

# **REVISED** MEETING AGENDA

JUNE 11, 2025 2:00 pm Ward Boardroom New Bern Campus

Ι.	Call to Order	Ervin Patrick, Chair
II.	Administrative Items (1) Roll Call (2) Agenda Review and Adoption <i>(motion)</i> (3) Conflict of Interest Declaration (4) Public Comment	Ray Staats, Secretary Ervin Patrick Ervin Patrick Ervin Patrick
III.	Consent Agenda (1) Approve Board of Trustees Meeting Minutes (April 15, 2025) <i>(motion)</i>	Ervin Patrick
IV.	Summer Enrollment (info)	Gery Boucher, VP
V.	<ul> <li>Financial Reports</li> <li>(1) Financial Report 3<sup>rd</sup> Quarter FY 2024-25 (Jan-Mar) (motion)</li> <li>(2) Write-Offs and Uncollectable Accounts (motion)</li> <li>(3) Cash Balances (info)</li> </ul>	Jim Millard, VP
VI.	Personnel Report 3 <sup>rd</sup> Quarter FY 2024-25 (Jan-Mar) (info)	Jim Millard
VII.	Facilities Usage Report 3 <sup>rd</sup> Quarter FY 2024-25 (Jan-Mar) (info)	Jim Millard
VIII.	Strategic Plan Assessment Goal 2 Update (info)	Ray Staats
IX.	Old Business (1) BP 2.37 Paid Parental Leave <i>(motion)</i>	Ervin Patrick Ray Staats
x.	New Business (1) Appoint Board Officers for Nominating Committee FY 2025-26 ( <i>info</i> ) (2) Receive 2025-26 Board of Trustees Meeting Schedule ( <i>info</i> ) (3) FY 2025-26 State Budget Continuing Resolution ( <i>motion</i> ) (4) BP 2.13 Employee Grievance Policy ( <i>info</i> )	Ervin Patrick Ervin Patrick Amber Smith Jim Millard Ray Staats

- XI. Reports
  - (1) President
  - (2) Chair
  - (3) Attorney

Ray Staats Ervin Patrick Jamie Norment

- XII. Closed Session(1) To consult with legal counsel according to {G.S. 143-318-11(a)(3)}
- XIII. Adjournment

Ervin Patrick

# CRAVEN COMMUNITY COLLEGE BOARD OF TRUSTEES ROLL CALL

## June 11, 2025

# 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 MINUTES APRIL 15, 2025

The Craven Community College Board of Trustees met on Tuesday, April 15, 2025 in the Brock Administration Building, Ward Boardroom 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 (arrived 5:35 pm), Dr. Jim Davis, Ms. Pam Holder, Ms. E. T. Mitchell, Ms. Jennifer O'Neill, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Kevin Roberts, Mr. Tabari Wallace, Mr. Gus Willis (arrived 6:05 pm), and Mr. Whit Whitley.

Voting members absent were: Mr. Chip Hughes

Ex-Officio members present were: Ms. Ashley Stoerrle, Student Trustee, and Mr. Tyler Harris, Foundation Board 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; Ms. Zomar Peter, Associate Vice President for Students, 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 April board meeting.

#### Agenda Review and Adoption

Board Chair Patrick reviewed the agenda (attached). Trustee Roberts motioned to accept the agenda as presented; Trustee O'Neill 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.

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#### County Budget Proposal (2025-2026) Plan

President Staats shared the proposed fiscal year 2026 county budget (attached). He noted a 5.18% increase includes increases in personnel salaries, retirement contributions, and health insurance, plus operations and maintenance for new and expanded facilities. Trustee Mitchell motioned to approve the budget as presented; Trustee Roberts seconded the motion, and the motion was unanimously approved. President Staats will present the proposal to the County Commission in May for their consideration.

#### **Old Business**

No Old Business

#### New Business

*Board Policy 2.37 Paid Parental Leave:* President Staats reviewed the changes to BP 2.37 Paid Parental Leave, reflecting new requirements in the State Board of Community Colleges Code. This policy will be re-visited in June for final approval. The updated policy will then be posted to the College website.

#### Reports

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

- Excellence Awards were announced last week; this year's winners are:
  - o Staff Excellence: Christina Bowman, Foundation Assistant Director
  - Faculty Excellence: Dr. Dorothy Higgins, Nursing Faculty
  - Adjunct Excellence: Mairin Narron, Art Faculty

A ceremony for the late Chauncey Stevenson was held April 2<sup>nd</sup> to dedicate the music practice room located in Orringer Hall in his name. Chauncey was employed by the College from 2011 until his passing last year. His last position was as Arts and Music Coordinator.

- A student art show is being held at the Bank of the Arts during April. Awards were presented on Friday, April 11<sup>th</sup>. The President's Art Award Winner's art piece is tentatively planned for display in the new Corporate Training Center.
- The State Health Plan is projecting an actuarial deficit, which will cause the cost to employees to increase. Options being considered for future premiums were shared with the Trustees.

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At 7:16 pm, upon a motion by Trustee Roberts, seconded by Trustee Mitchell, and with unanimous approval, the Closed Session ended and the Regular Session resumed. The public was invited to rejoin the Regular Session.

Chair Patrick stated that the President's performance evaluation and employment terms had been reviewed by the Personnel Committee and Board of Trustees in Closed Session. Upon unanimous consent, the Board awarded Dr. Staats fifteen (15) days of meritorious leave to be used by June 30, 2026, and increased the county-funded portion of his salary by \$37,000, effective July 1, 2025. The Chair directed Attorney Norment to prepare an amendment to the Employment Agreement consistent with the Board's decision. Trustee Cella motioned to approve the performance evaluation as compiled and presented during Closed Session. Trustee Mitchell seconded the motion, and the motion was unanimously approved.

Attorney Norment will prepare the necessary addendum to the President's employment contract. Executive Assistant Smith will prepare the letter to the NCCCS State Board of Community Colleges, indicating completion of the review process for signature by Chair Patrick after he and Vice Chair Davie review the evaluation and contract changes with President Staats.

#### Adjournment

With no further business to be presented, Board Chair Patrick adjourned the meeting at 7:31 pm and thanked everyone for their participation.

Respectfully submitted:

, Patrik

Ervin D. Patrick, Chair June 11, 2025

Raymond W. Staats, Secretary June 11, 2025

# **ENROLLMENT 2025**

# Curriculum and Workforce Development



# **Summer Enrollment**

CURRICULUM ENROLLMENT								
Head Count FTE								
Summer 2025*	1742	431.3						
Summer 2024	1596	392.4						
Summer 2023	1380	343.7						
Summer 2022	1591	379.9						

\*Estimated Enrollment Summer 2025 as of 5/22/2025 Source: Executive Director, Office of Institutional Effectiveness



# **Spring Enrollment**

WORKFORCE DEVELOPMENT ENROLLMENT									
Head Count FTE									
Spring 2025	2424	255.0							
Spring 2024	2289	253.0							
Spring 2023	2369	207.0							
Spring 2022	2121	264.6							

\*Source: Dean, Workforce Development , FTE- Institutional Credit Report (ICR) \*Unduplicated Headcount



# 2024-2025 Workforce Development Enrollment

WORKFORCE DEVELOPMENT ENROLLMENT									
Head Count FTE									
2024-2025	6963	661							
2023-2024	6417	653							
2022-2023	6192	663							
2021-2022	5592	680							

