



REVISED MEETING AGENDA

JUNE 11, 2025

**2:00 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> |
| III. | Consent Agenda | |
| | (1) Approve Board of Trustees Meeting Minutes (April 15, 2025) (<i>motion</i>) | <i>Ervin Patrick</i> |
| IV. | Summer Enrollment (<i>info</i>) | <i>Gery Boucher, VP</i> |
| V. | Financial Reports | <i>Jim Millard, VP</i> |
| | (1) Financial Report 3 rd Quarter FY 2024-25 (Jan-Mar) (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| VI. | Personnel Report 3 rd Quarter FY 2024-25 (Jan-Mar) (<i>info</i>) | <i>Jim Millard</i> |
| VII. | Facilities Usage Report 3 rd Quarter FY 2024-25 (Jan-Mar) (<i>info</i>) | <i>Jim Millard</i> |
| VIII. | Strategic Plan Assessment Goal 2 Update (<i>info</i>) | <i>Ray Staats</i> |
| IX. | Old Business | <i>Ervin Patrick</i> |
| | (1) BP 2.37 Paid Parental Leave (<i>motion</i>) | <i>Ray Staats</i> |
| X. | New Business | <i>Ervin Patrick</i> |
| | (1) Appoint Board Officers for Nominating Committee FY 2025-26 (<i>info</i>) | <i>Ervin Patrick</i> |
| | (2) Receive 2025-26 Board of Trustees Meeting Schedule (<i>info</i>) | <i>Amber Smith</i> |
| | (3) FY 2025-26 State Budget Continuing Resolution (<i>motion</i>) | <i>Jim Millard</i> |
| | (4) BP 2.13 Employee Grievance Policy (<i>info</i>) | <i>Ray Staats</i> |

- XI. Reports
 (1) President
 (2) Chair
 (3) Attorney
- XII. Closed Session
 (1) To consult with legal counsel according to {G.S. 143-318-11(a)(3)}
- XIII. Adjournment
- Ray Staats*
Ervin Patrick
Jamie Norment
- Ervin Patrick*

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

June 11, 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 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.

Public Comment

Board Chair Patrick called for public comment, and none was expressed.

Consent Agenda

Trustee Mitchell motioned to accept the minutes (attached) of the March 18, 2025, meeting as presented; Trustee Roberts seconded the motion, and the motion was unanimously approved.

Strategic Enrollment Plan

Associate Vice President Zomar Peter presented, for information, the Strategic Enrollment Plan which is a process created to achieve and maintain enrollment outcomes. A 5-year plan has been developed to support all students and expand programs for military-affiliated students. The planning committee will reconvene and provide progress to the Executive Leadership Team once a year.

Workforce Development Update

Spring WFD Update: For informational purposes, Vice President Gery Boucher highlighted updates on the growth within various Workforce Development programs and partnerships. He shared updates on the Heavy Equipment Building and the Generator, both of which had ribbon cuttings in the spring of 2025. He reviewed "Charting Your Course", a new pre-apprenticeship summer program for rising high school seniors. He also shared that College and Career Readiness (CCR) received a commendation for a high State retention rate, State Post-Testing Success, and State Measurable Skills Gain. VP Boucher reviewed project updates with three of the College partners: Chatsworth Products Inc., BSH, and FRC East.

WFD Accountability/Credibility Class Visitation Report: Vice President Boucher highlighted classroom visitation reports for the Spring, Summer, and Fall of 2024, noting all target thresholds were exceeded (attached). Trustee Mitchell motioned to approve the reports as presented; Trustee Phelps seconded the motion, and the motion was unanimously approved.

Facilities 5-Year (2026-2030) Plan

For informational purposes, Vice President Jim Millard highlighted the projects scheduled for the next five years, utilizing the proposed \$550,000 annual Craven County capital funding (attached).

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:
 - 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 2nd 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 11th. 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.

- QEP Proposals for the next SACSCOC reaffirmation will be presented to the College this week. Faculty, staff, and students will be asked to vote on the proposal to be used for the Reaffirmation.
- 39 students competed at Skills USA last week, with five students placing 1st with an opportunity to compete in Nationals in June.
- Dr. Staats, Dr. Boucher, AVP Newton and Megan Johnson will be attending the NC Defense Summit in Cary from April 28th to the 30th.
- The 25th Annual Founders Day Ball will be held at the Riverfront Convention Center, Friday, April 25th at 6:30 pm.
- NC Secretary of State, Elaine Marshall, will be hosting a business roundtable at the Volt Center, Friday, May 2nd.
- The College Commencement will be Friday, May 16th, starting at 9:00 am.

Chair: No report.

Attorney: No report.

