

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

**February 18, 2025**

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?



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## MEETING AGENDA

**FEBRUARY 18, 2025**

**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) Agenda Review and Adoption ( <i>motion</i> )                                     | <i>Ervin Patrick</i>         |
|       | (3) Conflict of Interest Declaration   | <i>Ervin Patrick</i>         |
|       | (4) Public Comment   | <i>Ervin Patrick</i>         |
|       | (5) SEI Filings for 2025 ( <i>info</i> )   | <i>Amber Smith</i>           |
| III.  | Consent Agenda ( <i>motion</i> )   | <i>Ervin Patrick</i>         |
|       | (1) Approve Board of Trustees Meeting Minutes (December 10, 2024)                    |                              |
| IV.   | Financial Reports  | <i>Jim Millard, VP</i>       |
|       | (1) Financial Report 2 <sup>nd</sup> Quarter FY 2024-25 (Oct-Dec) ( <i>motion</i> )  |                              |
|       | (2) Write-Offs and Uncollectable Accounts ( <i>motion</i> )                          |                              |
|       | (3) Cash Balances ( <i>info</i> )  |                              |
| V.    | Personnel Report 2 <sup>nd</sup> Quarter FY 2024-25 (Oct-Dec) ( <i>info</i> )        | <i>Jim Millard</i>           |
| VI.   | Facilities Usage Report 2 <sup>nd</sup> Quarter FY 2024-25 (Oct-Dec) ( <i>info</i> ) | <i>Jim Millard</i>           |
| VII.  | Instructional Update ( <i>info</i> )   | <i>Kathleen Gallman, VP</i>  |
|       | (1) Fall Program Reviews   |                              |
|       | (2) Curriculum Report  |                              |
| VIII. | Old Business   | <i>Ervin Patrick</i>         |
| IX.   | New Business   | <i>Ervin Patrick</i>         |
|       | (1) Assign Ad-Hoc Committee for President's Evaluation ( <i>info</i> )               | <i>Ervin Patrick</i>         |
|       | (2) President's Annual Evaluation and Timeline ( <i>info</i> )                       | <i>Amber Smith</i>           |

- X. Reports  
    (1) President  
    (2) Board Chair  
    (3) Attorney  
    (4) Student Trustee  
    (5) Foundation Board President

*Ray Staats*  
*Ervin Patrick*  
*Jamie Norment*  
*Ashley Stoerrle*  
*Tyler Harris*

- Xi. Adjournment

*Ervin Patrick*

CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
MEETING MINUTES  
DECEMBER 10, 2024

The Craven Community College Board of Trustees met on Tuesday, December 10, 2024 in the Law Enforcement Training Room at the Volt Center with Board Chair Ervin Patrick presiding. The meeting was called to order at 5:30 pm.

Roll Call

President Raymond Staats called the roll.

Voting members present were: Mr. Steve Cella, Dr. Jim Davis, Ms. Pam Holder, Mr. Chip Hughes, Ms. E.T. Mitchell, Ms. Jennifer O'Neill, Dr. Ervin Patrick, Mr. Kevin Roberts, and Mr. Gus Willis.

Voting members absent were: Ms. Sandra Phelps, Mr. Whit Whitley and Mr. Tabari Wallace.

Ex-Officio members present were: Ashley Stoerrle, Student Trustee and Tyler Harris, Foundation President.

Others present were: Dr. Raymond Staats, College President and Board Secretary; Mr. Jamie Norment, Attorney, Ward and Smith; Dr. Kathleen Gallman, Vice President for Instruction; Dr. Gery Boucher, Vice President for 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 December board meeting.

Agenda Review and Adoption

Board Chair Patrick reviewed the agenda (attached). Trustee Roberts made a motion 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 O'Neill motioned to accept the minutes (attached) of the October 15, 2024 meeting as presented; Trustee Hughes seconded the motion and the motion was unanimously approved.

Financial Reports

*Fiscal Year 2024-25 1<sup>st</sup> Quarter Financial Report:* VP Jim Millard highlighted the reports for July-September 2024 (attached). Trustee Mitchell motioned to accept the reports as presented; Trustee Davis seconded the motion and the motion was unanimously approved.

*Write-offs and Uncollectable Accounts:* VP Millard reviewed the write-offs on this report (attached). Trustee Holder motioned to accept the report as presented; Trustee O'Neill seconded the motion and the motion was unanimously approved.

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

Personnel Report

VP Millard reviewed the 1<sup>st</sup> quarter (July-September) fiscal year 2024-25 Personnel Report (attached).

Facilities Usage Report

The Facilities Usage Report (attached) from 1<sup>st</sup> quarter (July-September) of fiscal year 2024-25, was reviewed by VP Millard for informational purposes.

Old Business

None reported

New Business

*Approve Selection of Corporate Training Center general contractor:* VP Millard presented Waters Construction Services as the selected general contractor for the Corporate Training

Center. Trustee Hughes motioned to approve the selection; Trustee Davis seconded the motion and the motion was unanimously approved.

*Approve Amended 3-1 Corporate Training Center Project # 2775:* VP Millard presented the amended capital improvement project (attached) for the Corporate Training Center. Trustee Hughes motioned to approve the amendment as presented; Trustee Davis seconded the motion and the motion was unanimously approved.

