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## REVISED MEETING AGENDA

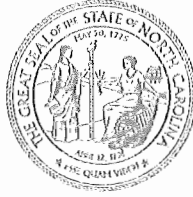
**AUGUST 20, 2024**

**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<br>Sandra Phelps (2020-2024)             | <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>           |
|      | ET Mitchell (Craven County Commissioners, 2024-28)                                   |                              |
|      | Kevin Roberts (NC House of Representatives, 2024-28)                                 |                              |
|      | (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 <sup>th</sup> 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 <sup>th</sup> Quarter FY 2023-24 (Apr-Jun) ( <i>info</i> )        | <i>Jim Millard</i>           |
| VII. | Facilities Usage Report 4 <sup>th</sup> Quarter FY 2023-24 (Apr-Jun) ( <i>info</i> ) | <i>Jim Millard</i>           |

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



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](http://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

The Honorable Phil Berger  
August 9, 2024  
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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 20<sup>th</sup> day of August, 2024.

---

Amber L. Smith, Notary  
Jones County, North Carolina

Board of Commissioners  
Jason R. Jones, Chairman  
Denny Bucher, Vice Chairman  
Chadwick Howard  
Shevel "Sherry" Hunt  
Thomas Mark  
Etteinne "E.T." Mitchell  
Beatrice Smith

Administrative Staff  
Jack B. Veit, III, County Manager  
Gene Hodges, Assistant County Manager  
Nan Holton, Clerk to the Board  
Amber M. Parker, Human Resources Director  
Craig Warren, Finance Director



RECEIVED

JUN 13 2024

President's Office

Administration Building  
406 Craven Street  
New Bern, NC 28560  
Fax 252-637-0526  
jveit@cravencountync.gov

Commissioners 252-636-6601  
Manager 252-636-6600  
Finance 252-636-6603  
Human Resources 252-636-6602

June 6, 2024

The Honorable E.T. Mitchell  
3009 River Lane  
New Bern, NC 28560

Dear Mrs. Mitchell:

This is to inform you that on Monday, June 3, 2024 the Board of Commissioners reappointed you to serve on the Craven Community College Board of Trustees and to thank you for accepting another term. The contribution you are making as a member of this Board is very much appreciated and the Craven County Commissioners have asked me to pass along our sincere thanks for your willingness to continue to serve the community in this way.

On behalf of the entire Board of Commissioners, I would like to thank you for your willingness to continue serving on this Board.

Sincerely,

A handwritten signature in black ink that reads "Jason R. Jones".

Jason R. Jones, Chairman  
Craven County Board of Commissioners

JRJ:ajj

Cc: Dr. Raymond Staats



OATH OF OFFICE  
BOARD OF TRUSTEES

I, Etteinne (ET) Mitchell, do solemnly swear that I will support the Constitution of the United States.

I, Etteinne (ET) Mitchell, 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, Etteinne (ET) Mitchell, 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.

---

Etteinne (ET) Mitchell

Sworn to and subscribed before me, this the 20<sup>th</sup> 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 20<sup>th</sup> 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 Gery 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 27<sup>th</sup>

*Chair:* No report.

Craven Community College  
Board of Trustees Meeting Minutes  
June 12, 2024  
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*Attorney:* No report.

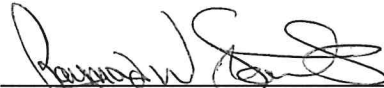
Adjournment

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

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## 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

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## 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

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## 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

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## 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

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As of August 12, 2024

| <b>Curriculum Enrollment</b> |                  |            |
|------------------------------|------------------|------------|
|                              | <b>Headcount</b> | <b>FTE</b> |
| Fall 2024                    | 2,670            | 950.75     |
| Fall 2023                    | 2,563            | 940.75     |
| % Change                     | 4.2%             | 1.1%       |

# Regional Accreditation

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## 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

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## 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

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## 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 25<sup>th</sup> or better
  - Our Engineering Technology Design team (Spencer Higgs, David Starnes, and Robert Duren) brought home the GOLD!



