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## MEETING AGENDA

**FEBRUARY 15, 2022**

**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) SEI Filings for 2022   | Cindy Ensley          |
| III.  | Consent Agenda ( <i>motion</i> )   | Whit Whitley          |
|       | (1) Approve Board of Trustees Meeting Minutes (December 14, 2021)                    |                       |
| IV.   | Financial Reports  | Jim Millard, VP       |
|       | (1) Financial Report 2 <sup>nd</sup> Quarter FY 2021-22 (Oct-Dec) ( <i>motion</i> )  |                       |
|       | (2) Write-Offs and Uncollectable Accounts ( <i>motion</i> )                          |                       |
|       | (3) Cash Balances ( <i>info</i> )  |                       |
| V.    | Personnel Report 2 <sup>nd</sup> Quarter FY 2021-22 (Oct-Dec) ( <i>info</i> )        | Jim Millard           |
| VI.   | Facilities Usage Report 2 <sup>nd</sup> Quarter FY 2021-22 (Oct-Dec) ( <i>info</i> ) | Jim Millard           |
| VII.  | Instructional Update ( <i>info</i> )   | Kathleen Gallman, VP  |
|       | (1) Curriculum Report  |                       |
|       | (2) Fall Program Reviews   |                       |
| VIII. | Old Business   | Whit Whitley          |
| IX.   | New Business   | Whit Whitley          |
|       | (1) Assign Ad-Hoc Committee for President's Evaluation ( <i>info</i> )               | Whit Whitley          |
|       | (2) President's Annual Evaluation and Timeline ( <i>info</i> )                       | Cindy Ensley          |
|       | (3) Approve Termination of Entrepreneurship Program #A25490 ( <i>motion</i> )        | Kathleen Gallman      |
|       | (4) Approve NCCCS 3-1 for Kelso Barbering Renovation #2625 ( <i>motion</i> )         | Jim Millard           |
|       | (5) Approve DCC 2-1 FY2021-22 Budget ( <i>motion</i> )                               | Jim Millard           |

- |     |                                |                       |
|-----|--------------------------------|-----------------------|
| X.  | Reports                        |                       |
|     | (1) President                  | <i>Ray Staats</i>     |
|     | (2) Board Chair                | <i>Whit Whitley</i>   |
|     | (3) Attorney                   | <i>Jamie Norment</i>  |
|     | (4) Student Trustee            | <i>Cash Collins</i>   |
|     | (5) Foundation Board President | <i>David McFadyen</i> |
| Xi. | Adjournment                    | <i>Whit Whitley</i>   |

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

**February 15, 2022**

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  
DECEMBER 14, 2021

The Craven Community College Board of Trustees met on Tuesday, December 14, 2021 in the Naumann Community Room with Board Vice Chair Ervin Patrick presiding in Chair Whitley's absence. 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. 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, and Ms. Brenda Wilson

Voting members absent were: Mr. Whit Whitley

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

Ex-Officio members absent were: Mr. Cash Collins, Student Trustee

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

Presiding Board Chair Patrick declared a quorum present for the meeting and welcomed everyone to the December board meeting.

Agenda Review and Adoption

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

Conflict of Interest Declaration

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

Craven Community College  
Board of Trustees Meeting Minutes  
December 14, 2021  
Page Two

Public Comment

Presiding Board Chair Patrick called for public comment and none was expressed.

Consent Agenda

Trustee Mitchell motioned to accept the minutes (attached) of the October 19, 2021 meeting as presented; Trustee O'Neill seconded the motion and the motion was unanimously approved.

Financial Reports

*Fiscal Year 2021-22 1<sup>st</sup> Quarter Financial Report:* VP Millard highlighted the reports for July – September 2021 (attached). Trustee Roberts motioned to accept the reports as presented; Trustee Mitchell seconded the motion and the motion was unanimously approved.

*Write-Offs and Uncollectable Accounts:* VP Millard noted the small number of write-offs on this report (attached) and anticipates the next report will see an increase. Trustee Wallace motioned to accept the report as presented; Trustee Davis seconded the motion and the motion was unanimously approved.

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

Personnel Report

For informational purposes, VP Millard highlighted the 1<sup>st</sup> quarter (July - September) fiscal year 2021-22 Personnel Report (attached).

Facilities Usage Report

The 1<sup>st</sup> Quarter (July – September) fiscal year 2021-22 Facilities Usage Report (attached) was reviewed by VP Millard for informational purposes.

Strategic Plan: Goal 4 Progress Report

For informational purposes, President Staats reviewed progress for 2021 on goal four, Community Service & Engagement (attached), of the College's Strategic Plan.

Old Business

None reported

New Business

*New Board Director for Public Radio East (PRE):* President Staats presented PRE's request to ratify the nomination of Dr. J. Christopher Taylor to the PRE Foundation Board of Directors. Trustee Wilson motioned to approve the request; Trustee Mitchell seconded the motion and the motion was unanimously approved.

*NCCCS 3-1 Project #2603 Windows and Doors:* VP Millard presented the capital improvement project (attached) to replace 311 windows and 59 doors in 7 buildings utilizing HEERF institutional funds. Trustee Roberts motioned to approve the 3-1 as presented; Trustee Davis seconded the motion and the motion was unanimously approved.

*NAEYC Certificate of Re-Accreditation for AAS Degree in Early Childhood Education:* VP Gallman reported on the re-accreditation of the program through March 2026 (attached) for informational purposes.

*Dept. of Education Title IV Audit Results Fiscal Year 2019-20:* President Staats announced the positive results of Craven CC's Title IV audit (attached).

*NCCCS Basic Skills Measurable Skills Gain:* VP Boucher highlighted the accolades from the NC Community College System for surpassing the state's acceptable measurable skills gains rate (attached) by 4.5%.

Reports

*President:* President Staats highlighted the 2021-23 biennial budget which includes pay raises for fiscal years 2021-22 and 2022-23, minimum wage increases, and capital funding. He also shared the logistics challenges in opening the Volt Kitchen, recent IT vulnerability regarding several vendor servers, passing of charter board trustee Hiram Mayo, Sr., and College closure for the holidays.

*Chair:* No report

*Attorney:* Attorney Jamie Norment stated there are no current substantive legal issues to report.

*Student Trustee:* In the absence of SGA President Cash Collins, President Staats highlighted the report (attached) and announced Mr. Collins was taking a test which prevented him from attending the board meeting.

