



TO: All Members of the Board of Trustees
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, May 08, 2024, at 9:00 AM, Henry J. McGee Boardroom

AGENDA			
I.	*	CALL TO ORDER A. Ethics Statement	Chair Melodie Darden
II.		SkillsUSA State Gold Medalists	Mrs. Bena Weires
III.		FOUNDATION CHECK PRESENTATION A. Henry Family Legacy Scholarship B. Pine Knoll Shores Women’s Club Scholarship	Chair Darden
IV.	*	APPROVAL OF AGENDA	Chair Darden
V.	*	APPROVAL OF MINUTES (April 10, 2024, Attachment 1)	Chair Darden
VI.		CHAIR REPORT	Chair Darden
VII.		NEW EMPLOYEES A. Njideka White	Chair Darden Dr. Maggie Brown Ms. Melanie Reels
VIII.		NEW BUSINESS A. First Read Title IX Policy Change (Attachment 2) B. Board Self-Assessment Reminder C. Review Mission Statement (Attachment 3) D. Nominating Committee E. College Seal	Chair Darden Mrs. Amanda Bryant Trustee Mary Charles Jenkins Chair Darden Chair Darden Ms. Logan Okun
IX.		PRESENTATION A. Operations & Facilities	Chair Darden Mrs. Cindi Goodwin
X.	*	COMMITTEE REPORTS A. Curriculum and Student Support Committee 1. Course Fees (Curriculum, Corporate and Community Education, Other) 2. Calendar 2025-2026 3. Early Child Care Programs	Chair Darden Trustee Rosa Langston
	*	B. Building and Grounds 1. Receive/Accept Foundation Donation of Land for Trades/Transportation Center 2. Approve McGee Piping/HVA Improvements for 3-1	Trustee Bill Henderson
XI.		OTHER REPORTS A. Foundation Liaison B. President’s and Executive Leadership Council Reports (Attachments 4,5,6,7,8,9,10,11, 12, 13, 14) C. Student Government Association	Chair Darden Trustee Penny Hooper Dr. Mancini Mr. John Martin
XII.		BOARD COMMENTS	Chair Darden/Trustees
XIII.	*	ADJOURNMENT	Chair Darden

*Indicates Item for Action



DATES TO REMEMBER			
DATE	EVENT	TIME	LOCATION
May 9, 2024	Awards Night	6:00 p.m.	Crystal Coast Civic Center
May 10, 2024	Graduation	4:00 p.m.	Crystal Coast Civic Center
June 13, 2024	Celebration on the Sound	6:00 p.m.	
June 19, 2024	A Taste of the South	6:00 p.m.	Hospitality & Culinary Arts Center



CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

April 10, 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 April 10, 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 (via Zoom)
Mr. Bill Henderson
Mrs. Penny Hooper
Mr. Doug Starcke

Mrs. Rosa Langston
Mrs. Kelly Marek
Mr. Will Rogers (via Zoom)
Mrs. Catherine Parker
Mrs. Mary Charles Jenkins

Trustees Absent

Mrs. Dee Meshaw

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
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
Executive Assistant to the President

College Employees Present



Mr. Ed Ladenburger
Ms. Ashley-Sharon Bizzell

SEC Chair
Black History Committee Chair

Guests Present

Ms. Beverly Snowden
Mr. Mark Kelly
Mr. Derek Taylor
Ms. Cheryl Burke

Executive Director, Arts Council of Carteret County
Board Secretary, Arts Council of Carteret County
Taylor and Taylor, P.A.
Reporter, Carteret County News-Times

A. Ethics Reminder

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

Ms. Beverly Snowden and Mr. Mark Kelly of the Arts Council of Carteret County presented a check for \$4,000 to the Foundation. The donation is to support the College's Black History Committee's ZuZu African Acrobats performance at East Carteret High School on April 12, 2024. Chair Darden said the donation has been matched by the NC Arts Council.

III. SPECIAL RECOGNITION

Chair Darden recognized Mr. Derek Taylor of Taylor and Taylor, P.A. for his guidance and services as legal counsel to the College for the last 17 years. Mr. Taylor is joining The Town of Morehead City as in-house legal counsel. Chair Darden expressed deep appreciation on behalf of the College and wished Mr. Taylor well in his new position.

IV. APPROVAL OF AGENDA

Chair Darden presented the April 10, 2024, agenda for approval by the Board.

Trustee Penny Hooper motioned to approve the April 10, 2024 agenda. Trustee Wrenn Johnson seconded the motion. The motion passed unanimously by voice vote.

V. APPROVAL OF MINUTES

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

Trustee Hooper motioned to approve the March 13, 2024 minutes. Trustee Doug Starcke seconded the motion. The motion passed unanimously by voice vote.

VI. CHAIR REPORT

Chair Darden said she and Trustees Wrenn Johnson, Rosa Langston, Kelly Marek, Will Rogers, and Penny Hooper had attended the NCACCT Law-Legislative Seminar in Raleigh between March 13, 2024, and March 15, 2024. She said trustees had attended multiple sessions and the seminar had been very informative and educational.



Chair Darden said she was very glad the College had sent the Resolution of Support for Propel NC. She said the NCACCT goal was to have at least one letter of support from every county.

