



MEETING AGENDA

AUGUST 15, 2023

**5:30 pm Ward Boardroom
New Bern Campus**

- | | | |
|-------|--|------------------------------|
| I. | Call to Order | <i>Whit Whitley, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) New Appointment | <i>Amber Smith</i> |
| | Fred "Chip" Hughes (Board of Education, 2023-27) | |
| | a. Letter of Appointment | |
| | b. Statement of Economic Interest | |
| | c. Oath of Office | |
| | (3) Reappointment and Oath of Office | <i>Amber Smith</i> |
| | A. Ervin Patrick (Craven County Commissioners, 2023-27) | |
| | B. Tabari Wallace (Governor, 2023-27) | |
| | (4) Agenda Review and Adoption (<i>motion</i>) | <i>Whit Whitley</i> |
| | (5) Conflict of Interest Declaration | <i>Whit Whitley</i> |
| | (6) Public Comment | <i>Whit Whitley</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Whit Whitley</i> |
| | (1) Approve Board of Trustees Meeting Minutes (June 7, 2023) | |
| IV. | Instructional Update (<i>info</i>) | <i>Kathleen Gallman, VP</i> |
| | (1) Curriculum Report | |
| | (2) Spring Program Review | |
| V. | Financial Reports 4 th Quarter FY 2022-23 (Apr-Jun) | <i>Ray Staats</i> |
| | (1) Financial Report (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| VI. | Personnel Report 4 th Quarter FY 2022-23 (Apr-Jun) (<i>info</i>) | <i>Ray Staats</i> |
| VII. | Facilities Usage Report 4 th Quarter FY 2022-23 (Apr-Jun) (<i>info</i>) | <i>Ray Staats</i> |
| VIII. | Old Business | <i>Whit Whitley</i> |
| | (1) Finalize NCCCS 3-1 Barbering Renovation Project # 2625 (<i>motion</i>) | <i>Ray Staats</i> |

- | | | |
|------|---|-------------------------|
| | (2) Review County Budget for FY 2023-24 <i>(info)</i> | <i>Ray Staats</i> |
| | (3) CTC 3-1 Approval SBCC <i>(info)</i> | <i>Ray Staats</i> |
| | (4) Receive Officer Nominating Committee Report <i>(info)</i> | <i>Whit Whitley</i> |
| IX. | New Business | <i>Whit Whitley</i> |
| | (1) Election of Officers <i>(motion)</i> | <i>Whit Whitley</i> |
| | (2) Review Board Policies | <i>Ray Staats</i> |
| | A. BP 1.2 Vision Statement <i>(motion)</i> | |
| | B. BP 1.3 Core Values <i>(motion)</i> | |
| | C. BP 2.37 Paid Parental Leave <i>(info)</i> | |
| | (3) Workforce Continuing Education Integrity Plan 2023-26 <i>(motion)</i> | <i>Gery Boucher, VP</i> |
| | (4) Updated 2023-24 Fee Schedule <i>(motion)</i> | <i>Ray Staats</i> |
| X. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Chair | <i>Whit Whitley</i> |
| | (3) Attorney | <i>Jamie Norment</i> |
| | (4) Foundation President | <i>Anne Schout</i> |
| XI. | Transfer of the Gavel | <i>Whit Whitley</i> |
| XII. | Adjournment | <i>Chair</i> |

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
JUNE 7, 2023

The Craven Community College Board of Trustees met on Wednesday, June 7, 2023 in the Brock Administration Building, Ward Boardroom with Board Chair Whit Whitley presiding. The meeting was called to order at 1:15 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Ms. Pam Holder, Ms. E.T. Mitchell, Ms. Allison Morris, Ms. Jennifer O'Neill, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Whit Whitley

Voting members absent were: Mr. Tabari Wallace and Mr. Gus Willis

Ex-Officio members present were: 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 and welcomed everyone to the June board meeting.

Agenda Review and Adoption

Board Chair Whitley reviewed the agenda (attached). Trustee Phelps motioned to accept the agenda as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Conflict of Interest Declaration

Board Chair Whitley read the conflict-of-interest statement. Members noted no conflicts.

Public Comment

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

Consent Agenda

Trustee Patrick motioned to accept the minutes (attached) of the April 18, 2023 meeting as amended by Jamie Norment, general counsel; Trustee Mitchell seconded the motion and the motion was unanimously approved.

Enrollment Report

Vice President Gery Boucher reported on current enrollment trends (attached). He announced that with this report, and going forward, workforce development (WFD) data will be reported a semester in arrears. VP Boucher explained that WFD data is not available to the desired level of accuracy until the end of each semester, whereas curriculum enrollment estimates can be made at the 10% date of the semester in progress. Summer 2023 curriculum enrollment is modestly down from last year's multi-year high. Spring 2023 WFD headcount is greater than the prior year, while FTE is slightly down; the current year's shorter average course length is the primary factor.

Financial Reports

Fiscal Year 2022-23 Third Quarter Financial Report: Vice President Jim Millard highlighted the reports for Third Quarter (January – March) Fiscal Year 2023 (attached). Trustee Mitchell motioned to approve the report as presented; Trustee O'Neill seconded the motion and the motion was unanimously approved.

Write-Offs and Uncollectable Accounts: VP Millard reviewed the attached report. Trustee Patrick motioned to approve the report as presented; Trustee Davis seconded the motion and the motion was unanimously approved.

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

Personnel Report

For informational purposes, VP Millard highlighted the Third Quarter (January – March) Fiscal Year 2023 Personnel Report (attached).

Facilities Usage Report

VP Millard presented the Third Quarter (January – March) Fiscal Year 2023 Facilities Usage Report for informational purposes (attached).

Old Business

None

New Business

Approve Foundation Board of Directors Appointments: President Staats presented the list of four new and three reappointed Foundation Board of Director members for approval (attached). Trustee Mitchell motioned to approve the proposed Foundation Board Director appointments; Trustee Patrick seconded the motion and the motion was unanimously approved.

NCCCS 3-1 Project #2775 Corporate Training Center: VP Millard presented the capital improvement project (attached) to build a new 12,000 square foot Corporate Training Center on the New Bern campus primarily using State Capital Improvement Infrastructure Funds (SCIF). Trustee Taylor motioned to approve the 3-1 as presented; Trustee Roberts seconded the motion and the motion was unanimously approved.

Approve Volt Center Lease: President Staats presented the amended, restated and consolidated 20-year lease agreement for the Volt Center. The lease now includes the entire 10+ acre site including eight buildings and associated structures and grounds. The next scheduled renewal of the lease will be in 2043. Trustee Mitchell motioned to approve the lease; Trustee Roberts seconded the motion and the motion was unanimously approved.

Appoint Board Officer Nominating Committee FY 2023-24: Board Chair Whitley appointed Trustees Phelps, Holder, and Roberts to the committee with Trustee Roberts as chair. The committee will present a recommended slate of officers for Fiscal Year 2023-24 that includes the chair, vice chair, and secretary (the College President customarily fills the secretary position). The recommended slate of officers will be presented and voted upon at the August 2023 board meeting.

Receive 2023-24 Board of Trustees Meeting Schedule: The schedule of meetings for Fiscal Year 2023-24 was presented by Executive Assistant Smith, with August 15, 2023 being the next scheduled board meeting (attached).

Approve Continuing Budget Resolution for FY 2023-24: President Staats presented the resolution authorizing him to pay salaries and ordinary expenses until such time a State budget is presented to the board for approval (attached). Trustee Patrick motioned to approve the continuing budget resolution; Trustee Davis seconded the motion and the motion was unanimously approved.

Reports

President:

- President Staats reviewed Legislative Session items:
 - Senate Bill 692: Incorporated into Senate budget bill. Sections that provided certain System President powers with respect to Trustees and Presidents deleted. Removes School and Governor appointments of Trustees. Awaiting Budget conference report
 - Senate Bill 680: Passed Senate, In House Rules since May 4.
 - Salaries: Senate version (2.5/2.5) far less generous than House (4.25/3.25). Awaiting conference report.
- Trustee Appointment:
 - Chip Hughes was appointed by Craven County Board of Education to succeed Allison Morris. Presumption is that appointment will be grandfathered should Senate Bill 692 language become law.
- State Board Community College Presentation:
 - President Staats gave a presentation to the State Board of Community Colleges (SBCC) about the Volt Center progress on May 18th.
- F-35:
 - The first F-35 aircraft landed in Marine Corps Air Station Cherry Point (MCASCP) on May 31st.

- Public Safety Training Center:
 - Stewart-Cooper-Newell was selected as the planning architect. They are based in Gastonia, NC and have performed Public Safety designs in 27 states. Initial meetings planned for this summer.
- North Carolina Community College System (NCCCS):
 - Dr. Jeff Cox assumed his position as NC Community College System President on June 1st.
- New Employee Benefits
 - The College plans to offer \$20K of life insurance to all regular F/T employees at no employee cost, as a new benefit. Board Policy 2.22 authorizes the College President to implement benefit enhancements, including life insurance.
 - College Facilities team is constructing faculty offices in Perdue Hall. A new faculty lounge in Business & Information Technology Building is planned for this fall.

Chair: No report.

Attorney: No report.

Recognition and Appreciation of Service: President Staats recognized Allison Morris for her 10 years of dedicated service to Craven Community College as a Trustee and past Chair.

Adjournment

With no further business to be presented, Board Chair Whitley adjourned the meeting at 2:30 pm and thanked everyone for their participation.

Respectfully submitted:



Robert E. Whitley, Jr., Chair
August 15, 2023



Raymond W. Staats, Secretary
August 15, 2023



STATE ETHICS COMMISSION

POST OFFICE BOX 27685
RALEIGH, NC 27611
PHONE: 919-814-3600

August 14, 2023

Mr. Brent D. Manning, Chairman
Craven County Schools Board of Education
3600 Trent Road
New Bern, NC 28562

Via Email

Re: **Evaluation of Statement of Economic Interest - Fred Hughes, III**
Member - Craven Community College Board of Trustees

Dear Mr. Chairman:

Our office has received a 2023 Statement of Economic Interest from **Sheriff Fred "Chip" Hughes** as a member of **Craven Community College Board of Trustees** ("the Board"). We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act").

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

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

We did not find an actual conflict of interest or the likelihood of a conflict of interest.

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

Mr. Brent D. Manning, Chairman
August 14, 2023
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a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Sheriff Hughes is an At Large member of the Board of Trustees.

