

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

March 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?

CRAVEN
COMMUNITY COLLEGE
BOARD OF TRUSTEES

MEETING AGENDA

MARCH 18, 2025

**6:00 pm – Ward Boardroom
New Bern Campus**

- | | | |
|-------|---|------------------------------|
| I. | Call to Order | <i>Ervin Patrick, Chair</i> |
| II. | Administrative Items | |
| | (1) Roll Call | <i>Ray Staats, Secretary</i> |
| | (2) Agenda Review and Adoption (<i>motion</i>) | <i>Ervin Patrick</i> |
| | (3) Conflict of Interest Declaration | <i>Ervin Patrick</i> |
| | (4) Public Comment | <i>Ervin Patrick</i> |
| | (5) SEI Filings reminder for 2025 | <i>Amber Smith</i> |
| III. | Consent Agenda (<i>motion</i>) | <i>Ervin Patrick</i> |
| | (1) Approve Board of Trustees Meeting Minutes (February 18, 2025) | |
| IV. | Student Services/Spring Enrollment Update (<i>info</i>) | <i>Gery Boucher, VP</i> |
| V. | Strategic Plan: Goal 1 Progress Report (<i>info</i>) | <i>Ray Staats</i> |
| VI. | Old Business | <i>Ervin Patrick</i> |
| VII. | New Business | |
| | (1) Assign Board of Trustees Self-Evaluation (<i>info</i>) | <i>Ervin Patrick</i> |
| | (2) Approve Student Fee Chart for FY 2025-26 (<i>motion</i>) | <i>Jim Millard, VP</i> |
| VIII. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Board Chair | <i>Ervin Patrick</i> |
| | (3) Attorney | <i>Jamie Norment</i> |
| IX. | Adjournment | <i>Ervin Patrick</i> |

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
FEBRUARY 18, 2025

The Craven Community College Board of Trustees met on Tuesday, February 18, 2025 in the Ward Board Room 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, Ms. Sandra Phelps, Mr. Gus Willis (5:40 PM), and Mr. Whit Whitley.

Voting members absent were: Mr. Kevin Roberts and Mr. Tabari Wallace

Ex-Officio members present were: Ms. Ashley Stoerrle, Student Trustee and Mr. 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 and welcomed everyone to the February board meeting.

Agenda Review and Adoption

Board Chair Patrick reviewed the agenda (attached). A motion was made by Trustee Whitley to accept the agenda as presented; the motion was seconded by Trustee Davis 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 Phelps motioned to accept the minutes (attached) of the December 10, 2024 meeting as presented; Trustee Mitchell seconded the motion and the motion was unanimously approved.

Financial Reports

Fiscal Year 2024-25 2nd Quarter Financial Report: VP Jim Millard highlighted the reports for October-December 2024 (attached). Trustee Phelps 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 Whitley 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 2nd quarter (October-December) fiscal year 2024-25 Personnel Report (attached).

Facilities Usage Report

The Facilities Usage Report (attached) from the 2nd quarter (October-December) of the fiscal year 2024-25, was reviewed by VP Millard for informational purposes.

Instructional Update

Fall Program Reviews: Vice President Kathleen Gallman reviewed the committee recommendations for the programs covered during the 2024-25 review process (attached).

Craven Community College
Board of Trustees Meeting Minutes
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Curriculum Report: VP Gallman shared that a team of six from the College attended the annual SACSCOC meeting in December 2024 to prepare for the upcoming Differentiated Review and QEP proposal. She also shared news about the Arts and Sciences Programs, Career and Technical Programs, Health Sciences programs, and updates for the Havelock Campus.

Old Business

No old business.

New Business

Appoint Ad Hoc Committee for President's Annual Evaluation: As per Article V of the Trustee Bylaws, the Chair appoints three trustees to serve with the Chair and Vice Chair on this committee. Chair Patrick appointed Trustees Mitchell, Whitley, and Willis.

