



TO: All Members of the Board of Trustees
 FROM: Mrs. Melodie Darden, Chair, and Dr. Tracy Mancini, President and Secretary
 SUBJECT: Board Meeting: Wednesday, June 12, 2024, at 9:00 AM, Henry J. McGee Boardroom

| AGENDA | | | |
|--------|---|---|---|
| I. | * | CALL TO ORDER A. Ethics Statement | Chair Melodie Darden |
| II. | | FOUNDATION CHECK PRESENTATION A. Allies for Cherry Point's Tomorrow | Chair Darden Mayor Will Lewis |
| III. | * | APPROVAL OF AGENDA | Chair Darden |
| IV. | * | APPROVAL OF MINUTES (May 8, 2024 Attachment 1) | Chair Darden |
| V. | | CHAIR REPORT | Chair Darden |
| VI. | | NEW EMPLOYEES/ROLES A. Cathy Deal B. Louis Giambertone C. Toni Almond D. Scott Lane | Chair Darden Mrs. Laurie Freshwater Mrs. Cindi Goodwin Dr. Mancini |
| VII. | | PRESENTATION A. Human Resources | Chair Darden Mrs. Amanda Bryant |
| VIII. | * | NEW BUSINESS A. Consideration of July Meeting | Chair Darden |
| IX. | * | OLD BUSINESS A. Title IX Policy Change second read | Chair Darden Mrs. Amanda Bryant |
| X. | | COMMITTEE REPORTS A. Personnel, Policies, & Bylaws 1. Review Board Self-Assessment * B. Finance 1. Annual Budget Continuing Resolution * C. Nominations 1. Approve Slate of Officers | Chair Darden Trustee Mary Charles Jenkins Trustee Dee Meshaw Trustee Wrenn Johnson |
| XI. | | OTHER REPORTS A. Foundation Liaison B. President's and Executive Leadership Council Reports (Attachments 2,3,4,5,6,7,8,9,10) | Chair Darden Trustee Hooper Dr. Mancini |
| XII. | | BOARD COMMENTS | Chair Darden/Trustees |
| XIII. | * | ADJOURNMENT | Chair Darden |

*Indicates Item for Action

| DATE | EVENT | TIME | LOCATION |
|-----------------------|---|-----------|-------------|
| June 13, 2024 | Celebration on the Sound | 6:00 p.m. | Carteret CC |
| June 19, 2024 | A Taste of the South | 6:00 p.m. | HCAC |
| July 4, 2024 | July 4 th Holiday, School closed | | |
| July 19-July 27, 2024 | 17 th Annual Spanish Mackerel & Dolphin Fishing Tournament | | |



CARTERET COMMUNITY COLLEGE BOARD OF TRUSTEES

MINUTES OF MEETING

May 8, 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 May 8, 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 (Via zoom)

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

Trustees Absent

Mrs. Catherine Parker

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 McMahan

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 | SEC Chair |
| Ms. Nicole Thompson | Dean, Applied Sciences |
| Ms. Melanie Reels | Director, Trio |
| Ms. Njideka White | Family Support Specialist, CCAMPIS program |

Students Present

| | |
|--------------|---------------------------|
| Gage Boggs | Jennifer Maldonado-Castro |
| Jenmekia Gay | Pierce Toledo |
| Lexus Sosa | Jeffrey Floyd |

Guests Present

| | |
|---------------------|---------------------|
| <u>Henry Family</u> | |
| Ben Beard | Joseph Carter III |
| Emily Carter | Victoria Washington |
| Laveria Murrell | |

Pink Knoll Shores Women's Club

Renee Rogers, Club President
Kay Howe, Scholarship Chair
Veronica "Ronnie" Stanley, Member

| | |
|------------------|--------------------------------------|
| 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 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. SkillsUSA State Gold Medalists

Ms. Nicole Thompson, Dean of Applied Sciences, introduced six students who won gold medals at the recent statewide SkillsUSA competition. These students will represent the College at the National SkillsUSA Championships in Atlanta in June. The students were Gage Boggs for Culinary Services, Jennifer Maldonado-Castro for Customer Services, Jenmekia Gay for Job Interview Skills, Pierce Toledo for Information Technology Services, Lexus Sosa for Mobile Electronics Installation, and Jeffrey Floyd for Nurse Assisting. Chair Darden congratulated all the students and wished them well at the competition.



