

BOARD OF TRUSTEES

MEETING AGENDA

DECEMBER 14, 2021

5:30 pm – Naumann Community Room
New Bern Campus

- | | | |
|-------|---------------------------------------------------------------------------------------------------------------|----------------------------------|
| I. | Call to Order | <i>Ervin Patrick, Vice Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption (<i>motion</i>) | <i>Ervin Patrick</i> |
| | (3) Conflict of Interest Declaration | <i>Ervin Patrick</i> |
| | (4) Public Comment | <i>Ervin Patrick</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Ervin Patrick</i> |
| | (1) Approve Board of Trustees Meeting Minutes (October 19, 2021) | |
| IV. | Financial Reports | <i>Jim Millard, VP</i> |
| | (1) Financial Report 1 st Quarter FY 2021-22 (Jul-Sep) (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| V. | Personnel Report 1 st Quarter FY 2021-22 (Jul-Sep) (<i>info</i>) | <i>Jim Millard</i> |
| VI. | Facilities Usage Report 1 st Quarter FY 2021-22 (Jul-Sep) (<i>info</i>) | <i>Jim Millard</i> |
| VII. | Strategic Plan: Goal 4 Progress Report (<i>info</i>) | <i>Ray Staats, President</i> |
| VIII. | Old Business | <i>Ervin Patrick</i> |
| IX. | New Business | <i>Ervin Patrick</i> |
| | (1) Approve New Director for Public Radio East (<i>motion</i>) | <i>Ray Staats</i> |
| | (2) Approve NCCCS 3-1 for Project #2603 Windows/Doors (<i>motion</i>) | <i>Jim Millard</i> |
| | (3) Receive NAEYC Certificate of Re-Accreditation for AAS Degree in Early Childhood Education (<i>info</i>) | <i>Kathleen Gallman</i> |
| | (4) Receive Dept. of Education Title IV Audit Results FY 2019-20 (<i>info</i>) | <i>Ray Staats</i> |
| | (5) Receive NCCCS Basic Skills Measurable Skills Gain FY 2020-21 (<i>info</i>) | <i>Gery Boucher, VP</i> |

- X. Reports
 (1) President
 (2) Board Chair
 (3) Attorney
 (4) Student Trustee

Ray Staats
Ervin Patrick
Jamie Norment
Cash Collins

- Xi. Adjournment

Ervin Patrick

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

December 14, 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

Mr. Cash Collins, Student Trustee (ex officio)

Mr. David McFadyen, CCC Foundation Board 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?

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
OCTOBER 19, 2021

The Craven Community College Board of Trustees met on Tuesday, October 19, 2021 in the Naumann Community Room with Board Chair Whit Whitley presiding. The meeting was called to order at 5:30 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Ms. Jennifer Dacey, Dr. Jim Davis, Ms. Allison Morris, Ms. Jennifer O'Neill (5:38 pm), Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Bill Taylor, Mr. Whit Whitley, and Ms. Brenda Wilson

Voting members absent were: Ms. E.T. Mitchell, Mr. Kevin Roberts, and Mr. Tabari Wallace

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

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

Board Chair Whitley declared a quorum present for the meeting and welcomed everyone to the October board meeting.

Reappointment and Oath of Office

Executive Assistant Ensley administered the oath of office to Jim Davis, reappointed by the Craven County Board of Commissioners for a four-year term (July 2021 – June 2025) (attached).

Agenda Review and Adoption

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

Conflict of Interest Declaration

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

Craven Community College
Board of Trustees Meeting Minutes
October 19, 2021
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Public Comment

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

Consent Agenda

Trustee Patrick motioned to accept the minutes (attached) of the September 21, 2021 meeting as presented; Trustee Wilson seconded the motion and the motion was unanimously approved.

Fall Enrollment

VP Gery Boucher reviewed the curriculum enrollment data for the fall semester (attached).

Student Services Update

VP Boucher highlighted admissions, counseling, and financial aid (attached). The College continues to have abundant federal funding for student educational assistance. Working with Hatteras Yachts' new owner, White River Marine Group, the College is designing safety training courses for Hatteras employees.

Old Business

For informational purposes, Dr. Staats reported on the signing of the Volt kitchen lease with the City of New Bern (attached).

New Business

None noted.

Reports

President: President Staats shared with the Board a potential new initiative at the Volt Center with FRC-East to support the DoD STEM National Defense Education Program. He also gave an update on college COVID statistics, the November COVID vaccination clinic in partnership with CarolinaEast Medical Center, and the pending 2021-22 budget. President Staats congratulated Dr. Gery Boucher, on his recent dissertation defense to earn a doctorate degree.

Chair: Chair Whitley shared highlights from the recent trustee training in Wilmington with the NC Association of Community College Trustees specifically noting the diversity and inclusion session he attended.

Craven Community College
Board of Trustees Meeting Minutes
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Attorney: Attorney Jamie Norment stated there are no current substantive legal issues.

Foundation: Foundation Board President, David McFadyen, briefed the board on the new Foundation directors and financial status of scholarships and endowments (attached).

Adjournment

With no further business to be presented, Board Chair Whitley adjourned the meeting at 5:57 pm and thanked everyone for their participation.

Respectfully submitted:



Ervin D. Patrick, Vice Chair for
Robert E. Whitley, Jr., Chair
December 14, 2021



Raymond W. Staats, Secretary
December 14, 2021

Craven Community College
State Funds Budget Comparison Report

FY 2021-2022 Budget Comparison as of September 30, 2021 25% of year	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative																
Salaries & Benefits	599,083	144,768	454,315	24%	2,382,910	554,987	1,827,923	23%	3,125,343	723,015	2,402,328	23%	2,957,276	760,330	2,196,946	26%
519 Contracted Services					209,342	61,478	147,864	29%	108,858	7,620	101,238	7%	53,052	-	53,052	0%
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	298	298	0	100%	19,875	1,205	18,670	6%	27,331	2,055	25,276	8%	9,773	65	9,708	1%
527 Other Supplies	292	292	0	100%	24,381	3,433	20,948	14%	9,843	4,706	5,137	48%	11,202	3,917	7,285	35%
528 Audio-Visual Supplies																
531 Staff Development	4,005	4,005	0	100%	3,663	575	3,088	16%	2,094	1,726	368	82%	9,554	4,860	4,694	51%
532 Comm/Postage/Software					194,457	140,912	53,545	72%	70,037	11,839	58,198	17%	23,697	18,649	5,048	79%
534 Printing & Binding									1,503	216	1,287	14%	34,861	6,670	28,191	19%
535 Repairs & Maintenance	2,854	919	1,935	32%	277,154	38,295	238,859	14%	41,272	2,029	39,243	5%	877	877	(0)	100%
536 Freight																
537 Advertising					8,801	3,140	5,661	36%					110,966	26,180	84,786	24%
538 Data Processing																
539 Other Current Services					49,858	18,771	31,087	38%	188	188	(0)	100%	32,437	5,666	26,771	17%
541 Rental of Property																
543 Lease/Rental Other Equipme					32,164	11,473	20,691	36%	2,707	2,707	0	100%				
544 Data Processing Software					1,020	598	422	59%	8,470	-	8,470	0%				
546 Memberships & Dues	15,626	15,028	598	96%	4,158	4,158	-	100%	9,625	8,625	1,000	90%	1,349	1,349	-	100%
548 NEIT Admin																
55x Equipment					631,073	4,921	626,152	1%					2,346	2,346	(0)	100%
558 Building																
560 Scholarship																
Total Administrative:	622,158	165,310	456,848	27%	3,838,856	843,945	2,994,911	22%	3,407,271	764,726	2,642,545	22%	3,247,390	830,910	2,416,480	26%
Instructional																
Salaries & Benefits									7,131,380	1,652,302	5,479,078	23%	1,183,015	324,506	858,509	27%
519 Contracted Services									1,850	-	1,850	0%	134,427	44,951	89,476	33%
523 Instructional Supplies					351,636	-	351,636	0%	137,060	5,407	131,653	4%	56,774	18,034	38,740	32%
524 Repair Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies																
527 Other Supplies									536	536	0	100%	1,818	1,009	809	56%
528 Audio-Visual Supplies									2,000	-	2,000	0%				
531 Staff Development									711	168	543	24%	73	25	48	34%
532 Comm/Postage/Software									107,063	24,144	82,919	23%	2,130	-	2,130	0%
534 Printing & Binding													180	-	180	0%
535 Repairs & Maintenance									27,648	912	26,736	3%	576	576	(0)	100%
536 Freight																
537 Advertising													533	-	533	0%
539 Other Current Services									1,449	1,449	(0)	100%	32,207	10,806	21,401	34%
541 Rental of Property													2,000	2,000	-	100%
543 Lease/Rental Other Equipme																
544 Data Processing Software									1,281	1,281	-	100%				
545 Insurance													1,154	1,019	135	88%
546 Memberships/Accredita & Dues									17,100	5,100	12,000	30%				
55x Equipment									-	(5,318)	5,318	0%	60	59	1	99%
556 Books									5,714	(54)	5,768	-1%				
560 Scholarship													76,570	18,585	57,985	24%
Total Instructional:					351,636	-	351,636	0%	7,433,792	1,685,927	5,747,865	23%	1,491,517	421,570	1,069,947	28%
Total Admin & Instructional:	622,158	165,310	456,848	27%	4,190,492	843,945	3,346,547	20%	10,841,063	2,450,653	8,390,410	23%	4,738,907	1,252,480	3,486,427	26%

