrent assets</b>		2,670,874
--------------------------------	--	-----------

<b>Total assets</b>	\$	3,361,489
---------------------	----	-----------

**LIABILITIES**

Current liabilities:

Accounts payable and accrued liabilities	\$	397
Unearned Revenue		22,511

<b>Total current liabilities</b>		22,908
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<b>Total liabilities</b>		22,908
--------------------------	--	--------

**NET POSITION**

Restricted for:

Nonexpendable:		
Scholarships		2,675,471
Expendable:		
Scholarships		287,765
Unrestricted		375,345

<b>Total net position</b>	\$	3,338,581
---------------------------	----	-----------

The notes to the financial statements are an integral part of this statement.

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Statement of Revenues, Expenses, and Changes in Net Position**  
**Year Ended June 30, 2020**

**Exhibit A-2**

**REVENUES**

Operating revenues:

Lifetime Learning Center - travel & ticket sales	\$	67,455
Community Fabric Awards		250
LLC film & lecture series		3,676
Other		3,416
		3,416

<b>Total operating revenues</b>	74,797
---------------------------------	--------

**EXPENSES**

Operating expenses:

Supplies and materials	3,185
Services	108,373
Scholarships	284,859
	284,859

<b>Total operating expenses</b>	396,417
---------------------------------	---------

<b>Operating loss</b>	(321,620)
-----------------------	-----------

**NONOPERATING REVENUES (EXPENSES)**

Noncapital grant	254,700
Noncapital gifts, net	172,348
Investment gain (net of fees)	132,660
Miscellaneous nonoperating revenues (expenses)	(144,700)
	(144,700)

<b>Total nonoperating revenues (expenses)</b>	415,008
---	---------

<b>Income before other revenues</b>	93,388
-------------------------------------	--------

Additions to endowments	28,577
-------------------------	--------

<b>Increase in net position</b>	121,965
---------------------------------	---------

**NET POSITION:**

Net Position, July 1, 2019	3,216,616
----------------------------	-----------

Net Position, June 30, 2020	\$ 3,338,581
-----------------------------	--------------

The notes to the financial statements are an integral part of this statement.

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Statement of Cash Flows**  
**Year Ended June 30, 2020**

**Exhibit A-3**

**Page 1 of 2**

**CASH FLOWS FROM OPERATING ACTIVITIES**

Receipts from customers	\$	95,069
Payments to vendors and suppliers		(140,287)
Payments for scholarships		(284,859)
Other receipts (payments)		(144,700)
<b>Net cash provided in operating activities</b>		<u>(474,777)</u>

**CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES**

Gifts and endowments		27,410
Noncapital contributions		427,049
<b>Net cash provided by noncapital financing activities</b>		<u>454,459</u>

**CASH FLOWS FROM INVESTING ACTIVITIES**

Proceeds from sales and maturities of investments		78,150
Investment income		87,198
Purchase of investments and related fees		(226,422)
<b>Net cash provided (used) by investing activities</b>		<u>(61,074)</u>

**Net increase (decrease) in cash and cash equivalents** (81,392)

**Cash and cash equivalents, July 1, 2019** 812,622

**Cash and cash equivalents, June 30, 2020** \$ 731,230

The notes to the financial statements are an integral part of this statement.

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Statement of Cash Flows**  
**Year Ended June 30, 2020**

**Exhibit A-3**  
**Page 2 of 2**

**RECONCILIATION OF OPERATING LOSS  
TO NET CASH USED BY OPERATING ACTIVITIES**

<b>Operating loss</b>	\$	(321,620)
<b>Adjustments to reconcile operating loss to net cash used by operating activities</b>		
Miscellaneous nonoperating income (expense)		(144,700)
Change in assets and liabilities:		
Receivables		(2,239)
Prepaid expenses		(28,068)
Accounts payable		(662)
Unearned revenue		22,511
<b>Net cash provided (used) by operating activities</b>	<b>\$</b>	<b>(474,778)</b>

**Reconciliation of cash and cash equivalents**

Current assets:		
Cash and cash equivalents		360,098
Restricted cash and cash equivalents		292,361
Noncurrent assets:		
Restricted cash and cash equivalents - checking		6,290
Restricted cash and cash equivalents - investments		72,481
<b>Total cash and cash equivalents - June 30, 2020</b>	<b>\$</b>	<b>731,230</b>

**NONCASH INVESTING, CAPITAL, AND FINANCING ACTIVITIES**

Assets acquired through a gift	\$	1,030
Change in fair value of investments		47,760
Increase in receivables related to nonoperating income		136

The notes to the financial statements are an integral part of this statement.

