



REVISED MEETING AGENDA

JUNE 10, 2026

**1:00 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 | |
| | (1) Approve Board of Trustees Meeting Minutes (April 21, 2026) (<i>motion</i>) | <i>Jim Davis</i> |
| IV. | Summer Enrollment (<i>info</i>) | <i>Gery Boucher, VP</i> |
| V. | Financial Reports | <i>Jim Millard, VP</i> |
| | (1) Financial Report 3 rd Quarter FY 2025-26 (Jan-Mar) (<i>motion</i>) | |
| | (2) Write-Offs and Uncollectable Accounts (<i>motion</i>) | |
| | (3) Cash Balances (<i>info</i>) | |
| VI. | Personnel Report 3 rd Quarter FY 2025-26 (Jan-Mar) (<i>info</i>) | <i>Jim Millard</i> |
| VII. | Facilities Usage Report 3 rd Quarter FY 2025-26 (Jan-Mar) (<i>info</i>) | <i>Jim Millard</i> |
| VIII. | Strategic Plan Assessment Goal 2 Update (<i>info</i>) | <i>Ray Staats</i> |
| IX. | Old Business | <i>Jim Davis</i> |
| X. | New Business | <i>Jim Davis</i> |
| | (1) Discuss Trustee Self-Eval (<i>info</i>) | <i>Jim Davis</i> |
| | (2) Appoint Board Officers for Nominating Committee FY 2026-27 (<i>info</i>) | <i>Jim Davis</i> |
| | (3) Receive 2026-27 Board of Trustees Meeting Schedule (<i>info</i>) | <i>Amber Smith</i> |
| | (4) FY 2026-27 State Budget Continuing Resolution (<i>motion</i>) | <i>Jim Millard</i> |
| | (5) Approve fee chart update (<i>motion</i>) | <i>Jim Millard</i> |
| | (6) Approve Foundation Board of Directors Appointments (<i>motion</i>) | <i>Ray Staats</i> |
| | (7) Approve PRE Board Nominations (<i>motion</i>) | <i>Ray Staats</i> |

- (8) BP 3.12 Student Title IX (*info*)
- (9) BP 1.10 Continuous Improvement (*info*)
- (10) Amended 3-1 CTC Project 2775 (*motion*)

Ray Staats
Ray Staats
Ray Staats

- XI. Reports
 - (1) President
 - (2) Chair
 - (3) Attorney

Ray Staats
Jim Davis
Jamie Norment

- XII. Adjournment

Jim Davis

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

June 10, 2026

Mr. Steve Cella

Dr. Jim Davis

Ms. Pam (Holder) Dickinson

Mr. Chip Hughes

Ms. E.T. Mitchell

Dr. Ervin Patrick

Ms. Sandra Phelps

Mr. Dan Roberts

Mr. Kevin Roberts

Mr. Bud Stilley

Mr. Tabari Wallace

Mr. Augustus Willis

Agenda Review/Conflict of Interest Declarations

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

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

CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
MEETING MINUTES
APRIL 21, 2026

The Craven Community College Board of Trustees met on Tuesday, April 21, 2026 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 Raymond Staats called the roll.

Voting members present were: Mr. Steve Cella, Dr. Jim Davis, Ms. Pam Holder (arrived 5:35 pm), Ms. E. T. Mitchell, Dr. Ervin Patrick, Ms. Sandra Phelps, Mr. Dan Roberts, Mr. Kevin Roberts, Mr. Bud Stilley and Mr. Gus Willis.

Voting members absent were: Mr. Chip Hughes and Mr. Tabari Wallace

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. Michael Parrish, 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 a quorum present for the meeting and welcomed everyone to the April board meeting.

Agenda Review and Adoption

Board Chair Davis reviewed the agenda (attached). Trustee Mitchell motioned to accept the agenda as presented; Trustee K. Roberts 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 Patrick motioned to accept the minutes (attached) of the March 17, 2026, meeting as presented; Trustee K. Roberts seconded the motion, and the motion was unanimously approved.

Workforce Development Update

Spring WFD Update: For informational purposes, Vice President Gery Boucher presented information regarding the Workforce Pell Act which will be enacted by the Federal Government July 2026. VP Boucher highlighted a new project, NCEdge, which includes training with partners Bosch and Nutrien. He reviewed apprenticeship updates with “Charting Your Course” and the NC Association of Electrical Contractors partnership. VP Boucher shared Transitions Academy accomplishments with their greenhouse and quilting project. He also shared some of the recent grants that Workforce has received; NC Community Foundation Grant for Volt scholarships for \$14,000, Juvenile Crime Prevention Council Grant for project Skill START for \$50,880 and Fabricators and Manufacturers Association Grant for Build Giants Manufacturing summer camp for \$11,800.

WFD Accountability/Credibility Class Visitation Report: Vice President Boucher highlighted classroom visitation reports for the Spring, Summer, and Fall of 2025, noting all target thresholds were exceeded (attached). Trustee Patrick motioned to approve the reports as presented; Trustee Phelps seconded the motion, and the motion was unanimously approved.

Facilities 5-Year (2026-2030) Plan

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

County Budget Proposal (2026-2027) Plan

President Staats shared the proposed fiscal year 2027 county budget (attached). He noted a 5.29% increase for personnel salaries, retirement contributions, and health

Craven Community College
Board of Trustees Meeting Minutes
April 21, 2026
Page Three

insurance, plus operations and maintenance for new facilities. Trustee Patrick motioned to approve the budget as presented; Trustee K. Roberts seconded the motion, and the motion was unanimously approved with Trustee Mitchell recusing herself from the vote. President Staats will present the proposal to the County Commission in May for their consideration.

Old Business

No Old Business

New Business

Fee Chart Change: VP Millard reviewed the changes to the 2026-2027 fee chart. The BibliU Ebook Fee reflects increased costs from BibliU. Trustee Stilley motioned to approve the fee chart as presented; Trustee Patrick seconded the motion, and the motion was unanimously approved.

Reports

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

- Skills USA
 - Craven Community College students won first place in 7 categories at the state competition; 9 students will advance to nationals in Atlanta June 1-2
- Infrastructure:
 - CTC: In progress, with sidewalks being laid and interior being finished. Ribbon cutting scheduled for 6-10-26
 - PSTC: 35% complete, with indoor range estimated completion in October, overall completion March 2027. VP Boucher is working on identifying staff for site management, site security, instructional scheduling, etc.
 - FWEC: Construction of 5,000 sq ft metal building still held up by permitting process. Waiting on water runoff report from Rivers & Associates.
 - Volt Center: 303 First Street—WFD Health Programs with CarolinaEast partnership; EPA Phase 2 assessment is underway.
- Employee Performance & Retention Bonuses:

- 2025 NCCCS Performance Summary Report: Craven CC is one of just 5 colleges with 3 or more categories (out of 7 total) rated as “met or exceeded excellence level,” and no ratings below the “average band”
 - Bonuses: 54 Tier 1 faculty with \$500 retention bonus and remaining 204 fulltime employees with \$300 performance bonus
- NC State Engineering at Havelock:
 - Nathan Rowland selected as new Director; NC State will begin search for Assistant Director to backfill Nathan
- Access Gates:
 - Gates will be operational once testing is complete. Gates will be closed 30 minutes after last class (10:30 pm) and open at 4:30 am on weekdays.
- Student Art Show:
 - “President’s Collection” art pieces for the most recent two years will be displayed in the new CTC.
- Founder’s Day Ball
 - The masquerade ball will be held Friday, April 24th at the Riverfront Convention Center
- Community Fabric Awards (CFA):
 - CFA’s will be held April 28th at noon at the Riverfront Convention Center with former Trustee Chuck Tyson, Craven CC Nursing Director Kelsie McBride and Hearn Jewelers being honored.
- Commencement:
 - Craven CC Commencement will be held May 15th; breakfast at 7:45 am

Chair: No report.

Attorney: No report.

Student Trustee: Student Trustee Zeid Awawdeh reviewed his report (attached), highlighting campus activities and future events.

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

Closed Session

At 7:16 pm, upon a motion by K. Roberts, seconded by Trustee Mitchell, and with unanimous approval, the Board of Trustees of Craven Community College, pursuant to North Carolina General Statute {143-318.11(a)(6)}, entered into Closed Session to discuss personnel matters with the request that Attorney Michael Parrish and Executive Assistant Amber Smith remain in the Closed Session at the pleasure of the Board. President Staats, Vice Presidents Gallman, Boucher, and Millard, Mr. Awawdeh and Mr. Harris were excused from the meeting.

At 8:10 pm, upon a motion by Trustee Stilley, seconded by Trustee Willis, and with unanimous approval, the Closed Session ended and the Regular Session resumed. The public was invited to rejoin the Regular Session.

