

CRAVEN
COMMUNITY COLLEGE
BOARD OF TRUSTEES

MEETING AGENDA

JUNE 7, 2023

**1:00 pm Ward Boardroom
New Bern Campus**

- | | | |
|-------|--|-----------------------|
| I. | Call to Order | Whit Whitley, Chair |
| II. | Administrative Items | |
| | (1) Roll Call | Ray Staats, Secretary |
| | (2) Agenda Review and Adoption (<i>motion</i>) | Whit Whitley |
| | (3) Conflict of Interest Declaration | Whit Whitley |
| | (4) Public Comment | Whit Whitley |
| III. | Consent Agenda (<i>motion</i>) | Whit Whitley |
| | (1) Approve Board of Trustees Meeting Minutes (April 18, 2023) | |
| IV. | Summer Enrollment (<i>info</i>) | Gery Boucher, VP |
| V. | Financial Reports | Jim Millard, VP |
| | (1) Financial Report 3 rd Quarter FY 2022-23 (Jan-Mar) (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| VI. | Personnel Report 3 rd Quarter FY 2022-23 (Jan-Mar) (<i>info</i>) | Jim Millard |
| VII. | Facilities Usage Report 3 rd Quarter FY 2022-23 (Jan-Mar) (<i>info</i>) | Jim Millard |
| VIII. | Old Business | Whit Whitley |
| IX. | New Business | Whit Whitley |
| | (1) Approve Foundation Board of Directors Appointments (<i>motion</i>) | Ray Staats |
| | (2) Approve 3-1 Project # 2775 Corporate Training Center (<i>motion</i>) | Jim Millard |
| | (3) Volt Center lease (<i>motion</i>) | Jim Millard |
| | (4) Appoint Board Officers for Nominating Committee FY 2023-24 | Whit Whitley |
| | (5) Receive 2023-24 Board of Trustees Meeting Schedule (<i>info</i>) | Amber Smith |
| | (6) FY 2023-24 State Budget Continuing Resolution (<i>motion</i>) | Ray Staats |
| X. | Reports | |
| | (1) President | Ray Staats |

(2) Chair
(3) Attorney

Whit Whitley
Jamie Norment

XI. Recognition and Appreciation of Service
A. Allison Morris (2013-2023)

Ray Staats

XII. Adjournment

Whit Whitley

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
APRIL 18, 2023

The Craven Community College Board of Trustees met on Tuesday, April 18, 2023 in the Brock Administration Building, Ward Board 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. Pam Holder, Ms. E.T. Mitchell (6:34 pm departure), Ms. Allison Morris, Ms. Jennifer O'Neill, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Tabari Wallace (5:38 pm arrival), Mr. Whit Whitley, and Mr. Gus Willis

Voting members absent were: Dr. Jim Davis

Ex-Officio members present were: Miss Hannah Benischek, Student Trustee and Ms. Anne Schout, Foundation Board President

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 April board meeting.

Agenda Review and Adoption

Board Chair Whitley reviewed the agenda (attached). Trustee Patrick motioned to accept the agenda as presented; Trustee Phelps 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 O'Neill motioned to accept the minutes (attached) of the March 21, 2023 meeting as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Workforce Development Update

Spring WFD Update: For informational purposes, Vice President Gery Boucher shared updates on the Volt Center, construction training program, STEPs4GROWTH, Barbering program, Career and College Promise, and WFD outreach initiatives.

WFD Accountability/Credibility Class Visitation Report: Vice President Boucher highlighted classroom visitation reports for the Spring, Summer, and Fall of 2022 noting all targets had been met (attached). Trustee Roberts motioned to approve the reports as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Facilities 5-Year (2024-2028) Plan

For informational purposes, Vice President Jim Millard highlighted the projects scheduled for the next five years utilizing the \$500,000 annual Craven County capital funding (attached).

County Budget Proposal (2023-2024) Plan

President Staats shared the proposed fiscal year 2024 county budget (attached). He noted a 4.99% increase includes provisions to allow additional custodial and maintenance support at the Volt Center and Havelock campus to account for increases in retirement contributions and health insurance. Trustee Patrick motioned to approve the budget as presented; Trustee Roberts seconded the motion and the motion was unanimously approved.

Old Business

None

New Business

CoAEMSP Letter of Review: For informational purposes, Vice President Boucher shared the

receipt of the Letter of Review from Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). This letter signifies sufficient initial compliance with Commission on Accreditation of Allied Health Education Programs (CAAHEP) (attached).

Legislation: President Staats shared proposed bills that if passed will change the format of community colleges.

Reports

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

- Community Fabric Awards: Tuesday, April 25, 2023 at 12:00 pm at the Riverfront Convention Center in New Bern
- Excellence Award Winners:
 - Faculty: Karen Grubb (PTA)
 - Staff: Barbara Rowe (Custodian)
 - Adjunct: Brittany Klingler (Anatomy & Physiology)
- Public Safety Training Center Advance Study
 - Interviews with five candidate architects complete. Selection pending cost proposals.
- North Carolina Community College System (NCCCS)
 - NCACCP "Closed Session" 4-19-23 to discuss legislation
 - Awaiting announcement for new NCCCS President, expected Friday 4-21-23
 - Volt Center presentation to State Board on Thursday, May 18th
- Commencement:
 - Friday, May 12, 2023 at 9:00 am

Chair: No report.

Attorney: No report.

Student Trustee: Student Trustee Hannah Benischek reviewed her report (attached) highlighting campus activities and future events.

Foundation Board President: Foundation President Anne Schout reviewed her report (attached) and encouraged Board of Trustees participation in the upcoming Community Fabric Awards luncheon.

Closed Session

At 6:45 pm, a motion was made by Trustee Taylor, seconded by Trustee Patrick, and with unanimous approval, the Board of Trustees of Craven Community College, pursuant to NC 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.* with President Staats and Executive Assistant Amber Smith remaining in the Closed Session at the pleasure of the Board.

At 7:15 pm, President Staats was excused from the session so that upon a motion by Trustee Wallace, seconded by Trustee Roberts, and unanimous approval, the Board of Trustees of Craven Community College, pursuant to North Carolina General Statute {143-318.11(a)(6)}, entered into Closed Session to discuss personnel matters with the request that Attorney Jamie Norment and Executive Assistant Amber Smith remain in the Closed Session at the pleasure of the Board.

At 7:45 pm, upon a motion by Trustee Taylor, seconded by Trustee Wallace, and unanimous approval, the Closed Session ended and Regular Session resumed. The public was invited to rejoin the Regular Session.

Chair Whitley stated the president's performance evaluation and employment contract had been reviewed in Closed Session. Attorney Norment will prepare the necessary addendum to the President's employment contract and Executive Assistant Smith will prepare the letter to the NCCCS State Board of Community Colleges indicating completion of the review process, for signature by Chair Whitley after he and Vice Chair Patrick review the evaluation and contract changes with President Staats.

Adjournment

With no further business to be presented, Board Chair Whitley adjourned the meeting at 7:50 pm and thanked everyone for their participation.

Craven Community College
Board of Trustees Meeting Minutes
April 18, 2023
Page Five

Respectfully submitted:

Robert E. Whitley, Jr., Chair
June 7, 2023

Raymond W. Staats, Secretary
June 7, 2023

ENROLLMENT 2023

Curriculum and Workforce Development



Summer Enrollment

CURRICULUM ENROLLMENT		
	Head Count	FTE
Summer 2023*	1410	353.8
Summer 2022	1598	379.9
Summer 2021	1228	268.8
Summer 2020	1240	280.9

*Estimated Enrollment Summer 2023 as of 5/25/2023

Source: Executive Director, Office of Institutional Effectiveness

Spring Enrollment

WORKFORCE DEVELOPMENT ENROLLMENT		
	Head Count	FTE
Spring 2023*	3020	205.1
Spring 2022	2775	264.6
Spring 2021	2161	171.0
Spring 2020	2341	199.0

Estimated Enrollment for Spring Semester 2023;Source: Dean, Workforce Development
FTE- Institutional Credit Report (ICR)

