



TO: All Members of the Board of Trustees
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, April 10, 2024, at 9:00 AM, Henry J. McGee Boardroom

AGENDA			
I.	* A.	CALL TO ORDER Ethics Statement	Chair Melodie Darden
II.		FOUNDATION CHECK PRESENTATION A. Arts Council of Carteret County	Chair Darden
III.		SPECIAL RECOGNITION Mr. Derek Taylor	Chair Darden
IV.	*	APPROVAL OF AGENDA	Chair Darden
V.	*	APPROVAL OF MINUTES (March 13, 2024, Attachment 1)	Chair Darden
VI.		CHAIR REPORT	Chair Darden
VII.	*	NEW BUSINESS Consider proposed alma mater song (Attachment 2)	Chair Darden
VIII.	* * *	COMMITTEE REPORTS A. Personnel, Policies and Bylaws Committee 1. Barwick Award B. Ad Hoc Committee 1. College legal services	Chair Darden Trustee Mary Charles Jenkins Chair Darden
IX.		OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 3 , 4 , 5 , 6 , 7 , 8 , 9 , 10 , 11 , 12 , 13) C. Student Government Association Report	Chair Darden Trustee Penny Hooper Dr. Mancini Mr. John Martin
X.			
XI.		BOARD COMMENTS	Chair Darden/Trustees
XII.	*	CLOSED SESSION in accordance to N.C. GS 143-318.11 (a)(6); approval of closed session minutes (March 13, 2024)	Chair Darden
XIII.	*	ADJOURNMENT	Chair Darden

*Indicates Item for Action

DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
April 15, 2023	Statement of Economic Interest (SEI) Due	5:00pm	https://ethics.nc.gov
April 12, 2024	Spring Plant Sale	10:00am-6:00pm	Howard Building/Greenhouse
April 11, 2024	Culinary Lunches, SOLD OUT	11:30am	Hospitality & Culinary Arts Center
April 25, 2024	Escoffier Dinner, SOLD OUT	5:30pm	Hospitality & Culinary Arts Center



CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

MARCH 13, 2024

I. CALL TO ORDER

Following proper public notification, Chair Melodie Darden called the Carteret Community College Board of Trustees meeting to order at 9:00 a.m. on March 13, 2024, at the Henry J. McGee Boardroom on the Carteret Community College Campus, Morehead City, North Carolina. The following were present and/or absent:

Trustees Present

Mrs. Melodie Darden, Chair
Dr. Wrenn Johnson, Vice Chair
Mr. Doug Brady
Mr. Bill Henderson
Mrs. Penny Hooper
Mr. Doug Starcke

Mrs. Rosa Langston
Mrs. Kelly Marek
Mrs. Dee Meshaw
Mrs. Catherine Parker
Mrs. Mary Charles Jenkins

Trustees Absent

Mr. Will Rogers

Student Government Association Present

Mr. John Martin, 2023-2024 SGA President

Administration Present

Dr. Tracy Mancini
Mr. Perry Harker
Dr. Maggie Brown
Mrs. Donna Cumbie
Mrs. Cindi Goodwin
Mrs. Amanda Bryant
Ms. Logan Okun
Mr. Richard Abell
Mrs. Brenda Reash
Mr. John Green
Ms. Angela McMahon

President
Vice President, Corporate and Community Education
Vice President, Instruction and Student Support
Interim Vice President, Finance and Administrative Services
Director, Operations and Facilities
Director, Human Resources
Director, Marketing and Public Information
Director, Security & Emergency Preparedness
Executive Director, Foundation
Director, Campus Information Technology
Executive Assistant to the President



College Employees Present

Mr. Nathan Branson	FEC Chair
Mr. Ed Ladenburger	SEC Chair
Ms. Dee Smith	Coordinator, Events & Sponsorship
Mr. Curtis Gillikin	Networks & Security Administrator

Guests Present

Mr. Martin Parker	Window World of Eastern Carolina
Mrs. Brenda Parker	Window World of Eastern Carolina
Mr. Phil Jones	Crystal Coast Corks & Forks
Mrs. Lori Jones	Crystal Coast Corks & Forks
Ms. Cheryl Burke	Reporter, Carteret County News-Times

A. Ethics Reminder

Chair Melodie Darden called the meeting to order at 9:00 a.m. 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.

II. FOUNDATION CHECK PRESENTATION

Lori and Phil Jones of Crystal Coast Corks & Forks presented a check for \$12,500 to the Foundation. Crystal Coast Corks & Forks has established a new scholarship endowment for students enrolled in the Culinary Programs. This scholarship will be awarded annually to students enrolled in Culinary Arts, Hospitality, or Baking & Pastry programs. Students must maintain a 2.5 GPA, and be enrolled full-time. Students are also asked to consider working in Carteret County for at least one year, hopefully longer.

Martin and Brenda Parker, the owners of Window World of Eastern Carolina presented a check for \$10,000 to the Foundation. Window World of Eastern Carolina is the Presenting Sponsor of the 2024 Spanish Mackerel Tournament. Chair Melodie Darden said the Board was thrilled to have Window World of Eastern Carolina return again as a sponsor of this event and continue supporting our students and programs.

III. APPROVAL OF AGENDA

Chair Melodie Darden presented the March 13, 2024, agenda for approval by the Board.

Trustee Penny Hooper motioned to approve the March 13, 2024 agenda. Trustee Dee Meshaw seconded the motion. The motion passed unanimously by voice vote.

IV. APPROVAL OF MINUTES

Chair Melodie Darden presented the February 14, 2024, minutes for approval by the Board.



