



TO: All Members of the Board of Trustees
 FROM: Dr. Wrenn Johnson, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, February 11, 2026, at 9:00 a.m., Foundation Boardroom

AGENDA		
I.	CALL TO ORDER A. Ethics Statement	Chair Wrenn Johnson
II.	FOUNDATION CHECK PRESENTATION A. Beaufort Women's Club – Annual Scholarship	Chair Johnson
III.	* APPROVAL OF AGENDA	Chair Johnson
IV.	* APPROVAL OF MINUTES (January 14, 2026, Attachment 1)	Chair Johnson
V.	NEW BUSINESS * 1. Pesticide Certificate – Supply Fee	Chair Johnson Dr. Mancini
VI.	PRESENTATION A. ISS – One College Teacher Training	Chair Johnson Dr. Maggie Brown Mrs. Doree Hill, Mrs. Karen Bochnovic
VII.	COMMITTEE REPORTS A. Personnel, Policies & Bylaws * 1. Governing Policies * 2. Bylaws 3. President's Evaluation Survey	Chair Johnson Trustee Penny Hooper
VIII.	OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 2 , 3 , 4 , 5 , 6 , 7 , 8 , 9 , 10 , 11 , 12)	Chair Johnson Trustee Mort Congleton Dr. Mancini
IX.	BOARD COMMENTS	Chair Johnson/Trustees
X.	* ADJOURNMENT	Chair Johnson

*Indicates Item for Action

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
February 12	SIP Happens!	6:00 p.m.	HCAC
February 24	Escoffier Dinner	5:30 p.m.	HCAC
April 15, 2025	SEI due		
April 22-24	2026 NCACCT Law-Legislative Seminar		Hilton Embassy Suites Raleigh/Research Triangle
May 8	Celebration on the Sound	7:00 p.m.	Civic Center



Attachment 1

CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

January 14, 2026

I. CALL TO ORDER

Following proper public notification, Vice Chair Doug Brady called the Carteret Community College Board of Trustees meeting to order at 9:01 a.m. on January 14, 2026, at the Foundation Boardroom on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mr. Doug Brady
Mr. Mort Congleton
Mrs. Melodie Darden
Mr. Bill Henderson
Mrs. Penny Hooper

Mrs. Rosa Langston
Mrs. Dee Meshaw
Mrs. Catherine Parker
Mr. Will Rogers

Trustees Absent

Dr. Wrenn Johnson
Mrs. Kelly Marek
Mr. Doug Starcke

SGA Present

Ms. Marley Ward, 2025-2026 SGA President

Administration and Staff Present

Dr. Tracy Mancini	President
Dr. Maggie Brown	Vice President, Curriculum Instruction and Student Support
Mr. Perry Harker	Vice President, Workforce Programs and Student Support
Mr. Scott Lane	Vice President, Finance & Administrative Services
Mrs. Amanda Bryant	Senior Director, Human Resources
Mr. Curtis Gillikin	Director, Campus Information Technology
Mr. Richard Abell	Director, Security & Emergency Preparedness
Ms. Brenda Reash	Executive Director, Foundation
Ms. Logan Okun	Senior Director, Marketing & Communications
Ms. Andrea Cole	Instructor Medical Assisting, FEC Chair
Mr. Scott Leahy	Director, Marine Trades, SEC Chair
Ms. Angela Hiley	Executive Assistant to the President, Assistant Secretary to the Board

Guests Present

Ms. Cheryl Burke	Reporter, Carteret County News-Times
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A. Ethics Reminder

Vice Chair Doug Brady reminded members of the Board of the ethical requirements for public servants and requested that members identify any conflicts or potential conflicts of interest with respect to any item on the agenda. No board member expressed any potential or actual conflicts of interest.

II. FOUNDATION CHECK RECOGNITION

Vice Chair Brady invited Ms. Brenda Reash to brief the board on a recent donation from Safe Harbor Jarrett Bay. Ms. Reash said Mr. Tate Lawrence, representing Safe Harbor Jarrett Bay, presented a \$5,000 check in support of the College's Boatbuilding Program, noting that this annual gift reflects the company's continued commitment to the program.

III. APPROVAL OF AGENDA

Vice Chair Brady presented the January 14, 2026, agenda for approval by the Board.

Trustee Mort Congleton motioned to approve the January 14, 2026, agenda. Trustee Will Rogers seconded the motion. The motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES

Vice Chair Brady presented the November 12, 2025, minutes for approval by the Board.

Trustee Dee Meshaw motioned to approve the November 12, 2025, minutes. Trustee Congleton seconded the motion. The motion passed unanimously by voice vote.

Vice Chair Brady presented the November 24, 2025, minutes for approval by the Board.

Trustee Congleton motioned to approve the November 24, 2025, minutes. Trustee Rosa Langston seconded the motion. The motion passed unanimously by voice vote.

V. COMMITTEE REPORTS

A. Buildings & Grounds Committee

Trustee Bill Henderson, Chair of the Building and Grounds committee, said the committee met on Wednesday, January 7, 2026, and he reported 100% attendance.

1. Master Grounds Plan

Trustee Henderson said the Buildings & Grounds committee brings a motion to the full board to approve the Master Grounds Plan provided activities remain within budget and do not impede the future needs of the College.

Trustee Henderson invited discussion, adding he thought the plan represented a great step forward. He said the College had not previously had a grounds plan and he recognized the merits of having a formal framework.



Trustee Hooper said that while the process has taken time, the resulting plan is strong.

