



---

## MEETING AGENDA

DECEMBER 12, 2023

5:30 pm – Ward Board Room  
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 (October 17, 2023)                     |                              |
| IV.   | Financial Reports ( <i>info</i> )  | <i>Jim Millard, VP</i>       |
|       | (1) Financial Report 1 <sup>st</sup> Quarter FY 2023-24 (Jul-Sep) ( <i>motion</i> )  |                              |
|       | (2) Write-Offs and Uncollectable Accounts ( <i>motion</i> )                          |                              |
|       | (3) Cash Balances ( <i>Info</i> )  |                              |
| V.    | Personnel Report 1 <sup>st</sup> Quarter FY 2023-24 (Jul-Sep) ( <i>Info</i> )        | <i>Jim Millard</i>           |
| VI.   | Facilities Usage Report 1 <sup>st</sup> Quarter FY 2023-24 (Jul-Sep) ( <i>Info</i> ) | <i>Jim Millard</i>           |
| VII.  | Old Business   | <i>Ervin Patrick</i>         |
| VIII. | New Business   | <i>Ervin Patrick</i>         |
|       | (1) Approve 2-1 FY 2023-24 Budget ( <i>motion</i> )                                  | <i>Jim Millard</i>           |
|       | (2) Approve 3-1 Public Safety Training Center Project 2809 ( <i>motion</i> )         | <i>Jim Millard</i>           |
|       | (3) Approve new program General Occupational Tech (A55280) ( <i>motion</i> )         | <i>Kathleen Gallman, VP</i>  |
|       | (4) Review new Workforce Development Program Massage Therapy ( <i>info</i> )         | <i>Gery Boucher, VP</i>      |
|       | (5) Approve Change in Fee Chart ( <i>motion</i> )                                    | <i>Jim Millard</i>           |
|       | (6) Approve PRE Foundation Board Members ( <i>motion</i> )                           | <i>Ray Staats</i>            |
|       | (7) Review BP 5.1 Sound Fiscal and Management Practices ( <i>info</i> )              | <i>Ray Staats</i>            |
| IX.   | Reports  |                              |
|       | (1) President  | <i>Ray Staats</i>            |

- (2) Board Chair
- (3) Attorney
- (4) Student Trustee

*Ervin Patrick*  
*Jamie Norment*  
*Hannah Benischek*

- X. Closed Session
  - (1) Legal counsel regarding *Arnold Et al. v. Tradewind Flight Services Et al.* {G.S. 143-318-11(a)(3)}

*Ervin Patrick*

- XI. Adjournment

*Ervin Patrick*

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

**December 12, 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  
OCTOBER 17, 2023

The Craven Community College Board of Trustees met on Tuesday, October 17, 2023 in the Ward Board Room with Board Chair Ervin Patrick presiding. The meeting was called to order at 6:00 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Dr. Jim Davis, Mr. Chip Hughes, Ms. E.T. Mitchell, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Bill Taylor, Mr. Tabari Wallace, Mr. Whit Whitley, and Mr. Gus Willis.

Voting members absent were: Ms. Pam Holder, Ms. Jennifer O'Neill, Mr. Kevin Roberts,

Ex-Officio members present were: Ms. Anne Schout, CCC 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 Patrick declared a quorum present for the meeting and welcomed everyone to the October board meeting.

Agenda Review and Adoption

Board Chair Patrick reviewed the agenda (attached). Trustee Whitley motioned to accept the agenda as presented; Trustee Wallace 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 September 19, 2023 meeting as presented; Trustee Davis seconded the motion and the motion was unanimously approved.

#### Fall Enrollment

VP Gery Boucher reviewed the curriculum enrollment data for the fall semester (attached).

#### Student Services Update

VP Boucher highlighted admissions, counseling, grants, scholarships and financial aid (attached). VP Boucher discussed the redesigned FAFSA application for 2024-2025 which will be available December 1<sup>st</sup>. He also highlighted the Minority Male Mentoring program and the educational trips they have enjoyed this semester.

#### Old Business

None reported.

#### New Business

*Rededication of Business Information Technology building (BIT):* President Staats presented the resolution to rededicate the Business Information Technology building (BIT) as Bate Hall to honor Mr. Harold H. Bate, a generous donor to Craven Community College. Trustee Willis made a motion to approve the rededication of (BIT) to Bate Hall; Trustee Mitchell seconded the motion and the motion was unanimously approved.

#### Reports

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

- State Budget
  - SBCC will approve budget allocations this week, except for two special salary allocations affecting Tier 1 and Nursing Faculty, which will be addressed at the November meeting
  - The biennial budget includes a 4% salary increase for FY24 and 3% increase for FY25.
  - Trustees will approve the 2-1 at the December meeting

- Included in the budget is a \$12M line item for the Public Safety Training Center (PSTC)
  - Check presentation and photo at the PSTC site October 30<sup>th</sup>, 1:00 pm
- Trustee appointments previously made by Governor and School Board appointments will be moved to GA; System president to be confirmed by GA
- Panther Mascot Naming
  - New panther name unveiled yesterday: Blaze
- Castellana Memorial Dedication:
  - Havelock campus, STEM building, October 30<sup>th</sup>, 9:30 am
  - Vince Castellana, Math Faculty, passed away on campus, on June 26, 2019
- Travelling to ADC Installation and Innovation Excellence Conference in Orlando November 6-9

*Chair:* No report.

*Attorney:* No report.