# Academic Support

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## **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







**Craven Community College**  
**Institutional Funds Budget Comparison Report**  
**As of June 30, 2024 - 100% of Year**

| FUND |     | PURPOSE                                    | BUDGET       | EXPENDITURES<br>YEAR TO DATE | REMAINING<br>BALANCE | % SPENT | REVENUES<br>YEAR TO DATE | FUND<br>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 NCMBBC                                | 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<br>YEAR TO DATE | REMAINING<br>BALANCE | % SPENT    | REVENUES<br>YEAR TO DATE | FUND<br>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         |
| <b>Total</b> |     |                                  | <b>25,690,883.00</b> | <b>16,966,135.46</b>         | <b>8,724,747.54</b>  | <b>66%</b> | <b>29,569,222.68</b>     | <b>26,994,102.86</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 - April 1, 2024 to June 30, 2024**

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

|                                    |  |
|------------------------------------|--|
| Kisha B. Simpson<br>(Requested by) | Jim Millard<br>Vice President for Administration |
|------------------------------------|--|

| Past Write-Offs<br>(12 Months; YTD)<br>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<br>4th Qtr Comparison Only<br>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**

| <b>STIF Account:</b> | <b>30-Jun</b>          | <b>31-Mar</b>         | <b>Variance</b>        |
|----------------------|------------------------|-----------------------|------------------------|
| <b>Local Funds</b>   | \$3,143,202.07         | \$2,755,768.21        | \$387,433.86           |
| <b>Special Funds</b> | <u>\$21,141,956.59</u> | <u>\$8,971,696.97</u> | <u>\$12,170,259.62</u> |
| <b>Total</b>         | \$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.

|                            | <b>30-Jun</b> | <b>31-Mar</b> | <b>Variance</b> |
|----------------------------|---------------|---------------|-----------------|
| <b>STIF Interest Rate:</b> | 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 Gruetzemacher    | 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/<br>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/<br>Terminations/<br>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**

| <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> |
|---|-----------------------|-----------------------------|------------------|-------------|---------------------------|--------------------------------------|
| 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*

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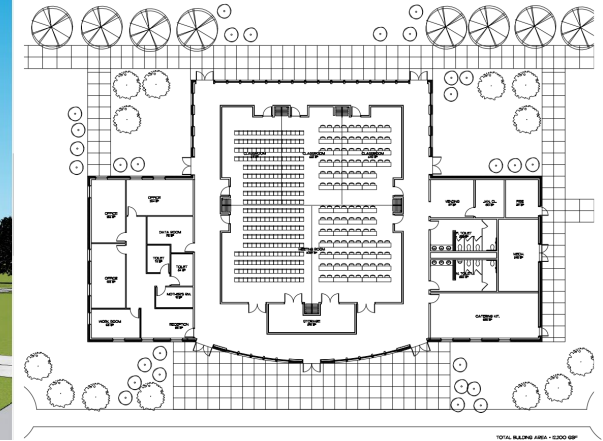


Old windows (left), new replaced windows (above)

