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## MEETING AGENDA

**JUNE 12, 2024**

**1:00 pm Ward Boardroom  
New Bern Campus**

- |       |  |                              |
|-------|--|------------------------------|
| I.    | Call to Order  | <i>Ervin Patrick, Chair</i>  |
| II.   | Administrative Items   |                              |
|       | (1) Roll Call  | <i>Ray Staats, Secretary</i> |
|       | (2) Agenda Review and Adoption ( <i>motion</i> )                                     | <i>Ervin Patrick</i>         |
|       | (3) Conflict of Interest Declaration   | <i>Ervin Patrick</i>         |
|       | (4) Public Comment   | <i>Ervin Patrick</i>         |
| III.  | Consent Agenda ( <i>motion</i> )   | <i>Ervin Patrick</i>         |
|       | (1) Approve Board of Trustees Meeting Minutes (April 16, 2024)                       |                              |
| IV.   | Summer Enrollment ( <i>info</i> )  | <i>Gery Boucher, VP</i>      |
| V.    | Financial Reports  | <i>Jim Millard, VP</i>       |
|       | (1) Financial Report 3 <sup>rd</sup> Quarter FY 2023-24 (Jan-Mar) ( <i>motion</i> )  |                              |
|       | (2) Write-Offs and Uncollectable Accounts ( <i>motion</i> )                          |                              |
|       | (3) Cash Balances ( <i>info</i> )  |                              |
| VI.   | Personnel Report 3 <sup>rd</sup> Quarter FY 2023-24 (Jan-Mar) ( <i>info</i> )        | <i>Jim Millard</i>           |
| VII.  | Facilities Usage Report 3 <sup>rd</sup> Quarter FY 2023-24 (Jan-Mar) ( <i>info</i> ) | <i>Jim Millard</i>           |
| VIII. | Strategic Plan Assessment Goal 2 Update ( <i>info</i> )                              | <i>Ray Staats</i>            |
| IX.   | Old Business   | <i>Ervin Patrick</i>         |
| X.    | New Business   | <i>Ervin Patrick</i>         |
|       | (1) Appoint Board Officers for Nominating Committee FY 2024-25 ( <i>info</i> )       | <i>Ervin Patrick</i>         |
|       | (2) Receive 2024-25 Board of Trustees Meeting Schedule ( <i>info</i> )               | <i>Amber Smith</i>           |
|       | (3) Approve Foundation Board of Directors Appointments ( <i>motion</i> )             | <i>Ray Staats</i>            |
|       | (4) Craven Community College Financial Statement Audit FY23 ( <i>info</i> )          | <i>Ray Staats</i>            |
|       | (5) FY 2024-25 State Budget Continuing Resolution ( <i>motion</i> )                  | <i>Jim Millard</i>           |
|       | (6) Updated 2024-25 Fee Schedule ( <i>motion</i> )                                   | <i>Jim Millard</i>           |

- (7) Approve Public Safety Training Center A & E bid (*motion*)
- (8) Updated 3-1 Public Safety Training Center (*motion*)

*Jim Millard*  
*Jim Millard*

- XI. Reports
  - (1) President
  - (2) Chair
  - (3) Attorney

*Ray Staats*  
*Ervin Patrick*  
*Jamie Norment*

- XII. Adjournment

*Ervin Patrick*

CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING MINUTES  
APRIL 16, 2024

The Craven Community College Board of Trustees met on Tuesday, April 16, 2024 in the Brock Administration Building, Ward Boardroom 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: Dr. Jim Davis, Ms. Pam Holder, Mr. Chip Hughes, Ms. Jennifer O'Neill, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Bill Taylor, Mr. Tabari Wallace, Mr. Gus Willis, and Mr. Whit Whitley.

Voting members absent were: Ms. E.T. Mitchell and Mr. Kevin Roberts

Ex-Officio members present were: Ms. Hannah Benischek, Student Trustee and Ms. Anne Schout, Foundation Board President

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

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

Agenda Review and Adoption

Board Chair Patrick reviewed the revised agenda (attached). Trustee Whitley motioned to accept the revised 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 Davis motioned to accept the minutes (attached) of the March 19, 2024 meeting as presented; Trustee Whitley seconded the motion and the motion was unanimously approved.

Workforce Development Update

*Spring WFD Update:* For informational purposes, Vice President Gery Boucher highlighted updates on the growth within various Workforce Development programs and partnerships. He also shared that College and Career was ranked fifth among NC Community Colleges for the Measurable Skills Gains metric during the past academic year. VP Boucher reviewed progress on the Volt Generator building construction and the Heavy Equipment building construction.

*WFD Accountability/Credibility Class Visitation Report:* Vice President Boucher highlighted classroom visitation reports for the Spring, Summer, and Fall of 2023, noting all target thresholds were exceeded (attached). Trustee Holder motioned to approve the reports as presented; Trustee Hughes seconded the motion and the motion was unanimously approved.

Facilities 5-Year (2024-2028) Plan

For informational purposes, Vice President Jim Millard highlighted the projects scheduled for the next five years utilizing the \$500,000 annual Craven County capital funding (attached).

County Budget Proposal (2023-2024) Plan

President Staats shared the proposed fiscal year 2025 county budget (attached). He noted a 6.17% increase includes increases in personnel salaries, retirement contributions, and health insurance plus operations and maintenance for new and expanded facilities. Trustee Whitley motioned to approve the budget as presented; Trustee Holder seconded the motion and the

motion was unanimously approved. President Staats will present the proposal to the County Commission in May for their consideration.

#### Old Business

President Staats presented a proposed resolution (attached) to remain with the College's current accrediting agency, the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) for an additional accreditation cycle. The Trustees discussed the provisions of the recently enacted Session Law 2023-132, and the applicability to the College's reaffirmation schedule. Trustee O'Neill motioned to approve the resolution as presented; Trustee Davis seconded the motion and the motion was unanimously approved.

#### New Business

No New Business

#### Reports

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

- Community Fabric Awards: Tuesday, April 23, 2024 at 12:00 pm at the Riverfront Convention Center in New Bern
- PTK Catalyst 2024
  - Craven Community College's PTK ranked in the top eight percent among PTK chapters across the nation
- Public Safety Training Center
  - Construction bid process will begin the end of the month and the recommended architect will be presented to the Trustees at the June Board Meeting
- Corporate Training Center
  - Design development meeting will commence next week.
- Commencement:
  - Friday, May 10, 2024 at 9:00 am
- Annual Board Retreat
  - Will coincide with the June Board of Trustees meeting; agenda and location information is forthcoming.

*Chair:* No report.

*Attorney:* Jamie Norment shared information regarding a new “Starbase” youth education STEM program proposed at Marine Corps Air Station Cherry Point.

*Student Trustee:* Student Trustee Hannah Benischek reviewed her report (attached) highlighting campus activities and future events.

*Foundation Board President:* Foundation President Anne Schout reviewed her report (attached), encouraged Board of Trustees participation in the upcoming Community Fabric Awards luncheon and shared a student story.

#### Closed Session

At 6:36 pm, upon a motion by Trustee Hughes, seconded by Trustee O’Neill, and unanimous approval, the Board of Trustees of Craven Community College, pursuant to North Carolina General Statute {143-318.11(a)(6)}, entered into Closed Session to discuss personnel matters with the request that Attorney Jamie Norment and Executive Assistant Amber Smith remain in the Closed Session at the pleasure of the Board. President Staats, Vice Presidents Gallman, Boucher and Millard, Ms. Benischek and Ms. Schout were excused from the meeting.