Chair Darden said she and Trustees Hooper and Jenkins had attended the opening ceremony for the Public Safety Facility at Laurel Road on April 1, 2024. She said Dr. Mancini and Mr. Perry Harker were also in attendance. She said local firefighters conducted a tour of the facility and demonstrated some dramatic rescue techniques.

Chair Darden said Trustee Hooper had attended the NC Aquaculture Industry and Visioning Workshop on March 21, 2024, and also attended the evening Aquaculture Industry Development Mixer held the same day. She said she heard many wonderful comments about the College Aquaculture program and about Mr. David Cerino, under whose leadership the Aquaculture department is thriving.

Chair Darden thanked Trustee Marek for her Lean and Continuous Improvement presentation to the Executive Leadership Council. She thanked Trustee Jenkins for attending the Solar Eclipse Viewing party on April 8, 2024. She thanked Trustee Henderson and his family for attending the Scholarship Luncheon during which students Tia Harris, Laura Cooper and Taylor Love spoke.

Chair Darden reminded trustees that they were required to complete the Statement of Economic Interest by April 15, 2024. She also asked trustees to mark their calendars for graduation activities in May. She said Awards night is on May 9, 2024, and Graduation is on May 10, 2024.

VII. NEW BUSINESS

Consider proposed alma mater.

Dr. Mancini said she would like to have the Board of Trustees approval for the proposed alma mater song. She invited Mr. Ed Ladenburger to present the alma mater to the board. Mr. Ladenburger shared the lyrics and the musical score.

Trustee Bill Henderson motioned to approve the alma mater presented as the official College alma mater. Trustee Hooper seconded the motion. The motion passed unanimously by voice vote.

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 reminded trustees that the Board of Trustees Self-Assessment survey would be distributed in May. She said survey responses would be anonymous and the results would be discussed in June.

B. Ad Hoc

Chair Darden reminded trustees that a revision of the Policies and Bylaws has eliminated the Executive committee. She said the Ad Hoc committee is comprised of the board chair and the current committee chairs. Chair Darden said the Ad Hoc committee met on April 3, 2024, to consider two submittals received in response to the Request for Qualifications for Legal Services, RFQ 84-812030424. She said an



RFQ had been used at the advice of both the North Carolina Community College System Office and Mr. Taylor.

Chair Darden said the Ad Hoc Committee brings to the full Board a motion to appoint Ms. Jane Gordon of Kirkman, Whitford, Brady, Berryman & Gordon, P.A., as the College legal counsel.

Trustee Doug Brady recused himself from the vote on the grounds that his wife, Ms. Carolyn Brady, though now retired, had been a member of the firm.

The motion passed unanimously by voice vote.

IX. OTHER REPORTS

A. Foundation Liaison

Trustee Hooper said a grant had been awarded from the NC Community College High-Cost Workforce Program Start-up Fund for \$449,840 for the College to start a SurgTech program through Continuing Education. She said several other grant applications were in progress. She said tickets for the ZuZu African Acrobats performance at East Carteret High School on April 12, 2024, were still available and could be purchased online or at the door. Trustee Hooper commented that the Aquaculture department had done a great job on the Aquaculture luncheon and evening social hosted on March 21, 2024.

B. President's and Executive Leadership Council Report

Dr. Mancini referenced the reports in the board packet and thanked those who had submitted the reports for the level of detail contained therein. Dr. Mancini called attention to Mrs. Amanda Bryant's report and noted the number of upcoming retirements of long-standing employees, including Mrs. Kay Tosto, Mrs. Donna Cumbie, Mrs. Diane Matlock, Mrs. Trisha Miller, Mrs. Kathy Foster, Mrs. Debbie Favorite and Mr. Luther Curtis. Mrs. Bryant commented that there were another nine pending retirements.

Dr. Mancini said her report included details of Mr. Linwood Parker's recent visit and tour of the College. Mr. Parker founded Parker Boats, now Parker Offshore. She said Mr. Parker had been very impressed with updates to the boat building program. Dr. Mancini said she was thrilled that Parker Offshore will be honored at the NC Community Colleges' Pinnacle Awards being held on April 17, 2024. Parker Offshore will receive the Pinnacle Award for Business (< 500 employees) of the Year. The award recognizes businesses demonstrating a partnership with the NC Community College System (NCCCS) through workforce development programs. Dr. Mancini said she, Chair Darden, and VP Perry Harker would attend the Pinnacle Awards and she is looking forward to the release of a promotional video that will feature Parker Offshore and the College.

Dr. Mancini said she was very proud to announce Dr. Maggie Brown had been appointed to serve on a committee with the NC Community College System Office to look at the process for start-up, amendment and termination of curriculum programs. Trustee Bill Henderson asked how many would serve on the committee. Dr. Mancini said the committee would be made up of four chief academic officers and four presidents.

Dr. Mancini said she and VP Perry Harker had attended the adult learner convening hosted by the John M. Belk Endowment in Greensboro on April 3 and April 4, 2024. She said the convening addressed how



to best service adult learners, for example the scheduling and length of classes, and also the background or support services that are needed for adult learners.

Dr. Mancini said she was delighted to announce Ms. Kristian Jenkins was honored by the North Carolina Comprehensive Community College Student Government Association (NC4 SGA) Conference, as the NC4SGA Advisor of the Year for the Eastern Division of North Carolina.

