

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

**December 10, 2024**

Mr. Steve Cella

Dr. Jim Davis

Ms. Pam Holder

Mr. Chip Hughes

Ms. E.T. Mitchell

Ms. Jennifer O'Neill

Dr. Ervin Patrick

Ms. Sandra Phelps

Mr. Kevin Roberts

Mr. Tabari Wallace

Mr. Whit Whitley

Mr. Augustus Willis

**Agenda Review/Conflict of Interest Declarations**

Each member of this board of trustees is reminded of their obligations and duties under the State Government Ethics Act. Trustees must continually monitor, evaluate, and manage their personal, financial, and professional affairs to ensure the absence of conflicts of interest or even appearance of conflicts of interest.

Does any member of this board know of an actual conflict of interest which exists with regard to any matter coming before this board?

**CRAVEN**  
COMMUNITY COLLEGE  
**BOARD OF TRUSTEES**

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**MEETING AGENDA**

**DECEMBER 10, 2024**

**5:30 pm – Law Enforcement Room  
Volt Center**

- |       |   |                              |
|-------|---|------------------------------|
| I.    | Call to Order   | <i>Ervin Patrick, Chair</i>  |
| II.   | Administrative Items  |                              |
|       | (1) Roll Call   | <i>Ray Staats, Secretary</i> |
|       | (2) Agenda Review and Adoption ( <i>motion</i> )  | <i>Ervin Patrick</i>         |
|       | (3) Conflict of Interest Declaration  | <i>Ervin Patrick</i>         |
|       | (4) Public Comment  | <i>Ervin Patrick</i>         |
| III.  | Consent Agenda ( <i>motion</i> )  | <i>Ervin Patrick</i>         |
|       | (1) Approve Board of Trustees Meeting Minutes (October 15, 2024)                        |                              |
| IV.   | Financial Reports ( <i>info</i> )   | <i>Jim Millard, VP</i>       |
|       | (1) Financial Report 1 <sup>st</sup> Quarter FY 2024-25 (Jul-Sep) ( <i>motion</i> )     |                              |
|       | (2) Write-Offs and Uncollectable Accounts ( <i>motion</i> )                             |                              |
|       | (3) Cash Balances ( <i>Info</i> )   |                              |
| V.    | Personnel Report 1 <sup>st</sup> Quarter FY 2024-25 (Jul-Sep) ( <i>Info</i> )           | <i>Jim Millard</i>           |
| VI.   | Facilities Usage Report 1 <sup>st</sup> Quarter FY 2024-25 (Jul-Sep) ( <i>Info</i> )    | <i>Jim Millard</i>           |
| VII.  | Strategic Plan Report—Goal 4 ( <i>info</i> )  | <i>Ray Staats</i>            |
| VIII. | Old Business  | <i>Ervin Patrick</i>         |
| IX.   | New Business  | <i>Ervin Patrick</i>         |
|       | (1) Approve Selection of Corporate Training Center general contractor ( <i>motion</i> ) | <i>Jim Millard</i>           |
|       | (2) Approve Amended 3-1 Project 2775 CTC ( <i>motion</i> )                              | <i>Jim Millard</i>           |
|       | (3) Approve Change in Fee Chart ( <i>motion</i> )                                       | <i>Jim Millard</i>           |
|       | (4) Approve PRE Foundation Board Member ( <i>motion</i> )                               | <i>Ray Staats</i>            |
| X.    | Reports   |                              |
|       | (1) President   | <i>Ray Staats</i>            |
|       | (2) Board Chair   | <i>Ervin Patrick</i>         |
|       | (3) Attorney  | <i>Jamie Norment</i>         |
|       | (4) Student Trustee   | <i>Ashley Stoerrle</i>       |

XI. Adjournment

*Ervin Patrick*

CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING MINUTES  
OCTOBER 15, 2024

The Craven Community College Board of Trustees met on Tuesday, October 15, 2024 in the Ward Board Room with Board Chair Ervin Patrick presiding. The meeting was called to order at 6:04 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Mr. Steve Cella, Ms. Pam Holder, Mr. Chip Hughes, Ms. Jennifer O'Neill, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Kevin Roberts, and Mr. Whit Whitley.

Voting members absent were: Dr. Jim Davis, Ms. E.T. Mitchell, Mr. Tabari Wallace, and Mr. Gus Willis.

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

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

Agenda Review and Adoption

Board Chair Patrick reviewed the agenda (attached). Trustee Roberts motioned to accept the agenda as presented; Trustee Hughes 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 Whitley motioned to accept the minutes (attached) of the September 17, 2024 meeting as presented; Trustee O'Neil seconded the motion and the motion was unanimously approved.

#### Fall Enrollment

VP Gery Boucher reviewed the curriculum enrollment data for the fall semester and non-curriculum enrollment data for the summer semester (attached).

#### Student Services Update

VP Boucher highlighted admissions, outreach, advising, grants, and campus life (attached). He also highlighted the Veterans Affairs program and the various events they have conducted.

#### Old Business

*Approve BP 3.12, Sexual & Other Unlawful Harassment (Title IX):* President Staats reviewed BP 3.12, Sexual & Other Unlawful Harassment (Title IX), (attached), which was presented in September for review, for approval. Trustee Whitley motioned to approve the revised board policy as presented; Trustee Phelps seconded the motion and the motion was unanimously approved.

#### New Business

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

*Delegation of Authority:* By unanimous vote, the Board delegated authority to President Staats to approve the "perpetual license" fee for books to be used by students for multiple semesters, upon agreement with BibliU.

*Trades Building Naming Resolution:* President Staats presented a resolution (attached) to rename the Trades Building, located at 205 First Street, New Bern, (Volt Center), to William W. Taylor Hall in honor of William W. Taylor, Trustee from August 4, 2014 until his passing on July 15, 2024. Trustee Whitley motioned to approve; Trustee Phelps seconded the motion and the motion was unanimously approved. A dedication ceremony will be announced in the near future.

### Reports

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

- BibliU update:
  - The contract is signed and transition discussions are ongoing; BibliU will remodel the bookstore in December; students will receive their books (digital or hard copy) in the spring through BibliU
- House Bill 10 (HB10):
  - HB10 includes for the enrollment increase funding for the Community College System.
- Volt Center:
  - Received the certificate of occupancy for the Generator Building and the Heavy Equipment Building; will schedule a ribbon cutting.
- Corporate Training Center (CTC):
  - VP Millard, JKF and a realtor (appraiser), will meet with New Bern Board of Adjustment on 10-26-24 to answer questions about local property impacts from construction of the CTC.
- Hurricane Helene:
  - A committee has been formed to support western North Carolina Community Colleges; Craven Community College will "adopt" Mayland Community College and also assist McDowell Community College.
  - Craven Community College will send laptops to Mayland CC once they are prepared to receive items at their site.
  - Craven Community College will send financial assistance and goods to both Colleges when they can receive items.
  - Craig Ramey spent a week in Burke County assisting with the information media operations.
  - Forthcoming surge in western NC construction may induce a delay in completing Craven CC's two major projects (CTC and PSTC).
- Paid Parental Leave:
  - State Board of Community Colleges is preparing to approve new code and this will require the College to publish a separate Parental Leave policy.
- New Bern Before Hours:

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Board of Trustees Meeting Minutes  
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- Craven Community College will host the New Bern Chamber of Commerce Business Before Hours next Tuesday at 7:30 am
- Performance bonus:
  - President Staats awarded all full-time and part-time regular employees a performance bonus of \$1,000 (pro-rated for part-time) for excellence during the past year.