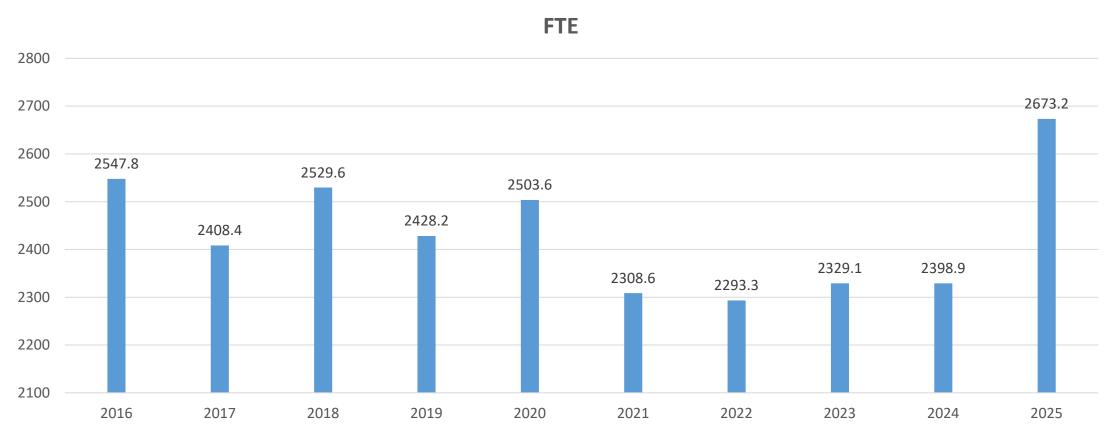
Source: Dean of Workforce Development, final numbers taken from (ICR) Institutional Credit Report

\*FTE-Occupational Extension Only

\*Unduplicated Headcount



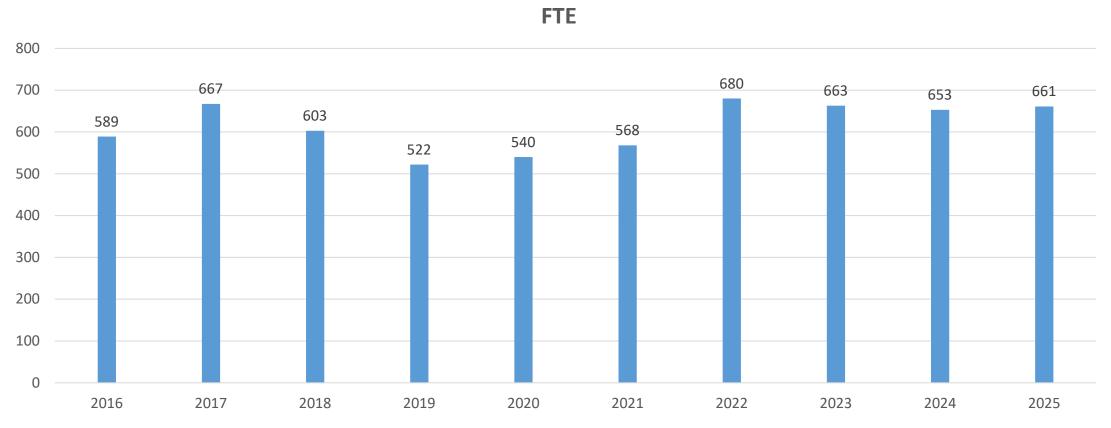
# Curriculum Report FTE 10-Year Trend



Data Source: Executive Director, Office of Institutional Effectiveness 5/22/2025, final numbers taken from (ICR) Institutional Credit Report



# Workforce Development Report FTE 10-Year Trend



Data Source: Dean, WFD 5/22/2025, final numbers taken from (ICR) Institutional Credit Report – Occupational Extension





