



MEETING AGENDA

MARCH 21, 2023

**6:00 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>Amber Smith</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Whit Whitley</i> |
| | (1) Approve Board of Trustees Meeting Minutes (February 21, 2023) | |
| IV. | Student Services/Spring Enrollment Update (<i>info</i>) | <i>Gery Boucher, VP</i> |
| V. | Old Business | <i>Whit Whitley</i> |
| | (1) BP 2.7 Overtime, Compensatory Time, & Flex-Time (<i>motion</i>) | |
| VI. | New Business | <i>Whit Whitley</i> |
| | (1) Assign Board of Trustees Self-Evaluation (<i>info</i>) | <i>Whit Whitley</i> |
| | (2) Approve Student Fee Chart for FY 2023-24 (<i>motion</i>) | <i>Jim Millard</i> |
| | (3) Approve Termination of Mechanical Engineering A40320 (<i>motion</i>) | <i>Ray Staats</i> |
| | (4) Approve Termination of Electrical Engineering A40180 (<i>motion</i>) | <i>Ray Staats</i> |
| VII. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Board Chair | <i>Whit Whitley</i> |
| | (3) Attorney | <i>Jamie Norment</i> |
| VIII. | Adjournment | <i>Whit Whitley</i> |

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

March 21, 2023

Dr. Jim Davis

Ms. Pam Holder

Ms. E.T. Mitchell

Ms. Allison Morris

Ms. Jennifer O'Neill

Dr. Ervin Patrick

Ms. Sandra Phelps

Mr. Kevin Roberts

Mr. Bill Taylor

Mr. Tabari Wallace

Mr. Whit Whitley

Mr. Augustus Willis

Agenda Review/Conflict of Interest Declarations

Each member of this board of trustees is reminded of their obligations and duties under the State Government Ethics Act. Trustees must continually monitor, evaluate, and manage their personal, financial, and professional affairs to ensure the absence of conflicts of interest or even appearance of conflicts of interest. Does any member of this board know of an actual conflict of interest which exists with regard to any matter coming before this board?

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 21, 2023

The Craven Community College Board of Trustees met on Tuesday, February 21, 2023 in the Ward Board Room with Board Chair Whit Whitley presiding. The meeting was called to order at 5:26 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Dr. Jim Davis (5:30 pm), Ms. Pam Holder, Ms. Allison Morris, Ms. Jennifer O'Neill, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Tabari Wallace (5:47 pm), Mr. Gus Willis, and Mr. Whit Whitley.

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

Ex-Officio members present were: Hannah Benischek, Student Trustee, and 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 February board meeting.

Agenda Review and Adoption

Board Chair Whitley reviewed the agenda (attached). A motion was made by Trustee Patrick to accept the agenda as presented; the motion was seconded by Trustee O'Neill 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 Holder motioned to accept the minutes (attached) of the December 13, 2022 meeting as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

Financial Reports

Fiscal Year 2022-23 2nd Quarter Financial Report: VP Jim Millard highlighted the reports for October-December 2022 (attached). Trustee Roberts motioned to accept the reports as presented; Trustee Patrick 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 Patrick motioned to accept the report as presented; Trustee Davis 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 2nd quarter (October-December) fiscal year 2022-23 Personnel Report (attached).

Facilities Usage Report

The Facilities Usage Report (attached) from 2nd quarter (October-December) fiscal year 2022-23, was reviewed by VP Millard for informational purposes.

Instructional Update

Fall Program Reviews: Vice President Kathleen Gallman reviewed the committee recommendations for the programs covered during the 2022-23 review process (attached).

SACSCOC Fifth Year Referral Report: VP Gallman reviewed the SACSCOC referral report and Craven Community College's timeline for response.

Curriculum Report: VP Gallman noted 20-30 new apprenticeships with Fleet Readiness Center East (FRCE), the groups attending Skills USA, upcoming Summer Camps and partnerships with Carteret Community College and North Carolina Wesleyan College.

Old Business

None

New Business

Appoint Ad Hoc Committee for President's Annual Evaluation: As per Article V of the Trustee Bylaws, the Chair appoints three trustees to serve with the Chair and Vice Chair on this committee. Chair Whitley appointed Trustees Taylor, Willis and Wallace.

President's Annual Evaluation and Timeline: Executive Assistant Smith shared the timeline for the evaluation process (attached) and distributed the evaluation form noting the mailing due date of March 17, 2023 and the hand carry due date of March 21, 2023. Tabulation of the evaluation will be conducted by Ward & Smith and the Ad Hoc Committee will meet between March and April to review the results.

Review BP 2.7 Overtime, Compensatory Time, & Flex-Time: President Staats reviewed the changes made to the previous edition, dated April 2011. Definitions were updated within the document (attached). The revised policy will be presented for approval at the March meeting.

