



MEETING AGENDA

OCTOBER 17, 2023

6:00 pm – Ward Boardroom
New Bern Campus

- | | | |
|-------|---|------------------------------|
| I. | Call to Order | <i>Ervin Patrick, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption (<i>motion</i>) | <i>Ervin Patrick</i> |
| | (3) Conflict of Interest Declaration | <i>Ervin Patrick</i> |
| | (4) Public Comment | <i>Ervin Patrick</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Ervin Patrick</i> |
| | (1) Approve Board of Trustees Meeting Minutes (September 19, 2023) | |
| IV. | Fall Enrollment Report (<i>info</i>) | <i>Gery Boucher, VP</i> |
| V. | Student Services Update (<i>info</i>) | <i>Gery Boucher</i> |
| VI. | Old Business | <i>Ervin Patrick</i> |
| VII. | New Business | |
| | (1) Rededication of Business Information Technology (BIT) (<i>motion</i>) | <i>Ray Staats</i> |
| VIII. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Chair | <i>Ervin Patrick</i> |
| | (3) Attorney | <i>Jamie Norment</i> |
| | (4) Foundation Board President | <i>Anne Schout</i> |
| IX. | Adjournment | <i>Ervin Patrick</i> |

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

October 17, 2023

Dr. Jim Davis

Ms. Pam Holder

Mr. Chip Hughes

Ms. E.T. Mitchell

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
SEPTEMBER 19, 2023

The Craven Community College Board of Trustees met on Tuesday, September 19, 2023 in the Brock Administration Building, Ward Boardroom with Board Chair Dr. Ervin Patrick presiding. The meeting was called to order at 5:30 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Dr. Jim Davis (5:39pm), Ms. Pam Holder, Mr. Chip Hughes, Ms. Jennifer O'Neill, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Gus Willis, and Mr. Tabari Wallace

Voting members absent were: Ms. E.T. Mitchell and Mr. Whit Whitley

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 Patrick declared a quorum present and welcomed everyone to the September board meeting.

Agenda Review and Adoption

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

Conflict of Interest Declaration

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

Public Comment

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

Consent Agenda

Trustee Phelps motioned to accept the minutes (attached) of the August 15, 2023 meeting as presented; Trustee Wallace seconded the motion and the motion was unanimously approved.

WFD Update

VP Gery Boucher highlighted Workforce Development reports and campus events (attached). He also reviewed Workforce Developments' five-year enrollment trends and ten-year FTE trends.

Old Business

Approve BP 2.37 Paid Parental Leave: President Staats reviewed BP 2.37, Paid Parental Leave, (attached) which had been presented in August for Trustee review, for approval. Trustee Roberts motioned to approve the new board policy as presented; Trustee Wallace seconded the motion and the motion was unanimously approved.

Approve Revised Closure 3-1 for Bate Community Life Center Project # 1790: The Bate Community Life Center Project was canceled in 2011. The North Carolina Community College System office shows the project as open with \$2,660.00 remaining. After closure, the remaining funds will be transferred to an active construction project. Trustee Taylor motioned to close Project # 1790; Trustee Hughes seconded the motion and the motion was unanimously approved.

Approve Amendment to 3-1 for Windows and Doors Project # 2605: Trustee Roberts motioned to approve that the remaining funds of \$2,660.00 from closed Project # 1790 be moved to active Project # 2605; Trustee Wallace seconded the motion and the motion was unanimously approved.

New Business

Annual Security Report: VP Jim Millard presented the annual security report for informational purposes (attached). The annual security report will be posted to the college website as

required by the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act.

Final Audit Determination: VP Jim Millard reviewed the State Final Audit Determination for Fiscal Year 2022 (attached) for information. This audit of Craven Community College showed no deficiencies and no further action is needed.

Department of Veteran Affairs Risk-Based Survey: VP Gery Boucher presented a letter (attached) from the North Carolina State Approving Agency (NCSAA), confirming that no discrepancies were found during the review of beneficiary records, no further action is needed.

Biennial Evaluation Letters: President Staats presented letters received from the North Carolina Ethics Commission that evaluated the Statement of Economic Interests for the Board of Trustees that were submitted in March. Jennifer O'Neill, Ervin Patrick, Dr. Raymond Staats, and Tabari Wallace received evaluations indicating no conflict of interest is present. James Davis Jr., Pamela Holder and Sandra Phelps received notice of a potential for a conflict of interest, due to their respective employers may conduct future business with the College.