	Budget	Expenses	Remain Bal	% Spent
College Totals	20,392,620	4,712,387	15,680,233	23%

Craven Community College
County Funds
As of September 30, 2021 - 25% of the Year

**FY 2021-2022 Budget Comparison
September 30, 2021**

General Institution

Maintenance

Security

Capital

25% of year	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Salaries & Benefits	446,384	14,696	431,688	3%	1,068,163	264,366	803,797	25%	486,856	114,172	372,684	23%				
519 Contracted Services	65,000	22,808	42,192	35%	122,659	31,187	91,472	25%	100,382	92,462	7,920	92%				
521 Custodial Supplies/Uniforms					44,000	17,413	26,587	40%	3,139	-	3,139	0%				
522 Maintenance Supplies					45,500	4,809	40,691	11%								
523 Instructional Supplies																
524 Repair Supplies					8,500	2,339	6,161	28%								
525 Motor Vehicle Supplies					9,475	1,458	8,017	15%	400	36	364	9%				
526 Office Supplies					1,075	-	1,075	0%	700	-	700	0%				
527 Other Supplies					43,075	1,040	42,035	2%	5,450	251	5,199	5%				
528 Audio-Visual Supplies																
531 Staff Development					9,900	493	9,407	5%	2,950	-	2,950	0%				
532 Communication					71,299	16,958	54,341	24%	5,318	-	5,318	0%				
533 Utilities					972,285	230,464	741,821	24%								
534 Printing & Binding																
535 Repairs & Maintenance					258,982	67,542	191,440	26%	4,000	123	3,877	3%				
536 Freight																
537 Advertising																
538 Data Processing																
539 Other Current Services	2,500	110	2,390	4%	970	87	884	9%								
541 Rental of Property																
543 Lease/Rental Other Equipme					8,702	2,665	6,037	31%								
544 Data Processing Software																
545 General Admin (Insurance)	302,986	63,605	239,381	21%												
546 Memberships & Dues					25	25	-	100%								
55X Equipment					-	(1,026)	1,026	0%	15,000	608	14,392	4%	500,000	257,310	242,690	51%
Totals	816,870	101,219	715,651	12%	2,664,610	639,820	2,024,790	24%	624,195	207,652	416,543	33%	500,000	257,310	242,690	51%

College Totals	Budget	Expenses	Remain Bal	% Spent
Regular Operating	4,105,675	948,691	3,156,984	23%
Capital Outlay	500,000	257,310	242,690	51%

Craven Community College
Institutional Funds Budget
As of September 30, 2021 - 25% of the Year

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	-	-	0%	-	7,861.62
00	130 Title IX/Cleary	28,405.00	6,861.00	21,544.00	24%	3.72	18,899.78
01	133 Discretionary	71,334.00	1,346.02	69,987.98	2%	1,157.04	121,042.58
01	134 Unrestricted Overhead Receipts	10,760.00	-	10,760.00	0%	2,068.18	53,306.59
01	136 Foundation	309,556.00	33,452.37	276,103.63	11%	21,999.16	371,174.74
01	137 Financial Aid Matching	1,000.00	404.70	595.30	40%	2.68	10,693.74
01	221 Applied Music	1,625.00	-	1,625.00	0%	998.59	27,579.41
01	227 Extra Curricular Activities	100.00	-	100.00	0%	10.42	42,755.72
01	250 Curriculum-Self Supporting	20,000.00	(9.80)	20,009.80	0%	286.55	159,301.00
01	312 Fire College	-	-	-	0%	2.96	12,145.47
01	340 WFD-Self Supporting	346,537.00	48,102.15	298,434.85	14%	50,445.18	562,822.93
01	411 Learning Resource Center	730.00	-	730.00	0%	306.41	26,812.03
01	460 Customized Ind Train Support	6,334.00	-	6,334.00	0%	7.70	31,965.00
01	461 Small Business Support Fund	-	-	-	0%	0.03	126.36
01	610 VOLT Center	459.00	-	459.00	0%	21.47	87,998.51
02	131 College Work Study	107,898.00	11,909.10	95,988.90	11%	11,909.10	-
02	134 Restricted Overhead Receipts	47,850.00	9,353.11	38,496.89	20%	87,381.32	271,238.24
02	138 Returned Check Fee Fund	340.00	5.00	335.00	1%	45.15	21,153.73
02	139 CARES Act/NCCF WorkReady	5,167,015.00	155,323.85	5,011,691.15	3%	155,366.65	6,727.86
02	220 NCSU Engineering	98,665.00	6,094.05	92,570.95	6%	55,800.87	88,721.31
02	227 ENCORE	15,015.00	895.50	14,119.50	6%	1.37	5,103.57
02	228 Grants -NSF SEAS/Bosch/NCCF	211,016.00	34,916.68	176,099.32	17%	19,600.65	193,312.09
02	291 Specific Fees - Lab/DE/ASC	996,803.00	272,362.30	724,440.70	27%	244,955.36	2,135,722.57
02	292 System-Wide Fees-Comp Tech	454,779.00	47,057.97	407,721.03	10%	76,722.52	1,995,714.45
02	293 Patron Fees	15,358.00	6,339.23	9,018.77	41%	2,336.46	283,880.18
02	314 Grants - Workforce Development/BS	42,000.00	5,786.05	36,213.95	14%	8,463.00	7,142.66
02	355 NCDPS Reentry Program	201,293.00	30,731.95	170,561.05	15%	33,427.73	9,316.72
02	392 System-Wide Fees - WFD Comp	957.00	-	957.00	0%	2.36	9,750.57
02	521 C-Step Grant	-	322.87	(322.87)	0%	11,245.07	12,177.13
02	531 Professional Liability Ins	6,929.00	6,929.00	-	100%	3,142.33	35,648.49

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532 Student Insurance	5,158.00	1,268.84	3,889.16	25%	1,975.92	772.28
02	533 Transcript Fees	38,988.00	892.56	38,095.44	2%	8,578.69	302,612.77
02	534 TRIO/Title III Grants	470,405.00	133,584.21	336,820.79	28%	133,153.42	(10,982.06)
02	790 Facilities Rental Fund	-	-	-	0%	11.93	48,880.87
02	791 Public Radio East	1,036,127.00	235,839.91	800,287.09	23%	181,081.72	119,675.71
02	795 Career Fair	-	-	-	0%	0.14	584.70
02	796 Testing Centers	46,453.00	854.00	45,599.00	2%	18,164.32	109,321.25
02	797 Public Radio East Foundation	687,434.00	148,520.65	538,913.35	22%	161,808.30	156,460.31
02	823 SEOG	124,070.00	60,127.32	63,942.68	48%	60,127.32	-
02	824 Pell	4,200,000.00	1,458,736.40	2,741,263.60	35%	1,433,736.40	(25,000.00)
02	829 Cares Act	3,683,614.00	1,055,100.00	2,628,514.00	29%	1,055,100.00	-
02	830 NCCC Target Asst/LTHT	8,062.00	245.00	7,817.00	3%	-	(245.00)
02	833 NCCG	161,436.00	69,458.00	91,978.00	43%	70,728.00	1,520.00
02	834 Teacher Assistant Sch Fund	11,986.00	8,486.00	3,500.00	71%	9,236.00	750.00
02	835 State Aid Scholarships	212,141.00	108,134.00	104,007.00	51%	125,632.00	17,498.00
02	840 General Scholarships	274,654.00	37,016.67	237,637.33	13%	76,703.34	352,562.70
02	841 Endowment/Other Scholarships	201,413.00	58,192.52	143,220.48	29%	58,692.52	1,000.00
05	710 Clearwire Distribution	5,395.00	-	5,395.00	0%	1,317.38	35,364.85
05	720 Bookstore	134,286.00	4,667.31	129,618.69	3%	84,133.36	868,937.02
05	730 Food Service	13,958.00	-	13,958.00	0%	4,355.09	8,693.75
05	740 Campus Access	58,453.00	25,922.15	32,530.85	44%	23,255.93	57,822.59
05	770 Student Activity Funds	198,201.00	32,280.78	165,920.22	16%	61,016.00	263,841.68
06	810 J. Wrenn Emergency Loan Fu	1,530.00	1,234.61	295.39	81%	10.63	40,421.89
07	910 Buildings & Grounds	504,300.00	257,310.45	246,989.55	51%	500,438.07	2,241,638.16
08	792 Public Radio East Endowment	-	-	-	0%	17.81	72,956.26
08	850 Endowments	199,413.00	58,192.52	141,220.48	29%	27,881.88	3,282,465.18
Total		20,440,235.00	4,434,247.00	16,005,988.00	22%	4,884,866.20	14,557,647.96

