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## MEETING AGENDA

**MARCH 15, 2022**

**5:30 pm – Naumann Community Room  
New Bern Campus**

- |      |                                                                                    |                              |
|------|------------------------------------------------------------------------------------|------------------------------|
| I.   | Call to Order                                                                      | <i>Whit Whitley, Chair</i>   |
| II.  | Administrative Items                                                               |                              |
|      | (1) Roll Call                                                                      | <i>Ray Staats, Secretary</i> |
|      | (2) Agenda Review and Adoption ( <i>motion</i> )                                   | <i>Whit Whitley</i>          |
|      | (3) Conflict of Interest Declaration                                               | <i>Whit Whitley</i>          |
|      | (4) Public Comment                                                                 | <i>Whit Whitley</i>          |
|      | (5) SEI Filings for 2022                                                           | <i>Cindy Ensley</i>          |
| III. | Consent Agenda ( <i>motion</i> )                                                   | <i>Whit Whitley</i>          |
|      | (1) Approve Board of Trustees Meeting Minutes (February 15, 2022)                  |                              |
| IV.  | Student Services/Spring Enrollment Update ( <i>info</i> )                          | <i>Gery Boucher, VP</i>      |
| V.   | Strategic Plan: Goal 1 Progress Report ( <i>info</i> )                             | <i>Ray Staats</i>            |
| VI.  | Old Business                                                                       | <i>Whit Whitley</i>          |
| VII. | New Business                                                                       | <i>Whit Whitley</i>          |
|      | (1) Assign Board of Trustees Self-Evaluation ( <i>info</i> )                       | <i>Whit Whitley</i>          |
|      | (2) Approve Student Fee Chart for FY 2022-23 ( <i>motion</i> )                     | <i>Jim Millard</i>           |
|      | (3) Receive FY 2021-22 NC Program Compliance Review Results ( <i>info</i> )        | <i>Ray Staats</i>            |
|      | (4) Approve Architectural Design Bid ( <i>motion</i> )                             | <i>Jim Millard</i>           |
|      | a. Windows and Doors Replacement Project                                           |                              |
|      | (5) Request for Architectural Design Bid Delegation of Authority ( <i>motion</i> ) | <i>Ray Staats</i>            |
|      | b. Kelso Hall Barbering Renovation                                                 |                              |
|      | (6) Request for Construction Bid Delegation of Authority ( <i>motion</i> )         | <i>Ray Staats</i>            |
|      | a. Windows and Doors Replacement Project                                           |                              |
|      | b. Kelso Hall Barbering Renovation                                                 |                              |

- VIII. Reports  
(1) President  
(2) Board Chair  
(3) Attorney

*Ray Staats*  
*Whit Whitley*  
*Jamie Norment*

- IX. Adjournment

*Whit Whitley*



## NOTICE OF MEETINGS

### NOTICE OF THE 2021-2022 MEETINGS OF THE BOARD OF TRUSTEES OF CRAVEN COMMUNITY COLLEGE

Pursuant to North Carolina General Statutes Section 143-318.12 and Craven Community College Board of Trustees Bylaws and Policies, NOTICE is hereby given for the following:

#### **Board of Trustees Meetings**

The Board of Trustees of Craven Community College will meet eight times during fiscal year 2021-2022 at 5:30 pm in the Ward Boardroom of the Brock Administration Building or the Naumann Community Room (social distancing) on the New Bern Campus, unless otherwise noted.

August 17, 2021

September 21, 2021

\*October 19, 2021

December 14, 2021

February 15, 2022

\*March 15, 2022

April 19, 2022

\*\*June 8, 2022 Annual Board Retreat & Meeting

**\* (5:00 pm dinner-Naumann Community Room; 6:00 pm meeting in Ward Boardroom)**

**\*\* (9:00 am-1:00 pm Retreat; 1:00 pm – 3:00 pm Meeting; location to be determined)**

*Changes, if any, will be posted to the College website [www.cravencc.edu](http://www.cravencc.edu)*

This Notice is published on July 1, 2021 pursuant to directions by the Chair of the Board of Trustees.

Date posted: July 1, 2021

Place posted: Ward Boardroom exterior exit door, Brock Administration Building

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

**March 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  
FEBRUARY 15, 2022

The Craven Community College Board of Trustees met on Tuesday, February 15, 2022 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. E.T. Mitchell, Ms. Allison Morris, Ms. Jennifer O'Neill, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Bill Taylor, Mr. Whit Whitley, and Ms. Brenda Wilson

Voting members absent were: Mr. Kevin Roberts and Mr. Tabari Wallace

Ex-Officio members present were: Mr. Cash Collins, Student Trustee; 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; Mr. Jim Millard, Vice President for Administration, Mr. Tobin Finizio, Campus Life Coordinator; 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 February board meeting.

Agenda Review and Adoption

Board Chair Whitley reviewed the agenda (attached). Trustee Patrick motioned to accept the agenda as presented; Trustee Mitchell 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.

Public Comment

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

Consent Agenda

Trustee Phelps motioned to accept the minutes (attached) of the December 14, 2021 meeting as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Financial Reports

*Fiscal Year 2021-22 2<sup>nd</sup> Quarter Financial Report:* VP Millard highlighted the reports for October – December 2021 (attached). Trustee Mitchell motioned to accept the reports as presented; Trustee Wilson seconded the motion and the motion was unanimously approved.

*Write-Offs and Uncollectable Accounts:* VP Millard noted the increased number of write-offs on this report (attached) as expected. Trustee Patrick 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 2<sup>nd</sup> quarter (October – December) fiscal year 2021-22 Personnel Report (attached).

Facilities Usage Report

The 2<sup>nd</sup> Quarter (October – December) fiscal year 2021-22 Facilities Usage Report (attached) was reviewed by VP Millard for informational purposes.

Instructional Update

*Curriculum Report:* In the absence of Vice President Kathleen Gallman, President Staats reported on the impact from COVID-19 on curriculum delivery modes (attached), SACSCOC fifth-year report, and QEP.

*Fall Program Reviews:* President Staats reviewed the committee recommendations for the programs covered during the 2021-22 review process (attached).

Old Business

None reported

New Business

*Assign Ad-Hoc Committee for President's Evaluation:* Board Chair Whitley appointed Trustees Taylor, Davis, and Phelps to serve on the 2021-22 committee along with the board chair and vice board chair.

*President's Annual Evaluation and Timeline:* Board Chair Whitley explained the board's responsibility in the annual evaluation of the president and consideration of any contract changes. Executive Assistant Ensley reviewed the timeline and distributed the evaluation packets.

*Termination of Entrepreneurship program #A25490:* President Staats announced the termination of the program due to low enrollment. The students in the program have been moved to more appropriate programs to align with their educational goals. Trustee Patrick motioned to approve the termination of the program, as presented (attached); Trustee Mitchell seconded the motion and the motion was unanimously approved.

*NCCCS 3-1 Project #2625 Kelso Hall Barbering Project:* VP Millard presented the capital improvement project (attached) to renovate existing space in Kelso Hall to create separated space for the barbering and cosmetology programs. This project will utilize a portion of institutional funds from the Higher Education Emergency Relief Fund (HEERF) grant. Trustee Patrick motioned to approve the project as presented; Trustee Mitchell seconded the motion and the motion was unanimously approved.

*Approve FY 2021-22 Budget DCC 2-1:* VP Millard presented the College budget for fiscal year 2021-22 totaling \$41,116,073 (\$21,739,719 state funds, \$4,605,675 county funds, and \$15,130,679 institutional funds). The budget includes \$509,000 state funding to help with stabilizing revenue due to decreased enrollment because of COVID-19. Trustee Mitchell motioned to approve the budget as presented (attached); Trustee Patrick seconded the motion and the motion was unanimously approved.

### Reports

*President:* President Staats highlighted a salary analysis of the staff and faculty at the College noting our faculty ranks 19<sup>th</sup> and our staff ranks 39<sup>th</sup> of the 58 community colleges. Staff is 5.7% below the NCCCS average. Restructuring of minimum salaries to \$15/hour effective July 1, 2022 may affect the ranking upward. College salary expenses have grown at an annual rate of 2.26% since FY 16.

COVID-19 cases continue to decline at the College. Trustee Davis gave an update on hospital cases. Craven County Schools announced a lifting of mask mandates on February 22, 2022; the College will most likely follow suit.

*Chair:* Board Chair Whitley announced President Staats' recent recognition by Phi Theta Kappa, with the Shirley B. Gordon Award of Distinction, to be presented in April. He also noted the NCCCS listening session he and Vice Board Chair Patrick participated in with the eastern region community colleges.

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

*Student Trustee:* President Staats introduced Student Trustee Cash Collins, President of the SGA, and welcomed him to his first board meeting. Student Trustee Collins highlighted his report (attached) and announced the addition of Erin Phifer as Parliamentarian of the SGA Executive Board.

*Foundation:* Foundation Board President David McFadyen shared his report (attached) about the Community Fabric Awards set for April 26, 2022 and the increase in scholarship donations from campus and community campaigns.



Adjournment

With no further business to be presented, Board Chair Whitley adjourned the meeting at 6:37 pm and thanked everyone for their participation.

Respectfully submitted:



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



Raymond W. Staats, Secretary  
March 15, 2022

# STUDENT SERVICES

March 2022



# Curriculum Enrollment

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<b>SPRING ENROLLMENT</b>		
	<b>Head Count</b>	<b>FTE</b>
Spring 2022	2761	1029.67
Spring 2021	2571	991.06
<b>% Change</b>	<b>7.4%</b>	<b>3.9%</b>

# Student Services Report

## *Updates*

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- **Admissions**

- **Interest Form** - Live with URL and QR codes

- Interest forms completed via URL or QR are automatically imported into Fire Engine Red
    - Developing automated communication plan to ensure personalized e-mails and postcards are sent based on interests and upcoming events

- **Colleague Statewide Initiative**

- Work with System Office on automated communication to provide
      - Consistency
      - Efficiency
      - Quicker response time to new applicants
      - More secure communication
    - Data scrubbing
      - Fix incorrect, incomplete, duplicate, or otherwise erroneous data

# Student Services Report

## *Updates*

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- **Counseling**

- **Monthly Let's Talk Series**

- Collaboration with Promise Place

- Managing Fears/Anxieties during ongoing Pandemic – February 2022
      - Practicing Gratitude as Coping Technique – December 2021
      - Managing Vulnerability in a Global Pandemic - November 2021

# Student Services Report

## *Updates*

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- **Career and College Promise (CCP)**
  - **Nurse Aid I – Havelock High School**
    - Significant increase in enrollment
    - Four students enrolled fall 2021; 11 students spring 2022 semester
  - **Recruiting Information Session - March 17**
    - Recruit high school students
    - Orringer Auditorium - 5:30 pm for prospective students
  - **Transition Day - April 14**
    - Ward Hall, Naumann Community Room - 4:00pm
    - Current CCP students planning to attend Craven CC Fall 2022 semester

# Student Services Report

## *Updates*

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- **Financial Aid Office**

- **Higher Education Emergency Relief Funds (HEERF)**

- Awarded \$754,672 of CARES Act I - 399 qualified students
    - Awarded \$754,672 of CRRSAA - 1,121 qualified students
    - Awarded \$2,688,243 of ARP - 3,524 qualified students
      - Balance remaining for ARP - \$481,599

- **NC Longleaf Commitment Grant**

- Awarded \$95,383 fall 2021 and spring 2022 to 161 qualified students

- **Finish Line Grant**

- \$46,361 expended to 74 students
    - Grant ended December 31

# Student Services Report

## *Updates*

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- **Outreach**
  - **FAFSA events**
    - Havelock High School - November 1
    - New Bern High School - November 16
  - **Welcome Aboard Event for New Marines**
    - Educational resources available to them and their families - November 9
  - **CarolinaEast Health System**
    - Informational Sessions for current employees
      - Medical Assistant program - November 17
      - LPN program - November 22
      - Transitioning from LPN to RN - November 30
  - **New Bern Christian Academy**
    - Juniors and seniors toured Career Programs – November 22
    - Met with advising and financial aid - November 22
  - **Craven Virtual Academy**
    - Student and parent virtual event - December 7



# Student Services Report

## Updates

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- **Campus Life**
  - **Christmas Parades**
    - December 11<sup>th</sup> – Havelock
    - December 5<sup>th</sup> – Trent Woods
    - December 4<sup>th</sup> – New Bern
  - **Panther Fest** – February 3
    - Showcased 23 resources offered on campus and the community
    - 120 students attended
  - **Black History Month Celebration** – February 24, Ward Hall
    - Partnered with Tryon Palace
      - 16 displays - Craven County African American historical figures
    - Performances by ENCORE and Craven CC Student Gospel Choir
  - **Founders' Day Ball** – March 18
    - Copper Ridge - 6:00pm
  - **Drug and Alcohol Abuse Awareness** – March 22
    - Partnered with Coastal Coalition for Substance Abuse Prevention (CCSAP)



# Student Services Report

March 2022

*Gery Boucher, VP for Students*



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

CravenCC.edu | 252-638-7200

# Strategic Plan 2017-22

Teaching and Learning - Assessment: First Quarter 2022



# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

REGULARLY CONDUCT AND IMPLEMENT RESULTS OF NEEDS ASSESSMENTS FOR UNIVERSITY TRANSFER, CAREER, WORKFORCE DEVELOPMENT, HEALTH SCIENCES, AND ADULT ENRICHMENT PROGRAMS

### Narrative:

- Curriculum Pathway Master Plan: Plan will depict academic pathways for students from high school completion through university transfer; continuous process
  - Includes Credit for Prior Learning
    - Certification to Curriculum Crosswalk complete
    - More than 60 certificates articulated across disciplines including WFD
  - In planning stages for AAS in Emergency Medical Science
    - Includes bridge program from Paramedic to EMS degree
    - Expect first cohort Spring 2023
  - CCURE – Community College Undergraduate Research Experience
    - Second cohort in progress; focus on first generation students

# Strategic Plan 2017-22 Assessment

## Teaching and Learning

**EXPAND DISTANCE LEARNING PRESENCE THROUGH ALL APPROPRIATE COURSE OFFERINGS**

### Trend Data:

Curriculum FTE by Delivery Method						
	2016-17	2017-18	2018-19	2019-20	2020-21	2021-21 (in progress)
Distance Learning	31.80%	34.70%	36.60%	37.20%	52.50%	~49%
Hybrid (online & F2F)	13.10%	11.10%	10.40%	11.10%	20.50%	~17%
Traditional (seated)	54.60%	53.60%	52.50%	49.90%	26.70%	~34%
Other (e.g. independent study)	< 1%	< 1%	< 1%	1.80%	< 1%	<1%