III. FOUNDATION CHECK PRESENTATION

- A. Members of the Henry Family presented a check on behalf of the Henry Family Legacy Scholarship Fund. The Henry Family Legacy Scholarship was recently established by family members. This scholarship will be awarded for the first time for the Fall 2025 semester in the amount of \$500. To be eligible students must maintain a 3.0 GPA, be a resident of Carteret County, be enrolled at least part-time, and be a graduate of either East Carteret High School or West Carteret High School.
- B. Renee Rogers, Kay Howe, and Veronica Stanley presented a check on behalf of the Pine Knoll Shores Women's Club. The Pine Knoll Shores Women's Club provides funding support for an annual scholarship. The scholarship is awarded to non-traditional female students enrolled in any curriculum program who have a financial need and are residents of Carteret County. Since 2006 the club has provided over \$31,200 in scholarship funding for students.

IV. APPROVAL OF AGENDA

Chair Darden presented the May 8, 2024, agenda for approval by the Board.

Trustee Rosa Langston motioned to approve the May 8, 2024 agenda. Trustee Penny Hooper seconded the motion. The motion passed unanimously by voice vote.

V. APPROVAL OF MINUTES

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

Trustee Bill Henderson motioned to approve the April 10, 2024 minutes. Trustee Doug Brady seconded the motion. The motion passed unanimously by voice vote.

VI. CHAIR REPORT

Chair Darden said she and Trustees Hooper, Langston and Jenkins had attended the ZuZu African Acrobats performance at East Carteret High School on April 12, 2024. She said she, Dr. Mancini, and other members of administration had attended an introductory meeting with Ms. Jane Gordon, the College's new legal counsel. Chair Darden said attending the NC Community Colleges' Pinnacle Awards in Raleigh on April 17, 2024 had been the highlight of the month for her. She noted that Parker Offshore received 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. Chair Darden said it was evident at the event that Dr. Mancini and Carteret CC are respected throughout the state. Chair Darden said she had particularly enjoyed talking with Mr. Anthony Pile, current Carteret CC student and N4C SGA President, and she expressed that he was a great ambassador for the College. Chair Darden thanked Trustee Jenkins for attending the Student Art Exhibition on April 17, 2024. Chair Darden noted that she and Trustee Hooper had attended the College Retiree Luncheon on April 30, 2024. She said she had especially enjoyed welcoming Dr. Donald Bryant, second president of Carteret CC, to the luncheon. Chair Darden thanked Trustee Wrenn Johnson for attending the EMS Pinning on May 2, 2024.

Chair Darden reminded trustees that Awards night was on May 9, 2024, and Graduation was on May 10, 2024. She said that a donor recognition event for Joslyn Hall would take place at 5:00 p.m. on May 16, 2024, and she asked trustees to let Ms. Brenda Reash know if they planned to attend. Chair Darden said tickets were available for Celebration on the Sound on June 13, 2024.



VII. NEW EMPLOYEES

Dr. Maggie Brown invited Ms. Melanie Reels, Director of TRIO, to introduce Ms. Njideka White who has joined her team as a Family Support Specialist in the CCAMPIS program. Ms. Reels said that Ms. White will be instrumental in connecting students with the childcare related services, resources and assistance that they require to graduate.

VIII. NEW BUSINESS

A. First Read Title IX Policy Change

Mrs. Amanda Bryant presented a draft revised Title IX policy, reflecting new federal regulations and moving a section of narrative from the procedure document to the policy document. Mrs. Bryant requested that Ms. McMahon email the full red-line version of the revision to the trustees.

B. Board Self-Assessment

Trustee Jenkins informed trustees that the Board Self-Assessment survey would be sent out after the meeting, and completed surveys are due by May 22, 2024, at 11:59 p.m. She reminded trustees that 100% participation is required.

C. Review Mission Statement

Chair Darden read the current Mission Statement and said she believed it to be a very strong statement. She asked trustees if there were any proposed revisions. Trustees concurred there should be no changes to the Mission Statement.

D. Nominations Committee

Trustee Wrenn Johnson, Chair of the Nominations committee, confirmed the committee would be meeting to propose the slate of officers to be voted on and take office at the Board's first meeting of the 2024-2025 fiscal year.

E. College Seal

Ms. Logan Okun said the current College seal was an inherited one and she does not have the clean graphics needed to re-produce the seal. She said she has been working with a graphics firm to clean up the existing seal files and thought perhaps this might be the opportunity to refresh the seal. She suggested updating the font to use branded font, removing the "CCC" from the center of the seal because the College's style manual calls for the abbreviated name to be Carteret CC, and using the new trawler design. Discussion followed. Trustees agreed Ms. Okun should proceed with refreshing the seal design.

IX. Presentation

A. Operations & Facilities

Mrs. Cindi Goodwin gave a very informative presentation on her Operations and Facilities team and on completed, current, and planned Operations and Facilities activities.



X. COMMITTEE REPORTS

A. Curriculum and Student Support Committee

Chair Darden invited Trustee Langston to update trustees on Curriculum and Student Support committee activity.

