

CRAVEN
COMMUNITY COLLEGE
BOARD OF TRUSTEES

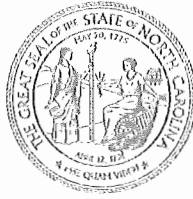
MEETING AGENDA

AUGUST 20, 2024

**5:30 pm Ward Boardroom
New Bern Campus**

- | | | |
|------|--|------------------------------|
| I. | Call to Order | <i>Ervin Patrick, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Recognition and Appreciation of Service | <i>Ray Staats</i> |
| | (3) New Appointment | <i>Amber Smith</i> |
| | Steve Cella (NC General Assembly 2024-28) | |
| | a. Letter of Appointment | |
| | b. Statement of Economic Interest | |
| | c. Oath of Office | |
| | (4) Reappointment and Oath of Office | <i>Amber Smith</i> |
| | Kevin Roberts (NC House of Representatives, 2024-28) | |
| | a. Letter of Appointment | |
| | b. Oath of Office | |
| | (5) Agenda Review and Adoption (<i>motion</i>) | <i>Ervin Patrick</i> |
| | (6) Conflict of Interest Declaration | <i>Ervin Patrick</i> |
| | (7) Public Comment | <i>Ervin Patrick</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Ervin Patrick</i> |
| | (1) Approve Board of Trustees Meeting Minutes (June 12, 2024) | |
| IV. | Instructional Update (<i>info</i>) | <i>Kathleen Gallman, VP</i> |
| | (1) Curriculum Report | |
| | (2) Spring Program Review | |
| V. | Financial Reports 4 th Quarter FY 2023-24 (Apr-Jun) | <i>Jim Millard, VP</i> |
| | (1) Financial Report (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| VI. | Personnel Report 4 th Quarter FY 2023-24 (Apr-Jun) (<i>info</i>) | <i>Jim Millard</i> |
| VII. | Facilities Usage Report 4 th Quarter FY 2023-24 (Apr-Jun) (<i>info</i>) | <i>Jim Millard</i> |

- | | | |
|-------|---|----------------------|
| VIII. | Old Business | |
| | (1) Receive Officer Nominating Committee Report (<i>info</i>) | <i>Ervin Patrick</i> |
| IX. | New Business | |
| | (1) Election of Officers (<i>motion</i>) | <i>Ervin Patrick</i> |
| X. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Chair | <i>Ervin Patrick</i> |
| | (3) Attorney | <i>Jamie Norment</i> |
| | (4) Foundation President | <i>Tyler Harris</i> |
| XI. | Transfer of the Gavel | <i>Ervin Patrick</i> |
| XII. | Adjournment | <i>Chair</i> |



NORTH CAROLINA GENERAL ASSEMBLY
SENATOR PHILIP E. BERGER
PRESIDENT PRO TEMPORE
NORTH CAROLINA SENATE

July 1, 2024

Stephen F. Cella
5321 Trent Woods Dr.
Trent Woods, NC 28562

Dear Steve:

Pursuant to the authority granted to me in North Carolina General Statute §115D-12(a)(1) and by the General Assembly, I am pleased to appoint you to serve on the Craven Community College Board of Trustees. Your term is effective immediately, pending evaluation of your Statement of Economic Interest, and will continue until June 30, 2028.

In order to provide fuller disclosure of information about my appointees to boards and commissions, I ask that you complete a Statement of Economic Interest in accordance with North Carolina Statute §138A-22. The North Carolina State Ethics Commission will review this information for any potential conflicts of interest. Your appointment will become final after their review is complete. Directions can be found at [Ethics.NC.gov](https://ethics.nc.gov).

I appreciate your willingness to serve in this capacity, and I am confident that you will contribute greatly to the Craven Community College Board of Trustees.

Sincerely,

A handwritten signature in black ink, appearing to read "Phil Berger".

Phil Berger

PEB:mc

Honorable Roy Cooper
Honorable Mark Robinson
Honorable Elaine F. Marshall
Honorable Tim Moore
Sarah Holland, Senate Principal Clerk
James White, House Principal Clerk
Legislative Library
State Library



STATE ETHICS COMMISSION

POST OFFICE BOX 27685

RALEIGH, NC 27611

PHONE: 919-814-3600

August 9, 2024

The Honorable Phil Berger
President Pro Tempore of the Senate
16 West Jones Street, Room 2008
Raleigh, North Carolina 27601

Via Email

**Re: Evaluation of Statement of Economic Interest – Stephen F. Cella
Member – Craven Community College Board of Trustees**

Dear Senator Berger:

Our office has received a 2024 Statement of Economic Interest from **Mr. Stephen Cella** as a member of **Craven Community College Board of Trustees** ("the Board"). We have reviewed it for actual and potential conflicts of interest pursuant to Chapter 138A of the North Carolina General Statutes ("N.C.G.S."), also known as the State Government Ethics Act ("the Act").

Compliance with the Act and avoidance of conflicts of interest in the performance of public duties are the responsibilities of every covered person, regardless of this letter's contents. This letter, meanwhile, is not meant to impugn the integrity of the covered person in any way. This letter is required by N.C.G.S. § 138A-28(a) and is designed to educate the covered person as to potential issues that could merit particular attention. Advice on compliance with the Act is available to certain public servants and legislative employees under N.C.G.S. § 138A-13.

Chapter 115D provides for the establishment, organization, and administration of a system of community colleges throughout the State. N.C.G.S. §115D-14 grants the board of trustees of each institution the authority to acquire, hold, and transfer real and personal property, enter into contracts, institute and defend legal actions and suits, and exercise such other rights and privileges as may be necessary for the management and administration of the institution in accordance with the provisions and purposes of Chapter 115D. In addition, under N.C.G.S. §115D-58.7, trustees can designate banks, savings and loan associations, or trust companies as official depositories of the institution's funds.

We did not find an actual conflict of interest, but found the potential for a conflict of interest. The potential conflict identified does not prohibit service on this entity.

The Act establishes ethical standards for certain public servants, and prohibits public servants from: (1) using their positions for their financial benefit or for the benefit of their extended family or business, N.C.G.S. § 138A-31; and (2) participating in official actions from which they or certain associated persons might receive a reasonably foreseeable financial benefit, N.C.G.S. § 138A-36(a). The Act also requires public servants to take appropriate steps to remove

themselves from proceedings in which their impartiality might reasonably be questioned due to a familial, personal, or financial relationship with a participant in those proceedings. N.C.G.S. § 138A-36(c).

