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**MEETING AGENDA**  
**DECEMBER 13, 2022**  
**5:30 pm – Ward Board 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>          |
| III.  | Consent Agenda ( <i>motion</i> )   | <i>Whit Whitley</i>          |
|       | (1) Approve Board of Trustees Meeting Minutes (October 18, 2022)                     |                              |
| IV.   | Financial Reports ( <i>info</i> )  | <i>Jim Millard, VP</i>       |
|       | (1) Financial Report 1 <sup>st</sup> Quarter FY 2022-23 (Jul-Sep) ( <i>motion</i> )  |                              |
|       | (2) Write-Offs and Uncollectable Accounts ( <i>motion</i> )                          |                              |
|       | (3) Cash Balances ( <i>Info</i> )  |                              |
| V.    | Personnel Report 1 <sup>st</sup> Quarter FY 2022-23 (Jul-Sep) ( <i>Info</i> )        | <i>Jim Millard</i>           |
| VI.   | Facilities Usage Report 1 <sup>st</sup> Quarter FY 2022-23 (Jul-Sep) ( <i>Info</i> ) | <i>Jim Millard</i>           |
| VII.  | Strategic Plan: Goal 4 Progress Report ( <i>Info</i> )                               | <i>Ray Staats, President</i> |
| VIII. | Old Business   | <i>Whit Whitley</i>          |
|       | (1) Public Safety Training Center lease ( <i>info</i> )                              | <i>Jim Millard</i>           |
| IX.   | New Business   | <i>Whit Whitley</i>          |
| X.    | Reports  |                              |
|       | (1) President  | <i>Ray Staats</i>            |
|       | (2) Board Chair  | <i>Whit Whitley</i>          |
|       | (3) Attorney   | <i>Jamie Norment</i>         |
|       | (4) Student Trustee  | <i>Hannah Benischek</i>      |
| XI.   | Adjournment  | <i>Whit Whitley</i>          |

CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING MINUTES  
OCTOBER 18, 2022

The Craven Community College Board of Trustees met on Tuesday, October 18, 2022 in the Ward Board Room with Board Chair Whit Whitley presiding. The meeting was called to order at 6:00 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Dr. Jim Davis, Ms. Pam Holder, 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 Mr. Gus Willis.

Voting members absent were: Ms. E.T. Mitchell

Ex-Officio members present were: Ms. Anne Schout, CCC Foundation Board President, and Hannah Benischek, 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. Amber Smith, Executive Assistant to the President and Board of Trustees.

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

Agenda Review and Adoption

Board Chair Whitley reviewed the agenda (attached). Trustee Patrick motioned to accept the agenda as presented; Trustee Roberts 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 Davis motioned to accept the minutes (attached) of the September 20, 2022 meeting as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Fall Enrollment

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

Student Services Update

VP Boucher highlighted admissions, counseling, and financial aid (attached). The College continues to work toward attaining additional grants that will benefit students. Craven CC has submitted the annual VA recertification for 2022-2023. VP Boucher highlighted the STEPs4GROWTH project, a renewable energy initiative, that Craven CC will be participating in to develop and implement new curriculum and workforce development programs.

Old Business

None reported.

New Business

*Public Safety Training Lease:* VP Gery Boucher and President Staats presented the proposed 20-year lease with Craven County for a 30.5-acre property located at Executive Parkway, in the Craven County Industrial Park, which will be used for the Public Safety Training Center. Trustee Roberts made a motion to approve the lease with the condition that the highlighted section of the lease is corrected prior to signing; Trustee Davis seconded the motion and the motion was unanimously approved.

*Final Audit Determination-NC, FY 2021:* VP Jim Millard reviewed the Final Audit Determination report received from Governor Cooper's office which revealed no deficiencies for Craven Community College.

Reports

*President's Update:* President Staats updated the Board on the following:

- Status of construction projects
- Volt Center tour with New Bern aldermen and discussion of future expansion plans
- Forthcoming request For Proposal for the Corporate Training Center
- Presented New Craven Community College coins to each Trustee. These coins will also be presented to employees at the Holiday celebration in December.
- Accreditation notification for Practical Nursing and Associate Degree Nursing from National League of Nursing (NLN) Commission for Nursing Education Association.
- Holiday party at Dr. Staats home will be December 2, 2022; Cabinet will arrive at 2:30 pm; Trustees and Foundation Executive Committee will arrive at 4:00 pm.

*Chair:* No report.

*Attorney:* No report.

*Foundation:* Foundation Board President, Anne Schout, briefed the board on the financial status of scholarships and endowments (attached).

#### Closed Session

At 6:45 pm, upon a motion by Trustee Patrick, seconded by Trustee Davis, and with unanimous approval, the Board of Trustees of Craven Community College, pursuant to North Carolina General Statute 143-318.11(a)(3), entered into Closed Session to discuss with Attorney Jamie Norment the ongoing litigation regarding *Arnold Et al. v. Tradewind Flight Services Et al.*

The Board requested that President Staats and Executive Assistant Amber Smith remain in the Closed Session at the pleasure of the Board.

At 7:10 pm, upon a motion by Trustee Taylor seconded by Trustee Davis and unanimous approval, the Closed Session ended and Regular Session resumed. No votes were taken or decisions made during the closed session.

Craven Community College  
Board of Trustees Meeting Minutes  
October 18, 2022  
Page Four

Adjournment

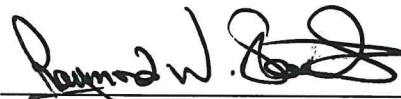
With no further business to be presented, Board Chair Whitley adjourned the meeting at 7:15 pm and thanked everyone for their participation.

Respectfully submitted:



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Robert E. Whitley, Jr., Chair  
December 13, 2022



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Raymond W. Staats, Secretary  
December 13, 2022

Craven Community College  
 State Funds Budget Comparison Report  
 As of September 30, 2022 - 25% of the Year

