

CRAVEN

COMMUNITY COLLEGE

BOARD OF TRUSTEES

MEETING AGENDA

MARCH 19, 2024

**6:00 pm – Ward Boardroom
New Bern Campus**

- | | | |
|-------|--|------------------------------|
| I. | Call to Order | <i>Ervin Patrick, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption (<i>motion</i>) | <i>Ervin Patrick</i> |
| | (3) Conflict of Interest Declaration | <i>Ervin Patrick</i> |
| | (4) Public Comment | <i>Ervin Patrick</i> |
| | (5) SEI Filings for 2024 | <i>Amber Smith</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Ervin Patrick</i> |
| | (1) Approve Board of Trustees Meeting Minutes (February 20, 2024) | |
| IV. | Student Services/Spring Enrollment Update (<i>info</i>) | <i>Gery Boucher, VP</i> |
| V. | Strategic Plan: Goal 1 Progress Report (<i>info</i>) | <i>Ray Staats</i> |
| VI. | Old Business | <i>Ervin Patrick</i> |
| | (1) BP 5.1 Sound Fiscal and Management Practices (<i>motion</i>) | <i>Ray Staats</i> |
| VII. | New Business | |
| | (1) Assign Board of Trustees Self-Evaluation (<i>info</i>) | <i>Ervin Patrick</i> |
| | (2) Approve Student Fee Chart for FY 2024-25 (<i>motion</i>) | <i>Ray Staats</i> |
| VIII. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Board Chair | <i>Ervin Patrick</i> |
| | (3) Attorney | <i>Jamie Norment</i> |
| IX. | Adjournment | <i>Ervin Patrick</i> |

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 20, 2024

The Craven Community College Board of Trustees met on Tuesday, February 20, 2024 in the Ward Board Room with Board Chair Ervin Patrick presiding. The meeting was called to order at 5:29 pm.

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, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Gus Willis, and Mr. Whit Whitley.

Voting members absent were: Dr. Jim Davis and Mr. Tabari Wallace

Ex-Officio members present were: Hannah Benischek, Student Trustee

Others present were: Dr. Raymond Staats, College President and Board Secretary; Mr. Jamie Norment, Attorney, Ward and Smith; Dr. Kathleen Gallman, Vice President for Instruction; Dr. Gery Boucher, Vice President for Students; Mr. Jim Millard, Vice President for Administration; and Ms. Amber Smith, Executive Assistant to the President and Board of Trustees.

Board Chair Patrick declared a quorum present and welcomed everyone to the February board meeting.

Agenda Review and Adoption

Board Chair Patrick reviewed the agenda (attached). A motion was made by Trustee Mitchell to accept the agenda as presented; the motion was seconded by Trustee Hughes 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 Holder motioned to accept the minutes (attached) of the December 12, 2023 meeting as presented; Trustee Whitley seconded the motion and the motion was unanimously approved.

Financial Reports

Fiscal Year 2023-24 2nd Quarter Financial Report: VP Jim Millard highlighted the reports for October-December 2023 (attached). Trustee Roberts motioned to accept the reports as presented; Trustee O'Neill 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 Mitchell motioned to accept the report as presented; Trustee Phelps seconded the motion and the motion was unanimously approved.

Cash Balances: VP Millard reviewed the cash balance report (attached) for informational purposes.

Personnel Report

VP Millard reviewed the 2nd quarter (October-December) fiscal year 2023-24 Personnel Report (attached).

Facilities Usage Report

The Facilities Usage Report (attached) from the 2nd quarter (October-December) fiscal year 2023-24, was reviewed by VP Millard for informational purposes.

Instructional Update

Fall Program Reviews: Vice President Kathleen Gallman reviewed the committee recommendations for the programs covered during the 2023-24 review process (attached).

Curriculum Report: VP Gallman reviewed the new health programs that will begin in August 2024; evening and weekend licensed practical nursing (LPN) and surgical technology. She also shared that the Liberal Arts & University Transfer department will change its name to Arts & Sciences. VP Gallman noted apprenticeships with Fleet Readiness Center East (FRCE) and B/S/H that will begin in August 2024. She also reviewed upcoming summer camps for 2024.