# Strategic Plan 2017-22 Assessment

## Teaching and Learning

### ADVOCATE GROWTH OF EARLY COLLEGE PROGRAMS

#### Trend Data

ACADEMIC YEAR	CEC ENROLLMENT	ECE ENROLLMENT	TOTAL ENROLLMENT
2017-18	202	193	395
2018-19	214	184	398
2019-20	220	201	421
2020-21	215	204	419
2021-22	215	203	418

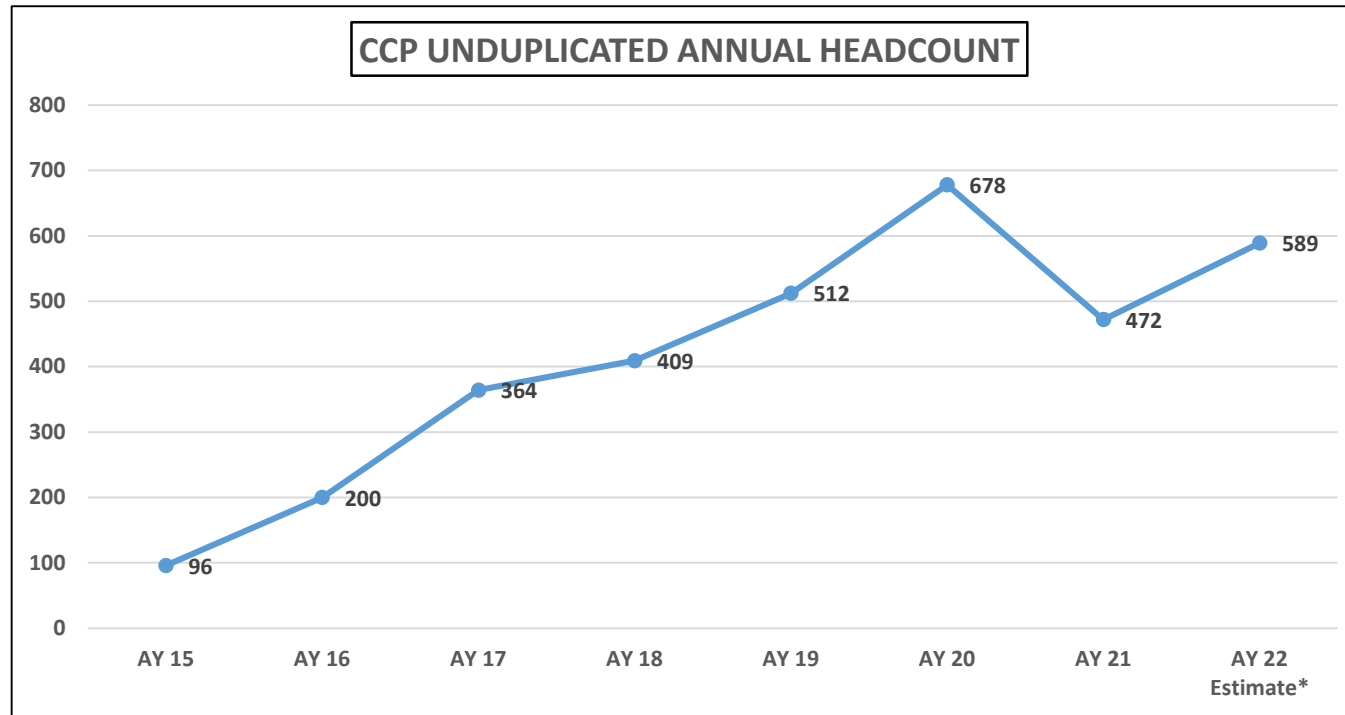
FIGURE 1: EARLY COLLEGE ENROLLMENT; DATA PROVIDED BY CEC AND ECE ADMINISTRATION

# Strategic Plan 2017-22 Assessment

## Teaching and Learning

**DEVELOP INCREASED EDUCATIONAL OPPORTUNITIES FOR HIGH SCHOOL AGE STUDENTS TO ACCESS THE COLLEGE'S ACADEMIC PROGRAMS**

### Narrative:



# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

**ENHANCE PROGRAMS THAT REACH OUT TO EDUCATIONALLY DISADVANTAGED POPULATIONS; DEVELOP AND SUSTAIN STUDENTS FOR COLLEGE-LEVEL ENTRY**

### Narrative:

- NC DOT Highway Construction Trades Academy
  - Partner with CAGC Foundation Inc. to implement the NC DOT HCTA program
- Craven-Pamlico Re-Entry Council Update
  - Additional \$50,000 to fund a full-time Peer Support Specialist – Coastal Horizons partner
  - Godette Harlowe Community Center Resource Fair – March 9 – 5:30 - 7pm – RCS partner
- College and Career Readiness (CCR)
  - GED classes - Havelock campus
  - Family Literacy classes - JW Smith Elementary School (West New Bern)
    - Integrates children, adult, parent, and interactive parent-child literacy activities



# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### GROW ACADEMIC AND CAREER PATHWAYS

#### Narrative:

- Curriculum
  - Collaborate with CarolinaEast Medical Center to increase number of Nursing Graduates
    - Starting second entry point Spring 2023
    - 80 graduates expected annually
- WFD – Volt
  - Diesel Mechanic Program – 2 new classes - Summer 2022
    - Marine Diesel
    - Diesel Generators
    - Equipment Donations: CAT, Gregory Poole, Volvo, Cape Fear CC, NCDOT Ferry Division
  - Solar Technology Program
    - Design and install photovoltaic systems – 40-hour class
    - After working in the field for 6 months, students may sit for NABCEP certification
  - Advanced Brewing Class
    - Home Brewing expanded to include the distillation process

# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### INCREASE STUDENT APPRENTICESHIP OPPORTUNITIES

#### Narrative:

- B/S/H/ Apprentice Programs
  - Apprentice Program in Manufacturing Technology/Mechatronics
    - AY 2014-16 – 6 students
    - AY 2016-18 – 5 students
    - AY 2020-21 – program postponed
    - AY 2021-22 – 5 students (projected)
  - B/S/H/ conducting interviews for direct hire of our students
- B/S/H/ New Class Initiatives - Volt
  - 3-Day Manufacturing Class
    - Update to our 2-day Fast Track program
    - Students completing this class are offered a job and placed in the 5-Day Endurance Class
  - 5-Day Endurance Class
    - Students are paid by B/S/H/ while attending this class
    - Last day of class, students shadow workers at B/S/H/ and learn what shift and where they will work
  - 3-Day Tugger Class
    - Operate Tugger Trucks and material carts to simulate transporting parts from warehouse to assembly line

# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### ACHIEVE NLNAC ACCREDITATION OF ASSOCIATE DEGREE NURSING PROGRAM

#### Narrative:

- Currently in Pre-accreditation Status for both Associate Degree Nursing (ADN) and Practical Nursing (PN)
- Written report submitted February 23, 2022
- Site visit April 6-8, 2022
  - Site visit will be virtual
  - Includes virtual tour of campus

# Strategic Plan 2017-22 Assessment

## Teaching and Learning

### PURSUE NEW NATIONAL CERTIFICATIONS OF CAREER AND WORKFORCE DEVELOPMENT PROGRAMS

#### Narrative:

Program	Agency	Course Type
Intro to Bartending	NC ABC Commission	WFD
Fundamentals of Professional Cooking*	ServSafe Certification	WFD
Guestroom Attendant*	AHLEI and START	WFD
Restaurant Server*	AHLEI and START	WFD

FIGURE 1:

- NC ABC Commission Responsible Seller/Server Alcohol Program (RASP)
- AHLEI – American Hotel & Lodging Education Institute
- START – Skills, Task and Results Training

\*Denotes future classes with certifications

Craven CC currently has 19 Curriculum and WFD programs with national certification

# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### EXPAND VETERAN'S ADMINISTRATION RECOGNITION OF WORKFORCE DEVELOPMENT PROGRAMS

#### Narrative:

- Department of Defense SkillBridge
  - Program to provide service members the opportunity to participate in WFD training
  - EMT – Approved Fall 2021
    - Fall 2021 – first class - 7 Students
    - January 2022 – 12 students (full with a wait list)
    - June 2022 – 12 students (full with a wait list)
- NC Military Business Center (NCMBC)
  - Leverage military and other federal business opportunities within North Carolina
  - Hired Business Development Professional – Start date March 15, 2022

# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### PROMOTE GROWTH OPPORTUNITIES IN STUDENT WRITING SKILLS IN COLLEGE CURRICULA

#### Narrative:

- Writing assistance provided through workshops facilitated by the Library
  - Partnership with CEC, FRC East, and GED program
- “Don’t Cancel Class” Initiative
  - Implemented Spring 2019
    - Study skills
    - Time management
    - Resourcefulness
    - Public speaking skills
    - Professional communication

# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

PROMOTE GROWTH OPPORTUNITIES IN STUDENT WRITING SKILLS IN COLLEGE CURRICULA

### Narrative:

- Tutoring, Help Desk, Study Space
- One Stop Academic Support Assistance



# Strategic Plan 2017-22 Assessment

## *Teaching and Learning*

### IMPROVE THE INTEGRATION OF GENERAL EDUCATION CURRICULA WITH CAREER AND HEALTH SCIENCE PROGRAMS

#### Narrative:

- Continuing project: Alignment of general education offerings with program schedule
- New process for assessing General Education Learning Outcomes
  - Specific outcomes each semester
  - Committee approach (faculty)





# Questions or Comments?



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

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## Timeline for Board of Trustees' Self Evaluation 2021-2022

March 15, 2022	Board Receives Evaluation Tool and Timeline
April 19, 2022	Return Board's Self Evaluation Form to Cindy Ensley in the envelope provided by this date, via mail or in-person at the April board meeting
May 17, 2022	Compilation to Chair and Vice Chair for Review
June 8, 2022	Board Reviews at June Retreat

### Directions:

1. Complete the Board's Self Evaluation (2 pages) by circling the appropriate score clearly and adding any additional comments on the last page
2. Sign and date the document
3. Return in the self-addressed, stamped envelope by April 19, 2022 (next board meeting) or bring to the April 19<sup>th</sup> board meeting
4. Call Cindy Ensley at 252-638-7201 with questions



## BOARD OF TRUSTEES ANNUAL SELF EVALUATION SPRING 2022

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

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

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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2. The Board is not controlled by a minority of Board members nor by any outside interests or organizations.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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3. I am free of any contractual, employment, or personal or familial interest in the College.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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4. There is a clear distinction between Board responsibilities and those of the President and College Staff.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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5. I understand and am comfortable with my Board roles and responsibilities.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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6. I am actively involved in the Board's policy-making deliberations.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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7. I am kept well-informed of strategic issues important to the College.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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8. My opinions are valued and welcomed during Board discussions.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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9. Board meetings are well organized and an effective use of my time.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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10. I have adequate knowledge of the Board's By-Laws and Policies.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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11. There is a climate of mutual trust and respect among Board members.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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12. The Board has an effective annual process for evaluating the President.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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13. Presentations and reports to the Board are thorough and timely.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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14. The Board represents the College positively throughout the local community.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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15. Agendas and pre-meeting materials prepare me for Board discussions and decisions.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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16. The Board communicates a strategic vision for the College and regularly evaluates progress.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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17. I am comfortable with the strategic direction of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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18. The Board makes effective use of my individual experiences and skill sets.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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19. The strategic goals of the College's Foundation align with those of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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20. I am satisfied with the overall conduct and performance of the Board.

Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't Know
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Comments

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Trustee Signature

Date

# Craven Community College

## Fee Chart

### 2022-2023

Fees for 2022-2023

DRAFT BOT 3/15/22

Course/Area	Current Fee	Change/New	Basis - Changes in Red
<b>Business Office &amp; Student</b>			
Student Activity Fee	\$ 35.00		Flat fee for curriculum students charged Fall and Spring semesters
Student Activity Fee - Summer	\$ 17.50		Flat fee for curriculum students charged for Summer semester
Travel Insurance to Study Abroad	up to \$100.00		One time for study abroad participants
Transcript	\$ 10.00		
Campus Access, Parking & Security	\$ 15.00		Flat fee for curriculum students charged Fall, Spring and Summer semesters
Computer Use & Technology	\$ 48.00		All curriculum students charged Fall, Spring and Summer semesters
Professional Liability Insurance	\$ 16.00		Required for curriculum nursing and allied classes as well as a variety of WFD classes (EMT, Phlebotomy, Health Care Technician, Dental Asst, Vet Asst, Animal Grooming, Personal Trainer, CNA I & II, Manicurist, Barbering)
Student Accident Insurance: Curriculum	\$ 1.20		Mandatory insurance per semester
Student Accident Insurance: WFD	\$ 0.60		Mandatory insurance per semester
Returned Check	\$ 20.00		Per check returned by Financial Institution
Placement Testing Fee	\$ 3.00		Fee to be charged for Re-testing
<b>Graduation Fees:</b>			
Graduation Fee	\$ 15.00		All graduating students; includes processing, certificates, postage and one diploma cover
Diploma Cover	\$ 15.00		Charged per each additional diploma cover
Cap, Gown and Tassel	\$ 30.00		Approximate and Non-Refundable
Associate Degree (hood)	\$ 30.00		Approximate and Non-Refundable
<b>Academic Support/Distance Learning:</b>			
<b>Library Fees:</b>			
Library Fines (Books)	\$ 0.10		Per day for overdue books
Library Fines (Videos)	\$ 1.00		Per day for overdue videos
Printing Fee	\$ 0.10		Per page to print from computers for personal use (If it is for educational purposes this is not charged)
Printing Fee	\$ 0.10		Per page for photocopies
Printing Fee (3D)	\$3.00/\$1.00		Printing cost for first hour/Printing cost per hour after first hour up to 8 hours cap
Replacement Fee	\$ 1.00		Replacement library card
Placement Testing Fee for non-students	\$ 5.00		NC-DAP DRE DMA (Transferring to other community colleges)
Summer School Supply Fee	\$ 10.00		Supply Fee
MAT Exam	\$ 90.00		The Miller Analogies Test (MAT) exam will be offered to local residents seeking a Master's Degree; the fee covers the cost of the exam and administrative costs
NABCEP Testing & Proctoring Fee	\$ 150.00		North American Board of Certified Energy Practitioners (NABCEP) Exam fee \$125.00 and \$25.00 proctoring fee
Test Proctoring Fee	\$ 25.00		To provide support for proctoring tests for students from other educational institutions unless associated with partnerships with the college
Distance Education Fee	\$ 25.00		Per course in all on-line and hybrid Curriculum courses