Strategic Plan 2023-2028: President Staats reviewed the final version of the Strategic Plan 2023-2028. Trustee Roberts made a motion to approve the Strategic Plan 2023-2028, Trustee Wallace seconded the motion, and the motion was approved unanimously.

Reports

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

- Golden Leaf Grant awarded
 - \$495K for Heavy Equipment Operations and SBC Light Manufacturing Incubator
 - 20-Year Volt "Completion" lease drafted and currently under City Attorney review
- Legislative Breakfast was held February 3rd

Craven Community College
Board of Trustees Meeting Minutes
February 21, 2023
Page Four

- Senator Perry, Representatives Tyson & Cairns attended
- Presented College legislative (construction) agenda (Health Programs and PSTC)

Chair: No report.

Attorney: No report.

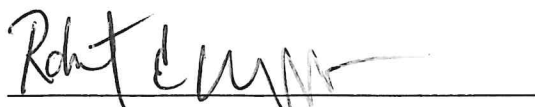
Student Trustee: Student Trustee Hannah Benischek highlighted her report (attached) and discussed future planned activities.

Foundation Board President: Foundation President Anne Schout reviewed her report (attached) and encouraged full Board of Trustees participation in supporting the Foundation.

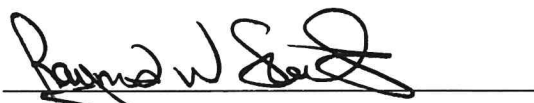
Adjournment

With no further business to be presented, Board Chair Whitley adjourned the meeting at 7:30 pm and thanked everyone for their participation.

Respectfully submitted:



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



Raymond W. Staats, Secretary
March 21, 2023

STUDENT SERVICES

March 2023



Spring Enrollment

	Curriculum		Non-Curriculum	
	Head Count	FTE	Head Count	FTE
Spring 2023	2,593	985.44	*1,701	*210
Spring 2022	2,762	1,019	1,612	264.6
% Change	-6.1%	-4.6%	5.52%	-20.9%

*Projected numbers based on current trends

CU/CE Enrollment & Estimated Budget Impact

	Curriculum		Non-Curriculum		TOTAL	
	FY2022	FY2023	FY2022	FY2023	FY2022	FY2023
Summer	268.8	379.9	169.3	156.4	438.1	536.3
Fall	1005.5	973.8	247.2	300.9	1252.7	1274.7
Spring *	1019	985.44	264.6	210	1283.6	1195.44
TOTAL	2293.3	2339.14	681.1	667.3	2974.4	3006.44
		2.00%		-2.03%		1.08%
	FY2023	FY2024	FY2023	FY2024	FY2023	FY2024
Budget FTE **	2301	2339	682	674	2983	3013
						1.01%

Student Services Report

Updates

- **Admissions**

- **Weekly High School Visits at New Bern and West Craven**

- College Recruiter and Admission Specialist were allowed back into the high schools Fall 2022

- **Communication**

- Utilizing Fire Engine Red to contact prospective students when a class in WFD becomes available
 - Utilizing Fire Engine Red to send out communication to students regarding upcoming graduation

Student Services Report

Updates

- **Counseling**

- **Monthly Let's Talk Series**

- Celebrating diversity – April 2023
 - Coping tools and techniques – February 2023
 - Strategies for life stressors - November 2022
 - Building your team for the journey – September 2022

Student Services Report

Updates

- **Career and College Promise Updates**
 - Info Session, March 15 at 5:30 (Orringer)
 - Senior Transition Day, March 16 at 5:00 (Naumann)
 - Info Session, March 30 at 6:30 (NBCA)
 - Info Session, April 27 at 5:30 (Orringer)
 - Info Session, May 18 at 5:30 (Orringer)
 - Parent Night March 22-24

Student Services Report

Updates

- **Grants**

- **Awarded the Underserved Student Outreach and Advising Grant - \$89,996**

- Provide timely and accurate career exploration and academic planning
- Provide integrated, targeted support services that promote student success
- Reduce achievement gaps for underserved students

- **Awarded International Paper Grant for the Panther Pantry - \$5,000**

- Funds will be used to provide supplies for the New Bern Campus, Havelock Campus, and the Volt Center

- **Awarded the NC Career Coach Grant - \$46,580 over the 5 next years**

- Streamline and strengthen the pathways to Craven CC and careers
- Career Coaches will assist students with determining career goals and identifying programs that would enable them to achieve their long and short-term goals

