



REVISED MEETING AGENDA

AUGUST 16, 2022

1:30 pm (estimated time; following Board Retreat)– 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) New Appointments | <i>Amber Smith</i> |
| | A. Pam Holder (Board of Education, 2022-26) | |
| | a. Letter of Appointment | |
| | b. Statement of Economic Interest Evaluation | |
| | c. Oath of Office | |
| | B. Augustus Willis (Craven County Board of Commissioners, 2022-26) | |
| | a. Letter of Appointment | |
| | b. Statement of Economic Interest Evaluation | |
| | c. Oath of Office | |
| | (3) Reappointment and Oath of Office | <i>Amber Smith</i> |
| | A. Bill Taylor (Governor, 2022-26) | |
| | (4) Introduction of new Foundation President | <i>Ray Staats</i> |
| | (5) Agenda Review and Adoption (<i>motion</i>) | <i>Whit Whitley</i> |
| | (6) Conflict of Interest Declaration | <i>Whit Whitley</i> |
| | (7) Public Comment | <i>Whit Whitley</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Whit Whitley</i> |
| | (1) Approve Board of Trustees Meeting Minutes (June 14, 2022) | |
| IV. | Instructional Update (<i>info</i>) | <i>Kathleen Gallman, VP</i> |
| | (1) Curriculum Report | |
| | (2) Spring Program Review | |
| V. | Financial Reports 4 th Quarter FY 2021-22 (Apr-Jun) | <i>Jim Millard, VP</i> |
| | (1) Financial Report (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| VI. | Personnel Report 4 th Quarter FY 2021-22 (Apr-Jun) (<i>info</i>) | <i>Jim Millard</i> |

- | | | |
|-------|--|----------------------|
| VII. | Facilities Usage Report 4 th Quarter FY 2021-22 (Apr-Jun) <i>(info)</i> | <i>Jim Millard</i> |
| VIII. | Old Business | <i>Whit Whitley</i> |
| | (1) Approve New Board Policies from June Review <i>(motion)</i> | <i>Ray Staats</i> |
| | A. BP 2.36 Personal Observance Leave | |
| | (2) Review County Budget for FY 2022-23 <i>(info)</i> | <i>Ray Staats</i> |
| | (3) Receive Officer Nominating Committee Report <i>(info)</i> | <i>Whit Whitley</i> |
| IX. | New Business | <i>Whit Whitley</i> |
| | (1) Election of Officers <i>(motion)</i> | <i>Whit Whitley</i> |
| | (2) Review BP 3.7 Student Records & Privacy Rights <i>(info)</i> | <i>Ray Staats</i> |
| | (3) Approve PRE Foundation Board Members <i>(motion)</i> | <i>Ray Staats</i> |
| X. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Chair | <i>Whit Whitley</i> |
| | (3) Attorney | <i>Jamie Norment</i> |
| | (4) Foundation President | <i>Anne Schout</i> |
| XI. | Transfer of the Gavel (as required) | <i>Whit Whitley</i> |
| XII. | Adjournment | <i>Chair</i> |

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

August 16, 2022

Dr. Jim Davis

Ms. Pam Holder

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

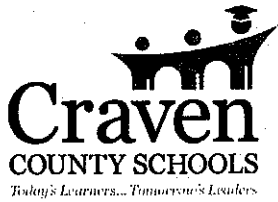
Mr. Whit Whitley

Mr. Augustus Willis

Ms. Anne Schout, 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?



Board of Education

FRANCES H. BOOMER, *Chairman* • NAOMI E. CLARK, *Vice Chairman*
VICTOR J. DOVE • CARROLL G. IPOCK, II • BRENT D. MANNING • KELLI S. MUSE • KIMBERLY R. SMITH
DR. WENDY A. MILLER, *Superintendent*

May 18, 2022

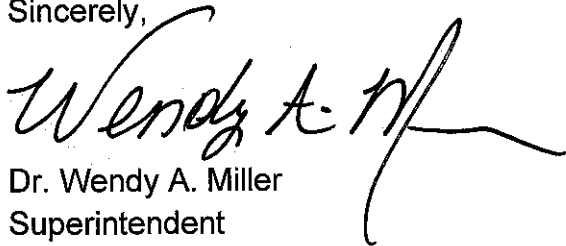
Dr. Raymond Staats
800 College Court
New Bern, NC 28562

Dear Dr. Staats:

During the Craven County Board of Education work session on May 17, 2022, the Board agreed and acted to appoint Ms. Pam Holder to serve on the Board of Trustees of Craven Community College, effective July 1, 2022 – June 30, 2026.

I am pleased to inform you of the action taken by the Board. Please let us know if you need additional information related to this appointment.

Sincerely,



Dr. Wendy A. Miller
Superintendent



STATE ETHICS COMMISSION

POST OFFICE BOX 27685

RALEIGH, NC 27611

PHONE: 919-814-3600

July 20, 2022

Mrs. Frances Boomer, Board Chair
Craven County Schools Board of Education
6410 Carolina Beach Road
Wilmington, NC 28412

Via Email

**Re: Evaluation of Statement of Economic Interest - Pamela S. Holder
Member - Craven Community College Board of Trustees**

Dear Madam Chair:

Our office has received a 2022 Statement of Economic Interest from **Ms. Pam Holder** as a member of **Craven Community College Board of Trustees** ("the Board"). We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act").

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove themselves from proceedings in which their impartiality might reasonably be questioned due to

Mrs. Frances Boomer, Chair
July 20, 2022
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a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Ms. Holder is an At Large member of the Board of Trustees. She is the Sales Manager for Havelock Tourist & Event Center, a city-owned visitor center and venue. Because Havelock Tourist and Event Center may seek to do business with Craven Community College, Ms. Holder has the potential for a conflict of interest. Accordingly, she should exercise appropriate caution in the performance of her public duties should the Havelock Center come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

A handwritten signature in blue ink that reads "Susanne L. Sing". The signature is written in a cursive style with a large initial 'S'.

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Ms. Pam Holder
Ms. Amber Smith, Ethics Liaison

Attachment: Ethics Education Guide



OATH OF OFFICE
BOARD OF TRUSTEES

I, Pamela S. Holder, do solemnly swear that I will support the Constitution of the United States.

I, Pamela S. Holder, do solemnly swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, Pamela S. Holder, do solemnly swear that I will well and truly execute the duties of my office as a member of the Board of Trustees of Craven Community College according to the best of my skill and ability, according to law, so help me, God.

A handwritten signature in cursive script that reads "Pamela S. Holder". The signature is written in black ink and is positioned above a horizontal line.