Chair Patrick stated that the President's performance evaluation and employment terms had been reviewed by the committee and Board of Trustees in Closed Session. Upon unanimous consent, the Board awarded Dr. Staats fifteen (15) days of meritorious leave to be used by June 30, 2025, and increased his county-funded portion of his salary by \$11,100 effective July 1, 2024. The Chair directed Attorney Norment to prepare an amendment to the Employment Agreement consistent with the Board's decision.

At 7:00 pm, upon a motion by Trustee Whitley, seconded by Trustee Hughes, and unanimous approval, the Closed Session ended and the Regular Session resumed. The public was invited to rejoin the Regular Session.

Craven Community College  
Board of Trustees Meeting Minutes  
April 16, 2024  
Page Five

Adjournment

With no further business to be presented, Board Chair Patrick adjourned the meeting at 7:05 pm and thanked everyone for their participation.

Respectfully submitted:



Ervin D. Patrick, Chair  
June 12, 2024



Raymond W. Staats, Secretary  
June 12, 2024

# ENROLLMENT 2024

Curriculum and Workforce Development





# Summer Enrollment

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<b>CURRICULUM ENROLLMENT</b>		
	<b>Head Count</b>	<b>FTE</b>
Summer 2024*	1523	378.8
Summer 2023	1355	338.8
Summer 2022	1591	379.9
Summer 2021	1211	268.8

\*Estimated Enrollment Summer 2024 as of 5/20/2024

Source: Executive Director, Office of Institutional Effectiveness

# Spring Enrollment

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<b>WORKFORCE DEVELOPMENT ENROLLMENT</b>		
	<b>Head Count</b>	<b>FTE</b>
Spring 2024	2609	252.3
Spring 2023	2369	207.0
Spring 2022	2121	264.6
Spring 2021	1599	171.0

\*Source: Dean, Workforce Development , FTE- Institutional Credit Report (ICR)

\*Unduplicated Headcount

# 2023-2024 Workforce Development Enrollment

WORKFORCE DEVELOPMENT ENROLLMENT		
	Head Count	FTE
2023-2024	6417	653
2022-2023	6192	663
2021-2022	5592	680
2020-2021	4596	568

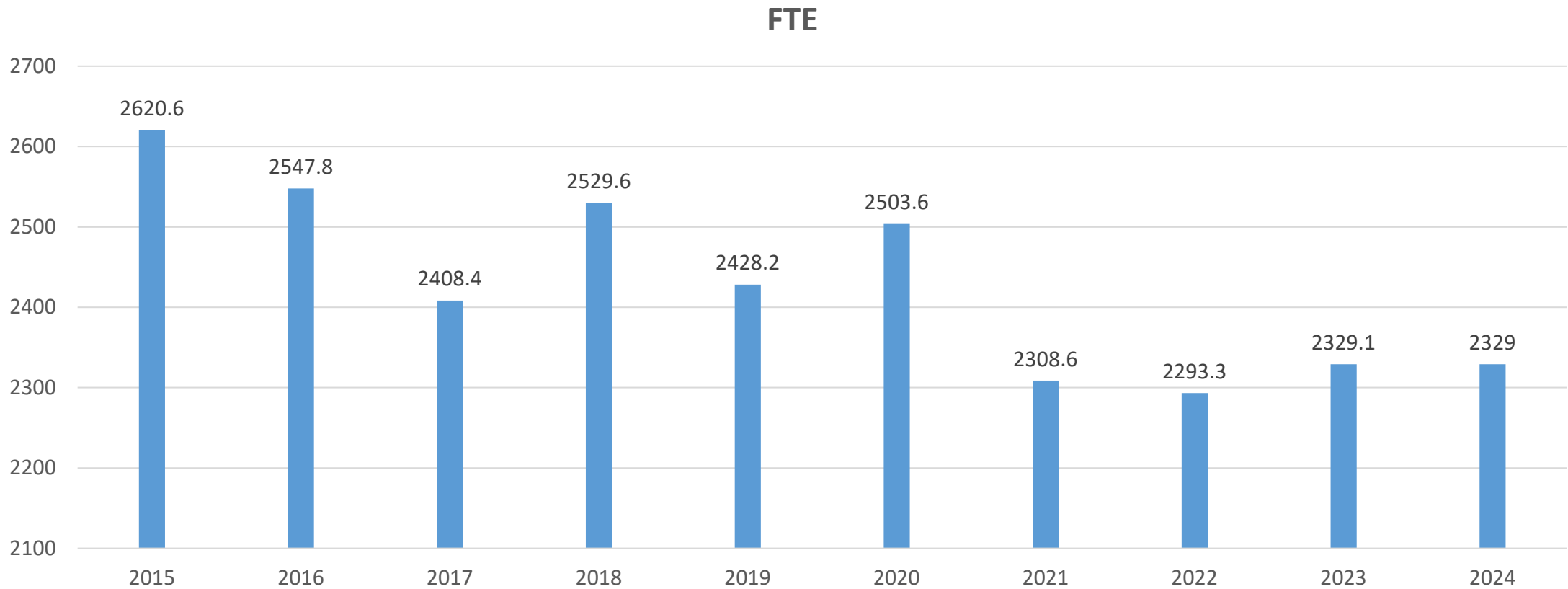
Source: Dean of Workforce Development, final numbers taken from (ICR) Institutional Credit Report

\*FTE-Occupational Extension Only

\*Unduplicated Headcount

# Curriculum Report

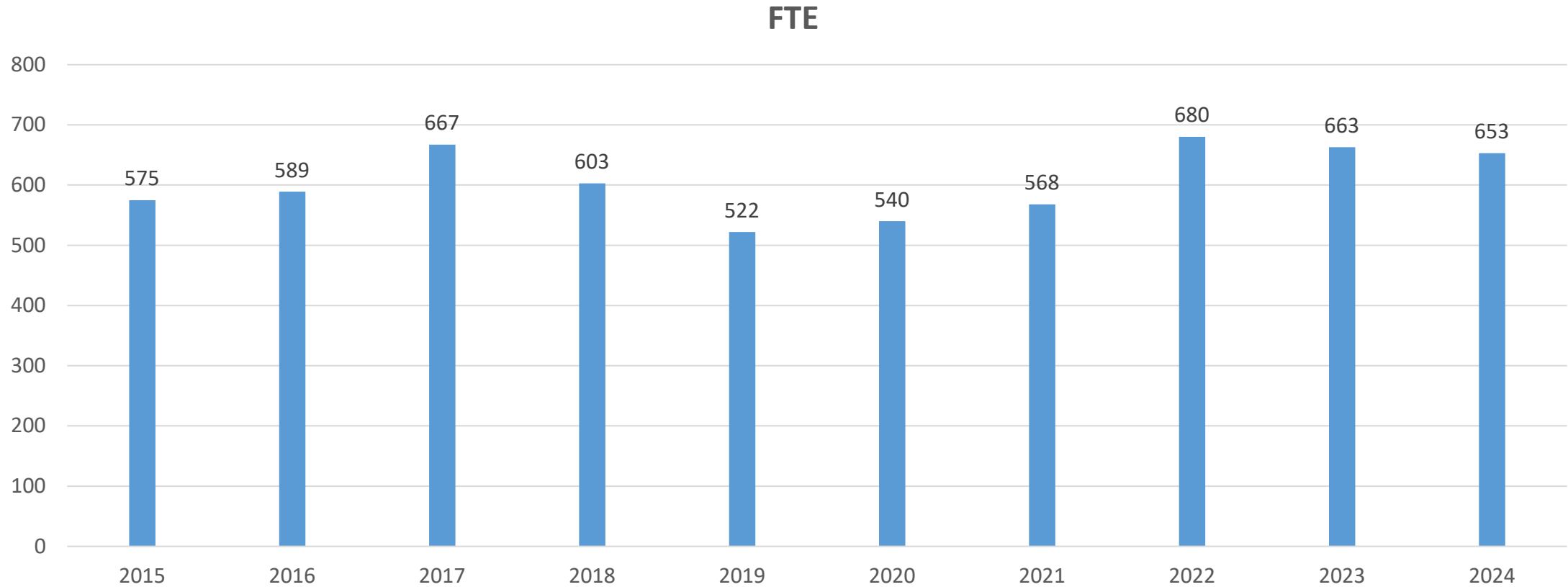
## *FTE 10-Year Trend*



Data Source: Executive Director, Office of Institutional Effectiveness 5/20/2024, final numbers taken from (ICR) Institutional Credit Report