Trustee Mary Charles Jenkins motioned to approve the February 14, 2024 minutes. Trustee Wrenn Johnson seconded the motion. The motion passed unanimously by voice vote.

V. CHAIR REPORT

Chair Darden said she and Dr. Mancini had attended the myFutureNC regional convening at Cape Fear Community College in Wilmington on February 15, 2024. On that day myFutureNC hosted eight regional convenings across North Carolina. myFutureNC released its state of educational attainment at the meeting. The goal of myFutureNC is the attainment of 2 million North Carolinians age 25 to 44 with a high-quality credential or post-secondary degrees by 2030. Also attending from Carteret County were Allison Dees, Carteret County Public Schools CTE Director, and Jocelyn Wilson, Weyerhaeuser Area Manager.

Chair Darden said a party of nine trustees had participated in a field trip to Marshallberg Farm on February 16, 2024. The purpose of the trip was to provide more information about the state and future of the Aquaculture Industry and to explore potential educational and workforce opportunities. She said the visit was fascinating. The group also toured the Public Safety Training Facility on Laurel Road. Attending with Chair Melodie Darden were Trustees Mrs. Rosa Langston, Dr. Wrenn Johnson, Mrs. Kelly Marek, Mr. Doug Brady, Mrs. Dee Meshaw, Mrs. Catherine Parker, Mrs. Penny Hooper, and Mrs. Mary Charles Jenkins. Dr. Mancini and Mr. David Cerino, Aquaculture Chair, were also in attendance.

Chair Darden and Trustees Mrs. Penny Hooper, Mrs. Rosa Langston, and Mrs. Mary Charles Jenkins attended the College's 27th Annual Black History Celebration on February 19, 2024, in the Crystal Coast Civic Center. The theme of the evening was African Americans and the Arts.

Chair Darden thanked Dr. Mancini for the thoughtful agenda she had put together for the Board of Trustees Retreat on February 21, 2024, and thanked Staff, Faculty and Administration for their attendance and participation.

Chair Darden said on February 29, 2024, she had the opportunity to judge the Foundation's Soup-er Bowl Showdown. She applauded all the entrants and winners. Rhonda Bagshawe won the Employee's Choice Award for her chicken and sausage gumbo, Bena Weires won first place in the soup/chowder category and Camella Marcom won first place in the chili category. The Foundation plans to make the Showdown an annual event.

Chair Darden said she and Trustee Dee Meshaw had attended Dr. Mancini's presentation to the County Commissioners about the College's budget request.

Chair Darden reminded trustees that Statements of Economic Interest (SEI) are due by tax-day and that SEI submission is mandatory. She said Trustee Mary Charles Jenkins would talk further about the President's Evaluation Survey but reminded trustees that the survey is due on March 19, 2024.

Chair Darden said several trustees would be travelling to Raleigh to attend the NCACCT Law-Legislative Seminar taking place March 13, 2024, to March 15, 2024. Chair Darden said she would leave at 10:00 a.m. for the seminar and Vice-Chair Dr. Wrenn Johnson would take over as meeting chair.



VI. NEW BUSINESS

Propel NC Letter of Support/Resolution

Chair Darden asked the Board of Trustees to consider a letter of support for Propel NC and asked Dr. Mancini to talk further on the topic.

Dr. Mancini said she had invited key personnel and local business leaders to a Propel NC regional convening on March 4, 2024. Attendees included Dr. Jeff Cox and Mr. John Loyack from the NC Community College System Office and Representative Celeste Cairns. Dr. Mancini reminded trustees that Propel NC had been discussed at the BOT Retreat. Propel NC is a new funding proposal that prioritizes workforce sectors and would lead to more funding for educational needs for those sectors. Dr. Mancini said that the College would have received \$1.1 million more in state funding last year if the funding under this initiative had been in place. Dr. Mancini said Dr. Cox has asked colleges and boards to consider letters of support. The Legislature will be approached and shown there is support across the State. Dr. Mancini presented a Resolution of Support to the Board of Trustees for their consideration. If approved, the resolution would be signed by the Board Chair and sent to Raleigh.

Trustee Penny Hooper asked if the Propel NC presentation scheduled at the NCACCT Legislative Seminar would be the same as the one at the retreat. Dr. Mancini said she thought the presentation had been updated. Dr. Mancini encouraged trustees to attend the session to be well placed to advocate for Propel NC. Trustee Penny Hooper thanked Dr. Mancini for her participation in the Propel NC initiative.

Trustee Penny Hooper motioned to approve the Resolution. Trustee Bill Henderson seconded the motion. The motion passed unanimously by voice vote.

VII. INFORMATION TECHNOLOGY (IT) PRESENTATION

Mr. John Green, Director, Campus Information Technology, gave a PowerPoint presentation on cyber security. Mr. Curtis Gillikin, Network & Security Advisor, was also a contributor. Mr. Green spoke about the types of threats, ransomware, the impacts of cyber attacks on community colleges and processes in place should Carteret CC have an incident. Questions and discussion took place. Mr. Green noted that the College has a lot of support from the NC Community College System Office and has a cyber response call tree in case of an incident. He said the local National Guard has a security response team and has a call tree to all national agencies.

Dr. Mancini said that cyber security training will be made available to all trustees and that trustees should look for an email in the coming weeks from "KnowBe4".

Mr. Green suggested using two-factor authentications as one of the best ways to protect against cyber-attacks. He commented that Mr. Gillikin had been a huge help in getting the College to its current state of IT preparedness.



Trustee Kelly Marek said her office periodically sent out test phishing emails to raise awareness. Trustee Dee Meshaw said the County did the same. She added cyber security training was mandatory. Discussion followed on the viability and safety levels of thumb prints, eye scans, face recognition and password keys.