President's Annual Evaluation and Timeline: Executive Assistant Smith shared the timeline for the evaluation process (attached) and distributed the evaluation forms noting the mailing due date of March 12, 2025, and the hand carry due date of March 18, 2025. Tabulation of the evaluation will be conducted by Ward & Smith and the Ad Hoc Committee will meet prior to the April Board Meeting to review the results.

Reports

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

- Volt Center Ribbon Cuttings
 - 1-30-25: Heavy Equipment Operations Ribbon Cutting
 - 2-18-25: Small Business Center Generator Building Ribbon Cutting
- Corporate Training Center (CTC)
 - The College is waiting on the notice to proceed
 - Groundbreaking ceremony will be 3-18-25
- Leadership Succession planning
 - By March, the College will have all Associate Vice President and Dean positions filled.
- 60th Anniversary Founders Day Ball

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- 4-25-25: 6:30 PM, Riverfront Convention Center
- Community Fabric Awards (CFA)
 - 4-29-25 12:00 PM, Riverfront Convention Center
 - Still time to enter nominations for the CFA winners; deadline extended to 2-24-25

Chair: No report.

Attorney: No report.

Student Trustee: The Student Trustee report was reviewed (attached).

Foundation Board President: The Foundation President reviewed the Foundation report (attached) and encouraged the Trustees to attend the Community Fabrics Awards.

Adjournment

With no further business to be presented, Board Chair Patrick adjourned the meeting at 6:48 pm and thanked everyone for their participation.

Respectfully submitted:



Ervin D. Patrick, Chair
March 18, 2025



Raymond W. Staats, Secretary
March 18, 2025

STUDENT SERVICES

March 2025

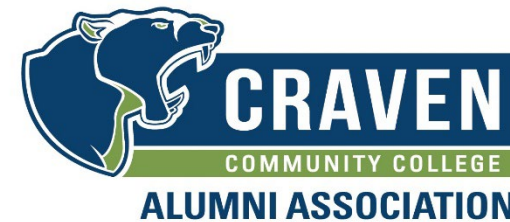


Student Services

Updates

Alumni Association

- **Mission** – Provide networking and career opportunities for graduates
 - Once you're a Panther, You're always a Panther
- **Membership**
 - Curriculum – certificate, diploma, or degree
 - WFD – 96-hour course or earned certification
- **How to Join**
 - Application – Cravencc.edu/alumni
 - \$10 Membership Fee



Student Services

Updates

Element 451

- Customer Relation Management (CRM)
- Migrated from Fire Engine Red – Fall 2024
- Improves the student experience
- Utilizes AI



Student Services

Updates

U.S. Department of Veteran Affairs

- Re-certification approved

Department of Education

- Financial Value Transparency (FVT) and Gainful Employment
 - Completed – February 2025



Student Services *Updates*

Vietnam Veterans of America (VVA)

- Signed MOU
- Volunteered VVA - MumFest Booth
- Volunteered - Field of Flags at Union Park
- **STEM East Network – Mini-Grant - \$1,500**
 - Craven County Public Schools – Partnership
 - Grover C. Fields
 - H J MacDonald



Student Services *Updates*

Outreach

- RDS Night at West Craven High School
- MumFest
- City of New Bern Employee Benefit & Wellness Fair
- CACRAO College Fairs
- New Bern High School Career Fair
- 9th Annual Veteran's Stand Down
- High School FAFSA Nights



ENROLLMENT

March 2025



Spring Curriculum Enrollment

	Curriculum	
	Head Count	FTE
Spring 2025	3,052	1105.38
Spring 2024	2,774	1036.66
% Change	10.0%	6.6%

*Data reported from Institutional Effectiveness

WFD Fall Enrollment

	Non-Curriculum	
	Head Count	FTE
Fall 2024	2,250	273.0
Fall 2023	2,282	252.0
% Change	-1.4%	8.3%

*Data reported from Institutional Class Report (ICR)



Student Services Report

February 2025

Gery Boucher, VP for Development



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

Strategic Plan 2023-28

Teaching and Learning
Assessment:



Strategic Plan 2023-28 Assessment

Teaching and Learning

SECURE SACSCOC REAFFIRMATION IN 2027

Narrative:

- College was approved for Differentiated Review in November 2024
- Team of six attended the annual SACSCOC meeting in December 2024
- Call for QEP proposals sent to College community January 8th, with proposals due by March 12th 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

Strategic Plan 2023-28 Assessment

Teaching and Learning

CONDUCT HIGH-QUALITY, RIGOROUS PROGRAMS THAT ARE CURRENT AND RELEVANT TO COMMUNITY NEEDS

Narrative:

- The College, through its Institutional Effectiveness Office, conducts annual program reviews for curriculum programs and administrative offices
- Recent New Programs offered in response to community needs:
 - Surgical Technology
 - Heavy Equipment Operations
 - CTE additions to CCP offerings – Criminal Justice; Welding
 - Evening Practical Nursing (PN)
 - Medical Assisting to Nurse Assistant bridge to PN

Strategic Plan 2023-28 Assessment

Teaching and Learning

IMPLEMENT SEAMLESS PATHWAYS FROM HIGH SCHOOL THROUGH CAREER ATTAINMENT

Narrative:

- Continue to strengthen relations with K-12 partners and increase CCP offerings
- Implementing Rise Developmental Model in Fall 2025
- Exposing middle and high school students to CTE and STEM programs through:
 - Manufacturing Day
 - Career Fair
 - Skills Trade Day
 - CTE Expo
 - Public Safety Day
 - Spa Day
 - UAV Competition
 - Engineering your Future

Strategic Plan 2023-28 Assessment

Teaching and Learning

PROACTIVELY ADAPT PROGRAM OFFERINGS TO CHANGING STUDENT DEMOGRAPHICS

Narrative:

- Health Information Technology program piloting asynchronous HyFlex courses with CCP students to earn their HIT certificates
- Graduating 1st Surgical Technology students in May
 - Future students will attend at least one surgery prior to admission into the program

Strategic Plan 2023-28 Assessment

Teaching and Learning

PROACTIVELY ADAPT PROGRAM OFFERINGS TO CHANGING STUDENT DEMOGRAPHICS

Narrative:

- Welding Building (Havelock IAT Tarmac)
 - Havelock welding contact hours have increased from 8 to 28 since Spring 2024
 - Overall Welding contact hours = 157 hours/week
- Arts & Sciences piloting a scaled down version of Isothermal CC's Be Great in 8
 - Sequential offering of paired general education courses
 - Begins Fall 2025

Strategic Plan 2023-28 Assessment

Teaching and Learning

ADVANCE LIFELONG EDUCATIONAL OPPORTUNITIES THROUGH EXTERNAL EDUCATION PARTNERSHIPS

Narrative:

- NC State Engineering Program
 - New Electrical Engineering track – began Fall 2024
- Craven is a partner in UNCW's STEP initiative
- Havelock Shuttle
 - Allows efficiency in delivering CCP courses
 - Bolsters relationship with Havelock High School

Strategic Plan 2023-28 Assessment

Teaching and Learning

CONNECT ACADEMIC TEACHING TO LIFE APPLICATIONS AND EXPERIENCES

Narrative:

Bosch Apprenticeships

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

Strategic Plan 2023-28 Assessment

Teaching and Learning

DEVELOP A DEDICATED HEALTH PROGRAMS INFRASTRUCTURE FOOTPRINT

Narrative:

Space challenges in Perdue Hall given growth of Nursing Programs and addition of Surgical Technology

- Relocated Arts & Sciences classes to other buildings
- Perdue classroom converted into faculty suite to accommodate Health Information Technology and Medical Office Administration faculty (formerly in Bate Hall)
- Simulation Lab closet converted into faculty office

Strategic Plan 2023-28 Assessment

Teaching and Learning

DEVELOP AND IMPLEMENT PROGRAMS RESPONSIVE TO COMMUNITY, MILITARY, AND BUSINESS NEEDS

Narrative:

- Arts & Sciences 8-week sequential classes – Pilot Fall 2025
- Seeking NSF Grant to support Electric Vehicle curriculum based on changing industry

Strategic Plan 2023-28 Assessment

Teaching and Learning

DEVELOP THE PUBLIC SAFETY TRAINING CENTER

Narrative:

- Development design approved by the N.C. State Construction Office
- Construction documents are pending
- Groundbreaking expected fall 2025



Strategic Plan 2023-28 Assessment

Teaching and Learning

Executive Leadership Team:

Ray Staats, President

Kathleen Gallman, VP for Instruction

Gery Boucher, VP for Development

Jim Millard, VP for Administration



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Craven Community College

Fee Chart

2025-2026

DRAFT

Course/Area	Current Fee	Change/New	Basis - Changes in Red
Business Office & Student Services			
BibliU Ebook Fee	\$ 90.00		\$68 digital course content fee/\$22 admin fee that is billed per ebook, per course
Campus Access, Parking & Security	\$ 15.00		Flat fee for curriculum students charged Fall, Spring and Summer semesters
Computer Use & Technology	\$ 48.00		All curriculum students charged Fall, Spring and Summer semesters
Distance Education Fee	\$ 25.00	\$ 30.00	Per course in all on-line, hybrid, and HyFlex Curriculum courses
HyFlex Course Delivery	\$ 25.00	DELETE	New course delivery method requiring additional technology/equipment.
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)
Returned Check	\$ 20.00		Per check returned by Financial Institution
Student Accident Insurance: Curriculum	\$ 1.20		Mandatory insurance per semester
Student Accident Insurance: WFD	\$ 0.60		Mandatory insurance per semester
Student Activity Fee	\$ 35.00	DELETE	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	DELETE	Flat fee for curriculum students charged for Summer 2024
Student Activity Fee - Summer	\$ 20.00		Flat fee for curriculum students beginning Summer 2025
Transcript	\$ 10.00		
Travel Insurance to Study Abroad	up to \$100.00		One time for study abroad participants
Graduation Fees:			
Associate Degree (hood)	\$ 30.00	DELETE	Approximate and Non-Refundable
Cap, Gown and Tassel	\$ 30.00	DELETE	Approximate and Non-Refundable
Diploma Reprint	\$ 15.00		Printing, mailing and digital copy of previously printed diplomas
Graduation Fee	\$ 25.00		All graduating students; includes processing, printing, and digital copy of one primary credential
Secondary Credential Digital Only Print	\$ 10.00		Digital copy of one secondary credentials
Secondary Credential Print	\$ 15.00		Printing, mailing, and digital copy of secondary credentials
Teaching & Learning			
Library Fees:			
Card Replacement Fee	\$ 1.00		Replacement library card
Library Fines (Books)	\$ 0.10		Per day for overdue books
Library Fines (Oculus)	\$ 5.00		Per day for overdue Oculus Quest Virtual Reality Headsets
Library Fines (Videos)	\$ 1.00		Per day for overdue videos
NABCEP Testing & Proctoring Fee	\$ 150.00		North American Board of Certified Energy Practitioners (NABCEP) Exam fee \$125.00 and \$25.00
Placement Testing Fee for Non-students	\$ 5.00		NC-DAP DRE DMA (Transferring to other community colleges)
Printing Fee (3D)	\$3.00/\$1.00	DELETE	Printing cost for first hour/Printing cost per hour after first hour up to 8 hours cap