# Workforce Development Report

## *FTE 10-Year Trend*



Data Source: Dean, WFD 5/14/2024, final numbers taken from (ICR) Institutional Credit Report – Occupational Extension



# Enrollment 2024



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







**Craven Community College**  
**Institutional Funds Budget Comparison Report**  
**As of March 31, 2024 - 75% 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	352,302.00	352,209.39	92.61	100%	27,299.23	13,517.97
01	133	Discretionary	86,517.00	12,191.20	74,325.80	14%	64,887.30	87,012.91
01	134	Unrestricted Overhead Receipts	21,642.00	3,362.98	18,279.02	16%	9,709.16	58,717.75
01	136	Foundation	414,650.00	205,849.27	208,800.73	50%	365,536.98	684,096.47
01	137	Financial Aid Matching	1,700.00	1,671.67	28.33	98%	1,326.19	10,520.22
01	221	Applied Music	-	-	-	0%	2,673.13	35,643.07
01	227	Extra Curricular Activities	23,821.00	19,176.02	4,644.98	81%	12,506.26	57,263.46
01	250	Curriculum-Self Supporting	36,923.00	20,547.75	16,375.25	56%	6,442.63	193,304.70
01	312	Fire College	1,635.00	1,634.11	0.89	100%	164.04	3,651.16
01	340	WFD-Self Supporting	564,147.00	285,407.39	278,739.61	51%	334,653.35	848,338.69
01	411	Learning Resource Center	2,760.00	-	2,760.00	0%	87.60	2,869.93
01	421	Higher Ed Conference (AVID)	3,297.00	986.09	2,310.91	30%	2,047.00	1,060.91
01	460	Customized Ind Train Support	4,395.00	-	4,395.00	0%	1,504.30	34,048.89
01	461	Small Business Support Fund	-	-	-	0%	4.22	133.70
01	610	VOLT Center	68,074.00	58,347.66	9,726.34	86%	9,924.01	41,743.60
02	131	College Work Study	107,670.00	71,062.95	36,607.05	66%	71,062.95	-
02	134	Restricted Overhead Receipts	187,012.00	40,890.60	146,121.40	22%	40,601.68	373,095.67
02	138	Returned Check Fee Fund	75.00	6.00	69.00	8%	957.91	23,356.61
02	139	CARES Act/NCCF WorkReady	968,027.00	968,026.46	0.54	100%	968,026.46	-
02	220	NCSU Engineering	124,389.00	49,965.22	74,423.78	40%	97,986.86	76,833.78
02	227	ENCORE	15,000.00	5,916.04	9,083.96	39%	15,230.75	17,392.38
02	228	Grants -NSF SEAS/Bosch/NCCF	338,553.00	156,570.08	181,982.92	46%	212,152.22	253,163.31
02	291	Specific Fees - Lab/DE/ASC	2,216,634.00	2,038,589.57	178,044.43	92%	1,237,896.41	1,047,988.85
02	292	System-Wide Fees-Comp Tech	734,454.00	398,293.68	336,160.32	54%	209,805.80	1,282,160.65
02	293	Patron Fees	53,387.00	38,554.37	14,832.63	72%	36,112.41	278,591.68
02	314	Grants - Workforce Development/BS	568,865.00	54,352.91	514,512.09	10%	63,019.00	502,983.24
02	355	NCDPS Reentry Program	275,894.00	209,351.04	66,542.96	76%	234,441.07	128,784.88
02	370	FTCC NCMBBC	87,500.00	62,631.07	24,868.93	72%	61,922.64	(1,162.54)
02	392	System-Wide Fees - WFD Comp	-	(12.00)	12.00	0%	346.73	11,258.56
02	412	Grants -NC A&T STEPs3GROWTH & Bright Ideas	91,928.00	28,629.19	63,298.81	31%	40,740.61	8,397.03
02	521	C-Step Grant	12,500.00	9,210.96	3,289.04	74%	11,704.00	2,493.04
02	531	Professional Liability Ins	12,119.00	12,119.00	-	100%	8,341.92	47,433.28

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532 Student Insurance	10,004.00	7,706.72	2,297.28	77%	5,155.57	(6,693.26)
02	533 Transcript Fees	41,122.00	18,415.14	22,706.86	45%	36,330.55	347,882.73
02	534 TRIO/Panther Pantry Grants	351,619.00	187,497.90	164,121.10	53%	183,471.54	(229.97)
02	556 Student Outreach & Advising	6,555.00	3,929.21	2,625.79	60%	5,000.00	2,186.50
02	790 Facilities Rental Fund	10,000.00	-	10,000.00	0%	8,048.16	62,352.78
02	791 Public Radio East	1,103,511.00	803,490.20	300,020.80	73%	760,388.75	126,454.49
02	795 Career Fair	-	-	-	0%	19.20	618.30
02	796 Testing Centers	95,896.00	61,624.80	34,271.20	64%	43,568.33	149,758.83
02	797 Public Radio East Foundation	877,463.00	552,185.22	325,277.78	63%	568,443.22	136,600.82
02	823 SEOG	124,780.00	112,476.00	12,304.00	90%	112,476.00	-
02	824 Pell	4,330,225.00	4,029,737.68	300,487.32	93%	4,007,988.68	(21,749.00)
02	829 Cares Act	-	-	-	0%	-	-
02	830 NCCC Target Asst/LTHT/GoldenLeaf	35,493.00	34,280.00	1,213.00	97%	30,660.00	(3,620.00)
02	833 NCCG	-	-	-	0%	-	-
02	834 Teacher Assistant Sch Fund	18,415.00	14,192.40	4,222.60	77%	14,242.40	2,000.00
02	835 State Aid Scholarships	267,456.00	272,715.00	(5,259.00)	102%	272,715.00	-
02	840 General Scholarships	643,906.00	502,867.40	141,038.60	78%	437,951.82	365,713.79
02	841 Endowment/Other Scholarships	103,301.00	74,763.69	28,537.31	72%	82,857.30	17,883.61
05	710 Clearwire Distribution	5,511.00	-	5,511.00	0%	5,951.11	55,927.74
05	720 Bookstore	101,100.00	75,458.30	25,641.70	75%	68,329.79	637,095.40
05	730 Food Service	37,681.00	29,650.43	8,030.57	79%	26,260.04	23,699.37
05	740 Campus Access	87,121.00	69,970.42	17,150.58	80%	54,048.10	54,608.16
05	770 Student Activity Funds	179,287.00	127,978.74	51,308.26	71%	131,947.53	245,277.43
06	810 J. Wrenn Emergency Loan Fu	600.00	356.12	243.88	59%	2,022.09	44,509.34
07	910 Buildings & Grounds	9,949,058.00	2,221,309.93	7,727,748.07	22%	2,965,418.19	2,661,589.37
08	792 Public Radio East Endowment	-	-	-	0%	2,393.97	77,148.24
08	850 Endowments	77,651.00	58,665.21	18,985.79	76%	427,472.68	3,316,909.16
<b>Total</b>		<b>25,833,625.00</b>	<b>14,364,811.18</b>	<b>11,468,813.82</b>	<b>56%</b>	<b>14,402,274.84</b>	<b>14,428,479.30</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 - January 1, 2024 to March 31, 2024**