# Enrollment 2025



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

#### Craven Community College State Funds Budget Comparison Report As of March 31, 2025 - 75% of Year

Administrative         Salaries & Benefits         519 Contracted Services         523 Instructional Supplies         525 Motor Vehicle Supplies         526 Office Supplies         527 Other Supplies         528 Audio-Visual Supplies         531 Staff Development         532 Comm/Postage/Software         533 Printing & Binding         535 Repairs & Maintenance         536 Freight         537 Advertising         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         548 NEIT Admin         558 Kuliding         558 Stage Software         548 NEIT Admin         558 Stage Software         548 Building         558 Building         560 Scholarship	Budget 680,367 680,367 312 208 16,328 16,328 150 1,839 150 1,839 16,600 1,839 16,600 1,839 16,600 1,839 16,600 10 10 10 10 10 10 10 10 10 10 10 10 1	Expenses YTD 512,182 40 89 9,750 103 (0) (0) 16,102 16,102 538,266	Remaining Balance 168,185 272 119 6,578 47 1,839 1,839 498	% Spent 75% 13% 43% 60% 69% 0% 97% 97%	2,931,292 92,336 21,065 92,387 42,470 252,097 855 250,697 4,205 61,660 59,936 85,059 6,339	Expenses YTD 2,225,622 86,854 	Balance           705,670           5,482           6,061           7,447           18,333           13,045           222           107,887           1,385           5,531           21,684           10,410	% Spent 76% 94% 71% 92% 57% 57% 57% 67% 67% 91% 64%	Budget 3,758,273 40,120 14,573 40,205 0 66,205 122,479 2,529 1,407 1,649 3,925 250 8,292	Expenses YTD 2,839,560 23,894 	Remaining Balance           918,713           16,226           3,726           3,726           28,829           32,798           2,529           1,407           1,649           2,520           1,814	% Spent 76% 60% 74% 16% 56% 73% 0% 0% 0% 0% 0%	Budget 3,870,475 55,874 10,593 12,614 34,900 46,388 31,823 811 177,442 56,689	Expenses YTD 2,896,792 10,575 7,774 8,511 23,380 42,252 25,121 810 127,955 28,033	Remaining Balance           973,683           45,299           2,819           4,103           11,520           4,136           6,702           1           29,487           28,656	% Spent 75% 19% 67% 67% 91% 100% 79% 100% 49%
Salaries & Benefits       66         519 Contracted Services       52         523 Instructional Supplies       52         526 Motor Vehicle Supplies       52         527 Other Supplies       52         528 Audio-Visual Supplies       53         531 Staff Development       532         532 Comm/Postage/Software       53         534 Printing & Binding       537 Advertising         537 Advertising       538 Data Processing         539 Other Current Services       541 Dease/Rental Other Equipme         544 Data Processing Software       548 NEIT Admin         558 Equipment       558 Building         558 Building       558 Building         560 Scholarship       7         Instructional       53         Salaries & Benefits       51         519 Contracted Services       51	312 208 16,328 150 1,839 16,600	40 89 9,750 103 (0) 16,102	272 119 6,578 47 1,839	13% 43% 60% 69% 0%	92,336 21,065 92,387 42,470 252,097 855 250,697 4,205 61,660 59,936 85,059 6,339	86,854 15,004 84,940 24,137 239,052 633 142,810 2,820 56,129 38,252 74,649	5,482 6,061 7,447 18,333 13,045 222 107,887 1,385 5,531 21,684 10,410	94% 71% 92% 57% 95% 74% 57% 67% 91% 91%	40,120 14,573 40,205 66,205 122,479 2,529 1,407 1,649 3,925 250	23,894 10,847 6,247 37,376 89,681 (0) (0) (0) (0) (0) (0)	16,226 3,726 33,958 28,829 32,798 2,529 1,407 1,649 3,925 250	60% 74% 16% 56% 73% 0% 0% 0%	55,874 10,593 12,614 34,900 46,388 31,823 811 177,442	10,575 7,774 8,511 23,380 42,252 25,121 810 127,955	45,299 2,819 4,103 11,520 4,136 6,702 1 49,487	19% 73% 67% 91% 79% 100% 72%
519 Contracted Services         523 Instructional Supplies         524 Motor Vehicle Supplies         525 Motor Vehicle Supplies         526 Office Supplies         527 Other Supplies         528 Audio-Visual Supplies         531 Staff Development         532 Comm/Postage/Software         534 Printing & Binding         535 Repairs & Maintenance         536 Freight         537 Advertising         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         558 Building         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services	312 208 16,328 150 1,839 16,600	40 89 9,750 103 (0) 16,102	272 119 6,578 47 1,839	13% 43% 60% 69% 0%	92,336 21,065 92,387 42,470 252,097 855 250,697 4,205 61,660 59,936 85,059 6,339	86,854 15,004 84,940 24,137 239,052 633 142,810 2,820 56,129 38,252 74,649	5,482 6,061 7,447 18,333 13,045 222 107,887 1,385 5,531 21,684 10,410	94% 71% 92% 57% 95% 74% 57% 67% 91% 91%	40,120 14,573 40,205 66,205 122,479 2,529 1,407 1,649 3,925 250	23,894 10,847 6,247 37,376 89,681 (0) (0) (0) (0) (0) (0)	16,226 3,726 33,958 28,829 32,798 2,529 1,407 1,649 3,925 250	60% 74% 16% 56% 73% 0% 0% 0%	55,874 10,593 12,614 34,900 46,388 31,823 811 177,442	10,575 7,774 8,511 23,380 42,252 25,121 810 127,955	45,299 2,819 4,103 11,520 4,136 6,702 1 49,487	19% 73% 67% 91% 79% 100% 72%
523 Instructional Supplies         525 Motor Vehicle Supplies         526 Office Supplies         527 Other Supplies         528 Audio-Visual Supplies         531 Staff Development         532 Comm/Postage/Software         534 Printing & Binding         535 Repairs & Maintenance         536 Freight         537 Advertising         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         558 Equipment         558 Building         564 NEIT Admin         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services	208 16,328 150 1,839 16,600	89 9,750 103 (0) 16,102	119 6,578 47 1,839	43% 60% 69% 0%	21,065 92,387 42,470 252,097 855 250,697 4,205 61,660 59,936 85,059 6,339	15,004 84,940 24,137 239,052 633 142,810 2,820 56,129 38,252 74,649	6,061 7,447 18,333 13,045 222 107,887 1,385 5,531 21,684 10,410	71% 92% 57% 95% 74% 57% 67% 91% 64%	14,573 40,205 66,205 122,479 2,529 1,407 1,649 3,925 250	10,847 6,247 37,376 89,681 (0) (0) (0) (0) (0)	3,726 33,958 28,829 32,798 2,529 1,407 1,649 3,925 250	74% 16% 56% 73% 0% 0% 0%	10,593 12,614 34,900 46,388 31,823 811 177,442	7,774 8,511 23,380 42,252 25,121 810 127,955	2,819 4,103 11,520 4,136 6,702 1 49,487	73% 67% 91% 79% 100% 72%
525 Motor Vehicle Supplies         526 Office Supplies         527 Other Supplies         528 Audio-Visual Supplies         531 Staff Development         532 Comm/Postage/Software         534 Printing & Binding         535 Repairs & Maintenance         536 Freight         537 Advertising         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 NetT Admin         558 Equipment         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services	208 16,328 150 1,839 16,600	89 9,750 103 (0) 16,102	119 6,578 47 1,839	43% 60% 69% 0%	92,387 42,470 252,097 855 250,697 4,205 61,660 59,936 85,059 6,339	84,940 24,137 239,052 633 142,810 2,820 56,129 38,252 74,649	7,447 18,333 13,045 222 107,887 1,385 5,531 21,684 10,410	92% 57% 95% 74% 57% 67% 91% 64%	40,205 66,205 122,479 2,529 1,407 1,649 3,925 250	6,247 37,376 89,681 (0) (0) (0) (0) (0) (0)	33,958 28,829 32,798 2,529 1,407 1,649 3,925 250	16% 56% 73% 0% 0% 0%	12,614 34,900 46,388 31,823 811 177,442	8,511 23,380 42,252 25,121 810 127,955	4,103 11,520 4,136 6,702 1 49,487	67% 67% 91% 79% 100% 72%
526 Office Supplies         527 Other Supplies         528 Audio-Visual Supplies         531 Staff Development         532 Comm/Postage/Software         534 Printing & Binding         535 Repairs & Maintenance         536 Freight         537 Advertising         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         545 Reuilling         546 Memberships & Dues         547 Adventiship         548 NEIT Admin         558 Equipment         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services	208 16,328 150 1,839 16,600	89 9,750 103 (0) 16,102	119 6,578 47 1,839	43% 60% 69% 0%	92,387 42,470 252,097 855 250,697 4,205 61,660 59,936 85,059 6,339	84,940 24,137 239,052 633 142,810 2,820 56,129 38,252 74,649	7,447 18,333 13,045 222 107,887 1,385 5,531 21,684 10,410	92% 57% 95% 74% 57% 67% 91% 64%	40,205 66,205 122,479 2,529 1,407 1,649 3,925 250	6,247 37,376 89,681 (0) (0) (0) (0) (0) (0)	33,958 28,829 32,798 2,529 1,407 1,649 3,925 250	16% 56% 73% 0% 0% 0%	12,614 34,900 46,388 31,823 811 177,442	8,511 23,380 42,252 25,121 810 127,955	4,103 11,520 4,136 6,702 1 49,487	67% 67% 91% 79% 100% 72%
527 Other Supplies         528 Audio-Visual Supplies         531 Staff Development         532 Comm/Postage/Software         534 Printing & Binding         535 Repairs & Maintenance         536 Freight         537 Advertising         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         545 Kental Other Equipme         548 NEIT Admin         558 Equipment         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services	208 16,328 150 1,839 16,600	89 9,750 103 (0) 16,102	119 6,578 47 1,839	43% 60% 69% 0%	92,387 42,470 252,097 855 250,697 4,205 61,660 59,936 85,059 6,339	84,940 24,137 239,052 633 142,810 2,820 56,129 38,252 74,649	7,447 18,333 13,045 222 107,887 1,385 5,531 21,684 10,410	92% 57% 95% 74% 57% 67% 91% 64%	40,205 66,205 122,479 2,529 1,407 1,649 3,925 250	6,247 37,376 89,681 (0) (0) (0) (0) (0) (0)	33,958 28,829 32,798 2,529 1,407 1,649 3,925 250	16% 56% 73% 0% 0% 0%	12,614 34,900 46,388 31,823 811 177,442	8,511 23,380 42,252 25,121 810 127,955	4,103 11,520 4,136 6,702 1 49,487	67% 67% 91% 79% 100% 72%
