

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

September 15, 2026

Mr. Steve Cella

Dr. Jim Davis

Mr. Chadwick Howard

Mr. Chip Hughes

Mr. Will Lewis

Ms. E.T. Mitchell

Dr. Ervin Patrick

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
BOARD OF TRUSTEES

MEETING AGENDA

SEPTEMBER 15, 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> |
| III. | Consent Agenda (<i>motion</i>) | <i>Jim Davis</i> |
| | (1) Approve Board of Trustees Meeting Minutes (August 18, 2026) | |
| IV. | WFD Update (<i>info</i>) | <i>Gery Boucher, VP</i> |
| V. | Old Business | <i>Jim Davis</i> |
| | (1) BP 4.17 Artificial Intelligence (<i>motion</i>) | <i>Ray Staats</i> |
| VI. | New Business | <i>Jim Davis</i> |
| | (1) BP 7.4 Naming Honors (<i>info</i>) | <i>Ray Staats</i> |
| | (2) Resolution Naming Hinkin Memorial (<i>motion</i>) | <i>Ray Staats</i> |
| | (3) Approve PRE Board Nomination (<i>motion</i>) | <i>Ray Staats</i> |
| VII. | Reports | |
| | (1) President | <i>Ray Staats</i> |
| | (2) Chair | <i>Jim Davis, Chair</i> |
| | (3) Attorney | <i>Jamie Norment</i> |
| | (4) Student Trustee | <i>Destini Dawson</i> |
| VIII. | Adjournment | <i>Jim Davis</i> |

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
AUGUST 18, 2026

The Craven Community College Board of Trustees met on Tuesday, August 19, 2025, in the Brock Administration Building, Ward Boardroom, with Board Chair Dr. Jim Davis presiding. The meeting was called to order at 5:30 pm.

Roll Call

President Staats called the roll.

Voting members present were: Dr. Jim Davis, Ms. Pam Dickinson, Mr. Chadwick Howard, Mr. Chip Hughes, Mr. Will Lewis, Ms. E.T. Mitchell, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Dan Roberts, Mr. Kevin Roberts, Mr. Gus Willis and Mr. Tabari Wallace.

Voting members absent were: Mr. Steve Cella, and Mr. Bud Stilley

Ex-Officio members present: Ms. Tammy Sherron, 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; Ms. Denise Salerno, Associate Vice President for Administration/Human Resources and Ms. Amber Smith, Executive Assistant to the President and Board of Trustees.

Board Chair Davis declared a quorum present and welcomed everyone to the August board meeting.

Recognition and appreciation of service

President Staats thanked Ms. Pam Dickinson for her four years of service as a Trustee to the College and presented her with a plaque. Ms. Dickinson departed the meeting after the presentation.

President Staats thanked Ms. Sandra Phelps for serving the remaining two years of Trustee Taylor's term of service as a Trustee to the College and presented her with a plaque. Ms. Phelps departed the meeting after the presentation.

New Appointments, Reappointment, Statement of Economic Interest, and Oaths of Office

The North Carolina Senate appointed Trustee William (Will) Lewis to serve a four-year term, July 1, 2026 – June 30, 2030, replacing Trustee Phelps.

The North Carolina House of Representatives appointed Trustee Chadwick B. Howard for a four-year term, July 1, 2026 – June 30, 2030, replacing Trustee Dickinson.

Trustee Willis was reappointed by the Craven County Board of Commissioners for a four-year term, July 1, 2026 – June 30, 2030.

The Statement of Economic Interest evaluation letters for both of the newly appointed trustees noted no actual conflicts of interest or the likelihood of a conflict of interest. The oaths of office for all three Trustees was administered by Executive Assistant Smith.

Agenda Review and Adoption

Board Chair Davis reviewed the revised agenda (attached). Trustee Mitchell motioned to accept the agenda as presented; Trustee Patrick seconded the motion and the motion was unanimously approved.

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.

Consent Agenda

Trustee Roberts motioned to accept the minutes (attached) of the June 10, 2026 meeting as presented; Trustee Patrick seconded the motion, and the motion was unanimously approved.

Instructional Update

VP Kathleen Gallman provided information on program reviews (attached) for Academic Support Center, College and Career Readiness, Human Resources and Safety, Public Radio East,

and the Testing Center. VP Gallman reviewed the fall curriculum enrollment noting that enrollment has increased compared to last year.