**REQUEST FOR APPROVAL
WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS**

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

[illegible]

Kisha B. Simpson
(Requested by)

Jim Millard
Vice President for Administration

Return of Title IV	\$ 2,618.80
	<u>\$ 2,618.80</u>

Total Collected this period	\$ 3,618.57
Debt Setoff	1,170.18
Total Fees Paid to collection agency	773.73
Net proceeds	<u>\$ 4,015.02</u>

YTD Write Offs July 2021-September 2021	\$	2,618.80
Prior Year Write Offs July 2020 -September 2020	\$	14,561.38
120 Days past due	\$	56,839.82
Percentage of Total Accounts Receivable		0.4680%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	30-Sep	30-Jun	Variance
Local Funds	\$2,256,564.96	\$2,554,280.41	-\$297,715.45
Special Funds	<u>\$10,221,649.94</u>	<u>\$9,722,637.92</u>	<u>\$499,012.02</u>
Total	\$12,478,214.90	\$12,276,918.33	\$201,296.57

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

	30-Sep	30-Jun	Variance
STIF Interest Rate:	0.138530%	0.224390%	-0.085860%

Craven Community College Personnel Report

July 1, 2021 – September 30, 2021

New Hires	Position Title		Effective	Monthly/Annually
Brittany Ipock	Admissions Specialist- Health Programs (PT Regular)		7/1/21	\$2,765/\$33,180
Tanya McGhee	Dean of Havelock Campus		7/1/21	\$7,250/\$87,000
Melissa Shoup	Administrative Assistant, Academic Skills Center (PT Regular)		7/1/21	\$1,634/\$19,608
Lawrence Wren	Custodian		7/1/21	\$2,084/\$25,008
Amanda Adamakis	Academic Advisor		7/15/21	\$3,792/\$45,504
Susan Seeman	Academic Advisor		7/15/21	\$3,792/\$45,504
Floyd Parker	Campus Security Officer		8/1/21	\$2,709/\$32,508
Fernanda Marinkovic	Accounting Assistant- Institutional Advancement		8/2/21	\$2,875/\$34,500
Meredith Radford	News Reporter - Public Radio East		8/2/21	\$2,834/\$34,008
Lauren Allen-Joyner	Academic Success Coordinator - TRiO		8/16/21	\$3,500/\$42,000
Jennifer Bogdanoff	Biology Faculty (9 Month)		8/16/21	\$5,556/\$50,004
James Edwards	Information Technology Faculty (9 Month)		8/16/21	\$5,500/\$49,500
Cameron Kishel	Mathematics Faculty (9 Month)		8/16/21	\$5,000/\$45,000
Herlene Garrett	Custodian		9/1/21	\$2,084/\$25,008
Cheryl Wolz	Custodian (FT Temporary)		9/1/21	\$2,084/\$25,008
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Jonathan Weldin	IT Technician (PT Regular)	IT Technician (FT Regular)	7/1/21	\$2,600/\$31,200
Jami Rodis	Data Management Specialist, CCR	CCR Coordinator (Recruitment and Retention)	8/1/21	\$3,167/\$38,004
Leonard Romano	Academic Support Specialist	Health/Physical Education Faculty (9 Month)	8/16/21	\$4,889/\$44,001
Melissa Shoup	Administrative Assistant, Academic Skills Center (PT Regular)	Academic Support Specialist (PT Regular)	9/15/21	\$1,760/\$21,120

Resignations/ Terminations/Retirements	Position	Effective	Reason
Caitlin Gibson	Administrative Assistant - TRiO (PT Regular)	7/1/21	Resignation
Betsy Midgett	Custodian	7/6/21	Resignation
Tiffaney Boone	Job Placement Specialist - Re-Entry Council	7/9/21	Resignation
Philly Solano	Academic Success Coordinator - TRiO	7/15/21	Resignation
David Townsend	Executive Director of Institutional Effectiveness	7/27/21	Resignation
Megan Gill	Librarian	7/29/21	Resignation
Chelsea Robinson	Campus Life Coordinator	7/30/21	Resignation
Mitchell Martin	Student Affairs Coordinator	8/31/21	Resignation
Harold Hingley	Military Advisor/NTC Proctor (PT Regular)	9/3/21	Resignation
Jorge Vargas	Administrative Assistant - LAUT (PT Regular)	9/28/21	Resignation
Erica Jimenez	Military Advisor/NTC Proctor (PT Regular)	9/29/21	Resignation
Karen Lee	Senior Administrative Assistant - Public Radio East	9/30/21	Resignation
Martha Myers	Director of Title III	9/30/21	Retirement

Craven CC Facilities Usage Report
July - September 2021

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Estimated Number of Attendees
No facilities were leased during this quarter.						

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

Strategic Plan 2017-22

Community Service & Engagement Assessment: Fourth Quarter 2021



Strategic Plan 2017-22 Assessment

Community Service & Engagement

ENGAGE COLLEGE ALUMNI

Narrative:

- Hurst Student Ambassador Reunion – July 23, 2021
 - Students gathered at Captain Ratty's Seafood restaurant to share accomplishments since graduation

Strategic Plan 2017-22 Assessment

Community Service & Engagement

INCREASE DONOR BREADTH AND LONG TERM COMMITMENT

Major Financial Gifts

- Harold H. Bate Foundation (\$120K)
- David Hurst (\$10K)
- DAV Chapter 26 (\$25K)

Major Equipment Gifts

- 2017 Subaru WRX STi Automobile
- Honeywell TFE731 Aircraft Engine
- 2 - Continental CD-135 Aircraft Engines

New Endowments

- Fisher (\$50K)
- Hodge (\$25K)
- Schout (\$25K)
- Williams (\$25K)
- Oglesby (\$25K)
- Honnet (\$20K)

New Endowments By Installment

- Esposito

Strategic Plan 2017-22 Assessment

Community Service & Engagement

MAINTAIN PHYSICAL PRESENCE IN HISTORICALLY UNDERSERVED NEIGHBORHOODS

Narrative:

- Religious Community Services
 - Renewed MOU for 3 years through 2024
 - Craven CC Staff participated in RCS food distribution to Harlowe area
- Partnered with James City Community Organization to offer NCDOT Highway Construction Training Academy
 - Cohorts 1, 2, and 3 completed – 37 students graduated
 - Cohort 4 – started November 8 – 16 enrolled
- Resource Fairs Hosted by CPRC and Craven CC HRD
 - July 20, 2021 – Vanceboro - 13 vendors
 - October 26, 2021 – Vanceboro - 9 vendors

Strategic Plan 2017-22 Assessment

Community Service & Engagement

AGGRESSIVELY RESPOND TO EMERGING BUSINESS AND INDUSTRY TRENDS

Narrative:

- Customized Training Projects
 - Carolina Technical Plastics – Lean Six Sigma Green Belt – May 2021
 - B/S/H/ - Leadership Management Training – August 2021
 - Chatsworth Products – Flat Metal Laser Training – November 2021
- CHEMAC Partnership
 - Provided on-site admission and advising – enrolled 4 employees
- Manufacturing Roundtable events – Volt Center
 - Discussed educational partnerships and opportunities - August 11 & November 4, 2021
- Volt Center Kitchen
 - 10-year lease signed with City of New Bern - October 1, 2021
 - Programs developed and equipment procurement in progress