*Chair:* No report.

*Attorney:* No report.

*Foundation:* Board Chair Patrick referred to the Foundation report (attached); and encouraged Trustees to give to the Foundation during their annual campus campaign.

Adjournment

With no further business to be presented, Board Chair Patrick adjourned the meeting at 7:04 pm and thanked everyone for their participation.

Respectfully submitted:



Ervin D. Patrick, Chair  
December 10, 2024



Raymond W. Staats, Secretary  
December 10, 2024

Craven Community College  
State Funds Budget Comparison Report  
As of September 30, 2024 - 25% of Year

[illegible]





**Craven Community College**  
**Institutional Funds Budget**  
**As of September 30, 2024 - 25% of the 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	16,400.00	7,828.00	8,572.00	48%	104.43	5,948.72
01	133 Discretionary	105,559.00	6,888.90	98,670.10	7%	2,247.69	33,226.97
01	134 Unrestricted Overhead Receipts	5,297.00	(257.48)	5,554.48	-5%	3,286.03	65,585.98
01	136 Foundation	531,998.00	54,835.20	477,162.80	10%	105,332.50	718,836.94
01	137 Financial Aid Matching	2,000.00	333.49	1,666.51	17%	131.78	10,576.93
01	221 Applied Music	-	-	-	0%	-	36,698.79
01	227 Extra Curricular Activities	24,769.00	18,174.50	6,594.50	73%	3,935.31	53,530.76
01	250 Curriculum-Self Supporting	55.00	-	55.00	0%	5,363.68	223,170.32
01	312 Fire College	-	-	-	0%	66.07	5,445.35
01	340 WFD-Self Supporting	432,042.00	70,128.49	361,913.51	16%	94,742.59	870,476.23
01	411 Learning Resource Center	2,875.00	-	2,875.00	0%	35.20	2,939.85
01	421 Higher Ed Conference (AVID)	-	-	-	0%	1,000.00	1,000.00
01	460 Customized Ind Train Support	-	-	-	0%	417.89	34,872.34
01	461 Small Business Support Fund	-	-	-	0%	1.69	137.04
01	610 PST Center /VOLT Center	-	-	-	0%	16,588.54	32,098.13
02	131 College Work Study	121,696.00	10,892.70	110,803.30	9%	10,892.70	-
02	134 Restricted Overhead Receipts	75,791.00	22,640.30	53,150.70	30%	11,382.19	227,400.31
02	138 Returned Check Fee Fund	20.00	-	20.00	0%	289.70	23,956.77
02	139 OSBM Grant	-	-	-	0%	148,033.74	12,194,141.00
02	220 NCSU Engineering	157,640.00	11,461.51	146,178.49	7%	569.82	42,040.82
02	227 ENCORE	15,763.00	794.15	14,968.85	5%	168.97	13,752.28
02	228 Grants -NSF SEAS/Bosch/NCCF	339,226.00	61,913.24	277,312.76	18%	25,050.07	218,713.80
02	291 Specific Fees - Lab/DE/ASC	1,021,992.00	210,489.42	811,502.58	21%	244,058.26	1,327,069.84
02	292 System-Wide Fees-Comp Tech	836,438.00	59,512.45	776,925.55	7%	97,306.03	1,197,579.22
02	293 Patron Fees	54,135.00	15,069.07	39,065.93	28%	9,481.81	278,109.56
02	314 Grants - Workforce Development/BS	376,929.00	13,360.00	363,569.00	4%	22,455.00	326,496.54
02	355 NCDPS Reentry Program	230,495.00	77,596.77	152,898.23	34%	116,164.87	145,123.24
02	370 FTCC NCMB	92,000.00	21,629.23	70,370.77	24%	22,212.09	519.63
02	392 System-Wide Fees - WFD Comp	10.00	-	10.00	0%	139.11	11,535.20
02	412 Grants -NC A&T STEPs4GROWTH & Bright Ideas	40,904.00	11,463.39	29,440.61	28%	24,019.59	27,526.68
02	521 C-Step Grant	12,000.00	582.46	11,417.54	5%	10,682.80	10,100.34
02	531 Professional Liability Ins	10,560.00	10,560.34	(0.34)	100%	3,243.97	43,504.26
02	532 Student Insurance	10,010.00	0.71	10,009.29	0%	2,291.27	(4,819.44)

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	533 Transcript Fees	41,122.00	2,568.18	38,553.82	6%	12,079.40	357,530.34
02	534 TRIO/Panther Pantry Grants	361,672.00	77,666.03	284,005.97	21%	74,357.74	(3,280.28)
02	556 Student Outreach & Advising	6,243.00	1,401.61	4,841.39	22%	5,000.00	4,411.27
02	790 Facilities Rental Fund	24,150.00	13,900.00	10,250.00	58%	2,694.35	53,476.86
02	791 Public Radio East	1,053,521.00	259,933.20	793,587.80	25%	150,764.47	122,926.63
02	795 Career Fair	-	-	-	0%	-	625.87
02	796 Testing Centers	98,039.00	18,854.35	79,184.65	19%	20,875.64	149,570.45
02	797 Public Radio East Foundation	829,883.00	128,405.77	701,477.23	15%	128,405.77	118,101.20
02	823 SEOG	137,498.00	29,610.00	107,888.00	22%	29,610.00	-
02	824 Pell	4,600,825.00	2,376,359.41	2,224,465.59	52%	2,351,359.41	(25,000.00)
02	830 NCCC Target Asst/LTHT/GoldenLeaf	-	-	-	0%	-	-
02	834 Teacher Assistant Sch Fund	2,200.00	2,200.00	-	100%	2,200.00	-
02	835 State Aid Scholarships	140,278.00	116,451.00	23,827.00	83%	130,451.00	14,000.00
02	840 General Scholarships	451,107.00	86,401.81	364,705.19	19%	92,941.20	343,861.59
02	841 Endowment/Other Scholarships	188,658.00	46,586.28	142,071.72	25%	43,922.00	9,566.82
05	710 Clearwire Distribution	5,500.00	-	5,500.00	0%	2,101.90	60,122.31
05	720 Bookstore	146,955.00	13,853.49	133,101.51	9%	9,145.97	651,131.71
05	730 Food Service	37,109.00	2,687.51	34,421.49	7%	13,702.19	45,128.57
05	740 Campus Access	84,285.00	27,458.65	56,826.35	33%	26,479.36	60,571.11
05	770 Student Activity Funds	247,320.00	59,917.87	187,402.13	24%	64,873.00	221,725.32
06	810 J. Wrenn Emergency Loan Fu	600.00	-	600.00	0%	595.69	46,448.67
07	910 Buildings & Grounds	20,997,092.00	507,893.58	20,489,198.42	2%	690,470.11	2,770,355.53
08	792 Public Radio East Endowment	-	-	-	0%	959.76	79,056.75
08	850 Endowments	178,908.00	43,422.00	135,486.00	24%	272,203.18	3,603,997.46
<b>Total</b>		34,149,569.00	4,501,467.58	29,648,101.42	13%	5,106,887.53	26,869,484.20

