



MEETING AGENDA

FEBRUARY 17, 2026

**5:30 pm – Ward Boardroom
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> |
| | (5) SEI Filings for 2026 (<i>info</i>) | <i>Amber Smith</i> |
| III. | Consent Agenda | <i>Jim Davis</i> |
| | (1) Approve Board of Trustees Meeting Minutes (October 14, 2025) (<i>motion</i>) | |
| | (2) Financial Report 1 st Quarter FY 2025-26 (Jul-Sep) (<i>motion</i>) | |
| | (3) Write-Offs and Uncollectable Accounts (Jul-Sep) (<i>motion</i>) | |
| | (4) Approve Board of Trustees Meeting Minutes (December 9, 2025) (<i>motion</i>) | |
| IV. | Financial Reports | <i>Jim Millard, VP</i> |
| | (1) Financial Report 2 nd Quarter FY 2025-26 (Oct-Dec) (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (Oct-Dec) (<i>motion</i>) | |
| V. | Personnel Report 2 nd Quarter FY 2025-26 (Oct-Dec) (<i>info</i>) | <i>Jim Millard</i> |
| VI. | Facilities Usage Report 2 nd Quarter FY 2025-26 (Oct-Dec) (<i>info</i>) | <i>Jim Millard</i> |
| VII. | Instructional Update (<i>info</i>) | <i>Kathleen Gallman, VP</i> |
| | (1) Fall Program Reviews | |
| | (2) Curriculum Report | |
| VIII. | Old Business | <i>Jim Davis</i> |
| | (1) BP 3.13 Anti-Hazing Policy (<i>motion</i>) | <i>Jim Millard</i> |
| | (2) Amended 3-1 Public Safety Training Center (<i>motion</i>) | <i>Jim Millard</i> |
| IX. | New Business | <i>Jim Davis</i> |
| | (1) Assign Ad-Hoc Committee for President's Evaluation (<i>info</i>) | <i>Jim Davis</i> |

- (2) President's Annual Evaluation and Timeline *(info)* Amber Smith
- (3) BP 2.33 Online Social Media Networking *(info)* Ray Staats
- (4) BP 3.11 Admissions *(info)* Ray Staats
- (5) Compliance Review Final Report 2025-26 *(info)* Ray Staats
- (6) North Carolina State Auditor Financial Statement Audit *(info)* Ray Staats
- (7) Sound Fiscal Management Practices-NCCCS Annual Report *(info)* Ray Staats

X. Reports

- (1) President Ray Staats
- (2) Board Chair Jim Davis
- (3) Attorney Jamie Norment
- (4) Student Trustee Zeid Awawdeh
- (5) Foundation Board President Tyler Harris

Xi. Adjournment

Jim Davis

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

February 17, 2026

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?

Statement of Economic Interest (SEI)

All Trustees are required to file an annual Statement of Economic Interest (SEI) by April 15th.

The 2026 electronic version of the SEI is available online at the below link. This is the preferred method of filing.

<https://ethics.nc.gov/seis/regular-filers> On this page you will find step-by-step guidelines to electronic filing (e-filing).

- If you review the link “How to e-file your SEI,” you will see examples of the pages that will need completion.
- If you have forgotten your account password, click on the “Forgot your password? How to Reset It” (about halfway down the page) to reset. Please do not create another account.

Once you know your password:

- Click on the large rectangular box “File Your 2026 SEI”
- Then click on the blue “Sign In” button
- Sign in using your email address and password.
- As you answer the first 8-9 questions, the e-filing system will determine which form you will complete (no change or long/change).
- If you know you had changes since your 2025 filing, it may be of use to have it on hand with the changes noted.

If you experience a problem with the e-filing, please email me or give me a call 252-638-7201.

Deadline for filing is April 15, 2026.

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
OCTOBER 14, 2025

The Craven Community College Board of Trustees met on Tuesday, October 14, 2025, in the Ward Board Room with Board Vice Chair Steve Cella 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. Ervin Patrick, Ms. Sandra Phelps, Mr. Dan Roberts, Mr. Kevin Roberts, Mr. Henry "Bud" Stilley, Mr Tabari Wallace and Mr. Gus Willis.

Voting members absent were: Dr. Jim Davis, Ms. Pam Holder, Mr. Chip Hughes, and Ms. E.T. Mitchell

Ex-Officio members present were: Mr. Zeid Awawdeh, 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; and Ms. Amber Smith, Executive Assistant to the President and Board of Trustees.

Board Vice Chair, Cella, declared a quorum present for the meeting and welcomed everyone to the October board meeting.

Agenda Review and Adoption

Board Vice Chair Cella reviewed the agenda (attached). Trustee Kevin Roberts motioned to accept the agenda as presented; Trustee Wallace seconded the motion, and the motion was unanimously approved.

Conflict of Interest Declaration

Board Vice Chair Cella read the conflict-of-interest statement. Members noted no conflicts.

Public Comment

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

Consent Agenda

Trustee Stilley motioned to accept the minutes (attached) of the September 23, 2025, meeting as presented; Trustee Patrick seconded the motion, and the motion was unanimously approved.

Fall Enrollment

VP Gery Boucher reviewed the curriculum enrollment data for the fall semester and non-curriculum enrollment data for the summer semester (attached).

Student Services Update

VP Boucher highlighted admissions, outreach, advising, grants, and campus life (attached). He also highlighted the Veterans Affairs program and the various events they have conducted.

Old Business

No Old Business

New Business

Approve 2-1 FY 2025-2026 Budget: President Staats reviewed the budget. Trustee Patrick motioned to approve the budget; Trustee Wallace seconded the motion, and the motion was unanimously approved.

Approve Revised Student Fee Chart for FY 2025-26: President Staats shared the revised fee chart noting the revisions in yellow (attached). Trustee Phelps motioned to approve the fee chart as presented; Trustee Willis seconded the motion, and the motion was unanimously approved.