Dr. Mancini and Chair Darden encouraged trustees to bring any electronic devices they use for College business to Mr. Green for evaluation. Chair Darden said she had had IT look at her phone and the addition of some icons had made it a lot easier for her to access College emails.

VIII. COMMITTEE REPORTS

A. Personnel, Policies, and Bylaws

Chair Darden invited Trustee Jenkins to update trustees on Personnel, Policies, and Bylaws committee activity.

Trustee Jenkins said all trustees should have received the President's Evaluation Survey. She asked recipients to complete and return the survey before the due date. Trustee Jenkins said if anyone needed the survey again, they should speak with herself or Ms. Angela McMahon. She said three responses had been received to date. Trustee Henderson asked about the procedure once the survey was complete. Trustee Jenkins said comments will be compiled on one sheet of paper and all comments will be anonymous. She reminded trustees that 100% participation is required. Trustee Jenkins said response is due March 19, 2024, by the end of the day. She said the Personnel, Policies, and Bylaws committee will meet April 3, 2024, at 10:00 a.m. to review the response and that all trustees are welcome to attend. The committee will then present the compiled survey report and their recommendations at the Board of Trustees meeting on April, 10, 2024. Trustee Mary Charles Jenkins said some very informative attachments were included with the survey email. She also noted that the Board of Trustees is required to review the President's contract every year. The contract was a part of the survey email and she invited trustees to review the contract and pass on any comments.

B. Finance Committee

Chair Darden invited Trustee Meshaw to update trustees on Finance committee activity.

1. FY 2025 County Budget Request

Trustee Meshaw said the Finance Committee met on March 1, 2024, to review the County budget and were bringing a motion to the Board of Trustees to approve the FY 2025 County request. She said as an overview, the College was requesting around a 7% overall increase. Trustee Meshaw said increases in the operating budget were largely attributable to inflationary and mandatory salary increases. Discussion followed.

Trustee Dee Meshaw said the Finance Committee brings to the full Board a motion to approve the College's FY 2025 County budget request for \$3,421,000 in county operating and \$1,035,000 in county capital (representing an increase of \$295,000 or 7% from the FY 2024 actual budget) for submission to the County Commissioners.

The motion passed unanimously by voice vote.



C. Buildings and Grounds Committee

Chair Darden invited Trustee Henderson to update trustees on Buildings and Grounds committee activity.

1. Form 3-1 to proceed with Workforce Center

Trustee Henderson said the Buildings and Grounds committee met on March 1, 2024, to discuss the submission of Form 3-1 to the State for funding for the proposed Workforce for Construction and Transportation Trades Building. He said that in order to start the process it is necessary to provide the anticipated cost and the construction delivery method. Trustee Henderson reminded trustees that build methods had been reviewed during the Board of Trustees Retreat. He said the committee had agreed upon a budget of \$9,375,700 and to utilize the Design-Build delivery method of construction.

Trustee Bill Henderson said The Buildings & Grounds Committee brings to the full Board a motion to approve submitting a 3-1 Capital Improvement Project Approval Form to the State Board of Community Colleges for a project called the Workforce Center for Construction and Transportation Trades with a budget of \$9,375,700 and a Design-Build construction delivery method.

Trustee Henderson invited any questions or discussion. Trustee Hooper asked to be reminded about the meaning of Design-Build. Trustee Henderson said the selected construction company would be required to design and build to a project cost not to exceed the dollar figure set by the College at the out-set.

Chair Darden said if there was no further discussion, the motion was before the Board. The motion passed unanimously by voice vote.

At 9:56 a.m. Chair Darden turned the meeting over to Vice Chair Wrenn Johnson and excused herself from the meeting.

IX. OTHER REPORTS

A. Foundation Liaison

Trustee Hooper said a Foundation Board of Directors meeting had taken place on March 12, 2024. She said she was very happy with the amount of funding being awarded through grants, notably the \$125,000 Golden LEAF grant and the Cannon Foundation grant for \$142,916 for the Health Care Simulation Center. Trustee Hooper said rents received from the Big Rock Careers Center are being used to pay the construction loan and balloon payment due August 2025. Trustee Hooper said over 700 tickets have already been sold for the June 13, 2024, Celebration on the Sound and ticket sales are underway for the ZuZu African Acrobats performance at East Carteret High School on April 12, 2024, with tickets now being offered at special rates for students and groups. Trustee Hooper noted that the use of Facebook to promote the Celebration on the Sound event led to it being viewed by over 27,000 people in one weekend. The ZuZu event is also to be promoted on social media. Trustee Hooper reported that two new Mercury engines had been donated to the MARTEC programs by Safe Harbor Jarrett Bay.



B. President's and Executive Leadership Council Report

Dr. Mancini referenced the reports in the board packet and said there is a lot of detailed information in the reports. She said instructor training has taken place at the Public Safety training facility and it went very well. She said the Facility awareness flyer that was produced over the summer has been updated and that will continue to be updated and distributed to neighbors. Neighbors will be updated as exercises are scheduled. They have been told of the exercise scheduled for April. Dr. Mancini said she was very excited and proud as this project has been 30 years in the making.

Dr. Mancini said she wanted to mention several accomplishments. The College was re-designated a Center of Excellence for Domestic Maritime Workforce Training and Education by the Federal Maritime Administration. This is a five-year designation and, if funds are appropriated for CoEs, the College will have the opportunity to apply. The College was also notified of continued designation as a Military Friendly School, achieving Gold status for 2024-2025 (the College was Silver in 2023-2024).

