



---

## REVISED MEETING AGENDA

APRIL 16, 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>         |
| III.  | Consent Agenda ( <i>motion</i> )  | <i>Ervin Patrick</i>         |
|       | (1) Approve Board of Trustees Meeting Minutes (March 19, 2024)  |                              |
| IV.   | Workforce Development   | <i>Gery Boucher, VP</i>      |
|       | (1) Spring WFD Update ( <i>info</i> )   |                              |
|       | (2) WFD Accountability/Credibility Class Visitation Report ( <i>motion</i> )<br>(Fall, Spring, Summer 2023) |                              |
| V.    | Facilities 5-Year Plan ( <i>info</i> )  | <i>Jim Millard, VP</i>       |
| VI.   | County Budget Proposal FY 2024-25 ( <i>motion</i> )   | <i>Ray Staats</i>            |
| VII.  | Old Business  | <i>Ervin Patrick</i>         |
|       | (1) Continuation of SACSCOC as Accreditation Agency<br>for 2027-37 Cycle ( <i>motion</i> )                  | <i>Ray Staats</i>            |
| VIII. | New Business  | <i>Ervin Patrick</i>         |
| IX.   | Reports   |                              |
|       | (1) President   | <i>Ray Staats</i>            |
|       | (2) Chair   | <i>Ervin Patrick</i>         |
|       | (3) Attorney  | <i>Jamie Norment</i>         |
|       | (4) Student Trustee   | <i>Hannah Benischek</i>      |
|       | (5) Foundation Board President  | <i>Anne Schout</i>           |
| X.    | Closed Session  | <i>Ervin Patrick</i>         |
|       | (1) Personnel Matter {G.S. 143-318.11(a)(6)}  |                              |

XI. Adjournment

*Ervin Patrick*

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

**April 16, 2024**

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  
MARCH 19, 2024

The Craven Community College Board of Trustees met on Tuesday, March 19, 2024 in the Ward Boardroom with Board Chair Ervin Patrick presiding. The meeting was called to order at 6:03 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: 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. Gus Willis, and Mr. Whit Whitley.

Voting members absent were: None

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 Development; 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 March board meeting.

Agenda Review and Adoption

Board Chair Patrick reviewed the agenda (attached). Trustee Mitchell 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 February 20, 2024 meeting as presented; Trustee O'Neill seconded the motion and the motion was unanimously approved.

Student Services Update

*Spring Enrollment:* For informational purposes, Vice President Gery Boucher shared the spring enrollment report (attached).

*Student Services Report:* Vice President Boucher highlighted updates in Admissions, new catalog software, Grants, and Outreach (attached). He also shared recent Campus Life activities.

Strategic Plan 2023-2028

*Goal 1 Progress Report:* President Staats highlighted progress on Goal 1: Teaching and Learning (attached).

Old Business

*Approve Revised Board Policy:* President Staats reviewed BP 5.1, Sound Fiscal and Management Practices, (attached) which was presented in December for review, for approval. Trustee Roberts motioned to approve the revised board policy as presented; Trustee Mitchell seconded the motion and the motion was unanimously approved.

New Business

*Assign Board of Trustees Self-Evaluation:* Executive Assistant Smith highlighted the timeline for completion of the evaluation and distributed the evaluation packages. Board Chair Patrick announced that results will be discussed at the annual Board Retreat in June 2024.

*Approve Student Fee Chart for FY 2024-25:* Vice President Jim Millard shared the fee chart noting the revisions in red (attached). Trustee Taylor motioned to approve the fee chart as presented; Trustee Whitley seconded the motion and the motion was unanimously approved.

*Public Safety Training Center (PSTC):* President Staats shared preliminary drawings depicting the phased development of the PSTC.

Reports

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

- Emeriti selections for 2024; Staff Emeritus: Rita Barrow; Dean Emeritus: Dr. Betty Hatcher; Faculty Emeritus: Karen Nelson. Formal presentations will be made during Commencement.
- Commencement 2024 Speaker; Marvin Williams
- NCACCT Legislative Law Seminar—Mar 13-15 in Raleigh, Board Chair Patrick, Trustee Roberts and Trustee Phelps attended
- Founder's Day Ball; April 12<sup>th</sup> at the Riverfront Convention Center. Trustees are invited to attend.
- PTK Catalyst; April 4-6 in Kissimmee, Florida; President Staats will be attending

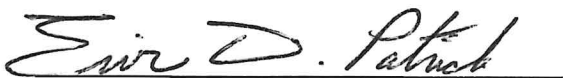
*Chair:* No report.