*Approve Change in Fee Chart:* VP Millard reviewed the highlighted changes in red in the fee chart (attached). Trustee Roberts made a motion to approve the fee chart as presented, Trustee O'Neill seconded the motion, and the motion was unanimously approved.

*Approve PRE-Foundation Board Members:* President Staats presented one new member for the Public Radio East Foundation Board of Directors – Dr. Janice Busher (memo attached) for a term of office in accordance with the PRE-Foundation bylaws. Trustee O'Neill motioned to approve the new foundation board member. Trustee Holder seconded the motion and the motion was approved unanimously.

### Reports

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

- House Bill 10 (HB10): House and Senate overrode HB10 which includes enrollment growth funding for K-12 and Community Colleges.
- The Volt Center will have day and night classes for heavy equipment starting January 6<sup>th</sup>.
  - Ribbon cutting for the renovated Heavy Equipment Operations Building will be on January 30<sup>th</sup> at 11:30 am.
  - Ribbon cutting for the renovated Generator Building will be on February 18<sup>th</sup> at 10:00 am.
- The Public Safety Training Center (PSTC) development design is complete and has been sent to the State Construction Office (SCO).
- Federal Fair Labor Standard Act changes were rescinded, the College will not need to raise the salary threshold for its employees.

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Board of Trustees Meeting Minutes  
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- MyFuture NC will be filming a video at the Volt Center. The College has been selected to receive the 2025 "Champions for Attainment Award".
- Holiday Closure: The College will close December 20, 2024 at noon and reopen January 2, 2025 at 8:00 am.
- Coins: Newly received 2025 coins featuring the 60<sup>th</sup> anniversary logo were given to each Trustee.

*Chair:* No report.

*Attorney:* No report.

*Student Trustee:* Student Trustee Ashley Stoerrle highlighted her report (attached) and discussed future planned activities.

Adjournment

With no further business to be presented, Board Chair Patrick adjourned the meeting at 6:10 pm and thanked everyone for their participation.

Respectfully submitted:



Ervin D. Patrick, Chair  
February 18, 2025



Raymond W. Staats, Secretary  
February 18, 2025

| FY 2024-2025 Budget Comparison<br>as of December 31, 2024 | President's Office & Institutional Advancement |                 |                      |         | Administration |                 |                      |         | Instruction |                 |                      |         | Students & WFD |                 |                      |         |
|---|--|-----------------|----------------------|---------|----------------|-----------------|----------------------|---------|-------------|-----------------|----------------------|---------|----------------|-----------------|----------------------|---------|
|   | Budget   | Expenses<br>YTD | Remaining<br>Balance | % Spent | Budget         | Expenses<br>YTD | Remaining<br>Balance | % Spent | Budget      | Expenses<br>YTD | Remaining<br>Balance | % Spent | Budget         | Expenses<br>YTD | Remaining<br>Balance | % Spent |
| 50% of Year   |  |                 |                      |         |                |                 |                      |         |             |                 |                      |         |                |                 |                      |         |
| Administrative  |  |                 |                      |         |                |                 |                      |         |             |                 |                      |         |                |                 |                      |         |
| Salaries & Benefits                                       | 670,843  | 344,668         | 326,175              | 51%     | 2,956,595      | 1,540,362       | 1,416,233            | 52%     | 3,714,715   | 1,858,704       | 1,856,011            | 50%     | 3,903,828      | 1,949,176       | 1,954,652            | 50%     |
| 519 Contracted Services                                   |  |                 |                      |         | 73,377         | 52,988          | 20,389               | 72%     | 50,916      | 15,290          | 35,626               | 30%     | 49,974         |                 | 49,974               | 0%      |
| 523 Instructional Supplies                                |  |                 |                      |         |                |                 |                      |         |             |                 |                      |         |                |                 |                      |         |
| 525 Motor Vehicle Supplies                                |  |                 |                      |         |                |                 |                      |         |             |                 |                      |         |                |                 |                      |         |
| 526 Office Supplies                                       | 312  | 40              | 272                  | 13%     | 20,481         | 11,552          | 8,929                | 56%     | 15,391      | 8,288           | 7,103                | 54%     | 14,971         | 5,806           | 9,165                | 39%     |
| 527 Other Supplies  | 208  | 89              | 119                  | 43%     | 86,847         | 80,933          | 5,914                | 93%     | 34,669      | 4,716           | 29,953               | 14%     | 10,411         | 3,104           | 7,307                | 30%     |
| 528 Audio-Visual Supplies                                 |  |                 |                      |         |                |                 |                      |         |             |                 |                      |         |                |                 |                      |         |
| 531 Staff Development                                     | 16,328   | 7,112           | 9,216                | 44%     | 39,927         | 17,333          | 22,594               | 43%     | 58,939      | 23,942          | 34,997               | 41%     | 34,738         | 15,847          | 18,891               | 46%     |
| 532 Comm/Postage/Software                                 |  |                 |                      |         | 246,984        | 189,685         | 57,299               | 77%     | 109,898     | 47,183          | 62,715               | 43%     | 42,678         | 31,831          | 10,847               | 75%     |
| 534 Printing & Binding                                    | 150  |                 | 150                  | 0%      | 855            | 633             | 222                  | 74%     | 3,537       |                 | 3,537                | 0%      | 41,910         | 21,639          | 20,271               | 52%     |
| 535 Repairs & Maintenance                                 | 1,839  |                 | 1,839                | 0%      | 282,076        | 99,637          | 182,439              | 35%     | 8,048       |                 | 8,048                | 0%      | 810            | 810             | (0)                  | 100%    |
| 536 Freight   |  |                 |                      |         |                |                 |                      |         |             |                 |                      |         |                |                 |                      |         |
| 537 Advertising   |  |                 |                      |         | 4,645          | 2,820           | 1,825                | 61%     | 3,140       |                 | 3,140                | 0%      | 147,312        | 74,804          | 72,508               | 51%     |
| 538 Data Processing                                       |  |                 |                      |         |                |                 |                      |         |             |                 |                      |         |                |                 |                      |         |
| 539 Other Current Services                                |  |                 |                      |         | 61,814         | 31,418          | 30,396               | 51%     | 4,527       |                 | 4,527                | 0%      | 57,127         | 20,625          | 36,502               | 36%     |
| 541 Rental of Property                                    |  |                 |                      |         |                |                 |                      |         | 250         |                 | 250                  | 0%      |                |                 |                      |         |
| 543 Lease/Rental Other Equipme                            |  |                 |                      |         | 59,936         | 27,693          | 32,243               | 46%     | 8,292       | 4,046           | 4,246                | 49%     |                |                 |                      |         |
| 544 Data Processing Software                              |  |                 |                      |         | 82,504         | 642             | 81,862               | 1%      |             |                 |                      |         | 2,000          |                 | 2,000                | 0%      |
| 546 Memberships & Dues                                    | 16,600   | 15,927          | 673                  | 96%     | 6,439          | 2,205           | 4,234                | 34%     | 12,332      | 10,552          | 1,780                | 86%     | 2,065          | 1,015           | 1,050                | 49%     |
| 548 NEIT Admin  |  |                 |                      |         |                |                 |                      |         |             |                 |                      |         | 510            |                 | 510                  | 0%      |
| 55x Equipment   |  |                 |                      |         | 381,519        | 11,449          | 370,070              | 3%      |             |                 |                      |         | 8,463          | 8,348           | 115                  | 99%     |
| 558 Building  |  |                 |                      |         |                |                 |                      |         |             |                 |                      |         |                |                 |                      |         |
| 560 Scholarship   |  |                 |                      |         |                |                 |                      |         |             |                 |                      |         |                |                 |                      |         |
| Total Administrative:                                     | 706,280  | 367,836         | 338,444              | 52%     | 4,303,999      | 2,069,353       | 2,234,646            | 48%     | 4,024,654   | 1,972,721       | 2,051,933            | 49%     | 4,316,797      | 2,133,006       | 2,183,791            | 49%     |
| Instructional   |  |                 |                      |         |                |                 |                      |         |             |                 |                      |         |                |                 |                      |         |
| Salaries & Benefits                                       |  |                 |                      |         |                |                 |                      |         | 9,109,657   | 4,622,065       | 4,487,592            | 51%     | 1,563,883      | 773,889         | 789,994              | 49%     |
| 519 Contracted Services                                   |  |                 |                      |         |                |                 |                      |         | 7,875       | 5,097           | 2,778                | 65%     | 312,834        | 173,387         | 139,447              | 55%     |
| 523 Instructional Supplies                                |  |                 |                      |         | 480,653        |                 | 480,653              | 0%      | 238,378     | 64,941          | 173,437              | 27%     | 245,888        | 27,324          | 218,564              | 11%     |
| 524 Repair Supplies                                       |  |                 |                      |         |                |                 |                      |         | 1,530       | 1,919           | (389)                | 125%    |                |                 |                      |         |
| 525 Motor Vehicle Supplies                                |  |                 |                      |         |                |                 |                      |         | 1,323       | 1,135           | 188                  | 86%     |                |                 |                      |         |
| 52  |  |                 |                      |         |                |                 |                      |         |             |                 |                      |         |                |                 |                      |         |