Chair Davis stated that the President's performance evaluation and employment terms had been reviewed by the Personnel Committee and Board of Trustees in Closed Session. Upon unanimous consent, the Board awarded Dr. Staats fifteen (15) days of meritorious leave to be used by June 30, 2027, and increased the county-funded portion of his salary by \$15,000, effective July 1, 2026. The Chair directed Attorney Parrish to prepare an amendment to the Employment Agreement consistent with the Board's decision. Trustee Mitchell motioned to approve the performance evaluation as compiled and presented during Closed Session. Trustee K. Roberts seconded the motion, and the motion was unanimously approved.

Attorney Parrish will prepare the necessary addendum to the President's employment contract. Executive Assistant Smith will prepare the letter to the NCCCS State Board of Community Colleges, indicating completion of the review process for signature by Chair Davis after he and Vice Chair Cella review the evaluation and contract changes with President Staats.

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Board of Trustees Meeting Minutes
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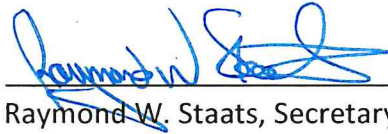
Adjournment

With no further business to be presented, Board Chair Davis adjourned the meeting at 8:20 pm and thanked everyone for their participation.

Respectfully submitted:



Jim Davis, Chair
June 10, 2026



Raymond W. Staats, Secretary
June 10, 2026

ENROLLMENT 2026

Curriculum and Workforce Development



Summer Enrollment

CURRICULUM ENROLLMENT		
	Head Count	FTE
Summer 2026*	1812	456.9
Summer 2025	1735	421.3
Summer 2024	1596	392.4
Summer 2023	1380	343.7

Source: Executive Director, Office of Institutional Effectiveness

*Estimated Enrollment Summer 2026 as of 5/18/2026

Unduplicated Headcount

Spring Enrollment

WORKFORCE DEVELOPMENT ENROLLMENT		
	Head Count	FTE
Spring 2026*	2594	244.0
Spring 2025	2563	255.0
Spring 2024	2712	253.0
Spring 2023	3092	207.0

*Source: Dean, Workforce Development, FTE- Institutional Credit Report (ICR)

*Duplicated Headcount

2025-2026 Workforce Development Enrollment

WORKFORCE DEVELOPMENT ENROLLMENT		
	Head Count	FTE
2025-2026	7145	728
2024-2025	6919	661
2023-2024	7436	656
2022-2023	8290	663

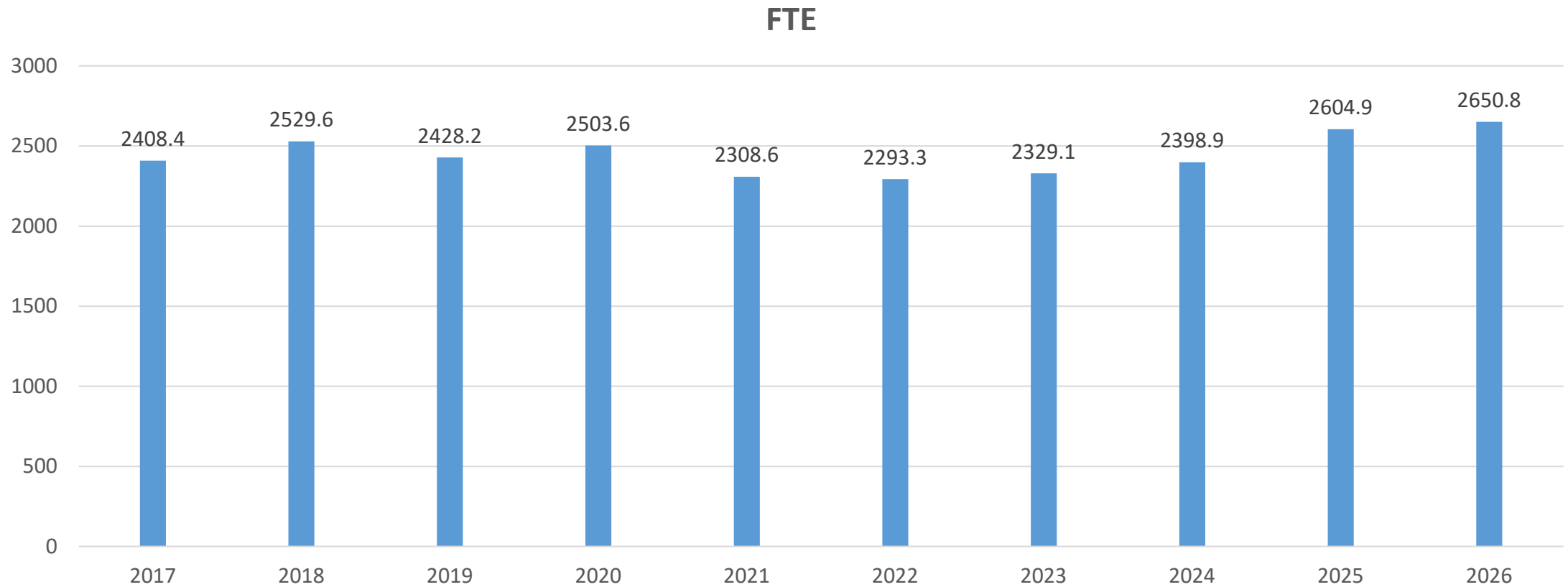
Source: Dean of Workforce Development, final numbers taken from (ICR) Institutional Credit Report

*FTE-Occupational Extension Only

*Duplicated Headcount

Curriculum Report

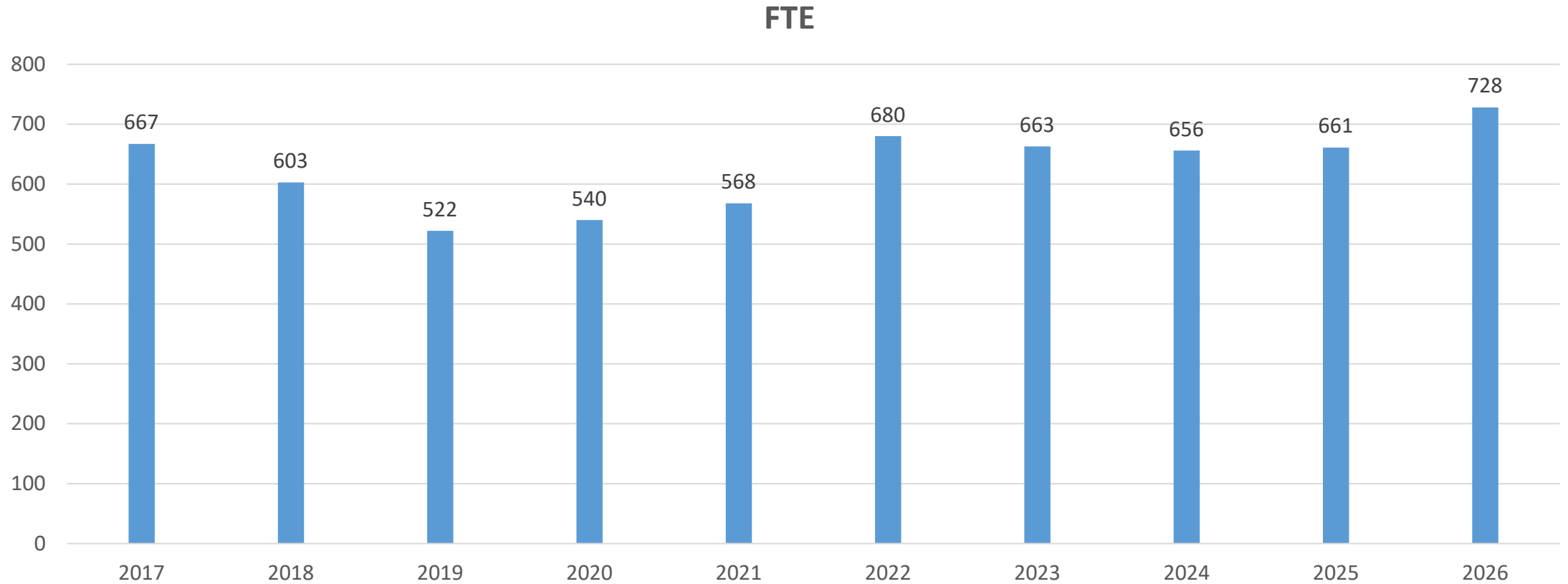
FTE 10-Year Trend



Data Source: Executive Director, Office of Institutional Effectiveness 5/18/2026, final numbers taken from (ICR) Institutional Credit Report

Workforce Development Report

FTE 10-Year Trend



Data Source: Dean, WFD 5/22/2025, final numbers taken from (ICR) Institutional Credit Report – Occupational Extension



Enrollment 2026

Dr. Gery Boucher

Vice President for Development



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

Craven Community College
State Funds Budget Comparison Report
As of March 31, 2026 - 75% of Year