Vice Chair Brady said the plan takes the burden off the board and allows administration to make informed decisions within an approved structure.

The motion passed unanimously by voice vote.

2. Shellfish Mariculture Signage Request

Trustee Henderson said the committee reviewed pictures of a new Shellfish Mariculture sign proposed for installation at the waterfront area between the CMAST and Howard buildings.

Trustee Henderson said the Buildings & Grounds committee brings a motion to the full board to approve the Shellfish Mariculture signage.

Trustee Henderson invited trustees to review a picture of the sign included in the meeting materials and asked if there was any further discussion.

The motion passed unanimously by voice vote.

3. Approval of Naming Opportunities

Trustee Henderson said the Buildings & Grounds committee brings a motion to the full board to allow administration to name interior spaces in accordance with the existing schedule of values.

Trustee Henderson invited discussion. Dr. Mancini noted that the schedule is consistent with the framework previously used when naming spaces at the Hospitality and Culinary Arts Center.

The motion passed unanimously by voice vote.

4. Interlocal Agreement for County EMS Tower

Trustee Henderson said the County is seeking to upgrade the communications tower located at the College's Laurel Road Public Safety Training Facility site. He said equipment upgrades would be constructed immediately adjacent to the existing tower. Trustee Dee Meshaw said the County is undertaking a \$13 million system improvement project and this equipment upgrade is critical component that will greatly improve countywide communications.

Trustee Henderson said this is a multi-step process. He said because the College would be relinquishing a portion of land for the new equipment, both board and state approval are required. Dr. Mancini confirmed that, upon board approval, the College will submit a Form 3-1 P for approval by the State Board.

Trustee Henderson said the Buildings & Grounds committee brings a motion to the full board to approve the Interlocal Agreement for the County EMS Tower.

The motion passed unanimously by voice vote.

5. WCCTT Budget Update

Trustee Henderson reported that the Buildings and Grounds committee received an update on the WCCTT budget. Dr. Mancini said the budget breakdown for the \$9,983,865 GMP (Guaranteed Maximum Price) contract had been received from Daniels and Daniels, along with a listing of proposed contractors.



VI. OTHER REPORTS

A. Foundation Liaison

Trustee Congleton said the Foundation board met on January 13, 2026. He said Board of Trustees participation in annual giving was at 83%, Board of Directors participation was at 95%, and employee giving participation stood at 62%. Ms. Reash noted employee participation was 1% higher than at the same time last year.

Trustee Congleton said the Foundation had reached 53% of its annual fund, 83% of its fundraising goal and endowment growth exceeded \$53,000. Trustee Congleton noted that the board packet included information on upcoming Foundation events, and he encouraged all trustees to attend. He recognized Ms. Reash and her team for their efforts.

B. President's and Executive Leadership Council Reports

Dr. Mancini welcomed trustees to the first meeting of the new year and thanked the Buildings & Grounds committee for its work. She said classes began on January 7, 2026, and she commented on how much she enjoys meeting new and returning students. She said the SGA has been very active with start of semester activities and events.

Dr. Mancini said curriculum enrollment was up 4% compared to last spring; workforce and continuing education has increased 9 to 10%; and Career and College Promise (CCP) enrollment is also higher than last spring.

In response to a question from Trustee Rogers about tracking where students come from, Dr. Mancini confirmed that the College collects county data. She said 70 to 80% of students are local, while students from neighboring counties enroll in programs unique to the College, and online programs attract students from much farther away. Trustee Henderson said information on the number of students from public, private, and home schools would be of interest.

Dr. Mancini invited Mr. Harker to share news about a recent recognition received from the Department of Corrections. Mr. Harker said the College had a pre-set goal from the Department of Corrections to help approximately 30 justice involved individuals complete the GED. He said more than 90 individuals completed the GED and the Department of Corrections recognized the College for exceeding its goal by 202%. Mr. Harker said both prison administration and College staff are committed to ensuring that every individual leaving the facility has the opportunity to earn a GED. He noted the prison houses approximately 400 inmates. Dr. Mancini encouraged trustees to attend prison graduation ceremonies. Trustee Langston said she had spoken with two young men who completed the program, and she was very impressed by its impact.

Dr. Mancini said the SACSCOC Fifth Year Report, submitted in the fall by a team led by Dr. Brown, has been reviewed by the accreditor. Dr. Brown said all key narratives were reviewed successfully, with only a few minor issues requiring clarification. She commended her team and the lead writers for an excellent, campus wide collaborative effort. Dr. Mancini reminded trustees that the state has withdrawn the requirement for colleges to change accreditors every accrediting cycle, and the College will remain accredited by SACSCOC.



Dr. Mancini said head coach positions were advertised in December and response has been encouraging with 55 applicants for baseball, 22 for women's soccer and 5 for women's cross-country. She said the goal is to fill all positions by the end of February and introduce the new coaches to the Board during the March meeting. She said that, at the January 13, 2026, Morehead City Town Council meeting, council members approved the College's use of the baseball field. Dr. Mancini thanked Mr. Scott Lane for his continued efforts in support of the athletics program.

Dr. Mancini thanked Ms. Logan Okun and Ms. Victoria Washington for their creative and impactful marketing initiatives.

Dr. Mancini said One Door Phase III is underway with an anticipated completion in July. She said site work for the Workforce Center is in progress and that delivery of the metal building is expected to begin in April.