Return of Title IV	\$9,460.15
FA Issues/Withdrew Charged 25%	\$0.00
Sponsor Issues	\$1,819.40
Payment Plan	\$0.00
<b>Total</b>	<b>\$11,279.55</b>

Kisha B. Simpson (Requested by)	Jim Millard Vice President for Administration
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Past Write-Offs (9 Months; YTD) July - March	2023-24	2022-23	2021-22	2020-21	2019-20
Total	\$64,449.83	\$85,492.63	\$46,285.38	\$14,561.38	\$57,179.25

Quarterly Collections 3rd Qtr Comparison Only January - March	2024	2023	2022	2021	2020
Total Collected this Period	\$6,583.19	\$4,566.59	\$5,107.88	\$10,588.42	\$8,193.57
Received from Debt Setoff	*\$1,987.20	\$22,871.77	*\$308.14	\$21,706.41	\$20,306.53
Collection Agency Fees	(\$1,316.65)	(\$913.29)	(\$1,099.29)	(\$2,117.65)	(\$1,638.71)
Net Proceeds	\$7,253.74	\$26,525.07	\$4,316.73	\$30,177.18	\$26,861.39

\*Tax setoffs will hit 4th qtr

**CRAVEN COMMUNITY COLLEGE  
REPORT OF CASH BALANCES**

<b>STIF Account:</b>	<b>31-Mar</b>	<b>31-Dec</b>	<b>Variance</b>
<b>Local Funds</b>	\$2,755,768.21	\$2,880,659.77	-\$124,891.56
<b>Special Funds</b>	<u>\$8,971,696.97</u>	<u>\$9,317,718.24</u>	<u>-\$346,021.27</u>
<b>Total</b>	\$11,727,465.18	\$12,198,378.01	-\$470,912.83

**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-Mar</b>	<b>31-Dec</b>	<b>Variance</b>
<b>STIF Interest Rate:</b>	4.31916%	4.14822%	0.17094%

**Craven Community College Personnel Report**  
**January 1, 2024 – March 31, 2024**

<b>New Hires</b>	<b>Position Title</b>		<b>Effective</b>	<b>Monthly/Annually</b>
Lauren Jannik	Nursing Faculty		1/4/24	\$6,445/\$58,005
Alexander Jestness	Automotive Systems Technology Faculty		1/4/24	\$4,834/\$58,008
Chinmoy Modak	Information Systems Faculty		1/4/24	\$5,250/\$63,000
Robert Seip	Physics/Astronomy Faculty		1/4/24	\$5,667/\$51,003
John Willis III	Business/Marketing Faculty		1/4/24	\$5,000/\$60,000
Kelley Williams	Senior Administrative Assistant- Liberal Arts & University Transfer		1/16/24	\$3,000/\$36,000
Matthew Brown	Assistant School Certifying Official (Part-time Regular)		2/1/24	\$2,388/\$28,656
Vicki Feldhaus	Administrative Assistant- Career Programs (Part-time Regular)		2/1/24	\$1,885/\$22,620
Carrie Strait	Accountant- Compliance & Deposit		2/2/24	\$3,750/\$45,000
Mayte Ramirez	Accounting Assistant- Cashier		2/15/24	\$2,834/\$34,008
Bailey McLaughlin	Administrative Assistant- TRIO (Part-time Regular)		3/15/24	\$1,885/\$22,620
<b>Reassignments/ Promotions</b>	<b>From</b>	<b>To</b>	<b>Effective</b>	<b>Monthly/Annually</b>
Robert Bondurant	Director of Advising & Counseling	Associate Dean of Student Services	1/1/24	\$5,856/\$70,272
Constance King	Senior Administrative Assistant- Career & College Promise	Academic Advisor	1/1/24	\$3,705/\$44,460
Margaret Liddell	Accounting Assistant- Cashier	Accounting Assistant- Collections & Travel	1/1/24	\$3,294/\$39,528
Kelsie McBride	Nursing Clinical/Simulation Coordinator	Nursing Faculty	1/1/24	\$6,203/\$74,436
Nathan Stout	Academic Advisor	Director of Advising & Counseling	1/1/24	\$4,391/\$52,692
Kelley Toler	Nursing Faculty	Simulation Coordinator, Nursing	1/1/24	\$6,144/\$73,728
Brandon Williams	Administrative Assistant- Institutional Effectiveness (Part-time Regular)	Administrative Assistant- Institutional Effectiveness (Full-time Regular)	1/1/24	\$2,650/\$31,800
John Collins	Facilities Technician Assistant	Facilities Maintenance Specialist- Electrical	1/15/24	\$3,542/\$42,504
Lawrence Wren	Custodian	Facilities Technician Assistant	1/15/24	\$3,084/\$37,008

<b>Resignations/ Terminations/ Retirements</b>	<b>Position Title</b>	<b>Effective</b>	<b>Reason</b>
Tommy Johnson	Assistant School Certifying Official (Part-time Regular)	1/5/24	Resignation
Tracy Minchin	LAUT Support Services Manager	1/31/24	Retirement
Matthew Salerno	Director, Information Technology	2/22/24	Deceased
Sandra McKenzie	Director, Service Programs	3/31/24	Retirement

**Craven Community College Facilities Usage Report  
January 1, 2024 - March 31, 2024**

**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>
NC Wildlife Resources Commission	1/17/2024	Gov	Orringer			50
American Red Cross	1/18/2024	Non-Profit	Naumann			50
New Bern Historical Society	1/21/2024	Non-Profit	Orringer	\$360.00	11/28/2023	275
Craven County Schools	1/26/2024	Edu	AMC 104			10
NC Division of Coastal Management	1/31/2024	Gov	AMC 104			14
NC History Theater	2/9/2024 - 2/10/2024	Non-Profit	Orringer			50
New Bern Historical Society	2/18/2024	Non-Profit	Orringer	\$360.00	11/28/2023	275
Craven Concerts	2/22/2024	Non-Profit	Orringer	\$500.00	1/11/2024	250
Bright Star Touring Theatre	2/23/2024	Non-Profit	Orringer			150
Craven Smart Start	3/9/2024	Non-Profit	Naumann			50
Craven Smart Start	3/9/2024	Non-Profit	Orringer			200
Craven County Health Department	3/26/2024	Gov	AMC 102			50

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

# Strategic Plan 2023-28

Student-Centered Experience - Assessment: Second Quarter 2024



# Strategic Plan 2023-28 Assessment

## *Student-Centered Experience*

### CONNECT ACADEMIC OFFERINGS TO PROFESSIONAL EXPECTATIONS

#### Narrative:

#### **Industrial Systems Technology**

- Clean Energy certificate

#### **NC Edge**

- Chatsworth

#### **Arc Flash Training**

- International Paper

#### **Surgical Technology and EVS/Housekeeping**

- CarolinaEast

#### **BioWork: An Introductory Course for Process Technicians**

- Cherry Point



# Strategic Plan 2023-28 Assessment

## *Student-Centered Experience*

### IMPROVE STUDENT PERSISTENCE AND COMPLETION

#### Narrative:

#### **Cultural Events through Campus Life and Manifest**

- Hispanic Heritage Celebration – September 2023
- Onslow County Veterans Pow Wow
  - Manifest Minority Leadership – November 2023
- Cypress Singers and Tuscarora Native American Dancers
  - Earth Day - April 2024

