



MEETING AGENDA

FEBRUARY 21, 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) Agenda Review and Adoption (<i>motion</i>) | <i>Whit Whitley</i> |
| | (3) Conflict of Interest Declaration | <i>Whit Whitley</i> |
| | (4) Public Comment | <i>Whit Whitley</i> |
| | (5) SEI Filings for 2023 (<i>info</i>) | <i>Amber Smith</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Whit Whitley</i> |
| | (1) Approve Board of Trustees Meeting Minutes (December 13, 2022) | |
| IV. | Financial Reports | <i>Jim Millard, VP</i> |
| | (1) Financial Report 2 nd Quarter FY 2022-23 (Oct-Dec) (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| V. | Personnel Report 2 nd Quarter FY 2022-23 (Oct-Dec) (<i>info</i>) | <i>Jim Millard</i> |
| VI. | Facilities Usage Report 2 nd Quarter FY 2022-23 (Oct-Dec) (<i>info</i>) | <i>Jim Millard</i> |
| VII. | Instructional Update (<i>info</i>) | <i>Kathleen Gallman, VP</i> |
| | (1) Fall Program Reviews | |
| | (2) SACSCOC Fifth Year Referral Report | |
| | (3) Curriculum Report | |
| VIII. | Old Business | <i>Whit Whitley</i> |
| IX. | New Business | <i>Whit Whitley</i> |
| | (1) Assign Ad-Hoc Committee for President's Evaluation (<i>info</i>) | <i>Whit Whitley</i> |
| | (2) President's Annual Evaluation and Timeline (<i>info</i>) | <i>Amber Smith</i> |
| | (3) BP 2.7 Overtime, Compensatory Time, & Flex-Time (<i>info</i>) | <i>Ray Staats</i> |
| | (4) Strategic Plan 2023-2028 (<i>motion</i>) | <i>Ray Staats</i> |

- X. Reports
 - (1) President
 - (2) Board Chair
 - (3) Attorney
 - (4) Student Trustee
 - (5) Foundation Board President

Ray Staats
Whit Whitley
Jamie Norment
Hannah Benischek
Anne Schout

- Xi. Adjournment

Whit Whitley

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 13, 2022

The Craven Community College Board of Trustees met on Tuesday, December 13, 2022 in the Ward Board Room with Board Chair Whit Whitley presiding. The meeting was called to order at 5:28 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Ms. Pam Holder, Ms. Allison Morris, Ms. Jennifer O'Neill, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Kevin Roberts, Mr. Bill Taylor and Mr. Whit Whitley.

Voting members absent were: Dr. Jim Davis, Ms. E.T. Mitchell, Mr. Tabari Wallace and Mr. Gus Willis.

Ex-Officio members present were: Hannah Benischek, Student Trustee.

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

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

Agenda Review and Adoption

Board Chair Whitley reviewed the agenda (attached). A motion was made to accept the agenda as presented; the motion was seconded 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 Taylor motioned to accept the minutes (attached) of the October 18, 2022 meeting as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Financial Reports

Fiscal Year 2022-23 1st Quarter Financial Report: VP Jim Millard highlighted the reports for July-September 2022 (attached). Trustee Patrick motioned to accept the reports as presented; Trustee Roberts seconded the motion and the motion was unanimously approved.

Write offs and Uncollectable Accounts: VP Millard reviewed the write-offs on this report (attached). Trustee Roberts motioned to accept the report as presented; Trustee O'Neill seconded the motion and the motion was unanimously approved.

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

Personnel Report

VP Millard reviewed the 1st quarter (July-September) fiscal year 2022-23 Personnel Report (attached).

Facilities Usage Report

The Facilities Usage Report (attached) from 1st quarter (July-September) fiscal year 2022-23, was reviewed by VP Millard for informational purposes.

Strategic Plan: Goal 4 Progress Report

For informational purposes, President Staats reviewed progress for 2022 on goal four, Community Service & Engagement (attached), of the College's Strategic Plan.

Old Business

VP Millard highlighted the final signed Public Safety Training Center lease. He also reviewed the forthcoming Request for Proposal (RFP) for a Master Site Plan.

New Business

None reported

Reports

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

- Status of construction projects
- Golden Leaf Grant application for the final phase of Volt Center
- The College has selected JKF Architecture to conduct the pre-planning study for the Corporate Training Center.
- Gale Evancho will be retiring after 26 years with the College. She is the Executive Assistant to the VP for Instruction.
- Holiday events at the College will include a faculty and staff breakfast Friday morning, ENCORE will have a dress rehearsal Wednesday morning in Orringer Hall and will perform at Bank of the Arts on Friday evening. The College will close for regular business at 1:00 pm on December 21st and reopen January 3rd at 8:00 am.

Chair: No report.

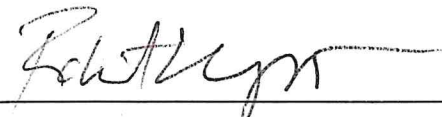
Attorney: No report.

Student Trustee: Student Trustee Hannah Benischek highlighted her report (attached) and discussed future planned activities.


Adjournment

With no further business to be presented, Board Chair Whitley adjourned the meeting at 6:45 pm and thanked everyone for their participation.

Respectfully submitted:



Robert E. Whitley, Jr., Chair
February 21, 2023



Raymond W. Staats, Secretary
February 21, 2023

Craven Community College
State Funds Budget Comparison Report
As of December 31, 2022 - 50% of Year

FY 2022-2023 Budget Comparison as of December 31, 2022 50% of Year	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative																
Salaries & Benefits	634,130	317,803	316,327	50%	2,980,391	1,217,515	1,762,876	41%	3,394,271	1,688,667	1,705,604	50%	3,527,828	1,726,059	1,801,769	49%
519 Contracted Services	-				80,527	45,777	34,750	57%	85,444	30,825	54,619	36%	71,672	2,213	69,459	3%
523 Instructional Supplies																
525 Motor Vehicle Supplies					357	-	357	0%								
526 Office Supplies	2,844	-	2,844	0%	18,857	15,229	3,628	81%	14,974	4,714	10,260	31%	9,378	1,529	7,849	16%
527 Other Supplies	1,718	1,290	428	75%	16,591	8,122	8,469	49%	30,278	13,089	17,189	43%	12,556	1,137	11,419	9%
528 Audio-Visual Supplies																
531 Staff Development	13,244	6,047	7,197	46%	24,803	16,222	8,581	65%	38,215	11,222	26,993	29%	42,711	11,094	31,617	26%
532 Comm/Postage/Software					351,749	177,417	174,332	50%	46,211	6,210	40,001	13%	36,997	21,765	15,232	59%
534 Printing & Binding	275	-	275	0%					1,989	-	1,989	0%	46,927	27,255	19,672	58%
535 Repairs & Maintenance	3,955	931	3,024	24%	247,508	94,071	153,437	38%	42,008	39,575	2,433	94%	778	778	(0)	100%
536 Freight					102	-	102	0%								
537 Advertising					6,587	-	6,587	0%	6,636	-	6,636	0%	188,613	88,922	99,691	47%
538 Data Processing																
539 Other Current Services	562	-	562	0%	54,701	31,745	22,956	58%	9,700	3,590	6,110	37%	57,028	23,058	33,970	40%
541 Rental of Property																
543 Lease/Rental Other Equipme					53,863	19,384	34,479	36%	7,000	4,395	2,605	63%				
544 Data Processing Software					43,949	-	43,949	0%	9,000	-	9,000	0%				
546 Memberships & Dues	16,222	15,402	820	95%	6,090	2,015	4,075	33%	9,928	9,653	275	97%	2,105	1,036	1,069	49%
548 NEIT Admin																
55x Equipment					605,225	159,187	446,038	26%					37,100	-	37,100	0%
558 Building																
560 Scholarship																
Total Administrative:	672,950	341,472	331,478	51%	4,491,300	1,786,684	2,704,616	40%	3,695,654	1,811,939	1,883,715	49%	4,033,693	1,904,845	2,128,848	47%
Instructional																
Salaries & Benefits									7,873,666	3,951,315	3,922,351	50%	1,378,597	710,604	667,993	52%
519 Contracted Services									3,853	370	3,483	10%	298,884	148,921	149,963	50%
523 Instructional Supplies					264,750	-	264,750	0%	73,753	38,202	35,551	52%	76,199	39,601	36,598	52%
524 Repair Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies																
527 Other Supplies									3,676	1,378	2,298	37%	3,987	2,688	1,299	67%
528 Audio-Visual Supplies									75	32	43	43%				
531 Staff Development									77,938	23,412	54,526	30%	9,294	3,214	6,080	35%
532 Comm/Postage/Software									63,506	34,425	29,081	54%	7,426	1,093	6,333	15%
534 Printing & Binding									672	262	410	39%	180	-	180	0%
535 Repairs & Maintenance									49,610	6,007	43,603	12%	9,077	3,123	5,954	34%
536 Freight																
537 Advertising													697	442	255	63%
539 Other Current Services									8,475	788	7,687	9%	77,484	18,433	59,051	24%
541 Rental of Property													3,050	3,050	-	100%
543 Lease/Rental Other Equipme													-	-	-	0%
544 Data Processing Software									4,413	4,211	202	95%				
545 Insurance													2,322	1,168	1,154	50%
546 Memberships/Accredita & Dues									29,472	13,766	15,706	47%	445	204	241	46%
55x Equipment									101,405	18,370	83,035	18%	103,877	103,877	1	100%
556 Books									3,716	3,716	0	100%				
560 Scholarship													108,905	53,945	54,960	50%
Total Instructional:					264,750	-	264,750	0%	8,294,230	4,096,255	4,197,975	49%	2,080,424	1,090,362	990,062	52%
Total Admin & Instructional:	672,950	341,472	331,478	51%	4,756,050	1,786,684	2,969,366	38%	11,989,884	5,908,194	6,081,690	49%	6,114,117	2,995,207	3,118,910	49%
	Budget	Expenses	Remain Bal	% Spent												
College Totals	23,533,001	11,031,556	12,501,445	47%												