Dr. Mancini said a state budget has not been approved and is not expected until April or May at the earliest. She said that employee giving to the College was especially heartwarming given the lack of a state awarded pay increase and the increase in state health plan premiums, which resulted in most employees experiencing a net decrease in take home pay starting in December.

Dr. Mancini proposed combining the scheduled February 11, 2026, Board meeting with a board retreat, to be held from 9:00 a.m. to 1:00 p.m.

C. SGA Report

Ms. Marley Ward addressed the board, presenting a detailed report on Student Government Association activities that took place in December and the first week in January, as well as those planned for the remainder of the month.

Dr. Mancini recognized Ms. Ward and the SGA for strong stewardship, noting that all activities included in Ms. Ward's report are funded through student activity fees. Trustee Hooper commented on the breadth of campus activities and the positive impact on student success.

VII. BOARD COMMENTS

Trustee Henderson said Ms. Reash addressed a group at the United Methodist Church on the evening of January 13, 2026, and she did an outstanding job responding to questions not only about the Foundation but across many areas of the College. He said Dr. Mancini has a very capable team. He recognized Mort and Marna Congleton for establishing an endowment, affirming their commitment to the continued success of the College.

Trustee Congleton encouraged trustees to consider individuals they might introduce to Dr. Mancini and Ms. Reash as potential donors for the College and to support them with their fundraising efforts. He referenced the "five rights" of effective fundraising, stating that success depends on the right person asking the right person, at the right time, for the right amount, for the right project.

Trustee Meshaw said it had been a productive meeting, wished everyone a Happy New Year, and said she was happy to welcome students back to campus.



Trustee Rogers said he was excited about the ongoing progress of the One Door Phase III and Workforce Center construction projects.

Trustee Langston commented that she was impressed with the Master Grounds Plan and commended Mr. Harker for the number of GEDs earned through the Department of Corrections program.

Ms. Ward echoed Trustee Langston's remarks and said she has enjoyed meeting new students on campus.

Trustee Hooper complimented Mrs. Goodwin on the Master Grounds Plan. Dr. Mancini added that the development of the plan was a collaborative effort involving Mrs. Goodwin, Operations and Facilities staff, College staff, faculty, and community members. Trustee Hooper noted the educational value of the new Shellfish Mariculture sign and acknowledged the work of the Buildings & Grounds committee.

Trustee Hooper said a remembrance service was held on January 3, 2026, in the Bryant Student Center to honor Ms. Kathy Crowell, a former faculty member who served for many years as Coordinator of the Photography Program at the College.

Trustee Parker said her husband attended the remembrance service for Ms. Crowell and commented on Ms. Crowell's positive and lasting impact on students. Trustee Parker said she was excited about the ongoing progress of the athletics program and construction projects.

Trustee Darden said she continues to hear advertisements for the College through podcasts and she commended Ms. Okun and the marketing team. She said she appreciated the College's increased enrollment.

Trustee Brady concluded by saying that many positive activities are taking place across campus, and all are a testament to the strength of the College's leadership, administration, staff, and SGA.

VIII. CLOSED SESSION

Trustee Henderson motioned to go into Closed Session at 9:51 a.m. in accordance with N.C. GS 143-318.11(a)(5). Trustee Rogers seconded the motion. The motion passed unanimously by voice vote.

Trustees asked Dr. Mancini, Ms. Reash, and Miss Angela Hiley to stay in the meeting.

Trustee Rogers motioned to come out of Closed Session at 10:00 a.m. Trustee Langston seconded the motion. The motion passed unanimously by voice vote.

IX. ADJOURNMENT

There being no further business, Trustee Rogers motioned to adjourn at 10:01 a.m. Trustee Langston seconded the motion. The motion passed unanimously by voice vote.



Submitted by:
Miss Angela Hiley
Executive Assistant to the President
Assistant Secretary to the Board
January 16, 2026

Mr. Doug Brady, Vice Chair of the Board of Trustees

Date

Dr. Tracy J. Mancini, Secretary to the Board of Trustees

Date



TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: February 4, 2026
SUBJECT: Board of Trustees February 11, 2026, Meeting

Last month, North Carolina was named by **Site Selection magazine** as the **#1 state in the country for workforce development** for 2026. This comes just months after North Carolina was named **CNBC's Top State for Business** for 2025. As one of our state's Great 58 NC Community Colleges, Carteret CC plays a role in these rankings by providing high-quality training for Carteret County's businesses and industries. As Dr. Jeff Cox, president of the NC Community College System, said, "Through programs including NCEdge Customized Training, ApprenticeshipNC, the Small Business Center Network, and BioNetwork, the System works directly with employers to deliver industry-aligned training that supports both expansion and competitiveness." Carteret CC's partnerships with Carteret Health Care, Parker Offshore, Safe Harbor Jarrett Bay, Veneer Technologies/Impulse Trading, 21CS, Frank Door Company, and other local businesses create opportunities for individuals and businesses to thrive. You can read more about this recent ranking on this link:

<https://www.nccommunitycolleges.edu/news/north-carolina-named-no-1-in-site-selection-magazines-annual-workforce-development-rankings/>



This month, Carteret CC will launch our new version of The Beacon – Carteret CC's **Navigator** publication, which will be available in print and online. This evergreen catalog of courses is organized to match our new One-College division structure. Prospective and current students can use this evergreen guide to connect online with admissions and registration portals. The Navigator is designed to help us reach adult learners, like those our NC Reconnect efforts have focused on and makes use of the successful "Better Skills. Better Jobs." campaign we launched last year.