Dr. Mancini said members of the Phi Theta Kappa chapter had just returned from a weekend event where they received 14 awards. Participating advisors and members were Nikole Mills, Maddelyn Mansfield, Shana Tamminga, Alma Barajas-Valadez, Maria Miranda-Jiminez, Skylar Snavelly, Jenmekia Gay, Elizabeth Strong, Alexis Romero, Amanda Strong, Victoria Washington, Jennifer Fox and Trisha Miller.

Dr. Mancini said it was noteworthy that the College had largely been able to fund the Health Care Simulation Center with grants and had not had to seek significant funding elsewhere. She said she would like to organize a field trip to the Wayne West 2nd Floor so trustees could see the facility. She added Surg Tech will also be setting up in that area. The College is also pursuing Dental Assisting I and Barbering, all of which are expected to be up and running within the next six months.

Vice Chair Johnson asked if there were any questions. Trustee Hooper asked if Dental Assisting I and Barbering were under Con Ed. Dr. Mancini confirmed that they were and said state and SACS approval is not required for Con Ed so it is a great way to start a program and determine demand. She said there is a real trend towards Workforce programs across the state. Trustee Hooper asked Dr. Mancini why she thought the Phi Theta Kappa chapter was doing so well. Dr. Mancini said they have great advisors who have turned the PTK chapter around.

C. SEC Report

SEC Chair Mr. Ed. Ladenburger said he wanted to thank Trustee Marek again for her presentation. He said the SEC is getting ready to vote on nominees for Staff of the Year Person. He said the committee charged with the task has produced a first draft of the Alma Mater song, intended to be sung as a sea shanty-type song. Mr. Ladenburger said the draft song will be presented to staff on March 15, 2024. He proceeded to sing the proposed Alma Mater to the delight of all present.

Vice Chair Johnson invited Board comments.

BOARD COMMENTS

Trustee Bill Henderson said the reports in the board packet are really good, thorough and very informative. He said he was very appreciative of the time and effort that goes into producing the reports.



Trustee Kelly Marek said she continues to be amazed by the great work being done, including the grant writing. She said she is very excited about the Surg Tech progress.

Trustee Rosa Langston said she was excited about the level of funding the College was receiving through grants and noted how fortunate the College was to have an in-house grant writer. She also said she loved the Alma Mater song.

Trustee Doug Starcke said the meeting had a great start with the two Foundation check presentations; he thanked Mr. Green for the IT presentation and thanked Mr. Ed Ladenburger for introducing the Alma Mater song.

Trustee Catherine Parker agreed with all that the previous trustees had said. She said she was very happy with the grants, thought the IT presentation was great and looked forward to learning more. She extended her thanks to all the staff and faculty without whom she said the school would not succeed.

SGA President Mr. John Martin thanked the trustees for having him at the meeting. He said he considers it an honor and expressed his thanks to the trustees and Dr. Mancini and staff and faculty for all they do for the College.

Trustee Penny Hooper said she agreed with everything that had been previously said and commented that she felt coming together for the field trip had been a great experience. She said she was looking forward to the Law-Legislative Seminar and to networking at the state level. She also expressed her appreciation for the level of detail in the board reports and for Mr. Green's presentation. She said she was going to go to Wayne West to look at the Simulation center.

Trustee Dee Meshaw agreed with previous comments.

Trustee Doug Brady said he was excited the Workforce Center development was progressing.

Trustee Mary Charles Jenkins thanked Ms. Angela McMahon on her first solo meeting. She also said she was appreciative of the quality of the reports. She noted that welding classes were to be offered in Spanish and thought that was truly indicative of the College recognizing and meeting a need. She thanked Mr. Green and IT for keeping the board and College safe.

Vice Chair Wrenn Johnson echoed what had been said previously. She thought it had been a great meeting. She thanked all the staff and recognized IT for their presentation and work for the College.

XI. CLOSED SESSION

Trustee Bill Henderson motioned to go into Closed Session at 10:20 a.m. in accordance with N.C. GS 143-318.11(a)(1) and (a)(2). Trustee Dee Meshaw seconded the motion. The motion passed unanimously by voice vote.

Trustees asked Dr. Mancini and Ms. Angela McMahon to stay.

A motion was made to come out of Closed Session at 10:41 a.m. by Trustee Rosa Langston and seconded by Trustee Kelly Marek. The motion passed unanimously by voice vote.



XII. ADJOURNMENT

There being no further business, Trustee Catherine Parker motioned to adjourn at 10:41 a.m. Trustee Dee Meshaw seconded the motion. The motion passed unanimously by voice vote.

Submitted by:
Ms. Angela McMahon
Executive Assistant to the President
Assistant Secretary to the Board
March 15, 2024

Melodie Darden, Chair of the Board of Trustees

Date

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

Date

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Alma Mater

Verse 1

Set by the **v**ast and **b**oundless sea
Empowering Carteret since '63
Serving **s**tudents and **t**heir **c**ommunity
With **l**earning and **o**ppportunity

Chorus

Through **t**umultuous, **r**oaring seas we **r**ise
The **K**raken's fiery **g**aze our **g**uide
Knowledge and **w**isdom the **t**reasure we **s**eek
By **K**raken; 'tis **t**ruth and **h**onor we **k**ee**p**

Verse 2

Life enrichment and **w**ork-force **t**raining
Successfully sustaining and **n**avigating
Krakens **a**ttain a **s**ound education
And maintain an **e**xcellent **c**oastal reputation

TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: April 4, 2024
SUBJECT: Board of Trustees April 10, 2024, Meeting

The **image of the month** (right) features Chad Thomas, Executive Director of the **North Carolina Marine & Estuary Foundation**, Carteret CC's Scott Leahy and Adam Parchman, and **Linwood Parker**, founder of **Parker Boats** and board member of the North Carolina Marine & Estuary Foundation. On March 1, Mr. Thomas and Mr. Parker visited with me and toured the campus to identify ways the Foundation might partner with the College to promote conservation and support of commercial and recreational fishing in North Carolina. Mr. Parker enjoyed meeting Scott and Adam and hearing about the Commercial Fishing Academy, Living Shoreline Academy, Shellfish Farming Academy, and advancements in our Boat Manufacture and Service program.