**Craven Community College**  
**Institutional Funds Budget Comparison Report**  
**As of December 31, 2024 - 50% 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       | 16,400.00     | 13,078.00                    | 3,322.00             | 80%     | 16,645.29                | 17,239.58       |
| 01   | 133 Discretionary                              | 106,052.00    | 19,221.44                    | 86,830.56            | 18%     | 57,869.63                | 76,516.37       |
| 01   | 134 Unrestricted Overhead Receipts             | 5,297.00      | 1,803.07                     | 3,493.93             | 34%     | 5,583.78                 | 65,823.18       |
| 01   | 136 Foundation                                 | 531,998.00    | 126,199.39                   | 405,798.61           | 24%     | 203,686.86               | 745,827.11      |
| 01   | 137 Financial Aid Matching                     | 2,000.00      | 617.15                       | 1,382.85             | 31%     | 2,286.68                 | 12,448.17       |
| 01   | 221 Applied Music                              | -             | -                            | -                    | 0%      | -                        | 36,698.79       |
| 01   | 227 Extra Curricular Activities                | 24,769.00     | 18,639.93                    | 6,129.07             | 75%     | 5,045.30                 | 54,175.32       |
| 01   | 250 Curriculum-Self Supporting                 | 55.00         | -                            | 55.00                | 0%      | 8,144.58                 | 225,951.22      |
| 01   | 312 Fire College                               | 5,445.00      | -                            | 5,445.00             | 0%      | 132.86                   | 5,512.14        |
| 01   | 340 WFD-Self Supporting                        | 449,110.00    | 176,293.58                   | 272,816.42           | 39%     | 174,374.69               | 843,943.24      |
| 01   | 411 Learning Resource Center                   | 2,875.00      | -                            | 2,875.00             | 0%      | 70.71                    | 2,975.36        |
| 01   | 421 Higher Ed Conference (AVID)                | 493.00        | 492.86                       | 0.14                 | 100%    | 1,000.00                 | 507.14          |
| 01   | 460 Customized Ind Train Support               | -             | -                            | -                    | 0%      | 840.33                   | 35,294.78       |
| 01   | 461 Small Business Support Fund                | -             | -                            | -                    | 0%      | 3.35                     | 138.70          |
| 01   | 610 PST Center /VOLT Center                    | -             | -                            | -                    | 0%      | 27,982.12                | 43,491.71       |
| 02   | 131 College Work Study                         | 127,890.00    | 25,700.85                    | 102,189.15           | 20%     | 25,700.85                | -               |
| 02   | 134 Restricted Overhead Receipts               | 84,383.00     | 56,749.76                    | 27,633.24            | 67%     | 16,901.23                | 198,809.89      |
| 02   | 138 Returned Check Fee Fund                    | 20.00         | -                            | 20.00                | 0%      | 582.53                   | 24,249.60       |
| 02   | 139 OSBM Grant                                 | 12,300,000.00 | 143,961.00                   | 12,156,039.00        | 1%      | 295,929.13               | 12,198,075.39   |
| 02   | 220 NCSU Engineering                           | 157,640.00    | 39,993.77                    | 117,646.23           | 25%     | 109,173.90               | 122,112.64      |
| 02   | 227 ENCORE                                     | 15,763.00     | 3,576.28                     | 12,186.72            | 23%     | 15,495.70                | 26,296.88       |
| 02   | 228 Grants -NSF SEAS/Bosch/NCCF                | 439,726.00    | 151,908.94                   | 287,817.06           | 35%     | 155,600.54               | 259,268.57      |
| 02   | 291 Specific Fees - Lab/DE/ASC/Career Coach    | 1,021,992.00  | 364,198.73                   | 657,793.27           | 36%     | 340,018.53               | 1,269,320.80    |
| 02   | 292 System-Wide Fees-Comp Tech                 | 836,438.00    | 190,035.53                   | 646,402.47           | 23%     | 140,320.46               | 1,110,070.57    |
| 02   | 293 Patron Fees                                | 56,161.00     | 32,397.00                    | 23,764.00            | 58%     | 24,995.62                | 276,295.44      |
| 02   | 314 Grants - Workforce Development/BS          | 381,259.00    | 35,547.43                    | 345,711.57           | 9%      | 33,054.00                | 314,908.11      |
| 02   | 355 NCDPS Reentry Program                      | 230,495.00    | 153,129.99                   | 77,365.01            | 66%     | 213,375.21               | 166,800.36      |
| 02   | 370 FTCC NCMB                                  | 92,000.00     | 44,400.60                    | 47,599.40            | 48%     | 45,596.79                | 1,132.96        |
| 02   | 392 System-Wide Fees - WFD Comp                | 10.00         | -                            | 10.00                | 0%      | 279.71                   | 11,675.80       |
| 02   | 412 Grants -NC A&T STEPs4GROWTH & Bright Ideas | 43,258.00     | 22,200.77                    | 21,057.23            | 51%     | 31,348.95                | 24,118.66       |
| 02   | 521 C-Step Grant                               | 12,000.00     | 2,521.22                     | 9,478.78             | 21%     | 10,682.80                | 8,161.58        |
| 02   | 531 Professional Liability Ins                 | 10,560.00     | 10,560.45                    | (0.45)               | 100%    | 6,257.50                 | 46,517.68       |