[illegible]

Craven Community College
Institutional Funds Budget Comparison Report
As of March 31, 2026 - 75% of Year

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
01	121 Flex Spending	-	-	-	0%	-	7,861.62
00	130 Title IX/Cleary & Covid Impact Funds	19,800.00	13,541.45	6,258.55	68%	2,516,210.81	2,517,241.97
01	133 Discretionary	68,740.00	34,199.05	34,540.95	50%	53,106.86	75,528.65
01	134 Unrestricted Overhead Receipts	58,664.00	54,503.76	4,160.24	93%	10,599.33	27,156.51
01	136 Foundation	627,780.00	240,784.75	386,995.25	38%	548,680.06	1,035,518.06
01	137 Financial Aid Matching	113,536.00	60,675.73	52,860.27	53%	85,081.64	24,235.50
01	221 Applied Music	-	11,092.73	(11,092.73)	0%	6,835.21	36,037.95
01	227 Extra Curricular Activities	35,750.00	24,459.50	11,290.50	68%	16,767.08	45,281.51
01	250 Curriculum-Self Supporting	-	30.66	(30.66)	0%	11,079.93	259,472.34
01	312 Fire College	-	-	-	0%	192.62	5,839.19
01	340 WFD-Self Supporting	459,015.00	204,063.65	254,951.35	44%	267,729.03	916,572.88
01	411 Learning Resource Center	2,875.00	(9.23)	2,884.23	0%	102.52	3,158.79
01	421 Higher Ed Conference (AVID)	-	-	-	0%	37.88	1,311.01
01	460 Customized Ind Train Support	-	-	-	0%	1,217.44	37,308.22
01	461 Small Business Facilities Rental	1,000.00	112.09	887.91	11%	3,534.22	4,206.26
01	610 PST Center /VOLT Center	-	352.28	(352.28)	0%	62,134.39	128,960.65
02	131 College Work Study	184,583.00	93,120.79	91,462.21	50%	93,120.79	-
02	134 Restricted Overhead Receipts	78,824.00	79,261.74	(437.74)	101%	41,323.29	164,038.69
02	138 Returned Check Fee Fund	-	-	-	0%	884.63	25,711.98
02	139 Grants - OSBM & NCDPS Cybersecurity	-	-	-	0%	465,474.89	12,429,037.19
02	220 NCSU Engineering	214,332.00	77,497.04	136,834.96	36%	154,293.68	139,067.72
02	227 ENCORE	23,218.00	15,983.35	7,234.65	69%	6,524.84	7,582.37
02	228 Grants -NSF SEAS/Bosch/NCCF	220,057.00	116,658.76	103,398.24	53%	98,352.60	104,088.70
02	291 Specific Fees - Lab/DE/ASC/Career Coach	947,292.00	607,821.71	339,470.29	64%	599,678.87	1,196,521.64
02	292 System-Wide Fees-Comp Tech	696,393.00	506,978.34	189,414.66	73%	213,221.09	175,401.70
02	293 Patron Fees	59,420.00	26,326.98	33,093.02	44%	35,978.54	287,868.54
02	314 Grants - Workforce Development/BS	50,400.00	30,935.60	19,464.40	61%	67,774.78	37,711.65
02	355 NCDPS Reentry Program	374,305.00	212,376.09	161,928.91	57%	167,887.18	27,017.77
02	370 FTCC NCMBBC	96,677.00	67,161.78	29,515.22	69%	58,004.52	(9,559.23)
02	392 System-Wide Fees - WFD Comp	12,025.00	-	12,025.00	0%	405.33	12,361.75
02	412 Grants -NC A&T STEPs4GROWTH & Bright Ideas	114,963.00	81,562.16	33,400.84	71%	77,721.55	19,464.52
02	521 C-Step Grant	12,000.00	7,250.46	4,749.54	60%	10,387.45	3,136.99
02	531 Professional Liability Ins	13,391.00	13,391.00	-	100%	7,871.13	46,880.66

FUND	PURPOSE	BUDGET	EXPENDITURES YEAR TO DATE	REMAINING BALANCE	% SPENT	REVENUES YEAR TO DATE	FUND BALANCE
02	532 Student Insurance	11,220.00	8,782.68	2,437.32	78%	5,483.95	(14,589.70)
02	533 Transcript Fees	62,974.00	42,021.58	20,952.42	67%	47,852.88	383,728.64
02	534 TRIO/Panther Pantry Grants	335,781.00	195,836.66	139,944.34	58%	199,356.35	4,978.24
02	556 Student Outreach & Advising	-	-	-	0%	-	-
02	705 STARBASE Program	648,637.00	143,882.38	504,754.62	22%	96,166.44	(47,715.94)
02	790 Facilities Rental Fund	2,474.00	1,737.73	736.27	70%	12,833.63	70,960.46
02	791 Public Radio East	1,048,128.00	732,461.18	315,666.82	70%	1,032,095.22	638,840.53
02	795 Career Fair	-	-	-	0%	22.50	679.41
02	796 Testing Centers	99,389.00	54,716.16	44,672.84	55%	41,101.61	113,276.06
02	797 Public Radio East Foundation	980,000.00	949,255.78	30,744.22	97%	949,255.78	157,702.62
02	823 SEOG	188,454.00	99,510.40	88,943.60	53%	99,510.40	-
02	824 Pell	6,135,000.00	5,167,219.41	967,780.59	84%	5,142,219.41	(25,000.00)
02	830 NCCC Target Asst/LTHT/GoldenLeaf	50,483.00	23,226.00	27,257.00	46%	14,322.00	(8,904.00)
02	834 Teacher Assistant Sch Fund	30,166.00	30,161.80	4.20	100%	30,192.60	30.80
02	835 State Aid Scholarships	252,500.00	219,102.00	33,398.00	87%	211,111.00	(6,852.00)
02	840 General Scholarships	493,058.00	328,970.29	164,087.71	67%	317,723.39	573,145.93
02	841 Endowment/Other Scholarships	204,349.00	147,308.02	57,040.98	72%	154,935.52	20,269.50
05	710 Clearwire Distribution	-	-	-	0%	6,478.29	73,039.87
05	720 Bookstore	146,781.00	107,802.44	38,978.56	73%	33,170.69	436,575.77
05	730 Food Service / WFD Catering	38,328.00	34,205.51	4,122.49	89%	28,675.79	27,469.99
05	740 Campus Access	130,670.00	72,837.56	57,832.44	56%	63,784.06	52,233.05
05	770 Student Activity Funds	269,839.00	208,569.72	61,269.28	77%	172,687.61	62,522.62
06	810 J. Wrenn Emergency Loan Funds	5,000.00	110.68	4,889.32	2%	1,734.24	50,221.19
07	910 Buildings & Grounds	19,793,852.00	7,397,412.34	12,396,439.66	37%	7,451,192.28	2,229,147.67
08	792 Public Radio East Endowment	-	-	-	0%	2,796.22	84,774.70
08	850 Endowments	213,009.00	156,430.70	56,578.30	73%	492,609.79	4,082,582.83
Total		35,625,132.00	18,701,693.24	16,923,438.76	52%	22,289,525.83	28,751,141.99

**CRAVEN COMMUNITY COLLEGE
REQUEST FOR APPROVAL
WRITE-OFF OF UNCOLLECTIBLE ACCOUNTS**

In accordance with Section X, pages 36-38 of the North Carolina Community College System Accounting Procedures Manual, a request is hereby made to write off student accounts as uncollectible.

Write-Off Accounts for Approval - January 1, 2026 to March 31, 2026

Return of Title IV	\$18,934.73
FA Issues/Withdrew Charged 25%	\$1,183.30
Sponsor Issues	\$141.95
Payment Plan	\$0.00
Total	\$20,259.98

Kisha B. Simpson

(Requested by)

Jim Millard

Vice President for Administration

Past Write-Offs (9 Months; YTD) July - March	2025-26	2024-25	2023-24	2022-23	2021-22
Total	\$47,747.69	\$77,078.62	\$64,449.83	\$85,492.63	\$46,285.38

Quarterly Collections 3rd Qtr Comparison Only January - March	2026	2025	2024	2023	2022
Total Collected this Period	\$6,431.69	\$9,844.41	\$6,583.19	\$4,566.59	\$5,107.88
Received from Debt Setoff	\$13,642.50	\$5,967.08	\$1,987.20	\$22,871.77	\$308.14
Collection Agency Fees	(\$1,311.33)	(\$2,017.78)	(\$1,316.65)	(\$913.29)	(\$1,099.29)
Net Proceeds	\$18,762.86	\$13,793.71	\$7,253.74	\$26,525.07	\$4,316.73

**CRAVEN COMMUNITY COLLEGE
REPORT OF CASH BALANCES**

STIF Account:	31-Mar	31-Dec	Variance
Local Funds	\$2,819,517.62	\$2,449,542.50	\$369,975.12
Special Funds	<u>\$20,051,697.58</u>	<u>\$22,242,728.01</u>	<u>-\$2,191,030.43</u>
Total	\$22,871,215.20	\$24,692,270.51	-\$1,821,055.31

NOTE: A balance of \$150,000 is maintained in an interest bearing account with First Citizens Bank.
All funds over the \$150,000 are on deposit with the North Carolina State Treasurer.