528 Audio-Visual Supplies         531 Staff Development         532 Comm/Postage/Software         534 Printing & Binding         535 Repairs & Maintenance         536 Freight         537 Advertising         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Memberships & Dues         554 Senight         555 Equipment         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services	16,328 150 1,839 16,600	9,750 103 (0) 16,102	6,578 47 1,839	60% 69% 0%	42,470 252,097 855 250,697 4,205 61,660 59,936 85,059 6,339	24,137 239,052 633 142,810 2,820 56,129 38,252 74,649	18,333 13,045 222 107,887 1,385 5,531 21,684 10,410	57% 95% 74% 57% 67% 91% 64%	66,205 122,479 2,529 1,407 1,649 3,925 250	37,376 89,681 (0) (0) (0) (0) (0) (0)	28,829 32,798 2,529 1,407 1,649 3,925 250	56% 73% 0% 0% 0% 0%	34,900 46,388 31,823 811 177,442	23,380 42,252 25,121 810 127,955	11,520 4,136 6,702 1 49,487	67% 91% 79% 100% 72%
531 Staff Development         532 Comm/Postage/Software         534 Printing & Binding         535 Repairs & Maintenance         536 Freight         537 Advertising         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         548 NEIT Admin         558 Equipment         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services	150 1,839 1,839	103 (0) 16,102	47 1,839	69% 0%	252,097 855 250,697 4,205 61,660 59,936 85,059 6,339	239,052 633 142,810 2,820 56,129 38,252 74,649	13,045 222 107,887 1,385 5,531 21,684 10,410	95% 74% 57% 67% 91% 64%	122,479 2,529 1,407 1,649 3,925 250	89,681 (0) (0) (0) (0) (0)	32,798 2,529 1,407 1,649 3,925 250	73% 0% 0% 0%	46,388 31,823 811 177,442	42,252 25,121 810 127,955	4,136 6,702 1 49,487	91% 79% 100% 72%
532 Comm/Postage/Software         534 Printing & Binding         535 Repairs & Maintenance         536 Freight         537 Advertising         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         548 NeIT Admin         558 Equipment         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services	150 1,839 1,839	103 (0) 16,102	47 1,839	69% 0%	252,097 855 250,697 4,205 61,660 59,936 85,059 6,339	239,052 633 142,810 2,820 56,129 38,252 74,649	13,045 222 107,887 1,385 5,531 21,684 10,410	95% 74% 57% 67% 91% 64%	122,479 2,529 1,407 1,649 3,925 250	89,681 (0) (0) (0) (0) (0)	32,798 2,529 1,407 1,649 3,925 250	73% 0% 0% 0%	46,388 31,823 811 177,442	42,252 25,121 810 127,955	4,136 6,702 1 49,487	91% 79% 100% 72%
534 Printing & Binding         535 Repairs & Maintenance         536 Freight         537 Advertising         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         545 Rental Other Equipme         546 Memberships & Dues         548 NEIT Admin         558 Euilding         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services	1,839	(0)	1,839	0%	855 250,697 4,205 61,660 59,936 85,059 6,339	633 142,810 2,820 56,129 38,252 74,649	222 107,887 1,385 5,531 21,684 10,410	74% 57% 67% 91% 64%	2,529 1,407 1,649 3,925 250	(0) (0) (0) (0) (0)	2,529 1,407 1,649 3,925 250	0% 0% 0% 0%	31,823 811 177,442	25,121 810 127,955	6,702 1 49,487	79% 100% 72%
535 Repairs & Maintenance         536 Freight         537 Advertising         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         546 Memberships & Dues         548 NEIT Admin         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services	1,839	(0)	1,839	0%	250,697 4,205 61,660 59,936 85,059 6,339	142,810 2,820 56,129 38,252 74,649	107,887 1,385 5,531 21,684 10,410	57% 67% 91% 64%	1,407 1,649 3,925 250	(0) (0) (0) (0)	1,407 1,649 3,925 250	0% 0% 0%	811	810 127,955	1 49,487	100% 72%
536 Freight         537 Advertising         538 Data Processing         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         546 Memberships & Dues         548 NEIT Admin         555x Equipment         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services	16,600	16,102			4,205 61,660 59,936 85,059 6,339	2,820 56,129 38,252 74,649	1,385 5,531 21,684 10,410	67% 91% 64%	1,649 3,925 250	(0) (0) (0)	1,649 3,925 250	0% 0% 0%	177,442	127,955	49,487	72%
537 Advertising         538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         544 Data Processing Software         544 Data Processing Software         546 Memberships & Dues         548 NEIT Admin         558 Equipment         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services			498	97%	61,660 59,936 85,059 6,339	56,129 38,252 74,649	5,531 21,684 10,410	91% 64%	3,925 250	(0) (0)	3,925 250	0% 0%				
538 Data Processing         539 Other Current Services         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         546 Memberships & Dues         548 NEIT Admin         558 Equipment         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services			498	97%	61,660 59,936 85,059 6,339	56,129 38,252 74,649	5,531 21,684 10,410	91% 64%	3,925 250	(0) (0)	3,925 250	0% 0%				
539 Other Current Services         541 Rental of Property         541 Rental of Property         543 Lease/Rental Other Equipme         544 Data Processing Software         546 Memberships & Dues         548 NEIT Admin         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services			498	97%	59,936 85,059 6,339	38,252 74,649	21,684 10,410	64%	250	(0)	250	0%	56,689	28,033	28,656	49%
541 Rental of Property         543 Lease/Rental Other Equipme         544 Lease/Rental Other Equipme         544 NEIT Admin         558 ReilT Admin         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services			498	97%	59,936 85,059 6,339	38,252 74,649	21,684 10,410	64%	250	(0)	250	0%	50,009	20,000	20,000	4370
543 Lease/Rental Other Equipme         544 Data Processing Software         546 Memberships & Dues         548 NEIT Admin         55x Equipment         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services			498	97%	85,059 6,339	74,649	10,410									
544 Data Processing Software         546 Memberships & Dues         548 NEIT Admin         558 Equipment         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services			498	97%	85,059 6,339	74,649	10,410		8 292	n 4/8		78%				1 1
546 Memberships & Dues         548 NEIT Admin         554 Suffig         558 Building         560 Scholarship         Total Administrative:         7         Instructional         Salaries & Benefits         519 Contracted Services			498	97%	6,339			88%	0,232	0,770	1,014	1070	2,000	(0)	2,000	0%
548 NEIT Admin 55x Equipment 558 Building 560 Scholarship Total Administrative: Instructional Salaries & Benefits 519 Contracted Services				0.70		2,200	4,134	35%	12,224	10,812	1,412	88%	1,720	1,110	610	65%
55x Equipment 558 Building 560 Scholarship Total Administrative: 7 Instructional Salaries & Benefits 519 Contracted Services	715,804	538,266			A 4 4 A - 4		т, 104	0070	12,227	10,012	1,712	0070	583	(0)	583	0%
558 Building 560 Scholarship Total Administrative: 7 Instructional Salaries & Benefits 519 Contracted Services	715,804	538,266			311,070	100,082	210,988	32%					8,716	8,348	368	96%
560 Scholarship         Total Administrative:       7         Instructional       7         Salaries & Benefits       5         519 Contracted Services       7	715,804	538,266			,	,	,						-,	-,		
Instructional Salaries & Benefits 519 Contracted Services	715,804	538,266	1													
Salaries & Benefits 519 Contracted Services			177,538	75%	4,211,468	3,093,188	1,118,280	73%	4,072,131	3,024,893	1,047,238	74%	4,310,628	3,180,662	1,129,966	74%
Salaries & Benefits 519 Contracted Services	1															⊢
519 Contracted Services									0.000.074		0.054.007	750/	1 500 504	1 100 050	100 505	750/
									9,268,671	6,914,434	2,354,237	75%	1,598,581	1,192,056	406,525	75%
					070 007	(0)	070 007	00/	11,687	7,297	4,390	62%	312,809	243,688	69,121	78%
					676,027	(0)	676,027	0%	519,580	106,265	413,315	20%	223,046	48,891	174,155	22%
524 Repair Supplies 525 Motor Vehicle Supplies									1,963 3,193	1,956 3,192	7	100% 100%				<b>├</b> ───┦
526 Office Supplies									3,193	3, 192	1	100%	42	(0)	42	0%
527 Other Supplies									6,743	2,345	4,398	35%	17,622	8,307	9,315	47%
528 Audio-Visual Supplies									9,060	734	8,326	8%	17,022	0,507	3,515	4770
531 Staff Development									97,763	66,143	31,620	68%	29,757	9,941	19,816	33%
532 Comm/Postage/Software									36,570	19,597	16,973	54%	8,491	740	7,751	9%
534 Printing & Binding									1,000	(0)	1,000	0%	1,198	1,000	198	83%
535 Repairs & Maintenance									49,899	41,233	8,666	83%	11,291	5,215	6,076	46%
536 Freight															,	
537 Advertising													9,243	3,000	6,243	32%
539 Other Current Services									6,958	6,307	651	91%	41,839	19,797	22,042	47%
541 Rental of Property									1,600	1,600	(0)	100%	5,900	4,350	1,550	74%
543 Lease/Rental Other Equipme									8,540	6,878	1,662	81%	60,000	(0)	60,000	0%
544 Data Processing Software									906	99	807	11%				
545 Insurance													1,222	835	387	68%
546 Memberships/Accredita & Dues									21,999	21,545	454	98%	8,114	5,225	2,889	64%
55x Equipment									431,867	350,062	81,805	81%	212,098	202,806	9,292	96%
556 Books									8,998	6,434	2,564	72%	40.00.	0.170	40 555	0.451
560 Scholarship					676 007	(0)	676 007	00/	40,400,007	7 550 404	0.000.070	700/	19,034	6,476	12,558	34%
Total Instructional:					676,027	(0)	676,027	0%	10,486,997	7,556,121	2,930,876	72%	2,560,287	1,752,328	807,959	68%
Total Admin & Instructional: 7	715,804	538,266	177,538	75%	4,887,495	3,093,188	1,794,307	63%	14,559,128	10,581,014	3,978,114	73%	6,870,915	4,932,990	1,937,925	72%
B	Budget	Expenses	Remaining Balance			% Spent										
College Totals 27,0	,033,342	19,145,459	7,887,883			71%										
	,000,042	13, 140,409	1,001,003			1 1 /0										<u>⊢</u> ′

