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## MEETING AGENDA

**APRIL 19, 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) Statements of Economic Interest 2022 Filings  | <i>Cindy Ensley</i>          |
| III.  | Consent Agenda ( <i>motion</i> )  | <i>Whit Whitley</i>          |
|       | (1) Approve Board of Trustees Meeting Minutes (March 15, 2022)  |                              |
| IV.   | Workforce Development   | <i>Ray Staats, President</i> |
|       | (1) Spring WFD Update   |                              |
|       | (2) WFD Accountability/Credibility Class Visitation Report ( <i>motion</i> )<br>(Fall, Spring, Summer 2021) |                              |
| V.    | Facilities 5-Year (2023-2027) Plan ( <i>info</i> )  | <i>Jim Millard, VP</i>       |
| VI.   | County Budget Proposal FY 2022-23 ( <i>motion</i> )   | <i>Ray Staats</i>            |
| VII.  | Old Business  | <i>Whit Whitley</i>          |
|       | (1) Ratification of JKF Architectural Design Selection for<br>Barbering Project ( <i>motion</i> )           | <i>Ray Staats</i>            |
|       | (2) Approve Revised Student Fee Chart ( <i>motion</i> )   | <i>Jim Millard</i>           |
| VIII. | New Business  | <i>Whit Whitley</i>          |
|       | (1) Receive Financial Audit Results FY21 ( <i>info</i> )  | <i>Jim Millard</i>           |
|       | (2) Receive NC Retirement Contribution-Based Benefit Cap Report ( <i>info</i> )                             | <i>Jim Millard</i>           |
|       | (3) Receive Purchasing & Contracts Compliance Review Results ( <i>info</i> )                                | <i>Jim Millard</i>           |
|       | (4) SASCOC 5 <sup>TH</sup> Year Report Update ( <i>info</i> )   | <i>Kathleen Gallman, VP</i>  |

- |     |  |                       |
|-----|--|-----------------------|
| IX. | Reports  |                       |
|     | (1) President  | <i>Ray Staats</i>     |
|     | (2) Chair  | <i>Whit Whitley</i>   |
|     | (3) Attorney   | <i>Jamie Norment</i>  |
|     | (4) Student Trustee  | <i>Cash Collins</i>   |
|     | (5) Foundation Board President                             | <i>David McFadyen</i> |
| X.  | Closed Session – Personnel Matters {G.S. 143-318.11(a)(6)} | <i>Whit Whitley</i>   |
| XI. | Adjournment  | <i>Whit Whitley</i>   |

CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING MINUTES  
MARCH 15, 2022

The Craven Community College Board of Trustees met on Tuesday, March 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. Kevin Roberts, Mr. Bill Taylor, Mr. Tabari Wallace, Mr. Whit Whitley, and Ms. Brenda Wilson

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

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

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

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

Agenda Review and Adoption

Board Chair Whitley reviewed the agenda (attached). Trustee Patrick motioned to accept the agenda as presented; Trustee Wilson 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 Patrick motioned to accept the minutes (attached) of the February 15, 2022 meeting as presented; Trustee Mitchell seconded the motion and the motion was unanimously approved.

Student Services Update

*Spring Enrollment:* For informational purposes, Vice President Gery Boucher shared the spring enrollment numbers (attached) that show an increase in head count and FTE over spring 2021.

*Student Services Report:* Vice President Boucher highlighted updates in Admissions, Financial Aid, and Outreach (attached). He also shared the recent success of Careers on Wheels at Craven CC, a partnership with Craven County Schools, to show fifth grade students a variety of potential careers.

Strategic Plan: Goal 1 Progress Report

For informational purposes, Dr. Staats shared the final progress report for Goal One of the College's Strategic Plan: Teaching and Learning (attached). He also noted the Board will begin work on developing the next 5-year plan for 2023-2028 during the Board Retreat in June 2022.

Old Business

None reported

New Business

*Assign Board of Trustees Self-Evaluation:* Executive Assistant Ensley highlighted the timeline for completion of the evaluation and distributed the evaluation packages. Board Chair Whitley announced that results will be discussed at the annual Board Retreat in June 2022.

*Approve Student Fee Chart for FY 2022-23:* Vice President Millard shared the fee chart noting the revisions in red (attached). Dr. Staats noted the 22% increase in aviation flight fees based on significant fuel price increases from D2 Flight Academy (formally known as Tradewind Flight Services).



Trustee Mitchell motioned to approve the fee chart as presented; Trustee Wilson seconded the motion and the motion was unanimously approved.

*NC Program Compliance Review Results FY 2021-22:* President Staats shared the NCCCS Compliance Examiner report, which identified no findings from the fiscal year 2021-22 compliance review. The report included a routine coaching letter with one suggested improvement (reports attached).

*Architectural Design Bid for Windows and Doors Project:* Vice President Millard presented two bids for the architectural design of the Windows and Doors project (attached). After review of the bids, the College Review Committee recommended JKF Architecture based on prior experience and completion of jobs within budget. Trustee Roberts motioned to approve JKF Architecture as recommended; Trustee Mitchell seconded the motion and the motion was unanimously approved.

*Architectural Design Bid Delegation of Authority for Kelso Hall Barbering Renovation:* President Staats noted the design bid process for the Kelso Hall Barbering Renovation will close shortly after the March board meeting. This could delay the bid approval until the June board meeting unless a special-called meeting is scheduled. President Staats requested the Board delegate authority to Board Chair Whitley, Trustee Bill Taylor and him to approve a firm for the architectural design of the Kelso Hall Barbering Renovation project. Trustee Mitchell motioned to grant delegation of authority as requested; Trustee Davis seconded the motion and the motion was unanimously approved.

*Construction Bid Delegation of Authority for Windows and Doors Project and Kelso Hall Barbering Renovation:* President Staats explained the process and timing associated with construction bids, once architectural designs are approved. In order to move forward as quickly as possible with the construction bids for the Windows and Doors project and the Kelso Hall Barbering Renovation project, President Staats requested the Board delegate authority to Board Chair Whitley, Trustee Bill Taylor and him to approve construction bids, should the timeline interfere with scheduled board meetings and potentially cause a delay in commencing the prospective projects. Trustee Patrick motioned to grant delegation of authority, if needed,

as requested; Trustee Wallace seconded the motion and the motion was unanimously approved.

#### Reports

*President:* Utilizing funds from the Faculty Recruitment and Retention Allocation for FY 2021-22, President Staats announced the College provided “pay equity” salary increases for Tier 1A/1B discipline faculty members and provide “market-based” salary adjustments to enhance retention. Additionally, existing funds were used to pay “pay equity” increases for Tier 2 discipline faculty. Several 9-month faculty were converted to 12-month faculty, increasing capacity to offer additional classes during the summer semester. President Staats shared demographics from the 2022 Presidents and K-12 Superintendents Conference he recently attended. He also highlighted the upcoming Community Fabric Awards Luncheon on April 26, the selection of staff and faculty emeriti, and a newly created College seal (attached).

*Chair:* No report.