She outlined the decennial SACSCOC Focus Report that is due this month. She also reviewed the preparation for the upcoming SACSCOC site visit in October.

She shared the university partnerships/agreements that the College has signed with East Carolina University, Appalachian State University and Western Carolina University. VP Gallman updated the group with the new initiatives underway, including the student spaceflight experiment program (SSEP) Mission 22, Craven Achievers, and The Scholar of Global Distinction.

Financial Reports

Fiscal Year 2025-26 4th Quarter Financial Report: AVP Denise Salerno highlighted the report for April– June 2026 (attached). Trustee Mitchell motioned to approve the report as presented; Trustee Patrick seconded the motion, and the motion was unanimously approved.

Write-Offs and Uncollectable Accounts: AVP Salerno noted the write-off amount (attached). Trustee Patrick motioned to approve the report as presented; Trustee Dan Roberts seconded the motion, and the motion was unanimously approved.

Cash Balances: The cash balance report was reviewed by AVP Salerno for informational purposes (attached).

Personnel Report

For informational purposes, AVP Salerno highlighted the 4th quarter (April – June 2026) Personnel Report (attached).

Facilities Usage Report

The 4th quarter (April – June 2026) Facilities Usage Report was presented by AVP Salerno for informational purposes (attached).

Old Business

Review County Budget FY 2026-27: President Staats reviewed the approved Craven County Budget for Fiscal Year 2026-2027 (letter attached).

Approve Board Policy 3.12: President Staats presented BP 3.12, Student Title IX (attached), which was reviewed in June, for approval. Trustee Hughes motioned to approve the revised board policy as presented; Trustee Patrick seconded the motion, and the motion was unanimously approved.

Approve Board Policy 1.10: President Staats presented BP 1.10, Continuous Improvement (attached), which was reviewed in June, for approval. Trustee Mitchell motioned to approve the revised board policy as presented; Trustee Patrick seconded the motion, and the motion was unanimously approved.

Officer Nominating Committee Report: The committee (Trustee Kevin Roberts, Trustee Dan Roberts, and Trustee Willis) recommended the following slate of officers for 2026-2027:

Dr. Jim Davis– Chair
Mr. Steve Cella– Vice Chair
Dr. Raymond Staats – Secretary

New Business

Election of Officers: Chair Davis opened the floor for additional officer nominations. None were made. Trustee Mitchell motioned to approve the recommended slate of officers as presented to serve a one-year term (August 2026 – August 2027). Trustee Wallace seconded the motion, and the motion was approved unanimously.

Annual Security Report: AVP Salerno presented the annual security report for informational purposes (attached). The annual security report will be posted to the college website as required by the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act.

Key Performance Indicators: For informational purposes, President Staats reviewed the College's Key Performance Indicators including six-year completion rate, student retention,

basic skills progress, college level English and math success, licensure and certification passing rate and college transfer performance (attached).

Receive Board Policy 4.17, Artificial Intelligence: President Staats reviewed the new Board Policy 4.17. Trustees will review the updated policy, which will be presented for approval at the September 15, 2026, meeting.

Reports

President: President Staats updated the Board on several topics:

- College facility security deposits:
 - Most local facilities do not hold security deposits
 - The College has not had damages (other than minor custodial) during the past 11 years
 - Priority 5 (non-affiliated non-profits) and Priority 6 (businesses) users of the facilities require a “Facility Use Agreement” that includes \$1M insurance with the College as a loss-payee
 - Trustees concurred with President’s recommendation that the College should continue current facility rental procedure with no security deposits
- Hinkin Memorial:
 - Discussed a proposal to name the CTC patio area for Timothy & Linda Hinkin. Trustees concurred with President’s recommendation. A formal resolution will be presented for approval at the next Board meeting.
- Panther Education for Trustees:
 - Each class will begin at 4:15 on the day of the Board meeting.
 - Sep: Financial Reports
 - Dec: Hiring Faculty & Staff
 - Feb: Construction Projects
 - Apr: Measuring Success
- FY27 State Budget Highlights
 - \$1,941,530 increase from FY26; 3% across-the board; \$1,750/\$1,000 bonus
 - \$708,545 attributed to PropelNC
- Workforce PELL.
 - Initial programs submitted—Truck Driving, EMT Basic, Airframe & Powerplant
 - Aug 12 – Truck Driver Training approved; next step is federal approval
 - Just 44 programs @ 16 schools system-wide were approved on this round