Craven Community College
 Institutional Funds Budget Comparison Report
 As of December 31, 2022 - 50% 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%	2,426.52	321,709.37
01	133 Discretionary	102,447.00	27,009.42	75,437.58	26%	84,032.65	135,287.90
01	134 Unrestricted Overhead Receipts	14,010.00	1,019.36	12,990.64	7%	4,801.93	62,521.32
01	136 Foundation	374,872.00	163,651.47	211,220.53	44%	187,243.28	467,772.71
01	137 Financial Aid Matching	1,000.00	752.95	247.05	75%	1,084.79	11,235.03
01	221 Applied Music	1,625.00	-	1,625.00	0%	1,829.84	31,062.97
01	227 Extra Curricular Activities	18,960.00	18,959.13	0.87	100%	1,573.72	39,533.16
01	250 Curriculum-Self Supporting	20,000.00	0.60	19,999.40	0%	6,143.86	184,949.73
01	312 Fire College	-	-	-	0%	50.44	6,654.79
01	340 WFD-Self Supporting	496,767.00	417,840.23	78,926.77	84%	496,639.59	697,212.35
01	411 Learning Resource Center	730.00	-	730.00	0%	515.72	27,870.77
01	460 Customized Ind Train Support	4,395.00	-	4,395.00	0%	237.39	31,766.01
01	461 Small Business Support Fund	-	-	-	0%	0.96	127.54
01	610 VOLT Center	459.00	-	459.00	0%	673.14	88,824.97
02	131 College Work Study	112,950.00	36,468.62	76,481.38	32%	36,468.62	-
02	134 Restricted Overhead Receipts	150,090.00	137,071.86	13,018.14	91%	17,385.31	392,712.68
02	138 Returned Check Fee Fund	340.00	61.25	278.75	18%	512.79	22,065.08
02	139 CARES Act/NCCF WorkReady	2,432,309.00	676,054.29	1,756,254.71	28%	676,054.29	353.20
02	220 NCSU Engineering	137,238.00	30,227.57	107,010.43	22%	70,362.55	102,684.81
02	227 ENCORE	15,015.00	6,399.51	8,615.49	43%	15,065.86	13,702.30
02	228 Grants -NSF SEAS/Bosch/NCCF	171,188.00	24,473.54	146,714.46	14%	133,181.81	257,808.70
02	291 Specific Fees - Lab/DE/ASC	1,063,207.00	341,127.11	722,079.89	32%	238,147.01	1,818,270.89
02	292 System-Wide Fees-Comp Tech	619,744.00	164,391.18	455,352.82	27%	115,541.96	1,676,887.34
02	293 Patron Fees	41,748.00	24,198.98	17,549.02	58%	16,896.32	279,003.28
02	314 Grants - Workforce Development/BS	42,000.00	14,675.40	27,324.60	35%	17,500.00	5,526.75
02	355 NCDPS Reentry Program	302,558.00	130,670.67	171,887.33	43%	139,706.29	76,073.39
02	370 FTCC NCMB	82,200.00	40,106.63	42,093.37	49%	48,660.29	7,793.75
02	392 System-Wide Fees - WFD Comp	957.00	(574.84)	1,531.84	-60%	76.35	10,417.98
02	412 Grants -NC A&T STEPs3GROWTH & Bright Ideas	70,483.00	5,214.09	65,268.91	7%	-	(5,214.09)
02	521 C-Step Grant	12,500.00	3,221.05	9,278.95	26%	12,500.00	9,278.95
02	531 Professional Liability Ins	7,929.00	6,655.00	1,274.00	84%	6,206.76	43,291.12
02	532 Student Insurance	6,456.00	3,559.86	2,896.14	55%	2,856.43	(766.96)
02	533 Transcript Fees	38,988.00	9,293.06	29,694.94	24%	18,101.20	316,300.59
02	534 TRIO/Panther Pantry Grants	390,233.00	144,630.58	245,602.42	37%	148,758.51	6,023.92
02	556 Student Outreach & Advising	4,999.00	765.74	4,233.26	15%	4,999.00	4,233.26
02	790 Facilities Rental Fund	-	-	-	0%	2,899.45	53,117.35
02	791 Public Radio East	996,583.00	503,471.06	493,111.94	51%	401,645.55	154,499.29

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	795 Career Fair	-	-	-	0%	4.46	590.17
02	796 Testing Centers	44,398.00	23,835.95	20,562.05	54%	26,359.99	149,717.61
02	797 Public Radio East Foundation	700,906.00	344,190.90	356,715.10	49%	360,908.39	136,793.49
02	823 SEOG	96,485.00	49,155.00	47,330.00	51%	49,155.00	-
02	824 Pell	4,200,000.00	1,949,056.87	2,250,943.13	46%	1,924,056.87	(25,000.00)
02	829 Cares Act	302,000.00	262,179.13	39,820.87	87%	262,179.13	-
02	830 NCCC Target Asst/LTHT	7,708.00	3,920.09	3,787.91	51%	7,708.00	3,787.91
02	833 NCCG	165,106.00	93,486.00	71,620.00	57%	93,486.00	-
02	834 Teacher Assistant Sch Fund	16,836.00	5,370.00	11,466.00	32%	7,350.00	3,000.00
02	835 State Aid Scholarships	222,463.00	150,943.00	71,520.00	68%	153,943.00	3,000.00
02	840 General Scholarships	346,033.00	158,371.11	187,661.89	46%	268,320.47	525,014.35
02	841 Endowment/Other Scholarships	225,560.00	117,084.98	108,475.02	52%	123,075.98	6,250.00
05	710 Clearwire Distribution	5,395.00	-	5,395.00	0%	3,074.52	43,033.00
05	720 Bookstore	139,285.00	95,907.41	43,377.59	69%	51,396.59	681,333.23
05	730 Food Service	17,000.00	17,000.00	-	100%	9,829.91	7,518.22
05	740 Campus Access	74,453.00	34,795.08	39,657.92	47%	31,537.93	74,204.81
05	770 Student Activity Funds	159,346.00	87,725.35	71,620.65	55%	75,685.75	249,620.30
06	810 J. Wrenn Emergency Loan Fu	1,530.00	(356.12)	1,886.12	-23%	429.70	42,706.87
07	910 Buildings & Grounds	2,514,647.00	416,516.50	2,098,130.50	17%	771,810.33	2,442,701.70
08	792 Public Radio East Endowment	-	-	-	0%	558.06	73,641.44
08	850 Endowments	224,060.00	117,075.98	106,984.02	52%	125,585.03	2,818,603.01
Total		17,226,807.00	6,869,355.60	10,357,451.40	40%	7,257,235.29	14,594,969.93