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

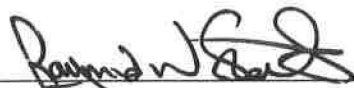
#### Adjournment

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  
April 19, 2022



Raymond W. Staats, Secretary  
April 19, 2022



# WORKFORCE DEVELOPMENT REPORT

April 2022





# Workforce Development Report

## *Updates – Volt Center*

- **Kitchen**

- Renovation in progress
- Completion date – July 2022
- Courses begin - August 2022



# Workforce Development Report

## *Updates – Volt Center*

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- **B/S/H/ Equipment Donation**
  - 3 Forklifts (pictured)
  - **Supports**
    - 56-Hour Forklift Operator class
    - 8-Hour OSHA Powered Industrial Trucks course
    - Premier Forklift Training Center in Eastern North Carolina



# Workforce Development Report

## *Updates – Volt Center*

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- **Tours**
  - **2022 ECU Annual Purple and Gold Bus Tour - March 8**
    - Resource, Economic Development, and Engagement (REDE) Team
    - Designed to introduce faculty members to region surrounding ECU
  - **Sampson Community College – March 11**
    - Toured Volt and Havelock Institute of Aeronautical Technology (IAT)
  - **Havelock High School – April 8**
    - 50+ graduating seniors
    - Partnership with local industries, including manufacturing
    - Students will bring resumes and be ready to work following graduation
- **Manufacturing Roundtable – April 2022**
  - 1<sup>st</sup> Electrical Contractors roundtable
  - Partner with local industries to provide qualified entry level employees

# Workforce Development Report

## *Updates*

- **Job Readiness Boot Camp**
  - **March 2022 Session**
    - 14 students registered
    - 10 graduated
    - 8 received jobs
  - **Partner – Urethane Innovators**
    - Employed 2 Boot Camp students
    - Sister company – American Manufacturing – employed 2 Boot Camp students





# Workforce Development Report

## *Updates*

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- **College and Career Readiness (CCR)**
  - **Digital Literacy Skills Project (DLSP)**
    - Received \$25,000 from State Board of Community Colleges
    - Provide digital proficiency classes to underserved populations across Craven County
    - Currently, five (5) classes are offered on and off campus
    - More classes are in the planning stages due to popular demand
    - There is no fee for these classes



# Workforce Development Report

## *Updates*

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- **Havelock**
  - **Biotechnology Certification Program**
    - Partner with NC Biotechnology Center
      - BioWork Curriculum
    - Focused training for transitioning military
    - \$25,000 equipment funding provided by BioNetwork
    - Fall 2022 – projected course start date
  - **FRC East Training**
    - Parts 1, 2, and 3 offerings of Microsoft Office 360
      - Adobe, Excel, PowerPoint, Teams, Word
    - Lean Six Sigma Yellow, Green and Black Belts
      - Logistics and Engineering Departments
    - ISO Auditing Training

# Workforce Development Report

## *Updates*

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- **Outreach**
  - **CTE Expo – Riverfront Convention Center – February 16**
    - Partnership with Craven County Schools and Craven County Economic Development
    - 1,0000+ Craven County 8<sup>th</sup> graders participated
    - Interactive career expo pairing companies with Craven County High Schools and Craven CC to demonstrate career pathways
  - **Career on Wheels – March 8**
    - Partnership with Craven County Schools Career and Technical Education
    - Interactive career fair for 900+ Craven County 5<sup>th</sup> graders

# Workforce Development Report

## *Updates*

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- **Outreach**

- **CommUnity Resource Fair – March 9**

- Partnership with Craven Pamlico ReEntry Council (CPRC) and Religious Community Services (RCS)
    - Focus - Food, Education, Employment, Health Resources, and more
    - Godette Harlowe Community Center, Havelock, NC

- **ENC Regional Church and Community Resiliency Collaborative – March 28**

- Resource Partner – requested to provide trades and educational resources

- **7<sup>th</sup> Annual Craven Works Job Fair & Resource Event – March 29**

- C1A partnership with NCWorks Craven
    - 10am - Open to high school students and military veterans/active duty personnel
    - 11am – Open to the public

# Workforce Development Report

## *Enrollment*

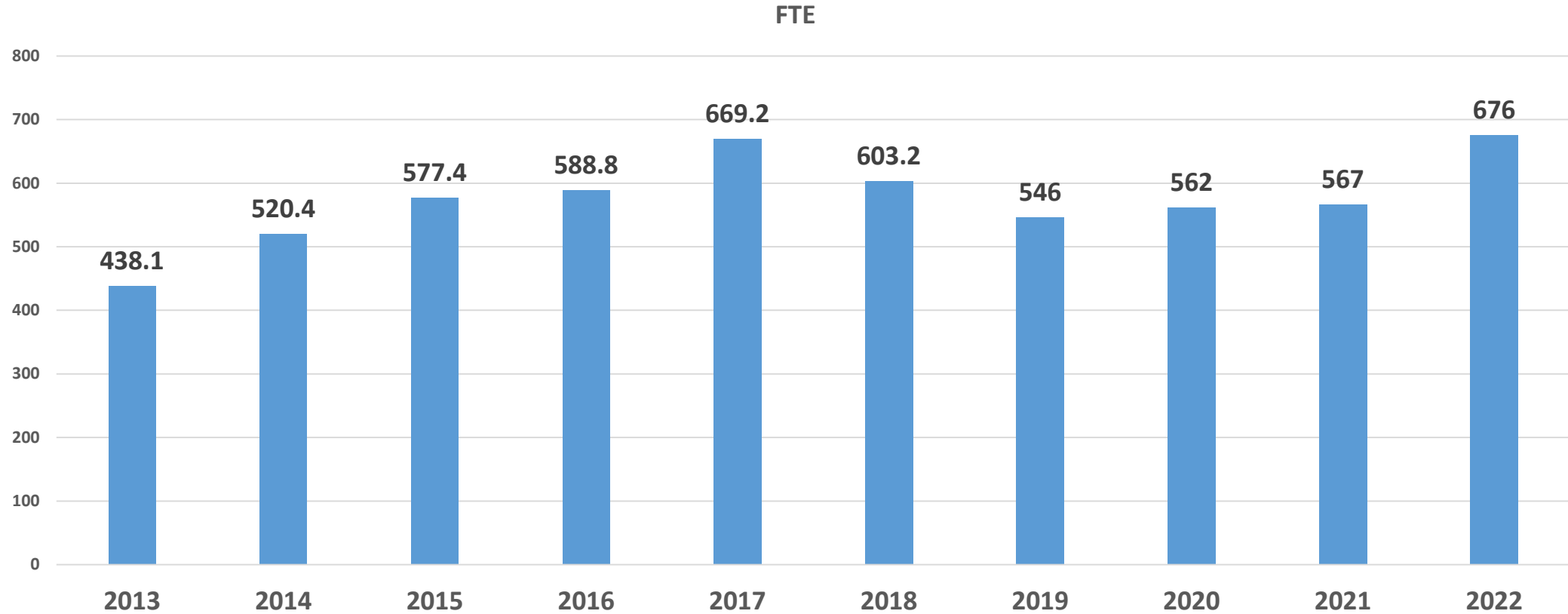
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Year	FTE	Year	FTE
2017	669	2017	41
2018	603	2018	39
2019	546	2019	35
2020	562	2020	21
2021	568	2021	14
2022	676	2022	18

*Data Source: Dean, WFD, 3/29/2022, 2022 is estimated; final 2022 numbers available late May 2022*

# Workforce Development Report

## *FTE 10-Year Trend*



Data Source: Dean, WFD, 3/29/2022, 2022 is estimated; final 2022 numbers available late May 2022





# WORKFORCE DEVELOPMENT REPORT

APRIL 2022



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

CravenCC.edu | 252-638-7200





800 College Court, New Bern, NC 28562  
252-638-7248

305 Cunningham Blvd., Havelock, NC 28532  
252-444-6005

www.cravencc.edu

March 31, 2022

To: Gery Boucher, Vice President for Students

Re: Accountability/Credibility Policy Report for **Spring 2021**

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### **Workforce Continuing Education Class Visitation Plan Report**

In accordance with Craven Community College's Class Visitation Plan, fifty (50) percent of all off-campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited each semester by the instructor's supervisor or a designated representative approved in writing by the senior continuing education administrator. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator or designee will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the summary for **Spring 2021** of class visits made to classes under the responsibility of the Vice President for Students:

Classes meeting <u>off campus</u> criteria	40			
Number visited by supervisor	21	Percentage: 53%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	19	Percentage: 48%	Target: 10%	<b>*Met</b>
 Classes meeting <u>on campus</u> criteria	 116			
Number visited by supervisor	66	Percentage: 57%	Target: 25%	<b>*Met</b>

Submitted by:

A handwritten signature in blue ink, appearing to read "Margaret Chance".

