

BOARD OF TRUSTEES

REVISED - MEETING AGENDA

SEPTEMBER 21, 2021

5:30 pm – Naumann Community Room
New Bern Campus

- | | | |
|-------|---|-----------------------|
| I. | Call to Order | Whit Whitley, Chair |
| II. | Administrative Items | |
| | (1) Roll Call | Ray Staats, Secretary |
| | (2) Agenda Review and Adoption (<i>motion</i>) | Whit Whitley |
| | (3) Conflict of Interest Declaration | Whit Whitley |
| | (4) Public Comment | Whit Whitley |
| | (5) Statement of Economic Interest Evaluation-Dr. Staats (<i>info</i>) | Cindy Ensley |
| III. | Consent Agenda (<i>motion</i>) | Whit Whitley |
| | (1) Approve Board of Trustees Meeting Minutes (August 17, 2021) | |
| IV. | WFD Update (<i>info</i>) | Gery Boucher, VP |
| V. | Strategic Plan Assessment Goal 3 Update (<i>info</i>) | Ray Staats, President |
| VI. | Old Business | Whit Whitley |
| VII. | New Business | Whit Whitley |
| | (1) Receive Annual Security Report (<i>info</i>) | Jim Millard |
| | (2) Approve WFD Course Fees (<i>motion</i>) | Gery Boucher |
| | (3) Approve Contingent Lease with City for Volt Kitchen (<i>motion</i>) | Ray Staats |
| | (4) Approve College Foundation Board Member (<i>motion</i>) | Ray Staats |
| VIII. | Reports | |
| | (1) President | Ray Staats |
| | (2) Chair | Whit Whitley |
| | (3) Attorney | Jamie Norment |
| IX. | Adjournment | Whit Whitley |

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

September 21, 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?

STATE ETHICS COMMISSION

POST OFFICE BOX 27685

RALEIGH, NC 27611

PHONE: 919-814-3600

Via Email

September 13, 2021

Mr. Thomas Andrew Stith III, President
North Carolina Community College System
200 West Jones Street
Raleigh, North Carolina 27603

**Re: Evaluation of Statement of Economic Interest filed by Dr. Raymond W. Staats
President of Craven Community College**

Dear President Stith:

Our office has received **2020 and 2021** Statement of Economic Interest forms from **Dr. Raymond W. Staats** as **President of Craven Community College**. We have reviewed both **2020 and 2021** Statements of Economic Interest 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.

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).

In addition to the conflict 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).

Mr. Thomas Andrew Stith III, President
September 13, 2021
Page 2 of 2

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 questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

Angela C. Pryor, SEI Unit
State Ethics Commission

cc: Dr. Raymond W. Staats
Cindy Ensley, Ethics Liaison

Attachment: Ethics Education Guide

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
AUGUST 17, 2021

The Craven Community College Board of Trustees met on Tuesday, August 17, 2021 in the Naumann Community Room with Board Chair Allison Morris presiding. The meeting was called to order at 5:40 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Ms. Allison Morris, Ms. Jennifer O'Neill, Dr. Ervin Patrick, Mr. Kevin Roberts, Mr. Tabari Wallace, Mr. Whit Whitley, and Ms. Brenda Wilson

Voting members absent were: Ms. Jennifer Dacey, Dr. Jim Davis, Ms. E.T. Mitchell, Ms. Sandra Phelps, and Mr. Bill Taylor

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

Others present were: Mr. Ronald Knight, retiring trustee; 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 August board meeting.

Recognition and Appreciation of Service

Board Chair Morris recognized retiring trustee Ron Knight and acknowledged his steadfast leadership over the years. President Staats presented an appreciation plaque commending him for his 28 years of dedicated service.

Statement of Economic Interest and Oaths of Office

Executive Assistant Ensley administered the oath of office to newly appointed trustee, Jennifer O'Neill. The Craven County Board of Education appointed Trustee O'Neill to serve from July 1, 2021 – June 30, 2025, replacing Trustee Knight. The Statement of Economic Interest evaluation letter noted no actual conflicts of interest or the likelihood for a conflict of interest. The Craven County Board of Education reappointed Trustee Allison Morris to a two-year term (to re-align the Board's appointment schedule) from July 1, 2021 – June 30, 2023. The Governor reappointed Trustee Whit Whitley to serve another four-year term, July 1, 2021 – June 30, 2025. The oaths of office were administered to both by Executive Assistant Ensley.

Agenda Review and Adoption

Board Chair Morris reviewed the agenda (attached). Trustee Patrick motioned to accept the agenda as presented; Trustee Whitley 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 Patrick motioned to accept the minutes (attached) of the June 9, 2021 meeting as presented; Trustee Roberts seconded the motion and the motion was unanimously approved.

Instructional Update

Curriculum Report: VP Kathleen Gallman updated on the fall enrollment data for the Aviation Management and Career Pilot program and a new process for vetting students who wish to enter the program. She also noted that eleven students are enrolled in the two new teacher prep programs.

Spring 2021 Program Review: VP Kathleen Gallman reviewed the noted program strengths and committee recommendations for continuous improvement (attached).

Financial Reports

Fiscal Year 2020-21 4th Quarter Financial Report: VP Jim Millard highlighted the reports for April – June 2021 (attached). Trustee Whitley motioned to approve the report as presented; Trustee Wilson seconded the motion and the motion was unanimously approved.

Write-Offs and Uncollectable Accounts: VP Millard noted that collection efforts have resumed after being suspended by the State due to the pandemic (attached). Trustee Patrick motioned to approve the report as presented; Trustee Wilson 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 4th quarter (April – June) 2020-21 Personnel Report (attached).

Facilities Usage Report

The 4th quarter (April – June) 2020-21 Facilities Usage Report was presented by VP Millard for informational purposes (attached).

Old Business

Approve New and Revised Board Policies from June Review: President Staats reviewed the policies (attached) presented in June for review and for approval at this meeting.

BP 3.11 Admissions (revised): Trustee Roberts motioned to approve the revised board policy as presented; Trustee Whitley seconded the motion and the motion was unanimously approved.

BP 4.16 Credit for Prior Learning (new): Trustee Patrick motioned to approve the new board policy as presented; Trustee Wilson seconded the motion and the motion was unanimously approved.

BP 8.4 Information Security (new): Trustee Wallace motioned to approve the new board policy as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

County Budget FY 2021-22: For informational purposes, President Staats shared the budget approval letter from the County Commissioners (attached) with \$4,101,425 in current expenses and \$500,000 in capital outlay.

Officer Nominating Committee Report: Board Chair Morris announced that she served as chair of the committee, as Trustee Taylor was unavailable to serve at the time. The committee (Chair Morris, Trustee Knight and Trustee Davis) recommended the following slate of officers for consideration:

Whit Whitley – Chair

Ervin Patrick – Vice Chair

Raymond Staats – Secretary

New Business

Election of Officers: Chair Morris restated the recommended slate of officers and then opened the floor for other nominations. With no further nominations announced, Trustee Roberts motioned to close the nominations. Trustee Wallace seconded the motion and the motion was approved unanimously. Trustee Wilson motioned to approve the recommended slate of officers as presented to serve a one-year term (August 2021 – August 2022). Trustee Wallace seconded the motion and the motion was approved unanimously.

Final NCCCS 3-1 for Project #2005 Keyless Entry: Project #2005 was initially approved in 2013 and was an ongoing project for several years, as explained by VP Millard. With a small balance remaining in the approved project account, the NCCCS recommended the remaining balance be spent before closing the project. VP Millard reported that all funds have now been outlaid. Trustee Roberts motioned to approve the close-out of Project #2005 as presented (attached). Trustee Wallace seconded the motion and the motion was approved unanimously.

2020 Craven CC Foundation Financial Audit: President Staats reported a successful Foundation financial audit for fiscal year ending June 30, 2020 (attached).

Approve Foundation Board Members: President Staats presented for ratification three new directors for the Craven CC Foundation Board of Directors - Dr. Jim Congleton, Mrs. Karen Segal, and Rev. Charles Dudley (attached), with a term of July 1, 2021 - June 30, 2023. Trustee Whitley motioned to approve the new foundation directors as presented. Trustee Patrick seconded the motion and the motion was approved unanimously.

Reports

Foundation: Foundation President David McFadyen reported on the generosity of the community in support of the Community Fabric Awards during COVID-19 and the ongoing need for scholarships and financial assistance in the midst of available federal COVID funding (attached). He also announced the fall Campus Campaign to support scholarships and asked all trustees to participate.

Attorney: Attorney Jamie Norment gave a brief legislative update on the budgeting process within the NC General Assembly.

President: President Staats updated the Board on several topics:

- New COVID guidelines from the Governor's Office due to the rise in cases and hospitalizations
- Recent discussions with the City of New Bern on the kitchen area at the Volt Center
- Differences between the House and Senate legislation regarding faculty and staff compensation
- 57 of the community colleges experienced a decline in enrollment last year including Craven CC; Fall 2021 curriculum enrollment is projected to decrease versus last year while WFD enrollment is likely to increase.

Chair: Board Chair Morris expressed her heartfelt gratitude to the Board for the privilege of serving as chair for two years.

Transfer of the Gavel: Outgoing Board Chair Morris passed the gavel and all associated duties of the chair's position to incoming Board Chair Whit Whitley.

Remarks by Board Chair Whitley: Board Chair Whitley thanked Trustee Morris for her leadership, particularly during the covid-19 pandemic. He acknowledged he is ready for the challenge of the position and will devote the time and energy needed.

Adjournment

With no further business to be presented, Board Chair Whitley adjourned the meeting at 7:50 pm and thanked everyone for their participation.