Carteret Community College has had a long and strong relationship with Parker Boats, and renewed its Customized Training efforts when the business was sold to Correct Craft in 2019 and became **Parker Offshore**. We are thrilled to announce that Parker Offshore has been named the recipient of the NC Community Colleges' **Pinnacle Award**, 2024 Business of the Year (<500 employees) for demonstrating “a model partnership with the System and Carteret Community College through impactful workforce development programs that improve the lives of workers and the State of North Carolina.” Chair Darden, VP Harker, and I will attend the Pinnacle Awards on April 17 to celebrate with our partners at Parker Offshore.

Speaking of awards, the College is fast approaching awards and graduation season and making preparations for a special celebration of our **60th Commencement Exercises** on May 10. We are pleased to announce that **Dr. Joe Barwick**, third president of Carteret CC will be the graduation speaker. We will keep the Trustees informed about all of the pinnings and recognition events scheduled over the next month, and we look forward to your participation.

The Executive Leadership Committee (ELC), which consists of my 10 direct reports, met March 27 and 28 for a planning retreat. We are grateful to Trustee **Kelly Marek**, who presented on Lean and continuous improvement processes. The team came away with a number of ideas about ways we can promote efficiency and accountability on campus. We look forward to engaging other faculty and staff in those processes.



As always, the reports that follow from our VPs and leadership team contain a lot of great information about other achievements and happenings on campus. Our tremendous faculty and staff continue to serve and empower our students and coastal community through the high-quality programs and services they provide. It is a pleasure and privilege to represent the hard-working and committed group of professionals who make Carteret CC the gem it is.

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TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 4/1/2024
SUBJECT: Corporate and Community Education April Board Report

Basic Skills Department Graduation is scheduled for Wednesday, May 8, at 4 p.m. at the Crystal Coast Civic Center. We will celebrate students who have completed their Adult High School Diploma or High School Equivalency (formerly GED) Diploma. Please join us for this wonderful event.

We have scheduled our college admission counselor to meet with our AHS and HSE graduates this month. The admission staff will review and assist with the college application process, and the financial aid staff will assist students in completing the FAFSA and other scholarship applications.

Several college staff attended the **March Women's History Month Reception** at The History Museum of Carteret County. We also staffed a college table to provide promotional information on various college training programs.

The CNA program has applied to be a Regional Test Site for Credentia, the organization providing the state's CNA I testing. We were asked to apply due to our excellent lab setup, ease of use, and regional location. We will receive a stipend for each student who tests at our location. We will also remain an In-Facility Test Site for our students. Our application is pending.

We continue on-site customized training at Parker Offshore. Employees are engaged in learning and applying lean production process skills.

Our Shellfish Farming Academy is underway and has maximum enrollments. This has become a popular course, especially for those considering business opportunities in this industry sector.

Our Re-Entry program continues with outreach at Loaves and Fishes, Hope Missions, the MirlAM, Women's Oxford home, and Newport Correctional Facility. In March 2024, six clients achieved job placement, 13 clients are working towards job placement and/or enrollment in WIOA, and the Re-entry Coordinator is helping five inmates prepare to transition from prison. Three clients are enrolled in the Construction Academy, and seven are pursuing their GED through CCC Adult Basic Skills.

We are working with Carteret County Jail to provide Carteret Re-entry packets for justice-involved persons, which are scheduled to be released soon. We want to provide re-entry services at the local jail that are similar to those services we provide at Carteret Correctional Center.

The Eastern Carolina Workforce Development Board approved our Workforce Innovation and Opportunity Act grants for \$505,000 for the program year 2024 – 2025. We will continue serving Youth, Adults, and Disabled workers with multiple employment barriers. This program covers tuition, books, and support services for students.



In partnership with NCWorks, we are hosting a Job Fair at the Crystal Coast Civic Center on Wednesday, April 3, 2024, from 2 to 6 p.m. To date, more than thirty-five businesses have secured booths.

The college will have an informational booth at the Carteret County Chamber's Business Expo on April 25, 2024, from 4 to 7:30 p.m. at the Crystal Coast Civic Center.

We held a two-day specialized critical cardiac and respiratory training for local EMS providers. We partnered with Glad Tiding Church to use their large meeting space; nearly 80 students attended.

On Monday, April 1, Carteret CC hosted an opening ceremony, tour, and demonstration of the Public Safety Training Facility to the invited community. Training demonstrations included technical rescue, aerial window rescue, and ventilation. An LP Gas burn was also conducted during the demonstrations.

The Fire Academy students will complete their required live burn training on April 2nd and 6th at the Public Safety Training Center.

The WIOA Program welcomes Kathy Russell to the team as a WIOA Career Advisor. She brings a wealth of knowledge in outreach and education to the position.

Brandy Bell, Small Business Center Director, attended the Spring 2024 Small Business Center Network Professional Development Conference in Winston-Salem on March 13-15, 2024. Brandy is the Chair of the Professional Development Committee, which plans the spring and fall conferences each year.