	31-Mar	31-Dec	Variance
STIF Interest Rate:	4.17087%	4.21452%	-0.04365%

Craven Community College
Personnel Report
January 1, 2026 – March 31, 2026

New Hires	Position Title	Effective	Monthly/Annually
Carla Barker	STARBASE Program Instructor	1/5/26	\$5,667/\$68,004
Venumbaka Buckowski	Teaching & Learning Specialist	1/5/26	\$3,334/\$40,008
Misty Guthrie	STARBASE Program Instructor	1/5/26	\$5,667/\$68,004
Christy Hazlett	STARBASE Program Director	1/5/26	\$7,334/\$88,008
Debbie Hodges	Administrative Assistant, TRIO (Part-time Regular)	1/5/26	\$1,885/\$22,620
Ashley Huff	Student Services Coordinator	1/5/26	\$3,750/\$45,000
Madison Kurre	STARBASE Office Manager	1/5/26	\$4,667/\$56,004
Eugene Ozobia	IT Technician	1/5/26	\$3,258/\$39,096
Taylor Whitford	STARBASE Program Instructor	1/5/26	\$5,667/\$68,004
Meredith Glover	Mathematics Faculty	1/8/26	\$5,250/\$63,000
Katherine Morgan	Electronics Engineering Technology Faculty	1/8/26	\$6,000/\$54,000
Estrellita Munch	Custodian, Havelock (Part-time Regular)	1/8/26	\$1,625/\$19,500
Luke Rogers	Welding Faculty	1/8/26	\$5,000/\$60,000
Justin Valentin	Accounting Assistant, Cashier	1/8/26	\$3,084/\$37,008
Carmeline Morris	Assistant School Certifying Official (Part-time Regular)	1/15/26	\$2,451/\$29,412
Melissa Schmidt	Financial Aid Advisor	1/15/26	\$3,334/\$40,008
Savannah Matthias	STARBASE Program Instructor	1/22/26	\$5,667/\$68,004
Tanya Ortega-Marquez	Esthetics Faculty	2/4/26	\$5,112/\$46,008
Bethann Durlin	Community Enrichment Coordinator	3/16/26	\$3,750/\$45,000
Kaitlyne Grimes	Administrative Assistant, Workforce Development	3/16/26	\$2,875/\$34,500

Reassignments/ Promotions	From	To	Effective	Monthly/Annually
Tracy Bloomberg	Custodian, Havelock (Part-time Regular)	Custodian, New Bern (Full-time Regular)	1/1/26	\$2,719/\$32,628
Suzanne Madison	Community Enrichment Coordinator	Research & Assessment Specialist	1/1/26	\$4,334/\$52,008
Dewitt King	Senior Administrative Assistant, Workforce Development	Financial Aid Advisor	1/15/26	\$3,500/\$42,000
Amanda Parrino	Administrative Assistant, Workforce Development	Senior Administrative Assistant, Workforce Development	1/15/26	\$3,167/\$38,004
Diana Peebles	College and Career Readiness Instructor	College and Career Readiness Coordinator, Intake & Retention	2/1/26	\$4,167/\$50,004
Andrea Miller	Fundraising Coordinator, Public Radio East	Development Director, Public Radio East	3/1/26	\$4,625/\$55,500

Resignations/ Retirements	Position Title	Effective	Reason
Francis "Blackwell" Stith	Office 365 Systems Administrator	3/10/26	Deceased

**Craven Community College
Facilities Usage Report
January 1, 2026 - March 31, 2026**

EXTERNAL USERS OF FACILITIES

Name of Organization	Date(s) of Use	Type of Organization	Facility	Fees	Date(s) Fees Received	Estimated Number of Attendees
New Bern Chamber of Commerce	January 20, 2026	BLC	Naumann			35
NC ABC Commission	January 28, 2026	Gov.	Naumann			25
Pamlico County Register of Deeds	February 10, 2026	Gov.	AMC 102			54
New Bern Chamber of Commerce	February 17, 2026	BLC	Naumann			35
New Bern Historical Society	February 22, 2026	Non-Profit	Orringer	\$360.00	February 13, 2026	230
Congressman Murphy	February 28, 2026	Gov.	Orringer			100
Jonathan Brinson Inc.	March 7, 2026	Non-Profit	AMC 102	\$630.00	February 12, 2026	50
New Bern Historical Society	March 8, 2026	Non-Profit	Orringer	\$360.00	January 14, 2026	230
New Bern Chamber of Commerce	March 17, 2026	BLC	Naumann			30
NC Dept. of Adult Corrections	March 19-20, 2026	Gov.	AMC 102			50
Craven Concerts	March 20, 2026	Non-Profit	Orringer	\$840.00	March 10, 2026	200
NC ABC Commission	March 25, 2026	Gov.	Naumann			25
NC Dept. of Commerce	March 26, 2026	Gov.	AMC 102			30

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

Strategic Plan 2023-28

Student-Centered Experience - Assessment: Second Quarter 2026



Strategic Plan 2023-28 Assessment

Student-Centered Experience

CONNECT ACADEMIC OFFERINGS TO PROFESSIONAL EXPECTATIONS

Narrative:

- **Bosch**
 - Integrated Leadership Training
- **New Charting Your Course Pathway (Pre-Apprenticeship)**
 - Aviation Technology
- **Nail Technician at West Craven High School**
 - High School Need
- **Participated in the CRAVE CTE Summer Internship program**
 - Partnership with Craven County Schools
 - Three students from Craven County Schools
- **Rejuvenated CU Honors Program - New HON designation on transcript**

CHARTING YOUR COURSE
FREE Pre-Apprenticeship Programs for Craven County High School Students

Choose from two pathways:

AVIATION TECHNOLOGY	INDUSTRIAL MANUFACTURING
Mondays & Wednesdays June 8 – July 22*	Tuesdays & Thursdays June 9 – July 23*
9 a.m. - 3:30 p.m.	9 a.m. - 3:30 p.m.

*No sessions June 29 – July 2

Learn more about the program! Scan the QR code or visit our website at CravenCC.edu/ChartingYourCourse

CRAVEN
COMMUNITY COLLEGE

Strategic Plan 2023-28 Assessment

Student-Centered Experience

IMPROVE STUDENT PERSISTENCE AND COMPLETION

Narrative:

- **Events through Campus Life**

- Panther Fest
- 9/11 Tribute
- Constitution Day
- Hispanic Heritage Event
- Black History Month Celebration-
 - Guest Speaker - New Bern High School Principal

- **Panthers Baseball**

- DIII World Series winner
- Butler, PA – May 2025



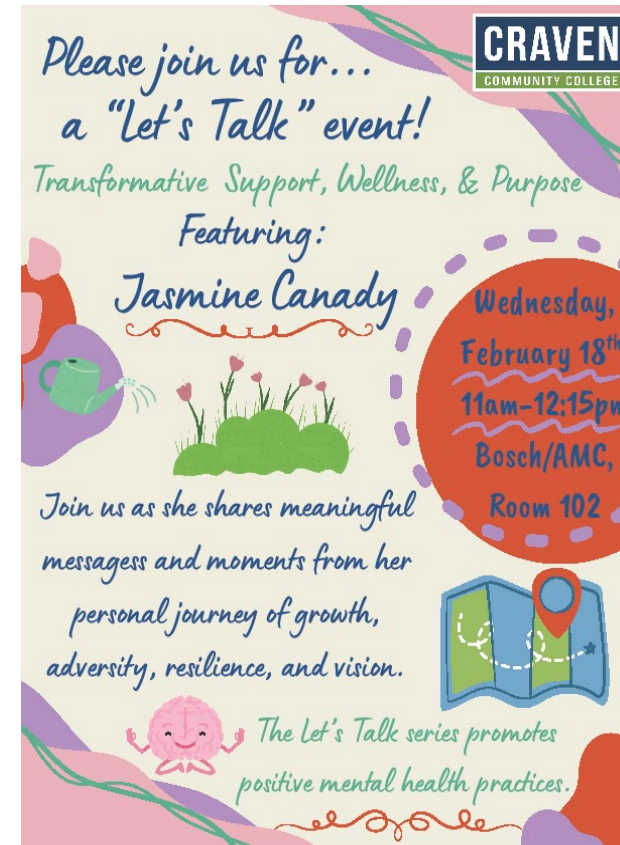
Strategic Plan 2023-28 Assessment

Student-Centered Experience

PROVIDE INTENTIONAL STUDENT SUPPORT SERVICES

Narrative:

- **Counseling Services**
 - Monthly “Let’s Talk Series”
 - Transformative Support, Wellness, and Purpose
- **Academic tutoring tailored to student needs**
- **Embedded tutors in developmental courses**
- **Dedicated ADA Coordinator**
- **Workshops both Term A and B on durable skills**
 - Time-management
 - Interview assistance
 - Ethical AI use...etc.