**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 - July 1, 2024 to September 30, 2024**

Return of Title IV	\$7,561.11
FA Issues/Withdrew Charged 25%	\$6,919.65
Sponsor Issues	\$274.05
Payment Plan	\$1,013.52
<b>Total</b>	<b>\$15,768.33</b>

Kisha B. Simpson  
\_\_\_\_\_  
(Requested by)

Jim Millard  
\_\_\_\_\_  
Vice President for Administration

<b>Past Write-Offs (3 Months; YTD) July - September</b>	<b>2024-25</b>	<b>2023-24</b>	<b>2022-23</b>	<b>2021-22</b>	<b>2020-21</b>
Total	\$15,768.33	\$8,177.64	\$56,883.56	\$2,618.80	\$14,561.38

<b>Quarterly Collections 1st Qtr Comparison Only July - September</b>	<b>2024</b>	<b>2023</b>	<b>2022</b>	<b>2021</b>	<b>2020</b>
Total Collected this Period	\$8,948.82	\$3,597.48	\$7,295.07	\$3,618.57	\$9,301.85
Received from Debt Setoff	\$869.48	\$1,878.67	\$1,666.70	\$1,170.18	\$807.72
Collection Agency Fees	(\$1,829.79)	(\$719.50)	(\$1,562.31)	(\$773.73)	(\$1,860.36)
<b>Net Proceeds</b>	<b>\$7,988.51</b>	<b>\$4,756.65</b>	<b>\$7,399.46</b>	<b>\$4,015.02</b>	<b>\$8,249.21</b>

**CRAVEN COMMUNITY COLLEGE  
REPORT OF CASH BALANCES**

<b>STIF Account:</b>	<b>30-Sep</b>	<b>30-Jun</b>	<b>Variance</b>
<b>Local Funds</b>	\$2,839,400.91	\$3,143,202.07	-\$303,801.16
<b>Special Funds</b>	<u>\$19,528,734.75</u>	<u>\$21,141,956.59</u>	<u>-\$1,613,221.84</u>
<b>Total</b>	\$22,368,135.66	\$24,285,158.66	-\$1,917,023.00

**NOTE:** A balance of \$150,000 is maintained in an interest bearing account with First Citizens Bank.  
All funds over the \$150,000 are on deposit with the North Carolina State Treasurer.

	<b>30-Sep</b>	<b>30-Jun</b>	<b>Variance</b>
<b>STIF Interest Rate:</b>	4.69579%	4.53098%	0.16481%

**Craven Community College Personnel Report**  
**July 1, 2024 – September 30, 2024**

New Hires	Position Title		Effective	Monthly/Annually
Samuel Gyles	Senior Administrative Assistant- Teaching & Learning		7/1/24	\$2,917/\$35,004
Patricia Collins	Administrative Assistant- Arts & Sciences (PT Regular)		7/15/24	\$1,885/\$22,620
Abigail Nehrenberg	IT Technician		7/15/24	\$3,209/\$38,508
Matthew Bircher	Campus Life Specialist (PT Regular)		7/29/24	\$2,011/\$24,132
Timothy Clark	Digital Navigator (PT Regular)		8/1/24	\$3,142/\$37,704
Jonathan Larson	IT Technician (PT Regular)		8/1/24	\$1,885/\$22,620
Alexander Sherman	Lead Instructor, Volt Center (FT Temporary)		8/1/24	\$4,680/\$56,160
Tiane Ellis	Mathematics Faculty, 9 Month		8/15/24	\$5,778/\$52,002
Kimberly Ireland	Esthetics Faculty, 9 Month		8/15/24	\$5,000/\$45,000
Mary Elaine Knight	Nursing Faculty, 12 Month		8/15/24	\$6,500/\$78,000
Teri Morris	Nursing Faculty, 9 Month		8/15/24	\$7,112/\$64,008
Joseph Soscia	Multimedia Specialist		8/15/24	\$3,209/\$38,508
Toni Wimmer	Cosmetology Faculty (FT Temporary)		8/15/24	\$5,000/\$45,000
Judith Dover	Testing Proctor		9/3/24	\$2,750/\$33,000
Latasha Harper	Fundraising Coordinator- Public Radio East		9/3/24	\$3,834/\$46,008
Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Ethan Dahart	Testing Proctor	Lead Testing Proctor	7/1/24	\$2,840/\$34,080
Sara Jones	Science Lab Coordinator	Science Lab Coordinator/Faculty	7/1/24	\$4,667/\$56,004
Andrew Tyndall	Enrollment Services Specialist	Registrar	7/1/24	\$4,441/\$53,292
Teressa Vansickle	Coordinator, CTL	Director, CTL & CCP Support	7/1/24	\$4,500/\$54,000
Danielle Williams	Military Student Coordinator (Part-time Regular)	Student Services Coordinator (Full-time Regular)	7/1/24	\$3,734/\$44,808
Samuel Gyles	Senior Administrative Assistant-Teaching & Learning	Testing Center Coordinator	8/1/24	\$3,500/\$42,000
Sarah Nichols	Nursing Faculty (9 Month)	Nursing Faculty (12 Month)	8/1/24	\$6,487/\$77,844
Damonte Stancil	Admissions Specialist	Assistant Registrar	8/15/24	\$3,334/\$40,008
Michelle Moran	Academic Success Coach (Part-Time Regular)	Academic Support Specialist (Full-time Regular)	9/1/24	\$3,000/\$36,000