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

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

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

Sincerely,

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

Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: The Honorable Chip Hughes
Ms. Amber Smith, Ethics Liaison

Attachment: Ethics Education Guide



Board of Education

BRENT D. MANNING, *Chairman* • SCOTT A. MURPHY, *Vice Chairman*
NAOMI E. CLARK • JENNIFER J. DACEY • CARROLL G. IPOCK, II • LAUREN R. KITZINGER • KELLI S. MUSE
DR. WENDY A. MILLER, *Superintendent*

May 19, 2023

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

Dear Dr. Staats,

The Board of Education announced at the May 18, 2023, Board meeting that Sheriff Chip Hughes was the top-scoring candidate to serve on the Board of Trustees of Craven Community College, effective July 1, 2023, through June 30, 2027.

I am pleased to inform you of the Board's selection. Please let us know if you need additional information related to this appointment.

Sincerely,

Dr. Wendy A. Miller
Superintendent

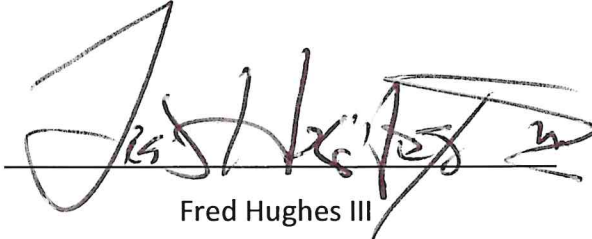


OATH OF OFFICE
BOARD OF TRUSTEES

I, Fred Hughes III, do solemnly swear that I will support the Constitution of the United States.

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

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



Fred Hughes III

Sworn to and subscribed before me, this the 15th day of August, 2023.



Amber L. Smith, Notary
Jones County, North Carolina



Board of Commissioners
Jason R. Jones, Chairman
Denny Bucher, Vice Chairman
Chadwick Howard
Shevel "Sherry" Hunt
Thomas Mark
Etteinne "E.T." Mitchell
Beatrice Smith

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



RECEIVED

MAY 15 2023

President's Office

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

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

May 4, 2023

Mr. Ervin Patrick
106 Kit Court
New Bern, NC 28562

Dear Mr. Patrick:

This is to inform you that on Monday, May 1, 2023 the Board of Commissioners reappointed you to serve on the Craven Community College Board of Trustees and to thank you for accepting another term. The contribution you are making as a member of this Board is very much appreciated and the Craven County Commissioners have asked me to pass along our sincere thanks for your willingness to continue to serve the community in this way.

On behalf of the entire Board of Commissioners, I would like to thank you for your willingness to continue serving on this Board.

Sincerely,

A handwritten signature in cursive script that reads "Jason R. Jones".

Jason R. Jones, Chairman
Craven County Board of Commissioners

JRJ:ajj

cc: Dr. Raymond Staats



OATH OF OFFICE
BOARD OF TRUSTEES

I, Ervin D. Patrick, do solemnly swear that I will support the Constitution of the United States.

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

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

A handwritten signature in black ink, appearing to read "Ervin D. Patrick", written over a horizontal line.

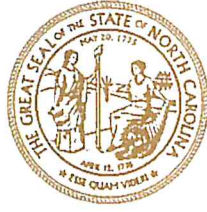
Ervin D. Patrick

Sworn to and subscribed before me, this the 15th day of August, 2023.

A handwritten signature in blue ink, appearing to read "Amber L. Smith", written over a horizontal line.

Amber L. Smith, Notary
Jones County, North Carolina





STATE OF NORTH CAROLINA
OFFICE OF THE GOVERNOR

ROY COOPER
GOVERNOR

July 1, 2023

Mr. Tabari A. Wallace
1809 Garden Street
New Bern, North Carolina 28560

Dear Tabari:

I am pleased to reappoint you to serve as a member of the Craven Community College Board of Trustees. Pursuant to N.C. Gen. Stat. § 115D-12, your reappointment is effective immediately. Your term will expire on June 30, 2027.

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

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

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

With kind regards, I am

Very truly yours,


Roy Cooper

cc: Dr. Raymond Staats



OATH OF OFFICE
BOARD OF TRUSTEES

I, Tabari A. Wallace, do solemnly swear that I will support the Constitution of the United States.

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

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

A handwritten signature in black ink, appearing to read "Tabari A. Wallace", is written over a horizontal line.

Tabari A .Wallace

Sworn to and subscribed before me, this the 15th day of August, 2023.

A handwritten signature in blue ink, appearing to read "Amber L. Smith", is written over a horizontal line.

Amber L. Smith, Notary
Jones County, North Carolina



Instructional Update

Dr. Kathleen Gallman



Spring Program Review Highlights

Institutional Effectiveness

Strengths

- Sustained, collaborative inter-departmental relationships
- Agility and ability to accommodate data requests
- Streamlined processes; continuity of pre-award grant support

Recommendations

- Enhance technology skills of staff
- Develop of comprehensive reporting calendar
- Continue to streamline internal processes
- Consider re-evaluation of Admin. Assistant position (PT to FT)

Spring Program Review Highlights cont.

Environmental Health and Safety

Strengths

- Ability to accommodate constant changes to Federal and State health and safety compliance requirements during the COVID pandemic
- Robust safety inspection and training program

Recommendations

- Recommend student membership on the Safety Committee
- Continue to increase awareness of the importance of a safe work environment

Curriculum Enrollment

One week prior to Semester Start

Curriculum Enrollment		
	Headcount	FTE
Fall 2023	2,563	940.74
Fall 2022	2,437	896.82
Change	+5.2%	+4.9%

- Career Programs up 41%
- Health Programs up 19%
- Havelock (Aviation Programs) up 21%
- LAUT down 2%

NOTE: percentages are approximations

Liberal Arts & University Transfer

Study Abroad

- Ten students, along with community members, traveled to Italy this summer
- Next year's trip will be Ireland

Camps

- Very successful science-related camps for K-12 students
 - Mad Scientist Camp
 - Engineering Camps

Career Programs

Apprenticeships

- New Tool & Die apprenticeships with Bosch (2)
- Three Bosch Mechatronics apprentices graduating this summer
- Pre-Apprenticeship Program Opportunity
 - Collaboration with K-12 and business partners
 - Program would allow free 2-year degree

Career Programs cont.

Skills USA

Craven's 1st National Champion! – Benton Melville

- Won First Place state and national in Cyber Security
- Third place in Nationals went to Matthew Dukes, Grant Hardee, and Michael Rousseau in Crime Scene Investigation

Manufacturing Day – October 5th

- CCS three high schools and employers
- ½ day of hands-on experience

Health Programs

Surgical Technology A.A.S. – planning joint program with Carteret Community College

- Potential hub in Havelock
- Split clinical – CarolinaEast and Carteret General

Medical Assisting  **Licensed Practical Nursing (LPN)**

- Nurse Aide content
- CMA with bridge content eligible for LPN program

Havelock

Aviation Management and Career Pilot

- Increase in enrollment
- First Management cohort Fall 23

Maker Space

- Phase I – NCSU engineering and Craven pre-engineering student use
- Phase II – offer WFD credential
- Phase III – open lab times



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Craven Community College
 Institutional Funds Budget Comparison Report
 As of June 30, 2023 - 100% of Year

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	-	-	0%	-	7,861.62
00	130 Title IX/Cleary	28,616.00	11,703.00	16,913.00	41%	23,265.28	342,548.13
01	133 Discretionary	126,924.00	108,360.17	18,563.83	85%	85,367.25	55,271.75
01	134 Unrestricted Overhead Receipts	21,639.00	18,021.32	3,617.68	83%	12,008.87	52,726.30
01	136 Foundation	388,461.00	399,147.61	(10,686.61)	103%	465,284.45	510,317.74
01	137 Financial Aid Matching	1,201.00	1,201.11	(0.11)	100%	1,256.67	10,958.75
01	221 Applied Music	1,625.00	-	1,625.00	0%	3,590.14	32,823.27
01	227 Extra Curricular Activities	22,298.00	21,486.66	811.34	96%	27,133.07	62,564.98
01	250 Curriculum-Self Supporting	20,000.00	13.49	19,986.51	0%	27,736.96	206,529.94
01	312 Fire College	1,635.00	-	1,635.00	0%	150.99	6,755.34
01	340 WFD-Self Supporting	906,036.00	674,998.65	231,037.35	75%	904,576.38	847,990.72
01	411 Learning Resource Center	730.00	-	730.00	0%	356.64	2,782.33
01	460 Customized Ind Train Support	4,395.00	-	4,395.00	0%	997.40	32,526.02
01	461 Small Business Support Fund	-	-	-	0%	2.90	129.48
01	610 VOLT Center	459.00	-	459.00	0%	2,015.42	90,167.25
02	131 College Work Study	112,950.00	63,662.05	49,287.95	56%	63,662.05	-
02	134 Restricted Overhead Receipts	202,288.00	147,840.87	54,447.13	73%	43,373.11	407,931.47
02	138 Returned Check Fee Fund	340.00	61.25	278.75	18%	844.91	22,397.20
02	139 CARES Act/NCCF WorkReady	2,392,136.00	1,454,354.53	937,781.47	61%	1,454,354.53	353.20
02	220 NCSU Engineering	137,238.00	108,081.38	29,156.62	79%	74,741.00	29,209.45
02	227 ENCORE	15,015.00	12,176.57	2,838.43	81%	15,218.29	8,077.67
02	228 Grants -NSF SEAS/Bosch/NCCF	319,270.00	131,268.30	188,001.70	41%	179,722.62	197,554.75
02	291 Specific Fees - Lab/DE/ASC	1,161,790.00	780,890.05	380,899.95	67%	580,617.35	1,720,978.29
02	292 System-Wide Fees-Comp Tech	619,744.00	534,229.05	85,514.95	86%	255,746.68	1,447,254.19
02	293 Patron Fees	51,748.00	43,843.33	7,904.67	85%	38,571.03	281,033.64
02	314 Grants - Workforce Development/BS	42,000.00	41,867.61	132.39	100%	38,500.00	(665.46)
02	355 NCDPS Reentry Program	552,558.00	272,560.46	279,997.54	49%	277,522.74	72,000.05
02	370 FTCC NCMB	83,800.00	82,869.55	930.45	99%	90,734.51	7,105.05
02	392 System-Wide Fees - WFD Comp	957.00	(744.88)	1,701.88	-78%	386.03	10,897.70
02	412 Grants -NC A&T STEPs3GROWTH & Bright Ideas	70,483.00	26,874.87	43,608.13	38%	19,930.82	(6,944.05)
02	521 C-Step Grant	12,500.00	11,704.00	796.00	94%	12,500.00	796.00
02	531 Professional Liability Ins	7,929.00	6,658.20	1,270.80	84%	12,937.56	50,018.72
02	532 Student Insurance	10,399.00	10,393.54	5.46	100%	6,069.34	(4,387.73)
02	533 Transcript Fees	38,988.00	19,726.00	19,262.00	51%	42,975.10	330,741.55
02	534 TRIO/Panther Pantry Grants	390,233.00	310,977.36	79,255.64	80%	312,749.38	3,668.01
02	556 Student Outreach & Advising	4,999.00	3,444.08	1,554.92	69%	4,999.00	1,554.92
02	790 Facilities Rental Fund	1,965.00	1,964.20	0.80	100%	6,050.92	54,304.62
02	791 Public Radio East	1,033,192.00	1,001,938.06	31,253.94	97%	908,114.98	162,501.72
02	795 Career Fair	-	-	-	0%	13.39	599.10
02	796 Testing Centers	51,799.00	43,505.58	8,293.42	84%	63,818.23	167,506.22
02	797 Public Radio East Foundation	720,906.00	695,741.16	25,164.84	97%	695,741.16	120,076.00
02	823 SEOG	122,959.00	122,960.00	(1.00)	100%	122,960.00	-