Pamela S. Holder

Sworn to and subscribed before me, this the 16th day of August, 2022.

A handwritten signature in cursive script that reads "Amber L. Smith". The signature is written in black ink and is positioned above a horizontal line.

Amber L. Smith, Notary

Jones County, North Carolina



Board of Commissioners
Jason R. Jones, Chairman
Denny Bucher, Vice Chairman
George S. Limer
Thomas F. Mark
Theron L. McCabe
Ettienne "E.T." Mitchell
Beatrice R. Smith



Administration Building
406 Craven Street
New Bern, NC 28560
Fax 252-637-0526
manager@cravencountync.gov

RECEIVED

MAY 26 2022

President's Office

Administrative Staff
Jack B. Veit, III, County Manager
Gene Hodges, Assistant County Manager
Nan E. Holton, Clerk to the Board
Amber M. Parker, Human Resources Director
Craig Warren, Finance Director

Commissioners 252-636-6601
Manager 252-636-6600
Finance 252-636-6603
Human Resources 252-636-6602

May 20, 2022

Mr. Augustus D. Willis, IV
424 Craven St.
New Bern, NC 28560

Dear Mr. Willis:

The Craven County Board of Commissioners, while meeting in regular session on Monday May 16, 2022 voted to appoint you to serve on the Craven Community College Board of Trustees. The next few years will continue to be a period of rapid growth and exciting challenges. Your community pride and commitment to your fellow citizens will undoubtedly be an asset to Craven County.

By a copy of this letter, I am asking Dr. Raymond Staats to contact you with the necessary information concerning the Board's meeting times. On behalf of the entire Board of Commissioners, I would like to thank you for your willingness to serve.

Sincerely,

Handwritten signature of Jason R. Jones.

Jason R. Jones, Chairman
Craven County Board of Commissioners

JRJ:ajj

cc: Dr. Raymond Staats



STATE ETHICS COMMISSION

POST OFFICE BOX 27685

RALEIGH, NC 27611

PHONE: 919-814-3600

July 20, 2022

The Honorable Jason R. Jones, Board Chair
Craven County Board of Commissioners
406 Craven Street
New Bern, NC 28560

Via Email

**Re: Evaluation of Statement of Economic Interest - Augustus Drewry Willis, IV
Member - Craven Community College Board of Trustees**

Dear Mister Chair:

Our office has received a 2022 Statement of Economic Interest from **Mr. Augustus Willis** as a member of **Craven Community College Board of Trustees** ("the Board"). We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act").

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove themselves from proceedings in which their impartiality might reasonably be questioned due to

The Honorable Jason R. Jones, Chair
July 20, 2022
p.2

a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Mr. Willis is an At Large member of the Board of Trustees. He is the assistant district attorney for Carteret, Craven, and Pamlico counties. His spouse is the chief operating officer of Coastal Carolina Health Care. Because Coastal Carolina Health Care may seek to do business with Craven Community College, Mr. Willis has the potential of a conflict of interest. Accordingly, he should exercise appropriate caution in the performance of his public duties should Coastal Carolina Health Care system come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,

A handwritten signature in blue ink that reads "Susanne L. Sing". The signature is written in a cursive, flowing style.

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: The Honorable Augustus Willis, Esq.
Ms. Amber Smith, Ethics Liaison

Attachment: Ethics Education Guide




OATH OF OFFICE
BOARD OF TRUSTEES


I, Augustus D. Willis IV, do solemnly swear that I will support the Constitution of the United States.

I, Augustus D. Willis IV, do solemnly swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, Augustus D. Willis IV, do solemnly swear that I will well and truly execute the duties of my office as a member of the Board of Trustees of Craven Community College according to the best of my skill and ability, according to law, so help me, God.


Augustus D. Willis IV

Sworn to and subscribed before me, this the 16th day of August, 2022.



Amber L. Smith, Notary
Jones County, North Carolina



RECEIVED

JUL 05 2022

President's Office



STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR

ROY COOPER
GOVERNOR

July 1, 2022

Mr. William W. Taylor
504 Lilliput Drive
New Bern, North Carolina 28562

Dear Bill:

I am pleased to reappoint you to serve as a member of the Craven Community College Board of Trustees. Pursuant to N.C. Gen. Stat. § 115D-12, your reappointment is effective immediately. Your term will expire on July 30, 2026.

Your board or commission is covered by the State Ethics Act. As a result, please remember that you must participate in ethics training every two years, and you are required to file a Statement of Economic Interest by April 15 of each year.

Thank you for continuing to serve the people of North Carolina. I am grateful that you are willing to give your time and talents to move North Carolina forward.

Please read the enclosed instructions carefully so that we may complete the reappointment process. If you have any questions, contact the Office of Boards and Commissions at (919) 814-2077.

With kind regards, I am

Very truly yours,

A handwritten signature in blue ink that reads "Roy Cooper".

Roy Cooper

cc: Dr. Raymond Staats




OATH OF OFFICE
BOARD OF TRUSTEES

I, William W. Taylor, do solemnly swear that I will support the Constitution of the United States.

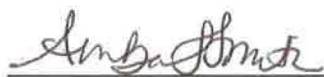
I, William W. Taylor, do solemnly swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, William W. Taylor, do solemnly swear that I will well and truly execute the duties of my office as a member of the Board of Trustees of Craven Community College according to the best of my skill and ability, according to law, so help me, God.



William W. Taylor

Sworn to and subscribed before me, this the 16th day of August, 2022.



Amber L. Smith, Notary
Jones County, North Carolina



CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
JUNE 14, 2022

The Craven Community College Board of Trustees met on Tuesday, June 14, 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, Dr. Ervin Patrick (5:35), Ms. Sandra Phelps, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Tabari Wallace, Mr. Whit Whitley, and Ms. Brenda Wilson

Voting members absent were: Ms. Jennifer O'Neill

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

Others present were: Dr. Raymond Staats, College President and Board Secretary; Mr. Clifford Parson, Attorney, Ward and Smith; Dr. Kathleen Gallman, Vice President for Instruction; Mr. Jim Millard, Vice President for Administration; Ms. Cindy Ensley, (outgoing) Executive Assistant to the President and Board of Trustees and Ms. Amber Smith, (incoming) Executive Assistant to the President and Board of Trustees

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

Agenda Review and Adoption

Board Chair Whitley reviewed the agenda (attached). Trustee Patrick motioned to accept the agenda as presented; Trustee Taylor 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 April 14, 2022 meeting as presented; Trustee Mitchell seconded the motion and the motion was unanimously approved.