*Foundation:* Foundation Board President, Anne Schout, briefed the board on the progress of the annual campaign and, the financial status of scholarships and endowments (attached). Ms. Schout also reviewed the events that The Lifetime Learning Center (LLC) is providing for the community.

Adjournment

With no further business to be presented, Board Chair Patrick adjourned the meeting at 7:15 pm and thanked everyone for their participation.

Respectfully submitted:



Ervin D. Patrick, Chair  
December 12, 2023



Raymond W. Staats, Secretary  
December 12, 2023







Craven Community College  
 Institutional Funds Budget Comparison Report  
 As of September 30, 2023 - 25% 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	31,354.00	23,453.78	7,900.22	75%	2,975.65	317,950.00
01	133 Discretionary	92,076.00	(2,330.46)	94,406.46	-3%	15,141.78	51,789.05
01	134 Unrestricted Overhead Receipts	21,642.00	2,227.70	19,414.30	10%	2,712.45	52,856.32
01	136 Foundation	411,872.00	56,089.66	355,782.34	14%	127,077.61	595,396.71
01	137 Financial Aid Matching	1,500.00	909.97	590.03	61%	100.27	10,056.00
01	221 Applied Music	-	-	-	0%	-	32,969.94
01	227 Extra Curricular Activities	22,398.00	18,932.42	3,465.58	85%	3,020.64	48,021.44
01	250 Curriculum-Self Supporting	16,353.00	(27.01)	16,380.01	0%	2,416.13	209,852.96
01	312 Fire College	1,635.00	1,634.11	0.89	100%	48.05	3,535.17
01	340 WFD-Self Supporting	499,000.00	88,179.56	410,820.44	18%	92,972.41	803,885.58
01	411 Learning Resource Center	2,760.00	-	2,760.00	0%	25.74	2,808.07
01	460 Customized Ind Train Support	4,395.00	-	4,395.00	0%	557.57	33,102.16
01	461 Small Business Support Fund	-	-	-	0%	-	129.48
01	610 VOLT Center	-	-	-	0%	-	90,167.25
02	131 College Work Study	107,670.00	20,864.55	86,805.45	19%	21,710.15	845.60
02	134 Restricted Overhead Receipts	178,700.00	9,327.60	169,372.40	5%	11,734.63	375,791.62
02	138 Returned Check Fee Fund	75.00	6.00	69.00	8%	447.46	22,846.16
02	139 CARES Act/NCCF WorkReady	968,380.00	639,326.02	329,053.98	66%	639,326.02	-
02	220 NCSU Engineering	124,389.00	5,596.90	118,792.10	4%	253.59	23,468.83
02	227 ENCORE	15,000.00	375.43	14,624.57	3%	74.64	7,776.88
02	228 Grants -NSF SEAS/Bosch/NCCF	329,169.00	64,132.58	265,036.42	19%	30,063.90	163,512.49
02	291 Specific Fees - Lab/DE/ASC	743,117.00	137,567.52	605,549.48	19%	204,404.98	1,915,519.47
02	292 System-Wide Fees-Comp Tech	734,454.00	53,960.51	680,493.49	7%	81,488.39	1,498,176.41
02	293 Patron Fees	52,475.00	3,649.88	48,825.12	7%	8,203.11	285,586.87
02	314 Grants - Workforce Development/BS	568,865.00	21,929.40	546,935.60	4%	16,218.00	488,605.75
02	355 NCDPS Reentry Program	275,894.00	62,471.50	213,422.50	23%	88,121.14	129,344.49
02	370 FTCC NCMBC	81,800.00	19,816.88	61,983.12	24%	20,225.26	(45.73)
02	392 System-Wide Fees - WFD Comp	-	-	-	0%	-	10,899.83
02	412 Grants -NC A&T STEPs3GROWTH & Bright Ideas	41,928.00	8,003.75	33,924.25	19%	4,302.32	(7,415.82)
02	521 C-Step Grant	12,500.00	1,169.75	11,330.25	9%	11,704.00	10,534.25
02	531 Professional Liability Ins	12,119.00	12,119.00	-	100%	2,940.28	42,031.64
02	532 Student Insurance	10,001.00	(5.41)	10,006.41	0%	1,926.54	(2,210.16)
02	533 Transcript Fees	41,122.00	8,393.80	32,728.20	20%	11,435.07	333,008.59
02	534 TRIO/Panther Pantry Grants	79,255.00	57,909.70	21,345.30	73%	56,463.06	2,349.75
02	556 Student Outreach & Advising	6,555.00	1,240.12	5,314.88	19%	5,000.00	4,875.59

Craven Community College  
 Institutional Funds Budget Comparison Report  
 As of September 30, 2023 - 25% of Year