# Craven Community College

## Fee Chart

### 2022-2023

Course/Area	Current Fee	Change/New	Basis - Changes in Red
<b>Liberal Arts:</b>			
Music - MUS 161, 162, 261 262	\$ 320.00		Typically one student per course, specialized instruction
MAT - <del>110</del> , 121, 143, <del>152</del> , 263, 285, 280	\$ 74.71		Course Material Fee/Access to Software - <del>Remove Fee for Mat 110 and Increase for MAT 152 to cover change in book store</del>
MAT - 152		\$ 85.39	Course Material Fee/Access to Software - <b>Increase fee</b>
MAT - 171, 271	\$ 112.08		Course Material Fee - One time fee for MAT 171 that allows 2 years for students to access Pearson Software which includes electronic book to complete MAT 171, MAT 172; One time fee for MAT 271 that allows 2 years for students to access Pearson Software which includes electronic book to complete MAT 271, 272, 273
Science - BIO, CHM & PHY	\$ 30.00		Supply Fee (seated & hybrid classes only)
<del>Science - AST 111, BIO 163, PHY 110</del>	\$ 66.72		Course Material Fee - <del>Fee Change - Listed Separately</del>
Science - AST 111		\$ 64.04	Course Material Fee - <b>Decrease</b>
Science - BIO 163		\$ 96.06	Course Material Fee - <b>Increase</b>
Science - PHY 110		\$ 101.40	Course Material Fee - <b>Increase</b>
Science - BIO 168, BIO 169, PHY 251, PHY 252	\$ 73.39	\$ 74.71	Course Material Fee - <b>Increase</b>
Science - GEL 111	\$ 53.38	\$ 85.39	Course Material Fee - <b>Increase</b>
Science - BIO 111	\$ 128.09		Course Material Fee - One time fee for BIO 111 allows 2 years for students to access Pearson Software which includes electronic book to complete BIO 111, 112
ART - 121, 122, 131, 132, 171, 231, 232, 240, 241, 261, 262, 264, 265, 266, 267, 271, 275, 281, 282, 283, 284, 285, 286, 288	\$ 35.00		Supply Fee
ART 135	\$ 40.00		Supply Fee
<b>Health Programs:</b>			
Admission Test (TEAS) for: Nursing, Physical Therapist Assistant	\$ 75.00		Entrance Test Fee (Passing Test Score Good for 12 months)
Admission Test (TEAS) for: Medical Assisting	\$ 75.00	\$ -	<del>Entrance Test Fee (Passing Test Score Good for 12 months) - Remove</del>
Associate Degree Nursing (A.D.N.) 5-Semester Plan- beginning with Fall cohort	\$ 525.00	\$ 550.00	Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management - <b>Increase</b>
Physical Therapist Assistant - PTA 270	\$ 90.00		Course Material Fee
Physical Therapist Assistant - PTA 110	\$ 15.00		Course Material Fee
Physical Therapist Assistant - PTA 150	\$ 60.00		Course Material Fee
Practical Nursing (PN)	\$ 625.00		Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management

# Craven Community College

## Fee Chart

### 2022-2023

Course/Area	Current Fee	Change/New	Basis - Changes in Red
NUR - 214 - LPN to RN Transition Course	\$ 525.00	\$ 550.00	Fee for supplemental instruction (testing, e-texts); includes the electronic health record, accreditation module, and clinical management - Increase
NUR - 111		\$ 25.00	NEW - Fee to cover myClinicalExchange Service required by Carteret Hospital; service centralizes required documentation and clinical shifts
Nursing Badge Replacement	\$ 60.00	\$ 15.00	Decrease
<b>Career Programs:</b>			
Automotive Lab Fees - ATT 140; AUT 114A, 116A, 141A, 151A, 163A, 181A, 221A, 231A, 141,116, 151, 163, 181, 183, 213, 221, 231, 281; TRN 110, 120, 140, 140A	\$ 45.00		Supply Fee
Basic Law Enforcement Lab Fees	\$ 65.00		BLET class includes: CJC 100, Supply Fee
Business Program Lab Fees - CTI 289, CTS 240, NET 125,126,225, 226; NOS 110, 130, 230, NOS 231, NOS 232	\$ 10.00		Supply Fee
Cosmetology Lab Fee - COS 112, 114, 116, 118, 119, 120, 125, & 126	\$ 10.00		Supply Fee
Cosmetology Lab Fee - COS 112A, 112B, 114A, 114B, 116A, 116B, 118A,& 118B	\$ 5.00		Supply Fee
<b>Industrial Program Lab Fees:</b>			
Composite Manufacturing core classes - MEC 188, 189, 212, 215	\$ 275.00		Supply Fee
Composite Manufacturing core classes - MEC 130	\$ 35.00		Supply Fee
Composite Manufacturing core classes - MEC 145	\$ 150.00		Supply Fee
Composite Manufacturing core classes - MEC 187	\$ 225.00		Supply Fee
Mechanical Engineering Tech, Electronic/ Electrical & Machining classes - BPR 111, 121, DDF 211, 212, 213, 214; DFT 111, 151, 152, 153; ELC 113, 117, 131, 135, 138, 139; ELN 131, 132, 133, 231, 232, 234, 260	\$ 35.00		Supply Fee
Machining/Manufacturing classes - MAC 111, 112, 113, 122, 124, 126, 241, 242, 243, 244, 245,246, 222, 224, 234, 233; MEC 111; HYD 110	\$ 85.00		Supply Fee

# Craven Community College

## Fee Chart

### 2022-2023

Course/Area	Current Fee	Change/New	Basis - Changes in Red
Machining/Manufacturing classes - MAC 117	\$ 150.00		Supply Fee
Machining/Manufacturing classes - MNT 110, 111, 165; ISC 132; SST 110	\$ 35.00		Supply Fee
Machining/Manufacturing classes - MAC 111A, 111B, 112A, 112B, 113A, 113B, 241A, 241B, 242A, 242B, 243A, 243B, 244A, 244B, 245A, 245B, 246A, & 246B	\$ 45.00		Supply Fee
<b>Welding Technology Program</b>			
Welding classes - WLD 110, 112, 115, 116, 121, 122, 131, 132, 141, 221, 231, 261	\$ 40.00		Supply Fee
Welding classes - WLD 115A, 115B, 116A, 116B, 121A & 121B	\$ 25.00		Supply Fee
Welding classes - WLD 151, 251	\$ 85.00		Supply Fee
Welding Certification to CU Credit	\$ 25.00		AWS Certified Welder Program > SMAW Plate (would get credit for WLD 115; GMAW Plate would get credit for WLD 122; FCAW Plate would get credit for WLD 121; GTAW Plate would get credit for WLD 131; SMAW Pipe would get credit for WLD 215; GTAW Pipe (Carbon Steel) would get credit for WLD 231
<b>Havelock:</b>			
American Hotel and Lodging Assoc Hospitality	\$ 74.40		Covers book and exam
Avionics Course	\$ 81.40		Student Materials
Aviation Sheet Metal Fabrication - ASMF-7138	\$ 74.40		Supply Fee
Aviation Lab Fees	\$ 126.00		AVI 110, 120, 130, 230, 240, 250, 260 (includes 3 kits & lab consumables)
Aviation Mgmt & Career Pilot - AER 110	\$ 2,270.00	\$ 2,880.00	Airline/Commercial/Professional Pilot and Flight Crew; interpret aeronautical charts and apply navigational principles - <b>Increase in program costs</b>
Aviation Mgmt & Career Pilot - AER 151	\$ 9,490.00	\$ 11,590.00	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical exam for the private pilot certificate - <b>Increase in program costs</b>
Aviation Mgmt & Career Pilot - AER 161	\$ 11,640.00	\$ 14,800.00	Airline/Commercial/Professional Pilot and Flight Crew; plan and execute an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam - <b>Increase in program costs</b>
Aviation Mgmt & Career Pilot - AER 171	\$ 19,690.00	\$ 24,000.00	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate - <b>Increase in program costs</b>
Aviation Mgmt & Career Pilot - AER 281	\$ 6,726.00	\$ 8,710.00	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in right seat operation and CFI maneuvers as specified in the FAA Practical Test Standards - <b>Increase in program costs</b>
Aviation Mgmt & Career Pilot - AER 285	\$ 9,290.00	\$ 10,595.00	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical examination for a multi-engine rating - <b>Increase in program costs</b>



# Craven Community College

## Fee Chart

### 2022-2023

Course/Area	Current Fee	Change/New	Basis - Changes in Red
Flight Simulator Fee for Non-CCC Pilots		\$ 80.00	New - Fee for Non-CCC Pilots requesting to substitute flight time for simulator time
Flight Simulator Fee for CCC Pilots		\$ 40.00	New - Fee for CCC Pilots requesting to substitute flight time for simulator time
FAA Preparatory Exam	\$ 319.40		Supply fees for FAA General/Powerplant- AMPP 7191 and FAA General/Airframe - AMAF7193
<b>Workforce Development Fees:</b>			
American Heart Assoc Certificate Card	\$ 17.50		BLS for Health Care Providers, Advanced Cardiac Life Support Initial and Recertification, Pediatric Advanced Life Support Initial and Recertification, & HeartSaver (First Aid CPR, AED, Adult, PEDS, Infants, Adults).
Bartending		\$ 25.00	New - Supply fee for consumables used in bartending class
BLS for Health Care Provider	\$ 5.00		New Registration; Includes American Heart Association Card
BLS Family & Friends CPR (book with card)	\$ 2.00		New Registration; Includes American Heart Association Card
BLS HeartSaver/First Aid/CPR/AED Course Card	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver CPR AED Completion Card	\$ 17.50		New Registration; Includes American Heart Association Card
Pediatric HeartSaver CPR/First Aid AED	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver First Aid ONLY Card	\$ 17.50		New Registration; Includes American Heart Association Card
Auto-Detailing Certification Prep	\$ 19.40		Supply fee to cover the cost of consumables and other course materials
CDL Class A	\$ 1,819.40		Supply fee for the Commercial Driving License Class A license course
CDL Class B	\$ 819.40		Supply fee for the Commercial Driving License Class B license course
CRC Certificate Exam Fee	\$ 42.00		Reading for Information, Locating Information, and Applied Mathematics
CRC Certificate Replacement Fee	\$ 5.00		Supply fee
DDI Courses	\$ 50.00		Student Materials
Drone Training		\$ 25.00	New - Used to help pay for Drone repair and equipment
EKG Technician	\$ 10.00		Supply fee
EKG Technician Refresher	\$ 10.00		Supply fee
Emergency Medial Responder Initial Testing	\$ 22.00		Fee to cover EMS electronic testing software
EMT Initial (Supply, Ins, Shirt, Testing)	\$ 100.00		Fee for consumables used in program (IVS, gloves, needles, etc.) & to cover EMS electronic testing software. Insurance \$16.60; Supply Fee \$10.40; Shirt \$25; EMS Testing \$48
AEMT (Ins, Supply Fee, Shirt, Testing)	\$ 126.60		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables & to cover EMS electronic testing software. Insurance \$16.60; Supply Fee \$20; Shirt \$25; EMS Testing \$65
Paramedic	\$ 189.00		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables, EMS electronic testing software and cost of cards (PALS and ACLS); Insurance \$16.60; Supply Fee \$42.40 PALS Card \$5; ACLS Card \$5; Shirt \$25; EMS Testing \$95
Pediatric Advanced Life Support (PALS)	\$ 5.00		Supply Fee
Professional Cooking		\$ 94.40	New - Supply fee for consumables used in cooking class

# Craven Community College

## Fee Chart

### 2022-2023

Course/Area	Current Fee	Change/New	Basis - Changes in Red
Advanced Cardio Life Support (ACLS)	\$ 5.00		Supply Fee
Environmental Safety Diploma Certification 1	\$ 30.00	\$ 50.00	OSHA Cards and registered mail (Materials Used in Class Have increased since established fee)
Environmental Safety Diploma Certification 2	\$ 30.00	\$ 50.00	Supply fee for Soil Sampling, Water Quality Analysis, and Site Survey (Materials Used in Class Have increased since established fee)
Fire College Fee	\$ 30.00		T-Shirts & Meals
Forestry/Heavy Equipment Operations	\$ 24.40		Supply fee to cover OSHA Card and CPR Card
Home Beer Brewing Class	\$ 49.40		Supply fee to cover consumables
HRDQ Personal Style Inventory	\$ 20.00		For use in Advanced Manufacturing Tools for Veterans
EPA Refrigerant Certification	\$ 30.00		Supply Fee for ESCO book and on-line exam
Leadership	\$ 40.00		Myers Briggs Type Indicator - Scoring & "Introduction to Type"
Medication Aide	\$ 5.00		Supply Fee
National Assoc of Emergency Medical Technician	\$ 15.00		Pre-Hospital Trauma Life Support & Advanced Medical Life Support
NCCER Construction 1	\$ 74.40	\$ 94.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) (Increase to cover Electronic Test)
NCCER Construction 2	\$ 74.40	\$ 94.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) (Increase to cover Electronic Test)
NCCER Construction 3	\$ 74.40	\$ 94.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) (Increase to cover Electronic Test)
NCCER Construction 4	\$ 74.40	\$ 94.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) (Increase to cover Electronic Test)
NCCER Welding Levels 1, 2, & 3	\$ 194.40	\$ 214.40	Supply Fee per level (Increase to cover Electronic Test)
NCCER Welding Level 4	\$ 379.40	\$ 399.40	Supply Fee (Increase to cover Electronic Test)
Nurse Aid One	\$ 15.00	\$ 25.00	Supply Fee (Cost of supplies has increased since fee established)
Nurse Aid Two	\$ 15.00	\$ 25.00	Supply Fee (Cost of supplies has increased since fee established)
Central Sterile Technician	\$ 50.00		Supply Fee
OBD class (On Board Diagnostic)	\$ 7.50		Supply Fee
30 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
30 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail
10 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
10 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail
Pharmacy Technician	\$ 10.00		Supply Fee
Phlebotomy	\$ 50.00		Supply Fee
Small Engine Repair	\$ 10.00		Supply Fee
Diesel Engine Course	\$ 99.40		Supply Fee
Diesel Systems Course	\$ 99.40		Supply Fee
Diesel Generator Repair	\$ 99.40		Supply Fee
Marine Diesel	\$ 99.40		Supply Fee

# Craven Community College

## Fee Chart

### 2022-2023

Course/Area	Current Fee	Change/New	Basis - Changes in Red
56 Hour Forklift	\$ 49.40		Supply Fee
8 Hr Forklift	\$ 19.40		Supply Fee
Photovoltaic classes	\$ 19.40		Supply Fee
Veterinary Assistant	\$ 5.00		Supply Fee
WFD <del>Green Belt</del> - Lean Six Sigma	\$ 15.00		To be used for assessments, certificates and frames - Change in course name
Sordill Consulting Courses	\$ 15.00		Cost per topic-some courses cover more than one topic/Various
Communication	\$ 15.00		Personal Profile (DiSC)- Paper
	\$ 22.00		Personal Profile (DiSC) - Online
Time Management	\$ 15.00		Time Mastery Profile - Paper
	\$ 22.00		Time Mastery Profile - Online
<b>WorkKeys Assessment Tests:</b>			
Applied Mathematics	\$ 14.00		Cost of the exam
Applied Technology	\$ 14.00		Cost of the exam
Graphic Literacy (Formally Locating Information)	\$ 14.00		Cost of the exam
Workplace Documents (Formally Reading for Info)	\$ 14.00		Cost of the exam
Business Writing	\$ 23.00		Cost of the exam
Workplace Observation	\$ 22.00		Cost of the exam



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Thomas A. Stith, III*  
**President**

February 21, 2022

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

Dear Dr. Staats:

Enclosed is the final report for the compliance review conducted FY 2021-22 at Craven Community College pursuant to North Carolina General Statute 115D-5(m). There were no findings for the sample of records pulled from the Institution Class Reports (ICR), programs, policies, and procedures for the 2020-21 reporting period.