Mr. Cella is an At Large member of the Board of Trustees. He is the owner and president of Cella Ford, an automotive dealership. He has an ownership interest in 3D Properties of New Bern, LLC, a real estate investment company, and CB Properties. Because a company in which he has a financial interest could seek to do business with the College, Mr. Cella has the potential for a conflict of interest. Accordingly, he should exercise appropriate caution in the performance of his public duties should Cella Ford, 3D Properties, or another entity in which he has a financial interest come before the Board for official action.

In addition to the conflicts standards noted above, the Act prohibits public servants from accepting gifts from (1) a lobbyist or lobbyist principal, (2) a person or entity that is seeking to do business with the public servant's agency, is regulated or controlled by that agency, or has financial interests that might be affected by their official actions, or (3) anyone in return for being influenced in the discharge of their official responsibilities. N.C.G.S. § 138A-32. Exceptions to the gifts restrictions are set out in N.C.G.S. § 138A-32(e).

Finally, the Act mandates that all public servants attend an ethics and lobbying education presentation. N.C.G.S. § 138A-14. Please review the attached document for additional information concerning this requirement.

Please contact our office if you have questions concerning our evaluation or the ethical standards governing public servants under the Act.

Sincerely,



Susanne L. Sing, Compliance Analyst
State Ethics Commission

cc: Mr. Stephen Cella
Ms. Amber Smith, Exec. Assistant to President & Board of Trustees and Ethics Liaison

Attachment: Ethics Education Guide



OATH OF OFFICE
BOARD OF TRUSTEES

I, Stephen F. Cella, do solemnly swear that I will support the Constitution of the United States.

I, Stephen F. Cella, do solemnly swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, Stephen F. Cella, do solemnly swear that I will well and truly execute the duties of my office as a member of the Board of Trustees of Craven Community College according to the best of my skill and ability, according to law, so help me, God.

Stephen F. Cella

Sworn to and subscribed before me, this the 20th day of August, 2024.

Amber L. Smith, Notary
Jones County, North Carolina



Office of the Speaker
North Carolina House of Representatives

TIM MOORE
SPEAKER OF THE HOUSE

July 1, 2024

Mr. Kevin M. Roberts
1008 Colleton Way
New Bern, NC 28562

Dear Mr. Roberts:

Pursuant to the authority granted me in the North Carolina General Statute 115D-12(a) (1), I am pleased to appoint you to serve on the Craven Community College Board of Trustees. In accordance with General Statute 138A-22, your appointment is subject to the State Ethics Commission evaluation your Statement of Economic Interest. Pending this evaluation, your appointment will become effective immediately and will expire on June 30, 2028.

Enclosed is a copy of Senate Bill 915 which was recently ratified by the North Carolina General Assembly. This bill contains your appointment.

Thank you for your willingness to serve in this capacity. I am confident you will have much to offer to the Craven Community College Board of Trustees and will be effective and diligent in your service to our State.

Best Regards,

A handwritten signature in black ink that reads "Tim Moore".

Tim Moore
Speaker of the House

TM/jgl
Enclosure—SB 915

CC: Governor Roy Cooper
Lieutenant Governor Mark Robinson
The Honorable Phil Berger
The Honorable Elaine Marshall
James White, House Principal Clerk
Sarah Holland, Senate Principal Clerk

Paul Y. Coble, Legislative Services Officer
Jeffrey Hudson, Legislative Analysis
Office of the State Controller
State Library
Legislative Library
State Ethics Commission



OATH OF OFFICE
BOARD OF TRUSTEES

I, Kevin Roberts, do solemnly swear that I will support the Constitution of the United States.

I, Kevin Roberts, do solemnly swear that I will be faithful and bear true allegiance to the State of North Carolina, and to the constitutional powers and authorities which are or may be established for the government thereof; and that I will endeavor to support, maintain and defend the Constitution of said State, not inconsistent with the Constitution of the United States, to the best of my knowledge and ability.

I, Kevin Roberts, do solemnly swear that I will well and truly execute the duties of my office as a member of the Board of Trustees of Craven Community College according to the best of my skill and ability, according to law, so help me, God.

Kevin Roberts

Sworn to and subscribed before me, this the 20th day of August, 2024.

Amber L. Smith, Notary
Jones County, North Carolina

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
JUNE 12, 2024

The Craven Community College Board of Trustees met on Wednesday, June 12, 2024 in the Brock Administration Building, Ward Boardroom, with Board Chair Ervin Patrick presiding. The meeting was called to order at 1:00 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Dr. Jim Davis, Ms. Pam Holder, Ms. Jennifer O'Neill, Ms. Sandra Phelps, Mr. Kevin Roberts, Mr. Bill Taylor, Mr. Tabari Wallace, Mr. Whit Whitley, and Mr. Gus Willis.

Voting members absent were: Mr. Chip Hughes and Ms. E.T. Mitchell

Ex-Officio members present were: None

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

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

Agenda Review and Adoption

Board Chair Patrick reviewed the agenda (attached). Trustee Whitley motioned to accept the agenda as presented; Trustee Davis 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 Wallace motioned to accept the minutes (attached) of the April 16, 2024 meeting; Trustee Willis seconded the motion and the motion was unanimously approved.

Enrollment Report

Vice President Gerry Boucher reported on current enrollment trends (attached). Summer 2024 curriculum enrollment is the highest summer FTE since 2011. Spring 2024 Workforce Development headcount is greater than the prior year, while FTE is slightly down.

Financial Reports

Fiscal Year 2023-24 Third Quarter Financial Report: Vice President Jim Millard highlighted the reports for Third Quarter (January – March) Fiscal Year 2024 (attached). Trustee Whitley motioned to approve the report as presented; Trustee Davis seconded the motion and the motion was unanimously approved.

Write-Offs and Uncollectable Accounts: VP Millard reviewed the attached report. Trustee Holder motioned to approve the report as presented; Trustee O'Neill seconded the motion and the motion was unanimously approved.

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

Personnel Report

For informational purposes, VP Millard highlighted the Third Quarter (January – March) Fiscal Year 2024 Personnel Report (attached).