Strategic Plan 2017-22 Assessment

Community Service & Engagement

SERVE AS COMMUNITY CONVENER TO BUILD LOCAL PARTNERSHIPS

Narrative:

- Craven Intermediary Partner for Craven-Pamlico Re-Entry Council
 - Applied for and received \$250,000 grant March 8, 2021
 - Craven and Pamlico Counties – 67 active clients
- Proposed Partnership with FRC East “Volt Generator”
 - Applied for STEM-focused 3-year grant for education and training
 - Requires a lease with the City of New Bern for a sixth building at the Volt Center
 - Notification of grant award expected January 2022

Strategic Plan 2017-22 Assessment

Community Service & Engagement

EXPAND THE ADULT ENRICHMENT PROGRAM

Narrative:

- Program placed on pause in 2020 due to COVID-19
- Hired Part-Time Coordinator October 2021
- Resume programming Spring 2022

Strategic Plan 2017-22 Assessment

Community Service & Engagement

ESTABLISH A MASTER MARKETING PLAN

Narrative:

- Expanded lead generation on new website with prominent calls-to-action, interest forms, and chat features
- Created flyer targeting WFD students to continue their education with a related degree program
- Developed videos to highlight university partnerships at Craven CC (NC State Engineering and UNC C-STEP)
- Collaborated with Student Services to create branded emails for potential students who complete interest forms
- Expanded branding efforts with unified campus signage and new logos on New Bern, Havelock, and Volt Campuses



Strategic Plan 2017-22 Assessment

Community Service & Engagement

MARKET THE COLLEGE AS “FIRST CHOICE” FOR TEACHING AND LEARNING

Narrative:

- Developed Spring 2022 ad campaign that concludes with video clips of students using the tagline “Your First Choice”
- Collected “Your First Choice” videos into a single [YouTube playlist](#) for recruiting and marketing
- Collaborated with Distance Learning to help produce a faculty training video in the college’s new broadcast studio



Strategic Plan 2017-22 Assessment

Community Service & Engagement

USE ASSESSMENT TO IMPROVE MARKETING EFFECTIVENESS

Narrative:

- Website Redesign Committee utilized surveys, click-tests, and focus groups to improve site structure and navigation
- Utilize Google Analytics and Tag Manager to measure top performing web pages, social media campaigns, and digital campaigns with local media partners

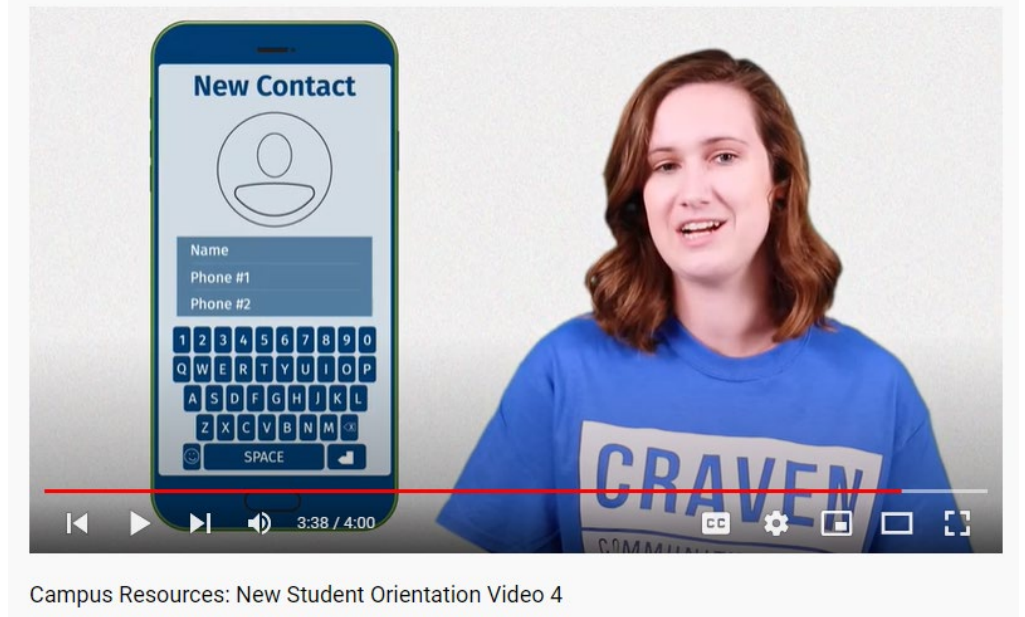
Strategic Plan 2017-22 Assessment

Community Service & Engagement

PROMOTE A STUDENT-CENTERED IDENTITY

Narrative:

- Utilized focus groups and surveys to redesign website with a primary focus on student needs – new website launched September 2021
- Launched Panther Portal as an intranet for existing students to streamline engagement and resource availability
- Created new student orientation videos that utilize a Craven student as the voiceover/host
- Created montage of students to create video and voiceover for Spring 2022 First Choice video campaign



Strategic Plan 2017-22 Assessment

Community Service & Engagement

IMPLEMENT AN ANNUAL LEGISLATIVE PLAN

Narrative:

- 2021-2022 Biennial Budget Signed – November 2021
 - 2.5% salary increase for both FY 22 and FY 23
 - \$1500/\$1000 bonus for FY 22
 - SCIF allocation of \$5.765 million with half appropriated during current biennial
 - \$15/hour minimum wage for all State employees for FY 23
- NCACCP will roll out a 3-year legislative plan in Spring 2022



Strategic Plan 2017-22
Community Service & Engagement
Assessment: Fourth Quarter 2021



*Craven County's First Choice for
Teaching and Learning*

CravenCC.edu | 252-638-7200



MEMORANDUM

To: Dr. Raymond Staats
From: Ben Donnelly
Date: November 3rd, 2021
Subject: Public Radio East Board Member Nomination

In accordance with the by-laws of the Public Radio East Foundation, I am submitting to you, for approval by the Craven Community College Board of Trustees, the nominations of Dr. J. Christopher Taylor for membership on the Public Radio East Foundation Board of Directors.

Dr. Taylor lives in Morehead City, North Carolina. He is a research ecologist with the NOAA Ocean Service.

Thank you.

Resume
J. CHRISTOPHER TAYLOR
505 Fisher Street, Morehead City, NC 28557
Telephone: (252) 723-3993 Email: Lethostigma@gmail.com

Career Appointments

2008-present Research Ecologist, NOAA Ocean Service, Beaufort, NC
2007-2008 Research Assistant Professor, University of North Carolina-Institute of Marine Science
2006-2007 Postdoctoral Associate, NC State University
2004-2006 Research Analyst, NC State University
2004-2006 Project Manager, The Wild Salmon Center & Ecotrust, Portland, OR

Professional Honors and Leadership

2020 National Oceanic and Atmospheric Administration Administrators Award for Scientific Achievement
2014-2020 NOAA Regional Representative to Southeast Regional Collaboration
2010 Presidential Early Career Award for Scientists and Engineers, White House Office of Science and Technology Policy
2008-present Chief scientist for 25 – 75 research mission days at sea per year
2008-present Maintain funding portfolio exceeding \$500,000 per year for ocean research

Community Leadership

2019-Present Beaufort Music Festival Board of Directors
2017-2019 North Carolina Seafood Festival Board of Directors (2018 Executive Board)

Other Community Engagement

Quarterly service at Hope Mission Community Kitchen for St. Andrews Episcopal Church, Morehead City
Founder Watch DOGS (Dads of Great Students) volunteer service at Morehead Elementary
Sustaining Member Public Radio East, Minnesota Public Radio and KEXP Radio

Academic Degrees

PhD; Zoology North Carolina State University, Zoology Department, Raleigh, NC 27695
MS; Zoology North Carolina State University, Zoology Department, Raleigh, NC 27695
BS; Biology University of Wisconsin-Stevens Point, Department of Biology, Stevens Point, WI 54481

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

NEW PROJECT

College

Craven Community College

Project Name

Multi Building Window and Door Replacement

NCCCS Project No.