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	790 Facilities Rental Fund	10,000.00	-	10,000.00	0%	4,337.32	58,641.94
02	791 Public Radio East	1,095,028.00	259,526.00	835,502.00	24%	150,763.97	60,793.91
02	795 Career Fair	-	-	-	0%	-	599.10
02	796 Testing Centers	95,896.00	23,998.89	71,897.11	25%	18,090.56	161,906.97
02	797 Public Radio East Foundation	857,463.00	121,418.36	736,044.64	14%	141,418.36	140,342.82
02	823 SEOG	124,780.00	43,806.00	80,974.00	35%	43,806.00	-
02	824 Pell	4,326,738.00	1,705,437.21	2,621,300.79	39%	1,680,098.20	(25,339.01)
02	829 Cares Act	-	-	-	0%	-	-
02	830 NCCC Target Asst/LTHT	3,820.00	750.00	3,070.00	20%	-	(750.00)
02	833 NCCG	-	-	-	0%	-	-
02	834 Teacher Assistant Sch Fund	7,123.00	3,950.00	3,173.00	55%	54,493.00	52,493.00
02	835 State Aid Scholarships	112,884.00	80,926.00	31,958.00	72%	38,637.00	(42,289.00)
02	840 General Scholarships	374,419.00	231,361.59	143,057.41	62%	259,586.56	458,854.34
02	841 Endowment/Other Scholarships	193,301.00	124,658.54	68,642.46	64%	19,400.00	(95,468.54)
05	710 Clearwire Distribution	5,511.00	-	5,511.00	0%	12,523.54	62,500.17
05	720 Bookstore	96,100.00	9,904.86	86,195.14	10%	19,130.51	653,449.56
05	730 Food Service	37,681.00	517.42	37,163.58	1%	8,322.43	34,894.77
05	740 Campus Access	82,889.00	25,265.93	57,623.07	30%	22,452.34	67,716.89
05	770 Student Activity Funds	174,887.00	47,279.20	127,607.80	27%	56,154.82	250,184.26
06	810 J. Wrenn Emergency Loan Fu	-	2,264.40	(2,264.40)	0%	979.51	41,558.48
07	910 Buildings & Grounds	2,585,581.00	796,565.54	1,789,015.46	31%	677,097.62	1,798,013.19
08	792 Public Radio East Endowment	-	-	-	0%	701.02	75,455.29
08	850 Endowments	77,651.00	-	77,651.00	0%	(81,924.39)	2,866,177.30
<b>Total</b>		<b>15,750,205.00</b>	<b>4,794,555.15</b>	<b>10,955,649.85</b>	<b>30%</b>	<b>4,589,159.21</b>	<b>14,185,619.70</b>

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

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

**Write-Off Accounts for Approval - July 1, 2023 to September 30, 2023**

Return of Title IV	\$2,172.23
FA Issues/Withdrew Charged 25%	\$3,666.56
Sponsor Issues	\$2,122.90
Payment Plan	\$215.95
<b>Total</b>	<b>\$8,177.64</b>

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

Past Write-Offs (3 Months; YTD) July - September	2023-24	2022-23	2021-22	2020-21	2019-20
Total	\$8,177.64	\$56,883.56	\$2,618.80	\$14,561.38	\$14,455.05

Quarterly Collections 1st Qtr Comparison Only July - September	2023	2022	2021	2020	2019
Total Collected this Period	\$3,597.48	\$7,295.07	\$3,618.57	\$9,301.85	\$4,991.92
Received from Debt Setoff	\$1,878.67	\$1,666.70	\$1,170.18	\$807.72	\$1,119.27
Collection Agency Fees	(\$719.50)	(\$1,562.31)	(\$773.73)	(\$1,860.36)	(\$998.37)
Net Proceeds	\$4,756.65	\$7,399.46	\$4,015.02	\$8,249.21	\$5,112.82

**CRAVEN COMMUNITY COLLEGE  
REPORT OF CASH BALANCES**

<b>STIF Account:</b>	<b>30-Sep</b>	<b>30-Jun</b>	<b>Variance</b>
<b>Local Funds</b>	\$3,106,023.96	\$2,882,907.67	\$223,116.29
<b>Special Funds</b>	<u>\$9,386,069.75</u>	<u>\$9,653,294.41</u>	<u>-\$267,224.66</u>
<b>Total</b>	\$12,492,093.71	\$12,536,202.08	-\$44,108.37

**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.

	<b>30-Sep</b>	<b>30-Jun</b>	<b>Variance</b>
<b>STIF Interest Rate:</b>	1.32250%	3.46679%	-2.14429%

**Craven Community College Personnel Report**  
**July 1, 2023 – September 30, 2023**

<b>New Hires</b>	<b>Position Title</b>		<b>Effective</b>	<b>Monthly/Annually</b>
Cameron Green	Assistant Director, Academic Support Center		7/3/23	\$3,667/\$44,004
Diana Peebles	College & Career Readiness Instructor		7/3/23	\$3,500/\$42,000
Jessica Gremminger	Testing Center Coordinator		7/17/23	\$3,500/\$42,000
Hanie Cole III	Industrial Systems Technology Faculty		8/15/23	\$5,334/\$48,006
Derek Hollister	Welding Faculty		8/15/23	\$5,334/\$48,006
Hunter Jones	Welding Faculty		8/15/23	\$5,334/\$48,006
Michael Keith	Welding Faculty		8/21/23	\$5,334/\$48,006
Jessica Fulford	Senior Administrative Assistant - Human Resources		9/1/23	\$2,917/\$35,004
Danielle Williams	Military Student Coordinator (Part-time Regular)		9/1/23	\$2,514/\$30,168
<b>Reassignments/ Promotions</b>	<b>From</b>	<b>To</b>	<b>Effective</b>	<b>Monthly/Annually</b>
Christine Johnson	Senior Administrative Assistant - Teaching and Learning	ADA Coordinator	7/1/23	\$3,334/\$40,008
Jerry Rowe	Custodian	Administrative Assistant - Facilities	8/15/23	\$2,709/\$32,508
Julie Weddle	TRiO Success Coordinator	Director, TRiO Student Support Services	8/23/23	\$4,500/\$54,000