Facilities Usage Report

VP Millard presented the Third Quarter (January – March) Fiscal Year 2024 Facilities Usage Report for informational purposes (attached).

Strategic Plan Assessment Goal 2 Update

President Staats reviewed the annual assessment for Goal 2-- Student-Centered Experience Assessment (attached).

Old Business

None

New Business

Appoint Board Officer Nominating Committee FY 2024-25: Board Chair Patrick appointed Trustees Phelps, Whitley, and Roberts to the committee with Trustee Phelps as chair. The committee will present a recommended slate of officers for Fiscal Year 2024-25 that includes the chair, vice chair, and secretary (the College President customarily fills the secretary position). The recommended slate of officers will be presented and voted upon at the August 2024 board meeting.

Receive 2024-25 Board of Trustees Meeting Schedule: The schedule of meetings for Fiscal Year 2024-25 was presented by Executive Assistant Smith, with August 20, 2024 being the next scheduled board meeting (attached).

Approve Foundation Board of Directors Appointments: President Staats presented the list of five new and nine reappointed Foundation Board Directors for approval (attached). Trustee Roberts motioned to approve the proposed appointments; Trustee Wallace seconded the motion and the motion was unanimously approved.

Craven Community College Financial Statement Audit Fiscal Year 2023: President Staats shared the clean financial audit report from NC Office of the State Auditor for FY 2023.

Approve Continuing Budget Resolution for FY 2024-25: VP Millard presented the resolution authorizing Dr. Staats to pay salaries and ordinary expenses until such time a State budget is presented to the board for approval (attached). Trustee Wallace motioned to approve the continuing budget resolution; Trustee Roberts seconded the motion and the motion was unanimously approved.

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

Approve Public Safety Training Center (PSTC) Architect bid: VP Millard presented the architect, The Walker Group, who was chosen by a committee of college leaders and recommended by the President, based on their experience and knowledge with sites similar to the PSTC. The Walker Group presentation to the committee is attached. Trustee Roberts motioned to approve the selection; Trustee O'Neill seconded the motion and the motion was unanimously approved.

Public Safety Training Center 3-1 Project #2809: VP Millard presented the updated capital improvement project (attached) for the Public Safety Training Center which utilizes legislatively enacted state funds. Trustee Davis motioned to approve the 3-1 as presented; Trustee O'Neill seconded the motion and the motion was unanimously approved.

Reports

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

- Volt Center tours
 - Grayson Overholt (Senator Tillis' regional representative)
 - Halifax Community College Board of Trustees
 - Golden Leaf
 - Sam Shumate (Senator Budd's regional representative)
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) reaffirmation
 - Craven Community College has applied for a "Differential Evaluation" for the next reaffirmation cycle. This would shorten the compliance document responses from 82 to 40.
 - The College will be notified by SACSCOC in the fall if approved
- Fayetteville State University (FSU) (Bronco Benefit)
 - Craven Community College will notify students about the new 2 + 2 enrollment
- Mum Feast
 - Craven Community College (Volt Center), will be the presenting sponsor for the Mum Feast on September 27th

Chair: No report.

Craven Community College
Board of Trustees Meeting Minutes
June 12, 2024
Page Five

Attorney: No report.

Adjournment

With no further business to be presented, Board Chair Patrick adjourned the meeting at 2:17 pm and thanked everyone for their participation.

Respectfully submitted:

Ervin D. Patrick, Chair
August 20, 2024

Raymond W. Staats, Secretary
August 20, 2024

Instructional Update

Dr. Kathleen Gallman



Spring Administrative Program Review Highlights

Center for Teaching & Learning and eLearning

- Strengths – leadership in HyFlex instruction; innovative teaching tools; collaboration with college departments and external experts
- Recommendations – address IT barriers with Craven County Schools; expand AI training programs

Fall Administrative Program Review Highlights

Technology Services

- Strengths – comprehensive and reliable IT support; successful use of grants to support projects; recent upgrades
- Recommendations – modernize Emergency Notification System, video surveillance, and access control systems; develop business continuity plan; strengthen security training

Fall Administrative Program Review Highlights

Havelock Campus

- Strengths – Strong relationships with K-12, NC State, military and local community; program growth; operational efficiencies, responsiveness
- Recommendations – expand Aviation Systems Technology program (additional full-time faculty member and hanger); improve communication between campuses; address facility maintenance needs

Fall Administrative Program Review Highlights

Institutional Advancement

- Strengths – Increased student support; community engagement; effective fund-raising; responsiveness to student's financial emergencies
- Recommendations – expand community engagement efforts; enhance campus presence; consider adding an administrative assistant to support increased workload and coverage in the President's suite

Fall Curriculum Enrollment

As of August 12, 2024

Curriculum Enrollment		
	Headcount	FTE
Fall 2024	2,670	950.75
Fall 2023	2,563	940.75
% Change	4.2%	1.1%

Regional Accreditation

Differentiated SACSCOC Review

- Craven meets requirements for this type of review based on institutional stability and longevity of its President
- Abbreviated compliance certification – 40 vs. 75 standards
- Request submitted with expected response in November 2024
- SACS Conference in Austin, TX – Craven will send a team

New Health Programs

Evening/Weekend LPN and Surgical Technology

- Programs begin August 2024 – both have full cohorts
- High-Cost Workforce Start-Up and Expansion grants funding faculty for each program for two years

EdNC Case Study

- Highlighting Craven's partnership with CarolinaEast Health System in growing nurses in Craven County

Career & Technical Programs

Evening Cosmetology Program

- Piloting Fall 2024

Skills USA

- NC SkillsUSA – Craven had 98 registered participants, with 77 students participating in 28 different competitions
 - 39 medals; 9 state champions
- National SkillsUSA – all students placed 25th or better
 - Our Engineering Technology Design team (Spencer Higgs, David Starnes, and Robert Duren) brought home the GOLD!