1. Course Fees (Curriculum, Corporate and Community Education, Other)

Trustee Langston said the committee had met with Dr. Mancini, Dr. Maggie Brown, and Mr. Perry Harker and had reviewed the proposed fee schedules in detail. Dr. Mancini confirmed there would be no institutional fee changes. Discussion followed.

Trustee Langston said the Curriculum and Student Support Committee brings to the full Board a motion to approve the proposed course fees for 2024-2025 in the Curriculum, Corporate and Community Education, and Institutional fee areas presented by staff at the recent Curriculum and Student Support Committee meeting.

The motion passed unanimously by voice vote.

2. Calendar 2025-2026

Trustee Langston said the proposed 2025-2026 calendar started classes two days earlier than the current State mandate. If the calendar were approved by the Board, the College would be required to submit a request to the State to approve the early start. Dr. Brown said the State academic year starts on a Friday. She said that by adjusting the calendar to start the school year on a Wednesday, the College is able to start Tuesday/Thursday classes and Wednesday/Friday classes. Trustee Langston also said the proposed 2025-2026 calendar aligns with the Carteret County Public Schools' spring break. This helps students with scheduling. Trustee Will Rogers commented that the Carteret County Public Schools board is currently being sued over an early start calendar. Trustee Langston said the College is a separate entity to the Carteret County Public Schools. She reminded trustees that the 2024-2025 calendar has already been approved. She said the College plans two years ahead and it is the 2025-2026 calendar that is under review.

Trustee Langston said the Curriculum and Student Support Committee brings to the full Board a motion to approve the 2025-2026 Academic Calendar as proposed.

The motion passed unanimously by voice vote.

3. Early Child Care Programs

Trustee Langston said that a lack of student enrollments in the Early Childhood programs meant the programs were no longer sustainable. She said enrollment in Teacher Preparation classes was increasing and offers an alternative to the Early Childhood programs. She said there is an active Early Child Care program at Craven CC. Trustee Langston said an Early Child Care Introduction Program will be offered through Continuing Education.

Trustee Langston said the Curriculum and Student Support Committee brings to the full Board a motion to teach-out the current Early Childhood Education curriculum certificate students and to terminate the Early Childhood Education program and certificate, effective Fall 2024.

The motion passed unanimously by voice vote.



B. Building and Grounds

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

1. Receive/Accept Foundation Donation of Land for Trades/Transportation Center

Trustee Henderson said the Building and Grounds committee had met on May 2, 2024. He said the Foundation has five parcels of land that together represent the future site of the Trades/Transportation Center. He said the Foundation's Board of Directors has agreed to donate the land to the College.

Trustee Henderson said the Building and Grounds Committee brings to the full Board a motion to accept the donation of five parcels of land from the Carteret Community College Foundation that currently comprise the Boatyard and Pottery for the future Workforce Center for Trades and Transportation Technology.

The motion passed unanimously by voice vote.

2. Approve McGee Piping/HVAC Improvements for 3-1

Trustee Henderson said the piping and HVAC renovation project in the McGee building has funding secured in the amount of \$1.2 million after receiving approval from the county for \$700,000 in additional funds. As the scale and cost of the project has increased, a 3-1 form must be submitted to the State Board of Community Colleges and Board approval is required to proceed.

Trustee Henderson said the Building and Grounds Committee brings to the full Board a motion to approve the low bid for the McGee piping/HVAC project by Brady Trane Services and to authorize the president and delegated staff to pursue infrastructure work not to exceed \$1.2 million in approved county funds for said project.

The motion passed unanimously by voice vote.

Trustee Meshaw noted that she had been with the County for over 20 years and this was the first time in her recollection that the College had requested emergency funds. She said the college has done a very good job of managing its budget.

XI. OTHER REPORTS

A. Foundation Liaison

Trustee Hooper said the Foundation Board of Directors will meet on May 14, 2024. She noted that, in the monthly Foundation report, funds raised already met 64% of the annual budget. Trustee Hooper said she attributed much of the Foundation's success to the leadership of Ms. Reash. Trustee Hooper said she had attended the Retiree Luncheon and enjoyed excellent food and company. She said 1500 tickets had been sold to date for Celebration on the Sound on June 13, 2024.

B. President's and Executive Leadership Council Report

Dr. Mancini referenced the reports in the board packet and called attention to the current graduation statistics, both in Curriculum courses and students completing Continuing Education courses.



Dr. Mancini asked trustees to look at Joslyn Hall while on campus. She said faculty and staff would meet in the newly renovated Joslyn Hall on May 13, 2024, and the Foundation would host a donor recognition event on May 16, 2024.

Dr. Mancini said she too was very proud of the Pinnacle Award. She thanked trustees for the grasp they have on what is happening at the College.

C. Student Government Association Report

Mr. John Martin introduced Ms. Jennifer Maldonado-Castro as the SGA President-Elect.