2603

Campus

1017 Craven CC - Main Campus

County

Craven

I. TYPE OF PROJECT:

Renovation of Existing Facility

II. DESCRIPTION OF PROJECT:

*For description of a renovation of existing facility project, please include scope of work, description of existing facility (location, size (SF) and floors, materials, use of interior spaces), description of renovation (location, size (SF), materials, use of spaces), overview of facility's existing and new instructional programming, and any special construction requirements (permitting, abatement, demolition, etc.).

Insert project and amendment description here.

Craven Community College will be utilizing some of our HEERF institutional award from our ARP funding to replace 311 windows and 59 doors in 7 of our buildings to enhance ventilation in classrooms and common areas. We feel that this project along with our previously approved project to install needlepoint bipolar ionization (or similar) technology into our existing HVAC system on both of our campuses will improve ventilation and maintain a healthy environment for our students, faculty and staff.



Project to be constructed/renovated on college owned property



Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in Capital Improvement Manual.

This form was prepared by:

Name:

Cindy A. Patterson

Signature:



Contact Number:

252-638-7304

Date:

11/12/2021

CPC Signature:



III. ESTIMATED COST OF PROJECT:**A. PRE-CONSTRUCTION COSTS**

1. Site Grading and Improvements (not in III B)
2. Demolition (not in III B)

Subtotal "A"

0.00

B. CONSTRUCTION

1. Design Fee
2. Construction.....
3. Construction Contingency
4. Other Contracts
5. Other Fees

1,113,218.51

Subtotal "B"

1,113,218.51

C. Other Costs

1. Initial Equipment.....
2. Work Performed by Owner

Subtotal "C"

0.00

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

\$1,113,218.51**IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:****A. NON-STATE FUNDS**

1. County Appropriated
2. County Bonds

3. Federal Funds ▼
4. ▼
5. ▼

1,113,218.51

Subtotal "A"

1,113,218.51

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

1. ▼
2. ▼
3. ▼

Subtotal "B"

0.00

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code ▼
2. Budget Code ▼
3. Budget Code ▼
4. Budget Code ▼

Subtotal "C"

0.00

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

1,113,218.51

D. UNIDENTIFIED FUNDS

1. Unidentified Funds (Do not include on the NCCCS 2-16)

Subtotal "D"

0.00

Total Sources of Funds Including Unidentified**\$1,113,218.51**

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$0.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____.

☐ As part of this certification, the Board of Trustees certify that any equipment purchased with the Connect NC Bond Funds must have a useful life of 10+ years.

☐ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by Connect NC Bond Funds, therefor will not be reimbursed.

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

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

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

Chairman - Board of Trustees

Chief Administrative Officer/President



Early Childhood Higher Education Programs

Certificate of Accreditation

A.A.S. Early Childhood Education

Craven Community College

is hereby awarded NAEYC Accreditation of Early Childhood Higher Education Programs
for demonstrating substantial compliance with national professional standards for
early childhood education for the period March 2019 through March 2026

Bridget Murray

Bridget Murray, Commission Chair

Mary Hamill

Mary Hamill Senior Director
Higher Education Accreditation & Program Support

National Association for the Education of Young Children
1313 I. Street, NW, Suite 500 | Washington DC 20005





September 14, 2021

The Honorable Roy Cooper
North Carolina Office of the Governor
20301 Mail Service Center
Raleigh, NC 27699-0301

UPS Tracking #:
1ZA87964NY94562064

Re: **Final Audit Determination**
Locator School OPE ID: 00290500
Audit Control Number: 04-2020-10907

Dear Governor Cooper:

The U.S. Department of Education (Department) has reviewed a single audit report of the State of North Carolina. This audit report, prepared by the North Carolina Office of the State Controller, in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, covers the period July 1, 2019 through June 30, 2020. This letter advises the State of North Carolina of the Department's final audit determination concerning the portions of the audit report that relate to the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 *et seq.* (Title IV, HEA programs).

The Department has reviewed the corrective action plan and/or management's response provided with the audit report. Enclosed is the Department's final audit determination. Also enclosed is the State of North Carolina's response to this audit. Any supporting documentation submitted with the institution's written response is not included with this final audit determination, however, it will be retained and available for inspection by the State of North Carolina upon request. Copies of the final audit determination, the institution's response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this final audit determination is issued.

Although the enclosure to this letter may not address each of the auditor's findings, the State of North Carolina must take the necessary actions to correct all of the deficiencies noted in the audit report. Sections 200.511(b) and 200.512(c) of Uniform Guidance require the State of North Carolina to prepare and submit as part of the reporting package a *Summary Schedule of Prior Audit Findings* that reports the status of prior audit findings. In preparing that Schedule, the State of North Carolina must comment on all actions taken to correct each finding noted in this audit report, including any action required in the enclosure to this letter.

The following institutions have no deficiencies, or it has been determined that the findings cited in the audit have been satisfactorily resolved based on information provided by these institutions:

Alamance Community College
Asheville Buncombe Technical Community College
Beaufort County Community College
Bladen Community College
Blue Ridge Community College
Brunswick Community College
Caldwell Community College & Technical Institute
Cape Fear Community College
Carteret Community College
Catawba Valley Community College
Central Carolina Community College
Central Piedmont Community College - Central
Cleveland Community College
Coastal Carolina Community College
College of the Albemarle
Craven Community College
Davidson County Community College
Durham Technical Community College
East Carolina University
Edgecombe Community College
Fayetteville Technical Community College
Forsyth Technical Community College
Gaston College
Guilford Technical Community College
Halifax Community College
Haywood Community College
Isothermal Community College
James Sprunt Community College
Johnston Community College
Lenoir Community College
Martin Community College
Mayland Community College
Mitchell Community College
Montgomery Community College
Nash Community College
North Carolina Central University
North Carolina State University
Pamlico Community College
Piedmont Community College
Pitt Community College
Randolph Community College

Richmond Community College
Rockingham Community College
Robeson Community College
Rowan-Cabarrus Community College
Sampson Community College
Sandhills Community College
South Piedmont Community College
Southeastern Community College
Southwestern Community College
Stanly Community College
Surry Community College
Tri-County Community College
University of North Carolina - Chapel Hill
University of North Carolina - Charlotte
University of North Carolina Asheville
University of North Carolina at Pembroke
University of North Carolina at Wilmington (The)
University of North Carolina - Greensboro
University of North Carolina School of the Arts
Vance - Granville Community College
Wake Technical Community College
Wayne Community College
Western Carolina University
Western Piedmont Community College
Wilkes Community College
Wilson Community College
Winston-Salem State University

Findings 2020-015, 2020-016, 2020-018, 2020-021, 2020-025 and 2020-027 have been satisfactorily addressed as described in each institution's Corrective Action Plan (CAP). Therefore, no further action is required for these findings¹.

Required action(s) for the remaining institutions outlined in the enclosures must be completed as specified under the final audit determination.

The institution is advised that repeat findings in future audits or failure to satisfactorily resolve the findings of this audit may lead to an adverse administrative action. An adverse action may include the imposition of a fine, or the limitation, suspension, or termination of the eligibility of the institution pursuant to 34 C.F.R. Part 668, Subpart G.

Program records relating to the period covered by this audit must be retained until the later of: resolution of any loans, claims, or expenditures questioned in the audit, 34 C.F.R. §

¹ Findings 001, 007, 008-010, 014, 024, 030 and 033-040 are Non-Title IV findings.

668.24(e)(3)(i), or the end of the retention period applicable to the record under 34 C.F.R. §§ 668.24(e)(1) and (e)(2).

The State of North Carolina's continued cooperation throughout the audit resolution process is appreciated.

If you have questions or concerns, please contact Chandra Brown by email at Chandra.Brown@ed.gov.

Sincerely,



Vinita Simpson Miller
Branch Chief
Atlanta School Participation & Financial Analysis Division

VSM/cb

Enclosure(s):
Final Audit Determination
Response to Audit

cc:

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Southern Association of Colleges and Schools Commission on Colleges

North Carolina Community College System

The University of North Carolina System

Elizabeth City State University
Fayetteville State University
Roanoke Chowan Community College

OPEID: 00292600
OPEID: 00292800
OPEID: 00861300

Qualified Auditor's Opinion Cited in Audit, Page 5

The auditor issued a qualified opinion on compliance for the institutions' administration of the Title IV programs. The audit report disclosed a material weakness in internal controls over compliance, as identified in finding numbers 2020-016, 2020-018, 2020-021, 2020 025 and 2020-027 (Student Status-Inaccurate/Untimely Reporting) of this audit report.