Respectfully submitted:



Robert E. Whitley, Jr., Chair
September 21, 2021



Raymond W. Staats, Secretary
September 21, 2021

WORKFORCE DEVELOPMENT REPORT

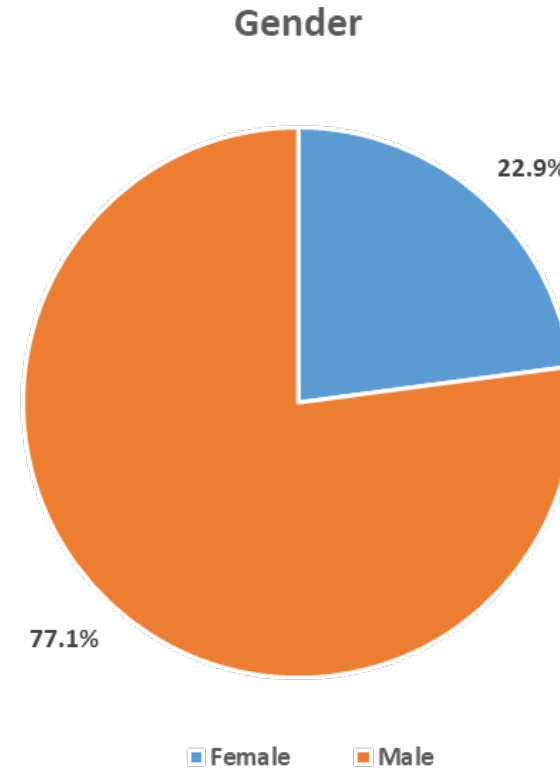
September 2021



Workforce Development Report

Updates – Volt Center

- By the Numbers
 - Courses Offered – 228
 - Unduplicated Students – 952
 - Duplicated Students – 1409
 - Job Offers – 397
- Demographics
 - 85% from Craven County
 - 19% from targeted population areas
 - Walking distance
 - Unemployed | Underemployed

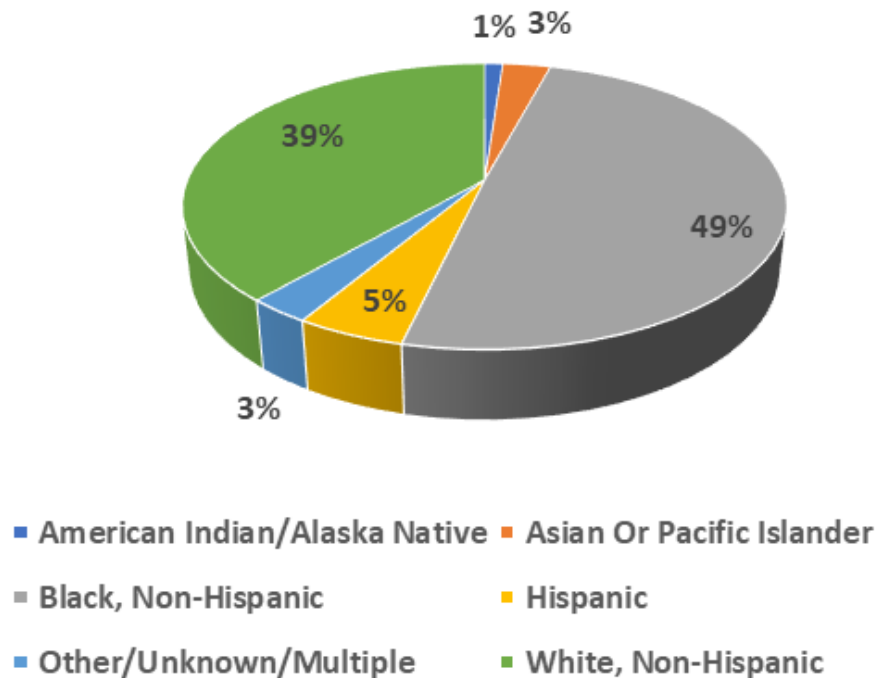


Data Source: Office of Institutional Effectiveness, 8/5/2021

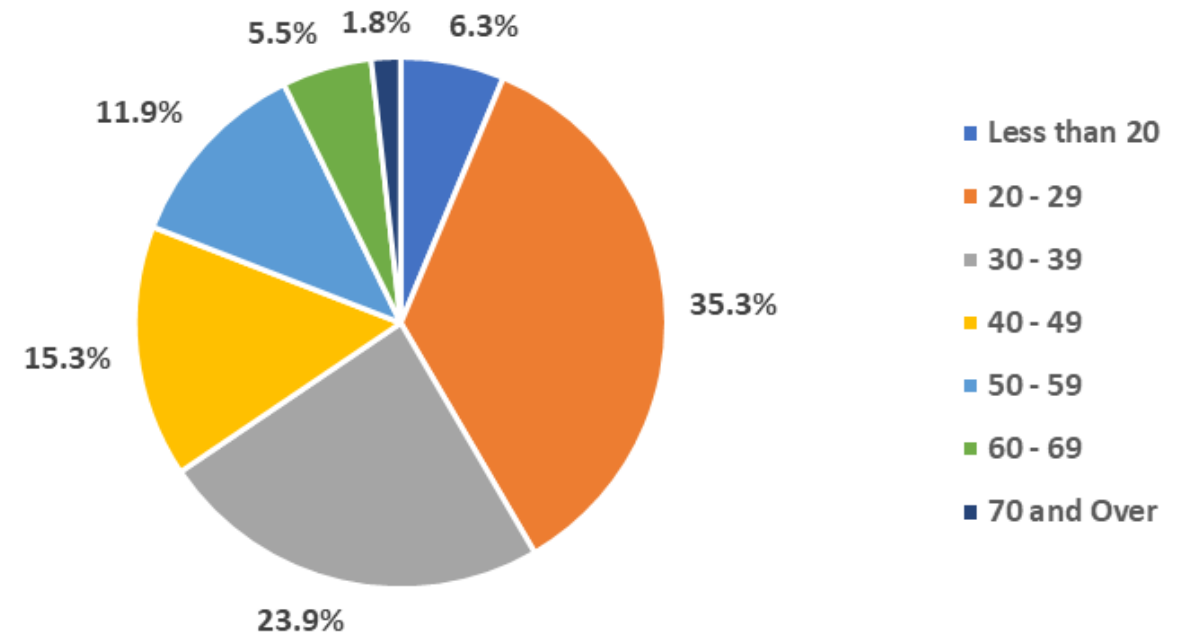
Workforce Development Report

Updates – Volt Center

Ethnicity



Age Group % of Students



Data Source: Office of Institutional Effectiveness, 8/5/2021

Workforce Development Report

Updates

- Law Enforcement Simulator
 - Simulator Courses – 190 law enforcement officers completed courses
 - New Bern Police Department
 - Craven County Sheriff's Department
 - River Bend Police Department
 - Kinston Police Department
 - Morehead City Police Department
 - Lenoir County Sheriff's Department
 - Non-instructional courses – 49 attendees
 - New Bern Chamber of Commerce Leadership Craven
 - Craven CC Board of Trustees Retreat
 - BLET Rapid Deployment
 - Bate Foundation Board of Trustees
 - Havelock Chamber of Commerce Board of Directors

Workforce Development Report

Updates

- Partnered with James City Community Organization and NCDOT Highway Construction Training Academy
 - Cohort 1 – May 3 – 13 students graduated
 - Cohort 2 - June 28 – 13 students graduated
 - Cohort 3 – Started August 30
- Craven Pamlico Re-Entry Program
 - Craven County - 63 active clients
 - Pamlico County - 4 active clients



LOOKING FOR BETTER PAY?
A LIVING WAGE?
HOW ABOUT A CAREER?

JOIN US!

LEARN MORE AT OUR NEXT
INFORMATION SESSION:

Date: May 3, - June 10, 2021
Monday - Thursday 6 - 9 p.m.
James City Community Center
410 Plum St.
New Bern, NC 28560

TAKE PART IN OUR SPONSORED
CONSTRUCTION TRADE ACADEMY WITH:

The James City Community Org. (HCTA),
NCDOT, Highway Construction Training Academy



 FUNDED BY THE NCDOT
OFFICE OF CIVIL RIGHTS
ON-THE-JOB TRAINING PROGRAM

 On-the-Job
TRAINING
Office of Civil Rights

FOR MORE INFORMATION
CONTACT: MR. GREG SINGLETON 252-288-7683

Workforce Development Report

Updates

- Project Skill Start - Juvenile Criminal Prevention Council (JCPC) Grant
 - 9 students currently enrolled
 - 6 from Craven Transitional Living Home
 - 3 from the community-at-large
 - 3 have enrolled in additional classes
 - Small Engine Repair
 - Forklift Certification
 - Diesel Systems
- New Courses
 - Marine Diesel Repair Technician – 100 Hours – Volt Center
 - Diesel Generator Service and Repair – 100 Hours – Volt Center
 - Solar Photovoltaic (PV) Technology Training – 96 Hours - Volt Center
 - Administrative Professional Training – 220 Hours – New Bern Campus

Workforce Development Report

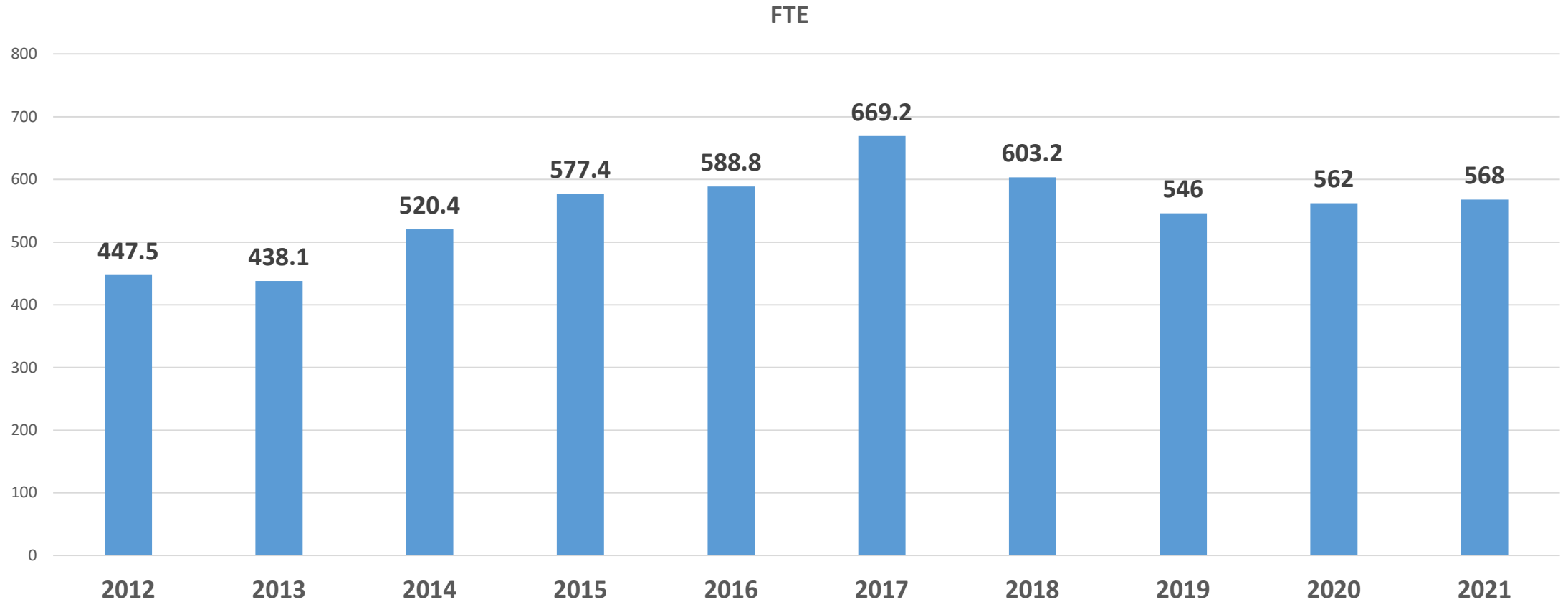
Enrollment

WFD FTE		Self-Support FTE	
Year	FTE	Year	FTE
2017	669.2	2017	41.41
2018	603.2	2018	38.84
2019	546	2019	35.03
2020	562	2020	21.46
2021	568	2021	14

