



TO: All Members of the Board of Trustees  
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary  
 SUBJECT: Board Meeting: Wednesday, February 14, 2024, at 9:00 AM, Henry J. McGee Boardroom

AGENDA		
I.	<b>CALL TO ORDER</b> A. Ethics Statement	Chair Melodie Darden
II.	<b>FOUNDATION CHECK PRESENTATION</b> A. Lt. Col. Ricky B. Johnson Memorial Scholarship	Chair Darden Mrs. Barbara Johnson
III.	* <b>APPROVAL OF AGENDA</b>	Chair Darden
IV.	* <b>APPROVAL OF MINUTES</b> (January 10, 2023; <a href="#">Attachment 1</a> )	Chair Darden
V.	<b>CHAIR REPORT</b>	Chair Darden
VI.	<b>NEW EMPLOYEES</b> A. Rachel Hines B. Anna Kitchin C. Stephanie Westbrook D. Arelis Holloman E. Angela McMahon	Chair Darden Mrs. Amanda Bryant Dr. Maggie Brown  Mr. Perry Harker Dr. Mancini
VII.	<b>PRESENTATION</b> A. CCURE Partnership with UNCW & Kraken Conservation Group	Chair Darden Mrs. Doree Hill Mr. Quent Lupton
VIII.	<b>COMMITTEE REPORTS</b> <b>A. Personnel, Policies, and Bylaws Committee</b> * <b>1. Bylaws-Second Read</b> * <b>2. Governing Policies-Second Read</b>	Chair Darden Trustee Mary Charles Jenkins
IX.	<b>OTHER REPORTS</b> A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments <a href="#">2</a> , <a href="#">3</a> , <a href="#">4</a> , <a href="#">5</a> , <a href="#">6</a> , <a href="#">7</a> , <a href="#">8</a> , <a href="#">9</a> , <a href="#">10</a> , <a href="#">11</a> , <a href="#">12</a> ) C. FEC Report	Chair Darden Trustee Penny Hooper Dr. Mancini  Mr. Nathan Branson
X.	<b>BOARD COMMENTS</b>	Chair Darden/Trustees
XI.	* <b>ADJOURNMENT</b>	Chair Darden

\*Indicates Item for Action



<b>DATES TO REMEMBER</b>			
<b>DATE</b>	<b>EVENT</b>	<b>TIME</b>	<b>LOCATION</b>
February 16, 2024	Tour of Marshallberg Farms		
February 20, March 19, April 16	Escoffier Dinners, click <a href="#">here</a> for info and tickets		Hospitality and Culinary Arts Center
February 19, 2024	Black History Celebration	6:00 p.m.	Crystal Coast Civic Center
March 6, 2024	Personnel, Policies, & Bylaws Committee	10:00 a.m.	McGee Boardroom
March 13-15, 2024	NCACCT Law/Legislative Seminar		Downtown Raleigh Marriott
April 15, 2024	SEI due		



**CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES**

**MINUTES OF MEETING**

**JANUARY 10, 2024**

**CALL TO ORDER**

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 9:03 a.m. on January 10, 2024, via Zoom, Carteret Community College, Morehead City, North Carolina. The meeting was shifted to Zoom due to inclement weather that resulted in the College operating on a two-hour delay. The following were present and/or absent:

**Trustees Present**

Mrs. Melodie Darden Chair (Zoom)	Mrs. Rosa Langston (Zoom)
Dr. Wrenn Johnson, Vice Chair (Zoom)	Mrs. Kelly Marek (Zoom)
Mr. Doug Brady (Zoom)	Mrs. Dee Meshaw (Zoom)
Mr. Bill Henderson (Zoom)	Mrs. Catherine Parker (Zoom)
Mrs. Penny Hooper (Phone)	Mr. Will Rogers (Zoom)
Mrs. Mary Charles Jenkins (Zoom)	Mr. Doug Starcke (Zoom)

**Student Government Association Present**

Mr. John Martin, 2023-2024 SGA President (Zoom)

**Administration Present**

Dr. Tracy Mancini	President
Mr. Perry Harker	Vice President, Corporate and Community Education
Dr. Maggie Brown (Zoom)	Vice President, Instruction and Student Support
Mrs. Donna Cumbie	Interim Vice President, Finance and Administrative Services
Mrs. Cindi Goodwin	Director, Operations and Facilities
Mrs. Amanda Bryant (Zoom)	Director, Human Resources
Ms. Brenda Reash (Zoom)	Executive Director, Foundation
Ms. Logan Okun	Director, Marketing and Public Information
Mr. John Green	Director, Campus Information Technology
Mrs. Laura Sullivan	Executive Assistant to the President

**College Employees Present**

Mr. Richard Abell	Director, Security and Emergency Preparedness
Mrs. Nicole Thompson (Zoom)	Dean, Applied Sciences
Mr. Ed Ladenburger (Zoom)	SEC Chair
Mr. Nathan Branson (Zoom)	FEC Chair



### **Guests Present**

Ms. Cheryl Burke

Reporter, Carteret County News-Times

### **A. Ethics Reminder**

Chair Melodie Darden reminded members of the Board of the ethical requirements for public servants and requested that members identify 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.

### **APPROVAL OF AMENDED AGENDA**

Chair Melodie Darden presented the January 10, 2024, amended agenda for approval by the Board with some presentations postponed to February due to the inclement weather and all zoom meeting.

