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## MEETING AGENDA

**FEBRUARY 20, 2024**

**5:30 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>         |
|       | (5) SEI Filings for 2024 ( <i>info</i> )   | <i>Amber Smith</i>           |
| III.  | Consent Agenda ( <i>motion</i> )   | <i>Ervin Patrick</i>         |
|       | (1) Approve Board of Trustees Meeting Minutes (December 12, 2023)                    |                              |
| IV.   | Financial Reports  | <i>Jim Millard, VP</i>       |
|       | (1) Financial Report 2 <sup>nd</sup> Quarter FY 2023-24 (Oct-Dec) ( <i>motion</i> )  |                              |
|       | (2) Write-Offs and Uncollectable Accounts ( <i>motion</i> )                          |                              |
|       | (3) Cash Balances ( <i>info</i> )  |                              |
| V.    | Personnel Report 2 <sup>nd</sup> Quarter FY 2023-24 (Oct-Dec) ( <i>info</i> )        | <i>Jim Millard</i>           |
| VI.   | Facilities Usage Report 2 <sup>nd</sup> Quarter FY 2023-24 (Oct-Dec) ( <i>info</i> ) | <i>Jim Millard</i>           |
| VII.  | Instructional Update ( <i>info</i> )   | <i>Kathleen Gallman, VP</i>  |
|       | (1) Fall Program Reviews   |                              |
|       | (2) Curriculum Report  |                              |
| VIII. | Old Business   | <i>Ervin Patrick</i>         |
|       | (1) SACSCOC Fifth Year Report closeout ( <i>info</i> )                               | <i>Kathleen Gallman</i>      |
|       | (2) Public Safety Training Center lease ( <i>motion</i> )                            | <i>Ray Staats</i>            |
| IX.   | New Business   | <i>Ervin Patrick</i>         |
|       | (1) Assign Ad-Hoc Committee for President's Evaluation ( <i>info</i> )               | <i>Ervin Patrick</i>         |
|       | (2) President's Annual Evaluation and Timeline ( <i>info</i> )                       | <i>Amber Smith</i>           |
|       | (3) FY 24 Special Salary Funds ( <i>info</i> )                                       | <i>Ray Staats</i>            |
|       | (4) Corporate Training Center update ( <i>info</i> )                                 | <i>Ray Staats</i>            |

- (5) Nursing Program updates (*info*) *Kathleen Gallman*
- (6) Approve Termination of Manufacturing Technology Program #A50320 (*motion*) *Kathleen Gallman*

- X. Reports
  - (1) President *Ray Staats*
  - (2) Board Chair *Ervin Patrick*
  - (3) Attorney *Jamie Norment*
  - (4) Student Trustee *Hannah Benischek*
  - (5) Foundation Board President *Anne Schout*
- Xi. Adjournment *Ervin Patrick*

CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING MINUTES  
DECEMBER 12, 2023

The Craven Community College Board of Trustees met on Tuesday, December 12, 2023 in the Ward Board Room. The meeting was called to order at 5:30 pm by Board Secretary and College President, Dr. Raymond Staats. A motion was made by Trustee Mitchell and seconded by Trustee Roberts to appoint Trustee Whit Whitley to preside as Acting Board Chair in the absence of Board Chair Dr. Ervin Patrick and Vice Chair Dr. Jim Davis.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Ms. Pam Holder, Mr. Chip Hughes, Ms. E.T. Mitchell, Ms. Jennifer O’Neill, Ms. Sandra Phelps, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Tabari Wallace (5:37 PM), Mr. Whit Whitley and Mr. Gus Willis.

Voting members absent were: Dr. Jim Davis and Dr. Ervin Patrick.

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.

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

Agenda Review and Adoption

Acting Board Chair Whitley reviewed the agenda (attached). Trustee Mitchell made a motion to accept the agenda as presented; Trustee Phelps seconded the motion and the motion was unanimously approved.

Conflict of Interest Declaration

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

Public Comment

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

Consent Agenda

Trustee Hughes motioned to accept the minutes (attached) of the October 17, 2023 meeting as presented; Trustee O'Neill seconded the motion and the motion was unanimously approved.

Financial Reports

*Fiscal Year 2023-24 1<sup>st</sup> Quarter Financial Report:* VP Jim Millard highlighted the reports for July-September 2023 (attached). Trustee Roberts motioned to accept the reports as presented; Trustee Mitchell 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 O'Neill motioned to accept the report as presented; Trustee Holder 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 1<sup>st</sup> quarter (July-September) fiscal year 2022-23 Personnel Report (attached).

Facilities Usage Report

The Facilities Usage Report (attached) from 1<sup>st</sup> quarter (July-September) fiscal year 2023-24, was reviewed by VP Millard for informational purposes.

Old Business

None reported

New Business

*Approve Fiscal Year 2023-24 Budget:* VP Millard reviewed the budget and highlighted increases that allow for personnel salary raises. Trustee Hughes motioned to approve the budget as

presented; Trustee O'Neill seconded the motion and the motion was unanimously approved.

*Approve Public Safety Training Center Project # 2809:* VP Millard presented the capital improvement project (attached) for the Public Safety Training Center. Trustee Mitchell motioned to approve the project as presented; Trustee Wallace seconded the motion and the motion was unanimously approved.

*Approve new curriculum program General Occupational Technology (A55280):* VP Kathleen Gallman presented a review of the General Occupational Technology (A55280) program (attached). Trustee Mitchell made a motion to approve the program, Trustee Hughes seconded the motion and the motion was unanimously approved.

*Review Workforce Development Massage Therapy Program:* VP Gery Boucher presented the new Workforce Development Massage Therapy Program that will begin in April 2024.

*Approve Change in Fee Chart:* VP Millard reviewed two changes highlighted in red in the fee chart (attached). Trustee Taylor made a motion to approve the fee chart as presented, Trustee Roberts seconded the motion and the motion was unanimously approved.

*Approve PRE Foundation Board Members:* President Staats presented for ratification two new members for the Public Radio East Foundation Board of Directors – Carl Oldani and Dakota Lipscombe (biographies attached) for a term of office in accordance with the PRE Foundation Bylaws. Trustee Hughes motioned to approve the new foundation directors as presented. Trustee Mitchell seconded the motion and the motion was approved unanimously.

*Review BP 5.1, Sound Fiscal and Management Practices:* President Staats reviewed the changes made to the policy regarding mileage and subsidence rates. The revised policy will be presented for approval at the February meeting.

#### Reports

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

- Accreditation Law: This law requires colleges to seek accreditation with a new accreditor for each cycle. Craven Community College is in the “class of 2027”. The College is awaiting clarification and guidance from North Carolina Community College System Office (NCCCS).
- Parental Bill of Rights: Awaiting clarification whether the new law has application to community colleges.
- MG Anderson Visit: Retired MG Rodney Anderson, Chair of the North Carolina Military Affairs Commission, will visit Craven County on December 14<sup>th</sup>. His visit will include tours of the Havelock campus and Volt Center.
- SACSCOC 5<sup>th</sup> Year Referral Report: The Referral Report to the Fifth Year Report to SACSCOC has been accepted and is closed and no further action is required.
- Dr. Staats attended the ADC Innovation Excellence Conference: November 6-8, 2023 and Orlando with ACT
- AACC WDI: Dr. Staats, Dr. Patrick, Trustee Mitchell and Trustee O’Neill will attend the AACC WDI in New Orleans January 23-26, 2024,
- Holiday Closure: The College will be closed December 21, 2023 and will reopen January 3, 2024.
- Coins: The 2024 commemorative coins with the Volt Center highlighted were presented to each Trustee.

*Chair:* No report.

*Attorney:* No report.

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

#### Closed Session

At 6:46 pm, a motion was made by Trustee Roberts, seconded by Trustee Wallace, and with unanimous approval, the Board of Trustees of Craven Community College, pursuant to NC General Statute {143-318.11(a)(3)}, to consult with legal counsel on matters related to the

lawsuits *Mark Marsteller v. Trustees of Craven Community College* and *Joshua Arnold et al. v. Tradewind Flight Services, Inc. et al.*" with President Staats, Dr. Kathleen Gallman and Executive Assistant Amber Smith remaining in the Closed Session at the pleasure of the Board.

At 7:20 pm, upon a motion by Trustee Phelps, seconded by Trustee Willis, and unanimous approval, the Closed Session ended and Regular Session resumed. The public was invited to rejoin the Regular Session.

Adjournment

With no further business to be presented, Whit Whitley adjourned the meeting at 7:20 pm and thanked everyone for their participation.

Respectfully submitted:



Ervin D. Patrick, Chair  
February 20, 2024



Raymond W. Staats, Secretary  
February 20, 2024







**Craven Community College  
Institutional Funds Budget Comparison Report  
As of December 31, 2023 - 50% of Year**

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	-	-	0%	-	7,861.62
00	130 Title IX/Cleary & Covid Impact Funds	358,852.00	351,649.57	7,202.43	98%	6,299.23	(6,922.21)
01	133 Discretionary	92,076.00	7,869.82	84,206.18	9%	16,288.11	42,735.10
01	134 Unrestricted Overhead Receipts	21,642.00	2,227.70	19,414.30	10%	5,058.79	55,202.66
01	136 Foundation	414,650.00	132,164.84	282,485.16	32%	238,713.50	630,957.42
01	137 Financial Aid Matching	1,700.00	1,572.75	127.25	93%	206.15	9,499.10
01	221 Applied Music	-	-	-	0%	1,622.35	34,592.29
01	227 Extra Curricular Activities	22,398.00	19,103.05	3,294.95	85%	2,240.23	47,070.40
01	250 Curriculum-Self Supporting	36,923.00	20,545.31	16,377.69	56%	4,469.91	191,334.42
01	312 Fire College	1,635.00	1,634.11	0.89	100%	102.35	3,589.47
01	340 WFD-Self Supporting	513,734.00	179,638.98	334,095.02	35%	182,194.28	801,648.03
01	411 Learning Resource Center	2,760.00	-	2,760.00	0%	54.71	2,837.04
01	460 Customized Ind Train Support	4,395.00	-	4,395.00	0%	1,112.37	33,656.96
01	461 Small Business Support Fund	-	-	-	0%	2.63	132.11
01	610 VOLT Center	36,931.00	-	36,931.00	0%	1,801.92	91,969.17
02	131 College Work Study	107,670.00	44,757.30	62,912.70	42%	44,757.30	-
02	134 Restricted Overhead Receipts	178,700.00	11,507.88	167,192.12	6%	19,399.47	381,276.18
02	138 Returned Check Fee Fund	75.00	6.00	69.00	8%	686.52	23,085.22
02	139 CARES Act/NCCF WorkReady	968,380.00	968,026.46	353.54	100%	968,026.46	-
02	220 NCSU Engineering	124,389.00	19,819.64	104,569.36	16%	96,992.46	105,984.96
02	227 ENCORE	15,000.00	3,873.67	11,126.33	26%	133.05	4,337.05
02	228 Grants -NSF SEAS/Bosch/NCCF	329,200.00	91,311.75	237,888.25	28%	208,105.24	314,374.66
02	291 Specific Fees - Lab/DE/ASC	1,430,285.00	1,012,728.42	417,556.58	71%	986,964.03	1,822,917.62
02	292 System-Wide Fees-Comp Tech	734,454.00	201,052.74	533,401.26	27%	125,368.23	1,394,964.02
02	293 Patron Fees	53,203.00	25,934.05	27,268.95	49%	20,545.58	275,645.17
02	314 Grants - Workforce Development/BS	568,865.00	44,862.31	524,002.69	8%	52,420.00	501,874.84
02	355 NCDPS Reentry Program	275,894.00	142,529.46	133,364.54	52%	179,825.48	140,990.87
02	370 FTCC NCMBC	81,800.00	41,255.64	40,544.36	50%	41,241.01	(468.74)
02	392 System-Wide Fees - WFD Comp	-	-	-	0%	-	10,899.83
02	412 Grants -NC A&T STEPs3GROWTH & Bright Ideas	41,928.00	17,121.06	24,806.94	41%	15,822.32	(5,013.13)
02	521 C-Step Grant	12,500.00	4,276.57	8,223.43	34%	11,704.00	7,427.43
02	531 Professional Liability Ins	12,119.00	12,119.00	-	100%	5,545.48	44,636.84
02	532 Student Insurance	10,004.00	4,162.53	5,841.47	42%	2,835.82	(5,468.82)