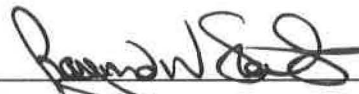
Adjournment

With no further business to be presented, Presiding Board Chair Patrick adjourned the meeting at 6:22 pm and thanked everyone for their participation.

Respectfully submitted:



Robert E. Whitley, Jr., Chair  
February 15, 2022



Raymond W. Staats, Secretary  
February 15, 2022

## Craven Community College State Funds Budget Comparison Report

FY 2021-2022 Budget Comparison as of December 31, 2021	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
50% of year	Budget	Expenses	Remaining	% Spent	Budget	Expenses	Remaining	% Spent	Budget	Expenses	Remaining	% Spent	Budget	Expenses	Remaining	% Spent
		YTD	Balance			YTD	Balance			YTD	Balance			YTD	Balance	
Administrative																
Salaries & Benefits	611,440	289,027	322,413	47%	3,534,684	1,336,982	2,197,702	38%	3,168,381	1,391,398	1,776,983	44%	3,101,722	1,516,219	1,585,503	49%
519 Contracted Services					126,608	64,035	62,573	51%	99,706	15,980	83,726	16%	43,490	-	43,490	0%
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	14,519	1,654	12,865	11%	61,249	5,671	55,578	9%	18,016	4,935	13,082	27%	28,779	1,414	27,365	5%
527 Other Supplies	328	327	1	100%	37,977	6,441	31,536	17%	40,999	13,797	27,202	34%	21,610	4,604	17,006	21%
528 Audio-Visual Supplies																
531 Staff Development	17,685	4,919	12,766	28%	16,076	9,609	6,467	60%	12,260	3,902	8,358	32%	14,576	8,386	6,190	58%
532 Comm/Postage/Software					348,839	161,449	187,390	46%	92,774	12,042	80,732	13%	23,110	18,649	4,461	81%
534 Printing & Binding									1,786	216	1,570	12%	32,541	21,160	11,381	65%
535 Repairs & Maintenance	3,944	1,839	2,105	47%	298,360	56,059	242,301	19%	40,182	2,029	38,153	5%	878	877	1	100%
536 Freight					112	-	112	0%								
537 Advertising					8,801	3,140	5,661	36%					202,737	45,301	157,436	22%
538 Data Processing																
539 Other Current Services					61,146	25,392	35,754	42%	212	212	0	100%	53,051	19,321	33,730	36%
541 Rental of Property																
543 Lease/Rental Other Equipme					38,190	18,008	20,182	47%	8,156	3,914	4,242	48%				
544 Data Processing Software					9,043	6,362	2,681	70%	8,470	-	8,470	0%				
546 Memberships & Dues	16,028	15,028	1,000	94%	5,624	4,758	866	85%	14,626	9,290	5,336	64%	1,349	1,349	-	100%
548 NEIT Admin																
55x Equipment					303,543	63,575	239,968	21%					2,406	2,405	1	100%
558 Building																
560 Scholarship																
Total Administrative:	663,944	312,794	351,150	47%	4,850,252	1,761,481	3,088,771	36%	3,505,568	1,457,713	2,047,855	42%	3,526,249	1,639,684	1,886,565	46%
Instructional																
Salaries & Benefits									7,413,097	3,539,806	3,873,291	48%	1,124,677	663,590	461,087	59%
519 Contracted Services									2,520	950	1,570	38%	207,246	93,850	113,396	45%
523 Instructional Supplies									87,176	16,293	70,883	19%	107,671	43,251	64,421	40%
524 Repair Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies																
527 Other Supplies									803	759	44	95%	25,436	1,921	23,515	8%
528 Audio-Visual Supplies									2,000	702	1,298	35%				
531 Staff Development									52,143	3,193	48,950	6%	1,038	664	374	64%
532 Comm/Postage/Software									134,394	25,147	109,248	19%	2,151	1,093	1,058	51%
534 Printing & Binding									300	-	300	0%	321	141	180	44%
535 Repairs & Maintenance									29,847	16,813	13,034	56%	5,073	963	4,110	19%
536 Freight																
537 Advertising													418	188	230	45%
539 Other Current Services									10,664	9,253	1,411	87%	34,752	16,128	18,624	46%
541 Rental of Property													2,000	2,000	-	100%
543 Lease/Rental Other Equipme													470	-	470	0%
544 Data Processing Software									1,281	1,281	-	100%				
545 Insurance													1,154	1,019	135	88%
546 Memberships/Accredita & Dues									18,375	18,375	-	100%	285	285	-	100%
55x Equipment									314,780	22,984	291,796	7%	70,200	16,172	54,028	23%
556 Books									8,714	3,437	5,277	39%				
560 Scholarship													76,570	22,785	53,785	30%
Total Instructional:									8,076,094	3,658,994	4,417,100	45%	1,659,462	864,050	795,412	52%
Total Admin & Instructional:	663,944	312,794	351,150	47%	4,850,252	1,761,481	3,088,771	36%	11,581,662	5,116,707	6,464,955	44%	5,185,711	2,503,734	2,681,977	48%