FY 2022-2023 Budget Comparison as of September 30, 2022 25% of the Year	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
<b>Administrative</b>																
Salaries & Benefits	634,130	160,919	473,211	25%	3,005,339	601,681	2,403,658	20%	3,463,533	834,718	2,628,815	24%	3,443,744	844,310	2,599,434	25%
519 Contracted Services					74,059	43,737	30,322	59%	90,945	17,020	73,925	19%	98,783	-	98,783	0%
523 Instructional Supplies																
525 Motor Vehicle Supplies					357	-	357	0%								
526 Office Supplies	2,844	-	2,844	0%	9,934	874	9,060	9%	16,533	1,233	15,300	7%	9,443	691	8,752	7%
527 Other Supplies	1,718	66	1,652	4%	14,547	650	13,897	4%	24,899	3,179	21,720	13%	12,824	399	12,425	3%
528 Audio-Visual Supplies																
531 Staff Development	13,244	4,693	8,551	35%	20,393	10,745	9,648	53%	31,806	2,202	29,604	7%	39,363	4,109	35,254	10%
532 Comm/Postage/Software					362,699	132,253	230,446	36%	44,624	264	44,360	1%	35,685	20,531	15,154	58%
534 Printing & Binding	275	-	275	0%					2,500	-	2,500	0%	39,927	19,922	20,005	50%
535 Repairs & Maintenance	2,854	-	2,854	0%	247,207	38,184	209,023	15%	42,008	-	42,008	0%	778	778	(0)	100%
536 Freight					102	-	102	0%								
537 Advertising					8,000	-	8,000	0%	6,636	-	6,636	0%	195,613	46,667	148,946	24%
538 Data Processing																
539 Other Current Services	562	-	562	0%	57,155	17,675	39,480	31%	9,700	-	9,700	0%	57,373	5,282	52,091	9%
541 Rental of Property																
543 Lease/Rental Other Equipme					39,000	279	38,721	1%	7,000	-	7,000	0%				
544 Data Processing Software					43,975	-	43,975	0%	9,000	-	9,000	0%				
546 Memberships & Dues	16,222	15,402	820	95%	5,691	1,115	4,576	20%	9,678	8,988	690	93%	1,400	1,036	364	74%
548 NEIT Admin																
55x Equipment					619,337	(6,637)	625,974	-1%					37,100	-	37,100	0%
558 Building																
560 Scholarship																
<b>Total Administrative:</b>	<b>671,849</b>	<b>181,081</b>	<b>490,768</b>	<b>27%</b>	<b>4,507,795</b>	<b>840,555</b>	<b>3,667,240</b>	<b>19%</b>	<b>3,758,862</b>	<b>867,604</b>	<b>2,891,258</b>	<b>23%</b>	<b>3,972,033</b>	<b>943,725</b>	<b>3,028,308</b>	<b>24%</b>
<b>Instructional</b>																
Salaries & Benefits									7,812,575	1,872,275	5,940,300	24%	1,424,813	335,707	1,089,106	24%
519 Contracted Services									3,853	370	3,483	10%	258,393	70,841	187,552	27%
523 Instructional Supplies					264,750	-	264,750	0%	85,491	4,936	80,555	6%	80,106	13,739	66,367	17%
524 Repair Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies																
527 Other Supplies									1,660	845	815	51%	3,662	1,866	1,796	51%
528 Audio-Visual Supplies									32	-	32	0%				
531 Staff Development									78,991	10,655	68,336	13%	8,679	1,955	6,724	23%
532 Comm/Postage/Software									59,274	44,503	14,771	75%	7,426	593	6,833	8%
534 Printing & Binding									700	-	700	0%	180	-	180	0%
535 Repairs & Maintenance									48,903	2,500	46,403	5%	8,825	1,885	6,940	21%
536 Freight																
537 Advertising													697	164	533	24%
539 Other Current Services									7,421	10	7,411	0%	258	6	252	2%
541 Rental of Property													3,050	3,050	-	100%
543 Lease/Rental Other Equipme													705	-	705	0%
544 Data Processing Software									1,400	-	1,400	0%				
545 Insurance													2,322	1,168	1,154	50%
546 Memberships/Accredita & Dues									29,470	5,651	23,819	19%	445	45	400	10%
55x Equipment									81,432	18,560	62,872	23%	101,820	100,740	1,080	99%
556 Books									3,689	3,281	408	89%				
560 Scholarship													108,905	45,484	63,421	42%
<b>Total Instructional:</b>					<b>264,750</b>	<b>-</b>	<b>264,750</b>	<b>0%</b>	<b>8,214,891</b>	<b>1,963,587</b>	<b>6,251,304</b>	<b>24%</b>	<b>2,010,286</b>	<b>577,243</b>	<b>1,433,043</b>	<b>29%</b>
<b>Total Admin &amp; Instructional:</b>	<b>671,849</b>	<b>181,081</b>	<b>490,768</b>	<b>27%</b>	<b>4,772,545</b>	<b>840,555</b>	<b>3,931,990</b>	<b>18%</b>	<b>11,973,753</b>	<b>2,831,191</b>	<b>9,142,562</b>	<b>24%</b>	<b>5,982,319</b>	<b>1,520,968</b>	<b>4,461,351</b>	<b>25%</b>
<b>College Totals</b>	<b>23,400,466</b>	<b>5,373,794</b>	<b>18,026,672</b>	<b>23%</b>												



Craven Community College  
 Institutional Funds Budget Comparison Report  
 As of September 30, 2022 - 25% of the Year

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	-	-	0%	-	7,861.62
00	130 Title IX/Cleary	28,616.00	11,703.00	16,913.00	41%	901.35	320,184.20
01	133 Discretionary	85,741.00	6,487.06	79,253.94	8%	4,479.52	76,257.13
01	134 Unrestricted Overhead Receipts	10,174.00	-	10,174.00	0%	2,774.41	61,513.16
01	136 Foundation	312,980.00	90,400.56	222,579.44	29%	77,351.85	431,132.19
01	137 Financial Aid Matching	1,000.00	627.49	372.51	63%	30.98	10,306.68
01	221 Applied Music	1,625.00	-	1,625.00	0%	1,495.21	30,728.34
01	227 Extra Curricular Activities	18,795.00	18,794.57	0.43	100%	1,379.32	39,503.32
01	250 Curriculum-Self Supporting	20,000.00	-	20,000.00	0%	5,359.67	184,166.14
01	312 Fire College	-	-	-	0%	18.74	6,623.09
01	340 WFD-Self Supporting	692,730.00	354,216.34	338,513.66	51%	89,894.71	354,091.36
01	411 Learning Resource Center	730.00	-	730.00	0%	293.29	27,648.34
01	460 Customized Ind Train Support	6,679.00	-	6,679.00	0%	88.19	31,616.81
01	461 Small Business Support Fund	3,816.00	-	3,816.00	0%	146.12	272.70
01	610 VOLT Center	459.00	-	459.00	0%	250.03	88,401.86
02	131 College Work Study	112,950.00	20,043.98	92,906.02	18%	20,043.98	-
02	134 Restricted Overhead Receipts	79,650.00	9,407.01	70,242.99	12%	12,169.85	515,162.07
02	138 Returned Check Fee Fund	340.00	61.25	278.75	18%	408.12	21,960.41
02	139 CARES Act/NCCF WorkReady	2,432,309.00	440,614.32	1,991,694.68	18%	440,614.32	353.20
02	220 NCSU Engineering	137,238.00	12,303.40	124,934.60	9%	161.05	50,407.48
02	227 ENCORE	15,015.00	396.60	14,618.40	3%	13.84	4,653.19
02	228 Grants -NSF SEAS/Bosch/NCCF	160,888.00	22,369.94	138,518.06	14%	9.44	126,739.93
02	291 Specific Fees - Lab/DE/ASC	1,095,242.00	180,198.09	915,043.91	16%	171,532.21	1,912,585.11
02	292 System-Wide Fees-Comp Tech	577,239.00	45,660.76	531,578.24	8%	82,718.88	1,762,794.68
02	293 Patron Fees	41,748.00	10,078.12	31,669.88	24%	6,379.11	282,606.93
02	314 Grants - Workforce Development/BS	42,000.00	6,258.00	35,742.00	15%	10,500.00	6,944.15
02	355 NCDPS Reentry Program	302,558.00	67,719.94	234,838.06	22%	66,612.80	65,930.63
02	370 FTCC NCMBC	82,200.00	20,279.97	61,920.03	25%	28,286.68	8,006.71
02	392 System-Wide Fees - WFD Comp	957.00	-	957.00	0%	27.49	9,794.28
02	412 Grants -NC A&T STEPs3GROWTH & Bright Ideas	5,448.00	-	5,448.00	0%	-	-
02	521 C-Step Grant	12,500.00	781.60	11,718.40	6%	12,500.00	11,718.40
02	531 Professional Liability Ins	7,929.00	6,655.00	1,274.00	84%	3,853.92	40,938.28
02	532 Student Insurance	6,456.00	0.74	6,455.26	0%	2,061.92	1,997.65
02	533 Transcript Fees	38,988.00	6,347.74	32,640.26	16%	10,178.59	311,323.30
02	534 TRIO/Panther Pantry Grants	389,233.00	89,458.37	299,774.63	23%	88,700.00	1,137.62
02	556 Student Outreach & Advising	4,999.00	-	4,999.00	0%	4,999.00	4,999.00