*Duplicated Headcount- Colleague



ENROLLMENT 2023



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

CravenCC.edu | 252-638-7200

FY 2022-2023 Budget Comparison as of March 31, 2023	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
75% of Year																
Administrative																
Salaries & Benefits	630,805	474,432	156,373	75%	2,960,848	1,823,885	1,136,963	62%	3,438,844	2,546,878	891,966	74%	3,586,125	2,631,730	954,395	73%
519 Contracted Services					81,049	60,698	20,351	75%	52,096	41,255	10,841	79%	53,870	12,817	41,053	24%
523 Instructional Supplies																
525 Motor Vehicle Supplies					357	-	357	0%								
526 Office Supplies	2,474	6	2,468	0%	23,496	16,218	7,278	69%	13,880	6,670	7,210	48%	11,268	2,270	8,998	20%
527 Other Supplies	1,718	1,219	499	71%	70,060	31,790	38,270	45%	27,621	11,043	16,578	40%	9,262	878	8,384	9%
528 Audio-Visual Supplies																
531 Staff Development	13,244	7,167	6,077	54%	32,505	22,754	9,751	70%	31,530	18,164	13,366	58%	43,356	18,589	24,767	43%
532 Comm/Postage/Software					338,005	223,749	114,256	66%	54,827	41,368	13,459	75%	38,744	35,186	3,558	91%
534 Printing & Binding	275	-	275	0%	301	301	0	100%	447	73	374	16%	58,597	43,334	15,263	74%
535 Repairs & Maintenance	3,955	2,863	1,092	72%	607,300	513,346	93,954	85%	52,533	51,722	811	98%	778	778	(0)	100%
536 Freight					102	-	102	0%								
537 Advertising					6,487	4,600	1,887	71%	6,636	-	6,636	0%	205,348	124,214	81,134	60%
538 Data Processing																
539 Other Current Services	562	314	248	56%	55,707	50,095	5,612	90%	4,975	3,590	1,385	72%	55,853	37,254	18,599	67%
541 Rental of Property	245	245	-	100%	1,985	495	1,490	25%								
543 Lease/Rental Other Equipme					53,863	28,280	25,583	53%	8,370	5,621	2,749	67%				
544 Data Processing Software					41,507	9,128	32,379	22%	8,470	8,470	0	100%	2,066	2,066	1	100%
546 Memberships & Dues	23,511	22,741	770	97%	5,874	2,015	3,859	34%	9,978	9,703	275	97%	1,400	1,036	364	74%
548 NEIT Admin																
55x Equipment					330,504	296,534	33,970	90%					47,063	34,920	12,143	74%
558 Building																
560 Scholarship																
Total Administrative:	676,789	508,988	167,801	75%	4,609,950	3,083,890	1,526,060	67%	3,710,207	2,744,557	965,650	74%	4,113,730	2,945,073	1,168,657	72%
Instructional																
Salaries & Benefits									8,024,568	5,943,359	2,081,210	74%	1,300,787	1,001,840	298,947	77%
519 Contracted Services									14,165	4,140	10,025	29%	343,544	221,595	121,949	65%
523 Instructional Supplies					115,057	-	115,057	0%	83,454	62,942	20,512	75%	81,637	53,136	28,501	65%
524 Repair Supplies																
525 Motor Vehicle Supplies																

Craven Community College
County Funds Budget Comparison Report
As of March 31, 2023 - 75% of Year

[illegible]

Craven Community College
Institutional Funds Budget Comparison Report
As of March 31, 2023 - 75% 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	28,616.00	11,703.00	16,913.00	41%	4,578.44	323,861.29
01	133 Discretionary	102,747.00	28,441.64	74,305.36	28%	84,641.57	134,464.60
01	134 Unrestricted Overhead Receipts	28,944.00	15,436.04	13,507.96	53%	8,652.27	51,954.98
01	136 Foundation	381,033.00	218,524.46	162,508.54	57%	310,889.84	536,546.28
01	137 Financial Aid Matching	1,000.00	840.93	159.07	84%	1,162.03	11,224.29
01	221 Applied Music	1,625.00	-	1,625.00	0%	3,321.95	32,555.08
01	227 Extra Curricular Activities	21,760.00	18,948.55	2,811.45	87%	8,366.11	46,336.13
01	250 Curriculum-Self Supporting	20,000.00	0.60	19,999.40	0%	7,218.56	186,024.43
01	312 Fire College	-	-	-	0%	95.16	6,699.51
01	340 WFD-Self Supporting	897,085.00	529,995.96	367,089.04	59%	763,422.31	851,839.34
01	411 Learning Resource Center	730.00	-	730.00	0%	333.83	2,759.52
01	460 Customized Ind Train Support	4,395.00	-	4,395.00	0%	447.92	31,976.54
01	461 Small Business Support Fund	-	-	-	0%	1.81	128.39
01	610 VOLT Center	459.00	-	459.00	0%	1,270.09	89,421.92
02	131 College Work Study	112,950.00	46,312.37	66,637.63	41%	46,312.37	-
02	134 Restricted Overhead Receipts	202,288.00	145,369.21	56,918.79	72%	34,063.14	401,093.16
02	138 Returned Check Fee Fund	340.00	61.25	278.75	18%	660.49	22,212.78
02	139 CARES Act/NCCF WorkReady	2,392,136.00	1,214,734.60	1,177,401.40	51%	1,214,734.60	353.20
02	220 NCSU Engineering	137,238.00	64,255.83	72,982.17	47%	74,401.91	72,695.91
02	227 ENCORE	15,015.00	10,216.07	4,798.93	68%	15,146.87	9,966.75
02	228 Grants -NSF SEAS/Bosch/NCCF	319,270.00	87,304.86	231,965.14	27%	164,990.02	226,785.59
02	291 Specific Fees - Lab/DE/ASC	1,144,093.00	538,552.67	605,540.33	47%	487,166.63	1,869,864.95
02	292 System-Wide Fees-Comp Tech	619,744.00	313,823.45	305,920.55	51%	194,305.54	1,606,218.65
02	293 Patron Fees	51,748.00	35,943.11	15,804.89	69%	30,292.66	280,655.49
02	314 Grants - Workforce Development/BS	42,000.00	30,046.39	11,953.61	72%	31,500.00	4,155.76
02	355 NCDPS Reentry Program	327,558.00	207,408.64	120,149.36	63%	211,496.51	71,125.64
02	370 FTCC NCMBC	83,800.00	60,959.03	22,840.97	73%	67,822.78	6,103.84
02	392 System-Wide Fees - WFD Comp	957.00	(744.88)	1,701.88	-78%	146.83	10,658.50
02	412 Grants -NC A&T STEPS3GROWTH & Bright Ideas	70,483.00	12,849.37	57,633.63	18%	12,572.46	(276.91)
02	521 C-Step Grant	12,500.00	7,904.98	4,595.02	63%	12,500.00	4,595.02
02	531 Professional Liability Ins	7,929.00	6,655.00	1,274.00	84%	10,212.43	47,296.79
02	532 Student Insurance	10,005.00	7,520.76	2,484.24	75%	4,677.98	(2,906.31)
02	533 Transcript Fees	38,988.00	13,201.62	25,786.38	34%	31,107.02	325,397.85
02	534 TRIO/Panther Pantry Grants	390,233.00	210,797.79	179,435.21	54%	213,718.95	4,817.15
02	556 Student Outreach & Advising	4,999.00	2,023.10	2,975.90	40%	4,999.00	2,975.90
02	790 Facilities Rental Fund	1,965.00	1,964.20	0.80	100%	4,403.80	52,657.50
02	791 Public Radio East	1,024,192.00	742,284.37	281,907.63	72%	771,851.80	285,892.23
02	795 Career Fair	-	-	-	0%	8.41	594.12
02	796 Testing Centers	44,398.00	34,273.17	10,124.83	77%	45,550.67	158,471.07

Craven Community College
Institutional Funds Budget Comparison Report
As of March 31, 2023 - 75% of Year

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	797 Public Radio East Foundation	700,906.00	555,431.35	145,474.65	79%	577,173.46	141,818.11
02	823 SEOG	96,485.00	89,475.00	7,010.00	93%	89,475.00	-
02	824 Pell	4,200,000.00	3,702,669.63	497,330.37	88%	3,677,669.63	(25,000.00)
02	829 Cares Act	302,000.00	262,179.13	39,820.87	87%	262,179.13	-
02	830 NCCC Target Asst/LTHT	7,708.00	6,559.09	1,148.91	85%	7,708.00	1,148.91
02	833 NCCG	179,744.00	181,675.00	(1,931.00)	101%	181,675.00	-
02	834 Teacher Assistant Sch Fund	20,086.00	13,870.00	6,216.00	69%	12,850.00	-
02	835 State Aid Scholarships	272,222.00	268,640.00	3,582.00	99%	268,911.00	271.00
02	840 General Scholarships	371,033.00	261,109.74	109,923.26	70%	287,418.72	441,373.97
02	841 Endowment/Other Scholarships	225,560.00	198,047.11	27,512.89	88%	203,038.11	5,250.00
05	710 Clearwire Distribution	5,395.00	-	5,395.00	0%	4,748.78	44,707.26
05	720 Bookstore	204,051.00	148,445.78	55,605.22	73%	88,890.33	666,288.60
05	730 Food Service	17,000.00	17,000.00	-	100%	15,874.38	13,562.69
05	740 Campus Access	77,586.00	44,580.52	33,005.48	57%	52,777.96	85,659.40
05	770 Student Activity Funds	172,794.00	135,569.29	37,224.71	78%	125,330.80	251,421.41
06	810 J. Wrenn Emergency Loan Fu	1,530.00	(356.12)	1,886.12	-23%	732.53	43,009.70
07	910 Buildings & Grounds	2,734,983.00	929,677.36	1,805,305.64	34%	1,053,467.87	2,211,198.38
08	792 Public Radio East Endowment	-	-	-	0%	1,052.97	74,136.35
08	850 Endowments	224,060.00	197,038.11	27,021.89	88%	245,131.64	2,858,187.49
Total		18,356,366.00	11,629,219.13	6,727,146.87	63%	12,035,150.07	14,588,091.82

**CRAVEN COMMUNITY COLLEGE
REQUEST FOR APPROVAL
WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS**

In accordance with Section X, pages 36-38 of the North Carolina Community College System Accounting Procedures Manual, a request is hereby made to write off student accounts as uncollectible.