Academic Support

TRiO Student Support Services Grant Submitted in July 2024

- 2025-2030 grant period

Title Changes in Distance Learning and Center for Teaching and Learning

- Associate Dean of Teaching and Learning
- Director, Center for Teaching & Learning and Career & College Promise Support



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

FY 2023-2024 Budget Comparison As of June 30, 2024	President's Office & Institutional Advancement				Administration				Instruction				Students & WFD			
100% of Year	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent
Administrative																
Salaries & Benefits	660,618	660,618	(0)	100%	2,951,435	2,853,792	97,643	97%	3,720,925	3,674,571	46,354	99%	3,782,182	3,750,988	31,194	99%
519 Contracted Services					127,797	127,798	(1)	100%	45,550	45,550	(0)	100%	46,940	46,940	(0)	100%
523 Instructional Supplies																
525 Motor Vehicle Supplies																
526 Office Supplies	309	308	1	100%	20,394	20,392	2	100%	21,514	21,515	(1)	100%	15,466	13,466	2,000	87%
527 Other Supplies	360	360		100%	205,009	205,009	(0)	100%	36,848	21,847	15,001	59%	19,040	17,258	1,782	91%
528 Audio-Visual Supplies																
531 Staff Development	23,298	23,297	1	100%	32,022	32,024	(2)	100%	25,294	18,295	6,999	72%	32,215	28,860	3,355	90%
532 Comm/Postage/Software					321,181	321,190	(9)	100%	101,497	101,496	1	100%	41,064	41,064	0	100%
534 Printing & Binding	140	140	-	100%		-		0%		-		0%	74,882	74,881	1	100%
535 Repairs & Maintenance	1,839	1,839	0	100%	271,035	271,034	1	100%	2,248	2,248	-	100%	789	789	-	100%
536 Freight									6	6	(0)	100%				
537 Advertising					4,900	4,900		0%		-		0%	219,785	219,784	1	100%
538 Data Processing																
539 Other Current Services					63,700	63,700	(0)	100%	2,315	2,315	0	100%	59,807	56,548	3,259	95%
541 Rental of Property									245	245	-	100%				
543 Lease/Rental Other Equipme					43,355	43,355	(0)	100%	13,742	13,743	(1)	100%				
544 Data Processing Software					82,732	82,732	(0)	0%	243	243	-	100%	2,000	2,000	-	100%
546 Memberships & Dues	16,099	16,099		100%	6,408	6,408		100%	16,472	16,472	1	100%	2,182	2,182		100%
548 NEIT Admin																
55x Equipment					412,277	366,777	45,500	89%					818	-	818	0%
558 Building																
560 Scholarship																
Total Administrative:	702,663	702,662	1	100%	4,542,245	4,399,112	143,133	97%	3,986,899	3,918,544	68,355	98%	4,297,170	4,254,760	42,410	99%
Instructional																
Salaries & Benefits									8,834,941	8,787,370	47,571	99%	1,458,810	1,437,214	21,597	99%
519 Contracted Services									8,052	8,052	(0)	100%	320,943	320,190	753	100%
523 Instructional Supplies					4,630	-	4,630	0%	222,487	133,258	89,229	60%	284,691	172,556	112,135	61%
524 Repair Supplies									1,610	1,610	0	100%				
525 Motor Vehicle Supplies									6,674	6,673	1	100%				
526 Office Supplies													47	47	0	100%
527 Other Supplies									9,470	9,471	(1)	100%	31,595	30,716	879	97%
52																

Craven Community College
Institutional Funds Budget Comparison Report
As of June 30, 2024 - 100% 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	352,221.30	80.70	100%	27,465.46	13,672.29
01	133 Discretionary	109,654.00	91,500.68	18,153.32	83%	81,504.22	24,320.35
01	134 Unrestricted Overhead Receipts	21,642.00	3,300.18	18,341.82	15%	12,624.78	61,696.17
01	136 Foundation	414,650.00	414,160.27	489.73	100%	538,613.74	648,862.23
01	137 Financial Aid Matching	1,748.00	1,747.41	0.59	100%	1,460.21	10,578.50
01	221 Applied Music	-	-	-	0%	3,405.09	36,375.03
01	227 Extra Curricular Activities	23,821.00	20,787.15	3,033.85	87%	26,206.95	69,353.02
01	250 Curriculum-Self Supporting	36,923.00	19,562.58	17,360.42	53%	27,407.16	215,254.40
01	312 Fire College	1,635.00	1,605.21	29.79	98%	229.15	3,745.17
01	340 WFD-Self Supporting	572,080.00	406,127.52	165,952.48	71%	451,515.19	844,480.40
01	411 Learning Resource Center	2,760.00	-	2,760.00	0%	122.32	2,904.65
01	421 Higher Ed Conference (AVID)	3,297.00	3,578.01	(281.01)	109%	2,297.00	(1,281.01)
01	460 Customized Ind Train Support	4,395.00	-	4,395.00	0%	1,917.45	34,462.04
01	461 Small Business Support Fund	-	-	-	0%	5.87	135.35
01	610 VOLT Center	84,816.00	84,814.06	1.94	100%	10,156.40	15,509.59
02	131 College Work Study	107,670.00	100,641.45	7,028.55	93%	100,641.45	-
02	134 Restricted Overhead Receipts	187,776.00	182,388.15	5,387.85	97%	49,332.41	240,328.85
02	138 Returned Check Fee Fund	75.00	3.70	71.30	5%	1,266.02	23,667.02
02	139 CARES Act/NCCF WorkReady	968,027.00	968,026.46	0.54	100%	13,014,133.72	12,046,107.26
02	220 NCSU Engineering	124,389.00	75,959.77	48,429.23	61%	98,729.26	51,581.63
02	227 ENCORE	15,000.00	9,119.71	5,880.29	61%	15,419.50	14,377.46
02	228 Grants -NSF SEAS/Bosch/NCCF	428,553.00	246,613.37	181,939.63	58%	304,201.71	255,169.51
02	291 Specific Fees - Lab/DE/ASC	1,552,807.00	1,396,830.45	155,976.55	90%	1,414,157.18	1,866,008.74
02	292 System-Wide Fees-Comp Tech	734,454.00	649,566.05	84,887.95	88%	278,063.90	1,099,146.38
02	293 Patron Fees	53,517.00	44,507.05	9,009.95	83%	47,170.23	283,696.82
02	314 Grants - Workforce Development/BS	572,435.00	251,428.07	321,006.93	44%	247,864.00	490,753.08
02	355 NCDPS Reentry Program	350,894.00	279,502.59	71,391.41	80%	281,970.91	106,163.17
02	370 FTCC NCMB	87,626.00	87,625.91	0.09	100%	85,767.03	(2,312.99)
02	392 System-Wide Fees - WFD Comp	-	(12.00)	12.00	0%	484.25	11,396.08
02	412 Grants -NC A&T STEPs3GROWTH & Bright Ideas	91,928.00	34,475.72	57,452.28	38%	40,740.61	2,550.50
02	521 C-Step Grant	12,500.00	11,182.80	1,317.20	89%	11,704.00	521.20
02	531 Professional Liability Ins	12,119.00	12,119.11	(0.11)	100%	11,406.11	50,497.36

