

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

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**MEETING AGENDA**

**APRIL 15, 2025**

**5:30 pm – Ward Boardroom  
New Bern Campus**

- |       |   |                              |
|-------|---|------------------------------|
| I.    | Call to Order   | <i>Ervin Patrick, Chair</i>  |
| II.   | Administrative Items  |                              |
|       | (1) Roll Call   | <i>Ray Staats, Secretary</i> |
|       | (2) Agenda Review and Adoption ( <i>motion</i> )  | <i>Ervin Patrick</i>         |
|       | (3) Conflict of Interest Declaration  | <i>Ervin Patrick</i>         |
|       | (4) Public Comment  | <i>Ervin Patrick</i>         |
| III.  | Consent Agenda ( <i>motion</i> )  | <i>Ervin Patrick</i>         |
|       | (1) Approve Board of Trustees Meeting Minutes (March 18, 2025)  |                              |
| IV.   | Strategic Enrollment Plan ( <i>info</i> )   | <i>Zomar Peter, AVP</i>      |
| V.    | Workforce Development   | <i>Gery Boucher, VP</i>      |
|       | (1) Spring WFD Update ( <i>info</i> )   |                              |
|       | (2) WFD Accountability/Credibility Class Visitation Report ( <i>motion</i> )<br>(Fall, Spring, Summer 2024) |                              |
| VI.   | Facilities 5-Year Plan ( <i>info</i> )  | <i>Jim Millard, VP</i>       |
| VII.  | Annual County Budget Proposal Presentation FY 2025-26 ( <i>motion</i> )                                     | <i>Ray Staats</i>            |
| VIII. | Old Business  | <i>Ervin Patrick</i>         |
| IX.   | New Business  | <i>Ervin Patrick</i>         |
|       | (1) BP 2.37 Paid Parental Leave ( <i>info</i> )   | <i>Ray Staats</i>            |
|       | (2) Public Safety Training Center 3-1 ( <i>motion</i> )   | <i>Ray Staats</i>            |
| X.    | Reports   |                              |
|       | (1) President   | <i>Ray Staats</i>            |
|       | (2) Chair   | <i>Ervin Patrick</i>         |
|       | (3) Attorney  | <i>Jamie Norment</i>         |
|       | (4) Student Trustee   | <i>Ashley Stoerrle</i>       |
|       | (5) Foundation Board President  | <i>Tyler Harris</i>          |
| XI.   | Closed Session  | <i>Ervin Patrick</i>         |

(1) Personnel Matter {G.S. 143-318.11(a)(6)}

XII. Adjournment

*Ervin Patrick*

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

**April 18, 2025**

Mr. Steve Cella

Dr. Jim Davis

Ms. Pam Holder

Mr. Chip Hughes

Ms. E.T. Mitchell

Ms. Jennifer O'Neill

Dr. Ervin Patrick

Ms. Sandra Phelps

Mr. Kevin Roberts

Mr. Tabari Wallace

Mr. Whit Whitley

Mr. Augustus Willis

**Agenda Review/Conflict of Interest Declarations**

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

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

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

The Craven Community College Board of Trustees met on Tuesday, March 18, 2025 in the Ward Boardroom with Board Chair Ervin Patrick presiding. The meeting was called to order at 6:00 pm.

Roll Call

President Raymond Staats called the roll.

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

Voting members absent were: Mr. Tabari Wallace and Mr. Whit Whitley.

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

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

Agenda Review and Adoption

Board Chair Patrick reviewed the agenda (attached). Trustee Mitchell motioned to accept the agenda as presented; Trustee Roberts 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 Holder motioned to accept the minutes (attached) of the February 18, 2025 meeting as presented; Trustee Mitchell seconded the motion and the motion was unanimously approved.

Student Services Update

*Spring Enrollment:* For informational purposes, Vice President Gery Boucher shared the spring enrollment report (attached).

*Student Services Report:* Vice President Boucher highlighted the new alumni association, sharing the welcome packet each new member will receive. He reviewed the College's new Customer Relations Management (CRM) tool, Element 451. The presentation included information regarding recently approved recertifications, new MOU and grants, and recent Community Outreach activities.

Strategic Plan 2023-2028

*Goal 1 Progress Report:* President Staats highlighted progress on Goal 1: Teaching and Learning (attached).

Old Business

No old business.

New Business

*Assign Board of Trustees Self-Evaluation:* Executive Assistant Smith highlighted the timeline for completion of the evaluation and distributed the evaluation packages. Board Chair Patrick announced that results will be discussed at the annual Board Retreat in June 2025.

*Approve Student Fee Chart for FY 2025-26:* Vice President Jim Millard shared the proposed fee chart noting the revisions in red (attached). Trustee Roberts motioned to approve the fee chart as presented; Trustee Mitchell seconded the motion and the motion was unanimously approved.

Craven Community College  
Board of Trustees Meeting Minutes  
March 18, 2025  
Page Three

Reports

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

- Personnel changes:
  - Dr. Alec Newton is now the Associate Vice President for Instruction
  - Dean Ricky Meadows will succeed Dr. Tanya McGhee as Dean of the Havelock campus effective 3-24-2025; Matthew Berg will become the new Dean of Career Programs effective 3-24-2025.
- Commencement 2025 Speaker: Havelock Mayor, Will Lewis
- NCACCT Legislative Law Seminar; Mar 19—21 in Raleigh. Dr. Staats, Trustee Davis, and Trustee O'Neill will attend the seminar.
- Founder's Day Ball; April 25<sup>th</sup> at the Riverfront Convention Center. Trustees are invited to attend.
- Community Fabric Awards (CFA); April 29<sup>th</sup> at noon at the Riverfront Convention Center. Trustees are invited to attend. The awardees are Mr. Gary Baldree for Individual Leadership, Robinson & Stith Insurance for Business Leadership, and Catherine Alligood for Educational Leadership.
- NC Defense Summit; April 29—30 in Cary, Dr. Staats will be a panelist on the subject of higher education and the impact on the military spouse. VP Boucher, AVP Newton and Megan Johnson will also be attending the summit.