I commend you and your staff for the excellent way you followed record keeping procedures prescribed by the State Board of Community Colleges (SBCC).

Thank you for cooperating with the North Carolina Community College System (NCCCS) Compliance Services staff during the performance of the compliance review.

Sincerely,

Tawanda Foster Artis  
General Counsel

- c: Robert E. Whitley, Jr., Chair, Craven CC Board of Trustees
- Beth Wood, North Carolina State Auditor
- Brett Altman, Director of Compliance Services
- Sondra Jarvis, Compliance Examiner

# **North Carolina Community College System**

## **Compliance Review Final Report for Craven Community College**

**Review Conducted: FY 2021-22**

**Records Reviewed: Summer Semester 2020 – Spring Semester 2021**

### **METHODOLOGY**

A compliance review was conducted at Craven Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure the data used to allocate State funds among the community colleges was reported accurately for the 2020-21 reporting period. The review was conducted on a selected sample of the data relevant to this period.

The major components of the compliance review conducted during FY 2021-22 are outlined in SBCCC Numbered Memo CC21-046 FY 2021-22 Compliance Services Updates and Review Procedures. The scope of the compliance review includes, but is not limited to, the major components noted in CC21-046. Based on the various reviews conducted as outlined in CC21-046, additional information may be requested for clarification or to provide a clearly defined way to ensure compliance with North Carolina General Statute § 115D-5 and Title 1 of the State Board of Community Colleges Code.

### **FINDINGS SUMMARY**

Based on the site review, no findings were identified.

The college personnel responsible for adherence to North Carolina General Statutes and the State Board of Community Colleges Code, as well as other State Board of Community Colleges requirements, and the maintenance of curriculum and continuing education records should be commended for the accuracy and order of their record keeping systems.

The cooperation of the president and staff during the compliance review is appreciated.

Submitted By: Sondra Jarvis, Compliance Examiner

Dates of Compliance Review: October 25 – November 4, 2021



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**

*Thomas A. Stith, III*  
**President**

February 21, 2022

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

Dear Dr. Staats:

SUBJECT: Coaching Opportunities Related to Risk Factors Identified During the  
FY 2021-22 Compliance Review (2020-21 Reporting Period)

During the FY 2021-22 Compliance Review conducted at Craven Community College, the recommendation(s) discussed below are related to class hours reported for budget FTE. These areas were identified and discussed with college staff as possible risk factors. These factors are noted in a coaching letter to provide the college information to proactively address areas which pose a potential risk for a finding in future compliance reviews.

For references, the URL for the State Board of Community Colleges Code (SBCCC) is:  
<http://www.nccommunitycolleges.edu/sbcccode>.

Curriculum

Recommendation CU 1.1 Basic Law Enforcement (BLET) Review

College staff should put internal controls in place to ensure the census date of each class is correctly calculated and all file documentation is consistent. The census date for CJC 110 ND2 offered Fall Semester 2020 and CJC 110 NE1 offered Spring Semester 2021 were miscalculated. When setting up the class in the Colleague System, inaccurate census dates were calculated because the actual meeting times and dates of the class were not entered into the system. In order to mitigate the risk of future findings, the census date for BLET classes should be manually calculated based on the final class calendar and all documentation should be consistent.

Dr. Raymond Staats, President  
Craven Community College, FY 2021-22 Coaching Letter  
Page 2

Reference

1G SBCCC 200.93 Reporting of Student Hours in Membership for Curriculum Classes

If you have questions, please contact me at [artist@nccommunitycolleges.edu](mailto:artist@nccommunitycolleges.edu) or by telephone at 919-807-6961. Thank you for cooperating with the North Carolina Community College System Compliance Services staff during the performance of the review.

Sincerely,



Tawanda Foster Artis  
General Counsel

c: Dr. Kimberly Gold, Senior Vice President - Chief Academic Officer  
Dr. Lisa Mabe Eads, Associate Vice President of Academic Programs  
Brett Altman, Director of Compliance Services  
Sondra Jarvis, Compliance Examiner



February 9, 2022

Todd Murphrey, Procurement and Fixed Assets Officer  
Craven Community College  
800 College Court  
New Bern, North Carolina 28562

RE: Architectural Design Services for Window and Door Replacements (RFQ No. 92-22-008)

Dear, Mr. Murphrey:

We are pleased to submit JKF ARCHITECTURE to provide Architectural and Engineering Design Services to Craven Community College (CCC) for window and door replacement projects across the New Bern campus. Our Design Team is uniquely qualified for this exciting project given extensive work on similar projects and recent experience on your campus. By choosing JKF ARCHITECTURE, you will receive:

- Expert experience successfully delivering specialized window and door projects for many public clients;
- Strong familiarity with CCC, particularly through a number of recent projects;
- Our proven ability to commit to your timetable, while completing tasks on-time and within budget.

Our Firm is dedicated to supporting the North Carolina Community College System and our portfolio of work for 11 different Colleges, including CCC, is a testament to that commitment. For CCC, JKF ARCHITECTURE recently completed the 4,400 SF renovation of the new Academic Support Center, providing a central home for student support and tutoring services. In 2020, our Team completed construction on the new 15,000 SF STEM Building on the Havelock Campus that includes labs, collaborative space, dynamic classrooms, conferencing, and faculty offices. In 2019, JKF ARCHITECTURE successfully completed the 12,000 SF renovation of Barker Hall's first floor, providing students with a "one-stop" location for all their student services needs.

Most important to your success is JKF ARCHITECTURE'S ability to understand the distinct needs of our client. We know what it takes to deliver a truly effective window and door replacement project and our familiarity with all the buildings on campus will be a real advantage. As our portfolio details further, JKF ARCHITECTURE has completed many large-scale window replacements on a number of buildings similar in size, age, and complexity to the Barker, Brock, Hall, Kelso, Orringer, Perdue, and Ward buildings. For example, our JKF ARCHITECTURE recently completed major window and door replacement efforts on behalf of Chowan County Government at the old D.F. Walker High School, and for the North Carolina Justice Academy on Dormitory 'C.' We have also completed numerous window and door replacements at East Carolina University, including Cotton and Fleming Residence Halls, as well as Wright Auditorium and Messick Hall.

You are assured continuity through the entire planning, design, and construction process, derived through John Farkas' dual role as the College's single Point-of-Contact and the Principal Architect of JKF ARCHITECTURE. This model streamlines communication, protects your interests at all times, and ensures the highest-caliber results.

The goals identified in your Request for Qualifications strongly align with our proven capabilities. We sincerely look forward to the opportunity to further review our qualifications, our work, and the level of commitment we will continue to bring to CCC, with you and the selection committee.

Sincerely,

  
John K. Farkas, AIA, LEED AP  
President and Principal Architect

  
Brian A. Farkas, MPA  
Director of Development and Client Relations



## SPECIALIZED OR APPROPRIATE EXPERTISE FOR THIS PROJECT

JKF ARCHITECTURE was founded in 1998 by John K. Farkas, AIA in Greenville, North Carolina. John is a licensed architect in North Carolina, South Carolina, Virginia, and New Jersey, with over 25 years experience in Eastern North Carolina. Over time, JKF ARCHITECTURE has evolved into a five-person firm serving a diverse range of public agencies and clientele throughout North Carolina. All work will be performed locally out of the Greenville office.



JKF ARCHITECTURE has successfully completed numerous projects involving a diverse portfolio of master plans, new construction, additions, alterations, and renovations. These projects have included public, religious, institutional, historically significant, residential, and commercial facilities.



In addition, we have completed numerous specialty projects involving roof replacements, ADA accessibility studies and implementation plans, building programming, and facility assessments.



The success of JKF ARCHITECTURE can be attributed to our commitment to providing a unequalled level of personalized and effective professional services. Our experience has taught us that a successful project depends on an architect's ability to take the time to understand the client, insure their needs are translated into effective documents, and a tenacious approach to managing the implementation during construction.

Regardless of size or scope, JKF ARCHITECTURE is uniquely qualified to deliver the window and door replacement projects to Craven Community College. Our references, available in this Statement of Qualifications, will attest to our Design Team's competence and ability to get the job done.

### PRE-DESIGN SERVICES:

- Advanced/Comprehensive/Master Planning Services
- Existing Building Assessment, Code Assessment
- Energy and Sustainability Evaluation
- Life-cycle Cost Analysis and Modeling
- Long Range and Master Planning
- Project/Building/Space Programming and "Turn-key" Budgeting
- Building Envelop Evaluations, Remediation Strategies, and Implementation Plans

### DESIGN SERVICES:

- Schematic Design
- Design Development
- Construction Documentation
- Bidding
- Construction Administration
- Project Close-out
- Post-Construction Services

### ADDITIONAL SERVICES:

- Energy Efficiencies and Sustainability (LEED, etc.)
- Day-lighting and Cost-Benefit Modeling
- Accessibility Studies, Removal of Barriers
- Project Management
- Interior Design and Furnishing Procurement
- Project Estimating and Budgeting
- Renderings/3D Modeling/Visualizations



## PAST PERFORMANCE ON SIMILAR PROJECTS

JKF ARCHITECTURE has significant experience on specialized new construction, renovation, and/or addition projects for the State of North Carolina, **Including those requiring window and door replacement.**

### **NC Department of Justice, NC Justice Academy Dormitory 'C' Renovation:**

JKF ARCHITECTURE was selected by the North Carolina Department of Justice (NCDOJ) to completely renovate the three-story Dormitory 'C,' located at the North Carolina Justice Academy's Salemburg campus. Dormitory 'C' was originally constructed in 1989 and opened in 1990.

JKF ARCHITECTURE'S work on the facility included a new HVAC system, fire alarm and security systems, bedroom and restroom upgrades throughout, ADA compliance, and updated interiors in public spaces like the lobby. The building also received a new roof, windows, and doors. The project was delivered on time and cost \$6,061,054. (Client Contact: Gary Royal at 910-926-6054)



### **Chowan County Government/Boys & Girls Clubs, Old D.F. Walker High School Repair and Renovation:**

Chowan County Government selected JKF ARCHITECTURE for the repair and sealing of the old D.F. Walker High School building envelope in Edenton, North Carolina. JKF completed the replacement of the roof, doors, and windows.

Following the sealing of the building's envelope, JKF entered into contract with the Boys and Girls Club of The Albemarle to deliver a 15,000 SF interior renovation to the facility. The renovated space now includes an administrative office suite, multiple large classrooms, kitchen area adjoining a multi-purpose space, and new restrooms. The building is in full compliance with the Americans with Disabilities Act. (Client Contact: Kevin Howard at 252-482-8431)



## PAST PERFORMANCE ON SIMILAR PROJECTS

JKF ARCHITECTURE has significant experience on specialized new construction, renovation, and/or addition projects for the State of North Carolina, **including those requiring window and door replacement.**

### **East Carolina University, Wright Auditorium Window Replacement:**

ECU's Wright Auditorium was built in 1924 and hosts some of the finest performing arts events in Eastern North Carolina. The existing windows have had various modifications and replacements over the years. For this project, JKF ARCHITECTURE spearheaded the removal of the trademark arched-picture windows that articulate the balance of the façade. All the windows were replaced with new aluminum windows that duplicated their original historical configurations.



### **East Carolina University (ECU), Mamie Jenkins Window Replacements:**

Constructed in 1909, the Mamie Jenkins Building is one of the original buildings on the campus of East Carolina University and is the administrative home for the University's Honors College.

For this project, JKF ARCHITECTURE spearheaded the removal of the trademark arched-picture windows that articulate the balance of the façade. All the windows were replaced with new aluminum windows that duplicated their original historical configurations. The project was completed in 2014.



### **East Carolina University (ECU), Messick Hall Window Replacements:**

Constructed in 1927, the John D. Messick Building is the home for the University's Theatre Arts. For this project, JKF ARCHITECTURE spearheaded the removal of the trademark arched-picture windows that articulate the balance of the façade. All the windows were replaced with new aluminum windows that duplicated their original historical configurations. The project was completed in



### **East Carolina University (ECU), Fleming and Cotten Hall Window and Door Replacements:**

This \$500,000 Fleming Hall project included the replacement of over 225 wood windows with historically similar aluminum single-hung window units. JKF ARCHITECTURE also removed over 200 interior doors and installed new, fire-rated wood doors as a life-safety modification. This \$510,000 Cotten Hall project included the replacement of over 210 wood windows with historically similar aluminum single-hung window units. The project also removed over 230 interior doors and included the installation of new fire-rated wood doors as a life-safety modification.



**JKF**  
ARCHITECTURE

## PAST PERFORMANCE ON SIMILAR PROJECTS

JKF ARCHITECTURE has significant similar experience on new construction projects for the State of North Carolina, including multiple projects for **Craven Community College**.

### **Craven Community College (CCC), Academic Support Center Renovation:**

CCC selected JKF ARCHITECTURE for the renovation of approximately 4,400 SF in the Student Center, located on their Main Campus in New Bern, North Carolina. This project creates a new Academic Support Center, providing a central home for student support and tutoring services. Much of the new space serves as places for both individuals and groups to study and work in a collaborative environment. The renovation confirms updated ADA compliance and modernizes the entire wing of the building. The project was delivered *within budget* and *on schedule*.

Additionally, a new entrance for the CCC's Welding Program was designed as part of this project, adjacent to the Academic Support Center. (Client Contact: Cindy Patterson at 252-638-7304).



## PAST PERFORMANCE ON SIMILAR PROJECTS

JKF ARCHITECTURE has significant similar experience on new construction projects for the State of North Carolina, including multiple projects for **Craven Community College**.

### **Craven Community College (CCC), New Science, Technology, Engineering, and Math (STEM) Building:**

This project includes the design of 15,000 SF building to house the STEM Early College High School and other programs designated by Craven Community College. The facility is located on the College's Havelock-Cherry Point Campus, with close proximity to the local military base. The building is proceeding *on schedule* and will include general purpose classrooms, faculty offices, conference areas, as well as lab-studio space for both the STEM Early College High School and the joint Craven Community College-NC State Engineering Program. The project cost \$4,557,500 and was completed *on time and within budget* in early 2020. (Client Contact: Cindy Patterson at 252-638-7304).