Data Source: Dean, WFD, 8/5/2021

Workforce Development Report

FTE 10-Year Trend



Data Source: Dean, WFD, 8/5/2021



WORKFORCE DEVELOPMENT REPORT

SEPTEMBER 2021



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Strategic Plan 2017-22

College Environment
Assessment: Third Quarter 2021



Strategic Plan 2017-22 Assessment

College Environment

ENSURE CREATIVITY IS VALUED, WHERE A FAILED INITIATIVE IS PERCEIVED AS A GROWTH OPPORTUNITY

Narrative:

- Faculty and staff are provided the opportunity to make suggestions through Faculty Council, the Services Review survey, Faculty Forums and through participation on standing committees.
 - CORD initiative – cohorts 2017-present
 - Services Review revision – 2020
 - Faculty Handbook – Revisions led by Dean; faculty input through Faculty Council chair
 - Service on Website Committee – 2020-present
 - Faculty Forums – 2020-present

Strategic Plan 2017-22 Assessment

College Environment

OFFER THROUGH THE CTL PROFESSIONAL DEVELOPMENT AND TEAM BUILDING FOR FACULTY AND STAFF

Narrative:

- Hired Assistant Director of DL/CTL – focus on Center for Teaching and Learning
- Development of Hybrid and Online Teacher Training (HOTT) for new and existing online instructors – completed July 2020
- Craven is now an AVID school – guided professional development on teaching and learning
 - Craven County Schools is an AVID school system as well

Trend Data:

Professional Development

Academic Year	Contact Hours Provided	Sessions Offered
2017-18	279	177
2018-19	352	195
2019-20	129	62
2020-21	180	134

Strategic Plan 2017-22 Assessment

College Environment

CREATE A JOB CENTER PORTAL THROUGH THE COLLEGE'S WEBSITE

Narrative:

- Student Job Portal completed January 2017

Strategic Plan 2017-22 Assessment

College Environment

PROVIDE APPROPRIATE AND ADEQUATE RESOURCES ACROSS ACADEMIC PROGRAMS, INSTRUCTIONAL SITES
AND DELIVERY MODES

Narrative:

- WFD
 - Diesel equipment purchases - \$67,412
- Marketing
 - Studio equipment purchases - \$10,559
 - Studio will be housed in PRE and used for weekly podcasts and in-house videos
- Curriculum programs
 - New aircraft engines for Aviation Systems Technology
 - State-of-the-art flight simulator for Aviation Management and Career Pilot program
 - New ADA software – Accommodate (more intuitive; ease of use for faculty/staff)
 - Oculus systems for the Library

Strategic Plan 2017-22 Assessment

College Environment

FACILITATE A COMMUNITY, FAMILY-BASED ENVIRONMENT

Narrative:

- Virtual Convocation – August 2021
- Faculty forums will continue as feedback very positive; adjunct faculty included
- Implemented inter-division meetings in Spring 2020
- All faculty professional development day planned for October 2021
- Presented Craven CC's lifesaver award to 7 individuals for going above-and-beyond the call of duty since September 2020
- Conducted 2 drive-through graduations – Class of 2020 and 2021
- 9 retirement celebrations were held this past year – either virtual or in-person

Strategic Plan 2017-22 Assessment

College Environment

PROVIDE OPPORTUNITIES AND FORUMS FOR SHARED GOVERNANCE

Narrative:

- Comprehensive Program Review
- Faculty forums (full-time and adjunct) with Q&A
- Faculty presence on the Curriculum and Academic Policy (CAP) committee
- Faculty participating on website redesign committee
- Faculty Council – monthly meetings between CAO and Council Chair
- Students Services and WFD hold monthly staff meetings

Strategic Plan 2017-22 Assessment

College Environment

PROMOTE HEALTH AND WELLNESS INITIATIVES FOR FACULTY, STAFF AND STUDENTS

Narrative:

- Flu shot clinics on New Bern and Havelock campuses – October 2020
- Gym – addition of a new treadmill
- COVID-19
 - Submitted a proposal to install a Global Plasma solution to HVAC systems to reduce pathogens and improve air quality in our facilities
 - COVID-19 vaccination clinic with CarolinaEast Medical Center on the main campus

Strategic Plan 2017-22 Assessment

College Environment

DEVELOP DEEPER UNDERSTANDING AND BUY-IN OF THE COLLEGE'S POLICIES, PROCEDURES AND PROCESSES

Narrative:

- Comprehensive policies and procedures review
 - Since 2017, 29 policies and 61 procedures updated or created
 - Published in Craven Weekly and posted on Craven Compass and college website
- Implemented a formalized and holistic approach to documenting internal control processes (ICP) that support college procedures
 - 16 ICPs posted since 2020

Strategic Plan 2017-22 Assessment

College Environment

MAINTAIN A SAFE, ACCESSIBLE, AND ESTHETICALLY PLEASING PHYSICAL ENVIRONMENT THAT REFLECTS THE COLLEGE'S COMMITMENT TO EXCELLENCE IN TEACHING AND LEARNING

Narrative:

- Facilities
 - Academic Support Center – enhanced facilities for students to support intellectual growth and motivation to become lifelong learners
 - Wayfinding signage on campus to include design of digital signage
 - Podcast Studio – enhanced ability to share information and stream events
- IT
 - Enhanced Wireless Network
 - Established Synchronous Classrooms
 - Implemented KnowBe4 – quarterly security awareness training

Strategic Plan 2017-22 Assessment

College Environment

MAINTAIN A SAFE, ACCESSIBLE, AND ESTHETICALLY PLEASING PHYSICAL ENVIRONMENT THAT REFLECTS THE COLLEGE'S COMMITMENT TO EXCELLENCE IN TEACHING AND LEARNING

Narrative:

- Security
 - Annual Security Report updated to include new Title IX and Clery obligations
 - Reorganization of the department to include a Senior Control Room Operator
- Safety
 - Manager of Environmental Safety and Health (MESH) Certification
 - Environmental Health & Safety Institute (EHSI) Clean Safety Audit

Strategic Plan 2017-22 Assessment

College Environment

ADVOCATE LEGISLATIVE INITIATIVES THAT ADVANCE THE PROFESSIONAL INTERESTS OF OUR FACULTY AND STAFF

Narrative:

- Legislative Newsletter
 - Five issues annually
 - Electronic format distribution to supplement the mailing process
 - Collecting data on receipt and/or opening of the newsletters
- NCCCS 2021-22 Legislative Workforce Agenda Priorities
 - Post-COVID-19 “hold harmless” FTE funding
 - Faculty & staff salaries

Strategic Plan 2017-22 Assessment

College Environment

RECRUIT AND RETAIN HIGH QUALITY FACULTY AND STAFF

Narrative:

- Analyzed personnel data trends for 2015-2021
- Recognized 5 employees for earning advanced degrees in the past year
- Recruitment
 - Positions advertised FY 2020-2021
 - Staff – 29 FT positions, 658 applicants
 - Faculty – 7 FT positions, 177 applicants



Strategic Plan 2017-22 Assessment

College Environment

Executive Leadership Team:

Ray Staats, President

Kathleen Gallman, VP for Instruction

Gery Boucher, VP for Students

Jim Millard, VP for Administration



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Teaching and Learning*

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2021

Annual Security Report



The 2021 Craven Community College Annual Security Report contains emergency information and statistics for the calendar years 2018, 2019 and 2020.

2021 Annual Security Report

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2021 Annual Security Report

A Message from the Director of Security & Emergency Management

Welcome to Craven Community College. The mission of the Campus Security Department is to provide a safe and secure environment consistent with the educational goals of this diverse institution, to enhance the well-being of students, faculty, staff, and visitors, and to protect all College property. As a cohesive unit, the Security Department works closely with our School Resource Officers, the Craven County Sheriff's Department, and our Administrative Team to ensure the safety and well-being of our campus community. However, we acknowledge there are no risk-free environments. The tools and resources we provide supplement and support our vigilant community, which includes you.



The College has adopted the policies, procedures and practices set forth in this report. These are designed in the best interest of everyone's safety and enacted to minimize and prevent losses due to criminal activity, damage to College and personal property and most importantly, serious injury to members of the campus community.

This Annual Security Report (ASR) complies with the latest requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It presents not only crime statistics, but also information to help users stay safe while at the College. Please familiarize yourself with its content, and do not hesitate to reach out to the departments and programs listed in this report for more information regarding available resources.

We appreciate your cooperation in abiding by College policies and procedures, and in assisting us in making our campus a great place to obtain an education, work and visit. Remember, if you "See Something, Say Something".

We are at your service. Thank you for your commitment to safety and security.

Tim Hall

Director of Security & Emergency Management

2021 Annual Security Report

Annual Security Report

This report contains emergency information, crime definitions, and crime statistics for the calendar years 2018, 2019, and 2020. It is designed to provide information concerning safety and security on all Craven Community College campuses should an emergency occur.

This report is available to all current and prospective students and employees. Each member of the College community receives notification via email for the annual posting of this report. Individuals may obtain a copy of this report by contacting the Campus Security Office at 800 College Court, New Bern NC 28562, by calling 252-638-7261 or by visiting the Craven Community College website at:

http://cravencc.edu/wp-content/uploads/admin/annual_security_report.pdf

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

In November 1990, the Crime Awareness and Campus Security Act (Title II, Public Law 101-542) was signed into law. This law requires colleges and universities to produce and make available certain policy statements and statistics about campus crime. In November 1999, this Act was renamed The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Clery Act requirements:

- Publish an annual report every year, by October 1st, that contains three years of campus crime statistics and certain campus security policy statements
- Disclose crime statistics for the campus public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from campus police or security, local law enforcement, and other College officials who have “significant responsibility for student and campus activities”
- Provide “timely warning” notices of those crimes that have occurred and pose an ongoing threat to students and employees
- Disclose in a public crime log “any crime that occurred on campus or within the patrol jurisdiction of the campus security department and is reported to the campus security department”

2021 Annual Security Report

Overview of Campus Security

Security Mission Statement

The mission of Campus Security is to provide a safe, secure environment consistent with the educational goals of this diverse institution, to enhance the well-being of students, faculty, staff and visitors, and to protect all College property.