Summer Enrollment

President Staats reported on curriculum and workforce summer enrollment noting that summer curriculum enrollment is at highest level since 2011 (attached). Visiting university and CCP students account for the largest portion of the increase. WFD is tracking at last year's record pace.

Financial Reports

Fiscal Year 2021-22 Quarter Financial Report: VP Jim Millard highlighted the reports for January-March Fiscal Year 2022 (attached). Trustee Patrick motioned to approve the report as presented; Trustee Phelps seconded the motion and the motion was unanimously approved.

Write-Offs and Uncollectable Accounts: VP Millard reviewed collection efforts and included the report (attached.) Trustee Mitchell motioned to approve the report as presented; Trustee Phelps seconded the motion and the motion was unanimously approved.

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

Personnel Report

For informational purposes, VP Millard highlighted the 3rd quarter (January – March) Fiscal Year 2022 Personnel Report (attached).

Facilities Usage Report

The 3rd quarter (January – March) Fiscal Year 2022 Facilities Usage Report was presented for informational purposes (attached).

Strategic Plan Assessment Goal 2 Update

President Staats reviewed the annual assessment for Goal 2-- Student-Centered Experience Assessment (attached). The 2017-2022 strategic plan execution is nearing completion and the 2023-2028 planning cycle will begin later this summer.

Old Business

None

New Business

Approve Foundation Board of Directors Appointments: Board Chair Whitley presented the list of 4 new and 12 reappointed Foundation Board of Director members for approval. Trustee Taylor motioned to approve the list of Foundation Board Directors; Trustee Patrick seconded the motion and the motion was unanimously approved.

Appoint Board Officer Nominating Committee FY 2022-23: Board Chair Whitley appointed Trustees Phelps, Mitchell, and Morris to the committee with Trustee Morris as chair. The committee was tasked to present a recommended slate of officers for fiscal year 2023 that includes a chair, vice chair, and secretary (the College President customarily fills the secretary position). The current chair and vice chair are eligible for re-appointment to another one-year term. The recommended slate of officers will be presented at the August 2022 board meeting.

Approve Seymour Farms Tower Lease for Public Radio East: VP Millard presented the lease renewal for Seymour Farms Tower that PRE has utilized since the 90's. The next renewal of the lease will be in 2036. Trustee Patrick motioned to approve the lease; Trustee Roberts seconded the motion and the motion was unanimously approved.

Receive 2022-23 Board of Trustees Meeting Schedule: The schedule of meetings for fiscal year 2023 was presented by Executive Assistant Ensley, with August 16, 2022 being the next scheduled board meeting (attached).

Receive Board Policy 2.36, Personal Observance Leave: President Staats reviewed the draft Board Policy that will implement NC Governor's Executive Order 262. The policy provides for

eight hours leave annually for received from the Governor's Office on June 6, 2022, which allows a personal day for employees to utilize as a personal observance day (attached). Trustees will review the draft policy, which will be presented for approval at the August 16, 2022 meeting.

Approve Resolution to Implement Executive Order 257 for College Employees: President Staats reviewed Executive Order 257, received from the Governor's Office on May 4, 2022, which allows employees to receive eight hours of leave having received a Covid-19 booster shot. Trustee Phelps motioned to approve the resolution with wording changes allowing the employees the benefit that the Governor is offering; Trustee Roberts seconded the motion and the motion was unanimously approved.

Reports

President:

- President Staats announced the Volt Kitchen Ribbon Cutting scheduled for July 19, 2022 at 9:00 am.
- The proposed "Volt Toolbelt Trust" will allow approximately 300 WFD students from Craven, Pamlico and Jones counties attend Volt programs at no cost.
- ELT will retreat on June 20, 2022 at the History Center from 8am to noon.
- Board Retreat has been rescheduled for August 16, 2022.
- The NC Legislative Short Session meeting is in progress. Budgetary proposals are expected to be announced before the end of June.
- School Security Checks in response to the Uvalde, TX incident have started on all three campuses with the State Highway Patrol, Probation & Parole Officers and DPS showing a more visible presence.
- Negotiations are underway with the County Manager for the College to lease land at the Craven County Industrial Park to utilize as a Public Safety Training Center. The parcel is currently owned by the Firemen's Association, who have agreed to revert the land back to the County for this purpose.

Chair: Chair Whitley recognized David McFadyen's service as Foundation Board President during the last two years and wished him well.

Attorney: Attorney Cliff Parson stated there were no current substantive legal issues to report.

Foundation Board President: Foundation Board President David McFadyen thanked the Board for their support of the Foundation Board during his tenure.

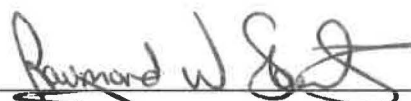
Adjournment

With no further business to be presented, Board Chair Whitley adjourned the meeting at 6:50 pm and thanked everyone for their participation.

Respectfully submitted:



Robert E. Whitley, Jr., Chair
August 16, 2022



Raymond W. Staats, Secretary
August 16, 2022

Instructional Update

Dr. Kathleen Gallman



Spring Program Review Highlights

Workforce Development

- Strengths - Volt Center Expansion; responsive to industry; enhanced partnership with K-12 resulting in approval of CE courses in high schools
- Recommendations – continue efforts to increase DOD SkillBridge offerings; increase program awareness among veterans

Office of the President

- Strengths – strong focus on fiscal management; number of “permanent” employees increased 4.9% from Nov. 2018 to April 2022; development/growth of community relationships; Foundation giving increased 6.2 % in past 4 years
- Recommendations – expand efforts to enhance workplace culture and collaborative environment (e.g. lunch and learns); explore opportunities to increase visibility and interaction of administrators with faculty and staff

Spring Program Review Highlights cont.

Financial Aid

- Strengths – philosophy that no eligible student should be denied access to higher education due to lack of ability to pay; increased partnership with K-12; Self-service implementation
- Recommendations – continue efforts to improve attendance verification; streamline financial aid application process

Library Services

- Strengths – implementation of virtual reality as teaching tool; increased library usage; Young Adult Space
- Recommendations – increase support to Havelock instructional site; implement library advisory committee

Spring Program Review Highlights cont.