- EMT Basic, A&P – awaiting additional questions, supplementary consideration in September
 - Second set of programs to be sent in October
- Infrastructure:
 - Corporate Training Center (CTC)
 - Working on building punch list; e.g., 12-foot sidewalk, floor rework, drywalling
 - Patio Construction is underway.
 - Public Safety Training Center (PSTC):
 - Site is 75% complete.
 - Planning a soft opening for individual facilities as they become available
 - Tentative Plans for a campus-wide event during March (spring break)
 - Fleet Workforce Education Center (FWEC):
 - Located at the Havelock Campus, 5,000 sf metal shell building adjacent to north side of I.A. T. tarmac. The concrete pad has been laid, and the building is ordered. Estimated completion date is Nov 2027.
 - Expanded course offerings to FRCE
 - Volt Center:
 - Trustees authorized the President to investigate leasing options for 303 First Street facility, in partnership with the City of New Bern and CarolinaEast Health Systems.
- Compliance
 - SL 2026-21: Eliminating DEI in Public Higher Education & NCCCS CC26-045
 - Prohibits dedicated DEI offices & programs. College has not employed these functions—full compliance.
 - Prohibits “Divisive Concepts” in any required courses (possibly one course affected—NCCCS curriculum team will evaluate)
 - ELT Published CP 1.3.1, Dignity & Non-Discrimination, to document compliance on 8-11-26—provides definitions and legislatively prohibitions to college employees
 - College will modify CP 2.13.1., *Employee Grievances* and CP 3.8.1., *Student Grievances* to highlight applicability of SL 2026-21 to the grievance processes.
 - SL 2026-40: Modernize and Simplify the State Human Resources System
 - 12-Week Paternity Leave (for events beginning 10-1-2026) for both parents (NCGS 126A-71,72), forthcoming BP 2.37 revision

- Compelled Speech Prohibition (NCGS 116A-103)
 - Cannot require employees to endorse or opine on issues of belief or contemporary debate as a condition of employment, forthcoming BP 2.15 revision.
- Ensuring dignity and nondiscrimination in State government workplaces (NCGS 116A-104)
 - Cannot compel employees to affirm or profess belief in any of the delineated set of concepts in the workplace or as part of any employee training program, forthcoming BP 2.15 revision
- E-Verify Mandate (NCGS 126A-61)
 - Requires College to use federal E-Verify Program for all hires, forthcoming BP 2.15 revision
- Voluntary Shared Leave (NCGS 126A-75(a))
 - Allows employees to shared leave between agencies (e.g. outside CCs), forthcoming BP 2.16/CP 2.16.1 revisions
- SL 2026-41: Non-Budget Legislation
- Student Lifeline Information (NCGS 115D-9.45)
 - The following information must be on Student ID's, College website, student issued computer home screens, school agendas and calendars, documents distributed during suicide awareness activities and student registration documents. "To reach the Suicide and Crisis Lifeline, call 988 or text HOME to 741741" and "To reach the NC Peer Warmline, call 855-733-7762"
 - College is in compliance
- Protect Campus Survivors Act (NCGS 132-1.3B)
 - Records from college disciplinary proceedings containing PII are not public records, even if otherwise permitted under FERPA. Appears to apply to both complainants and respondents.
- No Financial Benefit to Students Convicted of Assaulting Officers or Employees of the State (NCGS 116-143.2A and 116-209.19B) while enrolled as a student. A notice will be added to the Student Handbook.

Foundation: Foundation Board President, Tammy Sherron, briefed the board on the current financials and the status of the Campus Fund and scholarships. (attached).

Attorney: No report

Chair: No report.

Transfer of the Gavel: No transfer of the gavel as Dr. Jim Davis will remain the Board Chair until August 2027.

Adjournment

With no further business to be presented, Board Chair Davis adjourned the meeting at 7:25 pm and thanked everyone for their participation.

