

**CRAVEN COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
December 9, 2025  
NO QUORUM PRESENT**

Roll call indicated a lack of a quorum to entertain motions.

Informational items were discussed.

Motions were deferred to February 17, 2026 Board of Trustees meeting.



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## MEETING AGENDA

DECEMBER 9, 2025

5:30 pm – Ward Board Room  
New Bern Campus

- |       |  |                              |
|-------|--|------------------------------|
| I.    | Call to Order  | <i>Jim Davis, Chair</i>      |
| II.   | Administrative Items   |                              |
|       | (1) Roll Call  | <i>Ray Staats, Secretary</i> |
|       | (2) Agenda Review and Adoption ( <i>motion</i> )                                     | <i>Jim Davis</i>             |
|       | (3) Conflict of Interest Declaration   | <i>Jim Davis</i>             |
|       | (4) Public Comment   | <i>Jim Davis</i>             |
| III.  | Consent Agenda ( <i>motion</i> )   | <i>Jim Davis</i>             |
|       | (1) Approve Board of Trustees Meeting Minutes (October 14, 2025)                     |                              |
| IV.   | Financial Reports ( <i>info</i> )  | <i>Jim Millard, VP</i>       |
|       | (1) Financial Report 1 <sup>st</sup> Quarter FY 2025-26 (Jul-Sep) ( <i>motion</i> )  |                              |
|       | (2) Write-Offs and Uncollectable Accounts ( <i>motion</i> )                          |                              |
|       | (3) Cash Balances ( <i>Info</i> )  |                              |
| V.    | Personnel Report 1 <sup>st</sup> Quarter FY 2025-26 (Jul-Sep) ( <i>Info</i> )        | <i>Jim Millard</i>           |
| VI.   | Facilities Usage Report 1 <sup>st</sup> Quarter FY 2025-26 (Jul-Sep) ( <i>Info</i> ) | <i>Jim Millard</i>           |
| VII.  | Strategic Plan Report—Goal 4 ( <i>info</i> )   | <i>Ray Staats</i>            |
| VIII. | Old Business   | <i>Jim Davis</i>             |
| IX.   | New Business   | <i>Jim Davis</i>             |
|       | (1) BP 3.13 Anti-Hazing Policy ( <i>info</i> )                                       | <i>Jim Millard</i>           |
| X.    | Reports  |                              |
|       | (1) President  | <i>Ray Staats</i>            |
|       | (2) Board Chair  | <i>Jim Davis</i>             |
|       | (3) Attorney   | <i>Jamie Norment</i>         |
|       | (4) Student Trustee  | <i>Zeid Awawdeh</i>          |
| XI.   | Adjournment  | <i>Jim Davis</i>             |

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

**December 9, 2025**

Mr. Steve Cella

Dr. Jim Davis

Ms. Pam Holder

Mr. Chip Hughes

Ms. E.T. Mitchell

Dr. Ervin Patrick

Ms. Sandra Phelps

Mr. Dan Roberts

Mr. Kevin Roberts

Mr. Bud Stilley

Mr. Tabari Wallace

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**  
**Institutional Funds Budget Comparison Report**  
**As of September 30, 2025 - 25% 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	19,800.00	13,541.45	6,258.55	68%	19,837.90	20,869.06
01	133 Discretionary	67,810.00	8,531.84	59,278.16	13%	47,603.37	95,692.37
01	134 Unrestricted Overhead Receipts	63,664.00	53,933.94	9,730.06	85%	3,811.13	20,938.13
01	136 Foundation	527,530.00	99,106.22	428,423.78	19%	208,017.00	836,533.53
01	137 Financial Aid Matching	113,536.00	27,431.32	86,104.68	24%	53,644.00	26,042.27
01	221 Applied Music	-	-	-	0%	2,716.69	43,012.16
01	227 Extra Curricular Activities	35,650.00	24,290.81	11,359.19	68%	738.67	29,421.79
01	250 Curriculum-Self Supporting	-	-	-	0%	5,875.54	254,298.61
01	312 Fire College	-	-	-	0%	66.83	5,713.40
01	340 WFD-Self Supporting	371,177.00	63,826.15	307,350.85	17%	95,683.87	884,765.22
01	411 Learning Resource Center	2,875.00	(9.23)	2,884.23	0%	35.58	3,091.85
01	421 Higher Ed Conference (AVID)	-	-	-	0%	9.67	1,282.80
01	460 Customized Ind Train Support	-	-	-	0%	422.30	36,513.08
01	461 Small Business Facilities Rental	1,000.00	-	1,000.00	0%	763.55	1,547.68
01	610 PST Center /VOLT Center	-	-	-	0%	6,868.34	74,046.88
02	131 College Work Study	184,583.00	28,755.77	155,827.23	16%	28,755.77	-
02	134 Restricted Overhead Receipts	78,824.00	28,594.54	50,229.46	36%	12,976.25	186,358.85
02	138 Returned Check Fee Fund	-	-	-	0%	312.83	25,140.18
02	139 Grants - OSBM & NCDPS Cybersecurity	-	-	-	0%	209,164.62	12,172,726.92
02	220 NCSU Engineering	146,544.00	10,790.28	135,753.72	7%	4,726.36	56,207.16
02	227 ENCORE	23,218.00	518.68	22,699.32	2%	6,255.25	22,777.45
02	228 Grants -NSF SEAS/Bosch/NCCF	117,758.00	43,568.41	74,189.59	37%	31,050.57	109,877.02
02	291 Specific Fees - Lab/DE/ASC/Career Coach	866,472.00	289,619.89	576,852.11	33%	257,635.26	1,172,679.85
02	292 System-Wide Fees-Comp Tech	696,393.00	88,215.65	608,177.35	13%	91,119.09	472,062.39
02	293 Patron Fees	59,420.00	2,207.85	57,212.15	4%	11,083.81	287,092.94
02	314 Grants - Workforce Development/BS	50,400.00	6,053.00	44,347.00	12%	35,543.00	30,362.47
02	355 NCDPS Reentry Program	109,874.00	68,020.45	41,853.55	62%	54,504.46	57,990.69
02	370 FTCC NCMBC	95,007.00	21,247.67	73,759.33	22%	21,403.07	(246.57)
02	392 System-Wide Fees - WFD Comp	12,025.00	-	12,025.00	0%	140.58	12,097.00
02	412 Grants -NC A&T STEPs4GROWTH & Bright Ideas	-	35,414.95	(35,414.95)	0%	44,772.96	32,663.14
02	521 C-Step Grant	12,000.00	396.41	11,603.59	3%	10,387.45	9,991.04
02	531 Professional Liability Ins	13,391.00	13,391.00	-	100%	3,323.37	42,332.90