Security Vision Statement

To be a center of excellence for security and emergency management known for leadership, innovation and service for the benefit of a safe campus where staff, faculty, students and community stakeholders unite to enhance the quality of life.

A college community, like any other community, experiences accidents, crimes, and injuries. No wall exists to protect the college from dangers that exist in the surrounding community. Unfortunately, absolute safety cannot be guaranteed to anyone. Therefore, students, employees, and visitors are also responsible for taking measures to protect themselves and their possessions. This document is provided as a part of Craven Community College's commitment to safety and security and is in compliance with federal law, specifically The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or simply, the Clery Act.

Security Contact Information

Emergency: 252-670-9915
Non-Emergency: 252-638-7261



Comments and Feedback

If you wish to provide comments or feedback regarding a Campus Security Officer, please contact:

Tim Hall, Director of Security & Emergency Management

hallt@cravencc.edu

252-638-0156

2021 Annual Security Report

Campus Security Hours and Locations

New Bern Campus

The Security Department operates 24 hours a day, 7 days a week, on the New Bern Campus. School Resource Officers and Craven County Sheriff's Deputies are also available on campus Monday-Thursday between the hours of 8 a.m. and 9 p.m. and Friday between the hours of 8 a.m. and 12 p.m. The Security Office is located in the Brock Building, Suite 131.

Havelock Campus

Campus Security Officers are available Monday-Friday between the hours of 8 a.m. and 5 p.m. and on weekends that the campus is open, between the hours of 8 a.m. and 5 p.m. School Resource Officers and Craven County Sheriff's Deputies are available Monday-Thursday between the hours of 8 a.m. and 9 p.m. and Friday between the hours of 8 a.m. and 12 p.m. The Security office is located in the Redd Building, Suite 104.

Volt Center

Campus Security Officers are available Monday through Thursday from 8 a.m. to 9 p.m. and Friday from 8 a.m. to 5 p.m. Campus Security Officers are available on weekends that the center is open, between the hours of 8:00 a.m. and 5 p.m.

Personnel

The Craven Community College Campus Security Department is composed of Campus Security Officers, School Resource Officers, and Craven County Sheriff's Deputies.

Campus Security

Craven Community College Campus Security Officers are non-sworn, unarmed personnel with no powers of arrest. Campus Security Officers enforce the rules and regulations set forth by the Craven Community College Board of Trustees. Campus Security Officers routinely patrol the College campus grounds, parking lots and buildings. Officers respond to College emergency calls and requests for assistance. In addition to enforcing College policies, Campus Security Officers are responsible for a full range of public safety services including, but not limited to, detecting and deterring criminal activity, reporting crimes committed on campus, responding to medical and fire emergencies, and enforcing College policies regarding the use of controlled substances, alcohol and weapons. The territorial jurisdiction of the Campus Security Department includes all property owned or leased by the College and that portion of any public road or highway passing through such property and immediately adjoining it. Anyone who has been a victim of a crime, or knows of anyone who has been a victim of a crime, is encouraged to report that crime to a Campus Security Officer.

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Partnerships with Local Law Enforcement Agencies

The Campus Security Department has a professional working relationship with the City of New Bern Police Department (NBPD), Havelock Police Department, the Craven County Sheriff's Department (CCSD), the NC State Bureau of Investigation (SBI), the Federal Bureau of Investigation (FBI) and the NC Highway Patrol. This cooperation includes investigations of alleged crimes, emergency response, special event coordination, training, prevention efforts, campaigns on campus and large scale exercises.

Craven Community College operates under a written MOU with the Craven County Sheriff's Office to provide two full-time sworn School Resource Officers. Resource Officers act as a law enforcement officer with the primary purpose of keeping the peace on college campuses. Resource Officers also provide guidance to students, share law enforcement experiences and perspectives with College classes, and perform other duties as assigned by the College and approved by the Sheriff. Resource Officers are required to be properly licensed, trained and skilled in the performance of their duties to be assigned at the College.

Craven Community College also employs part-time Craven County Sheriff's Deputies in the event that law enforcement assistance is needed. The School Resource Officers and Deputies have full powers of arrest and are responsible for enforcing federal, state and local laws along with certain College policies.

Within the designated city limits of New Bern, New Bern Police Department has the jurisdiction to enforce local statutes and ordinances at on-campus and non-campus areas. Within the designated city limits of Havelock, the Havelock Police Department has the jurisdiction to enforce local statutes and ordinances at on-campus and non-campus areas.

2021 Annual Security Report

Reporting Criminal Incidents or Emergencies

Students, employees and guests are encouraged to accurately and promptly report all crimes and public safety-related incidents or emergencies to the Campus Security Department and the appropriate law enforcement agency, when the victim of a crime elects to, or is unable to, make such a report. Reports can be made as follows:

- To report any life-threatening emergency, call 911 or 9-911 from any campus phone
- To report a crime, or a non-emergency security or public safety related matter at the New Bern Campus, call Campus Security at extension 7400 or 7261 from an on-campus phone, or from outside the College phone system, call 252-670-9915 or 252-638-7261. Reports on the New Bern Campus may also be made in person to the Security Office located in the Brock Building, Suite 131
- To report a crime, or a non-emergency security or public safety related matter at the Havelock Campus, call 252-444-3343
- To report a crime, or a non-emergency security or public safety related matter at the Volt Center, call 252-617-0324.

Campus Security Officers are available 24/7 to answer calls on the New Bern Campus. Upon receiving a report of a crime or an emergency, a Security Officer will respond. The response may include, but is not limited to, filing a written report, taking witness statements, making a disciplinary referral or dispatching a Resource Officer if needed. The Director of Security and Emergency Management reviews all incident reports and, when appropriate, forwards reports to the Behavioral Intervention Team (BIT). The Security Department investigates a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the BIT. If further assistance is required during the investigation, the Security Department will contact the School Resource Officer.

Voluntary and Confidential Reporting of Crimes

Crimes and other serious incidents can be reported on a voluntary and confidential basis, such as an anonymous report of sexual assault, domestic or dating violence and stalking, for inclusion in the annual disclosure of crime statistics. Complainants or witnesses may anonymously report an incident by calling Campus Security at 252-638-7261 or contacting a Campus Security Authority. With the anonymous information, Campus Security Officers can keep an accurate record of incidents, determine if there is a pattern of crime and alert the College to the potential danger. In the event a victim is unable to report a crime, we encourage any member of the College community to do so on their behalf. An anonymous report may also be filed online at: <http://cravencc.edu/anonymous-reporting-form/>.

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Campus Security Authorities

All Campus Security Officers are considered Campus Security Authorities (CSA). A CSA is any College official with significant responsibility for campus activity. In addition, the Office of the Dean of Student Services, the Campus Life Office, the Office of the Director of Student Services for the Havelock Campus, Title IX Coordinators and advisors of College sanctioned clubs, groups or activities are considered CSAs and are responsible for reporting all crimes covered by the Clery Act to the Campus Security Department. CSAs receive training on how to report crimes in compliance with the Clery Act. The Director of Security and Emergency Management maintains a list of College CSAs, which is published annually on the Craven Community College website at <http://cravencc.edu/clery-act/>.

Anyone who has been a victim of a crime, or knows of anyone who has been a victim of a crime, is encouraged to report that information to a Campus Security Officer or a Campus Security Authority (CSA) for the purpose of timely warning reporting if necessary, and to facilitate collection of statistics for the annual security report.

The following information is gathered by CSAs to ensure proper statistical information is reported:

- Date incident reported
- Date of incident (to the extent it can be determined)
- Approximate time of incident
- Location of incident
- Brief description of alleged criminal activity
- Gender of victim

Responsible Employees

Responsible employees are required to report all the details of an incident involving sexual harassment, discrimination or sexual misconduct to the Title IX Coordinator. A report made to a “responsible employee” constitutes a report to the College and generally obligates the College to investigate the incident and take appropriate steps to address the situation. Craven Community College considers all employees to meet the definition of a responsible employee.

Information reported to a responsible employee will be shared only with people responsible for handling the College’s response to the report. A responsible employee should not share information with law enforcement without the Complainant’s consent or unless the Complainant has also reported the incident to law enforcement.

Before a Complainant reveals any information to a responsible employee, the employee should ensure that the Complainant understands the employee’s reporting obligations, and, if the

2021 Annual Security Report

Complainant wants to maintain confidentiality, direct them to the Title IX Coordinator and the Title IX Coordinator will direct the Complainant to a confidential source.

If the Complainant wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the Complainant that the College will consider the request, but cannot guarantee that the College will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Title IX Coordinator of the Complainant's request for confidentiality.

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Key Incident Reporting Contacts

Campus Security Department Contacts

Campus Security Officers
New Bern – 252-638-7261
Havelock – 252-444-3343
Volt Center – 252-617-0324

Title IX Contacts

Denise Salerno
Executive Director of Human Resources and
Title IX Coordinator
Brock Building, Room 237
252-638-7225
salernod@cravencc.edu

Bill Bondurant
Director of Advising and Counseling
and Deputy Title IX Coordinator
Barker Hall, Room 109
252-638-7222
bondurantr@cravencc.edu

Zomar Peter
Dean of Student Services
Barker Hall, Room 108a
252-638-4597
peterz@cravencc.edu

Law Enforcement Contacts

Cpl. Michael S. Gaskins, Resource Officer
New Bern Campus
Brock Building, Suite 131
252-514-4178
gaskinsmi@cravencc.edu

Cpl. Rex Sheldon Resource Officer
Havelock Campus
Redd Building, Office 104
252-444-3343
sheldont@cravencc.edu

Craven County Sheriff's Department
252-636-6620

New Bern Police Department
252-672-4100

Havelock Police Department
252-447-3212

2021 Annual Security Report

Crime Statistics – All Campuses			
Murder/Non-Negligent Manslaughter	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Negligent Manslaughter	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Rape	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Fondling	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Incest	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Statutory Rape	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Robbery	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Aggravated Assault	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Burglary	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Motor Vehicle Theft	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0

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Arson	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Hate Crimes	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Domestic Violence	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Dating Violence	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Stalking	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Arrests- On Campus	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Non-Campus	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Public Property	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- On Campus	2018	2019	2020
Weapons	0	0	1
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Non-Campus	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Public Property	2018	2019	2020

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Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

*There were no reported Hate Crimes for the years 2018, 2019 or 2020.