Respectfully submitted:

Jim Davis, Chair
September 15, 2026

Raymond W. Staats, Secretary
September 15, 2026

WORKFORCE DEVELOPMENT REPORT

September 2026



Workforce Development Report

Updates

Workforce Pell ACT

- Airframe & Power Plant
- CDL
- EMS – Basic

Future Programs Under Consideration

- Pharmacy Technician
- Welding
- HVAC

Federal Student Aid
An OFFICE of the U.S. DEPARTMENT of EDUCATION



Workforce Development Report

Updates

Fleet Readiness Center East

- Introduction to Mixed Aviation Trades – 161 hours
- Sheet Metal – 175 hours
- Avionics – 105 hours
- Composites – 35 hours
- Airframes – 105 hours



Workforce Development Report

Updates

Fleet Readiness Center East

- Craven CC and Lenoir CC
 - Level 2 Cooperative Education Agreement
 - Hazardous Waste Handling - Initial
 - Hazardous Waste Handling - Refresher
 - Hazwoper, Spill Response - Initial
 - Hazwoper, Spill Response – Refresher
 - Environmental Sampling
 - DOT Hazmat, Shipping Hazardous Waste – Initial
 - DOT Hazmat, Shipping Hazardous Waste - Refresher

Workforce Development Report

Updates

Paramedic Program

- CoAEMSP Site Visit – June 12, 2026
- No significant deficiencies identified
- Awaiting final accreditation action

EMS Career Exploration Day

- Target High School Juniors & Seniors, Health Science students, CCP, & Military
- Provides students with insight into public safety & healthcare professions
- Interactive stations (CPR, Bleeding control, Airway management)
- October 2026

Workforce Development Report

Updates

- **Public Safety Training Center**

- Valley Storage
 - \$23,000 donation
 - Funds dedicated to obtaining a fire engine for student training
- Projected Donations
 - Used fire engine from private donor
 - Retired equipment from Dover Volunteer Fire Department
- Potential Donations
 - City of Raleigh Fire Department
 - Additional Craven County Volunteer Fire Departments

Workforce Development Report

Updates

Marketing

- Digital Communication Coordinator
 - CRM
 - Website Support
- Digital Marketing
 - Spotify
 - Disney
 - Hulu
 - HBO/Max
 - Paramount
 - Peacock



Workforce Development Report

Updates

Marketing

- Social Media Statistics
 - Facebook: Aug 2024-2025 vs. Aug 2025-2026
 - Content Interactions: 36.3k (+12.1%)
 - Visits: 76k (+9.1%)
 - Follows: 1.1k (+15.7%)



Workforce Development Report

Updates

Stanley White Recreation Center

- Human Resource Development Courses
 - Young Adult Series
 - AI & Computer Basics
 - Money on the Mindset
 - Adult Series
 - Health & Wellness
 - Healthy Eating
 - Mental Health

Craven CC in Your COMMUNITY

Welcome to Campus!

Craven Community College is bringing FREE weekly classes to the **Stanley White Recreation Center**. Learn new skills, explore opportunities and connect with resources — all at no cost.



YOUNG ADULT SERIES (AGES 18-24)

Tuesdays | 1-2 p.m.

- Sept. 8: AI & Computer Basics
- Sept. 15: Money on the Mindset (Financial Literacy)
- Sept. 22: Career Exploration (Includes a trip to the Volt Center)
- Sept. 29: College 101



ADULT SERIES

Tuesdays | 10-11 a.m.

- Oct. 6: Health & Wellness
- Oct. 13: Healthy Eating
- Oct. 20: Physical Health
- Oct. 27: Mental Health



Questions?

Zomar Peter
Associate VP for Students
252-638-4597
peterz@cravencc.edu

Free & Open to the Community

No advance registration is required.
Register on the first day. Walk-ins are welcome!



Workforce Development Report

Updates

Small Business Center (FY 25-26)

- 26 Business starts
- 68 Jobs created
- 178 Clients with 388 Counseling hours
- 52 Small Business educational events with 300 attendees

[Gremlin3D Success Story & SBC Generator.mp4](#)





Dr. Gery Boucher

Vice President
for Development



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

Legal Authority: NCGS 115D-20(7)

Approved: DRAFT – July 23, 2026

Previous Editions: none

ARTIFICIAL INTELLIGENCE

This policy governs Craven Community College (College) employees and students regarding the responsible, ethical, and secure use of artificial intelligence (AI) in connection with institutional activities. While AI is an important teaching and learning tool for employees and students, this technology must be used in a manner that protects data, upholds institutional integrity, and aligns with the College's mission. The President of the College is authorized to develop and implement Procedures to comply with this Policy.

Scope

This policy applies to all employees and students using AI in their professional and/or academic activities.