Strategic Plan 2023-28 Assessment

Student-Centered Experience

SUBSTAIN “STUDENT FIRST” CULTURE

Narrative:

- **Craven CC and Religious Community Services (RCS) Partnership**
 - Hurst Student Ambassadors, Student Government Association (SGA), and staff from Student Services volunteered at RCS
- **Hurst Student Ambassadors and SGA**
 - Hygiene Care Package
 - 100 packages
 - RCS and Coastal Women’s Shelter





Strategic Plan 2023-28 Assessment

Student-Centered Experience

Executive Leadership Team:

Ray Staats, President

Kathleen Gallman, VP for Instruction

Gery Boucher, VP for Development

Jim Millard, VP for Administration



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

Review Trustee Self-Evaluation 2026

Appoint Board of Trustee Officers for Nominating Committee FY 26-27

**CRAVEN COMMUNITY COLLEGE
BOARD OF TRUSTEES
2026-2027 MEETING SCHEDULE**

<u>DATE OF MEETING</u>	<u>TIME</u>	<u>EVENT</u>	<u>LOCATION</u>
JULY 2026		<i>No meeting in July</i>	
AUGUST 2026			
Tuesday, August 18	5:30 pm - 7:30 pm	Aug BOT Meeting (5:00 light meal)	Ward Boardroom
SEPTEMBER 2026			
Tuesday, September 15	5:30 pm - 7:30 pm	Sep BOT Meeting (5:00 light meal)	Ward Boardroom
OCTOBER 2026			
Tuesday, October 20	5:00 pm - 5:45 pm	Dinner with Students	TBD
	6:00 pm - 8:00 pm	Oct BOT Meeting	Ward Boardroom
NOVEMBER 2026		<i>No meeting in November</i>	
DECEMBER 2026			
Tuesday, December 8	5:30 pm - 7:30 pm	Dec BOT Meeting (5:00 light meal)	Ward Boardroom
JANUARY 2027		<i>No meeting in January</i>	
FEBRUARY 2027			
Tuesday, February 16	5:30 pm - 7:30 pm	Feb BOT Meeting (5:00 light meal)	Ward Boardroom
MARCH 2027			
Tuesday, March 16	5:00 pm - 5:45 pm	Dinner with Students	TBD
	6:00 pm - 8:00 pm	Mar BOT Meeting	Ward Boardroom
APRIL 2027			
Tuesday, April 20	5:30 pm - 7:30 pm	Apr BOT Meeting (5:00 light meal)	Ward Boardroom
MAY 2027		<i>No meeting in May</i>	
JUNE 2027			
Wednesday, June 9	9:00 am - 12:45 pm	Annual Board Retreat	TBD
Wednesday, June 9	1:00 pm - 3:00 pm	June BOT Meeting	TBD
NOTE: If you are unable to attend any meeting, please contact Amber Smith 252-638-7201.			
Knowing attendance helps with set-up, food ordering, and establishing a quorum.			

FISCAL YEAR 2027 CONTINUING BUDGET RESOLUTION
REQUEST FOR TRUSTEE APPROVAL

In accordance with G. S. 115D-57, BE IT RESOLVED, by the Board of Trustees of Craven Community College, that President Raymond W. Staats is authorized to pay salaries and other ordinary expenses of the College for the interval between the beginning of the 2026-2027 fiscal year (July 1, 2026) and the adoption of the budget resolution by the Board of Trustees.

Approved this 10th day of June, 2026.



Jim Davis, Board Chair



CRAVEN COMMUNITY COLLEGE

FEE CHART 2026-2027

APPROVED BOT 3/17/2026
REVISED BOT 4/21/2026

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Course/Area	Current Fee	Basis
Student Fees:		
BibliU Ebook Fee	\$ 100.00	Digital course content fee that is billed per ebook, per course
Campus Access, Parking & Security	\$ 15.00	Flat fee for curriculum students charged Fall, Spring, and Summer semesters
Computer Use & Technology	\$ 48.00	All curriculum students charged Fall, Spring, and Summer semesters
Distance Education Fee	\$ 30.00	Per course in all on-line, hybrid, and HyFlex Curriculum courses
Professional Liability Insurance	\$ 16.00	Required for curriculum nursing and allied classes as well as a variety of WFD classes (EMT, Phlebotomy, Health Care Technician, Dental Asst, Vet Asst, Animal Grooming, Personal Trainer, CNA I & II, Manicurist, Barbering)
Returned Check	\$ 20.00	Per check returned by Financial Institution
Student Accident Insurance: Curriculum	\$ 1.20	Mandatory insurance per semester
Student Accident Insurance: WFD	\$ 0.60	Mandatory insurance per semester
Student Activity Fee - Spring and Fall	\$ 40.00	Flat fee for curriculum students
Student Activity Fee - Summer	\$ 20.00	Flat fee for curriculum students
Summer School Supply Fee	\$ 10.00	Supply Fee
Transcript	\$ 10.00	Flat fee per copy
Travel Insurance to Study Abroad	up to \$100.00	One time for study abroad participants
Graduation Fees:		
Diploma Reprint	\$ 15.00	Printing, mailing and digital copy of previously printed diplomas
Graduation Fee	\$ 25.00	All graduating students; includes processing, printing, and digital copy of one primary credential plus mailing of same
Secondary Credential Digital Only Print	\$ 10.00	Digital copy of one secondary credentials
Secondary Credential Print	\$ 15.00	Printing, mailing, and digital copy of secondary credentials

Course/Area	Current Fee	Basis
Library Fees:		
Card Replacement Fee	\$ 1.00	Replacement library card
Library Fines (Books)	\$ 0.10	Per day for overdue books
Library Fines (Oculus)	\$ 5.00	Per day for overdue Oculus Quest Virtual Reality Headsets
Library Fines (Videos)	\$ 1.00	Per day for overdue videos
Printing/Copying - Non-Students	\$ 0.15	\$0.15 per page
Printing/Copying - Students	\$ 0.10	1st 10 pages per day are free; > 10 pages per day - \$0.10
Testing Center Fees:		
Admission Test (TEAS) for Nursing, Physical Therapist Assistant (Craven CC Students)	\$ 100.00	Entrance Test Fee (Passing test score good for 12 months)
Admission Test (TEAS) for Nursing, Physical Therapist Assistant (other colleges)	\$ 125.00	Entrance Test Fee (Passing test score good for 12 months)
ATI TEAS Retake fee	\$ 125.00	Entrance Test Retake Fee
BLET TABE Entry Testing	\$ 5.00	Entrance Test Fee
BLET TABE Retake Fee	\$ 10.00	Entrance Test Retake Fee
EMT TABE Entry Testing	\$ 5.00	Entrance Test Fee
EMT TABE Entry Testing Retake	\$ 10.00	Entrance Test Retake Fee
NABCEP Testing & Proctoring Fee	\$ 150.00	North American Board of Certified Energy Practitioners (NABCEP) Exam fee \$125.00 and \$25.00 proctoring fee
Paramedic TABE Entry Testing	\$ 15.00	Entrance Test Fee
Paramedic TABE Entry Testing Retake	\$ 25.00	Entrance Test Retake Fee
Placement Testing Fee	\$ 3.00	Fee to be charged for re-testing
Placement Testing Fee for Non-Students	\$ 5.00	NC-DAP DRE DMA (Transferring to other community colleges)
Surgical Technology TABE Entry Testing	\$ 5.00	Entrance Test Fee
Surgical Technology TABE Entry Testing Retake	\$ 10.00	Entrance Test Retake Fee
Test Proctoring Fee	\$ 25.00	To provide support for proctoring tests for students from other educational institutions unless associated with partnerships with the college
WorkKeys Assessment Tests:		
Applied Mathematics	\$ 18.00	Cost of the exam
Applied Technology	\$ 18.00	Cost of the exam
Graphic Literacy (Formerly Locating Information)	\$ 18.00	Cost of the exam
Workplace Documents (Formerly Reading for Info)	\$ 18.00	Cost of the exam
Business Writing	\$ 25.00	Cost of the exam
Workplace Observation	\$ 25.00	Cost of the exam