Craven Community College  
County Funds Budget Comparison Report

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**Craven Community College**  
**Institutional Funds Budget**  
**As of December 31, 2021 - 50% 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%	317,343.89	336,239.95
01	133 Discretionary	71,334.00	6,817.04	64,516.96	10%	32,281.17	146,695.69
01	134 Unrestricted Overhead Receipts	10,760.00	950.00	9,810.00	9%	3,568.18	53,856.59
01	136 Foundation	309,556.00	65,609.64	243,946.36	21%	97,729.34	414,747.65
01	137 Financial Aid Matching	1,000.00	614.17	385.83	61%	956.79	11,438.38
01	221 Applied Music	1,625.00	-	1,625.00	0%	1,328.52	27,909.34
01	227 Extra Curricular Activities	100.00	-	100.00	0%	25.93	42,771.23
01	250 Curriculum-Self Supporting	20,000.00	(16.25)	20,016.25	0%	446.93	159,467.83
01	312 Fire College	5,554.00	5,553.50	0.50	100%	6.26	6,595.27
01	340 WFD-Self Supporting	380,298.00	86,256.91	294,041.09	23%	90,212.37	564,435.36
01	411 Learning Resource Center	730.00	-	730.00	0%	480.59	26,986.21
01	460 Customized Ind Train Support	6,334.00	480.00	5,854.00	8%	19.08	31,496.38
01	461 Small Business Support Fund	-	-	-	0%	0.08	126.41
01	610 VOLT Center	459.00	-	459.00	0%	53.50	88,030.54
02	131 College Work Study	107,898.00	29,318.10	78,579.90	27%	29,318.10	-
02	134 Restricted Overhead Receipts	43,350.00	27,434.18	15,915.82	63%	122,320.00	288,095.85
02	138 Returned Check Fee Fund	340.00	7.85	332.15	2%	52.82	21,158.55
02	139 CARES Act/NCCF WorkReady	5,167,015.00	720,418.18	4,446,596.82	14%	720,460.98	6,727.86
02	220 NCSU Engineering	98,665.00	15,278.57	83,386.43	15%	59,332.38	83,068.30
02	227 ENCORE	15,015.00	7,275.60	7,739.40	48%	15,005.39	13,727.49
02	228 Grants -NSF SEAS/Bosch/NCCF	211,016.00	53,357.00	157,659.00	25%	22,340.12	177,611.24
02	291 Specific Fees - Lab/DE/ASC	1,201,394.00	497,791.27	703,602.73	41%	385,813.92	2,051,152.16
02	292 System-Wide Fees-Comp Tech	454,779.00	191,775.61	263,003.39	42%	99,651.82	1,873,926.11
02	293 Patron Fees	25,056.00	18,312.87	6,743.13	73%	10,733.89	280,303.97
02	314 Grants - Workforce Development/BS	46,500.00	13,337.25	33,162.75	29%	36,355.60	27,484.06
02	355 NCDPS Reentry Program	201,293.00	83,361.21	117,931.79	41%	62,613.15	(14,127.12)
02	392 System-Wide Fees - WFD Comp	957.00	-	957.00	0%	5.88	9,754.09
02	521 C-Step Grant	12,500.00	2,774.49	9,725.51	22%	11,245.07	9,725.51
02	531 Professional Liability Ins	6,929.00	6,929.00	-	100%	4,640.64	37,146.80

FUND		PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532	Student Insurance	5,158.00	3,747.62	1,410.38	73%	2,609.37	(1,073.05)
02	533	Transcript Fees	38,988.00	7,550.21	31,437.79	19%	15,716.87	303,093.30
02	534	TRIO/Title III Grants	471,905.00	242,812.96	229,092.04	51%	244,882.17	(8,482.06)
02	790	Facilities Rental Fund	-	-	-	0%	779.93	49,648.87
02	791	Public Radio East	1,035,720.00	470,682.41	565,037.59	45%	567,938.82	271,690.31
02	795	Career Fair	-	-	-	0%	0.35	584.91
02	796	Testing Centers	46,453.00	11,697.37	34,755.63	25%	34,449.46	114,763.02
02	797	Public Radio East Foundation	712,434.00	373,026.45	339,407.55	52%	354,863.25	125,009.46
02	823	SEOG	124,070.00	62,017.32	62,052.68	50%	62,017.32	-
02	824	Pell	4,200,000.00	1,754,151.92	2,445,848.08	42%	1,729,151.92	(25,000.00)
02	829	Cares Act	3,683,614.00	1,721,641.26	1,961,972.74	47%	1,721,641.26	-
02	830	NCCC Target Asst/LTHT	8,062.00	245.00	7,817.00	3%	7,684.00	7,439.00
02	833	NCCG	161,436.00	84,920.00	76,516.00	53%	84,670.00	-
02	834	Teacher Assistant Sch Fund	12,986.00	10,236.00	2,750.00	79%	10,986.00	750.00
02	835	State Aid Scholarships	218,091.00	122,495.00	95,596.00	56%	140,495.00	18,000.00
02	840	General Scholarships	274,654.00	52,114.49	222,539.51	19%	241,186.04	501,947.58
02	841	Endowment/Other Scholarships	201,413.00	75,680.48	125,732.52	38%	75,264.48	84.00
05	710	Clearwire Distribution	5,395.00	-	5,395.00	0%	2,639.35	36,686.82
05	720	Bookstore	171,194.00	99,191.38	72,002.62	58%	91,779.09	782,058.68
05	730	Food Service	13,958.00	13,958.00	-	100%	11,075.14	1,455.80
05	740	Campus Access	58,453.00	36,797.69	21,655.31	63%	29,050.38	52,741.50
05	770	Student Activity Funds	198,201.00	56,097.53	142,103.47	28%	75,601.82	254,610.75
06	810	J. Wrenn Emergency Loan Fu	1,530.00	(151.14)	1,681.14	-10%	26.62	41,823.63
07	910	Buildings & Grounds	833,591.00	585,276.97	248,314.03	70%	747,281.44	2,160,515.01
08	792	Public Radio East Endowment	-	-	-	0%	44.37	72,982.82
08	850	Endowments	199,413.00	73,764.48	125,648.52	37%	227,976.09	3,466,987.43
<b>Total</b>			21,105,581.00	7,698,450.59	13,407,130.41	36%	8,604,152.93	15,012,731.10