*Attorney:* Attorney Jamie Norment thanked the Trustees for 100% participation in the President's Evaluation.

Adjournment

With no further business to be presented, Board Chair Patrick adjourned the meeting at 7:10 pm and thanked everyone for their participation.

Respectfully submitted:



Ervin D. Patrick, Chair  
April 16, 2024



Raymond W. Staats, Secretary  
April 16, 2024



# WORKFORCE DEVELOPMENT REPORT

April 2024



# Workforce Development Report

## *Updates*

---

- **Craven Correctional Institution**
  - Adding Courses
    - Serv Safe
    - Intro to Construction Careers
    - OSHA 10
    - Financial Literacy
- **Food Bank Central and Eastern NC**
  - 50 Students
  - \$63,200
  - Forklift/CDL





# Workforce Development Report

## Updates

---

- **Craven-Pamlico Re-Entry**

- ENC Regional Church and Community Resiliency Collaborative
  - February 2024
- Panel Discussion
  - Discuss ways to improve Re-Entry
  - April 11, 2024
- Re-Entry Luncheon
  - Post Re-Entry individuals share their stories
  - April 25, 2024
- Resource Fair
  - April 30, 2024 – Omega Center



# Workforce Development Report

## *Updates*

---

- **College and Career Readiness (CCR)**
  - Ranked #5 in NC Community Colleges meeting Measurable Skills Gain
  - Digital Literacy Courses
    - Senior Independent Living Center
    - Local Churches

# Workforce Development Report

## *Updates - Havelock*

---

- **MCAS Cherry Point – Skillbridge**
  - NC Biotechnology Certification
    - 40-hour HAZWOPER
    - American Chemistry Society National Certificate of Completion
  - On The Job Training (OJT)
    - Water Treatment Facility
- **FRCE**
  - Mixed Trade Artisan Development
  - Fall 2024

# Workforce Development Report

## *Updates – Volt Center*

---

- **Kenan Fellows Program**
  - NC State – Teacher Leadership
    - 8 Fellows – Statewide
    - 2 Volt Center – Summer 2024
- **Chatsworth Products Inc.**
  - Customized Training Project
    - Control Logic System Fundamentals
    - Lean Tools
    - Root Cause Analysis
- **White River Marine Group**
  - Site Visit – March 5
  - CEO, Plant Manager, National HR Director



CHATSWORTH  
PRODUCTS



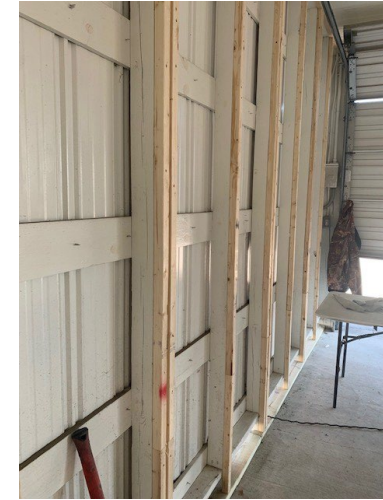
# Workforce Development Report

## *Updates – Volt Center*

---

- **Generator Construction**

- Construction began - February 2024
- Third Development Group
- Completion – July 2024