## PAST PERFORMANCE ON SIMILAR PROJECTS

JKF ARCHITECTURE has significant similar experience on new construction projects for the State of North Carolina, including multiple projects for **Craven Community College**.

### **Craven Community College (CCC), Barker Hall Student Services Renovation:**

CCC selected Greenville-based JKF ARCHITECTURE for the repair and complete renovation of the first floor of Barker Hall, located on their Main Campus in New Bern, North Carolina. This approximately 12,000 SF renovation modernizes student services, providing students with a "one-stop" location for all their needs. In addition, the renovation updates the interior lobby, ensures ADA compliance, creates space for students to recharge, modernizes the office suite, and delivers a new entrance into Public Radio East, which broadcasts live from the CCC campus.

Many of the proposed spaces in the renovation are envisioned as places for both individuals and groups to study and work in a collaborative and innovative environment, while having Student Services readily available. The project cost \$976,900 and was completed *within budget* in 2018. (Client Contact: Cindy Patterson at 252-638-7304).



## ADEQUATE STAFF AND PROPOSED DESIGN TEAM FOR PROJECT

JKF ARCHITECTURE and our engineering consultants have a combined staff of over 20 people that are committed to the successful delivery of the window and door replacement projects on behalf of Craven Community College. Our team represents all the disciplines required and worked successfully together on many other specialized projects.

From early planning and HAZMAT remediation, to structural, plumbing, mechanical, and electrical engineering, we are fully integrated. We will develop solutions that meet specific programmatic needs, are economical, and are easily maintained over time.



"Our philosophy is simple. Your architect should be there to personally meet all your needs throughout the entire design and construction process."

-John Farkas




**John K. Farkas, AIA, LEED AP**  
Principal and Project Architect


Mark Ziegler, Associate AIA, Project Designer  
Jackie Farkas, Administration and Interior Designer  
Brittany Tucker, ASID, Interior Designer  
Brian Farkas, MPA, Director of Client Relations and Development




THE AMERICAN  
INSTITUTE  
OF ARCHITECTS

**Atlantec Engineers, PA**  
Raleigh, NC  
Jim DeIPapa, Jr. PE  
Mechanical, Electrical, and  
Plumbing Engineering Design



**Matrix Health & Safety Consultants**  
Raleigh, NC  
C. Britt Webster, CIH  
HAZMAT Testing and  
Remediation Design



**NRW Engineering**  
Virginia Beach, VA  
Kevin Roomsburg, PE  
Structural Engineering Design

### Document Quality Control and Coordination of the Various Disciplines:

We maintain "living" and up-to-date documentation of all our projects that form the basis for our library procedures and techniques that work. We also engage our consultants continuously throughout the process. We use CONDOC and project keynotes to increase coordination between drawings and specs. We are also using REVIT to increase coordination.

## CURRENT WORLOAD AND STATE PROJECTS AWARDED

Based on our workload, JKF ARCHITECTURE can successfully deliver this project for Craven Community College. We are operating at only 50% design capacity, leaving plenty of resources to complete this project fully.

State-awarded projects include work with Elizabeth City State University, as well as Beaufort, Edgecombe, Lenoir, and Sampson Community Colleges. JKF is also completing renovation work for the North Carolina Departments of Public Safety, as well as Health and Human Services.



## PROPOSED DESIGN APPROACH FOR THE PROJECT

We understand the commitment it takes to complete a project as important as this. JKF ARCHITECTURE will prioritize all of the goals for the successful delivery of the window and door replacement projects across the Craven Community College (CCC) campus.

### **First Steps and Schedule:**

The first steps of the process is developing a milestone schedule that you can count on. JKF ARCHITECTURE will commit to meeting this schedule and providing the necessary resources to complete the Department's project on time and within budget. Factors in developing an effective schedule include site analysis, building availability (in this case, multiple buildings), agency approvals, as well as final design and delivery.

### **Stakeholder Input and Early Deliverables:**

JKF ARCHITECTURE will meet with the intended users to confirm the Owner's requirements for each of the buildings and confirm operational parameters. We will reference any/all existing documentation available. From this, our Design Team will also:

- Deliver a "Turn-key" budget breakdown;
- Identify critical code and agency approval issues;
- Prioritize all project needs into actionable items; and
- Identify and work with HAZMAT consultant on any abatement efforts where appropriate, working with the Owner to mitigate impacts on project timeline.



Barker Hall Renovation (2016)  
Working with CCC Stakeholders

### **Building Design Concepts and Solutions:**

JKF ARCHITECTURE believes that any finalized exterior design on a window and door replacement project should integrate cohesively into the surrounding campus fabric, and respect the new standards and/or precedents created over the past few years.

In all we do, our Team puts a priority on creating a timeless design, that captures the attention of users in a positive way, while minimizing the appearance of aging. If a user can tell exactly when a renovation was completed based on the materials and finishes selected, then we have not done our job. We aim to make sure the final deliverable fits into any time period, extending the life of the space.

### **Energy Efficiency, Keeping Maintenance Costs Low, and Critical Systems:**

JKF ARCHITECTURE will ensure that maintenance and operations considerations are discussed on Day One of the design process. From materials to building systems, our selections depend on your capacity for maintenance and Life-Cycle Cost Models, so the Department can make long-term, informed decisions that benefit the public and building users.

### **Minimizing Down Time/Project Phasing:**

While obviously a part of developing a reliable schedule, this Statement of Qualifications wants to make it clear that JKF ARCHITECTURE fully understands the criticality of not impacting campus operations to the greatest extent possible. Should CCC determine that parts of a building must remain open during the window and door replacement, our Team can create "phasing" opportunities for the owner to make decisions and mitigate impacts. We have done this before on numerous other projects and will accommodate here as well, if requested.

### **Safety and Security Components**

JKF ARCHITECTURE understands the criticality of user safety at any state facility, especially in public spaces, and how the Department's commitment to security (e.g. access control, etc.) requires attention on Day One of this project.





## RECENT EXPERIENCE WITH PROJECT COSTS AND SCHEDULES

JKF ARCHITECTURE is proud of its record for controlling both costs and schedules. Through tenacious administration of the construction contract, our Team has developed a reputation and track record of effectiveness in delivering completed client projects on time and within budget.

Project:	Budget	Bid	Change Orders	%
Sampson CC New Welding Building	\$ 4,192,735	\$ 3,022,955	\$ 116,874	3.87%
Craven CC Barker Hall Renovation	\$ 1,197,030	\$ 976,900	(\$ 113,770)	-11.65%
Hertford County Government Aging Council and Bd. Of Elections Renovation	\$ 493,184	\$ 493,000	15,352	3.11%
Hertford County Government Social Services Renovation	\$ 2,285,357	\$ 2,208,000	180,240	8.16%
Pitt CC New Science Building	\$ 16,987,000	\$ 14,081,000	527,852	3.75%
Pitt CC Student Center, Phase II	\$ 2,730,000	\$ 2,825,000	8,000	0.28%

## CONSTRUCTION ADMINISTRATION CAPABILITIES

JKF ARCHITECTURE'S construction administration record is second to none. As Project Architect and Principal, John Farkas will be the Owner and Contractor's sole point-of-contact throughout the entire project, with redundancy provided by multiple members of the team. This continuity ties the design and construction process together, helps overall quality control, and reduces miscommunication during construction. Our philosophy has been deemed successful by the three Certificates of Merits received from the North Carolina State Building Commission.

If there is a true issue with the design, then our process gives the Architect an opportunity to provide a practical, cost effective design solution. In conjunction with our highly successful design approach, our construction administration philosophy allows us to represent the Owner's interests at all times, mitigates "design flaws," and prevents "value engineering."

## PROXIMITY TO AND FAMILIARITY WITH THE PROJECT AREA

Our Team is familiar with Craven Community College, having completed a number of projects for the College recently. JKF ARCHITECTURE can maintain the necessary presence during both design and construction. We will visit the site regularly during construction and will be quickly available to the site within 45 minutes should any critical issues arise.

## HISTORY OF MAJOR TECHNICAL OR LEGAL PROBLEMS

All JKF ARCHITECTURE projects have been completed without any major technical or legal problems.

## OTHER FACTORS THAT MAY BE APPROPRIATE FOR THIS PROJECT

Our reputation for satisfying the requirements of the State Construction Office is highly regarded and JKF ARCHITECTURE'S strong relationship with the agency is an asset to Craven Community College through the entire project.

### References:

Mr. Latif Kaid, PE  
Retired Director of Design  
State Construction Office  
(919) 291-2449

Mr. Kevin Howard  
County Manager  
Chowan County  
(252) 482-8431

Mr. Ricky Hill  
Dir. of Facilities Services  
East Carolina University  
(252) 328-6776

Mr. David Varel, PE  
Project Manager  
NC Dept. of Transportation  
(919) 707-4543

Ms. Cindy Patterson  
VP, Administrative Services  
Craven Community College  
(252) 638-7304

Mr. Doug Edwards  
Retired Project Monitor  
State Construction Office  
(252) 290-0252



<b>STANDARD FORM (SF) 254</b> Architect-Engineer and Related Services Questionnaire	1. Firm Name/Business Address:  <b>625 Lynndale Court, Suite F          Greenville, NC 27858</b>		2. Year Present Firm Established: 1998	3. Date Prepared: 02-09-2022																																								
	4. Specify type of ownership and check below if applicable Sub-S																																											
	<input checked="" type="checkbox"/> A. Small Business																																											
	<input type="checkbox"/> B. Small Disadvantaged Business <input type="checkbox"/> C. Women-owned Business																																											
5. Name of Parent Company, if any: Not applicable		5a. Former Parent Company Name(s), if any and Year(s) Established: Not Applicable																																										
6. Name of not more than Two Principals to Contact: Title/Telephone 1) John K. Farkas, AIA, LEED AP: President/(252)355-1068 2)																																												
7. Present Offices: City / State / Telephone / No. Personnel Each Office 625 Lynndale Court, Suite F Greenville, NC 27858 (252) 355-1068 (Main Office Telephone)				7a. Total Personnel <u>5</u>																																								
8. Personnel by Discipline: (List each person only once, by primary function.)																																												
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9. Summary of Professional Services Fees Received: Last 5 Years (most recent year first)																																												
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	20 21	20 20	20 19	20 18	20 17																																							
Direct Federal contract work, including overseas	0	0	0	0	0																																							
All other domestic work	5	5	5	5	5																																							
All other foreign work*	0	0	0	0	0																																							
*Firms interested in foreign work, but without such experience, check here: <input checked="" type="checkbox"/>																																												
Ranges of Professional Services Fees INDEX 1. Less than \$100,000 2. \$100,000 to \$250,000 3. \$250,000 to \$500,000 4. \$500,000 to \$1 million 5. \$1 million to \$2 million 6. \$2 million to \$5 million 7. \$5 million to \$10 million 8. \$10 million or greater																																												

10. Profile of Firm's Project Experience, Last 5 Years

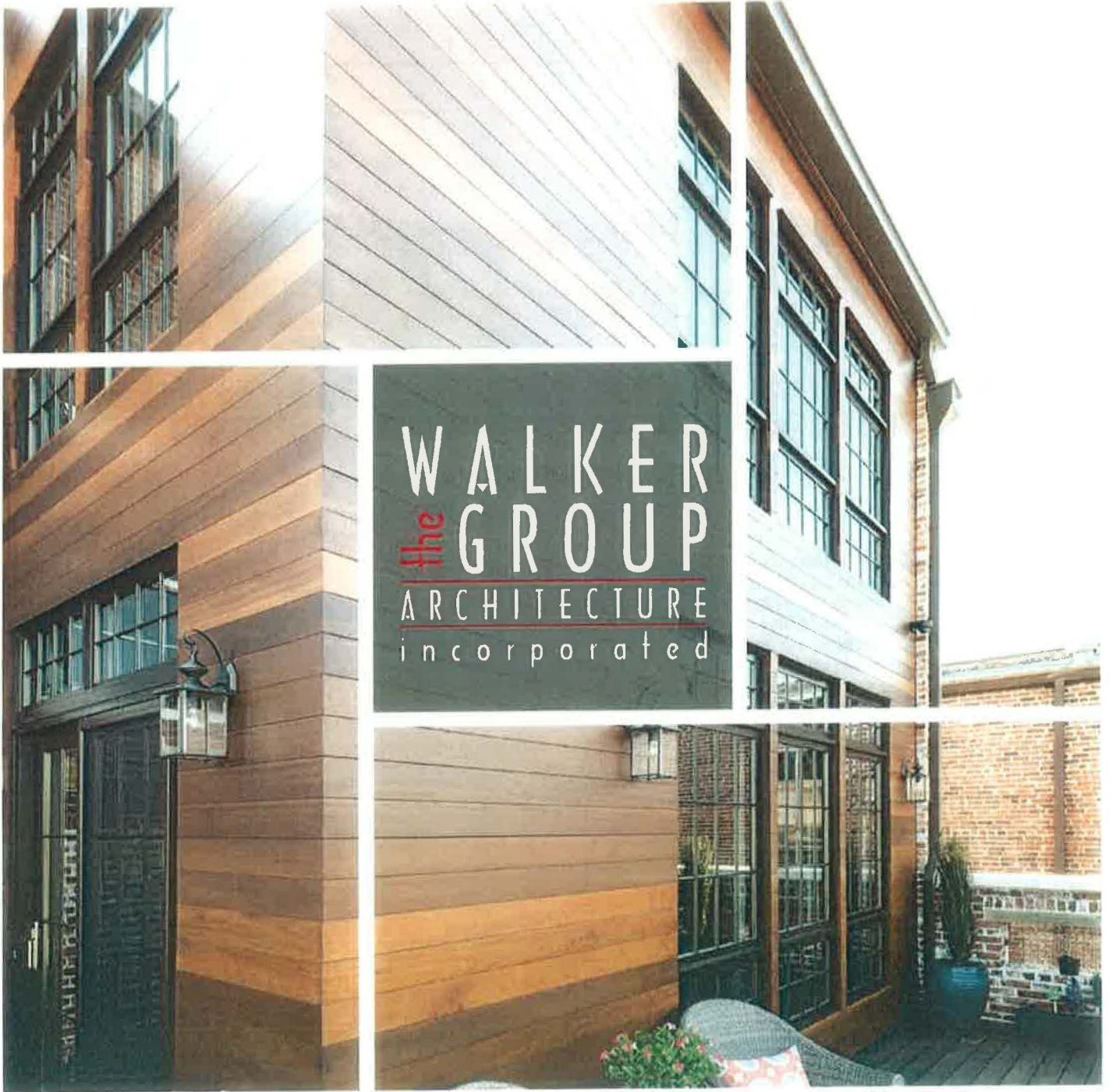
Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)	Profile Code	Number of Projects	Total Gross Fees (in thousands)
1) 008	3	83	11) 072	7	775	21)		
2) 029	21	4426	12) 079	10	215	22)		
3) 027	6	640	13) 088	5	221	23)		
4) 031	2	35	14) 089	53	2783	24)		
5) 035	3	128	15) 003	1	88	25)		
6) 039	6	258	16) 110	1	18	26)		
7) 046	3	13	17) 201	8	71	27)		
8) 048	6	750	18) 202	2	120	28)		
9) 050	4	25	19)			29)		
10) 059	1	6	20)			30)		