Craven Community College  
 Institutional Funds Budget Comparison Report  
 As of September 30, 2022 - 25% of the Year

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	790 Facilities Rental Fund	-	-	-	0%	1,896.80	52,114.70
02	791 Public Radio East	987,583.00	253,476.57	734,106.43	26%	146,653.42	149,501.65
02	795 Career Fair	-	-	-	0%	1.66	587.37
02	796 Testing Centers	14,403.00	3,253.96	11,149.04	23%	16,096.19	160,035.80
02	797 Public Radio East Foundation	700,906.00	121,051.14	579,854.86	17%	133,551.14	132,576.00
02	823 SEOG	96,485.00	47,895.00	48,590.00	50%	47,895.00	-
02	824 Pell	4,200,000.00	1,645,671.64	2,554,328.36	39%	1,620,671.64	(25,000.00)
02	829 Cares Act	302,000.00	269,970.66	32,029.34	89%	269,970.66	-
02	830 NCCC Target Asst/LTHT	7,684.00	-	7,684.00	0%	-	-
02	833 NCCG	165,106.00	76,805.00	88,301.00	47%	76,255.00	(550.00)
02	834 Teacher Assistant Sch Fund	16,836.00	3,120.00	13,716.00	19%	2,100.00	-
02	835 State Aid Scholarships	220,012.00	118,236.00	101,776.00	54%	133,061.00	14,825.00
02	840 General Scholarships	342,433.00	103,269.18	239,163.82	30%	111,117.69	422,913.50
02	841 Endowment/Other Scholarships	225,560.00	90,271.13	135,288.87	40%	9,496.00	(80,516.13)
05	710 Clearwire Distribution	5,395.00	-	5,395.00	0%	1,493.79	41,452.27
05	720 Bookstore	134,286.00	12,396.54	121,889.46	9%	42,109.42	755,556.93
05	730 Food Service	17,000.00	-	17,000.00	0%	3,946.07	18,634.38
05	740 Campus Access	74,453.00	24,834.34	49,618.66	33%	23,991.79	76,619.41
05	770 Student Activity Funds	159,346.00	53,893.19	105,452.81	34%	57,369.09	265,135.80
06	810 J. Wrenn Emergency Loan Fu	1,530.00	356.12	1,173.88	23%	125.33	41,690.26
07	910 Buildings & Grounds	2,254,130.00	260,193.54	1,993,936.46	12%	571,223.80	2,398,438.13
08	792 Public Radio East Endowment	-	-	-	0%	207.29	73,290.67
08	850 Endowments	224,060.00	3,996.00	220,064.00	2%	(99,573.84)	2,706,524.12
<b>Total</b>		16,878,440.00	4,509,553.86	12,368,886.14	27%	4,315,893.53	14,014,189.82

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

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

Name	Student ID #	Term	INTUI Tuition/Registration	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	SUPBI Supply Fee Bus, Ind & Tech	LABFB Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	EBK4 E Book Fees	EBK3 Ebook Fee	STINS Student Ins	FA Overage	Total
	XXX1475	2021SU	89.14													1,542.33	1,631.47
	XXX4806	2021SP														511.29	511.29
	XXX4912	2021SP														581.06	581.06
	XXX7840	2020FA	32.00	4.90	6.74	2.11		3.51							0.18	20.32	69.76
	XXX2925	2021SP														9.63	9.63
	XXX2863	2020SP														334.14	334.14
	XXX3956	2021SU														538.22	538.22
	XXX2759	2021SP	167.72	12.87	17.65	5.52	-	18.39							0.46		222.61
	XXX3529	2021SP	637.61	25.24	34.62	10.82	-	72.13							0.90	92.39	873.71
	XXX9327	2020SP														663.47	663.47
	XXX6025	2021SU	541.73	13.86	38.02	11.88	266.51	59.40				23.76			0.99		956.15
	XXX9963	2021SP	218.10	16.74	22.96	7.17		23.91							0.60		289.48
	XXX2590	2021SP														510.21	510.21
	XXX6128	2021FA	57.00			12.00		6.25									75.25
	XXX5046	2021SU	557.23	10.69	29.33	9.16	140.22	61.10				24.44			0.76		832.93
	XXX9194	2020FA					376.71									620.68	997.39
	XXX6758	20219FA														219.52	219.52
	XXX4371	2021FA														650.96	650.96
	XXX7466	2021FA	684.00	35.00	48.00	15.00		50.00							1.20		833.20
	XXX5702	2021FA														720.69	720.69
	XXX0807	2021SP														229.31	229.31
	XXX0592	2021SU														725.00	725.00
	XXX8411	2021SU														570.08	570.08
	XXX9550	2022SP	534.46	35.16	48.22	15.07		75.35							1.20		709.46
	XXX2817	2021FA	214.42	8.23	11.29	3.53	36.39	23.51		2.35					0.28	210.40	510.40
	XXX8223	2020FA														1,137.30	1,137.30
	XXX7419	2021FA														1,621.70	1,621.70
	XXX5574	2021SP														275.76	275.76
	XXX7525	2021FA														671.00	671.00
	XXX8714	2022SP														1,189.08	1,189.08
	XXX7230	2022SP	228.00														228.00
	XXX6949	2022SP														695.80	695.80
	XXX7301	2022SP	449.66	20.71	28.40	8.87	-	59.17					39.48		0.71		607.00
	XXX6313	2021FA					54.77									868.52	923.29
	XXX2729	2022SP														641.38	641.38
	XXX2874	2022SP														395.25	395.25
	XXX1734	2021SP														1,136.51	1,136.51
	XXX7131	2021FA	226.00	14.87	20.39	6.37		31.86							0.51	12.14	312.14
	XXX3458	2021FA	640.28	19.66	26.96	8.42		56.16					41.96		0.68	752.19	1,546.31
	XXX0090	2021FA	327.25	11.58	15.90	4.97	335.55	24.84		9.94			24.31		0.40	1,019.35	1,774.09
	XXX8795	2022SP	584.62	35.00	48.00	15.00	335.27	25.00							1.20	188.53	1,232.62
	XXX2466	2022SP	-	-	4.29	-	-	100.00					74.71		1.20	1,584.09	1,764.29
	XXX4396	2022SP	11.29	-				1.24								31.74	44.27
	XXX0630	2021FA					258.22									581.22	839.44
	XXX7931	2021SU	311.20	8.96	24.57	7.68	-	25.59		15.36			37.57		0.64		431.57
	XXX7169	2021FA														960.08	960.08
	XXX4552	2022SP														776.97	776.97
	XXX3204	2021FA														1,679.69	1,679.69
	XXX8573	2022SP	174.66	70.00	96.00	30.00	1,241.74	100.00						74.71	2.40	94.35	1,883.86
	XXX4262	2021FA	751.14	24.71	33.89	10.59	-			21.18			79.13		0.85	-	921.49
	XXX8126	2022SP	28.40	96.00	-	544.41		75.00							2.40	145.39	891.60
	XXX2732	2021SU	367.54	14.10	38.69	12.09	275.31	40.30				16.12			1.01		765.16
	XXX0141	2022SP														565.29	565.29
	XXX8367	2021SP	146.57	9.71	13.32	41.16		15.60							0.34	176.80	403.50
	XXX1380	2021FA	187.51	9.59	13.16	4.11	56.52	20.56		8.22					0.33	276.89	576.89
	XXX9933	2021FA	666.43	25.58	35.08	10.96	-	73.07							0.88	216.11	1,028.11
	XXX2648	2020FA														1,086.41	1,086.41
	XXX9770	2021SP														549.57	549.57
	XXX5624	2021SU														947.62	947.62
	XXX3183	2021SU	123.90	9.51	26.08	8.15	-	13.59				5.43			0.68		187.34
	XXX0095	2020SU														384.32	384.32
	XXX6430	2020FA	557.66	24.40	33.46	10.46	219.86	69.70							0.87		916.41
	XXX1784	2020SU														113.76	113.76
	XXX8003	2020SU														450.43	450.43
	XXX3327	2021FA														570.79	570.79
	XXX2457	2020FA														281.99	281.99