**Trustee Mary Charles Jenkins motioned to approve the January 10, 2024, amended agenda. Trustee Doug Starcke seconded the motion. The motion passed unanimously by voice vote.**

### **APPROVAL OF MINUTES**

Chair Darden presented the November 8, 2023, minutes for approval by the Board.

**Trustee Rosa Langston motioned to approve the November 8, 2023, minutes. Trustee Mary Charles Jenkins seconded the motion. The motion passed unanimously by voice vote.**

### **CHAIR REPORT**

Chair Darden reminded the Board of the Board Retreat on February 21, 2024. She advised the time and place will be announced shortly and if there were any topics to discuss, forward them to the Chair.

Chair Darden said the new furniture in the Bryant Student Center looked great.

Chair Darden asked the Trustees if they would consider the question of using paper or digital material for future Board meetings.

### **COMMITTEE REPORTS**

A. Personnel, Policies, and Bylaws

1. SGA President

Trustee Mary Charles Jenkins explained the reason for the proposed change regarding the SGA President serving on the Board due to Legislation that recently passed.

**Session Law 2023-134 passed in late fall of 2023 regarding the appointing authority and composition for community college boards of trustees. The law states that "If the board of trustees agrees, the president of the student government at the local college may serve on the local board of trustees as**



**an ex officio, non-voting member.” The Personnel, Policies, and Bylaws committee of this board brings a motion to the full board that Carteret Community College’s SGA president each academic year continue to serve as an ex officio, non-voting member of the College’s Board of Trustees.**

**The motion passed unanimously by voice vote.**

#### 2. Bylaws-First Read

Trustee Jenkins explained changes proposed for the Bylaws because of legislation that changed how and by whom Community Colleges trustees are appointed. The Board reviewed the changes and there was no discussion.

#### 3. Governing Policies-First Read

Trustee Jenkins explained the changes to the Governing Policies because of legislation that would impact the composition of the Nominations Committee. There was some discussion and the Board recommended removing a few words and adding one word. Mrs. Sullivan will make the corrections for the second reading at the February Board of Trustees meeting.

#### 4. Barwick Award

Trustee Jenkins advised the Board that the nomination award form was on the website. She advised that all nominations must be in by February 23, 2024, and the committee will meet early March to review.

#### B. Buildings and Grounds

Trustee Bill Henderson said the committee had met January 8, 2024, and it was a very productive meeting. He advised the Board that North Carolina State University and the State Climatologist had approached the College about locating a weather tower on the campus. Dr. Mancini explained to the board the opportunity to have a real-time weather station on the Campus. She explained that the data from the EcoNet would help the EcoNet program support a diverse range of communities, interests, and sectors across North Carolina, including crop planning, management, response for fire, agriculture, and emergency management sectors as well as education and research opportunities. There was some discussion between the board members.

**Trustee Bill Henderson motioned to pursue this opportunity for the EcoNet weather station with a finalized lease to review. The motion was seconded by Chair Darden. The motion passed unanimously by voice vote.**

#### **OTHER REPORTS**

##### A. Foundation Liaison

Trustee Penny Hooper reported the Foundation Board had met January 9, 2024. Trustee Hooper referenced details in Ms. Brenda Reash’ Foundation report and encouraged the trustees to read through. Trustee Hooper said that the work of the independent auditors is now complete and they found the Foundation to be in great shape. She also reported the Mary Mikels Concert was a great fundraiser on November 28, 2023.



## B. President's and Executive Leadership Council Report

Dr. Mancini reported that storm damage was minimal from storm the night before. She said that Mrs. Cindi Goodwin's team arrived early to check the campus. A large limb was found on the Security building and water had entered a few building windows but everything had been cleaned. Internet was down but is now working.

Dr. Mancini said she had formed an Artificial Intelligence Taskforce. They will be meeting on January 16, 2024, to help the College determine the best practices and opportunities to engage in and prepare for the growing influence of Artificial Intelligence.

Dr. Mancini said the donated ambulance had arrived back on campus with a new wrap and it looks great. She encouraged the Board to check it out when they were on campus. Dr. Mancini also said the Food Truck donated by Beaufort Food and Wine will also be wrapped.

Dr. Mancini reported that enrollment for Spring looks very good, with late start and B-term class enrollment still open.

Dr. Mancini advised that the System Compliance Audit that was conducted in September 2023 was complete and the College received the final compliance report for the audit indicating there were no findings for the sample of records reviewed from the Institution Class Reports, programs, policies, and procedures for the 2022-2023 reporting period. A copy of the letter was included in the January 2024 Board packet.

Dr. Mancini reported that the Foundation Annual Financial Audit that Trustee Hooper had mentioned, had been completed in late fall. The CPAs review included statements of financial position as of June 30, 2023, and 2022, changes in net assets, expenses and cash flows for the years then ended, and related notes to financial statements. On December 14, 2023, the auditors issued a written report, which was shared with the Foundation's Board of Directors January 9, 2024, indicating no material findings. The audit showed an increase in assets of \$1.6 million dollars in 2023, most of which was in endowments, and a reduction in long-term debt from \$1.6 million in 2022 to \$166,000 (now \$75,000) in 2023. The Foundation expects to finish paying off the \$75,000 in long-term debt this year and will be debt-free for the first time since the 1990s.

Dr. Mancini reported the Business Office received a "GREEN Risk Level" rating for the FY 2023 EAGLE audit, submitted in July. EAGLE stands for Enhancing Accountability in Government through Leadership and Education. The green level is the highest standard rendered by the Office of State Controller. The entire business office team works diligently to maintain high internal control standards which are important to provide accurate and timely reporting and protect the College against misappropriation of assets. Areas reviewed include the Business Office, Human Resources, Financial Aid, and IT.