**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:

Name	Student ID #	Term	INTUI Tuition/Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	SUPHS Supply Fee-Health & Services	LABFB Lab Fee	SUMF1 Summer Supply Fee Tier	EBK4 E Book Fees	PLIAB Prof Liab Ins	STINS Student Ins	FA Overage	LABFA Lab Fee Arts & Science	LABFH Lab fee	Total
	XXX7021	2019FA	299.92		19.73	27.06	8.46		42.28						0.79				398.24
	XXX7661	2019FA	168.88		-	-	-	94.87	18.52						-				282.27
	XXX7925	2019FA	95.72		3.67	5.04	1.57	-	5.25						0.15				111.40
	XXX7536	2020SP	145.62		16.77	22.99	7.18	101.25	23.95						-				317.76
	XXX8064	2019FA	675.63		28.94	39.69	12.40	197.35	41.35						-				995.36
	XXX4610	2019FA	304.00		35.00	48.00	15.00	-	-						1.40		30.00		433.40
	XXX8261	2019FA	148.35		3.42	4.68	1.46	-	-		6.34				0.15				164.40
	XXX9792	2020SU	228.00		17.50	48.00	15.00	-	25.00			10.00		-	1.40			-	344.90
	XXX8593	2020SP	77.48		8.92	12.23	3.82	-	-					4.08	0.37			101.95	208.85
	XXX3331	2019FA	-		-	-	-	-	-						-	699.07			699.07
	XXX1479	2019FA	-		-	-	-	-	-						-	276.32			276.32
	XXX0901	2019FA	-		-	-	-	-	-						-	912.87			912.87
	XXX7749	2019FA	-		-	-	-	795.33	-						-				795.33
	XXX6792	2020SU	589.00		17.50	48.00	15.00	-	56.25		-	22.50			1.40				749.65
	XXX1077	2019FA	-		-	-	-	-	-						-	1,312.34			1,312.34
	XXX2140	2020SP	-		-	-	-	58.71	-						-				58.71
	XXX5248	2020FA	299.33		13.78	18.90	5.91	-	29.54				29.41		0.51				397.38
	XXX4808	2020CE3						-	-	5.00									5.00
	XXX5972	2019FA														760.35			760.35
	XXX3183	2019FA														784.92			784.92
	XXX3269	2019FA	390.24		26.62	36.51	11.41	1,076.90	42.79						1.09				1,585.56
	XXX6032	2020SP														405.43			405.43
	XXX7158	2019FA														1,876.55			1,876.55
	XXX0344	2020SP	190.62		21.95	30.08	9.41	3.31	15.68										271.05
	XXX3389	2020SP														664.48			664.48
	XXX8341	2019FA														1,761.39			1,761.39
	XXX3927	2020SP	262.90		24.21	33.21	10.38	223.67	34.59						0.90				589.86
	XXX6339	2019FA														400.76			400.76
	XXX7389	2019FA														919.55			919.55
	XXX7459	2020SP	202.96		13.35	18.31	5.72		3.82						0.54				244.70
	XXX8371	2019FA														1,073.92			1,073.92
	XXX7852	2020SP														1,002.01			1,002.01
	XXX5634	2019FA						860.14											860.14
	XXX8146	2019FA														484.51			484.51
	XXX6818	2020SP														2,304.00			2,304.00
	XXX2490	2019FA														1,060.14			1,060.14
	XXX7784	2020SP	185.00		16.75	22.94	7.18	12.77	23.93							324.16			592.73
	XXX7854	2020SP														1,694.24			1,694.24
	XXX1361	2019FA	623.46		23.93	32.81	10.25	181.94	68.37										940.76
	XXX4752	2019FA	18.52		2.84	3.90	1.22	2.30	2.03						0.13				30.94
	XXX5721	2019FA	380.67		14.61	20.04	6.26	157.25	20.87										599.70
	XXX9143	2019FA														724.17			724.17
	XXX9227	2020SP														675.61			675.61
	XXX7315	2019FA	309.54		15.84	21.72	6.79	135.39	33.94										523.22
	XXX8493	2019FA														1,322.38			1,322.38
	XXX2589	2019FA														627.45			627.45
	XXX4233	2020SU	227.17		7.47	20.50	6.41		21.35			8.53			0.60				292.03
	XXX7235	2019FA														461.99			461.99
	XXX6248	2020SP	127.05		11.70	16.05	5.02		16.72						0.46				177.00
	XXX2054	2020SP	617.66		25.86	35.46	11.08	523.77	18.47						0.55		22.42		1,255.26
	XXX1171	2019FA														1,185.38			1,185.38
	XXX8335	2019FA	170.12		5.60	7.67	2.40				19.19				0.22				205.20
	XXX1472	2020CE3								5.00									5.00
	XXX2488	2020SP														1,250.53			1,250.53
	XXX6453	2020SP														241.84			241.84
	XXX6646	2020SP														2,688.00			2,688.00
	XXX8076	2019FA	455.51		29.97	41.10	12.84	232.76	64.22										836.40
	XXX9962	2020SU	456.00		17.50	48.00	15.00		50.00			20.00			1.40				607.90
	XXX9734	2020SP														1,875.20			1,875.20
	XXX2287	2020SP														1,000.40			1,000.40
	XXX4767	2019FA														775.79			775.79
	XXX7939	2020SP														370.02			370.02
	XXX3902	2019FA														950.73			950.73
	XXX3836	2020SP	444.81		16.26	31.22	9.75	63.69	48.77								-		614.50
	XXX7955	2019FA	323.13		11.45	15.70	4.91	65.41	16.35						0.46				437.41
	XXX0964	2020CE3								5.00									5.00
	XXX9083	2020SP														1,321.25			1,321.25

																			-
			8,417.29	-	451.14	709.81	221.83	4,786.81	724.04	15.00	25.53	61.03	29.41	4.08	12.52	34,187.75	52.42	101.95	-
																			49,800.60

Kisha B. Simpson

(Requested by)

Jim Millard

Vice President for Administration

Return of Title IV	\$38,000.89
FA Issues/Withdrew Charged 25%	6,874.15
Sponsor Issues	3,835.08
Payment Plan	1,075.48
WFD	15.00
	<u>\$49,800.60</u>

Total Collected this period	\$ 3,594.14
Debt Setoff	-
Total Fees Paid to collection agency	718.84
Net proceeds	<u>\$ 2,875.30</u>

YTD Write Offs July 2021-December \$ 52,419.40  
Prior Year Write Offs July 2020 -Dece \$ 14,561.38

120 Days past due \$ 12,564.95  
Percentage of Total Accounts Receiv 2.5555%

**CRAVEN COMMUNITY COLLEGE  
REPORT OF CASH BALANCES**

<b>STIF Account:</b>	<b>31-Dec</b>	<b>30-Sep</b>	<b>Variance</b>
<b>Local Funds</b>	\$2,128,815.03	\$2,256,564.96	-\$127,749.93
<b>Special Funds</b>	<u>\$9,956,821.50</u>	<u>\$10,221,649.94</u>	<u>-\$264,828.44</u>
<b>Total</b>	\$12,085,636.53	\$12,478,214.90	-\$392,578.37

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

	<b>31-Dec</b>	<b>30-Sep</b>	<b>Variance</b>
<b>STIF Interest Rate:</b>	0.093820%	0.138530%	-0.044710%