<b>Resignations/ Terminations/Retirements</b>	<b>Position</b>	<b>Effective</b>	<b>Reason</b>
Chauncey Stevenson	Music Faculty	7/6/24	Deceased
Eric Sexton	Student Services Coordinator	7/15/24	Resignation
Jessica Gremminger	Testing Center Coordinator	7/23/24	Resignation
Kyle Warner	English Faculty	7/24/24	Termination
Dustin Pierce	Digital Navigator	7/31/24	Resignation
Rosemary Wallace	Nursing Faculty	7/31/24	Retirement
Melissa Shoup	Academic Support Specialist- PT Regular	8/12/24	Resignation
Sarah Alves de Souza	Custodian (Part-time Regular)	8/30/24	Resignation
Ryan Shaffer	News Reporter- Public Radio East	8/30/24	Resignation
Patricia Collins	Administrative Assistant- Arts & Sciences (PT Regular)	9/18/24	Resignation
Cameron Green	Assistant Director, Academic Support Center	9/26/24	Resignation
<b>Craven Community College Job Searches July 1, 2024 – September 30, 2024</b>			
<b>Position</b>	<b>Opening Date</b>	<b>Closing Date</b>	
Assistant Registrar	6/24/24	7/8/24	
Fundraising Coordinator- Public Radio East	6/27/24	7/18/24	
Testing Proctor	7/3/24	7/20/24	
Dean of the Volt Center	7/31/24	8/22/24	
Custodian (Part-time Regular)	8/7/24	8/28/24	
Admissions Specialist	8/7/24	8/28/24	
Senior Administrative Assistant- Teaching & Learning	8/12/24	8/30/24	
Academic Success Coach (Part-time Regular)	8/20/24	9/6/24	
Assistant Director of the Academic Support Center	9/12/24	10/4/24	
Administrative Assistant- Arts & Sciences (Part-time Regular)	9/30/24	10/15/24	
Fine Arts Coordinator/Music Faculty	9/30/24	10/25/24	
Administrative Assistant- TRiO (Part-time Regular)	9/30/24	10/25/24	

FIRST QUARTER

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Fees Received	Est. # of Attendees
NC Department of Commerce	7/11/2024	Gov	AMC 102	\$0.00	N/A	20
NC History Theater	2/10-24 - 2/11/24; 7/12/24 - 7/28/24	Non-Profit	Orringer	\$0.00	N/A	200
Division of Marine Fisheries	7/15/24 - 7/17/24	Gov	Naumann	\$0.00	N/A	60
NC ABC Commission	7/23/2024	Gov	Naumann	\$0.00	N/A	35
American Financial Education Alliance	8/15/24; 8/15/24	Non-Profit	Naumann	\$360.00	7/24/2024	40
NC Department of Public Safety	8/19/24 - 8/21/24	Gov	AMC 102	\$0.00	N/A	40
American Red Cross	9/11/2024	Non-Profit	Naumann	\$0.00	N/A	30
NC ABC Commission	9/26/2024	Gov	Naumann	\$0.00	N/A	30
Craven Concerts	9/28/2024	Non-Profit	Orringer	\$600.00	9/19/2024	200

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



# Strategic Plan 2023-28

## Goal 4: Community Service & Engagement





# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### PROMOTE GENEROUS FOUNDATION GIVING

#### Narrative:

- Expand Volt Toolbelt Trust (VTT) sources and awards
  - Secured additional funding sources, including
    - ACT (\$10,800)
    - C1A (\$30,000)
    - New Bern Woman's Club (\$2,500)
    - Craven County Community Foundation (\$10,204)
  - Number of students awarded VTT saw growth from 248 (FY22-23) to 366 (23-24) and 254 (2024-YTD)



# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### PROMOTE GENEROUS FOUNDATION GIVING

#### Narrative:

- Foundation Endowment growth continues
  - \$2,828,688 (9/30/23) to \$3,578,997(9/30/24), an increase of \$750,309
- Strategically engage with corporate donors
  - Bosch Community Fund provides credentialing for students
  - Gene Haas Foundation provides scholarships for Machining Students, boots, and toolkits



# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### ENGAGE COLLEGE RETIREES AND ALUMNI

#### Narrative:

- Employees returning after retirement are providing institutional knowledge and expertise
  - Instructional support for curriculum programs and workforce training at the Volt Center
  - Administrative support for registration in Student Services, curriculum, and workforce development
  - Two NCCCS Staff and Faculty Award winners returned as instructors





# Strategic Plan 2023-28 Assessment

## Community Service & Engagement

### ENGAGE COLLEGE RETIREES AND ALUMNI

#### Narrative:

- Staff and employee/alums to launch the Craven Alumni Association
  - Designed brochure, webpage, and donation form
  - Gathered photos and quotes of recent alumnus to use in marketing materials
  - Developed discount card to provide incentives and engage employers
  - Campaign launch date set for Spring 2025



#### FAMILIAR FACES

"Being a part of the Craven student body has blessed me in many ways, reminding me I am purpose driven and dedicated and have the ability to excel at anything. My eyes have been opened to endless possibilities in continuing my academic career, and that's only made stronger by staying connected to Craven."



*Rhianna Day, Class of 2024  
Current Undergraduate Student at the  
University of North Carolina Wilmington*



"I have accomplished a lot of things, and I'm happy that I came to Craven and met other people who were also striving towards the same goals ... It gives you more hope that you can be anything you want to be."

*Nick Glover, Class of 2023  
Current Undergraduate Student at  
North Carolina Agricultural and Technical State University*

# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### ENGAGE DIVERSE COMMUNITY CONSTITUENCIES

#### Narrative:

- Connecting College employees with community organizations
  - Monthly presence of recruiter and information table at events throughout the community
  - Actively recruiting community organizations outside the College as guests on In the Know podcast
- Leadership and engagement as officers in local organizations
  - Dr. Staats serving as incoming 2025 Chamber chair
  - DeWitt King serving on Chamber Nonprofit Council
  - Dr. Gallman serving as Vice Chair for CarolinaEast Health System



# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### MARKET THE COLLEGE STRATEGICALLY

#### Narrative:

- Statewide reach through collaboration with EdNC to promote partnerships between Craven CC Nursing program and CarolinaEast Health System
- Promoted Craven to veteran community with “Salute to Veterans” event, Field of Flags, and social media presence for SVA
- Event and branding collaboration with K12 Partners
  - Hosted middle and high school students for tours of Career & Technical Programs, Volt Center, and Reality of Money Event
  - Added branding and signage to NBHS and WCHS classrooms

News Perspectives

EdNC

Newsletters Donate

Case study | A partnership between a health system and community college to grow their local health care workforce



Emily Thomas  
October 28, 2024



REPUBLISH THIS STORY

Feature Community Colleges Rural Health Policy Craven





# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### MARKET THE COLLEGE STRATEGICALLY

#### Narrative:

- Ongoing 60<sup>th</sup> anniversary celebration invites staff and students to develop anniversary events
  - LLC to host “Roots of Jazz” concert in January
  - Student Services to host Open House event on July 1
- Campus Life expands community presence
  - Increased usage of Facebook and Instagram to promote student events
  - Campus Life collaborating with students on time capsule, Black History and Founders Day events







## Strategic Plan 2023-28 Assessment

### *Community Service & Engagement*

*'First Choice' for Students;  
Exceptional Place to Work*

#### Executive Leadership Team:

Dr. Ray Staats, President  
Dr. Kathleen Gallman, VP for Instruction  
Dr. Gery Boucher, VP for Development  
Jim Millard, VP for Administration



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

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #1

Is this the Final 3-1 Project Closeout?