*Chair:* No report.

*Attorney:* No report.

Adjournment

With no further business to be presented, Board Chair Patrick adjourned the meeting at 7:20 pm and thanked everyone for their participation.

Respectfully submitted:



Ervin D. Patrick, Chair  
April 15, 2025



Raymond W. Staats, Secretary  
April 15, 2025



# STRATEGIC ENROLLMENT PLAN

2025-2030



# WHAT IS A STRATEGIC ENROLLMENT PLAN (SEP)

- A comprehensive process designed to help an institution achieve and maintain desired enrollment outcomes
- Alignment of institutional mission, vision, and long-range strategic plan with enrollment goals
- Campus-wide effort to bring faculty, staff, and administrators toward the same enrollment goals
- A guiding document that helps Craven CC maintain focus and target resources



# THE PLANNING COMMITTEE

COMMITTEE MEMBER	TITLE	DEPARTMENT
Zomar Peter	Associate Vice President	Student Services
Katrina Bishop	Dean	Arts and Sciences
Tanya McGhee	Dean	Havelock Campus
Alec Newton	Dean	Health Sciences
Ricky Meadows	Dean	Career and Technical Programs
Ben Hogwood	Associate Dean	Havelock Campus
Crystal Jones	Executive Director	Financial Aid
Erin Bingham	Executive Director	Institutional Effectiveness
Craig Ramey	Executive Director	Community Engagement
Donna Marshall	Director	Admissions and Student Records
Nathan Stout	Director	Advising and Counseling

# THE CHARGE

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Develop a measurable and achievable five (5) year SEP that achieves:

- Collaboration
- Marketing and increased visibility
- Enhancement of current community relationships
- Identification, recruitment, and support for underserved and underrepresented students
- Expansion of programs and approaches for military-affiliated students



# THE PROCESS

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- SWOT analysis of the successes and challenges of previous SEM plan
- Collected valuable updates and insights of the past
- Examined current data system
- Formation of four sub-groups to determine strategies for each goal



# THE FOUR KEY GOALS

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1. Identify, recruit, retain, and effectively support military-affiliated students, including active duty, active-duty dependents, veterans, and veteran dependents.
2. Increase awareness in strategic industry partners of the College's programs; identify and track current and new employers in Craven County and surrounding communities.
3. Recruit, retain, and support underserved and underrepresented populations with our communities and student body.
4. Increase enrollments of high school students through 1) marketing and messaging visibility to parents and guardians of high school students; 2) highlighting Craven CC programs, benefits, and enrollment information; 3) development of college programs that welcome and support high school students; 4) and the engagement of high school faculty.

# GOAL I

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## **Identify, recruit, retain, and effectively support military-affiliated students, including active duty, active-duty dependents, veterans, and veteran dependents**

- Identify and update military affiliated (MA) student status more accurately
- Increase MA student enrollment success, retention, and attainment
- Creating and promoting equity in accessing resources and opportunities



# GOAL II

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**Increase awareness in strategic industry partners of the College's programs; identify and track current and new employers in Craven County and surrounding communities**

- Create and maintain a centralized database – Element451
- Develop a service plan
- Customized welcome packet





# GOAL III

## **Recruit, retain, and support underserved and underrepresented populations with our communities and student body**

- Research to identify underrepresented student populations and related achievement gaps
- Develop specialized support services for targeted populations
- Develop specialized marketing and recruitment plans for targeted populations



# GOAL IV

## Increase high school student awareness and engagement with Craven CC programs

- Develop marketing and messaging visibility to parents and guardians of high school students
- Develop a Craven CC presence on local high school websites
- Engage 7<sup>th</sup> and 8<sup>th</sup> graders
- Engagement of high school faculty and staff



# STRATEGIC ENROLLMENT PLAN ALIGNS WITH THE 2023-2028 STRATEGIC PLAN

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- Student-Centered Experience – ‘Students First’ Culture
  - Strategic Enrollment Plan Goals I and III
- Community Service and Engagement – Market the College strategically
  - Strategic Enrollment Plan Goals I, II, III, and IV



# NEXT STEPS

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- Reconvene the SEP planning committee and sub-committees
- Sub-committees will meet at the four- and eight-week mark of each semester
- SEP planning committee will meet at the 12-week mark of each semester (fall and spring) and the 10-week mark for summer semester
- Provide progress update to ELT once per year







Presented by  
Zomar Peter,  
AVP for Students



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



# WORKFORCE DEVELOPMENT REPORT

April 2025





# Workforce Development Report

## *Updates*

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- **Heavy Equipment Building**
  - Ribbon Cutting: January 30, 2025
    - January 2025: Day/Evening Courses—20 Students
    - Equipment purchased
- **NC Association of General Contractors Grant**
  - Construction Academy
  - Two additional classes

# Workforce Development Report

## *Updates*

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- **Small Business Center—Generator**
  - Ribbon Cutting: February 18, 2025
  - First Client
    - Gremlin 3D

# Workforce Development Report

## *Updates*

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- **Charting Your Course**
  - Summer Career and College Promise Program
  - 8-week course
  - Curriculum/Workforce Development
    - ISC-112—2 Credits
    - 10-Hour OSHA Certification
    - Career Explorations

# Workforce Development Report

## *Updates*

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- **College and Career Readiness (CCR)**
  - Received a commendation—July-Dec 2024
    - 82.8% State Retention Average
    - 61.6% State Post-Testing Success Average
    - 52.7% State Measurable Skills Gains Average
- **Transitions Academy**
  - PCS Edventures
  - Marketing Video
  - Podcasting Module
    - Communication
    - Collaboration
    - Writing

# Workforce Development Report

## *Updates – Volt Center*

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- **Chatsworth Products Inc. Expansion**

- 11 Million Investment
- 150 New Employees
- Customized Training Project



- **BSH**

- Manufacturing Pathways
- 80 employees
- Customized Training Project

# Workforce Development Report

## *Updates*

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- **FRC-East**
  - Introduction to Mixed Aviation Trades
  - Onboarding Course (140 HRS)
  - 7 Additional Courses