Write-Off Accounts for Approval - January 1, 2023 to March 31, 2023

Return of Title IV	\$7,599.78
FA Issues/Withdrew Charged 25%	\$2,765.84
Sponsor Issues	\$46.27
Payment Plan	\$0.00
Total	<u>\$10,411.89</u>

Kisha B. Simpson	Jim Millard
(Requested by)	Vice President for Administration

Past Write-Offs (9 Months; YTD) July - March	2022-23	2021-22	2020-21	2019-20	2018-19
Total	\$85,492.63	\$46,285.38	\$14,561.38	\$57,179.25	\$63,445.53

Quarterly Collections 3rd Qtr Comparison Only January - March	2023	2022	2021	2020	2019
Total Collected this Period	\$4,566.59	\$5,107.88	\$10,588.42	\$8,193.57	\$3,104.27
Received from Debt Setoff	\$22,871.77	*\$308.14	\$21,706.41	\$20,306.53	\$17,484.25
Collection Agency Fees	(\$913.29)	(\$1,099.29)	(\$2,117.65)	(\$1,638.71)	(\$620.85)
Net Proceeds	\$26,525.07	\$4,316.73	\$30,177.18	\$26,861.39	\$19,967.67

*Tax setoffs hit 4th qtr

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	31-Mar	31-Dec	Variance
Local Funds	\$2,478,394.13	\$2,172,689.72	\$305,704.41
Special Funds	<u>\$9,841,644.19</u>	<u>\$10,448,451.56</u>	<u>-\$606,807.37</u>
Total	\$12,320,038.32	\$12,621,141.28	-\$301,102.96

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.

	31-Mar	31-Dec	Variance
STIF Interest Rate:	3.01184%	2.14318%	0.86866%

Craven Community College Personnel Report
January 1, 2023 – March 31, 2023

New Hires	Position Title		Effective	Monthly/Annually
Carmen Kludy	Administrative Assistant- Student Services (Part-time Regular)		1/3/23	\$1,885/\$22,620
Mary "Gena" McKinley	Associate Dean, Liberal Arts & University Transfer		1/3/23	\$5,750/\$69,000
Francis "Blackwell" Stith	Office 365 Systems Administrator		1/3/23	\$4,167/\$50,004
Suzanne Madison	Community Enrichment Coordinator		1/4/23	\$3,459/\$41,508
Sheila Belcher	Nursing Faculty		1/5/23	\$6,334/\$57,006
Chelsea Choate	English Faculty		1/5/23	\$5,223/\$47,007
Dorothy "Pearl" Higgins	Nursing Faculty		1/5/23	\$6,534/\$58,806
Denise Holloman	Mathematics Faculty		1/5/23	\$5,334/\$48,006
Christine Johnson	Senior Administrative Assistant- Teaching and Learning		1/17/23	\$3,000/\$36,000
Yvette Alexandrou	Student Services Coordinator- Havelock		1/23/23	\$3,750/\$45,000
Gregory Layton	Custodian		2/1/23	\$2,600/\$31,200
Joi Taylor	Financial Aid Advisor II- Havelock		2/1/23	\$3,584/\$43,008
Sarai Sumner	TRIO Success Coordinator		2/15/23	\$3,334/\$40,008
Cheryl Jethro	Administrative Assistant- Financial Aid (Part-time Regular)		3/15/23	\$1,885/\$22,620
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Kelley Toler	Nursing Faculty, 9 Month	Nursing Faculty, 12 Month	1/1/23	\$5,907/\$70,884
Victoria "Nicole" Dunn	Administrative Assistant- Career Programs	Research and Assessment Specialist	2/1/23	\$3,834/\$46,008
Katie Swanson	Financial Aid Advisor II- Havelock	Assistant Director of Financial Aid	2/1/23	\$4,500/\$54,000
Vincent Bryant	Accounting Assistant- Accounts Receivable	Accounting Assistant- Collections & Travel	3/1/23	\$3,167/\$38,004
Sydney Toler	Administrative Assistant- Career Programs (Part-time Regular)	Administrative Assistant- Career Programs (Full-time Regular)	3/15/23	\$2,709/\$32,508

Resignations/ Terminations/Retirements	Position	Effective	Reason
Beth Wynn	Administrative Assistant- Financial Aid (Part-time Regular)	1/30/23	Resignation
Jessica Arroyo	Administrative Assistant- Technology Services (Part-time Regular)	2/1/23	Resignation
Todd Erler	Testing Proctor (Part-time Regular)	2/24/23	Resignation
Lydia Finlayson	Assistant Director of Financial Aid	2/28/23	Retirement
Bobby Jackson	Accounting Assistant- Collections & Travel	3/2/23	Termination
Frank Gibbs	Custodian	3/10/23	Resignation
Michelle Lepp	Senior Administrative Assistant- Health Programs	3/31/23	Retirement

Craven Community College Facilities Usage Report
January 1, 2023 - March 31, 2023

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Estimated Number of Attendees
NC Wildlife Resources Commission	1/10/2023	Gov	Naumann			50
New Bern Historical Society	1/22/2023	Non-Profit	Orringer	\$250.00	11/3/2023	200
American Red Cross	1/26/2023	Non-Profit	Naumann			35
Ellis Development Group	2/20/2023	Profit	Orringer	\$650.00	2/15/2023	150
Craven Concerts	2/23/2023	Profit	Orringer	\$500.00	1/26/2023	50
Carolina Ballet (Atlantic Dance Theatre)	2/24/23-2/25/23	Non-Profit	Orringer			100
NC Cyber Academy	3/7/2023	Non-Profit	AMC 102			12
Craven Smart Start	3/18/2023	Non-Profit	Orringer			150
NC Wildlife Resources Commission	3/21/2023	Gov	AMC 104			6

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

Placeholder page for the Foundation's memo with the names of reappointing members and newly appointing members with bios that will be voted on in the June 6th Foundation meeting.

NCCCS 3-1 Form Instructions
Capital Improvement Project Approval

NOTE: PRINT RELEVANT TAB, SIGN, SCAN, AND E-MAIL ALL REQUESTS TO CIPProjects@ncccommunitycolleges.edu

Please read all instructions prior to filling out the NCCCS 3-1 form (New Project, Amended Project or Final - Project Close Out.)

Reminder:

- * The College's Board of Trustees is required to approve **all** NCCCS 3-1 forms
- * All 3-1's for state funded projects must be approved by the State Board.
- * Interscope should reflect current project status. Please keep the Interscope system updated.

To establish a **New Project**

Submit the NCCCS 3-1 Form, identified as the **"New Project"** tab within the NCCCS 3-1 workbook, for State Board approval. Email cipprojects@ncccommunitycolleges.edu for a project number.

If **Connect NC Bond funds** are funding any portion of the project, a Bond Questionnaire is required with each and every 3-1 submitted. 3-1 forms should be submitted only after all required signatures have been obtained.

If **OSBM Administered 2021 SCIF grant funds** are funding any portion of a project, the OSBM administered OSBM Grant contract and Appendix A is required with each and every 3-1 submitted. 3-1 forms should be submitted only after all required signatures have been obtained.

College – Select the college from the drop-down list. The colleges name will populate throughout the NCCCS 3-1 workbook.

Project Name –Name should be specific and descriptive, include a building/facility and/or campus name. Avoid using generic names such as "Repairs & Renovations", "Roof Replacements", etc. Example of a correct project name: "Vine Building -- Roof Replacement".

NCCCS Project No. – Email CIPProjects@ncccommunitycolleges.edu with the project name requesting the project number.

Campus – Choose the campus where the project is located. If the campus is not showing, select "Other – Not Listed, Specify Below" and write the campus below.

Section I - Type of Project – From the drop down menu, select the project type. One project could have multiple types, so please include all applicable selections. Upon selection, a description of needs will drop down under Section II.

Section II - Project Description – Should be specific and not generic. Include all relevant items in the scope, including square footage, programs served in the Building, etc.

Property - Check appropriate box. Provide the System Office a copy of the lease if leased property, per the Capital Improvement manual.

Signatures: The person completing this form and the CPC must sign.

Section III - Estimated Cost of Project – The NCCCS 3-9 form (found on the NCCCS website) is a tool which can be used to help a College determine the estimated cost of a project. The OC-25 found in Interscope can also be used. In Section III, enter the budget for all applicable line items and the spreadsheet will calculate total project cost.

Section IV - Sources of Funds Identified for this Project – College must have funds identified to request project approval. For Non-State funds "Donations", "Federal", or "Other", identify the source of the funds in the field next to the listing (column F). Sections III and IV must balance.

Section V - Certification by the College Board of Trustees – Projects **must always be approved by the college's Board of Trustees**. Section V requires both the signature of both the Board Chair and the College President. Be sure to include the resolution date of the Board of Trustee meeting. If state funds are being used, ensure that the equipment useful life and furniture prohibition boxes are checked. **Every 3-1 requires a current signature and date.**

Section VI -Certification as to Availability of Local Support and Funds

Certification 1: The County Manager's and/or County Finance Officer's signature is required on the 3-1 if the county is providing funding outside of the College's normal county appropriation.