Dr. Mancini advised the Board that College employees would be participating in the fourth annual DR. MLK Jr. Day of Service on Monday, January 15, 2024. There will be a litter clean-up with the SGA around the Atlantic Beach Circle from 9-10:30. Everyone is invited to join in.

Trustee Hooper questioned how the Smith Building roof held up after the storm. Mrs. Cindi Goodwin replied that it held up very well.



### **CLOSED SESSION**

**Trustee Doug Starcke motioned to go into Closed Session at 9:50 a.m. Trustee Mary Charles Jenkins seconded the motion. The motion passes unanimously by voice vote.**

Chair Darden asked all trustees, senior leadership, and guests to stay. She advised that there would be no action taken, just information provided.

**Trustee Will Rogers motioned to come out of Closed Session at 10:48 a.m. Trustee Doug Starcke seconded the motion. The motion passed unanimously.**

### **BOARD COMMENTS**

Trustee Bill Henderson said this was a good meeting and there are many exciting things happening at the College.

Trustee Mary Charles Jenkins said she is excited for a lot- Food truck, ambulance, and Spring enrollment being up.

Trustee Kelly Marek said congratulations on the audits and glowing reports. She is also excited about the ambulance.

Trustee Penny Hooper said she was thrilled about the EAGLE audit and that the Foundation is on its way to be debt-free. She was also interested in the EcoNet weather station and looks forward to hearing more about it.

Trustee Rosa Langston said she was excited about the audit findings, especially the Compliance Review and the EAGLE Audit. She was happy to hear about the ambulance and the food truck. It is a great way for the community to see what the College is doing.

Trustee Doug Starcke said it was exciting to see all the great work going on at the College.

Dr. Mancini related that Trustee Doug Brady had to jump off of the meeting but texted that it was a very good meeting. Dr. Mancini also said that Trustee Wrenn Johnson had to leave the meeting but agreed it was a great meeting.

Chair Melodie Darden emphasized how hard it is to get 100% compliance and no findings and the College seems to do this over and over. She congratulated Mrs. Brandy Bell for being recognized as the Co-State Director of the Year for the Small Business Center Network. Chair Darden mentioned what exciting new partnerships the College has with external partners, such as Dental Assisting (Broad Street Clinic), Certified Nursing Assistant (Carteret Health Care), and Creative Writing (the Webb).

### **ADJOURNMENT**

**There being no further business, Trustee Rosa Langston motioned to adjourn at 10:54 a.m. Trustee Penny Hooper seconded the motion. The motion passed unanimously by voice vote.**



Submitted by:  
Mrs. Laura Sullivan  
Executive Assistant to the President  
Assistant Secretary to the Board  
January 17, 2024

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Melodie Darden, Chair of the Board of Trustees

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Date

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

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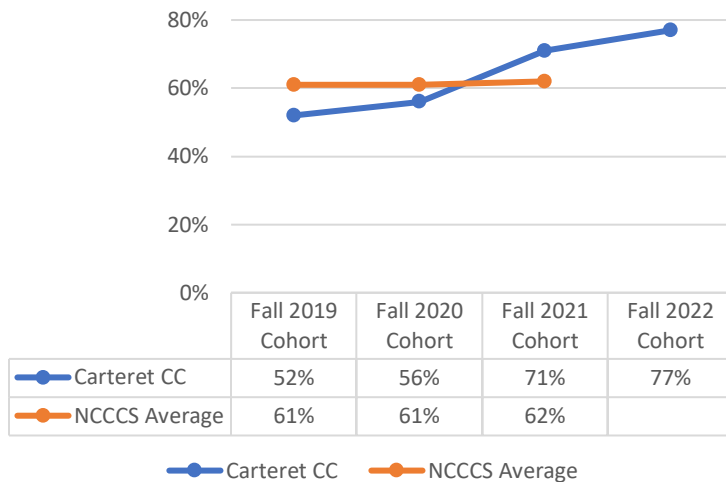
Date

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Dr. Tracy Mancini, President  
**DATE:** February 8, 2024  
**SUBJECT:** Board of Trustees February 14, 2024, Meeting

### First-time, Full-time Students Fall-to-Fall Retention Rates



Happy Valentine’s Day! Carteret Community College *loves* our Trustees and the generous time, talent, and treasure you share govern and support our College.

The **image of the month** (left) provides you with a glimpse of our student persistence compared to the System average. All colleges report these data to the National Center for Education Statistics as part of our IPEDS (Integrated Postsecondary Education Data System) reporting requirement. You will see that Carteret CC’s **fall-to-fall retention rates** are steadily on the rise since 2019, and that we are outpacing the NC Community College

System average. (Note: The Fall 2022 cohort System average has not yet been published.). This significant increase may be attributed to a number of factors, but we believe our retention and success coaching, TRIO student support services, and MAPS Center staff and efforts all play a key role. Fall-to-fall retention is a key student outcome indicator tracked by the College.

Congratulations to HR Director **Amanda Bryant**, who was voted to be the inaugural president of the statewide NC Community College HR Association. Amanda also recently trained more than 50 System Office staff in **Crucial Conversations**. We are proud of her expertise and excellence and delighted that others across the state are noticing.