**CRAVEN COMMUNITY COLLEGE  
REPORT OF CASH BALANCES**

<b>STIF Account:</b>	<b>30-Sep</b>	<b>30-Jun</b>	<b>Variance</b>
<b>Local Funds</b>	\$2,310,730.36	\$2,664,952.10	-\$354,221.74
<b>Special Funds</b>	<u>\$8,887,553.98</u>	<u>\$10,103,304.21</u>	<u>-\$1,215,750.23</u>
<b>Total</b>	\$11,198,284.34	\$12,768,256.31	-\$1,569,971.97

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

	<b>30-Sep</b>	<b>30-Jun</b>	<b>Variance</b>
<b>STIF Interest Rate:</b>	1.32250%	0.62827%	0.69423%

**Craven Community College Personnel Report**  
**July 1, 2022 – September 30, 2022**

<b>New Hires</b>	<b>Position Title</b>		<b>Effective</b>	<b>Monthly/Annually</b>
Zebrina Kurnik	Administrative Assistant- Student Services (Part-time Regular)		7/1/22	\$1,835/\$22,020
Emily Howard	Campus Life Coordinator		7/5/22	\$3,334/\$40,008
Joann DeLeo	Administrative Assistant- Workforce Development		7/18/22	\$2,600/\$31,200
Brandon Williams	Administrative Assistant- Institutional Effectiveness (Part-time Regular)		7/18/22	\$1,885/\$22,620
Rebecca Lawton	Campus Security Officer (Part-time Regular)		8/1/22	\$1,962/\$23,544
Teressa VanSickle	Center for Teaching & Learning Coordinator		8/1/22	\$3,750/\$45,000
Lindsey Able	TRIO Success Coordinator		8/9/22	\$3,455/\$38,005
Meghan Margarum	Workforce Development Coordinator I- Volt Center		8/15/22	\$3,750/\$45,000
Jennifer Jones	Student Services Coordinator (Part-time Regular)		8/15/22	\$2,514/\$30,168
Zaneta Padilla	Multimedia Services Coordinator		8/15/22	\$3,750/\$45,000
Alexander Block	CNC Machinist, Faculty (12 Month)		8/16/22	\$4,667/\$56,004
Edgar Cisneros	Welding, Faculty (9 Month)		8/16/22	\$5,334/\$48,006
Joe Dorley	Automotive Systems Technology, Faculty (9 Month)		8/16/22	\$5,223/\$47,007
Maria Eid	Early Childhood, Faculty (9 Month)		8/16/22	\$5,223/\$47,007
Robin Gibson-Brown	Biology, Faculty (Havelock Campus) (9 Month)		8/16/22	\$6,000/\$54,000
Vincent Bryant	Accounting Assistant- Accounts Receivable		9/1/22	\$2,959/\$35,508
Tina Cliffe	Adult Enrichment Program Coordinator (Part-time Regular)		9/1/22	\$2,514/\$30,168
Hannah Partsch	Senior Administrative Assistant- Facilities		9/1/22	\$2,917/\$35,004
Phyllis Smith	Student Services Coordinator- Havelock		9/1/22	\$3,750/\$45,000
Sydney Toler	Administrative Assistant- Career Programs (Part-time Regular)		9/1/22	\$1,885/\$22,620
Annette Weston-Riggs	News Reporter- Public Radio East		9/1/22	\$3,167/\$38,004
Kaye Banks	Accounting Assistant- Purchasing		9/15/22	\$3,084/\$37,008
Bobby Jackson	Accounting Assistant- Collections/Travel		9/15/22	\$3,167/\$38,004
Tangye Middleton	Workforce Development Coordinator II		9/15/22	\$4,250/\$51,000
<b>Reassignments/ Promotions</b>	<b>From</b>	<b>To</b>	<b>Effective</b>	<b>Monthly/Annually</b>
Carlton Banks	Accounting Assistant- Purchasing	Contracts Coordinator	7/1/22	\$3,584/\$43,008
Kimberly Banks	Senior Administrative Assistant- Facilities	Executive Assistant to the Vice President for Students	7/1/22	\$3,834/\$46,008
Angela Wilson-Ward	Re-Entry Coordinator	Director, Craven-Pamlico Re-Entry Program	7/1/22	\$4,334/\$52,008
Jeffery Geibel	Campus Security Officer (Part-time Regular)	Campus Security Officer (Full-time Regular)	7/13/22	\$2,859/\$34,308
Ashley Lee	Re-Entry Job Placement Specialist	Re-Entry Coordinator	7/15/22	\$3,417/\$41,004
Bianca Partsch	Accounting Assistant- Accounts Receivable	Executive Assistant to the Vice President for Administration	7/15/22	\$3,834/\$46,008
Jared Brumbaugh	News Coordinator- Public Radio East	Assistant General Manager- Public Radio East	8/15/22	\$4,584/\$55,008
Christine Sachs	Controller	Executive Director of Financial Services	8/15/22	\$6,750/\$81,000
Colleen Wincentsen	Director of Medical Office Administration (Part-time Regular)	Director of Medical Office Administration (Full-time Regular)	8/15/22	\$4,584/\$55,008
Jennifer Erlitz	Accountant- Budget & Operations	Controller	9/1/22	\$4,542/\$54,504
Rose Sexton	Administrative Assistant/ Switchboard Operator	Senior Administrative Assistant- Instruction	9/1/22	\$3,334/\$40,008

Kristin White	Accounting Assistant- Collections	Accountant- Budget & Operations	9/1/22	\$3,667/\$44,004
Zebrina Kurnik	Administrative Assistant- Student Services (Part-time Regular)	Administrative Assistant/Switchboard Operator (Full-time Regular)	9/1/22	\$2,667/\$32,004
Christina Bowman	Foundation Operations Coordinator	Assistant Director, Foundation	9/1/22	\$3,709/\$44,508
Betty Hatcher	Dean of Liberal Arts & University Transfer	Associate Vice President for Instruction	9/1/22	\$8,209/\$98,508
Zomar Peter	Dean of Student Services	Associate Vice President for Students	9/1/22	\$7,667/\$92,004
Annette Weston-Riggs	News Reporter- Public Radio East	News Coordinator- Public Radio East	9/15/22	\$3,417/\$41,004
Lindsey Able	TRIO Success Coordinator	Director, TRIO Student Support Services	9/15/22	\$4,500/\$54,000
Dewitt King	Administrative Assistant- Workforce Development	Senior Administrative Assistant- Workforce Development	9/15/22	\$2,914/\$34,968