Old Business

Southern Association of Colleges and Schools Commission On Colleges (SACSCOC) Fifth Year Report Closeout: VP Gallman reviewed the letter received from SACSCOC stating that no additional information was required for the Fifth Year Report that was submitted.

Public Safety Training Center lease: President Staats presented the revised lease (attached) for the Public Safety Training Center which lengthens the term from twenty years to forty years, through 2064. Trustee Mitchell motioned to approve the lease as presented; Trustee Roberts seconded the motion and the motion was unanimously approved.

New Business

Appoint Ad Hoc Committee for President's Annual Evaluation: As per Article V of the Trustee Bylaws, the Chair appoints three trustees to serve with the Chair and Vice Chair on this committee. Chair Patrick appointed Trustees Hughes, O'Neill, and Roberts.

President's Annual Evaluation and Timeline: Executive Assistant Smith shared the timeline for the evaluation process (attached) and distributed the evaluation form noting the mailing due date of March 15, 2024, and the hand carry due date of March 19, 2024. Tabulation of the evaluation will be conducted by Ward & Smith and the Ad Hoc Committee will meet prior to the April Board Meeting to review the results.

FY 24 Special Salary Funds: President Staats reviewed salary adjustments and bonuses given to faculty and staff for FY 2024-25.

Corporate Training Center (CTC) update: President Staats reviewed the schematic design documents for the CTC. The projected completion is early 2026.

Nursing Program Updates: VP Gallman reviewed a letter received from the North Carolina Board of Nursing (NCBON). The NCBON approved the College's night and weekend Licensed Practical Nursing program, which will begin in August 2024. The NCBON also approved an enrollment capacity expansion to 32 students to accommodate the new program.

Approve Termination of Manufacturing Technology Program #A50320: VP Gallman requested termination of the Manufacturing Technology Program #A50320, stating that no current students are enrolled in this program and the Industrial Systems Technology program provides students with the latest technology education. Trustee Mitchell made a motion to approve the termination of the Manufacturing Technology Program #A50320; Trustee O'Neill seconded the motion and the motion was unanimously approved.

Reports

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

- Accreditation Law (Session Law 2023-132) Requires colleges to choose a new accreditor for each cycle of accreditation.
 - NCCCS has been working with the Department of Education regarding federal requirements
 - Craven Community College is in the "Class of 2027" for the next accreditation; the timeline may not allow for changing accreditors. SL 2023-132 includes an exemption for schools that are within three years of the accreditation reaffirmation date.
 - The president, in consultation with General Counsel, will recommend to the Trustees whether to continue with SACSCOC or seek a new accreditor; most likely at the June 2024 board meeting.
- Trustee Reappointments/new appointments
 - General Assembly appointments replace school board and Governor appointments; two Trustees are affected this year. The College is coordinating with the State Legislative Delegation for the reappointment process.

American Association Community Colleges Workforce Development Institute (AACC WDI)

- Dr. Staats, Dr. Patrick, Trustee O'Neill and Dr. Boucher traveled to New Orleans

for the AACC WDI in January. Many informative sessions encouraged colleges to build programs to fit community and industry needs.

- Community Fabric Awards, April 23rd
 - Individual award: Linda McDonald
 - Business award: International Paper
 - Educator award: Eddie Foster
- Propel NC
 - Legislative initiative authored by the NCACCP seeks more than \$100M to reform the NCCCS funding model to be more responsive to local workforce needs.
- Phi Theta Kappa Catalyst, April 11-13
 - Jim Millard will receive the Distinguished Administrator Award.

Chair: No report.

Attorney: No report.

Student Trustee: The Student Trustee report was reviewed (attached).

Foundation Board President: President Staats reviewed the Foundation report (attached) and encouraged full Board of Trustees participation in the ongoing campaign as well as the Community Fabrics Awards.