The manufacturer of the College’s **Public Safety Training Facility**, FTS, is erecting the training tower this week (the week of February 12). Next week, installation of opaque fencing and a vegetative buffer will commence. Kevin White is working with FTS to schedule the instructor training at the facility in early March. The College provided advance notice to the Laurel Road and North River community members via email. We look forward to scheduling a ribbon-cutting for the facility that can include neighbors from the community once all landscaping is complete.



The College is wrapping up two years of participation in the **Rural College Leaders Program (RCLP)**, sponsored and funded by Ascendium Foundation, Achieving the Dream, and the Belk Center for Community College Leadership and Research. A cross-departmental team chose to work on increasing the number of minority males in health sciences programs and careers. Last week, our project coaches from Achieving the Dream spend a day on campus with team members and a broader group of students, staff, and faculty to identify opportunities for reaching project goals. We look forward to partnering with UNC Chapel Hill's **FUTURES** program to create marketing and recruiting videos that will support leadership development, recruiting, and mentoring goals, and we will share these videos with the Board in the coming months.

The College held a **Community and Faith Leaders Breakfast** on February 1 in the Hospitality and Culinary Arts Center. More than 40 faith and civic organization leaders and public servants attended to learn more about Carteret CC's outreach efforts and new programs that might benefit their constituents. At least two customized training and bus-driver/CDL training engagements have been scheduled as a result.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Perry Harker  
**DATE:** 2/5/2024  
**SUBJECT:** Corporate and Community Education Board January Board Report

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We are partnering with NCWorks to host a Job Fair for the North Carolina Ferry System on February 28, 2024. This will be the fourth year we have partnered with the NC Ferry System to host Job Fairs.

Division staff held a food drive during the month of January and collected food items for donation to the MAPS food pantry.

Our Basic Skills Department is seeing an increase in our English as a Second Language and Adult High School enrollment. We have English as a Second Language classes on campus and in Newport.

We welcome Ms. Arelis Holloman to our Basic Skills staff. Ms. Holloman is the new Basic Skills Administrative Assistant.

The Certified Nursing Assistant (CNA) Apprenticeship Program, a partnership between Carteret Health Care and Carteret College, was launched late last year, and we have four CNA I students enrolled in apprenticeships and employed at the hospital. Upon completing their program, they will be eligible for full-time positions with benefits at Carteret Health Care.

We will begin a Floral Design class in March, meeting on Saturdays, and it will include making bows, designing wreaths, and creating floral centerpieces.

Through our Life Enrichment program, we are working with Morehead Country Club to begin offering golf courses. In addition, we are adding a course in learning to play the guitar.

Our Law Enforcement program is working with local law enforcement agencies to schedule their 2024 in-service training. We recently trained seventy-eight officers in required legal and legislative updates. We are also working with the Department of Health and Human Services to secure in-service for the state's Standardized Field Sobriety instructors.

Kevin White, Public Safety Coordinator, participated in the Middle School Forensics Day - EASE (Effective & Authentic Science Events) Program provided by NC Community Colleges BioNetwork. Middle schoolers participate in crime scene forensic investigation that includes Blood Typing, Electrophoresis (fiber analysis), Chromatography (tread analysis), and Chemical Analysis of white powders to determine the guilty party in a crime scenario.

The Crystal Coast Fire Academy started last month with eleven cadets registered.



We are partnering with 911 e-Learning to provide online EMS continuing education courses required for re-certification. The EMS providers in Carteret County have received the online platform well. We still have requests and provide EMS continuing education courses for those who prefer face-to-face courses.

Our re-entry program continues with outreach at DSS, Loaves and Fishes, Hope Mission, Newport Correctional, The MirlAM, Oxford Homes, and Probation and Parole. Eighty-six businesses have verified they are willing to consider/hire formerly incarcerated applicants. Several students have obtained jobs, and others are working toward job placement.

This academic year, the WIOA Program has assisted more than seventy students with tuition, textbooks, transportation, supplies, and emergency services.

Welding enrollment remains strong this semester, with twenty students enrolled in the Saturday course and another eight in the night class.

We started HVAC and Electrical classes and the third Construction Academy in early February.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Maggie Brown, Vice President of Instruction and Student Support  
**DATE:** 02/06/2024  
**SUBJECT:** Board of Trustee 02/14/2024 Meeting

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- Second 8 weeks classes begin March 6<sup>th</sup>. At the time of this report, our unduplicated headcount is 1,518 and our estimated FTE is 619.438. We are also gearing up for summer and fall Veteran's early registration on March 6<sup>th</sup> and open early registration the week of March 11<sup>th</sup>.
- We officially kicked off our 2024-2025 FAFSA season by participating in the FAFSA day on Saturday 1/27/2024. Financial Aid staff, our Dean of Student Services, and I were on hand to serve the public with questions they had about the streamlined FAFSA application. While the federal system is having some technical difficulties, and award notification will be delayed until March, the goal is that most students will have fewer questions to answer on the application and more students will be eligible for PELL.
- The state grants typically available to students are now packaged under the name NextNC, by completing the FAFSA, student who attends NC community colleges starting Fall '24 will be awarded at least \$3,000 making community college possibly free for most students.
- Michelle Crepeau with the North Carolina Maritime Museum has been working with three of our students as paid interns over the last year. She reports that our students, "have collectively completed 16 condition reports and conducted or assisted in 6 collections surveying and inventory projects representing 147 accession numbers, including a large-scale inventory and assessment of lead shot (20,000 individual pieces), and a collection of 368 boat nails, spikes, and tacks." Michelle and her team are thrilled with this first internship partnership with Carteret CC and intend to recruit more interns in the future. Michelle recruited our students by visiting Lauren Seymour's chemistry classes and will be back in the Fall for the next round.
- Christine Turner, our Chair of EMS and Experiential Learning (simulation) Coordinator has been called on by the National Registry of Emergency Medical Technicians to participate as a subject matter expert in a panel to review questions on the National Registry exam. This is a testament to how well-known Christine is in her field and will directly benefit our EMS students as Christine prepares those who wish to take the national registry exam.
- Our Biology instructor and advisor to the Kraken Conservation club, Quent Lupton has been appointed to the Rachel Carson Local Advisory Committee. Quent's work with conservation education and promoting student research through CCURE is igniting our students' interest in entering the field of environmental biology and is having a positive impact on our coastal community.
- With the help of our grant writer Kristi Mroch, Dean Nicole Thompson, lead welding instructor Steve Martin, and the support of our regional welding employers, we have been awarded a Golden Leaf grant