Course/Area	Current Fee	Basis
Arts & Sciences:		
ART 121, 122, 131, 132, 240, 241, 264, 265, 281, 282, 283, 284, 285, 286, 288	\$ 35.00	Supply Fee
ART 135	\$ 40.00	Supply Fee
MUS 161, 162, 261 262	\$ 320.00	Typically one student per course, specialized instruction
Science - BIO, CHM & PHY	\$ 30.00	Supply Fee (seated & hybrid classes only)

Course/Area	Current Fee	Change/New	Basis
Health Sciences:			
Associate Degree Nursing (A.D.N.) 5-Semester Plan	\$ 777.00		Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management *Note: The Spring 2025, Fall 2025, and Spring 2026 cohorts will continue to pay \$685 until completion.
NUR 101, 101AB, 111, 214	\$ 30.00	\$ 32.00	Fee to cover myClinicalExchange Service required by Carteret Hospital; service centralizes required documentation and clinical shifts
NUR 113	\$ 32.00		Fee to cover Rotation Manager required by UNC Lenoir; service centralizes required documentation and clinical shifts
NUR 214 - LPN to RN Transition Course	\$ 777.00		Fee for supplemental instruction (testing, e-texts); includes the electronic health record, accreditation module, and clinical management
Nursing Badge Replacement	\$ 15.00		
PTA 110	\$ 15.00		Course Material Fee
PTA 150	\$ 60.00		Course Material Fee
PTA 270	\$ 90.00		Course Material Fee
Practical Nursing (PN) - Day Cohort	\$ 922.00		Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management
Practical Nursing (PN) - Evening Cohort	\$ 690.00		Fee for supplemental instruction (testing, e-texts) assessed to each semester of the nursing program; includes the electronic health record, accreditation module, and clinical management *Note: The Fall 2025 evening cohort will continue to pay \$574 until completion

Course/Area	Current Fee	Basis
Career & Technical Programs:		
Automotive Lab Fees - ATT 140; AUT 116A, 141A, 151A, 163A, 181A, 221A, 231A, 141, 116, 151, 163, 181, 183, 213, 221, 231; TRN 110, 120, 140, 140A	\$ 45.00	Supply Fee
Basic Law Enforcement Lab Fees	\$ 1,065.00	BLET class includes LET 110; fee includes all required books and supplies
Business Program Lab Fees - CTI 289; NET 125, 126, 225, 226; NOS 110, 230	\$ 10.00	Supply Fee
Composite Manufacturing core classes - MEC 145	\$ 150.00	Supply Fee
Composite Manufacturing core classes - MEC 187	\$ 225.00	Supply Fee
Composite Manufacturing core classes - MEC 130	\$ 35.00	Supply Fee
Composite Manufacturing core classes - MEC 188, 189, 212, 215	\$ 275.00	Supply Fee
Cosmetology Lab Fee - COS 112, 114, 116, & 118	\$ 40.00	Supply Fee
Cosmetology Lab Fee - COS 112AB, 112BB, 114AB, 114BB, 116AB, 116BB, 118AB, 118BB	\$ 20.00	Supply Fee
Cosmetology Lab Fee - COS 119, 120, 125, & 126	\$ 30.00	Supply Fee
Machining/Manufacturing classes - MAC 117	\$ 150.00	Supply Fee
Machining/Manufacturing classes - MAC 111, 112, 122, 124, 126, 222, 224, 233, 234, 241, 243, 245; MEC 111; HYD 110	\$ 85.00	Supply Fee
Machining/Manufacturing classes - MNT 110, 111, 165; ISC 132; SST 110	\$ 35.00	Supply Fee
Mechanical Engineering Tech, Electronic/ Electrical & Machining classes - BPR 111, 121; DFT 111, 151, 152, 153; ELC 113, 117, 131, 135, 138; ELN 131, 132, 133, 231, 232, 234, 260	\$ 35.00	Supply Fee
Welding Certification to CU Credit	\$ 25.00	AWS Certified Welder Program > SMAW Plate (would get credit for WLD 115; GMAW Plate would get credit for WLD 122; FCAW Plate would get credit for WLD 121; GTAW Plate would get credit for WLD 131; SMAW Pipe would get credit for WLD 215; GTAW Pipe (Carbon Steel) would get credit for WLD 231
Welding classes - WLD 110, 112, 115, 116, 121, 122, 131, 132, 141, 231, 261	\$ 60.00	Supply Fee
Welding classes - WLD 151, 251	\$ 85.00	Supply Fee

Course/Area	Current Fee	Basis
Havelock:		
AER 115, 116	\$ 50.00	Lab Fee
American Hotel and Lodging Assoc Hospitality	\$ 74.40	Covers book and exam
AVI 110, 120, 130, 230, 240, 250, 260	\$ 126.00	Consumables
Aviation Sheet Metal Fabrication - ASMF-7138	\$ 99.40	Supply Fee
Avionics Course	\$ 81.40	Student Materials
Flight Simulator Fee for CCC Pilots	\$ 40.00	Fee for CCC Pilots requesting to substitute flight time for simulator time
Flight Simulator Fee for Non-CCC Pilots	\$ 80.00	Fee for Non-CCC Pilots requesting to substitute flight time for simulator time

Course/Area	Current Fee	Basis
Workforce Development Fees		
8 Hr Electrical, LOTO, and Machine Guarding	\$ 15.00	Supply Fee
8 Hr Forklift	\$ 19.40	Supply Fee
10 Hr OSHA Construction card	\$ 15.00	OSHA Cards and certified mail
10 Hr OSHA General Industry card	\$ 15.00	OSHA Cards and certified mail
16 Hr Forklift	\$ 19.40	Supply Fee
16 Hr Hazardous Communications and PPE	\$ 19.40	Supply Fee
16 Hr Lull Extender Lift	\$ 19.40	Supply Fee
18 Hr Fall Protection and Ladder Safety	\$ 15.00	Supply Fee
24 Hr Confined Space Entry	\$ 15.00	Supply Fee
30 Hr OSHA Construction card	\$ 15.00	OSHA Cards and certified mail
30 Hr OSHA General Industry card	\$ 15.00	OSHA Cards and certified mail
40 Hr OSHA (HAZWOPER Training)	\$ 50.40	Supply Fee
56 Hr Forklift	\$ 49.40	Supply Fee
Advanced Cardio Life Support (ACLS)	\$ 5.00	Supply Fee
AEMT (Ins, Supply Fee, Shirt, Testing)	\$ 185.40	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables & to cover EMS electronic testing software. Supply Fee \$20.40; Shirt \$25; EMS Testing \$140.00
American Heart Assoc Certificate Card	\$ 17.50	BLS for Health Care Providers, Advanced Cardiac Life Support Initial and Recertification, Pediatric Advanced Life Support Initial and Recertification, & HeartSaver (First Aid CPR, AED, Adult, PEDS, Infants, Adults)
Auto-Detailing Certification Prep	\$ 19.40	Supply fee to cover the cost of consumables and other course materials
Aviation Sheet Metal Accelerated Pathway	\$ 198.80	Supply Fee
Baking	\$ 90.40	Supply Fee
Bartending	\$ 24.40	Supply fee for consumables used in bartending class
Basic Cooking Skills	\$ 19.40	Supply fee for consumables used in cooking class
BioWorks Process Technician	\$ 99.40	Lab Supply Fee
BLS Family & Friends CPR (book with card)	\$ 2.00	New Registration; Includes American Heart Association Card
BLS for Health Care Provider	\$ 5.00	New Registration; Includes American Heart Association Card
BLS HeartSaver CPR AED Completion Card	\$ 17.50	New Registration; Includes American Heart Association Card
BLS HeartSaver First Aid ONLY Card	\$ 17.50	New Registration; Includes American Heart Association Card
BLS HeartSaver/First Aid/CPR/AED Course Card	\$ 17.50	New Registration; Includes American Heart Association Card
Cake Decorating	\$ 30.40	Supply Fee
CDL Class A	\$ 1,819.40	Supply fee for the Commercial Driving License Class A license course
CDL Class B	\$ 819.40	Supply fee for the Commercial Driving License Class B license course
CDL Class C	\$ 49.40	Covers fuel and other costs
Central Sterile Technician	\$ 50.40	Supply Fee
Communication	\$ 15.00	Personal Profile (DiSC)- Paper