**There were no Unfounded Crimes for the years 2018, 2019 or 2020.

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Crime Statistics – New Bern Campus			
Murder/Non-Negligent Manslaughter	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Negligent Manslaughter	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Rape	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Fondling	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Incest	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Statutory Rape	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Robbery	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Aggravated Assault	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Burglary	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Motor Vehicle Theft	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0

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Arson	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Hate Crimes	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Domestic Violence	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Dating Violence	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Stalking	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Arrests- On Campus	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Non-Campus	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Public Property	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- On Campus	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	3	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Non-Campus	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Public Property	2018	2019	2020

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Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

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Crime Statistics – Havelock Campus			
Murder/Non-Negligent Manslaughter	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Negligent Manslaughter	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Rape	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Fondling	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Incest	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Statutory Rape	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Robbery	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Aggravated Assault	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Burglary	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Motor Vehicle Theft	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0

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Arson	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Hate Crimes	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Domestic Violence	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Dating Violence	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Stalking	2018	2019	2020
On Campus Property	0	0	0
Non-Campus	0	0	0
Public Property	0	0	0
Arrests- On Campus	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Non-Campus	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Arrests- Public Property	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- On Campus	2018	2019	2020
Weapons	0	0	1
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Non-Campus	2018	2019	2020
Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0
Disciplinary Referrals- Public Property	2018	2019	2020

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Weapons	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

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Crime Statistics – Volt Center (Opened in 2019)			
Murder/Non-Negligent Manslaughter	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Negligent Manslaughter	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Rape	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Fondling	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Incest	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Statutory Rape	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Robbery	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Aggravated Assault	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Burglary	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Motor Vehicle Theft	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0

2021 Annual Security Report

Arson	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Hate Crimes	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Domestic Violence	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Dating Violence	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Stalking	2018	2019	2020
On Campus Property		0	0
Non-Campus		0	0
Public Property		0	0
Arrests- On Campus	2018	2019	2020
Weapons		0	0
Drug Abuse Violations		0	0
Liquor Law Violations		0	0
Arrests- Non-Campus	2018	2019	2020
Weapons		0	0
Drug Abuse Violations		0	0
Liquor Law Violations		0	0
Arrests- Public Property	2018	2019	2020
Weapons		0	0
Drug Abuse Violations		0	0
Liquor Law Violations		0	0
Disciplinary Referrals- On Campus	2018	2019	2020
Weapons		0	0
Drug Abuse Violations		0	0
Liquor Law Violations		0	0
Disciplinary Referrals- Non-Campus	2018	2019	2020
Weapons		0	0
Drug Abuse Violations		0	0
Liquor Law Violations		0	0
Disciplinary Referrals- Public Property	2018	2019	2020

2021 Annual Security Report

Weapons		0	0
Drug Abuse Violations		0	0
Liquor Law Violations		0	0



800 College Court
New Bern, NC 28562
Tel: 252-638-7261
Fax: 252-637-6112
www.cravencc.edu

Craven Community College

Fee Chart

2021-2022

Fees for 2021-2022

BOT APPROVAL 4/20/21

Course/Area	Current Fee	Change/New	Basis/Additional Comments in Red
Business Office & Student Services:			
Student Activity Fee	\$ 35.00		Flat fee for curriculum students charged Fall and Spring semesters
Student Activity Fee - Summer	\$ 17.50		Flat fee for curriculum students charged for Summer semester
Travel Insurance to Study Abroad	up to \$100.00		One time for study abroad participants
Transcript	\$ 10.00		
Campus Access, Parking & Security	\$ 15.00		Flat fee for curriculum students charged Fall, Spring and Summer semesters
Computer Use & Technology	\$ 48.00		All curriculum students charged Fall, Spring and Summer semesters
Professional Liability Insurance	\$ 16.00		Required for curriculum nursing and allied classes as well as a variety of WFD classes (EMT, Phlebotomy, Health Care Technician, Dental Asst, Vet Asst, Animal Grooming, Personal Trainer, CNA I & II, Manicurist, Barbering)
Student Accident Insurance: Curriculum	\$ 1.20		Mandatory insurance per semester
Student Accident Insurance: WFD	\$ 0.60		Mandatory insurance per semester
Returned Check	\$ 20.00		Per check returned by Financial Institution
Placement Testing Fee	\$ 3.00		Fee to be charged for Re-testing
Graduation Fees:			
Graduation Fee	\$ 15.00		All graduating students. Includes processing, certificates, postage and one diploma cover
Diploma Cover	\$ 15.00		Charged per each additional diploma cover
Cap, Gown and Tassel	\$ 30.00		Approximate and Non-Refundable
Associate Degree (hood)	\$ 30.00		Approximate and Non-Refundable
Academic Support/Distance Learning:			
Library Fees:			
Library Fines	\$ 0.10		Per day for overdue books
Library Fines	\$ 1.00		Per day for overdue videos
Printing Fee	\$ 0.10		Per page to print from computers for personal use (If it is for educational purposes this is not charged)
Printing Fee	\$ 0.10		Per page for photocopies
Printing Fee (3D)	\$3.00/\$1.00		Printing cost for first hour/Printing cost per hour after first hour up to 8 hours cap
Replacement Fee	\$ 1.00		Replacement library card
Placement Testing Fee for non-students	\$ 5.00		NC-DAP DRE DMA (Transferring to other community colleges)
Summer School Supply Fee	\$ 10.00		
MAT Exam	\$ 90.00		The Miller Analogies Test (MAT) exam will be offered to local residents seeking a Master's Degree; the fee covers the cost of the exam and administrative costs.
NABCEP Testing & Proctoring Fee	\$ 150.00		North American Board of Certified Energy Practitioners (NABCEP) Exam requested by WFD \$125.00 and \$25.00 proctoring fee
Test Proctoring Fee	\$ 25.00		To provide support for proctoring tests for students from other educational institutions unless associated with partnerships with the college
Distance Education Fee	\$ 25.00		Per course in all on-line and hybrid Curriculum courses
Liberal Arts:			
Music - MUS 161, 162, 261 262	\$ 320.00		Typically one student per course, specialized instruction
MAT - 110, 121, 143, 152, 263, 285, 280	\$ 74.71		Course Material Fee/Access to Software
MAT - 171, 271			Course Material Fee - One time fee for MAT 171 allows 2 year(s) for students to access Pearson Software which includes electronic book to complete MAT 171, MAT 172; One time fee for MAT 271 allows 2 year(s) for students to access Pearson Software which includes electronic book to complete MAT 271, 272, 273
	\$ 112.08		
Science - BIO, CHM & PHY	\$ 30.00		Supply Fee (seated & hybrid classes only)
Science - AST 111, BIO 163, PHY 110	\$ 66.72		Course Material Fee
Science - BIO 168, BIO 169, PHY 251, PHY 252	\$ 73.39		Course Material Fee
Science - GEL 111	\$ 53.38		Course Material Fee
Science - BIO 111			Course Material Fee - One time fee for BIO 111 allows 2 year(s) for students to access Pearson Software which includes electronic book to complete BIO 111, 112
	\$ 128.09		
ART - 121, 122, 131, 132, 171, 231, 232, 240, 241, 261, 262, 264, 265, 266, 267, 271, 275, 281, 282, 283, 284, 285, 286, 288	\$ 35.00		Supply Fee

Craven Community College

Fee Chart

2021-2022

Course/Area	Current Fee	Change/New	Basis/Additional Comments in Red
ART 135	\$ 40.00		Supply Fee
Health Programs:			
Admission Test (TEAS) for: Nursing, Physical Therapist Assistant	\$ 75.00		Entrance Test Fee (Good for 12 months)
Admission Test (TEAS) for: Medical Assisting	\$ 75.00		Entrance Test Fee (Good for 12 months)
Associate Deg. Nursing (A.D.N.) 5 Semester Plan- beginning with Fall cohort	\$ 525.00		Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management
Physical Therapist Assistant - PTA 270	\$ 90.00		Course Material Fee
Physical Therapist Assistant - PTA 110	\$ 15.00		Course Material Fee
Physical Therapist Assistant - PTA 150	\$ 60.00		Course Material Fee
Practical Nursing (PN)	\$ 625.00		Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management
NUR 214 - LPN to RN Transition Course	\$ 525.00		Fee for supplemental instruction (testing, e-texts); includes the electronic health record, accreditation module, and clinical management
Nursing Badge Replacement	\$ 60.00		
Career Programs:			
Automotive Lab Fees - ATT 140; AUT 114A, 116A, 141A, 151A, 163A, 181A, 221A, 231A, 141,116, 151, 163, 181, 183, 213, 221, 231, 281; TRN 110, 120, 140, 140A	\$ 45.00		Supply Fee
Basic Law Enforcement Lab Fees	\$ 65.00		BLET class includes: CJC 100, Supply Fee
Business Program Lab Fees - CTI 289, CTS 240, NET 125,126,225, 226; NOS 110, 130, 230, NOS 231, NOS 232	\$ 10.00		Supply Fee
Cosmetology Lab Fee - COS 112, 114, 116, 118, 119, 120, 125, & 126	\$ 10.00		Supply Fee
Cosmetology Lab Fee - COS 112A, 112B, 114A, 114B, 116A, 116B, 118A, & 118B	\$ 5.00		Supply Fee
Industrial Program Lab Fees:			
Composite Manufacturing core classes - MEC 188, 189, 212, 215	\$ 275.00		Supply Fee
Composite Manufacturing core classes - MEC 130	\$ 35.00		Supply Fee
Composite Manufacturing core classes - MEC 145	\$ 150.00		Supply Fee
Composite Manufacturing core classes - MEC 187	\$ 225.00		Supply Fee
Mechanical Engineering Tech, Electronic/ Electrical & Machining classes - BPR 111, 121, DDF 211, 212, 213, 214; DFT 111, 151, 152, 153; ELC 113, 117, 131, 135, 138, 139; ELN 131, 132, 133, 231, 232, 234, 260	\$ 35.00		Supply Fee
Machining/Manufacturing classes - MAC 111, 112, 113, 122, 124, 126, 241, 242, 243, 244, 245,246, 222, 224, 234, 233; MEC 111; HYD 110	\$ 85.00		Supply Fee
Machining/Manufacturing classes - MAC 117	\$ 150.00		Supply Fee
Machining/Manufacturing classes - MNT 110, 111, 165; ISC 132; SST 110	\$ 35.00		Supply Fee
Machining/Manufacturing classes - MAC 111A, 111B, 112A, 112B, 113A, 113B,241A, 241B, 242A, 242B, 243A, 243B, 244A, 244B, 245A, 245B, 246A, & 246B	\$ 45.00		Supply Fee