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

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

Name	Student ID #	Term	INTUI Tuition/Registration	ACTFE Activity Fee	CTFCU Computer Fee	CACCF Campus Access	BKST Books	DEFEE Distance Fee	SUPBI Supply Fee Bus, Ind & Tech	LABFB Lab Fee	ELOAN Emergency Loan	SUMFE Summer Supply Fee	EBK4 E Book Fees	EBK3 Ebook Fee	STINS Student Ins	STUSU Student Support	FA Overage	Total
	XXX1133	2021FA	684.00					75.00										759.00
	XXX7292	2021FA	732.68	33.74	46.27	14.46	135.84	24.11							1.16			988.26
	XXX4467	2021FA	228.00					25.00										253.00
	XXX2851	2021FA															450.49	450.49
	XXX7437	2021FA	687.21	26.95	36.96	11.55	812.96	4.81		23.10				107.50	0.92		495.79	2,207.75
	XXX4643	2021FA	456.00					25.00										481.00
	XXX0675	2021FA	292.60	19.25	26.40	8.25	64.59	27.50							0.66			439.25
	XXX4500	2021FA															768.61	768.61
	XXX6981	2021FA															775.83	775.83
	XXX0364	2021FA															852.60	852.60
	XXX5066	2021SU	430.14	12.38	33.96	10.61	252.99	35.37										775.45
	XXX3611	2021FA					45.95										1,196.03	1,241.98
	XXX69839	2021FA															496.03	496.03
	XXX5650	2021FA															246.54	246.54
	XXX6842	2021FA	539.90	20.72	28.42	8.88	-	29.60							0.71			628.23
	XXX5114	2021FA															200.22	200.22
	XXX6714	2021FA	80.20															80.20
	XXX0994	2021FA	578.20	29.59	40.58	12.68	-	63.40							1.00			725.45
	XXX5115	2021FA	768.54	29.49	40.45	12.64	477.43	63.20							1.01		795.82	2,188.58
	XXX1462	2021SU	149.34	11.47	31.44	9.82		16.37				6.55			0.82			225.81
	XXX1974	2021FA															576.35	576.35
	XXX6427	2021FA															179.96	179.96
	XXX9824	2021FA	307.21	11.79	16.17	5.05	-	-		3.37					0.40			343.99
	XXX3067	2020FA															356.26	356.26
	XXX7070	2021FA	139.13	4.27	5.86	1.83	292.84	15.26							0.15		371.65	830.99
	XXX9422	2021FA	650.31															650.31
	XXX2457	2020FA															281.99	281.99
	XXX4448	2021SP	193.05															193.05
			6,916.51	199.65	306.51	95.77	2,082.60	404.62	-	26.47	-	6.55	-	107.50	6.83	-	8,044.17	18,197.18

Kisha B. Simpson
(Requested by)

Jim Millard
Vice President for Administration

Return of Title IV	\$ 12,855.80	Total Collected this period	\$ 1,616.33
FA Issues/Withdrew Charged 25%		Debt Setoff	669.04
Sponsor Issues	4,271.94	Total Fees Paid to collection agency	375.18
Payment Plan	1,069.44		
	-	Net proceeds	<u>\$ 1,910.19</u>
	<u>\$ 18,197.18</u>		

YTD Write Offs July 2022-Dec 2022	\$ 75,080.74
Prior Year Write Offs July 2021 -Dec 2021	\$ 52,419.40
120 Days past due	\$ 131,681.05
Percentage of Total Accounts Receivable	1.1222%

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	31-Dec	30-Sep	Variance
Local Funds	\$2,172,689.72	\$2,310,730.36	-\$138,040.64
Special Funds	<u>\$10,448,451.56</u>	<u>\$8,887,553.98</u>	<u>\$1,560,897.58</u>
Total	\$12,621,141.28	\$11,198,284.34	\$1,422,856.94

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

	31-Dec	30-Sep	Variance
STIF Interest Rate:	2.14318%	1.32250%	0.82068%

**Craven Community College Personnel Report
October 1, 2022 – December 31, 2022**

New Hires	Position Title		Effective	Monthly/Annually
Crystal Jones	Executive Director of Financial Aid		10/3/22	\$5,584/\$67,008
Bonita Simmons	Re-Entry Job Placement Specialist (Part-time Regular)		10/3/22	\$1,734/\$20,808
Arthur Wolz	Campus Security Officer (Part-time Regular)		10/3/22	\$1,962/\$23,544
Amanda Bone	Accounting Assistant- Public Radio East		10/5/22	\$3,084/\$37,008
Stephanie Barrows	Senior Administrative Assistant- Instruction		10/17/22	\$3,334/\$40,008
Caitlin Kuhn	Development Coordinator- Public Radio East		10/17/22	\$3,750/\$45,000
Oscar Trujillo	TRIO Success Coordinator		10/17/22	\$3,500/\$42,000
Julie Weddle	TRIO Success Coordinator		10/17/22	\$3,500/\$42,000
Christine Boy	Engineering Faculty- Havelock (12 months)		11/1/22	\$4,750/\$57,000
Amanda Parrino	Administrative Assistant- Workforce Development		11/1/22	\$2,650/\$31,800
Ryan Shaffer	News Reporter- Public Radio East		12/1/22	\$3,167/\$38,004
Cheryl Wolz	Custodian		12/1/22	\$2,600/\$31,200
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Sylvia King	Director of Student Services- Havelock	Executive Director of Student Services- Havelock	10/1/22	\$5,084/\$61,008
Craig Ramey	Director of Communications	Executive Director of Community Engagement	10/1/22	\$5,792/\$69,504
Megan Gill	Librarian	Director of Library and Testing Services	11/1/22	\$5,167/\$62,004
Rose Sexton	Senior Administrative Assistant- Instruction	Executive Assistant to the Vice President for Instruction	11/1/22	\$4,084/\$49,008
Richel Jerman	Custodian (Full-time Temporary)	Custodian (Full-time Regular)	11/15/22	\$2,600/\$31,200
Emily Drake	Research and Assessment Specialist	Librarian	12/1/22	\$4,700/\$56,400
Lakisha Voliva	Testing Proctor	Lead Testing Proctor	12/1/22	\$2,750/\$33,000
Juvy Clay	Custodian	Custodial Supervisor	12/8/22	\$3,250/\$39,000
Joseph Lee	Information Security Analyst	Director of Information Security	12/15/22	\$4,903/\$58,836