# 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

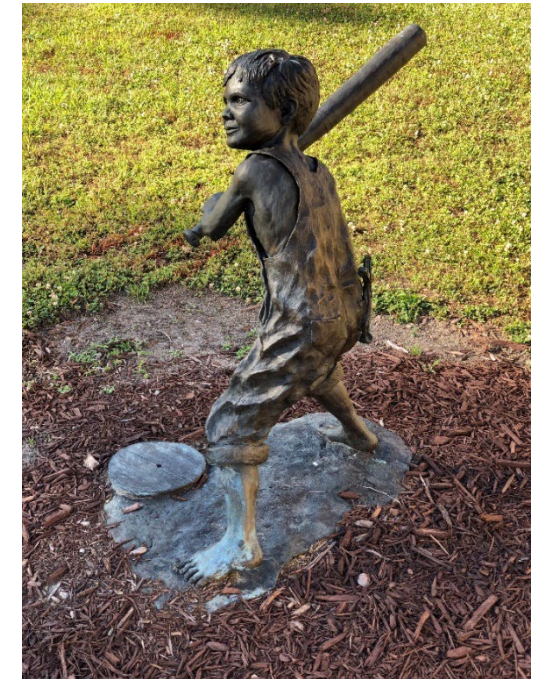
- Elevator Upgrade

- **Havelock Campus**

- Welding Building

- **Volt Center**

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





# Completed Infrastructure Project

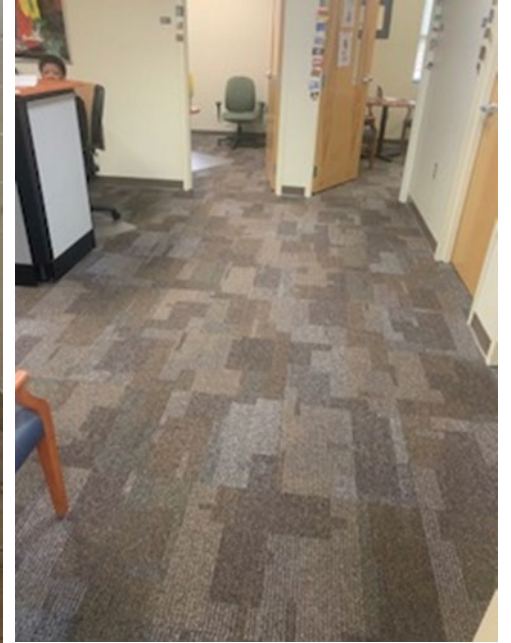
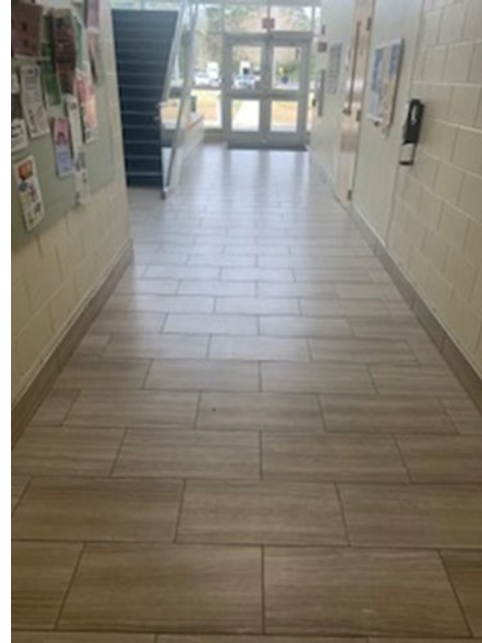
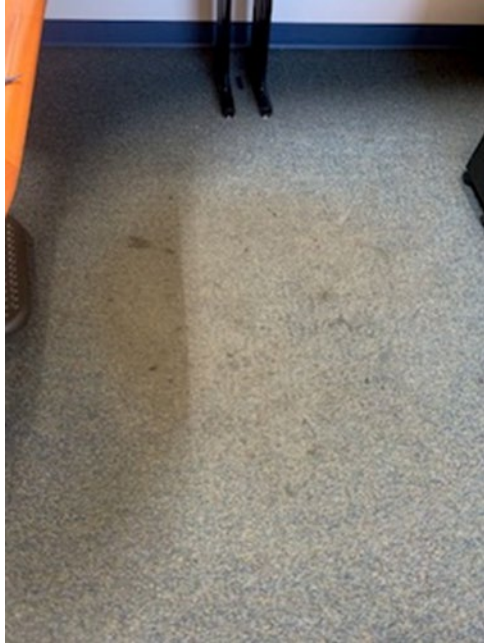
## *New Bern: Faculty Lounge & CTL Offices*