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532 Student Insurance	10,004.00	9,998.46	5.54	100%	6,731.32	(7,409.25)
02	533 Transcript Fees	41,122.00	30,501.04	10,620.96	74%	48,395.61	347,861.89
02	534 TRIO/Panther Pantry Grants	356,619.00	268,357.45	88,261.55	75%	270,546.08	5,985.02
02	556 Student Outreach & Advising	6,555.00	5,311.44	1,243.56	81%	5,000.00	804.27
02	790 Facilities Rental Fund	10,000.00	-	10,000.00	0%	10,377.89	64,682.51
02	791 Public Radio East	1,103,511.00	1,027,986.68	75,524.32	93%	1,095,160.41	236,729.67
02	795 Career Fair	-	-	-	0%	26.77	625.87
02	796 Testing Centers	95,896.00	85,974.61	9,921.39	90%	63,948.16	145,788.85
02	797 Public Radio East Foundation	877,463.00	887,051.54	(9,588.54)	101%	911,621.54	144,912.82
02	823 SEOG	124,780.00	124,780.00	-	100%	124,780.00	-
02	824 Pell	4,611,050.00	4,607,797.85	3,252.15	100%	4,611,048.85	3,251.00
02	829 Cares Act	-	-	-	0%	-	-
02	830 NCCC Target Asst/LTHT/GoldenLeaf	35,493.00	35,493.00	-	100%	34,858.00	(635.00)
02	833 NCCG	-	-	-	0%	-	-
02	834 Teacher Assistant Sch Fund	22,115.00	22,114.65	0.35	100%	20,164.65	-
02	835 State Aid Scholarships	273,300.00	273,059.00	241.00	100%	273,059.00	-
02	840 General Scholarships	643,906.00	594,245.03	49,660.97	92%	502,459.51	338,843.85
02	841 Endowment/Other Scholarships	103,301.00	78,738.19	24,562.81	76%	79,431.09	10,482.90
05	710 Clearwire Distribution	5,511.00	-	5,511.00	0%	8,043.78	58,020.41
05	720 Bookstore	101,100.00	92,022.98	9,077.02	91%	78,503.58	630,704.51
05	730 Food Service	38,380.00	32,726.14	5,653.86	85%	34,965.80	29,329.42
05	740 Campus Access	87,121.00	81,267.64	5,853.36	93%	71,077.49	60,340.33
05	770 Student Activity Funds	184,413.00	184,388.32	24.68	100%	154,692.75	211,613.07
06	810 J. Wrenn Emergency Loan Fu	600.00	465.27	134.73	78%	3,155.02	45,533.12
07	910 Buildings & Grounds	9,951,499.00	2,714,613.23	7,236,885.77	27%	3,481,126.38	2,683,994.26
08	792 Public Radio East Endowment	-	-	-	0%	3,342.72	78,096.99
08	850 Endowments	77,651.00	59,860.21	17,790.79	77%	488,723.00	3,376,964.48
Total		25,690,883.00	16,966,135.46	8,724,747.54	66%	29,569,222.68	26,994,102.86

**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 - April 1, 2024 to June 30, 2024

Return of Title IV	\$16,096.98
FA Issues/Withdrew Charged 25%	\$2,704.51
Sponsor Issues	\$750.00
Payment Plan	\$523.15
Total	<u>\$20,074.64</u>

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

Past Write-Offs (12 Months; YTD) July - June	2023-24	2022-23	2021-22	2020-21	2019-20
Total	\$84,524.47	\$104,963.13	\$133,839.51	\$16,589.66	\$81,909.24

Quarterly Collections 4th Qtr Comparison Only April - June	2024	2023	2022	2021	2020
Total Collected this Period	\$10,850.63	\$8,644.15	\$5,310.19	\$12,592.55	\$7,152.22
Received from Debt Setoff	\$35,305.83	\$13,391.96	\$28,766.71	\$7,898.62	\$9,233.10
Collection Agency Fees	(\$2,232.16)	(\$1,728.82)	(\$1,062.05)	(\$2,518.49)	(\$1,450.44)
Net Proceeds	\$43,924.30	\$20,307.29	\$33,014.85	\$17,972.68	\$14,934.88

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	30-Jun	31-Mar	Variance
Local Funds	\$3,143,202.07	\$2,755,768.21	\$387,433.86
Special Funds	<u>\$21,141,956.59</u>	<u>\$8,971,696.97</u>	<u>\$12,170,259.62</u>
Total	\$24,285,158.66	\$11,727,465.18	\$12,557,693.48

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.