- **Awarded additional funds for Finish Line Grant - \$15,538**

- Funds will be used for Marketing and grant administration

Student Services Report

Updates

- **Outreach – Financial Aid**
 - **FAFSA Nights**
 - New Bern Christian Academy – October 6
 - Jones Senior High School – October 18
 - New Bern High School – October 27

Student Services Report

Updates

- **Campus Life**

- **Christmas Parades**

- December 10th – Havelock
 - December 4th – Trent Woods
 - December 3rd – New Bern

- **Club Resource Fair** – January 17

- Showcased 10 active clubs on campus

- **Black History Month Celebration** – February 23, Ward Hall

- For the dialogues on diversity program: MLK and the strength of shared dreams

- **Founders' Day Ball** – March 24

- Copper Ridge - 6:30pm

- **Drug and Alcohol Abuse Awareness** – March 21

- Partnered with Coastal Coalition for Substance Abuse Prevention (CCSAP)

- **Job Fair** – May 11

- Partnering with NC Works to host a job fair for all May graduates



Student Services Report

March 2023

Gery Boucher, VP for Students



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

CravenCC.edu | 252-638-7200

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.

Craven Community College

Fee Chart

2023-2024

DRAFT BOT 3/21/2023

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	\$ 0.10	\$ 0.15	1st 10 pages per day are free; > 10 pages per day - \$0.15
Printing/Copying - Non-Students	\$ 0.10	\$ 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	\$ 74.71	\$ 80.05	Course Material Fee/Access to Software - increase
MAT - 152	\$ 85.39	\$ 90.73	Course Material Fee/Access to Software - increase
MAT - 171, 271- DELETE	\$ 112.08		Course Material Fee - One time fee for MAT 171 that allows 2 years for students to access Pearson Software which includes electronic book to complete MAT 171, MAT 172; One time fee for MAT 271 that allows 2 years for students to access Pearson Software which includes electronic book to complete MAT 271, 272, 273-DELETE
Science - BIO, CHM & PHY	\$ 30.00		Supply Fee (seated & hybrid classes only)
Science - AST 111	\$ 64.04	\$ 69.38	Course Material Fee - increase
Science - BIO 163	\$ 96.06		Course Material Fee
Science - PHY 110	\$ 101.40	\$ 106.74	Course Material Fee - increase
Science - BIO 111, BIO 112, BIO 168, BIO 169, PHY 131, PHY 251, PHY 252	\$ 74.71	\$ 80.05	Course Material Fee - increase
Science - GEL 111	\$ 85.39	\$ 90.73	Course Material Fee - increase
Science - BIO 111 - DELETE	\$ 128.09		Course Material Fee - One time fee for BIO 111 allows 2 years for students to access Pearson Software which includes electronic book to complete BIO 111, 112-DELETE
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		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
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	\$ 550.00	\$ 570.00	Fee for supplemental instruction (testing, e-texts); includes the electronic health record, accreditation module, and clinical management - increase
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:			

Craven Community College

Fee Chart

2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
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
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

Craven Community College

Fee Chart

2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
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
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	\$ 74.40	\$ 99.40	Supply Fee - increase
Aviation Lab Fees	\$ 126.00		AVI 110, 120, 130, 230, 240, 250, 260 (includes 3 kits & lab consumables)
Aviation Mgmt & Career Pilot - AER 110-DELETE	\$ 2,880.00		Airline/Commercial/Professional Pilot and Flight Crew; interpret aeronautical charts and apply navigational principles DELETE
Aviation Mgmt & Career Pilot - AER 151-DELETE	\$ 11,590.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical-exam for the private pilot certificate DELETE
Aviation Mgmt & Career Pilot - AER 161	\$ 14,800.00	\$ 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 - decrease of required flight hours
Aviation Mgmt & Career Pilot - AER 171	\$ 24,000.00	\$ 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 - decrease
Aviation Mgmt & Career Pilot - AER 281	\$ 8,710.00	\$ 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 - decrease of required flight hours
Aviation Mgmt & Career Pilot - AER 285	\$ 10,595.00	\$ 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 - decrease of required flight hours
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)

Craven Community College

Fee Chart

2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
Bartending	\$ 25.00	\$ 24.40	Supply fee for consumables used in bartending class - decrease
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
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	\$ 10.00	\$ 10.40	Supply fee - increase
EKG Technician Refresher	\$ 10.00	\$ 10.40	Supply fee - increase
Emergency Medial Responder Initial Testing	\$ 22.00		Fee to cover EMS electronic testing software
EMT Initial (Supply, Ins, Shirt, Testing)	\$ 100.00	\$ 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. Insurance \$16.60 is separately charged under \$16 Prof. Liab. Ins. and \$0.60 Student Accident Insurance
AEMT (Ins, Supply Fee, Shirt, Testing)	\$ 126.60	\$ 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. Insurance \$16.60 is separately charged under \$16 Prof. Liab. Ins. and \$0.60 Student Accident Insurance
Paramedic	\$ 189.00	\$ 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. Insurance \$16.60 is separately charged under \$16 Prof. Liab. Ins. and \$0.60 Student Accident Insurance
Pediatric Advanced Life Support (PALS)	\$ 5.00		Supply Fee
Professional Cooking	\$ 94.40	\$ 124.40	Supply fee for consumables used in cooking class - increase
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