<b>Resignations/ Terminations/ Retirements</b>	<b>Position Title</b>	<b>Effective</b>	<b>Reason</b>
Rachel Weldin	Senior Administrative Assistant - Human Resources	7/6/23	Resignation
William Eddins	Assistant Director, Academic Support Center	7/18/23	Resignation
Jessica Snow	Senior Administrative Assistant - Havelock	7/19/23	Resignation
Brandy Leder	Data Analyst	7/31/23	Resignation
Tammy Nyberg	Administrative Assistant - Facilities	8/31/23	Retirement
Carmen Kludy	Administrative Assistant - Student Records (Part-time Regular)	9/18/23	Resignation
Jennifer Tinsley	College & Career Readiness Coordinator - ESL/Transitions	9/27/23	Resignation

**Craven Community College Facilities Usage Report  
July 1, 2023 - September 30, 2023**

**EXTERNAL USERS OF FACILITIES**

<b>Name of Organization</b>	<b>Date(s) of Use</b>	<b>Type of Organization</b>	<b>Facility</b>	<b>Fees</b>	<b>Date Fees Received</b>	<b>Estimated Number of Attendees</b>
Division of Marine Fisheries	7/25/2023-7/27/2023	Gov	Naumann			50
NC History Theater	7/15/2023	Non-Profit	Orringer			200
Iota Sigma Zeta Chapter, Zeta Phi Beta Sorority, Inc.	7/29/2023	Non-Profit	Naumann	\$450.00	7/24/2023	35
Christina Bowman	8/5/2023	N/A	Naumann	\$150.00	8/1/2023	40
NC Cyber Academy	8/24/2023	Non-Profit	AMC 104			10
American Financial Education Alliance	9/12/2023, 9/14/2023	Non-Profit	Naumann	\$340.00	8/21/2023	35
American Red Cross	9/13/2023	Non-Profit	Naumann			50
NC Division of Coastal Management	9/14/2023	Gov	AMC 102			25
Craven Concerts	9/21/2023	Profit	Orringer	\$500.00	9/7/2023	280
Cone Advisory Group	9/28/2023	Profit	Naumann	\$400.00	7/31/2023	52

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

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGE FY 2023-24 BUDGET

College	CURRENT OPERATING								PLANT FUND		CURRENT & CAPITAL TOTAL	
	1XX Institutional Support	2XX Curriculum Instruction	3XX Continuing Education	4XX Academic Support	5XX Student Support	6XX Plant Op & Maint.	7XX Proprietary/Oth er	8XX Student Aid	Subtotal	9XX Capital (ex. CI) CI Projects		
<b>Craven CC</b>												
State	\$ 5,906,215	\$ 8,231,049	\$ 2,807,258	\$ 3,522,576	\$ 2,273,472	\$ -	\$ -	\$ -	\$ 22,740,570	\$ 750,977	\$ 2,660	\$ 23,494,207
County	\$ 867,207	\$ -	\$ -	\$ -	\$ -	\$ 3,675,972	\$ -	\$ -	\$ 4,543,179	\$ 5,450	\$ 500,000	\$ 5,048,629
Institutional	\$ 539,592	\$ 2,045,645	\$ 932,079	\$ 49,083	\$ 161,337	\$ -	\$ 1,580,245	\$ 5,115,752	\$ 10,423,733	\$ -	\$ 3,001,918	\$ 13,425,651
<b>Total</b>	<b>\$ 7,313,014</b>	<b>\$ 10,276,694</b>	<b>\$ 3,739,337</b>	<b>\$ 3,571,659</b>	<b>\$ 2,434,809</b>	<b>\$ 3,675,972</b>	<b>\$ 1,580,245</b>	<b>\$ 5,115,752</b>	<b>\$ 37,707,482</b>	<b>\$ 756,427</b>	<b>\$ 3,504,578</b>	<b>\$ 41,968,487</b>

**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM  
COLLEGE BUDGET: FY 2023-24**

**REQUIRED BUDGET REQUEST SIGN-OFF**

The attached College Budget has been reviewed and approved on

December 12, 2023 by the Board of Trustees of

Craven Community College.

 , Board Chair.

The attached College Budget has been reviewed and approved in

the amount of \$5,043,629 on December 12, 2023

by the County Commissioners of Craven County.

 , Board Chair.



# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

### NEW PROJECT

College	Craven Community College		
Project Name	Public Safety Training Center	NCCCS Project No.	2809
Campus		County	Craven

#### I. TYPE OF PROJECT:

New Facility	
--------------	--

#### II. DESCRIPTION OF PROJECT:

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

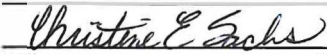
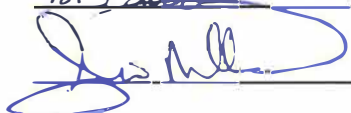
**Insert project and amendment description here.**

The Public Safety Training Center will be constructed in phases on leased property consisting of 30+ acres. It will be utilized to train entry-level and skilled-level people in all of the various emergency services (Police, Fire, EMS) as well as CDL courses. In the first phase, depending on funding, the priorities include preparing the land for development and constructing an indoor shooting range, a paved driving pad, an outdoor pavilion, a burn pad, a drill tower, a helicopter pad, a security station, classroom and office spaces, storage areas, and supporting infrastructure.