No

College

Craven Community College

Project Name

Corporate Training Center

NCCCS Project No.

2775

Campus

1017 Craven CC - Main Campus

County

Craven

### I. TYPE OF PROJECT:

New Facility

### II. REASON FOR AMENDMENT:

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

Insert project and amendment description here.

Craven Community College will be utilizing State Capital Improvement Infrastructure Funds (SCIF) to build a new 12,000 sq. ft. Corporate Training Center on our New Bern Campus. The change from our initial project estimate is due to bid prices received being higher than estimated.



Project to be constructed/renovated on college owned property



Project to be constructed/renovated on leased property

Provide the System Office a copy of lease that meets criteria as addressed in CI Guide.

This form was prepared by:

Name:

Christine E. Sachs

Signature:

*Christine E. Sachs*

Contact Number:

252-637-5740

Date:

11/27/2024

CPC Signature:

*[Signature]*

### III. ESTMATED COST OF PROJECT:

Craven Community College

2775

**A. PRE-CONSTRUCTION COSTS**

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

**Subtotal "A"****B. CONSTRUCTION**

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

**Subtotal "B"****C. Other Costs**

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

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

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
573,639.00	(36,735.00)	536,904.00
6,202,994.00	103,006.00	6,306,000.00
186,090.00	(66,271.00)	119,819.00
60,810.00		60,810.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
<b>\$7,023,533.00</b>	<b>\$0.00</b>	<b>\$7,023,533.00</b>

**IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:****A. NON-STATE FUNDS**

1. County Appropriated
2. County Bonds

3. Other  ▼ Excess Fees
4. Other  ▼ Lost Revenue claimed from HEERF
5.  ▼

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

1.  ▼
2.  ▼
3.  ▼

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

1. Budget Code  42120 New SCIF \$400M ▼
2. Budget Code  ▼
3. Budget Code  ▼
4. Budget Code  ▼

**Subtotal "C"**

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

**D. UNIDENTIFIED FUNDS**

1. Unidentified Funds (Do not include on the NCCCS 2-16)

**Subtotal "D"****Total Sources of Funds Including Unidentified**

Prior Funds	Changes	Current Funds
1,802.90		1,802.90
934,323.82		934,323.82
322,350.28		322,350.28
1,258,477.00	0.00	1,258,477.00
0.00	0.00	0.00
5,765,056.00		5,765,056.00
5,765,056.00	0.00	5,765,056.00
7,023,533.00	0.00	7,023,533.00
0.00	0.00	0.00
<b>\$7,023,533.00</b>	<b>\$0.00</b>	<b>\$7,023,533.00</b>



## V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$5,765,056.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 12/10/2024.

☒ As part of this certification, the Board of Trustees certify that any equipment purchased with the State Funds must have a useful life of 10+ years.

☒ As part of this certification, the Board of Trustees acknowledge that furniture is not an allowable expense as part of a capital project funded by State Funds, therefore will not be reimbursed.

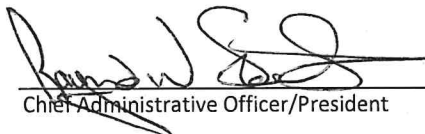
2. That the described permanent improvements are necessary for meeting the educational needs of the area served and that this proposed project is in accordance with the rules and regulations adopted by the State Board of Community Colleges.

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

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



Chairman - Board of Trustees



Chief Administrative Officer/President

## VI. CERTIFICATION AS TO AVAILABILITY OF LOCAL SUPPORT AND FUNDS

# Craven Community College

## Fee Chart

### 2024-2025

Revised - 12/5/2024

Course/Area	Current Fee	Change/New	Basis - Changes in Red
<b>Business Office &amp; Student Services</b>			
Student Activity Fee	\$ 35.00		Flat fee for curriculum students charged Fall 2024
Student Activity Fee	\$ -	\$ 40.00	Flat fee for curriculum students beginning Spring 2025
Student Activity Fee - Summer	\$ 17.50		Flat fee for curriculum students charged for Summer 2024
Student Activity Fee - Summer	\$ -	\$ 20.00	Flat fee for curriculum students beginning Summer 2025
Travel Insurance to Study Abroad	up to \$100.00		One time for study abroad participants
Transcript	\$ 10.00		
Campus Access, Parking & Security	\$ 15.00		Flat fee for curriculum students charged Fall, Spring and Summer semesters
<b>HyFlex Course Delivery</b>	<b>\$ 25.00</b>		<b>New course delivery method requiring additional technology/equipment.</b>
Computer Use & Technology	\$ 48.00		All curriculum students charged Fall, Spring and Summer semesters
Professional Liability Insurance	\$ 16.00		Required for curriculum nursing and allied classes as well as a variety of WFD classes (EMT, Phlebotomy, Health Care Technician, Dental Asst, Vet Asst, Animal Grooming, Personal Trainer, CNA I & II, Manicurist, Barbering)
Student Accident Insurance: Curriculum	\$ 1.20		Mandatory insurance per semester
Student Accident Insurance: WFD	\$ 0.60		Mandatory insurance per semester
Returned Check	\$ 20.00		Per check returned by Financial Institution
Placement Testing Fee	\$ 3.00		Fee to be charged for re-testing
<b>Graduation Fees:</b>			
Graduation Fee	\$ 25.00		All graduating students; includes processing, printing, and digital copy of one primary credential plus mailing of same
Secondary Credential Print	\$ 15.00		Printing, mailing, and digital copy of secondary credentials
Secondary Credential Digital Only Print	\$ 10.00		Digital copy of one secondary credentials
Diploma Reprint	\$ 15.00		Printing, mailing and digital copy of previously printed diplomas
Cap, Gown and Tassel	\$ 30.00		Approximate and Non-Refundable
Associate Degree (hood)	\$ 30.00		Approximate and Non-Refundable
<b>Academic Support/Distance Learning</b>			
<b>Library Fees:</b>			
Library Fines (Books)	\$ 0.10		Per day for overdue books
Library Fines (Videos)	\$ 1.00		Per day for overdue videos
Library Fines (Oculus)	\$ 5.00		Per day for overdue Oculus Quest Virtual Reality Headsets
Printing/Copying - Students	\$ 0.10		1st 10 pages per day are free; > 10 pages per day - \$0.10
Printing/Copying - Non-Students	\$ 0.15		\$0.15 per page
Printing Fee (3D)	\$3.00/\$1.00		Printing cost for first hour/Printing cost per hour after first hour up to 8 hours cap
Replacement Fee	\$ 1.00		Replacement library card
Placement Testing Fee for non-students	\$ 5.00		NC-DAP DRE DMA (Transferring to other community colleges)
Summer School Supply Fee	\$ 10.00		Supply Fee