We continue to partner with Hope Mission Recovery Center to provide training programs. Several clients in their substance recovery program are pursuing their High School Equivalency (GED) but do not have the funds to cover the certification cost. I spoke with Dr. Randell Williams, Director of the County's Consolidated Human Service Department, and submitted a proposal requesting funding from the county's Opioid Settlement funds to assist Hope Recovery Homes participants and others affected by substance abuse to cover the cost of their GED. The request was approved at the March County Commissioners meeting for \$17,000. These funds will cover the total cost of obtaining the GED diploma.

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TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 04/01/2024
SUBJECT: Board of Trustee 04/10/2024 Meeting

- At the time of this report, 4/01, Summer registration is slightly up in headcount over this time last year with FTE projections showing that individuals seem to be registering for more seats in classes than last summer. Current Fall registration is on par with this time last year.
- Our Robotics Club, led by Chair of Information Technology Patrick Dineley, has qualified for the State Championship competition at ECU. At the Wake County event held the weekend of March 22nd at Heritage High School in Wake Forrest, NC, by the end of qualifying, the team was ranked 22 of 35 teams. In the playoffs the team was able to secure a place in the finals. In the finals, the team won back to back matches to win the best of 3 after losing the first match. This is the first top place win the team has had in its 5 years. The win qualifies the team to compete at the State Championship competition the weekend of April 5th at ECU. The team also earned the Team Spirit Award from the judges for their enthusiasm and passion when speaking about their experiences to the judges.
- Dean Stroud, along with Dean Freshwater and several faculty members and Student Services Staff held a Health Science advising session for students who are not yet decided on their programs of study. Students in attendance heard from Carteret Health Care recruiters about both patient care and support career opportunities at the hospital. Three long term care centers also came to talk to students about working with older patients, and a representative from a surgical care center spoke about the wide range of experiences for support staff in their facility. This was a great foundational event for perspective health care workers, and we plan to make it an annual engagement.
- Our Career Coaches, Joey Savage and Caitlyn Rocci have both finished their required Facilitating Career Development Training. The two of them along with Mrs. Bena Weires are making a huge difference in our outreach to the high schools.
- March Events
 - Solar Eclipse Viewing Party, 4/08 from 2pm-4pm in Bryant Student Center
 - Spring Fling, 4/10 from 11am-1pm
 - HORT plant sale, 4/12 starting at 10am
 - ZULU African Acrobats, 4/12 6pm at East Carteret High School
 - Associate Degree Nursing Quality Improvement Project presentations, 4/16 at 9am in WW 322
 - NC SciFest for K-8, 4/16 Bryant Student Center

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TO: Carteret Community College Board of Trustees
FROM: Donna Cumbie, Interim Vice President of Finance & Administrative Services
DATE: April 1, 2024
SUBJECT: Board of Trustee April 10, 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
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	11/01/23	11/02/23	\$ 290,003.32	11/01/23	11/02/23	\$ 1,935,534.72	11/01/23	11/01/23	\$ 685,606.58
Nov-23	12/04/23	12/07/23	\$ 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
Jan-24	02/01/24	02/05/24	\$ 194,425.28	02/01/24	02/05/24	\$ 739,900.90	02/01/24	02/05/24	\$ 448,682.77
Feb-24	03/01/24	03/01/24	\$ 33,165.70	03/01/24	03/01/24	\$ 350,432.45	03/01/24	03/01/24	\$ 287,365.74

Emergency Preparedness and Security

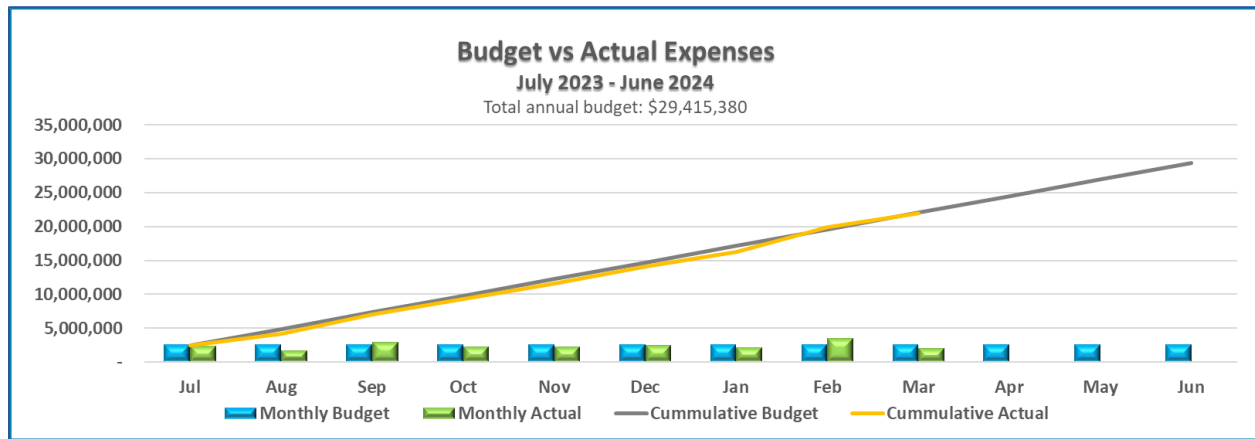
- Meetings Attended
 - Staff Executive Committee, March Meeting
 - ACCSSO (Association of Community Colleges Safety and Security Officials) Executive Board Meeting
 - Graduation Committee Meeting
 - HCAC Rental Committee Meeting
 - Employee Meeting