Definitions

Employee – For purposes of this policy, an employee means any individual employed by the College, including part-time or full-time faculty or staff, adjunct or visiting faculty, and any student serving in a work study program.

Student – For purposes of this policy, a student means any individual enrolled in courses, classes, or any academic program with the College, including, but not limited to, both degree- and non-degree-programs.

AI Tools and Technology – For purposes of this policy, AI tools or AI technology means any system, software, platform, algorithm, application or tool that uses machine-based logic, machine-based learning, prediction, or generation to analyze data, create content, automate decision-making, or generate, analyze, summarize, translate, or otherwise process, text, images, code, data, audio, or other content. AI tools and AI technology include, but are not limited to, generative AI chatbots, AI-assisted writing and coding tools, AI-powered research platforms, automated grading or feedback systems, AI-based data analytic tools, and other AI-enabled systems. Examples of these tools include, but are not limited to, ChatGPT, Claude, Google Gemini, and Microsoft Copilot.

Personally Identifiable Information ("PII") – For purposes of this policy, personally identifiable information ("PII") means any piece of data that can potentially be used to uniquely identify, contact, or locate an individual. PII includes directly identifiable information such as name, social security number, and other government-issued identifiers as well as indirect identifiers such as gender, race, birth date, and geographic indicators, that may not directly identify an individual on its own but can do so when combined with other information.

Academic Integrity

The College is committed to intellectual honesty. In furtherance of this goal, students shall not submit AI-generated content as their own work *unless* the use of AI has been expressly authorized. When the use of AI is permitted in the completion of coursework, examinations, or other academic assignments, students must disclose the AI tools used, the nature and extent of the use, and the portions of the work substantially assisted by AI.

Employees who use AI tools and technology in preparation of scholarly publications, research outputs, or grant applications must disclose such use in accordance with the applicable standards of the relevant discipline, journal, or funding agency. Where no specific standards exist, employees are encouraged to disclose the use of AI tools and technology in an acknowledgment or methodology section of the work.

Acceptable Use

Subject to any restrictions imposed by individual course instructors, departments, or programs, AI tools and technology may generally be used to:

- Improve productivity, analysis, and content development through brainstorming and idea generation, provided that the final submitted work reflects the student's or employee's own independent analysis and work.
- Support instruction, student engagement, and service delivery.
- Streamline administrative processes and decision-making including scheduling, email drafting, and organizational planning.
- Assist in professional communications and planning.

Prohibited Use

AI tools and technologies must not be used to:

- Input or process sensitive or confidential data, including PII, student records, personnel files, or financial details.
- Make autonomous decisions without human review, especially regarding grades, admissions, hiring, or disciplinary actions.
- To complete examinations, quizzes, or other assessments where the use of such tools has not been expressly authorized.
- Create or distribute content that misrepresents authorship or lacks proper verification, including, but not limited to, submitting work that is substantially generated by AI as one's own original work without proper disclosure and attribution, or in contravention with stated policies on AI use.
- Circumvent institutional processes, compliance regulations, or ethical standards.

- To engage in or facilitate academic dishonesty, plagiarism, fraud, harassment, discrimination, or any other conduct that violates the College's policies or applicable law.

Using AI

When using AI, employees shall:

- Verify the accuracy, fairness, quality, and appropriateness of any AI-generated or AI-assisted content used in any instruction, communication, or grading process.
- Disclose the use of AI as a support tool when used in research, publications, presentations, or in any other, academic or official content. AI should not be the sole creator of such academic or official content.
- Model responsible AI use that reflects the College's values and protects students from overreliance or misinformation.
- Provide supervisory guidance regarding the expectations and extent of usage of AI within departments.
- As instructors, clearly communicate expectations regarding student AI usage in each course and clearly identify whether and to what extent AI tools may be used in the course.

When using AI, students shall:

- Refer to and adhere to the Board Policy (BP) 3.3, *Student Code of Conduct*, as well as the individual course syllabus requirements for using AI technology for class assignments.
- Follow instructor expectations for the use of AI technology for each individual assignment and may only use AI tools in their coursework to the extent such usage is expressly permitted by the instructor.
- Be responsible for the accuracy, completeness, and originality of all work submitted, regardless of the extent of AI usage.
- Not submit AI-generated content as one's original work without proper authorization or disclosure; doing so may result in a failing grade, suspension, or expulsion.