- Project to be constructed/renovated on college owned property  
 Project to be constructed/renovated on leased property

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

This form was prepared by:

Name: Christine E. Sachs  
Signature:   
Contact Number: 252-637-5740  
Date: 12-4-2023  
CPC Signature: 

**III. ESTMATED COST OF PROJECT:**

**A. PRE-CONSTRUCTION COSTS**

1. Site Grading and Improvements (not in III B) ....	_____	
2. Demolition (not in III B) .....	_____	
<b>Subtotal "A"</b>		<u>0.00</u>

**B. CONSTRUCTION**

1. Design Fee .....	960,000.00	
2. Construction.....	<u>10,680,000.00</u>	
3. Construction Contingency .....	<u>360,000.00</u>	
4. Other Contracts .....	_____	
5. Other Fees .....	_____	
<b>Subtotal "B"</b>		<u>12,000,000.00</u>

**C. Other Costs**

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

**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)** \$12,000,000.00

**IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**

**A. NON-STATE FUNDS**

1. County Appropriated	_____	
2. County Bonds	_____	
3. <input type="text"/>	_____	
4. <input type="text"/>	_____	
5. <input type="text"/>	_____	
<b>Subtotal "A"</b>		<u>0.00</u>

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

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

\*Must be used on same OSBM SCIF Project

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

1. Budget Code <input type="text"/>	_____	
2. Budget Code <input type="text"/>	_____	
3. Budget Code <input type="text"/>	_____	
4. Budget Code <input type="text"/>	_____	
<b>Subtotal "C"</b>		<u>0.00</u>

Total Sources of Funds Available (IV A, B, C) 0.00

**D. UNIDENTIFIED FUNDS**

1. Unidentified Funds (Do not include on the NCCCS 2-16)	<u>12,000,000.00</u>	
<b>Subtotal "D"</b>		<u>12,000,000.00</u>

**Total Sources of Funds Including Unidentified** \$12,000,000.00

## V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$0.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 12/12/2023.

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

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

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

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

Chairman - Board of Trustees

Chief Administrative Officer/President

**VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS**

Certification 1.

I certify that I have examined this application for the project no: 2809  
from Craven Community College and if shown, county funds in the  
amount of \$0.00 are available for the planning and construction of this project.

County Manager/Finance Officer Signature Jack B Veit III  
Print Name Jack B. Veit III  
Date 12/14/2023

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

Certification 2.

Based on an analysis of the colleges annual operating and utility costs, (as per the NCCCS 3-1  
Section VIII) it is estimated that the college will expend an additional \$236,722.16  
per year in support of this new construction. I certify that this document has been reviewed, and that  
the information stated herein will be shared with the proper county officials to seek an appropriate  
adjustment to the college's budget as the new facility is brought online.

County Manager/Finance Officer Signature Jack B Veit III  
Print Name Jack B. Veit III  
Date 12/15/2023



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

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

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

This, the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_

\_\_\_\_\_  
Signature

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

Date: 12/12/2023 Project Name: Public Safety Training Center

College: Craven Community College Project Completion Date: 6/30/2026

Additional Cost Identification	1st Year of Operation	2nd Year of Operation	3rd Year of Operation	4th Year of Operation	5th Year of Operation	Average Additional Annual Cost
	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	
<b>Staffing (Housekeeping &amp; Facility Operator)</b>						
additional annual cost	\$150,000	\$153,000	\$156,060	\$159,181	\$162,365	\$156,121
<b>Plant Maintenance</b>						
additional annual cost	\$25,000	\$25,500	\$26,010	\$26,530	\$27,061	\$26,020
<b>Other Operating Cost</b>						
additional annual cost						
Electric	\$50,000	\$50,500	\$51,005	\$51,515	\$52,030	\$51,010
Fuel (Gas, Oil)	\$500	\$505	\$510	\$515	\$520	\$510
Water	\$2,000	\$2,020	\$2,040	\$2,061	\$2,081	\$2,040
Telecommunications	\$1,000	\$1,010	\$1,020	\$1,030	\$1,041	\$1,020
<b>Total Average Annual Cost (will populate into Section VI of the 3-1)</b>						<b>\$236,722</b>
I certify that the county has reviewed this information as a part of the approval process.						

  
 \_\_\_\_\_  
 County Manager/Finance Officer

# CURRICULUM STANDARD

*Effective Term  
Spring 2008  
[2008\*01]*

Curriculum Program Title	<b>General Occupational Technology</b>	Program Code	<b>A55280</b>
Concentration	<b>(not applicable)</b>	CIP Code	<b>24.0102</b>

## ***Curriculum Description***

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

## ***Curriculum Requirements\****

*[for associate degree, diploma, and certificate programs in accordance with 1D SBCCC 400.10]*

- I. **General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Degree programs must contain a minimum of 6 semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. **Major Hours.** AAS, diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit. *(See second page for additional information.)*
- III. **Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

	<b>AAS</b>	<b>Diploma</b>	<b>Certificate</b>
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit (SHC)</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

*\*Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic use of computers.*

## Major Hours

- A. Core.** The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved AAS program standard or a certificate which is the highest credential level awarded under an approved AAS program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the AAS program.
- B. Concentration** *(if applicable)*. A concentration of study must include a minimum of 12 semester hours credit from required subjects and/or courses. The majority of the course credit hours are unique to the concentration. The required subjects and/or courses that make up the concentration of study are in addition to the required subject/course core.
- C. Other Major Hours.** Other major hours must be selected from prefixes listed on the curriculum standard. A maximum of 9 semester hours of credit may be selected from any prefix listed, with the exception of prefixes listed in the core or concentration. Work-based learning may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

### General Occupational Technology A55280

	AAS	Diploma	Certificate
<b>Minimum Major Hours Required</b>	<b>49 SHC</b>	<b>30 SHC</b>	<b>12 SHC</b>
<b>A. CORE</b>  <b>Required Courses:</b> None  <b>Required Subject Areas:</b> None			
<b>B. CONCENTRATION</b> <i>(Not applicable)</i>			
<b>C. OTHER MAJOR HOURS</b> <i>To be selected from the following prefixes:</i>  Prefixes for major courses for curriculums approved to be offered by the college.			