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532 Student Insurance	11,220.00	0.10	11,219.90	0%	2,357.85	(8,933.22)
02	533 Transcript Fees	42,316.00	8,930.47	33,385.53	21%	13,535.90	382,502.77
02	534 TRIO/Panther Pantry Grants	335,781.00	71,045.80	264,735.20	21%	71,195.80	1,608.55
02	556 Student Outreach & Advising	-	-	-	0%	-	-
02	790 Facilities Rental Fund	2,153.00	129.18	2,023.82	6%	3,339.42	63,074.80
02	791 Public Radio East	1,048,128.00	254,629.18	793,498.82	24%	333,570.99	418,148.30
02	795 Career Fair	-	-	-	0%	7.79	664.70
02	796 Testing Centers	99,389.00	17,304.21	82,084.79	17%	16,665.04	126,251.44
02	797 Public Radio East Foundation	980,000.00	305,281.34	674,718.66	31%	325,281.34	177,702.62
02	823 SEOG	188,454.00	58,560.00	129,894.00	31%	58,560.00	-
02	824 Pell	6,135,000.00	2,455,031.61	3,679,968.39	40%	2,430,031.61	(25,000.00)
02	830 NCCC Target Asst/LTHT/GoldenLeaf	50,483.00	4,931.00	45,552.00	10%	7,391.00	2,460.00
02	834 Teacher Assistant Sch Fund	19,291.00	12,552.00	6,739.00	65%	12,552.00	-
02	835 State Aid Scholarships	252,500.00	100,802.00	151,698.00	40%	111,998.00	12,335.00
02	840 General Scholarships	490,481.00	115,032.27	375,448.73	23%	170,309.99	639,670.55
02	841 Endowment/Other Scholarships	204,349.00	78,383.36	125,965.64	38%	76,216.36	10,475.00
05	710 Clearwire Distribution	-	-	-	0%	2,175.76	68,737.34
05	720 Bookstore	91,781.00	70,737.41	21,043.59	77%	12,591.48	453,061.59
05	730 Food Service / WFD Catering	37,398.00	27,730.09	9,667.91	74%	7,511.77	12,781.39
05	740 Campus Access	130,670.00	40,957.31	89,712.69	31%	28,783.14	49,112.38
05	770 Student Activity Funds	259,194.00	65,427.86	193,766.14	25%	78,480.70	111,457.57
06	810 J. Wrenn Emergency Loan Fu	-	-	-	0%	602.07	49,199.70
07	910 Buildings & Grounds	19,288,166.00	1,636,905.35	17,651,260.65	8%	1,794,857.49	2,333,319.87
08	792 Public Radio East Endowment	-	-	-	0%	969.96	82,948.44
08	850 Endowments	213,009.00	80,443.29	132,565.71	38%	218,202.93	3,884,163.38
<b>Total</b>		<b>33,548,714.00</b>	<b>6,332,260.88</b>	<b>27,216,453.12</b>	<b>19%</b>	<b>7,046,437.53</b>	<b>25,877,486.05</b>

**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 - July 1, 2025 to September 30, 2025**

Return of Title IV	\$4,086.86
FA Issues/Withdrawn Charged 25%	\$837.38
Sponsor Issues	\$157.80
Payment Plan	\$2,229.66
<b>Total</b>	<b>\$7,311.70</b>