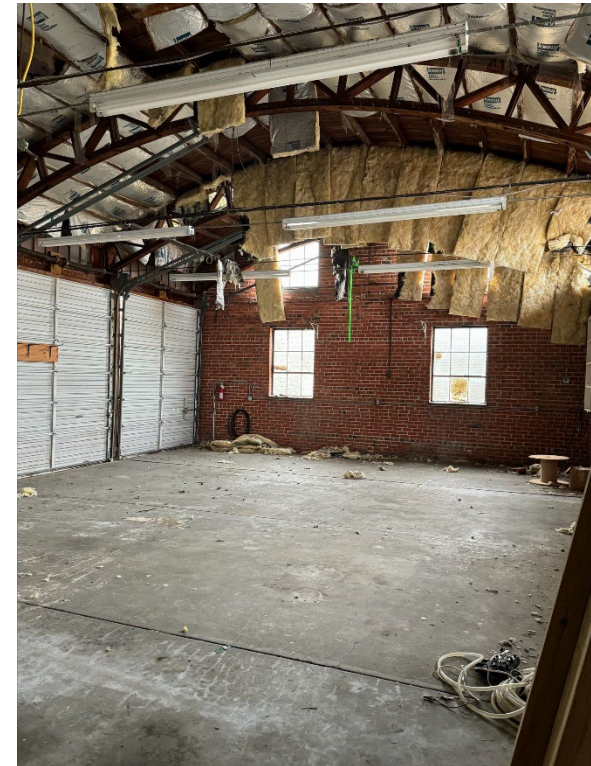
# Workforce Development Report

## *Updates – Volt Center*

---

- **Heavy Equipment Building**

- Construction began – March 2024
- Bruin Builders
- Completion - August 2024







Dr. Gery Boucher

Vice President  
for Development



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





800 College Court, New Bern, NC 28562  
252-638-7248

305 Cunningham Blvd., Havelock, NC 28532  
252-444-6005

www.cravencc.edu

March 26, 2024

To: Gery Boucher, Vice President for Students

Re: Accountability/Credibility Policy Report for **Spring 2023**

---

### Workforce Continuing Education Class Visitation Plan Report

In accordance with Craven Community College’s Class Visitation Plan, fifty (50) percent of all off-campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited each semester by the instructor’s supervisor or a designated representative approved in writing by the senior continuing education administrator. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator or designee will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the summary for **Spring 2023** of class visits made to classes under the responsibility of the Vice President for Students:

Classes meeting <u>off campus</u> criteria	47			
Number visited by supervisor	29	Percentage: 62%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	19	Percentage: 40%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	126			
Number visited by supervisor	103	Percentage: 82%	Target: 25%	<b>*Met</b>

Submitted by:

Margaret Chance  
Workforce Development Compliance Manager

cc Amber Smith, Executive Assistant to the President & Board of Trustees  
Robin Matthews, Dean of Workforce Development



800 College Court, New Bern, NC 28562  
252-638-7248

305 Cunningham Blvd., Havelock, NC 28532  
252-444-6005

www.cravencc.edu

March 26, 2024

To: Gery Boucher, Vice President for Students

Re: Accountability/Credibility Policy Report for **Summer 2023**

---

### Workforce Continuing Education Class Visitation Plan Report

In accordance with Craven Community College’s Class Visitation Plan, fifty (50) percent of all off-campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited each semester by the instructor’s supervisor or a designated representative approved in writing by the senior continuing education administrator. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator or designee will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the summary for **Summer 2023** of class visits made to classes under the responsibility of the Vice President for Students:

Classes meeting <u>off campus</u> criteria	23			
Number visited by supervisor	13	Percentage: 57%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	10	Percentage: 43%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	63			
Number visited by supervisor	35	Percentage: 56%	Target: 25%	<b>*Met</b>

Submitted by:

Margaret Chance  
Workforce Development Compliance Manager

cc Amber Smith, Executive Assistant to the President & Board of Trustees  
Robin Matthews, Dean of Workforce Development



800 College Court, New Bern, NC 28562  
252-638-7248

305 Cunningham Blvd., Havelock, NC 28532  
252-444-6005

www.cravencc.edu

March 26, 2024

To: Gery Boucher, Vice President for Students

Re: Accountability/Credibility Policy Report for **Fall 2023**

### Workforce Continuing Education Class Visitation Plan Report

In accordance with Craven Community College’s Class Visitation Plan, fifty (50) percent of all off-campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited each semester by the instructor’s supervisor or a designated representative approved in writing by the senior continuing education administrator. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator or designee will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the summary for **Fall 2023** of class visits made to classes under the responsibility of the Vice President for Students:

Classes meeting <u>off campus</u> criteria	44			
Number visited by supervisor	33	Percentage: 75%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	16	Percentage: 36%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	130			
Number visited by supervisor	107	Percentage: 82%	Target: 25%	<b>*Met</b>

Submitted by:

Margaret Chance  
Workforce Development Compliance Manager

cc Amber Smith, Executive Assistant to the President & Board of Trustees  
Robin Matthews, Dean of Workforce Development

**Craven Community College  
Capital Requests 2025-2029**

County Fiscal Year	Facilities Needs	Requested Amount
<b>2025</b>		
	BATE Hall Chiller (140 ton)	\$ 233,000
	Roofing Repairs	\$ 20,000
	Volt Center Refurbishments (Garage, Classrooms, and Offices)	\$ 10,000
	Bosch Refurbishments	\$ 80,000
	Parking Lot/Road Repairs	\$ 132,000
	Painting & Grounds (Havelock)	\$ 25,000
	<b>Total</b>	<b>\$ 500,000</b>
<b>2026</b>		
	Brock Outside Stairs Update	\$ 30,000
	Brock Refurbishments (1st Floor Offices)	\$ 60,000
	Parking Lot/Road Repairs	\$ 250,000
	Roofing Repairs	\$ 25,000
	Bender Refurbishments	\$ 45,000
	Library Refurbishments (Havelock)	\$ 45,000
	Ward Hall Soffit Updates	\$ 45,000
	<b>Total</b>	<b>\$ 500,000</b>
<b>2027</b>		
	Roofing Repairs	\$ 25,000
	Parking Lot/Road Repairs	\$ 170,000
	Underground Utilities Maintenance (Year 1)	\$ 120,000
	Brock Refurbishments (2nd Floor)	\$ 45,000
	Bosch Chiller	\$ 140,000
	<b>Total</b>	<b>\$ 500,000</b>
<b>2028</b>		
	Roofing Repairs	\$ 25,000
	Parking Lot/Road Repairs	\$ 215,000
	Underground Utilities Maintenance (Year 2)	\$ 120,000
	Ward Chiller	\$ 140,000
	<b>Total</b>	<b>\$ 500,000</b>
<b>2029</b>		
	Parking Lot/Road Repairs	\$ 45,000
	Roofing Repairs	\$ 20,000
	Orringer Chiller	\$ 155,000
	Ward Hall Automotive Flooring Epoxy	\$ 65,000
	Ward Hall Lighting	\$ 65,000
	Parking Lot Lighting Upgrades	\$ 70,000
	Volt Center A/C Unit (25 ton)	\$ 80,000
	<b>Total</b>	<b>\$ 500,000</b>

Note: items may change depending on program needs and funding, such as grants.

# Craven County Budget Request – FY25

---

## Operating Allocation

•	FY24 Baseline Allocation		\$ 4,543,629
•	FY25 Personnel Request (salaries, TSERS, health)	+	\$ 95,877
•	FY25 Operating Request (utilities, insurance, O&M)	+	\$ 101,748
•	FY25 Volt Completion (Kitchen, SBC Generator, Heavy Equipment)	+	\$ 48,000
•	FY25 Public Safety Training Center (first 33%)	+	\$ 65,333
	<b>TOTAL</b>		<b>\$ 4,854,587</b>

## Capital Allocation

•	FY15 Baseline Allocation		\$ 500,000
	<b>TOTAL</b>		<b>\$ 500,000</b>

**TOTAL FY25 REQUEST**

**\$ 5,354,587**

(+ \$311K; 6.17%)



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

*Whereas, North Carolina Session Law 2023-132 prohibits North Carolina Community Colleges from seeking consecutive accreditation status from the same accrediting agency, and,*

*Whereas, Craven Community College is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and,*

*Whereas, the current accreditation SACSCOC cycle is scheduled to expire in June 2027, and,*

*Whereas, the North Carolina Community College System (NCCCS) Office has conducted the necessary due diligence actions and provided guidance to constituent institutions via NCCCS Numbered Memo CC24-010, dated April 9, 2024, to enable respective Colleges to make accreditation decisions that are compliant with legislative intent, and,*