Craven Community College

Fee Chart

2021-2022

Course/Area	Current Fee	Change/New	Basis/Additional Comments in Red
Welding Technology Program			
Welding classes - WLD 110, 112, 115, 116, 121, 122, 131, 132, 141, 221, 231, 261	\$ 40.00		Supply Fee
Welding classes - WLD 115A, 115B, 116A, 116B, 121A & 121B	\$ 25.00		Supply Fee
Welding classes - WLD 151, 251	\$ 85.00		Supply Fee
Welding Certification to CU Credit	\$ 25.00		AWS Certified Welder Program > SMAW Plate (would get credit for WLD 115; GMAW Plate would get credit for WLD 122; FCAW Plate would get credit for WLD 121; GTAW Plate would get credit for WLD 131; SMAW Pipe would get credit for WLD 215; GTAW Pipe (Carbon Steel) would get credit for WLD 231
Havelock:			
American Hotel and Lodging Assc Hospitality	\$ 74.40		Covers book and exam
Avionics Course	\$ 81.40		Student Materials
Aviation Sheet Metal Fabrication - ASMF-7138	\$ 74.40		Supply Fee
Aviation Lab Fees	\$ 126.00		AVI 110, 120, 130, 230, 240, 250, 260 (includes 3 kits & lab consumables)
Aviation Mgmt & Career Pilot - AER 110	\$ 2,270.00		Airline/Commercial/Professional Pilot and Flight Crew; interpret aeronautical charts and apply navigational principles
Aviation Mgmt & Career Pilot - AER 151	\$ 9,490.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical exam for the private pilot certificate
Aviation Mgmt & Career Pilot - AER 161	\$ 11,640.00		Airline/Commercial/Professional Pilot and Flight Crew; plan and execute an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam
Aviation Mgmt & Career Pilot - AER 171	\$ 19,690.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate
Aviation Mgmt & Career Pilot - AER 281	\$ 6,726.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in right seat operation and CFI maneuvers as specified in the FAA Practical Test Standards
Aviation Mgmt & Career Pilot - AER 285	\$ 9,290.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical examination for a multi-engine rating
FAA Preparatory Exam	\$ 319.40		Supply fees for FAA General/Powerplant- AMPP 7191 and FAA General/Airframe - AMAF7193
Workforce Development Fees:			
American Heart Assoc. Certificate Card	\$ 17.50		BLS for Health Care Providers, Advanced Cardiac Life Support Initial and Recertification, Pediatric Advanced Life Support Initial and Recertification, & HeartSaver (First Aid CPR, AED, Adult, PEDS, Infants, Adults).
BLS for Health Care Provider	\$ 5.00		New Registration; Includes American Heart Association Card
BLS Family & Friends CPR (book with card)	\$ 2.00		New Registration; Includes American Heart Association Card
BLS HeartSaver/First Aid/CPR/AED Course Card	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver CPR AED Completion Card	\$ 17.50		New Registration; Includes American Heart Association Card
Pediatric HeartSaver CPR/First Aid AED	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver First Aid ONLY Card	\$ 17.50		New Registration; Includes American Heart Association Card
Auto-Detailing Certification Prep	\$ 19.40		Supply fee to cover the cost of consumables and other course materials
CDL Class A	\$ 1,819.40		Supply fee for the Commercial Driving License Class A license course
CDL Class B	\$ 819.40		Supply fee for the Commercial Driving License Class B license course
CRC Certificate Exam Fee	\$ 42.00		Reading for Information, Locating Information, and Applied Mathematics
CRC Certificate Replacement Fee	\$ 5.00		Supply fee
DDI Courses	\$ 50.00		Student Materials
EKG Technician	\$ 10.00		Supply fee
EKG Technician Refresher	\$ 10.00		Supply fee
Emergency Medial Responder Initial Testing	\$ 22.00		Fee to cover EMS electronic testing software
EMT Initial (Supply, Ins, Shirt, Testing)	\$ 100.00		Fee for consumables used in program (IVS, gloves, needles, etc.) & to cover EMS electronic testing software. Insurance \$16.60; Supply Fee \$10.40; Shirt \$25; EMS Testing \$48
AEMT (Ins, Supply Fee, Shirt, Testing)	\$ 126.60		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables & to cover EMS electronic testing software. Insurance \$16.60; Supply Fee \$20; Shirt \$25; EMS Testing \$65
Paramedic	\$ 189.00		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables, EMS electronic testing software and cost of cards (PALS and ACLS); Insurance \$16.60; Supply Fee \$42.40 PALS Card \$5; ACLS Card \$5; Shirt \$25; EMS Testing \$95
Pediatric Advanced Life Support (PALS)	\$ 5.00		

Craven Community College

Fee Chart

2021-2022

Course/Area	Current Fee	Change/New	Basis/Additional Comments in Red
Advanced Cardio Life Support (ACLS)	\$ 5.00		
Environmental Safety Diploma Certification 1	\$ 30.00		OSHA Cards and registered mail
Environmental Safety Diploma Certification 2	\$ 30.00		Supply fee for Soil Sampling, Water Quality Analysis, and Site Survey
Fire College Fee	\$ 30.00		T-Shirts & Meals
Forestry/Heavy Equipment Operations	\$ 24.40		Supply fee to cover OSHA Card and CPR Card
Home Beer Brewing Class	\$ 49.40		Supply fee to cover consumables
HRDQ Personal Style Inventory	\$ 20.00		For use in Advanced Manufacturing Tools for Veterans
EPA Refrigerant Certification	\$ 30.00		Supply Fee for ESCO book and on-line exam
Leadership	\$ 40.00		Myers Briggs Type Indicator - Scoring & "Introduction to Type"
Medication Aide	\$ 5.00		Supply Fee
National Assoc. of Emer Medical Technician	\$ 15.00		Pre-Hospital Trauma Life Support & Advanced Medical Life Support
NCCER Construction 1	\$ 74.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 2	\$ 74.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 3	\$ 74.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 4	\$ 74.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Welding Levels 1, 2, & 3	\$ 194.40		Supply Fee per level
NCCER Welding Level 4	\$ 379.40		Supply Fee
Nurse Aid One	\$ 15.00		Supply Fee
Nurse Aid Two	\$ 15.00		Supply Fee
Central Sterile Technician	\$ 50.00		Supply Fee
OBD class (On Board Diagnostic)	\$ 7.50		Supply Fee
30 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
30 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail
10 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
10 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail
Pharmacy Technician	\$ 10.00		Supply Fee
Phlebotomy	\$ 50.00		Supply Fee
Small Engine Repair	\$ 10.00		Supply Fee
Diesel Engine Course	\$ 99.40		Supply Fee
Diesel Systems Course	\$ 99.40		Supply Fee
Diesel Generator Repair	\$ 49.40	\$ 99.40	Supply Fee - Increase
Marine Diesel		\$ 99.40	Supply Fee - New Course
56 Hour Forklift	\$ 49.40		Supply Fee
8 Hr Forklift	\$ 19.40		Supply Fee
Photovoltaic classes	\$ 19.40		Supply Fee
Veterinary Assistant	\$ 5.00		Supply Fee
WFD Green Belt	\$ 15.00		To be used for assessments, certificates and frames
Sordill Consulting Courses	\$ 15.00		Cost per topic-some courses cover more than one topic/Various
Communication	\$ 15.00		Personal Profile (DiSC)- Paper
	\$ 22.00		Personal Profile (DiSC) - Online
Time Management	\$ 15.00		Time Mastery Profile - Paper
	\$ 22.00		Time Mastery Profile - Online
Workkeys Assessment Tests:			
Applied Mathematics	\$ 14.00		Cost of the exam
Applied Technology	\$ 14.00		Cost of the exam
Graphic Literacy (Was Locating Information)	\$ 14.00		Cost of the exam
Workplace Documents (Was Reading for Info)	\$ 14.00		Cost of the exam
Business Writing	\$ 23.00		Cost of the exam
Workplace Observation	\$ 22.00		Cost of the exam

NORTH CAROLINA

CRAVEN COUNTY

LEASE AGREEMENT

THIS LEASE AGREEMENT ("Lease"), dated _____, 2021, for convenience of reference, is made by and between the CITY OF NEW BERN, ("Lessor"), a North Carolina municipal corporation, and THE TRUSTEES OF CRAVEN COMMUNITY COLLEGE ("Lessee"), collectively referred to as the "Parties."

WITNESSETH:

THAT WHEREAS, the Lessor owns the real property located at 213 First Street in the City of New Bern, said parcel being identified by Craven County Tax Parcel Number 8-011-153-C ("Subject Property"); and

WHEREAS, by Amended and Restated Lease Agreement dated September 12, 2017, Lessor leased to Lessee a portion of the Subject Property to be used as a workforce development center and other activities; and

WHEREAS, by Lease Agreement dated March 1, 2020, Lessor leased to Lessee an additional portion of the Subject Property to be used as a small business center, workforce training and makerspace for entrepreneurs; and

WHEREAS, the Lessor has agreed that the Lessee may lease an additional portion of the Subject Property more specifically described herein as the "Premises" for use as a commercial kitchen workforce development facility focused on restaurant operations, hospitality management, and other related training and educational activities, subject to the terms and conditions established herein; and

WHEREAS, the Lessor has determined that the Premises will not be needed by the Lessor for the term of the Lease; and

WHEREAS, the Parties have agreed upon the terms of a Lease and wish to reduce their agreement to writing.

NOW, THEREFORE, the Lessor does hereby let and lease unto said Lessee, and said Lessee does hereby accept as tenant of said Lessor, the Premises, for the term and upon the conditions hereinafter set forth:

1. INCORPORATION OF RECITALS. The foregoing WHEREAS paragraphs are incorporated herein as part of the terms and conditions of this Lease.

2. **THE PREMISES.** In consideration of the obligation of Lessee to pay rent as herein provided and in consideration of the other terms, covenants, and conditions hereof, Lessor hereby demises and leases to Lessee, and Lessee hereby leases from Lessor, those certain premises containing a commercial structure of approximately 2,884 square feet, along with such real property as more specifically described and illustrated on Exhibit A attached hereto and incorporated herein by reference, located at 213 First Street in the City of New Bern (the "Premises"). Lessor further grants to Lessee non-exclusive access for ingress and egress within the area identified as "Access Easement Area #2," as well as exclusive parking rights within the area identified as "Parking Area #2" which shall contain nineteen (19) parking spaces identified for Lessee's exclusive use, all as identified and illustrated on Exhibit A.