## **Notes to the Financial Statements**

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Notes to the Financial Statements**  
**June 30, 2020**

**NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES**

**A. Financial Reporting Entity**

The Craven Community College Foundation, Inc. (Foundation), a component unit of Craven Community College (College) is a North Carolina nonprofit corporation organized to benefit the College through administration of contributions. The Foundation is governed by not less than 20 nor more than 30 directors. The Foundation's purpose is to aid, support, and promote teaching, research, and service in the various educational, scientific, scholarly, professional, artistic, and creative endeavors of the College. Because the directors of the Foundation are appointed by the members of the Craven Community College Board of Trustees, and the Foundation's sole purpose is to benefit the College, its basic financial statements are blended with those of the College in the College's financial report.

**B. Basis of Presentation**

The accompanying financial statements are presented in accordance with accounting principles generally accepted in the United States of America as prescribed by the Governmental Accounting Standards Board (GASB).

Pursuant to the provisions of GASB Statement No. 34, *Basic Financial Statements - and Management's Discussion and Analysis - for State and Local Governments, as amended by GASB Statement No. 35, Basic Financial Statements - and Management's Discussion and Analysis - for Public Colleges and Universities*, the full scope of the Foundation's activities is considered to be a single business-type activity and accordingly, is reported within a single column in the basic financial statements.

**C. Basis of Accounting**

The financial statements of the Foundation have been prepared using the economic resource measurement focus and the accrual basis of accounting. Under the accrual basis, revenues are recognized when earned, and expenses are recorded when an obligation has been incurred, regardless of the timing of the cash flows.

Nonexchange transactions, in which the Foundation receives (or gives) value without directly giving (or receiving) equal value in exchange, include both monetary and in-kind donor contributions. Revenue is recognized, net of estimated uncollectible amounts, as soon as all eligibility requirements imposed by the provider have been met, if probable of collection.

**D. Cash and Cash Equivalents**

This classification includes cash on deposit with private bank accounts and money market accounts.

**E. Investments**

To the extent available, investments are recorded at fair value based on quoted market prices in active markets on a trade-date basis. Additional information regarding the fair value measurement of investments is disclosed in Note 3. Because of the inherent uncertainty in the use of estimates, values that are based on estimates may differ from the values that would have been used had a ready market existed for the investments. The net increase (decrease) in the fair value of investments is recognized as a component of investment income.

**F. Receivables**

Receivables consist of amounts due from the federal government, state and local governments, and private sources in connection with reimbursement of allowable expenditures made pursuant to contracts and grants, and pledges that are verifiable, measurable, and expected to be collected and available for expenditures for which the resource provider's conditions have been satisfied. Receivables are recorded net of estimated uncollectible amounts.



**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Notes to the Financial Statements (continued)**  
**June 30, 2020**

**NOTE 1 – SIGNIFICANT ACCOUNTING POLICIES (continued)**

**G. Unearned Revenue**

Unearned revenue represents registration fees paid by donors for events postponed to FY21 due to the COVID-19 pandemic. The event registration fees were collected prior to the event being postponed, therefore, once the event occurs in FY21, it will be recognized as revenue.

**H. Restricted Assets**

Certain resources are reported as restricted assets because restrictions on asset use change the nature or normal understanding of the availability of the asset. Resources that are not available for current operations and are reported as restricted include resources restricted or designated for the acquisition or construction of capital assets and resources whose use is limited by external parties or statute.

**I. Net Position**

The Foundation's net position is classified as follows:

Restricted Net Position - Nonexpendable: Nonexpendable restricted net position includes endowments and similar type assets whose use is limited by donors or other outside sources, and, as a condition of the gift, the principal is to be maintained in perpetuity.

Restricted Net Position - Expendable: Expendable restricted net position includes resources for which the Foundation is legally or contractually obligated to spend in accordance with restrictions imposed by external parties.

Unrestricted Net Position: Unrestricted net position include resources derived from student tuition and fees, sales and services, unrestricted gifts and interest income.

Restricted and unrestricted resources are tracked using a fund accounting system and are spent in accordance with established fund authorities. Fund authorities provide rules for the fund activity and are separately established for restricted and unrestricted activities. When both restricted and unrestricted funds are available for expenditure, the decision for funding is transactional based within the departmental management system in place at the Foundation.