Chair Darden invited Board comments.

XII. BOARD COMMENTS

Trustee Bill Henderson commended the relationship the College has built with the County Commissioners. He encouraged all trustees to attend graduation.

Trustee Jenkins said that both she and Trustee Meshaw had commented on how sharp campus looked as they arrived. She commended the Operations and Facilities team on their efforts.

Trustee Langston referenced Dr. Mancini's report and said the Institution is graduating students with training and qualifications that are greatly needed locally.

Trustee Marek said she was excited to see the SkillsUSA students.

Trustee Rogers said he was excited to see business relationships recognized, referencing the Pinnacle award.

Trustee Doug Starcke said there had been a lot of great information shared in the meeting and he congratulated the SkillsUSA medalists.

SGA President John Martin thanked trustees for having him at meetings throughout the year. He said he had learned a lot and, until this year, had had no appreciation of what the board did.

Trustee Hooper said she agreed with trustees' comments. She said it was a privilege to serve and she said the College has a great staff and faculty. She said the Foundation is doing a great job.

Trustee Meshaw congratulated the SkillsUSA medalists and all the graduates. She thanked staff and faculty.

Trustee Brady wished good luck to the SkillsUSA contestants at the national competition. He said he appreciated Chair Darden's comments on how the College was recognized and the President so well known in State circles. He said, after looking at the course list, the College really does offer a huge number of classes.

Trustee Johnson said she agreed with all prior comments. She said none of the College successes are possible without the staff and faculty. She said they are appreciated and should be celebrated. She said an individual had recently talked to her about the Aquaculture program, without knowing of her involvement in the College, and said they were considering a career change because of their positive experiences with the program.



Chair Darden said this week, as Awards and Graduation week, is what we are all here for. She said Dr. Brown’s report was inspirational. She welcomed Jennifer Maldonado-Castro.

XIII. ADJOURNMENT

There being no further business, Trustee Jenkins motioned to adjourn at 10:39 a.m. Trustee 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
May 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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TO: Carteret Community College Board of Trustees
FROM: Dr. Tracy Mancini, President
DATE: June 5, 2024
SUBJECT: Board of Trustees June 12, 2024, Meeting



The **image of the month** (left) features the newly completed Joslyn Hall. A project to celebrate Carteret CC's 60th Anniversary, the updated seats, paint, flooring, lighting, sound boards, and more were made possible by generous donors who contributed more than \$345,000 to the Foundation's **Every Seat Matters** campaign. Still to come are upgrades to the Brady Sound Garden on the east side of the McGee Building. The auditorium opened the

week of May 13, with a faculty and staff convocation and a donor reception on May 16.

Donna Cumbie's report features a graph of College financials near the end of fiscal year 2024, showing us just under budget. I would like to thank Donna for her excellent work as interim VP of Finance and Administrative Services. Her attention to detail and dedication to accurate and ethical financial decisions have served the College well. We wish her a very happy, well-earned retirement on August 1. She will be missed.

Summer curriculum enrollment for the College has increased more than 5% in headcount and approximately 10% in estimated FTE. As **VP Dr. Maggie Brown** mentions in her report, summer enrollment is the highest it has been since the System Office began posting dashboards in 2018. Thanks to all of the staff and faculty who have played a role in growing our enrollment.

As stated in **VP Harker's** report, the College will be changing the name of his division to **Workforce and Continuing Education** on July 1 to match System Office nomenclature and better reflect the division's work. Likewise, the name of the Basic Skills department will change to **College and Career Readiness (CCR)**. Both of these names better align with Carteret CC and statewide priorities and goals. So far, our graduates in licensure programs are shining. EMS reports **100% pass rate for paramedics**.

As a result of a student from another college withdrawing from the competition, Carteret CC will be sending **7** (not 6) students to compete in the national **SkillsUSA** competition in Atlanta in June. Former runner-up in Restaurant Service, Christian Pritt, will represent us well. Look for results in an email in late June.

Trustees, thank you for your continued dedication to Carteret Community College. We are grateful for your participation and your commitment to ensuring the College provides quality education, training, and service to our county and beyond. We wish you and your families a wonderful summertime.

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TO: Carteret Community College Board of Trustees
FROM: Perry Harker
DATE: 05/30/2024
SUBJECT: Corporate and Community Education June Board Report

The Basic Skills Department held its Graduation on Wednesday, May 8, 2024. The commencement speaker was Dr. Maggie Brown, who provided an inspirational and informative address. More than sixty students participated and received their Adult School diploma or their High School Equivalency (formerly GED) diploma.

Basic Skills Director Diane Matlock retired at the end of May with more than 25 years of service. We appreciate her outstanding service and contributions to the college.