Margaret Chance  
Workforce Development Compliance Manager

cc Cindy Ensley, Executive Assistant to the President & Board of Trustees ✓  
Robin Matthews, Dean of Workforce Development



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March 31, 2022

To: Gery Boucher, Vice President for Students

Re: Accountability/Credibility Policy Report for **Summer 2021**

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### Workforce Continuing Education Class Visitation Plan Report

In accordance with Craven Community College's Class Visitation Plan, fifty (50) percent of all off-campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited each semester by the instructor's supervisor or a designated representative approved in writing by the senior continuing education administrator. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator or designee will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the summary for **Summer 2021** of class visits made to classes under the responsibility of the Vice President for Students:

Classes meeting <u>off campus</u> criteria	29			
Number visited by supervisor	17	Percentage: 59%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	15	Percentage: 52%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	95			
Number visited by supervisor	57	Percentage: 60%	Target: 25%	<b>*Met</b>

Submitted by:

A handwritten signature in blue ink that reads "Margaret Chance".

Margaret Chance

Workforce Development Compliance Manager

cc Cindy Ensley, Executive Assistant to the President & Board of Trustees ✓  
Robin Matthews, Dean of Workforce Development





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252-444-6005

www.cravencc.edu

March 31, 2022

To: Gery Boucher, Vice President for Students

Re: Accountability/Credibility Policy Report for **Fall 2021**

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### **Workforce Continuing Education Class Visitation Plan Report**

In accordance with Craven Community College's Class Visitation Plan, fifty (50) percent of all off-campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited each semester by the instructor's supervisor or a designated representative approved in writing by the senior continuing education administrator. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator or designee will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the summary for **Fall 2021** of class visits made to classes under the responsibility of the Vice President for Students:

Classes meeting <u>off campus</u> criteria	44			
Number visited by supervisor	27	Percentage: 61%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	23	Percentage: 52%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	116			
Number visited by supervisor	79	Percentage: 68%	Target: 25%	<b>*Met</b>

Submitted by:

A handwritten signature in blue ink, appearing to read "Margaret Chance", is written over a light blue horizontal line.

Margaret Chance

Workforce Development Compliance Manager

cc Cindy Ensley, Executive Assistant to the President & Board of Trustees ✓  
Robin Matthews, Dean of Workforce Development

**Craven Community College  
Capital Requests 2023-2027**

County Fiscal Year	Facilities Needs	Requested Amount	
<b>2023</b>	BIT Refurbishments (Second Floor Classrooms/Offices/Hallways)	\$	120,000
	Kelso Refurbishments (Cosmetology Classroom)	\$	70,000
	Heat & Air - Damper & Upgrade Global Controls from AX to N4 (Orringer)	\$	73,000
	Roofing Repairs	\$	46,000
	Parking Lot/Road Repairs (NB-7, H-3, H-5)	\$	43,000
	Redd, IAT, Library, Restrooms Refurbishments (H)	\$	33,000
	Ward Hall Refurbishments (Welding Classroom)	\$	45,000
	Heat & Air - Upgrade Global Controllers from AX to N4 (Barker,Brock,Ward,Kelso)	\$	70,000
	<b>Total</b>	<b>\$</b>	<b>500,000</b>
<b>2024</b>	Ward Chiller	\$	130,000
	Parking Lot/Road Repairs (NB-8, NB-12,H-8,H-9)	\$	34,000
	Roofing Repairs	\$	45,000
	BIT Refurbishments (First Floor Classrooms/Offices)	\$	105,000
	Barker Air Handler (#1 & #3)	\$	113,000
	Heat & Air - Upgrade Global Controllers from AX to N4 ( BIT,Bosch)	\$	42,000
	Heat & Air - Upgrade Global Controllers from AX to N4 (IAT,Redd,Library)	\$	31,000
	<b>Total</b>	<b>\$</b>	<b>500,000</b>
<b>2025</b>	Bosch Chiller	\$	125,000
	Roofing Repairs	\$	45,000
	Parking Lot/Road Repairs	\$	50,000
	Painting and Grounds	\$	20,000
	Volt Center Refurbishments (Garage/Classroom and Offices)	\$	10,000
	Bosch Refurbishments	\$	100,000
	Under Ground Utilities	\$	150,000
	<b>Total</b>	<b>\$</b>	<b>500,000</b>
<b>2026</b>	BIT Chiller	\$	120,000
	Library Refurbishments (H)	\$	35,000
	Bender Refurbishments (Offices)	\$	35,000
	Brock Refurbishments (Second Floor Offices)	\$	30,000
	Bosch Refurbishments (Restroom x 4)	\$	90,000
	BIT Refurbishments (Restroom x 4)	\$	90,000
	Parking Lot/Road Repairs	\$	50,000
	Roofing Repairs	\$	50,000
	<b>Total</b>	<b>\$</b>	<b>500,000</b>
<b>2027</b>	Roofing Repairs	\$	50,000
	Parking Lot/Road Repairs	\$	50,000
	Brock Elevator Up-Grades	\$	200,000
	Brock Refurbishments (First Floor)	\$	40,000
	BIT Refurbishments (LED Lighting)	\$	50,000
	Redd Refurbishments (LED Lights -H)	\$	20,000
	Bender Refurbishments	\$	90,000
	<b>Total</b>	<b>\$</b>	<b>500,000</b>

Note: Items may change depending on program needs and funding, such as grants.

# Craven County Budget Request – FY23

**Proposed**  
3/28/22

## Operating Allocation

• FY22 Baseline Allocation		\$ 4,101,425
• FY23 Personnel Request		
• Legislative Salary Increases (FY22=2.5%; FY23=2.5%)	+	\$ 74,000
• TSERS Contribution Rate Increase (21.78% to 24.19%)	+	\$ 22,500
• Health Insurance Increase (\$6,326 to \$7,397 each)	+	\$ 27,900
• State \$15/hr Mandate (19 employees w/FY22 avg=\$13.49)	+	\$ 78,300
<b>TOTAL</b>		<b>\$ 4,304,125</b>