Architectural Design Bid Delegation of Authority for Corporate Training Center Project: President Staats noted the design bid process for the Corporate Training Center will close shortly after the September board meeting. The earliest Trustee approval of the architect selection would be during the October board meeting unless a special-called meeting is scheduled. Trustee Taylor reviewed the three finalists and is satisfied with their qualifications. Upon motion by Trustee Roberts, and second by Trustee Hughes, the Board unanimously delegated selection authority to the President from among the three finalists. Dr. Staats will review the final selection with Trustee Taylor and Chair Patrick.

Reports

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

- State Budget draft was released. Stipulation for community college president contracts was not in the draft. The budget includes various salary increases, state income tax reductions.
- The College's new panther mascot naming contest will conclude in October and be revealed October 16th.

- President Staats will be attending and speaking at the North Carolina Defense Summit in Raleigh September 26-27.

Chair: No report.

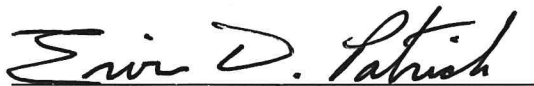
Attorney: No report.

Student Trustee: New SGA President, Hannah Benischek presented her report (attached.)

Adjournment

With no further business to be presented, Board Chair Patrick adjourned the meeting at 6:40 pm and thanked everyone for their participation.

Respectfully submitted:



Ervin D. Patrick, Chair
October 17, 2023



Raymond W. Staats, Secretary
October 17, 2023

FALL ENROLLMENT AND STUDENT SERVICES

Fall 2023



Enrollment

	Curriculum		Non-Curriculum	
	Head Count	FTE	Head Count	FTE
Fall 2023	2,806	1032.22	1,155	224.80
Fall 2022	2,709	983.21	1,229	262.74
% Change	3.6%	5.0%	-6.0%	-14.4%

**Data as of 9/28/2023

Admissions

- **NCCCS – Strategic Enrollment Plan Training**
 - Partnered with Ruffalo Noel Levitz LLC
 - 8 team members
- **Outreach**
 - Havelock High School - National night out – October 3
 - West Craven High School – Residential Determination Service night – October 3
 - New Bern High School Career Day – October 24

Counseling

- **“Let’s Talk Series”**
 - September 2023 – Mental Health – Navigating the Turbulence
 - November 2023 – What Mental Health issues are in our community?
- **New Student Orientation (NSO)**
 - New Bern session – 108 attendees
 - Havelock session – 46 attendees

Grants

- **NC Career Coach Grant - \$234,015**
 - Approval received July 1, 2023
 - Career Coach - New Bern High School
 - Senior event - 100 students and parents
- **Minority Male Mentoring**
 - Educational Trips
 - NC Central Conference
 - Natural Science & Mordecai Historic Park
 - New Bern Historic & Under the Stairs Tour

Financial Aid

- **Financial Aid**

- Redesigned FAFSA application for 2024-2025 – available December 1
- Awards will be based on the Student Aid Index not Estimated Family Contribution

- **Scholarship**

- 2023-2024 received 369 applications
- 2022-2023 received 303 applications

Campus Life

- **9/11 Tribute – New Bern and Havelock Campuses**
- **Panther Fest – New Bern Campus**
- **POW/MIA Event on 9/14 – Havelock Campus**



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Craven County*
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Resolution
of the
Board of Trustees
of
Craven Community College

Whereas, Mr. Harold H. Bate was born August 21, 1907, was raised in New Jersey, and graduated from Cornell University with a Bachelor's Degree in Forestry, and,

Whereas, Mr. Harold H. Bate worked in his family's lumber business, and moved to North Carolina in 1964 to expand business interests, where he oversaw the operations of multiple sawmills and acquired large tracts of timberland in Eastern North Carolina, and,

Whereas, in 1996, Mr. Harold H. Bate made his first major philanthropic gift to the Craven Community College Foundation of more than ninety-five thousand dollars from timber sales, and,

Whereas, Mr. Harold H. Bate formed the Harold H. Bate Foundation in 1999 to advance and perpetuate his philanthropy, and,