Reports

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

- State Budget:
 - Legislature meets again 10-20-25
- NLGA Aerospace Committee:

Craven Community College
Board of Trustees Meeting Minutes
October 14, 2025
Page Three

- Attending the conference next week in Salt Lake City, UT
 - Tour of Hill AFB, home of Air Force F-35A's
- STARBASE:
 - Craven Community College will be partnering with ACT. ACT is the grantee; the College provides employment and HR services. This will be a program for 5th graders in Craven, Pamlico and Jones Counties
 - Director position has been advertised \$86,000 to \$88,000
 - Four program instructors and office manager will also be hired
- NC Wolfpack Connect:
 - Early admissions program between NC State and Craven CC
- Anonymous Grant:
 - Will receive \$100,000 and Craven CC Foundation has been asked to match; will fund a 5,000 sq ft shell building on Havelock campus behind IAT
- Visits:
 - General Assembly Fiscal Research Division; 10-1-25
 - Dr. Cox; 10-2-25
- Construction Updates:
 - Corporate Training Center:
 - 34 rain days to date; completion date projected for early April
 - Public Safety Training Center:
 - SCO and OSBM have approved contractor selection; contract preparation in progress
 - Groundbreaking in Jan/Feb
 - Separate bid process for the Burn Tower in early 2026
 - 303 First Street:
 - City is interested in potential sale at appraised value of \$1.2 M
 - Preliminary Engineering Report is contracted with ClarkNexsen (Chad Roberson)
 - Awaiting additional information from CarolinaEast regarding partnership
- Staats Holiday Party is 12-5-25 at 4:30 PM

Craven Community College
Board of Trustees Meeting Minutes
October 14, 2025
Page Four

Chair: No report.

Attorney: Jamie Norment commended VP Jim Millard, ACT, and Navy for all working together very quickly to coordinate the completion of the STARBASE application, which resulted in a victory for all parties.

Foundation: Foundation Board President, Tyler Harris, briefed the board on the progress of the annual campaign and announced the new fundraising event, "Light Up a Life", being held November 6th at the Volt Center. He also reviewed the events that The Lifetime Learning Center (LLC) is providing for the community.

Adjournment

With no further business to be presented, Board Vice Chair Cella adjourned the meeting at 6:43 pm and thanked everyone for their participation.

Respectfully submitted:



Jim Davis, Chair
February 17, 2026



Raymond W. Staats, Secretary
February 17, 2026

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
Total		33,548,714.00	6,332,260.88	27,216,453.12	19%	7,046,437.53	25,877,486.05

**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
Total	\$7,311.70

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**

STIF Account:	30-Sep	30-Jun	Variance
Local Funds	\$3,218,668.14	\$3,043,583.19	\$175,084.95
Special Funds	<u>\$20,548,213.94</u>	<u>\$20,011,587.20</u>	<u>\$536,626.74</u>
Total	\$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.

	30-Sep	30-Jun	Variance
STIF Interest Rate:	4.33932%	4.48223%	-0.14291%

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
DECEMBER 9, 2025

The Craven Community College Board of Trustees met on Tuesday, December 9, 2025, in the Ward Board Room with Board Chair, Dr. Jim Davis, presiding. The meeting was called to order at 5:35 pm.

Roll Call

President Raymond Staats called the roll which indicated a lack of quorum present to approve action items.

Voting members present were: Mr. Steve Cella, Dr. Jim Davis, Ms. Sandra Phelps, Mr. Dan Roberts, Mr. Kevin Roberts and Mr. Bud Stilley

Voting members absent were: Ms. Pam Holder, Mr. Chip Hughes, Ms. E.T. Mitchell, Dr. Ervin Patrick, Mr. Gus Willis and Mr. Tabari Wallace.

Ex-Officio members present were: Mr. Zeid Awawdeh, Student Trustee

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 Davis declared that action items would be deferred until a later Board of Trustees Meeting.

Agenda Review

Board Chair Davis reviewed the agenda (attached).

Conflict of Interest Declaration

Board Chair Davis read the conflict-of-interest statement. Members noted no conflicts.

Public Comment

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

Craven Community College
Board of Trustees Meeting Minutes
December 9, 2025
Page Two

Financial Reports

Fiscal Year 2025-26 1st Quarter Financial Report: VP Jim Millard highlighted the reports for July-September 2025 (attached).

Write-offs and Uncollectable Accounts: VP Millard reviewed the write-offs on this report (attached).

Cash Balances: VP Millard reviewed the cash balance report (attached) for informational purposes.

Personnel Report

VP Millard reviewed the 1st quarter (July-September) fiscal year 2025-26 Personnel Report (attached).

Facilities Usage Report

The Facilities Usage Report (attached) from 1st quarter (July-September) of fiscal year 2025-26, was reviewed by VP Millard for informational purposes.

Strategic Plan Report—Goal 4

Goal 4 Progress Report: President Staats highlighted progress on Goal 4: Community Service & Engagement (attached).

Old Business

None reported

New Business

Board Policy 3.13, Anti-Hazing Policy; VP Millard reviewed BP 3.13, Anti-Hazing Policy. This policy will be presented at the February meeting for final approval.

Review Amended 3-1 Public Safety Training Center Project # 2809: VP Millard presented the amended capital improvement project (attached) for the Public Safety Training Center.

NCCCS Final Report Compliance Review FY 2023-24 Dr. Staats reviewed the letter received from NCCCS, following the January 2024 Compliance Review. The brief report indicated there were no findings made (attached)..

Reports

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

- STARBASE
 - Hired Director, 4 instructors and an office manager to begin in January 2026
- Infrastructure
 - CTC: In progress, occupancy scheduled for April 2026; supply chain issues delaying receipt of roofing materials
 - PSTC: In progress; land has been cleared; first construction update 12-11-25
 - Fleet Workforce Education Center—East: Installing a 5,000 sq ft metal shell building adjacent to the north side of tarmac on Havelock Campus; funded by anonymous donor with a 100% match from the College Foundation
 - Volt Center: 303 First Street—future site for WFD Health Programs with CarolinaEast partnership; preliminary engineering study underway to be followed by a Phase 1 Environmental Study; EDA Grant application will follow
- Gender-based Scholarships
 - Reviewed scholarships in response to an emailed federal civil rights complaint from “Truly Equal.org”, alleging a Title IX violation by offering scholarships with gender requirements. College is awaiting a determination from OCR whether a formal investigation will be initiated. General Counsel is reviewing applicable regulations.
- NLGA Aerospace Committee, Salt Lake City, UT
 - Attended this conference in October and learned a lot about current initiatives.
- Light Up a Life Fundraiser
 - This new Foundation fundraiser was an incredible event, that netted \$96K for student scholarships

Chair: No report.

Attorney: No report.

Craven Community College
Board of Trustees Meeting Minutes
December 9, 2025
Page Four

Student Trustee: Student Trustee Zeid Awawdeh highlighted his report (attached) and discussed future planned activities.

Adjournment

With no further business to be presented, Board Chair Davis adjourned the meeting at 6:45 pm and thanked everyone for their participation.