Craven Community College
 Institutional Funds Budget Comparison Report
 As of June 30, 2023 - 100% of Year

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	824 Pell	4,320,017.00	4,320,016.63	0.37	100%	4,320,016.63	-
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	7,708.00	-	100%	7,708.00	-
02	833 NCCG	183,172.00	183,172.00	-	100%	183,172.00	-
02	834 Teacher Assistant Sch Fund	20,086.00	13,870.00	6,216.00	69%	14,800.00	1,950.00
02	835 State Aid Scholarships	273,002.00	269,689.00	3,313.00	99%	269,689.00	-
02	840 General Scholarships	371,033.00	315,734.18	55,298.82	85%	328,435.38	427,766.19
02	841 Endowment/Other Scholarships	225,560.00	201,447.11	24,112.89	89%	210,978.11	9,790.00
05	710 Clearwire Distribution	5,395.00	-	5,395.00	0%	10,018.15	49,976.63
05	720 Bookstore	204,051.00	193,361.04	10,689.96	95%	94,820.26	627,303.27
05	730 Food Service	18,638.00	18,638.01	(0.01)	100%	28,860.67	24,910.97
05	740 Campus Access	77,586.00	70,438.56	7,147.44	91%	68,303.83	75,327.23
05	770 Student Activity Funds	182,494.00	166,582.68	15,911.32	91%	145,125.97	240,203.19
06	810 J. Wrenn Emergency Loan Fu	1,530.00	(356.12)	1,886.12	-23%	1,111.03	43,388.20
07	910 Buildings & Grounds	2,783,078.00	1,500,631.19	1,282,446.81	54%	1,346,406.67	1,933,183.35
08	792 Public Radio East Endowment	-	-	-	0%	1,670.89	74,754.27
08	850 Endowments	224,060.00	199,478.11	24,581.89	89%	337,485.84	2,948,101.69
Total		18,881,615.00	14,886,368.70	3,995,246.30	79%	14,507,378.71	13,803,170.89

**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 - April 1, 2023 to June 30, 2023

Return of Title IV	\$14,928.11
FA Issues/Withdrew Charged 25%	\$766.66
Sponsor Issues	\$3,775.73
Payment Plan	\$0.00
Total	\$19,470.50

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

Past Write-Offs (12 Months; YTD) July - June	2022-23	2021-22	2020-21	2019-20	2018-19
Total	\$104,963.13	\$133,839.51	\$16,589.66	\$81,909.24	\$94,393.90

Quarterly Collections 4th Qtr Comparison Only April - June	2023	2022	2021	2020	2019
Total Collected this Period	\$8,644.15	\$5,310.19	\$12,592.55	\$7,152.22	\$4,596.90
Received from Debt Setoff	\$13,391.96	\$28,766.71	\$7,898.62	\$9,233.10	\$6,210.12
Collection Agency Fees	(\$1,728.82)	(\$1,062.05)	(\$2,518.49)	(\$1,450.44)	(\$919.39)
Net Proceeds	\$20,307.29	\$33,014.85	\$17,972.68	\$14,934.88	\$9,887.63

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	30-Jun	31-Mar	Variance
Local Funds	\$2,882,907.67	\$2,478,394.13	\$404,513.54
Special Funds	<u>\$9,653,294.41</u>	<u>\$9,841,644.19</u>	<u>-\$188,349.78</u>
Total	\$12,536,202.08	\$12,320,038.32	\$216,163.76

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

	30-Jun	31-Mar	Variance
STIF Interest Rate:	3.46679%	3.01184%	0.45495%

Craven Community College Personnel Report

April 1, 2023 – June 30, 2023

New Hires	Position Title	Effective	Monthly/Annually
Malakai Alexander	Administrative Assistant- Technology Services (Part-time Regular)	4/3/23	\$1,885/\$22,620
Kristen Gardner	Digital Learning Specialist	4/3/23	\$3,334/\$40,008
Nicole Murdock	Accounting Assistant- Accounts Receivable	5/1/23	\$2,917/\$35,004
Sarah Cayton	Senior Administrative Assistant- Health Programs	5/15/23	\$3,000/\$36,000
Alexander Everest	Campus Security Officer	5/15/23	\$2,900/\$34,800
Drew Meadows	NC Career Coach	5/15/23	\$3,334/\$40,008
Kylie Rautmann	Administrative Assistant- Career Programs (Part-time Regular)	6/15/23	\$1,885/\$22,620
Jennifer Tinsley	College and Career Readiness Coordinator- ESL & Transitions	6/15/23	\$3,709/\$44,508

Resignations/ Terminations/ Retirements	Position Title	Effective	Reason
Jeffery Geibel	Campus Security Officer	4/7/23	Resignation
Jami Rodis	College and Career Readiness Coordinator	4/7/23	Resignation
Edgar Cisneros	Welding Faculty	4/12/23	Resignation
James Edwards	Information Systems Faculty	5/13/23	Resignation
Adam Garfinkel	Business Administration Faculty	5/13/23	Resignation
Anne Morini	Industrial Systems Technology Faculty	5/13/23	Resignation
Lisa Greenberg	School Certifying Official Assistant (Part-time Regular)	5/31/23	Resignation
Lindsey Able	Director of TRIO- Student Support Services	6/12/23	Resignation

**Craven Community College Facilities Usage Report
April 1, 2023 - June 30, 2023**

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Estimated Number of Attendees
American Red Cross	4/6/2023	Non-Profit	Naumann			35
Craven Concerts	4/26/2023	Profit	Orringer	\$500.00	4/24/2023	150
MERCI Clinic	4/28/2023	Non-Profit	Orringer			200
NC Department of Revenue	4/28/2023	Gov	AMC 102			22
Congressman Murphy	4/29/2023	Gov	Orringer			100
New Bern Historical Society	5/3/2023	Non-Profit	Orringer	\$380.00	4/6/2023	150
CARTS	5/4/2023	Gov	Naumann			10
NC Cyber Academy	5/8/23-5/17/23	Non-Profit	Naumann, AMC 102, AMC 104			100
Tried by Fire (GospelFest)	5/13/2023	Non-Profit	Outdoors			70
NC Division of Coastal Management	5/23/2023	Gov	AMC 104			10
Greenbrier Property Owner's Association	6/21/2023	Non-Profit	Orringer	\$320.00	6/12/2023	75

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

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

Final Project Closeout

AMENDED #1

Is this the Final 3-1 Project Closeout?

Yes



College Craven Community College

Project Name Kelso Barbering Renovation (HEERF)

NCCCS Project No.

2625

Campus 1017 Craven CC - Main Campus

County

Craven

I. TYPE OF PROJECT:

Renovation of Existing 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.

The college was approved to utilize some of our institutional award P425F204649 per the definition in 34 CFR § 77.1 to make minor renovations that benefited our barbering and cosmetology programs. Previously, due to space limitations, we had up to 40 cosmetology and barbering students share a single room consisting of 1,718 square footage of classroom and lab space within Kelso Hall, not including the equipment. The pandemic exasperated the issue and made social distancing protocols extremely difficult to maintain. We proposed to modify existing classroom space totaling 1,414.5 square feet within Kelso Hall to allow us to move the barbering program into their own space making a safer environment for both programs while keeping our students engaged in in-person learning experiences. The proposed area for barbering required design services, plumbing, electrical and HVAC work in order to meet state requirements for the program. The total cost for this came to \$443,864.23.

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: Christine E. Sachs

Signature: 

Contact Number: 252-637-5740

Date: 7/6/2023

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
40,909.00	3,685.00	44,594.00
388,637.00	10,633.23	399,270.23
20,454.00	(20,454.00)	
450,000.00	(6,135.77)	443,864.23
0.00	0.00	0.00
\$450,000.00	(\$6,135.77)	\$443,864.23

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

- 1. County Appropriated
- 2. County Bonds
- 3. Federal Funds 0
- 4.
- 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
- 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
450,000.00	(6,135.77)	443,864.23
450,000.00	(6,135.77)	443,864.23
0.00	0.00	0.00
0.00	0.00	0.00
450,000.00	(6,135.77)	443,864.23
0.00	0.00	0.00
\$450,000.00	(\$6,135.77)	\$443,864.23

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 \$0.00 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 Connect NC Bond 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 Connect NC Bond 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

VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

Certification 1.

I certify that I have examined this application for the project no: 2625
from Craven Community College and if shown, county funds in the
amount of \$0 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 \$0
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: Kelso Barbering Renovation (HEERF)

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	FY	FY	FY	FY	
Staffing (Housekeeping & Facility Operator)						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Plant Maintenance						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Other Operating Cost						
additional annual cost	\$0	\$0	\$0	\$0	\$0	\$0
Electric	\$0	\$0	\$0	\$0	\$0	\$0
Fuel (Gas, Oil)	\$0	\$0	\$0	\$0	\$0	\$0
Water	\$0	\$0	\$0	\$0	\$0	\$0
Telecommunications	\$0	\$0	\$0	\$0	\$0	\$0
Total Average Annual Cost (used in Section VI of the 3-1)						\$0
I certify that the county has reviewed this information as a part of the approval process.						

County Manager/Finance Officer

Board of Commissioners
Jason R. Jones, Chairman
Denny Bucher, Vice Chairman
Chadwick Howard
Shevel "Sherry" Hunt
Thomas Mark
Etteinne "E.T." Mitchell
Beatrice Smith,

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



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

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

July 1, 2023

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

Dear Dr. Staats:

On June 19, 2023, the Craven County Board of Commissioners adopted the budget for the Fiscal Year 2023-2024. The following amount has been appropriated for the **Craven Community College**:

Current Expense	\$4,543,629
Capital Outlay	\$ 500,000
Total	\$5,043,629

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

If your organization received funds from the County in fiscal year 2023, please submit your financial statements to our Finance Department or directly to Craig A. Warren, Craven County Finance Office, 406 Craven Street, New Bern, NC 28560 by November 30, 2023. If not received by that date, we will hold checks until it is received.