Facilities

- Strengths – actively engage with campus community; completion of numerous remodeling/refurbishment projects; commitment to maximizing financial resources (e.g. LED bulbs; Podcast room with in-house technician)
- Recommendations – consider adding staff to support new buildings (e.g. STEM, Volt); expand storage as it's nearing capacity

Southern Association for Colleges and Schools Commission on Colleges: 5th Year Report

- Focused report due September 15, 2022
 - 22 of 75 standards being addressed
 - Currently reviewing 3rd draft; full report will be sent to SACS on September 12th
- Review by SACSCOC committee December 2022
 - No visit by SACS team required
- Accreditation decision Spring 2023
- Next Reaffirmation of Accreditation - 2027

New Health Programs Offerings

Curriculum

- Scholarship loans provided by CarolinaEast Health Systems for 9 employees to obtain Medical Assisting Certification through the College
 - Fall 2022
 - Externship at CarolinaEast; Work 2 years to pay off loan
- Second entry point for Nursing (Associate degree) beginning Spring 2023

WorkForce Development

- Phlebotomy class on site at CarolinaEast Medical Center
- Pharmacy Tech at New Bern High School

Summer Camps

CAMP	GRADE LEVEL	ENROLLMENT
Engineering	Middle School	47
Glazed and Amazed	Middle School	12
Creative Hands	Elementary	10
Jr. Mad Scientist	Elementary	15
STEM	Middle School	16
Total Served		100



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2021-22 Administrative Program Review Snapshot

Program	Strengths	Committee Recommendations
Workforce Development	<ol style="list-style-type: none"> 1. Sustained, positive relationships with local industries 2. Addition of four CE courses GI Bill approved by the VA and three CE courses to the DOD SkillBridge program 3. Expansion of Volt Center 4. Active and committed to pursuing grants and external funding sources to finance program enhancements 5. Enhancement of partnership with Craven County Schools CTE/CCP resulting in the approval of CE courses in area high schools 6. Program yields high economic value to local industry with the persistent shortage of skilled workers 7. Planning renovation in Kelso for a stand-alone barbershop to increase the growth potential for the Barbering and Cosmetology Programs 8. Responsive to industry needs as demonstrated by the increased offering of courses designed to promote soft skills development 	<ul style="list-style-type: none"> - Continue efforts to increase DOD SkillBridge offerings - Continue renovation efforts in Kelso to build a stand-alone Barbershop - Pursue partnerships to add the Bio-Works certification program. - Explore strategies to increase program awareness among veterans - Consideration of an additional FT position in Havelock to facilitate the development and growth of Business and Industry Training Solutions (BITS)
Office of the President	<ol style="list-style-type: none"> 1. Strong focus on fiscal management to include no layoffs or programs cuts despite budget cuts 2. The number of “permanent” college employees has increased 4.9% from November 2018 to April 2022 3. Consistency in governance with the retention of executive leadership 4. Completion of several facilities projects to support teaching and learning 5. Development and growth of community relationships 6. Engagement with local business leaders and non-profit organizations 7. In collaboration with the Foundation office, Foundation giving increased 6.2% in the last four years, resulting in an increase in scholarship awards and the establishment of new endowments 	<ul style="list-style-type: none"> - Continue collaborative efforts to support the Foundation and increase the number of scholarships available and awarded to students - Explore opportunities to increase the President’s visibility and interaction with faculty and staff including a bi-annual or quarterly meeting to discuss college issues and initiatives - Explore opportunities to increase the visibility and interaction of administrators with faculty and staff including participation in professional development - Expansion of efforts to enhance the workplace culture and collaborative environment including the reinstatement of “lunch and learn” sessions to demystify department operations and break institutional silos

Program	Strengths	Committee Recommendations
Financial Aid	<ol style="list-style-type: none"> 1. The financial aid staff is committed to the philosophy that no eligible student should be denied access to higher education because of a lack of financial resources 2. Increased partnerships with local high schools 3. Discontinued using CFI/ School Servicing Center for verification 4. Move to Barker Hall - location beneficial for students and staff 5. Addition of Financial Aid Work-study 6. Utilization of Self-Service for Financial Aid 7. Flexibility and adaptability of staff to adopt alternate methods to meet and communicate with students 	<ul style="list-style-type: none"> - Enhance the technology skills of staff: development of in-house professional development in collaboration with the Center for Teaching and eLearning - Continuation of efforts to improve attendance verification to include collaboration with ILT to better align faculty attendance entry with federal guidelines - Streamline the process for student completion and submission of financial aid forms: explore possibilities with ITS to utilize IA forms
Library Services	<ol style="list-style-type: none"> 1. Increased number of on-line resources/databases 2. Utilization of curriculum mapping to align physical collection 3. Created and sustained VR as a teaching tool 4. Increased number of classroom instructional support services 5. Overall Library usage has increased 6. Creation of Young Adult Space 7. Expansion of internal and external partnerships: African American Heritage Culture & Center, FRC East, Early College, Art courses, PTK, and Oculus Mania with Foundation 	<ul style="list-style-type: none"> - The current Integrated Library System (ILS) program is outdated, produces inaccurate records, and does not meet ADA accessibility standards: explore funding options to purchase a new ILS, Evergreen - Increase support to the Havelock instructional site: continue efforts to amend the MOU agreement with Havelock Public Library to create a better alignment of services and meet accreditation requirements - Difficulties with maintaining library hours while having enough staff to support instruction: consideration given to hiring an additional staff member to support current operational hours and instruction - Increase understanding of all aspects of the College to more accurately connect library services: appointment of Library Director to program review committee - Formation of a Library Advisory Committee to assist with meeting requirements outlined in Library Procedure (BP 4.4) - Handicap door is constantly broken and creates noise for Testing Center: facilities to prioritize fixing/replacing the door

Program	1. Strengths	Committee Recommendations
Facilities	<ol style="list-style-type: none"> 2. Actively engaged with the campus community 3. Adoption of the Help Desk system has improved the service quality and timeliness of Facilities by centralizing the requests 4. Annual service reviews demonstrate increased satisfaction in the cleanliness and maintenance of College buildings and grounds 5. Completion of numerous remodeling and refurbishment projects since the last review 6. Commitment to maximizing financial resources (e.g., use of energy-efficient LED bulbs and construction of the PODcast room with an in-house technician) 	<p>Due to the nature of how Facilities are funded, it is recommended that College leadership pursue conversations with the County to explore funding options to address the following:</p> <ul style="list-style-type: none"> - The addition of new facilities (STEM Center and space at Volt Center) without increasing staff hinders the department’s capabilities to appropriately clean and maintain the facilities and grounds. Needs: FT housekeeper (HV site), 2 PT housekeepers, and 1 technician (HV site) - Equipment is not replaced in accordance with the replacement cycle with many lawnmowers and carpet cleaners being 15 years old. Needs: lawnmowers (NB and HV sites), 5 carpet cleaners, and 1 finishing mower (HV site) - Storage is nearing capacity. Needs: expansion to storage building