Adjournment

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

Respectfully submitted:



Ervin D. Patrick, Chair
March 19, 2024



Raymond W. Staats, Secretary
March 19, 2024

STUDENT SERVICES

March 2024



Spring Curriculum Enrollment

	Curriculum	
	Head Count	FTE
Spring 2024	2,772	1036.66
Spring 2023	2,656	986.88
% Change	4.4%	5.0%

*Data reported from Institutional Effectiveness

WFD Fall Enrollment

	Non-Curriculum	
	Head Count	FTE
Fall 2023	1951	264.2
Fall 2022	1941	300.1
% Change	0.5%	-13.5%

*Data reported from Institutional Class Report (ICR)

Student Services Report

Updates

Admissions and Student Records

- **Admission Applications**

- College Foundation of North Carolina - new application
 - Career and College Promise (CCP)
 - Early College Students

- **Clean Catalog – July 2023**

- Software to review catalog
- Improve review process and strengthens accuracy of information

Student Services Report

Updates

Outreach

- **Outreach and Recruitment Weekly Communication – September 2023**
 - Developed weekly “newsletter”
 - Positive feedback by Faculty and Staff
- **National Night Out**
 - Opportunity to promote College
 - New Bern – August 2023
 - Havelock – October 2023
- **Senior Night**
 - County wide – October 2023

Student Services Report

Updates

Counseling

- **Monthly Let's Talk Series**

- Navigating the Turbulence – September 2023
- It Takes a Village – November 2023
- Growing our Resiliency - February 2024
- Resiliency – April 2024



Student Services Report

Updates

Grants

- **WIOA Grant**
 - Submitted January 2024
 - \$185,616 award
 - If awarded funds will assist 70 individuals
 - Tuition and fees
 - Testing Fees
 - Uniforms
 - School supplies

Student Services Report

Updates

Financial Aid

- **FAFSA Nights**
 - Havelock High School – November 2023
 - New Bern High School – January 22, 2024
 - West Craven High School – January 30, 2024

Student Services Report

Updates

Campus Life

- **Christmas Parades**
 - December 9 – Havelock
 - December 3 – Trent Woods
 - December 2 – New Bern
- **Red Cross Blood Drive** – January 18
 - Showcased 10 active clubs on campus
- **Black History Month Celebration** – February 7
 - Ron Jones – “How Parents Fought for Equality”





Student Services Report

March 2024

Gery Boucher, VP for Students



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Craven County*
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Strategic Plan 2023-28

Teaching and Learning
Assessment:



Strategic Plan 2023-28 Assessment

Teaching and Learning

SECURE SACSCOC REAFFIRMATION IN 2027

Narrative:

5th Year Report Wrap-Up

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

New Legislation – Senate Bill 680

- NCCCS is coordinating actions on behalf of the 58 colleges to comply with the new law
- Colleges require approval from the Dept of Ed prior to seeking a new accreditor
- Craven CC will likely have the option to remain with SACSCOC for an additional cycle due to being less than three years away from the end of the current cycle.

Strategic Plan 2023-28 Assessment

Teaching and Learning

CONDUCT HIGH-QUALITY, RIGOROUS PROGRAMS THAT ARE CURRENT AND RELEVANT TO COMMUNITY NEEDS

Narrative:

Medical Assisting to Licensed Practice Nurse Bridge

- Customized Nurse Aide option
- Tailored for MA's seeking to become nurses

Massage Therapy program begins April 2024

Night & Weekend LPN program begins August 2024

Surgical Technology program begins August 2024

- NCCCS awarded \$216K “High Cost Program” startup grant

Strategic Plan 2023-28 Assessment

Teaching and Learning

IMPLEMENT SEAMLESS PATHWAYS FROM HIGH SCHOOL THROUGH CAREER ATTAINMENT

Narrative:

New Trades Certificate open to CCP students

- Allows high school students to explore the trades (Electrical, Industrial, Welding)

Potential new CCP Pathways being explored

- Industrial systems technology
- Aviation Management and Career Pilot (Management)

CTE Expo – February 2024

- Partnership with Craven County Schools and area industries
- Students gain exposure to training opportunities and hands-on experiences with CTE equipment