Final responsibility always rests with the employee or student. AI should be used to assist and enhance and not to replace, human oversight, subject-matter expertise, or ethical judgement.

Data Privacy and Security

All students and employees must exercise care when using AI tools to protect confidential, proprietary, and PII. No student or employee shall input, into any AI system, information that is protected under the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), or any other applicable federal, state, or institutional privacy regulation without prior written authorization from the appropriate institutional authority.

Ethical and Legal Compliance

All AI use must comply with:

- FERPA, HIPPA, and other applicable data privacy laws.
- BP 8.1, *Acceptable Use of College Technology*
- Copyright and intellectual property law and BP 8.3, *Intellectual Property Ownership*, to include appropriate citation of AI-generated materials
- Related College Procedures and Internal Control Processes as promulgated by the President of the College

Violations and Enforcement

Misuse of AI tools, whether intentional or accidental, by employees or students may result in disciplinary action. Employees may be sanctioned in accordance with BP 2.9, *Disciplinary Action Addressing Suspension and Dismissal*. Students may be sanctioned in accordance with BP 3.3, *Student Code of Conduct*.

ND:4897-4814-8653, v. 1

Legal Authority: NCGS

*Approved: October 20, 2016 [DRAFT, 2026-08-31]
Previous Editions: November 1, 2016; April 19, 2011*

NAMING HONORS

The Board of Trustees (“Trustees”) may elect to memorialize individuals, groups, or entities, through the naming of College facilities. This Policy provides overall guidance for such designations. The President of the College is authorized to develop and maintain procedures to implement the Policy.

Rationale

Naming honors may be bestowed for:

- Long-term sustained contribution of time, talent, or treasure that has had a significant and lasting impact on the College. For example, Kelso Hall and Brock Hall are named for the College’s founding Board of Trustees Chair and first president, respectively.
- A significant gift, donation, endowment or bequest to the College. For example, the Congleton Courtyard was named in recognition of the gift of a campus-wide sculpture collection. The President of the College shall develop consistent value thresholds for naming recommendations of existing and planned facilities, rooms, spaces, and exhibits.
- In memoriam to a long-serving employee whose service to the College made a lasting positive impact. For example, the Bruce Waugh and Vince Castellana outdoor seating areas, respectively, honor long-serving faculty members.

Delegation of Authority

Upon recommendation of the President, the Trustees will consider naming honors for buildings and significant exhibits having a public interest. The Trustees delegate to the President naming honors for individual rooms, spaces, and exhibits.

The President shall confer with the Board of Trustees Chairperson regarding prospective naming honors. The Chairperson will determine whether Trustee approval is required.

Durability of Naming Honors

In general, naming honors are maintained throughout the useful life of the facility, room, space, or exhibit. However, designations may be discontinued under the following circumstances:

- Demolition or major renovation.
 - The naming honor, however, may be transferred to another commensurate building, exhibit, space, or room.
 - The original honoree, when practical, may be given the opportunity to offer an appropriate gift to the College for the purpose of sustaining the name designation, prior to the consideration of a naming gift from another benefactors.
- A legal, moral or ethical impropriety on the part of the honoree or its successors that brings public disrepute to the College, such decision being the sole and final judgment of the Trustees.
- The dissolution of the honoree's corporate, trade, or professional organization that renders the named designation moot or inappropriate.
- The verified request of the honoree or successor.

For gifts from a corporation, trade, or professional organization, the Trustees may elect to make a naming designation for a specified length of time, subject to conditions agreed upon between the honoree and the College. In such case, the designation shall automatically terminate upon the end of the agreed period or upon breach of the agreement by the honoree.

Resolution
of the
Board of Trustees
of
Craven Community College

Whereas, Dr. Timothy R. Hinkin and Mrs. Linda (Lowell) Hinkin were married for more than forty-four years,

Whereas, Dr. Timothy R. Hinkin was a Professor Emeritus of the Nolan School of Hospitality at Cornell University, in Ithaca, New York, where he taught for 27 years,

Whereas, Timothy and Linda Hinkin made Trent Woods, NC their part-time home beginning in 2015,

Whereas, Timothy and Linda Hinkin passed away, six weeks apart, in 2024,

Whereas, Timothy and Linda Hinkin bequeathed a legacy gift to Craven Community College in the amount of \$2.46M,

Whereas, from this gift, the “Tim and Linda Hinkin Memorial Scholarship” endowment was established in 2026 to perpetually benefit the students of Craven Community College,

Whereas, the majority of their generous gift will be used to assist with acquisition and renovation of multiple classroom facilities that will serve Craven Community College’s students for decades to come, and,

Whereas, the Trustees wish to recognize and memorialize Timothy and Linda Hinkin for the largest single gift received in Craven Community College’s sixty-one year history.