Dr. Mancini said trustees were aware Tony Pile, a Carteret CC student, is the current statewide N4C SGA president. Dr. Mancini said she was thrilled to now recognize Jennifer Maldonado-Castro, who will not only be taking over from John Martin as the 2024-2025 Carteret CC SGA president, but has also been elected to be the statewide president. Dr. Mancini said it is a tremendous achievement for the College to have produced the statewide SGA president for two consecutive terms.

Dr. Mancini said she was pleased to report that letters of support for Propel NC had been submitted by Carteret Health Care and Parker Offshore.

C. Student Government Association Report

Mr. John Martin reported that, at the last SGA meeting, members had been informed of proposed changes to the student and advisor travel policy. He said he had been happy to have Dr. Mancini in attendance at that meeting and available for questions. Mr. Martin said students had enjoyed the Solar Eclipse Viewing party and added that the SGA had donated desserts for the party. Mr. Martin said SGA elections are underway. He confirmed that Jennifer Maldonado-Castro will serve as the SGA president for the 2024-2025 school year and that he will be the vice president. Mr. Martin said Spring Fling, including Take Back the Night, is scheduled for April 10, after the board meeting. Mr. Martin said a QR code for a survey was available to the SGA's Senate meeting. The survey allows students to make recommendations on what the SGA might do better. The QR code will also be sent out via email.

Chair Darden invited Board comments.

BOARD COMMENTS

Trustee Bill Henderson said he was excited to learn that Dr. Joe Barwick would be the graduation speaker.

Trustee Jenkins thanked Mr. Ladenburger for his work on the alma mater.

Trustee Langston said she was excited about the ZuZu African Acrobats. She encouraged trustees to continue to participate in grant and fundraising efforts. Trustee Langston said she attends a lot of education meetings at the local and state level and noted Carteret CC gets a lot of positive recognition.

Trustee Doug Starcke said he is always happy to have the meeting start with Ms. Reash and a Foundation check presentation and he was excited about the alma mater.

Trustee Catherine Parker said she appreciates that the College is being represented very well at the state level and in our community and she wanted to thank everyone for their efforts.

Mr. John Martin expressed his thanks to the College for enabling students to attend conferences. He also said he had been able to attend a finance committee and had found it very eye-opening to see how much it actually costs for students to participate in those conferences.



Trustee Marek congratulated the SGA for the work they are doing locally and at the state level. She said she liked what she had heard about adult learners and the efforts being made to make workable schedules for those adult learners.

Trustee Penny Hooper said she agreed with everything that had been previously said and recognized that the ZuZu African Acrobats had received support from both the local and the state arts council, demonstrating the collaboration needed to bring these events to the community. Trustee Hooper also commented that the College gets praise at the state level and thanked Dr. Mancini for her efforts. Dr. Mancini commented she has a good team.

Trustee Johnson said she agreed with Trustee Langston that it is great to hear recognition of Carteret CC at the state level. She commented that Dr. Mancini always defers praise to her team but noted that Dr. Mancini is responsible for picking her team.

Trustee Rogers said that he had enjoyed the NCACCT Law-Legislative Seminar. He said that there had been a lot to learn and that he would like to attend more seminars. He said he had appreciated learning more about Propel NC and it had been especially useful to learn more about the complicated financial formulas applied to determine funding.

Chair Darden said she wanted to continue the theme of how well everyone was doing their jobs. She commended Ms. McMahon on the prior meeting minutes and said Ms. Cumbie's budget preparation was outstanding, with the budget-to-actual graph showing minimal variance. She said Mr. Nathan Branson and his team had done a very thorough and good job on the FEC survey, and with their analysis of the survey. She complimented them on doing so, especially because this was in addition to their regular jobs. Chair Darden also congratulated Dr. Brown on her nomination to the NC Community College System Office committee.

XII. CLOSED SESSION

Chair Darden requested a motion to go into Closed Session at 9:47 a.m. in accordance with N.C. GS 143-318.11(a)(6). Trustee Langston motioned to go in to Closed Session. Trustee Starcke seconded the motion. The motion passed unanimously by voice vote.

Trustees asked Ms. Angela McMahon to stay.

A motion was made to come out of Closed Session at 11:23 a.m. by Trustee Bill Henderson and seconded by Trustee Doug Starcke. The motion passed unanimously by voice vote.

Chair Darden said the motion on the floor is that Dr. Mancini's annual county supplement be increased to \$42,000, effective July 1, 2024, and that she will receive a \$4,000 performance bonus to be paid in the July 2024 paycheck. Trustee Jenkins moved the motion. Trustee Bill Henderson seconded the motion. The motion passed unanimously by voice vote.

XIII. ADJOURNMENT



There being no further business, Trustee Langston motioned to adjourn at 11:26 a.m. Trustee Jenkins 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
April 12, 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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Policy Proposal

Please complete the Policy Proposal Template below. (If you are proposing to make changes to an existing policy, please copy and paste the entire policy into the space below and make proposed changes in **RED**.)

New Policy **Revise Existing Policy**

Name of Person Making Recommendation: Amanda Bryant

Date Submitted: March 2024

Policy Number: 3.16

Policy Title: Sex Discrimination and Harassment Policy (Title IX)

Responsible Division: Office of the President

Citations: Title 20 USC, Chapter 38, Sections 1681 – 1688; Title IX of Education Amendments of 1972

SACSCOC: N/A

Policy Statement:

Carteret Community College in compliance with and as required by Title IX of the Education Amendments Act of 1972 and its implementing regulations ("Title IX") and other civil rights laws, as well as in furtherance of its own values as a higher education institution, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender, gender identity, gender expression, pregnancy, disability, age, religion, veteran status, or any other characteristic or status protected by applicable local, state, or federal law in admission, treatment, or access to, or employment in, its programs and activities.