Certification 2: The County Manager's and/or County Finance Officer's signature is required on the 3-1 for construction of all new facilities, regardless of funding source. Section VIII will also be required for construction of new facilities.

Section VII - Certification of Attorney as to Fee Simple Title to the Property – Attorney signature is required only for construction on a new site, or when federal funds are involved. This is not a requirement for a long-term lease.

Section VIII - Certification of Local Budget Support – County Manager signature is required on new building(s) or addition(s), certifying local budget support for operational annual cost. Highlighted cells in this section should be filled in, as applicable.

To Amend a Project (To receive approval for a funding increase/decrease) If the decrease is for closeout, see "Closeout" section below.

Submit the NCCCS 3-1 Form, identified as the "Amended 1" (go to the next Amended tab, do not reuse an Amended tab that has been previously submitted for approval). If Connect NC Bond funds are identified, a Bond Questionnaire is required with each 3-1 submitted for State Board approval. Any change in funding for the project must be submitted on a 3-1 form for approval by the State Board.

The tabs in this workbook are linked together. Almost all fields within the Amended tabs will be populated based off the prior 3-1.

Final Closeout? - Answer the question "no" if this is a project amendment. If it is Final Closeout, please reference Close Out section below.

Section I – If the type of project has changed since the prior submission, identify the current priorities.

Section II – Please detail the reason for this amendment. If scope change, description must include all pertinent information (square footage, project scope, building systems affected, etc.). Include a thorough description of the change from the originally approved project. For all budget changes, describe the need for change. If requesting an increase due to bids coming in high, provide details of when bid, how many received, any consultation with the State Construction Office, and any rebids.

Section III & IV – The prior budget and funding sources will be displayed in the left column. Use the middle column (highlighted yellow) to adjust budget and funding.

Section V – Certification of the College Board of Trustees is always required.

Section VI – This section is only needed if there has been a change to the previously approved county funds.

Section VII – This section is not needed if it was submitted with the original NCCCS 3-1.

Section VIII – This section is only needed if there is a change in the estimated operating/utility annual costs. Generally, if project scope has increased to due to an increase in the square footage of the building, more than likely there will be changes to the

estimated costs and this section should be filled out.

To Close Out a Project

Final Closeout? - Answer the question "yes" if this is a project amendment. See "Amend a Project" above for specific section instructions.

When a **Formal** project is complete, a final inspection is conducted, and final reports and as-built drawings have been submitted and approved by SCO, a 3-1 Final Project Close Out must be submitted. Actual expenditures for each contract/agreement must be recorded. This includes architect's agreement, special inspections, general contractor (including change orders), other contracts and work performed by owner, if applicable.

When an **Informal** project is complete, a 3-1 Final - Project Close Out should be submitted for actual expenditures.

Note: Only show actual expenditures. A NCCCS 3-1 Final Project Close Out should not have a budget for contingency.

Required: Interscope Plus must be updated and closeout performed prior to submission of Closeout.

NOTE: "Amended Project" and "Final Project Close Out" submissions will require approval by the State Board if the total project cost has increased by more than 10% or any projects that include state funds. The System Office will approve "Amended Project" and "Final Project Close Out" submissions that do not require SB approval. The College Board of Trustees must approve all NCCCS 3-1's for Connect NC Bond projects regardless of percentage increase/decrease.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

NEW PROJECT

College	Craven Community College		
Project Name	Corporate Training Center	NCCCS Project No.	2775
Campus	1017 Craven CC - Main Campus	County	Craven

I. TYPE OF PROJECT:

New Facility	

II. DESCRIPTION OF PROJECT:

*For description of a new facility project, please include scope of work, property description (facility location, lease, purchase), description of new structure (location, size (SF) and floors, materials, use of interior spaces), brief description of facility's systems (mechanical, electrical, plumbing, generators), overview of the facilities instructional programming, and any special construction requirements (permitting, abatement, demolition,

Insert project and amendment description here.

Craven Community College will be utilizing State Capital Improvement Infrastructure Funds (SCIF) to build a new 12,000 sq. ft. Corporate Training Center on our New Bern Campus.

☒ **Project to be constructed/renovated on college owned property**

☐ **Project to be constructed/renovated on leased property**

Provide the System Office a copy of lease that meets criteria as addressed in **Capital Improvement Manual**.

This form was prepared by:

Name: Christine E. Sachs

Signature: _____

Contact Number: 252-637-5740

Date: _____

CPC Signature: _____

III. ESTIMATED COST OF PROJECT:**A. PRE-CONSTRUCTION COSTS**

1. Site Grading and Improvements (not in III B)
2. Demolition (not in III B)

Subtotal "A"

0.00

B. CONSTRUCTION

1. Design Fee
2. Construction.....
3. Construction Contingency
4. Other Contracts
5. Other Fees

573,639.00

6,202,994.00

186,090.00

60,810.00

Subtotal "B"

7,023,533.00

C. Other Costs

1. Initial Equipment.....
2. Work Performed by Owner

Subtotal "C"

0.00

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)**\$7,023,533.00****IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:****A. NON-STATE FUNDS**

1. County Appropriated
2. County Bonds

1,802.90

3. Other ▼
4. Other ▼
5. ▼

Excess Fees

Lost Revenue claimed from HEERF

934,323.82

322,350.28

Subtotal "A"

1,258,477.00

**B. STATE FUNDS (Handled locally by college
- not reimbursed through System Office)**

1. ▼
2. ▼
3. ▼

Subtotal "B"

0.00

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code 42120 New SCIF \$400M ▼
2. Budget Code ▼
3. Budget Code ▼
4. Budget Code ▼

5,765,056.00

Subtotal "C"

5,765,056.00

Total Sources of Funds Available (IV A, B, C)

7,023,533.00

D. UNIDENTIFIED FUNDS

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

Subtotal "D"

0.00

Total Sources of Funds Including Unidentified**\$7,023,533.00**

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of Craven Community College
do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$5,765,056.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____.

- ☒ As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.
- ☒ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal sessions with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2775
from Craven Community College and if shown, county funds in the
amount of \$1,802.90 are available for the planning and construction of this project.

County Manager/Finance Officer Signature _____
Print Name _____
Date _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1
Section VIII) it is estimated that the college will expend an additional \$95,734.40
per year in support of this new construction. I certify that this document has been reviewed, and that
the information stated herein will be shared with the proper county officials to seek an appropriate
adjustment to the college's budget as the new facility is brought online.

County Manager/Finance Officer Signature _____
Print Name _____
Date _____

=====

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

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

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

This, the _____ day of _____ 20____

Signature

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

Date: 5/12/2023 Project Name: Corporate Training Center

College: Craven Community College Project Completion Date: 8/31/2025

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$49,215	\$50,199	\$51,203	\$52,227	\$53,272	\$51,223
Plant Maintenance						
additional annual cost	\$8,400	\$8,568	\$8,739	\$8,914	\$9,092	\$8,743
Other Operating Cost						
additional annual cost						
Electric	\$33,600	\$33,936	\$34,275	\$34,618	\$34,964	\$34,279
Fuel (Gas, Oil)	\$360	\$364	\$367	\$371	\$375	\$367
Water	\$600	\$606	\$612	\$618	\$624	\$612
Telecommunications	\$500	\$505	\$510	\$515	\$520	\$510
Total Average Annual Cost (will populate into Section VI of the 3-1)						\$95,734
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

3-1 Attachment
Local Certification of Support

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #1

Is this the Final 3-1 Project Closeout?

No



College

Craven Community College

Project Name

Corporate Training Center

NCCCS Project No.

2775

Campus

1017 Craven CC - Main Campus



County

Craven

I. TYPE OF PROJECT:

New Facility



II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.



Project to be constructed/renovated on college owned property



Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name:

Signature:

Contact Number:

Date:

CPC Signature:

III. ESTMATED COST OF PROJECT:

Craven Community College

2775

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B)
2. Demolition (not in III B)

Subtotal "A"**B. CONSTRUCTION**

1. Design Fee
2. Construction.....
3. Construction Contingency
4. Other Contracts
5. Other Fees

Subtotal "B"**C. Other Costs**

1. Initial Equipment.....
2. Work Performed by Owner

Subtotal "C"**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)**

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
573,639.00		573,639.00
6,202,994.00		6,202,994.00
186,090.00		186,090.00
60,810.00		60,810.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
\$7,023,533.00	\$0.00	\$7,023,533.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**A. NON-STATE FUNDS**

1. County Appropriated
2. County Bonds
3. Other Excess Fees
4. Other Lost Revenue claimed from HEERF
5.

Subtotal "A"**B. STATE FUNDS (Handled locally by college
- not reimbursed through System Office)**

1.
2.
3.

Subtotal "B"**C. STATE FUNDS (Reimbursed by the System Office)**

1. Budget Code 42120 New SCIF \$400M
2. Budget Code
3. Budget Code
4. Budget Code

Subtotal "C"

Total Sources of Funds Available (IV A, B, C)

D. UNIDENTIFIED FUNDS

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

Subtotal "D"**Total Sources of Funds Including Unidentified**

Prior Funds	Changes	Current Funds
1,802.90		1,802.90
934,323.82		934,323.82
322,350.28		322,350.28
1,258,477.00	0.00	1,258,477.00
0.00	0.00	0.00
5,765,056.00		5,765,056.00
5,765,056.00	0.00	5,765,056.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
\$7,023,533.00	\$0.00	\$7,023,533.00

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of **Craven Community College**
do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$5,765,056.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____.