Strategic Plan 2023-28 Assessment

Teaching and Learning

PROACTIVELY ADAPT PROGRAM OFFERINGS TO CHANGING STUDENT DEMOGRAPHICS

Narrative:

New Licensed Practical Nursing Evening and Weekend Program

- Approved by Board of Nursing (16 seats) in January 2024
- 3-year part-time program to begin August 2024

Underserved Students Outreach and Advising Project – Awarded Spring 2023

- 2 Year Grant - \$89,996
 - Career exploration and academic planning
 - Provide integrated, targeted support that promotes student success
 - Serves minority males

Strategic Plan 2023-28 Assessment

Teaching and Learning

ADVANCE LIFELONG EDUCATIONAL OPPORTUNITIES THROUGH EXTERNAL EDUCATION PARTNERSHIPS

Narrative:

The Bronco Benefit

- Partnership with Fayetteville State University
- Waived application fee
- Early advising
- Guaranteed admission with completion of associate degree

Strategic Plan 2023-28 Assessment

Teaching and Learning

CONNECT ACADEMIC TEACHING TO LIFE APPLICATIONS AND EXPERIENCES

Narrative:

Apprenticeships

- FRCE selected 5 students in January for Industrial Systems Technology and Electrical Engineering Technology
- B/S/H selected 5 Havelock High students in January for Mechatronics
- B/S/H Machining apprenticeship started in Fall 23

Surgical Technology

- New program starting Fall 2024
- Real-life clinical and lab experience utilizing CEHS operating rooms

Strategic Plan 2023-28 Assessment

Teaching and Learning

CONNECT ACADEMIC TEACHING TO LIFE APPLICATIONS AND EXPERIENCES

NC Symphony

- Hospitality Course catered 4 events in the Gold Room
- Approx. 50 attendees per event
- Students and staff prepared and served



Strategic Plan 2023-28 Assessment

Teaching and Learning

DEVELOP A DEDICATED HEALTH PROGRAMS INFRASTRUCTURE FOOTPRINT

Narrative:

Social science classes relocating Fall 2024 to Bate Hall

- Free space in Purdue Hall for Health Sciences (including science labs and transition classroom)

New Faculty Suite built in Purdue Hall in Fall 2023

- Allows all health program faculty to reside in Purdue Hall
- Student file room
- Debriefing/conferencing room

Strategic Plan 2023-28 Assessment

Teaching and Learning

DEVELOP AND IMPLEMENT PROGRAMS RESPONSIVE TO COMMUNITY, MILITARY, AND BUSINESS NEEDS

Narrative:

STEPS4GROWTH – Renewable Energy

- 12 week class
- 10 students enrolled
- Completed August 14, 2023

CarolinaEast

- EVS/Housekeeping Fast Track
 - Students complete course interview for EVS Job
 - 64-hour course
 - Pilot Course completed – Nov 2023

Strategic Plan 2023-28 Assessment

Teaching and Learning

DEVELOP AND IMPLEMENT PROGRAMS RESPONSIVE TO COMMUNITY, MILITARY, AND BUSINESS NEEDS

Narrative:

Career and College Promise

- Work Place Literacy – ESL Classes
 - Dradura
 - Bosch

Construction Academy – NCCCS Pilot Program

- 8 week course
- 17 students
- Completed August 3, 2023

Strategic Plan 2023-28 Assessment

Teaching and Learning

DEVELOP THE PUBLIC SAFETY TRAINING CENTER

Narrative:

Public Safety Training Center (PSTC)

- 30 acres in County Industrial Park—40-year lease
- FY 24 Special Legislative Allocation — \$12M
- Master Planning Study near completion – Stewart Cooper Newell
 - Allocation expected to fund the first three phases
 - Estimated date of initial operations —mid-2025



Strategic Plan 2023-28 Assessment

Teaching and Learning

Executive Leadership Team:

Ray Staats, President

Kathleen Gallman, VP for Instruction

Gery Boucher, VP for Development

Jim Millard, VP for Administration



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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.