Discrimination and harassment oppose the values and standards of the College and are incompatible with the safe, healthy environment that our College community expects and deserves and will not be tolerated. The College is committed to providing programs, activities, and an education and work environment free from discrimination and harassment.

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

The President shall ensure the development and maintenance of procedures that are consistent with the afore mentioned values and that comply with Title IX and other applicable regulations. The established procedures which are published in the College Catalog & Student Handbook, will encourage and support the prompt reporting of, and timely and fair resolution of complaints of sex discrimination and harassment.

"

Definition of Terms:

Sex-based harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including any of the following:

1. Quid pro quo harassment where an employee, agent, or other person authorized by the College to provide aid, benefit, or service under the College's educational programs or activities conditions the provision of an aid, benefit, or service on an individual's participation in unwelcome sexual conduct, whether done so explicitly or impliedly; or
2. Hostile environment harassment which is unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity; or
3. "Sexual assault," as defined in 20 U.S.C. § 1092(f)(6)(A)(v): an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation; including dating violence, domestic violence and stalking.

"Retaliation" means (1) any adverse action including direct and indirect intimidation, threats, coercion, discrimination, or harassment, including charges for conduct violations that do not involve sex discrimination or harassment or sexual harassment but that arise out of the same facts or circumstances as a report or complaint of sex discrimination or harassment or a report or formal complaint of sexual harassment) that is (2) threatened or taken against a person (a) for the purpose of interfering with any right or privilege secured by Title IX; or (b) because the person has made a report or formal complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing related to Title IX. ¹⁶



Attachment 3

MISSION STATEMENT

Carteret Community College serves and empowers our students and coastal community by providing high-quality education, workforce training, and lifelong enrichment in an innovative and inclusive learning environment.

Board of Trustees approved November 9, 2021

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TO: Carteret Community College Board of Trustees

FROM: Dr. Tracy Mancini, President

DATE: May 3, 2024

SUBJECT: Board of Trustees May 8, 2024, Meeting

The **image of the month** (right) features Carteret CC VP Perry Harker, **Parker Offshore** VP Sheila Glazewski, Carteret CC President Tracy Mancini, Parker Offshore President Scott Bauer, and Carteret CC Board Chair Melodie Darden at the 2024 State Board of Community Colleges **Pinnacle Awards** on April 17, 2024, at the Umstead Hotel Event Center in Cary. Parker Offshore was honored as the 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.”



VP Harker continues to serve on Governor Cooper’s NCTOWERS. He was invited to speak to Wake STEM Early College students regarding Workforce Development, Clean Energy Jobs, and Carteret CC’s plans to support Global Wind Organization (GWO) training and certification with the Governor and representatives from TotalEnergies and Duke Energy, partners in the Carolina Long Bay project near Wilmington.

More than 30 retirees attended our third annual **Retiree Luncheon** on Tuesday, April 30, in the Hospitality and Culinary Arts Center, including second president of Carteret CC **Dr. Donald W. Bryant**. **Gary Plough** won the longest-ago serving award for having started working at Carteret CC in 1968. Our Culinary and Baking & Pastry Arts students outdid themselves, serving an amazing meal.

On May 10, 188 students will walk in the College’s 60th Commencement Exercises in the Crystal Coast Civic Center. The estimated number of students who will complete a curriculum degree, diploma, or certificate this spring/summer is 305, with an estimated 257 unduplicated completers. Forty-five students from Career and College Ready program areas (ESL, Adult High School) will walk in that group’s graduation on May 8, to include 12 in Adult High School and 21 in High School Equivalency. In addition,



our Continuing Education programs report that more than 729 students have completed certifications and training programs in 2023-2024. We celebrate all of our students and their accomplishments and wish them the very best as they move on to their next challenges and endeavors.

We wrap up our **60th Anniversary Year of Celebration** this month, with a College Convocation in the updated **Joslyn Hall** on May 13 and a rededication/thank you event for our “Every Seat Matters” Campaign for **Joslyn Hall** on May 16. It has truly been a special year, and I am optimistic about the College’s capacity and strategic plan to “serve and empower our students and coastal community” as we enter our seventh decade.

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TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 04/30/2024
SUBJECT: Corporate and Community Education May Board Report

The Basic Skills Graduation Ceremony is Wednesday, May 8, 2024, at the Crystal Coast Civic Center; the event will begin at 4 p.m. We will honor students who have completed the Adult High School Diploma and the High School Equivalency (formerly GED) diploma. Dr. Maggie Brown will be our commencement speaker. Please join us for this special event.

Last month, the Certified Nursing Assistant program had its first student compete in SkillsUSA. The student, Jeffery Floyd, competed and finished first in his competition category. Congratulations to Jeffery Floyd.

We have scheduled the Firearms Training System (FATS) on campus in May for local law enforcement firearms certification. The FATS training is a computerized simulated system that uses shoot/don't shoot scenarios requiring officers to respond in various real-life situations.

We completed ServSafe certification training for Jim Dandy and Bayside Restaurant employees. ServSafe is a required sanitation and safety certification for employees in the hospitality industry.