**Craven Community College Personnel Report**  
**October 1, 2021 – December 31, 2021**

New Hires	Position Title		Effective	Monthly/Annually
Michelle Moran	Academic Success Coach		10/1/21	\$1,746/\$20,952
Dustin Pierce	Academic Success Coach		10/1/21	\$1,746/\$20,952
Erin Bingham	Executive Director of Institutional Effectiveness		10/15/21	\$5,792/\$69,504
Esther Smith	Academic Success Coordinator-TRIO		10/15/21	\$3,542/\$42,504
Rashad Thomas	Librarian		10/15/21	\$3,834/\$46,008
Victoria Dunn	Administrative Assistant-Career Programs		11/1/21	\$2,500/\$30,000
Ashley Lee	Re-Entry Job Placement Specialist		11/1/21	\$3,209/\$38,508
Joseph Lee	Information Security Analyst		11/1/21	\$4,334/\$52,008
Alexis Mejias	Administrative Assistant- Student Services (Part-time Regular)		11/1/21	\$1,634/\$19,608
Erica Wible	Administrative Assistant –TRIO (Part-time Regular)		11/1/21	\$1,747/\$20,964
Catherine Decker	Director of the Academic Support Center		11/15/21	\$4,000/\$48,000
William Eddins	Assistant Director of the Academic Support Center		12/1/21	\$3,500/\$42,000
Patricia Riggs	Administrative Assistant-LAUT (Part-time Regular)		12/1/21	\$1,127/\$13,524
Ellen Wilkinson	Administrative Assistant- Academic Support Center (Part-time Regular)		12/1/21	\$1,634/\$19,608
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Tobin Finizio	Admissions Specialist	Campus Life Coordinator	10/1/21	\$3,334/\$40,008
Breth Powers	Data Management/Membership Specialist-Public Radio East	Development Coordinator-Public Radio East	10/1/21	\$3,277/\$39,324
Damonte Stancil	Administrative Assistant-Student Services (Part-time Regular)	Admissions Specialist (Full-time Regular)	10/1/21	\$2,875/\$34,500
Eric Sexton	Senior Administrative Assistant-Havelock Campus	Student Services Coordinator	12/1/21	\$3,584/\$43,008

<b>Resignations/ Terminations/Retirements</b>	<b>Position</b>	<b>Effective</b>	<b>Reason</b>
Lauren Allen-Joyner	Academic Success Coordinator-TRIO	10/14/21	Resignation
Sharon Tew	Administrative Assistant-Career Programs	10/31/21	Retirement
Erica Wible	Administrative Assistant-TRIO (Part-time Regular)	11/1/21	Resignation
Delbert Bauzon	STEM Faculty	11/12/21	Resignation
Kimberly Jones	Student Recruitment Coordinator	12/3/21	Resignation
Nicole Mena	Director of the Academic Support Center	12/21/21	Resignation
Elaine Rouse	Information Security Analyst	12/31/21	Retirement

Craven CC Facilities Usage Report  
October - December 2021

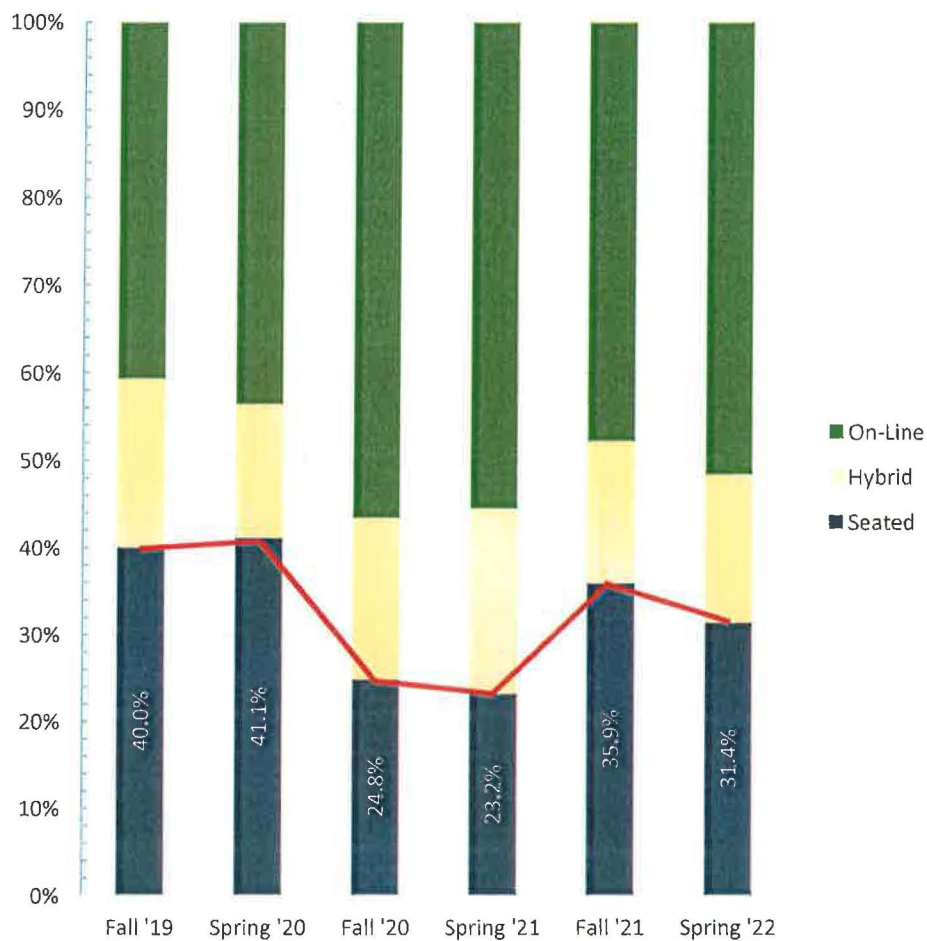
**EXTERNAL USERS OF FACILITIES**

<b>Name of Organization</b>	<b>Date(s) of Use</b>	<b>Type of Organization</b>	<b>Facility</b>	<b>Fees</b>	<b>Date Fees Received</b>	<b>Estimated Number of Attendees</b>
New Bern Historical Society	11/14/2021	Non- Profit	Auditorium	\$250.00	10/5/2021	278
Girls Scouts North Carolina Coastal Pines	11/20/2021	Non-Profit	Stem 126,127,129,131,132,133			50
Habitat for Humanity of Craven County	10/26/2021	Non-Profit	Redd 120			24
NC History Theater	11/18/2021, 11/20/2021	Non-Profit	Auditorium			50
American Red Cross	11/2/2021	Non-Profit	Naumann			25
American Red Cross	11/5/2021	Non-Profit	Stem 127, 129			25
BSH Home Appliances	12/14, 12/15/2021	Profit	AMC 102			14