	30-Jun	31-Mar	Variance
STIF Interest Rate:	4.53098%	4.31916%	0.21182%

Craven Community College Personnel Report

April 1, 2024 – June 30, 2024

New Hires	Position Title		Effective	Monthly/Annually
Julie Blythe	College & Career Readiness Coordinator (ESL and Transitions)		4/2/24	\$4,250/\$51,000
Christopher Gruetzmacher	Custodian - Havelock		4/2/24	\$2,600/\$31,200
Rosa Ingram	Campus Life Coordinator		4/2/24	\$3,834/\$46,008
Joseph Smith	Campus Security Officer		4/15/24	\$2,900/\$34,800
Paula Johnson	Associate Dean - Workforce Development		5/1/24	\$5,417/\$65,004
William Hale	WFD Coordinator II - Surgical Technology		5/15/24	\$5,167/\$62,004
Christine Oaks	Administrative Assistant - Human Resources		5/15/24	\$2,817/\$33,804
Leslie Olkowski	Senior Administrative Assistant - Havelock		5/15/24	\$2,917/\$35,004
Kevin Cosnahan	Mathematics Faculty		5/20/24	\$4,792/\$57,504
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Jeff Schulze	Director of Trade Programs - Volt Center	Associate Dean - Volt Center	4/1/24	\$5,584/\$67,008
Dustin Pierce	Academic Success Coach (Part-time Regular)	Digital Navigator (Full-time)	4/15/24	\$3,519/\$42,228
Patricia Riggs	Administrative Assistant - Arts & Sciences (Part-time Regular)	Senior Administrative Assistant - Arts & Sciences (Full-time)	5/1/24	\$3,000/\$36,000
Katrina Bishop	Associate Dean of Arts & Sciences	Dean of Arts & Sciences	6/1/24	\$7,934/\$95,208
Holly Desrosier	Communications Specialist	Marketing & Communications Coordinator	6/1/24	\$3,817/\$45,804
Tyler Leaser	Mathematics Faculty	Associate Dean of Arts & Sciences	6/1/24	\$6,167/\$74,004
Kristi Reed	Director - CTL & eLearning	Associate Dean - Teaching and Learning	6/1/24	\$5,709/\$68,508
Christopher Rowe	IT Technician	Information Technology Coordinator	6/1/24	\$4,167/\$50,004
Timothy Rowe	IT Technician	Network Support Technician	6/1/24	\$3,276/\$39,312

Resignations/ Terminations/ Retirements	Position Title	Effective	Reason
Kelley Williams	Senior Administrative Assistant - Arts & Sciences	4/29/24	Resignation
Caitlin Kuhn	Development Coordinator - Public Radio East	5/10/24	Resignation
Shelby Davis	Esthetics Faculty	5/31/24	Retirement
Charles Lancaster	Mathematics Faculty	5/31/24	Retirement
Betty Hatcher	Dean of Arts & Sciences	5/31/24	Retirement
Zaneta Will	Multimedia Services Coordinator	6/10/24	Resignation
Lakissha Voliva	Lead Testing Proctor	6/27/24	Resignation
Yuko Boyd	Registrar	6/30/24	Retirement
Angela Hughes	Senior Administrative Assistant - Havelock	6/30/24	Retirement

Craven Community College Facilities Usage Report
April 1, 2024 - June 30, 2024

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Estimated Number of Attendees
Craven County Schools	4/16/2024	Edu	AMC 102			50
American Financial Education Alliance	4/16/2024	Non-Profit	Naumann	\$270.00	3/25/2024	40
American Financial Education Alliance	4/18/2024	Non-Profit	Naumann	\$270.00	3/25/2024	40
American Red Cross	4/18/2024	Non-Profit	Naumann			30
MERCI Clinic	4/19/2024	Non-Profit	Orringer			100
Congressman Murphy	4/20/2024	Gov	Orringer			100
NC Cyber Academy	5/6/24 - 5/7/24	Edu	Naumann, AMC 104			15
Tried by Fire - GospelFest	5/12/2024	Non-Profit	Outdoors			70
NC Cyber Academy	5/13/24 - 5/14/24	Edu	Naumann, AMC 102			20
Division of Coastal Management	5/22/2024	Gov	AMC 102			15
Greenbrier Property Owners' Association	6/3/2024	Non-Profit	Orringer	\$460.00	5/9/2024	100
NCDOR Local Government Division	6/10/24 - 6/13/24	Gov	AMC 102			50
Neuse Pamlico Sound Women's Coalition	6/11/2024	Non-Profit	AMC 102	\$100.00	5/30/2024	30
NC Wildlife Resources Commission	6/24/2024	Gov	Orringer			50

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

Facilities Update

FY24 · 8/20/2024



Major Capital Construction Projects

- **Window & Door Replacement**
 - Barker, Brock, and Ward Halls
 - Construction Completion January 2024
- **Corporate Training Center**
 - Feasibility study complete
 - Project design underway
 - Expected completion Fall 2025
- **Public Safety Training Center**
 - Feasibility study complete
 - Funding received
 - Project design underway

Completed Capital Construction Project

Window & Door Replacement

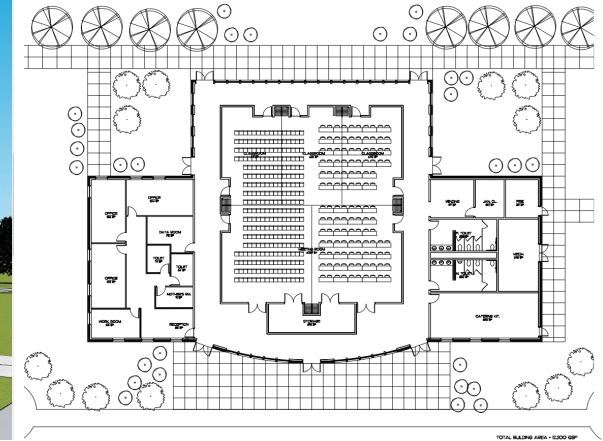


Old windows (left), new replaced windows (above)

Current Capital Construction Project

Corporate Training Center

- **Feasibility Study Complete:**
May 15, 2023
- **3-1 Approved:**
July 21, 2023
- **Designer Selected:**
November 13, 2023
- **Expected Construction Bid Date:**
October 2024
- **Expected Completion:**
December 2025



Current Capital Construction Project

Public Safety Training Center

- **Feasibility Study Complete:**
May 2024
- **3-1 Approved:**
March 15, 2024
- **Designer Selected:**
Awaiting contract from SCO
- **Expected Construction Bid Date:**
May 2025
- **Expected Completion:**
Fall 2026



Year In Review

Infrastructure Sustainment Projects

- **New Bern Campus**

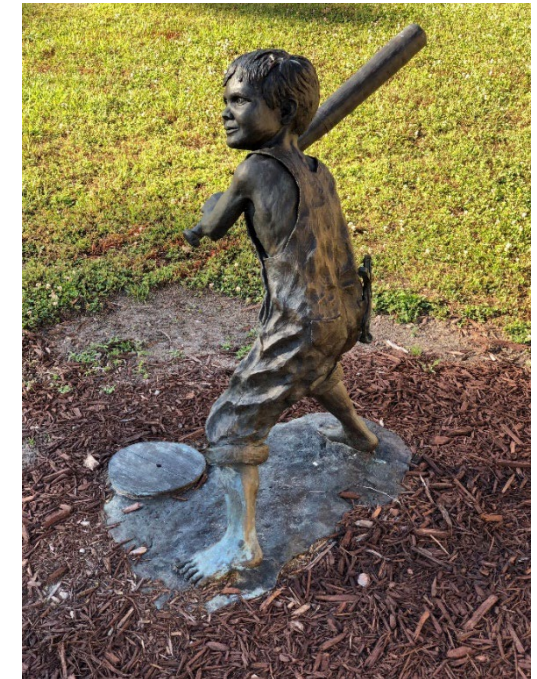
- Bate Hall
 - Renovated classroom into Faculty Lounge and CTL Offices
 - First Floor Refurbishments (paint and flooring)
- Perdue Hall
 - Renovated classroom into 6 office spaces
- Brock Hall
 - Elevator Upgrade