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	533 Transcript Fees	41,122.00	14,379.50	26,742.50	35%	21,419.32	337,007.14
02	534 TRIO/Panther Pantry Grants	351,619.00	124,968.35	226,650.65	36%	121,281.90	109.94
02	556 Student Outreach & Advising	6,555.00	2,635.27	3,919.73	40%	5,000.00	3,480.44
02	790 Facilities Rental Fund	10,000.00	-	10,000.00	0%	6,284.86	60,589.48
02	791 Public Radio East	1,095,028.00	536,739.06	558,288.94	49%	480,318.20	113,135.08
02	795 Career Fair	-	-	-	0%	11.99	611.09
02	796 Testing Centers	95,896.00	42,851.69	53,044.31	45%	28,259.45	153,223.06
02	797 Public Radio East Foundation	877,463.00	326,781.60	550,681.40	37%	346,077.60	139,638.82
02	823 SEOG	124,780.00	44,436.00	80,344.00	36%	44,436.00	-
02	824 Pell	4,326,738.00	2,059,161.06	2,267,576.94	48%	2,037,412.06	(21,749.00)
02	829 Cares Act	-	-	-	0%	-	-
02	830 NCCC Target Asst/LTHT/GoldenLeaf	35,493.00	17,799.00	17,694.00	50%	19,742.00	1,943.00
02	833 NCCG	-	-	-	0%	-	-
02	834 Teacher Assistant Sch Fund	7,123.00	7,123.00	-	100%	5,173.00	-
02	835 State Aid Scholarships	115,634.00	111,634.00	4,000.00	97%	115,634.00	4,000.00
02	840 General Scholarships	643,906.00	370,824.74	273,081.26	58%	367,234.12	427,038.75
02	841 Endowment/Other Scholarships	103,301.00	47,983.00	55,318.00	46%	59,630.40	21,437.40
05	710 Clearwire Distribution	5,511.00	-	5,511.00	0%	3,926.41	53,903.04
05	720 Bookstore	96,100.00	15,310.89	80,789.11	16%	61,300.65	690,213.67
05	730 Food Service	37,681.00	1,720.81	35,960.19	5%	19,593.21	44,962.16
05	740 Campus Access	85,276.00	37,154.95	48,121.05	44%	31,343.03	64,718.56
05	770 Student Activity Funds	179,287.00	102,744.25	76,542.75	57%	78,436.97	217,001.36
06	810 J. Wrenn Emergency Loan Fu	600.00	356.12	243.88	59%	1,468.44	43,955.69
07	910 Buildings & Grounds	9,640,219.00	1,724,868.16	7,915,350.84	18%	2,443,353.98	2,635,966.93
08	792 Public Radio East Endowment	-	-	-	0%	1,493.89	76,248.16
08	850 Endowments	77,651.00	40,438.31	37,212.69	52%	256,532.09	3,164,195.47
<b>Total</b>		<b>24,409,145.00</b>	<b>8,991,660.37</b>	<b>15,417,484.63</b>	<b>37%</b>	<b>9,795,902.55</b>	<b>15,195,257.82</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 - October 1, 2023 to December 31, 2023**

Return of Title IV	\$39,298.86
FA Issues/Withdrew Charged 25%	\$0.00
Sponsor Issues	\$3,508.63
Payment Plan	\$2,185.15
<b>Total</b>	<b>\$44,992.64</b>

Kisha B. Simpson (Requested by)	Jim Millard Vice President for Administration
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Past Write-Offs (6 Months; YTD) July - December	2023-24	2022-23	2021-22	2020-21	2019-20
Total	\$53,170.28	\$75,080.74	\$64,289.09	\$14,561.38	\$50,611.84

Quarterly Collections 2nd Qtr Comparison Only October - December	2023	2022	2021	2020	2019
Total Collected this Period	\$6,259.91	\$1,616.33	\$3,594.14	\$1,794.96	\$3,992.67
Received from Debt Setoff	\$412.46	\$669.04	\$0.00	\$211.13	\$544.84
Collection Agency Fees	(\$1,321.98)	(\$375.18)	(\$718.84)	(\$389.49)	(\$798.52)
Net Proceeds	\$5,350.39	\$1,910.19	\$2,875.30	\$1,616.60	\$3,738.99

**CRAVEN COMMUNITY COLLEGE  
REPORT OF CASH BALANCES**

<b>STIF Account:</b>	<b>31-Dec</b>	<b>30-Sep</b>	<b>Variance</b>
<b>Local Funds</b>	\$2,880,659.77	\$3,106,023.96	-\$225,364.19
<b>Special Funds</b>	<u>\$9,317,718.24</u>	<u>\$9,386,069.75</u>	<u>-\$68,351.51</u>
<b>Total</b>	\$12,198,378.01	\$12,492,093.71	-\$293,715.70

**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>31-Dec</b>	<b>30-Sep</b>	<b>Variance</b>
<b>STIF Interest Rate:</b>	4.14822%	3.82676%	0.32146%

**Craven Community College Personnel Report**  
**October 1, 2023 – December 31, 2023**

<b>New Hires</b>	<b>Position Title</b>		<b>Effective</b>	<b>Monthly/Annually</b>
Tommy Johnson	School Certifying Official Assistant (Part-time Regular)		10/2/23	\$2,388/\$28,656
Sarah Alves de Souza	Custodian (Part-time Regular)		10/16/23	\$1,625/\$19,500
Julian Barrow	Custodian		10/16/23	\$2,600/\$31,200
Brittney Poole	Custodian- Havelock Campus		10/16/23	\$2,600/\$31,200
McKennah Jackson	Data Analyst		11/1/23	\$4,167/\$50,004
Sabrina Reels	Senior Administrative Assistant- Volt Center		11/1/23	\$2,859/\$34,308
Sharon Bucci	Administrative Assistant- Student Records (Part-time Regular)		11/15/23	\$1,885/\$22,620
Jane Purser	Administrative Assistant- Financial Aid (Part-time Regular)		11/15/23	\$1,885/\$22,620
Navarre Thomas	Campus Security Officer		11/15/23	\$2,900/\$34,800
Elizabeth Harden	TRiO Success Coordinator		12/1/23	\$3,500/\$42,000
<b>Reassignments/ Promotions</b>	<b>From</b>	<b>To</b>	<b>Effective</b>	<b>Monthly/Annually</b>
Antoinette Williams	Senior Administrative Assistant- Volt Center	Senior Administrative Assistant- Havelock	10/1/23	\$2,865/\$34,380
Cheryl Jethro	Administrative Assistant- Financial Aid (Part-time Regular)	Financial Aid Advisor II	11/15/23	\$3,367/\$40,404
Kylie Rautmann	Administrative Assistant- Career Programs (Part-time Regular)	Administrative Assistant- Career Programs (Full-time)	12/1/23	\$2,818/\$33,816

<b>Resignations/ Terminations/ Retirements</b>	<b>Position Title</b>	<b>Effective</b>	<b>Reason</b>
Jessica Fulford	Senior Administrative Assistant- Human Resources	10/31/23	Termination
Molly Beth McAbee	Administrative Assistant- TRiO (Part-time Regular)	11/30/23	Resignation
Navarre Thomas	Campus Security Officer	11/30/23	Resignation
Sydney Toler	Administrative Assistant- Career Programs	11/30/23	Resignation
Emily Anderson	Campus Life Coordinator	12/31/23	Resignation
Vincent Bryant	Accounting Assistant- Collections & Travel	12/31/23	Resignation
Joe Dorley	Faculty, Automotive Systems Technology	12/31/23	Resignation
Karen Nelson	Faculty, English	12/31/23	Retirement
Carolyn Ward	Financial Aid Advisor II	12/31/23	Retirement

**Craven Community College Facilities Usage Report  
October 1, 2023 - December 31, 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>
Cone Advisory Group	10/3/23, 10/5/23, 10/10/23	Profit	Naumann	\$1,240.00	7/31/2023	52
New Bern Historical Society	10/8/2023	Non-Profit	Orringer	\$360.00	8/14/2023	200
Bright Star Touring Theater	10/13/2023	Profit	Orringer			150
Congressman Murphy	10/14/2023	Gov	AMC 104			6
Craven Concerts	10/19/2023	Profit	Orringer	\$600.00	10/9/2023	270
NC Cyber Academy	10/20/2023	Edu	AMC 102			20
New Bern Historical Society	11/12/2023	Non-Profit	Orringer	\$360.00	9/14/2023	250
Craven County Schools	11/14/2023	Edu	AMC 104			9
American Red Cross	11/15/2023	Non-Profit	Naumann			50
Craven County Schools	12/11/2023	Edu	AMC 104			7
Word of God Christian Center	12/16/2023	Non-Profit	Orringer			75

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

# Instructional Update

Dr. Kathleen Gallman





# Fall Program Review Highlights

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## Associate in Arts

- Strengths – pathways and partnerships (CAA w/ UNC); diverse learning opportunities (Study Abroad, CCURE collaboration with UNCW); 5-star PTK Chapter
- Recommendations – enhance marketing and outreach; develop mentoring opportunities for transfer students

## Associate in Science

- Strengths – excellent hands-on experiences; transferability into junior year (CAA w/ UNC); community engagement through camps/events
- Recommendations – address enrollment decline through marketing and flexible scheduling; convert more faculty from 9 to 12 month contracts (continuity; engagement)

# Fall Program Review Highlights

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## **Aviation Management & Career Pilot**

- Strengths – high licensure pass rates; positive employer feedback; new program pathway in Aviation Management
- Recommendations – actively pursue airline partnerships; increase enrollment; explore opportunities to reduce financial burden for students

## **Early Childhood Education**

- Strengths – increase in student credentials awarded; community engagement (visibility at campus events; ECE Club); implementation of HYFLEX and VR
- Recommendations – consider 12-month contract for program lead; increase professional development opportunities for adjuncts; market program broadly (social media; videos)

# Fall Program Review Highlights

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## **Mechatronics Technology**

- Strengths – Industry alignment and engagement; faculty focus on hand-on experiences; up-to-date equipment; positive reputation
- Recommendations – acquire new textbook and materials focused on 2-year programs; seek PD on FANUC robotics; increase visibility

## **Medical Office Administration**

- Strengths – non-selective health program option; online format caters to military; stable program that aligns with industry trends
- Recommendations – increase marketing; establish method for tracking job placement; foster partnerships with local healthcare organizations (for job shadowing and externships)

# Regional Accreditation

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## 5<sup>th</sup> Year Report Wrap-Up

- Received letter from SACSCOC in January 2024 stating no further reports are required
- Reaffirmation in 2027

## New Legislation – “Accreditation Bill”

- NCCCS taking the lead
- Must get approval by the Dept. of Ed. prior to contract with new accreditor
- Craven likely will not have time to change accreditors this cycle given we are Class of 2027

# New Health Programs

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## Evening and Weekend LPN Program (CU)

- Four semester program recently approved by Board of Nursing
- Class 2-3 evenings/week
- Clinical on Saturdays
- First cohort August 2024

## Surgical Technology (WFD)

- Exceptional partnership with CEHS! Students will have practical experience in operating rooms (hospital and surgical center)
- Year-long program; First cohort August 2024
- High-Cost Start-up Grant submitted in February

# Liberal Arts & University Transfer Changes

---

## Department name changing to Arts & Sciences

- Liberal Arts not as well understood by students
- Abbreviation LAUT confusing

## Search process underway for Dean of Arts & Sciences

- Long-tenured AVP/Dean, Dr. Betty Hatcher retiring in May
- AVP appointment on hold

## Curricular Enhancements

- Associate in Arts and Associate in Science degrees revised to increase transferability and alignment with sister colleges
- More flexibility for students

# Career Programs

---

## Career and Technical Education (CTE) Expo.

- Partnership with Craven County Schools and Employers
- 1K 8<sup>th</sup> graders to attend

## Apprenticeships

- FRCE selected 5 students in January in the fields of Industrial Systems Technology and Electrical Engineering Technology; begin August 2024
- B/S/H selected 5 Havelock High students in January in the field of Mechatronics; begin August 2024
- Machining apprenticeship started in Fall 23 (B/S/H)

# Summer Camps (handouts)

---

## New Bern Campus

- STEAM Ahead
- Creative Hands
- Glazed and Amazed

## Havelock Campus

- Aviation Camp
- Engineering Camp
- 3D Printing Workshop
- 3D Modeling Workshop





*Purpose-driven teaching and learning for  
Craven County*  
CravenCC.edu | 252-638-7200



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

Dear Dr. Staats:

The following action regarding your institution was taken by the Board of Trustees of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) during its meeting held on December 3, 2023:

The SACSCOC Board of Trustees reviewed the institution's Referral Report following the submission of its Fifth-Year Interim Report in December 2022. No additional report was requested.