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

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

Past Write-Offs (3 Months; YTD) July - September	2025-26	2024-25	2023-24	2022-23	2021-22
Total	\$7,311.70	\$15,768.33	\$8,177.64	\$56,833.56	\$2,618.80

Quarterly Collections 1st Qtr Comparison Only July - September	2025	2024	2023	2022	2021
Total Collected this Period	\$6,967.48	\$8,948.82	\$3,597.48	\$7,295.07	\$3,618.57
Received from Debt Setoff	\$670.79	\$869.48	\$1,878.67	\$1,666.70	\$1,170.18
Collection Agency Fees	(\$1,463.18)	(\$1,829.79)	(\$719.50)	(\$1,562.31)	(\$773.73)
Net Proceeds	\$6,175.09	\$7,988.51	\$4,756.65	\$7,399.46	\$4,015.02

**CRAVEN COMMUNITY COLLEGE  
REPORT OF CASH BALANCES**

<b>STIF Account:</b>	<b>30-Sep</b>	<b>30-Jun</b>	<b>Variance</b>
<b>Local Funds</b>	\$3,218,668.14	\$3,043,583.19	\$175,084.95
<b>Special Funds</b>	<u>\$20,548,213.94</u>	<u>\$20,011,587.20</u>	<u>\$536,626.74</u>
<b>Total</b>	\$23,766,882.08	\$23,055,170.39	\$711,711.69

**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.

	<b>30-Sep</b>	<b>30-Jun</b>	<b>Variance</b>
<b>STIF Interest Rate:</b>	4.33932%	4.48223%	-0.14291%

**Craven Community College**  
**Personnel Report**  
**July 1, 2025 – September 30, 2025**

<b>New Hires</b>	<b>Position Title</b>	<b>Effective</b>	<b>Monthly/Annually</b>
Peter Bandstra	Law Enforcement Training Coordinator	7/15/25	\$4,167/\$50,004
Fred Bisel	Associate Dean, Technology Services	7/15/25	\$6,834/\$82,008
Carla Williams	Director, Admissions & Student Records	7/15/25	\$5,000/\$60,000
Rhonda Breed	Psychology Faculty	8/14/25	\$6,000/\$54,000
Jacob Bright	Welding Faculty	8/14/25	\$5,167/\$46,503
Tonika Davis	Nursing Faculty	8/14/25	\$7,334/\$66,006
Naomi Hunt	College & Career Readiness Coordinator	8/14/25	\$4,042/\$48,504
Jodi Kohut	Social Science Faculty	8/14/25	\$5,634/\$50,706
Derek Lamiroult	Information Systems Faculty	8/14/25	\$6,000/\$54,000
William Romer	Welding Faculty	8/14/25	\$5,445/\$49,005
Natalie Sheppard	English Faculty	8/14/25	\$5,778/\$52,002
Emily Tingler	Nursing Faculty	8/14/25	\$7,334/\$66,006
Toni Wimmer	Lead Cosmetology Faculty	8/14/25	\$4,750/\$57,000
Tracy Bloomberg	Custodian, Havelock (Part-time Regular)	9/2/25	\$1,625/\$19,500
Shane Bradby	Student Services Coordinator	9/2/25	\$3,750/\$45,000
Kristin Colby	Academic Success Coach (Part-time Regular)	9/2/25	\$1,885/\$22,620
Richard McCormac	Dean, Workforce Development	9/2/25	\$7,750/\$93,000
Sharon Carter-Moore	Director, TRiO Student Support Services	9/15/25	\$4,834/\$58,008
Theresa Heath	Campus Life Specialist (Part-time Regular)	9/15/25	\$2,011/\$24,132

<b>Reassignments/ Promotions</b>	<b>From</b>	<b>To</b>	<b>Effective</b>	<b>Monthly/Annually</b>
Kelsie McBride	Nursing Faculty	Director, Nursing Programs	7/1/25	\$7,642/\$91,704
Juvy Hart	Custodian (Part-time Regular)	Custodian	7/15/25	\$2,678/\$32,136
Tammie Aldana	Campus Life Specialist (Part-time Regular)	CTL & CCP Support Specialist	8/1/25	\$3,334/\$40,008
William Franchi	Director, Aviation Management & Career Pilot Program (12 Months)	Director, Aviation Management & Career Pilot Program (9 Months)	8/14/25	\$6,000/\$54,000
Gregory Humphrey	Campus Security Officer	Lead Campus Security Officer	9/1/25	\$3,450/\$41,400
Shawn Parker	Campus Security Officer (Part-time Regular)	Lead Campus Security Officer (Part-time Regular)	9/1/25	\$2,353/\$28,236
Kylie Rautmann	Senior Administrative Assistant, Career & Technical Programs	Support Services Coordinator, Career & Technical Programs	9/1/25	\$3,500/\$42,000
Cindy Russo	Support Services Coordinator, Career & Technical Programs	Data Analyst	9/1/25	\$4,167/\$50,004
Zi'Yea Smith	TRiO Success Coordinator (Full-time Temporary)	TRiO Success Coordinator (Full-time Regular)	9/1/25	\$3,535/\$42,420
Emily Drake	Librarian	Director, Library Services	9/15/25	\$5,500/\$66,000
Nicole Schoonover	Accounting Assistant, Accounts Receivable	Accountant, Grants & Special Projects	9/15/25	\$3,750/\$45,000
Mayte Ramirez	Accounting Assistant, Cashier	Accounting Assistant, Accounts Receivable	9/16/25	\$2,964/\$35,568