FY21 baseline  
plus  
FY22 Personnel  
FY22 Operating

## Capital Allocation

• FY15 Baseline Allocation		\$ 500,000
<b>TOTAL</b>		<b>\$ 500,000</b>

## TOTAL FY23 REQUEST

**\$ 4,804,125**  
(+ \$203K; 4.4%)

**PROPOSED COUNTY BUDGET**  
Fiscal Year: 2022-2023

PURPOSE	OBJECT WITH DESCRIPTION	BUDGET REQUEST 2021-2022	BUDGET INCREASE/ (DECREASE)	BUDGET REQUEST 2022-2023
	511100 President	30,000.00	16,125.00	46,125.00
	518100 Social Security	1,872.00	2,685.00	4,557.00
	518200 Retirement	6,432.00	7,978.00	14,410.00
	518350 Employer Provided Dental/Vision	578.00	20.00	598.00
	532520 Non-Taxable Cell-Phone Reimbursement	0.00	660.00	660.00
	531110 In-State Ground Transporta	1,500.00	(1,500.00)	0.00
<b>110 Executive Management</b>		<b>40,382.00</b>		<b>66,350.00</b>
	518100 Social Security	15,090.00	899.00	15,989.00
	518200 Retirement	44,749.00	-	44,749.00
	518700 Longevity Payments	206,400.00	2,600.00	209,000.00
	519000 Legal Services	50,000.00	34,000.00	84,000.00
	539500 Other Current Expense	2,675.00	-	2,675.00
	541200 Rental of Other Facilities	-	-	-
	545000 Property Insurance	117,582.00	(4,115.00)	113,467.00
	545100 Motor Vehicle Insurance	9,425.00	1,041.00	10,466.00
	545200 Liability Insurance	109,458.00	25,719.00	135,177.00
	545300 Other Insurance	27,236.00	8,917.00	36,153.00
	545400 Bonding Payments	250.00	-	250.00
<b>130 General Administration</b>		<b>582,865.00</b>		<b>651,926.00</b>
	511300 FT Professional Staff	148,392.00	2,112.00	150,504.00
	512000 FT Support Staff	31,500.00	1,608.00	33,108.00
	514000 FT Svc/Maint/Skilled Cr	745,933.00	38,177.00	784,110.00
	514010 PT Svc/Maint/Skilled Cr	179,419.00	90,328.00	269,747.00
	514050 Supvr Svc/Maint/Skilled Cr	34,846.00	3,950.00	38,796.00
	518100 Social Security	91,749.00	2,757.00	94,506.00
	518200 Retirement	219,364.00	14,522.00	233,886.00
	518300 Medical Insurance	180,289.00	27,900.00	208,189.00
	518500 Unemployment Compensation	5,000.00	-	5,000.00
	518700 Longevity Payments	4,193.00	309.00	4,502.00
	519080 Janitorial Services Agreement	72,000.00	-	72,000.00
	519090 Waste Removal	25,944.00	548.00	26,492.00
	519100 Security Service Agreement	95,200.00	(115.00)	95,085.00
	519110 Pest Control Svcs Agreement	3,522.00	(642.00)	2,880.00
	519120 Lawns and Grounds Services	1,000.00	-	1,000.00
	519130 Misc Service Contracts/Other Contracted Serv	12,729.00	3,360.00	16,089.00
	521000 Custodial Supplies	46,666.00	(2,000.00)	44,666.00
	521400 Clothing & Uniforms	12,429.00	(140.00)	12,289.00
	522000 Maintenance Supplies	52,250.00	(1,000.00)	51,250.00
	524000 Repair Supplies	12,899.00	-	12,899.00
	525000 Gasoline	4,931.00	813.00	5,744.00
	525100 Diesel Fuel, Oil, Lubricants, Fluids	500.00	-	500.00
	525500 Other Fuels VOLT	1,500.00	2,092.00	3,592.00
	526000 Office/Other Supplies	33,498.00	(877.00)	32,621.00
	531110 In-State Ground Transporta	2,500.00	(1,500.00)	1,000.00
	531140 In-State Lodging	3,000.00	(2,000.00)	1,000.00
	531150 In-State Meals	1,258.00	(758.00)	500.00
	531500 Registration Fees & Other Employee Training	7,900.00	(5,900.00)	2,000.00
	532200 Telephone & Comm (includes cellular & ISP)	74,400.00	-	74,400.00
	532800 Electronic Services & Software	4,559.00	-	4,559.00
	533100 Heat	14,547.00	(9,959.00)	4,588.00
	533200 Water	21,347.00	-	21,347.00
	533300 Electricity	930,026.00	-	930,026.00
	533400 Garbage/Sewage Disposal	35,713.00	-	35,713.00
	535100 Equipment Repairs	10,000.00	-	10,000.00
	535200 Repair to Facilities	263,614.00	(55,914.00)	207,700.00
	535300 Motor Vehicle Repairs	7,700.00	-	7,700.00
	535400 Maint Agreements	76,040.00	-	76,040.00
	539500 Other Current Expense	1,095.00	-	1,095.00
	543000 Lease/Rental Other Equipment	8,701.00	-	8,701.00
	546100 Memberships & Dues	25.00	-	25.00
<b>610 Plant Operation</b>		<b>3,478,178.00</b>		<b>3,585,849.00</b>
<b>Requested Operational Budget</b>		<b>4,101,425.00</b>		<b>4,304,125.00</b>
<b>Requested Capital Budget</b>		<b>500,000.00</b>		<b>500,000.00</b>
<b>TOTAL COUNTY FUNDS</b>		<b>4,601,425.00</b>		<b>4,804,125.00</b>



# Craven Community College

## Fee Chart

### 2022-2023

Fees for 2022-2023					BOT APPROVED 3/15/22
Course/Area	Current Fee	Change/New	Max Fee	SBCC Reference	Basis
<b>Business Office &amp; Student Services:</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	\$ 0.10				Per day for overdue books
Library Fines	\$ 1.00				Per day for overdue videos
Library Fines	\$ 5.00				Per day for overdue Oculus Quest Virtual Reality headsets
Printing Fee	\$ 0.10				Per page to print from computers for personal use (If it is for educational purposes this is not charged)
Printing Fee	\$ 0.10				Per page for photocopies
Printing Fee (3D)	\$3.00/\$1.00				Printing cost for first hour/Printing cost per hour after first hour up to 8 hours cap
Replacement Fee	\$ 1.00				Replacement library card
Placement Testing Fee for non-students	\$ 5.00				NC-DAP DRE DMA (Transferring to other community colleges)
Summer School Supply Fee	\$ 10.00				
MAT Exam	\$ 90.00				The Miller Analogies Test (MAT) exam will be offered to local residents seeking a Master's Degree; the fee covers the cost of the exam and administrative costs.
NABCEP Testing & Proctoring Fee	\$ 150.00				North American Board of Certified Energy Practitioners (NABCEP) Exam requested by WFD \$125.00 and \$25.00 proctoring fee
Test Proctoring Fee	\$ 25.00				To provide support for proctoring tests for students from other educational institutions unless associated with partnerships with the college
Distance Education Fee	\$ 25.00				Per course in all on-line and hybrid Curriculum courses
<b>Liberal Arts:</b>					
Music - MUS 161, 162, 261, 262	\$ 320.00				Typically one student per course, specialized instruction
MAT - 121, 143, 263, 280, 285	\$ 74.71				Course Material Fee/Access to Software
MAT - 152	\$ 85.39				Course Material Fee/Access to Software
MAT - 171, 271	\$ 112.08				Course Material Fee - One time fee for MAT 171 allows 2 year(s) for students to access Pearson Software which includes electronic book to complete MAT 171, MAT 172; One time fee for MAT 271 allows 2 year(s) for students to access Pearson Software which includes electronic book to complete MAT 271, 272, 273
Science - BIO, CHM & PHY	\$ 30.00				Supply Fee (seated & hybrid classes only)
Science - AST 111	\$ 64.04				Course Material Fee
Science - BIO 163	\$ 96.06				Course Material Fee
Science - PHY 110	\$ 101.40				Course Material Fee
Science - BIO 168, BIO 169, PHY 251, PHY 252	\$ 74.71				Course Material Fee
Science - GEL 111	\$ 85.39				Course Material Fee
Science - BIO 111	\$ 128.09				Course Material Fee - One time fee for BIO 111 allows 2 year(s) for students to access Pearson Software which includes electronic book to complete BIO 111, 112
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)
Associate Deg. Nursing (A.D.N.) 5 Semester Plan- beginning with Fall cohort	\$ 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
Physical Therapist Assistant - PTA 270	\$ 90.00				Course Material Fee
Physical Therapist Assistant - PTA 110	\$ 15.00				Course Material Fee