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

Sincerely,

Belle S. Wheelan, Ph.D.  
President

BSW:ktf

cc: Dr. J. Matthew Melton, Vice President, SACSCOC

**NORTH CAROLINA  
CRAVEN COUNTY**

**LEASE AGREEMENT**

THIS LEASE AGREEMENT (“Lease”), dated February 5, 2024, for convenience of reference, is made by and between CRAVEN COUNTY (“Lessor”) and the TRUSTEES OF CRAVEN COMMUNITY COLLEGE (“Lessee”), collectively referred to as the “Parties.”

**WITNESSETH:**

THAT WHEREAS, the Lessor owns two parcels of real property located at the eastern terminus of Executive Parkway in Craven County, said parcels being identified by Craven County Tax Parcel Number 8-217-7003 and 8-217-7004 (“Subject Property”); and

WHEREAS, the Lessor has agreed that the Lessee may lease the Subject Property more specifically described herein as the “Premises” for use as a public safety training center and other activities, subject to the terms and conditions established herein; and

WHEREAS, the Lessor has determined that the Premises will not be needed by the Lessor for the term of the Lease; and

WHEREAS, the Parties have agreed upon the terms of a Lease and wish to reduce their agreement to writing.

NOW, THEREFORE, the Lessor does hereby let and lease unto said Lessee, and said Lessee does hereby accept as tenant of said Lessor, the Premises, for the term and upon the conditions hereinafter set forth:

1. **INCORPORATION OF RECITALS.** The foregoing WHEREAS paragraphs are incorporated herein as part of the terms and conditions of this Lease.

2. **THE PREMISES.** In consideration of the obligation of Lessee to pay rent as herein provided and in consideration of the other terms, covenants, and conditions hereof, Lessor hereby demises and leases to Lessee, and Lessee hereby leases from Lessor, those certain premises containing approximately 30.5 acres as more specifically described and illustrated on Exhibit A attached hereto and incorporated herein by reference, located on Executive Parkway in Craven County (the “Premises”). The Premises expressly excludes, however that portion upon which is located certain utility facilities owned and operated by the City of New Bern, and are delivered subject to the rights of the City of New Bern to access its adjacent property over existing dirt or gravel roadway as depicted on Exhibit A.

3. **TERM.** The term of this Lease shall commence on the date first set forth above (the "Commencement Date"), shall continue for the balance of the month in which the Commencement Date occurs and for a period of forty (40) years thereafter, unless sooner terminated or extended in accordance with the terms hereof. The Parties, by written instrument, may agree to an extension of the lease term prior to the termination of this Lease.

Notwithstanding the foregoing, Lessee may terminate this Lease at any time after the second anniversary of the Commencement Date upon one hundred eighty (180) days' advance written notice to Lessor.

Should Lessor terminate this Lease through no fault of Lessee, a prorated amount of the building and upgrade cost, amortized over the lease period, will be returned to Lessee.

5. **RENT.** As rent for the said Premises, the Lessee agrees to maintain the Premises, as set forth herein, and to pay the sum of ONE DOLLAR (\$1.00) per annum during the term of this Lease, the first such payment to be made contemporaneously with the execution of this Lease, each subsequent annual payment to be made on or before the anniversary date of this Lease; provided that Lessee shall have the option of paying rent for the entire Term at any time in lieu of paying rent annually.

6. **PERMITTED USES.** Lessee agrees to utilize the Premises for the conduct of College educational programs, principally being educational initiatives, consistent with North Carolina Community College System Policies, Craven Community College Board of Trustees Policies, and College Procedures, and for no other purposes without Lessor's prior written consent, consistent with the Craven County First Responders Training Grounds White Paper attached hereto as Exhibit B. In furtherance thereof, Lessee may undertake any or all of the foregoing in connection with its Permitted Use:

- a. The construction of pads or foundations for Conex boxes, storage sheds, and similar facilities, with associated clearing and grading;
- b. Bringing such Conex boxes, storage sheds, and similar facilities onto the Premises;
- c. The installation of utilities to serve any facilities on the Premises;
- d. The installation of gravel or other pervious surface parking areas for users of the Premises; and
- e. All uses allowed by law and related to the foregoing.

7. **PROHIBITED USES.** Lessee shall not cause or permit any waste to occur in the Premises. Lessee shall keep the Premises, and every part thereof, in a clean and wholesome condition, free from any objectionable activities or nuisances. Lessee agrees not to permit any Hazardous Material (as defined hereinafter) to be installed, brought, kept, used, stored or discharged upon the Premises in violation of any State, Federal or local environmental laws regulating Lessee's use and occupancy of the Premises. Lessee shall indemnify Lessor for any losses, damages, liability, claim, or expenses (including reasonable attorneys' fees) resulting from a breach of the aforesaid agreement or resulting from the exercise of Lessee's rights to store or use any Hazardous Material in accordance with the provisions of this paragraph. For purposes hereof, the term "Hazardous Material" shall include, without limitation, any substances defined as "hazardous wastes," "hazardous substances," "hazardous materials," or "toxic substances" by the Resource Conservation and Recovery Act of 1976, as amended from time to time, or the regulations promulgated thereunder, the Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended from time to time, or the regulations promulgated thereunder, the Toxic Substances Control Act, as amended from time to time, or the regulations promulgated thereunder, or any other federal, state or local statute, law, ordinance, code, rule, regulation, order, decree or other requirement or any governmental authority having jurisdiction over the Premises which regulates or imposes liability or standards of conduct concerning any hazardous, toxic, or dangerous waste, substance or material, as now or at any time hereafter in effect. Without limiting the generality of the foregoing, the term "Hazardous Material" shall include dry cleaning solvents and petroleum products outside sealed containers. Notwithstanding the above, Lessee shall not be responsible for any claim, demand, cost, damage, injury, loss, liability or change based on or arising out of the presence of any Hazardous Materials or conditions on or about the Premises which existed prior to Lessee's occupancy or which was not expressly caused by Lessee, its agents, employees or representatives.

8. **UTILITIES.** All applications and connections for utility services required by Lessee in conjunction with Lessee's use and occupancy of the Premises shall be made in the name of Lessee only, and Lessee shall be solely responsible for obtaining such services and for the payment of all charges for such services as they become due. Such utility services include, but are not limited to, sewer, water, gas, electricity, trash removal and telephone services.

9. **REPAIR AND MAINTENANCE.** Lessee shall maintain the grounds, driveways, and parking areas on the Subject Property and any other property over which Lessee has access rights in good condition and repair, and free of debris.

10. **LIABILITY INSURANCE.** Lessee, at its sole cost and expense, shall maintain for the benefit of Lessor and Lessee, general liability insurance protecting Lessor and Lessee against any claim or claims for damage arising by reason of injury, death or damage occasioned in, upon or adjacent to the Premises, and products liability, such insurance to protect Lessor and Lessee jointly and severally to the combined limit of One Million and No/100 Dollars (\$1,000,000.00) for injury to or death of any one (1) or more persons by the same accident or for damage to property of other persons. Each policy effecting such coverage shall designate Lessor, Lessor's mortgagee, if any, as additional insureds as their respective interests may appear, and shall contain a clause that the insurer will not cancel or materially modify the insurance coverage without first giving Lessor a minimum of thirty (30) days' advance written notice. Further, each such policy shall be carried with a reputable insurance company authorized to do business in North Carolina and reasonably approved by Lessor, and a certificate of insurance shall be provided to Lessor. In the event Lessee at any time shall fail to maintain such insurance or shall fail to pay any and all premiums therefor, Lessor shall have the right and option to effect such insurance and pay any and all premiums therefor; and, in the event of any such payment, Lessee, on the rental date next succeeding the date on which Lessee receives notice of such payment having been made, shall pay to Lessor a sum equal to the amount which was so paid for such insurance premiums, it being expressly understood that Lessor shall have no obligation whatsoever hereunder to effect such insurance or to make such premium payments to cure the default of Lessee.

11. **DAMAGE OR DESTRUCTION.** In the event the Premises shall be totally or partially damaged or destroyed by fire, flood, act of God or other casualty, so as to render the Premises untenable, in Lessee's reasonable discretion, this Lease shall terminate.

12. **DEFAULT.** If Lessor or Lessee shall fail to perform or comply with any of the agreements or covenants of this Lease and if such nonperformance shall continue for a period of thirty (30) days after receipt of notice thereof, or, if such performance cannot be reasonably had within the thirty (30) day period, such party shall not in good faith have commenced

performance within the thirty (30) day period and shall not diligently proceed to the completion of such performance, such event shall constitute a default under this Lease.

13. **REMEDIES.** Upon the occurrence of any default, each party shall have all of the rights and remedies that are available under the laws of the State of North Carolina, including, but not limited to the termination of this Lease.

14. **SIGNAGE.** Lessee shall be entitled any desired signage identifying its operation on the Premises as is allowed by law.

15. **ASSIGNMENT OR SUBLETTING.** Lessee shall not assign this Lease nor sublet any part of the Premises without written consent of the Lessor, which shall not be unreasonably withheld, conditioned, or delayed.

16. **QUIET POSSESSION.** Lessor agrees that Lessee shall, upon paying the rent and performing the covenants of this Lease, quietly have, hold and enjoy the Premises during the term of this Lease. Lessor acknowledges that Lessee's use of the Premises as a public safety training center by its nature may involve noises and odors emanating from the Premises from equipment and machinery, and that such use shall not constitute a nuisance to Lessor.

17. **SURRENDER OF POSSESSION.** Upon expiration of the term of this Lease, Lessee shall surrender the Premises to Lessor in as good condition as the same are at the beginning of the lease term, reasonable wear and tear and casualty excepted.

18. **FIXTURES.** Lessee shall have the right to install in or on the Premises such fixtures or equipment deemed necessary by Lessee for the conduct of Lessee's operations. So long as Lessee is not in default of the terms of this Lease, all fixtures and equipment installed by Lessee shall remain the property of Lessee and Lessee shall have the right to remove such equipment at any time up to and including the expiration date of this Lease or sooner termination of this Lease for any reason; provided, however, Lessee shall give Lessor ten (10) days' written notice prior to removal of a fixture that has been affixed to the foundation or structural systems of the Premises if the removal would damage in any way the Premises. Lessor shall be responsible for the cost of repairing any damage to the Premises which is caused by such removal. Any fixtures installed by Lessee shall automatically become the property of the Lessor, with Lessor remaining liable for any indebtedness thereon, if such fixtures are not removed by Lessee within a reasonable time after the expiration date of this Lease or sooner termination of this Lease for any reason.

19. **NOTICES.** All notices required to be given with respect to any matter pertaining to this Lease shall be sent by certified mail, return receipt requested, or other nationally recognized overnight courier and shall be deemed delivered upon receipt or refusal if addressed to Lessee or to Lessor at the following addresses:

Lessor:  
Craven County  
Attn: County Manager  
406 Craven Street  
New Bern, N.C. 28560

Lessee:  
Craven Community College  
Attn: President  
800 College Court  
New Bern, N.C. 28562

Either Lessor or Lessee may change the address to which notices are to be sent to them by giving written notice of such change of address to the other party as herein provided.