#### **Implementation of Midterm Grades for CCP students**

- Began Fall 2023
- Sent to high school counselors

# Strategic Plan 2023-28 Assessment

## *Student-Centered Experience*

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### PROVIDE INTENTIONAL STUDENT SUPPORT SERVICES

#### Narrative:

### Counseling Services

- Five counselors on staff
- Counselors provide services and community resources to students in crisis
- Monthly “Let’s Talk Series”
  - Navigating the Turbulence – September 2023
    - 35 attendees
  - It Takes a Village – November 2023
    - 50 attendees
  - Growing our Resiliency – February 2024
    - 55 attendees
  - Resiliency – April 2024
    - 40 - attendees

# Strategic Plan 2023-28 Assessment

## *Student-Centered Experience*

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### SUSTAIN “STUDENT FIRST” CULTURE

#### Narrative:

#### **Next NC Accelerated Grant - \$5,000**

- The grant funds create awareness for the Next NC scholarship and increase FAFSA completion
- Grant cycle – May 17, 2024 to August 2, 2024
- Five required activities:
  - Hold Information Sessions
  - Create Dedicated Webpage for Next NC
  - Communications & Engagement
  - Student Support & Training
  - Engage Students to Identify Effective Communication Strategies

# Strategic Plan 2023-28 Assessment

## *Student-Centered Experience*

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### SUSTAIN “STUDENT FIRST” CULTURE

#### Narrative:

#### **Provided resources and support for Skills USA - 2024**

- 98 students participated
- 39 medals
- 9 State Champions to compete in the National Competition in June 2024

#### **Guest Services Gold Training**

- Student Services and WFD staff attended Customer Gold Professional Development and Team Training



# Strategic Plan 2023-28 Assessment

## *Student-Centered Experience*

Executive Leadership Team:

Ray Staats, President

Kathleen Gallman, VP for Instruction

Gery Boucher, VP for Development

Jim Millard, VP for Administration



*Purpose-driven teaching and learning for  
Craven County*

CravenCC.edu | 252-638-7200

**CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
2024-2025 MEETING SCHEDULE**

<u>DATE OF MEETING</u>	<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
<b>JULY 2024</b>			
		<i>No meeting in July</i>	
<b>AUGUST 2024</b>			
Tuesday, August 20	5:30 pm - 7:30 pm	Aug BOT Meeting (refreshments)	Ward Boardroom
<b>SEPTEMBER 2024</b>			
Tuesday, September 17	5:30 pm - 7:30 pm	Sep BOT Meeting (refreshments)	Ward Boardroom
<b>OCTOBER 2024</b>			
Tuesday, October 15	5:00 pm - 5:45 pm	Dinner with Students	Naumann Community Room
	6:00 pm - 8:00 pm	Oct BOT Meeting	Ward Boardroom
<b>NOVEMBER 2024</b>			
		<i>No meeting in November</i>	
<b>DECEMBER 2024</b>			
Tuesday, December 10	5:30 pm - 7:30 pm	Dec BOT Meeting (refreshments)	Ward Boardroom
<b>JANUARY 2025</b>			
		<i>No meeting in January</i>	
<b>FEBRUARY 2025</b>			
Tuesday, February 18	5:30 pm - 7:30 pm	Feb BOT Meeting (refreshments)	Ward Boardroom
<b>MARCH 2025</b>			
Tuesday, March 18	5:00 pm - 5:45 pm	Dinner with Students	Naumann Community Room
	6:00 pm - 8:00 pm	Mar BOT Meeting	Ward Boardroom
<b>APRIL 2025</b>			
Tuesday, April 15	5:30 pm - 7:30 pm	Apr BOT Meeting (refreshments)	Ward Boardroom
<b>MAY 2025</b>			
		<i>No meeting in May</i>	
<b>JUNE 2025</b>			
Wednesday, June 11	9:00 am - 12:45 pm	Annual Board Retreat	TBD
Wednesday, June 11	1:00 pm - 3:00 pm	June BOT Meeting	TBD
<b>NOTE: If you are unable to attend any meeting, please contact Amber Smith 252-638-7201. Knowing attendance helps with set-up, food ordering, and establishing a quorum.</b>			



**Board of Directors**

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

Carol B. Becton  
Martin Cieszko  
Dr. James Congleton  
Charles Cushman  
Charles Dudley  
Brenda George  
Dr. Dwight Grady  
John Haroldson  
Dr. Ginny Johnson  
Carole Kemp  
Lee 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  
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*

June 11, 2024

Craven Community College Board of Trustees,

The Craven Community College Foundation met June 11, 2024 and voted unanimously to recommend the following individuals to serve on the Foundation through June 30, 2026:

Title	Name	Term Date	Term 1 Expires
Director	Ashley Irizarry-Martin	7/1/2024	6/30/2026
Director	Na Tayah Hill	7/1/2024	6/30/2026
Director	Catherine Burgess	7/1/2024	6/30/2026
Director	Mark Best	7/1/2024	6/30/2026
Director	Pastor Robert Johnson	7/1/2024	6/30/2026

A short biography of each of the proposed new members is attached for your review.

Additionally, the following individuals need to be reappointed for terms through 6/30/2026:

	Name	Term Date	Term #
Director	Lee Knott	7/1/2024 - 6/30/2026	4
Director	Carol Becton	7/1/2024 - 6/30/2026	4
Director	Carole Kemp	7/1/2024 - 6/30/2026	4
Director	Dr. Bettina Meekins	7/1/2024 - 6/30/2026	3
Director	Hannah Mitchell	7/1/2024 - 6/30/2026	3
Director	Dr. Virginia Johnson	7/1/2024 - 6/30/2026	2
Director	Martin Cieszko	7/1/2024 - 6/30/2026	2
Director	Dr. Dwight Grady	7/1/2024 - 6/30/2026	2
Director	Dr. Kenneth Wilkins	7/1/2024 - 6/30/2026	2

Thank you for your support of the Craven Community College Foundation.

Charles Wethington  
Executive Director & Secretary

## **Mrs. Ashley Martin-Irizarry**

Ashley Martin joined the Raymond James team in July 2012 as the Client Services Manager for the New Bern office. In the fall of 2015, she purchased the Raymond James branch in New Bern with her Business Partner, Jon Tait, CERTIFIED FINANCIAL PLANNER™. In October of 2018 they joined up with Signature Wealth Strategies, another independent firm inside the Raymond James network.

She received her Bachelor's degree in Business Administration from California State University Stanislaus and holds a General Securities License, Series 7 Series 66 licenses, as well as Series 9 & 10. She plans to continue her education by working towards her CERTIFIED FINANCIAL PLANNER™ certification.

She is a mother of four beautiful children and two rescue dogs. Ashley was previously on the Craven Community College Foundation Board of Directors from 2015 until 2023. She also served as the chair of the Budget and Audit Committee.



## **Mrs. Na Tayah Hill**

Hello, my name is NaTayah Hill. I am a dedicated community advocate with a passion for fostering inclusive initiatives. I am an alumnus of Havelock High and UNC at Greensboro, where I obtained my Bachelor's degree in Business Administration. My educational background, and professional experience, and being a member of community services such as the Re-entry Council, have equipped me with a deep understanding of community dynamics and effective governance.

I am currently a Commodity Buyer for B/S/H/ Home Appliances, responsible for plastic components and I hold over seven years of experience in the manufacturing industry. Previously, I worked as an Admin Specialist where I coordinated events, managed volunteer programs, and built strong partnerships with local businesses and organizations. In my free time I enjoy the beach, working out and spending time with my family. I am excited for the opportunity to contribute my skills and experience to the Craven Community College Foundation to help in creating a thriving environment to those in Craven County.