- Other
 - High School Equivalent Safety Orientation
 - New Employee Security Orientation
 - S2 (Door Access) Training

Campus Information Technology

- Current Projects
 - Rural Broadband Project – Preparing network for switch replacement.
 - Rural Broadband Project 2 – The remaining switches have been ordered, UPSs have arrived, and are being staged in network closets.
 - Looking at replacing the helpdesk ticketing software solution
 - Talking with vendors about penetration testing for the network
 - Working with the System Office on risk assessment
 - Planning PII training for faculty and staff who handle sensitive personal information

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
Summary of Expenditures												
1XX Institutional Support	\$ 3,588,561	2,598,894	72.4%	\$ 433,653	391,657	90.3%	\$ 331,012	237,329	71.7%	\$ 4,353,226	3,227,880	74.1%
2XX Curriculum Instruction	7,384,499	5,441,184	73.7%	-	-	0.0%	954,161	899,556	94.3%	8,338,660	6,340,740	76.0%
3XX Continuing Education	2,296,067	1,468,452	64.0%	-	-	0.0%	250,358	171,510	68.5%	2,546,425	1,639,962	64.4%
4XX Academic Support	1,131,330	870,677	77.0%	-	-	0.0%	685,000	672,798	98.2%	1,816,330	1,543,474	85.0%
5XX Student Support	1,256,950	873,140	69.5%	-	-	0.0%	644,007	495,963	77.0%	1,900,957	1,369,103	72.0%
6XX Plant Operations & Maint.	-	-	0.0%	2,727,347	2,105,898	77.2%	38,347	23,492	61.3%	2,765,694	2,129,391	77.0%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	245,414	182,169	74.2%	245,414	182,169	74.2%
8XX Student Aid	-	-	0.0%	-	-	0.0%	3,185,000	3,139,209	98.6%	3,185,000	3,139,209	98.6%
9XX Capital Outlay	1,516,461	448,874	29.6%	1,506,535	883,672	58.7%	1,240,678	1,066,305	85.9%	4,263,674	2,398,851	56.3%
TOTALS	\$17,173,868	11,701,222	68.1%	\$ 4,667,535	3,381,227	72.4%	\$ 7,573,977	6,888,331	90.9%	\$ 29,415,380	21,970,780	74.7%

TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin, Director, Operations and Facilities
DATE: March 25, 2024
SUBJECT: Board of Trustee April 10, 2024 Meeting – Facility and Operations Updates

- Wayne West HVAC: Installation has begun to modify the HVAC system on the West end of Wayne West.
- McGee One Door: Smith Sinnett has submitted additional renderings and costs analysis and are under review.
- Mobile units: The unit at Rhue has been set and stairs and handrails are being installed. Carteret Correctional units are being assembled and scheduled for bathroom installation, stairs and hand rails during April.
- Joslyn Hall: Construction is still tracking for May 1 completion. Flooring, lighting, AV equipment and artwork are in progress.
- Wayne West Health Science Simulation Center Phase III: Bid dates to be posted the first week of April.
- Public Safety Training Center (BLET): Pre-bid meetings have been completed, addenda being issued. Bid date set for March 28.
- Howard Building: Contracts have been issued for the repair of the pier.
- STAFF: Kati New, Administrative and Facility Rental Coordinate, attended and completed the NC Community College Leadership Program. She will graduate from the State program on April 12 at Forsyth Tech in Winston Salem.

Thank you,

Cindi Goodwin

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TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: March 25, 2024
SUBJECT: Board of Trustees April 10, 2024 Meeting

Fundraising and Donation & Resale Program revenue to-date for this new fiscal year is: \$324,892; 48.6% of total year budget goal. Endowment funding has grown by \$739,852 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:

Executive Director participated in the following:

- Hosting donors and other community members to a weekly culinary lunch.
- Met with the Executive Director of the CCPS Foundation
- Reviewing the Foundation Bylaws and policies with the Foundation Board's Governance Committee.
- ELC Annual Retreat

The Foundation supported the Aquaculture Program in organizing a Shuck event the evening of March 21st as part of the NSF Grant Workshop being held during the day, this event will be by invitation only for attendees and partners.

Planning for 100 guests to attend the annual Scholarship Donor and Recipient Luncheon. We have been busy reaching out to student recipients of scholarships when we know the donor will be attending and vice versa with donors when we know the recipient will be attending.

The Foundation made a second trip to the ENC Food Bank for supplies for the Student Food Pantry. This trip was a much-improved experience and supplies received matched our initial request.

2024 EVENTS

2024 Escoffier Dinner Series

A limited number of tickets are still available for the April 16th Escoffier Dinner. Visit www.carteret.edu/events for link to buy tickets.



Zuzu African Acrobats – April 12th

Tickets on sale soon at 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 13th

Tickets are on sale now. Concert will feature 38 Special with special guest Emily Ann Roberts. Visit www.celebrationonthesound.com for more information and to purchase tickets.

Spanish Mackerel Fishing Tournament – July 19th – 27th

Registration begins May 1st. Visit www.carteret.edu/smt for more information.