Final Audit Determination

34 C.F.R. §§ 668.14 and 668.16, state in part that an institution is eligible to disburse Title IV, HEA funds as long as it shows no evidence of significant problems that affect, as determined by the Department, the institution's ability to administer Title IV programs.

34 C.F.R. § 668.171(a), states to begin and to continue to participate in any Title IV, HEA program, an institution must demonstrate to the Secretary that it is financially responsible under the standards established in this subpart.

34 C.F.R. § 668.171(d)(1), states that even if an institution satisfies all of the general standards of financial responsibility under paragraph (b) of this section, the Secretary does not consider the institution to be financially responsible if in the institution's audited financial statements, the opinion expressed by the auditor was an adverse, qualified or disclaimed opinion, or the auditor expressed doubt about the continued existence of the institution as a going concern, unless the Secretary determines that a qualified or disclaimed opinion does not have a significant bearing on the institution's financial condition.

Elizabeth City State University

OPEID: 00292600

Finding 2020-002/011/017/026/031

Gramm-Leach-Bliley-Act Compliance (GLBA), Pages 18, 33, 40, 47, 51

The auditor stated Elizabeth City State University (ECSU) did not have a documented risk assessment over protecting students' financial aid information or a designated individual to coordinate the information security program as required by federal regulations. During the audit period, ECSU disbursed approximately \$15.1 million in federal financial assistance to 1,560 students subject to this requirement.

As a result, student information is more susceptible to unauthorized disclosure, misuse, alteration, destruction, or other compromise because risks could exist for which safeguards have not been designed and implemented.

According to ECSU management, the error occurred because responsible staff were unaware that federal regulations require a risk assessment that identifies risks to employee training and management over security, confidentiality, and integrity of students' financial aid information. In addition, there was not a designated individual to coordinate the information security program due to employee turnover.

The auditor recommended ECSU management ensure responsible staff receive training on the federal regulation required under the GLBA and revise its information security program as necessary.

Final Audit Determination:

ECSU has significant obligations for protecting student financial aid data and PII. Upon signing a Program Participation Agreement (PPA), the University agreed to comply with Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the Department's implementing regulations at 34 C.F.R. Part 99, and the Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act, P.L. 106-102. Thus, ECSU like all participating institutions, is responsible for complying with the limitations on the disclosure of PII in students' education records under FERPA and is subject to the information security requirements for financial institutions under Sections 501 and 505(b)(2) of the GLB Act. In addition, an institution that participates in any Title IV, HEA program is subject to the requirements of the FTC Identity Theft Red Flags Rule (72 Fed. Reg. 63718) issued on November 9, 2007. The "Red Flags Rule" requires an institution to develop and implement a written Identify Theft Prevention Program to detect, prevent, and respond to patterns, practices, or specific activities that may indicate identity theft.

In July 2015, the Department published a Dear Colleague Letter, GEN-15-18, which reminded institutions of their obligation to protect student information under these requirements. In

addition, GEN-15-18 reminded institutions that the Student Aid Information Gateway Enrollment (SAIG) Agreement, entered into by each Title IV participating institution, includes a provision that the institution, “must ensure that all Federal Student Aid applicant information is protected from access by or disclosure to unauthorized personnel.” The Dear Colleague Letter also reminded institutions that:

The SAIG Agreement also includes a provision that in the event of an unauthorized disclosure or an actual or suspected breach of applicant information or other sensitive information (such as PII) the institution must immediately notify FSA at CPSSAIG@ed.gov. This provision is especially important as it helps FSA identify risks and breaches that impact multiple institutions and other entities.

Institutions that fail to comply with these laws and regulations may be subject to losses, fines, and penalties (including criminal penalties) caused by the data breaches.

In July 2016, the Department published another Dear Colleague Letter, GEN-16-12, as a follow up to GEN-15-18. In GEN-16-12, the Department advised institutions about the important cybersecurity protection information in the National Institute of Standards and Technology (NIST) Special Publication 800-171 (NIST SP 800-171) which identified recommended requirements for ensuring appropriate security of Controlled Unclassified Information (CUI) in the possession of institutions. See <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-171.pdf>. The NIST SP 800-171 focuses on protecting the confidentiality of CUI in non-federal information systems and recommends security requirements to achieve that objective.

The CAP provided by ECSU stated that management agrees with the finding and will implement the necessary actions as it relates to Information Security Program requirements addressed. This matter will be given special emphasis in the University’s on-going monitoring efforts. The University will complete the following actions below:

- ECSU acknowledges that the position responsible for coordinating information security programs is currently vacant and plans to hire within the next two months.
- In the interim, staff will be designated to monitor the process until the position is filled.
- A risk assessment will be completed once staff is permanently hired and a risk assessment plan will be created to manage this process moving forward.
- Steps will be taken to ensure continued education/training of staff in the Division of Information Technology regarding the regulations related to information security.

Your audit contains a finding related to the Gramm-Leach-Bliley Act (GLBA) (16 CFR 314.3 Standards for Safeguarding Customer Information). This finding has been referred to the Federal Trade Commission (FTC) Bureau of Consumer Protection Division Privacy and Identity Protection as the investigative and enforcement authority for this finding falls within their jurisdiction. Additionally, due to data safeguarding requirements outlined in your institution’s

Program Participation Agreement, we have also referred this finding to Federal Student Aid's Technology Directorate, Enterprise Cybersecurity Group. The Enterprise Cybersecurity Group will determine if any potential noncompliance with your institution's GLBA safeguarding requirements could result in a compromise of Federal Student Aid data. If additional action is necessary, you may receive separate correspondence from the FTC and/or the Enterprise Cybersecurity Group.

As a result of these referrals, the Department considers this finding satisfactorily closed.

Fayetteville State University

OPEID: 00292800

Finding 2020-003/019/028 Untimely Return of Title IV Funds, Pages 20, 42, 48

The auditor stated Fayetteville State University (FSU) did not timely return Title IV funds (financial aid) after students supported by the programs withdrew from the school. During the audit period, FSU disbursed approximately \$47.3 million in federal financial assistance to 4,789 students.

Auditors tested the return calculations for a sample of 49 out of 243 students that met the requirements and had Title IV calculations performed. Auditors found seven students (14%) for which unearned funds totaling \$5,217 were returned to the Title IV program between six and 34 days late. As a result, the untimely return of those funds prevented them from being allocated to other students or used to reduce the cost of federal programs.

The auditor recommended FSU management design and implement procedures to ensure that withdrawals are identified and reported timely to the Registrar's Office so that funds are returned on a timely basis in accordance with federal compliance requirements.

Questioned Costs: \$5,217

Final Audit Determination:

34 C.F.R. § 668.22(a), states when a recipient of Title IV grant or loan assistance withdraws from an Institution during a payment period or period of enrollment in which the recipient began attendance, the Institution must determine the amount of Title IV grant or loan assistance that the student earned as of the student's withdrawal date.

As required by 34 C.F.R § 668.22(j), an institution must return the amount of Title IV funds for which it is responsible under 34 C.F.R. § 668.22(g) as soon as possible but no later than 45 days after the date of the Institution's determination that the student withdrew, as defined in 34 C.F.R. § 668.22.

According to FSU management, the errors occurred because procedures were not sufficient enough to ensure other departments were notifying the Registrar's Office in a timely manner of students who unofficially withdrew during the period.

The CAP provided by FSU stated that management agrees with the finding and recommendation as it relates to Untimely Return of Title IV Funds. Based on this finding, the University is strengthening its current procedures to include the following:

- Additional communication has been added to Canvas to remind faculty of critical deadlines. The University will continue to send communication to faculty regarding the

importance of timely submission of grades to identify students who are unofficially withdrawn.

- The Registrar will monitor 20% of the unofficial withdrawals at the end of each term.

This finding is closed.

North Carolina Agricultural and Technical State University

OPEID: 00290500

Finding 2020-004/012/020/029/032

Excess Cash Balances Maintained, Pages 22, 34, 43, 49, 52

The auditor stated North Carolina Agricultural and Technical State University (NCAT) requested and received federal student financial aid funds that exceeded the immediate need of students, and held a balance of these excess funds in violation of federal requirements. During the fiscal year ended June 30, 2020, NCAT requested approximately \$126.7 million in financial aid subject to the requirements.

Auditors tested all 21 drawdowns that occurred during the audit period and found two (10%) that exceeded the immediate need of students. This resulted in excess cash balances totaling \$7,752 that were returned 353 days late. As a result, the additional funds on hand at the University prevented them from being allocated to other students or reducing the cost of federal programs.