# Craven Community College

## Fee Chart

### 2024-2025

NABCEP Testing & Proctoring Fee	\$ 150.00		North American Board of Certified Energy Practitioners (NABCEP) Exam fee \$125.00 and \$25.00 proctoring fee
Test Proctoring Fee	\$ 25.00		To provide support for proctoring tests for students from other educational institutions unless associated with partnerships with the college
Distance Education Fee	\$ 25.00		Per course in all on-line and hybrid Curriculum courses
BibliU Ebook Fee	\$ -	\$ 90.00	\$68 digital course content fee/\$22 admin fee that is billed per ebook, per course
<b>Liberal Arts:</b>			
Music - MUS 161, 162, 261 262	\$ 320.00		Typically one student per course, specialized instruction
MAT - 121, 143, 171, 172, 271, 272, 273, 263, 285, 280	\$ 80.05		Course Material Fee/Access to Software
MAT - 152	\$ 90.73		Course Material Fee/Access to Software
Science - BIO, CHM & PHY	\$ 30.00		Supply Fee (seated & hybrid classes only)
Science - AST 111	\$ 69.38		Course Material Fee
Science - BIO 163	\$ 96.06		Course Material Fee
Science - PHY 110	\$ 106.74		Course Material Fee
Science - BIO 111, BIO 112, BIO 168, BIO 169, PHY 131, PHY 251, PHY 252	\$ 80.05		Course Material Fee
Science - GEL 111	\$ 90.73		Course Material Fee
ART - 121, 122, 131, 132, 171, 231, 232, 240, 241, 261, 262, 264, 265, 266, 267, 271, 275, 281, 282, 283, 284, 285, 286, 288	\$ 35.00		Supply Fee
ART 135	\$ 40.00		Supply Fee
<b>Health Programs:</b>			
Admission Test (TEAS) for: Nursing, Physical Therapist Assistant (Craven CC Students)	\$ 100.00		Entrance Test Fee (Passing test score good for 12 months)
Admission Test (TEAS) for: Nursing, Physical Therapist Assistant (other colleges)	\$ 125.00		Entrance Test Fee (Passing test score good for 12 months)
ATI TEAS Retake fee	\$ 125.00		
Associate Degree Nursing (A.D.N.) 5-Semester Plan-beginning with Fall cohort	\$ 650.00		Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management
Physical Therapist Assistant - PTA 270	\$ 90.00		Course Material Fee
Physical Therapist Assistant - PTA 110	\$ 15.00		Course Material Fee
Physical Therapist Assistant - PTA 150	\$ 60.00		Course Material Fee
Practical Nursing (PN) - Day Cohort	\$ 704.00		Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management
Practical Nursing (PN) - Night Cohort	\$ 528.00		Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management

# Craven Community College

## Fee Chart

### 2024-2025

NUR - 214 - LPN to RN Transition Course	\$ 570.00		Fee for supplemental instruction (testing, e-texts); includes the electronic health record, accreditation module, and clinical management
NUR - 101, 111, 214	\$ 25.00		Fee to cover myClinicalExchange Service required by Carteret Hospital; service centralizes required documentation and clinical shifts
Nursing Badge Replacement	\$ 15.00		
OST 243	\$ 101.70		Course Material Fee/Access to Software
OST 280	\$ 81.50		Course Material Fee/Access to Software
<b>Career Programs:</b>			
Automotive Lab Fees - ATT 140; AUT 114A, 116A, 141A, 151A, 163A, 181A, 221A, 231A, 141,116, 151, 163, 181, 183, 213, 221, 231, 281; TRN 110, 120, 140, 140A	\$ 45.00		Supply Fee
Basic Law Enforcement Lab Fees	\$ 65.00		BLET class includes: CJC 100, Supply Fee
BLET TABE Entry Testing	\$ 5.00		
BLET TABE Retake Fee	\$ 10.00		
Business Program Lab Fees - CTI 289, CTS 240, NET 125,126,225, 226; NOS 110, 130, 230, NOS 231, NOS 232	\$ 10.00		Supply Fee
Cosmetology Lab Fee - COS 112, 114, 116, & 118	\$ 40.00		Supply Fee
Cosmetology Lab Fee - COS 119, 120, 125, & 126	\$ 30.00		Supply Fee
Cosmetology Lab Fee - COS 112A, 112B, 114A, 114B, 116A, 116B, 118A, 118B	\$ 5.00		Supply Fee
<b>Industrial Program Lab Fees:</b>			
Composite Manufacturing core classes - MEC 188, 189, 212, 215	\$ 275.00		Supply Fee
Composite Manufacturing core classes - MEC 130	\$ 35.00		Supply Fee
Composite Manufacturing core classes - MEC 145	\$ 150.00		Supply Fee
Composite Manufacturing core classes - MEC 187	\$ 225.00		Supply Fee
Mechanical Engineering Tech, Electronic/ Electrical & Machining classes - BPR 111, 121, DDF 211, 212, 213, 214; DFT 111, 151, 152, 153; ELC 113, 117, 131, 135, 138, 139; ELN 131, 132, 133, 231, 232, 234, 260	\$ 35.00		Supply Fee
Machining/Manufacturing classes - MAC 111, 112, 113, 122, 124, 126, 241, 242, 243, 244, 245,246, 222, 224, 234, 233; MEC 111; HYD 110	\$ 85.00		Supply Fee
Machining/Manufacturing classes - MAC 117	\$ 150.00		Supply Fee
Machining/Manufacturing classes - MNT 110, 111, 165; ISC 132; SST 110	\$ 35.00		Supply Fee