Respectfully submitted:



Jim Davis, Chair
February 17, 2026



Raymond W. Staats, Secretary
February 17, 2026

Craven Community College
Institutional Funds Budget Comparison Report
As of December 31, 2025 - 50% 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%	2,490,521.05	2,491,552.21
01	133 Discretionary	68,740.00	20,045.70	48,694.30	29%	50,483.47	87,058.61
01	134 Unrestricted Overhead Receipts	58,664.00	54,503.76	4,160.24	93%	6,232.96	22,790.14
01	136 Foundation	627,780.00	182,406.74	445,373.26	29%	384,163.72	929,379.73
01	137 Financial Aid Matching	113,536.00	39,777.11	73,758.89	35%	72,048.68	32,101.16
01	221 Applied Music	-	3,219.56	(3,219.56)	0%	3,490.59	40,566.50
01	227 Extra Curricular Activities	35,650.00	24,459.50	11,190.50	69%	1,338.99	29,853.42
01	250 Curriculum-Self Supporting	-	0.66	(0.66)	0%	8,617.95	257,040.36
01	312 Fire College	-	-	-	0%	133.61	5,780.18
01	340 WFD-Self Supporting	426,414.00	149,391.23	277,022.77	35%	168,829.82	872,346.09
01	411 Learning Resource Center	2,875.00	(9.23)	2,884.23	0%	71.12	3,127.39
01	421 Higher Ed Conference (AVID)	-	-	-	0%	24.63	1,297.76
01	460 Customized Ind Train Support	-	-	-	0%	844.28	36,935.06
01	461 Small Business Facilities Rental	1,000.00	112.09	887.91	11%	2,414.04	3,086.08
01	610 PST Center /VOLT Center	-	352.28	(352.28)	0%	32,063.92	98,890.18
02	131 College Work Study	184,583.00	64,983.78	119,599.22	35%	64,983.78	-
02	134 Restricted Overhead Receipts	78,824.00	71,473.73	7,350.27	91%	19,609.48	150,112.89
02	138 Returned Check Fee Fund	-	-	-	0%	605.58	25,432.93
02	139 Grants - OSBM & NCDPS Cybersecurity	-	50.00	(50.00)	0%	345,782.09	12,309,294.39
02	220 NCSU Engineering	214,332.00	46,496.29	167,835.71	22%	152,774.93	168,549.72
02	227 ENCORE	23,218.00	7,947.84	15,270.16	34%	6,415.64	15,508.68
02	228 Grants -NSF SEAS/Bosch/NCCF	161,464.00	70,726.28	90,737.72	44%	72,307.85	123,976.43
02	291 Specific Fees - Lab/DE/ASC/Career Coach	903,865.00	398,056.94	505,808.06	44%	351,836.40	1,158,443.94
02	292 System-Wide Fees-Comp Tech	696,393.00	366,975.26	329,417.74	53%	128,419.94	230,603.63
02	293 Patron Fees	59,420.00	16,091.48	43,328.52	27%	23,185.99	285,311.49
02	314 Grants - Workforce Development/BS	50,400.00	25,602.01	24,797.99	51%	46,258.89	21,529.35
02	355 NCDPS Reentry Program	374,305.00	132,841.46	241,463.54	35%	98,460.42	37,125.64
02	370 FTCC NCMBC	95,007.00	43,180.88	51,826.12	45%	43,146.31	(436.54)
02	392 System-Wide Fees - WFD Comp	12,025.00	-	12,025.00	0%	281.09	12,237.51
02	412 Grants -NC A&T STEPs4GROWTH & Bright Ideas	102,124.00	49,421.35	52,702.65	48%	69,587.19	43,470.97
02	521 C-Step Grant	12,000.00	2,059.54	9,940.46	17%	10,387.45	8,327.91
02	531 Professional Liability Ins	13,391.00	13,391.00	-	100%	5,230.79	44,240.32

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532 Student Insurance	11,220.00	4,469.83	6,750.17	40%	3,323.15	(12,437.65)
02	533 Transcript Fees	42,316.00	20,473.39	21,842.61	48%	26,170.78	383,594.73
02	534 TRIO/Panther Pantry Grants	335,781.00	126,314.19	209,466.81	38%	130,255.04	5,399.40
02	556 Student Outreach & Advising	-	-	-	0%	-	-
02	790 Facilities Rental Fund	2,153.00	861.45	1,291.55	40%	7,786.18	66,789.29
02	791 Public Radio East	1,048,128.00	512,122.69	536,005.31	49%	666,472.20	493,556.00
02	795 Career Fair	-	-	-	0%	15.60	672.51
02	796 Testing Centers	99,389.00	37,195.79	62,193.21	37%	30,902.50	120,597.32
02	797 Public Radio East Foundation	980,000.00	594,648.85	385,351.15	61%	624,543.85	187,597.62
02	823 SEOG	188,454.00	60,960.00	127,494.00	32%	60,960.00	-
02	824 Pell	6,135,000.00	2,823,236.78	3,311,763.22	46%	2,798,236.78	(25,000.00)
02	830 NCCC Target Asst/LTHT/GoldenLeaf	50,483.00	23,226.00	27,257.00	46%	12,322.00	(10,904.00)
02	834 Teacher Assistant Sch Fund	19,291.00	19,260.60	30.40	100%	19,638.60	378.00
02	835 State Aid Scholarships	252,500.00	121,328.00	131,172.00	48%	116,039.00	(4,150.00)
02	840 General Scholarships	490,481.00	180,139.67	310,341.33	37%	271,197.74	675,450.90
02	841 Endowment/Other Scholarships	204,349.00	87,930.56	116,418.44	43%	96,311.36	21,022.80
05	710 Clearwire Distribution	-	-	-	0%	4,366.93	70,928.51
05	720 Bookstore	91,781.00	92,266.84	(485.84)	101%	21,964.91	440,905.59
05	730 Food Service / WFD Catering	38,328.00	31,642.76	6,685.24	83%	19,227.34	20,584.29
05	740 Campus Access	130,670.00	60,672.61	69,997.39	46%	37,964.78	38,578.72
05	770 Student Activity Funds	259,194.00	136,249.91	122,944.09	53%	103,873.90	66,028.72
06	810 J. Wrenn Emergency Loan Funds	-	110.68	(110.68)	0%	1,203.29	49,690.24
07	910 Buildings & Grounds	19,037,137.00	3,561,554.00	15,475,583.00	19%	3,895,291.09	2,509,104.82
08	792 Public Radio East Endowment	-	-	-	0%	1,939.15	83,917.63
08	850 Endowments	213,009.00	92,567.48	120,441.52	43%	454,300.65	4,108,136.91
Total		33,965,474.00	10,384,330.77	23,581,143.23	31%	14,064,859.47	28,843,838.10

**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 - Oct 1, 2025 to December 31, 2025

Return of Title IV	\$19,477.24
FA Issues/Withdrew Charged 25%	\$433.36
Sponsor Issues	\$132.35
Payment Plan	\$133.06
Total	\$20,176.01