Craven Community College

Fee Chart

2025-2026

Printing/Copying - Non-Students	\$ 0.15		\$0.15 per page
Printing/Copying - Students	\$ 0.10		1st 10 pages per day are free; > 10 pages per day - \$0.10
Summer School Supply Fee	\$ 10.00		Supply Fee
Testing Center Fees:			
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		
BLET TABE Entry Testing	\$ 5.00		
BLET TABE Retake Fee	\$ 10.00		
EMT TABE Entry Testing	\$ 5.00		Entrance Test Fee
EMT TABE Entry Testing Retake	\$ 10.00		Entrance Test Retake Fee
Paramedic TABE Entry Testing	\$ 15.00		Entrance Test Fee
Paramedic TABE Entry Testing Retake	\$ 25.00		Entrance Test Retake Fee
Placement Testing Fee	\$ 3.00		Fee to be charged for re-testing
Surgical Technology TABE Entry Testing		\$ 5.00	Entrance Test Fee
Surgical Technology TABE Entry Testing Retake		\$ 10.00	Entrance Test Retake 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
WorkKeys Assessment Tests:			
Applied Mathematics	\$ 18.00		Cost of the exam
Applied Technology	\$ 18.00		Cost of the exam
Graphic Literacy (Formerly Locating Information)	\$ 18.00		Cost of the exam
Workplace Documents (Formerly 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
Curriculum Fees			
Arts & Sciences:			
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
MAT 121, 143, 171, 172, 271, 272, 273, 263, 285, 280	\$ 80.05	DELETE	Course Material Fee/Access to Software
MAT 152	\$ 90.73	DELETE	Course Material Fee/Access to Software
MUS 161, 162, 261 262	\$ 320.00		Typically one student per course, specialized instruction
Science AST 111	\$ 69.38	DELETE	Course Material Fee

Craven Community College

Fee Chart

2025-2026

Science - BIO 111, BIO 112, BIO 168, BIO 169, PHY 131, PHY 251, PHY 252	\$ 80.05	DELETE	Course Material Fee
Science - BIO 163	\$ 96.06	DELETE	Course Material Fee
Science - BIO, CHM & PHY	\$ 30.00		Supply Fee (seated & hybrid classes only)
Science - GEL 111	\$ 90.73	DELETE	Course Material Fee
Science - PHY 110	\$ 106.74	DELETE	Course Material Fee
Health Sciences:			
Associate Degree Nursing (A.D.N.) 5-Semester Plan	\$ 650.00	\$ 685.00	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 *Note: The Fall 2024 cohort will continue to pay \$650 until completion
NUR 101, 111, 214	\$ 25.00		Fee to cover myClinicalExchange Service required by Carteret Hospital; service centralizes required documentation and clinical shifts
NUR 214 - LPN to RN Transition Course	\$ 570.00	\$ 685.00	Fee for supplemental instruction (testing, e-texts); includes the electronic health record, accreditation module, and clinical management
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
Physical Therapist Assistant - PTA 110	\$ 15.00		Course Material Fee
Physical Therapist Assistant - PTA 150	\$ 60.00		Course Material Fee
Physical Therapist Assistant - PTA 270	\$ 90.00		Course Material Fee
Practical Nursing (PN) - Day Cohort	\$ 704.00	\$ 765.00	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) - Evening Cohort	\$ 528.00	\$ 574.00	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 *Note: The Fall 2024 evening cohort will continue to pay \$528 until completion
Career & Technical Programs:			
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		Supply Fee, BLET class includes CJC 100
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
Composite Manufacturing core classes - MEC 145	\$ 150.00		Supply Fee
Composite Manufacturing core classes - MEC 187	\$ 225.00		Supply Fee
Composite Manufacturing core classes - MEC 130	\$ 35.00		Supply Fee

Craven Community College

Fee Chart

2025-2026

Composite Manufacturing core classes - MEC 188, 189, 212, 215	\$ 275.00		Supply Fee
Cosmetology Lab Fee - COS 112, 114, 116, & 118	\$ 40.00		Supply Fee
Cosmetology Lab Fee - COS 112A, 112B, 114A, 114B, 116A, 116B, 118A, 118B	\$ 5.00		Supply Fee
Cosmetology Lab Fee - COS 119, 120, 125, & 126	\$ 30.00		Supply Fee
Machining/Manufacturing classes - MAC 117	\$ 150.00		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 111A, 111B, 112A, 112B, 113A, 113B, 241A, 241B, 242A, 242B, 243A, 243B, 244A, 244B, 245A, 245B, 246A, & 246B	\$ 45.00		Supply Fee
Machining/Manufacturing classes - MNT 110, 111, 165; ISC 132; SST 110	\$ 35.00		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
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
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
Havelock:			
AER 115, 116		\$ 50.00	Lab Fee
American Hotel and Lodging Assoc Hospitality	\$ 74.40		Covers book and exam
AVI 110, 120, 130, 230, 240, 250, 260	\$ 126.00		Lab fee - includes 3 kits and lab consumables
Aviation Mgmt & Career Pilot—AER 161	\$ 9,400.00	DELETE	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	DELETE	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate-