## **Mrs. Catherine Burgess**

Catherine Burgess serves as the Communications Manager for International Paper's New Bern, North Carolina, and Grande Prairie, Alberta, Canada, Mills. She began her career with International Paper in 2018 as the sole Communications support for the New Bern Mill. Prior to joining the team full-time, she was an intern for the International Paper Corporate Communications team in 2017. Catherine has a Bachelor's degree (cum laude) in public relations and is a graduate from the Honors College at Ball State University in Muncie, Indiana.

Native to Fort Myers, Florida, Catherine grew up moving along the east coast and was raised in Woodbury, New Jersey. She is an alumna of Alpha Omicron Pi Fraternity and currently volunteers and serves on the Young Alumni Council for Ball State University. Catherine moved to New Bern in 2018 and is a member of Christ Episcopal Church in downtown New Bern.

## Mr. Mark Best

Mark joined our Craven CC family October 1985, as Adult Basic Education Director, remaining in various leadership roles for 32 years, retiring January 2017 as the Director of Workforce Readiness & Special Programs. During that time, he provided leadership and mentorship to staff, faculty, and students alike as well as initiating a strong connecting partnership between the college and the Craven County community he loves so dearly. Mark is a lifelong Craven County resident, and proud alumnus of West Craven HS (Eagles), receiving his B.S., Business Administration from Fayetteville State University (Broncos).

Mark and his lovely and talented wife Valerie Taylor Best have been married for ten (10) years. They are the parents of five children; Lauren, Stephen, Byron, Ronnie, and Brayonna, and have 6 grandchildren.

While employed at Craven, Mark initiated the start of the Craven County Literacy Council as well as the Human Resources Development Employment Readiness Program and the Barber Program at Craven. He's a former recipient of the Craven Community College Staff Person of the Year, as well as the NC Community College Staff Person of the Year. During his employment at Craven, he received numerous awards for his work in the community; such as the Black History Month Executive Achievement Award; the Coastal Community Action Partnership Excellence and Pioneer Awards; The Unsung Hero Award; the Dr. Martin Luther King Scholarship Committee Humanitarian Award; the Uptown Business and Professional Association Star Award as well as numerous other acknowledgments. As a memorial to his parents, the late Stephen and Della Mae Best, he and his siblings started a scholarship through the Craven CC Foundation for students of need.

Mark has definitely not retired as he is currently Board Chair for the Craven County Dept. of Social Services and on the Craven County Sheriff Dept. Advisory Committee. You will still find Mark out and about within the community recruiting and advertising for Craven CC; he is also a recent recipient of the 2021 Vision Forward Community Service Award. He is involved in many civic activities, along with providing services to his church as First Elder. He has tried to live according to his Motto of "Service is the Rent You Pay for Living"!!!

## **Pastor Robert Johnson**

Johnson was born in the small town of Due West, S.C. in a strong Presbyterian-based community. In 1978 he received a Master of Divinity degree from Johnson C. Smith Theological Seminary in Atlanta. After the dean of his school suggested he serve on the East Coast, in May of 1980 Johnson, at age 28, accepted the pastorship at Ebenezer Presbyterian Church in New Bern. An example of Johnson's devotion was the role his church played in the development of Religious Community Services (RCS). RCS operated its soup kitchen out of Ebenezer Presbyterian's basement for several years in the early 1980s. Johnson would go on to serve as RCS's first Black president before taking over as supervisor of the nonprofit's Family Home and overseeing its 24-hour emergency hotline.

In 1983 he was a founding member of Martin Luther King Jr. Outreach Ministry and served two terms as president. For over 30 years, Johnson has served as the staff chaplain for CarolinaEast Medical Center, the longest anyone has stayed in that role in the hospital's history. Beginning in 1995, Johnson chaired the New Bern addiction counseling and recovery program Phoenix House. In 1998 volunteers from Ebenezer Presbyterian began an afterschool program to mentor students from J.T. Barber Elementary School and help them with homework.

One of Johnson's most lasting legacies will be his role as president of the Duffyfield Phoenix Project, a nonprofit organization that advocates for improvements in both the historic Duffyfield community's physical

infrastructure and the quality of life of its residents. Johnson preformed his last sermon as pastor of Ebenezer Presbyterian on Sunday, May 7, 2023 the exact date 43 years ago that he took on his first leadership role at the church.



## North Carolina Office of the State Auditor

Jessica N. Holmes, J.D., State Auditor

May 6, 2024

Dr. Ervin Patrick, Chair, Board of Trustees  
Craven Community College  
106 Kit Court  
New Bern, North Carolina 28562

Dear Dr. Patrick:

We have completed our financial statement audit at Craven Community College for the year ended June 30, 2023, and have issued our report thereon dated March 27, 2024. Professional standards require that we advise you of the following matters relating to our audit.

### **Auditor's Responsibility**

As communicated in our engagement letter, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. We made reference to the reports of another auditor as a basis, in part, for our opinion on the basic financial statements. During the course of the audit we performed certain procedures to ensure that the other auditors were independent and professionally competent, which included obtaining certain confirmations directly from the other auditors. We also reviewed the other auditor's reports to ensure that they contained all required information and that the audits were conducted in accordance with generally accepted auditing standards. We did not assume responsibility for, and thus were not required to be involved in the work of the component auditor. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Craven Community College solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a

deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. However, material weaknesses may exist that have not been identified.

### **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

### **Compliance with Independence Requirements**

We have complied with all relevant independence requirements.

### **Qualitative Aspects of the Entity's Significant Accounting Practices**

#### *Significant Accounting Policies*

Management, along with the Office of the State Controller, has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Craven Community College is included in the notes to the financial statements. There have been no new accounting policies adopted or changes in the application of existing policies during the year ended June 30, 2023, that significantly impact the comparability of the financial statements with those of the prior year.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### **Significant Unusual Transactions**

For purposes of this communication, professional standards require us to communicate to you significant unusual transactions identified during our audit. We identified no significant unusual transactions.

### **Significant Difficulties Encountered During the Audit**

Although we ultimately received full cooperation of management and believe that we were given direct and unrestricted access to Craven Community College's books and records, we encountered significant difficulties in performing and completing the audit process. Principally, these difficulties related to the delay in the completion of the audit for Craven Community

College's blended component units, Craven Community College Foundation, Inc., and Public Radio East and Affiliate. This delay added to the time and related cost of the audit.

### **Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Uncorrected misstatements or matters underlying those uncorrected misstatements could potentially cause future-period financial statements to be materially misstated, even though the uncorrected misstatements are immaterial to the financial statements currently under audit.

In addition, professional standards require us to accumulate all material corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

### **Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. No such disagreement arose during the course of the audit.

### **Representations Requested from Management**

We have requested certain representations from management that are included in the attached management representation letter dated March 27, 2024.

### **Management Consultations with Other Independent Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. To our knowledge, there were no such consultations with other accountants.

### **Other Significant Matters, Findings, or Issues**

In the normal course of our professional association with Craven Community College, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Craven Community College's auditors.



Dr. Ervin Patrick, Chair, Board of Trustees  
May 6, 2024  
Page 4

**Other Matters**

This information is intended solely for the use of the Craven Community College Board of Trustees and management of Craven Community College and is not intended to be and should not be used by anyone other than those specified parties. If you have any questions about these matters, please contact the Financial Audit Director at (919) 807-7609.