<b>Resignations/ Terminations/Retirement</b>	<b>Position</b>	<b>Effective</b>	<b>Reason</b>
Effierie Johnson	Administrative Assistant- Workforce Development	7/31/22	Retirement
Mikel Laird	Military Advisor/NTC Proctor (Part-time Regular)	8/19/22	Resignation
Sandra Hunter	Director, TRIO Student Support Services	8/26/22	Resignation
Penny Cleland	Executive Assistant to the Vice President for Administration	8/31/22	Retirement
Breth Powers	Development Coordinator- Public Radio East	8/31/22	Retirement
Ellen Wilkinson	Senior Administrative Assistant- Public Radio East (Part-time Regular)	8/31/22	Resignation
Rebecca Lawton	Campus Security Officer (Part-time Regular)	9/7/22	Resignation
Sabrina Reels	Senior Administrative Assistant- Workforce Development	9/16/22	Resignation

**Craven Community College Facilities Usage Report  
July 1, 2022 - September 30, 2022**

**EXTERNAL USERS OF FACILITIES**

<b>Name of Organization</b>	<b>Date(s) of Use</b>	<b>Type of Organization</b>	<b>Facility</b>	<b>Fees</b>	<b>Date Fees Received</b>	<b>Estimated Number of Attendees</b>
Division of Coastal Management	8/25/2022	Gov	AMC 102	\$0.00		35
Craven Concerts	9/22/2022	Profit	Orringer	\$300.00	8/29/2022	0
Craven Concerts	9/23/2022	Profit	Orringer	\$500.00	8/29/2022	50

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



# Strategic Plan 2017-22

Community Service & Engagement Assessment: Fourth Quarter 2022





# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

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### ENGAGE COLLEGE ALUMNI

#### Narrative:

- Alumni Association Committee
  - Alumni planning committee formed
  - Include Alumni interest on the new graduation application

# Strategic Plan 2017-22 Assessment

## Community Service & Engagement

### INCREASE DONOR BREADTH AND LONG TERM COMMITMENT

#### Major Financial Gifts

- Harold H. Bate Foundation (\$120K)
- David Hurst (\$10K)
- BSH Home Appliances (\$25K)
- Gene Haas Foundation (\$10K)
- Segal Family Emergency Fund \$(10K)

#### Major Equipment Gifts

- 2 - New Caterpillar Diesel Engines
- 3 - Forklifts (BSH Home Appliances)

#### New Endowments

- McFadyen (\$17,500)
- Coastal North Carolina Veterans (\$50,000)

#### New Endowments By Installment

- Brittany Nicole McClendon
- Robert Joseph & June Ruth Lang
- Doty Refugee Assistance
- Dr. Kathleen Gallman

# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

### MAINTAIN PHYSICAL PRESENCE IN HISTORICALLY UNDERSERVED NEIGHBORHOODS

#### Narrative:

- Celebration of Re-Entry
  - Pamlico County Heritage Center – October 27, 2022
  - 50 people in attendance
- Grassroots Leadership Conference
  - Networked with 100+ community partners – October 21, 2022
- ENC Resiliency Community Collaborative
  - Convention Center – December 12, 2022
- Introduced CTE Welding to West Craven HS

# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

### MAINTAIN PHYSICAL PRESENCE IN HISTORICALLY UNDERSERVED NEIGHBORHOODS

#### Narrative:

- Community Outreach Roundtable
  - Craven County – September 2022
  - 15 Pastors and Community Leaders in attendance
- Underserved Students Outreach and Advising Project
  - 2 Year Grant - \$89,996
    - Serves minority males

# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

### AGGRESSIVELY RESPOND TO EMERGING BUSINESS AND INDUSTRY TRENDS

#### Narrative:

- Customized Training Projects
  - Chatsworth – Combi Lift Training – November 2022
  - Dradura – Leadership Management Training – September 2022
  - Nutrien – Hydraulics, Pneumatics, and Pumps – September 2022
- College and Career Readiness
  - Dradura – English as a Second Language – October 2022

# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

### SERVE AS COMMUNITY CONVENER TO BUILD LOCAL PARTNERSHIPS

#### Narrative:

- International Paper Grant
  - Received \$5,000 – October 2022
  - Supports Panther Pantry
- Student Government Association (SGA)
  - Toured Religious Community Services (RCS) – October 26, 2022
  - Established opportunities to volunteer

# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

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### EXPAND THE ADULT ENRICHMENT PROGRAM

#### Narrative:

- Program Restart - Spring 2022 Courses
  - Digital Photography, Financial Planning, Oil Painting, Tennis, Gingerbread house building, and Conversational Spanish
- Volt Kitchen
  - Cooking Class – Spring 2023
- Developed Marketing Assessment Survey
  - Survey targeted students that have previously taken classes, or shown interest in future classes

# Strategic Plan 2017-22 Assessment

## Community Service & Engagement

### ESTABLISH A MASTER MARKETING PLAN

#### Narrative:

- Designed rack cards that deans and recruiter can use to market each CU program
- Developed Spring mailer specifically for CU programs that targets ages 18-30 in Craven County
- Added radio campaigns for Spring 2023 that target African-American and Latino audiences
- Expanded billboards to include Havelock campus
- Collaborated with system office to market Apprenticeship programs
- Developed digital signage to display enrollment periods on base to military students and families





# Strategic Plan 2017-22 Assessment

## Community Service & Engagement

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

#### Narrative:

- Dedicated URL of /YourFirstChoice for all primary CU campaigns
- “Your First Choice” campaign page has seen 84,000 pageviews in 2022
- Sent “congrats” postcards to Craven County HS grads that encouraged them to attend Craven CC for University Transfer degrees
- Digital banner ads promoting “the First Choice begins with us”



# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

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### USE ASSESSMENT TO IMPROVE MARKETING EFFECTIVENESS

#### Narrative:

- Developed survey to assess community interest for Community Enrichment Programs
- Collaboration with academic deans to ensure low-enrollment CU programs are highlighted during marketing campaigns
- Utilize Sprout Social media scheduling platform to monitor social media growth and popular posts.