Some of the exciting program expansions that have resulted from the One-College structure are described in the attached leadership team reports, including Surg Tech, Dental Assisting, and Aquaculture. Stay tuned as we work to offer additional continuing education and short-term training programs as on- and off-ramps for professionals in the county looking to upskill and reskill.

We are thrilled to have hired the head coaches for all three teams Kraken Athletics will launch this year. Welcome to **Coaches Blake Herring** (baseball), **Robbie Parks** (women's soccer), and **Chris Dettle** (women's cross country)! We look forward to working with these accomplished coaches to support student-athletes in the 2026-2027 academic year and beyond.

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TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 02/03/2026
SUBJECT: Board of Trustee 02/11/2026 Meeting

- At the time of this reporting, spring curriculum program FTE looks to be about 3.63% above Spring 2025 end of semester FTE. We still have enrollment available in many 2nd 8 weeks classes which begin on March 9th.
- We are now conducting classes in our new dental facility with a cohort of 12 students. A second cohort is expected to start on March 9th. There are currently 7 students in the process of securing a spot in the 2nd cohort, and there will be several information sessions for potential students. We have received 12 additional interest forms for the remaining seats.
We invite you all to attend the ribbon cutting and tour of the facility on Tuesday, February 17th starting at 5:30pm in the Big Rock Career Center.
- Carteret CC continues to be a sought-after transfer partner. The following are recent agreements that have been signed between Carteret CC programs and university programs:
 - Business Administration AAS articulation agreement with ECU toward their Bachelor of Science in Business Administration.
 - Wolfpack Connect is currently active and recruiting students for the Fall 2026 cohort. Eligible students should
 - be enrolled or plan to enroll in the Associate in Arts (AA) or Associate in Science (AS) degree programs.
 - have completed 30 transferable college credits or less.
 - have at least one year left of coursework (30 or more college credits) to complete at Carteret CC when they start the program.
 - be interested in pursuing one of the eligible NC State degree programs in the Wolfpack Connect program.
 - Submit the eligibility form <https://apply.ncsu.edu/register/?id=2b2faaeb-6e41-4c1a-b49b-ab2a61164fa3>
 - We are about to sign off on an agreement to be Fayetteville State University's community college partner for their Military Fast Track program, designed to help active duty military members complete their Associate degrees and transfer to FSU.
- At West Carteret High School's campus, we have 12 students enrolled in our Information Technology course offerings which are also transferable to the AAS and to the UNC System.
- Following up on last month's report regarding our Aquaculture Education partnership with the Caribbean Aquaculture Hub, we have 8 international students co-enrolled in Aquaculture I and 4 students in Aquaculture Facilities through Workforce and Continue Education. Our local students are benefitting greatly from collaborating with our students overseas. In other Aquaculture news, we are working on a transfer agreement with James Cook University in Australia. While we



continue to focus on local opportunities like our Shellfish Academy and new hobbyist classes, these international opportunities give our students a valuable global perspective in Aquaculture.

- The final Escoffier dinner of the 2025-2026 series will be on February 24th. At the time of writing, there were 24 tickets left. Our students have been submitting their applications for the Goellner Exchange, and the selected winners of the work experience abroad will be announced at the February dinner.
- There are several Horticulture short term classes coming up through WCE. Topics include Therapeutic Horticulture, Lighting, Irrigation, and Hardscape Design and Installation. Go to our FundFive link to sign up for these and other offerings. <https://carteret-register.fundfive.com>

TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 2/02/2026
SUBJECT: Workforce and Continuing Education February Board Report

Employer Engagement

Carteret Community College partnered with NCWorks to host a Job Fair with the NC Ferry System in January, marking the fifth consecutive year of collaboration to connect residents with employment opportunities with the Ferry System.

Carteret Works Apprenticeship Program continues to expand employer engagement and promote services available through the Big Rock Career Center. Recent and upcoming outreach includes Small Business Roundtables in Morehead City, Beaufort, and Cedar Point. Civic organizations' presentation at several Rotary Clubs and an Employer Lunch & Learn planned in March. These presentations highlight no-cost employer workforce solutions and services available through the NC Works Career Center.

We continue to collaborate with Carteret Health Care and Carteret County Public Schools to develop and implement a pre-apprenticeship-to-associate degree Nursing (AND) pathway that strengthens the healthcare career pipeline.

College & Career Readiness (CCR)

CCR held its monthly High School Equivalency (HSE) Orientation on January 7, at which ten new students enrolled in our HSE program.

WCE Accountability and Administration

As required by the WCE Internal Accountability Plan, an update on internal audit results must be reported to the Board of Trustees. For Fall 2025, all staff exceeded required class visitation percentages. Classes were meeting as scheduled with strong attendance.

Perry Harker was reappointed to the North Carolina Community College System Workforce Development Leadership Committee. The committee oversees the Continuing Education Master Course List and advises the System Office and State Board on workforce training policies, procedures, and standards statewide. There are 12 Workforce VP's from across the state serving.

A big thank you to all staff and faculty associated with the Workforce Continuing Education training programs, whose enrollment increased for the Fall 2025 semester. WCE FTE increased by more than 30% over the Fall semester 2024.



Health Sciences Programs

Dental Assisting

The first dental assisting cohort began on January 13, with twelve students. Initial classes started in the Wayne West Building, with instructions transitioning to the new dental building on January 27, following inspection approval on January 22. Students will complete fourteen additional weeks of classroom instruction, followed by 6 weeks of clinicals (three days per week) in dental offices across Morehead City, Beaufort, Newport, Havelock, Cape Carteret, Cedar Point, and Swansboro.