| FUND         | PURPOSE                              | BUDGET        | EXPENDITURES<br>YEAR TO DATE | REMAINING<br>BALANCE | % SPENT | REVENUES<br>YEAR TO DATE | FUND<br>BALANCE |
|--------------|--------------------------------------|---------------|------------------------------|----------------------|---------|--------------------------|-----------------|
| 02           | 532 Student Insurance                | 10,010.00     | 4,554.45                     | 5,455.55             | 45%     | 3,276.87                 | (8,387.58)      |
| 02           | 533 Transcript Fees                  | 41,122.00     | 16,986.94                    | 24,135.06            | 41%     | 23,444.14                | 354,476.32      |
| 02           | 534 TRIO/Panther Pantry Grants       | 366,672.00    | 134,842.30                   | 231,829.70           | 37%     | 137,438.04               | 2,623.75        |
| 02           | 556 Student Outreach & Advising      | 6,243.00      | 3,754.72                     | 2,488.28             | 60%     | 5,000.00                 | 2,058.16        |
| 02           | 790 Facilities Rental Fund           | 24,150.00     | 14,361.68                    | 9,788.32             | 59%     | 5,407.57                 | 55,728.40       |
| 02           | 791 Public Radio East                | 1,065,508.00  | 496,562.91                   | 568,945.09           | 47%     | 587,418.54               | 322,950.99      |
| 02           | 795 Career Fair                      | -             | -                            | -                    | 0%      | 15.38                    | 641.25          |
| 02           | 796 Testing Centers                  | 98,039.00     | 38,654.08                    | 59,384.92            | 39%     | 27,911.71                | 136,806.79      |
| 02           | 797 Public Radio East Foundation     | 829,883.00    | 424,714.68                   | 405,168.32           | 51%     | 420,144.68               | 113,531.20      |
| 02           | 823 SEOG                             | 131,304.00    | 29,738.18                    | 101,565.82           | 23%     | 29,738.18                | -               |
| 02           | 824 Pell                             | 4,600,825.00  | 2,702,782.81                 | 1,898,042.19         | 59%     | 2,677,782.81             | (25,000.00)     |
| 02           | 830 NCCC Target Asst/LTHT/GoldenLeaf | 35,583.00     | 21,261.63                    | 14,321.37            | 60%     | 22,974.63                | 1,713.00        |
| 02           | 834 Teacher Assistant Sch Fund       | -             | -                            | -                    | 0%      | -                        | -               |
| 02           | 835 State Aid Scholarships           | 151,804.00    | 147,804.00                   | 4,000.00             | 97%     | 151,804.00               | 4,000.00        |
| 02           | 840 General Scholarships             | 451,107.00    | 134,359.88                   | 316,747.12           | 30%     | 273,759.21               | 476,721.53      |
| 02           | 841 Endowment/Other Scholarships     | 188,658.00    | 61,346.40                    | 127,311.60           | 33%     | 57,952.10                | 8,836.80        |
| 05           | 710 Clearwire Distribution           | 5,500.00      | -                            | 5,500.00             | 0%      | 4,228.77                 | 62,249.18       |
| 05           | 720 Bookstore                        | 146,955.00    | 135,163.80                   | 11,791.20            | 92%     | 88,411.03                | 609,086.46      |
| 05           | 730 Food Service                     | 37,109.00     | 32,368.87                    | 4,740.13             | 87%     | 24,169.65                | 25,914.67       |
| 05           | 740 Campus Access                    | 84,285.00     | 57,230.49                    | 27,054.51            | 68%     | 35,397.21                | 39,717.12       |
| 05           | 770 Student Activity Funds           | 246,420.00    | 94,683.33                    | 151,736.67           | 38%     | 88,020.01                | 210,106.87      |
| 06           | 810 J. Wrenn Emergency Loan Fu       | 600.00        | -                            | 600.00               | 0%      | 1,197.95                 | 47,050.93       |
| 07           | 910 Buildings & Grounds              | 21,024,238.00 | 764,919.97                   | 20,259,318.03        | 4%      | 880,197.43               | 2,703,056.46    |
| 08           | 792 Public Radio East Endowment      | -             | -                            | -                    | 0%      | 1,930.05                 | 80,027.04       |
| 08           | 850 Endowments                       | 178,908.00    | 56,702.10                    | 122,205.90           | 32%     | 314,228.37               | 3,632,742.55    |
| <b>Total</b> |                                      | 46,679,012.00 | 7,006,020.96                 | 39,672,991.04        | 15%     | 7,830,827.96             | 27,088,871.25   |

**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 - October 1, 2024 to December 31, 2024**

|                                       |            |
|---------------------------------------|------------|
| <b>Return of Title IV</b>             | \$378.86   |
| <b>FA Issues/Withdrew Charged 25%</b> | \$3,010.34 |
| <b>Sponsor Issues</b>                 | \$0.00     |
| <b>Payment Plan</b>                   | \$1,118.98 |
| <b>Total</b>                          | \$4,508.18 |

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

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

| <b>Past Write-Offs<br/>(6 Months; YTD)<br/>July - December</b> | <b>2024-25</b> | <b>2023-24</b> | <b>2022-23</b> | <b>2021-22</b> | <b>2020-21</b> |
|--|----------------|----------------|----------------|----------------|----------------|
| Total  | \$20,276.51    | \$53,170.28    | \$75,080.74    | \$64,289.09    | \$14,561.38    |

| <b>Quarterly Collections<br/>2nd Qtr Comparison Only<br/>October- December</b> | <b>2024</b> | <b>2023</b>  | <b>2022</b> | <b>2021</b> | <b>2020</b> |
|--|-------------|--------------|-------------|-------------|-------------|
| Total Collected this Period  | \$1,917.76  | \$6,259.91   | \$1,616.33  | \$3,594.14  | \$1,794.96  |
| Received from Debt Setoff  | \$1,431.59  | \$412.46     | \$669.04    | \$0.00      | \$211.13    |
| Collection Agency Fees   | (\$373.57)  | (\$1,321.98) | (\$375.18)  | (\$718.84)  | (\$389.49)  |
| Net Proceeds   | \$2,975.78  | \$5,350.39   | \$1,910.19  | \$2,875.30  | \$1,616.60  |

**CRAVEN COMMUNITY COLLEGE  
REPORT OF CASH BALANCES**

| <b>STIF Account:</b> | <b>31-Dec</b>          | <b>30-Sep</b>          | <b>Variance</b>       |
|----------------------|------------------------|------------------------|-----------------------|
| <b>Local Funds</b>   | \$2,456,735.65         | \$2,839,400.91         | -\$382,665.26         |
| <b>Special Funds</b> | <u>\$21,369,135.49</u> | <u>\$19,528,734.75</u> | <u>\$1,840,400.74</u> |
| <b>Total</b>         | \$23,825,871.14        | \$22,368,135.66        | \$1,457,735.48        |