We held the Graduation Ceremony for students completing the Crystal Coast Fire Academy in May. Emerald Chief Benny Whitley was the speaker. Graduates received State Firefighter I & II and hazmat certifications and are now North Carolina Certified Firefighters.

We held pinning ceremonies for students completing the certifications of Massage Therapy II, Phlebotomy, and Manicurist II. Many of the students are already employed.

We recently held graduation at Carteret Correctional Center for Masonry and High School Equivalency courses. A total of 12 students participated in the event, including live musical performances by staff and inmates.

Carteret CC hosted Marine Safety Instructor Training provided by the Alaska Marine Safety Education Association (AMSEA) to support the Commercial Fishing Academy. This training focused on Fishing Vessel Safety, Cold Water Survival Skills, and Methods of instruction. The training also included live firefighting, life raft deployment exercises, and emergency signal flares.

We started the summer Certified Nursing Assistant (CAN) schedule with 46 students. The summer is an accelerated schedule of 10 weeks. In addition, a CNA student competes in SkillsUSA Nationals June 24 - 28 in Atlanta.

A requirement of the Corporate and Community Education internal accountability plan is to report a summary of the internal audit results to the Board of Trustees. For fall 2023 and spring 2024, all staff exceeded the required visitation percentages and found class meetings as scheduled, with good attendance.

Our Re-entry program participated in an Expungement Clinic at Religious Community Services in Craven County. The Re-entry Council is scheduling a similar clinic in Carteret County. Our staff presented at the Electrical Contractors Association on 5/16/24, at which many members stated they would be open to hiring justice-involved individuals. In partnership with Carteret County Re-entry Council, we are partnering with Trillium Health Services to host a Re-Entry Simulation on 9/10/24 at the Beaufort Hotel.



The WIOA Team has supported more than 80 students at Carteret Community College this year, assisting with tuition, textbooks, uniforms, transportation, and emergency aid for those who qualify. Sixteen students were also placed into paid work experience with local employers, gaining valuable work experience. At the CCC Awards Ceremony on May 9, the WIOA Team proudly presented the WIOA Outstanding Youth Recipient award to Shawn Fuller and the WIOA Outstanding Adult Recipient award to Kiara House. Both students were also nominated for the Governor's NCWorks Awards of Distinction.

Nine Carteret County Public Schools educators and staff are enrolled in the Autism Technical Concepts summer course. After completing the course, the participants can work with students to provide practical, ethical instruction and healthcare support. Upon completion of the training, participants will qualify for the Registered Behavior Technician (RBT) Certification.

General Contractors of the Carolinas will sponsor our Fourth Cohort of the Construction Academy starting in June. As part of the partnership, the Contractor's Association covers the registration and supply costs for the class and pays participants a \$750 stipend. Additionally, the organization provides marketing help and airs radio commercials promoting the construction trades career on billboards. The nearest billboard to our service area is on US Highway 70 and Sermons Blvd. near Havelock.

To better align with our college mission and with the North Carolina Community College state office divisions, Corporate and Community Education (CCED) will now be called Workforce & Continuing Education (WCE), and the Basic Skills Department will now be known as College & Career Readiness (CCR).

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TO: Carteret Community College Board of Trustees
FROM: Maggie Brown, Vice President of Instruction and Student Support
DATE: 06/03/2024
SUBJECT: Board of Trustee 06/12/2024 Meeting

- We are off to a fantastic start of the summer semester. Summer curriculum enrollment is up in FTE 10% over last summer. Our Curriculum summer headcount is higher than it has been any summer recorded on NCCCS dashboards which go back to summer 2018. We can trace this growth to the extension of several faculty positions from 10 month to 12 month and to expansion in enrollment in the sciences, EMS, Associate Degree Nursing, Business Administration, Information Technology, Horticulture, Criminal Justice, Welding, and Culinary.
- On the 12th of this month, we will be hosting a lunch and learn for the CCPS/CHC CAPE summer intern students. We will be presenting CCP opportunities, traditional enrollment areas, financial aid, and scholarship opportunities.
- We are very excited about our American Heritage car show on Saturday the 15th following the Celebration on the Sound. The event will be in the McGee parking lots from 10am-5pm. We are currently accepting entries. More information is available at <https://carteretccfoundation.redpodium.com/carteret-community-college-american-heritage-car-show>.
- Our Culinary program is partnering with the Black History Committee on A Taste of the South dinner on June 19th. Set your mouth for a celebration of the Southern culinary heritage with a four-course meal that will display the talents of our Culinary student chefs. Tickets are available at <https://carteretccfoundation.ticketspice.com/taste-of-the-south>.
- Our Dean of Student Services, Lewis Stroud has been nominated to be the Southeast Regional Representative for the Student Development Administrators Association (SDAA) which serves as the voice of Student Development Administrators of Community Colleges in North Carolina. Our region includes Bladen, Brunswick, Cape Fear, Carteret, Coastal Carolina, Craven, James Sprunt, Lenoir, Pamlico, Sampson, and Southeastern. As the Southeastern Regional Representative, Lewis will serve as a member of the Executive Committee. As an elected regional member-at-large, he will convene informal meetings of student development administrators in the Southeastern region to share information on current and emerging issues.