# Craven Community College

## Fee Chart

### 2022-2023

Course/Area	Current Fee	Change/New	Max Fee	SBCC Reference	Basis
Physical Therapist Assistant - PTA 150	\$ 60.00				Course Material Fee
Practical Nursing (PN)	\$ 625.00				Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management
NUR - 214 - LPN to RN Transition Course	\$ 550.00				Fee for supplemental instruction (testing, e-texts); includes the electronic health record, accreditation module, and clinical management
NUR - 111	\$ 25.00				Fee to cover MyClinical Exchange Service required by Carteret Hospital; service centralizes required documentation and clinical shifts
Nursing Badge Replacement	\$ 15.00				
<b>Career Programs:</b>					
<b>Automotive Lab Fees</b> - 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
<b>Basic Law Enforcement Lab Fees</b>	\$ 65.00				BLET class includes: CJC 100, Supply Fee
<b>Business Program Lab Fees</b> - 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
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 Assc Hospitality	\$ 74.40				Covers book and exam
Avionics Course	\$ 81.40				Student Materials
Aviation Sheet Metal Fabrication - ASMF-7138	\$ 74.40				Supply Fee
Aviation Lab Fees	\$ 126.00				AVI 110, 120, 130, 230, 240, 250, 260 (includes 3 kits & lab consumables)
Aviation Mgmt & Career Pilot - AER 110	\$ 2,880.00				Airline/Commercial/Professional Pilot and Flight Crew; interpret aeronautical charts and apply navigational principles
Aviation Mgmt & Career Pilot - AER 151	\$ 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
Aviation Mgmt & Career Pilot - AER 161	\$ 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
Aviation Mgmt & Career Pilot - AER 171	\$ 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
Aviation Mgmt & Career Pilot - AER 281	\$ 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

# Craven Community College

## Fee Chart

### 2022-2023

Course/Area	Current Fee	Change/New	Max Fee	SBCC Reference	Basis
Aviation Mgmt & Career Pilot - AER 285	\$ 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
Flight Simulator Fee for Non-CCC Pilots	\$ 80.00				Fee for Non-CCC Pilots requesting to substitute flight time for simulator time
Flight Simulator Fee for CCC Pilots	\$ 40.00				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				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				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				
Professional Cooking	\$ 94.40				Supply fee for consumables used in cooking class
Advanced Cardio Life Support (ACLS)	\$ 5.00				
Environmental Safety Diploma Certification 1	\$ 50.00				OSHA Cards and registered mail
Environmental Safety Diploma Certification 2	\$ 50.00				Supply fee for Soil Sampling, Water Quality Analysis, and Site Survey
Fire College Fee	\$ 30.00				T-Shirts & Meals
Forestry/Heavy Equipment Operations	\$ 24.40				Supply fee to cover OSHA Card and CPR Card
Home Beer Brewing Class	\$ 49.40				Supply fee to cover consumables
HRDQ Personal Style Inventory	\$ 20.00				For use in Advanced Manufacturing Tools for Veterans
EPA Refrigerant Certification	\$ 30.00				Supply Fee for ESCO book and on-line exam
Leadership	\$ 40.00				Myers Briggs Type Indicator - Scoring & "Introduction to Type"
Medication Aide	\$ 5.00				Supply Fee
National Assoc. of Emer Medical Technician	\$ 15.00				Pre-Hospital Trauma Life Support & Advanced Medical Life Support
NCCER Construction 1	\$ 94.40				Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 2	\$ 94.40				Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 3	\$ 94.40				Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 4	\$ 94.40				Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Welding Levels 1, 2, & 3	\$ 214.40				Supply Fee per level
NCCER Welding Level 4	\$ 399.40				Supply Fee
Nurse Aid One	\$ 25.00				Supply Fee
Nurse Aid Two	\$ 25.00				Supply Fee
Central Sterile Technician	\$ 50.00				Supply Fee
OBD class (On Board Diagnostic)	\$ 7.50				Supply Fee
30 Hr OSHA Construction card	\$ 15.00				OSHA Cards and certified mail
30 Hr OSHA General Industry card	\$ 15.00				OSHA Cards and certified mail
10 Hr OSHA Construction card	\$ 15.00				OSHA Cards and certified mail
10 Hr OSHA General Industry card	\$ 15.00				OSHA Cards and certified mail
Pharmacy Technician	\$ 10.00				Supply Fee
Phlebotomy	\$ 50.00				Supply Fee
Small Engine Repair	\$ 10.00				Supply Fee
Diesel Engine Course	\$ 99.40				Supply Fee
Diesel Systems Course	\$ 99.40				Supply Fee
Diesel Generator Repair	\$ 99.40				Supply Fee
Marine Diesel	\$ 99.40				Supply Fee

# Craven Community College

## Fee Chart

### 2022-2023

Course/Area	Current Fee	Change/New	Max Fee	SBCC Reference	Basis
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 Lean Six Sigma	\$ 15.00				To be used for assessments, certificates and frames
Sordill Consulting Courses	\$ 15.00				Cost per topic-some courses cover more than one topic/Various
Communication	\$ 15.00				Personal Profile (DiSC)- Paper
	\$ 22.00				Personal Profile (DiSC) - Online
Time Management	\$ 15.00				Time Mastery Profile - Paper
	\$ 22.00				Time Mastery Profile - Online
<b>Workkeys Assessment Tests:</b>					
Applied Mathematics	\$ 14.00				Cost of the exam
Applied Technology	\$ 14.00				Cost of the exam
Graphic Literacy (Was Locating Information)	\$ 14.00				Cost of the exam
Workplace Documents (Was Reading for Info)	\$ 14.00				Cost of the exam
Business Writing	\$ 23.00				Cost of the exam
Workplace Observation	\$ 22.00				Cost of the exam





**Beth A. Wood, CPA**  
State Auditor

STATE OF NORTH CAROLINA  
**Office of the State Auditor**

2 S. Salisbury Street  
20601 Mail Service Center  
Raleigh, NC 27699-0600  
Telephone: (919) 807-7500  
Fax: (919) 807-7647  
<https://www.auditor.nc.gov>

March 21, 2022

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

Dear Dr. Staats:

We have completed our financial statement audit at Craven Community College for the year ended June 30, 2021. In planning and performing our audit, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered Craven Community College's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of Craven Community College's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's basic financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible*: The chance of the future event or events occurring is more than remote but less than likely.
- *Probable*: The future event or events are likely to occur.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. However, material weaknesses may exist that have not been identified. These audit results were discussed with you on February 28, 2022 and will be included in a report for Craven Community College.

Dr. Raymond W. Staats, President  
March 21, 2022  
Page 2

The purpose of this letter, which is an integral part of our audit, is to describe the scope of our testing of internal control over financial reporting, and the results of that testing. Accordingly, this letter is not intended to be and should not be used for any other purpose.

We express our appreciation to you and your staff for the cooperation extended to us during our audit. Please contact me if you have any questions or concerns about the audit.

Sincerely,

BETH A. WOOD, CPA  
STATE AUDITOR

A handwritten signature in cursive script that reads "Jordan D. Chippewa".