The auditor recommended NCAT management design and implement monitoring procedures over the drawdown process to ensure requested funds do not exceed the immediate need for disbursements and any excess cash is promptly returned in accordance with federal compliance requirements. Further, these monitoring procedures should ensure that all changes made to student award calculations are communicated prior to drawing down funds.

Questioned Costs: \$7,752

Final Audit Determination:

34 C.F.R. § 668.166(a) and (b), the Secretary considers excess cash to be any amount of Title IV, Higher Education Act (HEA) program funds, other than Federal Perkins Loan Program funds, that an institution does not disburse to students or parents by the end of the third business day following the date the institution:

- Received those funds from the Secretary; or
- Deposited or transferred to its Federal account previously disbursed Title IV, HEA program funds received from the Secretary, such as those resulting from award adjustments, recoveries, or cancellations.

An institution may maintain for up to seven days an amount of excess cash that does not exceed one percent of the total amount of funds the institution drew down in the prior award year. The institution must return immediately to the Secretary any amount of excess cash over the one-percent tolerance, and any amount remaining in its account after the seven-day tolerance period.

According to NCAT management, there were adjustments made to student award calculations following the request for funds that were not communicated to personnel responsible for drawing

down funds. In addition, there was no further review performed to determine if an excess cash balance existed.

The CAP provided by NCAT stated that management agrees with the finding and recommendations and has developed monitoring procedures for the drawdown process of federal funds to ensure the amount awarded does not exceed the immediate need for disbursements. NCAT will review and adjust its monitoring and closeout procedures to ensure all changes made to students' awards requiring funds be returned to the federal government are performed in a timely manner, especially after the funds have been initially closed out.

All excess cash has been identified and returned in accordance with federal compliance requirements. Annually, the Associate Director will notify all Financial Aid Office personnel that the programs have been reconciled, closed, and that any revisions to the program closeout must be cleared by the Director. The Financial Aid Director will place a lock on all federal funds after the reconciliation and closeout of funds. The Director and Associate Director will closely monitor the programs after the close out year.

The following actions have been taken:

- The Federal Pell Grant and Federal Direct Loan funds have been returned to the federal programs as of September 2020. The G5 account is currently updated, and the programs were closed again. A letter was received from the U.S. Department of Education dated September 30, 2020 advising that NCAT had successfully closed out the Direct Loan program.
- The Financial Aid Director has locked the funds for the prior years.
- The required staff have been notified of the finding, locking of funds and the requirement to notify the Director if changes are needed.

The Director and Associate Director will closely monitor the funding after the year has been closed out.

This finding is closed.

Roanoke Chowan Community College

OPEID: 00861300

Finding 2020-005/022 Errors in Return of Title IV Funds, Pages 24, 45

The auditor stated Roanoke Chowan Community College (RCCC) incorrectly returned funds to the Title IV program (financial aid) after students supported by the program withdrew from school. Also, some funds were returned late. During the audit period, RCCC disbursed approximately \$1.1 million in financial aid to 289 students.

Auditors tested the return calculations for all 13 students that met the requirements and had Title IV calculations performed. Auditors found 6 students (46%) for which the amount returned was incorrect. For 5 (39%) of the 6 students, RCCC also returned the funds to the Title IV program late.

As a result, RCCC over returned \$1,707 to the Title IV program and returned \$2,905 between 22 and 130 days late. These funds could have been allocated to other students or used to reduce the cost of federal programs.

The auditor recommended RCCC design and implement procedures that ensure the responsible personnel return the correct amounts on a timely basis.

Questioned Costs: \$4,612

Final Audit Determination:

When a recipient of Title IV grant or loan funds withdraws from a school (officially or unofficially) after beginning attendance, the amount of Title IV funds earned by the student must be determined. Return to Title IV (R2T4) calculations are based on a statutory formula and implementing regulations developed by the Department and must be used on all recipients of Title IV funds. The formula is based, in part, on the amount of time a student actually spent in attendance at the school. If the amount disbursed to the student is *greater* than the amount the student earned, unearned funds must be returned no later than 45 days after the date the institution determined that the student withdrew. If the amount disbursed to the student is *less* than the amount the student earned, and for which the student is otherwise eligible, the student may be eligible to receive a post-withdrawal disbursement of the earned aid not received. See 34 § C.F.R. 668.22.

With respect to unofficial withdrawals, DCL GEN-04-03 dated November 2004 states that schools must have a procedure for determining whether a Title IV recipient who began attendance during the period actually completed the period, or if the recipient should be treated as a withdrawal. If a student earns a passing grade in one or more of his/her classes during the payment/enrollment period for that class, the school can presume that the student completed the course, and thus the period. However, if a student who began attendance and did not officially withdraw fails to earn a passing grade in at least one course offered over an entire period, the

school *must* assume, for Title IV purposes, that the student has unofficially withdrawn (unless the school can document that the student completed the period).

According to College management, the errors occurred because the Business Office did not have adequate procedures in place to ensure the correct amounts were returned to the Department within a timely manner.

The CAP provided by RCCC stated that the Institution concurs with the audit finding. The errors in the Return of Title IV funds were the result of staff not running the Financial Aid posting process in a timely manner. Therefore, the reduction in student Financial Aid awards was not completed within 45 days, once the Institution became aware that students had withdrawn. The Financial Aid staff performed R2T4 within the 45-day time requirement, but the Financial Aid transmittal posting process was not completed by the Business Office staff as specified by Institution procedures. This oversight was due to the Business Office not having trained staff available to complete the Financial Aid posting process during the time period in which this error occurred.

RCCC has now hired qualified staff to ensure that the R2T4 requirement is fulfilled. The Institution has also implemented a procedure in which electronic messages are sent from the Financial Aid Office to the Business Office when a Financial Aid transmittal posting needs to be completed, and the Business Office responds electronically to the Financial Aid Office, once the posting has been completed. If Financial Aid does not receive that confirmation within several days, the Financial Aid Office will follow-up with the Business Office to see if the posting process was completed.

This finding is closed.

Roanoke Chowan Community College

OPEID: 00861300

Finding 2020-006/013/023

Gramm-Leach-Bliley-Act Compliance (GLBA), Pages 25, 35, 45

The auditor stated RCCC did not have a documented risk assessment over protecting students' financial aid information as required by federal regulations. During the audit period, RCCC disbursed approximately \$1.2 million in federal financial assistance to 289 students subject to this requirement.

As a result, student information is more susceptible to unauthorized disclosure, misuse, alteration, destruction, or other compromise because risks could exist for which safeguards have not been designed and implemented.

According to RCCC management, the error occurred because responsible staff were unaware that federal regulations require a risk assessment that identifies risks to employee training and management over security, confidentiality, and integrity of students' financial aid information.

The auditor recommended RCCC management ensure responsible staff receive training on the federal regulation required under the GLBA and revise its information security program as necessary.

Final Audit Determination:

RCRC has significant obligations for protecting student financial aid data and PII. Upon signing a Program Participation Agreement (PPA), the Institution agreed to comply with Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99), the Department's implementing regulations at 34 C.F.R. Part 99, and the Standards for Safeguarding Customer Information, 16 C.F.R. Part 314, issued by the Federal Trade Commission (FTC), as required by the Gramm-Leach-Bliley (GLB) Act, P.L. 106-102. Thus, RCCC like all participating institutions, is responsible for complying with the limitations on the disclosure of PII in students' education records under FERPA and is subject to the information security requirements for financial institutions under Sections 501 and 505(b)(2) of the GLB Act. In addition, an institution that participates in any Title IV, HEA program is subject to the requirements of the FTC Identity Theft Red Flags Rule (72 Fed. Reg. 63718) issued on November 9, 2007. The "Red Flags Rule" requires an institution to develop and implement a written Identify Theft Prevention Program to detect, prevent, and respond to patterns, practices, or specific activities that may indicate identity theft.

In July 2015, the Department published a Dear Colleague Letter, GEN-15-18, which reminded institutions of their obligation to protect student information under these requirements. In addition, GEN-15-18 reminded institutions that the Student Aid Information Gateway Enrollment (SAIG) Agreement, entered into by each Title IV participating institution, includes a provision that the institution, "must ensure that all Federal Student Aid applicant information is

protected from access by or disclosure to unauthorized personnel.” The Dear Colleague Letter also reminded institutions that:

The SAIG Agreement also includes a provision that in the event of an unauthorized disclosure or an actual or suspected breach of applicant information or other sensitive information (such as PII) the institution must immediately notify FSA at CPSSAIG@ed.gov. This provision is especially important as it helps FSA identify risks and breaches that impact multiple institutions and other entities.