TO: Carteret Community College Board of Trustees
FROM: Donna Cumbie, Interim Vice President of Finance & Administrative Services
DATE: June 3, 2024
SUBJECT: Board of Trustee June 12, 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 |
| Apr-24 | 05/01/24 | 05/02/24 | \$ 96,800.99 | 05/01/24 | 05/06/24 | \$ 606,176.11 | 05/01/24 | 05/02/24 | \$ 606,737.41 |

Emergency Preparedness and Security

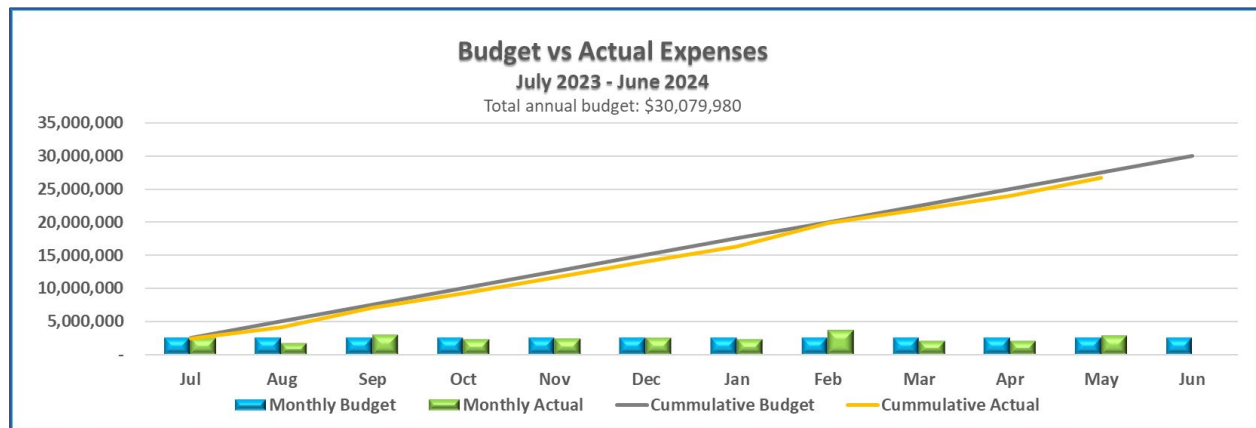
- Meetings Attended
 - Staff Executive Committee
 - Convocation
 - Graduation Committee Meeting

- Other
 - High School Equivalent Safety Orientation
 - Awards Ceremony
 - Graduation
 - Various Pinning's and Divisional Graduations
 - Safety Review at "The Bridge Downeast"
 - All Personnel participated in Professional Development Training
 - Various on-campus events from outside entities requiring Security

Campus Information Technology

- Current Projects
 - Rural Broadband Project—Network switches have been replaced in all but 3 closet locations.
 - Rural Broadband Project 2 – UPSs are installed as the network switches are installed.
 - We should hear about the SLCGP 2 grant this month. If awarded, we will be able to get some much-needed security and compliance tools from Microsoft.
 - Two IT team members have been promoted, filling vacant positions. We are in the process of filling the IT Specialist position.
 - TEAMia demo is scheduled for June.

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 | \$ 3,655,918 | 3,316,367 | 90.7% | \$ 451,147 | 424,661 | 94.1% | \$ 360,000 | 351,705 | 97.7% | \$ 4,467,065 | 4,092,733 | 91.6% |
| 2XX Curriculum Instruction | 7,333,613 | 6,663,628 | 90.9% | - | - | 0.0% | 1,367,809 | 1,388,690 | 101.5% | 8,701,422 | 8,052,318 | 92.5% |
| 3XX Continuing Education | 2,329,210 | 1,822,026 | 78.2% | - | - | 0.0% | 225,000 | 204,915 | 91.1% | 2,554,210 | 2,026,941 | 79.4% |
| 4XX Academic Support | 1,155,103 | 1,052,012 | 91.1% | - | - | 0.0% | 800,000 | 750,040 | 93.8% | 1,955,103 | 1,802,052 | 92.2% |
| 5XX Student Support | 1,260,448 | 1,121,349 | 89.0% | - | - | 0.0% | 650,000 | 619,755 | 95.3% | 1,910,448 | 1,741,104 | 91.1% |
| 6XX Plant Operations & Maint. | - | - | 0.0% | 2,709,853 | 2,381,485 | 87.9% | 47,415 | 44,056 | 92.9% | 2,757,268 | 2,425,541 | 88.0% |
| 7XX Proprietary/Other | - | - | 0.0% | - | - | 0.0% | 245,000 | 242,574 | 99.0% | 245,000 | 242,574 | 99.0% |
| 8XX Student Aid | - | - | 0.0% | - | - | 0.0% | 3,230,000 | 3,233,321 | 100.1% | 3,230,000 | 3,233,321 | 100.1% |
| 9XX Capital Outlay | 1,442,929 | 1,019,488 | 70.7% | 1,506,535 | 927,579 | 61.6% | 1,310,000 | 1,307,465 | 99.8% | 4,259,464 | 3,254,532 | 76.4% |
| TOTALS | \$ 17,177,221 | 14,994,870 | 87.3% | \$ 4,667,535 | 3,733,725 | 80.0% | \$ 8,235,224 | 8,142,519 | 98.9% | \$ 30,079,980 | 26,871,114 | 89.3% |