Resignations/ Terminations/Retirements	Position	Effective	Reason
Phyllis Smith	Student Success Coordinator	10/13/22	Resignation
Wendy White	Director of Library and Testing Services	10/31/22	Resignation
Diana Dargon	Senior Administrative Assistant- Teaching and Learning	11/5/22	Deceased
Christina Sobrido	Office 365 Systems Administrator	11/30/22	Resignation
Jennifer Bumgarner	Director of Educational Partnerships	12/9/22	Resignation
Carinna Smith	Custodial Supervisor	12/21/22	Resignation
Oscar Trujillo	TRIO Success Coordinator	12/21/22	Resignation
Jinky Villafuerte	Custodian	12/21/22	Resignation
Beth Andrews	Mathematics Faculty	12/31/22	Retirement
Gale Evancho	Executive Assistant to the Vice President for Instruction	12/31/22	Retirement
Karen Games	Executive Director of Financial Aid	12/31/22	Retirement
Maureen Pitts	Nursing Faculty	12/31/22	Resignation

**Craven Community College Facilities Usage Report
October 1, 2022 - December 31, 2022**

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Estimated Number of Attendees
Craven Concerts	10/28/2022	Profit	Orringer	\$500.00	10/14/2022	50
NC Division of Coastal Management	11/1/2022	Gov	AMC 104	\$0.00		10
American Red Cross	11/1/2022	Nonprofit	Naumann	\$0.00		15
Craven Community Chorus	11/27/2022	Nonprofit	Orringer	\$0.00		50
Craven Community Chorus	12/1/2022	Nonprofit	Orringer	\$0.00		50
Craven Community Chorus	12/3/2022	Nonprofit	Orringer	\$0.00		50
Craven Community Chorus	12/4/2022	Nonprofit	Orringer	\$0.00		50

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

Instructional Update

Dr. Kathleen Gallman



Fall Program Review Highlights

Business Administration

- Strengths – accredited by ACBSP; relationship with industry
- Recommendations – certify all online courses through CORD; stronger focus on retention

Industrial Systems Technology

- Strengths – well-equipped lab spaces; work-based learning opportunities; strong employer satisfaction – many recruit/extend offers to students before they graduate
- Recommendations – expand CCP offerings to HHS; explore additional certification preparation courses

Fall Program Review Highlights

Nursing

- Strengths – obtained NLN accreditation; highly qualified and diverse faculty; added 2nd cohort in response to industry needs
- Recommendations – increase visibility/marketing; implement strategies to improve NCLEX passing rates; explore funding options to replace outdated simulation equipment

Aviation Systems Technology

- Strengths – academic performance of students; number of program graduates increased 300% over past five years with 90% passing licensure exams on first attempt
- Recommendations – expand marketing efforts (K-12); consider Fall and Spring entry points; seek funding for new engines

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

- Referral Report due September 8, 2023
 - 22 of 75 standards were addressed
 - 4 standards require follow-up to the Commission
- Review by SACSCOC committee December 2023
 - No visit by SACS team required
- Accreditation decision Spring 2024
- Next Reaffirmation of Accreditation - 2027

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

Core Requirement 8.1 Student Achievement

- The commission was satisfied with the performance measures provided; however, we need to have them readily accessible on the College's website

Comprehensive Standard 8.2.a Student Outcomes: Educational Programs

- The Committee disagreed with the sampling methodology provided; the College will provide the full dataset

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

Comprehensive Standard 10.3 Archived Information

- The College needs to provide information on its website instructing students how archived copies of its General Catalog can be ordered.

Comprehensive Standard 14.4 Representation to Other Agencies

- The College needs to provide self-studies of its Physical Therapist Assistant program and its NLN self-study (new since 5th year submission), both of which are College accrediting agencies recognized by the U.S. Department of Education

Curriculum Updates

1. Planning 20-30 new apprenticeships with FRCE
2. Large contingency going to Skills USA (Cosmetology, EDU, Welding, Automotive, etc.)
3. Summer Camps – Elementary, Middle, and High School Engineering (K12 sponsoring 20 high-schoolers); Jr. Mad Scientist; STEM; Glazed and Amazed; Creative Hands
4. HOLD - Emergency Medical Science
5. Exploring Surgical Technology partnership with Carteret CC
6. New partnership with North Carolina Wesleyan College – discount for employees



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

CravenCC.edu | 252-638-7200



January 11, 2023

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

Dear Dr. Staats:

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Committee on Fifth-Year Interim Reports reviewed the institution's compliance with select standards of the *Principles of Accreditation (Principles)* outlined in the SACSCOC Fifth-Year Interim Report. Based only on those reviewed standards, the institution should submit a Referral Report due **September 8, 2023**, addressing the standards of the *Principles* identified below. Please note that one or more of the standards is a Core Requirement (CR). Failure to document compliance with the Core Requirement at the time of its next review will result in the institution being placed on a sanction.

CR 8.1 (Student achievement)

This standard expects an institution to identify, evaluate, and publish goals and outcomes for student achievement appropriate to the institution's mission, the nature of the students it serves, and the kinds of programs offered. Further, this standard expects an institution to use multiple measures to document student success.

The Committee found that the institution has identified several achievement indicators, including enrollment, first-time full-time retention, placement in apprenticeship programs, and achievement of general education outcomes and program learning outcomes, in addition to North Carolina Community College System performance measures. The Committee found that the institution justifies both the criteria it utilizes and the thresholds of acceptability it sets and that the student achievement indicators are consistent with the institution's mission and the community and students it serves.

The institution's SACSCOC completion indicator is the National Student Clearinghouse. The institution provided disaggregation of the data to further identify at-risk populations for improving services and increasing student achievement.

However, the Committee could not confirm that the institution publishes student achievement data on its website, as the linked documentation provided in the narrative (page 71) takes the reader to a snapshot of the institution's accreditation page instead.

Standard 8.2.a (Student outcomes: educational programs)

This standard expects an institution to identify expected student learning outcomes, assess the extent to which it achieves these outcomes, and provide evidence of seeking improvement based on analysis of the results for each of its educational programs.

The Committee found that the institution has identified expected outcomes for student learning in some programs, that the institution has developed a cyclical process for gathering data and determining achievement of the outcomes, and that the institution has implemented improvements



Dr. Raymond Staats
January 11, 2023
Page Two

based upon these results.

However, the Committee could not determine implementation of the established assessment cycle of the institution's programs, as the institution provided a sampling of assessment results and the Committee could not locate a description of the institution's rationale for its selection of the sample, as outlined in the SACSCOC *Interpretation on Sampling*.

Standard 10.3 (Archived information)

This standard expects an institution to ensure the availability of archived official catalogs, digital or print, with relevant information for course and degree requirements sufficient to serve former and returning students.

The Committee determined that the institution provided information and documentation confirming that the institution ensures that its catalogs between the 2014-15 and 2022-23 academic years are accessible in digital format on its web page.

The institution also details how its printed catalogs between the 1967-68 and 2013-14 academic years are stored and available in the institution's library and its Office of the Registrar. The institution asserts that former students can access print catalogs by contacting the Office of the Registrar by telephone or email.

The institution documents its Office of the Registrar web page, which contains contact information for the Office of the Registrar on its campus and sites and information on ordering transcripts, enrollment verifications, test scores, and degree verifications. However, the web page documentation does not include information on storing or ordering catalogs prior to the 2014-15 academic year. The documentation of the digital catalog web page, which includes links to prior digital catalogs, also does not contain information on accessing or ordering print catalogs prior to the 2014-15 academic year.

The Committee could not find documentation that the institution publishes information for former and returning students on accessing and ordering print catalogs prior to the 2014-15 academic year.

Standard 14.4 (Representation to other agencies)

This standard expects an institution to (a) represent itself accurately to all U.S. Department of Education (USDE) recognized accrediting agencies with which it holds accreditation and (b) inform those agencies of any change of accreditation status, including the imposition of public sanctions.