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

Sincerely
Handwritten signature of Jack B. Veit, III.
Jack B. Veit, III.
Craven County Manager

Enclosure

JBV:ajd
xc: Craig A. Warren



North Carolina Community College System
Dr. Jeff A. Cox
President
200 W. Jones St., Raleigh NC 27603

July 21, 2023

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

Subject: Construction Project No. 2775
Corporate Training Center

Dear President Staats:

I am pleased to inform you that your request for a new construction project, as indicated on the enclosed 3-1 form, was approved by the State Board of Community Colleges in its meeting on July 21, 2023.

Sincerely,

DocuSigned by:

A handwritten signature in black ink that reads 'Dornine Fokes'.

Dornine A. Fokes

Director of College Capital Finance and Planning

DAF/ad

Enclosure

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 Camous ▼ 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.

It is geared towards professional development as the college currently does not have flexible meeting space to conduct trainings or to host educational meetings and seminars. See attached email for further details on the use of this space and how students will benefit.

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: *Christine E. Sachs*

Contact Number: 252-637-5740

Date: 6-7-2023

CPC Signature: *[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"		<u>0.00</u>

B. CONSTRUCTION

1. Design Fee	573,639.00	
2. Construction.....	6,202,994.00	
3. Construction Contingency	186,090.00	
4. Other Contracts	_____	
5. Other Fees	60,810.00	
Subtotal "B"		<u>7,023,533.00</u>

C. Other Costs

1. Initial Equipment.....	_____	
2. Work Performed by Owner	_____	
Subtotal "C"		<u>0.00</u>

TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C) \$7,023,533.00 ok

IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:

A. NON-STATE FUNDS

1. County Appropriated	1,802.90	
2. County Bonds	_____	
3. Other <input type="checkbox"/> Excess Fees	934,323.82	
4. Other <input type="checkbox"/> Lost Revenue claimed from HEERF	322,350.28	
5. <input type="checkbox"/>	_____	
Subtotal "A"		<u>1,258,477.00</u> ok

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

1. <input type="checkbox"/>	_____	
2. <input type="checkbox"/>	_____	
3. <input type="checkbox"/>	_____	
Subtotal "B"		<u>0.00</u>

C. STATE FUNDS (Reimbursed by the System Office)

1. Budget Code	42120 New SCIF \$400M <input type="checkbox"/> 4T21-T824-2775	5,765,056.00	ok
2. Budget Code	<input type="checkbox"/>	_____	
3. Budget Code	<input type="checkbox"/>	_____	
4. Budget Code	<input type="checkbox"/>	_____	
Subtotal "C"		<u>5,765,056.00</u>	
Total Sources of Funds Available (IV A, B, C)		<u><u>7,023,533.00</u></u>	ok

D. UNIDENTIFIED FUNDS

1. Unidentified Funds (Do not include on the NCCCS 2-16)	_____	
Subtotal "D"		<u>0.00</u>

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

AD
JK

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:

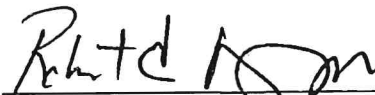
1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$5,765,056.00 State funds reflected on Page 3, which are appropriated 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 6/7/23.

- 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 Jack B. Veit III
Print Name Jack B. Veit III
Date 6/14/2023

(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 Jack B. Veit III
Print Name Jack B. Veit III
Date 6/14/2023



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

From: [Christine Sachs](#)
To: [Angela Dorman](#); [Capital Improvement Projects](#)
Cc: [Jim Millard](#); [Bianca Partsch](#); [Jennifer Erlitz](#)
Subject: RE: [EXTERNAL]: RE: New 3-1 Project 2775 Corporate Training Center
Date: Wednesday, June 28, 2023 11:27:25 AM
Attachments: [CTC Justification.docx](#)

Good morning Angela,

Leadership has detailed our response below and it is also attached as a Word Document in case you preferred it that way. I believe we have addressed the three questions you asked about. If you have any further concerns or need any clarification, please let us know.

DEFINE PROFESSIONAL DEVELOPMENT.

The College has very limited capacity to conduct training sessions for group sizes exceeding nominal classroom capacity. The largest (and only) flex-space on the College's main campus is the Naumann Community Room in Ward Hall. When configured with work tables, this room has a maximum capacity of 52 persons.

State and Regional Professional Development

- [NCACCP](#). The College was considered by the NCACCP to host the Winter 2023 quarterly conference. However, the College lacked the primary and breakout session space required. The conference was instead hosted at Carteret CC. (Note: Carteret FTE is a single campus institution with <2000 BFTE, whereas Craven is a multi-campus college with >3000 BFTE.)
- [Skills USA Events & Competitions](#). The College has recently been offered multiple opportunities to host these events, but lacks appropriate facilities.

College Professional Development

- [Human Resources](#)
 - Various in-service training must be conducted in small groups.
 - Duplicative adjunct faculty orientation sessions must be conducted annually
- [Center for Teaching and Learning](#)
 - Faculty workshops. Limited in capacity as there is no space that can accommodate more than 1/3 of the curriculum faculty.
- [College Emergency Readiness Team](#)
 - Internal Emergency Exercises (Severe Weather, Active Shooter, Fire, Bomb Threat, etc.). College lacks inside space for a full-scale incident management center, or to simulate a mass casualty event. Outdoor campus locations must be used, which are vulnerable to weather cancellations.
 - Interagency Exercises. Prior to the COVID-19 pandemic, the College hosted county-level multi-agency (police, fire, EMS) integrated emergency exercises. As with the foregoing, these exercises are subject to rescheduling or cancellation due to weather conditions.

WILL THIS PROJECT INCREASE FTE?

- [Sustainment of program capacity during pandemic or other emergency conditions](#)
 - COVID-19 imposed significant social-distancing requirements. The lack of flex-space required many class capacities to be halved. On a course by course basis, the College had to choose between serving less students (FTE) or increasing instructional costs to create duplicate course sections.
- [Health Programs](#)

- College has doubled its Associate Degree in Nursing (ADN) cohort size since 2019. The College can no longer conduct orientations simultaneously for the full class of incoming students. Duplicate sessions must now be scheduled (increasing instructional costs) for these and other curriculum activities.
- The nursing program also includes large scale practicum activities (e.g., mass casualty). These must be conducted outdoors due to lack of flex space.
- K-12 Partnership Workshops. Departmental-level program recruitment workshops (e.g., Career and College Promise orientations for Craven County Schools faculty and administrators) are key to building and sustaining FTE. Workshops that feature hands-on opportunities to demonstrate curricula are especially important for Health and Career disciplines. Current campus space is not amenable to these activities.
- Basic Law Enforcement Training (BLET)
 - BLET requires flexible space to conduct roleplay and tactical training. Both events are currently conducted in a small Ward Hall “mat room” and outdoors. These conditions constrain program capacity—more agile and available space will be conducive to increase the size of the BLET cohorts.
- Emergency Medical Technician (EMT)
 - Currently, the College conducts its larger curriculum laboratory events, such as mass casualty simulations, outdoors. Weather limitations are not conducive to academic schedules, and in turn limit the capacity and effectiveness of the program.
- Corporate Partnerships
 - Customized Training and Continuing Education. The College’s ability to satisfy the requirements is severely constrained by the inability to conduct training for larger industry partners—Bosch, Moen, Carolina East Health Systems, Marine Corps Air Station Cherry Point, and Fleet Readiness Center East
 - Economic Development. The College is unable to host corporate-level events. In partnership with Craven County’s Economic Development team, these are opportunities to attract new corporations and encourage expansion of existing ones. In turn, these afford opportunities for the College to expand or create new curriculum and workforce development programs.
 - Chambers of Commerce. The Corporate Training Center will be used for economic development partnership events with both the New Bern and Havelock Chambers of Commerce. These events build College visibility leading to increased business participation in customized training and workforce development programs.
- Community Enrichment Program.
 - The College conducts a wide variety of community interest offerings in fulfillment of our “lifetime learning” strategic objectives. The potential for growth in this program (both FTE and non-FTE) is greatly limited by the lack of flex/multi-purpose space on campus.
- College Foundation
 - The College’s Foundation conducts nearly all fundraising events at off campus locations. This precludes showcasing the College’s campus and capabilities to community members and prospective endowment/scholarship donors. Further, the cost of renting off-campus venues reduces the net revenue received from benefactors. The corresponding loss in community exposure and scholarship receipts directly impacts the Foundation’s ability to support student accessibility (and, in turn, impacts FTE).
- Public Radio East (PRE) Foundation
 - The PRE Foundation conducts nearly all off-air fundraising events away from the campus. PRE is a *regional* broadcaster that is more than 80% dependent on fundraising support. As with the College Foundation, PRE lacks the ability to adequately showcase the College’s campus and capabilities to community members and prospective donors. Several academic programs (university transfer and career programs) have unique FTE growth potential that is directly tied to increasing the community presence of our on-campus operational radio station.

HOW WILL STUDENTS BE UTILIZING THIS SPACE?

- Annual Founder’s Day Ball.

More than 200 students, faculty, and staff participate in this annual spring event that is organized by the Student Government Association. The event is held offsite at a cost that significantly constrains the budget afforded by student fees.

- Annual Art Fair.
 - Students enrolled in the Associate in Fine Arts – Art submit entries to an annual juried art show competition as part of several courses. Because of a lack of campus space, the College shares space with a community art show hosted downtown. The downtown has limited capacity for both the artwork and audiences. As a result, student art must be pre-selected for inclusion in the show—most of the student’s accomplishments are therefore never displayed.
- Student Musical Performances
 - Both the student “ENCORE” show choir and students in MUS 181, MUS 182, MUS 281, and MUS 282 conduct live performances as part of their planned curricula. The only on-campus space large enough for these performances is Orringer Auditorium. The theater environment is inhospitable to small-group acapella performance. As a result, performances are conducted in classrooms or off-site locations.
- Job & Career Fairs
 - The College’s Job Fairs are currently either conducted outdoors on campus (vulnerable to weather) or at the Riverfront Convention Center in downtown New Bern. The latter has become cost-prohibitive and has very limited dates available.
- Campus-Wide Student Events
 - All full-scale student events must be held outdoors, including the Spring “Panther-Fest,” Black History Month events, and Recruitment Open-Houses.
- Commencement
 - There were more than 2,100 outdoor participants in the College’s 56th Commencement this spring. The College has limited ability (primarily Orringer Auditorium only) to provide indoor accommodations for elderly, disabled and others who are unable to be outside for the two-hour event.
 - Several program-level graduations (most notably Nursing) have outgrown on-campus indoor capacity. Commencement (outdoor) facilities are set up earlier and utilized, creating a multi-day vulnerability to inclement weather.