Craven Community College

Fee Chart

2024-2025

DRAFT BOT 3/19/24

Course/Area	Current Fee	Change/New	Basis - Changes in Red
Business Office & Student Services			
Student Activity Fee	\$ 35.00		Flat fee for curriculum students charged Fall and Spring semesters
Student Activity Fee - Summer	\$ 17.50		Flat fee for curriculum students charged for Summer semester
Travel Insurance to Study Abroad	up to \$100.00		One time for study abroad participants
Transcript	\$ 10.00		
Campus Access, Parking & Security	\$ 15.00		Flat fee for curriculum students charged Fall, Spring and Summer semesters
Computer Use & Technology	\$ 48.00		All curriculum students charged Fall, Spring and Summer semesters
Professional Liability Insurance	\$ 16.00		Required for curriculum nursing and allied classes as well as a variety of WFD classes (EMT, Phlebotomy, Health Care Technician, Dental Asst, Vet Asst, Animal Grooming, Personal Trainer, CNA I & II, Manicurist, Barbering)
Student Accident Insurance: Curriculum	\$ 1.20		Mandatory insurance per semester
Student Accident Insurance: WFD	\$ 0.60		Mandatory insurance per semester
Returned Check	\$ 20.00		Per check returned by Financial Institution
Placement Testing Fee	\$ 3.00		Fee to be charged for Re-testing
Graduation Fees:			
Graduation Fee	\$ 15.00		All graduating students; includes processing, certificates, postage and one diploma cover
Diploma Cover	\$ 15.00		Charged per each additional diploma cover
Cap, Gown and Tassel	\$ 30.00		Approximate and Non-Refundable
Associate Degree (hood)	\$ 30.00		Approximate and Non-Refundable
Academic Support/Distance Learning			
Library Fees:			
Library Fines (Books)	\$ 0.10		Per day for overdue books
Library Fines (Videos)	\$ 1.00		Per day for overdue videos
Library Fines (Oculus)	\$ 5.00		Per day for overdue Oculus Quest Virtual Reality Headsets
Printing/Copying - Students	\$ 0.10		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	REMOVE	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

Craven Community College

Fee Chart

2024-2025

Test Proctoring Fee	\$ 25.00		To provide support for proctoring tests for students from other educational institutions unless associated with partnerships with the college
Distance Education Fee	\$ 25.00		Per course in all on-line and hybrid Curriculum courses
Liberal Arts:			
Music - MUS 161, 162, 261 262	\$ 320.00		Typically one student per course, specialized instruction
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
Health Programs:			
Admission Test (TEAS) for: Nursing, Physical Therapist Assistant	\$ 75.00	\$ 100.00	Entrance Test Fee (Passing Test Score Good for 12 months) - increase
ATI TEAS Retake fee		\$ 125.00	
Associate Degree Nursing (A.D.N.) 5-Semester Plan-beginning with Fall cohort	\$ 570.00	\$ 650.00	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 - increase
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	REMOVE	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-
Practical Nursing (PN) - Day Cohort		\$ 704.00	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
Practical Nursing (PN) - Night Cohort		\$ 528.00	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