The Committee found that the institution has a program that is accredited by the Physical Therapy Association Commission on Accreditation of Physical Therapy Education. However, the Committee could not find evidence that the institution represents itself accurately to all U.S. Department of Education (USDE) recognized agencies with which it holds accreditation. While the institution provides information regarding program accreditation status, the Committee could not find documentation of how the institution represents itself to USDE-recognized accrediting agencies, such as self-study reports in which the institution describes itself in terms of its purpose/mission, governance, programs, degrees, personnel, finances, and/or constituents.



Dr. Raymond Staats
January 11, 2023
Page Three

Evaluation of the QEP Impact Report

The institution has adequately described the initial goals and intended outcomes of its QEP, discussed the limited changes made in the QEP, discussed the impact on student learning and/or student success, and described what the institution has learned as a result of the QEP experience.

Guidelines for the Referral Report may be found in the enclosed SACSCOC policy *Reports Submitted for SACSCOC Review*. Since it is essential that institutions follow these guidelines, **please make certain that those responsible for preparing the report receive this document. If there are any questions about the format, contact the SACSCOC staff member assigned to your institution. When submitting your report, please send three (3) copies to your SACSCOC staff member.**

Referral Reports requested by the Committee on Fifth-Year Interim Reports will be forwarded to the Committees on Compliance and Reports (C&R), a standing committee of the SACSCOC Board of Trustees, for action at the meeting immediately following the due date of the report. If the institution fails to document compliance with the above listed standards at the time of this review, the C&R committee will recommend further review which may begin a two-year monitoring period within which the institution must document compliance with all standards.

We appreciate your continued support of SACSCOC's work and activities. If you have any questions, please contact the SACSCOC staff member assigned to your institution.

Sincerely,

A handwritten signature in cursive script that reads "Belle S. Wheelan".

Belle S. Wheelan, Ph.D.
President

BSW:sm

Enclosure

cc: Dr. Crystal A. Baird, Vice President, SACSCOC



*Southern Association of Colleges and Schools
Commission on Colleges
1866 Southern Lane
Decatur, Georgia 30033-4097*

DOCUMENTS SUBMITTED FOR SACSCOC REVIEW

Policy Statement

Institutions accredited by SACSCOC are requested to submit various documents for review by an evaluation committee or the SACSCOC Board of Trustees. Those documents include:

- Compliance Certification
- Focused Report
- Quality Enhancement Plan
- Documentation for an Interim Off-Campus Instructional Sites Committee Review
- Documentation for a Substantive Change Committee Review
- Fifth-Year Interim Report
- Institutional Special Report
- Substantive Change Submissions
- Response Report to the Visiting Committee
- Referral Report
- Follow-Up Report
- Monitoring Report

When submitting a document, an institution should follow the directions below, keeping in mind that the document will be reviewed by a number of readers, most of whom will be unfamiliar with the institution. The institution must also comply with the appropriate deadline for submitting the document. These deadlines may be found either published on the SACSCOC website, in formal correspondence from SACSCOC staff, or via the SACSCOC Institutional Portal. Documentation for review by an Accreditation Committee, an On-Site Reaffirmation Committee, an Interim Off-Campus Instructional Sites Committee, or a Substantive Change Committee authorized to visit the institution is due to the members of the Committee and to SACSCOC staff six weeks before the start of the visit. All documents, including both narratives and supporting evidence demonstrating compliance with the *Principles of Accreditation*, must be in English. Audits must be presented in U.S. dollars and all notes in the audits must be in English.

Delay of Report Submission Dates

Member institutions are expected to submit all documents by the appropriate deadline. Requests to delay submission of documents, scheduled for review by the SACSCOC Board of Trustees, may be granted in extraordinary circumstances and then only by formal request to and approval by the President of SACSCOC. Circumstances that may merit consideration include delay in receipt of audited financial statements, or natural disaster or other catastrophic event significantly disrupting the institution's operations. See the SACSCOC policy, [*Requests for a Period of Noncompliance*](#) for additional information.

Procedures Presentation of Documents

Focused Report

In preparation for the visit of the On-Site Reaffirmation Committee, institutions have the option of submitting a Focused Report addressing the preliminary findings of the Off-Site Reaffirmation Committee. Institutions should upload their narrative and supporting documentation via the SACSCOC Institutional Portal no later than six (6) weeks prior to the start of the visit. Institutions should also include the following documents as part of their uploaded zipped file:

- An instruction document which contains clear directions on how to access the electronic documents.
- A *current* “Institutional Summary Form Prepared for SACSCOC Reviews” (PDF)

Quality Enhancement Plan

All institutions must submit a Quality Enhancement Plan document for review by the On-Site Reaffirmation Committee. Institutions should upload a zipped (compressed) file containing their narrative and supporting documentation via the SACSCOC Institutional Portal no later than six (6) weeks prior to the start of the visit.

The QEP should be clear, succinct, and presented in a reader-friendly font. It may not exceed one hundred pages of size 11 Times New Roman font, including a narrative of no more than seventy-five pages and appendices of no more than twenty-five pages. A page header, right aligned, should identify the institution; the footer, centered, should indicate the page number. The title of the QEP, the name of the institution, and the dates of the On-Site Review should be prominently displayed on the title page. Institutions may organize QEPs in whatever format best conveys the ideas of the project and addresses all the components of the standard.

Note: Some evaluators may prefer to review a print copy of the institution’s QEP. Institutions may wish to offer the option of a print copy to members of their On-Site Reaffirmation Committee.

Documentation for an Interim Off-Campus Instructional Sites Committee Review

In preparation for notifying institutions regarding their upcoming Fifth-Year Interim Review, SACSCOC staff will determine the number of new Off-Campus Instructional Sites (sites offering 50% or more of an educational program) that have been approved since the institution’s most recent comprehensive visit. If that number is five (5) or more, the institution will be required to host an Interim Off-Campus Instructional Sites Committee. That committee will conduct visits to a sampling of the institution’s new sites. Institutions will work with their SACSCOC Vice President to schedule the visit, usually in the fall for Track A institutions or in the spring for Track B institutions. Six (6) weeks before the visit of the Interim Off-Campus Instructional Sites Committee, institutions should upload the appropriate Documentation for an Interim Off-Campus Instructional Sites Committee Review via the SACSCOC Institutional Portal.

Documentation for a Substantive Change Committee Review

By SACSCOC policy, some types of substantive changes (e.g., Branch Campus, Merger/Consolidation, or Level Change) will require a Substantive Change Committee’s visit to review the institution’s ongoing compliance with the *Principles of Accreditation* within six months following the implementation of the change. Other types of substantive change may result in a Substantive Change Committee’s review being authorized, depending on the type of change and the nature of the institution. Six (6) weeks before the visit of the Substantive Change Committee, institutions should submit the appropriate Documentation for a Substantive Change Committee Review via the SACSCOC Institutional Portal. The institution should choose the appropriate template from those available on the [SACSCOC website](#).

exactly as it appeared in the letter; (2) cite verbatim the current request of SACSCOC that is related to the standard cited (reference notification letter from SACSCOC); and (3) prepare a response to the finding. Institutions should submit their Institutional Special Report narrative and supporting documentation as a single zipped (compressed) file via the SACSCOC Institutional Portal.

Due Date. The Report is due on the date specified in the letter sent by SACSCOC. If a Special Committee has been authorized to visit the institution, the Report will be due to every member of the Committee and the SACSCOC staff member no later than four (4) weeks before the start of the visit. Requests for extensions to the date must be made to the SACSCOC President at least two weeks in advance of the original due date. (See SACSCOC policy *Deadlines for Reports and Profiles.*)

Reports submitted for SACSOC Board of Trustees Review

Response Report to the Visiting Committee

Any On-Site Reaffirmation Committee, Interim Off-Campus Instructional Sites Review Committee, Substantive Change Committee, or Special Committee may propagate recommendations, if it determines that the institution under review has not demonstrated compliance with one or more of the *Principles of Accreditation*. In preparation for review by the SACSCOC Board of Trustees, the institution should submit a Response Report addressing each recommendation included in the Committee's Report. A formal Transmittal Letter will be included with the Committee's Report transmitted from the SACSCOC Vice President's office to the institution's Chief Executive Officer. This Transmittal Letter provides vital information regarding the institution's Response Report, including the due date of the submission.