**J. Revenue and Expense Recognition**

The Foundation classifies its revenues and expenses as operating or nonoperating in the accompanying Statement of Revenues, Expenses, and Changes in Net Position. Operating revenues and expenses generally result from providing services and producing and delivering goods in connection with the Foundation's principal ongoing operations. Operating revenues include activities that have characteristics of exchange transactions, such as (1) student tuition and fees, (2) sales and services of auxiliary enterprises, and (3) certain federal, State, and local grants and contracts. Operating expenses are all expense transactions incurred other than those related to capital and noncapital financing or investing activities as defined by *GASB Statement No. 9, Reporting Cash Flows of Proprietary and Nonexpendable Trust Funds and Governmental Entities That Use Proprietary Fund Accounting*.

Nonoperating revenues include activities that have the characteristics of nonexchange transactions. Revenues from nonexchange transactions that represent subsidies or gifts to the Foundation, as well as investment income, are considered nonoperating since these are investing, capital, or noncapital financing activities. Capital contributions are presented separately after nonoperating revenues and expenses.

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Notes to the Financial Statements (continued)**  
**June 30, 2020**

**NOTE 2 – DEPOSITS AND INVESTMENTS**

**A. Deposits**

At June 30, 2020, the Foundation’s deposits in its checking account had a carrying amount of \$402,527 and a bank balance of \$412,821.

Custodial credit risk is the risk that, in the event of a bank failure, the Foundation’s deposits may not be returned. The Foundation does not have a deposit policy for custodial credit risk. As of June 30, 2020, the Foundation’s bank balance in excess of the Federal Depository Insurance Corporation (FDIC) coverage for this account is \$162,821 and is uninsured and uncollateralized.

At June 30, 2020, the Foundation’s deposits in the interest bearing account had a carrying amount of \$256,223 and a bank balance of \$256,223. As of June 30, 2020, the Foundation’s bank balance in excess of the Federal Depository Insurance Corporation (FDIC) coverage for this account is \$6,223 and is uninsured and uncollateralized.

**B. Investments**

Investments of the Foundation are subject to and restricted by G.S. 36E “Uniform Prudent Management of Institutional Funds Act” (UPMIFA) and any requirements placed on them by contract or donor agreements.

The following table presents the fair value of investments by type and investments subject to interest rate risk at June 30, 2020, for the Foundation’s investments. Interest rate risk is defined by GASB Statement No. 40 as the risk a government may face should interest rate variances affect the fair value of investments. The Foundation does not have a formal investment policy that addresses interest rate risk.

<i>Investments</i>	
Investment Type	
Other Securities:	
Cash and Cash equivalents	\$ 72,481
Mutual funds	<u>2,592,103</u>
<b>Total investments</b>	<u><u>\$ 2,664,584</u></u>

Credit Risk: The Foundation’s investment policy is monitored and reviewed by BB&T Retirement & Institutional Services (BB&T). The investment policy states that the Foundation’s committee will meet with BB&T at least on an annual basis to review the investment policy, market overview, portfolio review, including asset allocation and list of assets, and investment performance. Further, the policy states that the committee will receive an update from BB&T at one of the quarterly meetings at least on a semi-annual basis, if not quarterly. The investment policy is subject to change during the year as the portfolio is reviewed at quarterly meetings.

Custodial Credit Risk: For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty, the Foundation will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party. The Foundation does not have a formal policy for custodial credit risk.

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Notes to the Financial Statements (continued)**  
**June 30, 2020**

**NOTE 2 – DEPOSITS AND INVESTMENTS (continued)**

**C. Reconciliation of Deposits and Investments**

A reconciliation of deposits and investments for the Foundation to the basic financial statements at June 30, 2020, is as follows:

Deposits on account	\$	658,750
Other investments		2,664,584
<b>Total deposits and investments</b>	<b>\$</b>	<b>3,323,334</b>
<b>Current:</b>		
Cash and cash equivalents		360,098
Restricted cash and cash equivalents		292,362
<b>Noncurrent:</b>		
Restricted cash and cash equivalents - checking		6,290
Restricted cash and cash equivalents - investments		72,481
Endowment investments		2,592,103
<b>Total deposits and investments</b>	<b>\$</b>	<b>3,323,334</b>

**NOTE 3 – FAIR VALUE MEASUREMENTS**

To the extent available, the Foundation’s investments are recorded at fair value as of June 30, 2020. GASB Statement No. 72, *Fair Value Measurement and Application*, defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. This statement establishes a hierarchy of valuation inputs based on the extent to which the inputs are observable in the marketplace. Inputs are used in applying the various valuation techniques and take into account the assumptions that market participants use to make valuation decisions. Inputs may include price information, credit data, interest and yield curve data, and other factors specific to the financial instrument. Observable inputs reflect market data obtained from independent sources. In contrast, unobservable inputs reflect the entity’s assumptions about how market participants would value the financial instrument. Valuation techniques should maximize the use of observable inputs to the extent available.