# Craven Community College

## Fee Chart

### 2024-2025

Machining/Manufacturing classes - MAC 111A, 111B, 112A, 112B, 113A, 113B, 241A, 241B, 242A, 242B, 243A, 243B, 244A, 244B, 245A, 245B, 246A, & 246B	\$ 45.00		Supply Fee
<b>Welding Technology Program:</b>			
Welding classes - WLD 110, 112, 115, 116, 121, 122, 131, 132, 141, 221, 231, 261	\$ 60.00		Supply Fee
Welding classes - WLD 115A, 115B, 116A, 116B, 121A & 121B	\$ 25.00		Supply Fee
Welding classes - WLD 151, 251	\$ 85.00		Supply Fee
Welding Certification to CU Credit	\$ 25.00		AWS Certified Welder Program > SMAW Plate (would get credit for WLD 115; GMAW Plate would get credit for WLD 122; FCAW Plate would get credit for WLD 121; GTAW Plate would get credit for WLD 131; SMAW Pipe would get credit for WLD 215; GTAW Pipe (Carbon Steel) would get credit for WLD 231
<b>Havelock:</b>			
American Hotel and Lodging Assoc Hospitality	\$ 74.40		Covers book and exam
Avionics Course	\$ 81.40		Student Materials
Aviation Sheet Metal Fabrication - ASMF-7138	\$ 99.40		Supply Fee
Aviation Lab Fees	\$ 126.00		AVI 110, 120, 130, 230, 240, 250, 260 (includes 3 kits & lab consumables)
Aviation Mgmt & Career Pilot - AER 161	\$ 9,400.00		Airline/Commercial/Professional Pilot and Flight Crew; plan and execute an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam
Aviation Mgmt & Career Pilot - AER 171	\$ 23,900.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate
Aviation Mgmt & Career Pilot - AER 281	\$ 7,050.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in right seat operation and CFI maneuvers as specified in the FAA Practical Test Standards
Aviation Mgmt & Career Pilot - AER 285	\$ 8,650.00		Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical examination for a multi-engine rating
Flight Simulator Fee for Non-CCC Pilots	\$ 80.00		Fee for Non-CCC Pilots requesting to substitute flight time for simulator time
Flight Simulator Fee for CCC Pilots	\$ 40.00		Fee for CCC Pilots requesting to substitute flight time for simulator time
<b>Workforce Development Fees</b>			
American Heart Assoc Certificate Card	\$ 17.50		BLS for Health Care Providers, Advanced Cardiac Life Support Initial and Recertification, Pediatric
Bartending	\$ 24.40		Supply fee for consumables used in bartending class
BLS for Health Care Provider	\$ 5.00		New Registration; Includes American Heart Association Card
BLS Family & Friends CPR (book with card)	\$ 2.00		New Registration; Includes American Heart Association Card
BLS HeartSaver/First Aid/CPR/AED Course Card	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver CPR AED Completion Card	\$ 17.50		New Registration; Includes American Heart Association Card
Pediatric HeartSaver CPR/First Aid AED	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver First Aid ONLY Card	\$ 17.50		New Registration; Includes American Heart Association Card



# Craven Community College

## Fee Chart

### 2024-2025

Auto-Detailing Certification Prep	\$ 19.40		Supply fee to cover the cost of consumables and other course materials
CDL Class A	\$ 1,819.40		Supply fee for the Commercial Driving License Class A license course
CDL Class B	\$ 819.40		Supply fee for the Commercial Driving License Class B license course
CDL Class C	\$ 49.40		Covers fuel and other costs
CRC Certificate Exam Fee	\$ 42.00		Reading for Information, Locating Information, and Applied Mathematics
CRC Certificate Replacement Fee	\$ 5.00		Supply Fee
DDI Courses	\$ 50.00		Student Materials
Drone Training	\$ 25.00		Fee used to help pay for drone repair and equipment
EKG Technician	\$ 10.40		Supply Fee
EKG Technician Refresher	\$ 10.40		Supply Fee
Emergency Medial Responder Initial Testing	\$ 22.00		Fee to cover EMS electronic testing software
<b>EMT Initial (Supply, Ins, Shirt, Testing)</b>	\$83.40	<b>\$ 87.40</b>	Fee for consumables used in program (IVS, gloves, needles, etc.) & to cover EMS electronic testing software. Supply Fee \$10.40; Shirt \$25; EMS Testing \$52- <b>Increased by Platinum Education Group by \$4 (Platinum Education tracks qualificaions and offers on-line training and testing (in the classroom), so students do at their convenience</b>
EMT TABE Entry Testing	\$ 5.00		Entrance Test Fee
EMT TABE Entry Testing Retake	\$ 10.00		Entrance Test Retake Fee
<b>AEMT (Ins, Supply Fee, Shirt, Testing)</b>	\$ 110.40	<b>\$ 185.40</b>	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables & to cover EMS electronic testing software. Supply Fee \$20.40; Shirt \$25; EMS Testing \$135.00- <b>Increased by Platinum Education Group by \$75 (Platinum Education tracks qualificaions and offers on-line training and testing (in the classroom), so students do at their convenience</b>
<b>EMS First Aid</b>	NEW COURSE	<b>\$18.40</b>	<b>Supply Fee to Cover American Red Cross Heart Saver Card and for supplies used in First Aid classes.</b>
<b>Paramedic</b>	\$ 172.40	<b>\$ 267.40</b>	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables, EMS electronic testing software and cost of cards (PALS and ACLS); Supply Fee \$42.40 PALS Card \$5; ACLS Card \$5; Shirt \$25; EMS Testing \$189 - <b>Increased by Platinum Education Group by \$95 (Platinum Education tracks qualificaions and offers on-line training and testing (in the classroom), so students do at their convenience</b>
Paramedic TABE Entry Testing	\$ 15.00		Entrance Test Fee
Paramedic TABE Entry Testing Retake	\$ 25.00		Entrance Test Retake Fee
Pediatric Advanced Life Support (PALS)	\$ 5.00		Supply Fee
Professional Cooking	\$ 124.40		Supply fee for consumables used in cooking class
Basic Cooking Skills	\$ 19.40		Supply fee for consumables used in cooking class
Advanced Cardio Life Support (ACLS)	\$ 5.00		Supply Fee
Environmental Safety Diploma Certification 1	\$ 50.00		OSHA Cards and registered mail
Environmental Safety Diploma Certification 2	\$ 50.00		Supply fee for Soil Sampling, Water Quality Analysis, and Site Survey
FAA Preparatory Exam	\$ 319.40		Supply fees for FAA General/Powerplant- AMPP 7191 and FAA General/Airframe - AMAF7193