Definition. A Response Report addresses the findings of a visiting committee. It provides updated or additional documentation regarding the institution's compliance with the *Principles of Accreditation*.

Reviewers. The Response Report, along with the Committee Report and other documents, is reviewed by SACSCOC Board of Trustees and is subject to the review procedures of SACSCOC's standing committees, including the initiation of a monitoring period, the imposition of a sanction, or a change of accreditation status.

Report Presentation. Structure the response so that it addresses committee recommendations in the order that they appear in the report. For each recommendation, provide the number of the Core Requirement or Standard and state the recommendation exactly as it appears in the visiting committee report. Describe the committee's concerns that led to the recommendation by either summarizing the concerns or inserting verbatim the complete narrative in the report pertaining to the recommendation. Provide a response with documentation.

Due Date. The Response Report is due on the day indicated in the transmittal letter from SACSCOC staff accompanying the visiting committee report. The institution should upload its Response Report as a single zipped (compressed) file via the SACSCOC Institutional Portal.

Referral Report

Definition. This report addresses continued concerns of compliance identified by the Committee on Fifth-Year Interim Reports and referred to the SACSCOC Board of Trustees.

Reviewers. The Referral Report is reviewed by SACSCOC Board of Trustees and is subject to the review procedures of SACSCOC's standing committees, including the initiation of a monitoring period, the imposition of a sanction, or a change of accreditation status.

Due Date. The Monitoring Report is due on the date specified in the notification letter sent by the SACSCOC President. Requests for extensions to the date must be made to the President at least two weeks in advance of the original due date. (See SACSCOC policy [Deadlines for Reports and Profiles.](#)) The institution should upload its Monitoring Report as a single zipped (compressed) file via the SACSCOC Institutional Portal.

Preparation of a Title Page

For any report requested for review by the SACSCOC Board of Trustees, an institution should prepare a title page that includes the following:

1. Name of the institution
2. Mailing address of the institution
3. Dates of the committee visit (*not applicable for the Referral Report or Fifth-Year Follow-Up Report*)
4. The type of report submitted
5. Name, title, and contact information for the person(s) preparing the report

Document History

Edited and Revised for the Principles of Accreditation: December 2003
Updated: January 2007, January 2010, May 2010, January 2012
Edited: June 2015, December 2017
Edited for the 2018 Edition of the Principles of Accreditation: August 2018
Revised: December 2018; June 2019; June 2021
Procedures Revised: December 2019, June 2020; June 2021
Revised: Executive Council, March 2022
Revised: December 2022

- i. Example: c:\test\file.doc is 16 characters
 - f. Folder and file names are case sensitive for both Windows and MacOS.
- 3. Compressed files, i.e., zipped (.zip) files, are generally acceptable. Because most reviewers will not have permissions to load software on their computers
 - a. Do not use file compression requiring special software.
 - b. Do not use self-extracting compressed files.
 - c. Do not include any autorun or auto-start files.
- 4. Documents should be bookmarked, indexed, and searchable. Some third-party vendors offer the option of an HTML or PDF format; either format is acceptable, provided the documents are easy for peer reviewers to access and navigate. In addition, evidence links within the document should be set to open the documents as new tabs in the same window to facilitate reviewers' ability to return to the main document after reviewing supporting evidence.
- 5. **The size of the zipped file being uploaded may not exceed 10 gigabytes.**
- 6. Log onto the SACSCOC Institutional Portal and upload the zipped file using the appropriate prompt.

Before uploading compressed (zipped) files, test them on a personal computer or a Mac with the operating system's default extraction software to ensure it unzips as intended. Should reviewers have difficulty accessing the narrative or supporting documentation after the zipped file has been extracted, the institution's accreditation liaison will serve as the primary point of contact to resolve any issues. Documents that do not conform to these guidelines may be rejected.

OVERTIME, COMPENSATORY TIME, & FLEX-TIME

Legal Authority: 29 USC 201-209 (Fair Labor Standards Act); NCGS 95-25.1-.4

Approved: DRAFT – February 21, 2023

Previous Edition: April 19, 2011

OVERTIME, COMPENSATORY TIME, & FLEX-TIME

The Fair Labor Standards Act (FLSA) establishes minimum wage, overtime pay, recordkeeping, and youth employment standards affecting employees in the private sector and in Federal, State, and local governments. The Board of Trustees authorizes the President of the College to establish Procedures for *Overtime, Compensatory Time, and Flex-Time* that fully comply with FLSA provisions.

Definitions

Workweek. The FLSA defines a "workweek" as a period of 168 hours during 7 consecutive 24-hour periods. For payroll purposes, the College's workweek begins on Sunday at 12:01 a.m. and concludes the following Saturday at midnight.

Overtime Pay. Non-exempt employees who are covered by the FLSA must receive overtime pay for hours worked in excess of 40 in a workweek of at least one and one-half times their regular rates of pay. Overtime will not be paid unless an employee has worked more than 40 hours in a workweek, even if the employee is regularly scheduled to work fewer than 40 hours. There is no limit on the number of hours employees may work in any workweek. The FLSA does not require overtime pay for work on Saturdays, Sundays, holidays, or regular days of rest, unless overtime is worked on such days. Employees who are exempt from the overtime provisions of the FLSA will not be paid for overtime, regardless of the number of hours worked in a workweek.

Compensatory Time. Employees of State government agencies may receive Compensatory Time off, at a rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay. An employee must be permitted to use Compensatory Time on the date requested unless doing so would unduly disrupt the operations of the College. Employees may accrue up to 240 hours. Upon termination of College employment, all accrued Compensatory Time must be paid to the employee. Compensatory Time cannot be used towards Teachers and State Employees Retirement System (TSERS) service credit. Compensatory time off shall be taken before any vacation or sick leave.

Flex Time. An eligible employee, with supervisor approval, utilizes a customized work schedule during a single workweek. This schedule allows work for extended hours during one or more days during the week, without surpassing a total of 40 hours during the workweek. For example, an employee who works 12 hours in one day may be allowed to work 4 hours the next day to sustain the 40-hour workweek.

STRATEGIC PLAN 2023-2028

DRAFT
2-1-2023



The Strategic Planning Process

- Sets the course through a time horizon
 - General and guiding, flexible
 - Progress towards goals is measurable
- Strategic sessions conducted at all departments
 - “In five years, I’d like the College to...”
 - “Requirements, Expectations, Delights”
- Assembly of inputs
 - Common ideas and themes
 - Existing initiatives and essential activities

Strategy 2017-2022



TEACHING AND LEARNING

- ✓ **Conduct high quality and rigorous programs that are current and relevant to our community needs**
 - Regularly conduct and implement the results of Needs Assessments for university transfer, career, workforce development, health sciences and adult enrichment programs
 - Expand Distance Learning presence through all appropriate course offerings
 - Advocate the growth of Early College programs
 - Develop increased educational opportunities for high school age students to access the College's academic programs
 - Enhance programs that reach out to educationally disadvantaged populations, develop and sustain students for college-level program entry
- ✓ **Pursue marquee standing of select programs**
 - Achieve NLNAC accreditation of Associate Degree Nursing program
 - Pursue new national certifications of career and workforce development programs
 - Expand Veteran Administration recognition of workforce development programs
- ✓ **Construct the STEM Building**
- ✓ **Open the new Workforce Development center**
- ✓ **Promote growth opportunities in student writing skills in College curricula**
- ✓ **Improve the integration of general education curricula with Career and Health Science programs**
- ✓ **Align curriculum and workforce development programs to provide laddered credentialing**
 - Grow academic and career pathways via articulation agreements
 - Increase student apprenticeship opportunities



OUR VISION

We are Craven County's first choice for teaching and learning.