# Strategic Plan 2017-22 Assessment

## Community Service & Engagement

### PROMOTE A STUDENT-CENTERED IDENTITY

#### Narrative:

- Hurst Student Ambassadors created bi-weekly panther track videos to promote events happening in Campus Life for spring and fall 2022 semesters
- Collaborated with Campus Life to create weekly video newsletter for students
- Expanded presence on TikTok to include student-led videos that promote upcoming college events
- Developed Fall B-Term and Spring 2023 videos that included Craven CC students and Hurst Student Ambassadors
- Coordinated with Campus Life to ensure students worked the College's booth during MumFest



# Strategic Plan 2017-22 Assessment

## *Community Service & Engagement*

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### IMPLEMENT AN ANNUAL LEGISLATIVE PLAN

#### Narrative:

- 2021-2022 Biennial Budget Updated – November 2021
  - Planned 2.5% salary increase upgraded to 3.5% for FY 23
  - \$15/hour minimum wage for all State employees for FY 23; Commissioners approved for county-funded staff
- NCACCP Legislative Plan: Year 2 of 3
  - Aggressive request for \$233K in new funding for FY24 and FY25
  - \$2M of “student investment” applies to College; 3.5% salary increase for both years
- Updated Local Legislative Delegation
  - Senate: Jim Perry      House: Steve Tyson and Celeste Cairns





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



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

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**NORTH CAROLINA  
CRAVEN COUNTY**

**LEASE AGREEMENT**

THIS LEASE AGREEMENT (“Lease”), dated November 21, 2022, for convenience of reference, is made by and between CRAVEN COUNTY (“Lessor”) and the TRUSTEES OF CRAVEN COMMUNITY COLLEGE (“Lessee”), collectively referred to as the “Parties.”

**WITNESSETH:**

THAT WHEREAS, the Lessor owns two parcels of real property located at the eastern terminus of Executive Parkway in Craven County, said parcels being identified by Craven County Tax Parcel Number 8-217-7003 and 8-217-7004 (“Subject Property”); and

WHEREAS, the Lessor has agreed that the Lessee may lease the Subject Property more specifically described herein as the “Premises” for use as a public safety training center and other activities, subject to the terms and conditions established herein; and

WHEREAS, the Lessor has determined that the Premises will not be needed by the Lessor for the term of the Lease; and

WHEREAS, the Parties have agreed upon the terms of a Lease and wish to reduce their agreement to writing.

NOW, THEREFORE, the Lessor does hereby let and lease unto said Lessee, and said Lessee does hereby accept as tenant of said Lessor, the Premises, for the term and upon the conditions hereinafter set forth:

1. **INCORPORATION OF RECITALS.** The foregoing WHEREAS paragraphs are incorporated herein as part of the terms and conditions of this Lease.

2. **THE PREMISES.** In consideration of the obligation of Lessee to pay rent as herein provided and in consideration of the other terms, covenants, and conditions hereof, Lessor hereby demises and leases to Lessee, and Lessee hereby leases from Lessor, those certain premises containing approximately 30.5 acres as more specifically described and illustrated on Exhibit A attached hereto and incorporated herein by reference, located on Executive Parkway in Craven County (the “Premises”). The Premises expressly excludes, however that portion upon which is located certain utility facilities owned and operated by the City of New Bern, and are delivered subject to the rights of the City of New Bern to access its adjacent property over existing dirt or gravel roadway as depicted on Exhibit A.



3. **TERM.** The term of this Lease shall commence on the date first set forth above (the "Commencement Date"), shall continue for the balance of the month in which the Commencement Date occurs and for a period of twenty (20) years thereafter, unless sooner terminated or extended in accordance with the terms hereof. The Parties, by written instrument, may agree to an extension of the lease term prior to the termination of this Lease.

Notwithstanding the foregoing, Lessee may terminate this Lease at any time after the second anniversary of the Commencement Date upon one hundred eighty (180) days' advance written notice to Lessor.

5. **RENT.** As rent for the said Premises, the Lessee agrees to maintain the Premises, as set forth herein, and to pay the sum of ONE DOLLAR (\$1.00) per annum during the term of this Lease, the first such payment to be made contemporaneously with the execution of this Lease, each subsequent annual payment to be made on or before the anniversary date of this Lease; provided that Lessee shall have the option of paying rent for the entire Term at any time in lieu of paying rent annually.

6. **PERMITTED USES.** Lessee agrees to utilize the Premises for the conduct of College educational programs, principally being educational initiatives, consistent with North Carolina Community College System Policies, Craven Community College Board of Trustees Policies, and College Procedures, and for no other purposes without Lessor's prior written consent, consistent with the Craven County First Responders Training Grounds White Paper attached hereto as Exhibit B. In furtherance thereof, Lessee may undertake any or all of the foregoing in connection with its Permitted Use:

- a. The construction of pads or foundations for Conex boxes, storage sheds, and similar facilities, with associated clearing and grading;
- b. Bringing such Conex boxes, storage sheds, and similar facilities onto the Premises;
- c. The installation of utilities to serve any facilities on the Premises;
- d. The installation of gravel or other pervious surface parking areas for users of the Premises; and
- e. All uses allowed by law and related to the foregoing.

7. **PROHIBITED USES.** Lessee shall not cause or permit any waste to occur in the Premises. Lessee shall keep the Premises, and every part thereof, in a clean and wholesome

condition, free from any objectionable activities or nuisances. Lessee agrees not to permit any Hazardous Material (as defined hereinafter) to be installed, brought, kept, used, stored or discharged upon the Premises in violation of any State, Federal or local environmental laws regulating Lessee's use and occupancy of the Premises. Lessee shall indemnify Lessor for any losses, damages, liability, claim, or expenses (including reasonable attorneys' fees) resulting from a breach of the aforesaid agreement or resulting from the exercise of Lessee's rights to store or use any Hazardous Material in accordance with the provisions of this paragraph. For purposes hereof, the term "Hazardous Material" shall include, without limitation, any substances defined as "hazardous wastes," "hazardous substances," "hazardous materials," or "toxic substances" by the Resource Conservation and Recovery Act of 1976, as amended from time to time, or the regulations promulgated thereunder, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended from time to time, or the regulations promulgated thereunder, the Toxic Substances Control Act, as amended from time to time, or the regulations promulgated thereunder, or any other federal, state or local statute, law, ordinance, code, rule, regulation, order, decree or other requirement or any governmental authority having jurisdiction over the Premises which regulates or imposes liability or standards of conduct concerning any hazardous, toxic, or dangerous waste, substance or material, as now or at any time hereafter in effect. Without limiting the generality of the foregoing, the term "Hazardous Material" shall include dry cleaning solvents and petroleum products outside sealed containers. Notwithstanding the above, Lessee shall not be responsible for any claim, demand, cost, damage, injury, loss, liability or change based on or arising out of the presence of any Hazardous Materials or conditions on or about the Premises which existed prior to Lessee's occupancy or which was not expressly caused by Lessee, its agents, employees or representatives.

8. **UTILITIES.** All applications and connections for utility services required by Lessee in conjunction with Lessee's use and occupancy of the Premises shall be made in the name of Lessee only, and Lessee shall be solely responsible for obtaining such services and for the payment of all charges for such services as they become due. Such utility services include, but are not limited to, sewer, water, gas, electricity, trash removal and telephone services.

9. **REPAIR AND MAINTENANCE.** Lessee shall maintain the grounds, driveways, and parking areas on the Subject Property and any other property over which Lessee has access rights in good condition and repair, and free of debris.