Craven Community College

Fee Chart

2025-2026

Aviation Mgmt & Career Pilot – AER 281	\$ 7,050.00	DELETE	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	DELETE	Airline/Commercial/Professional Pilot and Flight Crew; demonstrate the competencies required for the flight test practical examination for a multi-engine rating
Aviation Sheet Metal Fabrication - ASMF-7138	\$ 99.40		Supply Fee
Avionics Course	\$ 81.40		Student Materials
Flight Simulator Fee for CCC Pilots	\$ 40.00		Fee for CCC Pilots requesting to substitute flight time for simulator time
Flight Simulator Fee for Non-CCC Pilots	\$ 80.00		Fee for Non-CCC Pilots requesting to substitute flight time for simulator time
Workforce Development Fees			
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
16 Hour Forklift	\$ 19.40		Supply Fee
30 Hr OSHA Construction card	\$ 15.00		OSHA Cards and certified mail
30 Hr OSHA General Industry card	\$ 15.00		OSHA Cards and certified mail
40-Hour OSHA (HAZWOPER TRAINING)	\$ 50.40		Supply Fee
56 Hour Forklift	\$ 49.40		Supply Fee
8 Hr Forklift	\$ 19.40		Supply Fee
Advanced Cardio Life Support (ACLS)	\$ 5.00		Supply Fee
AEMT (Ins, Supply Fee, Shirt, Testing)	\$ 185.40		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables & to cover EMS electronic testing software. Supply Fee \$20.40; Shirt \$25; EMS Testing \$135.00
American Heart Assoc Certificate Card	\$ 17.50		BLS for Health Care Providers, Advanced Cardiac Life Support Initial and Recertification, Pediatric Advanced Life Support Initial and Recertification, & HeartSaver (First Aid CPR, AED, Adult, PEDS, Infants, Adults)
Auto-Detailing Certification Prep	\$ 19.40		Supply fee to cover the cost of consumables and other course materials
Baking		\$ 90.40	Supply fee
Bartending	\$ 24.40		Supply fee for consumables used in bartending class
Basic Cooking Skills	\$ 19.40		Supply fee for consumables used in cooking class
BioWorks Process Technician	\$ 99.40		Lab Supply Fee
BLS Family & Friends CPR (book with card)	\$ 2.00		New Registration; Includes American Heart Association Card
BLS for Health Care Provider	\$ 5.00		New Registration; Includes American Heart Association Card
BLS HeartSaver CPR AED Completion Card	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver First Aid ONLY Card	\$ 17.50		New Registration; Includes American Heart Association Card
BLS HeartSaver/First Aid/CPR/AED Course Card	\$ 17.50		New Registration; Includes American Heart Association Card
Cake Decorating		\$ 30.40	Supply fee
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