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



## Headcount by Delivery Method



	Seated	Hybrid	Online
Fall '19	40.0%	19.3%	40.7%
Spring '20	41.1%	15.3%	43.6%
Fall '20	24.8%	18.6%	56.6%
Spring '21	23.2%	21.3%	55.5%
Fall '21	35.9%	16.3%	47.8%
Spring '22	31.4%	17.0%	51.6%





## 2021-22 CURRICULUM PROGRAM REVIEW SNAPSHOT

PROGRAM	STRENGTHS	COMMITTEE RECOMMENDATIONS
<b>Associates in Engineering (EGR)</b>	<ol style="list-style-type: none"><li>1. Sustained, positive relationships with local industries</li><li>2. Flagship partnership with NC State</li><li>3. High economic value to local industry with the persistent shortage of engineering professionals, especially at FRC East</li></ol>	<ul style="list-style-type: none"><li>• Hire FT EGR faculty member to coordinate/grow the program</li><li>• Explore articulation agreements/partnerships with 4-year institutions</li><li>• Improve retention through the use of support services to facilitate student progression through math</li><li>• Develop and hone advising to AS students seeking EGR degree</li><li>• Increase marketing efforts</li><li>• Continue and expand community and K12 outreach</li><li>• Explore feasibility of offering Fundamentals of Engineering (FE) exam through the Testing Center</li></ul>
<b>Associates in Fine Arts - Music</b>	<ol style="list-style-type: none"><li>1. Well-equipped lab spaces; state-of-the-art equipment</li><li>2. Highly qualified and diverse faculty</li><li>3. Encore and Gospel Choir well received in the community; support the College's mission</li><li>4. Faculty persistence through Covid-19 pandemic to provide students practical training</li></ol>	<ul style="list-style-type: none"><li>• Expand marketing efforts (K-12 and other) through concerts, visits, and promotional video</li><li>• Adopt an intrusive advising model</li><li>• Develop alternative student success measures which gauge success based on individual student ambitions/aspirations</li><li>• Expand online professional development offerings due to changing federal mandates</li></ul>
<b>Associates in Fine Arts – Visual</b>	<ol style="list-style-type: none"><li>1. Well-equipped lab spaces with state-of-the-art equipment</li><li>2. Highly qualified and diverse faculty who are engaged in student advisement</li><li>3. Sustained, positive relations with local art community</li><li>4. Work-based learning and internship opportunities</li></ol>	<ul style="list-style-type: none"><li>• Expand marketing efforts (K-12 and other) through visits, events, and promotional video</li><li>• Develop alternative student success measures which gauge success based on individual student ambitions/aspirations</li><li>• Expand online teaching professional development offerings due to changing federal mandates.</li><li>• Explore options to provide an 'open lab' or other hybrid approaches to increase student access to equipment</li></ul>

<b>Computer-Aided Drafting</b>	<ol style="list-style-type: none"> <li>1. Active, committed, and highly regarded lead faculty</li> <li>2. Sustained, positive relationships with local industries</li> <li>3. Extensive curriculum development to develop hands-on activities which mimic “real world” workplace scenarios</li> <li>4. Local partnerships (Seth Thomas Clock restoration, K-12)</li> <li>5. Addition of skill certification preparation courses: AutoCAD and SolidWorks</li> <li>6. Student success at SkillsUSA competitions</li> </ol>	<ul style="list-style-type: none"> <li>• Increase program marketing – create promo. video; install cameras to record 3D projects</li> <li>• Expand CCP offerings to Havelock and West Craven high schools</li> <li>• Increase efforts to build partnerships with companies outside FRC East</li> <li>• Establish apprenticeships/work-based learning with area manufacturers</li> <li>• Continue curriculum enhancements: inclusion of skill certification prep.</li> <li>• Explore changes to the course schedule: Fall and Spring entry points</li> </ul>
<b>Computer Integrated Machining</b>	<ol style="list-style-type: none"> <li>1. Extensive curriculum development to include soft skills</li> <li>2. High employment rate of program graduates</li> <li>3. Curriculum based on national standards</li> <li>4. Well-equipped lab spaces; state-of-the-art equipment</li> <li>5. Stackable credentials w/ multiple entry points</li> <li>6. Apprenticeship program at FRC East</li> </ol>	<ul style="list-style-type: none"> <li>• Increase visibility through expanded marketing/outreach</li> <li>• Finalize agreements with K-12 to house CIM on their campuses</li> <li>• Explore strategies to increase curriculum program awareness to WFD students, a natural market for career programs</li> <li>• Explore funding options to purchase a mobile machining lab <ul style="list-style-type: none"> <li>- Interim: explore the use of Oculus technology</li> </ul> </li> </ul>
<b>Medical Assisting</b>	<ol style="list-style-type: none"> <li>1. Active, committed, and highly regarded lead faculty</li> <li>2. CAAHEP re-accreditation in 2017</li> <li>3. Hybrid course offerings - easy transition during pandemic</li> <li>4. Experiential learning opportunities utilizing HER</li> <li>5. State-of-the-art equipment (Juno clinical mannequin)</li> <li>6. Extensive curriculum development to include critical thinking skills for graduates’ long-term career success</li> <li>7. Sustained, positive relations w/ the medical community</li> </ol>	<ul style="list-style-type: none"> <li>• Increase visibility through expanded marketing/outreach</li> <li>• Improve retention through the use of support services</li> <li>• Continue working to increase the number of students taking the national certification exam</li> <li>• Expand medical assisting specific library resources</li> <li>• Explore options to create an MA to LPN bridge program</li> </ul>
<b>Welding Technology</b>	<ol style="list-style-type: none"> <li>1. Advising model focused on mentorship</li> <li>2. Faculty commitment to lifetime learning/student success</li> <li>3. Program growth through CTE/CCP at Havelock and West Craven High Schools</li> <li>4. Efforts to establish work-based learning/apprenticeship opportunities</li> <li>5. Alignment with ECU’s Bachelors in Advanced Manufacturing Technology program</li> <li>6. Growth of the program limited only by lab space</li> </ol>	<ul style="list-style-type: none"> <li>• Explore changes to course schedule: allow Fall &amp; Spring entry</li> <li>• Establish crosswalks from WFD NCCER Welding 1 &amp; 2 to increase enrollment by Volt Center completers</li> <li>• Investigate strategies to increase program awareness to WFD students, a natural market for career programs</li> <li>• Consider capital improvements/modifications to house program in centralized location</li> </ul>