**Craven Community College
Institutional Funds Budget
As of June 30, 2022 - 100% of Year**

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	-	-	0%	-	7,861.62
00	130 Title IX/Cleary	28,405.00	13,034.63	15,370.37	46%	317,794.42	330,516.85
01	133 Discretionary	80,256.00	74,013.61	6,242.39	92%	36,066.91	83,284.86
01	134 Unrestricted Overhead Receipts	10,760.00	950.00	9,810.00	9%	8,404.67	58,693.08
01	136 Foundation	317,198.00	223,025.01	94,172.99	70%	308,593.76	468,196.70
01	137 Financial Aid Matching	1,011.00	1,010.69	0.31	100%	972.41	11,057.48
01	221 Applied Music	1,625.00	-	1,625.00	0%	2,647.87	29,228.69
01	227 Extra Curricular Activities	18,188.00	1,556.72	16,631.28	9%	17,098.23	58,286.81
01	250 Curriculum-Self Supporting	20,010.00	116.32	19,893.68	1%	16,968.81	175,857.14
01	312 Fire College	5,554.00	5,553.50	0.50	100%	15.34	6,604.35
01	340 WFD-Self Supporting	434,814.00	299,433.65	135,380.35	69%	288,428.52	549,474.77
01	411 Learning Resource Center	730.00	-	730.00	0%	849.43	27,355.05
01	460 Customized Ind Train Support	6,334.00	479.27	5,854.73	8%	61.86	31,539.89
01	461 Small Business Support Fund	-	-	-	0%	0.25	126.58
01	610 VOLT Center	459.00	-	459.00	0%	174.79	88,151.83
02	131 College Work Study	107,898.00	73,097.34	34,800.66	68%	73,097.34	-
02	134 Restricted Overhead Receipts	43,350.00	30,065.44	13,284.56	69%	347,486.16	510,630.75
02	138 Returned Check Fee Fund	340.00	7.85	332.15	2%	510.04	21,615.77
02	139 CARES Act/NCCF WorkReady	5,425,644.00	2,968,285.84	2,457,358.16	55%	2,968,328.64	6,727.86
02	220 NCSU Engineering	98,665.00	34,753.07	63,911.93	35%	59,427.68	63,689.10
02	227 ENCORE	15,094.00	15,976.87	(882.87)	106%	15,015.12	5,035.95
02	228 Grants -NSF SEAS/Bosch/NCCF	236,080.00	90,138.43	145,941.57	38%	31,709.30	150,198.99
02	291 Specific Fees - Lab/DE/ASC	1,274,641.00	949,351.23	325,289.77	74%	811,701.77	2,025,480.05
02	292 System-Wide Fees-Comp Tech	454,779.00	419,237.35	35,541.65	92%	233,293.80	1,780,106.35
02	293 Patron Fees	37,056.00	31,942.81	5,113.19	86%	30,365.80	286,305.94
02	314 Grants - Workforce Development/BS	63,893.00	60,151.31	3,741.69	94%	57,355.60	1,670.00
02	355 NCDPS Reentry Program	516,293.00	212,287.19	304,005.81	41%	243,760.76	38,094.51
02	370 FTCC NCMB	26,200.00	25,551.08	648.92	98%	10,843.45	(14,707.63)
02	392 System-Wide Fees - WFD Comp	957.00	-	957.00	0%	19.21	9,767.42
02	521 C-Step Grant	12,500.00	11,310.22	1,189.78	90%	10,055.29	-

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	531 Professional Liability Ins	7,929.00	6,932.20	996.80	87%	9,735.96	42,238.92
02	532 Student Insurance	6,456.00	6,452.26	3.74	100%	6,143.03	(244.03)
02	533 Transcript Fees	38,988.00	25,088.19	13,899.81	64%	35,437.56	305,276.01
02	534 TRIO/Title III Grants	472,905.00	340,766.00	132,139.00	72%	341,393.15	(9,924.12)
02	790 Facilities Rental Fund	-	-	-	0%	1,348.96	50,217.90
02	791 Public Radio East	1,028,231.00	923,252.79	104,978.21	90%	1,007,172.90	258,354.01
02	795 Career Fair	-	-	-	0%	1.15	585.71
02	796 Testing Centers	46,453.00	17,984.11	28,468.89	39%	69,059.75	143,086.57
02	797 Public Radio East Foundation	712,434.00	733,169.40	(20,735.40)	103%	708,169.40	118,172.66
02	823 SEOG	148,917.00	148,917.32	(0.32)	100%	148,917.32	-
02	824 Pell	4,200,000.00	4,030,871.79	169,128.21	96%	4,030,871.79	-
02	829 Cares Act	4,640,241.00	4,640,240.58	0.42	100%	4,640,240.58	-
02	830 NCCC Target Asst/LTHT	7,684.00	7,684.00	-	100%	7,684.00	-
02	833 NCCG	165,358.00	165,106.00	252.00	100%	164,856.00	-
02	834 Teacher Assistant Sch Fund	15,486.00	14,836.00	650.00	96%	15,856.00	1,020.00
02	835 State Aid Scholarships	265,693.00	261,197.00	4,496.00	98%	261,197.00	-
02	840 General Scholarships	275,894.00	207,371.38	68,522.62	75%	309,803.76	415,308.41
02	841 Endowment/Other Scholarships	201,413.00	174,217.44	27,195.56	86%	173,967.44	250.00
05	710 Clearwire Distribution	5,395.00	-	5,395.00	0%	5,911.01	39,958.48
05	720 Bookstore	197,918.00	162,360.96	35,557.04	82%	145,879.72	772,989.73
05	730 Food Service	13,958.00	13,958.00	-	100%	25,725.41	16,106.07
05	740 Campus Access	58,453.00	55,177.40	3,275.60	94%	68,519.73	73,831.14
05	770 Student Activity Funds	198,201.00	130,325.98	67,875.02	66%	151,197.26	255,977.74
06	810 J. Wrenn Emergency Loan Fu	1,530.00	(120.91)	1,650.91	-8%	87.60	41,854.38
07	910 Buildings & Grounds	1,142,058.00	742,941.37	399,116.63	65%	831,841.36	2,087,410.53
08	792 Public Radio East Endowment	-	-	-	0%	144.93	73,083.38
08	850 Endowments	199,413.00	172,467.44	26,945.56	86%	(330,214.42)	2,810,093.96
Total		23,289,742.00	18,522,526.13	4,767,215.87	80%	18,721,995.58	14,306,498.21