# Completed Infrastructure Project

## *New Bern: Bate Hall First Floor Refurbishments*

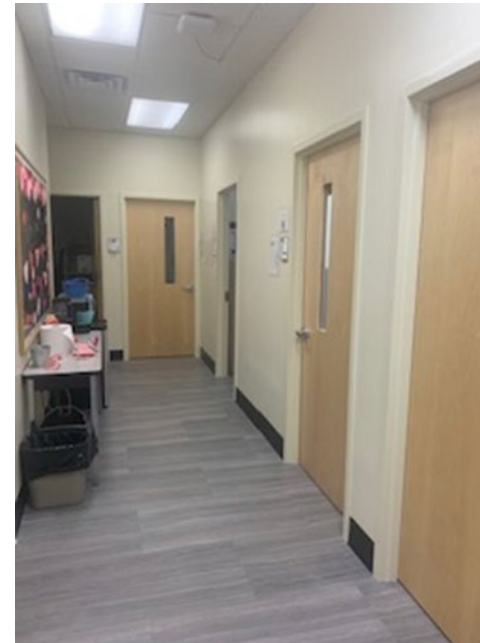
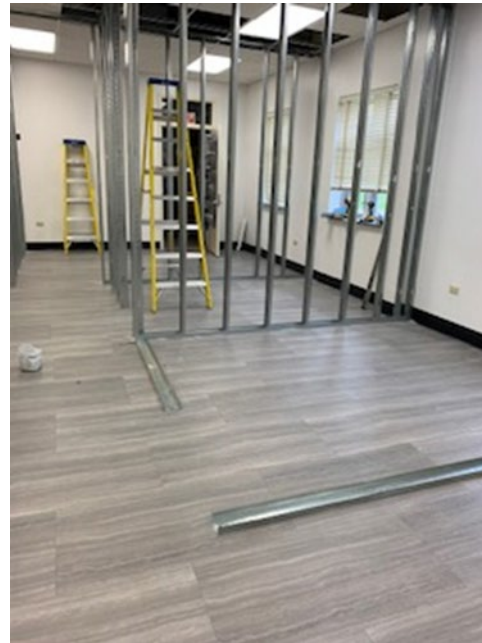
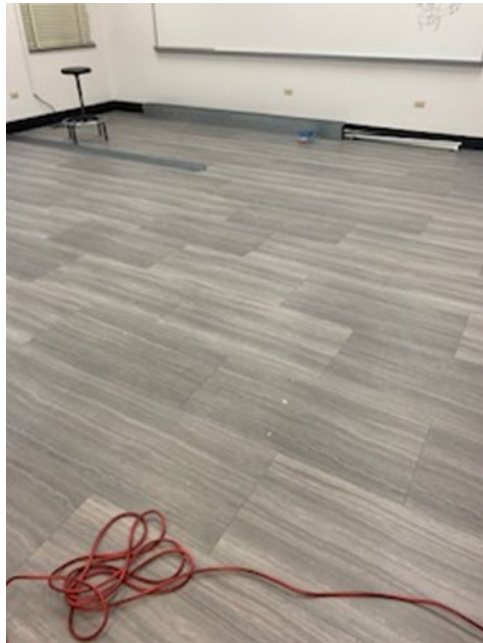
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# Completed Infrastructure Project

## *New Bern: Perdue Hall Office & Work Spaces*

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# Completed Infrastructure Project

## *New Bern: Brock Hall Elevator*

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# Completed Infrastructure Project