#### Craven Community College County Funds Budget Comparison Report As of March 31, 2025 - 75% of Year

FY 2024-2025 Budget Comparison March 31, 2025 General Institution				Maintenance				Securi	ty		Capital					
75% of Year	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance	% Spent	Budget	Expenses YTD	Remaining Balance		Budget	Expenses YTD	Remaining Balance	% Spent
Salaries & Benefits	448,533	411,920	36,613	92%	1,567,672	1,218,299	349,373	78%	598,834	447,724	151,110	75%				
519 Contracted Services	119,136	114,920	4,216	96%	62,889	42,885	20,004	68%	109,425	107,480	1,945	98%				
521 Custodial Supplies/Uniforms					52,200	36,080	16,120	69%	4,657	4,351	306	93%				
522 Maintenance Supplies					90,787	48,443	42,344	53%								
523 Instructional Supplies																
524 Repair Supplies					10,918	2,646	8,272	24%								
525 Motor Vehicle Supplies					12,345	9,959	2,386	81%	700	537	163	77%				
526 Office Supplies					950	379	571	40%	400	(0)	400	0%				
527 Other Supplies	1,110	1,110	(0)	100%	19,372	12,543	6,829	65%	3,364	512	2,852	15%				
528 Audio-Visual Supplies	,				,	,	,									
531 Staff Development					5,545	3,156	2,389	57%	100	(0)	100	0%				
532 Communication	660	495	165	75%	51.062	27,376	23,686	54%		(-7						
533 Utilities					906,900	877,106	29,794	97%								
534 Printing & Binding																
535 Repairs & Maintenance					210,161	127.004	83,157	60%	13.392	6.138	7.254	46%				
536 Freight					,	,				-,	.,					
537 Advertising																
538 Data Processing																
539 Other Current Services	706	706	(0)	100%	12.247	7.639	4.608	62%	425	(0)	425	0%				
541 Rental of Property			X-7		,		1			X-1						
543 Lease/Rental Other Equipme					13,185	8.632	4,553	65%								
544 Data Processing Software					,	-,	.,									
545 General Admin (Insurance)	503,125	447.091	56.034	89%												
546 Memberships & Dues		,			175	100	75	57%								
55X Equipment					619	619	(0)	100%	37.993	58,490	(20.497)	154%	500.000	159,100	340.900	32%
					010	010	(0)	100 /0	01,000	00,100	(20,101)	10170	000,000	100,100	010,000	0270
Totals	1,073,270	976,243	97,027	91%	3,017,027	2,422,868	594,159	80%	769,290	625,233	144,057	81%	500,000	159,100	340,900	32%
College Totals	Budget	Expenses	Remaining Balance			% Spent										
Regular Operating	4,859,587	4,024,343	835,244			83%										
Capital Outlay	500,000	159,100	340,900			32%										

## Craven Community College Institutional Funds Budget Comparison Report As of March 31, 2025 - 75% of Year

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	-	-	0%	-	7,861.62
00	130 Title IX/Cleary & Covid Impact Funds	18,400.00	14,632.15	3,767.85	80%	16,849.07	15,889.21
01	133 Discretionary	106,052.00	23,567.03	82,484.97	22%	59,609.35	73,910.50
01	134 Unrestricted Overhead Receipts	5,297.00	1,840.92	3,456.08	35%	10,464.96	70,666.51
01	136 Foundation	531,998.00	194,151.13	337,846.87	36%	351,105.87	825,294.38
01	137 Financial Aid Matching	2,000.00	667.18	1,332.82	33%	2,440.60	12,552.06
01	221 Applied Music	-	-	-	0%	2,760.82	39,459.61
01	227 Extra Curricular Activities	25,069.00	18,781.21	6,287.79	75%	12,847.85	61,836.59
01	250 Curriculum-Self Supporting	55.00	2.07	52.93	4%	10,859.67	228,664.24
01	312 Fire College	5,445.00	-	5,445.00	0%	200.23	5,579.51
01	340 WFD-Self Supporting	486,850.00	241,452.80	245,397.20	50%	252,978.86	857,388.19
01	411 Learning Resource Center	2,875.00	-	2,875.00	0%	106.65	3,011.30
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%	1,266.03	35,720.48
01	461 Small Business Support Fund	-	-	-	0%	147.32	282.67
01	610 PST Center /VOLT Center	15,893.00	15,893.01	(0.01)	100%	50,228.15	49,844.73
02	131 College Work Study	121,696.00	43,813.35	77,882.65	36%	43,813.35	-
02	134 Restricted Overhead Receipts	84,383.00	67,052.08	17,330.92	79%	37,828.88	209,435.22
02	138 Returned Check Fee Fund	20.00	-	20.00	0%	877.69	24,544.76
02	139 Grants - OSBM & NCDPS Cybersecurity	152,732.00	-	152,732.00	0%	442,006.44	12,488,113.70
02	220 NCSU Engineering	157,640.00	78,187.13	79,452.87	50%	114,452.91	89,198.29
02	227 ENCORE	15,763.00	8,125.08	7,637.92	52%	15,773.32	22,025.70
02	228 Grants -NSF SEAS/Bosch/NCCF	441,226.00	246,139.48	195,086.52	56%	215,651.60	225,089.09
02	291 Specific Fees - Lab/DE/ASC/Career Coach	1,133,617.00	571,093.89	562,523.11	50%	572,974.18	1,295,381.29
02	292 System-Wide Fees-Comp Tech	836,438.00	450,278.51	386,159.49	54%	235,581.05	945,088.18
02	293 Patron Fees	56,161.00	43,856.27	12,304.73	78%	36,815.31	276,655.86
02	314 Grants - Workforce Development/BS	381,259.00	272,476.72	108,782.28	71%	265,499.00	310,423.82
02	355 NCDPS Reentry Program	283,620.00	217,064.46	66,555.54	77%	236,304.14	125,794.82
02	370 FTCC NCMBC	93,000.00	66,027.57	26,972.43	71%	66,581.81	491.01
02	392 System-Wide Fees - WFD Comp	10.00	-	10.00	0%	422.43	11,818.52
02	412 Grants -NC A&T STEPs4GROWTH & Bright Ideas	138,273.00	41,848.74	96,424.26	30%	47,244.67	20,366.41
02	521 C-Step Grant	12,000.00	7,484.95	4,515.05	62%	10,682.80	3,197.85
02	531 Professional Liability Ins	10,560.00	10,560.69	(0.69)	100%	9,184.90	49,444.84