Name	Student ID #	Term	INTUI Tuition/Registration	CEDOE Contin Ed Occup	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	SUPHS Supply Fee-Health & Services	SUPBI Supply Fee Bus, Ind & Tech	LABFB Lab Fee	LABFC Aviation Fee	SUMFE Summer Supply Fee	EBK4 E Book Fees	EBK3 Ebook Fee	PLIAB Prof Liab Ins	STINS Student Ins	FA Overage	Total	
	XXX3639	2021SP																		651.86	651.86
	XXX5584	2021SP																		705.26	705.26
	XXX7160	2021SP	269.42		7.75	10.63	3.32	23.94	22.16							16.63		0.35	-	354.20	354.20
	XXX8106	2021SP	199.01		7.05	9.67	3.02	131.16	20.14									0.25	452.33	822.63	822.63
	XXX1694	2021SP	127.91		19.64	26.93	8.42		14.01									0.70		197.61	197.61
	XXX8246	2021SP																		1,021.79	1,021.79
	XXX3914	2021SP	184.32		10.61	14.55	4.55		20.21									0.38	259.66	494.28	494.28
	XXX8275	2020SP																		1.00	1.00
	XXX8264	2021SP	185.49		9.49	13.02	4.07		20.34						20.25			0.34		253.00	253.00
	XXX3667	2021SP	777.48		32.55	44.64	13.95		93.00									1.16	69.48	1,032.26	1,032.26
	XXX7028	2021SP	206.11		31.64	43.40	13.56		22.60									1.13	67.53	385.97	385.97
	XXX0798	2021SP	114.00		8.74	12.00	3.74		6.25						18.67			0.32		183.72	183.72
	XXX2343	2020SU																		583.11	583.11
	XXX3057	2021SP	333.69		25.61	35.13	10.98		36.59			7.20						1.03		450.23	450.23
	XXX2719	2021SP																		525.88	525.88
			14,751.37	180.00	736.86	1,036.39	350.16	4,898.23	1,286.13	29.79	74.40	137.86	120.97	10.06	145.68	16.63	5.71	32.39	35,774.19	59,586.82	

Kisha B. Simpson
(Requested by)

Jim Millard
Vice President for Administration

Return of Title IV	\$ 47,212.99
FA Issues/Withdraw Charged 25%	5,596.92
Sponsor Issues	5,841.33
Payment Plan	580.58
WFD	355.00
	<u>\$ 59,586.82</u>

Total Collected this period	\$ 5,310.19
Debt Setoff	28,766.71
Total Fees Paid to collection agency	1,062.05
Net proceeds	<u>\$ 33,014.85</u>

YTD Write Offs July 2021-June 2022	\$ 133,839.51
Prior Year Write Offs July 2020 -June 2021	\$ 16,589.66
120 Days past due	\$ 10,364.89
Percentage of Total Accounts Receivable	14.3964%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	30-Jun	31-Mar	Variance
Local Funds	\$2,664,952.10	\$2,394,100.64	\$270,851.46
Special Funds	<u>\$10,103,304.21</u>	<u>\$9,414,585.87</u>	<u>\$688,718.34</u>
Total	\$12,768,256.31	\$11,808,686.51	\$959,569.80

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

	30-Jun	31-Mar	Variance
STIF Interest Rate:	0.62827%	0.20354%	0.42473%

Craven Community College Personnel Report

April 1, 2022 – June 30, 2022

New Hires	Position Title		Effective	Monthly/Annually
Sarah Pridgen	Admissions Specialist		4/1/22	\$2,917/\$35,004
Jami Hooper	Executive Assistant to the Vice President for Students		4/15/22	\$3,834/\$46,008
Amber Smith	Executive Assistant to the President & Board of Trustees		5/2/22	\$4,917/\$59,004
Nicole Blackwell	Senior Control Room Operator		5/16/22	\$3,250/\$39,000
Megan Gill	Librarian		5/16/22	\$3,844/\$46,128
Sheila Meadows	CDL Instructor		5/16/22	\$4,334/\$52,008
Jessica Arroyo	Administrative Assistant- Technology Services (Part-time Regular)		6/1/22	\$1,885/\$22,620
Ethan Dahart	Testing Proctor		6/15/22	\$2,334/\$28,008
Filiberto Solano	Veterans Affairs Coordinator		6/15/22	\$3,750/\$45,000
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Brittany Ipock	Admissions Specialist- Health Programs (Part-time Regular)	Admissions & Advising Coordinator- Health Programs (Full-time Regular)	4/1/22	\$3,584/\$43,008
Wendy White	Director of Library Services	Director of Library and Testing Services	4/1/22	\$5,289/\$63,468
Jennifer Bumgarner	Executive Director of Academic Support	Director of Educational Partnerships	5/15/22	\$4,917/\$59,004
Jenifer Marquis	Executive Director of Teaching and eLearning	Dean of Teaching and Learning	5/15/22	\$6,917/\$83,004
Kristi Reed	Assistant Director of Teaching and eLearning	Director of CTL and eLearning	5/15/22	\$4,667/\$56,004
Ellen Wilkinson	Senior Administrative Assistant, PRE (Full-time Regular)	Senior Administrative Assistant, PRE (Part-time Regular)	5/16/22	\$1,964/\$23,568
Alexis Mejias	Administrative Assistant- Student Services (Part-time Regular)	Administrative Assistant- Student Records (Full-time Regular)	5/16/22	\$2,334/\$28,008

Resignations/ Terminations/Retirements	Position	Effective	Reason
Esther Smith	Academic Support Specialist- TRIO	4/20/22	Resignation
Stephanie Proctor	Academic Advisor (Part-time Regular)	4/26/22	Resignation
Patricia Hardee	Accounting Assistant (Part-time Regular)	4/28/22	Resignation
Gregory Singleton	Director of Community Workforce Readiness	4/28/22	Resignation
Jami Hooper	Executive Assistant to the Vice President for Students	4/29/22	Resignation
Jeffery Quinn	Veterans Affairs Coordinator	4/30/22	Retirement
Sammy Evans	Welding Faculty	5/14/22	Resignation
Tobin Finizio	Campus Life Coordinator	5/14/22	Resignation
Colin Griffin	ACA Coordinator/English Faculty	5/14/22	Resignation
Meredith Radford	News Reporter – PRE	5/18/22	Resignation
Jeanne Balaoing	Executive Assistant to the Vice President for Students	5/31/22	Retirement
Terri Colon	Early Childhood Faculty	5/31/22	Retirement
Meredith Laskovics	Marketing Specialist	6/9/22	Resignation
Johntee Bryant	Campus Security Officer	6/11/22	Resignation
Sharon King	Student Services Coordinator	6/16/22	Resignation
Cindy Ensley	Executive Assistant to the President & Board of Trustees	6/30/22	Retirement
Tony Noel	Business Account Executive- PRE	6/30/22	Non-Renewal
Cindy Patterson	Executive Director of Financial Services	6/30/22	Retirement
Samantha Spencer	Associate Dean- LAUT	6/30/22	Resignation