<b>Resignations/ Retirements</b>	<b>Position Title</b>	<b>Effective</b>	<b>Reason</b>
Julian Barrow	Custodian	7/8/25	Termination
Suzanne Muscarella	Academic Success Coach (Part-time Regular)	7/10/25	Resignation
Sarai Sumner	TRiO Success Coordinator	7/24/25	Resignation
Maureen Abraham	Director of Nursing Programs	7/31/25	Retirement
Timothy Clark	Digital Navigator	8/5/25	Resignation
Derek Hollister	Welding Faculty	8/6/25	Resignation
Erin Racicot	Lead Cosmetology Faculty	8/6/25	Resignation
Yvette Alexandrou	Student Services Coordinator	8/13/25	Resignation
Megan Gill	Director, Library Services	8/14/25	Resignation
Jane Purser	Administrative Assistant, Financial Aid (Part-time Regular)	8/20/25	Termination
McKenna Jackson	Data Analyst	8/25/25	Resignation
Jonathan Irwin	Network Administrator	8/31/25	Resignation
Shane Bradby	Student Services Coordinator	9/15/25	Resignation
Deandrea McCaffity	Administrative Assistant, TRiO (Part-time Regular)	9/24/25	Resignation
Robin Matthews	Dean, Workforce Development	9/30/25	Retirement
Katie Swanson	Assistant Director, Financial Aid	9/30/25	Resignation

**Craven Community College  
Facilities Usage Report  
July 1, 2025 - September 30, 2025**

**EXTERNAL USERS OF FACILITIES**

<b>Name of Organization</b>	<b>Date(s) of Use</b>	<b>Type of Organization</b>	<b>Facility</b>	<b>Fees</b>	<b>Date Fees Received</b>	<b>Estimated Number of Attendees</b>
NC History Theater	July 1, 2, 5, 7-13, 18-20, 2025	Non-Profit	Orringer			100
NC ABC Commission	July 23, 2025	Gov	Naumann			30
NC Council on Developmental Disabilities	Aug. 4, 2025	Gov	Naumann			60
Pamlico County Schools	Aug. 8, 2025	Gov	Naumann			30
Dee Dee King Music	Aug. 15, 2025	Profit	Orringer	\$1,320.00	Sep. 15, 2025	100
Chamber of Commerce	Aug. 19, 2025	Gov	Naumann			30
Craven Concerts	Aug. 29, 2025	Non-Profit	Orringer	\$600.00	Aug. 12, 2025	100
NC Division of Coastal Management	Sep. 9, 2025	Gov	AMC 104			10
American Red Cross	Sep. 10, 2025	Non-Profit	Naumann			30
Chamber of Commerce	Sep. 17, 2025	BLC	Orringer			100
Craven Concerts	Sep. 19, 2025	Non-Profit	Orringer	\$700.00	Sep. 10, 2025	100
NC Division of Child Development and Early Education	Sep. 22, 2025	Gov	Naumann			40
NC ABC Commission	Sep. 23, 2025	Gov	Naumann			30
NC Office of State Human Resources	Sep. 25, 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

## Goal 4: Community Service & Engagement



# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### PROMOTE GENEROUS FOUNDATION GIVING

- Coordinated Hurricane Helene recovery for Mayland CC and McDowell Technical Community College
  - Craven donated 30 laptops and contributed \$7,280 to Mayland Foundation
  - Lenoir CC provided \$20,000 to the Western Carolina relief funds
  - Carteret CC donated \$2,500 to Mayland CC's Foundation
  - Coastal Community College coordinated the delivery of 40 laptops to Craven CC's Foundation office, which was delivered to Mayland CC
  - Edgecombe CC donated \$1,000 to Mayland CC
  - Lenoir CC donated 20 hotspots and 14 uninterruptible power supplies
  - Craven, James Sprunt, Lenoir combined to cover costs of a \$24,000 tractor for Mayland



# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### PROMOTE GENEROUS FOUNDATION GIVING

- Robinson & Stith Insurance host golf tournament with Dereck Whittenburg Foundation
  - \$10,000 donation supporting Nursing and Physical Therapist Assistant students
- New endowments established
  - PEO Chapter BB, Dr. Virginia Johnson, Golden A's, Matthew Salerno
- New scholarships established
  - Dr. Ervin Patrick, Fredrick W. Hager Memorial, Massage Therapy Assistance, Havelock NC State Engineering
- Craven County Community Foundation donated \$14K to Volt Toolbelt Trust



# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### PROMOTE GENEROUS FOUNDATION GIVING

- Light Up a Life at the Volt Center
  - New fundraising event netted \$96,628 in direct assistance to students
- 15th annual Community Fabric Awards
  - Gary Baldree (Individual Leadership)
  - Robinson & Stith Insurance (Business Leadership)
  - Catherine Alligood (Leadership in Education)

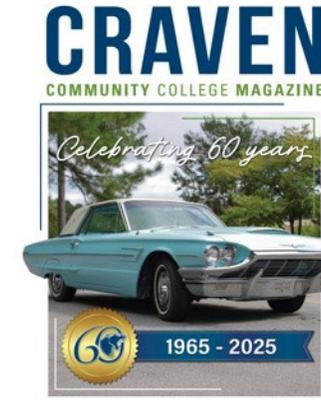


# Strategic Plan 2023-28 Assessment

## Community Service & Engagement

### ENGAGE COLLEGE RETIREES AND ALUMNI

- 60<sup>th</sup> Anniversary Celebration Events
  - Foundation 2024-2025 Annual Campaign
  - “Honoring the Legacy of African Americans Who Shaped History”
  - John Brown Big Band “Roots of Jazz”
  - Community Fabric Awards
  - Founders Day
  - Commencement Ceremony/Graduation
  - Community Baseball Game vs. Southpaws
  - Open House 2025 (July 1 anniversary)
    - Time capsule built by machining students was filled with College artifacts and personal notes



# Strategic Plan 2023-28 Assessment

## Community Service & Engagement

### ENGAGE COLLEGE RETIREES AND ALUMNI

- Craven Community College Alumni Association
  - Developed Panther Pack to include sticker, member card, welcome letter from President
  - Launched new webpage at CravenCC.edu/Alumni
    - Includes alumni success stories, member benefits
  - Benefit card includes discounts at 15 local businesses
  - Launched Alumni Association newsletter and form
    - 11 student success stories submitted during first two months

#### BECOME A MEMBER TODAY!

By joining the Craven CC Alumni Association, you will be eligible for exclusive member benefits.

Membership investments are a tax-deductible donation to the Craven CC Foundation and authorize the Foundation office to use your contact information to share upcoming events and updates on Craven CC and fellow association members.



Want to learn more? Ready to get started? Scan the QR code or visit [CravenCC.edu/alumni](https://CravenCC.edu/alumni).



#### Alumni Membership Card



**Craven Community College**  
 October 15 at 2:00 PM · 🌐

Alumni: we want YOUR story!  
 Tell us how Craven CC made a difference in your life.  
 Tell us your story at <https://cravencc-23410.page451.sites.451.io/>  
 Your voice matters.



👍❤️🔥 9      3 shares

**Craven Community College**  
 September 19 · 🌐

Attention Craven Alumni!  
 We want to hear from you! Has Craven Community College been a meaningful part of your life? Whether it shaped your career, helped you find your passion, or connected you with lifelong friends, your story matters.  
 Share your journey with us by filling out the short form below. Your experiences will help inspire current and future Panthers.  
 Tell us your story at <https://cravencc-23410.page451.sites.451.io/>  
 Thank you for being a part of the Craven family!



👍🔥 NCWorks Craven and 44 others      6 comments 2 shares

**Craven Community College**  
 September 26 · 🌐

From unsure beginnings to a career in higher education, Rodneka Stewart found her purpose at Craven. Her journey from Federal Work-Study student to Financial Aid Advis... [See more](#)



👍🔥 NCWorks Craven and 94 others      24 comments

**Craven Community College**  
 1m · 🌐

Alumni Spotlight: Craven Early College alum Dominic Bradfield says his time at Craven gave him the independence and confidence to succeed. Now thriving at UNCG—and recently admitted to the Honors College—he encourages current students to “stick it out through the end.”  
 Read Dominic's story → <https://cravencc.edu/early-college-honors-how-craven...>



👍🔥 NCWorks Craven and 94 others      24 comments

**Craven Community College**  
 October 17 at 10:05 AM · 🌐

Alumni Spotlight: Shanyia Howard  
 From Craven student to master's degree candidate, Shanyia Howard has turned perseverance into purpose. Learn how her time in the TRIO program helped her build confidence, pursue her passion for education, and inspire others to keep striving—no matter the challenge.  
<https://cravencc.edu/how-trio-helped-craven-alumna...>



👍🔥 38      5 comments 8 shares

**Craven Community College**  
 Just now · 🌐

Alumni Spotlight: Mayor Jeffrey Odham  
 From the classroom to New Bern's City Hall, Craven alum Jeffere Odham shares how his degree helped shape his career in busin and public service.  
 Read the story here: <https://cravencc.edu/news/classroom-city-mayor-jeffrey-odham-reflects-his-craven-experience>