Thank you,

Chrissy Sachs

Executive Director of Financial Services

Craven Community College

800 College Court

New Bern, NC 28562

Office: 252-637-5740

Fax: 252-672-7507

E-mail: sachsc@cravencc.edu

Web: <http://cravencc.edu/>



From: Angela Dorman <dormana@nccommunitycolleges.edu>

Sent: Thursday, June 22, 2023 1:50 PM

To: Christine Sachs <sachsc@cravencc.edu>; Capital Improvement Projects <CIProjects@nccommunitycolleges.edu>

State Board of Community Colleges
 Construction and Property
 July 21, 2023
 FY 2023-2024

A. New Projects								
Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget	
1	Beaufort	2781	Law Enforcement Building Addition (Main Campus) Construction of a new building addition approximately 1,600 sq. ft. multipurpose space for curriculum classes.	42120 - SCIF New	\$0.00	\$1,000,000.00	\$1,000,000.00	
				Total	\$0.00	\$1,000,000.00	\$1,000,000.00	
2	Brunswick	2788	Building D-110 Machine Shop (Main Campus) Renovation of approximately 2,560 sq. ft. to repurpose HVAC Shop for the machining curriculum class.	42120 - SCIF R&R	\$0.00	\$79,853.00	\$79,853.00	
				Total	\$0.00	\$79,853.00	\$79,853.00	
3	Central Piedmont	2749	Wellness Cosmetology Program Renovations (Harris Campus & City View Center) Renovation of approximately 21,000 sf of 26,230 sq. ft. Harris Campus Building 1 to provide spaces for Wellness Programs including Cosmetology, Nail Technician, Natural Hair, Esthetics, and Massage Therapy. Following completion of Harris 1 renovation, renovation of approximately 10,472 sq. ft. of existing Cosmetology Building at Central Piedmont City View Center to accommodate Barbering Program.	42120 - SCIF R&R	\$0.00	\$20,000,000.00	\$20,000,000.00	
				Total	\$0.00	\$20,000,000.00	\$20,000,000.00	
4	Craven	2775	Corporate Training Center (Main Campus) Construction of a new 12,000 sq. ft. building for professional development, educational meetings, and seminars.	Non-State	\$0.00	\$1,258,477.00	\$1,258,477.00	
				42120 - SCIF New	\$0.00	\$5,765,056.00	\$5,765,056.00	
				Total	\$0.00	\$7,023,533.00	\$7,023,533.00	
5	Fayetteville	2767	Thomas McLean Administration Building HVAC (Main Campus) Replacement of HVAC system. The current system is 21 years old. Installation of new piping, ductwork, and controls. President Cox under the authority granted to him by the State Board, approved this project on June 19, 2023.	Non-State	\$0.00	\$750,000.00	\$750,000.00	
				Total	\$0.00	\$750,000.00	\$750,000.00	

State Board of Community Colleges
 Construction and Property
 July 21, 2023
 FY 2023-2024

A. New Projects - Continued							
6	Forsyth	2776	Woodruff Center Roof Replacement (Carver Road Center) Replacement of existing roof of approximately 23,700 sq. ft. Current roof is 25 years old.	Non-State	\$0.00	\$757,500.00	\$757,500.00
				Total	\$0.00	\$757,500.00	\$757,500.00
7	Forsyth	2777	Swisher Center Roof Replacement (Kernersville Center) Replacement of existing roof of approximately 21,450 sq. ft. Current roof is 25 years old.	Non-State	\$0.00	\$612,970.00	\$612,970.00
				Total	\$0.00	\$612,970.00	\$612,970.00
8	Forsyth	2780	Access Control (Main Campus) Installation of access control system with retrofitting of doors for new locking mechanisms and card reader access. Additional hardware will be installed above ceiling and cabling routed to each location.	42120 - SCIF R&R	\$0.00	\$1,150,000.00	\$1,150,000.00
				Total	\$0.00	\$1,150,000.00	\$1,150,000.00
9	Mayland	2789	Criminal Justice Building Renovation (Main Campus) Renovation of an approximately 4,800 sq. ft. building including HVAC, flooring, and roofline extension for shelter of BLET vehicles.	42120 - SCIF R&R	\$0.00	\$50,000.00	\$50,000.00
				Total	\$0.00	\$50,000.00	\$50,000.00
10	Montgomery	2782	Campus Wide Security Upgrades (Main Campus) Renovation of six buildings to retrofit exterior doors (18) and interior doors (12) to add keyless entry and lockdown features.	42120 - SCIF R&R	\$0.00	\$199,500.00	\$199,500.00
				Total	\$0.00	\$199,500.00	\$199,500.00
11	Rowan-Cabarrus	2785	South Campus Building S201 HVAC Replacement (Cabarrus County Campus) Replacement of two centrifugal chillers aged greater than 25 years serving buildings S201, S202, and S203. The new system will use a new, modular ground source heat pump chilling solution with wells located in the parking areas.	Non-State	\$0.00	\$5,335,000.00	\$5,335,000.00
				Total	\$0.00	\$5,335,000.00	\$5,335,000.00

State Board of Community Colleges
 Construction and Property
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 FY 2023-2024

A. New Projects - Continued							
Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/Decrease	Current Budget
12	South Piedmont	2787	Phase I - Landscape Master Plan (West Campus & Tyson) Project composed of all non-state funds. Implementation of landscape plan for the West Campus in Monroe and the Tyson Family Center.	Non-State	\$0.00	\$765,004.00	\$765,004.00
				Total	\$0.00	\$765,004.00	\$765,004.00
B. Amended Projects							
Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/Decrease	Current Budget
1	Davidson-Davie	2585	Gee (7) Rooftop Unit Replacements (Main Campus) Project is being amended to add additional county funding to cover increased project cost due to cost escalation.	Non-State	\$900,000.00	\$595,622.00	\$1,495,622.00
				42160 - SCIF R&R	\$200,000.00	\$0.00	\$200,000.00
				Total	\$1,100,000.00	\$595,622.00	\$1,695,622.00
2	Davidson-Davie	2707	Greenhouse for Sustainable Agriculture (Main Campus) Project is being amended due to cost escalation and increase in scope with the addition of a gravel parking area.	42160 - SCIF New	\$192,000.00	\$0.00	\$192,000.00
				42120 - SCIF New	\$0.00	\$205,770.00	\$205,770.00
				Total	\$192,000.00	\$205,770.00	\$397,770.00
3	Fayetteville	2636	Neill Currie HVAC Renovation (Main Campus) Project is being amended due to bids coming in higher than anticipated and change in scope to remove Thomas McLean Building from this project to create project 2767 in Section A.	Federal	\$220,000.00	(\$66,000.00)	\$154,000.00
				42120 - SCIF R&R	\$1,530,000.00	\$424,400.00	\$1,954,400.00
				Total	\$1,750,000.00	\$358,400.00	\$2,108,400.00
4	Haywood	2595	CDL and Lineman Training Site (High Tech Center) Project formerly known as Regional High Technology Center/Regional Business Advancement Center - Renovations. Project is amended due to decrease scope based on advanced planning estimate. Scope is now only to include CDL and Lineman Training Program.	Non-State	\$200,000.00	\$1,607,150.00	\$1,807,150.00
				42120 - SCIF R&R	\$0.00	\$191,100.00	\$191,100.00
				Total	\$200,000.00	\$1,798,250.00	\$1,998,250.00

State Board of Community Colleges
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B. Amended Projects - Continued							
5	Isothermal	2504	Library Renovation - Learning Center (Main Campus) The project is being amended due to cost escalation and increased scope of an additional 1,500 sq. ft. space.	Non-State	\$300,000.00	\$1,200,000.00	\$1,500,000.00
				SCIF - OSBM	\$0.00	\$600,000.00	\$600,000.00
				42120 - SCIF R&R	\$0.00	\$106,344.53	\$106,344.53
				42160 - SCIF R&R	\$0.00	\$1,569,655.47	\$1,569,655.47
				Unidentified	\$700,000.00	(\$700,000.00)	\$0.00
				Total	\$1,000,000.00	\$2,776,000.00	\$3,776,000.00
6	James Sprunt	2628	Workforce Development Center (Main Campus) Project is being amended due to change in scope and bids coming in higher than anticipated.	SCIF - OSBM	\$9,000,000.00	\$0.00	\$9,000,000.00
				42120 - SCIF New	\$2,436,728.98	\$309,000.00	\$2,745,728.98
				42160 - SCIF New	\$563,271.02	\$0.00	\$563,271.02
				Total	\$12,000,000.00	\$309,000.00	\$12,309,000.00
7	Robeson	2674	Buildings 1-7 HVAC Improvements (Main Campus) Project is amended to increase scope from two buildings to seven and add additional funds to cover the increased cost.	Non-State	\$2,000,000.00	\$393,387.42	\$2,393,387.42
				42120 - SCIF R&R	\$0.00	\$1,706,612.58	\$1,706,612.58
				Total	\$2,000,000.00	\$2,100,000.00	\$4,100,000.00
8	Stanly	2357	Structural/Settlement to the Kelley and Patterson Buildings (Main Campus) Project is amended to decrease budget due to costs coming in lower than expected. President Cox under the authority granted to him by the State Board, approved this project on June 29, 2023.	46620 - R&R	\$393,730.80	\$0.00	\$393,730.80
				42160 - SCIF R&R	\$286,269.20	(\$125,000.00)	\$161,269.20
				Total	\$680,000.00	(\$125,000.00)	\$555,000.00
9	Stanly	2629	Water Distribution Infrastructure (Main Campus) Project is being amended to increase budget due to costs coming in higher than expected. President Cox under the authority granted to him by the State Board, approved this project on June 29, 2023.	Non-State	\$1,500,000.00	\$0.00	\$1,500,000.00
				42160 - SCIF R&R	\$1,500,000.00	\$1,872,328.08	\$3,372,328.08
				Total	\$3,000,000.00	\$1,872,328.08	\$4,872,328.08