Golf Tournament – September 27th at Crystal Coast Country Club

Crystal Coast Wine Expo – November 7th – 9th 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
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 Worforce Program Expansion Funds	Health Science Simulation Lab	\$399,071	\$399,071	
NCSLGCP	Cybersecurity	\$153,157	\$153,157	
Dollar General Foundation	Computers for HRD for Spanish-speaking students	\$9,874	\$9,874	
Bbraun	IV Infusion Pump	\$6,000	\$6,000	

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TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: March 26, 2024
SUBJECT: Board of Trustee April 10, 2024 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Instructor, EMS	New	Interviews 4/8 & 9
PT Family Support Specialist – TRIO	New	Interviews 3/11; pending reference checks
Nursing Instructor	Kay Tosto	Interviews 3/12 & 3/28
VP, FAS	Donna Cumbie	Interviews 4/19 & 22
Director, Basic Skills	Diane Matlock	Interview committee meeting 3/22; interviews pending
Custodian	Sara George	Interviews 3/25; recommendations pending
Chair, Respiratory Technology	Trisha Miller	David Roach, Promotion effective 6/1/24
Chair, Human Services	Kathy Foster	Posting pending
IT Help Desk Manager	Debbie Favorite	Posting pending
Chair, Surgical Technology	New	Interviews 4/9 & 11
Instructor, Dental Assisting I PPT	New	1 candidate pending VP review

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

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

Employee Headcount and Turnover

March Headcount		March Turnover	FY24 YTD Turnover	Historical Turnover
F/T Perm Faculty	68	0%	5.39%	FY23: 13.11%
F/T Perm Staff	102			FY22: 16.36%
P/T Perm Faculty	2			FY21: 13.35%
P/T Perm Staff	0			FY20: 8.48%
Total Perm	171			FY19: 10.66%
Total Payroll	346			FY18: 6.49%

Other:

- 6th session for Carteret Leadership Academy completed. Good discussion regarding change management, and using the skills to discuss current campus challenges. Also checked in on their goals for attending the Academy to ensure progress towards attainment.

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TO: Carteret Community College Board of Trustees
FROM: Ed Ladenburger, SEC – Staff Executive Committee Chair
DATE: April 1, 2024
SUBJECT: 10 April 2024 - Board of Trustee Meeting

The Staff Executive Committee met on March 15th.

Discussions regarding process improvements continue. A micro-learning request regarding a deeper understanding of FTE was requested and addressed by Dr. Mancini during the March employee meeting.

Staff member of the year nominations and voting will have concluded by the next SEC meeting.

The SEC committee approved the Alma Mater (included in BOT packet) and will be working on getting a recording created. We considered this a baseline offering, with potential for additional verses being added. The other 60th year anniversary celebration, the creation of a Kraken bench by a welding class, continues and is still expected to be completed by graduation.

A joint staff/faculty appreciation celebration is under discussion and a proposal for an ice cream truck along with outdoor games - during the noon hour, so plant operations and maintenance staff can participate over their lunch break - has been passed along to the FEC committee chair for consideration.

An issue regarding work done outside normal hours and the application of the existing policy was raised and brought to the attention of Dr. Mancini. This is currently being addressed by leadership.

The next meeting of SEC: April 19th, 2024 at 11:00 AM in Wayne West 322.

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TO: Carteret Community College Board of Trustees
FROM: Mr. Nathan Branson, FEC Chair
DATE: April 1, 2024
SUBJECT: Board of Trustees April 10, 2024, Meeting

Report on Faculty Satisfaction Survey Completed: We've completed our report of the survey on Sharepoint and Moodle on April 2nd. Our team has worked hard on this and we are looking forward to using this document in future FEC meetings to guide discussions. This project has been the focus of FEC activity.

Survey Results Data with Redactions: FEC is sharing the results of the survey (the "raw data" with redactions) with both staff and faculty. We will not be sharing the results digitally. Rather we will have them available on April 9th and 10th for staff and faculty to read and review. The survey results document is 44 pages long. Here you can see what was mentioned on the survey and compare it with the report our team has made.

Dr. Mancini to Discuss Faculty Survey at Our Next Meeting: One of the stats that we found on the Faculty Survey was that 67% of faculty believed that we could improve communication here at CCC. This was one part of the survey that stood out to Dr. Mancini when I presented it to her a few weeks ago. She said that she was interested in discussing the survey with FEC. Dr. Mancini will be attending our meeting on April 12th to discuss the survey. This should be a pro-active discussion on morale and other issues here at CCC.

Nate Branson
FEC Chair

TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 04/01/2024
SUBJECT: Board of Trustee 4/10/2024 Meeting

- We have all new events with the NC Aquarium Partnership in April. These events are open to all students and employees at the college and are only \$5 to attend. Spots are limited to 12 people.
- The SGA is continuing to plan for the Spring Fling which will be held on April 10th from 11-1pm in the Civic Center.
- The SGA hosted an Animal Shelter Drive from March 1st to April 1st where all donations will be taken to the Carteret County Humane Society. We have collected donations that we will deliver to the shelter next week.
- The SGA is going to the N4CSGA Spring conference April 5th-6th. The conference is in Raleigh, Durham.

TO: Carteret Community College Board of Trustees
FROM: John Martin
DATE: 4/1/2024
SUBJECT: Board of Trustees Meeting 4/10/2024

1. The new Policy Proposal was brought to the attention of the Senate, this was to inform students and advisors about the upcoming revisions made to the old travel policy.
2. The library is hosting a Solar Eclipse Viewing event on April 8th from 2:00-4:00 p.m. the SGA will be there to sell space-themed refreshments.
3. SGA elections have started to take place, currently, we have a few students interested in joining next year's executive board.
4. During our last senate meeting, Dr. Mancini was in attendance; she was there to answer any questions from students and advisors about the campus.
5. Take Back the Night will be at the SGA's Spring Fling event. There will be a table set up to promote awareness of sexual assault and domestic violence.
6. A survey was added to the SGA's Senate meeting agenda as a QR code. The intention is to receive feedback on what the SGA can improve upon. A follow-up email will be sent out with the same link for the survey.