11. Project Examples, Last 5 Years

Profile Code	"P", "C", "JV", or "IE"	Project Name and Location	Owner Name and Address	Cost of Work (in thousands)	Completion Date (Actual or Estimated)
P13, 072	P	1 Pitt County Government New Law Enforcement Center	Pitt County Government 1717 W. 5th Street   Greenville, NC 27834	13,200	2023
029, 043	P	2 Sampson Community College, Trades Training Center Repair and Renovations	Sampson Community College 1801 Sunset Avenue   Clinton, NC 28328	2700	2022
029, 089, 201	P	3 Elizabeth City State University, Hurricane Dorian Repairs	Elizabeth City State University 1704 Weeksville Road   Elizabeth City, NC 27909	5200	2022
029	P	4 Craven Community College, Academic Success Center	Craven Community College 800 College Court   New Bern, NC 28562	728	2020
010, 072	P	5 NC Justice Academy, Dormitory B Renovation	NC Justice Academy 200 W. College Street   Salemburg, NC 28385	3590	2021
072	P	6 NC Dept. of Transportation Poole Road Long Range Planning Study in Raleigh, NC	NC Department of Transportation 1 S. Wilmington Street   Raleigh, NC 27601	140	2019
072	P	7 NC Dept. of Transportation DMV-State Highway Patrol Building in Greenville, NC	NC Department of Transportation 1 S. Wilmington Street   Raleigh, NC 27601	6700	2019

079	P	8 Lenoir Community College 2017-2022 Master Plan in Kinston, NC	Lenoir Community College 231 Highway 58 South   Kinston, NC 28502-0188	30	1/2018
079	P	9 Martin Community College 2017-2022 Master Plan in Williamston, NC	Martin Community College 1161 Kehukee Park Road   Williamston, NC 27892	27	11/2017
079	P	10 Lenoir Community College Elevator Modernization in Kinston, NC	Lenoir Community College 231 Highway 58 South   Kinston, NC 28502-0188	720	2018
029	P	11 Beaufort County Community College ADA Improvements in Washington, NC	Beaufort County Community College 5337 US Highway 264   Washington, NC 27889	750	2017
079	P	12 Sampson Community College New Welding Building and Activities Building Addition in Clinton, NC	Sampson Community College 1801 Sunset Avenue   Clinton, NC 28328	4192	2019
079	P	13 Sampson Community College 2016-2021 Master Plan Update in Clinton, NC	Sampson Community College 1801 Sunset Avenue   Clinton, NC 28328	21,614	8/2016
029	P	14 Pitt Community College New Early College High School in Winterville, NC	Pitt Community College 1986 Pitt Tech Road   Winterville, NC 28590	3400	2018
072	P	15 NC Dept. of Cultural and Natural Resources, Douglas Building Complex Repairs and Renovations in New Bern, NC	NC Dept. of Natural and Cultural Resources 109 E. Jones Street   Raleigh, NC 27601	820	2019
072	P	16 NC Dept. of Health and Human Services O'Berry Renovation (ELC-1) in Goldsboro, NC	NC Dept. of Health and Human Services Goldsboro, NC	4300	2017
029	P	17 Craven Community College STEM Classroom Building (Havelock Campus) in Havelock, NC	Craven Community College 800 College Court   New Bern, NC 28562	3000	1/2018
029	P	18 Sampson Community College North Building Roof Replacement in Clinton, NC	Sampson Community College 1801 Sunset Avenue   Clinton, NC 28328	100	5/2015
072	P	19 Hertford County Government Department of Social Services Renovation in Winton, NC	Hertford County Government 115 Justice Drive, Suite 1   Winton, NC 27986	2100	3/2017

079	P	20 Beaufort County Community College 2015-2020 Master Plan Update in Washington, NC	Beaufort County Community College 5337 US Highway 264   Washington, NC 27889	15	6/2015
072	P	21 NC Dept. of Transportation Morehead City DMV Addition in Morehead City, NC	1 S. Wilmington Street   Raleigh, NC 27601	505	2017
072	P	22 NC Dept. of Transportation Elizabeth City District Engineer's Office in Elizabeth City, NC	1 S. Wilmington Street   Raleigh, NC 27601	1000	2017
008 029	P	23 College of The Albemarle Performing Arts Center (PAC) Renovation in Elizabeth City, NC	1208 N Road Street   Elizabeth City, NC 27909	52	6/2017
029	P	24 Sampson Community College East Building Addition In Clinton, NC	Sampson Community College 1801 Sunset Avenue   Clinton, NC 28328	3	6/2015
079 089	P	25 NC Dept. of Environmental Quality Window Remediation In Raleigh, NC	217 W. Jones Street   Raleigh, NC 27603	32	11/2015
029 072	P	26 NC Dept. of Public Safety SBI Building #16 Renovation in Raleigh, NC	2020 Yonkers Road   Raleigh, NC 27604	6700	4/2016
029 058 100	P	27 Pitt Community College Science and Technology Building in Winterville, NC	Pitt Community College 1986 Pitt Tech Road   Winterville, NC 28590	20000	4/2016
029	P	28 Pitt Community College Goess Building Phase II Addition in Winterville, NC	Pitt Community College 1986 Pitt Tech Road   Winterville, NC 28590	3000	5/2015
029	P	29 Sampson Community College Ammonia Refrigeration Building in Clinton, NC	Sampson Community College 1801 Sunset Avenue   Clinton, NC 28328	850	6/2010
072 088	P	30 NC Dept. of Transportation Currituck Welcome Center in Currituck, NC	1 S. Wilmington Street   Raleigh, NC 27601	1500	2016
12. The foregoing is statement of facts				Date:	
Signature: <i>B. A. Farkas</i>		Typed Name and Title: Brian A. Farkas, MPA Director of Development and Client Relations		02-09-2022	



the WALKER GROUP  
ARCHITECTURE  
incorporated

## REQUEST FOR QUALIFICATIONS

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RFP 92-22-008 HEERF Multi Building  
Window & Door Replacement

NCCCS Project #2603



# CRITERIA 1

## SPECIALIZED OR APPROPRIATE EXPERTISE

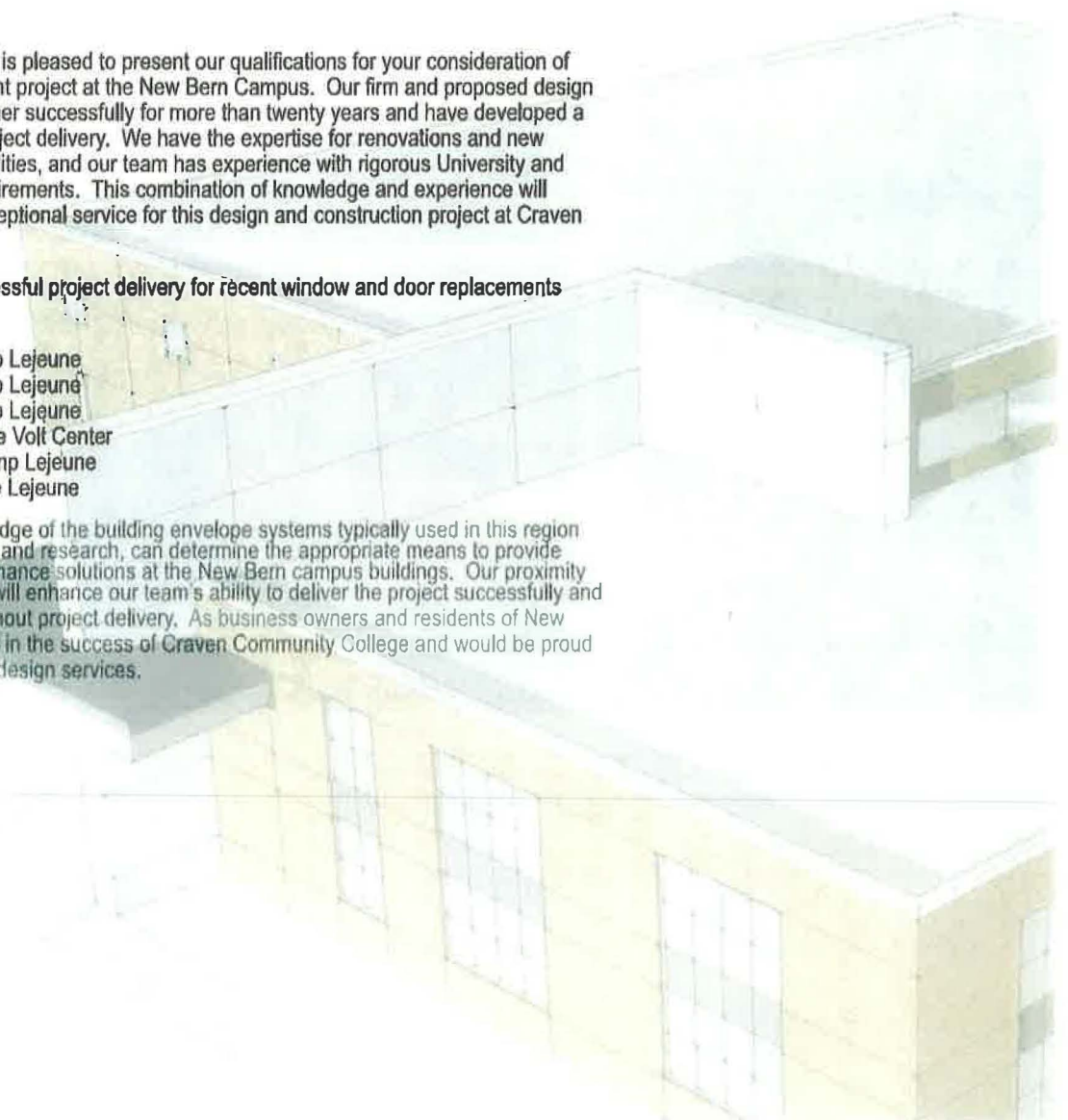


The Walker Group Architecture is pleased to present our qualifications for your consideration of the Window & Door replacement project at the New Bern Campus. Our firm and proposed design team have been working together successfully for more than twenty years and have developed a methodology for successful project delivery. We have the expertise for renovations and new construction at educational facilities, and our team has experience with rigorous University and State Construction Office Requirements. This combination of knowledge and experience will enable our team to provide exceptional service for this design and construction project at Craven Community College.

Our team has a record of successful project delivery for recent window and door replacements relevant to this project:

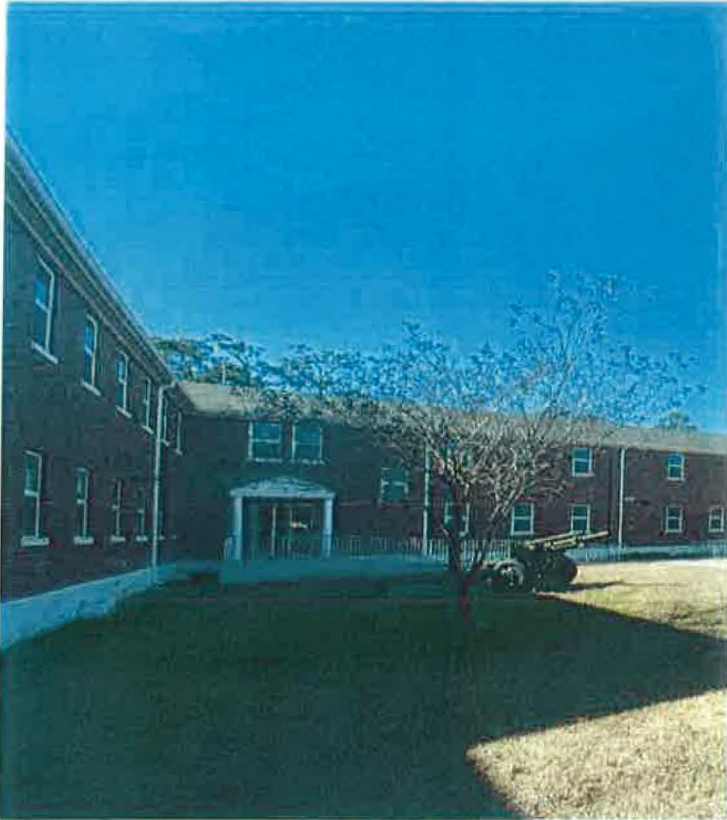
- Building 523 at MCB Camp Lejeune
- Building 901 at MCB Camp Lejeune
- Building 751 at MCB Camp Lejeune
- Craven Community College Volt Center
- Building G615 at MCB Camp Lejeune
- BEQ HP512 at MCB Camp Lejeune

Our team has extensive knowledge of the building envelope systems typically used in this region and with thorough investigation and research, can determine the appropriate means to provide energy efficient and low maintenance solutions at the New Bern campus buildings. Our proximity to Craven Community College will enhance our team's ability to deliver the project successfully and improve communication throughout project delivery. As business owners and residents of New Bern, we have a vested interest in the success of Craven Community College and would be proud to support the College with our design services.



## CRITERIA 2

## PAST PERFORMANCE ON SIMILAR PROJECTS



### **BUILDING 523**

Building 523, originally designed as a barracks was renovated as a Sustainment, Restoration and Modernization (SRM) project to accommodate administrative offices, training rooms, medical exam rooms, and support services for multiple tenants. The work included: Hazardous materials abatement plan, structural repairs, roof replacement, window and door replacement, and exterior envelope refurbishment.

Window replacement included detailing for watertight openings in the existing historical steel and masonry structure. Approximately 100 windows were replaced, and some openings were modified for new louvers and devices to support the Building's new mechanical system. All exterior doors were also replaced in this comprehensive Building renovation.

The Walker Group led the design team to complete this project with an accelerated design schedule of less than 90 days to support year-end fiscal goals at MCB Camp Lejeune, and provided services during construction including submittal review, site observation during construction, and responses to Construction RFIs. Our team received "Exceptional" ratings from the government in the CPARS system for this project delivery.

MCB Camp Lejeune  
Morgan Hunter  
(910)451-0784x3258 [morgan.hunter@usmc.mil](mailto:morgan.hunter@usmc.mil)

### **BUILDING 901**

The Walker Group Architecture led our design team for this multi-discipline comprehensive building renovation for a tank maintenance facility conversion including: Project phasing for occupancy, Life Safety Code Analysis, Exterior replacement of doors, windows and translucent panel systems, new fire suppression system, interior refurbishment of administrative and head facilities, and new lighting fixtures and power to accommodate new occupancy.