Graduates will receive the Dental Assisting I credential and additional certifications in infection control, medical emergencies, dental radiography, and coronal polishing. After 3,000 hours of employment, students are eligible for the Dental Assisting National Board Exam to become Certified Dental Assistants. A second cohort is scheduled to begin on March 9, with twelve seats available.

Surgical Technology

Seven students completed Surgical Technology I in the first cohort. For Spring 2026, 6 students are enrolled in Surgical Technology II. Students are completing clinical experiences at Carteret Health Care and working toward the required number of surgical cases to meet pre-certification requirements. One student is participating in the Surgical Technology Apprenticeship Program at Carteret Health Care.

Public Safety Programs

Emergency Medical Services

The Emergency Medical Services Initial certification program began on January 5, with twenty-five students enrolled (maximum capacity). The department is exploring the option of offering additional Emergency Medical certification classes this semester.

Fire Service Training

We are starting the Spring Fire Academy with fifteen students enrolled. Local departments continue using the Public Safety Training Facility for monthly training.

Workforce Trades Programs

Forklift certification courses were revised to better align with industry expectations and increase rigor. The number of course hours has increased, providing more time for students' hands-on training.

We hired a new HVAC instructor who has earned their HVAC instructional certification and has received onboard support and instructional resources to teach effectively.

TO: Carteret Community College Board of Trustees
FROM: Scott Lane, Vice President of Finance & Administrative Services
DATE: February 2, 2026
SUBJECT: Board of Trustees February 11, 2026 Meeting Report

Athletics

- **Head Coach Recruitment:** The College has officially hired its three head coaches. Thanks to Trustees Wrenn Johnson and Bill Henderson
 - **Blake Herring**, who spent the past 10 seasons as head baseball coach at Louisburg College, has been hired as the head baseball coach.
 - **Chris Dettle**, a retired Marine with local coaching experience at Croatan and Havelock High Schools, has been hired as the women's cross country head coach.
 - **Robbie Park**, who brings more than eight years of soccer coaching experience, including Arendell Parrott Academy, international coaching experience, and service as an assistant coach at Northwest Mississippi Community College, home of the reigning NJCAA Division II national champions, has been hired as head women's soccer coach.
- **Facility Agreements:** The College's license agreement with the Town of Morehead City for baseball use of Big Rock Stadium was approved by City Council on January 13.
- **Athletic Training/Sports Medicine:** The College has partnered with Youngs Physical Therapy to provide athletic training services, including the development and implementation of athletics emergency and medical procedures. In addition, Dr. Mancini and Scott met with Kyle Marek and Dr. Clyde Brooks of Carteret Health Care to discuss a partnership in which Carteret Medical Group would serve as the Physician of Record, with access to its network of sports medicine and specialty physicians as needed.

Financial Aid & Veterans Services

- **VA Certifications and Benefits:** The Financial Aid Office has experienced a high volume of VA certifications and has successfully processed all outstanding certifications. Work is currently underway to submit continuing education courses for VA approval, allowing eligible students to receive monthly benefits. Additional academic programs are also being submitted for MYCAA benefit approval.
- **Institutional Scholarships:** All institutional scholarships have been fully awarded.
- **FAFSA Assistance:** The Office continues to assist students and parents with completing the FAFSA to support timely financial aid eligibility and awarding.
- **Reconnect Program:** Ashley continues to actively support students through the Reconnect Program, assisting individuals who have experienced a break in enrollment and are working toward completion of their academic programs.

Budget

STATE BUDGET SUMMARY				
As of 1-31-26	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$3,778,381	\$2,222,025	\$1,556,356	58.8%
Curriculum Instruction	\$7,997,330	\$4,580,597	\$3,416,733	57.3%
Workforce & Continuing Education	\$2,363,899	\$1,353,349	\$1,010,550	57.3%
Academic Support	\$1,106,808	\$697,997	\$408,811	63.1%
Student Support	\$1,145,842	\$634,720	\$511,122	55.4%
Capital Outlay	\$283,405	\$299,925	-\$16,520	105.8%
Totals	\$16,675,665	\$9,788,614	\$6,887,051	58.7%

COUNTY BUDGET SUMMARY				
As of 1-31-26	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$582,613	\$363,440	\$219,173	62.4%
Plant Operations	\$3,017,387	\$1,717,753	\$1,299,634	56.9%
Capital Outlay	\$2,387,555	\$816,141	\$1,571,414	34.2%
Totals	\$5,987,555	\$2,630,745	\$3,356,810	48.4%

INSTITUTIONAL BUDGET SUMMARY				
As of 1-31-26	Annual Budget	Year-to-Date Expenditures	Remaining Budget	% of Budget Expended
Institutional Support	\$85,234	\$157,271	-\$72,037	184.5%
Curriculum Instruction	\$736,214	\$458,557	\$277,657	62.3%
Workforce & Continuing Education	\$461,261	\$118,026	\$343,235	25.6%
Academic Support	\$73,284	\$92,582	-\$19,298	126.3%
Student Support	\$793,028	\$465,964	\$327,064	58.8%
Plant Operations	\$16,251	\$7,265	\$8,986	44.7%
Proprietary	\$114,920	\$128,996	-\$14,076	112.2%
Student Aid	\$3,800,000	\$2,601,153	\$1,198,847	68.5%
Capital Outlay	\$9,375,000	\$553,834	\$8,821,166	5.9%
Totals	\$15,455,192	\$4,583,650	\$10,871,542	29.7%