## Timeline for President's Annual Evaluation 2021-2022

February 15, 2022	Board Receives Evaluation Tool and Timeline Chair Appoints President's Evaluation Committee
March 15, 2022	Return President's Evaluation Form to Cindy Ensley (in the envelope provided by this date)
March 28- April 7, 2022	President's Evaluation Committee Reviews the Results of President's Evaluation (exact date to be determined)
April 19, 2022	Results of President's Evaluation Reviewed by the Full Board at the April Board Meeting
April 20-25, 2022	Feedback to the President by the Chair and Vice- Chair (exact date to be determined)
April 29, 2022	Chair Submits Letter to the NCCCS Office Indicating the Evaluation was completed

### Directions:

1. Complete the President's Annual Evaluation (3 pages) by writing in the appropriate score clearly and adding any additional comments on the last page
2. Sign and date the document – **Your signature is required**
3. Return in the self-addressed, stamped envelope by March 15, 2022 or bring to the March Board meeting
4. Please call Cindy Ensley with questions, 252-638-7201

## Curriculum Program Termination Form

Attachment A

Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.

College Name: Craven Community CollegeCurriculum Title: Entrepreneurship Curriculum Code: A25490Contact Person: Ricky MeadowsPhone Number: (252)638-4550Email Address: meadowsr@cravencc.eduTermination Semester: ☒ Fall ☐ Spring ☐ Summer 2021\_\_Termination is for (check appropriate settings): ☒ Campus ☐ Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: \_\_\_\_\_

Date that captive/co-opted facility was notified of termination of program: \_\_\_\_\_

Reason(s) for Terminating Curriculum: ☒ Low Enrollment\* ☐ No Enrollment\*☐ Other\* College must include factors below in addition to reason checked.

\*Describe what factors contributed to low/no enrollment:

(Required in order to proceed with termination): Data over a 3-year term exhibited low enrollment attributed to industry trends aligned with individuals seeking entrepreneurial training opportunities through Small Business Centers and Short-Term modular style courses with emphasis on topics such as North Carolina Tax Law, Networking, Grant Opportunities, among other specified topics organic to their individualized business plans. Furthermore, a percentage of the minor quantity of student enrollees in Entrepreneurship A25490 were not retaining in the program due to stop-out necessity for business entrepreneurial needs and demands. In addition, other students with entrepreneurial goals have historically enrolled in curriculum programs native to their business expertise or industry of choice such as Cosmetology, Automotive, Machining, Welding, and more. All of these factors combined have contributed to low enrollment in the Entrepreneurship A25490 program.

Is the curriculum program part of a collaborative/Level III ISA plan? ☐ Yes ☒ NoIf so, have participating colleges been notified of termination? ☐ Yes ☒ No*Please see section 6 of the CPRM for information concerning termination of ISAs.*

Will the program or any courses in the program be moved to Continuing Education?

☐ Yes ☒ NoIs equipment available for transfer? ☐ Yes ☒ No

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

*This is a formal notice to terminate the curriculum program as identified above.*  
\_\_\_\_\_  
Signature, President2-15-2022  
\_\_\_\_\_  
Date  
\_\_\_\_\_  
Signature, Board of Trustees Chair2/15/2022  
\_\_\_\_\_  
Date

Please scan/email this form to: Dr. Deana Guido, Director of Academic Programs, NC Community College System Office, [programs@nccommunitycolleges.edu](mailto:programs@nccommunitycolleges.edu)



# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

### NEW PROJECT

College

Craven Community College

Project Name

Kelso Barbering Renovation (HEERF)

NCCCS Project No.

2625

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.

The college has been approved to utilize some of our institutional award P425F204649 per the definition in 34 CFR § 77.1 to make minor renovations that would benefit our barbering and cosmetology programs. Currently, due to space limitations, we are having to have up to 40 cosmetology and barbering students share a single room consisting of 1,718 square footage of classroom and lab space within Kelso Hall, not including the equipment. The pandemic has exasperated the issue and made social distancing protocols extremely difficult to maintain. What we are proposing is to modify existing classroom space totaling 1,414.5 square feet within Kelso Hall to allow us to move the barbering program into their own space making a safer environment for both programs while keeping our students engaged in in-person learning experiences. The proposed area for barbering would require design services, plumbing, electrical and HVAC work in order to meet state requirements for the program. The projected cost for this is approximately \$450,000. These minor renovations inside a previously completed building, would not be necessary to create social distancing prior to the coronavirus.



**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:

1/24/2022

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 ..... 40,909.00
2. Construction..... 388,637.00
3. Construction Contingency ..... 20,454.00
4. Other Contracts .....
5. Other Fees .....

**Subtotal "B"**

450,000.00

**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)****\$450,000.00****IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:****A. NON-STATE FUNDS**

1. County Appropriated
2. County Bonds

3.	Federal Funds	▼
4.		▼
5.		▼

**Subtotal "A"**

450,000.00

450,000.00

**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)**

450,000.00

**D. UNIDENTIFIED FUNDS**

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

**Subtotal "D"**

0.00

**Total Sources of Funds Including Unidentified****\$450,000.00**



## 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 2/15/2022.

☒ 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

W/A

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

Certification 1.

I certify that I have examined this application for the project no: 2625  
from Craven Community College and if shown, county funds in the  
amount of \$0.00 are available for the planning and construction of this project.

County Manager/Finance Officer Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1  
Section VIII) it is estimated that the college will expend an additional \$0.00  
per year in support of this new construction. I certify that this document has been reviewed, and that  
the information stated herein will be shared with the proper county officials to seek an appropriate  
adjustment to the college's budget as the new facility is brought online.

County Manager/Finance Officer Signature \_\_\_\_\_  
Print Name \_\_\_\_\_  
Date \_\_\_\_\_

=====

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

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

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

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Signature

N/A

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

Date: 9/12/2020 Project Name: Kelso Barbering Renovation (HEERF)

College: Craven Community College Project Completion Date: \_\_\_\_\_

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

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

3-1 Attachment  
Local Certification of Support

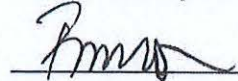
**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGE BUDGET: FY 2021-22**

**REQUIRED BUDGET REQUEST SIGN-OFF**

The attached College Budget has been reviewed and approved on

February 15, 2022 by the Board of Trustees of

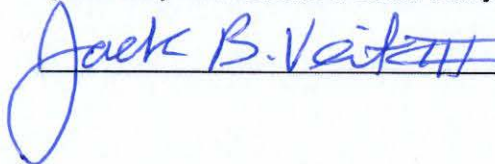
Craven Community College.