Dr. Gery Boucher

Vice President  
for Development



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Craven County*  
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800 College Court, New Bern, NC 28562  
252-638-7248

305 Cunningham Blvd., Havelock, NC 28532  
252-444-6005

www.cravencc.edu

March 11, 2025

To: Gery Boucher, Vice President for Development

Re: Accountability/Credibility Policy Report for **Spring 2024**

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### Workforce Continuing Education Class Visitation Plan Report

In accordance with Craven Community College's Class Visitation Plan, fifty (50) percent of all off-campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited each semester by the instructor's supervisor or a designated representative approved in writing by the senior continuing education administrator. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator or designee will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the summary for **Spring 2024** of class visits made to classes under the responsibility of the Vice President for Development:

Classes meeting <u>off campus</u> criteria	44			
Number visited by supervisor	23	Percentage: 52%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	14	Percentage: 32%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	130			
Number visited by supervisor	99	Percentage: 76%	Target: 25%	<b>*Met</b>

Submitted by:

A handwritten signature in blue ink that reads "Margaret Chance".

Margaret Chance

Workforce Development Compliance Manager

cc Amber Smith, Executive Assistant to the President & Board of Trustees  
Robin Matthews, Dean of Workforce Development



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March 11, 2025

To: Gery Boucher, Vice President for Development

Re: Accountability/Credibility Policy Report for **Summer 2024**

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### Workforce Continuing Education Class Visitation Plan Report

In accordance with Craven Community College's Class Visitation Plan, fifty (50) percent of all off-campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited each semester by the instructor's supervisor or a designated representative approved in writing by the senior continuing education administrator. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator or designee will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the summary for **Summer 2024** of class visits made to classes under the responsibility of the Vice President for Development:

Classes meeting <u>off campus</u> criteria	20			
Number visited by supervisor	10	Percentage: 50%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	9	Percentage: 45%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	76			
Number visited by supervisor	64	Percentage: 84%	Target: 25%	<b>*Met</b>

Submitted by:

A handwritten signature in blue ink, appearing to read "Margaret Chance", is written over a light blue horizontal line.

Margaret Chance

Workforce Development Compliance Manager

cc Amber Smith, Executive Assistant to the President & Board of Trustees  
Robin Matthews, Dean of Workforce Development



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March 11, 2025

To: Gery Boucher, Vice President for Development

Re: Accountability/Credibility Policy Report for **Fall 2024**

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### Workforce Continuing Education Class Visitation Plan Report

In accordance with Craven Community College's Class Visitation Plan, fifty (50) percent of all off-campus and distance education classes which meet more than 12 hours (excluding self-supporting and community service classes) will be visited each semester by the instructor's supervisor or a designated representative approved in writing by the senior continuing education administrator. Twenty-five (25) percent of all on-campus classes meeting the above criteria will also be visited and documented each semester. In addition, the senior continuing education administrator or designee will visit a ten (10) percent sample of randomly selected off-campus and distance education classes.

Find listed below the summary for **Fall 2024** of class visits made to classes under the responsibility of the Vice President for Development:

Classes meeting <u>off campus</u> criteria	40			
Number visited by supervisor	22	Percentage: 55%	Target: 50%	<b>*Met</b>
Number visited by Senior Admin	20	Percentage: 50%	Target: 10%	<b>*Met</b>
Classes meeting <u>on campus</u> criteria	131			
Number visited by supervisor	111	Percentage: 85%	Target: 25%	<b>*Met</b>

Submitted by:

A handwritten signature in blue ink that reads "Margaret Chance".

Margaret Chance

Workforce Development Compliance Manager

cc Amber Smith, Executive Assistant to the President & Board of Trustees  
Robin Matthews, Dean of Workforce Development

**Craven Community College  
Capital Requests 2026-2030**

County Fiscal Year	Facilities Needs	Requested Amount	
<b>2026</b>	Brock Hall Outside Stairs Update	\$	81,000
	Parking Lot/Road Maintenance (NB-6, 7 & 12)	\$	250,000
	Roofing Repairs	\$	25,000
	Bender Hall Refurbishments	\$	67,000
	Library Refurbishments/Roll-up Door Update (Havelock)	\$	62,000
	Kelso & Bate Halls Restroom Updates	\$	25,000
	LED Lighting Update (Perdue, Bate & Bender Halls)	\$	40,000
	<b>Total</b>	<b>\$</b>	<b>550,000</b>
<b>2027</b>	Roofing Repairs	\$	25,000
	Parking Lot/Road Maintenance (H-3, 5 & 6)	\$	185,000
	Kelso Hall Sidewalk Lights	\$	50,000
	Volt Center 25-ton A/C Unit	\$	150,000
	Bosch AMC Chiller	\$	140,000
	<b>Total</b>	<b>\$</b>	<b>550,000</b>
<b>2028</b>	LED Lighting Update (Ward Hall)	\$	65,000
	Brock Hall Refurbishments (1st Floor)	\$	72,000
	Roofing Repairs	\$	25,000
	Parking Lot/Road Maintenance (NB-13)	\$	233,000
	Ward Hall Chiller	\$	155,000
	<b>Total</b>	<b>\$</b>	<b>550,000</b>
<b>2029</b>	Parking Lot/Road Maintenance (NB-8, H-8 & 9)	\$	65,000
	LED Lighting Update (Bosch)	\$	60,000
	Roofing Repairs	\$	25,000
	Orringer Hall Chiller	\$	150,000
	Orringer Hall Refurbishments (Offices & Classrooms)	\$	50,000
	Barker Hall Air Handler (#1 & #4)	\$	200,000
	<b>Total</b>	<b>\$</b>	<b>550,000</b>
<b>2030</b>	Sidewalk Update near Barker Hall	\$	85,000
	Underground Utilities Maintenance Year 1	\$	110,000
	High Bay Lighting in Bosch AMC	\$	125,000
	Brock Hall Refurbishments (2nd Floor)	\$	45,000
	Ward Hall Automotive Flooring (Epoxy)	\$	60,000
	Parking Lot/Road Maintenance	\$	100,000
	Roofing Repairs	\$	25,000
	<b>Total</b>	<b>\$</b>	<b>550,000</b>