Sincerely,

Jessica N. Holmes, J.D.  
State Auditor



Raymond E. Whitby, CPA  
Financial Audit Director

JNH/REW


cc: Dr. Raymond Staats, President  
Jim Millard, Vice President for Administration

Attachment

FISCAL YEAR 2025 CONTINUING BUDGET RESOLUTION  
REQUEST FOR TRUSTEE APPROVAL

In accordance with G. S. 115D-57, BE IT RESOLVED, by the Board of Trustees of Craven Community College, that President Raymond W. Staats is authorized to pay salaries and other ordinary expenses of the College for the interval between the beginning of the 2024-2025 fiscal year (July 1, 2024) and the adoption of the budget resolution by the Board of Trustees.

Approved this 12<sup>th</sup> day of June, 2024.

A handwritten signature in black ink, appearing to read "Ervin D. Patrick", written over a horizontal line.

Ervin Patrick, Board Chair

# Craven Community College

## Fee Chart

### 2024-2025

DRAFT BOT 6/12/24

Course/Area	Current Fee	Change/New	Basis - Changes in Red
<b>Business Office &amp; Student Services</b>			
Student Activity Fee	\$ 35.00		Flat fee for curriculum students charged Fall and Spring semesters
Student Activity Fee - Summer	\$ 17.50		Flat fee for curriculum students charged for Summer semester
Travel Insurance to Study Abroad	up to \$100.00		One time for study abroad participants
Transcript	\$ 10.00		
Campus Access, Parking & Security	\$ 15.00		Flat fee for curriculum students charged Fall, Spring and Summer semesters
Computer Use & Technology	\$ 48.00		All curriculum students charged Fall, Spring and Summer semesters
Professional Liability Insurance	\$ 16.00		Required for curriculum nursing and allied classes as well as a variety of WFD classes (EMT, Phlebotomy, Health Care Technician, Dental Asst, Vet Asst, Animal Grooming, Personal Trainer, CNA I & II, Manicurist, Barbering)
Student Accident Insurance: Curriculum	\$ 1.20		Mandatory insurance per semester
Student Accident Insurance: WFD	\$ 0.60		Mandatory insurance per semester
Returned Check	\$ 20.00		Per check returned by Financial Institution
Placement Testing Fee	\$ 3.00		Fee to be charged for Re-testing
<b>Graduation Fees:</b>			
Graduation Fee	<del>\$ 15.00</del>	\$ 25.00	All graduating students; includes processing, <del>certificates, postage and one diploma cover printing, and digital copy of 1 primary credential plus mailing of same</del>
<del>Diploma Cover</del>	<del>\$ 15.00</del>	REMOVE	<del>Charged per each additional diploma cover REMOVE</del>
Secondary Credential Print		\$ 15.00	Printing, mailing, and digital copy of secondary credentials
Secondary Credential Digital Only Print		\$ 10.00	Digital copy of one secondary credentials
Diploma Reprint		\$ 15.00	Printing, mailing and digital copy of previously printed diplomas
Cap, Gown and Tassel	\$ 30.00		Approximate and Non-Refundable
Associate Degree (hood)	\$ 30.00		Approximate and Non-Refundable
<b>Academic Support/Distance Learning</b>			
<b>Library Fees:</b>			
Library Fines (Books)	\$ 0.10		Per day for overdue books
Library Fines (Videos)	\$ 1.00		Per day for overdue videos
Library Fines (Oculus)	\$ 5.00		Per day for overdue Oculus Quest Virtual Reality Headsets
Printing/Copying - Students	\$ 0.10		1st 10 pages per day are free; > 10 pages per day - \$0.10
Printing/Copying - Non-Students	\$ 0.15		\$0.15 per page
Printing Fee (3D)	\$3.00/\$1.00		Printing cost for first hour/Printing cost per hour after first hour up to 8 hours cap
Replacement Fee	\$ 1.00		Replacement library card
Placement Testing Fee for non-students	\$ 5.00		NC-DAP DRE DMA (Transferring to other community colleges)
Summer School Supply Fee	\$ 10.00		Supply Fee
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
<b>Liberal Arts:</b>			
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
<b>Health Programs:</b>			
Admission Test (TEAS) for: Nursing, Physical Therapist Assistant (Craven CC Students)	\$ 100.00		Entrance Test Fee (Passing test score good for 12 months)
Admission Test (TEAS) for: Nursing, Physical Therapist Assistant (other colleges)	\$ 125.00		Entrance Test Fee (Passing test score good for 12 months)
ATI TEAS Retake fee	\$ 125.00		
Associate Degree Nursing (A.D.N.) 5-Semester Plan-beginning with Fall cohort	\$ 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
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) - 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, <del>214</del>	\$ 25.00		Fee to cover myClinicalExchange Service required by Carteret Hospital; service centralizes required documentation and clinical shifts
Nursing Badge Replacement	\$ 15.00		
OST 243	\$ 101.70		Course Material Fee/Access to Software
OST 280	\$ 81.50		Course Material Fee/Access to Software
<b>Career Programs:</b>			
Automotive Lab Fees - ATT 140; AUT 114A, 116A, 141A, 151A, 163A, 181A, 221A, 231A, 141,116, 151, 163, 181, 183, 213, 221, 231, 281; TRN 110, 120, 140, 140A	\$ 45.00		Supply Fee
Basic Law Enforcement Lab Fees	\$ 65.00		BLET class includes: CJC 100, Supply Fee
BLET TABE Entry Testing	\$ 5.00		
BLET TABE Retake 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	<del>\$ 30.00</del> \$ 40.00		Supply Fee - 30% increase in supply costs
Cosmetology Lab Fee - COS 119, 120, 125, & 126	<del>\$ 20.00</del> \$ 30.00		Supply Fee - 30% increase in supply costs
Cosmetology Lab Fee - COS 112A, 112B, 114A, 114B, 116A, 116B, 118A, 118B	\$ 5.00		Supply Fee
<b>Industrial Program Lab Fees:</b>			
Composite Manufacturing core classes - MEC 188, 189, 212, 215	\$ 275.00		Supply Fee
Composite Manufacturing core classes - MEC 130	\$ 35.00		Supply Fee
Composite Manufacturing core classes - MEC 145	\$ 150.00		Supply Fee
Composite Manufacturing core classes - MEC 187	\$ 225.00		Supply Fee
Mechanical Engineering Tech, Electronic/ Electrical & Machining classes - BPR 111, 121, DDF 211, 212, 213, 214; DFT 111, 151, 152, 153; ELC 113, 117, 131, 135, 138, 139; ELN 131, 132, 133, 231, 232, 234, 260	\$ 35.00		Supply Fee
Machining/Manufacturing classes - MAC 111, 112, 113, 122, 124, 126, 241, 242, 243, 244, 245,246, 222, 224, 234, 233; MEC 111; HYD 110	\$ 85.00		Supply Fee
Machining/Manufacturing classes - MAC 117	\$ 150.00		Supply Fee
Machining/Manufacturing classes - MNT 110, 111, 165; ISC 132; SST 110	\$ 35.00		Supply Fee