Jordan D. Chippewa, CPA  
Financial Audit Director

BAW/JDC

cc: Jim Millard, Vice President of Administration  
Cindy Patterson, Executive Director of Financial Services



# North Carolina

## Total Retirement Plans



*Dale R. Folwell, CPA*  
STATE TREASURER OF NORTH CAROLINA  
DALE R. FOLWELL, CPA

RECEIVED

MAR 10 2022

2/17/2022

President's Office

32505 - CRAVEN COMMUNITY COLLEGE  
ATTN: CHIEF FINANCIAL OFFICER OR BUDGET ADMINISTRATOR  
800 COLLEGE CT  
NEW BERN, NC 28562

Dear 32505 - CRAVEN COMMUNITY COLLEGE:

During the 2014 General Assembly session, contribution-based benefit cap legislation was enacted effective January 1, 2015. This legislation was created to control the practice of "pension spiking," in which a member's compensation substantially increases, resulting in a monthly retirement benefit that is significantly greater than the member and employer contributions would fund. The Contribution-Based Benefit Cap (CBBC) approach was created to protect each system for current and future retirees and to prevent all employers in the Retirement Systems from absorbing the additional liabilities caused by compensation decisions made by other employers. This legislation applies to members who retire on and after January 1, 2015, with an average final compensation of \$100,000 or higher (adjusted annually for inflation), and will directly impact only a small number of those individuals. It requires the member's last employer to pay the additional contribution required to fund the member's benefit in excess of the cap. [G.S. 135-5(a3); 135-4(jj); 128-27(a3); and 128-26(y)]

In order to assist employing agencies with planning and budgeting to comply with the CBBC provisions, we are required to report monthly to each employer a list of those members for whom the employer made a contribution to the Retirement System in the preceding month that are most likely to require an additional employer contribution should they elect to retire in the following 12 months. This letter and the attached report serve as our required monthly notification to your agency under this provision. [G.S. 135-8(f)(2)(f) and G.S. 128-30(g)(2)(b)]

The chief financial officer of your agency is required to provide a copy of the attached report to the chief executive of your agency, as well as to the governing body, including any board which exercises financial oversight. Additionally, the chief financial officer of a public school system is required to provide a copy of the report to the local board of education and notify the board of county commissioners of the county in which the local administrative unit is located that the report was received and how many employees were listed in the report. [G.S. 115C-436(c); 135-8(j); and 128-30(j)]

For the purpose of determining the employees of your agency that are likely to require an additional employer contribution should they elect to retire in the following 12 months, the Retirement System modified the criteria used in the CBBC calculation. This allows for a broad list of potential employees, including those whose compensation average may approach the threshold and attempts to provide your agency with prior notification of a potential cost. The attached report

lists employees of your agency who may be eligible to retire in the next 13 months (at either a reduced or unreduced benefit), whose salary is \$95,000 or greater, and whose estimated monthly retirement benefit exceeds the CBBC based on information in the employee's most recent annual benefits statement. In addition, a lower CBBC Factor (i.e., TSERS is 4.2 and LGERS is 4.4) is applied.

This list is not exhaustive, and members included on this list may or may not exceed the CBBC upon retirement, depending on a number of factors such as the member's average final compensation, the member's age at retirement, and membership service. This is merely a notification of a potential cost that your agency may be required to pay, in the form of a lump-sum payment, due after the member retires.

For those employees hired on or after January 1, 2015, the employer is not required to pay the additional contribution to fund the member's benefit in excess of the Contribution-Based Benefit Cap. The employer has the option to pay all or part of the contribution required in excess of the CBBC; the employee also has the option to pay all or part of the contribution. However, should neither of you choose to pay this additional contribution, the employee's retirement benefit will be capped.

You can calculate the likelihood of whether the retirement benefit of a member listed on the attached report will exceed the CBBC with information available on our website at <https://www.myncretirement.com/employers/employer-training/pension-spiking>.

If you have any questions or need assistance in calculating the likelihood of a potential CBBC liability, please contact us at the address or telephone number listed below.

Sincerely,

Retirement Systems Division  
N.C. Department of State Treasurer

623\_PENSPK



# North Carolina Total Retirement Plans

## North Carolina Department of State Treasurer Retirement Systems Division

3200 Atlantic Ave, Raleigh, NC 27604  
1-877-NCSECURE (1-877-627-3287) toll-free • Fax (919) 855-5800  
[www.myncretirement.com](http://www.myncretirement.com)

*Dale R. Folwell, CPA*  
STATE TREASURER OF NORTH CAROLINA  
DALE R. FOLWELL, CPA



### CONTRIBUTION-BASED BENEFIT CAP REPORT

	Agency	Member ID	Name
Members Hired Before Jan 1, 2015	32505-CRAVEN COMMUNITY COLLEGE	400206	GALLMAN, KATHLEEN
		453433	BOUCHER, GÈRY

\* PLEASE FORWARD TO YOUR CHIEF FINANCIAL OFFICER OR BUDGET ADMINISTRATOR





Purchase & Contract Division  
David O'Neal | State Purchasing Officer

Roy Cooper | Governor  
Pamela B. Cashwell | Secretary

March 31, 2022

Todd Murphrey  
Procurement & Fixed Assets Coordinator  
Craven Community College  
800 College Court  
New Bern, NC 28562

Dear Mr. Murphrey,

The compliance review conducted for Craven Community College has been completed. This was a routine review. A final copy of the compliance review report, including a summary of the observations and recommendations, is attached.

I would like to thank you and the purchasing staff for your cooperation and assistance during the compliance review process. The Division of Purchase & Contract shares the goals of all purchasing personnel to implement the most professional, productive, and efficient purchasing process possible. If I can be of any assistance to you and the purchasing team, please do not hesitate to call me at 984-236-0223 or email me at [mona.lawson@doa.nc.gov](mailto:mona.lawson@doa.nc.gov).

Sincerely,  
*Mona Lawson*

Mona Lawson  
Compliance Officer

cc: Beth Wood, State Auditor  
Charlie Perusse, State Budget Director  
David O'Neal, State Purchasing Officer, Department of Administration  
Grant F. Braley, Director, Procurement & Auxiliary Services, Community College System Office  
Dr. Raymond W. Staats, President, Craven Community College  
Cindy A. Patterson, Executive Director, Financial Services, Craven Community College

Location  
116 West Jones St. | Raleigh, NC 27603  
984-236-0241 T



[ncadmin.nc.gov](http://ncadmin.nc.gov)

Mailing  
1305 Mail Service Center | Raleigh, NC 27699-1305

# **CRAVEN COMMUNITY COLLEGE**

## **Compliance Review**

**March 2022**



*Prepared by:*

**DEPARTMENT OF ADMINISTRATION**

**DIVISION OF PURCHASE AND CONTRACT**

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<sup>2</sup> A finding sheet for each individual finding or grouped similar findings was provided to the agency.



## OBJECTIVES, SCOPE, AND METHODOLOGY

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North Carolina Administrative Code, Title 1, Chapter 5, Section .1605, requires the Division of Purchase and Contract to conduct compliance reviews on purchasing practices at all agencies. The purpose of the compliance review is to determine if an agency is complying with North Carolina's purchasing laws and regulations and whether the agency should continue having the same delegation amount, have it reduced, or increased (See Appendix A for Administrative Code).

The compliance review objectives are to:

1. Determine that Craven Community College's purchasing staff understands and adheres to North Carolina General Statute Article 3 of Chapter 143 and Administrative Code Title 1, Chapter 5, Section.1605.
2. Determine that Craven Community College's internal policies, procedures, and processes accurately reflect the applicable requirements of North Carolina General Statutes and the Administrative Code.
3. Exchange ideas of how the State of North Carolina can become more efficient and cost effective.
4. Communicate and offer training opportunities via the Division of Purchase and Contract or in conjunction with professional organizations (i.e., CAGP, NIGP, etc.) to better educate and, in turn, increase productivity of purchasing personnel.
5. Develop a mutually beneficial working relationship between Craven Community College and the Division of Purchase and Contract.