Student Trustee: Student Trustee Ashley Stoerrle reviewed her report (attached), highlighting campus activities and future events.

Foundation Board President: Foundation President Tyler Harris reviewed his report (attached), and he encouraged Board of Trustees participation in the upcoming Community Fabric Awards luncheon.

Closed Session

At 7:00 pm, upon a motion by Trustee Mitchell, seconded by Trustee Willis, and with unanimous approval, the Board of Trustees of Craven Community College, pursuant to North Carolina General Statute {143-318.11(a)(6)}, entered into Closed Session to discuss personnel matters with the request that Attorney Jamie Norment and Executive Assistant Amber Smith remain in the Closed Session at the pleasure of the Board. President Staats, Vice Presidents Gallman, Boucher, and Millard, Ms. Stoerrle, and Mr. Harris were excused from the meeting.

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:



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

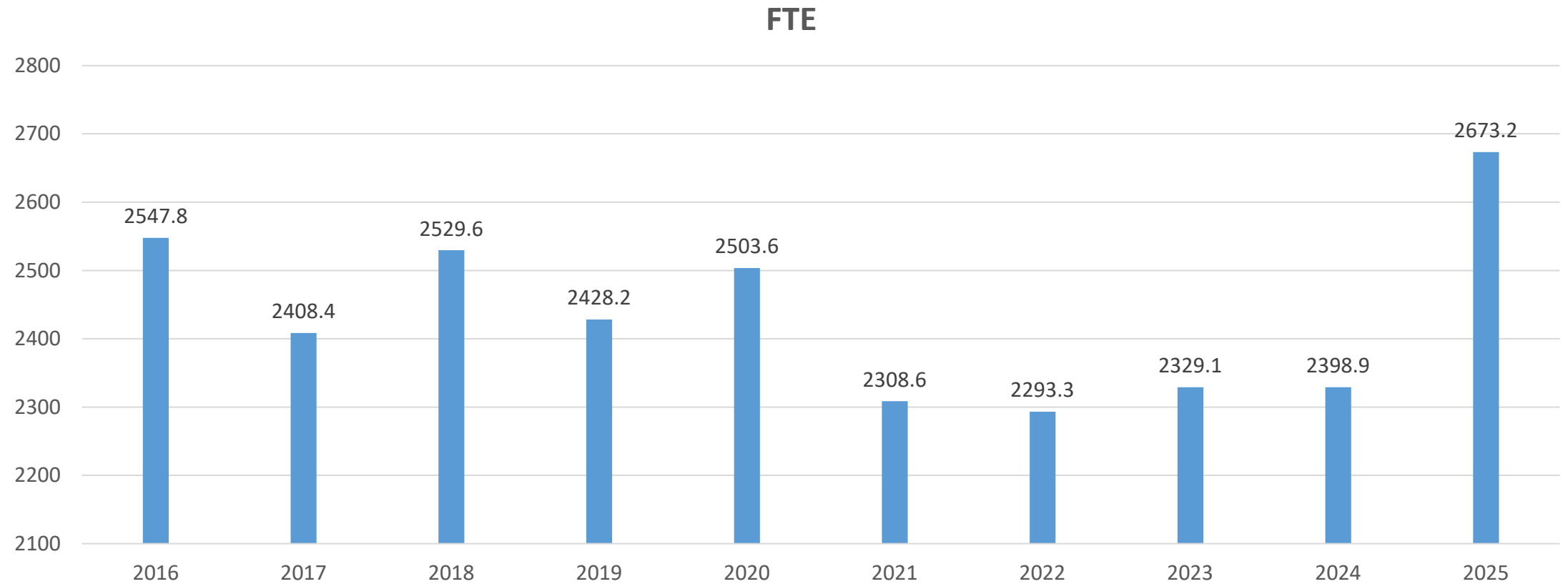
Source: Dean of Workforce Development, final numbers taken from (ICR) Institutional Credit Report