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

Past Write-Offs (6 Months; YTD) July - December	2025-26	2024-25	2023-24	2022-23	2021-22
Total	\$27,487.71	\$20,276.51	\$53,170.28	\$75,080.74	\$64,289.09

Quarterly Collections 2nd Qtr Comparison Only October - December	2025	2024	2023	2022	2021
Total Collected this Period	\$4,612.98	\$1,917.76	\$6,259.91	\$1,616.33	\$3,594.14
Received from Debt Setoff	\$95.00	\$1,431.59	\$412.46	\$669.04	\$0.00
Collection Agency Fees	(\$922.60)	(\$373.57)	(\$1,321.98)	(\$375.18)	(\$718.84)
Net Proceeds	\$3,785.38	\$2,975.78	\$5,350.39	\$1,910.19	\$2,875.30

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	31-Dec	30-Sep	Variance
Local Funds	\$2,449,542.50	\$3,218,668.14	-\$769,125.64
Special Funds	<u>\$22,242,728.01</u>	<u>\$20,548,213.94</u>	<u>\$1,694,514.07</u>
Total	\$24,692,270.51	\$23,766,882.08	\$925,388.43

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-Dec	30-Sep	Variance
STIF Interest Rate:	4.21452%	4.33932%	-0.12480%

Craven Community College
Personnel Report
October 1, 2025 – December 31, 2025

New Hires	Position Title	Effective	Monthly/Annually
Melissa Blackman	Administrative Assistant, Financial Aid	10/15/25	\$2,834/\$34,008
Garrett Cothorn	Senior Administrative Assistant, Career & Technical Programs	11/3/25	\$3,167/\$38,004
Boyd Canfield	Senior Trades Instructor, VOLT Center	11/17/25	\$4,834/\$58,008
Christopher Myers	TRIO Success Coordinator (Part-time Regular)	11/17/25	\$2,514/\$30,168
Sherri Vinston	Accountant, Compliance & Deposit	12/1/25	\$3,921/\$47,052

Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Sarah Honbarrier	Digital Navigator (Part-time Temporary)	Digital Navigator (Part-time Regular)	10/11/25	\$2,011/\$24,132
Rodneka Stewart	Financial Aid Advisor I	Assistant Director, Financial Aid	11/1/25	\$4,834/\$58,008
Matthew Brown	Assistant School Certifying Official (Part-time Regular)	Academic Advisor	11/15/25	\$4,084/\$49,008
Jonathan Larson	IT Technician	Information Security Analyst	11/15/25	\$4,653/\$55,836
Joseph Lee	Director, Information Security	Associate Dean, Technology Services	11/15/25	\$6,417/\$77,004
Marie Mynster	Human Resources Specialist	Assistant Director, Human Resources	11/15/25	\$4,599/\$55,188
Carrie Strait	Accountant, Compliance & Deposit	Accountant, Budget & Operations	11/15/25	\$3,921/\$47,052
Kristin White	Accountant, Budget & Operations	Assistant Controller	11/15/25	\$4,584/\$55,008

Resignations/ Retirements	Position Title	Effective	Reason
Victoria "Nicole" Dunn	Research & Assessment Specialist	10/31/25	Resignation
Tyrone Butler	Senior Administrative Assistant, Teaching and Learning	11/5/25	Resignation
Earl Bisel	Associate Dean, Technology Services	11/7/25	Resignation
Samantha McDonald	Academic Advisor	11/10/25	Resignation
Naomi Hunt	College & Career Readiness Coordinator	12/23/25	Resignation
Dianne Meadows	Administrative Assistant, Disability Services	12/23/25	Resignation
Ledesma Hamrick	Custodian	12/31/25	Retirement
Kimberly Ireland	Esthetics Faculty	12/31/25	Resignation
Pamela Gibbs	Accountant, Grants & Special Projects	12/31/25	Retirement
Jimmie Swinson	Senior Trades Instructor	12/31/25	Retirement
Annette Walker	Information Technology Faculty	12/31/25	Retirement

**Craven Community College
Facilities Usage Report
October 1, 2025 - December 31, 2025**

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date(s) Fees Received	Estimated Number of Attendees
Congressman Murphy	10/4/2025	Gov	Orringer			100
Edward Jones	10/16/2025	Profit	Orringer	\$1,160.00	6/11/2025	275
NB Chamber of Commerce	10/21/2025	BLC	Naumann			30
Congressman Murphy	11/8/25 & 11/9/25	Gov	AMC 104 & AMC 102			100
Craven Concerts	11/8/2025	Non-Profit	Orringer	\$700.00	10/21/25 & 10/22/25	200
BSH	11/12/25 & 11/13/25	Profit	AMC 104 & AMC 102			25
NB Chamber of Commerce	11/18/2025	BLC	Naumann			30
NC ABC Commission	11/18/2025	Gov	Naumann			30
American Red Cross	11/12/2025	Non-Profit	Naumann			16
NC History Theater	11/12/25-11/14/25, 11/16/25, 11/20/25-11/22/25	Non-Profit	Orringer	\$1,500.00	11/4/2025	100
Scottish Cultural Outreach Foundation	12/13/2025	Non-Profit	Orringer	\$1,130.00	12/12/2025	278
New Bern Historical Society	12/14/2025	Non-Profit	Orringer	\$360.00	12/10/2025	250

Fees are not charged to the following organizations:
 (BLC) Craven Business Leadership Circle
 (Gov) Government - federal, state, county, municipal
 (Edu) Education

Instructional Update

Dr. Kathleen Gallman



Fall Administrative Program Review Highlights

Accounting & Finance

- **Strengths** – Stackable credentials with flexible seated, hybrid and online options; Strong employer partnerships and internship pipelines; Consistent completions growth post-COVID
- **Action** – Launch HyFlex instruction (Spring 2026); Coordinate with marketing to promote HyFlex and internship success stories

Fall Administrative Program Review Highlights

Cosmetology

- **Strengths** – High retention and strong faculty expertise (90+ years combined); Robust enrollment and community engagement through events and clinics; Program alignment with state licensure standards; Strong reputation and industry partnerships
- **Action** – Evaluate feasibility of reinstating evening cohort to increase access; Strengthen marketing and social media presence

Fall Curriculum Program Review Highlights

Esthetics

- **Strengths** – 100% retention and strong academic performance (3.68-3.91 GPA); Hands-on clinic provides real-world experience and public service; Active advisory board and updated microneedling; Strong employment outcomes and positive client feedback
- **Action** – Research digital scheduling software to improve client management; purchase additional microneedle to support client demand