Window replacement included replacing translucent wall panels and analyzing existing structure for new translucent panel system meeting Anti-Terrorist Force Protection requirements. Replacement of exterior doors included personnel doors and overhead coiling doors and installation of new security system lock interfaces.

Services during construction included submittal review, site observation, and responses to Construction RFIs. Our team received "Very Good" ratings from the government in the CPARS system for this project delivery.

MCB Camp Lejeune  
Morgan Hunter  
(910)451-0784x3258 [morgan.hunter@usmc.mil](mailto:morgan.hunter@usmc.mil)





## CRITERIA 2

## PAST PERFORMANCE ON SIMILAR PROJECTS

### **BUILDING 751**

The Comprehensive interior and exterior renovation of this historic field-house and gymnasium facility included Roof replacement, exterior masonry refurbishment and replacement of exterior windows and doors, accessibility upgrades, replacement of building systems, renovation of interior spaces, and replacement of interior finishes.

Window replacement of this historically significant structure included detailing for installation and repair of surrounding masonry structure to accommodate new energy efficient windows that met Anti-Terrorist Force Protection (ATFP) requirements. Replacement of exterior doors included accessibility requirements for special events at the facility as well as everyday use as a gymnasium. Maintenance and durability of new doors was a primary concern of the owner.

Our team received "Very Good" ratings for the design portion of the work, from the Government in the CPARS system, and the project is slated for Construction in 2022.

MCB Camp Lejeune  
Morgan Hunter  
(910)451-0784x3258 [morgan.hunter@usmc.mil](mailto:morgan.hunter@usmc.mil)



### **CCC VOLT CENTER**

The Walker Group Architecture was selected by the City of New Bern to provide multi-discipline design services for this Golden Leaf and DEA grant funded project to redevelop an 8 acre tract owned by the City.

Components included a workforce development center for Craven Community College, a training commercial kitchen and incubator space to support college programs and re-a food vendors, a makers club meeting and fabrication space, and an accessible farmers market & artist co-op space.

Window replacement for the Volt Center building included replacement of storefront entry doors, installing opaque glazing in existing frames to remain, and replacing all coiling doors. Our design team worked closely with the City of New Bern and Craven Community College to revitalize this historical building for the community.

Amanda Ohlenschlen, Director of Economic Development, City of New Bern  
(252) 639-7580  
[Ohlenschlen@newbernc.gov](mailto:Ohlenschlen@newbernc.gov)



## CRITERIA 2

## PAST PERFORMANCE ON SIMILAR PROJECTS

### **BUILDING G615**

Building G615 is an Instructional and Training Facility at Marine Corps Air Station New River. The goal of this Comprehensive provide interior and exterior building renovation was to make the facility serviceable for the next twenty-five years. Durable, energy efficient and cost-effective building materials were required in the renovation design. The Work included: roof replacement, exterior refurbishment, replacement of windows and doors, interior renovation and replacement of building systems.

Window replacement included detailing for new storefront systems in the existing steel and masonry structure.

The Walker Group led the design team to complete this project as part of a design-build delivery system under the Hurricane Florence Recovery effort at MCB Camp Lejeune. Our design team provided services during construction including submittal review, site observation during construction, responses to Construction RFIs, and preparation of Record Drawings.

Dan Moss  
Environmental Chemical Corporation (ECC)  
(252) 503-0188  
dmoss@ecc.net



### **BEQ HP512**

This Renovation of Bachelor's Enlisted Quarters HP512 (BEQ HP512) was a comprehensive interior and exterior renovation with the goal of making the facility serviceable for the next twenty-five years. The work for the renovation of this three-story barracks included: Structural repairs, Roof replacement, Window and door replacement, Exterior envelope refurbishment, as well as interior renovation and a Fixture, Furniture and Equipment Interior Design package.

Window replacement included detailing for watertight openings in the existing masonry structure. Approximately 150 windows were replaced, and some openings were modified to improve functionality of interior spaces, accommodate system equipment, and address structural concerns. Approximately 150 exterior doors were replaced as each barracks room is accessed from an exterior balcony. Daily use of windows and doors by active duty Marines drove design decisions for durable and low maintenance windows and doors that meet Anti-Terrorist Force Protection requirements.

The Walker Group led the design team to complete the design phase of this project and will provide services during construction including submittal review, site observation during construction, and responses to Construction RFIs. This renovation project is slated for construction in 2022.

MCB Camp Lejeune  
Morgan Hunter  
(910)451-0784x3258 morgan.hunter@usmc.mil

## CURRENT WORKLOAD AND STATE PROJECTS AWARDED

State Projects recently awarded to The Walker Group: Johnson Building Renovation, Pamlico Community College. (Expected completion March 2022)

Our current workload will allow the Walker Group and our proposed design team to commit to Craven Community College's schedule.



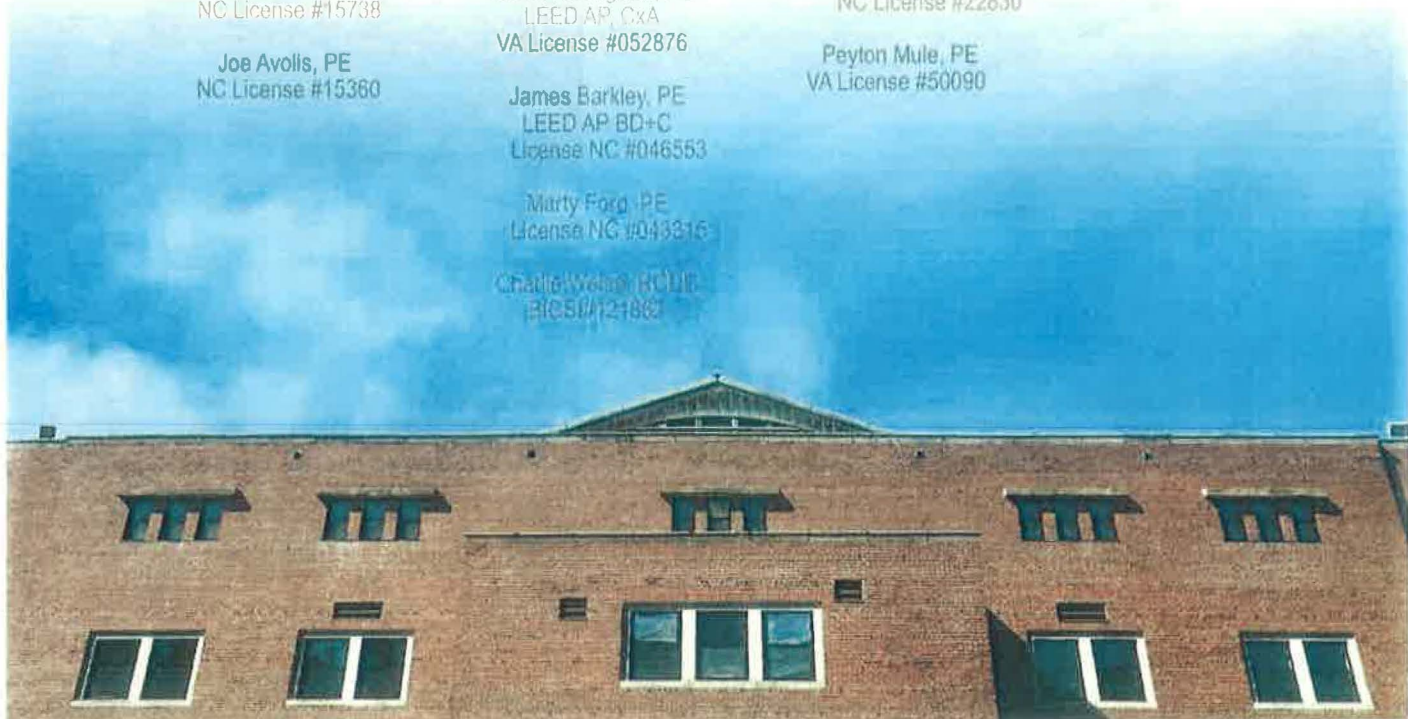
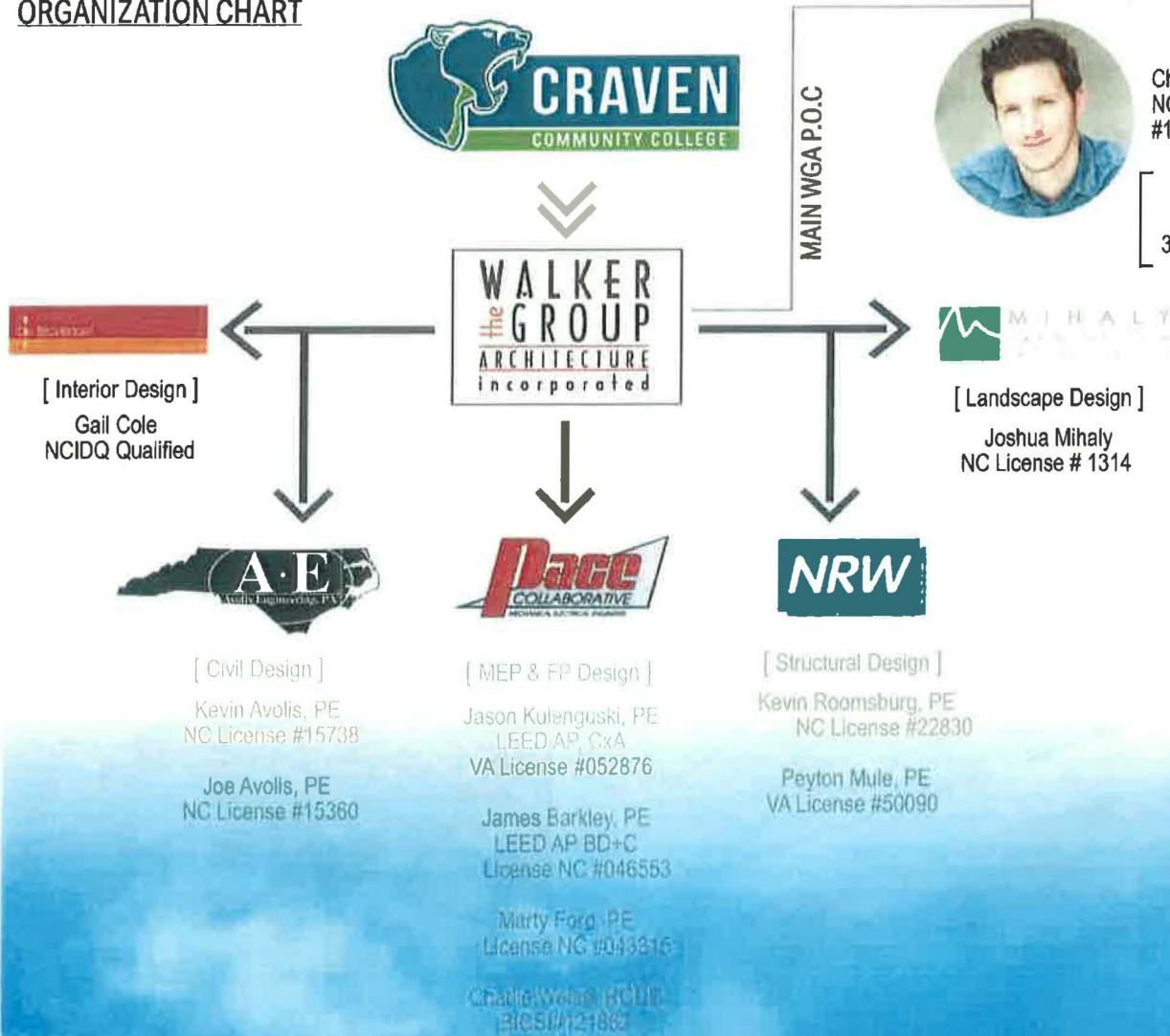
Beth Walker AIA,  
LEED AP, NCARB, NC  
License #8419



Chris Walker RA,  
NCARB, NC License  
#19336

[ 2 Architects  
+  
3 technical staff ]

## ORGANIZATION CHART



## CRITERIA 5

## PROPOSED DESIGN APPROACH

# DESIGN



The Walker Group has assembled a team of design professionals that are experienced in working together to understand the client's goals, facility functionality, and project budget. Our design process starts with a detailed analysis of the clients scope of work which guides us in the direction of which materials and systems to research and generate concepts. We then typically meet with clients to discuss our ideas in a charette format where we formalize what concepts and ideas move forward. Our team then reviews notes and revisions and develops sets of construction documents for review. The documents are sent to project stakeholders and QC managers for final review before a final set of revisions are made to send the project out for bidding. Design presentations and review meetings along the way allow the stakeholders to be involved in decision making and understand the factors driving the process of arriving at a final design. The Walker Group also uses three dimensional renderings to enable multiple constituents to understand the aesthetic implications of design decisions.

Our process for Craven Community College would start with a thorough site investigation to document all existing conditions and establish parameters/measurements for window/door openings. Our team would then meet with college maintenance and determine any failing systems and maintenance problem areas. We would research appropriate window/door types, U-factors, hardware systems, security controls, etc.. This information would be presented to college stakeholders before moving into construction documents for review and bidding.



# CRITERIA 6

## RECENT EXPERIENCE WITH DODD'S SCHEDULE BY

### ESTIMATING EFFECTIVENESS

Project	Description	Project Financial Summary		
		Project Budget	Architect Estimate	Low Bid
Building 500 Renovation MCB Camp Lejeune	Comprehensive interior/exterior building renovation to support wrestling team	\$1,800,000	\$1,807,839	\$2,099,586
Building 4007 Renovation MCB Camp Lejeune	Comprehensive Renovation of Childcare Development Center to Mental Health Evaluation and Administration Facility	\$4,300,000	\$4,029,368	\$4,169,000
Repairs to Buildings 523 MCB Camp Lejeune	Major interior and exterior building repairs and renovation to an historic building, changing occupancy from a Barracks to an administrative and training facility.	\$4,386,000	\$3,993,904	\$4,268,006
Repairs to Buildings 527 MCB Camp Lejeune	Major interior and exterior building repairs and renovation to an historic building, changing occupancy from a Barracks to an administrative and training facility.	\$3,942,000	\$4,211,821	\$4,588,000
SNCO Club Renovation MCB Camp Lejeune	Comprehensive building renovation	\$2,089,000	\$2,016,927	\$2,179,000



### SCHEDULE EFFECTIVENESS

[Projects delivered simultaneously and on schedule by WGA as Prime Contractor]

Contract Number	Year Task Orders Awarded	Number of Task Orders	Design Fees	Construction Value
N40085-10-D-3534	2014	26	\$1,643,173	\$26,331,159
N40085-15-D-0857	2015	6	\$462,346	\$8,410,000
N40085-15-D-0857	2016	18	\$642,793	\$9,969,030
N40085-15-D-0857	2017	19	\$2,203,152	\$20,418,304
N40085-15-D-0857	2018	7	\$816,156	\$10,268,230
N40085-15-D-0857	2019	8	\$1,570,000	\$12,310,000
N40085-15-D-0857	2020	18	\$3,283,000	\$73,000,000*

## CRITERIA 7-8

## CONSTRUCTION ADMINISTRATION & PROXIMITY

The Walker Group has an excellent history of controlling Change Orders during construction. Our design team has been serving the Department of Defense for over fifteen years. Contractors bidding these projects are not required to visit the site before providing bids to the Government. The Construction Documents must be clear and concise and stand alone as the only information provided to Contractors before they provide a bid. Change orders during construction could result in poor ratings from the Government for the Design Team, and the termination of the renewable contract before its expiration date.