TO: Carteret Community College Board of Trustees
FROM: Cindi Goodwin Director, Operations and Facilities
DATE: May 30, 2024
SUBJECT: Board of Trustee June 12, 2024 Meeting – Facility and Operations Updates

- Wayne West Health Science Simulation Center Phase III: Construction began June 4th to renovate the office wing of Wayne West second floor. This will allow for new offices and work areas for new nursing staff for our growing Nursing program.
- Public Safety Training Center (BLET): Construction to add HVAC to the gymnasium is 80% complete. Duke Energy will be upgrading power to the building and completion is set for July 1.
- Howard Building: Construction on the pier has been completed. This renovation has made the pier more functional and safer for our students and faculty.
- New classroom wayfinding signage to begin installation the middle 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 has been submitted to the NC State Board and will receive executive approval in June. The 3-1 form for approval of construction is set for State Board approval at the July meeting.
- One-Door: Smith Sinnett, the Open-End Designer, has received our final draft for a building layout and upon receipt, meetings with each department to review the plans will begin. The Phase I Environmental Assessment is in progress.
- McGee Piping Renovation: A Value Engineering study was completed by Chris Johnson, Capital Project Manager with Carteret County Government along with Donna Cumbie, Jeremy Thompson, Tracy Mancini, and Cindi Goodwin. The additional funding provided by Carteret County will allow us to negotiate with the low bidder – Brady Services – to initiate repair of deferred maintenance to the McGee Building.

Thank you,

Cindi Goodwin

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TO: Carteret Community College Board of Trustees
FROM: Brenda Reash, Executive Director Foundation
DATE: May 30, 2024
SUBJECT: Board of Trustee June 12, 2024, Meeting Date

Fundraising and Donation & Resale Program Revenue:

As of the current date, the fundraising and Donation & Resale Program revenue for the new fiscal year amounts to \$486,064. This figure represents approximately 72.7% of the total year budget goal. The steady progress towards the budget goal reflects a positive trajectory in fundraising efforts.

Endowment Funding:

Notably, endowment funding has shown significant growth in the current fiscal year, increasing by \$766,352. This demonstrates strong support for the organization's long-term financial sustainability and capacity to fulfill its mission.

Annual Fund Board and Employee Participation:

Looking ahead to the upcoming fiscal year, key events and initiatives have been outlined:

Fiscal Year Transition: The new fiscal year will commence on July 1, providing an opportunity to set strategic goals and priorities for fundraising endeavors.

Campus Week of Giving: Scheduled for September 9 – 13, 2024, the Campus Week of Giving presents a concentrated effort to engage employees and foster a culture of philanthropy within the College.

Board Giving and Pledge Requests: At the August meeting, board giving and pledge requests for the new fiscal year will be distributed. This ensures timely engagement and commitment from board members towards financial support.

The participation levels of key stakeholders in the Annual Fund for the current fiscal year 2023-2024 are:

Board of Trustees: 9 out of 12 members have contributed, representing a participation rate of 75%.

Board of Directors: 14 out of 19 members have contributed, indicating a participation rate of 74%.

Employee Participation: Employee engagement remains strong, with a participation rate of 55%.

Community Relationship and Current Activities:

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

1. **Boat Building Program PhotoOp:** participated in a PhotoOp with Tate Johnson from Safe Harbor/Jarrett Bay, who generously donated engines to the Boat Building program. This collaborative effort highlights the importance of community support in advancing educational initiatives.



2. Foundation Staff Participation in PINK Days: foundation staff actively participated in PINK Days at the College.
3. Scholarship Establishment: working closely with community members to establish a scholarship in memory of Suellen Leonard. This initiative honors the legacy of Suellen Leonard while providing meaningful opportunities for students.
4. Foundation Governance Committee: The Governance Committee, led by the Denise Warren, Committee Chair has finalized updates to the Bylaws and is currently reviewing policies.