# Craven Community College

## Fee Chart

### 2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
<b>Business Office &amp; Student</b>			
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
<b>Graduation Fees:</b>			
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
<b>Academic Support/Distance Learning</b>			
<b>Library Fees:</b>			
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		1st 10 pages per day are free; > 10 pages per day - \$0.10
Printing/Copying - Non-Students	\$ 0.15		\$0.15 per page
Printing Fee (3D)	\$3.00/\$1.00		Printing cost for first hour/Printing cost per hour after first hour up to 8 hours cap
Replacement Fee	\$ 1.00		Replacement library card
Placement Testing Fee for non-students	\$ 5.00		NC-DAP DRE DMA (Transferring to other community colleges)
Summer School Supply Fee	\$ 10.00		Supply Fee
MAT Exam	\$ 90.00		The Miller Analogies Test (MAT) exam will be offered to local residents seeking a Master's Degree; the fee covers the cost of the exam and administrative costs
NABCEP Testing & Proctoring Fee	\$ 150.00		North American Board of Certified Energy Practitioners (NABCEP) Exam fee \$125.00 and \$25.00 proctoring fee
Test Proctoring Fee	\$ 25.00		To provide support for proctoring tests for students from other educational institutions unless associated with partnerships with the college
Distance Education Fee	\$ 25.00		Per course in all on-line and hybrid Curriculum courses
<b>Liberal Arts:</b>			
Music - MUS 161, 162, 261 262	\$ 320.00		Typically one student per course, specialized instruction



# Craven Community College

## Fee Chart

### 2023-2024

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

# Craven Community College

## Fee Chart

### 2023-2024

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

# Craven Community College

## Fee Chart

### 2023-2024

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

# Craven Community College

## Fee Chart

### 2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
CDL Class C	\$ 49.40		Covers fuel and other costs
CRC Certificate Exam Fee	\$ 42.00		Reading for Information, Locating Information, and Applied Mathematics
CRC Certificate Replacement Fee	\$ 5.00		Supply Fee
DDI Courses	\$ 50.00		Student Materials
Drone Training	\$ 25.00		Fee used to help pay for drone repair and equipment
EKG Technician	\$ 10.40		Supply Fee
EKG Technician Refresher	\$ 10.40		Supply Fee
Emergency Medial Responder Initial Testing	\$ 22.00		Fee to cover EMS electronic testing software
EMT Initial (Supply, Ins, Shirt, Testing)	\$ 83.40		Fee for consumables used in program (IVS, gloves, needles, etc.) & to cover EMS electronic testing software. Supply Fee \$10.40; Shirt \$25; EMS Testing \$48
AEMT (Ins, Supply Fee, Shirt, Testing)	\$ 110.40		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables & to cover EMS electronic testing software. Supply Fee \$20.40; Shirt \$25; EMS Testing \$65
Paramedic	\$ 172.40		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables, EMS electronic testing software and cost of cards (PALS and ACLS); Supply Fee \$42.40 PALS Card \$5; ACLS Card \$5; Shirt \$25; EMS Testing \$95
Pediatric Advanced Life Support (PALS)	\$ 5.00		Supply Fee
Professional Cooking	\$ 124.40		Supply fee for consumables used in cooking class
Basic Cooking Skills	\$ 19.40		Supply fee for consumables used in cooking class
Advanced Cardio Life Support (ACLS)	\$ 5.00		Supply Fee
Environmental Safety Diploma Certification 1	\$ 50.00		OSHA Cards and registered mail
Environmental Safety Diploma Certification 2	\$ 50.00		Supply fee for Soil Sampling, Water Quality Analysis, and Site Survey
Fire College Fee	\$ 30.00		T-Shirts & Meals
Forestry/Heavy Equipment Operations	\$ 24.40		Supply fee to cover OSHA Card and CPR Card
<b>Home Appliance Repair</b>		<b>\$ 150.00</b>	<b>Textbooks and appliance schematics</b>
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"
<b>Massage Therapy</b>		<b>\$ 576.60</b>	<b>Insurance, textbooks, and student kit</b>
Medication Aide	\$ 5.40		Supply Fee
National Assoc of Emergency Medical Technician	\$ 15.00		Pre-Hospital Trauma Life Support & Advanced Medical Life Support
NCCER Core Skills	\$ 19.40		Supply Fee (Electronic Testing Fee)
NCCER Construction 1	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) - increase
NCCER Construction 2	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) - increase
NCCER Construction 3	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) - increase