20. **INDEMNIFICATION/LIMITATION OF LIABILITY.** To the extent allowed by law, and as limited by the laws of North Carolina, including the North Carolina Tort Claims Act, the Defense of State Employees Act, and the Excess Liability Policy administered through the North Carolina Department of Insurance, subject to the availability of appropriations and in proportion to and to the extent that such liability for injury or damages is caused by or results from the negligent acts or omissions of Lessee, its officers or employees, Lessee shall indemnify Lessor and save it harmless from and against any and all liability for injury or damage to person or property arising from or out of any occurrence in, upon, or at the Premises, or the occupancy or use by Lessee of the Premises, unless the same is caused by the negligence or willful misconduct of Lessor. To the extent allowed by law, Lessor shall indemnify Lessee and save it harmless from and against any and all liability for injury or damage to person or property arising from or out of any occurrence in, upon, or at the Subject Property occasioned wholly or in part by any negligent act or omission of Lessor, its agents, contractors, or employees, unless the same is caused by the negligence or willful misconduct of Lessee.

21. **MEMORANDUM OF LEASE.** This Lease shall not be recorded, but Lessor and Lessee, at either's request, shall execute a memorandum of lease for recording purposes



which shall contain only the information required by Section 47-118 of the North Carolina General Statutes.

22. **ENTIRE AGREEMENT.** This Lease contains the entire agreement between the Parties with respect to the Premises, and cannot be changed or terminated except by written instrument subsequently executed by the parties hereto.

23. **BINDING EFFECT.** All the terms and conditions of this Lease shall be binding upon and shall apply and inure to the benefit of the parties hereto.

24. **CONSTRUCTION OF LEASE.** In construing and interpreting this lease, the following rules shall apply:

(a) This lease shall be construed with equal weight for the rights of both parties, the terms hereof having been determined by fair negotiations with due consideration for the rights and requirements of both parties.

(b) Pronouns used in this lease importing any specific gender shall be interpreted to refer to corporations, partnerships, men and women, as the identity of the parties hereto, or the parties herein referred to, may require.

(c) Pronouns, verbs and/or other words used in this lease importing the singular number shall be interpreted as plural, and plural words as singular, as the identity of the parties hereto, or the parties or objects herein referred to, may require.

(d) Paragraph headings appearing in this lease are for purposes of easy reference and shall be considered a part of this lease and shall in no way modify, amend, or affect the provisions thereof.

25. **GOVERNING LAW.** This Lease shall be construed and interpreted in accordance with the laws of the State of North Carolina.

26. **COMPLIANCE WITH NONDISCRIMINATION LAWS.** Lessee agrees to comply with all applicable federal, state, and local laws prohibiting discrimination.

IN TESTIMONY WHEREOF, the County has caused this instrument to be executed as its act and deed by the Chairman, and its corporate seal to be hereunto affixed, and attested by its Clerk, all by the authority of its Board of Commissioners; and the Chair of the Board of Trustees of Craven Community College has executed or caused this document to be duly executed, all as of the day and year first above written.

LESSOR:

**CRAVEN COUNTY**

By:   
CHAIRMAN

ATTEST:

  
County Clerk

[SEAL]

LESSEE:

**THE TRUSTEES OF CRAVEN COMMUNITY COLLEGE**

By:   
Craven Community College Chair

[SEAL]

NORTH CAROLINA  
CRAVEN COUNTY

I, Alison J. Newcombe, a notary public in and for said county and state, do hereby certify that on the 5<sup>th</sup> day of February, 2024, before me personally appeared Jason R. Jones with whom I am personally acquainted, who, being by me duly sworn, says that he is the Chairman of the Board of Commissioners for Craven County and that NAN HOLTON is the Clerk of the Board of Commissioners for Craven County, the body politic and corporate described in and which executed the foregoing instrument; that he knows the common seal of said body politic and corporate; that the seal affixed to the foregoing instrument is said common seal; that the name of the body politic and corporate was subscribed thereto by the said Chairman; that the said common seal was affixed, all by order of the Board of Commissioners of said body politic and corporate; and that the said instrument is the act and deed of said body politic and corporate.

WITNESS my hand and notarial seal, this the 5<sup>th</sup> day of February, 2024.

Alison J. Newcombe  
NOTARY PUBLIC

My Commission Expires:

June 1, 2024

NORTH CAROLINA  
CRAVEN COUNTY



I certify that the following person personally appeared before me this day, acknowledging to me that he signed the foregoing document for the purpose(s) stated therein, in the capacity indicated therein: Ervin D. Patrick, Chair of the Board of Trustees of Craven Community College.

Date: 20<sup>th</sup> day of February 2024

Amber L. Smith  
Signature of Notary Public

Amber L. Smith  
Notary's printed or typed name

My commission expires: May 15, 2027



ND:4884-7699-0610, v. 2

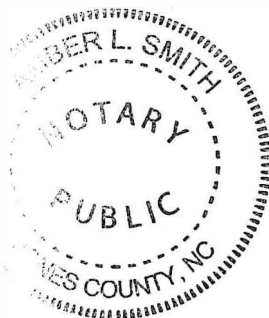
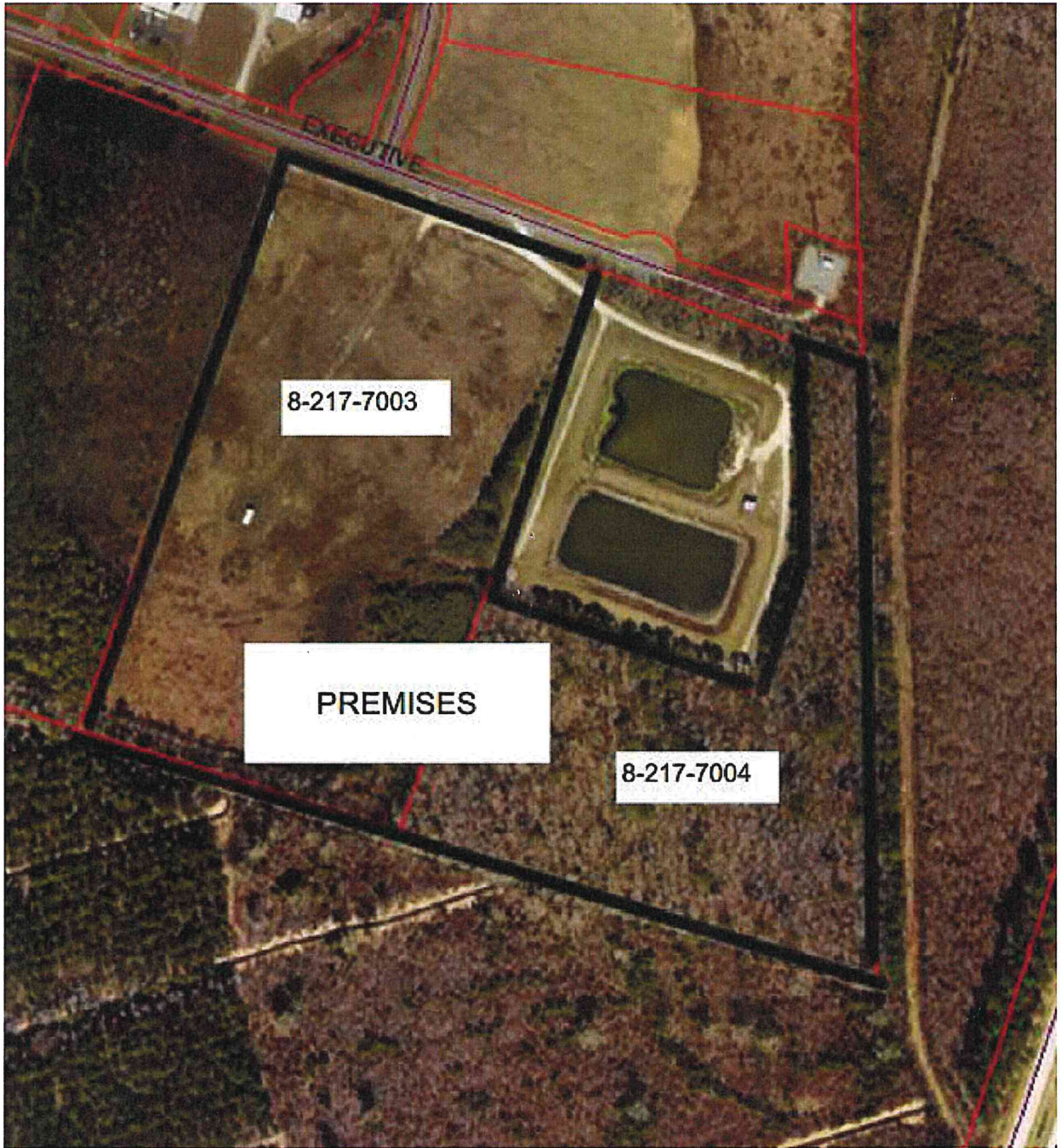


EXHIBIT A



**State Construction Office**  
Michael J. Shumsky, P.E. | Director

Roy Cooper | Governor  
Pamela B. Cashwell | Secretary

February 2, 2024

Mr. John K. Farkas,  
JKF Architecture, P.C.,  
625 Lynndale Court, Suite F,  
Greenville, NC 27858.

**Agency:** DCC (Craven)  
**Project:** Corporate Training Center  
**State ID#:** 23-26923-01A *\*\* Use this ID Number on all plans, specs and correspondence \*\**  
**Bluebeam:** 992-124-554

Designers:

Receipt is acknowledged in this office on **January 23<sup>rd</sup>, 2024** of the **Schematic Design** phase submittal for the above subject project. The project is:

**X** **Approved** for the next design development phase, subject to incorporation of any comments listed below and Owner's written approval.

Attention is directed to Chapter 400 of the North Carolina Construction Manual. Designers are responsible for obtaining required reviews and approvals of other regulatory agencies. Copies of these reviews and the Owner's review comments are to be forwarded to the State Construction Office for review and consensus.

Should you have any questions do not hesitate to contact us.

Very truly yours,



Vibha Goel, RA  
Assistant Director

VG/rn

Cc via email: Cindy Patterson  
Chrissy Sachs

[pattersonc@cravencc.edu](mailto:pattersonc@cravencc.edu)  
[sachsc@cravencc.edu](mailto:sachsc@cravencc.edu)

**dcc26923-01A**

[jkf@j kf-arch.com](mailto:jkf@j kf-arch.com)



SCHEMATIC DESIGN FOR:

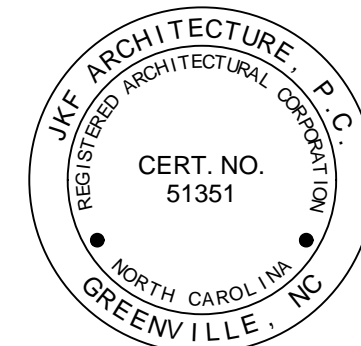
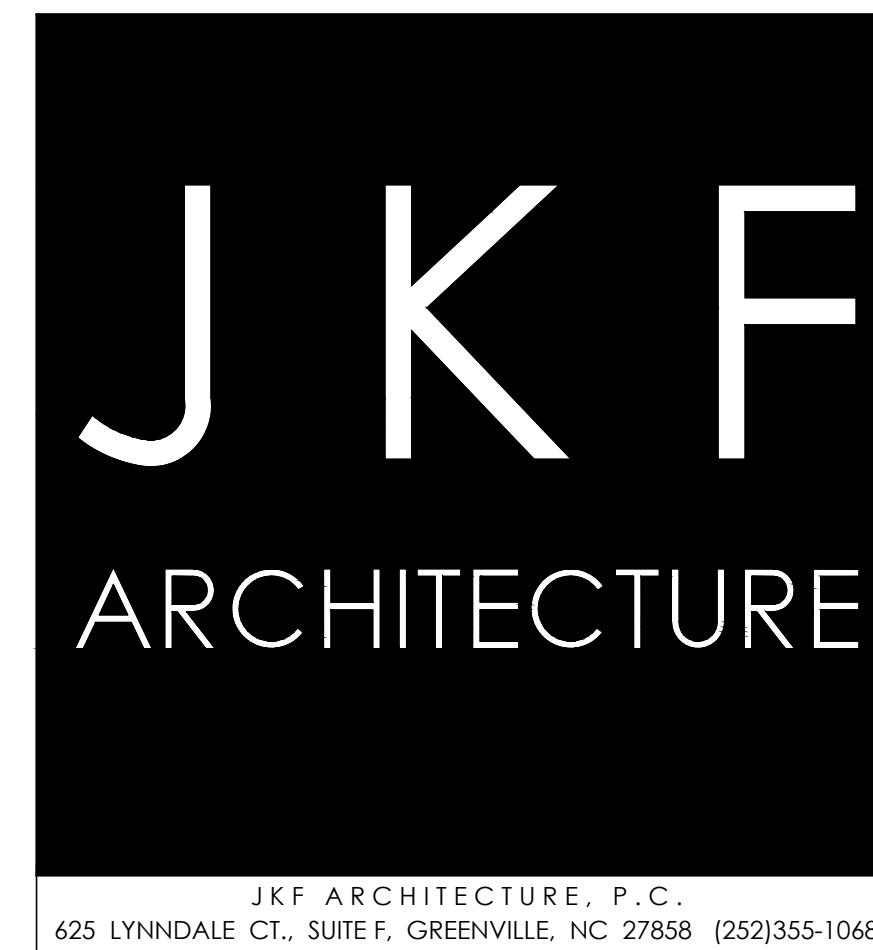
# CRAVEN COMMUNITY COLLEGE CORPORATE TRAINING CENTER