Foundation Sponsorship and Events:

1. The Foundation sponsored the Employee Lunch during PINK Days week, demonstrating support for employee well-being and engagement in campus events.
2. Joslyn Hall Grand Reopening: hosted over 30 guests at the Joslyn Hall Grand Reopening on May 16th. The event primarily welcomed donors who supported Every Seat Matters campaign, showcasing the impact of philanthropic contributions on campus infrastructure and student experiences.

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 South – 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, more information in the coming months.

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 | |

TO: Carteret Community College Board of Trustees
FROM: Amanda Bryant, HR Director
DATE: June 3, 2024
SUBJECT: Board of Trustee June 2024 Meeting

Recruiting/Hiring*

| Position | Replacing | Status |
|------------------------------------|---------------------------------|--|
| Instructor, EMS | New | Louis Giambertone, DOH 6/3 |
| Nursing Instructor | Kay Tosto | Offer pending |
| VP, FAS | Donna Cumbie | Internal, Scott Lane 6/17 |
| Director, Basic Skills | Diane Matlock | Chris Matthews, DOH 6/24 |
| Custodian | New due to restructure | Candidate withdrew; new interviews 6/4 |
| Respiratory Tech Clinical Coord | David Roach | Kim Miller, DOH 6/3 |
| Chair, Human Services | Kathy Foster | Cathy Deal, DOH 6/3 |
| IT Help Desk Manager | Debbie Favorites | Internal, James Michales 5/1 |
| Chair, Surgical Technology | New | Kristina Stewart-Horton, DOH 6/17 |
| Instructor, Dental Assisting I PPT | New | 1 candidate pending VP review |
| IT Specialist I (2 positions) | James Michales/William Gurganus | Posting closed 5/28; supervisor review pending |
| Basic Skills Retention Specialist | YuShawnda Royster | Lori Vinskus, DOH 6/3 |
| Lead Instructor, Welding | Steve Martin | Posting open until filled |

*Excludes Adjunct part-time, temporary job postings

Turnover Data:

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

Employee Headcount and Turnover

| May Headcount | | May Turnover | FY24 YTD Turnover | Historical Turnover |
|----------------------|------------|--------------|-------------------|---------------------|
| F/T Perm Faculty | 68 | 4.12% | 11.39% | FY23: 13.11% |
| F/T Perm Staff | 100 | | | FY22: 16.36% |
| P/T Perm Faculty | 1 | | | FY21: 13.35% |
| P/T Perm Staff | 1 | | | FY20: 8.48% |
| Total Perm | 170 | | | FY19: 10.66% |
| Total Payroll | 280 | | | FY18: 6.49% |



Recent Employee Departures

| Position | Name | Date |
|--|-------------------|-------------|
| Chair, Respiratory Therapy | Trisha Miller | 5/31/24 |
| Lead Instructor, Nursing | Kay Tosto | 5/31/24 |
| Director, Basic Skills | Diane Matlock | 5/31/24 |
| Basic Skills Retention Specialist | YuShawnda Royster | 5/24/24 |
| Administrative Assistant, VP FAS | Laurie Massey | 5/31/24 |
| Lead Instructor, Diesel/Heavy Equipment Tech | Billy Hurley | 5/31/24 |
| Lead Instructor, Welding | Steve Martin | 5/31/24 |

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TO: Carteret Community College Board of Trustees
FROM: Ed Ladenburger, SEC – Staff Executive Committee Chair
DATE: June 3, 2024
SUBJECT: 12 June 2024 - Board of Trustee Meeting

The Staff Executive Committee last met on April 19th.

With no May meeting, there is little to report other than another successful celebration season (graduation/awards).

Nominations for next year's SEC officers are currently being solicited and new officers will be voted into place at the June meeting. [tentatively scheduled for June 11th

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

TO: Carteret Community College Board of Trustees
FROM: Kristian Jenkins
DATE: 06/03/2024
SUBJECT: Board of Trustee 06/12/2024 Meeting

- The new SGA Executive Board for the 2024-2025 Academic Year was elected into office at our last Senate Meeting of the Spring Semester. Jennifer Maldonado-Castro as president, John Martin as Vice President, and Skylar Smith as Public Information Officer.
- We held our Faculty and Staff Appreciation event where many employees got a sweet treat or a drink for free from the SGA.
- The Student Nominated faculty of the Year award was awarded to Quent Lupton for the 2023-2024 year and he was given his award at the Annual Awards Ceremony.
- The SGA Executive Board and I are working on our schedule for the 2024-2025 academic year this summer.