# County Budget Proposal

2025-2026





# Annual College Presentation to Craven County Commissioners

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- **FY25 Year In Review**
  - Notable Infrastructure Projects
- **Five-Year Facilities Plan**
  - FY26 – FY30
  - FY26 Priorities
- **Successes & Initiatives**
  - Corporate Training Center
  - Ten-Year Enrollment Data
- **Public Safety Training Center**
- **FY26 County Budget Request**



**THANK YOU**  
**Craven County Commissioners**  
**for your leadership!**



# FY25 Year In Review

## *Notable Infrastructure Projects*

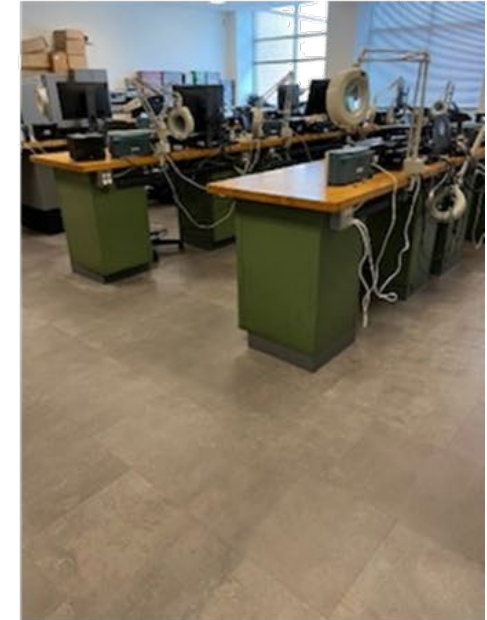
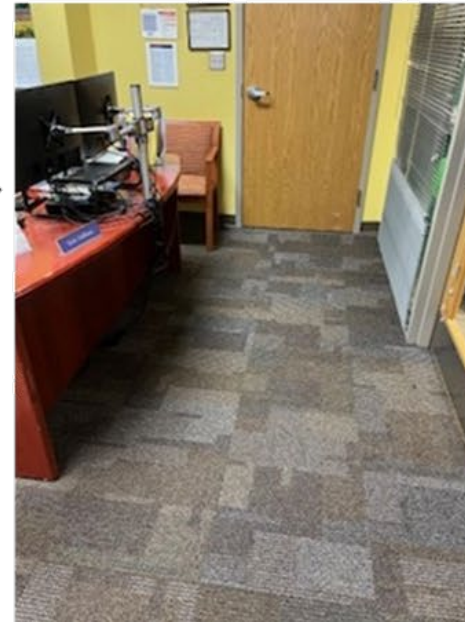
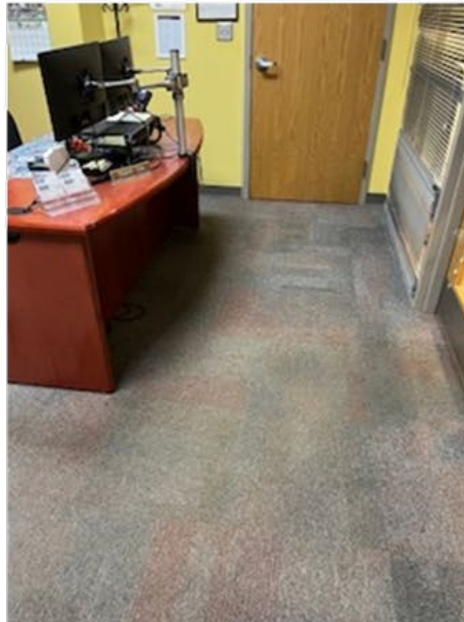
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- **New Bern Campus**
  - Bate Hall Chiller Upgrade (140 ton)
  - Bosch Advanced Manufacturing Center Refurbishments
- **Volt Center**
  - Heavy Equipment Simulator Building
  - Small Business Center Generator
  - Garage Classroom and Office Refurbishments
- **Havelock Campus**
  - Painting and Grounds Updates

# Notable Infrastructure Projects

## *Bosch AMC: Paint & Flooring Refurbishments*

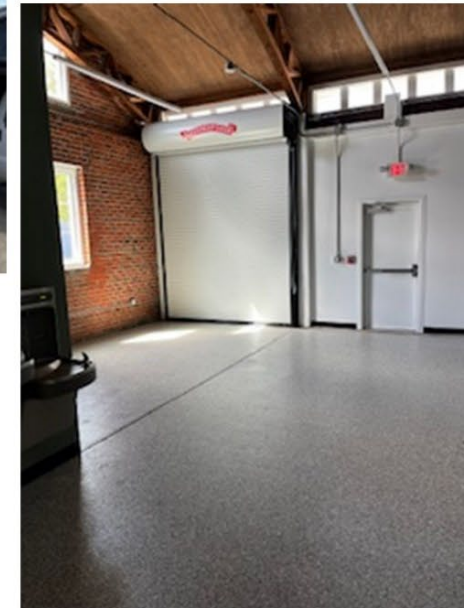
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# Notable Infrastructure Projects

## *Volt Center: Heavy Equipment Simulator*

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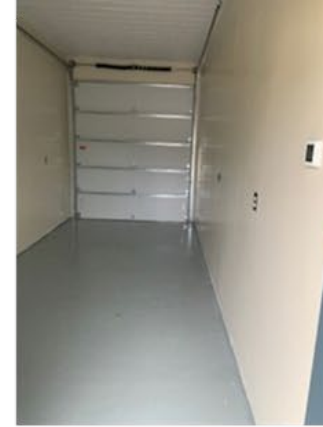