**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.  
(Increased from \$100,000 in Aug 2024 due to increase in credit card receipt volume)

|                            | <b>31-Dec</b> | <b>30-Sep</b> | <b>Variance</b> |
|----------------------------|---------------|---------------|-----------------|
| <b>STIF Interest Rate:</b> | 4.64676%      | 4.69579%      | -0.04903%       |

**Craven Community College Personnel Report**  
**October 1, 2024 – December 31, 2024**

| <b>New Hires</b>   | <b>Position Title</b>   | <b>Effective</b> | <b>Monthly/Annually</b> |
|--------------------|---|------------------|-------------------------|
| Juvy Hart          | Custodian (Part-time Regular)                                 | 10/1/24          | \$1,625/\$19,500        |
| Tyrone Butler      | Senior Administrative Assistant- Teaching and Learning        | 10/15/24         | \$2,917/\$35,004        |
| Suzanne Muscarella | Academic Success Coach (Part-time Regular)                    | 10/15/24         | \$1,885/\$22,620        |
| Tammie Aldana      | Campus Life Specialist (Part-time Regular)                    | 11/15/24         | \$2,011/\$24,132        |
| Emily Faucett      | Administrative Assistant- Arts & Sciences (Part-time Regular) | 12/2/24          | \$1,625/\$19,500        |

| <b>Reassignments/<br/>Promotions</b> | <b>From</b>  | <b>To</b>   | <b>Effective</b> | <b>Monthly/Annually</b> |
|--------------------------------------|--|---|------------------|-------------------------|
| Matthew Bircher                      | Campus Life Specialist<br>(Part-time Regular)            | Admissions Specialist   | 10/1/24          | \$3,167/\$38,004        |
| Zebrina Kurnik                       | Administrative Assistant/<br>Switchboard Operator        | Senior Administrative Assistant-<br>Student Services            | 10/1/24          | \$2,917/\$35,004        |
| Kylie Rautmann                       | Administrative Assistant-<br>Career & Technical Programs | Senior Administrative Assistant-<br>Career & Technical Programs | 10/1/24          | \$3,153/\$37,836        |
| Elizabeth Harden                     | TRiO Success Coordinator                                 | Assistant Director,<br>Academic Support Center                  | 11/15/24         | \$3,605/\$43,260        |

| <b>Resignations/<br/>Terminations/<br/>Retirements</b> | <b>Position Title</b>   | <b>Effective</b> | <b>Reason</b> |
|--|---|------------------|---------------|
| Bailey McLaughlin                                      | Administrative Assistant- TRiO (Part-time Regular)            | 10/1/24          | Resignation   |
| Joseph Smith   | Campus Security Officer                                       | 11/7/24          | Termination   |
| Herbert Crimp  | Faculty, Electronics Engineering Technology                   | 12/23/24         | Deceased      |
| Kathryn Amerson  | Faculty, History  | 12/31/24         | Retirement    |
| Patricia Chadwick                                      | Administrative Assistant- Arts & Sciences (Part-time Regular) | 12/31/24         | Resignation   |
| Chelsea Choate   | Faculty, English  | 12/31/24         | Resignation   |
| Latasha Harper   | Fundraising Coordinator                                       | 12/31/24         | Resignation   |

**Craven Community College Facilities Usage Report**  
**October 1, 2024 - December 31, 2024**

**EXTERNAL USERS OF FACILITIES**

| Name of Organization                                       | Date(s) of Use         | Type of Organization | Facility          | Fees     | Date Fees Received | Estimated Number of Attendees |
|--|------------------------|----------------------|-------------------|----------|--------------------|-------------------------------|
| Colonial NC Branch of the English-Speaking Union of the US | 10/5/2024              | Non-Profit           | Orringer          | \$420.00 | 9/23/2024          | 100                           |
| NC Division of Coastal Management                          | 10/23/2024             | Gov                  | AMC 104           |          |                    | 10                            |
| NC Black Alliance  | 10/26/2024             | Non-Profit           | Naumann           | \$330.00 | 5/6/2024           | 50                            |
| New Bern Historical Society                                | 11/3/2024              | Non-Profit           | Orringer          | \$360.00 | 8/1/2024           | 275                           |
| NC ABC Commission  | 11/6/2024              | Gov                  | Naumann           |          |                    | 30                            |
| Congressman Murphy   | 11/9/2024 - 11/10/2024 | Gov                  | AMC 104           |          |                    | 10                            |
| American Red Cross   | 11/13/2024             | Non-Profit           | Naumann           |          |                    | 15                            |
| Craven Concerts  | 11/13/2024             | Non-Profit           | Orringer          | \$500.00 | 10/21/2024         | 275                           |
| No Sex Ed is Key   | 11/9/2024              | Non-Profit           | Orringer          | \$800.00 | 10/8/2024          | 285                           |
| Eastern Carolina Hurricanes Youth Football and Cheer       | 11/17/2024             | Non-Profit           | Orringer          | \$380.00 | 11/4/2024          | 200                           |
| Chamber of Commerce  | 11/19/2024             | Non-Profit           | Naumann           |          |                    | 35                            |
| Armstrong McGuire  | 11/19/2024             | Profit               | Naumann           | \$260.00 | 9/20/2024          | 35                            |
| Craven County Health Department                            | 12/6/2024              | Gov                  | Naumann           |          |                    | 50                            |
| NC Cyber Academy   | 12/16/2024             | Edu                  | AMC 104 & AMC 102 |          |                    | 5                             |