👍🔥 NCWorks Craven and 44 others      6 comments 2 shares

**Craven Community College**  
 October 24 at 10:00 AM · 🌐

Alumni Spotlight: Kena Casey  
 From student teaching to leading her own classroom, Kena Casey's journey shows how Craven opened the door to a thriving career in early childhood education. Read how she turned her associate degree into bachelor's and master's pursuits.  
<https://cravencc.edu/craven-classroom-kena-caseys...>



👍🔥 22      3 comments 5 shares

**Craven Community College**  
 October 31 at 10:00 AM · 🌐

Alumni Spotlight: From local sports reporter to Public Information Officer for the Onslow County Sheriff's Office, Craven alum Trevor Dunnell has built a career rooted ... [See more](#)



👍🔥 37      3 comments 5 shares

**Craven Community College**  
 October 3 · 🌐

Alumni Spotlight: Christine "Cat" Johnson. [See more](#)



👍🔥 220      41 comments 5 shares



# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### ENGAGE DIVERSE COMMUNITY CONSTITUENCIES

- Fine Arts Showcases at Bank of the Arts
  - Student Art Show (April 11)
  - Encore! Spring Concert (May 1)
- Dr. Congleton Sculpture Walk Preview and Tour
- “In the Know” Podcast Community Guests
  - New Bern Preservation Foundation
  - Ghent Mardi Gras
  - MumFest/Swiss Bear
  - New Bern Breakfast Rotary
  - New Bern Parks and Recreation
  - Neuse-Pamlico Sound Women’s Coalition
  - Trail to Tryon Road Race



# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### ENGAGE DIVERSE COMMUNITY CONSTITUENCIES

- FAFSA Night at NBHS, NBCA, and WC (Dec. 3-Jan. 23)
- CTE Event at Riverfront Convention Center of Craven County (Feb. 4)
- Public Safety Training Day (Feb. 6)
- Planning for Life After High School at NBHS (Feb. 20)
- NC Science Festival STEM Week (April 8)
- Engineering Your Future with NC State (April 10)
- Senior Night at Craven CC (April 17)
- Charting Your Course (Summer Apprenticeship)
- High School Welding Competition (March 11)
- Craven Achievers Info Session (April 3)
- Battle of the Books (April 4)
- Summer Camps (added music and creative writing)



# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### ENGAGE DIVERSE COMMUNITY CONSTITUENCIES

- Cross-Collaboration with Student Services, Arts and Sciences, and New Bern High School Leadership team to develop “Craven Achievers”
  - A 13-student cohort started fall 2025 with Psychology 150 and English 111
  - Students will earn up to 26 college credits toward an Associate in Arts or Science degree
- Craven County Juvenile Prevention Council to provide training for at-risk youth at the Volt Center
  - Grant received from Craven JCPC provides tuition for students to attend



# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### ENGAGE DIVERSE COMMUNITY CONSTITUENCIES

- Maintain physical presence in underserved communities
  - FAFSA Nights at Stanley White Recreational Center – every third Thursday from 5:30 to 6:30 p.m.
  - Attend the Five-Points Vision Forward event annually in August
  - Staff member currently serves on the committee for the Greater Duffyfield Residency Council
  - Monthly visits to DSS, Merci Clinic, Craven County Health Department, and Craven Literacy Council



# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### ENGAGE DIVERSE COMMUNITY CONSTITUENCIES

- Career Fair at Volt Center (Nov. 22)
- Heavy Equipment Operations ribbon cutting (Jan. 30)
- Staff on NC STEM Alliance Panel (Jan. 31)
- Hosted Home Builders Association at Volt Center for monthly board meeting (Feb. 11)
- SBC Generator ribbon cutting (Feb. 18)
- Staff and trustees attend Recovery Alliance Symposium (March 13-14)
- Corporate Training Center Groundbreaking (March 18)
- Public Safety Training Center Groundbreaking (Nov. 3)
- Highlight Gregory Poole partnership with photos and social posts promoting usage of equipment



# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### ENGAGE DIVERSE COMMUNITY CONSTITUENCIES

- Developed BLEET promotional video with Craven County Sheriff's Office and NBPD to increase workforce
- Hosted NC Secretary of State and local business owners at the Volt Center and Small Business Center Generator
- Partnered with 14 pharmaceutical businesses to find employment opportunities for students who completed the BioWork: Process Technician Certification
- Volt Center partnered with Balfour Beatty, Nutrien, Trader Construction, Caterpillar, and Gregory Poole on Heavy Equipment Operator employment opportunities for students
- Developed WFD-CCP Pathways for High School Students
  - Heavy Equipment and BioWork: Process Technician



Make an Impact with Craven Community College Basic Law Enforcement Program





 **Craven Community College**  
 August 16 at 6:00 PM · 📍

We're grateful to [Gregory Poole Equipment Company](#) for helping our Heavy Equipment Operation students celebrate graduation in style — with hands-on experience in a 20-t... See more