Craven CC Facilities Usage Report
 April - June 2022

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Estimated Number of Attendees
Honour Musical	4/8, 4/15, 4/18, 4/20, 4/21, 4/22, 4/23, 4/24, 4/30, 5/1/2022	Non-Profit	Auditorium			250
American Red Cross	4/7/2022	Non-Profit	Naumann			50
NC History Theater	4/21, 4/22, 4/23, 4/24, 4/30, 5/1/2022	Non-Profit	Auditorium			278

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

PERSONAL OBSERVANCE LEAVE

Legal Authority: NCGS 143A-4, 143B-4 (EO 262, 6/6/2022); NCGS 126-4; 1C SBCCC 200.94(a)(20)

Approved: August 16, 2022

Previous Editions: none

PERSONAL OBSERVANCE LEAVE

The College employs a robust and diverse workforce, reflecting the multiple cultural and religious communities within our region. The College provides up to eight hours of fully paid leave to eligible employees for a day of observance to utilize on a day of personal significance, including days of cultural or religious importance.

Eligibility for Personal Observance Leave

Full-time regular administrator, faculty, and staff employees are eligible for one day (up to eight hours) per calendar year.

Part-time (≥ 20 hours per week) regular administrator and staff employees are eligible for one day per calendar year, with the number of hours available being pro-rated based on the number of scheduled hours worked versus full time.

Temporary employees and adjunct faculty/instructors are not eligible for Personal Observance Leave.

Use of Personal Observance Leave

Personal Observance Leave must be used in a single day of scheduled work. Employees may use Personal Observance Leave for any day of personal significance. This includes, but is not limited to, days of cultural or religious importance. The day used for Personal Observance Leave does not have to be a day from the employee’s own religious or cultural background.

Personal Observance Leave may be taken by an employee only upon authorization by the employee’s immediate supervisor. The College, to the greatest extent possible, will allow employees to use the leave at the time requested. However, the supervisor or other manager may require that the Personal Observance Leave be taken at a time other than the one requested, based on the needs of the College.

Supervisors should not require a justification from the employee to utilize the Personal Observance Leave.

Employees may use Personal Observance Leave in conjunction with other types of authorized leave with the exception of sick leave.

Faculty must use Personal Observance Leave on a non-teaching day, such as a faculty workday or other day when not scheduled to teach classes.

Initial and Annual Crediting of Personal Observance Leave

All current employees will be initially credited with Personal Observance Leave on August 19, 2022, based on their employment classification on that date. Subsequent changes in status to or from full-time/part-time status will not affect the amount of leave credited. Leave must be used on or before December 31, 2022. Unused leave is not carried forward and is forfeited.

On January 1 of each year, all current employees will be credited with Personal Observance Leave based on their employment classification as that date. Subsequent changes in status to or from full-time/part-time status during the calendar year will not affect the amount of leave credited. Leave must be used on or before December 31 of that calendar year. Unused leave is not carried forward and is forfeited.

New employees will be initially credited with Personal Observance Leave on their first day of employment based on their employment classification. This initial leave must be used on or before December 31 of that calendar year. Unused leave is not carried forward and is forfeited.

Employees transferring from other institutions that award Personal Observance Leave and those employees previously separated from the College will be credited with Personal Observance Leave on their first day of employment based on their employment classification, provided they have not previously used Personal Observance Leave during the current calendar year. Leave must be used on or before December 31 of that calendar year. Unused leave is not carried forward and is forfeited.

Employees transferring from the College to another eligible institution may transfer Personal Observance Leave, subject to the receiving institution's Policies and limitations, which may preclude such transfer.

Additional Limitations on Personal Observance Leave

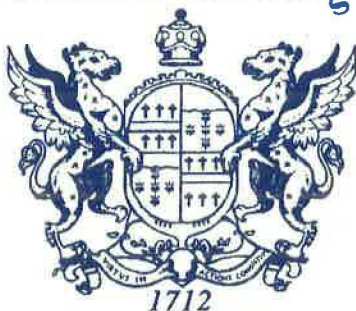
Personal Observance Leave has no cash value and cannot be converted into retirement credit. Employees shall not be paid for unused Personal Observance Leave at separation. This leave shall not be payable upon the death of an employee during College service.

Personal Observance Leave cannot be applied to existing negative leave balances and cannot be donated under the Voluntary Shared Leave Policy.

Personal Observance Leave may not be used for the same purposes as sick leave.

Board of Commissioners
Jason R. Jones, Chairman
Denny Bucher, Vice Chairman
George S. Liner
Thomas F. Mark
Theron L. McCabe
Ettienne "E.T." Mitchell
Beatrice R. Smith

Craven County



RECEIVED

JUL 05 2022

President's Office

Administration Building
406 Craven Street
New Bern, NC 28560
Fax 252-637-0526
manager@cravencountync.gov

Administrative Staff

Jack B. Veit, III, County Manager
Gene Hodges, Assistant County Manager
Nan E. Holton, Clerk to the Board
Amber M. Parker, Human Resources Director
Craig Warren, Finance Director

Commissioners 252-636-6601
Manager 252-636-6600
Finance 252-636-6603
Human Resources 252-636-6602

July 1, 2022

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

Dear Dr. Staats:

On June 20, 2022, the Craven County Board of Commissioners adopted the budget for the Fiscal Year 2022-2023. The following amount has been appropriated for the **Craven Community College**:

Current Expense	\$4,304,125
Capital Outlay	\$500,000
Total	\$4,804,125

The Current Expense and Capital Outlay funds will be distributed to you in twelve (12) equal monthly installments.

If your organization received funds from the County in fiscal year 2022, please submit your financial statements to our Finance Department or directly to Craig A. Warren, Craven County Finance Office, 406 Craven Street, New Bern, NC 28560 by November 30, 2022. If not received by that date, we will hold checks until it is received.

We look forward to working with you in this next fiscal year. If you have any questions regarding this budget appropriation, please me or Craig Warren at 636-6603.

Sincerely

Handwritten signature of Jack B. Veit, III in blue ink.