We conducted an on-site Captain's License and Assistance Towing course for active-duty United States Coast Guard personnel at USCG Base Fort Macon.

Beaufort Ole Town Rotary awarded a \$2,000 grant for fire training equipment and Crystal Coast Fire Academy instructor uniforms. The equipment will be utilized at the Public Safety Training Facility.

Liz Hubbard, our Re-entry coordinator, attended last month's 2024 Rehabilitation and Re-entry conference in Raleigh, NC.

Victoria Washington, Small Business Center Coordinator, is the 2024 Carteret Community College Staff Person of the Year! Congratulations to Victoria.

The 2024 Eastern Carolina Job Fair was held on Wednesday, April 3, 2024, at the Crystal Coast Civic Center. Forty-seven employers were recruiting at the job fair, and more than ninety job seekers attended.

We are starting a new course, "Autism Technical Concepts," for educators and staff of Carteret County Public Schools and others who work with this population. It is a 48-hour course that aims to equip the participants with the necessary knowledge, skills, and abilities to work with individuals with developmental disabilities. After completing the course, the participants qualify to take the test for the Registered Behavior Technician (RBT) Certification.



The Corporate and Community Education staff participated in the annual Carteret County Chamber of Commerce Business After Hours Expo. Resource information was available for anyone interested in our programs.

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TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 04/29/2024
SUBJECT: Board of Trustee 05/08/2024 Meeting

- Tis the season! At the writing of this report, we are entering the final week of curriculum classes, and we have so much to celebrate! Currently, we have 188 degree, diploma, and certificate completers signed up to participate in our graduation ceremony.
- Our graduating class this year includes Natalia Melbard from Croatan High School who will be completing her Associate in Arts degree at the same time she is graduating from high school! While this was a regular occurrence with the early college and from home school students, we think this is only our second traditional high school student to complete the associate while in high school. Kudos to Principal Chris Davis, the counselors at Croatan, and our Career Coaches for allowing this student access to the courses needed to exercise dual enrollment to the fullest potential.
- I had the honor to participate with CCPS staff to interview the candidates for the Big Rock Teaching Fellows Scholarship. Hillary Blackwell, Croatan HS; Kenli Peppers, East Carteret HS; and Aubrey Mortl, Croatan HS were all awarded the scholarships and have been welcomed to Carteret CC to start their journeys to becoming teachers in the Carteret County Public School system. These ladies all exhibited the heart for students and the passion for teaching that will make them wonderful assets in service to the students of Carteret County.
- Both our students and our faculty have been earning recognition for their work in and outside the classroom! I am happy to announce that Shana Olmstead won the Meritorious Services Award, Kathy Foster won the Excellence in Teaching award, and our adjunct Cindy Knox won the A+ Adjunct award. These three represent the care, vision, and dedication to their programs and students that set the standard for education at Carteret CC. We are lucky to have them!
- Our 2024 Goellner Exchange students have been selected! Culinary graduates Dale Coffey and Gage Boggs and Culinary and Baking & Pastry graduate Ashlee Arredondo will travel in October to live and work in Northern France with our Escoffier partners for five weeks. This is a monumental experience for our students. We hope that you will continue to support the Goellner Exchange by patronizing the Escoffier dinner series. Next year's dinners will be on 9/17/2024, 12/06/2024, 1/28/2025, and 2/25/2025. Mark your calendars!
- Our students have been showing off their talents in the regional and state Skills USA competitions over the last few weeks. Our first-place state level winners will go on to compete on the national stage in Atlanta, Georgia this summer. The students all had dedicated faculty who trained and prepared them outside of class. I want to recognize Nicole Thompson, Laurie Freshwater, Bena Weires, Shana Olmstead, Michelle Somogy, James Clarkson, Victoria Washington, and all the faculty mentors for organizing and inspiring our participants. In addition, Carteret Community College was one of three NC community colleges to be honored as a Chapter of Distinction. And, last but certainly not least, Gage Boggs was installed as the NC Skills USA Post-Secondary President.