3. **CONDITION OF PREMISES AND TENANT UPFIT.** Lessor shall deliver the Premises to Lessee "as-is." Tenant shall provide all upfitting at its sole cost and expense, which shall be performed in a workman-like manner with such work to be done in accordance with the requirements of local ordinances and public authorities having jurisdiction thereof, specifically including the North Carolina Building Code and the Craven County Health Department.

4. **TERM.** The term of this Lease shall commence on October 1, 2021, and shall continue through midnight on September 30, 2031, unless sooner terminated or extended in accordance with the terms hereof. The Parties, by written instrument, may agree to an extension of the lease term prior to the termination of this Lease.

Notwithstanding the foregoing, Lessee may terminate this Lease at any time after July 1, 2024, upon ninety (90) days' advance written notice to Lessor.

5. **RENT.** As rent for the said Premises, the Lessee agrees to maintain the Premises, as set forth herein, and to pay the sum of ONE DOLLAR (\$1.00) per annum during the term of this Lease, the first such payment to be made contemporaneously with the execution of this Lease, each subsequent annual payment to be made on or before the anniversary date of this Lease; provided that Lessee shall have the option of paying rent for the entire Term at any time in lieu of paying rent annually.

6. **PERMITTED USES.** Lessee agrees to utilize the Premises for use as a commercial kitchen workforce development facility focused on restaurant operations, hospitality management, and other related training and educational activities, consistent with North Carolina

Community College System Policies, Craven Community College Board of Trustees Policies, and College Procedures, and for no other purposes without Lessor's prior written consent.

7. PROHIBITED USES. Lessee shall not cause or permit any waste to occur in the Premises and shall not overload the floor, or any mechanical, electrical, plumbing or utility systems serving the Premises. Lessee shall keep the Premises, and every part thereof, in a clean and wholesome condition, free from any objectionable activities or nuisances. Lessee agrees not to permit any Hazardous Material (as defined hereinafter) to be installed, brought, kept, used, stored or discharged upon the Premises in violation of any State, Federal or local environmental laws regulating Lessee's use and occupancy of the Premises. Lessee shall indemnify Lessor for any losses, damages, liability, claim, or expenses (including reasonable attorneys' fees) resulting from a breach of the aforesaid agreement or resulting from the exercise of Lessee's rights to store or use any Hazardous Material in accordance with the provisions of this paragraph. For purposes hereof, the term "Hazardous Material" shall include, without limitation, any substances defined as "hazardous wastes," "hazardous substances," "hazardous materials," or "toxic substances" by the Resource Conservation and Recovery Act of 1976, as amended from time to time, or the regulations promulgated thereunder, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended from time to time, or the regulations promulgated thereunder, the Toxic Substances Control Act, as amended from time to time, or the regulations promulgated thereunder, or any other federal, state or local statute, law, ordinance, code, rule, regulation, order, decree or other requirement or any governmental authority having jurisdiction over the Premises which regulates or imposes liability or standards of conduct concerning any hazardous, toxic, or dangerous waste, substance or material, as now or at any time hereafter in effect. Without limiting the generality of the foregoing, the term "Hazardous Material" shall include dry cleaning solvents and petroleum products outside sealed containers. Notwithstanding the above, Lessee shall not be responsible for any claim, demand, cost, damage, injury, loss, liability or change based on or arising out of the presence of any Hazardous Materials or conditions on or about the Premises which existed prior to Lessee's occupancy or which was not expressly caused by Lessee, its agents, employees or representatives.

8. UTILITIES. All applications and connections for utility services required by Lessee in conjunction with Lessee's use and occupancy of the Premises shall be made in the name of Lessee only, and Lessee shall be solely responsible for obtaining such services and for the

payment of all charges for such services as they become due. Such utility services include, but are not limited to, sewer, water, gas, electricity, and telephone services.

9. REPAIR AND MAINTENANCE. Lessor shall keep the foundation, exterior walls (except plate glass and exterior doors), HVAC systems (excluding range ventilation/fire hood suppression equipment), roof, gutters, downspouts, and foundation walls of the Premises, and all interior and exterior water, sewer, electrical and gas systems serving the Premises in good repair, except that Lessor shall not be required to make any repairs occasioned by the act or neglect of Lessee or its employees or agents, nor shall Lessor be required to maintain any grease traps or interior or exterior equipment associated with Lessee's training and educational activities. For purposes of this Section 9, Lessor's obligation to maintain all interior water, sewer, electrical and gas systems serving the Premises in good repair shall be limited to such portions of the water, sewer, electrical and gas systems located within the walls, floors and ceilings of the commercial structure located on the Premises and shall not include any lines or connections from the walls, floors and ceilings to any equipment associated with Lessee's training and educational activities. In the event that the Premises become in need of repairs required to be made by Lessor hereunder, Lessee shall give prompt written notice to Lessor; and Lessor shall not in any way be responsible for failure to make any such repairs until thirty (30) days shall have passed after its receipt of such written notice (provided, however, that in the event the repair cannot, with reasonable diligence, be completed within such thirty (30) day period, Lessor shall have a reasonable time thereafter to complete such repair so long as Lessor promptly commences and diligently pursues such repair to completion). Should the Premises require an emergency repair, Lessor shall contact the City Manager or Public Works Director by telephone, and Lessor shall take immediate action to address such emergency repair unless Lessee is advised by the City Manager or Public Works Director that Lessor is unable to take immediate action in which case Lessee may take all reasonable steps to resolve such emergency repair at Lessor's expense. Lessor shall maintain the grounds, driveways, and parking areas on the Subject Property and any other property over which Lessee has access rights in good condition and repair, and maintain adequate lighting in such areas, all consistent with Lessor's maintenance standards for its public facilities. Lessor's obligations include the removal of snow and ice from walkways, driveways, and parking lots in the area surrounding the Premises consistent with Lessor's practices for its public parking areas.

Except for the foregoing Lessor responsibilities, Lessee shall perform all other repairs and maintenance necessary to maintain the Premises, including, but not limited to, needed repairs and replacements to all exterior and interior items unless such items are the responsibility of Lessor as set forth above. Lessee shall perform all preventative maintenance and repairs to the Premises, including without limitation all repairs and replacements to all interior items, to the ceiling, to the lighting system, to all doors and door opening mechanisms, and to all water, sewer, and electrical facilities located within the Premises, unless such items are the responsibility of Lessor as set forth above. Lessee shall promptly replace any cracked or broken plate glass or window glass used in any interior and exterior windows and doors in the Premises.

10. CARE OF PREMISES BY LESSEE. Lessee shall keep the inside and outside of all glass in the doors and windows of the Premises clean; shall keep clean all exterior surfaces of the Premises which are not Lessor's responsibility; shall not place or maintain any structures or other articles on the sidewalk or street adjacent to the Premises or elsewhere on the exterior thereof without Lessor's written consent; shall maintain the Premises at its own expense in a clean, orderly and sanitary condition and free of insects, rodents, vermin and other pests; shall not permit undue accumulations of garbage, trash, rubbish and other refuse, and shall keep such refuse in proper containers on the exterior of the Premises in the areas designated therefor by Lessor; and shall maintain temperatures within the Premises sufficient (and open taps to reduce pressure as needed) to prevent the freezing and bursting of water and sewer pipes serving the Premises. All repairs and replacements shall be of quality and class at least equal to the quality and class of the Premises at the time of entry by Lessee.

11. ALTERATIONS AND IMPROVEMENTS. Lessee may only make changes, alterations or improvements to the Premises with the prior written consent of Lessor, which consent shall not be unreasonably withheld, conditioned or delayed. If approved by Lessor, such work shall be done in accordance with the requirements of local ordinances and public authorities having jurisdiction thereof. Lessee shall make no such change, alteration or improvement which substantially affects the structural integrity of the Premises or substantially decreases the value of the Premises. All changes, alterations or improvements to the Premises shall remain for the benefit of Lessor unless otherwise provided in a writing signed by Lessor.

12. CASUALTY AND LIABILITY INSURANCE. Lessee, at its sole cost and expense, shall maintain for the benefit of Lessor and Lessee, general liability insurance protecting

Lessor and Lessee against any claim or claims for damage arising by reason of injury, death or damage occasioned in, upon or adjacent to the Premises, and products liability, such insurance to protect Lessor and Lessee jointly and severally to the combined limit of One Million and No/100 Dollars (\$1,000,000.00) for injury to or death of any one (1) or more persons by the same accident or for damage to property of other persons. Each policy effecting such coverage shall designate Lessor, Lessor's mortgagee, if any, as additional insureds as their respective interests may appear, and shall contain a clause that the insurer will not cancel or materially modify the insurance coverage without first giving Lessor a minimum of thirty (30) days' advance written notice. Further, each such policy shall be carried with a reputable insurance company authorized to do business in North Carolina and reasonably approved by Lessor, and a certificate of insurance shall be provided to Lessor. In the event Lessee at any time shall fail to maintain such insurance or shall fail to pay any and all premiums therefor, Lessor shall have the right and option to effect such insurance and pay any and all premiums therefor; and, in the event of any such payment, Lessee, on the rental date next succeeding the date on which Lessee receives notice of such payment having been made, shall pay to Lessor a sum equal to the amount which was so paid for such insurance premiums, it being expressly understood that Lessor shall have no obligation whatsoever hereunder to effect such insurance or to make such premium payments to cure the default of Lessee.

Lessor shall keep all improvements upon the property of which the Premises are a part insured to the extent of not less than One Hundred percent (100%) of the replacement cost thereof in such amount as may be agreed upon by Lessor and Lessee prior to the commencement of each lease year against loss or damage by fire, with extended coverage. Each such policy shall be carried with a reputable insurance company authorized to do business in North Carolina. Lessee shall reimburse Lessor for the reasonable cost of such insurance within thirty (30) days after receipt of notice from Lessor with supporting information as to the amount due.

13. DAMAGE OR DESTRUCTION. In the event the Premises shall be totally or partially damaged or destroyed by fire, flood, act of God or other casualty, the duties, rights and obligations of Lessor and Lessee shall be as follows:

(a) If the Premises shall be damaged or destroyed so as to render the Premises untenantable, Lessor or Lessee may, at either party's election, terminate this Lease by written notice to the other party not more than thirty (30) days after the occurrence of such damage or destruction. Untenantable shall mean that the improvements upon property of

which the Premises are a part shall be damaged or destroyed by fire, the elements, or other casualty to the extent of one-half (1/2) of the replacement cost thereof as determined by the final adjustment of the insurance claim related thereto.