A financial instrument’s level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. The following describes the hierarchy of inputs used to measure fair value and the primary valuation methodologies used for financial instruments measured at fair value on a recurring basis:

- Level 1      Investments whose values are based on quoted prices (unadjusted) for identical assets in active markets that a government can access at the measurement date.
- Level 2      Investments with inputs – other than quoted prices included within Level 1 – that are observable for an asset, either directly or indirectly.
- Level 3      Investments classified as Level 3 have unobservable inputs and may require a degree of professional judgment.

**Mutual Funds** – At year-end, all of the Foundation’s investments valued at \$2,592,103 were held in mutual funds which are Level 1 investments. Mutual funds classified in Level 1 of the fair value hierarchy are valued using prices quoted in active markets for those securities.

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Notes to the Financial Statements (continued)**  
**June 30, 2020**

**NOTE 4 – ENDOWMENT INVESTMENTS**

Investments of the Foundation’s endowment funds are separately invested with Branch Banking & Trust Company. If a donor has not provided specific instructions, State law permits the Board to authorize for expenditure the net appreciation, realized and unrealized, of the investments of the endowment funds. Under the “Uniform Prudent Management of Institutional Funds Act” (UPMIFA), authorized by the North Carolina General Assembly on March 19, 2009, the Board may also appropriate expenditures from eligible nonexpendable balances if deemed prudent and necessary to meet program outcomes and for which such spending is not specifically prohibited by the donor agreements. The Foundation’s endowment donor agreements prohibit spending of nonexpendable balances that are not eligible for expenditure.

Unless the donor has stipulated otherwise, once the endowment is fully vested, the amount to be made available for disbursement will be determined by the greater amount of 80% of the prior calendar year’s investment returns with the remaining 20% reserved for capital accumulation or a minimum of \$500 per \$17,500 increment of endowment capital as of December 31<sup>st</sup> of the prior calendar year. During fiscal year 2020, the College’s endowment assets appreciated \$129,026, all of which were classified in net position as restricted: nonexpendable: scholarships and fellowships as it is restricted for specific purposes.

Changes in endowment net assets for the year ended June 30, 2020 are as follows:

Endowment net assets, July 1, 2019	\$	2,397,339
Investment income		83,565
Gifts and contributions		40,123
Stock contributions at fair value		1,031
Change in investment cash & cash equiv.		84,406
Scholarships		(59,822)
Investment expenses		(11,356)
Realized gains/losses		9,057
Unrealized gains/losses		47,760
		47,760
<b>Endowment net assets, June 30, 2020</b>	<b>\$</b>	<b>2,592,103</b>

**Craven Community College Foundation, Inc.**  
**(A Component Unit of Craven Community College)**  
**Notes to the Financial Statements (continued)**  
**June 30, 2020**

**NOTE 5 – RECEIVABLES**

Receivables at June 30, 2020, were as follows:

	Gross Receivables	Less Allowance For Doubtful Accounts	Net Receivables
Current receivables:			
Pledges	\$ 9,349	\$ -	\$ 9,349
<b>Total current receivables</b>	<b>\$ 9,349</b>	<b>\$ -</b>	<b>\$ 9,349</b>

**NOTE 6 – CONTRIBUTED FACILITIES AND SERVICES**

The Foundation, without cost, occupies and uses certain premises, furnishings, and equipment owned by the College. The estimated fair values of these premises, furnishings, and equipment have not been included in the financial statements. In addition, the Foundation also receives, without cost, management and accounting services provided by the College. The value of these contributed services has not been included in the accompanying financial statements.

**NOTE 7 – RISK MANAGEMENT**

The Foundation is exposed to various risks of loss related to torts; theft of, damage to, and the destruction of assets; errors and omissions; and natural disasters. These exposures to loss are handled through Craven Community College via a combination of methods, including participation in various risk pools administered by the State of North Carolina, purchase of commercial insurance and self-retention of certain risks.

**NOTE 8 – RELATED PARTY TRANSACTIONS**

During the year ended June 30, 2020, members of Craven Community College Board of Trustees made contributions to the Foundation totaling \$9,690.