Emergency Preparedness and Security

- **Third Week:** College faculty, staff, and students participated in a successful Third Week Emergency Preparedness initiative held January 20–23. Daily communications emphasized personal and campus preparedness while providing practical safety tips. Topics included winter weather safety, fire safety, campus safety, and campus emergency communications. Fire drills and shelter in place drills were also conducted across campus.
- **Meetings and Professional Engagement**
 - Staff Executive Committee
 - Awards / Graduation Committee
 - SGA / Senate Meeting
 - Emergency Preparedness Orientation for all ACA classes
 - Attended Webinars with National Weather Service and Newport FERN

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TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: February 2, 2026
SUBJECT: Board of Trustee February 11, 2026, Meeting Date

Annual Fund Participation: July 1, 2025 – June 30, 2026

- Board of Trustees – 92%
- Board of Directors – 95%
- Employees – 63% participation Campus Week of Giving

Annual Fund Unrestricted Gifts: \$39,402 (109.4% of goal)

Fundraising Revenue: \$277,489 (39.7% of goal)

Endowment donations/growth this year-to-date: \$54,658

Community Relationships and Current Activities:

This section outlines the key activities and engagements of the Executive Director and staff members, demonstrating their commitment to organizational initiatives and community partnerships.

- Worked with a donor to designate the Carteret CC Foundation as a trust recipient and will soon complete a donor agreement outlining the future use of the funds.
- Hosted the annual Soup-er Bowl Showdown for employees. Prizes were awarded for the employee favorite, and Board members volunteered as judges to select first-, second-, and third-place winners.
- Foundation staff prepared and mailed 587 donor statements.
- Met with the Carteret County Home Builders Association to provide updates on the Workforce Center for Construction and Transportation Trades and explore additional opportunities for collaboration.
- Staff began personal outreach to regular event sponsors in preparation for the 2026 events.
- Continued planning for Summer Youth Camp, with registration scheduled to open by the end of February.
- Established the Battle of the Bands event (March 14th) in partnership with Jack's Waterfront Bar, which will manage all event logistics and costs as part of Celebration on the Sound. The winning band will receive the opportunity to open at the main event.
- Hosted Alumni Trivia Night on January 28th at Nacho Brewery in Morehead City.

Upcoming Events/Life Enrichment Classes/Opportunities to be with Donors

- **Black History Celebration** – February 16th, Joslyn Hall featuring speakers, 6PM, Joslyn Hall (free and open to the community)
- **Escoffier** dinner remaining, February 24th, a few tickets are still available - [Escoffier 2025](#)
- **Sip Happens!** - February 12th event, for couples or groups (only 5 seats remain) – a cooking and dinner experience - [Sip Happens 2026](#)
- **Celebration on the Sound** tickets are on sale too, May 8th - celebrationonthesound.com

Life Enrichment Classes to explore: [Life Enrichment - Carteret Community College](#)

Soup-er Bowl Showdown – Angela Johnson, Employee’s Choice Winner!



Escoffier Dinner



Alumni Trivia Night



TO: Carteret Community College Board of Trustees
FROM: Angela Hiley, Grants Coordinator
DATE: 1/30/26
SUBJECT: Board of Trustee 2/11/2026 Meeting

Carteret Community College Grant Status Report				
Grant Information			Grant Status	
Funding Organization	Purpose of Grant	Amount Requested	Application Submitted	Status
Dollar General	Adult Literacy	\$10,000	February 2026	Open
AFFA	SAGA Club Support	\$4,000	January 2026	Open
Firehouse Subs	First Responder Equipment	\$28,854.53	January 2026	Open
NC State & Local Cybersecurity Grant	Two firewalls & three-year support contract	\$98,982.24 (40% match)	November 2025	Open
Truist Foundation	WCCTT Capital	\$100,000	November 2025	Open
Ferguson	WCCTT Equipment	\$10,000	October 2025	Did not win
Dreyfus Foundation	WCCTT Equipment	\$15,393	October 2025	Open
NSF Advanced Technological Education (ATE)	Marine Trades – All Things Boat	\$471,443	September 2025	Open
Weyerhaeuser	WCCTT Equipment	\$28,107	September 2025	Did not win
Big Rock Foundation	WCTT Capital	\$500,000	August 2025	Awarded \$100,000
Philip L. Van Every Foundation	WCTT Capital	\$50,000	August 2025	Awarded \$50,000
USDA National Institute of Food & Agriculture	Workforce Training Academies for Aquaculture & Horticulture	\$649,886	September 2024	Did not win
NC State & Local Cybersecurity Grant	Cybersecurity modernization at Carteret CC	\$237,445 (30% match)	January 2025	Awarded \$166,211.64
Sea Grant Aquaculture Legal, Regulatory & Policy	Compliance Software App for Oyster Farmers	\$176,498	January 2025	Open
Sea Grant Aquaculture Internships	Aquaculture internships/partnerships	\$251,024	January 2025 Resubmitted January 2026	Open
NOAA – Fisheries Habitat Conversation Program	Building Capacity for Restorative Aquaculture & resilient Coastal Communities in Eastern NC	\$9,995,823	April 2025	Open
Total Fiscal Year Awards \$316,211.64				