"The Walker Group Architecture, Inc. and their consultants all performed well, and no weaknesses are noted. They provided drawings and specs that are clear, concise, and coordinated... The Government will benefit with a problem-free construction effort."

Robert Ruger, Senior Architect, Facilities Engineering, MCAS Cherry Point.

Our design team routinely provides services during construction including responses to pre-bid and post-bid Requests for Information (RFIs), shop drawing review, construction material submittal review, cost estimate review for change orders, and post construction services of Record Drawings developed from Contractor's "As-Built" documentation or from our own generation of "As-Built" documentation. During construction, our team strives to expedite the submittal review process, and we take pride in timely delivery of reviewed shop drawings and material and equipment submittals for all of our projects. Our standard review time is less than ten days. Our design team provides full construction services for public and private projects off base including bid solicitation and management of the bid process, construction observation, review of Contractor applications for payment, and oversight of project meetings and schedule coordination. Chris Walker, Project Manager would be responsible for managing the Construction administration effort for the Window & Door Replacement Project. Mr. Walker's experience as a Project Manager for various Building types on military bases and for local municipalities enables him to proactively address construction questions, provide more accurate construction cost estimates, and anticipate construction coordination issues. He is comfortable on the jobsite and benefits our team with continuity from Lead Designer to Construction Administrator. Our team typically provides a design cost estimate to the Owner for consideration for every change that is proposed by the Contractor.

The Walker Group Architecture is the Owner's advocate during Construction. Our team's philosophy includes working with the Contractor to ensure that construction methodologies are beneficial to the Owner as well as being an economical and efficient. Our team will be on site for observation during construction to ensure the design intent of the construction documents is being fulfilled. Our team's project involvement is not complete until the close-out documents including Record Drawings are provided to the Owner. The location of our office in downtown New Bern will greatly benefit our ability to be on-site with very little notice for site investigation and construction related questions.



## CRITERIA 9-10

## SUCCESSFUL PROJECTS & OTHER RELEVANT FACTORS

The Walker Group has a history of successful project delivery with no legal or technical problems and our record of excellence in project delivery includes careful attention to detail. All projects presented in this qualifications packet have been completed successfully, in terms of meeting clients' budget and schedule.

Typically, contracts for individual Design Projects (Task Orders) are negotiated on a firm fixed fee basis in fourteen (14) business days. Projects are then designed and prepared for Contractor bidding in 120 - 160 days depending on the complexity of the project. Our team has delivered more than one hundred task orders in the last eight years, with a total construction value of over eighty million dollars. Design work for each task order consists of drawings, specifications, and detailed cost estimates. Cost estimates must be within ten percent of construction costs, and our team has a history of providing cost estimates with less than five percent difference from Contractor's bid. Additional effort required for task order delivery may include Lead and Asbestos inspection, reports, and design for abatement; interior design and space planning, and energy modeling.

Our team has also delivered many projects together using the Standards required by the State Construction Office of North Carolina. We have successfully provided multi-disciplined design services for the following State Entities:

- North Carolina University System
- The Department of Crime Control and Public Safety
- The Department of Environmental and Natural Resources
- The Department of Marine Fisheries
- The Department of Transportation

### OTHER RELEVANT FACTORS

The Walker Group and our proposed design team have the time and energy to dedicate to the success of the multi building window & door replacement project at Craven Community College. We have extensive experience working on active campus design projects after working on projects for clients such as Craven Community College, Pamlico Community College, Coastal Carolina Community College, and the University of Wilmington.



STANDARD FORM (SF)

254

Architect-Engineer and Related Services Questionnaire

1. Firm Name/Business Address:



409 C Broad Street

P.O. Box 541  
New Bern, NC 28563

[beth@wgarc.com](mailto:beth@wgarc.com)

2. Year Present Firm Established:

2000

3. Date Prepared:

February 14, 2022

4. Specify type of ownership and check below if applicable.

Corporation

A. Small Business

B. Small Disadvantaged Business

C. Woman Owned Business

5. Name of Parent Company, If any:

Not Applicable

5a. Former Parent Company Name(s), If any, and Year(s) Established:

Not Applicable

6. Name of not more than Two Principals to Contact: Title/Telephone:

1) Beth Boxley Walker, AIA President, 252-636-8778 phone 252-636-8992 fax [beth@wgarc.com](mailto:beth@wgarc.com)

7. Present Offices: City/State/Telephone/No. Personnel Each Office

The Walker Group Architecture, Inc.  
New Bern, North Carolina  
5 persons (252) 636-8778

7a. Total Personnel

5

8. Personnel by Discipline: (List each person only once, by primary function.)

<input type="checkbox"/> 1 Administrative	<input type="checkbox"/> Electrical Engineers	<input type="checkbox"/> Oceanographers
<input checked="" type="checkbox"/> 2 Architects	<input checked="" type="checkbox"/> Estimators	<input type="checkbox"/> Planners: Urban/Regional
<input type="checkbox"/> Chemical Engineers	<input type="checkbox"/> Geologists	<input type="checkbox"/> Sanitary Engineers
<input type="checkbox"/> Civil Engineers	<input type="checkbox"/> Hydrologists	<input type="checkbox"/> Soils Engineers
<input type="checkbox"/> Construction Inspectors	<input checked="" type="checkbox"/> Interior Designers	<input checked="" type="checkbox"/> Specification Writers
<input checked="" type="checkbox"/> 2 Draftsmen (Autocad)	<input type="checkbox"/> Landscape Architects	<input type="checkbox"/> Structural Engineers
<input type="checkbox"/> Ecologists	<input type="checkbox"/> Mechanical Engineers	<input type="checkbox"/> Surveyors
<input type="checkbox"/> Economists	<input type="checkbox"/> Mining Engineers	<input type="checkbox"/> Transportation Engineers

\* Denotes disciplines for which key personnel are also qualified.

TOTAL PERSONNEL 5

9. Summary of Professional Services Fees Received: (Insert Index Number)

Last 5 Years (most recent first)

	2021	2020	2019	2018	2017
Direct Federal contract work, including overseas	6	6	5	6	5
All other domestic work	4	4	4	4	4
All other foreign work*	N/A	N/A	N/A	N/A	N/A

\*Firms interested in foreign work, but without such experience, check here:

Ranges of Professional Service Fees Index

1. Less than \$100,000
2. \$100,000 to \$250,000
3. \$250,000 to \$500,000
4. \$500,000 to \$1 million
5. \$1 million to \$2 million
6. \$2 million to \$5 million
7. \$5 million to \$10 million
8. \$10 million or greater



Experience profile code numbers					
008	Airports, Terminals and Hangars	039	Garages, Maintenance Facilities	072	Office Buildings
010	Barracks, Dormitories	047	Historical Preservation	079	Planning
013	Chemical Processing and Storage	048	Hospital and Medical Facilities	082	Postal Facilities
014	Churches, Chapels	050	Housing	088	Recreational Facilities
017	Commercial Building; Shopping Center	052	Industrial, Manufacturing Plants	089	Rehabilitation (Buildings, Structures, Facilities)
027	Dining Hall	054	Interior Design, Space Planning	113	Warehouses
029	Educational Facilities	066	Military Design Standards		
034	Blast Resistant Design	088	Modular Systems Design		

10. Profile of Firm's Project Experience, Last 5 Years \*\*List below does not reflect all projects completed in the past 5 years, but indicates scope of relevant projects

Profile Codes	Number of Projects	Total Gross Fees (In thousands)	Profile Codes	Number of Projects	Total Gross Fees (In thousands)	Profile Codes	Number of Projects	Total Gross Fees (In thousands)
1) 006	1	\$125	11) 048	2	\$380	21) 089	19	\$3,500
2) 010	2	\$600	12) 050	2	\$600	22) 113	2	\$1,200
3) 013	3	\$175	13) 052	3	\$125			
4) 014	2	\$500	14) 054	10	\$350			
5) 017	3	\$250	15) 066	20	\$10,000			
6) 027	0	\$0	16) 089	0	\$120			
7) 029	6	\$1,250	17) 072	3	\$180			
8) 034	15	\$5,000	18) 079	6	\$250			
9) 039	3	\$1,500	19) 082	0	\$400			
10) 047	5	\$120	20) 088	4	\$430			

11. Project Examples, Last 5 Years \*\*

Profile Codes	Experience Code	Project Name and Location	Owner Name and Address	Cost of Work (In thousands)	Completion Date
029	PRIME	1 Pamlico Community College Johnson Building Renovation Grantsboro, North Carolina	Pamlico Community College Grantsboro, North Carolina	\$4,800	2021
017	PRIME	2 Dunkin Donuts Renovation - Neuse Boulevard New Bern, North Carolina	Eilmer Enterprises Beaufort, North Carolina	\$5,000	2021
010 066, 034	PRIME	3 Marine Corps Base Camp Lejeune Bachelors Enlisted Quarters HP512 Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$15,000	2021
010 066, 034	PRIME	4 Marine Corps Base Camp Lejeune Bachelors Enlisted Quarters FC530 Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$15,000	2021
029 066, 034	PRIME	5 Marine Corps Base Camp Lejeune Training Building G615 - Renovation Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$12,000	2020
052, 013 066	PRIME	6 Marine Corps Base Camp Lejeune Addition to Cryogenics Facility Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$600	2020
088 066	PRIME	7 Marine Corps Base Camp Lejeune New Pressbox, HQ Field Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$500	2020
029 066	PRIME	8 Marine Corps Base Camp Lejeune ASALT/NVL Training Facility Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$1,200	2020

088, 047 066, 034	PRIME	9	Marine Corps Base Camp Lejeune Comprehensive Renovation Building 751 Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$15,000	2020
029	PRIME	10	Pamlico Community College New Construction - Bayboro Center Grantsboro, North Carolina	Pamlico Community College Bayboro, North Carolina	\$800	2020
072	PRIME	11	Town of River Bend New Police and Community Building River Bend, NC	Town of River Bend River Bend, North Carolina	\$1,600	2020
046, 013 066, 034	PRIME	12	Marine Corps Base Camp Lejeune HD Pharmacy Renovation, NH100 Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$800	2020
017, 066	PRIME	13	Dunkin Donuts Interior Renovation - Beaufort Beaufort, NC	Eitner Enterprises Beaufort, North Carolina	\$500	2020
014 047	PRIME	14	Marine Corps Base Camp Lejeune Historic Catholic Chapel Renovation and Construction of New New Fellowship Building Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$1,800	2019
014 047	PRIME	15	Marine Corps Base Camp Lejeune Historic Protestant Chapel Renovation and Construction of New New Fellowship Building Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$1,600	2019
039 066, 034	PRIME	16	Marine Corps Base Camp Lejeune New Shop and Maintenance Facility RR149 Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$1,500	2019
050 066, 034	PRIME	17	Marine Corps Base Camp Lejeune New EOTG Field Billeting Facility Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$1,500	2019
113 066, 034	PRIME	18	Marine Corps Base Camp Lejeune New Storage and Maintenance Facility, Geiger Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$1,500	2019
029, 034 066	PRIME	19	Marine Corps Base Camp Lejeune Medical Field Training Facility B101 Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$850	2019
052 166	PRIME	20	Marine Corps Base Camp Lejeune HVAC Replacement and Renovation FC286 Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$1,600	2019
017 066	PRIME	21	Marine Corps Base Camp Lejeune Stone Bay Marine Mart Expansion Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$250	2018
029	PRIME	22	City of New Bern Volt Center Redevelopment New Bern, North Carolina	City of New Bern New Bern, North Carolina	\$3,300	2018

052 086	PRIME	23 Marine Corps Air Station Cherry Point New Laser Shock Peening Facility Cherry Point, North Carolina	US Government Marine Corps Air Station Cherry Point Cherry Point, North Carolina	\$5,200	2018
039 086, 034	PRIME	24 Marine Corps Air Station Cherry Point Repairs & Improvements Building 155 Cherry Point, North Carolina	US Government Marine Corps Air Station Cherry Point Cherry Point, North Carolina	\$2,320	2018
088 047	PRIME	25 Richlands Community Center Roof Replacement and Exterior Repairs Richlands, North Carolina	Town of Richlands Richlands, North Carolina	\$40	2018
047 050	PRIME	26 Renovation and Restoration of Historic Riggs Residence New Bern, North Carolina	Jim & Cindy Polo New Bern, North Carolina	\$1,200	2017
072 086, 034	PRIME	27 Marine Corps Base Camp Lejeune Major Interior/Exterior Repairs, Building 523 Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$4,430	2017
072 086, 034	PRIME	28 Marine Corps Base Camp Lejeune Major Interior/Exterior Repairs, Building 527 Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$4,430	2017
113 066, 034	PRIME	29 Marine Corps Base Camp Lejeune Renovation & Reconfiguration, Building 901 Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$2,000	2017
088 086, 034	PRIME	30 Marine Corps Base Camp Lejeune Indoor Fitness Center Repairs, Building 500 Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$2,000	2017
088 086	PRIME	31 Marine Corps Base Camp Lejeune Roof Repairs Building BB2 Gymnasium Jacksonville, North Carolina	US Government Marine Corps Base Camp Lejeune Jacksonville, North Carolina	\$2,500	2017
048 086	PRIME	32 Marine Corps Air Station Cherry Point Replace Roof Naval Health Clinic Cherry Point, North Carolina	US Government Marine Corps Air Station Cherry Point Cherry Point, North Carolina	\$2,760	2017
003	PRIME	33 Coastal Carolina Community College HOS Greenhouse Addition Jacksonville, North Carolina	Coastal Carolina Community College Jacksonville, North Carolina	\$525	2017
006 086	PRIME	34 Robins Air Force Base Air Terminal 127 Renovation and Addition Warner Robins, Georgia	US Government Robins Air Force Base Warner Robins, Georgia	\$1,250	2017

Signature:

*Beth Walker*

Typed Name and Title:

Beth Boxley Walker, AIA President

Date:

February 14, 2022

PAGE 4 of 4