- Baking and Pastry: 3rd place, Amelia Lier; 5th place, Ashlee Arredondo
 - Culinary: 1st place, Gage Boggs; 3rd place, Breanna Turbeville
 - Restaurant Service: 2nd place, Christian Pritt
 - Customer Service: 1st place, Jennifer Maldonado-Castro
 - Job Interview: 1st place, Jenmekia Gay
 - Information Technology Services: 1st place, Pierce Toledo
 - Mobile Electronics Installation: 1st place, Lexus Sosa
 - Marine Services Technology: 4th place, Sean Whalen
 - Nurse Assisting: 1st place, Jeffery Floyd
- Our CCP and CCURE student Karlee Furtner has been selected to participate in UNCW's National Science Foundation funded Research Experience for Undergraduates program. This is an incredibly competitive program. UNCW usually has only 10 REU spots, and they reserve 2 for UNCW students. Under the guidance of our biology instructor Quent Lupton, this is the second year in a row a Carteret CC student has been selected for the program.
 - Our Photography Instructor, Ryan Adrick successfully secured a Foundation grant to host Appalachian State University Professor Joshua White to hold a workshop on tintyping. Josh is a nationally and internationally recognized photographer who has been featured in National Geographic and is regarded as a master of the historic tintype process. We are grateful to the Foundation for making the mini-grants available. This was a rich addition to our photographic technology offerings. We look forward to making more opportunities in photography available to the community.
 - Dean Doree Hill and several faculty and staff members including Lauren Seymour, James Eisenmann, Caz Chambers, Quent Lupton and some of his students, our work/study Jennifer Maldanado-Castro, Elizabeth New, Tobi Finizio, Caitlyn Rocci, and Jared Jones organized and staffed the NC SciFest event in the Bryant Student Center. The event included fun experiments applying scientific concepts. 48 children and their families participated.
 - Led by Special Programs Coordinator Clay Bochnovic, students from our guaranteed admission programs volunteered for the Escoffier Dinner series on April 16th as part of the inaugural Sweat Equity Grant in honor of Chef Randy Sweat. These students took on various roles during the event, including serving food, refilling water glasses, managing the bar, and engaging with attendees. The proceeds generated from this event will assist Pirate Promise and PathWays students as they work towards achieving their educational goals at partner universities.
 - We have many opportunities coming up to honor our graduates!
 - CNA Pinning, Civic Center, 4/29 at 5:30pm
 - CCURE Virtual Showcase, MAPS 204, 4/30 at 3pm
 - EMS Pinning, Wayne West 119, 5/02 at 10am
 - Culinary and BPA White Coat Ceremony, HCAC, 5/06, at 6pm
 - Radiography Pinning, HCAC, 5/08 at 1:30pm
 - Respiratory Pinning, HCAC, 5/08 at 5:30pm
 - Special Programs Graduation Reception, HCAC 5/09, at 5PM
 - Awards Night, Civic Center, 5/09 at 6pm
 - Associate Degree Nursing Pinning, Civic Center, 5/10 at 10am
 - Carteret CC Graduation Ceremony, Civic Center, 5/10 at 4pm

TO: Carteret Community College Board of Trustees
FROM: Donna Cumbie, Interim Vice President of Finance & Administrative Services
DATE: April 29, 2024
SUBJECT: Board of Trustee May 8, 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	11/01/23	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
Mar-24	04/01/24	04/02/24	\$ 121,359.78	04/01/24	04/08/24	\$ 673,411.26	04/01/24	04/02/24	\$ 6,331.65

Emergency Preparedness and Security

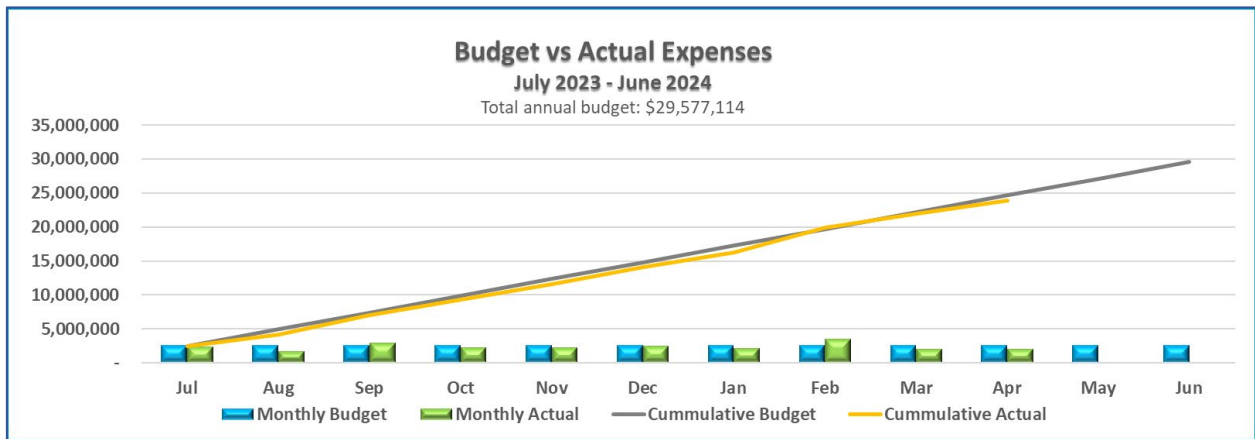
- Meetings Attended
 - Staff Executive Committee
 - ACCSSO (Association of Community Colleges Safety and Security Officials) Executive Board Meeting
 - Hospitality Culinary Arts Center Facility Rental Committee
 - Executive Leadership Council
 - Graduation Committee
 - Employee Events Committee
 - Attend Annual Association of Community Colleges Safety and Security Officials Conference

- Other
 - High School Equivalent Safety Orientation
 - Assist with the following events;
 - P.T.K. Induction Ceremony
 - Be Pro Be Proud Truck/Trailer for High School Students Carteret Health Care’s R/V Wayne West

Campus Information Technology

- Current Projects
 - Rural Broadband Project—The network configuration is set up. Because of network downtime, switch replacement will be done over the summer months.
 - Rural Broadband Project 2 –UPSs are being installed in network closets.
 - Working with Accenture on penetration testing for the network
 - Completed first round of risk assessment.
 - PII training for faculty and staff handling sensitive personal information will occur in May.
 - Working on EAGLE (Enhancing Accountability in Government through Leadership and Education) audit.
 - Getting ready for graduation events.