for \$125K which will pay for a larger air compressor for our welding lab and several new multi-process welding machines.

- Our annual CTE Expo for eighth graders, in partnership with CCPS, is happening February 14<sup>th</sup> in the Civic Center. All eighth graders will be exposed to our CTE programs, local employers, and opportunities to try virtual experiences in skilled trades.

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Donna Cumbie, Interim Vice President of Finance & Administrative Services  
**DATE:** February 5, 2024  
**SUBJECT:** Board of Trustee February 14, 2024 Meeting

## Financial Services

Bank Reconciliation Status Report									
	CORE BANKING State Funds			Truist Institutional Funds			FIRST CITIZENS County Funds		
	Received	Reconciled	Balance	Received	Reconciled	Balance	Received	Reconciled	Balance
Jul-23	08/01/23	08/02/23	\$ 168,657.75	08/02/23	08/08/23	\$ 2,254,719.92	08/01/23	08/01/23	\$ 317,205.02
Aug-23	09/01/23	09/01/23	\$ 269,672.73	09/01/23	09/15/23	\$ 2,084,193.78	09/01/23	09/01/23	\$ 385,303.97
Sep-23	10/01/23	10/02/23	\$ 205,745.34	10/01/23	10/06/23	\$ 2,294,010.19	10/01/23	10/02/23	\$ 189,890.37
Oct-23	11/1/2023	11/2/2023	\$ 290,003.32	11/01/23	11/02/23	\$ 1,935,534.72	11/01/23	11/01/23	\$ 685,606.58
Nov-23	12/4/2023	12/7/2023	\$ 457,779.94	12/04/23	12/08/23	\$ 1,781,155.02	12/04/23	12/07/23	\$ 385,744.37
Dec-23	01/02/24	01/02/24	\$ 314,806.71	01/02/24	01/09/24	\$ 632,743.75	01/02/24	01/02/24	\$ 20,526.18

## Campus Information Technology

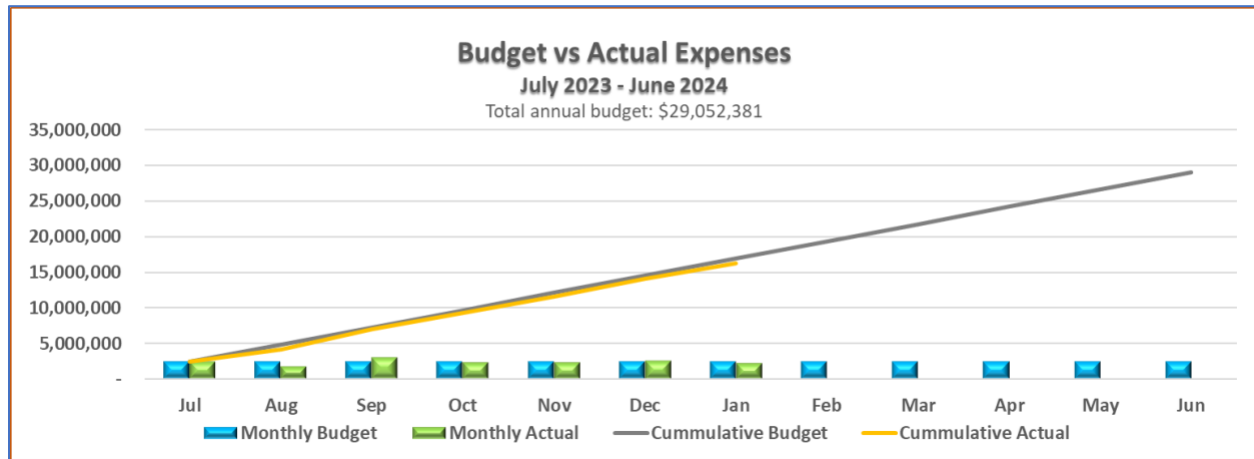
- Current Projects
  - Rural Broadband Project – terminating fiber in buildings. Network switch replacement will follow. More boring may be required for one of the buildings.
  - USDA equipment has been installed for the onsite locations. Most of the equipment for the offsite locations has been delivered.
  - Phone system upgrade complete
  - 2nd round of the State Local Cybersecurity Grant Program (SLCGP) has been submitted. If approved, this will help with security policies, 24/7 managed antivirus solution, and extra Microsoft security features
  - Looking at replacing the helpdesk ticketing software solution
  - Looking at replacement for current room scheduling software.