**NOTE 9 – INCOME TAXES**

The Foundation is exempt from federal income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code. The Organization's Forms 990, Return of Organization Exempt from Income Tax, for the years ending June 30, 2018, 2019, and 2020 are subject to examination by the IRS, generally for three years after the filing date.

**NOTE 10 – SUBSEQUENT EVENTS**

Management has evaluated subsequent events through February 5, 2021, the date on which the financial statements were available to be issued.

## **Independent Auditor's Report**



# S. Preston Douglas & Associates, LLP

CERTIFIED PUBLIC ACCOUNTANTS

## MEMBERS

American Institute of CPAs

N. C. Association of CPAs

**Independent Auditor's Report  
on Internal Control over Financial Reporting  
and on Compliance and Other Matters Based on an  
Audit of Financial Statements Performed in Accordance with  
*Government Auditing Standards***

Board of Directors  
Craven Community College Foundation, Inc.  
New Bern, North Carolina

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Craven Community College Foundation, Inc. (Foundation), a component unit of Craven Community College, as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the Foundation's basic financial statements, and have issued our report thereon dated March 1, 2021.

### **Internal Control Over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Foundation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Foundation's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the Foundation's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

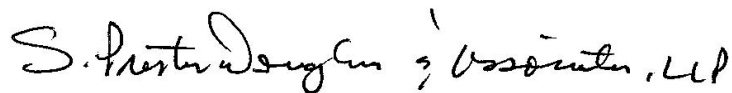
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Foundation's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Foundation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Foundation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "S. Preston DeLong, CPA". The signature is written in a cursive style.

Lumberton, North Carolina  
February 5, 2021



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

## **Board of Directors**

Jacqueline B. Atkinson  
Carol Becton  
J. Brent Davis  
David Dysinger  
William T. Fuller  
Brenda George  
Lloyd Griffith  
John O. Haroldson  
Tyler Harris  
Carole B. Kemp  
Lee E. Knott  
Linda MacDonald, *Emeritus*  
Ashley Martin-Irizarry  
W. David McFadyen, Jr., *President*  
Bettina Meekins  
Jim Millard, *Treasurer*  
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Linster Strayhorn, III  
Amy P. Wang  
Craig A. Warren  
Charles Wethington, *Secretary*  
Jeff Williams, *Past President*  
Yvonne Wold

## **Foundation Staff**

Charles Wethington,  
*Executive Director*  
Jennifer Bacc, *Director,*  
*Lifetime Learning Center*  
Christina Bowman, *Foundation*  
*Operations Coordinator*

July 28, 2021

Craven Community College Board of Trustees,

The Craven Community College Foundation met on July 27th, 2021 and voted unanimously to recommend the following individuals to serve on the Foundation:

- Dr. Jim Congleton
- Karen Segal
- Rev. Charles Dudley

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

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



Charles Wethington

Executive Director of Institutional Advancement - Craven Community College  
Executive Director & Secretary - Craven Community College Foundation

**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

## **Dr. Jim Congleton**

**Dr. Jim Congleton, a Pitt County native of Stokes near Greenville, came from a family where his grandfather and father owned the local farm supply store. "But, that was not for me," he said, recalling that in elementary school he wrote a paper about what he wanted to be — a dentist.**

**He attended UNC Chapel Hill 1968-1977 BS, DDS, MS and moved to New Bern in 1979 and opened a successful pediatric dentistry practice. Dr. Congleton has become well-known and well-liked for his work with children as well as his selfless contributions to the arts and charitable organizations in the city. He has embraced his patients, their families and the city.**

**His contributions have included a towering spider lily sculpture he had commissioned and brought from California as a gift to the city for its 300th celebration in 2010. Congleton has also donated over 25 pieces of outdoor sculptures to Craven Community College. He takes his donations of artwork at face value; simply gifts he wants to share.**

**Congleton was also the recipient of the 2017 Community Fabric Award for Individual Leadership. He served for over 20 years on the Tryon Palace Commission and is presently Chairman of the NC Community Foundation.**

## **Charles Dudley**

**Charles Dudley is a native of Louisville, Kentucky born in March of 1963, the second of six siblings. Married June 24<sup>th</sup> 1995 to Marion Smith-Dudley of Pamlico County NC. We have three sons and ten grandchildren.**

**Mr. Dudley served 22 years as an active-duty United States Marines. Trained as a Communication Electronics Technician, Marine Drill Instructor and served in Saudi Arabia during Desert Shield/Desert Storm, retiring as a Gunnery Sergeant in January 2002.**