STUDENT-CENTERED EXPERIENCE

- ✓ **Improve student retention and completion**
 - Execute the Quality Enhancement Plan: Advising-Community-Engagement
 - Provide comprehensive quality Academic Support services
 - Implement "full service" support for online students
- ✓ **Integrate Curriculum and Workforce Development support**
- ✓ **Provide exceptional service to students**
 - Optimize services available to students
 - Offer predictable and student-centered course scheduling
 - Improve responsiveness to student queries and requests
 - Develop online enrollment and payment back-office processes for Workforce Development and Adult Enrichment
 - Maximize technologies that enhance student experiences
 - Refine registration processes using a student-friendly perspective
- ✓ **Construct the "First Stop"**
 - Enhance student "first contact"
 - Streamline admissions processes
- ✓ **Utilize data-driven decision making**
 - Use assessment to inform continuous improvement
 - Track student progress via robust analytics
 - Implement the "data dashboard"



COLLEGE ENVIRONMENT

- ✓ **Maintain a culture of College-wide shared commitment to effective teaching and learning**
 - Ensure creativity is valued, where a failed initiative is perceived as a growth opportunity
 - Offer professional development and team building through the Center for Teaching and Learning for faculty and staff
 - Create a Job Center portal through the College's website
 - Provide appropriate and adequate resources across academic programs, instructional sites and delivery modes
- ✓ **Sustain the College as a great place to work and learn**
 - Facilitate a community, family based environment
 - Provide opportunities and forums for shared governance
- Promote health and wellness initiatives for faculty, staff and students
- Develop deeper understanding and buy-in of the College's policies, procedures and processes
- Maintain a safe, accessible, and esthetically pleasing physical environment that reflects the College's commitment to excellence in teaching and learning
- ✓ **Be reputed as an ideal employer within Craven County and North Carolina**
 - Advocate legislative initiatives that advance the professional interests of our faculty and staff
 - Recruit and retain high quality faculty and staff

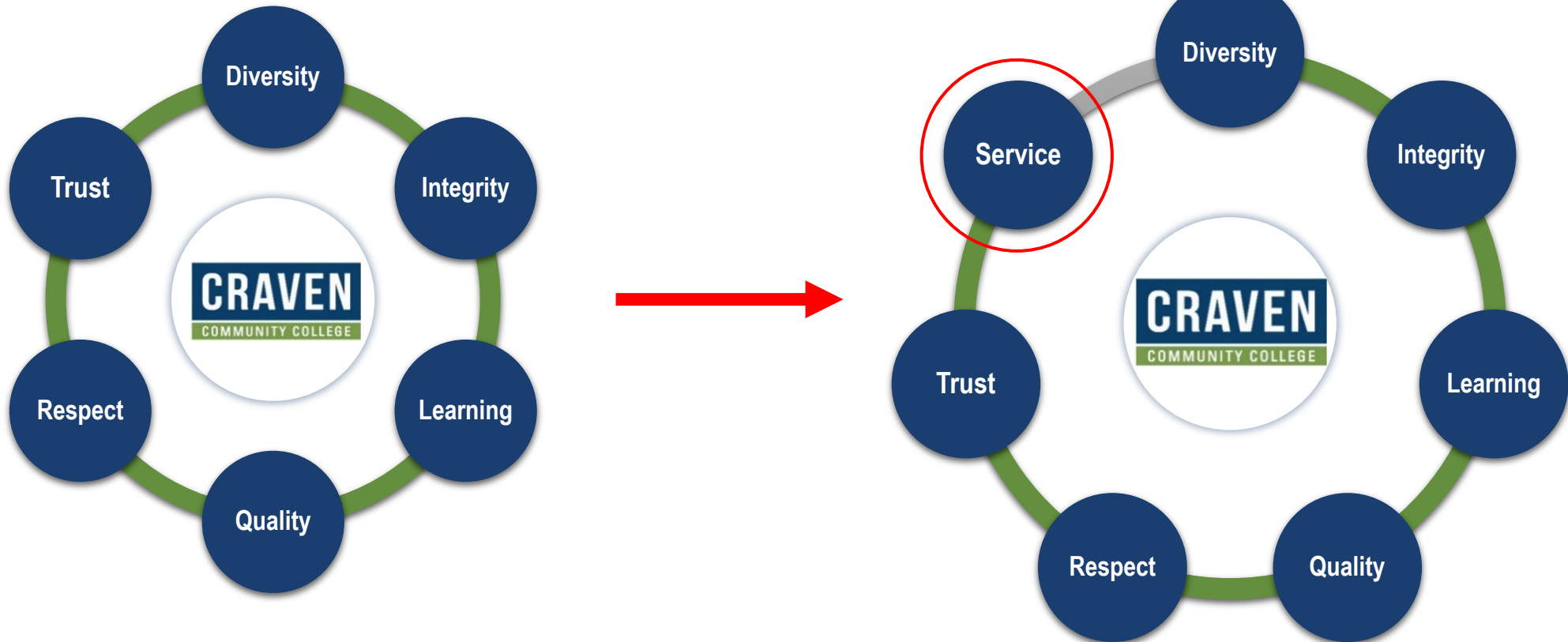


COMMUNITY SERVICE AND ENGAGEMENT

- ✓ **Significantly increase the Foundation endowment**
 - Engage College alumni
 - Increase donor base breadth and long term commitments
- ✓ **Demonstrate engagement and commitment across community constituencies**
 - Maintain physical presence in historically underserved neighborhoods
 - Aggressively respond to emerging business and industry needs
 - Serve as community convener to build local partnerships
 - Expand the Adult Enrichment Program
- ✓ **Market the College strategically**
 - Establish a Master Marketing Plan
 - Market the College as "first choice" for teaching and learning
 - Promote a student-centered identity
 - Use assessment to improve marketing effectiveness
- ✓ **Engage local and state leaders**
 - Implement an annual legislative plan

Core Values

Enduring... One New Addition



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

Vision

Strategic Plan 2017-2022

FOR “WHOM”

THE “WHERE/WHEN”

*“CRAVEN COUNTY’S FIRST CHOICE FOR
TEACHING AND LEARNING”*

THE “WHAT”

Vision

Strategic Plan 2023-2028

THE “WHY & HOW”

THE “WHAT”

*“PURPOSE-DRIVEN TEACHING AND LEARNING
FOR CRAVEN COUNTY”*

FOR “WHOM”

The Four Pillars

Retained from Previous Plan

1. Teaching and Learning
Our core mission
2. Student-Centered Experience
“Students First” culture
3. College Environment
“First choice” for students; an exceptional place to work
4. Community Outreach and Engagement
Engaged, agile, and responsive to diverse constituencies

Teaching & Learning

- Secure SACSCOC Reaffirmation in 2027
- Conduct high quality and rigorous programs that are current and relevant to community needs
 - Achieve CoAEMSP accreditation (Paramedic)
 - Establish the Heavy Equipment Operations program at the Volt Center
- Implement seamless pathways from high school through career attainment
 - Articulate vertical alignments from K-12 through degree to transfers/careers
 - Expand Credit for Prior Learning options for students
 - Improve alignment of CCP pathways with degree programs
 - Develop efficient WFD-to-Curriculum pathways

Teaching & Learning

- Proactively adapt program offerings to changing student demographics
 - Align course content for Remote Learning as a leading delivery method
 - Equip classrooms for simultaneous multi-modal instruction
 - Increase access to lower-cost instructional materials for students (e.g., textbooks)
 - Provide innovative e-learning professional development options for faculty
- Advance life long educational opportunities through external education partnerships
- Connect academic teaching to life applications and experiences
 - Promote “durable skills” across the curriculum (e.g., writing, “soft” skills, etc.)
- Develop a dedicated Health Programs infrastructure footprint