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	2,888,089	80.5%	\$ 433,653	407,661	94.0%	\$ 331,012	269,756	81.5%	\$ 4,353,226	3,565,507	81.9%
2XX Curriculum Instruction	7,387,852	6,105,349	82.6%	-	-	0.0%	1,062,542	1,022,542	96.2%	8,450,394	7,127,891	84.3%
3XX Continuing Education	2,296,067	1,637,409	71.3%	-	-	0.0%	250,358	191,250	76.4%	2,546,425	1,828,660	71.8%
4XX Academic Support	1,131,330	974,092	86.1%	-	-	0.0%	695,000	692,359	99.6%	1,826,330	1,666,451	91.2%
5XX Student Support	1,256,950	968,862	77.1%	-	-	0.0%	644,007	564,987	87.7%	1,900,957	1,533,849	80.7%
6XX Plant Operations & Maint.	-	-	0.0%	2,727,347	2,305,354	84.5%	38,347	23,492	61.3%	2,765,694	2,328,846	84.2%
7XX Proprietary/Other	-	-	0.0%	-	-	0.0%	245,414	199,047	81.1%	245,414	199,047	81.1%
8XX Student Aid	-	-	0.0%	-	-	0.0%	3,225,000	3,202,670	99.3%	3,225,000	3,202,670	99.3%
9XX Capital Outlay	1,516,461	461,423	30.4%	1,506,535	926,778	61.5%	1,240,678	1,127,610	90.9%	4,263,674	2,515,811	59.0%
TOTALS	\$ 17,177,221	13,035,225	75.9%	\$ 4,667,535	3,639,793	78.0%	\$ 7,732,358	7,293,713	94.3%	\$ 29,577,114	23,968,732	81.0%

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TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Director, Operations and Facilities
DATE: April 26, 2024
SUBJECT: Board of Trustee May 9, 2024 Meeting – Facility and Operations Updates

- Wayne West Health Science Simulation Center Phase III: Bids have been received and if approved, construction will begin with an anticipated August 15th completion.
- Public Safety Training Center (BLET): Bids have been received and if approved, construction will begin June 1.
- Howard Building: Construction has begun by Bobby Cahoon Construction and should be completed in approximately three weeks.
- New classroom wayfinding signage to begin installation the first of June. The Wayne West building will be the first completed and the new signs incorporate our LOGO and branding colors.
- Workforce Center for Construction Trades and Transportation Technology: land request documentation to be sent for approval at the June NC State Board.
- One-Door: Continue to work on building layout with Open End Designer.
- Sidewalk modifications: Many sidewalks have been repaired or extended to tie in with other walkways; proposals to the City of Morehead for additional sidewalks and food truck parking pad at Hospitality Center have been prepared.
- Luther Curtis, Custodial Manager, will retire effective May 30, 2024 after serving as a great roll model and leader for our custodial team.

Thank you,

Cindi Goodwin

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TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: April 29, 2024
SUBJECT: Board of Trustee May 8, 2024 Meeting Date

Fundraising and Donation & Resale Program revenue to-date for this new fiscal year is: \$430,260; 64.36% of total year budget goal. Endowment funding has grown by \$760,128 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.
- Foundation sponsored employee lunches during SGA Spring Fest
- Reviewing the Foundation Bylaws and policies with the Foundation Board's Governance Committee.
- Met with College and Foundation's new attorney representative
- Attended Crystal Coast Corks & Forks fundraising event with a Foundation board member on Friday, May 19th
- Attended Beaufort Wine & Food fundraising dinner event with a donor friend on Thursday, April 25th

The Annual Retiree Luncheon is scheduled for Tuesday, April 30th. Currently we are planning for 29 folks to attend based on RSVP's.

Joslyn Hall Grand Reopening invitations were sent out to donors, 2005 seat plague donors, and board members. The reception will take place Thursday, May 16th; 5pm. Please RSVP to attend the event.

The Foundation Finance Committee met and recommended the 2024-2025 Foundation Budget, the full board will review the recommended budget at a regular meeting on May 14, 2024.

The Foundation shared a booth with local business Hang 10 Donuts at the April 25th Chamber Business After Hours Expo. The focus of attending was to share information on the upcoming concert Celebration on the Sound, and sponsorship opportunities with local business.



2024 EVENTS

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.

Taste of The Sound – June 19th

The Black History Committee is hosting a dining experience that celebrates the rich culinary heritage of the American South. These unique dishes will be prepared by six African American student chefs in the culinary program here at the college. Visit www.carteret.edu/events to purchase tickets.

Spanish Mackerel Fishing Tournament – July 19th – 27th

Registration open now. 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	
Beaufort Ole Town Rotary	Fire academy	\$2,000		\$2,000
NC Sea Grant	Shellfish Academy	\$33,872	33,872	

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TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: April 29, 2024
SUBJECT: Board of Trustee May 2024 Meeting

Recruiting/Hiring*

Position	Replacing	Status
Instructor, EMS	New	2 nd interviews pending for 2 candidates
PT Family Support Spec – TRIO	New	Njideka White DOH 4/23/24
Nursing Instructor	Kay Tosto	2 nd interviews pending for 2 candidates
VP, FAS	Donna Cumbie	Interviews 4/19 & 29
Director, Basic Skills	Diane Matlock	Interviews 3/22; 2 nd interviews pending
Custodian	Sara George	Toni Almond DOH 5/6
Custodian	New due to restructure	Candidate withdrew; new interviews pending
Respiratory Technology Clinical Coordinator	David Roach	Posting closes 4/22; pending supervisor review
Chair, Human Services	Kathy Foster	Posting closes 4/22; pending supervisor review
IT Help Desk Manager	Debbie Favorites	Posting closed 4/11; pending supervisor review
Chair, Surgical Technology	New	Interviews 4/9 & 11; 2 nd interview pending
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