## Emergency Preparedness and Security

- Meetings Attended
  - Staff Executive Committee, January meeting.
  - ACCSSO (Association of Community Colleges Safety and Security Officials) Executive Board Meeting
  - ACCSSO Sub-Committee Vendor Meeting
  - Employee January Meeting
  - Alma Mater Sub-Committee Meeting

- Other
  - High School Equivalent Safety Orientation
  - ACA Classes – Security Overview

## Budget Update



	State			County			Institutional			TOTALS		
	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget	Annual Budget	Y-T-D Actual	% of Budget
<b>Summary of Expenditures</b>												
1XX Institutional Support	\$ 3,612,044	2,053,457	56.9%	\$ 433,653	361,305	83.3%	\$ 341,012	204,513	60.0%	\$ 4,386,709	2,619,274	59.7%
2XX Curriculum Instruction	7,410,579	4,221,988	57.0%	-	-	0.0%	782,944	679,930	86.8%	8,193,523	4,901,919	59.8%
3XX Continuing Education	2,304,404	1,097,931	47.6%	-	-	0.0%	255,358	134,549	52.7%	2,559,762	1,232,480	48.1%
4XX Academic Support	1,076,554	670,549	62.3%	-	-	0.0%	525,827	475,350	90.4%	1,602,381	1,145,899	71.5%
5XX Student Support	1,233,039	684,373	55.5%	-	-	0.0%	645,061	381,643	59.2%	1,878,100	1,066,015	56.8%
6XX Plant Operations & Maint.	-	-	0.0%	2,727,347	1,582,048	58.0%	38,347	18,347	47.8%	2,765,694	1,600,395	57.9%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	245,414	155,916	63.5%	245,414	155,916	63.5%
8XX Student Aid	-	-	0.0%	-	-	0.0%	3,328,119	1,610,654	48.4%	3,328,119	1,610,654	48.4%
9XX Capital Outlay	1,345,466	303,733	22.6%	1,506,535	740,101	49.1%	1,240,678	929,630	74.9%	4,092,679	1,973,464	48.2%
<b>TOTALS</b>	<b>\$16,982,086</b>	<b>9,032,030</b>	<b>53.2%</b>	<b>\$ 4,667,535</b>	<b>2,683,454</b>	<b>57.5%</b>	<b>\$ 7,402,760</b>	<b>4,590,532</b>	<b>62.0%</b>	<b>\$ 29,052,381</b>	<b>16,306,016</b>	<b>56.1%</b>



**TO:** Carteret Community College Board of Trustees  
**FROM:** Cindi Goodwin Director, Operations and Facilities  
**DATE:** January 31, 2024  
**SUBJECT:** Board of Trustee February 14, 2024 Meeting – Facility and Operations Updates

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- The Public Safety Training Facility: The tower installation started February 12<sup>th</sup> and is due to be completed in five days. Immediately following will be the installation of the fence and the landscape buffer.
- S2 Access Door Controls: Wayne West and Bryant center doors have been completed and training and scheduling of will begin in late February.
- Wayne West HVAC: Bids were received in January for the repair and replacement of the air handlers in Wayne West. Installation will begin upon receipt of all equipment – proposed for March.
- McGee One Door: Smith Sinnett Architect revealed three schematic drawing options and these were reviewed by the President and Vice Presidents. Options from all three drawings were critiqued and Smith Sinnett will provide a single revision for our consideration.
- Mobile units: The actual units have been relocated from Croatan High School and are waiting to be set up. Delays due to grading issues, disassembly of the existing mobile unit frames and county site inspection schedules have moved our target completion date to the end of February.
- Joslyn Hall: February 1st the removal of the auditorium seats and floor drilling began.
- Wayne West Health Science Simulation Center Phase III : Plans and permit drawings are in process to install five additional offices for new nursing instructors. Advertisement for bid will be sent out in February. Construction set to begin during summer break.
- BLET remains in the planning and development phase for upgrade of power and HVAC for the Gym area. Permit drawings are expected by the beginning of March.
- McGee second floor break area was remodeled to add more seating for students – and included installing a sink.

**TO:** Carteret Community College Board of Trustees  
**FROM:** Brenda Reash, Executive Director Foundation  
**DATE:** February 5, 2024  
**SUBJECT:** Board of Trustee February 14, 2024 Meeting Date

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Fundraising and Donation & Resale Program revenue to-date for this new fiscal year is: \$275,614; 41.23% of total year budget goal. Endowment funding has grown by \$739,727 to-date this fiscal year.

Annual Fund board and employee participation to support grant and fundraising efforts:

Board of Trustees – 9 of 12 = 75%

Board of Directors – 14 of 19 = 74%

Employee Participation – 55%

**Community Relationship and Current Activities:**

Foundation staff finalized and mailed over 750 - 2023 donor statements by January 31, 2024.

Finalized the Crystal Coast Corks & Forks Endowment for Culinary Scholarships.

Executive Director participated in the College's breakfast for Community and Faith Leaders. Also organized recent meetings with the following to discuss ways Carteret CC can support their business through potential partnership training programs and apprenticeship programs:

- Ashley Nicole Russell – A & R Law (paralegal program)
- Dean Wagaman, Hillary Gutshall – Kurtis Chevrolet, Ford Lookout, Toler Jeep Dodge (automotive and diesel & heavy equipment)

Invitations for the Annual Donor and Recipient Scholarship Luncheon will be mailed soon. Save the date: March 26, 2024.

Working with Automotive Technology Program to support a Car Show event to raise funds for the program.

A follow up meeting with the Arts Council of Carteret County to complete a grant from the local Arts Council, to be eligible for a matching grant from the North Carolina Arts Council. This will provide \$8,000 to support the Black History Committee to bring the full acrobatic group – ZuZu African Acrobats. The Foundation is funding the remaining balance of \$3,000 to support this effort.