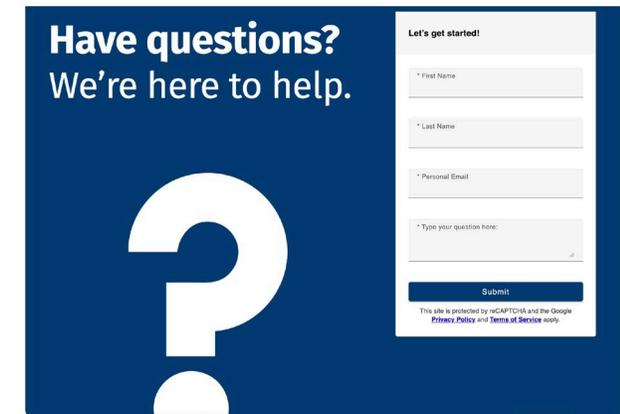
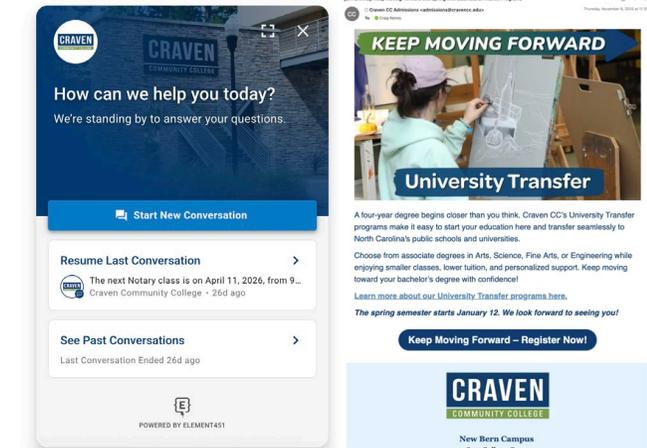


# Strategic Plan 2023-28 Assessment

## Community Service & Engagement

### MARKET THE COLLEGE STRATEGICALLY

- Utilization of Element 451 Customer Relationship Management Software
  - 42K marketing emails sent (36K included Open House and Alumni)
    - 16K opens, 890 completed all application steps, 400 enrolled in a class
  - 22,878 contact database (prospects, current, alumni)
  - 3,540 unique chats, 6,463 responses, 1,371 after-hours conversations, and 9,033 human minutes saved
  - 3,029 requests for information
    - 606 submitted application, 511 completed process
    - 258 enrolled= **8.5% conversion**
    - Figures do not currently include WFD applications



\*Data ranges November 2024-November 2025

# Strategic Plan 2023-28 Assessment

## *Community Service & Engagement*

### MARKET THE COLLEGE STRATEGICALLY

- NCMPR Awards
  - Gold - Fall 2024 Workforce Development “Cut Your Own Path” campaign
  - Silver - Microsite for the 60th Anniversary
  - Bronze - Online/Social Media Campaign for STEM Week
  - Bronze - E-newsletter for the administrative unit’s departmental quarterly e-newsletter



# Strategic Plan 2023-28 Assessment

## Community Service & Engagement

### MARKET THE COLLEGE STRATEGICALLY

- Launched new FundFive registration platform for Workforce Development
  - Phase One (Aug. 25) with Notary and Motorcycle earned three registrations and payments in one day
  - Phase Two (Sept. 17) included all Community Enrichment Program Classes
  - Phase Three (Dec. 1) includes all Volt Center classes
- Statistics Dashboard Aug. 25–Nov. 17
  - 203 Registered Users
  - 151 Registrations
  - \$12,435 Revenue

HOME / REGISTRATION  
COURSE INFORMATION

#### Notary Public Education

Price: \$80.00

**Summary**  
In this class you will learn how to become a Notary Public in the State of North Carolina. The instructor will review general provisions and standards, commissioning, notarial acts - powers and limitations, fees, signature and seal, certificate forms, changes in status, and enforcement - sanctions and remedies. During the class, you will learn notary timelines and tips, complete the Application for Initial Appointment as a North Carolina Notary Public, and take the State Notary Public Examination. In advance of the class, purchase and read the required textbook: North Carolina Notary Public Manual - 2016 Edition which can be purchased through Amazon or other online outlet. There are no refunds for this class unless cancelled by Craven Community College.