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532 Student Insurance	10,010.00	8,729.52	1,280.48	87%	5,529.71	(10,309.81)
02	533 Transcript Fees	41,122.00	24,831.31	16,290.69	60%	44,671.93	367,859.74
02	534 TRIO/Panther Pantry Grants	367,672.00	214,802.73	152,869.27	58%	215,017.92	243.20
02	556 Student Outreach & Advising	6,243.00	5,990.07	252.93	96%	5,000.00	(177.19)
02	790 Facilities Rental Fund	24,150.00	14,481.10	9,668.90	60%	7,410.44	57,611.85
02	791 Public Radio East	1,065,508.00	746,858.29	318,649.71	70%	907,144.95	392,382.02
02	795 Career Fair	-	-	-	0%	23.18	649.05
02	796 Testing Centers	98,039.00	55,752.31	42,286.69	57%	37,002.44	128,799.29
02	797 Public Radio East Foundation	849,883.00	685,643.62	164,239.38	81%	671,073.62	103,531.20
02	823 SEOG	137,498.00	87,670.42	49,827.58	64%	87,115.22	(555.20)
02	824 Pell	4,600,825.00	5,139,083.62	(538,258.62)	112%	5,114,083.62	(25,000.00)
02	830 NCCC Target Asst/LTHT/GoldenLeaf	7,514.00	7,360.00	154.00	98%	7,514.00	154.00
02	834 Teacher Assistant Sch Fund	22,347.00	20,646.20	1,700.80	92%	22,346.20	1,700.00
02	835 State Aid Scholarships	274,149.00	261,308.00	12,841.00	95%	262,948.00	1,640.00
02	840 General Scholarships	451,107.00	222,371.91	228,735.09	49%	299,301.20	414,251.49
02	841 Endowment/Other Scholarships	188,658.00	115,620.00	73,038.00	61%	113,196.90	9,808.00
05	710 Clearwire Distribution	5,500.00	-	5,500.00	0%	6,378.53	64,398.94
05	720 Bookstore	201,142.00	147,519.92	53,622.08	73%	95,202.56	603,521.87
05	730 Food Service	37,109.00	34,957.32	2,151.68	94%	34,796.22	33,952.79
05	740 Campus Access	84,285.00	69,094.34	15,190.66	82%	61,530.47	53,986.53
05	770 Student Activity Funds	246,420.00	166,492.96	79,927.04	68%	158,711.75	208,988.98
06	810 J. Wrenn Emergency Loan Fu	600.00	-	600.00	0%	1,804.98	47,657.96
07	910 Buildings & Grounds	21,051,798.00	1,530,944.33	19,520,853.67	7%	1,661,717.00	2,718,551.67
08	792 Public Radio East Endowment	-	-	-	0%	2,907.97	81,004.96
08	850 Endowments	178,908.00	112,466.90	66,441.10	63%	273,045.69	3,535,795.07
	Total	35,069,312.00	12,308,114.15	22,761,197.85	35%	13,220,034.41	27,175,984.51

#### 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 - January 1, 2025 to March 31, 2025

Return of Title IV	\$52,129.11
FA Issues/Withdrew Charged 25%	\$4,048.80
Sponsor Issues	\$0.00
Payment Plan	\$624.20
Total	\$56,802.11

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

Past Write-Offs (9 Months; YTD) July - March	2024-25	2023-24	2022-23	2021-22	2020-21
Total	\$77,078.62	\$64,449.83	\$85,492.63	\$46,285.38	\$14,561.38
Quarterly Collections	2025	2024	2022	2022	2021

Total Collected this Period					
	\$9,844.41	\$6,583.19	\$4,566.59	\$5,107.88	\$10,588.42
Received from Debt Setoff	*\$5,967.08	*\$1,987.20	\$22,871.77	*\$308.14	\$21,706.41
Collection Agency Fees	(\$2,017.78)	(\$1,316.65)	(\$913.29)	(\$1,099.29)	(\$2,117.65)
Net Proceeds	\$13,793.71	\$7,253.74	\$26,525.07	\$4,316.73	\$30,177.18

\*Tax setoffs will hit 4th qtr

## CRAVEN COMMUNITY COLLEGE REPORT OF CASH BALANCES

STIF Account:	31-Mar	31-Dec	Variance
Local Funds	\$2,735,297.20	\$2,456,735.65	\$278,561.55
Special Funds	\$20,713,617.07	\$21,369,135.49	-\$655,518.42
Total	\$23,448,914.27	\$23,825,871.14	-\$376,956.87

**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.

	31-Mar	31-Dec	Variance
STIF Interest Rate:	4.85982%	4.64676%	0.21306%

# Craven Community College Personnel Report January 1, 2025 – March 31, 2025

New Hires	Position Title	Effective	Monthly/Annually
Kristen Henry	Administrative Assistant, Arts & Sciences (Part-time Regular)	1/2/25	\$1,885/\$22,620
Deandrea McCaffity	Administrative Assistant, TRiO (Part-time Regular)	1/2/25	\$1,885/\$22,620
Zi'Yea Smith	TRIO Success Coordinator (Full-time Temporary)	1/2/25	\$3,467/\$41,604
Theodore Uldrich	Campus Security Officer	1/15/25	\$2,987/\$35,844
Joshua Barbre	Fine Arts Coordinator/Music Faculty (10 month)	2/3/25	\$5,600/\$56,000
Heather Rardin	NC Career Coach	2/17/25	\$3,334/\$40,008
Sharon Tew	Administrative Assistant, Human Resources (Part-time Regular)	3/1/25	\$2,011/\$24,132
Kaycee McKee	Library Technical Assistant (Part-time Regular)	3/17/25	\$1,885/\$22,620

Reassignments/ Promotions	From	То	Effective	Monthly/Annually
Quincy Foley	Faculty, English Havelock Campus (9 month)	Faculty, English New Bern Campus (9 month)	1/1/25	\$6,712/\$60,408
Benjamin Hogwood	Associate Dean, Havelock Campus	Faculty, English Havelock Campus (9 month)	1/1//5	
Jennifer Jones	Student Services Coordinator (Part-time Regular)	Student Services Coordinator (Full-time Regular)	1/1/25	\$4,000/\$48,000
Cameron Kishel	Faculty, Mathematics Havelock Campus	Associate Dean, Havelock Campus	1/1/25	\$6,000/\$72,000
Jonathan Weldin	IT Technician	Network Administrator	1/15/25	\$4,584/\$55,008
Drew Meadows	NC Career Coach	Associate Dean, Volt Center	2/1/25	\$5,584/\$67,008
Denise Salerno	Executive Director, Human Resources	Associate Vice President, Administration & Human Resources	2/1/25	\$8,084/\$97,008
Jeffrey Schulze	Associate Dean, Volt Center	Dean, Volt Center	2/1/25	\$7,417/\$89,004
Alec Newton	Dean, Health Sciences	Associate Vice President, Instruction	3/1/25	\$9,220/\$110,640
Mickey Tillman	WFD Coordinator I, In-Service	Industry Programs Coordinator, Volt Center	3/1/25	\$4,336/\$52,032
Malakai Alexander	Administrative Assistant, Technology Services (Part-time Regular)	IT Support Specialist	3/17/25	\$3,209/\$38,508
Jonathan Larson	IT Technician (Part-time Regular)	IT Technician	3/17/25	\$3,209/\$38,508
Matthew Berg	Associate Dean, Career & Technical Programs	Dean, Career & Technical Programs 3/24/25		\$7,417/\$89,004
Ricky Meadows	Dean, Career & Technical Programs	Dean, Havelock Campus	3/24/25	\$8,792/\$105,504