☒ As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.

☒ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal sessions with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

Craven Community College
2775

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2775
from Craven Community College and if shown, county funds in the
amount of \$1,803 are available for the planning and construction of this project.

Signature _____
Title _____
Date _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1,
Section VIII, Page 5) it is estimated that the college will expend an additional \$95,734
per year in support of this new construction. I certify that this document has been reviewed, and that
the information stated herein will be shared with the proper county officials to seek an appropriate
adjustment to the college's budget as the new facility is brought online.

Signature _____
Title _____
Date _____

=====

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

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

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

This, the _____ day of _____ 20____

Signature

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

Date: _____ Project Name: Corporate Training Center

College: Craven Community College Project Completion Date: _____

Contact Name: _____

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$49,215	\$50,199	\$51,203	\$52,227	\$53,272	\$51,223
Plant Maintenance						
additional annual cost	\$8,400	\$8,568	\$8,739	\$8,914	\$9,092	\$8,743
Other Operating Cost						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$33,600	\$33,936	\$34,275	\$34,618	\$34,964	\$34,279
Fuel (Gas, Oil)	\$360	\$364	\$367	\$371	\$375	\$367
Water	\$600	\$606	\$612	\$618	\$624	\$612
Telecommunications	\$500	\$505	\$510	\$515	\$520	\$510
	Total Average Annual Cost (used in Section VI of the 3-1)					\$95,734
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

3-1 Attachment
Local Certification of Support

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #2

Is this the Final 3-1 Project Closeout?

No

College Craven Community College

Project Name Corporate Training Center NCCCS Project No. 2775

Campus 1017 Craven CC - Main Campus County Craven

I. TYPE OF PROJECT:

New Facility

II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.

☒ **Project to be constructed/renovated on college owned property**

☐ **Project to be constructed/renovated on leased property**

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: _____

Signature: _____

Contact Number: _____

Date: _____

CPC Signature: _____

III. ESTIMATED COST OF PROJECT:

2775

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B)
2. Demolition (not in III B)

Subtotal "A"

B. CONSTRUCTION

1. Design Fee
2. Construction.....
3. Construction Contingency
4. Other Contracts
5. Other Fees

Subtotal "B"

C. Other Costs

1. Initial Equipment.....
2. Work Performed by Owner

Subtotal "C"

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
573,639.00		573,639.00
6,202,994.00		6,202,994.00
186,090.00		186,090.00
60,810.00		60,810.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
\$7,023,533.00	\$0.00	\$7,023,533.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriated
2. County Bonds
3. Other ▼ Excess Fees
4. Other ▼ Lost Revenue claimed from HEERF
5. ▼

Subtotal "A"

B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)

1. ▼
2. ▼
3. ▼

Subtotal "B"

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code 42120 New SCIF \$400M ▼
2. Budget Code ▼
3. Budget Code ▼
4. Budget Code ▼

Subtotal "C"

Total Sources of Funds Available (IV A, B, C)

D. UNIDENTIFIED FUNDS

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

Subtotal "D"

Total Sources of Funds Including Unidentified

Prior Funds	Changes	Current Funds
1,802.90		1,802.90
934,323.82		934,323.82
322,350.28		322,350.28
1,258,477.00	0.00	1,258,477.00
0.00	0.00	0.00
5,765,056.00		5,765,056.00
5,765,056.00	0.00	5,765,056.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
\$7,023,533.00	\$0.00	\$7,023,533.00

Craven Community College

2775

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of **Craven Community College**
do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$5,765,056.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____.

☐ As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.

☐ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefor will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal sessions with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

Craven Community College
2775

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2775
from Craven Community College and if shown, county funds in the
amount of \$1,803 are available for the planning and construction of this project.

Signature _____
Title _____
Date _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1, Section VIII, Page 5) it is estimated that the college will expend an additional \$95,734 per year in support of this new construction. I certify that this document has been reviewed, and that the information stated herein will be shared with the proper county officials to seek an appropriate adjustment to the college's budget as the new facility is brought online.

Signature _____
Title _____
Date _____

=====

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

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

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

This, the _____ day of _____, 20____

Signature

Craven Community College
2775

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

Date: _____ Project Name: Corporate Training Center

College: Craven Community College Project Completion Date: _____

Contact Name: _____

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$49,215	\$50,199	\$51,203	\$52,227	\$53,272	\$51,223
Plant Maintenance						
additional annual cost	\$8,400	\$8,568	\$8,739	\$8,914	\$9,092	\$8,743
Other Operating Cost						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$33,600	\$33,936	\$34,275	\$34,618	\$34,964	\$34,279
Fuel (Gas, Oil)	\$360	\$364	\$367	\$371	\$375	\$367
Water	\$600	\$606	\$612	\$618	\$624	\$612
Telecommunications	\$500	\$505	\$510	\$515	\$520	\$510
Total Average Annual Cost (used in Section VI of the 3-1)						\$95,734
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

3-1 Attachment
Local Certification of Support

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #3

Is this the Final 3-1 Project Closeout?

No

College Craven Community College

Project Name Corporate Training Center

NCCCS Project No.

2775

Campus 1017 Craven CC - Main Campus

County

Craven

I. TYPE OF PROJECT:

New Facility

II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.

☐ **Project to be constructed/renovated on college owned property**

☐ **Project to be constructed/renovated on leased property**

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: _____

Signature: _____

Contact Number: _____

Date: _____

CPC Signature: _____

III. ESTIMATED COST OF PROJECT:**A. PRE-CONSTRUCTION COSTS**

1. Site Grading and Improvements (not in III B)
2. Demolition (not in III B)

Subtotal "A"**B. CONSTRUCTION**

1. Design Fee
2. Construction.....
3. Construction Contingency
4. Other Contracts
5. Other Fees

Subtotal "B"**C. Other Costs**

1. Initial Equipment.....
2. Work Performed by Owner

Subtotal "C"**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)**

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
573,639.00		573,639.00
6,202,994.00		6,202,994.00
186,090.00		186,090.00
60,810.00		60,810.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
\$7,023,533.00	\$0.00	\$7,023,533.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**A. NON-STATE FUNDS**

1. County Appropriated
2. County Bonds
3. Other ▼ Excess Fees
4. Other ▼ Lost Revenue claimed from HEERF
5. ▼

Subtotal "A"**B. STATE FUNDS (Handled locally by college
- not reimbursed through System Office)**

1. ▼
2. ▼
3. ▼

Subtotal "B"**C. STATE FUNDS (Reimbursed by the System Office)**

1. Budget Code 42120 New SCIF \$400M ▼
2. Budget Code ▼
3. Budget Code ▼
4. Budget Code ▼

Subtotal "C"

Total Sources of Funds Available (IV A, B, C)

D. UNIDENTIFIED FUNDS

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

Subtotal "D"**Total Sources of Funds Including Unidentified**

Prior Funds	Changes	Current Funds
1,802.90		1,802.90
934,323.82		934,323.82
322,350.28		322,350.28
1,258,477.00	0.00	1,258,477.00
0.00	0.00	0.00
5,765,056.00		5,765,056.00
5,765,056.00	0.00	5,765,056.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
\$7,023,533.00	\$0.00	\$7,023,533.00

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of **Craven Community College**
do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$5,765,056.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____.

☐ As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.

☐ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal sessions with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2775
from Craven Community College and if shown, county funds in the
amount of \$1,803 are available for the planning and construction of this project.

Signature _____

Title _____

Date _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1, Section VIII, Page 5) it is estimated that the college will expend an additional \$95,734 per year in support of this new construction. I certify that this document has been reviewed, and that the information stated herein will be shared with the proper county officials to seek an appropriate adjustment to the college's budget as the new facility is brought online.

Signature _____

Title _____

Date _____

=====

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

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

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

This, the _____ day of _____ 20____

Signature

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

Date: _____ Project Name: Corporate Training Center

College: Craven Community College Project Completion Date: _____

Contact Name: _____

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$49,215	\$50,199	\$51,203	\$52,227	\$53,272	\$51,223
Plant Maintenance						
additional annual cost	\$8,400	\$8,568	\$8,739	\$8,914	\$9,092	\$8,743
Other Operating Cost						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$33,600	\$33,936	\$34,275	\$34,618	\$34,964	\$34,279
Fuel (Gas, Oil)	\$360	\$364	\$367	\$371	\$375	\$367
Water	\$600	\$606	\$612	\$618	\$624	\$612
Telecommunications	\$500	\$505	\$510	\$515	\$520	\$510
	Total Average Annual Cost (used in Section VI of the 3-1)					\$95,734
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

3-1 Attachment
Local Certification of Support

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #4

Is this the Final 3-1 Project Closeout?

No ▼

College Craven Community College

Project Name Corporate Training Center

NCCCS Project No.

2775

Campus 1017 Craven CC - Main Campus ▼

County

Craven

I. TYPE OF PROJECT:

New Facility ▼
▼

▼
▼

II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.