Craven Community College

Fee Chart

2024-2025

NUR - 101, 111	\$ 25.00		Fee to cover myClinicalExchange Service required by Carteret Hospital; service centralizes required documentation and clinical shifts
Nursing Badge Replacement	\$ 15.00		
OST 243	\$ 101.70		Course Material Fee/Access to Software
OST 280	\$ 81.50		Course Material Fee/Access to Software
Career Programs:			
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
BLET TABE Entry Testing		\$ 5.00	
BLET TABE Re-Take Fee		\$ 10.00	
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	REMOVE	Supply Fee
Cosmetology Lab Fee - COS 112, 114, 116, & 118	\$ 10.00	\$ 30.00	Supply Fee - increase
Cosmetology Lab Fee - COS 119, 120, 125, & 126	\$ 10.00	\$ 20.00	Supply Fee - increase
Cosmetology Lab Fee - COS 112A, 112B, 114A, 114B, 116A, 116B, 118A, 118B	\$ 5.00		Supply Fee
Industrial Program Lab Fees:			
Composite Manufacturing core classes - MEC 188, 189, 212, 215	\$ 275.00		Supply Fee
Composite Manufacturing core classes - MEC 130	\$ 35.00		Supply Fee
Composite Manufacturing core classes - MEC 145	\$ 150.00		Supply Fee
Composite Manufacturing core classes - MEC 187	\$ 225.00		Supply Fee
Mechanical Engineering Tech, Electronic/ Electrical & Machining classes - BPR 111, 121, DDF 211, 212, 213, 214; DFT 111, 151, 152, 153; ELC 113, 117, 131, 135, 138, 139; ELN 131, 132, 133, 231, 232, 234, 260	\$ 35.00		Supply Fee
Machining/Manufacturing classes - MAC 111, 112, 113, 122, 124, 126, 241, 242, 243, 244, 245,246, 222, 224, 234, 233; MEC 111; HYD 110	\$ 85.00		Supply Fee
Machining/Manufacturing classes - MAC 117	\$ 150.00		Supply Fee
Machining/Manufacturing classes - MNT 110, 111, 165; ISC 132; SST 110	\$ 35.00		Supply Fee

Craven Community College

Fee Chart

2024-2025

Machining/Manufacturing classes - MAC 111A, 111B, 112A, 112B, 113A, 113B, 241A, 241B, 242A, 242B, 243A, 243B, 244A, 244B, 245A, 245B, 246A, & 246B	\$ 45.00		Supply Fee
Welding Technology Program:			
Welding classes - WLD 110, 112, 115, 116, 121, 122, 131, 132, 141, 221, 231, 261	\$ 40.00	\$ 60.00	Supply Fee - increase
Welding classes - WLD 115A, 115B, 116A, 116B, 121A & 121B	\$ 25.00		Supply Fee
Welding classes - WLD 151, 251	\$ 85.00		Supply Fee
Welding Certification to CU Credit	\$ 25.00		AWS Certified Welder Program > SMAW Plate (would get credit for WLD 115; GMAW Plate would get credit for WLD 122; FCAW Plate would get credit for WLD 121; GTAW Plate would get credit for WLD 131; SMAW Pipe would get credit for WLD 215; GTAW Pipe (Carbon Steel) would get credit for WLD 231
Havelock:			
American Hotel and Lodging Assoc Hospitality	\$ 74.40		Covers book and exam
Avionics Course	\$ 81.40		Student Materials
Aviation Sheet Metal Fabrication - ASMF-7138	\$ 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
Workforce Development Fees			
American Heart Assoc Certificate Card	\$ 17.50		BLS for Health Care Providers, Advanced Cardiac Life Support Initial and Recertification, Pediatric
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

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Pediatric HeartSaver CPR/First Aid AED	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver First Aid ONLY Card	\$ 17.50		New Registration; Includes American Heart Association Card
Auto-Detailing Certification Prep	\$ 19.40		Supply fee to cover the cost of consumables and other course materials
CDL Class A	\$ 1,819.40		Supply fee for the Commercial Driving License Class A license course
CDL Class B	\$ 819.40		Supply fee for the Commercial Driving License Class B license course
CDL Class C	\$ 49.40		Covers fuel and other costs
CRC Certificate Exam Fee	\$ 42.00		Reading for Information, Locating Information, and Applied Mathematics
CRC Certificate Replacement Fee	\$ 5.00		Supply Fee
DDI Courses	\$ 50.00		Student Materials
Drone Training	\$ 25.00		Fee used to help pay for drone repair and equipment
EKG Technician	\$ 10.40		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
Home Appliance Repair	\$ 150.00		Textbooks and appliance schematics
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"
Massage Therapy	\$ 576.50	\$ 559.90	Textbooks, Student Kit and classroom supplies (AR SFMAS Unit 43009) \$16.60 removed because these are insurance fees and not supply fees.
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)

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NCCER Construction 1	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 2	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 3	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
NCCER Construction 4	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
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	\$169.40	Covers fuel and any repairs - increasing due to realized costs of fuel and maintenance
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
WorkKeys Assessment Tests:			

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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