Jack B. Veit, III.
Craven County Manager

Enclosure

JBV:ajd
xc: Craig A. Warren

STUDENT RECORDS AND PRIVACY RIGHTS

Legal Authority: NCGS 115D-89; NCGS 115D-90; 23 NCAC 3A .0107

Approved: DRAFT – August 3, 2022

Previous Editions: April 19, 2011

STUDENT RECORDS AND PRIVACY RIGHTS

The Board is committed to the protection of the privacy of students and their education records and the College’s compliance with the Family Educational Rights and Privacy Act (“FERPA”). The College is an educational institution within the meaning of FERPA and all education records are private to the student and the College with the exceptions set forth in this Policy and as provided by law. Students shall be granted access to their records and such records shall be open to revision only as allowed by this Policy and College Procedures. The Board authorizes the President to implement those Procedures necessary to implement this Policy in compliance with FERPA requirements. Procedures shall include the following:

1. Right to Inspect and Review. A student shall have the right to inspect, review, or be informed of his or her education records (but only with respect to information about that particular student), except for those portions of the record protected from review by State or federal law.
2. Destruction of Records. The College may periodically destroy education records as required or permitted by applicable law. However, the College will not destroy any education records while there is an outstanding request to inspect and review those records made in accordance with this Policy.
3. Notice of FERPA Rights. The College must annually notify eligible students in attendance of their rights under FERPA. An “eligible student” is a student who is 18 years of age or older or who attends a postsecondary institution at any age.
4. Request for Amendment. The College must allow a student to challenge the content of his or her education record and request an amendment thereto.
5. Right to a Hearing. A student may object to a decision by the College not to make a requested amendment to his or her education records or challenge the content of his or her education records on the grounds that the information contained in the education records is inaccurate, misleading, or in violation of his or her rights of privacy. The student will have the right to a hearing for this purpose, in accordance with the provisions of this Policy and applicable College Procedures.
6. Release of Personally Identifiable Information. No release of personally identifiable information shall be made by the College without a student's prior written consent, unless State or federal law requires such release.

7. Public Notice of Directory Information. The College will give public notice of the types of information it has designated as directory information, the eligible student's right to restrict the disclosure of such information, and the period of time within which an eligible student has to notify the school that he or she does not want any or all of those types of information designated as directory information.
8. Non-Disclosure of Directory Information. The College will honor a student's request to withhold directory information when the student gives written consent with the exception of specific instances as outlined in the FERPA Act.

This Student Records and Privacy Rights policy is applicable to all students regardless of program of study, instructional location or mode of delivery.



MEMORANDUM

To: Dr. Raymond Staats
From: Ben Donnelly
Date: August 3, 2022
Subject: Public Radio East Board Member Nomination

In accordance with the by-laws of the Public Radio East Foundation, I am submitting to you, for approval by the Craven Community College Board of Trustees, the nominations of Darlene J. Brown and Paige Pressly Fuqua for membership on the Public Radio East Foundation Board of Directors.

Darlene Brown lives in Trent Woods and has been a supporter of PRE for years. She is the Executive Director of Craven County Partners in Education.

Paige Pressly Fuqua lives in Greenville. She has also enthusiastically supported and listened to PRE for years. She is a Practice Support Coach with Eastern Area Health Education Center.

Thank you.

Public Radio East Foundation Board of Directors
Nominees for membership

Darlene J. Brown
Executive Director
Craven County Partners In Education

Darlene Brown is the Executive Director of Craven County Partners In Education (PIE), where she provides the strategic direction for the local 501(c)3 nonprofit serving Craven County Schools. She moved to New Bern in 2007 from Macon, Georgia, where she had lived since 1990.

Before working at PIE, Darlene served as Director of Marketing and Communications for the New Bern Area Chamber of Commerce from 2007-2012.

She attended Louisiana State University in Baton Rouge, Louisiana, and Wesleyan College in Macon, Georgia, majoring in Business Marketing. She is a Certified Nonprofit Manager and a coach at the Online Nonprofit Certification Program at Louisiana State University. Darlene is a graduate of Leadership Craven and Leadership Macon and has served on the Coastal Women's Forum, Swiss Bear, and Rotary Club of New Bern board of directors.

A South Louisiana native, Darlene is an "Army brat" and claims that "home is where there are grits on the menu." Darlene, her husband Paul, and Border collie Kinsey live in Trent Woods, North Carolina.

Paige Pressly Fuqua
Practice Support Coach
Eastern Area Health Education Center

Paige Pressly Fuqua lives and works in Greenville, NC. She is a graduate of UNC-Chapel Hill and East Carolina University. Paige works as a Practice Support Coach with Eastern Area Health Education Center. She is the mother of three boys. Tom Wilson recommends her highly. She is very connected in her community and is an avid listener and supporter of Public Radio East.

CRAVEN COMMUNITY COLLEGE Foundation

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a non-profit organization

Federal Tax ID # 59-1718436

August 2022

I am very pleased to report that the Foundation has wrapped up yet another successful year.

As we review the past fiscal year, the Foundation added 5 new endowments that were funded with a combined total of \$121,472, additional contributions to existing endowments totaled \$45,216 for combined endowment contributions of \$166,688.

The Endowment investment Portfolio ended the year at \$2.8 million. This is a decrease of \$506,182 from the same time last year. The decrease was driven by market fluctuations. The Total Fund Balance ended the year at \$3,643,447. This is a decrease of \$344,668 and again is driven largely by the market drop with our investments. The Net Operating Income for the year was \$161,076.

The Foundation transferred \$14,188 to the Campus Fund for future College initiatives and reserved an additional \$25,000 in this account to transfer in the current fiscal year to the newly created Toolbelt Trust. With additional funds from the Foundation, and \$20,278 that was allocated from the Harold H. Bate Foundation, The Toolbelt Trust will start with an initial funding of \$57,278.

The Foundation scholarships paid for FY '22 was \$312,844. For FY '23 the proposed budget is \$467,000. The Financial Aid Office, Business Office and Foundation regularly review the scholarships to assure that we are fully awarding all possible monies available.

The Community Fabric Awards returned to an in-person event at the New Bern Convention Center this year. This event was a huge success, attended by over 450 individuals and business leaders from throughout area. This year's event netted \$50,934.

The Lifetime Learning Center is excited to be back on track with trips and events planned. We are seeing a steady increase in participation as more individuals are more comfortable with attending events and travel.

Despite the market fluctuations in our investment portfolio, the Foundation is in good financial standing and continues to show growth in both operating income and scholarships awarded.



Anne Schout, President
Craven Community College Foundation