☐ **Project to be constructed/renovated on college owned property**

☐ **Project to be constructed/renovated on leased property**

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: _____

Signature: _____

Contact Number: _____

Date: _____

CPC Signature: _____

III. ESTIMATED COST OF PROJECT:

2775

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B)
2. Demolition (not in III B)

Subtotal "A"

B. CONSTRUCTION

1. Design Fee
2. Construction.....
3. Construction Contingency
4. Other Contracts
5. Other Fees

Subtotal "B"

C. Other Costs

1. Initial Equipment.....
2. Work Performed by Owner

Subtotal "C"

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
573,639.00		573,639.00
6,202,994.00		6,202,994.00
186,090.00		186,090.00
60,810.00		60,810.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
\$7,023,533.00	\$0.00	\$7,023,533.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriated
2. County Bonds
3. Other ▼ Excess Fees
4. Other ▼ Lost Revenue claimed from HEERF
5. ▼

Subtotal "A"

B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)

1. ▼
2. ▼
3. ▼

Subtotal "B"

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code 42120 New SCIF \$400M ▼
2. Budget Code ▼
3. Budget Code ▼
4. Budget Code ▼

Subtotal "C"

Total Sources of Funds Available (IV A, B, C)

D. UNIDENTIFIED FUNDS

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

Subtotal "D"

Total Sources of Funds Including Unidentified

Prior Funds	Changes	Current Funds
1,802.90		1,802.90
934,323.82		934,323.82
322,350.28		322,350.28
1,258,477.00	0.00	1,258,477.00
0.00	0.00	0.00
5,765,056.00		5,765,056.00
5,765,056.00	0.00	5,765,056.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
\$7,023,533.00	\$0.00	\$7,023,533.00

Craven Community College

2775

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of **Craven Community College**
do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$5,765,056.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____.

☐ As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.

☐ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal sessions with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

Craven Community College
2775

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2775
from Craven Community College and if shown, county funds in the
amount of \$1,803 are available for the planning and construction of this project.

Signature _____
Title _____
Date _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1, Section VIII, Page 5) it is estimated that the college will expend an additional \$95,734 per year in support of this new construction. I certify that this document has been reviewed, and that the information stated herein will be shared with the proper county officials to seek an appropriate adjustment to the college's budget as the new facility is brought online.

Signature _____
Title _____
Date _____

=====

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

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

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

This, the _____ day of _____ 20____

Signature

Craven Community College
2775

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

Date: _____ Project Name: Corporate Training Center

College: Craven Community College Project Completion Date: _____

Contact Name: _____

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$49,215	\$50,199	\$51,203	\$52,227	\$53,272	\$51,223
Plant Maintenance						
additional annual cost	\$8,400	\$8,568	\$8,739	\$8,914	\$9,092	\$8,743
Other Operating Cost						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$33,600	\$33,936	\$34,275	\$34,618	\$34,964	\$34,279
Fuel (Gas, Oil)	\$360	\$364	\$367	\$371	\$375	\$367
Water	\$600	\$606	\$612	\$618	\$624	\$612
Telecommunications	\$500	\$505	\$510	\$515	\$520	\$510
	Total Average Annual Cost (used in Section VI of the 3-1)					\$95,734
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

3-1 Attachment
Local Certification of Support

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #5

Is this the Final 3-1 Project Closeout?

No ▼

College Craven Community College

Project Name Corporate Training Center

NCCCS Project No.

2775

Campus 1017 Craven CC - Main Campus ▼

County

Craven

I. TYPE OF PROJECT:

New Facility ▼

II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.

☐ **Project to be constructed/renovated on college owned property**

☐ **Project to be constructed/renovated on leased property**

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: _____

Signature: _____

Contact Number: _____

Date: _____

CPC Signature: _____

III. ESTIMATED COST OF PROJECT:

2775

A. PRE-CONSTRUCTION COSTS

1. Site Grading and Improvements (not in III B)
2. Demolition (not in III B)

Subtotal "A"

B. CONSTRUCTION

1. Design Fee
2. Construction.....
3. Construction Contingency
4. Other Contracts
5. Other Fees

Subtotal "B"

C. Other Costs

1. Initial Equipment.....
2. Work Performed by Owner

Subtotal "C"

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
573,639.00		573,639.00
6,202,994.00		6,202,994.00
186,090.00		186,090.00
60,810.00		60,810.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
\$7,023,533.00	\$0.00	\$7,023,533.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriated
2. County Bonds
3. Other ▼ Excess Fees
4. Other ▼ Lost Revenue claimed from HEERF
5. ▼

Subtotal "A"

B. STATE FUNDS (Handled locally by college - not reimbursed through System Office)

1. ▼
2. ▼
3. ▼

Subtotal "B"

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code 42120 New SCIF \$400M ▼
2. Budget Code ▼
3. Budget Code ▼
4. Budget Code ▼

Subtotal "C"

Total Sources of Funds Available (IV A, B, C)

D. UNIDENTIFIED FUNDS

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

Subtotal "D"

Total Sources of Funds Including Unidentified

Prior Funds	Changes	Current Funds
1,802.90		1,802.90
934,323.82		934,323.82
322,350.28		322,350.28
1,258,477.00	0.00	1,258,477.00
0.00	0.00	0.00
5,765,056.00		5,765,056.00
5,765,056.00	0.00	5,765,056.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
\$7,023,533.00	\$0.00	\$7,023,533.00

Craven Community College

2775

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of **Craven Community College**
do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$5,765,056.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____.

☐ As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.

☐ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal sessions with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

Craven Community College
2775

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2775
from Craven Community College and if shown, county funds in the
amount of \$1,803 are available for the planning and construction of this project.

Signature _____
Title _____
Date _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1, Section VIII, Page 5) it is estimated that the college will expend an additional \$95,734 per year in support of this new construction. I certify that this document has been reviewed, and that the information stated herein will be shared with the proper county officials to seek an appropriate adjustment to the college's budget as the new facility is brought online.

Signature _____
Title _____
Date _____

=====

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

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

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

This, the _____ day of _____ 20____

Signature

Craven Community College
2775

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

Date: _____ Project Name: Corporate Training Center

College: Craven Community College Project Completion Date: _____

Contact Name: _____

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$49,215	\$50,199	\$51,203	\$52,227	\$53,272	\$51,223
Plant Maintenance						
additional annual cost	\$8,400	\$8,568	\$8,739	\$8,914	\$9,092	\$8,743
Other Operating Cost						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$33,600	\$33,936	\$34,275	\$34,618	\$34,964	\$34,279
Fuel (Gas, Oil)	\$360	\$364	\$367	\$371	\$375	\$367
Water	\$600	\$606	\$612	\$618	\$624	\$612
Telecommunications	\$500	\$505	\$510	\$515	\$520	\$510
	Total Average Annual Cost (used in Section VI of the 3-1)					\$95,734
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

3-1 Attachment
Local Certification of Support

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #6

Is this the Final 3-1 Project Closeout?

No

College

Craven Community College

Project Name

Corporate Training Center

NCCCS Project No.

2775

Campus

1017 Craven CC - Main Campus

County

Craven

I. TYPE OF PROJECT:

New Facility

II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

Insert project and amendment description here.

☐ **Project to be constructed/renovated on college owned property**

☐ **Project to be constructed/renovated on leased property**

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name:

Signature:

Contact Number:

Date:

CPC Signature:

III. ESTIMATED COST OF PROJECT:**A. PRE-CONSTRUCTION COSTS**

1. Site Grading and Improvements (not in III B)
2. Demolition (not in III B)

Subtotal "A"**B. CONSTRUCTION**

1. Design Fee
2. Construction.....
3. Construction Contingency
4. Other Contracts
5. Other Fees

Subtotal "B"**C. Other Costs**

1. Initial Equipment.....
2. Work Performed by Owner

Subtotal "C"**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)**

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
573,639.00		573,639.00
6,202,994.00		6,202,994.00
186,090.00		186,090.00
60,810.00		60,810.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
7,023,533.00	\$0.00	7,023,533.00

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**A. NON-STATE FUNDS**

1. County Appropriated
2. County Bonds
3. Other ▼ Excess Fees
4. Other ▼ Lost Revenue claimed from HEERF
5. ▼

Subtotal "A"**B. STATE FUNDS (Handled locally by college
- not reimbursed through System Office)**

1. ▼
2. ▼
3. ▼

Subtotal "B"**C. STATE FUNDS (Reimbursed by the System Office)**

1. Budget Code 42120 New SCIF \$400M ▼
2. Budget Code ▼
3. Budget Code ▼
4. Budget Code ▼

Subtotal "C"

Total Sources of Funds Available (IV A, B, C)

D. UNIDENTIFIED FUNDS

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

Subtotal "D"**Total Sources of Funds Including Unidentified**

Prior Funds	Changes	Current Funds
1,802.90		1,802.90
934,323.82		934,323.82
322,350.28		322,350.28
1,258,477.00	0.00	1,258,477.00
0.00	0.00	0.00
5,765,056.00		5,765,056.00
5,765,056.00	0.00	5,765,056.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
7,023,533.00	\$0.00	7,023,533.00

V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

We, the Board of Trustees of **Craven Community College**
do hereby certify:

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$5,765,056.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated _____.