Institutions that fail to comply with these laws and regulations may be subject to losses, fines, and penalties (including criminal penalties) caused by the data breaches.

In July 2016, the Department published another Dear Colleague Letter, GEN-16-12, as a follow up to GEN-15-18. In GEN-16-12, the Department advised institutions about the important cybersecurity protection information in the National Institute of Standards and Technology (NIST) Special Publication 800-171 (NIST SP 800-171) which identified recommended requirements for ensuring appropriate security of Controlled Unclassified Information (CUI) in the possession of institutions. See <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-171.pdf>. The NIST SP 800-171 focuses on protecting the confidentiality of CUI in non-federal information systems and recommends security requirements to achieve that objective.

The CAP provided by RCCC stated that the Institution concurs with the audit finding. An Informational Technology Security and Risk Assessment was completed by the NC Community College System Informational Technology Division at Roanoke-Chowan Community College in November 2020 to identify security and risk levels with the ongoing technology, to identify the disclosure of information, to put safeguards in place with the institution to minimize disclosures, and to make recommendations for improvement.

The institution outsourced most of its IT operating platforms and processes to the NC Community College Informational Technology Division last year. The System Office is responsible for the safeguarding of student data maintained in the Colleague databases with the College and instituting controls to minimize the risk of accidental disclosure of such data. These safeguards are being accomplished with stringent password controls (double password sign ons) and verifiable identities for access. The physical protection of such data remains the responsibility of the College.

The IT Division of the System Office and the College are in the process of developing a risk assessment program for safeguarding student financial data as well as employee and personal student information and the disclosure of such information as per the Family Education Rights and Privacy Act (FERPA) and the Gramm-Leach-Bliley Act (15 U.S. Code § 6801 et seq., hereinafter “GLBA”). This process will involve employees in the Student Services and Business Office Division, who come into contact with such information. This process will become the College’s Informational Security Administration and Procedures.

Your audit contains a finding related to the Gramm-Leach-Bliley Act (GLBA) (16 CFR 314.3 Standards for Safeguarding Customer Information). This finding has been referred to the Federal Trade Commission (FTC) Bureau of Consumer Protection Division Privacy and Identity Protection as the investigative and enforcement authority for this finding falls within their jurisdiction. Additionally, due to data safeguarding requirements outlined in your institution's Program Participation Agreement, we have also referred this finding to Federal Student Aid's Technology Directorate, Enterprise Cybersecurity Group. The Enterprise Cybersecurity Group will determine if any potential noncompliance with your institution's GLBA safeguarding requirements could result in a compromise of Federal Student Aid data. If additional action is necessary, you may receive separate correspondence from the FTC and/or the Enterprise Cybersecurity Group.

As a result of these referrals, the Department considers this finding satisfactorily closed.



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SEP 15 2021

President's Office

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

Thomas A. Stith III
President

September 9, 2021

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COMMUNITY COLLEGE
BEAUFORT COUNTY COMMUNITY COLLEGE
BLADEN COMMUNITY COLLEGE
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BRUNSWICK COMMUNITY COLLEGE
CALDWELL COMMUNITY COLLEGE
& TECHNICAL INSTITUTE
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SURRY COMMUNITY COLLEGE
TRI-COUNTY COMMUNITY COLLEGE
VANCE-GRANVILLE COMMUNITY COLLEGE
WAKE TECHNICAL COMMUNITY COLLEGE
WAYNE COMMUNITY COLLEGE
WESTERN PIEDMONT COMMUNITY COLLEGE
WILKES COMMUNITY COLLEGE
WILSON COMMUNITY COLLEGE

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

Dear President Staats:

It is my pleasure to recognize the outstanding performance of Craven Community College in serving Basic Skills students during the past year. Your outstanding service is demonstrated by the accomplishment of exceeding the state Measurable Skill Gains rate goal for the 2020-2021 program year. Your accomplishment is significant given the challenges you and your students have faced due to the transition to online and remote learning necessitated by COVID.

Your college has exceeded the state goal related to Measurable Skill Gains rate performance. While meeting the state goal is something to be proud of, the true significance of this accomplishment is in the difference that you are making in the lives of North Carolina Adult Education and English as a Second Language students.

Each year the NCCCS is required to report performance accountability data under the Adult Education and Family Literacy Act (AEFLA) to the United States Department of Education (DoE). As part of this reporting requirement, the System Office reports our state's Measurable Skill Gains rate in comparison to our federally negotiated AEFLA performance target. Craven Community College's 2020-2021 Measurable Skill Gains rate is listed below in comparison to the state target rate.

AEFLA NC Title II 2020-2021 Statewide MSG Rate	42%
Craven Community College's 2020-2021 MSG Rate	46.5%

The Measurable Skill Gain rate assesses the percent of AEFLA participants who either:

- 1) increased their educational functioning levels through pre-/post-testing in the academic year.**
- 2) exited the AEFLA program and entered postsecondary courses in the academic year;
or**
- 3) obtained a secondary school diploma or equivalent in the academic year.**

Thank you for your commitment to serving students and to advancing North Carolina's Adult Education and Family Literacy goals.

Sincerely,

A handwritten signature in dark ink, appearing to read "Thomas A. Stith III", with a long, sweeping horizontal line extending from the left side of the signature.

**Thomas A. Stith III
President, NC Community College
System**

**cc: Dr. Kimberly Gold
Gilda Rubio-Festa
College Basic Skills Director**

Student Government Association

Board of Trustees Report 12/14/21

Executive Board:

President: Cash Collins

Vice President: Vacant

Secretary: Vacant

Treasurer: Vacant

Parliamentarian: Vacant

Public Information Officer: Vacant

Senators:

Erin Phifer (pending)

Marcia Jones (pending)

Campus Life Activities & Events:

- October 28th – Campus-life hosted the First Annual Craven Halloween Bash. Students were able to stop by Campus Life and enjoy many different activities, such as, a toilet paper mummy contest, pumpkin painting, and a Halloween scavenger hunt.
- November 1st – the Student Government Association (SGA) opened nominations for the December 2021 elections. There were no students nominated for the Executive Board, thus, the Student Government Association has decided to leave nominations open, and are planning to push elections into January 2022 which will enable us to spread the word of the elections more across campus.
- November 1st – Campus Life and the Hurst Student Ambassadors collected canned goods during the entire month of November for Thanksgiving meal bags for students in need. The Craven Community College Foundation provided turkeys and Food Lion gift cards to be provided with these meal bags as well. Students who signed up for this year's food drive were able to pick up their bags on November 22-24. Due to generous donations from numerous sources, we were able to provide Thanksgiving meals to 47 students.
- November 2nd – Campus Life and the Global Initiatives Club co-sponsored a Mexican Trivia Game to celebrate Day of the Dead. Popcorn was provided, and winners were given College t-shirts.

- November 2nd – Campus Life and the American Red Cross hosted a Blood Drive in the Naumann Community Room located in Ward Hall. A large number of students and community members stopped by to donate blood. They also were given a complimentary testing for COVID-19 antibodies.
- November 4th – Campus Life had the privilege of hosting the North Carolina College Transfer Tour. Because we were able to have such a vast number of universities on campus, students at Craven CC were able to explore the many different 4-Year University options that North Carolina has to offer.

What's Happening Now:

- Christmas Parades – the Hurst Student Ambassadors and the SGA will represent the College at the following parades
 - December 4th – Downtown New Bern Christmas Parade
 - December 5th – Trent Woods Christmas Parade
 - December 11th – Havelock Christmas Parade
- December 6th through the 9th – the SGA will host Christmas Spirit Week. Our students will have the opportunity to join in on the festivities during the last week of classes before Exam week. Campus Life is also sponsoring an Ugly Sweater Contest for students and staff on Monday, December 6th.
- SGA Senator interviews will take place the week of December 13th.
- December 13th – SGA and the Academic Support Center will co-host “Cram Jam” in Ward Hall to help our students study for exams that will take place later in the week. Academic Tutors will be available in the Naumann Community Room. Snacks will be distributed by our Hurst Student Ambassadors to these students during their study session.