# Notable Infrastructure Projects

## *Volt Center: Small Business Center Generator*

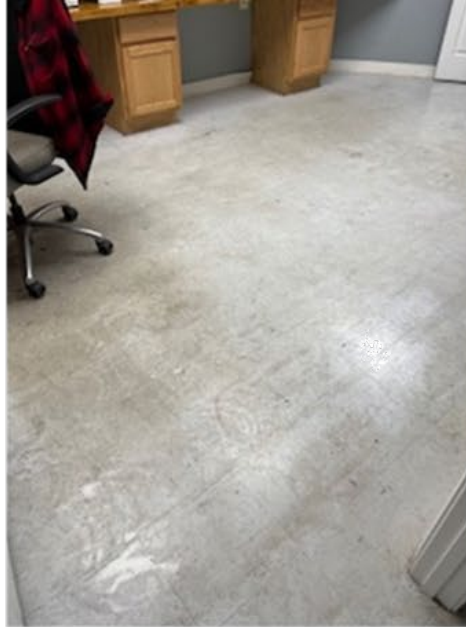
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# Notable Infrastructure Projects

## *Volt Center: Garage Classroom and Office Refurbishments*

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# Five-Year Facilities Master Plan

## *FY26 – FY30 Programming: Key Projects*

- **LED Lighting Updates**
  - 2026-2029
- **Brock Refurbishments**
  - 1<sup>st</sup> and 2<sup>nd</sup> floors, outside stairs
  - 2026-2030
- **Major Parking Lot, Roadway & Sidewalk Repairs**
  - 2026-2030
- **A/C Replacements**
  - Bosch, Ward, Barker, Orringer & Volt
  - 2027-2029

County Fiscal Year	Facilities Needs	Requested Amount
2026	Brock Hall Outside Stairs Update	\$ 81,000
	Parking Lot/Road Maintenance (NB-6, 7 & 12)	\$ 250,000
	Roofing Repairs	\$ 25,000
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	Ward Hall Chiller	\$ 155,000
	<b>Total</b>	<b>\$ 550,000</b>



# Five-Year Facilities Master Plan

## *FY26 Priorities*

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- **New Bern Campus**
  - Brock Outside Stairs Update
  - Bender Refurbishments
  - Kelso & Bate Restroom Refurbishments
  - Perdue, Bate & Bender LED Lighting Updates
- **Havelock Campus**
  - Library Refurbishments
  - Roll-Up Door Update

# Successes & Initiatives

## *Major Construction – Corporate Training Center*

- **Construction is underway!**
  - Groundbreaking: March 18, 2025
- **Expected Completion: March 2026**