# Craven Community College

## Fee Chart

### 2023-2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
NCCER Construction 4	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) - increase
NCCER Welding Levels 1, 2, & 3	\$ 264.40		Supply Fee per level
NCCER Welding Level 4	\$ 399.40		Supply Fee
Nurse Aid One	\$ 25.40		Supply Fee
Nurse Aid Two	\$ 35.40		Supply Fee
Central Sterile Technician	\$ 50.40		Supply Fee
OBD class (On Board Diagnostic)	\$ 7.50		Supply Fee
30 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
30 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail
10 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
10 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail
Pharmacy Technician	\$ 10.40		Supply Fee
Phlebotomy	\$ 50.40		Supply Fee
Small Engine Repair	\$ 10.40		Supply Fee
Diesel Engine Course	\$ 99.40		Supply Fee
Diesel Systems Course	\$ 99.40		Supply Fee
Diesel Generator Repair	\$ 99.40		Supply Fee
Marine Diesel	\$ 99.40		Supply Fee
56 Hour Forklift	\$ 49.40		Supply Fee
8 Hr Forklift	\$ 19.40		Supply Fee
Photovoltaic classes	\$ 19.40		Supply Fee
Veterinary Assistant	\$ 5.40		Supply Fee
WFD Lean Six Sigma	\$ 25.00		To be used for assessments, certificates and frames. Applies to Green, Black, Yellow, and Red Belt.
BioWorks Process Technician	\$ 99.40		Lab Supply Fee
Forklift Maintenance	\$ 69.40		Covers the cost of consumables
Heavy Equipment Operations	\$ 69.40		Covers fuel and any repairs
Sordill Consulting Courses	\$ 15.00		Cost per topic-some courses cover more than one topic/Various
Communication	\$ 15.00		Personal Profile (DiSC)- Paper
	\$ 22.00		Personal Profile (DiSC) - Online
Time Management	\$ 15.00		Time Mastery Profile - Paper
	\$ 22.00		Time Mastery Profile - Online
<b>WorkKeys Assessment Tests:</b>			
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



MEMORANDUM

To: Dr. Raymond Staats  
From: Ben Donnelly  
Date: April 12, 2023  
Subject: Public Radio East Board Member Nomination

In accordance with the by-laws of the Public Radio East Foundation, I am submitting to you, for approval by the Craven Community College Board of Trustees, the nominations of Carl Oldani for membership on the Public Radio East Foundation Board of Directors.

Carl lives in Trent Woods, NC. He is a Vice President and Financial Advisor for Truist Wealth. I have enclosed his personal summary.

Thank you.

Public Radio East Foundation Board of Directors  
Nominee for membership

Carl Oldani  
Vice President & Financial Advisor  
Truist Financial Services

*I have been employed for over 10 years at Truist Wealth (formally BB&T) - Truist Financial Services Vice President & Financial Advisor based in Morehead City.*

*I have been a Financial Advisor for 29 years. I was raised in the Maryland suburbs of Washington DC (Derwood, MD) and moved to Eastern NC in 1987. I have had some media experience including a radio announcer at a local rock station and some on-air TV experience with WCTI TV. I am an Alumni of Montgomery College and Capital College of Engineering in Maryland. I previously served on the School Advisory Board for St. Paul Catholic Church and live in Trent Woods with my wife Julie and have three children. I am an avid PRE listener, enjoy cooking and spending time with family and friends at our house at Lake Gaston.*



MEMORANDUM

To: Dr. Raymond Staats  
From: Ben Donnelly  
Date: October 24, 2023  
Subject: Public Radio East Board Member Nomination

In accordance with the by-laws of the Public Radio East Foundation, I am submitting to you, for approval by the Craven Community College Board of Trustees, the nomination of Dakota Lipscombe for membership on the Public Radio East Foundation Board of Directors.

Dakota lives in New Bern, NC. He is a Real Estate Attorney with Ward and Smith, P.A. I have enclosed his resume.

Thank you.



# Dakota M. Lipscombe

4410 Comet Drive New Bern, NC 28562 | 910-398-3871 | dmlipscombe@yahoo.com

## EDUCATION

---

**University of North Carolina**, Chapel Hill, North Carolina

*Juris Doctor*, May 2022

GPA: 3.54

- North Carolina Journal of Law & Technology, Articles Editor
- Holderness Moot Court Corporate Team, Competing Member
- Gressman and Pollitt Oral Advocacy Award
- Pro Bono: Lawyer on the Line, NC Equal Access to Justice Commission, and Smith Anderson Pro Bono

**University of Virginia**, Charlottesville, Virginia

*Master of Public Policy*, May 2017

GPA: 3.67

- Capstone Project: Leadership Development in the Federal Government
- Virginia Politics and Policy Project, Team Leader

*Bachelor of Arts in History*, May 2016

GPA: 3.53

- Meriwether Lewis Institute for Citizen Leadership, Fellow
- University Judiciary Committee, Investigator
- 1515 University Ave. Planning Committee, August 2015 - March 2017

## EXPERIENCE

---

**Ward and Smith, P.A.**, New Bern, North Carolina

*Real Estate Attorney*, September 2022 - Present

- Assist real estate owners and developers with purchase agreements, title problems, closing transactions, negotiating loan documents, permit approval, and lease agreements
- Advise community association boards and members regarding forming new associations, corporate governance, procedural requirements, governing document amendments, fiduciary duties, inspection rights, collection issues, and rule adoption and enforcement

**North Carolina Business Court – Judge Michael Robinson**, Winston-Salem, North Carolina

*Summer Intern*, June 2021 - August 2021

- Researched legal issues raised in cases
- Assisted office with drafting memos and sections of orders

**Ward and Smith, P.A.**, Various Locations, North Carolina

*Summer Associate*, May 2021 - June 2021

- Applied analysis of local and state regulations to real estate transactions, legal disputes, and community associations
- Researched legal precedent for trusts and estates clients and prepared tax filings