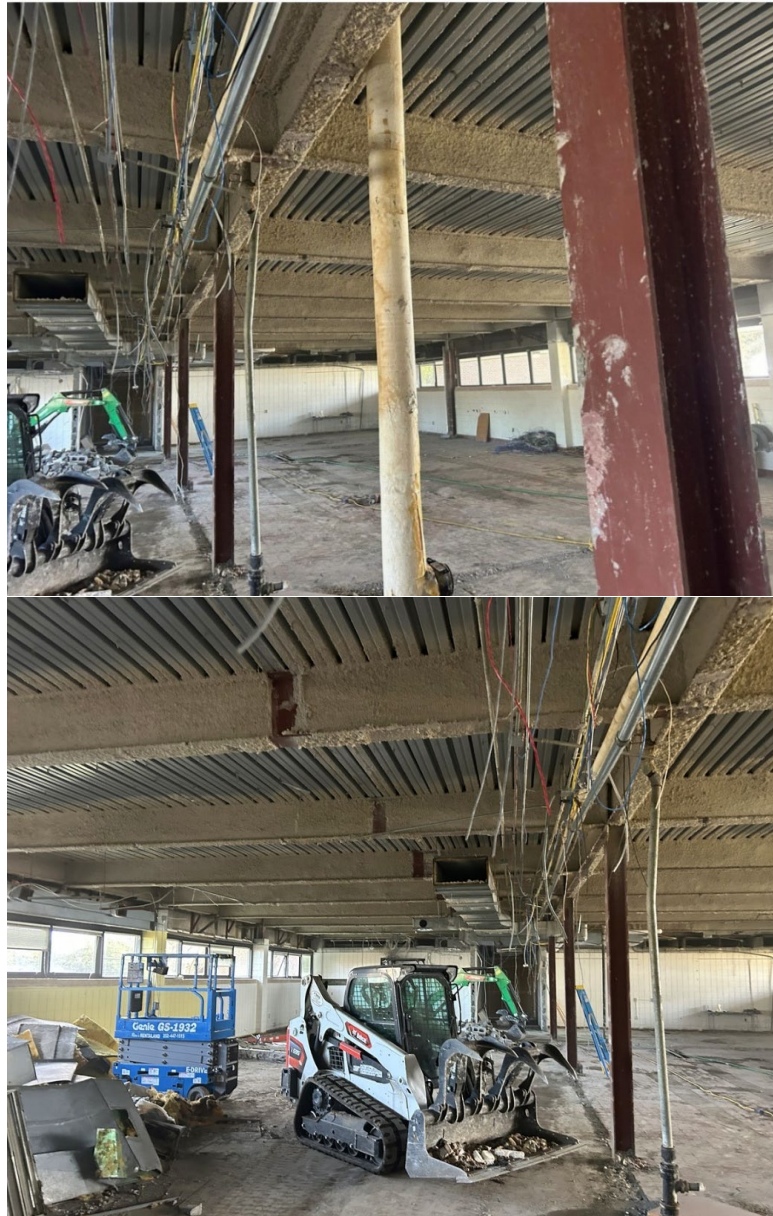
TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Sr. Director, Operations and Facilities
DATE: January 29, 2026
SUBJECT: Board of Trustee Meeting February 2, 2026 – Facility and Operations Updates

- Workforce Center for Construction Trades and Transportation Technology:



- Site pad in preparation. Proof roll testing passed inspection.
- Underground draining piping on going.
- Stormwater permit under review with completion anticipated by February 20.
- Carteret CC One-Door (McGee Building): PHASE III - Demolition underway





- McGee Pump Station
 - Project Awarded
 - Pre-construction meetings scheduled for Feb 4
 - Equipment ordered with delivery expected late March
 - Scheduled completion: May

- Dental Program Renovation
 - All inspections passed
 - Equipment installed and classes began Jan 27th.



- O&F Team:
 - Energy and Conservation Measures are scheduled to include installment of 5 bottle-filling stations throughout campus.
 - John Petrelli (maintenance) has enrolled in the Certified Locksmith Program.

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: January 30, 2026
SUBJECT: Board of Trustee February 2026 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Maintenance Tech II	David Stone	2 nd interview pending
Landscape Maintenance Tech I	John Allen Quinn	Posting closes 2/13
Nursing Instructor – 10-month	Stephanie Westbrook	2 nd 2/4
Financial Aid Coordinator	Ashley Hutson	2 nd interview pending
Chair, Nursing	Tammy Kavanaugh (3/8)	Posted 1/26
Chair, EMS	Christine Turner (2/6)	Posting pending
Director, Public Safety	Amy Snider-Wells	Posting closed 1/30; applications under review 2/2
Director, Retail Services	New	Posting closes 2/12
Head Baseball Coach/PE Instructor	New	Blake Herring DOH 2/9
Head Cross Country Coach	New part-time	Offer pending
Head Soccer Coach	New part-time	Offer pending
Admin Assistant, Perm PT	New, Spa Services	Barbara Maia, DOH2/1

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

Fiscal Year	FY26	FY25	FY24		FY23	FY22	FY21	FY20	FY19	FY18
New Permanent Hires	9	23	28		22	28	26	17	27	5
Internal Transfer/Promo	1	19	7		7	6	7	7	1	6
Total Hires	10	42	35		29	34	33	24	28	11
Retirement	1	8	9		7	11	9	4	2	4
Resignation	9	12	11		13	13	9	12	14	5
Involuntary resignation	3	2	3		2	3	6	2	3	1
Total Terms	13	22	23		22	27	24	18	19	10