State Board of Community Colleges
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B. Amended Projects - Continued							
10	Vance-Granville	2687	HVAC & Lighting Systems Replacements - Bldg 1 (Main Campus) Project is amended due to cost estimation provided by engineer in the design development phase of the project.	Non-State	\$1,655,971.00	\$0.00	\$1,655,971.00
				42120 - SCIF R&R	\$1,289,279.00	\$1,288,842.00	\$2,578,121.00
				Total	\$2,945,250.00	\$1,288,842.00	\$4,234,092.00
11	Western Piedmont	2616	WPCC Regional Emergency Services Training Center (Main Campus) Project is amended to increase project cost because of findings during advanced planning.	SCIF - OSBM	\$15,000,000.00	\$0.00	\$15,000,000.00
				40720	\$2,500.00	\$0.00	\$2,500.00
				42120 - SCIF New	\$0.00	\$146,285.29	\$146,285.29
				Total	\$15,002,500.00	\$146,285.29	\$15,148,785.29
C. Final Close-Out Projects							
Item	College	Project Number	Description	Fund Source	Prior Budget	Board Action Funding Increase/ Decrease	Current Budget
1	Carteret	2460	Greenhouse Replacement - Hurricane (Main Campus) Project is submitted for final project close out.	41820	\$142,558.00	\$0.00	\$142,558.00
				Total	\$142,558.00	\$0.00	\$142,558.00
2	Mitchell	2581	D. Matt Thompson Building/Gym Renovations (Main Campus) Project is submitted for a decrease in cost for final project close out.	Non-State	\$369,539.82	(\$30,803.20)	\$338,736.62
				46620 - R&R	\$11,990.83	\$0.00	\$11,990.83
				42160 - SCIF R&R	\$217,831.35	(\$19,196.80)	\$198,634.55
				Total	\$599,362.00	(\$50,000.00)	\$549,362.00
3	Western Piedmont	2661	Roof Replacements - HH, RH, and D Building (Main Campus) Project is submitted for a decrease in cost for final project close out.	42120 - SCIF R&R	\$600,000.00	(\$146,285.29)	\$453,714.71
				Total	\$600,000.00	(\$146,285.29)	\$453,714.71

State Board of Community Colleges
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July 21, 2023
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D. Acquisition and Disposal of Real Property		
Item	College	Action Requested
N/A		
E. Delegated Authority for Certain Capital Projects - between \$500,000 and less than \$2,000,000		
	College	Description
Forsyth		Per the approved SBCC Guidelines, the following colleges have submitted a NCCCS 3-8A form requesting delegated authority. The colleges listed meet the criteria consistent with G.S.143-341 and 115D-9.

State Fund Legend

- 40720 - Special Projects/Equipment to Capital/Advanced Planning Funds S.L. 2006-66
- 41220 - Equipment to Capital S.L. 2011-145
- 41520 - Equipment to Capital S.L. 2015-241
- 41720 - Special Project S.L. 2017-57
- 41820 - Special Project S.L. 2018-5, Hurricane Relief funds S.L. 2018-136
- 41920 - Special Project S.L. 2019-235
- 42020 - Special Project S.L. 2019-235
- 42120 - SCIF (\$400M) S.L. 2021-180
- 42160 - SCIF (Remaining Connect NC Bond Funds as of October 1, 2022 converted to SCIF)
- 46620 - 2016 Connect NC Bonds S.L. 2015-280
- SCIF - OSBM Administered S.L. 2021-180
- SCIF - OSBM Administered S.L. 2022-174
- State-Other - State Funds handled locally by college

DocuSigned by:

Donnie Fokes

This certifies that the Construction and Property items were recommended and approved by the State Board of Community Colleges on July 21, 2023

BP – 1.2

VISION STATEMENT

Legal Authority: NCGS 115D-20(7)

Approved: August 15, 2023

Previous Editions: April 19, 2011; February 8, 2016; January 17, 2017

VISION STATEMENT

“Purpose-driven teaching and learning for Craven County.”

BP – 1.3

CORE VALUES

Legal Authority: NCGS 115D-20(7)

Approved: August 15, 2023

Previous Edition: April 19, 2011

CORE VALUES

The Board proudly shares these Core Values as the foremost principles which serve as a foundation to guide and direct the College's attitudes, behaviors, and decisions:

Diversity

We recognize the dignity, worth and potential of all persons and proudly celebrate the rich diversity of our local and global community.

Integrity

We place fairness and honesty at the center of our teaching, services and operations, and uphold high ethical standards.

Learning

We revere learning and scholarship as transformational and multidimensional, and embrace education as dynamic, lifelong and limitless for all.

Quality

We set high and challenging standards for our personal, professional and organizational performance, and advocate continuous improvement.

Respect

We work together in a cooperative environment of civility, courtesy and humility.

Service

We make selfless and intentional decisions and actions that contribute to the welfare of our students and our community.

Trust

We value honesty and transparency, and responsibly manage the capital, fiscal and human resources entrusted upon us by our citizens.

PAID PARENTAL LEAVE

Legal Authority: NCGS 126-8.6; 1C SBCCC 200.100

Approved: DRAFT – July 6, 2023

Previous Editions: none

PAID PARENTAL LEAVE

Paid Parental Leave (PPL) is designed to promote families’ physical and mental health, increase employee retention and morale. Craven Community College provides this leave, consistent with North Carolina state law and North Community College System policy, to all eligible employees. The President of the College is authorized to implement College Procedures for this purpose.

Definitions

- **Child.** The newborn biological child or a newly-placed adopted, foster or otherwise legally placed child under the age of 18, whose parent is an eligible employee.
- **Parent.**
 - The mother or father of a child through birth or legal adoption; or
 - An individual who cares for a child through foster or other legal placement under the direction of a government authority.
- **Public safety concern.** A significant impairment to the agency’s ability to conduct its operations in a manner that protects the health and safety of North Carolinians, including instances where the College is unable to secure mission-essential supplemental or alternate staffing during the proposed PPL timeframe.
- **Qualifying event.** When an employee becomes a parent to a child.

Eligible Employees

Full-Time Regular and Part-Time Regular employees of the College, including those in probationary status, are eligible, provided that at the time of the qualifying event:

- The employee has been employed for the immediate 12 preceding months by the College, or in an eligible State of North Carolina position (see NCGS 126-8.6(e)) without a break in service (see 25 NCAC 01D.0114)
 - Periods of worker’s compensation or short-term disability preceding the qualifying event do not render the employee ineligible for PPL.
 - Periods of leave without pay (see 25 NCAC 01E.1100) shall not constitute a break in service
- The employee has been in pay status in an eligible position for at least 1,040 hours during the previous 12-month period becoming eligible for Family and Medical Leave
 - Use (or exhaustion) of Family and Medical Leave does not affect eligibility for PPL

Paid Parental Leave Available

Full Time Regular Employees

- Eight weeks (320 hours) to a parent giving birth to a child
- Four weeks (160 hours) after any other qualifying event

Part Time Regular Employees (Provided foregoing 1,040-hour requirement is met)

- Four weeks (pro-rated hours) to a parent giving birth to a child
- Two weeks (pro-rated hours) after any other qualifying event

Paid Parental Leave Requirements and Limitations

- PPL is paid at the employee's regular rate of compensation (excluding shift differential, premium pay, stipends, and overtime).
- PPL shall not be counted against or deducted from the employee's sick, vacation, or other accrued leave. Employees may not use accrued sick leave, annual leave or other leave in lieu of PPL. PPL shall not be used prior to the qualifying event.
- If both parents are employed by the College, both may use PPL, if otherwise eligible. The leave may be taken simultaneously or at different times.
- Employees using PPL are afforded the remaining job protection under the Family and Medical Leave Act (FMLA) for a total absence of twelve weeks. The employee may use personal leave or take leave without pay to cover the additional absence. If an employee becomes eligible for FMLA leave while on PPL, the employee must apply for and use FMLA leave, and the leave runs concurrently with PPL.
- PPL may only be used once within a 12-month (rolling) period for a qualifying event. A multiple birth, adoption, or legal placement is treated as a single qualifying event.
- PPL eligibility (including any unused portion) is forfeited 12 months after the qualifying event. PPL shall not accrue or be donated to another employee. PPL is not used for calculating an employee's retirement benefits and shall not be paid upon separation from the College.
- PPL may be taken during one continuous period, or as intermittent PPL.

Craven Community College
Workforce Continuing Education
Accountability & Integrity Plan 2023-2026

Accountability within the NC Community College Workforce Continuing Education areas encompasses a broad range of concepts including governance, institutional values, programs, industry sectors and community partners. NC Community Colleges are mandated through the State Board of Community College Code (1B SBCCC 400.3, 1D SBCCC 300.4) to review the programs provided to ensure the occupational training is relevant to the workforce, responsive to training needs and uses state funds responsibly. In addition to SBCCC requirements, colleges are responsible to a number of external agencies to document their programs and processes. These organizations include the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), state credentialing agencies and various grant entities among others.

The following document is *Craven Community College's Workforce Continuing Education Accountability and Integrity Plan*. The plan includes Workforce Development and Basic Skills program areas and has been developed based on a state-wide accountability model in which all NC community colleges have had some input or representation. This local plan will be monitored and reviewed at least twice per year and as needed by an internal team and reviewed for approval every three (3) years by the Craven Community College Board of Trustees. *This plan replaces the former internal audit plan*. The document supports accountability as it takes into account internal control processes and best business practices while demonstrating compliance measures for state budget reporting.

The plan reflects the College's ongoing effort to:

- Review programs for relevancy and quality
- Develop goals for growth and sustainability
- Ensure state budget compliance
- Respond to demands to align programs with a broad array of governing requirements and industry needs

The accountability and integrity planning framework provided in this plan encompasses three primary areas:

1. Governance Priorities
2. Academic Integrity/Program Accountability
3. Market Forces

For each area, goals and objectives are outlined that support the mission of both the NC Community College System and the College to foster student success through the delivery of high-quality workforce training programs.

This document lists objectives developed for Workforce Continuing Education accountability and integrity planning for 2023-2026 (effective August 15, 2023 – August 14, 2026). Additional objectives will be added and assessed as we continue to implement accountability processes and measures.

2023-2026 Objectives

1. Governance Priorities: Activities that ensure credibility, establish equitable provision of services, and assure appropriate actions by staff

Goal 1: Demonstrate accountability and credibility of operational functions.

Objective 1: Develop/maintain written processes for core reporting requirements.

Goal 2: Demonstrate operational accountability for data reported for the state.

Objective 1: No material findings identified in biennial review of records.

Objective 2: Address items identified in compliance management letters.

Goal 3: Demonstrate accountability to performance aligned with state and federal agencies.

Objective 1: Pass all external credentialing agency audits and program assessments (including but not limited to DHHS, DOJ, OEMS, OSFM, Board of Barber Examiners, and NCCER).

2. Academic Integrity/Program Accountability: Activities that ensure program quality, integrity and relevance

Goal 1: Students will meet specific course criteria to attain relevant license/credential or demonstrate course completion requirements.