- **Havelock Campus**

- Welding Building

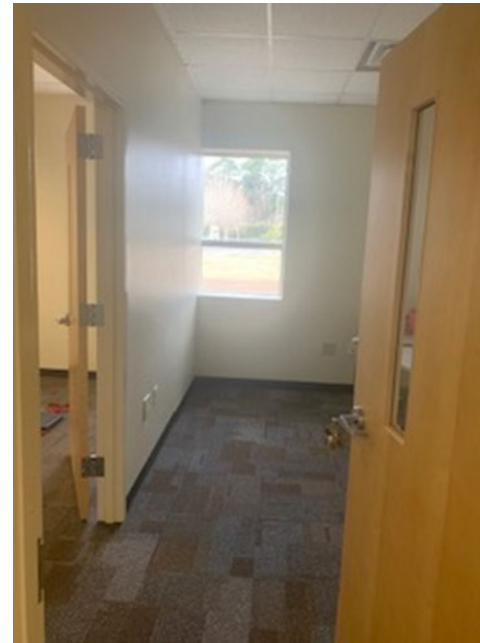
- **Volt Center**

- Heavy Equipment Operations/Simulator – In Progress
- Small Business Generator – In Progress



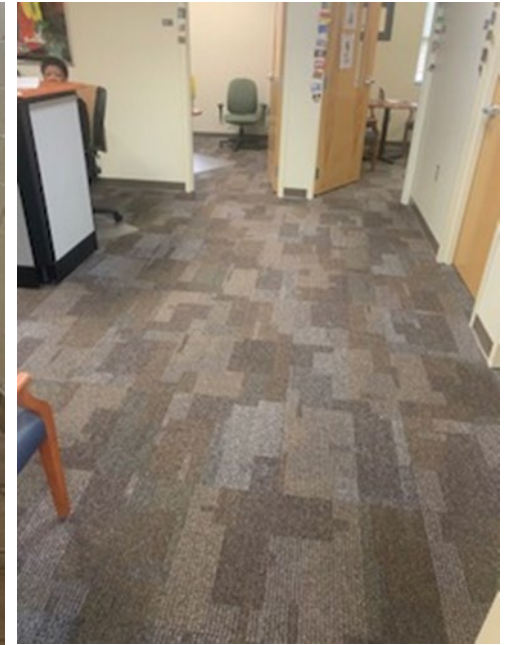
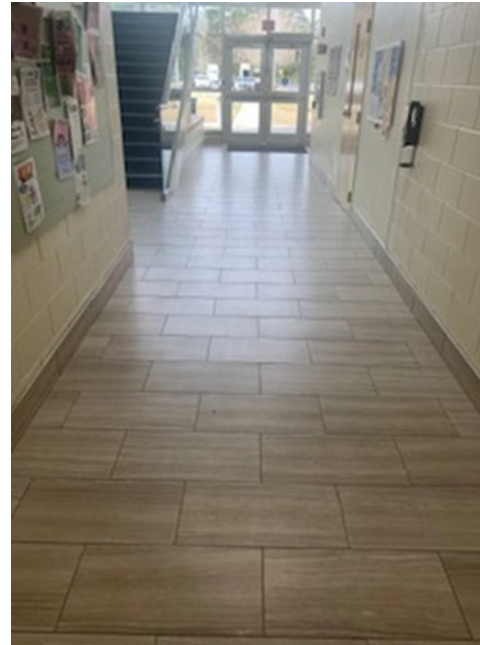
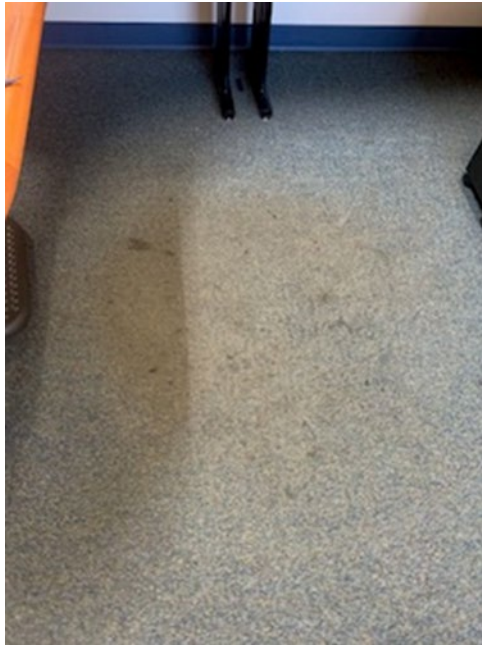
Completed Infrastructure Project