Teaching & Learning

- Develop and implement programs responsive to community, military and business needs
 - Implement aviation and related programs to support the F-35 aboard MCAS Cherry Point
 - Increase Health Programs capacity
 - Expand FAA A&P programs to support DoD Skill Bridge
 - Add Community Enrichment Program offerings at the Volt Kitchen and Havelock Campus
 - Implement BioNetwork curricula leading to national certifications
- Develop the Public Safety Training Center
 - Commission a master planning study to develop 30 acre Industrial Park site
 - Secure capital funding for phased development

Student-Centered Experience

- Connect academic offerings to professional expectations
 - Track student post-graduate professional outcomes
 - Increase apprenticeships, internships, and job shadowing opportunities
- Improve student persistence and completion
 - Develop program maps for part-time students
 - Create 12-month Programs of Study for appropriate disciplines
 - Build ladder-credential sequences that include “on ramps” and “off ramps”
 - Adapt program offerings to meet unique military family needs
 - Promote social, physical, and mental well-being of students

Student-Centered Experience

- Provide intentional student support services
 - Conduct proactive academic interventions
- Sustain “student first” culture
 - Enhance excellent customer service
 - Match course scheduling and delivery to dynamic student needs
 - Develop student leaders

College Environment

- Develop faculty and staff for professional leadership opportunities
 - Anticipate leadership succession
 - Conduct cross training to reduce single points of failure
 - Establish an internal College leadership development program
- Sustain the College as an exceptional employer; a great place to teach and learn
 - Continue the “Panther Education for Trustees (PET)” program
 - Adapt the PET program for employee on-boarding and continuing education
 - Promote advanced educational opportunities for faculty and staff
 - Maintain competitive salary and benefit packages
 - Provide innovative work/life balance options

College Environment

- Adapt the College's infrastructure to evolving teaching, learning, and community needs
 - Construct the Corporate Training Center on the Main Campus
 - Complete the Volt Center campus
- Maintain welcoming, accessible, safe, and secure campuses
 - Sustain a robust and forward-looking cybersecurity infrastructure
 - Enhance physical security on all campuses
 - Provide responsive ADA services
- Sustain "first choice" campus facilities and grounds
 - Conduct an aggressive preventative maintenance program
 - Enhance exterior lighting on all campuses
 - Upgrade Barker Hall elevator

Community Service and Engagement

- Promote generous Foundation giving
 - Increase employee participation in campus campaigns
 - Increase availability and diversity of student scholarship opportunities
 - Engage potential corporate donors
 - Increase the Foundation endowment
 - Sustain the Volt Toolbelt Trust
- Engage College retirees and alumni
 - Showcase alumni accomplishments in College's marketing
 - Develop social and teaching opportunities for retired employees to re-connect with the College

Community Service and Engagement

- Engage diverse community constituencies
 - Maintain physical presence in historically underserved communities
 - Proactively engage with emerging business needs
 - Connect College offerings to constituency needs
 - Be a preferred “community convener”
- Market the College strategically
 - Promote a marketing culture among faculty, staff, and students
 - Advance the College’s reputation as an exceptional Teaching and Learning institution



Strategic Plan

2023 – 2028



*Purpose-Driven Teaching and Learning
For Craven County*

CravenCC.edu | 252-638-7200



Student Government Association
Board of Trustees Report 02/21/2023

Executive Board

President: Hannah Benischek

Treasurer: Alanna Lisewski

Vice President: Jaiden Howry

Parliamentarian: Timothy Brazell

Secretary: Brandon Bartlett

Public Information Officer: N/A

Campus Life Activities and Events

Past Events

- Monday, January 9 & Tuesday, January 10, Campus Life hosted a Welcome Back Event
- On Tuesday, January 17, Campus Life hosted a Club Interest Fair
Skills USA, NSLS, SGA, Gaming club, Early Childhood educators, Science Club, Trio, and Manifest Minority Male Leadership all attended the event
- There was a Blood Drive Thursday, January 26 hosted by the Student Nursing Association.
- Founder Day Tickets are being sold now! February 23 is the last day to purchase tickets.

Current Events

- Friday, February 10, we will host our first SGA General Assembly in 2023.
- Thursday, February 23, we are having Dialogues on Diversity come to perform their show, "Martin Luther King and the Hope of Shared Dreams" from 4 p.m. – 5 p.m. in Ward Hall.
- Thursday, March 9, the Foundation is hosting Malpas Brothers Benefit Concert at Grover C Field.
- Friday, March 24 is Founder's Day Ball. The event is from 6:30 p.m. – 10 p.m.



February 2023

Board of Directors

Jacqueline B. Atkinson
Carol Becton
Martin Cieszko
Dr. James B. Congleton, III
Charles T. Dudley
Brenda George
Dr. Dwight Grady
John O. Haroldson
Tyler Harris
Vice President/President Elect
Dr. Virginia Johnson
Carole B. Kemp
Lee E. Knott
Linda MacDonald,
Emeritus
Ashley Martin-Irizarry
W. David McFadyen, Jr.,
Past President
Dr. Bettina Meekins
Jim Millard, *Treasurer*
Hannah Mitchell
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Charles Wethington, *Secretary*
Whit Whitley,
Chair, Craven CC Trustees
Dr. Kenneth Wilkins

Foundation Staff

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

The Craven CC Foundation is preparing for the 13th Annual Community Fabric Awards (CFA) scheduled for Tuesday April 25th from noon to 1:30 PM at the New Bern Riverfront Convention Center. Ward & Smith, P.A. and CarolinaEast Health Systems will continue as Co-Presenting Sponsors for this year's event. Nominations for this year's recipients are open until Wednesday, February 22, 2023 at 5 PM. We encourage you to consider nominating an individual, business or educator for excellence in leadership.

Our annual campaigns continue to do well. To date (January 25, 2023), the Campus Campaign has raised \$43,314 compared to \$38,776 over the same period last year. The Community Campaign has raised \$67,459 compared to \$70,881 over the same period last year. This is a decrease of \$3,422 and could be attributed to the timing of gifts. The combined total raised to date from these campaigns are \$110,772 compared to \$107,350 for the same period last year. This is an increase of \$3,422. The "Other" category (grants, endowments and misc. gifts) is currently at \$291,464 an increase of \$30,985 over the same period last year. The Profit and Loss Statement for the Foundation shows through the end of the second quarter, a net income of \$142,439. This includes a combination of both Operating and Nonoperating Revenues and Expenses.

As of December 31, 2022, \$338,028 of the \$504,347 of the funds available from the Foundation for tuition and assistance have been awarded has been awarded by Financial Aid. This does not include \$31,815 expended to students at the Volt Center through the Tool Belt Trust and direct payment to students for assistance. The Foundation, Financial Aid and the Business Office routinely monitor these awards as well as quarterly review by the Foundation's Budget and Audit Committee.

www.CravenCC.edu

800 College Court
New Bern, NC 28562
Telephone: 252-638-7351

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

Finally, the Lifetime Learning Center (LLC) is back to pre-pandemic levels in participation with planned travel events, both domestic and international; as well as local events. On February 24th and 25th we will host the Carolina Ballet at Orringer Auditorium in collaboration with the Atlantic Dance Theatre. In addition to 2 performances, the Ballet will be instructing 4 dance classes. The Malpass Brothers will perform a benefit concert for the Foundation on March 9th at the Grover C. Fields Performing Arts Center. The recent trip to the Durham Performing Arts Center for The Book of Mormon was an early sell-out.

I look forward to seeing each of you at the CFA on April, 25th.

Sincerely,

A handwritten signature in black ink that reads "Anne Schout". The signature is written in a cursive, flowing style.

Anne Schout, President
Craven CC Foundation Board of Directors