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



# Instructional Update

Dr. Kathleen Gallman





# Fall Curriculum Program Review Highlights

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## Associate in General Education

- Strengths – program flexibility; good holding area for competitive admissions programs
- Recommendations – identify if program aligns with students' goals; monitor time in program and completion rates

# Fall Curriculum Program Review Highlights

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## Automotive Systems Technology

- Strengths – industry/stakeholder-recommended program; upcoming diploma program; expansion at Havelock; partnership with ECU (BSIT program)
- Recommendations – work to increase graduation rates; stabilize enrollment; enhance marketing efforts; address vehicle storage challenges

# Fall Curriculum Program Review Highlights

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## Basic Law Enforcement Training (BLET)

- Strengths – reaccredited for 5 years (2024-29); experienced faculty; program alignment with state-mandated standards; strong partnerships with local law enforcement agencies; planned Public Safety Training Center
- Recommendations – address overcrowded storage area; plan for additional instructors with increased hours; expand marketing and recruitment

# Fall Curriculum Program Review Highlights

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## Criminal Justice Technology

- Strengths – several courses CORD certified; state of the art lab equipment; accelerated cohorts for law enforcement professionals; expanded CCP offerings
- Recommendations – clarify and codify transfer agreements; increase retention, persistence, and graduation rates; ensure comparable experiences between seated and online students

# Fall Curriculum Program Review Highlights

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## Electronic Engineering Technology

- Strengths - committed faculty offering real-world experiences; strong advisory board/community partnerships; stackable credentials for career advancement
- Recommendations – monitor and compare enrollment with similar programs; enhance marketing and transitions between WFD and CU programs; increase visibility and awareness of the program

# Fall Curriculum Program Review Highlights

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## Health Information Technology

- Strengths - cohort-based hybrid program; expanded clinical settings; advisory board-driven decision-making; leadership focused on increasing RHIT exam pass rates; strong ties to regional/national organizations
- Recommendations – continue efforts to increase board passing rates; develop enrollment management plan and expand marketing, particularly to CCP populations; collaborate with advising teams to ensure students are placed in appropriate programs (HIT vs. MOA)

# Spring Curriculum Enrollment

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As of January 21, 2025 (10% point of Spring semester)

| Curriculum Enrollment |           |          |
|-----------------------|-----------|----------|
|                       | Headcount | FTE      |
| Spring 2025           | 3043      | 1,103.50 |
| Spring 2024           | 2,782     | 1,030.66 |
| % Change              | 9.4%      | 7.1%     |

# Regional Accreditation

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## Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

- College was approved for Differentiated Review in November 2024
- Team of six attended annual SACSCOC meeting in December 2024
- Call for QEP proposals sent to College community January 8<sup>th</sup>, with proposals due by March 12<sup>th</sup> and final QEP selection in April
- Beginning process of drafting responses to standards and evidence collection for Compliance Certification Report to be submitted to SACSCOC March 2026



# Health Programs

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- Maureen Abraham, Director of Nursing, announced retirement for August 1, 2025
- Continuing MA to NA Bridge program following successful pilot; prepares Medical Assistants for entry into Practical Nursing program; CEMC funding their employees who go through the program
- Graduating 1<sup>st</sup> Surgical Technology students in May; lessons learned include need for students to attend at least one surgery prior to admission into program

# Health Programs

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- Physical Therapist Assistant Board Scores – 2024 scores included 5 students (of 19) who scored 700 or higher; higher than previous years
- Health Information Technology program piloting asynchronous HyFlex courses with CCP students to earn their HIT certificates

# Havelock Campus

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- New Associate Dean named in January – Mr. Cameron Kishel; Mr. Ben Hogwood resumed English faculty position
- Plane display installed
- Welding building up and running
  - Havelock welding contact hours have increased by from 8 to 28 since Spring 2024
  - Overall Welding contact hours = 157 hours/week



# Arts & Sciences

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- New Fine Arts Coordinator – Mr. Joshua Barbre; background in Music
- PTK received 5-Star chapter for 15<sup>th</sup> year in a row!
- New Study Abroad model to include student payment plan – Spain in 2026
- New scheduling option for students
  - Includes 8-week courses
  - Mirrors Isothermal CC model – Be Great in 8

# Career & Technical Programs

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## Basic Law Enforcement Training (BLET)

- Curriculum based on Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission standards
- Hours increased from 626 – 868; began Jan. 2025
- Cohorts: January – June and August – December

# Career & Technical Programs

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## Bosch Apprenticeships

- Currently four (4) first year apprenticeships in Mechatronics and two (2) year in Machining/Tool & Dye
- 3 ½ year apprenticeship
  - 1<sup>st</sup> year – all College
  - 2<sup>nd</sup> and 3<sup>rd</sup> year – College 2 days/week; work 3 days/week with 40 hour/week salary and tuition, books, calculators paid for
  - Students agree to continue working for 2 years after completion of apprenticeship