Employee Headcount and Turnover

January Payroll Headcount		January Turnover	FY26 Turnover	Historical Turnover
F/T Perm Faculty	66	0.60%	7.63%	FY25: 12.99%
F/T Perm Staff	99			FY24: 13.75%
P/T Perm Faculty	0			FY23: 13.11%
P/T Perm Staff	2			FY22: 16.36%
Total Perm	167			FY21: 14.57%
Total Payroll	280			FY20: 10.91%

Recent Employee Departures

Name	Position	Date
Stephanie Westbrook	Nursing Instructor, 10-month	1/19/26

Other Accomplishments: 6th session of Carteret CC's Emerging Leaders Academy; Crucial Conversations Training (12 employees); significant Colleague updates to reflect organizational changes over the fall semester (new departments resulting in new position codes added and assigned) – project approximately 85% done.

TO: Carteret Community College Board of Trustees
FROM: Curtis Gillikin, Director Campus Information Technology
DATE: January 30, 2026
SUBJECT: Board of Trustee February 2026 Meeting

Highlights, Initiatives, and Projects Completed January 2026

- Printer installed at Carteret Correctional Center
- Completed enrollment of spring semester students in the college LMS
- Fixed redundant switch uplinks in Rhue, HR, Bryant, and Howard buildings
- Installed Ethernet cable, network switch, UPS, Wi-Fi AP, security cameras, printer, touchscreen TV, and computers in the Dental Assistant building
- Configured single sign-on for Timeclock Plus, the new employee timeclock system
- MCNC installed new fiber optic cable for the College's primary WAN connection to accommodate expansion of the retention pond for the WCCTT building
- Designed script to simplify the correction of automated account creation issues
- Installed Patterson Dental Eaglesoft client and server software for the Dental Assistant program
- Evaluated Managed Print Service proposals
- Facilitated Microsoft Teams site set up and training for Math faculty
- Provided IT/AV support for January 23rd Forensics Day event for local middle school students
- Installed Ethernet cabling to provide wired networking for the new Spa Services instructors' office spaces

IT Help Desk Tickets Resolved in January: 408

TO: Carteret Community College Board of Trustees
FROM: Andrea Cole, Chair – Faculty Executive Committee
DATE: 2/2/2026
SUBJECT: FEC Meeting notes

The Faculty Executive Committee held its most recent meeting on January 9, 2026, with 26 members in attendance.

Current Projects:

- Faculty recognize that AI is already used in many workplaces, so students must learn to use it responsibly and ethically. For this reason, FEC is working with the AI Task Force to collect faculty input on a proposed AI Usage Category Chart to be used as guidelines for AI use in assignments by students.
- Continuing to work on updating our FEC by-laws.
- Gathering recommendations for commencement speakers for May graduation, Excellence in Teaching, and A+ awards.
- Continuing to support faculty's efforts to make their courses fully accessible.

TO: Carteret Community College Board of Trustees
FROM: Marley Ward, SGA President
DATE: February 2nd, 2026
SUBJECT: Board of Trustees February 11th, 2026, Meeting

The Spring semester so far has been an engaging success for the SGA. We focused on welcoming students back to campus and creating opportunities through a wide range of events and outreach efforts. Below is a summary of recent activities and upcoming initiatives.

As the semester began on January 7th, SGA hosted a full week of Welcome Week events designed to support students as they transitioned back into classes.

- **Hot Cocoa and Cookies** – January 7th,
 - Students were welcomed back with hot cocoa and cookies, creating a warm and inviting start to the semester
- **Pizza, Planners & Pens** – January 8th,
 - Students received planners, pens, and pizza to help encourage organization and goal setting for the new term.
- **Nacho Average Semester** – January 12th
 - This event featured catering from Nachos Restaurant and provided students with delicious food.
- **Semester Success Kits & Popcorn** – January 13th,
 - Students received pencil case sized success kits filled with helpful supplies while enjoying a popcorn bar.
- **Kraken Reset Lounge** – January 14th,
 - We cleared out the SGA office to create a space for students to relax, reset, and decompress. Supplying fidget tools, warm drinks, and low stimulation.
- **Vision Boards** – January 15th,
 - Students created vision boards with magazines and stickers focused on personal, academic, and professional goals.

MLK Day of Service

In honor of Martin Luther King Jr., SGA, faculty, staff, and students volunteered at the Carteret County Humane Society in Newport, assisting with animal care and facility maintenance. This service opportunity allowed students to give back to the community while honoring Dr. King's legacy of service.

Clubs & Grub – January 21st

Clubs & Grub provided students with the opportunity to explore campus clubs, community resources, connect with peers, and enjoy free food. The event saw strong participation and engagement across campus.



ACA Classes

SGA visited our ACA classes to share what SGA is all about, updates about upcoming events, opportunities for involvement, and new initiatives planned for the semester.

Games Days & Make-and-Take Events

- **Mario Kart & Mac n Cheese** – January 26th
- **Bracelets & Charm Making** – January 27th

Game Days & Make-and-Take Events

- **Candle Making & Self-Care** - February 11th, 11am – 2 pm
- **Just Dance Game Day** – February 23rd, 11am – 2 pm

Next SGA Senate Meeting – February 23rd, at 11 am

The Student Government Association remains committed to fostering student engagement, promoting student success, and building a strong campus community. We appreciate the continued support of the Board of Trustees as we work to enhance student experience throughout the spring semester.