**10. LIABILITY INSURANCE.** Lessee, at its sole cost and expense, shall maintain for the benefit of Lessor and Lessee, general liability insurance protecting Lessor and Lessee against any claim or claims for damage arising by reason of injury, death or damage occasioned in, upon or adjacent to the Premises, and products liability, such insurance to protect Lessor and Lessee jointly and severally to the combined limit of One Million and No/100 Dollars (\$1,000,000.00) for injury to or death of any one (1) or more persons by the same accident or for damage to property of other persons. Each policy effecting such coverage shall designate Lessor, Lessor's mortgagee, if any, as additional insureds as their respective interests may appear, and shall contain a clause that the insurer will not cancel or materially modify the insurance coverage without first giving Lessor a minimum of thirty (30) days' advance written notice. Further, each such policy shall be carried with a reputable insurance company authorized to do business in North Carolina and reasonably approved by Lessor, and a certificate of insurance shall be provided to Lessor. In the event Lessee at any time shall fail to maintain such insurance or shall fail to pay any and all premiums therefor, Lessor shall have the right and option to effect such insurance and pay any and all premiums therefor; and, in the event of any such payment, Lessee, on the rental date next succeeding the date on which Lessee receives notice of such payment having been made, shall pay to Lessor a sum equal to the amount which was so paid for such insurance premiums, it being expressly understood that Lessor shall have no obligation whatsoever hereunder to effect such insurance or to make such premium payments to cure the default of Lessee.

**11. DAMAGE OR DESTRUCTION.** In the event the Premises shall be totally or partially damaged or destroyed by fire, flood, act of God or other casualty, so as to render the Premises untenable, in Lessee's reasonable discretion, this Lease shall terminate.

**12. DEFAULT.** If Lessor or Lessee shall fail to perform or comply with any of the agreements or covenants of this Lease and if such nonperformance shall continue for a period of thirty (30) days after receipt of notice thereof, or, if such performance cannot be reasonably had within the thirty (30) day period, such party shall not in good faith have commenced performance within the thirty (30) day period and shall not diligently proceed to the completion of such performance, such event shall constitute a default under this Lease.

13. **REMEDIES**. Upon the occurrence of any default, each party shall have all of the rights and remedies that are available under the laws of the State of North Carolina, including, but not limited to the termination of this Lease.

14. **SIGNAGE**. Lessee shall be entitled any desired signage identifying its operation on the Premises as is allowed by law.

15. **ASSIGNMENT OR SUBLETTING**. Lessee shall not assign this Lease nor sublet any part of the Premises without written consent of the Lessor, which shall not be unreasonably withheld, conditioned, or delayed.

16. **QUIET POSSESSION**. Lessor agrees that Lessee shall, upon paying the rent and performing the covenants of this Lease, quietly have, hold and enjoy the Premises during the term of this Lease. Lessor acknowledges that Lessee's use of the Premises as a public safety training center by its nature may involve noises and odors emanating from the Premises from equipment and machinery, and that such use shall not constitute a nuisance to Lessor.

17. **SURRENDER OF POSSESSION**. Upon expiration of the term of this Lease, Lessee shall surrender the Premises to Lessor in as good condition as the same are at the beginning of the lease term, reasonable wear and tear and casualty excepted.

18. **FIXTURES**. Lessee shall have the right to install in or on the Premises such fixtures or equipment deemed necessary by Lessee for the conduct of Lessee's operations. So long as Lessee is not in default of the terms of this Lease, all fixtures and equipment installed by Lessee shall remain the property of Lessee and Lessee shall have the right to remove such equipment at any time up to and including the expiration date of this Lease or sooner termination of this Lease for any reason; provided, however, Lessee shall give Lessor ten (10) days' written notice prior to removal of a fixture that has been affixed to the foundation or structural systems of the Premises if the removal would damage in any way the Premises. Lessee shall be responsible for the cost of repairing any damage to the Premises which is caused by such removal. Any fixtures installed by Lessee shall automatically become the property of the Lessor, with Lessor remaining liable for any indebtedness thereon, if such fixtures are not removed by Lessee within a reasonable time after the expiration date of this Lease or sooner termination of this Lease for any reason.

19. **NOTICES**. All notices required to be given with respect to any matter pertaining to this Lease shall be sent by certified mail, return receipt requested, or other nationally

recognized overnight courier and shall be deemed delivered upon receipt or refusal if addressed to Lessee or to Lessor at the following addresses:

Lessor:  
Craven County  
Attn: County Manager  
406 Craven Street  
New Bern, N.C. 28560

Lessee:  
Craven Community College  
Attn: President  
800 College Court  
New Bern, N.C. 28562

Either Lessor or Lessee may change the address to which notices are to be sent to them by giving written notice of such change of address to the other party as herein provided.

**20. INDEMNIFICATION/LIMITATION OF LIABILITY.** To the extent allowed by law, and as limited by the laws of North Carolina, including the North Carolina Tort Claims Act, the Defense of State Employees Act, and the Excess Liability Policy administered through the North Carolina Department of Insurance, subject to the availability of appropriations and in proportion to and to the extent that such liability for injury or damages is caused by or results from the negligent acts or omissions of Lessee, its officers or employees, Lessee shall indemnify Lessor and save it harmless from and against any and all liability for injury or damage to person or property arising from or out of any occurrence in, upon, or at the Premises, or the occupancy or use by Lessee of the Premises, unless the same is caused by the negligence or willful misconduct of Lessor. To the extent allowed by law, Lessor shall indemnify Lessee and save it harmless from and against any and all liability for injury or damage to person or property arising from or out of any occurrence in, upon, or at the Subject Property occasioned wholly or in part by any negligent act or omission of Lessor, its agents, contractors, or employees, unless the same is caused by the negligence or willful misconduct of Lessee.

**21. MEMORANDUM OF LEASE.** This Lease shall not be recorded, but Lessor and Lessee, at either's request, shall execute a memorandum of lease for recording purposes which shall contain only the information required by Section 47-118 of the North Carolina General Statutes.

22. **ENTIRE AGREEMENT.** This Lease contains the entire agreement between the Parties with respect to the Premises, and cannot be changed or terminated except by written instrument subsequently executed by the parties hereto.

23. **BINDING EFFECT.** All the terms and conditions of this Lease shall be binding upon and shall apply and inure to the benefit of the parties hereto.

24. **CONSTRUCTION OF LEASE.** In construing and interpreting this lease, the following rules shall apply:

(a) This lease shall be construed with equal weight for the rights of both parties, the terms hereof having been determined by fair negotiations with due consideration for the rights and requirements of both parties.

(b) Pronouns used in this lease importing any specific gender shall be interpreted to refer to corporations, partnerships, men and women, as the identity of the parties hereto, or the parties herein referred to, may require.

(c) Pronouns, verbs and/or other words used in this lease importing the singular number shall be interpreted as plural, and plural words as singular, as the identity of the parties hereto, or the parties or objects herein referred to, may require.

(d) Paragraph headings appearing in this lease are for purposes of easy reference and shall be considered a part of this lease and shall in no way modify, amend, or affect the provisions thereof.

25. **GOVERNING LAW.** This Lease shall be construed and interpreted in accordance with the laws of the State of North Carolina.

26. **COMPLIANCE WITH NONDISCRIMINATION LAWS.** Lessee agrees to comply with all applicable federal, state, and local laws prohibiting discrimination.

IN TESTIMONY WHEREOF, the County has caused this instrument to be executed as its act and deed by the Chairman, and its corporate seal to be hereunto affixed, and attested by its Clerk, all by the authority of its Board of Commissioners; and the Chair of the Board of Trustees of Craven Community College has executed or caused this document to be duly executed, all as of the day and year first above written.