April Headcount		April Turnover	FY24 YTD Turnover	Historical Turnover
F/T Perm Faculty	68	1.75%	7.19%	FY23: 13.11%
F/T Perm Staff	101			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	338			FY18: 6.49%



Recent Employee Departures

Position	Name	Date
Instructor, Esthetics (perm p/t)	Teresa Kreman	4/23/24
Manager, Help Desk (IT)	Debbie Favorite	4/30/24
Instructor, Nursing	Kay Tosto	4/30/24

Other:

- 7th session for Carteret Leadership Academy completed. Good discussion regarding teams and team accountability.

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TO: Carteret Community College Board of Trustees

FROM: Ed Ladenburger, SEC – Staff Executive Committee Chair

DATE: April 29, 2024

SUBJECT: 8 May 2024 - Board of Trustee Meeting

The Staff Executive Committee met on April 19th.

Staff member of the year voting concluded and Victoria Washington has been selected and announced as the 2023-2024 recipient. Ed Ladenburger will formally present Victoria with this award during Awards Night.

With the BOT approval of the Alma Mater, practice and recording sessions are ongoing in preparation for graduation.

A joint staff/faculty appreciation celebration discussion and a proposal for an ice cream truck was passed along to the FEC committee chair for consideration. They agreed with the general plan and we will host the ice-cream truck during the employee picnic.

A request from the Foundation was considered and approved. SEC will support the Foundation during the Fall 2024 Campus Week of Giving. Details will be discussed with the foundation, but may include helping with a meal and story sharing [individuals and programs will share the impact of a generous foundation].

Nominations for next year's SEC officers are currently being solicited and new officers will be voted into place at the June meeting [Date to be determined]. The May meeting has been canceled due to conflicts with Memorial Day weekend.

The next meeting of SEC: June [TBD], 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 29, 2024

SUBJECT: Board of Trustees May 8, 2024, Meeting

- Dr. Mancini attended our April 12th FEC meeting to be a part of the discussion about our survey. Our FEC Report on the Survey was published on Sharepoint on April 2nd. Dr. Mancini specifically came to hear our thoughts and suggestions concerning how to improve communication on campus. 65% of the faculty who took the survey said that communication is an area that CCC can improve in. Faculty who attended this meeting gave multiple suggestions for improvement and also named potential causes for obstacles in communication. During this conversation FEC and Dr. Mancini also discussed procedures during Pink Days. Overall, we felt like this was a good conversation.
- At our next FEC meeting on May 10th we plan on discussing potential issues to address for the 2024-2025 academic year. We plan to use the survey as a guide for our discussion.
- For the 2024-2025 academic year Ryan Adrick will serve as the Chair of FEC and Andrea Cole will serve as the Chair Elect. The secretary spot is vacant at the moment. We are in the process to address this.
- The 2023-2024 winner for the Excellence in Teaching is Kathy Foster. This award is given to one outstanding full-time faculty member every year. The winner for the A+ in Teaching award was given to Cindy Knox. This award is given to one outstanding adjunct faculty member every year.

Nate Branson

FEC Chair

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TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 4/29/2024
SUBJECT: Board of Trustee 5/08/2024 Meeting

- 1) The SGA attended the Annual Spring Conference for the N4CSGA in Durham, April 5th -7th. Jennifer Maldonado-Castro was nominated as the 2nd N4CSGA President from Carteret Community College for the 2024-2025 academic Year.
- 2) I was also voted as the Eastern Division Advisor of the year as well as voted onto the Advisory Council for the N4CSGA for the 2024-2025 academic year.
- 3) The SGA held our Annual Spring Fling on April 10th from 11am-1pm in the Civic Center.
- 4) SGA Elections will be held on 4/29/24. The 2023-2024 Executive Board will be having our last weekly meeting 5/6/24. This meeting will be used to transition from the old board to the new board. We currently have 3 positions running, Jennifer Maldonado-Castro for President, John Martin for Vice President, and Skylar Smith for Public Information Officer.
- 5) The SGA is sponsoring a drink or sweet treat from Sweet Beans for all Faculty for Teacher Appreciation week, which is from May 6th to May 10th. Faculty can go to Sweet beans anytime during this week on the SGA!
- 6) The SGA is also doing a Faculty of the Year award, voting for the nominees began 4/26/24 and will end 4/30/24.

TO: Carteret Community College Board of Trustees
FROM: John Martin
DATE: April 29, 2024
SUBJECT: Board of Trustee 5/8/24 Meeting

- 1) Spring Fling feedback discussion will be held on 4/29/24, We hope to learn what we can improve for next year's Spring Fling. In addition, what people would like to see at our next Spring Fling event.
- 2) SGA Elections will be held on 4/29/24. The 2023-2024 Executive Board will be having our last weekly meeting 5/6/24. This meeting will be used to transition from the old board to the new board.
- 3) The SGA is sponsoring a drink or a sweet treat from Sweet Beans for all Faculty for Teacher Appreciation week, which is from May 6th to May 10th.
- 4) The SGA is also doing a Faculty of the Year award, voting for the nominees began 4/26/24 and will end 4/30/24.