Craven Community College

Fee Chart

2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
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	\$ 5.00	\$ 5.40	Supply Fee - increase
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	\$ 94.40	\$ 144.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) - increase
NCCER Construction 2	\$ 94.40	\$ 144.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) - increase
NCCER Construction 3	\$ 94.40	\$ 144.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) - increase
NCCER Construction 4	\$ 94.40	\$ 144.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) - increase
NCCER Welding Levels 1, 2, & 3	\$ 214.40	\$ 264.40	Supply Fee per level - increase
NCCER Welding Level 4	\$ 399.40		Supply Fee
Nurse Aid One	\$ 25.00	\$ 25.40	Supply Fee - increase
Nurse Aid Two	\$ 25.00	\$ 35.40	Supply Fee - increase
Central Sterile Technician	\$ 50.00	\$ 50.40	Supply Fee - increase
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	\$ 10.00	\$ 10.40	Supply Fee - increase
Phlebotomy	\$ 50.00	\$ 50.40	Supply Fee - increase
Small Engine Repair	\$ 10.00	\$ 10.40	Supply Fee - increase
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	\$ 5.00	\$ 5.40	Supply Fee - increase
WFD Lean Six Sigma	\$ 15.00	\$ 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

Craven Community College

Fee Chart

2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
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

Curriculum Program Termination Form

Attachment A

Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.

College Name: Craven Community College

Curriculum Title: Mechanical Engineering Curriculum Code: A40320

Contact Person: Stephanie Barrows Phone Number: (252) 638-7220

Email Address: barrowss@cravencc.edu

Termination Semester: Fall Spring Summer 2023

** Initially terminated in 2015. The formal paperwork cannot be found. **

Termination is for (check appropriate settings): Campus Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: _____

Date that captive/co-opted facility was notified of termination of program: _____

Reason(s) for Terminating Curriculum: Low Enrollment* No Enrollment*

Other* College must include factors below in addition to reason checked.

*Describe what factors contributed to low/no enrollment:

(Required in order to proceed with termination):

The program was out of date.

Is the curriculum program part of a collaborative/Level III ISA plan? Yes No

If so, have participating colleges been notified of termination? Yes No

Please see section 6 of the CPRM for information concerning termination of ISAs.

Will the program or any courses in the program be moved to Continuing Education?

Yes No

Is equipment available for transfer? Yes No

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

This is a formal notice to terminate the curriculum program as identified above.

Signature, President

Date

Signature, Board of Trustees Chair

Date

Please scan/email this form to: Director of Academic Programs, NC Community College System Office, programs@ncccommunitycolleges.edu

Curriculum Program Termination Form

Attachment A

Please be aware that if a college decides to reinstate a terminated program, a full program application must be submitted to the System Office for State Board approval.

College Name: Craven Community College

Curriculum Title: Electrical Engineering Curriculum Code: A40180

Contact Person: Stephanie Barrows Phone Number: (252) 638-7226

Email Address: barrowss@cravencc.edu

Termination Semester: Fall Spring Summer 20 22

Termination is for (check appropriate settings): Campus Captive/Co-opted Facility

If termination is for captive/co-opted setting, please list facility name: _____

Date that captive/co-opted facility was notified of termination of program: _____

Reason(s) for Terminating Curriculum: Low Enrollment* No Enrollment*
 Other* College must include factors below in addition to reason checked.

*Describe what factors contributed to low/no enrollment:

(Required in order to proceed with termination):

The curriculum is very similar to The Electronics Engineering degrees, diploma, and certificate.

Is the curriculum program part of a collaborative/Level III ISA plan? Yes No

If so, have participating colleges been notified of termination? Yes No

Please see section 6 of the CPRM for information concerning termination of ISAs.

Will the program or any courses in the program be moved to Continuing Education?

Yes No

Is equipment available for transfer? Yes No

(Please note that if equipment is to be transferred to another department within the college or to another institution, the Equipment Coordinator at your college will need to be notified.)

This is a formal notice to terminate the curriculum program as identified above.

Signature, President

Date

Signature, Board of Trustees Chair

Date

Please scan/email this form to: Director of Academic Programs, NC Community College System Office, programs@ncccommunitycolleges.edu