*Craven County's First Choice for  
Teaching and Learning*

CravenCC.edu | 252-638-7200

## Timeline for President's Annual Evaluation

2024-2025

|                          |  |
|--------------------------|--|
| February 18, 2025        | --Board receives Evaluation Tool and Timeline<br>--Chair appoints President's Evaluation Committee   |
| <b>By March 12, 2025</b> | --Trustees <b>mail the completed and signed President's Evaluation form</b> to Ward & Smith (in the envelope provided to Trustees 2-18-25) |
| March 18, 2025           | --Trustees hand carry the completed and signed President's Evaluation form to Jamie Norment (in the envelope provided)                     |
| March 24-April 4, 2025   | --President's Evaluation Committee reviews the results of the President's Evaluation (committee chooses date)                              |
| April 15, 2025           | --Results of the President's Evaluation reviewed by the full Board of Trustees at the April Board Meeting                                  |
| April 21-25, 2025        | --Feedback to the President by the Chair and Vice-Chair (exact date to be determined)  |
| April 30, 2025           | --Chair submits letter to the NCCCS Office indicating the President's Evaluation was completed   |

### Directions to Trustees:

1. Complete the President's Annual Evaluation (3 pages) by writing in the appropriate score clearly and adding any additional comments on the last page.
2. Sign and date the document—**Your signature is required**
3. Mail the evaluation in the self-addressed, stamped envelope by March 12<sup>th</sup> or hand carry to the March Board Meeting.

Please call Amber Smith with questions, 252-638-7201



# President's Report



**Student Government Association**  
**Board of Trustees Report 2/18/2025**

**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**

- Monday, January 13 - Welcome Back
- Thursday, January 16 - Red Cross Blood Drive
- Tuesday, January 21 - Yoga
- Tuesday, February 11 - Valentine's Day
- Wednesday, February 12 - Let's Talk (Helping to Heal the Wounds of Trauma)
- Thursday, February 13 - Let's Talk (Healthy Relationships)

**Upcoming Events**

- Wednesday, February 19 - Black History Month
- Friday, April 25 - Founders' Day Ball



## Board of Directors

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

Carol B. Becton  
Mark W. Best  
Dr. James Congleton  
Charles Cushman  
Charles Dudley  
Dr. Dwight Grady  
NaTayah Hill  
Ashley Irizarry  
Dr. Ginny Johnson  
Robert Johnson  
Carole Kemp  
Lee Knott  
Linda MacDonald, *Director Emeritus*  
John Robert Mattocks  
Dr. Bettina Meekins  
Hannah Mitchell  
Stephen Nuckolls, *Director Emeritus*  
Dr. Ervin Patrick, *Chair*,  
*Craven CC Trustees*  
The Honorable Beverly E. Perdue  
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*

February 2025

The Craven CC Foundation is preparing for the 15<sup>th</sup> Annual Community Fabric Awards (CFA) scheduled for Tuesday April 29<sup>th</sup> from noon to 1:30 PM at the New Bern Riverfront Convention Center. Nominations for this year's recipients are open until Friday, February 21, 2025 at 5 PM. We encourage you to consider nominating an individual, business or educator for excellence in leadership.

Our annual campaigns continue to do well. To date (February 4, 2025), the Campus Campaign has raised \$52,199 compared to \$50,715 over the same period last year. The Community Campaign has raised \$83,985 compared to \$77,631 over the same period last year. The combined total raised to date from these campaigns are \$136,184 compared to \$128,346 for the same period last year. This is an increase of \$7,838. The "Other" category (grants, endowments and misc. gifts) is currently at \$310,071 an increase of \$42,611 over the same period last year. The Profit and Loss Statement for the Foundation shows through the end of the second quarter, a net income of \$429,828. This includes a combination of both Operating and Nonoperating Revenues and Expenses.

As of December 31, 2024, \$244,356 of the \$605,265 budgeted funds available from the Foundation for tuition and assistance have been awarded by Financial Aid. This does not include \$36,916 expended to students at the Volt Center through the Tool Belt Trust and additional funds for direct payment to students for assistance (Emergency Assistance). The Foundation, Financial Aid and the Business Office routinely monitor these awards as well as quarterly review by the Foundation's Budget and Audit Committee.

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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

Finally, the Lifetime Learning Center (LLC) had to reschedule the John Brown Big Band concert that was originally scheduled for January 24<sup>th</sup> had to be rescheduled for Friday, March 21<sup>st</sup>. Tickets are available from the Foundation. Additionally, you can learn the history of "The Regulator Movement" with speaker Carole Watterson Troxler, Professor Emeritus of History at Elon University. Troxler's account of the May 16, 1771 defeat of the Regulators is said to be "the best account available of the bloodiest confrontation among white English colonials in the 18th century." Travel opportunities with the LLC include a 7-day tour of the Canadian Rockies & Glacier National Park, September 13<sup>th</sup> -19<sup>th</sup>. Information on all of the LLC's activities can be found online on the Foundation's web site.

I look forward to seeing each of you on April 29<sup>th</sup> at the Convention Center for the Community Fabric Awards.

You can purchase you tickets from the Foundation in support of this exciting event.

Sincerely,

A handwritten signature in blue ink that reads "Tyler Harris". The signature is fluid and cursive, with the first name "Tyler" and last name "Harris" clearly distinguishable.

Tyler Harris, President

Craven CC Foundation Board of Directors