## 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
<b>Welding Technology Program:</b>			
Welding classes - WLD 110, 112, 115, 116, 121, 122, 131, 132, 141, 221, 231, 261	\$ 60.00		Supply Fee
Welding classes - WLD 115A, 115B, 116A, 116B, 121A & 121B	\$ 25.00		Supply Fee
Welding classes - WLD 151, 251	\$ 85.00		Supply Fee
Welding Certification to CU Credit	\$ 25.00		AWS Certified Welder Program > SMAW Plate (would get credit for WLD 115; GMAW Plate would get credit for WLD 122; FCAW Plate would get credit for WLD 121; GTAW Plate would get credit for WLD 131; SMAW Pipe would get credit for WLD 215; GTAW Pipe (Carbon Steel) would get credit for WLD 231
<b>Havelock:</b>			
American Hotel and Lodging Assoc Hospitality	\$ 74.40		Covers book and exam
Avionics Course	\$ 81.40		Student Materials
Aviation Sheet Metal Fabrication - ASMF-7138	\$ 99.40		Supply Fee
Aviation Lab Fees	\$ 126.00		AVI 110, 120, 130, 230, 240, 250, 260 (includes 3 kits & lab consumables)
Aviation Mgmt & Career Pilot - AER 161	\$ 9,400.00		Airline/Commercial/Professional Pilot and Flight Crew; plan and execute an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam
Aviation Mgmt & Career Pilot - AER 171	\$ 23,900.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate
Aviation Mgmt & Career Pilot - AER 281	\$ 7,050.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in right seat operation and CFI maneuvers as specified in the FAA Practical Test Standards
Aviation Mgmt & Career Pilot - AER 285	\$ 8,650.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical examination for a multi-engine rating
Flight Simulator Fee for Non-CCC Pilots	\$ 80.00		Fee for Non-CCC Pilots requesting to substitute flight time for simulator time
Flight Simulator Fee for CCC Pilots	\$ 40.00		Fee for CCC Pilots requesting to substitute flight time for simulator time
FAA Preparatory Exam	\$ 319.40		Supply fees for FAA General/Powerplant- AMPP 7191 and FAA General/Airframe - AMAF7193
<b>Workforce Development Fees</b>			
American Heart Assoc Certificate Card	\$ 17.50		BLS for Health Care Providers, Advanced Cardiac Life Support Initial and Recertification, Pediatric
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

## Craven Community College Fee Chart 2024-2025

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
<b>EMT TABE Entry Testing</b>		<b>\$ 5.00</b>	<b>Entrance Test Fee</b>
<b>EMT TABE Entry Testing Retake</b>		<b>\$ 10.00</b>	<b>Entrance Test Retake Fee</b>
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
<b>Paramedic TABE Entry Testing</b>		<b>\$ 15.00</b>	<b>Entrance Test Fee</b>
<b>Paramedic TABE Entry Testing Retake</b>		<b>\$ 25.00</b>	<b>Entrance Test Retake Fee</b>
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	\$ 559.90		Textbooks, Student Kit and classroom supplies (AR SFMAS Unit 43009)

**Craven Community College**  
**Fee Chart**  
**2024-2025**

<b>Master Black Belt</b>		<b>\$ 319.40</b>	<b>Supply fee to cover the cost of simulations and consumables</b>
Medication Aide	\$ 5.40		Supply Fee
National Assoc of Emergency Medical Technician	\$ 15.00		Pre-Hospital Trauma Life Support & Advanced Medical Life Support
NCCER Core Skills	\$ 19.40		Supply Fee (Electronic Testing Fee)
NCCER Construction 1	\$ 144.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses)
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
<b>New Hire Training</b>		<b>\$ 94.40</b>	<b>Supply fee to cover the cost of materials</b>
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	\$ 169.40		Covers fuel and any repairs
Sordill Consulting Courses	\$ 15.00		Cost per topic-some courses cover more than one topic/Various



**Craven Community College**  
**Fee Chart**  
**2024-2025**

Communication	\$ 15.00		Personal Profile (DiSC) - Paper
	\$ 22.00		Personal Profile (DiSC) - Online
Time Management	\$ 15.00		Time Mastery Profile - Paper
	\$ 22.00		Time Mastery Profile - Online
<b>WorkKeys Assessment Tests:</b>			
Applied Mathematics	<del>\$ 14.00</del>	\$ 18.00	Cost of the exam - <b>increased test cost</b>
Applied Technology	<del>\$ 14.00</del>	\$ 18.00	Cost of the exam - <b>increased test cost</b>
Graphic Literacy (Formally Locating Information)	<del>\$ 14.00</del>	\$ 18.00	Cost of the exam - <b>increased test cost</b>
Workplace Documents (Formally Reading for Info)	<del>\$ 14.00</del>	\$ 18.00	Cost of the exam - <b>increased test cost</b>
Business Writing	<del>\$ 23.00</del>	\$ 25.00	Cost of the exam - <b>increased test cost</b>
Workplace Observation	<del>\$ 22.00</del>	\$ 25.00	Cost of the exam - <b>increased test cost</b>

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

**AMENDED #1**

Is this the Final 3-1 Project Closeout? No ▼

College Craven Community College

Project Name Public Safety Training Center NCCCS Project No. 2809

Campus ▼ County Craven

### I. TYPE OF PROJECT:

New Facility ▼ ▼

### II. REASON FOR AMENDMENT:

Please detail the reason for this amendment. If scope change, description must include all pertinent information regarding the project (scope of work, square footage, etc.). Include any variances from the original project description. If budget change, describe the need for change (bids came in higher, identifying undetermined funds, increase due to increase scope of work, etc.).

**Insert project and amendment description here.**

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

Updating 3-1 to identify funds.

- Project to be constructed/renovated on college owned property**
- Project to be constructed/renovated on leased property**  
Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name: Christine E. Sachs

Signature: 

Contact Number: 252-637-5740

Date: 5-16-2024

CPC Signature: 

**III. ESTIMATED COST OF PROJECT:**

**A. PRE-CONSTRUCTION COSTS**

- 1. Site Grading and Improvements (not in III B) ....
- 2. Demolition (not in III B) .....

**Subtotal "A"**

**B. CONSTRUCTION**

- 1. Design Fee .....
- 2. Construction.....
- 3. Construction Contingency .....
- 4. Other Contracts .....
- 5. Other Fees .....

**Subtotal "B"**

**C. Other Costs**

- 1. Initial Equipment.....
- 2. Work Performed by Owner .....

**Subtotal "C"**

**TOTAL ESTIMATED COST OF PROJECT (Sum of III A, B, C)**

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
960,000.00		960,000.00
10,680,000.00		10,680,000.00
361,000.00	(1,000.00)	360,000.00
12,001,000.00	(1,000.00)	12,000,000.00
0.00	0.00	0.00
<b>\$12,001,000.00</b>	<b>(\$1,000.00)</b>	<b>\$12,000,000.00</b>

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

**A. NON-STATE FUNDS**

- 1. County Appropriated
- 2. County Bonds
- 3. Other  Excess Unrestricted Fees
- 4.
- 5.

**Subtotal "A"**

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

- 1. OSBM Administered 2023 SCII
- 2.
- 3.

**Subtotal "B"** \*Must be used on same OSBM SCIF Project

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

- 1. Budget Code
- 2. Budget Code
- 3. Budget Code
- 4. Budget Code

**Subtotal "C"**

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

**D. UNIDENTIFIED FUNDS**

- 1. Unidentified Funds (Do not include on the NCCCS 2-16)
- Subtotal "D"**

Prior Funds	Changes	Current Funds
1,000.00	(1,000.00)	0.00
1,000.00	(1,000.00)	0.00
	12,000,000.00	12,000,000.00
0.00	12,000,000.00	12,000,000.00
0.00	0.00	0.00
1,000.00	11,999,000.00	12,000,000.00
12,000,000.00	(12,000,000.00)	0.00
12,000,000.00	(12,000,000.00)	0.00
<b>\$12,001,000.00</b>	<b>(\$1,000.00)</b>	<b>\$12,000,000.00</b>

**Total Sources of Funds Including Unidentified**

## V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

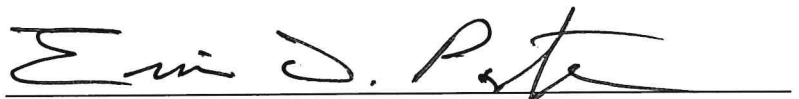
1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$0.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 6/12/2024.

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

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

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

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

  
Chairman - Board of Trustees

  
Chief Administrative Officer/President