NEW BERN, NC

SCO ID #23-26923-01A

JKF PROJECT NO. 2023-09

JANUARY 11, 2024

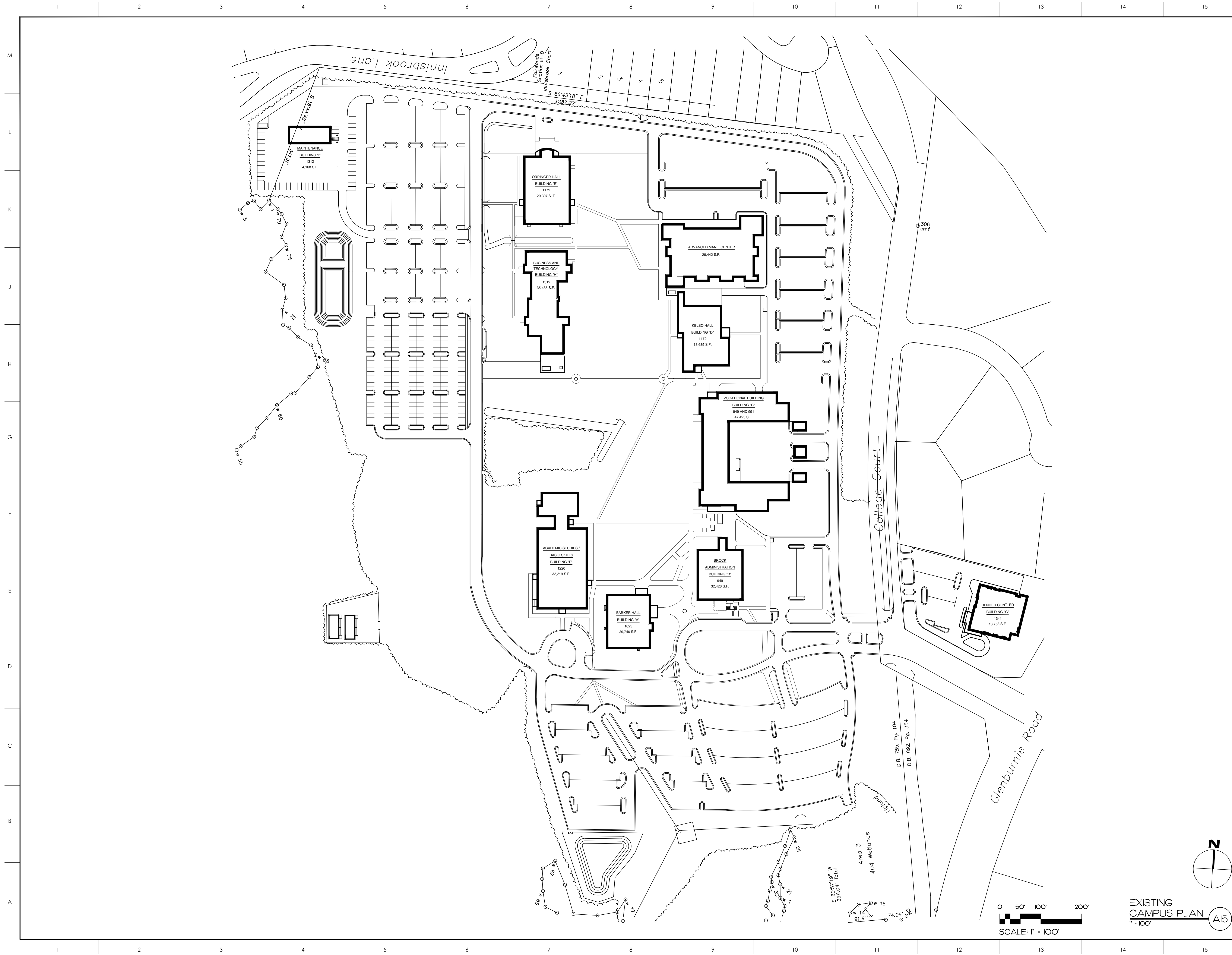


RIVERS & ASSOCIATES, INC.  
CIVIL ENGINEERS  
107 EAST SECOND STREET  
GREENVILLE, NC 27858  
252-752-4135

NESER & ROOMSBURG, PA  
STRUCTURAL ENGINEERS  
748 LORD DUNMORE DRIVE, STE. 101  
VIRGINIA BEACH, VA 23464  
757-474-0612

ATLANTEC ENGINEERS, PA  
PLUMBING, MECHANICAL & ELECTRICAL ENGINEERS  
3221 BLUE RIDGE ROAD, SUITE 113  
RALEIGH, NC 27612  
919-571-1111





MATERIALS KEYING LEGEND

GENERAL NOTES

KEY PLAN

SCO ID #23-26923-01A

NO	REVISION	DATE

SEAL

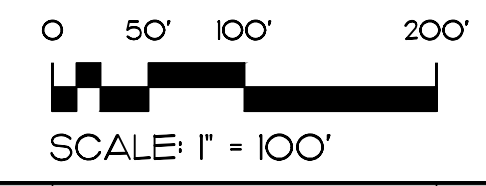
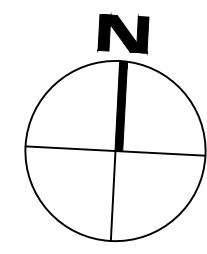
**JKF**  
ARCHITECTURE

625 LYNNDALE CT., SUITE F, GREENVILLE, NC 27858 252-355-1048  
**CRAVEN COMMUNITY COLLEGE**  
**CORPORATE TRAINING CENTER**  
 NEW BERN, NC

DRAWING TITLE  
**EXISTING CAMPUS PLAN**

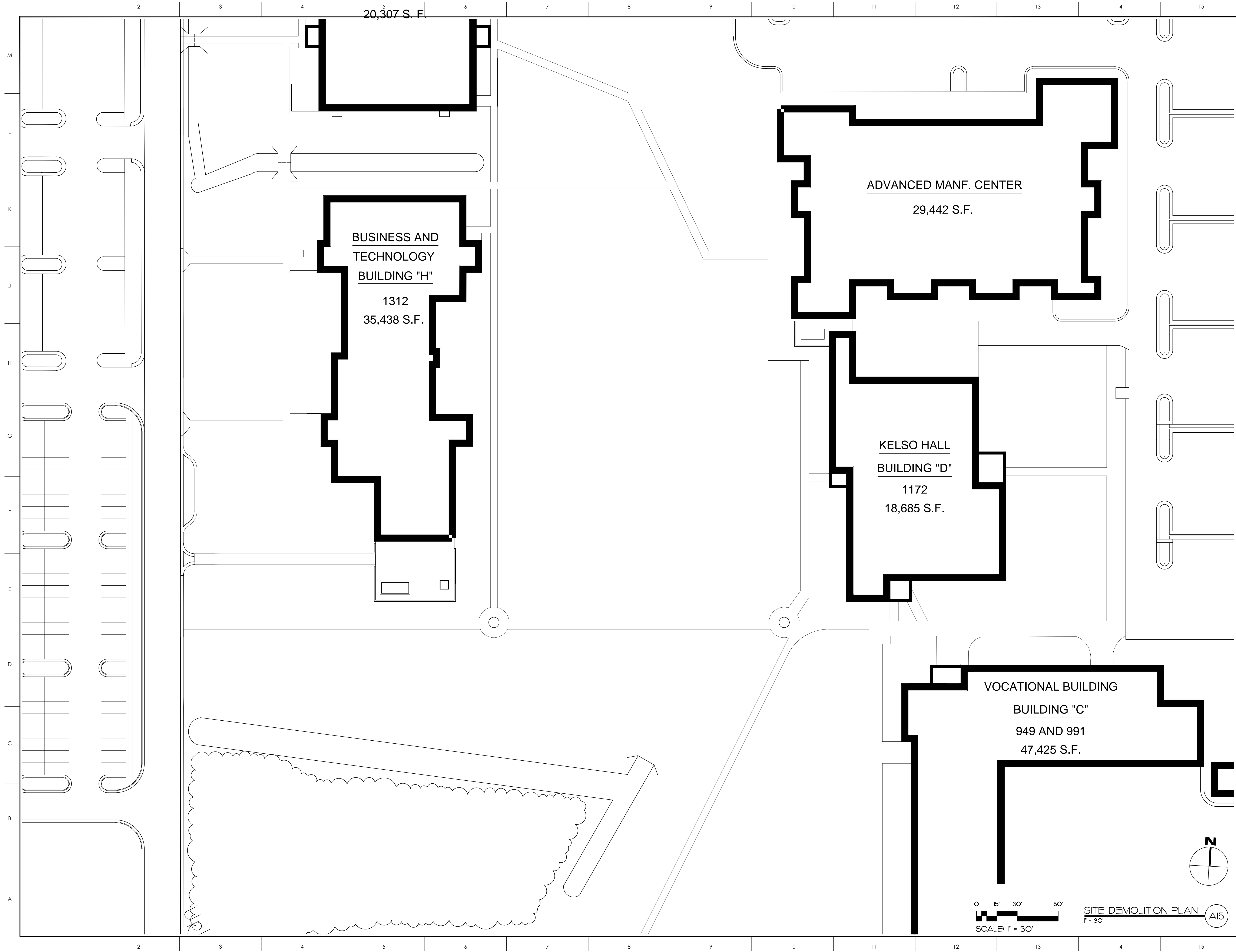
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DRAWN	MCZ		
CHECKED	JKF		
DATE	11-2024		
PROJECT NO.	2023-09		

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EXISTING CAMPUS PLAN  
 1" = 100'





20,307 S.F.