**Requirements**  
This course has no requirements.

**Course Fees**  
Price: \$80.00 (Course Fee) + \$0.00 (Credit Card and Convenience Charge)

[Register Now](#)

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#### SECTION DETAILS

**Date and Time**  
Date: Dec 06, 2025  
Time: From 09:00 am to 05:00 pm  
Building: BSH ( 028 )  
Room: 00102  
Number of seats available: 15  
Section: 79558

All Meetings:  
\* Meetings may be subject to change

When	Building	Room
Sat Dec 06, 2025 From 09:00 am to 05:00 pm	028	00102

**Location**  
This course meets at the following location:  
800 College Court, New Bern NC 28562





## Strategic Plan 2023-28 Assessment

### *Community Service & Engagement*

*'First Choice' for Students;  
Exceptional Place to Work*

#### Executive Leadership Team:

Dr. Ray Staats, President  
Dr. Kathleen Gallman, VP for Instruction  
Dr. 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: 20 U.S.C. 1092; NCGS 14-35NCGS*

*Approved: February 17, 2026 (DRAFT)*

*Previous Editions: none*

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## **ANTI-HAZING**

Craven Community College strictly prohibits hazing in any form among its students, faculty, or staff. The Board of Trustees requires that no employee or student participates in, or tolerates, any form of hazing as defined in this Policy, the North Carolina Anti-Hazing Law, and the Stop Campus Hazing Act amendment to the Jeanne Clery Campus Safety Act (Clery Act).

The College supports the academic mission and personal development of students, while ensuring accountability and ethical conduct. Individuals or organizations found responsible for hazing, whether on- or off-campus, are subject to disciplinary action by the College and may face criminal charges. Victim consent nor perceived or actual approval by any employee of the College is not considered a defense.

### **Application**

This policy applies to:

- All students (full-time and part-time curriculum, workforce development, and community enrichment)
- Minors participating in College-sponsored youth programs
- College Foundation members and participants, including Lifetime Learning Center patrons, while engaging in College-sanctioned events and activities
- Public Radio East Foundation members and volunteers, while engaging in College-sanctioned events and activities
- Any organization recognized or sanctioned by the College, including but not limited to:
  - Recognized student organizations of the College
  - Any other planning team, committee, or group affiliated with Craven Community College departments or offices
- Other persons associated with a College-recognized or sanctioned organization, including but not limited to:
  - Members or participants
  - Advisors
  - Alumni
  - College faculty, staff, and volunteers (including coaches)
  - Representatives of external organizations (i.e. third-party youth programs)

This policy establishes individual and community responsibilities regarding hazing, the College's response to anti-hazing policy violations, and the resources available for addressing concerns related to hazing or suspected hazing.

Student Services and the Campus Security Department have primary responsibility for the enforcement of this Policy. The Associate Vice President for Students (or designee) will impose or modify sanctions for violations of this policy, in accordance with Board of Trustees Policy 3.3, *Student Code of Conduct*.

## **Definitions**

**Hazing:** Any intentional, knowing, or reckless act committed by a person, whether individually or in concert with others, against another person or persons regardless of the willingness of such other person or persons to participate, that:

1. Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization; and
2. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury.

Examples of hazing include, but are not limited to:

- Whipping, beating striking, electronic shocking, placing of a harmful substance on someone's body or similar activity;
- Causing, coercing or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics or other similar activity;
- Causing, coercing or otherwise inducing another person to consume food, liquid, alcohol, drugs or other substances;
- Causing, coercing or otherwise inducing another person to perform sexual acts;
- Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- Any activity against another person that includes a criminal violation of local, state, or federal law; and
- Any activity that induces, causes or requires another person to perform a duty or task that involves a criminal violation of local, state, or federal law.

Hazing generally shall not include reasonable and customary athletic, law enforcement training, contests, competitions or events.

**Minor:** Regardless of student status, a minor is any person under the age of eighteen (18).

**Student:** For purposes of this policy only, a student is an individual who attends, has applied to attend, or has been admitted to the College.

## **Accountability for Reporting**

Students and employees are responsible for reporting incidents of hazing and suspected hazing. Failure to report an incident of hazing will be viewed by the College as "passive participation" in the hazing activity in violation of this policy. Failure to report a hazing incident may also constitute a violation of federal and/or state law.

This policy does not supersede or replace other College or legal reporting obligations.

The President shall promulgate and implement appropriate procedures to ensure comply with this Policy.



## Student Government Association

### Board of Trustees Report

December 9<sup>th</sup>, 2025

#### Executive Board

President: Zeid Awawdeh

Treasurer: Abigail Moore

Vice President: Hoa-Hilton Nguyen

Parliamentarian: N/A

Secretary: April Phillips

Public Information Officer: Vincent Klicker

#### Campus Life Events

##### Past Events

October 23 - Donor Reception

October 30 - Fall Festival

November 6 - *Light Up a Life* Fundraiser at Volt Center via College Foundation

November 5 - Campus Life & SVA Field of Flags Set Up at Union Point & NB Campus

November 12 - Red Cross Blood Drive

November 13 - PTK *Journey of Awareness: Addiction Revealed* Performance Event

November 17 - Student Leaders Volunteer at Food Bank of Eastern NC

November 19 - Thanksgiving Luncheon

December 4 - Spring New Student Orientation

##### Upcoming Events

December 6 – New Bern Parade

December 7 – Trent Woods Parade

December 8-11 – Spirit Week

December 11 – SGA General Assembly Meeting

December 12 – Career Fair

December 13 – Havelock Parade

January 12 & 13 – Spring Semester Welcome Back Event