Fall Curriculum Program Review Highlights

Information Technology

- **Strengths** – Strong curriculum alignment with industry certifications (CompTIA, Cisco, Microsoft); Multiple credential pathways for flexibility (AAS, diploma, certificate); Faculty certified in key technical areas and focused on innovation; Stable enrollment and dual-enrollment pipelines
- **Action** – Strengthen employer and internship partnerships with formal tracking; Collaborate with marketing for targeted program promotion

Fall Curriculum Program Review Highlights

Physical Therapist Assistant (PTA)

- **Strengths** – Accredited by CAPTE with strong board exam pass rates; Consistent employer satisfaction and strong clinical partnerships; Stable leadership and dedicated faculty; Strong reputation for graduate preparedness
- **Action** – Develop diverse recruitment strategies and community partnerships; Strengthen advisory board with diverse practitioner representation

Spring Curriculum Enrollment

As of February 11, 2026

Curriculum Enrollment		
	Headcount	FTE
Spring 2026	3,085	1,105.53
Spring 2025	3,049	1,104.94
% Change	1.2%	0.1%

Lower FTE Explanation: We served about the same number of Curriculum students, but the overall course-load/hour mix produced slightly less FTE.

Students were taking slightly fewer credit/contact hours on average (more PT students) and/or the schedule included more lower-credit sections.

Even though Curriculum headcount and enrollments increased slightly, total Curriculum FTE decreased because FTE is driven by the credit/contact-hour mix, not headcount alone.

SACS Reaffirmation 2027

- Compliance Certification due to SACSCOC March 1, 2026
 - Abbreviated Review – 40 Standards rather than 73 Standards
 - Co-Chairs: Dr. Alec Newton, AVP for Instruction and Donna Marshall, ED of Institutional Effectiveness
 - Electronic submission
 - QEP optional for Class of 2027 – Craven implementing informally
- On-Site Review scheduled for October 5–8, 2026

SACS Reaffirmation 2027

Next Steps & Timeline

Late January – February 2026:

- Conduct final consistency checks across narratives
- Verify accuracy and completeness of supporting evidence
- Load all approved content and documentation into Watermark

On or Before March 1, 2026:

- Submit finalized Off-Site Review materials to the SACSCOC Portal

October 19–21, 2026:

- Host the On-Site Reaffirmation Committee



GAIM

Generated Artificial Intelligence Momentum

- Quality Enhancement Plan (QEP) is not required as part of our SACSCOC Reaffirmation, but Craven Community College is continuing our Artificial Intelligence Initiative.
- The QEP Committee has become GAIM Changer and will guide planning and implementation.
- GAIM was launched at an all-campus kickoff 1/8 and 1/9 with a presenter from the System Office.
- AI Guidance Handbook for NC Community Colleges was used as a resource.
- GAIM Outcomes: Critical Thinking, Metacognition, Ethical and Responsible Use, Durable Skills (to prepare students for the workforce).
- Faculty and staff development: The GAIM Changers are developing a structured plan to provide staff training and faculty professional learning on the use of AI. Opportunities include workshops and sessions through the Center for Teaching and Learning, and ongoing 10-week COACH (Community of AI Champions) program to support faculty with course redesign and AI-enhanced assignments, activities, and assessments, and an AI Resource Hub located in the Learning Management System

Technical Standards

- Technical Standards have been created for all Programs
- Approved by the Curriculum and Academic Policy committee Fall 2025
- Standards will be published in the General Catalog under each academic program

Description:

Technical Standards outline the skills and expectations required for students to successfully enter, progress through and complete their program. They ensure clarity and consistency for students, faculty, staff, administration, and disability services. These standards apply equally to all students. All students are expected to meet certain technical standards which are essential for the successful completion of all phases of the program, and which reflect industry requirements and standards.

Arts & Sciences

Phi Theta Kappa

- PTK received 5-Star chapter for 16th year in a row!
- Honors in Action Project: “Journey of Awareness”
- College Project: Compost Bins

C-STEP Program

- Currently have 9 active C-STEP students (for 2026 and 2027 transfer), up from 6 (transferred 2024 and 2025)

Fine Arts Expansion with Craven Early College

- Partnering with Craven Early College to expand Fine Arts offerings
- Plan to launch of a new band program
 - Band Instrument Tryouts, in collaboration with Fuller’s Music, will be held on February 12, 2026, at 6:00 pm in Orringer Hall.

Arts & Sciences Cont'd

Study Abroad Spain 2026 – May 25 – June 4

- Group of 8 students, 2 chaperones, and 10 community members will travel to Madrid, Valencia, and Barcelona
- Itinerary includes guided walking tours, museums, and cultural experiences such as flamenco performances

The Honors Project Revitalization

- Piloted in Fall 2025; ended with 3 successful presentations
- Program engages students in faculty-mentored scholarly and creative research projects that promote critical thinking and research skills.
- Spring 2026 - 6 honors certified faculty and at least 10 students starting an Honors Project

Career & Technical Programs

- Filled the vacancy left by the passing of Herb Crimp with Kate Morgan as our new Electronics Faculty.
- Added our 5th full-time Welding Instructor, Luke Rogers.
- The Welding Program has hit 100 students!
- Adding a CNC Career and College Promise Pathway at Havelock Campus for the Fall 2026.

eLearning and the Center for Teaching and Learning

New Learning Management System Coming Soon!

- The North Carolina System Office has selected Canvas as a statewide learning management system (LMS) for all 58 community colleges
- Given the options to select our preference on the transition time from Moodle to Canvas, the College prefers to begin transitioning in Spring (Cohort 3) or Summer 2027 (Cohort 4)
- Involves a “heavy lift” for the distance learning office and faculty

Health Sciences

- Evening Practical Nursing Program graduated their 1st cohort in December 2025.
- New clinical sites – Onslow Memorial and UNC Health Lenoir
 - Also seeking MOU with Cherry Point Hospital for Physical Therapist Assistant, Nursing, and Medical Assisting clinical
- Medical Assisting accreditation visit November 2026
- Surgical Technology
 - began 3rd cohort January 2026
 - Now offering program twice a year, in January and August
- Associate Degree in Nursing - transitioning from FA Davis print books to e-books from
 - Cost savings to student
 - Better alignment with the competency-based teaching methodology

Summer Camps

Elementary (Grades 3-5)

- FULL STEAM AHEAD JUNIOR
- CREATIVE HANDS
- MUSIC CAMP
- COSMOTOLOGY CAMP (4-6 Grade)

Middle School (Grades 6-8)

- FULL STEAM AHEAD
- WRITE ON!
- GLAZED AND AMAZED
- AUTOMOTIVE SKILLS CAMP
- ENGINEERING CAMP (7-9 Grade)

High School (Grades 9-12)

- WELDING DAY CAMP
- BABYSITTING 101 (12-17 YO)
- 3-D MODELING
- 3-D PRINTING WORKSHOP

Visit our Website for More Information at
<https://cravencc.edu/summercamps>



*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

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.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #4

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. \$859,329 Interest earned through November 2025. Increasing estimated interest revenue for the project and updating estimated construction costs. Construction bids came in higher than expected.