Now therefore, the Trustees of Craven Community College resolves, this 15th day of September, Two Thousand and Twenty-Six, that the garden patio on the north face of the newly constructed Corporate Training Center, located on the New Bern Campus, shall henceforth be named

Timothy & Linda Hinkin Memorial Patio

In loving and lasting tribute to their generosity to the Trustees, Faculty, Staff, and Students of Craven Community College.

***Be it further resolved** that a copy of this resolution be entered permanently into the minutes of The Board of Trustees of Craven Community College.*

Signed on this 15th day of September, Two Thousand and Twenty-Six

*Dr. James E. Davis, Jr., Chair
Craven Community College Board of Trustees*



89.3 WTEB / 90.3 WKNS / 91.5 WBJD / 88.5 WZNB / 88.1 W201AO

MEMORANDUM

To: Dr. Raymond Staats
From: Ben Donnelly
Date: September 2, 2026
Subject: Public Radio East Board Member Nominations

In accordance with the by-laws of the Public Radio East Foundation, I am submitting to you, for approval by the Craven Community College Board of Trustees, the nomination of Dr. John Cho for membership on the Public Radio East Foundation Board of Directors.

Thank you.

Dr. John Cho is an accomplished physician certified in internal medicine, hematology, and medical oncology. Dr. Cho earned his bachelor's and master's degree at Columbia University and attended the University of Pittsburgh School of Medicine. He completed his internship and residency at St. Vincent's Hospital and Medical Center of New York, a hematology fellowship at St. Vincent's, and an oncology fellowship at NYU Medical Center. After completing his studies, Dr. Cho served as part of the faculty practice at St. Vincent's for nine years. After moving to the New Bern area, Dr. Cho co-founded CCHC New Bern Cancer Care in 2003 and currently practices at CarolinaEast Hematology/Oncology Associates. Dr. Cho was previously a member of the Craven Community College Foundation Board.

Student Government Association

Board of Trustees Report

September 15th, 2026

Executive Board

President: Destini Dawson

Parliamentarian: Jasmine Than

Vice President: Angela Williams

Public Information Officer: August Paw

Secretary: Levi Benischek

Senator: Jayla Farmer

Treasurer: Matthew Acosta

Campus Life Activities and Events

Past Events

- Wednesday, August 19th & Thursday, August 20th – Welcome Back Lemonade Stand
- Saturday, August 22- Hurst Ambassadors and SGA volunteered at the New Bern Delta Sigma Theta Alumnae Chapter Blood Drive hosted by the American Red Cross
- Wednesday, September 9th- American Red Cross Blood Drive
- Thursday, September 10th – 9/11 Remembrance Event

Upcoming Events

- Thursday, September 17th- Constitution Day
- Saturday, September 19th- N4CSGA Division Meeting at Pitt Community College
- Thursday, September 24th– Pantherfest
- Monday, October 5th- UNC Virtual Transfer Watch Party
- Tuesday, October 6th- Thrifting Palooza and RCS Food Distribution Day in conjunction with Craven cares week
- Wednesday, October 8th– Hispanic Heritage Day
- Saturday, October 10th and 11th- Mum Fest Downtown New Bern
- Monday, October 12th- UNC Virtual Transfer Watch Party
- Monday, October 12th- Backpack Blessings at Garber United Methodist Church
- Tuesday, October 13th- Career on Wheels Day
- Thursday, October 15th- Community Against Cancer Day
- Wednesday, October 21st- University Transfer Fair
- Thursday, October 22nd- Donor Reception
- Friday, October 23rd – Food Bank Volunteering
- Thursday, October 29th- Fall Festival
- Friday, November 6th though Friday November 13th- Field of Flags
- Saturday, November 7th- Colors for Cancer at Creekside Elementary School

- Thursday, November 10th- Thanksgiving Luncheon
- Thursday, November 12th- Red Cross Blood Drive
- Wednesday, December 2nd- New Student Orientation
- December 7th-December 10th- Holiday Spirit Week