**Earned his Bachelor of Theology in 1998, Founder and Senior Pastor of New Beginnings Ministry of Faith in Havelock, NC since March 2002. Consecrated to the office of Bishop in 2009.**

**His community involvements include: Sheriff's Advisory Council member, Tax Commissioner, Harlowe Volunteer Fire Dept, Coastal Community Action, Board Member, Habitat for Humanity Board Member.**

## **Karen Segal**

**Karen Segal is a community volunteer who returned to New Bern in 2012. Since moving here with her husband, Jon, she has been involved with many community organizations as a volunteer. Her first volunteer activity in New Bern was serving on the Community Fabric Awards Committee. Karen served on the Tryon Palace Foundation Board for 6 years and was the Vice Chairman for 2 years. She has served on the Craven Literacy Council Board for 6 years, including 2 years as President. She volunteers in her town of River Bend's Neighbors-helping-Neighbors program, giving neighbors rides to doctor appointments. Karen recently volunteered many hours at CCHC's COVID 19 vaccine clinic and currently serves on the Foundation Board of CCHC.**

**Karen and her sister-in-law established a small business called Rescued Whines. They recycle wine bottles into soy candles and donate the profits to local animal rescue groups.**

**When not volunteering in the community, Karen enjoys spending time with her husband, children and her big dogs. She also enjoys gardening, tennis, walking and cooking for family and friends.**

# **CRAVEN** COMMUNITY COLLEGE

## **Foundation**

August 2021

### **Board of Directors**

Jacqueline B. Atkinson  
Carol Becton  
J. Brent Davis  
David Dysinger  
William T. Fuller  
Brenda George  
Lloyd Griffith  
John O. Haroldson  
Tyler Harris  
Carole B. Kemp  
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Linda MacDonald, *Emeritus*  
Ashley Martin-Irizarry  
W. David McFadyen, Jr., *President*  
Bettina Meekins  
Jim Millard, *Treasurer*  
Hannah Mitchell  
Susan Moffat-Thomas  
Allison R. Morris, *Chair,*  
*Craven CC Trustees*  
Stephen Nuckolls, *Emeritus*  
Marjorie Russell  
Anne C. Schout,  
*Vice President/President Elect*  
Tammy Sherron  
Dr. Ray Staats, *Craven CC*  
*President*  
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**[www.CravenCC.edu](http://www.CravenCC.edu)**

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Federal Tax ID # 59-1718436

I am very pleased to report that the Foundation has wrapped up another successful year.

As we review the past fiscal year, the Foundation added 7 new endowments, 6 were funded with a combined total of \$129,108, additional contributions to existing endowments totaled \$48, 415 for combined contributions of \$177,524.

The Endowment investment Portfolio has grown to \$3.3 million, with the total fund balance at \$3,998,115.

The Foundation transferred \$36,731 to the Campus Fund for future College initiatives.

Despite facing the effects of COVID-19, the 2021 Virtual Community Fabric Awards was a success with a net income of \$40,357. The two-year combined net from FY '20 & FY '21 was just over \$80,000. This includes funding that was converted to COVID-19 relief from the event.

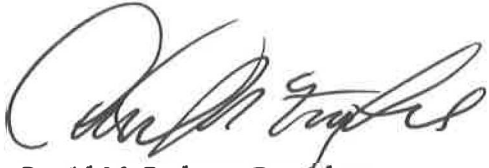
The \$36,731 transfer to the Campus Campaign and the \$40,357 from the Community Fabric Awards in this fiscal year, combine for a total increase of \$77,088 in our reserves.

The Foundation was able to absorb the \$50,000 transfer to the College for the Law Enforcement Training Simulator without the budgeted transfer from reserves. We finished the year with a modest positive Net Operating Income.

The Lifetime Learning Center continued to struggle with the effects of COVID-19 and this led to the cancellation of all events for the fiscal year. As we begin the new fiscal year, Jennifer is excited to be back on track with trips and events planned.

The Foundation scholarships paid for FY '21 was \$343,698. For FY '22 the proposed budget is for over \$400,000. This does not include restricted funds for – non-tuition – needs. In addition, the Financial Aid Office, Business Office and Foundation have been reviewing the scholarships to assure that we are fully awarding all possible monies available.

Despite the back to back impacts of Hurricane Florence and the pandemic, the Foundation is in good financial standing and continues to show growth in both income and scholarships awarded.

A handwritten signature in black ink, appearing to read "David McFadyen". The signature is fluid and cursive, with a large initial "D" and "M".

**David McFadyen, President  
Craven Community College Foundation**