New Bern: Faculty Lounge & CTL Offices



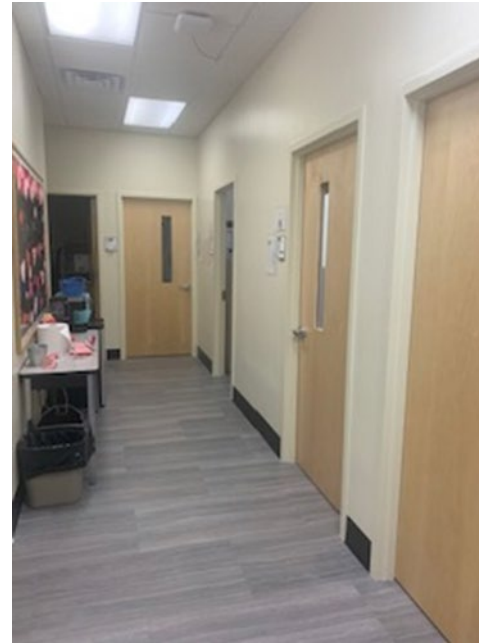
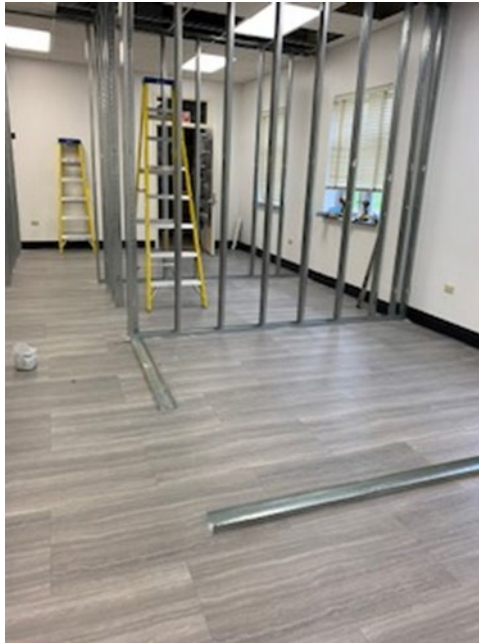
Completed Infrastructure Project

New Bern: Bate Hall First Floor Refurbishments



Completed Infrastructure Project

New Bern: Perdue Hall Office & Work Spaces



Completed Infrastructure Project

New Bern: Brock Hall Elevator



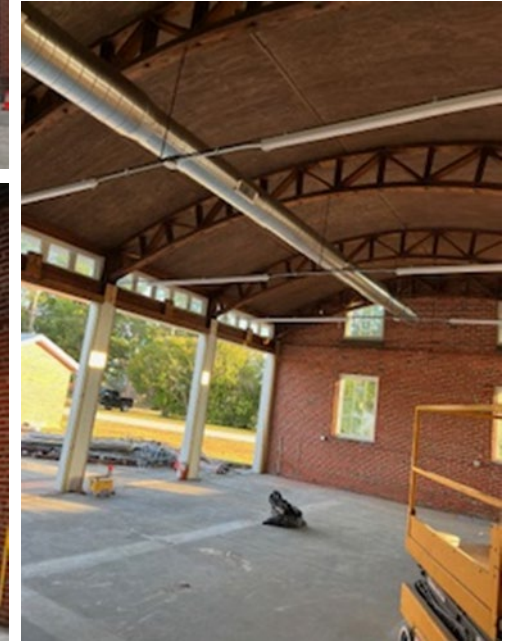
Completed Infrastructure Project

Havelock: Welding Building



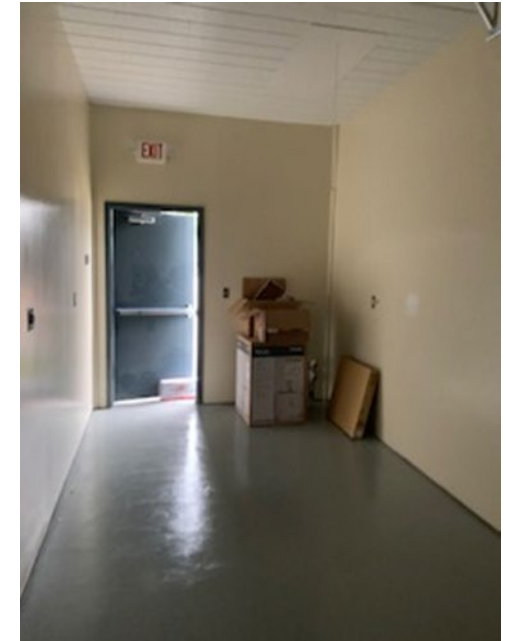
Ongoing Infrastructure Project

Volt Center: Heavy Equipment Simulator



Ongoing Infrastructure Project

Volt Center: SBC Generator



Planned Infrastructure Sustainment Projects – 2024 - 2025

- Upgrade Bate Hall Chiller
- Volt Center Refurbishments (Garage, Classrooms, and Offices)
- Bosch Refurbishments
- Havelock Welding Building Electrical
- All Campuses
 - Roofing Repairs
 - Parking Lot/Road/Sidewalk Repairs
 - Painting and Grounds

Thank you
for your support of



CRAVEN
COMMUNITY COLLEGE



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Learning Center and Community Outreach
Christina Bowman, *Assistant Director*
M. Fernanda Marinkovic,
Accounting Assistant

August 2024

I am incredibly pleased to report that the Foundation has wrapped up yet another successful year.

The Endowment investment Portfolio ended the year at \$3,370,156, with the total fund balance at \$4,365,727. The endowment portfolio made a modest gain, continuing the recovery from the market drop in 2022.

The Community Fabric Awards was a success, with a net income of \$47,823. Planning is already underway for the 15th annual event. In addition, the Foundation transferred \$55,608 from the Campus Fund and \$28,095 from the Lifetime Learning Center to fund future College initiatives. These combine for an increase of \$131,526 in our reserves. This combined with increases in our investment portfolio represent an increase of \$499,430 in our net position. These numbers are based on a cash basis.

The Lifetime Learning Center (LLC) had a positive year as individuals were ready to travel and attend events. The LLC had a net income of \$38,752 last year. As we begin the new fiscal year, Jennifer is expecting to see continued strong interest in trips and events planned.

Foundation scholarships of \$363,538 were paid for the fiscal year 2024. For the fiscal year 2025 the proposed budget is \$605,265. This is a significant increase from the previous year's budget and is driven largely by the increase in both endowment payouts and an increase in unrestricted scholarship funds. This does not include restricted funds for non-tuition needs. In addition, the Financial Aid Office, Business Office, and Foundation have been reviewing the scholarships to assure that we are fully awarding all monies available.

www.CravenCC.edu/Foundation

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

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

A key number to remember is 2,210. Last fiscal year the Foundation assisted 2,210 students through scholarships and assistance; covering tuition, required course materials, emergency needs and other related expenses. That is approximately one in four students at Craven last year that were assisted by the Foundation.

Respectfully submitted,

A handwritten signature in blue ink that reads "Tyler Harris". The signature is written in a cursive style with a large, stylized "T" and "H".

Tyler Harris, President
Craven Community College Foundation