Resignations/	Position Title	Effective	Reason	
Retirements				
Eddie Foster	Dean, Volt Center	1/31/25	Retirement	
Rebecca Arthur	Library Assistant	2/14/25	Resignation	
Christine Oaks	Administrative Assistant, Human Resources	2/28/25	Resignation	
Brittany Ipock	Admissions/Advising Coordinator, Health Sciences 3/12/25 R		Resignation	
Erin Bingham	Executive Director, Institutional Effectiveness	3/31/25	Resignation	
Tanya McGhee	Dean, Havelock Campus	3/31/25	Resignation	

### **EXTERNAL USERS OF FACILITIES**

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date Fees Received	Estimated Number of Attendees
American Red Cross	1/16/2025	Non-Profit	Naumann			15
New Bern Historical Society	1/26/2025	Non-Profit	Orringer	\$360.00	12/9/2024	275
Craven Concerts	2/21/2025	Non-Profit	Orringer	\$600.00	1/27/2025	275
New Bern Historical Society	2/23/2025	Non-Profit	Orringer	\$360.00	1/15/2025	275
NC History Theater	3/12/25-3/16/25, 3/21/25-3/23/25	Non-Profit	Orringer	\$350.00	3/7/2025	200
NC ABC Commission	3/13/2025	Gov	Naumann			30

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

# Student-Centered Experience - Assessment: Second Quarter 2025





CONNECT ACADEMIC OFFERINGS TO PROFESSIONAL EXPECTATIONS

<u>Narrative:</u>

- Introduction to Mixed Aviation Trades
  - Fleet Readiness Center East
- Charting Your Course (Pre-Apprenticeship)
  - CCP Summer Opportunity
- Massage Therapy
  - Community Need
- Generator
  - Community Need Entrepreneurship



# IMPROVE STUDENT PERSISTENCE AND COMPLETION

<u>Narrative:</u>

- Early Alert System (Watermark/AVISO)
  - · Improves communication and comprehensive support for students

# Tutor.com

- 24/7 online tutoring platform
- Offers drop-in and scheduled tutoring

# • Events through Campus Life

- Panther Fest
- 9/11 Tribute
- Constitution Day
- Hispanic Heritage Event
- Black History Month Celebration



# **PROVIDE INTENTIONAL STUDENT SUPPORT SERVICES**

Narrative:

- Academic Coaches
  - Provide success coaching services
  - Offer support and resources
- Digital Navigator
  - Assists students in developing digital literacy skills

# Counseling Services

- Monthly "Let's Talk Series"
  - Mental Health and Community Resources
  - Unity and Tolerance within Our Community



# **PROVIDE INTENTIONAL STUDENT SUPPORT SERVICES**

Narrative:

- Panther Pantry
  - International Paper Grant
  - Food Bank Central & Eastern NC Partnership
- Craven Safe
  - Mobile Safety App



# SUBSTAIN "STUDENT FIRST" CULTURE

# Narrative:

# • LPN Evening/Weekend Program

• Student Focused Schedule

# Craven Achievers

• CCP – Cohort Model

# Advising Leadership Academy

- Training to Improve Advising
- One Advisor Attended

# • Element 451

- Customer Relation Management
- Improves Communications/Student experience



# SUBSTAIN "STUDENT FIRST" CULTURE

# Narrative:

# • Recovery Alliance Initiative (RAI)

- Participate in meetings/conferences
- Resource for students
- Student Veterans Association
  - Empowers Veterans through academic and personal development





# Strategic Plan 2023-28 Assessment Student-Centered Experience Executive Leadership Team: Ray Staats, President Kathleen Gallman, VP for Instruction Gery Boucher, VP for Development Jim Millard, VP for Administration



Purpose-driven teaching and learning for Craven County CravenCC.edu | 252-638-7200 Legal Authority: NCGS 126-8.6; 1C SBCCC 200.100

*Approved:* **BOT DRAFT, April 15, 2025** *Previous Editions: September 19, 2023* 

## PAID PARENTAL LEAVE

Paid Parental Leave (PPL) is designed to promote families' physical and mental health and increase employee retention and morale. Craven Community College (the "College") provides this leave, consistent with North Carolina state law and North Carolina Community College System policies, to all eligible employees. The President of the College is authorized to implement College Procedures for this purpose.

#### Definitions

- <u>Child</u>. The newborn biological child or a newly-placed adopted, foster or otherwise legally placed child under the age of 18, whose parent is an eligible employee under this policy.
- <u>Parent</u>.
  - The mother or father of a child through birth or legal adoption; or
  - An individual who cares for a child through foster or other legal placement under the direction of a government authority.
- <u>Public safety concern</u>. A significant impairment to the College's ability to conduct its operations in a manner that protects the health and safety of its students, faculty, and other staff. The extension of PPL to an eligible employee may constitute a public safety concern if the College is unable to secure mission-essential supplemental or alternate staffing during the requested PPL timeframe.
- <u>Qualifying event</u>. When an employee becomes a parent to a child.

### **Eligible Employees**

Employees who become parents via childbirth, adoption, foster care, or other legal placement are eligible for PPL if the employee is in a permanent, time-limited, or probationary position. Temporary employees are not eligible for PPL.

At the time of the qualifying event, the employee must meet each of the following conditions:

- For the immediate 12 preceding months, the employee has been employed without a break in service, as defined by 25 NCAC 01D.0114, by the State of North Carolina in a permanent, time-limited, or probationary appointment.
  - Periods of worker's compensation or short-term disability preceding the qualifying event do not make the employee ineligible for PPL

- Periods of leave without pay, as defined in 25 NCAC 01E.1100, shall not constitute a break in service.
- The employee has been in pay status with the State of North Carolina for at least 1,040 hours during the previous 12-month period becoming eligible for Family and Medical Leave.
  - Exhaustion of Family and Medical Leave does not affect eligibility for PPL

## Leave Amounts

## Full-time Regular Employees

Full-time employees eligible for PPL may take, in their discretion, up to the following amounts of leave:

- Eight weeks of PPL after a parent gives birth to a child.
- Four weeks of PPL after any other qualifying event.
  - Each week of PPL shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.

## Part Time Regular Employees

Part-time employees (in pay status for at least 1,040 hours during the previous 12-month period) shall receive PPL if the employee meets all other requirements for eligibility.

Part-time employees eligible for PPL may take, in their discretion, a prorated leave amount of:

- Four weeks of paid leave after a parent gives birth to a Child.
- Two weeks of paid leave after any other qualifying event.
  - Each week of PPL shall result in compensation at 100% of the eligible employee's regular, straight-time weekly pay excluding shift differential, premium pay, or overtime.

## Use of Other Leave

The PPL provided shall not be counted against or deducted from the employee's sick, vacation, or other accrued leave. PPL can be in addition to any other leave authorized by law or policy or run concurrently. Whether an employee has exhausted Family and Medical Leave does not affect eligibility for PPL.