# Successes & Initiatives

## *Volt Power!*

4,500  
COMPLETERS

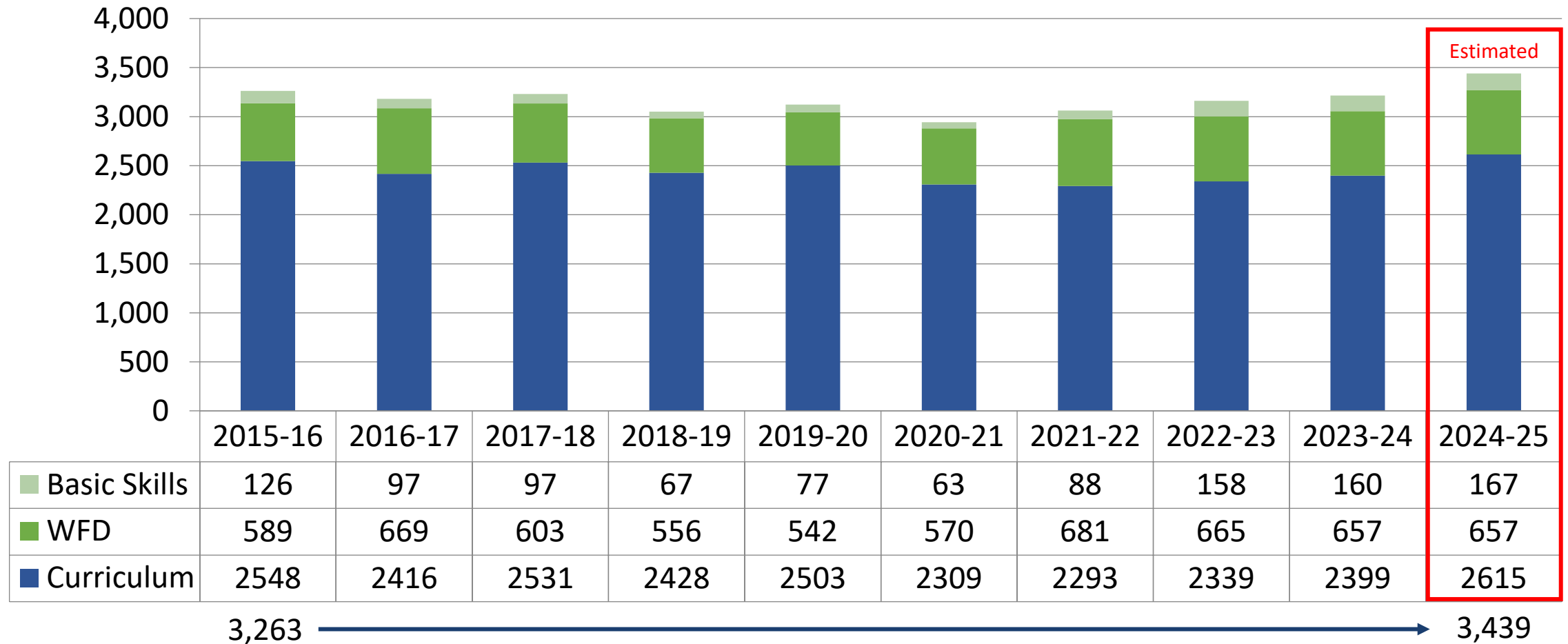
3-31-24

Eight Buildings Opened  
2019 - 2025



# Successes & Initiatives

## Enrollment Trends – AY16 through AY25





# Public Safety Training Center

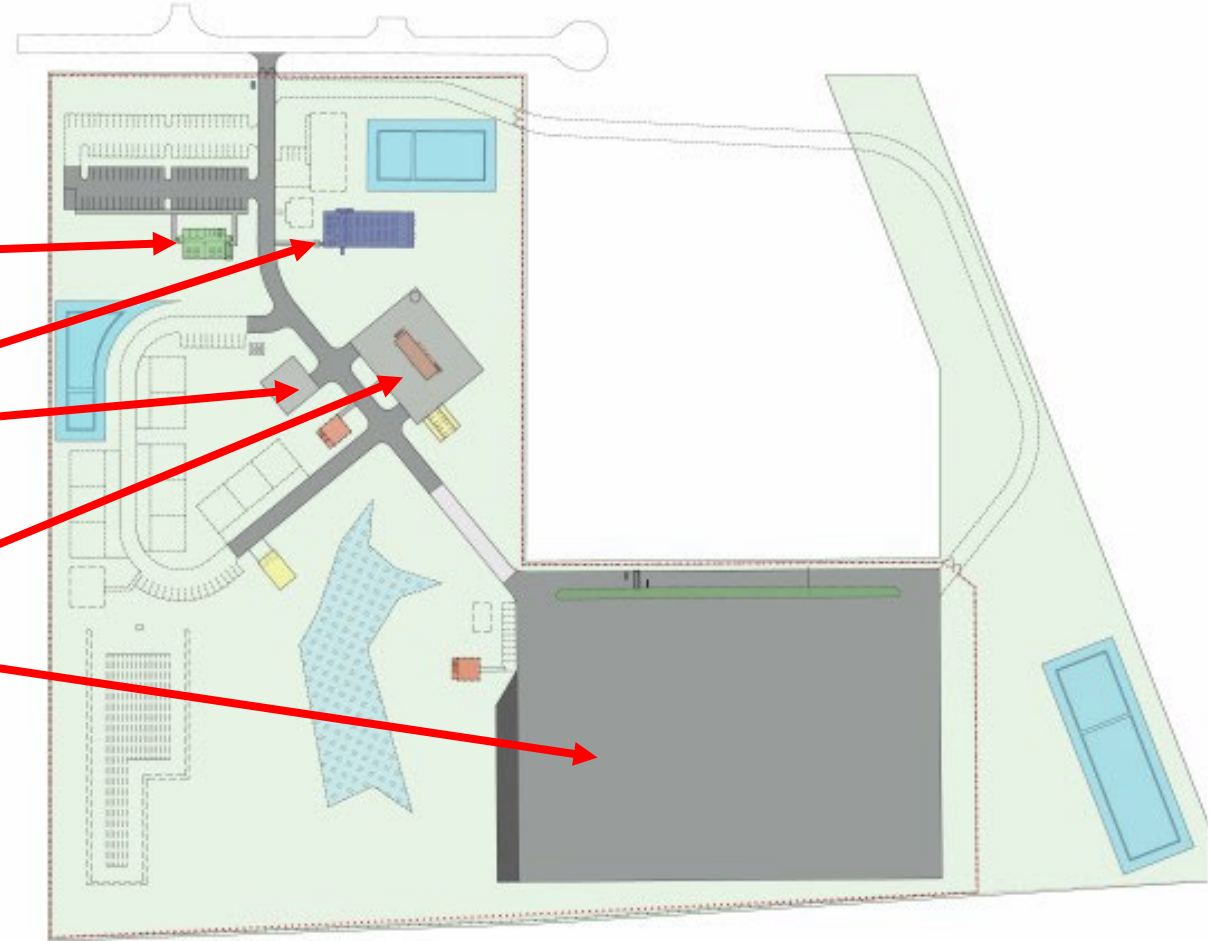
- **Craven County Industrial Park**
  - 30+ acres leased through 2064
- **\$12M allocated to College during 2023-25 biennial budget**
  - Expected to fully fund Initial Operations Capability (IOC)
- **Groundbreaking: Fall 2025**
  - IOC: Dec 2026