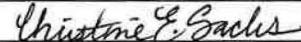
Project to be constructed/renovated on college owned property

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: 

Contact Number: 252-637-5740

Date: 1-20-2026

CPC Signature: 

III. ESTMATED 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
11,409,961.00	415,352.00	11,825,313.00
342,299.00	12,461.00	354,760.00
38,000.00	67,435.00	105,435.00
	4,752.00	4,752.00
12,750,000.00	500,000.00	13,250,000.00
0.00	0.00	0.00
\$12,750,000.00	\$500,000.00	\$13,250,000.00

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 SCII
- 2. Other
- 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
750,000.00	500,000.00	1,250,000.00
12,750,000.00	500,000.00	13,250,000.00
0.00	0.00	0.00
12,750,000.00	500,000.00	13,250,000.00
0.00	0.00	0.00
\$12,750,000.00	\$500,000.00	\$13,250,000.00

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 2/17/2026.

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.


Chairman - Board of Trustees


Chief Administrative Officer/President

Placeholder for Board Chair to assign Ad
Hoc Committee for President Evaluation

Timeline for President's Annual Evaluation

2025-2026

February 17, 2026	--Board receives Evaluation Tool and Timeline --Chair appoints President's Evaluation Committee
By March 9, 2026	--Trustees mail the completed and signed President's Evaluation form to Ward & Smith (in the envelope provided to Trustees 2-17-26)
March 17, 2026	--Trustees hand carry the completed and signed President's Evaluation form to Jamie Norment at Board Meeting (in the envelope provided)
March 23-April 3, 2026	--President's Evaluation Committee reviews the results of the President's Evaluation (committee chooses date)
April 21, 2026	--Results of the President's Evaluation reviewed by the full Board of Trustees at the April Board Meeting
April 27-May 1, 2026	--Feedback to the President by the Chair and Vice-Chair (exact date to be determined)
May 4, 2026	--Chair submits letter to the NCCCS Office indicating the President's Evaluation was completed

Directions to Trustees:

1. Complete the President's Annual Evaluation (3 pages) by writing in the appropriate score clearly and adding any additional comments on the last page.
2. Sign and date the document—**Your signature is required**
3. Mail the evaluation in the self-addressed, stamped envelope by March 9th or hand carry to the March Board Meeting.

Please call Amber Smith with questions, 252-638-7201

ONLINE SOCIAL MEDIA NETWORKING

Legal Authority: NCGS 115D-20

Approved: March 17, 2026 [DRAFT]

Previous Editions: April 19, 2011; January 17, 2017

ONLINE SOCIAL MEDIA NETWORKING

Online social media and networking (collectively, "social networking") allow the College, its students and employees to reach many audiences. Social networking includes web-based or mobile technologies used for interactive communication, whether for personal, educational, or business use. These forms of communication include collaborative projects, blogs, content communities (e.g., YouTube), and social networking sites (e.g., Facebook, Instagram, X). The Board recognizes the value and potential of these online social networking tools to support and communicate the College's mission.

College-Controlled Sites

The Board authorizes the President to establish and supervise online social media networking sites limited to official College business and initiatives (collectively, "Official Sites"). The President shall establish and maintain appropriate College procedures governing the use of Official Sites. The interactive components of Official Sites (e.g., public comments and replies) shall be maintained by the College as limited public forums dedicated to discussion of topics related to the College's programs, services, and operations. The College will enforce clear, published rules in a viewpoint-neutral manner and will take the least restrictive action necessary to address rule violations.

Official Sites shall not use, or allow the use of, language, photographs, and other forms of communication that:

- Constitute unlawful harassment of specific individuals or unlawful discrimination, or contain obscenity or child sexual abuse material;
- Threaten others;
- Promote or depict unlawful activity, including hazing, harassment, vandalism, stalking, underage drinking, or illegal drug use;
- Violate local, state or federal law;
- Contain spam;
- Advertise or sell goods or services, except as part of a college activity authorized by the President;
- Are clearly off-topic relative to the College or to the subject of the specific post;
- Infringe on copyrights or trademarks; or
- Materially disrupt the ability of others to access or participate in the forum, including by flooding or repetitive posting.

The President, consulting with legal counsel as needed, may direct staff to remove or hide user-generated content from an Official Site when it violates the enumerated rules above. Where feasible, the College

will remove specific violating content rather than restrict an entire account. Temporary account-level blocking may be used for repeated or egregious violations after notice and warning, consistent with published procedures and subject to an appeal and unblock process.

Official sites shall include, whenever possible, a statement substantially similar to the following: "This website is an official communication of Craven Community College, and is subject to certain restricted uses. No person communicating via this site (whether a state employee, student, private business, or member of the public) should have an expectation that any communication on this site is private. All communication on this site may be subject to disclosure under the North Carolina Public Records Act". Administrators will document moderation actions (including removals and temporary blocks) and preserve records consistent with the College's public records retention requirements.

The College will not remove content or block users based on viewpoint. Subject-matter restrictions (e.g., off-topic content) will be applied in a reasonable and consistent manner tied to the forum's purpose.

Official Student Group Sites

Officially recognized student groups may use College resources to maintain a social networking site for the purpose of promoting their group and communicating with the College community and public. The College shall not regulate an official student group's site based on the viewpoint or opinions expressed by the student group. However, all official student group sites shall comply with the Board's Student Code of Conduct and Sexual and Other Unlawful Harassment Policies.

Personal Sites

The Board recognizes that employees and students may maintain personal websites and online social networking accounts that express their personal opinions and viewpoints. The College does not authorize, and specifically disclaims any responsibility for, any personal site established by an employee or student. Such personal online presence is not supervised by the College. However, employees and students remain subject to discipline for violation of any applicable portions of the Board's policies. No employee or student is authorized to use College logos, trademarks or other intellectual property on their personal site. Employees and students must not claim or imply that they are speaking on behalf of the College. Employees and students are personally responsible for any legal liability arising from or relating to their use of social networking services and sites. Any personal online activity (in any form) by an employee or student that violates state or federal law will subject the employee or student to disciplinary action pursuant to the applicable employee or student handbooks.

Legal Authority: DoDI 1322.25; NCGS 115D; 1D SBCCC 200.95, 300.4(c), 400.2, and 400.11

Approved: March 17, 2026 (DRAFT)

Previous Editions: February 16, 2021, August 17, 2021

ADMISSIONS

Craven Community College is an *open-door* admissions higher education institution. The College will normally admit all applicants who meet the criteria set forth in this policy. In addition, the College admits students without regard to race, color, national origin, religion, age, sex, sexual orientation, gender, family status, disability status, veteran status, or any health or genetic information.