The on-site visit with the Cannon Foundation was February 23, 2024; the visit was a success. This grant will support the Health Sciences Simulation Lab, announcement will be made early March.



The Foundation is hosting the Soup-er Bowl Showdown for employees, this will take place on Thursday, February 29<sup>th</sup>.

## **2024 EVENTS**

### **2024 Escoffier Dinner Series**

Tickets are still available for the March 19 & April 16<sup>th</sup> Escoffier Dinners. Visit [www.carteret.edu/events](http://www.carteret.edu/events) for link to buy tickets.

**Scholarship Donor & Recipient Luncheon** – March 26<sup>th</sup> at the Hospitality & Culinary Arts Center. Invitations have been mailed out.

### **Zuzu African Acrobats** – April 12<sup>th</sup>

Tickets on sale soon at [www.carteret.edu/events](http://www.carteret.edu/events). *Will be held at East Carteret High School's gymnasium due to Joslyn Hall restoration project.*

### **Celebration on the Sound** – June 13<sup>th</sup>

Tickets will go on sale March 1. Concert will feature 38 Special with special guest Alana Springsteen. Visit [www.celebrationonthesound.com](http://www.celebrationonthesound.com) for more information.

### **Spanish Mackerel Fishing Tournament** – July 19<sup>th</sup> – 27<sup>th</sup>

Registration begins May 1<sup>st</sup>. Visit [www.carteret.edu/smt](http://www.carteret.edu/smt) for more information.

**Golf Tournament** – September 27<sup>th</sup> at Crystal Coast Country Club

**Crystal Coast Wine Expo** – November 7<sup>th</sup> – 9<sup>th</sup> at the Hospitality & Culinary Arts Center

[Change of Date to accommodate an expanded Expo, featuring a special wine pairing on Thursday evening and a wine dinner on Friday evening. More information in the coming months.](#)



**GRANTS**

The table below is a list of current grants in progress or pending award notification.

Grantor	Purpose	Amount			
		Requested	Pending	Awarded	Not Awarded
American Rescue Plan Act Arts Council of Carteret County	ZUZU African Dancers	\$5,000		\$8,000	
REPI	Continuing Ed	\$60,000			\$60,000
Department of Energy WETO Offshore Wind Center of Excellence	Wind curriculum and training	\$167,000	\$167,000		
Golden LEAF	Welding	\$200,000		\$125,000	
USDA NIFA	Aquaculture and Horticulture	\$649,901	\$649,901		
NC Community College High-Cost Workforce Program Start-Up Funds	Surgical Technology Program	\$449,840		\$449,840	
Cannon Foundation	Health Science Simulation Lab	\$142,916	\$142,916		
NCDIT Digital Champion Grant	laptops at offsite locations and technology for CCC	\$398,792	\$398,792		
High-Cost Workforce Program Expansion Funds	Health Science Simulation Lab	\$399,071	\$399,071		
NCSLGCP	Cybersecurity	\$153,157	\$153,157		

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Amanda Bryant, HR Director  
**DATE:** January 31, 2024  
**SUBJECT:** Board of Trustee February 2024 Meeting

**Recruiting/Hiring\***

Position	Replacing	Status
Clinical Coordinator, EMS	New	2 <sup>nd</sup> Interview 12/20 – candidate withdrew; reposted
PT Childcare Specialist – TRIO	New	Interviews 2/12
EA, President	Laura Sullivan	Angela McMahon DOH 2/19
Nursing Instructor	Kay Tosto	Ongoing posting, with 3 candidates to review
VP, FAS	Donna Cumbie	Posting closes 2/29

\*Excludes Adjunct part-time, temporary job postings

**Turnover Data:**

Fiscal Year	FY2024	FY2023	FY2022	FY2021	FY2020	FY2019	FY2018
New Permanent Hires	10	22	28	26	17	27	5
Internal Transfer/Promo	1	7	6	7	7	1	6
<b>Total Hires</b>	<b>11</b>	<b>29</b>	<b>34</b>	<b>33</b>	<b>24</b>	<b>28</b>	<b>11</b>
Retirement	1	7	11	9	4	2	4
Resignation	4	13	13	9	12	14	5
Involuntary resignation	1	2	3	6	2	3	1
<b>Total Terms</b>	<b>6</b>	<b>22</b>	<b>27</b>	<b>24</b>	<b>18</b>	<b>19</b>	<b>10</b>

**Employee Headcount and Turnover**

January Headcount		January Turnover	FY24 YTD Turnover	Historical Turnover
F/T Perm Faculty	68	.6%	4.25%	FY23: 13.11%
F/T Perm Staff	99			FY22: 16.36%
P/T Perm Faculty	2			FY21: 13.35%
P/T Perm Staff	1			FY20: 8.48%
<b>Total Perm</b>	<b>170</b>			FY19: 10.66%
<b>Total Payroll</b>	<b>302</b>		FY18: 6.49%	

**Recent Employee Departures**

Position	Name	Date
WIOA Career Advisor	Theresa Hobgood	1/12/24

**Other:**

- Continued participating in NCCCSO Core HR Team for the NCCCS strategic plan – completed foundational organization to launch a System HR Association (NCCCHRA) to facilitate system wide communication, education and efficiencies related to campus human resource functions.
- 4th session for Carteret Leadership Academy completed. Great participation, with good feedback from participants.
- January PINK Days: 10 topics of training in 16 sessions for 305.5 hours of training delivered.