LESSOR:

**CRAVEN COUNTY**

By:   
CHAIRMAN


ATTEST:

  
County Clerk

[SEAL]

LESSEE:

**THE TRUSTEES OF CRAVEN COMMUNITY COLLEGE**

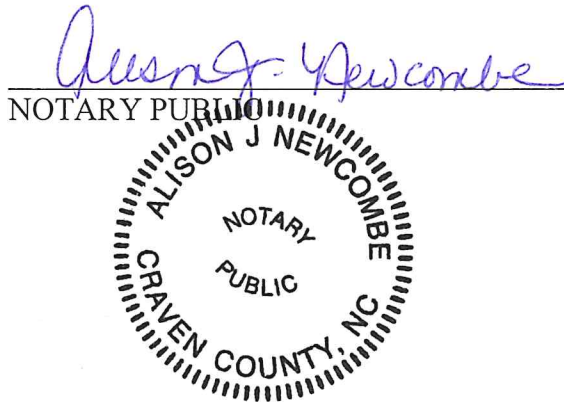
By:   
Craven Community College Chair

[SEAL]

NORTH CAROLINA  
CRAVEN COUNTY

I, Alison J. Newcombe, a notary public in and for said county and state, do hereby certify that on the 21<sup>st</sup> day of November, 2022, before me personally appeared Jamir L. Jones with whom I am personally acquainted, who, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County and that NAN HOLTON is the Clerk of the Board of Commissioners for Craven County, the body politic and corporate described in and which executed the foregoing instrument; that he knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Chairman; that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

WITNESS my hand and notarial seal, this the 21<sup>st</sup> day of November, 2022.



My Commission Expires:

June 1, 2024

NORTH CAROLINA  
CRAVEN COUNTY

I certify that the following person personally appeared before me this day, acknowledging to me that he signed the foregoing document for the purpose(s) stated therein, in the capacity indicated therein: Robert W. Whitley, Chair of the Board of Trustees of Craven Community College.

Date: 21<sup>st</sup> day of November 2022

Amber L. Smith  
Signature of Notary Public

Amber L. Smith  
Notary's printed or typed name

My commission expires: May 15, 2027

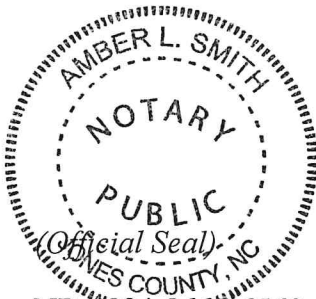
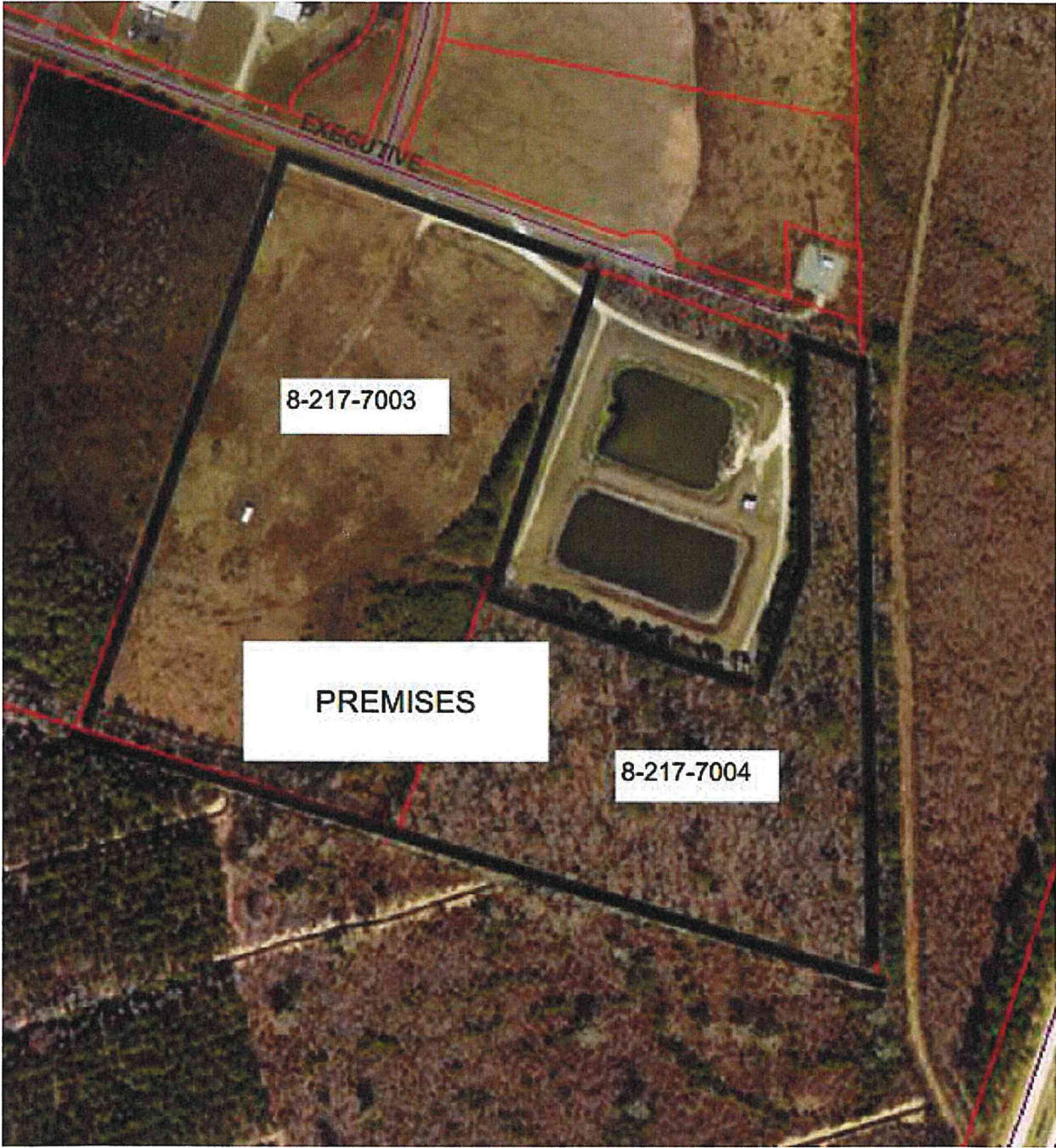




EXHIBIT A





**Student Government Association**  
**Board of Trustees Report 12/13/2022**

**Executive Board**

President: Hannah Benischek

Treasurer: Alanna Lisewski

Vice President: Jaiden Howry

Parliamentarian: Timothy Brazell

Secretary: Brandon Bartlett

Public Information Officer: Emilee Grant

**Campus Life Activities and Events**

**Past Events**

- **Thursday, November 3** - First General Assembly
- **Thursday, November 10** - Craven hosted a Veterans Day Lunch at the Havelock Campus with food donated by Mucho Bueno. The event was well attended
- **Monday, November 21** - Campus Life hosted an event on the lawn, which included games and apple cider
- **Thanksgiving week** - Campus Life organized a "Grateful For" event in Ward Hall. Over 30 students attended the event and wrote notes on the things they were grateful for during the Thanksgiving season
- **Tuesday, December 6** - Craven CC Havelock Christmas Tree lighting
- **Thursday, December 8** - Campus Life hosted Christmas cookie decorating in Ward Hall
- **Tuesday, December 13** - Campus Life had a hot chocolate and marshmallow bar for students to grab a warm drink on their way to class or exams

**Current Events**

- **Saturday, January 20** - Craven will be traveling to a basketball tournament at Cape Fear Community College to play against other Community College's