Whereas, the mission of the Harold H. Bate Foundation is to offer financial support to the communities of Craven, Pamlico, and Jones County, with special consideration of East Carolina University, Craven Community College, and the Twin Rivers YMCA, and,

Whereas, since his passing in 2000, the Harold H. Bate Foundation has continued his generous legacy in accordance with his philanthropic vision to administer charitable gifts wisely to enhance education, youth and recreation, and quality of life, and,

Whereas, to date, the Harold H. Bate Foundation has donated more than three million two hundred thousand dollars to the Craven Community College Foundation in support of the College's students, and,

Whereas, the naming of a College Building is an honor carefully reserved for those individuals and organizations who have made a uniquely distinctive multi-generational impact upon the College and its student body.

Now therefore, the Trustees of Craven Community College resolves, this 17th day of October, Two Thousand and Twenty-Three, that "Building H," located on the New Bern Campus and previously referred to as the Business and Information Technology Building, shall henceforth be named

Harold H. Bate Hall

In loving and lasting tribute to his devotion, loyalty, and service to the Trustees, Faculty, Staff, and Students of Craven Community College.

Be it further resolved that a copy of this resolution be entered permanently into the minutes of The Board of Trustees of Craven Community College.

Signed on this 17th day of October, Two Thousand and Twenty-Three



Dr. Ervin D. Patrick, Chair

Craven Community College Board of Trustees



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of Institutional Advancement
Jennifer Baer, *Director of Lifetime*
Learning Center and Community Outreach
Christina Bowman, *Assistant Director*
M. Fernanda Marinkovic,
Accounting Assistant

www.CravenCC.edu/Foundation

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New Bern, NC 28562-4900
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A non-profit organization
Federal Tax ID # 59-1718436

October 2023

The Foundation kicked off its annual campaigns in August with the combination of a solicitation mailing for the Community Campaign and the hand delivery of pledge forms to staff and faculty for the Campus Campaign. Foundation staff visited with individuals and attended the various Unit and Department Meetings on both campuses as well as the Volt Center to talk about the accomplishments of the Foundation as well as the importance of support. This year's Community Campaign is co-chaired by Si Seymour, former Craven CC employee and member of the Harold H. Bate Foundation and Katrina Bishop, Associate Dean of Liberal Arts and University Transfer, Math Science & Social Science, Craven Community College. As of October 3rd, the two campaigns combined have raised \$54,806. Funding for endowments, grants and scholarships from other sources total \$122,468 for a combined amount of \$177,274 raised fiscal year to date.

The combined value of the Foundation's assets remains stable. As of June 30, 2023 (the end of the fiscal year), the endowment portfolio was funded at \$2,942,760 and other assets at \$920,732 (including prepaids and other current receivables of \$10,389) for a combined total Fund Balance of \$3,863,492. The funds on hand will ensure that the Foundation is well positioned to cover any market instability. Funding from endowments will provide \$77,151 in scholarships this fiscal year. This is a marked decrease from the previous year fueled by the downturn in market performance in calendar year 2022. The Foundation supplemented scholarships with an additional \$75,000 from reserve funds to help alleviate the shortfall. Additionally, we received scholarship funding from the Harold H. Bate Foundation for the year at \$125,000. The Foundation has budgeted \$442,805 for student assistance for the year.

The Foundation had a very successful Donor – Recipient Reception this year on September 12th, 2023. The event was well attended with over 120 students, donors, staff and faculty. Many of the donors commented that it was good to

speak with the students' receiving assistance and to hear their stories.

The Lifetime Learning Center (LLC) is in full swing with events. Recent trips by the LLC include the Grand Canyon tour and Wicked at the Durham Performing Arts Center. Upcoming events in the near future include MJ The Musical, Flamenco Dancers (including performances at area K-12 schools) as well as the Foreign Film Series at Orringer Auditorium.

The Foundation continues to show substantial financial support, despite the uncertainties caused by market fluctuations. We continue to see a steady number of Campus Campaign gifts and expect that number to rise as we kick off the Angel Gift drawings for staff and faculty this month. The increase in funds from the Campus and Community Campaigns as well as the continued success in endowment and scholarship solicitations, show great support from both internal as well as external constituents.

Sincerely,



Anne Schout, President
Craven CC Foundation Board of Directors