**TO:** Carteret Community College Board of Trustees  
**FROM:** Kristian Jenkins  
**DATE:** 2/5/2024  
**SUBJECT:** Board of Trustee **2/14/2024** Meeting

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- The SGA held our annual Martin Luther King, Jr. Day of Service where we cleaned the Atlantic Beach Circle. We partnered with the Land Free Litter & Sea initiative with the county. Our contact was Pat Lister and he came out and provided buckets, grabbers, gloves and trash bags. We had over 30 people in attendance.
- We have started our Wellness Wednesday tips that go out to the campus every Wednesday. We are working on our schedule for the rest of the Spring Semester.
- The SGA held our first event of the Spring Semester on January 30<sup>th</sup> in the Bryant Student Center. We had over 85 students come through and meet the numerous clubs that we have on campus.
- We have partnered with the Pine Knoll Shores Aquarium to have some events for the students & employees on campus. This month is the Sea Turtle Conservation at the Aquarium and a Behind the Scenes Tour. We have two events for February 13<sup>th</sup> and 27<sup>th</sup>.
- We are planning a Game room & Student Lounge grand opening where we will have food, door prizes and tournaments. This event is currently scheduled for February 19<sup>th</sup>.
- I will be taking the SGA to Raleigh on February 17<sup>th</sup> for our N4CSGA Division meeting as well as the Youth Legislative Assembly.
- We are hosting our Student Leadership Academy on February 23<sup>rd</sup> where we have invited students who were nominated by their instructors for demonstrating leadership qualities. Our hope for this event is that students gain valuable leadership knowledge that they can incorporate in their lives.

**TO:** Carteret Community College Board of Trustees  
**FROM:** Mr. Nathan Branson, FEC Chair  
**DATE:** February 5, 2024  
**SUBJECT:** Board of Trustees February 14, 2024, Meeting

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**Faculty Satisfaction Survey Completed (64% Participation):** Since FEC only meets once a month, we know that some faculty cannot always attend our meetings because of other obligations and commitments. We decided a survey sent out to all CCC Full-Time Faculty would allow us to get a fuller picture of the needs of our faculty. In January FEC sent out a survey to 70 full-time faculty members. The survey asked questions on faculty satisfaction, culture, workload and morale of our college. Our survey had 20 questions along with a few open-ended questions that allowed faculty to leave their feedback. A group of 8 CCC faculty members created the survey. Jonathan Tyndall helped us create the survey. This survey was open from January 17<sup>th</sup> to February 2<sup>nd</sup>. We had 45 responses. That 64% of our faculty. Our main goal in giving this survey to our faculty was to use the responses and data as a reference point for our 2024 Spring and Fall meetings. The results of this survey will also be shared with senior administration. We are aiming to present the results of our survey at our March 2024 FEC meeting. We also hope to present the results of the survey at the President's Cabinet in March of 2024. Most of all we hope that we can pinpoint a common issue to discuss at our April and May meetings, but we hope this survey can help inform FEC decision making for Fall 2024.

**Bench to Commemorate 60<sup>th</sup> Anniversary (FEC and SEC project);** Tony Palbicke has been working on a project that will commemorate the 60<sup>th</sup> Anniversary of CCC. The metal bench will be 7' in length, Kracken image on the back, constructed by Steve Martin's welding program as a class project. Tony has also been in conversation with Nate Beasley's Horticulture program to discuss planning a tree next to the bench. Expenses will be picked up by SEC and FEC as a joint gift to the college. Cost of the tree will be reimbursed to the Horticulture program (\$300 to \$400).

Thank you for all you do for our students and our institution,

Nate Branson

FEC Chair

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**TO:** Carteret Community College Board of Trustees  
**FROM:** Ed Ladenburger, SEC – Staff Executive Committee Chair  
**DATE:** January 29, 2024  
**SUBJECT:** 14 Feb 2024 - Board of Trustee Meeting

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The Staff Executive Committee met on January 19th.

Trustee Marek provided an excellent overview of Carteret HC's approach to organizational improvement and left the SEC members with a fine portion of -- food for thought as well as a number of practical tools.

Carrie Dennison will be able to fulfill her term as SEC secretary.

The Alma Mater Ad Hoc committee will have met to review submissions and move toward finalizing the lyrics [goal is to have a solid chorus and 2-4 verses ironed out the first few weeks of February -- then work on getting a rough recording completed by the first of March].

Solicitations for nominations and voting for Staff Person of the Year will be coordinated by another Ad Hoc committee - currently being formed.

The next meeting of SEC: February 16th, 2024 at 11:00 AM in Wayne West 322.



**TO:** Carteret Community College Board of Trustees  
**FROM:** John Martin  
**DATE:** 2/5/2024  
**SUBJECT:** Board of Trustee 2/14/2024 Meeting

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- 1) The SGA's Martin Luther King Jr. Day of Service was a success. There were around 40 people in attendance helping clean up the Circle Regional Beach Access, with many people traveling much further down the beach.
- 2) Subs and Clubs was held on 1/30/2023 on the second floor of the Bryant Student Center. Clubs were stationed along the hallway's perimeter, and each student had to talk to at least 5 clubs before being served food.
- 3) Partnership between Carteret Community College and North Carolina Aquarium at Pine Knoll Shores. The first event is on 2/13/24, a nature hike and history of the Roosevelt Natural Area.
- 4) The grand opening of the game room will be held on 2/19/24 with more details to come.