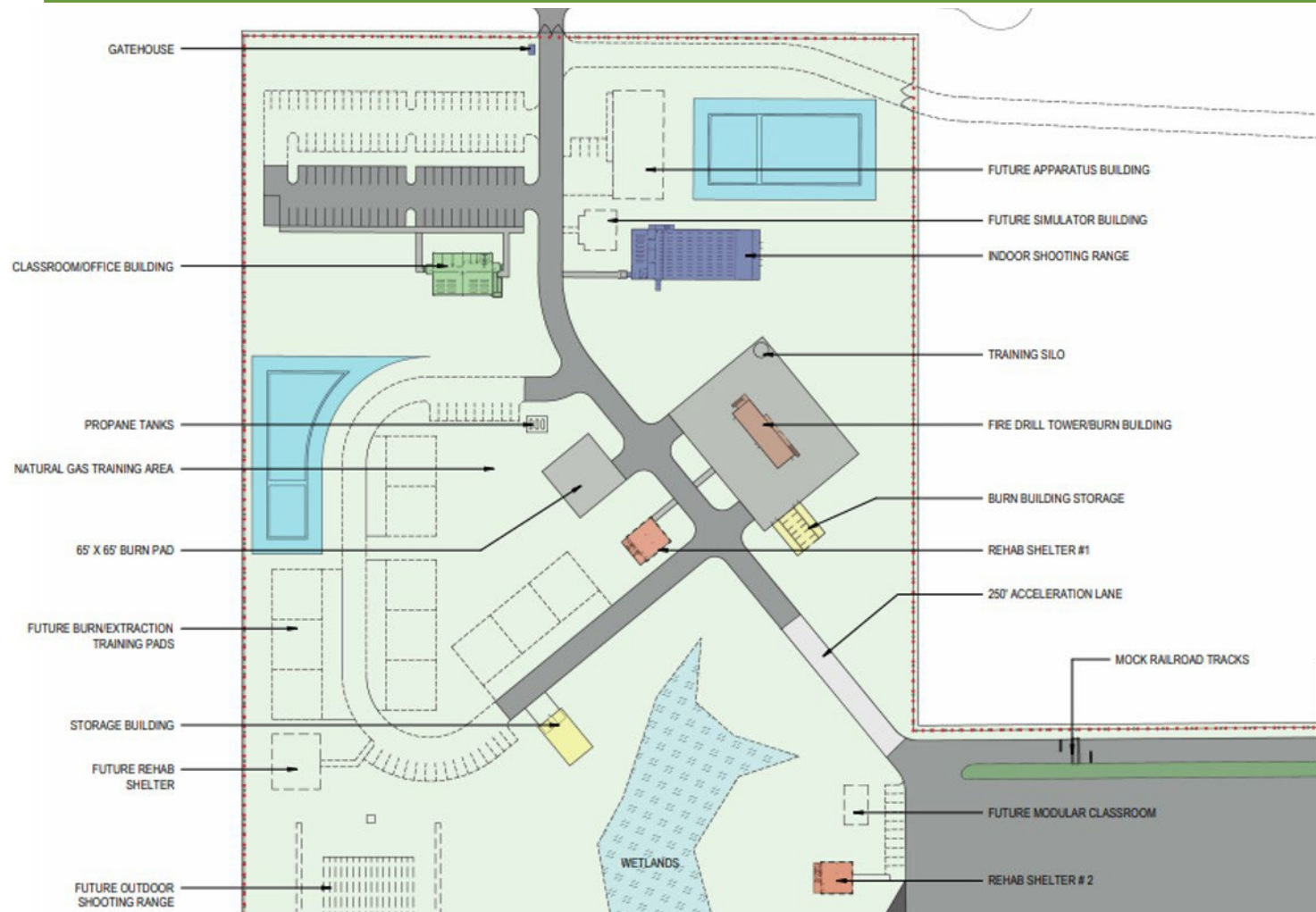
# Public Safety Training Center

- **Initial Construction**

- Sitework
- Mobile Classroom
- Indoor Shooting Range
- Burn Pad
- Fire Tower/Burn Building
- Driver Training Pad



# Public Safety Training Center



- **Alternate Bids**
  - Rehab/Debrief Shelter(s)
  - Storage and Gatehouse Slabs
- **Future Phases**
  - Outdoor Shooting Range
  - Simulator Building
  - Additional Burn/Extraction Pads
  - Storage Buildings
  - Driving Pad Lighting
  - Fencing



# Public Safety Training Center

- **Indoor Shooting Range**  
**\$2,665,000**



Steel building containing 10 shooting lanes with a steel bullet trap, control room, range vestibule for pressure control and noise attenuation, target storage, restrooms, a briefing/classroom, and a lobby area



# Public Safety Training Center

- **Fire/Burn Tower**  
**\$1,144,000**

Four-story tower combined with a two-story residential section. The tower contains three interior floors, flat roof with hatch and guard rail, repelling anchors, exterior IBC stairs and interior OSHA stairs, and elevator shaft. The residential side contains shingle and metal roofing, an attic space, maze room, and 2 burn rooms.





# Public Safety Training Center

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- **Driving Range**  
**\$1,600,000**

400'x600' driving pad that will accommodate CDL, BLET, Fire, and EMS training. Adjoining the pad will be gravel parking for up to 10 CDL trucks.



# Public Safety Training Center

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- **Burn Pad**  
**\$200,000**



65'x65' burn pad that will allow students and local firefighters to simulate real-life scenarios and prepare for vehicle fires. It is capable of safely allowing training on extinguishing automobile fires as well as other fuel and chemical based fires.

# Public Safety Training Center

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- **Modular Classroom**  
**\$240,000**

Classroom and office building containing two large classrooms, three offices, and restrooms.





# Public Safety Training Center

Indoor Range	\$ 2,665,000
Fire Tower	\$ 1,114,000
Driving Range	\$ 1,600,000
Burn Pad	\$ 200,000
Modular Classroom	\$ 240,000
Site Work	\$ 4,885,000
General Contracting	\$ 707,000
Contingency, Fees, Escalation	\$ 859,000
<b>ESTIMATED BUDGET</b>	<b>\$ 12,300,000</b>



Bid Alternate #1: Rehab Shelter (\$235,000)

# Craven County Budget Request – FY26

## Operating Allocation

•	FY25 Baseline Allocation		\$ 4,854,587
•	FY26 Personnel Request (salaries, TSERS, health)	+	\$ 71,411
•	FY26 Operating Request (utilities, insurance, O&M)	+	\$ 132,240
•	FY26 Corporate Training Center (25% for 2026 opening)	+	\$ 23,545
•	FY26 Public Safety Training Center (funded in FY25, 33%)	+	\$ 0
	<b>TOTAL</b>		<b>\$ 5,081,783</b>

## Capital Allocation

•	FY15 Baseline Allocation		\$ 500,000
•	FY26 Allocation		\$ 50,000
	<b>TOTAL</b>		<b>\$ 550,000</b>

**TOTAL FY26 REQUEST**

**\$ 5,631,783**

(+ \$277K; 5.18%)







**THANK YOU!**  
**FOR YOUR SUPPORT OF**



**CRAVEN**  
COMMUNITY COLLEGE

**DEEP ROOTS,  
STRONG FUTURES**

**Dr. Ray Staats**  
*President*

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

## BP – 2.37

# PAID PARENTAL LEAVE

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*Legal Authority: NCGS 126-8.6; 1C SBCCC 200.100*

*Approved: BOT DRAFT, April 15, 2025*

*Previous Editions: September 19, 2023*

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### **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.

# NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

## CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #3

Is this the Final 3-1 Project Closeout?

No

College Craven Community College

Project Name Public Safety Training Center

NCCCS Project No. 2809

Campus

County Craven

### I. TYPE OF PROJECT:

New Facility

### II. REASON FOR AMENDMENT:

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

Insert project and amendment description here.

The Public Safety Training Center will be constructed in phases on leased property consisting of 30+ acres. It will be utilized to train entry-level and skilled-level people in all of the various emergency services (Police, Fire, EMS) as well as CDL courses. In the first phase, depending on funding, the priorities include preparing the land for development and constructing an indoor shooting range, a paved driving pad, an outdoor pavilion, a burn pad, a drill tower, a helicopter pad, a security station, classroom and office spaces, storage areas, and supporting infrastructure.

Updating 3-1 to add additional funding. \$389,860 Interest earned through March 2025. Increasing estimated interest revenue for the project.