Objective 1: Students will perform at “average college percentage” or above for similar-sized programs on NC Community College Performance Measure requirements for Basic Skills Student Progress (Measure #1) and WFD programs reported in Licensure and Certification Passing Rate (Measure #6).

Goal 2: Instructional programs will demonstrate relevancy, rigor, viability, and student success.

Objective 1: Utilize internal program reviews conducted for Basic Skills and Workforce Development to demonstrate program relevancy.

Goal 3: Faculty qualifications will support program relevancy and student success

Objective 1: Basic Skills faculty hold (or are progressing toward earning) National Reporting System (NRS) recognized credentials. Faculty will hold appropriate qualifications for public safety credential programs and NCCER credentials for applicable trades classes.

3. Market Forces: Activities that align industry and workforce interests with institutional actions

Goal 1: Demonstrate development or enhancement of connections with workforce and economic development entities to leverage resources and strengths.

Objective 1: Collaborate with workforce partners on grant projects.

Goal 2: Demonstrate proactive and reactive response to industry training needs.

Objective 1: Develop training programs in response to specific businesses or industry sector needs.

Goal 3: Demonstrate development of a quality NC workforce prepared to succeed in employment.

Objective 1: Develop training programs impacting employability of workforce.

Approved on _____, 2023.

Chairman, Craven Community College Board of Trustees

President, Craven Community College

/mbc 7-25-23

**Craven Community College
Workforce Continuing Education
Class Visitation Plan 2023-2026**

The instructor's supervisor (or a designated representative as approved by the senior WFD administrator) will make at least one class visit to fifty percent (50%) of off-campus and distance education classes and to twenty-five percent (25%) of on-campus WFD classes. The supervisor or designated representative will maintain written documentation of these visits that include the instructor's signature. Classes of 12 hours or less are excluded along with self-supporting, customized training, and community service classes.

The WFD Compliance Manager will visit a ten percent (10%) sample of randomly selected off-campus and distance education WFD classes each term with no pre-notification of these visits and will maintain written documentation of such visits.

Since it is not possible to physically visit internet classes, visitation will be conducted electronically using a system that allows the instructor's supervisor (or designee) or WFD Compliance Manager to log in and check the activity in the class. Documentation of these checks will be provided at the end of the term. If required or requested, North Carolina Community Colleges System Office compliance examiners will also have access to this system so they may do unannounced class visits.

A summary report of the class visitations from the 3 previous terms will be submitted by March 1 of each year for review at the April Board of Trustees meeting. The president or designee will maintain this documentation and ensure it is available for compliance reviews conducted by North Carolina Community College System staff. This class visitation plan is required to be reviewed and approved by the Board of Trustees every three years.

Definitions:

An "off-campus class" is defined as a class held in a location not owned or leased by the college or held in a center which is not under the supervision of a resident supervisor or director who is on-site during the entire period the instruction takes place.

A "distance education class" is a class offered through distance education technology (such as internet and telecourses) and which does not physically meet on campus for at least half of the time scheduled.

Approved on _____, 2023.

Chair, Craven Community College Board of Trustees

President, Craven Community College

/mbc 7-25-23

Craven Community College

Fee Chart

2023-2024

DRAFT BOT 8/15/2023

Course/Area	Current Fee	Change/New	Basis - Changes in Red
Business Office & Student			
Student Activity Fee	\$ 35.00		Flat fee for curriculum students charged Fall and Spring semesters
Student Activity Fee - Summer	\$ 17.50		Flat fee for curriculum students charged for Summer semester
Travel Insurance to Study Abroad	up to \$100.00		One time for study abroad participants
Transcript	\$ 10.00		
Campus Access, Parking & Security	\$ 15.00		Flat fee for curriculum students charged Fall, Spring and Summer semesters
Computer Use & Technology	\$ 48.00		All curriculum students charged Fall, Spring and Summer semesters
Professional Liability Insurance	\$ 16.00		Required for curriculum nursing and allied classes as well as a variety of WFD classes (EMT, Phlebotomy, Health Care Technician, Dental Asst, Vet Asst, Animal Grooming, Personal Trainer, CNA I & II, Manicurist, Barbering)
Student Accident Insurance: Curriculum	\$ 1.20		Mandatory insurance per semester
Student Accident Insurance: WFD	\$ 0.60		Mandatory insurance per semester
Returned Check	\$ 20.00		Per check returned by Financial Institution
Placement Testing Fee	\$ 3.00		Fee to be charged for Re-testing
Graduation Fees:			
Graduation Fee	\$ 15.00		All graduating students; includes processing, certificates, postage and one diploma cover
Diploma Cover	\$ 15.00		Charged per each additional diploma cover
Cap, Gown and Tassel	\$ 30.00		Approximate and Non-Refundable
Associate Degree (hood)	\$ 30.00		Approximate and Non-Refundable
Academic Support/Distance Learning			
Library Fees:			
Library Fines (Books)	\$ 0.10		Per day for overdue books
Library Fines (Videos)	\$ 1.00		Per day for overdue videos
Library Fines (Oculus)	\$ 5.00		Per day for overdue Oculus Quest Virtual Reality Headsets
Printing/Copying - Students	\$ 0.15	\$ 0.10	1st 10 pages per day are free; > 10 pages per day - \$0.10
Printing/Copying - Non-Students	\$ 0.15		\$0.15 per page
Printing Fee (3D)	\$3.00/\$1.00		Printing cost for first hour/Printing cost per hour after first hour up to 8 hours cap
Replacement Fee	\$ 1.00		Replacement library card
Placement Testing Fee for non-students	\$ 5.00		NC-DAP DRE DMA (Transferring to other community colleges)
Summer School Supply Fee	\$ 10.00		Supply Fee
MAT Exam	\$ 90.00		The Miller Analogies Test (MAT) exam will be offered to local residents seeking a Master's Degree; the fee covers the cost of the exam and administrative costs
NABCEP Testing & Proctoring Fee	\$ 150.00		North American Board of Certified Energy Practitioners (NABCEP) Exam fee \$125.00 and \$25.00 proctoring fee
Test Proctoring Fee	\$ 25.00		To provide support for proctoring tests for students from other educational institutions unless associated with partnerships with the college
Distance Education Fee	\$ 25.00		Per course in all on-line and hybrid Curriculum courses
Liberal Arts:			
Music - MUS 161, 162, 261 262	\$ 320.00		Typically one student per course, specialized instruction

Craven Community College

Fee Chart

2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
MAT - 121, 143, 171, 172, 271, 272, 273, 263, 285, 280	\$ 80.05		Course Material Fee/Access to Software
MAT - 152	\$ 90.73		Course Material Fee/Access to Software
Science - BIO, CHM & PHY	\$ 30.00		Supply Fee (seated & hybrid classes only)
Science - AST 111	\$ 69.38		Course Material Fee
Science - BIO 163	\$ 96.06		Course Material Fee
Science - PHY 110	\$ 106.74		Course Material Fee
Science - BIO 111, BIO 112, BIO 168, BIO 169, PHY 131, PHY 251, PHY 252	\$ 80.05		Course Material Fee
Science - GEL 111	\$ 90.73		Course Material Fee
ART - 121, 122, 131, 132, 171, 231, 232, 240, 241, 261, 262, 264, 265, 266, 267, 271, 275, 281, 282, 283, 284, 285, 286, 288	\$ 35.00		Supply Fee
ART 135	\$ 40.00		Supply Fee
Health Programs:			
Admission Test (TEAS) for: Nursing, Physical Therapist Assistant	\$ 75.00		Entrance Test Fee (Passing Test Score Good for 12 months)
Associate Degree Nursing (A.D.N.) 5-Semester Plan- beginning with Fall cohort	\$ 550.00	\$ 570.00	Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management - yearly increase of \$20 was agreed upon at the contract signing
Physical Therapist Assistant - PTA 270	\$ 90.00		Course Material Fee
Physical Therapist Assistant - PTA 110	\$ 15.00		Course Material Fee
Physical Therapist Assistant - PTA 150	\$ 60.00		Course Material Fee
Practical Nursing (PN)	\$ 625.00		Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management
NUR - 214 - LPN to RN Transition Course	\$ 570.00		Fee for supplemental instruction (testing, e-texts); includes the electronic health record, accreditation module, and clinical management
NUR - 111	\$ 25.00		Fee to cover myClinicalExchange Service required by Carteret Hospital; service centralizes required documentation and clinical shifts
Nursing Badge Replacement	\$ 15.00		
OST 243	\$ 101.70		Course Material Fee/Access to Software
OST 280	\$ 81.50		Course Material Fee/Access to Software
Career Programs:			
Automotive Lab Fees - ATT 140; AUT 114A, 116A, 141A, 151A, 163A, 181A, 221A, 231A, 141,116, 151, 163, 181, 183, 213, 221, 231, 281; TRN 110, 120, 140, 140A	\$ 45.00		Supply Fee
Basic Law Enforcement Lab Fees	\$ 65.00		BLET class includes: CJC 100, Supply Fee

Craven Community College

Fee Chart

2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
Business Program Lab Fees - CTI 289, CTS 240, NET 125,126,225, 226; NOS 110, 130, 230, NOS 231, NOS 232	\$ 10.00		Supply Fee
Cosmetology Lab Fee - COS 112, 114, 116, 118, 119, 120, 125, & 126	\$ 10.00		Supply Fee
Cosmetology Lab Fee - COS 112A, 112B, 114A, 114B, 116A, 116B, 118A,& 118B	\$ 5.00		Supply Fee
Industrial Program Lab Fees:			
Composite Manufacturing core classes - MEC 188, 189, 212, 215	\$ 275.00		Supply Fee
Composite Manufacturing core classes - MEC 130	\$ 35.00		Supply Fee
Composite Manufacturing core classes - MEC 145	\$ 150.00		Supply Fee
Composite Manufacturing core classes - MEC 187	\$ 225.00		Supply Fee
Mechanical Engineering Tech, Electronic/ Electrical & Machining classes - BPR 111, 121, DDF 211, 212, 213, 214; DFT 111, 151, 152, 153; ELC 113, 117, 131, 135, 138, 139; ELN 131, 132, 133, 231, 232, 234, 260	\$ 35.00		Supply Fee
Machining/Manufacturing classes - MAC 111, 112, 113, 122, 124, 126, 241, 242, 243, 244, 245,246, 222, 224, 234, 233; MEC 111; HYD 110	\$ 85.00		Supply Fee
Machining/Manufacturing classes - MAC 117	\$ 150.00		Supply Fee
Machining/Manufacturing classes - MNT 110, 111, 165; ISC 132; SST 110	\$ 35.00		Supply Fee
Machining/Manufacturing classes - MAC 111A, 111B, 112A, 112B, 113A, 113B,241A, 241B, 242A, 242B, 243A, 243B, 244A, 244B, 245A, 245B, 246A, & 246B	\$ 45.00		Supply Fee
Welding Technology Program:			
Welding classes - WLD 110, 112, 115, 116, 121, 122, 131, 132, 141, 221, 231, 261	\$ 40.00		Supply Fee