Admission to the College, however, does not guarantee admission into specific College programs. Students may be selected into competitive admissions programs once they have met the requirements and demonstrated the aptitude for those programs.

The President of the College shall implement admissions Procedures consistent with this policy.

Secondary School Accreditation

Admission to the College will not be denied based on the accreditation status of a secondary school located in North Carolina, unless accreditation was conducted by a State agency. In addition, the College will not use such accreditation status in any decision related to the admission to programs of study or the distribution of loans, scholarships, or other educational activity at the College. The term “accreditation” shall include certification or any other similar approval process.

Residency Determination

North Carolina law prescribes specific requirements for establishing residency for tuition classification purposes. In general, a North Carolina resident for tuition purposes is a person who has established and maintained legal residence in North Carolina for at least 12 months. For dependent persons (as defined by IRS tax code), residency is determined as that of the parent or legal guardian.

Other persons not meeting the 12-month legal residence requirement may be classified as North Carolina residents for tuition purposes only if they fall within one of the limited categories authorized by the North Carolina Legislature. All other persons are ineligible for classification as a North Carolina “resident for tuition purposes” and will be charged out-of-state tuition.

State statutes require the College to utilize the statewide Residency Determination Service (RDS) for new and returning students. All applicants (with the exception of Career and College Promise applicants) must complete a Residency Determination request to determine their tuition status (in state or out of state) prior to completing and submitting an Admissions application. Students may be required to submit supporting documentation during this process within timeframes required by RDS.

Undocumented Immigrants

The College shall admit an undocumented immigrant, defined, for purposes of this Policy, as any person not lawfully present in the United States, only if the applicant has attended and graduated from a United States public high school, private high school, or home school that operates in compliance with state or local law. In addition, it is the policy of the College that:

- Federal immigration classifications will be used to determine whether a person is an undocumented immigrant,
- Undocumented immigrants who are admitted shall comply with all federal and state laws regarding financial aid,
- Undocumented immigrants are not considered a North Carolina resident for tuition purposes, and are charged out-of-state tuition whether or not the person resides in North Carolina,
- When considering admission to a specific program, the College must take into account any federal law that prohibits states from granting professional licenses to undocumented immigrants, and
- For classes or programs of study having capacity limitations, applicants lawfully present in the United States shall have admissions priority over an undocumented immigrant.

Admission of Minors

Career and College Promise (CCP). The purpose of CCP is to offer structured opportunities for qualified high school students to dually enroll in College courses that provide pathways leading to a certificate, diploma, or degree as well as provide entry-level job skills. Academic credits earned through CCP enable students who continue into postsecondary education after graduating from high school to complete a postsecondary credential in less time than would normally be required.

The College collaborates with Craven County Schools to offer the following CCP pathways:

- College Transfer,
- Career and Technical Education,
- Workforce Continuing Education, and
- Cooperative Innovative High Schools—Craven Early College and Early College EAST.

Minors not Enrolled in High School. Minors, 16 years old or older, who are not currently enrolled in a public or private educational agency, may be admitted to a Career and College Readiness or Continuing Education program at the College if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to either program is the best educational option for the student.

Education Records of Minor Students - Leon's Law. Leon's Law (SL 2025-46, enacted as NCGS 115D-10.80) and the Family Educational Rights and Privacy Act (FERPA) provides for the release of education records of minor students to the parent(s) or legal guardian(s). Minor students shall acknowledge this

requirement, in writing, as part of the class registration process. The parents(s) or legal guardian(s) may choose to “opt out” of the disclosures. Records will also be shared with school administrators and counselors at the student's high school, if the student is dually enrolled. Disclosure is also allowed without the student's consent if the student is considered a dependent under IRS rules.

Emancipated Minor. The minor must provide legal documentation of emancipation. Admission requirements for an emancipated minor shall be the same as for an applicant 18 years old or older.

Refusal of Admission

The College may refuse admission to any applicant:

1. Who poses an articulable, imminent safety threat of any kind to the College, the student body, faculty or staff, or to any individual. Any person denied admission for this reason shall be given an opportunity to appeal the denial.
2. Who, having applied for a College program that requires a student to possess a firearm, cannot show eligibility to possess a firearm. Any person denied admission for this reason shall be given an opportunity to appeal the denial.
3. Who is currently under suspension or expulsion from another institution of higher education.
4. Who is not a resident of North Carolina, seeks enrollment in any distance education course, and the applicant is a resident of a state where the College is not authorized to provide distance education in that state.
5. Who refuses to provide a social security number during admission and enrollment processing, with the exception of:
 - a. Students taking courses for which no academic credit is offered;
 - b. Nonresident alien students;
 - c. Students whose qualified tuition and related expenses are entirely waived or paid entirely with scholarships; or
 - d. Students for whom the College does not maintain a separate financial account and whose qualified tuition and related expenses are covered by a formal billing arrangement between the College and the student’s employer or a governmental entity.

The President of the College shall implement Procedures and establish the standards for refusing admission to individuals.

Student Recruitment

The College shall not engage in student recruitment practices that are, or may be reasonably perceived as, unfair, deceptive, or abusive. Prohibited practices include, but are not limited to, multiple unsolicited contacts (3 or more) by phone, email, or in-person, or engaging in same-day recruitment and registration for the purpose of securing enrollments.

The College shall not provide any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including military Tuition Assistance funds) to

any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

January 20, 2026

Dr. Raymond Staats, President
Craven Community College
800 College Court
New Bern, NC 28562

Dear Dr. Staats:

Enclosed is the final report for the compliance review conducted FY 2025-26 at Craven Community College pursuant to North Carolina General Statute § 115D-9.20. There were no findings for the sample of records reviewed from the Institution Class Reports (ICR), programs, policies, and procedures for the 2024-25 reporting period.

Thank you for cooperating with the North Carolina Community College System (NCCCS) Compliance Services staff during the compliance review.

Sincerely,



Dr. Kimberly Gold
Chief of Staff

c: Dr. Jim Davis, Chair, Craven Community College Board of Trustees
Dave Boliek, North Carolina State Auditor
Amanda Tolar, Director of Compliance Services
Norman Cooper and Susan Miller, Compliance Examiners

North Carolina Community College System

Compliance Review Final Report for Craven Community College

Review Conducted: FY 2025-26

Records Reviewed: Summer Semester 2024, Fall Semester 2024, and Spring Semester 2025

METHODOLOGY

A compliance review was conducted at Craven Community College by the North Carolina Community College System (NCCCS) Compliance Services staff to ensure the data used to allocate State funds among the community colleges was reported accurately for the 2024-25 reporting period. The review was conducted on a selected sample of the data relevant to this period.