**University of North Carolina – Professor Jeffrey Hirsch**, Chapel Hill, North Carolina

*Research Assistant*, May 2020 - August 2020

- Researched and summarized CARES Act loan labor requirements including those for the PPP
- Compiled COVID-19 information on OSHA, Unemployment Insurance, and workers comp for UNC law students providing legal assistance to North Carolina non-profits
- Contributed North Carolina Unemployment Insurance FAQ guide to COVID-19 labor law website

## INTERESTS

Abraham Lincoln enthusiast and history buff; Loyal Cleveland Browns football fan; Avid distance runner

---

**SOUND FISCAL AND MANAGEMENT PRACTICES**

---

*Legal Authority: NCGS 115D-20, 115D-58.16, 143D-7; 1A SBCCC 200.4*

*Approved: **DRAFT: December 12, 2023***

*Previous Editions: April 19, 2011; February 19, 2019*

---

**SOUND FISCAL AND MANAGEMENT PRACTICES**

The Board authorizes the President to implement procedures, practices, and controls necessary to ensure that all of the College's funds are properly handled. The President shall ensure that:

- Funds are expended prudently and consistently within the approved budget.
- The budget is executed with sound stewardship of state financial resources, ensuring whenever possible that the percentage of state current operating funds remaining unexpended at the end of a fiscal year does not exceed five percent of the College's budget for such funds or five times the system-wide percentage, whichever is higher.
- Institutional fund accounts do not have a negative balance at the end of the fiscal year unless such an instance exists for a planned reason, such as anticipated reimbursement. If any institutional fund account has a negative balance at year-end, the negative fund balance, after the posting of all accrual entries, shall be reviewed by the President. In the event the negative balance is not due to a planned reason, the President shall develop a plan to rectify the negative balance, and the information shall be reported to the Board at its first scheduled meeting following year-end.
- Expenditures are tracked consistent with the North Carolina Community College System's (NCCCS) Chart of Accounts, as outlined in the NCCCS Accounting Procedures Manual.
- Financial reports are provided to the Board quarterly.
- A system of financial controls is maintained in accordance with N.C. General Statutes Section 143D-7.
- The College does not overdraw accounts. The President shall ensure that bank accounts are reconciled and any discrepancies and a plan for resolution are identified within 30 business days from the end of the prior month. In the event of noncompliance with this requirement more than once during a fiscal year, the situation shall be reported to the Board at its first scheduled meeting following the month of non-compliance.
- Complete and accurate financial statements are submitted to the North Carolina Office of the State Controller by the prescribed deadline.
- Audits are conducted consistent with N.C. General Statutes Sections 115D-20(9) and 115D-58.16.
- All findings identified in audits, compliance reviews, SACSCOC reviews or other monitoring reviews are addressed and resolved.

- The College utilizes reimbursable mileage and subsistence rates as published and updated as (current prevailing rate) by the IRS and NC Office of State Budget and Management (OSBM), respectively.
  - The President of the College is authorized to approve excess subsistence for meal per diems, on a case-by-case basis. Non-state funds shall be utilized for reimbursements that exceed the current prevailing rate. Excess subsistence may be subject to additional IRS reporting and taxation.

Employees of the College may collect and handle funds only after authorization by the President. When funds are collected, they are to be safeguarded, receipted, and handled in strict compliance with procedures prescribed by the President. Funds collected shall be turned in to the designated College office on the day they are collected (or the next Business Day if the designated College office is closed or unavailable). All funds received by the designated College office are required to be deposited in a bank no later than the next business day following collection.

The President shall actively seek to fill leadership and supervisory positions in a timely manner with individuals of high competence, and provide a vacancy report to the Board as information at least semi-annually.



**Student Government Association  
Board of Trustees Report 12/12/2023**

**Executive Board**

President: Hannah Benischek

Treasurer: N/A

Vice President: Stephanie Gorbounov

Parliamentarian: N/A

Secretary: N/A

Public Information Officer: N/A

**Campus Life Activities and Events**

**Past Events**

- Tuesday, October 31 – Met with Faculty Council President, Dr. Jessica Saxon, and Faculty Council Vice President, Elizabeth Spencer.
  - Increasing student engagement on campus
    - Creating welcoming spaces on Campus.
  - Mental Health Awareness
    - Let's Talk Events.
    - Utilizing on and off-campus resources.
- Wednesday, November 1 – Hispanic Culture Trivia
  - In Partnership with Shelley Hines and Maria Eid.
- Thursday, November 2 – University Transfer Fair
  - 14 Universities attended.
- Friday, November 3 – 5 – North Carolina Comprehensive Community College Student Government Association Fall 2023 Conference in Rocky Mount.
  - N4CSGA Board passed a motion to send a letter to each Community College President urging them to protect the SGA President as an Ex-Officio member of the Board of Trustees.
  - There was a motion to make DACA students the group that the special populations committee on the N4CSGA board focuses on for the remainder of this academic year.
- Monday, November 6 – Veterans Day Field of Flags on New Bern Campus
  - Organized by Mr. Philly Solano
- Thursday, November 9 – Veterans Day Luncheon on Havelock Campus
- Wednesday, November 15 – American Red Cross Blood Drive
  - Student Nursing Association Sponsored.
  - 29 Units collected.
- Thursday, November 16 – Pamlico High School Tour
  - 30 students attended.
- Saturday, December 2 – City of New Bern Christmas Parade
- Sunday, December 3 – Trent Woods Christmas Parade
- Saturday, December 9 – Havelock Christmas Parade

**Upcoming Events**

- Wednesday, December 13 – Student Nursing Association Bake Sale
- Friday, December 15 – Christmas Etiquette Luncheon for SGA and the Hurst Ambassadors