Craven Community College

Fee Chart

2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
Welding classes - WLD 115A, 115B, 116A, 116B, 121A & 121B	\$ 25.00		Supply Fee
Welding classes - WLD 151, 251	\$ 85.00		Supply Fee
Welding Certification to CU Credit	\$ 25.00		AWS Certified Welder Program > SMAW Plate (would get credit for WLD 115; GMAW Plate would get credit for WLD 122; FCAW Plate would get credit for WLD 121; GTAW Plate would get credit for WLD 131; SMAW Pipe would get credit for WLD 215; GTAW Pipe (Carbon Steel) would get credit for WLD 231
Havelock:			
American Hotel and Lodging Assoc Hospitality	\$ 74.40		Covers book and exam
Avionics Course	\$ 81.40		Student Materials
Aviation Sheet Metal Fabrication - ASMF-7138	\$ 99.40		Supply Fee
Aviation Lab Fees	\$ 126.00		AVI 110, 120, 130, 230, 240, 250, 260 (includes 3 kits & lab consumables)
Aviation Mgmt & Career Pilot - AER 161	\$ 9,400.00		Airline/Commercial/Professional Pilot and Flight Crew; plan and execute an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam
Aviation Mgmt & Career Pilot - AER 171	\$ 23,900.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate
Aviation Mgmt & Career Pilot - AER 281	\$ 7,050.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in right seat operation and CFI maneuvers as specified in the FAA Practical Test Standards
Aviation Mgmt & Career Pilot - AER 285	\$ 8,650.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical examination for a multi-engine rating
Flight Simulator Fee for Non-CCC Pilots	\$ 80.00		Fee for Non-CCC Pilots requesting to substitute flight time for simulator time
Flight Simulator Fee for CCC Pilots	\$ 40.00		Fee for CCC Pilots requesting to substitute flight time for simulator time
FAA Preparatory Exam	\$ 319.40		Supply fees for FAA General/Powerplant- AMPP 7191 and FAA General/Airframe - AMAF7193
Workforce Development Fees			
American Heart Assoc Certificate Card	\$ 17.50		BLS for Health Care Providers, Advanced Cardiac Life Support Initial and Recertification, Pediatric Advanced Life Support Initial and Recertification, & HeartSaver (First Aid CPR, AED, Adult, PEDS, Infants, Adults)
Bartending	\$ 24.40		Supply fee for consumables used in bartending class
BLS for Health Care Provider	\$ 5.00		New Registration; Includes American Heart Association Card
BLS Family & Friends CPR (book with card)	\$ 2.00		New Registration; Includes American Heart Association Card
BLS HeartSaver/First Aid/CPR/AED Course Card	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver CPR AED Completion Card	\$ 17.50		New Registration; Includes American Heart Association Card
Pediatric HeartSaver CPR/First Aid AED	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver First Aid ONLY Card	\$ 17.50		New Registration; Includes American Heart Association Card
Auto-Detailing Certification Prep	\$ 19.40		Supply fee to cover the cost of consumables and other course materials
CDL Class A	\$ 1,819.40		Supply fee for the Commercial Driving License Class A license course
CDL Class B	\$ 819.40		Supply fee for the Commercial Driving License Class B license course

Craven Community College

Fee Chart

2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
CDL Class C	\$ 49.40		Covers fuel and other costs
CRC Certificate Exam Fee	\$ 42.00		Reading for Information, Locating Information, and Applied Mathematics
CRC Certificate Replacement Fee	\$ 5.00		Supply Fee
DDI Courses	\$ 50.00		Student Materials
Drone Training	\$ 25.00		Fee used to help pay for drone repair and equipment
EKG Technician	\$ 10.40		Supply Fee
EKG Technician Refresher	\$ 10.40		Supply Fee
Emergency Medial Responder Initial Testing	\$ 22.00		Fee to cover EMS electronic testing software
EMT Initial (Supply, Ins, Shirt, Testing)	\$ 83.40		Fee for consumables used in program (IVS, gloves, needles, etc.) & to cover EMS electronic testing software. Supply Fee \$10.40; Shirt \$25; EMS Testing \$48
AEMT (Ins, Supply Fee, Shirt, Testing)	\$ 110.40		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables & to cover EMS electronic testing software. Supply Fee \$20.40; Shirt \$25; EMS Testing \$65
Paramedic	\$ 172.40		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables, EMS electronic testing software and cost of cards (PALS and ACLS); Supply Fee \$42.40 PALS Card \$5; ACLS Card \$5; Shirt \$25; EMS Testing \$95
Pediatric Advanced Life Support (PALS)	\$ 5.00		Supply Fee
Professional Cooking	\$ 124.40		Supply fee for consumables used in cooking class
Basic Cooking Skills	\$ 19.40		Supply fee for consumables used in cooking class
Advanced Cardio Life Support (ACLS)	\$ 5.00		Supply Fee
Environmental Safety Diploma Certification 1	\$ 50.00		OSHA Cards and registered mail
Environmental Safety Diploma Certification 2	\$ 50.00		Supply fee for Soil Sampling, Water Quality Analysis, and Site Survey
Fire College Fee	\$ 30.00		T-Shirts & Meals
Forestry/Heavy Equipment Operations	\$ 24.40		Supply fee to cover OSHA Card and CPR Card
Home Beer Brewing Class	\$ 49.40		Supply fee to cover consumables
HRDQ Personal Style Inventory	\$ 20.00		For use in Advanced Manufacturing Tools for Veterans
EPA Refrigerant Certification	\$ 30.00		Supply Fee for ESCO book and on-line exam
Leadership	\$ 40.00		Myers Briggs Type Indicator - Scoring & "Introduction to Type"
Medication Aide	\$ 5.40		Supply Fee
National Assoc of Emergency Medical Technician	\$ 15.00		Pre-Hospital Trauma Life Support & Advanced Medical Life Support
NCCER Core Skills	\$ 19.40		Supply Fee (Electronic Testing Fee)
NCCER Construction 1	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) - increase
NCCER Construction 2	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) - increase
NCCER Construction 3	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) - increase
NCCER Construction 4	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) - increase
NCCER Welding Levels 1, 2, & 3	\$ 264.40		Supply Fee per level

Craven Community College

Fee Chart

2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
NCCER Welding Level 4	\$ 399.40		Supply Fee
Nurse Aid One	\$ 25.40		Supply Fee
Nurse Aid Two	\$ 35.40		Supply Fee
Central Sterile Technician	\$ 50.40		Supply Fee
OBD class (On Board Diagnostic)	\$ 7.50		Supply Fee
30 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
30 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail
10 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
10 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail
Pharmacy Technician	\$ 10.40		Supply Fee
Phlebotomy	\$ 50.40		Supply Fee
Small Engine Repair	\$ 10.40		Supply Fee
Diesel Engine Course	\$ 99.40		Supply Fee
Diesel Systems Course	\$ 99.40		Supply Fee
Diesel Generator Repair	\$ 99.40		Supply Fee
Marine Diesel	\$ 99.40		Supply Fee
56 Hour Forklift	\$ 49.40		Supply Fee
8 Hr Forklift	\$ 19.40		Supply Fee
Photovoltaic classes	\$ 19.40		Supply Fee
Veterinary Assistant	\$ 5.40		Supply Fee
WFD Lean Six Sigma	\$ 25.00		To be used for assessments, certificates and frames. Applies to Green, Black, Yellow, and Red Belt.
BioWorks Process Technician	\$ 99.40		Lab Supply Fee
Forklift Maintenance	\$ 69.40		Covers the cost of consumables
Heavy Equipment Operations	\$ 69.40		Covers fuel and any repairs
Sordill Consulting Courses	\$ 15.00		Cost per topic-some courses cover more than one topic/Various
Communication	\$ 15.00		Personal Profile (DiSC) - Paper
	\$ 22.00		Personal Profile (DiSC) - Online
Time Management	\$ 15.00		Time Mastery Profile - Paper
	\$ 22.00		Time Mastery Profile - Online
WorkKeys Assessment Tests:			
Applied Mathematics	\$ 14.00		Cost of the exam
Applied Technology	\$ 14.00		Cost of the exam
Graphic Literacy (Formally Locating Information)	\$ 14.00		Cost of the exam
Workplace Documents (Formally Reading for Info)	\$ 14.00		Cost of the exam
Business Writing	\$ 23.00		Cost of the exam
Workplace Observation	\$ 22.00		Cost of the exam



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www.CravenCC.edu/Foundation

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A non-profit organization
Federal Tax ID # 59-1718436

August 2023

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

The Endowment investment Portfolio ended the year at \$2,942,760, with the total fund balance at \$3,863,492. The endowment portfolio made a modest gain, recovering from the market drop in 2022.

The Community Fabric Awards was a success, with a net income of \$56,629.35. Planning is already underway for the 14th annual event. In addition, the Foundation transferred \$14,315.81 from the Campus Fund and \$37,982.82 from the Lifetime Learning Center to fund future College initiatives. These combine for an increase of \$108,927.98 in our reserves.

The Foundation made a commitment in the current fiscal year to fund an additional \$75,000 in student assistance. This was added to supplement for the reduction in endowment payouts due to the depressed market returns in the prior calendar year.

The Lifetime Learning Center had a very positive year as individuals are ready to travel and attend events. As we begin the new fiscal year, Jennifer is excited to be back on track with trips and events planned.

The Foundation scholarships paid for fiscal year 2023 was \$438,607. For fiscal year 2024 the proposed budget is \$442,805. This is a slight decrease from the previous year's budget and is driven largely by the drastic decrease in endowment payouts. This does not include restricted funds for – non-tuition – needs. In addition, the Financial Aid Office, Business Office and Foundation have been reviewing the scholarships to assure that we are fully awarding all possible monies available.

A key number to remember is 2,003. Last fiscal year the Foundation assisted 2,003 students through scholarships and assistance; covering tuition, required course materials, emergency needs and other related expenses. That is roughly one in four students at Craven last year were assisted by the Foundation.

Respectfully submitted,

A handwritten signature in blue ink that reads "Anne Schout". The signature is written in a cursive style with a large initial "A".

Anne Schout, President
Craven Community College Foundation