☐ Project to be constructed/renovated on college owned property

☒ Project to be constructed/renovated on leased property

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

This form was prepared by:

Name: Christine E. Sachs

Signature: Christine E. Sachs

Contact Number: 252-637-5740

Date: 4-3-2025

CPC Signature:



**III. ESTIMATED COST OF PROJECT:****A. PRE-CONSTRUCTION COSTS**

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

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

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

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

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

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

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00
959,740.00		959,740.00
10,973,145.00	436,816.00	11,409,961.00
329,115.00	13,184.00	342,299.00
38,000.00		38,000.00
12,300,000.00	450,000.00	12,750,000.00
0.00	0.00	0.00
\$12,300,000.00	\$450,000.00	\$12,750,000.00

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

1. County Appropriated
2. County Bonds
3.  ▼ Excess Unrestricted Fees
4.  ▼
5.  ▼

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

1. OSBM Administered 2023 SCIF ▼
2. Other ▼ Interest Earned on OSBM funds
3.  ▼

**Subtotal "B"**

\*Must be used on same OSBM SCIF Project

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

1. Budget Code  ▼
2. Budget Code  ▼
3. Budget Code  ▼
4. Budget Code  ▼

**Subtotal "C"**

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

**D. UNIDENTIFIED FUNDS**

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

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

Prior Funds	Changes	Current Funds
0.00	0.00	0.00
12,000,000.00		12,000,000.00
300,000.00	450,000.00	750,000.00
12,300,000.00	450,000.00	12,750,000.00
0.00	0.00	0.00
12,300,000.00	450,000.00	12,750,000.00
0.00	0.00	0.00
\$12,300,000.00	\$450,000.00	\$12,750,000.00

## V. CERTIFICATION BY THE COLLEGE BOARD OF TRUSTEES

To the State Board of Community Colleges:

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

1. That the information contained in this application is true and correct to the best of our knowledge and belief, and do hereby request approval from the State Board of Community Colleges for this application and for the utilization of \$0.00 State funds reflected on Page 3, which are appropriated and have been allocated for the use of our college. These funds, along with the non-state funds shown, will be used exclusively for facilities, equipment for those facilities, land, or other permanent improvements described herein and in accordance with the minutes and resolution of the Board of Trustees dated 4/15/2025.

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

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

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

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

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

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Chairman - Board of Trustees

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Chief Administrative Officer/President



March 2025

### Board of Directors

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

Carol B. Becton  
Mark W. Best  
Dr. James Congleton  
Charles Cushman  
Charles Dudley  
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Ashley Irizarry  
Dr. Ginny Johnson  
Robert Johnson  
Carole Kemp  
Lee Knott  
Linda MacDonald, *Director Emeritus*  
John Robert Mattocks  
Dr. Bettina Meekins  
Hannah Mitchell  
Stephen Nuckolls, *Director Emeritus*  
Dr. Ervin Patrick, *Chair*,  
*Craven CC Trustees*  
The Honorable Beverly E. Perdue  
Anne C. Schout, *Past President*  
Karen Segal  
Terri Sharp  
Dr. Raymond Staats, *Craven CC President*  
Craig A. Warren  
Dr. Kenneth Wilkins

### Foundation Staff

Charles Wethington, *Executive Director*  
*of Institutional Advancement*  
Jennifer Baer, *Director of Lifetime*  
*Learning Center and Community Outreach*  
Christina Bowman, *Assistant Director*  
M. Fernanda Marinkovic,  
*Accounting Assistant*

The Foundation is pleased to announce the recipients of the 15<sup>th</sup> Annual Community Fabric Awards. This year's recipients are Gary Baldree for Individual Leadership, Robinson and Stith Insurance, Jimmy Robinson, President for Business Leadership and Mrs. Catherine Alligood, Principal, A. H. Bangert Elementary School, Craven County Schools for Leadership in Education.

This year's Community Fabric Awards will be held at the New Bern Convention Center on Tuesday, April 29<sup>th</sup> at Noon. Individual tickets are available for purchase for those wishing to attend.

As of March 27<sup>th</sup>, The Community Campaign was at \$95,767, which is an increase of \$16,136 over the same period last year. For the same period, the Campus Campaign is at \$54,626, an increase of \$3,665 from last year. The total for the combined campaigns amounts is \$150,393. This represents an \$19,801 increase from last year. When coupled with endowment gifts, the Bate grant and special gifts, the total raised by the Foundation this year is \$188,432, an increase of \$57,841 over the previous "year to date" and have surpassed the total amount raised in these categories in the previous fiscal year.

For this academic year, the Foundation had over \$605,000 available in scholarship funds. We are anticipating increasing this amount in the upcoming year. This will be driven in large part by the ever-increasing base of endowment scholarships as well as the increase in overall funds raised. The endowment payout for fiscal year 2026 has been set at \$ 196,349.00. This is compared to \$180,658 in fiscal year 2025; an increase of \$15,691.

The Lifetime Learning Center has 2 major trips planned in the coming month; May 25<sup>th</sup>, 36 participants will depart for a two-week tour of Southern Italy & Sicily, ending their stay with three days in Rome and on June 20<sup>th</sup>, 44 participants will depart for a one week visit to Yellowstone National Park and the Wild West. On Sunday, April 27<sup>th</sup>, at 2:00 PM, Dr. Jim Congleton will present a talk about the 27-piece outdoor sculpture collection that he collected over the years and then donated to college followed by a walking tour of the artwork around campus. On May 2<sup>nd</sup> and 3<sup>rd</sup>, the Craven CC Foundation is one of five non-profits that combine forces to present the Neuse River Bridge Run. This year over 2,000 participants are expected in 4 different races.

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[www.CravenCC.edu/Foundation](http://www.CravenCC.edu/Foundation)

800 College Court  
New Bern, NC 28562-4900  
252-638-7351

*A non-profit organization*  
*Federal Tax ID # 59-1718436*

The Foundation has a strong financial standing and continues to show growth in both income and scholarships awarded. It is anticipated that this trend will continue in the next fiscal year.

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

Tyler Harris, President  
Craven Community College Foundation