The scope and methodology of this review included<sup>3</sup>:

- Review of the purchasing organization.
- Analysis of current policies, procedures, and processes.
- Review of procurement risk assessment.
- Examination of purchasing transactions.
- Review of direct payments.
- Review of procurement card transactions. (If applicable)

The review of purchasing transactions were for the period July 1, 2020 through June 30, 2021. The Purchase orders were selected from E-Procurement and Direct payments were selected from accounting payment files. P-Card purchases were selected from Works purchase files. The transactions for review include contracts (term, agency specific, service), requisitions, approvals, purchase orders, file documentation, the receiving process, invoices, retention, etc.

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<sup>3</sup> **Disclaimer:** A Compliance Review is limited in scope and will not disclose all exposures in a purchasing practice.

## **FINDINGS AND RECOMMENDATIONS SUMMARY**

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### **Finding 1: Insufficient Documentation to Support SPO Approval of an Emergency Purchase**

Of the 1,778 purchase orders reviewed, (1) was a pressing need or emergency purchase and was not properly documented and submitted to the Division of Purchase and Contract as required.

In accordance with North Carolina General Statutes, § 143-57, and the North Carolina Administrative Code, 01 NCAC 5B.1602, in case of any emergency or pressing need arising from unforeseen causes including but not limited to delay by contractors, delay in transportation, breakdown in machinery, or unanticipated volume of work, the Secretary of Administration shall have power to obtain or authorize obtaining in the open market any necessary supplies, materials, equipment, printing or services for immediate delivery to any department, institution or agency of the State government. A report on the circumstances of such emergency or need and the transactions thereunder shall be made a matter of record promptly, thereafter. If the expenditure exceeds \$10,000, the report shall also be made promptly thereafter to the Division of Purchase and Contract.

**Recommendation:** Craven Community College should solicit competition whenever possible. If competition is not solicited, the reason(s) for the waiver of competition shall be made part of the procurement file. The College is required to submit documentation to the Division of Purchase and Contract for prior approval of an emergency purchase exceeding \$10,000 and must report an emergency or pressing need purchase that exceeds \$10,000 when prior approval is not obtained. Additionally, the College must also obtain prior approval for P-Card transaction limit increases which may be required for an emergency or pressing need purchase.

ADMINISTRATIVE CODE

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**Chapter 5 – PURCHASE AND CONTRACT****.1605 COMPLIANCE REVIEWS**

- (a) The Division of Purchase and Contract shall conduct compliance reviews on purchasing practices at all agencies. The purpose of the compliance review shall be for determining if an agency is complying with North Carolina's purchasing statutes and rules adopted thereunder, and whether it should continue having the same level of delegation, have it reduced, or if it qualifies for an increase. A copy of the compliance report shall be provided to the agency's executive officer, the State Auditor, the State Budget Officer, the local school administrative unit's Board, any of which are applicable.
- (b) The Division's staff may enter the premises and obtain an agency's purchasing records for the purpose of the compliance review. The agency shall cooperate with the Division's staff, providing them with requested records, adequate office space for conducting the review, and agency purchasing staff for discussion of purchase transactions. The Division shall not unnecessarily require of the agency any more than is needed to complete the review.
- (c) The SPO may lower, or raise if requested, an agency's (excluding the universities) general delegation, if the results of a compliance review by the compliance staff of the Division merit such action as determined by the SPO. The SPO may lower the delegation to any level, including the complete removal of the delegation, depending on the nature of any violations found. The SPO shall report to the University's Board of Governors the results of any compliance review conducted at any of the universities, and shall provide to them the SPO's recommendation, based on those results, on what that university's benchmark should be.
- (d) The SPO shall provide to each agency, upon request, the Division's assistance in educational training for the agency's staff, to better acquaint them with the purchasing statutes and rules.

History Note: Authority G.S. §143-54;  
Eff. April 1, 1999.

## AGENCY RESPONSE



Purchasing Office  
800 College Court  
New Bern, NC 28562  
252 638 7263  
murphret@cravenc.edu  
www.cravenc.edu

March 24, 2022

State of North Carolina  
Department of Administration  
Division of Purchase & Contract  
Attn: Ms. Mona Lawson  
1305 Main Service Center  
Raleigh, NC 27699-1305

Dear Ms. Lawson,

I would like to thank you for the compliance review that you recently conducted here at Craven Community College. These reviews are very beneficial and are much appreciated. This letter is to serve as our agency's response to the compliance review.

There was one finding of "not seeking competition for purchases over \$5,000" or documenting the file to justify a waiver of competition. This purchase was for parts and labor to upgrade an existing elevator that was in dire need of repairs. As this purchase was related to possible life safety and ADA issues, a waiver of competition should have been sought from the State Purchasing Officer and documented in the purchase file, as well as obtaining a quote on one of the State's approved solicitation forms.

Going forward, we will be more diligent in making sure competition is solicited as required per 01 NCAC 5B.0301(2) or to follow the waiver of competition requirements as documented per 01 NCAC 5B.1401 and reported to the State Purchasing Officer per NCGS 143-53(a)(5). In the future, we will ensure the guidance provided during the review is adhered to in accordance with the State of North Carolina's solicitation forms per 01 NCAC 5B.1402.

Please let me know if you have any questions or concerns regarding this response. I can be reached by phone at (252) 638-7263 or by email at murphret@cravenc.edu.

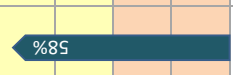

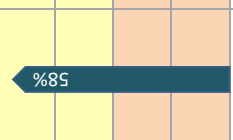



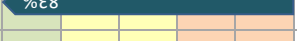
Sincerely,

A handwritten signature in dark ink, appearing to read "Todd Murphrey".

Todd Murphrey  
Procurement & Fixed Assets Coordinator

# SACSCOC Fifth Year Report: Action Log

ID	Standard	Status							Progress Notes	Forecast
		Collect	Artifacts	Draft 1	Revisions	Draft 2	Final Edit	Review		
5.4	Qualified administrative/academic officers								Editing in progress; preparing to send to IEC	<b>ACTION REQ'D</b> - Dean of IT does not possess the min. qualifications outlined in job description. This is the most cited standard for non-compliance for 5th Year report submissions.
CR 6.1	Full-time faculty								Preparing 2nd draft; narrative rewrite to include information regarding changes to policy regarding faculty overload management.	Compliant
6.2.b.	Program faculty								Editing in progress; preparing to send to IEC	Compliant
6.2.c.	Program coordination								Preparing 2nd draft; narrative rewrite with recent changes to program coordination structure (organization charts).	Compliant
CR 8.1	Student Achievement								Preparing 2nd draft.	Likely Compliance - Graduate employment outcomes is a difficult measure to assess due to low response rate to surveys. IE is evaluated alternative methods to put into practice to improve this assessment moving forward.
8.2.a.	Student outcomes: educational programs								Preparing 2nd draft; progress stalled with the late collection of 2020-21 PLOs due to extended vacancies of ED/IE position.	Likely Compliance - turnover in the IE/ED position has led to multiple methods of collections with inconsistent follow-through.
CR 9.1	Program Content								Preparing 2nd draft.	Compliant
CR 9.2	Program length								Preparing 2nd draft.	Compliant
10.2	Public information								Editing in progress; preparing to send to IEC	Compliant
10.3	Archived information								Editing in progress; preparing to send to IEC	Compliant
10.5	Admissions policies and practices								Editing in progress; preparing to send to IEC	Compliant
10.6	Distance and correspondence education								Preparing 2nd draft; Progress was stalled with the departure of the Dean of IT. Artifacts needed include written policy on distance student identity verification and inclusion of language relating to additional costs incurred for verification of identity at the time of enrollment (IE is actively working to incorporate this information into College self-service utilizing the "notes" feature).	Compliant
10.7	Policies for awarding credit								Preparing 2nd draft; Credit for prior learning must be finalized before work can resume on this standard. Specifically, awaiting a written internal policy which is in progress.	Compliant
10.9	Cooperative academic arrangements								Editing in progress; preparing to send to IEC	Compliant
CR 12.1	Student support services								Preparing 2nd draft	Compliant