**BUSINESS AND  
TECHNOLOGY  
BUILDING "H"**  
1312  
35,438 S.F.

**ADVANCED MANF. CENTER**  
29,442 S.F.

**KELSO HALL  
BUILDING "D"**  
1172  
18,685 S.F.

**VOCATIONAL BUILDING  
BUILDING "C"**  
949 AND 991  
47,425 S.F.

MATERIALS KEYING LEGEND

GENERAL NOTES

KEY PLAN

SCO ID #23-26923-01A

NO	REVISION	DATE



**JKF**  
ARCHITECTURE

625 LYNNDALE CT., SUITE F, GREENVILLE, NC 27858 252-355-1068

CRAVEN COMMUNITY COLLEGE  
CORPORATE TRAINING CENTER  
NEW BERN, NC

DRAWING TITLE  
**SITE DEMOLITION PLAN**

SCALE  
**1" = 30'**

DRAWN  
MCZ

CHECKED  
JKF

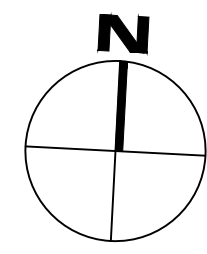
DATE  
11-2024

PROJECT NO.  
2023-09

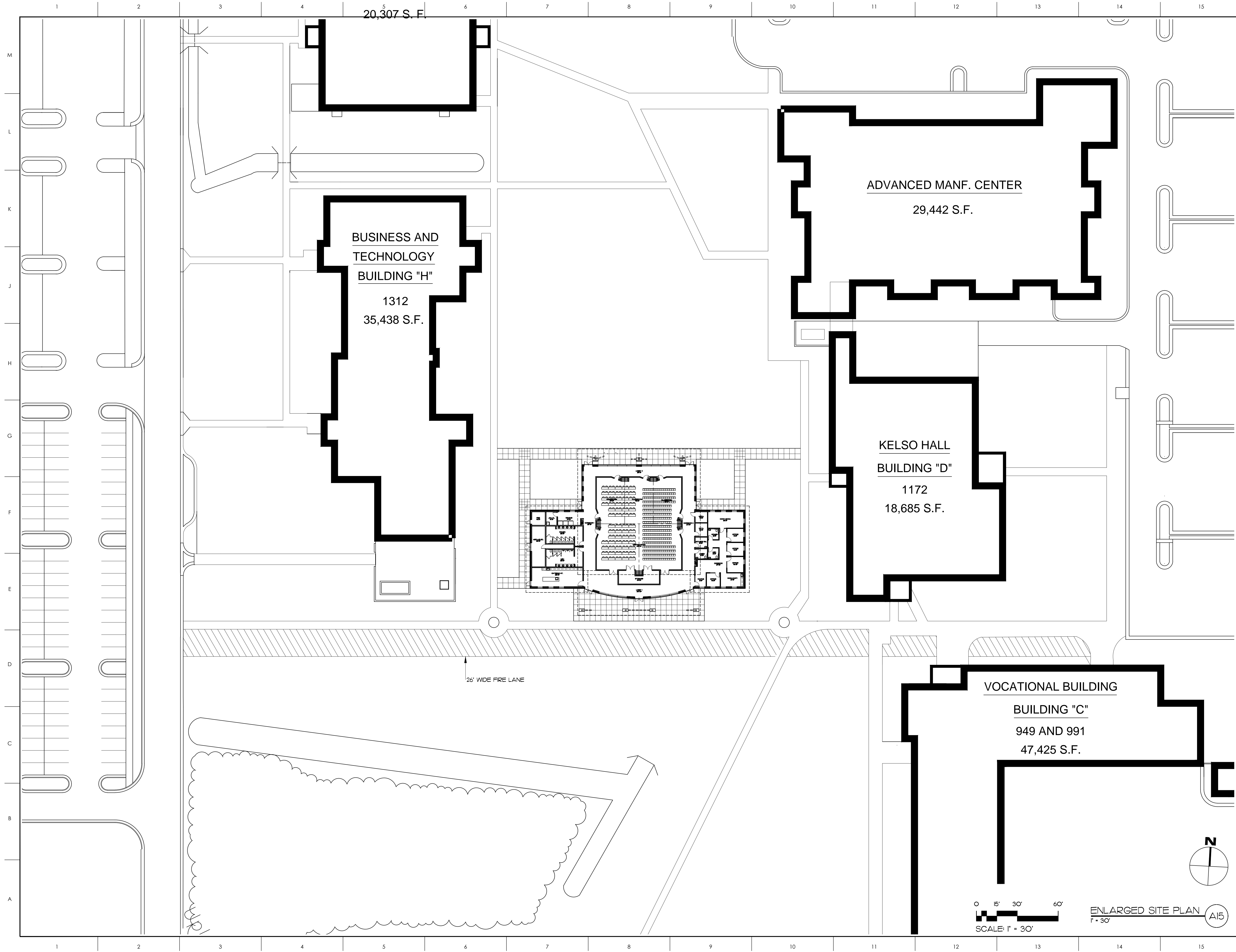
ASPO.I



**SITE DEMOLITION PLAN** (A15)







20,307 S.F.

**BUSINESS AND  
TECHNOLOGY  
BUILDING "H"**  
1312  
35,438 S.F.

**ADVANCED MANF. CENTER**  
29,442 S.F.

**KELSO HALL  
BUILDING "D"**  
1172  
18,685 S.F.

26' WIDE FIRE LANE

**VOCATIONAL BUILDING  
BUILDING "C"**  
949 AND 991  
47,425 S.F.

MATERIALS KEYING LEGEND

GENERAL NOTES

KEY PLAN

SCO ID #23-26923-01A

NO	REVISION	DATE

JOHN K. FARKAS  
REGISTERED ARCHITECT  
5922  
**FOR REVIEW ONLY**

**JKF**  
ARCHITECTURE

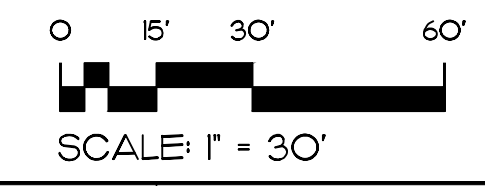
425 LYNNDALE CT., SUITE F, GREENVILLE, NC 27858 252-355-1048

CRAVEN COMMUNITY COLLEGE  
CORPORATE TRAINING CENTER  
NEW BERN, NC

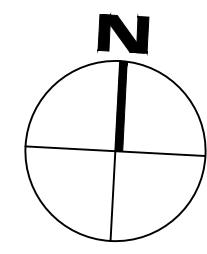
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**ENLARGED SITE PLAN**

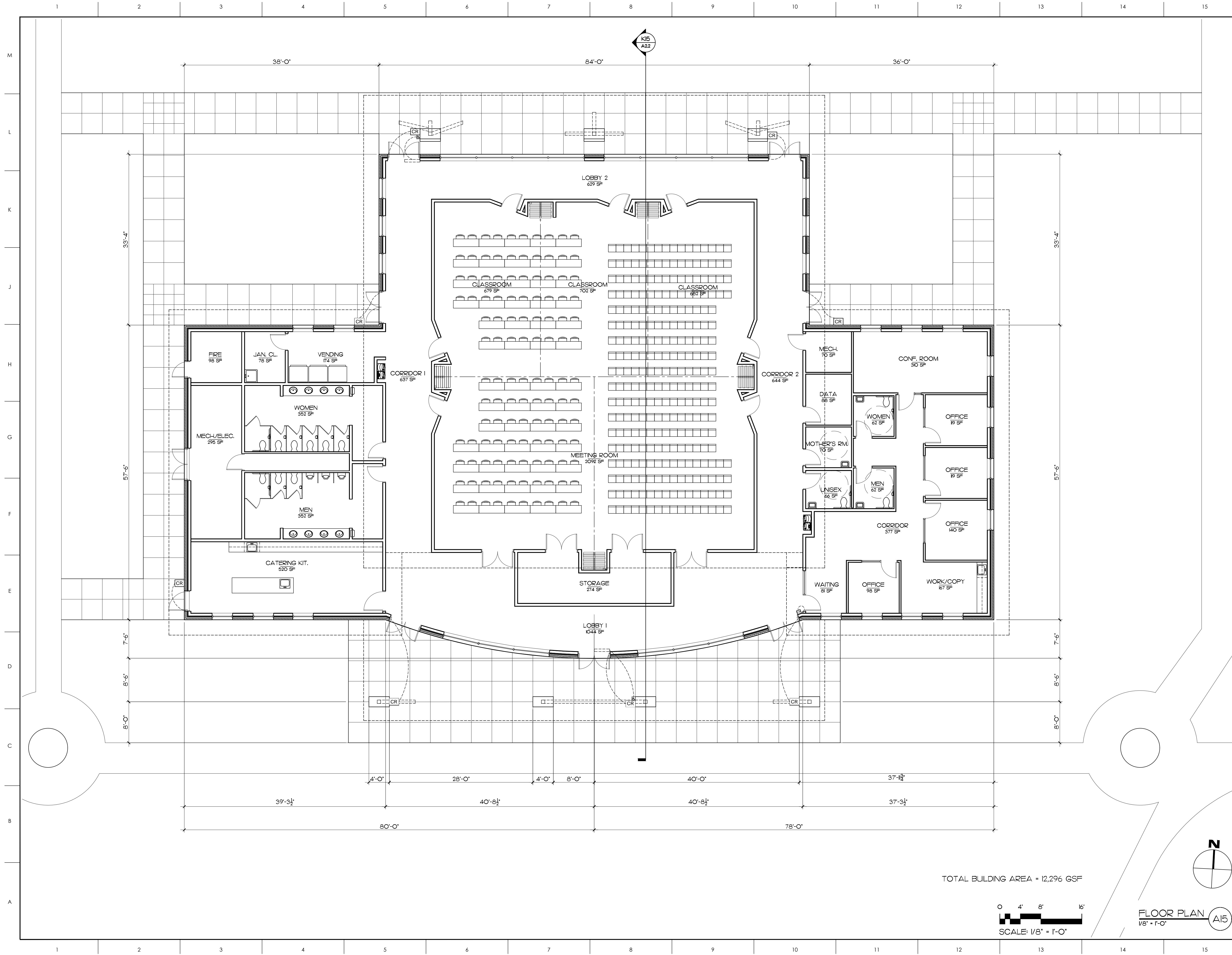
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DRAWN	MCZ		
CHECKED	JKF		
DATE	11-2024		
PROJECT NO.	2023-09		

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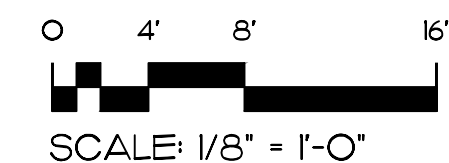


ENLARGED SITE PLAN A15





TOTAL BUILDING AREA = 12,296 GSF



FLOOR PLAN A15

MATERIALS KEYING LEGEND

GENERAL NOTES  
 ESTIMATED SEATING:  
 536 SEATING ONLY  
 240 LECTURE STYLE

KEY PLAN

SCO ID #23-26923-01A

NO	REVISION	DATE

**FOR REVIEW ONLY**

JKF

ARCHITECTURE

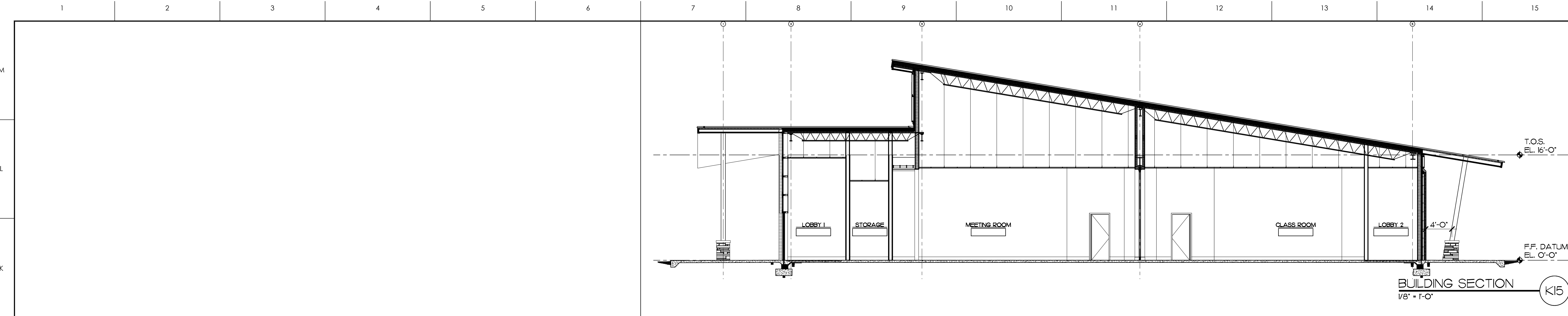
625 LYNDALE CT., SUITE F, GREENVILLE, NC 27858 252-355-1048