☐ As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.

☐ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefore will not be reimbursed.

2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

3. That a fee simple title held by the Board of Trustees to the property upon which the said facilities or improvements are to be made, or that a long-term lease, as described in the North Carolina Community College System Capital Improvement Guide, is held by the Board of Trustees.

4. That in formal sessions with a quorum present, the Board of Trustees authorized this application and further authorized the Chairman and the Chief Administrative Officer of this Board to execute all papers required by the rules and regulations of the State Board of Community Colleges.

Chairman - Board of Trustees

Chief Administrative Officer/President

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2775
from Craven Community College and if shown, county funds in the
amount of \$1,803 are available for the planning and construction of this project.

Signature _____
Title _____
Date _____

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1, Section VIII, Page 5) it is estimated that the college will expend an additional \$95,734 per year in support of this new construction. I certify that this document has been reviewed, and that the information stated herein will be shared with the proper county officials to seek an appropriate adjustment to the college's budget as the new facility is brought online.

Signature _____
Title _____
Date _____

=====

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

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

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

This, the _____ day of _____ 20__

Signature

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

Date: _____ Project Name: Corporate Training Center

College: Craven Community College Project Completion Date: _____

Contact Name: _____

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$49,215	\$50,199	\$51,203	\$52,227	\$53,272	\$51,223
Plant Maintenance						
additional annual cost	\$8,400	\$8,568	\$8,739	\$8,914	\$9,092	\$8,743
Other Operating Cost						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$33,600	\$33,936	\$34,275	\$34,618	\$34,964	\$34,279
Fuel (Gas, Oil)	\$360	\$364	\$367	\$371	\$375	\$367
Water	\$600	\$606	\$612	\$618	\$624	\$612
Telecommunications	\$500	\$505	\$510	\$515	\$520	\$510
	Total Average Annual Cost (used in Section VI of the 3-1)					\$95,734
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

3-1 Attachment
Local Certification of Support

NORTH CAROLINA

CRAVEN COUNTY

**AMENDED, RESTATED, AND
CONSOLIDATED LEASE AGREEMENT**

THIS AMENDED, RESTATED, AND CONSOLIDATED LEASE AGREEMENT (“Lease”), dated April 25, 2023, for convenience of reference, is made by and between the CITY OF NEW BERN (“Lessor”), a North Carolina municipal corporation, and THE TRUSTEES OF CRAVEN COMMUNITY COLLEGE (“Lessee”), collectively referred to as the “Parties.”

W I T N E S S E T H:

THAT WHEREAS, the Lessor owns the real property in the City of New Bern located at First Street, Rhem Street, and Park Avenue, said parcels being identified by Craven County Tax Parcel Numbers 8-011-153-C, 8-010-014, 8-010-013, 8-010-012, 8-010-011, 8-010-011-A, 8-011-153-B, and 8-011-309, collectively referred to herein as the “Subject Property”; and

WHEREAS, the Parties entered into the following lease agreements for real property constituting portions of the Subject Property (the leases collectively referred to as the “Existing Leases”):

(a) Amended and Restated Lease Agreement dated September 12, 2017 (Tax Parcel Number 8-011-153-C);

(b) Lease Agreement dated June 9, 2020 (Tax Parcels 8-010-014, 8-010-013, 8-010-012, 8-010-011, and 8-010-011-A)

(c) Lease Agreement dated August 11, 2020 (Tax Parcel Number 8-011-153-B);

(d) Lease Agreement dated October 1, 2021 (Tax Parcel Number 8-010-153-C); and

WHEREAS, the Parties desire to amend the Existing Leases, and for convenience of reference and administration, further desire to restate the Existing Leases with such amendments as provided herein; 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 workforce development center and other activities as generally described hereafter, 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 the Subject Property and all improvements located thereon (the "Premises") to Lessee, and Lessee hereby leases the Premises from Lessor.

3. **CONDITIONS OF PREMISES AND TENANT UPFIT.** To the extent any of the Premises are not already in Lessee's possession under the Existing Leases, Lessor shall deliver the Premises to Lessee "as-is." Lessee shall provide all upfitting at its sole cost and expense, which shall be performed in a workman-like manner with such work to be done in accordance with the requirements of local ordinances and public authorities having jurisdiction thereof, specifically including the North Carolina Building Code and the Craven County Health Department.

4. **TERM.** The term of this Lease shall commence on June 01, 2023 and shall continue through midnight on May 31, 2043, 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 ninety (90) 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 may use the Premises for the conduct of College educational programs and a small business accelerator program, including, but not limited to, workforce development and those other uses described in the Existing Leases (hereafter defined), 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.

7. **PROHIBITED USES.** Lessee shall not cause or permit any waste to occur in the Premises and shall not overload the floor, or any mechanical, electrical, plumbing or utility systems serving the Premises. Lessee shall keep the Premises, and every part thereof, in a clean and wholesome condition, free from any objectionable activities or nuisances. Some of Lessee's educational programs require the use of potentially hazardous materials such as fuel for engines operated on the Premises; however, 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, and telephone services.

9. **REPAIR AND MAINTENANCE.** Lessor shall keep the foundation, exterior walls (except plate glass and exterior doors), roof, gutters, downspouts, and foundation walls of the Premises, and all interior and exterior water, sewer, electrical and gas systems serving the Premises in good repair, except that Lessor shall not be required to make any repairs occasioned by the act or neglect of Lessee or its employees or agents. For purposes of this Section 9, Lessor's obligation to maintain all interior water, sewer, electrical and gas systems serving the Premises in good repair shall be limited to such portions of the water, sewer, electrical and gas systems located within the walls, floors and ceilings of the structures located on the Premises. In the event that the Premises become in need of repairs required to be made by Lessor hereunder, Lessee shall give prompt written notice to Lessor; and Lessor shall not in any way be responsible for failure to make any such repairs until thirty (30) days shall have passed after its receipt of such written notice (provided, however, that in the event the repair cannot, with reasonable diligence, be completed within such thirty (30) day period, Lessor shall have a reasonable time thereafter to complete such repair so long as Lessor promptly commences and diligently pursues such repair to completion). Should the Premises require an emergency repair, Lessee shall contact the City Manager or Public Works Director by telephone, and Lessor shall take immediate action to address such emergency repair unless Lessee is advised by the City Manager or Public Works Director that Lessor is unable to take immediate action in which case Lessee may take all reasonable steps to resolve such emergency repair at Lessor's expense.

Except for the foregoing Lessor responsibilities, Lessee shall perform all other repairs and maintenance necessary to maintain the Premises, including, but not limited to, needed repairs and replacements to all exterior and interior items unless such items are the responsibility of Lessor as set forth above, including the HVAC system. Lessee shall perform all preventative

maintenance and repairs to the Premises, including without limitation all repairs and replacements to all interior items, to the ceiling, to the lighting system, to all doors and door opening mechanisms, and to all water, sewer, and electrical facilities located within the Premises, unless such items are the responsibility of Lessor as set forth above. Lessee shall promptly replace any cracked or broken plate glass or window glass used in any interior and exterior windows and doors in the Premises. Lessee shall maintain the grounds, driveways, parking areas, and perimeter fence and gate on the Subject Property and any other property over which Lessee has access rights in good condition and repair, and maintain adequate lighting in such areas, all consistent with Lessee's maintenance standards for its other facilities. Lessee's obligations include the removal of snow and ice from walkways, driveways, and parking lots in the area surrounding the Premises consistent with Lessee's practices for its other public parking areas.

10. **CARE OF PREMISES BY LESSEE.** Lessee shall keep the inside and outside of all glass in the doors and windows of the Premises clean; shall keep clean all exterior surfaces of the Premises which are not Lessor's responsibility; shall not place or maintain any structures or other articles on the sidewalk or street adjacent to the Premises or elsewhere on the exterior thereof without Lessor's written consent; shall maintain the Premises at its own expense in a clean, orderly and sanitary condition and free of insects, rodents, vermin and other pests; shall not permit undue accumulations of garbage, trash, rubbish and other refuse, and shall keep such refuse in proper containers on the exterior of the Premises in the areas designated therefor by Lessor; and shall maintain temperatures within the Premises sufficient (and open taps to reduce pressure as needed) to prevent the freezing and bursting of water and sewer pipes serving the Premises. All repairs and replacements shall be of quality and class at least equal to the quality and class of the Premises at the time of entry by Lessee.

11. **ALTERATIONS AND IMPROVEMENTS.** Lessee may only make changes, alterations or improvements to the Premises with the prior written consent of Lessor, which consent shall not be unreasonably withheld, conditioned or delayed. If approved by Lessor, such work shall be done in accordance with the requirements of local ordinances and public authorities having jurisdiction thereof. Lessee shall make no such change, alteration or improvement which substantially affects the structural integrity of the Premises or substantially

decreases the value of the Premises. All changes, alterations or improvements to the Premises shall remain for the benefit of Lessor unless otherwise provided in a writing signed by Lessor.