The major components of the compliance review conducted during FY 2025-26 are outlined in SBCC Numbered Memo [CC25-068 FY 2025-26 Compliance Services Updates and Review Procedures](#). The scope of the compliance review includes, but is not limited to, the major components noted in CC25-068.

FINDINGS SUMMARY

Based on the site review, no findings were identified.

The cooperation of the president and staff during the compliance review is appreciated.

Submitted By:

Norman Cooper and Susan Miller, Compliance Examiners

Dates of Compliance Review: January 5 – 15, 2026



North Carolina Office of the State Auditor

Dave Boliek, State Auditor

January 15, 2026

Dr. Raymond W. Staats, President
Craven Community College
800 College Court
New Bern, North Carolina 28562

Dear Dr. Staats:

We have completed our financial statement audit at Craven Community College (College) for the year ended June 30, 2025. In planning and performing our audit, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, we considered the College's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we do not express an opinion on the effectiveness of the College's internal control over financial reporting.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible*: The chance of the future event or events occurring is more than remote but less than likely.
- *Probable*: The future event or events are likely to occur.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses or any instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*. However, material weaknesses may exist that were not identified. These audit results were discussed with you on January 9, 2026 and will be included in a report for the College.

The purpose of this letter, which is an integral part of our audit, is to describe the scope of our testing of internal control over financial reporting and the results of that testing. Accordingly, this letter is not intended to be and should not be used for any other purpose.

Dr. Raymond Staats, President
January 15, 2026
Page 2

We express our appreciation to you and your staff for the cooperation extended to us during our audit. Please contact me if you have any questions or concerns about the audit.

Sincerely,

Dave Boliek
State Auditor

A handwritten signature in black ink that reads "Jordan D. Chippewa". The signature is written in a cursive style with a large, stylized initial "J".

Jordan D. Chippewa, CPA
Financial Audit Director

DB/JDC

cc: Jim Millard, Vice President for Administration

Craven Community College

Item	Reference	Benchmark Definition	Benchmark Indicator	College Indicator	Meets Expectations, Does Not Meet Expectations
Unexpended Funds Report	1A SBCCC 200.4(2)	% of State Funds does not exceed five percent or five times the systemwide percentage, which is higher for the most recent fiscal year.	% Unexpended (if any)	0.0%	Meets
Annual Surey of Fees	1A SBCCC 200.4(3)	Institutional Fee Accounts do not have a negative blance at the end of the fiscal year unless such an instance exists for a planned reason - Due Date 10/24/2025	No Fee Balance or Negative Fee Balance (if any)	None	Meets
Budget allocation	NCGS § 115D-56 1A SBCCC 200.4(5)	Budget Allocations submitted by the established due date and finalized consistent with budget guidelines within 14 days of submission - Due Date	Submitted by Deadline Finalized within 14 days	Timely	Meets
Office of State Controller Submissions	1A SBCCC 200.4(6), (7), (8)	a. Internal Controls Certification - Due Date 7/31/2025	Timely/Date if Late	Timely	Meets
		b. Cash Management Plan Certification - Due Date 3/31/2025	Timely/Date if Late	Timely	Meets
		c. ACFR Package Submission - Due Date 8/25/2025	Timely/Date if Late	Timely	Meets
College Financial Audit Finding Summary	1A SBCCC 200.4(9), (10)	Date of last Audit Findings (if any)	No Findings/ Findings	No Findings	Meets
Compliance Review Findings	1A SBCCC 200.4(9)	Date of Last Review Material or Minimal Findings (if any)	No Findings/ Findings	No Findings	Meets



Student Government Association

Board of Trustees Report

February 17th, 2026

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

January 12th & 13th - Spring Semester Welcome Back Event

January 15th – Red Cross Blood Drive

January 30th – Student Leaders volunteer at Religious Community Services' (RCS)

Warehouse and Kitchen

February 12th – Valentines Day Event

Upcoming Events

February 19th - Black History Month Event

February 26th - SGA General Assembly Meeting

March 12th - SGA General Assembly Meeting

March 12th - Canvas Painting Activity

March 18th - Spring College Fair

March 20th - Student Leaders volunteer at Habitat for Humanity



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
Dr. Jim Davis, *Chair, Craven CC Trustees*
Charles Dudley
Wendy Fisher
Dr. Dwight Grady
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*
The Honorable Beverly E. Perdue
Anne C. Schout, *Past President*
Karen Segal
Terri Sharp
Dr. Raymond Staats, *Craven CC President*
Jennifer Stallings
Jeannie Tyson
Craig A. Warren
Dr. Kenneth Wilkins
Brenda Wilson

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

www.CravenCC.edu/Foundation

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

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

February 2026

The Craven CC Foundation is preparing for the 16th Annual Community Fabric Awards (CFA) scheduled for Tuesday April 28th from noon to 1:30 PM at the New Bern Riverfront Convention Center. Nominations for this year's recipients close, February 23, 2026. Please consider nominating an outstanding leader in our community for this award.

Our annual campaigns continue to do well. Through January, the combined campaigns (Campus, Community and Other [miscellaneous]) have raised \$442,624. This is an increase of \$139,887 over the previous year. With five (5) months remaining in this fiscal year, we are on track to surpass last year's fundraising efforts. The Profit and Loss Statement for the Foundation shows through the end of the second quarter, a net income of \$650,758. This includes a combination of both Operating and Nonoperating Revenues and Expenses. Total assets for the Foundations reflect an increase of over 18% compared to the previous year to date (\$887,789), closing the second quarter at \$5,701,285. The endowments portfolio has surpassed the \$4 million mark with a total asset of \$4,079,012.

The Foundation is monitoring scholarship assistance to students and are currently on track with expenditures. We have budgeted \$640,030 in scholarship assistance for students this fiscal year. It is important to note that the Foundation has also approved up to \$100,000 in funding for the Havelock construction project.

Finally, the Lifetime Learning Center (LLC) continues to see strong interest in planned travel events, both domestic and international. The current success of the LLC is demonstrated by the current revenue at the end of the second quarter of \$191,482. This almost exceeds the revenue budgeted for the entire year. Successful trips have been completed to the Biltmore/Ashville and Sante Fe, as well as to the Durham Performing Arts Center for Broadway shows. The LLC also sponsored a very successful concert featuring the Del McCoury Band.

Sincerely,

A handwritten signature in blue ink that reads "Tyler B. Harris". The signature is written in a cursive style with a large, prominent "T" and "H".

Tyler Harris
President