CRAVEN COMMUNITY COLLEGE  
 CORPORATE TRAINING CENTER  
 NEW BERN, NC

DRAWING TITLE  
 FLOOR PLAN

SCALE	1/8" = 1'-0"	DRAWING NO.	A15
DRAWN	MCZ		
CHECKED	JKF		
DATE	11-1-2024		
PROJECT NO.	2023-09		





MATERIALS KEYING LEGEND

GENERAL NOTES

KEY PLAN

SCO ID #23-26923-01A

NO	REVISION	DATE

**FOR REVIEW ONLY**

# JKF

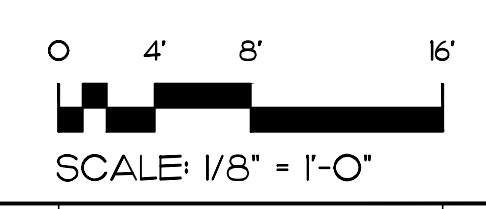
ARCHITECTURE

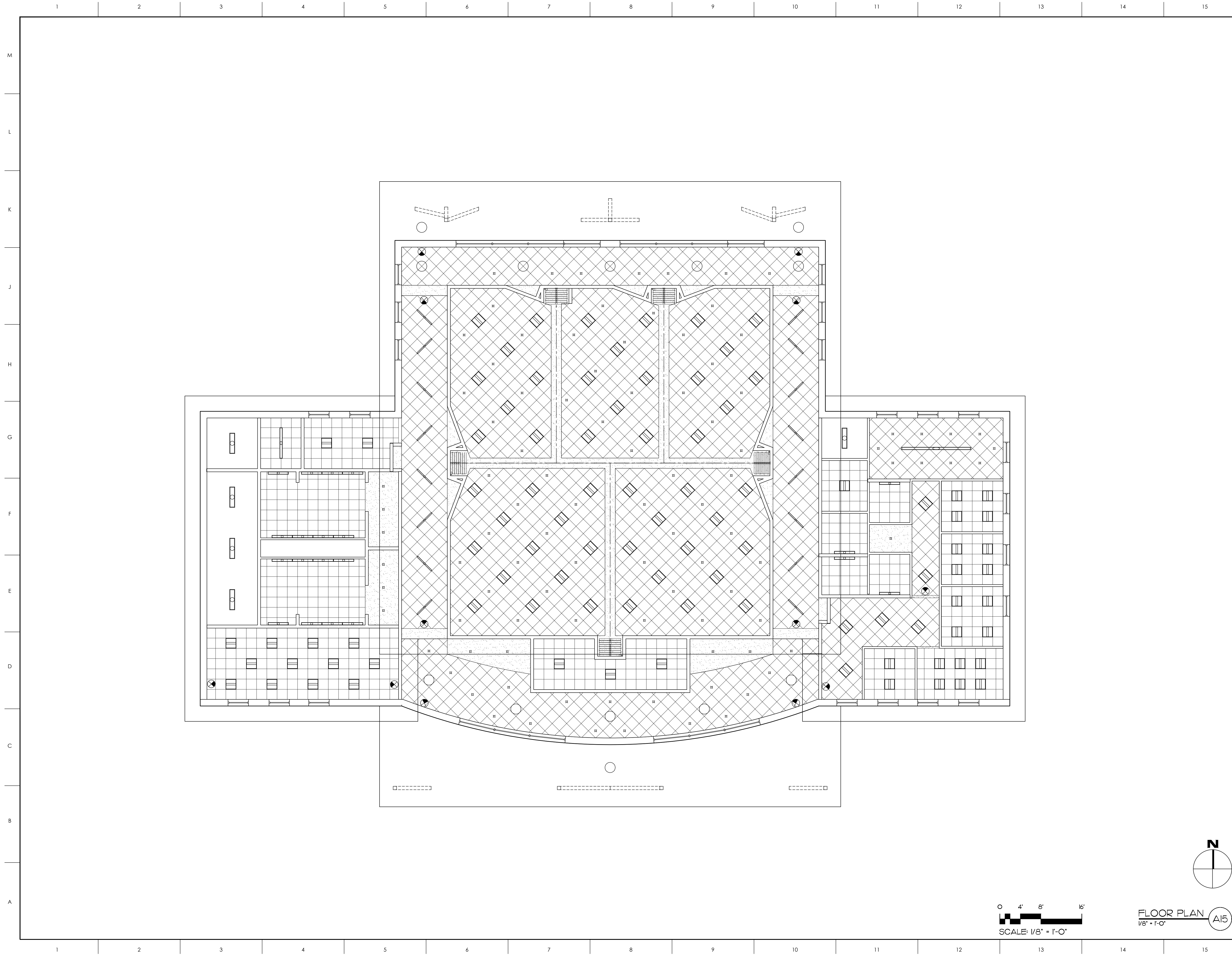
625 LYNDALDE CT., SUITE F, GREENVILLE, NC 27858 252-355-1068

**CRAVEN COMMUNITY COLLEGE  
CORPORATE TRAINING CENTER  
NEW BERN, NC**

DRAWING TITLE  
**BUILDING ELEVATIONS &  
SECTIONS**

SCALE	1/8" = 1'-0"	DRAWING NO.	A2.2
DRAWN	JRH		
CHECKED	JKF		
DATE	11-2024		
PROJECT NO.	2023-09		





MATERIALS KEYING LEGEND

GENERAL NOTES

KEY PLAN

SCO ID #23-26923-01A

NO	REVISION	DATE

**FOR REVIEW ONLY**

# JKF

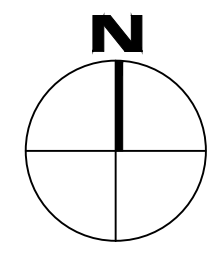
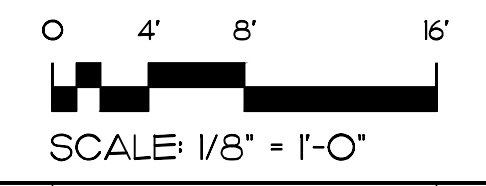
ARCHITECTURE