*Whereas, Session Law 2023-132 provides that a community college not granted candidacy status by any accrediting agency different from the current accrediting agency at least three years prior to the expiration of its current accreditation may remain with its current accrediting agency for an additional accrediting cycle, and,*

*Whereas, the President of Craven Community College has determined the foregoing condition is applicable to Craven Community College and has recommended seeking continued accreditation with SACSCOC for an additional accreditation cycle, with such cycle anticipated to expire in June 2037, and,*

*Whereas, the College's General Counsel has reviewed the provisions of Session Law 2023-132 and concurs that accreditation with SACSCOC for an additional accreditation cycle is permissible according to the guidance provided by the NCCCS.*

*Now therefore, the Trustees of Craven Community College resolves, this sixteenth day of April, Two Thousand and Twenty-Four, that the College shall seek reaffirmation of accreditation with SACSCOC, the College's current accreditation agency, for an additional accreditation cycle. The Trustees identify the Higher Learning Commission as the preferred accrediting agency for the subsequent accreditation cycle, and directs the President of the College to begin seeking US Department of Education approval for accreditation with the Higher Learning Commission no later than June 2032.*

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

*Signed on this 16<sup>th</sup> day of April, Two Thousand and Twenty-Four*



---

*Dr. Ervin D. Patrick, Chair  
Craven Community College Board of Trustees*



## Student Government Association

### Board of Trustees Report

04/1/2024

#### 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

- Tuesday, March 5, SGA started a food drive competition between the departments for the Craven Pantry. There was a huge turnout and it got very competitive.
- Tuesday, March 12, SGA did a Gameday Focus Group. Small turnout but still did its job.
- Tuesday, April 9, there was a Meet and Greet table for SGA and future elections. We had Craven merchandise to hand out to those who were interested. SGA got to talk to a lot of people and created an awareness of the Student Government Association.
- Thursday, April 11, SGA had Garden Day. We provided pots, soil, paints, and seeds. Students got to pick a flower they wanted to grow and decorate the pot with different types of paints.
- Friday, March 12, was Founder's Day Ball. Great food, music and experience. It was a great night.
- Tuesday, April 16, SGA had Picnic Day. We passed out blankets for students to have a picnic outside and hang out with friends during the lunch hour. Music and merchandise were also available for students.

##### Future Events

- Friday, May 10, GRADUATION!!!

# **CRAVEN**

COMMUNITY COLLEGE

# **FOUNDATION**

## **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  
Lee E. Knott  
Linda MacDonald, *Director Emeritus*  
John Robert Mattocks  
W. David McFadyen, Jr., *Past President*  
Dr. Bettina Meekins  
Hannah Mitchell  
Stephen Nuckolls, *Director Emeritus*  
Dr. Ervin Patrick, *Chair*  
*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*

---

**[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*

April 2024

The Craven CC Foundation is preparing for the 14<sup>th</sup> Annual Community Fabric Awards (CFA) scheduled for Tuesday April 23<sup>rd</sup> from noon to 1:30 p.m. at the New Bern Riverfront Convention Center. This year's recipients are Linda MacDonald for Individual Leadership, International Paper for Business Leadership, and Craven Community College's Volt Center Dean Eddie Foster, for Leadership in Education. We hope that you plan to join us for this exciting event. Sponsorship and tickets are still available and can be purchased online at [cravencc.edu/cfa](http://cravencc.edu/cfa).

Our annual campaigns continue to do well. Through April, the Campus Campaign raised \$50,970 compared to \$47,052 total last year. The Community Campaign raised \$79,631 compared to \$72,826 last year. These combined campaigns have raised \$130,601 compared to \$119,878 last year, with an increase of \$10,723. There is no update on scholarship information based on the timing of this report. Third quarter reports are currently being compiled and should be available in the coming weeks.

Finally, the Foundation is part of the Neuse River Bridge Run again this year, along with five other local nonprofits. The Foundation expects to net over \$8,000 from this event. The Lifetime Learning Center continues to thrive, and has several trips and Broadway shows scheduled. A six-day Canadian Adventure is scheduled for December, with stops in Montreal and the Quebec City Christmas Market.

Sincerely,



Anne Schout  
President