# Craven Community College

## Fee Chart

### 2024-2025

<b>Intro to Mixed Aviation Trades</b>		<b>\$ 99.40</b>	<b>New Course, Supply Fee to cover materials used in the course</b>
Fire College Fee	\$ 30.00		T-Shirts & Meals
Forestry/Heavy Equipment Operations	\$ 24.40		Supply fee to cover OSHA Card and CPR Card
Home Appliance Repair	\$ 150.00		Textbooks and appliance schematics
Home Beer Brewing Class	\$ 49.40		Supply fee to cover consumables
HRDQ Personal Style Inventory	\$ 20.00		For use in Advanced Manufacturing Tools for Veterans
EPA Refrigerant Certification	\$ 30.00		Supply Fee for ESCO book and on-line exam
Leadership	\$ 40.00		Myers Briggs Type Indicator - Scoring & "Introduction to Type"
Massage Therapy	\$ 559.90		Textbooks, Student Kit and classroom supplies (AR SFMAS Unit 43009)
Master Black Belt	\$ 319.40		Supply fee to cover the cost of simulations and consumables
Medication Aide	\$ 5.40		Supply Fee
National Assoc of Emergency Medical Technician	\$ 15.00		Pre-Hospital Trauma Life Support & Advanced Medical Life Support
<b>NCCER Core Skills</b>	\$ 19.40	<b>\$ 26.40</b>	Supply Fee (Electronic Testing Fee) <b>Electronic Test increase to \$27.00 starting 01/01/2025 [\$7.00 increase over current fee]</b>
<b>NCCER Construction 1</b>	\$ 144.40	<b>\$ 151.40</b>	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) <b>Electronic Test increase to \$27.00 starting 01/01/2025 [\$7.00 increase over current fee]</b>
<b>NCCER Construction 2</b>	\$ 144.40	<b>\$ 151.40</b>	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) <b>Electronic Test increase to \$27.00 starting 01/01/2025 [\$7.00 increase over current fee]</b>
<b>NCCER Construction 3</b>	\$ 144.40	<b>\$ 151.40</b>	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) <b>Electronic Test increase to \$27.00 starting 01/01/2025 [\$7.00 increase over current fee]</b>
<b>NCCER Construction 4</b>	\$ 144.40	<b>\$ 151.40</b>	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses) <b>Electronic Test increase to \$27.00 starting 01/01/2025 [\$7.00 increase over current fee]</b>
<b>NCCER Welding Levels 1, 2, &amp; 3</b>	\$ 264.40	<b>\$ 271.40</b>	Supply Fee per level <b>Electronic Test increase to \$27.00 starting 01/01/2025 [\$7.00 increase over current fee]</b>
<b>NCCER Welding Level 4</b>	\$ 399.40	<b>\$ 406.40</b>	Supply Fee <b>Electronic Test increase to \$27.00 starting 01/01/2025 [\$7.00 increase over current fee]</b>
New Hire Training	\$ 94.40		Supply Fee
Nurse Aid One	\$ 25.40		Supply Fee
Nurse Aid Two	\$ 35.40		Supply Fee
Central Sterile Technician	\$ 50.40		Supply Fee
OBD class (On Board Diagnostic)	\$ 7.50		Supply Fee
<b>40-Hour OSHA (HAZWOPER TRAINING)</b>		<b>\$ 50.40</b>	<b>New Offering (Has Been ran Self-Support in the Past)</b>
30 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
30 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail
10 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
10 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail

# Craven Community College

## Fee Chart

### 2024-2025

Pharmacy Technician	\$ 10.40		Supply Fee
Phlebotomy	\$ 50.40		Supply Fee
Small Engine Repair	\$ 10.40		Supply Fee
Diesel Engine Course	\$ 99.40		Supply Fee
Diesel Systems Course	\$ 99.40		Supply Fee
Diesel Generator Repair	\$ 99.40		Supply Fee
Marine Diesel	\$ 99.40		Supply Fee
56 Hour Forklift	\$ 49.40		Supply Fee
<b>16 Hour Forklift</b>		<b>\$ 19.40</b>	<b>Supply Fee (New Offering)</b>
8 Hr Forklift	\$ 19.40		Supply Fee
Photovoltaic classes	\$ 19.40		Supply Fee
<b>Veterinary Assistant</b>	\$ 5.40	<b>\$ 20.40</b>	<b>Supply Fee (Increase needed due to changing requirements in the course. Students are using more latex gloves, Syringes and needles, Microscopic slides that teach parasitic infestation, IV fluid and bandages for wound treatment in animals. )</b>
WFD Lean Six Sigma	\$ 25.00		To be used for assessments, certificates and frames. Applies to Green, Black, Yellow, and Red Belt.
BioWorks Process Technician	\$ 99.40		Lab Supply Fee
<b>Environmental Safety BioWork (DOD Skill Bridge)</b>	\$ 99.40	<b>\$ 114.40</b>	<b>New Supply Fee to cover materials used in the class</b>
Forklift Maintenance	\$ 69.40		Covers the cost of consumables
<b>NCCER Heavy Equipment Operations</b>	\$ 169.40	<b>\$ 176.40</b>	<b>Covers fuel and any repairs Electronic Test increase to \$27.00 starting 01/01/2025 [\$7.00 increase over current fee]</b>
Sordill Consulting Courses	\$ 15.00		Cost per topic-some courses cover more than one topic/Various
Communication	\$ 15.00		Personal Profile (DiSC)- Paper
	\$ 22.00		Personal Profile (DiSC) - Online
Time Management	\$ 15.00		Time Mastery Profile - Paper
	\$ 22.00		Time Mastery Profile - Online
<b>WorkKeys Assessment Tests:</b>			
Applied Mathematics	\$ 18.00		Cost of the exam
Applied Technology	\$ 18.00		Cost of the exam
Graphic Literacy (Formally Locating Information)	\$ 18.00		Cost of the exam
Workplace Documents (Formally Reading for Info)	\$ 18.00		Cost of the exam
Business Writing	\$ 25.00		Cost of the exam
Workplace Observation	\$ 25.00		Cost of the exam



## MEMORANDUM

To: Dr. Raymond Staats  
From: Ben Donnelly  
Date: November 26, 2024  
Subject: Public Radio East Board Member Nomination

In accordance with the by-laws of the Public Radio East Foundation, I am submitting to you, for approval by the Craven Community College Board of Trustees, the nomination of Dr. Janice Busher for membership on the Public Radio East Foundation Board of Directors.

Dr. Busher lives in Greenville, NC. She is a retired doctor and a devoted listener and contributor to PRE.

Thank you.



**Student Government Association**  
**Board of Trustees Report 10/10/2024**

**Executive Board**

President: Ashley Stoerrle

Treasurer: N/A

Vice President: Daunte Paugh

Parliamentarian: Joseph Webster

Secretary: Jasmine Than

Public Information Officer: Erica Smith

**Campus Life Activities and Events**

**Past Events**

- Tuesday, October 1- Hispanic Heritage Event
- Thursday, October 31 – Fall Festival
- November 1 – December 6 – Food Drive
- Thursday, November 7 - Thankful Turkeys
- Monday, November 11 - Field of Flags
- Wednesday, November 13 - American Red Cross Blood Drive
- Wednesday, November 20 - Thanksgiving Luncheon
- November 25 - 27 - Turkey Scavenger Hunt
- Sunday, December 1 - Trent Woods Christmas Parade
- December 2 - 5 - Holiday Spirit Week
- Saturday, December 7 - New Bern Christmas Parade

**Upcoming Events**

- Saturday, December 14 - Havelock Christmas Parade