625 LYNDALE CT., SUITE F, GREENVILLE, NC 27858 252-355-1048

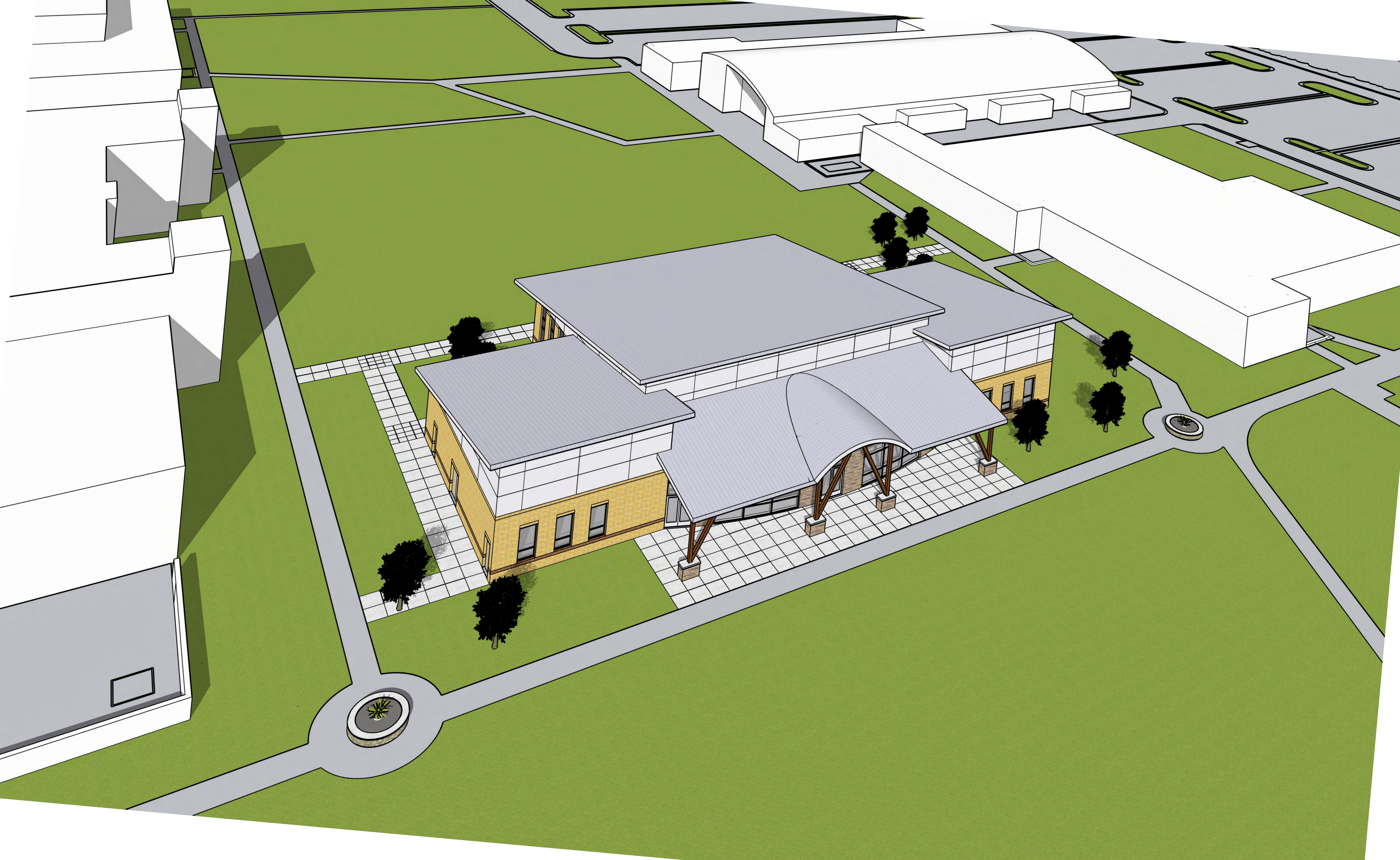
**CRAVEN COMMUNITY COLLEGE  
CORPORATE TRAINING CENTER**  
NEW BERN, NC

DRAWING TITLE  
**REFLECTED CEILING PLAN**

SCALE	1/8" = 1'-0"	DRAWING NO.	A5.1
DRAWN	MBD		
CHECKED	JKF		
DATE	11-1-2024		
PROJECT NO.	2023-09		



**FLOOR PLAN** A15  
1/8" = 1'-0"



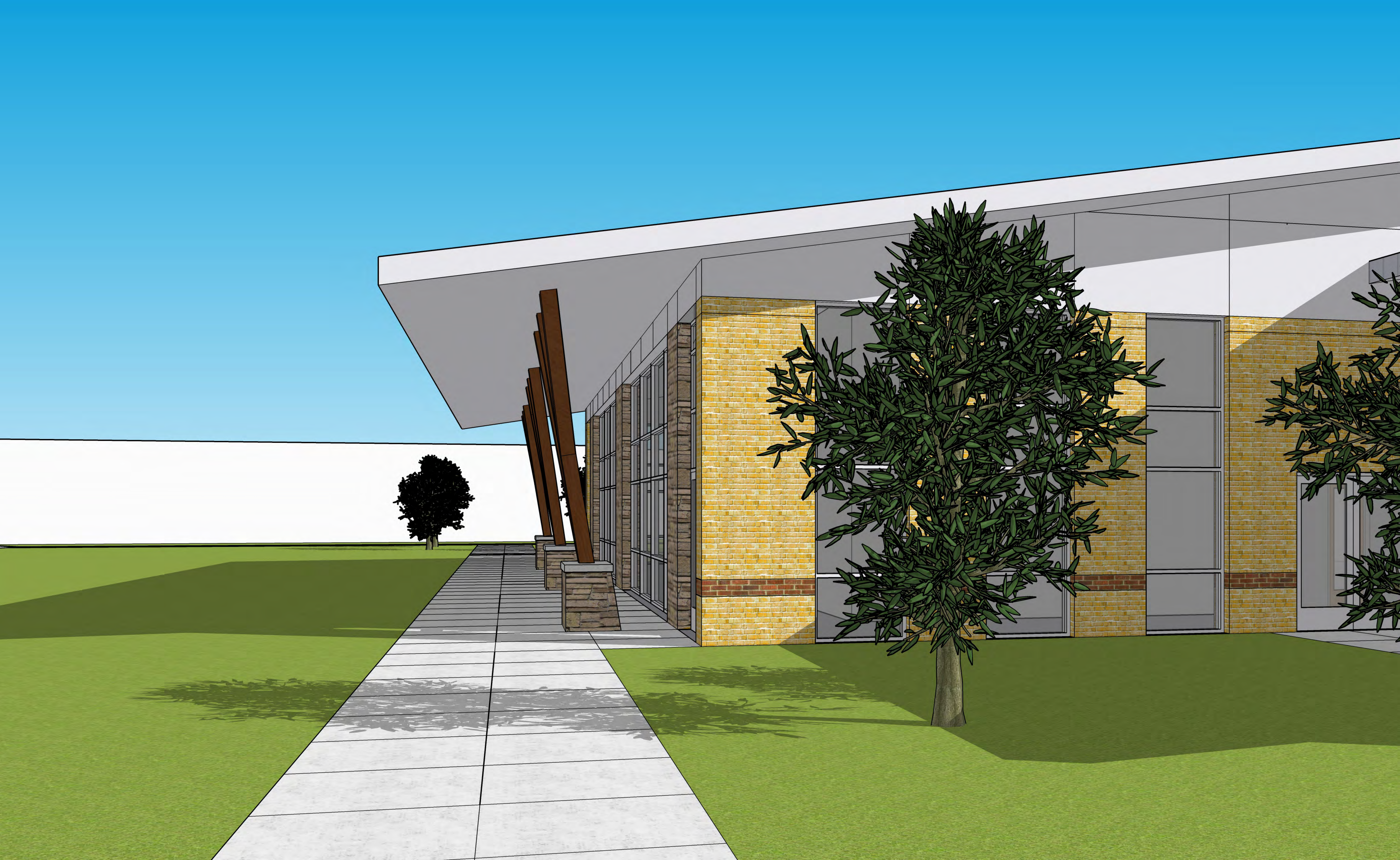


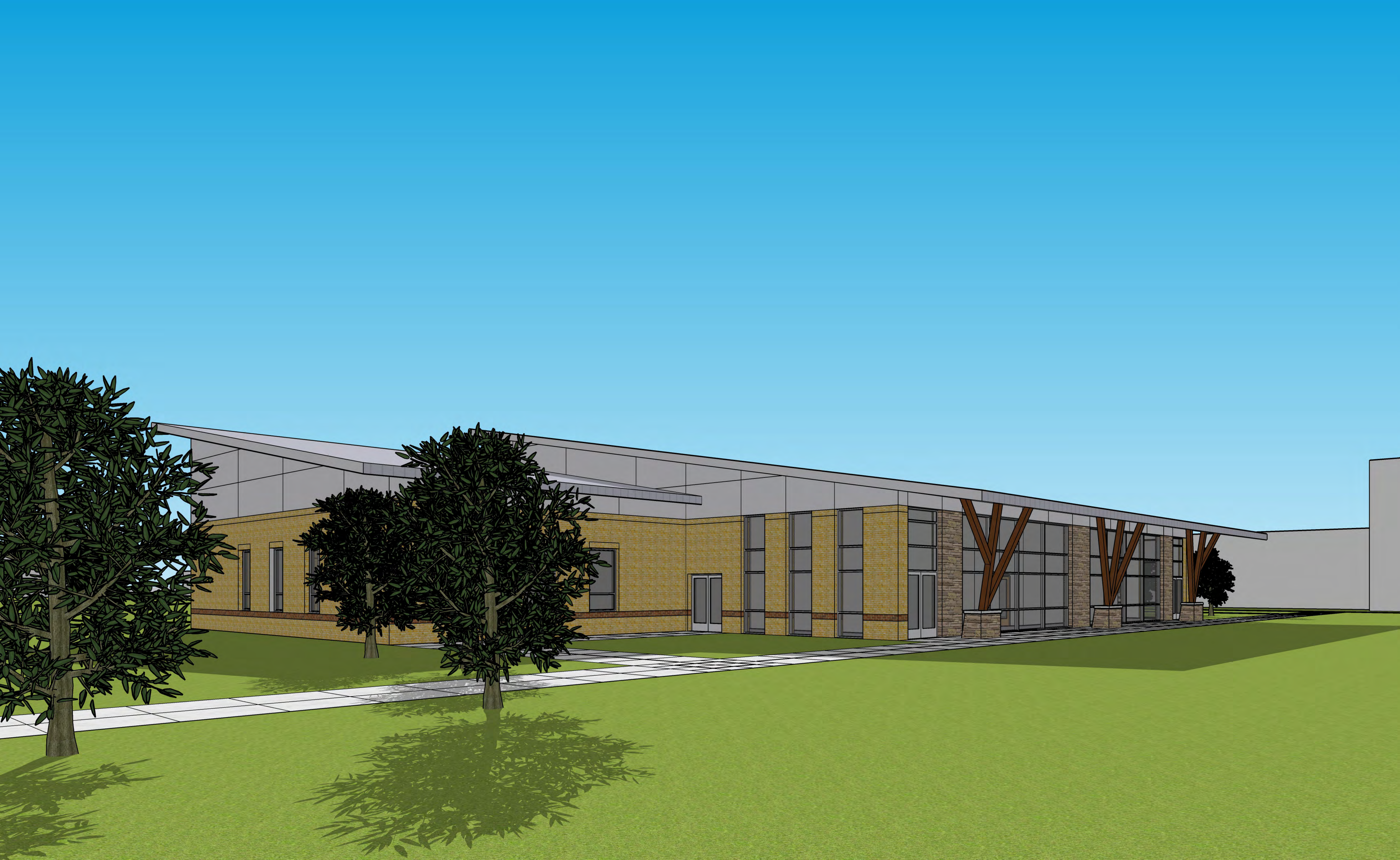














January 25, 2024

Maureen Abraham, MSN, RNC, CNE, LCCE  
Director of Nursing Programs  
Craven Community College  
800 College Court  
New Bern, NC 28562

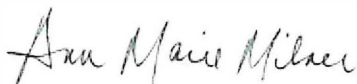
Dear Ms. Abraham:

A recommendation regarding the Craven Community College Practical Nursing program was reviewed by the Board during the meeting held on January 25, 2024. Approval for the following recommendations was granted based on the determination of compliance with the North Carolina Board of Nursing's Nursing Practice Act and Administrative Code (Rule):

- Enrollment Expansion
  - Increase the approved student enrollment from 16 to 32 beginning August 2024.
- Program Change Option
  - Evening and Weekend Option

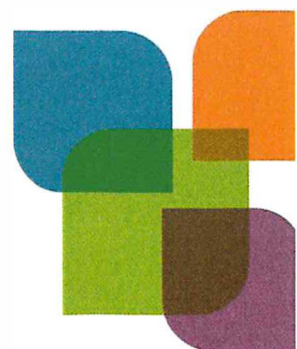
Contact us at (984) 238-7702 or [education@ncbon.com](mailto:education@ncbon.com) should you have questions or require further assistance.

Regards,



Ann Marie Milner DNP, MSN, RN, CNE  
Education Consultant

AMM/tb





### Curriculum Program Termination Form

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: Manufacturing Technology Curriculum Code: A50320  
Contact Person: Stephanie Barrows Phone Number: (252) 638-7224  
Email Address: barrowss@cravenc.edu

Termination Semester  Fall  Spring  Summer Year 2024

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):

With The creation of The Industrial Systems Technology this new avenue has provided better options for students to obtain meaningful employment.

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

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@nccommunitycolleges.edu](mailto:programs@nccommunitycolleges.edu)

# CAP Notes

<u>Agenda Items</u>	<u>Notes</u>	<u>Action</u>
<b>13. For Vote:</b> Terminate the Manufacturing Technology Program, 50320, degree, certificates, and diploma	Presented by Mr. Ricky Meadows. Over the last 4 years the program has been under steady decline from 6 students in 2018 and has had no students enrolled since the Spring 2022 semester. With the creation of the Industrial Systems Technology this new avenue has provided better option for students to obtain meaningful employment. See CAP Action Request Form for further details.	<ul style="list-style-type: none"><li>• Effective Fall 2024</li><li>• Mr. Meadows to update college materials and notify appropriate staff and faculty</li><li>• Action recommended by 15/15 members voting</li></ul>
<b>14. For Vote:</b> Add a \$25 fee to NUR 214 to cover the use of the My Clinical Exchange service required by Carteret Hospital	Presented by Ms. Maureen Abraham. Carteret Hospital recently began requiring all nursing students to utilize this online service. Currently NUR 111 students pay this fee, but students transitioning into the Nursing Program through NUR 214 do not pay it, and the college has been absorbing this expense. See CAP Action Request Form for further details.	<ul style="list-style-type: none"><li>• Effective Fall 2024</li><li>• Ms. Abraham to update college materials and notify appropriate staff and faculty</li><li>• Action recommended by 15/15 members voting</li></ul>
<b>15. FYI:</b> Add a 4 semester Practical Nursing Evening Program with evening lecture/lab and clinicals on Saturday	Presented by Ms. Maureen Abraham. The community, including Carolina East Medical Center (CEMC), has been requesting a night Practical Nursing Program for years, but the number of credit hours needed has been prohibitive. The course layout has been modified to split the course	<ul style="list-style-type: none"><li>• Effective Fall 2024</li><li>• Ms. Abraham to update college materials and notify appropriate staff and faculty</li><li>• Action recommended by 15/15 members voting</li></ul>



February 2024

The Craven CC Foundation is preparing for the 14th Annual Community Fabric Awards (CFA) scheduled for Tuesday April 23rd from noon to 1:30 PM at the New Bern Riverfront Convention Center. Ward & Smith, P.A. and CarolinaEast Health Systems will continue as the Co-Presenting Sponsors for this year's event. Nominations for this year's recipients closed, February 6, 2024.

**Board of Directors**

Anne C. Schout, *President*  
Tyler B. Harris, *Vice President/President Elect*  
Charles Wethington, *Secretary*  
Jim Millard, *Treasurer*,  
*Vice President for Administration*

Carol B. Becton  
Martin Cieszko  
Dr. James B. Congleton, III  
Charles Cushman  
Charles T. Dudley  
Brenda George  
Dr. Dwight Grady  
John O. Haroldson  
Dr. Ginny Johnson  
Carole Kemp  
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W. David McFadyen, Jr., *Past President*  
Dr. Bettina Meekins  
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*Craven CC Trustees*  
The Honorable Beverly E. Perdue  
Marjorie Russell  
Karen Segal  
Terri Sharp  
Tammy Sherron  
Dr. Raymond Staats, *Craven CC President*  
Linster Strayhorn, III  
Craig A. Warren  
Dr. Kenneth Wilkins

**Foundation Staff**

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

Our annual campaigns continue to do well. Through January, the Campus Campaign raised \$49,896 compared to \$44,474 at the same period last year. The Community Campaign raised \$74,516 compared to \$67,759 for the same period last year. These combined campaigns have raised (through the end of January) \$124,412 compared to \$112,233 for the same period last year. With five (5) months remaining in this fiscal year, we have already surpassed the total amount raised in last year's Campus Campaign and are on track to surpass last year's Community Campaign amount. The Profit and Loss Statement for the Foundation shows through the end of the second quarter, a net income of \$364,355. This includes a combination of both Operating and Nonoperating Revenues and Expenses. Total assets for the Foundations reflect an increase of over 10% compared to the previous year to date (\$451,631) closing the second quarter at \$4,231,232.

The Foundation is monitoring scholarship assistance to students and are currently on track with expenditures. We have budgeted \$451,173 in scholarship assistance for students this fiscal year.

Finally, the Lifetime Learning Center (LLC) continues to see strong interest in planned travel events, both domestic and international. The current success of the LLC is demonstrated by the current revenue at the end of the second quarter of \$159,805. This exceeds the revenue budgeted for the entire year. Successful trips have been completed to The Grand Canyon, Charleston, as well as to the Durham Performing Arts Center for Broadway shows. The New Bern History lecture series is a very popular ongoing event.

Sincerely,

Anne Schout  
President

[www.CravenCC.edu/Foundation](http://www.CravenCC.edu/Foundation)

800 College Court  
New Bern, NC 28562-4900  
252-638-7351

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



## Student Government Association

### Board of Trustees Report

02/06/2024

#### Executive Board

President: Hannah Benischek

Treasurer: N/A

Vice President: Stephanie Gorbonov

Parliamentarian: N/A

Secretary: N/A

Public Information Officer: N/A

#### Campus Life Activities and Events

##### Past Events

- On Thursday, February 1, Hurst Student Ambassadors and SGA assisted with the Public Safety Day.
  - The College hosted 60 students from New Bern, West Craven, and Havelock High Schools to expose them to various careers within law enforcement and emergency medical field.
- Wednesday, February 7, Campus Life partnered with Ron Jones from Dialogues on Diversity to present the Black History Program in Orringer Hall. The topic will be Living the Legacy of Metco – Exploring Brown V. Board of Education

##### Future Events

- The Hurst Student Ambassadors and SGA will host speed Bingo to celebrate Women's Month on Monday, March 4<sup>th</sup>
- On March 12 and 19, Hurst Student Ambassadors and SGA will assist with the West Craven Middle School tour. The tour will include 222 middle school students
- April 5-7, is the Spring SGA Conference