Course/Area	Current Fee	Basis
Workforce Development Fees		
Communication	\$ 22.00	Personal Profile (DiSC) - Online
CRC Certificate Exam Fee	\$ 42.00	Reading for Information, Locating Information, and Applied Mathematics
CRC Certificate Replacement Fee	\$ 5.00	Supply Fee
DDI Courses	\$ 50.00	Student Materials
Diesel Engine Course	\$ 99.40	Supply Fee
Diesel Generator Repair	\$ 99.40	Supply Fee
Diesel Systems Course	\$ 99.40	Supply Fee
Drone Training	\$ 25.00	Fee used to help pay for drone repair and equipment
EKG Technician	\$ 10.40	Supply Fee
EKG Technician Refresher	\$ 10.40	Supply Fee
Emergency Medial Responder Initial Testing	\$ 22.00	Fee to cover EMS electronic testing software
EMS First Aid	\$ 18.40	Supply Fee to Cover American Red Cross Heart Saver Card and for supplies used in First Aid classes.
EMT Initial (Supply, Ins, Shirt, Testing)	\$ 87.40	Fee for consumables used in program (IVS, gloves, needles, etc.) & to cover EMS electronic testing software. Supply Fee \$10.40; Shirt \$25; EMS Testing \$52
Environmental Safety BioWork (DOD Skill Bridge)	\$ 114.40	Supply Fee
Environmental Safety Diploma Certification 1	\$ 50.00	OSHA Cards and registered mail
Environmental Safety Diploma Certification 2	\$ 50.00	Supply fee for Soil Sampling, Water Quality Analysis, and Site Survey
EPA Refrigerant Certification	\$ 30.00	Supply Fee for ESCO book and on-line exam
FAA Preparatory Exam	\$ 319.40	Supply fees for FAA General/Powerplant- AMPP 7191 and FAA General/Airframe - AMAF7193
Fire College Fee	\$ 30.00	T-Shirts & Meals
Forestry/Heavy Equipment Operations	\$ 24.40	Supply fee to cover OSHA Card and CPR Card
Forklift Maintenance	\$ 69.40	Covers the cost of consumables
Home Appliance Repair	\$ 150.00	Textbooks and appliance schematics
Home Beer Brewing Class	\$ 49.40	Supply fee to cover consumables
HRDQ Personal Style Inventory	\$ 20.00	For use in Advanced Manufacturing Tools for Veterans
Introduction to 3D Printing	\$ 15.00	Supply Fee
Introduction to Mixed Aviation Trades	\$ 99.40	Supply Fee
Leadership	\$ 40.00	Myers Briggs Type Indicator - Scoring & "Introduction to Type"
Lean Six Sigma Master Black Belt	\$ 319.40	Supply Fee
Marine Diesel	\$ 99.40	Supply Fee
Massage Therapy	\$ 719.40	Textbooks, Student Kit and classroom supplies
Master Black Belt	\$ 319.40	Supply fee to cover the cost of simulations and consumables
Medication Aide	\$ 15.40	Supply Fee
Mobile Crane Operator Training	\$ 6,319.40	Supply Fee
National Assoc of Emergency Medical Technician	\$ 15.00	Pre-Hospital Trauma Life Support & Advanced Medical Life Support

Course/Area	Current Fee	Basis
Workforce Development Fees		
NCCER Construction 1	\$ 151.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses), including Electronic Test (\$27.00)
NCCER Construction 2	\$ 151.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses), including Electronic Test (\$27.00)
NCCER Construction 3	\$ 151.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses), including Electronic Test (\$27.00)
NCCER Construction 4	\$ 151.40	Supply Fee (Includes Carpentry, HVAC, Electrician, Plumbing and any other construction courses), including Electronic Test (\$27.00)
NCCER Core Skills	\$ 26.40	Supply Fee (Electronic Testing Fee), including Electronic Test (\$27.00)
NCCER Heavy Equipment Operations	\$ 176.40	Covers fuel, repairs, and electronic test (\$27)
NCCER Welding Level 4	\$ 406.40	Supply Fee, including Electronic Test (\$27.00)
NCCER Welding Levels 1, 2, & 3	\$ 271.40	Supply Fee per level, including Electronic Test (\$27.00)
New Hire Training	\$ 94.40	Supply Fee
Nurse Aid One	\$ 25.40	Supply Fee
Nurse Aid One Refresher	\$ 25.40	Supply Fee
Nurse Aid Two	\$ 35.40	Supply Fee
Nurse Aid Two Refresher	\$ 35.40	Supply Fee
OBD class (On Board Diagnostic)	\$ 7.50	Supply Fee
Paramedic	\$ 267.40	Supply fee to cover T-shirt with Craven logo and student name which identifies student status when in medical facility, consumables, EMS electronic testing software and cost of cards (PALS and ACLS); Supply Fee \$42.40 PALS Card \$5; ACLS Card \$5; Shirt \$25; EMS Testing \$190
Pediatric Advanced Life Support (PALS)	\$ 5.00	Supply Fee
Pediatric HeartSaver CPR/First Aid AED	\$ 17.50	New Registration; Includes American Heart Association Card
Pharmacy Technician	\$ 10.40	Supply Fee
Phlebotomy	\$ 50.40	Supply Fee
Photovoltaic classes	\$ 19.40	Supply Fee
Professional Cooking	\$ 124.40	Supply fee for consumables used in cooking class
Project Management Professional Test Preparation	\$ 25.00	Supply Fee
Small Engine Repair	\$ 10.40	Supply Fee
Sordill Consulting Courses	\$ 15.00	Cost per topic-some courses cover more than one topic/Various
Time Management	\$ 15.00	Time Mastery Profile - Paper
	\$ 22.00	Time Mastery Profile - Online
Veterinary Assistant	\$ 20.40	Supply Fee
WFD Lean Six Sigma	\$ 25.00	To be used for assessments, certificates and frames. Applies to Green, Black, Yellow, and Red Belt.



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

May 21, 2026

Craven Community College Board of Trustees,

The Craven Community College Foundation met May 19, 2026 and voted unanimously to recommend the following individuals to serve on the Craven Community College Foundation Board through June 30, 2028:

Title	Name	Term Date	Term 1
Expires			
Director	Omar Gonzalez	7/1/2026	6/30/2028
Director	Ginger Gunsten	7/1/2026	6/30/2028
Director	Tiffany Dove	7/1/2026	6/30/2028
Director	Madison Hearne	7/1/2026	6/30/2028
Director	David McFadyen	7/1/2026	6/30/2028

A short biography of each of the proposed new members is attached for your review.

Additionally, the following individuals were approved for reappointment for terms through 6/30/2028:

	Name	Term Date
Director	Dr. Bettina Meekins	7/1/2026 - 6/30/2028
Director	Hannah Mitchell	7/1/2026 - 6/30/2028
Director	Dr. Virginia Johnson	7/1/2026 - 6/30/2028
Director	Dr. Dwight Grady	7/1/2026 - 6/30/2028
Director	Dr. Kenneth Wilkins	7/1/2026 - 6/30/2028
Director	Pastor Robert Johnson	7/1/2026 - 6/30/2028
Director	Mark Best	7/1/2026 - 6/30/2028
Director	Ashley Martin	7/1/2026 - 6/30/2028

Thank you for your support of the Craven Community College Foundation.

Charles Wethington
Executive Director & Secretary

www.CravenCC.edu/Foundation

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

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

Biographies for the 2026 New Board Members

Omar Gonzalez

Omar Gonzalez is a proud Havelock, North Carolina native and a dedicated community leader serving as an NC Farm Bureau Insurance Agent in Craven County. A graduate of Barton College and Havelock High School, Omar is known for his strong relationships, integrity, and commitment to helping others. He is an active member and past board member of the Rotary Club of New Bern, where he has supported numerous fundraising initiatives benefiting local students and athletic programs. Omar also serves on the advisory board for the Craven County Community organization, continuing his passion for community engagement and service.

Tiffany Dove

Tiffany Dove is a lifelong New Bern resident and respected community advocate with a passion for service and helping families during difficult times. A graduate of North Carolina Central University with a degree in Business Administration, Tiffany returned home to continue her family's legacy at Oscar's Mortuary, Inc., founded by her grandparents in 1960. With more than 25 years as a licensed funeral director and preneed specialist, she remains deeply involved in both state and national funeral service associations. Tiffany's dedication to volunteerism and community involvement reflects her belief in giving back and supporting others in meaningful ways.

Madison Hearne

Madison Hearne is part of the third generation behind Hearne's Fine Jewelry, a beloved family-owned business that has served New Bern since 1972. As Marketing Communications Manager, Madison combines creativity and modern strategy to strengthen the store's community presence and digital outreach. Since returning to New Bern in 2020, she has led social media, branding, and customer engagement efforts while working alongside her family and husband, jeweler Justen Wynant. Her passion for local business, innovation, and preserving family legacy continues to make an impact throughout the community.

David McFadyen

David McFadyen is a longtime public servant and respected legal professional who has dedicated more than four decades to serving Eastern North Carolina. A Craven County native, David, began his career as an assistant district attorney before becoming the District Attorney for Craven, Carteret, and Pamlico Counties in 1981. In addition to his years in public service, he spent over a decade in private practice focusing on domestic civil litigation. David has also served as Past President of the Craven Community College Foundation, demonstrating his continued commitment to education and community advancement.