Employees using PPL may also use Family and Medical Leave Act leave (FML) for a total absence up to a total of twelve (12) weeks. Employees may use other forms of accrued leave or take leave without pay to cover the additional absence. If an employee becomes eligible for FML while on PPL, the employee may apply for and use FML, and PPL shall run concurrently with FML.

## **Requesting Use of Paid Parental Leave**

Eligible employees may take PPL in one continuous period or may take intermittent use of PPL. Requests for intermittent use of PPL are subject to the College's approval.

Absent unusual circumstances, the employee shall be required to comply with the College's leave request procedures. Employees may withdraw their request for PPL at any time.

The College shall not deny, delay, or require intermittent use of PPL to employees who gave birth and

seek to use PPL in one continuous period. For all other employees, the College may delay providing PPL or may provide PPL intermittently if the College determines that providing the leave will cause a public safety concern. For example, the extension of PPL to an eligible employee who did not give birth may constitute a Public Safety Concern if:

- Providing the PPL would result in agency staffing levels below what is required by federal or state law to maintain operational safety; or
- Providing the PPL may impact the health or safety of faculty, staff, or students, or other individuals the College is required by law to protect; and
- The College has been unable to secure supplemental staffing after requesting or diligently exploring alternative staffing options.

If the College determines that it must delay PPL, or make PPL intermittent, because of a public safety concern, the College shall provide PPL as soon as practical following the Qualifying Event.

If both Parents are eligible employees, each may receive PPL. Both Parents may take their leave simultaneously or at different times, pending no Public Safety Concern.

## Leave Usage

PPL may be used only once for a Qualifying Event within a 12-month period. Multiple births, adoptions, or other legal placements (e.g., the birth of twins or adoption of siblings) does not increase the total amount of PPL granted for that event.

Unused PPL is forfeited 12 months from the date of the Qualifying Event.

PPL shall not accrue or be donated to another employee.

Employees shall not be paid for PPL upon separation from the College. PPL shall not be used for calculating an employee's retirement benefits, and shall not accrue or be donated as voluntary shared leave.

Leave usage must be recorded in the same required increments as all other leave.

If the employee requires leave before the actual birth or adoption due to medical reasons or to fulfill legal adoption obligations, other available leave balances shall be utilized in accordance with the College's leave policies. PPL shall not be used prior to the Qualifying Event.

#### Use of Leave for Adoptions or Foster Care Placements

Following a Qualifying Event, if a child is given up for adoption or placed in foster care, the birth parent shall continue to be eligible for the PPL.

When a prospective adoptive parent or foster parent expects an adoption or placement, but it does not occur, the employee(s) does not qualify for PPL. If the employee requires leave for bereavement, other available leave balances shall be utilized in accordance with the College's leave policies.

### Miscarriage, and Stillbirth, and Death After Child Birth

When a fetus dies before 12 twelve weeks of the pregnancy is complete, it is not a Qualifying Event for PPL.

When a fetus dies during or after the thirteenth completed week of pregnancy, but before childbirth:

• If the birth parent meets eligibility requirements, the birth parent may receive PPL (e.g., eight weeks for a full-time eligible state employee).

When a child dies after childbirth, each parent of the child who meets eligibility requirements shall receive the full PPL. PPL will not be ended at the time of the child's death.

In any of the foregoing situations, if the employee requires leave for bereavement or recovery, other available leave balances or leaves of absence shall be utilized in accordance with the College's leave policies.

# CRAVEN COMMUNITY COLLEGE BOARD OF TRUSTEES 2024-2025 MEETING SCHEDULE

DATE OF MEETING	<u>TIME</u>	<u>EVENT</u>	LOCATION		
JULY 2025		No meeting in July			
			1		
AUGUST 2025	F.20 and 7.20 and		Mand De andre and		
Tuesday, August 19	5:30 pm - 7:30 pm	Aug BOT Meeting (refreshments)	Ward Boardroom		
SEPTEMBER 2025					
Tuesday, September 16	5:30 pm - 7:30 pm	Sep BOT Meeting (refreshments)	Ward Boardroom		
OCTOBER 2025					
Tuesday, October 21	5:00 pm - 5:45 pm	Dinner with Students	Naumann Community Room		
1403447) 0000001 22	6:00 pm - 8:00 pm	Oct BOT Meeting	Ward Boardroom		
NOVEMBER 2025		No meeting in November			
DECEMBER 2025	<b>5</b> 20 <b>7</b> 20				
Tuesday, December 9	5:30 pm - 7:30 pm	Dec BOT Meeting (refreshments)	Ward Boardroom		
JANUARY 2026		No meeting in January			
FEBRUARY 2026					
Tuesday, February 17	5:30 pm - 7:30 pm	Feb BOT Meeting (refreshments)	Ward Boardroom		
MARCH 2026	<b>5.00</b> mm <b>5.45</b> mm	Discourse it h Churchente			
Tuesday, March 17	5:00 pm - 5:45 pm	Dinner with Students	Naumann Community Room		
	6:00 pm - 8:00 pm	Mar BOT Meeting	Ward Boardroom		
APRIL 2026					
Tuesday, April 21	5:30 pm - 7:30 pm	Apr BOT Meeting (refreshments)	Ward Boardroom		
Tuesuay, April 21	5.50 pm - 7.50 pm	Apr BOT Meeting (remeshinents)			
MAY 2026		No meeting in May			
JUNE 2026					
Wednesday, June 10	9:00 am - 12:45 pm	Annual Board Retreat	TBD		
Wednesday, June 10	1:00 pm - 3:00 pm	June BOT Meeting	TBD		
NOTE: If you are unable to attend any meeting, please contact Amber Smith 252-638-7201.					
Knowing attendance helps with set-up, food ordering, and establishing a quorum.					

## FISCAL YEAR 2026 CONTINUING BUDGET RESOLUTION REQUEST FOR TRUSTEE APPROVAL

In accordance with G. S. 115D-57, BE IT RESOLVED, by the Board of Trustees of Craven Community College, that President Raymond W. Staats is authorized to pay salaries and other ordinary expenses of the College for the interval between the beginning of the 2025-2026 fiscal year (July 1, 2025) and the adoption of the budget resolution by the Board of Trustees.

Approved this 11<sup>th</sup> day of June, 2025.

Ervin Patrick, Board Chair

Legal Authority: 23 NCAC 2C .0210

Approval: BOT DRAFT, June 11, 2025 Previous Editions: April 19, 2011

## **EMPLOYEE GRIEVANCES**

The Board encourages a workplace environment that is collaborative and equitable between employees and is free of supervisory and peer discord. The Board recognizes that informal mediation between affected parties, at the lowest supervisory level possible, is a preferrable approach, but that this may not always be possible or practical. The President shall implement a procedure for employees to seek redress of perceived wrongs and concerns, that includes readily accessible opportunities for fair and equitable conflict resolution.

### Scope

An employee may initiate a grievance to formally allege a violation, inequitable application, or misinterpretation of a specific College rule, regulation, policy, or procedure pertaining to the employment relationship between the employee and the College. Such allegations may include a concern that a work-related problem or condition is unfair, inequitable, or is a hinderance to the effective performance of the employee's job.

This Grievance Policy does <u>not</u> to apply to dismissal, reduction in force, non-renewal, or other matters of employment status unless there is a contention that any such action was in violation of written College policies, procedures, regulations, or in violation of any applicable federal or state law. Grievances also do not apply in cases such as Title IX, disability, or other issues which are governed by other College Policies and Procedures.

### Timeliness

A grievance should be initiated within a reasonable time after the issue occurs. The President may establish deadlines for reporting consistent with this Policy. The College shall address grievances as soon as practicable.