*FTE-Occupational Extension Only

*Unduplicated Headcount

Curriculum Report

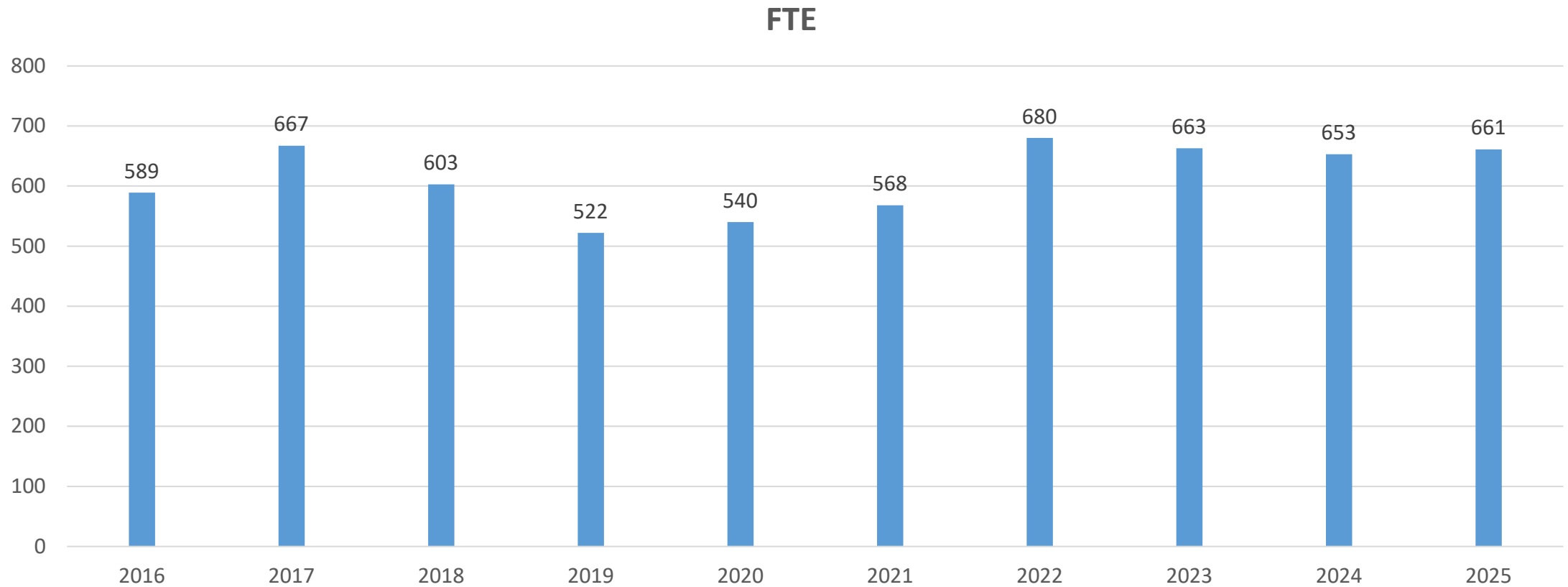
FTE 10-Year Trend



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

[illegible]

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
(Requested by)

Jim Millard
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 3rd Qtr Comparison Only January - March	2025	2024	2023	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	<u>\$20,713,617.07</u>	<u>\$21,369,135.49</u>	<u>-\$655,518.42</u>
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	To	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)	1/1/25	\$6,723/\$60,507
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/ Retirements	Position Title	Effective	Reason
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	Resignation
Erin Bingham	Executive Director, Institutional Effectiveness	3/31/25	Resignation
Tanya McGhee	Dean, Havelock Campus	3/31/25	Resignation

**Craven Community College Facilities Usage Report
January 1, 2025 - March 31, 2025**

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



Strategic Plan 2023-28 Assessment

Student-Centered Experience

CONNECT ACADEMIC OFFERINGS TO PROFESSIONAL EXPECTATIONS

Narrative:

- **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

Strategic Plan 2023-28 Assessment

Student-Centered Experience

IMPROVE STUDENT PERSISTENCE AND COMPLETION

Narrative:

- **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

Strategic Plan 2023-28 Assessment

Student-Centered Experience

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

Strategic Plan 2023-28 Assessment

Student-Centered Experience

PROVIDE INTENTIONAL STUDENT SUPPORT SERVICES

Narrative:

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

Strategic Plan 2023-28 Assessment

Student-Centered Experience

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

Strategic Plan 2023-28 Assessment

Student-Centered 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*
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BP – 2.37

PAID PARENTAL LEAVE

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

- Child. 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.
- Parent.
 - 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.
- Public safety concern. 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.
- Qualifying event. 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**

<u>DATE OF MEETING</u>	<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
JULY 2025		<i>No meeting in July</i>	
AUGUST 2025			
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
	6:00 pm - 8:00 pm	Oct BOT Meeting	Ward Boardroom
NOVEMBER 2025		<i>No meeting in November</i>	
DECEMBER 2025			
Tuesday, December 9	5:30 pm - 7:30 pm	Dec BOT Meeting (refreshments)	Ward Boardroom
JANUARY 2026		<i>No meeting in January</i>	
FEBRUARY 2026			
Tuesday, February 17	5:30 pm - 7:30 pm	Feb BOT Meeting (refreshments)	Ward Boardroom
MARCH 2026			
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
MAY 2026		<i>No meeting in May</i>	
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 11th day of June, 2025.

Ervin Patrick, Board Chair

BP – 2.13

EMPLOYEE GRIEVANCES

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 preferable 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 not 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.