12. CASUALTY AND 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.

Lessor shall keep all improvements upon the property of which the Premises are a part insured to the extent of not less than One Hundred percent (100%) of the replacement cost thereof in such amount as may be agreed upon by Lessor and Lessee prior to the commencement of each lease year against loss or damage by fire, with extended coverage. Each such policy shall be carried with a reputable insurance company authorized to do business in North Carolina. Lessee shall reimburse Lessor for the reasonable cost of such insurance within thirty (30) days after receipt of notice from Lessor with supporting information as to the amount due.

13. **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, the duties, rights and obligations of Lessor and Lessee shall be as follows:

(a) If the Premises shall be damaged or destroyed so as to render the Premises untenable, Lessor or Lessee may, at either party's election, terminate this Lease by written notice to the other party not more than thirty (30) days after the occurrence of such damage or destruction. Untenable shall mean that the improvements upon property of which the Premises are a part shall be damaged or destroyed by fire, the elements, or other casualty to the extent of one-half (1/2) of the replacement cost thereof as determined by the final adjustment of the insurance claim related thereto.

(b) If the Premises are not rendered untenable by such damage or destruction, this Lease shall remain in full force and effect and Lessor shall promptly commence the required repair or restoration using such insurance proceeds as are available and prosecute the work of repair to completion with reasonable speed and diligence. Lessee shall during any period of repair and restoration continue to operate on the Premises to the extent reasonably practical.

14. **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 ten (10) days after receipt of notice thereof, or, if such performance cannot be reasonably had within the ten (10) day period, such party shall not in good faith have commenced performance within the ten (10) day period and shall not diligently proceed to the completion of such performance, such event shall constitute a default under this Lease.

15. **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.

16. **SIGNAGE.** Lessee may implement a program for common signage for the Subject Property, which may include sign face(s) to identify Lessee's operations, the design of which shall be similar to Lessee's other signage at its existing facilities. Once the common signage is installed on the Premises, Lessee shall be responsible for the cost of any replacement signage necessitated by Lessee.

17. **ASSIGNMENT OR SUBLETTING.** Lessee shall not assign this Lease nor sublet any part of the Premises without written consent of the Lessor, except Lessee may sublease or assign any part of the Premises in connection with a small business accelerator program or similar program without the prior written consent of the Lessor.

18. **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 operations on the Premises may extend beyond customary "business hours" and that Lessee and its invitees will need access to the Premises "around the clock"; therefore, Lessee's access to and use of the Premises shall not be limited by Lessor.

19. **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. Notwithstanding the foregoing, in the event Lessee modifies the buildings on the Premises, Lessee shall not be required to return the buildings to their original layout upon surrender of the Premises.

20. **FIXTURES.** Lessee shall have the right to install in 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 Lessee 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.

21. **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
City of New Bern
Attn: Director of Public Works
P.O. Box 1129
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.

22. 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, agents, contractors, 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, and as limited by all state and federal laws, 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 Lessor, its agents, contractors, or employees, 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, unless the same is caused by the negligence or willful misconduct of Lessee.

23. 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.

24. 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.

25. **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.

26. **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.

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

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

29. **COVENANT OF USE.** Lessor acquired a grant from the U.S. Department of Commerce Economic Development Administration (the "EDA") to assist in the completion of certain work by Lessor in the Premises described in the September 12, 2017 Amended and Restated Lease Agreement for Tax Parcel Number 8-011-153-C (the "EDA Grant"). The EDA Grant required the execution and recording of a Covenant of Use, Purpose and Ownership (the "Covenant") in favor of the EDA. The Covenant is recorded in Book 3518, Page 1982 in the office of the Register of Deeds of Craven County, and the portion of the Premises described in the September 12, 2017 Lease are subject to the terms of the Covenant which, among other things, restrict the use of the Premises to the purposes specified in the EDA Grant. Lessee agrees to comply with the terms of the Covenant.

30. **SUPERSEDES PRIOR AGREEMENTS.** The Subject Property is currently subject to the following Lease Agreements between Lessor and Lessee (the "Existing Leases"): Craven County Tax Parcel Number 8-011-153-C includes 205 First Street (the "Workforce Development Center," Lease Agreement dated September 12, 2017), 209 First Street (the "Makerspace," Lease Agreement dated March 1, 2020), and 213 First Street (the "Volt Kitchen," Lease Agreement dated October 1, 2021); Craven County Tax Parcel Numbers 8-010-014, 8-010-013, 8-010-012, 8-010-011, and 8-010-011-A include 106 and 114-120 Rhem Street (the "Garage," Lease Agreement dated June 9, 2020); and Craven County Tax Parcel Number 8-011-153-B includes 128 Rhem Street (the "Simulator," Lease Agreement dated August 11, 2020). This Amended, Restated, and Consolidated Lease Agreement supersedes and replaces the Existing Leases. It is then intention of the parties that this Lease includes the entire Subject Property and all improvements thereon, including but not limited to the Premises described in the Existing Leases and 106 Rhem Street, which the Lessee intends to use as a heavy equipment construction lab.

[SIGNATURE PAGE FOLLOWS]

IN TESTIMONY WHEREOF, the City has caused this instrument to be executed as its act and deed by the Mayor, and its corporate seal to be hereunto affixed, and attested by its City Clerk, all by the authority of its Board of Aldermen; 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:

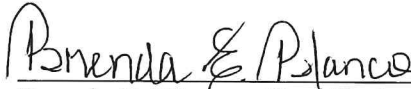
CITY OF NEW BERN

By: _____



JEFFREY T. ODHAM, MAYOR

ATTEST:



Brenda E. Blanco, City Clerk

(CORPORATE SEAL)



LESSEE:

**THE TRUSTEES OF CRAVEN COMMUNITY
COLLEGE**

By: _____

_____, Chair

[SEAL]

NORTH CAROLINA
CRAVEN COUNTY

I, Allyson Leggett, a notary public in and for said county and state, do hereby certify that on the 25 day of April 2023, before me personally appeared JEFFREY T. ODHAM with whom I am personally acquainted, who, being by me duly sworn, says that he is the Mayor and that BRENDA E. BLANCO is the City Clerk of the City of New Bern, the municipal corporation described in and which executed the foregoing instrument; that she knows the common seal of said municipal corporation; that the seal affixed to the foregoing instrument is said common seal; that the name of the municipal corporation was subscribed thereto by the said Mayor; that the said common seal was affixed, all by order of the Board of Aldermen of said municipal corporation; and that the said instrument is the act and deed of said municipal corporation.

WITNESS my hand and notarial seal, this the 25 day of April, 2023.

Allyson E Leggett
NOTARY PUBLIC

My Commission Expires:

May 4, 2026



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: _____.

Date: _____

Signature of Notary Public

Notary's printed or typed name

My Commission Expires:

Placeholder page for Whit to appoint Board Officers for
Nominating Committee FY 2023-24

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
2023-2024 MEETING SCHEDULE**

<u>DATE OF MEETING</u>	<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
JULY 2023		<i>No meeting in July</i>	
AUGUST 2023			
Tuesday, August 15	5:30 pm - 7:30 pm	Aug BOT Meeting (refreshments)	Ward Boardroom
SEPTEMBER 2023			
Tuesday, September 19	5:30 pm - 7:30 pm	Sep BOT Meeting (refreshments)	Ward Boardroom
OCTOBER 2023			
Tuesday, October 17	5:00 pm - 5:45 pm	Dinner with Students	Naumann Community Room
	6:00 pm - 8:00 pm	Oct BOT Meeting	Ward Boardroom
NOVEMBER 2023		<i>No meeting in November</i>	
DECEMBER 2023			
Tuesday, December 12	5:30 pm - 7:30 pm	Dec BOT Meeting (refreshments)	Ward Boardroom
JANUARY 2024		<i>No meeting in January</i>	
FEBRUARY 2024			
Tuesday, February 20	5:30 pm - 7:30 pm	Feb BOT Meeting (refreshments)	Ward Boardroom
MARCH 2024			
Tuesday, March 19	5:00 pm - 5:45 pm	Dinner with Students	Naumann Community Room
	6:00 pm - 8:00 pm	Mar BOT Meeting	Ward Boardroom
APRIL 2024			
Tuesday, April 16	5:30 pm - 7:30 pm	Apr BOT Meeting (refreshments)	Ward Boardroom
MAY 2024		<i>No meeting in May</i>	
JUNE 2024			
Wednesday, June 12	9:00 am - 12:45 pm	Annual Board Retreat	TBD
Wednesday, June 12	1:00 pm - 4:00 pm	June BOT Meeting	TBD
NOTE: If you are unable to attend any meeting, please contact Amber Smith 252-638-7201.			
Knowing attendance helps with set-up, food ordering, and establishing a quorum.			

FISCAL YEAR 2024 CONTINUING BUDGET RESOLUTION
REQUEST FOR TRUSTEE APPROVAL

In accordance with G. S. 115D-57, BE IT RESOLVED, by the Board of Trustees of Craven Community College, that President Raymond W. Staats is authorized to pay salaries and other ordinary expenses of the College for the interval between the beginning of the 2023-2024 fiscal year (July 1, 2023) and the adoption of the budget resolution by the Board of Trustees.

Approved this 7th day of June, 2023.

Robert E. Whitley, Jr., Board Chair