(b) If the Premises are not rendered untenable by such damage or destruction, this Lease shall remain in full force and effect and Lessor shall promptly commence the required repair or restoration using such insurance proceeds as are available and prosecute the work of repair to completion with reasonable speed and diligence. Lessee shall during any period of repair and restoration continue to operate on the Premises to the extent reasonably practical.

14. DEFAULT. If Lessor or Lessee shall fail to perform or comply with any of the agreements or covenants of this Lease and if such nonperformance shall continue for a period of ten (10) days after receipt of notice thereof, or, if such performance cannot be reasonably had within the ten (10) day period, such party shall not in good faith have commenced performance within the ten (10) day period and shall not diligently proceed to the completion of such performance, such event shall constitute a default under this Lease.

15. REMEDIES. Upon the occurrence of any default, each party shall have all of the rights and remedies that are available under the laws of the State of North Carolina, including, but not limited to the termination of this Lease.

16. SIGNAGE. Lessor shall implement a program for common signage for the Subject Property, which shall include reasonable space on the sign face(s) to identify Lessee's operations, the design of which shall be similar to Lessee's other signage at its existing facilities. Lessee may not install any additional signage without Lessor's consent. Lessee shall be responsible for the cost of the common signage program. Once the common signage is installed on the Premises, Lessee shall be responsible for the cost of any replacement signage necessitated by Lessee.

17. ASSIGNMENT OR SUBLETTING. Lessee shall not assign this Lease nor sublet any part of the Premises without written consent of the Lessor.

18. QUIET POSSESSION. Lessor agrees that Lessee shall, upon paying the rent and performing the covenants of this Lease, quietly have, hold and enjoy the Premises during the term of this Lease. Lessor acknowledges that Lessee's operations on the Premises may extend beyond customary "business hours" and that Lessee and its invitees will need access to the Premises "around the clock"; therefore, Lessee's access to and use of the Premises shall not be limited by Lessor. Further, Lessor acknowledges that Lessee's use of the Premises as a workforce development center by its nature may involve noises and odors emanating from the Premises from

equipment and machinery, and that such use shall not constitute a nuisance to Lessor or other tenants of the Subject Property. Lessor will disclose in leases with other tenants of the Subject Property the nature of Lessee's use of the Premises and include a provision in the leases that such tenants waive any right to object to Lessee's operations on the Premises.

19. SURRENDER OF POSSESSION. Upon expiration of the term of this Lease, Lessee shall surrender the Premises to Lessor in as good condition as the same are at the beginning of the lease term, reasonable wear and tear and casualty excepted.

20. FIXTURES. Lessee shall have the right to install in the Premises such fixtures or equipment deemed necessary by Lessee for the conduct of Lessee's operations. So long as Lessee is not in default of the terms of this Lease, all fixtures and equipment installed by Lessee shall remain the property of Lessee and Lessee shall have the right to remove such equipment at any time up to and including the expiration date of this Lease or sooner termination of this Lease for any reason; provided, however, Lessee shall give Lessor ten (10) days' written notice prior to removal of a fixture that has been affixed to the foundation or structural systems of the Premises if the removal would damage in any way the Premises. Lessee shall be responsible for the cost of repairing any damage to the Premises which is caused by such removal. Any fixtures installed by Lessee shall automatically become the property of the Lessor, with Lessee remaining liable for any indebtedness thereon, if such fixtures are not removed by Lessee within a reasonable time after the expiration date of this Lease or sooner termination of this Lease for any reason.

21. NOTICES. All notices required to be given with respect to any matter pertaining to this Lease shall be sent by certified mail, return receipt requested, or other nationally recognized overnight courier and shall be deemed delivered upon receipt or refusal if addressed to Lessee or to Lessor at the following addresses:

Lessor
City of New Bern
Attn: Director of Public Works
P.O. Box 1129
New Bern, N.C. 28560

Lessee
Craven Community College
Attn: President
800 College Court
New Bern, N.C. 28562

Either Lessor or Lessee may change the address to which notices are to be sent to them by giving written notice of such change of address to the other party as herein provided.

22. INDEMNIFICATION/LIMITATION OF LIABILITY. To the extent allowed by law, and as limited by the laws of North Carolina, including the North Carolina Tort Claims Act, the Defense of State Employees Act, and the Excess Liability Policy administered through the North Carolina Department of Insurance, subject to the availability of appropriations and in proportion to and to the extent that such liability for injury or damages is caused by or results from the negligent acts or omissions of Lessee, its officers, agents, contractors, or employees, Lessee shall indemnify Lessor and save it harmless from and against any and all liability for injury or damage to person or property arising from or out of any occurrence in, upon, or at the Premises, or the occupancy or use by Lessee of the Premises, unless the same is caused by the negligence or willful misconduct of Lessor. To the extent allowed by law, and as limited by all state and federal laws, subject to the availability of appropriations and in proportion to and to the extent that such liability for injury or damages is caused by or results from the negligent acts or omissions of Lessor, its agents, contractors, or employees, Lessor shall indemnify Lessee and save it harmless from and against any and all liability for injury or damage to person or property arising from or out of any occurrence in, upon, or at the Subject Property, unless the same is caused by the negligence or willful misconduct of Lessee.

23. MEMORANDUM OF LEASE. This Lease shall not be recorded, but Lessor and Lessee, at either's request, shall execute a memorandum of lease for recording purposes which shall contain only the information required by Section 47-118 of the North Carolina General Statutes.

24. ENTIRE AGREEMENT. This Lease contains the entire agreement between the Parties with respect to the Premises, and cannot be changed or terminated except by written instrument subsequently executed by the parties hereto.

25. BINDING EFFECT. All the terms and conditions of this Lease shall be binding upon and shall apply and inure to the benefit of the parties hereto.

26. CONSTRUCTION OF LEASE. In construing and interpreting this lease, the following rules shall apply:

(a) This lease shall be construed with equal weight for the rights of both parties, the terms hereof having been determined by fair negotiations with due consideration for the rights and requirements of both parties.

(b) Pronouns used in this lease importing any specific gender shall be interpreted to refer to corporations, partnerships, men and women, as the identity of the parties hereto, or the parties herein referred to, may require.

(c) Pronouns, verbs and/or other words used in this lease importing the singular number shall be interpreted as plural, and plural words as singular, as the identity of the parties hereto, or the parties or objects herein referred to, may require.

(d) Paragraph headings appearing in this lease are for purposes of easy reference and shall be considered a part of this lease and shall in no way modify, amend, or affect the provisions thereof.

27. GOVERNING LAW. This Lease shall be construed and interpreted in accordance with the laws of the State of North Carolina.

28. COMPLIANCE WITH NONDISCRIMINATION LAWS. Lessee agrees to comply with all applicable federal, state, and local laws prohibiting discrimination.

29. COVENANT OF USE. Lessor has acquired a grant from the U.S. Department of Commerce Economic Development Administration (“EDA”) to assist in the completion of Lessor’s Work (“EDA Grant”). Pursuant to the terms of the EDA Grant, Lessor is required to execute and record a Covenant of Use, Purpose and Ownership in favor of the EDA (the “Covenant”) prior to the Commencement Date. The Covenant will, among other things, restrict the use of the Premises to the purposes specified in the EDA Grant. Lessee agrees to comply with the terms of the Covenant.

IN TESTIMONY WHEREOF, the City has caused this instrument to be executed as its act and deed by the Mayor, and its corporate seal to be hereunto affixed, and attested by its City Clerk, all by the authority of its Board of Aldermen; and the Chair of the Board of Trustees of Craven Community College has executed or caused this document to be duly executed, all as of the day and year first above written.

LESSOR:

CITY OF NEW BERN

By: _____
MAYOR

ATTEST:

City Clerk

(CORPORATE SEAL)

LESSEE:

**THE TRUSTEES OF CRAVEN COMMUNITY
COLLEGE**

By: _____
Robert E. Whitley, Jr., Chair

[SEAL]

NORTH CAROLINA
CRAVEN COUNTY

I, _____, a notary public in and for said county and state, do hereby certify that on the ____ day of _____, 2021, before me personally appeared DANA OUTLAW with whom I am personally acquainted, who, being by me duly sworn, says that he is the Mayor and that BRENDA BLANCO is the City Clerk of the City of New Bern, the municipal corporation described in and which executed the foregoing instrument; that he knows the common seal of said municipal corporation; that the seal affixed to the foregoing instrument is said common seal; that the name of the municipal corporation was subscribed thereto by the said Mayor; that the said common seal was affixed, all by order of the Board of Aldermen of said municipal corporation; and that the said instrument is the act and deed of said municipal corporation.

WITNESS my hand and notarial seal, this the ____ day of _____, 2021.

NOTARY PUBLIC

My Commission Expires:

NORTH CAROLINA
CRAVEN COUNTY

I certify that the following person personally appeared before me this day, acknowledging to me that he signed the foregoing document for the purpose(s) stated therein, in the capacity indicated therein: Robert E. Whitley, Jr..

Date: _____

Signature of Notary Public

Notary's printed or typed name

My commission expires: _____

CRAVEN COMMUNITY COLLEGE **Foundation**

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Jennifer Baer, *Director,*
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M Fernanda Marinkovic,
Accounting Assistant

www.CravenCC.edu

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

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

September 15, 2021

Craven Community College Board of Trustees,

The Craven Community College Foundation Board voted to recommend the following individual to serve on the Foundation Board:

- Beverly E. Perdue

In accordance with the Foundation Bylaws, Foundation Directors must be ratified by the Craven Community College Board of Trustees. The enclosed document provides a brief profile of the candidate.

I hereby respectfully submit this candidate and request approval by the Craven Community College Board of Trustees.

Sincerely,



Charles Wethington
Secretary
Craven Community College Foundation

ENC

Beverly Eaves Perdue

The Honorable Beverly Eaves Perdue earned a B.A. degree in history in 1969 from the University of Kentucky, where she was a member of Kappa Kappa Gamma, as well as a M.Ed. degree in Community College Administration in 1974 and a Ph.D., in Education Administration in 1976, both from the University of Florida.

She began her career as a public-school teacher and then directed geriatric services at Craven County Hospital (CarolinaEast Medical Center). She started her political career in 1987 serving in the N.C. House of Representatives and then served five terms in the N.C. Senate before she was elected as the 32nd Lieutenant Governor. She served as the 73rd Governor of North Carolina from 2009 to 2013, the state's first female chief executive. After she left office, Gov. Perdue initiated many education efforts, including founding and chairing digiLEARN, a non-profit organization designed to accelerate digital learning opportunities for all ages; serving as a Resident Fellow at the Harvard Institute of Politics and a Distinguished Visiting Fellow at Duke University's Sanford School of Public Policy; and consulting on education issues.