Ginger Gunsten

Ginger Gunsten is a longtime New Bern resident whose career and volunteer service reflect a lifelong commitment to education, leadership, and community involvement. A graduate of Johns Hopkins University, Ginger held executive leadership roles with Macy's East before transitioning into nonprofit and educational work, including serving as Marketing Director for Parrott Academy and Director of the Tryon Palace Council of Friends. She has supported numerous local organizations, including the CCHC Foundation Board and Craven Literacy Council, while also mentoring students through the Kingswood After School Program for 17 years. Ginger's dedication to service and community growth continues to make a lasting impact across the region.



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

MEMORANDUM

To: Dr. Raymond Staats
From: Ben Donnelly
Date: May 11, 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 nominations of Mr. Paul Jordan and Mr. Michael Murrie for membership on the Public Radio East Foundation Board of Directors.

Mr. Paul Jordan lives in Oriental and is retired from the National Institutes of Health.

Mr. Michael Murrie lives in New Bern and is retired from Pepperdine University.

Thank you.

Michael Murrie is an accomplished journalist, educator, and media scholar with a career spanning professional broadcast news, higher education, and public service. A Professor Emeritus at Pepperdine University, he taught journalism and media production for two decades while coordinating academic programs, advising student news organizations, and leading major curriculum initiatives focused on digital storytelling and engagement journalism. Prior to academia, he spent nearly a decade as a television news producer, editor, and reporter at major stations including KSDK-TV in St. Louis, earning an Emmy Award for Best News Broadcast. Holding a Ph.D. in journalism, Michael is widely published in professional and scholarly outlets, consulted on emerging media technologies, and has received national recognition for documentary filmmaking and journalism education. Michael Murrie resides in New Bern, NC. He is an adjunct faculty member for Craven Community College and supporter of Public Radio East.

Paul Jordan completed a 40-year career at the National Institutes of Health, where he directed video production for the National Institute of Mental Health and served as an Information Technology Specialist, project manager, software developer, database administrator, and data scientist, including creating NIH's enterprise reporting databases. Alongside his federal career, Paul built a distinguished presence in public radio as an announcer, producer, interviewer, and trainer at WCPE-FM in Raleigh, NC. Since retiring, he has deepened his civic engagement, serving as an elected Commissioner and Mayor Pro Tempore for the Town of Oriental, North Carolina, and currently hosts and produces 86th. Century.Limited for Public Radio East.



BP – 3.12

STUDENT TITLE IX

(SEX DISCRIMINATION AND HARASSMENT)

Legal Authority: 34 CFR Part 106.45; 1C SBCCC 200.95

Approved: August 18, 2026 [DRAFT]

Previous Editions: February 16, 2021; October 15, 2024

STUDENT TITLE IX (SEX DISCRIMINATION AND HARASSMENT)

Craven Community College, in compliance with and as required by Title IX of the federal Education Amendments of 1972 and its implementing regulations ("Title IX") and other applicable civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate in any education program or activity that it operates, sponsors, or administers on the basis of any characteristic or status protected by applicable local, state, or federal law in admission, treatment, access to, or employment in, its programs and activities.

Discrimination and harassment oppose the values and standards of the College and are incompatible with the safe, healthy environment that our College community expects and deserves. Discrimination and harassment will not be tolerated by the College. The College is committed to providing programs, activities, and an education and work environment free from sexual misconduct in all forms to include, but not limited to, sexual assault, sexual harassment, sexual discrimination, stalking, relationship violence, and domestic violence. The College expects all members of campus to conduct themselves in a manner that does not infringe upon the rights of others.

As required by Title IX this policy prohibits discrimination and harassment on the basis of sex. This policy also prohibits retaliation against any individual that complains about violations under this policy or against individuals who participate in investigations of alleged misconduct as outlined in this policy or related procedures.

Legal Requirements

Title IX is a federal law that applies to educational institutions receiving federal financial assistance and prohibits discrimination on the basis of sex in an educational institution's programs or activities, including employment, academic, educational, extracurricular and athletic activities that occur when an individual is participating in or attempting to participate in an educational program or activity sponsored by the College that occurs in the United States. Title IX protects all people regardless of their gender or gender identity from sex discrimination, including sexual harassment and sexual violence, which are forms of sex discrimination. Title IX requires colleges to take necessary steps to prevent sexual assault on their campuses, and to respond promptly and effectively when an assault is reported.

The federal Clery Act requires colleges to report annual statistics on crime, including sexual assault and rape, on or near their campuses, and to develop and disseminate prevention policies.

The federal Violence Against Women Act (VAWA)/Campus Sexual Violence Elimination Act

(SaVE) clarifies that “sexual violence” includes domestic violence, dating violence, and stalking, which must be included in campus Clery reports, and also requires that institutional policies address and prevent sexual violence through training, education, and certain discipline procedures.

The Board directs the President to ensure that the College complies with Title IX and the laws referenced above. The President is directed and authorized to:

1. Publish and widely disseminate a notice of nondiscrimination on the basis of gender or sex.
2. Designate employees to coordinate Title IX compliance (including compliance with VAWA/Campus SaVE Act, and all other relevant sexual discrimination/harassment/violence legislation).
3. Adopt appropriate grievance and investigation procedures.
4. Implement education and prevention programs for students and employees.
5. Provide resource programs and individualized supportive measures for complainants and respondents of sexual misconduct.
6. Provide written rights, options and information to complainants and respondents of sexual misconduct.
7. Provide training to the campus community on how to prevent, identify and report sex discrimination, including sexual misconduct.
8. Provide training to relevant staff and faculty who participate in the grievance process of alleged violations of sex discrimination, including sexual misconduct.

The President shall prepare and implement College operating procedures that comply with this Board policy and Title IX.

Legal Authority: 1B SBCCC 400.1 through 400.3

Approved: August 18, 2026 [DRAFT]

Previous Edition: April 19, 2011

CONTINUOUS IMPROVEMENT

The College shall ensure continuous improvement and demonstrated achievement of its mission objectives using a systematic approach that includes strategic planning and regular evaluation of Key Performance Indicators (KPI). The President will develop, maintain and evaluate the Strategic Plan along with Key Performance Indicator (KPI) success metrics, and ensure these tools and the associated outcomes meet the intent and standards of the College's institutional accreditor.

The President shall update the Board, at least annually, regarding the College's continuous improvement initiatives associated with the Strategic Plan and KPI outcomes.

NORTH CAROLINA COMMUNITY COLLEGE SYSTEM

CAPITAL IMPROVEMENT PROJECT APPROVAL

AMENDED #2

Is this the Final 3-1 Project Closeout?

No

College Craven Community College

Project Name Corporate Training Center

NCCCS Project No.

2775

Campus

1017 Craven CC - Main 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.

Craven Community College will be utilizing State Capital Improvement Infrastructure Funds (SCIF) and Institutional funds to build a new 12,000 sq. ft. Corporate Training Center on our New Bern Campus. As the project is nearing completion, a plan was made to use the available contingency funds towards additional landscaping around the building. The estimates to complete the project addition were approximately \$55,000 higher than the available funding. This 3-1 adds funds to ensure the funding is available to complete the project as well as reallocates existing budget to align with anticipated expenses.

☒ **Project to be constructed/renovated on college owned property**

☐ **Project to be constructed/renovated on leased property**

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

This form was prepared by:

Name: Christine E. Sachs

Signature: *Christine E. Sachs*

Contact Number: 252-637-5740

Date: 10-10-2026

CPC Signature:

[Signature]

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

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

Subtotal "A"**B. CONSTRUCTION**

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

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

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

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

Prior Budget	Changes/ Amended	Current Budget
0.00	0.00	0.00

536,904.00	33,521.00	570,425.00
6,306,000.00	70,035.00	6,376,035.00
119,819.00	(119,819.00)	
	126,515.00	126,515.00
60,810.00	(55,252.00)	5,558.00
7,023,533.00	55,000.00	7,078,533.00

0.00	0.00	0.00

\$7,023,533.00	\$55,000.00	\$7,078,533.00
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IV. SOURCES OF FUNDS IDENTIFIED FOR THIS PROJECT:**A. NON-STATE FUNDS**

1. County Appropriated
2. County Bonds

3. Other	▼	Excess Fees
4. Other	▼	Lost Revenue claimed from HEERF
5.	▼	

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

1.	▼
2.	▼
3.	▼

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

1. Budget Code	42120 New SCIF \$400M	▼
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
1,802.90		1,802.90
934,323.82	55,000.00	989,323.82
322,350.28		322,350.28
1,258,477.00	55,000.00	1,313,477.00

0.00	0.00	0.00

5,765,056.00		5,765,056.00
5,765,056.00	0.00	5,765,056.00
7,023,533.00	55,000.00	7,078,533.00

0.00	0.00	0.00

\$7,023,533.00	\$55,000.00	\$7,078,533.00
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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 \$5,765,056.00 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 6/10/2026.

- ☒ 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, therefor 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