 \_\_\_\_\_, Chairman.

The attached College Budget has been reviewed and approved in

the amount of \$4,601,425.00 on June 21, 2021

by the County Commissioners of Craven County.

 \_\_\_\_\_, County Manager.

## State Board Info

	CURRENT OPERATING										PLANT FUND		CURRENT & CAPITAL TOTAL
	1XX	2XX	3XX	4XX	5XX	6XX	7XX	8XX			9XX		
	Institutional Support	Curriculum Instruction	Continuing Education	Academic Support	Student Support	Plant Op & Maint.	Proprietary Other	Student Aid	Subtotal	Capital (ex CI)	CI Projects		
Craven CC													
FY 2021-2022													
State	\$ 6,101,251	\$ 7,578,313	\$ 2,030,399	\$ 2,874,687	\$ 2,126,217	\$ -	\$ -	\$ -	\$ 20,710,867	\$ 668,852	\$ -	\$ 21,379,719	
County	\$ 826,221	\$ -	\$ -	\$ -	\$ -	\$ 3,264,454	\$ -	\$ -	\$ 4,090,675	\$ 15,000	\$ 500,000	\$ 4,605,675	
Institutional	\$ 5,612,720	\$ 1,845,411	\$ 584,354	\$ 7,064	\$ 521,480	\$ 459	\$ 1,429,496	\$ 5,125,395	\$ 15,126,379	\$ -	\$ 4,300	\$ 15,130,679	
Total	\$ 12,540,192	\$ 9,423,724	\$ 2,614,753	\$ 2,881,751	\$ 2,647,697	\$ 3,264,913	\$ 1,429,496	\$ 5,125,395	\$ 39,927,921	\$ 683,852	\$ 504,300	\$ 41,116,073	

## **Student Government Association**

### **Board of Trustees Report 02/15/22**

#### **Executive Board:**

President: Cash Collins

Vice President: Vacant

Secretary: Vacant

Treasurer: Katie Houser

Parliamentarian: Vacant

Public Information Officer: Vacant

#### **Senators:**

Erin Phifer

#### **Campus Life Activities & Events:**

- Christmas Parades – the Hurst Student Ambassadors and the SGA represented the College at the following parades
  - December 4<sup>th</sup> – Downtown New Bern Christmas Parade
  - December 5<sup>th</sup> – Trent Woods Christmas Parade
  - December 11<sup>th</sup> – Havelock Christmas Parade
- December 6-9 – the SGA hosted Christmas Spirit Week including an Ugly Sweater Contest. Fourteen students and staff participated and the top three students received holiday prize packs and recognition in the student newsletter.
- January 10-11 – a welcome back event for students was held to celebrate the start of the spring semester. Snacks and hot chocolate were provided by Campus Life and distributed across campus.

#### **What's Happening Now:**

- February 3<sup>rd</sup> – Students will participate in Panther Fest, the Spring resource fair. Students come together to learn about the many clubs and organizations available on and off campus they can choose to get involved with throughout the semester. Games will be set up outside Ward Hall for student participation. Students will be given a punch card for going to different resources, and after 10 hole punches, the students will receive a free meal provided by Schlotzsky's Deli.
- February 3<sup>rd</sup> – Campus Life and the American Red Cross will host a Blood Drive in the Naumann Community Room located in Ward Hall. They will be here to receive blood as well as complimentary testing for COVID-19 antibodies.
- February 24<sup>th</sup> – Campus Life will host the college's Black History Month Celebration. There will be a display featuring historical figures in the African American community of Craven County and performances by Encore and the gospel choir.



# CRAVEN COMMUNITY COLLEGE Foundation

## Board of Directors

Jacqueline B. Atkinson  
Carol Becton  
James B. Congleton, III  
J. Brent Davis  
Charles T. Dudley  
Brenda George  
John O. Haroldson  
Tyler Harris  
Carole B. Kemp  
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Linda MacDonald, *Emeritus*  
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Jim Millard, *Treasurer*  
Hannah Mitchell  
Susan Moffat-Thomas  
Stephen Nuckolls, *Emeritus*  
The Honorable Beverly E. Perdue  
Marjorie Russell  
Anne C. Schout,  
*Vice President/President Elect*  
Tammy Sherron  
Dr. Ray Staats, *Craven CC*  
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Karen Segal  
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Amy P. Wang  
Craig A. Warren  
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Whit Whitley, *Chair,*  
*Craven CC Trustees*  
Jeff Williams, *Past President*

## Foundation Staff

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

February 2022

The Craven CC Foundation is preparing for the 12<sup>th</sup> Annual Community Fabric Awards (CFA) scheduled for Tuesday April 26<sup>th</sup> from noon to 1:30 PM at the New Bern Riverfront Convention Center. Ward & Smith, P.A. will continue as the Presenting Sponsor for this year's event. CarolinaEast Health Systems will also be a Co-Presenting Sponsor this year. Nominations for this year's recipients are open until Thursday, February 23, 2022 at 5 PM. We encourage you to consider nominating an individual, business or educator for excellence in leadership.

Our annual campaigns continue to do well. To date, the Campus Campaign has raised \$41,356 compared to \$34,034 at the end of FY21. The Community Campaign has raised \$70,881 compared to \$74,176 at the end of FY21. The combined total raised to date is \$112,237 compared to \$108,210 at the end of FY21. With five (5) months remaining in this fiscal year, we have already surpassed the amount raised in the previous year's Campus Campaign and are on track to surpass last year's Community Campaign amount. The Profit and Loss Statement for the Foundation shows through the end of the second quarter, a net income of \$320,594. This includes a combination of both Operating and Nonoperating Revenues and Expenses.

The Foundation is monitoring scholarship assistance to students and adjusting where needed based on HERF funding that is available to students. We had initially allocated \$412,431 in scholarship assistance, but the actual amount awarded may be below that amount.

Finally, the Lifetime Learning Center (LLC) has continued to see interest in planned travel events, both domestic and international; this despite the concerns regarding COVID-19. We are monitoring current guidance and are adjusting our schedules accordingly. Successful trips have been completed to both New York and the Desert Southwest as well as trips to the Durham Performing Arts Center for Broadway shows.

Sincerely,



David McFadyen, President  
Craven CC Foundation Board of Directors