12.4	Student complaints	 58%	Preparing 2nd draft; in process of collecting of recent artifacts demonstrating policies and procedures are followed.	Compliant	Likely Compliance - Disclosure limitations impact the breadth of artifacts available for including in the report.
13.6	Federal and state responsibilities	 83%	Editing in progress; preparing to send to IEC Editing Committee for review.	Compliant	
13.7	Physical resources	 58%	Preparing 2nd draft; Progress was stalled with the departure of the Dean of IT. Will meet with the Dean of IT to receive additional information regarding technological infrastructure.	Compliant	
13.8	Institutional environment	 83%	Editing in progress; preparing to send to IEC Editing Committee for review.	Compliant	
14.1	Publication of accreditation status	 83%	Editing in progress; preparing to send to IEC Editing Committee for review.	Compliant	
14.3	Comprehensive institutional reviews	 50%	Preparing 2nd draft	Compliant	
14.4	Representation to other agencies	 83%	Editing in progress; preparing to send to IEC Editing Committee for review.	Compliant	

## **Student Government Association**

### **Board of Trustees Report 04/19/22**

#### **Executive Board:**

President: Cash Collins

Vice President: Vacant

Secretary: Jossel Gonzalez Garcia

Treasurer: Katie Houser

Parliamentarian: Erin Phifer

Public Information Officer: Vacant

#### **Senators:**

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

- February 3<sup>rd</sup> was our PantherFest Spring Resource Fair. Students came together to learn about many different clubs, organizations, and resources on and off campus. There were also games and food provided by SGA.
- On February 3<sup>rd</sup> Campus Life and the American Red Cross hosted a Blood Drive in the Naumann Community Room. There were 35 donors, including 8 first time donors.
- March 18<sup>th</sup> was the Founders' Day Ball at Copper Ridge. Dr. Staats delivered a speech about the history of the College and everyone enjoyed a nice meal and an evening of dancing. Around 85 guests attended the event.

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

- April 8-9<sup>th</sup>, Craven Community College Hurst Ambassadors assisted the Foundation at the Neuse River Bridge Run.
- April 26<sup>th</sup> the SGA and the Hurst Student Ambassadors will be helping at the Community Fabric Awards (CFA).
- In May, SGA and the Academic Support Center will co-host "Cram Jam" in Ward Hall to help our students study for exams that will take place later in the week. Academic Tutors will be available in the Naumann Community Room. Snacks will be distributed by our Hurst Student Ambassadors to these students during their study session.



# CRAVEN COMMUNITY COLLEGE Foundation

April 2022

## Board of Directors

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

## Foundation Staff

Charles Wethington,  
*Executive Director*  
Jennifer Baer, *Director,*  
*Lifetime Learning Center*  
Christina Bowman, *Foundation*  
*Operations Coordinator*  
M Fernanda Marinkovic,  
*Accounting Assistant*

The Foundation is pleased to announce the recipients of the 12<sup>th</sup> Annual Community Fabric Awards. This year's recipients are Jon Segal for Individual Leadership, BSH Home Appliances Corporation - North America, Andy MacLaren for Business Leadership and Craven Community College's own Greg Singleton for Leadership in Education.

This year's Community Fabric Awards will be held at the New Bern Convention Center on Tuesday, April 26<sup>th</sup> at Noon. We are excited to be back in person for this event. Individual tickets are available for purchase for those wishing to attend.

As of April 5<sup>th</sup>, The Community Campaign was at \$84,797, which is an increase of \$11,160 over the same period last year. For the same period, the Campus Campaign is at \$41,721, an increase of \$7,687 from last year. The total for the combined campaigns amounts is \$126,518. This represents an \$18,848 increase from last year. When coupled with endowment gifts, the Bate grant and special gifts, the total raised by the Foundation this year is \$486,392, an increase of \$17,875 over the previous "year to date".

For this academic year, the Foundation had over \$400,000 available in scholarship funds. We are anticipating increasing this amount in the upcoming year. This will be driven in large part by the ever-increasing base of endowment scholarships. The endowment payout for fiscal year 2023 has been set at \$233,560. This is compared to \$199.913 in fiscal year 2022; an increase of \$33,647.

Events and travel scheduled by the Lifetime Learning Center are slowly returning to pre-pandemic levels. The Foundation is a participating organization in the Neuse River Bridge Run. This is scheduled to be a "live" event this year. We are anticipating approximately \$6,000 from this year's event.

**[www.CravenCC.edu](http://www.CravenCC.edu)**

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

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

The Foundation has a strong financial standing and continues to show growth in both income and scholarships awarded. It is anticipated that this trend will continue in the next fiscal year.

A handwritten signature in black ink, appearing to read 'David McFadyen', written in a cursive style.

David McFadyen, President  
Craven Community College Foundation



The outer ring of the seal is inscribed with the institution's name, "Craven Community College," on the top and motto, "Educatio Porta In Futurum Est.," (Education is the Portal to the Future) on the bottom.

The torch of knowledge floats at the top, with bands of light emanating from the flame, depicting the intellectual illumination conferred by higher education. The torch represents educational attainment as a precursor to opportunity and the lifelong endeavor of learning.

The shield in the center is quartered. The mortarboard on the upper left quadrant represents the College's academic degrees, certificate, and diploma programs. Depicted in the lower right quadrant are three gears, representing the College's workforce development and continuing education programs. The gears are arranged in a connected staircase pattern, showing the progressive and ladder nature of workforce education.

The shield rests on a scroll inscribed with the year the College was initially chartered by the North Carolina state legislature.

Below the shield are three stars that allude to the College's special relationship with Marine Corps Air Station – Cherry Point as its "home College." The individual stars represent the principal College locations; the New Bern main campus, the Havelock – Cherry Point campus, and the Volt Center in downtown New Bern.

The shield is surrounded and supported by two griffins facing each other, reflecting a principal heraldic symbol appearing on the seal of Craven County, the College's designated service area, thereby representing the communities supported and served by the College.

The current College seal was approved by the President in March 2022.

## *Resolution of the Board of Trustees of Craven Community College*

*Whereas:* Dr. Raymond W. Staats has been President of Craven Community College since July 2015; and

*Whereas:* Each year, the Board of Trustees of Craven Community College reviews the performance of the President through an evaluation instrument; and

*Whereas:* At the conclusion of the current evaluation process, the Board of Trustees of Craven Community College stated they recognize the exemplary performance of Dr. Raymond W. Staats during the past year; and

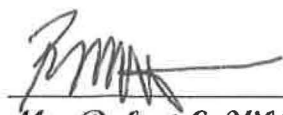
*Whereas:* In recognition of his exemplary performance, the Board of Trustees of Craven Community College does hereby commend Dr. Staats for his leadership and passion, dedication to the College, visibility and involvement in the community and outreach to all of his constituents, including the Board of Trustees;

*Now, Therefore, Be It Resolved That:*

The Board of Trustees of Craven Community College express their profound appreciation to Dr. Raymond W. Staats and wish him to continue as President of the College; and

*Now, Therefore, Be It Further Resolved That:*

This action to be a part of the minutes of the April 19, 2022 meeting of the Craven Community College Board of Trustees.



*Mr. Robert E. Whitley, Jr.*  
*Chair, Board of Trustees*



*Dr. Erwin Patrick*  
*Vice Chair, Board of Trustees*