## *Havelock: Welding Building*

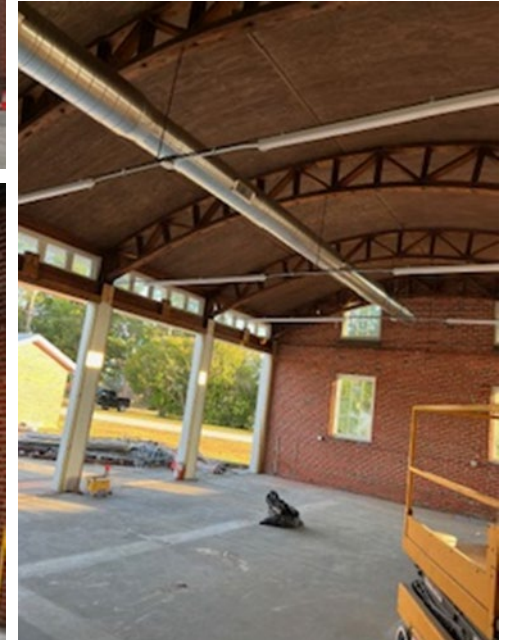
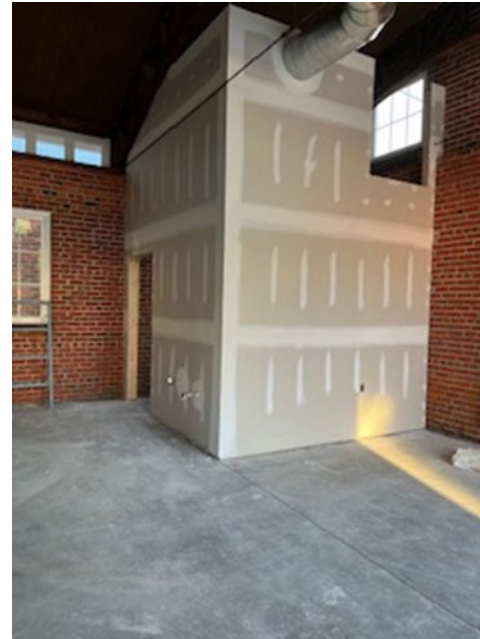
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# Ongoing Infrastructure Project

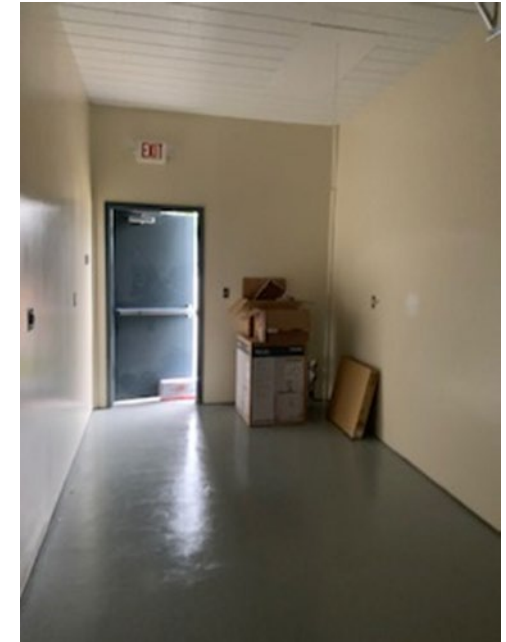
## *Volt Center: Heavy Equipment Simulator*



# Ongoing Infrastructure Project

## *Volt Center: SBC Generator*

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# Planned Infrastructure Sustainment Projects – 2024 - 2025

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- 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



## Board of Directors

Tyler Harris, *President*  
Tammy Sherron, *Vice President/President Elect*  
Charles Wethington, *Secretary*  
Jim Millard, *Treasurer*,  
*Vice President for Administration*

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Mark Best  
Catherine Burgess  
Martin Cieszko  
Dr. James Congleton  
Charles Cushman  
Charles Dudley  
Dr. Dwight Grady  
NaTayah Hill  
Dr. Ginny Johnson  
Robert Johnson  
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Linda MacDonald, *Director Emeritus*  
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John Robert Mattocks  
Dr. Bettina Meekins  
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Anne C. Schout, *Past President*  
Karen Segal  
Terri Sharp  
Dr. Raymond Staats, *Craven CC President*  
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*

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[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*

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 15<sup>th</sup> 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.

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 initial 'T' and 'H'.

Tyler Harris, President  
Craven Community College Foundation