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Fee Chart

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Central Sterile Technician	\$ 50.40		Supply Fee
Communication	\$ 15.00		Personal Profile (DiSC)- Paper
	\$ 22.00		Personal Profile (DiSC) - Online
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
Diesel Engine Course	\$ 99.40		Supply Fee
Diesel Generator Repair	\$ 99.40		Supply Fee
Diesel Systems Course	\$ 99.40		Supply Fee
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
EMS First Aid	\$ 18.40		Supply Fee to Cover American Red Cross Heart Saver Card and for supplies used in First Aid classes.
EMT Initial (Supply, Ins, Shirt, Testing)	\$ 87.40		Fee for consumables used in program (IVS, gloves, needles, etc.) & to cover EMS electronic testing software. Supply Fee \$10.40; Shirt \$25; EMS Testing \$52
Environmental Safety BioWork (DOD Skill Bridge)	\$ 114.40		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
EPA Refrigerant Certification	\$ 30.00		Supply Fee for ESCO book and on-line exam
FAA Preparatory Exam	\$ 319.40		Supply fees for FAA General/Powerplant- AMPP 7191 and FAA General/Airframe - AMAF7193
Fire College Fee	\$ 30.00		T-Shirts & Meals
Forestry/Heavy Equipment Operations	\$ 24.40		Supply fee to cover OSHA Card and CPR Card
Forklift Maintenance	\$ 69.40		Covers the cost of consumables
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
Intro to Mixed Aviation Trades	\$ 99.40		Supply Fee
Leadership	\$ 40.00		Myers Briggs Type Indicator - Scoring & "Introduction to Type"
Marine Diesel	\$ 99.40		Supply Fee
Massage Therapy	\$ 559.90	\$ 719.40	Textbooks, Student Kit and classroom supplies - increasing to cover supplies
Master Black Belt	\$ 319.40		Supply fee to cover the cost of simulations and consumables
Medication Aide	\$ 5.40	\$ 15.40	Supply Fee - increasing to cover supplies
National Assoc of Emergency Medical Technician	\$ 15.00		Pre-Hospital Trauma Life Support & Advanced Medical Life Support
NCCER Construction 1	\$ 151.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses), including Electronic Test (\$27.00)
NCCER Construction 2	\$ 151.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses), including Electronic Test (\$27.00)

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Fee Chart

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NCCER Construction 3	\$ 151.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses), including Electronic Test (\$27.00)
NCCER Construction 4	\$ 151.40		Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses), including Electronic Test (\$27.00)
NCCER Core Skills	\$ 26.40		Supply Fee (Electronic Testing Fee), including Electronic Test (\$27.00)
NCCER Heavy Equipment Operations	\$ 176.40		Covers fuel, repairs, and electronic test (\$27)
NCCER Welding Level 4	\$ 406.40		Supply Fee, including Electronic Test (\$27.00)
NCCER Welding Levels 1, 2, & 3	\$ 271.40		Supply Fee per level, including Electronic Test (\$27.00)
New Hire Training	\$ 94.40		Supply Fee
Nurse Aid One	\$ 25.40		Supply Fee
Nurse Aid One Refresher		\$ 25.40	Supply Fee
Nurse Aid Two	\$ 35.40		Supply Fee
Nurse Aid Two Refresher		\$ 35.40	Supply Fee
OBD class (On Board Diagnostic)	\$ 7.50		Supply Fee
Paramedic	\$ 267.40		Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables, EMS electronic testing software and cost of cards (PALS and ACLS); Supply Fee \$42.40 PALS Card \$5; ACLS Card \$5; Shirt \$25; EMS Testing \$189
Pediatric Advanced Life Support (PALS)	\$ 5.00		Supply Fee
Pediatric HeartSaver CPR/First Aid AED	\$ 17.50		New Registration; Includes American Heart Association Card
Pharmacy Technician	\$ 10.40		Supply Fee
Phlebotomy	\$ 50.40		Supply Fee
Photovoltaic classes	\$ 19.40		Supply Fee
Professional Cooking	\$ 124.40		Supply fee for consumables used in cooking class
Small Engine Repair	\$ 10.40		Supply Fee
Sordill Consulting Courses	\$ 15.00		Cost per topic-some courses cover more than one topic/Various
Time Management	\$ 15.00		Time Mastery Profile - Paper
	\$ 22.00		Time Mastery Profile - Online
Veterinary Assistant	\$ 20.40		Supply Fee
WFD Lean Six Sigma	\$ 25.00		To be used for assessments, certificates and frames. Applies to Green, Black, Yellow, and Red Belt.